

City of Appleton, Wisconsin



2023 EXECUTIVE BUDGET AND SERVICE PLAN

Developed by:

Mayor Jacob A. Woodford

Jeri A. Ohman, CPA, Finance Director

Christopher Behrens, City Attorney

Charles E. Sepers, Health Officer

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

Jeremy J. Hansen, Fire Chief

Karen E. Harkness, Director of Community Development

Jay M. 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

Danielle L. Block, Director of Public Works

Corey J. Popp, Director of Information Technology

Produced by:

Katie M. Demeny, MPA

Deputy Finance Director

Kelli K. Rindt, CPA

Enterprise Accounting Manager

Lee Thomas

Budget & Accounting Manager

Johanna Kopecky

Data Analyst

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City of Appleton 2023 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					
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 ¹				x		
Wastewater Utility ¹				x		
Health Services	x					
Health Services Grants		x				
Police	x					
Police Grants		x				
Public Safety Capital Projects ²			x			
Fire	x					
Hazardous Materials		x				
Water Utility ¹				x		
Wastewater Utility ¹				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

October 5, 2022

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

Dear Fellow Appletonians,

Enclosed is the 2023 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 Jeri Ohman, Deputy Finance Director Katie Demeny, Budget and Accounting Manager Lee Thomas, Enterprise Accounting Manager Kelli Rindt, and Data Analyst Johanna Kopecky. 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.

Extraordinary inflation has placed serious pressure on just about every facet of the City's budget – from equipment to energy, facilities to personnel. Though the City of Appleton reached a net-new-construction rate of 1.9 percent, which was better than the statewide average, the Consumer Price Index (CPI) increased at a rate of over 8 percent. This growing gap between the overall rate of inflation and the City's tax levy for operations continues to force the City to adjust or reduce services to our residents and to defer necessary maintenance on our infrastructure.

As an employer of over 640 full time staff and hundreds more seasonal and part time employees, the City of Appleton has also faced increasing wage pressure. Competition among municipalities, and even across sectors, has presented challenges in retaining current, and recruiting new, employees. We recently completed an organization-wide compensation and classification study, which has reinforced the need for continued emphasis on appropriately compensating our workforce. To that end, the leadership team has worked to reallocate funds internally to support a recommended 5 percent merit-based increase for non-represented employees. As a point of emphasis: this increase is being made possible primarily by reallocation of existing budget funds.

The City of Appleton continues to make significant investments in information technology, from security to public user experience. Technological advancements and an evolving software-as-a-service business model necessitate more transitions to cloud-based services. This will present both opportunities and challenges as we move forward. In part, this transition over time will

reduce the City's capital liability for servers and other IT infrastructure and improve security, however, it will also put more pressure on already constrained operating budgets.

Despite the many financial pressures beyond our control, the enclosed budget reflects the City of Appleton's continued commitment to delivering excellent services that meet the community's needs and enhance quality of life for all. The City's leadership team and employees continue to rise to the challenges before us, and this budget was no exception.

The 2023 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. With this budget, we also seek to improve Appleton's competitive position as a premier municipality not only in our region, but also statewide.

GENERAL OBLIGATION DEBT MANAGEMENT

The 2023 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. With rising interest rates, our work to stabilize municipal debt is well-timed and will serve our residents well. Effectively, our debt management plan is sunsetting a period of aggressive capital borrowing just as interest rates rebound from historic lows. Continued results of this plan, including improvements in the trend over time can be observed on the chart on page 589.

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. Exploration of maintenance funding options such as a Transportation Utility, as initiated by the Common Council in fall 2021, though currently on hold as of publishing of the 2023 Executive Budget and Service Plan, are reflective of the need to find fiscally responsible and sustainable ways to keep up our infrastructure.

DEBT SERVICE

While G.O. debt service costs continue their upward trend due to past borrowing, as discussed previously, considerable effort has been made 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 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 2023 Budget, total G.O. debt service costs are scheduled to be \$14,693,353, an increase of \$2,553,671 over the 2022 budgeted payments of \$12,139,682. The property tax levy necessary to support this increase rose \$2,563,397 (23.6%) from \$10,874,291 in the 2022 Budget to \$13,437,688 in 2022.

Total G.O. debt outstanding on December 31, 2022 is projected to be \$86,597,125 compared to \$80,946,625 outstanding on December 31, 2021, an increase of \$5,650,500. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$375,575,820 as well as the City's guideline of 40% of this amount of \$150,230,328.

For 2023, \$19,978,529 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$5,415,929), facility construction and improvements (\$11,822,500), equipment (\$715,100), and parks and trails (\$2,025,000). Of the amount borrowed, \$2,998,776 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 2023 can be found in the "Five Year Plan" section of this Budget.

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 2023 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 2023 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 TIF 11 and \$21,000 included in 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

The following section provides an overview of budget activity across the major sections of the budget:

- General fund revenues and expenditures both totaled \$68,946,539 in the 2023 Budget, an increase of \$2,738,084 or 4.13%. The revenue increase is attributable mainly to the allowable increase in the property tax levy along with the closing of TIF #6.
- The general fund tax levy increased \$744,720, or 2.00%, to \$37,824,720 in the 2023 Budget. At the same time, the tax levy for debt service increased \$2,563,397, or 23.6%, to \$13,437,688. Overall, the tax levy for the City is expected to increase \$3,308,117, or 6.61% in 2023. This increase is within State-imposed levy limits.
- Tax Rates – The City’s equalized value increased 12.31% to \$7,511,516,400 in 2022. The City’s estimated assessed values are projected to grow a more modest 0.40%. Applying the 2022 total estimated assessed value (excluding TIDs) of \$5,630,285,174 to the tax levy results in the following projected assessed tax rates:
 - Outagamie County – \$9.48, an increase of 58 cents, or 6.56%
 - Calumet County – \$9.46, an increase of 35 cents, or 3.79%
 - Winnebago County – \$9.24, an increase of 49 cents, or 5.60%

On an equalized value basis, the tax rate is projected to be \$7.52, a decrease of 34 cents, or 4.27%.

Contingency Funds

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2022 to 2023. Estimated balances in the contingency funds available for carryover at the conclusion of 2022 include:

○ State Aid Contingency	\$812,267
○ Operating Contingency	\$402,298
○ Fuel Contingency	\$137,315
○ Wage Reserve	\$1,200,057
- Included in the General Administration section of the 2023 Budget is the addition of \$17,500 to the wage reserve for increases based on results from the compensation and classification study.

Utilities

- Water – The Budget includes \$350,000 for clearwell repairs and \$300,000 for the removal of a valve at the Lake Station to improve hydraulic performance. The meter operations budget includes \$83,000 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 \$40,000 for the on-going purchase of hydrant diffusers and supplies to meet Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Additionally, this budget includes \$1,150,00 for equipment updates at the Water Treatment Facility that were identified during the Corrosion Control study, \$450,000 to upgrade chemical storage, and \$725,000 to replace the parking lot at the Treatment Facility. Water Utility infrastructure improvements planned for 2023 include \$2,300,000 for the replacement of aging distribution and transmission mains. There are no planned water rate increases for 2023.
- Wastewater – The 2022 Budget includes an additional \$4,900,000 for belt filter upgrades and replacements project that was part of the 2022 budget, and \$4,200,000 for Blended Sludge Piping and HEX replacement. The Budget also includes \$1,875,000 for multiple building and grounds improvement and replacement projects at the treatment facility. Finally, included in the Budget is \$1,600,000 for the replacement of aging mains of the wastewater collection system. In accordance with the recommendations from the 2020 rate study, the 2023 Budget includes a rate increase of 4% for general service and 5% for the special hauled waste program. The rate increase is necessary for continuing support of needed 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 \$3,600,000 to ongoing infrastructure improvements and \$1,500,000 for pond construction and other land needs to support best management practices. The budget also includes a \$375,000 transfer to CEA for leaf vacuum equipment upgrades to facilitate a new leaf collection process that will begin in the fall of 2022. There are no planned stormwater rate increases for 2023.

Personnel

Included in the 2023 Executive Budget are the following personnel additions:

- Finance Department – A full-time Finance Associate position to support the continuation of data analysis and additional grant application support for all departments.
- Information Technology – The elimination of a Software Engineer position and the addition of a Deputy Director position to adjust to changing work processes within the department.

- Fire Department – The elimination of a Resource Development Specialist position and the addition of a Battalion Chief – EMS position to focus on developing and updating policies and programs for the benefit of the community.
- Health Department – The addition of an Environmentalist position to meet statutory, contractual, and Municipal Code requirements. This position will be funded with DHS ARPA grant funds in the first year, with subsequent years funded by additional revenue in the Environmental Health program.
- Police Department – The elimination of a Police Communications position and the addition of a Traffic Safety Officer to continue the pilot program on a permanent basis.

Other changes approved by Council during 2022 included:

- The increase of the Purchasing Clerk positions in the Department of Public Works from 1.5 FTE to 2.0 FTE.
- The addition of 1.0 FTE position at Valley Transit for a Safety and Compliance Specialist.
- The change of the Civilian Fire Protection Engineer (1.0 FTE) to a Public Education Specialist/Civilian Fire Inspector (1.0 FTE).
- The addition of a 0.20 FTE HR/IT Administrative Support Assistant in the Information Technology Department.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the 2023 Capital Improvement Projects (CIP) not discussed prior are as follows:

- Construction will begin on the library renovation which is expected to break ground in the spring of 2023. Included in this Budget is \$13,500,000 for construction in 2023 with the project expected to be completed in early 2024. This is the final tranche of City funding for the project.
- As discussed previously, maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over \$8,400,000 in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed, approximately \$10,450,000 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 2023 Budget includes investments in the following areas: \$1,725,000 for HVAC upgrades at Municipal Services Building, Fire Station #6, and Wastewater Treatment Plant; and \$1,475,000 for trails and roads in Telulah and Peabody Parks, roads at the Wastewater Treatment Plant, and the parking lot at the Water Utility.

- Quality of life improvements in the 2023 Budget focus on maintaining our parks and expanding our trail systems. This budget promotes the expansion of our park system by including \$2,000,000 for the development of Lundgaard Park, which will be supplemented by an outside fundraising campaign.
- Public Safety improvements include \$532,000 to replace radio communication equipment, used by the Fire Department. A portion of the cost, \$217,700, will be funded with a grant award through the Assistance to Firefighters Grant (AFG).

CONCLUSION

The 2023 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 continues the practice of 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,



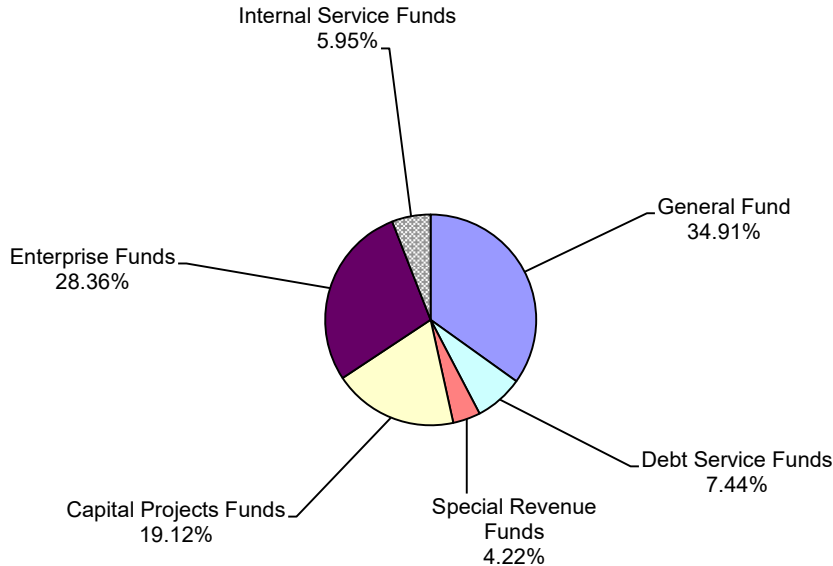
JACOB A. WOODFORD
Mayor of Appleton

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CITY OF APPLETON 2023 BUDGET

EXPENDITURE BY FUND GROUP

\$197,507,180



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

Katie Van Zeeland

COUNCIL MEMBERS

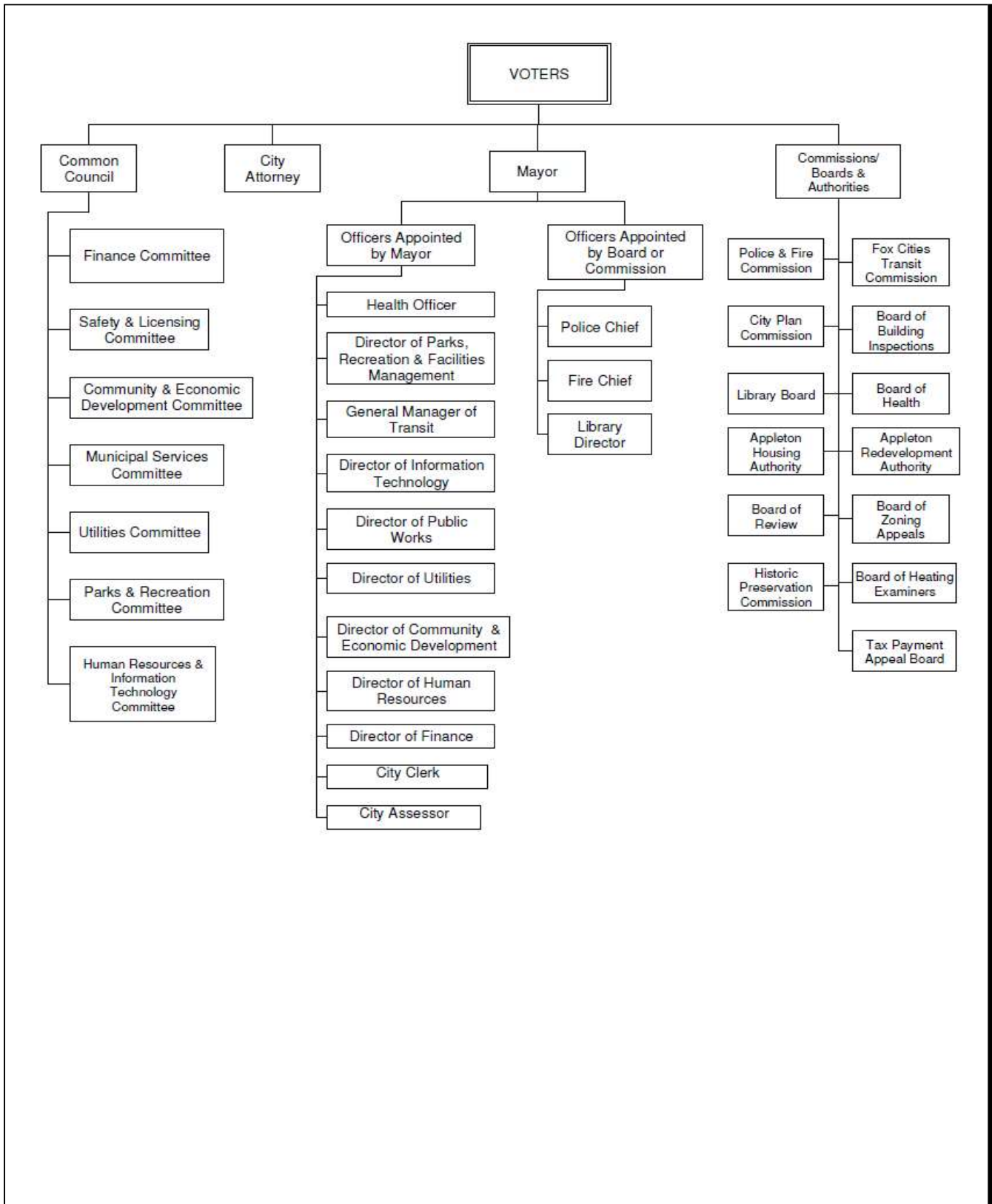
District 1:	William J. Siebers	District 9:	Alexander Schultz
District 2:	Vered Meltzer	District 10:	Vaya Jones
District 3:	Brad Firkus	District 11:	Kristin Alfheim
District 4:	Israel Del Toro	District 12:	Nate Wolff
District 5:	Katie Van Zeeland	District 13:	Sheri Hartzheim
District 6:	Denise D. Fenton	District 14:	Christopher Croatt
District 7:	Maiyoua Thao	District 15:	Chad Doran
District 8:	Joss Thyssen		

DEPARTMENT HEADS

Director of Human Resources	Jay M. 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	Corey J. Popp
Police Chief	Todd L. Thomas
Director of Public Works	Danielle L. Block
Health Officer	Charles E. Sepers
Director of Finance	Jeri A. Ohman

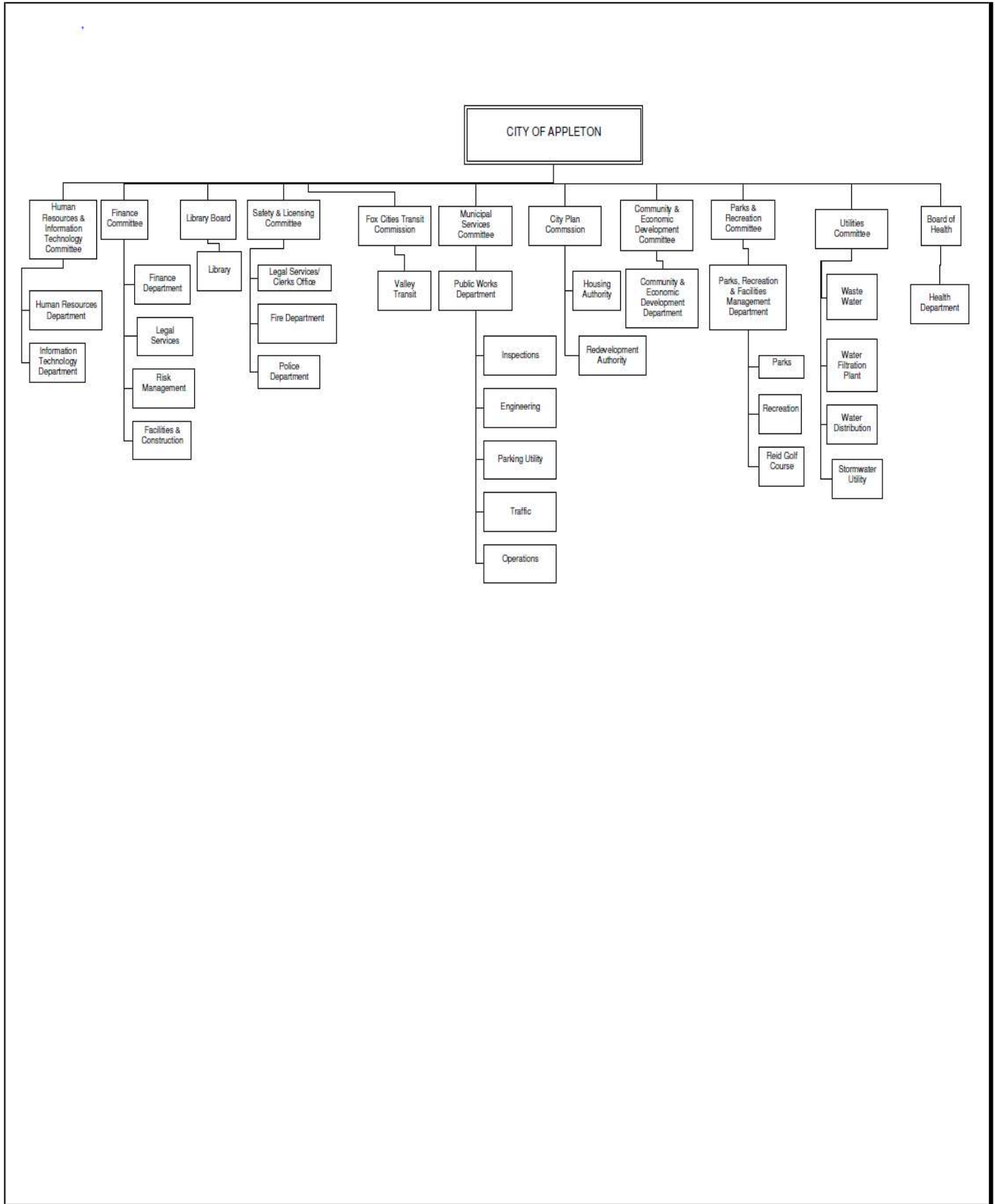
CITY OF APPLETON 2023 BUDGET

Structure by Voters



CITY OF APPLETON 2023 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2023 BUDGET
STANDING COMMITTEES**

FINANCE

Brad Firkus (C)
Vered Meltzer
Denise Fenton
William Siebers
Katie Van Zeeland

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

SAFETY AND LICENSING

Chris Croatt (C)
Alexander Schultz
Kristin Alfheim
Sheri Hartzheim
Nate Wolff

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Kristin Alfheim (C)
Nate Wolff
Israel Del Toro
Vaya Jones
Maiyoua Thao

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

PARKS AND RECREATION

Nate Wolff (C)
Alexander Schultz
Israel Del Toro
Sheri Hartzheim
Joss Thyssen

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

UTILITIES

Vered Meltzer (C)
Chad Doran
Brad Firkus
Vaya Jones
Alexander Schultz

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

MUNICIPAL SERVICES

William Siebers (C)
Brad Firkus
Katie Van Zeeland
Chad Doran
Joss Thyssen

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

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Denise D. Fenton (C)
Sheri Hartzheim
Kristin Alfheim
Chris Croatt
Maiyoua Thao

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

**CITY OF APPLETON
2023 BUDGET
OTHER**

APPLETON HOUSING AUTHORITY

Thomas Phillips (C)
Patrick DeWall
Christopher Biese
Ariela Rosa
Val Dreier

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 Van Dyke
Gerald Fisher
Anne Higgins
Amanda Stuck
Alderson Brad Firkus
Comm. Dev. Deputy Director Monica Stage
Economic Dev. Specialist Matthew Rehbein

Meets the 2nd 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 Dani Block
Fire Chief Jeremy Hansen
Inspections Supervisor – Kurt Craanen

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
Greg Hartjes
Alderson Katie Van Zeeland
Outagamie Co. Representative Patricia Exarhos

Meets the TUESDAY before the 3rd 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 Chris Croatt
Alderson Vaya Jones
Alderson William J. Siebers
City Clerk Kami Lynch, Secretary

Meets within 45 days after 4th Monday of April

BOARD OF HEALTH

Cathy Spears (C)
Mayor Jacob A. Woodford
Lee Marie Vogel, M.D.
Kathleen Fuchs
Deborah Werth
Alderson Denise Fenton
Alderson Vered Meltzer
Emma Kane

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

APPLETON PUBLIC ART COMMITTEE

Elyse-Krista Mische (C)
Kelsey McElrath
Catherine McKenzie
Kim Riesterer
Luis Fernandez
Kim Kolbe Ritzow
Claire Jamison

Meets the 1st WEDNESDAY of each month at 8:30 A.M. in Committee Room "6A"

PARADE COMMITTEE

Alderson Sheri Hartzheim
Corey Otis (C)

Meets at the call of the Chair

**CITY OF APPLETON
2023 BUDGET
OTHER**

TAX PAYMENT APPEAL BOARD

Finance Director Jeri Ohman
City Attorney Christopher Behrens
Aldersperson Brad Firkus

Meets at the call of the Chair

CEA REVIEW COMMITTEE

Aldersperson Chad Doran
Aldersperson Denise Fenton
Finance Director Jeri Ohman
Public Works Director Danielle Block

Meets at the call of the Chair

**BICYCLE & PEDESTRIAN ADVISORY
COMMITTEE**

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

Meets at the call of a Member

BOARD OF ZONING APPEALS

Paul McCann (C)
Scott Engstrom
Karen Cain
Kelly Sperl
Kevin Loosen
Inspections Supervisor – Kurt Craanen

Meets the 3rd MONDAY of each month at 7:00
P.M. in Committee Room “6A”

**HISTORIC PRESERVATION
COMMISSION**

Aldersperson Joss Thyssen
Nancy Peterson
Daniel Meissner
Vacant
Vacant
Mayor Jacob A. Woodford
Principal Planner Comm. Dev. 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
Aldersperson Denise Fenton
DPW Deputy Director Ross Buetow

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

CITY OF APPLETON

2023 BUDGET COMMISSIONS

FOX CITIES TRANSIT COMMISSION

George Dearborn (C)
Farrah Yang
Larry Wurdinger
Mike Patza
Rick Detienne
Cari Lendrum
Carol Kasimor
Diane Dexter
Ronald Torrance
Maggie Mahoney
Greg VandeHey
Alderson Israel Del Toro
Alderson Maiyoua Thao

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

POLICE AND FIRE COMMISSION

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

Meets at the call of the Chair

**CITY OF APPLETON 2023 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2022 TAX, COLLECTIBLE IN 2023**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 46,004,707	\$ 6,762,446	\$ 587,255	\$ 53,354,408
Technical College - Fox Valley	-	-	-	-
School - Appleton	-	-	-	-
School - Menasha	-	-	-	-
Schools - Freedom	-	-	-	-
Schools - Hortonville	-	-	-	-
School - Kimberly	-	-	-	-
County	-	-	-	-
State	-	-	-	-
TIF's # 3 - 12	-	-	-	-
TOTAL TAX	<u>\$ 46,004,707</u>	<u>\$ 6,762,446</u>	<u>\$ 587,255</u>	<u>\$ 53,354,408</u>
Less State Credits	-	-	-	-
NET TAX LEVY	<u><u>\$ 46,004,707</u></u>	<u><u>\$ 6,762,446</u></u>	<u><u>\$ 587,255</u></u>	<u><u>\$ 53,354,408</u></u>
CITY DISTRIBUTION:	Equalized Value	Percent	City Tax	
	w/o TID			
Outagamie County	6,114,917,200	86.23%	46,004,707	
Calumet County	898,860,200	12.68%	6,762,446	
Winnebago County	78,057,600	1.10%	587,255	
TOTAL	<u><u>\$ 7,091,835,000</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 53,354,408</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 2023 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.8976	\$ 9.4817	\$ 0.5841	6.56%
Public Schools	8.6674	-	(8.6674)	-100.00%
Technical College	1.0222	-	(1.0222)	-100.00%
County	3.7937	-	(3.7937)	-100.00%
GROSS TAX RATE	22.3809	9.4817	(12.8992)	-57.63%
Less State Credits	1.4433	-	(1.4433)	-100.00%
NET TAX RATE	\$ 20.9376	\$ 9.4817	\$ (11.4559)	-54.71%

Outagamie County/ Menasha School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.8976	\$ 9.4817	\$ 0.5841	6.56%
Public Schools	13.2090	-	(13.2090)	-100.00%
Technical College	1.0222	-	(1.0222)	-100.00%
County	3.7937	-	(3.7937)	-100.00%
GROSS TAX RATE	26.9225	9.4817	(17.4408)	-64.78%
State Credits	1.4433	-	(1.4433)	-100.00%
NET TAX RATE	\$ 25.4792	\$ 9.4817	\$ (15.9975)	-62.79%

Outagamie County/ Freedom School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.8976	\$ 9.4817	\$ 0.5841	6.56%
Public Schools	6.7314	-	(6.7314)	-100.00%
Technical College	1.0222	-	(1.0222)	-100.00%
County	3.7937	-	(3.7937)	-100.00%
GROSS TAX RATE	20.4449	9.4817	(10.9632)	-53.62%
State Credits	1.4433	-	(1.4433)	-100.00%
NET TAX RATE	\$ 19.0016	\$ 9.4817	\$ (9.5199)	-50.10%

Outagamie County/ Hortonville School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.8976	\$ 9.4817	\$ 0.5841	6.56%
Public Schools	9.0374	-	(9.0374)	-100.00%
Technical College	1.0222	-	(1.0222)	-100.00%
County	3.7937	-	(3.7937)	-100.00%
GROSS TAX RATE	22.7509	9.4817	(13.2692)	-58.32%
State Credits	1.4433	-	(1.4433)	-100.00%
NET TAX RATE	\$ 21.3076	\$ 9.4817	\$ (11.8259)	-55.50%

**CITY OF APPLETON 2023 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.1157	\$ 9.4613	\$ 0.3456	3.79%
Public Schools	8.8799	-	(8.8799)	-100.00%
Technical College	1.0473	-	(1.0473)	-100.00%
County	4.7355	-	(4.7355)	-100.00%
GROSS TAX RATE	23.7784	9.4613	(14.3171)	-60.21%
State Credits	1.2453	-	(1.2453)	-100.00%
NET TAX RATE	\$ 22.5331	\$ 9.4613	\$ (13.0718)	-58.01%

Calumet County/ Kimberly School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.1157	\$ 9.4613	\$ 0.3456	3.79%
Public Schools	7.0271	-	(7.0271)	-100.00%
Technical College	1.0473	-	(1.0473)	-100.00%
County	4.7355	-	(4.7355)	-100.00%
GROSS TAX RATE	21.9256	9.4613	(12.4643)	-56.85%
State Credits	1.2453	-	(1.2453)	-100.00%
NET TAX RATE	\$ 20.6803	\$ 9.4613	\$ (11.2190)	-54.25%

**CITY OF APPLETON 2023 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.7463	\$ 9.2360	\$ 0.4897	5.60%
Public Schools	8.5201	-	(8.5201)	-100.00%
Technical College	1.0048	-	(1.0048)	-100.00%
County	4.8389	-	(4.8389)	-100.00%
GROSS TAX RATE	23.1101	9.2360	(13.8741)	-60.03%
State Credits	1.7103	-	(1.7103)	-100.00%
NET TAX RATE	\$ 21.3998	\$ 9.2360	\$ (12.1638)	-56.84%

Winnebago County/ Menasha School Dist.	Assessed 2021 Tax Rate (2022 Budget)	Assessed 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.7463	\$ 9.2360	\$ 0.4897	5.60%
Public Schools	13.0031	-	(13.0031)	-100.00%
Technical College	1.0048	-	(1.0048)	-100.00%
County	4.8389	-	(4.8389)	-100.00%
GROSS TAX RATE	27.5931	9.2360	(18.3571)	-66.53%
State Credits	1.7103	-	(1.7103)	-100.00%
NET TAX RATE	\$ 25.8828	\$ 9.2360	\$ (16.6468)	-64.32%

**CITY OF APPLETON 2023 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	7.6559	-	(7.6559)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	3.3509	-	(3.3509)	-100.00%
GROSS TAX RATE	19.7689	7.5234	(12.2455)	-61.94%
Less State Credits	1.2749	-	(1.2749)	-100.00%
NET TAX RATE	\$ 18.4940	\$ 7.5234	\$ (10.9706)	-59.32%

Outagamie County/ Menasha School Dist.	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	11.6678	-	(11.6678)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	3.3509	-	(3.3509)	-100.00%
GROSS TAX RATE	23.7808	7.5234	(16.2574)	-68.36%
State Credits	1.2749	-	(1.2749)	-100.00%
NET TAX RATE	\$ 22.5059	\$ 7.5234	\$ (14.9825)	-66.57%

Outagamie County/ Freedom School Dist.	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	5.9459	-	(5.9459)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	3.3509	-	(3.3509)	-100.00%
GROSS TAX RATE	18.0589	7.5234	(10.5355)	-58.34%
State Credits	1.2749	-	(1.2749)	-100.00%
NET TAX RATE	\$ 16.7840	\$ 7.5234	\$ (9.2606)	-55.18%

Outagamie County/ Hortonville School Dist.	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	7.9830	-	(7.9830)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	3.3509	-	(3.3509)	-100.00%
GROSS TAX RATE	20.0960	7.5234	(12.5726)	-62.56%
State Credits	1.2749	-	(1.2749)	-100.00%
NET TAX RATE	\$ 18.8211	\$ 7.5234	\$ (11.2977)	-60.03%

**CITY OF APPLETON 2023 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	7.6559	-	(7.6559)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	4.0828	-	(4.0828)	-100.00%
GROSS TAX RATE	20.5008	7.5234	(12.9774)	-63.30%
State Credits	1.0737	-	(1.0737)	-100.00%
NET TAX RATE	\$ 19.4271	\$ 7.5234	\$ (11.9037)	-61.27%

Calumet County/ Kimberly School Dist.	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	6.0584	-	(6.0584)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	4.0828	-	(4.0828)	-100.00%
GROSS TAX RATE	18.9033	7.5234	(11.3799)	-60.20%
State Credits	1.0737	-	(1.0737)	-100.00%
NET TAX RATE	\$ 17.8296	\$ 7.5234	\$ (10.3062)	-57.80%

**CITY OF APPLETON 2023 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

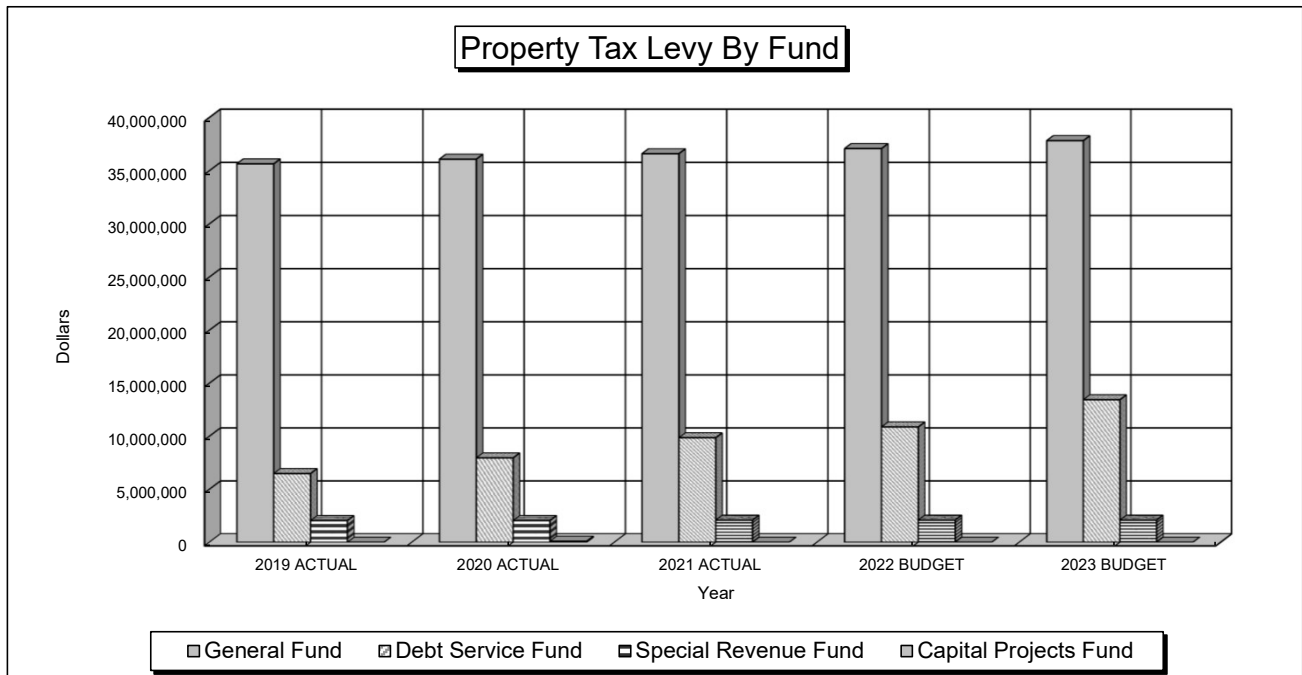
Winnebago County/ Appleton School District	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	7.6559	-	(7.6559)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	4.3481	-	(4.3481)	-100.00%
GROSS TAX RATE	20.7661	7.5234	(13.2427)	-63.77%
State Credits	1.5368	-	(1.5368)	-100.00%
NET TAX RATE	\$ 19.2293	\$ 7.5234	\$ (11.7059)	-60.88%

Winnebago County/ Menasha School District	Equalized 2021 Tax Rate (2022 Budget)	Equalized 2022 Tax Rate (2023 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8592	\$ 7.5234	\$ (0.3358)	-4.27%
Public Schools	11.6842	-	(11.6842)	-100.00%
Technical College	0.9029	-	(0.9029)	-100.00%
County	4.3481	-	(4.3481)	-100.00%
GROSS TAX RATE	24.7944	7.5234	(17.2710)	-69.66%
State Credits	1.5368	-	(1.5368)	-100.00%
NET TAX RATE	\$ 23.2576	\$ 7.5234	\$ (15.7342)	-67.65%

CITY OF APPLETON 2023 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
General Fund	\$ 35,646,816	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000	\$ 37,824,720
Debt Service Funds	6,481,724	7,955,245	9,851,874	10,874,291	13,437,688
Special Revenue Funds					
Sanitation & Recycling	2,044,968	2,045,000	2,089,000	2,089,000	2,089,000
Neighborhood Program	-	-	3,000	3,000	3,000
Total Special Revenue Funds	<u>2,044,968</u>	<u>2,045,000</u>	<u>2,092,000</u>	<u>2,092,000</u>	<u>2,092,000</u>
Capital Project Funds					
Subdivision Development	-	100,000	-	-	-
TOTAL PROPERTY TAX LEVY:	<u>\$ 44,173,508</u>	<u>\$ 46,183,245</u>	<u>\$ 48,543,874</u>	<u>\$ 50,046,291</u>	<u>\$ 53,354,408</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2023 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 PROJECTED	2023 BUDGET
General Fund	\$ 65,739,709	\$ 64,480,849	\$ 66,208,455	\$ 66,492,634	\$ 68,946,539
Debt Service Funds	9,189,079	10,877,210	11,014,741	12,082,500	13,837,950
Special Revenue Funds					
Tax Increment District #3	1,145,374	1,248,147	1,161,000	1,125,326	1,298,500
Sanitation & Recycling	3,734,817	3,801,734	3,758,618	3,758,618	3,806,618
Hazardous Materials Level A	143,101	124,497	72,075	72,075	72,075
Police Grants	261,992	218,100	108,000	108,000	143,000
Health Services Grants	2,042,352	780,292	227,837	227,837	642,879
Housing & Community Development Grants	1,983,252	2,601,205	1,773,717	1,773,717	1,724,127
ARPA Grant	-	77,672	7,470,920	14,816,343	-
Room Tax Administration	91,388	147,290	137,580	137,580	174,300
Union Spring Park	74	(15)	-	-	-
Tuchscherer Disability Fund	-	-	-	-	-
Peabody Estate Trust	1,927	(405)	1,200	1,200	1,200
Lutz Park Trust	4,016	(844)	2,200	2,200	2,200
Park Open Space	9,673	76,448	1,000	1,000	1,000
City Park Project	176	(37)	100	100	100
Universal Playground	-	-	-	-	-
Library Grants	150,670	158,138	112,396	112,396	126,868
Miracle League Field	760	(159)	500	500	500
Wheel Tax	1,216,329	1,274,087	1,200,000	1,200,000	1,250,000
Total Special Revenue Funds	<u>10,785,901</u>	<u>10,506,150</u>	<u>16,027,143</u>	<u>23,336,892</u>	<u>9,243,367</u>
Capital Projects Funds					
Subdivision Development	518,237	591,647	819,135	789,135	902,495
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	2,660,651	3,692,361	2,785,758	2,559,295	3,264,855
Tax Increment District #7	436,277	499,176	437,687	450,990	596,187
Tax Increment District #8	1,268,474	1,671,764	1,755,600	1,694,764	1,905,600
Tax Increment District #9	117,834	153,703	128,287	128,946	162,287
Tax Increment District #10	7,915	4,544	6,163	6,163	36,190
Tax Increment District #11	35,233	670,877	620,000	607,544	935,000
Tax Increment District #12	24,862	76,484	135,500	134,332	309,500
City Center	-	-	-	-	-
Information Technology	440,138	62,035	685	-	-
Public Works	830,185	191,842	8,285	8,285	107,485
Industrial Park Land	615,418	1,193,059	27,441	27,441	184,326
Equipment Replacement	3,124,562	3,623,163	4,252,850	4,252,850	4,689,516
Community Development Projects	2,185	(445)	-	-	-
Public Safety	31	8,183	-	217,700	-
Facilities	255,421	3,969,079	225,000	4,544,382	25,000
Total Capital Projects Fund	<u>10,337,423</u>	<u>16,407,472</u>	<u>11,202,391</u>	<u>15,421,827</u>	<u>13,118,441</u>
Enterprise Funds					
Water Utility	21,121,510	20,331,706	20,068,113	20,449,613	20,527,827
Wastewater Utility	11,567,184	13,000,059	12,696,681	13,443,744	14,030,285
Stormwater Utility	11,968,068	11,429,893	11,683,804	11,516,804	11,769,763
Parking Utility	1,540,399	1,729,429	2,187,601	2,163,000	2,191,525
Golf Course	908,106	1,041,002	910,233	910,233	963,460
Valley Transit	7,895,344	8,268,415	10,749,409	10,749,409	10,945,494
Total Enterprise Funds	<u>55,000,611</u>	<u>55,800,504</u>	<u>58,295,841</u>	<u>59,232,803</u>	<u>60,428,354</u>
Internal Service Funds					
Facilities & Construction Management	2,840,737	2,743,016	3,059,962	3,059,962	2,914,690
Central Equipment Agency	3,210,173	3,455,839	3,394,440	3,394,440	4,075,342
Risk Management	1,771,197	2,995,284	1,929,199	1,939,224	1,986,913
Total Internal Service Funds	<u>7,822,107</u>	<u>9,194,139</u>	<u>8,383,601</u>	<u>8,393,626</u>	<u>8,976,945</u>
TOTAL REVENUES:	<u>\$ 158,874,830</u>	<u>\$ 167,266,324</u>	<u>\$ 171,132,172</u>	<u>\$ 184,960,282</u>	<u>\$ 174,551,596</u>

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2023 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 PROJECTED	2023 BUDGET
General Fund	\$ 60,118,847	\$ 69,366,423	\$ 66,208,455	\$ 69,600,641	\$ 68,946,539
Debt Service Funds	9,475,200	11,039,746	12,139,682	12,139,682	14,693,353
Special Revenue Funds					
Tax Increment District #3	198,268	144,328	87,521	87,521	28,960
Sanitation & Recycling	3,642,792	3,655,370	3,832,245	3,832,245	4,180,154
Hazardous Materials Level A	103,467	79,878	94,115	139,115	72,075
Police Grants	261,992	218,100	108,000	108,000	143,000
Health Services Grants	2,042,398	780,294	227,837	239,339	642,879
Housing & Community Development Grants	1,700,117	2,448,932	1,777,201	2,343,237	1,724,918
ARPA Grant	-	75,498	8,000,000	14,818,517	-
Room Tax Administration	92,468	146,563	137,635	137,635	174,300
Union Spring Park	-	2,513	-	-	223
Tuchscherer Disability Fund	-	-	-	-	-
Lutz Park Trust	-	-	-	-	-
Park Open Space	-	-	-	-	-
Universal Playground Trust	-	-	-	-	-
Library Grants	113,801	126,820	126,411	140,070	126,868
Miracle League Field	-	-	-	-	-
Wheel Tax	1,216,329	1,274,087	1,200,000	1,200,000	1,250,000
Total Special Revenue Funds	9,371,632	8,952,383	15,590,965	23,045,679	8,343,377
Capital Projects Funds					
Subdivision Development	734,646	711,271	1,396,811	1,396,811	1,204,516
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	726,398	1,398,535	1,735,857	1,735,857	4,732,899
Tax Increment District #7	346,479	335,386	351,650	351,650	404,454
Tax Increment District #8	1,212,191	1,505,741	1,635,950	1,590,277	1,791,110
Tax Increment District #9	30,921	31,507	34,650	32,714	39,978
Tax Increment District #10	1,396	1,207	1,650	1,650	1,852
Tax Increment District #11	156,238	106,917	1,312,535	1,328,409	3,650,145
Tax Increment District #12	44,235	37,566	54,268	36,383	34,058
City Center	119,218	4,158	-	-	-
Information Technology	469,222	120,864	325,000	529,975	250,000
Public Works	8,048,237	6,767,111	4,943,806	4,943,806	2,449,120
Industrial Park Land	163,527	52,473	150,957	150,957	151,857
Equipment Replacement	3,475,797	2,666,556	3,966,960	3,966,960	4,810,928
Community Development Projects	-	-	-	-	-
Public Safety	707,010	-	-	-	532,700
Facilities	6,837,120	5,175,417	12,300,101	17,186,258	17,718,239
Total Capital Projects Fund	23,072,635	18,914,709	28,210,195	33,251,707	37,771,856
Enterprise Funds					
Water Utility	17,303,519	17,068,681	17,824,894	17,536,593	18,987,950
Wastewater Utility	11,455,884	11,634,008	12,660,422	13,027,988	13,793,218
Stormwater Utility	8,467,996	7,768,914	7,961,900	8,298,221	8,224,462
Parking Utility	1,926,009	1,717,540	2,191,206	2,522,081	2,069,371
Golf Course	805,563	871,595	900,150	930,150	963,459
Valley Transit	8,607,533	9,196,300	11,733,837	11,733,837	11,968,900
Total Enterprise Funds	48,566,504	48,257,038	53,272,409	54,048,870	56,007,360
Internal Service Funds					
Facilities & Construction Management	2,855,246	2,638,564	3,059,962	3,059,962	2,914,690
Central Equipment Agency	5,666,339	5,841,418	6,148,803	6,148,803	6,789,092
Risk Management	2,788,307	1,192,907	1,929,199	2,027,634	1,986,913
Other Post Employment Benefits	54,000	54,000	54,000	54,000	54,000
Total Internal Service Funds	11,363,892	9,726,889	11,191,964	11,290,399	11,744,695
TOTAL EXPENDITURES:	\$ 161,968,710	\$ 166,257,188	\$ 186,613,670	\$ 203,376,978	\$ 197,507,180

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 2023 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 PROJECTED	2023 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	\$ 33,807,645	\$ 39,428,507	\$ 34,542,933	\$ 34,542,933	\$ 31,434,926
Property Taxes	36,083,000	36,600,000	37,080,000	37,080,000	37,824,720
Other Revenue	29,656,709	27,880,849	29,128,455	29,412,634	31,121,819
Expenditures	60,118,847	69,366,423	66,208,455	69,600,641	68,946,539
FUND BALANCE - Ending (Dec. 31)	\$ 39,428,507	\$ 34,542,933	\$ 34,542,933	\$ 31,434,926	\$ 31,434,926
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 1,588,068	\$ 1,301,947	\$ 1,139,411	\$ 1,139,411	\$ 1,082,229
Property Taxes	7,955,245	9,851,874	10,874,291	10,874,291	13,437,688
Proceeds of Debt	-	-	160,000	-	170,000
Other Revenue	1,233,834	1,025,336	140,450	1,208,209	400,262
Expenditures	9,475,200	11,039,746	12,139,682	12,139,682	14,693,353
FUND BALANCE - Ending (Dec. 31)	\$ 1,301,947	\$ 1,139,411	\$ 174,470	\$ 1,082,229	\$ 396,826
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ (1,759,983)	\$ (345,714)	\$ 1,208,053	\$ 1,208,053	\$ 1,499,266
Property Taxes	3,147,513	3,307,752	3,242,000	3,203,592	3,377,000
Other Revenue	7,638,388	7,198,398	12,785,143	20,133,300	5,866,367
Expenditures	9,371,632	8,952,383	15,590,965	23,045,679	8,343,377
FUND BALANCE - Ending (Dec. 31)	\$ (345,714)	\$ 1,208,053	\$ 1,644,231	\$ 1,499,266	\$ 2,399,256
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 5,454,159	\$ 7,718,946	\$ 19,711,709	\$ 19,711,709	\$ 17,899,681
Property Taxes	4,095,983	5,658,073	5,555,332	5,191,698	6,915,494
Contributed Capital	-	-	-	-	-
Proceeds of Debt	14,999,999	14,500,000	15,013,325	16,017,852	19,611,276
Other Revenue	6,241,440	10,749,399	5,647,059	10,230,129	6,202,947
Expenditures	23,072,635	18,914,709	28,210,195	33,251,707	37,771,856
FUND BALANCE - Ending (Dec. 31)	\$ 7,718,946	\$ 19,711,709	\$ 17,717,230	\$ 17,899,681	\$ 12,857,542
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 301,369,556	\$ 311,977,577	\$ 330,361,781	\$ 330,361,781	\$ 345,089,101
Property Taxes	-	-	-	-	-
Other Revenue	55,000,611	55,800,504	58,295,841	59,232,803	60,428,354
Contributed Capital	4,173,914	10,840,738	9,553,618	9,543,387	40,000
Expenditures	48,566,504	48,257,038	53,272,409	54,048,870	56,007,360
FUND BALANCE - Ending (Dec. 31)	\$ 311,977,577	\$ 330,361,781	\$ 344,938,831	\$ 345,089,101	\$ 349,550,095
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 14,671,436	\$ 14,605,523	\$ 16,739,328	\$ 16,739,328	\$ 17,809,515
Property Taxes	-	-	-	-	-
Other Revenue	7,822,107	9,194,139	8,383,601	8,393,626	8,976,945
Contributed Capital	3,475,872	2,666,555	3,966,960	3,966,960	4,810,928
Expenditures	11,363,892	9,726,889	11,191,964	11,290,399	11,744,695
FUND BALANCE - Ending (Dec. 31)	\$ 14,605,523	\$ 16,739,328	\$ 17,897,925	\$ 17,809,515	\$ 19,852,693
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	\$ 355,130,881	\$ 374,686,786	\$ 403,703,215	\$ 403,703,215	\$ 414,814,718
Property Taxes	51,281,741	55,417,699	56,751,623	56,349,581	61,554,902
Proceeds of Debt	14,999,999	14,500,000	15,173,325	16,017,852	19,781,276
Contributed Capital	7,649,786	13,507,293	13,520,578	13,510,347	4,850,928
Other Revenue	107,593,089	111,848,625	114,380,549	128,610,701	112,996,694
Expenditures	161,968,710	166,257,188	186,613,670	203,376,978	197,507,180
FUND BALANCE - Ending (Dec. 31)	\$ 374,686,786	\$ 403,703,215	\$ 416,915,620	\$ 414,814,718	\$ 416,491,338

CITY OF APPLETON 2023 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2022 BUDGET	2023 BUDGET
Property Tax	\$ 56,751,623	\$ 61,554,902
Other Tax	2,519,480	2,631,200
Intergovernmental	34,491,977	27,647,366
Licenses & Permits	1,349,475	1,537,710
Special Assessments	682,522	553,410
Charges for Service	59,853,043	62,238,119
Interest Income	3,538,152	3,045,707
Fines & Forfeitures	595,000	625,000
Other Revenues	5,508,524	6,487,437
Interfund Transfers	5,842,376	8,230,745
TOTAL REVENUES	\$ 171,132,172 *	\$ 174,551,596 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2022 BUDGET	2023 BUDGET
Personnel	\$ 66,612,288	\$ 69,641,963
Training & Travel	467,397	471,460
Supplies & Materials	9,819,180	10,960,936
Purchased Services	38,308,953	65,524,579
Miscellaneous Expense	26,728,360	18,718,022
Debt Service	16,356,071	18,951,229
Capital Expense ¹	23,237,218	5,856,421
Other Financing Uses	5,084,203	7,382,570
TOTAL EXPENSE	\$ 186,613,670	\$ 197,507,180

¹ 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 2023:

5/16/22	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.
6/13/22 - 9/09/22	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.
9/09/22 - 10/05/22	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.
10/05/22 - 10/28/22	The Mayor holds listening sessions with the public on the budget.
10/29/22	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.
11/02/22	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/09/22	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES – 2023 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 – 2023 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 – 2023 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 – 2022 tax roll:

Lien date and levy date	December 2022
Tax bills mailed	December 2022
Payment in full or 1 st installment due	January 31, 2023
2 nd installment due	March 31, 2023
3 rd installment due	May 31, 2023
4 th installment due	July 31, 2023

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 – 2023 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 – 2023 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 – 2023 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 – 2023 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 – 2023 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 2023 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.80%	6.80%	6.80%
City Contribution	<u>6.80%</u>	<u>13.24%</u>	<u>18.14%</u>
Total	13.60%	20.04%	24.94%

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 Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Practices (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

CITY OF APPLETON POLICIES – 2023 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 53 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,

\$10,000 - \$50,000 deductible per occurrence for crime claims, depending on the type of crime (theft, robbery, computer fraud, etc.), with purchased coverage to \$250,000 - \$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 deductible 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. Aggregate limit of \$500,000.

- 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 Risk Manager on a case by case basis.

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CITY OF APPLETON
2023 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>
2021	66,369	70,358	74,577	64,881	67,057
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

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, 2022	3.3	%	3.0	%	2.9	%	3.3	%
July, 2021	4.1		3.4		3.3		3.7	
Average, 2021	3.8	%	3.1	%	3.1	%	3.2	%
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	

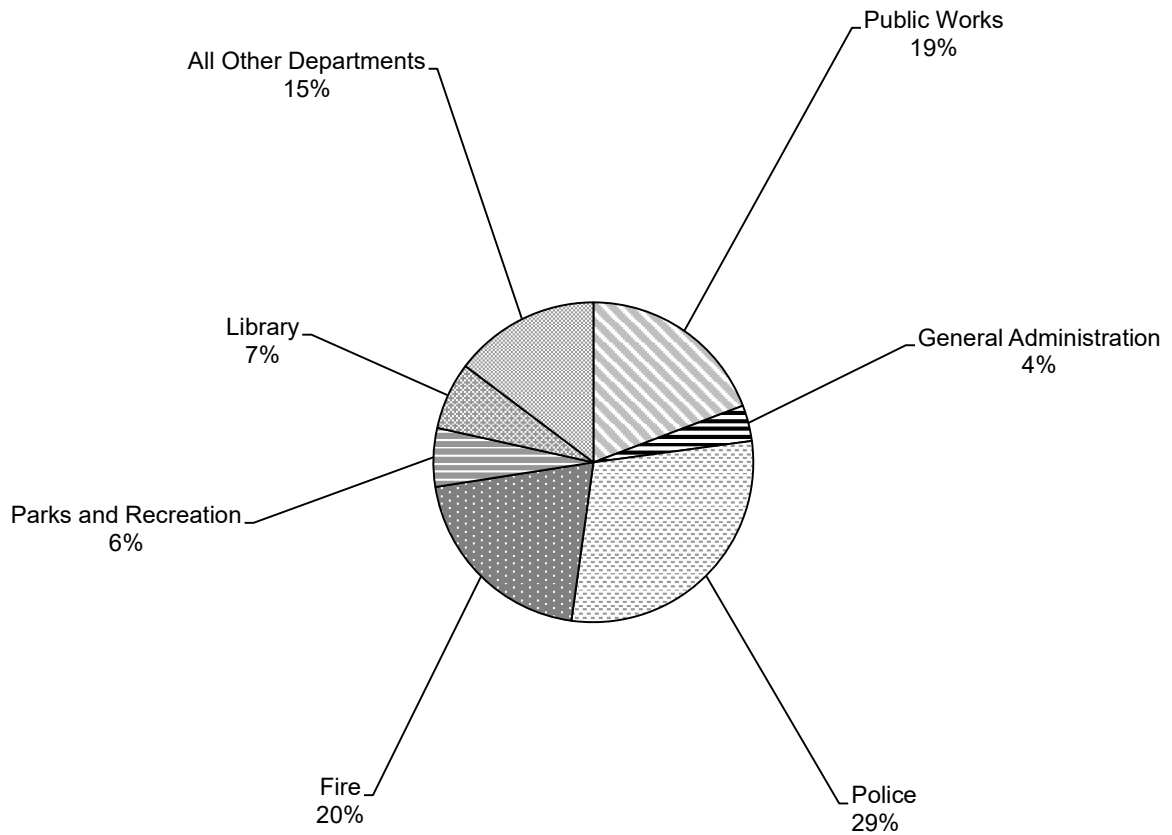
Source: Wisconsin Department of Workforce Development, Division of Research and Analysis

CITY OF APPLETON 2023 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

\$68,946,539



CITY OF APPLETON 2023 BUDGET

GENERAL FUND

	Actual		Budget			%
	2020	2021	Adopted 2022	Projected 2022	2023	Change *
REVENUES						
Taxes	\$ 37,046,831	\$ 37,750,357	\$ 38,261,900	\$ 38,261,900	\$ 39,031,620	2.01%
Intergovernmental	17,162,876	16,387,714	16,584,665	16,776,753	16,677,231	0.56%
Licenses and Permits	1,247,180	1,672,650	1,306,750	1,306,750	1,477,510	13.07%
Special Assessments	260,470	301,889	252,522	252,522	240,000	-4.96%
Charges for Services	891,763	1,733,625	1,976,175	1,976,175	2,015,190	1.97%
Interest Income	3,965,190	1,354,769	2,699,682	2,699,682	2,251,922	-16.59%
Fines and Forfeitures	214,691	222,993	275,000	275,000	275,000	0.00%
All Other Revenue	1,520,099	1,533,829	1,280,811	1,372,902	1,351,068	5.49%
TOTAL REVENUES	62,309,100	60,957,826	62,637,505	62,921,684	63,319,541	1.09%
EXPENDITURES						
Common Council	133,729	136,571	141,791	141,791	148,721	4.89%
Mayor	440,610	440,959	505,442	505,442	523,289	3.53%
Finance	899,505	921,194	888,166	930,378	962,179	8.33%
Information Technology	2,012,971	2,126,879	2,268,705	2,286,705	2,690,140	18.58%
Human Resources	671,802	676,708	757,197	792,197	773,124	2.10%
Legal Services	1,107,583	987,790	1,126,267	1,126,267	1,096,615	-2.63%
General Administration	2,225,459	2,504,468	2,832,649	5,184,586	2,506,354	-11.52%
Community Development	1,816,954	1,902,115	1,913,261	1,958,261	1,956,940	2.28%
Library	4,493,629	4,560,454	4,532,321	5,006,521	4,693,489	3.56%
Parks & Recreation	3,117,176	3,827,987	3,984,708	4,001,687	4,097,698	2.84%
Public Works	11,609,377	12,222,677	12,661,710	13,003,858	13,263,560	4.75%
Health Services	583,355	984,245	1,262,544	1,262,544	1,277,463	1.18%
Police	17,802,381	18,807,347	19,209,440	19,265,040	20,220,199	5.26%
Fire	12,183,587	13,063,492	13,373,491	13,384,601	14,011,958	4.77%
TOTAL EXPENDITURES	59,098,118	63,162,886	65,457,692	68,849,878	68,221,729	4.22%
REVENUES OVER EXPENDITURES	3,210,982	(2,205,060)	(2,820,187)	(5,928,194)	(4,902,188)	73.82%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	5,399	30,816	3,000	3,000	5,000	66.67%
Other Financing Sources	3,425,210	3,492,207	3,567,950	3,567,950	5,621,998	57.57%
Other Financing Uses	(1,020,729)	(6,203,537)	(750,763)	(750,763)	(724,810)	-3.46%
TOTAL OTHER FINANCING	2,409,880	(2,680,514)	2,820,187	2,820,187	4,902,188	73.82%
NET CHANGE IN EQUITY	5,620,862	(4,885,574)	-	(3,108,007)	-	N/A
FUND BALANCE - Beginning	33,807,645	39,428,507	34,542,933	34,542,933	31,434,926	-9.00%
FUND BALANCE - Ending	\$ 39,428,507	\$ 34,542,933	\$ 34,542,933	\$ 31,434,926	\$ 31,434,926	-9.00%

* % change from prior year adopted budget

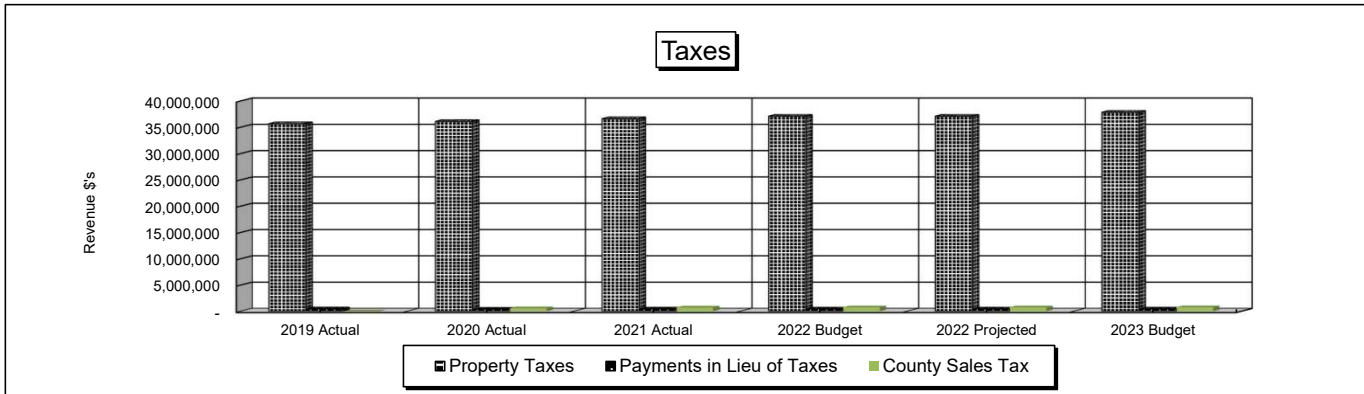
**CITY OF APPLETON 2023 BUDGET
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/22	38	\$ 31,434,926
Less: Excess General Fund balance at 12/31/21 applied to 2022 expenditures per policy*		(4,798,000)
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(805,000)
Condominium Association Loan		(502,281)
Advance to other Funds		(2,049,629)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(2,160,000)
Working Capital - 25% of budgeted expenditures (25% * \$68,946,539, includes transfers)	38	(17,236,635)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$14,693,353 Debt Service Obligation)	457	(3,673,338)
Projected General Fund Balance in excess of the reserve policy @ 12/31/22		\$ 210,043
75% required to be used for reduction of long-term liabilities		\$ 157,532
25% subject to Finance Committee recommendation		\$ 52,511

* The 2022 budget amendment to record the application of the 12/31/21 excess fund balance is not reflected in the projected 2022 expenditure amounts on the previous page.

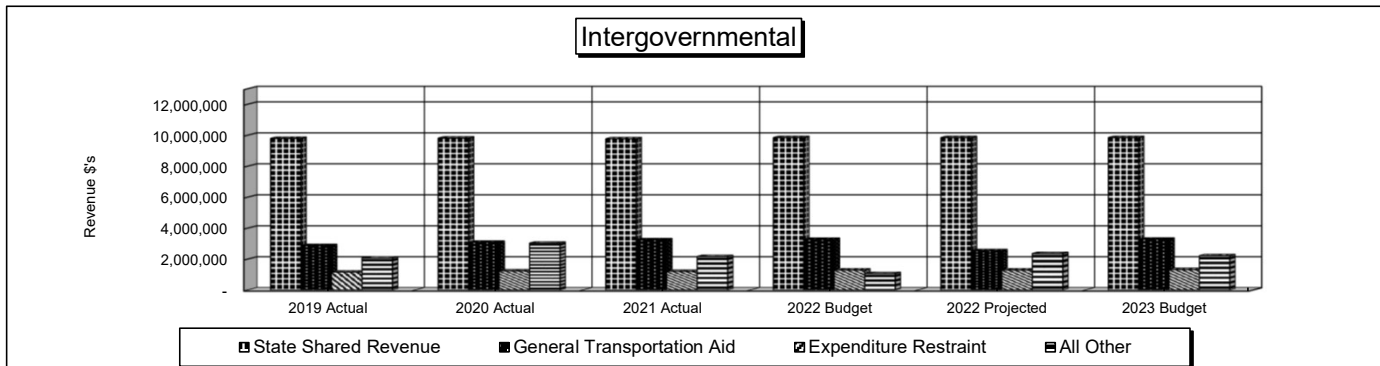
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

<u>Taxes</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Projected</u>	<u>2023 Budget</u>	<u>% Change</u>
Property Taxes	\$ 35,646,816	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000	\$ 37,080,000	\$ 37,824,720	2.01%
County Sales Tax	-	575,408	713,905	750,000	750,000	775,000	3.33%
Payment in Lieu of Taxes	445,439	388,423	436,452	431,900	431,900	431,900	0.00%
Total Taxes	\$ 36,092,255	\$ 37,046,831	\$ 37,750,357	\$ 38,261,900	\$ 38,261,900	\$ 39,031,620	2.01%



Taxes are derived from several sources. Property taxes now provide approximately 60% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 4.58% in 2020, 8.36% in 2021, and 11.7% in 2022 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 1.89% for the City for the 2023 Budget, resulting in a total City constraint of \$53,354,408 across all funds. The City levy meets that constraint.

<u>Intergovernmental Revenue</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Projected</u>	<u>2023 Budget</u>	<u>% Change</u>
State Shared Revenue	\$ 9,793,877	\$ 9,812,695	\$ 9,767,447	\$ 9,846,189	\$ 9,846,189	\$ 9,846,816	0.01%
Expenditure Restraint	1,162,762	1,238,325	1,206,663	1,297,174	1,297,174	1,328,909	2.45%
General Transportation Aid	2,871,315	3,083,954	3,246,480	3,274,500	3,274,500	3,283,900	0.29%
Library Grants & Aids	1,045,947	1,070,138	1,091,736	1,063,001	1,063,001	1,064,805	0.17%
Other	1,024,255	1,957,764	1,075,388	1,103,801	1,295,889	1,152,801	4.44%
Total Intergovernmental	\$ 15,898,156	\$ 17,162,876	\$ 16,387,714	\$ 16,584,665	\$ 16,776,753	\$ 16,677,231	0.55%



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.

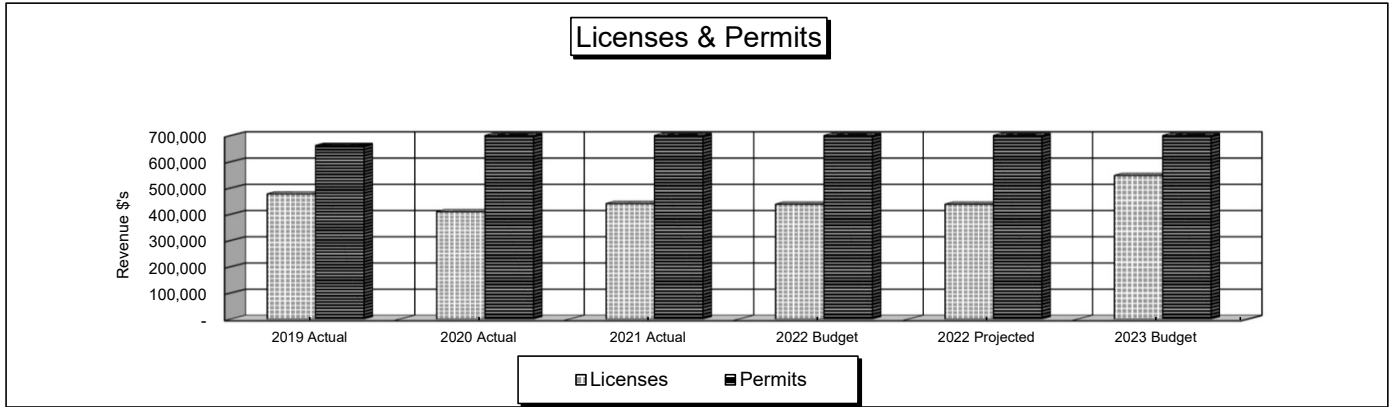
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

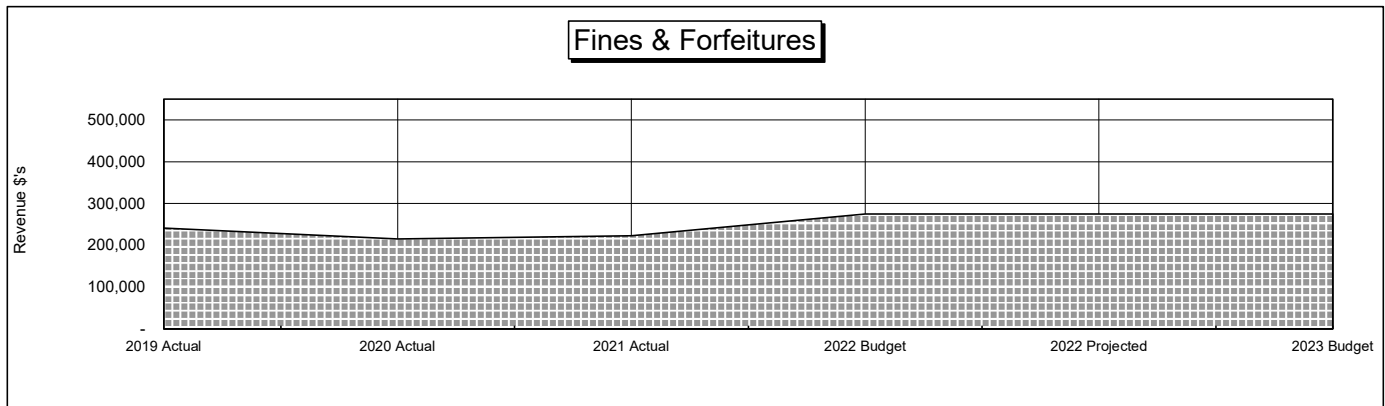
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Licenses and Permits							
Licenses	\$ 477,300	\$ 409,271	\$ 440,363	\$ 438,000	\$ 438,000	\$ 547,660	25.04%
Permits	662,175	837,909	1,232,287	868,750	868,750	929,850	7.03%
Total Licenses and Permits	\$1,139,475	\$1,247,180	\$1,672,650	\$1,306,750	\$1,306,750	\$1,477,510	13.07%



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.

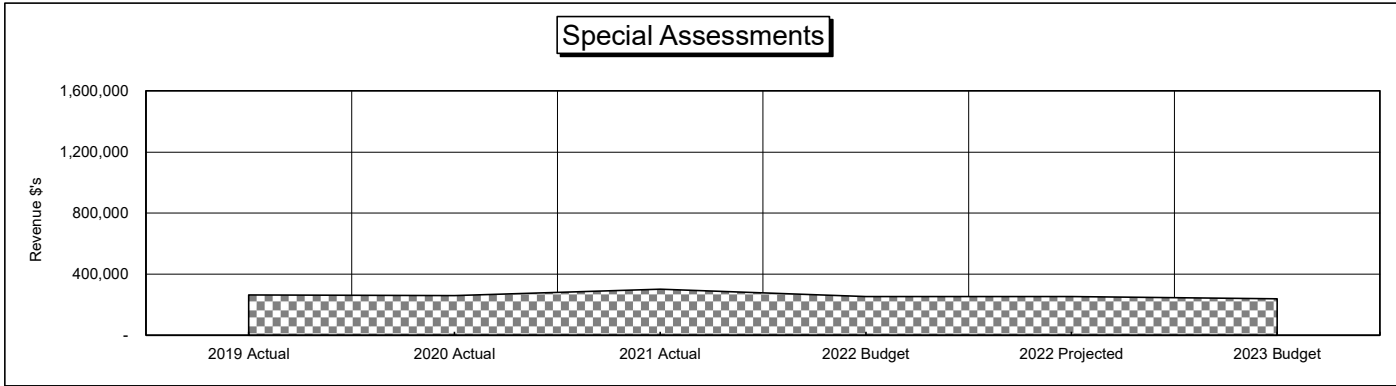
	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Fines and Forfeitures	\$ 241,090	\$ 214,691	\$ 222,993	\$ 275,000	\$ 275,000	\$ 275,000	0.00%



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

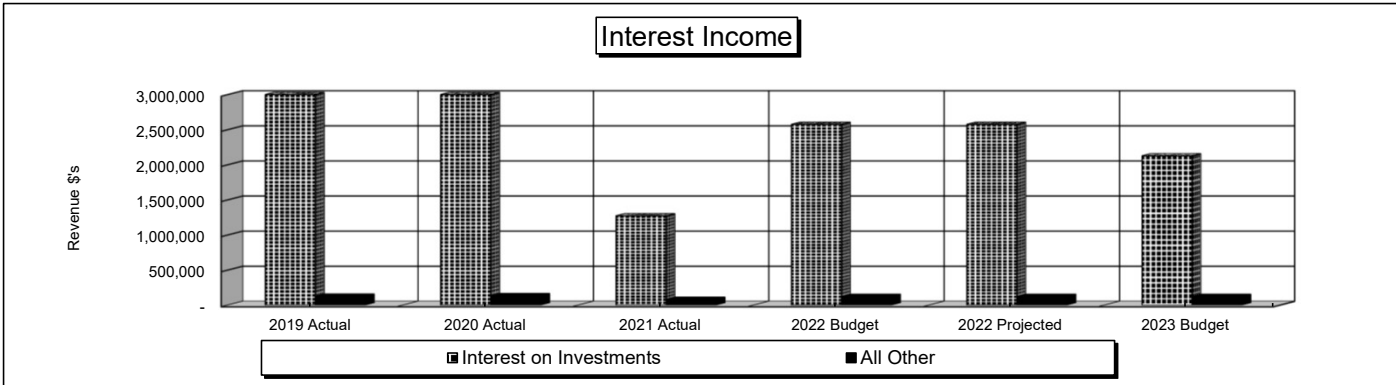
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Special Assessments	\$ 263,609	\$ 260,470	\$ 301,889	\$ 252,522	\$ 252,522	\$ 240,000	-4.96%



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.

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Interest Income							
Interest on Investments	\$ 3,688,035	\$ 3,830,582	\$ 1,271,922	\$ 2,574,682	\$ 2,574,682	\$ 2,126,922	-17.39%
Interest on Delinquent Tax	125,044	134,589	80,907	125,000	125,000	125,000	0.00%
Interest - Deferred Specials	2,792	19	1,940	-	-	-	N/A
Total Interest Income	\$ 3,815,871	\$ 3,965,190	\$ 1,354,769	\$ 2,699,682	\$ 2,699,682	\$ 2,251,922	-16.59%

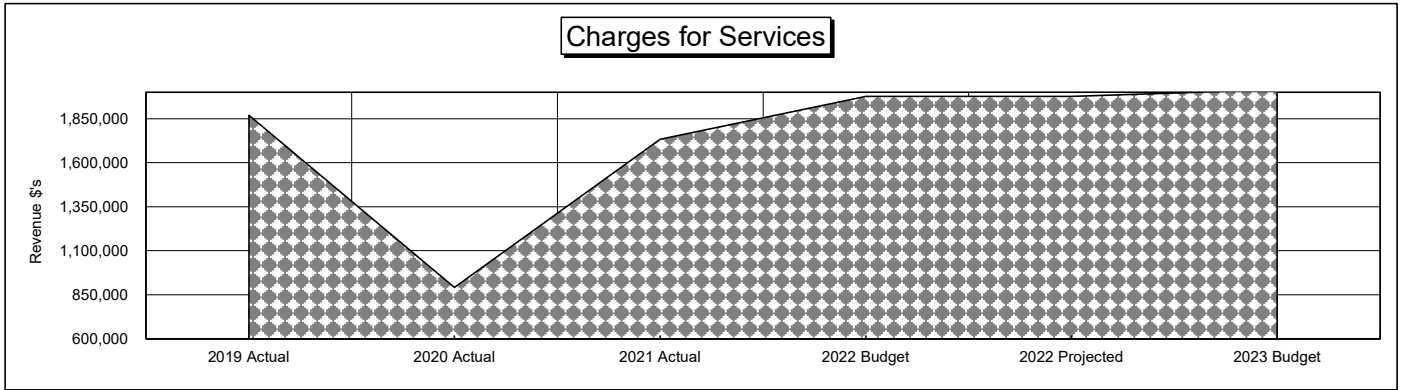


Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds. Factors which determine investment income are interest rates, cash balances, and the current 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 \$19,495 in 2023. 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 \$1,092,427 of interest income in 2023.

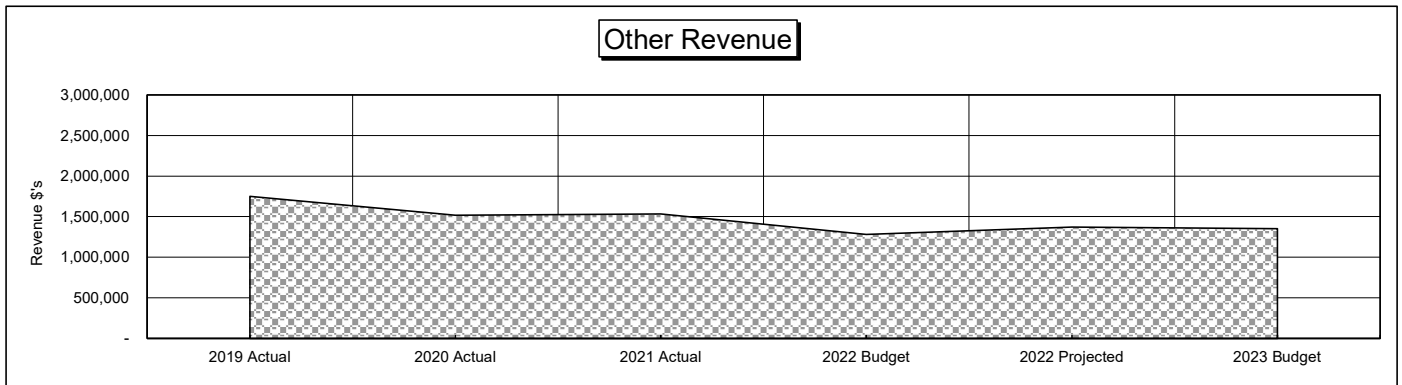
**CITY OF APPLETON 2023 BUDGET
GENERAL FUND REVENUES**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Projected</u>	<u>2023 Budget</u>	<u>% Change</u>
Charges for Services	\$ 1,869,558	\$ 891,763	\$ 1,733,625	\$ 1,976,175	\$ 1,976,175	\$ 2,015,190	1.97%



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.

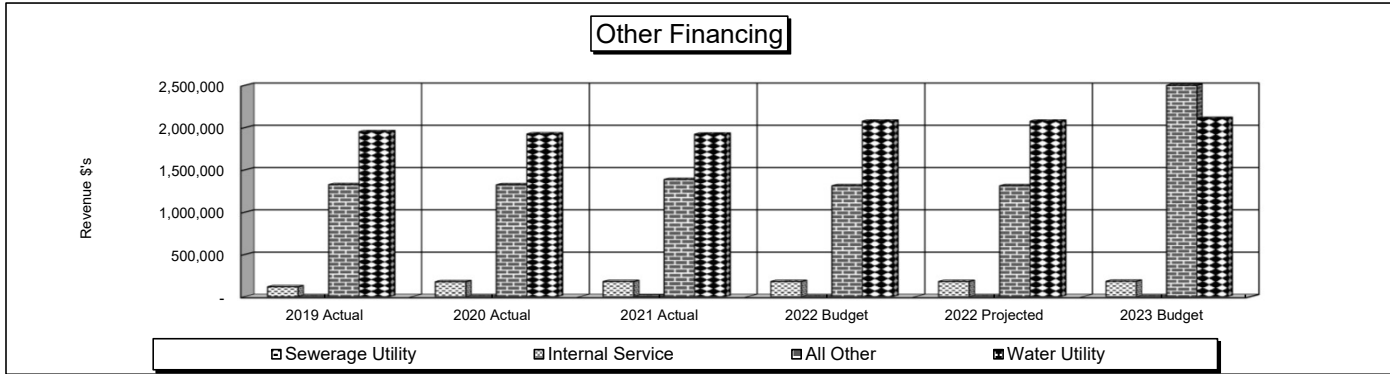
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Projected</u>	<u>2023 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	\$ 2,461	\$ 5,399	\$ 30,816	\$ 3,000	\$ 3,000	\$ 5,000	66.67%
Other Revenue	1,751,637	1,520,099	1,533,829	1,280,811	1,372,902	1,351,068	5.49%
	\$ 1,754,098	\$ 1,525,498	\$ 1,564,645	\$ 1,283,811	\$ 1,375,902	\$ 1,356,068	5.63%



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.

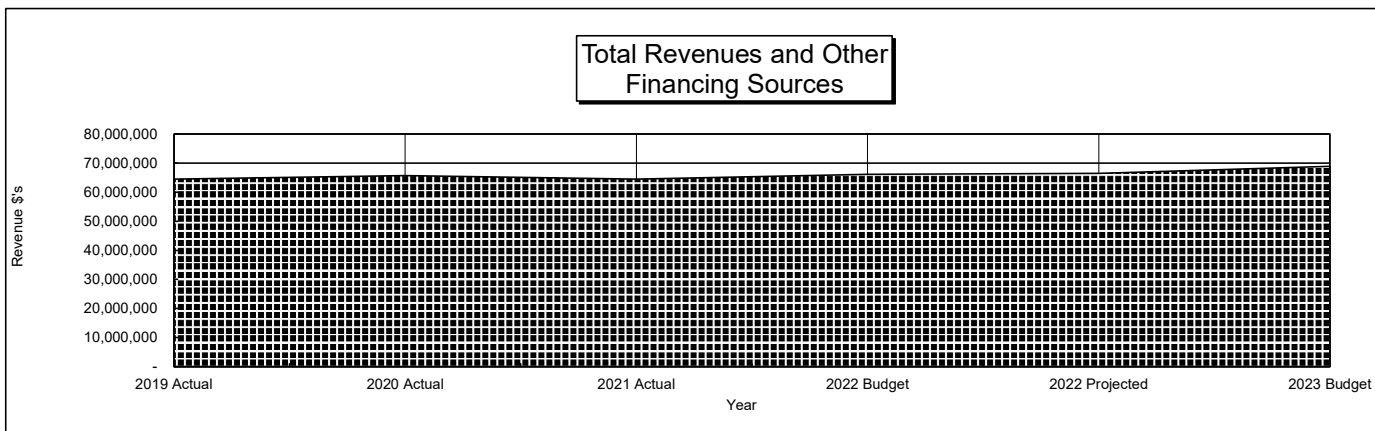
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

<u>Other Financing Sources</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Projected</u>	<u>2023 Budget</u>	<u>% Change</u>
Water Utility	\$ 1,951,252	\$ 1,924,916	\$ 1,922,051	\$ 2,075,800	\$ 2,075,800	\$ 2,108,800	1.59%
Golf Course	17,900	17,900	17,900	17,900	17,900	17,900	0.00%
Wastewater Utility	117,450	177,265	179,881	180,450	180,450	182,450	1.11%
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	1,231,463	1,229,329	1,292,587	1,218,000	1,218,000	1,272,700	4.49%
Capital Projects	-	-	-	-	-	1,964,348	N/A
Internal Service	53,929	54,000	54,000	54,000	54,000	54,000	0.00%
Trust & Agency	-	-	3,988	-	-	-	N/A
Total Other Financing Sources	\$ 3,393,794	\$ 3,425,210	\$ 3,492,207	\$ 3,567,950	\$ 3,567,950	\$ 5,621,998	57.57%



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.

<u>Total Revenues and Other Financing Sources</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Projected</u>	<u>2023 Budget</u>	<u>% Change</u>
	\$ 64,467,906	\$ 65,739,709	\$ 64,480,849	\$ 66,208,455	\$ 66,492,634	\$ 68,946,539	4.14%



CITY OF APPLETON 2023 BUDGET

MAYOR'S OFFICE

Mayor: Jacob A. Woodford

CITY OF APPLETON 2023 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, and 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 2022 EVENTS

Appleton's COVID-19 response continued to shift into recovery as case numbers and severity eased. Streamlined personnel management policies and supportive practices helped ensure continuity of municipal operations as subsequent waves of illness moved through the community and among City employees. One of the most important tools the City employed was an emergency leave program, which encouraged employees to report positive and suspected cases and to stay home to protect fellow employees and City residents. This has been a very successful initiative, and with utilization continuing to drop, the program is expected to sunset at the end of 2022.

Senior leadership transitions were a major aspect of overall management. The City's new IT Director started in late 2021, onboarding fully in early 2022. A new Health Officer was appointed and onboarded; the Finance Director was promoted into her position; a new Director of Public Works was appointed and onboarded; and the Director of Community and Economic Development announced her upcoming retirement in January 2023, initiating a search for her replacement. The Police and Fire Commission completed its search for a new Chief of Police, who will start in January 2023. Recruitment, hiring, and onboarding all require significant engagement from the Mayor's Office in partnership with Human Resources.

Surging inflation in 2022 further exacerbated already challenging financial dynamics for the City. Despite robust growth and 1.8% net new construction (slightly higher than the statewide average) Wisconsin's local government funding model continues to squeeze the City's operating budget. The Mayor engaged in advocacy efforts for local government finance reform at the State level in collaboration with the Urban Alliance and League of WI Municipalities. Specifically, the Mayor advocated for leveraging a multi-billion-dollar surplus in State tax collections to help stabilize municipal finances.

Public events and appearances dramatically increased in 2022 as the pandemic abated. Oktoberfest and License to Cruise returned after a two-year hiatus, Mile of Music was back to full-scale, and the Memorial Day Parade and ceremony resumed. The Mayor continued to offer monthly open office hours and occasional "Ask Me Anything" virtual town halls, in addition to recurring appearances on local media programs. Ongoing safety and functionality concerns on College Avenue continued to mount, and work was underway to consider design and policy improvements. Social disruption, political tension, and instances of civil unrest continued to occur in 2022. Most significant were a series of demonstrations in the wake of the *Dobbs v. Jackson* ruling. A new public events/appearances calendar for Alders was created, and the Mayor's Office worked in collaboration with Council leadership to make improvements to the new Alder orientation process.

Numerous projects and initiatives were accomplished. Among these were completion of the College North Neighborhood Plan, allocation of \$250,000 in ARPA grants to community organizations, selection and hiring of an ARPA program manager, development of new City data and statistics dashboards for all departments, multi-factor authentication and other IT security improvements, implementation of the City's new debt control plan, the work of the Task Force on Resiliency, Climate Mitigation, and Adaptation was completed and a new Sustainability and Project Manager position was created as well as a new Sustainability Panel.

CITY OF APPLETON 2023 BUDGET OFFICE OF THE MAYOR

MAJOR 2023 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 and recovery

Support employees and foster a healthy, positive, safe workplace at the City through policies, benefits, and presence (ride-alongs, office visits, tours, and events)

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

Upon hiring a new Community and Economic Development Director, engage a Task Force on Economic Development Experience 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 – including continued advocacy for local government finance reform in Wisconsin

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,050	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
10510	Administration	100,757	116,946	117,713	117,713	121,520	3.23%
10520	Citizen Outreach	295,876	278,241	339,229	339,229	352,491	3.91%
10530	Intergovernmental	43,977	45,772	48,500	48,500	49,278	1.60%
TOTAL		\$ 440,610	\$ 440,959	\$ 505,442	\$ 505,442	\$ 523,289	3.53%
Expenses Comprised Of:							
Personnel		389,964	380,274	424,037	424,037	448,217	5.70%
Training & Travel		4,129	3,723	10,680	10,680	9,920	-7.12%
Supplies & Materials		31,326	21,275	43,650	43,650	35,150	-19.47%
Purchased Services		15,191	35,687	27,075	27,075	30,002	10.81%
Full Time Equivalent Staff:							
Personnel allocated to programs		4.00	4.00	4.00	4.00	4.00	

**CITY OF APPLETON 2023 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 2023 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 72,455	\$ 73,334	\$ 74,005	\$ 74,005	\$ 76,223
610500 Overtime	1,164	382	-	-	-
615000 Fringes	20,768	26,696	27,403	27,403	28,325
620100 Training/Conferences	998	1,369	9,000	9,000	8,000
620600 Parking Permits	1,717	2,100	1,680	1,680	1,920
630100 Office Supplies	761	758	800	800	800
630200 Subscriptions	273	501	550	550	550
630300 Memberships & Licenses	-	125	-	-	-
630500 Awards & Recognition	646	1,435	1,000	1,000	1,000
631500 Books & Library Materials	-	85	-	-	-
632001 City Copy Charges	914	946	1,200	1,200	700
632002 Outside Printing	139	-	-	-	-
640400 Consulting Services	-	8,125	-	-	-
641307 Telephone	269	273	275	275	275
641308 Cellular Phones	653	817	1,800	1,800	1,800
642501 CEA Operations/Maint.	-	-	-	-	1,154
642502 CEA Depreciation/Replace.	-	-	-	-	773
Total Expense	<u>\$ 100,757</u>	<u>\$ 116,946</u>	<u>\$ 117,713</u>	<u>\$ 117,713</u>	<u>\$ 121,520</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Reductions in postage and printing reflect elimination of a separate City Guide, which will be replaced by a collaboration with DPW on the existing Public Works Guide to distribute important information to constituents.

Reductions in postage, printing and advertising were reallocated to support consulting services.

**CITY OF APPLETON 2023 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
487700 Advertising	\$ 1,050	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>\$ 1,050</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 204,261	\$ 194,522	\$ 221,555	\$ 221,555	\$ 237,099
610500 Overtime	1,989	445	-	-	-
615000 Fringes	58,681	52,911	68,674	68,674	73,392
620100 Training/Conferences	1,193	152	-	-	-
630100 Office Supplies	-	42	-	-	-
630200 Subscriptions	-	208	6,000	6,000	6,000
630300 Memberships & Licenses	529	2,528	1,500	1,500	1,500
630400 Postage/Freight	6,916	-	10,000	10,000	5,000
631603 Other Misc. Supplies	403	771	500	500	500
632002 Outside Printing	7,078	16	5,000	5,000	2,500
632700 Miscellaneous Equipment	557	174	1,000	1,000	500
640400 Consulting Services	-	-	-	-	3,000
641200 Advertising	1,040	1,633	7,000	7,000	5,000
659900 Other Contracts/Obligation	13,229	24,839	18,000	18,000	18,000
Total Expense	<u>\$ 295,876</u>	<u>\$ 278,241</u>	<u>\$ 339,229</u>	<u>\$ 339,229</u>	<u>\$ 352,491</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

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

CITY OF APPLETON 2023 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 2023 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 23,648	\$ 23,780	\$ 24,021	\$ 24,021	\$ 24,540
610500 Overtime	166	37	-	-	-
615000 Fringes	6,831	8,167	8,379	8,379	8,638
620100 Training/Conferences	221	102	-	-	-
630300 Memberships & Licenses	13,111	13,686	16,100	16,100	16,100
Total Expense	<u>\$ 43,977</u>	<u>\$ 45,772</u>	<u>\$ 48,500</u>	<u>\$ 48,500</u>	<u>\$ 49,278</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Memberships & Licenses

League of WI Municipalities	\$ 15,000
Engaging Local Government Leaders & City-County Communications & Marketing Association (3CMA)	1,100
	<u>\$ 16,100</u>

**CITY OF APPLETON 2023 BUDGET
MAYOR'S OFFICE**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
487700 Advertising/Promotional Fees	1,050	-	-	-	-	-
502000 Donations & Memorials	-	-	-	-	-	-
TOTAL PROGRAM REVENUES	1,050	-	-	-	-	-
Personnel						
610100 Regular Salaries	280,253	273,296	107,436	319,581	319,581	337,862
610500 Overtime Wages	3,319	864	122	-	-	-
611500 Vacation Pay	20,111	18,341	4,633	-	-	-
615000 Fringes	<u>86,281</u>	<u>87,773</u>	<u>36,565</u>	<u>104,456</u>	<u>104,456</u>	<u>110,355</u>
TOTAL PERSONNEL	389,964	380,274	148,756	424,037	424,037	448,217
Training~Travel						
620100 Training/Conferences	2,412	1,623	1,575	9,000	9,000	8,000
620600 Parking Permits	<u>1,717</u>	<u>2,100</u>	<u>1,680</u>	<u>1,680</u>	<u>1,680</u>	<u>1,920</u>
TOTAL TRAINING / TRAVEL	4,129	3,723	3,255	10,680	10,680	9,920
Supplies						
630100 Office Supplies	761	800	239	800	800	800
630200 Subscriptions	273	709	4,474	6,550	6,550	6,550
630300 Memberships & Licenses	13,640	16,339	15,191	17,600	17,600	17,600
630400 Postage/Freight	6,915	-	132	10,000	10,000	5,000
630500 Awards & Recognition	646	1,435	466	1,000	1,000	1,000
631500 Books & Library Materials	-	85	40	-	-	-
631603 Other Misc. Supplies	403	771	44	500	500	500
632001 City Copy Charges	914	946	329	1,200	1,200	700
632002 Outside Printing	7,217	16	184	5,000	5,000	2,500
632700 Miscellaneous Equipment	<u>557</u>	<u>174</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>500</u>
TOTAL SUPPLIES	31,326	21,275	21,099	43,650	43,650	35,150
Purchased Services						
640400 Consulting Services	-	8,125	11,873	-	-	3,000
641200 Advertising	1,040	1,633	-	7,000	7,000	5,000
641307 Telephone	269	273	116	275	275	275
641308 Cellular Phones	653	817	731	1,800	1,800	1,800
642501 CEA Operations/Maint.	-	-	-	-	-	1,154
642502 CEA Depreciation/Replace.	-	-	-	-	-	773
659900 Other Contracts/Obligation	<u>13,229</u>	<u>24,839</u>	<u>17,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
TOTAL PURCHASED SVCS	15,191	35,687	29,720	27,075	27,075	30,002
TOTAL EXPENSE	<u>440,610</u>	<u>440,959</u>	<u>202,830</u>	<u>505,442</u>	<u>505,442</u>	<u>523,289</u>

CITY OF APPLETON 2023 BUDGET

COMMON COUNCIL

Council President: Katie A. Van Zeeland

Council Vice President: Vered T. Meltzer

CITY OF APPLETON 2023 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2023 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 *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
10000	Common Council	133,729	136,571	141,791	141,791	148,721	4.89%
TOTAL		\$ 133,729	\$ 136,571	\$ 141,791	\$ 141,791	\$ 148,721	4.89%
Expenses Comprised Of:							
	Personnel	93,832	94,551	95,691	95,691	101,721	6.30%
	Training & Travel	6,460	5,860	7,700	7,700	8,600	11.69%
	Supplies & Materials	420	936	750	750	750	0.00%
	Purchased Services	33,017	35,224	37,650	37,650	37,650	0.00%
Council Members:							
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

**CITY OF APPLETON 2023 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 92,600	\$ 93,305	\$ 94,323	\$ 94,323	\$ 100,267
615000 Fringes	1,232	1,246	1,368	1,368	1,454
620100 Training/Conferences	160	400	1,400	1,400	1,400
620600 Parking Permits	6,300	5,460	6,300	6,300	7,200
630100 Office Supplies	68	178	200	200	200
630500 Awards & Recognition	-	177	100	100	100
630700 Food & Provisions	-	239	250	250	250
631603 Miscellaneous Supplies	329	105	-	-	-
632001 Copy Charges	23	25	-	-	-
632002 Outside Printing	-	212	200	200	200
659900 Other Contracts/Obligations	33,017	35,224	37,650	37,650	37,650
Total Expense	\$ 133,729	\$ 136,571	\$ 141,791	\$ 141,791	\$ 148,721

DETAILED SUMMARY OF 2023 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 2023 BUDGET
COMMON COUNCIL**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Personnel						
610100 Regular Salaries	\$ 92,600	\$ 93,305	\$ 28,715	\$ 94,323	\$ 94,323	\$ 100,267
615000 Fringes	<u>1,232</u>	<u>1,246</u>	<u>433</u>	<u>1,368</u>	<u>1,368</u>	<u>1,454</u>
TOTAL PERSONNEL	93,832	94,551	29,148	95,691	95,691	101,721
Training~Travel						
620100 Training/Conferences	160	400	-	1,400	1,400	1,400
620600 Parking Permits	<u>6,300</u>	<u>5,460</u>	<u>5,460</u>	<u>6,300</u>	<u>6,300</u>	<u>7,200</u>
TOTAL TRAINING / TRAVEL	6,460	5,860	5,460	7,700	7,700	8,600
Supplies						
630100 Office Supplies	68	178	58	200	200	200
630500 Awards & Recognition	-	177	107	100	100	100
630700 Food & Provisions	-	239	-	250	250	250
631603 Other Misc. Supplies	329	105	104	-	-	-
632001 City Copy Charges	23	25	-	-	-	-
632002 Outside Printing	<u>-</u>	<u>212</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL SUPPLIES	420	936	269	750	750	750
Purchased Services						
659900 Other Contracts/Obligation	<u>33,017</u>	<u>35,224</u>	<u>608</u>	<u>37,650</u>	<u>37,650</u>	<u>37,650</u>
TOTAL PURCHASED SVCS	33,017	35,224	608	37,650	37,650	37,650
TOTAL EXPENSE	<u>\$ 133,729</u>	<u>\$ 136,571</u>	<u>\$ 35,485</u>	<u>\$ 141,791</u>	<u>\$ 141,791</u>	<u>\$ 148,721</u>

CITY OF APPLETON 2023 BUDGET

FINANCE DEPARTMENT

Finance Director: Jeri A. Ohman, CPA

Deputy Finance Director: Katie M. Demeny, MPA

CITY OF APPLETON 2023 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 2022 EVENTS

Completed RFP process to select vendor to complete the annual financial audit

Completed the 2021 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 parking software

Completed the issuance of \$15.5 million of G.O. notes and \$11.7 million of Wastewater refunding bonds three months prior to years past to ensure better interest rates

Filled five positions due to retirements and internal promotions, including Director, Deputy Director, Budget Manager, Purchasing Manager, and Payroll Coordinator.

Completed staff, supervisor, and department questionnaires for compensation study plan

Worked with the Community and Economic Development Department to issue \$250,000 in American Rescue Plan Act (ARPA) grant funding to 9 community organizations

Completed required quarterly reports for COVID-19 and ARPA grants

Continued to monitor and assist with determining allowable uses of multiple funding sources related to COVID-19 and ARPA grants

Worked with the Department of Public Works on private side lead service replacement project

Secured principal forgiveness loan of \$505,000 for private side lead service replacement project

Worked with the Department of Administration to accept Low Income Water Assistance Program (LIWAP) payments directly to customer utility accounts

Major objectives for the remainder of 2022:

Continue to train staff members in new positions within the department

Begin process to close TIF #6

Complete the 2023 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

Implement GASB 87 for lease accounting

Begin enhancements to utility billing tax roll process to automate for non-City of Appleton utility customers

Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received

CITY OF APPLETON 2023 BUDGET FINANCE DEPARTMENT

MAJOR 2023 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 ensuring 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 utility billing and customer self-service modules

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

Continue 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 to track expenditures related to the City's 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 *
		2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 3,950	\$ 4,287	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	140,194	171,371	170,709	170,709	150,215	-12.01%
11520	Customer Service	85,452	92,302	97,720	97,720	104,023	6.45%
11530	Support Services	673,859	657,521	619,737	661,949	707,941	14.23%
TOTAL		\$ 899,505	\$ 921,194	\$ 888,166	\$ 930,378	\$ 962,179	8.33%
Expenses Comprised Of:							
Personnel		788,137	801,221	772,786	814,998	843,040	9.09%
Administrative Expense		9,778	7,972	12,460	12,460	12,220	-1.93%
Supplies & Materials		26,196	30,851	27,440	27,440	29,460	7.36%
Purchased Services		75,394	81,150	75,480	75,480	77,459	2.62%
Full Time Equivalent Staff:							
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 2023 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 2023 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ 3,949	\$ 4,090	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	54	15	-	-	-
508500 Cash Short or Over	(53)	182	-	-	-
Total Revenue	\$ 3,950	\$ 4,287	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
610100 Regular Salaries	\$ 103,974	\$ 125,554	\$ 118,527	\$ 118,527	\$ 113,080
615000 Fringes	27,152	34,128	38,782	38,782	24,835
620100 Training/Conferences	2,126	1,351	6,500	6,500	5,500
620400 Tuition Fees	1,332	203	-	-	-
620600 Parking Permits	425	498	500	500	480
630100 Office Supplies	962	4,222	2,000	2,000	2,000
630300 Memberships & Licenses	2,137	2,245	2,000	2,000	2,000
630400 Postage/Freight	(86)	(94)	230	230	-
630500 Awards & Recognition	87	239	210	210	210
632001 City Copy Charges	28	101	200	200	100
632002 Outside Printing	446	446	500	500	500
641200 Advertising	357	1,223	-	-	250
641307 Telephone	1,254	1,255	1,260	1,260	1,260
Total Expense	\$ 140,194	\$ 171,371	\$ 170,709	\$ 170,709	\$ 150,215

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

Customer Service

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 2023 BUDGET
FINANCE DEPARTMENT**

Customer Service

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenditures					
610100 Regular Salaries	\$ 44,663	\$ 46,803	\$ 48,554	\$ 48,554	\$ 51,058
610500 Overtime Wages	520	2,303	860	860	900
615000 Fringes	19,202	20,776	23,606	23,606	28,165
620600 Parking Permits	1,690	1,680	2,100	2,100	2,400
630400 Postage/Freight	14,440	16,240	14,100	14,100	17,000
632001 City Copy Charges	4,637	4,450	5,000	5,000	4,500
632002 Outside Printing	90	-	-	-	-
632700 Miscellaneous Equipment	183	-	-	-	-
641100 Temporary Help	-	-	3,500	3,500	-
643100 Interpreter Services	27	50	-	-	-
Total Expense	<u>\$ 85,452</u>	<u>\$ 92,302</u>	<u>\$ 97,720</u>	<u>\$ 97,720</u>	<u>\$ 104,023</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>	
Annual tax bill mailing	\$ 17,000
	<u>\$ 17,000</u>

**CITY OF APPLETON 2023 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, 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:

The change in personnel expense in 2023 is the result of staff turnover, with vacancies being filled by newer staff and differences in benefit selections

CITY OF APPLETON 2023 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503000 Damage to City Property	\$ -	\$ 547	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 547	\$ -	\$ -	\$ -
Expenditures					
610100 Regular Salaries	\$ 434,307	\$ 409,882	\$ 395,383	\$ 437,595	\$ 437,880
610500 Overtime Wages	9,907	13,551	3,000	3,000	6,373
615000 Fringes	148,411	148,224	144,074	144,074	180,749
620600 Parking Permits	4,205	4,240	3,360	3,360	3,840
631603 Other Misc. Supplies	-	151	200	200	150
632002 Outside Printing	3,271	2,851	3,000	3,000	3,000
640100 Accounting/Audit Fees	6,228	22,259	12,500	12,500	19,000
640300 Bank Service Fees	65,535	53,597	54,000	54,000	54,000
641200 Advertising	194	748	1,400	1,400	800
641800 Equipment Repairs & Maint.	1,801	2,018	2,220	2,220	2,149
659900 Other Contracts/Obligation	-	-	600	600	-
Total Expense	\$ 673,859	\$ 657,521	\$ 619,737	\$ 661,949	\$ 707,941

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit Fees

Annual financial audit	\$ 19,000
	<u>\$ 19,000</u>

Bank Services

Banking fees	\$ 15,000
Investment fees	39,000
	<u>\$ 54,000</u>

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	3,949	4,091	980	4,000	4,000	4,000
501000 Miscellaneous Revenue	54	15	-	-	-	-
503000 Damage to City Property	-	548	-	-	-	-
508500 Cash Short or Over	(53)	183	(123)	-	-	-
TOTAL PROGRAM REVENUES	<u>3,950</u>	<u>4,837</u>	<u>857</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Personnel						
610100 Regular Salaries	532,986	526,144	226,339	562,464	604,676	602,018
610500 Overtime Wages	10,427	15,854	3,267	3,860	3,860	7,273
611400 Sick Pay	1,953	20	908	-	-	-
611500 Vacation Pay	48,006	56,077	28,130	-	-	-
615000 Fringes	194,765	203,126	83,851	206,462	206,462	233,749
TOTAL PERSONNEL	<u>788,137</u>	<u>801,221</u>	<u>342,495</u>	<u>772,786</u>	<u>814,998</u>	<u>843,040</u>
Training~Travel						
620100 Training/Conferences	2,126	1,351	1,934	6,500	6,500	5,500
620400 Tuition Fees	1,332	203	-	-	-	-
620600 Parking Permits	6,320	6,418	6,734	5,960	5,960	6,720
TOTAL TRAINING / TRAVEL	<u>9,778</u>	<u>7,972</u>	<u>8,668</u>	<u>12,460</u>	<u>12,460</u>	<u>12,220</u>
Supplies						
630100 Office Supplies	962	4,222	822	2,000	2,000	2,000
630300 Memberships & Licenses	2,137	2,245	785	2,000	2,000	2,000
630400 Postage/Freight	14,354	16,146	895	14,330	14,330	17,000
630500 Awards & Recognition	87	239	-	210	210	210
630700 Food & Provisions	-	-	-	-	-	-
631603 Other Misc. Supplies	-	151	-	200	200	150
632001 City Copy Charges	4,666	4,551	1,296	5,200	5,200	4,600
632002 Outside Printing	3,807	3,297	1,970	3,500	3,500	3,500
632700 Miscellaneous Equipment	183	-	130	-	-	-
TOTAL SUPPLIES	<u>26,196</u>	<u>30,851</u>	<u>5,898</u>	<u>27,440</u>	<u>27,440</u>	<u>29,460</u>
Purchased Services						
640100 Accounting/Audit Fees	6,227	22,259	46,410	12,500	12,500	19,000
640300 Bank Service Fees	65,535	53,597	14,655	54,000	54,000	54,000
641100 Temporary Help	-	-	-	3,500	3,500	-
641200 Advertising	551	1,971	1,400	1,400	1,400	1,050
641307 Telephone	1,254	1,255	639	1,260	1,260	1,260
641800 Equipment Repairs & Maint.	1,800	2,018	588	2,220	2,220	2,149
643100 Interpreter Services	27	50	10	-	-	-
659900 Other Contracts/Obligation	-	-	-	600	600	-
TOTAL PURCHASED SVCS	<u>75,394</u>	<u>81,150</u>	<u>63,702</u>	<u>75,480</u>	<u>75,480</u>	<u>77,459</u>
TOTAL EXPENSE	<u>899,505</u>	<u>921,194</u>	<u>420,763</u>	<u>888,166</u>	<u>930,378</u>	<u>962,179</u>

**CITY OF APPLETON 2023 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, address educational disparities, and promote 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: Invest 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 in June 2022. All funds must be spent or committed by December 31, 2024, and periodic detailed reports are required documenting the utilization of the funds.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ -	\$ 77,672	\$ 7,470,920	\$ 7,470,920	\$ -	-100.00%
Program Expenses							
2800	ARPA	-	75,498	8,000,000	14,818,517	-	-100.00%
TOTAL		\$ -	\$ 75,498	\$ 8,000,000	\$ 14,818,517	\$ -	-100.00%
Expenses Comprised Of:							
Personnel		-	75,498	-	1,094,502	-	N/A
Training & Travel		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	402,174	-	N/A
Purchased Services		-	-	-	1,571,841	-	N/A
Capital Outlay		-	-	8,000,000	11,750,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		-	-	-	-	-	

CITY OF APPLETON 2023 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:

No major changes.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

ARPA (American Rescue Plan Act)

Business Unit 2800-2804

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ -	\$ 75,498	\$ 7,445,920	\$ 7,445,920	\$ -
471000 Interest on Investments	-	2,174	25,000	25,000	-
	<u>\$ -</u>	<u>\$ 77,672</u>	<u>\$ 7,470,920</u>	<u>\$ 7,470,920</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ 824,502	\$ -
610200 Labor Pool Allocations	-	-	-	270,000	-
610500 Overtime	-	63,998	-	-	-
610800 Part Time	-	-	-	-	-
615000 Fringes	-	11,500	-	-	-
620100 Training/Conferences	-	-	-	-	-
630100 Office Supplies	-	-	-	-	-
631603 Other Misc. Supplies	-	-	-	50,000	-
632400 Medical/Lab Supplies	-	-	-	302,174	-
632700 Miscellaneous Equipment	-	-	-	50,000	-
640400 Consulting Services	-	-	-	150,000	-
640800 Contractor Fees	-	-	-	1,000,000	-
659900 Other Contracts/Obligations	-	-	-	421,841	-
663000 Other Grant Payments	-	-	8,000,000	8,250,000	-
689900 Other Capital Outlay	-	-	-	2,000,000	-
791504 Transfer Out - Parking	-	-	-	1,500,000	-
	<u>\$ -</u>	<u>\$ 75,498</u>	<u>\$ 8,000,000</u>	<u>\$ 14,818,517</u>	<u>\$ -</u>

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

None

**CITY OF APPLETON 2023 BUDGET
ARPA (American Rescue Plan Act)**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	-	75,498	-	7,445,920	7,445,920	-
471000 Interest on Investments	-	2,174	1,956	25,000	25,000	-
TOTAL PROGRAM REVENUES	-	77,672	1,956	7,470,920	7,470,920	-
Personnel						
610100 Regular Salaries	-	-	75,960	-	824,502	-
610200 Labor Pool Allocation	-	-	-	-	270,000	-
610500 Overtime	-	63,998	-	-	-	-
610800 Part-Time Wages	-	-	-	-	-	-
615000 Fringes	-	11,500	26,528	-	-	-
TOTAL PERSONNEL	-	75,498	102,488	-	1,094,502	-
Training~Travel						
620100 Training/Conferences	-	-	-	-	-	-
620200 Mileage Reimbursement	-	-	-	-	-	-
TOTAL TRAINING / TRAVEL	-	-	-	-	-	-
Supplies						
630100 Office Supplies	-	-	-	-	-	-
631603 Other Misc. Supplies	-	-	-	-	50,000	-
632400 Medical/Lab Supplies	-	-	-	-	302,174	-
632700 Miscellaneous Equipment	-	-	12,667	-	50,000	-
TOTAL SUPPLIES	-	-	12,667	-	402,174	-
Purchased Services						
640400 Consulting Services	-	-	-	-	150,000	-
640800 Contractor Fees	-	-	-	-	1,000,000	-
659900 Other Contracts/Obligations	-	-	-	-	421,841	-
663000 Other Grant Payments	-	-	250,000	8,000,000	8,250,000	-
TOTAL PURCHASED SVCS	-	-	250,000	8,000,000	9,821,841	-
Capital Outlay						
680903 Sanitary Sewers	-	-	-	-	-	-
680904 Storm Sewers	-	-	-	-	-	-
680905 Water Mains	-	-	-	-	-	-
689900 Other Capital Outlay	-	-	-	-	2,000,000	-
791504 Transfer Out - Parking	-	-	-	-	1,500,000	-
TOTAL CAPITAL OUTLAY	-	-	-	-	3,500,000	-
TOTAL EXPENSE	-	75,498	365,155	8,000,000	14,818,517	-

CITY OF APPLETON 2023 BUDGET
ARPA (American Rescue Plan Act)
SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Intergovernmental	\$ -	\$ 75,498	\$ 7,445,920	\$ 14,816,343	\$ -
Interest Income	-	2,174	25,000	-	-
Total Revenues	-	77,672	7,470,920	14,816,343	-
Expenses					
Program Costs	-	75,498	8,000,000	13,318,517	-
Total Expenses	-	75,498	8,000,000	13,318,517	-
Net Income (Loss) Before Transfers	-	2,174	(529,080)	1,497,826	-
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Transfer out - Parking	-	-	-	(1,500,000)	-
Change in Net Assets	-	2,174	(529,080)	(2,174)	-
Fund Balance - Beginning	-	-	2,174	2,174	-
Fund Balance - Ending	\$ -	\$ 2,174	\$ (526,906)	\$ -	\$ -

CITY OF APPLETON 2023 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 22,855,032	\$ 20,499,511	\$ 22,231,196	\$ 22,231,196	\$ 23,840,746	7.24%
Program Expenses							
12020	Reserves & Conting.	-	-	300,000	2,651,937	17,500	-94.17%
12050	Miscellaneous	3,246,188	8,708,005	3,283,412	3,283,412	3,213,664	-2.12%
TOTAL		\$ 3,246,188	\$ 8,708,005	\$ 3,583,412	\$ 5,935,349	\$ 3,231,164	-9.83%
Expenses Comprised Of:							
Personnel		496,371	837,731	631,043	631,043	631,043	0.00%
Purchased Services		1,722,316	1,599,733	1,823,674	1,823,674	1,825,599	0.11%
Miscellaneous Expense		6,772	64,462	310,000	2,661,937	27,500	-91.13%
Capital Outlay		-	2,542	67,932	67,932	22,212	-67.30%
Transfers Out		1,020,729	6,203,537	750,763	750,763	724,810	-3.46%

* % change from prior year adopted budget
General Administration.xls

**CITY OF APPLETON 2023 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 affecting 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, and 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 2022 and 2023:

Reserve for Contingencies

	Balance 1/1/22	2022 Budget Additions	2022 Projected Uses	Projected Balance 1/1/23	2023 Budget Additions	2023 Budget Uses	Projected Balance 12/31/23
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>\$ 1,000,057</u>	<u>\$ 300,000</u>	<u>\$ (100,000)</u>	<u>\$ 1,200,057</u>	<u>\$ 17,500</u>	<u>\$ (215,000)</u>	<u>\$ 1,002,557</u>

**CITY OF APPLETON 2023 BUDGET
GENERAL ADMINISTRATION**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
664000 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,351,880	\$ -
664100 Wage Reserve	-	-	300,000	1,300,057	17,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,651,937</u>	<u>\$ 17,500</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Wage Reserve

Non-represented staff wage increase	\$ 17,500
	<u>\$ 17,500</u>

**CITY OF APPLETON 2023 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	\$ 19,495
Interest received on TIF advances	1,092,427
Penalty on delinquent invoices rolled to tax roll	110,000
Interest on delinquent invoices	<u>5,000</u>
Total	<u>\$ 1,226,922</u>

**CITY OF APPLETON 2023 BUDGET
GENERAL ADMINISTRATION**

Miscellaneous

Business Unit 12050, 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000	\$ 37,080,000	\$ 37,824,720
412000 County Sales Tax	575,408	713,905	750,000	750,000	775,000
413000 Payment in Lieu of Taxes	388,423	436,452	431,900	431,900	431,900
422000 State Shared Revenues	9,812,695	9,767,447	9,846,189	9,846,189	9,846,816
422100 Expenditure Restraint	1,238,325	1,206,663	1,297,174	1,297,174	1,328,909
422200 Highway Aids - Con. Street	228,572	229,564	229,500	229,500	229,900
422300 State Aid - Local Streets	2,855,382	3,016,914	3,045,000	3,045,000	3,054,000
422400 Miscellaneous State Aids	84,512	156,897	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	210,201	190,538	210,201	210,201	210,201
440500 Trailer Parking Permits	11,140	12,418	10,000	10,000	10,000
461400 Miscellaneous Specials	737	967	1,000	1,000	1,000
470500 General Interest	1,935,654	1,696,387	1,674,682	1,674,682	1,226,922
471000 Interest on Investments	1,894,928	(424,471)	900,000	900,000	900,000
472000 Interest on Delinquent Tax	134,589	80,906	125,000	125,000	125,000
473000 Interest - Deferred Specials	19	1,939	-	-	-
500100 Fees & Commissions	679,948	570,598	607,500	607,500	590,000
500300 Property Inquiry Fees	79,066	83,536	72,600	72,600	72,600
500400 Sale of City Property	5,411	30,816	3,000	3,000	5,000
500700 Exempt Property Fee	1,040	-	-	-	-
501000 Miscellaneous Revenue	14,869	4,344	5,000	5,000	5,000
501500 Rental of City Property	11,762	13,216	12,500	12,500	12,500
503500 Other Reimbursements	61,546	70,432	63,000	63,000	65,000
592200 Transfer In - Special Rev	13,000	18,500	18,000	18,000	22,700
592400 Transfer In - Capital Project	-	-	-	-	1,964,348
592601 Transfer In - Water	1,924,916	1,922,050	2,075,800	2,075,800	2,108,800
592602 Transfer In - Wastewater	177,265	179,881	180,450	180,450	182,450
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	54,000	54,000	54,000	54,000	54,000
593200 Transfer In - Trust & Agency	-	3,988	-	-	-
Total Revenue	\$ 58,938,032	\$ 57,099,511	\$ 59,311,196	\$ 59,311,196	\$ 61,665,466
Expenses					
611100 Severance Pay	\$ 482,894	\$ 810,265	\$ 600,000	\$ 600,000	\$ 600,000
615000 Fringes	3,594	17,661	21,303	21,303	21,303
615200 Retirement	9,883	9,805	9,740	9,740	9,740
641307 Telephone	201	209	200	200	200
642000 Facilities Charges	570,344	591,212	635,154	635,154	623,935
650100 Insurance	1,085,212	990,123	1,168,050	1,168,050	1,179,659
659900 Other Contracts/Obligation	66,559	18,188	20,270	20,270	21,805
660200 Tax Refunds	27,976	110	10,000	10,000	10,000
660300 Pers. Prop. Charge Backs	-	(13,244)	-	-	-
660900 Tax Adjustments	(19,304)	11,701	-	-	-
662300 Uncollectable Accounts	(1,900)	65,896	-	-	-
680900 Infrastructure Construction	-	2,542	67,932	67,932	22,212
791400 Transfer Out-Capital Project	439,320	4,340,000	25,000	25,000	-
791507 Transfer Out- Transit	581,409	563,537	725,763	725,763	724,810
792100 Transfer Out - Internal Service	-	1,300,000	-	-	-
Total Expense	\$ 3,246,188	\$ 8,708,005	\$ 3,283,412	\$ 3,283,412	\$ 3,213,664

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts & Obligations</u>		<u>Transfers out - Transit</u>	
Town of Freedom annexation		Appleton local share of Valley Transit	
payment - year 20 of 20 (thru 2023)	\$ 12,500	operating budget	\$ 709,339
Town of Buchanan annexation		Appleton local share of Connector service	15,471
payment - year 2 of 12 (thru 2033)	3,770		<u>\$ 724,810</u>
Online auction fees &		<u>Infrastructure Construction</u>	
document shredding	1,236	Storm sewer assessment:	
Amazon Prime membership	1,299	Linwood Park	\$ 22,212
Music licenses	3,000		<u>\$ 22,212</u>
	<u>\$ 21,805</u>		

**CITY OF APPLETON 2023 BUDGET
GENERAL ADMINISTRATION**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
411000 Property Tax	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000	\$ 37,080,000	\$ 37,080,000	\$ 37,824,720
412000 County Sales Tax	575,408	713,905	-	750,000	750,000	775,000
413000 Payment in Lieu of Taxes	388,423	436,452	384,375	431,900	431,900	431,900
422000 State Shared Revenues	9,812,695	9,767,447	-	9,846,189	9,846,189	9,846,816
422100 Expenditure Restraint	1,238,325	1,206,663	-	1,297,174	1,297,174	1,328,909
422200 Highway Aids - Con. Street	228,572	229,565	57,486	229,500	229,500	229,900
422300 State Aid - Local Streets	2,855,382	3,016,915	763,545	3,045,000	3,045,000	3,054,000
422400 Miscellaneous State Aids	84,512	156,898	6,587	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	210,201	190,539	-	210,201	210,201	210,201
440500 Trailer Parking Permits	11,140	12,419	6,955	10,000	10,000	10,000
461400 Miscellaneous Specials	737	968	1,379	1,000	1,000	1,000
470500 General Interest	1,935,654	1,696,387	1,543,347	1,674,682	1,674,682	1,226,922
471000 Interest on Investments	1,894,928	(424,471)	(640,974)	900,000	900,000	900,000
472000 Interest on Delinquent Tax	134,589	80,907	48,795	125,000	125,000	125,000
473000 Interest - Deferred Specials	19	1,940	30	-	-	-
500100 Fees & Commissions	679,948	570,598	142,481	607,500	607,500	590,000
500300 Property Inquiry Fees	79,066	83,536	27,824	72,600	72,600	72,600
500400 Sale of City Property	5,411	30,816	11,262	3,000	3,000	5,000
500700 Exempt Property Fee	1,040	-	780	-	-	-
501000 Miscellaneous Revenue	14,869	4,344	15,266	5,000	5,000	5,000
501500 Rental of City Property	11,762	13,216	6,806	12,500	12,500	12,500
503000 Damage to City Property	-	-	-	-	-	-
503500 Other Reimbursements	61,546	70,423	17,866	63,000	63,000	65,000
592200 Transfer In - Special Revenue	13,000	18,500	-	18,000	18,000	22,700
592400 Transfer In - Capital Project	-	-	-	-	-	1,964,348
592601 Transfer In - Water	1,924,916	1,922,051	853,850	2,075,800	2,075,800	2,108,800
592602 Transfer In - Wastewater	177,265	179,881	48,938	180,450	180,450	182,450
592603 Transfer In - Stormwater	12,500	12,500	5,208	12,500	12,500	12,500
592604 Transfer In - Parking	9,300	9,300	3,875	9,300	9,300	9,300
592605 Transfer In - Golf Course	17,900	17,900	7,458	17,900	17,900	17,900
593100 Transfer In - Internal Service	54,000	54,000	54,000	54,000	54,000	54,000
593200 Transfer In - Trust & Agency	-	3,988	-	-	-	-
TOTAL PROGRAM REVENUES	58,938,032	57,099,511	40,447,139	59,311,196	59,311,196	61,665,466
Personnel						
610100 Regular Salaries	2,525	-	-	-	-	-
611100 Severance Pay	480,369	810,265	364,383	600,000	600,000	600,000
615000 Fringes	3,594	17,661	-	21,303	21,303	21,303
615200 Retirement	9,883	9,805	4,058	9,740	9,740	9,740
TOTAL PERSONNEL	496,371	837,731	368,441	631,043	631,043	631,043
Purchased Services						
641307 Telephone	201	209	107	200	200	200
642000 Facilities Charges	570,344	591,212	223,688	635,154	635,154	623,935
650100 Insurance	1,085,212	990,124	486,690	1,168,050	1,168,050	1,179,659
659900 Other Contracts/Obligation	66,559	18,188	8,180	20,270	20,270	21,805
TOTAL PURCHASED SVCS	1,722,316	1,599,733	718,665	1,823,674	1,823,674	1,825,599
Miscellaneous Expense						
660200 Tax Refunds	27,976	110	42,006	10,000	10,000	10,000
660300 Personal Prop. Charge Backs	-	(13,245)	(3,223)	-	-	-
660900 Tax Adjustments	(19,304)	11,701	2	-	-	-
662300 Uncollectable Accounts	(1,900)	65,896	(4,845)	-	-	-
664000 Reserve for Contingencies	-	-	-	-	1,351,880	-
664100 Wage Reserve	-	-	-	300,000	1,300,057	17,500
TOTAL MISCELLANEOUS EXP	6,772	64,462	33,940	310,000	2,661,937	27,500
Capital Outlay						
680903 Sanitary Sewers	-	1,612	-	-	-	-
680904 Storm Sewers	-	930	-	67,932	67,932	22,212
TOTAL CAPITAL OUTLAY	-	2,542	-	67,932	67,932	22,212
Transfers Out						
791200 Transfer Out - Special Revenue	-	-	-	-	-	-
791300 Transfer Out - Debt Service	-	-	-	-	-	-
791400 Transfer Out - Capital Project	439,320	4,340,000	-	25,000	25,000	-
791507 Transfer Out - Transit	581,409	563,537	1,376,150	725,763	725,763	724,810
792100 Transfer Out - Internal Service	-	1,300,000	-	-	-	-
TOTAL TRANSFERS OUT	1,020,729	6,203,537	1,376,150	750,763	750,763	724,810
TOTAL EXPENSE	3,246,188	8,708,005	2,497,196	3,583,412	5,935,349	3,231,164

**CITY OF APPLETON 2023 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

All room taxes collected by the hotels are submitted to Associated Trust Company. 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.

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 2023 has been estimated at 95% of 2019 (pre-pandemic) levels.

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 91,388	\$ 147,290	\$ 137,580	\$ 137,580	\$ 174,300	26.69%
	Program Expenses	\$ 92,468	\$ 146,563	\$ 137,635	\$ 137,635	\$ 174,300	26.64%
Expenses Comprised Of:							
	Purchased Services	79,468	128,063	119,635	119,635	151,600	26.72%
	Miscellaneous Expense	-	-	-	-	-	N/A
	Transfers Out	13,000	18,500	18,000	18,000	22,700	26.11%

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
414000 Room Taxes	\$ 91,388	\$ 147,290	\$ 137,580	\$ 137,580	\$ 174,300
Total Revenue	<u>\$ 91,388</u>	<u>\$ 147,290</u>	<u>\$ 137,580</u>	<u>\$ 137,580</u>	<u>\$ 174,300</u>
Expenses					
659900 Other Contracts/Obligations	\$ 79,468	\$ 128,063	\$ 119,635	\$ 119,635	\$ 151,600
791100 Transfer Out - General Fund	13,000	18,500	18,000	18,000	22,700
Total Expense	<u>\$ 92,468</u>	<u>\$ 146,563</u>	<u>\$ 137,635</u>	<u>\$ 137,635</u>	<u>\$ 174,300</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$10,000

<u>Other Contracts/Obligations</u>	
Fox Cities PAC operating fund	\$ 151,600
	<u>\$ 151,600</u>

**CITY OF APPLETON 2023 BUDGET
ROOM TAX ADMINISTRATION FUND**

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

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Other	\$ 91,388	\$ 147,290	\$ 137,580	\$ 137,580	\$ 174,300
Total Revenues	<u>91,388</u>	<u>147,290</u>	<u>137,580</u>	<u>137,580</u>	<u>174,300</u>
Expenses					
Program Costs	79,468	128,063	119,635	119,635	151,600
Total Expenses	<u>79,468</u>	<u>128,063</u>	<u>119,635</u>	<u>119,635</u>	<u>151,600</u>
Revenues over (under) Expenses	11,920	19,227	17,945	17,945	22,700
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(13,000)	(18,500)	(18,000)	(18,000)	(22,700)
Total Other Financing Sources (Uses)	<u>(13,000)</u>	<u>(18,500)</u>	<u>(18,000)</u>	<u>(18,000)</u>	<u>(22,700)</u>
Net Change in Equity	(1,080)	727	(55)	(55)	-
Fund Balance - Beginning	<u>6,058</u>	<u>4,978</u>	<u>5,705</u>	<u>5,705</u>	<u>5,650</u>
Fund Balance - Ending	<u>\$ 4,978</u>	<u>\$ 5,705</u>	<u>\$ 5,650</u>	<u>\$ 5,650</u>	<u>\$ 5,650</u>

**CITY OF APPLETON 2023 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: "Responsibly deliver 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	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	0.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Transfers Out	54,000	54,000	54,000	54,000	54,000	0.00%

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2023 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
615300 Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
791100 Transfer Out - General Fund	54,000	54,000	54,000	54,000	54,000
Total Expense	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	-	-	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Transfers Out - General Fund	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)
Total Other Financing Sources (Uses)	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>
Change in Net Assets	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)
Fund Balance (Deficit) - Beginning	<u>216,000</u>	<u>162,000</u>	<u>108,000</u>	<u>108,000</u>	<u>54,000</u>
Fund Balance (Deficit) - Ending	<u>\$ 162,000</u>	<u>\$ 108,000</u>	<u>\$ 54,000</u>	<u>\$ 54,000</u>	<u>\$ -</u>

SCHEDULE OF CASH FLOWS

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

CITY OF APPLETON 2023 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Corey J. Popp

CITY OF APPLETON 2023 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 2022 EVENTS

The Information Technology staff continued to support the City's departments, staff, and citizens' increasing dependence on reliable IT services through a focus on shoring up staff, processes, and network security. Some examples of accomplishments in 2022 are:

Strategy

- Began reorganizing the IT Department around a global standard for IT service offerings called the Information Technology Infrastructure Library framework (ITIL).
- Contracted with a vendor for a 4-part security and network infrastructure assessment.
- Renamed the Network and Mainframe IT divisions to Operations and Development respectively on the department Table of Organization.

Design

- An IT Service Catalog was compiled. The catalog documents IT services the department provides to City of Appleton staff and citizens.
- An inventory of physical and virtual servers and their purposes was documented.
- Following best-practice assessments, new and more secure configuration policies have been applied to the City's firewall, email protection system, and AI incident-response systems.
- Managed endpoint detection and response (EDR) software now secures the City's computers.
- Security access controls were implemented on desktop and laptop computers.
- Multi-factor Authentication (MFA) was implemented on the City's email system and remote-access VPN.
- The Software Engineer role was moved from the IT Operations division to the Development division.

Operations

- New help desk software went live in January 2022. The multi-channel system facilitates ticket creation by way of emails, Intranet, telephone, walk-ups, and chat.
- The help desk software automatically routes tickets for user-security updates and request fulfillment to appropriate IT staff.
- Electronic event monitoring now automatically opens help desk tickets for urgent events captured by system logs.
- Three staff positions turned over in Operations. Two of those positions have been filled and the third is expected to be filled by the end of 2022.
- An administrative assistant position was added. It is shared between Information Technology (0.2 FTE) and Human Resources (0.8 FTE).

Continual Service Improvement

- Helpdesk ticket processing is now a Key Performance Indicator (KPI).
- 3,009 help desk tickets were created from January 1 to June 30.
- 2,942 help desk tickets were resolved in the same timeframe.

CITY OF APPLETON 2023 BUDGET INFORMATION TECHNOLOGY

MAJOR 2023 OBJECTIVES

Strategy

- Expand the ITIL framework to include the Service Transition phase, as well as define additional processes under existing phases.
- Continue to reorganize the budget with careful recategorization and tracking of IT expenses.
- Transition from a capital expenditure (CapEx) spending model to an operating expense (OpEx) spending model.
- Hire a Deputy Director to assist with project coordination, help desk oversight, and staff management.

Design

- Continue the conversion of applications from the iSeries mainframe to the ERP system.
- Redesign and relaunch the City website as appleton.gov.
- Contract with an IT supplier to support custom applications and interfaces.
- Contract with an IT supplier to establish expertly managed network and data-center services.
- Seek opportunities to convert in-house application hosting to SaaS, managed services, or cloud hosting.
- Continue to implement automation opportunities that utilize managed services and/or AI to respond in real time to security incidents.

Transition

- Implement the Change Management process.
- Implement the Release & Deployment process.

Operations

- Continue to ensure that IT services are delivered effectively and efficiently by fulfilling user requests, resolving service failures, fixing problems, and carrying out routine operational tasks.

Continual Service Improvement

- Add an "actual vs budget" KPI to the IT Dashboard.
- Continue to identify additional KPIs for display on the IT Dashboard.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
13010	Administration	181,167	131,158	209,606	209,606	370,452	76.74%
13020	Development	275,101	278,001	380,593	380,593	560,845	47.36%
13030	Network	1,556,703	1,717,720	1,678,506	1,696,506	1,758,843	4.79%
TOTAL		\$ 2,012,971	\$ 2,126,879	\$ 2,268,705	\$ 2,286,705	\$ 2,690,140	18.58%
Expenses Comprised Of:							
Personnel		952,841	969,008	1,087,861	1,087,861	1,097,125	0.85%
Training & Travel		19,253	21,648	31,780	31,780	32,596	2.57%
Supplies & Materials		161,310	133,810	169,700	169,700	139,250	-17.94%
Purchased Services		879,567	1,002,413	979,364	997,364	1,421,169	45.11%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.00	10.00	10.00	10.00	10.00	

* % change from prior year adopted budget
Technology Services.xls

**CITY OF APPLETON 2023 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:

Hire a Deputy Director of Information Technology.

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.

Major changes in Revenue, Expenditures, or Programs:

The increase in salaries and fringe is partially due to the addition of an administrative assistant position that is shared with Human Resources.

The decrease in Other Contract/Obligations reflects costs that are being moved to business unit 13030.

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 114,397	\$ 72,965	\$ 120,973	\$ 120,973	\$ 253,282
615000 Fringes	32,940	17,064	37,153	37,153	77,324
620100 Training/Conferences	13,286	16,248	28,000	28,000	28,000
620200 Mileage Reimbursement	-	1,620	-	-	720
620600 Parking Permits	3,780	3,780	3,780	3,780	3,876
630100 Office Supplies	953	707	1,000	1,000	1,000
630300 Memberships & Licenses	50	50	-	-	50
630500 Awards & Recognition	250	-	200	200	200
632001 City Copy Charges	1,271	1,516	1,500	1,500	1,500
632700 Miscellaneous Equipment	2,378	2,170	1,000	1,000	1,000
641300 Utilities	3,092	2,996	5,000	5,000	3,500
659900 Other Contracts/Obligation	8,770	12,042	11,000	11,000	-
Total Expense	<u>\$ 181,167</u>	<u>\$ 131,158</u>	<u>\$ 209,606</u>	<u>\$ 209,606</u>	<u>\$ 370,452</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

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 2023 BUDGET
INFORMATION TECHNOLOGY**

Development

Business Unit 13020

PROGRAM MISSION

To ensure that all ERP 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 ERP and related systems.

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:

Implement Utility Billing on the enterprise resource planning (ERP) system

Move the ERP from in-house servers to SaaS (Software as a Service)

Develop a new City website

Continue support of the legacy iSeries platform

Major changes in Revenue, Expenditures, or Programs:

The increased software support reflects ERP costs being moved from business unit 13030 to 13020 and the additional annual recurring costs required to move the ERP system from in-house to SaaS.

The decrease in Salaries and Fringes reflects the elimination of the vacant Software Engineer FTE. Due to this elimination, Consulting Services increased for the estimated outsourcing costs for support of custom applications and interfaces to a third party.

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Development

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 195,970	\$ 180,431	\$ 264,407	\$ 264,407	\$ 173,304
610400 Call Time Wages	707	779	1,970	1,970	2,043
610800 Part-Time Wages	-	20,956	-	-	-
615000 Fringes	58,545	64,464	96,216	96,216	60,523
632700 Miscellaneous Equipment	308	-	-	-	-
640400 Consulting Services	-	-	-	-	12,000
641800 Equip. Repairs & Maint.	6,811	6,810	7,000	7,000	7,000
642400 Software Support	12,760	4,561	11,000	11,000	305,975
Total Expense	\$ 275,101	\$ 278,001	\$ 380,593	\$ 380,593	\$ 560,845

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Software Support

Tyler ERP SaaS	\$ 262,775
Website development and licensing	24,000
Internet domain registrations/SSL certs	2,000
EliteForms	2,000
HelpSystems	8,000
Prodata DBU Maint	500
Cobol	500
Website accessibility software	4,000
Apex Dev software	2,200
	<u>\$ 305,975</u>

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Operations

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:

Reduce dependency on the City Hall data center and IT staff by seeking opportunities to convert in-house hosted IT services to SaaS (Software-as-a-Service) cloud offerings.

Increase reliability of IT services by contracting with third parties to provide network and data-center managed services.

Continue to recategorize and align software support, network security, and maintenance budgets to provide a more accurate reflection of IT costs and descriptions.

Major changes in Revenue, Expenditures, or Programs:

The Software Support budget related to the ERP was moved to business unit 13020.

The increase in Netmotion costs reflect moving the mission-critical mobile VPN to a SaaS solution.

Actual costs have exceeded budgeted costs in several categories for one or two years. Budgeted costs were adjusted to reflect actual costs across all categories, and more detailed descriptions of those items have been added.

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Operations

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 403,510	\$ 444,527	\$ 402,167	\$ 402,167	\$ 378,691
610400 Call Time Wages	3,739	4,544	4,011	4,011	3,777
610500 Overtime Wages	2,708	4,177	2,099	2,099	1,931
615000 Fringes	140,323	159,100	158,865	158,865	146,250
620100 Training/Conferences	2,187	-	-	-	-
630100 Office Supplies	5,549	8,692	20,000	20,000	9,500
632700 Miscellaneous Equipment	150,551	120,674	146,000	146,000	126,000
640400 Consulting Services	93,900	52,211	70,250	88,250	35,000
641307 Telephone	2,271	2,288	1,750	1,750	1,750
641800 Equipment Repairs & Maint.	45,853	31,560	43,594	43,594	114,300
641900 Communication Eq. Repairs	27,676	13,503	30,000	30,000	42,000
642400 Software Support	678,436	757,506	659,120	659,120	730,394
642600 Network Security Support	-	118,938	140,650	140,650	169,250
Total Expense	<u>\$ 1,556,703</u>	<u>\$ 1,717,720</u>	<u>\$ 1,678,506</u>	<u>\$ 1,696,506</u>	<u>\$ 1,758,843</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>		<u>Software Support</u>	
Upgrade PCs and laptops	\$ 83,000	Microsoft agreement	\$ 144,000
Upgrade MDCs	30,000	Axon Evidence	90,000
Misc. network hardware	13,000	Outagamie County (Spillman)	70,000
	<u>\$ 126,000</u>	ArcGIS ESRI	57,000
		Mitel VoIP support	44,000
		Azure	36,000
<u>Consulting</u>		Autodesk (DLT)	28,000
Telephone system consulting	\$ 18,000	NEOGOV	24,000
Network consulting	17,000	Doc management (Metafile)	22,000
	<u>\$ 35,000</u>	Patriot Properties	22,000
		ImageTrend (Fire RMS)	22,000
<u>Equip. Repairs & Maint.</u>		Velocity	22,000
Wireless Licensing	\$ 26,000	Target Solutions/Crewsense	20,000
Core switch support	13,300	Adobe Creative Suite	16,000
Data-center managed services	37,500	Facilicad/Identicard	13,294
Network managed services	37,500	Vision Internet	10,000
	<u>\$ 114,300</u>	ArchiveSocial	10,000
		Virtualization software	10,000
<u>Communication Equip. Repair</u>		Vermont Sys (RecTrac)	6,100
Pro-rata share of fiber network costs	\$ 30,000	Cycom CityLaw	11,400
WiscNet Internet Service	12,000	OnceHub	5,000
	<u>\$ 42,000</u>	Miscellaneous software	5,000
		ID networks (PD)	4,300
<u>Network Security Support</u>		PDQ/Dell Inventory software	4,300
EDR/NGAV Managed Service (Sophos)	\$ 45,700	Modeco Timescape	4,000
Phishing Security SaaS (KnowBe4)	10,000	Granicus govAccess	3,400
Firewall security monitoring (Nexum)	16,350	Video conferencing (Zoom)	3,000
Spam/Phishing filtering (Barracuda)	49,000	Farozone diagram software	2,600
Patching notification (Tenable)	5,200	GlobalTraffic Opticom	2,200
Mobile VPN (NetMotion)	28,000	CradlePoint (AFD)	2,200
Network penetration testing	15,000	Porter Lee Beast evidence	2,200
	<u>\$ 169,250</u>	Apex Sketching (Assessors)	2,200
		Carahsoft OpenRoads	2,000
		Inframanage	2,000
		Mitchell (Shopkey)	1,800
		Win-Wam (Health W&M)	1,800
		Helpdesk	1,700
		Forensic software (PD)	1,600
		Novatime (Transit)	1,300
			<u>\$ 730,394</u>

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Salaries						
610100 Regular Salaries	648,171	602,603	202,124	787,547	787,547	805,277
610400 Call Time Wages	4,446	5,323	1,658	5,981	5,981	5,820
610500 Overtime Wages	2,708	4,177	738	2,099	2,099	1,931
610800 Part-Time Wages	-	20,956	12,520	-	-	-
611400 Sick Pay	594	-	17,724	-	-	-
611500 Vacation Pay	65,113	95,323	21,922	-	-	-
615000 Fringes	<u>231,809</u>	<u>240,626</u>	<u>82,860</u>	<u>292,234</u>	<u>292,234</u>	<u>284,097</u>
TOTAL PERSONNEL	952,841	969,008	339,546	1,087,861	1,087,861	1,097,125
Training~Travel						
620100 Training/Conferences	15,473	16,248	-	28,000	28,000	28,000
620200 Mileage Reimbursement	-	1,620	360	-	-	720
620600 Parking Permits	<u>3,780</u>	<u>3,780</u>	<u>3,780</u>	<u>3,780</u>	<u>3,780</u>	<u>3,876</u>
TOTAL TRAINING / TRAVEL	19,253	21,648	4,140	31,780	31,780	32,596
Supplies						
630100 Office Supplies	6,502	9,400	2,430	21,000	21,000	10,500
630300 Memberships & Licenses	50	50	50	-	-	50
630500 Awards & Recognition	250	-	-	200	200	200
632001 City Copy Charges	1,271	1,516	348	1,500	1,500	1,500
632700 Miscellaneous Equipment	<u>153,237</u>	<u>122,844</u>	<u>11,964</u>	<u>147,000</u>	<u>147,000</u>	<u>127,000</u>
TOTAL SUPPLIES	161,310	133,810	14,792	169,700	169,700	139,250
Purchased Services						
640400 Consulting Services	93,900	52,211	63,899	70,250	88,250	47,000
641307 Telephone	3,235	3,317	1,377	1,750	1,750	1,750
641308 Cellular Phones	768	882	960	5,000	5,000	3,500
641309 Cable Services	1,359	1,084	-	-	-	-
641800 Equipment Repairs & Maint.	52,663	38,370	228	50,594	50,594	121,300
641900 Communication Eq. Repairs	27,676	13,503	285	30,000	30,000	42,000
642400 Software Support	691,196	762,066	248,837	670,120	670,120	1,036,369
642600 Network Security Support	-	118,938	16,494	140,650	140,650	169,250
659900 Other Contracts/Obligation	<u>8,770</u>	<u>12,042</u>	<u>437</u>	<u>11,000</u>	<u>11,000</u>	<u>-</u>
TOTAL PURCHASED SVCS	879,567	1,002,413	332,517	979,364	997,364	1,421,169
TOTAL EXPENSE	<u>2,012,971</u>	<u>2,126,879</u>	<u>690,995</u>	<u>2,268,705</u>	<u>2,286,705</u>	<u>2,690,140</u>

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2023 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 # 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>
Information Technology - Endpoint Switches	\$ 250,000	Projects, Pg. 649
	<u>\$ 250,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 420,818	\$ (2,965)	\$ 120,685	\$ 120,685	\$ 250,000	107.15%
Program Expenses		\$ 469,222	\$ 120,864	\$ 325,000	\$ 548,375	\$ 250,000	-23.08%
Expenses Comprised Of:							
	Personnel	14,043	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	455,179	120,864	325,000	548,375	250,000	-23.08%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 818	\$ (2,965)	\$ 685	\$ 685	\$ -
591000 Proceeds of Long-term Debt	420,000	-	120,000	120,000	250,000
592100 Transfer In - General Fund	439,320	65,000	-	-	-
Total Revenue	<u>\$ 860,138</u>	<u>\$ 62,035</u>	<u>\$ 120,685</u>	<u>\$ 120,685</u>	<u>\$ 250,000</u>
Expenses					
610500 Overtime Wages	\$ 14,043	\$ -	\$ -	\$ -	\$ -
680401 Machinery & Equipment	437,629	88,363	-	223,375	250,000
681500 Software Acquisition	17,550	32,501	325,000	325,000	-
Total Expense	<u>\$ 469,222</u>	<u>\$ 120,864</u>	<u>\$ 325,000</u>	<u>\$ 548,375</u>	<u>\$ 250,000</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Software Acquisition

Endpoint switches	\$ 250,000
	<u>\$ 250,000</u>

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Interest Income (Loss)	\$ 818	\$ (2,965)	\$ 685	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>818</u>	<u>(2,965)</u>	<u>685</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	469,222	120,864	325,000	529,975	250,000
Total Expenses	<u>469,222</u>	<u>120,864</u>	<u>325,000</u>	<u>529,975</u>	<u>250,000</u>
Revenues over (under) Expenses	(468,404)	(123,829)	(324,315)	(529,975)	(250,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	420,000	-	120,000	120,000	250,000
Operating Transfers In	439,320	65,000	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>859,320</u>	<u>65,000</u>	<u>120,000</u>	<u>120,000</u>	<u>250,000</u>
Net Change in Equity	390,916	(58,829)	(204,315)	(409,975)	-
Fund Balance - Beginning	<u>77,899</u>	<u>468,815</u>	<u>409,986</u>	<u>409,986</u>	<u>11</u>
Fund Balance - Ending	<u>\$ 468,815</u>	<u>\$ 409,986</u>	<u>\$ 205,671</u>	<u>\$ 11</u>	<u>\$ 11</u>

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2023 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 2022 EVENTS

City Attorney's Office:

- * As of April 29, represented the City in traffic and ordinance related matters in 2022 including 1,875 scheduled initial court appearances, 59 scheduled jury and court trials and 767 scheduled pre-trials/jury trial conferences or motion hearings.
- * Operated the Granicus system and provided ongoing technical support to facilitate committee meetings.
- * Provided guidance and training to the newly-seated Council and completed a significant revision 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 small claims.
- * 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 two eminent domain processes to acquire the necessary land for future roadway and a second raw water line Permanent Limited Easement (PLE).
- * Provided ongoing assistance in various roles in support of the Library building project.
- * Assisted the Community and Economic Development Department with the preparation and finalization of multiple sales/property transactions in the first quarter of 2022.
- * Drafted or assisted in amending or creating a number of ordinances, including redistricting, parking, a stormwater ordinance rewrite and changes to the solid waste ordinances in Chapter 15.
- * Legal Services represented the Complainant and separately advised the Safety and Licensing Committee in the revocation of a tavern's alcohol license.
- * In the first six months of 2022, the Attorney's Office has processed over 250 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 received by various departments.
- * Worked on an agreement for a second BIRD Scooter pilot program.
- * Provided comprehensive updates to Appleton Fire Department's record request form as well as provided ongoing support and guidance regarding record responses.

City Clerk's Office:

- * Maintained use of electronic poll books and implemented 2 software updates.
- * Performed an operational analysis of electronic poll book equipment to detect necessary hardware upgrades/repairs.
- * Streamlined end of night and election reconciliation procedures.
- * Responded to a considerable number of extensive records requests related to elections.
- * Restructured the filing system in the vault to make files more identifiable and accessible.
- * Digitized files to increase accessibility of records and documents.
- * Drafted and mailed letters to all properties affected by redistricting.
- * Worked with the counties and State to make Ward and Aldermanic boundary adjustments to accommodate new legislative district changes as a result of a court ruling modifying the previously adopted districts.
- * Implemented all redistricting changes through election plan modifications in WisVote.
- * Revised the alcohol license demerit point tracking and notification process.
- * Fairly and effectively administered four elections, including a high-turnout November General Election.

CITY OF APPLETON 2023 BUDGET LEGAL SERVICES

MAJOR 2023 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.
- * 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 elections, with minimal issues and maximum efficiency.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 271,953	\$ 204,416	\$ 196,700	\$ 196,700	\$ 239,700	21.86%
Program Expenses							
14510	Administration	348,671	364,823	374,357	374,357	392,480	4.84%
14521	Litigation	178,243	188,395	178,901	178,901	187,504	4.81%
14530	Recordkeeping	102,763	87,738	90,381	90,381	112,207	24.15%
14540	Licensing	66,153	67,817	69,546	69,546	73,366	5.49%
14550	Elections	234,971	117,031	224,166	224,166	157,929	-29.55%
14560	Mail/Copy Center	176,782	161,986	188,916	188,916	173,129	-8.36%
TOTAL		\$ 1,107,583	\$ 987,790	\$ 1,126,267	\$ 1,126,267	\$ 1,096,615	-2.63%
Expenses Comprised Of:							
Personnel		856,641	797,733	875,872	875,872	879,820	0.45%
Training & Travel		8,904	15,309	17,880	17,880	15,000	-16.11%
Supplies & Materials		130,708	97,322	127,200	127,200	103,225	-18.85%
Purchased Services		111,330	77,426	105,315	105,315	98,570	-6.40%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2023 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ 260	\$ 168	\$ 300	\$ 300	\$ 100
Total Revenue	<u>\$ 260</u>	<u>\$ 168</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 260,319	\$ 264,155	\$ 266,696	\$ 266,696	\$ 283,583
615000 Fringes	65,511	71,112	73,381	73,381	76,877
620100 Training/Conferences	2,336	9,705	13,600	13,600	10,600
620400 Tuition Fees	2,506	1,705	-	-	-
620600 Parking Permits	3,780	3,780	3,780	3,780	4,320
630100 Office Supplies	454	941	800	800	800
630200 Subscriptions	9,239	8,749	10,500	10,500	10,500
630300 Memberships & Licenses	2,305	2,340	3,000	3,000	3,200
632001 City Copy Charges	1,328	1,308	1,500	1,500	1,500
641307 Telephone	772	772	900	900	900
641800 Equipment Repairs & Maint.	121	256	200	200	200
Total Expense	<u>\$ 348,671</u>	<u>\$ 364,823</u>	<u>\$ 374,357</u>	<u>\$ 374,357</u>	<u>\$ 392,480</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

We have decreased our recording/filing fees budget to reflect expectations based on activity in prior years.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ -	\$ 182	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 182	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 129,718	\$ 140,827	\$ 127,023	\$ 127,023	\$ 136,846
615000 Fringes	34,890	38,711	37,878	37,878	40,158
640202 Recording/Filing Fees	1,470	3,159	7,000	7,000	3,500
640400 Consulting Services	4,275	5,040	7,000	7,000	7,000
662500 Disability Payments	7,890	658	-	-	-
Total Expense	\$ 178,243	\$ 188,395	\$ 178,901	\$ 178,901	\$ 187,504

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 2023 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 46,907	\$ 45,180	\$ 47,840	47,840	\$ 50,997
610500 Overtime Wages	2,547	668	242	242	257
615000 Fringes	21,337	7,320	7,099	7,099	26,178
630100 Office Supplies	171	363	500	500	350
630300 Memberships & Licenses	70	-	-	-	-
631603 Other Misc. Supplies	30	26	100	100	75
632002 Outside Printing	-	-	250	250	150
640202 Recording/Filing Fees	120	210	200	200	200
640800 Contractor Fees	-	-	150	150	-
641200 Advertising	31,581	33,971	34,000	34,000	34,000
Total Expense	<u>\$ 102,763</u>	<u>\$ 87,738</u>	<u>\$ 90,381</u>	<u>\$ 90,381</u>	<u>\$ 112,207</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 34,000

**CITY OF APPLETON 2023 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:

A slight increase is anticipated for alcohol license revenue as we now allow gas stations to get "Class A" Liquor licenses. There could also be more Reserve Liquor Licenses issued, which, by statute, cost \$10,000.

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

The increase in special events license revenue reflects the expectation that events will continue to be scheduled as they were prior to the pandemic. In addition, credits that were issued for cancelled events will no longer be carried forward to 2023.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
430100 Amusements License	\$ 8,230	\$ 8,110	\$ 7,700	\$ 7,700	\$ 8,000
430300 Cigarette License	5,800	5,900	5,300	5,300	5,400
430600 Alcohol License	113,909	100,473	110,000	110,000	125,000
430700 Operators License	37,125	58,230	38,000	38,000	60,000
430900 Sundry License	3,220	3,033	3,500	3,500	3,000
431300 Special Events License	13,365	12,135	18,000	18,000	23,000
431600 Second Hand/Pawnbroker	1,980	2,115	1,800	1,800	1,800
431700 Commercial Solicitation	5,145	4,505	2,500	2,500	4,000
431800 Christmas Tree License	405	315	400	400	350
432000 Taxi Cab/Limousine License	810	750	800	800	750
432100 Taxi Driver License	1,950	1,250	1,500	1,500	1,250
432200 Special Class "B" License	200	620	800	800	700
441100 Sundry Permits	660	555	600	600	600
501000 Miscellaneous Revenue	15,590	5,820	5,000	5,000	5,500
Total Revenue	\$ 208,389	\$ 203,811	\$ 195,900	\$ 195,900	\$ 239,350
Expenses					
610100 Regular Salaries	\$ 41,227	\$ 41,869	\$ 41,717	\$ 41,717	\$ 44,475
610500 Overtime Wages	2,119	427	120	120	128
615000 Fringes	21,895	24,354	25,799	25,799	26,753
630100 Office Supplies	460	953	750	750	800
631603 Other Misc. Supplies	29	-	-	-	-
632002 Outside Printing	-	-	100	100	150
642900 Interfund Allocations	423	214	60	60	60
659900 Other Contracts/Obligation	-	-	1,000	1,000	1,000
Total Expense	\$ 66,153	\$ 67,817	\$ 69,546	\$ 69,546	\$ 73,366

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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. 2022 was a four-election year and 2023 is a two-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Misc. State Aids	\$ 44,974	\$ -	\$ -	\$ -	\$ -
490800 Misc Intergov. Charges	-	255	500	500	250
502000 Donations & Memorials	18,330	-	-	-	-
Total Revenue	\$ 63,304	\$ 255	\$ 500	\$ 500	\$ 250
Expenses					
610100 Regular Salaries	\$ 67,149	\$ 50,209	\$ 49,397	\$ 49,397	\$ 48,311
610500 Overtime Wages	16,193	351	3,069	3,069	1,851
610800 Part-Time	53,594	22,210	99,593	99,593	44,011
615000 Fringes	30,181	26,222	28,307	28,307	27,966
620200 Mileage Reimbursement	221	89	300	300	80
620600 Parking Permits	61	30	200	200	-
630100 Office Supplies	4,352	13	1,500	1,500	800
631603 Other Misc. Supplies	1,784	463	500	500	500
632002 Outside Printing	14,468	1,966	6,500	6,500	2,700
641200 Advertising	3,501	1,841	2,500	2,500	1,500
641800 Equipment Repairs & Maint.	35,287	8,475	25,000	25,000	10,000
650301 Facility Rent	3,990	2,025	3,800	3,800	2,025
659900 Other Contracts/Obligation	4,190	3,137	3,500	3,500	18,185
Total Expense	\$ 234,971	\$ 117,031	\$ 224,166	\$ 224,166	\$ 157,929

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Modus Election Software	\$ 15,185
Equipment programming	3,000
	<u>\$ 18,185</u>

CITY OF APPLETON 2023 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 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:

The decrease in postage/freight expense in 2023 is due to the reduced number of elections from four in 2022 to two in 2023.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 39,731	\$ 39,340	\$ 41,781	\$ 41,781	\$ 44,538
610500 Overtime Wages	1,341	528	121	121	128
615000 Fringes	21,982	24,245	25,809	25,809	26,763
630100 Office Supplies	3,342	3,816	1,700	1,700	2,000
630400 Postage/Freight	89,938	71,080	92,000	92,000	75,000
631603 Other Misc. Supplies	2,291	3,896	6,500	6,500	3,500
632002 Outside Printing	446	1,409	1,000	1,000	1,200
641800 Equipment Repairs & Maint.	493	-	1,500	1,500	800
641800 Interfund Allocations	-	(775)	-	-	-
650302 Equipment Rent	17,218	18,447	18,505	18,505	19,200
Total Expense	<u>\$ 176,782</u>	<u>\$ 161,986</u>	<u>\$ 188,916</u>	<u>\$ 188,916</u>	<u>\$ 173,129</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 8,000
UPS	500
US Postal Service	66,500
	<u>\$ 75,000</u>

Equipment Rent

Color copier rental	\$ 1,800
Office copier rental	1,500
Large copier rental	7,000
Postage machine rental	7,000
Folder/insert machine rental	1,500
Additional copies	1,200
Charges to departments	(800)
	<u>\$ 19,200</u>

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	44,974	-	-	-	-	-
430100 Amusements License	8,230	8,110	7,515	7,700	7,700	8,000
430300 Cigarette License	5,800	5,900	5,300	5,300	5,300	5,400
430600 Liquor License	113,909	100,474	124,586	110,000	110,000	125,000
430700 Operators License	37,125	58,230	13,905	38,000	38,000	60,000
430900 Sundry License	3,220	3,033	2,885	3,500	3,500	3,000
431300 Special Events License	13,365	12,135	13,055	18,000	18,000	23,000
431600 Second Hand License	1,980	2,115	90	1,800	1,800	1,800
431700 Commercial Solicitation License	5,145	4,505	2,050	2,500	2,500	4,000
431800 Christmas Tree License	405	315	-	400	400	350
432000 Taxi Cab/Limousine License	810	750	30	800	800	750
432100 Taxi Driver License	1,950	1,250	450	1,500	1,500	1,250
432200 Special Class "B" Beer License	200	620	220	800	800	700
441100 Sundry Permits	660	555	430	600	600	600
480100 General Charges for Service	260	169	32	300	300	350
490800 Misc Intergovernmental Charges	-	256	559	500	500	-
501000 Miscellaneous Revenue	15,590	5,820	4,747	5,000	5,000	5,500
502000 Donations & Memorials	18,330	-	-	-	-	-
503500 Other Reimbursements	-	179	-	-	-	-
508500 Cash Short or Over	-	-	-	-	-	-
TOTAL PROGRAM REVENUES	271,953	204,416	175,854	196,700	196,700	239,700
Personnel						
610100 Regular Salaries	530,751	538,580	221,639	574,454	574,454	608,750
610500 Overtime Wages	22,201	1,975	1,356	3,552	3,552	2,364
610800 Part-Time Wages	53,594	22,310	29,450	99,593	99,593	44,011
611000 Other Compensation	-	-	-	-	-	-
611400 Sick Pay	3,825	1,814	-	-	-	-
611500 Vacation Pay	50,476	41,094	11,829	-	-	-
615000 Fringes	195,794	191,960	77,815	198,273	198,273	224,695
TOTAL PERSONNEL	856,641	797,733	342,089	875,872	875,872	879,820
Training~Travel						
620100 Training/Conferences	2,336	9,705	1,910	13,600	13,600	10,600
620200 Mileage Reimbursement	221	89	-	300	300	80
620400 Tuition Fees	2,506	1,705	815	-	-	-
620600 Parking Permits	3,841	3,810	3,780	3,980	3,980	4,320
TOTAL TRAINING/TRAVEL	8,904	15,309	6,505	17,880	17,880	15,000
Supplies						
630100 Office Supplies	8,780	6,085	2,019	5,250	5,250	4,750
630200 Subscriptions	9,239	8,749	3,089	10,500	10,500	10,500
630300 Memberships & Licenses	2,375	2,340	-	3,000	3,000	3,200
630400 Postage/Freight	89,938	71,080	61,160	92,000	92,000	75,000
631603 Other Misc. Supplies	4,134	4,385	1,772	7,100	7,100	4,075
632001 City Copy Charges	1,328	1,308	343	1,500	1,500	1,500
632002 Outside Printing	14,914	3,375	8,561	7,850	7,850	4,200
TOTAL SUPPLIES	130,708	97,322	76,944	127,200	127,200	103,225
Purchased Services						
640202 Recording/Filing Fees	1,590	3,369	1,260	7,200	7,200	3,700
640400 Consulting Services	4,275	5,040	-	7,000	7,000	7,000
640800 Contractor Fees	-	-	-	150	150	-
641200 Advertising	35,082	35,812	11,329	36,500	36,500	35,500
641307 Telephone	772	772	328	900	900	900
641800 Equipment Repairs & Maint.	35,900	8,731	124	26,700	26,700	11,000
642900 Interfund Allocations	423	(562)	-	60	60	60
650301 Facility Rent	3,990	2,022	1,890	3,800	3,800	2,025
650302 Equipment Rent	17,218	18,447	5,173	18,505	18,505	19,200
659900 Other Contracts/Obligation	4,190	3,137	-	4,500	4,500	19,185
662500 Disability Payments	7,890	658	-	-	-	-
TOTAL PURCHASED SVCS	111,330	77,426	20,104	105,315	105,315	98,570
TOTAL EXPENSE	1,107,583	987,790	445,642	1,126,267	1,126,267	1,096,615

**CITY OF APPLETON 2023 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 2023		

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 119,218	\$ 4,158	\$ -	\$ -	\$ -	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	119,218	4,158	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
591000 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
680401 Equipment	\$ 119,218	\$ 4,158	\$ -	\$ -	\$ -
Total Expense	<u>\$ 119,218</u>	<u>\$ 4,158</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
CITY CENTER**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	119,218	4,158	-	-	-
Total Expenses	119,218	4,158	-	-	-
Revenues over (under) Expenses	(119,218)	(4,158)	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(119,218)	(4,158)	-	-	-
Fund Balance - Beginning	123,999	4,781	623	623	623
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 4,781</u>	<u>\$ 623</u>	<u>\$ 623</u>	<u>\$ 623</u>	<u>\$ 623</u>

CITY OF APPLETON 2023 BUDGET

HUMAN RESOURCES

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2023 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 2022 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 2022 are:

General Administration:

- Completed an RFP and selected Baker Tilly as a partner to complete our compensation plan review. Completed a full study with employee participation.
- Planning for final compensation study recommendations and potential implementation options.
- Continued to train/develop two new staff members within HR. An HR Generalist and Administrative Assistant joined us in the latter part of 2021 and both are settling into their new roles.
- Hired and trained a new Benefits Coordinator. This was a great success due to the one month over hire that was authorized.
- Continued development of the Financial Wellness Team including branding and review of deferred compensation plan/ investment fund lineup performance. During 2022 we added a retiree member to this team.
- Continued relationship with UMR & CVS/Caremark, allowing us to continue to obtain significant rebates as part of this cooperative.
- Continued health services at the employee Connecting Care Clinic, invested in additional physical therapy equipment and explored the need for mental health services at this facility.
- Continued transition in Tyler Munis for HR and Payroll systems.
- Updated a variety of HR and safety policies.
- Continued work by the Healthsmart Team including sponsoring wellness programs and fitness tracking challenges through myInertia. Planning has also begun for biometric health screenings for fall 2022.
- Continued with transition to Mid-America for post-employment health plan (PEHP) administrator.
- Conducted an employee benefit survey and actively looked at ways we can make the improvements that employees value.

Employee and Labor Relations:

- Opened negotiations with the Fire union.
- Assisted with COVID-19 leaves of absence, FMLA leaves of absence, worker's compensation, wage compression issues, internal compensation equity issues, career development, and a variety of employment related matters.
- Managed the unemployment compensation program (monitoring claims, responding to the State of Wisconsin, contesting claims when appropriate).

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 Police Chief hiring process.
- Completed hiring for Health Officer and Public Works Director positions.
- 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 when we were in periods of limited contact due to COVID-19.
- Worked with the Parks, Recreation and Facilities Management Department to increase efficiencies for seasonal recruitment.
- Assisted the Clerk's office in hiring of election workers.
- Developing a dashboard to show diversity, equity and inclusion data for existing employees and recruitment processes.

Talent Management and Development:

- Coordinated required new-hire paperwork and training for seasonal staff via onboarding portal.
- Provided required training virtually for general employees and supervisors.
- Facilitated new employee online orientation training through the onboarding tool.
- Conducted new supervisor orientation training.
- Built 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.
- Facilitated Hogan assessment with the City leadership team.
- Offered multiple sessions of online resiliency training.
- Developed and delivered four quarterly financial wellness newsletters to employees and retirees.

CITY OF APPLETON 2023 BUDGET HUMAN RESOURCES

MAJOR 2023 OBJECTIVES

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

Human Resources Compliance and Administration:

- Continue review of the medical plan assuring compliance with the Health Care Act, industry trends, and cost effectiveness.
- Evaluate and administer the annual personal health risk assessments or other health/wellness driven plans for all employees/spouses/retirees.
- Administer various wellness programs to educate employees and promote health and wellness.
- Plan for implementation of the compensation study for non-union, part-time and seasonal employees.
- Promote the Connecting Care Clinic and services.
- Promote programs to increase employee financial wellness and retirement readiness.
- Negotiation of the Fire contract.
- Provide assistance on labor contract interpretations and handle grievances.
- Monitor unemployment reports and work with Attorney's Office on unique claims.

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.
- Share and highlight our DEI statistics with internal and external audiences.

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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ -	\$ 106	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	HR Compliance	361,218	349,127	394,193	394,193	410,913	4.24%
14020	Talent Acquisition	162,827	149,269	193,527	228,527	180,388	-6.79%
14040	Talent Management	147,757	178,312	169,477	169,477	181,823	7.28%
TOTAL		\$ 671,802	\$ 676,708	\$ 757,197	\$ 792,197	\$ 773,124	2.10%
Expenses Comprised Of:							
Personnel		609,576	589,760	647,958	647,958	667,855	3.07%
Training & Travel		11,261	17,126	26,310	26,310	25,990	-1.22%
Supplies & Materials		3,909	7,708	10,429	10,429	15,779	51.30%
Purchased Services		47,056	62,114	72,500	107,500	63,500	-12.41%
Full Time Equivalent Staff:							
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 2023 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 2023 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ -	\$ 106	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 106	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 270,970	\$ 252,282	\$ 280,932	\$ 280,932	\$ 298,957
610500 Overtime Wages	768	599	-	-	-
615000 Fringes	82,120	83,243	98,716	98,716	98,131
620100 Training/Conferences	185	76	110	110	110
620200 Mileage Reimbursement	-	9	-	-	-
620600 Parking Permits	2,154	2,152	2,200	2,200	2,880
630100 Office Supplies	451	819	1,000	1,000	1,000
630300 Memberships & Licenses	420	420	420	420	420
630500 Awards & Recognition	109	496	92	92	92
630700 Food & Provisions	191	361	123	123	123
631500 Books & Library Materials	-	92	-	-	-
632001 City Copy Charges	1,807	2,130	4,300	4,300	3,000
632002 Outside Printing	30	506	200	200	400
632700 Miscellaneous Equipment	137	21	500	500	200
640400 Consulting Services	1,250	5,391	5,000	5,000	5,000
641307 Telephone	476	468	500	500	500
659900 Other Contracts/Obligation	150	62	100	100	100
Total Expense	\$ 361,218	\$ 349,127	\$ 394,193	\$ 394,193	\$ 410,913

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 and 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 2023 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 92,369	\$ 77,038	\$ 98,353	\$ 98,353	\$ 107,364
610500 Overtime Wages	366	22	-	-	-
615000 Fringes	35,555	31,392	47,769	47,769	36,119
620100 Training/Conferences	176	74	-	-	-
620200 Mileage Reimbursement	-	6	-	-	-
620500 Employee Recruitment	7,705	13,621	15,000	15,000	14,000
630300 Memberships & Licenses	55	230	205	205	205
630700 Food & Provisions	474	947	1,000	1,000	500
640400 Consulting Services	18,701	18,764	25,000	60,000	22,000
641200 Advertising	7,247	7,003	6,000	6,000	-
641307 Telephone	179	172	200	200	200
Total Expense	<u>\$ 162,827</u>	<u>\$ 149,269</u>	<u>\$ 193,527</u>	<u>\$ 228,527</u>	<u>\$ 180,388</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Pre-employment physical testing	\$ 10,450
Pre-employment psychological testing	8,800
Personnel Evaluation, Inc	2,750
	<u>\$ 22,000</u>

CITY OF APPLETON 2023 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 onboarding and offboarding systems
- Coordinate and facilitate organizational culture discussions and action plans
- Manage and expand use of leadership development tools (i.e. EQi, Hogan)
- Coordinate and implement 360 assessment tool for the Leadership Team
- Offer new THRIVE 2.0 program for continued leadership development

Major Changes in Revenue, Expenditures or Programs:

No major changes

CITY OF APPLETON 2023 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 95,053	\$ 108,416	\$ 92,118	\$ 92,118	\$ 96,858
610500 Overtime Wages	580	196	-	-	-
615000 Fringes	31,795	36,567	30,070	30,070	30,426
620100 Training/Conferences	1,042	1,149	9,000	9,000	9,000
620200 Mileage Reimbursement	-	45	-	-	-
630300 Memberships & Licenses	73	-	289	289	289
630700 Food & Provisions	162	1,686	2,300	2,300	9,550
640400 Consulting Services	19,000	30,253	35,000	35,000	35,000
659900 Other Contracts/Obligation	52	-	700	700	700
Total Expense	<u>\$ 147,757</u>	<u>\$ 178,312</u>	<u>\$ 169,477</u>	<u>\$ 169,477</u>	<u>\$ 181,823</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

General Employee Training/Development	\$ 6,500
Organizational Development	5,000
Supervisor/Leadership Development	22,000
Administrative Professionals Event	1,500
	<u>\$ 35,000</u>

**CITY OF APPLETON 2023 BUDGET
HUMAN RESOURCES**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Charges for Services						
480100 General Charges for Service	-	106	-	-	-	-
TOTAL PROGRAM REVENUES	-	106	-	-	-	-
Salaries						
610100 Regular Salaries	458,393	437,739	171,500	471,403	471,403	503,179
610500 Overtime Wages	1,714	818	1,016	-	-	-
615000 Fringes	149,469	151,203	55,778	176,555	176,555	164,676
TOTAL PERSONNEL	609,576	589,760	228,294	647,958	647,958	667,855
Training~Travel						
620100 Training/Conferences	1,403	1,299	2,681	9,110	9,110	9,110
620200 Mileage Reimbursement	-	54	114	-	-	-
620500 Employee Recruitment	7,704	13,621	2,353	15,000	15,000	14,000
620600 Parking Permits	2,154	2,152	2,434	2,200	2,200	2,880
TOTAL TRAINING / TRAVEL	11,261	17,126	7,582	26,310	26,310	25,990
Supplies						
630100 Office Supplies	451	819	213	1,000	1,000	1,000
630200 Subscriptions	-	-	-	-	-	-
630300 Memberships & Licenses	548	650	319	914	914	914
630500 Awards & Recognition	109	496	-	92	92	92
630700 Food & Provisions	827	2,994	961	3,423	3,423	10,173
631500 Books & Library Materials	-	92	-	-	-	-
632001 City Copy Charges	1,807	2,130	759	4,300	4,300	3,000
632002 Outside Printing	30	506	30	200	200	400
632700 Miscellaneous Equipment	137	21	-	500	500	200
TOTAL SUPPLIES	3,909	7,708	2,282	10,429	10,429	15,779
Purchased Services						
640400 Consulting Services	38,952	54,408	37,859	65,000	100,000	62,000
641200 Advertising	7,247	7,003	2,057	6,000	6,000	-
641307 Telephone	655	641	271	700	700	700
659900 Other Contracts/Obligation	202	62	124	800	800	800
TOTAL PURCHASED SVCS	47,056	62,114	40,311	72,500	107,500	63,500
TOTAL EXPENSE	671,802	676,708	278,469	757,197	792,197	773,124

CITY OF APPLETON 2023 BUDGET

RISK MANAGEMENT

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2023 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 2022 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2022 include:

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

*Completed annual safety testing 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.

*As of June 1, 2022, reviewed 52 special events to assure adequate risk transfer to the event sponsor.

*As of June 1, 2022, 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: Confined Space Entry, General Safety, and Lead Safety.

*Completed building safety audits at the following locations (as of June 1, 2022): Fire stations #2, #3, #5 and #6, Utilities Department - Lake Station buildings, Parks, Recreation, & Facilities Management's (PRFM) maintenance/office building, and Reid Golf Course - maintenance buildings.

*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2022, \$17,695 has been recovered for losses that occurred in 2020 through 2022.

*Utilized data from risk information management system and various loss runs to identify loss-trend issues for the organization. This loss history information was reviewed with City leadership and included several suggested loss prevention and loss reduction strategies.

*Maintained and added safety and loss control resources to the Risk Management intranet site.

*Facilitated both central and City Hall safety committee meetings. Attended several departmental safety committee meetings on a regular basis.

*Continued working with departments on root cause analysis of City accidents/incidents.

*Continued working with departments on items identified during 2021 safety program audits. Developed strategy to complete any identified open items.

*Completed several lockout/tagout procedures for PRFM to be used as templates to create other procedures in the future.

*Completed OSHA 10-hour course for various PRFM employees.

*Coordinated with CVMIC loss control representative on the following items: coordination of CVMIC's DEI assessment and training resources, regulation assessment of DPW's truck-mounted cranes, excavation and trenching competent person training, DPW worksite safety observations, fume hood inspections for Utilities and Police, assessment of pollution liability coverage available through CVMIC, lead safety regulation consultation, and confined space entry consultation.

*Coordinated with an industrial hygienist to perform air sampling and an assessment of these samples for lead and silica exposure for several work processes. This was funded with \$2,000 won through CVMIC's 2021 spotlight submission program.

*Reviewed rendering of proposed Valley Transit maintenance renovation project and provided input on several safety recommendations/considerations.

*Assisted Police Department with CVMIC's Law Enforcement Risk Mitigation Program which resulted in receipt of \$2,500 from CVMIC.

*Participated in several new employee and new supervisor training sessions where various risk management topics were covered.

*Utilized CVMIC's LEARN (web-based training system) to develop safety lesson plans for all City departments (except for the Fire Department). These lesson plans contained several required safety topics as well as various loss control topics (e.g., Avoiding Collision While Backing and Parking).

*Assisted with 2022 actuary report to assess funding reserves for workers' compensation, auto liability and general liability insurance programs. Findings from this actuary report were communicated with the Executive Safety Committee.

CITY OF APPLETON 2023 BUDGET RISK MANAGEMENT

MAJOR 2023 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 training for all applicable staff in the safety/loss prevention areas via in person or online 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,771,197	\$ 2,995,284	\$ 1,929,199	\$ 1,929,199	\$ 1,986,913	2.99%
Program Expenses							
6210	Property & Liability Mgt.	2,592,881	1,051,726	1,760,003	1,760,003	1,818,085	3.30%
6220	Loss Control	195,426	141,181	169,196	169,196	168,828	-0.22%
Total Program Expenses		\$ 2,788,307	\$ 1,192,907	\$ 1,929,199	\$ 1,929,199	\$ 1,986,913	2.99%
Expenses Comprised Of:							
Personnel		412,950	311,846	396,360	396,360	398,804	0.62%
Training & Travel		1,727	2,419	8,760	8,760	9,300	6.16%
Supplies & Materials		2,469	3,557	5,940	5,940	5,965	0.42%
Purchased Services		619,418	688,013	738,139	738,139	792,844	7.41%
Miscellaneous Expense		1,751,743	187,072	780,000	780,000	780,000	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

* % change from prior year adopted budget
Risk Management.xls

CITY OF APPLETON 2023 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, safety and other 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 2023 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 several years, and b) The City incurred four large property losses during 2019 and 2020 (yellow ramp elevator fire and 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 2023 due to the continued volatility in the re-insurance market, the lingering effects of the COVID-19 pandemic, unprecedented large civil lawsuit settlements, the recent protests (resulting in significant property damage nationwide), negative impacts to the global supply chain and the considerable rising costs of inflation.

Additionally, the excess workers' compensation insurance premium will also be increasing due to the recently passed PTSD (post-traumatic stress disorder) WI legislation for public safety employees, increase in violent acts against police officers nationwide and the continual rise in medical costs.

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 127	\$ (5,646)	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,707,296	1,641,795	1,872,355	1,872,355	1,930,566
503500 Other Reimbursements	63,774	59,135	56,844	56,844	56,347
592100 Transfer In - General Fund	-	1,300,000	-	-	-
Total Revenue	\$ 1,771,197	\$ 2,995,284	\$ 1,929,199	\$ 1,929,199	\$ 1,986,913
Expenses					
610100 Regular Salaries	\$ 200,497	\$ 169,512	\$ 186,517	\$ 186,517	\$ 192,535
610500 Overtime Wages	406	197	-	-	-
615000 Fringes	65,405	22,694	62,287	62,287	62,866
620600 Parking Permits	1,260	1,260	1,260	1,260	1,440
630100 Office Supplies	377	708	1,000	1,000	1,000
632700 Miscellaneous Equipment	-	-	300	300	300
640100 Accounting/Audit Fees	1,781	1,779	1,500	1,500	1,500
640300 Bank Service Fees	3	286	-	-	-
640400 Consulting Services	21,070	25,419	8,300	8,300	8,300
650100 Insurance	550,339	642,798	718,839	718,839	770,144
662600 Uninsured Losses	79,883	(338,135)	160,000	160,000	160,000
662700 Uninsured Losses - W/C	1,671,860	525,208	620,000	620,000	620,000
Total Expense	\$ 2,592,881	\$ 1,051,726	\$ 1,760,003	\$ 1,760,003	\$ 1,818,085

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Insurance</u>		<u>Uninsured Losses - W/C</u>	
Liability	\$ 109,793	Police Department	\$ 141,769
Crime	4,301	Fire Department	131,511
Excess liability	34,501	Public Works Department	104,127
Cyber Liability	-	Valley Transit	45,894
Employment practice	32,358	Water Utility	41,252
Volunteer Blanket Accident	1,278	Library	19,341
Equipment breakdown	25,347	Facilities Management	18,566
Package property	349,258	Stormwater Utility	16,250
Auto physical damage	54,006	Sanitation Department	15,475
WC TPA & fees	24,700	Community Development	14,962
Excess workers' compensation	134,602	CEA	11,932
	<u>\$ 770,144</u>	Health Department	11,530
		Wastewater Utility	8,201
<u>Uninsured Losses</u>		Information Technology	7,249
General liability	\$ 60,000	Finance Department	6,093
Automobile	100,000	Human Resource Dept	5,864
	<u>\$ 160,000</u>	Legal Services Dept	5,589
		Parking Utility	5,372
		Parks & Recreation Dept	3,996
		Mayor's Office	3,382
		Reid Golf Course	1,645
			<u>\$ 620,000</u>

**CITY OF APPLETON 2023 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, and 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 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 workers' compensation/liability loss runs to identify potential loss control measures to prevent accident/injury re-occurrence.

Major changes in Revenue, Expenditures, or Programs:

The increase in Consulting Services is reflective of the increase in the number of CDL, audiogram, and respiratory tests that are completed each year.

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 110,559	\$ 84,436	\$ 109,321	\$ 109,321	\$ 105,651
610500 Overtime Wages	252	66	-	-	-
615000 Fringes	35,831	34,940	38,235	38,235	37,752
620100 Training/Conferences	467	1,099	7,500	7,500	7,500
620200 Mileage Reimbursement	-	60	-	-	360
630300 Memberships & Licenses	100	100	100	100	125
630500 Awards & Recognition	-	-	140	140	140
630700 Food & Provisions	627	458	1,400	1,400	1,400
631500 Books & Library Materials	-	-	150	150	150
632001 City Copy Charges	1,354	2,013	2,300	2,300	2,300
632002 Outside Printing	-	91	200	200	200
632300 Safety Supplies	11	82	100	100	100
632700 Miscellaneous Equipment	-	105	250	250	250
640400 Consulting Services	44,321	15,829	7,600	7,600	11,000
641307 Telephone	104	102	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	\$ 195,426	\$ 141,181	\$ 169,196	\$ 169,196	\$ 168,828

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
471000 Interest on Investments	127	(5,645)	-	-	-	-
480100 General Charges for Service	1,707,296	1,641,795	780,145	1,872,355	1,872,355	1,930,566
502000 Donations & Memorials	-	-	-	-	-	-
503500 Other Reimbursements	63,774	59,136	56,869	56,844	56,844	56,347
508200 Insurance Proceeds	-	-	-	-	-	-
592100 Transfer In - General Fund	-	1,300,000	-	-	-	-
TOTAL PROGRAM REVENUES	1,771,197	2,995,286	837,014	1,929,199	1,929,199	1,986,913
Personnel						
610100 Regular Salaries	311,056	253,952	97,412	295,838	295,838	298,186
610500 Overtime Wages	658	262	339	-	-	-
615000 Fringes	94,327	88,568	32,034	100,522	100,522	100,618
617000 Pension Expense	8,403	(27,457)	-	-	-	-
617100 OPEB Expense	(1,494)	(3,479)	-	-	-	-
TOTAL PERSONNEL	412,950	311,846	129,785	396,360	396,360	398,804
Training~Travel						
620100 Training/Conferences	467	1,099	-	7,500	7,500	7,500
620200 Mileage Reimbursement	-	60	150	-	-	360
620600 Parking Permits	1,260	1,260	1,260	1,260	1,260	1,440
TOTAL TRAINING / TRAVEL	1,727	2,419	1,410	8,760	8,760	9,300
Supplies						
630100 Office Supplies	377	708	183	1,000	1,000	1,000
630300 Memberships & Licenses	100	100	125	100	100	125
630500 Awards & Recognition	-	-	-	140	140	140
630700 Food & Provisions	627	458	14	1,400	1,400	1,400
631500 Books & Library Materials	-	-	150	150	150	150
632001 City Copy Charges	1,354	2,013	541	2,300	2,300	2,300
632002 Outside Printing	-	91	-	200	200	200
632300 Safety Supplies	11	82	100	100	100	100
632700 Miscellaneous Equipment	-	105	188	550	550	550
TOTAL SUPPLIES	2,469	3,557	1,301	5,940	5,940	5,965
Purchased Services						
640100 Accounting/Audit Fees	1,781	1,779	-	1,500	1,500	1,500
640300 Bank Service Fees	3	286	-	-	-	-
640400 Consulting Services	65,391	41,248	10,382	15,900	15,900	19,300
641307 Telephone	104	102	43	100	100	100
650100 Insurance	550,339	642,798	681,845	718,839	718,839	770,144
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800	1,800
TOTAL PURCHASED SVCS	619,418	688,013	694,070	738,139	738,139	792,844
Miscellaneous Expense						
662600 Uninsured Losses	79,883	(338,136)	8,484	160,000	160,000	160,000
662700 Uninsured Losses - Workers' Comp	1,671,860	525,208	151,695	620,000	620,000	620,000
TOTAL MISCELLANEOUS	1,751,743	187,072	160,179	780,000	780,000	780,000
TOTAL EXPENSE	2,788,307	1,192,907	986,745	1,929,199	1,929,199	1,986,913

CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 1,707,296	\$ 1,641,795	\$ 1,872,355	\$ 1,872,355	\$ 1,930,566
Other	63,774	59,135	56,844	66,869	56,347
Total Revenues	<u>1,771,070</u>	<u>1,700,930</u>	<u>1,929,199</u>	<u>1,939,224</u>	<u>1,986,913</u>
Expenses					
Operating Expenses	<u>2,788,307</u>	<u>1,192,907</u>	<u>1,929,199</u>	<u>2,027,634</u>	<u>1,986,913</u>
Total Expenses	<u>2,788,307</u>	<u>1,192,907</u>	<u>1,929,199</u>	<u>2,027,634</u>	<u>1,986,913</u>
Operating Income (Loss)	(1,017,237)	508,023	-	(88,410)	-
Non-Operating Revenues (Expenses)					
Investment Income	127	(5,646)	-	-	-
Other Non-Operating Income	-	1,300,000	-	-	-
Insurance Proceeds - Fox River	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-
Total Non-Operating	<u>127</u>	<u>1,294,354</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	(1,017,110)	1,802,377	-	(88,410)	-
Fund Balance - Beginning	<u>169,628</u>	<u>(847,482)</u>	<u>954,895</u>	<u>954,895</u>	<u>866,485</u>
Fund Balance - Ending	<u>\$ (847,482)</u>	<u>\$ 954,895</u>	<u>\$ 954,895</u>	<u>\$ 866,485</u>	<u>\$ 866,485</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,333,949	\$ 1,245,539
+ Change in Net Assets	(88,410)	-
Working Cash - End of Year	<u>\$ 1,245,539</u>	<u>\$ 1,245,539</u>

CITY OF APPLETON 2023 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2023 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 2022 EVENTS

- * Supporting the business and not-for-profit community during the recovery from the COVID-19 pandemic has continued 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. Staff has written application letters for the WI Tomorrow Main Street Bounceback Grant to qualifying businesses.
- * Staff was directly involved in the application/allocation process for Phase One of the American Rescue Plan Act (ARPA) Special Revenue funds. The Common Council approved \$250,000 in grants to local non-profit organizations that bolster the local economy, community wellness, and pandemic recovery. In January 2022, grant applications were open to non-profit organizers of community events supporting others, as well as organizations that provide mental health services. The ARPA Grant Team reviewed all eligible applications, that were due in February, and made recommendations. CEDC and subsequently the Common Council approved the awards in March 2022. Organizations awarded a grant have until November 30, 2022 to spend the allocated funds.
- * Industrial development saw a continued increase in 2022. F Street Development will begin construction of a new 240,000 square foot building in the Southpoint Commerce Park (Phase II) and has an additional 30 acres of land under contract for future phases. In the Northeast Business Park, Valley Tool exercised their option to purchase a 1.44 acre parcel adjacent to their new building.
- * Downtown Appleton continues to see construction of new residential and mixed-use residential developments, furthering the City's goal of creating over 465 new residential units in the downtown area per the City's Comprehensive Plan 2010-2030. Projects under construction in 2022 include 320 E. College, the Zuelke Building and 318 W. College. Merge Urban Development will begin construction later this year on Phase I, and they have signed a development agreement for Phase II. A development agreement for Rise Apartments was signed in 2022. These projects will result in 318 new residential units in the downtown area, 36 of which will be for low-income residents. Finally, staff continued collaboration with US Venture to potentially construct their headquarters on the Bluff Site.
- * A development agreement was completed with Merge Urban Development for a mixed-use development on the former Blue Ramp site.
- * The process to create a College Avenue North Neighborhood Plan has been an interactive and highly collaborative approach since the consultant, RDG, was awarded the contract in 2021. City staff has worked closely with RDG, along with seeking input from the Steering Committee (various public members) and Technical Review Committee (various City staff). Numerous meetings were held, as well as focus groups, 1:1 meetings, design studios for the public, and a public open house. This Plan provides a framework for future development for the area north of College Avenue that facilitates greater connectivity between the City, adjacent neighborhoods, existing businesses, and not-for-profits, while recognizing the influences between buildings, social settings, and the surrounding environment.
- * 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, 2022, half of the TIF #11 grant funding has been committed to projects to support property improvement. TIF District #12 has also seen interest with half the funding pending and applications waiting on final bids for construction contracts as of July 1, 2022.
- * The Appleton Redevelopment Authority Business Enhancement Grant Program has awarded \$109,097 in grants to leverage \$270,355 in private investment to improve 21 commercial properties throughout the City. The ARA grants are available to properties outside of the TIF #11 and TIF #12 program boundaries.
- * Implementation of the Comprehensive Plan continued in 2022, with highlights that include redevelopment and reuse projects in/near downtown, new residential subdivisions on the north side, increased development along Evergreen Drive, upgrades in existing parks, and continued progress on the Appleton Public Library project.
- * During the second half of 2021 and the first half of 2022, the site plan review team approved approximately 39 multi-family dwelling units, 275,100 square feet of industrial space, 40,700 square feet of office/commercial space, and 27,700 square feet of institutional space.
- * Staff facilitated and approved the Lightning Drive, Ziegler, and Spartan Drive annexations, resulting in roughly 18 acres of land being annexed.
- * Final plat approval resulted in the recording of 209 residential lots, including the First Addition to Broadway Hills Estates, Apple Ridge 2, North Edgewood Estates 3, Apple Fields, and Trail View Estates South 2. Staff anticipates approximately 10 additional lots will be approved in 2022.
- * The Assessor team made significant progress on a 2023 Citywide revaluation by updating all commercial properties to 100% of market value. This work included: performing sales studies, collecting and analyzing rental income, surveying brokers and lenders, inspecting buildings not inspected for the last revaluation, creating valuation models to maintain equity, and accurately applying the three approaches to value.
- * The City's equalized value increased by 12% in 2022 from \$6,688,360,800 to \$7,511,516,400 which was 2% less than the Statewide gain of 14%.
- * Appleton GIS provided technical support for the 2021-2022 redistricting project for the City. GIS worked closely with the Clerk's Office, Redistricting Committee, 3 counties, and the State to create new wards and districts. The project extended from 2021 into 2022, concluding in May. Work also entailed recreating maps for polling places and internet sites and ensured voting information was updated at all locations where the City posts maps.
- * The ArcGIS Enterprise system security was upgraded to align with Information Technology security policy.
- * GIS released the 2022 City of Appleton Map for use by City and local agencies.
- * In May, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, at Wilson Middle School. In total, there were 14 participants representing 4 different neighborhoods. The fall Neighborhood Program meeting is anticipated in October. The Lawrence-City Park Neighborhood was awarded funds through the Neighborhood Grant Program to support a neighborhood block party.
- * The Appleton Public Arts Committee replaced the photos in the Houdini Welcome Tower with images from the Rhythms of the World event. Staff will continue to work with the Art Committee to replace the photos annually.

CITY OF APPLETON 2023 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2023 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 percent 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, the Plan Commission, Community and Economic Development Committee, the 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 and ArcGIS 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 in 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 24,205	\$ 15,464	\$ 18,300	\$ 18,300	\$ 18,300	0.00%
Program Expenses							
15010	Administration	542,998	553,063	602,810	602,810	632,390	4.91%
15020	Planning	296,849	306,496	290,057	290,057	328,345	13.20%
15030	Marketing	176,730	174,666	178,213	178,213	151,325	-15.09%
15040	New & Redevelopment	209,645	261,032	222,759	267,759	220,424	-1.05%
15050	Assessing	590,732	606,858	619,422	619,422	624,456	0.81%
TOTAL		\$ 1,816,954	\$ 1,902,115	\$ 1,913,261	\$ 1,958,261	1,956,940	2.28%
Expenses Comprised Of:							
Personnel		1,679,448	1,723,328	1,758,218	1,758,218	1,850,029	5.22%
Training & Travel		11,279	11,413	17,000	17,000	16,490	-3.00%
Supplies & Materials		15,427	14,402	33,999	33,999	30,215	-11.13%
Purchased Services		110,800	152,972	104,044	149,044	60,206	-42.13%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.97	16.93	16.93	16.93	16.93	

**CITY OF APPLETON 2023 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.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 15010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Svc	\$ 295	\$ 599	\$ 300	\$ 300	\$ 300
Total Revenue	<u>\$ 295</u>	<u>\$ 599</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
610100 Regular Salaries	\$ 380,303	\$ 381,868	\$ 400,164	\$ 400,164	\$ 424,842
610500 Overtime Wages	1,247	305	-	-	-
615000 Fringes	136,396	147,806	164,737	164,737	171,990
620100 Training/Conferences	2,882	2,559	8,240	8,240	7,000
620600 Parking Permits	7,562	7,560	7,560	7,560	8,640
630100 Office Supplies	1,404	1,667	2,244	2,244	2,000
630200 Subscriptions	315	337	400	400	400
630300 Memberships & Licenses	3,047	1,119	3,200	3,200	3,200
630500 Awards & Recognition	270	285	285	285	285
630700 Food & Provisions	546	434	450	450	450
631500 Books & Library Materials	63	-	75	75	-
632001 City Copy Charges	5,731	6,224	11,550	11,550	10,250
632002 Outside Printing	555	488	-	-	-
632700 Miscellaneous Equipment	-	281	200	200	-
641200 Advertising	1,234	849	1,333	1,333	1,333
641307 Telephone	1,038	1,015	1,332	1,332	1,200
641308 Cellular Phones	405	266	1,040	1,040	800
Total Expense	<u>\$ 542,998</u>	<u>\$ 553,063</u>	<u>\$ 602,810</u>	<u>\$ 602,810</u>	<u>\$ 632,390</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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, all sections of the zoning ordinance and subdivision ordinance. 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 neighborhoods

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
500200 Zoning & Subdivision Fees	\$ 23,910	\$ 14,865	\$ 18,000	\$ 18,000	\$ 18,000
Total Revenue	<u>\$ 23,910</u>	<u>\$ 14,865</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>
Expenses					
610100 Regular Salaries	\$ 217,403	\$ 219,908	\$ 219,037	\$ 219,037	\$ 233,448
615000 Fringes	79,446	86,588	71,020	71,020	94,897
Total Expense	<u>\$ 296,849</u>	<u>\$ 306,496</u>	<u>\$ 290,057</u>	<u>\$ 290,057</u>	<u>\$ 328,345</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

The contribution to the Fox Cities Regional Partnership is an allowable use of TIF funding and is being allocated proportionally to the districts in 2023. The total contribution will be \$25,000.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 83,671	\$ 85,239	\$ 84,299	\$ 84,299	\$ 89,862
615000 Fringes	24,866	26,787	27,914	27,914	29,463
630300 Memberships & Licenses	-	-	12,000	12,000	10,000
641200 Advertising	-	-	12,000	12,000	10,000
659900 Other Contracts/Obligation	68,193	62,640	42,000	42,000	12,000
Total Expense	<u>\$ 176,730</u>	<u>\$ 174,666</u>	<u>\$ 178,213</u>	<u>\$ 178,213</u>	<u>\$ 151,325</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 an 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:

The budget amount for Consulting Services to complete due diligence for development projects has been reduced due to the financial constraints of the 2023 budget.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 15040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 142,174	\$ 143,472	\$ 143,238	\$ 143,238	\$ 152,692
615000 Fringes	43,872	44,408	49,521	49,521	52,732
640400 Consulting Services	23,599	73,152	30,000	75,000	15,000
Total Expense	<u>\$ 209,645</u>	<u>\$ 261,032</u>	<u>\$ 222,759</u>	<u>\$ 267,759</u>	<u>\$ 220,424</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

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

\$ 15,000
\$ 15,000

**CITY OF APPLETON 2023 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:

Wisconsin Law requires assessed values to be at full market value once in every five-year period. Full market value is the amount that property would sell for on the open market. A Citywide revaluation is currently underway for the 2023 tax year to meet this requirement. All 25,000 assessed values are being reviewed and adjusted using property data collected over the last 15 years. Statistical sales studies and computer-assisted valuation models are being updated to aid in the process. The Assessor team began this large project in August 2021. Upon completion of the revaluation in August 2023, change notices will be mailed to all property owners. The goal of a revaluation is to establish assessment equity and uniformity.

Major changes in Revenue, Expenditures, or Programs:

Overtime wages have been increased to allow for the timely completion of the 2023 citywide revaluation. An estimated 20 hours of overtime will be needed for each of the five non-exempt assessor positions, four of which are new to their positions after retirements and are a combination of internal advancements and new hires.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 15050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 421,088	\$ 425,797	\$ 425,666	\$ 425,666	\$ 420,640
610500 Overtime Wages	290	(13)	1,366	1,366	5,437
615000 Fringes	148,692	161,162	171,256	171,256	174,026
620100 Training/Conferences	835	1,294	1,200	1,200	850
630200 Subscriptions	1,726	1,787	1,800	1,800	1,850
630300 Memberships & Licenses	370	380	375	375	380
632700 Miscellaneous Equipment	1,400	1,400	1,420	1,420	1,400
641308 Cellular Phones	624	710	1,000	1,000	925
642501 CEA Operations/Maint.	1,948	852	1,600	1,600	3,909
642502 CEA Depreciation/Replace.	1,618	1,312	1,539	1,539	1,539
659900 Other Contracts/Obligation	12,141	12,177	12,200	12,200	13,500
Total Expense	<u>\$ 590,732</u>	<u>\$ 606,858</u>	<u>\$ 619,422</u>	<u>\$ 619,422</u>	<u>\$ 624,456</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Charges for Services						
480100 General Charges for Service	295	599	-	300	300	300
500200 Zoning & Subdivision Fees	23,910	14,865	8,600	18,000	18,000	18,000
TOTAL PROGRAM REVENUES	<u>24,205</u>	<u>15,464</u>	<u>8,600</u>	<u>18,300</u>	<u>18,300</u>	<u>18,300</u>
Salaries						
610100 Regular Salaries	1,117,437	1,087,260	418,662	1,271,904	1,271,904	1,321,484
610200 Labor Pool Allocations	-	-	-	-	-	-
610500 Overtime Wages	1,536	292	392	1,366	1,366	5,437
611000 Other Compensation	500	500	500	500	500	-
611400 Sick Pay	999	12,635	-	-	-	-
611500 Vacation Pay	125,703	155,891	29,701	-	-	-
615000 Fringes	433,273	466,750	170,197	484,448	484,448	523,108
TOTAL PERSONNEL	<u>1,679,448</u>	<u>1,723,328</u>	<u>619,452</u>	<u>1,758,218</u>	<u>1,758,218</u>	<u>1,850,029</u>
Training~Travel						
620100 Training/Conferences	3,717	3,853	2,007	9,440	9,440	7,850
620600 Parking Permits	7,562	7,560	7,560	7,560	7,560	8,640
TOTAL TRAINING / TRAVEL	<u>11,279</u>	<u>11,413</u>	<u>9,567</u>	<u>17,000</u>	<u>17,000</u>	<u>16,490</u>
Supplies						
630100 Office Supplies	1,404	1,667	662	2,244	2,244	2,000
630200 Subscriptions	2,041	2,124	452	2,200	2,200	2,250
630300 Memberships & Licenses	3,417	1,499	3,660	15,575	15,575	13,580
630500 Awards & Recognition	270	285	-	285	285	285
630700 Food & Provisions	546	434	224	450	450	450
631500 Books & Library Materials	63	-	-	75	75	-
632001 City Copy Charges	5,731	6,224	1,631	11,550	11,550	10,250
632002 Outside Printing	555	488	253	-	-	-
632700 Miscellaneous Equipment	1,400	1,681	1,400	1,620	1,620	1,400
TOTAL SUPPLIES	<u>15,427</u>	<u>14,402</u>	<u>8,282</u>	<u>33,999</u>	<u>33,999</u>	<u>30,215</u>
Purchased Services						
640400 Consulting Services	23,599	73,152	25,850	30,000	75,000	15,000
641200 Advertising	1,234	849	3,678	13,333	13,333	11,333
641307 Telephone	1,038	1,015	429	1,332	1,332	1,200
641308 Cellular Phones	1,029	976	734	2,040	2,040	1,725
642501 CEA Operations/Maint.	1,948	852	887	1,600	1,600	3,909
642502 CEA Depreciation/Replace.	1,618	1,312	458	1,539	1,539	1,539
659900 Other Contracts/Obligation	80,334	74,816	54,630	54,200	54,200	25,500
TOTAL PURCHASED SVCS	<u>110,800</u>	<u>152,972</u>	<u>86,666</u>	<u>104,044</u>	<u>149,044</u>	<u>60,206</u>
TOTAL EXPENSE	<u><u>1,816,954</u></u>	<u><u>1,902,115</u></u>	<u><u>723,967</u></u>	<u><u>1,913,261</u></u>	<u><u>1,958,261</u></u>	<u><u>1,956,940</u></u>

CITY OF APPLETON 2023 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2023 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 2022 EVENTS

Community Development Block Grant (CDBG & CDBG-CV)

For the 2022-2023 award of \$565,880, \$244,649 was allocated as detailed below for City programs and \$321,231 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$29,892
- Appleton Housing Authority \$41,170
- 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 programming, street outreach efforts, small business support, and emergency shelter activities.

The 2021 Consolidated Annual Performance Evaluation Report (CAPER) was submitted as a second program year for the 2020-2024 Consolidated Plan. The 2022 Annual Action Plan was submitted in June and approved by HUD in July.

Emergency Housing & Homeless Grant Program/Housing Assistance Programs Grant (EHH/HAP & ESG-CV)

The City, in collaboration with Pillars Inc., ADVOCAP, Salvation Army of the Fox Cities, and Harbor House, was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2022-2023 program year, receiving a total of \$312,672.

For the 2022 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 2022, 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, 2022-September 30, 2023, while the CoC CE-SSO grant operates on a July 1, 2022-June 30, 2023 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 2022, the Homeowner Rehabilitation Loan Program is projected to rehabilitate 20-24 owner-occupied housing units and invest nearly \$500,000 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. Recent examples of TNGP awards for 2021 and 2022 include support for the Historic Central Neighborhood front porch music event (Porchfest) and the Lawrence-City Park Neighborhood block party.

In October 2021, staff organized and delivered the Neighborhood Program fall meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 12 participants representing four different neighborhoods. The Neighborhood Program spring meeting was held in May 2022 at Wilson Middle School where 14 participants represented four neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person for October 2022.

CITY OF APPLETON 2023 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2023 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 Re-housing 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,983,252	\$ 2,598,205	\$ 1,770,717	\$ 1,770,717	\$ 1,721,127	-2.80%
Program Expenses							
2100	CDBG	576,746	863,182	508,363	517,335	544,453	7.10%
2140	Emergency Shelter	272,471	805,590	342,353	342,353	281,192	-17.86%
2150	Continuum of Care	364,545	341,120	385,140	388,028	353,136	-8.31%
2170	Homeowner Rehab Loan	486,354	435,617	454,861	1,011,925	462,346	1.65%
2180	Neighborhood Program	1	3,423	86,484	87,872	83,791	-3.11%
TOTAL		\$ 1,700,117	\$ 2,448,932	\$ 1,777,201	\$ 2,347,513	\$ 1,724,918	-2.94%
Expenses Comprised Of:							
	Personnel	192,850	236,280	216,522	216,522	224,082	3.49%
	Training & Travel	1,639	2,521	8,963	8,963	7,860	-12.31%
	Supplies & Materials	1,225	1,125	2,567	2,567	2,567	0.00%
	Purchased Services	17,680	3,335	4,690	4,690	7,890	68.23%
	Miscellaneous Expense	1,486,723	2,205,671	1,544,459	2,114,771	1,482,519	-4.01%
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.23	2.35	2.35	2.35	2.35	

* % change from prior year adopted budget

**CITY OF APPLETON 2023 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:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and Common Council approval of CDBG subrecipient awards.

The estimated award for the 2023-2024 program year is \$589,453. The allocation of the funds is as follows:

CDBG - Community Dev/Finance Admin	\$ 83,829 *
Homeowner Rehab. Loan Program	<u>45,000</u>
	\$ 128,829
Awarded through competitive application process	<u>460,624</u>
Total estimated award	<u><u>\$ 589,453</u></u>

* Includes requirement for Fair Housing Services

Target funding for 2023 is an estimate based on the last three years' average, excluding CV funding.

**CITY OF APPLETON 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 576,747	\$ 863,182	\$ 508,363	\$ 508,363	\$ 544,453
Total Revenue	<u>\$ 576,747</u>	<u>\$ 863,182</u>	<u>\$ 508,363</u>	<u>\$ 508,363</u>	<u>\$ 544,453</u>
Expenses					
610100 Regular Salaries	\$ 16,133	\$ 10,937	\$ 36,387	\$ 36,387	\$ 36,956
610500 Overtime Wages	-	219	-	-	-
615000 Fringes	6,344	5,327	15,005	15,005	15,411
620100 Training/Conferences	1,265	350	3,600	3,600	2,975
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	3,903	-	1,460	1,460	1,460
641200 Advertising	469	384	400	400	400
641307 Telephone	48	48	60	60	60
659900 Other Contracts/Obligation	-	-	-	-	-
660800 Block Grant Payments	547,524	844,977	449,884	458,856	485,624
Total Expense	<u>\$ 576,746</u>	<u>\$ 863,182</u>	<u>\$ 508,363</u>	<u>\$ 517,335</u>	<u>\$ 544,453</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Fair Housing Services	\$ 25,000
Awards and loans to community organizations and individuals for the benefit of low- and moderate-income (LMI) persons	460,624
	<u>\$ 485,624</u>

Summary of the Appleton CDBG Allocation Process

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program and the Neighborhood Services Program, 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 2023 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:

Implement 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 through 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 system 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., ADVOCAP, Salvation Army of the Fox Cities, and Harbor House.

Major changes in Revenue, Expenditures, or Programs:

The State of Wisconsin DEHCR issued a one-time double payment of HPP funding for the actual 2021 allocations.

The budgeted 2023 ESG grant award is an estimate based on the last three years' average, excluding CV funds.

**CITY OF APPLETON 2023 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 265,601	\$ 782,409	\$ 342,353	\$ 342,353	\$ 281,192
423000 Miscellaneous Local Aids	6,870	23,181	-	-	-
Total Revenue	\$ 272,471	\$ 805,590	\$ 342,353	\$ 342,353	\$ 281,192
Expenses					
610100 Regular Salaries	\$ 16,761	\$ 47,648	\$ 18,090	\$ 18,090	\$ 19,763
615000 Fringes	6,667	22,442	9,592	9,592	9,741
640400 Consulting Services	5,700	-	-	-	-
663000 Other Grant Payments	243,343	735,500	314,671	314,671	251,688
Total Expense	\$ 272,471	\$ 805,590	\$ 342,353	\$ 342,353	\$ 281,192

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

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

	ESG/HPP	HAP RRH	HAP RRH EXP	HAP HP RRH	Total
ADVOCAP	52,451	12,500	4,259	-	69,210
Pillars	99,399	12,500	4,259	9,417	125,575
Salvation Army of the Fox Cities	26,292	-	4,260	-	30,552
Harbor House DV Shelter	26,351	-	-	-	26,351
Total	\$ 204,493	\$ 25,000	\$ 12,778	\$ 9,417	\$ 251,688

**CITY OF APPLETON 2023 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:

Implement 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 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, 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 369,457	\$ 339,096	\$ 385,140	\$ 385,140	\$ 353,136
Total Revenue	\$ 369,457	\$ 339,096	\$ 385,140	\$ 385,140	\$ 353,136
Expenses					
610100 Regular Salaries	\$ 38,520	\$ 34,518	\$ 30,571	\$ 30,571	\$ 31,330
610500 Overtime Wages	360	-	-	-	-
615000 Fringes	13,964	16,249	15,116	15,116	15,350
620100 Training/Conferences	323	1,751	4,343	4,343	3,290
620600 Parking Permits	-	420	420	420	480
630100 Office Supplies	-	-	1,000	1,000	1,000
630300 Memberships & Licenses	165	185	-	-	-
640400 Consulting	1,420	-	-	-	-
641307 Telephone	126	249	270	270	270
663000 Other Grant Payments	309,667	287,748	333,420	336,308	301,416
Total Expense	\$ 364,545	\$ 341,120	\$ 385,140	\$ 388,028	\$ 353,136

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low- and 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	59,360	22,776	101,900
Salvation Army	102,852	-	37,900	140,752
Total	\$ 167,828	\$ 59,360	\$ 74,228	\$ 301,416

CITY OF APPLETON 2023 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 an increase in loan repayments this year, new CDBG funding has been decreased to the amount needed for program delivery only. 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 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Homeowner Rehabilitation Loan Program

Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 129,146	\$ 137,224	\$ 120,000	\$ 120,000	\$ 45,000
471000 Interest on Investments	26	(133)	-	-	-
503500 Other Reimbursements	181	-	-	-	-
505000 Project Repayments	635,224	453,246	334,861	334,861	417,346
Total Revenue	<u>\$ 764,577</u>	<u>\$ 590,337</u>	<u>\$ 454,861</u>	<u>\$ 454,861</u>	<u>\$ 462,346</u>
Expenses					
610100 Regular Salaries	\$ 76,983	\$ 80,084	\$ 74,060	\$ 74,060	\$ 77,763
615000 Fringes	17,119	18,854	17,701	17,701	18,283
620100 Training/Conferences	50	-	600	600	600
641307 Telephone	56	55	200	200	50
641308 Cellular Phones	186	249	-	-	150
659900 Other Contracts/Obligation	5,771	2,351	2,300	2,300	5,500
660800 Block Grant Payments	386,189	333,709	334,000	408,158	205,000
663000 Other Grant Payments	-	315	26,000	508,906	155,000
Total Expense	<u>\$ 486,354</u>	<u>\$ 435,617</u>	<u>\$ 454,861</u>	<u>\$ 1,011,925</u>	<u>\$ 462,346</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 205,000

Other Grant Payments

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 155,000

**CITY OF APPLETON 2023 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, and 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 \$5,311 (General Fund) are anticipated in 2023. The NP will not request additional CDBG funding in 2023 in order to draw down funds from prior year allocations. Once those funds are allocated, future CDBG funding requests are anticipated. After drawing down 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 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Neighborhood Program

Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
421000 Federal Grants	-	-	80,000	80,000	80,000
Total Revenue	\$ -	\$ 3,000	\$ 83,000	\$ 83,000	\$ 83,000
Expenses					
660800 Block Grant Payments	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000
663000 Other Grant Payments	1	3,423	6,484	7,872	3,791
Total Expense	\$ 1	\$ 3,423	\$ 86,484	\$ 87,872	\$ 83,791

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods	\$ 80,000
	<u>\$ 80,000</u>

**CITY OF APPLETON 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
411000 Property Tax	-	3,000	3,000	3,000	3,000	3,000
421000 Federal Grants	705,893	1,000,407	46,550	708,363	708,363	669,453
422400 Miscellaneous State Aids	635,058	1,121,507	99,839	727,493	727,493	634,328
423000 Miscellaneous Local Aids	6,870	23,181	-	-	-	-
471000 Interest on Investments	26	(133)	-	-	-	-
503500 Other Reimbursements	180	-	-	-	-	-
505000 Project Repayments	635,225	453,248	166,406	334,861	334,861	417,346
TOTAL PROGRAM REVENUES	<u>1,983,252</u>	<u>2,601,210</u>	<u>315,795</u>	<u>1,773,717</u>	<u>1,773,717</u>	<u>1,724,127</u>
Personnel						
610100 Regular Salaries	139,127	159,211	49,872	159,108	159,108	165,812
610500 Overtime Wages	679	1,334	-	-	-	-
611400 Sick Pay	532	347	-	-	-	-
611500 Vacation Pay	8,419	12,514	5,180	-	-	-
615000 Fringes	44,093	62,874	19,561	57,414	57,414	58,270
TOTAL PERSONNEL	<u>192,850</u>	<u>236,280</u>	<u>74,613</u>	<u>216,522</u>	<u>216,522</u>	<u>224,082</u>
Training~Travel						
620100 Training/Conferences	1,639	2,101	4,014	8,543	8,543	7,380
620600 Parking Permits	-	420	420	420	420	480
TOTAL TRAINING / TRAVEL	<u>1,639</u>	<u>2,521</u>	<u>4,434</u>	<u>8,963</u>	<u>8,963</u>	<u>7,860</u>
Supplies						
630100 Office Supplies	120	-	129	1,127	1,127	1,127
630300 Memberships & Licenses	1,105	1,125	-	940	940	940
632001 City Copy Charges	-	-	-	500	500	500
TOTAL SUPPLIES	<u>1,225</u>	<u>1,125</u>	<u>129</u>	<u>2,567</u>	<u>2,567</u>	<u>2,567</u>
Purchased Services						
640100 Accounting/Audit Fees	3,903	-	-	1,460	1,460	1,460
640400 Consulting Services	7,120	-	-	-	-	-
641200 Advertising	470	384	-	400	400	400
641307 Telephone	230	351	216	530	530	380
641308 Cellular Phones	186	249	173	-	-	150
659900 Other Contracts/Obligation	5,771	2,351	1,168	2,300	2,300	5,500
TOTAL PURCHASED SVCS	<u>17,680</u>	<u>3,335</u>	<u>1,557</u>	<u>4,690</u>	<u>4,690</u>	<u>7,890</u>
Miscellaneous Expense						
660800 Block Grant Payments	933,713	1,178,686	224,051	863,884	947,014	770,624
663000 Other Grant Payments	553,010	1,026,985	588,753	680,575	1,167,757	711,895
TOTAL MISCELLANEOUS EXP	<u>1,486,723</u>	<u>2,205,671</u>	<u>812,804</u>	<u>1,544,459</u>	<u>2,114,771</u>	<u>1,482,519</u>
TOTAL EXPENSE	<u>1,700,117</u>	<u>2,448,932</u>	<u>893,537</u>	<u>1,777,201</u>	<u>2,347,513</u>	<u>1,724,918</u>

CITY OF APPLETON 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected*	2023 Budget
Property Taxes	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	1,347,821	2,145,092	1,435,856	1,435,856	1,303,781
Other	635,431	453,113	334,861	334,861	417,346
Total Revenues	<u>1,983,252</u>	<u>2,601,205</u>	<u>1,773,717</u>	<u>1,773,717</u>	<u>1,724,127</u>
Expenses					
Program Costs	1,700,117	2,448,932	1,777,201	2,343,237	1,724,918
Total Expenses	<u>1,700,117</u>	<u>2,448,932</u>	<u>1,777,201</u>	<u>2,343,237</u>	<u>1,724,918</u>
Revenues over (under) Expenses	283,135	152,273	(3,484)	(569,520)	(791)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	283,135	152,273	(3,484)	(569,520)	(791)
Fund Balance - Beginning	134,903	418,038	570,311	570,311	791
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 418,038</u>	<u>\$ 570,311</u>	<u>\$ 566,827</u>	<u>\$ 791</u>	<u>\$ -</u>

* Due to the variability of the various grant awards, the 2022 amended budget figures have been used

**CITY OF APPLETON 2023 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 2023 budget includes funds for maintenance of the remaining 2.28 acres of land and berm maintenance in the City's Northeast Business Park in addition to the Southpoint Commerce Park. 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 four 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 2023 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 2023.

Rental income includes leasing the home at 110 W Edgewood, farmland associated with the Edgewood Drive properties, and the farming of Southpoint Commerce Park. Due to site constraints, the lease rate for the 21.25 farmable acres on Edgewood Drive was set at \$66.15 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 78.4 acres of leasable land after pending and recent sales in the business park. This lease revenue is payable to the IPLF and is no longer split with TIF District #6 due to its closure in 2023.

Demand for land in Southpoint Commerce Park remains strong. With recent lot sales, and pending lot sales, it is projected only 33 acres of ready-to-build land will be available in 2023. The 2023 Budget, and subsequent years in the five-year CIP plan, include funding for engineering, platting, and permitting in anticipation of the 2024 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	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 615,418	\$ 1,193,059	\$ 27,441	\$ 27,441	\$ 184,326	571.72%
	Program Expenses	\$ 163,527	\$ 52,473	\$ 150,957	\$ 150,957	\$ 151,857	0.60%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	31,220	36,125	150,957	150,957	151,857	0.60%
	Capital Expenditures	132,307	16,348	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 15,322	\$ (8,320)	\$ 5,000	\$ 5,000	\$ -
500400 Sale of City Property	565,333	915,516	-	-	160,000
501500 Rental of City Property	34,763	35,863	22,441	22,441	24,326
592100 Transfer In - General	-	250,000	-	-	-
Total Revenue	\$ 615,418	\$ 1,193,059	\$ 27,441	\$ 27,441	\$ 184,326
Expenses					
640400 Consulting Services	\$ -	\$ 10,467	\$ 90,000	\$ 90,000	\$ 90,000
641200 Advertising	13,462	9,352	18,000	18,000	18,000
641301 Electric	607	198	975	975	975
641306 Stormwater	6,555	5,313	6,153	6,153	7,053
642500 CEA Expense	197	2,109	-	-	-
659900 Other Contracts/Obligation	10,399	8,686	35,829	35,829	35,829
680100 Land	63,917	-	-	-	-
680903 Sanitary Sewers	68,390	16,348	-	-	-
Total Expense	\$ 163,527	\$ 52,473	\$ 150,957	\$ 150,957	\$ 151,857

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Platting and lot grading	\$ 10,000
Engineering for SPCP next phase	60,000
Testing and analysis, title work and due diligence for land sales	20,000
	<u>\$ 90,000</u>

Advertising

Marketing	\$ 18,000
	<u>\$ 18,000</u>

Other Contracts/Obligations

Maintenance of 110 W Edgewood Real Estate Commissions	\$ 3,000
(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 2023 BUDGET
INDUSTRIAL PARK LAND**

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

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 15,322	\$ (8,320)	\$ 5,000	\$ 5,000	\$ -
Other	34,763	35,863	22,441	22,441	24,326
Total Revenues	<u>50,085</u>	<u>27,543</u>	<u>27,441</u>	<u>27,441</u>	<u>24,326</u>
Expenses					
Program Costs	163,527	52,473	150,957	150,957	151,857
Total Expenses	<u>163,527</u>	<u>52,473</u>	<u>150,957</u>	<u>150,957</u>	<u>151,857</u>
Revenues over (under) Expenses	(113,442)	(24,930)	(123,516)	(123,516)	(127,531)
Other Financing Sources (Uses)					
Sale of City Property	565,333	915,516	-	-	160,000
Transfer In - General Fund	-	250,000	-	-	-
Total Other Financing Sources (Uses)	<u>565,333</u>	<u>1,165,516</u>	<u>-</u>	<u>-</u>	<u>160,000</u>
Net Change in Equity	451,891	1,140,586	(123,516)	(123,516)	32,469
Fund Balance - Beginning	602,336	1,054,227	2,194,813	2,194,813	2,071,297
Fund Balance - Ending	<u>\$ 1,054,227</u>	<u>\$ 2,194,813</u>	<u>\$ 2,071,297</u>	<u>\$ 2,071,297</u>	<u>\$ 2,103,766</u>

CITY OF APPLETON 2023 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
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No funds have been budgeted for 2023. 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			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 2,185	\$ (445)	\$ -	\$ -	\$ -	\$ -
Program Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 2,185	\$ (445)	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	-	-	-	-
Total Revenue	<u>\$ 2,185</u>	<u>\$ (445)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
632700 Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
640400 Consulting Services	-	-	-	-	-
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
COMMUNITY DEVELOPMENT**

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

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Interest Income (Loss)	\$ 2,185	\$ (445)	\$ -	\$ -	\$ -
	-	-	-	-	-
Total Revenues	<u>2,185</u>	<u>(445)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	2,185	(445)	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	2,185	(445)	-	-	-
Fund Balance - Beginning	<u>76,512</u>	<u>78,697</u>	<u>78,252</u>	<u>78,252</u>	<u>78,252</u>
Fund Balance - Ending	<u>\$ 78,697</u>	<u>\$ 78,252</u>	<u>\$ 78,252</u>	<u>\$ 78,252</u>	<u>\$ 78,252</u>

CITY OF APPLETON 2023 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Jeri A. Ohman, CPA

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District #3

Business Unit 2040

PROGRAM MISSION

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

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 termination date.

	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)	-
			2023	(1,092,427)	-
			12/31/23 Balance	\$ -	\$ 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. This territory amendment was completed in February 2022.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 42,861	\$ 32,395	\$ 11,000	\$ 11,000	\$ 13,500	22.73%
	Program Expenses	\$ 198,268	\$ 144,328	\$ 87,521	\$ 87,521	\$ 28,960	-66.91%
Expenses Comprised Of:							
	Purchased Services	2,396	2,207	1,650	1,650	1,650	0.00%
	Other Expense	195,872	142,121	85,871	85,871	27,310	-68.20%

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Taxes	\$ 1,102,513	\$ 1,215,752	\$ 1,150,000	\$ 1,150,000	\$ 1,285,000
413000 Payment in Lieu of Taxes	25,000	25,000	-	-	-
422700 State Aid - Computers	5,141	5,140	5,000	5,000	5,000
422800 State Aid - Personal Property	3,593	983	1,000	1,000	3,500
471000 Interest on Investments	9,127	1,272	5,000	5,000	5,000
Total Revenue	\$ 1,145,374	\$ 1,248,147	\$ 1,161,000	\$ 1,161,000	\$ 1,298,500
Expenses					
640100 Accounting/Audit	\$ 1,246	\$ 2,057	\$ 1,500	\$ 1,500	\$ 1,500
640202 Legal Fees	1,150	150	150	150	150
672000 Interest Payments	195,872	142,121	85,871	85,871	27,310
Total Expense	\$ 198,268	\$ 144,328	\$ 87,521	\$ 87,521	\$ 28,960

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

TAX INCREMENTAL DISTRICT #3

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ 1,102,513	\$ 1,215,752	\$ 1,150,000	\$ 1,111,592	\$ 1,285,000
Payment in Lieu of Taxes	25,000	25,000	-	-	-
Intergovernmental	8,734	6,123	6,000	8,734	8,500
Interest Income	9,127	1,272	5,000	5,000	5,000
Total Revenues	<u>1,145,374</u>	<u>1,248,147</u>	<u>1,161,000</u>	<u>1,125,326</u>	<u>1,298,500</u>
Expenses					
Interest Expense	195,872	142,121	85,871	85,871	27,310
Administrative Expenses	2,396	2,207	1,650	1,650	1,650
Total Expenses	<u>198,268</u>	<u>144,328</u>	<u>87,521</u>	<u>87,521</u>	<u>28,960</u>
Revenues over (under) Expenses	947,106	1,103,819	1,073,479	1,037,805	1,269,540
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	947,106	1,103,819	1,073,479	1,037,805	1,269,540
Fund Balance (Deficit)- Beginning	<u>(4,158,727)</u>	<u>(3,211,621)</u>	<u>(2,107,802)</u>	<u>(2,107,802)</u>	<u>(1,069,997)</u>
Fund Balance (Deficit)- Ending	<u>\$ (3,211,621)</u>	<u>\$ (2,107,802)</u>	<u>\$ (1,034,323)</u>	<u>\$ (1,069,997)</u>	<u>\$ 199,543</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 209,628	\$ (2,567)
+ Net Change in Equity	1,037,805	1,269,540
- General Fund Advance Repayment	<u>(1,250,000)</u>	<u>(1,092,427)</u>
Working Cash - End of Year	<u>\$ (2,567)</u>	<u>\$ 174,546</u>

**CITY OF APPLETON 2023 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)
		2022	-
		12/31/23 Balance	\$ -

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

Major changes in Revenue, Expenditures, or Programs:

The City will complete the closeout process for TIF District #6 in 2023.

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 143,909	\$ 429,387	\$ 108,426	\$ 108,426	\$ 90,388	-16.64%
	Program Expenses	\$ 726,398	\$ 1,398,535	\$ 1,735,857	\$ 1,735,857	\$ 4,732,899	172.65%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	424,466	1,330,630	1,735,857	1,735,857	2,768,551	59.49%
	Miscellaneous Expense	185,811	67,905	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	116,121	-	-	-	1,964,348	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 2,516,742	\$ 3,262,974	\$ 2,677,332	\$ 2,677,332	\$ 3,174,467
422700 State Aid - Computers	66,726	66,726	66,000	66,000	66,726
422800 State Aid - Personal Prop	23,662	42,421	30,000	30,000	23,662
471000 Interest on Investments	35,315	2,652	10,000	10,000	-
500400 Sale of City Property	12,982	313,364	-	-	-
501500 Rental of City Property	5,224	4,224	2,426	2,426	-
Total Revenue	\$ 2,660,651	\$ 3,692,361	\$ 2,785,758	\$ 2,785,758	\$ 3,264,855
Expenses					
640100 Accounting/Audit Fees	\$ 1,246	\$ 1,057	\$ 1,500	\$ 1,500	\$ 7,500
640202 Recording/Filing Fees	150	150	150	150	-
642500 CEA Expense	69	-	-	-	-
659900 Other Contracts/Obligation	423,001	1,329,423	1,734,207	1,734,207	2,761,051
672000 Interest Payments	185,811	67,905	-	-	-
791100 Transfer Out - General Fund	-	-	-	-	1,964,348
791300 Transfer Out - Debt Service	116,121	-	-	-	-
Total Expense	\$ 726,398	\$ 1,398,535	\$ 1,735,857	\$ 1,735,857	\$ 4,732,899

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

TIF Fund Balance Closeout Allocation:

Kimberly Area School District	\$ 1,514,490
Fox Valley Technical Institute	225,874
Calumet County	1,020,687
	<u>\$ 2,761,051</u>

Transfer Out - General Fund

City of Appleton	\$ 1,964,348
	<u>\$ 1,964,348</u>

CITY OF APPLETON 2023 BUDGET

TAX INCREMENTAL DISTRICT #6

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ 2,516,742	\$ 3,262,974	\$ 2,677,332	\$ 2,374,196	\$ 3,174,467
Intergovernmental	90,388	109,147	96,000	90,388	90,388
Interest Income	35,315	2,652	10,000	3,000	-
Other	5,224	4,224	2,426	3,264	-
Total Revenues	2,647,669	3,378,997	2,785,758	2,470,848	3,264,855
Expenses					
Operation & Maintenance	539,191	1,329,423	1,734,207	1,734,207	2,761,051
Interest Expense	185,811	67,905	-	-	-
Administrative Expense	1,396	1,207	1,650	1,650	7,500
Total Expenses	726,398	1,398,535	1,735,857	1,735,857	2,768,551
Revenues over (under) Expenses	1,921,271	1,980,462	1,049,901	734,991	496,304
Other Financing Sources (Uses)					
Operating Transfers Out - General Fund	-	-	-	-	(1,964,348)
Sale of City Property	12,982	313,364	-	88,447	-
Total Other Financing Sources (Uses)	12,982	313,364	-	88,447	(1,964,348)
Net Change in Equity	1,934,253	2,293,826	1,049,901	823,438	(1,468,044)
Fund Balance - Beginning	(3,583,473)	(1,649,220)	644,606	644,606	1,468,044
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ (1,649,220)	\$ 644,606	\$ 1,694,507	\$ 1,468,044	\$ -

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 644,606	\$ 1,468,044
- Net Change in Equity	823,438	(1,468,044)
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ 1,468,044	\$ -

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2023 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 underutilization 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 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 93,505	\$ 60,371	\$ 77,687	\$ 77,687	\$ 76,187	-1.93%
Program Expenses		\$ 346,479	\$ 335,386	\$ 351,650	\$ 351,650	\$ 404,454	15.02%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	346,479	335,386	351,650	351,650	404,454	15.02%
	Transfers Out	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 7.xls

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 342,772	\$ 438,805	\$ 360,000	\$ 360,000	\$ 520,000
422700 State Aid - Computers	62,687	62,687	62,687	62,687	62,687
422800 State Aid - Personal Property	3,497	5,287	5,000	5,000	3,500
471000 Interest on Investments	27,321	(7,603)	10,000	10,000	10,000
Total Revenue	\$ 436,277	\$ 499,176	\$ 437,687	\$ 437,687	\$ 596,187
Expenses					
640100 Accounting/Audit Fees	\$ 1,247	\$ 1,057	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	345,082	334,179	350,000	350,000	402,804
Total Expense	\$ 346,479	\$ 335,386	\$ 351,650	\$ 351,650	\$ 404,454

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	\$ 400,000
Fox Cities Regional Partnership support	2,804
	<u>\$ 402,804</u>

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #7**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ 342,772	\$ 438,805	\$ 360,000	\$ 373,303	\$ 520,000
Intergovernmental	66,184	67,974	67,687	67,687	66,187
Interest Income	27,321	(7,603)	10,000	10,000	10,000
Other	-	-	-	-	-
Total Revenues	<u>436,277</u>	<u>499,176</u>	<u>437,687</u>	<u>450,990</u>	<u>596,187</u>
Expenses					
Operation & Maintenance	345,082	334,179	350,000	350,000	402,804
Administrative Expense	1,397	1,207	1,650	1,650	1,650
Total Expenses	<u>346,479</u>	<u>335,386</u>	<u>351,650</u>	<u>351,650</u>	<u>404,454</u>
Revenues over (under) Expenses	89,798	163,790	86,037	99,340	191,733
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	89,798	163,790	86,037	99,340	191,733
Fund Balance (Deficit) - Beginning	1,024,426	1,114,224	1,278,014	1,278,014	1,377,354
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 1,114,224</u>	<u>\$ 1,278,014</u>	<u>\$ 1,364,051</u>	<u>\$ 1,377,354</u>	<u>\$ 1,569,087</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,278,017	\$ 1,377,357
+ Net Change in Equity	99,340	191,733
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 1,377,357</u>	<u>\$ 1,569,090</u>

CITY OF APPLETON 2023 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)
2022	-
12/31/23 Balance	\$ -

Major changes in Revenue, Expenditures, or Programs:

As noted above, TIF District #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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 190,858	\$ 180,952	\$ 5,600	\$ 5,600	\$ 5,600	0.00%
Program Expenses		\$ 1,212,191	\$ 1,505,741	\$ 1,635,950	\$ 1,635,950	\$ 1,791,110	9.48%
Expenses Comprised Of:							
Purchased Services		943,627	1,248,707	1,546,650	1,546,650	1,702,810	10.10%
Miscellaneous Expense		12,045	1,647	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		256,519	255,387	89,300	89,300	88,300	-1.12%

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 1,077,616	\$ 1,490,812	\$ 1,750,000	\$ 1,750,000	\$ 1,900,000
422700 State Aid - Computers	3,123	3,123	3,100	3,100	3,100
422800 State Aid - Personal Prop	2,583	2,022	2,000	2,000	2,000
470500 General Interest	10,418	5,287	-	-	-
471000 Interest on Investments	9,734	520	500	500	500
503500 Other Reimbursements	165,000	170,000	-	-	-
Total Revenue	\$ 1,268,474	\$ 1,671,764	\$ 1,755,600	\$ 1,755,600	\$ 1,905,600
Expenses					
640100 Accounting/Audit Fees	\$ 1,247	\$ 1,057	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	942,230	1,247,500	1,545,000	1,545,000	1,701,160
672000 Interest Payments	12,045	1,647	-	-	-
791300 Transfer Out - Debt Service	256,519	255,387	89,300	89,300	88,300
Total Expense	\$ 1,212,191	\$ 1,505,741	\$ 1,635,950	\$ 1,635,950	\$ 1,791,110

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment	
RiverHeath	\$ 1,140,000
Eagle Flats	78,000
Eagle Point	470,000
Fox Cities Regional Partnership support	13,160
	<u>\$ 1,701,160</u>

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #8**

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

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Property Taxes	\$ 1,077,616	\$ 1,490,812	\$ 1,750,000	\$ 1,689,164	\$ 1,900,000
Intergovernmental Revenue	5,706	5,145	5,100	5,100	5,100
Other Reimbursements	165,000	170,000	-	-	-
Interest Income	20,152	5,807	500	500	500
Total Revenues	<u>1,268,474</u>	<u>1,671,764</u>	<u>1,755,600</u>	<u>1,694,764</u>	<u>1,905,600</u>
Expenses					
Program Costs	942,230	1,247,500	1,545,000	1,499,327	1,701,160
Interest Expense	12,045	1,647	-	-	-
Administration	1,397	1,207	1,650	1,650	1,650
Total Expenses	<u>955,672</u>	<u>1,250,354</u>	<u>1,546,650</u>	<u>1,500,977</u>	<u>1,702,810</u>
Revenues over (under) Expenses	312,802	421,410	208,950	193,787	202,790
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(256,519)	(255,387)	(89,300)	(89,300)	(88,300)
Total Other Financing Sources (Uses)	<u>(256,519)</u>	<u>(255,387)</u>	<u>(89,300)</u>	<u>(89,300)</u>	<u>(88,300)</u>
Net Change in Equity	56,283	166,023	119,650	104,487	114,490
Fund Balance - Beginning	<u>(104,900)</u>	<u>(48,617)</u>	<u>117,406</u>	<u>117,406</u>	<u>221,893</u>
Fund Balance - Ending	<u>\$ (48,617)</u>	<u>\$ 117,406</u>	<u>\$ 237,056</u>	<u>\$ 221,893</u>	<u>\$ 336,383</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 117,406	\$ 221,893
+ Net Change in Equity	104,487	114,490
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 221,893</u>	<u>\$ 336,383</u>

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #8
LONG TERM DEBT**

Year	2012 DNR Site Remediation Loan	
	Principal	Interest
2023	45,000	-
2024	50,000	-
	<u>\$ 95,000</u>	<u>\$ -</u>

Year	2015 G.O. Notes	
	Principal	Interest
2023	40,000	3,300
2024	45,000	2,025
2025	45,000	675
	<u>\$ 130,000</u>	<u>\$ 6,000</u>

Year	Total		Total
	Principal	Interest	
2023	85,000	3,300	88,300
2024	95,000	2,025	97,025
2025	45,000	675	45,675
	<u>\$ 225,000</u>	<u>\$ 6,000</u>	<u>\$ 231,000</u>

**CITY OF APPLETON 2023 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 September 19, 2013 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (September 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 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 117,834	\$ 144,059	\$ 115,287	\$ 115,287	\$ 115,287	0.00%
Program Expenses		\$ 30,921	\$ 31,507	\$ 34,650	\$ 34,650	\$ 39,978	15.38%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	30,921	31,507	34,650	34,650	39,978	15.38%
	Miscellaneous Expense	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Transfers Out	-	-	-	-	-	N/A

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ -	\$ 9,644	\$ 13,000	\$ 13,000	\$ 47,000
422700 State Aid - Computers	73,794	73,793	73,794	73,794	73,794
422800 State Aid - Personal Prop	36,494	72,605	36,493	36,493	36,493
471000 Interest on Investments	7,546	(2,339)	5,000	5,000	5,000
503500 Other Reimbursements	-	-	-	-	-
Total Revenue	\$ 117,834	\$ 153,703	\$ 128,287	\$ 128,287	\$ 162,287
Expenses					
640100 Accounting/Audit Fees	\$ 1,246	\$ 1,057	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	29,525	30,300	33,000	33,000	38,328
Total Expense	\$ 30,921	\$ 31,507	\$ 34,650	\$ 34,650	\$ 39,978

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment

Union Square Apts

\$ 38,000

Fox Cities Regional Partnership support

328

\$ 38,328

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #9**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ -	\$ 9,644	\$ 13,000	\$ 13,659	\$ 47,000
Intergovernmental Revenue	110,288	146,398	110,287	110,287	110,287
Interest Income	7,546	(2,339)	5,000	5,000	5,000
Other Reimbursements	-	-	-	-	-
Total Revenues	<u>117,834</u>	<u>153,703</u>	<u>128,287</u>	<u>128,946</u>	<u>162,287</u>
Expenses					
Program Costs	29,525	30,300	33,000	31,064	38,328
Administration	1,396	1,207	1,650	1,650	1,650
Total Expenses	<u>30,921</u>	<u>31,507</u>	<u>34,650</u>	<u>32,714</u>	<u>39,978</u>
Revenues over (under) Expenses	86,913	122,196	93,637	96,232	122,309
Other Financing Sources (Uses)					
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	86,913	122,196	93,637	96,232	122,309
Fund Balance - Beginning	262,033	348,946	471,142	471,142	567,374
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ 348,946</u>	<u>\$ 471,142</u>	<u>\$ 564,779</u>	<u>\$ 567,374</u>	<u>\$ 689,683</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 471,142	\$ 567,374
+ Net Change in Equity	96,232	122,309
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 567,374</u>	<u>\$ 689,683</u>

**CITY OF APPLETON 2023 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 September 19, 2013 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (September 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 in 2023.

Major changes in Revenue, Expenditures, or Programs:

The District realized a drop in value in 2019 following a significant reduction in value of Marketplace Plaza during Open Book for assessment. As of January 1, 2022, the equalized value has risen above the base value and will receive a tax increment in 2023.

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 and 2020 on the site plan approvals and site preparation began in 2021. Construction is underway on the first storage building and is expected to be completed later in 2022. Future phases are anticipated with additional storage buildings. 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	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 7,915	\$ 4,544	\$ 6,163	\$ 6,163	\$ 6,163	0.00%
Program Expenses		\$ 1,396	\$ 1,207	\$ 1,650	\$ 1,650	\$ 1,852	12.24%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	1,396	1,207	1,650	1,650	1,852	12.24%
	Miscellaneous Expense	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ -	\$ -	\$ -	\$ -	\$ 30,027
422700 State Aid - Computers	5,163	5,162	5,163	5,163	5,163
471000 Interest on Investments	2,752	(618)	1,000	1,000	1,000
Total Revenue	\$ 7,915	\$ 4,544	\$ 6,163	\$ 6,163	\$ 36,190
Expenses					
640100 Accounting/Audit Fees	\$ 1,246	\$ 1,057	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	-	-	-	-	202
Total Expense	\$ 1,396	\$ 1,207	\$ 1,650	\$ 1,650	\$ 1,852

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 30,027
Intergovernmental Revenue	5,163	5,162	5,163	5,163	5,163
Interest on Investments	2,752	(618)	1,000	1,000	1,000
Total Revenues	<u>7,915</u>	<u>4,544</u>	<u>6,163</u>	<u>6,163</u>	<u>36,190</u>
Expenses					
Program Costs	-	-	-	-	202
Administration	1,396	1,207	1,650	1,650	1,650
Total Expenses	<u>1,396</u>	<u>1,207</u>	<u>1,650</u>	<u>1,650</u>	<u>1,852</u>
Revenues over (under) Expenses	6,519	3,337	4,513	4,513	34,338
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	6,519	3,337	4,513	4,513	34,338
Fund Balance - Beginning	98,825	105,344	108,681	108,681	113,194
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ 105,344</u>	<u>\$ 108,681</u>	<u>\$ 113,194</u>	<u>\$ 113,194</u>	<u>\$ 147,532</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 108,681	\$ 113,194
+ Net Change in Equity	4,513	34,338
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 113,194</u>	<u>\$ 147,532</u>

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2023 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 businesses, 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
Concrete Street Reconstruction Program	2,662,046	Projects, pg. 602
Sidewalk Reconstruction Program	336,730	Projects, pg. 610
	<u>\$ 2,998,776</u>	

Summary of Advances	General Fund
2017	\$ 1,025
2018	348,551
2019	437,729
2020	449,365
2021	(219,468)
2022	(300,000)
2023	(100,000)
12/31/23 Balance	<u>\$ 617,202</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, 2022, \$20,500 of the \$42,000 available in TIF District #11 has been committed, and it has leveraged approximately \$32,000 in private investment. 2023 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leveraging private investment in this corridor. TIF #11 was amended in 2020 to add under-valued and underutilized 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.

Street (concrete) and sidewalk reconstruction in 2023 includes work on Durkee, Lawrence, Morrison, and Oneida Streets.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 1,204	\$ 291,866	\$ 994,375	\$ 994,375	\$ 2,998,776	201.57%
Program Expenses		\$ 156,238	\$ 106,917	\$ 1,312,535	\$ 1,329,992	\$ 3,650,145	178.10%
Expenses Comprised Of:							
Personnel		4,843	7,093	-	-	111,666	N/A
Supplies & Materials		281	-	-	-	142,005	N/A
Purchased Services		81,609	44,851	223,650	241,107	1,055,267	371.84%
Miscellaneous Expense		49,365	54,973	43,360	43,360	35,360	-18.45%
Capital Expenditures		20,140	-	994,375	994,375	1,993,885	100.52%
Transfers Out		-	-	51,150	51,150	311,962	509.90%

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #11

Business Unit 4140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 34,029	\$ 379,011	\$ 620,000	\$ 620,000	\$ 935,000
471000 Interest on Investments	204	(807)	-	-	-
500400 Sale of City Property	-	281,673	-	-	-
501000 Miscellaneous Revenue	1,000	11,000	-	-	-
591000 Proceeds of Debt	-	-	994,375	994,375	2,998,776
Total Revenue	\$ 35,233	\$ 670,877	\$ 1,614,375	\$ 1,614,375	\$ 3,933,776
Expenses					
610200 Labor Pool Allocations	\$ 3,265	\$ 5,680	\$ -	\$ -	\$ 85,939
610800 Part-Time Wages	242	-	-	-	-
615000 Fringes	1,337	1,413	-	-	25,727
630804 Plant Material	-	-	-	-	2,700
632503 Other Materials	36	-	-	-	139,305
632800 Signs	245	-	-	-	-
640100 Accounting/Audit Fees	1,246	1,057	1,500	1,500	1,500
640201 Attorney Fees	24,660	3,545	10,000	10,000	-
640202 Recording/Filing Fees	1,150	150	150	150	150
640400 Consulting Services	3,546	2,320	-	10,457	3,500
640600 Architect Fees	-	-	-	-	745,720
642501 CEA Operations/Maint.	33	513	-	-	1,000
642502 CEA Depreciation/Replace.	23	362	-	-	1,000
659900 Other Contracts/Obligation	50,950	36,904	212,000	219,000	304,397
672000 Interest Payments	49,365	54,973	43,360	43,360	33,360
680900 Infrastructure Construction	20,140	-	994,375	994,375	1,993,885
791300 Transfer Out - Debt Service	-	-	51,150	51,150	311,962
Total Expense	\$ 156,238	\$ 106,917	\$ 1,312,535	\$ 1,329,992	\$ 3,650,145

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Property improvement grants	\$ 42,000
TIF contribution payments	
Avant	95,000
Gabriel Lofts	90,000
Park Central	4,000
320 East College Ave	67,000
Fox Cities Regional Partnership support	6,397
Total	\$ 304,397

Infrastructure Construction

Streets	\$ 1,669,885
Sidewalks	324,000
Total	\$ 1,993,885

CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ 34,029	\$ 379,011	\$ 620,000	\$ 607,544	\$ 935,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments (Loss)	204	(807)	-	-	-
Miscellaneous Revenue	1,000	292,673	-	-	-
Total Revenues	<u>35,233</u>	<u>670,877</u>	<u>620,000</u>	<u>607,544</u>	<u>935,000</u>
Expenses					
Program Costs	104,477	50,737	1,216,375	1,232,249	3,303,173
Administration	2,396	1,207	1,650	1,650	1,650
Total Expenses	<u>106,873</u>	<u>51,944</u>	<u>1,218,025</u>	<u>1,233,899</u>	<u>3,304,823</u>
Revenues over (under) Expenses	(71,640)	618,933	(598,025)	(626,355)	(2,369,823)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	994,375	994,375	2,998,776
Interest Payments	(49,365)	(54,973)	(43,360)	(43,360)	(33,360)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	(51,150)	(51,150)	(311,962)
Total Other Financing Sources (Uses)	<u>(49,365)</u>	<u>(54,973)</u>	<u>899,865</u>	<u>899,865</u>	<u>2,653,454</u>
Net Change in Equity	(121,005)	563,960	301,840	273,510	283,631
Fund Balance - Beginning	<u>(1,096,330)</u>	<u>(1,217,335)</u>	<u>(653,375)</u>	<u>(653,375)</u>	<u>(379,865)</u>
Fund Balance - Ending	<u>\$ (1,217,335)</u>	<u>\$ (653,375)</u>	<u>\$ (351,535)</u>	<u>\$ (379,865)</u>	<u>\$ (96,234)</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 372,735	\$ 338,460
+ Net Change in Equity	273,510	283,631
- Decrease in accounts payable	(7,785)	-
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>(300,000)</u>	<u>(100,000)</u>
Working Cash - End of Year	<u>\$ 338,460</u>	<u>\$ 522,091</u>

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #11
LONG TERM DEBT**

Year	2019A G.O. Notes		
	Principal	Interest	Total
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>\$ 168,025</u>	<u>\$ 2,178,025</u>

Year	2022 G.O. Notes		
	Principal	Interest	Total
2023	\$ -	\$ 4,712	\$ 4,712
2024	90,000	43,700	133,700
2025	95,000	39,075	134,075
2026	105,000	34,075	139,075
2027	105,000	28,825	133,825
2028	110,000	23,450	133,450
2029	110,000	17,950	127,950
2030	120,000	12,800	132,800
2031	130,000	7,800	137,800
2032	130,000	2,600	132,600
	<u>\$ 995,000</u>	<u>\$ 214,987</u>	<u>\$ 1,209,987</u>

Year	Total G.O. Notes		
	Principal	Interest	Total
2023	\$ 260,000	\$ 51,962	\$ 311,962
2024	360,000	83,000	443,000
2025	375,000	70,125	445,125
2026	390,000	56,650	446,650
2027	400,000	44,175	444,175
2028	415,000	32,800	447,800
2029	425,000	21,100	446,100
2030	120,000	12,800	132,800
2031	130,000	7,800	137,800
2032	130,000	2,600	132,600
	<u>\$ 3,005,000</u>	<u>\$ 383,012</u>	<u>\$ 3,388,012</u>

An anticipated \$2,998,776 general obligation debt issue is planned for 2023

**CITY OF APPLETON 2023 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 businesses, 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 #12 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

Summary of Advances	General Fund
2017	\$ 1,025
2018	7,739
2019	47,100
2020	43,793
2021	(5,267)
2022	(94,390)
12/31/23 Balance	<u>\$ -</u>

Major changes in Revenue, Expenditures, or Programs:

As noted above, TIF District #12 has paid back the general fund advance in full in 2022.

The Business Enhancement Grants have continued to experience significant interest since the inception of the program in 2018. As of July 1, 2022, \$14,000 of the \$42,000 available in TIF District #12 has been reserved for three projects that have been accepted into the program and are pending final quotes to complete the grant agreement contracts. While demand continues for the program, 2023 funding is requested for a smaller amount (\$21,000 vs. \$42,000) to continue to provide for three (3) Business Enhancement Grants with the assumption that the remaining 2022 TIF #12 funds would be requested as carryover if contracts are not secured by year-end. This program continues to leverage significant private investment in this corridor.

TIF #12 was amended in 2021 to transfer undervalued and underutilized 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. This territory amendment was completed in February 2022.

DEPARTMENT BUDGET SUMMARY

Programs		Actual			Budget		% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 38	\$ (343)	\$ 500	\$ 500	\$ 500	0.00%
	Program Expenses	\$ 44,235	\$ 37,566	\$ 54,268	\$ 91,578	\$ 34,058	-37.24%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	40,442	32,833	51,650	88,960	34,058	-34.06%
	Miscellaneous Expense	3,793	4,733	2,618	2,618	-	-100.00%
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #12

Business Unit 4150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 24,824	\$ 76,827	\$ 135,000	\$ 135,000	\$ 309,000
471000 Interest on Investments	38	(343)	500	500	500
591000 Proceeds of Debt	-	-	-	-	-
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	39,046	30,626	50,000	87,310	32,408
672000 Interest Payments	3,793	4,733	2,618	2,618	-
680901 Streets	-	-	-	-	-

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Property Improvement Grants	\$ 21,000
TIF contribution-McFleshman's Commons	9,300
Fox Cities Regional Partnership support	2,108
	<u>\$ 32,408</u>

CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ 24,824	\$ 76,827	\$ 135,000	\$ 133,832	\$ 309,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	38	(343)	500	500	500
Total Revenues	<u>24,862</u>	<u>76,484</u>	<u>135,500</u>	<u>134,332</u>	<u>309,500</u>
Expenses					
Program Costs	39,046	30,626	50,000	30,000	32,408
Administration	1,396	2,207	1,650	1,650	1,650
Total Expenses	<u>40,442</u>	<u>32,833</u>	<u>51,650</u>	<u>31,650</u>	<u>34,058</u>
Revenues over (under) Expenses	(15,580)	43,651	83,850	102,682	275,442
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(3,793)	(4,733)	(2,618)	(4,733)	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(3,793)</u>	<u>(4,733)</u>	<u>(2,618)</u>	<u>(4,733)</u>	<u>-</u>
Net Change in Equity	(19,373)	38,918	81,232	97,949	275,442
Fund Balance - Beginning	(53,391)	(72,764)	(33,846)	(33,846)	64,103
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (72,764)</u>	<u>\$ (33,846)</u>	<u>\$ 47,386</u>	<u>\$ 64,103</u>	<u>\$ 339,545</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 60,544	\$ 64,103
+ Net Change in Equity	97,949	275,442
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>(94,390)</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 64,103</u>	<u>\$ 339,545</u>

CITY OF APPLETON 2023 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2023 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 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 department missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

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

Our 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 \$2.03. Expenses are controlled by employing in-house tradespeople 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 began at City Hall and design has continued for the Appleton Public Library and the Valley Transit Whitman site facilities. Inflation, lack of workforce and other macroeconomic factors have lead to delays and increased costs. Staff spent substantial time working on planning and review to mitigate these impacts.

Capital improvement projects completed in 2022 included: Wastewater Plant electrical distribution upgrades, HVAC upgrades at the Water and Wastewater plants, replacement of the parking lots at Einstein and Pierce Parks, Appleton Wastewater Plant Building F-1 renovation and the Lake Station security gate replacement. 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. During 2022, the Project Manager's position was changed to Project and Resiliency Manager.

CITY OF APPLETON 2023 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2023 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, the roof management program, building system surveys, and 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.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.03, 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 2,840,737	\$ 2,743,016	\$ 3,059,962	\$ 3,059,962	\$ 2,914,690	-4.75%
Program Expenses							
6330	Administration	325,696	251,495	375,148	375,148	383,286	2.17%
6331	Facilities Maintenance	2,529,550	2,387,069	2,684,814	2,684,814	2,531,404	-5.71%
Total Program Expenses		\$ 2,855,246	\$ 2,638,564	\$ 3,059,962	\$ 3,059,962	\$ 2,914,690	-4.75%
Expenses Comprised Of:							
Personnel		983,324	811,658	1,049,347	1,049,347	1,091,653	4.03%
Training & Travel		7,050	8,039	10,500	10,500	8,000	-23.81%
Supplies & Materials		419,830	347,152	475,863	475,863	402,457	-15.43%
Purchased Services		1,445,042	1,471,715	1,524,252	1,524,252	1,412,580	-7.33%
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

* % change from prior year adopted budget
Facilities Management.xls

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports all of 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 Strategies # 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. 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 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments (Loss)	\$ -	\$ (1,034)	\$ -	\$ -	\$ -
480100 Charges for Services	2,832,180	2,737,255	3,050,962	3,050,962	2,905,690
503500 Other Reimbursements	8,557	6,795	9,000	9,000	9,000
Total Revenue	\$ 2,840,737	\$ 2,743,016	\$ 3,059,962	\$ 3,059,962	\$ 2,914,690
Expenses					
610100 Regular Salaries	\$ 149,891	\$ 155,127	\$ 163,730	\$ 163,730	\$ 171,720
610400 Call Time	264	-	-	-	-
610500 Overtime Wages	2,835	2,148	2,473	2,473	2,597
615000 Fringes	60,776	(25,061)	69,332	69,332	70,604
620100 Training/Conferences	7,050	8,039	10,500	10,500	8,000
630100 Office Supplies	2,077	1,764	2,100	2,100	1,500
630200 Subscriptions	958	500	1,000	1,000	750
630300 Memberships & Licenses	2,240	2,617	2,000	2,000	2,000
630400 Postage/Freight	2,156	2,152	2,888	2,888	2,300
630500 Awards & Recognition	175	-	180	180	180
630700 Food & Provisions	371	296	240	240	240
631500 Books & Library Materials	454	996	700	700	700
632000 Printing/Copying	3,640	5,274	4,500	4,500	4,500
632101 Uniforms	443	517	750	750	500
632300 Safety Supplies	2,122	1,958	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,781	1,779	1,500	1,500	1,811
640400 Consulting Services	6,047	12,917	6,500	6,500	12,000
640700 Solid Waste/Recycling	1,896	1,887	1,400	1,400	1,470
641200 Advertising	39	717	1,500	1,500	1,000
641300 Utilities	45,485	46,308	55,047	55,047	55,584
650100 Insurance	31,776	26,892	40,308	40,308	37,330
659900 Other Contracts/Obligation	3,220	4,668	6,500	6,500	6,500
Total Expense	\$ 325,696	\$ 251,495	\$ 375,148	\$ 375,148	\$ 383,286

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 Strategies # 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:

Building Maint/Janitorial and Janitorial Service were reduced due to reduced services and supplies for the Library. The Library temporary site is less square footage to maintain. These budget lines will increase in 2024, when the new Library opens.

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 547,416	\$ 462,572	\$ 553,048	\$ 553,048	\$ 579,757
610400 Call Time Wages	4,706	7,906	7,500	7,500	8,001
610500 Overtime Wages	11,903	11,416	10,000	10,000	10,707
610800 Part-Time Wages	9,884	8,476	10,500	10,500	11,162
615000 Fringes	195,650	189,074	232,764	232,764	237,105
630600 Building Maint./Janitorial	342,999	281,942	409,505	409,505	351,787
630901 Shop Supplies	10,369	8,698	10,000	10,000	9,500
632300 Safety Supplies	8	-	-	-	-
632700 Miscellaneous Equipment	51,817	40,438	40,000	40,000	26,500
640500 Engineering Fees	3,444	438	5,000	5,000	4,000
640700 Solid Waste/Recycling	119	900	2,000	2,000	1,500
641300 Utilities	-	2,231	-	-	-
641400 Janitorial Service	397,695	401,663	465,000	465,000	368,292
641600 Building Repairs & Maint.	575,340	594,274	536,477	536,477	517,278
641800 Equipment Repairs & Maint.	3,788	3,925	8,500	8,500	6,000
642500 CEA Expense	62,580	63,145	64,854	64,854	69,105
650200 Leases	310,538	309,358	329,416	329,416	329,710
650302 Equipment Rent	1,294	613	250	250	1,000
Total Expense	<u>\$ 2,529,550</u>	<u>\$ 2,387,069</u>	<u>\$ 2,684,814</u>	<u>\$ 2,684,814</u>	<u>\$ 2,531,404</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	20,320
HVAC	30,480
Janitorial supplies	54,212
Painting	30,480
Plumbing	30,480
Security	30,480
Structural/windows/ext. doors	30,480
Pool chemicals	43,575
	<u>\$ 351,787</u>

Miscellaneous Equipment

City furniture/general	\$ 26,500
	<u>\$ 26,500</u>

Janitorial Service

Contracted janitorial service	\$ 368,292
	<u>\$ 368,292</u>

Building Repairs & Maintenance Services

Electrical	\$ 26,475
Elevator	26,755
Fire/safety	44,355
HVAC	216,454
Plumbing	11,850
Security	17,100
Structural/roof	14,000
Overhead & passage doors	98,653
Painting & pavilion staining	22,000
Flooring	8,750
Emergency Sirens	9,884
Other: pest control, locksmith, room set-ups, landfill	21,002
	<u>\$ 517,278</u>

Leases

City Hall condo agreement	\$ 312,906
First floor conference room	16,804
	<u>\$ 329,710</u>

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	-	(1,034)	-	-	-	-
480100 General Charges for Service	2,832,180	2,737,256	672,789	3,050,962	3,050,962	2,905,690
503000 Damage to City Property	-	-	-	-	-	-
503500 Other Reimbursements	8,557	3,796	609	9,000	9,000	9,000
508200 Insurance Proceeds	-	-	-	-	-	-
TOTAL PROGRAM REVENUES	<u>2,840,737</u>	<u>2,740,018</u>	<u>673,398</u>	<u>3,059,962</u>	<u>3,059,962</u>	<u>2,914,690</u>
Personnel						
610100 Regular Salaries	214,215	217,888	81,957	716,778	716,778	751,477
610200 Labor Pool Allocations	416,598	346,158	130,298	-	-	-
610400 Call Time Wages	4,970	7,906	2,216	7,500	7,500	8,001
610500 Overtime Wages	14,737	13,564	7,739	12,473	12,473	13,304
610800 Part-Time Wages	9,884	8,476	-	10,500	10,500	11,162
611000 Other Compensation	1,277	1,080	1,135	-	-	-
611400 Sick Pay	1,526	272	1,431	-	-	-
611500 Vacation Pay	63,691	52,300	6,945	-	-	-
615000 Fringes	253,422	252,744	89,791	302,096	302,096	307,709
615500 Unemployment Compensation	640	-	-	-	-	-
617000 Pension Expense	(4,151)	(84,052)	-	-	-	-
617100 OPEB Expense	6,515	(4,678)	-	-	-	-
TOTAL PERSONNEL	<u>983,324</u>	<u>811,658</u>	<u>321,512</u>	<u>1,049,347</u>	<u>1,049,347</u>	<u>1,091,653</u>
Training~Travel						
620100 Training/Conferences	7,050	8,039	2,170	10,500	10,500	8,000
620600 Parking Permits	-	-	-	-	-	-
TOTAL TRAINING / TRAVEL	<u>7,050</u>	<u>8,039</u>	<u>2,170</u>	<u>10,500</u>	<u>10,500</u>	<u>8,000</u>
Supplies						
630100 Office Supplies	2,077	1,764	1,186	2,100	2,100	1,500
630200 Subscriptions	958	500	351	1,000	1,000	750
630300 Memberships & Licenses	2,240	2,617	1,608	2,000	2,000	2,000
630400 Postage/Freight	2,156	2,152	590	2,888	2,888	2,300
630500 Awards & Recognition	175	-	-	180	180	180
630600 Building Maint./Janitorial	342,999	281,942	165,657	409,505	409,505	351,787
630700 Food & Provisions	371	296	23	240	240	240
630901 Shop Supplies	10,402	8,698	2,949	10,000	10,000	9,500
631500 Books & Library Materials	421	996	452	700	700	700
632001 City Copy Charges	3,229	5,274	1,233	3,600	3,600	3,600
632002 Outside Printing	411	-	265	900	900	900
632101 Uniforms	443	517	643	750	750	500
632300 Safety Supplies	2,131	1,958	1,465	2,000	2,000	2,000
632700 Miscellaneous Equipment	51,817	40,438	15,844	40,000	40,000	26,500
TOTAL SUPPLIES	<u>419,830</u>	<u>347,152</u>	<u>192,266</u>	<u>475,863</u>	<u>475,863</u>	<u>402,457</u>
Purchased Services						
640100 Accounting/Audit Fees	1,781	1,779	-	1,500	1,500	1,811
640400 Consulting Services	6,047	12,917	-	6,500	6,500	12,000
640500 Engineering Fees	3,444	438	706	5,000	5,000	4,000
640700 Solid Waste/Recycling Pickup	2,016	2,787	2,940	3,400	3,400	2,970
641200 Advertising	39	717	287	1,500	1,500	1,000
641301 Electric	16,068	16,335	5,840	16,465	16,465	16,959
641302 Gas	5,534	8,316	6,142	7,639	7,639	7,639
641303 Water	2,289	1,721	463	3,000	3,000	3,000
641304 Sewer	663	477	145	1,078	1,078	1,121
641306 Stormwater	14,962	15,090	3,815	17,925	17,925	17,925
641307 Telephone	3,407	2,167	904	3,240	3,240	3,240
641308 Cellular Phones	2,561	4,433	1,491	5,700	5,700	5,700
641400 Janitorial Service	397,695	401,663	170,780	465,000	465,000	368,292
641600 Building Repairs & Maint.	575,340	594,274	209,211	536,477	536,477	517,278
641800 Equipment Repairs & Maint.	3,788	3,925	8,889	8,500	8,500	6,000
642501 CEA Operations/Maint.	34,560	22,717	5,615	27,700	27,700	31,199
642502 CEA Depreciation/Replace.	28,020	40,428	9,779	37,154	37,154	37,906
650100 Insurance	31,776	26,892	16,805	40,308	40,308	37,330
650200 Leases	310,538	309,358	129,034	329,416	329,416	329,710

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2022 ORIG BUD</u>	<u>2022 REVISED BUD</u>	<u>2023 BUDGET</u>
650302 Equipment Rent	1,294	613	-	250	250	1,000
659900 Other Contracts/Obligation	<u>3,220</u>	<u>4,668</u>	<u>2,196</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
TOTAL PURCHASED SVCS	1,445,042	1,471,715	575,042	1,524,252	1,524,252	1,412,580
Capital Outlay						
680401 Machinery & Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRANSFERS	-	-	-	-	-	-
TOTAL EXPENSE	<u>2,855,246</u>	<u>2,638,564</u>	<u>1,090,990</u>	<u>3,059,962</u>	<u>3,059,962</u>	<u>2,914,690</u>

CITY OF APPLETON 2023 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 2,832,180	\$ 2,737,255	\$ 3,050,962	\$ 3,050,962	\$ 2,905,690
Total Revenues	<u>2,832,180</u>	<u>2,737,255</u>	<u>3,050,962</u>	<u>3,050,962</u>	<u>2,905,690</u>
Expenses					
Operating Expenses	2,855,246	2,638,564	3,059,962	3,059,962	2,914,690
Depreciation	-	-	-	-	-
Total Expenses	<u>2,855,246</u>	<u>2,638,564</u>	<u>3,059,962</u>	<u>3,059,962</u>	<u>2,914,690</u>
Operating Loss	(23,066)	98,691	(9,000)	(9,000)	(9,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	-	(1,034)	-	-	-
Other Income	8,557	6,795	9,000	9,000	9,000
Total Non-Operating	<u>8,557</u>	<u>5,761</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	(14,509)	104,452	-	-	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	-	-	-
Change in Net Assets	(14,509)	104,452	-	-	-
Net Assets - Beginning	<u>33,001</u>	<u>18,492</u>	<u>122,944</u>	<u>122,944</u>	<u>122,944</u>
Net Assets - Ending	<u>\$ 18,492</u>	<u>\$ 122,944</u>	<u>\$ 122,944</u>	<u>\$ 122,944</u>	<u>\$ 122,944</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 140,388	\$ 140,388
+ Change in Net Assets	-	-
Working Cash - End of Year	<u>\$ 140,388</u>	<u>\$ 140,388</u>

**CITY OF APPLETON 2023 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	\$ 13,542,500	Projects, pg. 641
Elevator Replacement	500,000	Projects, pg. 634
Grounds Improvements	25,000	Projects, pg. 637
Hardscape Improvements	300,000	Projects, pg. 638
HVAC Systems	1,025,000	Projects, pg. 639
Safety and Security	50,000	Projects, pg. 645
Park ADA Improvements	25,000	Projects, pg. 671
Park Development	2,000,000	Projects, pg. 673
	<u>\$ 17,467,500</u>	

Major changes in Revenue, Expenditures, or Programs:

It is hoped that grants and private donations will be pledged to fund the cost of design and construction of a portion of Lundgaard Park. This budget includes \$2,000,000 as a commitment from the City of Appleton to develop this park. It is estimated that the park will cost \$4,500,000 to complete the plan that was developed in 2021. If funding is not pledged from outside sources, the park will be developed in a series of phases as funding is available.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 255,421	\$ 3,969,079	\$ 225,000	\$ 3,845,000	\$ 25,000	-88.89%
Program Expenses		\$ 6,837,120	\$ 5,175,417	\$ 12,300,101	\$ 17,186,258	\$ 17,718,239	44.05%
Expenses Comprised Of:							
	Personnel	220,632	227,593	235,101	235,101	250,739	6.65%
	Supplies & Materials	923,110	173,099	-	-	-	N/A
	Purchased Services	8,190	1,448,466	100,000	2,464,223	50,000	-50.00%
	Capital Expenditures	5,685,188	3,326,259	11,965,000	14,486,934	17,417,500	45.57%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423000 Miscellaneous Local Aids	\$ 208,215	\$ -	\$ -	\$ -	\$ -
471000 Interest on Investments (Loss)	43,105	(58,631)	25,000	25,000	25,000
502000 Donations & Memorials	1,934	-	200,000	200,000	-
503500 Other Reimbursements	2,167	2,710	-	-	-
591000 Proceeds of Long-term Debt	5,667,332	8,191,000	8,260,000	8,919,527	13,847,500
592100 Transfer In - General Fund	-	4,025,000	-	3,620,000	-
Total Revenue	\$ 5,922,753	\$ 12,160,079	\$ 8,485,000	\$ 12,764,527	\$ 13,872,500
Expenses					
610100 Regular Salaries	\$ 169,992	\$ 171,931	\$ 175,563	\$ 175,563	\$ 189,121
615000 Fringes	50,640	55,662	59,538	59,538	61,618
632700 Miscellaneous Equipment	923,110	173,099	-	-	-
640400 Consulting Services	4,435	28,633	-	-	-
640600 Architect Fees	3,755	1,419,833	100,000	2,464,223	50,000
680200 Land Improvements	-	55,116	165,000	361,420	2,025,000
680300 Buildings	1,302,763	885,632	10,000,000	11,873,787	13,542,500
680400 Machinery & Equipment	1,366,175	1,325,762	-	123,870	1,525,000
680900 Infrastructure Construction	3,016,250	1,059,749	1,800,000	2,127,857	325,000
Total Expense	\$ 6,837,120	\$ 5,175,417	\$ 12,300,101	\$ 17,186,258	\$ 17,718,239

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Architect Fees

PRFMD generator design	50,000
	<u>\$ 50,000</u>

Land Improvements

Fence replacement at parks	\$ 25,000
Lundgaard Park development	\$ 2,000,000
	<u>\$ 2,025,000</u>

Buildings

Library	\$ 13,542,500
	<u>\$ 13,542,500</u>

Machinery & Equipment

City Hall elevator	\$ 500,000
HVAC upgrades - Fire Station #6	275,000
HVAC upgrades - MSB CEA Shop	750,000
	<u>\$ 1,525,000</u>

Infrastructure Construction

Hardscapes - City properties	\$ 50,000
Hardscapes - Parks	250,000
Park ADA improvements	25,000
	<u>\$ 325,000</u>

CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Intergovernmental Revenues	\$ 208,215	\$ -	\$ -	\$ 699,382	\$ -
Interest Income (Loss)	43,105	(58,631)	25,000	25,000	25,000
Other	4,101	2,710	200,000	200,000	-
Total Revenues	<u>255,421</u>	<u>(55,921)</u>	<u>225,000</u>	<u>924,382</u>	<u>25,000</u>
Expenses					
Program Costs	6,837,120	5,175,417	12,300,101	17,186,258	17,718,239
Total Expenses	<u>6,837,120</u>	<u>5,175,417</u>	<u>12,300,101</u>	<u>17,186,258</u>	<u>17,718,239</u>
Revenues over (under) Expenses	(6,581,699)	(5,231,338)	(12,075,101)	(16,261,876)	(17,693,239)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	5,667,332	8,191,000	8,260,000	8,919,527	13,847,500
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	4,025,000	-	3,620,000	-
Operating Transfers Out - Capital Proj	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>5,667,332</u>	<u>12,216,000</u>	<u>8,260,000</u>	<u>12,539,527</u>	<u>13,847,500</u>
Net Change in Equity	(914,367)	6,984,662	(3,815,101)	(3,722,349)	(3,845,739)
Fund Balance - Beginning	<u>2,082,553</u>	<u>1,168,186</u>	<u>8,152,848</u>	<u>8,152,848</u>	<u>4,430,499</u>
Fund Balance - Ending	<u>\$ 1,168,186</u>	<u>\$ 8,152,848</u>	<u>\$ 4,337,747</u>	<u>\$ 4,430,499</u>	<u>\$ 584,760</u>

CITY OF APPLETON 2023 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 2023 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 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 2022, 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.

Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 15 tennis courts, an 8 court pickleball complex, 11 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 7 ice rinks, 13.2 miles of paved trails, 1 archery range, 2 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 roundabouts, boulevards, and terraces are also maintained by the grounds division.

Significant projects include the construction of a pickleball complex at Telulah Park, new tennis and basketball courts at Green Meadows Park, installation of a security fence for the Police Department's south lot and landscaping, added fitness stations at Telulah and Memorial Parks, and a new dumpster enclosure and fencing at Mead Pool. Other projects include crack filling of the Newberry and CE Trails, repairs to various concrete areas including dugout and sidewalk slabs, and reconstruction of arbors and landscaping of the Veterans Memorial at the Scheig Center and Gardens. Additionally, routine maintenance included upkeep of playground equipment, invasive plant control, parking lot and walkway repairs, and general grounds maintenance.

Recreation Services

The Recreation Division continued to excel in their mission to provide recreation services by developing recreation and education focused programs and activities that foster community involvement, social interaction, and the well-being of our residents.

Staff started development of updated emergency preparedness operation plans for programs/facilities that fall under their direction. We will be continuing to work with the Emergency Management Coordinator on best practices as well as working with our seasonal staff on training of these procedures.

Customer service was an area of focus this year. The main Parks and Recreation phone line was changed to better serve our customers and be more user-friendly. A digital booklet of all rentable facilities within our department's scope of responsibility was created with the help of other department staff. The goal was to provide an at-a-glance document outlining park amenities and pavilion descriptions.

A sponsorship guide was created outlining the different tiers of sponsorship opportunities we offer within our division. This will allow organizations, businesses, and community members to assist with funding/sponsorship of our different programs throughout the year, as well as create a sense of community.

Having a sustainable swim lesson program is vital to a community. This year we were able to assess our current swim lesson format and identified ways the participant and parent experience can be strengthened. Feedback and other data was collected throughout the season and used to develop an assessment tool for our Directors of Instruction to evaluate instructors and the lesson program for future improvements.

In 2022, we began review of our current Unity Dance Academy (UDA) program and brand identity. We looked at the current dance market, the UDA message, overall program experience, and surveyed the participants on current brand perception and competencies. We began researching rebranding ideas that will improve the UDA brand, experience, and overall program.

CITY OF APPLETON 2023 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2023 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 maintain safe and user-friendly experiences. 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 Scheig Center Gardens. Currently 9 parks, 2 trails, and 1 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 Appleton Area School District to optimize and broaden our current programs and services.

Work internally to develop a customer service strategy to ensure high quality service is being provided.

Encourage increased awareness, program participation, and staff hiring amongst community demographic segments that are currently under-represented.

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	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 335,420	\$ 958,088	\$ 1,065,597	\$ 1,065,597	\$ 1,073,100	0.70%
Program Expenses							
16532	Grounds Maintenance	1,976,371	2,046,222	2,139,975	2,155,286	2,215,359	2.79%
16541	Recreation Programs	1,140,805	1,781,765	1,844,733	1,846,401	1,882,339	1.95%
Total Program Expenses		\$ 3,117,176	\$ 3,827,987	\$ 3,984,708	\$ 4,001,687	\$ 4,097,698	2.40%
Expenses Comprised Of:							
Personnel		1,534,093	1,992,870	2,005,749	2,005,749	2,105,412	4.97%
Training & Travel		2,147	7,435	8,740	8,740	8,800	0.69%
Supplies & Materials		194,713	335,218	346,904	348,572	313,151	-10.16%
Purchased Services		1,386,223	1,492,464	1,623,315	1,638,626	1,670,335	1.94%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

**CITY OF APPLETON 2023 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	Parking/sidewalks maintenance
Fence/gate maintenance	Signage
Fertilizing	Spring and fall cleanup
Graffiti removal	Snow removal/ice control
Landscaping	Turf management
Mowing	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:

Contracted pavilion and bathroom cleaning has been removed from the 2023 Budget. Beginning in 2017, the park pavilions and restroom cleaning was contracted out. That contractor has since gone out of business. A new cleaning contractor, that fit within the budget, could not be found. PRFMD staff is currently cleaning pavilion restrooms, but this is not sustainable with the lack of seasonal help. We are hopeful a contractor can be found in the future, but going into 2023, we plan to continue in-house pavilion cleaning.

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Service	\$ 21,747	\$ 80,823	\$ 78,000	\$ 78,000	\$ 78,000
501000 Miscellaneous Revenue	1,010	1,702	250	250	250
501600 Lease Revenue	109,849	108,072	112,685	112,685	114,188
502000 Donations & Memorials	14,627	13,795	7,500	7,500	7,500
503000 Damage to City Property	3,841	1,019	-	-	-
503500 Other Reimbursements	2,100	-	-	-	-
508200 Insurance Proceeds	5,075	-	-	-	-
Total Revenue	\$ 158,249	\$ 205,411	\$ 198,435	\$ 198,435	\$ 199,938
Expenses					
610100 Regular Salaries	\$ 585,686	\$ 594,967	\$ 594,835	\$ 594,835	\$ 634,000
610400 Call Time Wages	2,010	2,520	1,654	1,654	1,764
610500 Overtime Wages	6,532	9,763	8,762	8,762	9,341
610800 Part-Time Wages	105,289	109,573	107,369	107,369	108,956
615000 Fringes	208,885	216,528	225,884	225,884	235,009
620100 Training/Conferences	113	1,396	2,000	2,000	2,000
630300 Memberships & Licenses	498	600	600	600	600
630500 Awards & Recognition	66	304	165	165	165
630700 Food & Provisions	220	271	220	220	220
630899 Other Landscape Supplies	53,885	57,186	55,000	55,000	55,000
630901 Shop Supplies	3,492	5,756	5,000	5,000	5,000
632002 Outside Printing	-	720	-	-	-
632199 Other Clothing	1,059	1,173	1,500	1,500	1,500
632200 Gas Purchases	11,685	21,157	17,000	17,000	24,779
632300 Safety Supplies	2,529	3,555	2,500	2,500	2,500
632700 Miscellaneous Equipment	18,030	22,300	25,000	25,000	23,000
640400 Consulting Services	11,800	11,854	12,000	12,000	5,000
640700 Solid Waste/Recycling	11,603	9,821	12,000	12,000	12,000
641300 Utilities	238,378	230,584	272,550	272,550	246,910
641500 Tipping Fees	16	56	1,000	1,000	200
642000 Facilities Charges	319,182	303,171	314,143	314,143	315,192
642500 CEA Expense	342,136	400,522	423,293	423,293	488,723
642900 Interfund Allocations	(21,046)	(23,584)	(30,000)	(30,000)	(30,000)
644000 Snow Removal Services	5,287	5,762	15,000	15,000	7,500
645400 Grounds Repair & Maint.	43,496	34,121	49,000	64,311	44,000
650301 Facility Rent	3,500	3,500	500	500	3,500
659900 Other Contracts/Obligation	22,040	22,646	23,000	23,000	18,500
Total Expense	\$ 1,976,371	\$ 2,046,222	\$ 2,139,975	\$ 2,155,286	\$ 2,215,359

DETAILED SUMMARY OF 2023 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.	\$ 23,000
	<u>\$ 55,000</u>		<u>\$ 23,000</u>
<u>Gas Purchases</u>		<u>Grounds Repair & Maintenance</u>	
Fuel for small equipment	\$ 24,779	Weed cutting	\$ 4,000
	<u>\$ 24,779</u>	Fencing repair	6,000
		Weed control	5,000
		Playground equip.	7,000
		Courts/fields upkeep	7,000
		Signage upkeep	2,500
		Exterior lighting repair	2,500
		Stormwater pond maint.	3,000
		Landscaping maint.	4,000
		Other:	
		Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
			<u>\$ 44,000</u>
<u>Other Contracts/Obligations</u>			
Contracted herbicide application	\$ 5,000		
Reid maintenance bldg. rental	3,500		
Weed Mowing	4,500		
Port-a-potty rental	5,500		
	<u>\$ 18,500</u>		

CITY OF APPLETON 2023 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 #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", and #5: "Promote an environment that is respectful and inclusive."

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
 - Empowering and training staff and volunteers
- Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:
 - Active adult programs
 - Adaptive programs
 - Preschool programs
 - Drop-in programs
 - Youth instructional programs
 - Special events/trips
 - Youth sports programs/leagues
 - Teen programs
 - Adult instructional 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 a strategic plan for delivery of recreation services
 - Analyzing and adapting to changing community needs
 - Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

During 2022, Miscellaneous Chemicals expense moved from this program to the Facilities Maintenance budget.

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Service	\$ 145,036	\$ 739,766	\$ 849,932	\$ 849,932	\$ 849,932
500100 Fees & Commissions	-	1,067	980	980	980
501000 Miscellaneous Revenue	1,460	534	-	-	-
501500 Rental of City Property	5,114	40	6,000	6,000	6,000
502000 Donations & Memorials	25,551	11,185	10,250	10,250	16,250
508500 Cash Short or Over	10	85	-	-	-
Total Revenue	\$ 177,171	\$ 752,677	\$ 867,162	\$ 867,162	\$ 873,162
Expenses					
610100 Regular Salaries	\$ 409,462	\$ 401,918	\$ 428,284	\$ 428,284	\$ 456,683
610500 Overtime Wages	1,278	33,572	-	-	-
610800 Part-Time Wages	80,820	474,864	484,678	484,678	490,610
615000 Fringes	134,130	149,166	154,283	154,283	169,049
620100 Training/Conferences	1,614	5,619	6,320	6,320	6,320
620600 Parking Permits	420	420	420	420	480
630100 Office Supplies	1,083	2,395	2,775	2,775	2,775
630200 Subscriptions	384	624	300	300	300
630300 Memberships & Licenses	4,600	5,697	8,579	8,579	8,579
630400 Postage/Freight	12,839	288	13,600	13,600	11,400
630500 Awards & Recognition	1,589	3,759	3,893	3,893	3,893
630600 Building Maint./Janitorial	-	-	250	250	-
630700 Food & Provisions	1,477	3,943	4,695	4,695	4,695
631000 Miscellaneous Chemicals	14,437	46,809	41,500	41,500	-
631400 Concession Supplies	24	60,363	52,605	52,605	52,605
631500 Books & Library Materials	47	143	750	750	500
631600 Supplies	15,048	22,998	28,010	28,010	28,010
632000 Printing/Copying	19,183	22,056	34,950	34,950	31,950
632100 Clothing	22,828	42,611	29,620	29,620	35,620
632400 Medical/Lab Supplies	1,032	558	900	900	900
632700 Miscellaneous Equipment	8,680	9,951	17,492	19,160	19,160
640300 Bank Service Fees	11,950	31,641	32,000	32,000	32,000
640400 Consulting Services	-	-	700	700	350
640700 Solid Waste/Recycling	180	861	400	400	400
640900 Inspection Fees	-	-	200	200	-
641100 Temporary Help	-	-	5,600	5,600	5,600
641200 Advertising	3,161	4,946	4,500	4,500	4,500
641300 Utilities	84,517	153,959	112,400	112,400	153,250
642000 Facilities Charges	174,112	165,308	169,155	169,155	169,719
642400 Software Support	5,800	9,282	9,458	9,458	9,458
642500 CEA Expense	19,595	6,047	8,013	8,013	8,330
643100 Interpreter Services	-	-	200	200	100
650301 Facility Rent	89,567	65,453	125,733	125,733	115,633
650302 Equipment Rent	4,242	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	16,706	56,514	56,970	56,970	53,970
Total Expense	\$ 1,140,805	\$ 1,781,765	\$ 1,844,733	\$ 1,846,401	\$ 1,882,339

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Concessions</u>		<u>Clothing</u>	
Food and beverage	\$ 50,305	Youth sport t-shirts	\$ 28,950
Other concession supplies	2,300	Staff clothing	6,670
	<u>\$ 52,605</u>		<u>\$ 35,620</u>
<u>Miscellaneous Supplies</u>		<u>Rent</u>	
Arts and crafts	\$ 1,725	City Center Studios	\$ 48,738
Sports equipment	16,575	Appleton Schools	25,950
Other misc. program supplies	9,710	Appleton Schools (pools)	22,725
	<u>\$ 28,010</u>	Reid Golf Course	8,500
<u>Printing and Reproduction</u>		USA Youth-soccer field use	9,720
City copy charges	\$ 3,300		<u>\$ 115,633</u>
Outside printing (Rec guide, flyers, etc)	28,650	<u>Other Contracts/Obligations</u>	
	<u>\$ 31,950</u>	City Band	\$ 11,000
<u>Miscellaneous Equipment</u>		Playground fair rentals, camp trips, programs, recital tickets	40,970
Program Administration	\$ 4,068	On the hill movies	2,000
Concession Operations	2,892		<u>\$ 53,970</u>
Pool Operations	12,200		
	<u>\$ 19,160</u>		

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Revenues						
480100 General Charges for Service	100,028	178,959	96,473	927,932	927,932	927,932
480203 Concessions	562	158,281	796	-	-	-
480204 Merchandise Sales	-	-	-	-	-	-
480205 Equipment Rentals	(1,014)	12,161	5,935	-	-	-
480300 Program Fees	1,291	5,257	15,390	-	-	-
485000 Daily Entrance Fees	(3,148)	64,799	24,831	-	-	-
486000 Lessons/Classes	62,888	395,457	134,745	-	-	-
487700 Advertising/Promotional Fees	6,175	5,675	3,950	-	-	-
500100 Fees & Commissions	-	1,067	279	980	980	980
501000 Miscellaneous Revenue	2,470	2,236	850	250	250	250
501500 Rental of City Property	5,114	40	142	6,000	6,000	6,000
501600 Lease Revenue	109,849	108,072	75,969	112,685	112,685	114,188
502000 Donations & Memorials	40,178	24,981	18,853	17,750	17,750	23,750
503000 Damage to City Property	3,841	1,019	137	-	-	-
503500 Other Reimbursements	2,100	-	-	-	-	-
508200 Insurance Proceeds	5,076	-	-	-	-	-
508500 Cash Short or Over	10	85	-	-	-	-
TOTAL PROGRAM REVENUES	335,420	958,089	378,350	1,065,597	1,065,597	1,073,100
Personnel						
610100 Regular Salaries	717,804	685,815	253,389	1,023,119	1,023,119	1,090,683
610200 Labor Pool Allocations	170,537	204,763	80,105	-	-	-
610400 Call Time Wages	2,010	2,520	1,100	1,654	1,654	1,764
610500 Overtime Wages	7,810	43,335	4,666	8,762	8,762	9,341
610800 Part-Time Wages	186,110	584,437	49,999	592,047	592,047	599,566
611000 Other Compensation	1,855	3,312	1,675	-	-	-
611400 Sick Pay	2,225	3,989	2,227	-	-	-
611500 Vacation Pay	102,727	99,005	27,571	-	-	-
615000 Fringes	343,015	365,694	130,198	380,167	380,167	404,058
TOTAL PERSONNEL	1,534,093	1,992,870	550,930	2,005,749	2,005,749	2,105,412
Training~Travel						
620100 Training/Conferences	1,727	7,015	2,809	8,320	8,320	8,320
620600 Parking Permits	420	420	420	420	420	480
TOTAL TRAINING / TRAVEL	2,147	7,435	3,229	8,740	8,740	8,800
Supplies						
630100 Office Supplies	1,083	2,395	312	2,775	2,775	2,775
630200 Subscriptions	384	624	-	300	300	300
630300 Memberships & Licenses	5,097	6,297	671	9,179	9,179	9,179
630400 Postage/Freight	12,839	288	364	13,600	13,600	11,400
630500 Awards & Recognition	1,655	4,063	311	4,058	4,058	4,058
630600 Building Maint./Janitorial	-	-	-	250	250	-
630700 Food & Provisions	1,697	4,214	386	4,915	4,915	4,915
630899 Other Landscape Supplies	53,885	57,186	17,652	55,000	55,000	55,000
630901 Shop Supplies	3,492	5,756	1,718	5,000	5,000	5,000
631000 Miscellaneous Chemicals	14,437	46,809	435	41,500	41,500	-
631402 Non-Alcoholic Beverages	24	10,415	167	7,730	7,730	7,730
631403 Candy/Food	-	48,888	375	42,575	42,575	42,575
631404 Other Concession Supplies	-	1,060	-	2,300	2,300	2,300
631500 Books & Library Materials	47	143	-	750	750	500
631601 Arts & Crafts Supplies	1,199	1,966	119	1,725	1,725	1,725
631602 Sports Equipment	11,673	13,154	80	16,575	16,575	16,575
631603 Other Misc. Supplies	2,176	7,878	620	9,710	9,710	9,710
632001 City Copy Charges	879	967	256	3,300	3,300	3,300
632002 Outside Printing	18,304	21,810	22,326	31,650	31,650	28,650
632101 Uniforms	8,765	1,953	20	6,670	6,670	6,670
632199 Other Clothing	15,122	41,831	7,418	24,450	24,450	30,450
632200 Gas Purchases	11,685	21,157	2,870	17,000	17,000	24,779
632300 Safety Supplies	2,529	3,555	1,311	2,500	2,500	2,500

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2022 ORIG BUD</u>	<u>2022 REVISED BUD</u>	<u>2023 BUDGET</u>
632400 Medical/Lab Supplies	1,032	558	-	900	900	900
632700 Miscellaneous Equipment	<u>26,709</u>	<u>32,251</u>	<u>10,297</u>	<u>42,492</u>	<u>44,160</u>	<u>42,160</u>
TOTAL SUPPLIES	194,713	335,218	67,708	346,904	348,572	313,151
Purchased Services						
640300 Bank Service Fees	11,950	31,641	7,842	32,000	32,000	32,000
640400 Consulting Services	11,800	11,854	7,350	12,700	12,700	5,350
640700 Solid Waste/Recycling Pickup	11,783	10,682	1,983	12,400	12,400	12,400
640900 Inspection Fees	-	-	-	200	200	-
641100 Temporary Help	-	-	-	5,600	5,600	5,600
641200 Advertising	3,161	4,946	428	4,500	4,500	4,500
641301 Electric	99,952	120,970	27,804	115,250	115,250	124,500
641302 Gas	2,910	37,928	3,046	19,600	19,600	38,000
641303 Water	41,724	51,875	7,005	47,000	47,000	50,200
641304 Sewer	7,736	10,968	1,659	21,000	21,000	11,720
641306 Stormwater	161,232	153,638	49,055	165,650	165,650	165,290
641307 Telephone	5,671	3,041	1,200	7,100	7,100	2,900
641308 Cellular Phones	3,671	6,124	1,865	9,350	9,350	7,550
641500 Tipping Fees	16	56	-	1,000	1,000	200
642000 Facilities Charges	493,294	468,478	55,590	483,298	483,298	484,911
642400 Software Support	5,800	9,282	3,037	9,458	9,458	9,458
642501 CEA Operations/Maint.	190,115	222,857	66,160	228,566	228,566	262,086
642502 CEA Depreciation/Replace.	171,616	183,713	48,682	202,740	202,740	234,967
642900 Interfund Allocations	(21,046)	(23,585)	(4,792)	(30,000)	(30,000)	(30,000)
643100 Interpreter Services	-	-	-	200	200	100
644000 Snow Removal Services	5,287	5,762	3,227	15,000	15,000	7,500
645400 Grounds Repair & Maintenance	43,496	34,121	27,003	49,000	64,311	44,000
650301 Facility Rent	93,067	68,953	63,627	126,233	126,233	119,133
650302 Equipment Rent	4,242	-	4,755	5,500	5,500	5,500
659900 Other Contracts/Obligation	<u>38,746</u>	<u>79,160</u>	<u>9,582</u>	<u>79,970</u>	<u>79,970</u>	<u>72,470</u>
TOTAL PURCHASED SVCS	1,386,223	1,492,464	386,108	1,623,315	1,638,626	1,670,335
 TOTAL EXPENSE	 <u>3,117,176</u>	 <u>3,827,987</u>	 <u>1,007,975</u>	 <u>3,984,708</u>	 <u>4,001,687</u>	 <u>4,097,698</u>

**CITY OF APPLETON 2023 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 2023 to make improvements to the Union Spring well site.

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

	2020 Actual	2021 Actual	2022 Adopted Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 74	\$ (15)	\$ -	\$ -	\$ -
Expenses					
Program Costs	-	2,513	-	-	223
Revenues over (under) Expenses	74	(2,528)	-	-	(223)
Fund Balance - Beginning	2,677	2,751	223	223	223
Fund Balance - Ending	\$ 2,751	\$ 223	\$ 223	\$ 223	\$ -

**CITY OF APPLETON 2023 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)

	2020 Actual	2021 Actual	2022 Adopted Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 1,927	\$ (405)	\$ 1,200	\$ 1,200	\$ 1,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	1,927	(405)	1,200	1,200	1,200
Fund Balance - Beginning	69,269	71,196	70,791	70,791	71,991
Fund Balance - Ending	\$ 71,196	\$ 70,791	\$ 71,991	\$ 71,991	\$ 73,191

**CITY OF APPLETON 2023 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)

	2020 Actual	2021 Actual	2022 Adopted Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 4,016	\$ (844)	\$ 2,200	\$ 2,200	\$ 2,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	4,016	(844)	2,200	2,200	2,200
Fund Balance - Beginning	144,339	148,355	147,511	147,511	149,711
Fund Balance - Ending	\$ 148,355	\$ 147,511	\$ 149,711	\$ 149,711	\$ 151,911

**CITY OF APPLETON 2023 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)

	2020 Actual	2021 Actual	2022 Adopted Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 1,673	\$ (652)	\$ 1,000	\$ 1,000	\$ 1,000
Zoning & Subdivision Fees	8,000	77,100	-	-	-
Total Revenue	9,673	76,448	1,000	1,000	1,000
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	9,673	76,448	1,000	1,000	1,000
Fund Balance - Beginning	59,672	69,345	145,793	145,793	146,793
Fund Balance - Ending	\$ 69,345	\$ 145,793	\$ 146,793	\$ 146,793	\$ 147,793

**CITY OF APPLETON 2023 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)

	2020 Actual	2021 Actual	2022 Adopted Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 176	\$ (37)	\$ 100	\$ 100	\$ 100
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	176	(37)	100	100	100
Fund Balance - Beginning	6,294	6,470	6,433	6,433	6,533
Fund Balance - Ending	\$ 6,470	\$ 6,433	\$ 6,533	\$ 6,533	\$ 6,633

**CITY OF APPLETON 2023 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)

	2020 Actual	2021 Actual	2022 Adopted Budget	2022 Projected	2023 Budget
Revenues					
Interest Income	\$ 760	\$ (159)	\$ 500	\$ 500	\$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	760	(159)	500	500	500
Fund Balance - Beginning	27,296	28,056	27,897	27,897	28,397
Fund Balance - Ending	\$ 28,056	\$ 27,897	\$ 28,397	\$ 28,397	\$ 28,897

CITY OF APPLETON 2023 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 2023 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 2022 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 3,534 to 3,680 and Instagram followers increased from 402 to 489.

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.

Upgraded point-of-sale computer system to a cloud based system in May. The system upgrade allows staff to 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.

Both junior program sessions sold out. Junior league increased in size from 23 to 35.

Increased junior pass sales from 56 in 2021 to 90 in 2022.

Combined pass sales increased from 168 in 2021 to 187 in 2022.

Spring 3-4-5 Tournament increased by two teams to 56 total players.

Continued the tradition 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 Two-Pin Challenge event. City Tournament participation increased 33%.

Developed and implemented a marketing plan for the 2022 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Reid played host to Wisconsin PGA Junior Event for the fourth consecutive year and 82 players participated.

All 18 tee sign advertisements remain sold.

Maintained Business Pass sale capacity of 12.

Established turf around the parking lot after reconstructing in the fall of 2021.

Utilized golf course for winter recreation activities including cross country skiing, sledding, snowshoeing and fat tire bike riding.

Purchased and installed walk-in cooler and freezer for clubhouse operations.

CITY OF APPLETON 2023 BUDGET REID GOLF COURSE

MAJOR 2023 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 informa

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 tournament competitions: the 3-4-5, City Tournament and 2-Pin Challenge.

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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 908,106	\$ 1,041,002	\$ 910,233	\$ 910,233	\$ 963,460	5.85%
Program Expenses							
5630	Operations	805,563	871,595	900,150	930,150	963,459	7.03%
TOTAL		\$ 805,563	\$ 871,595	\$ 900,150	\$ 930,150	\$ 963,459	7.03%
Expenses Comprised Of:							
	Personnel	356,658	366,092	400,589	400,589	430,304	7.42%
	Training & Travel	1,600	59	750	750	750	0.00%
	Supplies & Materials	107,351	134,429	134,610	164,610	164,780	22.41%
	Purchased Services	247,732	282,251	279,001	279,001	284,750	2.06%
	Miscellaneous Expense	70,472	70,864	67,300	67,300	64,975	-3.45%
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	21,750	17,900	17,900	17,900	17,900	0.00%
Full Time Equivalent Staff:							
	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 2023 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:

Provide a golfing experience that is inclusive to all people regardless of age, skill or ability.

Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.

Enhance the quality of life in our community by providing golf as a recreational amenity at an affordable 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 new point-of-sale capabilities, increased round trends, increased junior participation and rate modifications.

Increase in expenditures is from purchase of a new greens roller, increased part-time labor, increased fuel costs, printing of scorecards internally and increased bank service fees (credit card fees).

CITY OF APPLETON 2023 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 5,538	\$ (3,226)	\$ 3,000	\$ 3,000	\$ 1,000
480100 Charges for Service	545	7,497	9,500	9,500	9,500
480203 Concessions	101,738	128,891	117,500	117,500	122,500
480204 Merchandise Sales	22,106	28,667	27,500	27,500	27,500
480205 Equipment Rentals	143,675	174,809	130,000	130,000	143,500
485000 Daily Entrance Fees	1,450	7,500	10,250	10,250	10,250
485100 Greens Fees	554,128	609,389	531,500	531,500	567,550
501500 Rental of City Property	12,000	17,000	15,000	15,000	15,000
501600 Lease Revenue	61,746	63,551	63,983	63,983	64,660
502000 Donations & Memorials	2,583	2,177	-	-	-
503000 Damage to City Property	-	222	-	-	-
503500 Other Reimbursements	2,597	4,525	2,000	2,000	2,000
Total Revenue	\$ 908,106	\$ 1,041,002	\$ 910,233	\$ 910,233	\$ 963,460
Expenses					
610100 Regular Salaries	\$ 174,724	\$ 185,880	\$ 189,517	\$ 189,517	\$ 205,872
610400 Call Time	30	100	-	-	-
610500 Overtime Wages	164	-	567	567	595
610800 Part-Time Wages	107,348	122,958	125,136	125,136	135,696
615000 Fringes	74,390	57,154	85,369	85,369	88,141
620100 Training/Conferences	1,600	59	750	750	750
630100 Office Supplies	221	213	500	500	500
630300 Memberships & Licenses	1,904	1,824	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,260	1,094	1,500	1,500	1,500
630700 Food & Provisions	-	50	50	50	50
630800 Landscape Supplies	31,794	36,305	36,900	36,900	41,800
631400 Pro Shop/Concessions	54,545	65,978	60,400	60,400	60,400
631603 Other Misc. Supplies	435	2,394	2,000	2,000	3,500
632002 Outside Printing	1,833	2,709	4,000	4,000	4,000
632101 Uniforms	-	433	500	500	500
632200 Gas Purchases	10,028	16,535	14,000	14,000	20,770
632700 Miscellaneous Equipment	5,332	6,894	13,000	43,000	30,000
640100 Accounting/Audit Fees	2,123	2,170	2,160	2,160	2,160
640300 Bank Service Fees	17,505	20,877	13,000	13,000	19,000
640400 Consulting Services	-	-	500	500	500
640700 Solid Waste/Recycling	2,294	2,508	2,405	2,405	2,460
640800 Contractor Fees	1,120	1,296	1,000	1,000	1,000
641200 Advertising	4,153	4,619	7,500	7,500	6,000
641300 Utilities	45,513	48,240	49,323	49,323	49,111
641800 Equipment Repairs & Maint.	7,039	5,662	5,000	5,000	5,000
642000 Facilities Charges	29,798	56,783	33,357	33,357	34,837
642400 Software Support	1,860	-	1,860	1,860	1,944
642500 CEA Expense	95,749	100,361	121,183	121,183	119,698
645400 Grounds Repair & Maint.	765	3,406	2,000	2,000	2,000
650100 Insurance	6,296	6,168	6,213	6,213	7,540
650302 Equipment Rent	33,518	30,161	33,500	33,500	33,500
660100 Depreciation Expense	60,381	62,801	61,000	61,000	61,000
672000 Interest Payments	10,091	8,063	6,300	6,300	3,975
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	17,900
791400 Transfer Out - Cap Projects	3,850	-	-	-	-
Total Expense	\$ 805,563	\$ 871,595	\$ 900,150	\$ 930,150	\$ 963,459

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concessions</u>	
Top soil, sand, gravel	\$ 4,500	Alcoholic beverages	\$ 24,600
Seed, fertilizer	11,000	Non-alcoholic beverages	8,000
Plant material (flowers)	300	Candy/food	12,750
Herbicides/pesticides	26,000	Other concession supplies	13,500
	<u>\$ 41,800</u>	Promotional supplies	1,550
			<u>\$ 60,400</u>
<u>Equipment Rent</u>		<u>Miscellaneous Equipment</u>	
Carts	\$ 32,000	Greens roller	\$ 25,000
Maintenance operations	1,500	Blowers/trimmers	1,500
	<u>\$ 33,500</u>	Pins/cups/flags	3,500
			<u>\$ 30,000</u>
<u>Gas Purchases</u>		<u>Bank Service Fees</u>	
Non-diesel fuel 3325 gal @ \$3.75	\$ 12,470	Credit card fees	\$ 19,000
Diesel fuel 2050 gal @ \$4.05	8,300		<u>\$ 19,000</u>
	<u>\$ 20,770</u>		

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	5,538	(3,226)	-	3,000	3,000	1,000
480100 General Charges for Service	545	7,497	6,565	9,500	9,500	9,500
480203 Concessions	101,738	128,891	2,460	117,500	117,500	122,500
480204 Merchandise Sales	22,106	28,667	1,522	27,500	27,500	27,500
480205 Equipment Rentals	143,675	174,809	12,459	130,000	130,000	143,500
485000 Daily Entrance Fees	1,450	7,500	3,750	10,250	10,250	10,250
485100 Greens Fees	554,128	609,389	106,945	531,500	531,500	567,550
501500 Rental of City Property	12,000	17,000	12,000	15,000	15,000	15,000
501600 Lease Revenue	61,746	63,551	50,807	63,983	63,983	64,660
502000 Donations & Memorials	2,583	2,177	-	-	-	-
503000 Damage to City Property	-	222	-	-	-	-
503500 Other Reimbursements	2,157	4,573	51	2,000	2,000	2,000
508500 Cash Short or Over	440	(48)	14	-	-	-
TOTAL PROGRAM REVENUES	908,106	1,041,002	196,573	910,233	910,233	963,460
Personnel						
610100 Regular Salaries	131,347	131,215	45,552	189,517	189,517	205,872
610200 Labor Pool Allocations	28,578	35,698	9,112	-	-	-
610400 Call Time	30	100	-	-	-	-
610500 Overtime Wages	164	-	-	567	567	595
610800 Part-Time Wages	107,348	122,958	10,015	125,136	125,136	135,696
611000 Other Compensation	-	55	55	-	-	-
611400 Sick Pay	1,018	-	7	-	-	-
611500 Vacation Pay	13,783	18,912	2,079	-	-	-
615000 Fringes	65,350	73,818	20,928	85,369	85,369	88,141
615500 Unemployment Compensation	1,193	4,121	2,637	-	-	-
617000 Pension Expense	7,353	(23,773)	-	-	-	-
617100 OPEB Expense	494	2,988	-	-	-	-
TOTAL PERSONNEL	356,658	366,092	90,385	400,589	400,589	430,304
Training~Travel						
620100 Training/Conferences	1,600	59	426	750	750	750
TOTAL TRAINING / TRAVEL	1,600	59	426	750	750	750
Supplies						
630100 Office Supplies	221	213	7	500	500	500
630300 Memberships & Licenses	1,904	1,824	1,466	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,260	1,094	289	1,500	1,500	1,500
630700 Food & Provisions	-	50	-	50	50	50
630801 Topsoil, Sand, Gravel	4,145	3,849	1,871	3,400	3,400	4,500
630803 Seed, Fertilizer	5,919	8,881	5,526	9,000	9,000	11,000
630804 Plant Material	-	138	22	500	500	300
630807 Herbicides/Pesticides	21,730	23,437	18,434	24,000	24,000	26,000
631401 Alcoholic Beverages	23,461	28,832	3,238	24,600	24,600	24,600
631402 Non-Alcoholic Beverages	8,382	8,984	1,391	8,000	8,000	8,000
631403 Candy/Food	6,181	8,998	1,438	12,750	12,750	12,750
631404 Other Concession Supplies	16,178	18,770	8,909	13,500	13,500	13,500
631405 Promotional Supplies	342	394	-	1,550	1,550	1,550
631603 Other Misc. Supplies	435	2,394	2,624	2,000	2,000	3,500
632002 Outside Printing	1,833	2,709	693	4,000	4,000	4,000
632101 Uniforms	-	433	-	500	500	500
632200 Gas Purchases	10,028	16,535	2,767	14,000	14,000	20,770
632700 Miscellaneous Equipment	5,332	6,894	10,870	13,000	43,000	30,000
TOTAL SUPPLIES	107,351	134,429	59,545	134,610	164,610	164,780
Purchased Services						
640100 Accounting/Audit Fees	2,123	2,170	-	2,160	2,160	2,160
640300 Bank Service Fees	17,505	20,877	2,466	13,000	13,000	19,000
640400 Consulting Services	-	-	-	500	500	500
640700 Solid Waste/Recycling Pickup	2,294	2,508	1,101	2,405	2,405	2,460
640800 Contractor Fees	1,120	1,296	-	1,000	1,000	1,000
641200 Advertising	4,153	4,619	1,667	7,500	7,500	6,000
641301 Electric	21,862	23,986	5,135	22,063	22,063	22,725
641302 Gas	3,628	5,264	3,869	4,300	4,300	4,300
641303 Water	1,649	1,802	256	2,100	2,100	2,100
641304 Sewer	432	522	80	650	650	676
641306 Stormwater	13,174	13,196	3,330	13,160	13,160	13,160
641307 Telephone	2,265	603	253	3,900	3,900	3,000

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
641308 Cellular Phones	341	634	416	1,000	1,000	1,000
641309 Cable Services	2,162	2,233	282	2,150	2,150	2,150
641800 Equipment Repairs & Maint.	7,039	5,662	843	5,000	5,000	5,000
642000 Facilities Charges	29,798	56,783	19,686	33,357	33,357	34,837
642400 Software Support	1,860	-	199	1,860	1,860	1,944
642501 CEA Operations/Maint.	34,742	37,293	4,949	48,146	48,146	48,150
642502 CEA Depreciation/Replace.	61,007	63,068	15,585	73,037	73,037	71,548
645400 Grounds Repair & Maintenance	765	3,406	-	2,000	2,000	2,000
650100 Insurance	6,296	6,168	2,590	6,213	6,213	7,540
650302 Equipment Rent	33,517	30,161	661	33,500	33,500	33,500
659900 Other Contracts/Obligation	-	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>247,732</u>	<u>282,251</u>	<u>63,368</u>	<u>279,001</u>	<u>279,001</u>	<u>284,750</u>
Miscellaneous Expense						
660100 Depreciation Expense	60,381	62,801	27,270	61,000	61,000	61,000
672000 Interest Payments	10,091	8,063	2,625	6,300	6,300	3,975
TOTAL MISCELLANEOUS EXP	<u>70,472</u>	<u>70,864</u>	<u>29,895</u>	<u>67,300</u>	<u>67,300</u>	<u>64,975</u>
Capital Outlay						
680200 Land Improvements	9,621	194,975	-	-	-	-
689900 Other Capital Outlay	(9,621)	(194,975)	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	7,458	17,900	17,900	17,900
791400 Transfer Out - Capital Project	3,850	-	-	-	-	-
TOTAL TRANSFERS	<u>21,750</u>	<u>17,900</u>	<u>7,458</u>	<u>17,900</u>	<u>17,900</u>	<u>17,900</u>
TOTAL EXPENSE	<u>805,563</u>	<u>871,595</u>	<u>251,077</u>	<u>900,150</u>	<u>930,150</u>	<u>963,459</u>

CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 823,642	\$ 956,753	\$ 826,250	\$ 826,250	\$ 880,800
Miscellaneous	17,180	23,924	17,000	17,000	17,000
Lease Revenue	61,746	63,551	63,983	63,983	64,660
Total Revenues	<u>902,568</u>	<u>1,044,228</u>	<u>907,233</u>	<u>907,233</u>	<u>962,460</u>
Expenses					
Operation and Maintenance	713,341	782,831	814,950	844,950	880,584
Depreciation	60,381	62,801	61,000	61,000	61,000
Total Expenses	<u>773,722</u>	<u>845,632</u>	<u>875,950</u>	<u>905,950</u>	<u>941,584</u>
Operating Income (Loss)	128,846	198,596	31,283	1,283	20,876
Non-operating Revenues (Expenses)					
Interest Income	5,538	(3,226)	3,000	3,000	1,000
Interest Expense	(10,091)	(8,063)	(6,300)	(6,300)	(3,975)
Total Non-Operating	<u>(4,553)</u>	<u>(11,289)</u>	<u>(3,300)</u>	<u>(3,300)</u>	<u>(2,975)</u>
Net Income (Loss) Before Transfers	124,293	187,307	27,983	(2,017)	17,901
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(21,750)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	102,543	169,407	10,083	(19,917)	1
Net Assets - Beginning	854,458	957,001	1,126,408	1,126,408	1,106,491
Net Assets - Ending	<u>\$ 957,001</u>	<u>\$ 1,126,408</u>	<u>\$ 1,136,491</u>	<u>\$ 1,106,491</u>	<u>\$ 1,106,492</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 542,111	\$ 508,194
+ Change in Net Assets	(19,917)	1
- Capital Contributions	-	-
+ Depreciation	61,000	61,000
- Fixed Assets	-	-
+ Advance from general fund	-	-
- Principal Repayment	(75,000)	(75,000)
Working Cash - End of Year	<u>\$ 508,194</u>	<u>\$ 494,195</u>

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2021 Actual	2022 Projected	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Revenues							
Charges for Services	\$ 956,753	\$ 826,250	\$ 880,800	\$ 898,416	\$ 916,384	\$ 934,712	\$ 953,406
Miscellaneous	23,924	17,000	17,000	17,340	17,687	18,041	18,402
Lease Revenue	63,551	63,983	64,660	64,660	64,660	64,660	64,660
Total Revenues	<u>1,044,228</u>	<u>907,233</u>	<u>962,460</u>	<u>980,416</u>	<u>998,731</u>	<u>1,017,413</u>	<u>1,036,468</u>
Expenses							
Operating Expenses	782,831	844,950	880,584	902,599	925,164	948,293	972,000
Depreciation	62,801	61,000	61,000	60,139	59,355	56,510	53,666
Total Expenses	<u>845,632</u>	<u>905,950</u>	<u>941,584</u>	<u>962,738</u>	<u>984,519</u>	<u>1,004,803</u>	<u>1,025,666</u>
Operating Income	198,596	1,283	20,876	17,678	14,212	12,610	10,802
Non-Operating Revenues (Expenses)							
Interest Income	(3,226)	3,000	1,000	1,000	1,000	1,000	1,000
Interest Expense	(8,063)	(6,300)	(3,975)	(1,725)	(300)	-	-
Total Non-Operating	<u>(11,289)</u>	<u>(3,300)</u>	<u>(2,975)</u>	<u>(725)</u>	<u>700</u>	<u>1,000</u>	<u>1,000</u>
Net Income Before Transfers	187,307	(2,017)	17,901	16,953	14,912	13,610	11,802
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	169,407	(19,917)	1	(947)	(2,988)	(4,290)	(6,098)
Total Net Assets - Beginning	957,001	1,126,408	1,106,491	1,106,492	1,105,545	1,102,558	1,098,268
Total Net Assets - Ending	<u>\$ 1,126,408</u>	<u>\$ 1,106,491</u>	<u>\$ 1,106,492</u>	<u>\$ 1,105,545</u>	<u>\$ 1,102,558</u>	<u>\$ 1,098,268</u>	<u>\$ 1,092,170</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 542,111	\$ 508,194	\$ 494,195	\$ 473,387	\$ 454,755	\$ 426,975
+ Change in Net Assets	(19,917)	1	(947)	(2,988)	(4,290)	(6,098)
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	61,000	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	-	-	-	-	-
- Principal Repayment	(75,000)	(75,000)	(80,000)	(75,000)	(80,000)	(80,000)
Working Cash - End of Year	<u>\$ 508,194</u>	<u>\$ 494,195</u>	<u>\$ 473,387</u>	<u>\$ 454,755</u>	<u>\$ 426,975</u>	<u>\$ 394,543</u>
25% Working Capital Reserve (prior year's audited expenses)		\$ 217,288	\$ 225,615	\$ 230,556	\$ 235,841	\$ 241,548

ASSUMPTIONS:

Rounds of golf played @ projected 2021 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2024 and beyond
Operating expenses to increase 2.5% per year after 2023
None of the costs identified in the Reid Golf Course CIP for 2023 and beyond are included in this projection
Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2023	\$ -	\$ -	\$ -
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 140,000</u>	<u>\$ -</u>	<u>\$ 140,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2023	\$ 75,000	\$ 3,975	\$ 78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 170,000</u>	<u>\$ 6,000</u>	<u>\$ 176,000</u>

2021 General Fund Advance			
Year	Principal	Interest	Total
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
	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>

Total			
Year	Principal	Interest	Total
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
	<u>\$ 410,000</u>	<u>\$ 6,000</u>	<u>\$ 416,000</u>

CITY OF APPLETON 2023 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2023 BUDGET LIBRARY

MISSION STATEMENT

Learn, know, gather and grow - your center of community life.

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Maintain high quality library services

Relocated and reestablished library service into temporary library ("Kensington") within less than six weeks. Extended due dates, offered exterior materials return, and continued telephone service throughout the closure. Leveraged relationships with community partners for programming throughout community. Positive community feedback regarding temporary library.

Summer Reading Program

- Offered for all ages utilizing online and in-person options; 1,056 children, 78 teens, and 260 adults participated.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

- Grants include:

- The completion of 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. Appleton Public Library (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.

- Friends of the APL provided \$42,500 in grants.

- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities.

- Recipient of Wisconsin Humanities Community Powered grant, funding a project coordinator for one year to harness stories, histories and the strength of communities to build community resilience.

Continue to explore facility needs and options

In 2022, staff worked with architects on:

- completing design of the renovated library,

- identifying, designing and budgeting for service at temporary location,

- relocating to the temporary location and setting up alternative service models during construction.

Continue cooperation with schools and other community organizations

- As part of the Fox Cities Reads program, "There There" by Tommy Orange (the primary selection) and "Apple in the Middle" by Dawn Quigly (for school aged readers) were read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival included in person and virtual events.

- Collaborated with numerous educational institutions, businesses, and non-profit and civic groups. Collaborations include English Language Learner programs, Building for Kids, Appleton Downtown, Inc. (ADI), Fox Valley Symphony, and Boys & Girls Club.

- Staff continued to serve on Imagine Fox Cities Leadership and Belonging Teams.

- As a United Way Agency, the library coordinates the Reach Out and Read - Fox Cities program.

Utilize volunteers more effectively

In 2022, volunteer engagement continued through preparation for the move. At Kensington, volunteers will continue providing services in the areas of: greeting, computer help, delivery materials to homebound patrons, shelving and straightening, assistance with Children's programs in the community and some clerical local history projects. Outreach support continues with Reach Out and Read, and recently, with JJ's Laundromat's Read Play Learn space where volunteers set up passive literacy activities and replenish the books.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered. Added Kanopy streaming film service.

- Offered programming in-person and online via video conferencing 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 2023 BUDGET LIBRARY

MAJOR 2023 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 library building project. Provide library service that is responsive to community needs during construction and develop new processes, procedures and systems for the new library. Support the work of the capital campaign.

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.

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 to access and advance equity and inclusion for library policies, collections, programs and services.

Promote 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 while the library operates in a temporary location during construction.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,237,716	\$ 1,241,646	\$ 1,107,501	\$ 1,171,230	\$ 1,110,405	0.26%
Program Expenses							
16010	Administration	648,023	744,086	696,009	729,509	678,708	-2.49%
16021	Children's Services	542,351	552,126	533,616	551,567	572,650	7.31%
16023	Public Services	680,116	680,716	704,889	735,189	754,213	7.00%
16024	Community Partnerships	501,360	526,658	500,775	518,775	529,106	5.66%
16031	Building Operations	406,380	380,755	525,935	821,007	574,837	9.30%
16032	Materials Management	1,436,398	1,439,720	1,302,967	1,341,546	1,351,777	3.75%
16033	Network Services	279,001	236,393	268,130	308,928	232,198	-13.40%
TOTAL		\$ 4,493,629	\$ 4,560,454	\$ 4,532,321	\$ 5,006,521	\$ 4,693,489	3.56%
Expenses Comprised Of:							
Personnel		3,211,801	3,288,863	3,334,116	3,340,116	3,579,902	7.37%
Training & Travel		39,904	33,568	35,234	38,234	28,234	-19.87%
Supplies & Materials		756,462	707,838	580,291	680,469	551,132	-5.02%
Purchased Services		480,886	518,651	578,182	943,204	529,723	-8.38%
Capital Outlay		4,576	11,534	4,498	4,498	4,498	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.00	45.00	45.00	45.00	45.00	

* % change from prior year adopted budget
Library.xls

CITY OF APPLETON 2023 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:

Oversee the Library's long-range plan and ensure the Library is responsive to community needs.

Promote collections, programs and services.

Ensure integrity in quality library services for the public at Kensington, while developing long term strategies for service when the new library is completed.

Complete design of renovated/expanded library.

Work with the Friends of the Appleton Public Library to develop strong public/private partnership and implement a successful capital campaign. Be good stewards of grant funds.

Eliminate barriers to access and advance equity and inclusion for library policies, collections, programs and services.

Continue identifying ways to leverage volunteers in the provision of library services as well as proactively plan for new operational models upon the completion of the new library.

Ensure staff have the resources, planning and training to be prepared to serve the community in the new library when it is completed.

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 through lost and paid funds. The offsetting revenue is recorded in the Materials Management budget.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

During 2022, changes were made to move the Library Building Supervisor, formally the Safety Supervisor, from the Administration budget to the Operations budget, decreasing both the Regular Salaries and Fringes lines in this section.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423200 Library Grants & Aids	\$ 1,070,138	\$ 1,091,736	\$ 1,063,001	\$ 1,063,001	\$ 1,064,805
480100 Charges for Services	14,728	3,980	-	-	-
501500 Rental of City Property	30,000	30,000	-	-	-
502000 Donations & Memorials	553	1,279	-	-	-
503500 Other Reimbursements	22,082	68,946	-	42,500	15,000
Total Revenue	<u>\$ 1,137,501</u>	<u>\$ 1,195,941</u>	<u>\$ 1,063,001</u>	<u>\$ 1,105,501</u>	<u>\$ 1,079,805</u>
Expenses					
610100 Regular Salaries	\$ 430,382	\$ 458,195	\$ 466,769	\$ 466,769	\$ 447,467
610400 Call Time Wages	15	600	-	-	-
610500 Overtime Wages	48	-	-	-	-
610800 Part-Time Wages	4,599	6,724	7,500	7,500	5,208
615000 Fringes	142,050	164,126	177,689	177,689	158,542
620100 Training/Conferences	5,440	2,355	4,920	7,920	4,920
620600 Parking Permits	22,823	23,109	12,000	12,000	5,000
630100 Office Supplies	2,300	3,777	4,635	4,635	3,000
630300 Memberships & Licenses	3,393	2,202	2,200	2,200	2,200
630500 Awards & Recognition	879	1,073	850	1,850	850
630700 Food & Provisions	319	610	1,135	1,935	1,135
632001 City Copy Charges	302	-	100	100	100
632002 Outside Printing	1,033	2,463	-	1,200	-
641200 Advertising	2,477	6,330	1,288	19,288	1,288
641307 Telephone	3,358	3,407	2,948	2,948	5,298
641308 Cellular Phones	615	1,232	1,600	1,600	1,300
659900 Other Contracts/Obligation	27,990	67,883	12,375	21,875	42,400
Total Expense	<u>\$ 648,023</u>	<u>\$ 744,086</u>	<u>\$ 696,009</u>	<u>\$ 729,509</u>	<u>\$ 678,708</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Security Guard	\$ 42,000
Piano Tuning	400
	<u>\$ 42,400</u>

CITY OF APPLETON 2023 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, 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 Appleton Area School District 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 one-on-one 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	18,800	2,732	-	19	-
Total Revenue	\$ 18,800	\$ 2,732	\$ -	\$ 19	\$ -
Expenses					
610100 Regular Salaries	\$ 361,433	\$ 388,268	\$ 362,814	\$ 362,814	\$ 385,447
610800 Part-Time Wages	27,648	3,307	28,085	28,085	31,881
615000 Fringes	128,929	134,961	134,500	134,500	147,917
620100 Training/Conferences	5,480	3,759	4,405	4,405	4,405
630100 Office Supplies	16,460	7,101	2,812	16,627	2,000
630700 Food & Provisions	690	270	-	1,136	-
659900 Other Contracts/Obligation	1,711	14,460	1,000	4,000	1,000
Total Expense	\$ 542,351	\$ 552,126	\$ 533,616	\$ 551,567	\$ 572,650

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 over 69,000 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 1,814	\$ 28	\$ 400	\$ 400	\$ 100
Total Revenue	\$ 1,814	\$ 28	\$ 400	\$ 400	\$ 100
Expenses					
610100 Regular Salaries	\$ 458,777	\$ 439,164	\$ 449,189	\$ 449,189	\$ 469,258
610500 Overtime Wages	1	-	-	-	-
610800 Part-Time Wages	74,200	84,680	83,267	83,267	88,022
615000 Fringes	138,466	154,298	157,844	157,844	182,844
620100 Training/Conferences	2,167	391	2,565	2,565	2,565
630100 Office Supplies	2,243	2,183	3,500	3,500	3,000
659900 Other Contracts/Obligation	4,262	-	8,524	38,824	8,524
Total Expense	\$ 680,116	\$ 680,716	\$ 704,889	\$ 735,189	\$ 754,213

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 32,000	\$ 2,125	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 32,000</u>	<u>\$ 2,125</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 346,580	\$ 350,702	\$ 349,375	\$ 349,375	\$ 372,436
610800 Part-Time Wages	13,321	18,621	-	6,000	-
615000 Fringes	126,676	141,221	144,138	144,138	149,720
620100 Training/Conferences	3,990	2,910	4,450	4,450	4,450
620600 Parking Permits	-	5	-	-	-
630100 Office Supplies	3,149	3,462	2,812	5,812	2,500
630300 Memberships & Licenses	74	-	-	-	-
659900 Other Contracts/Obligation	7,570	9,737	-	9,000	-
Total Expense	<u>\$ 501,360</u>	<u>\$ 526,658</u>	<u>\$ 500,775</u>	<u>\$ 518,775</u>	<u>\$ 529,106</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 cleanliness and sanitization, and perform light maintenance of the Library building.

Provide continued assistance to the Library staff and community.

Explore new strategies to support workflows and services throughout APL; proactively meet the needs of the community through quality customer service and by incorporating sustainable and cost-effective practices in day-to-day operations.

Facilitate work done in Library in conjunction with the City Facilities Management Department by performing cleaning, basic facility and equipment maintenance, and reporting building needs or concerns to supervision.

Major changes in Revenue, Expenditures, or Programs:

Operations will support facility and operational needs while at the temporary facility, including cleaning services usually done by contracted cleaning services.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

During 2022, changes were made to move the Library Building Supervisor, formally the Safety Supervisor, from the Administration budget to the Operations budget, increasing both the Regular Salaries and Fringes lines in this section.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
500100 Fees & Commissions	\$ 337	\$ 143	\$ 600	\$ 600	\$ -
503500 Other Reimbursements	-	6	-	-	-
Total Revenue	<u>\$ 337</u>	<u>\$ 149</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 77,876	\$ 77,563	\$ 77,270	\$ 77,270	\$ 138,634
610500 Overtime Wages	703	-	-	-	-
610800 Part-Time Wages	3,915	6,867	8,000	8,000	17,430
615000 Fringes	23,898	25,969	26,297	26,297	54,828
620100 Training/Conferences	4	-	830	830	830
630600 Building Maint./Janitorial	6,416	7,907	7,000	7,000	7,000
630902 Tools & Instruments	14	82	150	150	150
632101 Uniforms	180	-	-	-	-
632300 Safety Supplies	1,039	245	550	550	550
632700 Miscellaneous Equipment	238	1,325	650	650	650
640700 Solid Waste/Recycling	4,219	3,897	4,125	4,125	1,200
641300 Utilities	106,777	122,878	40,000	40,000	50,000
641600 Building Repairs & Maint.	1,788	15	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	-	-	400	400	1,000
642000 Facilities Charges	179,313	134,007	100,000	160,825	100,565
644000 Snow Removal Services	-	-	-	-	50,000
650200 Leases	-	-	258,663	492,910	150,000
Total Expense	<u>\$ 406,380</u>	<u>\$ 380,755</u>	<u>\$ 525,935</u>	<u>\$ 821,007</u>	<u>\$ 574,837</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Leases

Temporary library facility	\$ 150,000
	<u>\$ 150,000</u>

Snow Removal Services

Pfefferle Management	\$ 50,000
	<u>\$ 50,000</u>

CITY OF APPLETON 2023 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 access.

Major changes in Revenue, Expenditures, or Programs:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

Other Reimbursements represents amounts that are received from patrons for lost materials. These budgeted funds are part of a four year plan to offset the lost revenue in Charges for Services, within the Administration budget, as a result of no longer charging overdue fines.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 41,692	\$ 35,242	\$ 25,000	\$ 46,150	\$ 15,000
Total Revenue	<u>\$ 41,692</u>	<u>\$ 35,242</u>	<u>\$ 25,000</u>	<u>\$ 46,150</u>	<u>\$ 15,000</u>
Expenses					
610100 Regular Salaries	\$ 523,499	\$ 512,901	\$ 513,223	\$ 513,223	\$ 546,979
610800 Part-Time Wages	63,614	70,389	64,647	64,647	70,046
615000 Fringes	139,627	149,888	156,650	156,650	165,118
620100 Training/Conferences	-	1,003	3,324	3,324	3,324
630100 Office Supplies	21,602	18,157	24,417	24,417	24,417
631500 Books & Library Materials	623,914	623,739	475,000	513,429	475,000
659900 Other Contracts/Obligation	64,142	63,643	65,706	65,856	66,893
Total Expense	<u>\$ 1,436,398</u>	<u>\$ 1,439,720</u>	<u>\$ 1,302,967</u>	<u>\$ 1,341,546</u>	<u>\$ 1,351,777</u>

DETAILED SUMMARY OF 2023 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	\$ 115,000
Adult materials	330,000
Digital content consortia	30,000
	<u>\$ 475,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,393
Collection agency	4,500
	<u>\$ 66,893</u>

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 5,572	\$ 5,429	\$ 18,500	\$ 18,560	\$ 15,500
Total Revenue	<u>\$ 5,572</u>	<u>\$ 5,429</u>	<u>\$ 18,500</u>	<u>\$ 18,560</u>	<u>\$ 15,500</u>
Expenses					
610100 Regular Salaries	\$ 96,849	\$ 81,178	\$ 104,234	\$ 104,234	\$ 115,861
610500 Overtime	46	-	-	-	-
615000 Fringes	28,650	19,238	22,625	22,625	32,264
620100 Training/Conferences	-	36	2,740	2,740	2,740
630100 Office Supplies	15	676	1,500	1,560	600
632700 Miscellaneous Equipment	72,201	32,568	52,980	93,718	27,980
641800 Equipment Repairs & Maint.	76,664	77,859	79,553	79,553	48,255
659900 Other Contracts/Obligation	-	13,304	-	-	-
681500 Software Acquisition	4,576	11,534	4,498	4,498	4,498
Total Expense	<u>\$ 279,001</u>	<u>\$ 236,393</u>	<u>\$ 268,130</u>	<u>\$ 308,928</u>	<u>\$ 232,198</u>

Note: The costs above reflect the needs while located in the temporary space during renovations.

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 20,000
Network hardware, wiring, etc.	7,980
	<u>\$ 27,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,600
Automated material handling equipment	4,000
Self checks and security gate contract	9,000
Software license and maintenance fees	22,278
Other equipment repairs and maintenance	1,377
	<u>\$ 48,255</u>

**CITY OF APPLETON 2023 BUDGET
LIBRARY**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,070,138	1,091,736	576,313	1,063,001	1,063,001	1,064,805
480100 General Charges for Service	14,728	3,980	314	-	-	-
500100 Fees & Commissions	337	144	259	600	600	-
501500 Rental of City Property	30,000	30,000	6,440	-	-	-
502000 Donations & Memorials	553	1,279	83	-	-	-
503500 Other Reimbursements	121,960	114,511	76,311	43,900	107,629	45,600
TOTAL PROGRAM REVENUES	<u>1,237,716</u>	<u>1,241,650</u>	<u>659,720</u>	<u>1,107,501</u>	<u>1,171,230</u>	<u>1,110,405</u>
Personnel						
610100 Regular Salaries	2,104,094	2,038,393	761,331	2,322,874	2,322,874	2,476,082
610400 Call Time Wages	15	600	200	-	-	-
610500 Overtime Wages	798	-	258	-	-	-
610800 Part-Time Wages	187,297	220,589	73,140	191,499	197,499	212,587
611400 Sick Pay	4,338	11,953	5,668	-	-	-
611500 Vacation Pay	186,964	227,631	43,384	-	-	-
615000 Fringes	728,295	789,697	282,841	819,743	819,743	891,233
TOTAL PERSONNEL	<u>3,211,801</u>	<u>3,288,863</u>	<u>1,166,822</u>	<u>3,334,116</u>	<u>3,340,116</u>	<u>3,579,902</u>
Training~Travel						
620100 Training/Conferences	17,081	10,454	3,620	23,234	26,234	23,234
620600 Parking Permits	22,823	23,114	6,755	12,000	12,000	5,000
TOTAL TRAINING / TRAVEL	<u>39,904</u>	<u>33,568</u>	<u>10,375</u>	<u>35,234</u>	<u>38,234</u>	<u>28,234</u>
Supplies						
630100 Office Supplies	45,770	35,354	4,733	39,676	56,551	35,517
630300 Memberships & Licenses	3,467	2,202	1,175	2,200	2,200	2,200
630500 Awards & Recognition	879	1,073	248	850	1,850	850
630600 Building Maint./Janitorial	6,416	7,907	267	7,000	7,000	7,000
630700 Food & Provisions	1,009	880	1,102	1,135	3,071	1,135
630902 Tools & Instruments	14	82	-	150	150	150
631500 Books & Library Materials	623,914	623,739	133,242	475,000	513,429	475,000
632001 City Copy Charges	302	-	-	100	100	100
632002 Outside Printing	1,033	2,463	674	-	1,200	-
632101 Uniforms	180	-	-	-	-	-
632300 Safety Supplies	1,039	245	110	550	550	550
632700 Miscellaneous Equipment	72,439	33,893	6,456	53,630	94,368	28,630
TOTAL SUPPLIES	<u>756,462</u>	<u>707,838</u>	<u>148,007</u>	<u>580,291</u>	<u>680,469</u>	<u>551,132</u>
Purchased Services						
640700 Solid Waste/Recycling Pickup	4,219	3,897	2,539	4,125	4,125	1,200
641200 Advertising	2,477	6,330	3,201	1,288	19,288	1,288
641301 Electric	83,151	88,237	27,110	24,778	24,778	30,000
641302 Gas	16,437	28,479	15,627	4,283	4,283	20,000
641303 Water	2,895	2,053	704	5,125	5,125	-
641304 Sewer	1,144	942	357	2,114	2,114	-
641306 Stormwater	3,150	3,167	794	3,700	3,700	-
641307 Telephone	3,358	3,407	1,441	2,948	2,948	5,298
641308 Cellular Phones	615	1,232	290	1,600	1,600	1,300
641600 Building Repairs & Maint.	1,788	15	-	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	76,664	77,859	22,700	79,953	79,953	49,255
642000 Facilities Charges	179,313	134,007	60,594	100,000	160,825	100,565
644000 Snow Removal Services	-	-	-	-	-	50,000
650200 Leases	-	-	-	258,663	492,910	150,000
659900 Other Contracts/Obligation	105,675	169,026	116,621	87,605	139,555	118,817
TOTAL PURCHASED SVCS	<u>480,886</u>	<u>518,651</u>	<u>251,978</u>	<u>578,182</u>	<u>943,204</u>	<u>529,723</u>
Capital Outlay						
681500 Software Acquisition	4,576	11,534	7,820	4,498	4,498	4,498
TOTAL CAPITAL OUTLAY	<u>4,576</u>	<u>11,534</u>	<u>7,820</u>	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL EXPENSE	<u>4,493,629</u>	<u>4,560,454</u>	<u>1,585,002</u>	<u>4,532,321</u>	<u>5,006,521</u>	<u>4,693,489</u>

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

NOTES

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**CITY OF APPLETON 2023 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.

Program funds are also included for a short-term grant from the American Library Association's Libraries Build Business Grant. This program officially ended in 2022, however, remaining funds from the grant will be expended in 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868	12.88%
	Program Expenses	\$ 113,801	\$ 126,820	\$ 126,411	\$ 140,070	\$ 126,868	0.36%
Expenses Comprised Of:							
	Personnel	39,098	57,566	39,771	39,771	41,268	3.76%
	Training & Travel	49	10	2,350	2,350	2,000	-14.89%
	Supplies & Materials	52,420	51,079	77,690	77,690	77,000	-0.89%
	Purchased Services	22,234	18,165	6,600	20,259	6,600	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868
Total Revenue	<u>\$ 150,670</u>	<u>\$ 158,138</u>	<u>\$ 112,396</u>	<u>\$ 112,396</u>	<u>\$ 126,868</u>
Expenses					
610100 Regular Salaries	\$ 24,213	\$ 25,370	\$ 25,881	\$ 25,881	\$ 27,175
610800 Part Time	3,581	19,030	-	-	-
615000 Fringes	11,304	13,166	13,890	13,890	14,093
620100 Training/Conferences	49	10	2,350	2,350	2,000
630100 Office Supplies	654	1,281	3,500	3,500	3,000
631500 Books & Library Materials	51,766	49,798	74,190	74,190	74,000
640400 Consulting Services	3,999	3,600	3,600	3,600	3,600
641200 Advertising	1,885	1,015	3,000	3,000	3,000
659900 Other Contracts	16,350	13,550	-	13,659	-
Total Expense	<u>\$ 113,801</u>	<u>\$ 126,820</u>	<u>\$ 126,411</u>	<u>\$ 140,070</u>	<u>\$ 126,868</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

Books for well-child visits	\$ 74,000
	<u>\$ 74,000</u>

**CITY OF APPLETON 2023 BUDGET
LIBRARY GRANTS**

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

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Other Reimbursements	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868
Total Revenues	<u>150,670</u>	<u>158,138</u>	<u>112,396</u>	<u>112,396</u>	<u>126,868</u>
Expenses					
Program Costs	113,801	126,820	126,411	140,070	126,868
Total Expenses	<u>113,801</u>	<u>126,820</u>	<u>126,411</u>	<u>140,070</u>	<u>126,868</u>
Other Financing Sources (Uses)					
Transfer In - General Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	36,869	31,318	(14,015)	(27,674)	-
Fund Balance - Beginning	<u>59,854</u>	<u>96,723</u>	<u>128,041</u>	<u>128,041</u>	<u>100,367</u>
Fund Balance - Ending	<u>\$ 96,723</u>	<u>\$ 128,041</u>	<u>\$ 114,026</u>	<u>\$ 100,367</u>	<u>\$ 100,367</u>

CITY OF APPLETON 2023 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2023 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 2022 EVENTS

Ridership

Valley Transit ridership is up (21%) in the first six months of 2022 when compared to 2021. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021 allowing people to begin returning to work and school. Valley Transit has experienced continued 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 extended for one year and expired in 2021. On November 15, 2021, the Bipartisan Infrastructure Investment and Jobs Act was signed into law. The law is the largest long-term investment in the Nation's infrastructure and economy in history. It provides funding over fiscal years 2022 through 2026.

Although the FAST Act and the new Bipartisan Infrastructure Law have provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's classification as a large system and as a direct recipient of Federal Transit Administration (FTA) funds, continues to require a large amount of administrative time to meet our obligations to the FTA. Reporting requirements include quarterly financial and operational reports along with the fairly new asset reporting requirement (Transit Asset Management Plan – TAM) and new safety reporting requirements: Public Transportation Agency 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 provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provides 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 President Biden 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.

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

A non-Federal entity that expends \$750,000 or more a year in Federal awards is required to have a single financial 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 2021 financial audit conducted in early 2022.

CITY OF APPLETON 2023 BUDGET VALLEY TRANSIT

MAJOR 2023 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopened and workers returned to work, Valley Transit spent all of 2021 and 2022 attempting to regain the ridership lost during 2020. During 2023, as part of the continuing effort to regain ridership, Valley Transit will work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. We hope to release a construction bid document in 2022, with renovation being completed in 2023. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020.

The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. In 2022, Valley Transit hired a consultant to reassess and revise the recommendations of the TDP to prepare for transit service in 2022 and moving forward. During 2023, Valley Transit will continue to evaluate the recommendations of the new report and develop an implementation plan for the feasible recommendations.

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 2023, as will 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 state of good repair.

During 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. During 2023, Valley Transit will finalize this project so that the needs analysis and master plan can be the basis used to obtain federal funding for a new joint development Transit Center.

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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 10,441,165	\$ 11,051,873	\$ 19,289,409	\$ 19,695,904	\$ 10,985,494	-43.05%
Program Expenses							
58071000	Administration	1,578,346	1,531,528	2,045,518	2,083,574	2,182,504	6.70%
58072000	Vehicle Maint.	792,807	882,024	865,736	3,387,131	915,701	5.77%
58073000	Facilities Maint.	180,569	145,343	8,696,528	8,861,925	201,990	-97.68%
58074000	Operations	3,764,019	3,935,737	4,482,734	4,697,883	5,041,663	12.47%
58075000	ADA Paratransit	1,117,835	1,410,639	2,316,706	2,316,706	2,398,535	3.53%
58076000	Ancillary Paratransit	1,177,582	1,291,028	1,876,615	1,876,615	1,278,507	-31.87%
TOTAL		\$ 8,611,158	\$ 9,196,299	\$ 20,283,837	\$ 23,223,834	\$ 12,018,900	-40.75%
Expenses Comprised Of:							
Personnel		3,996,712	3,956,539	4,701,438	4,701,438	4,892,226	4.06%
Training & Travel		16,712	23,123	31,400	31,400	34,480	9.81%
Supplies & Materials		807,093	824,484	953,111	1,168,260	1,427,360	49.76%
Purchased Services		2,939,672	3,414,110	4,817,354	4,817,354	4,323,076	-10.26%
Miscellaneous Expense		821,340	1,008,462	1,230,534	1,230,534	1,291,758	4.98%
Capital Expenditures		29,629	(30,419)	8,550,000	11,274,848	50,000	-99.42%
Full Time Equivalent Staff:							
Personnel allocated to programs		58.85	60.10	60.10	60.10	61.10	

**CITY OF APPLETON 2023 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:

Provide administrative support to ensure that local funding from the municipalities and counties is equitable

Monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services

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

Continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities

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% of eligible expenses in 2023.

The increase in Employee Recruitment is due to the current difficulty Valley Transit is experiencing with hiring qualified candidates. We anticipate higher recruitment costs during 2023.

The Contractor Fees are increased due to higher marketing costs associated with employee recruitment efforts and ongoing promotions to increase ridership.

The increase in depreciation expense is related to new buses and equipment purchased in 2022.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 1,938,727	\$ 2,442,566	\$ 11,483,560	\$ 11,998,957	\$ 3,470,641
422400 Miscellaneous State Aids	5,270,298	5,440,104	2,846,167	2,846,167	2,985,726
423000 Misc Local Govt Aids	429,789	418,254	509,207	509,207	537,860
471000 Interest on Investments	72,072	(25,996)	12,500	12,500	12,500
487700 Advertising/Promo Fees	43,415	80,870	65,000	65,000	65,000
500100 Fees & Commissions	4,139	1,512	8,000	8,000	8,000
500400 Sale of City Property	-	1,497	-	-	-
500600 Gain (Loss) on Assets	(13,411)	3,469	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-
502000 Donations	-	500	-	-	-
503500 Other Reimbursements	7,622	6,353	-	-	-
592100 Transfer In - General Fund	580,838	563,536	709,073	709,073	709,339
Total Revenue	\$ 8,333,490	\$ 8,932,666	\$ 15,633,507	\$ 16,148,904	\$ 7,789,066
Expenses					
610100 Regular Salaries	\$ 237,095	\$ 237,080	\$ 236,839	\$ 236,839	\$ 246,096
615000 Fringes	91,201	(234,934)	71,206	71,206	73,312
620100 Training/Conferences	6,456	3,412	15,328	15,328	14,160
620400 Tuition Reimbursement	2,702	4,429	2,200	2,200	2,200
620500 Employee Recruitment	3,757	13,461	4,200	4,200	7,280
630100 Office Supplies	2,989	4,052	4,139	4,139	4,363
630200 Subscriptions	2,150	1,614	3,925	3,925	1,020
630300 Memberships & Licenses	10,686	12,784	15,340	15,340	14,802
630400 Postage/Freight	1,238	2,833	2,836	2,836	2,990
630500 Awards & Recognition	450	2,405	930	930	930
630700 Food & Provisions	1,467	893	1,240	1,240	1,240
631603 Other Misc. Supplies	812	479	1,225	1,225	1,225
632001 City Copy Charges	3,258	4,212	2,759	2,759	3,587
632002 Outside Printing	14,509	6,079	17,987	17,987	18,963
632300 Safety Supplies	155	343	500	500	500
632700 Miscellaneous Equipment	13,523	717	4,500	4,500	6,700
632800 Signs	1,700	5,190	10,000	10,000	10,000
640100 Accounting/Audit Fees	8,738	10,678	7,892	7,892	8,080
640300 Bank Service Fees	3,948	4,260	6,500	6,500	6,680
640400 Consulting Services	4,404	2,503	-	-	-
640800 Contractor Fees	57,329	63,058	51,222	51,222	103,200
641200 Advertising	14,436	23,025	42,000	42,000	42,000
641300 Utilities	81,012	82,271	78,276	78,276	90,059
641800 Equipment Repairs & Maint.	-	-	230	230	242
642400 Software Support	6,763	70,001	96,380	96,380	93,787
643000 Health Services	384	923	2,015	2,015	2,015
650100 Insurance	185,414	200,398	135,315	135,315	135,315
659900 Other Contracts/Obligation	430	900	-	-	-
660100 Depreciation Expense	821,340	1,008,462	1,230,534	1,230,534	1,291,758
680401 Machinery & Equipment	-	-	-	38,056	-
Total Expense	\$ 1,578,346	\$ 1,531,528	\$ 2,045,518	\$ 2,083,574	\$ 2,182,504

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Outside Printing		Software Support	
Fare material	\$ 6,868	Fire Pixel, MSDS, Zoom	\$ 3,899
Rider's guides & maps	5,252	DoubleMap	34,234
Public information materials	5,873	Transtrack	55,119
Forms	970	Moodle, Yodeck	535
	<u>\$ 18,963</u>		<u>\$ 93,787</u>
Advertising		Contractor Fees	
Community/rider promotions	\$ 12,309	Shredding	\$ 1,200
Prospective rider promotions	10,000	Marketing	102,000
Employer outreach	5,000		<u>\$ 103,200</u>
Bus driver ads	1,500		
Rider survey	9,591		
Legal notices & translation services	3,600		
	<u>\$ 42,000</u>		

**CITY OF APPLETON 2023 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:

Maintain the vehicle fleet in a manner that will ensure that all service requirements are met

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

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 2023 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.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503000 Damage to City Property	\$ 18,579	\$ 47,981	\$ -	\$ -	\$ -
Total Revenue	\$ 18,579	\$ 47,981	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 348,931	\$ 396,614	\$ 393,535	\$ 393,535	\$ 438,041
610500 Overtime Wages	14,652	8,992	8,037	8,037	8,374
615000 Fringes	112,429	124,323	128,085	128,085	134,372
620100 Training/Conferences	149	972	5,000	5,000	5,000
630901 Shop Supplies	46,681	40,858	43,450	43,450	43,450
630902 Tools & Instruments	79,504	8,332	10,000	10,000	10,000
631603 Other Misc. Supplies	265	305	400	400	400
632101 Uniforms	381	-	220	220	220
632200 Gas Purchases	2,240	3,888	5,000	5,000	11,000
632601 Repair Parts	78,469	242,775	139,000	139,000	139,000
632700 Miscellaneous Equipment	32,763	6,364	12,700	12,700	10,000
641700 Vehicle Repairs & Maint.	21,129	14,362	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,722	7,536	13,375	13,375	9,350
642400 Software Support	17,452	23,424	18,810	18,810	18,810
643000 Health Services	637	1,345	725	725	725
645100 Laundry Services	1,582	1,564	2,000	2,000	1,560
650100 Insurance	6,229	-	25,349	25,349	25,349
659900 Other Contracts/Obligation	445	370	-	-	-
680401 Machinery & Equipment	22,147	-	-	-	-
680403 Vehicles	-	-	50,000	2,571,395	50,000
Total Expense	\$ 792,807	\$ 882,024	\$ 865,736	\$ 3,387,131	\$ 915,701

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Janitorial supplies	\$ 12,450
Liquid gases	4,000
Shop supplies (grease, tools)	27,000
Total	\$ 43,450

Software Support

GFI Maintenance agreement	\$ 14,000
StarTran - Fleet Maintenance	2,110
Noregon, SOI, Transp Ref	2,700
Total	\$ 18,810

Vehicle & Equipment Parts

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
PM's and oil changes	27,000
Total	\$ 139,000

Vehicles

Operations support vehicle - replacement	\$ 50,000
Total	\$ 50,000

**CITY OF APPLETON 2023 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:

Provide clean, safe shelters for passengers waiting to board the bus

Provide a clean, safe working environment for employees

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. The project will be completed in 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Revenue	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
630899 Other Landscape Supplies	\$ 798	\$ 711	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,127	8,532	9,000	9,000	9,000
632700 Miscellaneous Equipment	-	-	1,000	1,000	-
640700 Waste/Recycling Pickup	3,467	3,817	5,060	5,060	5,430
641600 Building Repairs & Maint.	7,550	1,200	-	-	-
642000 Facilities Charges	113,067	123,668	124,258	124,258	124,258
644000 Snow Removal Services	11,613	11,975	22,992	22,992	22,992
645100 Laundry Services	8,623	10,818	8,000	8,000	13,780
645400 Grounds Repair & Maint.	2,140	1,668	-	-	-
650100 Insurance	-	-	14,590	14,590	14,590
659900 Other Contracts/Obligation	17,702	10,780	10,128	10,128	10,440
680300 Buildings	7,482	(27,826)	8,500,000	8,640,397	-
680402 Furniture & Fixtures	-	-	-	25,000	-
Total Expense	<u>\$ 180,569</u>	<u>\$ 145,343</u>	<u>\$ 8,696,528</u>	<u>\$ 8,861,925</u>	<u>\$ 201,990</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

Snow removal contractor	<u>\$ 22,992</u>
	<u>\$ 22,992</u>

**CITY OF APPLETON 2023 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 fuel reflects the significant increase per gallon realized during 2022.

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 2023 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Federal Grants	\$ 308,813	\$ 29,171	\$ 300,000	\$ 191,098	\$ -
487500 Farebox Revenue	523,381	530,063	820,000	820,000	820,000
487600 Special Transit Revenues	25,957	38,103	38,843	38,843	38,843
508500 Cash Short or Over	411	201	-	-	-
Total Revenue	\$ 858,562	\$ 597,538	\$ 1,158,843	\$ 1,049,941	\$ 858,843
Expenses					
610100 Regular Salaries	\$ 2,125,337	\$ 2,061,069	\$ 2,525,788	\$ 2,525,788	\$ 2,550,569
610500 Overtime Wages	198,566	356,614	68,116	68,116	67,757
615000 Fringes	767,071	896,865	1,097,023	1,097,023	1,117,020
620100 Training/Conferences	2,505	255	-	-	-
630100 Office Supplies	37	-	-	-	-
630300 Memberships & Licenses	2,159	1,538	-	-	-
630901 Shop Supplies & Tools	220	-	-	-	-
631603 Other Misc. Supplies	5,104	-	-	191,098	-
632002 Outside Printing	486	40	-	-	-
632101 Uniforms	22,497	7,696	9,060	9,060	9,070
632200 Gas Purchases	231,387	349,137	567,500	587,625	1,039,500
632300 Safety Supplies	176,615	7,742	-	-	-
632602 Tires	40,379	40,358	41,500	45,426	41,500
632603 Lubricants	3,651	18,432	25,000	25,000	25,000
632700 Miscellaneous Equipment	1,184	1,394	6,900	6,900	8,400
632800 Signs	14,774	34,527	2,000	2,000	2,000
640800 Contractor Fees	152,911	136,420	86,200	86,200	127,200
643000 Health Services	7,979	9,295	6,460	6,460	6,460
650100 Insurance	-	-	46,587	46,587	46,587
659900 Other Contracts/Obligation	11,157	14,355	600	600	600
Total Expense	\$ 3,764,019	\$ 3,935,737	\$ 4,482,734	\$ 4,697,883	\$ 5,041,663

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 11,000 gal. @ \$5.50/gal	\$ 60,500
Diesel fuel 178,000 gal. @ \$5.50/gal	979,000
	<u>\$ 1,039,500</u>

Lubricants

Diesel Exhaust Fluid	\$ 8,500
Oil	13,000
Gear Lube	1,400
Automatic Transmission Fluid	2,100
	<u>\$ 25,000</u>

Tires

Tire leasing program	\$ 36,000
Support vehicle tires	5,500
	<u>\$ 41,500</u>

Contractor Fees

Transit Center security	\$ 96,000
Bus cleaning/sanitizing	31,200
	<u>\$ 127,200</u>

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2023 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:

Comply with the requirements of the Americans with Disabilities Act (ADA)

Provide safe, reliable, convenient, and friendly specialized transportation

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, the national pandemic kept ADA riders home and only using the system for essential trips. While Valley Transit will see a reduction in the contractor fees expense in 2022 due to the decreased ridership resulting from the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423000 Misc Local Govt Aids	\$ 418,174	\$ 482,596	\$ 792,579	\$ 792,579	\$ 978,840
487500 Farebox Revenue	218,220	279,896	460,000	460,000	460,000
Total Revenue	\$ 636,394	\$ 762,492	\$ 1,252,579	\$ 1,252,579	\$ 1,438,840
Expenses					
610100 Regular Salaries	\$ 76,283	\$ 78,747	\$ 133,994	\$ 133,994	\$ 186,152
615000 Fringes	25,146	31,172	38,815	38,815	70,533
620100 Training/Conferences	1,143	593	4,672	4,672	5,840
630100 Office Supplies	444	704	1,261	1,261	1,037
630300 Memberships & Licenses	1,590	2,220	4,676	4,676	3,518
630400 Postage/Freight	184	492	864	864	710
630899 Other Landscape Supplies	118	123	-	-	-
631603 Other Misc. Supplies	15	-	375	375	375
632001 City Copy Charges	485	732	841	841	853
632002 Outside Printing	3,265	5,305	5,483	5,483	4,507
632200 Gas Purchases	333	675	-	-	-
640100 Accounting/Audit Fees	1,300	1,854	2,038	2,038	1,920
640800 Contractor Fees	973,807	1,249,161	2,052,750	2,052,750	2,052,750
641200 Advertising	2,147	3,998	8,309	8,309	8,309
641300 Utilities	19,843	22,632	28,856	28,856	28,271
641800 Equipment Repairs & Maint.	-	-	70	70	58
642000 Facilities Charges	9,687	9,734	18,245	18,245	18,245
642400 Software Support	-	-	7,500	7,500	7,500
644000 Snow Removal Services	1,727	2,080	7,008	7,008	7,008
645400 Grounds Repair & Maint.	318	290	-	-	-
650100 Insurance	-	-	949	949	949
659900 Other Contracts/Obligations	-	2,720	-	-	-
680401 Machinery & Equipment	-	(2,593)	-	-	-
Total Expense	\$ 1,117,835	\$ 1,410,639	\$ 2,316,706	\$ 2,316,706	\$ 2,398,535

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - Disabled,

115,000 trips

\$ 2,052,750

\$ 2,052,750

**CITY OF APPLETON 2023 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:

Provide a transportation alternative to older adults for whom fixed route bus service is difficult

Provide employment transportation and limited Sunday service to people with disabilities

Coordinate transportation services to maximize the effectiveness of each local dollar spent

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 2023 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 2023 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 42,857	\$ -	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	-	133,738	113,000	113,000	97,159
423000 Misc. Local Govt Aids	332,813	340,189	713,124	713,124	382,799
487500 Farebox Revenue	160,546	181,269	242,530	242,530	244,430
502000 Donations & Memorials	51,353	50,000	63,386	63,386	63,136
592100 Transfer In - General Fund	571	-	16,690	16,690	15,471
Total Revenue	\$ 588,140	\$ 705,196	\$ 1,238,480	\$ 1,238,480	\$ 892,745
Expenses					
640800 Contractor Fees	\$ 1,134,725	\$ 1,219,680	\$ 1,786,865	\$ 1,786,865	\$ 1,188,757
659900 Other Contracts/Obligation	42,857	71,348	89,750	89,750	89,750
Total Expense	\$ 1,177,582	\$ 1,291,028	\$ 1,876,615	\$ 1,876,615	\$ 1,278,507

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,330
Outagamie County - demand response - rural	289,125
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	28,800
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	32,554
	<u>\$ 1,188,757</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	\$ 89,750
	<u>\$ 89,750</u>

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	2,290,397	2,471,737	-	11,873,310	12,279,805	3,560,391
422400 Miscellaneous State Aids	5,270,298	5,573,843	2,471,395	2,959,167	2,959,167	3,082,885
423000 Miscellaneous Local Govt Aids	1,180,775	1,241,042	1,615,518	2,014,910	2,014,910	1,899,499
471000 Interest on Investments	72,072	(26,010)	-	12,500	12,500	12,500
487500 Farebox Revenue	902,147	991,231	325,882	1,522,530	1,522,530	1,524,430
487600 Special Transit Revenues	25,957	38,103	24,839	38,843	38,843	38,843
487700 Advertising/Promotional Fees	43,415	80,871	40,570	65,000	65,000	65,000
500100 Fees & Commissions	4,139	1,513	1,193	8,000	8,000	8,000
500400 Sale of City Property	-	1,498	1,679	-	-	-
500600 Gain (Loss) on Asset Disposal	(13,411)	3,470	-	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-	-
501500 Rental of City Property	6,000	6,000	500	6,000	6,000	6,000
502000 Donations & Memorials	51,353	50,500	16,815	63,386	63,386	63,136
503000 Damage to City Property	18,578	47,981	20,089	-	-	-
503500 Other Reimbursements	7,624	6,354	379	-	-	-
508500 Cash Short or Over	411	202	(105)	-	-	-
592100 Transfer In - General Fund	581,409	563,537	1,376,150	725,763	725,763	724,810
TOTAL PROGRAM REVENUES	10,441,165	11,051,873	5,894,904	19,289,409	19,695,904	10,985,494
Personnel						
610100 Regular Salaries	2,408,972	2,326,809	814,166	3,075,211	3,075,211	3,199,445
610200 Labor Pool Allocations	76,728	68,339	21,265	213,610	213,610	220,078
610500 Overtime Wages	213,218	365,606	103,456	76,153	76,153	76,131
610900 Incentive Pay	2,090	1,830	-	1,335	1,335	1,335
611000 Other Compensation	1,650	2,415	1,925	-	-	-
611400 Sick Pay	15,386	96,095	62,110	-	-	-
611500 Vacation Pay	252,169	250,048	63,962	-	-	-
611600 Holiday Pay	30,652	27,973	-	-	-	-
615000 Fringes	957,783	1,086,959	370,903	1,335,129	1,335,129	1,395,237
615500 Unemployment Compensation	3,724	32,463	165	-	-	-
617000 Pension Expense	22,586	(322,168)	-	-	-	-
617100 OPEB Expense	11,754	20,170	-	-	-	-
TOTAL PERSONNEL	3,996,712	3,956,539	1,437,952	4,701,438	4,701,438	4,892,226
Training~Travel						
620100 Training/Conferences	10,253	5,233	1,015	25,000	25,000	25,000
620400 Tuition Reimbursement	2,702	4,429	833	2,200	2,200	2,200
620500 Employee Recruitment	3,757	13,461	7,507	4,200	4,200	7,280
620600 Parking Permits	-	-	-	-	-	-
TOTAL TRAINING / TRAVEL	16,712	23,123	9,355	31,400	31,400	34,480
Supplies						
630100 Office Supplies	3,470	4,756	1,211	5,400	5,400	5,400
630200 Subscriptions	2,149	1,614	318	3,925	3,925	1,020
630300 Memberships & Licenses	14,435	16,543	8,975	20,016	20,016	18,320
630400 Postage/Freight	1,421	3,325	273	3,700	3,700	3,700
630500 Awards & Recognition	450	2,405	759	930	930	930
630700 Food & Provisions	1,467	893	160	1,240	1,240	1,240
630899 Other Landscape Supplies	916	834	928	1,500	1,500	1,500
630901 Shop Supplies	46,901	40,858	11,593	43,450	43,450	43,450
630902 Tools & Instruments	79,504	8,332	4,996	10,000	10,000	10,000
631603 Other Misc. Supplies	6,196	784	1,091	2,000	193,098	2,000
632001 City Copy Charges	3,743	4,944	1,042	3,600	3,600	4,440
632002 Outside Printing	18,261	11,425	1,334	23,470	23,470	23,470
632101 Uniforms	22,878	7,696	190	9,280	9,280	9,290
632200 Gas Purchases	233,961	353,699	187,952	572,500	592,625	1,050,500
632300 Safety Supplies	176,770	8,086	2,170	500	500	500
632508 Ice Control Materials	8,127	8,532	1,247	9,000	9,000	9,000
632601 Repair Parts	78,469	242,775	77,398	139,000	139,000	139,000
632602 Tires	40,379	40,358	43,538	41,500	45,426	41,500
632603 Lubricants	3,651	18,432	5,825	25,000	25,000	25,000
632700 Miscellaneous Equipment	47,471	8,476	809	25,100	25,100	25,100
632800 Signs	16,474	39,717	2,770	12,000	12,000	12,000
TOTAL SUPPLIES	807,093	824,484	354,579	953,111	1,168,260	1,427,360

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	10,038	12,532	-	9,930	9,930	10,000
640300 Bank Service Fees	3,948	4,260	1,017	6,500	6,500	6,680
640400 Consulting Services	4,404	2,503	18,214	-	-	-
640700 Solid Waste/Recycling Pickup	3,467	3,817	1,522	5,060	5,060	5,430
640800 Contractor Fees	2,318,772	2,668,319	709,479	3,977,037	3,977,037	3,471,907
641100 Temporary Help	-	-	-	-	-	-
641200 Advertising	16,583	27,023	5,276	50,309	50,309	50,309
641301 Electric	51,466	50,833	20,419	51,481	51,481	55,620
641302 Gas	13,021	17,177	16,844	17,500	17,500	23,000
641303 Water	8,066	7,199	1,837	7,850	7,850	7,850
641304 Sewer	3,042	3,297	889	3,200	3,200	4,160
641306 Stormwater	10,513	10,571	2,655	9,401	9,401	10,000
641307 Telephone	5,699	3,556	1,072	5,600	5,600	5,600
641308 Cellular Phones	9,047	12,270	3,708	12,100	12,100	12,100
641600 Building Repairs & Maint.	7,550	1,200	400	-	-	-
641700 Vehicle Repairs & Maint.	21,129	14,362	9,972	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	6,722	7,536	1,660	13,675	13,675	9,650
642000 Facilities Charges	122,754	133,402	23,944	142,503	142,503	142,503
642400 Software Support	24,215	93,424	84,295	122,690	122,690	120,097
642501 CEA Operations/Maint.	-	-	-	-	-	-
643000 Health Services	8,999	11,562	3,941	9,200	9,200	9,200
644000 Snow Removal Services	13,340	14,055	8,705	30,000	30,000	30,000
645100 Laundry Services	10,205	12,382	2,481	10,000	10,000	15,340
645400 Grounds Repair & Maintenance	2,458	1,958	36	-	-	-
650100 Insurance	191,643	200,398	159,343	222,790	222,790	222,790
659900 Other Contracts/Obligation	72,591	100,474	12,148	100,478	100,478	100,790
TOTAL PURCHASED SVCS	<u>2,939,672</u>	<u>3,414,110</u>	<u>1,089,857</u>	<u>4,817,354</u>	<u>4,817,354</u>	<u>4,323,076</u>
Miscellaneous Expense						
660100 Depreciation Expense	821,340	1,008,462	512,722	1,230,534	1,230,534	1,291,758
TOTAL MISCELLANEOUS EXP	<u>821,340</u>	<u>1,008,462</u>	<u>512,722</u>	<u>1,230,534</u>	<u>1,230,534</u>	<u>1,291,758</u>
Capital Outlay						
680300 Buildings	7,482	(27,826)	45,842	8,500,000	8,640,397	-
680401 Machinery & Equipment	22,147	(2,593)	76,671	-	38,056	-
680402 Furniture & Fixtures	-	-	-	-	25,000	-
680403 Vehicles	-	-	2,500,509	50,000	2,571,395	50,000
TOTAL CAPITAL OUTLAY	<u>29,629</u>	<u>(30,419)</u>	<u>2,623,022</u>	<u>8,550,000</u>	<u>11,274,848</u>	<u>50,000</u>
TOTAL EXPENSE	<u>8,611,158</u>	<u>9,196,299</u>	<u>6,027,487</u>	<u>20,283,837</u>	<u>23,223,834</u>	<u>12,018,900</u>

CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 928,104	\$ 1,029,333	\$ 1,634,373	\$ 1,634,373	\$ 1,636,273
Miscellaneous	83,877	144,920	69,386	69,386	69,136
Total Revenues	<u>1,011,981</u>	<u>1,174,253</u>	<u>1,703,759</u>	<u>1,703,759</u>	<u>1,705,409</u>
Expenses					
Operating Expenses	7,789,554	8,187,838	10,503,303	10,503,303	10,677,142
Depreciation	817,979	1,008,462	1,230,534	1,230,534	1,291,758
Total Expenses	<u>8,607,533</u>	<u>9,196,300</u>	<u>11,733,837</u>	<u>11,733,837</u>	<u>11,968,900</u>
Revenues over (under) Expenses	(7,595,552)	(8,022,047)	(10,030,078)	(10,030,078)	(10,263,491)
Non-Operating Revenues (Expenses)					
Investment Income	72,072	(25,996)	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	(17,119)	3,470	-	-	-
Operating Subsidies	6,247,001	6,553,151	8,307,387	8,307,387	8,502,775
Total Non-Operating	<u>6,301,954</u>	<u>6,530,625</u>	<u>8,319,887</u>	<u>8,319,887</u>	<u>8,515,275</u>
Income (Loss) Before Contributions and Transfers	(1,293,598)	(1,491,422)	(1,710,191)	(1,710,191)	(1,748,216)
Contributions and Transfers In (Out)					
Transfer In - General Fund	581,409	563,537	725,763	725,763	724,810
Capital Contributions	2,545,822	2,783,471	8,540,000	8,540,000	40,000
Change in Net Assets	1,833,633	1,855,586	7,555,572	7,555,572	(983,406)
Total Net Assets - Beginning	<u>8,493,758</u>	<u>10,327,391</u>	<u>12,182,977</u>	<u>12,182,977</u>	<u>19,738,549</u>
Total Net Assets - Ending	<u>\$ 10,327,391</u>	<u>\$ 12,182,977</u>	<u>\$ 19,738,549</u>	<u>\$ 19,738,549</u>	<u>\$ 18,755,143</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 381,160	\$ 627,266
+ Change in Net Assets	7,555,572	(983,406)
+ Depreciation	1,230,534	1,291,758
- Fixed Assets	(8,550,000)	(50,000)
+ F/A Funded by Restricted Cash	10,000	10,000
Working Cash - End of Year	<u>\$ 627,266</u>	<u>\$ 895,618</u>

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Continued implementation of annual sidewalk poetry program

Continued implementation of Citywide bike lane plan

Collaborated with Appleton Downtown Inc. (ADI) and Riverview Gardens on downtown CARE initiative improving the cleanliness of our downtown

Improved neighborhood connectivity by implementing several enhanced crosswalks, including Calumet Street, Capitol Drive and Richmond Street

Implemented portions of the Downtown Mobility Plan

Worked through logistics of No Mow May

CITY OF APPLETON 2023 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2023 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

Continue implementation of Citywide bike lane plan

Continue working with the Facilities Management Department, Community and Economic 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

Work with the arts community to implement new ideas

Implement portions of the Downtown Mobility Plan

Implement Culture Team recommendations to retain as many existing high performing Public Works employees as feasible

Improve neighborhood connectivity by implementing enhanced crosswalks at various locations throughout the City

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 3,574,003	\$ 3,175,852	\$ 2,647,500	\$ 2,647,500	\$ 2,756,775	4.13%
Program Expenses							
17011	Administrative Service	1,504,903	1,679,927	1,563,397	1,644,615	1,540,166	-1.49%
17014	Concrete Reconstruction	329,014	86,124	33,044	86,044	517,291	1465.46%
17015	Sidewalk Reconstruction	517,737	552,806	537,729	597,729	576,593	7.23%
17016	Asphalt Reconstruction	727,209	977,704	1,163,356	1,163,356	843,920	-27.46%
17022	Traffic - Control	960,880	987,114	938,718	953,844	1,016,285	8.26%
17023	Street Lighting	1,377,859	1,599,623	1,410,337	1,414,763	1,668,877	18.33%
17031	MSB Administration	1,201,890	1,073,122	1,181,451	1,211,446	1,194,975	1.14%
17032	Street Repair	1,884,463	1,923,263	2,220,827	2,287,686	2,186,459	-1.55%
17033	Snow & Ice Control	1,356,219	1,488,319	1,817,063	1,847,712	1,755,381	-3.39%
17034	Forestry	1,141,354	1,278,208	1,179,083	1,179,958	1,307,705	10.91%
17036	Inspections	607,849	576,467	616,705	616,705	655,908	6.36%
TOTAL		\$ 11,609,377	\$ 12,222,677	\$ 12,661,710	\$ 13,003,858	\$ 13,263,560	4.75%
Expenses Comprised Of:							
	Personnel	5,499,054	5,841,633	5,903,893	5,903,893	6,064,083	2.71%
	Training & Travel	21,909	24,347	39,850	45,350	36,500	-8.41%
	Supplies & Materials	952,281	933,765	1,000,619	1,058,220	1,019,944	1.93%
	Purchased Services	4,066,553	4,289,958	4,455,602	4,621,649	4,832,785	8.47%
	Capital Expenditures	1,069,580	1,132,974	1,261,746	1,374,746	1,310,248	3.84%
Full Time Equivalent Staff:							
	Personnel allocated to programs	59.02	59.02	61.19	61.19	60.34	

CITY OF APPLETON 2023 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 ensure compliance throughout the City

Develop and/or update department policies necessary for department administration

Provide support and accountability towards the 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 Citywide bike lane plan

Continue to pursue social media opportunities to improve communication with the public

Major Changes in Revenue, Expenditures, or Programs:

The decrease in Street Excavation Permits revenue for 2023 is due to fewer expected permits related to the TDS fiber project within the City.

One FTE was moved to 4142 (TIF #11) due to a street project in 2023. This is for one year only and then the FTE will return to the General Fund for 2024.

Consulting Services included costs for the investigation/development of a Transportation Utility. This was paid in 2022 and no costs are expected in 2023.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
431900 Street/Sidewalk License	\$ 855	\$ 705	\$ 800	\$ 800	\$ 800
440900 Street Occupancy Permits	8,314	11,075	9,000	9,000	10,000
441000 Street Excavation Permits	126,645	403,915	176,300	176,300	93,650
480100 General Charges for Svc	1,900	-	-	-	-
503500 Other Reimbursements	13,643	13,730	-	-	-
508500 Cash Short or Over	(25)	-	-	-	-
Total Revenue	\$ 151,332	\$ 429,425	\$ 186,100	\$ 186,100	\$ 104,450
Expenses					
610100 Regular Salaries	\$ 1,019,036	\$ 1,116,749	\$ 1,038,071	\$ 1,038,071	\$ 1,020,492
610400 Call Time Wages	377	550	300	300	800
610500 Overtime Wages	3,335	5,276	2,600	2,600	2,100
610800 Part-Time Wages	9,067	8,650	1,673	1,673	-
615000 Fringes	335,840	365,497	365,508	365,508	352,397
620100 Training/Conferences	4,838	6,210	9,500	9,500	8,000
620600 Parking Permits	11,813	15,342	16,680	16,680	16,680
630100 Office Supplies	1,904	1,979	4,100	4,100	3,000
630300 Memberships & Licenses	4,870	5,273	5,550	5,550	5,550
630400 Postage/Freight	9	11	25	25	25
630500 Awards & Recognition	1,154	1,216	1,295	1,295	1,295
630901 Shop Supplies	6,371	6,584	5,950	5,950	5,950
630902 Tools & Instruments	297	1,115	750	750	750
631500 Books & Library Materials	16	-	400	400	400
632001 City Copy Charges	8,292	9,079	9,500	9,500	9,000
632002 Outside Printing	4,677	5,725	6,700	6,700	5,700
632102 Protective Clothing	224	137	400	400	400
632300 Safety Supplies	627	546	350	350	350
632700 Miscellaneous Equipment	10,031	10,697	9,800	9,800	9,800
640202 Recording/Filing Fees	205	159	125	125	125
640400 Consulting Services	14,672	23,583	3,200	84,418	6,200
640800 Contractor Fees	3,832	21,192	-	-	-
641200 Advertising	851	1,118	2,000	2,000	2,000
641307 Telephone	2,417	2,361	2,200	2,200	2,200
641308 Cellular Phones	4,941	10,281	8,721	8,721	8,487
641800 Equipment Repairs & Maint.	3,930	1,825	3,200	3,200	3,200
642400 Software Support	4,500	5,000	8,040	8,040	10,520
642501 CEA Operations/Maint.	21,377	26,904	26,700	26,700	30,871
642502 CEA Depreciation/Replace.	25,400	26,518	30,059	30,059	33,874
659900 Other Contracts/Obligation	-	350	-	-	-
Total Expense	\$ 1,504,903	\$ 1,679,927	\$ 1,563,397	\$ 1,644,615	\$ 1,540,166

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 in order 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 concrete reconstruction program

Identify streets that are below standards and incorporate them into the ten-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:

Costs related to the patch program are now included in the Street Repair budget.

Please see Projects, page 602 for further details about this program.

The Other Reimbursements budget reflects the portion of the Village of Harrison agreement for Renn property that was previously budgeted in 17032 Street Repair.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
460200 Concrete Paving	\$ 12,522	\$ 19,492	\$ 12,522	\$ 12,522	\$ -
503500 Other Reimbursements	-	81,515	-	-	81,515
592200 Transfer In - Special Rev.	456,123	132,250	-	-	419,807
Total Revenue	\$ 468,645	\$ 233,257	\$ 12,522	\$ 12,522	\$ 501,322
Expenses					
610100 Regular Salaries	\$ 40,406	\$ 29,560	\$ 17,303	\$ 17,303	\$ 18,445
610500 Overtime Wages	723	-	1,000	1,000	1,000
610800 Part-Time Wages	-	-	1,673	1,673	-
615000 Fringes	12,633	10,451	5,068	5,068	5,244
630804 Plant Material	-	-	-	-	1,255
632503 Other Materials	-	-	-	-	11,925
632507 Asphalt	4,529	-	-	-	-
632800 Signs	-	-	-	-	2,800
640400 Consulting Services	40,626	37,038	-	-	-
640800 Contractor Fees	19,490	-	-	-	106,300
642501 CEA Operations/Maint.	3,322	7,977	3,000	3,000	3,000
642502 CEA Depreciation/Replace.	4,010	7	5,000	5,000	5,000
659900 Other Contracts/Obligation	-	120	-	-	-
680100 Land	7,760	14,403	-	-	-
680901 Streets	195,515	(13,432)	-	53,000	362,322
Total Expense	\$ 329,014	\$ 86,124	\$ 33,044	\$ 86,044	\$ 517,291

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund
Labor Pool				24,689
CEA				8,000
Land				
	Subtotal			-
Design				
	Subtotal			-
Reconstruction				
	Morrison St	College Ave	Washington St	271,637
	Opechee St	Leminwah St	Owaissa St	70,950
	Owaissa St	Opechee St	Pacific St	142,015
	Subtotal			484,602
Total Concrete Paving				\$ 517,291

**CITY OF APPLETON 2023 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:

Costs related to the patch program are now included in the Street Repair budget.

Please see Projects, page 610 for further detail about this program.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
460700 Sidewalks	\$ 8,020	\$ -	\$ -	\$ -	\$ -
592200 Transfer In - Special Rev.	-	-	36,644	36,644	-
Total Revenue	\$ 8,020	\$ -	\$ 36,644	\$ 36,644	\$ -
Expenses					
610200 Labor Pool Allocations	\$ 35,362	\$ 27,806	\$ 26,753	\$ 26,753	\$ 28,519
610500 Overtime Wages	984	800	1,000	1,000	1,000
610800 Part-Time Wages	-	213	1,673	1,673	-
615000 Fringes	9,887	8,423	7,194	7,194	7,466
630901 Shop Supplies	76	-	-	-	-
640400 Consulting Services	300	234	-	-	-
642501 CEA Operations/Maint.	1,970	763	2,000	2,000	2,000
642502 CEA Depreciation/Replace.	932	798	1,000	1,000	1,000
680902 Sidewalks	468,226	513,769	498,109	558,109	536,608
Total Expense	\$ 517,737	\$ 552,806	\$ 537,729	\$ 597,729	\$ 576,593

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

	General Fund
Labor Pool	36,985
CEA	3,000
Sidewalk Construction	
Green Dot	250,000
General	33,000
Safestep saw cutting	30,000
Reconstruction - Concrete	67,410
Reconstruction - Asphalt	156,198
Subtotal	536,608
Total	\$ 576,593

**CITY OF APPLETON 2023 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 in order 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 asphalt reconstruction program

Identify streets that are below standard and incorporate their reconstruction into the ten-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:

Costs related to the patch program are now included in the Street Repair budget.

Please see Projects, page 598 and 608 for further detail about this program.

The Other Reimbursements budget reflects the portion of the Village of Harrison agreement for Renn property that was previously budgeted in 17032 Street Repair.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
460100 Asphalt Paving	\$ -	\$ 52,035	\$ -	\$ -	\$ -
503500 Other Reimbursements	15,468	21,831	-	-	13,340
592200 Transfer In - Special Rev.	760,206	1,141,837	1,163,356	1,163,356	830,193
Total Revenue	\$ 775,674	\$ 1,215,703	\$ 1,163,356	\$ 1,163,356	\$ 843,533
Expenses					
610100 Regular Salaries	\$ 102,339	\$ 117,473	\$ 121,172	\$ 121,172	\$ 129,301
610400 Call Time	77	200	-	-	-
610500 Overtime Wages	3,045	2,544	5,000	5,000	5,000
610800 Part-Time Wages	560	1,315	1,673	1,673	-
615000 Fringes	33,563	41,831	49,240	49,240	50,127
630804 Plant Material	7,571	331	4,149	4,149	5,514
632503 Other Materials	493	434	-	-	-
632507 Asphalt	120,802	149,790	135,085	135,085	148,225
632800 Signs	157	458	2,100	2,100	4,200
640400 Consulting Services	3,263	1,332	5,000	5,000	5,000
640800 Contractor Fees	18,380	-	-	-	8,935
642501 CEA Operations/Maint.	17,366	17,392	31,300	31,300	31,300
642502 CEA Depreciation/Replace.	21,514	26,370	45,000	45,000	45,000
680901 Streets	398,079	618,234	763,637	763,637	411,318
Total Expense	\$ 727,209	\$ 977,704	\$ 1,163,356	\$ 1,163,356	\$ 843,920

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund Asphalt
Labor Pool				184,428
CEA				76,300
Consultant				5,000
Temp Surface after G&G				
Subtotal				-
Overlay				
Subtotal				-
Partial Reconstruction	Helen St	Pauline St	Glendale Ave	39,791
	Marquette St	Mason St	Richmond St	107,490
Subtotal				147,281
Total Reconstruction	Douglas St	Badger Ave	Wisconsin Ave	307,035
	Minor St	Meade St	Rankin St	123,876
Subtotal				430,911
Total Asphalt Pavement				\$ 843,920

CITY OF APPLETON 2023 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 nighttime hours and is installed in accordance with prescribed standards and guidelines

Major Changes in Revenue, Expenditures, or Programs:

Intergovernmental Charges revenue is increasing due to changes in the City's traffic signal maintenance agreement with Outagamie County.

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Service	\$ 550	\$ 796	\$ 750	\$ 750	\$ 750
490800 Intergovernmental Charges	80,339	103,225	82,666	82,666	103,120
501000 Miscellaneous Revenue	3,658	8,314	6,500	6,500	7,000
503000 Damage to City Property	88,495	40,834	80,000	80,000	60,000
Total Revenue	<u>\$ 173,042</u>	<u>\$ 153,169</u>	<u>\$ 169,916</u>	<u>\$ 169,916</u>	<u>\$ 170,870</u>
Expenses					
610200 Labor Pool Allocations	\$ 257,908	\$ 288,924	\$ 300,189	\$ 300,189	\$ 321,097
610400 Call Time Wages	3,330	4,870	4,000	4,000	4,500
610500 Overtime Wages	5,429	8,186	6,500	6,500	8,500
610800 Part-Time Wages	12,092	3,187	7,807	7,807	8,076
615000 Fringes	88,600	110,320	116,413	116,413	113,950
630901 Shop Supplies	1,631	1,323	1,460	1,460	1,480
630902 Tools & Instruments	5,961	5,618	5,120	5,120	4,930
631100 Paint & Supplies	723	1,116	650	650	1,000
632200 Gas Purchases	47	-	50	50	50
632300 Safety Supplies	650	351	-	-	-
632510 Traffic Signals	133,546	145,796	133,500	148,626	132,000
632700 Miscellaneous Equipment	13,965	19,561	7,500	7,500	5,000
632800 Signs	99,720	82,985	71,500	71,500	75,500
639000 Loss on Obsolete Inventory	-	13,328	-	-	-
640800 Contractor Fees	150,876	134,039	104,774	104,774	129,000
641301 Electric	62,039	63,672	62,969	62,969	66,421
641800 Equipment Repairs & Maint.	24,132	17,940	21,325	21,325	21,919
642501 CEA Operations/Maint.	46,859	37,567	44,000	44,000	48,082
642502 CEA Depreciation/Replace.	56,565	52,015	56,211	56,211	80,030
642900 Interfund Allocations	(3,193)	(3,684)	(5,250)	(5,250)	(5,250)
Total Expense	<u>\$ 960,880</u>	<u>\$ 987,114</u>	<u>\$ 938,718</u>	<u>\$ 953,844</u>	<u>\$ 1,016,285</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Traffic Signals</u>	<u>Contractor Fees</u>
Knockdowns - Appleton	Transverse markings
\$ 34,000	\$ 30,000
Knockdowns - Grand Chute/Outagamie Co.	Pavement markings
12,000	94,000
LED replacements	Hydro excavation services
10,000	5,000
General traffic signal system maint.	<u>\$ 129,000</u>
24,000	
Misc projects, upgrades & expenses	<u>Equipment Repairs & Maintenance</u>
12,000	Annual preventive maintenance contract
Communication grid maint/upgrades	\$ 11,500
12,500	Repairs to cameras, signals, and other devices
Install/maint battery backup system	3,200
4,000	Structure inspection contract
GPS/AVL system repairs	7,219
3,500	<u>\$ 21,919</u>
RRFB system maintenance	
5,000	<u>Signs</u>
Public safety camera system maintenance	Area replacement program
15,000	\$ 36,500
<u>\$ 132,000</u>	New sign install
	16,500
	Knockdowns
	17,500
	In-street ped x-ing
	5,000
	<u>\$ 75,500</u>

**CITY OF APPLETON 2023 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 streetlights 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 streetlight 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 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
461200 Street Lights	\$ 76,607	\$ 77,224	\$ 78,000	\$ 78,000	\$ 78,000
503000 Damage to City Property	2,056	9,273	3,000	3,000	3,000
503500 Other Reimbursements	365	-	-	-	-
Total Revenue	\$ 79,028	\$ 86,497	\$ 81,000	\$ 81,000	\$ 81,000
Expenses					
610200 Labor Pool Allocations	\$ 16,719	\$ 11,266	\$ 21,207	\$ 21,207	\$ 23,174
610400 Call Time Wages	200	200	200	200	200
610500 Overtime Wages	325	57	300	300	300
610800 Part-Time Wages	1,972	-	-	-	-
615000 Fringes	5,070	3,782	9,165	9,165	7,450
632510 Street Lights	31,837	12,305	26,500	30,926	26,000
639000 Loss on Obsolete Inventory	-	896	-	-	-
640800 Contractor Fees	5,735	1,370	4,500	4,500	4,500
641301 Electric	1,314,985	1,569,603	1,347,065	1,347,065	1,605,900
642501 CEA Operations/Maint.	572	95	800	800	637
642502 CEA Depreciation/Replace.	444	49	600	600	716
Total Expense	\$ 1,377,859	\$ 1,599,623	\$ 1,410,337	\$ 1,414,763	\$ 1,668,877

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Street Lights

Maintenance of approx. 1,250 lights	\$ 22,500
Knockdowns - additions	3,500
	\$ 26,000

CITY OF APPLETON 2023 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 citizens on the services provided through phone calls, walk-ins, the DPW Guide newsletter, new resident mailings, the web page and Facebook

Major Changes in Revenue, Expenditures, or Programs:

Consulting services for testing materials for the Glendale MSB expansion site are no longer required, resulting in the elimination of the Consulting budget.

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17021 / 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Miscellaneous Revenue	\$ 2,305	\$ 2,000	\$ -	\$ -	\$ -
508200 Insurance Proceeds	-	5,000	-	-	-
Total Revenue	<u>\$ 2,305</u>	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 510,182	\$ 450,968	\$ 515,333	\$ 515,333	\$ 540,491
610400 Call Time Wages	362	196	300	300	300
610500 Overtime Wages	1,428	1,963	1,600	1,600	2,000
610800 Part-Time Wages	14,585	15,297	-	-	-
615000 Fringes	223,295	158,070	204,631	204,631	196,746
620100 Training/Conferences	2,106	1,240	11,070	16,570	9,220
620400 Tuition Fees	-	915	-	-	-
630100 Office Supplies	2,611	2,196	3,150	3,150	2,650
630200 Subscriptions	5,443	5,611	5,500	5,500	5,600
630300 Memberships & Licenses	2,483	2,722	3,320	3,320	2,970
630400 Postage/Freight	1,486	1,453	1,450	1,450	1,460
630500 Awards & Recognition	1,362	1,533	1,190	1,190	1,190
630600 Building Maint./Janitorial	8,426	7,886	7,000	7,000	8,200
630901 Shop Supplies	2,388	2,132	2,000	2,000	2,100
631100 Paint & Supplies	211	4	200	200	100
631500 Books & Library Materials	75	-	100	100	100
632002 Outside Printing	3,463	3,525	4,775	4,775	3,675
632102 Protective Clothing	1,897	1,428	1,775	1,775	1,700
632200 Gas Purchases	416	437	425	425	425
632300 Safety Supplies	3,509	2,998	4,150	4,150	3,500
632400 Medical/Lab Supplies	262	589	400	400	600
632500 Construction Materials	-	230	200	200	-
632700 Miscellaneous Equipment	10,695	9,524	8,525	11,150	10,025
632800 Signs	735	-	100	100	50
640400 Consulting	6,695	22,606	15,000	36,000	-
640700 Solid Waste/Recycling	459	314	1,836	1,836	300
640800 Contractor Fees	13,530	298	1,000	1,870	1,000
640900 Inspection Fees	-	350	400	400	400
641200 Advertising	-	287	250	250	300
641300 Utilities	99,517	102,735	109,946	109,946	139,902
641600 Building Repairs & Maint.	8,741	2,429	3,000	3,000	3,000
641800 Equipment Repairs & Maint.	205	22	750	750	500
641900 Communication Eq. Repair	979	511	250	250	750
642000 Facilities Charges	210,989	198,607	220,548	220,548	187,744
642400 Software Support	16,743	21,906	19,670	19,670	19,215
642501 CEA Operations/Maint.	32,795	27,215	22,500	22,500	27,768
642502 CEA Depreciation/Replace.	7,764	20,747	5,867	5,867	16,704
645100 Laundry Services	262	248	240	240	240
659900 Other Contracts/Obligation	5,791	3,930	3,000	3,000	4,050
Total Expense	<u>\$ 1,201,890</u>	<u>\$ 1,073,122</u>	<u>\$ 1,181,451</u>	<u>\$ 1,211,446</u>	<u>\$ 1,194,975</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Software support

Miovision traffic count processing fees	\$ 3,500
Traffic signal management software maintenance	12,400
Turbonet	1,275
Data storage & support GPS units	2,040
	<u>\$ 19,215</u>

**CITY OF APPLETON 2023 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

Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets

Provide residents with timely and cost-effective maintenance patches

Continue the polylevel program to eliminate hazardous conditions by lifting the existing concrete at priority locations

Continue the program of grinding hazardous sidewalks to reduce the potential for trips and falls

Major Changes in Revenue, Expenditures, or Programs:

The 2022 Misc Intergovernmental Charges budget was for Village of Harrison agreement for Renn property. This has been budgeted in 17014 Concrete Reconstruction and 17016 Asphalt Reconstruction.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ 3,660	\$ 4,074	\$ 7,500	\$ 7,500	\$ 7,500
490800 Misc Intergovernmental Charges	94,856	1,606	94,862	94,862	-
501000 Miscellaneous Revenue	1,655	8,987	7,500	7,500	8,500
503000 Damage to City Property	3,917	20,465	5,000	5,000	7,500
Total Revenue	\$ 104,088	\$ 35,132	\$ 114,862	\$ 114,862	\$ 23,500
Expenses					
610100 Regular Salaries	\$ 625,838	\$ 673,912	\$ 604,217	\$ 604,217	\$ 636,782
610400 Call Time Wages	1,246	1,525	2,000	2,000	2,500
610500 Overtime Wages	15,672	35,323	35,000	35,000	35,000
610800 Part-Time Wages	12,563	10,717	20,900	20,900	14,412
615000 Fringes	211,887	265,855	259,915	259,915	252,236
620100 Training & Conferences	286	-	-	-	-
630800 Landscape Supplies	4,464	3,413	4,400	4,400	3,800
630900 Shop Supplies & Tools	2,931	5,684	7,000	7,000	6,500
631100 Paint & Supplies	539	758	400	400	600
632102 Protective Clothing	31	-	-	-	-
632200 Gas Purchases	863	1,400	1,000	1,000	1,300
632500 Materials	97,381	100,913	167,000	167,000	140,700
632700 Miscellaneous Equipment	29,346	17,699	24,000	27,900	18,000
632800 Signs	246	11	500	500	200
640400 Consulting Services	102,608	35,667	57,000	62,900	48,000
640800 Contractor Fees	246,592	292,351	313,000	370,059	340,000
641300 Utilities	3,983	6,559	6,400	6,400	6,765
641500 Tipping Fees	52	-	2,000	2,000	500
641800 Equipment Repairs & Maint.	190	101	250	250	250
642000 Facilities Charges	1,177	3,019	2,176	2,176	1,853
642400 Software Support	10,630	11,740	12,000	12,000	12,000
642501 CEA Operations/Maint.	267,780	220,382	277,200	277,200	297,499
642502 CEA Depreciation/Replac.	258,311	233,143	420,469	420,469	363,562
642900 Interfund Allocations	(22,473)	(14,286)	(16,000)	(16,000)	(16,000)
659900 Other Contracts/Obligation	12,320	17,377	20,000	20,000	20,000
Total Expense	\$ 1,884,463	\$ 1,923,263	\$ 2,220,827	\$ 2,287,686	\$ 2,186,459

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Materials

Cold patch/crack filler	\$ 54,000
Concrete	18,000
Gravel	4,000
Asphalt	50,000
Clear Stone	400
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	14,300
Total	\$ 140,700

Contractor Fees

Guardrail repairs	\$ 10,000
Polylevel pavement leveling contractor	15,000
Annual bridge maint	5,000
Bascule Bridge Maint/Paint	140,000
Bascule Bridge Elec Maint	80,000
Patch program	90,000
Total	\$ 340,000

Consulting Services

Movable bridge inspections	18,000
Biennial bridge inspection (even yrs)	-
Bridge Design Engineering	20,000
Miscellaneous	10,000
Total	\$ 48,000

Miscellaneous Equipment

Paver headset replace parts	\$ 1,000
Concrete chains, blades, bits	5,000
Arrow board	4,000
Barricades	8,000
Total	\$ 18,000

Interfund Allocations

Hauling biosolids	\$ 10,000
FMD maintenance	1,000
Misc. accidents, maintenance	5,000
Total	\$ 16,000

Other Contracts/Obligations

Fox River Navigation-bridges	\$ 15,000
CARE program	5,000
Total	\$ 20,000

**CITY OF APPLETON 2023 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

Perform an annual review of regional snow plowing agreements to insure they are current and equitable

Monitor contracted services to ensure 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 reflects DPW staff taking over an additional 16 miles of sidewalk, stairs and crosswalk locations in 2023. Additional equipment was added in 2022 for this change in operations.

The increase in the Snow/Ice Control Materials budget is based on a 10% increase on dry salt to \$6.50 per ton.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
460800 Snow Removal	\$ 143,284	\$ 139,288	\$ 145,000	\$ 145,000	\$ 145,000
501000 Miscellaneous Revenue	15,688	16,315	20,000	20,000	16,000
Total Revenue	\$ 158,972	\$ 155,603	\$ 165,000	\$ 165,000	\$ 161,000
Expenses					
610100 Regular Salaries	\$ 294,661	\$ 328,617	\$ 433,208	\$ 433,208	\$ 466,508
610400 Call Time Wages	34,976	44,290	45,000	45,000	45,000
610500 Overtime Wages	62,974	96,783	80,000	80,000	80,000
610800 Part-Time Wages	995	455	-	-	-
615000 Fringes	121,758	170,231	176,319	176,319	179,608
630901 Shop Supplies	326	452	200	200	500
632500 Snow/Ice Control Materials	223,539	211,582	241,400	272,049	273,000
632601 Repair Parts	529	-	600	600	500
632700 Miscellaneous Equipment	8,140	5,667	12,000	12,000	10,000
640800 Contractor Fees	667	2,685	-	-	-
642501 CEA Operations/Maint.	239,696	252,520	362,895	362,895	357,370
642502 CEA Depreciation/Replace.	208,077	231,891	429,941	429,941	330,895
642900 Interfund Allocations	(3,402)	(3,519)	(5,000)	(5,000)	(5,000)
644000 Snow Removal Services	147,180	140,148	30,000	30,000	10,000
645000 Repairs to Private Property	3,929	1,447	3,000	3,000	2,000
659900 Other Contracts/Obligations	12,174	5,070	7,500	7,500	5,000
Total Expense	\$ 1,356,219	\$ 1,488,319	\$ 1,817,063	\$ 1,847,712	\$ 1,755,381

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (3,200 tons)	\$ 226,800
Brine	25,000
Ice melt	20,000
Lumber, stone, etc.	200
Concrete	1,000
Total	\$ 273,000

**CITY OF APPLETON 2023 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:

Maintain approximately 30,000 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 the 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

Continue efforts to remove invasive species from City property through volunteer services

Continue to provide a 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 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 741,088	\$ -	\$ -	\$ -	\$ -
422400 Miscellaneous State Aids	169,054	4,460	-	-	-
501000 Miscellaneous Revenue	1,422	540	3,000	3,000	2,000
502000 Donations & Memorials	1,270	250	-	-	-
503000 Damage to City Property	538	(250)	-	-	-
Total Revenue	\$ 913,372	\$ 5,000	\$ 3,000	\$ 3,000	\$ 2,000
Expenses					
610100 Regular Salaries	\$ 577,217	\$ 602,280	\$ 564,033	\$ 564,033	\$ 605,969
610400 Call Time Wages	1,160	2,800	3,000	3,000	3,000
610500 Overtime Wages	7,095	5,822	7,000	7,000	5,000
610800 Part-Time Wages	18,744	13,324	20,900	20,900	18,018
615000 Fringes	185,642	225,463	209,150	209,150	221,467
620100 Training/Conferences	2,537	640	2,600	2,600	2,600
630300 Memberships & Licenses	975	980	1,000	1,000	1,000
630800 Landscape Supplies	65,989	52,342	53,300	53,300	36,000
630901 Shop Supplies	1,548	1,568	1,500	1,500	1,600
630902 Tools & Instruments	2,274	2,991	2,250	2,250	2,400
631100 Paint & Supplies	56	66	25	25	50
632002 Outside Printing	509	289	300	300	300
632102 Protective Clothing	310	1,083	400	400	400
632200 Gas Purchases	326	(20)	-	-	-
632300 Safety Supplies	1,214	1,568	1,100	1,100	1,100
632700 Miscellaneous Equipment	5,098	6,363	5,500	6,375	5,500
632800 Signs	-	32	50	50	50
640800 Contractor Fees	-	815	800	800	800
641303 Water	2,496	1,265	1,000	1,000	1,000
641308 Cellular Phones	190	322	249	249	241
642400 Software Support	1,620	1,800	2,200	2,200	2,000
642501 CEA Operations/Maint.	136,565	171,807	131,000	131,000	186,764
642502 CEA Depreciation/Replace.	130,554	186,070	174,726	174,726	215,446
642900 Interfund Allocations	(765)	(1,462)	(3,000)	(3,000)	(3,000)
Total Expense	\$ 1,141,354	\$ 1,278,208	\$ 1,179,083	\$ 1,179,958	\$ 1,307,705

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil/sand/gravel	\$ 3,200
Seed/fertilizer	2,500
Plant material/trees	30,000
Mulch/Chips	-
Herbicides/pesticides	300
	<u>\$ 36,000</u>

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM MISSION

To provide building inspection services to ensure 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 to provide property data, saving staff time and resources

Major Changes in Revenue, Expenditures, or Programs:

The increase in permit revenues is based on current trends.

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
430800 Heating License	\$ 25	\$ -	\$ 100	\$ 100	\$ 100
440100 Building Permits	372,566	413,656	370,000	370,000	425,000
440200 Electrical Permits	121,491	171,114	120,000	120,000	171,000
440300 Heating Permits	84,417	94,686	75,000	75,000	95,000
440400 Plumbing & Sewer Permits	71,594	86,237	70,000	70,000	85,000
440600 State Building Permits	3,160	4,400	2,000	2,000	4,000
440700 Signs Permits	4,762	4,600	5,000	5,000	5,000
460900 Weed Cutting	19,300	12,880	16,000	16,000	16,000
480100 General Charges for Svc	60,995	66,018	55,000	55,000	66,000
504000 Board of Appeals	1,215	1,475	2,000	2,000	2,000
Total Revenue	<u>\$ 739,525</u>	<u>\$ 855,066</u>	<u>\$ 715,100</u>	<u>\$ 715,100</u>	<u>\$ 869,100</u>
Expenses					
610200 Labor Pool Allocations	\$ 450,435	\$ 436,351	\$ 455,452	\$ 455,452	\$ 483,189
610500 Overtime Wages	1,456	246	2,000	2,000	2,000
610800 Part-Time Wages	4,126	6,168	14,976	14,976	15,494
615000 Fringes	121,877	126,846	136,277	136,277	149,225
620100 Training/Conferences	330	-	-	-	-
640800 Contractor Fees	29,625	6,856	8,000	8,000	6,000
Total Expense	<u>\$ 607,849</u>	<u>\$ 576,467</u>	<u>\$ 616,705</u>	<u>\$ 616,705</u>	<u>\$ 655,908</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
421000 Federal Grants	741,088	-	-	-	-	-
422400 Miscellaneous State Aids	169,054	4,461	-	-	-	-
430800 Heating License	25	-	1,000	100	100	100
431900 Street/Sidewalk Cement License	855	705	315	800	800	800
440100 Building Permits	372,566	413,657	153,901	370,000	370,000	425,000
440200 Electrical Permits	121,491	171,114	56,370	120,000	120,000	171,000
440300 Heating Permits	84,417	94,686	30,546	75,000	75,000	95,000
440400 Plumbing & Sewer Permits	71,594	86,237	29,920	70,000	70,000	85,000
440600 State Building Permits	3,160	4,400	2,160	2,000	2,000	4,000
440700 Signs Permits	4,762	4,600	2,560	5,000	5,000	5,000
440900 Street Occupancy Permits	8,314	11,075	4,870	9,000	9,000	10,000
441000 Street Excavation Permits	126,645	403,915	95,498	176,300	176,300	93,650
460100 Asphalt Paving	-	52,035	-	-	-	-
460200 Concrete Paving	12,522	19,493	-	12,522	12,522	-
460700 Sidewalks	8,020	-	-	-	-	-
460800 Snow Removal	143,284	139,288	8,733	145,000	145,000	145,000
460900 Weed Cutting	19,300	12,881	-	16,000	16,000	16,000
461200 Street Lights	76,607	77,224	-	78,000	78,000	78,000
480100 General Charges for Service	67,105	71,429	28,977	63,250	63,250	74,250
490800 Misc. Intergovernmental Charges	175,194	104,832	32,638	177,528	177,528	103,120
501000 Miscellaneous Revenue	22,427	35,616	23,611	37,000	37,000	33,500
502000 Donations & Memorials	1,270	250	1,500	-	-	-
503000 Damage to City Property	95,006	70,323	24,339	88,000	88,000	70,500
503500 Other Reimbursements	31,776	117,079	94,856	-	-	94,855
504000 Board of Appeals	1,215	1,475	870	2,000	2,000	2,000
508200 Insurance Proceeds	-	5,000	-	-	-	-
508500 Cash Short or Over	(25)	-	-	-	-	-
592200 Transfer In - Special Revenue	1,216,329	1,274,087	-	1,200,000	1,200,000	1,250,000
TOTAL PROGRAM REVENUES	3,574,001	3,175,862	592,664	2,647,500	2,647,500	2,756,775
Personnel						
610100 Regular Salaries	851,616	891,029	309,619	-	-	-
610200 Labor Pool Allocations	2,637,076	2,679,175	1,105,554	4,071,073	4,071,073	4,248,102
610400 Call Time Wages	41,828	54,671	30,300	55,400	55,400	56,400
610500 Overtime Wages	102,465	156,950	65,529	142,000	142,000	142,400
610800 Part-Time Wages	74,704	59,327	-	71,275	71,275	56,000
611000 Other Compensation	29,574	33,343	12,975	25,265	25,265	25,265
611400 Sick Pay	22,880	32,803	29,485	-	-	-
611500 Vacation Pay	388,860	447,572	130,043	-	-	-
615000 Fringes	1,350,051	1,486,763	581,648	1,538,880	1,538,880	1,535,916
TOTAL PERSONNEL	5,499,054	5,841,633	2,265,153	5,903,893	5,903,893	6,064,083
Training~Travel						
620100 Training/Conferences	10,096	8,090	14,384	23,170	28,670	19,820
620400 Tuition Fees	-	915	-	-	-	-
620600 Parking Permits	11,813	15,342	11,480	16,680	16,680	16,680
TOTAL TRAINING / TRAVEL	21,909	24,347	25,864	39,850	45,350	36,500
Supplies						
630100 Office Supplies	4,515	4,174	1,767	7,250	7,250	5,650
630200 Subscriptions	5,443	5,611	343	5,500	5,500	5,600
630300 Memberships & Licenses	8,329	8,976	5,097	9,870	9,870	9,520
630400 Postage/Freight	1,495	1,464	1,820	1,475	1,475	1,485
630500 Awards & Recognition	2,516	2,749	302	2,485	2,485	2,485
630600 Building Maint./Janitorial	8,426	7,886	3,248	7,000	7,000	8,200
630801 Topsoil	8,300	6,380	-	7,000	7,000	6,700
630803 Seed	4,499	3,806	778	2,900	2,900	2,800
630804 Plant Material	61,393	42,121	25,133	48,149	48,149	36,769
630807 Herbicides/Pesticides	3,832	3,676	2,514	3,800	3,800	300
630899 Other Landscape Supplies	-	103	-	-	-	-
630901 Shop Supplies	13,976	14,229	2,890	15,610	15,610	14,380
630902 Tools & Instruments	9,829	13,239	4,322	10,620	10,620	11,830
631100 Paint & Supplies	1,522	1,943	414	1,275	1,275	1,750
631500 Books & Library Materials	91	-	-	500	500	500
631603 Other Misc. Supplies	-	-	-	-	-	-
632001 City Copy Charges	8,292	9,079	2,555	9,500	9,500	9,000
632002 Outside Printing	8,649	9,539	4,795	11,775	11,775	9,675

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
632101 Uniforms	7	-	11	-	-	-
632102 Protective Clothing	2,462	2,649	748	2,575	2,575	2,500
632200 Gas Purchases	1,651	1,817	1,092	1,475	1,475	1,775
632300 Safety Supplies	6,001	5,462	954	5,600	5,600	4,950
632400 Medical/Lab Supplies	262	589	136	400	400	600
632501 Castings	215	10,407	-	3,500	3,500	3,300
632502 Concrete	8,471	15,336	-	14,000	14,000	19,000
632503 Other Materials	48,111	58,880	18,940	90,600	90,600	75,125
632505 Gravel	5,098	1,137	-	5,000	5,000	5,000
632507 Asphalt	157,613	175,024	5,998	190,085	190,085	198,225
632508 Ice Control Materials	222,160	210,875	203,522	240,000	270,649	281,800
632509 Clear Stone	847	-	-	500	500	400
632510 Street Lights	169,613	149,392	55,411	160,000	179,552	159,000
632601 Repair Parts	529	-	-	600	600	500
632700 Miscellaneous Equipment	77,275	69,512	24,589	67,325	74,725	58,325
632800 Signs	100,859	83,486	10,736	74,250	74,250	82,800
639000 Loss on Obsolete Inventory	-	14,224	-	-	-	-
TOTAL SUPPLIES	952,281	933,765	378,115	1,000,619	1,058,220	1,019,944
Purchased Services						
640202 Recording/Filing Fees	205	159	50	125	125	125
640400 Consulting Services	168,165	120,460	28,761	80,200	188,318	59,200
640700 Solid Waste/Recycling Pickup	459	314	-	1,836	1,836	300
640800 Contractor Fees	488,726	459,606	17,088	432,074	490,003	596,535
640900 Inspection Fees	-	350	-	400	400	400
641200 Advertising	851	1,404	822	2,250	2,250	2,300
641301 Electric	1,421,116	1,670,672	662,142	1,454,289	1,454,289	1,718,071
641302 Gas	10,653	19,132	21,367	22,188	22,188	48,000
641303 Water	10,364	8,516	1,701	8,740	8,740	8,740
641304 Sewer	3,809	4,428	909	3,805	3,805	3,865
641306 Stormwater	28,379	29,856	7,484	27,960	27,960	29,937
641307 Telephone	7,429	7,276	3,254	7,312	7,312	7,312
641308 Cellular Phones	8,815	16,918	3,328	14,256	14,256	14,991
641500 Tipping Fees	52	-	-	2,000	2,000	500
641600 Building Repairs & Maint.	8,741	2,429	221	3,000	3,000	3,000
641800 Equipment Repairs & Maint.	28,456	19,888	3,601	25,525	25,525	25,869
641900 Communication Eq. Repairs	979	511	-	250	250	750
642000 Facilities Charges	212,166	201,625	58,883	222,724	222,724	189,597
642400 Software Support	33,493	40,446	12,846	41,910	41,910	43,735
642501 CEA Operations/Maint.	768,302	762,621	223,228	901,395	901,395	985,291
642502 CEA Depreciation/Replace.	713,570	777,608	206,474	1,168,873	1,168,873	1,092,227
642900 Interfund Allocations	(29,833)	(22,952)	(6,238)	(29,250)	(29,250)	(29,250)
643000 Health Services	-	-	-	-	-	-
644000 Snow Removal Services	147,180	140,148	73,265	30,000	30,000	-
645000 Repairs to Private Property	3,929	1,447	660	3,000	3,000	2,000
645100 Laundry Services	262	248	54	240	240	240
650302 Equipment Rent	-	-	-	-	-	-
659900 Other Contracts/Obligation	30,285	26,848	5,547	30,500	30,500	29,050
TOTAL PURCHASED SVCS	4,066,553	4,289,958	1,325,447	4,455,602	4,621,649	4,832,785
Capital Outlay						
680100 Land	7,760	14,403	-	-	-	-
680901 Streets	596,410	601,986	85	763,637	816,637	773,640
680902 Sidewalks	465,410	516,585	11,035	498,109	558,109	536,608
TOTAL CAPITAL OUTLAY	1,069,580	1,132,974	11,120	1,261,746	1,374,746	1,310,248
TOTAL EXPENSE	11,609,377	12,222,677	4,005,699	12,661,710	13,003,858	13,263,560

CITY OF APPLETON 2023 BUDGET

SANITATION

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2023 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 2022 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 biodegradable 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 2022, based upon technical findings, reports economic feasibility, 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, the City Guide was written six months in advance, often causing the dates published for spring yard waste collection to not coincide with when residents were able to perform their yard work (due to weather conditions).

Continued to develop relationships with outside services to dispose of brush and yard materials.

Provided a recycling dumpster at the Glendale Ave yard site for City of Appleton residents.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2023 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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,689,817	\$ 1,712,726	\$ 1,669,618	\$ 1,669,618	\$ 1,717,618	2.87%
Program Expenses							
2210	Administration	444,564	426,527	451,901	453,651	519,811	15.03%
2221	Recycling	100,667	75,761	116,417	116,417	127,107	9.18%
2223	Solid Waste	2,993,601	3,028,306	3,144,855	3,144,855	3,382,617	7.56%
2230	Landfill Maint.	103,960	124,776	119,072	152,109	150,619	26.49%
TOTAL		\$ 3,642,792	\$ 3,655,370	\$ 3,832,245	\$ 3,867,032	\$ 4,180,154	9.08%
Expenses Comprised Of:							
Personnel		1,401,771	1,304,963	1,444,788	1,444,788	1,485,848	2.84%
Training & Travel		-	-	500	500	250	-50.00%
Supplies & Materials		61,137	171,094	121,730	123,480	118,165	-2.93%
Purchased Services		2,179,460	2,179,166	2,264,677	2,297,714	2,530,341	11.73%
Miscellaneous Expense		424	147	550	550	45,550	8181.82%
Transfers Out		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.68	17.68	17.80	17.80	17.90	

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM MISSION

To provide administrative and planning support to ensure 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 and fees 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 non-compliant overflow at the curb

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:

The City will begin a project in 2023 to move the Utility Billing system to the ERP software system. The cost to install this module will be allocated between the Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 2,045,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000
470500 General Interest	23	24	-	-	-
471000 Interest on Investments	25,133	(9,686)	25,000	25,000	25,000
480100 Charges for Service	1,496,129	1,506,362	1,479,243	1,479,243	1,509,243
500400 Sale of City Property	1,330	948	400	400	400
501600 Lease Revenue	400	400	400	400	400
503000 Damage to City Property	200	8,811	-	-	-
507100 Customer Penalty	2,553	10,372	7,000	7,000	7,000
Total Revenue	\$ 3,570,768	\$ 3,606,231	\$ 3,601,043	\$ 3,601,043	\$ 3,631,043
Expenses					
610100 Regular Salaries	\$ 182,401	\$ 166,366	\$ 186,095	\$ 186,095	\$ 191,178
610400 Call Time Wages	2,212	2,106	700	700	2,100
610500 Overtime Wages	376	521	375	375	475
610800 Part-Time Wages	874	71	-	-	-
615000 Fringes	59,185	61,254	71,701	71,701	68,516
620100 Training/Conferences	-	-	500	500	250
630100 Office Supplies	814	891	875	875	900
630300 Memberships & Licenses	190	195	195	195	195
630400 Postage/Freight	23,068	17,093	23,000	23,000	22,000
630500 Awards & Recognition	275	1,020	945	945	945
632001 City Copy Charges	1,141	-	1,200	1,200	1,200
632002 Outside Printing	5,810	5,542	5,800	5,800	5,600
632102 Protective Clothing	993	1,613	800	800	1,500
632300 Safety Supplies	1,064	1,070	850	850	1,050
632400 Medical/Lab Supplies	131	295	200	200	250
632700 Miscellaneous Equipment	-	-	-	1,750	-
640300 Bank Service Fees	4,366	2,809	5,280	5,280	5,280
641200 Advertising	-	143	500	500	200
614300 Utilities	53,935	54,559	53,698	53,698	61,915
642000 Facilities Charges	23,381	21,596	24,667	24,667	20,998
642400 Software Support	3,240	3,600	4,250	4,250	4,320
642501 CEA Operations/Maint.	31,572	25,575	5,000	5,000	24,068
642502 CEA Depreciation/Replace.	10,224	11,709	18,500	18,500	12,461
643000 Health Services	-	54	-	-	-
650100 Insurance	37,586	47,580	45,520	45,520	48,160
659900 Other Contracts/Obligation	1,348	718	750	750	750
662300 Uncollectable Accounts	378	147	500	500	500
681500 Software Acquisition	-	-	-	-	45,000
Total Expense	\$ 444,564	\$ 426,527	\$ 451,901	\$ 453,651	\$ 519,811

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice printing & mailing	\$ 22,000
	<u>\$ 22,000</u>

**CITY OF APPLETON 2023 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 grind brush for the Parks 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
- Continue to provide a recycling dumpster at the Glendale Ave yard site for City of Appleton residents

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Services	\$ 72,246	\$ 81,167	\$ 75,000	\$ 75,000	\$ 85,000
503500 Other Reimbursements	50	-	-	-	-
507100 Customer Penalty	67	31	-	-	-
Total Revenue	\$ 72,363	\$ 81,198	\$ 75,000	\$ 75,000	\$ 85,000
Expenses					
610100 Regular Salaries	\$ 38,275	\$ 33,641	\$ 39,253	\$ 39,253	\$ 47,492
610400 Call Time Wages	-	-	25	25	-
610500 Overtime Wages	498	6	200	200	200
610800 Part-Time Wages	1,561	1,159	-	-	-
615000 Fringes	13,851	11,231	16,114	16,114	16,847
630300 Memberships & Licenses	125	125	125	125	125
630804 Plant Material	331	391	350	350	400
630901 Shop Supplies	1,729	1,291	1,200	1,200	1,300
630902 Tools & Instruments	448	1,444	800	800	1,200
632505 Gravel	-	260	-	-	-
632700 Miscellaneous Equipment	2,235	-	-	-	-
640700 Garbage/Recycling Pickup	9,052	10,638	5,000	5,000	12,000
640800 Contractor Fees	68	-	-	-	-
641301 Electric	1,400	1,227	1,300	1,300	1,350
642501 CEA Operations/Maint.	14,843	10,047	28,000	28,000	22,542
642502 CEA Depreciation/Replace.	16,205	4,301	24,000	24,000	23,601
662300 Uncollectable Accounts	46	-	50	50	50
Total Expense	\$ 100,667	\$ 75,761	\$ 116,417	\$ 116,417	\$ 127,107

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Service	\$ 14,605	\$ 6,276	\$ 12,675	\$ 12,675	\$ 12,675
490800 Misc Intergov. Charges	-	172	100	100	100
505500 Appliance Tags	28,448	26,670	12,000	12,000	12,000
505600 Tire Tags	1,423	2,194	800	800	800
505700 Grass Clipping Fees	12,674	34,139	17,000	17,000	20,000
505800 Overflow Refuse Fees	34,538	44,827	40,000	40,000	45,000
508500 Cash Short or Over	(2)	19	-	-	-
Total Revenue	\$ 91,686	\$ 114,297	\$ 82,575	\$ 82,575	\$ 90,575
Expenses					
610100 Regular Salaries	\$ 766,168	\$ 720,361	\$ 772,156	\$ 772,156	\$ 804,954
610400 Call Time Wages	2,255	420	2,000	2,000	1,200
610500 Overtime Wages	18,283	14,656	20,000	20,000	20,000
610800 Part-Time Wages	8,351	5,236	6,967	6,967	-
615000 Fringes	303,361	282,073	319,008	319,008	321,538
630901 Shop Supplies	116	556	400	400	600
630902 Tools & Instruments	134	-	200	200	100
631100 Paint & Supplies	56	35	200	200	100
632200 Gas Purchases	166	350	200	200	200
632700 Miscellaneous Equipment	22,310	138,922	83,890	83,890	80,500
640700 Waste/Recycling Pickup	2,616	746	-	-	-
640800 Contractor Fees	377	1,153	400	400	2,000
641500 Tipping Fees	971,582	1,030,887	1,088,360	1,088,360	1,086,500
641800 Equipment Repairs & Maint.	-	-	50	50	-
642501 CEA Operations/Maint.	582,542	521,445	527,500	527,500	611,643
642502 CEA Depreciation/Replace.	317,326	311,442	325,000	325,000	453,258
642900 Interfund Allocations	(2,066)	-	(1,500)	(1,500)	-
650302 Equipment Rent	24	24	24	24	24
Total Expense	\$ 2,993,601	\$ 3,028,306	\$ 3,144,855	\$ 3,144,855	\$ 3,382,617

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment	
Replacement automated containers	\$ 73,110
Rolloff Box	3,000
Misc equipment (wheels, lids, etc.)	4,390
	<u>\$ 80,500</u>
Tipping Fees	
Residential/curbside pickup	\$ 1,086,500
	<u>\$ 1,086,500</u>

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM MISSION

Maintain and monitor the condition of this site to ensure 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

Perform second year of catching up on delayed maintenance of landfill cap

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 third inspection on May 10, 2022. Concerns were raised during that inspection and will require more cap maintenance to address settling and vegetation issues. Condition of the site is not unusual based on the age of the landfill and the age of the system.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 3,074	\$ 4,170	\$ 6,249	\$ 6,249	\$ 8,898
610800 Part-Time Wages	23	217	-	-	-
615000 Fringes	1,025	1,476	3,945	3,945	2,450
632503 Other Materials	-	-	500	500	-
640400 Consulting Services	77,075	87,411	78,393	111,430	80,295
640800 Contractor Fees	-	9,980	-	-	-
641300 Utilities	5,571	3,885	5,434	5,434	4,960
642000 Facilities Charges	3,017	2,590	2,176	2,176	1,853
642501 CEA Operations/Maint.	410	852	1,200	1,200	1,303
642502 CEA Depreciation/Replace.	757	1,122	3,000	3,000	1,000
645400 Grounds Repair & Maintenance	1,445	1,510	6,600	6,600	38,400
650100 Insurance	10,823	10,823	10,815	10,815	10,700
659900 Other Contracts/Obligation	740	740	760	760	760
Total Expense	<u>\$ 103,960</u>	<u>\$ 124,776</u>	<u>\$ 119,072</u>	<u>\$ 152,109</u>	<u>\$ 150,619</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

DNR required operations and monitoring	\$ 65,295
Well replacement	15,000
	<u>\$ 80,295</u>

Grounds Repair & Maintenance

Mowing contractor	\$ 9,000
Ditch cleaning contractor	5,000
Cap repair contractor	24,400
	<u>\$ 38,400</u>

**CITY OF APPLETON 2023 BUDGET
SANITATION**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
411000 Property Tax	2,045,000	2,089,000	2,089,000	2,089,000	2,089,000	2,089,000
471000 Interest on Investments	25,156	(9,660)	11	25,000	25,000	25,000
480100 General Charges for Service	1,582,980	1,593,806	16,586	1,566,918	1,566,918	1,606,918
487200 Commercial Recycling	-	-	-	-	-	-
490800 Misc Intergovernmental Charges	-	173	-	100	100	100
500400 Sale of City Property	1,330	949	1,710	400	400	400
501000 Miscellaneous Revenue	-	-	799	-	-	-
501600 Lease Revenue	400	400	-	400	400	400
503000 Damage to City Property	200	8,811	400	-	-	-
503500 Other Reimbursements	50	-	200	-	-	-
505500 Appliance Tags	28,448	26,670	1,929	12,000	12,000	12,000
505600 Tire Tags	1,423	2,195	352	800	800	800
505700 Grass Clipping Fees	12,674	34,139	430	17,000	17,000	20,000
505800 Overflow Refuse Fees	34,538	44,827	10,676	40,000	40,000	45,000
507100 Customer Penalty	2,620	10,404	-	7,000	7,000	7,000
508500 Cash Short or Over	(2)	20	-	-	-	-
TOTAL PROGRAM REVENUES	<u>3,734,817</u>	<u>3,801,734</u>	<u>2,122,093</u>	<u>3,758,618</u>	<u>3,758,618</u>	<u>3,806,618</u>
Personnel						
610100 Regular Salaries	58,434	83,922	29,637	-	-	-
610200 Labor Pool Allocations	832,142	738,350	277,290	997,653	997,653	1,048,772
610400 Call Time Wages	4,467	2,526	934	2,725	2,725	3,300
610500 Overtime Wages	19,157	15,183	2,155	20,575	20,575	20,675
610800 Part-Time Wages	10,808	6,684	-	6,967	6,967	-
611000 Other Compensation	4,543	2,845	3,031	6,100	6,100	3,750
611400 Sick Pay	4,049	3,859	143	-	-	-
611500 Vacation Pay	90,750	95,560	21,202	-	-	-
615000 Fringes	377,421	356,034	121,246	410,768	410,768	409,351
TOTAL PERSONNEL	<u>1,401,771</u>	<u>1,304,963</u>	<u>455,638</u>	<u>1,444,788</u>	<u>1,444,788</u>	<u>1,485,848</u>
Training~Travel						
620100 Training/Conferences	-	-	250	500	500	250
TOTAL TRAINING / TRAVEL	<u>-</u>	<u>-</u>	<u>250</u>	<u>500</u>	<u>500</u>	<u>250</u>
Supplies						
630100 Office Supplies	814	891	202	875	875	900
630300 Memberships & Licenses	315	320	200	320	320	320
630400 Postage/Freight	23,068	17,093	6,811	23,000	23,000	22,000
630500 Awards & Recognition	275	1,020	-	945	945	945
630804 Plant Material	330	391	98	350	350	400
630901 Shop Supplies	1,845	1,848	597	1,600	1,600	1,900
630902 Tools & Instruments	583	1,444	106	1,000	1,000	1,300
631100 Paint & Supplies	56	35	26	200	200	100
632001 City Copy Charges	1,141	-	-	1,200	1,200	1,200
632002 Outside Printing	5,810	5,542	2,691	5,800	5,800	5,600
632102 Protective Clothing	993	1,613	563	800	800	1,500
632200 Gas Purchases	166	350	-	200	200	200
632300 Safety Supplies	1,064	1,070	305	850	850	1,050
632400 Medical/Lab Supplies	131	295	68	200	200	250
632503 Other Materials	-	-	-	500	500	-
632505 Gravel	-	260	-	-	-	-
632509 Clear Stone	-	-	-	-	-	-
632700 Miscellaneous Equipment	24,546	138,922	78,974	83,890	85,640	80,500
632800 Signs	-	-	-	-	-	-
TOTAL SUPPLIES	<u>61,137</u>	<u>171,094</u>	<u>90,641</u>	<u>121,730</u>	<u>123,480</u>	<u>118,165</u>

**CITY OF APPLETON 2023 BUDGET
SANITATION**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Purchased Services						
640300 Bank Service Fees	4,366	2,809	1,076	5,280	5,280	5,280
640400 Consulting Services	77,075	87,411	11,464	78,393	111,430	80,295
640700 Solid Waste/Recycling Pickup	11,668	11,384	1,260	5,000	5,000	12,000
640800 Contractor Fees	445	11,133	1,848	400	400	2,000
641200 Advertising	-	143	-	500	500	200
641301 Electric	23,303	19,172	9,442	22,235	22,235	21,505
641302 Gas	3,268	5,535	6,090	5,125	5,125	7,950
641303 Water	4,733	4,305	1,665	5,000	5,000	5,000
641304 Sewer	2,018	2,344	933	2,200	2,200	2,600
641306 Stormwater	26,199	26,770	12,357	24,474	24,474	29,780
641307 Telephone	727	-	-	-	-	-
641308 Cellular Phones	658	1,546	691	1,398	1,398	1,390
641500 Tipping Fees	971,582	1,030,887	221,940	1,088,360	1,088,360	1,086,500
641800 Equipment Repairs & Maint.	-	-	-	50	50	-
642000 Facilities Charges	26,397	24,185	7,890	26,843	26,843	22,851
642400 Software Support	3,240	3,600	1,918	4,250	4,250	4,320
642501 CEA Operations/Maint.	629,367	557,919	79,566	561,700	561,700	659,556
642502 CEA Depreciation/Replace.	344,513	328,574	50,834	370,500	370,500	490,320
642900 Interfund Allocations	(2,066)	-	-	(1,500)	(1,500)	-
643000 Health Services	-	54	-	-	-	-
645400 Grounds Repair & Maintenance	1,445	1,510	-	6,600	6,600	38,400
650100 Insurance	48,410	58,403	23,475	56,335	56,335	58,860
650302 Equipment Rent	24	24	24	24	24	24
659900 Other Contracts/Obligation	2,088	1,458	-	1,510	1,510	1,510
TOTAL PURCHASED SVCS	<u>2,179,460</u>	<u>2,179,166</u>	<u>432,473</u>	<u>2,264,677</u>	<u>2,297,714</u>	<u>2,530,341</u>
Miscellaneous Expense						
662300 Uncollectable Accounts	424	147	-	550	550	550
681500 Software Acquisition	-	-	-	-	-	45,000
TOTAL MISCELLANEOUS EXP	<u>424</u>	<u>147</u>	<u>-</u>	<u>550</u>	<u>550</u>	<u>45,550</u>
Transfers						
791400 Transfer Out - Capital Project	-	-	-	-	-	-
TOTAL TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSE	<u>3,642,792</u>	<u>3,655,370</u>	<u>979,002</u>	<u>3,832,245</u>	<u>3,867,032</u>	<u>4,180,154</u>

**CITY OF APPLETON 2023 BUDGET
SANITATION FUND**

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

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Property Taxes	\$ 2,045,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000
Interest Income	25,156	(9,660)	25,000	25,000	25,000
Charges for Services	1,660,063	1,701,810	1,636,818	1,636,818	1,684,818
Sale of City Property	1,330	949	400	400	400
Other	3,268	19,635	7,400	7,400	7,400
Total Revenues	<u>3,734,817</u>	<u>3,801,734</u>	<u>3,758,618</u>	<u>3,758,618</u>	<u>3,806,618</u>
Expenses					
Program Costs	<u>3,642,792</u>	<u>3,655,370</u>	<u>3,832,245</u>	<u>3,832,245</u>	<u>4,180,154</u>
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	-	-	-	-
Net Change in Equity	92,025	146,364	(73,627)	(73,627)	(373,536)
Fund Balance - Beginning	<u>1,482,253</u>	<u>1,574,278</u>	<u>1,720,642</u>	<u>1,720,642</u>	<u>1,647,015</u>
Fund Balance - Ending	<u>\$ 1,574,278</u>	<u>\$ 1,720,642</u>	<u>\$ 1,647,015</u>	<u>\$ 1,647,015</u>	<u>\$ 1,273,479</u>

**CITY OF APPLETON 2023 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 through 2022 and 7 cents per vehicle beginning in 2023) 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	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 1,216,329	\$ 1,274,087	\$ 1,200,000	\$ 1,200,000	\$ 1,250,000	4.17%
Program Expenses		\$ 1,216,329	\$ 1,274,087	\$ 1,200,000	\$ 1,200,000	\$ 1,250,000	4.17%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Training & Travel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Transfers Out	1,216,329	1,274,087	1,200,000	1,200,000	1,250,000	4.17%

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
415000 Wheel Tax	\$ 1,216,329	\$ 1,274,087	\$ 1,200,000	\$ 1,200,000	\$ 1,250,000
Total Revenue	<u>\$ 1,216,329</u>	<u>\$ 1,274,087</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>	<u>\$ 1,250,000</u>
Expenses					
791100 Transfer Out - Gen Fund	1,216,329	1,274,087	1,200,000	1,200,000	1,250,000
Total Expense	<u>\$ 1,216,329</u>	<u>\$ 1,274,087</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>	<u>\$ 1,250,000</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
WHEEL TAX FUND**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Wheel Tax	\$ 1,216,329	\$ 1,274,087	\$ 1,200,000	\$ 1,200,000	\$ 1,250,000
Total Revenues	<u>1,216,329</u>	<u>1,274,087</u>	<u>1,200,000</u>	<u>1,200,000</u>	<u>1,250,000</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	1,216,329	1,274,087	1,200,000	1,200,000	1,250,000
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	(1,216,329)	(1,274,087)	(1,200,000)	(1,200,000)	(1,250,000)
Total Other Financing Sources (Uses)	<u>(1,216,329)</u>	<u>(1,274,087)</u>	<u>(1,200,000)</u>	<u>(1,200,000)</u>	<u>(1,250,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2023 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, streetlights, 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	1,120,757	Projects, pg. 602
Sidewalks	83,759	Projects, pg. 610
	<u>\$ 1,204,516</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

Unit	Programs Title	Actual		Budget		% Change *	
		2020	2021	Adopted 2022	Amended 2022		2023
	Program Revenues	\$ 418,237	\$ 591,647	\$ 1,319,135	\$ 1,319,135	\$ 902,495	-31.58%
	Program Expenses	\$ 734,646	\$ 711,271	\$ 1,396,811	\$ 1,396,811	\$ 1,204,516	-13.77%
Expenses Comprised Of:							
	Personnel	96,497	152,075	136,120	136,120	138,394	1.67%
	Supplies & Materials	15,645	81,025	-	-	14,264	N/A
	Purchased Services	18,839	48,079	10,000	10,000	20,000	100.00%
	Capital Expenditures	603,665	430,092	1,250,691	1,250,691	1,031,858	-17.50%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
411000 Property Tax	\$ 100,000	\$ -	\$ -	\$ -	\$ -
461400 Miscellaneous Specials	386,498	493,191	430,000	430,000	313,410
471000 Interest on Investments	25,051	(4,126)	20,000	20,000	20,000
473000 Interest - Deferred Specials	6,688	7,412	10,000	10,000	7,000
503500 Other Reimbursements	-	95,170	359,135	359,135	562,085
591000 Proceeds of Long-term debt	-	-	500,000	500,000	-
Total Revenue	\$ 518,237	\$ 591,647	\$ 1,319,135	\$ 1,319,135	\$ 902,495
Expenses					
610100 Regular Salaries	\$ 71,728	\$ 104,379	\$ 97,207	\$ 97,207	100,204
610500 Overtime Wages	1,332	4,969	3,000	3,000	3,000
610800 Part-Time Wages	537	908	3,346	3,346	3,462
615000 Fringes	22,900	41,819	32,567	32,567	31,728
630804 Plant Material	5,311	4,012	-	-	8,264
630901 Shop Supplies	46	-	-	-	-
632503 Other Materials	159	2,154	-	-	-
632507 Asphalt	9,354	72,041	-	-	3,000
632800 Signs	775	2,818	-	-	3,000
640400 Consulting Services	5,069	19,896	5,000	5,000	5,000
642501 CEA Operations/Maint.	7,129	7,935	-	-	8,000
642502 CEA Depreciation/Replace.	6,641	20,248	5,000	5,000	7,000
680901 Streets	490,961	350,184	1,113,671	1,113,671	958,990
680902 Sidewalks	112,704	79,908	137,020	137,020	72,868
Total Expense	\$ 734,646	\$ 711,271	\$ 1,396,811	\$ 1,396,811	\$ 1,204,516

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

2023	Street	From	To	4010
Labor Pool				138,394
CEA				15,000
Sidewalk - new				62,868
Sidewalk - 6 month waivers				10,000
Subtotal				72,868
Temp Surface after G&G				
Subtotal				-
Material Testing				5,000
Subtotal				5,000
New Concrete (Developer Funded)				
Kurey Dr	Broadway Dr	Canyon Ln		143,000
Kurey Dr	Werner Rd	Werner Rd		71,750
Werner Rd	Kurey Rd	Kurey Rd		275,240
Subtotal				489,990
New Concrete (Non-Escrow)				
Amethyst Dr	Bluetopaz Dr	Aquamarine Dr		193,560
Amethyst Dr	Providence Ave	Bluetopaz Dr		146,634
Bluetopaz Dr	Providence Ave	Amethyst Dr		143,070
Subtotal				483,264
Total Paving				\$ 1,204,516

CITY OF APPLETON 2023 BUDGET

SUBDIVISION DEVELOPMENT FUND

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Property Taxes	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Special Assessments	386,498	493,191	430,000	430,000	313,410
Interest Income	31,739	3,286	30,000	-	27,000
Other	-	95,170	359,135	359,135	562,085
Total Revenues	518,237	591,647	819,135	789,135	902,495
Expenses					
Program Costs	734,646	711,271	1,396,811	1,396,811	1,204,516
Total Expenses	734,646	711,271	1,396,811	1,396,811	1,204,516
Revenues over (under) Expenses	(216,409)	(119,624)	(577,676)	(607,676)	(302,021)
Other Financing Sources (Uses)					
Proceeds of Long-term Debt	-	-	500,000	500,000	-
Total Other Financing Sources (Uses)	-	-	500,000	500,000	-
Net Change in Equity	(216,409)	(119,624)	(77,676)	(107,676)	(302,021)
Fund Balance - Beginning	1,150,986	934,577	814,953	814,953	707,277
Fund Balance - Ending	\$ 934,577	\$ 814,953	\$ 737,277	\$ 707,277	\$ 405,256
Unreserved Designated Fund Balance Policy Compliance					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					177,818
<i>Maximum - 80% of the most recent five year average of subdivision development expenditures</i>					
2022 projected		1,396,811			
2021 actual		711,271			
2020 actual		734,646			
2019 actual		1,026,229			
2018 actual		770,580			
					742,326

**CITY OF APPLETON 2023 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	\$ 1,166,875	Projects, pg. 602
Grade & Gravel Program	636,383	Projects, pg. 608
Sidewalk Program	95,417	Projects, pg. 610
Asphalt Paving Program	52,345	Projects, pg. 598
Public Safety Camera Program	85,000	Projects, pg. 596
Pedestrian Crosswalk Safety Enhancements	140,000	Projects, pg. 595
Traffic Signal and Safety Upgrades - Calumet St	157,000	Projects, pg. 597
Bridge Improvements	16,000	Projects, pg. 594
Monitoring Equipment - Mackville Landfill	70,100	Projects, pg. 654
Survey Equipment	30,000	Projects, pg. 653
	<u>\$ 2,449,120</u>	

Major program changes:

The Public Works Capital Projects Fund has been reduced in 2023 to help meet overall borrowing goals for City projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 830,185	\$ 191,842	\$ 8,285	\$ 8,285	\$ 107,485	1197.34%
Program Expenses		\$ 8,048,237	\$ 6,767,111	\$ 4,943,806	\$ 6,269,265	\$ 2,449,120	-50.46%
Expenses Comprised Of:							
Personnel		636,979	618,023	683,362	683,362	675,566	-1.14%
Supplies & Materials		554,743	899,806	554,984	554,984	515,485	-7.12%
Purchased Services		806,499	646,271	326,484	396,329	371,732	13.86%
Capital Expenditures		6,050,016	4,603,011	3,378,976	4,634,590	886,337	-73.77%

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 170,667	\$ -	\$ -	\$ -	\$ -
471000 Interest on Investments	48,351	(22,883)	8,285	8,285	8,285
503500 Other Reimbursements	611,167	214,725	-	-	99,200
591000 Proceeds of Long-term Debt	7,217,820	6,309,000	4,840,000	4,840,000	2,200,000
Total Revenue	\$ 8,048,005	\$ 6,500,842	\$ 4,848,285	\$ 4,848,285	\$ 2,307,485
Expenses					
610100 Regular Salaries	\$ 589	\$ 12,582	\$ -	\$ -	\$ -
610200 Labor Pool Allocations	464,134	417,074	487,778	487,778	485,068
610500 Overtime Wages	10,256	17,650	8,000	8,000	8,000
610800 Part-Time Wages	8,809	9,684	3,346	3,346	3,461
615000 Fringes	153,192	161,032	184,238	184,238	179,037
630804 Plant Material	9,782	15,200	7,871	7,871	1,094
632503 Other Materials	3,188	4,317	-	-	61,925
632505 Gravel	-	1,929	-	-	-
632507 Asphalt	295,519	659,201	139,235	139,235	108,766
632510 Street Lights	208,864	190,825	179,000	179,000	157,000
632700 Miscellaneous Equipment	21,193	-	219,428	219,428	181,100
632800 Signs	16,196	28,335	9,450	9,450	5,600
640400 Consulting Services	47,508	11,843	35,000	104,845	100,000
640800 Contractor Fees	683,233	461,945	194,175	194,175	174,423
641500 Tipping Fees	14,223	-	-	-	-
642501 CEA Operations/Maint.	27,736	80,907	46,840	46,840	46,840
642502 CEA Depreciation/Replace.	33,800	90,283	50,469	50,469	50,469
659900 Other Contracts/Obligations	-	1,294	-	-	-
680100 Land	539,225	190,773	25,000	25,000	20,000
680901 Streets	5,035,426	4,152,976	2,906,515	4,008,753	808,713
680902 Sidewalks	248,583	333,074	422,461	422,461	57,624
680999 Other Infrastructure	226,781	(73,813)	25,000	178,376	-
Total Expense	\$ 8,048,237	\$ 6,767,111	\$ 4,943,806	\$ 6,269,265	\$ 2,449,120

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Asphalt</u>		<u>Contractor Fees</u>	
Concrete paving program	\$ 11,925	Concrete paving program	\$ 126,300
Pedestrian Crossing	50,000	Asphalt paving program	1,852
	<u>\$ 61,925</u>	Grade & Gravel program	46,271
			<u>\$ 174,423</u>
<u>Asphalt</u>		<u>Land</u>	
Asphalt paving program	\$ 108,766	ROW Concrete paving	\$ 20,000
	<u>\$ 108,766</u>		<u>\$ 20,000</u>
<u>Miscellaneous Equipment</u>		<u>Streets</u>	
Survey Equipment	\$ 30,000	Concrete paving program	\$ 463,243
Camera Program	85,000	Asphalt paving program	27,636
Landfill monitoring equipment	66,100	Grade & Gravel program	227,834
	<u>\$ 181,100</u>	Pedestrian Crossing	90,000
			<u>\$ 808,713</u>
<u>Consulting Services</u>		<u>Sidewalks</u>	
Concrete paving program	\$ 80,000	Concrete paving program	\$ 42,000
Bridge improvements	16,000	Asphalt paving program	15,624
Landfill monitoring equipment	4,000		<u>\$ 57,624</u>
	<u>\$ 100,000</u>		
<u>Street Lights</u>			
Traffic Signal Safety Upgrade	\$ 157,000		
	<u>\$ 157,000</u>		

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS PROJECTS**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Intergovernmental	\$ 170,667	\$ -	\$ -	\$ -	\$ -
Interest Income (Loss)	48,351	(22,883)	8,285	8,285	8,285
Other	611,167	214,725	-	-	99,200
Total Revenues	<u>830,185</u>	<u>191,842</u>	<u>8,285</u>	<u>8,285</u>	<u>107,485</u>
Expenses					
Program Costs	8,048,237	6,767,111	4,943,806	4,943,806	2,449,120
Total Expenses	<u>8,048,237</u>	<u>6,767,111</u>	<u>4,943,806</u>	<u>4,943,806</u>	<u>2,449,120</u>
Revenues over (under) Expenses	(7,218,052)	(6,575,269)	(4,935,521)	(4,935,521)	(2,341,635)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	7,217,820	6,309,000	4,840,000	4,840,000	2,200,000
Transfer In - General Fund	-	-	-	-	-
Transfer In - Capital Projects	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>7,217,820</u>	<u>6,309,000</u>	<u>4,840,000</u>	<u>4,840,000</u>	<u>2,200,000</u>
Net Change in Equity	(232)	(266,269)	(95,521)	(95,521)	(141,635)
Fund Balance - Beginning	<u>2,244,066</u>	<u>2,243,834</u>	<u>1,977,565</u>	<u>1,977,565</u>	<u>1,882,044</u>
Fund Balance - Ending	<u>\$ 2,243,834</u>	<u>\$ 1,977,565</u>	<u>\$ 1,882,044</u>	<u>\$ 1,882,044</u>	<u>\$ 1,740,409</u>

CITY OF APPLETON 2023 BUDGET

PARKING UTILITY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 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 Green Ramp

Continued to work with potential/new downtown development to accommodate parking needs

Obtained bids and awarded contract to replace the Red Ramp Appleton Street elevator in 2023

Obtained bids and awarded contract to replace three existing Red Ramp elevator hydraulic jack shafts in 2023

Completed a structural condition assessment update of the Red, Green and Yellow Ramps

Installed new security fencing on the upper level of the Red Parking Ramp

CITY OF APPLETON 2023 BUDGET PARKING UTILITY

MAJOR 2023 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 Yellow Parking Ramp
- Continue to work with potential/new downtown development to accommodate parking needs
- Assist Library Project staff in the coordination and reconfiguration of the Library Plaza Lot
- Transition to cloud-based software platform for TIBA ramp entry control system
- Begin first year of in-house snow removal for parking facilities (previously a contracted service)
- Complete replacement of the Red Ramp Appleton Street elevator
- Complete replacement of three existing Red Ramp elevator hydraulic jack shafts

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,556,219	\$ 1,729,429	\$ 2,187,601	\$ 2,187,601	\$ 2,191,525	0.18%
Program Expenses							
5110	Administration	814,355	737,609	913,725	913,725	788,556	-13.70%
5120	Operations & Maint.	919,308	797,368	1,370,755	1,706,130	1,972,342	43.89%
5130	Enforcement	192,345	182,564	202,726	202,726	219,726	8.39%
TOTAL		\$ 1,926,008	\$ 1,717,541	\$ 2,487,206	\$ 2,822,581	\$ 2,980,624	19.84%
Expenses Comprised Of:							
	Personnel	725,738	669,030	821,727	821,727	836,392	1.78%
	Training & Travel	4	-	-	-	-	N/A
	Supplies & Materials	56,116	88,336	132,450	207,125	132,350	-0.08%
	Purchased Services	557,581	483,109	592,204	622,904	578,491	-2.32%
	Miscellaneous Expense	563,284	526,241	560,525	560,525	512,838	-8.51%
	Capital Expenditures	13,985	(58,475)	296,000	526,000	911,253	207.86%
	Transfers Out	9,300	9,300	84,300	84,300	9,300	-88.97%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.38	11.38	10.04	10.04	10.55	

* % change from prior year adopted budget

**CITY OF APPLETON 2023 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 2023 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
470500 General Interest	\$ 48	\$ 2,931	\$ 1,000	\$ 1,000	\$ 1,000
471000 Interest on Investments	36,193	(8,809)	10,000	10,000	10,000
501000 Miscellaneous Revenue	1	1	1	1	1
502100 Capital Contributions	15,820	-	-	-	-
503500 Other Reimbursements	875	640	1,000	1,000	1,000
Total Revenue	\$ 52,937	\$ (5,237)	\$ 12,001	\$ 12,001	\$ 12,001
Expenses					
610100 Regular Salaries	\$ 100,622	\$ 98,505	\$ 103,299	\$ 103,299	\$ 100,154
610400 Call Time Wages	36	22	-	-	-
610500 Overtime Wages	299	282	1,000	1,000	1,000
615000 Fringes	37,168	(10,348)	39,917	39,917	39,155
620100 Training/Conferences	4	-	-	-	-
630100 Office Supplies	348	229	250	250	250
630300 Memberships & Licenses	600	695	600	600	-
630400 Postage/Freight	478	100	500	500	500
630500 Awards & Recognition	678	439	350	350	350
630901 Shop Supplies & Tools	2,980	3,883	5,000	5,000	5,000
631603 Other Misc. Supplies	657	-	-	-	-
632102 Protective Clothing	443	323	200	200	200
632300 Safety Supplies	110	139	500	500	500
632700 Miscellaneous Equipment	150	234	1,000	1,000	1,000
640100 Accounting/Audit Fees	2,523	2,720	3,000	3,000	3,000
640300 Bank Service Fees	26,294	24,054	33,428	33,428	33,428
641307 Utilities	4,050	4,938	3,888	3,888	2,611
641800 Equipment Repairs & Maint.	892	5,172	2,400	2,400	2,400
642000 Facilities Charges	411	2,880	1,451	1,451	1,235
645100 Laundry Services	3,112	3,286	2,500	2,500	2,500
650100 Insurance	59,349	63,948	69,042	69,042	72,560
659900 Other Contracts/Obligation	567	567	575	575	575
660100 Depreciation Expense	531,060	498,703	537,000	537,000	494,000
672000 Interest Payments	32,224	27,538	23,525	23,525	18,838
791100 Trsf Out - General Fund	9,300	9,300	9,300	9,300	9,300
791400 Trsf Out - Capital Project	-	-	75,000	75,000	-
Total Expense	\$ 814,355	\$ 737,609	\$ 913,725	\$ 913,725	\$ 788,556

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Bank Services

Bank Charges	\$ 8,400
Investment Fees	960
Credit Card Fees	19,800
Armored Collection Service	4,268
	\$ 33,428

**CITY OF APPLETON 2023 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
- Continue to identify and implement possible ADA improvements for all ramps
- 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. Green Ramp lobby rehabilitation
 2. Stair maintenance - all ramps
 3. Concrete patching - all ramps
 4. Crack filling/joint repair - all ramps
 5. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2022 Structural Condition Assessment Update could defer some of the work listed above

Reconstruct the Library Parking Lot, as shown in the Capital Projects section of the budget, as follows:

	<u>2023 Budget</u>	<u>Page</u>
Library Plaza Parking Lot Reconstruction	<u>\$ 561,253</u>	Projects, pg. 631

Major changes in Revenue, Expenditures, or Programs:

Metered parking, daily ramp entrance fees, and ramp pass sales revenue remained lower than normal in 2022 as a lingering effect of the COVID-19 pandemic. Similar reductions, although less significant, are expected to linger into 2023.

The daily parking ramp entry fees will increase (Estimated revenue = \$230,744)
From: \$2 for up to 3 hours; \$3 for 3 hours to up to 4 hours; \$5 for 4 hours or more
To: \$3 for up to 4 hours and \$6 for more than 4 hours
PAC Event: \$5 increased to \$10

The lost ticket charge will increase from \$20 to \$50 (Estimated revenue = \$21,120).

The monthly ramp permit fee will increase from \$35 to \$40 (Estimated revenue = \$76,560).

This budget reflects complete elimination of revenues and expenses for the Library parking lot in 2023 due to the Library project.

This budget reflects the conversion of a part-time ramp attendant position to half of a full-time service position shared with CEA.

CITY OF APPLETON 2023 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
484100 Metered Parking	\$ 287,992	\$ 405,704	\$ 430,000	\$ 430,000	\$ 400,000
484600 Parking Meter Hood Fees	28,765	55,454	25,000	25,000	25,000
485000 Daily Entrance Fees	243,749	363,329	570,000	570,000	747,864
485200 Pass Sales	720,397	657,781	830,000	830,000	656,060
503000 Damage to City Property	-	2,268	-	-	-
508500 Cash Short or Over	415	747	-	-	-
Total Revenue	\$ 1,281,318	\$ 1,485,283	\$ 1,855,000	\$ 1,855,000	\$ 1,828,924
Expenses					
610100 Regular Salaries	\$ 276,946	\$ 281,147	\$ 316,847	\$ 316,847	\$ 321,538
610400 Call Time Wages	194	478	3,000	3,000	3,000
610500 Overtime Wages	4,072	5,790	11,700	11,700	11,700
610800 Part-Time Wages	15,373	8,266	17,883	17,883	23,078
615000 Fringes	129,723	136,504	159,680	159,680	153,845
630600 Building Maint./Janitorial	15,091	16,140	18,000	18,000	18,000
631100 Paint & Supplies	1,525	435	1,500	1,500	2,000
632002 Outside Printing	1,078	3,163	4,700	4,700	4,700
632508 Ice Control Materials	10,826	5,982	15,000	15,000	15,000
632601 Repair Parts	15,179	10,884	21,000	21,000	21,000
632700 Miscellaneous Equipment	-	35,670	35,700	35,700	49,200
632800 Signs	965	5,290	19,000	93,675	5,500
640400 Consulting Services	43,949	13,797	40,000	70,700	40,000
640700 Solid Waste/Recycling	2,367	2,019	2,500	2,500	2,500
640800 Contractor Fees	15,095	19,382	13,000	13,000	24,600
640900 Inspection Fees	1,860	1,675	3,700	3,700	3,700
641301 Utilities	138,203	134,650	158,160	158,160	127,150
641600 Building Repairs & Maint.	78,328	43,426	75,000	75,000	75,000
641800 Equipment Repairs & Maint.	45,883	39,273	33,240	33,240	38,240
642400 Software Support	16,390	900	960	960	25,960
642501 CEA Equip. Rental	41,312	38,783	45,385	45,385	56,318
644000 Snow Removal Services	39,842	31,356	48,500	48,500	-
659900 Other Contracts/Obligation	11,123	20,833	30,300	30,300	39,060
680200 Land Improvements	-	-	-	-	561,253
680300 Buildings	37,925	113,936	296,000	526,000	350,000
689900 Other Capital Outlay	(23,941)	(172,411)	-	-	-
Total Expense	\$ 919,308	\$ 797,368	\$ 1,370,755	\$ 1,706,130	\$ 1,972,342

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Building Maintenance & Janitorial</u>		<u>Building Repairs & Maintenance</u>	
Building maintenance	\$ 2,000	Misc. ramp repairs	\$ 9,500
Cleaning supplies	6,000	Structural, stair, joint repairs	45,000
Deck sealer - Yellow Ramp	10,000	Red Ramp service room	20,500
	<u>\$ 18,000</u>		<u>\$ 75,000</u>
<u>Repair Parts</u>		<u>Equipment Repairs & Maintenance</u>	
Misc. meter repair parts	\$ 9,000	Elevator service contract	\$ 18,240
Traffic & parking control parts	12,000	TAPCO Electrical repairs	20,000
	<u>\$ 21,000</u>		<u>\$ 38,240</u>
<u>Misc Equipment</u>		<u>Software Support</u>	
Meter mechs/housings	\$ 35,700	TIBA transition to Cloud	\$ 25,000
Pressure Washer	13,500	GPS	960
	<u>\$ 49,200</u>		<u>\$ 25,960</u>
<u>Consulting Services</u>		<u>Other Contracts/Obligations</u>	
Structural repairs	\$ 40,000	Parker Call Center Service	\$ 11,460
	<u>\$ 40,000</u>	PassPort Meter Fees	27,600
			<u>\$ 39,060</u>
<u>Contractor Fees</u>		<u>Land Improvements</u>	
Street line painting	\$ 9,000	Library Plaza parking lot	\$ 561,253
Ramp line painting	4,000		<u>\$ 561,253</u>
Washington Square security	7,400		
Portable toilets	4,200		
	<u>\$ 24,600</u>		
		<u>Buildings</u>	
		Tower Domes	\$ 20,000
		Desman Ramp Upgrades	330,000
			<u>\$ 350,000</u>

**CITY OF APPLETON 2023 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
452000 Parking Violations	\$ 221,764	\$ 249,170	\$ 320,000	\$ 320,000	\$ 350,000
503500 Other Reimbursements	200	213	600	600	600
Total Revenue	\$ 221,964	\$ 249,383	\$ 320,600	\$ 320,600	\$ 350,600
Expenses					
610100 Regular Salaries	\$ 108,777	\$ 104,259	\$ 122,104	\$ 122,104	\$ 124,887
610500 Overtime Wages	723	1,053	1,000	1,000	1,000
615000 Fringes	51,806	43,071	45,297	45,297	57,035
632001 Printing & Reproduction	1,825	3,516	8,150	8,150	8,150
632601 Repair Parts	-	-	1,000	1,000	1,000
632700 Miscellaneous Equipment	3,183	1,213	-	-	-
641308 Cellular Phones	520	480	480	480	1,452
641800 Equipment Repairs & Maint.	13,600	13,600	14,000	14,000	14,000
642501 CEA Equip. Rental	8,159	12,067	8,195	8,195	9,702
659900 Other Contracts/Obligation	3,752	3,305	2,500	2,500	2,500
Total Expense	\$ 192,345	\$ 182,564	\$ 202,726	\$ 202,726	\$ 219,726

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
452000 Parking Violations	221,764	249,170	95,986	320,000	320,000	350,000
470500 General Interest	48	2,931	-	1,000	1,000	1,000
471000 Interest on Investments	36,193	(8,809)	-	10,000	10,000	10,000
484100 Metered Parking	287,992	405,704	153,090	430,000	430,000	400,000
484600 Parking Meter Hood Fees	28,765	55,454	37,907	25,000	25,000	25,000
485000 Daily Entrance Fees	243,749	363,329	160,591	570,000	570,000	747,864
485200 Pass Sales	720,397	657,781	334,056	830,000	830,000	656,060
500400 Sale of City Property	-	-	-	-	-	-
500600 Gain (Loss) on Asset Disposal	-	-	-	-	-	-
501000 Miscellaneous Revenue	1	1	1	1	1	1
502100 Capital Contributions	15,820	-	-	-	-	-
503000 Damage to City Property	-	2,268	-	-	-	-
503500 Other Reimbursements	1,075	853	287	1,600	1,600	1,600
508500 Cash Short or Over	415	747	302	-	-	-
TOTAL PROGRAM REVENUES	1,556,219	1,729,429	782,220	2,187,601	2,187,601	2,191,525
Personnel						
610100 Regular Salaries	425,714	424,667	142,980	417,558	417,558	544,834
610200 Labor Pool Allocations	-	-	7,832	122,947	122,947	-
610400 Call Time Wages	230	500	450	3,000	3,000	3,000
610500 Overtime Wages	5,094	7,124	3,763	13,700	13,700	13,700
610800 Part-Time Wages	15,373	8,266	3,097	17,883	17,883	23,078
611000 Other Compensation	1,565	1,315	1,385	1,745	1,745	1,745
611300 Shift Differential	-	-	-	-	-	-
611400 Sick Pay	4,700	3,491	18	-	-	-
611500 Vacation Pay	54,365	54,440	19,725	-	-	-
615000 Fringes	213,465	214,123	72,222	244,894	244,894	250,035
617000 Pension Expense	2,350	(44,070)	-	-	-	-
617100 OPEB Expense	2,882	(826)	-	-	-	-
TOTAL PERSONNEL	725,738	669,030	251,472	821,727	821,727	836,392
Training~Travel						
620100 Training/Conferences	4	-	5	-	-	-
TOTAL TRAINING / TRAVEL	4	-	5	-	-	-
Supplies						
630100 Office Supplies	348	229	30	250	250	250
630300 Memberships & Licenses	600	695	-	600	600	-
630400 Postage/Freight	478	100	-	500	500	500
630500 Awards & Recognition	678	439	633	350	350	350
630600 Building Maint./Janitorial	15,091	16,140	11,621	18,000	18,000	18,000
630901 Shop Supplies	1,844	2,295	478	1,500	1,500	1,500
630902 Tools & Instruments	1,136	1,588	-	3,500	3,500	3,500
631100 Paint & Supplies	1,525	435	-	1,500	1,500	2,000
631603 Other Misc. Supplies	657	-	-	-	-	-
632001 City Copy Charges	9	-	-	150	150	150
632002 Outside Printing	2,894	6,680	-	12,700	12,700	12,700
632102 Protective Clothing	443	323	27	200	200	200
632300 Safety Supplies	110	139	45	500	500	500
632508 Ice Control Materials	10,826	5,982	4,765	15,000	15,000	15,000
632601 Repair Parts	15,179	10,884	1,346	22,000	22,000	22,000
632700 Miscellaneous Equipment	3,333	37,117	43	36,700	36,700	50,200
632800 Signs	965	5,290	15,000	19,000	93,675	5,500
TOTAL SUPPLIES	56,116	88,336	33,988	132,450	207,125	132,350

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	2,523	2,720	-	3,000	3,000	3,000
640300 Bank Service Fees	26,294	24,054	9,580	33,428	33,428	33,428
640400 Consulting Services	43,949	13,797	1,630	40,000	70,700	40,000
640700 Solid Waste/Recycling Pickup	2,367	2,019	898	2,500	2,500	2,500
640800 Contractor Fees	15,095	19,382	3,427	13,000	13,000	24,600
640900 Inspection Fees	1,860	1,675	637	3,700	3,700	3,700
641301 Electric	108,947	107,447	51,923	126,000	126,000	103,200
641302 Gas	1,319	1,858	2,440	1,500	1,500	3,075
641303 Water	3,336	3,104	1,155	3,600	3,600	3,600
641304 Sewer	579	603	371	800	800	975
641306 Stormwater	20,713	18,398	7,379	24,060	24,060	13,000
641307 Telephone	4,213	4,140	1,720	3,100	3,100	4,200
641308 Cellular Phones	3,667	4,517	926	3,468	3,468	3,163
641600 Building Repairs & Maint.	78,328	43,426	134,151	75,000	75,000	75,000
641800 Equipment Repairs & Maint.	60,375	58,046	22,737	49,640	49,640	54,640
642000 Facilities Charges	411	2,880	379	1,451	1,451	1,235
642400 Software Support	16,390	900	400	960	960	25,960
642501 CEA Operations/Maint.	24,884	34,433	6,217	25,100	25,100	30,937
642502 CEA Depreciation/Replace.	24,587	16,416	3,515	28,480	28,480	35,083
643000 Health Services	-	-	-	-	-	-
644000 Snow Removal Services	39,842	31,356	7,797	48,500	48,500	-
645100 Laundry Services	3,112	3,286	947	2,500	2,500	2,500
650100 Insurance	59,349	63,948	28,765	69,042	69,042	72,560
659900 Other Contracts/Obligation	15,441	24,704	13,597	33,375	33,375	42,135
TOTAL PURCHASED SVCS	<u>557,581</u>	<u>483,109</u>	<u>300,591</u>	<u>592,204</u>	<u>622,904</u>	<u>578,491</u>
Miscellaneous Expense						
660100 Depreciation Expense	531,060	498,703	220,065	537,000	537,000	494,000
672000 Interest Payments	32,224	27,538	10,210	23,525	23,525	18,838
TOTAL MISCELLANEOUS EXP	<u>563,284</u>	<u>526,241</u>	<u>230,275</u>	<u>560,525</u>	<u>560,525</u>	<u>512,838</u>
Capital Outlay						
680200 Land Improvements	-	-	-	-	-	561,253
680300 Buildings	37,925	113,936	152,060	296,000	526,000	350,000
680401 Machinery & Equipment	-	-	-	-	-	-
689900 Other Capital Outlay	(23,940)	(172,411)	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>13,985</u>	<u>(58,475)</u>	<u>152,060</u>	<u>296,000</u>	<u>526,000</u>	<u>911,253</u>
Transfers						
791100 Transfer Out - General Fund	9,300	9,300	3,875	9,300	9,300	9,300
791200 Transfer Out - Special Revenue	-	-	-	-	-	-
791400 Transfer Out - Capital Project	-	-	-	75,000	75,000	-
TOTAL TRANSFERS	<u>9,300</u>	<u>9,300</u>	<u>3,875</u>	<u>84,300</u>	<u>84,300</u>	<u>9,300</u>
TOTAL EXPENSE	<u><u>1,926,008</u></u>	<u><u>1,717,541</u></u>	<u><u>972,266</u></u>	<u><u>2,487,206</u></u>	<u><u>2,822,581</u></u>	<u><u>2,980,624</u></u>

CITY OF APPLETON 2023 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 1,282,393	\$ 1,483,868	\$ 1,855,000	\$ 1,590,000	\$ 1,828,924
Other	221,765	251,439	320,000	320,000	350,000
Total Revenues	<u>1,504,158</u>	<u>1,735,307</u>	<u>2,175,000</u>	<u>1,910,000</u>	<u>2,178,924</u>
Expenses					
Operating Expenses	1,353,426	1,182,000	1,546,381	1,881,756	1,547,233
Depreciation	531,059	498,702	537,000	532,500	494,000
Total Expenses	<u>1,884,485</u>	<u>1,680,702</u>	<u>2,083,381</u>	<u>2,414,256</u>	<u>2,041,233</u>
Operating Income (Loss)	(380,327)	54,605	91,619	(504,256)	137,691
Non-Operating Revenues (Expenses)					
Interest Income	36,241	(5,878)	11,000	-	11,000
Interest Expense	(32,224)	(27,538)	(23,525)	(23,525)	(18,838)
Capital Contributions	15,820	-	-	-	-
Other	-	-	1,601	9,000	1,601
Total Non-Operating	<u>19,837</u>	<u>(33,416)</u>	<u>(10,924)</u>	<u>(14,525)</u>	<u>(6,237)</u>
Net Income (Loss) Before Transfers	(360,490)	21,189	80,695	(518,781)	131,454
Transfers In (Out)					
Special Revenue	-	-	-	244,000	-
Capital Projects	-	-	(75,000)	(75,000)	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(369,790)	11,889	(3,605)	(359,081)	122,154
Total Net Assets - Beginning	<u>7,541,354</u>	<u>7,171,564</u>	<u>7,183,453</u>	<u>7,183,453</u>	<u>6,824,372</u>
Total Net Assets - Ending	<u>\$ 7,171,564</u>	<u>\$ 7,183,453</u>	<u>\$ 7,179,848</u>	<u>\$ 6,824,372</u>	<u>\$ 6,946,526</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,147,151	\$ 1,128,570
+ Net Income	(518,781)	131,454
+ Depreciation	532,500	494,000
+ Long Term Debt	-	317,253
- Fixed Assets	(296,000)	(911,253)
- Transfers Out	159,700	(9,300)
- Advance to TIF # 3	244,000	-
- Principal Repayment	(140,000)	(140,000)
Working Cash - End of Year	<u>\$ 1,128,570</u>	<u>\$ 1,010,724</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,680,702
- Depreciation	(498,702)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,191,300</u>
25 % Working Capital Reserve Requirement	<u>\$ 297,825</u>

CITY OF APPLETON 2019 BUDGET

PARKING UTILITY

CALCULATION OF RATE INCREASE DOCUMENTATION

	2022 Budget	2022 Projected	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Revenues							
Charges for Services	\$ 1,855,000	\$ 1,590,000	\$ 1,828,924	\$ 1,888,069	\$ 1,897,509	\$ 1,906,997	\$ 1,916,531
Other	320,000	320,000	350,000	400,000	400,000	400,000	400,000
Total Revenues	<u>2,175,000</u>	<u>1,910,000</u>	<u>2,178,924</u>	<u>2,288,069</u>	<u>2,297,509</u>	<u>2,306,997</u>	<u>2,316,531</u>
Expenses							
Operating Expenses	1,546,381	1,881,756	1,547,233	1,593,650	1,641,459	1,690,703	1,741,424
Depreciation	537,000	532,500	494,000	528,000	563,000	598,000	633,000
Total Expenses	<u>2,083,381</u>	<u>2,414,256</u>	<u>2,041,233</u>	<u>2,121,650</u>	<u>2,204,459</u>	<u>2,288,703</u>	<u>2,374,424</u>
Operating Income	91,619	(504,256)	137,691	166,419	93,049	18,293	(57,893)
Non-Operating Revenues (Expenses)							
Interest Income	11,000	-	11,000	10,000	10,000	10,000	10,000
Interest Expense	(23,525)	(23,525)	(18,838)	(14,450)	(10,025)	(5,525)	(3,350)
Other	1,601	9,000	1,601	601	601	601	601
Total Non-Operating	<u>(10,924)</u>	<u>(14,525)</u>	<u>(6,237)</u>	<u>(3,849)</u>	<u>576</u>	<u>5,076</u>	<u>7,251</u>
Net Income Before Transfers	80,695	(518,781)	131,454	162,570	93,625	23,369	(50,642)
Contributions and Transfers In (Out)							
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Capital Projects	(75,000)	(75,000)	-	-	-	-	-
Change in Net Assets	(3,605)	(603,081)	122,154	153,270	84,325	14,069	(59,942)
Total Net Assets - Beginning	7,183,453	7,183,453	6,580,372	6,702,526	6,855,796	6,940,121	6,954,190
Total Net Assets - Ending	<u>\$ 7,179,848</u>	<u>\$ 6,580,372</u>	<u>\$ 6,702,526</u>	<u>\$ 6,855,796</u>	<u>\$ 6,940,121</u>	<u>\$ 6,954,190</u>	<u>\$ 6,894,248</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	1,147,151	1,128,570	1,010,724	1,051,994	1,049,319	1,011,388
+ Net Income	(518,781)	131,454	162,570	93,625	23,369	(50,642)
+ Depreciation	532,500	494,000	528,000	563,000	598,000	633,000
+ Long Term Debt	-	317,253	-	-	-	-
- Fixed Assets	(296,000)	(911,253)	(1,700,000)	(1,700,000)	(1,700,000)	(1,700,000)
- Transfer Out	159,700	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
+ Repayments from TIF #3	244,000	-	1,200,000	1,200,000	1,200,000	1,200,000
- Principal Repayment	(140,000)	(140,000)	(140,000)	(150,000)	(150,000)	(70,000)
Working Cash - End of Year	<u>\$ 1,128,570</u>	<u>\$ 1,010,724</u>	<u>\$ 1,051,994</u>	<u>\$ 1,049,319</u>	<u>\$ 1,011,388</u>	<u>\$ 1,014,446</u>
25% Working Capital Reserve (prior year's expenses)	297,825	478,645	393,843	404,350	415,196	426,382

ASSUMPTIONS:

Operating expenses to increase 3% per year after 2023

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 and return of parking for library patrons.

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

2016 General Obligation Bonds			
Year	Principal	Interest	Total
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>\$ 310,000</u>	<u>\$ 16,763</u>	<u>\$ 326,763</u>

2019 General Obligation Bonds			
Year	Principal	Interest	Total
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>\$ 490,000</u>	<u>\$ 37,675</u>	<u>\$ 527,675</u>

Year	Principal	Total Interest	Total
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>\$ 800,000</u>	<u>\$ 54,438</u>	<u>\$ 854,438</u>

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2023.

CITY OF APPLETON 2023 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 EVENTS

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to ensure 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

Continued to install different styles of carbide cutting edge on various 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 to collect snow and ice product outputs with plow up/down information and salt usage

Assigned an additional CEA Mechanic from the MSB shop to work at the Appleton Police Department (APD) maintenance shop to help with the vehicle change-over of 20 APD vehicles

Assigned one of the CEA mechanics from the MSB shop to cross-train at the Fire Department maintenance shop

CITY OF APPLETON 2023 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2023 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 ensure 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
- 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
- Cross-train CEA Mechanics at satellite CEA shops

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 6,686,045	\$ 6,122,394	\$ 7,361,400	\$ 7,361,400	\$ 8,886,270	20.71%
Program Expenses							
6110	Administration	3,417,090	3,329,244	3,503,942	3,506,982	3,576,251	2.06%
6121	Maintenance	2,249,249	2,512,174	2,644,861	2,652,573	3,212,841	21.47%
Total Program Expenses		\$ 5,666,339	\$ 5,841,418	\$ 6,148,803	\$ 6,159,555	\$ 6,789,092	10.41%
Expenses Comprised Of:							
Personnel		1,300,590	1,233,219	1,372,223	1,372,223	1,426,017	3.92%
Training & Travel		2,035	2,347	3,750	3,750	3,450	-8.00%
Supplies & Materials		1,127,383	1,385,083	1,392,768	1,399,680	1,909,294	37.09%
Purchased Services		378,197	351,958	411,110	414,950	434,794	5.76%
Miscellaneous Expense		2,648,047	2,566,235	2,753,912	2,753,912	2,755,037	0.04%
Capital Expenditures		-	-	-	-	-	N/A
Transfers		210,087	302,576	215,040	215,040	260,500	21.14%
Full Time Equivalent Staff:							
Personnel allocated to programs		14.23	14.23	14.38	14.38	14.48	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2023 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: "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:

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:

Increase CEA Operational Revenue based on increased fuel, parts and outside service costs.

\$0.09 Hybrid vehicle fuel surcharge established to offset the upcharge for 12 hybrid vehicles to be purchased in 2023.

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 13,765	\$ (5,500)	\$ 7,000	\$ 7,000	\$ 8,000
486500 CEA Operational Revenue	2,887,490	3,073,271	3,105,510	3,105,510	3,717,187
490800 Misc. Intergovernmental	25,310	39,285	35,890	35,890	59,655
500400 Sale of City Property	255,108	306,499	215,040	215,040	260,500
501000 Misc. Revenue	-	90	-	-	-
502100 Capital Contributions	3,475,872	2,666,555	3,966,960	3,966,960	4,810,928
503000 Damage to City Property	-	16,073	-	-	-
503500 Other Reimbursements	28,500	26,121	30,000	30,000	30,000
508200 Insurance Proceeds	-	-	1,000	1,000	-
Total Revenue	\$ 6,686,045	\$ 6,122,394	\$ 7,361,400	\$ 7,361,400	\$ 8,886,270
Expenses					
610100 Regular Salaries	\$ 292,210	\$ 302,815	\$ 241,224	\$ 241,224	\$ 253,529
610400 Call Time Wages	130	50	300	300	300
610500 Overtime Wages	66	821	600	600	600
615000 Fringes	98,094	(8,227)	97,924	97,924	101,118
620100 Training/Conferences	2,035	2,347	3,750	3,750	3,450
630100 Office Supplies	814	907	900	900	900
630300 Memberships & Licenses	1,062	1,248	800	800	1,100
630500 Awards & Recognition	64	426	420	420	420
630901 Shop Supplies	39,462	41,371	50,450	50,450	47,500
631000 Miscellaneous Chemicals	12,454	11,163	14,300	17,340	14,000
631500 Books & Library Materials	288	-	305	305	300
632002 Outside Printing	1,024	1,943	1,500	1,500	1,500
632102 Protective Clothing	877	1,253	900	900	1,000
632300 Safety Supplies	798	831	700	700	800
632400 Medical/Lab Supplies	78	174	75	75	125
632601 Repair Parts	94	-	-	-	-
632700 Miscellaneous Equipment	9,683	8,606	10,000	10,000	13,000
640100 Accounting/Audit Fees	1,781	1,779	1,470	1,470	1,470
640300 Bank Service Fees	325	430	300	300	300
640400 Consulting Services	104	1,649	-	-	-
641300 Utilities	27,841	29,929	34,234	34,234	36,220
641800 Equipment Repairs & Maint.	11,617	7,407	13,000	13,000	14,300
642000 Facilities Charges	13,816	12,761	15,961	15,961	13,587
642400 Software Support	8,903	7,191	10,185	10,185	10,185
642501 CEA Operations	8	37	-	-	-
642502 CEA Depreciation	18	13	-	-	-
645100 Laundry Services	6,108	6,009	6,500	6,500	6,200
650100 Insurance	28,608	27,504	29,192	29,192	33,350
650302 Equipment Rent	-	-	-	-	5,460
659900 Other Contracts/Obligation	594	-	-	-	-
660100 Depreciation Expense	2,642,281	2,561,468	2,750,000	2,750,000	2,750,000
672000 Interest Payments	5,766	4,763	3,912	3,912	5,037
791400 Transfer Out - Capital Proj.	210,087	302,576	215,040	215,040	260,500
Total Expense	\$ 3,417,090	\$ 3,329,244	\$ 3,503,942	\$ 3,506,982	\$ 3,576,251

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Small shop tools

\$ 47,500
\$ 47,500

Transfer Out - Capital Projects

Proceeds from sale of
vehicles

\$ 260,500
\$ 260,500

**CITY OF APPLETON 2023 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 ensure safe and reliable vehicles and equipment.

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", # 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 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 weight 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, for 319,713 gallons of fuel in 2022. For 2023, based on current prices, these estimates are expected to increase to \$3.89/gallon and \$4.37/gallon for unleaded and diesel fuel, respectively, for 311,875 gallons of fuel in 2023.

Repair parts are expected to increase 10% and contracted vehicle repairs to increase 5%.

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 659,032	\$ 675,563	\$ 724,869	\$ 724,869	\$ 764,923
610400 Call Time Wages	890	1,710	2,000	2,000	2,000
610500 Overtime Wages	5,467	6,588	10,000	10,000	10,000
615000 Fringes	244,701	253,901	295,306	295,306	293,547
630400 Postage/Freight	98	164	200	200	175
630901 Shop Supplies	-	20	-	-	-
632200 Gas Purchases	556,733	791,779	793,538	793,538	1,257,926
632300 Safety Supplies	715	-	-	-	-
632601 Repair Parts	503,139	525,198	518,680	522,552	570,548
640900 Inspection Fees	7,164	6,270	8,000	8,000	8,000
641700 Vehicle Repairs & Maint.	268,234	270,360	285,000	288,840	303,282
641000 Equipment Repairs & Maint.	-	-	-	-	100
642502 CEA Depreciation/Replace.	9,590	8,228	14,244	14,244	14,303
642900 Interfund Allocations	(6,551)	(27,644)	(7,000)	(7,000)	(12,000)
650302 Equipment Rent	37	37	24	24	37
Total Expense	<u>\$ 2,249,249</u>	<u>\$ 2,512,174</u>	<u>\$ 2,644,861</u>	<u>\$ 2,652,573</u>	<u>\$ 3,212,841</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 145,600 gallons	
@ \$3.34/gallon	\$ 486,304
Diesel fuel: 166,275 gallons	
@ \$4.37/gallon	726,622
Oil	45,000
	<u>\$ 1,257,926</u>

Vehicle Repairs & Maint.

Tire service	\$ 166,805
Vehicle alignments	36,394
Towing services	3,033
Vehicle cleaning/upholstery	15,164
Body shop work	33,361
Painting	21,230
Outside fire vehicle maint.	27,295
	<u>\$ 303,282</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 399,383
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	136,932
Fire vehicle parts	34,233
	<u>\$ 570,548</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 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
471000 Interest on Investments	13,765	(5,502)	-	7,000	7,000	8,000
486500 CEA Operational Revenue	2,887,490	3,073,271	740,721	3,105,510	3,105,510	3,717,187
490800 Misc. Intergovernmental Charges	25,310	39,285	13,343	35,890	35,890	59,655
500400 Sale of City Property	255,108	4,013	37,313	215,040	215,040	260,500
500600 Gain (Loss) on Asset Disposal	-	302,576	-	-	-	-
502100 Capital Contributions	3,475,872	2,666,556	-	3,966,960	3,966,960	4,810,928
503000 Damage to City Property	-	16,073	-	-	-	-
503500 Other Reimbursements	28,500	26,122	6,205	30,000	30,000	30,000
508200 Insurance Proceeds	-	-	-	1,000	1,000	-
TOTAL PROGRAM REVENUES	6,686,045	6,122,394	797,582	7,361,400	7,361,400	8,886,270
Personnel						
610100 Regular Salaries	951,243	978,377	332,061	966,093	966,093	1,018,452
610400 Call Time Wages	1,020	1,760	950	2,300	2,300	2,300
610500 Overtime Wages	5,532	7,409	3,704	10,600	10,600	10,600
615000 Fringes	342,795	245,673	126,442	393,230	393,230	394,665
TOTAL PERSONNEL	1,300,590	1,233,219	463,157	1,372,223	1,372,223	1,426,017
Training~Travel						
620100 Training/Conferences	2,035	2,347	429	3,750	3,750	3,450
TOTAL TRAINING / TRAVEL	2,035	2,347	429	3,750	3,750	3,450
Supplies						
630100 Office Supplies	814	907	182	900	900	900
630300 Memberships & Licenses	1,062	1,248	475	800	800	1,100
630400 Postage/Freight	98	164	172	200	200	175
630500 Awards & Recognition	64	426	-	420	420	420
630901 Shop Supplies	39,462	41,391	13,364	50,450	50,450	47,500
631000 Miscellaneous Chemicals	12,454	11,163	17,478	14,300	17,340	14,000
631500 Books & Library Materials	288	-	-	305	305	300
632002 Outside Printing	1,024	1,943	218	1,500	1,500	1,500
632102 Protective Clothing	877	1,253	587	900	900	1,000
632200 Gas Purchases	556,733	791,779	375,895	793,538	793,538	1,257,926
632300 Safety Supplies	1,513	831	259	700	700	800
632400 Medical/Lab Supplies	78	174	40	75	75	125
632601 Repair Parts	503,233	525,198	195,924	518,680	522,552	570,548
632700 Miscellaneous Equipment	9,683	8,606	-	10,000	10,000	13,000
TOTAL SUPPLIES	1,127,383	1,385,083	604,594	1,392,768	1,399,680	1,909,294
Purchased Services						
640100 Accounting/Audit Fees	1,781	1,779	-	1,470	1,470	1,470
640300 Bank Service Fees	325	430	-	300	300	300
640400 Consulting Services	104	1,649	286	-	-	-
640900 Inspection Fees	7,164	6,270	840	8,000	8,000	8,000
641301 Electric	11,609	9,122	4,862	11,600	11,600	12,650
641302 Gas	5,084	8,712	9,770	10,590	10,590	11,500
641303 Water	2,516	2,358	478	2,500	2,500	2,500
641304 Sewer	1,107	1,290	264	1,100	1,100	1,150
641306 Stormwater	6,777	6,814	1,708	6,980	6,980	6,980
641308 Cellular Phones	748	1,633	399	1,464	1,464	1,440
641700 Vehicle Repairs & Maint.	266,941	270,195	140,674	285,000	288,840	303,282
641800 Equipment Repairs & Maint.	12,910	7,572	1,915	13,000	13,000	14,400
642000 Facilities Charges	13,816	12,761	3,173	15,961	15,961	13,587
642400 Software Support	8,903	7,191	720	10,185	10,185	10,185
642502 CEA Depreciation/Replace.	9,616	8,277	2,057	14,244	14,244	14,303
642900 Interfund Allocations	(6,551)	(27,645)	(2,565)	(7,000)	(7,000)	(12,000)
645100 Laundry Services	6,108	6,009	1,800	6,500	6,500	6,200
650100 Insurance	28,608	27,504	12,165	29,192	29,192	33,350
650302 Equipment Rent	37	37	-	24	24	5,497
659900 Other Contracts/Obligation	594	-	163	-	-	-
TOTAL PURCHASED SVCS	378,197	351,958	178,709	411,110	414,950	434,794

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2022 ORIG BUD</u>	<u>2022 REVISED BUD</u>	<u>2023 BUDGET</u>
Miscellaneous Expense						
660100 Depreciation Expense	2,642,281	2,561,468	1,030,140	2,750,000	2,750,000	2,750,000
672000 Interest Payments	5,766	4,767	1,810	3,912	3,912	5,037
TOTAL MISCELLANEOUS	<u>2,648,047</u>	<u>2,566,235</u>	<u>1,031,950</u>	<u>2,753,912</u>	<u>2,753,912</u>	<u>2,755,037</u>
Capital Outlay						
680401 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	210,087	302,576	-	215,040	215,040	260,500
TOTAL TRANSFERS	<u>210,087</u>	<u>302,576</u>	<u>-</u>	<u>215,040</u>	<u>215,040</u>	<u>260,500</u>
TOTAL EXPENSE	<u>5,666,339</u>	<u>5,841,418</u>	<u>2,278,839</u>	<u>6,148,803</u>	<u>6,159,555</u>	<u>6,789,092</u>

CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 2,912,800	\$ 3,128,719	\$ 3,141,400	\$ 3,141,400	\$ 3,776,842
Other	28,500	26,121	31,000	31,000	30,000
Total Revenues	<u>2,941,300</u>	<u>3,154,840</u>	<u>3,172,400</u>	<u>3,172,400</u>	<u>3,806,842</u>
Expenses					
Operating Expenses	2,808,205	2,972,611	3,179,851	3,179,851	3,773,555
Depreciation	2,642,281	2,561,468	2,750,000	2,750,000	2,750,000
Total Expenses	<u>5,450,486</u>	<u>5,534,079</u>	<u>5,929,851</u>	<u>5,929,851</u>	<u>6,523,555</u>
Operating Loss	(2,509,186)	(2,379,239)	(2,757,451)	(2,757,451)	(2,716,713)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	13,765	(5,500)	7,000	7,000	8,000
Sale of City Property	255,108	306,499	215,040	215,040	260,500
Interest Expense	(5,766)	(4,763)	(3,912)	(3,912)	(5,037)
Total Non-Operating	<u>263,107</u>	<u>296,236</u>	<u>218,128</u>	<u>218,128</u>	<u>263,463</u>
Income (Loss) before Contributions and Transfers	(2,246,079)	(2,083,003)	(2,539,323)	(2,539,323)	(2,453,250)
Contributions and Transfers In (Out)					
Capital Contributions	3,475,872	2,666,555	3,966,960	3,966,960	4,810,928
Transfers Out	<u>(210,087)</u>	<u>(302,576)</u>	<u>(215,040)</u>	<u>(215,040)</u>	<u>(260,500)</u>
Change in Net Assets	1,019,706	280,976	1,212,597	1,212,597	2,097,178
Net Assets - Beginning	<u>14,252,807</u>	<u>15,272,513</u>	<u>15,553,489</u>	<u>15,553,489</u>	<u>16,766,086</u>
Net Assets - Ending	<u>\$ 15,272,513</u>	<u>\$ 15,553,489</u>	<u>\$ 16,766,086</u>	<u>\$ 16,766,086</u>	<u>\$ 18,863,264</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 821,373	\$ 781,510
+ Change in Net Assets	1,212,597	2,097,178
- Capital Contributions	(3,966,960)	(4,810,928)
- Principal Repayment	(35,500)	(36,250)
+ Long Term Debt	-	345,000
- Fixed Assets	-	-
+ Depreciation	2,750,000	2,750,000
Working Cash - End of Year	<u>\$ 781,510</u>	<u>\$ 1,126,510</u>

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

Year	2014 G.O. Notes	
	Principal	Interest
2023	\$ 21,250	\$ 633
2024	21,625	128
	<u>\$ 42,875</u>	<u>\$ 761</u>

Year	2019 G.O. Notes	
	Principal	Interest
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>\$ 105,000</u>	<u>\$ 7,877</u>

Year	2022 G.O. Notes	
	Principal	Interest
2023	\$ -	\$ 15,950
2024	30,000	15,200
2025	35,000	13,575
2026	35,000	11,825
2027	35,000	10,075
2028	40,000	8,200
2029	40,000	6,200
2030	40,000	4,400
2031	45,000	2,700
2032	45,000	900
	<u>\$ 345,000</u>	<u>\$ 89,025</u>

Year	Total	
	Principal	Interest
2023	\$ 36,250	\$ 18,946
2024	66,625	17,241
2025	50,000	15,038
2026	50,000	12,838
2027	50,000	10,750
2028	55,000	8,575
2029	55,000	6,275
2030	40,000	4,400
2031	45,000	2,700
2032	45,000	900
	<u>\$ 492,875</u>	<u>\$ 97,663</u>

**CITY OF APPLETON 2023 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:

<u>Equipment</u>	<u>Home Department</u>	<u>Funding Source</u>			<u>Total Cost</u>
		<u>CEA</u>	<u>Other</u>	<u>Source</u>	
Tractor Loader (2 @ \$58,860)	Facilities	\$ 117,720			\$ 117,720
Pickup/Crew Cab	Facilities	43,300			43,300
Mower 16' (2 @ \$160,000)	Facilities	320,000			320,000
UTV	Facilities	20,000			20,000
Lift Genie	Facilities	21,350			21,350
Forklift	Waste Water	38,720			38,720
Gator	Waste Water	20,000			20,000
Pickup 4x4	Waste Water	41,000			41,000
Sedan	Traffic	29,570			29,570
Dump/Chipper	Forestry	125,276			125,276
Chipper (2 @ \$100,253)	Forestry	200,506			200,506
Pickup	Forestry	41,430			41,430
Prius	Inspections	29,570			29,570
Truck Mini Dump	Sanitation	58,200			58,200
Fork Lift	Sanitation	38,720			38,720
Ford Interceptor (3 @ \$58,675)	Police	176,025			176,025
Impala (8 @ \$31,100)	Police	248,800			248,800
Impala (3 @ \$42,650)	Police	127,950			127,950
Impala (2 @ \$48,320)	Police	96,640			96,640
Van Mobile Command	Police	249,666			249,666
Sweeper	Parking	144,000			144,000
Pumper	Fire	790,800			790,800
Skid Unit	Stormwater	-	75,000	Stormwater	75,000
Roll-Off Unit (2 @ \$150,000)	Stormwater	-	300,000	Stormwater	300,000
Grader (2 @ \$380,000)	Street	760,000			760,000
Concrete Saw	Street	39,500			39,500
Asphalt Trailer	Street	84,100			84,100
Patcher	Street	100,735			100,735
Snow Blower	Street	200,000			200,000
Pickup/Arrow Brd.	Street	45,000			45,000
Pressure Washer	Water Dist.	24,500			24,500
Pickup/Service	Water Dist.	101,550			101,550
Pickup 4x4	Water Dist.	55,300			55,300
Pickup 4x4	Water Dist.	46,000			46,000
		<u>\$ 4,435,928</u>	<u>\$ 375,000</u>		<u>\$ 4,810,928</u>

Major changes in Revenue, Expenditures, or Programs:

In 2022, the CEA Review Committee approved the following equipment changes:

1. Forestry request to downgrade a landscape truck and upgrade a chipper.
2. Traffic request to upgrade a sedan to a hybrid electric vehicle. Fuel surcharge to cover upgrade cost (\$3,570).
3. Fire request to upgrade and prepay a pumper.
4. Police request to downgrade eight mid-sized sedans for unmarked squads with non-police hybrid SUVs and upgrade three intensive use marked sedans with police hybrid SUVs. Fuel Surcharge to cover upgrade cost (\$24,640).
5. Police request for payment to Outagamie County for amount collected on unit 1001 to put toward a shared Mobile Command.

DEPARTMENT BUDGET SUMMARY

<u>Unit</u>	<u>Programs Title</u>	<u>Actual</u>		<u>Budget</u>			<u>% Change *</u>
		<u>2020</u>	<u>2021</u>	<u>Adopted 2022</u>	<u>Amended 2022</u>	<u>2023</u>	
	Program Revenues	\$ 4,124,562	\$ 3,623,163	\$ 4,551,800	\$ 4,896,800	\$ 4,689,516	3.03%
	Program Expenses	\$ 3,475,797	\$ 2,666,556	\$ 3,966,960	\$ 4,722,760	\$ 4,810,928	21.27%
	Expenses Comprised Of:						
	Capital Expenditures	3,475,797	2,666,556	3,966,960	4,722,760	4,810,928	21.27%

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 37,583	\$ (23,127)	\$ 35,000	\$ 35,000	\$ 35,000
486600 CEA Depreciation Revenue	2,861,853	3,343,714	3,567,810	3,567,810	4,019,016
508200 Insurance Proceeds	11,189	-	-	-	-
591000 Proceeds of Long-term Debt	1,000,000	-	298,950	643,950	-
592100 Transfer In - General Fund	-	-	25,000	25,000	-
592200 Transfer In - Special Revenue	-	-	-	-	-
592601 Transfer In - Water	-	-	-	-	-
592603 Transfer In - Stormwater	-	-	335,000	335,000	375,000
592604 Transfer In - Parking	-	-	75,000	75,000	-
592605 Transfer In - Golf Course	3,850	-	-	-	-
593101 Transfer In - CEA	210,087	302,576	215,040	215,040	260,500
Total Revenue	\$ 4,124,562	\$ 3,623,163	\$ 4,551,800	\$ 4,896,800	\$ 4,689,516
Expenses					
680403 Vehicles	3,475,797	2,666,556	3,966,960	4,722,760	4,810,928
Total Expense	\$ 3,475,797	\$ 2,666,556	\$ 3,966,960	\$ 4,722,760	\$ 4,810,928

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Trans In - CEA Internal Service

Proceeds from sale of vehicles	\$ 260,500
	<u>\$ 260,500</u>

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 4,810,928
	<u>\$ 4,810,928</u>

**CITY OF APPLETON 2023 BUDGET
CEA REPLACEMENT**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Interest Income (Loss)	\$ 37,583	\$ (23,127)	\$ 35,000	\$ 35,000	\$ 35,000
Charges for Services	2,873,042	3,343,714	3,567,810	3,567,810	4,019,016
Total Revenues	<u>2,910,625</u>	<u>3,320,587</u>	<u>3,602,810</u>	<u>3,602,810</u>	<u>4,054,016</u>
Expenses					
Program Costs	3,475,797	2,666,556	3,966,960	3,966,960	4,810,928
Total Expenses	<u>3,475,797</u>	<u>2,666,556</u>	<u>3,966,960</u>	<u>3,966,960</u>	<u>4,810,928</u>
Revenues over (under) Expenses	(565,172)	654,031	(364,150)	(364,150)	(756,912)
Other Financing Sources (Uses)					
Proceeds of G.O. Notes	1,000,000	-	298,950	643,950	-
Transfers In - General Fund	-	-	25,000	25,000	-
Transfers In - Special Revenue	-	-	-	-	-
Transfers In - Water Utility	-	-	-	-	-
Transfers In - Stormwater Utility	-	-	335,000	335,000	375,000
Transfers In - Parking Utility	-	-	75,000	75,000	-
Transfers In - Golf Course	3,850	-	-	-	-
Transfers In - Internal Service	210,087	302,576	215,040	215,040	260,500
Total Other Financing Sources (Uses)	<u>1,213,937</u>	<u>302,576</u>	<u>948,990</u>	<u>1,293,990</u>	<u>635,500</u>
Net Change in Equity	648,765	956,607	584,840	929,840	(121,412)
Fund Balance - Beginning	2,536,486	3,185,251	4,141,858	4,141,858	5,071,698
Fund Balance - Ending	<u>\$ 3,185,251</u>	<u>\$ 4,141,858</u>	<u>\$ 4,726,698</u>	<u>\$ 5,071,698</u>	<u>\$ 4,950,286</u>

CITY OF APPLETON 2023 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

CITY OF APPLETON 2023 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 2022 EVENTS

Early in 2020, we activated the EOC to coordinate City-wide efforts and response. The EOC was deactivated June 1, 2021. The Omicron variant was a major focus of our work in early 2022. Our department continues to have 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 maintain a close working relationship with our healthcare partners regarding testing and treatment of COVID-19 patients. The Appleton Health Department continues to lead the community's COVID-19 response as part of its sustained work, including vaccinating novel age groups and collaborating with community groups seeking to address health equity.

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 2022, we collaborated with these partners to devise a new, community-driven Community Health Needs Assessment/Community Health Improvement Planning process.

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 2022, the City of Neenah was added to the Consortium. Also in 2022, we increased the number of service days to reflect the growing number of businesses in these communities.

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 2022, 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. Health equity has been a high priority for 2022, and the Appleton Health Department has increased outreach and engagement with community-based organizations working to address health inequality within Appleton, including the Multicultural Coalition, among other groups.

CITY OF APPLETON 2023 BUDGET HEALTH DEPARTMENT

MAJOR 2023 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 healthcare partners. Emerging illnesses have resulted in an awareness of the need for a global surveillance and planning effort locally.

The orthopoxvirus, "monkeypox" has emerged in 2022 as a new, global public health emergency, as determined by the World Health Organization, marked by local, state, national, and global outbreaks. Monkeypox case investigation, case contact tracing, vaccination, and outreach to vulnerable groups will be of considerable focus in 2023.

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.

A new Community Health Needs Assessment and Community Health Improvement Plan will be completed in collaboration with community partners.

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 2023, our department will begin formal PHAB accreditation efforts.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 278,828	\$ 300,909	\$ 315,588	\$ 315,588	\$ 385,596	22.18%
Program Expenses							
12510	Administration	41,183	78,472	185,233	185,233	174,872	-5.59%
12520	Nursing	178,271	373,053	527,824	527,824	520,425	-1.40%
12530	Environmental Health	206,017	320,909	332,904	332,904	363,115	9.07%
12540	Weights & Measures	157,884	211,811	216,583	216,583	219,051	1.14%
TOTAL		\$ 583,355	\$ 984,245	\$ 1,262,544	\$ 1,262,544	\$ 1,277,463	1.18%
Expenses Comprised Of:							
Personnel		510,792	909,755	1,170,752	1,170,752	1,177,876	0.61%
Training & Travel		9,346	9,325	12,870	12,870	16,380	27.27%
Supplies & Materials		15,391	17,852	18,425	18,425	17,973	-2.45%
Purchased Services		47,826	47,313	60,497	60,497	65,234	7.83%
Full Time Equivalent Staff:							
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 2023 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 healthcare providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Svc	\$ -	\$ -	\$ 40	\$ 40	\$ -
Total Revenue	\$ -	\$ -	\$ 40	\$ 40	\$ -
Expenses					
610100 Regular Salaries	\$ 13,446	\$ 51,400	\$ 134,264	\$ 134,264	\$ 124,800
615000 Fringes	18,505	15,211	40,949	40,949	38,235
620100 Training/Conferences	185	-	1,100	1,100	3,000
620600 Parking Permits	1,260	840	840	840	960
630100 Office Supplies	1,499	725	1,225	1,225	1,200
630300 Memberships & Licenses	2,470	1,705	2,000	2,000	2,000
630500 Awards & Recognition	255	136	195	195	179
630700 Food & Provisions	40	-	260	260	239
631603 Other Misc. Supplies	40	-	500	500	500
632001 City Copy Charges	1,978	6,760	2,000	2,000	2,000
632002 Outside Printing	546	42	500	500	1,000
632700 Miscellaneous Equipment	95	-	200	200	200
641307 Telephone	320	314	750	750	318
641308 Cellular Phones	544	1,339	450	450	241
Total Expense	\$ 41,183	\$ 78,472	\$ 185,233	\$ 185,233	\$ 174,872

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 healthcare 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:

Increased travel needs for public health nursing staff created a need to obtain a CEA vehicle for home visits. This removes the mileage reimbursement line item.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ 157	\$ 70	\$ 1,500	\$ 1,500	\$ 500
480100 General Charges for Svc	-	168	250	250	250
Total Revenue	\$ 157	\$ 238	\$ 1,750	\$ 1,750	\$ 750
Expenses					
610100 Regular Salaries	\$ 109,554	\$ 247,466	\$ 346,880	\$ 346,880	\$ 338,877
610800 Part-Time Wages	2,186	2,810	22,748	22,748	23,952
615000 Fringes	33,529	92,465	114,496	114,496	110,567
620100 Training/Conferences	1,450	1,196	900	900	1,900
620200 Mileage Reimbursement	62	333	3,000	3,000	-
620600 Parking Permits	3,360	3,360	3,360	3,360	3,840
630200 Subscriptions	-	-	80	80	-
630300 Memberships & Licenses	-	-	160	160	180
632400 Medical/Lab Supplies	5,845	5,505	7,500	7,500	7,500
640700 Recycling Pickup	244	278	-	-	300
641307 Telephone	551	964	700	700	600
641308 Cellular Phones	2,131	4,689	1,300	1,300	3,664
642501 CEA Operations/Maint.	-	-	-	-	1,770
642502 CEA Depreciation/Replace.	-	-	-	-	775
643000 Health Services	12,500	12,500	12,500	12,500	12,500
643100 Interpreter Services	6,679	1,487	14,000	14,000	14,000
643200 Lab Fees	180	-	200	200	-
Total Expense	\$ 178,271	\$ 373,053	\$ 527,824	\$ 527,824	\$ 520,425

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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".

Objectives:

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:

The Training/Conferences line item is higher in 2023 due to the requirement to train a newly hired Environmentalist.

CITY OF APPLETON 2023 BUDGET

HEALTH DEPARTMENT

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
430500 Health License	\$ 149,869	\$ 168,337	\$ 156,500	\$ 156,500	\$ 195,200
Total Revenue	\$ 149,869	\$ 168,337	\$ 156,500	\$ 156,500	\$ 195,200
Expenses					
610100 Regular Salaries	\$ 130,696	\$ 222,161	\$ 229,278	\$ 229,278	\$ 251,631
610500 Overtime Wages	-	322	-	-	-
615000 Fringes	59,022	80,401	82,589	82,589	87,672
620100 Training/Conferences	96	667	450	450	3,100
620600 Parking Permits	1,260	1,260	1,260	1,260	1,440
630300 Memberships & Licenses	50	-	230	230	150
630400 Postage/Freight	-	-	50	50	-
631603 Other Misc. Supplies	636	13	700	700	1,300
632400 Medical/Lab Supplies	233	964	350	350	-
632700 Miscellaneous Equipment	18	283	250	250	-
641307 Telephone	358	430	580	580	400
641308 Cellular Phones	1,217	1,205	1,900	1,900	1,584
641800 Equipment Repairs & Maint.	104	165	600	600	300
642501 CEA Operations/Maint.	1,006	2,840	4,441	4,441	5,312
642502 CEA Depreciation/Replace.	2,289	2,873	2,326	2,326	2,326
643100 Interpreter Services	-	-	200	200	200
643200 Lab Fees	9,032	7,325	7,700	7,700	7,700
Total Expense	\$ 206,017	\$ 320,909	\$ 332,904	\$ 332,904	\$ 363,115

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Weights & Measures License increase is based on the updated fee schedule approved by City Council.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
431200 Wts & Measures License	\$ 51,807	\$ 56,932	\$ 62,300	\$ 62,300	\$ 93,310
480100 General Charges for Svc	76,995	75,402	94,998	94,998	96,336
Total Revenue	\$ 128,802	\$ 132,334	\$ 157,298	\$ 157,298	\$ 189,646
Expenses					
610100 Regular Salaries	\$ 101,276	\$ 144,220	\$ 143,590	\$ 143,590	\$ 145,779
615000 Fringes	42,578	53,300	55,958	55,958	56,363
620100 Training/Conferences	413	409	700	700	700
620600 Parking Permits	1,260	1,260	1,260	1,260	1,440
630200 Subscriptions	-	10	-	-	-
630300 Memberships & Licenses	225	160	225	225	225
631603 Other Misc. Supplies	561	377	500	500	500
632700 Miscellaneous Equipment	902	1,172	1,500	1,500	800
641307 Telephone	43	91	100	100	100
641308 Cellular Phones	554	617	600	600	610
641800 Equipment Repairs & Maint.	-	-	600	600	-
642501 CEA Operations/Maint.	3,529	3,913	5,007	5,007	5,991
642502 CEA Depreciation/Replace.	6,543	6,282	6,543	6,543	6,543
Total Expense	\$ 157,884	\$ 211,811	\$ 216,583	\$ 216,583	\$ 219,051

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services @ \$446 per day	# of Days	Charge
Ashwaubenon	55	\$ 24,530
Berlin	13	5,798
Fox Crossing	10	4,460
Kaukauna	21	9,366
Kimberly	6	2,676
Little Chute	17	7,582
Neenah	36	16,056
New London	18	8,028
Ripon	18	8,028
Waupaca	22	9,812
	216	\$ 96,336

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Charges for Services						
422500 Health Grants & Aids	157	70	-	1,500	1,500	500
430500 Health License	149,869	168,338	13,655	156,500	156,500	195,200
431200 Weights & Measures License	51,807	56,933	6,188	62,300	62,300	93,310
480100 General Charges for Service	76,995	75,570	44,324	95,288	95,288	96,586
TOTAL PROGRAM REVENUES	<u>278,828</u>	<u>300,911</u>	<u>64,167</u>	<u>315,588</u>	<u>315,588</u>	<u>385,596</u>
Salaries						
610100 Regular Salaries	286,195	584,522	248,885	853,574	853,574	\$ 861,087
610500 Overtime Wages	-	1,213	927	-	-	-
610800 Part-Time Wages	2,186	2,810	1,213	22,748	22,748	23,952
611000 Other Compensation	375	520	430	438	438	-
611400 Sick Pay	411	1,175	1,503	-	-	-
611500 Vacation Pay	67,991	78,139	28,231	-	-	-
615000 Fringes	153,634	241,376	93,331	293,992	293,992	292,837
TOTAL PERSONNEL	<u>510,792</u>	<u>909,755</u>	<u>374,520</u>	<u>1,170,752</u>	<u>1,170,752</u>	<u>1,177,876</u>
Training~Travel						
620100 Training/Conferences	2,144	2,272	490	3,150	3,150	8,700
620200 Mileage Reimbursement	62	333	468	3,000	3,000	-
620600 Parking Permits	7,140	6,720	6,720	6,720	6,720	7,680
TOTAL TRAINING / TRAVEL	<u>9,346</u>	<u>9,325</u>	<u>7,678</u>	<u>12,870</u>	<u>12,870</u>	<u>16,380</u>
Supplies						
630100 Office Supplies	1,499	725	71	1,225	1,225	1,200
630200 Subscriptions	-	10	-	80	80	-
630300 Memberships & Licenses	2,745	1,865	200	2,615	2,615	2,555
630400 Postage/Freight	-	-	-	50	50	-
630500 Awards & Recognition	255	136	-	195	195	179
630700 Food & Provisions	40	-	-	260	260	239
631603 Other Misc. Supplies	1,236	390	126	1,700	1,700	2,300
632001 City Copy Charges	1,978	6,760	552	2,000	2,000	2,000
632002 Outside Printing	546	42	118	500	500	1,000
632400 Medical/Lab Supplies	6,078	6,469	253	7,850	7,850	7,500
632700 Miscellaneous Equipment	1,014	1,455	64	1,950	1,950	1,000
TOTAL SUPPLIES	<u>15,391</u>	<u>17,852</u>	<u>1,384</u>	<u>18,425</u>	<u>18,425</u>	<u>17,973</u>
Purchased Services						
640700 Solid Waste/Recycling Pickup	244	278	191	-	-	300
641307 Telephone	1,272	1,799	521	2,130	2,130	1,418
641308 Cellular Phones	4,446	7,850	3,598	4,250	4,250	6,099
641800 Equipment Repairs & Maint.	104	165	-	1,200	1,200	300
642501 CEA Operations/Maint.	4,536	6,753	1,634	9,448	9,448	13,073
642502 CEA Depreciation/Replace.	8,833	9,156	2,344	8,869	8,869	9,644
643000 Health Services	12,500	12,500	-	12,500	12,500	12,500
643100 Interpreter Services	6,679	1,487	3,173	14,200	14,200	14,200
643200 Lab Fees	9,212	7,325	-	7,900	7,900	7,700
TOTAL PURCHASED SVCS	<u>47,826</u>	<u>47,313</u>	<u>11,461</u>	<u>60,497</u>	<u>60,497</u>	<u>65,234</u>
TOTAL EXPENSE	<u>583,355</u>	<u>984,245</u>	<u>395,043</u>	<u>1,262,544</u>	<u>1,262,544</u>	<u>1,277,463</u>

CITY OF APPLETON 2023 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

**CITY OF APPLETON 2023 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 2022 EVENTS

Maternal/Child Health (MCH) Grant

Current focus areas include working with early childhood centers and other community worksites to support breast-feeding friendly policies and certifications. Other focus areas include networks of early childhood services addressing family support, child development, mental health, and injury prevention on a local level.

Prevention Grant

This grant will be used to support the department's efforts related to meeting its statutory requirement for completing the Community Health Needs Assessment.

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 Northeast Wisconsin.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

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 2022, 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 2023 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2023 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 2,042,352	\$ 780,292	\$ 227,837	\$ 227,837	\$ 642,879	182.17%
Program Expenses							
2710	MCH Grant	25,318	28,146	28,146	29,940	31,757	12.83%
2730	Prevention Grant	8,349	9,579	7,900	7,900	6,628	-16.10%
2731	Communicable Disease	-	-	-	-	5,700	N/A
2740	CDC Lead Grant	10,610	9,841	9,879	9,879	9,819	-0.61%
2750	Vaccine Improvement	22,041	21,441	21,443	31,151	24,192	12.82%
2770	COVID-19 Response	1,874,574	627,635	89,226	89,226	458,207	413.54%
2780	Bioterrorism Grant	101,506	83,652	71,243	71,243	106,576	49.60%
	Discontinued Programs	-	-	-	-	-	N/A
TOTAL		\$ 2,042,398	\$ 780,294	\$ 227,837	\$ 239,339	\$ 642,879	182.17%
Expenses Comprised Of:							
	Personnel	1,413,071	482,216	182,607	182,607	384,856	110.76%
	Training & Travel	9,465	8,911	8,795	10,589	26,370	199.83%
	Supplies & Materials	448,364	121,813	21,648	31,356	6,364	-70.60%
	Purchased Services	171,498	167,354	14,787	14,787	225,289	1423.56%
Full Time Equivalent Staff:							
	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 2023 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 2023 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ 25,318	\$ 28,146	\$ 28,146	\$ 28,146	\$ 31,757
Total Revenue	<u>\$ 25,318</u>	<u>\$ 28,146</u>	<u>\$ 28,146</u>	<u>\$ 28,146</u>	<u>\$ 31,757</u>
Expenses					
610100 Regular Salaries	\$ 1,524	\$ 13,821	\$ 6,732	\$ 6,732	\$ 7,069
610800 Part-Time Wages	7,642	8,840	15,994	15,994	16,587
615000 Fringes	1,880	3,494	5,295	5,295	5,441
620100 Training/Conferences	1,214	-	-	1,794	2,660
620200 Mileage Reimbursement	-	-	125	125	-
632400 Medical/Lab Supplies	13,058	1,991	-	-	-
Total Expense	<u>\$ 25,318</u>	<u>\$ 28,146</u>	<u>\$ 28,146</u>	<u>\$ 29,940</u>	<u>\$ 31,757</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 supports the department expenses related to our Community Needs Assessment and Community Health Improvement Plan.

Major Program Changes:

No major changes.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ 8,349	\$ 9,579	\$ 7,900	\$ 7,900	\$ 6,628
Total Revenue	<u>\$ 8,349</u>	<u>\$ 9,579</u>	<u>\$ 7,900</u>	<u>\$ 7,900</u>	<u>\$ 6,628</u>
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 928
620100 Training/Conferences	228	3,252	7,900	7,900	5,700
630100 Office Supplies	-	714	-	-	-
631603 Other Misc. Supplies	4,121	5,613	-	-	-
640400 Consulting Services	4,000	-	-	-	-
Total Expense	<u>\$ 8,349</u>	<u>\$ 9,579</u>	<u>\$ 7,900</u>	<u>\$ 7,900</u>	<u>\$ 6,628</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM MISSION

Increase communicable disease awareness in the community along with practical prevention opportunities

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 ensure or increase capacity to respond to communicable disease events, including staff time, training, and the purchase of additional equipment.

Major Program Changes:

No major changes.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ -	\$ -	\$ -	\$ -	\$ 5,700
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,700</u>
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 4,746
615000 Fringes	-	-	-	-	954
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,700</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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

Connect 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 2023 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ 10,610	\$ 9,840	\$ 9,879	\$ 9,879	\$ 9,819
Total Revenue	<u>\$ 10,610</u>	<u>\$ 9,840</u>	<u>\$ 9,879</u>	<u>\$ 9,879</u>	<u>\$ 9,819</u>
Expenses					
610100 Regular Salaries	\$ 7,082	\$ 8,401	\$ 8,454	\$ 8,454	\$ 8,406
615000 Fringes	1,081	1,308	1,425	1,425	1,413
632400 Medical/Lab Supplies	2,447	132	-	-	-
Total Expense	<u>\$ 10,610</u>	<u>\$ 9,841</u>	<u>\$ 9,879</u>	<u>\$ 9,879</u>	<u>\$ 9,819</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ 20,715	\$ 21,441	\$ 21,443	\$ 21,443	\$ 24,192
503500 Other Reimbursements	1,280	-	-	-	-
Total Revenue	<u>\$ 21,995</u>	<u>\$ 21,441</u>	<u>\$ 21,443</u>	<u>\$ 21,443</u>	<u>\$ 24,192</u>
Expenses					
610100 Regular Salaries	\$ 9,812	\$ 17,717	\$ 18,266	\$ 18,266	\$ 19,649
615000 Fringes	1,643	2,654	3,064	3,064	3,279
632400 Medical/Lab Supplies	10,586	1,070	113	9,821	1,264
Total Expense	<u>\$ 22,041</u>	<u>\$ 21,441</u>	<u>\$ 21,443</u>	<u>\$ 31,151</u>	<u>\$ 24,192</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Units 2773, 2774, 2775, 2776

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:

COVID-19 Response Grants

These federal and State grants support the City's efforts to respond to the COVID-19 pandemic and to track the related expenditures. In 2022, the City used these grants to mitigate the spread of COVID-19 by maintaining a testing site in the beginning of the year. These funds continue to support vaccine clinics for marginalized populations and material needs for the staff conducting COVID-19 mitigation efforts

CDC Workforce Development Grant

To establish, expand, train, and sustain the public health workforce, to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives

To hire and train personnel to address projected jurisdictional COVID-19 response needs over the performance period, including building capacity to address public health priorities deriving from COVID-19

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 June of 2023 (ELC) and December 2024 (LHD ARPA). The expenditures vary depending on current case levels and the needs of the community.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Unit 2773, 2774, 2775, 2776

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Misc. State Aids	\$ 1,344,030	\$ -	\$ -	\$ -	\$ -
422500 Health Grants & Aids	530,544	504,670	89,226	89,226	458,207
501000 Miscellaneous Revenue	-	18,131	-	-	-
503500 Other Reimbursements	-	104,835	-	-	-
Total Revenue	<u>\$ 1,874,574</u>	<u>\$ 627,636</u>	<u>\$ 89,226</u>	<u>\$ 89,226</u>	<u>\$ 458,207</u>
Expenses					
610100 Regular Salaries	\$ 889,444	\$ 137,029	\$ 24,391	\$ 24,391	\$ 175,505
610400 Call Time	173	-	-	-	-
610500 Overtime	73,942	15,369	-	-	-
610800 Part Time	93,598	169,739	22,526	22,526	-
615000 Fringes	235,702	32,699	6,174	6,174	35,324
620100 Training/Conferences	-	-	-	-	17,050
620500 Employee Recruitment	-	1,547	-	-	-
620600 Parking Permits	1,004	713	350	350	480
630100 Office Supplies	6,743	457	2,000	2,000	2,000
630300 Memberships & Licenses	-	-	-	-	50
630700 Food & Provisions	831	-	-	-	-
631603 Other Misc. Supplies	184,874	94,299	14,485	14,485	-
632002 Outside Printing	3,518	15,479	3,000	3,000	1,000
632102 Protective Clothing	20,092	-	-	-	-
632400 Medical/Lab Supplies	112,603	900	2,000	2,000	2,000
632700 Miscellaneous Equipment	85,362	265	-	-	-
640201 Attorney Fees	4,960	-	-	-	-
641308 Cellular Phones	1,300	-	-	-	241
641400 Janitorial Service	9,773	2,898	-	-	-
641600 Building Repairs & Maint.	145,706	-	-	-	-
642400 Software Support	1,592	187	-	-	-
642501 CEA Operations/Maint.	-	-	-	-	1,481
642502 CEA Depreciation/Replace.	-	-	-	-	776
643100 Interpreter Services	210	-	300	300	300
659900 Other Contracts	3,147	156,054	14,000	14,000	7,000
680300 Buildings	-	-	-	-	215,000
Total Expense	<u>\$ 1,874,574</u>	<u>\$ 627,635</u>	<u>\$ 89,226</u>	<u>\$ 89,226</u>	<u>\$ 458,207</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

National Association of County and City Health Officials	\$ 14,400
American Public Health Association	2,650
	<u>\$ 17,050</u>

Building Repairs & Maintenance

Health Department Interior Finishes and Furniture	\$ 215,000
	<u>\$ 215,000</u>

CITY OF APPLETON 2023 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:

The 2023 budget returns the PH Preparedness Coordinator position to be fully funded by this grant, which was previously allocated to available COVID-19 funding. The grant income reflects the base grant amount that is expected to be awarded by the State, plus the projected use of \$33,901 of deferred revenue.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422500 Health Grants & Aids	\$ 75,442	\$ 82,757	\$ 53,243	\$ 53,243	\$ 88,576
490800 Misc Intergov Charges	18,000	273	18,000	18,000	18,000
503500 Other Reimbursements	8,064	620	-	-	-
Total Revenue	\$ 101,506	\$ 83,650	\$ 71,243	\$ 71,243	\$ 106,576
Expenses					
610100 Regular Salaries	\$ 72,372	\$ 57,406	\$ 56,932	\$ 56,932	\$ 85,389
615000 Fringes	17,176	13,738	13,354	13,354	20,166
620100 Training/Conferences	7,017	2,906	-	-	-
620600 Parking Permits	2	493	420	420	480
631603 Other Misc. Supplies	-	893	50	50	50
632002 Outside Printing	746	-	-	-	-
632700 Miscellaneous Equipment	3,384	-	-	-	-
641307 Telephone	218	237	250	250	250
641308 Cellular Phones	591	312	237	237	241
642000 Facilities Charges	-	4,507	-	-	-
659900 Other Contracts	-	3,160	-	-	-
Total Expense	\$ 101,506	\$ 83,652	\$ 71,243	\$ 71,243	\$ 106,576

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
HEALTH GRANTS**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
422400 Misc. State Aids	1,344,030	-	-	-	-	-
422500 Health Grants & Aids	670,978	656,433	-	209,837	209,837	624,879
490800 Misc. Intergovernmental Charges	18,000	274	7,500	18,000	18,000	18,000
501000 Miscellaneous Revenue	-	18,131	-	-	-	-
503500 Other Reimbursements	9,344	105,455	-	-	-	-
TOTAL PROGRAM REVENUES	2,042,352	780,293	7,500	227,837	227,837	642,879
Personnel						
610100 Regular Salaries	901,321	220,650	42,915	114,775	114,775	301,692
610400 Call Time	173	-	-	-	-	-
610500 Overtime	73,942	15,369	-	-	-	-
610800 Part-Time Wages	101,240	178,589	31,710	38,520	38,520	17,541
611000 Other Compensation	450	-	-	-	-	-
611400 Sick Pay	68,523	-	-	-	-	-
611500 Vacation Pay	9,940	13,716	3,071	-	-	-
615000 Fringes	257,482	53,892	12,628	29,312	29,312	65,623
TOTAL PERSONNEL	1,413,071	482,216	90,324	182,607	182,607	384,856
Training~Travel						
620100 Training/Conferences	8,459	6,158	2,651	7,900	9,694	25,410
620200 Mileage Reimbursement	-	-	-	125	125	-
620500 Employee Recruitment	-	1,547	-	-	-	-
620600 Parking Permits	1,006	1,206	567	770	770	960
TOTAL TRAINING / TRAVEL	9,465	8,911	3,218	8,795	10,589	26,370
Supplies						
630100 Office Supplies	6,743	1,171	1,701	2,000	2,000	2,000
630300 Memberships & Licenses	-	-	-	-	-	50
630700 Food & Provisions	831	-	-	-	-	-
631603 Other Misc. Supplies	188,994	100,805	7,286	14,535	14,535	50
632001 City Copy Charges	-	-	-	-	-	-
632002 Outside Printing	4,264	15,479	-	3,000	3,000	1,000
632102 Protective Clothing	20,093	-	-	-	-	-
632400 Medical/Lab Supplies	138,693	4,093	9,708	2,113	11,821	3,264
632700 Miscellaneous Equipment	88,746	265	2,334	-	-	-
TOTAL SUPPLIES	448,364	121,813	21,029	21,648	31,356	6,364
Purchased Services						
640100 Accounting/Audit Fees	-	-	-	-	-	-
640201 Attorney Fees	4,960	-	-	-	-	-
640400 Consulting Services	4,000	-	-	-	-	-
641307 Telephone	218	237	90	250	250	250
641308 Cellular Phones	1,892	312	221	237	237	482
641400 Janitorial Service	9,773	-	-	-	-	-
641600 Building Repairs & Maint.	145,706	-	-	-	-	-
642000 Facilities Charges	-	7,404	-	-	-	-
642400 Software Support	1,592	187	-	-	-	-
642501 CEA Operations/Maint.	-	-	-	-	-	1,481
642502 CEA Depreciation/Replace.	-	-	-	-	-	776
643100 Interpreter Services	210	-	-	300	300	300
659900 Other Contracts/Obligations	3,147	159,214	24,736	14,000	14,000	7,000
680300 Buildings	-	-	-	-	-	215,000
TOTAL PURCHASED SVCS	171,498	167,354	25,047	14,787	14,787	225,289
TOTAL EXPENSE	2,042,398	780,294	139,618	227,837	239,339	642,879

CITY OF APPLETON 2023 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Intergovernmental	* \$ 2,015,008	\$ 656,433	\$ 209,837	\$ 209,837	\$ 624,879
Charges for Service	18,000	273	18,000	18,000	18,000
Miscellaneous Revenue	-	-	-	-	-
Other Reimbursements	9,344	123,586	-	-	-
Total Revenues	<u>2,042,352</u>	<u>780,292</u>	<u>227,837</u>	<u>227,837</u>	<u>642,879</u>
Expenses					
Program Costs	2,042,398	780,294	227,837	239,339	642,879
Total Expenses	<u>2,042,398</u>	<u>780,294</u>	<u>227,837</u>	<u>239,339</u>	<u>642,879</u>
Revenues over (under) Expenses	(46)	(2)	-	(11,502)	-
Fund Balance - Beginning	<u>52,845</u>	<u>52,799</u>	<u>52,797</u>	<u>52,797</u>	<u>41,295</u>
Fund Balance - Ending	<u>\$ 52,799</u>	<u>\$ 52,797</u>	<u>\$ 52,797</u>	<u>\$ 41,295</u>	<u>\$ 41,295</u>

CITY OF APPLETON 2023 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Polly A. Olson

CITY OF APPLETON 2023 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2022 EVENTS

The Appleton Police Department's 2023 budget provides funding for essential core services that enable the department to maintain operational readiness and emergency services such as SWAT (Special Weapons and Tactics), sensitive investigative scenes, mutual aid and other rapid deployments. It is imperative that, with the sophisticated technology advancements and expansion of social media, we are focused on increasing our presence in the community and expanding our technological abilities to maintain professional police services.

Recruitment and retention are critical to our policing capabilities and continues to be a major emphasis of the Department. Staffing shortages in policing is a nation-wide trend that created the challenge of rebuilding public perception and changing the framework of how we engage in community policing efforts. Another trend since the COVID emergency in 2020 is the increase in retirements/resignations experienced by cities and businesses across the nation. The Appleton Police Department also experienced this progression with 13 retirements/resignations in 2021 and 7 in the first half of 2022. Although there is no simple solution, we are committed to maintaining recruitment standards to provide excellent services to our community.

Pedestrian and traffic safety remains one of the top concerns in Appleton, especially in summer months when there are more vehicles, motorcycles, scooters, bicycles, and pedestrian traffic. To ensure the safety of all travelers, a Traffic Safety Unit pilot program was established to address traffic enforcement, collect and analyze data, identify safety problem areas, and educate the public on traffic safety. The Traffic Safety Officer will continue to assist the Patrol Unit during high-volume calls for service. The Traffic Safety Officer will be made permanent effective January 1, 2023.

The pilot program for the Crisis Response Team (CRT) is a partnership between Appleton Police Department's Behavioral Health Officer and Outagamie County Health and Human Services Clinical Therapist. CRT will address the growing concerns of mental health calls for service through assisting police officers on calls for service, facilitating support for individuals and families coping with mental health issues, and providing clinical assessment for intervention and case management to be proactive in addressing and preventing a mental health and/or substance abuse crisis. The two year program will be evaluated for its progress annually.

Governor Evers allocated American Rescue Plan Act (ARPA) funding for the Safer Communities Law Enforcement program. Appleton was awarded \$225,618 in grant funds that we designated for a wireless router system. Taking advantage of technology is essential when officers are mobile and need to manage connectivity on multiple devices. Utilizing a secure wireless router system will ensure access can be provided remotely without lagging or loss of connectivity. Our assessment of the pilot program determined this was essential for a safe and efficient response that will increase officer's situational awareness to take appropriate action.

Another program recently piloted is the automated license plate reader (ALPR) computer-based system. These are high-speed, high-resolution, fixed cameras that capture license plates that are stored in a database and compared to other databases. This technology quickly provides assistance to officers in locating a suspect or assisting investigators in solving crimes. One of the features is the interface with Axon programs and the wireless router system mentioned above.

CITY OF APPLETON 2023 BUDGET POLICE DEPARTMENT

MAJOR 2023 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.

Evaluate the Crisis Response Team collaboration with Outagamie County Health and Human Services.

Review other technology upgrades to ensure we are successfully improving our ability to respond to the needs of the community.

Update the Crossing Guard contracted service to meet the needs of the children at guarded crossings in 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.

Enhance marketing the Department through social media outlets and evaluate other options to attract qualified candidates to ensure we are providing quality police services.

Evaluate and refresh patrol allocation model for determining optimum patrol levels.

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.

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.

Provide ongoing opportunities for citizens to be educated in crime prevention and other police services through Neighborhood Watch, School Resource Program, media outreach and citizen contacts.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 721,227	\$ 1,129,637	\$ 1,183,523	\$ 1,183,523	\$ 1,282,597	8.37%
Program Expenses							
17511	Executive Management	1,169,343	1,241,923	1,241,577	1,273,877	1,165,973	-6.09%
17512	Administrative Services	1,898,038	2,000,864	2,033,464	2,033,464	2,013,950	-0.96%
17524	Community Services	730,552	862,135	945,188	945,188	816,385	-13.63%
17532	Investigative Services	3,995,342	4,043,905	4,528,880	4,536,380	4,852,747	7.15%
17541	Field Operations	10,009,106	10,658,520	10,460,331	10,476,131	11,371,144	8.71%
TOTAL		\$ 17,802,381	\$ 18,807,347	\$ 19,209,440	\$ 19,265,040	\$ 20,220,199	5.26%
Expenses Comprised Of:							
Personnel		15,673,076	16,217,401	16,792,707	16,792,707	17,580,349	4.69%
Training & Travel		62,514	81,060	97,360	126,160	97,360	0.00%
Supplies & Materials		266,052	262,278	285,225	312,025	287,725	0.88%
Purchased Services		1,800,739	2,246,608	2,034,148	2,034,148	2,254,765	10.85%
Full Time Equivalent Staff:							
Personnel allocated to programs		140.00	140.00	140.00	140.00	140.00	

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2023 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 acknowledges several personnel changes within the Police Department, including the transfer of the Police Information Officer position from Executive Management (17511) to Field Operations (17541) resulting in a decrease in personnel expenses.

This budget also includes \$11,000 in Other Contracts and Obligations for the range lead mining that is required every 3 years, however there is an offset with a reduction in wellness check-ins based on previous years experience.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 16,646	\$ 16,011	\$ 17,600	\$ 17,600	\$ 17,600
451000 Court Fines & Fees	214,691	222,993	275,000	275,000	275,000
480100 General Charges for Svc.	20,497	24,548	20,000	20,000	20,000
480600 False Alarm Fees	13,650	16,800	10,000	10,000	15,000
501000 Miscellaneous Revenue	18,057	12,428	15,000	15,000	15,000
502000 Donations & Memorials	5,066	64,116	25,000	25,000	25,000
503000 Damage to City Property	6,618	35,596	-	-	-
503500 Other Reimbursements	120	361	-	-	-
508500 Cash Short or Over	1	10	-	-	-
Total Revenue	\$ 295,346	\$ 392,863	\$ 362,600	\$ 362,600	\$ 367,600
Expenses					
610100 Regular Salaries	\$ 681,233	\$ 708,804	\$ 700,806	\$ 700,806	\$ 645,180
610400 Call Time	3,505	2,135	600	600	600
610500 Overtime Wages	17,969	5,533	8,076	8,076	9,906
610800 Part-Time Wages	5,808	10,974	-	-	-
615000 Fringes	229,569	264,324	270,094	270,094	249,286
620100 Training/Conferences	58,546	71,854	85,000	113,800	85,000
620400 Tuition Fees	3,968	8,491	10,860	10,860	10,860
620500 Employee Recruitment	-	715	1,500	1,500	1,500
630200 Subscriptions	1,544	1,001	1,020	1,020	1,020
630300 Memberships & Licenses	2,191	2,305	2,680	2,680	2,680
630400 Postage/Freight	71	133	200	200	200
630500 Awards & Recognition	2,499	1,958	2,055	2,055	2,055
630700 Food & Provisions	1,331	1,746	2,740	2,740	2,740
631200 Guns & Ammunition	21,671	31,670	43,000	43,000	43,000
631500 Books & Library Materials	342	-	330	330	330
631603 Other Misc. Supplies	7,794	10,397	8,000	11,500	8,000
632100 Clothing	25,100	33,734	25,500	25,500	25,500
632700 Miscellaneous Equipment	2,927	7,819	7,000	7,000	7,000
640200 Legal Fees	102	518	100	100	300
640400 Consulting Services	7,550	1,250	5,000	5,000	4,000
641800 Equipment Repairs & Maint.	929	929	500	500	500
643000 Health Services	-	-	400	400	200
659900 Other Contracts/Obligation	94,694	75,633	66,116	66,116	66,116
Total Expense	\$ 1,169,343	\$ 1,241,923	\$ 1,241,577	\$ 1,273,877	\$ 1,165,973

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

DOJ training and standards	\$ 17,760
SWAT/TEMS training	10,000
Leadership development	10,000
DAAT/firearms	10,000
Crime/drug prevention	14,000
Investigative/Forensic	12,000
Threat assessment/other	11,240
Total	\$ 85,000

Guns & Ammunition

Ammunition/XREP rounds	\$ 35,500
Firearms/Taser/Armorer/Range	7,500
Total	\$ 43,000

Clothing

Badges, patches, bars, etc.	5,500
Replace damaged items	1,000
Protective vests (21)	19,000
Total	\$ 25,500

Other Contracts and Obligations

Background checks	\$ 2,190
PD range maintenance	7,783
PD range lead mining	11,000
Lexipole policy management	25,533
Notary Insurance/Misc	860
Wellness program	18,750
Total	\$ 66,116

**CITY OF APPLETON 2023 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:

This budget acknowledges several personnel changes, including the transfer of a Police Communications position (17512) to the Crime Analyst position in Investigative Services (17532). This budget also includes the change of an Administrative Services full-time position to two half-time positions.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 1,006,652	\$ 1,008,373	\$ 1,026,098	\$ 1,026,098	\$ 1,027,749
610400 Call Time Wages	100	-	400	400	400
610500 Overtime Wages	43,140	68,603	54,378	54,378	55,728
610800 Part-Time Wages	1,214	826	-	-	-
615000 Fringes	372,890	415,528	443,969	443,969	405,961
630100 Office Supplies	13,825	12,746	14,000	14,000	14,000
631603 Other Misc. Supplies	85	466	550	550	550
632001 City Copy Charges	15,975	14,779	8,800	8,800	12,300
632002 Outside Printing	6,324	3,006	6,000	6,000	5,000
632700 Miscellaneous Equipment	-	1,310	2,000	2,000	2,000
640700 Waste/Recycling Pickup	4,138	3,797	4,400	4,400	4,400
641300 Utilities	162,297	205,728	182,600	182,600	195,096
641800 Equipment Repairs & Maint.	2,225	2,271	2,835	2,835	2,335
642000 Facilities Charges	223,070	221,972	246,034	246,034	247,031
659900 Other Contracts/Obligation	46,103	41,459	41,400	41,400	41,400
Total Expense	<u>\$ 1,898,038</u>	<u>\$ 2,000,864</u>	<u>\$ 2,033,464</u>	<u>\$ 2,033,464</u>	<u>\$ 2,013,950</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Aircards	\$ 35,000
Callyo System	4,200
Cintas	2,200
	<u>\$ 41,400</u>

CITY OF APPLETON 2023 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 Strategy # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete 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 acknowledges the transfer of the Lieutenant in Community Services (17524) to the Professional Development Coordinator in Field Operations (17541), resulting in a decrease in personnel expenses.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
431000 Dog Licenses	\$ 10,416	\$ 12,448	\$ 20,000	\$ 20,000	\$ 20,000
431100 Cat Licenses	4,162	4,504	8,000	8,000	5,000
503500 Other Reimbursements	90,366	133,723	140,046	140,046	142,845
Total Revenue	\$ 104,944	\$ 150,675	\$ 168,046	\$ 168,046	\$ 167,845
Expenses					
610100 Regular Salaries	\$ 245,605	\$ 249,525	\$ 245,421	\$ 245,421	\$ 151,453
610400 Call Time Wages	1,314	546	200	200	200
610500 Overtime Wages	7,719	9,540	13,159	13,159	9,770
610800 Part-Time Wages	185,008	209,290	258,253	258,253	271,871
615000 Fringes	101,352	110,961	123,162	123,162	76,498
631603 Other Misc. Supplies	512	572	1,000	1,000	1,000
632101 Uniforms	1,423	820	2,000	2,000	2,000
632300 Safety Supplies	-	235	900	900	900
632700 Miscellaneous Equipment	639	406	1,500	1,500	1,500
659900 Other Contracts/Obligation	186,980	280,240	299,593	299,593	301,193
Total Expense	\$ 730,552	\$ 862,135	\$ 945,188	\$ 945,188	\$ 816,385

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Fox Valley Humane Association	\$ 15,000
Wild animal service	500
All City Management Services	285,693
	\$ 301,193

**CITY OF APPLETON 2023 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:

This budget acknowledges the transfer of the Police Communications in Administrative Services (17512) to the Crime Analyst position in Investigative Services (17532) resulting in an increase in personnel expenses.

This budget reflects an increase of \$94,275 in revenue based on the agreement with the Appleton Area School District for their contribution to the School Resource Officer Program.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Svc	\$ -	\$ 21,688	\$ 10,000	\$ 10,000	\$ 25,000
490500 SRO Reimbursement	312,701	556,317	634,877	634,877	714,152
Total Revenue	\$ 312,701	\$ 578,005	\$ 644,877	\$ 644,877	\$ 739,152
Expenses					
610100 Regular Salaries	\$ 2,762,999	\$ 2,801,350	\$ 3,088,482	\$ 3,088,482	\$ 3,272,503
610400 Call Time Wages	32,373	36,335	6,700	6,700	5,692
610500 Overtime Wages	150,059	102,827	169,629	169,629	175,241
615000 Fringes	998,062	1,047,228	1,214,059	1,214,059	1,341,101
631603 Other Misc. Supplies	1,695	1,526	2,000	2,000	2,000
632001 City Copy Charges	4,094	5,022	3,500	3,500	3,500
632400 Medical/Lab Supplies	7,574	8,680	9,000	9,000	9,000
632700 Miscellaneous Equipment	10,290	5,205	9,000	16,500	9,000
641800 Equipment Repairs & Maint.	-	-	1,000	1,000	500
659900 Other Contracts/Obligation	28,196	35,732	25,510	25,510	34,210
Total Expense	\$ 3,995,342	\$ 4,043,905	\$ 4,528,880	\$ 4,536,380	\$ 4,852,747

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Forensic software maint/upgrade	\$ 9,495
GPS, Griffeye Analyze License	2,100
Leads Online	5,255
GrayKey	9,330
Investigative online programs	3,530
Towing service	4,500
Total	\$ 34,210

CITY OF APPLETON 2023 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:

This budget acknowledges several personnel changes within the Police Department, including the addition of the Public Information Officer position from Executive Management (17511) and a Lieutenant position from the Community Resource Unit (17524) resulting in an increase in personnel expenses.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 8,236	\$ 8,094	\$ 8,000	\$ 8,000	\$ 8,000
Total Revenue	<u>\$ 8,236</u>	<u>\$ 8,094</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
Expenses					
610100 Regular Salaries	\$ 6,281,456	\$ 6,329,272	\$ 6,444,404	\$ 6,444,404	\$ 6,825,345
610400 Call Time Wages	62,943	71,670	19,100	19,100	19,600
610500 Overtime Wages	238,715	351,364	270,318	270,318	277,418
615000 Fringes	2,243,392	2,412,393	2,435,399	2,435,399	2,758,847
631200 Guns & Ammunition	3,985	5,360	7,500	7,500	7,500
631603 Other Misc. Supplies	42,454	21,287	38,000	42,000	38,000
632001 City Copy Charges	1,295	1,528	1,650	1,650	1,650
632700 Miscellaneous Equipment	90,412	88,566	85,300	97,100	85,300
641800 Equipment Repairs & Maint.	2,640	8,105	6,900	6,900	6,900
642501 CEA Operations/Maint.	358,446	515,169	470,789	470,789	579,523
642502 CEA Depreciation/Replace.	554,631	718,236	535,939	535,939	623,529
643100 Interpreter Services	4,455	4,943	1,500	1,500	4,000
644400 Witness Fees	150	149	500	500	500
659900 Other Contracts/Obligation	124,132	130,478	143,032	143,032	143,032
Total Expense	<u>\$ 10,009,106</u>	<u>\$ 10,658,520</u>	<u>\$ 10,460,331</u>	<u>\$ 10,476,131</u>	<u>\$ 11,371,144</u>

DETAILED SUMMARY OF 2023 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	\$ 87,522
Aladtec scheduling program	9,550
Axon Enterprise license	3,060
Biohazard cleaning	1,200
Canine vet service	2,500
Incarceration fees	800
OWI blood draws	12,600
Records Requests	800
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 2023 BUDGET
POLICE DEPARTMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	16,646	16,011	-	17,600	17,600	17,600
431000 Dog Licenses	10,416	12,448	14,903	20,000	20,000	20,000
431100 Cat Licenses	4,162	4,504	3,392	8,000	8,000	5,000
451000 Court Fines & Fees	214,691	222,993	94,779	275,000	275,000	275,000
480100 General Charges for Service	20,497	46,236	2,491	30,000	30,000	45,000
480600 False Alarm Fees	13,650	16,800	3,000	10,000	10,000	15,000
490500 PSL Reimbursement	312,701	556,317	-	634,877	634,877	714,152
501000 Miscellaneous Revenue	18,057	12,428	13,299	15,000	15,000	15,000
502000 Donations & Memorials	5,066	64,116	12,244	25,000	25,000	25,000
503000 Damage to City Property	6,618	35,596	6,144	-	-	-
503500 Other Reimbursements	98,722	142,177	3,566	148,046	148,046	150,845
508500 Cash Short or Over	1	11	(1)	-	-	-
TOTAL PROGRAM REVENUES	721,227	1,129,637	153,817	1,183,523	1,183,523	1,282,597
Personnel						
610100 Regular Salaries	10,283,391	10,468,246	3,539,166	11,505,211	11,505,211	11,922,230
610400 Call Time Wages	100,234	110,687	35,722	27,000	27,000	26,492
610500 Overtime Wages	457,603	537,867	171,279	515,560	515,560	528,063
610800 Part-Time Wages	192,030	221,090	86,059	258,253	258,253	271,871
611000 Other Compensation	194,990	138,963	15,830	-	-	-
611300 Shift Differential	70	-	-	-	-	-
611400 Sick Pay	41,222	62,855	29,042	-	-	-
611500 Vacation Pay	458,271	427,260	135,480	-	-	-
615000 Fringes	3,945,265	4,250,433	1,495,648	4,486,683	4,486,683	4,831,693
TOTAL PERSONNEL	15,673,076	16,217,401	5,508,226	16,792,707	16,792,707	17,580,349
Training~Travel						
620100 Training/Conferences	58,546	71,854	22,302	85,000	113,800	85,000
620400 Tuition Fees	3,968	8,491	1,849	10,860	10,860	10,860
620500 Employee Recruitment	-	715	2,108	1,500	1,500	1,500
TOTAL TRAINING / TRAVEL	62,514	81,060	26,259	97,360	126,160	97,360
Supplies						
630100 Office Supplies	13,825	12,746	3,721	14,000	14,000	14,000
630200 Subscriptions	1,544	1,001	1,116	1,020	1,020	1,020
630300 Memberships & Licenses	2,191	2,305	2,285	2,680	2,680	2,680
630400 Postage/Freight	71	133	314	200	200	200
630500 Awards & Recognition	2,499	1,958	409	2,055	2,055	2,055
630700 Food & Provisions	1,331	1,746	783	2,740	2,740	2,740
631200 Guns & Ammunition	25,656	37,031	30,034	50,500	50,500	50,500
631500 Books & Library Materials	342	-	61	330	330	330
631603 Other Misc. Supplies	52,540	34,247	24,321	49,550	57,050	49,550
632001 City Copy Charges	21,364	21,329	4,864	13,950	13,950	17,450
632002 Outside Printing	6,324	3,006	3,214	6,000	6,000	5,000
632101 Uniforms	10,291	13,576	5,679	8,500	8,500	8,500
632102 Protective Clothing	16,232	20,979	20,058	19,000	19,000	19,000
632300 Safety Supplies	-	235	521	900	900	900
632400 Medical/Lab Supplies	7,574	8,680	4,653	9,000	9,000	9,000
632700 Miscellaneous Equipment	104,268	103,306	23,538	104,800	124,100	104,800
TOTAL SUPPLIES	266,052	262,278	125,571	285,225	312,025	287,725
Purchased Services						
640202 Recording/Filing Fees	102	518	57	100	100	300
640400 Consulting Services	7,550	1,250	-	5,000	5,000	4,000
640700 Solid Waste/Recycling Pickup	4,138	3,797	1,712	4,400	4,400	4,400
641301 Electric	77,969	95,509	25,263	85,000	85,000	85,458
641302 Gas	18,950	32,822	14,204	23,000	23,000	38,930
641303 Water	3,616	3,743	978	4,500	4,500	3,952
641304 Sewer	1,218	1,568	438	1,600	1,600	1,870
641306 Stormwater	5,969	6,001	1,509	5,000	5,000	5,968
641307 Telephone	22,846	23,123	10,642	21,500	21,500	24,524

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2022 ORIG BUD</u>	<u>2022 REVISED BUD</u>	<u>2023 BUDGET</u>
641308 Cellular Phones	31,730	42,962	14,443	42,000	42,000	34,394
641800 Equipment Repairs & Maint.	5,794	11,304	220	11,235	11,235	10,235
642000 Facilities Charges	223,070	221,972	58,204	246,034	246,034	247,031
642501 CEA Operations/Maint.	358,446	515,169	172,145	470,789	470,789	579,523
642502 CEA Depreciation/Replace.	554,631	718,236	176,509	535,939	535,939	623,529
643000 Health Services	-	-	45	400	400	200
643100 Interpreter Services	4,455	4,943	1,204	1,500	1,500	4,000
644400 Witness Fees	150	149	33	500	500	500
659900 Other Contracts/Obligation	480,105	563,542	212,251	575,651	575,651	585,951
TOTAL PURCHASED SVCS	<u>1,800,739</u>	<u>2,246,608</u>	<u>689,857</u>	<u>2,034,148</u>	<u>2,034,148</u>	<u>2,254,765</u>
 TOTAL EXPENSE	 <u>17,802,381</u>	 <u>18,807,347</u>	 <u>6,349,913</u>	 <u>19,209,440</u>	 <u>19,265,040</u>	 <u>20,220,199</u>

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

NOTES

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**CITY OF APPLETON 2023 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 2023 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department 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 2022-2023 grant year.

Grant funding has become more available in the past three years for traffic and drug enforcement through the Wisconsin Department of Transportation and the State and Federal Department of Justice Assistance. Anticipating similar grant availability in 2023, this budget reflects an increase of \$35,000 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 force drug enforcement in collaboration with other agencies.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 261,992	\$ 218,100	\$ 108,000	\$ 108,000	\$ 143,000	32.41%
Program Expenses		\$ 261,992	\$ 218,100	\$ 108,000	\$ 108,000	\$ 143,000	32.41%
Expenses Comprised Of:							
Personnel		123,394	184,240	90,000	90,000	125,000	38.89%
Training & Travel		-	-	-	-	-	N/A
Supplies & Materials		132,598	33,860	18,000	18,000	18,000	0.00%
Purchased Services		6,000	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250 / 2251

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ 77,358	\$ 42,875	\$ 18,000	\$ 18,000	\$ 18,000
422400 Miscellaneous State Aids	160,651	175,225	90,000	90,000	125,000
423000 Misc Local Govt Aids	23,983	-	-	-	-
Total Revenue	\$ 261,992	\$ 218,100	\$ 108,000	\$ 108,000	\$ 143,000
Expenses					
610500 Overtime Wages	\$ 123,394	\$ 184,240	\$ 90,000	\$ 90,000	\$ 125,000
620100 Training/Conferences	-	3,960	-	-	-
631603 Other Misc Supplies	57,699	8,513	-	-	-
632102 Protective Clothing	7,639	8,800	8,000	8,000	8,000
632700 Miscellaneous Equipment	67,260	12,587	10,000	10,000	10,000
659900 Other Contracts/Obligation	6,000	-	-	-	-
Total Expense	\$ 261,992	\$ 218,100	\$ 108,000	\$ 108,000	\$ 143,000

DETAILED SUMMARY OF 2023 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	108,000
Drug and Criminal Task Force	WDOJ	17,000
		<u>\$ 143,000</u>

**CITY OF APPLETON 2023 BUDGET
POLICE GRANTS**

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Intergovernmental	\$ 261,992	\$ 218,100	\$ 108,000	\$ 108,000	\$ 143,000
Total Revenues	<u>261,992</u>	<u>218,100</u>	<u>108,000</u>	<u>108,000</u>	<u>143,000</u>
Expenses					
Program Costs	261,992	218,100	108,000	108,000	143,000
Total Expenses	<u>261,992</u>	<u>218,100</u>	<u>108,000</u>	<u>108,000</u>	<u>143,000</u>
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2023 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 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:

Project	Amount	Page
Radio Communication Equipment	\$ 532,700	Projects, pg. 651

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
	Program Revenues	\$ 31	\$ 8,183	\$ -	\$ 217,700	\$ -	N/A
	Program Expenses	\$ 707,010	\$ -	\$ -	\$ -	\$ 532,700	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	707,010	-	-	-	532,700	N/A

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
421000 Federal Grants	\$ -	\$ -	\$ -	\$ 217,700	\$ -
471000 Interest on Investments	31	(43)	-	-	-
504500 Reimb from Prior Year Exp	-	8,226	-	-	-
591000 Proceeds of Long-term Debt	694,847	-	-	-	315,000
592100 Transfers In - General Fund	-	-	-	-	-
Total Revenue	\$ 694,878	\$ 8,183	\$ -	\$ 217,700	\$ 315,000
Expenses					
632700 Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
680300 Buildings	-	-	-	-	-
680401 Machinery & Equipment	646,650	-	-	-	532,700
680403 Vehicles	-	-	-	-	-
681500 Software Acquisition	60,360	-	-	-	-
Total Expense	\$ 707,010	\$ -	\$ -	\$ -	\$ 532,700

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

PUBLIC SAFETY

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

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Federal Grants	\$ -	\$ -	\$ -	\$ 217,700	\$ -
Interest Income	31	(43)	-	-	-
Reimburse from Prior Year Expense	-	8,226	-	-	-
Total Revenues	<u>31</u>	<u>8,183</u>	<u>-</u>	<u>217,700</u>	<u>-</u>
Expenses					
Program Costs	<u>707,010</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>532,700</u>
Total Expenses	<u>707,010</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>532,700</u>
Revenues over (under) Expenses	<u>(706,979)</u>	<u>8,183</u>	<u>-</u>	<u>217,700</u>	<u>(532,700)</u>
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	<u>694,847</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>315,000</u>
Total Other Financing Sources (Uses)	<u>694,847</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>315,000</u>
Net Change in Equity	(12,132)	8,183	-	217,700	(217,700)
Fund Balance - Beginning	<u>12,132</u>	<u>-</u>	<u>8,183</u>	<u>8,183</u>	<u>225,883</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 8,183</u>	<u>\$ 8,183</u>	<u>\$ 225,883</u>	<u>\$ 8,183</u>

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Ryan A. Weyers

CITY OF APPLETON 2023 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 2022 EVENTS

In the first quarter, the department had two captain retirements that were filled through internal promotions causing two lieutenant vacancies, two driver/engineer vacancies, and subsequently, two firefighter vacancies. The department participated in the regional hiring process and hired two recruit firefighters. They started in March and have joined the ranks of the front-line operations staff after a six-week recruit academy. Department staff members have been working to improve the diversity of our applicant pool by inviting students from Fox Valley Technical College to participate in our 'ride-along' program. The Fire Protection Engineer of fifteen years also retired, however, the department was unsuccessful finding a candidate to fill that position. A change to the table of organization was proposed to add a Public Education Specialist position and remove the Fire Protection Engineer. This change will fill a gap in the service delivery of our public education efforts. The Battalion Chief of Fire Prevention and Public Education will take on plan review duties, while the Public Education Specialist will be responsible for curriculum development, social media management, and organizing special events.

The Appleton Fire Department served as the host agency for a regional radio grant through the Assistance to Firefighters Grant (AFG). If awarded, the grant would provide intrinsically safe portable radio components for eighteen fire and EMS agencies in Outagamie County. As host agency, the department gathered information from all participating agencies and completed the grant application. The grant awards have not been announced, but are expected in the coming months. In addition to the regional AFG grant, the department applied for another grant that would provide paramedic training for six Appleton Fire Department personnel. Preliminary work has been completed with the Human Resources Department and bargaining unit to address the class schedule and work rules should the grant be awarded. Participation in this grant is another step toward a higher level of emergency medical service by having paramedic engine companies.

The Resource Development and Special Operations Division collaborated with area fire departments to bring in the nationally recognized speaker and author, Captain Michael Abrashoff, to speak to area fire departments and business leaders. In addition, the department hosted an incident safety officer class for both our personnel and area fire department personnel. A confined space class was provided resulting in 20 additional members qualified as confined space technicians. A ropes class was offered bringing all personnel to the operations level for ropes. Fourteen members participated in a hazardous materials drill with our partners in Manitowoc. Out-of-state training opportunities that fire department personnel participated in included a hazardous materials meter repair class, a hazardous materials conference, and the Fire Department Instructor's Conference.

The Appleton Fire Department, along with other agencies, worked with Wisconsin Emergency Management (WEM) to develop a contract for the Wisconsin Task Force 1 (WI-TF1). WI-TF1 had been dormant for a few years until efforts to bring it back to operational status were pursued. The task force is expected to be fully operational by midyear. Department personnel can attend advanced level rescue operations training that would not be available without the task force. Knowledge and skills learned during these training opportunities are shared with the remainder of the department, improving our ability to respond to these types of incidents locally.

Fire department personnel, along with Facilities staff, have had preliminary meetings with an architectural firm to develop plans for Fire Station #4, based on a programming discussion and space needs analysis. An emphasis is being placed on interior response time with main access corridors allowing ease of flow from the station spaces to the truck floor.

On May 15, 2022, the department recognized the three-year anniversary of the line-of-duty death of Driver/Engineer Mitchell Lundgaard. The plans for Lundgaard Park continue to move forward with the development of a concept plan. This vision will be utilized as the City works toward a \$3 million fundraising goal with the Friends of the Appleton Fire Department. It is hopeful that final design and construction will occur in the next one to two years. Representatives from the Appleton Fire Department, the Lundgaard family, and City staff continue to be involved with this project.

CITY OF APPLETON 2023 BUDGET FIRE DEPARTMENT

MAJOR 2023 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 2023, 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 353,334	\$ 349,012	\$ 358,550	\$ 358,550	\$ 410,600	14.52%
Program Expenses							
18010	Administration	509,123	552,392	585,881	585,881	647,813	10.57%
18021	Fire Suppression	9,744,184	9,505,805	9,926,758	9,931,393	10,379,117	4.56%
18022	Special Operations	31,800	170,499	181,255	187,730	183,263	1.11%
18023	Resource Devel.	160,002	254,669	259,057	259,057	189,081	-27.01%
18024	Emergency Medical Svc	432,352	706,032	740,417	740,417	905,554	22.30%
18032	Fire Prevention	925,567	1,558,802	1,247,001	1,247,001	1,272,532	2.05%
18033	Technical Services	380,559	315,293	433,122	433,122	434,598	0.34%
TOTAL		\$ 12,183,587	\$ 13,063,492	\$ 13,373,491	\$ 13,384,601	\$ 14,011,958	4.77%
Expenses Comprised Of:							
Personnel		10,826,467	11,566,416	11,818,274	11,818,274	12,298,252	4.06%
Training & Travel		19,736	22,032	40,425	40,425	38,000	-6.00%
Supplies & Materials		259,284	222,565	221,268	232,378	280,895	26.95%
Purchased Services		1,067,465	1,252,479	1,293,524	1,293,524	1,394,811	7.83%
Capital Expenditures		10,635	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2023 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 City growth
- 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
- Continue to implement the records management system (RMS) for improved reporting capabilities

Major changes in Revenue, Expenditures, or Programs:

The increase in this program budget is related to increased costs of salaries and fringe benefits, utilities, and the Central Equipment Agency's maintenance and replacement costs for the fire chief's new vehicle.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422600 Fire Insurance Dues	\$ 249,683	\$ 263,840	\$ 260,000	\$ 260,000	\$ 270,000
480100 Charges for Services	27	40	-	-	-
501000 Miscellaneous Revenue	-	200	-	-	-
501500 Rental of City Property	9,868	1,050	-	-	-
502000 Donations & Memorials	6	-	-	-	-
Total Revenue	\$ 259,584	\$ 265,130	\$ 260,000	\$ 260,000	\$ 270,000
Expenses					
610100 Regular Salaries	\$ 247,486	\$ 264,909	\$ 263,239	\$ 263,239	\$ 279,475
610500 Overtime Wages	1,006	-	1,239	1,239	1,321
610800 Part-Time Wages	10,393	8,236	21,630	21,630	13,770
615000 Fringes	71,738	79,970	82,730	82,730	109,383
620100 Training/Conferences	-	359	3,500	3,500	3,000
630100 Office Supplies	4,009	4,991	4,500	4,500	3,750
630300 Memberships & Licenses	415	778	1,100	1,100	800
630400 Postage/Freight	67	175	250	250	250
630500 Awards & Recognition	1,593	1,206	1,440	1,440	1,440
630700 Food & Provisions	1,431	1,427	1,920	1,920	1,920
631500 Books & Library Materials	539	300	300	300	-
631603 Other Misc. Supplies	271	371	250	250	250
632001 City Copy Charges	6,027	6,618	6,450	6,450	6,450
632002 Outside Printing	626	1,019	1,000	1,000	1,000
632700 Miscellaneous Equipment	8,453	8,196	8,400	8,400	8,000
640400 Consulting Services	1,305	2,930	1,500	1,500	1,000
640700 Solid Waste/Recycling	4,097	4,011	4,220	4,220	4,220
640800 Contractor Fees	1,213	473	1,000	1,000	1,000
641300 Utilities	137,080	154,741	168,501	168,501	191,829
642501 CEA Operations/Maint.	3,806	4,114	3,858	3,858	6,254
642502 CEA Depreciation/Replace.	7,568	7,568	8,854	8,854	12,701
Total Expense	\$ 509,123	\$ 552,392	\$ 585,881	\$ 585,881	\$ 647,813

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Identify and develop pre-fire plans for new structures, 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 increase in this program budget is related to increased costs of salaries and fringe benefits, and the Central Equipment Agency's maintenance and replacement costs for a new fire truck, command vehicle, and tow vehicle for the boat added in 2022.

In addition, the department has seen a significant increase in the cost of personal protective equipment. A set of turnout gear that cost approximately \$2,700 per set has been quoted between \$3,500 and \$4,500 for 2023.

Miscellaneous State Aids of \$40,000 are expected from Wisconsin Emergency Management for task force training. The state team has been inactive since June 2019 but is now back in operation.

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 40,000
480100 General Charges for Svc	3,222	3,423	3,000	3,000	3,000
508200 Insurance Proceeds	2,738	-	-	-	-
Total Revenue	<u>\$ 5,960</u>	<u>\$ 3,423</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 43,000</u>
Expenses					
610100 Regular Salaries	\$ 6,258,560	\$ 5,920,740	\$ 6,195,484	\$ 6,195,484	\$ 6,329,114
610400 Call Time Wages	44	-	-	-	-
610500 Overtime Wages	406,128	382,692	359,240	359,240	362,527
615000 Fringes	2,314,136	2,308,314	2,459,773	2,459,773	2,654,663
620100 Training/Conferences	10,583	13,621	16,750	16,750	15,750
620400 Tuition Fees	1,381	-	4,000	4,000	4,000
630600 Building Maint./Janitorial	3,685	2,851	3,250	3,250	3,250
631603 Other Misc. Supplies	587	1,835	1,300	1,300	1,300
632101 Uniforms	10,235	2,717	2,000	2,000	2,000
632102 Protective Clothing	102,499	65,788	61,373	66,008	115,150
632199 Other Clothing	2,136	1,636	1,500	1,500	1,800
632700 Miscellaneous Equipment	38	-	-	-	-
642501 CEA Operations/Maint.	241,608	247,237	240,545	240,545	293,921
642502 CEA Depreciation/Replace.	368,767	533,318	555,020	555,020	569,892
643000 Health Services	23,797	25,056	26,523	26,523	25,750
Total Expense	<u>\$ 9,744,184</u>	<u>\$ 9,505,805</u>	<u>\$ 9,926,758</u>	<u>\$ 9,931,393</u>	<u>\$ 10,379,117</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

Fire Department Instructor's Conference	\$ 6,000
Company Officer training	4,000
Driver/Engineer training	4,000
Firefighter training	1,750
	<u>\$ 15,750</u>

Protective Clothing

Firefighter turnout gear	\$ 92,750
Helmets	9,835
Boots	7,665
Gloves	2,228
Hoods	2,672
	<u>\$ 115,150</u>

Health Services

NFPA-compliant physicals	\$ 24,000
Duty evaluations	1,750
	<u>\$ 25,750</u>

**CITY OF APPLETON 2023 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 hazardous materials response in jurisdictions as defined by contract

Seek grant opportunities for equipment and training available through local and State organizations

Maintain necessary equipment and skill levels for local 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:

There are no major changes to this program budget, however, funds have been adjusted in Protective Clothing and Waste/Recycling Pickup to reflect actual costs.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 11,508	\$ 11,544	\$ 24,000	\$ 24,000	\$ 24,000
423000 Misc Local Govt Aids	7,500	10,100	11,500	11,500	11,500
480700 Incineration Fees	8,737	1,521	9,200	9,200	8,500
Total Revenue	\$ 27,745	\$ 23,165	\$ 44,700	\$ 44,700	\$ 44,000
Expenses					
610100 Regular Salaries	\$ 2,170	\$ 89,214	\$ 91,343	\$ 91,343	\$ 91,070
610500 Overtime Wages	-	7,262	7,012	7,012	7,015
615000 Fringes	1,045	34,837	36,900	36,900	39,178
632102 Protective Clothing	7,116	9,122	9,000	9,000	13,000
632700 Miscellaneous Equipment	16,041	23,414	30,000	36,475	30,000
640700 Waste/Recycling Pickup	5,428	6,650	7,000	7,000	3,000
Total Expense	\$ 31,800	\$ 170,499	\$ 181,255	\$ 187,730	\$ 183,263

DETAILED SUMMARY OF 2023 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
Total	\$ 30,000

**CITY OF APPLETON 2023 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 employees

Seek opportunities to provide leadership training, including command level training, through internal and/or external sources

Continuing to define our role as fire and EMS providers at active shooter incidents

Major changes in Revenue, Expenditures, or Programs:

The increase in this program budget is related to increased costs of salaries, fringe benefits, and the Central Equipment Agency's (CEA) replacement fund for a new vehicle. Funds have been adjusted in Other Miscellaneous Supplies and Miscellaneous Equipment to reflect actual costs.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 103,722	\$ 163,731	\$ 162,172	\$ 162,172	\$ 112,454
610500 Overtime Wages	1,507	8,915	9,076	9,076	9,676
615000 Fringes	38,601	65,140	67,969	67,969	43,353
620100 Training/Conferences	305	-	3,000	3,000	2,500
631500 Books & Library Materials	1,480	1,189	1,200	1,200	1,200
631603 Other Misc. Supplies	353	1,602	1,000	1,000	1,400
632300 Safety Supplies	643	711	750	750	750
632700 Miscellaneous Equipment	7,303	6,830	7,400	7,400	6,500
642501 CEA Operations/Maint.	2,825	2,739	2,573	2,573	3,127
642502 CEA Depreciation/Replace.	3,263	3,812	3,917	3,917	8,121
Total Expense	<u>\$ 160,002</u>	<u>\$ 254,669</u>	<u>\$ 259,057</u>	<u>\$ 259,057</u>	<u>\$ 189,081</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Provide timely, state-of-the-art pre-hospital care to all people within our service area that are subject to illness or injury

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

Maintain compliance with department, local and State codes, laws, guidelines, and regulations

Ensure continuous program development and quality improvement

Work with our Medical Director to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital

Participate with other fire departments, Gold Cross Ambulance, and other agencies during medical training or exercises

Major changes in Revenue, Expenditures, or Programs:

The increase in this program budget is related to increased costs of salaries and fringe benefits.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 300,414	\$ 481,763	\$ 498,606	\$ 498,606	\$ 608,875
610500 Overtime Wages	2,536	17,679	15,437	15,437	15,734
615000 Fringes	109,684	190,547	207,999	207,999	258,945
620100 Training/Conferences	6,535	3,003	6,675	6,675	6,500
630300 Memberships & Licenses	-	300	200	200	-
631603 Other Misc. Supplies	332	162	500	500	-
632400 Medical/Lab Supplies	9,421	9,068	7,500	7,500	12,000
632700 Miscellaneous Equipment	3,430	3,510	3,500	3,500	3,500
Total Expense	<u>\$ 432,352</u>	<u>\$ 706,032</u>	<u>\$ 740,417</u>	<u>\$ 740,417</u>	<u>\$ 905,554</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

The increase in this program budget is related to increased costs of fringe benefits and adding replacement costs of a new vehicle to the Central Equipment Agency (CEA). Salary expense has decreased due to the adjustment in our table of organization eliminating the Fire Protection Engineer position and adding the Public Education Specialist position at a lower pay grade.

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Fire Prevention/Public Education

Business Unit 18031 / 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 517	\$ -	\$ -	\$ -	\$ -
441200 Tent Permits	75	600	750	750	500
441300 Burning Permits	33,085	28,429	30,000	30,000	30,000
441400 Firework Permits	-	300	100	100	100
441600 Tank Removal Permits	-	300	-	-	-
480600 False Alarm Fees	20,450	20,300	14,000	14,000	17,000
490800 Misc Intergov Charges	5,918	7,365	6,000	6,000	6,000
Total Revenue	<u>\$ 60,045</u>	<u>\$ 57,294</u>	<u>\$ 50,850</u>	<u>\$ 50,850</u>	<u>\$ 53,600</u>
Expenses					
610100 Regular Salaries	\$ 632,510	\$ 1,066,827	\$ 860,534	\$ 860,534	\$ 849,776
610500 Overtime Wages	39,785	47,598	17,184	17,184	17,507
615000 Fringes	217,857	408,363	332,883	332,883	362,525
620100 Training/Conferences	933	5,048	6,500	6,500	6,250
630200 Subscriptions	1,495	1,495	1,500	1,500	1,500
630300 Memberships & Licenses	3,245	2,562	2,400	2,400	2,400
631500 Books & Library Materials	2,107	-	500	500	-
631603 Other Misc. Supplies	203	132	250	250	-
632300 Safety Supplies	4,472	6,159	6,000	6,000	6,000
632700 Miscellaneous Equipment	3,548	1,015	500	500	-
641200 Advertising	-	985	500	500	500
642501 CEA Operations/Maint.	8,880	8,086	7,718	7,718	9,380
642502 CEA Depreciation/Replace.	10,532	10,532	10,532	10,532	16,694
Total Expense	<u>\$ 925,567</u>	<u>\$ 1,558,802</u>	<u>\$ 1,247,001</u>	<u>\$ 1,247,001</u>	<u>\$ 1,272,532</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 Strategies # 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:

The increase in this program budget is related to increased costs of salaries, fringe benefits, and facilities charges.

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 53,854	\$ 15,208	\$ 87,521	\$ 87,521	\$ 88,989
610500 Overtime Wages	616	(759)	4,402	4,402	4,477
615000 Fringes	12,675	5,232	35,901	35,901	38,425
630600 Building Maint./Janitorial	13,936	14,094	14,935	14,935	14,935
630803 Seed	200	102	500	500	-
630902 Tools & Instruments	1,896	1,783	1,700	1,700	1,700
631000 Miscellaneous Chemicals	3,312	4,661	4,500	4,500	4,500
631603 Other Misc. Supplies	1,941	1,807	2,050	2,050	2,050
632503 Other Materials	575	751	750	750	-
632601 Repair Parts	4,180	4,454	5,500	5,500	5,500
632700 Miscellaneous Equipment	29,443	27,734	24,100	24,100	26,600
640800 Contractor Fees	2,137	-	2,500	2,500	-
640900 Inspection Fees	3,118	1,253	3,000	3,000	3,000
641800 Equipment Repairs & Maint.	12,375	10,690	11,500	11,500	11,500
641900 Communication Eq. Repairs	7,992	6,668	7,000	7,000	7,000
642000 Facilities Charges	215,727	215,823	220,778	220,778	225,922
642501 CEA Operations/Maint.	3,012	1,750	2,573	2,573	-
642502 CEA Depreciation/Replace.	2,935	4,042	3,912	3,912	-
680401 Machinery & Equipment	10,635	-	-	-	-
Total Expense	<u>\$ 380,559</u>	<u>\$ 315,293</u>	<u>\$ 433,122</u>	<u>\$ 433,122</u>	<u>\$ 434,598</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	\$ 13,000
Rescue tools	8,000
Miscellaneous station equipment	5,600
	<u>\$ 26,600</u>

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	12,025	11,544	7,530	24,000	24,000	64,000
422600 Fire Insurance Dues	249,683	263,841	-	260,000	260,000	270,000
423000 Miscellaneous Local Govt Aids	7,500	10,100	11,800	11,500	11,500	11,500
441200 Tent Permits	75	600	25	750	750	500
441300 Burning Permits	33,085	28,429	9,526	30,000	30,000	30,000
441400 Firework Permits	-	300	-	100	100	100
441600 Tank Removal Permits	-	300	-	-	-	-
480100 General Charges for Service	3,249	3,464	1,513	3,000	3,000	3,000
480600 False Alarm Fees	20,450	20,300	2,850	14,000	14,000	17,000
480700 Incineration Fees	8,737	1,521	2,843	9,200	9,200	8,500
490800 Misc Intergovernmental Charges	5,918	7,365	1,628	6,000	6,000	6,000
501000 Miscellaneous Revenue	-	-	-	-	-	-
501500 Rental of City Property	-	200	-	-	-	-
502000 Donations & Memorials	12,606	1,050	-	-	-	-
508200 Insurance Proceeds	6	-	-	-	-	-
TOTAL PROGRAM REVENUES	353,334	349,014	37,715	358,550	358,550	410,600
Personnel						
610100 Regular Salaries	7,047,589	7,486,764	2,565,334	8,115,239	8,115,239	8,316,093
610400 Call Time Wages	44	-	-	-	-	-
610500 Overtime Wages	451,578	463,101	286,294	413,590	413,590	418,257
610800 Part-Time Wages	10,393	8,236	2,276	21,630	21,630	13,770
611000 Other Compensation	65,627	63,247	19,996	43,660	43,660	43,660
611400 Sick Pay	49,514	65,412	86,509	-	-	-
611500 Vacation Pay	435,986	387,396	42,537	-	-	-
615000 Fringes	2,765,736	3,092,260	1,106,617	3,224,155	3,224,155	3,506,472
TOTAL PERSONNEL	10,826,467	11,566,416	4,109,563	11,818,274	11,818,274	12,298,252
Training~Travel						
620100 Training/Conferences	18,355	22,032	16,602	36,425	36,425	34,000
620400 Tuition Fees	1,381	-	-	4,000	4,000	4,000
TOTAL TRAINING / TRAVEL	19,736	22,032	16,602	40,425	40,425	38,000
Supplies						
630100 Office Supplies	4,009	4,991	1,772	4,500	4,500	3,750
630200 Subscriptions	1,495	1,495	2,242	1,500	1,500	1,500
630300 Memberships & Licenses	3,660	3,640	1,775	3,700	3,700	3,200
630400 Postage/Freight	67	175	130	250	250	250
630500 Awards & Recognition	1,593	1,206	35	1,440	1,440	1,440
630600 Building Maint./Janitorial	17,622	16,944	14,404	18,185	18,185	18,185
630700 Food & Provisions	1,431	1,427	1,911	1,920	1,920	1,920
630803 Seed	200	102	-	500	500	-
630902 Tools & Instruments	1,895	1,783	516	1,700	1,700	1,700
631000 Miscellaneous Chemicals	3,312	4,661	1,823	4,500	4,500	4,500
631500 Books & Library Materials	4,125	1,489	280	2,000	2,000	1,200
631603 Other Misc. Supplies	3,688	5,909	1,490	5,350	5,350	5,000
632001 City Copy Charges	6,027	6,618	1,442	6,450	6,450	6,450
632002 Outside Printing	626	1,019	1,027	1,000	1,000	1,000
632101 Uniforms	10,235	2,717	278	2,000	2,000	2,000
632102 Protective Clothing	109,615	74,911	13,271	70,373	75,008	128,150
632199 Other Clothing	2,136	1,636	-	1,500	1,500	1,800
632300 Safety Supplies	5,115	6,869	-	6,750	6,750	6,750
632400 Medical/Lab Supplies	9,422	9,068	6,358	7,500	7,500	12,000
632503 Other Materials	575	751	177	750	750	-
632601 Repair Parts	4,180	4,454	2,733	5,500	5,500	5,500
632700 Miscellaneous Equipment	68,256	70,700	30,530	73,900	80,375	74,600
TOTAL SUPPLIES	259,284	222,565	82,194	221,268	232,378	280,895
Purchased Services						
640400 Consulting Services	1,305	2,930	-	1,500	1,500	1,000
640700 Solid Waste/Recycling Pickup	9,525	10,661	2,754	11,220	11,220	7,220
640800 Contractor Fees	3,350	473	-	3,500	3,500	1,000
640900 Inspection Fees	3,118	1,253	2,254	3,000	3,000	3,000
641200 Advertising	-	985	582	500	500	500

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
641301 Electric	73,396	73,166	29,685	73,294	73,294	85,294
641302 Gas	21,456	31,587	21,968	44,252	44,252	56,875
641303 Water	9,364	10,880	2,939	11,890	11,890	10,833
641304 Sewer	2,650	2,951	882	3,180	3,180	3,500
641306 Stormwater	14,683	14,089	4,443	14,753	14,753	14,712
641307 Telephone	7,072	7,029	2,941	7,032	7,032	6,515
641308 Cellular Phones	8,458	15,039	2,208	14,100	14,100	14,100
641800 Equipment Repairs & Maint.	12,375	10,690	7,907	11,500	11,500	11,500
641900 Communication Eq. Repairs	7,992	6,668	4,220	7,000	7,000	7,000
642000 Facilities Charges	215,727	215,823	60,294	220,778	220,778	225,922
642501 CEA Operations/Maint.	260,132	263,926	82,739	257,267	257,267	312,682
642502 CEA Depreciation/Replace.	393,065	559,273	142,392	582,235	582,235	607,408
643000 Health Services	23,797	25,056	1,700	26,523	26,523	25,750
TOTAL PURCHASED SVCS	<u>1,067,465</u>	<u>1,252,479</u>	<u>369,908</u>	<u>1,293,524</u>	<u>1,293,524</u>	<u>1,394,811</u>
Capital Outlay						
640400 Machinery & Equipment	<u>10,635</u>	-	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>10,635</u>	-	-	-	-	-
TOTAL EXPENSE	<u>12,183,587</u>	<u>13,063,492</u>	<u>4,578,267</u>	<u>13,373,491</u>	<u>13,384,601</u>	<u>14,011,958</u>

**CITY OF APPLETON 2023 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:

No major changes to this program.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 143,101	\$ 124,497	\$ 72,075	\$ 72,075	\$ 72,075	0.00%
Program Expenses		\$ 103,467	\$ 79,878	\$ 94,115	\$ 139,115	\$ 72,075	-23.42%
Expenses Comprised Of:							
	Personnel	19,192	24,081	46,700	86,700	46,700	0.00%
	Training & Travel	660	2,760	6,000	11,000	6,000	0.00%
	Supplies & Materials	68,448	29,350	8,525	8,525	8,525	0.00%
	Purchased Services	15,167	23,687	10,850	10,850	10,850	0.00%
	Capital Expenditures	-	-	22,040	22,040	-	-100.00%

* % change from prior year adopted budget
HazMat Type II.xls

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Miscellaneous State Aids	\$ 131,764	\$ 70,074	\$ 70,075	\$ 70,075	\$ 70,075
471000 Interest on Investments	9,380	(2,244)	2,000	2,000	2,000
480100 General Charges for Svc	1,957	21,967	-	-	-
500400 Sale of City Property	-	29,700	-	-	-
503500 Other Reimbursements	-	5,000	-	-	-
Total Revenue	\$ 143,101	\$ 124,497	\$ 72,075	\$ 72,075	\$ 72,075
Expenses					
610100 Regular Salaries	\$ 5,479	\$ 5,240	\$ 5,720	\$ 5,720	\$ 5,720
610500 Overtime Wages	8,754	12,597	30,980	70,980	30,980
615000 Fringes	4,959	6,244	10,000	10,000	10,000
620100 Training/Conferences	660	2,760	6,000	11,000	6,000
630100 Office Supplies	170	-	-	-	-
630700 Food & Provisions	8	63	350	350	350
630902 Tools & Instruments	1,288	1,625	4,075	4,075	3,075
631000 Miscellaneous Chemicals	2,777	3,283	1,500	1,500	2,500
631500 Books & Library Materials	-	-	200	200	200
631603 Other Misc. Supplies	74	1,802	800	800	800
632102 Protective Clothing	161	882	-	-	-
632200 Gas Purchases	-	-	100	100	-
632601 Repair Parts	567	898	1,000	1,000	1,000
632700 Miscellaneous Equipment	63,403	20,797	500	500	600
640400 Consulting Services	338	676	350	350	350
641308 Cellular Phones	1,914	2,640	1,750	1,750	1,750
641700 Vehicle Repairs & Maint.	9,560	13,002	4,000	4,000	4,000
641800 Equipment Repairs & Maint.	19	3,571	1,250	1,250	1,250
643000 Health Services	3,336	3,798	3,500	3,500	3,500
680403 Vehicles	-	-	22,040	22,040	-
Total Expense	\$ 103,467	\$ 79,878	\$ 94,115	\$ 139,115	\$ 72,075

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None.

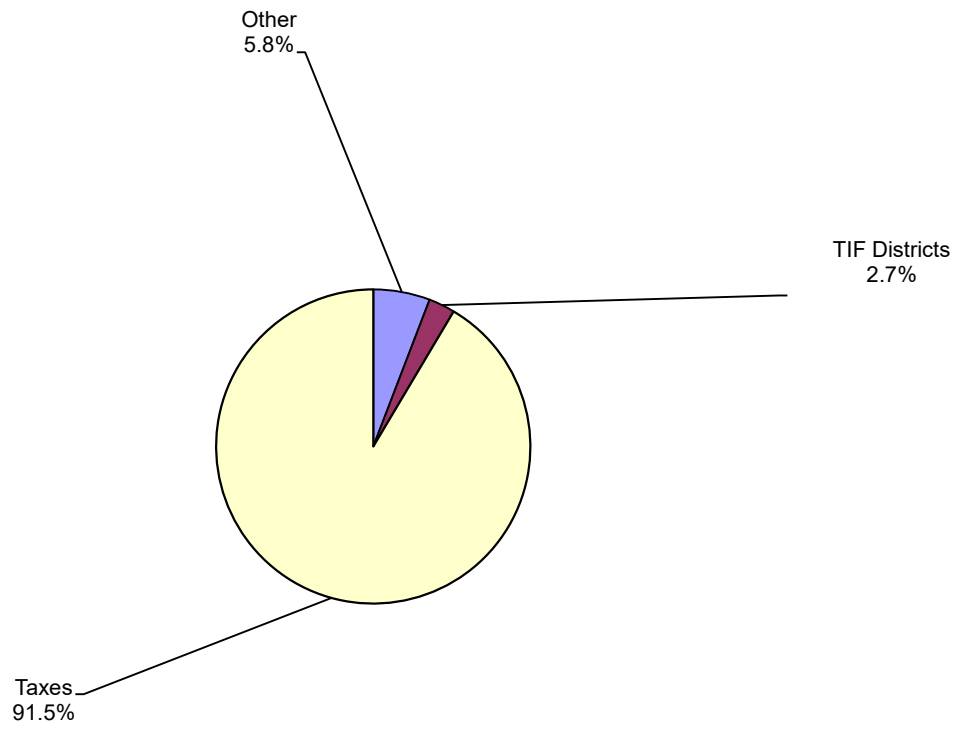
CITY OF APPLETON 2023 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Intergovernmental	\$ 131,764	\$ 70,074	\$ 70,075	\$ 70,075	\$ 70,075
Interest Income	9,380	(2,244)	2,000	2,000	2,000
Other	1,957	56,667	-	-	-
Total Revenues	<u>143,101</u>	<u>124,497</u>	<u>72,075</u>	<u>72,075</u>	<u>72,075</u>
Expenses					
Program Costs	103,467	79,878	94,115	139,115	72,075
Total Expenses	<u>103,467</u>	<u>79,878</u>	<u>94,115</u>	<u>139,115</u>	<u>72,075</u>
Revenues over (under) Expenses	39,634	44,619	(22,040)	(67,040)	-
Fund Balance - Beginning	<u>353,284</u>	<u>392,918</u>	<u>437,537</u>	<u>437,537</u>	<u>370,497</u>
Fund Balance - Ending	<u>\$ 392,918</u>	<u>\$ 437,537</u>	<u>\$ 415,497</u>	<u>\$ 370,497</u>	<u>\$ 370,497</u>

**CITY OF APPLETON 2023 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2023 Debt Service

\$14,693,353



General Obligation Rating: Aa1

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Taxes	\$ 7,955,245	\$ 9,851,874	\$ 10,874,291	\$ 10,874,291	\$ 13,437,688
Other	24	-	-	-	-
Total Revenues	<u>7,955,269</u>	<u>9,851,874</u>	<u>10,874,291</u>	<u>10,874,291</u>	<u>13,437,688</u>
Expenditures					
Debt Service:					
Principal	7,339,875	8,774,375	9,879,500	9,879,500	12,063,750
Interest and Fees	2,135,325	2,265,371	2,260,182	2,260,182	2,629,603
Total Expenditures	<u>9,475,200</u>	<u>11,039,746</u>	<u>12,139,682</u>	<u>12,139,682</u>	<u>14,693,353</u>
Excess Revenues (Expenditures)	<u>(1,519,931)</u>	<u>(1,187,872)</u>	<u>(1,265,391)</u>	<u>(1,265,391)</u>	<u>(1,255,665)</u>
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	-	160,000	-	170,000
Advance Refunding Escrow	-	-	-	-	-
Premium on Debt Issued	861,170	769,949	-	1,067,759	-
Operating Transfers In	<u>372,640</u>	<u>255,387</u>	<u>140,450</u>	<u>140,450</u>	<u>400,262</u>
Total Other Financing Sources	<u>1,233,810</u>	<u>1,025,336</u>	<u>300,450</u>	<u>1,208,209</u>	<u>570,262</u>
Net Change in Fund Balance	(286,121)	(162,536)	(964,941)	(57,182)	(685,403)
Fund Balance - Beginning	<u>1,588,068</u>	<u>1,301,947</u>	<u>1,139,411</u>	<u>1,139,411</u>	<u>1,082,229</u>
Fund Balance - Ending	<u>\$ 1,301,947</u>	<u>\$ 1,139,411</u>	<u>\$ 174,470</u>	<u>\$ 1,082,229</u>	<u>\$ 396,826</u>

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2012 DNR Site Remediation Loan	\$ 45,000	\$ -	\$ 45,000
2014A G.O. Notes	828,750	29,828	858,578
2015A G.O. Notes	740,000	52,350	792,350
2016A G.O. Notes	2,045,000	237,400	2,282,400
2017A G.O. Notes	965,000	139,125	1,104,125
2017A G.O. Refunding Notes	525,000	75,825	600,825
2018A G.O. Notes	1,370,000	379,600	1,749,600
2019A G.O. Notes	1,830,000	330,350	2,160,350
2020A G.O. Notes	1,530,000	247,500	1,777,500
2021A G.O. Notes	2,185,000	243,025	2,428,025
2022A G.O. Notes	-	724,600	724,600
Debt Issuance Cost	-	170,000	170,000
Total Debt Service Obligation	\$ 12,063,750	\$ 2,629,603	\$ 14,693,353

DEBT SERVICE FUNDING SOURCES

<i>Operating Transfers:</i>		
Capital Project Funds:		
Tax Incremental District # 8		\$ 88,300
Tax Incremental District # 11		311,962
<i>Revenue:</i>		
Property Taxes		13,437,688
<i>Borrowing:</i>		
Proceeds of General Obligation Notes		170,000
<i>Other:</i>		
Fund Balance (Debt Premiums)		685,403
Total Funding Sources		\$ 14,693,353

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

2012 DNR Site Remediation Loan ¹				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	
2023	\$ 45,000	\$ -	\$ 45,000	
2024	50,000	-	50,000	
	<u>\$ 95,000</u>	<u>\$ -</u>	<u>\$ 95,000</u>	

2014A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2023	\$ 828,750	\$ 29,828	\$ -	\$ 858,578
2024	863,375	10,253	-	873,628
	<u>\$ 1,692,125</u>	<u>\$ 40,081</u>	<u>\$ -</u>	<u>\$ 1,732,206</u>

2015A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	Taxes & Int.
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>\$ 2,115,000</u>	<u>\$ 91,725</u>	<u>\$ 136,000</u>	<u>\$ 2,070,725</u>

2016A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$ 8,595,000</u>	<u>\$ 536,050</u>	<u>\$ -</u>	<u>\$ 9,131,050</u>

¹ 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 2023 BUDGET
DEBT SERVICE OBLIGATION

2017A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$ 5,120,000</u>	<u>\$ 393,150</u>	<u>\$ -</u>	<u>\$ 5,513,150</u>

2017A G.O. Refunding Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$ 2,790,000</u>	<u>\$ 214,500</u>	<u>\$ -</u>	<u>\$ 3,004,500</u>

2018A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$ 9,265,000</u>	<u>\$ 1,226,225</u>	<u>\$ -</u>	<u>\$ 10,491,225</u>

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

2019A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	Other	TIF # 11	Taxes & Int.
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>\$ 14,060,000</u>	<u>\$ 1,174,850</u>	<u>\$ -</u>	<u>\$ 2,178,025</u>	<u>\$ 13,056,825</u>

2020A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
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>\$ 13,140,000</u>	<u>\$ 1,078,900</u>	<u>\$ -</u>	<u>\$ 14,218,900</u>

2021A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
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>\$ 14,195,000</u>	<u>\$ 1,393,563</u>	<u>\$ -</u>	<u>\$ 15,588,563</u>

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

2022A G.O. Notes

Year	Obligation			Funding Sources	
	Principal	Interest	Debt Premium	TIF # 11	Taxes & Int.
2023	\$ -	\$ 724,600	\$ 685,403	\$ 4,712	\$ 34,485
2024	1,050,000	698,350	-	133,700	1,614,650
2025	1,645,000	630,975	-	134,075	2,141,900
2026	1,940,000	541,350	-	139,075	2,342,275
2027	2,615,000	427,475	-	133,825	2,908,650
2028	1,510,000	324,350	-	133,450	1,700,900
2029	1,580,000	247,100	-	127,950	1,699,150
2030	1,660,000	174,400	-	132,800	1,701,600
2031	1,735,000	106,500	-	137,800	1,703,700
2032	1,795,000	35,900	-	132,600	1,698,300
	<u>\$15,530,000</u>	<u>\$ 3,911,000</u>	<u>\$ 685,403</u>	<u>\$ 1,209,987</u>	<u>\$17,545,610</u>

Total Debt Service

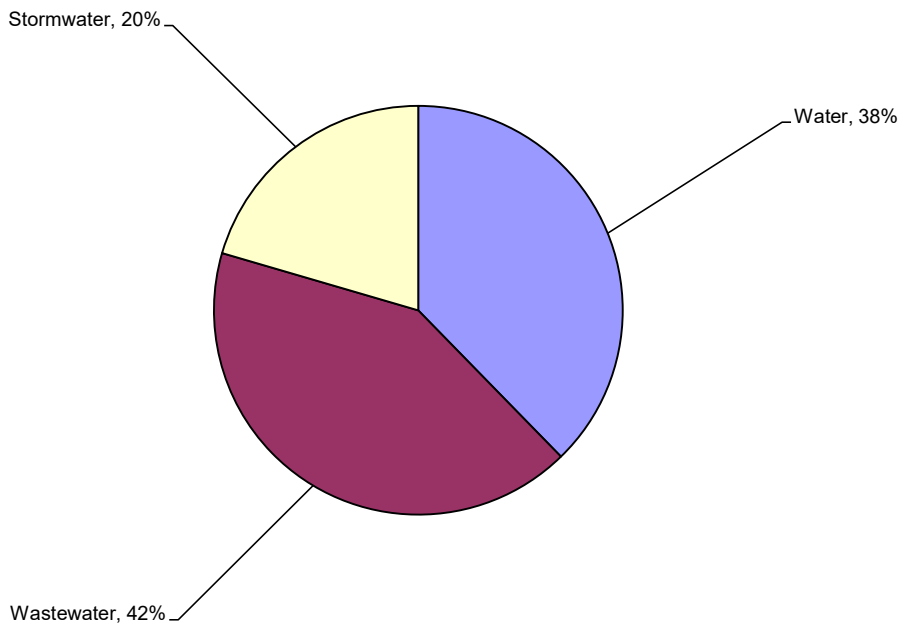
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2023	\$ 12,063,750	\$ 2,459,603	\$ 14,523,353	\$ 1,085,665	\$ 13,437,688
2024	11,453,375	2,092,653	13,546,028	540,025	13,006,003
2025	11,695,000	1,712,225	13,407,225	490,800	12,916,425
2026	11,660,000	1,325,325	12,985,325	446,650	12,538,675
2027	11,495,000	959,975	12,454,975	444,175	12,010,800
2028	9,025,000	660,413	9,685,413	447,800	9,237,613
2029	7,745,000	434,150	8,179,150	446,100	7,733,050
2030	6,120,000	255,200	6,375,200	132,800	6,242,400
2031	3,545,000	124,600	3,669,600	137,800	3,531,800
2032	1,795,000	35,900	1,830,900	132,600	1,698,300
	<u>\$86,597,125</u>	<u>\$ 10,060,044</u>	<u>\$96,657,169</u>	<u>\$ 4,304,415</u>	<u>\$92,352,754</u>

CITY OF APPLETON 2023 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.

2023 UTILITIES EXPENDITURES

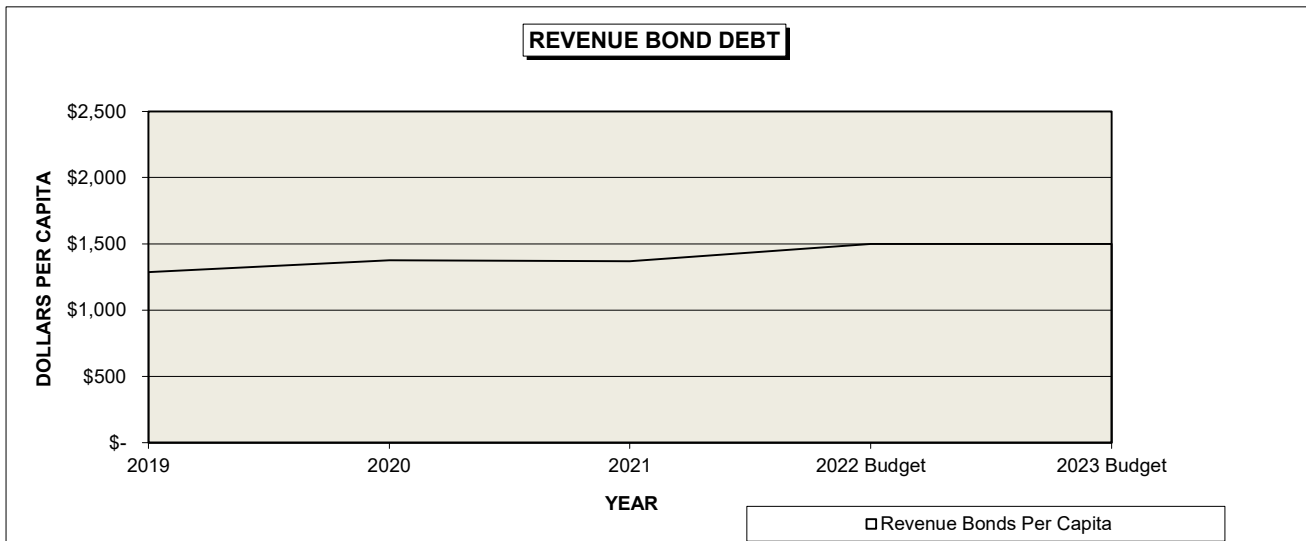
\$65,434,950



CITY OF APPLETON 2023 BUDGET UTILITIES

Revenue Bond Debt Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022 Budget</u>	<u>2023 Budget</u>
Revenue Bonds Outstanding	\$ 96,075,000	\$ 102,535,000	\$ 103,625,000	\$ 111,640,000	\$ 113,270,000
Population	74,739	74,465	75,644	74,499	75,605
Revenue Bonds Per Capita	\$ 1,285	\$ 1,377	\$ 1,370	\$ 1,499	\$ 1,498



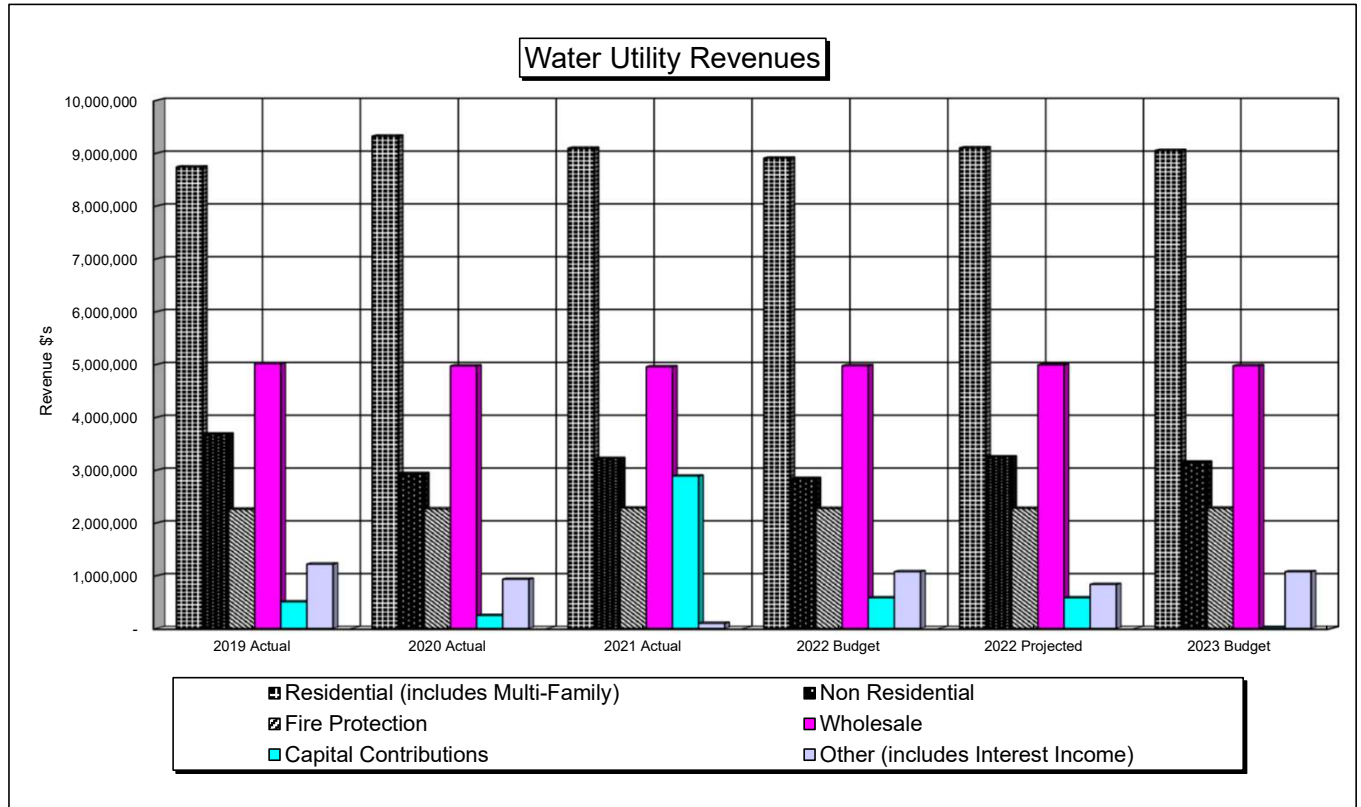
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2023 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Residential Water Service	\$ 8,076,730	\$ 8,616,203	\$ 8,396,924	\$ 8,200,000	\$ 8,400,000	\$ 8,350,000	1.83%
Commercial Water Service	2,124,011	1,752,001	1,897,074	1,725,000	1,915,000	1,900,000	10.14%
Industrial Water Service	1,157,728	896,088	987,793	750,000	990,000	900,000	20.00%
Municipal Water Service	399,558	286,256	334,825	365,000	345,000	350,000	-4.11%
Multi-Family Water Service	661,477	705,794	695,823	705,000	700,000	700,000	-0.71%
Fire Protection	2,258,040	2,265,928	2,280,222	2,273,500	2,275,000	2,278,500	0.22%
Wholesale Water Service	5,015,172	4,972,211	4,955,588	4,975,000	4,990,000	4,975,000	0.00%
Other	503,808	392,411	242,699	874,613	834,613	874,327	-0.03%
Interest Income	715,334	540,956	(143,910)	200,000	-	200,000	0.00%
Contributed Capital	504,525	247,201	2,886,762	581,750	581,750	-	N/A
Total Water Utility	\$ 21,416,383	\$ 20,675,049	\$ 22,533,800	\$ 20,649,863	\$ 21,031,363	\$ 20,527,827	-0.59%



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 and is returning to pre-covid use. The current rate was implemented on December 31, 2010. There is no rate increase planned for 2023.

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.

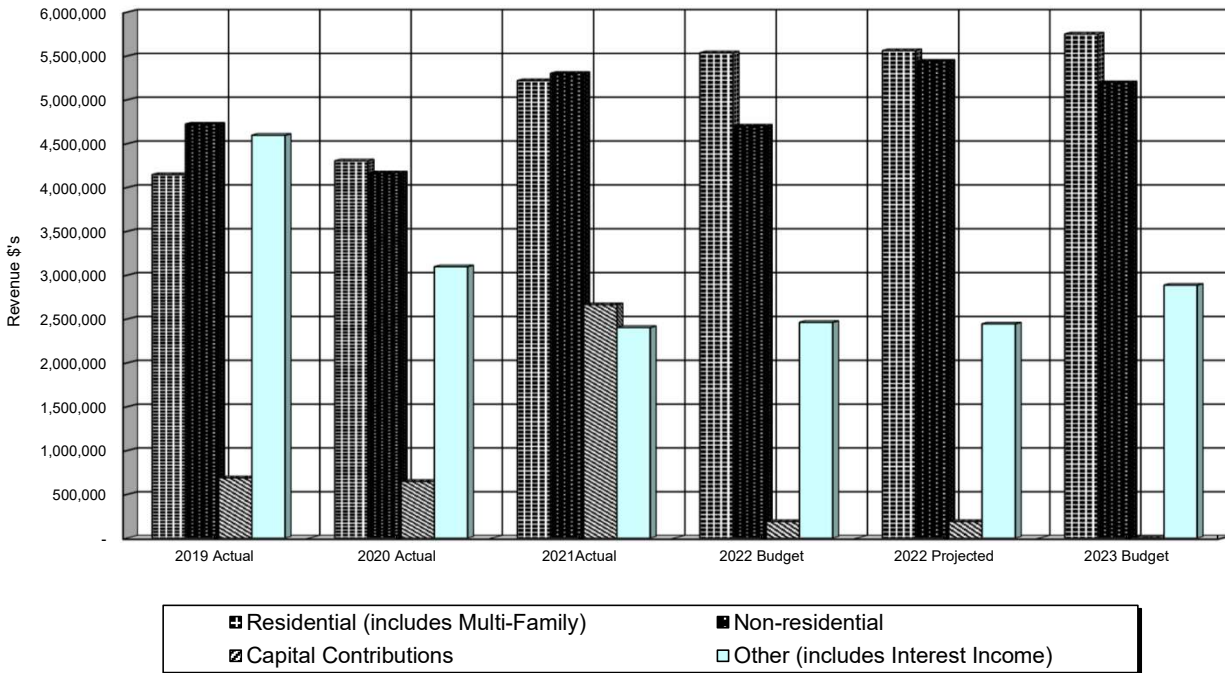
Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets. The decline in other income also reflects the expense of \$684,668 in 2018, 2019, 2020, and 2021 for amortization 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 and 2023.

**CITY OF APPLETON 2023 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Residential Sewer Service	\$ 3,833,494	\$ 3,962,054	\$ 4,893,944	\$ 5,110,000	\$ 5,120,000	\$ 5,300,000	3.72%
Commercial Sewer Service	936,254	776,155	1,064,654	1,015,000	1,110,000	1,100,000	8.37%
Industrial Sewer Service	3,496,624	3,164,069	3,812,243	3,385,000	3,970,000	3,750,000	10.78%
Municipal Sewer Service	289,664	226,784	323,758	300,000	360,000	345,000	15.00%
Multi-Family Sewer Service	312,328	340,900	424,452	425,000	440,000	450,000	5.88%
Interest Income	881,255	727,692	(202,307)	210,000	-	10,000	-95.24%
Other	3,713,740	2,368,023	2,604,945	2,251,681	2,443,744	2,875,285	27.70%
Capital Contributions	687,604	647,282	2,663,325	189,975	189,975	-	-100.00%
Total Wastewater Utility	\$ 14,150,963	\$ 12,212,959	\$ 15,585,014	\$ 12,886,656	\$ 13,633,719	\$ 13,830,285	7.32%

Wastewater Utility Revenues



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. A rate study was completed in 2020 by an independent consultant. The study resulted in a required overall 20% increase in revenues for 2021 and annual rate increases around 4% for 2022-2026. The initial rate increase varied by customers type between 17% and 25%. The 2023 budget includes a 4% increase in rates to be effective on 1/1/2023. This rate increase will be presented to the Utilities Committee for approval.

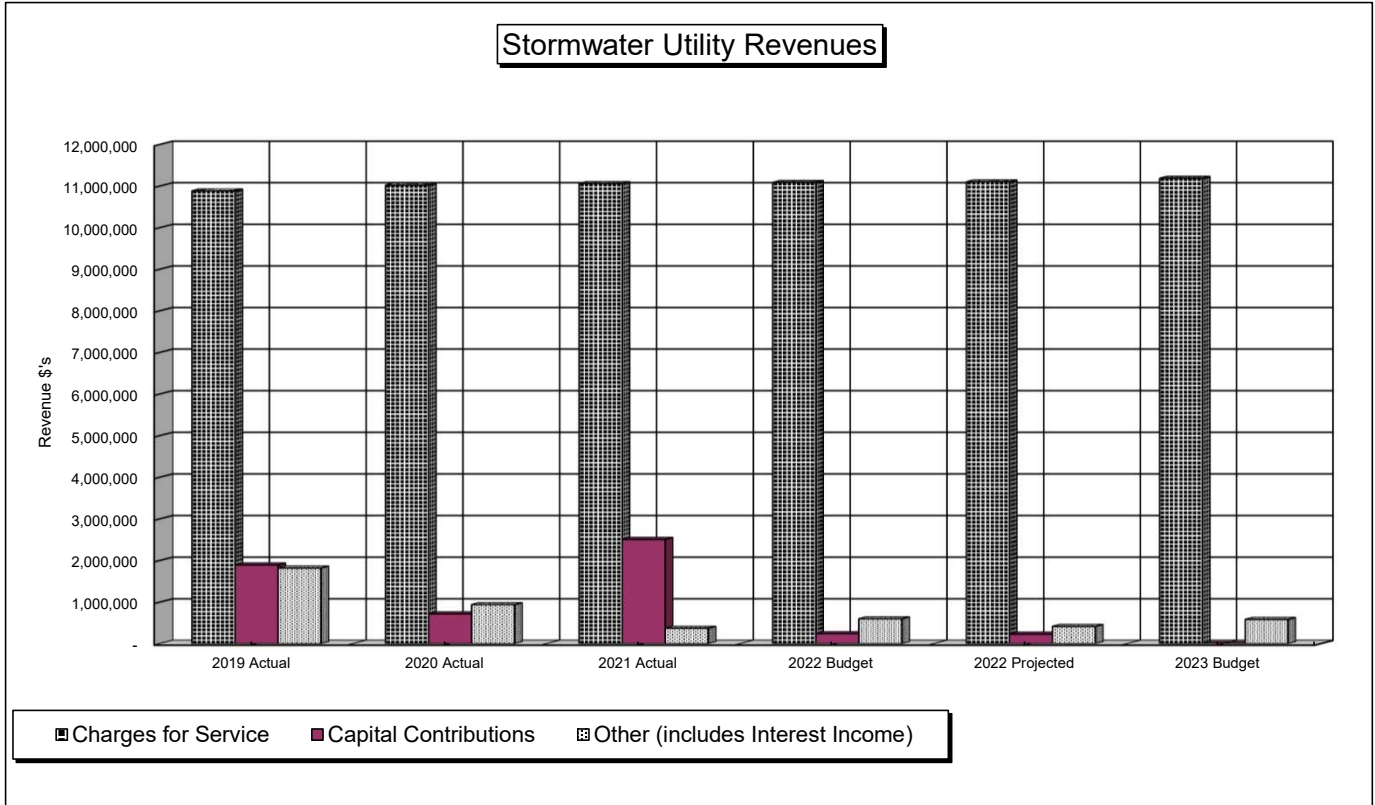
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments 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. Special hauled waste charges increased 20% on 1/1/2021 as part of the 2020 rate study. The rates were increased 4% on 1/1/2022. The 2023 budget includes a 5% rate increase to be effective 1/1/2023.

**CITY OF APPLETON 2023 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Charges for Service	\$ 10,882,633	\$ 11,021,218	\$ 11,057,866	\$ 11,085,000	\$ 11,100,000	\$ 11,185,000	0.90%
Interest Income	691,296	514,795	(131,358)	200,000	10,000	200,000	0.00%
Capital Contributions	1,892,555	717,789	2,507,180	241,893	231,662	-	-100.00%
Other	1,127,543	425,076	503,385	398,804	406,804	384,763	-3.52%
Total Stormwater Utility	\$ 14,594,027	\$ 12,678,878	\$ 13,937,073	\$ 11,925,697	\$ 11,748,466	\$ 11,769,763	-1.31%



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 2023 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 2023.

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 2023 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below were implemented on January 1, 2022 as part of a rate study completed in 2020. The proposed rate adjustments for 2023 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, 2023.

Sanitary Sewer Rates

<u>Quarterly Service Fee</u>	2023	
Meter (Inches)	Current Charge	Proposed Charge
5/8	\$ 16.00	\$ 16.65
3/4	16.00	16.65
1	28.80	29.95
1 1/4	39.70	41.30
1 1/2	51.00	53.05
2	78.30	81.45
3	135.80	141.25
4	216.00	224.65
6	409.10	425.50
8	646.90	672.75

Volume Charge *

<u>Use (TGal)</u>	2023	
All	Current Charge	Proposed Charge
All	\$ 3.75	\$ 3.90

Rates for Quantity/Quality Discharge:

	Current Charge	2023 Proposed Charge
Volume per 1,000 gallons	\$ 2.43	\$ 2.53
Biochemical Oxygen Demand (BOD) per 100/lbs	35.15	36.56
Total Suspended Solids (TSS) per 100/lbs	11.86	12.33
Phosphorus per 100/lbs	385.58	401.00
Ammonia (TKN) per 100/lbs	136.39	141.85

Sanitary Waste Hauler Fees:

	Current Charge	2023 Proposed Charge
Septic Tank/Portable Toilet Waste per ton	\$ 10.60	\$ 11.00
Holding Tank Waste per ton	1.80	1.85
Analytical Charge per load	11.75	12.25
Customer Charge per quarter	18.40	19.15

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2023 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	2023 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	2023 Proposed Charge
Small	10	\$ 53.50	\$ 55.65
Average	13	\$ 64.75	\$ 67.35
Large	15	\$ 72.25	\$ 75.15

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Rates	2023 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	2023 Proposed Rates
Small	10	\$ 194.53	\$ 196.68
Average	13	\$ 224.02	\$ 226.62
Large	15	\$ 243.68	\$ 246.58

* 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, 2023.

*** Annual rate of \$175.00 / ERU took effect January 1, 2019.

CITY OF APPLETON 2023 BUDGET

WATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 EVENTS

WATER TREATMENT

America's Water Infrastructure Act (AWIA) - An EPA required AWIA audit had concluded that a fire suppression system was necessary for the water plant's centrally located motor control center. 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

Tank Maintenance - The 3 million gallon North Reservoir and 1 million gallon Glendale Tower were taken out of service in 2022 for regulatory inspections and maintenance work. Other tanks included the Matthias Tower for a cellular project.

Optimized Corrosion Control Treatment (OCCT) - Completion of testing for the OCCT testing apparatus was completed in January. The data and findings were compiled into a report and submitted to the WDNR. The WDNR reviewed the engineering report and agreed with the findings and recommendations that a change to the corrosion control treatment would reduce corrosion and compounds such as lead from leaching into the City's water. A preliminary engineering effort took place to size the equipment and tanks and to determine the location of the equipment. With the preliminary engineering complete an RFP was created for the creation of bidding documents, construction management and contract administration of the project.

Appleton Water Utility WPDES Permit - The WDNR issued the Appleton Water Utility a Wisconsin Pollution Discharge Permit for water discharges to waters of the State. The WPDES permit specifically identified hydrant flushing and water tower discharges (e.g., water tower maintenance) to the environment. The permit limits the ability of the water utility to discharge tap water without removing or neutralizing the chlorine disinfectant. Staff from the treatment facility and distribution have adopted new procedures to ensure compliance with the permit requirements.

Ultraviolet Light Process - Ultraviolet Light Reactors have been successfully used for more than 5 years. The reactors have had minimal maintenance beyond reactor lamp replacements. The ultraviolet light process replaced the ultrafiltration process as a disinfection process for cryptosporidium and giardia. Performance data has shown that the ultraviolet light process provides greater disinfection credits than the capabilities of the previous ultrafiltration system.

WATER DISTRIBUTION

Continued replacing public and private lead and galvanized service lines.

Continued testing and replacing meters according to Wisconsin Public Service Commission (PSC) requirements.

Proactively identified and repaired pipe leaks and main breaks.

Redundant Raw Water Line project was rebid in 2022, construction began in 2022 with expected completion to occur in spring/summer 2023.

Provided billing insert to all customers with Aquahawk water monitoring web portal information and provided special mailing to residential apartment owners on the availability of the Aquahawk web portal.

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 4.82% rate of return for 2021. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2023 as the debt coverage ratio and cash coverage are maintained with current rates.

CITY OF APPLETON 2023 BUDGET WATER UTILITY

MAJOR 2023 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 the construction phase of the corrosion control treatment project. This change in treatment was requested by the Wisconsin Department of Natural Resources in 2022.

Complete the AWIA risk assessment report of the Water Utility as defined by the USEPA.

The water plant carbon dioxide (CO2) chemical delivery system is 20 years old and has yet to be reconditioned from the original installation. This project will consist of the following improvements: Install CO2 flow metering, size and install new solution feeders, and incorporate pH instruments and controls.

Continue to evaluate and plan accordingly from recommendations made in the 2019 Distribution Master Plan.

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 replacing public and private lead and galvanized service lines.

Promote customer portal (Aquahawk) for the Sensus meters to allow Water Utility customers to monitor their own water usage.

Continue replacement of undersized (4",6") water mains and water mains with high main break histories throughout the City as funding allows.

Continue to monitor rate requirements; the last water rate increase of 10% was implemented on December 31, 2010.

Begin implementation of new billing system within the ERP software system.

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 2022 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 20,686,399	\$ 22,533,800	\$ 20,649,863	\$ 20,649,863	20,527,827	-0.59%
Program Expenses							
5310	Administration	8,469,840	8,246,370	8,962,549	8,962,549	8,933,289	-0.33%
5321	Treatment Admin	743,632	729,216	785,917	785,917	731,381	-6.94%
5323	Treatment Operations	5,113,974	4,845,907	5,502,805	5,529,547	6,525,728	18.59%
5351	Distribution Admin	668,892	865,642	856,785	869,925	928,526	8.37%
5352	Meter Operations	129,613	127,759	235,917	235,917	254,195	7.75%
5353	Distribution Operations	1,368,097	1,382,633	1,480,921	1,524,771	1,659,831	12.08%
5325	Treatment Capital	81,301	4,484	1,395,000	10,245,426	3,073,640	120.33%
5370	Distribution Capital	143,704	164,469	2,439,600	2,895,884	2,559,087	4.90%
TOTAL		\$ 16,719,053	\$ 16,366,480	\$ 21,659,494	\$ 31,049,936	\$ 24,665,677	13.88%
Expenses Comprised Of:							
Personnel		2,947,197	2,959,998	3,285,263	3,285,263	3,452,105	5.08%
Training & Travel		1,628	2,118	11,500	11,500	10,250	-10.87%
Supplies & Materials		1,627,184	1,479,980	2,151,325	2,157,049	2,111,710	-1.84%
Purchased Services		5,745,736	6,794,360	4,565,193	13,462,583	7,736,084	69.46%
Miscellaneous Expense		6,049,583	6,051,491	6,375,298	6,375,298	6,262,388	-1.77%
Capital Expenditures		(1,577,191)	(2,843,518)	3,195,115	3,682,443	2,984,340	-6.60%
Transfers Out		1,924,916	1,922,051	2,075,800	2,075,800	2,108,800	1.59%
Full Time Equivalent Staff:							
Personnel allocated to programs		36.84	36.71	35.00	35.00	35.00	

**CITY OF APPLETON 2023 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 City will begin a project in 2023 to move the Utility Billing system to the ERP software system. The cost to install this module will be allocated between the Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year. The salary budget also includes overtime for staff involved in the project.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
441100 Sundry Permits	\$ 140	\$ 285	\$ 200	\$ 200	\$ 200
471000 Interest on Investments	540,956	(143,909)	200,000	200,000	200,000
482101 Residential Service	8,616,203	8,396,924	8,200,000	8,200,000	8,350,000
482102 Multi-family Service	705,794	695,823	705,000	705,000	700,000
482200 Commercial Service	1,752,001	1,897,074	1,725,000	1,725,000	1,900,000
482300 Industrial Service	896,088	987,793	750,000	750,000	900,000
482400 Municipal Service	286,256	334,825	365,000	365,000	350,000
482500 Private Fire Protection	273,055	279,360	275,000	275,000	277,000
482600 Public Fire Protection	1,796,289	1,804,278	1,802,000	1,802,000	1,805,000
482700 Fire Protection Wholesale	196,584	196,584	196,500	196,500	196,500
482800 General Service	20,035	43,230	20,000	20,000	25,000
482900 Sales for Resale	4,972,211	4,955,588	4,975,000	4,975,000	4,975,000
500400 Sale of City Property	1,991	65,725	-	-	-
500600 Gain (Loss) on Asset	-	(177,896)	-	-	-
500601 Regulatory Loss - Early	(684,668)	(684,668)	-	-	-
501500 Rental of City Property	102,840	98,450	93,000	93,000	96,000
501600 Lease Revenue	208,030	210,505	210,000	210,000	212,000
502100 Capital Contributions	247,201	2,886,762	581,750	581,750	-
503000 Damage to City Property	16,173	11,479	4,000	4,000	4,000
503500 Other Reimbursements	4,166	6,256	4,000	4,000	4,000
507000 Unmetered Svc - Municipal	8,124	2,782	5,000	5,000	5,000
507100 Customer Penalty	20,858	77,119	84,000	84,000	78,000
507200 Water Misc Revenue	3,560	3,969	2,000	2,000	3,500
507300 Water Revenue-Sewer	172,384	163,162	155,000	155,000	140,500
507700 Income from Admin Fee	4,280	4,064	4,500	4,500	4,200
507900 Private Hydrant Testing	15,375	15,445	14,000	14,000	15,000
508300 Emergency Water Turnoff	823	30	500	500	500
591100 Premium on Debt Issue	509,650	402,761	278,413	278,413	286,427
Total Revenue	\$ 20,686,399	\$ 22,533,800	20,649,863	20,649,863	20,527,827
Expenses					
610100 Regular Salaries	\$ 119,027	\$ 117,965	\$ 129,828	\$ 129,828	\$ 137,075
610500 Overtime Wages	1,330	668	-	-	1,376
615000 Fringes	79,439	(143,637)	44,981	44,981	48,270
630400 Postage/Freight	21,812	15,846	19,000	19,000	20,000
632001 City Copy Charges	1,141	-	-	-	-
632002 Outside Printing	1,966	3,600	3,200	3,200	3,800
640100 Accounting/Audit Fees	13,490	13,977	14,000	14,000	15,000
640203 Regulatory Fees	22,287	23,534	24,000	24,000	25,000
640300 Bank Service Fees	16,094	13,586	18,000	18,000	18,000
641300 Utilities	84,396	80,589	80,000	80,000	76,500
650100 Insurance	134,359	146,700	178,442	178,442	172,080
660100 Depreciation Expense	4,132,173	4,223,209	4,650,000	4,650,000	4,750,000
662300 Uncollectable Accounts	2,241	946	8,000	8,000	5,000
672000 Interest Payments	1,603,895	1,524,319	1,470,307	1,470,307	1,287,941
673000 Debt Issuance Costs	98,722	123,211	100,000	100,000	100,000
675100 Gain/Loss on Refund	212,552	179,806	146,991	146,991	119,447
681500 Software Acquisition	-	-	-	-	45,000
791100 Transfer Out - General	1,924,916	1,922,051	2,075,800	2,075,800	2,108,800
Total Expense	\$ 8,469,840	\$ 8,246,370	\$ 8,962,549	\$ 8,962,549	\$ 8,933,289

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Postage/Freight		Trans Out-Gen Fund	
City Service invoice postage	\$ 19,500	Payment in lieu of tax	\$ 2,095,000
Box rental & caller service fees	500	Administration fee	13,800
	<u>\$ 20,000</u>		<u>\$ 2,108,800</u>
Regulatory Fees			
PSC assessment	\$ 25,000		
	<u>\$ 25,000</u>		

CITY OF APPLETON 2023 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 2023 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 293,088	\$ 287,698	\$ 292,910	\$ 292,910	\$ 296,445
610400 Call Time	-	50	-	-	-
610500 Overtime Wages	(7,817)	197	-	-	-
610800 Part-Time Wages	204	156	2,252	2,252	1,567
615000 Fringes	328,172	359,469	398,591	398,591	391,288
620100 Training/Conferences	1,048	1,503	9,000	9,000	9,000
630100 Office Supplies	172	332	2,000	2,000	2,000
630300 Memberships & Licenses	9,808	9,740	9,700	9,700	10,200
630400 Postage/Freight	766	99	1,000	1,000	1,000
630500 Awards & Recognition	185	69	210	210	210
630700 Food & Provisions	62	260	280	280	280
632001 City Copy Charges	1,354	1,529	1,600	1,600	1,600
632002 Outside Printing	-	2,899	3,200	3,200	3,200
632700 Miscellaneous Equipment	37	430	1,000	1,000	1,000
640400 Consulting Services	104,969	50,453	50,000	50,000	-
640800 Contractor Fees	1,587	1,332	2,900	2,900	2,720
641200 Advertising	-	442	500	500	500
641300 Utilities	9,392	9,583	9,800	9,800	10,039
642501 CEA Operations/Maint.	486	128	200	200	300
642502 CEA Depreciation/Replace.	119	95	774	774	32
659900 Other Contracts/Obligation	-	2,752	-	-	-
Total Expense	\$ 743,632	\$ 729,216	\$ 785,917	\$ 785,917	\$ 731,381

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

Contractor Fees and Consulting Services expenses include \$400,000 for repairs needed to the north and south clearwells at the treatment facility that were discovered during a prior inspection. The clearwells were taken down five years ago but not repaired because there was not an immediate need to do so. The budget includes \$300,000 in Contractor Fees expense for the removal a large butterfly valve at the Lake Station.

Contractor Fees also includes costs for the tank recoating that is delayed from 2022 budget.

The water plant will transition to phosphoric acid as the treatment for corrosion control. The new application will follow the construction of the 2023 Phosphoric Acid Delivery System project.

Gas Purchases expense increase is due to current costs for diesel fuel. The use of diesel fuel is dependent on the number of severe weather events and needs related to generator use agreement with WPPI.

Utilities expense includes the multi-year rate increase in sewer rates for lime residuals that are treated at the City's Wastewater Treatment Plant.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610200 Labor Pool Allocations	\$ 761,361	\$ 737,248	\$ 771,232	\$ 771,232	\$ 779,172
610400 Call Time Wages	3,361	4,460	2,200	2,200	2,200
610500 Overtime Wages	25,562	32,808	36,794	36,794	37,783
610800 Part-Time Wages	22	-	-	-	405
630600 Building Maint./Janitorial	5,111	5,763	4,000	4,000	4,000
630901 Shop Supplies	5,588	7,452	10,000	10,000	10,000
630902 Tools & Instruments	1,167	4,534	5,000	5,000	5,000
631000 Chemicals	1,225,713	1,080,950	1,570,500	1,570,500	1,501,800
631603 Other Misc. Supplies	4,113	4,954	12,000	12,000	14,400
632101 Uniforms	2,405	2,320	2,800	2,800	3,525
632200 Gas Purchases	7,203	27,428	15,000	15,000	50,400
632300 Safety Supplies	1,850	4,160	6,000	6,000	6,000
632400 Medical/Lab Supplies	38,111	31,870	38,850	38,850	43,550
632601 Repair Parts	9,903	7,177	33,000	36,974	34,000
632700 Miscellaneous Equipment	32,966	28,475	33,200	33,200	27,500
640400 Consulting Services	32,087	27,746	4,000	24,778	56,000
640700 Solid Waste/Recycling	1,548	1,120	1,700	1,700	1,700
640800 Contractor Fees	363,099	122,833	72,300	74,290	716,000
641300 Utilities	2,239,667	2,338,845	2,365,930	2,365,930	2,756,015
641600 Building Repairs & Maint.	24,396	-	-	-	-
641800 Equipment Repairs & Maint.	19,202	2,266	82,000	82,000	62,000
642000 Facilities Charges	259,678	280,393	314,929	314,929	316,314
642400 Software Support	14,110	17,553	22,000	22,000	21,800
642501 CEA Operations/Maint.	4,873	5,719	6,261	6,261	6,939
642502 CEA Depr./Replacement	7,471	6,031	12,991	12,991	16,743
643200 Lab Fees	22,601	62,194	59,263	59,263	28,877
644000 Snow Removal Services	501	1,507	5,000	5,000	5,000
645400 Grounds Repair & Maint.	4,903	6,673	4,000	4,000	6,000
659900 Other Contracts/Obligation	12,452	13,521	11,855	11,855	12,605
689900 Other Capital Outlay	(17,050)	(20,093)	-	-	-
Total Expense	\$ 5,113,974	\$ 4,845,907	\$ 5,502,805	\$ 5,529,547	\$ 6,525,728

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>			<u>Miscellaneous Equipment</u>	
Ammonia	\$ 24,000		Chemical feed pump	\$ 10,000
Carbon dioxide	48,000		SCADA equipment	14,000
Chlorine	98,000		Radio equipment	3,500
Ferric sulfate	246,000			<u>\$ 27,500</u>
Fluoride	24,000			
Lime	516,000		<u>Contractor Fees</u>	
Polyphosphate	48,000		Clearwell repair	\$ 350,000
Permanganate	264,000		Chemical tank recoating	45,000
Powder carbon	102,000		Lab equipment maintenance	9,000
Softener Polymer	24,000		Annual safety inspections	1,000
ACH	84,000		Butterfly valve removal	300,000
Sodium Hydroxide	14,000		Intake inspection	6,000
Softener Salt	4,800		Tower cathodic protection	5,000
Other chemicals	5,000			<u>\$ 716,000</u>
	<u>\$ 1,501,800</u>			
<u>Repair Parts</u>			<u>Medical/Lab Supplies</u>	
Valves & actuators	\$ 5,000		Lab supplies	\$ 18,000
Pumping & other parts	10,000		Nitrogen	1,850
Tower repair parts	3,000		Bac T testing supplies	18,700
UV light replacements	16,000		Media & filters	5,000
	<u>\$ 34,000</u>			<u>\$ 43,550</u>
<u>Consulting Services</u>			<u>Equipment Repair & Maintenance</u>	
Clearwell repair	\$ 50,000		Pump repairs	\$ 30,000
Tower cell tower review	6,000		Valve repair on pumps	10,000
	<u>\$ 56,000</u>		Actuator repair	5,000
			Surge valve repair	8,000
<u>Lab Fees</u>			PRV valve repair	4,000
Lead and copper required sampling	\$ 12,075		Generator maintenance	5,000
Required operational testing	16,802			<u>\$ 62,000</u>
	<u>\$ 28,877</u>			
<u>Gas Purchases</u>			<u>Software Support</u>	
Fuel for generators	\$ 50,400		Hach Wims	\$ 3,000
	<u>\$ 50,400</u>		Rockwell Tech Connect	16,500
			Hach Lab Instrumentation	2,300
				<u>\$ 21,800</u>

**CITY OF APPLETON 2023 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: "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:

Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission

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:

Other Misc Supplies has been added to purchase water filtration pitchers and supplies. As required by WDNR, water filtration pitchers and filters must be provided to residents who have had their lead pipes disrupted due to replacement of pipe, to reduce the chance for lead contaminants in the drinking water.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 240,121	\$ 316,069	\$ 319,169	\$ 319,169	\$ 303,436
610400 Call Time Wages	3,088	3,267	1,500	1,500	3,000
610500 Overtime Wages	2,390	3,043	1,450	1,450	2,500
610800 Part-Time Wages	45	4,394	-	-	-
615000 Fringes	311,630	400,213	408,660	408,660	489,550
620100 Training/Conferences	580	615	2,500	2,500	1,250
630100 Office Supplies	1,097	847	1,000	1,000	1,000
630300 Memberships & Licenses	552	808	845	845	845
630400 Postage/Freight	1,921	1,413	1,500	1,500	1,500
630500 Awards & Recognition	148	735	665	665	665
630600 Building Maint/Janitorial	3,450	3,390	3,000	3,000	3,500
630901 Shop Supplies	762	3,197	300	300	3,000
631603 Other Misc. Supplies	881	-	-	-	5,000
632000 Printing & Reproduction	2,727	3,118	4,000	4,000	3,200
632102 Protective Clothing	1,760	1,815	1,700	1,700	1,800
632200 Gas Purchases	49	85	150	150	100
632300 Safety Supplies	1,642	1,493	1,300	1,300	1,500
632400 Medical/Lab Supplies	125	281	125	125	125
632700 Miscellaneous Equipment	2,886	2,977	3,500	5,250	1,500
640400 Consulting Services	1,048	31,169	-	11,390	-
641300 Utilities	52,170	53,173	57,105	57,105	58,495
641800 Equipment Repairs & Maint.	-	511	-	-	-
642000 Facilities Charges	22,318	20,614	23,216	23,216	19,762
642400 Software Support	5,560	5,927	5,400	5,400	4,920
642501 CEA Operations/Maint.	5,753	6,348	4,700	4,700	6,878
643000 Health Services	-	140	-	-	-
659900 Other Contracts/Obligation	6,189	-	15,000	15,000	15,000
Total Expense	<u>\$ 668,892</u>	<u>\$ 865,642</u>	<u>\$ 856,785</u>	<u>\$ 869,925</u>	<u>\$ 928,526</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligation</u>	
Utility locates	\$ 15,000
	<u>\$ 15,000</u>

CITY OF APPLETON 2023 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: "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:

Ensure commercial and residential meters are the proper size and type when installing new meters

Continue to monitor the 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 2023 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610200 Labor Pool Allocations	\$ 53,702	\$ 51,651	\$ 66,347	\$ 66,347	\$ 85,888
610400 Call Time Wages	50	50	250	250	100
610500 Overtime Wages	1,067	1,292	975	975	1,475
630901 Shop Supplies	3,223	3,719	3,100	3,100	3,600
630902 Tools & Instruments	120	16	550	550	625
632601 Repair Parts	214	-	500	500	2,500
632700 Miscellaneous Equipment	-	403	90,000	90,000	83,335
640800 Contractor Fees	125	189	500	500	500
641800 Equipment Repairs & Maint.	32	-	600	600	350
642400 Software Support	64,841	65,128	66,750	66,750	67,375
642501 CEA Operations/Maint.	6,239	5,311	6,345	6,345	8,447
Total Expense	<u>\$ 129,613</u>	<u>\$ 127,759</u>	<u>\$ 235,917</u>	<u>\$ 235,917</u>	<u>\$ 254,195</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

Meters	\$ 83,335
	<u>\$ 83,335</u>

Software Support

Sensus meter hosting fees	\$ 32,625
Ncc Group (previously Iron Mountain)	750
Aquahawk	34,000
	<u>\$ 67,375</u>

CITY OF APPLETON 2023 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: "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:

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

Hire a contractor to perform a large scale leak detection program in 2023 to identify pipe leaks and reduce the amount of water loss within the system

Major changes in Revenue, Expenditures or Programs:

Contractor Fees increase for water leak detection program.

Costs related to the patch program are now included in Distribution Operations, previously included in Distribution Capital.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610200 Labor Pool Allocations	\$ 596,923	\$ 604,913	\$ 597,589	\$ 597,589	\$ 624,926
610400 Call Time Wages	16,014	26,010	15,600	15,600	21,500
610500 Overtime Wages	54,089	54,587	42,950	42,950	52,500
610800 Part-Time Wages	-	83	-	-	-
630800 Landscape Supplies	4,082	3,190	600	600	200
630901 Shop Supplies	6,559	5,405	6,625	6,625	6,550
630902 Tools & Instruments	2,248	1,300	2,675	2,675	2,450
631100 Paint & Supplies	960	1,510	43,800	43,800	41,300
632200 Gas Purchases	-	237	100	100	100
632500 Construction Materials	41,010	63,530	58,500	58,500	60,250
632601 Repair Parts	130,436	111,711	122,000	122,000	120,000
632700 Miscellaneous Equipment	38,281	20,377	33,250	33,250	23,600
640800 Contractor Fees	247,662	233,319	234,700	278,550	300,850
641500 Tipping Fees	10,983	5,752	13,500	13,500	10,000
641800 Equipment Repairs & Maint.	183	270	200	200	350
642501 CEA Operations/Maint.	272,472	267,629	308,832	308,832	395,255
689900 Other Capital Outlay	(53,805)	(17,190)	-	-	-
Total Expense	\$ 1,368,097	\$ 1,382,633	\$ 1,480,921	\$ 1,524,771	\$ 1,659,831

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Repair Parts</u>		<u>Contractor Fees</u>	
Fittings, clamps, pipe, etc. for main/valve break repair	\$ 60,000	Surface restoration	\$ 208,850
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	17,000	Contractor services for main/valve break & repair	10,000
Hydrant repair parts	43,000	County excavation	40,000
	<u>\$ 120,000</u>	Warning lights	1,000
		Leak detection	25,000
		Hydrant painting	16,000
			<u>\$ 300,850</u>
<u>Miscellaneous Equipment</u>		<u>Construction Materials</u>	
Barricades & cones	\$ 3,500	Concrete	\$ 250
Cordless tools	800	Slurry	18,000
Hydrant Buddy/Saw/Blades	10,100	Gravel	21,000
Trash pump	1,500	Asphalt	12,000
Gauges	200	Clear stone	9,000
RP Valve assembly & parts	4,150		
Hoses and flushers	750		
Compact listening devices	2,600		
	<u>\$ 23,600</u>		<u>\$ 60,250</u>
<u>Paint & Supplies</u>			
Flushing dechlorination tablets	\$ 40,000		
Miscellaneous supplies	1,300		
	<u>\$ 41,300</u>		

**CITY OF APPLETON 2023 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 2023 CIPs:

	<u>2023 Budget</u>	<u>Page</u>
Corrosion Control Treatment	1,150,000	Projects, pg. 630
High Service Pump Check Valve Replacement	200,640	Projects, pg. 659
Motor Control Center Fire Protection	488,000	Projects, pg. 656
Instrumentation Replacements	60,000	Projects, pg. 655
Chemical Storage	450,000	Projects, pg. 658
Water Plant Parking Lot Replacement	725,000	Projects, pg. 638
	<u>\$ 3,073,640</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
640400 Consulting Services	\$ 154,470	\$ 131,484	\$ 70,000	\$ 579,382	\$ 274,240
640800 Contractor Fees	1,378,717	2,645,554	400,000	8,680,000	2,014,400
659900 Other Contracts/Obligation	39,986	938	-	-	-
680200 Land Improvements	81,301	206,681	-	21,873	-
680300 Buildings	56,040	49,487	800,000	839,171	725,000
680401 Machinery & Equipment	-	-	125,000	125,000	60,000
689900 Other Capital Outlay	(1,629,213)	(3,029,660)	-	-	-
Total Expense	\$ 81,301	\$ 4,484	\$ 1,395,000	\$ 10,245,426	\$ 3,073,640

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Corrosion Control Treatment	\$ 190,000
Chemical Storage	50,000
Pump Check Valve replacement	18,240
Motor Control Center Fire Protection	16,000
	<u>\$ 274,240</u>

Contractor Fees

Corrosion Control Treatment	\$ 960,000
Chemical Storage	400,000
Pump Check Valve replacement	182,400
Motor Control Center Fire Protection	472,000
	<u>\$ 2,014,400</u>

Buildings

Parking Lot replacement	\$ 725,000
	<u>\$ 725,000</u>

Machinery & Equipment

Instrumentation replacement	\$ 60,000
	<u>\$ 60,000</u>

**CITY OF APPLETON 2023 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: "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 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 2023 CIPs:

	<u>2023 Budget</u>	<u>Page</u>
Water main construction	2,559,087	Projects, pg. 618
	<u>\$ 2,559,087</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 54,125	\$ 87,329	\$ 139,139	\$ 139,139	\$ 158,688
610400 Call Time Wages	92	-	500	500	500
610500 Overtime Wages	9,816	9,625	9,000	9,000	9,000
610800 Part-Time Wages	296	391	3,346	3,346	3,461
630901 Shop Supplies	175	533	-	-	-
632503 Other Materials	3,643	37	-	-	-
632601 Repair Parts	6,798	7,963	-	-	-
640400 Consulting Services	65,932	90,165	10,000	40,000	225,000
640800 Contractor Fees	1,702	135	-	-	-
641500 Tipping Fees	15,414	-	-	-	-
642501 CEA Operations/Maint.	-	-	7,500	7,500	8,098
659900 Other Contracts/Obligation	175	1,035	-	-	-
680905 Water Mains	3,380,088	4,983,426	2,270,115	2,696,399	2,154,340
689900 Other Capital Outlay	(3,394,552)	(5,016,170)	-	-	-
Total Expense	\$ 143,704	\$ 164,469	\$ 2,439,600	\$ 2,895,884	\$ 2,559,087

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Water Utility
Labor Pool				171,649
CEA				8,098
Miscellaneous	Permit; Misc. Fees; Training; Testing Mat'l			10,000
Construction	Referendum related projects			200,000
	S. Island St	bridge design for water main		15,000
	Subtotal			225,000
New Construction				-
	Subtotal			-
Reconstruction (not related to paving)	Cloverdale Dr	Linwood Ave	Elinor St	361,780
	Douglas St	Haskell St	CN Railway	73,485
	Durkee St	Randall St	Roosevelt St	135,500
	Lead service line replacement			250,000
	Linwood Ave	Brewster St	Glendale Ave	397,015
	Sixth St	State St	Elm St	141,320
	Union St	Summer St	Wisconsin Ave	37,200
	Winnebago St	Sharon St	Linwood Ave	108,990
	Subtotal			1,505,290
Reconstruction (prior to next year's paving)	Alice St	Drew St	Union St	87,800
	Linwood Ave	College Ave	Winnebago St	288,550
	Rankin St	College Ave	Alton St	104,900
	Summit St	Packard St	Elsie St	54,750
	Summit St	Prospect Ave	Fourth St	113,050
	Subtotal			649,050
Total Water Construction				\$ 2,559,087

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
441100 Sundry Permits	1	285	35	200	200	200
470500 General Interest	40	1	-	-	-	-
471000 Interest on Investments (Loss)	540,916	(143,910)	(108,511)	200,000	200,000	200,000
482000 Unmetered Service	-	-	-	-	-	-
482101 Residential Service	8,616,203	8,396,924	-	8,200,000	8,200,000	8,350,000
482102 Multi-family Service	705,794	695,823	-	705,000	705,000	700,000
482200 Commercial Service	1,752,001	1,897,074	-	1,725,000	1,725,000	1,900,000
482300 Industrial Service	896,088	987,793	-	750,000	750,000	900,000
482400 Municipal Service	286,256	334,825	-	365,000	365,000	350,000
482500 Private Fire Protection	273,055	279,360	-	275,000	275,000	277,000
482600 Public Fire Protection	1,796,289	1,804,278	-	1,802,000	1,802,000	1,805,000
482700 Fire Protection Wholesale	196,584	196,584	-	196,500	196,500	196,500
482800 General Service	20,035	43,230	1,396	20,000	20,000	25,000
482900 Sales for Resale	4,972,211	4,955,588	-	4,975,000	4,975,000	4,975,000
500400 Sale of City Property	1,991	65,725	154,097	-	-	-
500600 Gain (Loss) on Asset Disposal	-	(177,896)	-	-	-	-
500601 Regulatory Loss - Early Retire.	(684,668)	(684,668)	-	-	-	-
501500 Rental of City Property	102,840	98,450	32,745	93,000	93,000	96,000
501600 Lease Revenue	208,030	210,505	57,620	210,000	210,000	212,000
502100 Capital Contributions	247,201	2,886,762	-	581,750	581,750	-
503000 Damage to City Property	4,962	11,479	-	4,000	4,000	4,000
503500 Other Reimbursements	4,166	6,256	532	4,000	4,000	4,000
507000 Unmetered Svc - Municipal Svc	8,124	2,782	-	5,000	5,000	5,000
507100 Customer Penalty	20,858	77,119	-	84,000	84,000	78,000
507200 Water Misc. Revenue (turn-on)	3,560	3,969	-	2,000	2,000	3,500
507300 Water Revenue-Sewer Billing	172,384	163,162	-	155,000	155,000	140,500
507700 Income from Admin. Fee	4,280	4,064	-	4,500	4,500	4,200
507900 Private Hydrant Testing	15,375	15,445	-	14,000	14,000	15,000
508300 Emergency Water Turnoff	823	30	-	500	500	500
591100 Premium on Debt Issue	509,650	402,761	148,665	278,413	278,413	286,427
TOTAL PROGRAM REVENUES	20,675,049	22,533,800	286,579	20,649,863	20,649,863	20,527,827
Personnel						
610100 Regular Salaries	553,738	485,005	140,136	361,594	361,594	629,848
610200 Labor Pool Allocations	1,468,757	1,536,565	562,582	1,950,770	1,950,770	1,726,301
610299 Capitalized Labor	(160,066)	(152,747)	-	-	-	19,952
610400 Call Time Wages	22,605	33,837	12,059	20,050	20,050	27,300
610500 Overtime Wages	86,436	102,242	43,509	91,169	91,169	104,634
610800 Part-Time Wages	567	5,023	375	5,598	5,598	5,433
611000 Other Compensation	10,069	10,417	5,616	3,850	3,850	9,529
611400 Sick Pay	2,829	42,190	8,665	-	-	-
611500 Vacation Pay	243,021	281,422	94,420	-	-	-
615000 Fringes	739,857	857,464	316,199	852,232	852,232	929,108
615099 Capitalized Fringe	(64,268)	(58,983)	-	-	-	-
617000 Pension Expense	24,746	(198,969)	-	-	-	-
617100 OPEB Expense	18,906	16,532	-	-	-	-
TOTAL PERSONNEL	2,947,197	2,959,998	1,183,561	3,285,263	3,285,263	3,452,105
Training~Travel						
620100 Training/Conferences	1,628	2,118	1,804	11,500	11,500	10,250
TOTAL TRAINING / TRAVEL	1,628	2,118	1,804	11,500	11,500	10,250
Supplies						
630100 Office Supplies	1,269	1,179	1,178	3,000	3,000	3,000
630300 Memberships & Licenses	10,360	10,548	9,355	10,545	10,545	11,045
630400 Postage/Freight	24,499	17,358	6,887	21,500	21,500	22,500
630500 Awards & Recognition	334	804	143	875	875	875
630600 Building Maint./Janitorial	8,561	9,153	2,946	7,000	7,000	7,500
630700 Food & Provisions	62	260	241	280	280	280
630801 Topsoil, Sand, Gravel	4,082	3,190	554	400	400	100
630803 Seed, Fertilizer	-	-	-	200	200	100
630901 Shop Supplies	16,307	20,306	9,087	20,025	20,025	23,150
630902 Tools & Instruments	3,535	5,850	2,651	8,225	8,225	8,075
631000 Miscellaneous Chemicals	2,643	5,019	836	5,000	5,000	5,000
631007 Sodium Hypochlorite	56,195	55,695	38,007	70,000	70,000	98,000
631009 Carbon Dioxide	38,520	34,331	14,840	50,000	50,000	48,000
631010 Powder Activated Carbon	84,903	37,510	-	75,000	75,000	102,000
631011 Ferric Sulfate	186,915	208,343	80,257	200,000	200,000	246,000
631012 Hydrofluosilicic Acid	20,047	18,059	7,033	25,000	25,000	24,000
631013 Lime	434,358	428,393	148,096	500,000	500,000	516,000
631014 Polyphosphate	60,854	41,821	15,164	60,000	60,000	48,000
631015 Aqua Ammonia	18,943	18,952	6,603	20,000	20,000	24,000
631016 Sodium Hydroxide	-	-	-	10,000	10,000	14,000
631017 Potassium Permanganate	219,841	180,622	13,388	325,000	325,000	264,000
631018 ACH	72,261	26,638	8,309	80,000	80,000	84,000
631019 Citric Acid	6,867	-	-	-	-	-
631020 Polymer	19,989	21,630	15,312	27,000	27,000	24,000
631021 Softener Salt	3,378	3,938	2,358	3,500	3,500	4,800
631023 Phosphoric Acid	-	-	-	120,000	120,000	-
631100 Paint & Supplies	960	1,510	13,912	43,800	43,800	41,300
631603 Other Misc. Supplies	4,113	4,954	4,446	12,000	12,000	19,400
632001 City Copy Charges	3,376	2,574	583	2,600	2,600	2,600

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
632002 Outside Printing	4,693	8,572	2,789	9,400	9,400	9,200
632101 Uniforms	2,405	2,320	868	2,800	2,800	3,525
632102 Protective Clothing	1,760	1,815	458	1,700	1,700	1,800
632200 Gas Purchases	7,251	27,750	76	15,250	15,250	50,600
632300 Safety Supplies	3,492	5,653	1,578	7,300	7,300	7,500
632400 Medical/Lab Supplies	38,237	32,152	10,450	38,975	38,975	43,675
632502 Concrete	-	-	598	500	500	250
632503 Other Materials	150	748	104	-	-	-
632504 Slurry	6,449	30,653	5,956	20,000	20,000	18,000
632505 Gravel	18,587	21,553	9,296	19,000	19,000	21,000
632507 Asphalt	11,750	1,554	-	12,000	12,000	12,000
632509 Clear Stone	7,718	9,058	4,183	7,000	7,000	9,000
632601 Repair Parts	147,351	126,852	35,824	155,500	159,474	239,835
632700 Miscellaneous Equipment	74,169	52,663	60,797	160,950	162,700	53,600
632800 Signs	-	-	-	-	-	-
TOTAL SUPPLIES	1,627,184	1,479,980	535,163	2,151,325	2,157,049	2,111,710
Purchased Services						
640100 Accounting/Audit Fees	13,490	13,977	-	14,000	14,000	15,000
640203 Regulatory Fees	22,287	23,534	-	24,000	24,000	25,000
640300 Bank Service Fees	16,094	13,586	2,055	18,000	18,000	18,000
640400 Consulting Services	358,506	331,016	73,449	134,000	705,550	1,515,240
640700 Solid Waste/Recycling Pickup	1,548	1,120	4,251	1,700	1,700	1,700
640800 Contractor Fees	1,992,892	3,003,362	38,310	710,400	9,036,240	2,074,470
641200 Advertising	-	442	287	500	500	500
641301 Electric	551,918	569,338	242,583	557,678	557,678	611,203
641302 Gas	88,527	132,895	93,837	114,094	114,094	158,094
641303 Water	105,074	103,849	40,365	104,060	104,060	103,060
641304 Sewer	33,942	37,678	17,310	36,786	36,786	47,200
641306 Stormwater	24,772	25,159	12,553	27,585	27,585	27,585
641307 Telephone	17,898	17,013	7,163	17,420	17,420	17,719
641308 Cellular Phones	4,405	6,599	2,015	5,212	5,212	6,188
641399 Other Utilities	1,559,089	1,589,657	620,140	1,650,000	1,650,000	1,930,000
641500 Tipping Fees	26,397	5,752	1,392	13,500	13,500	10,000
641600 Building Repairs & Maint.	24,395	-	-	-	-	-
641800 Equipment Repairs & Maint.	19,417	3,048	1,015	82,800	82,800	62,700
642000 Facilities Charges	281,996	301,007	56,468	338,145	338,145	336,076
642400 Software Support	84,511	88,608	98,203	94,150	94,150	94,095
642501 CEA Operations/Maint.	181,753	165,724	51,369	178,461	178,461	185,787
642502 CEA Depreciation/Replace.	178,016	174,331	40,769	169,142	169,142	256,905
642503 CEA Capital	(62,356)	(48,794)	-	-	-	-
643000 Health Services	-	140	-	-	-	-
643200 Lab Fees	22,601	62,194	3,168	59,263	59,263	28,877
644000 Snow Removal Services	501	1,507	684	5,000	5,000	5,000
645400 Grounds Repair & Maintenance	4,903	6,673	-	4,000	4,000	6,000
650100 Insurance	71,783	85,092	41,915	178,442	178,442	172,080
650102 Injuries/Damages Insurance	62,576	61,608	32,435	-	-	-
659900 Other Contracts/Obligation	58,801	18,245	14,411	26,855	26,855	27,605
TOTAL PURCHASED SVCS	5,745,736	6,794,360	1,496,147	4,565,193	13,462,583	7,736,084
Miscellaneous Expense						
660100 Depreciation Expense	4,132,173	4,223,209	1,866,920	4,650,000	4,650,000	4,750,000
662300 Uncollectable Accounts	2,241	946	-	8,000	8,000	5,000
672000 Interest Payments	1,603,895	1,524,319	549,010	1,470,307	1,470,307	1,287,941
673000 Debt Issuance Costs	98,722	123,211	-	100,000	100,000	100,000
675100 Gain/Loss on Refund Amort.	212,552	179,806	61,245	146,991	146,991	119,447
TOTAL MISCELLANEOUS EXP	6,049,583	6,051,491	2,477,175	6,375,298	6,375,298	6,262,388
Capital Outlay						
680200 Land Improvements	81,301	206,681	160	-	21,873	725,000
680300 Buildings	56,040	49,487	6,359	800,000	839,171	-
680401 Machinery & Equipment	-	-	-	125,000	125,000	60,000
680905 Water Mains	3,380,088	4,983,426	179,996	2,270,115	2,696,399	2,154,340
681500 Software Acquisition	-	-	-	-	-	45,000
689900 Other Capital Outlay	(5,094,620)	(8,083,112)	-	-	-	-
TOTAL CAPITAL OUTLAY	(1,577,191)	(2,843,518)	186,515	3,195,115	3,682,443	2,984,340
Transfers						
791100 Transfer Out - General Fund	1,924,916	1,922,051	853,850	2,075,800	2,075,800	2,108,800
791400 Transfer Out - Capital Project	-	-	-	-	-	-
TOTAL TRANSFERS	1,924,916	1,922,051	853,850	2,075,800	2,075,800	2,108,800
TOTAL EXPENSE	16,719,053	16,366,480	6,734,215	21,659,494	31,049,936	24,665,677

CITY OF APPLETON 2023 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Charges for Services	\$ 19,522,640	\$ 19,594,261	\$ 19,018,500	\$ 19,600,000	\$ 19,483,500
Miscellaneous	530,965	636,980	566,700	566,700	553,700
Total Revenues	<u>20,053,605</u>	<u>20,231,241</u>	<u>19,585,200</u>	<u>20,166,700</u>	<u>20,037,200</u>
Expenses					
Operation and Maintenance	8,646,593	8,411,418	9,381,796	9,465,528	10,621,762
Depreciation	4,132,173	4,223,208	4,650,000	4,600,000	4,750,000
Amortization of early retirement	684,668	684,668	-	-	-
Total Expenses	<u>13,463,434</u>	<u>13,319,294</u>	<u>14,031,796</u>	<u>14,065,528</u>	<u>15,371,762</u>
Operating Income (Loss)	6,590,171	6,911,947	5,553,404	6,101,172	4,665,438
Non-Operating Revenues (Expenses)					
Investment Income	538,600	(143,909)	200,000	-	200,000
Interest Expense	(1,603,895)	(1,524,319)	(1,470,307)	(1,246,274)	(1,287,941)
Gain/Loss on Refunding	(212,552)	(179,806)	(146,991)	(146,991)	(119,447)
Gain/Loss on Asset Disposal	-	(177,896)	-	-	-
Amortization of Premium on Debt	509,650	402,761	278,413	278,413	286,427
Debt Issue Costs	(98,722)	(123,211)	(100,000)	-	(100,000)
Other	19,655	19,509	4,500	4,500	4,200
Total Non-Operating	<u>(847,264)</u>	<u>(1,726,871)</u>	<u>(1,234,385)</u>	<u>(1,110,352)</u>	<u>(1,016,761)</u>
Net Income Before Contributions and Transfers	5,742,907	5,185,076	4,319,019	4,990,820	3,648,677
Contributions and Transfers In (Out)					
Capital Contributions	247,201	2,886,762	581,750	581,750	-
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,911,116)	(1,908,251)	(2,062,000)	(2,064,000)	(2,095,000)
Change in Net Assets	4,065,192	6,149,787	2,824,969	3,494,770	1,539,877
Net Assets - Beginning	<u>98,850,623</u>	<u>102,915,815</u>	<u>109,065,602</u>	<u>109,065,602</u>	<u>112,560,372</u>
Net Assets - Ending	<u>\$102,915,815</u>	<u>\$ 109,065,602</u>	<u>\$ 111,890,571</u>	<u>\$ 112,560,372</u>	<u>\$ 114,100,249</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 13,404,186	\$ 7,129,150
+ Change in Net Assets	3,494,770	1,539,877
- Capital Contributions	(581,750)	-
+ Depreciation	4,600,000	4,750,000
+ Long Term Debt	-	2,500,000
- Fixed Assets	(13,141,310)	(5,632,727)
+ Construction Funds Available	2,918,254	-
- Software Acquisition/ERP Implementation	-	(45,000)
- Principal Repayment	(3,565,000)	(3,695,000)
Working Cash - End of Year	<u>\$ 7,129,150</u>	<u>\$ 6,546,300</u>

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2022 Budget	2022 Projected	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Revenues							
Charges for Services	\$ 19,018,500	\$ 19,600,000	\$ 19,483,500	\$ 19,580,918	\$ 19,678,822	\$ 19,777,216	\$ 19,876,102
Miscellaneous	566,700	566,700	553,700	564,774	576,069	587,591	599,343
Total Revenues	<u>19,585,200</u>	<u>20,166,700</u>	<u>20,037,200</u>	<u>20,145,692</u>	<u>20,254,892</u>	<u>20,364,807</u>	<u>20,475,445</u>
Expenses							
Operating Expenses	9,381,796	9,465,528	10,621,762	10,951,265	12,624,803	12,543,197	11,976,743
Depreciation	4,650,000	4,600,000	4,750,000	4,850,000	4,925,000	5,000,000	5,075,000
Total Expenses	<u>14,031,796</u>	<u>14,065,528</u>	<u>15,371,762</u>	<u>15,801,265</u>	<u>17,549,803</u>	<u>17,543,197</u>	<u>17,051,743</u>
Operating Income	5,553,404	6,101,172	4,665,438	4,344,427	2,705,089	2,821,610	3,423,702
Non-Operating Revenues (Expenses)							
Interest Income	200,000	-	200,000	150,000	100,000	100,000	100,000
Interest Expense	(1,470,307)	(1,246,274)	(1,287,941)	(1,261,157)	(1,216,351)	(1,199,894)	(1,184,132)
Gain/Loss on Refunding	(146,991)	(146,991)	(119,447)	(97,376)	(75,024)	(55,553)	(42,010)
Amortization of Debt Premium	278,413	278,413	286,427	255,220	222,987	193,287	168,121
Debt Issuance Expense	(100,000)	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Other	4,500	4,500	4,200	4,200	4,200	4,200	4,200
Total Non-Operating	<u>(1,234,385)</u>	<u>(1,110,352)</u>	<u>(1,016,761)</u>	<u>(1,049,113)</u>	<u>(1,064,188)</u>	<u>(1,057,960)</u>	<u>(1,053,821)</u>
Net Income Before Transfers	4,319,019	4,990,820	3,648,677	3,295,313	1,640,901	1,763,651	2,369,881
Contributions and Transfers In (Out)							
Capital Contributions	581,750	581,750	-	-	-	-	-
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(2,062,000)	(2,064,000)	(2,095,000)	(2,120,000)	(2,145,000)	(2,170,000)	(2,195,000)
Change in Net Assets	2,824,969	3,494,770	1,539,877	1,161,513	(517,899)	(420,149)	161,081
Total Net Assets - Beginning	<u>109,065,602</u>	<u>109,065,602</u>	<u>112,560,372</u>	<u>114,100,249</u>	<u>115,261,762</u>	<u>114,743,863</u>	<u>114,323,714</u>
Total Net Assets - Ending	<u>\$ 111,890,571</u>	<u>\$ 112,560,372</u>	<u>\$ 114,100,249</u>	<u>\$ 115,261,762</u>	<u>\$ 114,743,863</u>	<u>\$ 114,323,714</u>	<u>\$ 114,484,795</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	13,404,186	7,129,150	6,676,300	7,619,616	7,137,980	6,519,359	
+ Change in Net Assets	3,494,770	1,539,877	1,161,513	(517,899)	(420,149)	161,081	
+ Depreciation	4,600,000	4,750,000	4,850,000	4,925,000	5,000,000	5,075,000	
+ Long Term Debt	-	2,500,000	2,000,000	2,500,000	2,500,000	1,500,000	
- Contributed Capital	(581,750)	-	-	-	-	-	
- Fixed Assets	(13,141,310)	(5,632,727)	(3,298,197)	(3,438,737)	(3,523,472)	(2,566,668)	
+ Construction Funds Available	2,918,254	-	-	-	-	-	
- Software Acquisition	-	(45,000)	-	-	-	-	
- Principal Repayment	(3,565,000)	(3,565,000)	(3,770,000)	(3,950,000)	(4,175,000)	(3,460,000)	
Working Cash - End of Year	<u>\$ 7,129,150</u>	<u>\$ 6,676,300</u>	<u>\$ 7,619,616</u>	<u>\$ 7,137,980</u>	<u>\$ 6,519,359</u>	<u>\$ 7,228,772</u>	
25% Working Capital Reserve (prior year's audited expenses)		3,193,951	3,501,176	3,583,106	3,996,538	3,978,273	
Coverage Ratio		2.37	1.99	1.87	1.50	1.48	1.86

ASSUMPTIONS:

Borrow for capital expenditures as needed based on cash flow needs; this will be 60-70% of fixed asset costs for years 2024-2027.
Interest rate at 5% twenty-year term for all future debt issues.
Revenue increases of .5% per year for additional customer base and includes annual billing system maintenance fee allocation starting in 2024.
Operating expenses to increase 3% per year after 2023, includes annual billing system maintenance fee allocation starting in 2024, and tower painting project costs for 2025 and 2026.
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 2023 BUDGET
WATER UTILITY
LONG TERM DEBT**

	2012		2013		2014	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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	-
<hr/>						
	<u>\$ 1,495,000</u>	<u>\$ 226,696</u>	<u>\$ 4,790,000</u>	<u>\$ 1,143,827</u>	<u>\$ 2,705,000</u>	<u>\$ 643,300</u>

	2015		2016		2020	
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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	-
<hr/>						
	<u>\$ 13,900,000</u>	<u>\$ 1,752,650</u>	<u>\$ 2,800,000</u>	<u>\$ 647,700</u>	<u>\$ 6,865,000</u>	<u>\$ 1,319,219</u>

	2021		TOTAL		
	Revenue Refunding Bonds		Principal	Interest	Total
	Principal	Interest			
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
<hr/>					
	<u>\$ 8,110,000</u>	<u>\$ 1,976,742</u>	<u>\$ 40,665,000</u>	<u>\$ 7,710,134</u>	<u>\$ 48,375,134</u>

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of \$2,500,000 will be issued in 2023. Expected interest expense of the issue in 2023 is \$41,667 at 5%.

CITY OF APPLETON 2023 BUDGET

WASTEWATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 EVENTS

WASTEWATER TREATMENT

2019 AWWTP Improvement Projects: Piping Projects (Blended Sludge, Waste Gas System, and Filtrate Piping), Compressor Replacement, and RAS Pump Replacement: This 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 1970s 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. Substantial completion occurred in February 2022 with equipment startup.

Secondary Clarifier Drive Rebuilds: This project involves 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 September 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 late 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.

AWWTP Blended Sludge Piping Replacement Project: This CIP involves replacement of eroded and corroded ductile iron blended sludge pipe including preliminary heating exchange unit. The preliminary design phase was completed in the first half of 2022. Project bidding occurred in July 2022 with active construction initiating in early Fall 2022. Final completion is not expected until sometime in early 2023.

Grit Vortex Drive Replacement: This CIP involves the replacement of the current grit vortex drive units which have reached their useful life. The scope of work was bundled with the 2022 AWWTP Blended Sludge Piping Replacement Project bidding documents. Final completion is not expected until sometime in early 2023 based on projected equipment lead times.

Electrical Upgrades: 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. In 2022, the electrical project finished the remodeling of the E-Building and installed the new substations in the E-Building and V-Building. The project is scheduled to be completed in 2023.

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.
Extended sewer service east of HWY 441 to serve Outagamie County Landfill expansion.
Continued annual full lateral replacement program in an effort to reduce clearwater infiltration into the system.

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 2023 budget continues implementation of the recommendations of the 2020 Rate Study for the annual rate increases of 4% effective January 1, 2022 through 2026, in order to meet cash flow needs.

CITY OF APPLETON 2023 BUDGET WASTEWATER UTILITY

MAJOR 2023 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.

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, 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 bring the service up to present day safety standards.

Continue the full lateral replacement 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 programming sewer spot repairs, protruding taps, and mineral deposits.

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WDNR requirements.

Begin implementation of new billing system within the ERP software system.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 12,212,959	\$ 15,585,004	\$ 12,886,656	\$ 12,886,656	\$ 14,030,285	8.87%
Program Expenses							
5411	Utility Administration	297,195	284,808	334,791	334,791	344,169	2.80%
5412	Finance Administration	4,870,008	4,804,503	5,642,740	5,642,740	6,434,631	14.03%
5422	Treatment	3,921,816	4,082,264	4,785,660	4,938,780	4,915,699	2.72%
5423	Biosolids Management	598,152	630,752	840,669	840,669	922,026	9.68%
5425	Lift Stations	111,158	123,272	142,820	145,582	164,143	14.93%
5427	Collection Systems	699,097	929,959	913,742	1,013,663	1,057,550	15.74%
5431	Public Works Capital	909,416	699,265	2,089,551	4,102,933	1,620,745	-22.44%
5432	Utility Capital	47,475	836	16,068,750	22,098,636	11,903,465	-25.92%
Total Program Expenses		\$ 11,454,317	\$ 11,555,659	\$ 30,818,723	\$ 39,117,794	\$ 27,362,428	-11.21%
Expenses Comprised Of:							
Personnel		2,476,224	2,157,206	2,884,601	2,884,601	2,976,287	3.18%
Travel & Training		4,650	2,376	7,500	7,500	7,400	-1.33%
Supplies & Materials		747,325	872,833	783,345	799,037	1,125,910	43.73%
Purchased Services		6,645,341	7,824,941	11,762,083	17,660,942	14,210,042	20.81%
Miscellaneous Expense		4,163,791	4,550,215	5,008,938	5,008,938	5,713,720	14.07%
Capital Outlay		(2,760,279)	(4,031,793)	10,191,806	12,576,326	3,146,619	-69.13%
Transfers Out		177,265	179,881	180,450	180,450	182,450	1.11%
Full Time Equivalent Staff:							
Personnel allocated to programs		28.71	29.40	29.29	29.29	29.29	

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer to 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 for general customers on 1/1/2023 as recommended in the 2020 rate study and a 5% rate increase for hauled waste customers; this is contingent on the Utilities Committee approval prior to adoption of the 2023 budget.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 716,047	\$ (215,696)	\$ 200,000	\$ 200,000	\$ 200,000
473000 Interest - Deferred Specials	11,645	13,387	10,000	10,000	10,000
481400 Industrial Pre-Treatment	5,023	2,978	4,500	4,500	4,500
482101 Residential Service	3,962,054	4,893,943	5,110,000	5,110,000	5,300,000
482102 Multi-family Service	340,900	424,452	425,000	425,000	450,000
482200 Commercial Service	776,155	1,064,653	1,015,000	1,015,000	1,100,000
482300 Industrial Service	3,164,069	3,812,242	3,385,000	3,385,000	3,750,000
482400 Municipal Service	226,784	323,758	300,000	300,000	345,000
500100 Fees & Commissions	9,032	7,325	7,500	7,500	7,500
500400 Sale of City Property	508	2,068	-	-	-
501000 Miscellaneous Revenue	28,335	31,207	20,000	20,000	25,000
502100 Capital Contributions	647,282	2,663,324	189,975	189,975	-
503500 Other Reimbursements	12,279	3,723	3,000	3,000	3,000
507100 Customer Penalty	9,279	39,428	40,000	40,000	40,500
508200 Insurance Proceeds	12,818	900	-	-	-
508400 Special Hauled Waste	2,147,510	2,368,363	2,000,000	2,000,000	2,500,000
Total Revenue	\$ 12,069,720	\$ 15,436,055	\$ 12,709,975	\$ 12,709,975	\$ 13,735,500
Expenses					
610100 Regular Salaries	\$ 166,519	\$ 162,596	\$ 182,576	\$ 182,576	\$ 191,701
610400 Call Time	15	50	-	-	-
610500 Overtime Wages	211	197	2,535	2,535	2,662
610800 Part-Time Wages	226	156	1,847	1,847	1,567
615000 Fringes	55,863	59,543	69,552	69,552	71,000
620100 Training/Conferences	4,233	2,251	7,000	7,000	7,000
630100 Office Supplies	2,933	3,071	3,000	3,000	3,000
630200 Subscription	-	283	300	300	300
630300 Memberships & Licenses	7,771	5,913	8,400	8,400	8,665
630400 Postage/Freight	1,192	1,285	2,500	2,500	2,500
630500 Awards & Recognition	294	115	300	300	300
630600 Building Maint./Janitorial	10,588	10,436	10,500	10,500	7,000
630700 Food & Provisions	406	379	400	400	400
632001 City Copy Charges	3,058	4,635	3,500	3,500	3,900
632002 Outside Printing	637	1,455	1,200	1,200	1,200
632101 Uniforms	83	22	-	-	-
632300 Safety Supplies	6,956	4,615	5,500	5,500	5,500
632700 Miscellaneous Equipment	2,593	3,593	8,500	8,500	8,000
640100 Accounting/Audit Fees	-	220	-	-	-
640400 Consulting Services	1,970	-	-	-	-
640700 Solid Waste/Recycling	2,343	2,236	2,500	2,500	2,550
640800 Contractor Fees	1,975	2,017	3,500	3,500	3,625
641200 Advertising	677	359	1,000	1,000	1,000
641307 Utilities	13,974	15,551	15,645	15,645	16,665
642501 CEA Equip. Rental	2,740	3,830	4,536	4,536	5,634
659900 Other Contracts/Obligation	9,938	-	-	-	-
Total Expense	\$ 297,195	\$ 284,808	\$ 334,791	\$ 334,791	\$ 344,169

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

The City will begin a project in 2023 to move the Utility Billing system to the ERP system. The cost to install this module will be allocated to Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year. The salary budget also includes overtime for staff involved in the project.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
500400 Sale of City Property	\$ -	\$ 35	\$ -	\$ -	\$ -
500600 Gain (Loss) on Asset Disposal	(1,507)	(78,370)	-	-	-
591100 Premium on Debt Issue	112,833	206,517	166,681	166,681	280,785
Total Revenue	\$ 111,326	\$ 128,182	\$ 166,681	\$ 166,681	\$ 280,785
Expenses					
610100 Regular Salaries	\$ 114,569	\$ 113,388	\$ 125,225	\$ 125,225	\$ 137,075
610500 Overtime Wages	1,330	688	-	-	1,376
615000 Fringes	106,777	(322,093)	43,926	43,926	48,270
630400 Postage/Freight	21,812	15,846	19,000	19,000	20,000
632001 City Copy Charges	1,141	-	-	-	-
632002 Outside Printing	1,966	3,600	3,200	3,200	3,800
640100 Accounting/Audit Fees	26,802	11,714	12,000	12,000	12,350
640300 Bank Service Fees	19,347	17,759	20,000	20,000	20,000
643700 Treatment Services	66,636	64,065	68,000	68,000	68,000
650100 Insurance	168,572	169,440	162,001	162,001	182,590
660100 Depreciation Expense	3,055,995	3,249,547	3,525,000	3,525,000	3,725,000
662300 Uncollectable Accounts	1,286	938	4,000	4,000	4,000
663100 Joint Meter Expense	492,124	487,780	475,917	475,917	495,695
672000 Interest Payments	468,022	687,198	864,021	864,021	1,329,025
673000 Debt Issuance Costs	146,364	124,752	140,000	140,000	160,000
681500 Software Acquisition	-	-	-	-	45,000
791100 Transf Out - General Fund	177,265	179,881	180,450	180,450	182,450
Total Expense	\$ 4,870,008	\$ 4,804,503	\$ 5,642,740	\$ 5,642,740	\$ 6,434,631

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Joint Meter Expense</u>	
City service invoice postage	\$ 19,500	Allocation from Water	\$ 135,195
Box rental & caller service	500	Meter depreciation	220,000
	<u>\$ 20,000</u>	Return on investment on net fixed assets - meters	140,500
			<u>\$ 495,695</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	65,000
<u>Treatment Services</u>			<u>\$ 182,450</u>
Sewer charges from other sanitation districts for Appleton residences served	\$ 68,000		
	<u>\$ 68,000</u>		

**CITY OF APPLETON 2023 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:

Increased expenditures are the result of lingering supply chain issues, sustained high demands for goods and services, and spikes in commodity prices. Coupled with inflationary increases, the cost of operations, equipment, and construction have increased beyond prior years forecasts.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 1,054,551	\$ 1,025,868	\$ 1,121,716	\$ 1,121,716	\$ 1,147,916
610400 Call Time Wages	4,211	4,883	8,200	8,200	8,200
610500 Overtime Wages	34,981	62,610	40,050	40,050	51,128
610800 Part-Time Wages	3,336	2,788	11,587	11,587	11,731
615000 Fringes	359,016	383,027	446,720	446,720	431,292
630100 Office Supplies	-	109	-	-	-
630901 Shop Supplies & Tools	35,174	61,741	32,500	32,738	52,000
631000 Chemicals	396,688	481,005	484,000	487,254	724,000
631600 Other Supplies	10,257	4,768	13,500	13,500	14,500
632101 Uniforms	4,751	5,305	6,100	6,100	6,100
632200 Gas Purchases	4,531	173	500	500	500
632400 Medical/Lab Supplies	16,742	24,449	22,500	22,500	25,000
632601 Repair Parts	174,160	153,234	120,000	129,438	167,500
632700 Miscellaneous Equipment	24,032	38,773	12,000	12,000	12,000
639000 Loss on Obsolete Inventory	-	16,761	-	-	-
640202 Recording/Filing Fees	37,251	42,771	43,000	43,000	45,000
640400 Consulting Services	1,890	4,880	60,000	60,000	85,000
640800 Contractor Fees	55,493	87,313	391,500	422,607	76,350
641300 Utilities	882,450	1,078,055	965,570	965,570	1,135,720
641500 Tipping Fees	3,094	2,500	3,500	3,500	3,500
641600 Building Repairs & Maint.	163,263	155,388	200,000	284,083	325,000
641800 Equipment Repairs & Maint.	126,508	20,502	247,500	272,500	42,500
642000 Facilities Charges	456,167	392,243	478,535	478,535	469,179
642400 Software Support	14,535	16,014	17,000	17,000	18,000
642501 CEA Equip. Rental	29,200	22,566	20,817	20,817	25,143
643200 Lab Fees	21,336	22,217	22,365	22,365	21,940
644000 Snow Removal Services	4,066	5,206	3,500	3,500	3,500
645400 Grounds Repair & Maint.	6,604	6,881	7,500	7,500	7,500
659900 Other Contracts/Obligation	4,212	4,122	5,500	5,500	5,500
689900 Other Capital Outlay	(6,683)	(43,888)	-	-	-
Total Expense	\$ 3,921,816	\$ 4,082,264	\$ 4,785,660	\$ 4,938,780	\$ 4,915,699

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Grit removal	\$ 4,000
Struvite removal	20,000
Lab equipment inspections	11,850
Safety inspections	5,500
MCC electrical testing	10,000
Pipe insulation replacement	10,000
Miscellaneous repair needs	15,000
Total	\$ 76,350

Chemicals

Iron salts	\$ 325,000
DAF polymer	40,000
BFP coagulant	231,000
Sodium hypochlorite	70,000
Sodium bisulfite	35,000
Scale inhibitor	15,500
Other chemicals	7,500
Total	\$ 724,000

Equipment Repairs & Maintenance

Generator maintenance	\$ 12,500
Repair effluent screw pump bearing	5,000
Repair service calls	25,000
Total	\$ 42,500

Medical Lab Supplies

Supplies	\$ 16,000
Benchware	1,500
Chemicals for tests	7,500
Total	\$ 25,000

Consulting Services

SCADA Conditions assessment	\$ 50,000
Computer modeling ammonia study	25,000
Miscellaneous engineering studies	10,000
Total	\$ 85,000

Repair Parts

Pumps & Motors	\$ 100,000
Valves, piping and bearings	50,000
Instrumentation parts	7,500
Inventory management	10,000
Total	\$ 167,500

Lab Fees

Receiving station testing	\$ 10,000
Process testing	7,500
High-strength customer testing	3,690
Miscellaneous testing	750
Total	\$ 21,940

Building Repairs & Maintenance

Painting	\$ 100,000
Asbestos removal	100,000
Masonry improvements	100,000
Crack Sealing	25,000
Total	\$ 325,000

Shop Supplies & Tools

Shop supplies	\$ 42,000
Small hand tools	10,000
Total	\$ 52,000

Software Support

GE Fanuc Software	\$ 12,000
Modicon Software	3,500
Hach Wims support	2,500
Total	\$ 18,000

Recording/Filing Fees

DNR Fees	\$ 45,000
Total	\$ 45,000

**CITY OF APPLETON 2023 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 2023 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 71,638	\$ 74,956	\$ 79,111	\$ 79,111	\$ 83,066
610500 Overtime Wages	4,049	1,523	2,658	2,658	2,790
615000 Fringes	24,651	27,763	29,409	29,409	30,050
631603 Other Misc. Supplies	1,683	4,749	1,000	1,000	2,500
632200 Gas Purchases	58	-	2,500	2,500	3,500
632700 Miscellaneous Equipment	-	1,117	-	-	-
640800 Contractor Fees	444,558	471,189	650,000	650,000	725,000
641300 Utilities	328	325	450	450	450
642501 CEA Equip. Rental	17,254	22,844	20,206	20,206	24,350
643200 Lab Fees	3,897	4,881	7,335	7,335	7,320
659900 Other Contracts/Obligation	30,036	21,405	48,000	48,000	43,000
Total Expense	\$ 598,152	\$ 630,752	\$ 840,669	\$ 840,669	\$ 922,026

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Compost pad processing	\$ 100,000
Biosolids transport/application	575,000
Biosolids incorporation	50,000
	<u>\$ 725,000</u>

Other Contracts/Obligations

City staff hauling to compost site	\$ 35,000
City staff brush handling	3,000
Pad maintenance by City staff	5,000
	<u>\$ 43,000</u>

**CITY OF APPLETON 2023 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 fourteen lift stations where sewage is pumped to the Wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

Increase in Contractor Fees is to facilitate cleaning and removal of debris that collects in the wet well screen at Lawe Street Lift Station.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610200 Labor Pool Allocations	\$ 36,971	\$ 46,932	\$ 41,419	\$ 41,419	\$ 43,490
610500 Overtime Wages	2,204	1,055	2,190	2,190	2,300
615000 Fringes	14,496	18,501	18,506	18,506	18,848
632601 Repair Parts	1,117	7,869	5,000	7,762	8,000
632700 Miscellaneous Equipment	1,116	567	-	-	-
640400 Consulting Services	-	-	7,500	7,500	7,500
640800 Contractor Fees	16,173	6,317	10,000	10,000	25,000
641300 Utilities	37,420	40,525	48,205	48,205	54,005
641800 Equipment Repairs & Maint.	1,661	1,506	10,000	10,000	5,000
Total Expense	<u>\$ 111,158</u>	<u>\$ 123,272</u>	<u>\$ 142,820</u>	<u>\$ 145,582</u>	<u>\$ 164,143</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Trolley system	\$ 17,500
Miscellaneous fees to maintain stations	7,500
	<u>\$ 25,000</u>

**CITY OF APPLETON 2023 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: "Responsibility deliver 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 increase in contractor fees is the result of root control program funding (alternate year program) and additional funding allocated for unanticipated sewer repairs/liners based on historical expenditures.

The patch program increase included in Contractor Fees reflects reallocation of funding from the wastewater capital project accounts.

Per the Sanitary Lateral Policy, \$10,000 has been included in Consulting Services to continue the lateral televising in advance of replacment in 2025.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Svc	\$ 16,830	\$ 14,668	\$ 10,000	\$ 10,000	\$ 14,000
490800 Misc Intergov Charges	15,083	6,099	-	-	-
Total Revenue	\$ 31,913	\$ 20,767	\$ 10,000	\$ 10,000	\$ 14,000
Expenses					
610100 Regular Salaries	\$ 296,485	\$ 330,004	\$ 351,687	\$ 351,687	\$ 364,828
610400 Call Time Wages	955	1,275	1,500	1,500	1,500
610500 Overtime Wages	3,598	4,249	5,200	5,200	5,200
610800 Part-Time Wages	23	4,613	-	-	-
615000 Fringes	96,203	123,884	132,142	132,142	132,528
620100 Training/Conferences	417	125	500	500	400
630300 Memberships & Licenses	1,256	1,247	-	-	1,300
630500 Awards & Recognition	46	252	245	245	245
630901 Shop Supplies & Tools	1,020	3,913	2,500	2,500	2,500
632201 Outside Printing	1,061	1,543	-	-	2,000
632501 Construction Materials	9,204	6,368	10,000	10,000	10,000
632700 Miscellaneous Equipment	2,770	3,416	4,700	4,700	4,700
640400 Consulting Services	170,302	178,614	164,500	164,500	164,500
640800 Contractor Fees	28,856	169,610	126,000	225,921	210,000
641300 Utilities	6,853	2,353	7,918	7,918	7,532
641500 Tipping Fees	6,728	4,378	7,000	7,000	7,000
641800 Equipment Repairs & Maint.	449	-	-	-	-
642400 Software Support	1,260	1,327	2,350	2,350	2,350
642501 CEA Equip. Rental	66,224	85,239	91,000	91,000	134,467
659900 Other Contracts/Obligation	5,387	7,549	6,500	6,500	6,500
Total Expense	\$ 699,097	\$ 929,959	\$ 913,742	\$ 1,013,663	\$ 1,057,550

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Sewer TV & cleaning	\$ 150,000
Flow monitoring - Kensington	4,500
Lateral Televising	10,000
	<u>\$ 164,500</u>

Contractor Fees

Lateral cleaning	\$ 1,000
Protruding tap/Grouting	40,000
Liners/Unanticipated failures	80,000
AquaPriori - I/I	9,000
Root Control (odd years)	25,000
Patch program	55,000
	<u>\$ 210,000</u>

**CITY OF APPLETON 2023 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: "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:

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 2023 CIPs:

	<u>2023 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	<u>\$ 1,620,745</u>	Projects, pg. 624

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2023 BUDGET

WASTEWATER UTILITY

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 17,114	\$ 18,081	\$ 115,191	\$ 115,191	\$ 131,522
610500 Overtime Wages	4,433	5,960	5,000	5,000	5,000
610800 Part-Time Wages	612	508	3,346	3,346	3,461
615000 Fringes	1,187	4,197	43,308	43,308	47,786
632500 Materials	229	225	-	-	-
640400 Consulting Services	37,434	25,638	200,000	208,000	200,000
640800 Contractor Fees	3,779	735	-	-	-
641500 Tipping Fees	2,573	-	-	-	-
642501 CEA Equip. Rental	-	-	5,900	5,900	6,357
659900 Other Contracts/Obligation	400	1,159	-	-	-
680903 Sanitary Sewers	3,985,960	2,942,541	1,716,806	3,722,188	1,226,619
689900 Other Capital Outlay	(3,144,305)	(2,299,779)	-	-	-
Total Expense	<u>\$ 909,416</u>	<u>\$ 699,265</u>	<u>\$ 2,089,551</u>	<u>\$ 4,102,933</u>	<u>\$ 1,620,745</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Waste-water Utility
Labor Pool				187,769
CEA				6,357
Consulting Services				
	Glacier Ridge LS abandonment			100,000
	Lawe St - South Island St force main			100,000
	Subtotal			200,000
Miscellaneous Construction				
	Surface Restoration 2023 Asphalt Paving (B-23)			18,774
	Surface Restoration 2023 Concrete Paving			30,135
	Referendum related items			200,000
	Subtotal			248,909
New Construction				
	Lightning Dr	Baldeagle Dr	Providence Ave	87,750
	Subtotal			87,750
Reconstruction - liner				
	Erb St			81,691
	Lawrence St			38,440
	Wayne St			17,429
	Subtotal			137,560
Reconstruction (on streets to be paved in 2024)				
	Alice St	Drew St	Union St	121,000
	Linwood Ave	College Ave	Summer Ave	386,050
	Rankin St	College Ave	Alton St	31,850
	Summit St	Packard St	Elsie St	81,700
	Summit St	Prospect Ave	Fourth St	131,800
	Subtotal			752,400
Total				\$ 1,620,745

**CITY OF APPLETON 2023 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 2023 CIPs:

	<u>2023 Budget</u>	<u>Page</u>
Blended Sludge Piping and HEX Replacement	\$ 4,181,315	Projects, pg. 662
Belt Filter Press Upgrades - Phase II	4,900,000	Projects, pg. 666
Final Clarifier Underdrain Pump and Piping replacement	349,650	Projects, pg. 663
DAFT Polymer Feed System	225,000	Projects, pg. 661
Lift Station PLC Upgrades	57,500	Projects, pg. 665
Secondary Clarifier Sweep Replacement	215,000	Projects, pg. 668
Plant Road Replacement	450,000	Projects, pg. 638
L-Building HVAC Improvements	700,000	Projects, pg. 639
A-Building Ceiling and Lighting Replacement	275,000	Projects, pg. 635
MCC Replacement Phase 1	100,000	Projects, pg. 633
Lighting upgrades B, K & L Buildings	75,000	Projects, pg. 642
Roof and gutter replacements for A, S & V Buildings	375,000	Projects, pg. 644
	<u>\$ 11,903,465</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 5-year term WPDES permit to be reissued on October 1, 2022 will include low-level effluent limits for TMDL phosphorus effective date of January 1, 2023. Wastewater staff will closely evaluate phosphorus effluent quality trends in relation to compliance with TMDL limits to determine if process improvements might be required as part of future capital planning.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
640400 Consulting Services	\$ 525,625	\$ 741,948	\$ 193,750	\$ 2,317,054	\$ 875,083
640800 Contractor Fees	3,021,599	3,874,523	7,400,000	10,927,444	9,153,382
659900 Other Contracts/Obligation	95,501	15,030	-	-	-
680200 Land Improvements	216,972	320,224	300,000	425,675	450,000
680300 Buildings	837,973	1,092,971	7,950,000	8,143,777	1,425,000
680401 Machinery & Equipment	-	-	225,000	284,686	-
689900 Other Capital Outlay	(4,650,195)	(6,043,860)	-	-	-
Total Expense	\$ 47,475	\$ 836	\$ 16,068,750	\$ 22,098,636	\$ 11,903,465

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

DAF Polymer feed system	\$ 25,000
Belt Filter Press	300,000
Lift Station PLC Upgrades	7,500
Secondary Clarifier sweep replacement	25,000
Piping and heat exchanger replacement	380,120
Final Clarifier Underdrain replacement	37,463
MCC replacement	100,000
	<u>\$ 875,083</u>

Land Improvements

Plant road replacements	\$ 450,000
	<u>\$ 450,000</u>

Contractor Fees

DAF Polymer feed system	\$ 200,000
Belt Filter Press	4,600,000
Lift Station PLC upgrades	50,000
Secondary Clarifier sweep replacement	190,000
Piping and heat exchanger replacement	3,801,195
Final Clarifier Underdrain replacement	312,187
	<u>\$ 9,153,382</u>

Buildings

Roof and gutter replacements	\$ 375,000
Ceiling replacement	275,000
HVAC L-Building upgrades	700,000
Lighting upgrades	75,000
	<u>\$ 1,425,000</u>

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
471000 Interest on Investments	716,047	(215,695)	3,831	200,000	200,000	200,000
473000 Interest - Deferred Specials	11,645	13,388	125	10,000	10,000	10,000
480100 General Charges for Service	16,830	14,668	5,436	10,000	10,000	14,000
481400 Industrial Pre-Treatment	5,023	2,979	600	4,500	4,500	4,500
482101 Residential Service	3,962,054	4,893,944	-	5,110,000	5,110,000	5,300,000
482102 Multi-family Service	340,900	424,452	-	425,000	425,000	450,000
482200 Commercial Service	776,155	1,064,654	-	1,015,000	1,015,000	1,100,000
482300 Industrial Service	3,164,069	3,812,243	1,114,380	3,385,000	3,385,000	3,750,000
482400 Municipal Service	226,784	323,758	-	300,000	300,000	345,000
490800 Misc Intergovernmental Charges	15,083	6,099	-	-	-	-
500100 Fees & Commissions	9,032	7,325	-	7,500	7,500	7,500
500400 Sale of City Property	(999)	(76,267)	1,344	-	-	-
501000 Miscellaneous Revenue	28,335	31,208	2,282	20,000	20,000	25,000
502100 Capital Contributions	647,282	2,663,325	-	189,975	189,975	-
503500 Other Reimbursements	12,279	3,723	464	3,000	3,000	3,000
507100 Customer Penalty	9,279	39,429	-	40,000	40,000	40,500
508200 Insurance Proceeds	12,818	900	-	-	-	-
508400 Special Hauled Waste	2,147,510	2,368,363	632,530	2,000,000	2,000,000	2,500,000
591100 Premium on Debt Issue	112,833	206,518	113,640	166,681	166,681	280,785
TOTAL PROGRAM REVENUES	12,212,959	15,585,014	1,874,632	12,886,656	12,886,656	14,030,285
Personnel						
610100 Regular Salaries	583,276	546,479	180,375	466,355	466,355	613,529
610200 Labor Pool Allocations	1,152,890	1,157,406	414,355	1,549,090	1,549,090	1,478,310
610299 Capitalized Labor	(145,500)	(121,421)	-	-	-	-
610400 Call Time Wages	5,181	6,208	2,953	9,700	9,700	9,700
610500 Overtime Wages	50,805	76,282	22,413	57,633	57,633	70,456
610800 Part-Time Wages	4,197	8,065	375	16,780	16,780	16,759
611000 Other Compensation	7,955	8,028	3,541	1,480	1,480	7,759
611400 Sick Pay	8,517	10,422	10,088	-	-	-
611500 Vacation Pay	150,711	170,921	43,023	-	-	-
615000 Fringes	633,458	696,545	246,686	783,563	783,563	779,774
615099 Capitalized Fringe	(47,316)	(41,887)	-	-	-	-
617000 Pension Expense	66,629	(363,174)	-	-	-	-
617100 OPEB Expense	5,421	3,332	-	-	-	-
TOTAL PERSONNEL	2,476,224	2,157,206	923,809	2,884,601	2,884,601	2,976,287
Training-Travel						
620100 Training/Conferences	4,650	2,376	1,636	7,500	7,500	7,400
TOTAL TRAINING / TRAVEL	4,650	2,376	1,636	7,500	7,500	7,400
Supplies						
630100 Office Supplies	2,933	3,180	458	3,000	3,000	3,000
630200 Subscriptions	-	283	283	300	300	300
630300 Memberships & Licenses	9,027	7,159	5,786	8,400	8,400	9,965
630400 Postage/Freight	23,004	17,131	6,001	21,500	21,500	22,500
630500 Awards & Recognition	340	367	-	545	545	545
630600 Building Maint./Janitorial	10,588	10,436	3,191	10,500	10,500	7,000
630700 Food & Provisions	406	379	15	400	400	400
630901 Shop Supplies	28,247	47,147	21,756	23,000	23,000	42,500
630902 Tools & Instruments	7,947	18,507	2,883	12,000	12,238	12,000
631000 Miscellaneous Chemicals	7,188	4,810	4,995	10,000	10,000	7,500
631001 Phosphorus	207,496	224,139	160,958	227,000	227,056	325,000
631002 DAF Coagulant	15,994	21,859	12,486	50,000	50,000	40,000
631003 BFP Coagulant	107,856	168,158	71,375	130,000	133,198	231,000
631007 Sodium Hypochlorite	30,953	34,695	19,617	35,000	35,000	70,000
631008 Sodium Bisulfite	27,201	27,344	5,638	32,000	32,000	35,000
631024 Scale Inhibitor	-	-	-	-	-	15,500
631603 Other Misc. Supplies	11,940	9,517	5,209	14,500	14,500	17,000
632001 City Copy Charges	4,198	4,635	976	3,500	3,500	3,900
632002 Outside Printing	3,665	6,598	2,839	4,400	4,400	7,000
632101 Uniforms	4,834	5,328	2,007	6,100	6,100	6,100
632200 Gas Purchases	4,589	173	3,204	3,000	3,000	4,000
632300 Safety Supplies	6,956	4,615	291	5,500	5,500	5,500
632400 Medical/Lab Supplies	16,742	24,449	7,405	22,500	22,500	25,000

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
632501 Castings	5,733	5,422	490	4,000	4,000	4,000
632502 Concrete	3,181	909	658	3,000	3,000	3,000
632503 Other Materials	519	262	36	3,000	3,000	2,000
632504 Slurry	-	-	-	-	-	500
632505 Gravel	-	-	-	-	-	500
632507 Asphalt	-	-	-	-	-	-
632601 Repair Parts	175,277	161,103	155,231	125,000	137,200	175,500
632700 Miscellaneous Equipment	30,511	47,467	44,999	25,200	25,200	49,700
639000 Loss on Obsolete Inventory	-	16,761	-	-	-	-
TOTAL SUPPLIES	747,325	872,833	538,787	783,345	799,037	1,125,910
Purchased Services						
640100 Accounting/Audit Fees	26,802	11,934	-	12,000	12,000	12,350
640202 Recording/Filing Fees	37,251	42,771	-	43,000	43,000	45,000
640300 Bank Service Fees	19,346	17,759	1,163	20,000	20,000	20,000
640400 Consulting Services	737,220	951,080	192,471	625,750	2,757,054	1,332,083
640700 Solid Waste/Recycling Pickup	2,343	2,236	1,006	2,500	2,500	2,550
640800 Contractor Fees	3,572,434	4,611,704	1,079,883	8,581,000	12,239,472	10,168,357
641100 Temporary Help	-	-	-	-	-	-
641200 Advertising	677	359	-	1,000	1,000	1,000
641301 Electric	813,333	974,398	339,711	885,450	885,450	1,049,100
641302 Gas	18,846	61,670	14,340	37,200	37,200	49,500
641303 Water	68,842	58,685	11,844	73,250	73,250	72,750
641306 Stormwater	25,318	25,338	6,647	25,325	25,325	25,325
641307 Telephone	12,045	12,057	5,253	12,145	12,145	13,165
641308 Cellular Phones	2,639	4,660	1,019	4,418	4,418	4,532
641500 Tipping Fees	12,396	6,878	3,788	10,500	10,500	10,500
641600 Building Repairs & Maint.	163,263	155,388	67,849	200,000	284,083	325,000
641800 Equipment Repairs & Maint.	128,619	22,008	152	257,500	282,500	47,500
642000 Facilities Charges	456,167	392,243	104,850	478,535	478,535	469,179
642400 Software Support	15,796	17,341	14,976	19,350	19,350	20,350
642501 CEA Operations/Maint.	58,533	76,649	9,603	58,447	58,447	92,699
642502 CEA Depreciation/Replace.	81,265	80,330	16,140	84,012	84,012	103,252
642503 CEA Capital	(24,380)	(22,501)	-	-	-	-
643200 Lab Fees	25,233	27,097	4,286	29,700	29,700	29,260
643700 Treatment Services	66,636	64,065	16,019	68,000	68,000	68,000
644000 Snow Removal Services	4,066	5,206	4,071	3,500	3,500	3,500
645400 Grounds Repair & Maintenance	6,604	6,881	-	7,500	7,500	7,500
650100 Insurance	168,572	169,440	67,500	162,001	162,001	182,590
659900 Other Contracts/Obligation	145,475	49,265	23,017	60,000	60,000	55,000
TOTAL PURCHASED SVCS	6,645,341	7,824,941	1,985,588	11,762,083	17,660,942	14,210,042
Miscellaneous Expense						
660100 Depreciation Expense	3,055,995	3,249,547	1,390,500	3,525,000	3,525,000	3,725,000
662300 Uncollectable Accounts	1,286	938	-	4,000	4,000	4,000
663100 Joint Meter Expense	492,124	487,780	-	475,917	475,917	495,695
672000 Interest Payments	468,022	687,198	303,005	864,021	864,021	1,329,025
673000 Debt Issuance Costs	146,364	124,752	-	140,000	140,000	160,000
TOTAL MISCELLANEOUS EXP	4,163,791	4,550,215	1,693,505	5,008,938	5,008,938	5,713,720
Capital Outlay						
680100 Land	-	-	-	-	-	-
680200 Land Improvements	216,972	320,224	-	300,000	425,675	450,000
680300 Buildings	837,973	1,092,971	75,149	7,950,000	8,143,777	1,425,000
680401 Machinery & Equipment	-	-	-	225,000	284,686	-
680903 Sanitary Sewers	3,985,960	2,942,541	1,932,018	1,716,806	3,722,188	1,226,619
681500 Software Acquisition	-	-	-	-	-	45,000
689900 Other Capital Outlay	(7,801,184)	(8,387,529)	-	-	-	-
TOTAL CAPITAL OUTLAY	(2,760,279)	(4,031,793)	2,007,167	10,191,806	12,576,326	3,146,619
Transfers						
791100 Transfer Out - General Fund	177,265	179,881	48,938	180,450	180,450	182,450
TOTAL TRANSFERS	177,265	179,881	48,938	180,450	180,450	182,450
TOTAL EXPENSE	11,454,317	11,555,659	7,199,430	30,818,723	39,117,794	27,362,428

CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Charges for Services	\$ 8,486,792	\$ 10,533,719	\$ 10,235,000	\$ 10,550,000	\$ 10,945,000
Miscellaneous	2,227,049	2,459,126	2,085,000	2,700,000	2,594,500
Total Revenues	<u>10,713,841</u>	<u>12,992,845</u>	<u>12,320,000</u>	<u>13,250,000</u>	<u>13,539,500</u>
Expenses					
Operation and Maintenance	7,606,730	7,314,261	7,950,951	8,206,754	8,396,743
Depreciation	3,055,996	3,249,546	3,525,000	3,475,000	3,725,000
Total Expenses	<u>10,662,726</u>	<u>10,563,807</u>	<u>11,475,951</u>	<u>11,681,754</u>	<u>12,121,743</u>
Operating Income (Loss)	51,115	2,429,038	844,049	1,568,246	1,417,757
Non-Operating Revenues (Expenses)					
Interest Income	727,692	(202,307)	210,000	-	210,000
Interest Expense	(468,022)	(687,198)	(864,021)	(1,000,221)	(1,329,025)
Debt Issuance Costs	(146,364)	(124,752)	(140,000)	(164,863)	(160,000)
Gain/Loss on Asset Disposal	(1,507)	(78,370)	-	-	-
Amortization of Premium on Debt Issue	112,833	206,518	166,681	193,744	280,785
Other	12,818	3,003	-	-	-
Total Non-Operating	<u>237,450</u>	<u>(883,106)</u>	<u>(627,340)</u>	<u>(971,340)</u>	<u>(998,240)</u>
Net Income Before Contributions and Transfers	288,565	1,545,932	216,709	596,906	419,517
Contributions and Transfers In (Out)					
Capital Contributions	647,282	2,663,325	189,975	189,975	-
Trans Out - General Fund	<u>(177,265)</u>	<u>(179,881)</u>	<u>(180,450)</u>	<u>(181,150)</u>	<u>(182,450)</u>
Change in Net Assets	758,582	4,029,376	226,234	605,731	237,067
Net Assets - Beginning	<u>102,641,622</u>	<u>103,400,204</u>	<u>107,429,580</u>	<u>107,429,580</u>	<u>108,035,311</u>
Net Assets - Ending	<u>\$ 103,400,204</u>	<u>\$ 107,429,580</u>	<u>\$ 107,655,814</u>	<u>\$ 108,035,311</u>	<u>\$ 108,272,378</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	18,755,387	6,815,984
+ Change in Net Assets	605,731	237,067
+ Depreciation	3,475,000	3,725,000
+ Long Term Debt	11,866,410	9,500,000
- Contributed Capital	(189,975)	-
- Fixed Assets	(26,201,569)	(13,524,210)
- Software Acquisition/ERP Implementation	-	(45,000)
- Principal Repayment	(1,495,000)	(1,925,000)
+ Fixed Assets funded by DNR Replacement Fund	-	631,720
Working Cash - End of Year	<u>\$ 6,815,984</u>	<u>\$ 5,415,561</u>

RESERVE REQUIREMENTS

<u>Working Capital</u>		<u>DNR Fund</u>	
Prior Year Audited Expenditures	\$ 10,563,807	Fixed Asset Balance 12/31/21	\$ 51,016,456
- Depreciation	(3,249,546)	5% Requirement	<u>\$ 2,550,823</u>
+ Transfer to General Fund	179,881		
Net Prior Year Cash Expenditures	<u>\$ 7,494,142</u>	DNR Fund Balance 12/31/21	\$ 3,925,938
25% Working Capital Reserve Requirement	<u>\$ 1,873,536</u>	DNR Funded CIP projects	(631,720)
		DNR Fund Balance 12/31/22	<u>\$ 3,294,218</u>

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2022 Budget	2022 Projected	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Revenues							
Charges for Services	\$ 10,235,000	\$ 10,550,000	\$ 10,945,000	\$ 11,148,491	\$ 11,600,228	\$ 12,070,270	\$ 12,076,305
Miscellaneous	2,085,000	2,700,000	2,594,500	2,309,363	2,725,847	2,793,993	2,863,843
Total Revenues	<u>12,320,000</u>	<u>13,250,000</u>	<u>13,539,500</u>	<u>13,457,854</u>	<u>14,326,075</u>	<u>14,864,262</u>	<u>14,940,147</u>
Expenses							
Operating Expenses	7,950,951	8,206,754	8,396,743	8,659,495	8,959,280	9,188,059	9,473,700
Depreciation	3,525,000	3,475,000	3,725,000	4,100,000	4,300,000	4,500,000	4,665,000
Total Expenses	<u>11,475,951</u>	<u>11,681,754</u>	<u>12,121,743</u>	<u>12,759,495</u>	<u>13,259,280</u>	<u>13,688,059</u>	<u>14,138,700</u>
Operating Income	844,049	1,568,246	1,417,757	698,359	1,066,795	1,176,204	801,447
Non-Operating Revenues (Expenses)							
Interest Income	210,000	-	210,000	200,000	200,000	200,000	200,000
Interest Expense	(864,021)	(1,000,221)	(1,329,025)	(1,627,388)	(1,759,704)	(1,880,554)	(1,999,954)
Premium on Debt Issue	166,681	193,744	280,785	256,471	227,821	197,939	169,764
Debt Issue Costs	-	(164,863)	(160,000)	(135,000)	(135,000)	(135,000)	(135,000)
Loss on disposal of equipment	-	-	-	(300,000)	-	-	-
Total Non-Operating	<u>(487,340)</u>	<u>(971,340)</u>	<u>(998,240)</u>	<u>(1,605,917)</u>	<u>(1,466,883)</u>	<u>(1,617,615)</u>	<u>(1,765,190)</u>
Net Income Before Transfers	356,709	596,906	419,517	(907,559)	(400,089)	(441,412)	(963,743)
Contributions and Transfers In (Out)							
Capital Contributions	189,975	189,975	-	-	-	-	-
General Fund	(180,450)	(181,150)	(182,450)	(182,950)	(183,450)	(183,950)	(184,450)
Change in Net Assets	366,234	605,731	237,067	(1,090,509)	(583,539)	(625,362)	(1,148,193)
Total Net Assets - Beginning	<u>107,429,580</u>	<u>107,429,580</u>	<u>108,035,311</u>	<u>108,272,378</u>	<u>107,181,870</u>	<u>106,598,331</u>	<u>105,972,969</u>
Total Net Assets - Ending	<u>\$ 107,795,814</u>	<u>\$ 108,035,311</u>	<u>\$ 108,272,378</u>	<u>\$ 107,181,870</u>	<u>\$ 106,598,331</u>	<u>\$ 105,972,969</u>	<u>\$ 104,824,776</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	18,755,387	6,815,984	5,415,561	5,000,930	4,910,139	4,860,600	
+ Change in Net Assets	605,731	237,067	(1,090,509)	(583,539)	(625,362)	(1,148,193)	
+ Depreciation	3,475,000	3,725,000	4,100,000	4,300,000	4,500,000	4,665,000	
+ Long Term Debt	11,866,410	9,500,000	5,000,000	5,000,000	5,000,000	5,000,000	
- Contributed Capital	(189,975)	-	-	-	-	-	
- Fixed Assets	(26,201,569)	(13,524,210)	(6,049,123)	(6,142,252)	(6,134,177)	(6,598,652)	
- Software Acquisition	-	(45,000)	-	-	-	-	
- Principal Repayment	(1,495,000)	(1,925,000)	(2,375,000)	(2,665,000)	(2,790,000)	(2,805,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	-	631,720	-	-	-	-	
Working Cash - End of Year	<u>\$ 6,815,984</u>	<u>\$ 5,415,561</u>	<u>\$ 5,000,930</u>	<u>\$ 4,910,139</u>	<u>\$ 4,860,600</u>	<u>\$ 3,973,755</u>	
25% Working Capital Reserve (prior year's audited expenses)		2,347,031	2,477,055	2,617,458	2,725,609	2,813,141	
Coverage Ratio		1.64	1.63	1.16	1.26	1.22	1.14

ASSUMPTIONS:

Borrow 60-70% of capital expenditures as detailed in plan
Interest rate at 5%; twenty year term for future borrowings
Projected growth increase .05% for additional customer base each year
Reduced Special Hauled Waste revenue in 2024 due to production limits during the Belt Filter Replacement project
Includes 4% rate increase as recommend in 2020 rate study for 2022-2026. 5% rate increase for hauled waste customers for 2023
Operating expenses to increase 3% per year. \$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 the 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 2023 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 if there are significant changes in the capital improvement plan for the utility.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

	2018		2020		2021	
	Revenue Bonds		Refunding Revenue Bonds		Refunding Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 575,000	\$ 128,121	\$ 565,000	\$ 271,233	\$ 425,000	\$ 263,175
2024	595,000	103,017	585,000	248,100	440,000	247,192
2025	620,000	72,433	605,000	224,167	455,000	229,192
2026	650,000	40,433	635,000	199,167	475,000	210,458
2027	450,000	17,600	660,000	173,100	495,000	190,925
2028	290,000	3,867	690,000	145,900	515,000	170,592
2029	-	-	710,000	122,500	535,000	149,458
2030	-	-	735,000	100,700	555,000	131,225
2031	-	-	420,000	87,750	600,000	113,675
2032	-	-	430,000	79,217	345,000	100,775
2033	-	-	435,000	70,550	355,000	90,225
2034	-	-	445,000	61,717	365,000	79,375
2035	-	-	455,000	52,683	380,000	68,125
2036	-	-	465,000	43,450	390,000	56,525
2037	-	-	475,000	34,017	400,000	45,958
2038	-	-	480,000	24,450	410,000	35,792
2039	-	-	495,000	14,238	420,000	25,375
2040	-	-	505,000	3,577	430,000	14,708
2041	-	-	-	-	445,000	3,708
<hr/>						
	<u>\$ 3,180,000</u>	<u>\$ 365,471</u>	<u>\$ 9,790,000</u>	<u>\$ 1,956,516</u>	<u>\$ 8,435,000</u>	<u>\$ 2,226,458</u>

	2022		TOTAL		
	Principal	Interest	Principal	Interest	Total
2023	\$ 360,000	\$ 508,163	\$ 1,925,000	\$ 1,170,692	\$ 3,095,692
2024	380,000	489,496	2,000,000	1,087,805	3,087,805
2025	400,000	469,829	2,080,000	995,621	3,075,621
2026	420,000	449,163	2,180,000	899,221	3,079,221
2027	440,000	427,496	2,045,000	809,121	2,854,121
2028	465,000	404,663	1,960,000	725,022	2,685,022
2029	485,000	380,746	1,730,000	652,704	2,382,704
2030	510,000	355,663	1,800,000	587,588	2,387,588
2031	540,000	329,163	1,560,000	530,588	2,090,588
2032	565,000	301,329	1,340,000	481,321	1,821,321
2033	590,000	276,179	1,380,000	436,954	1,816,954
2034	615,000	251,913	1,425,000	393,005	1,818,005
2035	640,000	226,646	1,475,000	347,454	1,822,454
2036	665,000	200,379	1,520,000	300,354	1,820,354
2037	695,000	172,979	1,570,000	252,954	1,822,954
2038	725,000	144,379	1,615,000	204,621	1,819,621
2039	755,000	113,950	1,670,000	153,563	1,823,563
2040	785,000	81,981	1,720,000	100,266	1,820,266
2041	820,000	47,955	1,265,000	51,663	1,316,663
2042	855,000	12,113	855,000	12,113	867,113
<hr/>					
	<u>\$ 11,710,000</u>	<u>\$ 5,644,185</u>	<u>\$ 33,115,000</u>	<u>\$ 10,192,630</u>	<u>\$ 43,307,630</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$9,500,000 will be issued in 2023. Expected interest expense of the issue in 2023 is \$158,333.

CITY OF APPLETON 2023 BUDGET

STORMWATER UTILITY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 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

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 57 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, infrastructure design, wetlands and other stormwater planning issues

Developed 60% engineering plans and submitted permit applications for stormwater management in future Lightning Drive Subdivision

Completed work on the update to the Citywide Stormwater Management Plan

Began the vacuum leaf collection process to help reduce phosphorus from waterways

Continued a new program for private stormwater practice inspection and certification as required in NR216 permit

CITY OF APPLETON 2023 BUDGET STORMWATER

MAJOR 2023 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

- Construct Lightning Drive stormwater management facilities to promote development on the City's north side

- Begin environmental evaluation of potential regional stormwater pond per Citywide Stormwater Management Plan

- Continue expanding the vacuum leaf collection process to help reduce phosphorus load to our waterways

- Begin implementation of new billing system within the ERP software system

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 12,678,878	\$ 13,937,068	\$ 11,925,697	\$ 11,925,697	\$ 11,769,763	-1.31%
Program Expenses							
5210	Administration	5,542,624	5,096,672	5,750,692	5,968,023	5,740,850	-0.17%
5220	Facility Maintenance	1,429,582	1,426,941	1,593,178	1,782,168	1,831,025	14.93%
5225	Leaf Collection	532,298	531,080	618,030	618,030	697,587	12.87%
5230	Capital Construction	956,512	714,227	2,515,257	3,094,081	5,137,383	104.25%
TOTAL		\$ 8,461,016	\$ 7,768,920	\$ 10,477,157	\$ 11,462,302	\$ 13,406,845	27.96%
Expenses Comprised Of:							
Personnel		1,572,295	1,260,305	1,899,179	1,899,179	1,995,107	5.05%
Travel & Training		4,873	2,795	8,340	8,340	9,260	11.03%
Supplies & Materials		104,105	87,159	118,724	123,724	121,086	1.99%
Purchased Services		1,711,915	1,599,495	1,765,610	2,347,102	2,529,238	43.25%
Miscellaneous Expense		4,544,290	4,327,501	4,341,384	4,341,384	4,193,943	-3.40%
Capital Expenditures		511,038	479,165	1,996,420	2,395,073	4,170,711	108.91%
Transfers Out		12,500	12,500	347,500	347,500	387,500	11.51%
Full Time Equivalent Staff:							
Personnel allocated to programs		20.41	20.41	20.46	20.46	20.86	

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM MISSION

To provide administrative and planning support to ensure safe, reliable and environmentally sound stormwater management.

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 educate the community on stormwater issues and assessment billing policies

Ensure 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 in 2021, \$375,000 has been included in this budget for the purchase of two roll-off and one skid mount leaf vac units.

Special Assessment for Werner Road pavement has been included in Other Obligations account.

Software support increase for XP-SWMM License is due to increased stormwater locations within the City requiring management.

The City will begin a project in 2023 to move the Utility Billing system to the ERP system. The cost to install this module will be allocated between the Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year. The salary budget also includes overtime for staff involved in the project.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
441100 Sundry Permits	\$ -	\$ -	\$ 25	\$ 25	\$ -
441800 Plan Review Permit	26,797	94,791	35,000	35,000	50,000
442000 Erosion Control Permit	8,050	9,790	7,500	7,500	10,000
471000 Interest on Investments	514,795	(131,359)	200,000	200,000	200,000
473000 Interest - Deferred Specials	2,195	2,629	2,000	2,000	2,000
488000 Stormwater Revenue	11,021,218	11,057,865	11,085,000	11,085,000	11,185,000
500400 Sale of City Property	-	793	-	-	-
500600 Gain (Loss) on Disposal	(6,980)	-	-	-	-
502100 Capital Contributions	717,789	2,507,180	241,893	241,893	-
503500 Other Reimbursements	242	3,842	3,000	3,000	3,000
507100 Customer Penalty	11,113	38,861	37,000	37,000	38,000
591100 Premium on Debt Issue	381,816	351,875	313,079	313,079	280,963
Total Revenue	\$ 12,677,035	\$ 13,936,267	\$ 11,924,497	\$ 11,924,497	\$ 11,768,963
Expenses					
610100 Salaries	\$ 397,210	\$ 371,990	\$ 452,574	\$ 452,574	\$ 462,783
610400 Call Time Wages	433	717	600	600	600
610500 Overtime Wages	1,910	853	2,000	2,000	2,688
610800 Part-Time Wages	209	4,953	-	-	-
615000 Fringes	152,554	(68,301)	153,013	153,013	159,315
620100 Training/Conferences	4,034	1,955	7,500	7,500	8,300
620600 Parking Permits	840	840	840	840	960
630100 Office Supplies	-	81	250	250	100
630300 Memberships & Licenses	14,276	14,287	14,980	14,980	17,152
630400 Postage/Freight	23,068	17,493	19,000	19,000	20,000
630500 Awards & Recognition	59	682	665	665	665
630901 Shop Supplies	233	2,182	200	200	700
632001 Copy Charges	4,169	5,493	4,800	4,800	6,000
632102 Protective Clothing	150	135	150	150	150
632300 Safety Supplies	153	524	350	350	500
632700 Miscellaneous Equipment	-	-	1,500	1,500	1,000
640100 Accounting/Audit Fees	11,838	9,030	8,930	8,930	9,200
640202 Recording/Filing Fees	210	90	400	400	400
640300 Bank Service Fees	15,311	13,735	16,000	16,000	16,000
640400 Consulting Services	256,648	309,941	294,000	511,331	239,000
640800 Contractor Fees	-	1,177	-	-	-
641301 Utilities	984	898	840	840	1,916
642400 Software Support	5,260	5,513	7,100	7,100	22,320
642501 CEA Equip. Rental	4,708	4,862	5,500	5,500	6,688
650100 Insurance	43,440	47,196	42,370	42,370	48,720
659900 Other Contracts/Obligation	48,137	10,345	28,246	28,246	89,250
660100 Depreciation Expense	2,757,502	2,668,236	2,850,000	2,850,000	2,850,000
662300 Uncollectable Accounts	1,213	437	1,900	1,900	1,000
672000 Interest Payments	1,588,453	1,523,295	1,376,728	1,376,728	1,244,353
673000 Debt Issuance Costs	54,432	8,000	-	-	-
675100 Gain/Loss on Refund	142,690	127,533	112,756	112,756	98,590
681500 Software Acquisition	-	-	-	-	45,000
791100 Transfer Out - General	12,500	12,500	12,500	12,500	12,500
791400 Transfer Out - Capital	-	-	335,000	335,000	375,000
Total Expense	\$ 5,542,624	\$ 5,096,672	\$ 5,750,692	\$ 5,968,023	\$ 5,740,850

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Stormwater mgmt plan review	\$ 85,000
Flooding concerns study	40,000
NR216 permitting	38,000
Wetland studies	11,000
Erosion Control plan reviews	10,000
NR151 Water quality modeling	45,000
Regional pond model updates	10,000
Total	\$ 239,000

Software Support

ARC info license	\$ 2,500
EC Permit tracker	7,000
XP-SWMM License	10,000
Irthnet & GPS subscription	2,460
Timeclock	360
Total	\$ 22,320

Postage/Freight

City service invoice postage	\$ 19,500
Box rental & caller service	500
Total	\$ 20,000

Membership & Licenses

IECA membership	\$ 250
NR216 permi	10,000
NEWSC dues	3,827
Municipal Environment Group	2,000
League of WI Municipal	600
ASCE membership	260
APWA membership	215
Total	\$ 17,152

Other Contracts/Obligations

Utility locations	\$ 4,000
Special assessment	85,250
Total	\$ 89,250

Transfer Out - Capital Projects

Contributions to CEA:	
Roll-off Units	\$ 300,000
Skid Unit	75,000
Total	\$ 375,000

**CITY OF APPLETON 2023 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: "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:

Continue to have a proactive maintenance program to identify major repair areas

Reduce the number of failures and ensure 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:

Pond dredging costs moved from Grounds Repair & Maint. to Contractor Fees.

The patch program funding has moved from the capital construction to the Facility Maintenance budget.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Svc.	\$ 823	\$ 801	\$ 1,200	\$ 1,200	\$ 800
490800 Misc Intergov. Charges	1,020	-	-	-	-
Total Revenue	\$ 1,843	\$ 801	\$ 1,200	\$ 1,200	\$ 800
Expenses					
610200 Labor Pool Allocations	\$ 499,852	\$ 467,360	\$ 485,681	\$ 485,681	\$ 520,094
610400 Call Time Wages	120	400	1,100	1,100	1,100
610500 Overtime Wages	4,028	10,326	12,500	12,500	12,500
610800 Part-Time Wages	4,777	5,502	6,967	6,967	3,603
615000 Fringes	164,036	188,632	205,903	205,903	211,316
630801 Landscape Supplies	576	956	3,860	3,860	2,000
630901 Shop Supplies	889	1,573	1,250	1,250	1,550
630902 Tools & Instruments	1,778	2,712	1,500	1,500	2,500
632501 Construction Materials	52,831	38,346	62,769	67,769	63,019
632700 Miscellaneous Equipment	5,660	2,529	7,450	7,450	5,750
640400 Consulting Services	250,097	238,702	247,960	254,950	252,500
640800 Contractor Fees	62,591	100,338	83,900	185,900	269,400
641301 Utilities	6,040	5,738	7,702	7,702	7,000
641500 Tipping Fees	60,556	39,402	62,600	62,600	55,000
641800 Equipment Repairs & Maint.	593	716	1,100	1,100	1,100
642400 Software Support	-	-	500	500	-
642501 CEA Equip. Rental	250,864	260,943	264,000	264,000	339,764
645400 Grounds Repair & Maint.	8,846	7,556	80,000	155,000	20,000
650301 Rent	55,210	55,210	56,436	56,436	62,829
689900 Other Capital Outlay	238	-	-	-	-
Total Expense	\$ 1,429,582	\$ 1,426,941	\$ 1,593,178	\$ 1,782,168	\$ 1,831,025

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Native plants contract	\$ 120,000
Storm sewer TV/clean	97,500
Ecology services for prairie & wetlands	35,000
Total	\$ 252,500

Contractor Fees

Mowing	\$ 7,700
Pond dredging	60,000
Spot repairs	30,000
Protruding taps	10,000
Emergency Repairs	5,000
Patch program	120,000
Sewer TV camera maintenance	700
Muskrat trapping	6,000
Ditch cleaning	30,000
Total	\$ 269,400

Grounds Repair & Maint

Shoreline repairs	\$ 20,000
Total	\$ 20,000

Rent

Land for detention ponds:	
Appleton Memorial Park (@ \$2,925 / acre)	
AMP North, 7.28 acres	\$ 21,294
AMP South, 7 acres	20,475
Reid Golf Course pond (per agreement)	
7.2 acres	21,060
Total	\$ 62,829

Construction Materials

Shore repair program	\$ 10,000
Inlet repair program	45,269
Repair materials	750
Muskrat repair materials	3,000
Silt fence, misc.	1,000
Riprap	3,000
Total	\$ 63,019

Tipping Fees

Disposal costs of cleaning: \$52 per ton	
Streets - 928 tons	\$ 48,240
Storm sewers - 130 tons	6,760
Total	\$ 55,000

**CITY OF APPLETON 2023 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: "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:

Continually search for ways to improve communication with the public on leaf collection schedules

Continue to expand the 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:

CEA expense increase reflects the addition of two roll-off and one skid leaf vac unit to the fleet as part of a plan approved by Council in 2021 to comply with updated DNR requirements and reduce phosphorus from our waterways.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610200 Labor Pool Allocations	\$ 196,511	\$ 157,344	\$ 211,088	\$ 211,088	\$ 222,801
610400 Call Time Wages	119	825	200	200	1,000
610500 Overtime Wages	9,471	3,225	10,000	10,000	10,000
615000 Fringes	71,854	73,944	84,016	84,016	80,950
641303 Water	147	110	200	200	200
642501 CEA Equip. Rental	254,196	295,632	312,526	312,526	382,636
Total Expense	<u>\$ 532,298</u>	<u>\$ 531,080</u>	<u>\$ 618,030</u>	<u>\$ 618,030</u>	<u>\$ 697,587</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users in order to ensure compliance with established regulations, protect surrounding infrastructure and the environment, increase the acres of land available for development and prevent major system failures.

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 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 ensure 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 2023 CIPs:

	<u>2023 Budget</u>	<u>Page</u>
Storm sewer construction	\$ 5,137,383	Projects, pg. 612
	<u>\$ 5,137,383</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 49,580	\$ 27,616	\$ 198,554	\$ 198,554	\$ 225,563
610400 Call Time Wages	151	-	-	-	-
610500 Overtime Wages	5,724	2,424	5,000	5,000	5,000
610800 Part-Time Wages	946	563	3,346	3,346	3,461
615000 Fringes	12,810	11,932	66,637	66,637	72,333
632503 Other Materials	262	164	-	-	-
640400 Consulting Services	372,719	185,961	240,000	420,171	700,000
640800 Contractor Fees	-	6,400	-	-	-
641500 Tipping Fees	2,562	-	-	-	-
642501 CEA Operations/Maint.	-	1	5,300	5,300	5,315
645400 Grounds Repair & Maint.	660	-	-	-	-
659900 Other Contracts/Obligation	60	-	-	-	-
680100 Land	51,000	64,893	376,400	578,048	315,000
680904 Storm Sewers	4,251,871	2,030,757	1,620,020	1,817,025	3,810,711
689900 Other Capital Outlay	(3,791,833)	(1,616,484)	-	-	-
Total Expense	\$ 956,512	\$ 714,227	\$ 2,515,257	\$ 3,094,081	\$ 5,137,383

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Stormwater
Labor Pool				306,357
CEA				5,315
Consulting Services	Stormwater Management			70,000
	Design			155,000
	Environmental/Geotech			155,000
	Construction Services			70,000
	Modeling			230,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Subtotal			700,000
Land Acquisition	Ballard Road Reconstruction - Land for BMPs			75,000
	Edgewood Drive (600' e/o Lightning to French BMPs)			240,000
	Subtotal			315,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage			200,000
	Surface Restoration and structure rehab 2023 Asphalt Paving			125,160
	Surface Restoration and structure rehab 2023 Concrete Paving			138,920
	Bluff Site Stormwater Management Phase 2			150,000
	Citywide Stormwater Management Plan Implementation			200,000
	Flood Reduction Projects			200,000
	Lightning Drive Extension Ph 1 (Stream Crossing/Pond Const.)			1,186,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000
	In-Lieu Stormwater Quality			16,500
	Subtotal			2,356,580
New Storm Sewers	Lightning Dr	Baldeagle Dr	Providence Ave	69,388
	Lightning Dr	Edgewood Dr	Baldeagle Dr	378,814
	Subtotal			448,202
Reconstruction	Apple Creek Rd, s/o JJ			16,775
	Banta Ct			23,690
	Briarcliff Dr, public access			47,378
	Garden Court easement			35,400
	Grandview Road easement			83,300
	Nawada St, easement 250' s/o			51,300
	North St			51,280
	Peabody Park			28,000
	West Avenue			11,704
	Subtotal			348,827
Reconstruction - (on streets to be paved in 2023)	Alice St	Drew St	Union St	44,350
	Kimball Alley s/o College	Spruce St	Summit St	16,290
	Kimball Alley s/o College	Summit St	Story St	16,290
	Linwood Ave	College Ave	Summer Ave	423,022
	Rankin St	College Ave	Alton St	24,200
	Summit St	Packard St	Elsie St	61,400
	Summit St	Prospect Ave	Fourth St	71,550
	Subtotal			657,102
Total				\$ 5,137,383

**CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	-	-	-	-	-	-
441100 Sundry Permits	-	-	-	25	25	-
441800 Plan Review Permit	26,797	94,792	27,788	35,000	35,000	50,000
442000 Erosion Control Permit	8,050	9,790	7,706	7,500	7,500	10,000
471000 Interest on Investments	514,795	(131,358)	-	200,000	200,000	200,000
473000 Interest - Deferred Specials	2,195	2,629	-	2,000	2,000	2,000
480100 General Charges for Service	823	801	-	1,200	1,200	800
488000 Stormwater Revenue	11,021,218	11,057,866	-	11,085,000	11,085,000	11,185,000
490800 Misc Intergovernmental Charges	1,020	-	-	-	-	-
500400 Sale of City Property	-	794	-	-	-	-
500600 Gain (Loss) on Asset Disposal	(6,980)	-	-	-	-	-
502100 Capital Contributions	717,789	2,507,180	9,012	241,893	241,893	-
503500 Other Reimbursements	242	3,843	4,659	3,000	3,000	3,000
507100 Customer Penalty	11,113	38,861	-	37,000	37,000	38,000
591100 Premium on Debt Issue	381,816	351,875	131,700	313,079	313,079	280,963
TOTAL PROGRAM REVENUES	12,678,878	13,937,073	180,865	11,925,697	11,925,697	11,769,763
Personnel						
610100 Regular Salaries	193,693	190,179	60,244	1,345,362	1,345,362	1,428,706
610200 Labor Pool Allocations	869,586	777,175	225,634	-	-	-
610299 Capitalized Labor	(109,983)	(29,808)	-	-	-	-
610400 Call Time Wages	823	1,942	1,483	1,900	1,900	2,700
610500 Overtime Wages	21,133	16,829	4,334	29,500	29,500	30,188
610800 Part-Time Wages	5,931	11,018	361	10,313	10,313	7,064
611000 Other Compensation	1,279	3,613	1,808	2,535	2,535	2,535
611400 Sick Pay	64,969	(20,693)	4,216	-	-	-
611500 Vacation Pay	123,609	103,845	38,937	-	-	-
615000 Fringes	329,262	414,819	121,963	509,569	509,569	523,914
615099 Capitalized Fringe	35,256	(8,851)	-	-	-	-
617000 Pension Expense	22,183	(188,602)	-	-	-	-
617100 OPEB Expense	14,554	(11,161)	-	-	-	-
TOTAL PERSONNEL	1,572,295	1,260,305	458,980	1,899,179	1,899,179	1,995,107
Training~Travel						
620100 Training/Conferences	4,033	1,955	2,359	7,500	7,500	8,300
620600 Parking Permits	840	840	840	840	840	960
TOTAL TRAINING / TRAVEL	4,873	2,795	3,199	8,340	8,340	9,260
Supplies						
630100 Office Supplies	-	81	-	250	250	100
630300 Memberships & Licenses	14,276	14,287	5,600	14,980	14,980	17,152
630400 Postage/Freight	23,068	17,493	6,811	19,000	19,000	20,000
630500 Awards & Recognition	59	682	43	665	665	665
630801 Topsoil, Gravel	-	-	-	1,000	1,000	-
630803 Seed	419	39	-	1,360	1,360	500
630804 Plant Material	157	917	70	1,500	1,500	1,500
630901 Shop Supplies	1,122	3,756	207	1,450	1,450	2,250
630902 Tools & Instruments	1,778	2,712	664	1,500	1,500	2,500
631500 Books & Library Materials	-	-	-	-	-	-
632001 City Copy Charges	1,141	-	-	-	-	-
632002 Outside Printing	3,028	5,493	2,680	4,800	4,800	6,000
632102 Protective Clothing	150	135	6	150	150	150
632300 Safety Supplies	153	524	17	350	350	500
632501 Castings	24,669	22,221	-	-	-	-
632502 Concrete	19,640	14,029	-	-	-	-
632503 Other Materials	8,232	1,695	107	17,000	22,000	17,000
632505 Gravel	553	566	-	-	-	750
632507 Asphalt	-	-	-	-	-	-
632599 Other Construction Materials	-	-	-	45,769	45,769	45,269
632700 Miscellaneous Equipment	5,660	2,529	469	8,950	8,950	6,750
TOTAL SUPPLIES	104,105	87,159	16,674	118,724	123,724	121,086

**CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Purchased Services						
640100 Accounting/Audit Fees	11,838	9,030	-	8,930	8,930	9,200
640202 Recording/Filing Fees	210	90	30	400	400	400
640300 Bank Service Fees	15,311	13,735	1,076	16,000	16,000	16,000
640400 Consulting Services	879,463	734,604	84,591	781,960	1,186,452	1,191,500
640800 Contractor Fees	62,591	107,915	1,907	83,900	185,900	269,400
641301 Electric	3,426	3,129	1,554	4,202	4,202	3,800
641303 Water	2,762	2,719	671	3,700	3,700	3,400
641307 Telephone	724	658	467	840	840	1,200
641308 Cellular Phones	260	240	278	-	-	716
641500 Tipping Fees	63,118	39,402	7,562	62,600	62,600	55,000
641800 Equipment Repairs & Maint.	593	716	-	1,100	1,100	1,100
642400 Software Support	5,260	5,513	11,770	7,600	7,600	22,320
642501 CEA Operations/Maint.	293,228	303,375	32,287	298,826	298,826	354,036
642502 CEA Depreciation/Replace.	247,603	269,437	23,299	288,500	288,500	380,367
642503 CEA Capital	(31,063)	(11,375)	-	-	-	-
645400 Grounds Repair & Maintenance	9,506	7,556	60,250	80,000	155,000	20,000
650100 Insurance	43,440	47,196	17,650	42,370	42,370	48,720
650301 Facility Rent	55,210	55,210	56,436	56,436	56,436	62,829
650302 Equipment Rent	238	-	-	-	-	-
659900 Other Contracts/Obligation	48,197	10,345	3,509	28,246	28,246	89,250
TOTAL PURCHASED SVCS	<u>1,711,915</u>	<u>1,599,495</u>	<u>303,337</u>	<u>1,765,610</u>	<u>2,347,102</u>	<u>2,529,238</u>
Miscellaneous Expense						
660100 Depreciation Expense	2,757,502	2,668,236	1,141,325	2,850,000	2,850,000	2,850,000
662300 Uncollectable Accounts	1,213	437	-	1,900	1,900	1,000
672000 Interest Payments	1,588,453	1,523,295	858,290	1,376,728	1,376,728	1,244,353
673000 Debt Issuance Costs	54,432	8,000	-	-	-	-
675100 Gain/Loss on Refund Amort.	142,690	127,533	46,980	112,756	112,756	98,590
TOTAL MISCELLANEOUSL EXP	<u>4,544,290</u>	<u>4,327,501</u>	<u>2,046,595</u>	<u>4,341,384</u>	<u>4,341,384</u>	<u>4,193,943</u>
Capital Outlay						
680100 Land	51,000	64,893	-	376,400	578,048	315,000
680904 Storm Sewers	4,251,871	2,030,757	225,764	1,620,020	1,817,025	3,810,711
681500 Software Acquisition	-	-	-	-	-	45,000
689900 Other Capital Outlay	(3,791,833)	(1,616,485)	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>511,038</u>	<u>479,165</u>	<u>225,764</u>	<u>1,996,420</u>	<u>2,395,073</u>	<u>4,170,711</u>
Transfers						
791100 Transfer Out - General Fund	12,500	12,500	5,208	12,500	12,500	12,500
791400 Transfer Out - Capital Project	-	-	-	335,000	335,000	375,000
TOTAL TRANSFERS	<u>12,500</u>	<u>12,500</u>	<u>5,208</u>	<u>347,500</u>	<u>347,500</u>	<u>387,500</u>
TOTAL EXPENSE	<u>8,461,016</u>	<u>7,768,920</u>	<u>3,059,757</u>	<u>10,477,157</u>	<u>11,462,302</u>	<u>13,406,845</u>

CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 11,021,218	\$ 11,057,866	\$ 11,085,000	\$ 11,100,000	\$ 11,185,000
Miscellaneous	48,347	148,087	85,725	93,725	103,800
Total Revenues	<u>11,069,565</u>	<u>11,205,953</u>	<u>11,170,725</u>	<u>11,193,725</u>	<u>11,288,800</u>
Expenses					
Operating Expenses	3,905,440	3,429,350	2,696,092	3,681,237	3,644,019
Depreciation	2,757,501	2,668,236	2,850,000	2,780,000	2,850,000
Total Expenses	<u>6,662,941</u>	<u>6,097,586</u>	<u>5,546,092</u>	<u>6,461,237</u>	<u>6,494,019</u>
Operating Income (Loss)	4,406,624	5,108,367	5,624,633	4,732,488	4,794,781
Non-Operating Revenues (Expenses)					
Interest Income	516,688	(128,729)	200,000	10,000	200,000
Interest Expense	(1,588,453)	(1,523,295)	(1,376,728)	(1,376,728)	(1,244,353)
Gain/Loss on Refunding	(142,690)	(127,533)	(112,756)	(112,756)	(98,590)
Amortization of Premium on Debt Issue	381,815	351,875	313,079	313,079	280,963
Debt Expense	(54,432)	(8,000)	-	-	-
Other	(6,980)	794	-	-	-
Total Non-Operating	<u>(894,052)</u>	<u>(1,434,888)</u>	<u>(976,405)</u>	<u>(1,166,405)</u>	<u>(861,980)</u>
Income (Loss) Before Contributions and Transfers	3,512,572	3,673,479	4,648,228	3,566,083	3,932,801
Contributions and Transfers In (Out)					
Capital Contributions	717,789	2,507,180	241,893	231,662	-
Transfer Out - CEA	-	-	-	-	-
Transfer Out - Capital Projects	-	-	(335,000)	(335,000)	(375,000)
Transfer Out - General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	4,217,861	6,168,159	4,542,621	3,450,245	3,545,301
Total Net Assets - Beginning	<u>82,987,741</u>	<u>87,205,602</u>	<u>93,373,761</u>	<u>93,373,761</u>	<u>96,824,006</u>
Total Net Assets - Ending	<u>\$ 87,205,602</u>	<u>\$ 93,373,761</u>	<u>\$ 97,916,382</u>	<u>\$ 96,824,006</u>	<u>\$ 100,369,307</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 17,413,406	\$ 16,827,908
+ Change in Net Assets	3,450,245	3,545,301
+ Depreciation	2,780,000	2,850,000
+ Long Term Debt	-	-
- Contributed Capital	(231,662)	-
- Fixed Assets	(3,094,081)	(5,137,383)
- Software Acquisition/ERP Implementation	-	(45,000)
- Principal Repayment	(3,490,000)	(3,590,000)
Working Cash - End of Year	<u>\$ 16,827,908</u>	<u>\$ 14,450,826</u>

The current annual rate of \$175.00 per ERU became effective January 1, 2019.

**CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2022 Budget	2022 Projected	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Revenues							
Charges for Services	\$ 11,085,000	\$ 11,100,000	\$ 11,185,000	\$ 11,240,925	\$ 11,297,130	\$ 11,353,615	\$ 11,410,383
Miscellaneous	85,725	93,725	103,800	103,000	103,000	103,000	103,000
Total Revenues	<u>11,170,725</u>	<u>11,193,725</u>	<u>11,288,800</u>	<u>11,343,925</u>	<u>11,400,130</u>	<u>11,456,615</u>	<u>11,513,383</u>
Expenses							
Operating Expenses	2,696,092	3,681,237	3,644,019	3,764,190	3,877,115	3,993,429	4,113,232
Depreciation	2,850,000	2,780,000	2,850,000	2,925,000	3,000,000	3,075,000	3,160,000
Total Expenses	<u>5,546,092</u>	<u>6,461,237</u>	<u>6,494,019</u>	<u>6,689,190</u>	<u>6,877,115</u>	<u>7,068,429</u>	<u>7,273,232</u>
Operating Income	5,624,633	4,732,488	4,794,781	4,654,735	4,523,014	4,388,187	4,240,151
Non-Operating Revenues (Expenses)							
Interest Income	200,000	10,000	200,000	200,000	200,000	175,000	175,000
Interest Expense	(1,376,728)	(1,376,728)	(1,244,353)	(1,117,429)	(992,637)	(861,216)	(831,061)
Gain/Loss on Refunding	(112,756)	(112,756)	(98,590)	(85,050)	(71,842)	(58,507)	(45,048)
Premium on Debt Issue	313,079	313,079	280,963	240,265	213,339	179,126	144,423
Debt Issue Expense	-	-	-	-	-	-	(100,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>(976,405)</u>	<u>(1,166,405)</u>	<u>(861,980)</u>	<u>(762,214)</u>	<u>(651,140)</u>	<u>(565,597)</u>	<u>(656,686)</u>
Net Income Before Transfers	4,648,228	3,566,083	3,932,801	3,892,522	3,871,874	3,822,590	3,583,465
Contributions and Transfers In (Out)							
Capital Contributions	241,893	231,662	-	-	-	-	-
Capital Projects	(335,000)	(335,000)	(375,000)	-	-	-	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	4,542,621	3,450,245	3,545,301	3,880,022	3,859,374	3,810,090	3,570,965
Total Net Assets - Beginning	93,373,761	93,373,761	96,824,006	100,369,307	104,249,329	108,108,703	111,918,792
Total Net Assets - Ending	<u>\$ 97,916,382</u>	<u>\$ 96,824,006</u>	<u>\$100,369,307</u>	<u>\$104,249,329</u>	<u>\$108,108,703</u>	<u>\$ 111,918,792</u>	<u>\$ 115,489,758</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	17,413,406	16,827,908	14,450,826	10,580,134	10,579,470	7,848,271	
+ Change in Net Assets	3,450,245	3,545,301	3,880,022	3,859,374	3,810,090	3,570,965	
+ Depreciation	2,780,000	2,850,000	2,925,000	3,000,000	3,075,000	3,160,000	
+ Long Term Debt	-	-	-	-	-	6,000,000	
- Contributed Capital	(231,662)	-	-	-	-	-	
- Fixed Assets	(3,094,081)	(5,137,383)	(7,235,714)	(3,550,038)	(6,181,288)	(9,620,176)	
- Software Acquisition	-	(45,000)	-	-	-	-	
- Principal Repayment	(3,490,000)	(3,590,000)	(3,440,000)	(3,310,000)	(3,435,000)	(3,320,000)	
Working Cash - End of Year	<u>\$ 16,827,908</u>	<u>\$ 14,450,826</u>	<u>\$ 10,580,134</u>	<u>\$ 10,579,470</u>	<u>\$ 7,848,271</u>	<u>\$ 7,639,061</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,267,616	1,225,218	1,223,530	1,220,563	1,216,786	
Coverage Ratio		1.54	1.58	1.74	1.82	1.80	1.82

ASSUMPTIONS:

Borrow approximately 65% of capital expenditures as detailed for capital improvements in 2027
Interest rate at 5% for future debt issues
ERU's to increase at a rate of .5% per year after 2023
Operating expenses to increase 3% per year after 2023 and includes annual billing system maintenance fee allocation starting in 2024
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 2023 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

	2012		2013		2014	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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>\$ 3,500,000</u>	<u>\$ 453,112</u>	<u>\$ 4,285,000</u>	<u>\$ 1,064,444</u>	<u>\$ 2,425,000</u>	<u>\$ 600,725</u>

	2015		2016		2017	
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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	-	-	-	-	-	-
	<u>\$ 5,750,000</u>	<u>\$ 1,037,413</u>	<u>\$ 10,210,000</u>	<u>\$ 1,573,502</u>	<u>\$ 4,555,000</u>	<u>\$ 1,289,933</u>

	2018		2020		TOTAL		
	Revenue Bonds		Revenue Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest			
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
2042	-	-	-	-	-	-	-
	<u>\$ 2,880,000</u>	<u>\$ 1,050,776</u>	<u>\$ 2,965,000</u>	<u>\$ 630,005</u>	<u>\$ 36,570,000</u>	<u>\$ 7,699,910</u>	<u>\$ 44,269,910</u>

Note: Schedule is based on accrual method of accounting. No revenue bonds will be issued in 2023.

CITY OF APPLETON 2023 BUDGET RESOLUTION

Resolved,

The 2023 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 \$37,824,720 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 \$13,437,688 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 \$19,978,529, 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 \$12,000,000, 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
2023 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2020	2021	Adopted 2022	Amended 2022	2023
Finance	8.20	8.20	8.20	8.20	9.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	11.95	11.95	12.03	12.03	12.03
Health Grants	1.54	1.54	1.45	1.45	2.45
Information Technology	10.00	10.00	10.00	10.20	10.20
Legal Services	8.67	8.67	8.67	8.67	8.67
Library	45.00	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.	16.93	16.93	16.93	16.93	16.93
Housing, Homeless & Block Grants	2.35	2.35	2.35	2.35	2.35
Police	140.00	140.00	140.00	140.00	140.00
Public Works	59.02	59.02	61.19	61.69	61.69
Sanitation	17.68	17.68	17.80	17.80	17.80
CEA	14.23	14.23	14.88	14.88	14.88
Parking	11.38	11.38	10.54	10.54	10.54
Capital (TIF, Subdivision, etc.)	6.21	6.21	7.71	7.71	7.71
Stormwater Utility	20.41	20.41	20.46	20.46	20.46
Water Utility	36.71	36.53	35.00	35.00	35.00
Wastewater Utility	29.40	29.58	29.29	29.29	29.29
Valley Transit	60.10	60.10	60.10	61.10	61.10
Total Regular Employees	<u>640.41</u>	<u>640.41</u>	<u>642.24</u>	<u>643.94</u>	<u>645.94</u>

CITY OF APPLETON 2023 BUDGET PERSONNEL ADDITIONS/DELETIONS

		Dept. Request No.	Amount	Exec. Budget No.	Amount	Adopted Budget No.	Amount
GENERAL FUND							
FINANCE							
Finance Associate		1.00	\$ 67,834	1.00	\$ 67,834		
DEPARTMENT OF PUBLIC WORKS							
Purchasing Clerk	A	0.50	54,500	0.50	54,500	0.50	54,500
INFORMATION TECHNOLOGY							
Deputy Director		1.00	133,904	1.00	133,904		
Software Engineer		(1.00)	(107,170)	(1.00)	(107,170)		
Administrative Support Assistant	A	0.20	9,000	0.20	9,000	0.20	9,000
FIRE DEPARTMENT							
Battalion Chief - EMS		1.00	139,519	1.00	139,519		
Resource Development Specialist		(1.00)	(91,802)	(1.00)	(91,802)		
Public Education Specialist/Civilian Fire Inspector	A	1.00	52,000	1.00	52,000	1.00	52,000
Civilian Fire Protection Engineer	A	(1.00)	(88,000)	(1.00)	(88,000)	(1.00)	(88,000)
POLICE DEPARTMENT							
Traffic Safety Officer	C	1.00	112,962	1.00	112,962		
Communication Specialist	C	(1.00)	(71,321)	(1.00)	(71,321)		
Total General Fund:		1.70	\$ 211,426	1.70	\$ 211,426	0.70	\$ 27,500
SPECIAL REVENUE FUNDS							
HEALTH GRANTS							
Environmentalist	B	1.00	\$ 78,947	1.00	\$ 78,947		
Total Special Revenue Funds:		1.00	\$ 78,947	1.00	\$ 78,947	-	\$ -
ENTERPRISE FUNDS							
VALLEY TRANSIT							
Safety and Compliance Specialist	A	1.00	\$ 106,700	1.00	\$ 106,700	1.00	\$ 106,700
Total Enterprise Funds:		1.00	\$ 106,700	1.00	\$ 106,700	1.00	\$ 106,700
TOTAL CITY:		3.70	\$ 397,073	3.70	\$ 397,073	1.70	\$ 134,200

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 2022 Budget.
- (B) Position funded with DHS ARPA grant funds for year one, subsequent years will be funded with additional revenue in the Environmental Health program.
- (C) Additional cost reductions were made in the 2023 Operations Budget that result in a cost neutral FTE addition.

**CITY OF APPLETON 2023 BUDGET
ASSESSED PROPERTY VALUES**

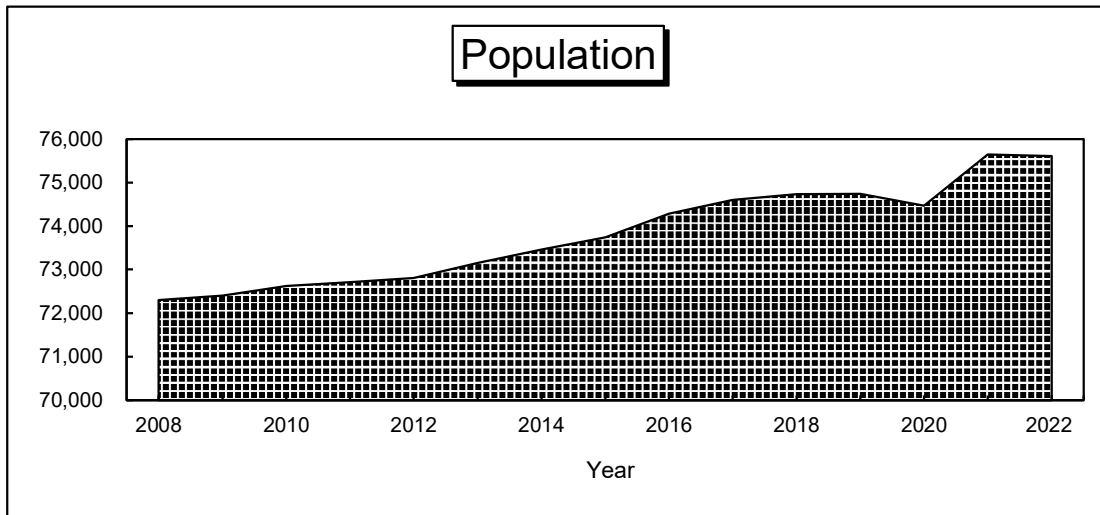
	01/01/21	01/01/22	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 12	\$ 280,410,881	\$ 334,984,468	\$ 54,573,587	19.46%
Outagamie County				
Real Estate	4,874,032,448	4,952,942,800	78,910,352	1.62%
Personal Property	90,961,952	83,279,988	(7,681,964)	-8.45%
Total With TID:	4,964,994,400	5,036,222,788	71,228,388	1.43%
Total Without TID:	4,806,113,272	4,851,953,582	45,840,310	0.95%
Calumet County				
Real Estate	830,241,494	839,888,497	9,647,003	1.16%
Personal Property	10,142,206	8,394,710	(1,747,496)	-17.23%
Total With TID:	840,383,700	848,283,207	7,899,507	0.94%
Total Without TID:	732,099,098	714,748,462	(17,350,636)	-2.37%
Winnebago County				
Real Estate	79,681,390	77,583,252	(2,098,138)	-2.63%
Personal Property	3,588,810	3,180,395	(408,415)	-11.38%
Total With TID:	83,270,200	80,763,647	(2,506,553)	-3.01%
Total Without TID:	69,741,378	63,583,130	(6,158,248)	-8.83%
All Counties With TIDs:	\$ 5,888,648,300	\$ 5,965,269,642	\$ 76,621,342	1.30%
All Counties Without TIDs:	\$ 5,607,953,748	\$ 5,630,285,174	\$ 22,331,426	0.40%

CITY OF APPLETON 2023 BUDGET EQUALIZED PROPERTY VALUES

		01/01/21	01/01/22	Change in Dollars	Change in Percent
TID # 3	Gross	68,263,300	76,226,200	7,962,900	11.66%
	Base (1993)	(12,128,100)	(11,004,400)	1,123,700	-9.27%
	Increment	56,135,200	65,221,800	9,086,600	16.19%
TID # 6	Gross	137,738,300	175,068,300	37,330,000	27.10%
	Base (2000)	(12,141,600)	(7,136,400)	5,005,200	-41.22%
	Increment	125,596,700	167,931,900	42,335,200	33.71%
TID # 7	Gross	40,712,900	46,748,600	6,035,700	14.83%
	Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
	Increment	15,055,900	21,091,600	6,035,700	40.09%
TID # 8	Gross	91,737,600	105,125,500	13,387,900	14.59%
	Base (2009)	(6,135,100)	(6,135,100)	-	0.00%
	Increment	85,602,500	98,990,400	13,387,900	15.64%
TID # 9	Gross	22,202,700	23,981,000	1,778,300	8.01%
	Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
	Increment	689,800	2,468,100	1,778,300	257.80%
TID # 10	Gross	21,946,300	26,062,800	4,116,500	18.76%
	Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
	Increment	(2,597,600)	1,518,900	4,116,500	-158.47%
TID # 11	Gross	122,753,700	140,188,200	17,434,500	14.20%
	Base (2017)	(92,067,800)	(92,067,800)	-	0.00%
	Increment	30,685,900	48,120,400	17,434,500	56.82%
TID # 12	Gross	29,733,400	46,780,600	17,047,200	57.33%
	Base (2017)	(22,974,900)	(30,923,400)	(7,948,500)	34.60%
	Increment	6,758,500	15,857,200	9,098,700	134.63%
Total All Increments:		\$ 320,524,500	\$ 419,681,400	\$ 99,156,900	30.94%
Outagamie County					
	Real Estate	5,517,971,100	6,240,643,400	722,672,300	13.10%
	Personal Property	102,979,500	104,931,700	1,952,200	1.90%
	Total With TID:	5,620,950,600	6,345,575,100	724,624,500	12.89%
	Total Without TID:	5,441,078,700	6,114,917,200	673,838,500	12.38%
Calumet County					
	Real Estate	962,977,100	1,056,235,000	93,257,900	9.68%
	Personal Property	11,763,700	10,557,100	(1,206,600)	-10.26%
	Total With TID:	974,740,800	1,066,792,100	92,051,300	9.44%
	Total Without TID:	849,144,100	898,860,200	49,716,100	5.85%
Winnebago County					
	Real Estate	88,675,500	95,244,800	6,569,300	7.41%
	Personal Property	3,993,900	3,904,400	(89,500)	-2.24%
	Total With TID:	92,669,400	99,149,200	6,479,800	6.99%
	Total Without TID:	77,613,500	78,057,600	444,100	0.57%
All Counties With TIDs:		\$ 6,688,360,800	\$ 7,511,516,400	\$ 823,155,600	12.31%
All Counties Without TIDs:		\$ 6,367,836,300	\$ 7,091,835,000	\$ 723,998,700	11.37%

CITY OF APPLETON 2023 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
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
2022	Est. *	62,892	11,276	1,437	75,605



* source: State of Wisconsin Department of Administration, Demographic Services Center

CITY OF APPLETON 2023 BUDGET

STATISTICS AND PERFORMANCE INDICATORS

(Snapshot of Department Dashboards as of September 28, 2022)

Mayor's Office

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.

All 2022 numbers are reflective through June 30, 2022.

Mayor's Office Hours Offered
each year

24

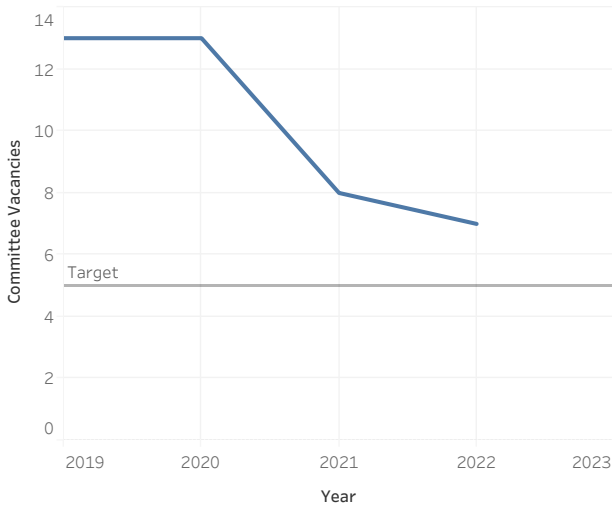
Engagement Opportunities Offered
or attended by the Mayor in 2021

142

Agreements and Collaborations Held
with other organizations in 2020

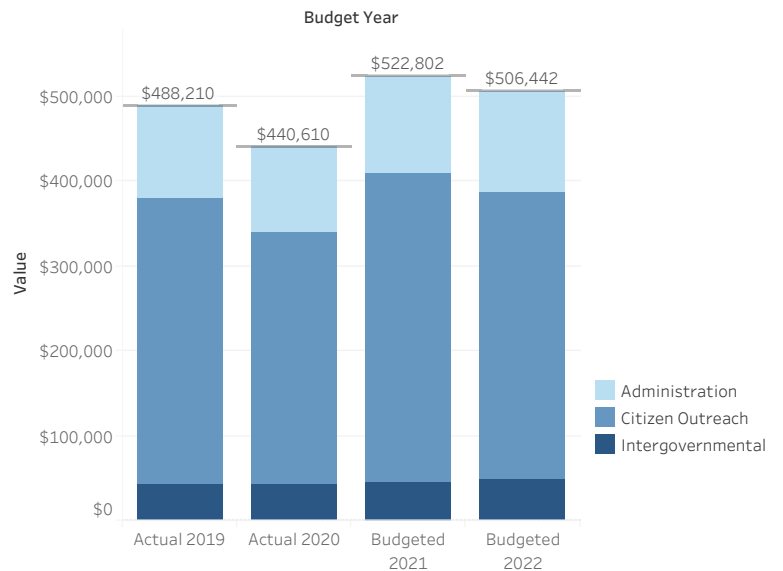
860

Committee Vacancies

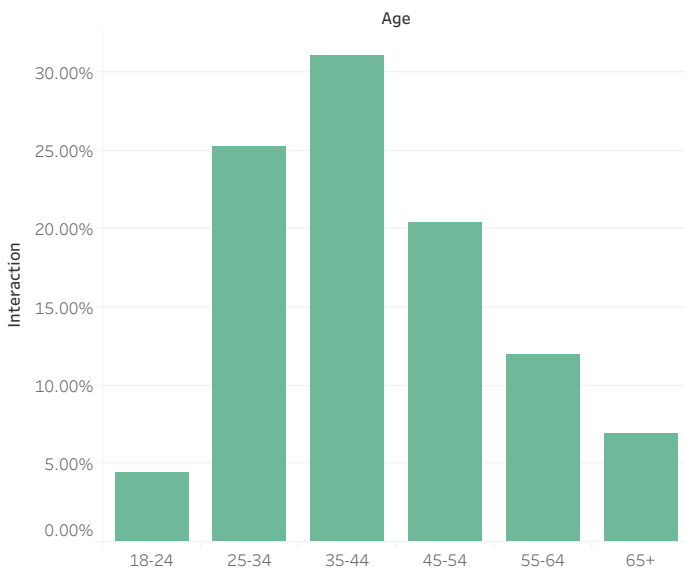


Department Budget Summary

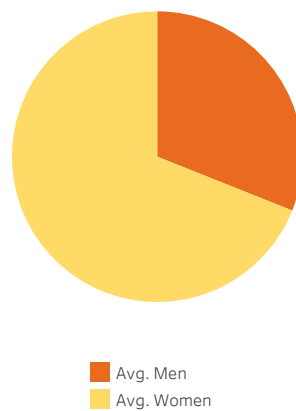
Year
2019 to 2022



Social Media Interaction by Age



Distribution of Social Media Interaction by Gender*



*source data only provided in binary

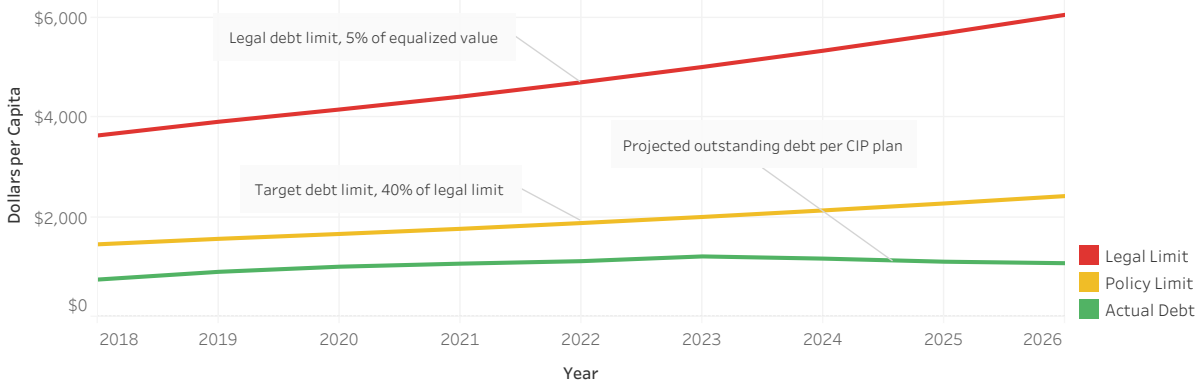
Finance

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. We aim to 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 ensuring adequate training and staff involvement; and proactively offer solutions to challenges that arise, keeping customer service the primary focus.

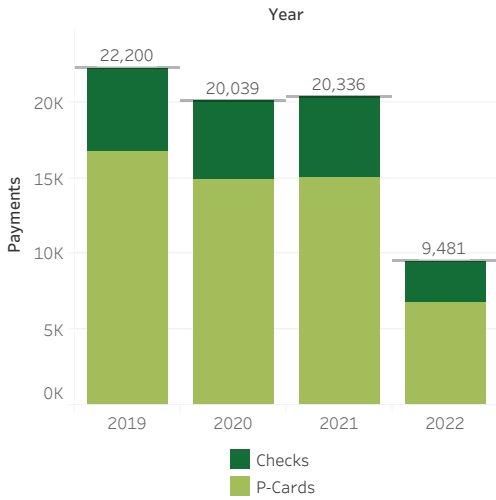
All 2022 numbers are reflective through June 30, 2022.

General Obligation Debt - Debt Limit Analysis

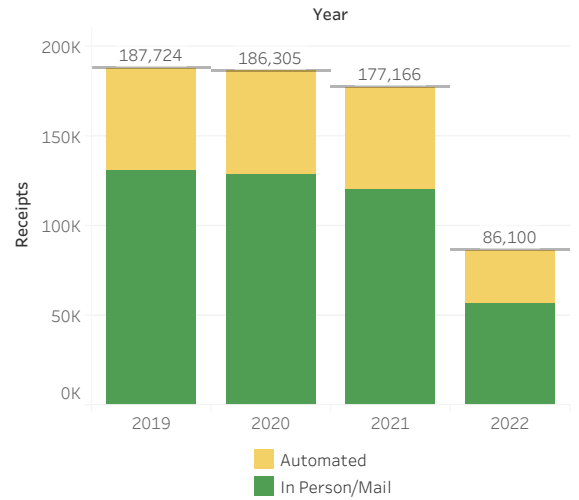
Year
2019 to 2022



Annual Payments Made



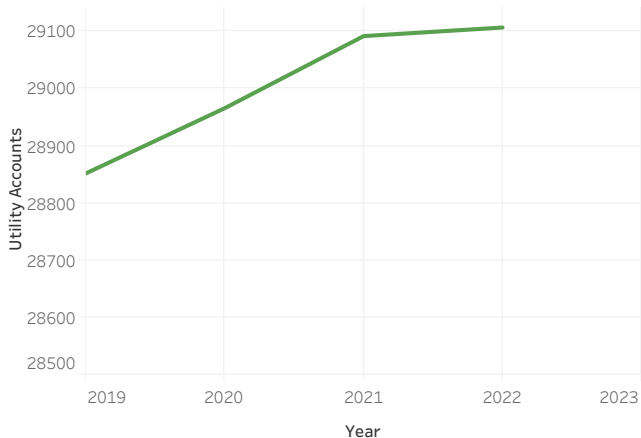
Annual Receipts Processed



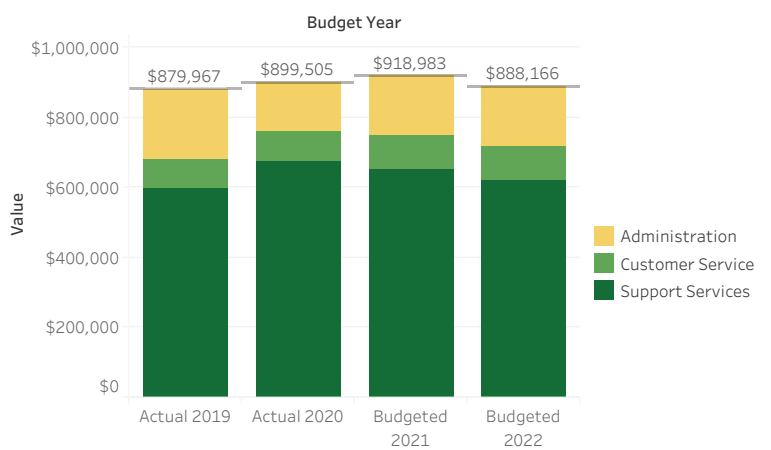
Auditor's
Compliance
Issues

0

Utility Accounts Serviced



Department Budget Summary



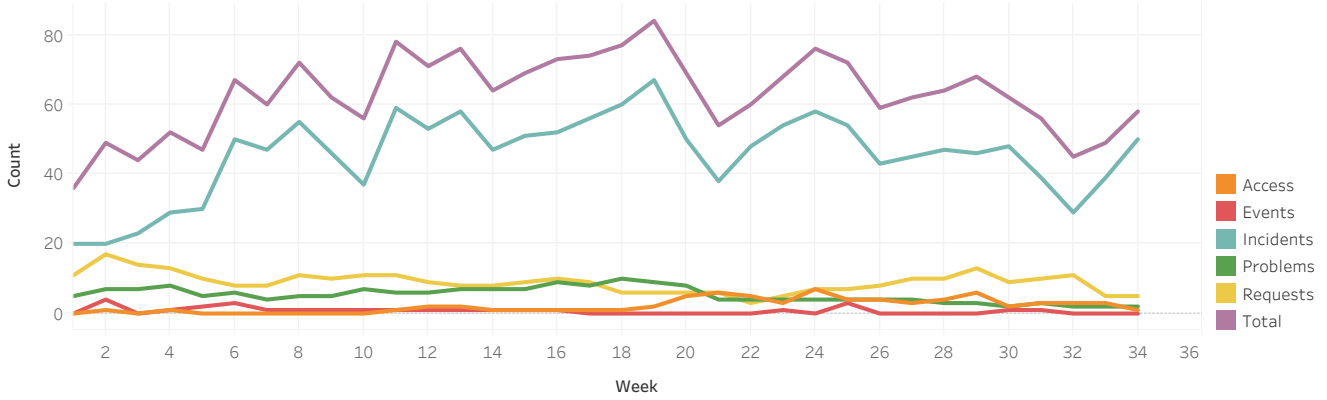
Information Technology

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. The IT Department continues to strive to proactively find opportunities to streamline processes and improve communications.

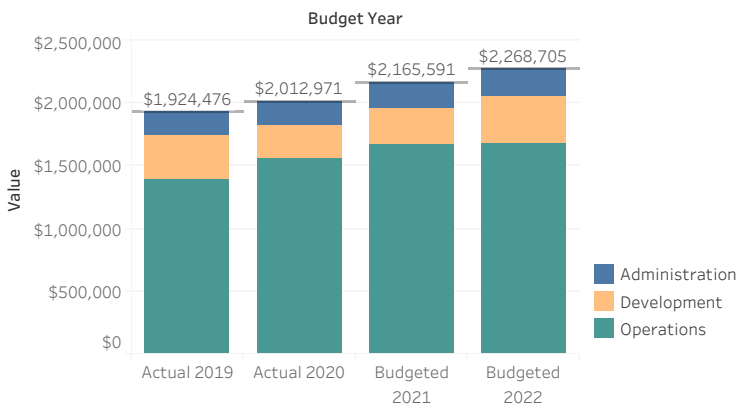
This dashboard was last updated 9/27/22.

Help Desk Tickets, 2022

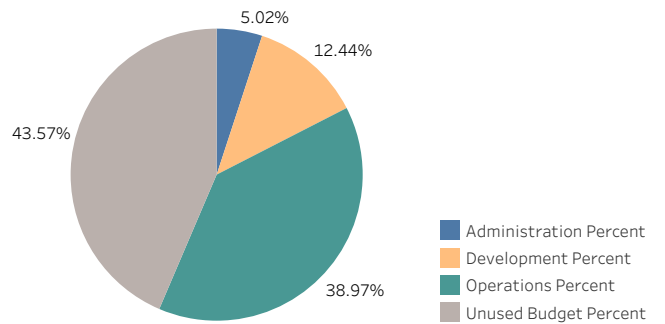
Week
1 to 34



Department Budget Summary



2022 Budget Use (YTD)



Legal Services - Attorney's Office

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. 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. The City Attorney's Office provides advice and direction to City staff along with the Common Council.

All 2022 numbers are reflective through June 30, 2022.

*The Agreements and Contracts chart is reflective of new agreements and contracts only. It does not include extensions, amendments, or task orders that fall under a master agreement.

**Averages are calculated using data from the years 2017-2022.

Average Number
of New Matters
Opened Annually

982

Yearly total as of 6/30/22: 561

Average Number
of Agreements and Contracts
Created Annually

236

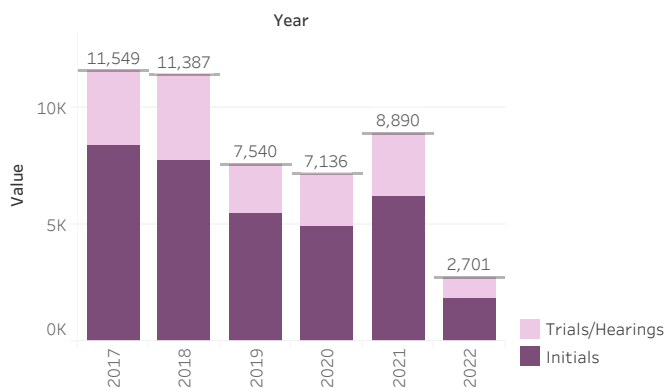
Yearly total as of 6/30/22: 258

Average Number
of Ordinances Adopted
or Published Annually

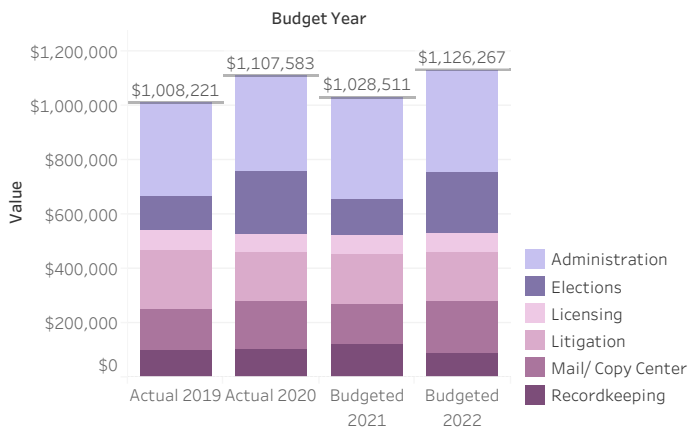
104

Yearly total as of 6/30/22: 44

Annual Initial Appearances and Annual Trials and Hearings



Department Budget Summary

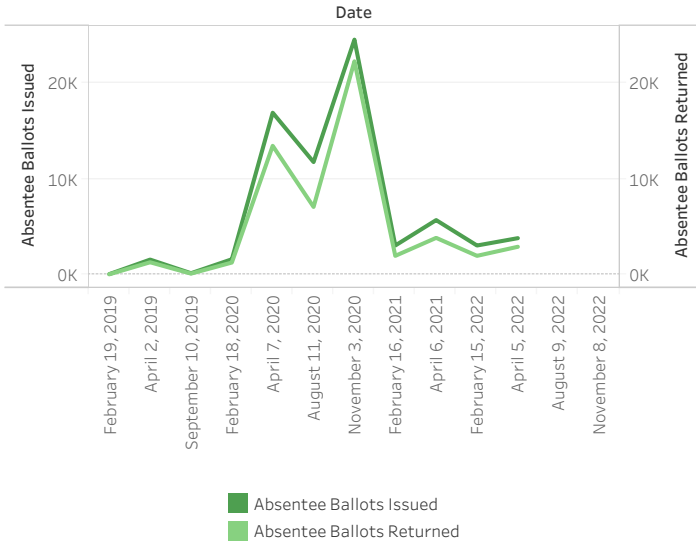


Legal Services - City Clerk

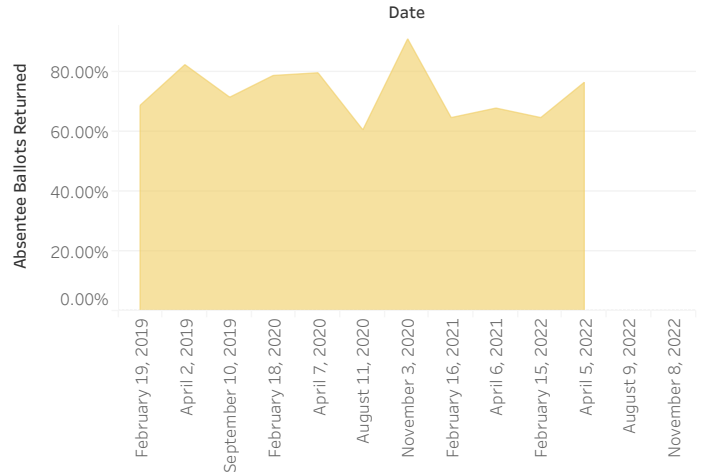
The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. In the continuously changing landscape of the pandemic, local, State, and federal orders all required hours of research, interpretation, and consultation with various City Departments.

All 2022 numbers are reflective through June 30, 2022.

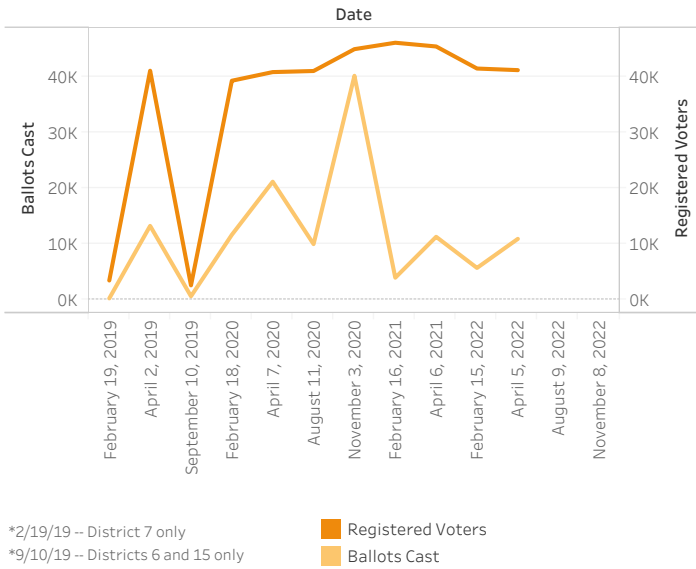
Absentee Ballots



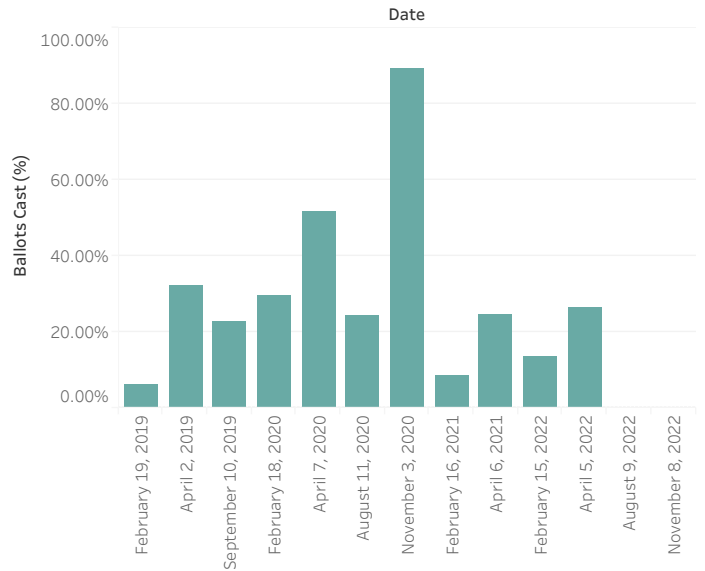
Percent of Absentee Ballots Returned



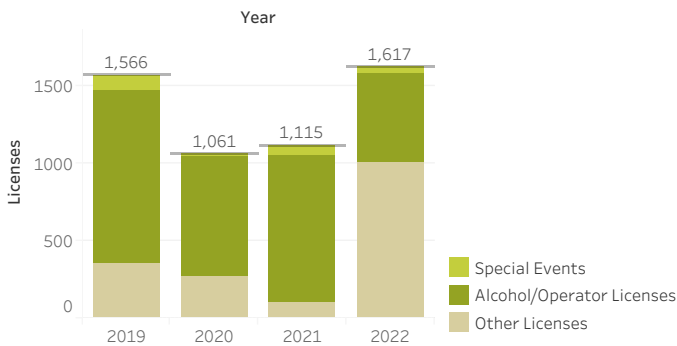
Ballots Cast and Registered Voters*



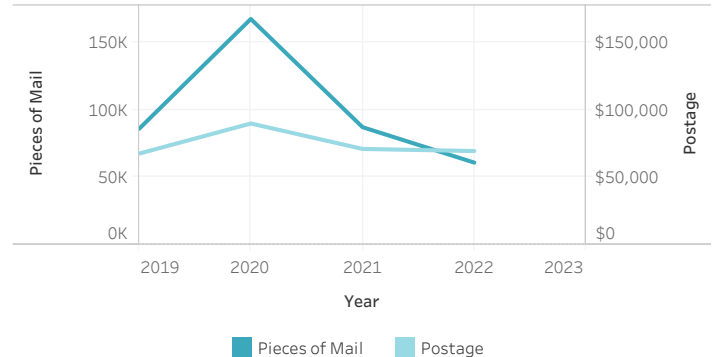
Voter Turnout



Licenses Issued



Pieces of Metered Mail and Postage Costs

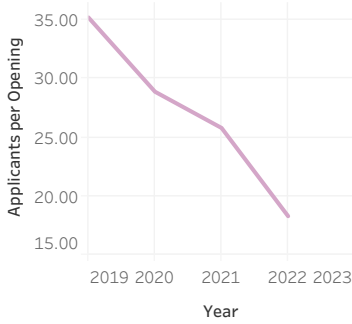


Human Resources

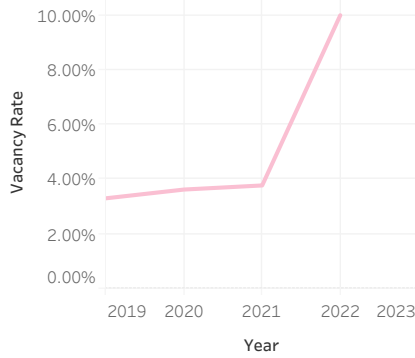
The Human Resources Department will attract, develop, and retain a high-performing, diverse workforce and foster an environment where employees can use their talents to thrive. It is our objective to provide departmental support meeting the City's organizational needs in the areas of Human Resource Compliance and Administration, Talent Acquisition and Retention, and Talent Management and Development.

All 2022 numbers are reflective through June 30, 2022.

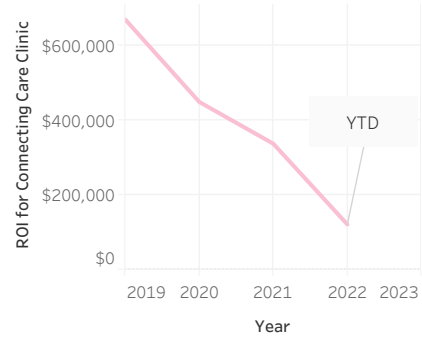
Average Applicants per Opening



Vacancy Rate

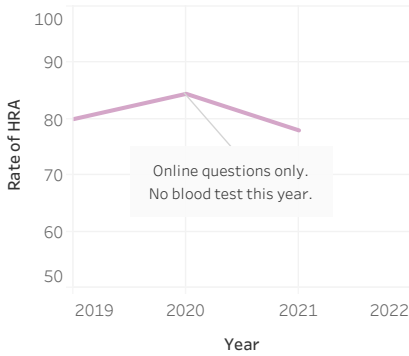


Return on Investment for Connecting Care Clinic

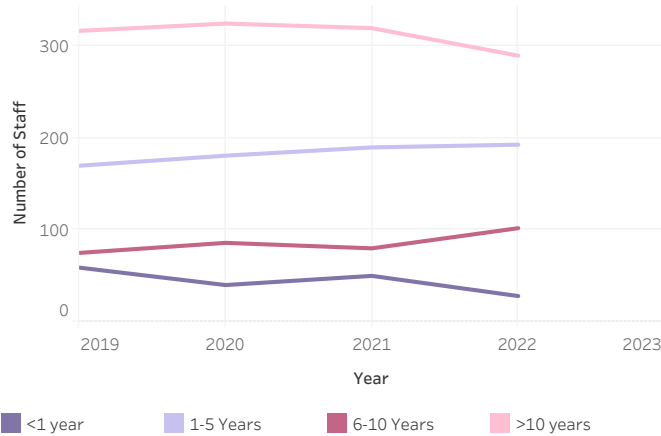


Year 2019 to 2022

Percentage of Employees who Participated in the Health Risk Assessment



Staff Retention by Years of Service

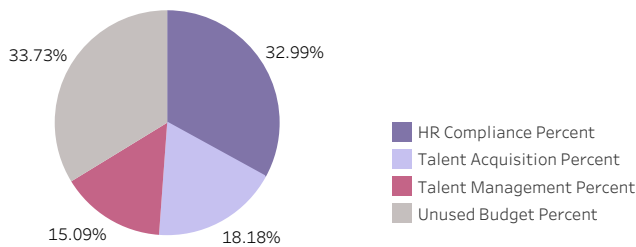


Average training investment per full-time equivalent employee

\$41.31
per employee

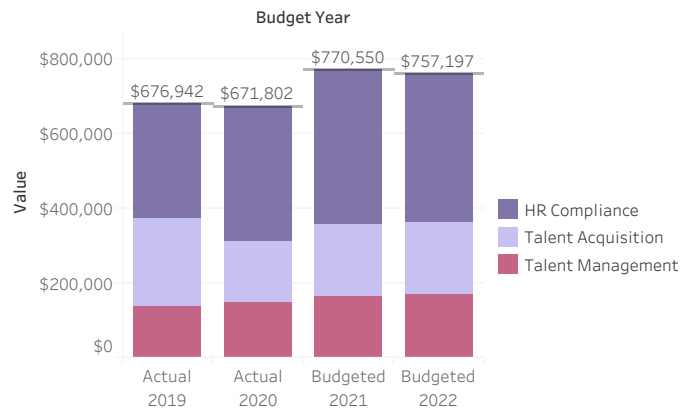
for required HR training based on 630 FTE count

2022 Budget Use (YTD)



YTD spending is reflective through August 2022.

Department Budget Summary

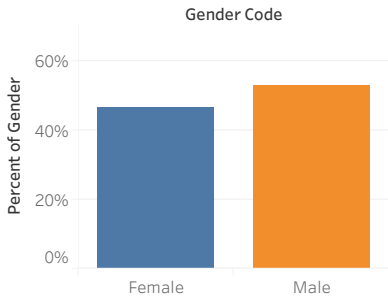


Employee Data

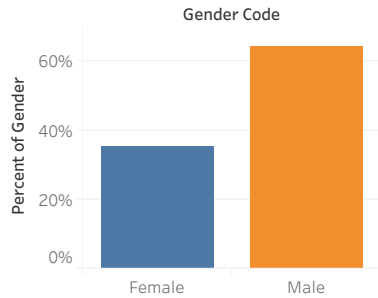
This dashboard exhibits data about City of Appleton employees and supervisors in comparison with the citizens of Appleton. Data on applicants for positions at the City of Appleton is also included. "Null" means that data was unavailable/input was not given. BIPOC stands for "Black, Indigenous, and people of color." "Indian" in ethnicity data stands for American Indian/Native American.

This dashboard was last updated in 2022.

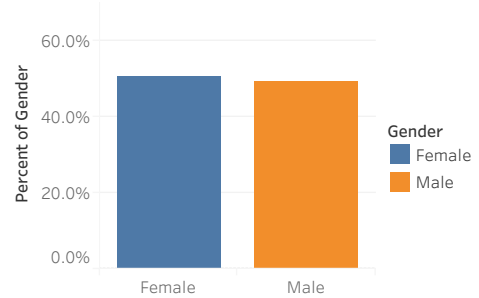
Employees by Gender



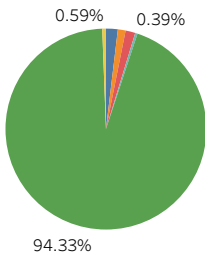
Supervisors by Gender



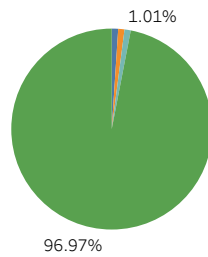
Citizens by Gender



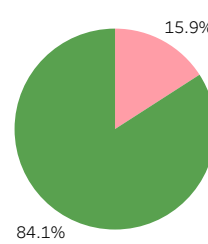
Percentage of BIPOC Employees



Percentage of BIPOC Supervisors

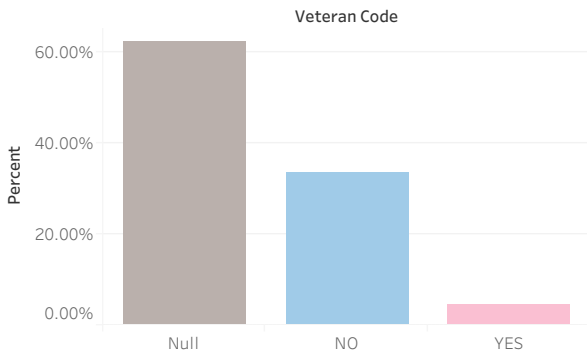


Percentage of BIPOC Citizens

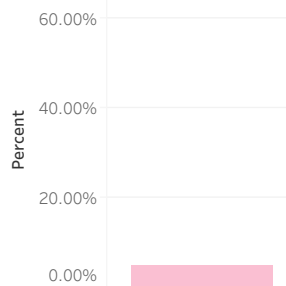


- Employee Ethnicity**
- Asian
 - Black
 - Hispanic
 - Indian
 - White
 - Unknown
- Citizen Ethnicity**
- Other
 - White

Percentage of Employees with Military Service



Percentage of Citizens with Military Service



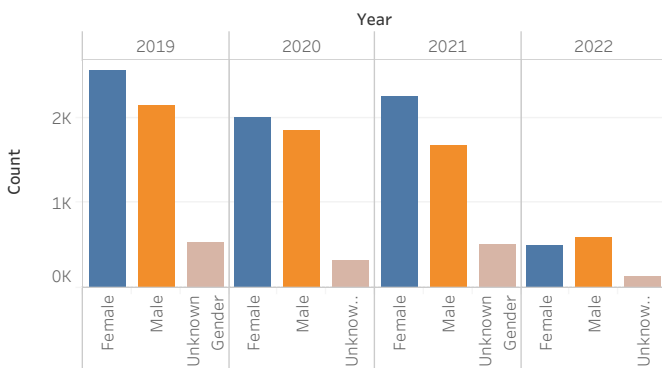
Full Time Employees

614

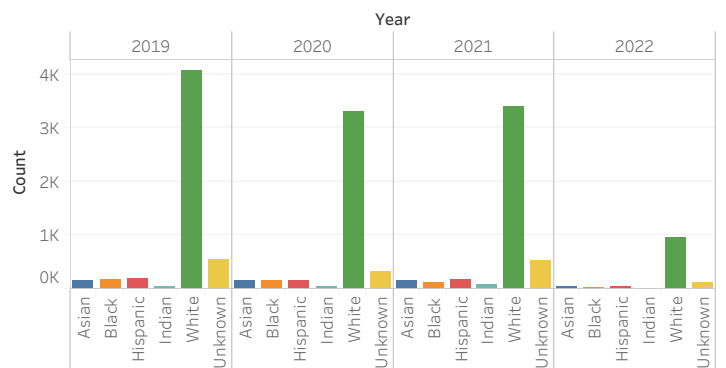
Seasonal Employees

512

Applicants by Gender



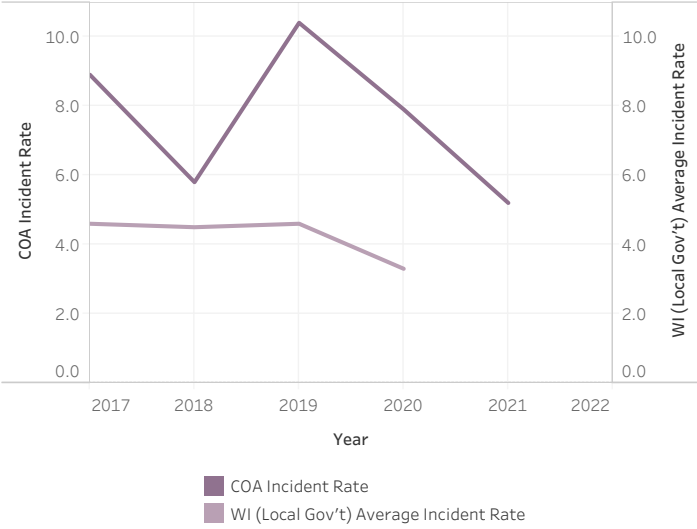
Applicants by Ethnicity



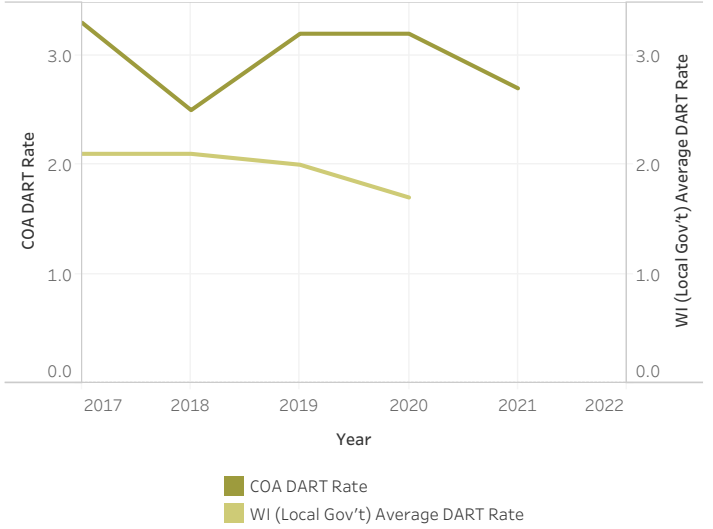
Risk Management

It is the mission of the Risk Management Department 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. The Risk Management Department's 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, focusing on the development of new policies and revisions of existing policies consistent with this objective.

Total Recordable Injury and Illness Cases (Non-Fatal) Per 100-Full Time Employees



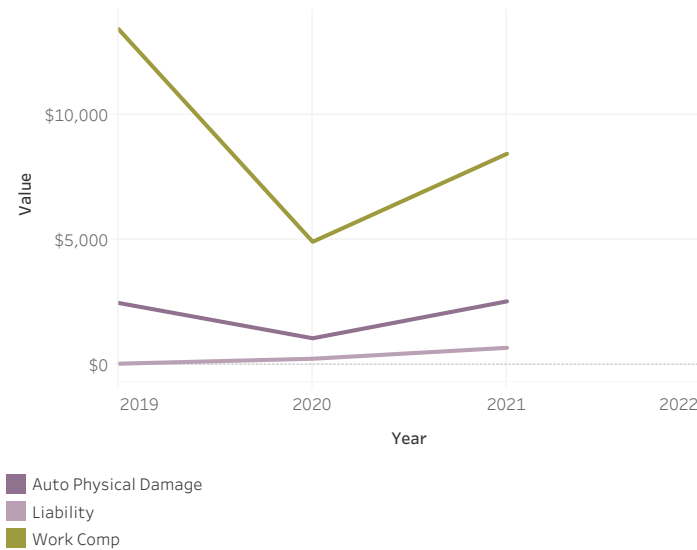
DART Rate - Total Cases Involving Days Away From Work and/or Days of Restricted Work Activity



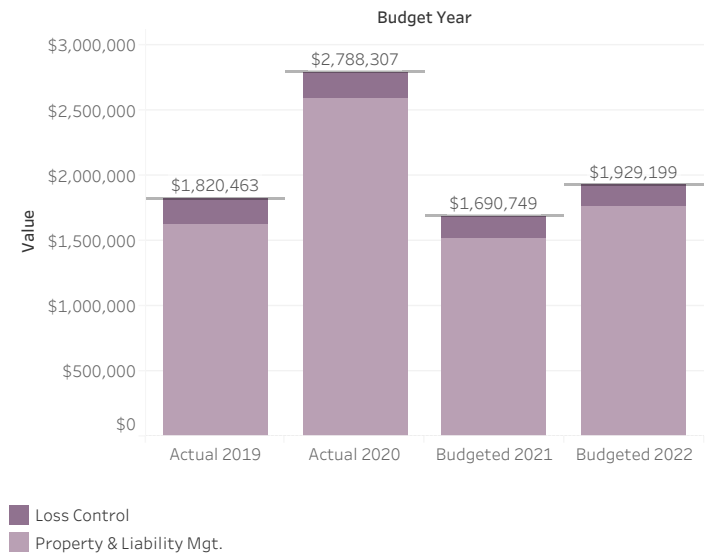
For every 100 city employees, 7.9 of our employees sustained an OSHA recordable work-related injury or illness in CY 2020. For CY 2020, our rate was more than double the average of other local gov't's.

For every 100 employees, 3.2 of our employees sustained a work-related injury that resulted in lost time and/or restricted duty in CY 2020. For CY 2020, our DART rate was almost twice the average rate for local gov't's.

Average Loss Costs for Work Comp, Liability and Auto Physical Damage



Department Budget Summary

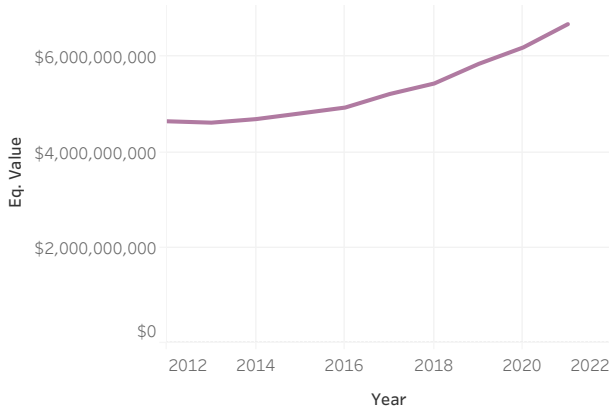


Community and Economic Development

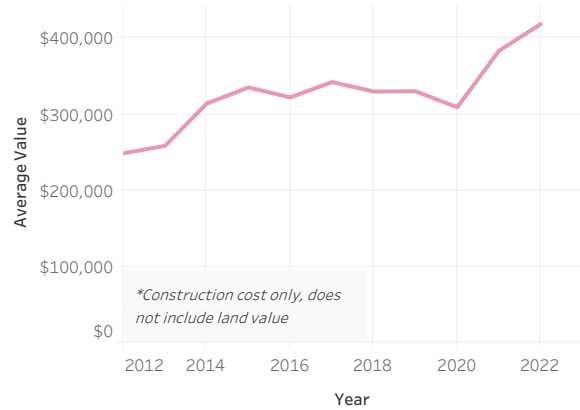
The Community and Economic Development Department proactively fosters a healthy economy and a strong, welcoming community. Throughout the year, we will continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.

All 2022 numbers are reflective through June 30, 2022. Graphs without 2022 numbers do not have midyear values, as they are reported annually.

Equalized Value Growth

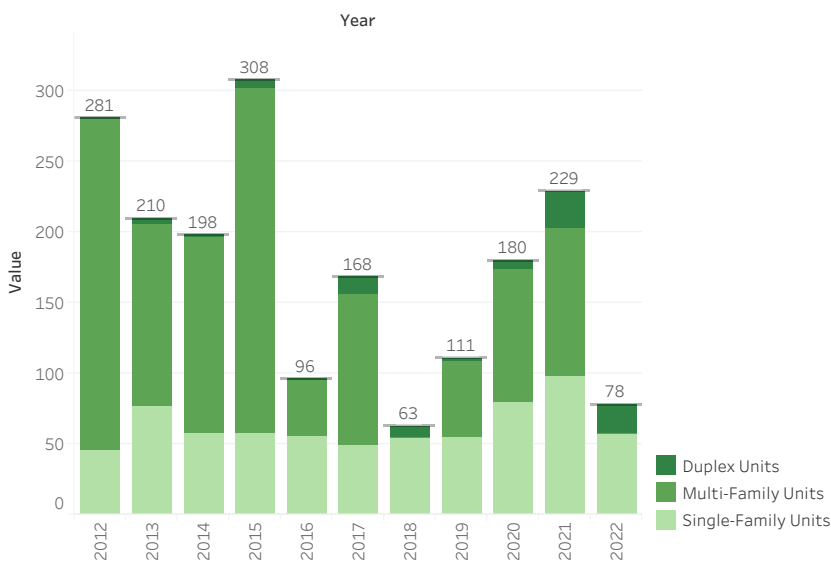


Average Value of New Homes*

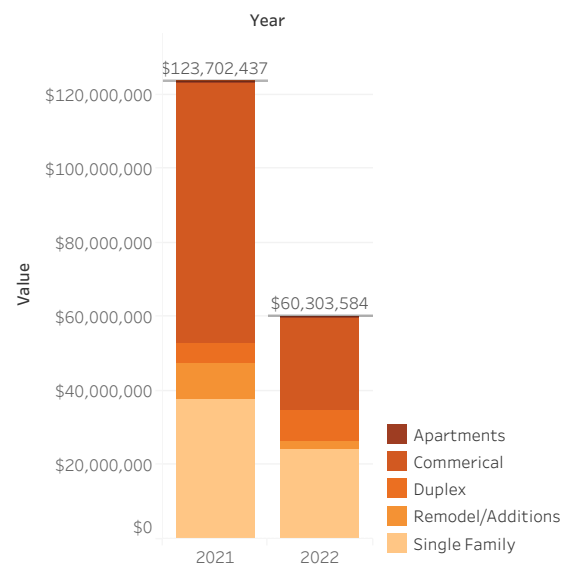


Year
2012 to 2022

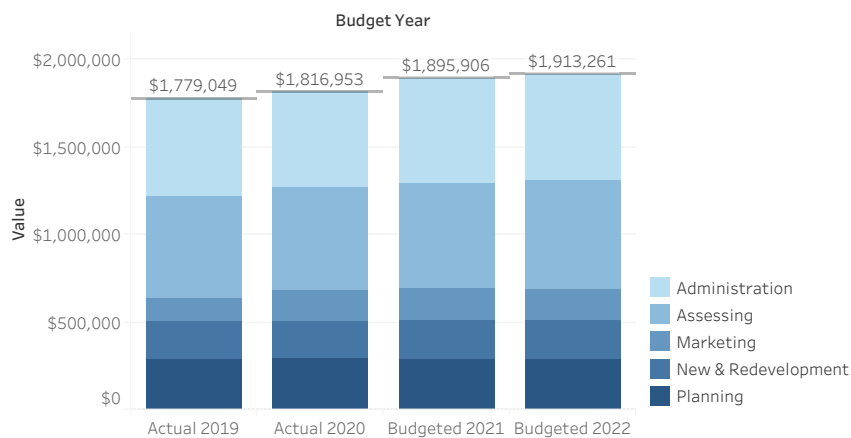
City of Appleton New Housing Units



City Permit Value

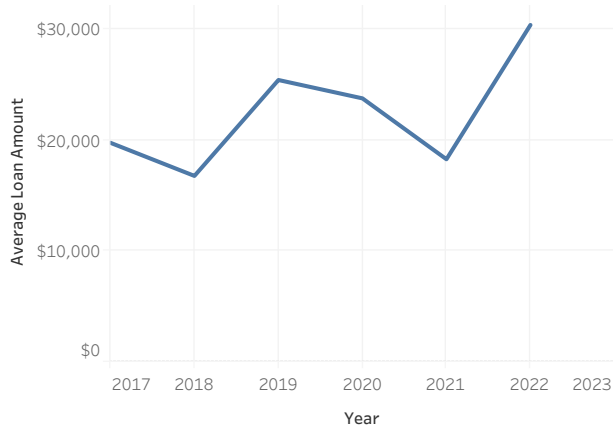


Department Budget Summary



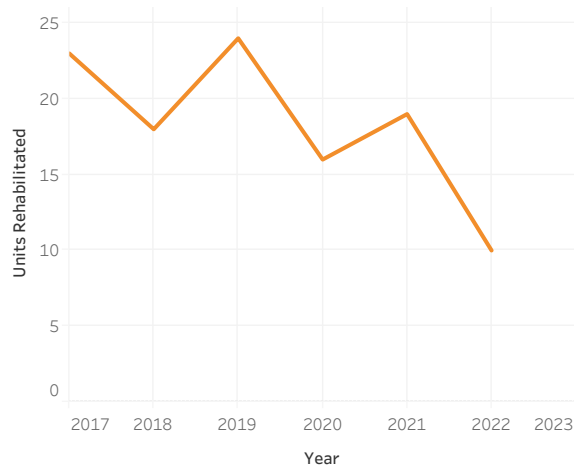
Community and Economic Development Cont.

Homeowner Rehabilitation Loan Program - Average Loan Amount

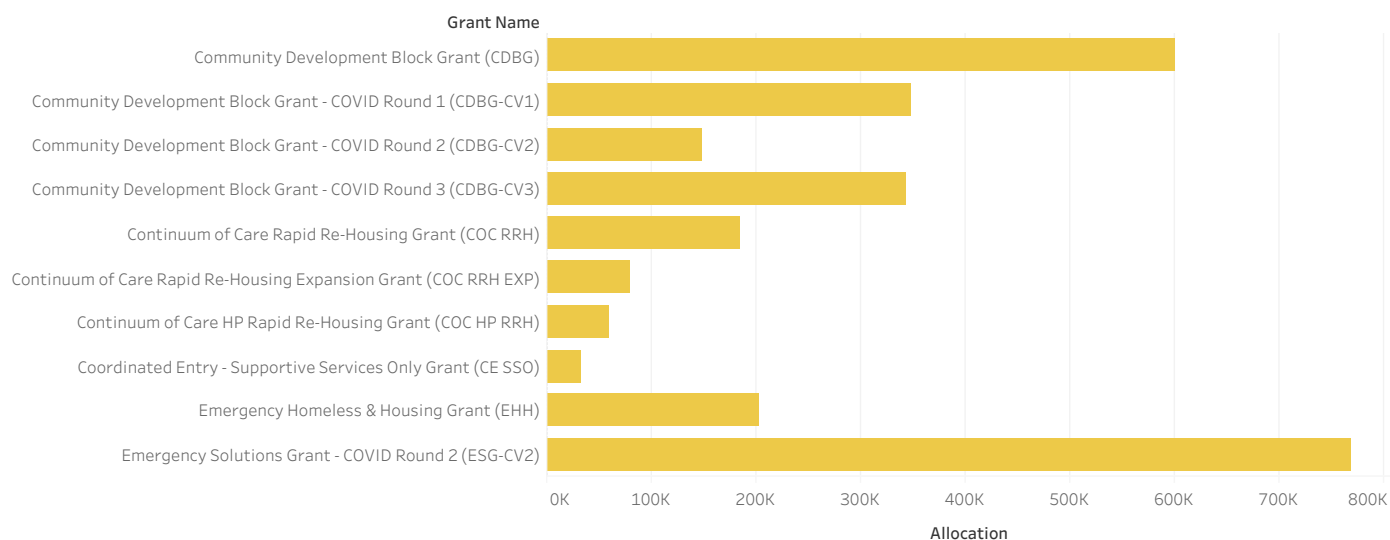


Housing Units Rehabilitated

Year
2012 to 2022



Community and Economic Development Grants



Grant Terms

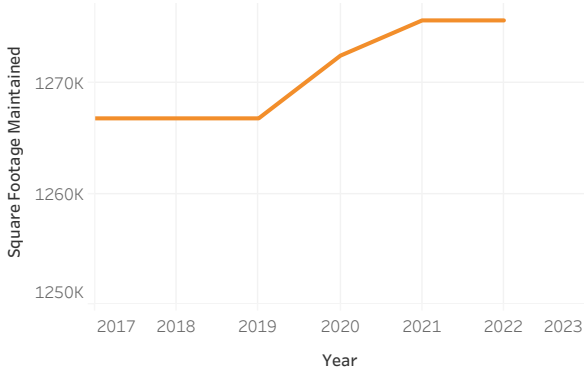
- Community Development Block Grant (CDBG): 4/1/22 - 3/31/23
- Community Development Block Grant - COVID Round 1 (CDBG-CV1): 11/1/21 - 10/31/22
- Community Development Block Grant - COVID Round 2 (CDBG-CV2): 2/1/21 - 1/31/23
- Community Development Block Grant - COVID Round 3 (CDBG-CV3): 2/1/21 - 1/31/23
- Emergency Homeless & Housing Grant (EHH): 7/1/21 - 9/30/22
- Emergency Solutions Grant - COVID Round 2 (ESG-CV2): 7/1/20 - 6/30/22
- Coordinated Entry - Supportive Services Only Grant (CE SSO): 7/1/22 - 6/30/23
- Continuum of Care Rapid Re-Housing Grant (COC RRH): 10/1/21 - 9/30/22
- Continuum of Care Rapid Re-Housing Expansion Grant (COC RRH EXP): 10/1/21 - 9/30/22
- Continuum of Care HP Rapid Re-Housing Grant (COC HP RRH): 1/1/22 - 12/31/22

Facilities and Construction Management

It is the objective of the Facilities and Construction Management Division of the Parks, Recreation, and Facilities and Construction Management Department to provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness, and professionalism. Doing so reflects our mission statement: "Building communities and enriching lives where we live, work and play."

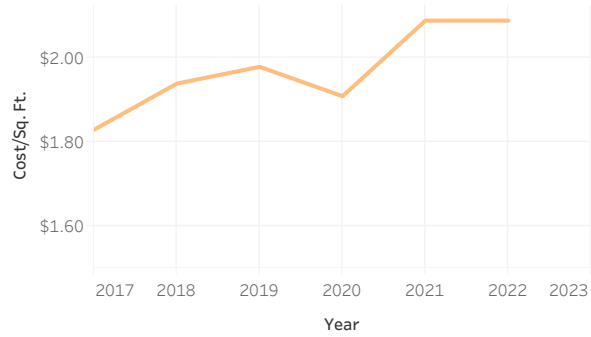
All 2022 numbers are reflective through June 30, 2022.

Square Footage Maintained

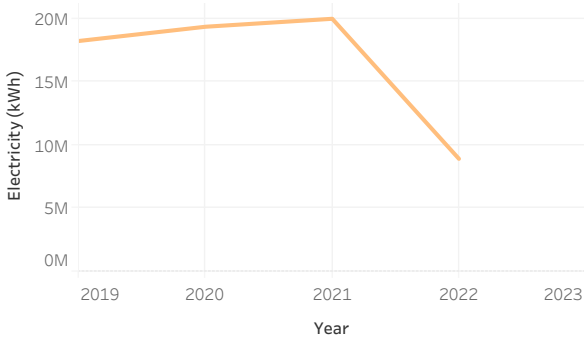


Maintenance and Janitorial Cost per Square Foot

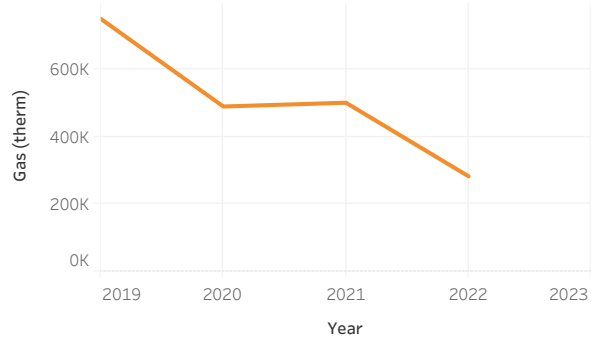
Year
2017 to 2022



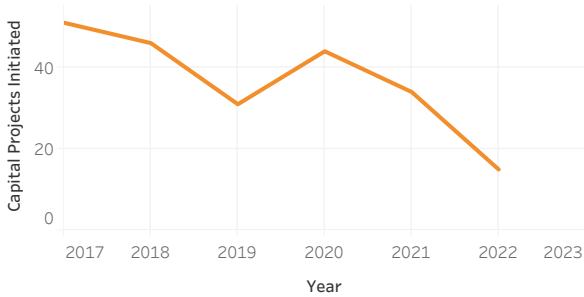
Utility Use - Electricity



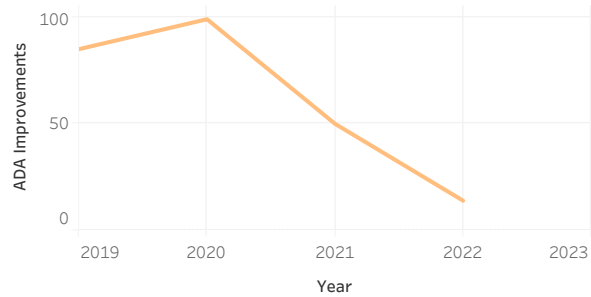
Utility Use - Gas



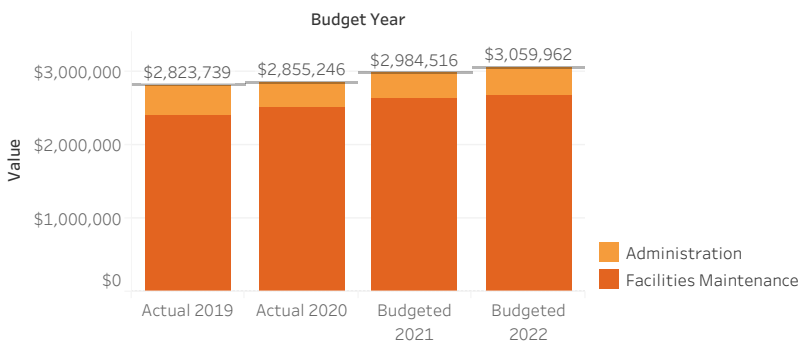
Capital Projects Initiated



ADA Improvements



Department Budget Summary

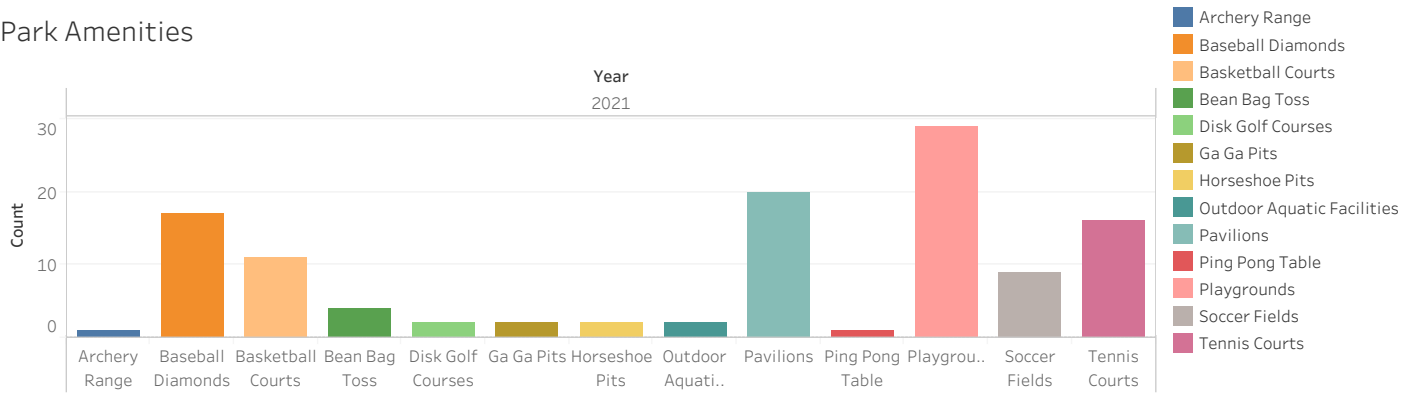


Appleton Parks and Grounds

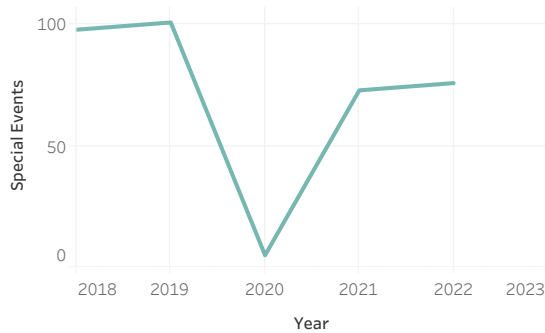
Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. The Grounds Division of the Parks, Recreation, and Facilities Management Department proactively manages 610 acres of park grounds and 12.8 miles of paved trails. It is our objective to continue to provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

All 2022 numbers are reflective through June 30, 2022.

Park Amenities



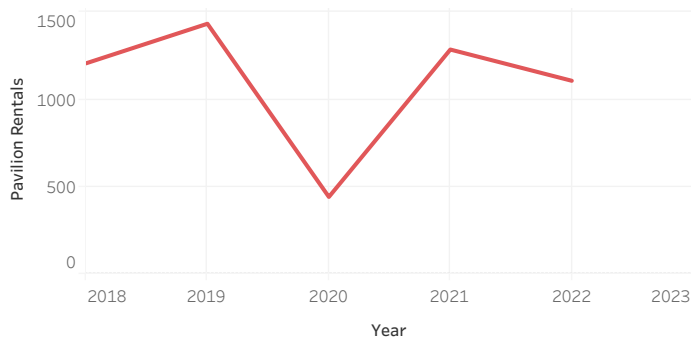
Number of Special Events Supported



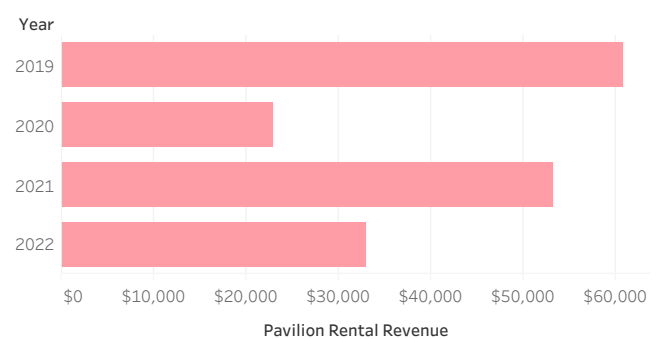
Tournaments Hosted and Tournament Revenue



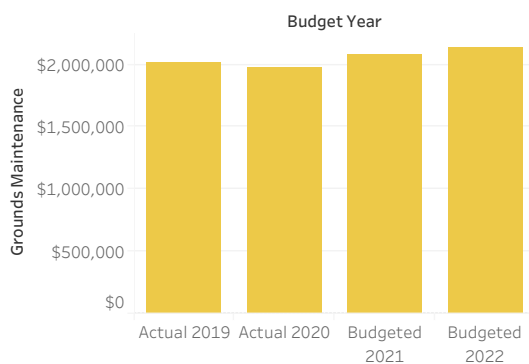
Pavilion Rentals



Pavilion Rental Revenue



Department Budget Summary (Parks and Grounds)



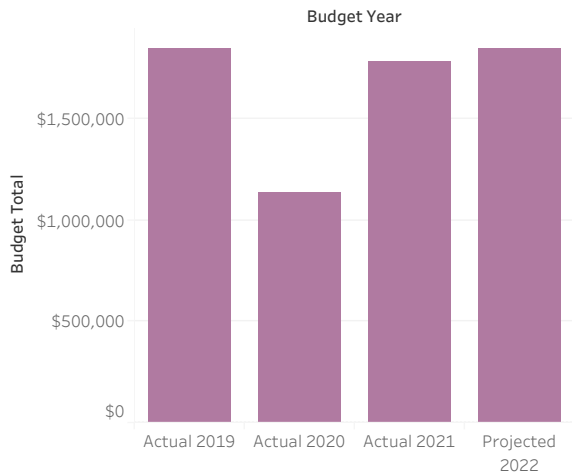
Appleton Recreation

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 remain committed to providing balanced, value-focused programming for all ages and abilities.

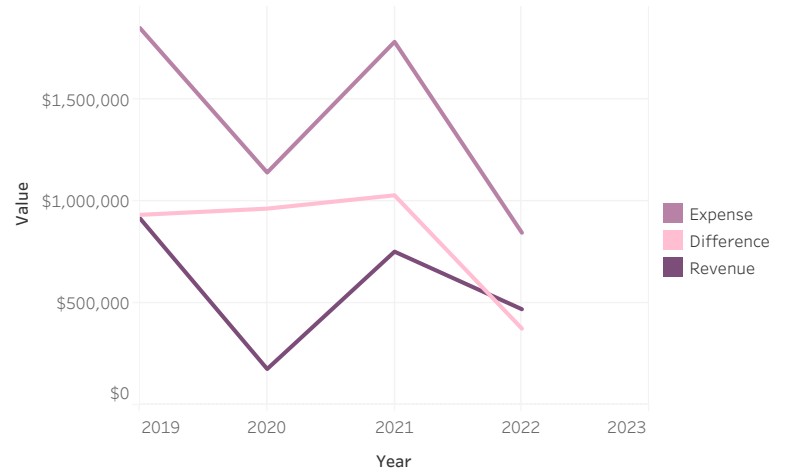
All 2022 numbers are reflective through June 30, 2022.

*Please note that the COVID-19 pandemic of 2020 greatly impacted many aspects of recreation, including lower participation in opportunities.

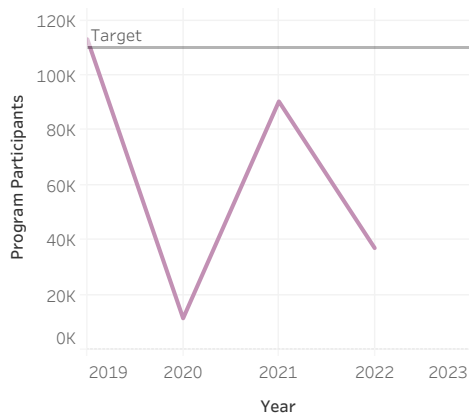
Department Budget Total (Recreation)



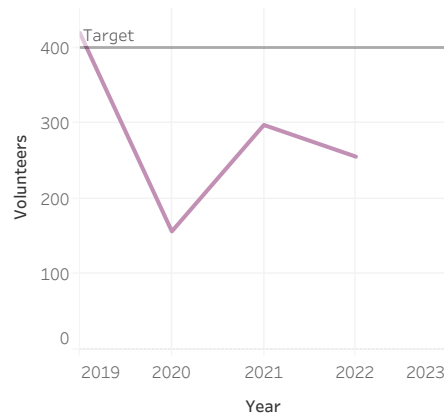
Expense and Revenue



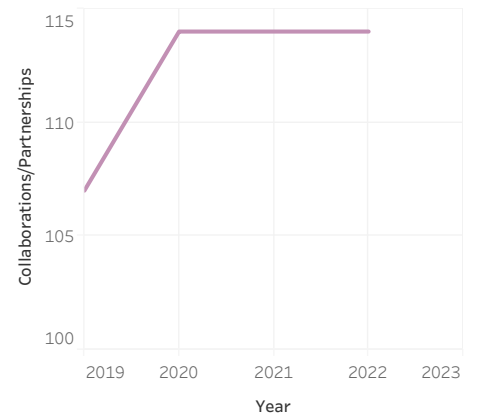
Program Participants



Volunteers



Collaborations and Partnerships



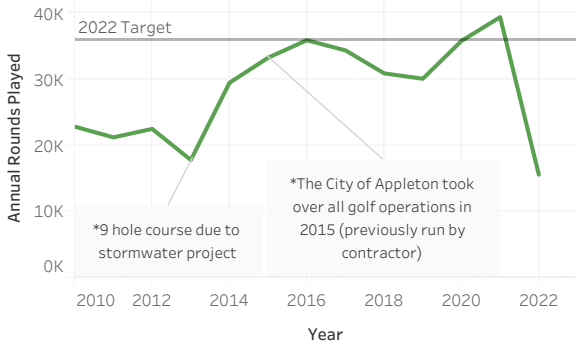
Reid Golf Course

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. It is the goal of Reid Golf Course to maintain high quality, skilled, customer service-oriented staff to operate the golf course.

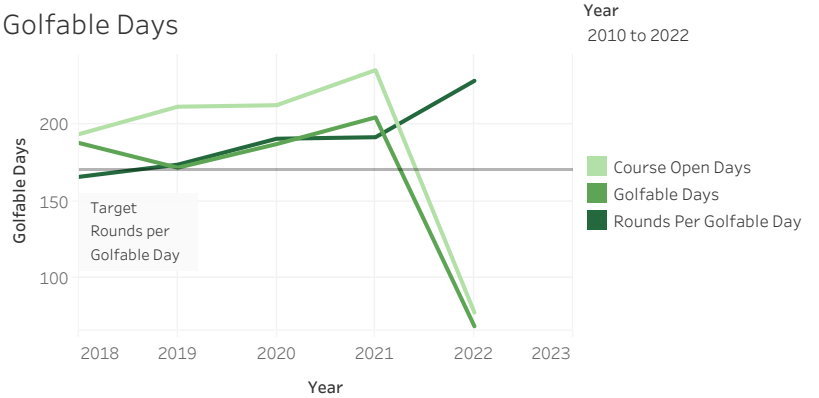
*The City of Appleton took over all golf operations for Reid Golf Course in 2015. It had been previously run by a contractor who ran clubhouse operations and received revenue from clubhouse operations.

All 2022 data is reflective through June 30, 2022.

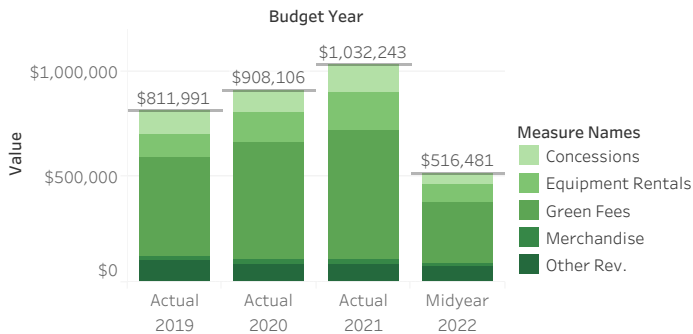
Rounds of Golf Played Annually



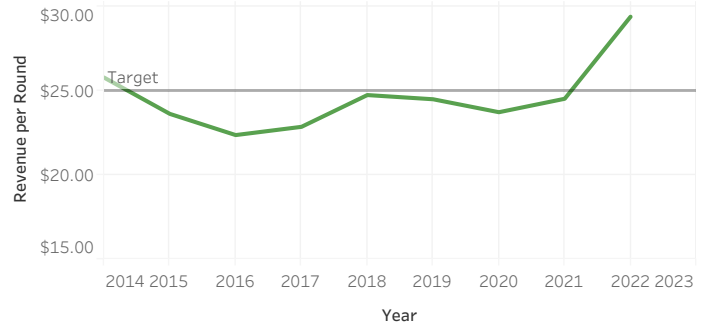
Golfable Days



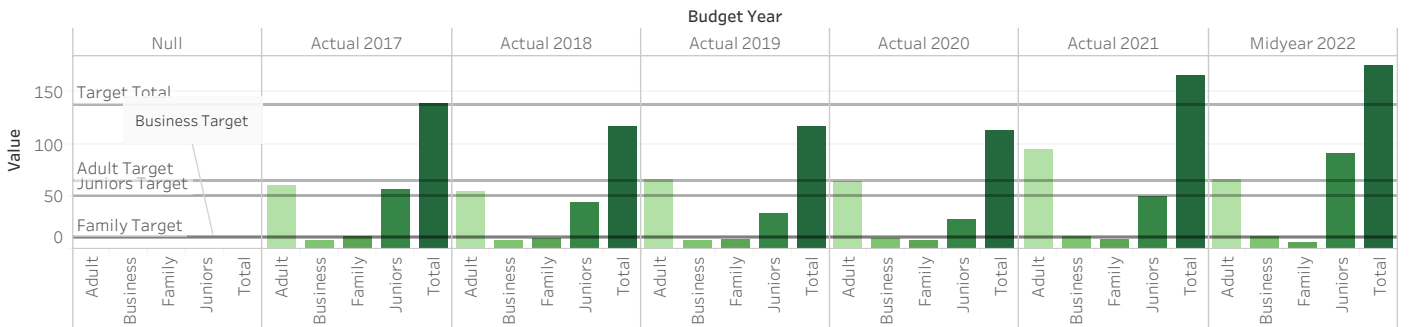
Revenue by Area



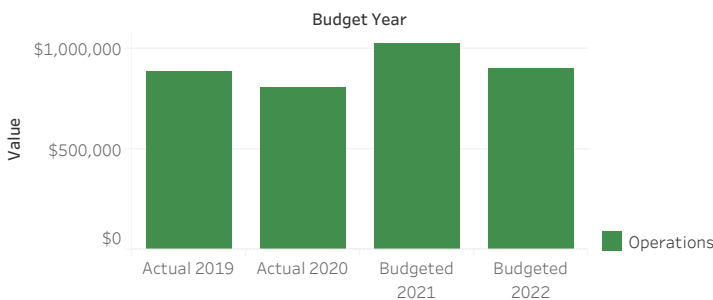
Revenue per Round



Annual Passholders



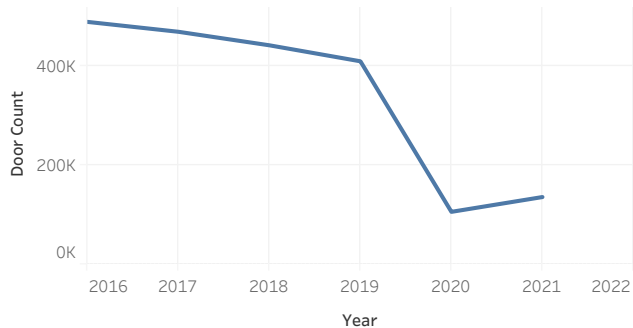
Department Budget Summary



Appleton Public Library

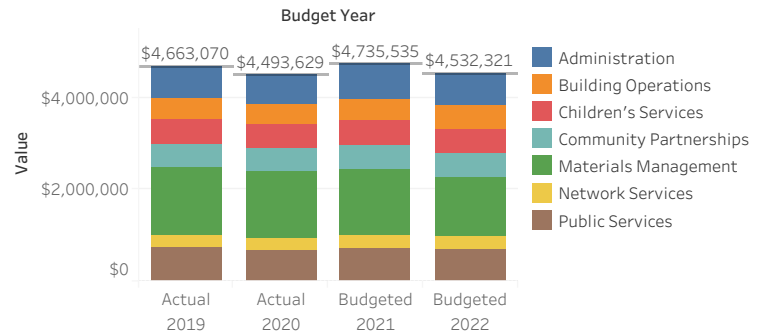
The Appleton Public Library's mission statement embodies our organization: "Learn, know, gather and grow -- your center for community life." Our goal is to apply the Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community. Values: WELCOMING - Everyone 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.

Door Count

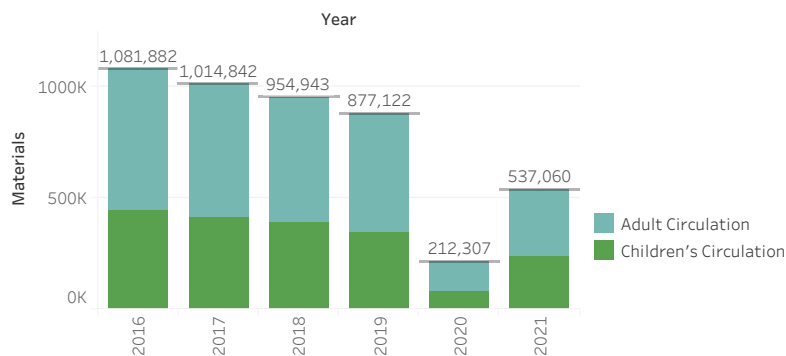


Department Budget Summary

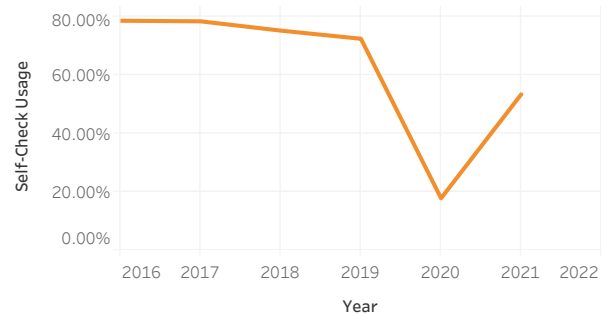
Year
2016 to 2021



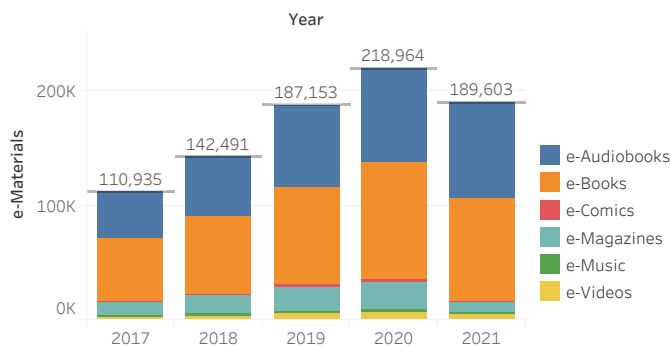
Materials in Circulation



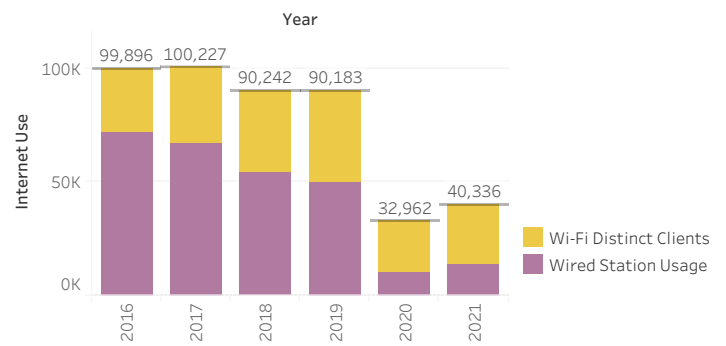
Self-Check Usage (Percentage of All Check-Outs)



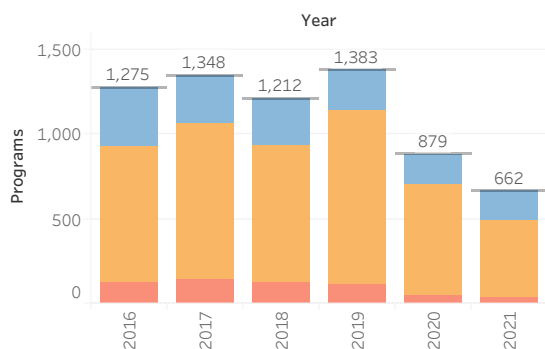
Digital Circulation of e-Materials



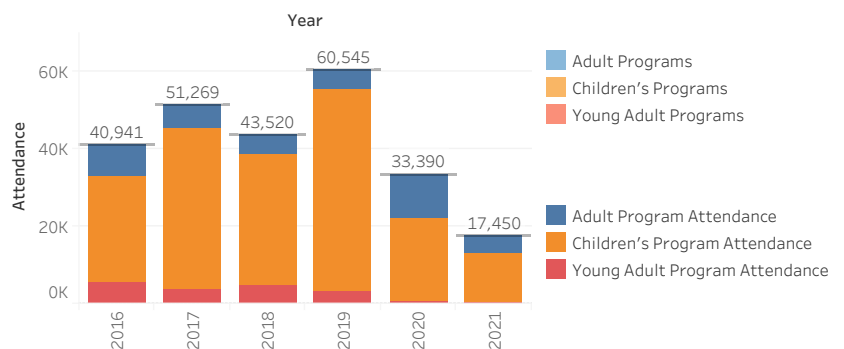
Public Internet Use



Number of Programs Offered



Program Attendance



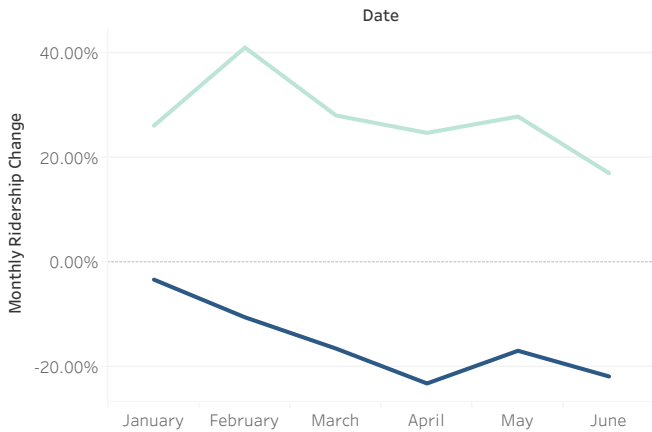
Valley Transit

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life. Valley Transit shares ridership data with the Fox Cities Transit Commission monthly and all other metrics are provided to FCTC quarterly. All information in this dashboard is from the year 2022. This dashboard is updated quarterly.

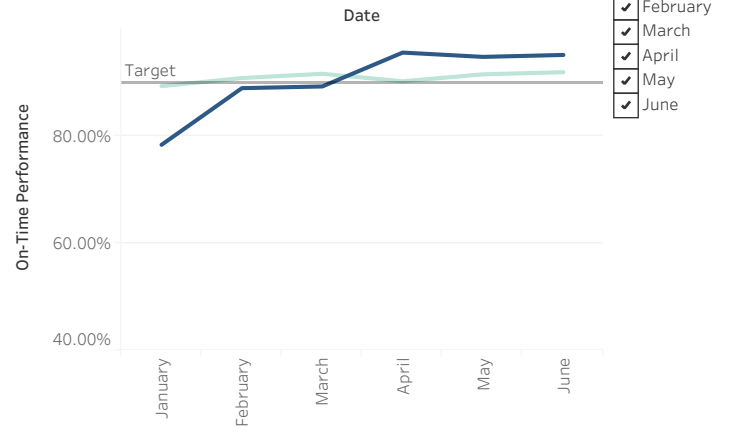
Valley Transit's ridership significantly decreased during the pandemic. Valley Transit will spend 2021 and 2022 attempting to regain ridership lost in 2020. As part of the effort to increase ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by 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.

■ Demand Response
■ Fixed Route

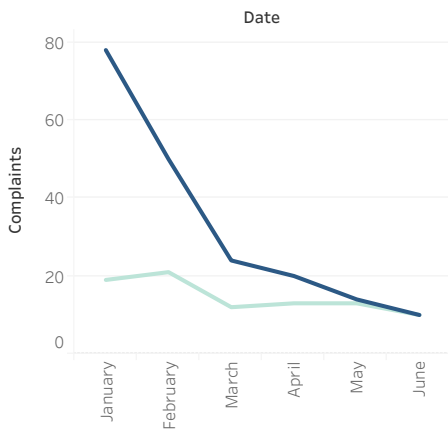
Monthly Ridership Percent Change



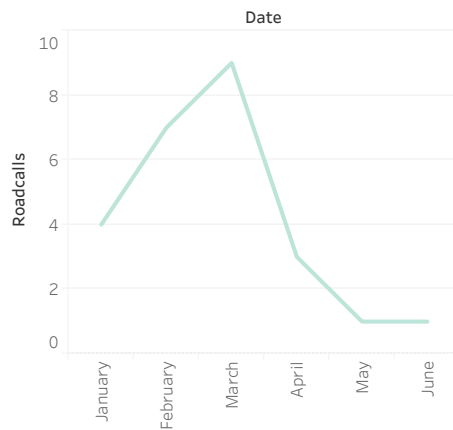
On-Time Performance



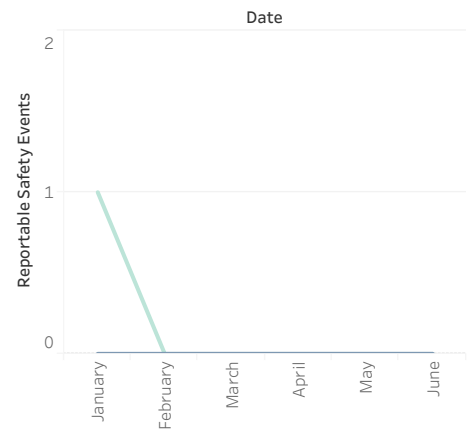
Complaints



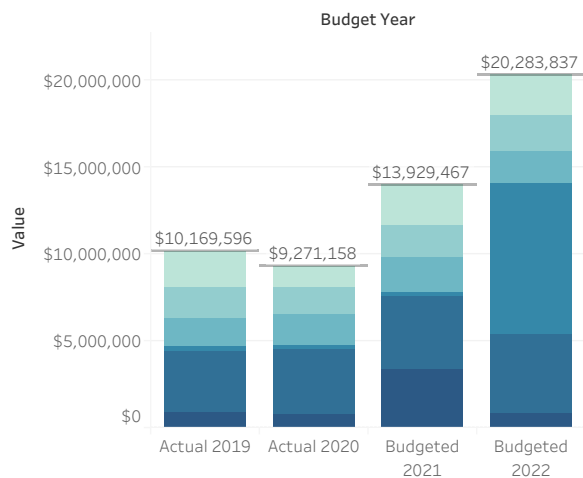
Roadcalls



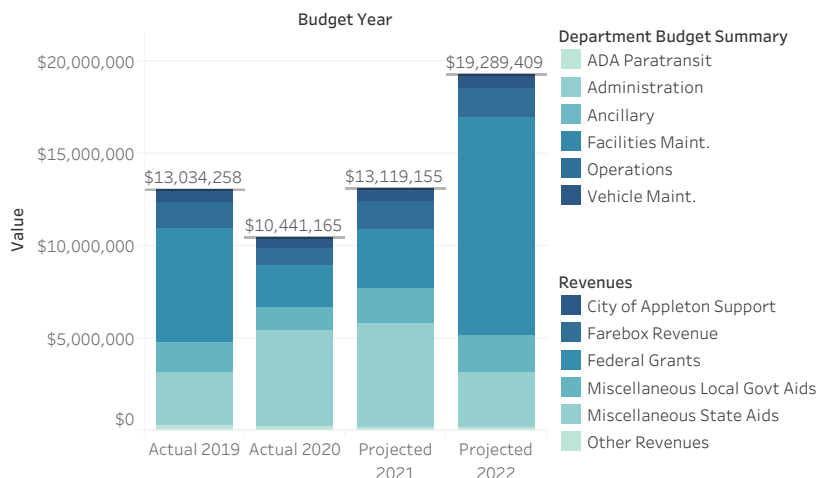
Reportable Safety Events



Department Budget Summary



Revenues

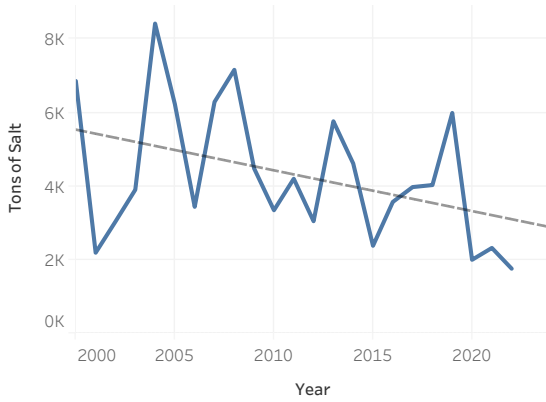


Department of Public Works

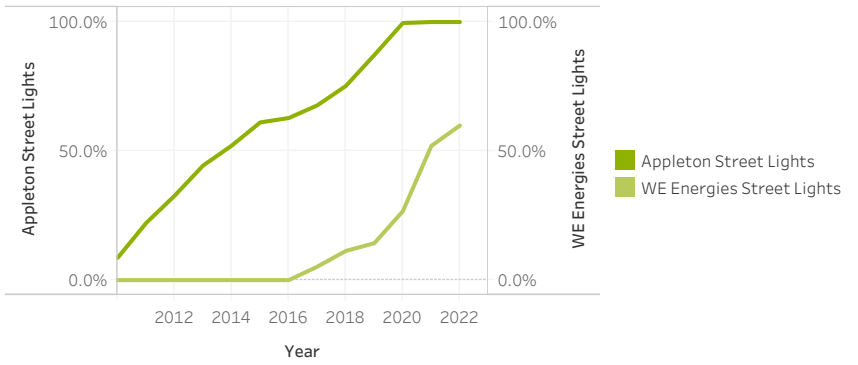
The Department of Public Works strives to provide quality, cost effective public works services for our customers. We continue to strive to monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up. We strive to promote a working environment conducive to employee productivity, growth and retention.

All 2022 numbers are reflective through June 30, 2022.

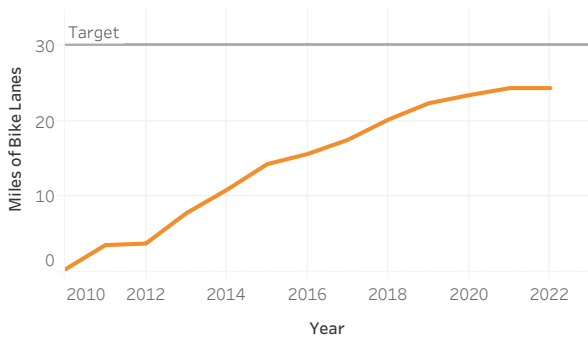
Tons of Salt Used Annually



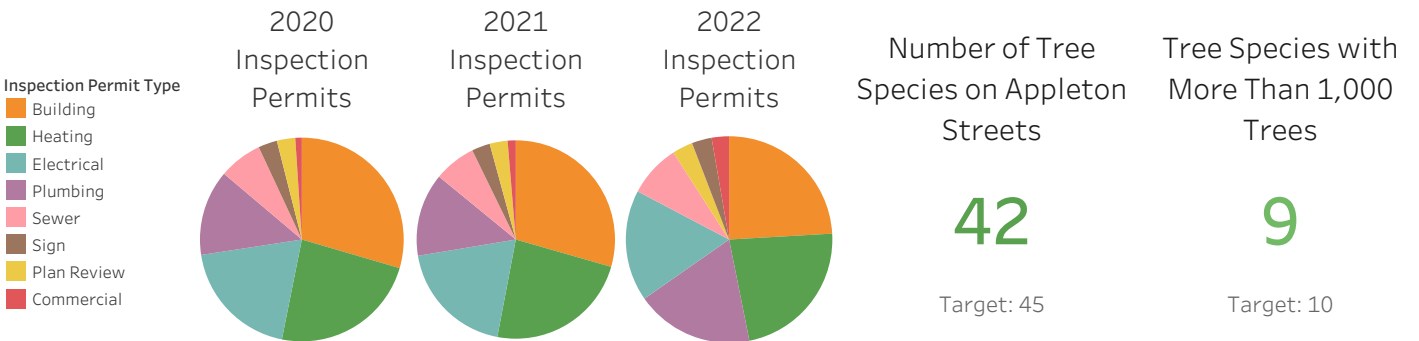
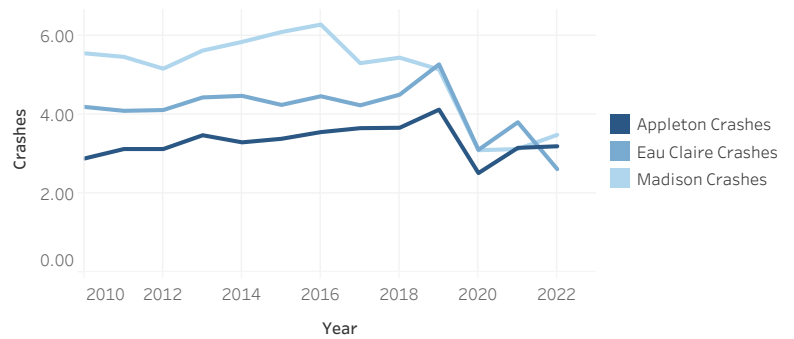
Percent of City-Owned and Utility-Owned Lights Converted to LED



Miles of On-Street Bike Lanes



Crashes per Mile of Street

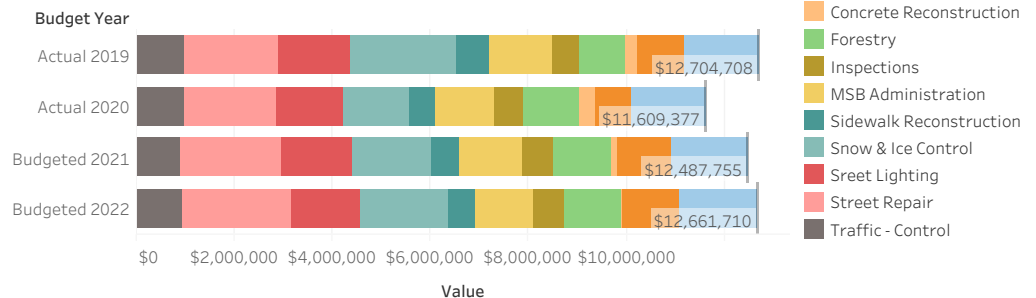


Percent of Streets Above Minimum Rideability

94.5%

Target: 100%

Department Budget Summary

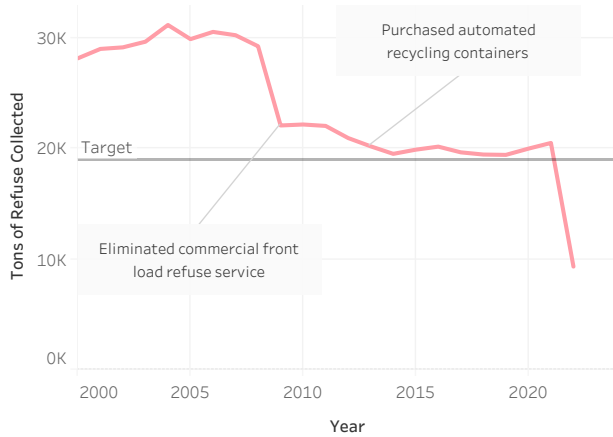


Sanitation

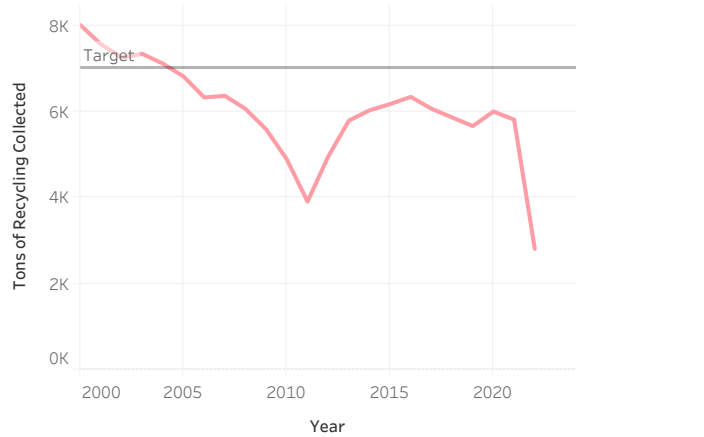
It is the mission of the Sanitation Department to serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost-effective and environmentally-responsible manner. We continue to review and evaluate our collection procedures, policies and rates to provide consistent, cost-effective services.

All 2022 numbers are reflective through June 30, 2022.

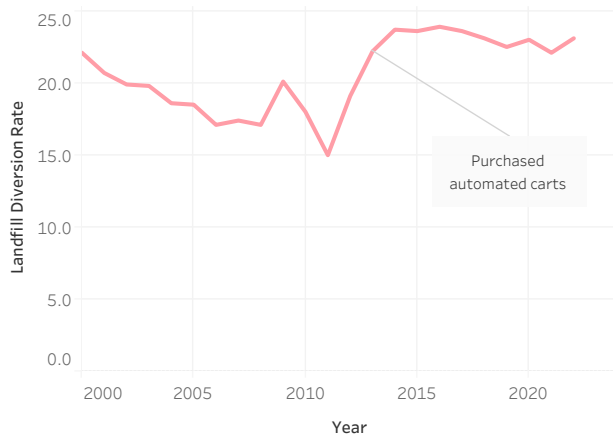
Tons of Refuse Collected



Tons of Recycling Collected



Landfill Diversion Rate

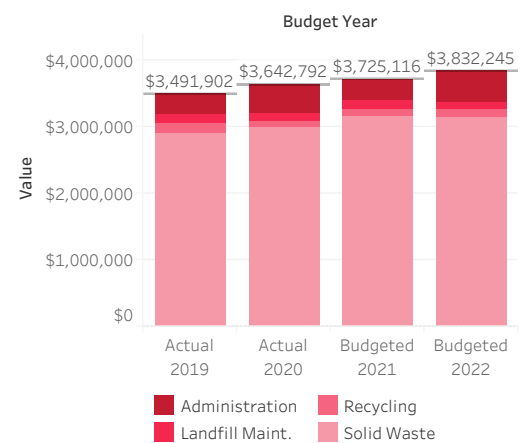


Automated Refuse Stops Per Day

5,196

Target: 5,180

Department Budget Summary

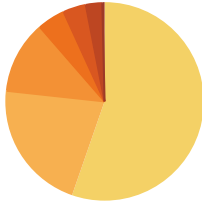


Parking Utility

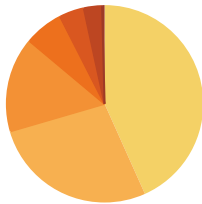
It is the mission of Appleton Parking Utility to provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility. We strive to professionally enforce downtown parking ordinances while maintaining a customer friendly environment. We continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system.

All 2022 numbers are reflective through June 30, 2022.

2021 Parking Citations



2022 Parking Citations



Citation Type

- Meter Violation
- 2:00 a.m. - 5:00 a.m.
- Other Prohibited Area Parking Regulation
- Overtime Parking
- Prohibited parking, stopping, or standing
- Designated No Parking
- Handicap Parking

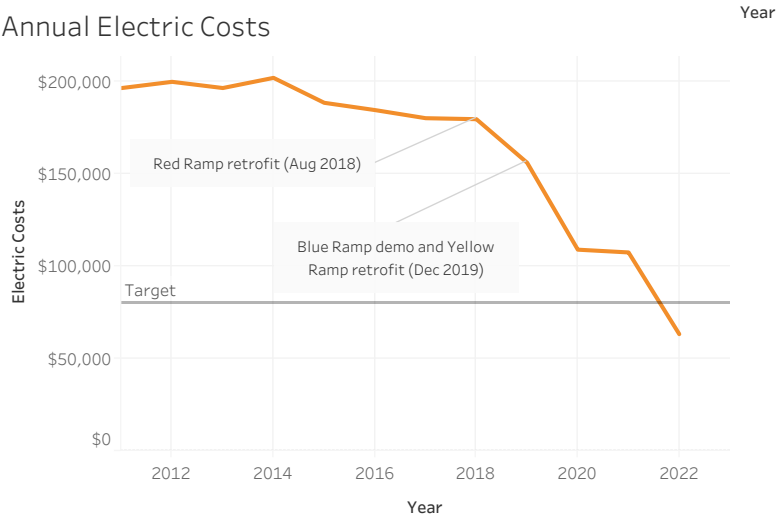
2021 Citations

13,805

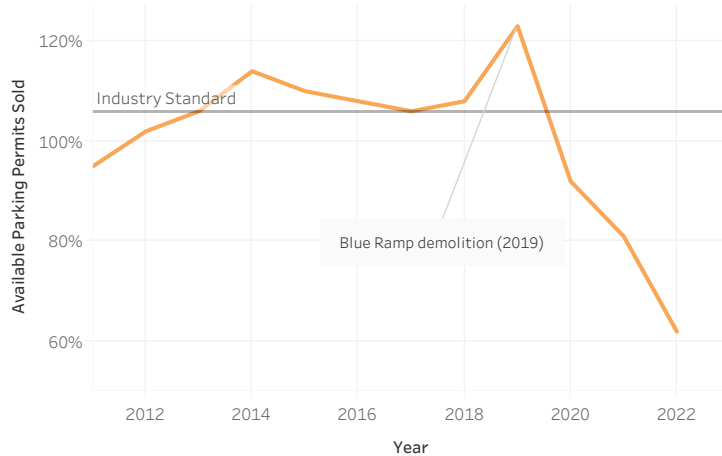
2022 Citations
Through June 30

8,428

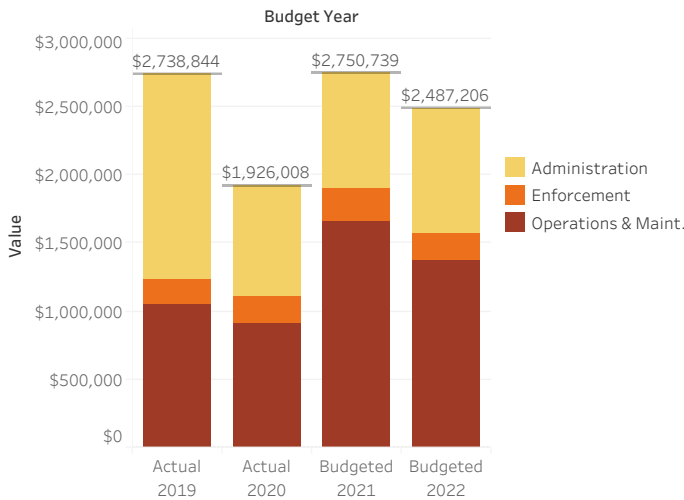
Annual Electric Costs



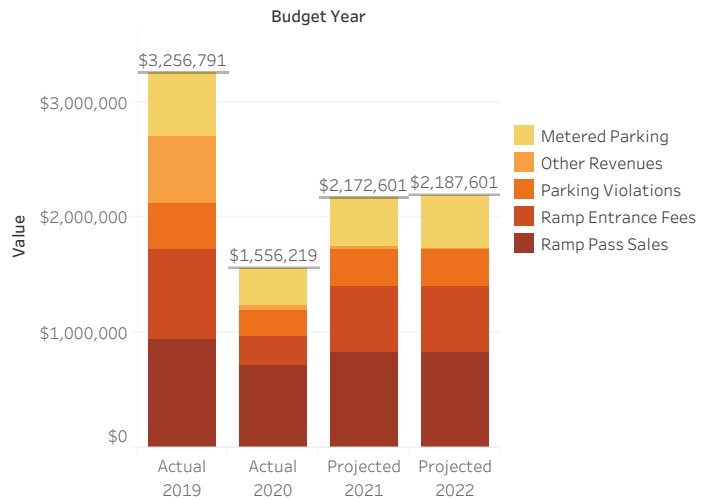
Percent of Available Parking Permits Sold



Department Budget Summary



Revenues



Central Equipment Agency

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. It is our objective to continue advising user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet.

This dashboard is reflective through June 30, 2022.

Number of Electric or Hybrid Vehicles in the Fleet

4

Target: 10

Percent of Multi-Use Vehicles in DPW Fleet

33%

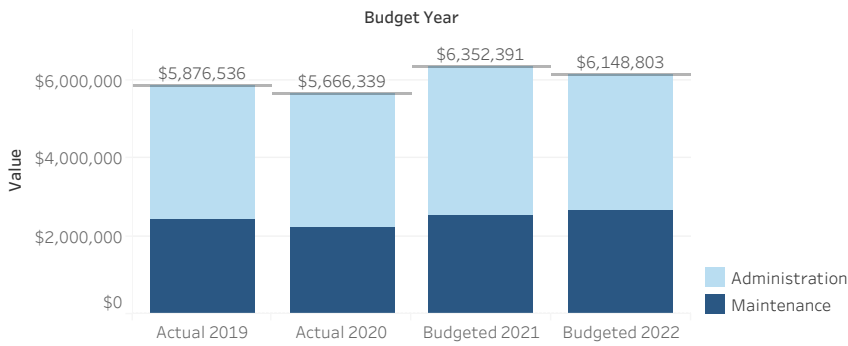
Target: 40%

Total Number of Vehicles in the City Fleet

410

Target: 425

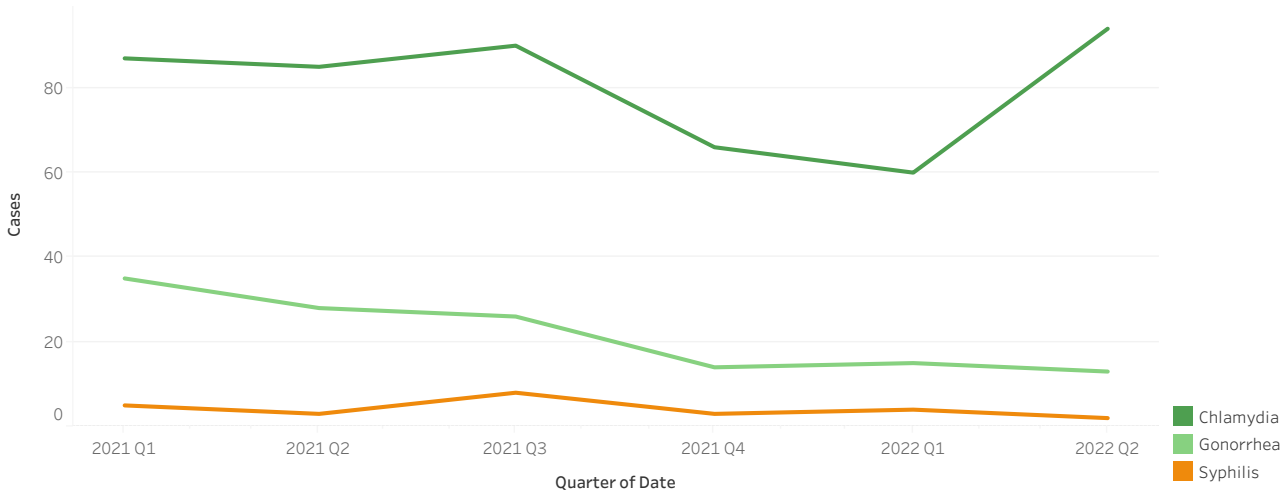
Department Budget Summary



Health

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.

STD Case Counts



Immunization Rates by 24 Months

74%

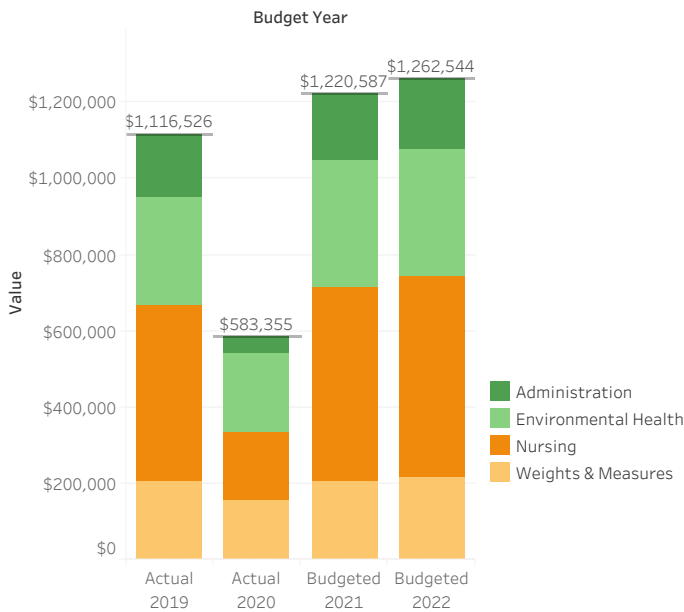
of children who turned 24 months in 2021

W&M Total Inspections

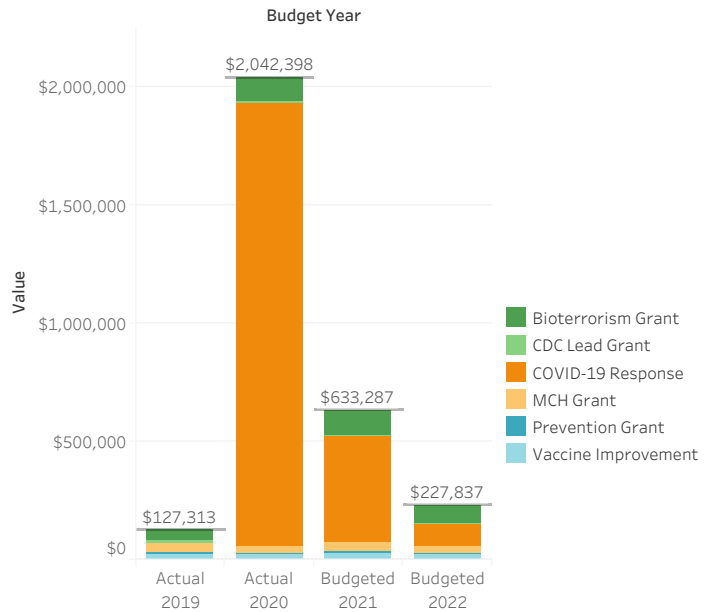
232

in the first two quarters of 2022

Department Budget Summary



Department Budget Summary (Grants)



Health Cont.

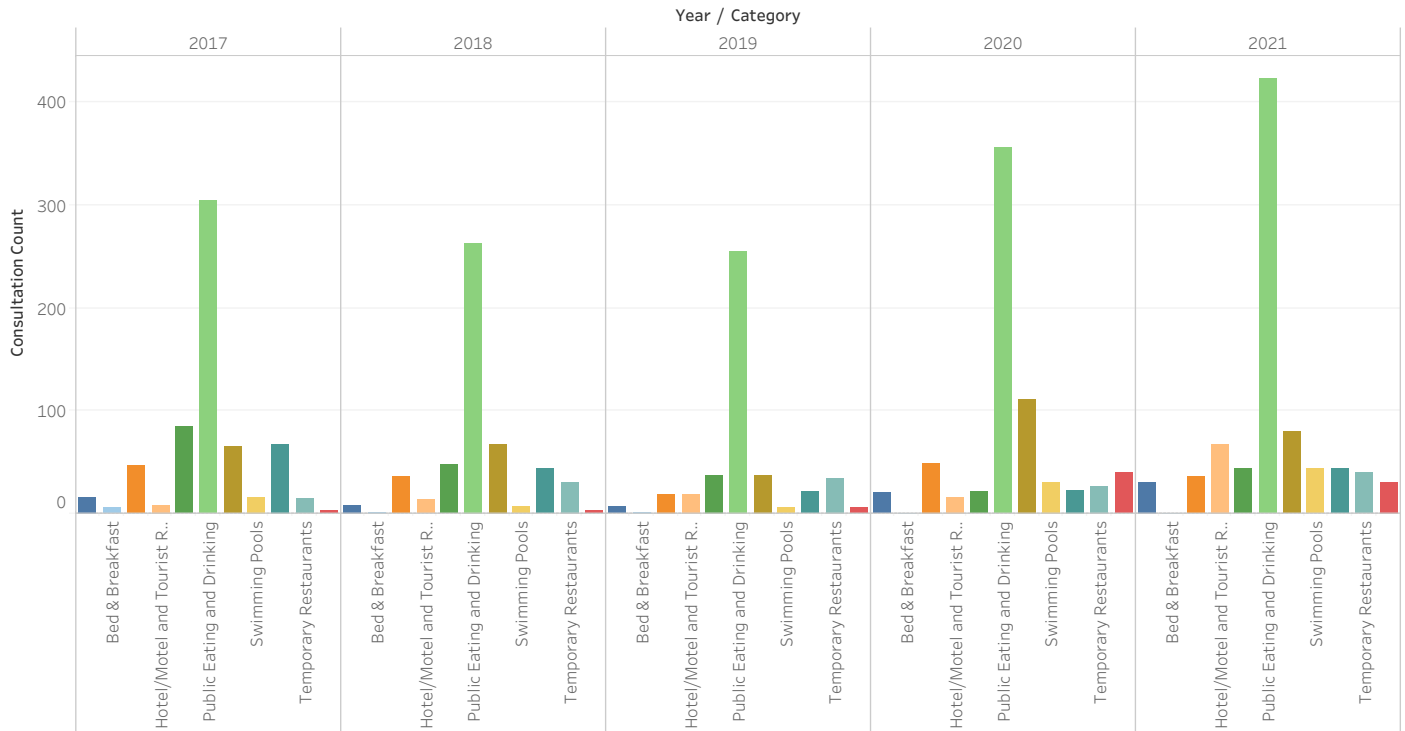
Definitions -

Inspections: Routine, annual health inspections

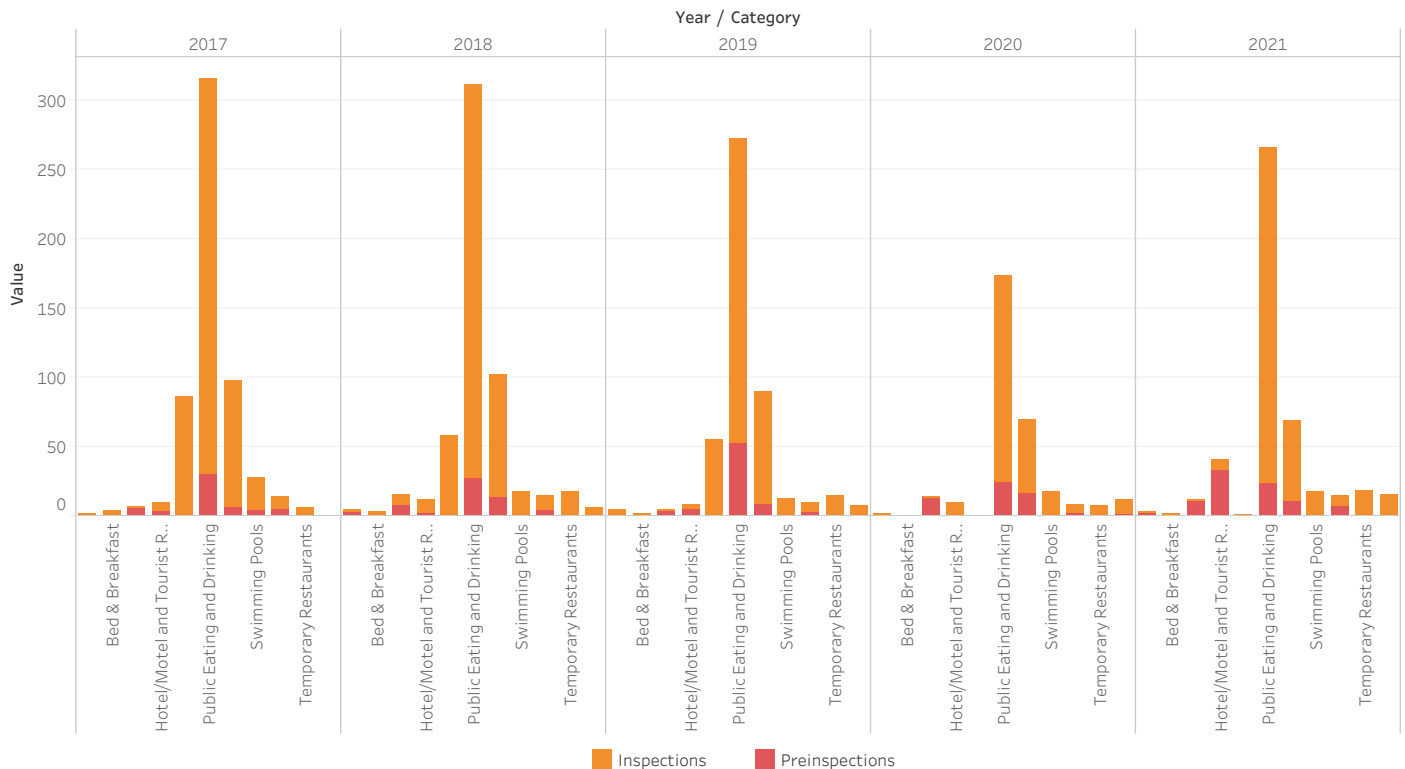
Preinspections: Pre-licensing inspection; inspection before license is granted for the first time

Consultations: All other contact (call for service, progress check, courtesy inspection, etc.)

Consultations



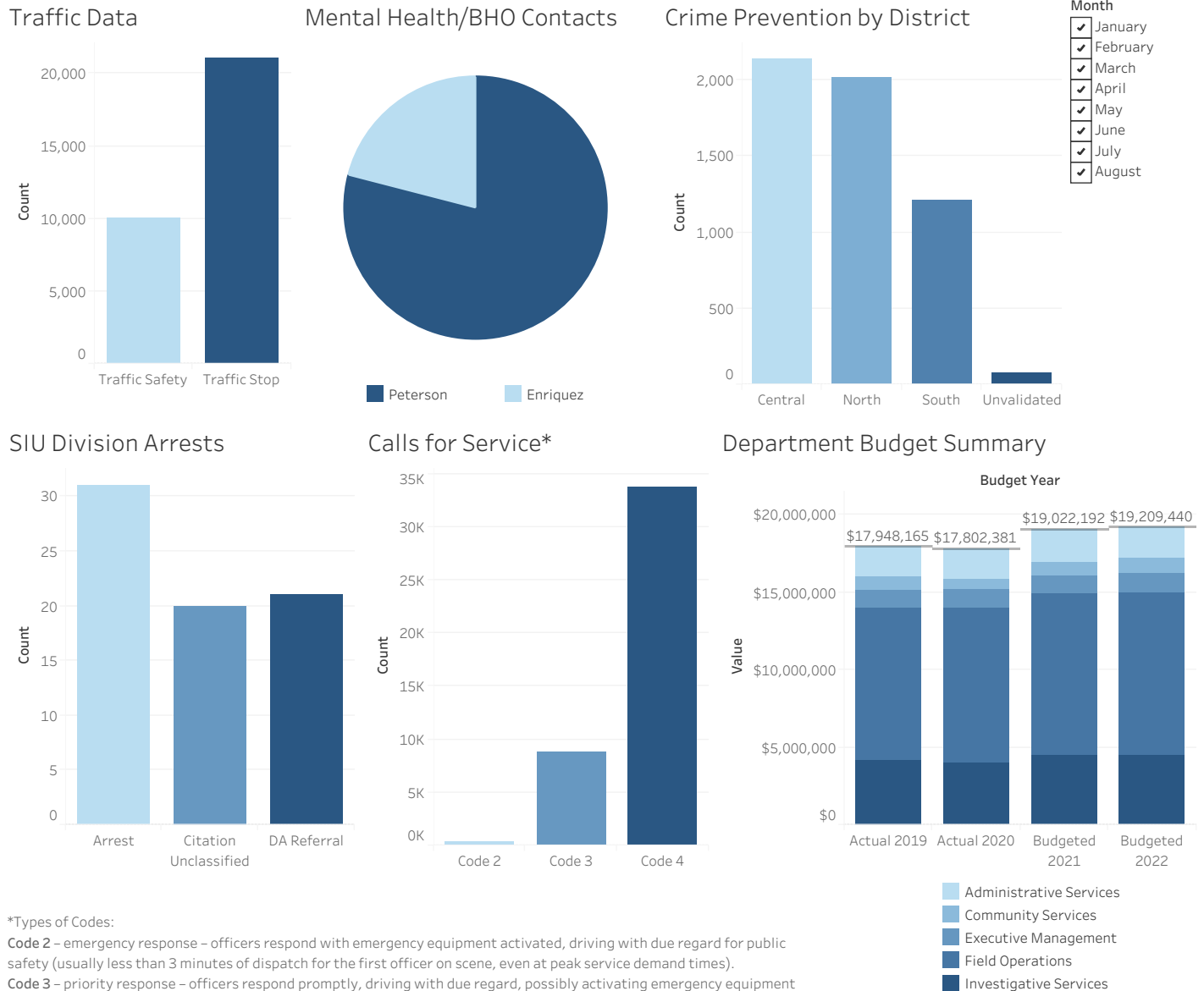
Inspections and Preinspections



Appleton Police Department

The Appleton 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. Working together and individually our 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.

This dashboard is updated monthly with the previous month's data. This dashboard was last updated on 9/6/22.

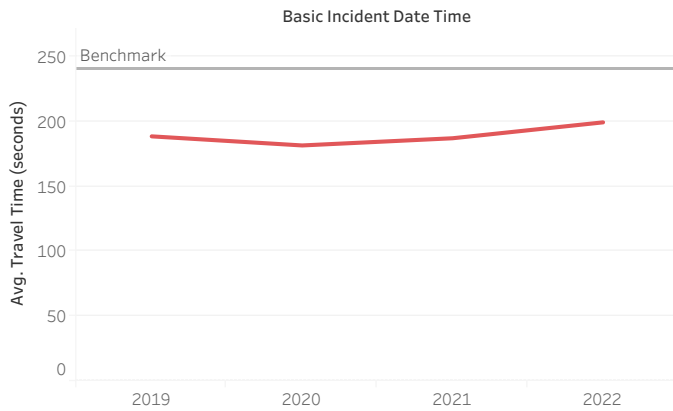


Appleton Fire Department

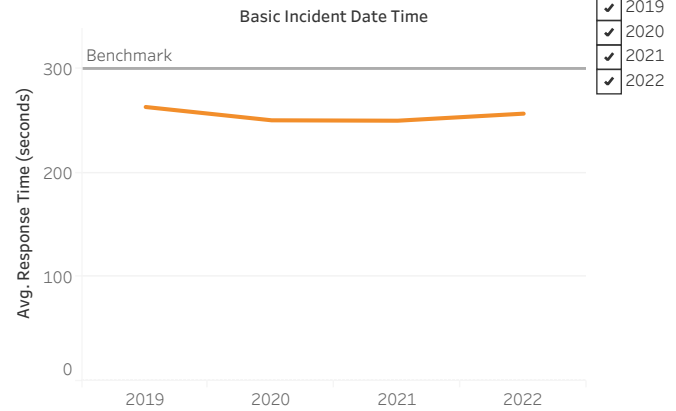
With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community. The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

All 2022 numbers are reflective through June 30, 2022.

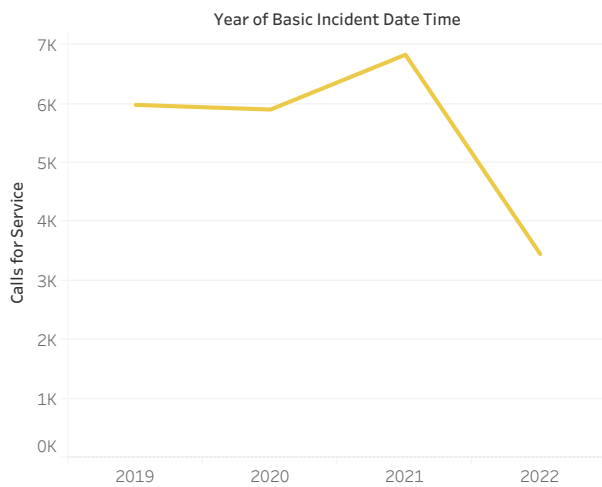
Travel Time



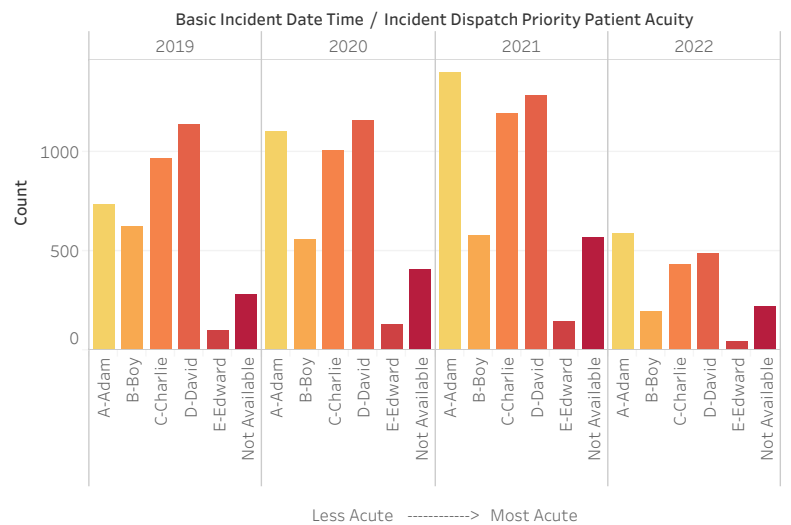
Response Time



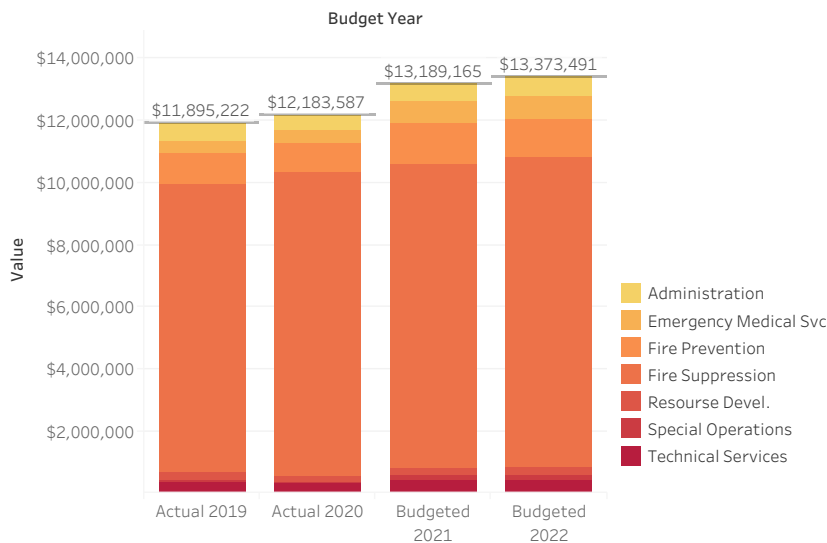
Total Calls for Service



Patient Acuity



Department Budget Summary



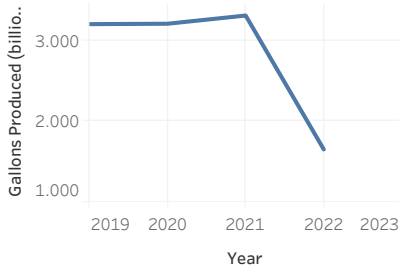
The electronic version of this dashboard includes a second page with charts illustrating number of incidents categorized by type and incidents by station.

Water Utility

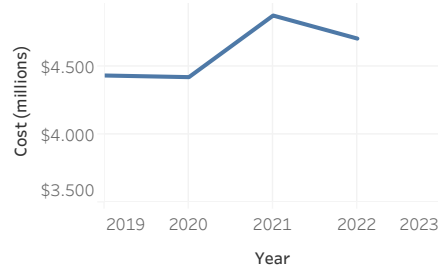
The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

All 2022 numbers are reflective through June 30, 2022.

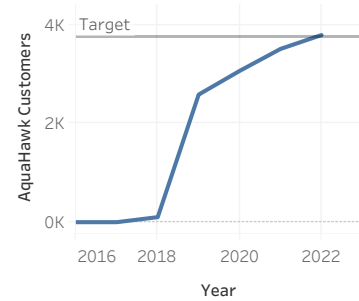
Billion Gallons Produced by Water Plant



Cost in Millions of Water Treatment Expenses

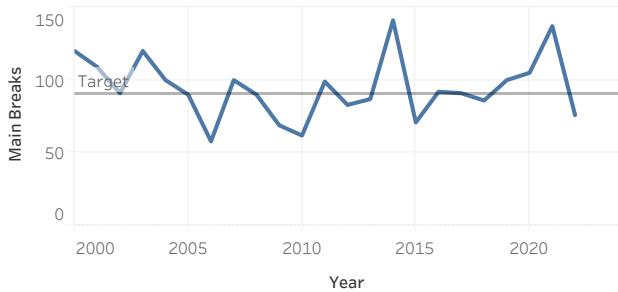


AquaHawk Customers Enrolled

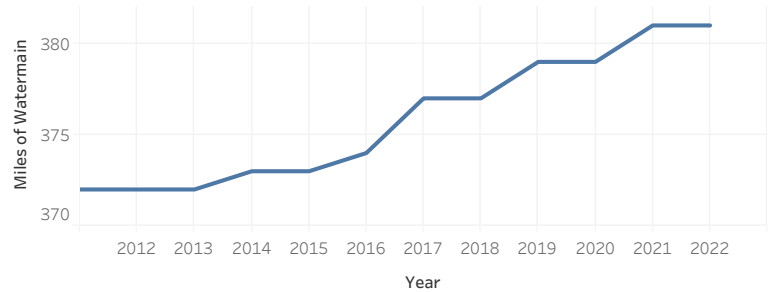


Year
2000 to 2022

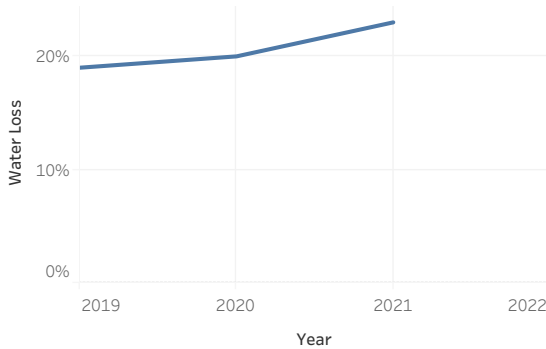
Main Breaks Annually



Total Miles of Watermain



Percent Water Loss (As Reported to the PSC)

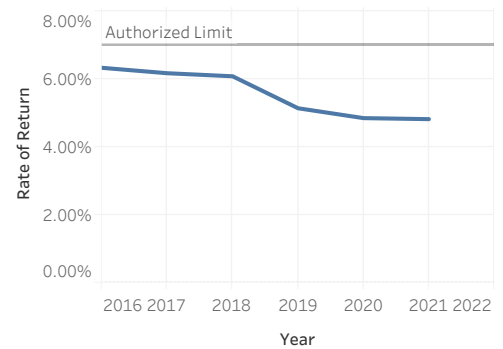


Hydrants per Lane Mile of Street

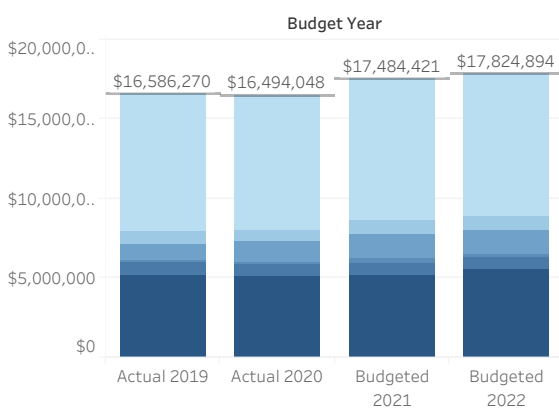
9.25

Target: 8.8
(1 every 600 feet)

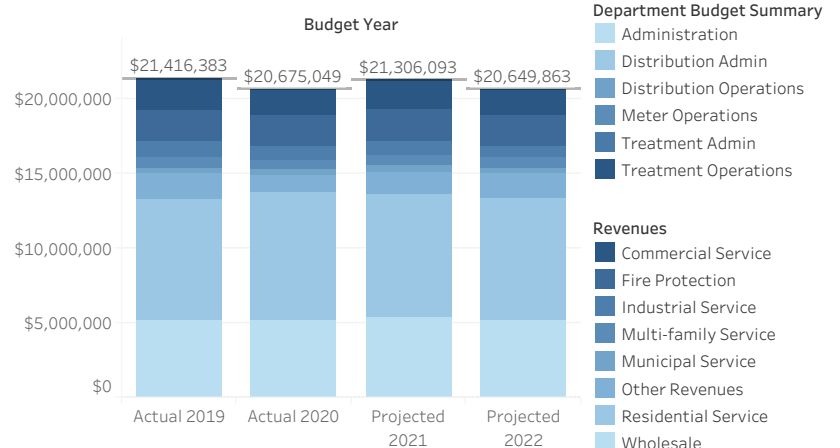
Rate of Return



Department Budget Summary (Operating Expenses)



Revenues

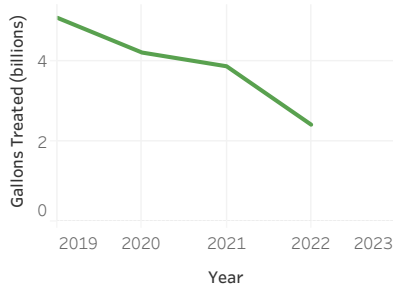


Wastewater Utility

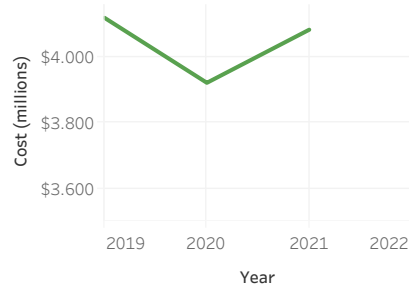
The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically-sound practices.

All 2022 numbers are reflective through June 30, 2022.

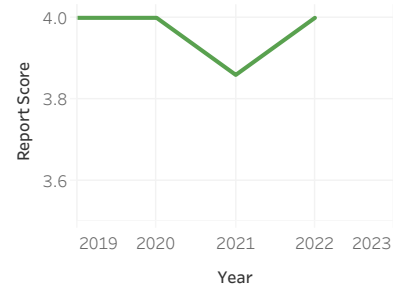
Billion Gallons Treated and Returned to the Environment



Cost in Millions of Water Treatment Expenses

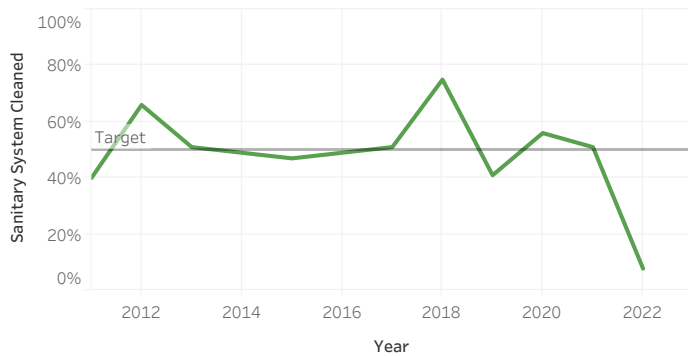


Report Score of Regulatory Report (4.0 Scale)

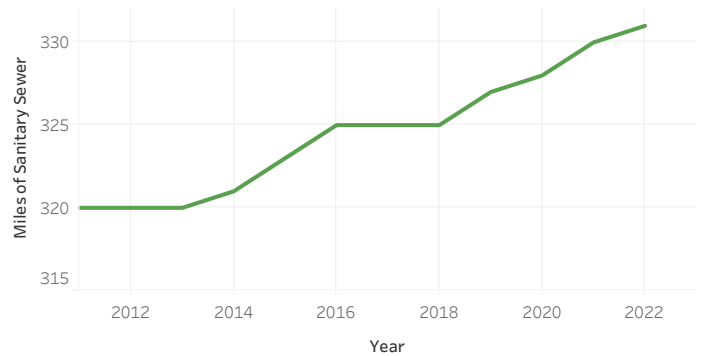


Year
2011 to 2022

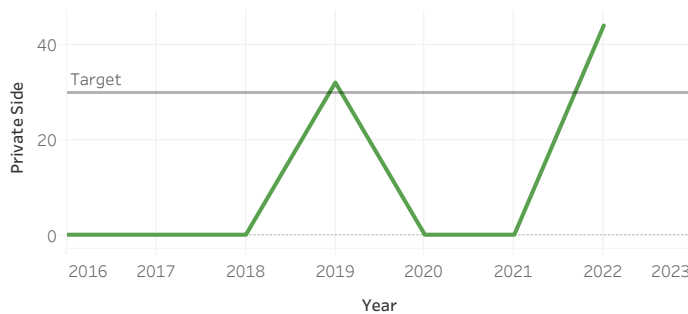
Percent of Total Sanitary System Cleaned Annually



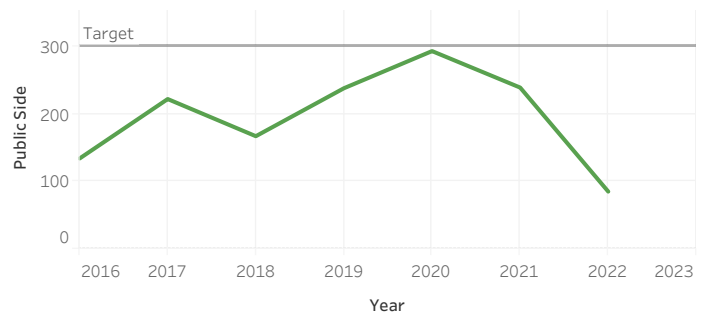
Total Miles of Sanitary Sewer



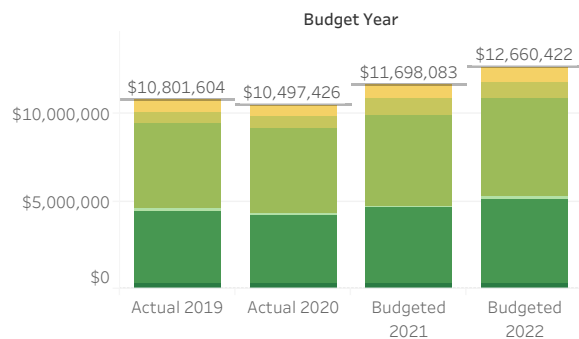
Private Side Laterals Replaced Annually



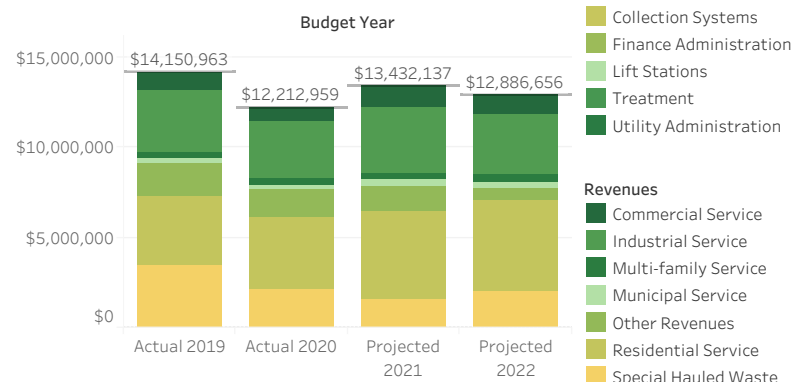
Public Side Laterals Replaced Annually



Department Budget Summary (Operating Expenses)



Revenues



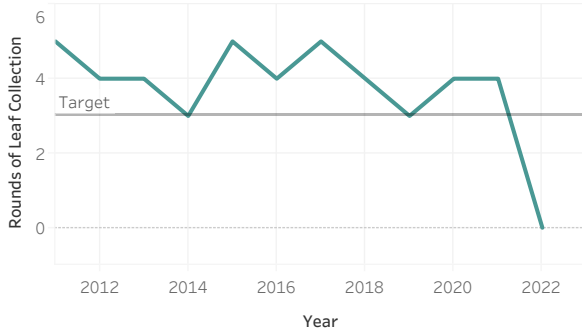
- Operating Expenses**
 - Biosolids Management
 - Collection Systems
 - Finance Administration
 - Lift Stations
 - Treatment
 - Utility Administration
- Revenues**
 - Commercial Service
 - Industrial Service
 - Multi-family Service
 - Municipal Service
 - Other Revenues
 - Residential Service
 - Special Hauled Waste

Stormwater Utility

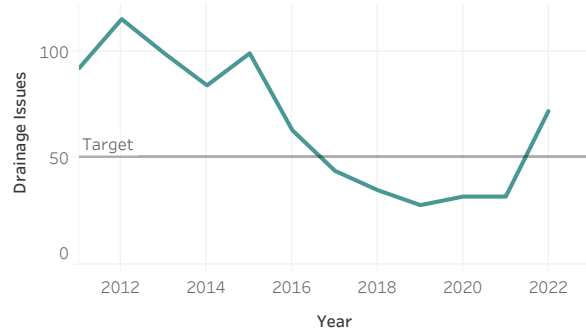
The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality. It is our objective to continue implementing the following programs: public education, public participation, erosion control, pollution prevention, illicit discharge detection/elimination, and post-construction stormwater management plans.

All 2022 numbers are reflective through June 30, 2022.

Rounds of Leaf Collection Completed

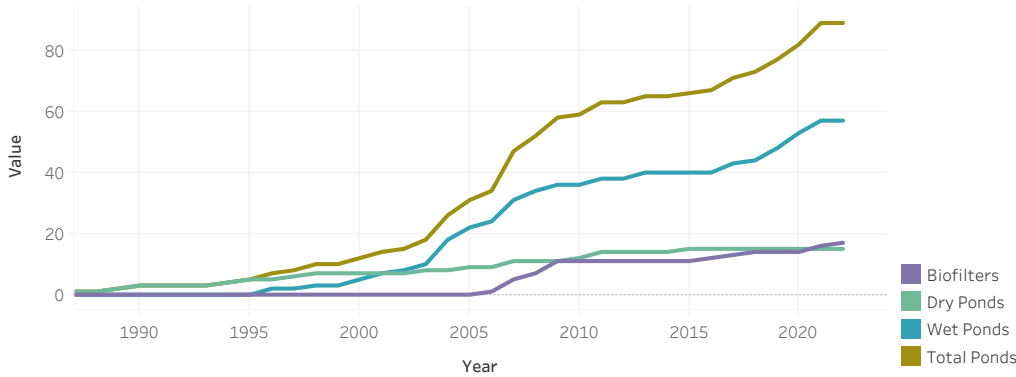


Residential Drainage Issues Addressed



Year
1987 to 2022

Pond and Biofilter Inventory History (Including AASD and Facilities Dept)

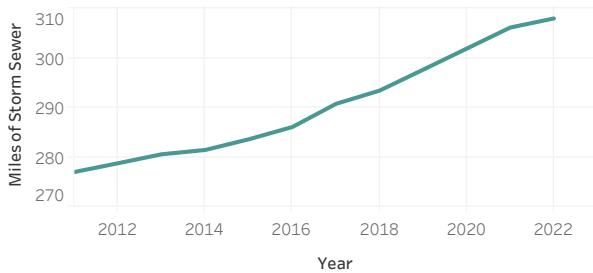


2022 Cubic Yards of
Material Collected via
Street Sweeping

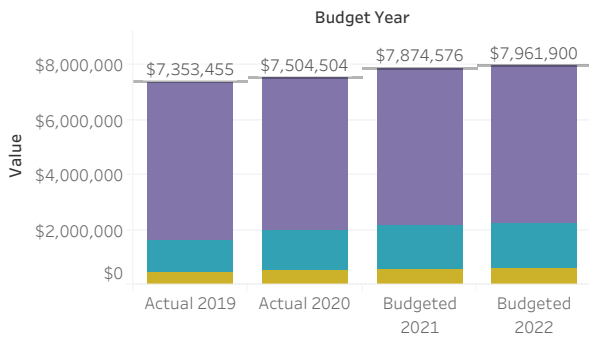
1,715

Target: 6,000

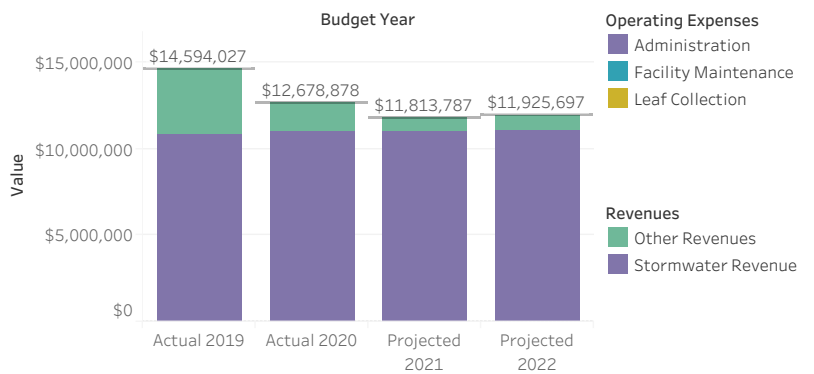
Total Miles of Storm Sewer



Department Budget Summary (Operating Expenses)



Revenues



CITY OF APPLETON

2023 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

2023 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

2023 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

2023 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

2023 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

2023 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

2023 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

2023 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 2023 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

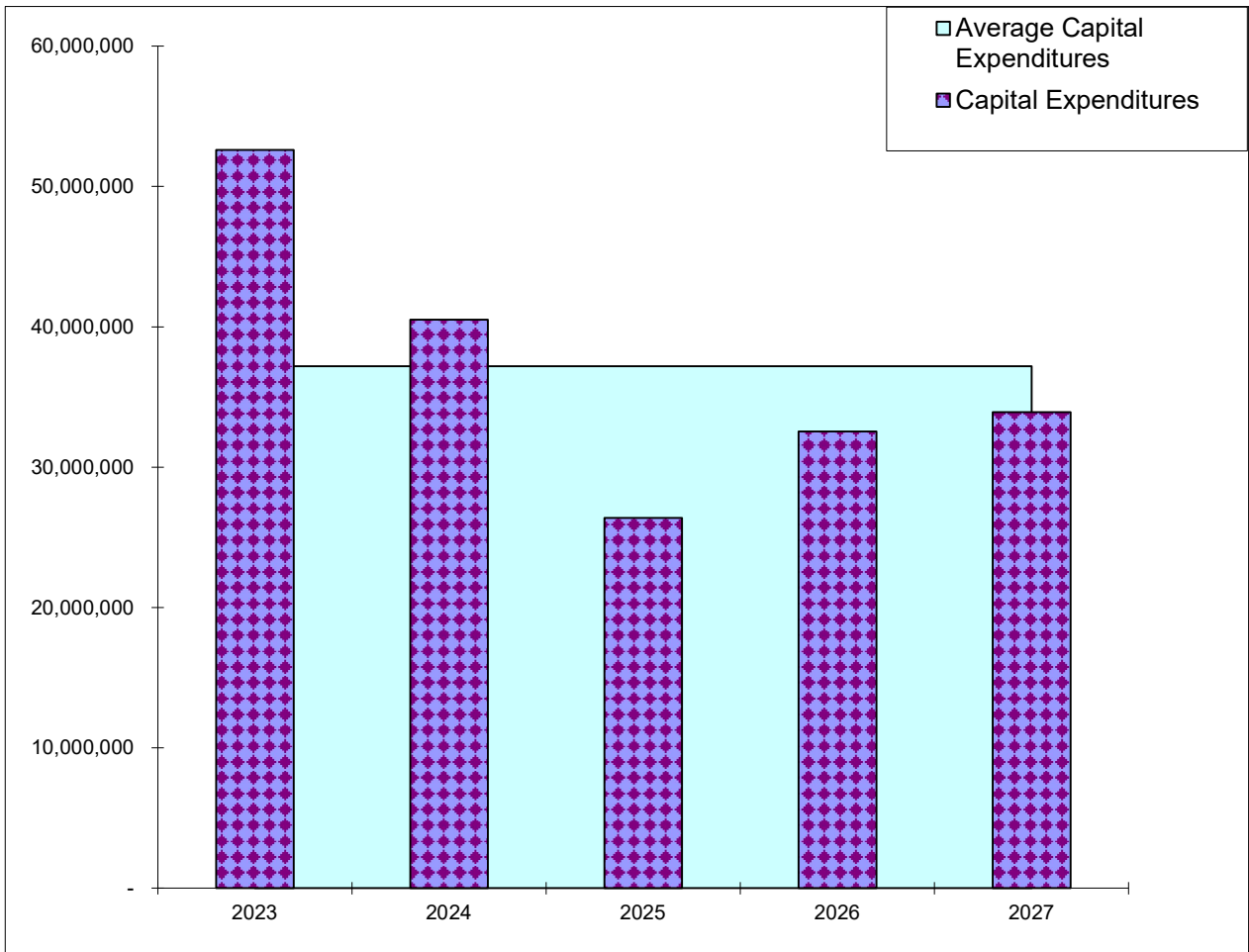
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund some ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a \$20 per vehicle fee for vehicles 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 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027**



The chart above illustrates the annual budgeted capital expenditures in comparison with the average for 2023 - 2027.

2023 includes the continuation of construction of the newly renovated library and development of Lungaard Park. Other larger projects slated for 2023 include the final phase of the upgrade to the belt filter presses and replacement of the digester piping and heat exchanger at the Wastewater Treatment Plant.

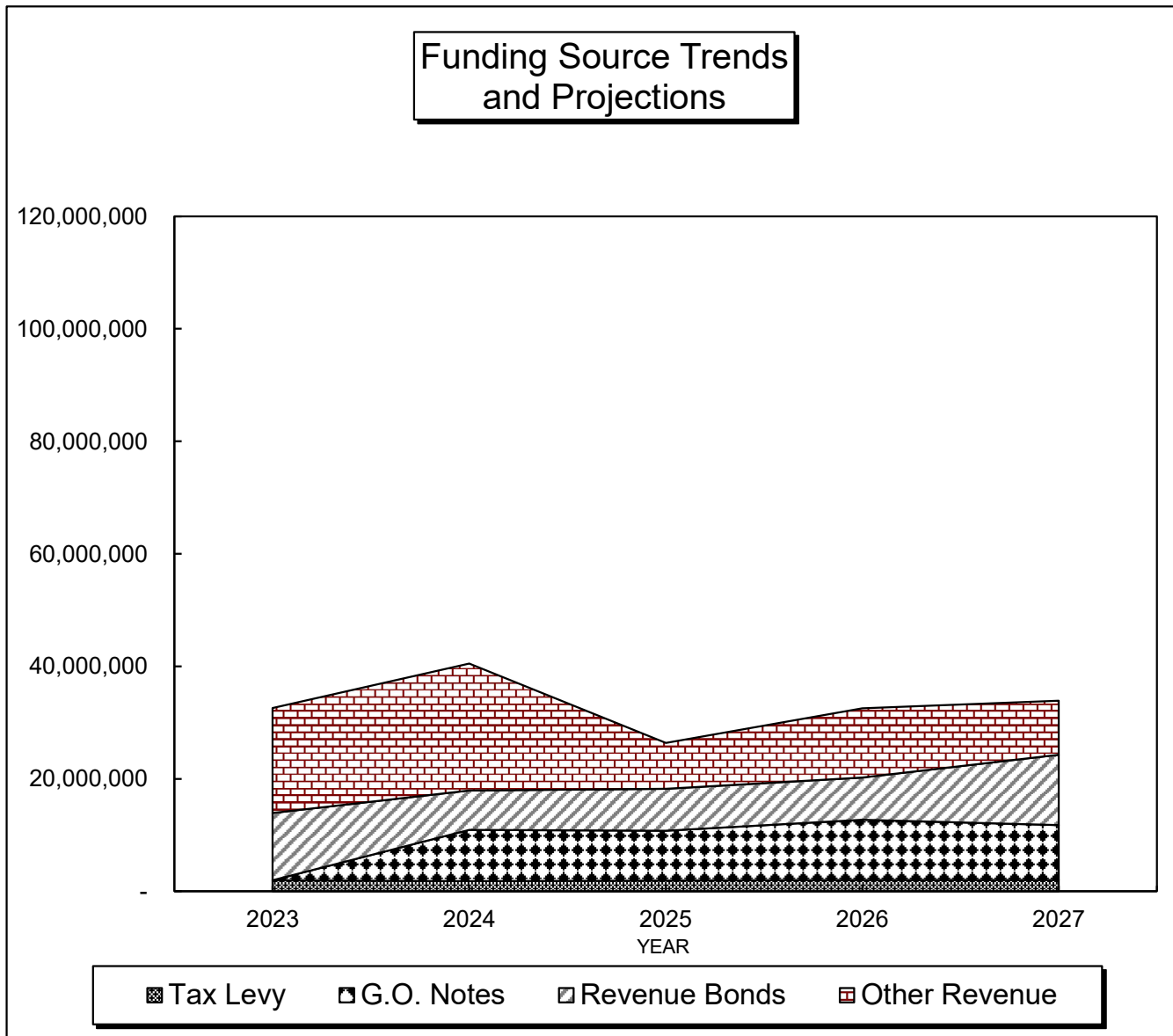
2024 includes the potential replacement of the transit center for Valley Transit, the construction of the WE Energies recreation trail to provide access from S Oneida Street to Hoover and Woodland parks, and structural improvements to the City's three parking ramps.

2025 includes design costs associated with the replacement of Fire Station 4, continuation of structural improvements to the City's three parking ramps, and the start of a multi-year electrical distribution system upgrade at the Wastewater Treatment Plant.

2026 includes construction of a new fire station to replace current Fire Station 4, continuation of structural improvements to the City's three parking ramps, and Aeration Process upgrades at the Wastewater Treatment Plant.

2027 includes continuation of the electrical distribution system upgrade at the Wastewater Treatment Plant, continuation of structural improvements to the City's three parking ramps, and renovations at Appleton Memorial Park.

CITY OF APPLETON 2023 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 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2023

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
594	Bridge Improvements	PW	-	16,000	-	-	16,000
595	Pedestrian Crosswalk Safety Enhancements	PW	-	140,000	-	-	140,000
596	Public Safety Camera Program	PW	-	85,000	-	-	85,000
597	Traffic Signal and Safety Upgrades - Calumet Street	PW	-	57,800	-	r 99,200	157,000
598	Asphalt Paving Program	PW	843,920	52,345	-	-	896,265
602	Concrete Paving Program	PW	517,291	3,828,921	-	sd 1,120,757	5,466,969
608	Grade and Gravel Program	PW	-	486,463	-	fb 149,920	636,383
610	Sidewalk Program	PW	576,593	432,147	-	sd 83,759	1,092,499
612	Stormwater Program	SW	-	-	-	st 5,137,383	5,137,383
618	Watermain Program	WD	-	-	2,000,000	w 559,087	2,559,087
624	Sanitary Sewer Program	WW	-	-	-	w 1,620,745	1,620,745
630	Corrosion Control Treatment	WF	-	-	500,000	w 650,000	1,150,000
631	Library Plaza Parking Lot Reconstruction	PAR	-	317,253	-	fb 244,000	561,253
Facilities							
633	Electrical Upgrades	PRFM	-	-	-	s 100,000	100,000
634	Elevator Replacement	PRFM	-	500,000	-	-	500,000
635	Facility Renovations	PRFM	-	-	-	s 275,000	275,000
637	Grounds Improvements	PRFM	-	25,000	-	-	25,000
638	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	w/s 1,175,000	1,475,000
639	HVAC Upgrades	PRFM	-	1,025,000	-	s 700,000	1,725,000
640	Interior Finishes and Furniture	PRFM	-	-	-	g 215,000	215,000
641	Library	PRFM	-	9,922,500	-	fb 3,620,000	13,542,500
642	Lighting Upgrades	PRFM	-	-	-	s 75,000	75,000
644	Roof Replacement	PRFM	-	-	375,000	s -	375,000
645	Safety and Security Improvements	PRFM	-	50,000	-	-	50,000
647	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 350,000	350,000
Equipment							
648	Enterprise Resource Planning (ERP) System	IT	-	-	-	o 180,000	180,000
649	Information Technology Equipment and Infrastructure	IT	-	250,000	-	-	250,000
650	Cardiac Monitors	AFD	-	50,000	-	-	50,000
651	Radio Communication Equipment	AFD	-	315,000	-	g 217,700	532,700
653	Survey Instrument Replacement	PW	-	30,000	-	-	30,000
654	Mackville Landfill Monitoring Equipment	SAN	-	70,100	-	-	70,100
655	Treatment Instrumentation Replacement	WF	-	-	-	w 60,000	60,000
656	Motor Control Center Fire Protection	WF	-	-	-	w 488,000	488,000
658	Water Chemical Storage	WF	-	-	-	w 450,000	450,000
659	High Service Pump Check Valve Replacements	WF	-	-	-	w 200,640	200,640
661	DAFT Polymer Feed System	WW	-	-	225,000	s -	225,000
662	Digester Piping and Heat Exchanger Replacement	WW	-	-	4,000,000	s 181,315	4,181,315
663	Final Clarifier Underdrain and Tank Drainage Pump	WW	-	-	-	s 349,650	349,650
665	Lift Station PLC Upgrades	WW	-	-	-	s 57,500	57,500
666	Belt Filter Press Upgrade - Phase 2	WW	-	-	4,900,000	s -	4,900,000
668	Secondary Clarifier Algae Sweep System Replace.	WW	-	-	-	s 215,000	215,000
669	Vehicle Purchase	VT	-	-	-	v 50,000	50,000
Quality of Life							
671	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
673	Park Development	PRFM	-	2,000,000	-	-	2,000,000
676	Reid Golf Course	PRFM	-	-	-	gc 50,000	50,000
			<u>\$ 1,937,804</u>	<u>\$ 19,978,529</u>	<u>\$ 12,000,000</u>	<u>\$ 18,674,656</u>	<u>\$ 52,590,989</u>
Less: TIF Funded GO Notes							
Property Tax Funded GO Notes			<u>2,998,776</u>				
			<u>\$ 16,979,753</u>				

Other Supplemental Information:

Sewer User Fees (s):	\$ 4,069,210
Water User Fees (w):	3,177,727
Stormwater User Fees (st):	5,182,383
Grant Funds (g):	432,700
Subdivision (sd):	1,204,516
Sanitation (o):	45,000
Fund Balance (fb):	4,013,920
Valley Transit Capital Projects (v):	50,000
Parking User Fees (p):	350,000
Reid Golf Course (gc):	50,000
Other Reimbursements (r):	99,200
	<u>\$ 18,674,656</u>

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2024

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
595	Pedestrian Crosswalk Safety Enhancements	PW	-	75,000	-	-	75,000
596	Public Safety Camera Program	PW	-	89,828	-	-	89,828
598	Asphalt Paving Program	PW	1,173,859	484,738	-	-	1,658,597
602	Concrete Paving Program	PW	-	2,679,152	-	sd 951,355	3,630,507
608	Grade and Gravel Program	PW	75,068	292,673	-	-	367,741
610	Sidewalk Program	PW	546,389	444,193	-	sd 304,691	1,295,273
612	Stormwater Program	SW	-	-	-	st 7,235,714	7,235,714
618	Watermain Program	WD	-	-	1,700,000	w 1,258,197	2,958,197
624	Sanitary Sewer Program	WW	-	-	4,000,000	s 361,623	4,361,623
Facilities							
633	Electrical Upgrades	PRFM	-	25,000	-	-	25,000
634	Elevator Replacement	PRFM	-	-	350,000	s	350,000
635	Facility Renovations	PRFM	-	75,000	-	-	75,000
637	Grounds Improvements	PRFM	-	25,000	-	-	25,000
638	Hardscape Infrastructure Improvements/Replace.	PRFM	-	500,000	-	-	500,000
639	HVAC Upgrades	PRFM	-	175,000	800,000	w/s	975,000
640	Interior Finishes and Furniture	PRFM	-	150,000	-	-	150,000
642	Lighting Upgrades	PRFM	-	325,000	150,000	s	475,000
643	Plumbing Upgrades	PRFM	-	450,000	-	-	450,000
644	Roof Replacement	PRFM	-	150,000	-	-	150,000
645	Safety and Security Improvements	PRFM	-	375,000	-	-	375,000
646	Transit Center	PRFM	-	-	-	v 10,000,000	10,000,000
647	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
Equipment							
648	Enterprise Resource Planning (ERP) System	IT	-	145,000	-	-	145,000
649	Information Technology Equipment and Infrastructure	IT	-	221,000	-	-	221,000
653	Survey Instrument Replacement	PW	-	40,000	-	-	40,000
655	Treatment Instrumentation Replacement	WF	-	-	-	w 40,000	40,000
664	Lift Station Improvements	WW	-	-	-	s 400,000	400,000
667	Redundant Fiber Optic Line	WW	-	-	-	s 287,500	287,500
Quality of Life							
671	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
674	Pavilion and Recreation Facilities	PRFM	-	250,000	-	-	250,000
675	Playground Areas	PRFM	-	180,000	-	-	180,000
676	Reid Golf Course	PRFM	-	-	-	gc 40,000	40,000
678	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
679	Trails & Trail Connections	PRFM	-	1,916,300	-	-	1,916,300
			<u>\$ 1,795,316</u>	<u>\$ 9,122,884</u>	<u>\$ 7,000,000</u>	<u>\$ 22,579,080</u>	<u>\$ 40,497,280</u>
Less: TIF Funded GO Notes							
Property Tax Funded GO Notes							
				<u>100,936</u>			
				<u>9,021,948</u>			

Other Supplemental Information:	
Sewer User Fees (s):	\$ 1,049,123
Water User Fees (w):	1,298,197
Stormwater User Fees (st):	7,235,714
Subdivision (sd):	1,256,046
Parking User Fees (p):	1,700,000
Valley Transit Capital Projects (v):	10,000,000
Reid Golf Course (gc):	40,000
	<u>\$ 22,579,080</u>

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2025

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
594	Bridge Improvements	PW	-	548,558	-	-	548,558
596	Public Safety Camera Program	PW	-	128,403	-	-	128,403
598	Asphalt Paving Program	PW	1,315,658	-	-	-	1,315,658
602	Concrete Paving Program	PW	-	3,078,133	-	sd 700,254	3,778,387
610	Sidewalk Program	PW	579,191	247,923	-	sd 93,041	920,155
612	Stormwater Program	SW	-	-	-	st 3,550,038	3,550,038
618	Watermain Program	WD	-	-	2,500,000	w 48,737	2,548,737
624	Sanitary Sewer Program	WW	-	-	375,000	s 1,102,252	1,477,252
Facilities							
632	Building Envelope	PRFM	-	150,000	-	s 40,000	190,000
633	Electrical Upgrades	PRFM	-	225,000	3,800,000	s -	4,025,000
635	Facility Renovations	PRFM	-	675,000	-	-	675,000
636	Fire Station #4 Replacement	PRFM	-	750,000	-	-	750,000
637	Grounds Improvements	PRFM	-	25,000	-	-	25,000
638	Hardscape Infrastructure Improvements/Replace.	PRFM	-	750,000	-	-	750,000
639	HVAC Upgrades	PRFM	-	375,000	550,000	s -	925,000
640	Interior Finishes and Furniture	PRFM	-	125,000	-	-	125,000
642	Lighting Upgrades	PRFM	-	600,000	-	-	600,000
644	Roof Replacement	PRFM	-	-	275,000	s -	275,000
645	Safety and Security Improvements	PRFM	-	175,000	-	-	175,000
647	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
Equipment							
652	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	269,625	-	-	269,625
657	Tower Pump Stations	WF	-	-	-	w 890,000	890,000
Quality of Life							
671	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
672	Park Aquatics	PRFM	-	350,000	-	-	350,000
674	Pavilion and Recreation Facilities	PRFM	-	150,000	-	-	150,000
675	Playground Areas	PRFM	-	125,000	-	-	125,000
676	Reid Golf Course	PRFM	-	-	-	gc 35,000	35,000
677	Sport Courts	PRFM	-	35,000	-	-	35,000
			<u>\$ 1,894,849</u>	<u>\$ 8,832,642</u>	<u>\$ 7,500,000</u>	<u>\$ 8,159,322</u>	<u>\$ 26,386,813</u>
Less: TIF Funded GO Notes				100,936			
Property Tax Funded GO Notes				<u>8,731,706</u>			

Other Supplemental Information:

Sewer User Fees (s):	\$ 1,142,252
Water User Fees (w):	938,737
Stormwater User Fees (st):	3,550,038
Subdivision (sd):	793,295
Parking User Fees (p)	1,700,000
Reid Golf User Fees (gc):	35,000
	<u>\$ 8,159,322</u>

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2026

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
594	Bridge Improvements	PW	-	140,000	-	-	140,000
596	Public Safety Camera Program	PW	-	95,053	-	-	95,053
598	Asphalt Paving Program	PW	1,388,863	858,010	-	-	2,246,873
602	Concrete Paving Program	PW	-	2,339,576	-	sd 1,641,818	3,981,394
610	Sidewalk Program	PW	612,119	262,119	-	sd 555,557	1,429,795
612	Stormwater Program	SW	-	-	-	st 6,181,288	6,181,288
618	Watermain Program	WD	-	-	2,500,000	w 693,472	3,193,472
624	Sanitary Sewer Program	WW	-	-	2,200,000	s 459,177	2,659,177
Facilities							
632	Building Envelope	PRFM	-	-	-	w 80,000	80,000
633	Electrical Upgrades	PRFM	-	200,000	100,000	s -	300,000
634	Elevator Replacement	PRFM	-	-	350,000	s -	350,000
635	Facility Renovations	PRFM	-	125,000	450,000	s -	575,000
636	Fire Station #4 Replacement	PRFM	-	4,500,000	-	-	4,500,000
637	Grounds Improvements	PRFM	-	25,000	-	-	25,000
638	Hardscape Infrastructure Improvements/Replace.	PRFM	-	525,000	300,000	s -	825,000
639	HVAC Upgrades	PRFM	-	125,000	-	w/s 850,000	975,000
640	Interior Finishes and Furniture	PRFM	-	35,000	-	-	35,000
642	Lighting Upgrades	PRFM	-	200,000	-	s 75,000	275,000
645	Safety and Security Improvements	PRFM	-	150,000	-	-	150,000
647	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
Equipment							
660	Aeration Process Upgrade	WW	-	-	1,200,000	s -	1,200,000
664	Lift Station Improvements	WW	-	-	400,000	s -	400,000
Quality of Life							
670	Appleton Memorial Park - Renovations	PRFM	-	125,000	-	-	125,000
671	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
675	Playground Areas	PRFM	-	600,000	-	-	600,000
676	Reid Golf Course	PRFM	-	-	-	gc 80,000	80,000
677	Sport Courts	PRFM	-	350,000	-	-	350,000
678	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
			<u>\$ 2,000,982</u>	<u>\$ 10,734,758</u>	<u>\$ 7,500,000</u>	<u>\$12,316,312</u>	<u>\$ 32,552,052</u>
Less: TIF Funded GO Notes				100,936			
Property Tax Funded GO Notes				<u>10,633,822</u>			

Other Supplemental Information:

Sewer User Fees (s):	\$ 1,134,177
Water User Fees (w):	1,023,472
Stormwater User Fees (st):	6,181,288
Subdivision (sd):	2,197,375
Parking User Fees (p)	1,700,000
Reid Golf User Fees (gc):	80,000
	<u>\$ 12,316,312</u>

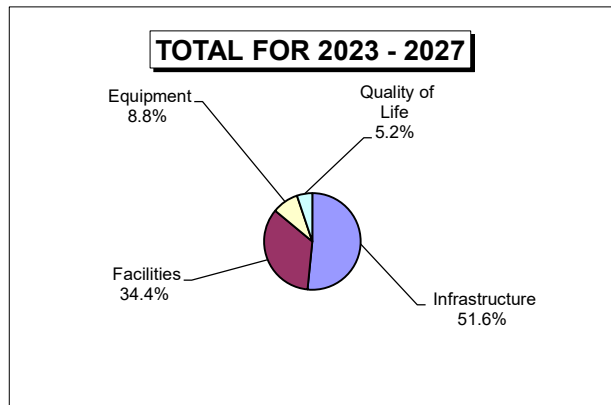
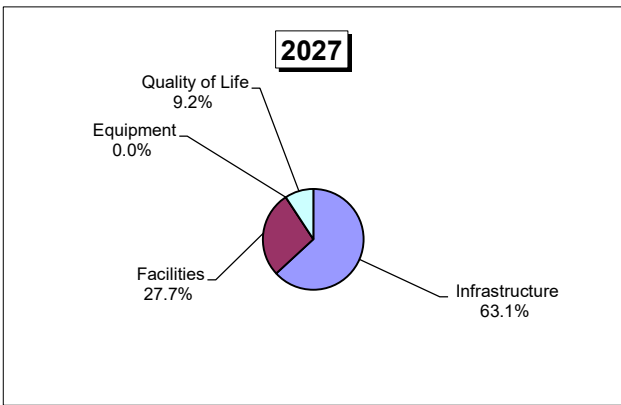
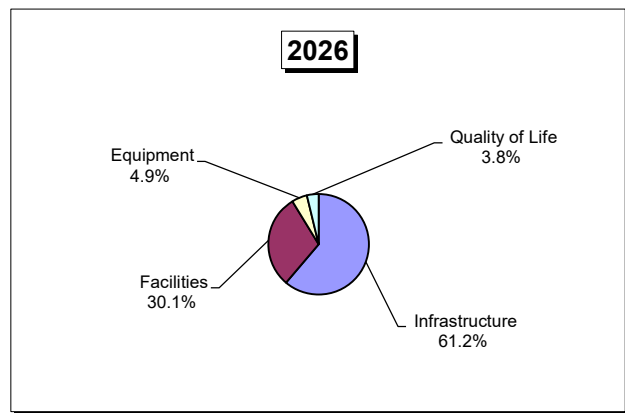
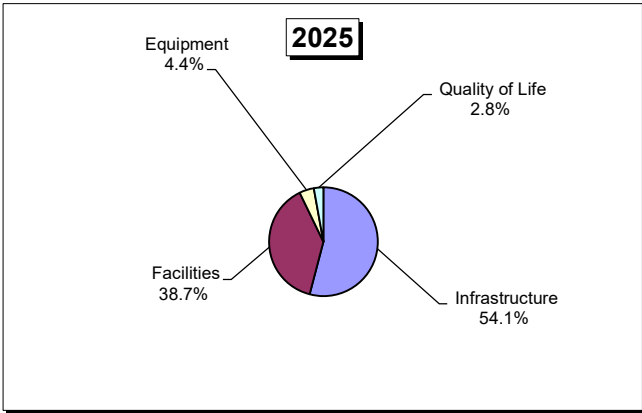
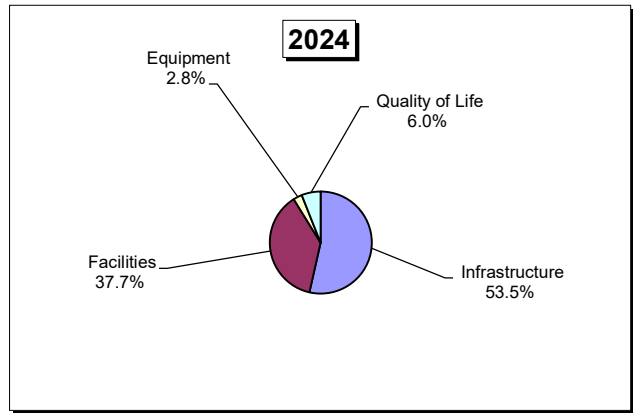
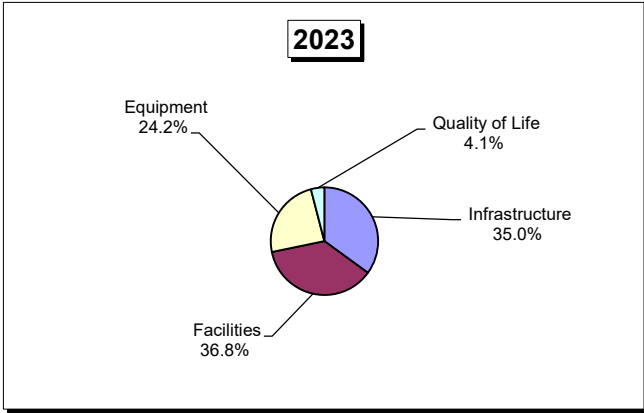
CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2027

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
594	Bridge Improvements	PW	-	85,000	-	-	85,000
596	Public Safety Camera Program	PW	-	97,753	-	-	97,753
598	Asphalt Paving Program	PW	1,321,912	-	-	-	1,321,912
602	Concrete Paving Program	PW	140,020	3,777,193	-	sd 1,460,437	5,377,650
610	Sidewalk Program	PW	541,875	234,483	-	sd 178,009	954,367
612	Stormwater Program	SW	-	-	6,000,000	st 3,620,176	9,620,176
618	Watermain Program	WD	-	-	1,475,000	w 1,066,668	2,541,668
624	Sanitary Sewer Program	WW	-	-	-	s 1,398,652	1,398,652
Facilities							
633	Electrical Upgrades	PRFM	-	-	3,825,000	w/s -	3,825,000
634	Elevator Replacement	PRFM	-	-	50,000	s 200,000	250,000
637	Grounds Improvements	PRFM	-	25,000	-	-	25,000
638	Hardscape Infrastructure Improvements/Replace.	PRFM	-	350,000	300,000	s -	650,000
639	HVAC Upgrades	PRFM	-	25,000	600,000	s -	625,000
640	Interior Finishes and Furniture	PRFM	-	1,285,000	-	-	1,285,000
642	Lighting Upgrades	PRFM	-	525,000	-	-	525,000
644	Roof Replacement	PRFM	-	150,000	250,000	s -	400,000
645	Safety and Security Improvements	PRFM	-	125,000	-	-	125,000
647	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
Quality of Life							
670	Appleton Memorial Park - Renovations	PRFM	-	1,500,000	-	-	1,500,000
671	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
673	Park Development	PRFM	-	665,000	-	-	665,000
675	Playground Areas	PRFM	-	125,000	-	-	125,000
676	Reid Golf Course	PRFM	-	-	-	gc 25,000	25,000
677	Sport Courts	PRFM	-	45,000	-	-	45,000
679	Trails & Trail Connections	PRFM	-	700,000	-	-	700,000
			<u>\$ 2,003,807</u>	<u>\$ 9,764,429</u>	<u>\$ 12,500,000</u>	<u>\$ 9,648,942</u>	<u>\$ 33,917,178</u>
Less: TIF Funded GO Notes				100,936			
Property Tax Funded GO Notes				<u>9,663,493</u>			

Other Supplemental Information:

Sewer User Fees (s):	\$ 1,598,652
Water User Fees (w):	1,066,668
Stormwater User Fees (st):	3,620,176
Subdivision (sd):	1,638,446
Parking User Fees (p)	1,700,000
Reid Golf User Fees (gc):	25,000
	<u>\$ 9,648,942</u>

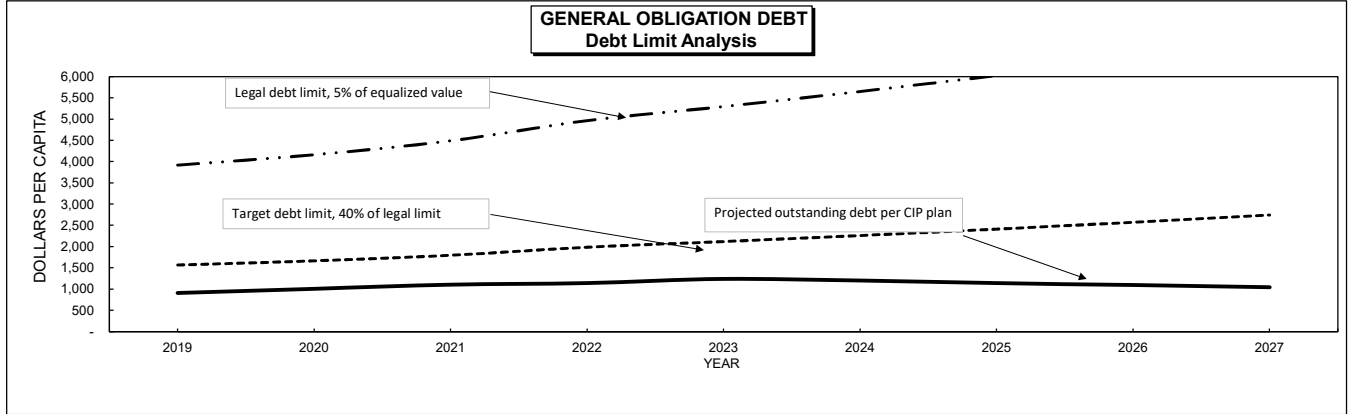
**CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2023 BUDGET

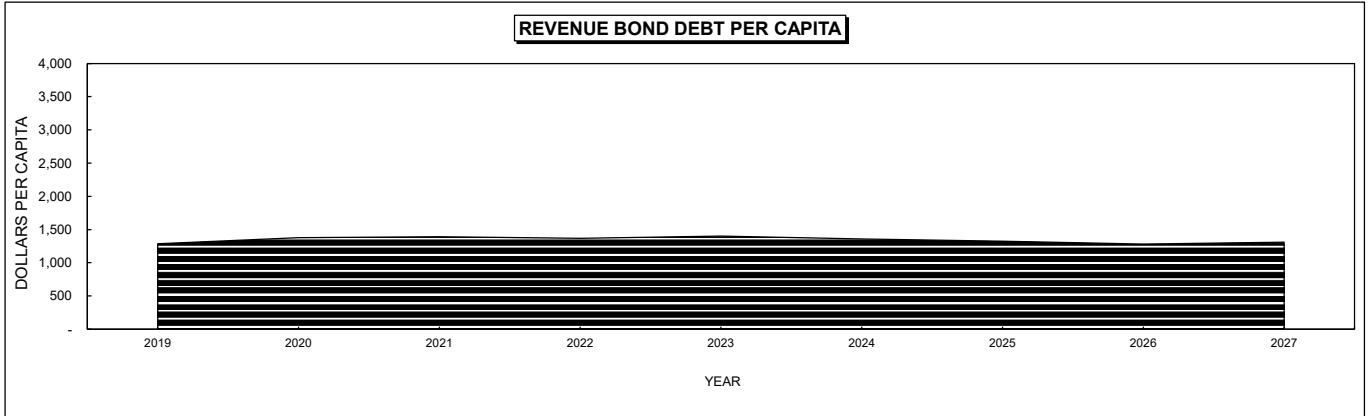
Outstanding Debt

	2019	2020	2021	2022	2023	2024	2025	2026	2027
Equalized Value	5,855,356,700	6,200,311,200	6,688,360,800	7,511,516,400	8,045,824,100	8,618,138,000	9,231,161,700	9,887,790,800	10,591,127,100
Legal G.O. Debt Limit	292,767,835	310,015,560	334,418,040	375,575,820	402,291,205	430,906,900	461,558,085	494,389,540	529,556,355
Outstanding G.O. Debt *	67,626,932	75,071,932	82,170,000	86,480,589	94,189,118	91,557,002	87,159,644	84,211,402	80,395,831
Population	74,739	74,465	74,465	75,644	75,949	76,256	76,564	76,873	77,183
G.O. Debt per Capita									
Legal Limit	3,917	4,163	4,491	4,965	5,297	5,651	6,028	6,431	6,861
Policy Limit	1,567	1,665	1,796	1,986	2,119	2,260	2,411	2,573	2,744
Actual	905	1,008	1,103	1,143	1,240	1,201	1,138	1,095	1,042
Revenue Bonds									
Outstanding Bonds	96,075,000	102,535,000	103,625,000	103,375,000	106,295,000	103,710,000	101,285,000	98,385,000	101,300,000
Revenue Bonds per Capita	1,285	1,377	1,392	1,367	1,400	1,360	1,323	1,280	1,312

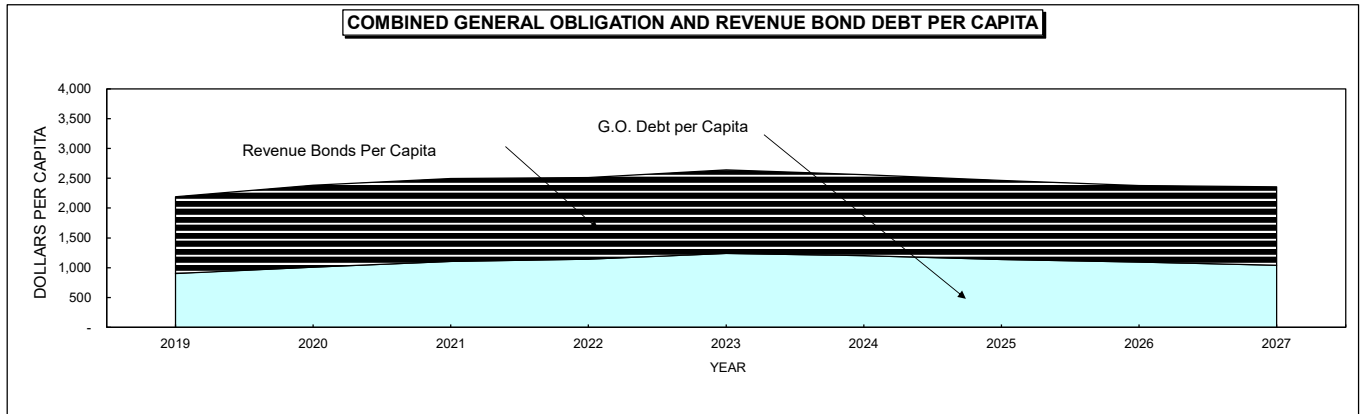


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2023 - 2027 include estimates for population and equalized valuation figures based on the actual increase experienced from 2018 - 2021.

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 2023 - 2027 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2023 - 2027 Capital Improvements Program are included in this section.

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023-2027
PROJECT CATEGORY LIST

Page	Project	Dept. Code	2023	2024	2025	2026	2027
Infrastructure							
594	Bridge Improvements	PW	16,000	-	548,558	140,000	85,000
595	Pedestrian Crosswalk Safety Enhancements	PW	140,000	75,000	-	-	-
596	Public Safety Camera Program	PW	85,000	89,828	128,403	95,053	97,753
597	Traffic Signal and Safety Upgrades - Calumet Street	PW	157,000	-	-	-	-
598	Asphalt Paving Program	PW	896,265	1,658,597	1,315,658	2,246,873	1,321,912
602	Concrete Paving Program	PW	5,466,969	3,630,507	3,778,387	3,981,394	5,377,650
608	Grade and Gravel Program	PW	636,383	367,741	-	-	-
610	Sidewalk Program	PW	1,092,499	1,295,273	920,155	1,429,795	954,367
612	Stormwater Program	SW	5,137,383	7,235,714	3,550,038	6,181,288	9,620,176
618	Watermain Program	WD	2,559,087	2,958,197	2,548,737	3,193,472	2,541,668
624	Sanitary Sewer Program	WW	1,620,745	4,361,623	1,477,252	2,659,177	1,398,652
630	Corrosion Control Treatment	WF	1,150,000	-	-	-	-
631	Library Plaza Parking Lot Reconstruction	PAR	561,253	-	-	-	-
Facilities							
632	Building Envelope	PRFM	-	-	190,000	80,000	-
633	Electrical Upgrades	PRFM	100,000	25,000	4,025,000	300,000	3,825,000
634	Elevator Replacement	PRFM	500,000	350,000	-	350,000	250,000
635	Facility Renovations	PRFM	275,000	75,000	675,000	575,000	-
636	Fire Station #4 Replacement	PRFM	-	-	750,000	4,500,000	-
637	Grounds Improvements	PRFM	25,000	25,000	25,000	25,000	25,000
638	Hardscape Infrastructure Improvements/Replacements	PRFM	1,475,000	500,000	750,000	825,000	650,000
639	HVAC Upgrades	PRFM	1,725,000	975,000	925,000	975,000	625,000
640	Interior Finishes and Furniture	PRFM	215,000	150,000	125,000	35,000	1,285,000
641	Library	PRFM	13,542,500	-	-	-	-
642	Lighting Upgrades	PRFM	75,000	475,000	600,000	275,000	525,000
643	Plumbing Upgrades	PRFM	-	450,000	-	-	-
644	Roof Replacement	PRFM	375,000	150,000	275,000	-	400,000
645	Safety and Security Improvements	PRFM	50,000	375,000	175,000	150,000	125,000
646	Transit Center	PRFM	-	10,000,000	-	-	-
647	Parking Utility Signage and Structural Renovations	PAR	350,000	1,700,000	1,700,000	1,700,000	1,700,000
Equipment							
648	Enterprise Resource Planning (ERP) System	IT	180,000	145,000	-	-	-
649	Information Technology Equipment and Infrastructure	IT	250,000	221,000	-	-	-
650	Cardiac Monitors	AFD	50,000	-	-	-	-
651	Radio Communication Equipment	AFD	532,700	-	-	-	-
652	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	-	269,625	-	-
653	Survey Instrument Replacement	PW	30,000	40,000	-	-	-
654	Mackville Landfill Monitoring Equipment	SAN	70,100	-	-	-	-
655	Treatment Instrumentation Replacement	WF	60,000	40,000	-	-	-
656	Motor Control Center Fire Protection	WF	488,000	-	-	-	-
657	Tower Pump Stations	WF	-	-	890,000	-	-
658	Water Chemical Storage	WF	450,000	-	-	-	-
659	High Service Pump Check Valve Replacements	WF	200,640	-	-	-	-
660	Aeration Process Upgrade	WW	-	-	-	1,200,000	-
661	DAFT Polymer Feed System	WW	225,000	-	-	-	-
662	Digester Piping and Heat Exchanger Replacement	WW	4,181,315	-	-	-	-
663	Final Clarifier Underdrain and Tank Drainage Pump	WW	349,650	-	-	-	-
664	Lift Station Improvements	WW	-	400,000	-	400,000	-
665	Lift Station PLC Upgrades	WW	57,500	-	-	-	-
666	Belt Filter Press Upgrade - Phase 2	WW	4,900,000	-	-	-	-
667	Redundant Fiber Optic Line	WW	-	287,500	-	-	-
668	Secondary Clarifier Algae Sweep System Replacement	WW	215,000	-	-	-	-
669	Vehicle Purchase	VT	50,000	-	-	-	-
Quality of Life							
670	Appleton Memorial Park - Renovations	PRFM	-	-	-	125,000	1,500,000
671	Park ADA Improvements	PRFM	25,000	25,000	50,000	50,000	50,000
672	Park Aquatics	PRFM	-	-	350,000	-	-
673	Park Development	PRFM	2,000,000	-	-	-	665,000
674	Pavilion and Recreation Facilities	PRFM	-	250,000	150,000	-	-
675	Playground Areas	PRFM	-	180,000	125,000	600,000	125,000
676	Reid Golf Course	PRFM	50,000	40,000	35,000	80,000	25,000
677	Sport Courts	PRFM	-	-	35,000	350,000	45,000
678	Statue and Monument Restoration	PRFM	-	30,000	-	30,000	-
679	Trails & Trail Connections	PRFM	-	1,916,300	-	-	700,000
			\$52,590,989	\$40,497,280	\$26,386,813	\$32,552,052	\$33,917,178

CITY OF APPLETON 2023 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 started in 2021. Funds are included for appraisal/land acquisition in 2023 and construction in 2025. We anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

In 2022, a rehabilitation report will be performed. 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 2027 and 2029 respectively. We anticipate applying for design and construction funds in 2024 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 2026 and construction in 2028. 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	2023	2024	2025	2026	2027	Total
Public Works						
Olde Oneida St. over S. Canal	16,000	-	548,558	-	-	\$ 564,558
S. Island St. over Power Canal	-	-	-	140,000	-	\$ 140,000
Memorial Dr. over Fox River	-	-	-	-	85,000	\$ 85,000
Total - Public Works Capital Projects Fund	\$ 16,000	\$ -	\$ 548,558	\$ 140,000	\$ 85,000	\$ 789,558

COST ANALYSIS

Components	Estimated Cash Flows					
	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Construction	16,000	-	548,558	140,000	85,000	\$ 789,558
Other	-	-	-	-	-	\$ -
Total	\$ 16,000	\$ -	\$ 548,558	\$ 140,000	\$ 85,000	\$ 789,558
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 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/streetlight upgrade (\$65,000)

2023 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

2023 - Badger Ave/Winnebago St: Overhead push-button RRFB/continental crosswalks/streetlight upgrade (\$65,000)

2024 - Wisconsin Ave/Owaissa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$65,000)

2024 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

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	2023	2024	2025	2026	2027	Total
Public Works Pedestrian Crossing Enhancements	140,000	75,000	-	-	-	\$ 215,000
Total - Public Works Capital Projects Fund	\$ 140,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 215,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	90,000	50,000	-	-	-	140,000
Other	50,000	25,000	-	-	-	75,000
Total	\$ 140,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 215,000
Operating Cost Impact	\$ 4,716	\$ 2,358	\$ -	\$ -	\$ -	\$ 7,074

CITY OF APPLETON 2023 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, and 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 efficiently.

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 of the system.

Description	2023	2024	2025	2026	2027
Camera Replacements	\$ 85,000	\$ 89,828	\$ 128,403	\$ 95,053	\$ 97,753
Total	\$ 85,000	\$ 89,828	\$ 128,403	\$ 95,053	\$ 97,753

Discussion of operating cost impact:
No operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Public Works						
Public Safety Camera Program	85,000	89,828	128,403	95,053	97,753	\$ 496,037
Total - Public Works Capital Projects Fund	\$ 85,000	\$ 89,828	\$ 128,403	\$ 95,053	\$ 97,753	\$ 496,037

COST ANALYSIS

Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	85,000	89,828	128,403	95,053	97,753	496,037
Other	-	-	-	-	-	-
Total	\$ 85,000	\$ 89,828	\$ 128,403	\$ 95,053	\$ 97,753	\$ 496,037
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Calumet Street (CTH KK) Traffic Signal & Safety Upgrades

PROJECT DESCRIPTION

Justification:

The City partnered in a study completed in February 2018 with Outagamie County and Calumet County that performed an operational analysis of Calumet Street (CTH KK) from John Street to County Highway N (CTH N). The study made recommendations that contained short-term, mid-term and long-term solutions.

Several short-term solutions have already been implemented since that time.

This proposed project would implement several of the mid-term solutions along the corridor. This includes changes to left turn arrow phases at several intersections (Kensington Dr, Stoney Brook Rd, and Eisenhower Dr & Coop Rd). Specifically, changing the phase sequence to allow a combination of "protected only" (left on green arrow ONLY) at certain times of the day, along with Flashing Yellow Arrow (FYA) control for left turns. In order to implement these changes, the following is necessary:

Replace the existing, dated signal control cabinets with cabinets that are compatible with the IMSA Traffic Signal 2 specification to enable FYA control. This includes new signal controllers that are FYA compatible and new vehicle detection equipment to allow for improved detection quality and accuracy.

Replacement of several traffic signal displays to implement FYA control (Kensington Dr, Stoney Brook Rd, Eisenhower Dr).

Implement split phase signal operations on NB/SB Coop Rd approaches.

The City would take the lead on procurement and installation of these traffic signal improvements. A 50/50 cost share has already been agreed to in principle with Outagamie County and they are budgeting accordingly in 2023. The budget figures provided herein represent the total cost of the project, since the City would take the lead. The County would reimburse us for their 50% share (estimated at \$99,200 which includes labor and equipment).

Discussion of operating cost impact:

No operating cost

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Design and Construction	157,000	-	-	-	-	\$ 157,000
Total - Public Works Capital Projects Fund	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ 157,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	157,000	-	-	-	-	\$ 157,000
Other	-	-	-	-	-	\$ -
Total	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ 157,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 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 Citywide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Public Works - Reconstruction General Fund	843,920	1,173,859	1,315,658	1,388,863	1,321,912	\$ 6,044,212
Public Works - Construction DPW Capital Projects Fund	52,345	484,738	-	858,010	-	\$ 1,395,093
Total - Asphalt - City	\$ 896,265	\$ 1,658,597	\$ 1,315,658	\$ 2,246,873	\$ 1,321,912	\$ 7,439,305
Total - Asphalt Paving Program	\$ 896,265	\$ 1,658,597	\$ 1,315,658	\$ 2,246,873	\$ 1,321,912	\$ 7,439,305

COST ANALYSIS

Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	688,732	1,458,597	1,050,658	2,016,873	1,026,912	\$ 6,241,772
Other	207,533	200,000	265,000	230,000	295,000	\$ 1,197,533
Total	\$ 896,265	\$ 1,658,597	\$ 1,315,658	\$ 2,246,873	\$ 1,321,912	\$ 7,439,305
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2023	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				184,428	18,105	202,533
CEA				76,300	2,608	78,908
Consultant				5,000	-	5,000
Overlay						
	Subtotal			-	-	-
Partial Reconstruction	Gillett St	Marquette St	Lindbergh St	-	17,482	17,482
	Reinke Ct	Kernan Ave	cds	-	14,150	14,150
	Helen St	Pauline St	Glendale Ave	39,791	-	39,791
	Marquette St	Mason St	Richmond St	107,490	-	107,490
	Subtotal			147,281	31,632	178,913
Total Reconstruction						
	Douglas St	Badger Ave	Wisconsin Ave	307,035	-	307,035
	Minor St	Meade St	Rankin St	123,876	-	123,876
	Subtotal			430,911	-	430,911
Total Asphalt Pavement				\$ 843,920	\$ 52,345	\$ 896,265

2024	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				175,000	20,000	195,000
CEA				92,617	27,346	119,963
Consultant				5,000	-	5,000
Overlay						
	Subtotal			-	-	-
Partial Reconstruction						
	Subtotal			-	-	-
Total Reconstruction	Rankin St	College Ave	Alton St	-	118,709	118,709
	Summit St	Packard St	Elsie St	-	150,604	150,604
	Summit St	Prospect Ave	Fourth St	-	168,079	168,079
	Alice St	Drew St	Union St	145,158	-	145,158
	Alvin St	Wisconsin Ave	Marquette St	756,084	-	756,084
	Subtotal			901,242	437,392	1,338,634
Total Asphalt Pavement				\$ 1,173,859	\$ 484,738	\$ 1,658,597

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2025	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				260,000	-	260,000
CEA				67,006	-	67,006
Consultant				5,000	-	5,000
Overlay						
	Subtotal			-	-	-
Partial Reconstruction						
	Byrd St	Alexander St	Bay St	39,971		39,971
	Kamps Ave	Nicholas St	Outagamie St	24,263		24,263
	Subtotal			64,234	-	64,234
Total Reconstruction						
	Jardin St	Leminwah St	Plateau St, east of	194,651	-	194,651
	Morrison St	Wisconsin Ave	Glendale Ave	613,686	-	613,686
	Plateau St	Jardin St	Wisconsin Ave	111,081	-	111,081
	Subtotal			919,418	-	919,418
Total Asphalt Pavement				\$ 1,315,658	\$ -	\$ 1,315,658

2026	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				200,000	25,000	225,000
CEA				102,117	49,091	151,208
Consultant				5,000	-	5,000
Overlay						
	Silvercrest Dr	Ballard Rd	Amelia St	78,196	-	78,196
	Subtotal			78,196	-	78,196
Partial Reconstruction						
	Alexander St	Melrose St	Marquette St	46,831	-	46,831
	Subtotal			46,831	-	46,831
Total Reconstruction						
	Fourth St	Story St	Memorial Dr	-	330,304	330,304
	Locust St	Washington St	Franklin St	-	113,162	113,162
	Morrison St	Glendale Ave	Pershing St	-	340,453	340,453
	Bartell Dr	Prospect Ave	Pine St	262,801	-	262,801
	Oklahoma St	Mason St	Richmond St	693,918	-	693,918
	Subtotal			956,719	783,919	1,740,638
Total Asphalt Pavement				\$ 1,388,863	\$ 858,010	\$ 2,246,873

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2027	Street	From	To	General Fund Asphalt
Labor Pool				290,000
CEA				65,090
Consultant				5,000
Overlay				
	Pierce Ave	Lutz Dr	Prospect Ave	61,648
	Subtotal			61,648
Partial Reconstruction				
	Elinor St	Taylor St	Glendale Ave	51,560
	Subtotal			51,560
Total Reconstruction				
	Bell Avenue	Summit St	Richmond St	425,609
	Dewey St	Kernan Ave	Walden Ave	106,118
	Eighth St	Pierce Ave	Badger Ave	109,356
	Locust St	Wisconsin Ave	Brewster	158,695
	Walden Ave	Dewey St	John St	48,836
	Subtotal			848,614
Total Asphalt Pavement				\$ 1,321,912

CITY OF APPLETON 2023 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 Citywide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Public Works - Reconstruction General Fund	517,291	-	-	-	140,020	\$ 657,311
Public Works - Construction DPW Capital Projects Fund	1,166,875	2,578,216	2,977,197	2,238,640	3,676,257	\$ 12,637,185
TIF # 11	2,662,046	100,936	100,936	100,936	100,936	\$ 3,065,790
Public Works - Construction	558,672	951,355	700,254	1,641,818	1,460,437	\$ 5,312,536
Public Works - Developer Funded Subdivision Fund	562,085	-	-	-	-	\$ 562,085
	1,120,757	951,355	700,254	1,641,818	1,460,437	\$ 5,874,621
Total - Concrete - City	\$ 4,904,884	\$ 3,630,507	\$ 3,778,387	\$ 3,981,394	\$ 5,377,650	\$ 21,672,822
Total - Concrete Paving Program	\$ 5,466,969	\$ 3,630,507	\$ 3,778,387	\$ 3,981,394	\$ 5,377,650	\$ 22,234,907

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Design	85,000	15,000	60,000	372,500	141,000	\$ 673,500
Land Acquisition	20,000	68,000	50,000	25,000	350,000	\$ 513,000
Construction	4,133,594	2,931,283	2,989,912	2,857,550	4,164,426	\$ 17,076,765
Other	666,290	616,224	678,475	726,344	722,224	\$ 3,409,557
Total	\$ 4,904,884	\$ 3,630,507	\$ 3,778,387	\$ 3,981,394	\$ 5,377,650	\$ 21,672,822
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2023	Street	From	To	General Fund	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost	Developer Escrow Account
Labor Pool				24,689	404,056	99,160	63,523	591,428	65,045
CEA				8,000	58,201	1,776	6,885	74,862	7,050
Land									
	Land acquisition for street projects			-	20,000	-	-	20,000	-
	Subtotal			-	20,000	-	-	20,000	-
Design									
	Consultant Design	BIL projects		-	70,000	-	-	70,000	-
	Material Testing			-	10,000	-	-	10,000	-
	Material Testing			-	-	-	5,000	5,000	-
	Subtotal			-	80,000	-	5,000	85,000	-
New Concrete	(New Subdivisions escrowed)								
	Kurey Dr	Broadway Dr	Canyon Ln (s/o)	-	-	-	-	-	143,000
	Kurey Dr	Werner Rd	Werner Rd (250' s/o)	-	-	-	-	-	71,750
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)	-	-	-	-	-	275,240
	Subtotal			-	-	-	-	-	489,990
New Concrete	(New Subdivisions non-escrowed)								
	Amethyst Dr	Bluetopaz Dr	Aquamarine Dr	-	-	-	193,560	193,560	-
	Amethyst Dr	Providence Ave (w/o)	Bluetopaz Dr	-	-	-	146,634	146,634	-
	Bluetopaz Dr	Providence Ave (w/o)	Amethyst Dr	-	-	-	143,070	143,070	-
	Subtotal			-	-	-	483,264	483,264	-
New Concrete	(Not in New Subdivisions)								
	Subtotal			-	-	-	-	-	-
New Concrete	(TIF)								
	Subtotal			-	-	-	-	-	-
Reconstruction									
	Appleton St	street scape hardware, (benches, etc)		-	20,000	-	-	20,000	-
	Durkee St	College Ave	Washington St	-	271,637	-	-	271,637	-
	Kimball Alley s/o College Ave	Spruce St	Summit St	-	86,347	-	-	86,347	-
	Kimball Alley s/o College Ave	Summit St	Story St	-	85,767	-	-	85,767	-
	Kimball Alley s/o College Ave	Walnut St	Lawrence St	-	140,867	-	-	140,867	-
	Morrison St	College Ave	Washington St	271,637	-	-	-	271,637	-
	Opechee St	Leminwah St	Owaissa St	70,950	-	-	-	70,950	-
	Owaissa St	Opechee St	Pacific St	142,015	-	-	-	142,015	-
	Durkee St	Lawrence St (s/o)	College Ave	-	-	565,610	-	565,610	-
	Lawrence St	Appleton St	Durkee St	-	-	1,227,883	-	1,227,883	-
	Morrison St	Lawrence St	College Ave	-	-	391,738	-	391,738	-
	Oneida St	Lawrence St	College Ave	-	-	375,879	-	375,879	-
	Subtotal			484,602	604,618	2,561,110	-	3,650,330	-
Total Concrete Paving				\$ 517,291	\$ 1,166,875	\$ 2,662,046	\$ 558,672	\$ 4,904,884	\$ 562,085

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2024	Street	From	To	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost
Labor Pool				400,000	99,160	63,523	562,683
CEA				44,880	1,776	6,885	53,541
Land	Land acquisition for street projects			25,000	-	-	25,000
	Lightning Dr	Baldeagle Dr	Providence Ave	43,000	-	-	43,000
	Subtotal			68,000	-	-	68,000
Design	Material Testing			-	-	5,000	5,000
	Material Testing			10,000	-	-	10,000
	Subtotal			10,000	-	5,000	15,000
New Concrete (New Subdivisions non-escrowed)							
	Baldeagle Ct	Peregrine Blvd	cds	-	-	69,575	69,575
	Baldeagle Dr	Peregrine Blvd	Osprey Dr	-	-	217,554	217,554
	Harrier Ct	Osprey Dr	cds	-	-	83,190	83,190
	Osprey Dr	Harrier Way	Baldeagle Dr	-	-	457,839	457,839
	Peregrine Blvd	Apple Creek Rd	Baldeagle Dr	-	-	47,789	47,789
	Subtotal			-	-	875,947	875,947
New Concrete (Not in New Subdivisions)							
	Rocky Bleier Road	Water St	cds	143,033	-	-	143,033
	Subtotal			143,033	-	-	143,033
New Concrete (TIF)							
	Subtotal			-	-	-	-
Reconstruction							
	BIL construction			135,781	-	-	135,781
	Linwood Ave	College Ave	Summer Ave	1,600,172	-	-	1,600,172
	Oneida St	College Ave	Washington St	176,350	-	-	176,350
	Subtotal			1,912,303	-	-	1,912,303
Total Concrete Paving				\$2,578,216	\$100,936	\$ 951,355	\$ 3,630,507

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2025	Street	From	To	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost
Labor Pool				451,251	99,160	63,523	613,934
CEA				55,880	1,776	6,885	64,541
Land							
	Land acquisition for street projects			50,000	-	-	50,000
	Subtotal			50,000	-	-	50,000
Design							
	Consultant Design			45,000	-	-	45,000
	Material Testing			-	-	5,000	5,000
	Material Testing			10,000	-	-	10,000
	Subtotal			55,000	-	5,000	60,000
New Concrete (New Subdivisions non-escrowed)							
	Aquamarine Dr	French Rd	Denali Dr	-	-	173,442	173,442
	Denali Dr	Rubyred Dr	Aquamarine Dr, (n/o)	-	-	164,176	164,176
	Rubyred Dr	French Rd	Denali Dr	-	-	287,228	287,228
	Subtotal			-	-	624,846	624,846
New Concrete (Not in New Subdivisions)							
	Subtotal			-	-	-	-
New Concrete (TIF)							
	Subtotal			-	-	-	-
Reconstruction							
	Badger Ave	Spencer St	Pierce Ave	585,179	-	-	585,179
	Highway 41	Community sensitive design features		198,630	-	-	198,630
	Lawe St	College Ave	Spring St	1,581,257	-	-	1,581,257
	Subtotal			2,365,066	-	-	2,365,066
Total Concrete Paving				\$ 2,977,197	\$ 100,936	\$ 700,254	\$ 3,778,387

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2026	Street	From	To	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost
Labor Pool				500,000	99,160	63,523	662,683
CEA				55,000	1,776	6,885	63,661
Land	Land acquisition for street projects			25,000	-	-	25,000
	Subtotal			25,000	-	-	25,000
Design	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	70,000	-	-	70,000
	Consultant Design			163,000	-	-	163,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	55,000	-	-	55,000
	Material Testing			-	-	5,000	5,000
	Material Testing			9,500	-	-	9,500
	Midway Rd (CTH AP)	at Eisenhower Dr	roundabout (design)	70,000	-	-	70,000
	Subtotal			367,500	-	5,000	372,500
New Concrete (New Subdivisions non-escrowed)	Baldeagle Dr	Osprey Dr	Lightning Dr	-	-	498,562	498,562
	Begonia Dr	Gladiolus Pl	Goldengate Dr	-	-	109,648	109,648
	Gladiolus Pl	Cherryvale Ave	275' west	-	-	59,669	59,669
	Golden Gate Dr	Cherryvale Ave	300' west	-	-	66,389	66,389
	Harrier Ln	500' e/o Osprey Dr	Kestrel Cir	-	-	106,498	106,498
	Harrier Ln	Osprey Dr	500' e/o Osprey Dr	-	-	358,495	358,495
	Kestrel Cir	Baldeagle Dr	Baldeagle Dr	-	-	367,149	367,149
	Subtotal			-	-	1,566,410	1,566,410
New Concrete (Not in New Subdivisions)	Subtotal			-	-	-	-
New Concrete (TIF)	Subtotal			-	-	-	-
Reconstruction	Highway 41 Corridor Improvements			538,000	-	-	538,000
	Locust St	College Ave	Washington St	188,824	-	-	188,824
	Perkins St	Prospect Ave	Alley s/o RR tracks	564,316	-	-	564,316
	Subtotal			1,291,140	-	-	1,291,140
Total Concrete Paving				\$2,238,640	\$ 100,936	\$ 1,641,818	\$ 3,981,394

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2027	Street	From	To	General Fund	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost
Labor Pool				20,000	475,000	99,160	63,523	657,683
CEA				3,000	52,880	1,776	6,885	64,541
Land								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o (Land)	Apple Creek Rd - 300' n/o	-	25,000	-	-	25,000
	Land acquisition for street projects			-	25,000	-	-	25,000
	Lightning Dr -land acq	Providence Ave	Broadway Dr	-	180,000	-	-	180,000
	Midway Rd (CTH AP)	at Eisenhower Dr	roundabout (land acq)	-	120,000	-	-	120,000
	Subtotal			-	350,000	-	-	350,000
Design								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	-	29,000	-	-	29,000
	Consultant Design			35,000	-	-	-	35,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000	-	-	-	50,000
	Material Testing			-	-	-	5,000	5,000
	Material Testing			10,000	-	-	-	10,000
	On-Call Ped / Bike services consultant			-	12,000	-	-	12,000
	Subtotal			95,000	41,000	-	5,000	141,000
New Concrete (New Subdivisions Escrowed)								
	Subtotal			-	-	-	-	-
New Concrete (New Subdivisions non-escrowed)								
	Jasper Ln	Sunstone Pl	Aquamarine Dr	-	-	-	82,237	82,237
	Jasper Ln	Turquoise La	Sunstone Pl	-	-	-	67,246	67,246
	Rubyred Dr	Denali Dr	Sequoia Dr	-	-	-	479,570	479,570
	Snowdrift Dr	Broadway Dr	French Rd	-	-	-	397,690	397,690
	Sunstone Pl	Jasper Ln	Providence Ave	-	-	-	183,962	183,962
	Turquoise La	Jasper Ln	Providence Ave	-	-	-	174,324	174,324
	Subtotal			-	-	-	1,385,029	1,385,029
New Concrete (Not in New Subdivisions)								
	Subtotal			-	-	-	-	-
New Concrete (TIF)								
	Subtotal			-	-	-	-	-
Reconstruction								
	Badger Ave	Washington St	Mason St	-	724,531	-	-	724,531
	Highway 41 Corridor Improvements			-	500,000	-	-	500,000
	Highway 41	community sensitive design features		-	200,795	-	-	200,795
	Rankin St	Commercial St	Wisconsin Ave	-	684,136	-	-	684,136
	Sixth St	Memorial Dr	State St	-	153,487	-	-	153,487
	Washington St	Bennett St	Richmond St	-	494,428	-	-	494,428
	Fisk Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020	-	-	-	22,020
	Subtotal			22,020	2,757,377	-	-	2,779,397
Total Concrete Paving				\$ 140,020	\$ 3,676,257	\$ 100,936	\$ 1,460,437	\$ 5,377,650

CITY OF APPLETON 2023 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	2023	2024	2025	2026	2027	Total
Public Works - Grade & Gravel General Fund	-	75,068	-	-	-	\$ 75,068
Public Works - Grade & Gravel DPW Capital Projects Fund	636,383	292,673	-	-	-	\$ 929,056
Total - Grade & Gravel - City	\$ 636,383	\$ 367,741	\$ -	\$ -	\$ -	\$ 1,004,124
Total - Grade & Gravel Program	\$ 636,383	\$ 367,741	\$ -	\$ -	\$ -	\$ 1,004,124

COST ANALYSIS

Components	Estimated Cash Flows					
	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	416,013	298,679	-	-	-	\$ 714,692
Other	220,370	69,062	-	-	-	\$ 289,432
Total	\$ 636,383	\$ 367,741	\$ -	\$ -	\$ -	\$ 1,004,124
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2023	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	220,370	220,370
CEA				-	31,742	31,742
Grade & Gravel	Lightning Dr	Edgewood Dr , 500' n/o	Baldeagle Dr	-	291,338	291,338
	Subtotal			-	291,338	291,338
Temp Surface after G&G	Lightning Dr	Edgewood Dr, 500' n/o	Baldeagle Dr	-	92,933	92,933
				-	-	-
				-	-	-
	Subtotal			-	92,933	92,933
Total				\$ -	\$ 636,383	\$ 636,383

2024	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				25,000	44,062	69,062
CEA				13,464	36,312	49,776
Grade & Gravel	Lightning Dr	Baldeagle Dr	Providence Ave	-	114,067	114,067
	Subtotal			-	114,067	114,067
Temp Surface after G&G	Trail View South5 - Callailily Ln	Goldengate Dr	Begonia Dr	36,604	-	36,604
	Lightning Dr	Baldeagle Dr	Providence Ave	-	36,244	36,244
	Trail View South4 - Goldengate Dr	Callailily Ln	Begonia Dr	-	43,336	43,336
	Trail View South5 - Goldengate Dr	Gladiouls Pl	Callailily Ln	-	18,652	18,652
	Subtotal			36,604	98,232	134,836
Total				\$ 75,068	\$ 292,673	\$ 367,741

2025	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	-	-
CEA				-	-	-
Grade & Gravel				-	-	-
	Subtotal			-	-	-
Temp Surface after G&G				-	-	-
	Subtotal			-	-	-
Total				\$ -	\$ -	\$ -

2026	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	-	-
CEA				-	-	-
Grade & Gravel				-	-	-
	Subtotal			-	-	-
Temp Surface after G&G				-	-	-
	Subtotal			-	-	-
Total				\$ -	\$ -	\$ -

2027	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	-	-
CEA				-	-	-
Grade & Gravel				-	-	-
	Subtotal			-	-	-
Temp Surface after G&G				-	-	-
				-	-	-
	Subtotal			-	-	-
Total				\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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	2023	2024	2025	2026	2027	Total
Public Works Reconstruction General Fund	576,593	546,389	579,191	612,119	541,875	\$ 2,856,167
Public Works Construction DPW Capital Projects Fund	95,417	444,193	247,923	262,119	234,483	\$ 1,284,135
TIF # 11	336,730	-	-	-	-	\$ 336,730
Public Works Construction Subdivisions	83,759	304,691	93,041	555,557	178,009	\$ 1,215,057
Total - Sidewalk - City	\$ 1,092,499	\$ 1,295,273	\$ 920,155	\$ 1,429,795	\$ 954,367	\$ 5,692,089
Total - Sidewalk Program	\$ 1,092,499	\$ 1,295,273	\$ 920,155	\$ 1,429,795	\$ 954,367	\$ 5,692,089

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,000,147	1,202,921	827,803	1,337,443	862,015	\$ 5,230,329
Other	92,352	92,352	92,352	92,352	92,352	\$ 461,760
Total	\$ 1,092,499	\$ 1,295,273	\$ 920,155	\$ 1,429,795	\$ 954,367	\$ 5,692,089
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2023	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	36,985	33,035	12,506	9,826	92,352
CEA	3,000	4,758	224	1,065	9,047
Sidewalk Construction					
Green Dot	250,000	-	-	-	250,000
General	33,000	-	-	-	33,000
Safestep sawcutting	30,000	-	-	-	30,000
Reconstruction - Concrete	67,410	42,000	324,000	-	433,410
Reconstruction - Asphalt	156,198	15,624	-	-	171,822
Subtotal	536,608	57,624	324,000	-	918,232
New Sidewalk Construction					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	62,868	62,868
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	-	-	72,868	72,868
Total	\$ 576,593	\$ 95,417	\$ 336,730	\$ 83,759	\$ 1,092,499

2026	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,985	45,541	9,826	92,352
CEA	3,000	4,982	1,065	9,047
Sidewalk Construction				
Green Dot	260,000	-	-	260,000
General	50,000	-	-	50,000
Safestep sawcutting	30,000	-	-	30,000
Reconstruction - Concrete	-	72,660	-	72,660
Reconstruction - Asphalt	232,134	138,936	-	371,070
Subtotal	572,134	211,596	-	783,730
New Sidewalk Construction				
New Concrete	-	-	-	-
New Subdivision	-	-	534,666	534,666
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
Subtotal	-	-	544,666	544,666
Total	\$ 612,119	\$ 262,119	\$ 555,557	\$ 1,429,795

2024	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	36,985	45,541	-	9,826	92,352
CEA	3,000	4,982	-	1,065	9,047
Sidewalk Construction					
Green Dot	260,000	-	-	-	260,000
General	50,000	-	-	-	50,000
Safestep sawcutting	30,000	-	-	-	30,000
Reconstruction - Concrete	-	273,240	-	-	273,240
Reconstruction - Asphalt	166,404	80,430	-	-	246,834
Subtotal	506,404	353,670	-	-	860,074
New Sidewalk Construction					
New Concrete	-	40,000	-	-	40,000
New Subdivision	-	-	-	283,800	283,800
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	40,000	-	293,800	333,800
Total	\$ 546,389	\$ 444,193	\$ -	\$ 304,691	\$ 1,295,273

2027	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,985	45,541	9,826	92,352
CEA	3,000	4,982	1,065	9,047
Sidewalk Construction				
Green Dot	235,000	-	-	235,000
General	25,000	-	-	25,000
Safestep sawcutting	30,000	-	-	30,000
Reconstruction - Concrete	-	183,960	-	183,960
Reconstruction - Asphalt	211,890	-	-	211,890
Subtotal	501,890	183,960	-	685,850
New Sidewalk Construction				
New Concrete	-	-	-	-
New Subdivision	-	-	157,118	157,118
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
Subtotal	-	-	167,118	167,118
Total	\$ 541,875	\$ 234,483	\$ 178,009	\$ 954,367

2025	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	36,985	45,541	-	9,826	92,352
CEA	3,000	4,982	-	1,065	9,047
Sidewalk Construction					
Green Dot	260,000	-	-	-	260,000
General	50,000	-	-	-	50,000
Safestep sawcutting	30,000	-	-	-	30,000
Reconstruction - Concrete	-	197,400	-	-	197,400
Reconstruction - Asphalt	199,206	-	-	-	199,206
Subtotal	539,206	197,400	-	-	736,606
New Sidewalk Construction					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	72,150	72,150
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	-	-	82,150	82,150
Total	\$ 579,191	\$ 247,923	\$ -	\$ 93,041	\$ 920,155

CITY OF APPLETON 2023 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 Citywide stormwater maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Stormwater Reconstruction Stormwater Utility	5,137,383	7,235,714	3,550,038	6,181,288	9,620,176	\$ 31,724,599
Total - Stormwater Program	\$ 5,137,383	\$ 7,235,714	\$ 3,550,038	\$ 6,181,288	\$ 9,620,176	\$ 31,724,599

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	50,000	-	-	790,000	405,000	\$ 1,245,000
Land Acquisition	315,000	3,235,000	100,000	50,000	450,000	\$ 4,150,000
Construction	4,460,711	3,689,042	3,138,366	5,029,616	8,453,504	\$ 24,771,239
Other	311,672	311,672	311,672	311,672	311,672	\$ 1,558,360
Total	\$ 5,137,383	\$ 7,235,714	\$ 3,550,038	\$ 6,181,288	\$ 9,620,176	\$ 31,724,599
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2023	Street	From	To	Storm- Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	3001 E Glendale	Stormwater Management Design/Permit		20,000
	Ballard Road Stormwater Management	Design BMPs		75,000
	Bluff Site	Stormwater Management Plan Update		50,000
	Citywide SWMP Pond #1	Environmental/Geotech		105,000
	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		30,000
	Grant Applications			10,000
	I-41 Expansion	Modeling Assistance		50,000
	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
	Pond Sediment Disposal Site	Environmental/Geotech		50,000
	Subtotal			700,000
Land Acquisition	Ballard Road Reconstruction	Land for BMPs		75,000
	Edgewood Drive (600' e/o Lightning to French BMPs)	Land for BMPs		240,000
	Subtotal			315,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm Laterals, Manholes, Prior to Asphalt paving			125,160
	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			200,000
	Lightning Drive Extension Ph 1 (Stream Crossing/Pond Construction)			1,186,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000
	In-Lieu Stormwater Quality			16,500
	Subtotal			2,356,580
New Storm Sewers	Lightning Dr	Baldeagle Dr	Providence Ave	69,388
	Lightning Dr	Edgewood Dr , 500' n/o	Baldeagle Dr	378,814
	Subtotal			448,202
Reconstruction	Apple Creek Rd, s/o JJ			16,775
	Banta Ct			23,690
	Briarcliff Dr, public access			47,378
	Garden Court easement			35,400
	Grandview Road easement			83,300
	Nawada St, easement 250' s/o (LINER)			51,300
	North St			51,280
	Peabody Park			28,000
	West Avenue			11,704
	Subtotal			348,827
Reconstruction (on streets to be paved in 2024)	Alice St	Drew St	Union St	44,350
	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	423,022
	Rankin St	College Ave	Alton St	24,200
	Summit St	Packard St	Elsie St	61,400
	Summit St	Prospect Ave	Fourth St	71,550
	Subtotal			657,102
Total				\$ 5,137,383

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2024	Street	From	To	Storm- Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Citywide SWMP Pond #1	Design and Permitting		100,000
	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
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Subtotal			315,000
Land Acquisition	Citywide SWMP Pond #1	Land for BMPs		3,235,000
	Pond Sediment Disposal Site	Land for BMPs		600,000
	Subtotal			3,835,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm Laterals, Manholes, Prior to Asphalt paving			117,540
	Storm Laterals, Manholes, Prior to Concrete paving			112,555
	3001 E Glendale Stormwater Mgt	Const		100,000
	Ballard Road BMPs/Stream Xing	CTH JJ	north	500,000
	Edgewood Drive Urbanization BMPs	Lightning 600' e/o	French	249,497
	Flood Reduction Projects			250,000
	Native Landscaping			50,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000
	Subtotal			1,709,592
New Storm Sewers	Subtotal			-
Reconstruction	Calumet St - part of River Dr			21,225
	Garden Court easement			11,800
	Jackson St			17,750
	Opechee St			7,350
	Prospect Ave			54,000
	Rankin St			7,740
	Roemer at Northland			43,500
	Vine St/Pacific St easement			24,990
	Weimer Ct easement			25,620
	Subtotal			213,975
Reconstruction (on streets to be paved in 2025)	Badger Ave	Spencer St	Pierce Ave	138,000
	Jardin St	Leminwah St	Plateau St, east of	219,030
	Lawe St	College Ave	Spring St	34,445
	Morrison St	Wisconsin Ave	Glendale Ave	425,630
	Plateau St	Jardin St	Wisconsin Ave	33,370
	Subtotal			850,475
Total				\$ 7,235,714

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2025	Street	From	To	Storm- Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Citywide SWMP Pond #1	Final Design		225,000
	Construction Services			60,000
	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
	Sommers Drive (JJ to Spartan)	Stormwater Management Plan and Wetlands		100,000
	Subtotal			550,000
Land Acquisition	Valley Road Urbanization	Land for BMPs plus wetlands fees		100,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm Laterals, Manholes, Prior to Asphalt paving			109,740
	Storm Laterals, Manholes, Prior to Concrete paving			107,875
	Flood Reduction Projects			250,000
	Native Vegetation			60,000
	NR151 Water Quality Practices - Reconst			80,000
	Pond Sediment Disposal Site	Site Preparation		50,000
	Subtotal			907,615
New Storm Sewers	Edgewood Dr (CTH JJ)	French	Lightning (600' e/o)	589,590
	Subtotal			589,590
Reconstruction	Ravinia Pl easement			76,220
	River Dr easement			171,001
	Subtotal			247,221
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	College Ave	Washington St	32,200
	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
	Subtotal			843,940
Total				\$ 3,550,038

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2026	Street	From	To	Storm- Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Construction Grant Applications			10,000
	Construction Services			50,000
	Haymeadow Ave e/o 47 Ponds	Design and Permitting		100,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor	Design Bridges/BMPs		150,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Relief Sewer	Preliminary 30% Design		75,000
	Riverview Gardens Wet Pond	30% Preliminary Design		75,000
	Sommers Drive (CTH JJ to Spartan)	60% Preliminary Design and Permitting		50,000
	Spartan Dr (SW-1 pond)	Final Design and permitting		60,000
	Valley Road Urbanization - Pond	Design and Permitting		65,000
	Subtotal			790,000
Land Acquisition	Sommers Drive (CTH JJ to Spartan)	Land for BMPs plus wetlands fees		50,000
	Subtotal			50,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm Laterals, Manholes, Prior to Asphalt paving			187,420
	Storm Laterals, Manholes, Prior to Concrete paving			65,440
	Citywide SWMP Pond #1	Phase 1 Construction		2,207,895
	Flood Reduction Projects			200,000
	K2 Drainage Area Stormwater Improvements			400,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconst			80,000
	Pond Sediment Disposal Site	Site Preparation		50,000
	Subtotal			3,500,755
New Storm Sewers	Subtotal			-
Reconstruction	Carpenter St			66,400
	Kensington Dr easement			428,198
	Lynndale Dr			13,600
	Woods Edge Dr			14,400
	Subtotal			522,598
Reconstruction (on streets to be paved in 2027)	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
	Rankin St	Commercial St	Wisconsin Ave	201,595
	Sixth St	Memorial Dr	State St	44,505
	Walden Ave	Dewey St	John St	56,410
	Washington St	Bennett St	Richmond St	96,600
	Subtotal			1,006,263
Total				\$ 6,181,288

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2027	Street	From	To	Storm- Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Bluff Site SWMP	Stormwater Management Plan Update		40,000
	Construction Grant Applications			10,000
	Construction Services			40,000
	French Road Urbanization (JJ to Broadway)	60% Preliminary Design and Permitting		100,000
	Land Acquisition Services			10,000
	Lions Park Pond	Preliminary Engineering		50,000
	Modeling for Storm Sewer Const Projects			20,000
	Pierce Park Pond and Conveyance	Prelim Design 60%		50,000
	Spartan Dr (Richmond to 1100' E)	Final Design and Permitting		60,000
	Spartan west side USACE permit reapplication			25,000
	Subtotal			405,000
Land Acquisition	Apple Creek Road e/o Richmond	Land for BMPs		100,000
	North Side Development Corridor	Land for BMPs plus wetlands fees		50,000
	Spartan Drive (Richmond to 1100' E)	Land for BMPs		300,000
	Subtotal			450,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm Laterals, Manholes, Prior to Asphalt paving			112,500
	Storm Laterals, Manholes, Prior to Concrete paving			121,095
	Citywide SWMP Pond #1	Phase 2 Construction		2,207,895
	Edgewood Drive (600' e/o Lightning to French)	BMP Const		200,000
	Edgewood Drive (CTH JJ) (600'e/o Lightning to French Urbanization)			200,000
	Flood Reports Projects			50,000
	Native Landscaping			100,000
	Northside Development Corridor	Construct bridge, BMPs, storm sewer		2,536,000
	NR151 Water Quality Practices - Reconst			50,000
	Sommers Drive Pond	Pond Construction s/o Spartan		500,000
	Subtotal			6,277,490
New Storm Sewers	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	135,000
	Subtotal			135,000
Reconstruction	Calumet St easement River Dr			434,299
	Garden Ct easement			630,000
	Garden Ct easement			11,500
	Grove St ravine			204,500
	Subtotal			1,280,299
Reconstruction (on streets to be paved in 2028)	Driscoll St	Prospect Ave	WI Central RR	102,600
	Fourth St	Outagamie St	Mason St	52,500
	Franklin St	Division St	Drew St	182,225
	Outagamie St	College Ave	Packard St	109,500
	Pine St	Prospect Ave	Bartell St	227,640
	Prospect Ave	Sixth St	Appleton St	86,250
	Subtotal			760,715
Total				\$ 9,620,176

CITY OF APPLETON 2023 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:

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.

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.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Water Dist. Reconstruction Water Utility	2,559,087	2,958,197	2,548,737	3,193,472	2,541,668	\$ 13,801,161
Total - Watermain Program	\$ 2,559,087	\$ 2,958,197	\$ 2,548,737	\$ 3,193,472	\$ 2,541,668	\$ 13,801,161

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,379,340	2,778,450	2,368,990	3,013,725	2,361,921	\$ 12,902,426
Other	179,747	179,747	179,747	179,747	179,747	\$ 898,735
Total	\$ 2,559,087	\$ 2,958,197	\$ 2,548,737	\$ 3,193,472	\$ 2,541,668	\$ 13,801,161
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2023	Street	From	To	Water Utility
Labor Pool				171,649
CEA				8,098
Miscellaneous	Permit; Misc. Fees; Training; Testing Mat'l			10,000
	Referendum related projects			200,000
	S. Island St	bridge design for water main		15,000
	Subtotal			225,000
New Construction				-
	Subtotal			-
Reconstruction (not related to paving)	Cloverdale Dr	Linwood Ave	Elinor St	361,780
	Douglas St	Haskell St	CN Railway	73,485
	Durkee St	Randall St	Roosevelt St	135,500
	Lead service line replacement			250,000
	Linwood Ave	Brewster St	Glendale Ave	397,015
	Sixth St	State St	Elm St	141,320
	Union St	Summer St	Wisconsin Ave	37,200
	Winnebago St (Rec. "G" Wat Dist. Study)	Sharon St (250' w/o)	Linwood Ave	108,990
	Subtotal			1,505,290
Reconstruction (prior to next year's paving)	Alice St	Drew St	Union St	87,800
	Linwood Ave	College Ave (to n/o Franklin)	Winnebago St (to Badger Ave)	288,550
	Rankin St	College Ave	Alton St (s/end actually)	104,900
	Summit St	Packard St	Elsie St	54,750
	Summit St	Prospect Ave	Fourth St	113,050
	Subtotal			649,050
Transmission - New				-
	Subtotal			-
Total Water Main Construction				\$ 2,559,087

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2024	Street	From	To	Water Utility
Labor Pool				171,649
CEA				8,098
Miscellaneous	Permit and Misc. Fees; NOI, Railroad, Water Usage, County			10,000
	Subtotal			10,000
New Construction	Easement	Rebecca Ct	Weimar Ct	34,770
	Easement (Kamps Ave extended)	Mason St	Summit St (620' w/o)	29,690
	Easement (s/o CN Railway)	Perkins St	Driscoll St	48,870
	Ritger St	McKinley St	Lincoln St	44,540
	Subtotal			157,870
Reconstruction (not related to paving)	College Ave	Matthias St (2nd hyd east of)	Kensington Dr	200,200
	Northland Ave	Park Dr	Ballard Rd	800,000
	Vulcan St	N. Island St	S. Island St	116,880
	WWTP	Weimar Ct	Newberry Ct	247,300
	Subtotal			1,364,380
Reconstruction (prior to next year's paving)	Badger Ave	Spencer St	Pierce Ave	273,280
	Jardin St	Leminwah St	Plateau St, east of	96,070
	Lawe St	College Ave	Spring St	713,835
	Plateau St	Jardin St	Wisconsin Ave	55,590
	S Island St - BRIDGE	over power canal	Vulcan St	107,425
	Subtotal			1,246,200
Transmission - New	Subtotal			-
Total Water Main Construction				\$ 2,958,197

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2025	Street	From	To	Water Utility
Labor Pool				171,649
CEA				8,098
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			10,000
New Construction				
	Subtotal			-
Reconstruction (not related to paving)	Calumet St	Telulah Ave	Matthias St	545,730
	Subtotal			545,730
Reconstruction (prior to next year's paving)	Alexander St - partial only	Melrose St	Marquette St	139,920
	Bartell Dr	Prospect Ave	Pine St	292,335
	Fourth St	Story St	Memorial Dr	191,675
	Locust St	College Ave	Washington St	18,070
	Locust St	Washington St	Franklin St	52,910
	Morrison St	Glendale Ave	Pershing St	141,075
	Oklahoma St	Mason St	Richmond St	417,275
	Subtotal			1,253,260
Transmission - New	Edison Ave River Crossing	Olde Oneida St	Water St	560,000
	Subtotal			560,000
Total Water Main Construction				\$ 2,548,737

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2026	Street	From	To	Water Utility
Labor Pool				171,649
CEA				8,098
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			10,000
New Construction				-
	Subtotal			-
Reconstruction (not related to paving)	Brewster St	Meade St	Rankin St	64,935
	Graceland Ave	Randall St	Woodland Ave	129,980
	Greenview St	Taft Ave	Sylvan Ave	247,520
	Hall Ave	Randall St	Woodland Ave	97,920
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	246,070
	Kensington Dr	650' n/o Warehouse Rd	College Ave	308,930
	Linwood Ave	Glendale Ave	Marquette St	102,470
	Lynndale Dr	Leonard St	CN Railway	198,875
	Memorial Dr (STH "47")	Riverview Dr	Cherry Ct (130' s/o)	482,960
	Rankin St	Woodland Ave	Brewster St (390' s/o)	120,020
	Subtotal			1,999,680
Reconstruction (prior to next year's paving)	Badger Ave	Washington St	Mason St	262,980
	Bell Avenue	Summit St	Richmond St	324,455
	Dewey St	Kernan Ave	Walden Ave	56,300
	Elinor St - partial only	Taylor St	Glendale Ave	5,000
	Locust St	Wisconsin Ave	Brewster	87,910
	Midway Rd (CTH AP)	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	10,000
	Rankin St	Commercial St	Wisconsin Ave	200,000
	Sixth St	Memorial Dr	State St	10,000
	Walden Ave	Dewey St	John St	47,400
	Subtotal			1,004,045
Transmission - New				-
	Subtotal			-
Total Water Main Construction				\$ 3,193,472

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2027	Street	From	To	Water Utility
Labor Pool				171,649
CEA				8,098
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			10,000
New Construction				
	Edgewood Dr (CTH JJ)	Sommers Dr	Melmar Dr, 200' e/o	243,325
	French Rd	Applecreek Rd (CTH "E")	Lochbur La	609,730
	Moss Rose La	Crossing Meadows La. (150' n/o)	Apple Creek Rd	55,741
	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	259,625
	STH 441	Carpenter St & Park Hills Dr	Bob-O-Link La & Thistle Down Ct	237,730
	Subtotal			1,406,151
Reconstruction (not related to paving)	Subtotal			-
Reconstruction (prior to next year's paving)				
	Division St - partial only	Lindbergh St	Michigan St	36,320
	Driscoll St	Prospect Ave	WI Central RR	192,695
	Eisenhower Dr	Future Rd "G"	Midway Rd	10,000
	Fourth St	Outagamie St	Mason St	30,855
	Franklin St	Division St	Drew St	426,800
	Marion St - partial only	Walden Ave	Telulah Ave	10,000
	Michigan St - partial only	Division St	Appleton St	13,600
	Pine St	Prospect Ave	Bartell St	225,500
	Subtotal			945,770
Transmission - New	Subtotal			-
Total Water Main Construction				\$ 2,541,668

CITY OF APPLETON 2023 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 Citywide sewer maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Wastewater Reconstruction Wastewater Utility	1,620,745	4,361,623	1,477,252	2,659,177	1,398,652	\$ 11,517,449
Total - Sanitary Sewer Program	\$ 1,620,745	\$ 4,361,623	\$ 1,477,252	\$ 2,659,177	\$ 1,398,652	\$ 11,517,449

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,426,619	4,167,954	1,283,126	2,465,051	1,204,526	\$ 10,547,276
Other	194,126	193,669	194,126	194,126	194,126	\$ 970,173
Total	\$ 1,620,745	\$ 4,361,623	\$ 1,477,252	\$ 2,659,177	\$ 1,398,652	\$ 11,517,449
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2023	Street	From	To	Waste-water Utility
Labor Pool				187,769
CEA				6,357
Consultant				
	Glacier Ridge LS abandonment	wetland delineation, permitting, and consultant design		100,000
	Lawe St - South Island St force main	river crossing replace force main and consultant design		100,000
	Subtotal			200,000
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			18,774
Construction	Sanitary laterals & manholes prior to concrete paving			30,135
	Referendum related items			200,000
	Subtotal			248,909
New Construction				
	Lightning Dr	Baldeagle Dr	Providence Ave	87,750
	Subtotal			87,750
Reconstruction				
	Erb St			81,691
	Lawrence St			38,440
	Wayne St			17,429
	Subtotal			137,560
Reconstruction (on streets to be paved in 2024)				
	Alice St	Drew St	Union St	121,000
	Linwood Ave	College Ave	Summer Ave	386,050
	Rankin St	College Ave	Alton St	31,850
	Summit St	Packard St	Elsie St	81,700
	Summit St	Prospect Ave	Fourth St	131,800
	Subtotal			752,400
Total				\$ 1,620,745

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2024	Street	From	To	Waste-water Utility
Labor Pool				187,769
CEA				5,900
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			17,631
Construction	Sanitary laterals & manholes prior to concrete paving			26,997
	Subtotal			44,628
New Construction	Glacier Ridge LS abandonment	Ballard Rd	Thornapple Rd	2,500,000
	Lawe St - South Island St force main	river crossing replace force main		700,000
	Subtotal			3,200,000
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2025)	Badger Ave	Spencer St	Pierce Ave	162,000
	Jardin St	Leminwah St	Plateau St, east of	109,290
	Lawe St	College Ave	Spring St	165,836
	Morrison St	Wisconsin Ave	Glendale Ave	454,445
	Plateau St	Jardin St	Wisconsin Ave	31,755
	Subtotal			923,326
Total				\$ 4,361,623

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2025	Street	From	To	Waste-water Utility
Labor Pool				187,769
CEA				6,357
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			16,461
Construction	Sanitary laterals & manholes prior to concrete paving			22,425
	Subtotal			38,886
New Construction				-
	Subtotal			-
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2026)	Bartell Dr	Prospect Ave	Pine St	196,820
	Fourth St	Story St	Memorial Dr	188,325
	Locust St	College Ave	Washington St	39,200
	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
	Subtotal			1,244,240
Total				\$ 1,477,252

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2026	Street	From	To	Waste-water Utility
Labor Pool				187,769
CEA				6,357
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			28,113
Construction	Sanitary laterals & manholes prior to concrete paving			23,694
	Subtotal			51,807
New Construction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	600,000
	Apple Hill Farms lift station	French Road	1450' n/o Applecreek Road	750,000
	Edgewood Dr (CTH JJ)	Sommers Dr	Sommers Dr, 750' e/o	93,750
	Subtotal			1,443,750
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2027)	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
	Rankin St	Commercial St	Wisconsin Ave	245,420
	Sixth St	Memorial Dr	State St	54,180
	Washington St	Bennett St	Richmond St	117,600
	Subtotal			969,494
Total				\$ 2,659,177

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2027	Street	From	To	Waste- water Utility
Labor Pool				187,769
CEA				6,357
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			16,875
Construction	Sanitary laterals & manholes prior to concrete paving			31,761
	Subtotal			48,636
New Construction	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	203,400
	Subtotal			203,400
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2028)	Driscoll St	Prospect Ave	WI Central RR	184,680
	Fourth St	Outagamie St	Mason St	94,500
	Franklin St	Division St	Drew St	124,600
	Outagamie St	College Ave	Packard St	197,100
	Pine St	Prospect Ave	Bartell St	246,610
	Prospect Ave	Sixth St	Appleton St	105,000
	Subtotal			952,490
Total				\$ 1,398,652

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Corrosion Control Treatment

PROJECT DESCRIPTION

Justification:

In December of 2021, the Appleton Water Treatment Facility (AWTF) completed a regulatory required research project that is the basis of this project request. The project analyzed the City's water characteristics and impacts with the City's distribution system (e.g., impact on piping). A major focus of the year-long research was on corrosivity. The project research concluded that the AWTF will need to transition from the orthophosphate and polyphosphate blend product currently being used and transition to phosphoric acid (orthophosphate) to minimize corrosion in the City's distribution system.

This project would provide a design, bidding documents, construction management, and contract administration to the construction project. The Wisconsin Department of Natural Resources requires that the new chemical delivery project be completed and the system be operational by May 24, 2024.

The new chemical delivery system will consist of all the materials and labor for two stainless steel bulk tanks, a day tank, and three dosing pumps. The new installation will require computer programming and integration with the plant computer control system. The programming will control product transfer, delivery, and reporting to the State of Wisconsin.

Discussion of operating cost impact:

The required amount of phosphoric acid will be 40% greater than the current chemical. This increase will be reflected in the treatment operations budgets. While not quantifiable, the report shows that phosphoric acid will prevent a small amount of corrosion from deteriorating system piping. As such, there may be a slight increase in some pipe materials' service life.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Water	Engineering	190,000	-	-	-	-	\$ 190,000
	Construction	960,000	-	-	-	-	\$ 960,000
Total - Water Utility Capital Project		\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000

COST ANALYSIS

Components	Estimated Cash Flows						Total
	2023	2024	2025	2026	2027		
Planning	190,000	-	-	-	-	-	\$ 190,000
Land Acquisition	-	-	-	-	-	-	\$ -
Construction	960,000	-	-	-	-	-	\$ 960,000
Other	-	-	-	-	-	-	\$ -
Total	\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Plaza Parking Lot Reconstruction

PROJECT DESCRIPTION

Justification:

Reconstruction of the Library Parking Lot - As part of the renovations to the Appleton Public Library, the existing Library Plaza Parking Lot will be reconstructed and reconfigured. The budget identified in 2023 is the Parking Utility share of the reconstruction project including demolition, curb & gutter, paving, sidewalks, landscaping, site lighting and bike racks.

Discussion of operating cost impact:

Upon completion of the new Library Plaza parking lot, operating costs are expected to decrease due to the smaller lot size.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Reconstruction of Library Parking Lot	561,253	-	-	-	-	\$ 561,253
Total - Parking Utility Capital Projects Fund	\$ 561,253	\$ -	\$ -	\$ -	\$ -	\$ 561,253

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	561,253	-	-	-	-	\$ 561,253
Other	-	-	-	-	-	\$ -
Total	\$ 561,253	\$ -	\$ -	\$ -	\$ -	\$ 561,253
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Building Envelope

PROJECT DESCRIPTION

Justification:

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.

Fire Stations: (2025) Replace east and south facing windows at Fire Station #1 and replace all windows at Fire Station #2.

Wastewater: (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 digesters.

Water Plant: (2026) Perform exterior wall repairs.

Discussion of operating cost impact:

It is anticipated that there will be improved energy efficiency.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
PRFM Fire Stations	-	-	150,000	-	-	\$ 150,000
Facilities Capital Projects	-	-	150,000	-	-	\$ 150,000
WW Wastewater	-	-	40,000	-	-	\$ 40,000
WW Utility Capital Projects	-	-	40,000	-	-	\$ 40,000
Water Utility Water Plant	-	-	-	80,000	-	\$ 80,000
Water Utility Capital Projects	-	-	-	80,000	-	\$ 80,000
Total - Building Envelope Capital Projects	\$ -	\$ -	\$ 190,000	\$ 80,000	\$ -	\$ 270,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	40,000	-	-	\$ 40,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	150,000	80,000	-	\$ 230,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 190,000	\$ 80,000	\$ -	\$ 270,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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: (2024-2025) 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: (2023-2027) In 2021 a Motor Control Center (MCC) audit and condition assessment was conducted. The results of this study indicated that there were several MCC's in need of immediate replacement. The MCC's in need of replacement are critical to the Wastewater Plant operations and a failure of any MCC will cause a shutdown of operations. (2023) Design for the MCC replacement phase 1 (2024) Construction for the MCC replacement phase 1. (2026) Design for the MCC replacement phase 2. (2027) Construction for the MCC replacement phase 2.

Water Plant: (2027-2028) This CIP represents the first phase in upgrading the electrical distribution protective equipment. These upgrades will make improvements to reduce the electrical hazards to employees such as arc flash and upgraded grounding systems. (2027) Design for electrical distribution protective equipment.

Discussion of operating cost impact:

It is anticipated that there will be a reduction in maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
PRFM	Fire stations	-	25,000	200,000	-	-	\$ 225,000
	MSB	-	-	25,000	200,000	-	\$ 225,000
	Facilities Capital Projects	-	25,000	225,000	200,000	-	\$ 450,000
WW	Wastewater	100,000	-	3,800,000	100,000	3,800,000	\$ 7,800,000
	WW Utility Capital Projects	100,000	-	3,800,000	100,000	3,800,000	\$ 7,800,000
Water Utility	Water Plant	-	-	-	-	25,000	\$ 25,000
	Water Utility Capital Projects	-	-	-	-	25,000	\$ 25,000
Total - Electrical Upgrades Capital Projects		\$ 100,000	\$ 25,000	\$ 4,025,000	\$ 300,000	\$ 3,825,000	\$ 8,275,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	100,000	25,000	25,000	100,000	25,000	\$ 275,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	4,000,000	200,000	3,800,000	\$ 8,000,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 25,000	\$ 4,025,000	\$ 300,000	\$ 3,825,000	\$ 8,275,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Elevator Replacement

PROJECT DESCRIPTION

Justification:

City Hall: This CIP is to fund the City's share of the passenger and freight elevator replacement at City Center West. The cost of this project is split among the owners of the City Center West Condo Association. (2023) Fund City's portion of the elevator replacement project at City Center West.

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.

Buildings B, K, & S - (2024) Refurbish/Replace K-Building elevator. (2026) Refurbish/Replace B-Building elevator. (2027) Refurbish/Replace S-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	2023	2024	2025	2026	2027	Total
PRFM City Hall	500,000	-	-	-	-	\$ 500,000
Facilities Capital Projects	500,000	-	-	-	-	\$ 500,000
WW Wastewater	-	350,000	-	350,000	250,000	\$ 950,000
WW Utility Capital Projects	-	350,000	-	350,000	250,000	\$ 950,000
Total - Electrical Upgrades Capital Projects	\$ 500,000	\$ 350,000	\$ -	\$ 350,000	\$ 250,000	\$ 1,450,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	30,000	-	30,000	20,000	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	500,000	320,000	-	320,000	230,000	\$ 1,370,000
Other	-	-	-	-	-	\$ -
Total	\$ 500,000	\$ 350,000	\$ -	\$ 350,000	\$ 250,000	\$ 1,450,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Facility Renovations

PROJECT DESCRIPTION
<p>Justification:</p> <p>Fire Stations: <u>Upgrade kitchen and bathroom areas</u> - 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 #2 upper and lower bathrooms. (2025) Construction for the bathroom remodeling at Fire Station #2. Design for remodeling the Fire Station #5 upper and lower bathrooms. (2026) Construction for the bathroom remodeling at Fire Station #5</p> <p>PRFMD Facility: <u>Restroom renovation</u> - The Facilities & Grounds Operations Center lacks adequate ADA accessible restroom facilities for both the public and staff. (2024) Design - This project will go through the space planning and design portions of the project. (2025) Construction based on the completed design.</p> <p>Wastewater Plant: <u>A-Building Acoustical Ceiling</u> - (2023) This project is to replace the acoustical ceiling and lighting in A-Building. <u>S-Building Locker Rooms</u> - (2026) Renovate S-Building locker rooms.</p> <p>Discussion of operating cost impact: Since these projects are renovations of existing space, there is no impact on operating cost anticipated.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
PRFM Fire Stations	-	25,000	175,000	125,000	-	\$ 325,000
PRFMD	-	50,000	500,000	-	-	\$ 550,000
Facilities Capital Projects	-	75,000	675,000	125,000	-	\$ 875,000
WW Wastewater	275,000	-	-	450,000	-	\$ 725,000
WW Utility Capital Projects	275,000	-	-	450,000	-	\$ 725,000
Total - Facility Renovations Projects	\$ 275,000	\$ 75,000	\$ 675,000	\$ 575,000	\$ -	\$ 1,600,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	75,000	25,000	25,000	-	\$ 125,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	275,000	-	650,000	550,000	-	\$ 1,475,000
Other	-	-	-	-	-	\$ -
Total	\$ 275,000	\$ 75,000	\$ 675,000	\$ 575,000	\$ -	\$ 1,600,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 is typically the second busiest fire station in the City from year to year. 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 accommodations 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, Site Analysis was completed and indicated a location off of Northland Avenue on the south side of Appleton Memorial Park.

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		2023	2024	2025	2026	2027	Total
PRFM	Planning	-	-	-	-	-	\$ -
	Design	-	-	750,000	-	-	\$ 750,000
	Construction	-	-	-	4,500,000	-	\$ 4,500,000
Total - Facilities Capital Projects		\$ -	\$ -	\$ 750,000	\$ 4,500,000	\$ -	\$ 5,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning/Site Acquisition	-	-	750,000	-	-	\$ 750,000
Construction	-	-	-	4,500,000	-	\$ 4,500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 750,000	\$ 4,500,000	\$ -	\$ 5,250,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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 for 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 2023-2027 will be adjusted based on the annual assessments conducted for each property.

Parks:

Fence Replacements (2023/2025/2027) This project will address replacement of fencing at various parks. Projects include tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (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		2023	2024	2025	2026	2027	Total
PRFM	Various Parks						
	Fencing	25,000	-	25,000	-	25,000	\$ 75,000
	Fields	-	25,000	-	25,000	-	\$ 50,000
Total - Facilities Capital Projects		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	25,000	25,000	25,000	25,000	\$ 125,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Hardscape Infrastructure Improvements/Replacements

PROJECT DESCRIPTION									
Justification:									
<p>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).</p> <p>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.</p> <p>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 2023 includes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">City Sites</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Telulah Roads and Peabody Trails</td> <td style="text-align: right;">\$ 250,000</td> </tr> <tr> <td>Wastewater Plant Lower Roads Phase 2</td> <td style="text-align: right;">\$ 450,000</td> </tr> <tr> <td>Water Plant Parking Lot</td> <td style="text-align: right;">\$ 725,000</td> </tr> </table> <p>Future projects will be identified after annual assessments of properties and/or parks.</p>		City Sites	\$ 50,000	Telulah Roads and Peabody Trails	\$ 250,000	Wastewater Plant Lower Roads Phase 2	\$ 450,000	Water Plant Parking Lot	\$ 725,000
City Sites	\$ 50,000								
Telulah Roads and Peabody Trails	\$ 250,000								
Wastewater Plant Lower Roads Phase 2	\$ 450,000								
Water Plant Parking Lot	\$ 725,000								
Discussion of operating cost impact:									
<p>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.</p>									

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
PRFM	City Sites	50,000	50,000	50,000	50,000	50,000	\$ 250,000
	MSB	-	-	-	175,000	-	\$ 175,000
	Park Sites	250,000	450,000	300,000	300,000	300,000	\$ 1,600,000
	PRFMD	-	-	400,000	-	-	\$ 400,000
	Facilities Capital Projects	300,000	500,000	750,000	525,000	350,000	\$ 2,425,000
WW	Wastewater	450,000	-	-	300,000	300,000	\$ 1,050,000
	WW Utility Capital Projects	450,000	-	-	300,000	300,000	\$ 1,050,000
Water Utility	Water Plant	725,000	-	-	-	-	\$ 725,000
	Water Utility Capital Projects	725,000	-	-	-	-	\$ 725,000
Total - Hardscape Improvement		\$ 1,475,000	\$ 500,000	\$ 750,000	\$ 825,000	\$ 650,000	\$ 4,200,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	65,000	60,000	30,000	50,000	40,000	\$ 245,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,410,000	440,000	720,000	775,000	610,000	\$ 3,955,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,475,000	\$ 500,000	\$ 750,000	\$ 825,000	\$ 650,000	\$ 4,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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. (2027) Condition assessment and master plan for HVAC replacement.

Wastewater Plant: (2023) L-Building HVAC upgrades. (2024) 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. (2027) Tunnel HVAC upgrades

Water Plant : (2024) Upgrades to the boiler system and MCC room HVAC. (2026) HVAC Upgrades

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		2023	2024	2025	2026	2027	Total
PRFM	Fire Stations	275,000	175,000	-	-	-	\$ 450,000
	PRFMD Facility	-	-	375,000	-	-	\$ 375,000
	Municipal Services	750,000	-	-	-	-	\$ 750,000
	Police Station	-	-	-	125,000	25,000	\$ 150,000
Facilities Capital Projects Fund		1,025,000	175,000	375,000	125,000	25,000	\$ 1,725,000
WW	Wastewater Plant	700,000	500,000	550,000	600,000	600,000	\$ 2,950,000
	WW Utility Capital Projects	700,000	500,000	550,000	600,000	600,000	\$ 2,950,000
Water Utility	Water Plant	-	300,000	-	250,000	-	\$ 550,000
	Water Utility Capital Projects	-	300,000	-	250,000	-	\$ 550,000
Total - HVAC Upgrades		\$ 1,725,000	\$ 975,000	\$ 925,000	\$ 975,000	\$ 625,000	\$ 5,225,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	75,000	100,000	100,000	50,000	75,000	\$ 400,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,650,000	875,000	825,000	925,000	550,000	\$ 4,825,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,725,000	\$ 975,000	\$ 925,000	\$ 975,000	\$ 625,000	\$ 5,225,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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, increased interaction between departments, and items such as flooring that has reached the end of its useful life.

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 -

Interior finishes includes, but is not limited to, the following in the workplace: wall coatings, ceiling tiles, carpet, lighting, etc. Office furnishings will also be upgraded.

City Hall: City Hall was constructed in 1994 and is approaching 27 years with no major updates to the interior spaces. Current priorities for funding require City Hall to maximize its current investment with a renovation of the interior spaces and furnishings. Renovation of the interior spaces began in 2020 and will be phased over several years as funding is available. (2023) Ceiling, lighting and flooring updates are planned in the Health Department area. The cost would be reimbursed through a grant previously secured. (2027) Renovation of the Community and Economic Development/Assessors areas.

Fire Stations: (2025) Replace several areas of flooring on the first floor of Fire Station #1. (2026) Replace flooring at various Fire Stations. (2027) Replace flooring at various Fire Stations.

Furniture Upgrades -

City Hall (Health Department): (2023) Health Department workstation upgrades.

Fire Stations: (2025) Fire Station #1 workstation upgrades.

Municipal Services Building: (2024) Replace workstations at the Municipal Services Building.

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		2023	2024	2025	2026	2027	Total
Health Grants	Health Department	215,000	-	-	-	-	\$ 215,000
		215,000	-	-	-	-	\$ 215,000
PRFM	City Hall	-	-	-	-	1,250,000	\$ 1,250,000
	Fire Stations	-	-	125,000	35,000	35,000	\$ 195,000
	MSB	-	150,000	-	-	-	\$ 150,000
		-	150,000	125,000	35,000	1,285,000	\$ 1,595,000
Total - Interior Finishes and Furniture		\$ 215,000	\$ 150,000	\$ 125,000	\$ 35,000	\$ 1,285,000	\$ 1,810,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	215,000	150,000	125,000	35,000	1,285,000	\$ 1,810,000
Other	-	-	-	-	-	\$ -
Total	\$ 215,000	\$ 150,000	\$ 125,000	\$ 35,000	\$ 1,285,000	\$ 1,810,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 September, the bids were approved and construction is underway. It is anticipated the project will be completed early 2024. Inflation has impacted the cost of the project significantly. It is estimated that construction inflation rose over 20%. Despite the inflationary impact, the team of SOM, Boldt and the City of Appleton worked diligently and proactively to analyze supply chains, product selection and alternates to ensure the goals of the Library construction were met.

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	2023	2024	2025	2026	2027	Total
PRFMD Design	-	-	-	-	-	\$ -
Library reconstruction / Renovation	13,542,500	-	-	-	-	\$ 13,542,500
Total - Facilities Capital Projects	\$ 13,542,500	\$ -	\$ -	\$ -	\$ -	\$ 13,542,500

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Construction	13,542,500	-	-	-	-	\$ 13,542,500
Other	-	-	-	-	-	\$ -
Total	\$ 13,542,500	\$ -	\$ -	\$ -	\$ -	\$ 13,542,500
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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. (2027) Upgrade lighting at Various Fire Stations

MSB: (2025) Upgrade interior lighting in sign shop, stockroom, engineering, cold storage and CEA shop.

Parks: (2024) Lighting upgrades for Highview Park. (2025) Lighting upgrades at Telulah Park. (2026) Lighting upgrades for Jaycee Park. (2027) Lighting upgrades for the Newberry Trail. Replace existing and add new lighting for Erb Tennis Courts.

Police Station: (2025) Upgrade interior lighting.

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:

These upgrades will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
PRFM	Fire Stations	-	75,000	150,000	-	75,000	\$ 300,000
	MSB	-	-	100,000	-	-	\$ 100,000
	Parks	-	250,000	275,000	200,000	450,000	\$ 1,175,000
	Police Station	-	-	75,000	-	-	\$ 75,000
Facilities Capital Projects		-	325,000	600,000	200,000	525,000	\$ 1,650,000
WW	Wastewater	75,000	150,000	-	75,000	-	\$ 300,000
	WW Utility Capital Projects	75,000	150,000	-	75,000	-	\$ 300,000
Total - Lighting Upgrade Projects		\$ 75,000	\$ 475,000	\$ 600,000	\$ 275,000	\$ 525,000	\$ 1,950,000

COST ANALYSIS

Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	10,000	25,000	40,000	25,000	25,000	\$ 125,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	65,000	450,000	560,000	250,000	500,000	\$ 1,825,000
Other	-	-	-	-	-	-
Total	\$ 75,000	\$ 475,000	\$ 600,000	\$ 275,000	\$ 525,000	\$ 1,950,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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	2023	2024	2025	2026	2027	Total
PRFM City Park	-	450,000	-	-	-	\$ 450,000
Total - Facilities Capital Projects Fund	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	450,000	-	-	-	\$ 450,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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. (2027) Pavilion Roof Replacement at Various City Parks.

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. (2027) Roof Replacement for H, J, and E Buildings

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	2023	2024	2025	2026	2027	Total
PRFM Parks	-	150,000	-	-	150,000	\$ 300,000
Facilities Capital Projects	-	150,000	-	-	150,000	\$ 300,000
WW Wastewater Plant	375,000	-	275,000	-	250,000	\$ 900,000
WW Utility Capital Projects	375,000	-	275,000	-	250,000	\$ 900,000
Total - Roof Replacement Projects	\$ 375,000	\$ 150,000	\$ 275,000	\$ -	\$ 400,000	\$ 1,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	20,000	10,000	15,000	-	30,000	\$ 75,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	355,000	140,000	260,000	-	370,000	\$ 1,125,000
Other	-	-	-	-	-	\$ -
Total	\$ 375,000	\$ 150,000	\$ 275,000	\$ -	\$ 400,000	\$ 1,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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. (2025) Fire alarm upgrades at Stations #3 & #5. (2026) Fire alarm upgrades at Fire Station #6. (2027) Design for new Generator at Fire Station #6. Replace fire alarm at Fire Station #1.

Parks: (2025) City Park fiber and camera installation. (2026) Pierce Park fiber and camera installation. (2027) 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 42 years old. Loss of power would result in an inability to provide some essential services.

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	2023	2024	2025	2026	2027	Total
PRFM Fire Stations	-	25,000	50,000	50,000	75,000	\$ 200,000
Parks	-	-	125,000	100,000	50,000	\$ 275,000
PRFMD	50,000	350,000	-	-	-	\$ 400,000
Facilities Capital Projects	50,000	375,000	175,000	150,000	125,000	\$ 875,000
Total - Safety & Security Upgrades	\$ 50,000	\$ 375,000	\$ 175,000	\$ 150,000	\$ 125,000	\$ 875,000

COST ANALYSIS

Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	50,000	-	10,000	10,000	25,000	\$ 95,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	375,000	165,000	140,000	100,000	\$ 780,000
Other	-	-	-	-	-	\$ -
Total	\$ 50,000	\$ 375,000	\$ 175,000	\$ 150,000	\$ 125,000	\$ 875,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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.

A Request for Proposal was issued for planning for a future facility including exploration of a mixed use facility to optimize the use of space, attract federal grants and to meet the needs of the downtown neighborhood plan completed in 2022. The analysis and report will be completed early 2023.

Actual construction will depend on grant availability and the potential of a partnership with a developer towards a mixed-use facility if determined to be the best solution.

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	2023	2024	2025	2026	2027	Total
Valley Transit Transit Center	-	10,000,000	-	-	-	\$ 10,000,000
Total - Valley Transit Capital Fund	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 10,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	800,000	-	-	-	\$ 800,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	9,200,000	-	-	-	\$ 9,200,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 10,000,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Signage and Structural Renovations

PROJECT DESCRIPTION

Justification:

Parking Utility Structural Renovations - A 2022 updated Structural Condition Assessment Report was completed by Desman Design management, including recommended structural repairs and preventive maintenance 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:

These projects are not expected to effect other operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2023	2024	2025	2026	2027	Total
	On-street wayfinding signage	-	100,000	-	-	-	\$ 100,000
	Structural repairs/preventative maint.	350,000	1,600,000	1,700,000	1,700,000	1,700,000	\$ 7,050,000
	Total - Parking Utility Capital Projects	\$ 350,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 7,150,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	350,000	1,700,000	1,700,000	1,700,000	1,700,000	\$ 7,150,000
Total	\$ 350,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 7,150,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 2025. 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, cashiering, and cash management modules and went live in 2019. The property tax collection module which was part of phase 2 was deferred until 2022 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 2022 to meet the needs of the Parking Utility. Phase 3, which includes utility billing, special assessment and citizen self-service will begin in 2023. Phase 4, which includes the work order, inventory, fixed assets, and fleet and facilities management modules, is targeted for 2024, and Phase 5, which includes the permit and code enforcement, business licensing, animal licensing, GIS integration, contract management, vendor self-service and debt management is slated for 2025.

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	2023	2024	2025	2026	2027	Total
IT ERP system	-	145,000	-	-	-	\$ 145,000
IT Capital Projects Fund	-	145,000	-	-	-	\$ 145,000
Sanitation ERP system	45,000	-	-	-	-	\$ 45,000
Stormwater ERP system	45,000	-	-	-	-	\$ 45,000
Water ERP system	45,000	-	-	-	-	\$ 45,000
Wastewater ERP system	45,000	-	-	-	-	\$ 45,000
Utility Funds	180,000	-	-	-	-	\$ 180,000
Total - ERP system Upgrade	\$ 180,000	\$ 145,000	\$ -	\$ -	\$ -	\$ 325,000

COST ANALYSIS

Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Other	180,000	145,000	-	-	-	\$ 325,000
Total	\$ 180,000	\$ 145,000	\$ -	\$ -	\$ -	\$ 325,000
Operating Cost Impact	\$ 46,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 322,000

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Information Technology

PROJECT DESCRIPTION

Justification:

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: The 2022 discontinuation of our current Mitel desktop telephone model has resulted in required reprogramming of the telephone system in order to remain compliant with auto-attendants. A needs assessment is ongoing, but the system will require no less than the replacement of an estimated 30 telephones to be compliant with the new programming. Additionally, a voicemail system replacement is required in 2024.

Discussion of operating cost impact:

There is no meaningful impact to the operating impact of the Mitel phone upgrade, but the voicemail conversion offsets an otherwise necessary \$20,000 in annual maintenance to keep the existing voicemail system running.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
IT						
Phone Upgrade	-	221,000	-	-	-	\$ 221,000
Endpoint Switches	250,000	-	-	-	-	\$ 250,000
Total - IT Capital Projects Fund	250,000	221,000	-	-	-	\$ 471,000
Total - Information Technology Capital Projects	<u>\$ 250,000</u>	<u>\$ 221,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 471,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	250,000	221,000	-	-	-	\$ 471,000
Total	<u>\$ 250,000</u>	<u>\$ 221,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 471,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Cardiac Monitors

PROJECT DESCRIPTION

Justification:

In January 2019, the Appleton Fire Department upgraded their emergency medical service to Emergency Medical Technician (EMT) from Emergency Medical First Responder, the lowest licensed EMS care in Wisconsin. This allowed our responders to render a higher level of care in a time when calls for medical service have increased as much as 20% each year and when the EMS system is suffering significant shortfalls in staffing and support everywhere. This service increase has had a direct, positive impact on our community, and the benefits of this upgrade are realized each day.

The next step is to provide care using cardiac monitors. This is considered an advanced skill within the scope of EMT that is fully supported by our medical director, Dr. Nels Rose. Cardiac monitors allow EMTs to transmit EKGs directly to the hospital emergency department in real time. In cases of cardiac events, every second counts--this advanced notification gets to hospital cardiac staff in the operating room as the patient is being transported, greatly decreasing the timeframe of notification and staffing. When these diagnoses are made in the field, the patient bypasses the emergency room (ER) and goes right to the catheterization lab for timely care. These monitors provide real time transmission of vitals and give electronic documentation of interventions and medications. The current practice of communicating the medications given in the field by our personnel involves handwritten pieces of paper that are transferred up to three times before the patient arrives in the ER.

As the Appleton Fire Department considers the transition to paramedic service, these devices will become critical and necessary at this next level. Having these devices, and using them as EMT's, allows us to extend the learning curve for that transmission. This is a complicated device, and the gradual transition will set our staff up for success in the paramedic transition.

The department would place a cardiac monitor on all front-line apparatus with an additional unit to rotate during times of service, special events (i.e. Octoberfest), and maintenance for a total of eight. Each unit is projected to cost approximately \$55,000, including all ancillary equipment. It should be noted that the prices of medical equipment are outrunning the general price increases that we are seeing in today's economy. We could expect to see at least 10% inflationary increases each year.

The department will submit a FEMA grant for the cardiac monitors, which would cover 90% of the cost.

Discussion of operating cost impact:

There are annual maintenance costs associated with the monitors along with internet capability in the field after the initial three-year agreement.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Fire Equipment	50,000	-	-	-	-	\$ 50,000
Total - Public Safety Capital Projects Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	-	-	-	-	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Cost Impact	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Communication Equipment

PROJECT DESCRIPTION

Justification:

In early 2021, 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. Motorola will no longer certify the batteries are intrinsically safe, and they will no longer be manufacturing spare parts for the radios.

This change in capability will impact all fire and emergency medical service providers in the county. Therefore, for the health and safety of our emergency responders, the City of Appleton will serve as the host agency for a county-wide regional grant to fund a portion of this radio project through the Assistance to Firefighters Grant (AFG). The department recently received a grant award of \$1,807,911 of a \$4,315,312 county-wide request.

Funding will be needed to meet the department's grant match requirement to fulfill the project. In addition, the grant award was reduced from the original request so the unfunded portion of the project will also need to be funded. Based on the preliminary reduced grant award and match requirement information, it could be expected that the department's portion of the project would be approximately \$315,000 in fiscal year 2023.

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	2023	2024	2025	2026	2027	Total
Fire Equipment	532,700	-	-	-	-	\$ 532,700
Total - Public Safety Capital Projects Fund	\$ 532,700	\$ -	\$ -	\$ -	\$ -	\$ 532,700

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	532,700	-	-	-	-	\$ 532,700
Total	\$ 532,700	\$ -	\$ -	\$ -	\$ -	\$ 532,700
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 \$11,750 per unit. Additionally, there are 50 air bottles in service at a replacement cost of \$1,500 per bottle. Furthermore, the six supplied air breathing apparatus (SABAs) will also need to be replaced at a cost of \$3,500 per unit. In conjunction with purchasing SCBAs, the department will also need to update the air compressors used to put air into these units. The fire department maintains three air compressors at Stations 1, 3, and 6. The air compressor units have an anticipated cost of \$186,000. The total project cost expected in 2027 is \$1,022,250.

The department will write an Assistance to Firefighters Grant for the SCBAs. The amount listed below includes the 10% match required for the grant, plus the full cost of the air compressors.

Discussion of operating cost impact:

This equipment will replace existing equipment, therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Fire Equipment	-	-	269,625	-	-	\$ 269,625
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ 269,625	\$ -	\$ -	\$ 269,625

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	269,625	-	-	\$ 269,625
Total	\$ -	\$ -	\$ 269,625	\$ -	\$ -	\$ 269,625
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - GPS Unit (2023) and Robotic Total Station (2024)

The Survey grade GPS Unit (2023) would 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.

The Robotic Total Station (2024) 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.

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		2023	2024	2025	2026	2027	Total
DPW	Robotic Total Station/GPS	30,000	40,000	-	-	-	\$ 70,000
Total - Public Works Capital Projects Fund		<u>\$ 30,000</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	30,000	40,000	-	-	-	\$ 70,000
Total	<u>\$ 30,000</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2023 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, cap and gas system improvements are needed along with the plan to convert the gas system to passive venting.

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, demolition and removal of the blower building and related infrastructure, as well as surface emission monitoring and gas system monitoring in coordination with the Wisconsin Department of Natural Resources.

This CIP request has been revised from a two year (2023-2024) timeline to one year. The permitting for this work is included in the 2022 submittal to DNR. Due to upcoming staffing issues at DNR, changes in the construction industry and supply issues, combining the two projects is anticipated to create efficiencies for the contractor and keep costs close to those originally estimated.

Discussion of operating cost impact:
No operating cost impact

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Sanitation	Gas Extraction System Improvements	70,100	-	-	-	-	\$ 70,100
Total - Public Works Fund Capital Projects		\$ 70,100	\$ -	\$ -	\$ -	\$ -	\$ 70,100

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	4,000	-	-	-	-	\$ 4,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	66,100	-	-	-	-	\$ 66,100
Other	-	-	-	-	-	\$ -
Total	\$ 70,100	\$ -	\$ -	\$ -	\$ -	\$ 70,100
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Treatment Instrumentation Replacement

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) utilizes process instrumentation to monitor chemical use in the treatment of raw lake water for the production of finished drinking water. Most of the process instrumentation utilized today was installed in 2001 as part of the original facility construction. The life cycle of instrumentation can be 10 or more years, but often obsolescence by the manufacturers is a primary driver in determining useful life. Once the instruments are obsolete, the repair parts become scarce and ultimately unavailable. This CIP will focus on replacing fluoride and turbidimeter instruments over a two-year span.

Fluoride instruments will be replaced in the first year of this CIP. Fluoride is added to finished water at the prescribed optimal level of 0.7 parts per million as recommended by the federal and State drinking water guidelines for the prevention of tooth decay in children and adults. Specialized instruments are utilized to monitor and control the amount of fluoride added to meet the target dose. The second year of this CIP will involve the replacement of the turbidimeter array consisting of 10 instruments. Real-time turbidity measurements provide Operations staff with data of changing raw water characteristics that guide treatment decisions which sustain high quality and regulatory compliant drinking water.

Discussion of operating cost impact:

Accurate and reliable instruments provide data, which in turn reduces unnecessary costs associated with electrical and chemical treatment inputs. Replacement of the instruments will increase staff confidence in the water treatment process and consumer confidence in the safety and reliability of the drinking water.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Water	Equipment	60,000	40,000	-	-	-	\$ 100,000
Total - Water Utility Capital Projects		\$ 60,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	60,000	40,000	-	-	-	\$ 100,000
Total	\$ 60,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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		2023	2024	2025	2026	2027	Total
Water	Consulting	16,000	-	-	-	-	\$ 16,000
	Contractor Fees	472,000	-	-	-	-	\$ 472,000
Total - Water Utility Capital Projects		\$ 488,000	\$ -	\$ -	\$ -	\$ -	\$ 488,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	16,000	-	-	-	-	\$ 16,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	472,000	-	-	-	-	\$ 472,000
Other	-	-	-	-	-	\$ -
Total	\$ 488,000	\$ -	\$ -	\$ -	\$ -	\$ 488,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tower Pump Stations

PROJECT DESCRIPTION

Justification:

The City's water distribution system is reliant on high lift pumps at the water plant and elevated storage tanks (e.g. water towers) to provide uninterrupted water flow and pressure. The system is essential in providing fire flow capacities even in the midst of a power outage. The Main Pressure Zone (MPZ) has two water towers, Matthias and Glendale. These towers are filled and drawn down based on system demands of water use. In order to ensure the turnover of water in a tower, it often becomes necessary to have one tower floating on the hydraulic grade line and the other on a pumping regime.

Currently, the Matthias Tower pumping system has reached it's useful life and is in need of replacement. This CIP will provide for a replacement of the pumping system and controls. The Glendale Tower will also require a pump station in order to ensure water turnover. Additionally, the Wisconsin Department of Natural Resources has reissued the Water Utility's Wisconsin Pollution Discharge Elimination System (WPDES) permit. The permit does not allow for water from the tank to be discharged to the stormwater system such as would be needed during maintenance and inspection events. This CIP would allow for the pumping stations to pump the Glendale Tank water back into the distribution system. With this modification there will not be a need for disposal costs such as sanitary charges or dechlorination chemical treatment costs.

Discussion of operating cost impact:

There is no impact to operating costs as the existing pumping will be replaced with new equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Matthias Pump Station	-	-	445,000	-	-	\$ 445,000
Glendale Pump Station	-	-	445,000	-	-	\$ 445,000
Total - Water Utility Capital Projects	\$ -	\$ -	\$ 890,000	\$ -	\$ -	\$ 890,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	90,000	-	-	\$ 90,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	800,000	-	-	\$ 800,000
Other	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 890,000	\$ -	\$ -	\$ 890,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Chemical Storage

PROJECT DESCRIPTION

Justification:

To control the acidity of water, the Appleton Water Treatment Facility feeds carbon dioxide (CO2) to the recarbonation basins which are downstream of the lime softening process. The CO2 storage and handling system consists of two (2) 48,000-pound bulk storage tank systems and three (3) pressurized solution feed systems. The CO2 is diffused into the water within the recarbonation basins and automatically adjusts to maintain the desired pH.

The CO2 chemical delivery system is 20 years old and has yet to be reconditioned from the original installation. This project would consist of the following improvements: Install CO2 flow metering, size and install new solution feeders, and incorporate pH instruments and controls. The recommendation at this time is to install mass flow meters at the CO2 feeders to better track actual CO2 use and fluctuations. The complete system will allow for the water treatment plant to confidently and accurately track CO2 usage.

Discussion of operating cost impact:

Operational costs will not be affected.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Water	Consulting	50,000	-	-	-	-	\$ 50,000
	Contractor Fees	400,000	-	-	-	-	\$ 400,000
Total - Water Utility Capital Projects		\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	400,000	-	-	-	-	\$ 400,000
Other	-	-	-	-	-	\$ -
Total	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	High Service Pump Check Valve Replacements

PROJECT DESCRIPTION	
Justification:	<p>The Appleton Water Treatment Facility (AWTF) produces more than 3 billion gallons annually of drinking water to users within the City of Appleton, Waverly Sanitary District, the Town of Grand Chute, and the Village of Sherwood. There are six 350 horsepower High Service Pumps (HSPs) which deliver treated water from the AWTF clearwells through over 360 miles of underground piping including five elevated storage sites (e.g., towers, standpipes, and reservoirs) that comprise the City of Appleton distribution system. It was discovered during a 2022 inspection that the original 18-inch diameter check valves that support each of the HSPs were not completely seating (closing) when the associated upstream pump was offline. The leakage contributes to wasted energy since a percentage of water is being pumped more than once as a fraction of forward flow makes its way past the check valve, through the offline pumps, and then back into the clearwell where it is pumped again. This CIP will address the identified issue by replacing the failing 18-inch diameter check valves.</p>
Discussion of operating cost impact:	<p>Electrical costs associated with pumping will be reduced with the elimination of check valve leakage.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Water	Engineering	18,240	-	-	-	-	\$ 18,240
	Equipment	182,400	-	-	-	-	\$ 182,400
Total - Water Utility Capital Projects		\$ 200,640	\$ -	\$ -	\$ -	\$ -	\$ 200,640

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	18,240	-	-	-	-	\$ 18,240
Land Acquisition	-	-	-	-	-	-
Construction	182,400	-	-	-	-	\$ 182,400
Other	-	-	-	-	-	-
Total	\$ 200,640	\$ -	\$ -	\$ -	\$ -	\$ 200,640
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Process Upgrade

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) maintains three large aeration blowers to aerate two deep aeration tanks (Tank #2 and Tank #3) and smaller blowers which independently service the shallow aeration tank (Tank #1). Each aeration tank has four passes where a single online aeration blower (one for both deep aeration tanks and one for the shallow tank) delivers oxygen to the microorganisms which feed on the organic material within the waste stream. Two of the four positive displacement blowers that service aeration Tanks #2 and #3 were replaced with high efficiency single stage centrifugal turbo units as part of Capital Improvement Projects (CIPs) in 2009 and 2020. Air to the shallow tank is still provided by 1960s vintage low pressure positive displacement blowers. Similar to the 2009 and 2020 projects, the intent of this CIP is to transition away from the positive displacement blowers based on equipment age, costs associated with repair, and cost of operation. Advances in aeration control technology that provide more efficient operation and control are not compatible with the older blower technology which further incentivize aeration system upgrades. Additional aeration system control strategies will also be evaluated as part of this CIP that could provide greater treatment flexibility between the shallow and deep aeration tanks along with further maximizing energy use efficiencies through technology upgrades.

Discussion of operating cost impact:

Upgrades have the potential of reducing electrical consumption costs. The proposed upgrades also provide sound redundancy for the aging aeration system.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Wastewater	Consulting	-	-	-	100,000	-	\$ 100,000
	Contractor	-	-	-	1,100,000	-	\$ 1,100,000
Total -Wastewater Utility Capital Projects		\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	100,000	-	\$ 100,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	1,100,000	-	\$ 1,100,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	DAFT Polymer Feed System

PROJECT DESCRIPTION	
Justification:	<p>The Appleton Wastewater Treatment Plant (AWWTP) maintains two dissolved air flotation thickening (DAFT) processes to condense waste activated sludge (WAS) at the Appleton WWTP. The dissolved air flotation thickeners and the DAFT polymer feed system have been used since the mid-1970s with only minor modifications completed (e.g. piping changes and additional bulk storage capacity) during the last major facility upgrade in 1994 and again in 2016 (upgraded pumps). This CIP will replace the 1970s vintage DAFT polymer batching system, controls, and associated instruments with present-day technology.</p> <p>A separate “right-sized” polymer system will also be designed and installed specifically to treat effluent phosphorus within the final clarification process. Full scale treatment demonstrations over the past two years have utilized the DAFT polymer system. Although the treatment results have proven successful, there are known limitations to effectively dose polymer across a variety of flow and loading ranges. Other treatment aids that offer greater potential to remove phosphorus from final effluent cannot currently be used without an independent bulk storage, make-down, and pumping system. That is compounded by the current inability to flow pace dosing pumps in the absence of appropriate technology upgrades. This CIP will address the previously described deficiencies by constructing a standalone polymer system dedicated to treating phosphorus in final effluent.</p>
Discussion of operating cost impact:	<p>There would be minimal impact to operating costs as this CIP is replacing existing equipment with new equipment.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Wastewater	Consulting	25,000	-	-	-	-	\$ 25,000
	Contractor	200,000	-	-	-	-	\$ 200,000
Total - Wastewater Utility Capital Projects		\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	-
Construction	200,000	-	-	-	-	\$ 200,000
Other	-	-	-	-	-	-
Total	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Digester Piping and Heat Exchanger Replacement Project

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) operates two 2.2-million gallon primary anaerobic digesters which biologically convert organic materials in sludges to methane and carbon dioxide. The microlife within the egg-shaped vessels feed on the organic materials in the absence of oxygen and effectively reduce and stabilize the volatile solids fraction by greater than 38% (required by Wisconsin Pollutant Discharge Elimination System Permit). This stabilization process not only reduces odor potential of biosolids but pathogen causing organisms. To facilitate the necessary environment for this microlife to grow and thrive, the digester contents are maintained at 95°F (mesophilic). A preliminary tube-in-shell heat exchanger (HEX) located in MK Tunnel is used to pre-heat comingled primary sludge, thickened waste activated sludge, receiving station waste, and scum which is conveyed from the raw sludge blending tank. Each of anaerobic digesters are equipped with a primary HEX system and recirculation pump which is used to maintain the 95°F (+/- 1°F) temperature setpoint.

Following 30 years of use, there is evidence of piping erosion and corrosion within the primary HEXs, sludge recirculation piping, and isolation valves. It is noteworthy that this is an area of treatment where complete redundancy is not available. If a catastrophic failure were to occur with one of the heat exchangers or associated recirculation piping the entire process would need to be removed from service. The consequence of a shutdown would be the loss of waste and revenue from the Hauled Waste Program (greater than \$2 million annually). This project scope will also include the balance of replacement of remaining ductile iron sludge pipe in MK-Tunnel where similar impacts from corrosion have occurred. The new 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:

This project will ensure efficient and uninterrupted treatment operation but not impact operational costs. Avoidance of an unplanned treatment shutdown would also negatively impact the Hauled Waste Program and the greater than \$2 million it generates each year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Wastewater	Consulting	380,120	-	-	-	-	\$ 380,120
	Contractor	3,801,195	-	-	-	-	\$ 3,801,195
Total - Wastewater Utility Capital Projects		\$ 4,181,315	\$ -	\$ -	\$ -	\$ -	\$ 4,181,315

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	380,120	-	-	-	-	\$ 380,120
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,801,195	-	-	-	-	\$ 3,801,195
Other	-	-	-	-	-	\$ -
Total	\$ 4,181,315	\$ -	\$ -	\$ -	\$ -	\$ 4,181,315
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Final Clarifier Underdrain and Tank Drainage Pump Replacement

PROJECT DESCRIPTION

Justification:

This CIP project is intended to restore reliability by replacing the other original pumps, pump rails, and the associated pump discharge pipes within the final clarifier underdrain and final clarifier tank drainage wetwells. There are six (6) final clarifiers at the AWWTP. Each final clarifier is 100 feet in diameter and 18 feet deep with a volume equal to 1,060,000 gallons. The final clarifiers provide a quiescent zone that allows for the separation of suspended solids (and floating scum) before treated wastewater enters the chlorine contact tank for seasonal disinfection basin where it eventually is discharged to the Lower Fox River.

The final clarifiers were constructed as part of a major upgrade project in the early 1990s. An underdrain network was constructed beneath the final clarifiers to collect groundwater and alleviate the buoyant force pressure excerpted on these concrete structures. The groundwater is conveyed through perforated drain pipes by gravity to a centralized collection sump. The 33 foot deep sump is dewatered using two 15 hp centrifugal pumps that cycle based on liquid levels within the wetwell (also known as a sump). In August 2022, one of the two original pumps failed which required immediate replacement. Further inspection of the wetwell equipment confirmed that the discharge pipe and pump rails were significantly corroded and would also require replacement. The inability to relieve groundwater pressure being excerpted on an empty clarifier can cause structural failure.

The final clarifier tank drainage wetwell is immediately adjacent and similar in design to the underdrain system. It is designed to pump out multiple or individual final clarifiers when cleaning or maintenance is required. Similar to the underdrain system, the pumps are original to the 1990s upgrade and there is evidence of significant exterior corrosion of steel components (e.g., pump rains and discharge pipe).

This CIP will combine the restoration of the underdrain system and tank drainage system into a single public bid project. Along with replacing pumps, rails, and discharge pipes, the project would also upgrade the electrical controls which are also 30 years old.

Discussion of operating cost impact:

Operational costs will not be affected.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Wastewater	Consulting	312,188	-	-	-	-	\$ 312,188
	Contractor	37,463	-	-	-	-	\$ 37,463
Total - Wastewater Utility Capital Projects Fund		\$ 349,650	\$ -	\$ -	\$ -	\$ -	\$ 349,650

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	312,188	-	-	-	-	\$ 312,188
Land Acquisition	-	-	-	-	-	\$ -
Construction	37,463	-	-	-	-	\$ 37,463
Other	-	-	-	-	-	\$ -
Total	\$ 349,650	\$ -	\$ -	\$ -	\$ -	\$ 349,650
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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.

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 2024 at the earliest, 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 2026 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		2023	2024	2025	2026	2027	Total
Wastewater	Glacier Ridge	-	400,000	-	-	-	\$ 400,000
	Summer St	-	-	-	400,000	-	\$ 400,000
Total - Wastewater Utility Capital Projects		\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 800,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	40,000	-	40,000	-	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	360,000	-	360,000	-	\$ 720,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station PLC Upgrades

PROJECT DESCRIPTION

Justification:

The City of Appleton Sewer Service Area is supported by 14 sewage lift stations. These lift stations convey sewage to interceptor sewers for gravity conveyance to the Appleton Wastewater Treatment Plant (AWWTP). Each lift station is equipped with a control system that monitors and regulates wetwell liquid levels via pumping cycles along with communicating status conditions and alarms back to the AWWTP Supervisory Control and Data Acquisition (SCADA) system. The AWWTP operations staff monitor the data generated from each lift station and respond accordingly. Three lift stations currently operate using M140 Quantum processors. These processors have been discontinued by the manufacturer and the associated programming software is no longer supported. The AWWTP has upgraded all but one M140 processor over the past few years. This CIP would also upgrade the last remaining M140 processor along with two of three lift station processors with new M340 Quantum processors and the latest software to maintain uninterrupted communication with lift stations and AWWTP process equipment.

Discussion of operating cost impact:

An unreliable or faulty lift station and/or SCADA communication will contribute to the inability to effectively monitor and control satellite facility and treatment plant operations. Reliable communication is critical to sustaining cost-effective operation, treatment and uninterrupted WPDES permit compliance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Wastewater	Consulting	7,500	-	-	-	-	\$ 7,500
	Construction	50,000	-	-	-	-	\$ 50,000
Total - Wastewater Capital Projects		\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ 57,500

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	7,500	-	-	-	-	\$ 7,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	-	-	-	-	\$ 50,000
Other	-	-	-	-	-	\$ -
Total	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ 57,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Belt Filter Press Upgrades - Phase II

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 producing over 25,000 wet tons of dewatered solids annually. Increases in solids production coupled with planned maintenance events that require a machine to be offline for a week or more justified adding an additional BFP to avoid disrupting dewatering operations.

Over the past 27 years, these BFPs have provided effective mechanical dewatering with minimal overall maintenance. These units were installed in the 1990s and were reconditioned in the late 2000s. The 2022 CIP project scope (e.g., replace three BFPs and add fourth) had to be modified because of significant increases in material and labor costs caused by post-COVID sustained high market demand and backlogs. The project carried forward in 2022 focused on adding two new BFPs and upgrades to the HVAC systems which support the dewatering floor. However, it postponed the demolition and replacement of the three existing units including most of the architectural improvements (e.g. protective floor coatings, painting, etc.). This phased approach provided budgetary relief while adding necessary operational flexibility during the first phase of construction.

Phase II Construction would involve replacing the three existing Ashbrook Simon Hartley Winkle presses. The project will address remnant hard wiring associated from obsolete equipment and processes. In addition, there will be upgrades to outdated hard wire relays with PLC technology and new motor control centers (MCCs). Replacement of antiquated and/or degraded components outside the electrical systems would include:

- Replacement and relocation of existing manual control panels which have degraded internal electrical components
- Installation of Human-Machine Interface (HMI) operator touchscreens
- Replacement of existing Modicon Quantum processor with Modicon Unity processor and convert Concept program to Unity Pro XL

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	2023	2024	2025	2026	2027	Total
Wastewater Engineering	300,000	-	-	-	-	\$ 300,000
Contractor Fees	4,600,000	-	-	-	-	\$ 4,600,000
Total - Wastewater Utility Capital Projects	\$ 4,900,000	\$ -	\$ -	\$ -	\$ -	\$ 4,900,000

COST ANALYSIS

Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	300,000	-	-	-	-	\$ 300,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	4,600,000	-	-	-	-	\$ 4,600,000
Other	-	-	-	-	-	\$ -
Total	\$ 4,900,000	\$ -	\$ -	\$ -	\$ -	\$ 4,900,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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 are 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		2023	2024	2025	2026	2027	Total
Wastewater	Consulting	-	37,500	-	-	-	\$ 37,500
	Construction	-	250,000	-	-	-	\$ 250,000
Total - Wastewater Capital Projects		\$ -	\$ 287,500	\$ -	\$ -	\$ -	\$ 287,500

COST ANALYSIS

Components	Estimated Cash Flows					
	2023	2024	2025	2026	2027	Total
Planning	-	37,500	-	-	-	\$ 37,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	250,000	-	-	-	\$ 250,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 287,500	\$ -	\$ -	\$ -	\$ 287,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Secondary Clarifier Algae Sweep System Replacement

PROJECT DESCRIPTION

Justification:

There are six secondary clarifiers located southeast of the aeration tanks. The clarifiers are each 100 feet in diameter and 18 feet deep with a volume equal to 1,060,000 gallons. Mixed liquor flow from the aeration tanks is split between each of the six final clarifiers where solids are settled out and treated water passes. Approximately 20% of the solids are pumped for further thickening and anaerobic digestion while the remaining 80% is returned back to the head of aeration to maintain appropriate biological populations. The forward flow of treated water is equally distributed over a 470 foot long weir located along the outer circumference of each clarifier. Each clarifier is equipped with an algae sweep system installed on the upper ends of the A-frames that are fabricated to the rotating collection mechanisms.

The original algae sweep system was designed, manufactured, and installed by Ford Hall in 2001 to facilitate automated cleaning of the weirs. If not addressed, prolific algae formation will foul weir openings causing short-circuiting and irregularities in flow patterns that negatively impact treatment performance. Prior to the algae sweep installation, staff were required to manually clean the weirs on a weekly basis. This was a labor intensive and costly process that was mitigated by the unique design of the Ford Hall algae sweep system.

After over 20 years of use, the existing algae sweeps have reached their useful life and require replacement. This CIP will replace the existing patented algae sweep system with another by Ford Hall.

Discussion of operating cost impact:

The existing algae sweep system has begun to fail. Fatigued or improperly operating components can cause catastrophic damage to rotating mechanism infrastructure. Past experience of such repairs can exceed \$20,000 per event depending on the severity of damage. In lieu of the automatic cleaning system, staff would be required to manually clean weirs on a regular basis (approximately 1 FTE up to 40 hours/wk).

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
Wastewater	Engineering	25,000	-	-	-	-	\$ 25,000
	Contractor Fees	190,000	-	-	-	-	\$ 190,000
Total - Wastewater Capital Projects		\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ 215,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	-
Construction	190,000	-	-	-	-	\$ 190,000
Other	-	-	-	-	-	-
Total	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ 215,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Vehicle Purchase

PROJECT DESCRIPTION
<p>Justification:</p> <p style="margin-left: 40px;">Valley Transit Capital projects for 2023 include purchasing a replacement staff vehicle for fixed route operations. This vehicle is used to transport drivers to and from the Transit Center and ferrying passengers to destinations when transfers are missed due to a Valley Transit problem or due to weather. The vehicle will also be 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 (\$40,000), with the remaining 20% funded from the depreciation reserve.</p>
<p>Discussion of operating cost impact:</p> <p style="margin-left: 40px;">Routine maintenance costs</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
Valley Transit Vehicle purchase	50,000	-	-	-	-	\$ 50,000
Total -Valley Transit Capital Projects Fund	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	50,000	-	-	-	-	\$ 50,000
Total	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2023 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 and pavilion.
- 2027 - Construction for Memorial Park improvements- Parking lot and pavilion.

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		2023	2024	2025	2026	2027	Total
PRFMD	Design	-	-	-	125,000	-	\$ 125,000
	Construction	-	-	-	-	1,500,000	\$ 1,500,000
Total - Facilities Capital Projects		\$ -	\$ -	\$ -	\$ 125,000	\$ 1,500,000	\$ 1,625,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	125,000	-	\$ 125,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	1,500,000	\$ 1,500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 125,000	\$ 1,500,000	\$ 1,625,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Park ADA Improvements

PROJECT DESCRIPTION	
<p>Justification:</p> <p>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.</p> <p>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 were defined in the 2021 ADA assessment.</p>	
<p>Discussion of operating cost impact:</p> <p>Since these improvements are changes to existing facilities, there are no operating cost impacts.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
PRFM	ADA Improvements	25,000	25,000	50,000	50,000	50,000	\$ 200,000
Total - Facilities Capital Projects		\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	25,000	50,000	50,000	50,000	\$ 200,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Aquatics

PROJECT DESCRIPTION

Justification:

Mead and Erb Pools will require upgrades as the facilities and equipment age. An overall facility assessment was completed for Mead pool in 2021. The results indicated that a new pool coating will have to be installed by 2025.

Mead Pool:

Aquatics Upgrade - (2025) Apply plaster coating to Mead Pool.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are no operating cost impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
PRFMD Mead Pool	-	-	350,000	-	-	\$ 350,000
Total - Facilities Capital Projects Fund	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	350,000	-	-	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of park properties.

Arbutus Park:

Design Services - (2027) Design services for park upgrades.

Ellen Kort Park:

Design and Construction - (2027) Design and construction for park upgrades phase two.

Lundgaard Park:

Design Services - (2023) Construction 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.

Parks Comprehensive Outdoor Recreation Plan:

Design and Planning Services - (2027) Create the City's Park and Trails System CORP.

Peabody Park:

Design and Planning Services - (2027) This project is to re-develop the shoreline area of Peabody Park. A site condition study and design to 30% was completed in 2019. Currently there is a seawall that is failing along with limited access to the river. This project will include repairing and/or replacing the seawall, installing a new Riverwalk trail, LED lighting, adding several shoreline amenities, improved ADA access, and parking.

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		2023	2024	2025	2026	2027	Total
PRFM	Arbutus Park	-	-	-	-	40,000	\$ 40,000
	Ellen Kort Park	-	-	-	-	500,000	\$ 500,000
	Lundgaard Park	2,000,000	-	-	-	-	\$ 2,000,000
	Parks CORP	-	-	-	-	25,000	\$ 25,000
	Peabody Park	-	-	-	-	100,000	\$ 100,000
Total - Facilities Capital Projects		\$ 2,000,000	\$ -	\$ -	\$ -	\$ 665,000	\$ 2,665,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	100,000	-	-	-	200,000	\$ 300,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,900,000	-	-	-	465,000	\$ 2,365,000
Other	-	-	-	-	-	\$ -
Total	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 665,000	\$ 2,665,000
Operating Cost Impact	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

CITY OF APPLETON 2023 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.

Appleton Memorial Park: Archery Range Renovation- (2025) This project is to renovate the archery range at Appleton Memorial Park.

Park Fountains: Fountain Restoration - (2024) 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.

Discussion of operating cost impact:

Renovations to existing pavilions are not expected to have any impact on operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
PRFMD AMP	-	-	150,000	-	-	\$ 150,000
Park Fountains	-	50,000	-	-	-	\$ 50,000
Pierce Park	-	200,000	-	-	-	\$ 200,000
Total - Facilities Capital Projects	\$ -	\$ 250,000	\$ 150,000	\$ -	\$ -	\$ 400,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	20,000	10,000	-	-	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	230,000	140,000	-	-	\$ 370,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 250,000	\$ 150,000	\$ -	\$ -	\$ 400,000
Operating Cost Impact	\$ -	\$ -	\$ -	-	-	\$ -

CITY OF APPLETON 2023 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 - (2025) Playground upgrades - \$125,000

Green Meadows Park: Upgrade Playground - (2024) New playground equipment - \$90,000

Highview Park: Upgrade Playground - (2024) New playground equipment - \$90,000

Jaycee Park: Upgrade Playground - (2027) New playground equipment - \$125,000

Telulah Park: Upgrade Playground - (2026) Playground upgrades and rubberized/synthetic surfacing - \$600,000.

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		2023	2024	2025	2026	2027	Total
PRFM	Alicia Park	-	-	125,000	-	-	\$ 125,000
	Green Meadows Park	-	90,000	-	-	-	\$ 90,000
	Highview Park	-	90,000	-	-	-	\$ 90,000
	Jaycee Park	-	-	-	-	125,000	\$ 125,000
	Telulah Park	-	-	-	600,000	-	\$ 600,000
Total - Facilities Capital Projects		\$ -	\$ 180,000	\$ 125,000	\$ 600,000	\$ 125,000	\$ 1,030,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2023	2024	2025	2026	2027	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	180,000	125,000	600,000	125,000	\$ 1,030,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 180,000	\$ 125,000	\$ 600,000	\$ 125,000	\$ 1,030,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

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:

- 2023 - Pave cart paths phase 1 - \$25,000
- 2023 - Golf Course Maintenance Equipment - \$25,000
- 2024 - Clubhouse Flooring - \$25,000
- 2024 - Golf Course Master Planning - \$15,000
- 2025 - Pave cart paths phase 2 - \$35,000
- 2026 - HVAC Upgrades for Clubhouse - \$80,000
- 2027 - Pave cart paths phase 3 - \$25,000

** 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.

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2023	2024	2025	2026	2027	Total
PRFM						
Paved Paths	25,000	-	35,000	-	25,000	\$ 85,000
Master Planning	-	15,000	-	-	-	\$ 15,000
Maintenance Equipt.	25,000	-	-	-	-	\$ 25,000
HVAC Upgrades	-	-	-	80,000	-	\$ 80,000
Flooring	-	25,000	-	-	-	\$ 25,000
Total - Reid Municipal Golf Course	\$ 50,000	\$ 40,000	\$ 35,000	\$ 80,000	\$ 25,000	\$ 230,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	15,000	-	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	25,000	35,000	80,000	25,000	\$ 190,000
Other	25,000	-	-	-	-	\$ 25,000
Total	\$ 50,000	\$ 40,000	\$ 35,000	\$ 80,000	\$ 25,000	\$ 230,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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.

Hoover Park:

New Courts- (2027) Design, permitting, and other approvals for new basketball and tennis courts - \$45,000.

Jaycee Park:

New Courts- (2025) Design, permitting, and other approvals for new basketball and tennis courts - \$35,000. (2026) Construction for new basketball and tennis courts - \$350,000.

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		2023	2024	2025	2026	2027	Total
PRFMD	Hoover Park	-	-	-	-	45,000	\$ 45,000
	Jaycee Park	-	-	35,000	350,000	-	\$ 385,000
Total - Facilities Capital Projects		\$ -	\$ -	\$ 35,000	\$ 350,000	\$ 45,000	\$ 430,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	35,000	-	45,000	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	350,000	-	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 35,000	\$ 350,000	\$ 45,000	\$ 430,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2023 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	2023	2024	2025	2026	2027	Total
PRFM Various	-	30,000	-	30,000	-	\$ 60,000
Total - Facilities Capital Projects	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 60,000

COST ANALYSIS

Estimated Cash Flows

Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	30,000	-	30,000	-	\$ 60,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 60,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2023 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.

AMP Trails: (2027-2028) This project will develop ADA paved trails with LED lighting at Appleton Memorial Park between OO and Witzke Blvd. (2027) Phase one design and construction.

Lutz Trail: This trail will redevelop the riverwalk trail and shoreline in Lutz Park, between Cedar Street and the Appleton Yacht Club. (2024) Construction of Lutz trail. These costs will be partially offset by the Lutz Park Special Revenue Fund which currently has a balance of \$153,129.

Lutz/Vulcan Trail: The Lutz/Vulcan trail will be a boardwalk connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park. (2027) Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications.

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		2023	2024	2025	2026	2027	Total
PRFM	AMP Trail	-	-	-	-	450,000	\$ 450,000
	Lutz Trail	-	700,000	-	-	-	\$ 700,000
	Lutz/Vulcan Trail	-	-	-	-	250,000	\$ 250,000
	WE Energies Trail	-	1,216,300	-	-	-	\$ 1,216,300
Total - Facilities Capital Projects		\$ -	\$ 1,916,300	\$ -	\$ -	\$ 700,000	\$ 2,616,300

COST ANALYSIS

Components	Estimated Cash Flows						Total
	2023	2024	2025	2026	2027		
Planning	-	100,000	-	-	300,000	-	\$ 400,000
Land Acquisition	-	-	-	-	-	-	\$ -
Construction	-	1,816,300	-	-	400,000	-	\$ 2,216,300
Other	-	-	-	-	-	-	\$ -
Total	\$ -	\$ 1,916,300	\$ -	\$ -	\$ 700,000	-	\$ 2,616,300
Operating Cost Impact	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	-	\$ 6,000