



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, August 7, 2023

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[23-0957](#) 7/24/23 & 8/02/23 Finance Committee Minutes

**Attachments:** [MeetingMinutes Jul-24-2023.pdf](#)

[MeetingMinutes Aug-02-2023.pdf](#)

5. **Public Hearing/Apearances**

[23-0958](#) Brad Viegut with Baird - Presentation of the 2023 General Obligation Notes Sale

**Attachments:** [2023 Baird Finance Presentation 08.07.23.pdf](#)

6. **Action Items**

[23-0959](#) Request for Finance Director to sell \$20,200,000 of General Obligation Promissory Notes

[23-0960](#) Request to Award the 2023 Lundgaard Park Development Project contract to Vinton Construction Company in the amount of \$911,177.70 with a 15% contingency of \$137,000 for a project not to exceed \$1,048,177.70.

**Attachments:** [Lundgaard Park Development Project Finance Memo .pdf](#)

[23-0969](#) Request to approve Dental Associates, Manos Holding North Appleton LLC request for partial refund of 2021 and 2022 real estate property taxes in the amount of \$21,326.18 for 2115 E Evergreen Dr, Appleton, WI (parcel 31-1-6510-39)

**Attachments:** [8-2-23Dental Associates Summary Memo.pdf](#)

## 7. Information Items

[23-0961](#) 2023 Facilities and Construction Management Mid-Year Report

**Attachments:** [2023 Facilities and Construction Management Mid-Year Report.pdf](#)

[23-0962](#) 2023 Risk Management Mid-Year Report

**Attachments:** [2023 Risk Management Mid Year Report.pdf](#)

[23-0965](#) Contract 16-22 was awarded to Vinton Construction Co., Inc. for the 2022 Pierce Park Hardscape Renovation Project in the amount of \$628,036 with a 11% contingency of \$69,084. Change orders were approved totaling \$67,556. Payments to date total \$687,615.13. Request final payment of \$7,977.23.

[23-0966](#) Contract 51-22 was awarded to Vinton Construction Co., Inc. for the 2022 WW Hardscape in the amount of \$335,602 with a 12% contingency of \$40,273. Change orders were approved totaling \$35,104. Final contract amount is \$370,706 with a contingency of \$5,169. Payments issued to date total \$277,490.50. Request final payment of \$93,215.82.

[23-0968](#) Update on ARPA Funds

**Attachments:** [ARPA Funding as of 6-30-2023.pdf](#)

## 8. Adjournment

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

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

*Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.*



# City of Appleton

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

## Meeting Minutes Finance Committee

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Monday, July 24, 2023

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:30 pm.**

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[23-0838](#)

June 26, 2023 Finance Committee Minutes

**Attachments:** [Meeting Minutes Jun-26-2023.pdf](#)

**Croatt moved, seconded by Fenton, that the Report Action Item be approved.  
Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

5. **Public Hearing/Appearances**

[23-0897](#)

Leah Lasecki, CPA with CliftonLarsenAllen, LLP - Presentation of the 2022 Audit and Executive Summary

**Attachments:** [2022 Audit Presentation.1.pdf](#)

**This Report Action Item was presented**

6. **Action Items**

[23-0896](#)

Request to award the City of Appleton's 2023 MSB CEA Shop HVAC Replacement Project contract to Southport Engineered Systems in the amount of \$664,550 with an 8% contingency of \$53,164 for a project total not to exceed \$717,714.

**Attachments:** [2023 AWWTP MSB Shop HVAC Replacement Project.pdf](#)

**Fenton moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0853](#)

Riverside Cemetery Association reimbursement request for maintenance of Veteran graves

**Attachments:** [Grave Reimbursement 2022-2023\\_1-1.pdf](#)

[Copy of Military Report 2022-2023.pdf](#)

[VETERANS JULY 2022 - JUNE 2023.pdf](#)

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

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0907](#)

St. Joseph's Cemetery reimbursement request for maintenance of Veteran graves

**Attachments:** [St. Joesph Cemetery Reimbursement.pdf](#)

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

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[23-0901](#)

Resolution #7-R-23 - Local Government Funding Legislation Resolution Expressing Support for Wisconsin Act 12

**Attachments:** [#7-R-23 Local Govt Funding Legislation Support.pdf](#)

[Substituted Resolution #7-R-23.pdf](#)

*Fenton makes motion to amend by substitution.*

*Seconded by VanZeeland.*

*Discussed.*

*Vote to approve amendment 3-2 (Firkus & Hartzheim). Amendment Approved.*

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

**Aye:** 3 - Croatt, Fenton and Van Zeeland

**Nay:** 2 - Firkus and Hartzheim

## 7. Information Items

[23-0913](#)

Contract 45-23 was awarded to Duke's Root Control, Inc. for \$25,000 with a contingency of \$0 for Sewer Cleaning and Televising. Final contract amount is \$25,000. Payments issued to date total \$0. Request final payment of \$23,047.08.

**This item was presented**

[23-0836](#)

Contract 16-22 was awarded to Vinton Construction Co., Inc. for \$628,035.98 with a contingency of \$69,084.02 for Pierce Park Hardscape. Change orders were approved totaling \$67,556.38. Final contract amount is \$695,592.36 with a contingency of 69,084.02. Payments issued to date total \$687,615.13. Request final payment of \$7,977.23.

**This item was presented**

[23-0837](#)

Contract 51-22 was awarded to Vinton Construction Company for \$335,602.45 with a contingency of \$40,273.00 for WW hardscape. Change orders were approved totaling \$35,103.87. Final contract amount is \$370,706.32 with a contingency of \$5,169.13. Payments issued to date total \$277,490.50. Request final payment of \$93,215.82.

**This item was presented**

[23-0902](#)

Approve Change Order #4 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$15,607 resulting in a decrease in contingency from \$690,331 to \$674,724

**Attachments:** [230720\\_Finance Memo SSB Addition Miron Change Orders No4.pdf](#)

**This item was presented**

[23-0898](#)

The following 2023 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Clerk**

Misc. State Aids	+7,559
Outside Printing	+7,559

To record grant funds from WI Elections Commission to use towards new absentee ballot envelopes

**General Fund - Library**

Children's Services - Other Reim	+2,000
Children's - Other Contracts	+2,000

To record funds from Rotary Grant - ASL Inclusivity

**This item was presented**

[23-0834](#)

2023 Legal Services Mid-Year Review

**Attachments:** [2023 Mid Year Report.pdf](#)

**This item was presented**

[23-0909](#)

2023 Finance Mid-Year Review

**Attachments:** [2023 Finance Mid-Year Report.pdf](#)

**This item was presented**

8. Adjournment

**Fenton moved, seconded by Croatt, that this meeting be adjourned. Roll Call.  
Motion carried by the following vote:**

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland



# City of Appleton

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

## Meeting Minutes Finance Committee

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Wednesday, August 2, 2023

6:15 PM

Council Chambers, 6th Floor

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### Special Meeting

1. Call meeting to order

**Meeting called to order at 6:15 pm**

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

5. **Public Hearing/Appearances**

6. **Action Items**

[23-0919](#)

Request to award Unit DD-23 Repair and Maintenance for Green, Red, and Yellow Parking Ramps to Restoration Systems, Inc. in the amount of \$689,825 with a 1.5% contingency of \$10,175 for a project total not to exceed \$700,000

**Attachments:** [DD-23 Contract Award Form and Bid Tabs.pdf](#)

**Fenton moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

7. **Information Items**

8. **Adjournment**

**Croatt moved, seconded by Fenton, that this meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

The logo for BAIRD is a blue parallelogram tilted to the right, containing the word "BAIRD" in white, uppercase, serif font.

BAIRD

# City of Appleton

Finance Committee Meeting

August 7, 2023

Bradley D. Viegut, Managing Director

[bviegut@rwbaird.com](mailto:bviegut@rwbaird.com)

777 East Wisconsin Avenue

Milwaukee, WI 53202

Phone 414.765.3827



# City of Appleton

FINANCE COMMITTEE MEETING

August 7, 2023



## Timeline

- Finance Committee considers plan of finance..... August 7, 2023
  - Preparations are made for issuance
    - ✓ Official Statement
    - ✓ Bond Rating
    - ✓ Marketing
- Special Finance Committee considers award resolution ..... August 16, 2023
- Common Council meeting to award Notes ..... August 16, 2023
- Closing (funds available) ..... September 6, 2023



Borrowing Amount / Structure / Purpose – General Obligation Promissory Notes, Series 2023

<b>Amount:</b>	\$20,200,000
<b>Issue:</b>	General Obligation Promissory Notes, Series 2023
<b>Purpose:</b>	2023 CIP: \$6,253,537 Library: \$9,922,500 TID #11: \$4,023,776
<b>Structure:</b>	Matures April 1, 2024-2033
<b>First Interest:</b>	April 1, 2024
<b>Callable:</b>	April 1, 2030
<b>Estimated Interest Rate:</b>	3.75%

# City of Appleton

FINANCE COMMITTEE MEETING

August 7, 2023



## Example Financing Plan – General Obligation Promissory Notes, Series 2023

		<b>POS 2023 NOTES</b>					
		<b>\$20,200,000</b>					
		General Obligation Promissory Notes, Series 2023					
		September 6, 2023					
		(First Interest April 1, 2024)					
		2023 CIP Projects: \$6,253,537; 2023 Library: \$9,922,500; TID #11: \$4,023,776					
YEAR	EXISTING LEVY SUPPORTED DEBT SERVICE <sup>(A)</sup>	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1) TIC 3.75%	LESS: HYPOTHETICAL BID PREMIUM	TOTAL	TOTAL EXISTING & 2023 DEBT SERVICE (Levy)	YEAR DUE
2023	\$13,437,689					\$13,437,689	2023
2024	\$13,006,003	\$1,010,000	\$923,028	(\$655,402)	\$1,277,626	\$13,797,195	2024
2025	\$12,916,425	\$540,000	\$827,750		\$1,367,750	\$13,798,347	2025
2026	\$12,538,675	\$525,000	\$804,453		\$1,329,453	\$13,382,284	2026
2027	\$12,010,800	\$640,000	\$778,969		\$1,418,969	\$12,944,566	2027
2028	\$9,237,613	\$2,605,000	\$707,984		\$3,312,984	\$12,061,800	2028
2029	\$7,733,050	\$2,725,000	\$591,391		\$3,316,391	\$10,562,816	2029
2030	\$6,242,400	\$2,845,000	\$469,547		\$3,314,547	\$9,073,150	2030
2031	\$3,531,800	\$2,970,000	\$342,344		\$3,312,344	\$6,358,941	2031
2032	\$1,698,300	\$3,100,000	\$209,563		\$3,309,563	\$4,522,128	2032
2033		\$3,240,000	\$70,875		\$3,310,875	\$2,825,484	2033
	\$92,352,754	\$20,200,000	\$5,725,903	(\$655,402)	\$25,270,501	\$112,764,400	

(A) Net of bid premium from the 2021 & 2022 Notes.



Debt Service Allocation – General Obligation Promissory Notes, Series 2023

2023 DEBT SERVICE ALLOCATION				
YEAR DUE	CIP (Lew)	LIBRARY (Lew)	TID #11 (TID Supported)	YEAR DUE
2023	\$0	\$0	\$0	2023
2024	\$692,022	\$99,170	\$486,433	2024
2025	\$447,922	\$434,000	\$485,828	2025
2026	\$409,609	\$434,000	\$485,844	2026
2027	\$499,766	\$434,000	\$485,203	2027
2028	\$947,453	\$1,876,734	\$488,797	2028
2029	\$949,094	\$1,880,672	\$486,625	2029
2030	\$949,203	\$1,881,547	\$483,797	2030
2031	\$947,781	\$1,879,359	\$485,203	2031
2032	\$944,828	\$1,879,000	\$485,734	2032
2033	\$945,234	\$1,880,250	\$485,391	2033
	<b>\$7,732,913</b>	<b>\$12,678,733</b>	<b>\$4,858,855</b>	



Potential Future Borrowing Debt Service – General Obligation

**Periods of level payments are boxed**

YEAR DUE	TOTAL EXISTING & 2023 NOTES DEBT SERVICE (Levy)	POTENTIAL FUTURE BORROWING DEBT SERVICE				COMBINED G.O. DEBT SERVICE (Levy)	YEAR DUE
		CIP BORROWINGS <sup>(B)(C)</sup> (Levy)	2026 <sup>(B)(C)</sup>	2028 <sup>(B)(C)</sup>	2030 <sup>(B)(C)</sup>		
2023	\$13,437,689					\$13,437,689	2023
2024	\$13,797,195	\$0				\$13,797,195	2024
2025	\$13,798,347	\$611				\$13,798,958	2025
2026	\$13,382,284	\$417,097				\$13,799,381	2026
2027	\$12,944,566	\$817,461	\$380,217			\$14,142,243	2027
2028	\$12,061,800	\$1,701,979	\$376,900			\$14,140,679	2028
2029	\$10,562,816	\$2,446,299	\$377,713	\$756,097		\$14,142,924	2029
2030	\$9,073,150	\$3,930,306	\$378,150	\$756,723		\$14,138,329	2030
2031	\$6,358,941	\$6,314,500	\$378,213	\$754,310	\$335,500	\$14,141,463	2031
2032	\$4,522,128	\$8,149,627	\$377,900	\$756,285	\$336,538	\$14,142,478	2032
2033	\$2,825,484	\$9,840,009	\$381,750	\$752,648	\$338,838	\$14,138,728	2033

(B) This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.  
 (C) Assumes future borrowings, as described below, using estimated interest rates of approximately 3.00%:

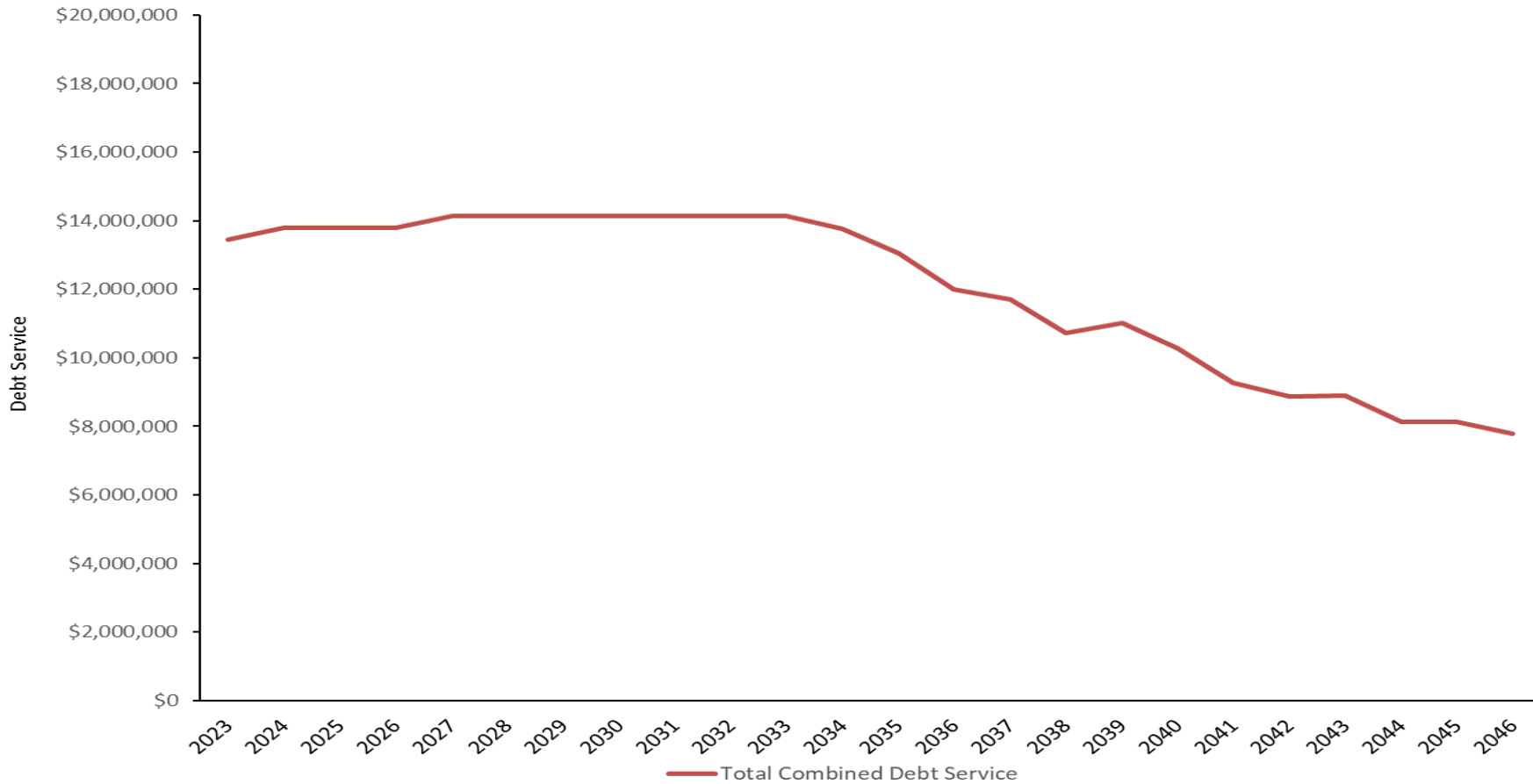
Potential Future Borrowings				
	General Purposes	2026	2028	2030
2024	\$9,000,000			
2025	\$9,000,000			
2026	\$6,350,000	\$4,500,000		
2027	\$10,500,000			
2028	\$8,500,000		\$9,000,000	
2029	\$9,500,000			
2030	\$7,500,000			\$4,000,000
2031	\$6,500,000			
2032	\$6,500,000			
2033	\$6,500,000			

# City of Appleton

FINANCE COMMITTEE MEETING

August 7, 2023

## Total Combined Debt Service



Note: Includes levy supported existing and hypothetical future issues.



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: August 7, 2023

RE: Action: Award the 2023 Lundgaard Park Development Project contract to Vinton Construction Company in the amount of \$911,177.70 with a contingency of \$137,000 for a project not to exceed \$1,048,177.70.

The 2023 CIP includes \$2,000,000 for the development of Lundgaard Park. The remaining fund balance is allocated for engineering/design, geotechnical services, and construction administration. Work includes the construction of two pickleball courts, basketball court, playground, court lighting, fire department memorial plaza, interior walking paths, utilities, and landscaping. Construction is anticipated to be completed by June 2024.

The bids were received as follows:

**Vinton Construction Company**  
Northeast Asphalt, Inc.

**\$911,177.70**  
\$948,058.15

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Vinton Construction Company. Therefore, the Parks, Recreation, and Facilities Management Department recommends awarding the contract to Vinton Construction Company in the amount of \$911,177.70 with a contingency of \$137,000 for a project not to exceed \$1,048,177.70.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.

To: Finance Committee

From: Matthew Tooke

RE: Partial Tax Refund for Dental Associates, Manos Holding North Appleton LLC

Date: 08/03/2023

Manos Holding North Appleton LLC is the owner of parcel 31-1-6510-39, located at 2115 E. Evergreen Dr. In June of 2021, their agent Karla Nettleton of Reinhart Law appeared at the 2021 Board of Review (BOR) contesting the assessment of \$1,754,300, stating their opinion of assessed value to be \$740,770. The assessment was sustained by the BOR. Reinhart Law then filed an excessive assessment claim (74.37) by the statutory deadline. In February of 2022 the Finance Council denied this claim.

The 2022 assessment remained the same at \$1,754,300 and in May of 2022, Reinhart Law filed a Request for Waiver of BOR Hearing. This was granted by the Board of Review due to the ongoing litigation.

Reinhart Law timely filed a lawsuit with the Circuit Court for 2021 and 2022 claiming that the correct assessment is \$700,000. The City Attorney's office hired Ted Waskowski of Stafford Rosenbaum LLP as outside council who timely filed an answer with the court. Mediation has taken place between Stafford Rosenbaum and Reinhart Law, agreeing to a fair market value of \$1,500,000 for the 2021 and 2022 assessment years.

A \$1,500,000 fair market value equates to the following assessments based on the city's level of assessments:

2021 assessment:  $\$1,500,000 \times 0.8831670140$  average assessment level = \$1,324,751

2022 assessment:  $\$1,500,000 \times 0.7936590030$  average assessment level = \$1,190,489

This would result in the city refunding \$21,326.18 upfront, then going through the chargeback process with the DOR to recoup \$12,158.54 from the other taxing entities. **The Cities portion of the refund is \$9,167.64.**

In weighing our options, including litigating in court, it is my opinion that the proposed resolution is in the best interest of the taxpayers and the city. Therefore, I recommend that this resolution regarding Manos Holdings be APPROVED.



## BREAKDOWN OF PARTIAL TAX REFUND

### 2021 Taxes based off actual tax bill

County	\$6,655.22
Local	<b>\$15,608.99</b>
Appleton School	\$12,673.20
Fox Valley Tech	\$1,793.24
<b>Total</b>	<b>\$36,730.65</b>
First Dollar Credit	-\$57.42
Lottery and Gaming Credit	\$0.00
<b>Nex Property Tax</b>	<b>\$36,673.23</b>

### 2022 Taxes based off actual tax bill

County	\$6,755.66
<b>Local</b>	<b>\$16,633.16</b>
Appleton School	\$13,206.52
Fox Valley Tech	\$1,777.28
<b>Total</b>	<b>\$38,372.62</b>
First Dollar Credit	-\$60.35
Lottery and Gaming Credit	\$0.00
<b>Nex Property Tax</b>	<b>\$38,312.27</b>

### 2021 Taxes based off \$1,324,751

County	\$5,025.66
Local	\$11,787.05
Appleton School	<b>\$9,570.10</b>
Fox Valley Tech	\$1,354.16
<b>Total</b>	<b>\$27,736.97</b>
First Dollar Credit	-\$57.42
Lottery and Gaming Credit	\$0.00
<b>Nex Property Tax</b>	<b>\$27,679.55</b>

### 2022 Taxes based off \$1,190,489

County	\$4,584.47
<b>Local</b>	<b>\$11,287.46</b>
Appleton School	\$8,962.10
Fox Valley Tech	\$1,206.08
<b>Total</b>	<b>\$26,040.12</b>
First Dollar Credit	-\$60.35
Lottery and Gaming Credit	\$0.00
<b>Nex Property Tax</b>	<b>\$25,979.77</b>

**Total Refund** **\$8,993.68**

**Local Refund** **\$3,821.94**

**Total Refund** **\$12,332.50**

**Local Refund** **\$5,345.70**

### Total for both years

**Total** **\$21,326.18**

**Local** **\$9,167.64**

# **FACILITIES & CONSTRUCTION MANAGEMENT**

## **2023 MID-YEAR REVIEW**

All figures through June 30, 2023

This mid-year report attempts to summarize the majority of initiatives completed or in-progress during this period.

### **Facilities and Construction Management**

#### **Projects and Successes**

- Completed the 2022 Pierce Park Hardscape Project.
- Completed the 2022 AWWTP Painting Project.
- Completed the 2022 Lake Station Gate Project.
- Completed the 2022 Telulah Park Pavilion Renovation Project.
- Completed the 2023 Telulah Park Hardscapes Project.
- Completed the 2023 AWWTP Painting Project.
- Completed the 2023 Fire Station #1 rig room floor epoxy replacement.
- Completed the 2023 Jones Park pavilion restroom floor epoxy installation.
- Currently working on 2021 City Hall Common Area Renovation Project. Project is expected to be completed in 2023.
- Currently working on 2022 Water Treatment Plant HVAC Upgrades Project. Project is in design and construction is scheduled to be completed in December 2024.
- Currently working on 2023 Water Treatment Plant Hardscape Renovation Project. Project is under construction and scheduled to be completed in August 2022.
- Currently working on 2023 AWWTP Hardscapes Project. Project is under construction and scheduled to be completed in October 2022.
- Currently working on 2021 AWWTP Electrical Upgrades Project. Project is under construction and scheduled to be completed in November 2023.
- Currently working on 2023 AWWTP Exterior Masonry Repairs Project. Project was bid out and construction is scheduled to be starting in September.
- Currently working on 2023 AWWTP A-Building Ceiling Replacement Project. Project was bid out and construction is scheduled to be starting in September.
- Currently working on 2023 AWWTP Lighting Project. Project is in design and construction is scheduled to be completed in December 2023.
- Currently working on 2023 AWWTP Asbestos Remediation Project. Project is in design and construction is scheduled to be completed in December 2023.
- Currently working on 2023 Fire Station #6 HVAC Upgrades Project. Project is in design and construction is scheduled to be completed in December 2024.
- Currently working on 2023 MSB Shop HVAC Upgrades Project. Project was bid out and construction is scheduled to be starting in December.
- Currently working on Library replacement project.

- Currently working on Valley Transit Whitman Ave. Facility Renovation Project. Construction is scheduled to begin in August and be completed in December 2024.
- Currently working on Transit Center Facility Replacement Project. Project is in planning stage.

### **Staffing, Training, and Safety**

- HVAC Technician/Pipe Fitter retired January 4<sup>th</sup>, 2020. The position remains vacant due to challenges finding qualified applicants. Position has been advertised with sign-on bonus and referral bonus.
- One summer seasonal started in June.
- All maintenance staff completed required safety trainings.
- Staff attended First Aid and CPR training by AFD.
- Master Plumber attended plumbing code seminar.
- Electricians attended electrical code update seminar.
- Assistant Facilities Manager completed training from the National Fire Protection Association on inspection, testing, and maintenance of fire protection systems.
- No work-related injuries occurred.

### **Budget**

- Year to date and Facilities Monthly Billings completed and reviewed monthly.
- Annual Department budget meetings conducted in April.
- 2024 Facilities and Construction Management budget submitted.
- 5-year CIP plan updated and submitted.

### **Operations & Maintenance Summary**

- **City Hall**
  - Diversity and Inclusion Coordinator office renovation and new furniture completed.
  - IT Department conference room received new furniture.
  - IT Server Room cooling upgrades completed.
- **Dance Studios:**
  - Facilities staff completed salvaging items from existing Dance Studios that can be repurposed in other City facilities.
- **Facilities & Grounds Operations Center**
  - LED lighting upgrades completed in the carpenter shop, carpenter shop, and breakroom.
  - Pallet racking in vehicle garage and storage area secured to ground and wall.
- **Fire Stations**
  - **Fire Station #1:**
    - Bell tower lighting installation completed.

- **Fire Station #2:**
  - Natural gas line installed for grill.
- **Fire Station #3:**
  - Facilities tended to and resolved indoor air quality concerns.
  - New gutters and downspouts installed on south side of station.
- **Fire Station #4:**
  - Facilities tended to domestic water quality concerns.
  - Natural gas line installed for grill.
- **Fire Station #5:**
  - Standby generator charger replaced.
- **Fire Station #6:**
  - Water heater replaced on training side.
- **Golf Course**
  - Facilities staff assisted with connecting the new walk-in cooler and freezer for the Clubhouse.
  - Maintenance building mechanic shop overhead door and cold storage west overhead door upgrades completed.
- **Library**
  - Facilities staff completed salvaging items from existing Library that can be repurposed in other City facilities.
- **MSB**
  - CEA shop LED lighting repairs completed.
  - Electrical power quality meter replaced.
  - Whitman Yard Waste site received a new water heater.
- **Parks and Parks Facilities**
  - Park pavilions prepped and opened May 1<sup>st</sup>.
  - City Park fountain inspected, cleaned, and turned on in spring.
  - City Park exterior power control improvements completed.
  - Houdini Plaza fountain inspected, cleaned, and turned on in spring.
  - Houdini Plaza fountain tower pictures replaced.
  - Houdini Plaza fountain lighting improvements completed.
  - Houdini exterior power control improvements completed.
  - Erb Park received a new site light installed on north side of park.

- Kiwanis Park pavilion plumbing and plumbing chase access improvements completed.
  - Highview Park pavilion plumbing chase access improvements are in-progress.
  - Jones Park pavilion restrooms received new epoxy flooring.
  - Jones Park decorative lighting repairs in-progress.
  - Jones Park parking lot power pedestal struck by vehicle and replaced.
  - Jones Park exterior power control improvements completed.
  - Memorial Park Jones Building experienced a domestic cold water line failure. Facilities plumber made repairs.
  - Pierce Park stage column and electrical improvements completed.
  - Telulah Park pickleball complex drinking fountain installed.
  - Vulcan Heritage Park parking lot light pole was backed into and damaged. New light pole and fixture installed.
- **Aquatic Facilities**
    - **Mead Pool:**
      - Pool buildings, tanks, and decks cleaned and prepped for opening June 2<sup>nd</sup>.
      - Main pump and slide pump VFD installation completed.
      - Low dive received a new diving board.
      - Bathhouse exterior door replacement completed.
      - Concession building received a new freezer.
      - Concession AC unit replacement in progress.
      - Concession appliances inspected.
      - Surge pit cleaned.
      - Slides inspected and waxed.
      - Safety inspection completed and all items corrected.
      - Equipment building received two interior cameras.
    - **Erb Pool:**
      - Pool buildings, tanks, and decks cleaned and prepped for opening June 2<sup>nd</sup>.
      - Bathhouse domestic hot water mixing valve replaced.
      - Leisure Pool tile repairs completed.
      - Leisure Pool UV equipment inspection completed.
      - Concession appliances inspected.
      - Equipment building received two interior cameras.
      - Chemical feeders upgraded for the lap pool and leisure pool.
      - Bathhouse and equipment building exterior downspouts received new paint.
      - Multiple shade arbors on the pool deck experienced frost damage and were replaced under warranty.

- **Police Station**
  - Evidence area lighting upgrades completed.
  - School Resource Officer renovation plans completed.
  - Officer Reporting area workstation upgrades completed.
  - Fire alarm monitoring installation completed.
  - UPS remote connection completed.
  - Women's locker room had an electronic device start on fire inside a metal locker. Facilities remediated the area and replaced the locker.
  
- **Valley Transit**
  - Federal Triennial Audit review completed.
  
- **Wastewater Treatment Plant**
  - L-bldg pass through doors installed for haulers.
  - S-bldg furniture replacement plans completed.
  - F2-bldg MCC room HVAC updates completed.
  - Methane boilers received annual inspection in June.
  - A-bldg fire alarm panel upgrade in-progress.
  - L-bldg fire alarm system upgrades are in-progress.
  - FG-bldg HVAC upgrades in-progress.
  - Service door replacement project in-progress.
  
- **Water Treatment Plant**
  - Backflow preventer replacement completed.
  - Interior lighting upgrades completed in MCC room, electrical switchgear room, softener gallery, and lime rooms.
  - Laboratory water sampling faucets replaced.
  
- **AEDs**
  - All AEDs and components scheduled to be replaced in 2023 have been replaced.
  
- **Backup Batteries:**
  - All backup batteries scheduled to be replaced in 2023 were replaced in spring.
  
- **Electrical Inspections:**
  - Facilities master electrician filled during the absence of DPW electrical inspector.
  
- **Emergency Notification Sirens:**
  - Emergency notification sirens received annual inspection and testing in March by Faith Technologies.
  - Xavier Middle School siren received repairs.

- **Exterior Lighting Survey:**
  - Semi-annual exterior facility and parks lighting survey completed in spring.
  
- **Generator Maintenance:**
  - Monthly generator inspections completed.
  - Annual generator testing and inspection completed.
  
- **Vehicles and Equipment:**
  - CEA supplied a new scissors lift, replacing lift #1515.
  
- **Contracted Services:**
  - Custodial services provider has overall been meeting majority of expectations and dealing with intermittent staffing challenges.
  - UPS inspections completed at City Hall, Police Station, and Water Plant.
  - Annual overhead door inspection completed by Arbon.
  - Quarterly, semi-annual, and annual fire suppression and fire detection inspections completed by Summit.
  - Erb Pool and Mead Pool annual security alarm testing completed.
  - Erb Pool and Mead Pool pest control inspections began April-October.
  - Monthly pest control services by Valley Pest Control completed.
  - Pool water management agreement executed for 2023-2024 pool seasons.
  - HVAC service provider, EC&D, completed quarterly inspections.
  - Elevator annual inspections completed.
  - 5-year facility roof survey completed.

**Work Order Performance**

DATE	CREATED		CLOSED	
	'22-Q2	'23-Q2	'22-Q2	'23-Q2
January	250	233	221	241
February	180	199	175	186
March	249	239	177	172
April	305	274	340	299
May	279	262	261	223
June	209	216	232	261
TOTAL	1472	1423	1,406	1,382
AVERAGE	245	237	234	230

### **Emergencies**

Emergency maintenance is any activity that requires immediate repair because of impending danger to the occupants, business processes, the building or a building system. Total of 17 after business hour emergencies occurred that required attention from Facilities Management personnel. January of 2023 the Facilities Management Division tended to multiple facility emergencies as a result of the Wastewater Treatment Plant polymer incident.

Emergency Maintenance			
Quantity			
	2021	2022	2023
January	2	2	8
February	4	0	1
March	6	2	0
April	1	2	3
May	0	1	3
June	6	7	2
TOTAL	19	14	17

### **Energy Use & Efficiency**

Utility bills for facility electric and natural gas use and cost have been entered on a monthly basis. Compared to 2022, facility natural gas usage is trending similar and facility electric usage has decreased 2%.

### **Budget Performance Summary**

<b>Description</b>	<b>Year to Date</b>	<b>Full Year Amended Budget</b>	<b>Percent of Amended Budget</b>
Facilities Administration (6330)	190,154	383,286	49.6%
Facilities Maintenance (6331)	1,421,438	2,531,404	56.1%
Total – Facilities Mgmt. Internal Service	1,611,592	2,914,690	55.2%

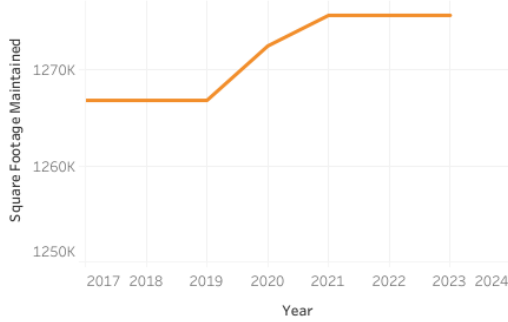


# Facilities and Construction Management

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."

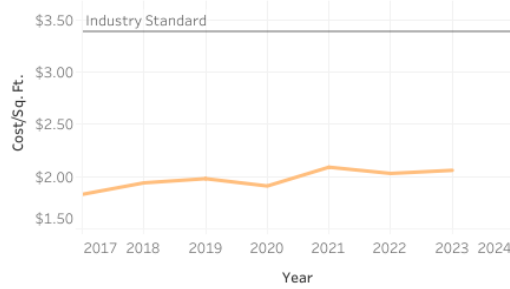
All 2023 numbers are reflective through June 30, 2023.

Square Footage Maintained

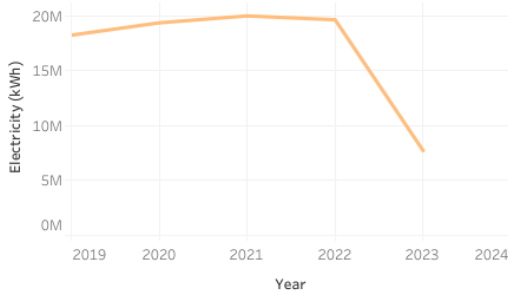


Maintenance and Janitorial Cost per Square Foot

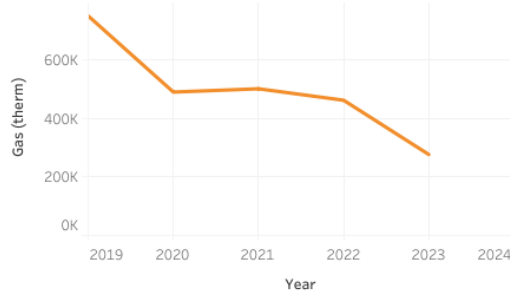
Year  
2017 to 2023



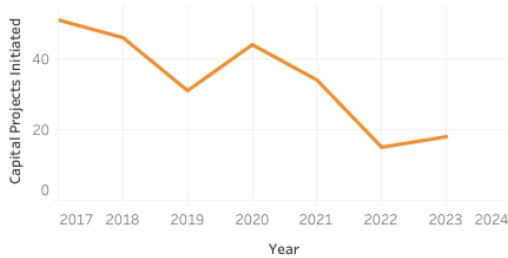
Utility Use - Electricity



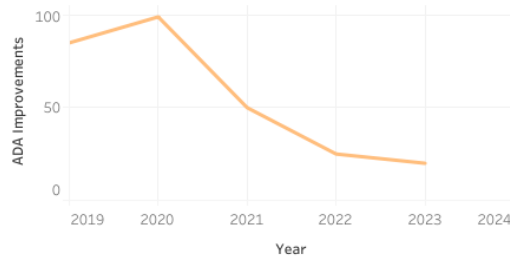
Utility Use - Gas



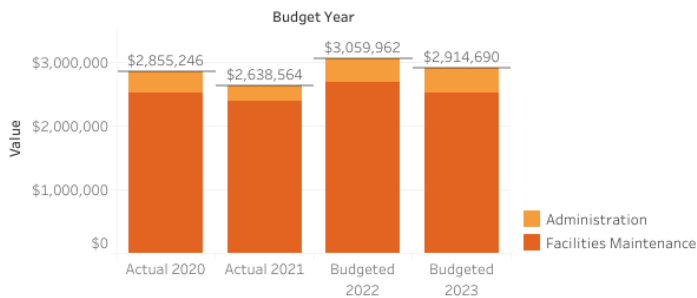
Capital Projects Initiated



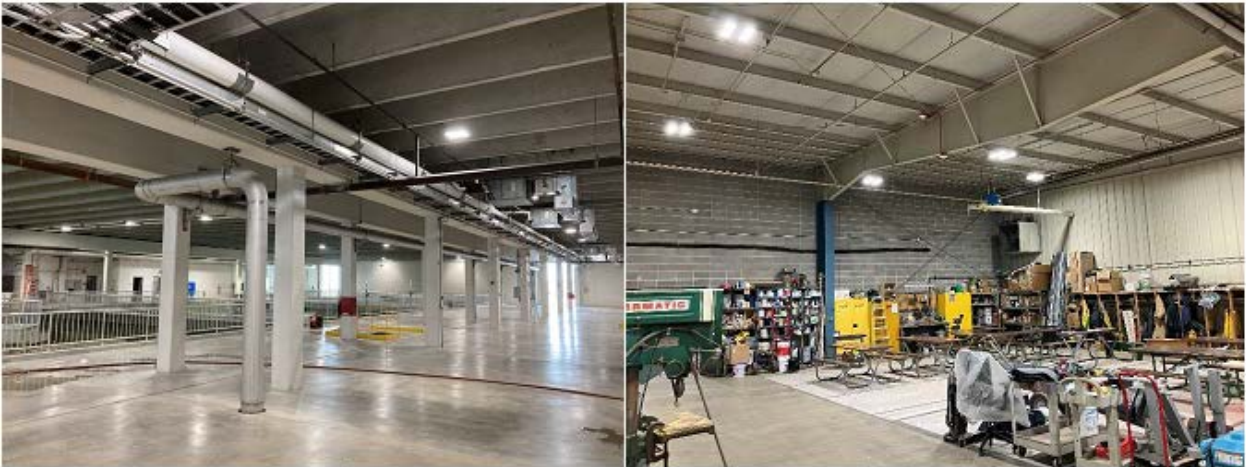
ADA Improvements



Department Budget Summary



**Figure 1: Interior LED lighting upgrades completed at Water Plant, Police Station, and Facilities & Grounds Operations Center**



**Figure 2: Jones Park pavilion restroom epoxy floor coating installed.**



**Figure 3: Fire Station #1 rig room floor epoxy replacement**





**Figure 4: Erb Park site light installed.**



Figure 5: Fire Station #1 bell tower lighting installed.



**Figure 6: Houdini Plaza fountain tower panel replacement.**





**Figure 7: Telulah Park drinking fountain installed.**





**Figure 8: Kiwanis Park pavilion plumbing chase plumbing improvements. Before and after.**

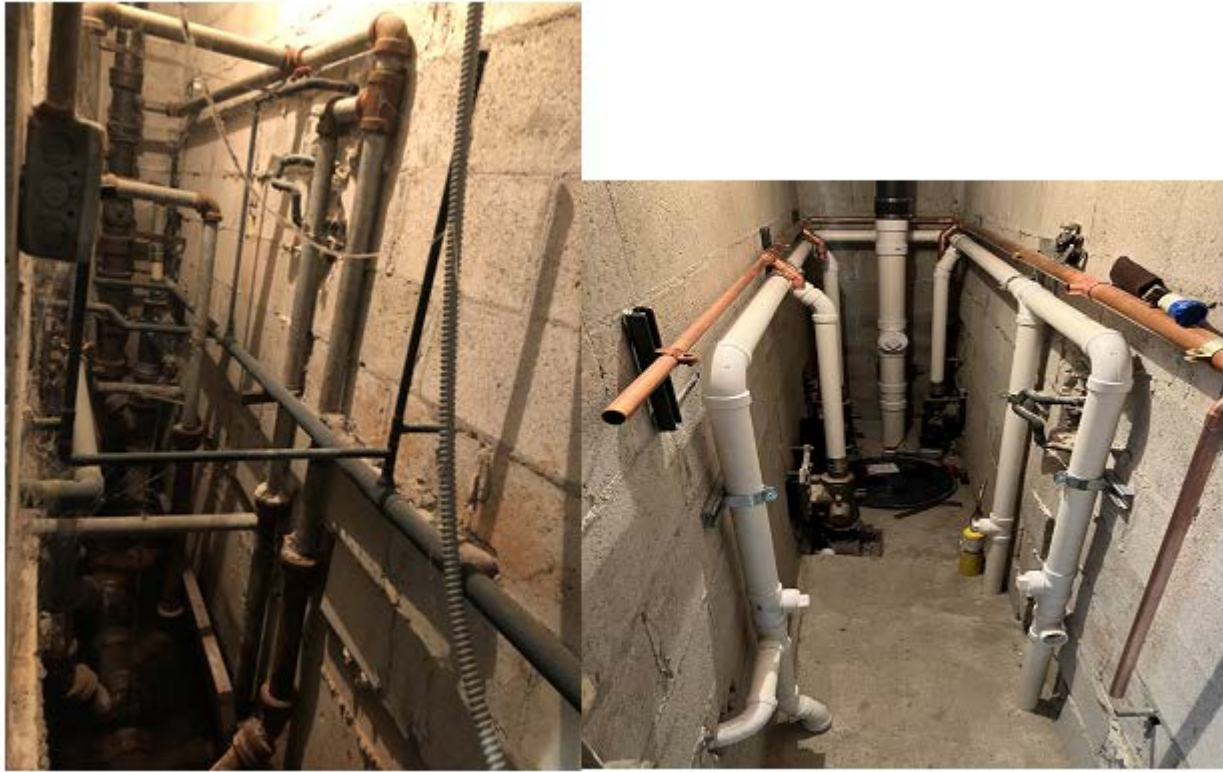


Figure 9: Telulah Park hardscape replacement.





**Figure 10: Reid Golf Course cart path paving.**



**Figure 11: Water Treatment Plant hardscape replacement.**





Figure 12: Wastewater Treatment Plant electrical distribution upgrades.



Figure 13: Wastewater Treatment Plant V-building painting.





**Figure 14: Wastewater Treatment Plant HVAC upgrades for H & J buildings.**



RISK MANAGEMENT  
2023 MID-YEAR BUDGET REVIEW

Property & Liability Management, Loss Control

- 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 July 19, 2023, reviewed 76 special events to assure adequate risk transfer to the event sponsor.
- As of July 19, 2023, reviewed around 131 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.
- Reviewed and suggested changes to the following policies: City Hall Emergency Procedures and Blood Borne Pathogens (annual review).
- Completed building safety audits at the following locations (as of July 19, 2023): PRFM Maintenance Building Erb Pool, Mead Pool and Schieg Building.
- Pursued subrogation and restitution for damage to City property caused by third parties. As of July 19, 2023, \$20,356 has been recovered for losses that occurred in 2022 and 2023.
- 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.
- 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.
- Completed the following safety training during 2023: OSHA 30-hour course for various city supervisory staff (scheduled for early winter 2023), training review regarding city hall emergency procedures, forklift train-the-trainer for various city personnel, various safety training for utilities department staff, driving safety review for Health and CEDD and confined space training.
- Coordinated with CVMIC loss control representative on the following items: DPW and PRFM jobsite safety visits, fume hood inspections for Utilities and Police, multiple training sessions during DPW's safety training days, and playground safety inspection training for various parks maintenance staff.
- 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 partially funded with \$2,000 that was won through CVMIC's 2022 spotlight submission program.
- 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., Defensive Driving, Protecting Municipal Employees for Opioid Exposure, etc.).
- Formed committee to review and implement recommendations from APD's security assessment for city hall.
- Worked with City IT Department and commercial liability insurance carrier to correct issues with remote desktop system application. With the correction of this issue, our 2023 deductible for cyber liability was reduced from \$400,000 per occurrence to \$200,000 per occurrence.



**ARPA Funds  
as of 6/30/2023**

	<b>Budget</b>	<b>Amounts Paid</b>			<b>Obligated</b>	<b>Total</b>
		<b>2021</b>	<b>2022</b>	<b>2023</b>		
<b>COVID-19 Response</b>	1,991,841.00	75,498.49	893,761.40	1,745.24	-	971,005.13
<b>Lost revenue - Parking Utility</b>	1,500,000.00	-	1,200,000.00	-	300,000.00	1,500,000.00
<b>Lead service line replacement</b>	1,000,000.00	-	-	79,306.00	420,694.00	500,000.00
<b>Library - broadband access</b>	2,000,000.00	-	-	-	-	-
<b>Short-term community partners support</b>	250,000.00	-	249,666.36	-	-	249,666.36
<b>Consulting/Administrative support</b>	150,000.00	-	16,745.42	4,431.25	128,823.33	150,000.00
<b>Early Childhood Development</b>	1,500,000.00	-	-	-	-	-
<b>Housing Affordability</b>	3,000,000.00	-	-	-	1,200,000.00	1,200,000.00
<b>Local Economic Recovery</b>	1,000,000.00	-	-	-	-	-
<b>Social Infrastructure, Belonging &amp; Neighborhoods</b>	1,000,000.00	-	-	-	-	-
<b>Community Wellness, Mental Health, &amp; Violence Prevention</b>	1,000,000.00	-	-	-	-	-
<b>Arts, Culture, &amp; Educational Institution</b>	500,000.00	-	-	-	-	-
	<u>14,891,841.00</u>	<u>75,498.49</u>	<u>2,360,173.18</u>	<u>85,482.49</u>	<u>2,049,517.33</u>	<u>4,570,671.49</u>