

City of Appleton, Wisconsin



2024 EXECUTIVE BUDGET AND SERVICE PLAN

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City of Appleton 2024 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			
Tax Increment District No. 13			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."

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October 4, 2023

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

Dear Fellow Appletonians,

Enclosed is the 2024 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 Christine Delveaux, Enterprise Accounting Manager Kelli Rindt, and Finance Associate 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.

Events in Fiscal Year 2023, and those in the preceding years, come to bear in the enclosed budget and service plan. While there were significant positive developments over the course of the year – securing nearly \$2M in new shared revenue from the State and achieving the best year of Net New Construction in recent memory – this Budget is more a story of overcoming challenges.

The effects of extreme inflation are coursing through the City's Budget, even as real-time consumer price index (CPI) numbers appear to be abating. It is worth noting that the August CPI rate of 3.7 percent, while lower than last year's 8 percent, still far outpaces our allowable levy increase and comes in addition to previous inflation still working its way into our Budget. Examples of the extraordinary increases in costs from software to fire apparatus to sanitary sewer pipe abound. Personnel expenses also continue to rise significantly as we fight to maintain our competitive position as an employer and provide quality benefits to our workforce. The cost of health insurance alone is projected to increase 18% in the coming year.

Facing a situation where the rate of increases in expenses was likely to exceed our available resources without adjustments, despite relatively stable FTE counts and programs, we established objectives for the process. Our priorities with this Budget were to: maintain the level of service residents depend on; retain and appropriately compensate our quality workforce; accelerate our replacement of aging infrastructure; and minimize impact to property taxpayers.

Through this process, department heads considered opportunities for cost reductions, evaluated various fees for service against those of comparable Wisconsin municipalities and the cost of delivering those services, and assessed funding models for City activities to ensure we are using the appropriate sources for the work being done. We also considered compensation and benefits holistically and in accordance with market data.

To that end, this budget includes the following significant changes:

- New Shared Revenue Supplement
 - Act 12 increased the amount of shared revenue that local governments will receive beginning in 2024. The 2024 supplemental amount for the City of Appleton is \$1,926,006 and is allocated as follows:
 - Infrastructure investment \$963,003
 - Axon contract renewal \$165,339
 - Public Safety Compensation plan increases \$797,664
- Stormwater Utility
 - 94% of the Forestry Division moves into the Stormwater Utility, saving approximately \$1.2 million General Fund operating dollars
 - Accelerate Emerald Ash Borer Remediation (at least double pace of removal and replacement) with \$375,000 additional funding
 - A portion of Bridge Maintenance moves into Stormwater Utility, saving approximately \$272,000 in General Fund operating dollars
 - Stormwater Utility rates will not increase as a result of these changes
- User-Generated Fees
 - Dept of Public Works, Community and Economic Development Dept, Police Dept, Fire Dept, Public Health Dept, and Parks, Recreation, and Facilities Management Dept have conducted reviews that will represent a total of over \$275,000 in cost recovery
- Utility Administration
 - Recommending bringing the administrative cost sharing between Water and Wastewater Utilities into parity, representing \$150,000 in additional revenue
 - Reallocating \$76,000 of excess revenue from the Water Utility into the General Fund
- Compensation and Benefits
 - 3 percent merit-based increase for eligible non-represented employees
 - Addition of new programs to reduce the cost of certain surgical procedures and prescription drugs, which has the potential to save the insurance plan over \$400,000
 - Addition of an employee premium share, which, for employees on the current zero-premium plan will represent a cost share amount of approximately \$44 per paycheck, covering approximately \$700,000, or 40 percent of the total increase in insurance costs
- Other Reductions
 - Eliminated funding of a position that has been vacant for two years in Facilities Management to save approximately \$24,000
 - Eliminated printing of the spring Parks & Recreation Guide, which will be replaced with a less expensive mailing to save \$35,000

- Eliminated a duplication of a service provided by the City that was, admittedly, inferior to the service being provided by Outagamie County – a garbage dumpster at the Glendale Yard Waste Site – saving \$8,000

As a result of this careful work, we are able to bring forward a Budget that does not cut any positions from the Table of Organization, does not eliminate any services currently being uniquely offered by the City for our residents, and that accelerates our rate of infrastructure replacement. Furthermore, this Budget represents the first where our debt management plan is fully implemented, resulting in an overall estimated tax increase of approximately 2.6% - significantly less than the rate of inflation.

Appleton remains in a strong fiscal position and one of the most competitive local government employers in the region. As a result, our taxpayers benefit from continuity of municipal operations and quality of service delivered by our quality workforce.

GENERAL OBLIGATION DEBT MANAGEMENT

The 2024 Executive Budget and Service Plan represents the full 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 has stabilized, and will ultimately reduce, annual G.O. debt service payments. Continued results of this plan, including improvements in the trend over time, can be observed on the chart on page 595.

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 had pushed the City to borrow for these projects rather than to pay for them up-front, as was 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 Citywide 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 projects such as those included in this Budget. However, this moves us away from the practice of utilizing G.O. debt funding for higher-cost regular maintenance activities 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 the 2024 Executive Budget and Service Plan, are reflective of the need to find fiscally responsible and sustainable ways to keep up our infrastructure.

DEBT SERVICE

G.O. debt service costs are stabilizing following 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.

For the 2024 Budget, total G.O. debt service costs are scheduled to be \$15,961,563, an increase of \$1,268,210 over the 2023 budgeted payments of \$14,693,353. The property tax levy necessary to support this increase rose \$100,199 (0.7%) from \$13,437,688 in the 2023 Budget to \$13,537,887 in 2024.

Total G.O. debt outstanding on December 31, 2023 is projected to be \$94,733,375 compared to \$86,597,125 outstanding on December 31, 2022, an increase of \$8,136,250. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$432,040,260 as well as the City's guideline of 40% of this amount of \$172,816,104.

For 2024, \$13,891,662 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$9,374,762), facility construction and improvements (\$2,406,000), equipment (\$305,900), and parks and trails (\$1,805,000). Of the amount borrowed, \$5,070,443 will be paid back with funds from the City's TIF District 13 while the remainder will be supported by general property taxes. A complete list of anticipated debt-financed projects for 2024 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 2024 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 District 13 (TIF 13) was created in 2023 to provide infrastructure investments in the Southpoint Commerce Park. The district provides for a 15-year expenditure period to make investments to support the goals for the district, including promotion of industry, industrial sites, attraction of new businesses, and increasing property values. The maximum life of the district is 20 years.

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 \$70,996,744 in the 2024 Budget, an increase of \$2,050,205 or 2.97%. The revenue increase is attributable mainly to the allowable increase in the property tax levy along with supplemental shared revenue provided under Act 12.
- The general fund tax levy increased \$1,306,280, or 3.45%, to \$39,131,000 in the 2024 Budget. At the same time, the tax levy for debt service increased \$100,199, or 0.7%, to \$13,537,887. Overall, the tax levy for the City is expected to increase \$1,406,479, or 2.64% in 2024. This increase is within State-imposed levy limits.
- Tax Rates – The City’s equalized value increased 9.21% to \$8,203,178,000 in 2023. The City’s estimated assessed values are projected to grow 39.17% with the revaluation that was completed during the year. Applying the 2023 total estimated assessed value (excluding TIDs) of \$7,835,670,642 to the tax levy results in the following projected assessed tax rates:
 - Outagamie County – \$7.00, a decrease of \$2.49, or 26.21%
 - Calumet County – \$6.85, a decrease of \$2.61, or 27.58%
 - Winnebago County – \$7.16, a decrease of \$2.08, or 22.53%

On an equalized value basis, the tax rate is projected to be \$6.66, a decrease of 86 cents, or 11.44%.

Contingency Funds

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2023 to 2024. Estimated balances in the contingency funds available for carryover at the conclusion of 2023 include:

○ State Aid Contingency	\$812,267
○ Fuel Contingency	\$137,315
○ Operating Contingency	\$402,298
○ Wage Reserve	\$1,061,949
- Included in the General Administration section of the 2024 Budget is the addition of \$715,269 to the wage reserve for wage increases for City staff not covered by collective bargaining agreements.

Utilities

- Water – The Budget includes \$80,000 for instrumentation replacements and \$850,000 for HVAC upgrades at the treatment facility. The Budget also includes \$115,000 for SCADA upgrades and \$175,000 for phone and wireless upgrades. This project will be combined with a similar project at the Wastewater Plant for economies of scale. The Meter Operations Budget includes \$88,000 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 \$60,000 for the purchase of leak detection equipment. Water Utility infrastructure improvements planned for 2024 include \$3,100,000 for the replacement of aging distribution and transmission mains. Additionally, this Budget reflects the transfer of excess revenue from the lease of the generator located at the Water Treatment Facility to the General Fund. There are no planned water rate increases for 2024.
- Wastewater – The Budget includes \$1,000,000 to rebuild four primary clarifiers and \$600,000 for aeration and channel blower upgrades to continue to address aging treatment equipment. The Budget also includes \$4,240,000 for multiple building and grounds improvement and replacement projects at the treatment facility. Also included is \$1,400,000 to complete phone, wireless and SCADA upgrades at the treatment facility. This project will be combined with a similar project at the Water Treatment Facility for economies of scale. Finally, included in the Budget is \$1,600,000 for the replacement of aging mains and \$1,600,000 for lift station replacements and upgrades of the wastewater collection system. The 2024 Budget includes a rate increase of 7% for general service and the hauled waste program. The rate increase is necessary for continuing support of needed capital projects and increased operational costs. The effect of the rate increase on the average residential customer’s quarterly City service invoice is projected to be \$4.
- Stormwater – The Budget includes the transfer of 94% of the Urban Forestry program from the General Fund and \$375,000 is included in this program for contractor fees to assist with the removal of ash trees. In addition, maintenance costs related to bridge structures that span water crossings, have been transferred from the General Fund. Continuing the implementation of the City’s Stormwater Management Plan, this Budget dedicates \$4,500,000 to ongoing infrastructure improvements and \$350,000 for land acquisition for sediment disposal needs to support best management practices. The Budget also includes a \$495,000 transfer to CEA for additional leaf collection equipment upgrades to facilitate the new leaf collection process that began in the fall of 2022. There are no planned stormwater rate increases for 2024.

Personnel

Included in the 2024 Executive Budget are the following personnel additions:

- Parks and Recreation Department – The increase of a .50 FTE to .67 FTE for the Marketing and Community Engagement Coordinator to attract patrons, maintain

participation in programs and events, and raise awareness about the recreational opportunities available.

- Community and Economic Development – The elimination of a 0.7 FTE Real Estate Assessment Technician position and a 1.0 FTE Personal Property Assessment Technician. The addition of a 1.0 FTE Real Estate Property Lister position will absorb real property listing duties and remaining residential appraisal work after the statewide elimination of personal property assessments. The addition of a 1.0 FTE Code Compliance Inspector position to focus on code compliance, minor permitting, and zoning/general code inspections.
- Utilities Department – The addition of a Safety Coordinator position to support safety programs and Wisconsin Administrative Code safety requirements at both treatment facilities. Also, the addition of a Treatment Specialist position to support the optimization of the treatment process and provide an enhanced maintenance program to the Utilities Department. Both positions will be shared between the Water and Wastewater Utility and funded as .8 FTE to Wastewater and .2 FTE to Water.
- Reid Golf Course – The increase of a .80 FTE to 1.0 FTE for the Clubhouse Supervisor. The increase will allow this position to continue working throughout the year and assist in workload related to year-end reporting and preparing for the new season.

Other changes approved by Council during 2023 included:

- The increase of a Public Health Nurse position in Public Health from 0.9 FTE to 1.0 FTE.
- The elimination of an Administrative Support Specialist and addition of 1.0 FTE Police Community Engagement Specialist in the Police Department.
- The addition of the Community Health Supervisor (1.0 FTE) in Health Grants.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the 2024 Capital Improvement Projects (CIP) not discussed prior are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over \$9,300,000 in road, bridge, and sidewalk improvement projects. Additionally, approximately \$12,475,000 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 2024 Budget includes investments in the following areas: \$3,565,000 for HVAC upgrades at Fire Station #1 and the Water and Wastewater Treatment Plants; \$1,125,000 for roof replacements of various park pavilions and the Wastewater Treatment Plant; and

\$700,000 for trails and roads in Highview and Peabody Parks and roads at the Wastewater Treatment Plant.

- Quality of life improvements in the 2024 Budget focus on maintaining our parks and expanding our trail systems. This Budget includes \$900,000 to redevelop the riverwalk trail and shoreline in Lutz Park, \$350,000 for maintenance of Mead Pool, and \$290,000 for pavilion renovations and fountain restorations.
- Public Safety improvements include \$162,000 for firing range upgrades and \$110,000 for the Officer Safety program.

CONCLUSION

The 2024 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,

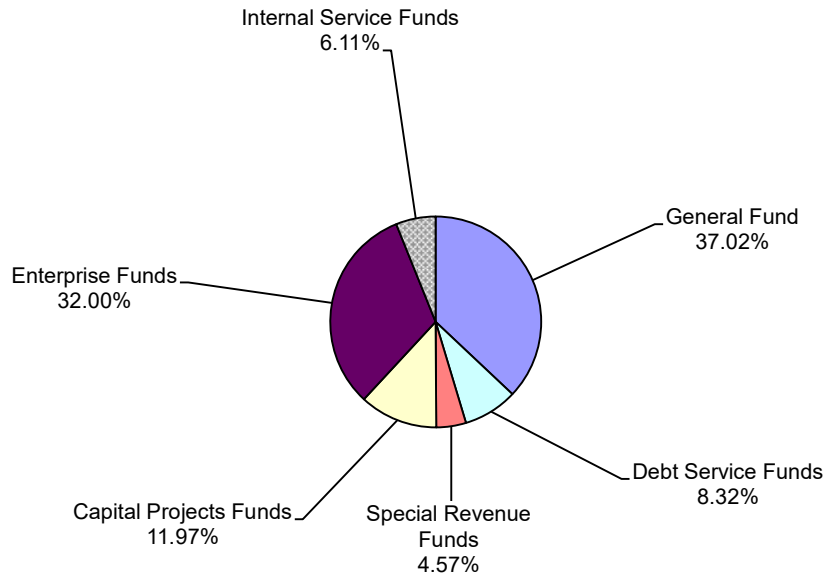


Jacob A. Woodford, Mayor

CITY OF APPLETON 2024 BUDGET

EXPENDITURE BY FUND GROUP

\$191,760,017



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

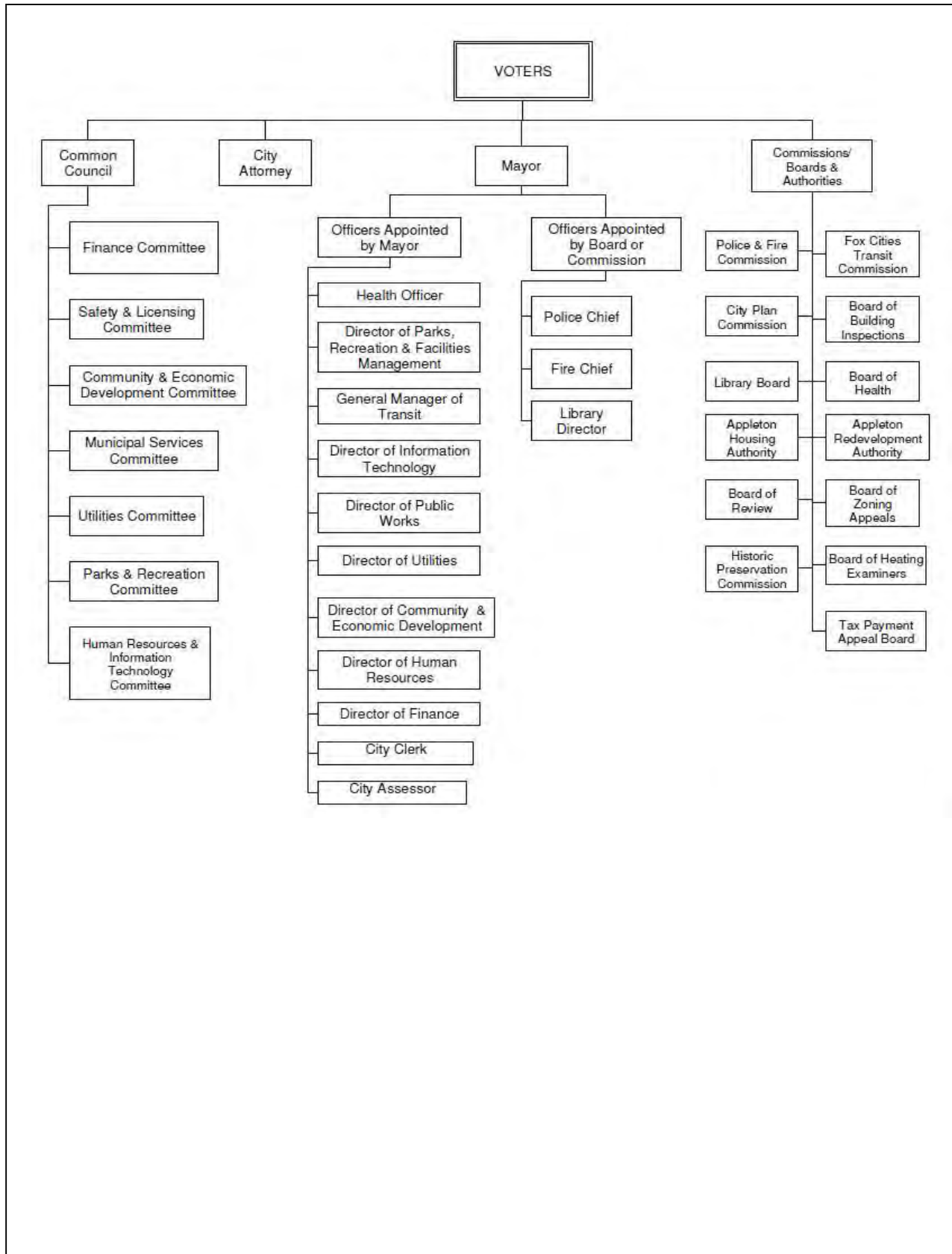
District 1:	William J. Siebers	District 9:	Alexander Schultz
District 2:	Vered Meltzer	District 10:	Vaya Jones
District 3:	Brad Firkus	District 11:	Kristin Alfheim
District 4:	Israel Del Toro	District 12:	Nate Wolff
District 5:	Katie Van Zeeland	District 13:	Sheri Hartzheim
District 6:	Denise D. Fenton	District 14:	Christopher Croatt
District 7:	Patrick Hayden	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	Kara J. Homan
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	Polly A. Olson
Director of Public Works	Danielle L. Block
Health Officer	Charles E. Sepers
Director of Finance	Jeri A. Ohman

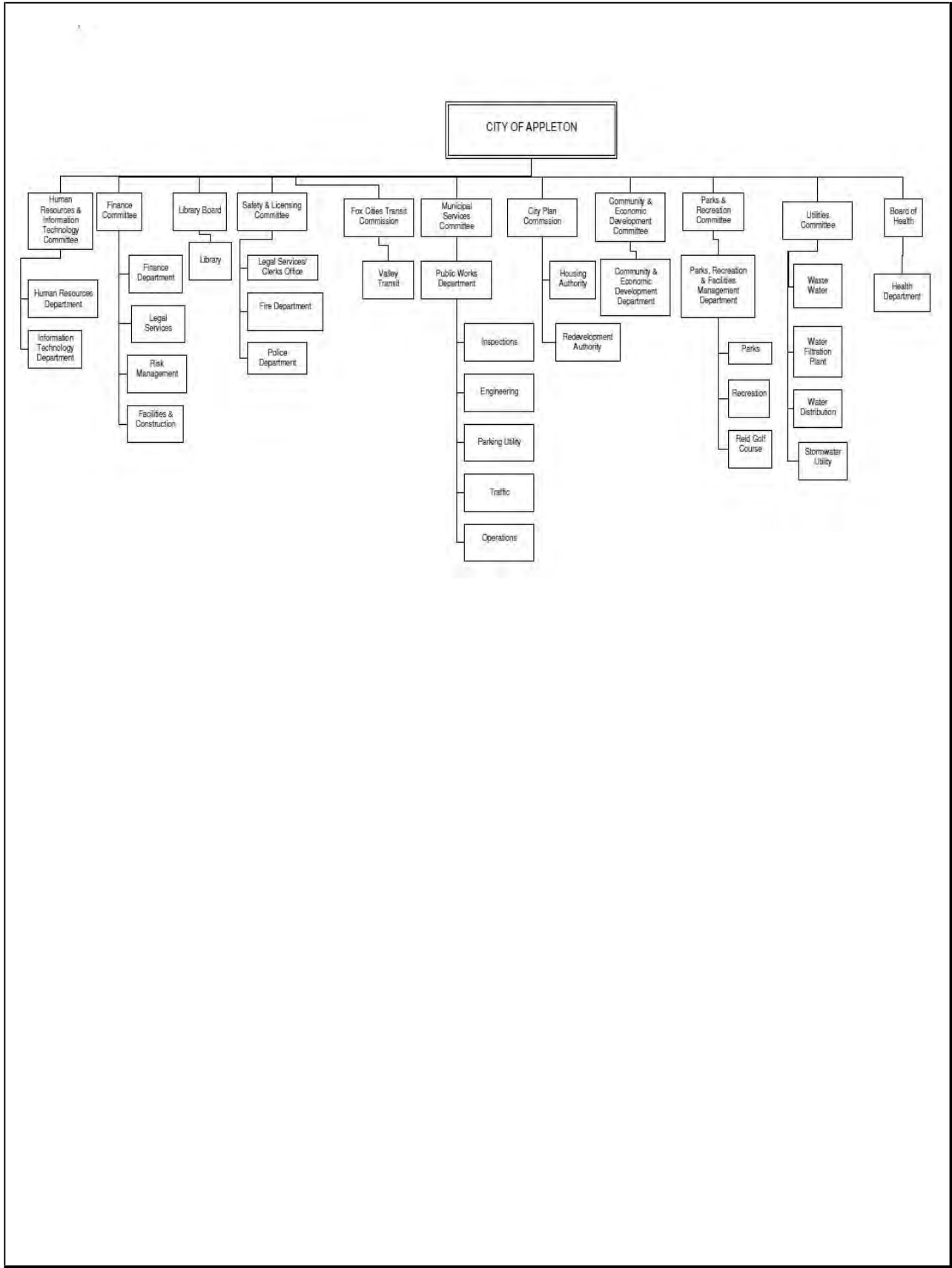
CITY OF APPLETON 2024 BUDGET

Structure by Voters



CITY OF APPLETON 2024 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2024 BUDGET
STANDING COMMITTEES**

FINANCE

Brad Firkus (C)
Chris Croatt
Denise Fenton
Sheri Hartzheim
Katie Van Zeeland

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

UTILITIES

Vered Meltzer (C)
Chad Doran
Brad Firkus
Israel Del Toro
William Siebers

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

SAFETY AND LICENSING

Chris Croatt (C)
Alexander Schultz
William Siebers
Katie Van Zeeland
Nate Wolff

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

MUNICIPAL SERVICES

Katie Van Zeeland (C)
Chad Doran
Kristen Alfheim
Vered Meltzer
William Siebers

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Denise Fenton (C)
Joss Thyssen
Israel Del Toro
Vaya Jones
Nate Wolff

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

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Sheri Hartzheim (C)
Denise Fenton
Patrick Hayden
Chris Croatt
Alexander Schultz

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

PARKS AND RECREATION

William Siebers (C)
Nate Wolff
Kristin Alfheim
Patrick Hayden
Alexander Schultz

Meets MONDAY of the week following Council
at 6:15 P.M. in Committee Room "6A"

CITY OF APPLETON
2024 BUDGET
OTHER

APPLETON HOUSING AUTHORITY

Patrick DeWall (C)
Cathy Spears
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)
James Van Dyke
Todd Brokl
Gerald Fisher
Anne Higgins
Amanda Stuck
Aldersperson Joss Thyssen
Comm. Development Director Kara Homan
Comm. Dev. Deputy Director David Kress
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)
Aldersperson 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

Nancy Scheuerman (P)
John Keller
Rebecca Kellner
Lisa Nett
Brian Looker
Margret Mann
Umika Savisamy
Jason Brozek
Nanette Bunnow
Outagamie Co. Representative Peter Lee
Aldersperson Katie Van Zeeland

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

BOARD OF REVIEW

Kyle Lobner (C)
Sean Morgan
Linda Marx
Mayor Jacob A. Woodford
Aldersperson Chris Croatt
Aldersperson Kristin Alfheim
Aldersperson Sheri Hartzheim
City Clerk Kami Lynch, Secretary

Meets within 45 days after 4th Monday of April

BOARD OF HEALTH

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

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

APPLETON PUBLIC ART COMMITTEE

Elyse-Krista Mische (C)
Catherine McKenzie
Kim Riesterer
Luis Fernandez
Beu Vang
Comm. Development Director Kara Homan

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

PARADE COMMITTEE

Corey Otis (C)
Aldersperson Sheri Hartzheim

Meets at the call of the Chair

**CITY OF APPLETON
2024 BUDGET
OTHER**

TAX PAYMENT APPEAL BOARD

Alderson Sheri Hartzheim
Finance Director Jeri Ohman
City Attorney Christopher Behrens

Meets at the call of the Chair

CEA REVIEW COMMITTEE

Alderson Chad Doran
Alderson Katie Van Zeeland
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 Pynenberg
Nathan Otto
Alderson Israel Del Toro
Parks & Rec Deputy Director Tom Flick
Public Works Representative Eric Lom
Comm. Dev. Deputy Director David Kress

Meets at the call of a Member

BOARD OF ZONING APPEALS

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

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

**HISTORIC PRESERVATION
COMMISSION**

Nancy Peterson
Daniel Meissner
Nancy Peterson
Mayor Jacob A. Woodford
Alderson Joss Thyssen
Comm. Dev. Principal Planner Don Harp

Meets at the call of the Chair

CITY PLAN COMMISSION

Mayor Jacob A. Woodford (C)
Adrienne Palm
Isaac Uitenbroeck
Sabrina Robins, Ph.D.
Andrew Dane
Alderson Denise Fenton
Public Works Deputy Director Peter Neuberger
Comm. Dev. Principal Planner Don Harp
Comm. Dev. Principal Planner Jessica Titel
Comm. Dev. Principal Planner Lindsey Kemnitz

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

CITY OF APPLETON 2024 BUDGET COMMISSIONS

FOX CITIES TRANSIT COMMISSION

George Dearborn (C)
Larry Wurdinger
Mike Patza
Richard Detienne
Carol Kasimor
Dianne Dexter
Ronald Torrance
Greg VandeHey
Claire Holzschuh
Michael Brown
Alderson Brad Firkus
Alderson Vaya Jones

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)
Barbara Luedtke
Christine Bruen
Ernesto Gonzalez, Jr.
Rudy Nyman

Meets at the call of the Chair

**CITY OF APPLETON 2024 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2023 TAX, COLLECTIBLE IN 2024**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 46,069,247	\$ 8,154,791	\$ 536,849	\$ 54,760,887
Technical College - Fox Valley	-	-	-	-
School - Appleton	-	-	-	-
School - Menasha	-	-	-	-
Schools - Freedom	-	-	-	-
Schools - Hortonville	-	-	-	-
School - Kimberly	-	-	-	-
County	-	-	-	-
State	-	-	-	-
TIF's # 3 - 12	-	-	-	-
TOTAL TAX	<u>\$ 46,069,247</u>	<u>\$ 8,154,791</u>	<u>\$ 536,849</u>	<u>\$ 54,760,887</u>
Less State Credits	-	-	-	-
NET TAX LEVY	<u><u>\$ 46,069,247</u></u>	<u><u>\$ 8,154,791</u></u>	<u><u>\$ 536,849</u></u>	<u><u>\$ 54,760,887</u></u>
CITY DISTRIBUTION:	Equalized Value	Percent	City Tax	
	w/o TID			
Outagamie County	6,901,170,800	84.13%	46,069,247	
Calumet County	1,221,587,300	14.89%	8,154,791	
Winnebago County	80,419,900	0.98%	536,849	
TOTAL	<u><u>\$ 8,203,178,000</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 54,760,887</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 2024 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.4814	\$ 6.9960	\$ (2.4854)	-26.21%
Public Schools	8.9459	-	(8.9459)	-100.00%
Technical College	1.0131	-	(1.0131)	-100.00%
County	3.8509	-	(3.8509)	-100.00%
GROSS TAX RATE	23.2913	6.9960	(16.2953)	-69.96%
Less State Credits	1.4179	-	(1.4179)	-100.00%
NET TAX RATE	\$ 21.8734	\$ 6.9960	\$ (14.8774)	-68.02%

Outagamie County/ Menasha School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.4814	\$ 6.9960	\$ (2.4854)	-26.21%
Public Schools	14.7015	-	(14.7015)	-100.00%
Technical College	1.0131	-	(1.0131)	-100.00%
County	3.8509	-	(3.8509)	-100.00%
GROSS TAX RATE	29.0469	6.9960	(22.0509)	-75.91%
State Credits	1.4179	-	(1.4179)	-100.00%
NET TAX RATE	\$ 27.6290	\$ 6.9960	\$ (20.6330)	-74.68%

Outagamie County/ Freedom School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.4814	\$ 6.9960	\$ (2.4854)	-26.21%
Public Schools	6.3780	-	(6.3780)	-100.00%
Technical College	1.0131	-	(1.0131)	-100.00%
County	3.8509	-	(3.8509)	-100.00%
GROSS TAX RATE	20.7234	6.9960	(13.7274)	-66.24%
State Credits	1.4179	-	(1.4179)	-100.00%
NET TAX RATE	\$ 19.3055	\$ 6.9960	\$ (12.3095)	-63.76%

Outagamie County/ Hortonville School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.4814	\$ 6.9960	\$ (2.4854)	-26.21%
Public Schools	8.3422	-	(8.3422)	-100.00%
Technical College	1.0131	-	(1.0131)	-100.00%
County	3.8509	-	(3.8509)	-100.00%
GROSS TAX RATE	22.6876	6.9960	(15.6916)	-69.16%
State Credits	1.4179	-	(1.4179)	-100.00%
NET TAX RATE	\$ 21.2697	\$ 6.9960	\$ (14.2737)	-67.11%

**CITY OF APPLETON 2024 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.4633	\$ 6.8529	\$ (2.6104)	-27.58%
Public Schools	8.9289	-	(8.9289)	-100.00%
Technical College	1.0112	-	(1.0112)	-100.00%
County	4.8300	-	(4.8300)	-100.00%
GROSS TAX RATE	24.2334	6.8529	(17.3805)	-71.72%
State Credits	1.2529	-	(1.2529)	-100.00%
NET TAX RATE	\$ 22.9805	\$ 6.8529	\$ (16.1276)	-70.18%

Calumet County/ Kimberly School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.4633	\$ 6.8529	\$ (2.6104)	-27.58%
Public Schools	6.9874	-	(6.9874)	-100.00%
Technical College	1.0112	-	(1.0112)	-100.00%
County	4.8300	-	(4.8300)	-100.00%
GROSS TAX RATE	22.2919	6.8529	(15.4390)	-69.26%
State Credits	1.2529	-	(1.2529)	-100.00%
NET TAX RATE	\$ 21.0390	\$ 6.8529	\$ (14.1861)	-67.43%

**CITY OF APPLETON 2024 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.2380	\$ 7.1564	\$ (2.0816)	-22.53%
Public Schools	8.7163	-	(8.7163)	-100.00%
Technical College	0.9871	-	(0.9871)	-100.00%
County	4.8568	-	(4.8568)	-100.00%
GROSS TAX RATE	23.7982	7.1564	(16.6418)	-69.93%
State Credits	1.7979	-	(1.7979)	-100.00%
NET TAX RATE	\$ 22.0003	\$ 7.1564	\$ (14.8439)	-67.47%

Winnebago County/ Menasha School Dist.	Assessed 2022 Tax Rate (2023 Budget)	Assessed 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 9.2380	\$ 7.1564	\$ (2.0816)	-22.53%
Public Schools	14.3414	-	(14.3414)	-100.00%
Technical College	0.9871	-	(0.9871)	-100.00%
County	4.8568	-	(4.8568)	-100.00%
GROSS TAX RATE	29.4233	7.1564	(22.2669)	-75.68%
State Credits	1.7979	-	(1.7979)	-100.00%
NET TAX RATE	\$ 27.6254	\$ 7.1564	\$ (20.4690)	-74.09%

**CITY OF APPLETON 2024 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	7.1000	-	(7.1000)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.0563	-	(3.0563)	-100.00%
GROSS TAX RATE	18.4854	6.6634	(11.8220)	-63.95%
Less State Credits	1.1253	-	(1.1253)	-100.00%
NET TAX RATE	\$ 17.3601	\$ 6.6634	\$ (10.6967)	-61.62%

Outagamie County/ Menasha School Dist.	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	11.6679	-	(11.6679)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.0563	-	(3.0563)	-100.00%
GROSS TAX RATE	23.0533	6.6634	(16.3899)	-71.10%
State Credits	1.1253	-	(1.1253)	-100.00%
NET TAX RATE	\$ 21.9280	\$ 6.6634	\$ (15.2646)	-69.61%

Outagamie County/ Freedom School Dist.	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	5.0620	-	(5.0620)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.0563	-	(3.0563)	-100.00%
GROSS TAX RATE	16.4474	6.6634	(9.7840)	-59.49%
State Credits	1.1253	-	(1.1253)	-100.00%
NET TAX RATE	\$ 15.3221	\$ 6.6634	\$ (8.6587)	-56.51%

Outagamie County/ Hortonville School Dist.	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	6.6208	-	(6.6208)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.0563	-	(3.0563)	-100.00%
GROSS TAX RATE	18.0062	6.6634	(11.3428)	-62.99%
State Credits	1.1253	-	(1.1253)	-100.00%
NET TAX RATE	\$ 16.8809	\$ 6.6634	\$ (10.2175)	-60.53%

**CITY OF APPLETON 2024 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	7.1000	-	(7.1000)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.8407	-	(3.8407)	-100.00%
GROSS TAX RATE	19.2698	6.6634	(12.6064)	-65.42%
State Credits	0.9963	-	(0.9963)	-100.00%
NET TAX RATE	\$ 18.2735	\$ 6.6634	\$ (11.6101)	-63.54%

Calumet County/ Kimberly School Dist.	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	5.5562	-	(5.5562)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.8407	-	(3.8407)	-100.00%
GROSS TAX RATE	17.7260	6.6634	(11.0626)	-62.41%
State Credits	0.9963	-	(0.9963)	-100.00%
NET TAX RATE	\$ 16.7297	\$ 6.6634	\$ (10.0663)	-60.17%

**CITY OF APPLETON 2024 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

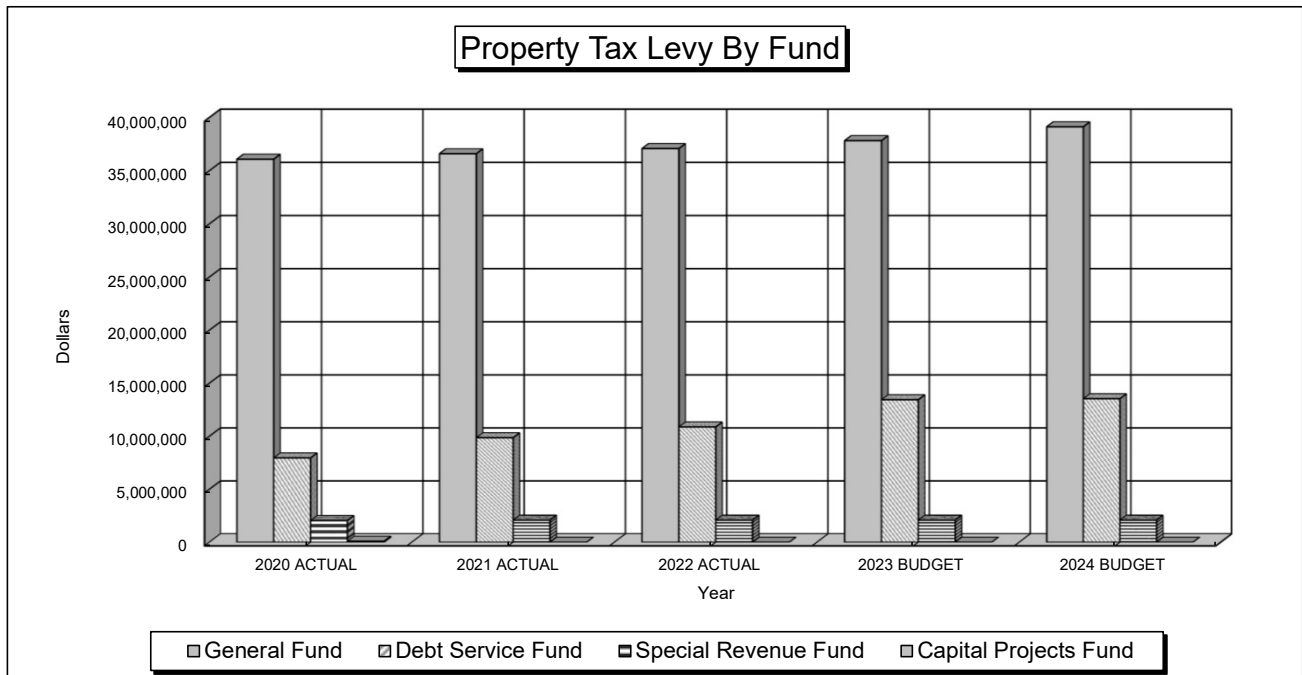
Winnebago County/ Appleton School District	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	7.1000	-	(7.1000)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.9562	-	(3.9562)	-100.00%
GROSS TAX RATE	19.3853	6.6634	(12.7219)	-65.63%
State Credits	1.4645	-	(1.4645)	-100.00%
NET TAX RATE	\$ 17.9208	\$ 6.6634	\$ (11.2574)	-62.82%

Winnebago County/ Menasha School District	Equalized 2022 Tax Rate (2023 Budget)	Equalized 2023 Tax Rate (2024 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.5250	\$ 6.6634	\$ (0.8616)	-11.45%
Public Schools	11.6820	-	(11.6820)	-100.00%
Technical College	0.8041	-	(0.8041)	-100.00%
County	3.9562	-	(3.9562)	-100.00%
GROSS TAX RATE	23.9673	6.6634	(17.3039)	-72.20%
State Credits	1.4645	-	(1.4645)	-100.00%
NET TAX RATE	\$ 22.5028	\$ 6.6634	\$ (15.8394)	-70.39%

CITY OF APPLETON 2024 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
General Fund	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000	\$ 37,824,720	\$ 39,131,000
Debt Service Funds	7,955,245	9,851,874	10,874,291	13,437,688	13,537,887
Special Revenue Funds					
Sanitation & Recycling	2,045,000	2,089,000	2,089,000	2,089,000	2,089,000
Neighborhood Program	-	3,000	3,000	3,000	3,000
Total Special Revenue Funds	<u>2,045,000</u>	<u>2,092,000</u>	<u>2,092,000</u>	<u>2,092,000</u>	<u>2,092,000</u>
Capital Project Funds					
Subdivision Development	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 46,183,245</u>	<u>\$ 48,543,874</u>	<u>\$ 50,046,291</u>	<u>\$ 53,354,408</u>	<u>\$ 54,760,887</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2024 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 PROJECTED	2024 BUDGET
General Fund	\$ 64,480,847	\$ 64,790,369	\$ 68,946,539	\$ 70,046,539	\$ 70,996,744
Debt Service Funds	10,877,210	12,082,500	13,837,950	15,069,353	14,732,022
Special Revenue Funds					
Tax Increment District #3	1,248,149	1,144,481	1,298,500	1,298,500	1,213,500
Sanitation & Recycling	3,801,734	3,765,255	3,806,618	3,806,618	4,101,843
Hazardous Materials Level A	89,797	71,732	72,075	72,075	72,075
Police Grants	218,100	443,381	143,000	143,000	255,000
Health Services Grants	780,294	454,961	642,879	642,879	650,517
Housing & Community Development Grants	2,601,211	2,345,074	1,724,127	1,724,127	1,763,547
ARPA Grant	77,672	2,587,023	-	12,456,170	-
Room Tax Administration	147,290	218,546	174,300	174,300	220,000
Union Spring Park	(13)	(5)	-	-	-
Peabody Estate Trust	(404)	(1,821)	1,200	1,200	1,200
Lutz Park Trust	(843)	(3,794)	2,200	2,200	2,200
Park Open Space	76,448	7,552	1,000	1,000	1,000
City Park Project	(37)	(166)	100	100	100
Universal Playground	-	-	-	-	-
Library Grants	158,138	104,363	126,868	126,868	148,124
Miracle League Field	(158)	(717)	500	500	500
Wheel Tax	1,274,087	1,280,469	1,250,000	1,250,000	1,280,000
Total Special Revenue Funds	10,471,465	12,416,334	9,243,367	21,699,537	9,709,606
Capital Projects Funds					
Subdivision Development	591,647	846,514	902,495	902,495	224,625
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	3,692,363	2,502,738	3,264,855	3,264,855	-
Tax Increment District #7	499,178	402,332	596,187	596,187	656,187
Tax Increment District #8	1,671,764	1,674,700	1,905,600	1,905,600	1,705,600
Tax Increment District #9	153,706	111,079	162,287	162,287	215,287
Tax Increment District #10	4,545	2,328	36,190	36,190	186,163
Tax Increment District #11	670,879	597,974	935,000	935,000	1,800,000
Tax Increment District #12	76,484	132,332	309,500	309,500	425,500
Tax Increment District #13	-	-	-	-	12,224
City Center	-	-	-	-	-
Information Technology	62,035	540,770	-	-	-
Public Works	362,509	124,704	107,485	107,485	8,285
Industrial Park Land	1,193,061	160,039	184,326	184,326	12,876
Equipment Replacement	3,623,163	4,153,800	4,689,516	4,689,516	5,228,906
Community Development Projects	(446)	(2,012)	-	-	-
Public Safety	8,184	(215)	-	217,700	-
Facilities	3,969,079	4,330,111	25,000	25,000	22,683
Total Capital Projects Fund	16,578,151	15,577,194	13,118,441	13,336,141	10,498,336
Enterprise Funds					
Water Utility	20,331,706	20,524,087	20,527,827	20,487,827	20,384,921
Wastewater Utility	13,000,059	12,872,320	14,030,285	14,604,785	15,704,440
Stormwater Utility	11,429,893	11,043,974	11,769,763	11,829,688	11,809,987
Parking Utility	1,729,429	3,290,388	2,491,525	2,735,525	3,447,601
Golf Course	1,041,002	1,063,994	963,460	963,460	1,093,958
Valley Transit	8,268,415	8,435,810	10,945,494	10,945,494	11,485,370
Total Enterprise Funds	55,800,504	57,230,573	60,728,354	61,566,779	63,926,277
Internal Service Funds					
Facilities & Construction Management	2,743,018	2,939,589	2,914,690	2,914,690	2,986,993
Central Equipment Agency	3,455,840	3,999,065	4,075,342	4,075,342	4,159,285
Risk Management	2,995,284	1,914,638	1,986,913	1,986,913	2,005,958
Total Internal Service Funds	9,194,142	8,853,292	8,976,945	8,976,945	9,152,236
TOTAL REVENUES:	\$ 167,402,319	\$ 170,950,262	\$ 174,851,596	\$ 190,695,294	\$ 179,015,221

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2024 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 PROJECTED	2024 BUDGET
General Fund	\$ 69,366,421	\$ 71,306,739	\$ 68,946,539	\$ 72,645,168	\$ 70,996,744
Debt Service Funds	11,039,746	12,362,039	14,693,353	14,693,353	15,961,563
Special Revenue Funds					
Tax Increment District #3	144,327	87,081	28,960	28,960	30,400
Sanitation & Recycling	3,655,370	3,607,973	4,180,154	4,180,154	4,204,519
Hazardous Materials Level A	79,878	119,427	72,075	72,075	72,075
Police Grants	218,100	433,916	143,000	143,000	255,000
Health Services Grants	780,294	456,862	642,879	644,345	650,517
Housing & Community Development Grants	2,448,939	2,145,162	1,724,918	2,489,577	1,763,547
ARPA Grant	75,498	2,360,174	-	12,685,193	-
Room Tax Administration	146,563	216,040	174,300	174,300	220,000
Union Spring Park	2,513	-	223	-	220
Lutz Park Trust	-	-	-	-	148,118
Park Open Space	-	-	-	-	-
Universal Playground Trust	-	-	-	-	-
Library Grants	126,820	109,941	126,868	126,868	148,124
Miracle League Field	-	-	-	-	-
Wheel Tax	1,274,087	1,280,469	1,250,000	1,250,000	1,280,000
Total Special Revenue Funds	<u>8,952,389</u>	<u>10,817,045</u>	<u>8,343,377</u>	<u>21,794,472</u>	<u>8,772,520</u>
Capital Projects Funds					
Subdivision Development	711,272	1,360,635	1,204,516	1,204,516	601,363
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	1,398,535	1,742,464	4,732,899	4,669,737	-
Tax Increment District #7	335,385	333,728	404,454	404,454	374,454
Tax Increment District #8	1,505,740	1,589,837	1,791,110	1,791,110	1,517,990
Tax Increment District #9	31,509	32,273	39,978	39,978	52,181
Tax Increment District #10	1,207	1,209	1,852	1,852	1,650
Tax Increment District #11	106,917	1,459,041	3,650,145	3,650,145	1,392,302
Tax Increment District #12	37,566	32,463	34,058	34,058	160,815
Tax Increment District #13	-	-	-	-	5,188,069
City Center	4,158	-	-	-	-
Information Technology	120,863	488,835	250,000	831,911	150,000
Public Works	6,767,111	4,731,619	2,449,120	2,449,120	4,054,319
Industrial Park Land	52,473	35,185	151,857	151,857	61,659
Equipment Replacement	2,666,556	4,246,022	4,810,928	4,810,928	4,775,700
Community Development Projects	-	-	-	-	-
Public Safety	-	-	582,700	582,700	317,900
Facilities	5,175,417	5,729,556	17,718,239	17,718,239	4,306,683
Total Capital Projects Fund	<u>18,914,709</u>	<u>21,782,867</u>	<u>37,821,856</u>	<u>38,340,605</u>	<u>22,955,085</u>
Enterprise Funds					
Water Utility	17,068,681	17,347,318	19,032,950	18,913,472	20,060,953
Wastewater Utility	11,634,008	13,210,571	13,793,218	13,739,390	14,938,089
Stormwater Utility	7,768,914	8,214,859	8,224,462	8,486,007	10,310,198
Parking Utility	1,717,540	1,802,966	2,069,371	2,135,311	2,304,650
Golf Course	871,596	925,081	963,459	963,460	1,063,631
Valley Transit	9,196,300	9,200,964	11,968,900	12,115,568	12,689,219
Total Enterprise Funds	<u>48,257,039</u>	<u>50,701,759</u>	<u>56,052,360</u>	<u>56,353,208</u>	<u>61,366,740</u>
Internal Service Funds					
Facilities & Construction Management	2,638,563	2,956,996	2,914,690	2,914,690	2,986,993
Central Equipment Agency	5,841,413	6,540,290	6,789,092	6,789,092	6,720,435
Risk Management	1,192,907	1,906,137	1,986,913	1,986,913	1,999,937
Other Post Employment Benefits	54,000	54,000	54,000	54,000	-
Total Internal Service Funds	<u>9,726,883</u>	<u>11,457,423</u>	<u>11,744,695</u>	<u>11,744,695</u>	<u>11,707,365</u>
TOTAL EXPENDITURES:	<u>\$ 166,257,187</u>	<u>\$ 178,427,872</u>	<u>\$ 197,602,180</u>	<u>\$ 215,571,501</u>	<u>\$ 191,760,017</u>

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 2024 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 PROJECTED	2024 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	\$ 39,428,507	\$ 34,542,933	\$ 28,026,563	\$ 28,026,563	\$ 25,427,934
Property Taxes	36,600,000	37,080,000	37,824,720	37,824,720	39,131,000
Other Revenue	27,880,847	27,710,369	31,121,819	32,221,819	31,865,744
Expenditures	69,366,421	71,306,739	68,946,539	72,645,168	70,996,744
FUND BALANCE - Ending (Dec. 31)	\$ 34,542,933	\$ 28,026,563	\$ 28,026,563	\$ 25,427,934	\$ 25,427,934
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 1,301,947	\$ 1,139,411	\$ 859,872	\$ 859,872	\$ 1,405,872
Property Taxes	9,851,874	10,874,291	13,437,688	13,437,688	13,537,887
Proceeds of Debt	-	-	170,000	170,000	210,000
Other Revenue	1,025,336	1,208,209	400,262	1,631,665	1,194,135
Expenditures	11,039,746	12,362,039	14,693,353	14,693,353	15,961,563
FUND BALANCE - Ending (Dec. 31)	\$ 1,139,411	\$ 859,872	\$ 174,469	\$ 1,405,872	\$ 386,331
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ (385,348)	\$ 1,133,728	\$ 2,733,017	\$ 2,733,017	\$ 2,638,082
Property Taxes	3,307,753	3,203,592	3,377,000	3,377,000	3,292,000
Other Revenue	7,163,712	9,212,742	5,866,367	18,322,537	6,417,606
Expenditures	8,952,389	10,817,045	8,343,377	21,794,472	8,772,520
FUND BALANCE - Ending (Dec. 31)	\$ 1,133,728	\$ 2,733,017	\$ 3,633,007	\$ 2,638,082	\$ 3,575,168
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 7,719,183	\$ 19,882,625	\$ 29,206,952	\$ 29,206,952	\$ 23,863,764
Property Taxes	5,658,075	5,191,697	6,915,494	6,915,494	4,785,000
Contributed Capital	-	-	-	-	-
Proceeds of Debt	14,500,000	15,530,000	19,661,276	19,661,276	13,882,900
Other Revenue	10,920,076	10,385,497	6,202,947	6,420,647	5,713,336
Expenditures	18,914,709	21,782,867	37,821,856	38,340,605	22,955,085
FUND BALANCE - Ending (Dec. 31)	\$ 19,882,625	\$ 29,206,952	\$ 24,164,813	\$ 23,863,764	\$ 25,289,915
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 311,977,577	\$ 330,361,780	\$ 348,770,091	\$ 348,770,091	\$ 360,940,359
Property Taxes	-	-	-	-	-
Other Revenue	55,800,504	57,230,573	60,728,354	61,566,779	63,926,277
Contributed Capital	10,840,738	11,879,497	40,000	6,956,697	3,465,225
Expenditures	48,257,039	50,701,759	56,052,360	56,353,208	61,366,740
FUND BALANCE - Ending (Dec. 31)	\$ 330,361,780	\$ 348,770,091	\$ 353,486,085	\$ 360,940,359	\$ 366,965,121
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 14,605,523	\$ 16,739,338	\$ 18,381,229	\$ 18,381,229	\$ 20,424,407
Property Taxes	-	-	-	-	-
Other Revenue	9,194,142	8,853,292	8,976,945	8,976,945	9,152,236
Contributed Capital	2,666,556	4,246,022	4,810,928	4,810,928	5,875,700
Expenditures	9,726,883	11,457,423	11,744,695	11,744,695	11,707,365
FUND BALANCE - Ending (Dec. 31)	\$ 16,739,338	\$ 18,381,229	\$ 20,424,407	\$ 20,424,407	\$ 23,744,978
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	\$ 374,647,389	\$ 403,799,815	\$ 427,977,724	\$ 427,977,724	\$ 434,700,418
Property Taxes	55,417,702	56,349,580	61,554,902	61,554,902	60,745,887
Proceeds of Debt	14,500,000	15,530,000	19,831,276	19,831,276	14,092,900
Contributed Capital	13,507,294	16,125,519	4,850,928	11,767,625	9,340,925
Other Revenue	111,984,617	114,600,682	113,296,694	129,140,392	118,269,334
Expenditures	166,257,187	178,427,872	197,602,180	215,571,501	191,760,017
FUND BALANCE - Ending (Dec. 31)	\$ 403,799,815	\$ 427,977,724	\$ 429,909,344	\$ 434,700,418	\$ 445,389,447

CITY OF APPLETON 2024 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2023 BUDGET	2024 BUDGET
Property Tax	\$ 61,554,902	\$ 60,745,887
Other Tax	2,631,200	2,846,200
Intergovernmental	27,647,366	30,467,847
Licenses & Permits	1,537,710	1,934,275
Special Assessments	553,410	447,125
Charges for Service	62,238,119	65,277,743
Interest Income	3,045,707	2,259,573
Fines & Forfeitures	625,000	600,000
Other Revenues	6,487,437	5,899,885
Interfund Transfers	8,530,745	8,536,686
TOTAL REVENUES	\$ 174,851,596 *	\$ 179,015,221 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2023 BUDGET	2024 BUDGET
Personnel	\$ 69,641,963	\$ 71,835,273
Training & Travel	471,460	506,499
Supplies & Materials	10,960,936	12,384,939
Purchased Services	65,524,579	47,570,348
Miscellaneous Expense	18,718,022	20,415,488
Debt Service	18,951,229	19,933,259
Capital Expense ¹	5,951,421	12,586,402
Other Financing Uses	7,382,570	6,527,809
TOTAL EXPENSE	\$ 197,602,180	\$ 191,760,017

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 2024:

5/15/23	The Mayor requests a budget proposal from each department. The Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/12/23 - 9/08/23	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.
9/08/23 - 10/04/23	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.
10/04/23 - 10/27/23	The Mayor holds listening sessions with the public on the budget.
10/28/23	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.
11/01/23	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/08/23	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES – 2024 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 – 2024 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 – 2024 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 – 2023 tax roll:

Lien date and levy date	December 2023
Tax bills mailed	December 2023
Payment in full or 1 st installment due	January 31, 2024
2 nd installment due	March 31, 2024
3 rd installment due	May 31, 2024
4 th installment due	July 31, 2024

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 – 2024 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 – 2024 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 – 2024 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 – 2024 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 – 2024 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 2024 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.90%	6.90%	6.90%
City Contribution	<u>6.90%</u>	<u>14.34%</u>	<u>19.14%</u>
Total	13.80%	21.24%	26.04%

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 – 2024 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.

CITY OF APPLETON

2024 BUDGET

BACKGROUND/GENERAL INFORMATION

Geography/Early History

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

Education

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

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

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

Government

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

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

Industry

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

CITY OF APPLETON

2024 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>
2022	N/A *	N/A *	N/A *	N/A *	N/A *
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

* Information not available as of 10/4/23

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, 2023	3.2 %	2.8 %	2.8 %	3.2 %
July, 2022	3.3	3.0	2.9	3.3
Average, 2022	2.9 %	2.5 %	2.5 %	2.6 %
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

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

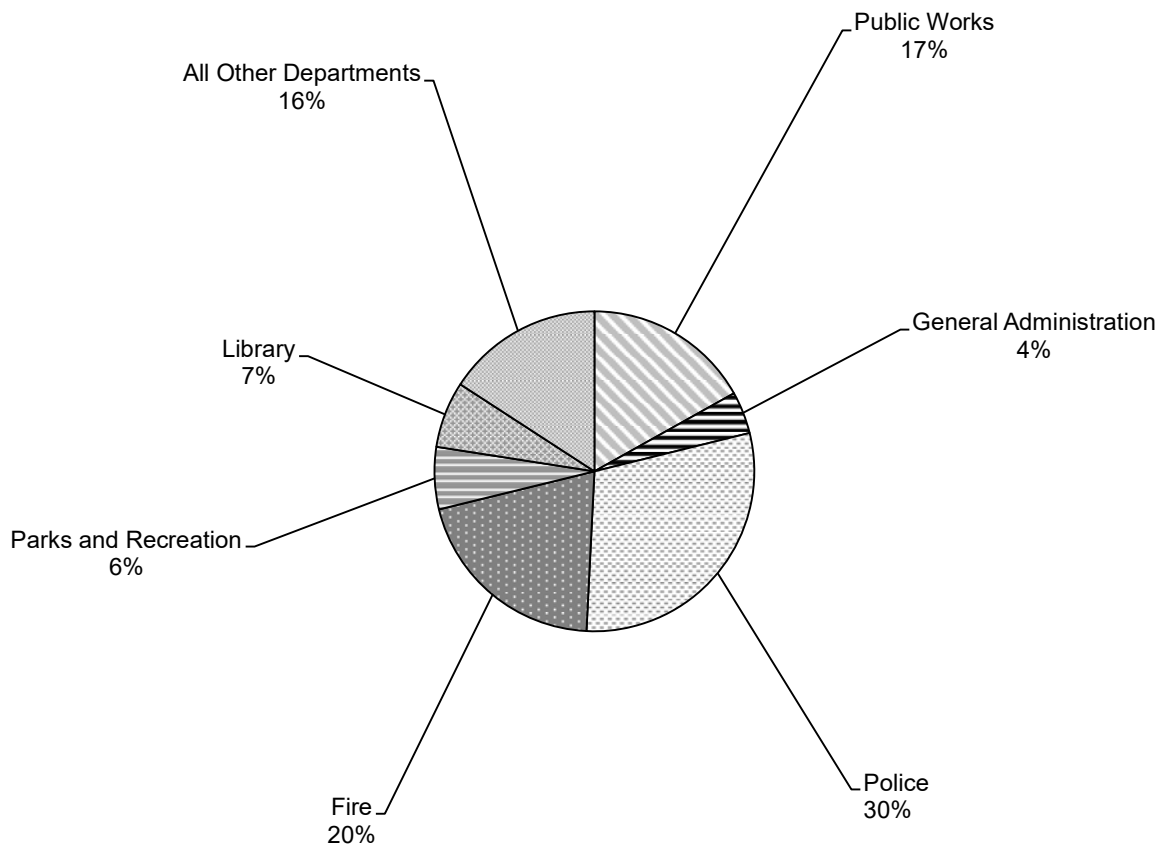
CITY OF APPLETON 2024 BUDGET

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.

2024 GENERAL FUND EXPENDITURES

\$70,996,744



CITY OF APPLETON 2024 BUDGET

GENERAL FUND

	Actual		Budget			% Change *
	2021	2022	Adopted 2023	Projected 2023	2024	
REVENUES						
Taxes	\$ 37,750,357	\$ 38,371,435	\$ 39,031,620	\$ 39,031,620	\$ 40,477,200	3.70%
Intergovernmental	16,387,714	16,660,390	16,677,231	16,677,231	18,945,418	13.60%
Licenses and Permits	1,672,648	1,901,509	1,477,510	1,477,510	1,891,575	28.02%
Special Assessments	301,889	252,713	240,000	240,000	248,000	3.33%
Charges for Services	1,733,625	1,970,229	2,015,190	2,015,190	2,261,335	12.21%
Interest Income	1,354,769	(248,761)	2,251,922	3,351,922	1,469,605	-34.74%
Fines and Forfeitures	222,993	218,300	275,000	275,000	250,000	-9.09%
All Other Revenue	1,533,829	1,694,199	1,351,068	1,351,068	1,473,413	9.06%
TOTAL REVENUES	60,957,824	60,820,014	63,319,541	64,419,541	67,016,546	5.84%
EXPENDITURES						
Common Council	136,571	136,643	148,721	143,961	150,735	1.35%
Mayor	440,959	501,723	523,289	548,289	508,948	-2.74%
Finance	921,194	930,419	962,179	962,179	970,075	0.82%
Information Technology	2,126,879	2,099,077	2,690,140	3,194,140	2,666,780	-0.87%
Human Resources	676,708	825,298	773,124	773,124	811,850	5.01%
Legal Services	987,790	1,142,903	1,096,615	1,100,015	1,248,722	13.87%
General Administration	2,504,468	2,651,675	2,506,354	5,117,683	3,036,660	21.16%
Community Development	2,725,281	2,704,787	2,874,509	2,923,409	2,807,738	-2.32%
Library	4,560,454	5,025,672	4,693,489	4,770,818	4,768,505	1.60%
Parks & Recreation	3,827,987	4,083,084	4,097,698	4,097,108	4,469,923	9.08%
Public Works	11,399,509	12,099,071	12,345,991	12,735,435	11,985,285	-2.92%
Health Services	984,245	1,096,236	1,277,463	1,277,463	1,325,639	3.77%
Police	18,807,347	19,350,796	20,220,199	20,240,659	21,041,500	4.06%
Fire	13,063,492	13,633,497	14,011,958	14,036,075	14,454,610	3.16%
TOTAL EXPENDITURES	63,162,884	66,280,881	68,221,729	71,920,358	70,246,970	2.97%
REVENUES OVER EXPENDITURES	(2,205,060)	(5,460,867)	(4,902,188)	(7,500,817)	(3,230,424)	-34.10%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	30,816	443,289	5,000	5,000	5,000	0.00%
Other Financing Sources	3,492,207	3,527,066	5,621,998	5,621,998	3,975,198	-29.29%
Other Financing Uses	(6,203,537)	(5,025,858)	(724,810)	(724,810)	(749,774)	3.44%
TOTAL OTHER FINANCING	(2,680,514)	(1,055,503)	4,902,188	4,902,188	3,230,424	-34.10%
NET CHANGE IN EQUITY	(4,885,574)	(6,516,370)	-	(2,598,629)	-	N/A
FUND BALANCE - Beginning	39,428,507	34,542,933	28,026,563	28,026,563	25,427,934	-9.27%
FUND BALANCE - Ending	\$ 34,542,933	\$ 28,026,563	\$ 28,026,563	\$ 25,427,934	\$ 25,427,934	-9.27%

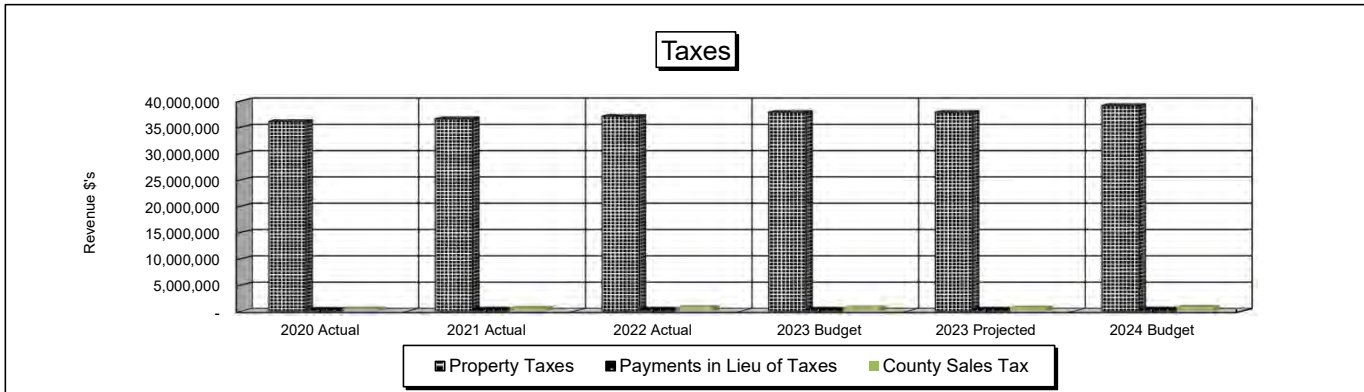
* % change from prior year adopted budget

CITY OF APPLETON 2024 BUDGET GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/23	38	\$ 25,427,934
Less: Excess General Fund balance at 12/31/22 applied to 2023 expenditures per policy*		-
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(920,000)
Condominium Association Loan		(425,834)
Advance to other Funds		(857,202)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(2,032,000)
Working Capital - 25% of budgeted expenditures (25% * \$70,996,744, includes transfers)	38	(17,749,186)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$13,747,887 Debt Service Obligation Less TIF related debt obligation)	462	(3,436,972)
Projected General Fund Balance in excess of the reserve policy @ 12/31/23		\$ 6,740
75% required to be used for reduction of long-term liabilities		\$ 5,055
25% subject to Finance Committee recommendation		\$ 1,685

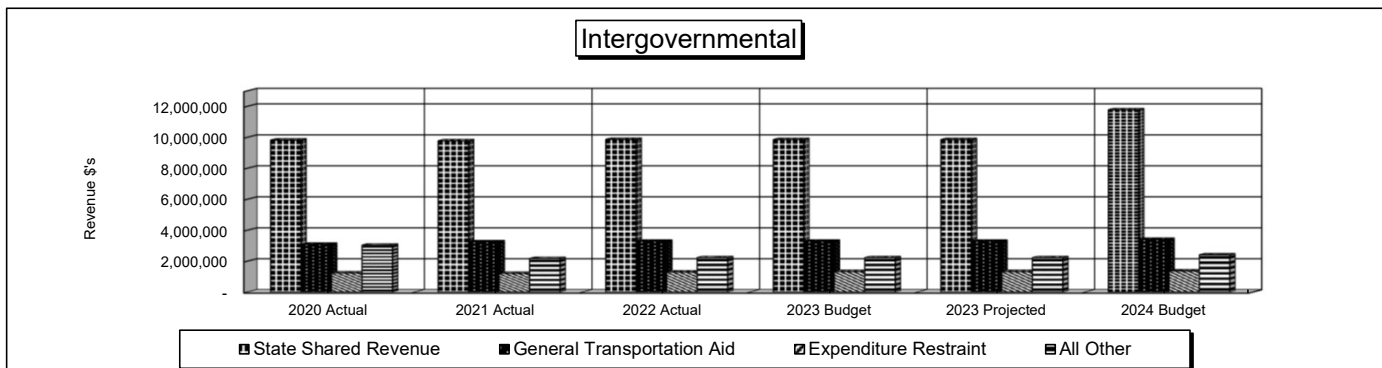
CITY OF APPLETON 2024 BUDGET GENERAL FUND REVENUES

<u>Taxes</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
Property Taxes	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000	\$ 37,824,720	\$ 37,824,720	\$ 39,131,000	3.45%
County Sales Tax	575,408	713,905	855,476	775,000	775,000	900,000	16.13%
Payment in Lieu of Taxes	388,423	436,452	435,959	431,900	431,900	446,200	3.31%
Total Taxes	\$ 37,046,831	\$ 37,750,357	\$ 38,371,435	\$ 39,031,620	\$ 39,031,620	\$ 40,477,200	3.70%



Taxes are derived from several sources. Property taxes now provide approximately 55% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 8.36% in 2021, 11.7% in 2022, and 9.21% in 2023 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 2.07% for the City for the 2024 Budget, resulting in a total City constraint of \$54,760,887 across all funds. The City levy meets that constraint.

<u>Intergovernmental Revenue</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
State Shared Revenue	\$ 9,812,695	\$ 9,767,447	\$ 9,857,256	\$ 9,846,816	\$ 9,846,816	\$ 11,769,640	19.53%
Expenditure Restraint	1,238,325	1,206,663	1,297,174	1,328,909	1,328,909	1,369,614	3.06%
General Transportation Aid	3,083,954	3,246,480	3,284,123	3,283,900	3,283,900	3,402,455	3.61%
Library Grants & Aids	1,070,138	1,091,736	1,063,001	1,064,805	1,064,805	1,166,028	9.51%
Other	1,957,764	1,075,388	1,158,836	1,152,801	1,152,801	1,237,681	7.36%
Total Intergovernmental	\$ 17,162,876	\$ 16,387,714	\$ 16,660,390	\$ 16,677,231	\$ 16,677,231	\$ 18,945,418	13.60%



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, until Act 12 was passed in 2023. The 2024 shared revenue amount will include a supplemental portion and future funding will tie to a portion of sales tax revenue received by the State.

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

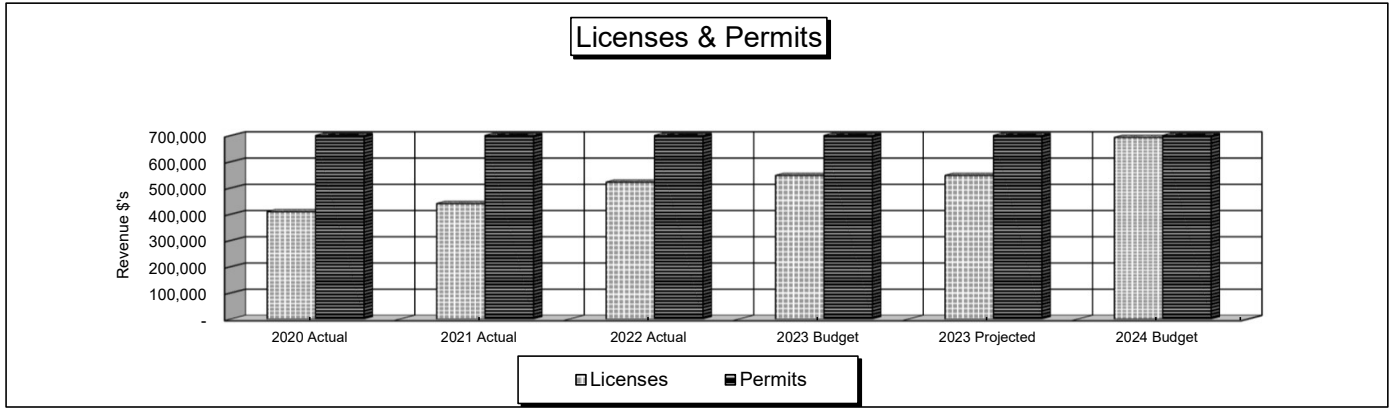
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

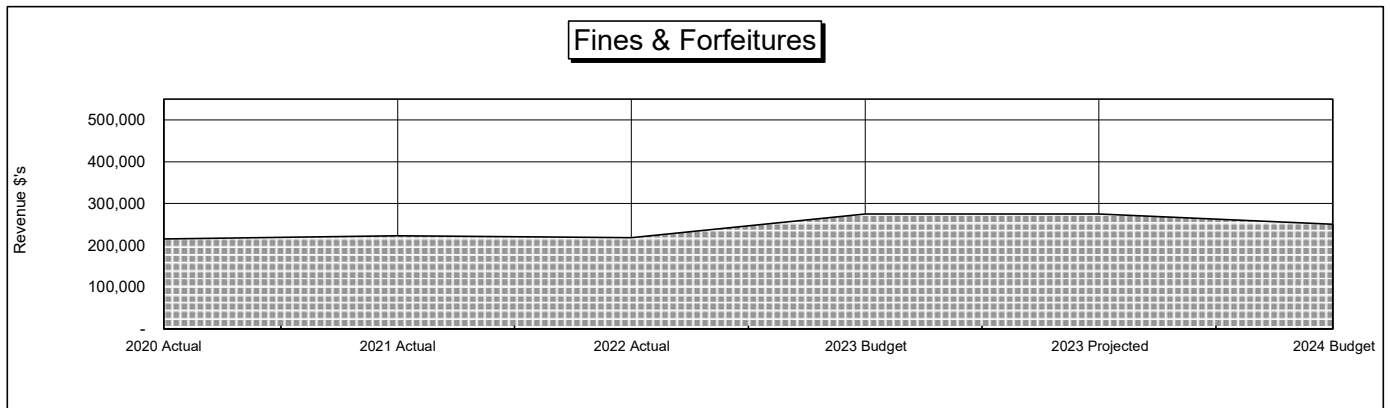
CITY OF APPLETON 2024 BUDGET GENERAL FUND REVENUES

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
Licenses and Permits							
Licenses	\$ 409,271	\$ 440,361	\$ 521,981	\$ 547,660	\$ 547,660	\$ 692,575	26.46%
Permits	837,909	1,232,287	1,379,528	929,850	929,850	1,199,000	28.95%
Total Licenses and Permits	\$1,247,180	\$1,672,648	\$1,901,509	\$1,477,510	\$1,477,510	\$1,891,575	28.02%



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.

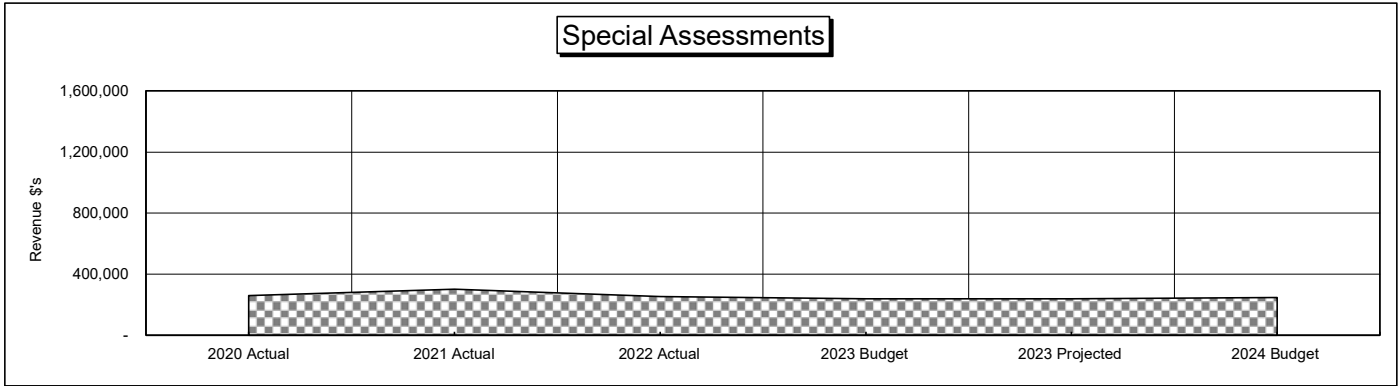
	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
Fines and Forfeitures	\$ 214,691	\$ 222,993	\$ 218,300	\$ 275,000	\$ 275,000	\$ 250,000	-9.09%



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

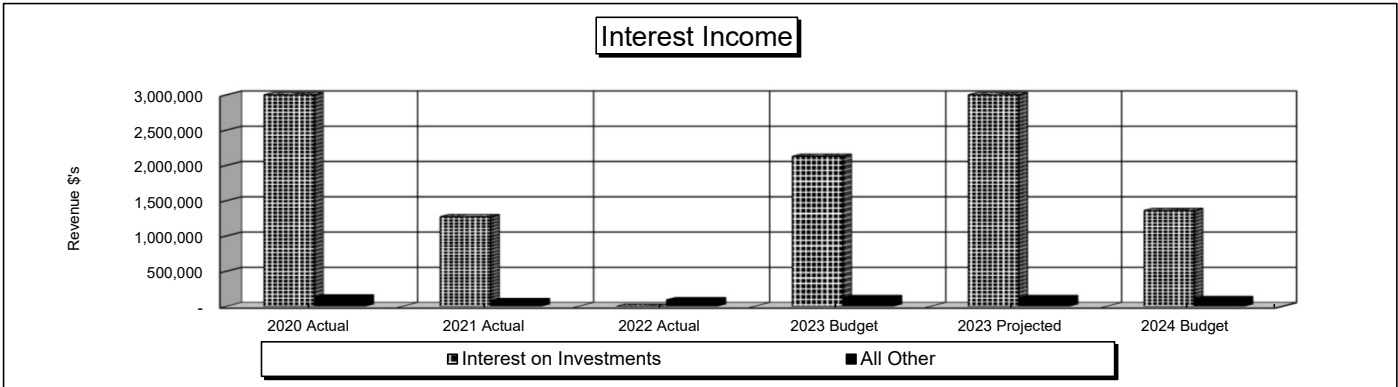
CITY OF APPLETON 2024 BUDGET GENERAL FUND REVENUES

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	%
Special Assessments	<u>\$ 260,470</u>	<u>\$ 301,889</u>	<u>\$ 252,713</u>	<u>\$ 240,000</u>	<u>\$ 240,000</u>	<u>\$ 248,000</u>	<u>3.33%</u>



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.

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	%
Interest Income							Change
Interest on Investments	\$ 3,830,582	\$ 1,271,922	\$ (342,672)	\$ 2,126,922	\$ 3,226,922	\$ 1,359,605	-36.08%
Interest on Delinquent Tax	134,589	80,907	92,920	125,000	125,000	110,000	-12.00%
Interest - Deferred Specials	19	1,940	991	-	-	-	N/A
Total Interest Income	<u>\$ 3,965,190</u>	<u>\$ 1,354,769</u>	<u>\$ (248,761)</u>	<u>\$ 2,251,922</u>	<u>\$ 3,351,922</u>	<u>\$ 1,469,605</u>	<u>-34.74%</u>

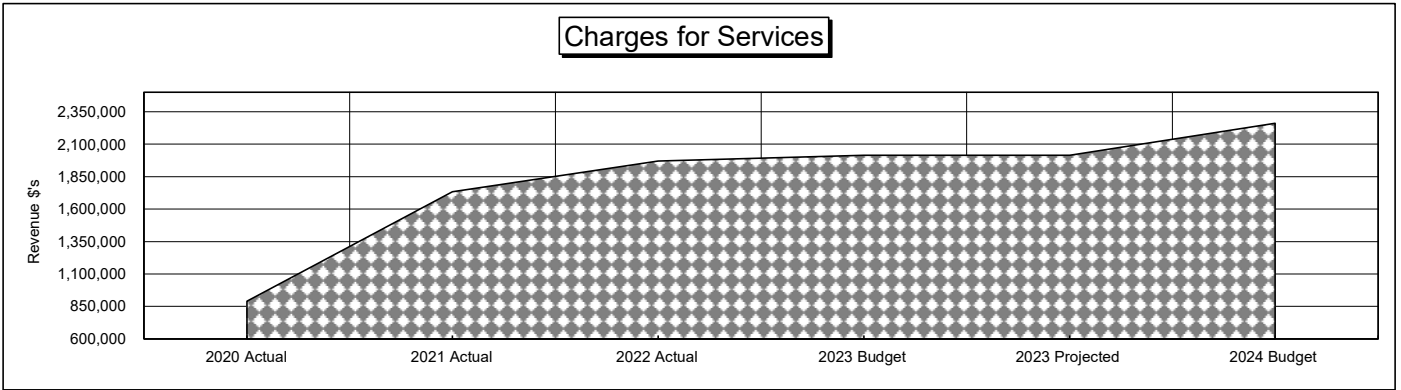


Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds. Factors which determine investment income are interest rates, cash balances, and the current 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 \$16,245 in 2024. 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 \$28,360 of interest income in 2024.

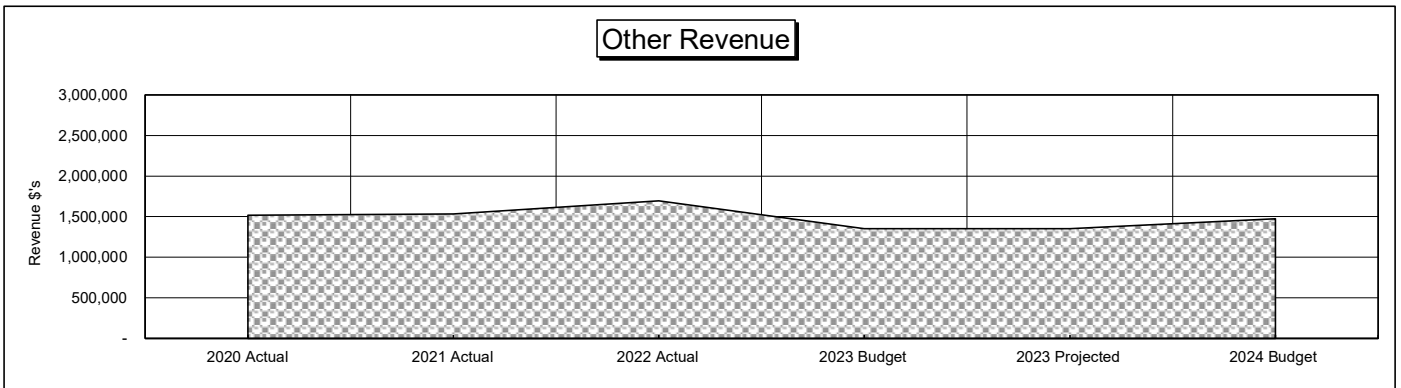
**CITY OF APPLETON 2024 BUDGET
GENERAL FUND REVENUES**

	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
Charges for Services	\$ 891,763	\$ 1,733,625	\$ 1,970,229	\$ 2,015,190	\$ 2,015,190	\$ 2,261,335	12.21%



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.

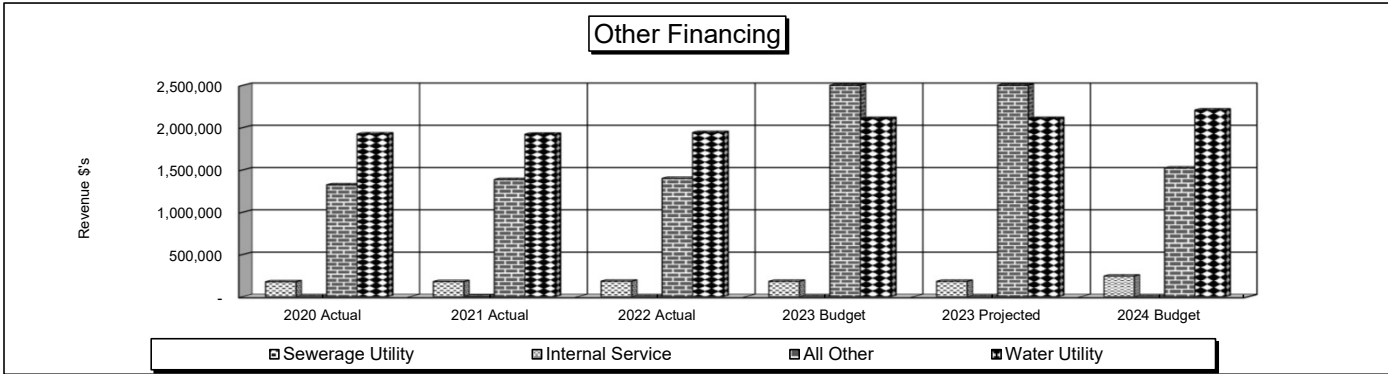
	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	\$ 5,399	\$ 30,816	\$ 443,289	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
Other Revenue	1,520,099	1,533,829	1,694,199	1,351,068	1,351,068	1,473,413	9.06%
	\$ 1,525,498	\$ 1,564,645	\$ 2,137,488	\$ 1,356,068	\$ 1,356,068	\$ 1,478,413	9.02%



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.

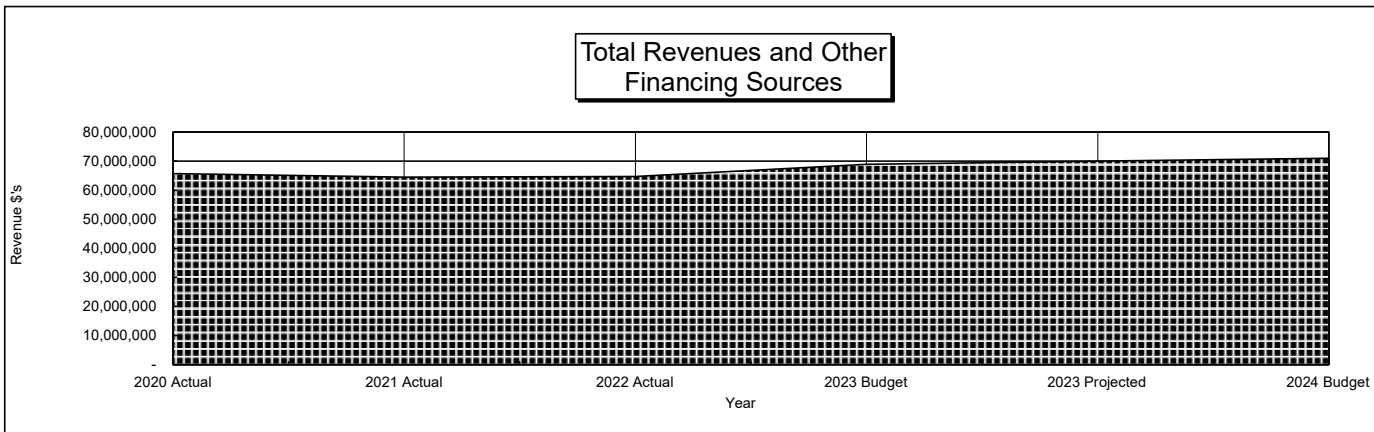
CITY OF APPLETON 2024 BUDGET GENERAL FUND REVENUES

<u>Other Financing Sources</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
Water Utility	\$ 1,924,916	\$ 1,922,051	\$ 1,942,586	\$ 2,108,800	\$ 2,108,800	\$ 2,208,175	4.71%
Golf Course	17,900	17,900	17,900	17,900	17,900	26,850	50.00%
Wastewater Utility	177,265	179,881	184,311	182,450	182,450	244,174	33.83%
Parking Utility	9,300	9,300	9,300	9,300	9,300	13,950	50.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	18,750	50.00%
Special Revenue	1,229,329	1,292,587	1,306,469	1,272,700	1,272,700	1,363,299	7.12%
Capital Projects	-	-	-	1,964,348	1,964,348	100,000	-94.91%
Internal Service	54,000	54,000	54,000	54,000	54,000	-	-100.00%
Trust & Agency	-	3,988	-	-	-	-	N/A
Total Other Financing Sources	\$ 3,425,210	\$ 3,492,207	\$ 3,527,066	\$ 5,621,998	\$ 5,621,998	\$ 3,975,198	-29.29%



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, Water, 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. The transfer from the Capital Projects fund include repayments of funds advanced to TIF districts.

<u>Total Revenues and Other Financing Sources</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Projected</u>	<u>2024 Budget</u>	<u>% Change</u>
	\$ 65,739,709	\$ 64,480,847	\$ 64,790,369	\$ 68,946,539	\$ 70,046,539	\$ 70,996,744	2.97%



CITY OF APPLETON 2024 BUDGET

MAYOR'S OFFICE

Mayor: Jacob A. Woodford

CITY OF APPLETON 2024 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 2023 EVENTS

The organization and community moved into a new normal as the pandemic came to a conclusion. Within the City government, our Leadership Team continued to evolve, bringing two new members on board in January. Investments in leadership development and ongoing efforts to strengthen organizational culture and drive results for the community were paying dividends in terms of organizational capacity and output.

Early in the year, the organization worked across numerous departments to support the response to a major issue at the Wastewater Treatment Plant. Thanks to a professional and coordinated response, owing to our preparation in emergency response, we were able to support our Utilities team as they worked to resolve the issue, all the while protecting the safety of our employees, residents, and environment with no interruption to residential customers.

Several major projects were initiated, moved forward, or reached completion. Among these were: Successful redesign, bidding, and groundbreaking for the Appleton Public Library building; Securing a development agreement to redevelop City Center Plaza; Piloting the reconfiguration of College Avenue; Reconstructions in the downtown including Lawrence, Oneida, Morrison, and Durkee Streets; Launch of the redesign of the City website; City ARPA Grant-supported affordable housing construction; Lawe Street reconstruction design; Support of Thrivent's site master planning efforts for their Appleton property; and the launch of a new Housing Development Task Force in partnership with numerous community organizations, businesses, and individuals.

To support our community's efforts to increase our resiliency, mitigate our impact on the environment, provide greenspace and parkland for residents, and to preserve precious natural habitat, we initiated the creation of the new Appleton Conservancy. This is the largest single addition of parkland to the City since 1965, and will ensure a stand of woodland and wetlands remains protected in perpetuity.

In an effort to secure increases in shared revenue to Wisconsin municipalities, the Mayor represented the City at four statewide Joint Finance Committee Budget Listening Sessions, provided community-wide education on the issue, and worked with fellow mayors, administrators, legislators, and lobbyists. Ultimately, the collective efforts of a broad coalition of leaders led to the signing of Act 12, which increased Appleton's shared revenue allocation by nearly \$2M/year and is expected to grow over time.

For the first time in the decades-long partnership between Gold Cross Ambulance and the City, the Mayor and Fire Chief secured a service agreement that will ensure ongoing transparency and accountability in this critical service for our residents.

The Mayor led the development of a coalition of municipal leaders from Fond du Lac to Green Bay, to advocate for further exploration of an Amtrak rail connection from Milwaukee to Green Bay, including a stop in Appleton.

Public outreach and engagement efforts, across a variety of topics, were conducted. The City launched a new City Celebration event, which provided residents, particularly children, the opportunity to interact with City employees and equipment in a positive setting. A Summit on Homelessness convened community stakeholders on this important topic and strengthened cross-sector communication and collaboration as well as increasing public understanding of the issues and efforts associated with ending homelessness in the Fox Cities. Appleton hosted the Toward One Wisconsin Conference, which is one of the State's most significant annual convenings on diversity, equity, and inclusion in both the public and private sectors. Appleton joined forces with the MS Society of Wisconsin to hold an intra-city challenge with De Pere to raise funds for MS support and research. Mayor's Office Hours continued, and new digital communication efforts increased public engagement. Planning began for a new citizen's academy program, expected to launch in 2024.

Employee outreach and engagement was prioritized, with field time spent among Utilities, Police, Fire, and Public Works departments. The Mayor's staff engaged in multiple organization-wide planning and coordination teams, including City Hall safety, culture and development, and communications.

CITY OF APPLETON 2024 BUDGET OFFICE OF THE MAYOR

MAJOR 2024 OBJECTIVES

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

Support employees and foster a healthy, positive, and 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

Work to reduce barriers to the development of affordable housing in Appleton

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

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

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

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

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
10510	Administration	116,946	115,794	121,520	121,520	125,769	3.50%
10520	Citizen Outreach	278,241	338,353	352,491	377,491	333,294	-5.45%
10530	Intergovernmental	45,772	47,576	49,278	49,278	49,885	1.23%
TOTAL		\$ 440,959	\$ 501,723	\$ 523,289	\$ 548,289	\$ 508,948	-2.74%
Expenses Comprised Of:							
Personnel		380,274	416,725	448,217	448,217	438,984	-2.06%
Training & Travel		3,723	6,962	9,920	9,920	12,920	30.24%
Supplies & Materials		21,275	37,557	35,150	35,150	28,650	-18.49%
Purchased Services		35,687	40,479	30,002	55,002	28,394	-5.36%
Full Time Equivalent Staff:							
Personnel allocated to programs		4.00	4.00	4.00	4.00	4.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2024 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:

Reallocated funds from multiple lines in department budget to appropriately fund Training/Conferences for Mayor's office personnel.

CITY OF APPLETON 2024 BUDGET

OFFICE OF THE MAYOR

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 73,334	\$ 72,978	\$ 76,223	\$ 76,223	\$ 77,243
610500 Overtime	382	762	-	-	-
615000 Fringes	26,696	29,339	28,325	28,325	29,162
620100 Training/Conferences	1,369	5,124	8,000	8,000	11,000
620600 Parking Permits	2,100	1,680	1,920	1,920	1,920
630100 Office Supplies	758	787	800	800	800
630200 Subscriptions	501	856	550	550	550
630300 Memberships & Licenses	125	-	-	-	-
630500 Awards & Recognition	1,435	1,047	1,000	1,000	1,000
631500 Books & Library Materials	85	-	-	-	-
632001 City Copy Charges	946	907	700	700	700
640400 Consulting Services	8,125	-	-	-	-
641307 Telephone	273	281	275	275	-
641308 Cellular Phones	817	1,373	1,800	1,800	1,300
642501 CEA Operations/Maint.	-	354	1,154	1,154	1,090
642502 CEA Depreciation/Replace.	-	306	773	773	1,004
Total Expense	<u>\$ 116,946</u>	<u>\$ 115,794</u>	<u>\$ 121,520</u>	<u>\$ 121,520</u>	<u>\$ 125,769</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 an 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 Other Contracts/Obligations and Other Miscellaneous Supplies.

CITY OF APPLETON 2024 BUDGET

OFFICE OF THE MAYOR

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 194,522	\$ 210,413	\$ 237,099	\$ 237,099	\$ 243,865
610500 Overtime	445	779	-	-	-
615000 Fringes	52,911	69,549	73,392	73,392	54,929
620100 Training/Conferences	152	150	-	-	-
630100 Office Supplies	42	-	-	-	-
630200 Subscriptions	208	5,666	6,000	6,000	5,500
630300 Memberships & Licenses	2,528	1,853	1,500	1,500	1,000
630400 Postage/Freight	-	2,900	5,000	5,000	-
631603 Other Misc. Supplies	771	1,967	500	500	2,000
632002 Outside Printing	16	2,328	2,500	2,500	500
632700 Miscellaneous Equipment	174	4,583	500	500	500
640400 Consulting Services	-	11,873	3,000	28,000	3,000
641200 Advertising	1,633	8,917	5,000	5,000	1,000
659900 Other Contracts/Obligation	24,839	17,375	18,000	18,000	21,000
Total Expense	<u>\$ 278,241</u>	<u>\$ 338,353</u>	<u>\$ 352,491</u>	<u>\$ 377,491</u>	<u>\$ 333,294</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Parade Committee	\$ 12,000
Thompson Center on Lourdes	5,000
Interpretation/translation services	1,000
Poet Laureate program	3,000
	<u>\$ 21,000</u>

CITY OF APPLETON 2024 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 2024 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 23,780	\$ 23,878	\$ 24,540	\$ 24,540	\$ 24,891
610500 Overtime	37	65	-	-	-
615000 Fringes	8,167	8,962	8,638	8,638	8,894
620100 Training/Conferences	102	8	-	-	-
630300 Memberships & Licenses	13,686	14,663	16,100	16,100	16,100
Total Expense	<u>\$ 45,772</u>	<u>\$ 47,576</u>	<u>\$ 49,278</u>	<u>\$ 49,278</u>	<u>\$ 49,885</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Memberships & Licenses

League of WI Municipalities	\$ 16,040
Engaging Local Government Leaders	60
	<u>\$ 16,100</u>

**CITY OF APPLETON 2024 BUDGET
MAYOR'S OFFICE**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
487700 Advertising/Promotional Fees	-	-	-	-	-	-
502000 Donations & Memorials	-	-	-	-	-	-
TOTAL PROGRAM REVENUES	-	-	-	-	-	-
Personnel						
610100 Regular Salaries	273,296	291,113	89,000	337,862	337,862	345,999
610500 Overtime Wages	864	1,606	273	-	-	-
611500 Vacation Pay	18,341	16,156	7,621	-	-	-
615000 Fringes	87,773	107,850	30,306	110,355	110,355	92,985
TOTAL PERSONNEL	380,274	416,725	127,200	448,217	448,217	438,984
Training~Travel						
620100 Training/Conferences	1,623	5,282	1,109	8,000	8,000	11,000
620600 Parking Permits	2,100	1,680	1,520	1,920	1,920	1,920
TOTAL TRAINING / TRAVEL	3,723	6,962	2,629	9,920	9,920	12,920
Supplies						
630100 Office Supplies	800	787	212	800	800	800
630200 Subscriptions	709	6,522	4,328	6,550	6,550	6,050
630300 Memberships & Licenses	16,339	16,516	16,027	17,600	17,600	17,100
630400 Postage/Freight	-	2,900	5,345	5,000	5,000	-
630500 Awards & Recognition	1,435	1,047	423	1,000	1,000	1,000
631500 Books & Library Materials	85	-	-	-	-	-
631603 Other Misc. Supplies	771	1,967	1,373	500	500	2,000
632001 City Copy Charges	946	907	96	700	700	700
632002 Outside Printing	16	2,328	936	2,500	2,500	500
632700 Miscellaneous Equipment	174	4,583	117	500	500	500
TOTAL SUPPLIES	21,275	37,557	28,857	35,150	35,150	28,650
Purchased Services						
640400 Consulting Services	8,125	11,873	502	3,000	28,000	3,000
641200 Advertising	1,633	8,917	105	5,000	5,000	1,000
641307 Telephone	273	281	69	275	275	-
641308 Cellular Phones	817	1,373	220	1,800	1,800	1,300
642501 CEA Operations/Maint.	-	354	66	1,154	1,154	1,090
642502 CEA Depreciation/Replace.	-	306	184	773	773	1,004
659900 Other Contracts/Obligation	24,839	17,375	17,000	18,000	18,000	21,000
TOTAL PURCHASED SVCS	35,687	40,479	18,146	30,002	55,002	28,394
TOTAL EXPENSE	440,959	501,723	176,832	523,289	548,289	508,948

CITY OF APPLETON 2024 BUDGET

COMMON COUNCIL

Council President: Katie A. Van Zeeland

Council Vice President: Kristin Alfheim

CITY OF APPLETON 2024 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2024 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			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
10000	Common Council	136,571	136,643	148,721	143,961	150,735	1.35%
TOTAL		\$ 136,571	\$ 136,643	\$ 148,721	\$ 143,961	\$ 150,735	1.35%
Expenses Comprised Of:							
	Personnel	94,551	94,575	101,721	101,721	103,735	1.98%
	Training & Travel	5,860	5,825	8,600	3,840	8,600	0.00%
	Supplies & Materials	936	746	750	750	750	0.00%
	Purchased Services	35,224	35,497	37,650	37,650	37,650	0.00%
Council Members:							
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

* % change from prior year adopted budget
Council.xls

**CITY OF APPLETON 2024 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 93,305	\$ 93,323	\$ 100,267	\$ 100,267	\$ 102,252
615000 Fringes	1,246	1,252	1,454	1,454	1,483
620100 Training/Conferences	400	1,310	1,400	1,400	2,840
620600 Parking Permits	5,460	4,515	7,200	2,440	5,760
630100 Office Supplies	178	278	200	200	200
630500 Awards & Recognition	177	122	100	100	100
630700 Food & Provisions	239	166	250	250	250
631603 Miscellaneous Supplies	105	180	-	-	200
632001 Copy Charges	25	-	-	-	-
632002 Outside Printing	212	-	200	200	-
659900 Other Contracts/Obligations	35,224	35,497	37,650	37,650	37,650
Total Expense	\$ 136,571	\$ 136,643	\$ 148,721	\$ 143,961	\$ 150,735

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

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

**CITY OF APPLETON 2024 BUDGET
COMMON COUNCIL**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
Personnel						
610100 Regular Salaries	\$ 93,305	\$ 93,323	\$ 28,837	\$ 100,267	\$ 100,267	\$ 102,252
615000 Fringes	<u>1,246</u>	<u>1,252</u>	<u>435</u>	<u>1,454</u>	<u>1,454</u>	<u>1,483</u>
TOTAL PERSONNEL	94,551	94,575	29,272	101,721	101,721	103,735
Training~Travel						
620100 Training/Conferences	400	1,310	-	1,400	1,400	2,840
620600 Parking Permits	<u>5,460</u>	<u>4,515</u>	<u>2,400</u>	<u>7,200</u>	<u>2,440</u>	<u>5,760</u>
TOTAL TRAINING / TRAVEL	5,860	5,825	2,400	8,600	3,840	8,600
Supplies						
630100 Office Supplies	178	278	97	200	200	200
630500 Awards & Recognition	177	122	-	100	100	100
630700 Food & Provisions	239	166	-	250	250	250
631603 Other Misc. Supplies	105	180	94	-	-	200
632001 City Copy Charges	25	-	-	-	-	-
632002 Outside Printing	<u>212</u>	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>-</u>
TOTAL SUPPLIES	936	746	191	750	750	750
Purchased Services						
659900 Other Contracts/Obligation	<u>35,224</u>	<u>35,497</u>	<u>590</u>	<u>37,650</u>	<u>37,650</u>	<u>37,650</u>
TOTAL PURCHASED SVCS	35,224	35,497	590	37,650	37,650	37,650
TOTAL EXPENSE	<u>\$ 136,571</u>	<u>\$ 136,643</u>	<u>\$ 32,453</u>	<u>\$ 148,721</u>	<u>\$ 143,961</u>	<u>\$ 150,735</u>

CITY OF APPLETON 2024 BUDGET

FINANCE DEPARTMENT

Finance Director: Jeri A. Ohman, CPA

Deputy Finance Director: Katie M. Demeny, MPA

CITY OF APPLETON 2024 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, assuring compliance with government policies, and safeguarding the assets of the City, we will provide financial management, billing, and collection services.

DISCUSSION OF SIGNIFICANT 2023 EVENTS

- Completed conversion of the property tax collection process from the legacy system to the ERP system
- Completed the 2022 annual audit, with an unqualified opinion
- Completed TIF #6 audit, as a requirement of closure process
- Completed the issuance of \$20 million of G.O. notes
- Completed implementation of GASB 87 - Lease Accounting
- Worked with IT Department in testing ERP processes from physical servers to SaaS environment and upgraded version
- Completed implementation of Remote Deposit Capture through City's bank for check deposits
- Assisted the Community and Economic Development Department with the creation of the TIF #13 project plan
- Completed required quarterly reports for COVID-19 and ARPA grants
- Worked with Facilities to sign a vendor management inventory contract, with the goal to implement Citywide
- Began implementation process for the Enterprise Utility Billing module of the ERP system

Major objectives for the remainder of 2023:

- Continue to train staff members in new positions within the department
- Complete review of and updates to Procurement and Purchase Card policies
- Complete the 2024 Budget
- Complete the creation of TIF #13
- Implement GASB 96 for Subscription-based Information Technology Arrangements
- Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received

CITY OF APPLETON 2024 BUDGET FINANCE DEPARTMENT

MAJOR 2024 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

Complete implementation of ERP system utility billing and customer self-service modules

Begin implementation of the Enterprise Asset Management (EAM) module in the ERP system

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 subscription-based information technology arrangements, within the City, in order to be in compliance with new accounting standards that go into effect for the 2023 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 *
		2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 4,287	\$ 4,619	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	171,371	165,171	150,215	150,215	151,865	1.10%
11520	Customer Service	92,302	101,459	104,023	104,023	108,018	3.84%
11530	Support Services	657,521	663,789	707,941	707,941	710,192	0.32%
TOTAL		\$ 921,194	\$ 930,419	\$ 962,179	\$ 962,179	\$ 970,075	0.82%
Expenses Comprised Of:							
Personnel		801,221	821,540	843,040	843,040	850,485	0.88%
Administrative Expense		7,972	11,519	12,220	12,220	12,220	0.00%
Supplies & Materials		30,851	28,781	29,460	29,460	29,960	1.70%
Purchased Services		81,150	68,579	77,459	77,459	77,410	-0.06%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.20	8.20	8.20	8.20	9.20	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2024 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 2024 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Service	\$ 4,090	\$ 4,270	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	15	-	-	-	-
508500 Cash Short or Over	182	349	-	-	-
Total Revenue	\$ 4,287	\$ 4,619	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
610100 Regular Salaries	\$ 125,554	\$ 124,801	\$ 113,080	\$ 113,080	\$ 114,168
615000 Fringes	34,128	27,697	24,835	24,835	25,397
620100 Training/Conferences	1,351	4,630	5,500	5,500	5,500
620400 Tuition Fees	203	-	-	-	-
620600 Parking Permits	498	1,295	480	480	480
630100 Office Supplies	4,222	2,196	2,000	2,000	2,000
630300 Memberships & Licenses	2,245	1,805	2,000	2,000	2,000
630400 Postage/Freight	(94)	-	-	-	-
630500 Awards & Recognition	239	24	210	210	210
632001 City Copy Charges	101	42	100	100	100
632002 Outside Printing	446	562	500	500	500
641200 Advertising	1,223	830	250	250	250
641307 Telephone	1,255	1,289	1,260	1,260	1,260
Total Expense	\$ 171,371	\$ 165,171	\$ 150,215	\$ 150,215	\$ 151,865

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 2024 BUDGET

FINANCE DEPARTMENT

Customer Service

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenditures					
610100 Regular Salaries	\$ 46,803	\$ 48,556	\$ 51,058	\$ 51,058	\$ 51,333
610500 Overtime Wages	2,303	219	900	900	902
615000 Fringes	20,776	29,056	28,165	28,165	31,383
620600 Parking Permits	1,680	2,100	2,400	2,400	2,400
630400 Postage/Freight	16,240	17,302	17,000	17,000	17,500
632001 City Copy Charges	4,450	4,076	4,500	4,500	4,500
632700 Miscellaneous Equipment	-	130	-	-	-
643100 Interpreter Services	50	20	-	-	-
Total Expense	<u>\$ 92,302</u>	<u>\$ 101,459</u>	<u>\$ 104,023</u>	<u>\$ 104,023</u>	<u>\$ 108,018</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

Annual tax bill mailing	<u>\$ 17,500</u>
	<u>\$ 17,500</u>

**CITY OF APPLETON 2024 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, assuring compliance with government policies, and safeguarding 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:

No major changes

CITY OF APPLETON 2024 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503000 Damage to City Property	\$ 547	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 547	\$ -	\$ -	\$ -	\$ -
Expenditures					
610100 Regular Salaries	\$ 409,882	\$ 425,274	\$ 437,880	\$ 437,880	\$ 435,510
610500 Overtime Wages	13,551	8,967	6,373	6,373	6,421
615000 Fringes	148,224	156,970	180,749	180,749	185,371
620600 Parking Permits	4,240	3,494	3,840	3,840	3,840
631603 Other Misc. Supplies	151	164	150	150	150
632002 Outside Printing	2,851	2,480	3,000	3,000	3,000
640100 Accounting/Audit Fees	22,259	6,206	19,000	19,000	19,000
640300 Bank Service Fees	53,597	57,090	54,000	54,000	54,000
641200 Advertising	748	1,078	800	800	800
641800 Equipment Repairs & Maint.	2,018	2,066	2,149	2,149	2,100
Total Expense	\$ 657,521	\$ 663,789	\$ 707,941	\$ 707,941	\$ 710,192

DETAILED SUMMARY OF 2024 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 2024 BUDGET
FINANCE DEPARTMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	4,090	4,270	680	4,000	4,000	4,000
501000 Miscellaneous Revenue	15	-	1,003	-	-	-
503000 Damage to City Property	547	-	-	-	-	-
508500 Cash Short or Over	<u>182</u>	<u>349</u>	<u>(702)</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PROGRAM REVENUES	4,834	4,619	981	4,000	4,000	4,000
Personnel						
610100 Regular Salaries	526,144	525,428	145,423	602,018	602,018	601,011
610500 Overtime Wages	15,854	9,186	3,674	7,273	7,273	7,323
611400 Sick Pay	20	61	-	-	-	-
611500 Vacation Pay	56,077	73,142	10,401	-	-	-
615000 Fringes	<u>203,126</u>	<u>213,723</u>	<u>61,064</u>	<u>233,749</u>	<u>233,749</u>	<u>242,151</u>
TOTAL PERSONNEL	801,221	821,540	220,562	843,040	843,040	850,485
Training~Travel						
620100 Training/Conferences	1,351	4,630	960	5,500	5,500	5,500
620400 Tuition Fees	203	-	-	-	-	-
620600 Parking Permits	<u>6,418</u>	<u>6,889</u>	<u>7,200</u>	<u>6,720</u>	<u>6,720</u>	<u>6,720</u>
TOTAL TRAINING / TRAVEL	7,972	11,519	8,160	12,220	12,220	12,220
Supplies						
630100 Office Supplies	4,222	2,196	262	2,000	2,000	2,000
630300 Memberships & Licenses	2,245	1,805	295	2,000	2,000	2,000
630400 Postage/Freight	16,146	17,302	715	17,000	17,000	17,500
630500 Awards & Recognition	239	24	246	210	210	210
631603 Other Misc. Supplies	151	164	-	150	150	150
632001 City Copy Charges	4,551	4,118	980	4,600	4,600	4,600
632002 Outside Printing	3,297	3,042	1,280	3,500	3,500	3,500
632700 Miscellaneous Equipment	<u>-</u>	<u>130</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL SUPPLIES	30,851	28,781	3,778	29,460	29,460	29,960
Purchased Services						
640100 Accounting/Audit Fees	22,259	6,206	42,693	19,000	19,000	19,000
640300 Bank Service Fees	53,597	57,090	2,965	54,000	54,000	54,000
641200 Advertising	1,971	1,908	251	1,050	1,050	1,050
641307 Telephone	1,255	1,289	313	1,260	1,260	1,260
641800 Equipment Repairs & Maint.	2,018	2,066	276	2,149	2,149	2,100
643100 Interpreter Services	50	20	-	-	-	-
659900 Other Contracts/Obligation	<u>-</u>	<u>-</u>	<u>11,846</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PURCHASED SVCS	81,150	68,579	58,344	77,459	77,459	77,410
TOTAL EXPENSE	921,194	930,419	290,844	962,179	962,179	970,075

**CITY OF APPLETON 2024 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 healthcare, 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	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 77,672	\$ 2,587,023	\$ -	\$ 12,456,170	\$ -	N/A
Program Expenses							
2800	ARPA	75,498	2,360,174	-	12,685,193	-	N/A
TOTAL		\$ 75,498	\$ 2,360,174	\$ -	\$ 12,685,193	\$ -	N/A
Expenses Comprised Of:							
Personnel		75,498	856,350	-	238,153	-	N/A
Training & Travel		-	-	-	-	-	N/A
Supplies & Materials		-	37,413	-	591,610	-	N/A
Purchased Services		-	266,411	-	9,555,430	-	N/A
Capital Outlay		-	1,200,000	-	2,300,000	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		-	-	-	-	-	

CITY OF APPLETON 2024 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 healthcare, 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 2024 BUDGET

SPECIAL REVENUE FUNDS

ARPA (American Rescue Plan Act)

Business Unit 2800-2804

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 75,498	\$ 2,360,173	\$ -	\$ 12,456,170	\$ -
471000 Interest on Investments	2,174	226,850	-	-	-
	<u>\$ 77,672</u>	<u>\$ 2,587,023</u>	<u>\$ -</u>	<u>\$ 12,456,170</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ -	\$ 332,828	\$ -	\$ 238,153	\$ -
610500 Overtime	63,998	-	-	-	-
615000 Fringes	11,500	523,522	-	-	-
631603 Other Misc. Supplies	-	-	-	50,000	-
632400 Medical/Lab Supplies	-	-	-	529,023	-
632700 Miscellaneous Equipment	-	37,413	-	12,587	-
640400 Consulting Services	-	-	-	133,255	-
640800 Contractor Fees	-	-	-	1,000,000	-
659900 Other Contracts/Obligations	-	266,411	-	421,841	-
663000 Other Grant Payments	-	-	-	8,000,334	-
689900 Other Capital Outlay	-	-	-	2,000,000	-
791504 Transfer Out - Parking	-	1,200,000	-	300,000	-
	<u>\$ 75,498</u>	<u>\$ 2,360,174</u>	<u>\$ -</u>	<u>\$ 12,685,193</u>	<u>\$ -</u>

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

None

**CITY OF APPLETON 2024 BUDGET
ARPA (American Rescue Plan Act)**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	75,498	2,360,173	-	-	12,456,170	-
471000 Interest on Investments	2,174	226,848	-	-	-	-
TOTAL PROGRAM REVENUES	77,672	2,587,021	-	-	12,456,170	-
Personnel						
610100 Regular Salaries	-	332,828	-	-	238,153	-
610200 Labor Pool Allocation	-	-	-	-	-	-
610500 Overtime	63,998	-	-	-	-	-
610800 Part-Time Wages	-	-	-	-	-	-
615000 Fringes	11,500	523,522	1,745	-	-	-
TOTAL PERSONNEL	75,498	856,350	1,745	-	238,153	-
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	-	-	-	-	529,023	-
632700 Miscellaneous Equipment	-	37,413	-	-	12,587	-
TOTAL SUPPLIES	-	37,413	-	-	591,610	-
Purchased Services						
640400 Consulting Services	-	-	-	-	133,255	-
640800 Contractor Fees	-	-	-	-	1,000,000	-
659900 Other Contracts/Obligations	-	266,411	3,923	-	421,841	-
663000 Other Grant Payments	-	-	-	-	8,000,334	-
TOTAL PURCHASED SVCS	-	266,411	3,923	-	9,555,430	-
Capital Outlay						
680903 Sanitary Sewers	-	-	-	-	-	-
680904 Storm Sewers	-	-	-	-	-	-
680905 Water Mains	-	-	-	-	-	-
689900 Other Capital Outlay	-	-	-	-	2,000,000	-
791504 Transfer Out - Parking	-	1,200,000	-	-	300,000	-
TOTAL CAPITAL OUTLAY	-	1,200,000	-	-	2,300,000	-
TOTAL EXPENSE	75,498	2,360,174	5,668	-	12,685,193	-

CITY OF APPLETON 2024 BUDGET
ARPA (American Rescue Plan Act)
SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Intergovernmental	\$ 75,498	\$ 2,360,173	\$ -	\$ 12,456,170	\$ -
Interest Income	2,174	226,850	-	-	-
Total Revenues	<u>77,672</u>	<u>2,587,023</u>	<u>-</u>	<u>12,456,170</u>	<u>-</u>
Expenses					
Program Costs	75,498	1,160,174	-	12,385,193	-
Total Expenses	<u>75,498</u>	<u>1,160,174</u>	<u>-</u>	<u>12,385,193</u>	<u>-</u>
Net Income (Loss) Before Transfers	2,174	1,426,849	-	70,977	-
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Transfer out - Parking	-	(1,200,000)	-	(300,000)	-
Change in Net Assets	2,174	226,849	-	(229,023)	-
Fund Balance - Beginning	-	2,174	229,023	229,023	-
Fund Balance - Ending	<u>\$ 2,174</u>	<u>\$ 229,023</u>	<u>\$ 229,023</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2024 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 20,499,511	\$ 19,819,361	\$ 23,840,746	\$ 24,940,746	\$ 23,715,013	-0.53%
Program Expenses							
12020	Reserves & Conting.	-	-	17,500	2,628,829	715,269	3987.25%
12050	Miscellaneous	8,708,005	7,677,533	3,213,664	3,213,664	3,071,165	-4.43%
TOTAL		\$ 8,708,005	\$ 7,677,533	\$ 3,231,164	\$ 5,842,493	\$ 3,786,434	17.18%
Expenses Comprised Of:							
Personnel		837,731	804,522	631,043	631,043	481,043	-23.77%
Purchased Services		1,599,733	1,848,216	1,825,599	1,825,599	1,827,848	0.12%
Miscellaneous Expense		64,462	(3,537)	27,500	2,638,829	725,269	2537.34%
Capital Outlay		2,542	2,474	22,212	22,212	2,500	-88.74%
Transfers Out		6,203,537	5,025,858	724,810	724,810	749,774	3.44%

**CITY OF APPLETON 2024 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 2023 and 2024:

Reserve for Contingencies

	Balance 1/1/23	2023 Budget Additions	2023 Projected Uses	Projected Balance 1/1/24	2024 Budget Additions	2024 Budget Uses	Projected Balance 12/31/24
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>\$ 1,259,449</u>	<u>\$ 17,500</u>	<u>\$ (215,000)</u>	<u>\$ 1,061,949</u>	<u>\$ 715,269</u>	<u>\$ (715,269)</u>	<u>\$ 1,061,949</u>

**CITY OF APPLETON 2024 BUDGET
GENERAL ADMINISTRATION**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
664000 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,351,880	\$ -
664100 Wage Reserve	-	-	17,500	1,276,949	715,269
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,500</u>	<u>\$ 2,628,829</u>	<u>\$ 715,269</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Wage Reserve

Non-represented staff wage increase	\$ 715,269
	<u>\$ 715,269</u>

**CITY OF APPLETON 2024 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

0

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	\$ 16,245
Interest received on TIF advances	28,360
Penalty on delinquent invoices rolled to tax roll	110,000
Interest on delinquent invoices	<u>5,000</u>
Total	<u>\$ 159,605</u>

Miscellaneous revenue increased for payments received related to solar panels located at the Municipal Services Building.

Transfer In - Special Revenue increased to account for indirect costs allocated to various grants.

**CITY OF APPLETON 2024 BUDGET
GENERAL ADMINISTRATION**

Miscellaneous

Business Unit 12050, 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 36,600,000	\$ 37,080,000	\$ 37,824,720	\$ 37,824,720	\$ 39,131,000
412000 County Sales Tax	713,905	855,476	775,000	775,000	900,000
413000 Payment in Lieu of Taxes	436,452	435,959	431,900	431,900	446,200
422000 State Shared Revenues	9,767,447	9,857,256	9,846,816	9,846,816	11,769,640
422100 Expenditure Restraint	1,206,663	1,297,174	1,328,909	1,328,909	1,369,614
422200 Highway Aids - Con. Street	229,564	229,944	229,900	229,900	287,375
422300 State Aid - Local Streets	3,016,914	3,054,178	3,054,000	3,054,000	3,115,080
422400 Miscellaneous State Aids	156,897	158,253	158,000	158,000	158,000
422700 State Aid - Computers	421,924	421,924	421,000	421,000	440,000
422800 State Aid - Pers. Property	190,538	210,201	210,201	210,201	210,201
440500 Trailer Parking Permits	12,418	12,401	10,000	10,000	12,000
461400 Miscellaneous Specials	967	2,634	1,000	1,000	1,000
470500 General Interest	1,696,387	1,672,044	1,226,922	1,226,922	159,605
471000 Interest on Investments	(424,471)	(2,014,750)	900,000	2,000,000	1,200,000
472000 Interest on Delinquent Tax	80,906	92,919	125,000	125,000	110,000
473000 Interest - Deferred Specials	1,939	990	-	-	-
500100 Fees & Commissions	570,598	572,442	590,000	590,000	580,000
500300 Property Inquiry Fees	83,536	70,538	72,600	72,600	67,600
500400 Sale of City Property	30,816	443,289	5,000	5,000	5,000
500700 Exempt Property Fee	-	780	-	-	-
501000 Miscellaneous Revenue	4,344	17,143	5,000	5,000	32,000
501500 Rental of City Property	13,216	13,612	12,500	12,500	89,000
503500 Other Reimbursements	70,432	168,358	65,000	65,000	67,500
592200 Transfer In - Special Rev	18,500	26,000	22,700	22,700	83,299
592400 Transfer In - Capital Project	-	-	1,964,348	1,964,348	100,000
592601 Transfer In - Water	1,922,050	1,942,585	2,108,800	2,108,800	2,208,175
592602 Transfer In - Wastewater	179,881	184,311	182,450	182,450	244,174
592603 Transfer In - Stormwater	12,500	12,500	12,500	12,500	18,750
592604 Transfer In - Parking	9,300	9,300	9,300	9,300	13,950
592605 Transfer In - Golf Course	17,900	17,900	17,900	17,900	26,850
593100 Transfer In - Internal Service	54,000	54,000	54,000	54,000	-
593200 Transfer In - Trust & Agency	3,988	-	-	-	-
Total Revenue	\$ 57,099,511	\$ 56,899,361	\$ 61,665,466	\$ 62,765,466	\$ 62,846,013
Expenses					
611100 Severance Pay	\$ 810,265	\$ 555,316	\$ 600,000	\$ 600,000	\$ 450,000
615000 Fringes	17,661	239,359	21,303	21,303	21,303
615200 Retirement	9,805	9,847	9,740	9,740	9,740
641307 Telephone	209	215	200	200	200
642000 Facilities Charges	591,212	607,167	623,935	623,935	636,661
650100 Insurance	990,123	1,168,056	1,179,659	1,179,659	1,180,618
659900 Other Contracts/Obligation	18,188	72,778	21,805	21,805	10,369
660200 Tax Refunds	110	1,570	10,000	10,000	10,000
660300 Pers. Prop. Charge Backs	(13,244)	(3,223)	-	-	-
660900 Tax Adjustments	11,701	101	-	-	-
662300 Uncollectable Accounts	65,896	(1,985)	-	-	-
680900 Infrastructure Construction	2,542	2,474	22,212	22,212	2,500
791400 Transfer Out - Capital Project	4,340,000	4,348,273	-	-	-
791507 Transfer Out - Transit	563,537	677,585	724,810	724,810	749,774
792100 Transfer Out - Internal Service	1,300,000	-	-	-	-
Total Expense	\$ 8,708,005	\$ 7,677,533	\$ 3,213,664	\$ 3,213,664	\$ 3,071,165

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts & Obligations

Town of Buchanan annexation payment - year 3 of 5 (thru 2026)	\$ 3,770
Online auction fees & document shredding	1,500
Amazon Prime membership	1,299
Music licenses	3,800
Total	\$ 10,369

Transfers Out - Transit

Appleton local share of Valley Transit operating budget	\$ 734,787
Appleton local share of Connector service	14,987
Total	\$ 749,774

**CITY OF APPLETON 2024 BUDGET
GENERAL ADMINISTRATION**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Program Revenues						
411000 Property Tax	\$ 36,600,000	\$ 37,080,000	\$ -	\$ 37,824,720	\$ 37,824,720	\$ 39,131,000
412000 County Sales Tax	713,905	855,476	-	775,000	775,000	900,000
413000 Payment in Lieu of Taxes	436,452	435,959	407,548	431,900	431,900	446,200
422000 State Shared Revenues	9,767,447	9,857,256	-	9,846,816	9,846,816	11,769,640
422100 Expenditure Restraint	1,206,663	1,297,174	-	1,328,909	1,328,909	1,369,614
422200 Highway Aids - Con. Street	229,565	229,944	115,118	229,900	229,900	287,375
422300 State Aid - Local Streets	3,016,915	3,054,178	1,553,015	3,054,000	3,054,000	3,115,080
422400 Miscellaneous State Aids	156,898	158,253	6,587	158,000	158,000	158,000
422700 State Aid - Computers	421,924	421,924	-	421,000	421,000	440,000
422800 State Aid - Personal Property	190,539	210,201	-	210,201	210,201	210,201
440500 Trailer Parking Permits	12,419	12,401	5,873	10,000	10,000	12,000
461400 Miscellaneous Specials	968	2,634	830	1,000	1,000	1,000
470500 General Interest	1,696,387	1,672,044	8,786	1,226,922	1,226,922	159,605
471000 Interest on Investments	(424,471)	(2,014,750)	154,247	900,000	2,000,000	1,200,000
472000 Interest on Delinquent Tax	80,907	92,919	47,234	125,000	125,000	110,000
473000 Interest - Deferred Specials	1,940	990	7	-	-	-
500100 Fees & Commissions	570,598	572,442	11,862	590,000	590,000	580,000
500300 Property Inquiry Fees	83,536	70,538	11,330	72,600	72,600	67,600
500400 Sale of City Property	30,816	443,289	352	5,000	5,000	5,000
500700 Exempt Property Fee	-	780	-	-	-	-
501000 Miscellaneous Revenue	4,344	17,143	16,597	5,000	5,000	32,000
501500 Rental of City Property	13,216	13,612	5,842	12,500	12,500	89,000
503000 Damage to City Property	-	-	-	-	-	-
501600 Lease Revenue	-	-	-	-	-	-
503500 Other Reimbursements	70,423	168,358	21,626	65,000	65,000	67,500
592200 Transfer In - Special Revenue	18,500	26,000	-	22,700	22,700	83,299
592400 Transfer In - Capital Project	-	-	-	1,964,348	1,964,348	100,000
592601 Transfer In - Water	1,922,051	1,942,585	837,270	2,108,800	2,108,800	2,208,175
592602 Transfer In - Wastewater	179,881	184,311	48,937	182,450	182,450	244,174
592603 Transfer In - Stormwater	12,500	12,500	5,208	12,500	12,500	18,750
592604 Transfer In - Parking	9,300	9,300	3,875	9,300	9,300	13,950
592605 Transfer In - Golf Course	17,900	17,900	7,458	17,900	17,900	26,850
593100 Transfer In - Internal Service	54,000	54,000	-	54,000	54,000	-
593200 Transfer In - Trust & Agency	3,988	-	-	-	-	-
TOTAL PROGRAM REVENUES	57,099,511	56,899,361	3,269,602	61,665,466	62,765,466	62,846,013
Personnel						
610100 Regular Salaries	-	-	-	-	-	-
611100 Severance Pay	810,265	555,316	424,187	600,000	600,000	450,000
615000 Fringes	17,661	239,359	-	21,303	21,303	21,303
615200 Retirement	9,805	9,847	4,058	9,740	9,740	9,740
TOTAL PERSONNEL	837,731	804,522	428,245	631,043	631,043	481,043
Purchased Services						
641307 Telephone	209	215	89	200	200	200
642000 Facilities Charges	591,212	607,167	153,740	623,935	623,935	636,661
650100 Insurance	990,124	1,168,056	491,780	1,179,659	1,179,659	1,180,618
659900 Other Contracts/Obligation	18,188	72,778	8,310	21,805	21,805	10,369
TOTAL PURCHASED SVCS	1,599,733	1,848,216	653,919	1,825,599	1,825,599	1,827,848
Miscellaneous Expense						
660200 Tax Refunds	110	1,570	44	10,000	10,000	10,000
660300 Personal Prop. Charge Backs	(13,245)	(3,223)	(4,949)	-	-	-
660900 Tax Adjustments	11,701	101	441	-	-	-
662300 Uncollectable Accounts	65,896	(1,985)	(4,083)	-	-	-
664000 Reserve for Contingencies	-	-	-	-	1,351,880	-
664100 Wage Reserve	-	-	-	17,500	1,276,949	715,269
TOTAL MISCELLANEOUS EXP	64,462	(3,537)	(8,547)	27,500	2,638,829	725,269
Capital Outlay						
680903 Sanitary Sewers	1,612	-	-	-	-	-
680904 Storm Sewers	930	2,474	-	22,212	22,212	2,500
TOTAL CAPITAL OUTLAY	2,542	2,474	-	22,212	22,212	2,500
Transfers Out						
791200 Transfer Out - Special Revenue	-	-	-	-	-	-
791300 Transfer Out - Debt Service	-	-	-	-	-	-
791400 Transfer Out - Capital Project	4,340,000	4,348,273	-	-	-	-
791507 Transfer Out - Transit	563,537	677,585	1,623,400	724,810	724,810	749,774
792100 Transfer Out - Internal Service	1,300,000	-	-	-	-	-
TOTAL TRANSFERS OUT	6,203,537	5,025,858	1,623,400	724,810	724,810	749,774
TOTAL EXPENSE	8,708,005	7,677,533	2,697,017	3,231,164	5,842,493	3,786,434

**CITY OF APPLETON 2024 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:

Projected funding increased based on prior year budgeted values, plus 10%.

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ 147,290	\$ 218,546	\$ 174,300	\$ 174,300	\$ 220,000	26.22%
	Program Expenses	\$ 146,563	\$ 216,040	\$ 174,300	\$ 174,300	\$ 220,000	26.22%
Expenses Comprised Of:							
	Purchased Services	128,063	190,040	151,600	151,600	187,000	23.35%
	Miscellaneous Expense	-	-	-	-	-	N/A
	Transfers Out	18,500	26,000	22,700	22,700	33,000	45.37%

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
414000 Room Taxes	\$ 147,290	\$ 218,546	\$ 174,300	\$ 174,300	\$ 220,000
Total Revenue	<u>\$ 147,290</u>	<u>\$ 218,546</u>	<u>\$ 174,300</u>	<u>\$ 174,300</u>	<u>\$ 220,000</u>
Expenses					
659900 Other Contracts/Obligations	\$ 128,063	\$ 190,040	\$ 151,600	\$ 151,600	\$ 187,000
791100 Transfer Out - General Fund	18,500	26,000	22,700	22,700	33,000
Total Expense	<u>\$ 146,563</u>	<u>\$ 216,040</u>	<u>\$ 174,300</u>	<u>\$ 174,300</u>	<u>\$ 220,000</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$10,000

<u>Other Contracts/Obligations</u>	
Fox Cities PAC operating fund	\$ 187,000
	<u>\$ 187,000</u>

**CITY OF APPLETON 2024 BUDGET
ROOM TAX ADMINISTRATION FUND**

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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Other	\$ 147,290	\$ 218,546	\$ 174,300	\$ 174,300	\$ 220,000
Total Revenues	<u>147,290</u>	<u>218,546</u>	<u>174,300</u>	<u>174,300</u>	<u>220,000</u>
Expenses					
Program Costs	128,063	190,040	151,600	151,600	187,000
Total Expenses	<u>128,063</u>	<u>190,040</u>	<u>151,600</u>	<u>151,600</u>	<u>187,000</u>
Revenues over (under) Expenses	19,227	28,506	22,700	22,700	33,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(18,500)	(26,000)	(22,700)	(22,700)	(33,000)
Total Other Financing Sources (Uses)	<u>(18,500)</u>	<u>(26,000)</u>	<u>(22,700)</u>	<u>(22,700)</u>	<u>(33,000)</u>
Net Change in Equity	727	2,506	-	-	-
Fund Balance - Beginning	<u>4,978</u>	<u>5,705</u>	<u>8,211</u>	<u>8,211</u>	<u>8,211</u>
Fund Balance - Ending	<u>\$ 5,705</u>	<u>\$ 8,211</u>	<u>\$ 8,211</u>	<u>\$ 8,211</u>	<u>\$ 8,211</u>

**CITY OF APPLETON 2024 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 healthcare 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:

The final amortization year occurred in 2023. There will be no future activity in this fund.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ -	-100.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Transfers Out	54,000	54,000	54,000	54,000	-	-100.00%

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2024 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
615300 Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
791100 Transfer Out - General Fund	54,000	54,000	54,000	54,000	-
Total Expense	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ -

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 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)	-
Total Other Financing Sources (Uses)	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>	<u>-</u>
Change in Net Assets	(54,000)	(54,000)	(54,000)	(54,000)	-
Fund Balance (Deficit) - Beginning	<u>162,000</u>	<u>108,000</u>	<u>54,000</u>	<u>54,000</u>	<u>-</u>
Fund Balance (Deficit) - Ending	<u>\$ 108,000</u>	<u>\$ 54,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SCHEDULE OF CASH FLOWS

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

CITY OF APPLETON 2024 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Corey J. Popp

Deputy Director of Information Technology: Jennifer M. Thompson

CITY OF APPLETON 2024 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 2023 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 2023 are:

Strategy

- Promoted a PC/LAN Specialist to the IT Deputy Director.
- Promoted a Help Desk Analyst to a PC/LAN Specialist.
- Hired a Help Desk Analyst.
- Hired an ERP Systems Specialist.

Design

- Began design and implementation of the ERP Utility Billing system with the Finance department.
- Ran a proof-of-concept project to potentially upgrade the City's fiber-optic 'traffic network' with wireless cellular routers.
- Chose a supplier for the City's new website, to be implemented Q4 2023 through 2024.

Transition

- Went live on the new ERP Property Tax module.
- Went live on ERP SaaS.
- Consolidated the City's Endpoint Detection and Response (EDR) software with its managed firewall service, thereby establishing an outsourced 24/7, full-service Security Operations Center (SOC) for the City.
- Implemented new wireless technology in the Appleton Police Department's squad cars to increase the reliability and performance of their onboard traffic, criminal, and computer-aided-dispatch software.
- Worked closely with GIS to replace Appleton.org's "My Neighborhood" with the latest GIS-based Property Search software.
- Implemented Change Management guidelines to help minimize system outages and ensure the availability of IT Services when needed.

Operations

- Outsourced major network and data-center remediation projects.
- Outsourced managed network services.
- Significantly increased the efficiency of IT Operations by installing a heads-up display in the IT department, showing the real-time status of the City's data-center and network assets throughout the City.
- Received a "solid A to A-minus" on a third-party network penetration test. **Note that penetration tests are not actually graded in this way, and this was the vendor's casual response when asked to translate the test's results into an analogical letter grade.*

Continual Service Improvement

- The IT Department closed 44 projects between January 1, 2023 and June 15, 2023, many of which included new or migrated SaaS solutions for the Appleton Police Department, City Clerk, Department of Public Works, Facilities, and Finance.
- 4,774 help desk tickets were created from January 1 to June 15, an increase of over 1,765 (58%) tickets from 2022.
- 4,697 help desk tickets were solved in the same timeframe, an increase of over 1,755 (59%) tickets from 2022.
- The significant increase in opened tickets does not reflect an increase in incidents or problems, but more likely the increased adoption and use of the help desk ticketing system by City staff.

CITY OF APPLETON 2024 BUDGET INFORMATION TECHNOLOGY

MAJOR 2024 OBJECTIVES

Strategy

- Continue to develop the direction and strategy for IT Services by way of communication with the Mayor, IT/HR Committee, and Common Council.
- Continue to fine tune IT governance by implementing additional Information Technology Infrastructure Library (ITIL) processes as needed.

Design

- Convert asset management and work orders from the iSeries mainframe to the new ERP system.
- Expand citizen engagement and self-service using the City's new website.
- Begin the implementation of a new cloud-based Public Safety Camera Program.
- IT is considering the implementation of SaaS telephone service currently not included in this 2024 budget. This cost would be potentially offset by reduced costs in IT's Consulting and Software Support budgets, traditional telephone service costs across all departments, and the elimination of an upcoming telephone CIP. A pilot of the technology will be conducted by the IT department in 2023 Q4. If it is successful, the project could be brought forward to the Common Council in 2024 for consideration of implementation and financing.

Transition

- Continue to minimize system outages by ensuring smooth transitions between retiring and new IT Services.
- Continue to seek opportunities to convert in-house applications to SaaS, managed services, or cloud hosting.

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

- Define additional methods of Service Measurement and Reporting.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
13010	Administration	131,158	216,142	370,452	370,452	344,092	-7.12%
13020	Development	278,001	501,049	560,845	560,845	720,369	28.44%
13030	Network	1,717,720	1,381,886	1,758,843	2,262,843	1,602,319	-8.90%
TOTAL		\$ 2,126,879	\$ 2,099,077	\$ 2,690,140	\$ 3,194,140	\$ 2,666,780	-0.87%
Expenses Comprised Of:							
Personnel		969,008	945,529	1,097,125	1,097,125	1,036,197	-5.55%
Training & Travel		21,648	19,175	32,596	32,596	32,596	0.00%
Supplies & Materials		133,810	59,624	139,250	229,250	139,250	0.00%
Purchased Services		1,002,413	1,074,749	1,421,169	1,835,169	1,458,737	2.64%
Full Time Equivalent Staff:							
Personnel allocated to programs		10.00	10.00	10.00	10.00	10.00	

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

**CITY OF APPLETON 2024 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 72,965	\$ 145,474	\$ 253,282	\$ 253,282	\$ 243,024
615000 Fringes	17,064	39,650	77,324	77,324	60,222
620100 Training/Conferences	16,248	10,380	28,000	28,000	28,000
620200 Mileage Reimbursement	1,620	756	720	720	720
620600 Parking Permits	3,780	3,780	3,876	3,876	3,876
630100 Office Supplies	707	50	1,000	1,000	2,000
630300 Memberships & Licenses	50	239	50	50	50
630500 Awards & Recognition	-	45	200	200	200
632001 City Copy Charges	1,516	1,410	1,500	1,500	1,500
632700 Miscellaneous Equipment	2,170	-	1,000	1,000	1,000
641300 Utilities	2,996	2,441	3,500	3,500	3,500
659900 Other Contracts/Obligation	12,042	11,917	-	-	-
Total Expense	<u>\$ 131,158</u>	<u>\$ 216,142</u>	<u>\$ 370,452</u>	<u>\$ 370,452</u>	<u>\$ 344,092</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

Conferences	\$ 7,000
Administrative training	7,000
Development training	7,000
Operations training	7,000
	<u>\$ 28,000</u>

**CITY OF APPLETON 2024 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 Enterprise Asset Management on the Enterprise Resource Planning (ERP) system.

Expand citizen engagement and self-service using the City's new website.

Continue support of the legacy iSeries platform, while preparing to sunset it in 2025.

Major changes in Revenue, Expenditures, or Programs:

The increase in Software Support website development and licensing reflects the estimated increase in website costs on a new platform.

The introduction of Software Support Enterprise CMS (Metafile) reflects a budget transfer from Operations (13030) to Development (13020).

**CITY OF APPLETON 2024 BUDGET
INFORMATION TECHNOLOGY**

Development

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 180,431	\$ 185,687	\$ 173,304	\$ 173,304	\$ 261,031
610400 Call Time Wages	779	2,379	2,043	2,043	2,604
610800 Part-Time Wages	20,956	34,526	-	-	-
615000 Fringes	64,464	74,698	60,523	60,523	99,759
632700 Miscellaneous Equipment	-	1,623	-	-	-
640400 Consulting Services	-	15,675	12,000	12,000	12,000
641800 Equip. Repairs & Maint.	6,810	13,023	7,000	7,000	7,000
642400 Software Support	4,561	173,438	305,975	305,975	337,975
Total Expense	<u>\$ 278,001</u>	<u>\$ 501,049</u>	<u>\$ 560,845</u>	<u>\$ 560,845</u>	<u>\$ 720,369</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Software Support

Tyler ERP SaaS	\$ 262,775
Website development and licensing	31,000
Enterprise CMS (Metafile)	25,000
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>\$ 337,975</u>

**CITY OF APPLETON 2024 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:

Begin the implementation of a new cloud-based Public Safety Camera Program.

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).

Major changes in Revenue, Expenditures, or Programs:

The IT Department will see significant price increases in its Microsoft O365 and Barracuda Email Protection software costs, but the department was able to offset those increases with savings in Managed Service and Antivirus subscription costs.

IT is budgeting for a roughly-estimated initial implementation of a cloud-based Public Safety Camera Program.

Other departments are seeing 4-digit year-over-year increases in Software Support costs, with the larger numbers being attributed to inflation and pricing adjustments, and the smaller numbers related to moving from on-premise servers to SaaS.

**CITY OF APPLETON 2024 BUDGET
INFORMATION TECHNOLOGY**

Operations

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 444,527	\$ 349,199	\$ 378,691	\$ 378,691	\$ 278,006
610400 Call Time Wages	4,544	2,946	3,777	3,777	2,773
610500 Overtime Wages	4,177	1,092	1,931	1,931	1,788
615000 Fringes	159,100	109,878	146,250	146,250	86,990
620100 Training/Conferences	-	4,259	-	-	-
630100 Office Supplies	8,692	9,382	9,500	9,500	8,500
632700 Miscellaneous Equipment	120,674	46,875	126,000	216,000	126,000
640400 Consulting Services	52,211	81,095	35,000	449,000	33,700
641307 Telephone	2,288	2,907	1,750	1,750	1,750
641800 Equipment Repairs & Maint.	31,560	24,423	114,300	114,300	84,300
641900 Communication Eq. Repairs	13,503	25,954	42,000	42,000	46,800
642400 Software Support	757,506	617,871	730,394	730,394	767,112
642600 Network Security Support	118,938	106,005	169,250	169,250	164,600
Total Expense	<u>\$ 1,717,720</u>	<u>\$ 1,381,886</u>	<u>\$ 1,758,843</u>	<u>\$ 2,262,843</u>	<u>\$ 1,602,319</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Upgrade PCs and laptops	\$ 83,000
Upgrade MDCs	30,000
Misc. network hardware	13,000
	<u>\$ 126,000</u>

Software Support

Microsoft agreement	\$ 170,000
Outagamie County (Spillman)	70,000
ArcGIS ESRI	62,500
Mitel VoIP support	44,000
Microsoft Azure Cloud	36,000
Presidio	35,000
NEOGOV	31,000
Autodesk (DLT/US)	28,000
ImageTrend Elite	23,000
Patriot Properties	22,000
Velocity	22,000
Public Safety Cameras SaaS	20,000
TargetSolutions LMS & Sched	20,000
Adobe Creative Suite	19,000
ArchiveSocial	15,000
Celebrite forensics software	14,000
Facilicard/Identicard	13,294
Debtbook	13,000
Cycom CityLaw SaaS	11,400
Vision Internet	10,000
VMWare	10,000
Vermont RecTrac SaaS	7,000
Fuelmaster SaaS (FMLive)	6,500
PipeTech SaaS	5,000
OnceHub SaaS	5,000
Miscellaneous increases	5,000
Desigo HVAC software	4,000
ID networks (PD)	4,300
PDQ/Dell Inventory software	4,300
Modeco Timescape	4,000
Remote Participation (Zoom)	4,000
Granicus govAccess	3,400
Farozone diagram software	2,600
GlobalTraffic Opticom	2,200
CradlePoint (AFD)	2,200
Porter Lee Beast evidence	2,200
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
ID Wholesaler Cloudbadging	1,258
K-9 Unit SaaS	560
	<u>\$ 767,112</u>

Consulting

Network consulting	\$ 17,000
Telephone system consulting	16,700
	<u>\$ 33,700</u>

Equip. Repairs & Maint.

Wireless licensing	\$ 26,000
Core switch support	13,300
Network managed services	45,000
	<u>\$ 84,300</u>

Communication Equip. Repair

Pro-rata share of fiber network costs	\$ 30,000
WiscNet Internet Service	12,000
Spectrum Internet	4,800
	<u>\$ 46,800</u>

Network Security Support

Endpoint EDR (Cortex XDR)	\$ 15,000
Phishing Security SaaS (KnowBe4)	10,000
Security Operations Center (Nexum)	36,600
Spam/Phishing filtering (Barracuda)	60,000
Mobile VPN (NetMotion)	28,000
Network penetration testing	15,000
	<u>\$ 164,600</u>

**CITY OF APPLETON 2024 BUDGET
INFORMATION TECHNOLOGY**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Salaries						
610100 Regular Salaries	602,603	581,039	210,096	805,277	805,277	782,061
610400 Call Time Wages	5,323	5,325	1,337	5,820	5,820	5,377
610500 Overtime Wages	4,177	1,092	210	1,931	1,931	1,788
610800 Part-Time Wages	20,956	34,526	12,254	-	-	-
611400 Sick Pay	-	17,633	-	-	-	-
611500 Vacation Pay	95,323	81,688	23,471	-	-	-
615000 Fringes	<u>240,626</u>	<u>224,226</u>	<u>71,897</u>	<u>284,097</u>	<u>284,097</u>	<u>246,971</u>
TOTAL PERSONNEL	969,008	945,529	319,265	1,097,125	1,097,125	1,036,197
Training~Travel						
620100 Training/Conferences	16,248	14,639	4,234	28,000	28,000	28,000
620200 Mileage Reimbursement	1,620	756	-	720	720	720
620600 Parking Permits	<u>3,780</u>	<u>3,780</u>	<u>3,920</u>	<u>3,876</u>	<u>3,876</u>	<u>3,876</u>
TOTAL TRAINING / TRAVEL	21,648	19,175	8,154	32,596	32,596	32,596
Supplies						
630100 Office Supplies	9,400	9,432	2,992	10,500	10,500	10,500
630300 Memberships & Licenses	50	239	-	50	50	50
630500 Awards & Recognition	-	45	103	200	200	200
632001 City Copy Charges	1,516	1,410	316	1,500	1,500	1,500
632700 Miscellaneous Equipment	<u>122,844</u>	<u>48,498</u>	<u>30,273</u>	<u>127,000</u>	<u>217,000</u>	<u>127,000</u>
TOTAL SUPPLIES	133,810	59,624	33,684	139,250	229,250	139,250
Purchased Services						
640400 Consulting Services	52,211	96,770	35,736	47,000	461,000	45,700
641307 Telephone	3,317	3,909	1,112	1,750	1,750	1,750
641308 Cellular Phones	882	1,439	125	3,500	3,500	3,500
641309 Cable Services	1,084	-	-	-	-	-
641800 Equipment Repairs & Maint.	38,370	37,446	2,319	121,300	121,300	91,300
641900 Communication Eq. Repairs	13,503	25,954	780	42,000	42,000	46,800
642400 Software Support	762,066	791,309	324,124	1,036,369	1,036,369	1,105,087
642600 Network Security Support	118,938	106,005	34,101	169,250	169,250	164,600
659900 Other Contracts/Obligation	<u>12,042</u>	<u>11,917</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PURCHASED SVCS	<u>1,002,413</u>	<u>1,074,749</u>	<u>398,297</u>	<u>1,421,169</u>	<u>1,835,169</u>	<u>1,458,737</u>
TOTAL EXPENSE	<u>2,126,879</u>	<u>2,099,077</u>	<u>759,400</u>	<u>2,690,140</u>	<u>3,194,140</u>	<u>2,666,780</u>

**CITY OF APPLETON 2024 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 - ERP	\$ 65,000	Projects, pg. 654
Information Technology - Fuelmaster Upgrade	35,000	Projects, pg. 655
Library - Self-check machines & RFID Pads	50,000	Projects, pg. 659
	<u>\$ 150,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ (2,965)	\$ 110,770	\$ 250,000	\$ 250,000	\$ 150,000	-40.00%
Program Expenses		\$ 120,863	\$ 488,835	\$ 250,000	\$ 442,270	\$ 150,000	-40.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		120,863	488,835	250,000	442,270	150,000	-40.00%
Transfers Out		-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (2,965)	\$ (9,230)	\$ -	\$ -	\$ -
591000 Proceeds of Long-term Debt	-	120,000	250,000	250,000	150,000
592100 Transfer In - General Fund	65,000	550,000	-	-	-
Total Revenue	<u>\$ 62,035</u>	<u>\$ 660,770</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 150,000</u>
Expenses					
680401 Machinery & Equipment	\$ 88,363	\$ 179,419	\$ 250,000	\$ 276,160	\$ 150,000
681500 Software Acquisition	32,500	309,416	-	166,110	-
Total Expense	<u>\$ 120,863</u>	<u>\$ 488,835</u>	<u>\$ 250,000</u>	<u>\$ 442,270</u>	<u>\$ 150,000</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Software Acquisition

ERP System	\$ 65,000
Fuelmaster upgrade	35,000
Self-check machines and RFID pads	50,000
	<u>\$ 150,000</u>

**CITY OF APPLETON 2024 BUDGET
INFORMATION TECHNOLOGY**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Interest Income (Loss)	\$ (2,965)	\$ (9,230)	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>(2,965)</u>	<u>(9,230)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	120,863	488,835	250,000	831,911	150,000
Total Expenses	<u>120,863</u>	<u>488,835</u>	<u>250,000</u>	<u>831,911</u>	<u>150,000</u>
Revenues over (under) Expenses	(123,828)	(498,065)	(250,000)	(831,911)	(150,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	120,000	250,000	250,000	150,000
Operating Transfers In	65,000	550,000	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>65,000</u>	<u>670,000</u>	<u>250,000</u>	<u>250,000</u>	<u>150,000</u>
Net Change in Equity	(58,828)	171,935	-	(581,911)	-
Fund Balance - Beginning	<u>468,815</u>	<u>409,987</u>	<u>581,922</u>	<u>581,922</u>	<u>11</u>
Fund Balance - Ending	<u>\$ 409,987</u>	<u>\$ 581,922</u>	<u>\$ 581,922</u>	<u>\$ 11</u>	<u>\$ 11</u>

CITY OF APPLETON 2024 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2024 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 2023 EVENTS

City Attorney's Office:

- * As of April 14, represented the City in traffic and ordinance related matters in 2023, including 1,738 scheduled initial court appearances, 28 scheduled jury and court trials and 608 scheduled pre-trials/jury trial conferences or motion hearings.
- * Operated the Granicus system and provided legal and procedural advice during committee meetings.
- * Continued to review, advise, and negotiate PILOT agreements.
- * Worked cooperatively with City staff on the acquisition of two additional Condo units in City Center for future City use.
- * Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, 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 and DPW staff.
- * Provided ongoing assistance in various roles in support of the Library building project.
- * Assisted the Community and Economic Development Department with the drafting and negotiation of several development agreements within City TIDs.
- * Provided review of the initial TID #13 creation documents.
- * Provided research, advice, and guidance regarding aldermanic resolutions being considered or submitted.
- * Provided assistance to various departments regarding historical information pertaining to land use matters, agreements, contracts, and the like.
- * Partnered with IT to begin a thorough review of existing contracts, service agreements, licenses and the like.
- * Drafted or assisted in amending or creating a number of ordinances, including revision of the subdivision ordinance.
- * Represented the Police Department in the suspension of a tavern's alcohol license. Assisted with negotiation and subsequently drafted the Agreement between the parties. Advised Council on procedure related to negotiated Agreements in alcohol licensing.
- * In just under six months into 2023, the Attorney's Office processed over 125 new agreements/contracts. Processing a contract can include negotiation, preparation of the contract document, circulation for signatures, tracking, and distribution.
- * Responded to, or provided guidance for, numerous open records requests received by City departments.
- * Worked on a revised agreement for the BIRD Scooter pilot program.
- * Provided assistance on the Wastewater polymer incident, including participating in the investigation of the incident, interviewing of witnesses, developing strategies, and making recommendations about best practices moving forward.
- * Provided officers and staff of the Appleton Police Department with written legal guidance on no fewer than seven areas of law significant to their duties.
- * Worked with Appleton Police Department officers to address legal questions they have arising out of particular situations or types of situations.

City Clerk's Office:

- * Digitized files to increase accessibility of records and documents.
- * Fairly and effectively administered two elections.
- * Implemented Modus Election Management software to expedite election worker communications, streamline scheduling, and generate reports.
- * Conducted training for the 2023 Board of Review members.
- * Administered the 2023 Board of Review with a City-wide Revaluation.
- * Developed an outline and initiated review and revisions to the special event policy, application, and review process.
- * Merged, sorted & filed approximately 7,500 absentee ballot requests from previous elections.
- * Secured a new District 12 polling place and sent notices to all residents in the district.
- * Updated and revised Election Day contingency plans.
- * Provided Granicus training to all staff users.
- * Maneuvered a department and entire floor renovation without disrupting services to constituents and internal departments.

CITY OF APPLETON 2024 BUDGET LEGAL SERVICES

MAJOR 2024 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.
- * 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 pre-trials/jury conferences and motion hearings.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on the continued development of trails and parkland, display of public art, and other 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.
- * Work cooperatively with Community and Economic Development to develop and negotiate development agreements and land transactions, and provide guidance regarding Municipal Code updates and other development issues as they arise.
- * Continue to develop and implement new filing systems for City records and documents.
- * Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.
- * Actively explore opportunities for process improvement and streamlining of procedures.
- * Continue training for electronic poll books and to develop additional procedures to assist with operation and set-up of the devices.
- * Successfully administer four high-turnout elections, with minimal issues and maximum efficiency.
- * Actively assist local candidates with qualifications and forms required for running for office.
- * Work with other departments to reduce mail costs and find innovative ways to distribute information and documents.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 204,416	\$ 261,004	\$ 239,700	\$ 239,700	\$ 236,000	-1.54%
Program Expenses							
14510	Administration	364,823	378,854	392,480	395,880	399,842	1.88%
14521	Litigation	188,395	169,787	187,504	187,504	207,844	10.85%
14530	Recordkeeping	87,738	114,638	112,207	112,207	117,716	4.91%
14540	Licensing	67,817	71,597	73,366	73,366	74,666	1.77%
14550	Elections	117,031	191,989	157,929	157,929	252,314	59.76%
14560	Mail/Copy Center	161,986	216,038	173,129	173,129	196,340	13.41%
TOTAL		\$ 987,790	\$ 1,142,903	\$ 1,096,615	\$ 1,100,015	\$ 1,248,722	13.87%
Expenses Comprised Of:							
Personnel		797,733	902,928	879,820	879,820	966,477	9.85%
Training & Travel		15,309	14,867	15,000	18,400	15,480	3.20%
Supplies & Materials		97,322	142,632	103,225	103,225	161,850	56.79%
Purchased Services		77,426	82,476	98,570	98,570	104,915	6.44%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

* % change from prior year adopted budget
Legal Services.xlsx

**CITY OF APPLETON 2024 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 2024 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Service	\$ 168	\$ 85	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 168</u>	<u>\$ 85</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 264,155	\$ 272,433	\$ 283,583	\$ 283,583	\$ 288,207
615000 Fringes	71,112	77,249	76,877	76,877	79,615
620100 Training/Conferences	9,705	10,111	10,600	14,000	10,600
620400 Tuition Fees	1,705	815	-	-	-
620600 Parking Permits	3,780	3,780	4,320	4,320	4,320
630100 Office Supplies	941	654	800	800	800
630200 Subscriptions	8,749	8,880	10,500	10,500	10,500
630300 Memberships & Licenses	2,340	2,994	3,200	3,200	3,200
632001 City Copy Charges	1,308	1,021	1,500	1,500	1,500
641307 Telephone	772	793	900	900	900
641800 Equipment Repairs & Maint.	256	124	200	200	200
Total Expense	<u>\$ 364,823</u>	<u>\$ 378,854</u>	<u>\$ 392,480</u>	<u>\$ 395,880</u>	<u>\$ 399,842</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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:

No major changes.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 182	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 182</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 140,827	\$ 126,746	\$ 136,846	\$ 136,846	\$ 142,605
615000 Fringes	38,711	39,366	40,158	40,158	54,739
640202 Recording/Filing Fees	3,159	2,907	3,500	3,500	3,500
640400 Consulting Services	5,040	768	7,000	7,000	7,000
662500 Disability Payments	658	-	-	-	-
Total Expense	<u>\$ 188,395</u>	<u>\$ 169,787</u>	<u>\$ 187,504</u>	<u>\$ 187,504</u>	<u>\$ 207,844</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 2024 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 45,180	\$ 48,783	\$ 50,997	50,997	\$ 53,568
610500 Overtime Wages	668	1,647	257	257	270
615000 Fringes	7,320	27,422	26,178	26,178	27,328
630100 Office Supplies	363	56	350	350	250
631603 Other Misc. Supplies	26	-	75	75	-
632002 Outside Printing	-	-	150	150	100
640202 Recording/Filing Fees	210	60	200	200	200
641200 Advertising	33,971	36,670	34,000	34,000	36,000
Total Expense	<u>\$ 87,738</u>	<u>\$ 114,638</u>	<u>\$ 112,207</u>	<u>\$ 112,207</u>	<u>\$ 117,716</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 36,000

CITY OF APPLETON 2024 BUDGET

LEGAL SERVICES

Licensing

Business Unit 14540

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

The decrease in operator licensing revenue relates to the timing of issuing two-year licenses. Odd-numbered years have approximately double the number of licenses up for renewal in comparison to even-numbered years. There has also been a gradual decline in the number of licensed operators over the past four years.

CITY OF APPLETON 2024 BUDGET

LEGAL SERVICES

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
430100 Amusements License	\$ 8,110	\$ 8,651	\$ 8,000	\$ 8,000	\$ 8,200
430300 Cigarette License	5,900	6,200	5,400	5,400	5,500
430600 Alcohol License	100,473	149,265	125,000	125,000	125,000
430700 Operators License	58,230	50,760	60,000	60,000	48,000
430900 Sundry License	3,033	3,780	3,000	3,000	3,200
431300 Special Events License	12,135	21,565	23,000	23,000	25,000
431600 Second Hand/Pawnbroker	2,115	2,130	1,800	1,800	2,000
431700 Commercial Solicitation	4,505	5,075	4,000	4,000	4,000
431800 Christmas Tree License	315	225	350	350	250
432000 Taxi Cab/Limousine License	750	720	750	750	700
432100 Taxi Driver License	1,250	1,150	1,250	1,250	1,050
432200 Special Class "B" License	620	570	700	700	600
441100 Sundry Permits	555	765	600	600	3,500
501000 Miscellaneous Revenue	5,820	6,820	5,500	5,500	5,900
Total Revenue	<u>\$ 203,811</u>	<u>\$ 257,676</u>	<u>\$ 239,350</u>	<u>\$ 239,350</u>	<u>\$ 232,900</u>
Expenses					
610100 Regular Salaries	\$ 41,869	\$ 42,472	\$ 44,475	\$ 44,475	\$ 45,777
610500 Overtime Wages	427	1,107	128	128	132
615000 Fringes	24,354	27,639	26,753	26,753	27,707
630100 Office Supplies	953	324	800	800	800
631603 Other Misc. Supplies	-	40	-	-	-
632002 Outside Printing	-	-	150	150	200
642900 Interfund Allocations	214	15	60	60	50
659900 Other Contracts/Obligation	-	-	1,000	1,000	-
Total Expense	<u>\$ 67,817</u>	<u>\$ 71,597</u>	<u>\$ 73,366</u>	<u>\$ 73,366</u>	<u>\$ 74,666</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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:

- * Promote use of the state's MyVote website for online voter registration and absentee ballot requests
- * Utilize the City's website for additional voter outreach and education
- * Provide effective training for all election inspectors
- * Streamline and organize polling place procedures and materials
- * Effectively assist local candidates and maintain campaign finance reports
- * Continue to enhance efficiencies 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. 2024 is a four-election year and includes a mayoral election in the spring and a presidential election in the fall. The Wisconsin Elections Committee (WEC) is creating and mandating new absentee envelopes for 2024, so this substantially contributes to the increase in outside printing costs. The majority of the Other Misc. Supplies account funds moved into Office Supplies to keep the Other Misc. Supplies account for unanticipated or infrequent items.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Misc. State Aids	\$ -	\$ 2,057	\$ -	\$ -	\$ 2,000
490800 Misc Intergov. Charges	255	-	250	250	1,000
502000 Donations & Memorials	-	1,186	-	-	-
Total Revenue	\$ 255	\$ 3,243	\$ 250	\$ 250	\$ 3,000
Expenses					
610100 Regular Salaries	\$ 50,209	\$ 57,277	\$ 48,311	\$ 48,311	\$ 55,333
610500 Overtime Wages	351	1,198	1,851	1,851	1,973
610800 Part-Time Wages	22,210	82,010	44,011	44,011	110,706
615000 Fringes	26,222	28,291	27,966	27,966	30,177
620200 Mileage Reimbursement	89	161	80	80	160
620600 Parking Permits	30	-	-	-	400
630100 Office Supplies	13	527	800	800	4,000
631603 Other Misc. Supplies	463	2,924	500	500	500
632002 Outside Printing	1,966	8,274	2,700	2,700	13,500
641200 Advertising	1,841	2,493	1,500	1,500	2,600
641800 Equipment Repairs & Maint.	8,475	1,491	10,000	10,000	10,000
650301 Facility Rent	2,025	3,780	2,025	2,025	3,780
659900 Other Contracts/Obligation	3,137	3,563	18,185	18,185	19,185
Total Expense	\$ 117,031	\$ 191,989	\$ 157,929	\$ 157,929	\$ 252,314

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Modus Election Software	\$ 15,185
Equipment & Ballot Programming	4,000
	<u>\$ 19,185</u>

CITY OF APPLETON 2024 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 printing, copying, and mailing requests
- * Collaboration 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 increase in postage is related to recent postage rate increases and additional mailings projected for 2024, such as a greater number of absentee ballots for four scheduled elections.

The increase in the Office Supplies expense is because the Other Misc. Supplies account expenditures were moved into the Office Supplies account, to better reflect regular supplies necessary for operations. The Other Misc. Supplies account will be reserved for unexpected or non-traditional supply needs.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 39,340	\$ 41,008	\$ 44,538	\$ 44,538	\$ 44,720
610500 Overtime Wages	528	958	128	128	129
615000 Fringes	24,245	27,322	26,763	26,763	3,491
630100 Office Supplies	3,816	1,700	2,000	2,000	6,000
630400 Postage/Freight	71,080	106,594	75,000	75,000	118,000
631603 Other Misc. Supplies	3,896	6,585	3,500	3,500	500
632002 Outside Printing	1,409	2,059	1,200	1,200	2,000
641800 Equipment Repairs & Maint.	-	10,115	800	800	500
642900 Interfund Allocations	(775)	-	-	-	-
650302 Equipment Rent	18,447	19,697	19,200	19,200	21,000
Total Expense	<u>\$ 161,986</u>	<u>\$ 216,038</u>	<u>\$ 173,129</u>	<u>\$ 173,129</u>	<u>\$ 196,340</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 22,000
UPS	1,700
US Postal Service	94,300
	<u>\$ 118,000</u>

Equipment Rent

Postage machine rental	7,600
Copier Rental	13,400
	<u>\$ 21,000</u>

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	-	2,057	-	-	-	2,000
430100 Amusements License	8,110	8,651	8,055	8,000	8,000	8,200
430300 Cigarette License	5,900	6,200	5,300	5,400	5,400	5,500
430600 Liquor License	100,474	149,265	97,262	125,000	125,000	125,000
430700 Operators License	58,230	50,760	15,930	60,000	60,000	48,000
430900 Sundry License	3,033	3,780	1,889	3,000	3,000	3,200
431300 Special Events License	12,135	21,565	14,547	23,000	23,000	25,000
431600 Second Hand License	2,115	2,130	165	1,800	1,800	2,000
431700 Commercial Solicitation License	4,505	5,075	1,265	4,000	4,000	4,000
431800 Christmas Tree License	315	225	-	350	350	250
432000 Taxi Cab/Limousine License	750	720	-	750	750	700
432100 Taxi Driver License	1,250	1,150	350	1,250	1,250	1,050
432200 Special Class "B" Beer License	620	570	240	700	700	600
441100 Sundry Permits	555	765	430	600	600	3,500
480100 General Charges for Service	169	85	33	350	350	100
490800 Misc Intergovernmental Charges	256	1,186	-	-	-	1,000
501000 Miscellaneous Revenue	5,820	6,820	4,180	5,500	5,500	5,900
503500 Other Reimbursements	179	-	-	-	-	-
TOTAL PROGRAM REVENUES	<u>204,416</u>	<u>261,004</u>	<u>149,646</u>	<u>239,700</u>	<u>239,700</u>	<u>236,000</u>
Personnel						
610100 Regular Salaries	538,580	545,339	177,666	608,750	608,750	630,210
610500 Overtime Wages	1,975	4,911	1,337	2,364	2,364	2,504
610800 Part-Time Wages	22,310	82,010	31,650	44,011	44,011	110,706
611400 Sick Pay	1,814	329	-	-	-	-
611500 Vacation Pay	41,094	43,050	7,898	-	-	-
615000 Fringes	191,960	227,289	64,257	224,695	224,695	223,057
TOTAL PERSONNEL	<u>797,733</u>	<u>902,928</u>	<u>282,808</u>	<u>879,820</u>	<u>879,820</u>	<u>966,477</u>
Training~Travel						
620100 Training/Conferences	9,705	10,111	1,078	10,600	14,000	10,600
620200 Mileage Reimbursement	89	161	-	80	80	160
620400 Tuition Fees	1,705	815	-	-	-	-
620600 Parking Permits	3,810	3,780	4,325	4,320	4,320	4,720
TOTAL TRAINING/TRAVEL	<u>15,309</u>	<u>14,867</u>	<u>5,403</u>	<u>15,000</u>	<u>18,400</u>	<u>15,480</u>
Supplies						
630100 Office Supplies	6,085	3,261	2,830	4,750	4,750	11,850
630200 Subscriptions	8,749	8,880	2,892	10,500	10,500	10,500
630300 Memberships & Licenses	2,340	2,994	130	3,200	3,200	3,200
630400 Postage/Freight	71,080	106,594	29,582	75,000	75,000	118,000
631603 Other Misc. Supplies	4,385	9,549	451	4,075	4,075	1,000
632001 City Copy Charges	1,308	1,021	213	1,500	1,500	1,500
632002 Outside Printing	3,375	10,333	-	4,200	4,200	15,800
TOTAL SUPPLIES	<u>97,322</u>	<u>142,632</u>	<u>36,098</u>	<u>103,225</u>	<u>103,225</u>	<u>161,850</u>
Purchased Services						
640202 Recording/Filing Fees	3,369	2,967	877	3,700	3,700	3,700
640400 Consulting Services	5,040	768	1,173	7,000	7,000	7,000
641200 Advertising	35,812	39,163	11,408	35,500	35,500	38,600
641307 Telephone	772	793	193	900	900	900
641800 Equipment Repairs & Maint.	8,731	11,730	8,301	11,000	11,000	10,700
642900 Interfund Allocations	(562)	15	-	60	60	50
650301 Facility Rent	2,022	3,780	1,890	2,025	2,025	3,780
650302 Equipment Rent	18,447	19,697	2,763	19,200	19,200	21,000
659900 Other Contracts/Obligation	3,137	3,563	15,185	19,185	19,185	19,185
662500 Disability Payments	658	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>77,426</u>	<u>82,476</u>	<u>41,790</u>	<u>98,570</u>	<u>98,570</u>	<u>104,915</u>
TOTAL EXPENSE	<u>987,790</u>	<u>1,142,903</u>	<u>366,099</u>	<u>1,096,615</u>	<u>1,100,015</u>	<u>1,248,722</u>

**CITY OF APPLETON 2024 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 2024		

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 4,158	\$ -	\$ -	\$ -	\$ -	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	4,158	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
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	\$ 4,158	\$ -	\$ -	\$ -	\$ -
Total Expense	<u>\$ 4,158</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
CITY CENTER**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	4,158	-	-	-	-
Total Expenses	4,158	-	-	-	-
Revenues over (under) Expenses	(4,158)	-	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(4,158)	-	-	-	-
Fund Balance - Beginning	4,781	623	623	623	623
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ 623	\$ 623	\$ 623	\$ 623	\$ 623

CITY OF APPLETON 2024 BUDGET

HUMAN RESOURCES

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2024 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 2023 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 2023 are:

General Administration:

- Completed a compensation equity audit using guidance from the Equal Employment Opportunity Commission (EEOC), which was the final step in implementing our new compensation plan and documenting the plan as fair and equitable.
- Continued to train/develop staff members within HR, with specific focus on Tyler Munis and Neogov technologies.
- Continued working with the Financial Wellness Team, focusing on communication and the implementation of a fund geared toward retirees to generate retirement income.
- Continued relationships with UMR and CVS/Caremark, allowing us to continue to obtain significant rebates as part of this cooperative.
- Continued health services at the employee Connecting Care Clinic (CCC) and renewal of our commitment with the AASD. Currently working on an option to relocate the clinic. The new location will offer additional space, easier patient access, and significant cost savings.
- Continued transition into Tyler Munis for HR and Payroll systems. Created an internal HR/Payroll team to allow for better communication and discussion of processes with new staff members in these critical roles.
- Updated a variety of HR and safety policies.
- Continued work by the HealthSmart Team including sponsoring wellness programs and fitness tracking challenges through myInertia. On-site biometric health screenings will take place in fall 2023.
- Provided monthly updates to online dashboards to measure key metrics related to HR.
- Completed a HIPAA audit with the use of an external compliance tool.
- Began conducting new employee surveys to gain feedback on our onboarding and new employee experience.
- Started 457 deferred compensation plan review and compliance with Secure Act 2.0.

Employee and Labor Relations:

- Started labor contract negotiations with the Police and Valley Transit unions.
- Assisted with general 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, and contesting claims when appropriate).
- Updated City of Appleton EEOC and Affirmative Action plan documents.
- Participated in the Valley Transit tri-annual audit.

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 other promotional processes.
- Completed hiring process for the Community and Economic Development Director position.
- Continued efforts to increase our reach through social media, direct recruitment, and branding of recruitment materials.
- Conducted interviews in-person, virtually (Microsoft Teams and Zoom), and via the phone to accommodate candidate needs.
- Worked with the Parks, Recreation, and Facilities Management Department to increase efficiencies for seasonal recruitment.
- On-going maintenance of Human Resources and DEI dashboards to display 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 initial new employee online orientation training through the onboarding tool.
- Conducted bimonthly new supervisor orientation training and new employee orientations.
- Provided recognition for administrative professionals during Administrative Professionals' Week.
- Implemented recognition for multiple departments, including DPW, Valley Transit, Finance and Mayor's Office.
- Implemented new City Celebrations Recognition program for employees with milestone anniversaries (10, 20, and 30 years).
- Administered the THRIVE Leadership Academy for current and upcoming City leaders.
- Facilitated EQi assessments and individual/team development.
- Facilitated EQi360 and Hogan assessments with the City leadership team members.
- Provided Dealing with Difficult Customers De-escalation training for all employees.

CITY OF APPLETON 2024 BUDGET

HUMAN RESOURCES

MAJOR 2024 OBJECTIVES

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

Human Resources Compliance and Administration:

- Ongoing monthly review of the medical and dental plans against trend and compliance changes.
- Quarterly strategic planning with insurance brokers on health, dental, and other benefit plans to review and, when appropriate, implement cost containment strategies.
- Evaluate and administer the annual personal health risk assessments and other health and wellness driven benefits for all employees, spouses, and retirees.
- Administer various wellness programs to educate employees and promote health and wellness.
- Ongoing review and maintenance of non-represented employee compensation system to ensure that it remains fair, equitable, and legally compliant.
- Promote the Connecting Care Clinic and services including promotion of a new location.
- Promote programs to increase employee financial wellness and retirement readiness.
- Continue review of 457 deferred compensation plan and compliance with Secure Act 2.0.
- Finalize negotiation and implementation of the Police and Valley Transit contracts.
- 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, virtual, and phone).
- Continue to evaluate the use of testing and employment related assessments to best meet the organization's needs.
- Review background procedures and evaluate alternatives.
- Increase social media impact and continue to market HR on the appropriate social media platforms.
- Monitor and explore ways to improve our diversity outreach.
- Share and highlight DEI statistics with internal and external audiences.
- Continue work on branding.

Talent Management and Development:

- Continue to implement Citywide talent management strategy, including updates and implementation of Citywide and department workforce analyses, succession plans, individual development plans and Citywide 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 and online learning.
- 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, Hogan, and other leadership development tools.
- Research the development of a new aspiring leaders program to help prepare employees to move into supervisory roles.
- Continue to implement and manage online onboarding, performance evaluation, and learning management system.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 106	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	HR Compliance	349,127	404,386	410,913	410,913	416,431	1.34%
14020	Talent Acquisition	149,269	225,254	180,388	180,388	201,339	11.61%
14040	Talent Management	178,312	195,658	181,823	181,823	194,080	6.74%
TOTAL		\$ 676,708	\$ 825,298	\$ 773,124	\$ 773,124	\$ 811,850	5.01%
Expenses Comprised Of:							
Personnel		589,760	671,054	667,855	667,855	697,905	4.50%
Training & Travel		17,126	23,521	25,990	25,990	26,350	1.39%
Supplies & Materials		7,708	10,895	15,779	15,779	15,781	0.01%
Purchased Services		62,114	119,828	63,500	63,500	71,814	13.09%
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 2024 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 employer fringe benefit programs and voluntary fringe benefit programs
- Ensure fringe benefit programs are administered in accordance with State and federal laws
- Counsel employees on benefit related matters
- Conduct organizational benefit reviews
- Coordinate and administer the employee compensation and classification system, including use of the Baker Tilly Safe System, for ongoing evaluations
- 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:

Consulting services increased due to 457 deferred compensation plan review and compliance with Secure Act 2.0. Also, Training/Conferences budget moved out of Administration and into Talent Management and Development.

CITY OF APPLETON 2024 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Service	\$ 106	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 106</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 252,282	\$ 291,557	\$ 298,957	\$ 298,957	\$ 293,578
610500 Overtime Wages	599	2,479	-	-	-
615000 Fringes	83,243	99,758	98,131	98,131	106,064
620100 Training/Conferences	76	1,028	110	110	-
620200 Mileage Reimbursement	9	81	-	-	72
620600 Parking Permits	2,152	2,511	2,880	2,880	2,880
630100 Office Supplies	819	1,399	1,000	1,000	1,000
630300 Memberships & Licenses	420	-	420	420	420
630500 Awards & Recognition	496	-	92	92	92
630700 Food & Provisions	361	123	123	123	125
631500 Books & Library Materials	92	-	-	-	-
632001 City Copy Charges	2,130	2,630	3,000	3,000	3,000
632002 Outside Printing	506	200	400	400	400
632700 Miscellaneous Equipment	21	841	200	200	200
640400 Consulting Services	5,391	1,174	5,000	5,000	8,000
641307 Telephone	468	481	500	500	500
659900 Other Contracts/Obligation	62	124	100	100	100
Total Expense	<u>\$ 349,127</u>	<u>\$ 404,386</u>	<u>\$ 410,913</u>	<u>\$ 410,913</u>	<u>\$ 416,431</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 Neogov system for all volunteer processes to streamline and ensure all background checks are completed
- Build qualified applicant pools that are representative of the community
- Continually evaluate creative methods to attract quality talent
- Work through branding of recruitment materials

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 77,038	\$ 103,915	\$ 107,364	\$ 107,364	\$ 111,584
610500 Overtime Wages	22	-	-	-	-
615000 Fringes	31,392	42,646	36,119	36,119	52,464
620100 Training/Conferences	74	39	-	-	-
620200 Mileage Reimbursement	6	134	-	-	72
620500 Employee Recruitment	13,621	10,210	14,000	14,000	14,000
630300 Memberships & Licenses	230	319	205	205	205
630700 Food & Provisions	947	835	500	500	500
640400 Consulting Services	18,764	60,963	22,000	22,000	22,314
641200 Advertising	7,003	6,016	-	-	-
641307 Telephone	172	177	200	200	200
Total Expense	<u>\$ 149,269</u>	<u>\$ 225,254</u>	<u>\$ 180,388</u>	<u>\$ 180,388</u>	<u>\$ 201,339</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Pre-employment Physical Testing	\$ 10,764
Pre-employment Psychological Testing	8,800
Personnel Evaluation, Inc.	2,750
	<u>\$ 22,314</u>

CITY OF APPLETON 2024 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 annual required general employee training classes for all employees
- Coordinate and facilitate supervisory training
- Maintain Citywide training and tracking database
- Create and manage e-learning courses
- Facilitate staff and team development sessions
- Deliver organizational development training
- Conduct bimonthly new employee orientation programs
- Conduct bimonthly new supervisor orientation training
- Coordinate and conduct seasonal training through our online onboarding tool
- Facilitate Citywide talent management strategy, including workforce analysis and succession plans
- Coordinate and facilitate leadership programs, including individual development plans and mentoring program
- Continue to implement and manage online Neogov 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 members
- Offer new THRIVE 2.0 classes for continued leadership development
- Research and implement development programs for mid-level managers
- Administer the City Celebrations Recognition program and the annual employee picnic.

Major Changes in Revenue, Expenditures or Programs:

Training/Conferences increased budget is a result of moving funds from Administration budget to Talent Management and Development.

CITY OF APPLETON 2024 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 108,416	\$ 96,547	\$ 96,858	\$ 96,858	\$ 98,285
610500 Overtime Wages	196	-	-	-	-
615000 Fringes	36,567	34,152	30,426	30,426	35,930
620100 Training/Conferences	1,149	9,293	9,000	9,000	9,110
620200 Mileage Reimbursement	45	225	-	-	216
630300 Memberships & Licenses	-	-	289	289	289
630700 Food & Provisions	1,686	4,548	9,550	9,550	9,550
640400 Consulting Services	30,253	49,797	35,000	35,000	40,000
659900 Other Contracts/Obligation	-	1,096	700	700	700
Total Expense	<u>\$ 178,312</u>	<u>\$ 195,658</u>	<u>\$ 181,823</u>	<u>\$ 181,823</u>	<u>\$ 194,080</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

General Employee Training/Development	\$ 6,500
Organizational Development	10,000
Supervisor/Leadership Development	22,000
Administrative Professionals Event	1,500
	<u>\$ 40,000</u>

**CITY OF APPLETON 2024 BUDGET
HUMAN RESOURCES**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Charges for Services						
480100 General Charges for Service	106	-	-	-	-	-
TOTAL PROGRAM REVENUES	106	-	-	-	-	-
Salaries						
610100 Regular Salaries	437,739	492,019	156,363	503,179	503,179	503,447
610500 Overtime Wages	818	2,479	2,073	-	-	-
615000 Fringes	151,203	176,556	60,360	164,676	164,676	194,458
TOTAL PERSONNEL	589,760	671,054	218,796	667,855	667,855	697,905
Training~Travel						
620100 Training/Conferences	1,299	10,360	4,128	9,110	9,110	9,110
620200 Mileage Reimbursement	54	440	120	-	-	360
620500 Employee Recruitment	13,621	10,210	2,259	14,000	14,000	14,000
620600 Parking Permits	2,152	2,511	2,880	2,880	2,880	2,880
TOTAL TRAINING / TRAVEL	17,126	23,521	9,387	25,990	25,990	26,350
Supplies						
630100 Office Supplies	819	1,399	298	1,000	1,000	1,000
630300 Memberships & Licenses	650	319	721	914	914	914
630500 Awards & Recognition	496	-	-	92	92	92
630700 Food & Provisions	2,994	5,506	833	10,173	10,173	10,175
631500 Books & Library Materials	92	-	-	-	-	-
632001 City Copy Charges	2,130	2,630	670	3,000	3,000	3,000
632002 Outside Printing	506	200	-	400	400	400
632700 Miscellaneous Equipment	21	841	225	200	200	200
TOTAL SUPPLIES	7,708	10,895	2,747	15,779	15,779	15,781
Purchased Services						
640400 Consulting Services	54,408	111,934	25,345	62,000	62,000	70,314
641200 Advertising	7,003	6,016	-	-	-	-
641307 Telephone	641	658	158	700	700	700
659900 Other Contracts/Obligation	62	1,220	700	800	800	800
TOTAL PURCHASED SVCS	62,114	119,828	26,203	63,500	63,500	71,814
TOTAL EXPENSE	676,708	825,298	257,133	773,124	773,124	811,850

CITY OF APPLETON 2024 BUDGET

RISK MANAGEMENT

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2024 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 2023 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights of 2023 includes:

- 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, 2023, reviewed 64 special events to assure adequate risk transfer to the event sponsor.
- As of June 1, 2023, reviewed around 111 City service and construction contracts to ensure adequate risk transfer to the applicable contractor or vendor.
- Reviewed and suggested changes to the following policies: City Hall Emergency Procedures and Blood Borne Pathogens (annual review).
- As of June 1, 2023 completed building safety audits at the following locations: Parks, Recreation, and Facilities Management maintenance building and Schieg building.
- Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 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 and incidents.
- Completed the following safety training during 2023: OSHA 30-hour course for various City supervisory staff (scheduled for early winter 2023), forklift train-the-trainer for various City personnel, various safety training for utilities department staff, driving safety review for Health and Community and Economic Development departments, 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.
- 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 the Appleton Police Department'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 these corrections, our 2023 deductible for cyber liability was reduced from \$400,000 per occurrence to \$200,000 per occurrence.

CITY OF APPLETON 2024 BUDGET RISK MANAGEMENT

MAJOR 2024 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 actuarial analysis 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 areas of safety and loss prevention 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			% Change *
		2021	2022	Adopted 2023	Amended 2023	2024	
Unit	Title						
Program Revenues		\$ 2,995,284	\$ 1,914,638	\$ 1,986,913	\$ 1,986,913	\$ 2,005,958	0.96%
Program Expenses							
6210	Property & Liability Mgt.	1,051,726	1,745,875	1,818,085	1,818,085	1,825,387	0.40%
6220	Loss Control	141,181	160,262	168,828	168,828	174,550	3.39%
Total Program Expenses		\$ 1,192,907	\$ 1,906,137	\$ 1,986,913	\$ 1,986,913	\$ 1,999,937	0.66%
Expenses Comprised Of:							
Personnel		311,846	359,086	398,804	398,804	405,566	1.70%
Training & Travel		2,419	1,684	9,300	9,300	9,300	0.00%
Supplies & Materials		3,557	4,710	5,965	5,965	5,965	0.00%
Purchased Services		688,013	726,219	792,844	792,844	799,106	0.79%
Miscellaneous Expense		187,072	814,438	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 2024 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 Strategies #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 2024 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 ongoing supply chain disruptions, labor shortages, record-setting inflation trends, growing possibility of a recession, unprecedented large civil lawsuit settlements and large-scale international events (e.g., Ukraine/Russia war) and b) the City has incurred several large property losses since 2019. It is anticipated that these insurance rates will continue to rise beyond 2024.

Within the insurance expense line, excluding WC TPA fees, premiums have decreased as Cities and Villages Mutual Insurance Company (CVMIC) has recently hired a new insurance broker which has been able to obtain more competitive pricing for these coverages. However, WC TPA fees are increasing, as per our written contract with CVMIC, which allows for a 7.5% increase from year to year, and also due to the City's claim frequency.

CITY OF APPLETON 2024 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments (Loss)	\$ (5,646)	\$ (24,629)	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,641,795	1,872,348	1,930,566	1,930,566	1,950,958
503500 Other Reimbursements	59,135	66,919	56,347	56,347	55,000
592100 Transfer In - General Fund	1,300,000	-	-	-	-
Total Revenue	<u>\$ 2,995,284</u>	<u>\$ 1,914,638</u>	<u>\$ 1,986,913</u>	<u>\$ 1,986,913</u>	<u>\$ 2,005,958</u>
Expenses					
610100 Regular Salaries	\$ 169,512	\$ 183,316	\$ 192,535	\$ 192,535	\$ 191,888
610500 Overtime Wages	197	578	-	-	-
615000 Fringes	22,694	36,282	62,866	62,866	64,553
620600 Parking Permits	1,260	1,260	1,440	1,440	1,440
630100 Office Supplies	708	1,018	1,000	1,000	1,000
632700 Miscellaneous Equipment	-	97	300	300	300
640100 Accounting/Audit Fees	1,779	1,784	1,500	1,500	1,500
640300 Bank Service Fees	286	487	-	-	-
640400 Consulting Services	25,419	7,995	8,300	8,300	8,300
650100 Insurance	642,798	698,620	770,144	770,144	776,406
662600 Uninsured Losses	(338,135)	304,440	160,000	160,000	160,000
662700 Uninsured Losses - W/C	525,208	509,998	620,000	620,000	620,000
Total Expense	<u>\$ 1,051,726</u>	<u>\$ 1,745,875</u>	<u>\$ 1,818,085</u>	<u>\$ 1,818,085</u>	<u>\$ 1,825,387</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Insurance</u>	<u>Uninsured Losses - W/C</u>
Liability	Police Department
\$ 113,126	\$ 133,867
Crime	Fire Department
4,182	91,794
Excess liability	Public Works Department
7,989	66,359
Cyber liability	Valley Transit
-	58,650
Employment practice	Library
30,869	43,507
Volunteer Blanket Accident	Water Utility
966	33,590
Equipment breakdown	Wastewater Utility
26,281	28,110
Package property	Stormwater Utility
383,156	19,640
Auto physical damage	Community Development
58,201	18,437
WC TPA & fees	Parks & Recreation Dept
18,500	17,269
Excess workers' compensation	Sanitation Department
133,136	17,090
<u>\$ 776,406</u>	CEA
	14,280
	Health Department
	13,844
	Facilities Management
	11,460
<u>Uninsured Losses</u>	Parking Utility
General liability	10,120
\$ 60,000	Information Technology
Automobile	9,753
100,000	Finance Department
<u>\$ 160,000</u>	8,794
	Human Resource Dept
	8,733
	Legal Services Dept
	8,287
	Mayor's Office
	3,825
	Reid Golf Course
	2,591
	<u>\$ 620,000</u>

**CITY OF APPLETON 2024 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 Strategies #1: "Responsibly deliver excellent services", and #3: "Recognize and grow everyone's talents."

Objectives:

Participate in 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 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.

Facilitate annual hearing tests on required personnel.

Facilitate annual lead testing.

Review and develop programs to promote safety, reduce injuries and reduce claims.

Facilitate 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 and accident reports as well as workers' compensation and liability loss runs to identify potential loss control measures to prevent accident or injury re-occurrence.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 84,436	\$ 99,673	\$ 105,651	\$ 105,651	\$ 108,818
610500 Overtime Wages	66	-	-	-	-
615000 Fringes	34,940	39,237	37,752	37,752	40,307
620100 Training/Conferences	1,099	34	7,500	7,500	7,500
620200 Mileage Reimbursement	60	390	360	360	360
630300 Memberships & Licenses	100	125	125	125	125
630500 Awards & Recognition	-	-	140	140	140
630700 Food & Provisions	458	252	1,400	1,400	1,400
631500 Books & Library Materials	-	150	150	150	150
632001 City Copy Charges	2,013	2,386	2,300	2,300	2,300
632002 Outside Printing	91	200	200	200	200
632300 Safety Supplies	82	249	100	100	100
632700 Miscellaneous Equipment	105	233	250	250	250
640400 Consulting Services	15,829	15,428	11,000	11,000	11,000
641307 Telephone	102	105	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	<u>\$ 141,181</u>	<u>\$ 160,262</u>	<u>\$ 168,828</u>	<u>\$ 168,828</u>	<u>\$ 174,550</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
RISK MANAGEMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(5,645)	(24,629)	1,441	-	-	-
480100 General Charges for Service	1,641,795	1,872,348	643,524	1,930,566	1,930,566	1,950,958
503500 Other Reimbursements	59,136	66,919	56,399	56,347	56,347	55,000
592100 Transfer In - General Fund	<u>1,300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PROGRAM REVENUES	2,995,286	1,914,638	701,364	1,986,913	1,986,913	2,005,958
Personnel						
610100 Regular Salaries	253,952	282,989	85,879	298,186	298,186	300,706
610500 Overtime Wages	262	578	687	-	-	-
615000 Fringes	88,568	99,842	31,216	100,618	100,618	104,860
617000 Pension Expense	(27,457)	(26,066)	-	-	-	-
617100 OPEB Expense	<u>(3,479)</u>	<u>1,743</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PERSONNEL	311,846	359,086	117,782	398,804	398,804	405,566
Training~Travel						
620100 Training/Conferences	1,099	34	2,161	7,500	7,500	7,500
620200 Mileage Reimbursement	60	390	120	360	360	360
620600 Parking Permits	<u>1,260</u>	<u>1,260</u>	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>
TOTAL TRAINING / TRAVEL	2,419	1,684	3,721	9,300	9,300	9,300
Supplies						
630100 Office Supplies	708	1,018	165	1,000	1,000	1,000
630300 Memberships & Licenses	100	125	125	125	125	125
630500 Awards & Recognition	-	-	41	140	140	140
630700 Food & Provisions	458	252	1,034	1,400	1,400	1,400
631500 Books & Library Materials	-	150	-	150	150	150
632001 City Copy Charges	2,013	2,386	670	2,300	2,300	2,300
632002 Outside Printing	91	200	-	200	200	200
632300 Safety Supplies	82	249	-	100	100	100
632700 Miscellaneous Equipment	<u>105</u>	<u>330</u>	<u>-</u>	<u>550</u>	<u>550</u>	<u>550</u>
TOTAL SUPPLIES	3,557	4,710	2,035	5,965	5,965	5,965
Purchased Services						
640100 Accounting/Audit Fees	1,779	1,784	-	1,500	1,500	1,500
640300 Bank Service Fees	286	487	-	-	-	-
640400 Consulting Services	41,248	23,423	1,812	19,300	19,300	19,300
641307 Telephone	102	105	25	100	100	100
650100 Insurance	642,798	698,620	694,386	770,144	770,144	776,406
659900 Other Contracts/Obligation	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
TOTAL PURCHASED SVCS	688,013	726,219	698,023	792,844	792,844	799,106
Miscellaneous Expense						
662600 Uninsured Losses	(338,136)	304,440	11,649	160,000	160,000	160,000
662700 Uninsured Losses - Workers' Comp	<u>525,208</u>	<u>509,998</u>	<u>130,301</u>	<u>620,000</u>	<u>620,000</u>	<u>620,000</u>
TOTAL MISCELLANEOUS	187,072	814,438	141,950	780,000	780,000	780,000
TOTAL EXPENSE	<u>1,192,907</u>	<u>1,906,137</u>	<u>963,511</u>	<u>1,986,913</u>	<u>1,986,913</u>	<u>1,999,937</u>

CITY OF APPLETON 2024 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 1,641,795	\$ 1,872,348	\$ 1,930,566	\$ 1,930,566	\$ 1,950,958
Other	59,135	66,919	56,347	56,347	55,000
Total Revenues	<u>1,700,930</u>	<u>1,939,267</u>	<u>1,986,913</u>	<u>1,986,913</u>	<u>2,005,958</u>
Expenses					
Operating Expenses	1,192,907	1,906,137	1,986,913	1,986,913	1,999,937
Total Expenses	<u>1,192,907</u>	<u>1,906,137</u>	<u>1,986,913</u>	<u>1,986,913</u>	<u>1,999,937</u>
Operating Income (Loss)	508,023	33,130	-	-	6,021
Non-Operating Revenues (Expenses)					
Investment Income	(5,646)	(24,629)	-	-	-
Other Non-Operating Income	1,300,000	-	-	-	-
Insurance Proceeds - Fox River	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-
Total Non-Operating	<u>1,294,354</u>	<u>(24,629)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	1,802,377	8,501	-	-	6,021
Fund Balance - Beginning	<u>(847,482)</u>	<u>954,895</u>	<u>963,396</u>	<u>963,396</u>	<u>963,396</u>
Fund Balance - Ending	<u>\$ 954,895</u>	<u>\$ 963,396</u>	<u>\$ 963,396</u>	<u>\$ 963,396</u>	<u>\$ 969,417</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,526,323	\$ 1,526,323
+ Change in Net Assets	<u>-</u>	<u>6,021</u>
Working Cash - End of Year	<u>\$ 1,526,323</u>	<u>\$ 1,532,344</u>

CITY OF APPLETON 2024 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Kara J. Homan

Deputy Director Community & Economic Development: David M. Kress

CITY OF APPLETON 2024 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 2023 EVENTS

Planning

In collaboration with PRFM, amended Ch. 17: Subdivision Code to update the fee-in lieu and other parks/trails related language within the code.

Staff authored the Roles of the Plan Commission document, including an analysis of statutory requirements and duties. Staff continues to refine policies and procedures as a result of this analysis, collaborating with the City Attorney's Office, PRFM, and DPW.

Updated the Comprehensive Plan in response to Council Resolution #6-R-22 "Revitalization of Soldier's Square."

Implemented Zoning code amendments to support affordable housing and encourage diverse housing types.

Final plat approvals resulted in the creation of 107 residential lots, including the Villas at Meade Pond (28 lots), Stone Ridge West (10 lots) and Trail View Estates South 3 (76 lots).

Facilitated the Seville Properties and Baldeagle Drive/Providence Avenue annexations, resulting in roughly 41.5 acres of land being annexed.

Community & Economic Development

Development Agreements were completed for Fox Commons, Chase Bank and Rise Apartments, in alignment with the College North Neighborhood Plan.

Coordinated with F Street Development to facilitate delivery of an additional 250,000 square feet of manufacturing/industrial space (Phase II) in June and groundbreaking on Phase III building.

Completed closure of TID #6. Created TID #13, encompassing all of Southpoint Commerce Park.

Collaborative reorganization with Public Health to shift the Coordinated Entry Role to the Health Department, while strengthening collaboration with APD's Community Resources Unit in having the position embedded with their department.

Geographic Information System (GIS)

Converted data to ArcGIS Parcel Fabric, updated existing processes and trained staff to utilize new Parcel Fabric software.

Migrated existing JavaScript 3.x to JavaScript 4.x applications and transitioned users from ArcMap software to ArcGIS Pro or a web-based environment.

Published and printed new Trails of the Fox Cities and City of Appleton maps.

Assessing

Successfully completed a 2-year long project to revalue all property in the City. This is the first time all classes of property have been revalued together, in the same year, since 1985. This work included valuing 24,000 residential properties, engaging in public relations outreach, holding a 3-week open book to hear citizen concerns, and several days defending values before the Board of Review.

The City's equalized value increased by 15% in 2023 from \$7,511,516,400 to \$8,640,805,200, which was 2% greater than the statewide gain of 13%.

Inspections

In May 2023, the Inspections Division was moved from DPW to Community & Economic Development (CED). This increased the CED department by nine (9) full time positions and one (1) seasonal position.

CITY OF APPLETON 2024 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2024 OBJECTIVES

Planning: Implement the City's updated Comprehensive Plan 2010-2030, providing input to development proposals and initiating zoning and subdivision code changes. Collaborate with various departments (e.g. Parks/Facilities, Valley Transit, and Public Works) in functional area plans, program and policy development to ensure Citywide alignment.

Economic Development: Implement 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. Ensure alignment with comprehensive, district and neighborhood plans. This includes continued implementation of the business retention and expansion program.

Industrial Development: Install infrastructure to expand Southpoint Commerce Park between Coop Rd. and Eisenhower Dr. to provide "ready to build" lots for continued industrial development. Continue to market and sell business park land.

ARPA Implementation: Provide support in administering ARPA grants to external entities and internally implement CED-related ARPA initiatives.

Smart Development: Target net new construction in a manner that accounts for long-term infrastructure and service delivery costs. Continue to prioritize infill development on existing city infrastructure within existing service areas (for police, fire, parks, transit, etc.).

Inspections: Continue work to integrate with CED, creating synergies and opportunities for collaboration. Identify efficient ways to enhance customer service, while balancing the need for inspections and field work. Continue to work through staffing recruitment and retention challenges, including succession planning and staff development.

GIS: Upgrade GIS architecture to the latest software release; this includes all desktop software, mobile applications, web applications and servers (including transition to the cloud).

Assessment: Conduct approximately 2,000 home inspections to catch up after these were deferred due to COVID-19 and the full revaluation.

Development Review Enhancements: Coordinate and increase communication and alignment between various divisions and departments involved in the City's Development review process. Increase internal efficiencies and collaboration, and increase customer service and experience. This will include making preparations and refining processes leading up to the transition to TylerMunis Enterprise Community Development.

Prioritize Code Compliance: Create a Code Compliance Inspector position through a strategic re-alignment of personnel resources between the Assessor's Office and Inspections Division. This is a result of the elimination of the Personal Property Tax assessing function and a planned retirement.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 870,530	\$ 1,061,252	\$ 887,400	\$ 887,400	\$ 1,005,900	13.35%
Program Expenses							
15010	Administration	799,762	851,846	894,051	894,051	874,841	-2.15%
15020	Planning	306,496	314,835	328,345	328,345	318,151	-3.10%
15030	Marketing	174,666	165,848	151,325	151,325	140,584	-7.10%
15040	New & Redevelopment	261,032	250,248	220,424	269,324	125,520	-43.06%
15050	Assessing	606,858	616,558	624,456	624,456	573,211	-8.21%
17036	Inspections & Plan Review	576,467	505,452	655,908	655,908	775,431	18.22%
TOTAL		\$ 2,725,281	\$ 2,704,787	\$ 2,874,509	\$ 2,923,409	2,807,738	-2.32%
Expenses Comprised Of:							
Personnel		2,486,118	2,479,480	2,708,555	2,708,555	2,633,033	-2.79%
Training & Travel		23,190	23,517	25,470	25,470	26,620	4.52%
Supplies & Materials		23,654	30,916	39,045	39,045	39,135	0.23%
Purchased Services		192,319	170,874	101,439	150,339	108,950	7.40%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.97	16.93	16.93	25.68	25.68	

**CITY OF APPLETON 2024 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.

Develop and enhance budget development, monitoring and evaluation processes.

Develop and enhance departmental communications and engagement efforts, in coordination with the Mayor's office.

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.

Provide departmental leadership and organizational leadership for cross-department initiatives related to the community development and the built environment.

Prioritize staff training and development, and encourage collaborative work across the department and City enterprise.

Major changes in Revenue, Expenditures, or Programs:

This budget now integrates the Inspections Division administration budget, previously housed in DPW prior to the reorganization approved in spring of 2023.

City Copy Charges reduced to reflect actual historic expenses and ongoing conversion to digital solutions.

Misc. Equipment increased to reflect a need to catch up on deferred office equipment purchases.

Consulting Services increased due to shift of budget from New and Redevelopment Projects and to reflect routine expenses.

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 15010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Svc	\$ 599	\$ 3,560	\$ 300	\$ 300	\$ 300
Total Revenue	<u>\$ 599</u>	<u>\$ 3,560</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
610100 Regular Salaries	\$ 518,443	\$ 549,035	\$ 571,083	\$ 571,083	\$ 541,221
610500 Overtime Wages	350	630	500	500	-
615000 Fringes	204,366	219,429	233,867	233,867	224,005
620100 Training/Conferences	6,484	11,561	12,500	12,500	12,500
620600 Parking Permits	15,412	11,378	12,120	12,120	12,120
630100 Office Supplies	2,145	2,085	3,000	3,000	3,000
630200 Subscriptions	337	341	400	400	400
630300 Memberships & Licenses	2,497	4,087	4,950	4,950	4,990
630500 Awards & Recognition	285	270	565	565	565
630700 Food & Provisions	434	439	450	450	450
630901 Shop Supplies	228	214	200	200	200
631500 Books & Library Materials	-	-	400	400	400
632001 City Copy Charges	6,224	7,467	10,250	10,250	8,500
632002 Outside Printing	5,436	5,553	4,700	4,700	4,700
632102 Protective Clothing	1	37	200	200	200
632700 Miscellaneous Equipment	2,500	351	300	300	2,050
640202 Recording/Filing Fees	90	30	75	75	75
640400 Consulting Services	1,808	1,792	1,200	1,200	17,000
640800 Contractor Fees	20	-	-	-	-
641200 Advertising	1,692	4,481	3,333	3,333	3,500
641307 Telephone	1,714	1,759	1,800	1,800	1,800
641308 Cellular Phones	4,019	3,424	4,048	4,048	4,048
642400 Software Support	1,800	3,145	1,500	1,500	1,500
642501 CEA Operations/Maint.	12,038	13,224	14,317	14,317	16,094
642502 CEA Depreciation/Replac	11,439	11,114	12,293	12,293	15,523
Total Expense	<u>\$ 799,762</u>	<u>\$ 851,846</u>	<u>\$ 894,051</u>	<u>\$ 894,051</u>	<u>\$ 874,841</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

GIS Consulting, translation services, planning and development projects	\$ 17,000
	<u>\$ 17,000</u>

**CITY OF APPLETON 2024 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 all sections of the 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:

As part of the budget process, the Planning fee structure was reviewed against comparable municipalities, as well as personnel and fixed costs necessary to perform work related to each permit type. With the adoption of this budget, Planning fees are proposed to change as follows:

Certified Survey Maps – Add a \$25/lot fee (estimated revenue \$1,500)

Preliminary Plat - Increase base fee from \$100 to \$500 (estimated revenue \$800)

Final Plat - Increase base fee from \$150 to \$250 and add new \$25/lot fee (estimated revenue \$950)

Comprehensive Plan Amendment - Increase fee from \$200 to \$600 (estimated revenue \$600)

Site Plan Review:

Minor - Increase fee from \$150 to \$300

Major - Increase fee from \$300 to \$600 (estimated revenue \$6,750)

Rezoning - Increase fee from \$450 to \$600 (estimated revenue \$1,400)

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
500200 Zoning & Subdivision Fees	\$ 14,865	\$ 18,925	\$ 18,000	\$ 18,000	\$ 34,000
Total Revenue	<u>\$ 14,865</u>	<u>\$ 18,925</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ 34,000</u>
Expenses					
610100 Regular Salaries	\$ 219,908	\$ 224,469	\$ 233,448	\$ 233,448	\$ 233,596
615000 Fringes	86,588	90,366	94,897	94,897	84,555
Total Expense	<u>\$ 306,496</u>	<u>\$ 314,835</u>	<u>\$ 328,345</u>	<u>\$ 328,345</u>	<u>\$ 318,151</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 and expansion visits.

Provide assistance and referrals for start-up and growing companies.

Assist and be responsive to prospective and established businesses and developers.

Promote the City's interest and develop positive relationships through active participation on various boards, committees and organizations.

Continue implementation of the Comprehensive Plan 2010-2030 and Economic Development Strategic Plan.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 85,239	\$ 80,702	\$ 89,862	\$ 89,862	\$ 79,925
615000 Fringes	26,787	26,306	29,463	29,463	28,659
630300 Memberships & Licenses	-	6,436	10,000	10,000	10,000
641200 Advertising	-	10,404	10,000	10,000	10,000
659900 Other Contracts/Obligation	62,640	42,000	12,000	12,000	12,000
Total Expense	<u>\$ 174,666</u>	<u>\$ 165,848</u>	<u>\$ 151,325</u>	<u>\$ 151,325</u>	<u>\$ 140,584</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 redevelopment sites within Appleton and, when feasible and appropriate, mitigate those sites to bring them back to community use.

Plan and manage projects 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:

Reduction in Salaries and Fringe benefits to reflect staff time allocated to administration in TIDs #8, #11, #12, and #13.

Consulting Services budget is now included in Administration.

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 15040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 143,472	\$ 145,029	\$ 152,692	\$ 152,692	\$ 92,947
615000 Fringes	44,408	49,369	52,732	52,732	32,573
640400 Consulting Services	73,152	55,850	15,000	63,900	-
Total Expense	<u>\$ 261,032</u>	<u>\$ 250,248</u>	<u>\$ 220,424</u>	<u>\$ 269,324</u>	<u>\$ 125,520</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 Strategies #4: "Continuously assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

Inspect 1,500 additional homes to return to pre COVID-19 level of inspections. This is important because updated property records are the foundation of accurate values. These 1,500 inspections will be in addition to our typical 400-500 inspections done annually for new construction, permits and sales.

Upgrade Patriot software to the newest version, which had been delayed due to the revaluation.

Focus on cleaning up data.

Continue to increase functionality of software.

Continue offering more resources to the public utilizing the City website.

Major changes in Revenue, Expenditures, or Programs:

This budget acknowledges personnel changes, reflected in salary/fringe decreases, as follows:
Eliminate 0.7 FTE Real Estate Assessment Technician (transferred to Inspections Division).
Eliminate 1.0 FTE Personal Property Assessment Technician.
Create 1.0 FTE Real Estate Property Lister.

Overtime wages have been reduced due to completion of the revaluation process in 2023.

CEA Fuel Charges have increased to account for additional mileage/fuel consumption to perform more inspections than the prior several years.

Training/Conferences increased to provide a more appropriate training budget to ensure internal equity for development opportunities throughout the department.

With the adoption of this budget, a Property Records Maintenance Fee will be created to account for City assessors expenses related to creating and updating property records triggered by new building permits. Implementing this fee is a trend that is occurring in peer communities throughout the state. This new fee will be collected at time of building permit:

New Construction/Additions:

New Single Family/Two-Family Residential - \$125 (estimated revenue \$6,000)
Commercial (includes Multi-Family & Industrial) - \$350 (estimated revenue \$2,600)
Garages/Accessory Structures & Single Family/Two-Family Additions - \$30 (estimated revenue \$1,700)

Alterations/Renovations:

Garages/Accessory Structures & Single Family/Two-Family Alterations - \$30 (estimated revenue \$6,600)
Commercial (includes Multi-Family & Industrial) - \$150 (estimated revenue \$13,500)

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 15050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
500100 Fees & Commissions	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>
Expenses					
610100 Regular Salaries	\$ 425,797	\$ 433,485	\$ 420,640	\$ 420,640	\$ 384,647
610500 Overtime Wages	(13)	1,569	5,437	5,437	1,462
615000 Fringes	161,162	158,573	174,026	174,026	160,012
620100 Training/Conferences	1,294	578	850	850	2,000
630200 Subscriptions	1,787	1,826	1,850	1,850	1,850
630300 Memberships & Licenses	380	410	380	380	380
632700 Miscellaneous Equipment	1,400	1,400	1,400	1,400	1,450
641308 Cellular Phones	710	1,155	925	925	925
642501 CEA Operations/Maint.	852	3,254	3,909	3,909	5,500
642502 CEA Depreciation/Replace.	1,312	1,678	1,539	1,539	1,785
659900 Other Contracts/Obligation	12,177	12,630	13,500	13,500	13,200
Total Expense	<u>\$ 606,858</u>	<u>\$ 616,558</u>	<u>\$ 624,456</u>	<u>\$ 624,456</u>	<u>\$ 573,211</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

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 review and inspections 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.

Continue to develop efficiencies and integration of approval processes and workflows with CED - Planning.

Major Changes in Revenue, Expenditures, or Programs:

As part of the budget process, the Inspections fee structure was reviewed against comparable municipalities, as well as personnel and fixed costs necessary to perform work related to each permit type. With the adoption of this budget, Inspection Fees are proposed to change as follows:

One and Two Family Dwelling Permits:

Building Permit Fee Increase from \$10/100sq ft to \$15/100sq ft

Plan Exam/Review Fee Increase from \$4/100sq ft to \$6/100sq ft

(estimated revenues \$18,000)

Sign Permits - Increase from \$40 to \$100 (estimated revenue \$7,500)

Minimum Permit Fee (applies to all Inspection fees) - Increase from \$40 to \$50 (estimated revenue \$18,000)

Zoning Variance Fee - Increase from \$125 to \$350 (estimated revenue \$4,000)

This budget acknowledges personnel changes, reflected in salary/fringe increases, as follows:

Create 1.0 FTE Code Compliance Inspector, funded from Assessor transfer of 0.7 FTE and increased permit revenue noted above.

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
430800 Heating License	\$ -	\$ 1,000	\$ 100	\$ 100	\$ 100
440100 Building Permits	413,656	625,495	425,000	425,000	486,000
440200 Electrical Permits	171,114	139,473	171,000	171,000	171,000
440300 Heating Permits	94,686	94,410	95,000	95,000	95,000
440400 Plumbing & Sewer Permits	86,237	79,856	85,000	85,000	85,000
440600 State Building Permits	4,400	4,920	4,000	4,000	4,000
440700 Signs Permits	4,600	7,986	5,000	5,000	12,500
460900 Weed Cutting	12,880	10,025	16,000	16,000	16,000
480100 General Charges for Svc	66,018	72,767	66,000	66,000	66,000
504000 Board of Appeals	1,475	2,835	2,000	2,000	6,000
Total Revenue	\$ 855,066	\$ 1,038,767	\$ 869,100	\$ 869,100	\$ 941,600
Expenses					
610200 Labor Pool Allocations	\$ 436,351	\$ 381,007	\$ 483,189	\$ 483,189	\$ 534,146
610500 Overtime Wages	246	2,728	2,000	2,000	-
610800 Part-Time Wages	6,168	5,218	15,494	15,494	15,494
615000 Fringes	126,846	111,565	149,225	149,225	219,791
640800 Contractor Fees	6,856	4,934	6,000	6,000	6,000
Total Expense	\$ 576,467	\$ 505,452	\$ 655,908	\$ 655,908	\$ 775,431

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Charges for Services						
430800 Heating License	-	1,000	-	100	100	100
440100 Building Permits	413,656	625,495	251,102	425,000	425,000	486,000
440200 Electrical Permits	171,114	139,473	37,536	171,000	171,000	171,000
440300 Heating Permits	94,686	94,410	28,260	95,000	95,000	95,000
440400 Plumbing & Sewer Permits	86,237	79,856	24,447	85,000	85,000	85,000
440600 State Building Permits	4,400	4,920	1,720	4,000	4,000	4,000
440700 Signs Permits	4,600	7,986	2,936	5,000	5,000	12,500
460900 Weed Cutting	12,880	10,025	-	16,000	16,000	16,000
480100 General Charges for Service	66,617	76,327	32,162	66,300	66,300	66,300
500100 Fees & Commissions	-	-	-	-	-	30,000
500200 Zoning & Subdivision Fees	14,865	18,925	12,675	18,000	18,000	34,000
504000 Board of Appeals	1,475	2,835	1,165	2,000	2,000	6,000
TOTAL PROGRAM REVENUES	<u>870,530</u>	<u>1,061,252</u>	<u>392,003</u>	<u>887,400</u>	<u>887,400</u>	<u>1,005,900</u>
Salaries						
610100 Regular Salaries	1,209,672	1,247,576	566,181	1,321,484	1,321,484	1,332,336
610200 Labor Pool Allocations	372,526	337,069	207,784	627,515	627,515	534,146
610400 Call Time Wages	39	-	-	600	600	-
610500 Overtime Wages	583	4,927	6,679	7,937	7,937	1,462
610800 Part Time Wages	6,168	5,218	1,479	15,494	15,494	15,494
611000 Other Compensation	1,770	1,478	1,343	1,315	1,315	-
611400 Sick Pay	17,598	10,817	2,028	-	-	-
611500 Vacation Pay	227,604	216,787	85,729	-	-	-
615000 Fringes	650,158	655,608	304,257	734,210	734,210	749,595
TOTAL PERSONNEL	<u>2,486,118</u>	<u>2,479,480</u>	<u>1,175,480</u>	<u>2,708,555</u>	<u>2,708,555</u>	<u>2,633,033</u>
Training~Travel						
620100 Training/Conferences	7,778	12,139	3,482	13,350	13,350	14,500
620600 Parking Permits	15,412	11,378	8,943	12,120	12,120	12,120
TOTAL TRAINING / TRAVEL	<u>23,190</u>	<u>23,517</u>	<u>12,425</u>	<u>25,470</u>	<u>25,470</u>	<u>26,620</u>
Supplies						
630100 Office Supplies	2,145	2,085	930	3,000	3,000	3,000
630200 Subscriptions	2,124	2,167	375	2,250	2,250	2,250
630300 Memberships & Licenses	2,877	10,933	2,809	15,330	15,330	15,370
630500 Awards & Recognition	285	270	28	565	565	565
630700 Food & Provisions	434	439	77	450	450	450
630901 Shop Supplies	228	214	107	200	200	200
631500 Books & Library Materials	-	-	446	400	400	400
632001 City Copy Charges	6,224	7,467	1,475	10,250	10,250	8,500
632002 Outside Printing	5,436	5,553	3,484	4,700	4,700	4,700
632102 Protective Clothing	1	37	65	200	200	200
632700 Miscellaneous Equipment	3,900	1,751	1,465	1,700	1,700	3,500
TOTAL SUPPLIES	<u>23,654</u>	<u>30,916</u>	<u>11,261</u>	<u>39,045</u>	<u>39,045</u>	<u>39,135</u>
Purchased Services						
640202 Recording Filing/Fees	90	30	70	75	75	75
640400 Consulting Services	74,960	57,642	13,677	16,200	65,100	17,000
640800 Contractor Fees	6,876	4,934	670	6,000	6,000	6,000
641200 Advertising	1,692	14,885	8,159	13,333	13,333	13,500
641307 Telephone	1,714	1,759	794	1,800	1,800	1,800
641308 Cellular Phones	4,729	4,579	2,356	4,973	4,973	4,973
642400 Software Support	1,800	3,145	1,130	1,500	1,500	1,500
642501 CEA Operations/Maint.	12,890	16,478	3,884	18,226	18,226	21,594
642502 CEA Depreciation/Replace.	12,751	12,792	2,813	13,832	13,832	17,308
659900 Other Contracts/Obligation	74,817	54,630	25,059	25,500	25,500	25,200
TOTAL PURCHASED SVCS	<u>192,319</u>	<u>170,874</u>	<u>58,612</u>	<u>101,439</u>	<u>150,339</u>	<u>108,950</u>
TOTAL EXPENSE	<u>2,725,281</u>	<u>2,704,787</u>	<u>1,257,778</u>	<u>2,874,509</u>	<u>2,923,409</u>	<u>2,807,738</u>

CITY OF APPLETON 2024 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Kara J. Homan

Deputy Director Community & Economic Development: David M. Kress

CITY OF APPLETON 2024 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 2023 EVENTS

Community Development Block Grant (CDBG & CDBG-CV)

For the 2023-2024 award of \$573,200, \$128,829 was allocated for City programs (City administrative expenses, Homeowner Rehabilitation and Neighborhood Programs) and \$444,371 was awarded through a competitive application process.

Grant closeout for rounds 1 and 2 of COVID-19-related CDBG-CV grants. These funds were allocated during the pandemic 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. CDBG-CV Round 3 is expected to provide winter warming shelter funding for the winter of 2023-2024.

The 2022 Consolidated Annual Performance Evaluation Report (CAPER) and 2023 Annual Action Plan were prepared and submitted to the federal Housing and Urban Development Department (HUD).

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 2023-2024 program year, requesting \$296,768.

Continuum of Care Programs (CoC) #1 (RRH), #2 (RRH EXP), #3 (HP RRH) & #4 (CE-SSO)

In 2023, 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, 2023-September 30, 2024, while the CoC CE-SSO grant operates on a July 1, 2023-June 30, 2024 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 2023, 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). Grants were awarded to three neighborhoods in 2023 - Erb Park (Kaleidoscope Academy Mural), Historic Central (PorchFest), and Lawrence/City Park (Annual Block Party).

CITY OF APPLETON 2024 BUDGET HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2024 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)

- Conduct program evaluation, identify best practices for CDBG program administration, and better integrate the CDBG program with City plans, programs, and strategic initiatives, while ensuring conformance with existing City CDBG Policy and the CDBG Consolidated Plan.
- Begin preparations for an update to the City's CDBG Consolidated Plan - 2025 to 2029
- Deliver programming in alignment with HUD's CDBG National Objectives - LMI Benefit; Eliminating Slum & Blight; and Urgent Local Need and the City's 2020-2024 Consolidated Plan.

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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 2,598,211	\$ 2,342,074	\$ 1,721,127	\$ 1,721,127	\$ 1,760,547	2.29%
Program Expenses							
2100	CDBG	863,182	614,729	544,453	568,419	543,216	-0.23%
2140	Emergency Shelter	805,592	645,040	281,192	281,192	296,768	5.54%
2150	Continuum of Care	341,122	353,289	353,136	353,136	339,919	-3.74%
2170	Homeowner Rehab Loan	435,620	529,743	462,346	1,201,651	460,644	-0.37%
2180	Neighborhood Program	3,423	2,361	83,791	85,179	123,000	46.79%
TOTAL		\$ 2,448,939	\$ 2,145,162	\$ 1,724,918	\$ 2,489,577	\$ 1,763,547	2.24%
Expenses Comprised Of:							
Personnel		236,280	217,898	224,082	224,082	239,032	6.67%
Training & Travel		2,521	8,766	7,860	7,860	7,880	0.25%
Supplies & Materials		1,125	1,713	2,567	2,567	2,800	9.08%
Purchased Services		3,342	4,029	7,890	10,745	6,590	-16.48%
Miscellaneous Expense		2,205,671	1,912,756	1,482,519	2,244,323	1,507,245	1.67%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.35	2.35	2.35	2.35	2.35	

* % change from prior year adopted budget

**CITY OF APPLETON 2024 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 projects and programs that provide benefit to low- and moderate-income (LMI) households and meet other national CDBG objectives - elimination of slum and blight; and responding to urgent needs.

Creating synergies and alignment between CDBG funding allocations with various city plans and initiatives, and support community-wide goals and non-profits.

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.

No CDBG funding is anticipated to be allocated to the City's Housing Rehabilitation program, as that program is projected to be self-sustaining in FY2024. The balance of funding will be allocated to the City and partner programming in alignment with the City's CDBG Policy.

The estimated award for the 2024-2025 program year is \$583,216. The allocation of the funds is as follows:

CDBG - Community Development/Finance Admin	\$	84,051	*
The Neighborhood Grant		40,000	
City programs/projects		100,000	
Awarded through competitive application process		359,165	
Total estimated award	\$	<u>583,216</u>	

* Includes requirement for fair housing services.

Target funding for 2024 is an estimate based on the last three years' average, excluding CV funding.

**CITY OF APPLETON 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 863,182	\$ 652,747	\$ 544,453	\$ 544,453	\$ 543,216
Total Revenue	\$ 863,182	\$ 652,747	\$ 544,453	\$ 544,453	\$ 543,216
Expenses					
610100 Regular Salaries	\$ 10,937	\$ 23,639	\$ 36,956	\$ 36,956	\$ 32,039
610500 Overtime Wages	219	-	-	-	-
615000 Fringes	5,327	9,609	15,411	14,896	19,992
620100 Training/Conferences	350	5,853	2,975	3,490	3,500
630100 Office Supplies	-	147	127	127	150
630300 Memberships & Licenses	940	940	940	940	950
632001 City Copy Charges	-	-	500	500	500
640100 Accounting/Audit Fees	-	-	1,460	1,460	1,460
641200 Advertising	384	340	400	400	400
641307 Telephone	48	49	60	60	60
660800 Block Grant Payments	844,977	574,152	485,624	509,590	484,165
Total Expense	\$ 863,182	\$ 614,729	\$ 544,453	\$ 568,419	\$ 543,216

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Block Grant Allocations and Payments

Fair Housing Services	\$ 25,000
City programs & projects	100,000
Awards to subrecipients	359,165
	<u>\$ 484,165</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 Program, plus any other City projects and 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 2024 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 budgeted 2024 ESG grant award is an estimate based on the 2023-2024 EHH Grant Submission (dated 6/8/2023).

**CITY OF APPLETON 2024 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ 782,409	\$ 645,330	\$ 281,192	\$ 281,192	\$ 296,768
423000 Miscellaneous Local Aids	23,183	-	-	-	-
Total Revenue	\$ 805,592	\$ 645,330	\$ 281,192	\$ 281,192	\$ 296,768
Expenses					
610100 Regular Salaries	\$ 47,650	\$ 22,245	\$ 19,763	\$ 19,763	\$ 20,923
615000 Fringes	22,442	10,071	9,741	9,741	8,581
663000 Other Grant Payments	735,500	612,724	251,688	251,688	267,264
Total Expense	\$ 805,592	\$ 645,040	\$ 281,192	\$ 281,192	\$ 296,768

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

Subrecipient Awards

	ESH/HPP	HAP RRH	HAP HP RRH	Total
ADVOCAP	\$ -	\$ 61,032	\$ -	\$ 61,032
Pillars	68,423	28,000	59,809	156,232
Harbor House DV Shelter	50,000	-	-	50,000
Total	\$ 118,423	\$ 89,032	\$ 59,809	\$ 267,264

**CITY OF APPLETON 2024 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 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 2024 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ 339,097	\$ 331,979	\$ 353,136	\$ 353,136	\$ 339,919
Total Revenue	\$ 339,097	\$ 331,979	\$ 353,136	\$ 353,136	\$ 339,919
Expenses					
610100 Regular Salaries	\$ 34,520	\$ 38,697	\$ 31,330	\$ 31,330	\$ 48,583
615000 Fringes	16,249	18,292	15,350	15,350	13,270
620100 Training/Conferences	1,751	2,493	3,290	3,290	3,300
620600 Parking Permits	420	420	480	480	480
630100 Office Supplies	-	431	1,000	1,000	1,000
630300 Memberships & Licenses	185	195	-	-	200
641307 Telephone	249	339	270	270	270
663000 Other Grant Payments	287,748	292,422	301,416	301,416	272,816
Total Expense	\$ 341,122	\$ 353,289	\$ 353,136	\$ 353,136	\$ 339,919

DETAILED SUMMARY OF 2024 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	\$ 47,688	\$ -	\$ 15,488	\$ 63,176
Pillars, Inc.	22,240	62,780	25,320	\$ 110,340
Salvation Army	106,024	-	40,836	\$ 146,860
	\$ 175,952	\$ 62,780	\$ 81,644	\$ 272,816

CITY OF APPLETON 2024 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 in 2023, new CDBG funding is not being requested for the program. In 2024, the program will be fully self-sustaining. All project and program delivery costs will be paid out of program income. In the future, if program income decreases, the program may request new CDBG funds.

CITY OF APPLETON 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Homeowner Rehabilitation Loan Program

Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 137,225	\$ 113,682	\$ 45,000	\$ 45,000	\$ -
471000 Interest on Investments	(133)	(429)	-	-	-
505000 Project Repayments	453,248	598,765	417,346	417,346	460,644
Total Revenue	\$ 590,340	\$ 712,018	\$ 462,346	\$ 462,346	\$ 460,644
Expenses					
610100 Regular Salaries	\$ 80,087	\$ 78,175	\$ 77,763	\$ 77,763	\$ 76,282
615000 Fringes	18,854	17,167	18,283	18,283	19,362
620100 Training/Conferences	-	-	600	600	600
641307 Telephone	55	56	50	50	60
641308 Cellular Phones	249	339	150	150	340
659900 Other Contracts/Obligation	2,351	2,907	5,500	8,355	4,000
660800 Block Grant Payments	333,709	280,948	205,000	601,405	295,000
663000 Other Grant Payments	315	150,151	155,000	495,045	65,000
Total Expense	\$ 435,620	\$ 529,743	\$ 462,346	\$ 1,201,651	\$ 460,644

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

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

Rehab projects \$ 295,000
\$ 295,000

Other Grant Payments

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

Rehab projects \$ 65,000
\$ 65,000

**CITY OF APPLETON 2024 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:

Foster communication between neighborhoods and the City of Appleton by providing the expertise and technical assistance in administering the City's Neighborhood Program, including:

- Assist residents with how to register their neighborhood;
- Market the program to City residents;
- Work with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

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:

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 \$3,000 (General Fund) are anticipated in 2024. The Neighborhood Program will request \$40,000 in additional CDBG funding for 2024. Of the existing \$80,000 available in 2023, we anticipate either awarding \$40,000 of that balance or having to return it to HUD due to timing of the original award. 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 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Neighborhood Program

Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
421000 Federal Grants	-	-	80,000	80,000	120,000
Total Revenue	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 83,000</u>	<u>\$ 83,000</u>	<u>\$ 123,000</u>
Expenses					
660800 Block Grant Payments	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 120,000
663000 Other Grant Payments	3,423	2,361	3,791	5,179	3,000
Total Expense	<u>\$ 3,423</u>	<u>\$ 2,361</u>	<u>\$ 83,791</u>	<u>\$ 85,179</u>	<u>\$ 123,000</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Targeted neighborhood investment grants to create strong neighborhoods	\$ 120,000
	<u>\$ 120,000</u>

**CITY OF APPLETON 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
411000 Property Tax	3,000	3,000	-	3,000	3,000	3,000
421000 Federal Grants	1,000,405	766,429	99,636	669,453	669,453	663,216
422400 Miscellaneous State Aids	1,121,505	977,309	117,691	634,328	634,328	636,687
423000 Miscellaneous Local Aids	23,186	-	-	-	-	-
471000 Interest on Investments	(133)	(430)	212	-	-	-
505000 Project Repayments	<u>453,248</u>	<u>598,766</u>	<u>66,760</u>	<u>417,346</u>	<u>417,346</u>	<u>460,644</u>
TOTAL PROGRAM REVENUES	<u>2,601,211</u>	<u>2,345,074</u>	<u>284,299</u>	<u>1,724,127</u>	<u>1,724,127</u>	<u>1,763,547</u>
Personnel						
610100 Regular Salaries	159,211	147,982	39,185	165,812	165,812	177,827
610500 Overtime Wages	1,334	-	-	-	-	-
611400 Sick Pay	347	396	-	-	-	-
611500 Vacation Pay	12,514	14,058	3,482	-	-	-
615000 Fringes	<u>62,874</u>	<u>55,462</u>	<u>15,499</u>	<u>58,270</u>	<u>58,270</u>	<u>61,205</u>
TOTAL PERSONNEL	<u>236,280</u>	<u>217,898</u>	<u>58,166</u>	<u>224,082</u>	<u>224,082</u>	<u>239,032</u>
Training~Travel						
620100 Training/Conferences	2,101	8,346	192	7,380	7,380	7,400
620600 Parking Permits	<u>420</u>	<u>420</u>	<u>480</u>	<u>480</u>	<u>480</u>	<u>480</u>
TOTAL TRAINING / TRAVEL	<u>2,521</u>	<u>8,766</u>	<u>672</u>	<u>7,860</u>	<u>7,860</u>	<u>7,880</u>
Supplies						
630100 Office Supplies	-	578	-	1,127	1,127	1,150
630300 Memberships & Licenses	1,125	1,135	940	940	940	1,150
632001 City Copy Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SUPPLIES	<u>1,125</u>	<u>1,713</u>	<u>940</u>	<u>2,567</u>	<u>2,567</u>	<u>2,800</u>
Purchased Services						
640100 Accounting/Audit Fees	-	-	-	1,460	1,460	1,460
641200 Advertising	384	340	-	400	400	400
641307 Telephone	351	444	87	380	380	390
641308 Cellular Phones	249	339	62	150	150	340
659900 Other Contracts/Obligation	<u>2,358</u>	<u>2,906</u>	<u>124</u>	<u>5,500</u>	<u>8,355</u>	<u>4,000</u>
TOTAL PURCHASED SVCS	<u>3,342</u>	<u>4,029</u>	<u>273</u>	<u>7,890</u>	<u>10,745</u>	<u>6,590</u>
Miscellaneous Expense						
660800 Block Grant Payments	1,178,686	855,100	282,373	770,624	1,190,995	899,165
663000 Other Grant Payments	<u>1,026,985</u>	<u>1,057,656</u>	<u>168,197</u>	<u>711,895</u>	<u>1,053,328</u>	<u>608,080</u>
TOTAL MISCELLANEOUS EXP	<u>2,205,671</u>	<u>1,912,756</u>	<u>450,570</u>	<u>1,482,519</u>	<u>2,244,323</u>	<u>1,507,245</u>
TOTAL EXPENSE	<u>2,448,939</u>	<u>2,145,162</u>	<u>510,621</u>	<u>1,724,918</u>	<u>2,489,577</u>	<u>1,763,547</u>

CITY OF APPLETON 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected*	2024 Budget
Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	2,145,096	1,743,738	1,303,781	1,303,781	1,299,903
Other	453,115	598,336	417,346	417,346	460,644
Total Revenues	<u>2,601,211</u>	<u>2,345,074</u>	<u>1,724,127</u>	<u>1,724,127</u>	<u>1,763,547</u>
Expenses					
Program Costs	<u>2,448,939</u>	<u>2,145,162</u>	<u>1,724,918</u>	<u>2,489,577</u>	<u>1,763,547</u>
Total Expenses	<u>2,448,939</u>	<u>2,145,162</u>	<u>1,724,918</u>	<u>2,489,577</u>	<u>1,763,547</u>
Revenues over (under) Expenses	152,272	199,912	(791)	(765,450)	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	152,272	199,912	(791)	(765,450)	-
Fund Balance - Beginning	418,038	570,310	770,222	770,222	4,772
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 570,310</u>	<u>\$ 770,222</u>	<u>\$ 769,431</u>	<u>\$ 4,772</u>	<u>\$ 4,772</u>

* Due to the variability of the various grant awards, the 2023 amended budget figures have been used

**CITY OF APPLETON 2024 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 2024 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 2024 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 2024.

Rental income includes leasing the home at 110 W Edgewood and farmland associated with the Edgewood Drive properties. Due to site constraints, the lease rate for the 21.25 farmable acres on Edgewood Drive was set at \$66.15 per acre.

Revenues and expenditures previously reflected in this section of the budget for the Southpoint Commerce Park have been moved to the newly created TID #13.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ 1,193,061	\$ 160,039	\$ 184,326	\$ 184,326	\$ 12,876	-93.01%
	Program Expenses	\$ 52,473	\$ 35,185	\$ 151,857	\$ 151,857	\$ 61,659	-59.40%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	36,125	35,185	151,857	151,857	61,659	-59.40%
	Capital Expenditures	16,348	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (8,319)	\$ (57,993)	\$ -	\$ -	\$ -
500400 Sale of City Property	915,516	191,937	160,000	160,000	-
501500 Rental of City Property	35,864	26,095	24,326	24,326	12,876
592100 Transfer In - General	250,000	-	-	-	-
Total Revenue	\$ 1,193,061	\$ 160,039	\$ 184,326	\$ 184,326	\$ 12,876
Expenses					
640400 Consulting Services	\$ 10,467	\$ 4,951	\$ 90,000	\$ 90,000	\$ 30,000
641200 Advertising	9,352	16,133	18,000	18,000	13,602
641301 Electric	198	198	975	975	975
641306 Stormwater	5,313	6,830	7,053	7,053	7,053
642500 CEA Expense	2,109	-	-	-	-
659900 Other Contracts/Obligation	8,686	7,073	35,829	35,829	10,029
680903 Sanitary Sewers	16,348	-	-	-	-
Total Expense	\$ 52,473	\$ 35,185	\$ 151,857	\$ 151,857	\$ 61,659

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Platting and lot grading	\$ 10,000
Testing and analysis, title work and due diligence for land sales	20,000
Total	\$ 30,000

**CITY OF APPLETON 2024 BUDGET
INDUSTRIAL PARK LAND**

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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (8,319)	\$ (57,993)	\$ -	\$ -	\$ -
Other	35,864	26,095	24,326	24,326	12,876
Total Revenues	<u>27,545</u>	<u>(31,898)</u>	<u>24,326</u>	<u>24,326</u>	<u>12,876</u>
Expenses					
Program Costs	52,473	35,185	151,857	151,857	61,659
Total Expenses	<u>52,473</u>	<u>35,185</u>	<u>151,857</u>	<u>151,857</u>	<u>61,659</u>
Revenues over (under) Expenses	(24,928)	(67,083)	(127,531)	(127,531)	(48,783)
Other Financing Sources (Uses)					
Sale of City Property	915,516	191,937	160,000	160,000	-
Transfer In - General Fund	250,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>1,165,516</u>	<u>191,937</u>	<u>160,000</u>	<u>160,000</u>	<u>-</u>
Net Change in Equity	1,140,588	124,854	32,469	32,469	(48,783)
Fund Balance - Beginning	1,054,227	2,194,815	2,319,669	2,319,669	2,352,138
Fund Balance - Ending	<u>\$ 2,194,815</u>	<u>\$ 2,319,669</u>	<u>\$ 2,352,138</u>	<u>\$ 2,352,138</u>	<u>\$ 2,303,355</u>

CITY OF APPLETON 2024 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, the College North Neighborhood Plan, 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 2024. 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ (446)	\$ (2,012)	\$ -	\$ -	\$ -	-
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 2024 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (446)	\$ (2,012)	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	-	-	-	-
Total Revenue	<u>\$ (446)</u>	<u>\$ (2,012)</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 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 BUDGET
COMMUNITY DEVELOPMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Interest Income (Loss)	\$ (446)	\$ (2,012)	\$ -	\$ -	\$ -
	-	-	-	-	-
Total Revenues	<u>(446)</u>	<u>(2,012)</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	(446)	(2,012)	-	-	-
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	(446)	(2,012)	-	-	-
Fund Balance - Beginning	<u>78,697</u>	<u>78,251</u>	<u>76,239</u>	<u>76,239</u>	<u>76,239</u>
Fund Balance - Ending	<u>\$ 78,251</u>	<u>\$ 76,239</u>	<u>\$ 76,239</u>	<u>\$ 76,239</u>	<u>\$ 76,239</u>

CITY OF APPLETON 2024 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Kara J. Homan

Finance Director: Jeri A. Ohman, CPA

**CITY OF APPLETON 2024 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	2009	(568,726)	1,000,000
1994	-	604,290	2010	222,838	1,000,000
1995	-	703,516	2011	643,980	1,000,000
1996	-	1,254,622	2012	676,179	1,000,000
1997	639,211	764,308	2013	(417,512)	1,200,000
1998	1,141,212	787,831	2014	(1,360,888)	1,200,000
1999	1,756,773	827,222	2015	(1,428,932)	1,200,000
2000	1,774,640	868,584	2016	(2,000,000)	1,400,000
2001	1,341,515	1,568,974	2017	(1,500,000)	1,200,000
2002	2,235,558	969,870	2018	(1,500,000)	1,000,000
2003	1,498,145	1,892,733	2019	(1,500,000)	600,000
2004	1,575,103	1,338,592	2020	(1,150,000)	-
2005	393,108	800,000	2021	(1,000,000)	-
2006	207,763	900,000	2022	(1,250,000)	-
2007	423,151	900,000	2023	(1,092,427)	-
2008	239,309	900,000	2024	-	(1,150,000)
			12/31/24 Balance	\$ -	\$ 25,860,419

Major changes in Revenue, Expenditures, or Programs:

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	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ 32,396	\$ 32,889	\$ 13,500	\$ 13,500	\$ 13,500	0.00%
	Program Expenses	\$ 144,327	\$ 87,081	\$ 28,960	\$ 28,960	\$ 30,400	4.97%
Expenses Comprised Of:							
	Purchased Services	2,207	1,210	1,650	1,650	1,650	0.00%
	Other Expense	142,120	85,871	27,310	27,310	28,750	5.27%

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District #3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Taxes	\$ 1,215,753	\$ 1,111,592	\$ 1,285,000	\$ 1,285,000	\$ 1,200,000
413000 Payment in Lieu of Taxes	25,000	25,000	-	-	-
422700 State Aid - Computers	5,140	5,140	5,000	5,000	5,000
422800 State Aid - Personal Property	984	3,594	3,500	3,500	3,500
471000 Interest on Investments	1,272	(845)	5,000	5,000	5,000
Total Revenue	\$ 1,248,149	\$ 1,144,481	\$ 1,298,500	\$ 1,298,500	\$ 1,213,500
Expenses					
640100 Accounting/Audit	\$ 2,057	\$ 1,060	\$ 1,500	\$ 1,500	\$ 1,500
640202 Legal Fees	150	150	150	150	150
672000 Interest Payments	142,120	85,871	27,310	27,310	28,750
Total Expense	\$ 144,327	\$ 87,081	\$ 28,960	\$ 28,960	\$ 30,400

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Property Taxes	\$ 1,215,753	\$ 1,111,592	\$ 1,285,000	\$ 1,285,000	\$ 1,200,000
Payment in Lieu of Taxes	25,000	25,000	-	-	-
Intergovernmental	6,124	8,734	8,500	8,500	8,500
Interest Income	1,272	(845)	5,000	5,000	5,000
Total Revenues	<u>1,248,149</u>	<u>1,144,481</u>	<u>1,298,500</u>	<u>1,298,500</u>	<u>1,213,500</u>
Expenses					
Interest Expense	142,120	85,871	27,310	27,310	28,750
Administrative Expenses	2,207	1,210	1,650	1,650	1,650
Total Expenses	<u>144,327</u>	<u>87,081</u>	<u>28,960</u>	<u>28,960</u>	<u>30,400</u>
Revenues over (under) Expenses	1,103,822	1,057,400	1,269,540	1,269,540	1,183,100
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	1,103,822	1,057,400	1,269,540	1,269,540	1,183,100
Fund Balance (Deficit)- Beginning	<u>(3,211,621)</u>	<u>(2,107,799)</u>	<u>(1,050,399)</u>	<u>(1,050,399)</u>	<u>219,141</u>
Fund Balance (Deficit)- Ending	<u>\$ (2,107,799)</u>	<u>\$ (1,050,399)</u>	<u>\$ 219,141</u>	<u>\$ 219,141</u>	<u>\$ 1,402,241</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 17,027	\$ 194,140
+ Net Change in Equity	1,269,540	1,183,100
- General Fund Advance Repayment	(1,092,427)	-
- Parking Advance Repayment	-	(1,150,000)
Working Cash - End of Year	<u>\$ 194,140</u>	<u>\$ 227,240</u>

**CITY OF APPLETON 2024 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 closed in 2023.

Summary of General Fund Advance

2010	\$ 1,025,000	2017	1,900,000
2011	1,877,500 *	2018	(1,000,000)
2012	145,125	2019	(1,000,000)
2013	(360,119)	2020	(2,000,000)
2014	134,375	2021	(2,716,220)
2015	141,094	2022	-
2016	1,853,245	2023	-
		12/31/24 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:

This district closed in 2023.

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *
		2021	2022	Adopted 2023	Amended 2023	
	Program Revenues	\$ 429,388	\$ 128,541	\$ 90,388	\$ 90,388	\$ - -100.00%
	Program Expenses	\$ 1,398,535	\$ 1,742,464	\$ 4,732,899	\$ 4,732,899	\$ - -100.00%
Expenses Comprised Of:						
	Personnel	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	N/A
	Purchased Services	1,330,630	1,742,464	2,768,551	2,768,551	- -100.00%
	Miscellaneous Expense	67,905	-	-	-	N/A
	Capital Expenditures	-	-	-	-	N/A
	Transfers Out	-	-	1,964,348	1,964,348	- -100.00%

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 3,262,975	\$ 2,374,197	\$ 3,174,467	\$ 3,174,467	\$ -
422700 State Aid - Computers	66,726	66,726	66,726	66,726	-
422800 State Aid - Personal Prop	42,422	23,662	23,662	23,662	-
471000 Interest on Investments	2,652	(43,558)	-	-	-
500400 Sale of City Property	313,364	78,447	-	-	-
501500 Rental of City Property	4,224	3,264	-	-	-
Total Revenue	\$ 3,692,363	\$ 2,502,738	\$ 3,264,855	\$ 3,264,855	\$ -
Expenses					
640100 Accounting/Audit Fees	\$ 1,057	\$ 7,561	\$ 7,500	\$ 7,500	\$ -
640202 Recording/Filing Fees	150	150	-	-	-
642500 CEA Expense	-	-	-	-	-
659900 Other Contracts/Obligation	1,329,423	1,734,207	2,761,051	2,761,051	-
660200 Tax Refunds	-	546	-	-	-
672000 Interest Payments	67,905	-	-	-	-
791100 Transfer Out - General Fund	-	-	1,964,348	1,964,348	-
791300 Transfer Out - Debt Service	-	-	-	-	-
Total Expense	\$ 1,398,535	\$ 1,742,464	\$ 4,732,899	\$ 4,732,899	\$ -

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #6**

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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Property Taxes	\$ 3,262,975	\$ 2,374,197	\$ 3,174,467	\$ 3,174,467	\$ -
Intergovernmental	109,148	90,388	90,388	90,388	-
Interest Income	2,652	(43,558)	-	-	-
Other	4,224	3,264	-	-	-
Total Revenues	<u>3,378,999</u>	<u>2,424,291</u>	<u>3,264,855</u>	<u>3,264,855</u>	<u>-</u>
Expenses					
Operation & Maintenance	1,329,423	1,734,753	2,761,051	2,761,051	-
Interest Expense	67,905	-	-	-	-
Administrative Expense	1,207	7,711	7,500	-	-
Total Expenses	<u>1,398,535</u>	<u>1,742,464</u>	<u>2,768,551</u>	<u>2,761,051</u>	<u>-</u>
Revenues over (under) Expenses	1,980,464	681,827	496,304	503,804	-
Other Financing Sources (Uses)					
Operating Transfers Out - General Fund	-	-	(1,964,348)	(1,908,686)	-
Sale of City Property	313,364	78,447	-	-	-
Total Other Financing Sources (Uses)	<u>313,364</u>	<u>78,447</u>	<u>(1,964,348)</u>	<u>(1,908,686)</u>	<u>-</u>
Net Change in Equity	2,293,828	760,274	(1,468,044)	(1,404,882)	-
Fund Balance - Beginning	(1,649,220)	644,608	1,404,882	1,404,882	-
Fund Balance - Ending	<u>\$ 644,608</u>	<u>\$ 1,404,882</u>	<u>\$ (63,162)</u>	<u>\$ -</u>	<u>\$ -</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,404,882	\$ -
- Net Change in Equity	(1,404,882)	-
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2024 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.

Major changes in Revenue, Expenditures, or Programs:

Funding for Consulting Services is included in this budget to support new and redevelopment projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 60,372	\$ 29,029	\$ 76,187	\$ 76,187	\$ 76,187	0.00%
Program Expenses		\$ 335,385	\$ 333,728	\$ 404,454	\$ 404,454	\$ 374,454	-7.42%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		335,385	333,728	404,454	404,454	374,454	-7.42%
Transfers Out		-	-	-	-	-	N/A

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

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 438,806	\$ 373,303	\$ 520,000	\$ 520,000	\$ 580,000
422700 State Aid - Computers	62,687	62,687	62,687	62,687	62,687
422800 State Aid - Personal Property	5,287	3,497	3,500	3,500	3,500
471000 Interest on Investments	(7,602)	(37,155)	10,000	10,000	10,000
Total Revenue	\$ 499,178	\$ 402,332	\$ 596,187	\$ 596,187	\$ 656,187
Expenses					
640100 Accounting/Audit Fees	\$ 1,056	\$ 1,061	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	-	-	-	-	10,000
659900 Other Contracts/Obligation	334,179	332,517	402,804	402,804	362,804
Total Expense	\$ 335,385	\$ 333,728	\$ 404,454	\$ 404,454	\$ 374,454

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	\$ 360,000
Fox Cities Regional Partnership support	2,804
	\$ 362,804

**CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #7**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ 438,806	\$ 373,303	\$ 520,000	\$ 520,000	\$ 580,000
Intergovernmental	67,974	66,184	66,187	66,187	66,187
Interest Income	(7,602)	(37,155)	10,000	10,000	10,000
Other	-	-	-	-	-
Total Revenues	<u>499,178</u>	<u>402,332</u>	<u>596,187</u>	<u>596,187</u>	<u>656,187</u>
Expenses					
Operation & Maintenance	334,179	332,517	402,804	402,804	372,804
Administrative Expense	1,206	1,211	1,650	1,650	1,650
Total Expenses	<u>335,385</u>	<u>333,728</u>	<u>404,454</u>	<u>404,454</u>	<u>374,454</u>
Revenues over (under) Expenses	163,793	68,604	191,733	191,733	281,733
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	163,793	68,604	191,733	191,733	281,733
Fund Balance (Deficit) - Beginning	1,114,224	1,278,017	1,346,621	1,346,621	1,538,354
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 1,278,017</u>	<u>\$ 1,346,621</u>	<u>\$ 1,538,354</u>	<u>\$ 1,538,354</u>	<u>\$ 1,820,087</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,346,621	\$ 1,538,354
+ Net Change in Equity	191,733	281,733
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 1,538,354</u>	<u>\$ 1,820,087</u>

CITY OF APPLETON 2024 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	-
2023	-
12/31/24 Balance	\$ -

Major changes in Revenue, Expenditures, or Programs:

Salary and Fringe benefits are included in this budget to reflect staff time related to TID administration.

Funding for Consulting Services is included in this budget to support new and redevelopment projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 180,952	\$ (14,463)	\$ 5,600	\$ 5,600	\$ 5,600	0.00%
Program Expenses		\$ 1,505,740	\$ 1,589,837	\$ 1,791,110	\$ 1,791,110	\$ 1,517,990	-15.25%
Expenses Comprised Of:							
Personnel		-	-	-	-	14,155	N/A
Purchased Services		1,248,706	1,500,537	1,702,810	1,702,810	1,406,810	-17.38%
Miscellaneous Expense		1,647	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		255,387	89,300	88,300	88,300	97,025	9.88%

* % change from prior year adopted budget

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 1,490,812	\$ 1,689,163	\$ 1,900,000	\$ 1,900,000	\$ 1,700,000
422700 State Aid - Computers	3,123	3,123	3,100	3,100	3,100
422800 State Aid - Personal Prop	2,022	2,583	2,000	2,000	2,000
470500 General Interest	5,287	-	-	-	-
471000 Interest on Investments	520	(20,169)	500	500	500
503500 Other Reimbursements	170,000	-	-	-	-
Total Revenue	\$ 1,671,764	\$ 1,674,700	\$ 1,905,600	\$ 1,905,600	\$ 1,705,600
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 10,521
615000 Fringes	-	-	-	-	3,634
640100 Accounting/Audit Fees	1,056	1,060	1,500	1,500	1,500
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	-	-	-	-	15,000
659900 Other Contracts/Obligation	1,247,500	1,499,327	1,701,160	1,701,160	1,390,160
672000 Interest Payments	1,647	-	-	-	-
791300 Transfer Out - Debt Service	255,387	89,300	88,300	88,300	97,025
Total Expense	\$ 1,505,740	\$ 1,589,837	\$ 1,791,110	\$ 1,791,110	\$ 1,517,990

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -	
RiverHeath	\$ 950,000
Eagle Flats	62,000
Eagle Point	365,000
Fox Cities Regional Partnership support	13,160
	<u>\$ 1,390,160</u>

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	\$ 15,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #8**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ 1,490,812	\$ 1,689,163	\$ 1,900,000	\$ 1,900,000	\$ 1,700,000
Intergovernmental Revenue	5,145	5,706	5,100	5,100	5,100
Other Reimbursements	170,000	-	-	-	-
Interest Income	5,807	(20,169)	500	500	500
Total Revenues	<u>1,671,764</u>	<u>1,674,700</u>	<u>1,905,600</u>	<u>1,905,600</u>	<u>1,705,600</u>
Expenses					
Program Costs	1,247,500	1,499,327	1,701,160	1,701,160	1,419,315
Interest Expense	1,647	-	-	-	-
Administration	1,206	1,210	1,650	1,650	1,650
Total Expenses	<u>1,250,353</u>	<u>1,500,537</u>	<u>1,702,810</u>	<u>1,702,810</u>	<u>1,420,965</u>
Revenues over (under) Expenses	421,411	174,163	202,790	202,790	284,635
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(255,387)	(89,300)	(88,300)	(88,300)	(97,025)
Total Other Financing Sources (Uses)	<u>(255,387)</u>	<u>(89,300)</u>	<u>(88,300)</u>	<u>(88,300)</u>	<u>(97,025)</u>
Net Change in Equity	166,024	84,863	114,490	114,490	187,610
Fund Balance - Beginning	<u>(48,617)</u>	<u>117,407</u>	<u>202,270</u>	<u>202,270</u>	<u>316,760</u>
Fund Balance - Ending	<u>\$ 117,407</u>	<u>\$ 202,270</u>	<u>\$ 316,760</u>	<u>\$ 316,760</u>	<u>\$ 504,370</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 202,270	\$ 316,760
+ Net Change in Equity	114,490	187,610
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 316,760</u>	<u>\$ 504,370</u>

**CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #8
LONG TERM DEBT**

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

Year	2015 G.O. Notes	
	Principal	Interest
2024	45,000	2,025
2025	45,000	675
	<u>\$ 90,000</u>	<u>\$ 2,700</u>

Year	Total		Total
	Principal	Interest	
2024	95,000	2,025	97,025
2025	45,000	675	45,675
	<u>\$ 140,000</u>	<u>\$ 2,700</u>	<u>\$ 142,700</u>

**CITY OF APPLETON 2024 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

Major changes in Revenue, Expenditures, or Programs:

Funding for Consulting Services is included in this budget to support new and redevelopment projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 144,062	\$ 97,420	\$ 115,287	\$ 115,287	\$ 115,287	0.00%
Program Expenses		\$ 31,509	\$ 32,273	\$ 39,978	\$ 39,978	\$ 52,181	30.52%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	31,509	32,273	39,978	39,978	52,181	30.52%
	Miscellaneous Expense	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Transfers Out	-	-	-	-	-	N/A

* % change from prior year adopted budget

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 9,644	\$ 13,659	\$ 47,000	\$ 47,000	\$ 100,000
422700 State Aid - Computers	73,793	73,793	73,794	73,794	73,794
422800 State Aid - Personal Prop	72,607	36,495	36,493	36,493	36,493
471000 Interest on Investments	(2,338)	(12,868)	5,000	5,000	5,000
Total Revenue	\$ 153,706	\$ 111,079	\$ 162,287	\$ 162,287	\$ 215,287
Expenses					
640100 Accounting/Audit Fees	\$ 1,059	\$ 1,059	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	-	-	-	-	15,000
659900 Other Contracts/Obligation	30,300	31,064	38,328	38,328	35,531
Total Expense	\$ 31,509	\$ 32,273	\$ 39,978	\$ 39,978	\$ 52,181

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -	
Union Square Apts	\$ 35,000
Fox Cities Regional Partnership support	531
	<u>\$ 35,531</u>

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	\$ 15,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #9**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ 9,644	\$ 13,659	\$ 47,000	\$ 47,000	\$ 100,000
Intergovernmental Revenue	146,400	110,288	110,287	110,287	110,287
Interest Income	(2,338)	(12,868)	5,000	5,000	5,000
Total Revenues	153,706	111,079	162,287	162,287	215,287
Expenses					
Program Costs	30,300	31,064	38,328	38,328	50,531
Administration	1,209	1,209	1,650	1,650	1,650
Total Expenses	31,509	32,273	39,978	39,978	52,181
Revenues over (under) Expenses	122,197	78,806	122,309	122,309	163,106
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	122,197	78,806	122,309	122,309	163,106
Fund Balance - Beginning	348,946	471,143	549,949	549,949	672,258
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ 471,143	\$ 549,949	\$ 672,258	\$ 672,258	\$ 835,364

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 549,949	\$ 672,258
+ Net Change in Equity	122,309	163,106
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ 672,258	\$ 835,364

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #10

Business Unit 4130

PROGRAM MISSION

This fund provides for redevelopment of the north side 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 or 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 2024.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 4,545	\$ 2,328	\$ 6,163	\$ 6,163	\$ 6,163	0.00%
Program Expenses		\$ 1,207	\$ 1,209	\$ 1,852	\$ 1,852	\$ 1,650	-10.91%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	1,207	1,209	1,852	1,852	1,650	-10.91%
	Miscellaneous Expense	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ -	\$ -	\$ 30,027	\$ 30,207	\$ 180,000
422700 State Aid - Computers	5,163	5,163	5,163	5,163	5,163
471000 Interest on Investments	(618)	(2,835)	1,000	1,000	1,000
Total Revenue	<u>\$ 4,545</u>	<u>\$ 2,328</u>	<u>\$ 36,190</u>	<u>\$ 36,370</u>	<u>\$ 186,163</u>
Expenses					
640100 Accounting/Audit Fees	\$ 1,057	\$ 1,059	\$ 1,500	\$ 1,500	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	-	-	202	202	-
Total Expense	<u>\$ 1,207</u>	<u>\$ 1,209</u>	<u>\$ 1,852</u>	<u>\$ 1,852</u>	<u>\$ 1,650</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ -	\$ -	\$ 30,027	\$ 30,027	\$ 180,000
Intergovernmental Revenue	5,163	5,163	5,163	5,163	5,163
Interest on Investments	(618)	(2,835)	1,000	1,000	1,000
Total Revenues	4,545	2,328	36,190	36,190	186,163
Expenses					
Program Costs	-	-	202	202	-
Administration	1,207	1,209	1,650	1,650	1,650
Total Expenses	1,207	1,209	1,852	1,852	1,650
Revenues over (under)					
Expenses	3,338	1,119	34,338	34,338	184,513
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	3,338	1,119	34,338	34,338	184,513
Fund Balance - Beginning	105,344	108,682	109,801	109,801	144,139
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ 108,682	\$ 109,801	\$ 144,139	\$ 144,139	\$ 328,652

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 109,801	\$ 144,139
+ Net Change in Equity	34,338	184,513
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ 144,139	\$ 328,652

**CITY OF APPLETON 2024 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).

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)
2024	(100,000)
12/31/24 Balance	<u>\$ 617,202</u>

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grant fund is expected to have a balance of \$56,500 at end of year 2023, due to program demand softening as a result of many eligible businesses already taking advantage of funding in prior years. The remaining balance will be proposed to carry forward from FY23 to FY24.

Salary and Fringe benefits are included in this budget to reflect staff time related to TID administration.

Funding for Consulting Services is included in this budget to support new and redevelopment projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 291,868	\$ 985,431	\$ 2,998,776	\$ 4,023,776	\$ -	-100.00%
Program Expenses		\$ 106,917	\$ 1,459,041	\$ 3,650,145	\$ 4,707,102	\$ 1,392,302	-61.86%
Expenses Comprised Of:							
Personnel		7,093	112,584	111,666	111,666	17,645	-84.20%
Supplies & Materials		-	6,987	142,005	142,005	-	-100.00%
Purchased Services		44,851	201,735	1,055,267	1,087,224	275,047	-73.94%
Miscellaneous Expense		54,973	87,038	35,360	35,360	2,500	-92.93%
Capital Expenditures		-	999,547	1,993,885	3,018,885	-	-100.00%
Transfers Out		-	51,150	311,962	311,962	1,097,110	251.68%

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #11

Business Unit 4140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 379,011	\$ 607,543	\$ 935,000	\$ 935,000	\$ 1,800,000
471000 Interest on Investments	(805)	(9,569)	-	-	-
500400 Sale of City Property	281,673	-	-	-	-
501000 Miscellaneous Revenue	11,000	-	-	-	-
591000 Proceeds of Debt	-	995,000	2,998,776	4,023,776	-
Total Revenue	\$ 670,879	\$ 1,592,974	\$ 3,933,776	\$ 4,958,776	\$ 1,800,000
Expenses					
610200 Labor Pool Allocations	\$ -	\$ -	\$ -	\$ -	\$ 13,015
610200 Labor Pool Allocations	5,680	86,055	85,939	85,939	-
610800 Part-Time Wages	-	70	-	-	-
615000 Fringes	1,413	26,459	25,727	25,727	4,630
630804 Plant Material	-	-	2,700	2,700	-
632503 Other Materials	-	6,463	139,305	139,305	-
632800 Signs	-	524	-	-	-
640100 Accounting/Audit Fees	1,057	1,060	1,500	1,500	1,500
640201 Attorney Fees	3,545	-	-	-	-
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	2,320	10,457	3,500	13,957	15,000
640600 Architect Fees	-	480	745,720	745,720	-
642501 CEA Operations/Maint.	513	977	1,000	1,000	-
642502 CEA Depreciation/Replace.	362	1,241	1,000	1,000	-
659900 Other Contracts/Obligation	36,904	189,588	304,397	325,897	258,397
660200 Tax Refunds	-	41,460	-	-	-
672000 Interest Payments	54,973	43,360	33,360	33,360	2,500
680900 Infrastructure Construction	-	999,547	1,993,885	3,018,885	-
791300 Transfer Out - Debt Service	-	51,150	311,962	311,962	1,097,110
Total Expense	\$ 106,917	\$ 1,459,041	\$ 3,650,145	\$ 4,707,102	\$ 1,392,302

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

<u>Developer funded incentive -</u>	
Avant	\$ 95,000
Gabriel Lofts	90,000
320 East College Ave	67,000
Fox Cities Regional Partnership support	6,397
	<u>\$ 258,397</u>

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	\$ 15,000
	<u>\$ 15,000</u>

CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ 379,011	\$ 607,543	\$ 935,000	\$ 935,000	\$ 1,800,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments (Loss)	(805)	(9,569)	-	-	-
Miscellaneous Revenue	11,000	-	-	-	-
Total Revenues	<u>389,206</u>	<u>597,974</u>	<u>935,000</u>	<u>935,000</u>	<u>1,800,000</u>
Expenses					
Program Costs	50,737	1,363,322	3,303,173	3,303,173	291,042
Administration	1,207	1,209	1,650	1,650	1,650
Total Expenses	<u>51,944</u>	<u>1,364,531</u>	<u>3,304,823</u>	<u>3,304,823</u>	<u>292,692</u>
Revenues over (under)					
Expenses	337,262	(766,557)	(2,369,823)	(2,369,823)	1,507,308
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	995,000	2,998,776	2,998,776	-
Proceeds from Sale of Capital Assets	281,673	-	-	-	-
Interest Payments	(54,973)	(43,360)	(33,360)	(33,360)	(2,500)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	(51,150)	(311,962)	(311,962)	(1,097,110)
Total Other Financing Sources (Uses)	<u>226,700</u>	<u>900,490</u>	<u>2,653,454</u>	<u>2,653,454</u>	<u>(1,099,610)</u>
Net Change in Equity	563,962	133,933	283,631	283,631	407,698
Fund Balance - Beginning	<u>(1,217,335)</u>	<u>(653,373)</u>	<u>(519,440)</u>	<u>(519,440)</u>	<u>(235,809)</u>
Fund Balance - Ending	<u>\$ (653,373)</u>	<u>\$ (519,440)</u>	<u>\$ (235,809)</u>	<u>\$ (235,809)</u>	<u>\$ 171,889</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 199,826	\$ 383,457
+ Net Change in Equity	283,631	407,698
- Principal Repayment	-	-
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>(100,000)</u>	<u>(100,000)</u>
Working Cash - End of Year	<u>\$ 383,457</u>	<u>\$ 691,155</u>

**CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT #11
LONG TERM DEBT**

2019A G.O. Notes			
Year	Principal	Interest	Total
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>\$ 1,750,000</u>	<u>\$ 120,775</u>	<u>\$ 1,870,775</u>

2022 G.O. Notes			
Year	Principal	Interest	Total
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>\$ 210,275</u>	<u>\$ 1,205,275</u>

2023 G.O. Notes			
Year	Principal	Interest	Total
2024	465,000	189,110	654,110
2025	325,000	156,325	481,325
2026	340,000	139,700	479,700
2027	355,000	122,325	477,325
2028	375,000	104,075	479,075
2029	395,000	84,825	479,825
2030	415,000	64,575	479,575
2031	435,000	45,500	480,500
2032	450,000	27,800	477,800
2033	470,000	9,400	479,400
	<u>\$ 4,025,000</u>	<u>\$ 943,635</u>	<u>\$ 4,968,635</u>

Total G.O. Notes			
Year	Principal	Interest	Total
2024	825,000	272,110	1,097,110
2025	700,000	226,450	926,450
2026	730,000	196,350	926,350
2027	755,000	166,500	921,500
2028	790,000	136,875	926,875
2029	820,000	105,925	925,925
2030	535,000	77,375	612,375
2031	565,000	53,300	618,300
2032	580,000	30,400	610,400
2033	470,000	9,400	479,400
	<u>\$ 6,770,000</u>	<u>\$ 1,274,685</u>	<u>\$ 8,044,685</u>

**CITY OF APPLETON 2024 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)
2023	-
12/31/24 Balance	\$ -

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grant program demand has softened after significant utilization by eligible businesses since the inception of the program in 2018. As of July 1, 2023, \$63,000 in grants funds remained available in TIF District #12.

Salary and Fringe benefits are included in this budget to reflect staff time related to TID administration.

Funding for Consulting Services is included in this budget to support new and redevelopment projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ (343)	\$ (1,500)	\$ 500	\$ 500	\$ 500	0.00%
	Program Expenses	\$ 37,566	\$ 32,463	\$ 34,058	\$ 69,058	\$ 160,815	372.18%
Expenses Comprised Of:							
	Personnel	-	-	-	-	18,557	N/A
	Purchased Services	32,833	29,845	34,058	69,058	142,258	317.69%
	Miscellaneous Expense	4,733	2,618	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #12

Business Unit 4150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 76,827	\$ 133,832	\$ 309,000	\$ 309,000	\$ 425,000
471000 Interest on Investments	(343)	(1,500)	500	500	500
591000 Proceeds of Debt	-	-	-	-	-
Total Revenue	\$ 76,484	\$ 132,332	\$ 309,500	\$ 309,500	\$ 425,500
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 13,730
615000 Fringes	-	-	-	-	4,827
640100 Accounting/Audit Fees	2,057	1,060	1,500	1,500	1,500
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	-	-	-	-	15,000
659900 Other Contracts/Obligation	30,626	28,635	32,408	67,408	125,608
672000 Interest Payments	4,733	2,618	-	-	-
Total Expense	\$ 37,566	\$ 32,463	\$ 34,058	\$ 69,058	\$ 160,815

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -	
McFleshman's Commons	\$ 7,500
Block 800	95,000
513 West College	21,000
Fox Cities Regional Partnership support	2,108
	<u>\$ 125,608</u>

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	\$ 15,000
	<u>\$ 15,000</u>

CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ 76,827	\$ 133,832	\$ 309,000	\$ 309,000	\$ 425,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	(343)	(1,500)	500	500	500
Total Revenues	<u>76,484</u>	<u>132,332</u>	<u>309,500</u>	<u>309,500</u>	<u>425,500</u>
Expenses					
Program Costs	30,626	28,635	32,408	32,408	159,165
Administration	2,207	1,210	1,650	1,650	1,650
Total Expenses	<u>32,833</u>	<u>29,845</u>	<u>34,058</u>	<u>34,058</u>	<u>160,815</u>
Revenues over (under) Expenses	43,651	102,487	275,442	275,442	264,685
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(4,733)	(2,618)	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(4,733)</u>	<u>(2,618)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	38,918	99,869	275,442	275,442	264,685
Fund Balance - Beginning	(72,764)	(33,846)	66,023	66,023	341,465
Fund Balance - Ending	<u>\$ (33,846)</u>	<u>\$ 66,023</u>	<u>\$ 341,465</u>	<u>\$ 341,465</u>	<u>\$ 606,150</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 66,023	\$ 341,465
+ Net Change in Equity	275,442	264,685
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 341,465</u>	<u>\$ 606,150</u>

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #13

Business Unit 4160

PROGRAM MISSION

This fund provides for the promotion of industry and providing industrial sites in the City's Southpoint Commerce Park 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 Strategies #1: "Responsibly deliver excellent services" and #4: "Continually assess trends affecting the community and proactively respond."

Objectives:

The City's Southpoint Commerce Park has experienced notable sales of larger parcels for industrial/manufacturing and warehousing users. To ensure continued supply of industrial sites for new business and expansion, investment in infrastructure is needed. This is identified as a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 4 Overall Community Goals, Chapter 9 Economic Development and Chapter 10 Land Use). The City created TIF District #13 in 2023 to provide infrastructure investments in the Southpoint Commerce Park, while recapturing the cost of investments through the increased property tax revenues. The TIF District provides for a 15-year expenditure period (July 19, 2038) to make investments to support the goals of the District, including promotion of industry; industrial sites, attraction of new businesses, and increasing property values. The maximum life of the District is 20 years (July 19, 2043). Projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete Paving Program	1,225,442	Projects, pg. 606
Grade and Gravel Program	783,247	Projects, pg. 612
Stormwater Program	1,622,909	Projects, pg. 616
Watermain Program	782,222	Projects, pg. 622
Sanitary Sewer Program	332,094	Projects, pg. 628
Southpoint Commerce Park	324,529	Projects, pg. 635
	<u>\$ 5,070,443</u>	

Summary of Advances 2024	General Fund
	\$ 105,845
12/31/24 Balance	<u>\$ 105,845</u>

Major changes in Revenue, Expenditures, or Programs:

TIF District #13 was created in 2023. Proposed investments in 2024 include the installation of infrastructure in the area roughly bounded by Midway Rd., Coop Rd., Eisenhower Dr., and Plank Rd. to provide for additional inventory of "ready to build" industrial lots. In addition, maintenance and marketing costs associated with land in TID #13, previously budgeted in the Industrial Park land Fund, are now budgeted here.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 5,082,224	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 5,188,069	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	235,392	N/A
	Purchased Services	-	-	-	-	81,909	N/A
	Miscellaneous Expense	-	-	-	-	1,943	N/A
	Capital Expenditures	-	-	-	-	4,868,825	N/A

* % change from prior year adopted budget
TIF 13.xls

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #13

Business Unit 4160

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -
471000 Interest on Investments	-	-	-	-	-
501500 Rental of City Property	-	-	-	-	12,224
591000 Proceeds of Debt	-	-	-	-	5,070,000
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 5,082,224
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 169,306
615000 Fringes	-	-	-	-	66,086
640100 Accounting/Audit Fees	-	-	-	-	1,500
640202 Recording/Filing Fees	-	-	-	-	150
640400 Consulting Services	-	-	-	-	52,101
641200 Advertising	-	-	-	-	4,398
641301 Electric	-	-	-	-	325
642501 CEA Operations/Maint.	-	-	-	-	976
642502 CEA Depreciation/Replace.	-	-	-	-	642
659900 Other Contracts/Obligation	-	-	-	-	23,760
672000 Interest Payments	-	-	-	-	-
680900 Infrastructure Construction	-	-	-	-	4,868,825
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 5,188,069

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Weed Cutting/Maintenance	\$ 10,000
Real Estate Commissions (4 acres @ \$43K/acre)	13,760
	<u>\$ 23,760</u>

Consulting Services:

Consultant Design	\$ 52,101
	<u>\$ 52,101</u>

Infrastructure Construction:

Concrete Paving Program	\$ 1,169,509
Grade and Gravel Program	748,520
Stormwater Program	1,560,713
Watermain Program	747,992
Sanitary Sewer Program	317,562
Southpoint Commerce Park	324,529
	<u>\$ 4,868,825</u>

CITY OF APPLETON 2024 BUDGET
TAX INCREMENTAL DISTRICT # 13
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Rental of City Property	-	-	-	-	12,224
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 12,224</u>
Expenses					
Program Costs	-	-	-	-	5,186,419
Administration	-	-	-	-	1,650
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,188,069</u>
Revenues over (under)					
Expenses	-	-	-	-	(5,175,845)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	5,070,000
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,070,000</u>
Net Change in Equity	-	-	-	-	(105,845)
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (105,845)</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	-	(105,845)
+ Advance from General Fund	-	105,845
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2024 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2024 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 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 to be 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 attended various training and networking opportunities to improve their leadership and technical skills. Staffing has become challenging to fill vacancies. In January 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 \$4.01 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.06. 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 was finalized at City Hall and construction began for the Appleton Public Library, Valley Transit Whitman site facility and Lundgaard Park. Inflation, lack of workforce, and other macroeconomic factors have led to delays and increased costs. Staff spent substantial time reviewing projects to mitigate these impacts.

Capital improvement projects expected to be completed in 2023 included: Wastewater Plant electrical distribution and renovation of the A-building, HVAC upgrades at Fire Station #6 and the Municipal Services Building, replacement of the hardscapes at Telulah and Peabody Parks, Appleton Wastewater Plant lower roads, and the Water Plant parking lot. 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 2023, the Panel on Sustainability and Resilience was created. In addition, a second project to add solar panels at the Municipal Services Building was completed.

CITY OF APPLETON 2024 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2024 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 of operations during emergencies and crises. The Department will continue to work with Emergency Management and other City departments to maintain and improve the continuity of the operations plan.

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.

With major construction projects nearing completion for Appleton Public Library and Valley Transit Whitman site facility, a commissioning process will begin along with planning for operations and maintenance of new spaces.

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 \$2.06, which is far below the industry's benchmark of \$4.01 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 2,743,018	\$ 2,939,589	\$ 2,914,690	\$ 2,914,690	\$ 2,986,993	2.48%
Program Expenses							
6330	Administration	251,494	297,506	383,286	383,286	404,802	5.61%
6331	Facilities Maintenance	2,387,069	2,659,490	2,531,404	2,531,404	2,582,191	2.01%
Total Program Expenses		\$ 2,638,563	\$ 2,956,996	\$ 2,914,690	\$ 2,914,690	\$ 2,986,993	2.48%
Expenses Comprised Of:							
Personnel		811,657	883,577	1,091,653	1,091,653	1,056,435	-3.23%
Training & Travel		8,039	14,336	8,000	8,000	8,000	0.00%
Supplies & Materials		347,152	547,792	402,457	402,457	410,782	2.07%
Purchased Services		1,471,715	1,511,291	1,412,580	1,412,580	1,506,776	6.67%
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	5,000	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 2024 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 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments (Loss)	\$ (1,034)	\$ (3,708)	\$ -	\$ -	\$ -
480100 Charges for Services	2,737,256	2,938,990	2,905,690	2,905,690	2,977,993
503500 Other Reimbursements	6,796	4,307	9,000	9,000	9,000
Total Revenue	\$ 2,743,018	\$ 2,939,589	\$ 2,914,690	\$ 2,914,690	\$ 2,986,993
Expenses					
610100 Regular Salaries	\$ 155,126	\$ 163,523	\$ 171,720	\$ 171,720	\$ 180,952
610500 Overtime Wages	2,148	1,494	2,597	2,597	-
615000 Fringes	(25,061)	(15,640)	70,604	70,604	74,397
620100 Training/Conferences	8,039	13,256	8,000	8,000	8,000
620400 Tuition Fees	-	1,080	-	-	-
630100 Office Supplies	1,764	2,194	1,500	1,500	1,500
630200 Subscriptions	500	765	750	750	750
630300 Memberships & Licenses	2,617	3,003	2,000	2,000	2,000
630400 Postage/Freight	2,152	2,102	2,300	2,300	2,300
630500 Awards & Recognition	-	-	180	180	180
630600 Building Maint./Janitorial	-	41	-	-	-
630700 Food & Provisions	296	115	240	240	240
631500 Books & Library Materials	996	682	700	700	700
632000 Printing/Copying	5,274	5,520	4,500	4,500	4,500
632101 Uniforms	517	643	500	500	500
632300 Safety Supplies	1,958	2,190	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,779	1,784	1,811	1,811	1,847
640400 Consulting Services	12,917	13,575	12,000	12,000	12,000
640700 Solid Waste/Recycling	1,887	2,213	1,470	1,470	1,514
641200 Advertising	717	737	1,000	1,000	1,000
641300 Utilities	46,308	53,072	55,584	55,584	59,072
650100 Insurance	26,892	40,332	37,330	37,330	39,850
659900 Other Contracts/Obligation	4,668	4,825	6,500	6,500	6,500
791400 Transfer Out - Capital Project	-	-	-	-	5,000
Total Expense	\$ 251,494	\$ 297,506	\$ 383,286	\$ 383,286	\$ 404,802

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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:

No major changes.

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 462,572	\$ 490,000	\$ 579,757	\$ 579,757	\$ 544,297
610400 Call Time Wages	7,906	8,350	8,001	8,001	7,975
610500 Overtime Wages	11,416	16,554	10,707	10,707	10,673
610800 Part Time Wages	8,476	8,248	11,162	11,162	10,630
615000 Fringes	189,074	211,048	237,105	237,105	227,511
630600 Building Maint./Janitorial	281,942	480,209	351,787	351,787	360,112
630901 Shop Supplies	8,698	7,018	9,500	9,500	9,500
632700 Miscellaneous Equipment	40,438	43,310	26,500	26,500	26,500
640500 Engineering Fees	438	1,252	4,000	4,000	4,000
640700 Solid Waste/Recycling	900	2,318	1,500	1,500	1,500
641300 Utilities	2,231	625	-	-	-
641400 Janitorial Service	401,663	381,534	368,292	368,292	371,066
641600 Building Repairs & Maint.	594,274	626,915	517,278	517,278	590,196
641800 Equipment Repairs & Maint.	3,925	9,249	6,000	6,000	6,000
642500 CEA Expense	63,145	62,282	69,105	69,105	67,094
650200 Leases	309,358	309,682	329,710	329,710	344,137
650302 Equipment Rent	613	896	1,000	1,000	1,000
Total Expense	\$ 2,387,069	\$ 2,659,490	\$ 2,531,404	\$ 2,531,404	\$ 2,582,191

DETAILED SUMMARY OF 2024 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	51,900
Total	\$ 360,112

Miscellaneous Equipment

City furniture/general	\$ 26,500
Total	\$ 26,500

Janitorial Service

Contracted janitorial service	\$ 371,066
Total	\$ 371,066

Building Repairs & Maintenance Services

Electrical	\$ 33,153
Elevator	33,585
Fire/safety	42,825
HVAC	280,655
Plumbing	7,450
Security	21,050
Structural/roof	13,500
Overhead & passage doors	96,760
Painting & pavilion staining	16,150
Flooring	8,750
Emergency Sirens	11,059
Other: pest control, locksmith, utility locates, landfill	25,259
Total	\$ 590,196

Leases

City Hall condo agreement	\$ 326,959
First floor conference room	17,178
Total	\$ 344,137

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(1,034)	(3,708)	(96)	-	-	-
480100 General Charges for Service	2,737,256	2,938,990	429,177	2,905,690	2,905,690	2,977,993
503500 Other Reimbursements	<u>3,795</u>	<u>4,307</u>	<u>540</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
TOTAL PROGRAM REVENUES	2,740,017	2,939,589	429,621	2,914,690	2,914,690	2,986,993
Personnel						
610100 Regular Salaries	217,887	223,614	78,964	751,477	751,477	712,249
610200 Labor Pool Allocations	346,158	351,840	117,328	-	-	-
610400 Call Time Wages	7,906	8,350	2,084	8,001	8,001	7,975
610500 Overtime Wages	13,564	18,048	2,764	13,304	13,304	10,673
610800 Part-Time Wages	8,476	8,248	2,188	11,162	11,162	23,630
611000 Other Compensation	1,080	1,135	1,135	-	-	-
611400 Sick Pay	272	-	-	-	-	-
611500 Vacation Pay	52,300	76,934	13,633	-	-	-
615000 Fringes	252,744	283,561	85,377	307,709	307,709	301,908
617000 Pension Expense	(84,052)	(91,866)	-	-	-	-
617100 OPEB Expense	<u>(4,678)</u>	<u>3,713</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PERSONNEL	811,657	883,577	303,473	1,091,653	1,091,653	1,056,435
Training~Travel						
620100 Training/Conferences	8,039	13,256	4,762	8,000	8,000	8,000
620400 Tuition Fees	<u>-</u>	<u>1,080</u>	<u>602</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRAINING / TRAVEL	8,039	14,336	5,364	8,000	8,000	8,000
Supplies						
630100 Office Supplies	1,764	2,194	417	1,500	1,500	1,500
630200 Subscriptions	500	765	-	750	750	750
630300 Memberships & Licenses	2,617	3,003	1,508	2,000	2,000	2,000
630400 Postage/Freight	2,152	2,102	520	2,300	2,300	2,300
630500 Awards & Recognition	-	-	-	180	180	180
630600 Building Maint./Janitorial	281,942	480,250	130,124	351,787	351,787	360,112
630700 Food & Provisions	296	115	78	240	240	240
630901 Shop Supplies	8,698	7,018	2,562	9,500	9,500	9,500
631500 Books & Library Materials	996	682	31	700	700	700
632001 City Copy Charges	5,274	4,986	1,208	3,600	3,600	3,600
632002 Outside Printing	-	534	-	900	900	900
632101 Uniforms	517	643	126	500	500	500
632300 Safety Supplies	1,958	2,190	226	2,000	2,000	2,000
632700 Miscellaneous Equipment	<u>40,438</u>	<u>43,310</u>	<u>7,451</u>	<u>26,500</u>	<u>26,500</u>	<u>26,500</u>
TOTAL SUPPLIES	347,152	547,792	144,251	402,457	402,457	410,782
Purchased Services						
640100 Accounting/Audit Fees	1,779	1,784	-	1,811	1,811	1,847
640400 Consulting Services	12,917	13,575	9,200	12,000	12,000	12,000
640500 Engineering Fees	438	1,252	-	4,000	4,000	4,000
640700 Solid Waste/Recycling Pickup	2,787	4,531	76	2,970	2,970	3,014
641200 Advertising	717	737	105	1,000	1,000	1,000
641301 Electric	16,335	18,329	6,348	16,959	16,959	17,298
641302 Gas	8,316	10,542	8,404	7,639	7,639	10,710
641303 Water	1,721	2,183	450	3,000	3,000	3,000
641304 Sewer	477	802	143	1,121	1,121	1,199
641306 Stormwater	15,090	15,138	3,815	17,925	17,925	17,925
641307 Telephone	2,167	2,163	515	3,240	3,240	3,240
641308 Cellular Phones	4,433	4,540	1,381	5,700	5,700	5,700
641400 Janitorial Service	401,663	381,534	157,980	368,292	368,292	371,066
641600 Building Repairs & Maint.	594,274	626,915	283,224	517,278	517,278	590,196
641800 Equipment Repairs & Maint.	3,925	9,249	-	6,000	6,000	6,000
642501 CEA Operations/Maint.	22,717	23,219	5,715	31,199	31,199	28,198
642502 CEA Depreciation/Replace.	40,428	39,063	10,181	37,906	37,906	38,896
650100 Insurance	26,892	40,332	12,444	37,330	37,330	39,850
650200 Leases	309,358	309,682	127,768	329,710	329,710	344,137

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
650302 Equipment Rent	613	896	101	1,000	1,000	1,000
659900 Other Contracts/Obligation	<u>4,668</u>	<u>4,825</u>	<u>2,524</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
TOTAL PURCHASED SVCS	1,471,715	1,511,291	630,374	1,412,580	1,412,580	1,506,776
Capital Outlay						
680401 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	-	-	-	-	-	5,000
TOTAL TRANSFERS	-	-	-	-	-	5,000
TOTAL EXPENSE	<u>2,638,563</u>	<u>2,956,996</u>	<u>1,083,462</u>	<u>2,914,690</u>	<u>2,914,690</u>	<u>2,986,993</u>

CITY OF APPLETON 2024 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Charges for Services	\$ 2,737,256	\$ 2,938,990	\$ 2,905,690	\$ 2,905,690	\$ 2,977,993
Total Revenues	<u>2,737,256</u>	<u>2,938,990</u>	<u>2,905,690</u>	<u>2,905,690</u>	<u>2,977,993</u>
Expenses					
Operating Expenses	2,638,563	2,956,996	2,914,690	2,914,690	2,981,993
Depreciation	-	-	-	-	-
Total Expenses	<u>2,638,563</u>	<u>2,956,996</u>	<u>2,914,690</u>	<u>2,914,690</u>	<u>2,981,993</u>
Operating Loss	98,693	(18,006)	(9,000)	(9,000)	(4,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(1,034)	(3,708)	-	-	-
Other Income	6,796	4,307	9,000	9,000	9,000
Total Non-Operating	<u>5,762</u>	<u>599</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	104,455	(17,407)	-	-	5,000
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	-	-	(5,000)
Change in Net Assets	104,455	(17,407)	-	-	-
Net Assets - Beginning	<u>18,492</u>	<u>122,947</u>	<u>105,540</u>	<u>105,540</u>	<u>105,540</u>
Net Assets - Ending	<u>\$ 122,947</u>	<u>\$ 105,540</u>	<u>\$ 105,540</u>	<u>\$ 105,540</u>	<u>\$ 105,540</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 100,067	\$ 100,067
+ Change in Net Assets	-	-
Working Cash - End of Year	<u>\$ 100,067</u>	<u>\$ 100,067</u>

**CITY OF APPLETON 2024 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
Electrical Upgrades	\$ 25,000	Projects, pg. 638
Facility Renovations	225,000	Projects, pg. 640
Grounds Improvements	50,000	Projects, pg. 642
Hardscape Improvements	400,000	Projects, pg. 643
HVAC Systems	225,000	Projects, pg. 644
Interior Finishes and Furniture Improvements	495,000	Projects, pg. 645
Lighting Upgrades	150,000	Projects, pg. 646
Roof Replacement	175,000	Projects, pg. 648
Safety and Security Improvements	499,000	Projects, pg. 649
Park ADA Improvements	25,000	Projects, pg. 671
Park Aquatics	350,000	Projects, pg. 672
Pavilion and Recreation Facilities	290,000	Projects, pg. 674
Playground Areas	240,000	Projects, pg. 675
Trails and Trail Connections	900,000	Projects, pg. 679
	<u>\$ 4,049,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 3,969,079	\$ 4,330,110	\$ 25,000	\$ 25,000	\$ 22,683	-9.27%
Program Expenses		\$ 5,175,417	\$ 5,729,557	\$ 17,718,239	\$ 29,378,420	\$ 4,306,683	-75.69%
Expenses Comprised Of:							
	Personnel	227,593	240,787	250,739	250,739	257,683	2.77%
	Supplies & Materials	173,099	-	-	-	595,000	N/A
	Purchased Services	1,448,466	2,273,333	50,000	23,775,978	150,000	200.00%
	Capital Expenditures	3,326,259	3,215,437	17,417,500	5,351,703	3,304,000	-81.03%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423000 Miscellaneous Local Aids	\$ -	\$ 699,381	\$ -	\$ -	\$ -
471000 Interest on Investments (Loss)	(58,631)	(242,544)	25,000	25,000	22,683
502000 Donations & Memorials	-	100,000	-	-	-
503500 Other Reimbursements	2,710	-	-	-	-
591000 Proceeds of Long-term Debt	8,191,000	8,326,500	13,847,500	13,847,500	4,049,000
592100 Transfer In - General Fund	4,025,000	3,773,273	-	-	-
Total Revenue	\$ 12,160,079	\$ 12,656,610	\$ 13,872,500	\$ 13,872,500	\$ 4,071,683
Expenses					
610100 Regular Salaries	\$ 171,931	\$ 179,188	\$ 189,121	\$ 189,121	\$ 194,794
615000 Fringes	55,662	61,599	61,618	61,618	62,889
632700 Miscellaneous Equipment	173,099	-	-	-	595,000
640400 Consulting Services	28,633	-	-	-	-
640600 Architect Fees	1,419,833	2,273,333	50,000	23,775,978	150,000
680200 Land Improvements	55,116	130,693	2,025,000	2,378,506	900,000
680300 Buildings	885,632	1,032,036	13,542,500	1,322,824	1,065,000
680400 Machinery & Equipment	1,325,762	121,935	1,525,000	1,084,654	624,000
680900 Infrastructure Construction	1,059,749	1,930,773	325,000	565,719	715,000
Total Expense	\$ 5,175,417	\$ 5,729,557	\$ 17,718,239	\$ 29,378,420	\$ 4,306,683

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Land Improvements

Lutz Trail	\$ 900,000
	<u>\$ 900,000</u>

Buildings

Lighting upgrades - FS #6	\$ 150,000
Facility renovations	100,000
Roof replacements - Parks	175,000
Park Aquatics - Mead Pool	350,000
Pavilion and Recreational Facilities	290,000
	<u>\$ 1,065,000</u>

Infrastructure Construction

Hardscapes - City properties	\$ 50,000
Hardscapes - Parks	400,000
Park ADA improvements	25,000
Playground areas	240,000
	<u>\$ 715,000</u>

Miscellaneous Equipment

Furniture - City Hall	\$ 250,000
Furniture - MSB	245,000
Safety and security - City Hall	35,000
Safety and security - FS #2	65,000
	<u>\$ 595,000</u>

Architect Fees

Electrical upgrades	\$ 25,000
Facility renovations	125,000
	<u>\$ 150,000</u>

Machinery & Equipment

Safety and security - PRFMD	\$ 375,000
Safety and security - MSB	24,000
HVAC upgrades - FS #1	225,000
	<u>\$ 624,000</u>

CITY OF APPLETON 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Intergovernmental Revenues	\$ -	\$ 699,382	\$ -	\$ -	\$ -
Interest Income (Loss)	(58,631)	(242,544)	25,000	25,000	22,683
Other	2,710	100,000	-	-	-
Total Revenues	<u>(55,921)</u>	<u>556,838</u>	<u>25,000</u>	<u>25,000</u>	<u>22,683</u>
Expenses					
Program Costs	5,175,417	5,729,556	17,718,239	17,718,239	4,306,683
Total Expenses	<u>5,175,417</u>	<u>5,729,556</u>	<u>17,718,239</u>	<u>17,718,239</u>	<u>4,306,683</u>
Revenues over (under) Expenses	(5,231,338)	(5,172,718)	(17,693,239)	(17,693,239)	(4,284,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	8,191,000	8,326,500	13,847,500	13,847,500	4,049,000
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	4,025,000	3,773,273	-	-	-
Operating Transfers Out - Capital Proj	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>12,216,000</u>	<u>12,099,773</u>	<u>13,847,500</u>	<u>13,847,500</u>	<u>4,049,000</u>
Net Change in Equity	6,984,662	6,927,055	(3,845,739)	(3,845,739)	(235,000)
Fund Balance - Beginning	<u>1,168,191</u>	<u>8,152,853</u>	<u>15,079,908</u>	<u>15,079,908</u>	<u>11,234,169</u>
Fund Balance - Ending	<u>\$ 8,152,853</u>	<u>\$ 15,079,908</u>	<u>\$ 11,234,169</u>	<u>\$ 11,234,169</u>	<u>\$ 10,999,169</u>

CITY OF APPLETON 2024 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 2024 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 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 2023, 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, 13 tennis courts, an 8 court pickleball complex, 12 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 4 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 round-abouts, boulevards, and terraces, are also maintained by the grounds division.

Significant projects included the grading and seeding of Ellen Kort Peace Park, the removal of ash trees and addition of fill to Vosters Park, the repaving of the trail through lower Telulah Park and the remodeling of the Telulah Park bathrooms. New fencing was installed at the south side of Mead Pool, along with a new dumpster enclosure. Two viewing areas along the river at Telulah Park were removed, the baseball diamond at Hoover Park had new fence fabric installed and the furniture was installed at the pickleball complex. Other projects include crack filling and striping of the Memorial Park East lot, the addition of bike racks at Jones Park, the Scheig Center and Telulah Park, and the planting of the Scheig Center wildflower bed. Additionally, routine maintenance included upkeep of playground equipment, invasive plant control, parking lot and walkway repairs, and general grounds maintenance.

Recreation Services

Leadership development was a high priority for the division this year. The Recreation Division team participated in a training session that focused on our values, what we want our legacy to be as a team, and how we would continue to challenge each other moving forward. Staff committed to a two-year journey together that will center around eight leadership topics that a staff member will present quarterly.

Worked with Human Resources to increase the seasonal staff wages in 2023. This helped with recruitment and retention of staff.

Rebranded youth sports leagues to the "A" Leagues. We wanted a name that is recognizable in the community and to provide our participants with a sense of ownership and pride. A new logo was created and marketing efforts increased to push the core values of our youth sports leagues.

Unity Dance Academy went through many changes in 2023, including a rebranding of the name, which is now Unity Dance & Acrobatics, and refreshed logo. The program also changed locations from downtown City Center to the Northland Mall, as well as a new location for the annual dance recital, which previously took place at West High School.

Created a new event to help offset the revenue loss from the fee waiver program. The Mom Prom event was held in March and was highly successful. Staff will be continuing with this fundraiser event in the future. Other new programs for 2023 included a youth volleyball camp, pickleball programming for youth and adult, and new bus trips.

Worked with the IT Department on the online registration software program, RecTrac, upgrading from on-premise servers to cloud/web based.

Changed summer pool passes from pass cards to fobs, which eliminated software hardware issues that occurred in 2022.

CITY OF APPLETON 2024 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2024 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 nine parks, two trails, and one bed are adopted.

Increase participation: Encourage more people to engage in recreational activities by developing and implementing targeted marketing campaigns, community outreach efforts, and partnerships with local organizations.

Enhance program diversity: Introduce a wider range of recreational programs and activities to cater to different age groups, interests, and abilities.

Strengthen community engagement: Foster a sense of community and social connection by organizing events and initiatives that encourage interaction and participation among residents.

Enhance customer satisfaction: Implement feedback mechanisms to gather input from participants and use that feedback to improve program quality, customer service, and overall satisfaction.

Promote health and wellness: Develop initiatives that promote physical fitness, mental well-being, and healthy lifestyle choices.

Professional development and training: Invest in the ongoing development of recreation staff through training, workshops, and certifications. Equip employees with the necessary skills and knowledge to provide high-quality programs and services.

Collaborate with community partners: Establish partnerships with local businesses, nonprofit organizations, and other stakeholders to expand recreational opportunities and leverage shared resources. This can include joint programs, sponsorship agreements, and collaborative marketing efforts.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2021	2022	Adopted 2023	Amended 2023	2024	
Unit	Title						
Program Revenues		\$ 958,088	\$ 1,144,442	\$ 1,073,100	\$ 1,073,100	\$ 1,255,245	16.97%
Program Expenses							
16532	Grounds Maintenance	2,046,222	2,037,972	2,215,359	2,214,769	2,179,395	-1.60%
16541	Recreation Programs	1,781,765	2,045,112	1,882,339	1,882,339	2,290,528	21.69%
Total Program Expenses		\$ 3,827,987	\$ 4,083,084	\$ 4,097,698	\$ 4,097,108	\$ 4,469,923	9.10%
Expenses Comprised Of:							
Personnel		1,992,870	2,104,985	2,105,412	2,105,412	2,372,320	12.68%
Training & Travel		7,435	6,432	8,800	8,800	8,800	0.00%
Supplies & Materials		335,218	335,757	313,151	313,151	306,019	-2.28%
Purchased Services		1,492,464	1,635,910	1,670,335	1,669,745	1,782,784	6.77%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

CITY OF APPLETON 2024 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 Strategies #1: "Responsibly deliver excellent services", and #2: "Encourage active community participation and involvement".

Objectives:

To maintain the appropriate levels and quality of green space to increase health, increase 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:

Increase in part-time wages to reflect change in seasonal salary schedule, approved in 2023.

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Service	\$ 80,823	\$ 91,995	\$ 78,000	\$ 78,000	\$ 86,000
501000 Miscellaneous Revenue	1,702	-	250	250	250
501600 Lease Revenue	108,072	117,237	114,188	114,188	114,188
502000 Donations & Memorials	13,795	20,685	7,500	7,500	7,500
503000 Damage to City Property	1,019	10,169	-	-	-
Total Revenue	<u>\$ 205,411</u>	<u>\$ 240,086</u>	<u>\$ 199,938</u>	<u>\$ 199,938</u>	<u>\$ 207,938</u>
Expenses					
610100 Regular Salaries	\$ 594,967	\$ 602,803	\$ 634,000	\$ 634,000	\$ 640,083
610400 Call Time Wages	2,520	1,600	1,764	1,764	1,780
610500 Overtime Wages	9,763	15,909	9,341	9,341	9,431
610800 Part-Time Wages	109,573	84,627	108,956	108,956	145,840
615000 Fringes	216,528	226,034	235,009	235,009	232,125
620100 Training/Conferences	1,396	1,159	2,000	2,000	2,000
630300 Memberships & Licenses	600	368	600	600	600
630500 Awards & Recognition	304	-	165	165	165
630600 Building Maint./Janitorial	-	386	-	-	-
630700 Food & Provisions	271	481	220	220	220
630899 Other Landscape Supplies	57,186	55,368	55,000	55,000	55,000
630901 Shop Supplies	5,756	4,783	5,000	5,000	5,000
632002 Outside Printing	720	-	-	-	-
632199 Other Clothing	1,173	986	1,500	1,500	1,500
632200 Gas Purchases	21,157	31,356	24,779	24,779	24,779
632300 Safety Supplies	3,555	4,428	2,500	2,500	2,500
632700 Miscellaneous Equipment	22,300	27,586	23,000	23,000	23,000
640400 Consulting Services	11,854	11,975	5,000	5,000	5,000
640700 Solid Waste/Recycling	9,821	7,881	12,000	12,000	12,360
641300 Utilities	230,584	247,571	246,910	246,910	249,002
641500 Tipping Fees	56	521	200	200	200
642000 Facilities Charges	303,171	215,323	315,192	315,192	195,654
642500 CEA Expense	400,522	416,890	488,723	488,723	519,156
642900 Interfund Allocations	(23,584)	(17,345)	(30,000)	(30,000)	(23,000)
644000 Snow Removal Services	5,762	9,567	7,500	7,500	11,000
645400 Grounds Repair & Maint.	34,121	60,072	44,000	43,410	44,000
650301 Facility Rent	3,500	3,500	3,500	3,500	3,500
659900 Other Contracts/Obligation	22,646	24,143	18,500	18,500	18,500
Total Expense	<u>\$ 2,046,222</u>	<u>\$ 2,037,972</u>	<u>\$ 2,215,359</u>	<u>\$ 2,214,769</u>	<u>\$ 2,179,395</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	\$ 55,000
	<u>\$ 55,000</u>

Gas Purchases

Fuel for small equipment	\$ 24,779
	<u>\$ 24,779</u>

Other Contracts/Obligations

Contracted herbicide application	\$ 5,000
Reid maintenance bldg. rental	3,500
DNR Permits, Trail maps, Bee City, etc.	4,500
Port-a-potty rental	5,500
	<u>\$ 18,500</u>

Misc. Equipment

Replace small motor equip.	\$ 23,000
	<u>\$ 23,000</u>

Grounds Repair & Maintenance

Fencing repair	\$ 6,000
Weed control	6,000
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.	7,000
Other:	
Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
	<u>\$ 44,000</u>

CITY OF APPLETON 2024 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 Strategies #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 the 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, and pavilions
- Collaboration of recreation services with community groups and other leisure service providers

Recognize changing landscape of parks and recreation services in the 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:

Increase in part-time wages to reflect change in seasonal salary schedule, approved in 2023.

Unity Dance and Acrobatics studios were moved out of City Center Plaza and into the Northland Mall causing an increase to facility rental and utilities.

Inflation has had a significant impact on the cost of goods and services requiring us to adjust our budget for line items that reflects these increases, such as concession items, uniforms, and subscriptions.

Increase in revenue reflects program fee increases, pool admission and pass increases, and new sponsorship recruitment efforts reflected in donations and memorials.

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Service	\$ 739,766	\$ 879,025	\$ 849,932	\$ 849,932	\$ 1,019,932
500100 Fees & Commissions	1,067	643	980	980	980
501000 Miscellaneous Revenue	534	850	-	-	-
501500 Rental of City Property	40	6,255	6,000	6,000	6,545
502000 Donations & Memorials	11,185	17,608	16,250	16,250	19,850
508500 Cash Short or Over	85	(25)	-	-	-
Total Revenue	\$ 752,677	\$ 904,356	\$ 873,162	\$ 873,162	\$ 1,047,307
Expenses					
610100 Regular Salaries	\$ 401,918	\$ 438,747	\$ 456,683	\$ 456,683	\$ 481,926
610500 Overtime Wages	33,572	11,672	-	-	-
610800 Part-Time Wages	474,864	559,436	490,610	490,610	678,296
615000 Fringes	149,166	164,157	169,049	169,049	182,839
620100 Training/Conferences	5,619	4,853	6,320	6,320	6,320
620600 Parking Permits	420	420	480	480	480
630100 Office Supplies	2,395	1,661	2,775	2,775	2,775
630200 Subscriptions	624	468	300	300	468
630300 Memberships & Licenses	5,697	6,951	8,579	8,579	8,579
630400 Postage/Freight	288	380	11,400	11,400	4,400
630500 Awards & Recognition	3,759	1,908	3,893	3,893	3,893
630700 Food & Provisions	3,943	2,722	4,695	4,695	4,695
631000 Miscellaneous Chemicals	46,809	435	-	-	-
631400 Concession Supplies	60,363	75,211	52,605	52,605	76,305
631500 Books & Library Materials	143	57	500	500	500
631600 Supplies	22,998	13,160	28,010	28,010	28,010
632000 Printing/Copying	22,056	27,745	31,950	31,950	3,950
632100 Clothing	42,611	66,618	35,620	35,620	39,620
632400 Medical/Lab Supplies	558	1,155	900	900	900
632700 Miscellaneous Equipment	9,951	11,544	19,160	19,160	19,160
640300 Bank Service Fees	31,641	39,565	32,000	32,000	45,000
640400 Consulting Services	-	-	350	350	350
640700 Solid Waste/Recycling	861	475	400	400	400
641100 Temporary Help	-	-	5,600	5,600	5,600
641200 Advertising	4,946	2,636	4,500	4,500	4,500
641300 Utilities	153,959	160,355	153,250	153,250	187,430
642000 Facilities Charges	165,308	258,346	169,719	169,719	291,032
642400 Software Support	9,282	7,766	9,458	9,458	9,458
642500 CEA Expense	6,047	7,754	8,330	8,330	8,245
643100 Interpreter Services	-	-	100	100	100
650301 Facility Rent	65,453	104,955	115,633	115,633	135,827
650302 Equipment Rent	-	9,836	5,500	5,500	5,500
659900 Other Contracts/Obligation	56,514	64,124	53,970	53,970	53,970
Total Expense	\$ 1,781,765	\$ 2,045,112	\$ 1,882,339	\$ 1,882,339	\$ 2,290,528

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Concession Supplies</u>		<u>Clothing</u>	
Food and beverage	\$ 73,305	Youth sport t-shirts	\$ 28,950
Other concession supplies	3,000	Staff clothing	10,670
	<u>\$ 76,305</u>		<u>\$ 39,620</u>
<u>Supplies</u>		<u>Facility Rent</u>	
Arts and crafts	\$ 1,725	Dance studios	\$ 68,932
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>Miscellaneous Equipment</u>		USA Youth-soccer field use	9,720
Program administration	\$ 4,068		<u>\$ 135,827</u>
Concession operations	2,892	<u>Other Contracts/Obligations</u>	
Pool operations	12,200	City Band	\$ 11,000
	<u>\$ 19,160</u>	Playground fair rentals, trips, partner programs, recital tix	40,970
		On the hill movie license	2,000
			<u>\$ 53,970</u>

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Revenues						
480100 General Charges for Service	178,959	209,677	104,156	927,932	927,932	1,105,932
480203 Concessions	158,281	124,484	465	-	-	-
480205 Equipment Rentals	12,161	13,580	8,825	-	-	-
480300 Program Fees	5,257	25,460	100	-	-	-
485000 Daily Entrance Fees	64,799	73,179	10,981	-	-	-
486000 Lessons/Classes	395,457	518,537	157,390	-	-	-
487700 Advertising/Promotional Fees	5,675	6,100	8,125	-	-	-
500100 Fees & Commissions	1,067	643	-	980	980	980
501000 Miscellaneous Revenue	2,236	850	2,425	250	250	250
501500 Rental of City Property	40	6,256	37	6,000	6,000	6,545
501600 Lease Revenue	108,072	117,238	33,197	114,188	114,188	114,188
502000 Donations & Memorials	24,981	38,294	6,489	23,750	23,750	27,350
503000 Damage to City Property	1,019	10,169	1,394	-	-	-
508500 Cash Short or Over	85	(25)	-	-	-	-
TOTAL PROGRAM REVENUES	958,089	1,144,442	333,584	1,073,100	1,073,100	1,255,245
Personnel						
610100 Regular Salaries	685,815	734,526	245,978	1,090,683	1,090,683	1,122,009
610200 Labor Pool Allocations	204,763	203,116	75,785	-	-	-
610400 Call Time Wages	2,520	1,600	1,500	1,764	1,764	1,780
610500 Overtime Wages	43,335	27,581	4,846	9,341	9,341	9,431
610800 Part-Time Wages	584,437	644,063	52,197	599,566	599,566	824,136
611000 Other Compensation	3,312	1,675	1,675	-	-	-
611400 Sick Pay	3,989	936	-	-	-	-
611500 Vacation Pay	99,005	101,297	24,450	-	-	-
615000 Fringes	365,694	390,191	124,523	404,058	404,058	414,964
TOTAL PERSONNEL	1,992,870	2,104,985	530,954	2,105,412	2,105,412	2,372,320
Training-Travel						
620100 Training/Conferences	7,015	6,012	3,879	8,320	8,320	8,320
620600 Parking Permits	420	420	480	480	480	480
TOTAL TRAINING / TRAVEL	7,435	6,432	4,359	8,800	8,800	8,800
Supplies						
630100 Office Supplies	2,395	1,661	238	2,775	2,775	2,775
630200 Subscriptions	624	468	-	300	300	468
630300 Memberships & Licenses	6,297	7,319	658	9,179	9,179	9,179
630400 Postage/Freight	288	380	7,814	11,400	11,400	4,400
630500 Awards & Recognition	4,063	1,908	386	4,058	4,058	4,058
630600 Building Maint./Janitorial	-	386	-	-	-	-
630700 Food & Provisions	4,214	3,203	141	4,915	4,915	4,915
630899 Other Landscape Supplies	57,186	55,368	8,679	55,000	55,000	55,000
630901 Shop Supplies	5,756	4,783	2,683	5,000	5,000	5,000
631000 Miscellaneous Chemicals	46,809	435	-	-	-	-
631402 Non-Alcoholic Beverages	10,415	11,165	28	7,730	7,730	11,730
631403 Candy/Food	48,888	61,352	30	42,575	42,575	61,575
631404 Other Concession Supplies	1,060	2,694	-	2,300	2,300	3,000
631500 Books & Library Materials	143	57	15	500	500	500
631601 Arts & Crafts Supplies	1,966	642	58	1,725	1,725	1,725
631602 Sports Equipment	13,154	5,204	604	16,575	16,575	16,575
631603 Other Misc. Supplies	7,878	7,314	1,004	9,710	9,710	9,710
632001 City Copy Charges	967	978	211	3,300	3,300	1,300
632002 Outside Printing	21,810	26,767	28,573	28,650	28,650	2,650
632101 Uniforms	1,953	10,977	342	6,670	6,670	10,670
632199 Other Clothing	41,831	56,627	10,309	30,450	30,450	30,450
632200 Gas Purchases	21,157	31,356	2,449	24,779	24,779	24,779

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
632300 Safety Supplies	3,555	4,428	1,363	2,500	2,500	2,500
632400 Medical/Lab Supplies	558	1,155	448	900	900	900
632700 Miscellaneous Equipment	<u>32,251</u>	<u>39,130</u>	<u>4,775</u>	<u>42,160</u>	<u>42,160</u>	<u>42,160</u>
TOTAL SUPPLIES	335,218	335,757	70,808	313,151	313,151	306,019
Purchased Services						
640300 Bank Service Fees	31,641	39,565	11,612	32,000	32,000	45,000
640400 Consulting Services	11,854	11,975	-	5,350	5,350	5,350
640700 Solid Waste/Recycling Pickup	10,682	8,356	1,806	12,400	12,400	12,760
641100 Temporary Help	-	-	-	5,600	5,600	5,600
641200 Advertising	4,946	2,636	314	4,500	4,500	4,500
641301 Electric	120,970	127,373	37,102	124,500	124,500	146,620
641302 Gas	37,928	42,216	2,906	38,000	38,000	43,362
641303 Water	51,875	54,770	4,782	50,200	50,200	57,000
641304 Sewer	10,968	13,031	1,165	11,720	11,720	13,660
641306 Stormwater	153,638	161,932	50,371	165,290	165,290	165,290
641307 Telephone	3,041	2,901	762	2,900	2,900	4,300
641308 Cellular Phones	6,124	5,703	1,371	7,550	7,550	6,200
641500 Tipping Fees	56	521	270	200	200	200
642000 Facilities Charges	468,478	473,669	43,595	484,911	484,911	486,686
642400 Software Support	9,282	7,766	3,336	9,458	9,458	9,458
642501 CEA Operations/Maint.	222,857	232,388	72,032	262,086	262,086	233,285
642502 CEA Depreciation/Replace.	183,713	192,256	52,276	234,967	234,967	294,116
642900 Interfund Allocations	(23,585)	(17,345)	(2,553)	(30,000)	(30,000)	(23,000)
643100 Interpreter Services	-	-	-	100	100	100
644000 Snow Removal Services	5,762	9,567	10,286	7,500	7,500	11,000
645400 Grounds Repair & Maintenance	34,121	60,072	8,941	44,000	43,410	44,000
650301 Facility Rent	68,953	108,455	21,075	119,133	119,133	139,327
650302 Equipment Rent	-	9,836	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	<u>79,160</u>	<u>88,267</u>	<u>14,076</u>	<u>72,470</u>	<u>72,470</u>	<u>72,470</u>
TOTAL PURCHASED SVCS	1,492,464	1,635,910	335,525	1,670,335	1,669,745	1,782,784
 TOTAL EXPENSE	 <u>3,827,987</u>	 <u>4,083,084</u>	 <u>941,646</u>	 <u>4,097,698</u>	 <u>4,097,108</u>	 <u>4,469,923</u>

**CITY OF APPLETON 2024 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 2024 to make improvements to the Union Spring well site.

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

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (13)	\$ (5)	\$ -	\$ -	\$ -
Expenses					
Program Costs	2,513	-	223	-	220
Revenues over (under) Expenses	(2,526)	(5)	(223)	-	(220)
Fund Balance - Beginning	2,751	225	220	220	220
Fund Balance - Ending	\$ 225	\$ 220	\$ (3)	\$ 220	\$ -

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (404)	\$ (1,821)	\$ 1,200	\$ 1,200	\$ 1,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(404)	(1,821)	1,200	1,200	1,200
Fund Balance - Beginning	71,196	70,792	68,971	68,971	70,171
Fund Balance - Ending	\$ 70,792	\$ 68,971	\$ 70,171	\$ 70,171	\$ 71,371

**CITY OF APPLETON 2024 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:

Funds will be utilized in 2024 to assist in cost of redevelopment of the park.

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

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (843)	\$ (3,794)	\$ 2,200	\$ 2,200	\$ 2,200
Expenses					
Program Costs	-	-	-	-	148,118
Revenues over (under) Expenses	(843)	(3,794)	2,200	2,200	(145,918)
Fund Balance - Beginning	148,355	147,512	143,718	143,718	145,918
Fund Balance - Ending	\$ 147,512	\$ 143,718	\$ 145,918	\$ 145,918	\$ -

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (652)	\$ (3,948)	\$ 1,000	\$ 1,000	\$ 1,000
Zoning & Subdivision Fees	77,100	11,500	-	-	-
Total Revenue	76,448	7,552	1,000	1,000	1,000
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	76,448	7,552	1,000	1,000	1,000
Fund Balance - Beginning	69,345	145,793	153,345	153,345	154,345
Fund Balance - Ending	\$ 145,793	\$ 153,345	\$ 154,345	\$ 154,345	\$ 155,345

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (37)	\$ (166)	\$ 100	\$ 100	\$ 100
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(37)	(166)	100	100	100
Fund Balance - Beginning	6,470	6,433	6,267	6,267	6,367
Fund Balance - Ending	\$ 6,433	\$ 6,267	\$ 6,367	\$ 6,367	\$ 6,467

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (158)	\$ (717)	\$ 500	\$ 500	\$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(158)	(717)	500	500	500
Fund Balance - Beginning	28,056	27,898	27,181	27,181	27,681
Fund Balance - Ending	\$ 27,898	\$ 27,181	\$ 27,681	\$ 27,681	\$ 28,181

CITY OF APPLETON 2024 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 2024 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 2023 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 3,680 to 3,910 and Instagram followers increased from 489 to 568.

Continued to maximize rounds played by using GolfNow.com, Teeoff.com and social media as real-time marketing communications to fill gaps during slow periods.

Continued adjustment of new point-of-sale system for better reporting, customer interactions and usage rates.

Sold out both junior program lesson sessions. Junior league increased in size from 35 to 42.

Increased junior pass sales from 94 in 2022 to 126 in 2023.

Increased combined pass sales increased from 199 in 2022 to 227 in 2023.

Re-instituted large range baskets.

Spring 3-4-5 Tournament increased by one team to 58 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 Golf Tour - Adults and the Northeast Wisconsin Junior Golf Tour).

Continued Reid's traditional fun Two-Pin Challenge event.

Developed and implemented a marketing plan for the 2023 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Hosted Wisconsin PGA Junior Event for the fifth consecutive year, 82 players participated.

Sold 16 tee sign advertisements.

Maintained Business Pass sale capacity of 12.

Coordinated and paved #1 and #10 tee cart paths, while open for play. Restored turf near paved surfaces.

Completed installation of new walk-in cooler and freezer, increasing storage and efficiency.

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

Golf Course Superintendent achieved Certified Golf Course Superintendent status with Golf Course Superintendents Association of America.

CITY OF APPLETON 2024 BUDGET REID GOLF COURSE

MAJOR 2024 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.com and Teeoff.com reservation systems and associated marketing modules to:

- Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times.
- Increase electronic marketing and golfer communications.
- Improve administration of tee times, tournaments, outings and league play.
- Improve accounting methods and procedures for all clubhouse sales.
- Improve data collection of golfer information.

Maintain tee sign and scorecard advertising at their maximum.

Market the golf course through available media including the Community Color mailer, 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, and new equipment 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 Two-Pin Challenge.

Maintain corporate pass sales.

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, snowshoeing, fat tire bike trails and sledding operations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual			Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *	
Program Revenues		\$ 1,041,002	\$ 1,063,994	\$ 963,460	\$ 963,460	\$ 1,093,958	13.54%	
Program Expenses								
5630	Operations	871,595	907,181	963,459	963,459	1,093,631	13.51%	
TOTAL		\$ 871,595	\$ 907,181	\$ 963,459	\$ 963,459	\$ 1,093,631	13.51%	
Expenses Comprised Of:								
	Personnel	366,092	382,954	430,304	430,304	496,311	15.34%	
	Training & Travel	59	445	750	750	3,375	350.00%	
	Supplies & Materials	134,429	184,510	164,780	164,780	146,390	-11.16%	
	Purchased Services	282,251	281,948	284,750	284,750	327,980	15.18%	
	Miscellaneous Expense	70,864	71,967	64,975	64,975	62,725	-3.46%	
	Capital Expenditures	-	(32,543)	-	-	30,000	N/A	
	Transfers Out	17,900	17,900	17,900	17,900	26,850	50.00%	
Full Time Equivalent Staff:								
	Personnel allocated to programs	2.70	2.70	2.70	2.70	2.70		

**CITY OF APPLETON 2024 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 Strategies #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 and passholder trends, increased junior participation, and rate modifications.

Increase in expenses are part-time labor rates, additional two months for Clubhouse Supervisor, cost of supplies, bank service fees (credit card fees), Emerald Ash Borer tree removals, and attending Golf Industry Show.

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (3,226)	\$ (12,228)	\$ 1,000	\$ 1,000	\$ 1,000
480100 Charges for Service	7,497	7,145	9,500	9,500	7,500
480203 Concessions	128,891	123,853	122,500	122,500	127,500
480204 Merchandise Sales	28,667	33,326	27,500	27,500	30,000
480205 Equipment Rentals	174,809	208,597	143,500	143,500	202,000
480206 Tournament Fees	-	2,730	-	-	-
485000 Daily Entrance Fees	7,500	6,750	10,250	10,250	10,250
485100 Greens Fees	609,389	606,206	567,550	567,550	627,500
501500 Rental of City Property	17,000	14,500	15,000	15,000	15,000
501600 Lease Revenue	63,551	64,215	64,660	64,660	71,208
502000 Donations & Memorials	2,177	3,670	-	-	-
503000 Damage to City Property	222	729	-	-	-
503500 Other Reimbursements	4,525	4,501	2,000	2,000	2,000
Total Revenue	\$ 1,041,002	\$ 1,063,994	\$ 963,460	\$ 963,460	\$ 1,093,958
Expenses					
610100 Regular Salaries	\$ 185,880	\$ 199,129	\$ 205,872	\$ 205,872	\$ 223,362
610400 Call Time	100	-	-	-	-
610500 Overtime Wages	-	192	595	595	624
610800 Part-Time Wages	122,958	111,787	135,696	135,696	178,550
615000 Fringes	57,154	71,846	88,141	88,141	93,775
620100 Training/Conferences	59	445	750	750	3,375
630100 Office Supplies	213	248	500	500	500
630300 Memberships & Licenses	1,824	2,170	1,760	1,760	2,170
630600 Building Maint./Janitorial	1,094	676	1,500	1,500	1,500
630700 Food & Provisions	50	-	50	50	50
630800 Landscape Supplies	36,305	36,126	41,800	41,800	41,800
631400 Pro Shop/Concessions	65,978	73,053	60,400	60,400	65,600
631603 Other Misc. Supplies	2,394	5,169	3,500	3,500	3,500
632002 Outside Printing	2,709	4,532	4,000	4,000	4,000
632101 Uniforms	433	241	500	500	500
632200 Gas Purchases	16,535	22,502	20,770	20,770	20,770
632700 Miscellaneous Equipment	6,894	39,793	30,000	30,000	6,000
640100 Accounting/Audit Fees	2,170	1,225	2,160	2,160	2,160
640300 Bank Service Fees	20,877	24,294	19,000	19,000	24,000
640400 Consulting Services	-	388	500	500	15,500
640700 Solid Waste/Recycling	2,508	2,679	2,460	2,460	2,534
640800 Contractor Fees	1,296	1,600	1,000	1,000	1,500
641200 Advertising	4,619	3,048	6,000	6,000	5,000
641300 Utilities	48,240	49,662	49,111	49,111	53,023
641800 Equipment Repairs & Maint.	5,662	7,287	5,000	5,000	6,500
642000 Facilities Charges	56,783	44,332	34,837	34,837	44,215
642400 Software Support	-	2,181	1,944	1,944	1,944
642500 CEA Expense	100,361	97,788	119,698	119,698	120,554
645400 Grounds Repair & Maint.	3,406	11,753	2,000	2,000	10,000
650100 Insurance	6,168	6,216	7,540	7,540	7,550
650302 Equipment Rent	30,161	29,495	33,500	33,500	33,500
660100 Depreciation Expense	62,801	66,267	61,000	61,000	61,000
672000 Interest Payments	8,063	5,700	3,975	3,975	1,725
689900 Other Capital Outlay	-	(32,543)	-	-	30,000
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	26,850
Total Expense	\$ 871,595	\$ 907,181	\$ 963,459	\$ 963,459	\$ 1,093,631

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concessions</u>	
Topsoil, sand, gravel	\$ 4,500	Alcoholic beverages	\$ 26,600
Seed, fertilizer	11,000	Non-alcoholic beverages	9,000
Plant material (flowers)	300	Candy/food	13,000
Herbicides/pesticides	26,000	Other concession supplies	15,000
	<u>\$ 41,800</u>	Promotional supplies	2,000
			<u>\$ 65,600</u>
<u>Equipment Rent</u>		<u>Bank Service Fees</u>	
Carts	\$ 32,000	Credit card fees	\$ 24,000
Maintenance operations	1,500		<u>\$ 24,000</u>
	<u>\$ 33,500</u>		
<u>Gas Purchases</u>		<u>Other Capital Outlay</u>	
Non-diesel fuel 3325 gal @ \$3.75	\$ 12,470	Clubhouse flooring	\$ 30,000
Diesel fuel 2050 gal @ \$4.05	8,300		<u>\$ 30,000</u>
	<u>\$ 20,770</u>		
<u>Consulting Services</u>			
Golf Course Master Plan	\$ 15,000		
Soil sampling	500		
	<u>\$ 15,500</u>		

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(3,226)	(12,228)	577	1,000	1,000	1,000
480100 General Charges for Service	7,497	7,145	5,430	9,500	9,500	7,500
480203 Concessions	128,891	123,853	33	122,500	122,500	127,500
480204 Merchandise Sales	28,667	33,326	74	27,500	27,500	30,000
480205 Equipment Rentals	174,809	208,597	90	143,500	143,500	202,000
480206 Tournament Fees	-	2,730	-	-	-	-
485000 Daily Entrance Fees	7,500	6,750	-	10,250	10,250	10,250
485100 Greens Fees	609,389	606,206	86,451	567,550	567,550	627,500
501500 Rental of City Property	17,000	14,500	-	15,000	15,000	15,000
501600 Lease Revenue	63,551	64,215	35,879	64,660	64,660	71,208
502000 Donations & Memorials	2,177	3,670	400	-	-	-
503000 Damage to City Property	222	729	-	-	-	-
503500 Other Reimbursements	4,573	4,126	61	2,000	2,000	2,000
508500 Cash Short or Over	(48)	375	-	-	-	-
TOTAL PROGRAM REVENUES	1,041,002	1,063,994	128,995	963,460	963,460	1,093,958
Personnel						
610100 Regular Salaries	131,215	142,366	39,486	205,872	205,872	223,362
610200 Labor Pool Allocations	35,698	38,997	5,023	-	-	-
610400 Call Time	100	-	-	-	-	-
610500 Overtime Wages	-	192	-	595	595	624
610800 Part-Time Wages	122,958	111,787	6,380	135,696	135,696	178,550
611000 Other Compensation	55	55	55	-	-	-
611400 Sick Pay	-	-	2,986	-	-	-
611500 Vacation Pay	18,912	17,711	-	-	-	-
615000 Fringes	73,818	83,137	19,215	88,141	88,141	93,775
615500 Unemployment Compensation	4,121	2,697	-	-	-	-
617000 Pension Expense	(23,773)	(15,165)	-	-	-	-
617100 OPEB Expense	2,988	1,177	-	-	-	-
TOTAL PERSONNEL	366,092	382,954	73,145	430,304	430,304	496,311
Training~Travel						
620100 Training/Conferences	59	445	61	750	750	3,375
TOTAL TRAINING / TRAVEL	59	445	61	750	750	3,375
Supplies						
630100 Office Supplies	213	248	78	500	500	500
630300 Memberships & Licenses	1,824	2,170	1,346	1,760	1,760	2,170
630600 Building Maint./Janitorial	1,094	676	181	1,500	1,500	1,500
630700 Food & Provisions	50	-	-	50	50	50
630801 Topsoil, Sand, Gravel	3,849	6,202	20	4,500	4,500	4,500
630803 Seed, Fertilizer	8,881	6,375	7,306	11,000	11,000	11,000
630804 Plant Material	138	130	-	300	300	300
630807 Herbicides/Pesticides	23,437	23,419	22,966	26,000	26,000	26,000
631401 Alcoholic Beverages	28,832	29,079	4,417	24,600	24,600	26,600
631402 Non-Alcoholic Beverages	8,984	9,959	1,557	8,000	8,000	9,000
631403 Candy/Food	8,998	11,032	2,187	12,750	12,750	13,000
631404 Other Concession Supplies	18,770	22,983	10,347	13,500	13,500	15,000
631405 Promotional Supplies	394	900	250	1,550	1,550	2,000
631603 Other Misc. Supplies	2,394	4,269	2,026	3,500	3,500	3,500
632002 Outside Printing	2,709	4,532	2,460	4,000	4,000	4,000
632101 Uniforms	433	241	-	500	500	500
632200 Gas Purchases	16,535	22,502	1,172	20,770	20,770	20,770
632700 Miscellaneous Equipment	6,894	39,793	10,999	30,000	30,000	6,000
TOTAL SUPPLIES	134,429	184,510	67,312	164,780	164,780	146,390
Purchased Services						
640100 Accounting/Audit Fees	2,170	1,225	-	2,160	2,160	2,160
640300 Bank Service Fees	20,877	24,294	586	19,000	19,000	24,000
640400 Consulting Services	-	388	-	500	500	15,500
640700 Solid Waste/Recycling Pickup	2,508	2,679	954	2,460	2,460	2,534
640800 Contractor Fees	1,296	1,600	-	1,000	1,000	1,500
641200 Advertising	4,619	3,048	1,908	6,000	6,000	5,000
641301 Electric	23,986	24,080	4,532	22,725	22,725	24,562
641302 Gas	5,264	6,198	3,465	4,300	4,300	6,446

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
641303 Water	1,802	1,693	233	2,100	2,100	1,800
641304 Sewer	522	519	69	676	676	555
641306 Stormwater	13,196	13,176	3,475	13,160	13,160	13,160
641307 Telephone	603	634	223	3,000	3,000	3,000
641308 Cellular Phones	634	965	244	1,000	1,000	1,000
641309 Cable Services	2,233	2,397	201	2,150	2,150	2,500
641800 Equipment Repairs & Maint.	5,662	7,287	2,563	5,000	5,000	6,500
642000 Facilities Charges	56,783	44,332	9,264	34,837	34,837	44,215
642400 Software Support	-	2,181	-	1,944	1,944	1,944
642501 CEA Operations/Maint.	37,293	36,538	12,393	48,150	48,150	35,445
642502 CEA Depreciation/Replace.	63,068	61,250	16,353	71,548	71,548	85,109
645400 Grounds Repair & Maintenance	3,406	11,753	4,362	2,000	2,000	10,000
650100 Insurance	6,168	6,216	3,140	7,540	7,540	7,550
650302 Equipment Rent	30,161	29,495	661	33,500	33,500	33,500
659900 Other Contracts/Obligation	-	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>282,251</u>	<u>281,948</u>	<u>64,626</u>	<u>284,750</u>	<u>284,750</u>	<u>327,980</u>
Miscellaneous Expense						
660100 Depreciation Expense	62,801	66,267	27,260	61,000	61,000	61,000
672000 Interest Payments	<u>8,063</u>	<u>5,700</u>	<u>1,655</u>	<u>3,975</u>	<u>3,975</u>	<u>1,725</u>
TOTAL MISCELLANEOUS EXP	<u>70,864</u>	<u>71,967</u>	<u>28,915</u>	<u>64,975</u>	<u>64,975</u>	<u>62,725</u>
Capital Outlay						
680200 Land Improvements	194,975	-	-	-	-	-
689900 Other Capital Outlay	<u>(194,975)</u>	<u>(32,543)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>(32,543)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	7,458	17,900	17,900	26,850
791400 Transfer Out - Capital Project	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRANSFERS	<u>17,900</u>	<u>17,900</u>	<u>7,458</u>	<u>17,900</u>	<u>17,900</u>	<u>26,850</u>
TOTAL EXPENSE	<u>871,595</u>	<u>907,181</u>	<u>241,517</u>	<u>963,459</u>	<u>963,459</u>	<u>1,093,631</u>

CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 956,753	\$ 988,607	\$ 880,800	\$ 880,800	\$ 1,004,750
Miscellaneous	23,924	23,400	17,000	17,000	17,000
Lease Revenue	63,551	64,215	64,660	64,660	71,208
Total Revenues	<u>1,044,228</u>	<u>1,076,222</u>	<u>962,460</u>	<u>962,460</u>	<u>1,092,958</u>
Expenses					
Operation and Maintenance	782,832	835,214	880,584	880,585	974,056
Depreciation	62,801	66,267	61,000	61,000	61,000
Total Expenses	<u>845,633</u>	<u>901,481</u>	<u>941,584</u>	<u>941,585</u>	<u>1,035,056</u>
Operating Income (Loss)	198,595	174,741	20,876	20,875	57,902
Non-operating Revenues (Expenses)					
Interest Income	(3,226)	(12,228)	1,000	1,000	1,000
Interest Expense	(8,063)	(5,700)	(3,975)	(3,975)	(1,725)
Total Non-Operating	<u>(11,289)</u>	<u>(17,928)</u>	<u>(2,975)</u>	<u>(2,975)</u>	<u>(725)</u>
Net Income (Loss) Before Transfers	187,306	156,813	17,901	17,900	57,177
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(17,900)	(17,900)	(17,900)	(17,900)	(26,850)
Change in Net Assets	169,406	138,913	1	-	30,327
Net Assets - Beginning	957,001	1,126,407	1,265,320	1,265,320	1,265,320
Net Assets - Ending	<u>\$ 1,126,407</u>	<u>\$ 1,265,320</u>	<u>\$ 1,265,321</u>	<u>\$ 1,265,320</u>	<u>\$ 1,295,647</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 500,665	\$ 486,665
+ Change in Net Assets	-	30,327
- Capital Contributions	-	-
+ Depreciation	61,000	61,000
- Fixed Assets	-	(30,000)
+ Advance from general fund	-	-
- Principal Repayment	<u>(75,000)</u>	<u>(75,000)</u>
Working Cash - End of Year	<u>\$ 486,665</u>	<u>\$ 472,992</u>

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Revenues							
Charges for Services	\$ 988,607	\$ 880,800	\$ 1,004,750	\$ 1,024,845	\$ 1,045,342	\$ 1,066,249	\$ 1,087,574
Miscellaneous	23,400	17,000	17,000	17,340	17,687	18,041	18,402
Lease Revenue	64,215	64,660	71,208	71,208	71,208	71,208	71,208
Total Revenues	<u>1,076,222</u>	<u>962,460</u>	<u>1,092,958</u>	<u>1,113,393</u>	<u>1,134,237</u>	<u>1,155,498</u>	<u>1,177,184</u>
Expenses							
Operating Expenses	835,214	880,585	974,056	998,407	1,023,367	1,048,951	1,075,175
Depreciation	66,267	61,000	61,000	60,139	59,355	56,510	53,666
Total Expenses	<u>901,481</u>	<u>941,585</u>	<u>1,035,056</u>	<u>1,058,546</u>	<u>1,082,722</u>	<u>1,105,461</u>	<u>1,128,841</u>
Operating Income	174,741	20,875	57,902	54,847	51,515	50,037	48,343
Non-Operating Revenues (Expenses)							
Interest Income	(12,228)	1,000	1,000	1,000	1,000	1,000	1,000
Interest Expense	(5,700)	(3,975)	(1,725)	(300)	-	-	-
Total Non-Operating	<u>(17,928)</u>	<u>(2,975)</u>	<u>(725)</u>	<u>700</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Net Income Before Transfers	156,813	17,900	57,177	55,547	52,515	51,037	49,343
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(17,900)	(17,900)	(26,850)	(26,850)	(26,850)	(26,850)	(26,850)
Change in Net Assets	138,913	-	30,327	28,697	25,665	24,187	22,493
Total Net Assets - Beginning	1,126,407	1,265,320	1,265,320	1,295,647	1,324,344	1,350,009	1,374,196
Total Net Assets - Ending	<u>\$ 1,265,320</u>	<u>\$ 1,265,320</u>	<u>\$ 1,295,647</u>	<u>\$ 1,324,344</u>	<u>\$ 1,350,009</u>	<u>\$ 1,374,196</u>	<u>\$ 1,396,689</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 500,665	\$ 486,665	\$ 472,992	\$ 481,828	\$ 486,848	\$ 547,545
+ Change in Net Assets	-	30,327	28,697	25,665	24,187	22,493
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	61,000	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	(30,000)	-	-	-	-
- Principal Repayment	(75,000)	(75,000)	(80,000)	(80,000)	(20,000)	(20,000)
Working Cash - End of Year	<u>\$ 486,665</u>	<u>\$ 472,992</u>	<u>\$ 481,828</u>	<u>\$ 486,848</u>	<u>\$ 547,545</u>	<u>\$ 603,704</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 225,615	\$ 250,658	\$ 256,389	\$ 262,554	\$ 268,950	

ASSUMPTIONS:

Rounds of golf played @ projected 2023 levels and then increasing slightly for estimated increase in rounds
 2% overall revenue increase in 2025 and beyond
 Operating expenses to increase 2.5% per year after 2024
 None of the costs identified in the Reid Golf Course CIP for 2024 and beyond are included in this projection
 Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
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
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 95,000</u>	<u>\$ 2,025</u>	<u>\$ 97,025</u>

2021 General Fund Advance			
Year	Principal	Interest	Total
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
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>\$ 335,000</u>	<u>\$ 2,025</u>	<u>\$ 337,025</u>

CITY OF APPLETON 2024 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2024 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 EVENTS

Maintain high quality library services

Continued to provide service at the temporary library and began experimenting with programming at that site. Leveraged relationships with community partners for programming throughout community. Continued to receive positive community feedback regarding temporary library as well as interest in returning downtown quickly.

Summer Reading Program

Offered for all ages utilizing online and in-person options; 989 children, 267 teens, and 551 adults participated.

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

Grants include:

- Made possible in part by the Institute of Museum and Library Services, two grants were received from Libraries in Bloom and the Library Services and Technology Act to fund limited term part-time employees. These initiatives will allow us to encourage individuals, specifically young people, to consider a career in libraries as well as to further our understanding of audiences that are impacted by the projects that are developed.
- Friends of the APL provided \$42,500 in grants.
- New North, in partnership with The Business Council (TBC) and The Ethnic & Diverse Business Coalition (EDBC), awarded \$5,000 for "Small Business - Big Impact Coworking", a series of mobile pop-up coworking experiences for small business owners and entrepreneurs, with specific focus on engaging BIPOC to address racial and ethnic disparities in business information access and networks of support.
- Appleton Rotary Foundation Helen Thom Roemer Fund within the Community Foundation of the Fox Valley - Librarians, engaged in initiatives at the State level, including the City Library Collective, System and Resource Library Administrators Association of Wisconsin, Wisconsin Library Services (WiLS), Wisconsin Leadership Development Institute, Department of Public Instruction (DPI) Data Team, Wisconsin State Genealogical Society, and Reach Out and Read's Wisconsin Executive Committee.
- Completion of Wisconsin Humanities Community Powered grant, a project designed to harness stories, histories and the strength of communities to build community resilience.

Continue to explore facility needs and options

In 2023, staff worked with architects and the construction manager on completing a redesign of the renovated library. The redesign resulted in costs within budget and construction beginning on the new library.

Continue cooperation with schools and other community organizations

- Through the Fox Cities Reads program, Bird Box by Josh Malerman was selected. This title offered a high interest, popular title in a genre never covered before in the Fox Cities Reads, horror. The discussions focused on deeper issues of fear and resilience.
- Collaborated with numerous educational institutions, businesses, non-profits, 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 committees.
- As a United Way Agency, the library continued to coordinate the Reach Out and Read - Fox Cities program.

Utilize volunteers more effectively

In 2023, volunteerism at the temporary library continued with volunteers providing services in the areas of: greeting, technology help, delivering materials to homebound patrons, shelving and straightening, assistance with Children's programs in the community and some clerical local history projects. Outreach support continued with Reach Out and Read, and JJ's Laundromat's Read Play Learn space, where a volunteer assists at librarian-led story times, a library card sign up event, passive literacy activities and replenishing the books.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered.
- Offered programming in-person at remote sites and the temporary library, and online via video conferencing.
- Implemented new mobile app.
- E-circulation increased 9% from previous year (Q1), including e-books, audiobooks, videos, comics, magazines, music and games.

CITY OF APPLETON 2024 BUDGET LIBRARY

MAJOR 2024 OBJECTIVES

Apply the 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 community enrichment and economic needs focusing on job loss, families struggling with educational needs, marginalized communities, individuals and 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 1,241,646	\$ 1,195,930	\$ 1,110,405	\$ 1,170,676	\$ 1,186,628	6.86%
Program Expenses							
16010	Administration	744,086	817,121	678,708	695,488	636,156	-6.27%
16021	Children's Services	552,126	559,829	572,650	587,692	575,914	0.57%
16023	Public Services	680,716	659,767	754,213	758,213	789,086	4.62%
16024	Community Partnerships	526,658	562,575	529,106	544,406	549,149	3.79%
16031	Building Operations	380,755	764,788	574,837	574,837	640,030	11.34%
16032	Materials Management	1,439,720	1,337,667	1,351,777	1,375,984	1,317,500	-2.54%
16033	Network Services	236,393	323,925	232,198	234,198	260,670	12.26%
TOTAL		\$ 4,560,454	\$ 5,025,672	\$ 4,693,489	\$ 4,770,818	\$ 4,768,505	1.60%
Expenses Comprised Of:							
Personnel		3,288,863	3,406,823	3,579,902	3,585,902	3,627,189	1.32%
Training & Travel		33,568	37,011	28,234	32,734	26,494	-6.16%
Supplies & Materials		707,838	614,087	551,132	594,705	552,530	0.25%
Purchased Services		518,651	961,064	529,723	552,979	557,794	5.30%
Capital Outlay		11,534	6,687	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 2024 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 quality library services for the public at Kensington, while developing long term strategies for service when the new library is completed.

Complete library renovations.

Work with the Friends of the Appleton Public Library to develop strong public and private partnerships and implement a successful capital campaign.

Be good stewards of grant funds.

Eliminate barriers to access, 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. 2024 is the final year of the transition plan.

Throughout 2024, 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.

Contracted security guard expenses in Other Contracts have been moved to the Operations budget.

CITY OF APPLETON 2024 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423200 Library Grants & Aids	\$ 1,091,736	\$ 1,063,001	\$ 1,064,805	\$ 1,064,805	\$ 1,166,028
480100 Charges for Services	3,980	742	-	-	-
501500 Rental of City Property	30,000	6,467	-	-	-
502000 Donations & Memorials	1,279	155	-	-	-
503500 Other Reimbursements	68,946	53,399	15,000	53,780	-
Total Revenue	<u>\$ 1,195,941</u>	<u>\$ 1,123,764</u>	<u>\$ 1,079,805</u>	<u>\$ 1,118,585</u>	<u>\$ 1,166,028</u>
Expenses					
610100 Regular Salaries	\$ 458,195	\$ 470,756	\$ 447,467	\$ 447,467	\$ 439,157
610400 Call Time Wages	600	200	-	-	-
610800 Part-Time Wages	6,724	8,578	5,208	5,208	11,913
615000 Fringes	164,126	183,849	158,542	158,542	159,455
620100 Training/Conferences	2,355	10,029	4,920	9,420	4,920
620600 Parking Permits	23,109	8,886	5,000	5,000	5,000
630100 Office Supplies	3,777	2,702	3,000	3,280	3,000
630300 Memberships & Licenses	2,202	3,053	2,200	2,200	2,200
630500 Awards & Recognition	1,073	819	850	1,850	850
630700 Food & Provisions	610	3,820	1,135	1,935	1,135
632001 City Copy Charges	-	-	100	100	-
632002 Outside Printing	2,463	1,132	-	1,200	-
641200 Advertising	6,330	7,040	1,288	9,288	1,288
641307 Telephone	3,407	4,630	5,298	5,298	5,298
641308 Cellular Phones	1,232	1,387	1,300	1,300	1,300
659900 Other Contracts/Obligation	67,883	110,240	42,400	43,400	640
Total Expense	<u>\$ 744,086</u>	<u>\$ 817,121</u>	<u>\$ 678,708</u>	<u>\$ 695,488</u>	<u>\$ 636,156</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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. Coordinate programming with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations to targeted families.

Major changes in Revenue, Expenditures, or Programs:

Throughout 2024, 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 2024 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	2,732	4,656	-	140	-
Total Revenue	\$ 2,732	\$ 4,656	\$ -	\$ 140	\$ -
Expenses					
610100 Regular Salaries	\$ 388,268	\$ 356,975	\$ 385,447	\$ 385,447	\$ 391,792
610800 Part-Time Wages	3,307	39,073	31,881	31,881	34,250
615000 Fringes	134,961	142,668	147,917	147,917	142,467
620100 Training/Conferences	3,759	5,540	4,405	4,405	4,405
630100 Office Supplies	7,101	12,634	2,000	9,307	2,000
630300 Memberships & Licenses	-	164	-	-	-
630700 Food & Provisions	270	64	-	3,779	-
659900 Other Contracts/Obligation	14,460	2,711	1,000	4,956	1,000
Total Expense	\$ 552,126	\$ 559,829	\$ 572,650	\$ 587,692	\$ 575,914

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 72,000 users.

Process holds in conjunction with the Materials Management section (approx. 145,000 items).

Send out overdue, billing and reserve notices, and 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 2024, 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 2024 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 28	\$ 9,386	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 28</u>	<u>\$ 9,386</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 439,164	\$ 428,860	\$ 469,258	\$ 469,258	\$ 498,737
610800 Part-Time Wages	84,680	61,461	88,022	88,022	103,645
615000 Fringes	154,298	167,103	182,844	182,844	173,515
620100 Training/Conferences	391	838	2,565	2,565	2,565
630100 Office Supplies	2,183	1,505	3,000	3,000	3,000
659900 Other Contracts/Obligation	-	-	8,524	12,524	7,624
Total Expense	<u>\$ 680,716</u>	<u>\$ 659,767</u>	<u>\$ 754,213</u>	<u>\$ 758,213</u>	<u>\$ 789,086</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 2024, 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 2024 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 2,125	\$ 8,482	\$ -	\$ 300	\$ -
Total Revenue	\$ 2,125	\$ 8,482	\$ -	\$ 300	\$ -
Expenses					
610100 Regular Salaries	\$ 350,702	\$ 356,173	\$ 372,436	\$ 372,436	\$ 385,346
610800 Part-Time Wages	18,621	17,980	-	6,000	-
615000 Fringes	141,221	155,952	149,720	149,720	156,853
620100 Training/Conferences	2,910	8,226	4,450	4,450	4,450
620600 Parking Permits	5	-	-	-	-
630100 Office Supplies	3,462	14,281	2,500	5,500	2,500
659900 Other Contracts/Obligation	9,737	9,963	-	6,300	-
Total Expense	\$ 526,658	\$ 562,575	\$ 529,106	\$ 544,406	\$ 549,149

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 Facilities Management Department by performing cleaning, basic facility and equipment maintenance, and reporting building needs or concerns to management.

Major changes in Revenue, Expenditures, or Programs:

Throughout 2024, 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.

Contracted security guard expenses in Other Contracts/Obligation have been moved into the Operations budget, previously reported in the Administration budget.

CITY OF APPLETON 2024 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
500100 Fees & Commissions	\$ 143	\$ 358	\$ -	\$ -	\$ -
503500 Other Reimbursements	6	-	-	-	-
Total Revenue	<u>\$ 149</u>	<u>\$ 358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 77,563	\$ 77,999	\$ 138,634	\$ 138,634	\$ 135,824
610500 Overtime Wages	-	11	-	-	-
610800 Part-Time Wages	6,867	12,460	17,430	17,430	22,218
615000 Fringes	25,969	28,152	54,828	54,828	57,585
620100 Training/Conferences	-	120	830	830	830
630100 Office Supplies	-	36	-	-	-
630600 Building Maint./Janitorial	7,907	9,931	7,000	7,000	7,210
630902 Tools & Instruments	82	-	150	150	150
632300 Safety Supplies	245	230	550	550	550
632700 Miscellaneous Equipment	1,325	-	650	650	650
640700 Solid Waste/Recycling	3,897	6,246	1,200	1,200	5,200
641300 Utilities	122,878	161,447	50,000	50,000	66,000
641600 Building Repairs & Maint.	15	512	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	-	445	1,000	1,000	1,000
642000 Facilities Charges	134,007	157,199	100,565	100,565	97,551
644000 Snow Removal Services	-	-	50,000	50,000	50,000
650200 Leases	-	310,000	150,000	150,000	150,000
659900 Other Contracts/Obligation	-	-	-	-	43,262
Total Expense	<u>\$ 380,755</u>	<u>\$ 764,788</u>	<u>\$ 574,837</u>	<u>\$ 574,837</u>	<u>\$ 640,030</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

Temporary library facility	\$ 50,000
	<u>\$ 50,000</u>

Leases

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

Other Contracts/Obligation

Security guard	\$ 43,262
	<u>\$ 43,262</u>

CITY OF APPLETON 2024 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 2024, 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. 2024 is the final year of this plan.

CITY OF APPLETON 2024 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 35,242	\$ 36,314	\$ 15,000	\$ 36,051	\$ 5,000
Total Revenue	\$ 35,242	\$ 36,314	\$ 15,000	\$ 36,051	\$ 5,000
Expenses					
610100 Regular Salaries	\$ 512,901	\$ 516,147	\$ 546,979	\$ 546,979	\$ 524,242
610800 Part-Time Wages	70,389	69,856	70,046	70,046	73,642
615000 Fringes	149,888	163,268	165,118	165,118	153,183
620100 Training/Conferences	1,003	3,252	3,324	3,324	3,324
630100 Office Supplies	18,157	22,619	24,417	24,468	24,417
631500 Books & Library Materials	623,739	498,418	475,000	499,156	475,000
659900 Other Contracts/Obligation	63,643	64,107	66,893	66,893	63,692
Total Expense	\$ 1,439,720	\$ 1,337,667	\$ 1,351,777	\$ 1,375,984	\$ 1,317,500

DETAILED SUMMARY OF 2024 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	\$ 59,192
Collection agency	4,500
	<u>\$ 63,692</u>

CITY OF APPLETON 2024 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 2024, 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 2024 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 5,429	\$ 12,970	\$ 15,500	\$ 15,500	\$ 15,500
Total Revenue	<u>\$ 5,429</u>	<u>\$ 12,970</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>
Expenses					
610100 Regular Salaries	\$ 81,178	\$ 111,505	\$ 115,861	\$ 115,861	\$ 116,975
610500 Overtime	-	258	-	-	-
615000 Fringes	19,238	37,539	32,264	32,264	46,390
620100 Training/Conferences	36	120	2,740	2,740	1,000
630100 Office Supplies	676	719	600	600	600
632700 Miscellaneous Equipment	32,568	41,960	27,980	29,980	27,980
641800 Equipment Repairs & Maint.	77,859	85,954	48,255	48,255	63,227
659900 Other Contracts/Obligation	13,304	39,183	-	-	-
681500 Software Acquisition	11,534	6,687	4,498	4,498	4,498
Total Expense	<u>\$ 236,393</u>	<u>\$ 323,925</u>	<u>\$ 232,198</u>	<u>\$ 234,198</u>	<u>\$ 260,670</u>

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

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 15,000
Network hardware, wiring, etc.	12,980
	<u>\$ 27,980</u>

Equipment Repairs & Maint.

Photocopier lease & maintenance	\$ 12,123
Automated material handling equipment	2,000
Self-checks and RFID pad contract	13,035
Software license and maintenance fees	24,910
Other equipment repairs and maintenance	11,159
	<u>\$ 63,227</u>

**CITY OF APPLETON 2024 BUDGET
LIBRARY**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,091,736	1,063,001	575,066	1,064,805	1,064,805	1,166,028
480100 General Charges for Service	3,980	742	235	-	-	-
500100 Fees & Commissions	144	358	-	-	-	-
501500 Rental of City Property	30,000	6,467	-	-	-	-
502000 Donations & Memorials	1,279	155	9	-	-	-
503500 Other Reimbursements	<u>114,511</u>	<u>125,207</u>	<u>68,686</u>	<u>45,600</u>	<u>105,871</u>	<u>20,600</u>
TOTAL PROGRAM REVENUES	1,241,650	1,195,930	643,996	1,110,405	1,170,676	1,186,628
Personnel						
610100 Regular Salaries	2,038,393	2,104,220	691,309	2,476,082	2,476,082	2,492,073
610400 Call Time Wages	600	200	75	-	-	-
610500 Overtime Wages	-	269	1,537	-	-	-
610800 Part-Time Wages	220,589	209,408	72,713	212,587	218,587	245,668
611400 Sick Pay	11,953	(517)	1,542	-	-	-
611500 Vacation Pay	227,631	214,712	60,078	-	-	-
615000 Fringes	<u>789,697</u>	<u>878,531</u>	<u>261,920</u>	<u>891,233</u>	<u>891,233</u>	<u>889,448</u>
TOTAL PERSONNEL	3,288,863	3,406,823	1,089,174	3,579,902	3,585,902	3,627,189
Training~Travel						
620100 Training/Conferences	10,454	28,125	5,829	23,234	27,734	21,494
620600 Parking Permits	<u>23,114</u>	<u>8,886</u>	<u>457</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL TRAINING / TRAVEL	33,568	37,011	6,286	28,234	32,734	26,494
Supplies						
630100 Office Supplies	35,354	54,496	9,676	35,517	46,155	35,517
630300 Memberships & Licenses	2,202	3,217	510	2,200	2,200	2,200
630500 Awards & Recognition	1,073	819	3,216	850	1,850	850
630600 Building Maint./Janitorial	7,907	9,931	2,850	7,000	7,000	7,210
630700 Food & Provisions	880	3,884	1,570	1,135	5,714	1,135
630902 Tools & Instruments	82	-	-	150	150	150
631500 Books & Library Materials	623,739	498,418	174,224	475,000	499,156	475,000
632001 City Copy Charges	-	-	-	100	100	-
632002 Outside Printing	2,463	1,132	-	-	1,200	1,288
632101 Uniforms	-	-	161	-	-	-
632300 Safety Supplies	245	230	(151)	550	550	550
632700 Miscellaneous Equipment	<u>33,893</u>	<u>41,960</u>	<u>4,862</u>	<u>28,630</u>	<u>30,630</u>	<u>28,630</u>
TOTAL SUPPLIES	707,838	614,087	196,918	551,132	594,705	552,530
Purchased Services						
640700 Solid Waste/Recycling Pickup	3,897	6,246	1,736	1,200	1,200	5,200
641200 Advertising	6,330	7,040	2,893	1,288	9,288	-
641301 Electric	88,237	113,796	32,235	30,000	30,000	42,000
641302 Gas	28,479	40,889	23,645	20,000	20,000	24,000
641303 Water	2,053	2,399	185	-	-	-
641304 Sewer	942	1,213	51	-	-	-
641306 Stormwater	3,167	3,150	794	-	-	-
641307 Telephone	3,407	4,630	1,663	5,298	5,298	5,298
641308 Cellular Phones	1,232	1,387	415	1,300	1,300	1,300
641600 Building Repairs & Maint.	15	512	-	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	77,859	86,399	16,216	49,255	49,255	64,227
642000 Facilities Charges	134,007	157,199	5,805	100,565	100,565	97,551
644000 Snow Removal Services	-	-	64,177	50,000	50,000	50,000
650200 Leases	-	310,000	62,500	150,000	150,000	150,000
659900 Other Contracts/Obligation	<u>169,026</u>	<u>226,204</u>	<u>87,883</u>	<u>118,817</u>	<u>134,073</u>	<u>116,218</u>
TOTAL PURCHASED SVCS	518,651	961,064	300,198	529,723	552,979	557,794
Capital Outlay						
681500 Software Acquisition	<u>11,534</u>	<u>6,687</u>	<u>5,229</u>	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL CAPITAL OUTLAY	<u>11,534</u>	<u>6,687</u>	<u>5,229</u>	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL EXPENSE	<u>4,560,454</u>	<u>5,025,672</u>	<u>1,597,805</u>	<u>4,693,489</u>	<u>4,770,818</u>	<u>4,768,505</u>

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

NOTES

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**CITY OF APPLETON 2024 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 with information on how important it is to read to their small children. The books are provided to children aged birth to five years and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

The Library is a United Way Agency for the ROR program, which has been supported by grants from the United Way since its inception in 2016. A strategic planning process involving the participating clinics and a professional facilitator was completed in 2017 to establish an ongoing funding model for the program. The United Way will continue to support ROR overall but the various clinics have begun to reimburse the program for the books they distribute to patients. The physician liaison working for this program continues to coordinate the selection and purchase of all books and all clinics sign an MOU committing to fund the books they distribute in well-child visits.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ 158,138	\$ 104,363	\$ 126,868	\$ 126,868	\$ 148,124	16.75%
	Program Expenses	\$ 126,820	\$ 109,941	\$ 126,868	\$ 249,332	\$ 148,124	16.75%
Expenses Comprised Of:							
	Personnel	57,566	40,061	41,268	41,268	43,630	5.72%
	Training & Travel	10	488	2,000	2,000	2,000	0.00%
	Supplies & Materials	51,079	61,094	77,000	193,325	94,726	23.02%
	Purchased Services	18,165	8,298	6,600	12,739	7,768	17.70%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 158,138	\$ 104,363	\$ 126,868	\$ 126,868	\$ 148,124
592100 Transfer In - General Fund	-	-	-	-	-
Total Revenue	\$ 158,138	\$ 104,363	\$ 126,868	\$ 126,868	\$ 148,124
Expenses					
610100 Regular Salaries	\$ 25,370	\$ 24,374	\$ 27,175	\$ 27,175	\$ 27,990
610800 Part Time	19,030	736	-	-	-
615000 Fringes	13,166	14,951	14,093	14,093	15,640
620100 Training/Conferences	10	488	2,000	2,000	2,000
630100 Office Supplies	1,281	2,540	3,000	3,000	4,069
630700 Food & Provisions	-	200	-	-	-
631500 Books & Library Materials	49,798	58,354	74,000	190,325	90,657
640400 Consulting Services	3,600	-	3,600	3,600	-
641200 Advertising	1,015	47	3,000	3,000	4,000
659900 Other Contracts/Obligation	13,550	8,251	-	6,139	3,768
Total Expense	\$ 126,820	\$ 109,941	\$ 126,868	\$ 249,332	\$ 148,124

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

Books for well-child visits	\$ 90,657
	<u>\$ 90,657</u>

**CITY OF APPLETON 2024 BUDGET
LIBRARY GRANTS**

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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Other Reimbursements	\$ 158,138	\$ 104,363	\$ 126,868	\$ 126,868	\$ 148,124
Total Revenues	<u>158,138</u>	<u>104,363</u>	<u>126,868</u>	<u>126,868</u>	<u>148,124</u>
Expenses					
Program Costs	126,820	109,941	126,868	126,868	148,124
Total Expenses	<u>126,820</u>	<u>109,941</u>	<u>126,868</u>	<u>126,868</u>	<u>148,124</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	31,318	(5,578)	-	-	-
Fund Balance - Beginning	<u>96,723</u>	<u>128,041</u>	<u>122,463</u>	<u>122,463</u>	<u>122,463</u>
Fund Balance - Ending	<u>\$ 128,041</u>	<u>\$ 122,463</u>	<u>\$ 122,463</u>	<u>\$ 122,463</u>	<u>\$ 122,463</u>

CITY OF APPLETON 2024 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2024 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 2023 EVENTS

Ridership

Valley Transit ridership is up (7%) in the first six months of 2023 when compared to 2022. 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 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 2022 financial audit conducted in early 2023.

CITY OF APPLETON 2024 BUDGET VALLEY TRANSIT

MAJOR 2024 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, 2022 and 2023 attempting to regain the ridership lost during 2020. During 2024, 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. During 2023, Valley Transit completed the Request for Bid process and hired a contractor for renovations of the facility. Work began in 2023 and will be complete by early 2024. 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 2023 and moving forward. During 2024, 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 2024, 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 11,051,873	\$ 11,377,816	\$ 10,985,494	\$ 10,985,494	\$ 12,213,370	11.18%
Program Expenses							
58071000	Administration	1,531,528	2,146,668	2,182,504	2,178,854	2,389,857	9.50%
58072000	Vehicle Maint.	882,024	900,930	915,701	921,398	1,126,287	23.00%
58073000	Facilities Maint.	145,343	151,056	201,990	8,842,164	891,600	341.41%
58074000	Operations	3,935,737	4,123,290	5,041,663	5,191,981	4,982,449	-1.17%
58075000	ADA Paratransit	1,410,639	1,233,483	2,398,535	2,398,535	2,826,893	17.86%
58076000	Ancillary Paratransit	1,291,028	887,368	1,278,507	1,278,507	1,382,133	8.11%
TOTAL		\$ 9,196,299	\$ 9,442,795	\$ 12,018,900	\$ 20,811,439	\$ 13,599,219	13.15%
Expenses Comprised Of:							
Personnel		3,956,539	4,017,326	4,892,226	4,892,226	5,163,873	5.55%
Training & Travel		23,123	30,460	34,480	30,880	34,480	0.00%
Supplies & Materials		824,484	991,157	1,427,360	1,577,678	1,246,090	-12.70%
Purchased Services		3,414,110	2,933,517	4,323,076	4,323,026	4,645,902	7.47%
Miscellaneous Expense		1,008,462	1,465,735	1,291,758	1,291,758	1,423,874	10.23%
Capital Expenditures		(30,419)	4,600	50,000	8,695,871	1,085,000	2070.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		60.10	60.10	61.10	61.10	61.10	

**CITY OF APPLETON 2024 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, and 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 58% of eligible expenses in 2024.

The Employee Recruitment line item remains at the current level because Valley Transit continues to have difficulties filling vacant positions.

The increase in depreciation expense is related to new buses and equipment purchased in 2023.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 2,442,566	\$ 2,953,461	\$ 3,470,641	\$ 3,470,641	\$ 4,392,145
422400 Miscellaneous State Aids	5,440,104	5,303,099	2,985,726	2,985,726	3,161,996
423000 Misc Local Govt Aids	418,254	506,442	537,860	537,860	541,341
471000 Interest on Investments	(25,996)	(43,032)	12,500	12,500	12,500
487700 Advertising/Promo Fees	80,870	93,876	65,000	65,000	65,000
500100 Fees & Commissions	1,512	5,316	8,000	8,000	8,000
500400 Sale of City Property	1,497	-	-	-	-
500600 Gain (Loss) on Assets	3,469	18,710	-	-	-
501000 Miscellaneous Revenue	1	-	-	-	-
502000 Donations	500	-	-	-	-
503500 Other Reimbursements	6,353	2,008	-	-	-
592100 Transfer In - General Fund	563,536	677,585	709,339	709,339	734,787
Total Revenue	\$ 8,932,666	\$ 9,517,465	\$ 7,789,066	\$ 7,789,066	\$ 8,915,769
Expenses					
610100 Regular Salaries	\$ 237,080	\$ 261,747	\$ 246,096	\$ 246,096	\$ 252,620
615000 Fringes	(234,934)	(221,833)	73,312	73,312	67,318
620100 Training/Conferences	3,412	5,770	14,160	14,160	14,151
620400 Tuition Reimbursement	4,429	8,692	2,200	2,200	2,200
620500 Employee Recruitment	13,461	13,882	7,280	3,680	7,280
630100 Office Supplies	4,052	3,904	4,363	4,363	4,361
630200 Subscriptions	1,614	908	1,020	1,020	1,020
630300 Memberships & Licenses	12,784	11,552	14,802	14,802	14,536
630400 Postage/Freight	2,833	1,090	2,990	2,990	2,988
630500 Awards & Recognition	2,405	759	930	930	930
630700 Food & Provisions	893	2,011	1,240	1,240	1,240
631603 Other Misc. Supplies	479	1,968	1,225	1,225	1,225
632001 City Copy Charges	4,212	3,916	3,587	3,587	3,585
632002 Outside Printing	6,079	4,618	18,963	18,963	18,953
632300 Safety Supplies	343	938	500	500	500
632700 Miscellaneous Equipment	717	1,489	6,700	6,700	6,700
632800 Signs	5,190	6,040	10,000	10,000	10,000
640100 Accounting/Audit Fees	10,678	14,352	8,080	8,080	12,113
640300 Bank Service Fees	4,260	4,619	6,680	6,680	6,680
640400 Consulting Services	2,503	24,974	-	-	-
640800 Contractor Fees	63,058	94,189	103,200	103,150	103,200
641200 Advertising	23,025	41,536	42,000	42,000	42,000
641300 Utilities	82,271	90,452	90,059	90,059	91,952
641800 Equipment Repairs & Maint.	-	765	242	242	300
642400 Software Support	70,001	97,965	93,787	93,787	117,051
643000 Health Services	923	416	2,015	2,015	1,015
650100 Insurance	200,398	199,258	135,315	135,315	182,065
659900 Other Contracts/Obligation	900	356	-	-	-
660100 Depreciation Expense	1,008,462	1,465,735	1,291,758	1,291,758	1,423,874
680401 Machinery & Equipment	-	4,600	-	-	-
Total Expense	\$ 1,531,528	\$ 2,146,668	\$ 2,182,504	\$ 2,178,854	\$ 2,389,857

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Outside Printing		Software Support	
Fare material	\$ 6,849	Fire Pixel, MSDS, Yodeck, Zoom	\$ 4,434
Rider's guides & maps	5,256	Transtrack	55,119
Public information materials	5,878	Optibus	23,713
Forms	970	GMV/Syncromatics	33,785
	<u>\$ 18,953</u>		<u>\$ 117,051</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 2024 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 2024 consists of purchasing and implementing a cashless fare system. 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 2024 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503000 Damage to City Property	\$ 47,981	\$ 7,521	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 47,981</u>	<u>\$ 7,521</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 396,614	\$ 361,647	\$ 438,041	\$ 438,041	\$ 443,390
610500 Overtime Wages	8,992	39,070	8,374	8,374	8,717
615000 Fringes	124,323	126,384	134,372	134,372	160,957
620100 Training/Conferences	972	566	5,000	5,000	5,000
630901 Shop Supplies	40,858	32,866	43,450	43,450	43,450
630902 Tools & Instruments	8,332	10,294	10,000	10,000	10,000
631603 Other Misc. Supplies	305	304	400	400	400
632101 Uniforms	-	63	220	220	220
632200 Gas Purchases	3,888	5,014	11,000	11,000	9,000
632601 Repair Parts	242,775	229,815	139,000	139,000	255,800
632700 Miscellaneous Equipment	6,364	9,534	10,000	10,000	10,000
641700 Vehicle Repairs & Maint.	14,362	25,639	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	7,536	4,993	9,350	9,350	9,350
642400 Software Support	23,424	18,906	18,810	18,810	18,810
643000 Health Services	1,345	1,340	725	725	725
645100 Laundry Services	1,564	2,231	1,560	1,560	1,560
650100 Insurance	-	29,402	25,349	25,349	38,858
659900 Other Contracts/Obligation	370	2,862	-	-	-
680401 Machinery & Equipment	-	-	-	(44,303)	100,000
680403 Vehicles	-	-	50,000	100,000	-
Total Expense	<u>\$ 882,024</u>	<u>\$ 900,930</u>	<u>\$ 915,701</u>	<u>\$ 921,398</u>	<u>\$ 1,126,287</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Janitorial supplies	\$ 12,450
Liquid gases	4,000
Shop supplies (grease, tools)	27,000
	<u>\$ 43,450</u>

Software Support

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

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 33,000
Brake system parts	45,000
Electrical system parts	17,600
Wheelchair ramp parts	8,800
Heating/cooling system parts	34,000
Transmission parts	34,000
Engine parts	34,000
PM's and oil changes	49,400
	<u>\$ 255,800</u>

Machinery & Equipment

Fareboxes/payment technology	\$ 100,000
	<u>\$ 100,000</u>

**CITY OF APPLETON 2024 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 and safe shelters for passengers waiting to board the bus.

Provide a clean and 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 budgeted in 2022 consisted of 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 was budgeted in the Administration budget in 2022 to cover 100% of the cost. The project was carried forward to 2023 and planned for completion in 2024.

Amounts budgeted in Machinery & Equipment and Furniture & Fixtures have been approved by the governing boards in 2023 for purchase in 2024 and are associated with the on-going construction project.

Additional amounts budgeted in the Buildings line item are to purchase replacement bus shelters (also approved in 2023 for purchase in 2024) and a contribution of Federal funds to relocate the Neenah Transit Center.

Funds budgeted in the Land account are for the acquisition of the vacant lot north of the Appleton Transit Center. Prior to purchasing the land, Valley Transit will obtain authorization from the Federal Transit Administration, the Fox Cities Transit Commission and Appleton Common Council.

Due to ongoing construction at the Whitman Facility, some of the displaced Valley Transit Administration staff have moved into the back area of the Transit Center. Valley Transit has previously rented this space to Greyhound and Lamers. The Rental of City Property revenue line item has been reduced to \$0.

Snow Removal Services has been increased to reflect the amount Valley Transit is currently spending on these services.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
501500 Rental of City Property	\$ 6,000	\$ 5,500	\$ 6,000	\$ 6,000	\$ -
Total Revenue	<u>\$ 6,000</u>	<u>\$ 5,500</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>
Expenses					
630899 Other Landscape Supplies	\$ 711	\$ 803	\$ 1,500	\$ 1,500	\$ 1,500
632508 Ice Control Materials	8,532	8,650	9,000	9,000	9,000
640700 Waste/Recycling Pickup	3,817	3,718	5,430	5,430	5,753
641600 Building Repairs & Maint.	1,200	1,991	-	-	-
642000 Facilities Charges	123,668	98,331	124,258	124,258	110,807
644000 Snow Removal Services	11,975	19,450	22,992	22,992	40,000
645100 Laundry Services	10,818	7,246	13,780	13,780	13,780
645400 Grounds Repair & Maint.	1,668	731	-	-	-
650100 Insurance	-	-	14,590	14,590	15,320
659900 Other Contracts/Obligation	10,780	10,136	10,440	10,440	10,440
680100 Land	-	-	-	-	175,000
680300 Buildings	(27,826)	-	-	8,615,174	160,000
680401 Machinery & Equipment	-	-	-	-	100,000
680402 Furniture & Fixtures	-	-	-	25,000	250,000
Total Expense	<u>\$ 145,343</u>	<u>\$ 151,056</u>	<u>\$ 201,990</u>	<u>\$ 8,842,164</u>	<u>\$ 891,600</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

Snow removal contractor	\$ 40,000
	<u>\$ 40,000</u>

Buildings

Bus Shelters	\$ 60,000
Neenah Transit Center	\$ 100,000
	<u>\$ 160,000</u>

Machinery & Equipment

Whitman construction AV equipment	\$ 100,000
	<u>\$ 100,000</u>

Furniture & Fixtures

Whitman construction furniture & fixtures	\$ 250,000
	<u>\$ 250,000</u>

Land

Land purchase (Transit Center)	\$ 175,000
	<u>\$ 175,000</u>

**CITY OF APPLETON 2024 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 be 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 decrease in fuel reflects an updated price per gallon realized during 2023.

The increase in Other Contract/Obligations includes Valley Transit's expenses related to the driver incentive program.

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Federal Grants	\$ 29,171	\$ -	\$ -	\$ -	\$ -
487500 Farebox Revenue	530,063	585,823	820,000	820,000	820,000
487600 Special Transit Revenues	38,103	43,709	38,843	38,843	38,843
508500 Cash Short or Over	201	321	-	-	-
Total Revenue	\$ 597,538	\$ 629,853	\$ 858,843	\$ 858,843	\$ 858,843
Expenses					
610100 Regular Salaries	\$ 2,061,069	\$ 2,063,276	\$ 2,550,569	\$ 2,550,569	\$ 2,675,150
610500 Overtime Wages	356,614	319,469	67,757	67,757	71,045
615000 Fringes	896,865	947,482	1,117,020	1,117,020	1,211,031
620100 Training/Conferences	255	654	-	-	-
630300 Memberships & Licenses	1,538	1,348	-	-	-
631603 Other Misc. Supplies	-	-	-	156,469	-
632002 Outside Printing	40	31,030	-	-	-
632101 Uniforms	7,696	2,569	9,070	9,070	9,070
632200 Gas Purchases	349,137	536,869	1,039,500	1,039,500	743,750
632300 Safety Supplies	7,742	1,899	-	-	-
632602 Tires	40,358	42,265	41,500	35,349	41,500
632603 Lubricants	18,432	22,987	25,000	25,000	25,000
632700 Miscellaneous Equipment	1,394	4,616	8,400	8,400	8,400
632800 Signs	34,527	180	2,000	2,000	2,000
640800 Contractor Fees	136,420	127,882	127,200	127,200	127,200
641800 Equip Repairs & Maint	-	374	-	-	-
643000 Health Services	9,295	10,282	6,460	6,460	7,460
650100 Insurance	-	-	46,587	46,587	49,843
659900 Other Contracts/Obligation	14,355	10,108	600	600	11,000
Total Expense	\$ 3,935,737	\$ 4,123,290	\$ 5,041,663	\$ 5,191,981	\$ 4,982,449

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Gas Purchases *</u>		<u>Lubricants</u>	
Diesel fuel 175,000 gal. @ \$4.25/gal	743,750	Diesel Exhaust Fluid	\$ 8,500
	<u>\$ 743,750</u>	Oil	13,000
		Gear Lube	1,400
<u>Tires</u>		Automatic Transmission Fluid	2,100
Tire leasing program	\$ 37,000		<u>\$ 25,000</u>
Support vehicle tires	4,500		
	<u>\$ 41,500</u>		
<u>Contractor Fees</u>			
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 2024 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 FY 2022 and 2023, Valley Transit saw a steady increase in ridership since the national pandemic that kept ADA riders home and only using the system for essential trips. An increase in the cost per ride is budgeted for 2024 as the current contract for services will expire on June 30, 2024.

Miscellaneous Local Government Aids have increased due to several changes within the ADA Paratransit budget. The current contract for services will expire during 2024 and Valley Transit has budgeted for an increase in costs. These costs have been offset somewhat by a budgeted decrease in the number of rides, but less rides also decreases expected farebox revenue. The increase is also a result of the additional local share needed to purchase the scheduling software below.

ADA rides budgeted for 2024 have decreased by 15,000 to reflect current ridership. A reduction in rides reduces the budget for Farebox Revenue.

The contract with the existing ADA scheduling software expires in 2024. Valley Transit has increased Machinery & Equipment to update the software in 2024. The project will be paid by a combination of federal grant dollars (80% of cost) and local share match (20% of cost).

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423000 Misc Local Govt Aids	\$ 482,596	\$ 512,474	\$ 978,840	\$ 978,840	\$ 1,081,508
487500 Farebox Revenue	279,896	236,948	460,000	460,000	400,000
Total Revenue	\$ 762,492	\$ 749,422	\$ 1,438,840	\$ 1,438,840	\$ 1,481,508
Expenses					
610100 Regular Salaries	\$ 78,747	\$ 84,877	\$ 186,152	\$ 186,152	\$ 191,755
615000 Fringes	31,172	35,207	70,533	70,533	81,890
620100 Training/Conferences	593	896	5,840	5,840	5,849
630100 Office Supplies	704	606	1,037	1,037	1,039
630300 Memberships & Licenses	2,220	1,795	3,518	3,518	3,464
630400 Postage/Freight	492	169	710	710	712
630899 Other Landscape Supplies	123	125	-	-	-
631603 Other Misc. Supplies	-	188	375	375	375
632001 City Copy Charges	732	608	853	853	855
632002 Outside Printing	5,305	2,104	4,507	4,507	4,517
632200 Gas Purchases	675	779	-	-	-
632700 Miscellaneous Equipment	-	4,484	-	-	-
640100 Accounting/Audit Fees	1,854	2,230	1,920	1,920	2,887
640800 Contractor Fees	1,249,161	1,057,970	2,052,750	2,052,750	2,142,500
641200 Advertising	3,998	6,453	8,309	8,309	8,309
641300 Utilities	22,632	22,527	28,271	28,271	40,157
641800 Equipment Repairs & Maint.	-	119	58	58	-
642000 Facilities Charges	9,734	9,210	18,245	18,245	27,126
642400 Software Support	-	-	7,500	7,500	7,500
644000 Snow Removal Services	2,080	3,022	7,008	7,008	7,008
645400 Grounds Repair & Maint.	290	114	-	-	-
650100 Insurance	-	-	949	949	950
659900 Other Contracts/Obligations	2,720	-	-	-	-
680401 Machinery & Equipment	(2,593)	-	-	-	300,000
Total Expense	\$ 1,410,639	\$ 1,233,483	\$ 2,398,535	\$ 2,398,535	\$ 2,826,893

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
100,000 trips

\$ 2,142,500
\$ 2,142,500

Machinery & Equipment

ADA database replacement

\$ 300,000
\$ 300,000

**CITY OF APPLETON 2024 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 2024 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 2024 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ -	\$ 68,577	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	133,738	97,159	97,159	97,159	97,159
423000 Misc. Local Govt Aids	340,189	98,095	382,799	382,799	433,798
487500 Farebox Revenue	181,269	154,018	244,430	244,430	255,230
502000 Donations & Memorials	50,000	50,206	63,136	63,136	66,326
592100 Transfer In - General Fund	-	-	15,471	15,471	14,987
Total Revenue	\$ 705,196	\$ 468,055	\$ 892,745	\$ 892,745	\$ 957,250
Expenses					
640800 Contractor Fees	\$ 1,219,680	\$ 818,791	\$ 1,188,757	\$ 1,188,757	\$ 1,292,383
659900 Other Contracts/Obligation	71,348	68,577	89,750	89,750	89,750
Total Expense	\$ 1,291,028	\$ 887,368	\$ 1,278,507	\$ 1,278,507	\$ 1,382,133

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 81,415
Outagamie County - demand response - rural	385,500
Outagamie County - children & family transportation	9,820
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	40,800
	<u>\$ 1,292,383</u>

Other Contracts/Obligations

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

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
421000 Federal Grants	2,471,737	3,022,038	-	3,560,391	3,560,391	4,481,895
422400 Miscellaneous State Aids	5,573,843	5,400,258	-	3,082,885	3,082,855	3,259,155
423000 Miscellaneous Local Govt Aids	1,241,042	1,117,011	1,530,586	1,899,499	1,899,499	2,056,647
471000 Interest on Investments	(26,010)	(43,032)	4,211	12,500	12,500	12,500
487500 Farebox Revenue	991,231	976,789	276,422	1,524,430	1,524,430	1,475,230
487600 Special Transit Revenues	38,103	43,709	26,319	38,843	38,843	38,843
487700 Advertising/Promotional Fees	80,871	93,876	28,878	65,000	65,000	65,000
500100 Fees & Commissions	1,513	5,316	1,315	8,000	8,000	8,000
500400 Sale of City Property	1,498	-	637	-	-	-
500600 Gain (Loss) on Asset Disposal	3,470	18,710	-	-	-	-
501000 Miscellaneous Revenue	1	-	-	-	-	-
501500 Rental of City Property	6,000	5,500	-	6,000	6,000	-
502000 Donations & Memorials	50,500	50,206	26,821	63,136	63,136	66,326
503000 Damage to City Property	47,981	7,521	2,000	-	-	-
503500 Other Reimbursements	6,354	2,008	2,006	-	-	-
508500 Cash Short or Over	202	321	43	-	-	-
592100 Transfer In - General Fund	563,537	677,585	1,623,400	724,810	724,810	749,774
TOTAL PROGRAM REVENUES	11,051,873	11,377,816	3,522,638	10,985,494	10,985,464	12,213,370
Personnel						
610100 Regular Salaries	2,326,809	2,385,297	885,933	3,199,445	3,199,445	3,334,602
610200 Labor Pool Allocations	68,339	70,695	29,959	220,078	220,078	226,978
610500 Overtime Wages	365,606	358,539	120,752	76,131	76,131	80,077
610900 Incentive Pay	1,830	920	-	1,335	1,335	1,335
611000 Other Compensation	2,415	1,925	1,914	-	-	-
611400 Sick Pay	96,095	51,140	10,867	-	-	-
611500 Vacation Pay	250,048	242,972	62,162	-	-	-
611600 Holiday Pay	27,973	18,598	3,503	-	-	-
615000 Fringes	1,086,959	1,179,723	400,823	1,395,237	1,395,237	1,520,881
615500 Unemployment Compensation	32,463	3,301	-	-	-	-
617000 Pension Expense	(322,168)	(301,465)	-	-	-	-
617100 OPEB Expense	20,170	5,681	-	-	-	-
TOTAL PERSONNEL	3,956,539	4,017,326	1,515,913	4,892,226	4,892,226	5,163,873
Training~Travel						
620100 Training/Conferences	5,233	7,886	9,729	25,000	25,000	25,000
620400 Tuition Reimbursement	4,429	8,692	3,331	2,200	2,200	2,200
620500 Employee Recruitment	13,461	13,882	5,262	7,280	3,680	7,280
TOTAL TRAINING / TRAVEL	23,123	30,460	18,322	34,480	30,880	34,480
Supplies						
630100 Office Supplies	4,756	4,510	1,930	5,400	5,400	5,400
630200 Subscriptions	1,614	908	390	1,020	1,020	1,020
630300 Memberships & Licenses	16,543	14,695	8,617	18,320	18,320	18,000
630400 Postage/Freight	3,325	1,259	715	3,700	3,700	3,700
630500 Awards & Recognition	2,405	759	91	930	930	930
630700 Food & Provisions	893	2,011	425	1,240	1,240	1,240
630899 Other Landscape Supplies	834	928	632	1,500	1,500	1,500
630901 Shop Supplies	40,858	32,866	10,936	43,450	43,450	43,450
630902 Tools & Instruments	8,332	10,294	1,025	10,000	10,000	10,000
631603 Other Misc. Supplies	784	2,460	91	2,000	158,469	2,000
632001 City Copy Charges	4,944	4,524	1,178	4,440	4,440	4,440
632002 Outside Printing	11,425	37,752	2,149	23,470	23,470	23,470
632101 Uniforms	7,696	2,632	1,715	9,290	9,290	9,290
632200 Gas Purchases	353,699	542,662	191,903	1,050,500	1,050,500	752,750
632300 Safety Supplies	8,086	2,837	408	500	500	500
632508 Ice Control Materials	8,532	8,650	1,097	9,000	9,000	9,000
632601 Repair Parts	242,775	230,242	80,757	139,000	139,000	255,800
632602 Tires	40,358	42,265	10,010	41,500	35,349	41,500
632603 Lubricants	18,432	22,987	9,604	25,000	25,000	25,000
632700 Miscellaneous Equipment	8,476	19,696	5,057	25,100	25,100	25,100
632800 Signs	39,717	6,220	5,240	12,000	12,000	12,000
TOTAL SUPPLIES	824,484	991,157	333,970	1,427,360	1,577,678	1,246,090

**CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	12,532	16,582	-	10,000	10,000	15,000
640300 Bank Service Fees	4,260	4,619	687	6,680	6,680	6,680
640400 Consulting Services	2,503	24,974	-	-	-	-
640700 Solid Waste/Recycling Pickup	3,817	3,718	1,346	5,430	5,430	5,753
640800 Contractor Fees	2,668,319	2,098,832	664,677	3,471,907	3,471,857	3,665,283
641200 Advertising	27,023	47,989	32,933	50,309	50,309	50,309
641301 Electric	50,833	52,359	19,667	55,620	55,620	56,732
641302 Gas	17,177	24,356	16,411	23,000	23,000	23,920
641303 Water	7,199	7,525	2,081	7,850	7,850	7,850
641304 Sewer	3,297	3,738	1,082	4,160	4,160	4,451
641306 Stormwater	10,571	10,513	2,742	10,000	10,000	10,000
641307 Telephone	3,556	2,509	417	5,600	5,600	5,600
641308 Cellular Phones	12,270	11,979	5,966	12,100	12,100	23,556
641600 Building Repairs & Maint.	1,200	1,991	-	-	-	-
641700 Vehicle Repairs & Maint.	14,362	25,639	2,686	10,050	10,050	10,050
641800 Equipment Repairs & Maint.	7,536	6,251	5,382	9,650	9,650	9,650
642000 Facilities Charges	133,402	107,541	16,629	142,503	142,503	137,933
642400 Software Support	93,424	116,871	83,154	120,097	120,097	143,361
643000 Health Services	11,562	12,038	4,227	9,200	9,200	9,200
644000 Snow Removal Services	14,055	22,472	41,173	30,000	30,000	47,008
645100 Laundry Services	12,382	9,477	3,056	15,340	15,340	15,340
645400 Grounds Repair & Maintenance	1,958	845	-	-	-	-
650100 Insurance	200,398	228,660	206,620	222,790	222,790	287,036
659900 Other Contracts/Obligation	100,474	92,039	7,592	100,790	100,790	111,190
TOTAL PURCHASED SVCS	<u>3,414,110</u>	<u>2,933,517</u>	<u>1,118,528</u>	<u>4,323,076</u>	<u>4,323,026</u>	<u>4,645,902</u>
Miscellaneous Expense						
660100 Depreciation Expense	1,008,462	1,465,735	538,233	1,291,758	1,291,758	1,423,874
TOTAL MISCELLANEOUS EXP	<u>1,008,462</u>	<u>1,465,735</u>	<u>538,233</u>	<u>1,291,758</u>	<u>1,291,758</u>	<u>1,423,874</u>
Capital Outlay						
680100 Land	-	-	-	-	-	175,000
680300 Buildings	(27,826)	-	130,801	-	8,615,174	160,000
680401 Machinery & Equipment	(2,593)	4,600	75,940	-	(44,303)	400,000
680402 Furniture & Fixtures	-	-	-	-	25,000	350,000
680403 Vehicles	-	-	-	50,000	100,000	-
TOTAL CAPITAL OUTLAY	<u>(30,419)</u>	<u>4,600</u>	<u>206,741</u>	<u>50,000</u>	<u>8,695,871</u>	<u>1,085,000</u>
TOTAL EXPENSE	<u>9,196,299</u>	<u>9,442,795</u>	<u>3,731,707</u>	<u>12,018,900</u>	<u>20,811,439</u>	<u>13,599,219</u>

CITY OF APPLETON 2024 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 1,029,333	\$ 1,020,500	\$ 1,636,273	\$ 1,636,273	\$ 1,587,073
Miscellaneous	144,920	114,544	69,136	69,136	66,326
Total Revenues	<u>1,174,253</u>	<u>1,135,044</u>	<u>1,705,409</u>	<u>1,705,409</u>	<u>1,653,399</u>
Expenses					
Operating Expenses	8,187,838	7,977,055	10,677,142	10,823,810	11,265,345
Depreciation	1,008,462	1,223,909	1,291,758	1,291,758	1,423,874
Total Expenses	<u>9,196,300</u>	<u>9,200,964</u>	<u>11,968,900</u>	<u>12,115,568</u>	<u>12,689,219</u>
Revenues over (under) Expenses	(8,022,047)	(8,065,920)	(10,263,491)	(10,410,159)	(11,035,820)
Non-Operating Revenues (Expenses)					
Investment Income	(25,996)	(43,030)	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	3,470	18,710	-	-	-
Operating Subsidies	6,553,151	6,889,328	8,502,775	8,502,775	9,069,697
Total Non-Operating	<u>6,530,625</u>	<u>6,865,008</u>	<u>8,515,275</u>	<u>8,515,275</u>	<u>9,082,197</u>
Income (Loss) Before Contributions and Transfers	(1,491,422)	(1,200,912)	(1,748,216)	(1,894,884)	(1,953,623)
Contributions and Transfers In (Out)					
Transfer In - General Fund	563,537	677,585	724,810	724,810	749,774
Transfer Out - General Fund	-	(241,827)	-	-	-
Capital Contributions	2,783,471	2,700,188	40,000	6,956,697	728,000
Change in Net Assets	<u>1,855,586</u>	<u>1,935,034</u>	<u>(983,406)</u>	<u>5,786,623</u>	<u>(475,849)</u>
Total Net Assets - Beginning	<u>10,327,391</u>	<u>12,182,977</u>	<u>14,118,011</u>	<u>14,118,011</u>	<u>19,904,634</u>
Total Net Assets - Ending	<u>\$ 12,182,977</u>	<u>\$ 14,118,011</u>	<u>\$ 13,134,605</u>	<u>\$ 19,904,634</u>	<u>\$ 19,428,785</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 762,272	\$ 883,956
+ Change in Net Assets	5,786,623	(475,849)
+ Depreciation	1,291,758	1,423,874
- Fixed Assets	(8,695,871)	(910,000)
+ F/A Funded by Restricted Cash	1,739,174	182,000
Working Cash - End of Year	<u>\$ 883,956</u>	<u>\$ 1,103,981</u>

CITY OF APPLETON 2024 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2024 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 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 downtown

Implemented portions of the Downtown Mobility Plan

Worked through logistics of No Mow May

Implementation of the College Avenue Lane Reconfiguration pilot project and the creation of Smart Streets Appleton initiative.

CITY OF APPLETON 2024 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2024 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 2,320,786	\$ 2,257,021	\$ 1,887,675	\$ 1,887,675	\$ 2,135,055	13.11%
Program Expenses							
17011	Administrative Service	1,433,226	1,503,445	1,278,505	1,406,405	1,297,270	1.47%
17014	Concrete Reconstruction	86,124	83,123	517,291	520,291	25,000	-95.17%
17015	Sidewalk Reconstruction	552,806	604,395	576,593	576,593	765,000	32.68%
17016	Asphalt Reconstruction	977,704	1,227,711	843,920	843,920	2,063,884	144.56%
17022	Traffic - Control	987,114	890,836	1,016,285	1,146,285	1,093,103	7.56%
17023	Street Lighting	1,599,623	1,517,046	1,668,877	1,668,877	1,591,530	-4.63%
17031	MSB Administration	1,073,122	1,253,277	1,194,975	1,203,975	1,214,352	1.62%
17032	Street Repair	1,923,263	2,180,131	2,186,459	2,306,003	1,968,282	-9.98%
17033	Snow & Ice Control	1,488,319	1,511,286	1,755,381	1,755,381	1,871,291	6.60%
17034	Forestry	1,278,208	1,327,821	1,307,705	1,307,705	95,573	-92.69%
TOTAL		\$ 11,399,509	\$ 12,099,071	\$ 12,345,991	\$ 12,735,435	\$ 11,985,285	-2.92%
Expenses Comprised Of:							
	Personnel	5,078,839	5,297,037	5,205,557	5,205,557	4,439,192	-14.72%
	Training & Travel	12,570	23,450	27,520	27,520	25,895	-5.90%
	Supplies & Materials	924,511	1,056,680	1,001,114	1,041,114	1,373,881	37.24%
	Purchased Services	4,250,615	4,466,404	4,801,552	5,147,996	4,234,513	-11.81%
	Capital Expenditures	1,132,974	1,255,500	1,310,248	1,313,248	1,911,804	45.91%
Full Time Equivalent Staff:							
	Personnel allocated to programs	59.02	61.19	60.34	60.34	43.24	

* % change from prior year adopted budget
Public Works.xls

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

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:

Increase Street Excavation Permit Fees for out-of-street permits from \$100 to \$200. Increase in-street permit fees from \$250 to \$350. Fee to expedite permit reviews set at \$100/each per request. Estimated permit revenue will increase by approximately \$102,500 (\$269,500 total). Current rates were previously increased from \$40 to \$100/\$200 (current rates) in January 2020. Estimated cost of DPW staff to administer and inspect street excavation permits is not adequately covered by the current fees. The increase in permit fees will bring the revenue into line with the total expenses generated by street excavations. Permit fees among nearby communities that were sampled range from \$35 to \$200 (\$87 average) for out-of-street permits and from \$200 to \$1,550 (\$455 average) for in-street permits.

In 2024, DPW will begin assessing a 3% administrative fee on invoices that require processing by clerical and administrative staff. This addition more closely accounts for the full cost of providing the service, in turn reducing the amount subsidized by general tax levy. Examples of invoices that would include the administrative fee are services provided to other municipalities or districts (traffic lights, car wash use, fuel consumption) and invoicing of charges related to damages to City property. Fees included in the Department of Public Works fee schedule that already account for the administrative staff time would not include the additional 3%. The establishment of an administrative fee would be in concert with the Government Finance Officers Association's (GFOA) Best Practices for Establishing Government Charges and Fees.

1.15 FTE was moved to 4160 (TIF #13) due to a street project in 2024. This is for one year only and then the FTE will return to the General Fund for 2025.

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
431900 Street/Sidewalk License	\$ 705	\$ 750	\$ 800	\$ 800	\$ 800
440900 Street Occupancy Permits	11,075	10,122	10,000	10,000	10,000
441000 Street Excavation Permits	403,915	377,546	93,650	93,650	270,000
480100 General Charges for Svc	-	-	-	-	9,500
503500 Other Reimbursements	13,730	8,415	-	-	-
Total Revenue	\$ 429,425	\$ 396,833	\$ 104,450	\$ 104,450	\$ 290,300
Expenses					
610100 Regular Salaries	\$ 980,173	\$ 1,018,227	\$ 874,251	\$ 874,251	\$ 837,404
610400 Call Time Wages	550	612	800	300	300
610500 Overtime Wages	5,231	3,122	1,600	2,100	2,100
610800 Part-Time Wages	8,650	841	-	-	-
615000 Fringes	308,936	335,389	290,520	290,520	341,309
620100 Training/Conferences	2,285	3,256	2,500	2,500	3,000
620600 Parking Permits	7,490	8,155	13,200	13,200	13,200
630100 Office Supplies	1,501	2,644	2,000	2,000	2,500
630300 Memberships & Licenses	3,895	4,470	3,800	3,800	4,400
630400 Postage/Freight	11	-	25	25	25
630500 Awards & Recognition	1,216	1,330	1,015	1,015	1,015
630901 Shop Supplies	6,356	5,195	5,750	5,750	7,500
630902 Tools & Instruments	1,115	380	750	750	1,000
632001 City Copy Charges	9,079	9,869	9,000	9,000	9,000
632002 Outside Printing	777	1,164	1,000	1,000	-
632102 Protective Clothing	136	136	200	200	1,000
632300 Safety Supplies	546	306	350	350	-
632700 Miscellaneous Equipment	8,478	9,708	9,500	9,500	9,500
640202 Recording/Filing Fees	69	50	50	50	-
640400 Consulting Services	21,775	30,304	5,000	132,900	5,000
640800 Contractor Fees	21,172	9,790	-	-	-
641200 Advertising	275	283	-	-	-
641307 Telephone	1,662	1,707	1,600	1,600	1,600
641308 Cellular Phones	6,528	4,083	5,239	5,239	5,750
641800 Equipment Repairs & Maint.	1,825	2,922	3,200	3,200	4,500
642400 Software Support	3,200	5,546	9,020	9,020	5,520
642501 CEA Operations/Maint.	14,866	23,920	16,554	16,554	16,380
642502 CEA Depreciation/Replace.	15,079	18,086	21,581	21,581	25,267
659900 Other Contracts/Obligation	350	1,950	-	-	-
Total Expense	\$ 1,433,226	\$ 1,503,445	\$ 1,278,505	\$ 1,406,405	\$ 1,297,270

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 ensure the highest possible rideability rating of the City streets

Major Changes in Revenue, Expenditures, or Programs:

Please see Projects, page 606, for further details about this program.

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
460200 Concrete Paving	\$ 19,492	\$ 12,521	\$ -	\$ -	\$ -
503500 Other Reimbursements	81,515	81,515	81,515	81,515	81,515
592200 Transfer In - Special Rev.	132,250	-	419,807	419,807	-
Total Revenue	\$ 233,257	\$ 94,036	\$ 501,322	\$ 501,322	\$ 81,515
Expenses					
610100 Regular Salaries	\$ 29,560	\$ 36,837	\$ 18,445	\$ 18,445	\$ -
610500 Overtime Wages	-	-	1,000	1,000	-
610800 Part-Time Wages	-	111	-	-	-
615000 Fringes	10,451	12,725	5,244	5,244	-
630804 Plant Material	-	-	1,255	1,255	-
632503 Other Materials	-	24	11,925	11,925	-
632507 Asphalt	-	-	-	-	-
632800 Signs	-	-	2,800	2,800	-
640400 Consulting Services	37,038	15,166	-	-	-
640800 Contractor Fees	-	540	106,300	106,300	-
642501 CEA Operations/Maint.	7,977	77	3,000	3,000	-
642502 CEA Depreciation/Replace.	7	126	5,000	5,000	-
659900 Other Contracts/Obligation	120	230	-	-	-
680100 Land	14,403	-	-	-	25,000
680901 Streets	(13,432)	17,287	362,322	365,322	-
Total Expense	\$ 86,124	\$ 83,123	\$ 517,291	\$ 520,291	\$ 25,000

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund
Labor Pool				-
CEA				-
Land	Land acquisition-street projs			25,000
	Subtotal			25,000
Design				-
	Subtotal			-
Reconstruction				-
	Subtotal			-
Total Concrete Paving				\$ 25,000

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Monitor the impact of the sidewalk policy

Improve public awareness of the sidewalk policy

Investigate equipment alternatives to best address hazardous sidewalk locations

Major Changes in Revenue, Expenditures, or Programs:

Please see Projects, page 614, for further detail about this program.

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
460700 Sidewalks	\$ -	\$ -	\$ -	\$ -	\$ -
592200 Transfer In - Special Rev.	-	43,700	-	-	-
Total Revenue	\$ -	\$ 43,700	\$ -	\$ -	\$ -
Expenses					
610200 Labor Pool Allocations	\$ 27,806	\$ 24,884	\$ 28,519	\$ 28,519	\$ 26,900
610500 Overtime Wages	800	552	1,000	1,000	1,000
610800 Part-Time Wages	213	21	-	-	-
615000 Fringes	8,423	7,583	7,466	7,466	9,000
640400 Consulting Services	234	420	-	-	-
640800 Contractor Fees	-	871	-	-	-
642501 CEA Operations/Maint.	763	515	2,000	2,000	1,500
642502 CEA Depreciation/Replace.	798	685	1,000	1,000	1,500
680902 Sidewalks	513,769	568,864	536,608	536,608	725,100
Total Expense	\$ 552,806	\$ 604,395	\$ 576,593	\$ 576,593	\$ 765,000

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

	General Fund
Labor Pool	36,900
CEA	3,000
Sidewalk Construction	
Green Dot	400,000
General	33,000
Safestep saw cutting	30,000
Reconstruction - Concrete	-
Reconstruction - Asphalt	262,100
Subtotal	725,100
Total	\$ 765,000

**CITY OF APPLETON 2024 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 ensure the highest possible rideability rating of City streets

Coordinate current and future paving projects with affected municipal and governmental agencies

Identify streets for inclusion in asphalt maintenance mat program to reduce backlog of streets in need of repair

Major Changes in Revenue, Expenditures, or Programs:

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

After the Glendale Avenue 2023 pilot project, DPW is beginning a formal Asphalt Maintenance Mat program in 2024. This effort involves milling and replacing approximately one-inch of an existing asphalt street, while keeping in place most or all of the concrete curb and gutter. This effort cost-effectively addresses acute rideability concerns on asphalt streets that meet other criteria such as relatively intact curb and gutter, no asphalt over concrete overlay, acceptable service life remaining for underground utilities, and are not planned in the near-term for total asphalt reconstruction,

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
460100 Asphalt Paving	\$ 52,035	\$ -	\$ -	\$ -	\$ -
503500 Other Reimbursements	21,831	13,339	13,340	13,340	13,340
592200 Transfer In - Special Rev.	1,141,837	1,236,769	830,193	830,193	1,280,000
Total Revenue	\$ 1,215,703	\$ 1,250,108	\$ 843,533	\$ 843,533	\$ 1,293,340
Expenses					
610100 Regular Salaries	\$ 117,473	\$ 143,497	\$ 129,301	\$ 129,301	\$ 139,547
610400 Call Time	200	-	-	-	-
610500 Overtime Wages	2,544	2,309	5,000	5,000	5,000
610800 Part-Time Wages	1,315	1,279	-	-	-
615000 Fringes	41,831	49,448	50,127	50,127	55,453
630804 Plant Material	331	5,008	5,514	5,514	5,242
632503 Other Materials	434	2,549	-	-	-
632507 Asphalt	149,790	287,442	148,225	148,225	474,919
632800 Signs	458	304	4,200	4,200	4,550
640400 Consulting Services	1,332	2,613	5,000	5,000	5,000
640800 Contractor Fees	-	238	8,935	8,935	38,746
642501 CEA Operations/Maint.	17,392	21,498	31,300	31,300	73,723
642502 CEA Depreciation/Replace.	26,370	42,177	45,000	45,000	100,000
680901 Streets	618,234	669,349	411,318	411,318	1,161,704
Total Expense	\$ 977,704	\$ 1,227,711	\$ 843,920	\$ 843,920	\$ 2,063,884

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund Asphalt
Labor Pool				200,000
CEA				173,723
Consultant				5,000
Maintenance Mat	Alexander St	Melrose St	Marquette St	20,411
	Bell Avenue	Richmond St	Bennett St	16,374
	Byrd St	Alexander St	Bay St	17,707
	Fourth St	Story St	Memorial Dr	27,261
	French Rd	Evergreen Dr	CTH JJ	115,056
	Jardin St	Leminwah St	Plateau St e/o	15,956
	Kamps Ave	Nicholas St	Outagamie St	10,624
	Locust St	Kamps Ave	Brewster St	6,545
	Plateau St	Jardin St	Wisconsin Ave	9,787
	Subtotal			239,721
Overlay	Emmers Dr	Schaefer St	John St	28,881
	Matthias Ave	Calumet St	John St	31,015
	Pierce Ave	Lutz Dr	Prospect Ave	35,246
	Subtotal			95,142
Total Reconstruction	Alvin St	Wisconsin Ave	Marquette St	855,616
	Rankin St	College Ave	Alton St	134,266
	Summit St	Packard St	Elsie St	170,319
	Summit St	Prospect Ave	Fourth St	190,097
	Subtotal			1,350,298
Total Asphalt Pavement				\$ 2,063,884

CITY OF APPLETON 2024 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:

The increase in Miscellaneous Equipment is for a fabrication/lamination table for the Sign Shop to meet industry standards. This equipment purchase will also allow for the transition to latex printing in a future year.

The increase in Contractor Fees reflects the need for a pavement marking maintenance program that has seen significant system growth over the past ten years as well as significant unit price increases over the past five years. Past budget allocations have resulted in some recommended maintenance being deferred. The amount requested for 2024 will put the program on a better pace to keep up with these cost increases.

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Service	\$ 796	\$ 1,256	\$ 750	\$ 750	\$ 1,250
490800 Intergovernmental Charges	103,225	112,934	103,120	103,120	115,150
501000 Miscellaneous Revenue	8,314	10,831	7,000	7,000	11,000
503000 Damage to City Property	40,834	81,673	60,000	60,000	65,000
Total Revenue	\$ 153,169	\$ 206,694	\$ 170,870	\$ 170,870	\$ 192,400
Expenses					
610200 Labor Pool Allocations	\$ 288,924	\$ 275,516	\$ 321,097	\$ 321,097	\$ 316,686
610400 Call Time Wages	4,870	4,800	4,500	4,500	4,500
610500 Overtime Wages	8,186	10,321	8,500	8,500	9,000
610800 Part-Time Wages	3,187	-	8,076	8,076	8,000
615000 Fringes	110,320	107,504	113,950	113,950	118,812
630901 Shop Supplies	1,323	1,591	1,480	1,480	1,500
630902 Tools & Instruments	5,618	7,050	4,930	4,930	4,985
631100 Paint & Supplies	1,116	1,703	1,000	1,000	1,800
632200 Gas Purchases	-	-	50	50	-
632300 Safety Supplies	351	1,688	-	-	-
632510 Traffic Signals/Lights	145,796	114,668	132,000	167,000	140,500
632700 Miscellaneous Equipment	19,561	5,846	5,000	5,000	22,500
632800 Signs	82,985	70,373	75,500	80,500	80,500
639000 Loss on Obsolete Inventory	13,328	-	-	-	-
640800 Contractor Fees	134,039	109,681	129,000	219,000	158,000
641301 Electric	63,672	67,235	66,421	66,421	69,950
641800 Equipment Repairs & Maint.	17,940	19,374	21,919	21,919	24,700
642501 CEA Operations/Maint.	37,567	47,629	48,082	48,082	46,860
642502 CEA Depreciation/Replace.	52,015	50,537	80,030	80,030	89,510
642900 Interfund Allocations	(3,684)	(4,680)	(5,250)	(5,250)	(4,700)
Total Expense	\$ 987,114	\$ 890,836	\$ 1,016,285	\$ 1,146,285	\$ 1,093,103

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Traffic Signals</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 30,000	Transverse markings	\$ 38,000
Knockdowns - Grand Chute/Outagamie Co.	13,500	Pavement markings	115,000
LED replacements	12,000	Hydro excavation services	5,000
General traffic signal system maint.	25,000		<u>\$ 158,000</u>
Misc projects, upgrades & expenses	15,000	<u>Equipment Repairs & Maintenance</u>	
Communication grid maint/upgrades	15,000	Annual preventive maintenance contract	\$ 13,000
Install/maint battery backup system	15,000	Repairs to cameras, signals, and other devices	2,100
GPS/AVL system repairs	3,500	Structure inspection contract	9,600
RRFB system maintenance	6,500		<u>\$ 24,700</u>
Public safety camera system maintenance	5,000	<u>Signs</u>	
	<u>\$ 140,500</u>	Area replacement program	\$ 38,000
		New sign install	16,500
		Knockdowns	17,500
		Special event signage	3,500
		In-street ped x-ing	5,000
			<u>\$ 80,500</u>

**CITY OF APPLETON 2024 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:

2024 represents the first time DPW will begin to replace existing LED street lights due to their age, the oldest examples being approximately 15 years old. Additionally, Traffic Division has seen significant cost increases on most of the materials such as poles, hardware, equipment and wire. Since 2021, most increases have been around 25%, though some costs, such as wire, have increased over 50%.

Decreased electric costs are the result of changes to LED fixtures. When a leased fixture is upgraded to LED, the monthly rate for the first 7 years is slightly higher than the rate for the non-LED fixture that it replaced. However, starting in the 8th year, the monthly rate drops more than 50%. 2024 is the first year where this rate decrease takes effect.

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
461200 Street Lights	\$ 77,224	\$ 85,976	\$ 78,000	\$ 78,000	\$ 86,000
503000 Damage to City Property	9,273	160	3,000	3,000	3,500
Total Revenue	\$ 86,497	\$ 86,136	\$ 81,000	\$ 81,000	\$ 89,500
Expenses					
610200 Labor Pool Allocations	\$ 11,266	\$ 7,052	\$ 23,174	\$ 23,174	\$ 22,446
610400 Call Time Wages	200	300	200	200	200
610500 Overtime Wages	57	205	300	300	300
615000 Fringes	3,782	2,684	7,450	7,450	7,508
632510 Street Lights	12,305	18,745	26,000	26,000	39,350
639000 Loss on Obsolete Inventory	896	-	-	-	-
640800 Contractor Fees	1,370	8,278	4,500	4,500	4,500
641301 Electric	1,569,603	1,479,178	1,605,900	1,605,900	1,515,000
642501 CEA Operations/Maint.	95	362	637	637	992
642502 CEA Depreciation/Replace.	49	242	716	716	1,234
Total Expense	\$ 1,599,623	\$ 1,517,046	\$ 1,668,877	\$ 1,668,877	\$ 1,591,530

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Street Lights

Maintenance of approx. 1,250 lights	\$ 21,000
LED street light replacements	14,850
Knockdowns - additions	3,500
	<u>\$ 39,350</u>

CITY OF APPLETON 2024 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 and adapt 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:

Increase in Contractor Fees to run ethernet and power to new security cameras in the MSB main garage area.

CITY OF APPLETON 2024 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17021 / 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Miscellaneous Revenue	\$ 2,000	\$ -	\$ -	\$ -	\$ -
508200 Insurance Proceeds	5,000	-	-	-	-
Total Revenue	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 450,968	\$ 581,856	\$ 540,491	\$ 540,491	\$ 505,763
610400 Call Time Wages	196	524	300	300	100
610500 Overtime Wages	1,963	2,502	2,000	2,000	1,250
610800 Part-Time Wages	15,297	-	-	-	-
615000 Fringes	158,070	190,521	196,746	196,746	196,979
620100 Training/Conferences	1,240	9,455	9,220	9,220	9,470
620400 Tuition Fees	915	-	-	-	-
630100 Office Supplies	2,196	1,203	2,650	2,650	1,200
630200 Subscriptions	5,611	5,994	5,600	5,600	6,000
630300 Memberships & Licenses	2,722	3,128	2,970	2,970	2,675
630400 Postage/Freight	1,453	2,112	1,460	1,460	1,815
630500 Awards & Recognition	1,533	1,166	1,190	1,190	1,190
630600 Building Maint./Janitorial	7,886	7,857	8,200	8,200	8,450
630901 Shop Supplies	2,132	1,837	2,100	2,100	2,000
631100 Paint & Supplies	4	12	100	100	50
631500 Books & Library Materials	-	-	100	100	100
632002 Outside Printing	3,525	3,654	3,675	3,675	3,825
632102 Protective Clothing	1,428	1,730	1,700	1,700	2,000
632200 Gas Purchases	437	431	425	425	450
632300 Safety Supplies	2,998	2,398	3,500	3,500	5,780
632400 Medical/Lab Supplies	589	419	600	600	500
632500 Construction Materials	230	-	-	-	-
632700 Miscellaneous Equipment	9,524	7,838	10,025	10,025	4,500
632800 Signs	-	1	50	50	-
640400 Consulting	22,606	12,723	-	9,000	-
640700 Solid Waste/Recycling	314	-	300	300	300
640800 Contractor Fees	298	250	1,000	1,000	10,000
640900 Inspection Fees	350	570	400	400	600
641200 Advertising	287	143	300	300	250
641300 Utilities	102,735	122,410	139,902	139,902	143,142
641600 Building Repairs & Maint.	2,429	3,907	3,000	3,000	3,500
641800 Equipment Repairs & Maint.	22	-	500	500	250
641900 Communication Eq. Repair	511	114	750	750	500
642000 Facilities Charges	198,607	218,051	187,744	187,744	230,744
642400 Software Support	21,906	22,590	19,215	19,215	20,650
642501 CEA Operations/Maint.	27,215	24,529	27,768	27,768	27,222
642502 CEA Depreciation/Replace.	20,747	19,342	16,704	16,704	18,807
645100 Laundry Services	248	54	240	240	240
659900 Other Contracts/Obligation	3,930	3,956	4,050	4,050	4,050
Total Expense	<u>\$ 1,073,122</u>	<u>\$ 1,253,277</u>	<u>\$ 1,194,975</u>	<u>\$ 1,203,975</u>	<u>\$ 1,214,352</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Software support

Miovision traffic count processing fees	\$ 4,000
Traffic signal management software annual maintenance	13,150
Turbonet	1,275
Baycom	1,325
Data storage & support GPS units	900
	<u>\$ 20,650</u>

**CITY OF APPLETON 2024 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:

Short supply of cementitious material, resulting in significant price increase to concrete (30% increase).

The majority (90%) of the bridge maintenance effort has been transferred from the Street Repair budget into the Stormwater Utility. The maintenance of structures that convey water and facilitate the management of flood levels and flood management practices can be attributed to the Stormwater Utility. These costs are now located within the Stormwater Utility budget to reflect the management of water crossing and conveyance facilities. Bridges and major culverts play an important role in the City's Best Management Practices (BMPs).

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Service	\$ 4,074	\$ 6,153	\$ 7,500	\$ 7,500	\$ 7,500
490800 Misc Intergovernmental Charges	1,606	800	-	-	-
501000 Miscellaneous Revenue	8,987	1,046	8,500	8,500	8,500
503000 Damage to City Property	20,465	6,832	7,500	7,500	7,500
Total Revenue	<u>\$ 35,132</u>	<u>\$ 14,831</u>	<u>\$ 23,500</u>	<u>\$ 23,500</u>	<u>\$ 23,500</u>
Expenses					
610100 Regular Salaries	\$ 673,912	\$ 695,213	\$ 636,782	\$ 636,782	\$ 652,655
610400 Call Time Wages	1,525	1,050	2,500	2,500	2,000
610500 Overtime Wages	35,323	28,946	35,000	35,000	35,000
610800 Part-Time Wages	10,717	4,244	14,412	14,412	-
615000 Fringes	265,855	277,360	252,236	252,236	275,842
620100 Training & Conferences	-	-	-	-	225
630800 Landscape Supplies	3,413	4,681	3,800	3,800	4,950
630900 Shop Supplies & Tools	5,684	4,650	6,500	6,500	6,000
631100 Paint & Supplies	758	333	600	600	500
632102 Protective Clothing	-	6	-	-	1,000
632200 Gas Purchases	1,400	1,939	1,300	1,300	1,800
632500 Materials	100,913	158,023	140,700	140,700	139,400
632700 Miscellaneous Equipment	17,699	23,254	18,000	18,000	17,000
632800 Signs	11	-	200	200	50
640400 Consulting Services	35,667	75,185	48,000	57,377	24,000
640800 Contractor Fees	292,351	210,636	340,000	450,167	96,100
641300 Utilities	6,559	16,804	6,765	6,765	6,770
641500 Tipping Fees	-	99	500	500	250
641800 Equipment Repairs & Maint.	101	-	250	250	250
642000 Facilities Charges	3,019	314	1,853	1,853	2,347
642400 Software Support	11,740	14,000	12,000	12,000	14,000
642501 CEA Operations/Maint.	220,382	309,125	297,499	297,499	287,991
642502 CEA Depreciation/Replace.	233,143	363,156	363,562	363,562	401,152
642900 Interfund Allocations	(14,286)	(14,030)	(16,000)	(16,000)	(16,000)
659900 Other Contracts/Obligation	17,377	5,143	20,000	20,000	15,000
Total Expense	<u>\$ 1,923,263</u>	<u>\$ 2,180,131</u>	<u>\$ 2,186,459</u>	<u>\$ 2,306,003</u>	<u>\$ 1,968,282</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Materials

Cold patch/crack filler	\$ 56,000
Concrete	18,000
Gravel/Clear Stone	2,900
Asphalt	50,000
Misc materials (lights, flags, poles, sealer, etc.)	12,500
	<u>\$ 139,400</u>

Contractor Fees

Polylevel pavement	15,000
Annual bridge maintenance	600
Bascule bridge maintenance	5,500
Patch program	75,000
	<u>\$ 96,100</u>

Consulting Services

Movable Bridge Inspections	1,600
Biennial Bridge Inspection (even yrs)	4,000
Bridge Structure Design/Construction Inspection	11,000
Bridge Maintenance	4,000
Bridge Plan updates & reports	2,400
Miscellaneous	1,000
	<u>\$ 24,000</u>

Miscellaneous Equipment

Paver headset replace parts	\$ 1,000
Concrete chains, blades, bits	4,000
Arrow board	3,000
Barricades	9,000
	<u>\$ 17,000</u>

Interfund Allocations

Hauling biosolids	\$ 10,000
FMD maintenance	1,000
Misc. accidents, maintenance	5,000
	<u>\$ 16,000</u>

Other Contracts/Obligations

Fox River Navigation-bridges	\$ 15,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2024 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 ensure 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
- Align with industry standard by plowing more prior to treatment to reduce salt usage and protect our waterways

Major Changes in Revenue, Expenditures, or Programs:

Increase in materials due to salt price increase of nearly 30% over the past 5 years as well as the need to restore our salt inventory level after the heavier snowfall this past season.

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
460800 Snow Removal	\$ 139,288	\$ 141,554	\$ 145,000	\$ 145,000	\$ 145,000
501000 Miscellaneous Revenue	16,315	16,805	16,000	16,000	16,000
Total Revenue	\$ 155,603	\$ 158,359	\$ 161,000	\$ 161,000	\$ 161,000
Expenses					
610100 Regular Salaries	\$ 328,617	\$ 305,836	\$ 466,508	\$ 466,508	\$ 475,583
610400 Call Time Wages	44,290	48,050	45,000	45,000	45,000
610500 Overtime Wages	96,783	100,550	80,000	80,000	90,000
610800 Part-Time Wages	455	52	-	-	-
615000 Fringes	170,231	150,836	179,608	179,608	186,978
630901 Shop Supplies/Instruments	452	254	500	500	400
632500 Snow/Ice Control Materials	211,582	185,824	273,000	273,000	339,960
632601 Repair Parts	-	959	500	500	500
632700 Miscellaneous Equipment	5,667	12,125	10,000	10,000	10,000
640800 Contractor Fees	2,685	570	-	-	250
642501 CEA Operations/Maint.	252,520	317,334	357,370	357,370	345,873
642502 CEA Depreciation/Replace.	231,891	304,932	330,895	330,895	365,247
642900 Interfund Allocations	(3,519)	(8,739)	(5,000)	(5,000)	(5,000)
644000 Snow Removal Services	140,148	85,675	10,000	10,000	10,000
645000 Repairs to Private Property	1,447	1,731	2,000	2,000	1,500
659900 Other Contracts/Obligations	5,070	5,297	5,000	5,000	5,000
Total Expense	\$ 1,488,319	\$ 1,511,286	\$ 1,755,381	\$ 1,755,381	\$ 1,871,291

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (3,600 tons) @ \$80.35	\$ 289,260
Brine	30,000
Ice melt	20,000
Lumber, stone, etc.	200
Concrete	500
Total	\$ 339,960

**CITY OF APPLETON 2024 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:

Provide maintenance assistance to the trees within the open space and recreational areas of the City.

Respond to storm damage situations within open spaces and recreational areas of the City.

Major Changes in Revenue, Expenditures, or Programs:

Maintenance and management of the urban forest canopy has been allocated to the Stormwater Utility.

Urban forestry strategies assist in the management of stormwater and MS4 requirements in a cost effective manner. The urban canopy areas effectively manage water through interception, evapotranspiration and infiltration. The funds allocated to Forestry Services represent services to provide maintenance assistance to Parks and Recreation in the management of the tree canopy located within open spaces and recreational areas.

CITY OF APPLETON 2024 BUDGET

PUBLIC WORKS DEPARTMENT

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
422400 Miscellaneous State Aids	4,460	-	-	-	-
501000 Miscellaneous Revenue	540	3,080	2,000	2,000	2,000
502000 Donations & Memorials	250	1,500	-	-	1,500
503000 Damage to City Property	(250)	1,744	-	-	-
Total Revenue	<u>\$ 5,000</u>	<u>\$ 6,324</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 3,500</u>
Expenses					
610100 Regular Salaries	\$ 602,280	\$ 615,308	\$ 605,969	\$ 605,969	\$ 47,923
610400 Call Time Wages	2,800	3,400	3,000	3,000	-
610500 Overtime Wages	5,822	3,345	5,000	5,000	-
610800 Part-Time Wages	13,324	14,757	18,018	18,018	18,654
615000 Fringes	225,463	226,868	221,467	221,467	-
620100 Training/Conferences	640	2,584	2,600	2,600	-
630300 Memberships & Licenses	980	1,055	1,000	1,000	-
630800 Landscape Supplies	52,342	55,459	36,000	36,000	-
630901 Shop Supplies	1,568	1,662	1,600	1,600	-
630902 Tools & Instruments	2,991	4,161	2,400	2,400	-
631100 Paint & Supplies	66	52	50	50	-
632002 Outside Printing	289	-	300	300	-
632102 Protective Clothing	1,083	1,018	400	400	-
632200 Gas Purchases	(20)	474	-	-	-
632300 Safety Supplies	1,568	2,843	1,100	1,100	-
632700 Miscellaneous Equipment	6,363	5,935	5,500	5,500	-
632800 Signs	32	-	50	50	-
640800 Contractor Fees	815	-	800	800	-
641303 Water	1,265	1,249	1,000	1,000	-
641308 Cellular Phones	322	183	241	241	-
642400 Software Support	1,800	3,239	2,000	2,000	-
642501 CEA Operations/Maint.	171,807	189,109	186,764	186,764	12,928
642502 CEA Depreciation/Replace.	186,070	206,333	215,446	215,446	19,068
642900 Interfund Allocations	(1,462)	(11,213)	(3,000)	(3,000)	(3,000)
Total Expense	<u>\$ 1,278,208</u>	<u>\$ 1,327,821</u>	<u>\$ 1,307,705</u>	<u>\$ 1,307,705</u>	<u>\$ 95,573</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	4,460	-	-	-	-	-
431900 Street/Sidewalk Cement License	705	750	450	800	800	800
440900 Street Occupancy Permits	11,075	10,122	3,708	10,000	10,000	10,000
441000 Street Excavation Permits	403,915	377,546	47,442	93,650	93,650	270,000
460100 Asphalt Paving	52,035	-	-	-	-	-
460200 Concrete Paving	19,492	12,521	-	-	-	-
460800 Snow Removal	139,288	141,554	145,946	145,000	145,000	145,000
461200 Street Lights	77,224	85,976	-	78,000	78,000	86,000
480100 General Charges for Service	5,410	7,364	1,000	8,250	8,250	18,250
490800 Misc. Intergovernmental Charges	104,831	113,734	49,173	103,120	103,120	115,150
501000 Miscellaneous Revenue	35,616	36,884	18,452	33,500	33,500	37,500
502000 Donations & Memorials	250	1,500	1,500	-	-	1,500
503000 Damage to City Property	70,322	93,402	21,967	70,500	70,500	76,000
503500 Other Reimbursements	117,076	103,269	94,854	94,855	94,855	94,855
508200 Insurance Proceeds	5,000	-	-	-	-	-
592200 Transfer In - Special Revenue	1,274,087	1,280,469	-	1,250,000	1,250,000	1,280,000
TOTAL PROGRAM REVENUES	2,320,786	2,265,091	384,492	1,887,675	1,887,675	2,135,055
Personnel						
610100 Regular Salaries	768,606	842,696	370,415	-	-	187,470
610200 Labor Pool Allocations	2,306,649	2,418,010	1,227,143	3,620,587	3,620,587	2,818,372
610400 Call Time Wages	54,631	58,736	43,800	55,800	55,800	52,100
610500 Overtime Wages	156,660	151,852	105,896	139,900	139,900	143,650
610800 Part-Time Wages	53,158	21,305	19,375	40,506	40,506	26,654
611000 Other Compensation	32,072	22,314	20,765	23,950	23,950	19,065
611400 Sick Pay	27,840	15,349	1,438	-	-	-
611500 Vacation Pay	375,861	405,857	158,603	-	-	-
615000 Fringes	1,303,362	1,360,918	701,384	1,324,814	1,324,814	1,191,881
TOTAL PERSONNEL	5,078,839	5,297,037	2,648,819	5,205,557	5,205,557	4,439,192
Training~Travel						
620100 Training/Conferences	4,165	15,295	4,090	14,320	14,320	12,695
620400 Tuition Fees	915	-	-	-	-	-
620600 Parking Permits	7,490	8,155	13,503	13,200	13,200	13,200
TOTAL TRAINING / TRAVEL	12,570	23,450	17,593	27,520	27,520	25,895
Supplies						
630100 Office Supplies	3,697	3,847	2,495	4,650	4,650	3,700
630200 Subscriptions	5,611	5,994	355	5,600	5,600	6,000
630300 Memberships & Licenses	7,597	8,653	5,322	7,770	7,770	7,075
630400 Postage/Freight	1,464	2,112	1,352	1,485	1,485	1,840
630500 Awards & Recognition	2,749	2,496	1,270	2,205	2,205	2,205
630600 Building Maint./Janitorial	7,886	7,857	3,027	8,200	8,200	8,450
630801 Topsoil	6,380	8,424	1,172	6,700	6,700	4,500
630803 Seed	3,806	7,071	286	2,800	2,800	450
630804 Plant Material	42,121	46,636	27,183	36,769	36,769	5,242
630807 Herbicides/Pesticides	3,676	3,017	2,134	300	300	-
630899 Other Landscape Supplies	103	-	-	-	-	-
630901 Shop Supplies	14,001	12,241	2,659	14,180	14,180	13,700
630902 Tools & Instruments	13,238	14,539	4,274	11,830	11,830	9,685
631100 Paint & Supplies	1,944	2,100	700	1,750	1,750	2,350
631500 Books & Library Materials	-	-	200	100	100	100
632001 City Copy Charges	9,079	9,869	2,220	9,000	9,000	9,000
632002 Outside Printing	4,591	4,818	1,981	4,975	4,975	4,825
632101 Uniforms	-	11	9	-	-	-
632102 Protective Clothing	2,647	2,879	1,350	2,300	2,300	3,000
632200 Gas Purchases	1,817	2,844	831	1,775	1,775	2,250
632300 Safety Supplies	5,463	7,235	5,706	4,950	4,950	5,780
632400 Medical/Lab Supplies	589	421	352	600	600	500
632501 Castings	10,406	2,411	239	3,300	3,300	2,000
632502 Concrete	15,336	15,767	1,320	19,000	19,000	18,500
632503 Other Materials	59,245	84,009	26,965	76,125	76,125	65,700

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
632505 Gravel	771	1,768	-	4,000	4,000	2,500
632507 Asphalt	175,024	343,436	3,131	198,225	198,225	524,919
632508 Ice Control Materials	210,875	185,342	187,170	271,800	271,800	339,260
632509 Clear Stone	-	649	-	400	400	400
632510 Street Lights	149,393	133,891	67,940	159,000	194,000	180,850
632601 Repair Parts	-	959	938	500	500	500
632700 Miscellaneous Equipment	67,292	64,706	19,435	58,025	58,025	63,500
632800 Signs	83,486	70,678	28,363	82,800	87,800	85,100
639000 Loss on Obsolete Inventory	14,224	-	-	-	-	-
TOTAL SUPPLIES	<u>924,511</u>	<u>1,056,680</u>	<u>400,379</u>	<u>1,001,114</u>	<u>1,041,114</u>	<u>1,373,881</u>
Purchased Services						
640202 Recording/Filing Fees	69	50	200	50	50	-
640400 Consulting Services	118,652	136,411	32,754	58,000	204,277	34,000
640700 Solid Waste/Recycling Pickup	314	-	-	300	300	300
640800 Contractor Fees	452,730	340,854	12,713	590,535	790,702	307,596
640900 Inspection Fees	350	570	520	400	400	600
641200 Advertising	562	426	1,263	300	300	250
641301 Electric	1,670,672	1,604,595	691,250	1,718,071	1,718,071	1,631,485
641302 Gas	19,132	28,606	20,824	48,000	48,000	50,000
641303 Water	8,516	8,126	3,395	8,740	8,740	7,740
641304 Sewer	4,428	4,486	1,972	3,865	3,865	4,270
641306 Stormwater	29,856	29,693	14,806	29,937	29,937	29,937
641307 Telephone	6,577	7,225	4,422	6,712	6,712	6,712
641308 Cellular Phones	13,165	10,118	5,348	11,743	11,743	12,068
641500 Tipping Fees	-	99	-	500	500	250
641600 Building Repairs & Maint.	2,429	3,907	449	3,000	3,000	3,500
641800 Equipment Repairs & Maint.	19,888	22,296	2,115	25,869	25,869	29,700
641900 Communication Eq. Repairs	511	114	219	750	750	500
642000 Facilities Charges	201,626	218,365	53,804	189,597	189,597	233,091
642400 Software Support	38,646	46,285	14,098	42,235	42,235	40,170
642501 CEA Operations/Maint.	750,584	933,188	464,960	970,974	970,974	813,469
642502 CEA Depreciation/Replace.	766,169	1,005,616	466,607	1,079,934	1,079,934	1,021,785
642900 Interfund Allocations	(22,951)	(38,662)	(9,647)	(29,250)	(29,250)	(28,700)
644000 Snow Removal Services	140,148	85,675	-	10,000	10,000	10,000
645000 Repairs to Private Property	1,447	1,731	2,187	2,000	2,000	1,500
645100 Laundry Services	248	54	-	240	240	240
659900 Other Contracts/Obligation	26,847	16,576	958	29,050	29,050	24,050
TOTAL PURCHASED SVCS	<u>4,250,615</u>	<u>4,466,404</u>	<u>1,785,217</u>	<u>4,801,552</u>	<u>5,147,996</u>	<u>4,234,513</u>
Capital Outlay						
680100 Land	14,403	-	-	-	-	25,000
680901 Streets	601,986	686,636	31	773,640	776,640	1,161,704
680902 Sidewalks	516,585	568,864	86,273	536,608	536,608	725,100
TOTAL CAPITAL OUTLAY	<u>1,132,974</u>	<u>1,255,500</u>	<u>86,304</u>	<u>1,310,248</u>	<u>1,313,248</u>	<u>1,911,804</u>
TOTAL EXPENSE	<u>11,399,509</u>	<u>12,099,071</u>	<u>4,938,312</u>	<u>12,345,991</u>	<u>12,735,435</u>	<u>11,985,285</u>

CITY OF APPLETON 2024 BUDGET

SANITATION

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2024 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 2023 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. Based upon technical findings, reports of economic feasibility, and Wastewater biosolids storages needs, active composting began in October 2010 and has continued through 2022. 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 collection to not coincide with weather conditions and when residents were able to perform their yard work.

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.

Completed remaining tasks at the Mackville Landfill to convert the active gas extraction system to passive venting.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2024 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 1,712,726	\$ 1,676,255	\$ 1,717,618	\$ 1,717,618	\$ 2,012,843	17.19%
Program Expenses							
2210	Administration	426,527	462,938	519,811	519,811	537,460	3.40%
2221	Recycling	75,761	62,867	127,107	127,107	123,704	-2.68%
2223	Solid Waste	3,028,306	2,939,340	3,382,617	3,382,617	3,387,133	0.13%
2230	Landfill Maint.	124,776	142,828	150,619	178,245	156,222	3.72%
TOTAL		\$ 3,655,370	\$ 3,607,973	\$ 4,180,154	\$ 4,207,780	\$ 4,204,519	0.58%
Expenses Comprised Of:							
Personnel		1,304,963	1,273,137	1,485,848	1,485,848	1,514,002	1.89%
Training & Travel		-	750	250	250	250	0.00%
Supplies & Materials		171,094	112,333	118,165	118,165	116,320	-1.56%
Purchased Services		2,179,166	2,220,477	2,530,341	2,557,967	2,553,397	0.91%
Miscellaneous Expense		147	1,276	45,550	45,550	20,550	-54.88%
Transfers Out		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.68	17.80	17.90	17.90	17.90	

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2024 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 materials 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:

Proposed increase in the garbage cart fee schedule in 2024. Cart fees were last adjusted in 2019. The new fee schedule is in response to the nearly 20% tipping fee increase at the landfill over the past 5 years and will help prepare this budget for future tipping fee increases and other inflationary pressures. This change allows other desired services to remain unchanged, such as free curbside bulky item collection and picking extra bags of garbage. The weekly container fee will increase by \$0.10 per 30 gallons of container volume, and by \$0.50 per 30 gallons of container volume for additional carts (customers that have 2 or 3 garbage carts).

The 2024 budget includes the cost to implement the Enterprise Asset Management module. This cost will be allocated among multiple funds that will benefit from it.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000
470500 General Interest	24	115	-	-	-
471000 Interest on Investments	(9,686)	(59,813)	25,000	25,000	25,000
480100 Charges for Service	1,506,362	1,525,709	1,509,243	1,509,243	1,809,243
500400 Sale of City Property	948	3,326	400	400	-
501600 Lease Revenue	400	400	400	400	400
503000 Damage to City Property	8,811	600	-	-	-
507100 Customer Penalty	10,372	11,123	7,000	7,000	7,000
Total Revenue	\$ 3,606,231	\$ 3,570,460	\$ 3,631,043	\$ 3,631,043	\$ 3,930,643
Expenses					
610100 Regular Salaries	\$ 166,366	\$ 183,615	\$ 191,178	\$ 191,178	\$ 205,461
610400 Call Time Wages	2,106	2,448	2,100	2,100	2,100
610500 Overtime Wages	521	536	475	475	500
610800 Part-Time Wages	71	-	-	-	-
615000 Fringes	61,254	69,001	68,516	68,516	77,505
620100 Training/Conferences	-	750	250	250	250
630100 Office Supplies	891	545	900	900	800
630300 Memberships & Licenses	195	200	195	195	200
630400 Postage/Freight	17,093	18,901	22,000	22,000	21,000
630500 Awards & Recognition	1,020	698	945	945	945
632001 City Copy Charges	-	-	1,200	1,200	250
632002 Outside Printing	5,542	6,490	5,600	5,600	6,500
632102 Protective Clothing	1,613	1,302	1,500	1,500	1,500
632300 Safety Supplies	1,070	777	1,050	1,050	1,050
632400 Medical/Lab Supplies	295	210	250	250	250
632700 Miscellaneous Equipment	-	7	-	-	-
640300 Bank Service Fees	2,809	3,827	5,280	5,280	5,280
641200 Advertising	143	-	200	200	150
614300 Utilities	54,559	61,980	61,915	61,915	65,550
642000 Facilities Charges	21,596	22,140	20,998	20,998	26,594
642400 Software Support	3,600	5,291	4,320	4,320	15,850
642501 CEA Operations/Maint.	25,575	19,740	24,068	24,068	23,645
642502 CEA Depreciation/Replace.	11,709	6,157	12,461	12,461	14,143
643000 Health Services	54	-	-	-	-
650100 Insurance	47,580	56,340	48,160	48,160	46,687
659900 Other Contracts/Obligation	718	718	750	750	750
662300 Uncollectable Accounts	147	1,265	500	500	500
681500 Software Acquisition	-	-	45,000	45,000	20,000
Total Expense	\$ 426,527	\$ 462,938	\$ 519,811	\$ 519,811	\$ 537,460

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice printing & mailing	\$ 21,000
	<u>\$ 21,000</u>

Software Support

Tyler Munis Utility Billing	\$ 10,850
Other software	5,000
	<u>\$ 15,850</u>

**CITY OF APPLETON 2024 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 2024 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Services	\$ 81,167	\$ 74,919	\$ 85,000	\$ 85,000	\$ 75,000
501000 Miscellaneous Revenue	-	799	-	-	-
503500 Other Reimbursements	-	400	-	-	-
507100 Customer Penalty	31	39	-	-	-
Total Revenue	\$ 81,198	\$ 76,157	\$ 85,000	\$ 85,000	\$ 75,000
Expenses					
610100 Regular Salaries	\$ 33,641	\$ 26,218	\$ 47,492	\$ 47,492	\$ 47,293
610500 Overtime Wages	6	-	200	200	-
610800 Part-Time Wages	1,159	-	-	-	-
615000 Fringes	11,231	8,316	16,847	16,847	16,629
630300 Memberships & Licenses	125	-	125	125	125
630804 Plant Material	391	344	400	400	400
630901 Shop Supplies	1,291	1,185	1,300	1,300	1,300
630902 Tools & Instruments	1,444	163	1,200	1,200	700
632505 Gravel	260	-	-	-	300
640700 Garbage/Recycling Pickup	10,638	5,331	12,000	12,000	7,000
641301 Electric	1,227	1,100	1,350	1,350	1,350
642501 CEA Operations/Maint.	10,047	10,348	22,542	22,542	22,169
642502 CEA Depreciation/Replace.	4,301	9,851	23,601	23,601	26,388
662300 Uncollectable Accounts	-	11	50	50	50
Total Expense	\$ 75,761	\$ 62,867	\$ 127,107	\$ 127,107	\$ 123,704

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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:

In 2024 we will discontinue providing garbage dumpsters at the Glendale Ave Yard Site. This eliminates a duplication of service that is also provided by Outagamie County, just 3 miles from our facility, and has a positive impact on the life of the landfill. Everything that ends up in our Glendale Ave Yard Site dumpsters goes directly to the garbage cell at the landfill, with nothing being recycled. By redirecting this material to the Outagamie County Resource Recovery Park, approximately 350,000 pounds of garbage will be diverted from the landfill cell each year. The Glendale Ave Yard Site will continue to operate as a recycling site, providing options for disposing of household recycling (i.e., blue cart items), yard waste, grass, metal, appliances, tires, car batteries, antifreeze, and oil. No changes are proposed for the Whitman site.

Starting in 2024, Outagamie County will no longer allow municipalities to participate in their free tire weeks, and will begin charging municipalities \$275/ton of tires delivered to them. To cover this new cost, Public Works will increase the tire fee to \$10 per tire (currently \$5/tire,) and the free tire week program will be discontinued at our Glendale Ave Yard Site. Residents can continue disposing of tires at no cost during free tire weeks if they take them directly to the Outagamie County Resource Recovery Park. Outside of the County free tire week, tires could also be disposed of at the Outagamie County Resource Recovery Park at a rate of \$12/tire.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Service	\$ 6,276	\$ 21,200	\$ 12,675	\$ 12,675	\$ 12,500
490800 Misc Intergov. Charges	172	86	100	100	100
505500 Appliance Tags	26,670	12,483	12,000	12,000	12,000
505600 Tire Tags	2,194	1,599	800	800	1,600
505700 Grass Clipping Fees	34,139	31,308	20,000	20,000	25,000
505800 Overflow Refuse Fees	44,827	51,941	45,000	45,000	45,000
508500 Cash Short or Over	19	21	-	-	-
Total Revenue	\$ 114,297	\$ 118,638	\$ 90,575	\$ 90,575	\$ 96,200
Expenses					
610100 Regular Salaries	\$ 720,361	\$ 677,602	\$ 804,954	\$ 804,954	\$ 811,761
610400 Call Time Wages	420	850	1,200	1,200	1,200
610500 Overtime Wages	14,656	14,072	20,000	20,000	16,000
610800 Part-Time Wages	5,236	837	-	-	-
615000 Fringes	282,073	273,931	321,538	321,538	325,308
630901 Shop Supplies	556	-	600	600	200
630902 Tools & Instruments	-	-	100	100	-
631100 Paint & Supplies	35	76	100	100	100
632200 Gas Purchases	350	-	200	200	200
632700 Miscellaneous Equipment	138,922	81,435	80,500	80,500	80,500
640700 Waste/Recycling Pickup	746	-	-	-	-
640800 Contractor Fees	1,153	4,068	2,000	2,000	2,000
641500 Tipping Fees	1,030,887	1,002,214	1,086,500	1,086,500	1,058,400
642501 CEA Operations/Maint.	521,445	541,174	611,643	611,643	591,698
642502 CEA Depreciation/Replace.	311,442	343,057	453,258	453,258	499,741
650302 Equipment Rent	24	24	24	24	25
Total Expense	\$ 3,028,306	\$ 2,939,340	\$ 3,382,617	\$ 3,382,617	\$ 3,387,133

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Replacement automated containers	\$ 74,000
Rolloff Box	3,000
Misc equipment (wheels, lids, etc.)	3,500
	<u>\$ 80,500</u>

Tipping Fees

Residential/curbside pickup	
19,600 tons x \$54/ton	1,058,400
	<u>\$ 1,058,400</u>

**CITY OF APPLETON 2024 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 third 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 inspected the site on April 19, 2023. Discussions included continual 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 2024 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 4,170	\$ 11,234	\$ 8,898	\$ 8,898	\$ 8,898
610800 Part-Time Wages	217	-	-	-	-
615000 Fringes	1,476	4,477	2,450	2,450	1,347
640400 Consulting Services	87,411	69,933	80,295	107,921	76,000
640800 Contractor Fees	9,980	-	-	-	-
641300 Utilities	3,885	4,336	4,960	4,960	4,985
642000 Facilities Charges	2,590	18,362	1,853	1,853	2,347
642501 CEA Operations/Maint.	852	651	1,303	1,303	1,636
642502 CEA Depreciation/Replace.	1,122	175	1,000	1,000	3,736
645400 Grounds Repair & Maintenance	1,510	20,437	38,400	38,400	44,000
650100 Insurance	10,823	10,823	10,700	10,700	10,373
659900 Other Contracts/Obligation	740	2,400	760	760	2,900
Total Expense	<u>\$ 124,776</u>	<u>\$ 142,828</u>	<u>\$ 150,619</u>	<u>\$ 178,245</u>	<u>\$ 156,222</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

DNR required operations and monitoring	\$ 61,000
Well replacement	15,000
	<u>\$ 76,000</u>

Grounds Repair & Maintenance

Mowing contractor	\$ 15,000
Ditch cleaning contractor	11,000
Cap repair contractor	18,000
	<u>\$ 44,000</u>

**CITY OF APPLETON 2024 BUDGET
SANITATION**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
411000 Property Tax	2,089,000	2,089,000	-	2,089,000	2,089,000	2,089,000
471000 Interest on Investments	(9,660)	(59,698)	1,659	25,000	25,000	25,000
480100 General Charges for Service	1,593,806	1,621,828	2,189	1,606,918	1,606,918	1,896,743
490800 Misc Intergovernmental Charges	173	86	-	100	100	100
500400 Sale of City Property	949	3,326	-	400	400	-
501000 Miscellaneous Revenue	-	799	-	-	-	-
501600 Lease Revenue	400	400	-	400	400	400
503000 Damage to City Property	8,811	600	-	-	-	-
503500 Other Reimbursements	-	400	-	-	-	-
505500 Appliance Tags	26,670	12,483	2,605	12,000	12,000	12,000
505600 Tire Tags	2,195	1,599	284	800	800	1,600
505700 Grass Clipping Fees	34,139	31,308	40	20,000	20,000	25,000
505800 Overflow Refuse Fees	44,827	51,941	16,737	45,000	45,000	45,000
507100 Customer Penalty	10,404	11,162	-	7,000	7,000	7,000
508500 Cash Short or Over	20	21	(1)	-	-	-
TOTAL PROGRAM REVENUES	<u>3,801,734</u>	<u>3,765,255</u>	<u>23,513</u>	<u>3,806,618</u>	<u>3,806,618</u>	<u>4,101,843</u>
Personnel						
610100 Regular Salaries	83,922	91,876	26,654	-	-	-
610200 Labor Pool Allocations	738,350	720,977	198,196	1,048,772	1,048,772	1,070,113
610400 Call Time Wages	2,526	3,298	574	3,300	3,300	3,300
610500 Overtime Wages	15,183	14,608	1,430	20,675	20,675	16,500
610800 Part-Time Wages	6,684	837	-	-	-	-
611000 Other Compensation	2,845	3,211	2,851	3,750	3,750	3,300
611400 Sick Pay	3,859	663	11,011	-	-	-
611500 Vacation Pay	95,560	81,942	11,323	-	-	-
615000 Fringes	356,034	355,725	92,469	409,351	409,351	420,789
TOTAL PERSONNEL	<u>1,304,963</u>	<u>1,273,137</u>	<u>344,508</u>	<u>1,485,848</u>	<u>1,485,848</u>	<u>1,514,002</u>
Training~Travel						
620100 Training/Conferences	-	750	-	250	250	250
TOTAL TRAINING / TRAVEL	<u>-</u>	<u>750</u>	<u>-</u>	<u>250</u>	<u>250</u>	<u>250</u>
Supplies						
630100 Office Supplies	891	545	90	900	900	800
630300 Memberships & Licenses	320	200	206	320	320	325
630400 Postage/Freight	17,093	18,901	6,111	22,000	22,000	21,000
630500 Awards & Recognition	1,020	698	13	945	945	945
630804 Plant Material	391	344	298	400	400	400
630901 Shop Supplies	1,848	1,185	268	1,900	1,900	1,500
630902 Tools & Instruments	1,444	163	14	1,300	1,300	700
631100 Paint & Supplies	35	76	-	100	100	100
632001 City Copy Charges	-	-	-	1,200	1,200	250
632002 Outside Printing	5,542	6,490	902	5,600	5,600	6,500
632102 Protective Clothing	1,613	1,302	165	1,500	1,500	1,500
632200 Gas Purchases	350	-	-	200	200	200
632300 Safety Supplies	1,070	777	143	1,050	1,050	1,050
632400 Medical/Lab Supplies	295	210	71	250	250	250
632505 Gravel	260	-	-	-	-	300
632700 Miscellaneous Equipment	138,922	81,442	6,585	80,500	80,500	80,500
TOTAL SUPPLIES	<u>171,094</u>	<u>112,333</u>	<u>14,866</u>	<u>118,165</u>	<u>118,165</u>	<u>116,320</u>

**CITY OF APPLETON 2024 BUDGET
SANITATION**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Purchased Services						
640300 Bank Service Fees	2,809	3,827	462	5,280	5,280	5,280
640400 Consulting Services	87,411	69,933	9,009	80,295	107,921	76,000
640700 Solid Waste/Recycling Pickup	11,384	5,331	1,734	12,000	12,000	7,000
640800 Contractor Fees	11,133	4,068	50	2,000	2,000	2,000
641200 Advertising	143	-	-	200	200	150
641301 Electric	19,172	23,806	5,468	21,505	21,505	24,200
641302 Gas	5,535	8,155	5,599	7,950	7,950	8,505
641303 Water	4,305	4,003	810	5,000	5,000	5,000
641304 Sewer	2,344	2,321	456	2,600	2,600	2,800
641306 Stormwater	26,770	27,554	7,926	29,780	29,780	29,780
641308 Cellular Phones	1,546	1,577	446	1,390	1,390	1,600
641500 Tipping Fees	1,030,887	1,002,214	213,981	1,086,500	1,086,500	1,058,400
641800 Equipment Repairs & Maint.	-	-	4,772	-	-	-
642000 Facilities Charges	24,185	40,502	1,671	22,851	22,851	28,941
642400 Software Support	3,600	5,291	113,442	4,320	4,320	15,850
642501 CEA Operations/Maint.	557,919	571,913	75,699	659,556	659,556	639,148
642502 CEA Depreciation/Replace.	328,574	359,240	-	490,320	490,320	544,008
643000 Health Services	54	-	-	-	-	-
645400 Grounds Repair & Maintenance	1,510	20,437	-	38,400	38,400	44,000
650100 Insurance	58,403	67,163	24,525	58,860	58,860	57,060
650302 Equipment Rent	24	24	24	24	24	25
659900 Other Contracts/Obligation	1,458	3,118	-	1,510	1,510	3,650
TOTAL PURCHASED SVCS	<u>2,179,166</u>	<u>2,220,477</u>	<u>466,074</u>	<u>2,530,341</u>	<u>2,557,967</u>	<u>2,553,397</u>
Miscellaneous Expense						
662300 Uncollectable Accounts	147	1,276	-	550	550	550
681500 Software Acquisition	-	-	8,140	45,000	45,000	20,000
TOTAL MISCELLANEOUS EXP	<u>147</u>	<u>1,276</u>	<u>8,140</u>	<u>45,550</u>	<u>45,550</u>	<u>20,550</u>
Transfers						
791400 Transfer Out - Capital Project	-	-	-	-	-	-
TOTAL TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSE	<u><u>3,655,370</u></u>	<u><u>3,607,973</u></u>	<u><u>833,588</u></u>	<u><u>4,180,154</u></u>	<u><u>4,207,780</u></u>	<u><u>4,204,519</u></u>

**CITY OF APPLETON 2024 BUDGET
SANITATION FUND**

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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Property Taxes	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000
Interest Income	(9,660)	(59,697)	25,000	25,000	25,000
Charges for Services	1,701,810	1,719,245	1,684,818	1,684,818	1,980,443
Sale of City Property	949	3,326	400	400	-
Other	19,635	13,382	7,400	7,400	7,400
Total Revenues	<u>3,801,734</u>	<u>3,765,261</u>	<u>3,806,618</u>	<u>3,806,618</u>	<u>4,101,843</u>
Expenses					
Program Costs	<u>3,655,370</u>	<u>3,607,968</u>	<u>4,180,154</u>	<u>4,180,154</u>	<u>4,204,519</u>
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	-	-	-	-
Net Change in Equity	146,364	157,293	(373,536)	(373,536)	(102,676)
Fund Balance - Beginning	<u>1,574,278</u>	<u>1,720,639</u>	<u>1,877,932</u>	<u>1,877,932</u>	<u>1,504,396</u>
Fund Balance - Ending	<u>\$ 1,720,639</u>	<u>\$ 1,877,932</u>	<u>\$ 1,504,396</u>	<u>\$ 1,504,396</u>	<u>\$ 1,401,720</u>

**CITY OF APPLETON 2024 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	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 1,274,087	\$ 1,280,469	\$ 1,250,000	\$ 1,250,000	\$ 1,280,000	2.40%
Program Expenses		\$ 1,274,087	\$ 1,280,469	\$ 1,250,000	\$ 1,250,000	\$ 1,280,000	2.40%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Training & Travel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Transfers Out	1,274,087	1,280,469	1,250,000	1,250,000	1,280,000	2.40%

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
415000 Wheel Tax	\$ 1,274,087	\$ 1,280,469	\$ 1,250,000	\$ 1,250,000	\$ 1,280,000
Total Revenue	<u>\$ 1,274,087</u>	<u>\$ 1,280,469</u>	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,280,000</u>
Expenses					
791100 Transfer Out - Gen Fund	1,274,087	1,280,469	1,250,000	1,250,000	1,280,000
Total Expense	<u>\$ 1,274,087</u>	<u>\$ 1,280,469</u>	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,280,000</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
WHEEL TAX FUND**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Wheel Tax	\$ 1,274,087	\$ 1,280,469	\$ 1,250,000	\$ 1,250,000	\$ 1,280,000
Total Revenues	<u>1,274,087</u>	<u>1,280,469</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>1,280,000</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	1,274,087	1,280,469	1,250,000	1,250,000	1,280,000
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	(1,274,087)	(1,280,469)	(1,250,000)	(1,250,000)	(1,280,000)
Total Other Financing Sources (Uses)	<u>(1,274,087)</u>	<u>(1,280,469)</u>	<u>(1,250,000)</u>	<u>(1,250,000)</u>	<u>(1,280,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2024 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	302,265	Projects, pg. 606
Grade and Gravel Program	235,952	Projects, pg. 612
Sidewalk Program	63,146	Projects, pg. 614
	<u>\$ 601,363</u>	

Major changes in Revenue, Expenditures, or Programs:

Street Construction Concrete Pavement R-1 Zoning, the special assessment rate for assessable items, is proposed to be changed from 75% to 100%. The proposed change is being prompted by a more equitable capture of costs associated with roadway projects. R-1, R-2, and all other zoning are assessed at the same rate for every other type of infrastructure improvement. This change will make the assessment for concrete construction in line with other improvements.

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2021	2022	Adopted 2023	Amended 2023		2024
	Program Revenues	\$ 591,647	\$ 1,346,511	\$ 902,495	\$ 902,495	\$ 224,625	-75.11%
	Program Expenses	\$ 711,271	\$ 1,360,635	\$ 1,204,516	\$ 1,204,516	\$ 601,363	-50.07%
Expenses Comprised Of:							
	Personnel	152,075	99,286	138,394	138,394	39,058	-71.78%
	Supplies & Materials	81,025	79,188	14,264	14,264	211,288	1381.27%
	Purchased Services	48,079	23,328	20,000	20,000	25,275	26.38%
	Capital Expenditures	430,092	1,158,833	1,031,858	1,031,858	325,742	-68.43%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
411000 Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -
461400 Miscellaneous Specials	493,191	539,894	313,410	313,410	199,125
471000 Interest on Investments	(4,126)	(15,952)	20,000	20,000	20,000
473000 Interest - Deferred Specials	7,412	6,110	7,000	7,000	5,500
503500 Other Reimbursements	95,170	316,459	562,085	562,085	-
591000 Proceeds of Long-term debt	-	500,000	-	-	250,000
Total Revenue	\$ 591,647	\$ 1,346,511	\$ 902,495	\$ 902,495	\$ 474,625
Expenses					
610100 Regular Salaries	\$ 104,379	\$ 69,571	\$ 100,204	\$ 100,204	32,732
610500 Overtime Wages	4,969	1,190	3,000	3,000	500
610800 Part-Time Wages	908	361	3,462	3,462	250
615000 Fringes	41,819	28,164	31,728	31,728	5,576
630804 Plant Material	4,012	6,186	8,264	8,264	5,000
630901 Shop Supplies	-	-	-	-	-
632503 Other Materials	2,154	263	-	-	-
632507 Asphalt	72,041	72,724	3,000	3,000	197,488
632800 Signs	2,818	15	3,000	3,000	8,800
640400 Consulting Services	19,896	231	5,000	5,000	5,000
642501 CEA Operations/Maint.	7,935	8,256	8,000	8,000	6,000
642502 CEA Depreciation/Replace.	20,248	14,841	7,000	7,000	14,275
680901 Streets	350,184	998,676	958,990	958,990	273,465
680902 Sidewalks	79,908	160,157	72,868	72,868	52,277
Total Expense	\$ 711,271	\$ 1,360,635	\$ 1,204,516	\$ 1,204,516	\$ 601,363

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

2024	Street	From	To	4010
Labor Pool				39,058
CEA				20,275
Sidewalk - new				42,277
Sidewalk - 6 month waivers				10,000
Subtotal				52,277
Temp Surface after G&G	Sweetwater Way	Haymeadow Ave	cds	30,620
	Aquamarine Ave	Providence Ave	Jasper Ln	24,636
	Jasper Ln	Sunstone Pl	Aquamarine Ave	11,172
	Tulip Trl	Gladiouls Pl	Gardenia Dr	8,180
	Goldengate Dr	Callalily Ln	Begonia Dr	29,124
	Callalily Ln	Goldengate Dr	Begonia Dr	24,636
	Gladiolus Dr	Begonia	Goldengate Dr	22,242
	Gladiolus Dr	Goldengate Dr	cds	34,210
	Goldengate Dr	Gladiouls Pl	Callalily Ln	12,668
Subtotal				197,488
Material Testing				5,000
Subtotal				5,000
New Concrete (Non-Escrow)	Amethyst Dr	Bluetopaz Dr	Aquamarine Dr	236,240
	Clearfield Ct	w/o Haymeadow		51,025
Subtotal				287,265
Total Paving				\$ 601,363

CITY OF APPLETON 2024 BUDGET

SUBDIVISION DEVELOPMENT FUND

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assessments	493,191	539,894	313,410	313,410	199,125
Interest Income	3,286	(9,840)	27,000	27,000	25,500
Other	95,170	316,460	562,085	562,085	-
Total Revenues	591,647	846,514	902,495	902,495	224,625
Expenses					
Program Costs	711,272	1,360,635	1,204,516	1,204,516	601,363
Total Expenses	711,272	1,360,635	1,204,516	1,204,516	601,363
Revenues over (under) Expenses	(119,625)	(514,121)	(302,021)	(302,021)	(376,738)
Other Financing Sources (Uses)					
Proceeds of Long-term Debt	-	500,000	-	-	250,000
Total Other Financing Sources (Uses)	-	500,000	-	-	250,000
Net Change in Equity	(119,625)	(14,121)	(302,021)	(302,021)	(126,738)
Fund Balance - Beginning	934,577	814,952	800,831	800,831	498,810
Fund Balance - Ending	\$ 814,952	\$ 800,831	\$ 498,810	\$ 498,810	\$ 372,072
Unreserved Designated Fund Balance Policy Compliance					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					340,159
<i>Maximum - 80% of the most recent five-year average of subdivision development expenditures</i>					
2023 projected		1,204,516			
2022 actual		1,360,635			
2021 actual		711,272			
2020 actual		1,026,229			
2019 actual		770,580			
					811,717

**CITY OF APPLETON 2024 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
Asphalt Paving Program	\$ 252,070	Projects, pg. 602
Concrete Paving Program	2,793,944	Projects, pg. 606
Grade and Gravel Program	533,154	Projects, pg. 612
Sidewalk Program	325,151	Projects, pg. 614
Public Safety Camera Program	90,000	Projects, pg. 634
Pedestrian Crosswalk Safety Enhancements	60,000	Projects, pg. 601
	<u>4,054,319</u>	

Major program changes:

The Public Works Capital Projects Fund has been increased in 2024 as previously planned, but remains within previously established goals to meet overall borrowing goals for City projects.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 191,842	\$ 124,704	\$ 107,485	\$ 107,485	\$ 8,285	-92.29%
Program Expenses		\$ 6,767,111	\$ 4,731,619	\$ 2,449,120	\$ 3,487,308	\$ 4,054,319	65.54%
Expenses Comprised Of:							
Personnel		618,023	359,666	675,566	675,566	750,490	11.09%
Supplies & Materials		899,806	600,032	515,485	455,609	311,916	-39.49%
Purchased Services		646,271	134,250	391,732	422,189	369,198	-5.75%
Capital Expenditures		4,603,011	3,637,671	866,337	1,933,944	2,622,715	202.74%

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ 183,860	\$ -	\$ -	\$ -
471000 Interest on Investments	(22,883)	(64,105)	8,285	8,285	8,285
503500 Other Reimbursements	214,725	4,949	99,200	99,200	-
591000 Proceeds of Long-term Debt	6,309,000	4,944,500	2,200,000	2,200,000	4,046,000
Total Revenue	\$ 6,500,842	\$ 5,069,204	\$ 2,307,485	\$ 2,307,485	\$ 4,054,285
Expenses					
610100 Regular Salaries	\$ 12,582	\$ 9,114	\$ -	\$ -	\$ -
610200 Labor Pool Allocations	417,074	241,723	485,068	485,068	535,657
610500 Overtime Wages	17,650	5,621	8,000	8,000	8,000
610800 Part-Time Wages	9,684	1,251	3,461	3,461	3,461
615000 Fringes	161,032	101,957	179,037	179,037	203,372
630804 Plant Material	15,200	5,038	1,094	1,094	5,401
632503 Other Materials	4,317	2,326	61,925	61,925	-
632505 Gravel	1,929	-	-	-	-
632507 Asphalt	659,201	107,955	108,766	108,766	185,215
632510 Street Lights	190,825	348,006	157,000	-	25,000
632700 Miscellaneous Equipment	-	122,371	181,100	278,224	90,000
632800 Signs	28,335	14,336	5,600	5,600	6,300
640400 Consulting Services	11,843	40,449	100,000	130,457	179,850
640800 Contractor Fees	461,945	13,856	174,423	174,423	66,034
641500 Tipping Fees	-	-	-	-	-
642501 CEA Operations/Maint.	80,907	19,561	46,840	46,840	63,540
642502 CEA Depreciation/Replace.	90,283	26,139	50,469	50,469	59,774
659900 Other Contracts/Obligations	1,294	25,000	-	-	-
680100 Land	190,773	9,245	20,000	20,000	68,000
680901 Streets	4,152,976	3,125,807	808,713	1,710,911	2,270,675
680902 Sidewalks	333,074	496,898	57,624	57,624	284,040
680999 Other Infrastructure	(73,813)	14,966	-	165,409	-
Total Expense	\$ 6,767,111	\$ 4,731,619	\$ 2,449,120	\$ 3,487,308	\$ 4,054,319

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Asphalt</u>		<u>Contractor Fees</u>	
Grade & Gravel program	\$ 136,612	Concrete paving program	\$ 38,500
Asphalt paving program	48,603	Asphalt paving program	21,429
	<u>\$ 185,215</u>	Grade & Gravel program	6,105
			<u>\$ 66,034</u>
<u>Street Lights</u>		<u>Land</u>	
Concrete paving program	\$ 15,000	ROW Concrete paving	\$ 68,000
Pedestrian Crossing	10,000		<u>\$ 68,000</u>
	<u>\$ 25,000</u>		
<u>Miscellaneous Equipment</u>		<u>Streets</u>	
Camera program	\$ 90,000	Concrete paving program	\$ 1,952,439
	<u>\$ 90,000</u>	Asphalt paving program	160,736
		Grade & Gravel program	107,500
		Pedestrian Crossing	50,000
			<u>\$ 2,270,675</u>
<u>Consulting Services</u>		<u>Sidewalks</u>	
Concrete paving program	\$ 179,850	Concrete paving program	\$ 228,240
	<u>\$ 179,850</u>	Asphalt paving program	55,800
			<u>\$ 284,040</u>

**CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS PROJECTS**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Intergovernmental	\$ 170,667	\$ 183,860	\$ -	\$ -	\$ -
Interest Income (Loss)	(22,883)	(64,105)	8,285	8,285	8,285
Other	214,725	4,949	99,200	99,200	-
Total Revenues	<u>362,509</u>	<u>124,704</u>	<u>107,485</u>	<u>107,485</u>	<u>8,285</u>
Expenses					
Program Costs	6,767,111	4,731,619	2,449,120	2,449,120	4,054,319
Total Expenses	<u>6,767,111</u>	<u>4,731,619</u>	<u>2,449,120</u>	<u>2,449,120</u>	<u>4,054,319</u>
Revenues over (under) Expenses	(6,404,602)	(4,606,915)	(2,341,635)	(2,341,635)	(4,046,034)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	6,309,000	4,944,500	2,200,000	2,200,000	4,046,000
Transfer In - General Fund	-	-	-	-	-
Transfer In - Capital Projects	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>6,309,000</u>	<u>4,944,500</u>	<u>2,200,000</u>	<u>2,200,000</u>	<u>4,046,000</u>
Net Change in Equity	(95,602)	337,585	(141,635)	(141,635)	(34)
Fund Balance - Beginning	<u>2,244,066</u>	<u>2,148,464</u>	<u>2,486,049</u>	<u>2,486,049</u>	<u>2,344,414</u>
Fund Balance - Ending	<u>\$ 2,148,464</u>	<u>\$ 2,486,049</u>	<u>\$ 2,344,414</u>	<u>\$ 2,344,414</u>	<u>\$ 2,344,380</u>

CITY OF APPLETON 2024 BUDGET

PARKING UTILITY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2024 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 2023 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 approximately \$700,000 of Yellow, Green, and Red Ramp repairs per consultant structural condition reports

Continued ongoing program of meter mechanism, housing, and bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Continued to work with potential and new downtown development to accommodate parking needs

Transitioned TIBA ramp entry software from desktop-based to cloud-based to eliminate hardware-related issues

Investigated credit card "Chip and Tap" system to improve user payment efficiency as part of TIBA cloud upgrade

Acquired hot water pressure washer to improve ramp cleaning operations, especially during cold weather

Began first year of in-house snow removal for parking facilities (previously contracted)

CITY OF APPLETON 2024 BUDGET PARKING UTILITY

MAJOR 2024 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 approximately \$1.6M in ramp repairs per 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 downtown development to accommodate parking needs
- Coordinate with Library Project staff on reconfiguration of the Library Plaza Lot
- Perform consultant structure condition report for Yellow Ramp skywalk
- Begin implementing credit card "Chip and Tap" system to improve user payment efficiency as part of TIBA cloud upgrade

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 1,729,429	\$ 3,290,379	\$ 2,491,525	\$ 2,735,525	\$ 3,447,601	38.37%
Program Expenses							
5110	Administration	737,609	780,096	788,556	788,556	821,966	4.24%
5120	Operations & Maint.	797,368	841,837	1,972,342	2,313,282	2,946,246	49.38%
5130	Enforcement	182,564	181,035	219,726	219,726	236,438	7.61%
TOTAL		\$ 1,717,541	\$ 1,802,968	\$ 2,980,624	\$ 3,321,564	\$ 4,004,650	34.36%
Expenses Comprised Of:							
	Personnel	669,030	629,291	836,392	836,392	835,613	-0.09%
	Training & Travel	-	5	-	-	-	N/A
	Supplies & Materials	88,336	76,662	132,350	147,350	174,350	31.73%
	Purchased Services	483,109	508,447	578,491	629,431	738,287	27.62%
	Miscellaneous Expense	526,241	549,300	512,838	512,838	542,450	5.77%
	Capital Expenditures	(58,475)	(50,100)	911,253	1,186,253	1,700,000	86.56%
	Transfers Out	9,300	89,363	9,300	9,300	13,950	50.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.38	11.38	10.55	10.55	10.55	

* % change from prior year adopted budget

**CITY OF APPLETON 2024 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
- Continue working with other City Departments and stakeholders to ensure safety/security and improve user experience in our community and parking ramps

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
470500 General Interest	\$ 2,931	\$ (33)	\$ 1,000	\$ 1,000	\$ 1,000
471000 Interest on Investments	(8,809)	(32,221)	10,000	10,000	10,000
501000 Miscellaneous Revenue	1	1	1	1	1
503500 Other Reimbursements	640	9,191	1,000	1,000	1,000
592200 Transfer In - Special Revenue	-	1,200,000	300,000	544,000	1,150,000
Total Revenue	\$ (5,237)	\$ 1,176,938	\$ 312,001	\$ 556,001	\$ 1,162,001
Expenses					
610100 Regular Salaries	\$ 98,505	\$ 37,021	\$ 100,154	\$ 100,154	\$ 94,023
610400 Call Time Wages	22	86	-	-	-
610500 Overtime Wages	282	1,730	1,000	1,000	1,000
615000 Fringes	(10,348)	(20,568)	39,155	39,155	33,473
620100 Training/Conferences	-	5	-	-	-
630100 Office Supplies	229	91	250	250	250
630300 Memberships & Licenses	695	-	-	-	-
630400 Postage/Freight	100	-	500	500	500
630500 Awards & Recognition	439	1,313	350	350	1,550
630901 Shop Supplies & Tools	3,883	3,926	5,000	5,000	3,800
632002 Outside Printing	-	30	-	-	-
632102 Protective Clothing	323	177	200	200	200
632300 Safety Supplies	139	130	500	500	500
632700 Miscellaneous Equipment	234	8	1,000	1,000	1,000
640100 Accounting/Audit Fees	2,720	2,775	3,000	3,000	3,000
640300 Bank Service Fees	24,054	39,760	33,428	33,428	39,500
641307 Utilities	4,938	2,901	2,611	2,611	2,611
641800 Equipment Repairs & Maint.	5,172	-	2,400	2,400	2,700
642000 Facilities Charges	2,880	579	1,235	1,235	1,564
645100 Laundry Services	3,286	1,866	2,500	2,500	2,500
650100 Insurance	63,948	69,036	72,560	72,560	76,770
659900 Other Contracts/Obligation	567	567	575	575	625
660100 Depreciation Expense	498,703	527,012	494,000	494,000	528,000
672000 Interest Payments	27,538	22,288	18,838	18,838	14,450
791100 Trsf Out - General Fund	9,300	9,300	9,300	9,300	13,950
791400 Trsf Out - Capital Project	-	80,063	-	-	-
Total Expense	\$ 737,609	\$ 780,096	\$ 788,556	\$ 788,556	\$ 821,966

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Bank Services

Bank Charges	\$ 8,400
Investment Fees	960
Credit Card Fees	25,872
Armored Collection Service	4,268
Total	\$ 39,500

**CITY OF APPLETON 2024 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. Stair maintenance and repairs- all ramps
 2. Concrete patching - all ramps
 3. Crack filling/joint repair - all ramps
 4. Miscellaneous elevator maintenance and repairs - all ramps
 5. Drainage system repairs/maintenance - all ramps
 6. Electrical repairs - Yellow Ramp and Green Ramp

Any new or priority repairs beyond those identified in the 2022 Structural Condition Assessment Update could defer some of the work listed above

Complete Parking Utility signage and structure renovations, as shown in the Capital Projects section of the budget, as follows:

	<u>2024 Budget</u>	<u>Page</u>
Parking Utility Signage and Structural Renos	\$ 1,700,000	Projects, pg. 651
	<u>\$ 1,700,000</u>	

Major changes in Revenue, Expenditures, or Programs:

Metered parking, daily ramp entrance fees, and ramp pass sales revenue remained lower than normal in 2023 as a lingering effect of the COVID-19 pandemic. Similar reductions, although less significant, are expected to linger into 2024. The Utility is experiencing a positive trend in usage, but has not returned to pre-COVID conditions.

In an effort to increase safety, security and cleanliness in the parking ramps, additional contracted services for patrol hours have been included in Contractor Fees. Additional budget amounts have also been added to contracted services for commercial cleaning service response on an as-needed basis.

The 2024 Parking Utility operations and budget includes the second project of structural improvements identified in the 2022 Structural Condition Assessment Update.

Yellow Ramp pay-on-foot equipment will be updated in 2024. Software and user options are in need of upgrades.

This budget reflects complete elimination of revenues and expenses for the Library parking lot in 2024 due to the Library project.

Other Capital Outlay includes funds to further expand upon wayfinding signage and a marketing campaign to increase use of the ramps and welcome visitors and employees to the downtown area.

CITY OF APPLETON 2024 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
484100 Metered Parking	\$ 405,704	\$ 478,332	\$ 400,000	\$ 400,000	\$ 450,000
484600 Parking Meter Hood Fees	55,454	77,432	25,000	25,000	45,000
485000 Daily Entrance Fees	363,329	642,199	747,864	747,864	790,000
485200 Pass Sales	657,781	573,184	656,060	656,060	650,000
503000 Damage to City Property	2,268	2,654	-	-	-
508500 Cash Short or Over	747	990	-	-	-
Total Revenue	\$ 1,485,283	\$ 1,774,791	\$ 1,828,924	\$ 1,828,924	\$ 1,935,000
Expenses					
610100 Regular Salaries	\$ 281,147	\$ 278,854	\$ 321,538	\$ 321,538	\$ 325,301
610400 Call Time Wages	478	1,764	3,000	3,000	3,000
610500 Overtime Wages	5,790	9,714	11,700	11,700	11,700
610800 Part-Time Wages	8,266	17,329	23,078	23,078	22,315
615000 Fringes	136,504	148,222	153,845	153,845	147,624
630600 Building Maint./Janitorial	16,140	15,986	18,000	18,000	18,000
631100 Paint & Supplies	435	385	2,000	2,000	2,000
632002 Outside Printing	3,163	4,644	4,700	4,700	4,700
632508 Ice Control Materials	5,982	4,765	15,000	15,000	15,000
632601 Repair Parts	10,884	8,437	21,000	21,000	25,000
632700 Miscellaneous Equipment	35,670	35,680	49,200	49,200	75,700
632800 Signs	5,290	1,047	5,500	20,500	18,500
640400 Consulting Services	13,797	36,200	40,000	46,940	90,000
640700 Solid Waste/Recycling	2,019	2,289	2,500	2,500	2,600
640800 Contractor Fees	19,382	20,494	24,600	24,600	93,300
640900 Inspection Fees	1,675	4,272	3,700	3,700	3,700
641301 Utilities	134,650	136,521	127,150	127,150	160,230
641600 Building Repairs & Maint.	43,426	30,903	75,000	119,000	75,000
641800 Equipment Repairs & Maint.	39,273	32,651	38,240	38,240	38,240
642400 Software Support	900	1,080	25,960	25,960	10,960
642501 CEA Equip. Rental	38,783	46,271	56,318	56,318	54,376
644000 Snow Removal Services	31,356	13,284	-	-	-
659900 Other Contracts/Obligation	20,833	41,145	39,060	39,060	49,000
680200 Land Improvements	-	-	561,253	561,253	-
680300 Buildings	113,936	298,377	350,000	625,000	1,600,000
689900 Other Capital Outlay	(172,411)	(348,477)	-	-	100,000
Total Expense	\$ 797,368	\$ 841,837	\$ 1,972,342	\$ 2,313,282	\$ 2,946,246

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Building Maint./Janitorial</u>		<u>Building Repairs & Maint.</u>	
Building maintenance	\$ 2,000	Misc. ramp repairs	\$ 9,500
Cleaning supplies	6,000	Yellow Ramp Electrical rehab	65,500
Deck sealer - Yellow Ramp	10,000		<u>\$ 75,000</u>
	<u>\$ 18,000</u>	<u>Equipment Repairs & Maint.</u>	
<u>Repair Parts</u>		Elevator service contract	\$ 18,240
Misc. meter repair parts	\$ 8,000	TAPCO Electrical repairs	20,000
Traffic & parking control parts	17,000		<u>\$ 38,240</u>
	<u>\$ 25,000</u>	<u>Other Contracts/Obligations</u>	
<u>Miscellaneous Equipment</u>		Washington Square security	\$ 6,000
Meter mechs/housings	\$ 35,700	Parker Call Center Service	8,400
Yellow Ramp pay-on-foot equipment	40,000	PassPort Meter Fees	34,600
	<u>\$ 75,700</u>		<u>\$ 49,000</u>
<u>Signs</u>		<u>Buildings</u>	
PassPort Meter App signs	\$ 3,500	Desman Structural Repairs	\$ 1,600,000
LED signage for ramps	\$ 15,000		<u>\$ 1,600,000</u>
	<u>\$ 18,500</u>	<u>Other Capital Outlay</u>	
<u>Consulting Services</u>		Wayfinding signs with	
Update 2022 report, structural repairs	\$ 70,000	marketing campaign	\$ 100,000
Yellow Ramp skywalk inspection/report	\$ 20,000		<u>\$ 100,000</u>
	<u>\$ 90,000</u>		
<u>Contractor Fees</u>			
Street/ramp line painting	\$ 21,900		
Parking ramp security	57,000		
Contracted cleaning	14,400		
	<u>\$ 93,300</u>		

**CITY OF APPLETON 2024 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 2024 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
452000 Parking Violations	\$ 249,170	\$ 338,250	\$ 350,000	\$ 350,000	\$ 350,000
503500 Other Reimbursements	213	400	600	600	600
Total Revenue	\$ 249,383	\$ 338,650	\$ 350,600	\$ 350,600	\$ 350,600
Expenses					
610100 Regular Salaries	\$ 104,259	\$ 101,102	\$ 124,887	\$ 124,887	\$ 131,481
610500 Overtime Wages	1,053	828	1,000	1,000	1,000
615000 Fringes	43,071	53,209	57,035	57,035	64,696
632001 Printing & Reproduction	3,516	-	8,150	8,150	7,150
632601 Repair Parts	-	-	1,000	1,000	500
632700 Miscellaneous Equipment	1,213	43	-	-	-
641308 Cellular Phones	480	926	1,452	1,452	1,452
641800 Equipment Repairs & Maint.	13,600	13,600	14,000	14,000	14,000
642501 CEA Equip. Rental	12,067	7,107	9,702	9,702	12,159
659900 Other Contracts/Obligation	3,305	4,220	2,500	2,500	4,000
Total Expense	\$ 182,564	\$ 181,035	\$ 219,726	\$ 219,726	\$ 236,438

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
PARKING UTILITY**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
452000 Parking Violations	249,170	338,250	118,884	350,000	350,000	350,000
470500 General Interest	2,931	(33)	-	1,000	1,000	1,000
471000 Interest on Investments	(8,809)	(32,221)	2,115	10,000	10,000	10,000
484100 Metered Parking	405,704	478,332	153,283	400,000	400,000	450,000
484600 Parking Meter Hood Fees	55,454	77,432	19,526	25,000	25,000	45,000
485000 Daily Entrance Fees	363,329	642,199	275,944	747,864	747,864	1,440,000
485200 Pass Sales	657,781	573,184	274,119	656,060	656,060	-
501000 Miscellaneous Revenue	1	1	1	1	1	1
503000 Damage to City Property	2,268	2,654	-	-	-	-
503500 Other Reimbursements	853	9,591	68	1,600	1,600	1,600
508500 Cash Short or Over	747	990	100	-	-	-
592200 Transfer In - Special Revenue	-	1,200,000	-	300,000	544,000	1,150,000
TOTAL PROGRAM REVENUES	<u>1,729,429</u>	<u>3,290,379</u>	<u>844,040</u>	<u>2,491,525</u>	<u>2,735,525</u>	<u>3,447,601</u>
Personnel						
610100 Regular Salaries	424,667	384,838	108,067	544,834	544,834	549,060
610200 Labor Pool Allocations	-	22,488	6,694	-	-	-
610400 Call Time Wages	500	1,850	651	3,000	3,000	3,000
610500 Overtime Wages	7,124	12,272	5,841	13,700	13,700	13,700
610800 Part-Time Wages	8,266	17,329	7,429	23,078	23,078	22,315
611000 Other Compensation	1,315	1,386	1,260	1,745	1,745	1,745
611400 Sick Pay	3,491	(40,196)	-	-	-	-
611500 Vacation Pay	54,440	48,461	15,712	-	-	-
615000 Fringes	214,123	227,003	60,684	250,035	250,035	245,793
617000 Pension Expense	(44,070)	(43,033)	-	-	-	-
617100 OPEB Expense	(826)	(3,107)	-	-	-	-
TOTAL PERSONNEL	<u>669,030</u>	<u>629,291</u>	<u>206,338</u>	<u>836,392</u>	<u>836,392</u>	<u>835,613</u>
Training~Travel						
620100 Training/Conferences	-	5	-	-	-	-
TOTAL TRAINING / TRAVEL	<u>-</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Supplies						
630100 Office Supplies	229	91	63	250	250	250
630300 Memberships & Licenses	695	-	-	-	-	-
630400 Postage/Freight	100	-	-	500	500	500
630500 Awards & Recognition	439	1,313	1,271	350	350	1,550
630600 Building Maint./Janitorial	16,140	15,986	2,863	18,000	18,000	18,000
630901 Shop Supplies	2,295	3,432	302	1,500	1,500	1,500
630902 Tools & Instruments	1,588	494	3,389	3,500	3,500	2,300
631100 Paint & Supplies	435	385	-	2,000	2,000	2,000
631603 Other Misc. Supplies	-	-	537	-	-	-
632001 City Copy Charges	-	-	-	150	150	150
632002 Outside Printing	6,680	4,674	5,028	12,700	12,700	11,700
632102 Protective Clothing	323	177	87	200	200	200
632300 Safety Supplies	139	130	56	500	500	500
632508 Ice Control Materials	5,982	4,765	4,102	15,000	15,000	15,000
632601 Repair Parts	10,884	8,437	12,159	22,000	22,000	25,500
632700 Miscellaneous Equipment	37,117	35,731	-	50,200	50,200	76,700
632800 Signs	5,290	1,047	-	5,500	20,500	18,500
TOTAL SUPPLIES	<u>88,336</u>	<u>76,662</u>	<u>29,857</u>	<u>132,350</u>	<u>147,350</u>	<u>174,350</u>

**CITY OF APPLETON 2024 BUDGET
PARKING UTILITY**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	2,720	2,775	-	3,000	3,000	3,000
640300 Bank Service Fees	24,054	39,760	14,792	33,428	33,428	39,500
640400 Consulting Services	13,797	36,200	263	40,000	46,940	90,000
640700 Solid Waste/Recycling Pickup	2,019	2,289	857	2,500	2,500	2,600
640800 Contractor Fees	19,382	20,494	8,224	24,600	24,600	93,300
640900 Inspection Fees	1,675	4,272	1,190	3,700	3,700	3,700
641200 Advertising	-	-	292	-	-	-
641301 Electric	107,447	104,219	48,023	103,200	103,200	133,500
641302 Gas	1,858	3,707	2,008	3,075	3,075	5,300
641303 Water	3,104	3,633	1,110	3,600	3,600	3,600
641304 Sewer	603	936	360	975	975	1,030
641306 Stormwater	18,398	20,535	7,418	13,000	13,000	13,500
641307 Telephone	4,140	4,323	1,619	4,200	4,200	4,200
641308 Cellular Phones	4,517	2,995	831	3,163	3,163	3,163
641600 Building Repairs & Maint.	43,426	30,903	-	75,000	119,000	75,000
641800 Equipment Repairs & Maint.	58,046	46,251	22,676	54,640	54,640	54,940
642000 Facilities Charges	2,880	579	-	1,235	1,235	1,564
642400 Software Support	900	1,080	400	25,960	25,960	10,960
642501 CEA Operations/Maint.	34,433	30,724	4,825	30,937	30,937	31,039
642502 CEA Depreciation/Replace.	16,416	22,654	7,397	35,083	35,083	35,496
644000 Snow Removal Services	31,356	13,284	5,487	-	-	-
645100 Laundry Services	3,286	1,866	586	2,500	2,500	2,500
650100 Insurance	63,948	69,036	24,188	72,560	72,560	76,770
659900 Other Contracts/Obligation	24,704	45,932	14,192	42,135	42,135	53,625
TOTAL PURCHASED SVCS	<u>483,109</u>	<u>508,447</u>	<u>166,738</u>	<u>578,491</u>	<u>629,431</u>	<u>738,287</u>
Miscellaneous Expense						
660100 Depreciation Expense	498,703	527,012	167,868	494,000	494,000	528,000
672000 Interest Payments	27,538	22,288	6,692	18,838	18,838	14,450
TOTAL MISCELLANEOUS EXP	<u>526,241</u>	<u>549,300</u>	<u>174,560</u>	<u>512,838</u>	<u>512,838</u>	<u>542,450</u>
Capital Outlay						
680200 Land Improvements	-	-	-	561,253	561,253	-
680300 Buildings	113,936	298,377	-	350,000	625,000	1,600,000
680401 Machinery & Equipment	-	-	-	-	-	-
689900 Other Capital Outlay	(172,411)	(348,477)	-	-	-	100,000
TOTAL CAPITAL OUTLAY	<u>(58,475)</u>	<u>(50,100)</u>	<u>-</u>	<u>911,253</u>	<u>1,186,253</u>	<u>1,700,000</u>
Transfers						
791100 Transfer Out - General Fund	9,300	9,300	3,100	9,300	9,300	13,950
791400 Transfer Out - Capital Project	-	80,063	-	-	-	-
TOTAL TRANSFERS	<u>9,300</u>	<u>89,363</u>	<u>3,100</u>	<u>9,300</u>	<u>9,300</u>	<u>13,950</u>
TOTAL EXPENSE	<u>1,717,541</u>	<u>1,802,968</u>	<u>580,593</u>	<u>2,980,624</u>	<u>3,321,564</u>	<u>4,004,650</u>

CITY OF APPLETON 2024 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 1,483,868	\$ 1,781,734	\$ 1,828,924	\$ 1,828,924	\$ 1,935,000
Other	251,439	340,907	350,000	350,000	350,000
Total Revenues	<u>1,735,307</u>	<u>2,122,641</u>	<u>2,178,924</u>	<u>2,178,924</u>	<u>2,285,000</u>
Expenses					
Operating Expenses	1,182,000	1,164,303	1,547,233	1,613,173	1,748,250
Depreciation	498,702	527,012	494,000	494,000	528,000
Total Expenses	<u>1,680,702</u>	<u>1,691,315</u>	<u>2,041,233</u>	<u>2,107,173</u>	<u>2,276,250</u>
Operating Income (Loss)	54,605	431,326	137,691	71,751	8,750
Non-Operating Revenues (Expenses)					
Interest Income	(5,878)	(32,253)	11,000	11,000	11,000
Interest Expense	(27,538)	(22,288)	(18,838)	(18,838)	(14,450)
Capital Contributions	-	-	-	-	-
Other	-	-	1,601	1,601	1,601
Total Non-Operating	<u>(33,416)</u>	<u>(54,541)</u>	<u>(6,237)</u>	<u>(6,237)</u>	<u>(1,849)</u>
Net Income (Loss) Before Transfers	21,189	376,785	131,454	65,514	6,901
Transfers In (Out)					
Special Revenue	-	1,200,000	300,000	544,000	1,150,000
Capital Projects	-	(80,063)	-	-	-
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(13,950)</u>
Change in Net Assets	11,889	1,487,422	422,154	600,214	1,142,951
Total Net Assets - Beginning	<u>7,171,564</u>	<u>7,183,453</u>	<u>8,670,875</u>	<u>8,670,875</u>	<u>9,271,089</u>
Total Net Assets - Ending	<u>\$ 7,183,453</u>	<u>\$ 8,670,875</u>	<u>\$ 9,093,029</u>	<u>\$ 9,271,089</u>	<u>\$ 10,414,040</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 2,582,380	\$ 2,350,341
+ Net Income	65,514	6,901
+ Depreciation	494,000	528,000
+ Long Term Debt	-	-
- Fixed Assets	(1,186,253)	(1,700,000)
+ Transfers In	544,000	-
- Transfers Out	(9,300)	(13,950)
+ Repayment from TIF # 3	-	1,150,000
- Principal Repayment	<u>(140,000)</u>	<u>(140,000)</u>
Working Cash - End of Year	<u>\$ 2,350,341</u>	<u>\$ 2,181,292</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,691,315
- Depreciation	(527,012)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,173,603</u>
25 % Working Capital Reserve Requirement	<u>\$ 293,401</u>

**CITY OF APPLETON 2024 BUDGET
PARKING UTILITY**

CALCULATION OF RATE INCREASE DOCUMENTATION

	2023 Budget	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Revenues							
Charges for Services	\$ 1,828,924	\$ 1,828,924	\$ 1,935,000	\$ 1,994,675	\$ 2,004,648	\$ 2,014,672	\$ 2,024,745
Other	350,000	350,000	350,000	400,000	400,000	400,000	400,000
Total Revenues	2,178,924	2,178,924	2,285,000	2,394,675	2,404,648	2,414,672	2,424,745
Expenses							
Operating Expenses	1,547,233	1,613,173	1,748,250	1,800,698	1,854,718	1,910,360	1,967,671
Depreciation	494,000	494,000	528,000	562,000	597,000	632,000	667,000
Total Expenses	2,041,233	2,107,173	2,276,250	2,362,698	2,451,718	2,542,360	2,634,671
Operating Income	137,691	71,751	8,750	31,978	(47,070)	(127,688)	(209,926)
Non-Operating Revenues (Expenses)							
Interest Income	11,000	11,000	11,000	10,000	10,000	10,000	10,000
Interest Expense	(18,838)	(18,838)	(14,450)	(10,025)	(5,525)	(3,350)	(1,875)
Other	1,601	1,601	1,601	601	601	601	601
Total Non-Operating	(6,237)	(6,237)	(1,849)	576	5,076	7,251	8,726
Net Income Before Transfers	131,454	65,514	6,901	32,554	(41,994)	(120,437)	(201,200)
Contributions and Transfers In (Out)							
General Fund	(9,300)	(9,300)	(13,950)	(13,950)	(13,950)	(13,950)	(13,950)
Special Revenue	300,000	544,000	1,150,000	1,150,000	1,150,000	1,200,000	1,200,000
Capital Projects	-	-	-	-	-	-	-
Change in Net Assets	422,154	600,214	1,142,951	1,168,604	1,094,056	1,065,613	984,850
Total Net Assets - Beginning	8,670,875	8,670,875	9,271,089	10,414,040	11,582,644	12,676,699	13,742,312
Total Net Assets - Ending	\$ 9,093,029	\$ 9,271,089	\$ 10,414,040	\$ 11,582,644	\$ 12,676,699	\$ 13,742,312	\$ 14,727,162

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	2,582,380	2,350,341	2,181,292	2,061,896	1,902,951	1,830,564
+ Net Income	65,514	6,901	32,554	(41,994)	(120,437)	(201,200)
+ Depreciation	494,000	528,000	562,000	597,000	632,000	667,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	(1,186,253)	(1,700,000)	(1,700,000)	(1,700,000)	(1,700,000)	(1,000,000)
+ Transfer In	544,000	-	-	-	-	-
- Transfer Out	(9,300)	(13,950)	(13,950)	(13,950)	(13,950)	(13,950)
+ Repayments from TIF #3	-	1,150,000	1,150,000	1,150,000	1,200,000	1,200,000
- Principal Repayment	(140,000)	(140,000)	(150,000)	(150,000)	(70,000)	(75,000)
Working Cash - End of Year	\$ 2,350,341	\$ 2,181,292	\$ 2,061,896	\$ 1,902,951	\$ 1,830,564	\$ 2,407,414
25% Working Capital Reserve (prior year's expenses)	293,401	410,328	444,163	456,168	468,548	481,915

ASSUMPTIONS:

Operating expenses to increase 3% per year after 2024

No changes in hours of enforcement or use of parking spaces. Increase in revenue of .5% per year after 2024.

**CITY OF APPLETON 2024 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

2016			
General Obligation Bonds			
Year	Principal	Interest	Total
2024	75,000	5,363	80,363
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	<u>\$ 235,000</u>	<u>\$ 8,963</u>	<u>\$ 243,963</u>

2019			
General Obligation Bonds			
Year	Principal	Interest	Total
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>\$ 425,000</u>	<u>\$ 26,638</u>	<u>\$ 451,638</u>

Total			
Year	Principal	Interest	Total
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>\$ 660,000</u>	<u>\$ 35,600</u>	<u>\$ 695,600</u>

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2024.

CITY OF APPLETON 2024 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2024 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 2023 EVENTS

Purchased heavy duty trucks and equipment with clean diesel technology

Continued to cross-train our mechanic staff

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 CEA vehicle and equipment 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 reduced 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. Evaluate front facing dash cameras that display on the Precise website

CITY OF APPLETON 2024 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2024 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
- 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
- Update and 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
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Work with the Appleton Police Department to evaluate alternative makes and 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 6,122,394	\$ 7,848,215	\$ 8,886,270	\$ 8,886,270	\$ 10,034,985	12.93%
Program Expenses							
6110	Administration	3,329,244	3,520,296	3,576,251	3,576,251	3,529,844	-1.30%
6121	Maintenance	2,512,174	3,019,972	3,212,841	3,212,841	3,190,591	-0.69%
Total Program Expenses		\$ 5,841,418	\$ 6,540,268	\$ 6,789,092	\$ 6,789,092	\$ 6,720,435	-1.01%
Expenses Comprised Of:							
Personnel		1,233,219	1,261,065	1,426,017	1,426,017	1,425,842	-0.01%
Training & Travel		2,347	906	3,450	3,450	3,000	-13.04%
Supplies & Materials		1,385,083	1,744,876	1,909,294	1,909,294	1,876,704	-1.71%
Purchased Services		351,958	496,848	434,794	434,794	450,852	3.69%
Miscellaneous Expense		2,566,235	2,639,706	2,755,037	2,755,037	2,755,037	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Transfers		302,576	396,867	260,500	260,500	209,000	-19.77%
Full Time Equivalent Staff:							
Personnel allocated to programs		14.23	14.23	14.48	14.48	14.68	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2024 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.

Increase the Hybrid vehicle fuel surcharge from \$0.09 to \$0.16 to offset the upcharge for 14 hybrid vehicles to be purchased in 2024.

**CITY OF APPLETON 2024 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (5,500)	\$ (25,441)	\$ 8,000	\$ 8,000	\$ 8,000
486500 CEA Operational Revenue	3,073,271	3,533,659	3,717,187	3,717,187	3,867,285
490800 Misc. Intergovernmental	39,285	47,453	59,655	59,655	55,000
500400 Sale of City Property	306,499	1,617	260,500	260,500	209,000
501000 Misc. Revenue	90	569	-	-	-
502100 Capital Contributions	2,666,555	4,246,021	4,810,928	4,810,928	5,875,700
503000 Damage to City Property	16,073	20,689	-	-	-
503500 Other Reimbursements	26,121	23,648	30,000	30,000	20,000
Total Revenue	\$ 6,122,394	\$ 7,848,215	\$ 8,886,270	\$ 8,886,270	\$ 10,034,985
Expenses					
610100 Regular Salaries	\$ 302,815	\$ 266,953	\$ 253,529	\$ 253,529	\$ 253,329
610400 Call Time Wages	50	600	300	300	300
610500 Overtime Wages	821	1,318	600	600	1,000
615000 Fringes	(8,227)	22,220	101,118	101,118	101,118
620100 Training/Conferences	2,347	906	3,450	3,450	3,000
630100 Office Supplies	907	411	900	900	800
630300 Memberships & Licenses	1,248	1,227	1,100	1,100	1,200
630500 Awards & Recognition	426	313	420	420	420
630901 Shop Supplies	41,371	53,509	47,500	47,500	50,000
631000 Miscellaneous Chemicals	11,163	14,400	14,000	14,000	15,318
631500 Books & Library Materials	-	-	300	300	-
632002 Outside Printing	1,943	315	1,500	1,500	1,000
632102 Protective Clothing	1,253	1,132	1,000	1,000	1,200
632300 Safety Supplies	831	646	800	800	800
632400 Medical/Lab Supplies	174	124	125	125	125
632601 Repair Parts	-	-	-	-	-
632700 Miscellaneous Equipment	8,606	9,927	13,000	13,000	10,600
640100 Accounting/Audit Fees	1,779	1,784	1,470	1,470	1,800
640300 Bank Service Fees	430	473	300	300	300
640400 Consulting Services	1,649	286	-	-	-
641200 Advertising	-	-	-	-	250
641300 Utilities	29,929	36,950	36,220	36,220	48,130
641800 Equipment Repairs & Maint.	7,407	14,130	14,300	14,300	14,130
642000 Facilities Charges	12,761	13,083	13,587	13,587	13,587
642400 Software Support	7,191	8,894	10,185	10,185	9,500
642501 CEA Operations	37	-	-	-	-
642502 CEA Depreciation	13	-	-	-	-
645100 Laundry Services	6,009	4,763	6,200	6,200	5,000
650100 Insurance	27,504	29,196	33,350	33,350	32,750
650302 Equipment Rent	-	-	5,460	5,460	-
659900 Other Contracts/Obligation	-	163	-	-	150
660100 Depreciation Expense	2,561,468	2,635,791	2,750,000	2,750,000	2,750,000
672000 Interest Payments	4,763	3,915	5,037	5,037	5,037
791400 Transfer Out - Capital Proj.	302,576	396,867	260,500	260,500	209,000
Total Expense	\$ 3,329,244	\$ 3,520,296	\$ 3,576,251	\$ 3,576,251	\$ 3,529,844

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Small shop tools

\$ 50,000
\$ 50,000

Transfer Out - Capital Projects

Proceeds from sale of
vehicles

\$ 209,000
\$ 209,000

**CITY OF APPLETON 2024 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 and 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 \$3.89/gallon and \$4.37/gallon for unleaded and diesel fuel, respectively, for 311,875 gallons of fuel in 2023. For 2024, based on current prices, these estimates are expected to decrease to \$3.43/gallon and \$4.03/gallon for unleaded and diesel fuel, respectively, for 311,875 gallons of fuel.

Repair parts are expected to increase 3% and contracted vehicle repairs to increase 5%.

**CITY OF APPLETON 2024 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 675,563	\$ 680,790	\$ 764,923	\$ 764,923	\$ 764,923
610400 Call Time Wages	1,710	1,150	2,000	2,000	1,500
610500 Overtime Wages	6,588	9,938	10,000	10,000	10,000
611300 Shift Differential	-	-	-	-	125
615000 Fringes	253,901	278,097	293,547	293,547	293,547
630400 Postage/Freight	164	249	175	175	175
630901 Shop Supplies	20	4	-	-	-
632200 Gas Purchases	791,779	1,110,062	1,257,926	1,257,926	1,214,496
632300 Safety Supplies	-	1	-	-	-
632601 Repair Parts	525,198	552,555	570,548	570,548	580,570
640900 Inspection Fees	6,270	7,971	8,000	8,000	8,000
641700 Vehicle Repairs & Maint.	270,360	378,119	303,282	303,282	318,446
641000 Equipment Repairs & Maint.	-	-	100	100	100
642502 CEA Depreciation/Replace.	8,228	8,228	14,303	14,303	10,659
642900 Interfund Allocations	(27,644)	(7,229)	(12,000)	(12,000)	(12,000)
650302 Equipment Rent	37	37	37	37	50
Total Expense	\$ 2,512,174	\$ 3,019,972	\$ 3,212,841	\$ 3,212,841	\$ 3,190,591

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 145,600 gallons	
@ \$3.43/gallon	\$ 499,408
Diesel fuel: 166,275 gallons	
@ \$4.03/gallon	670,088
Oil	45,000
	<u>\$ 1,214,496</u>

Vehicle Repairs & Maint.

Tire service	\$ 175,146
Vehicle alignments	38,214
Towing services	3,184
Vehicle cleaning/upholstery	15,922
Body shop work	35,029
Painting	22,291
Outside fire vehicle maint.	28,660
	<u>\$ 318,446</u>

Repair Parts

Operational (engine, drive train, main body, etc.)	\$ 406,399
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	139,337
Fire vehicle parts	34,834
	<u>\$ 580,570</u>

* The City does not pay federal gas tax and attains bulk purchasing rates.

**CITY OF APPLETON 2024 BUDGET
CENTRAL EQUIPMENT AGENCY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Program Revenues						
471000 Interest on Investments	(5,502)	(25,440)	1,030	8,000	8,000	8,000
486500 CEA Operational Revenue	3,073,271	3,533,659	633,042	3,717,187	3,717,187	3,867,285
490800 Misc. Intergovernmental Charges	39,285	47,454	7,673	59,655	59,655	55,000
500400 Sale of City Property	4,013	2,187	-	260,500	260,500	209,000
500600 Gain (Loss) on Asset Disposal	302,576	396,867	-	-	-	-
502100 Capital Contributions	2,666,556	4,246,022	-	4,810,928	4,810,928	5,875,700
503000 Damage to City Property	16,073	20,689	119	-	-	-
503500 Other Reimbursements	26,122	23,649	5,394	30,000	30,000	20,000
TOTAL PROGRAM REVENUES	6,122,394	8,245,087	647,258	8,886,270	8,886,270	10,034,985
Personnel						
610100 Regular Salaries	978,377	947,742	305,728	1,018,452	1,018,452	1,018,252
610400 Call Time Wages	1,760	1,750	700	2,300	2,300	1,800
610500 Overtime Wages	7,409	11,256	2,977	10,600	10,600	11,000
611300 Shift Differential	-	-	-	-	-	125
615000 Fringes	245,673	300,317	114,776	394,665	394,665	394,665
TOTAL PERSONNEL	1,233,219	1,261,065	424,181	1,426,017	1,426,017	1,425,842
Training~Travel						
620100 Training/Conferences	2,347	906	204	3,450	3,450	3,000
TOTAL TRAINING / TRAVEL	2,347	906	204	3,450	3,450	3,000
Supplies						
630100 Office Supplies	907	411	54	900	900	800
630300 Memberships & Licenses	1,248	1,227	481	1,100	1,100	1,200
630400 Postage/Freight	164	249	7	175	175	175
630500 Awards & Recognition	426	313	13	420	420	420
630901 Shop Supplies	41,391	53,525	12,305	47,500	47,500	50,000
631000 Miscellaneous Chemicals	11,163	14,388	5,986	14,000	14,000	15,318
631500 Books & Library Materials	-	-	-	300	300	-
632002 Outside Printing	1,943	315	31	1,500	1,500	1,000
632102 Protective Clothing	1,253	1,132	139	1,000	1,000	1,200
632200 Gas Purchases	791,779	1,110,062	298,577	1,257,926	1,257,926	1,214,496
632300 Safety Supplies	831	648	409	800	800	800
632400 Medical/Lab Supplies	174	124	42	125	125	125
632601 Repair Parts	525,198	552,555	220,183	570,548	570,548	580,570
632700 Miscellaneous Equipment	8,606	9,927	-	13,000	13,000	10,600
TOTAL SUPPLIES	1,385,083	1,744,876	538,227	1,909,294	1,909,294	1,876,704
Purchased Services						
640100 Accounting/Audit Fees	1,779	1,784	-	1,470	1,470	1,800
640300 Bank Service Fees	430	473	-	300	300	300
640400 Consulting Services	1,649	-	-	-	-	-
640800 Contractor Fees	-	286	254	-	-	-
641200 Advertising	-	-	-	-	-	250
640900 Inspection Fees	6,270	7,971	870	8,000	8,000	8,000
641301 Electric	9,122	12,297	2,760	12,650	12,650	12,900
641302 Gas	8,712	12,977	8,999	11,500	11,500	23,000
641303 Water	2,358	2,233	454	2,500	2,500	2,500
641304 Sewer	1,290	1,306	258	1,150	1,150	1,250
641306 Stormwater	6,814	6,777	1,708	6,980	6,980	6,980
641308 Cellular Phones	1,633	1,360	388	1,440	1,440	1,500
641700 Vehicle Repairs & Maint.	270,195	378,119	85,860	303,282	303,282	318,446
641800 Equipment Repairs & Maint.	7,572	14,130	3,286	14,400	14,400	14,230
642000 Facilities Charges	12,761	13,083	2,740	13,587	13,587	13,587
642400 Software Support	7,191	8,894	1,750	10,185	10,185	9,500
642502 CEA Depreciation/Replace.	8,277	8,228	1,371	14,303	14,303	10,659
642900 Interfund Allocations	(27,645)	(7,229)	(3,607)	(12,000)	(12,000)	(12,000)
645100 Laundry Services	6,009	4,763	1,401	6,200	6,200	5,000
650100 Insurance	27,504	29,196	-	33,350	33,350	32,750
650302 Equipment Rent	37	37	-	5,497	5,497	50
659900 Other Contracts/Obligation	-	163	-	-	-	150
TOTAL PURCHASED SVCS	351,958	496,848	108,492	434,794	434,794	450,852

**CITY OF APPLETON 2024 BUDGET
CENTRAL EQUIPMENT AGENCY**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
Miscellaneous Expense						
660100 Depreciation Expense	2,561,468	2,635,791	-	2,750,000	2,750,000	2,750,000
672000 Interest Payments	<u>4,767</u>	<u>3,915</u>	-	<u>5,037</u>	<u>5,037</u>	<u>5,037</u>
TOTAL MISCELLANEOUS	<u>2,566,235</u>	<u>2,639,706</u>	-	<u>2,755,037</u>	<u>2,755,037</u>	<u>2,755,037</u>
Capital Outlay						
680401 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	<u>302,576</u>	<u>396,867</u>	-	<u>260,500</u>	<u>260,500</u>	<u>209,000</u>
TOTAL TRANSFERS	<u>302,576</u>	<u>396,867</u>	-	<u>260,500</u>	<u>260,500</u>	<u>209,000</u>
TOTAL EXPENSE	<u><u>5,841,418</u></u>	<u><u>6,540,268</u></u>	<u><u>1,071,104</u></u>	<u><u>6,789,092</u></u>	<u><u>6,789,092</u></u>	<u><u>6,720,435</u></u>

CITY OF APPLETON 2024 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Charges for Services	\$ 3,128,719	\$ 3,604,762	\$ 3,776,842	\$ 3,776,842	\$ 3,922,285
Other	26,121	21,259	30,000	30,000	20,000
Total Revenues	<u>3,154,840</u>	<u>3,626,021</u>	<u>3,806,842</u>	<u>3,806,842</u>	<u>3,942,285</u>
Expenses					
Operating Expenses	2,972,606	3,503,717	3,773,555	3,773,555	3,756,398
Depreciation	2,561,468	2,635,791	2,750,000	2,750,000	2,750,000
Total Expenses	<u>5,534,074</u>	<u>6,139,508</u>	<u>6,523,555</u>	<u>6,523,555</u>	<u>6,506,398</u>
Operating Loss	(2,379,234)	(2,513,487)	(2,716,713)	(2,716,713)	(2,564,113)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(5,499)	(25,440)	8,000	8,000	8,000
Sale of City Property	306,499	398,484	260,500	260,500	209,000
Interest Expense	(4,763)	(3,915)	(5,037)	(5,037)	(5,037)
Total Non-Operating	<u>296,237</u>	<u>369,129</u>	<u>263,463</u>	<u>263,463</u>	<u>211,963</u>
Income (Loss) before Contributions and Transfers	(2,082,997)	(2,144,358)	(2,453,250)	(2,453,250)	(2,352,150)
Contributions and Transfers In (Out)					
Capital Contributions	2,666,556	4,246,022	4,810,928	4,810,928	5,875,700
Transfers Out	(302,576)	(396,867)	(260,500)	(260,500)	(209,000)
Change in Net Assets	280,983	1,704,797	2,097,178	2,097,178	3,314,550
Net Assets - Beginning	<u>15,272,513</u>	<u>15,553,496</u>	<u>17,258,293</u>	<u>17,258,293</u>	<u>19,355,471</u>
Net Assets - Ending	<u>\$ 15,553,496</u>	<u>\$ 17,258,293</u>	<u>\$ 19,355,471</u>	<u>\$ 19,355,471</u>	<u>\$ 22,670,021</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 774,907	\$ 774,907
+ Change in Net Assets	2,097,178	3,314,550
- Capital Contributions	(4,810,928)	(5,875,700)
- Principal Repayment	(36,250)	(66,625)
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Depreciation	2,750,000	2,750,000
Working Cash - End of Year	<u>\$ 774,907</u>	<u>\$ 897,132</u>

**CITY OF APPLETON 2024 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

2014 G.O. Notes		
Year	Principal	Interest
2024	\$ 21,625	\$ 128
	\$ 21,625	\$ 128

2019 G.O. Notes		
Year	Principal	Interest
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
	\$ 90,000	\$ 5,514

2022 G.O. Notes		
Year	Principal	Interest
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
	\$ 345,000	\$ 73,075

Total		
Year	Principal	Interest
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
	\$ 456,625	\$ 78,717

**CITY OF APPLETON 2024 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>	
In-Field Rake	Facilities	\$ 33,000			\$ 33,000
Compact Pickup 4x2	Facilities	39,000	5,000	Facilities	44,000
Compact Pickup 4x4	Facilities	44,000			44,000
Pickup 4x2 3/4 Ton	Facilities	56,000			56,000
Zero Turn Mower	Facilities	100,600			100,600
Kubota/UTV/Plow	Facilities	43,500			43,500
ToolCat	Facilities	85,300			85,300
Kubota Tractor	Facilities	85,300			85,300
Mini Dump	Facilities	90,000			90,000
Wheel Loader	Wastewater	260,000			260,000
Pickup 4x4/Service	Wastewater	116,000			116,000
Prentice Loader	Forestry	275,000			275,000
15" Chipper	Forestry	95,000			95,000
Workman HDX	Golf	43,000			43,000
Greens Mower	Golf	57,000			57,000
Greens Mower	Golf	57,000			57,000
Cargo Van	Meters	57,000			57,000
Pickup 4x4	Engineering	53,000			53,000
Pickup 4x4 Mini	Engineering	48,000			48,000
Ford Interceptors(11 @ \$62,500)**	Police	687,500			687,500
Escape**	Police	38,000			38,000
SUV Explorer**	Police	62,500			62,500
Used 4x4 Pickup	Police	27,000			27,000
Dodge CSO	Police	58,650			58,650
SUV/Camera**	Parking	38,000			38,000
Pickup 4x4	Parking	62,000			62,000
Mini Van	Fire	45,000			45,000
Complete Unit	Stormwater	-	340,000	Stormwater	340,000
Skid Unit	Stormwater	-	155,000	Stormwater	155,000
Tri-Axel Patrol	Street	340,000			340,000
Sweep/Catch Basin CL	Street	352,000			352,000
Tar Kettle	Street	65,000			65,000
Paver	Street	602,000			602,000
Pickup/Service	Street	85,850			85,850
Backhoe Tractor	Water Dist.	174,500			174,500
		<u>\$ 4,275,700</u>	<u>\$ 500,000</u>		<u>\$ 4,775,700</u>

Major changes in Revenue, Expenditures, or Programs:

In 2023, the CEA Review Committee approved the following equipment changes:

1. Facilities request to upgrade a compact pickup to a crew cab 4x4.
2. Facilities/Golf to add a Salsco roller to be in CEA for replacement reserve.
3. Fire request to upgrade and preorder a pumper.
4. Fire to hold SUV 803 for an additional year and replace both Van 807 and SUV 803 in 2024 with a Ford SUV.
5. Health Department to add an additional second use vehicle to its fleet.
6. Stormwater to retain tractor 593 in the REP Stormwater Fleet.

** Denotes Hybrid Option

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ 3,623,163	\$ 4,797,800	\$ 4,689,516	\$ 4,689,516	\$ 5,228,906	11.50%
	Program Expenses	\$ 2,666,556	\$ 4,246,022	\$ 4,810,928	\$ 6,257,280	\$ 4,775,700	-0.73%
Expenses Comprised Of:							
	Capital Expenditures	2,666,556	4,246,022	4,810,928	6,257,280	4,775,700	-0.73%

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (23,127)	\$ (97,568)	\$ 35,000	\$ 35,000	\$ 35,000
486600 CEA Depreciation Revenue	3,343,714	3,430,103	4,019,016	4,019,016	4,484,906
591000 Proceeds of Long-term Debt	-	644,000	-	-	-
592100 Transfer In - General Fund	-	25,000	-	-	-
592200 Transfer In - Special Revenue	-	-	-	-	-
592601 Transfer In - Water	-	-	-	-	-
592603 Transfer In - Stormwater	-	319,335	375,000	375,000	495,000
592604 Transfer In - Parking	-	80,063	-	-	-
593100 Transfer In - Internal Service	-	-	-	-	5,000
593101 Transfer In - CEA	302,576	396,867	260,500	260,500	209,000
Total Revenue	\$ 3,623,163	\$ 4,797,800	\$ 4,689,516	\$ 4,689,516	\$ 5,228,906
Expenses					
680403 Vehicles	2,666,556	4,246,022	4,810,928	6,257,280	4,775,700
Total Expense	\$ 2,666,556	\$ 4,246,022	\$ 4,810,928	\$ 6,257,280	\$ 4,775,700

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Trans In - CEA Internal Service

Proceeds from sale of vehicles	\$ 209,000
	<u>\$ 209,000</u>

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 4,775,700
	<u>\$ 4,775,700</u>

**CITY OF APPLETON 2024 BUDGET
CEA REPLACEMENT**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Interest Income (Loss)	\$ (23,127)	\$ (97,568)	\$ 35,000	\$ 35,000	\$ 35,000
Charges for Services	3,343,714	3,430,103	4,019,016	4,019,016	4,484,906
Total Revenues	<u>3,320,587</u>	<u>3,332,535</u>	<u>4,054,016</u>	<u>4,054,016</u>	<u>4,519,906</u>
Expenses					
Program Costs	2,666,556	4,246,022	4,810,928	4,810,928	4,775,700
Total Expenses	<u>2,666,556</u>	<u>4,246,022</u>	<u>4,810,928</u>	<u>4,810,928</u>	<u>4,775,700</u>
Revenues over (under) Expenses	654,031	(913,487)	(756,912)	(756,912)	(255,794)
Other Financing Sources (Uses)					
Proceeds of G.O. Notes	-	644,000	-	-	-
Transfers In - General Fund	-	25,000	-	-	-
Transfers In - Special Revenue	-	-	-	-	-
Transfers In - Water Utility	-	-	-	-	-
Transfers In - Stormwater Utility	-	319,335	375,000	375,000	495,000
Transfers In - Parking Utility	-	80,063	-	-	-
Transfers In - Internal Service	-	-	-	-	5,000
Transfers In - CEA Internal Service	302,576	396,867	260,500	260,500	209,000
Total Other Financing Sources (Uses)	<u>302,576</u>	<u>1,465,265</u>	<u>635,500</u>	<u>635,500</u>	<u>709,000</u>
Net Change in Equity	956,607	551,778	(121,412)	(121,412)	453,206
Fund Balance - Beginning	3,185,251	4,141,858	4,693,636	4,693,636	4,572,224
Fund Balance - Ending	<u>\$ 4,141,858</u>	<u>\$ 4,693,636</u>	<u>\$ 4,572,224</u>	<u>\$ 4,572,224</u>	<u>\$ 5,025,430</u>

CITY OF APPLETON 2024 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

CITY OF APPLETON 2024 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 2023 EVENTS

In 2023, the Appleton Health Department focused on a combination of strategic initiatives, including the beginning of a comprehensive community health assessment and developing 3-year strategic plan, which includes increased focus on social determinants of health and robust partnership development.

Community Health Assessment:

In 2023, the Appleton Health Department begun the Community Health Needs Assessment with the Age Friendly Appleton Survey. Developing a robust, ongoing community health assessment process will provide data-driven insights into our community's health needs and assets. By regularly assessing and monitoring health indicators, we will not only identify health issues early but also track the effectiveness of all community interventions from all partners over time.

Building Partnerships and Collaboration:

Additionally, the Appleton Health Department is working with all health departments and hospitals in the Tri-County region to develop a regional community health assessment and improvement planning approach. We understand that health is a collective responsibility. It's a task that cannot be achieved by a single entity, and it requires the whole community's effort. Therefore, we aim to strengthen and broaden our partnerships with local organizations, healthcare providers, educational institutions, and other key stakeholders. By collaborating, we can pool resources, share expertise, and coordinate our efforts to improve health outcomes. This regional focus for this shared work will better serve our collective residents.

Focus on Social Determinants of Health:

In our work, we recognize the profound impact of social determinants of health—conditions in the places where people live, learn, work, and play that affect a wide range of health and quality-of-life outcomes. We are committed to focusing on these determinants, including housing, education, income stability, and environment, to address health at its roots. In addition, we seek to promote policies that create healthier living conditions and enable access to essential services for all members of our community.

CITY OF APPLETON 2024 BUDGET HEALTH DEPARTMENT

MAJOR 2024 OBJECTIVES

Renewing relationships and expanding collaborative partnerships will be at the heart of the Appleton Health Department's objectives for 2024. Major lines of effort include completion of the 2023 Community Health Needs Assessment and completion of a Community Health Improvement Plan in collaboration with community partners. This includes leading the creation and implementation of action planning related to the Appleton's Age Friendly Community designation in partnership with community stakeholders.

Additionally, the Appleton Health Department is co-leading a regional effort within the public health jurisdictions within Calumet, Outagamie, and Winnebago Counties, including the City of Menasha, along with regional hospital partners, to develop and implement a first-ever regional Community Health Needs Assessment and Community Health Improvement Plan using funds from local nonprofits. This regionalized effort to understand and address health issues affecting neighboring communities will serve to allow for localized approaches to addressing these issues, while making the planning, data collection, and sensemaking more efficient across participating agencies.

Another major objective in 2024 will be the implementation of an electronic medical record system for Appleton Health Department patients. Currently using paper charts, the use of a new electronic medical record system will do three things: 1) record staff spent toward various lines of effort, which is required for accurate grant match reporting. This function is currently being handled by iSeries, which is scheduled to sunset in 2025; 2) provide a platform for scheduling vaccine clinics. The current scheduling platform was created in-house by IT and is no longer supported; and 3) increase staff efficiency with charting patient records, currently done by hand.

Recent changes to statutory compliance to DHS 140 has dramatically reduced the reporting requirements of local health departments that are accredited by the Public Health Accreditation Board (PHAB). This, combined with a pursuit of industry best practice, will allow the Appleton Health Department to place increased focus on PHAB accreditation in 2024. Areas of interest for 2024 include creating a public facing performance management platform to monitor key performance indicators, updating and developing policies across all divisions and developing ongoing processes for review and update by the Board of Health, developing a schedule of quality improvement processes to enhance the efficiency and effectiveness of programs and their administration, and developing a public health workforce training plan.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 300,909	\$ 350,016	\$ 385,596	\$ 385,596	\$ 552,715	43.34%
Program Expenses							
12510	Administration	78,472	152,998	174,872	174,872	186,534	6.67%
12520	Nursing	373,053	394,517	520,425	520,425	467,388	-10.19%
12530	Environmental Health	320,909	335,540	363,115	363,115	447,821	23.33%
12540	Weights & Measures	211,811	213,181	219,051	219,051	223,896	2.21%
TOTAL		\$ 984,245	\$ 1,096,236	\$ 1,277,463	\$ 1,277,463	\$ 1,325,639	3.77%
Expenses Comprised Of:							
Personnel		909,755	1,025,234	1,177,876	1,177,876	1,233,385	4.71%
Training & Travel		9,325	10,530	16,380	16,380	16,440	0.37%
Supplies & Materials		17,852	16,869	17,973	17,973	18,875	5.02%
Purchased Services		47,313	43,603	65,234	65,234	56,939	-12.72%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.95	11.95	11.95	11.95	13.146	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2024 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 2024 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Svc	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 51,400	\$ 110,219	\$ 124,800	\$ 124,800	\$ 135,055
615000 Fringes	15,211	32,786	38,235	38,235	39,552
620100 Training/Conferences	-	681	3,000	3,000	3,000
620600 Parking Permits	840	840	960	960	960
630100 Office Supplies	725	751	1,200	1,200	1,200
630300 Memberships & Licenses	1,705	1,896	2,000	2,000	2,000
630500 Awards & Recognition	136	-	179	179	218
630700 Food & Provisions	-	242	239	239	290
631603 Other Misc. Supplies	-	-	500	500	500
632001 City Copy Charges	6,760	2,188	2,000	2,000	2,000
632002 Outside Printing	42	1,355	1,000	1,000	1,000
632700 Miscellaneous Equipment	-	25	200	200	200
641307 Telephone	314	343	318	318	318
641308 Cellular Phones	1,339	1,672	241	241	241
Total Expense	\$ 78,472	\$ 152,998	\$ 174,872	\$ 174,872	\$ 186,534

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 Strategies #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:

There was a considerable reduction in Public Health Nursing salary and fringe line items through COVID-19 grant dollars and Communicable Disease intake, which includes COVID-19 mitigation activity. This will be the final year in which these dollars are available for use. Salary and fringe for Public Health Nursing will return to using general fund dollars when these funds are expended.

The Memberships and Licenses line item has increased from \$180 annually to \$930. This change includes maintaining the mandatory license/certifications required for staff. This change provides greater consistency across City departments for ensuring licensure/certification.

General Charges for Service increased due to participation in a State program, for the first time, to receive partial reimbursement for tuberculosis (TB) services. Additionally, the department will begin providing a new fee for service programs that will provide TB skin testing at a cash rate.

**CITY OF APPLETON 2024 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 70	\$ 67	\$ 500	\$ 500	\$ 200
480100 General Charges for Svc	168	335	250	250	4,000
Total Revenue	\$ 238	\$ 402	\$ 750	\$ 750	\$ 4,200
Expenses					
610100 Regular Salaries	\$ 247,466	\$ 268,071	\$ 338,877	\$ 338,877	311,027
610800 Part-Time Wages	2,810	4,002	23,952	23,952	24,182
615000 Fringes	92,465	95,099	110,567	110,567	89,928
620100 Training/Conferences	1,196	528	1,900	1,900	1,900
620200 Mileage Reimbursement	333	1,398	-	-	-
620600 Parking Permits	3,360	3,360	3,840	3,840	4,320
630300 Memberships & Licenses	-	-	180	180	930
632400 Medical/Lab Supplies	5,505	7,385	7,500	7,500	7,400
640700 Recycling Pickup	278	814	300	300	400
641307 Telephone	964	707	600	600	605
641308 Cellular Phones	4,689	3,626	3,664	3,664	2,400
642501 CEA Operations/Maint.	-	-	1,770	1,770	1,044
642502 CEA Depreciation/Replac.	-	-	775	775	752
643000 Health Services	12,500	-	12,500	12,500	12,500
643100 Interpreter Services	1,487	9,527	14,000	14,000	10,000
Total Expense	\$ 373,053	\$ 394,517	\$ 520,425	\$ 520,425	\$ 467,388

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 Strategies #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 and 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:

During 2023, an updated License Fee Schedule was adopted, which increased revenues significantly.

Training/Conferences decreased due to one-time training for new staff during 2023.

Cellphone expense increased due to increased FTE.

**CITY OF APPLETON 2024 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
430500 Health License	\$ 168,337	\$ 182,976	\$ 195,200	\$ 195,200	\$ 349,865
Total Revenue	<u>\$ 168,337</u>	<u>\$ 182,976</u>	<u>\$ 195,200</u>	<u>\$ 195,200</u>	<u>\$ 349,865</u>
Expenses					
610100 Regular Salaries	\$ 222,161	\$ 224,834	\$ 251,631	\$ 251,631	\$ 299,360
610500 Overtime Wages	322	1,134	-	-	-
615000 Fringes	80,401	91,595	87,672	87,672	125,555
620100 Training/Conferences	667	828	3,100	3,100	2,200
620600 Parking Permits	1,260	1,260	1,440	1,440	1,920
630300 Memberships & Licenses	-	7	150	150	262
630400 Postage/Freight	-	-	-	-	-
631603 Other Misc. Supplies	13	1,339	1,300	1,300	1,300
632400 Medical/Lab Supplies	964	-	-	-	-
632700 Miscellaneous Equipment	283	251	-	-	250
641307 Telephone	430	460	400	400	400
641308 Cellular Phones	1,205	1,370	1,584	1,584	2,112
641800 Equipment Repairs & Maint.	165	-	300	300	50
642501 CEA Operations/Maint.	2,840	2,652	5,312	5,312	4,177
642502 CEA Depreciation/Replace.	2,873	2,428	2,326	2,326	2,050
643100 Interpreter Services	-	-	200	200	200
643200 Lab Fees	7,325	7,382	7,700	7,700	7,985
Total Expense	<u>\$ 320,909</u>	<u>\$ 335,540</u>	<u>\$ 363,115</u>	<u>\$ 363,115</u>	<u>\$ 447,821</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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:

With the addition of Greenville to the Northeast Weights and Measures Consortium, revenue increased by \$5,798 without adding any additional staff.

After increasing the Weights and Measures License Fee schedule in 2023, operating expenses continued to be subsidized by general fund dollars. To reduce this gap, the Appleton Health Department developed a tiered strategy that will eliminate taxpayer subsidy of the program by fully funding statutorily mandated activity with program revenue. The first step in this plan is to increase the daily rate from \$446 to \$460 in 2024, and additional increases every other year thereafter.

**CITY OF APPLETON 2024 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
431200 Wts & Measures License	\$ 56,932	\$ 71,640	\$ 93,310	\$ 93,310	\$ 93,310
480100 General Charges for Svc	75,402	94,998	96,336	96,336	105,340
Total Revenue	\$ 132,334	\$ 166,638	\$ 189,646	\$ 189,646	\$ 198,650
Expenses					
610100 Regular Salaries	\$ 144,220	\$ 139,513	\$ 145,779	\$ 145,779	\$ 147,179
615000 Fringes	53,300	57,981	56,363	56,363	61,547
620100 Training/Conferences	409	375	700	700	700
620600 Parking Permits	1,260	1,260	1,440	1,440	1,440
630200 Subscriptions	10	-	-	-	-
630300 Memberships & Licenses	160	-	225	225	225
631603 Other Misc. Supplies	377	808	500	500	300
632700 Miscellaneous Equipment	1,172	622	800	800	800
641307 Telephone	91	87	100	100	90
641308 Cellular Phones	617	537	610	610	600
641800 Equipment Repairs & Maint.	-	-	-	-	200
642501 CEA Operations/Maint.	3,913	6,174	5,991	5,991	4,272
642502 CEA Depreciation/Replace.	6,282	5,824	6,543	6,543	6,543
Total Expense	\$ 211,811	\$ 213,181	\$ 219,051	\$ 219,051	\$ 223,896

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services	# of Days	Charge
@ \$460 per day		
Ashwaubenon	60	\$ 27,600
Berlin	13	5,980
Fox Crossing	10	4,600
Greenville	8	3,680
Kaukauna	21	9,660
Kimberly	6	2,760
Little Chute	17	7,820
Neenah	36	16,560
New London	18	8,280
Ripon	18	8,280
Waupaca	22	10,120
	229	\$ 105,340

**CITY OF APPLETON 2024 BUDGET
HEALTH DEPARTMENT**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Charges for Services						
422500 Health Grants & Aids	70	67	-	500	500	200
430500 Health License	168,338	182,976	11,479	195,200	195,200	349,865
431200 Weights & Measures License	56,933	71,640	6,940	93,310	93,310	93,310
480100 General Charges for Service	<u>75,570</u>	<u>95,333</u>	<u>37,466</u>	<u>96,586</u>	<u>96,586</u>	<u>109,340</u>
TOTAL PROGRAM REVENUES	300,911	350,016	55,885	385,596	385,596	552,715
Salaries						
610100 Regular Salaries	584,522	656,464	229,453	861,087	861,087	892,621
610500 Overtime Wages	1,213	243	209	-	-	-
610800 Part-Time Wages	2,810	4,002	4,587	23,952	23,952	24,182
611000 Other Compensation	520	520	395	-	-	-
611400 Sick Pay	1,175	-	-	-	-	-
611500 Vacation Pay	78,139	86,544	26,998	-	-	-
615000 Fringes	<u>241,376</u>	<u>277,461</u>	<u>92,238</u>	<u>292,837</u>	<u>292,837</u>	<u>316,582</u>
TOTAL PERSONNEL	909,755	1,025,234	353,880	1,177,876	1,177,876	1,233,385
Training~Travel						
620100 Training/Conferences	2,272	2,412	748	8,700	8,700	7,800
620200 Mileage Reimbursement	333	1,398	414	-	-	-
620600 Parking Permits	<u>6,720</u>	<u>6,720</u>	<u>-</u>	<u>7,680</u>	<u>7,680</u>	<u>8,640</u>
TOTAL TRAINING / TRAVEL	9,325	10,530	1,162	16,380	16,380	16,440
Supplies						
630100 Office Supplies	725	751	244	1,200	1,200	1,200
630200 Subscriptions	10	-	-	-	-	-
630300 Memberships & Licenses	1,865	1,903	820	2,555	2,555	3,417
630400 Postage/Freight	-	-	-	-	-	-
630500 Awards & Recognition	136	-	-	179	179	218
630700 Food & Provisions	-	242	-	239	239	290
631603 Other Misc. Supplies	390	2,147	215	2,300	2,300	2,100
632001 City Copy Charges	6,760	2,188	436	2,000	2,000	2,000
632002 Outside Printing	42	1,355	59	1,000	1,000	1,000
632400 Medical/Lab Supplies	6,469	7,385	-	7,500	7,500	7,400
632700 Miscellaneous Equipment	<u>1,455</u>	<u>898</u>	<u>327</u>	<u>1,000</u>	<u>1,000</u>	<u>1,250</u>
TOTAL SUPPLIES	17,852	16,869	2,101	17,973	17,973	18,875
Purchased Services						
640700 Solid Waste/Recycling Pickup	278	814	-	300	300	400
641200 Advertising	-	-	251	-	-	-
641307 Telephone	1,799	1,597	300	1,418	1,418	1,413
641308 Cellular Phones	7,850	7,205	1,020	6,099	6,099	5,353
641800 Equipment Repairs & Maint.	165	-	-	300	300	250
642501 CEA Operations/Maint.	6,753	8,826	2,185	13,073	13,073	9,493
642502 CEA Depreciation/Replace.	9,156	8,252	2,216	9,644	9,644	9,345
643000 Health Services	12,500	-	-	12,500	12,500	12,500
643100 Interpreter Services	1,487	9,527	1,006	14,200	14,200	10,200
643200 Lab Fees	<u>7,325</u>	<u>7,382</u>	<u>-</u>	<u>7,700</u>	<u>7,700</u>	<u>7,985</u>
TOTAL PURCHASED SVCS	47,313	43,603	6,978	65,234	65,234	56,939
TOTAL EXPENSE	<u>984,245</u>	<u>1,096,236</u>	<u>364,121</u>	<u>1,277,463</u>	<u>1,277,463</u>	<u>1,325,639</u>

CITY OF APPLETON 2024 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MISSION STATEMENT

It is the mission of the Appleton Health Department to facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

DISCUSSION OF SIGNIFICANT 2023 EVENTS

Maternal Child Health (MCH) Grant

Current focus areas include working with early childhood centers and other community worksites to support breastfeeding 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 Improvement Plan.

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.

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 2024 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2024 OBJECTIVES

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

Vaccine Improvement Plan Grant

Ensure that more than 90% of all two-year-olds served by the department will have completed their primary vaccine series.

CDC Lead Poisoning Prevention Program Grant

Reduce the incidence of childhood blood lead poisoning through intervention and education.

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			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 780,293	\$ 454,961	\$ 642,879	\$ 642,879	\$ 650,517	1.19%
Program Expenses							
2710	MCH Grant	28,146	31,757	31,757	33,223	31,733	-0.08%
2730	Prevention Grant	9,579	6,628	6,628	6,628	6,627	-0.02%
2731	Communicable Disease	-	11,030	5,700	5,700	5,700	0.00%
2740	CDC Lead Grant	9,841	9,819	9,819	9,819	11,337	15.46%
2750	Vaccine Improvement	21,441	24,192	24,192	24,192	24,102	-0.37%
2770	COVID-19 Response	627,635	283,947	458,207	458,207	460,253	0.45%
2780	Bioterrorism Grant	83,652	89,489	106,576	106,576	110,765	3.93%
	Discontinued Programs	-	-	-	-	-	N/A
TOTAL		\$ 780,294	\$ 456,862	\$ 642,879	\$ 644,345	\$ 650,517	1.19%
Expenses Comprised Of:							
	Personnel	482,216	338,391	384,856	385,341	338,750	-11.98%
	Training & Travel	8,911	47,592	26,370	27,351	21,304	-19.21%
	Supplies & Materials	121,813	41,855	6,364	6,364	57,300	800.38%
	Purchased Services	167,354	29,024	225,289	225,289	183,163	-18.70%
	Transfers Out	-	-	-	-	50,000	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.54	1.54	1.54	1.54	1.45	1.54%

**CITY OF APPLETON 2024 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 Strategies #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:

Transfer Out - General Fund is for a new indirect cost allocation that will cover expenses related to salary and fringe, associated with internal service departments (Finance, IT, HR) necessary for implementation of these services.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 28,146	\$ 31,757	\$ 31,757	\$ 31,757	\$ 31,733
Total Revenue	<u>\$ 28,146</u>	<u>\$ 31,757</u>	<u>\$ 31,757</u>	<u>\$ 31,757</u>	<u>\$ 31,733</u>
Expenses					
610100 Regular Salaries	\$ 13,821	\$ 6,910	\$ 7,069	\$ 7,069	\$ -
610800 Part-Time Wages	8,840	15,088	16,587	17,072	24,366
615000 Fringes	3,494	3,369	5,441	5,441	3,545
620100 Training/Conferences	-	813	2,660	3,641	1,774
632400 Medical/Lab Supplies	1,991	5,577	-	-	-
791100 Transfer Out - General Fund	-	-	-	-	2,048
Total Expense	<u>\$ 28,146</u>	<u>\$ 31,757</u>	<u>\$ 31,757</u>	<u>\$ 33,223</u>	<u>\$ 31,733</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 2024 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 9,579	\$ 6,628	\$ 6,628	\$ 6,628	\$ 6,627
Total Revenue	<u>\$ 9,579</u>	<u>\$ 6,628</u>	<u>\$ 6,628</u>	<u>\$ 6,628</u>	<u>\$ 6,627</u>
Expenses					
610100 Regular Salaries	\$ -	\$ 5,150	\$ 928	\$ 928	\$ 5,149
615000 Fringes	-	1,478	-	-	1,478
620100 Training/Conferences	3,252	-	5,700	5,700	-
630100 Office Supplies	714	-	-	-	-
631603 Other Misc. Supplies	5,613	-	-	-	-
Total Expense	<u>\$ 9,579</u>	<u>\$ 6,628</u>	<u>\$ 6,628</u>	<u>\$ 6,628</u>	<u>\$ 6,627</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

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 2024 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ -	\$ 11,029	\$ 5,700	\$ 5,700	\$ 5,700
Total Revenue	\$ -	\$ 11,029	\$ 5,700	\$ 5,700	\$ 5,700
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ 4,746	\$ 4,746	\$ 4,746
610800 Part-Time Wages	-	9,823	-	954	-
615000 Fringes	-	133	954	-	954
620100 Training/Conferences	-	1,074	-	-	-
Total Expense	\$ -	\$ 11,030	\$ 5,700	\$ 5,700	\$ 5,700

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 Strategies #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:

Transfer Out - General Fund is for a new indirect cost allocation that will cover expenses related to salary and fringe, associated with internal service departments (Finance, IT, HR) necessary for implementation.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 9,840	\$ 9,819	\$ 9,819	\$ 9,819	\$ 11,337
503500 Other Reimbursements	-	1,220	-	-	-
Total Revenue	<u>\$ 9,840</u>	<u>\$ 11,039</u>	<u>\$ 9,819</u>	<u>\$ 9,819</u>	<u>\$ 11,337</u>
Expenses					
610100 Regular Salaries	\$ 8,401	\$ 7,125	\$ 8,406	\$ 8,406	\$ 9,143
615000 Fringes	1,308	1,154	1,413	1,413	1,462
632400 Medical/Lab Supplies	132	1,540	-	-	-
791100 Transfer Out - General Fund	-	-	-	-	732
Total Expense	<u>\$ 9,841</u>	<u>\$ 9,819</u>	<u>\$ 9,819</u>	<u>\$ 9,819</u>	<u>\$ 11,337</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 Strategies #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:

Transfer Out - General Fund is for a new indirect cost allocation that will cover expenses related to salary and fringe, associated with internal service departments (Finance, IT, HR) necessary for implementation.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 21,441	\$ 24,192	\$ 24,192	\$ 24,192	\$ 24,102
Total Revenue	<u>\$ 21,441</u>	<u>\$ 24,192</u>	<u>\$ 24,192</u>	<u>\$ 24,192</u>	<u>\$ 24,102</u>
Expenses					
610100 Regular Salaries	\$ 17,717	\$ 20,239	\$ 19,649	\$ 19,649	\$ 19,754
615000 Fringes	2,654	3,211	3,279	3,279	2,792
632400 Medical/Lab Supplies	1,070	742	1,264	1,264	-
791100 Transfer Out - General Fund	-	-	-	-	1,556
Total Expense	<u>\$ 21,441</u>	<u>\$ 24,192</u>	<u>\$ 24,192</u>	<u>\$ 24,192</u>	<u>\$ 24,102</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 Strategies #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.

Major changes in Revenue, Expenditures or Programs:

Transfer Out - General Fund is for a new indirect cost allocation that will cover expenses related to salary and fringe, associated with internal service departments (Finance, IT, HR) necessary for implementation of these.

COVID-19 Recovery funds will be used to replace aging computer hardware for all staff, as well as install technology (computer and audio/visual equipment) in both the 1st floor clinic space, that also services as a conference room and community meeting space for multiple departments, and the 5th floor conference room.

Software support increased due to implementation of an electronic medical record system. This will be a dramatic upgrade from the Health Department's paper record process. It will add efficiency to all interactions with resident clients, improving the level of service provided, and reducing the administrative time, per contact, committed by City staff. COVID-19 recovery funds are expected to purchase an initial license and setup for the system, as well as prepay for 3 years of service agreements.

COVID-19 Recovery funds continue to cover the Health Department remodel, including additional funding to cover the costs of remodeling the 5th floor conference room, which includes combining a storage closet with the existing room, as well as new furniture, lighting, carpet, and fixtures.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - COVID-19 Pandemic Response

Business Unit 2773, 2774, 2775, 2776

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 504,670	\$ 283,945	\$ 458,207	\$ 458,207	\$ 460,253
501000 Miscellaneous Revenue	18,130	-	-	-	-
503500 Other Reimbursements	104,835	-	-	-	-
Total Revenue	\$ 627,635	\$ 283,945	\$ 458,207	\$ 458,207	\$ 460,253
Expenses					
610100 Regular Salaries	\$ 137,029	\$ 121,450	\$ 175,505	\$ 175,505	\$ 129,850
610500 Overtime	15,369	-	-	-	-
610800 Part Time	169,739	28,993	-	-	-
615000 Fringes	32,699	28,098	35,324	35,324	25,767
620100 Training/Conferences	-	41,130	17,050	17,050	19,050
620500 Employee Recruitment	1,547	-	-	-	-
620600 Parking Permits	713	219	480	480	-
630100 Office Supplies	457	4,115	2,000	2,000	2,000
630300 Memberships & Licenses	-	464	50	50	2,250
631603 Other Misc. Supplies	94,299	7,801	-	-	2,000
632002 Outside Printing	15,479	-	1,000	1,000	1,000
632400 Medical/Lab Supplies	900	942	2,000	2,000	-
632700 Miscellaneous Equipment	265	22,214	-	-	50,000
641308 Cellular Phones	-	958	241	241	-
641400 Janitorial Service	2,898	-	-	-	-
642400 Software Support	187	120	-	-	47,004
642501 CEA Operations/Maint.	-	-	1,481	1,481	-
642502 CEA Depreciation/Replace.	-	-	776	776	-
643100 Interpreter Services	-	-	300	300	1,000
659900 Other Contracts	156,054	27,443	7,000	7,000	12,000
680300 Buildings	-	-	215,000	215,000	122,668
791100 Transfer Out - General Fund	-	-	-	-	45,664
Total Expense	\$ 627,635	\$ 283,947	\$ 458,207	\$ 458,207	\$ 460,253

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

National Association of County and City Health Officials	\$ 6,000
American Public Health Association	13,050
	<u>\$ 19,050</u>

Miscellaneous Equipment

Computer Replacement and other site and field technology needs	\$ 50,000
	<u>\$ 50,000</u>

Software Support

Patient Health Record	\$ 47,004
	<u>\$ 47,004</u>

Buildings

Health Department Interior Finishes and Furniture	\$ 122,668
	<u>\$ 122,668</u>

CITY OF APPLETON 2024 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:

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 compliment 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:

No major changes.

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422500 Health Grants & Aids	\$ 82,757	\$ 80,688	\$ 88,576	\$ 88,576	\$ 92,765
490800 Misc Intergov Charges	275	5,683	18,000	18,000	18,000
503500 Other Reimbursements	620	-	-	-	-
Total Revenue	\$ 83,652	\$ 86,371	\$ 106,576	\$ 106,576	\$ 110,765
Expenses					
610100 Regular Salaries	\$ 57,406	\$ 69,789	\$ 85,389	\$ 85,389	\$ 87,860
615000 Fringes	13,738	16,381	20,166	20,166	21,884
620100 Training/Conferences	2,906	2,396	-	-	-
620600 Parking Permits	493	420	480	480	480
631603 Other Misc. Supplies	893	-	50	50	50
641307 Telephone	237	239	250	250	250
641308 Cellular Phones	312	264	241	241	241
642000 Facilities Charges	4,507	-	-	-	-
659900 Other Contracts	3,160	-	-	-	-
Total Expense	\$ 83,652	\$ 89,489	\$ 106,576	\$ 106,576	\$ 110,765

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
HEALTH GRANTS**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
422400 Misc. State Aids	-	-	-	-	-	-
422500 Health Grants & Aids	656,433	448,058	(66,198)	624,879	624,879	632,517
490800 Misc. Intergovernmental Charges	274	5,683	6,000	18,000	18,000	18,000
501000 Miscellaneous Revenue	18,131	-	-	-	-	-
503500 Other Reimbursements	<u>105,455</u>	<u>1,220</u>	-	-	-	-
TOTAL PROGRAM REVENUES	780,293	454,961	(60,198)	642,879	642,879	650,517
Personnel						
610100 Regular Salaries	220,650	216,820	54,398	301,692	301,692	256,502
610400 Call Time	-	-	-	-	-	-
610500 Overtime	15,369	-	-	-	-	-
610800 Part-Time Wages	178,589	53,904	9,985	17,541	18,026	24,366
611000 Other Compensation	-	-	-	-	-	-
611400 Sick Pay	-	-	-	-	-	-
611500 Vacation Pay	13,716	13,843	4,257	-	-	-
615000 Fringes	<u>53,892</u>	<u>53,824</u>	<u>15,084</u>	<u>65,623</u>	<u>65,623</u>	<u>57,882</u>
TOTAL PERSONNEL	482,216	338,391	83,724	384,856	385,341	338,750
Training~Travel						
620100 Training/Conferences	6,158	46,953	8,054	25,410	26,391	20,824
620200 Mileage Reimbursement	-	-	-	-	-	-
620500 Employee Recruitment	1,547	-	-	-	-	-
620600 Parking Permits	<u>1,206</u>	<u>639</u>	-	<u>960</u>	<u>960</u>	<u>480</u>
TOTAL TRAINING / TRAVEL	8,911	47,592	8,054	26,370	27,351	21,304
Supplies						
630100 Office Supplies	1,171	4,115	-	2,000	2,000	2,000
630300 Memberships & Licenses	-	464	20	50	50	2,250
630700 Food & Provisions	-	-	-	-	-	-
631603 Other Misc. Supplies	100,805	7,801	10	50	50	2,050
632001 City Copy Charges	-	-	-	-	-	-
632002 Outside Printing	15,479	-	-	1,000	1,000	1,000
632102 Protective Clothing	-	-	-	-	-	-
632400 Medical/Lab Supplies	4,093	7,261	809	3,264	3,264	-
632700 Miscellaneous Equipment	<u>265</u>	<u>22,214</u>	<u>15,692</u>	-	-	<u>50,000</u>
TOTAL SUPPLIES	121,813	41,855	16,531	6,364	6,364	57,300
Purchased Services						
640100 Accounting/Audit Fees	-	-	-	-	-	-
640201 Attorney Fees	-	-	-	-	-	-
640400 Consulting Services	-	-	-	-	-	-
641307 Telephone	237	239	52	250	250	250
641308 Cellular Phones	312	1,222	341	482	482	241
641400 Janitorial Service	-	-	-	-	-	-
641600 Building Repairs & Maint.	-	-	-	-	-	-
642000 Facilities Charges	7,404	-	-	-	-	122,668
642400 Software Support	187	120	468	-	-	47,004
642501 CEA Operations/Maint.	-	-	-	1,481	1,481	-
642502 CEA Depreciation/Replace.	-	-	-	776	776	-
643100 Interpreter Services	-	-	-	300	300	1,000
659900 Other Contracts/Obligations	159,214	27,443	10,193	7,000	7,000	12,000
680300 Buildings	-	-	-	<u>215,000</u>	<u>215,000</u>	-
TOTAL PURCHASED SVCS	167,354	29,024	11,054	225,289	225,289	183,163
Transfers						
791100 Transfer Out - General Fund	-	-	-	-	-	50,000
TOTAL TRANSFERS	-	-	-	-	-	50,000
TOTAL EXPENSE	<u>780,294</u>	<u>456,862</u>	<u>119,363</u>	<u>642,879</u>	<u>644,345</u>	<u>650,517</u>

CITY OF APPLETON 2024 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Intergovernmental	* \$ 656,433	\$ 448,058	\$ 624,879	\$ 624,879	\$ 632,517
Charges for Service	275	5,683	18,000	18,000	18,000
Miscellaneous Revenue	-	-	-	-	-
Other Reimbursements	123,586	1,220	-	-	-
Total Revenues	<u>780,294</u>	<u>454,961</u>	<u>642,879</u>	<u>642,879</u>	<u>650,517</u>
Expenses					
Program Costs	780,294	456,862	642,879	644,345	650,517
Total Expenses	<u>780,294</u>	<u>456,862</u>	<u>642,879</u>	<u>644,345</u>	<u>650,517</u>
Revenues over (under) Expenses	-	(1,901)	-	(1,466)	-
Fund Balance - Beginning	<u>52,799</u>	<u>52,799</u>	<u>50,898</u>	<u>50,898</u>	<u>49,432</u>
Fund Balance - Ending	<u>\$ 52,799</u>	<u>\$ 50,898</u>	<u>\$ 50,898</u>	<u>\$ 49,432</u>	<u>\$ 49,432</u>

CITY OF APPLETON 2024 BUDGET

POLICE DEPARTMENT

Police Chief: Polly A. Olson

Assistant Police Chief: Todd A. Freeman

CITY OF APPLETON 2024 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2023 EVENTS

The Appleton Police Department continues to strive to provide excellent police services for the City of Appleton through our proactive connection with the community and collaboration with other agencies. To maintain this level of service, the recruitment of qualified personnel continues to be a major emphasis of the department. Our ongoing recruiting efforts have succeeded in the hiring of 10 sworn staff by mid year, with four being previously certified officers. Planning for future retirements, we maintain an ongoing recruitment process that attracts candidates year-round, allowing us consistency in hiring qualified officers.

We continue to evaluate different areas of police services to determine more efficient and cost-effective ways to provide services to the citizens of our community. One area of focus is traffic safety, that remains a high priority, in addressing concerns of speeding, reckless driving, noise, and other traffic safety issues. After the successful completion of the pilot program in 2022, a Traffic Safety Officer position was approved in the 2023 budget. The officer is dedicated to creating a safer roadway for motorists, cyclists, and pedestrians through traffic enforcement and education.

Civilian personnel changes in 2023 included the transition of an Administrative Support Specialist position to a Community Engagement Specialist who is our connection to the community. This position is responsible for managing social media content, enhancing relationships in community programs, and cultivating other community engagement partnerships.

Training is a vital part of law enforcement that promotes professional development to create a positive impact on our community. Highlighting diversity in policing, the department held the second annual "Women in Public Safety: *Investing Today For A Stronger Tomorrow*" in March 2023. This was an opportunity for young women to connect with professionals to promote, empower and influence the future of women leadership in public safety. Crisis Intervention Team (CIT) and Crisis Intervention Partner (CIP) are community partnerships among law enforcement, county health services and mental health advocates addressing mental health challenges. In 2023, several training sessions were held for first responders focusing on recognizing mental health issues and understanding the importance of communication with de-escalation techniques when addressing various situations.

Another program that piloted in 2022 was the automated license plate reader (ALPR) computer-based system through FLOCK Safety. This advanced technology utilizes special high-speed, high-resolution cameras to capture license plate information that is stored in a national database where the information is compared with other databases to quickly provide officers the location of a suspect, vehicle location, etc. In 2023, we purchased one mobile camera through a Department of Justice Assistance Grant that can easily be deployed during special events or in high crime areas. We are currently working with FLOCK Safety to purchase 19 stationary cameras that were piloted at critical locations. The estimated cost is \$54,000.

With increased demands for police services and rising costs for equipment, we proactively seek grant funding to support our mission to provide excellent police services to our community. In 2023, we received support for officers to attend the International Crime Prevention Through Environmental Design (CPTED) training, CIT International Conference, Critical Incident Response Training, and Tactical Emergency Medical Service (TEMS) Special Operations Certification. The Wisconsin Bureau of Transportation Safety (BOTS) provided traffic safety grants for speed, alcohol, seatbelt, and bicycle/pedestrian enforcement to ensure citizen safety, positive behavior, and educating the public. Other grants received through the U.S. and WI Department of Justice included funding for drug enforcement and support for equipment needs in the department. All funding allows us to provide a quality level of service and create a safe work environment for our officers.

CITY OF APPLETON 2024 BUDGET POLICE DEPARTMENT

MAJOR 2024 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.

Initiate a second year survey to the community to address concerns and establish goals in meeting community needs.

Secure grant funding that would allow us to purchase necessary equipment to provide excellent service to the community.

Review other technology upgrades to ensure we are successfully improving our ability to respond to the needs of the community.

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 of 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 1,129,637	\$ 1,157,140	\$ 1,282,597	\$ 1,282,597	\$ 1,301,888	1.50%
Program Expenses							
17511	Executive Management	1,241,923	1,299,739	1,165,973	1,165,973	1,135,727	-2.59%
17512	Administrative Services	2,000,864	1,958,711	2,013,950	2,013,950	1,873,588	-6.97%
17524	Community Services	862,135	884,507	816,385	816,385	834,288	2.19%
17532	Investigative Services	4,043,905	4,103,859	4,852,747	4,852,747	4,900,418	0.98%
17541	Field Operations	10,658,520	11,103,980	11,371,144	11,391,604	12,297,479	8.15%
TOTAL		\$ 18,807,347	\$ 19,350,796	\$ 20,220,199	\$ 20,240,659	\$ 21,041,500	4.06%
Expenses Comprised Of:							
Personnel		16,217,401	16,581,719	17,580,349	17,580,349	18,079,814	2.84%
Training & Travel		81,060	98,366	97,360	97,360	93,960	-3.49%
Supplies & Materials		262,278	329,543	287,725	308,185	267,725	-6.95%
Purchased Services		2,246,608	2,341,168	2,254,765	2,254,765	2,600,001	15.31%
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 2024 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- and intradepartmental activities and solicit employee participation in department programs.

Major Changes in Revenue, Expenditures or Programs:

Miscellaneous State Aids has increased to reflect additional funding that the state will provide in 2024.

False alarm fees have not been updated since 2007. With the adoption of this budget, the following changes are proposed for an estimated revenue increase of \$5,000

False Alarm Number	Current Fee	Proposed Fee
First (1st)	\$ -	\$ -
Second (2nd)	-	50.00
Third - Fifth (3rd-5th)	75.00	100.00
Sixth - Eighth (6th-8th)	150.00	200.00
Ninth - Eleventh (9th-11th)	300.00	300.00
Twelfth and above (12th +)	600.00	600.00

**CITY OF APPLETON 2024 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ 16,011	\$ 15,360	\$ 17,600	\$ 17,600	\$ 36,480
451000 Court Fines & Fees	222,993	218,300	275,000	275,000	250,000
480100 General Charges for Svc.	24,548	18,781	20,000	20,000	20,000
480600 False Alarm Fees	16,800	4,724	15,000	15,000	15,000
501000 Miscellaneous Revenue	12,428	36,066	15,000	15,000	20,000
502000 Donations & Memorials	64,116	32,713	25,000	25,000	25,000
503000 Damage to City Property	35,596	64,811	-	-	-
503500 Other Reimbursements	361	120	-	-	-
508500 Cash Short or Over	10	(1)	-	-	-
Total Revenue	\$ 392,863	\$ 390,874	\$ 367,600	\$ 367,600	\$ 366,480
Expenses					
610100 Regular Salaries	\$ 708,804	\$ 735,560	\$ 645,180	\$ 645,180	\$ 634,473
610400 Call Time	2,135	9	600	600	-
610500 Overtime Wages	5,533	9,387	9,906	9,906	10,144
610800 Part-Time Wages	10,974	28,147	-	-	-
615000 Fringes	264,324	278,198	249,286	249,286	255,025
620100 Training/Conferences	71,854	89,519	85,000	85,000	85,000
620400 Tuition Fees	8,491	5,975	10,860	10,860	8,960
620500 Employee Recruitment	715	2,872	1,500	1,500	-
630200 Subscriptions	1,001	1,116	1,020	1,020	630
630300 Memberships & Licenses	2,305	3,087	2,680	2,680	2,965
630400 Postage/Freight	133	502	200	200	200
630500 Awards & Recognition	1,958	2,216	2,055	2,055	2,100
630700 Food & Provisions	1,746	3,245	2,740	2,740	2,800
631200 Guns & Ammunition	31,670	43,223	43,000	43,000	43,000
631500 Books & Library Materials	-	401	330	330	330
631603 Other Misc. Supplies	10,397	16,008	8,000	8,000	8,000
632100 Clothing	33,734	28,419	25,500	25,500	20,500
632700 Miscellaneous Equipment	7,819	7,119	7,000	7,000	5,000
640200 Legal Fees	518	106	300	300	300
640400 Consulting Services	1,250	600	4,000	4,000	2,000
641800 Equipment Repairs & Maint.	929	302	500	500	500
643000 Health Services	-	45	200	200	200
659900 Other Contracts/Obligation	75,633	43,683	66,116	66,116	53,600
Total Expense	\$ 1,241,923	\$ 1,299,739	\$ 1,165,973	\$ 1,165,973	\$ 1,135,727

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

DOJ training and standards	\$ 17,000
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	12,000
Total	\$ 85,000

Guns & Ammunition

Ammunition/XREP rounds	\$ 35,500
Firearms/Taser/Armorer/Range	7,500
Total	\$ 43,000

Clothing

New officer guns	4,000
Badges, patches, bars, etc.	4,000
Replace damaged items	500
Protective vests (20)	12,000
Total	\$ 20,500

Other Contracts and Obligations

Background checks	\$ 2,500
PD range maintenance	8,900
Officer Community Survey	2,000
Lexipole policy management	26,000
Notary/chaplain/photos/misc	2,200
Employee wellness program	12,000
Total	\$ 53,600

CITY OF APPLETON 2024 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 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 the reallocation of \$79,816 in personnel expenses to the Field Operations Community Services Unit (17541) for the Community Engagement Specialist position.

CITY OF APPLETON 2024 BUDGET

POLICE DEPARTMENT

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 1,008,373	\$ 991,766	\$ 1,027,749	\$ 1,027,749	\$ 929,609
610400 Call Time Wages	-	-	400	400	400
610500 Overtime Wages	68,603	12,392	55,728	55,728	56,751
610800 Part-Time Wages	826	772	-	-	-
615000 Fringes	415,528	408,998	405,961	405,961	353,895
630100 Office Supplies	12,746	13,775	14,000	14,000	14,000
631603 Other Misc. Supplies	466	695	550	550	550
632001 City Copy Charges	14,779	13,357	12,300	12,300	12,300
632002 Outside Printing	3,006	5,005	5,000	5,000	5,000
632700 Miscellaneous Equipment	1,310	1,070	2,000	2,000	-
640700 Waste/Recycling Pickup	3,797	5,254	4,400	4,400	4,400
641300 Utilities	205,728	205,977	195,096	195,096	200,227
641800 Equipment Repairs & Maint.	2,271	1,850	2,335	2,335	1,335
642000 Facilities Charges	221,972	251,533	247,031	247,031	253,721
659900 Other Contracts/Obligation	41,459	46,267	41,400	41,400	41,400
Total Expense	<u>\$ 2,000,864</u>	<u>\$ 1,958,711</u>	<u>\$ 2,013,950</u>	<u>\$ 2,013,950</u>	<u>\$ 1,873,588</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

CradlePoint Aircards	\$ 35,000
Law Enforcement Technology	4,200
Aramark mats	2,200
	<u>\$ 41,400</u>

CITY OF APPLETON 2024 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 those operational tasks that do not require a sworn officer.

Develop staff to become potential officer candidates.

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.).

Major Changes in Revenue, Expenditures or Programs:

This budget reflects a decrease in four Crossing Guard locations resulting in a reduction of \$30,400 in expenses for All City Management Services. This also results in a revenue decrease of \$15,200 for the shared cost with the Appleton Area School District to maintain the Crossing Guard Program.

**CITY OF APPLETON 2024 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
431000 Dog Licenses	\$ 12,448	\$ 11,438	\$ 20,000	\$ 20,000	\$ 20,000
431100 Cat Licenses	4,504	4,085	5,000	5,000	5,000
503500 Other Reimbursements	133,723	137,287	142,845	142,845	127,645
Total Revenue	\$ 150,675	\$ 152,810	\$ 167,845	\$ 167,845	\$ 152,645
Expenses					
610100 Regular Salaries	\$ 249,525	\$ 254,139	\$ 151,453	\$ 151,453	\$ 161,716
610400 Call Time Wages	546	701	200	200	200
610500 Overtime Wages	9,540	14,379	9,770	9,770	10,642
610800 Part-Time Wages	209,290	223,938	271,871	271,871	291,200
615000 Fringes	110,961	100,305	76,498	76,498	96,340
631603 Other Misc. Supplies	572	956	1,000	1,000	1,000
632101 Uniforms	820	1,929	2,000	2,000	2,000
632300 Safety Supplies	235	659	900	900	900
632700 Miscellaneous Equipment	406	1,403	1,500	1,500	1,500
659900 Other Contracts/Obligation	280,240	286,098	301,193	301,193	268,790
Total Expense	\$ 862,135	\$ 884,507	\$ 816,385	\$ 816,385	\$ 834,288

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Fox Valley Humane Association	\$ 13,000
Wild animal service	500
All City Management Services	255,290
Total	\$ 268,790

**CITY OF APPLETON 2024 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 Traffic Safety Officer (17532) to the Field Operations Community Services Unit (17541) for an estimate decrease of \$130,541 in personnel expenses.

**CITY OF APPLETON 2024 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Svc	\$ 21,688	\$ 25,488	\$ 25,000	\$ 25,000	\$ 25,000
490500 SRO Reimbursement	556,317	579,251	714,152	714,152	748,763
Total Revenue	\$ 578,005	\$ 604,739	\$ 739,152	\$ 739,152	\$ 773,763
Expenses					
610100 Regular Salaries	\$ 2,801,350	\$ 2,746,665	\$ 3,272,503	\$ 3,272,503	\$ 3,252,853
610400 Call Time Wages	36,335	25,400	5,692	5,692	5,822
610500 Overtime Wages	102,827	145,213	175,241	175,241	172,261
615000 Fringes	1,047,228	1,130,088	1,341,101	1,341,101	1,420,472
631603 Other Misc. Supplies	1,526	1,059	2,000	2,000	2,000
632001 City Copy Charges	5,022	4,844	3,500	3,500	3,500
632400 Medical/Lab Supplies	8,680	9,166	9,000	9,000	9,000
632700 Miscellaneous Equipment	5,205	5,306	9,000	9,000	8,000
641800 Equipment Repairs & Maint.	-	423	500	500	500
659900 Other Contracts/Obligation	35,732	35,695	34,210	34,210	26,010
Total Expense	\$ 4,043,905	\$ 4,103,859	\$ 4,852,747	\$ 4,852,747	\$ 4,900,418

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Forensic software maint/upgrade	\$ 5,200
GPS, Griffeye Analyze, TLO	4,600
GrayKey	9,330
Investigative labs, record requests, misc	2,380
Towing service	4,500
Total	\$ 26,010

CITY OF APPLETON 2024 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 the reallocation of funds from the Administrative Services Unit (17512) for the Community Engagement Specialist and transfer of the Traffic Safety Officer in the Investigative Unit (17532) to the Field Operations Community Services Unit (17541) for an estimated increase of \$210,357 in personnel expenses.

This budget also reflects the end of the 2-year Crisis Response Team pilot program with Outagamie County Health and Human Services (OCHHS) resulting in a reduction of \$25,000 in Other Contract and Obligations for the Appleton shared cost of a Clinical Therapist. The same budget account also reflects an increase of \$216,279 for the Axon Officer Safety and FLOCK Safety programs.

**CITY OF APPLETON 2024 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 8,094	\$ 8,717	\$ 8,000	\$ 8,000	\$ 9,000
Total Revenue	\$ 8,094	\$ 8,717	\$ 8,000	\$ 8,000	\$ 9,000
Expenses					
610100 Regular Salaries	\$ 6,329,272	\$ 6,404,211	\$ 6,825,345	\$ 6,825,345	\$ 7,212,555
610400 Call Time Wages	71,670	71,374	19,600	19,600	19,760
610500 Overtime Wages	351,364	430,982	277,418	277,418	279,831
615000 Fringes	2,412,393	2,569,095	2,758,847	2,758,847	2,915,865
631200 Guns & Ammunition	5,360	7,500	7,500	7,500	7,500
631603 Other Misc. Supplies	21,287	38,914	38,000	42,760	28,000
632001 City Copy Charges	1,528	1,481	1,650	1,650	1,650
632700 Miscellaneous Equipment	88,566	117,088	85,300	101,000	85,300
641800 Equipment Repairs & Maint.	8,105	1,888	6,900	6,900	5,900
642501 CEA Operations/Maint.	515,169	709,480	579,523	579,523	704,943
642502 CEA Depreciation/Replace.	718,236	585,829	623,529	623,529	697,364
643100 Interpreter Services	4,943	8,044	4,000	4,000	4,000
644400 Witness Fees	149	316	500	500	500
659900 Other Contracts/Obligation	130,478	157,778	143,032	143,032	334,311
Total Expense	\$ 10,658,520	\$ 11,103,980	\$ 11,371,144	\$ 11,391,604	\$ 12,297,479

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Misc. Supplies

Canine program	\$ 8,000
Bike patrol	2,000
First responder supplies	3,000
Explorers program	1,500
Radio batteries & supplies	5,000
Drones, flares, honor guard, misc.	8,500
Total	\$ 28,000

Other Contracts & Obligations

Body cams/Taser program	\$ 252,861
Flock Safety	54,000
Aladtec scheduling program	10,700
Biohazard cleaning	650
Canine vet service	2,500
OWI blood draws	12,600
Records requests	1,000
Total	\$ 334,311

Miscellaneous Equipment

Essential personal protection equipment (PPE)	\$ 50,200
PBTs	2,000
K9 equipment	2,600
Radar speed detection	8,000
Radios	9,000
Recorders	1,500
SWAT equipment/vests	12,000
Total	\$ 85,300

**CITY OF APPLETON 2024 BUDGET
POLICE DEPARTMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	16,011	15,360	-	17,600	17,600	36,480
431000 Dog Licenses	12,448	11,438	13,435	20,000	20,000	20,000
431100 Cat Licenses	4,504	4,085	2,896	5,000	5,000	5,000
451000 Court Fines & Fees	222,993	218,300	99,536	275,000	275,000	250,000
480100 General Charges for Service	46,236	44,269	16,936	45,000	45,000	45,000
480600 False Alarm Fees	16,800	4,724	-	15,000	15,000	15,000
490500 PSL Reimbursement	556,317	579,251	-	714,152	714,152	748,763
501000 Miscellaneous Revenue	12,428	36,066	12,850	15,000	15,000	20,000
502000 Donations & Memorials	64,116	32,713	4,704	25,000	25,000	25,000
503000 Damage to City Property	35,596	64,811	15,881	-	-	-
503500 Other Reimbursements	142,177	146,124	3,148	150,845	150,845	136,645
508500 Cash Short or Over	11	(1)	2	-	-	-
TOTAL PROGRAM REVENUES	1,129,637	1,157,140	169,388	1,282,597	1,282,597	1,301,888
Personnel						
610100 Regular Salaries	10,468,246	10,530,390	3,715,610	11,922,230	11,922,230	11,977,079
610400 Call Time Wages	110,687	97,484	31,366	26,492	26,492	26,182
610500 Overtime Wages	537,867	612,353	274,535	528,063	528,063	529,629
610800 Part-Time Wages	221,090	252,857	85,754	271,871	271,871	291,200
611000 Other Compensation	138,963	152,662	18,218	-	-	214,127
611400 Sick Pay	62,855	4,766	3,414	-	-	-
611500 Vacation Pay	427,260	444,523	139,099	-	-	-
615000 Fringes	4,250,433	4,486,684	1,662,382	4,831,693	4,831,693	5,041,597
TOTAL PERSONNEL	16,217,401	16,581,719	5,930,378	17,580,349	17,580,349	18,079,814
Training~Travel						
620100 Training/Conferences	71,854	89,519	29,730	85,000	85,000	85,000
620400 Tuition Fees	8,491	5,975	-	10,860	10,860	8,960
620500 Employee Recruitment	715	2,872	1,205	1,500	1,500	-
TOTAL TRAINING / TRAVEL	81,060	98,366	30,935	97,360	97,360	93,960
Supplies						
630100 Office Supplies	12,746	13,775	5,744	14,000	14,000	14,000
630200 Subscriptions	1,001	1,116	252	1,020	1,020	630
630300 Memberships & Licenses	2,305	3,087	1,570	2,680	2,680	2,965
630400 Postage/Freight	133	502	-	200	200	200
630500 Awards & Recognition	1,958	2,216	762	2,055	2,055	2,100
630700 Food & Provisions	1,746	3,245	1,982	2,740	2,740	2,800
631200 Guns & Ammunition	37,031	50,723	33,477	50,500	50,500	50,500
631500 Books & Library Materials	-	401	100	330	330	330
631603 Other Misc. Supplies	34,247	57,632	21,941	49,550	54,310	39,550
632001 City Copy Charges	21,329	19,682	4,977	17,450	17,450	17,450
632002 Outside Printing	3,006	5,005	242	5,000	5,000	5,000
632101 Uniforms	13,576	17,985	1,291	8,500	8,500	10,500
632102 Protective Clothing	20,979	12,363	35,109	19,000	19,000	12,000
632300 Safety Supplies	235	659	794	900	900	900
632400 Medical/Lab Supplies	8,680	9,166	3,430	9,000	9,000	9,000
632700 Miscellaneous Equipment	103,306	131,986	13,271	104,800	120,500	99,800
TOTAL SUPPLIES	262,278	329,543	124,942	287,725	308,185	267,725
Purchased Services						
640202 Recording/Filing Fees	518	106	389	300	300	300
640400 Consulting Services	1,250	600	-	4,000	4,000	2,000
640700 Solid Waste/Recycling Pickup	3,797	5,254	1,508	4,400	4,400	4,400
641200 Advertising	-	-	105	-	-	-
641301 Electric	95,509	94,110	25,212	85,458	85,458	88,159
641302 Gas	32,822	38,319	15,725	38,930	38,930	42,202
641303 Water	3,743	3,849	884	3,952	3,952	3,570
641304 Sewer	1,568	1,745	399	1,870	1,870	1,770
641306 Stormwater	6,001	5,969	1,574	5,968	5,968	6,000
641307 Telephone	23,123	22,893	9,004	24,524	24,524	22,526

**CITY OF APPLETON 2024 BUDGET
POLICE DEPARTMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
641308 Cellular Phones	42,962	39,092	11,305	34,394	34,394	36,000
641800 Equipment Repairs & Maint.	11,304	4,463	5,882	10,235	10,235	8,235
642000 Facilities Charges	221,972	251,533	46,460	247,031	247,031	253,721
642501 CEA Operations/Maint.	515,169	709,480	182,878	579,523	579,523	704,943
642502 CEA Depreciation/Replace.	718,236	585,829	141,476	623,529	623,529	697,364
643000 Health Services	-	45	45	200	200	200
643100 Interpreter Services	4,943	8,044	1,860	4,000	4,000	4,000
644400 Witness Fees	149	316	264	500	500	500
659900 Other Contracts/Obligation	<u>563,542</u>	<u>569,521</u>	<u>199,490</u>	<u>585,951</u>	<u>585,951</u>	<u>724,111</u>
TOTAL PURCHASED SVCS	<u>2,246,608</u>	<u>2,341,168</u>	<u>644,460</u>	<u>2,254,765</u>	<u>2,254,765</u>	<u>2,600,001</u>
 TOTAL EXPENSE	 <u>18,807,347</u>	 <u>19,350,796</u>	 <u>6,730,715</u>	 <u>20,220,199</u>	 <u>20,240,659</u>	 <u>21,041,500</u>

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

NOTES

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**CITY OF APPLETON 2024 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 State and federal agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2024 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 2023-2024 grant year.

Grant funding has become more available 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 2024, this budget reflects an increase 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.

Training for Crime Intervention Team (CIT), Crime Prevention Through Environmental Design (CPTED), and other law enforcement initiatives such as Women in Public Safety are increasingly recognized by groups, such as the National Alliance on Mental Illness (NAMI), Women's Fund for the Fox Valley Region, and other private foundations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 218,100	\$ 443,381	\$ 143,000	\$ 143,000	\$ 255,000	78.32%
Program Expenses		\$ 218,100	\$ 433,916	\$ 143,000	\$ 143,000	\$ 255,000	78.32%
Expenses Comprised Of:							
Personnel		184,240	194,102	125,000	125,000	232,000	85.60%
Training & Travel		-	7,443	-	-	5,000	N/A
Supplies & Materials		33,860	232,371	18,000	18,000	18,000	0.00%
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250 / 2251

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ 42,875	\$ 32,890	\$ 18,000	\$ 18,000	\$ 30,000
422400 Miscellaneous State Aids	175,225	404,991	125,000	125,000	220,000
423000 Misc Local Govt Aids	-	5,500	-	-	5,000
Total Revenue	\$ 218,100	\$ 443,381	\$ 143,000	\$ 143,000	\$ 255,000
Expenses					
610500 Overtime Wages	\$ 184,240	\$ 194,102	\$ 125,000	\$ 125,000	\$ 232,000
620100 Training/Conferences	3,960	7,443	-	-	5,000
631603 Other Misc Supplies	8,513	-	-	-	-
632102 Protective Clothing	8,800	8,591	8,000	8,000	8,000
632700 Miscellaneous Equipment	12,587	223,780	10,000	10,000	10,000
Total Expense	\$ 218,100	\$ 433,916	\$ 143,000	\$ 143,000	\$ 255,000

DETAILED SUMMARY OF 2024 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
U.S. Marshall Task Force	DOJ	12,000
Traffic Enforcement	DOT	200,000
Drug and Criminal Task Force	WDOJ	20,000
Crime prevention/public safety	WDOJ	5,000
		<u>\$ 255,000</u>

**CITY OF APPLETON 2024 BUDGET
POLICE GRANTS**

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Intergovernmental	\$ 218,100	\$ 443,381	\$ 143,000	\$ 143,000	\$ 255,000
Total Revenues	<u>218,100</u>	<u>443,381</u>	<u>143,000</u>	<u>143,000</u>	<u>255,000</u>
Expenses					
Program Costs	218,100	433,916	143,000	143,000	255,000
Total Expenses	<u>218,100</u>	<u>433,916</u>	<u>143,000</u>	<u>143,000</u>	<u>255,000</u>
Revenues over (under) Expenses	-	9,465	-	-	-
Fund Balance - Beginning	-	-	9,465	9,465	9,465
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 9,465</u>	<u>\$ 9,465</u>	<u>\$ 9,465</u>	<u>\$ 9,465</u>

**CITY OF APPLETON 2024 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
Police firing range upgrade	\$ 162,000	Projects, pg. 636
Axon Officer Safety Plan	111,900	Projects, pg. 656
Cardiac monitors	44,000	Projects, pg. 658
	<u>\$ 317,900</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
	Program Revenues	\$ (43)	\$ (213)	\$ -	\$ 217,700	\$ -	N/A
	Program Expenses	\$ -	\$ -	\$ 582,700	\$ 582,700	\$ 317,900	-45.44%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	582,700	582,700	317,900	-45.44%

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ -	\$ -	\$ -	\$ 217,700	\$ -
471000 Interest on Investments	(43)	(213)	-	-	-
504500 Reimb from Prior Year Exp	8,226	-	-	-	-
591000 Proceeds of Long-term Debt	-	-	365,000	365,000	317,900
592100 Transfers In - General Fund	-	-	-	-	-
Total Revenue	\$ 8,183	\$ (213)	\$ 365,000	\$ 582,700	\$ 317,900
Expenses					
632700 Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -	\$ 257,900
680300 Buildings	-	-	-	-	60,000
680401 Machinery & Equipment	-	-	582,700	582,700	-
680403 Vehicles	-	-	-	-	-
681500 Software Acquisition	-	-	-	-	-
Total Expense	\$ -	\$ -	\$ 582,700	\$ 582,700	\$ 317,900

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Range ventilation and target control system	\$ 102,000
Axon Officer Safety Plan	111,900
Cardiac monitors	44,000
	<u>\$ 257,900</u>

Buildings

Range construction	\$ 60,000
	<u>\$ 60,000</u>

CITY OF APPLETON 2024 BUDGET

PUBLIC SAFETY

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

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Federal Grants	\$ -	\$ -	\$ -	\$ 217,700	\$ -
Interest Income	(43)	(215)	-	-	-
Reimburse from Prior Year Expense	8,227	-	-	-	-
Total Revenues	<u>8,184</u>	<u>(215)</u>	<u>-</u>	<u>217,700</u>	<u>-</u>
Expenses					
Program Costs	-	-	582,700	582,700	317,900
Total Expenses	<u>-</u>	<u>-</u>	<u>582,700</u>	<u>582,700</u>	<u>317,900</u>
Revenues over (under) Expenses	<u>8,184</u>	<u>(215)</u>	<u>(582,700)</u>	<u>(365,000)</u>	<u>(317,900)</u>
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	365,000	365,000	317,900
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>365,000</u>	<u>365,000</u>	<u>317,900</u>
Net Change in Equity	8,184	(215)	(217,700)	-	-
Fund Balance - Beginning	-	8,184	7,969	7,969	7,969
Fund Balance - Ending	<u>\$ 8,184</u>	<u>\$ 7,969</u>	<u>\$ (209,731)</u>	<u>\$ 7,969</u>	<u>\$ 7,969</u>

CITY OF APPLETON 2024 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Ryan A. Weyers

CITY OF APPLETON 2024 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 2023 EVENTS

In the first half of 2023, the department had seven retirements. The positions included three Battalion Chiefs, two Lieutenants, a Firefighter, and a Resource Development Specialist. The positions were filled through internal promotions and a planned reorganization resulting in five new chief officers in key leadership positions. The department participated in the regional hiring process and hired six recruit firefighters in May. They joined the ranks of the front-line operations staff after a six-week recruit academy in July.

The Appleton Fire Department continues to serve as the host agency for a \$1.9 million regional radio grant through the Assistance to Firefighters Grant (AFG). The grant will provide intrinsically safe portable radio components for eighteen fire and EMS agencies in Outagamie County. As host agency, the department formed a committee of representatives from participating agencies and prepared a Request for Proposal that was sent to vendors in June. In the coming months, a vendor will be selected, agency purchases will be coordinated, and radios will arrive for programming and distribution. In addition to the regional AFG grant, the department received a \$192,000 grant to provide paramedic training for up to six Appleton Fire Department personnel. In preparation for the class, department personnel, the Human Resources Department, and the bargaining unit addressed the class schedule, work rules, and compensation. Participation in this grant is another step toward preparing for a higher level of emergency medical service by having paramedic engine companies. The department has a pending \$400,000 Assistance to Firefighter's Grant for cardiac monitors as another step toward paramedic engine companies.

The department continues its efforts to develop a service agreement with our private transport ambulance service. This has been in the works for some time and began with developing shared community expectations, exploring dedicated ambulances for the city, and development of a formal contract with the private ambulance service that is based on shared community expectations, Wisconsin Administrative Rule, standards established by the National Fire Protection Association, and state wide best practices. In addition, the Appleton Fire Department, in partnership with Fox Valley Fire Departments, developed a Shared Equipment Agreement that allows for sharing apparatus, equipment and training props as a method of reducing overhead and individual fire department costs.

The department's Training Division brought in a nationally recognized instructor to provide a swiftwater/water rescue class. This training resulted in fourteen additional members qualified as swiftwater technicians. The department also participated in a joint trench rescue training opportunity with Kaukauna Fire Department and Fox Valley Technical College.

The Appleton Fire Department is part of the State of Wisconsin Urban Search and Rescue Team Task Force 1. The department has 12 members that participate in this team. The team is set up to supplement local systems overwhelmed by either the size or the scope of the event. These members have over 200 hours of specialized training in building collapse, regional flooding events, high angle rope and confined space rescues, and difficult trench rescue within the state, as well as nationally, like hurricanes. Most members can take additional training in specialties within the team organization as well. This team trains every three months in the core disciplines and participates in a three-day deployment exercise yearly. This year's exercise is a scenario deployment to Illinois, where the team will integrate with the Illinois counterpart in rescue scenarios. Next year, the team will activate and support standby services at the Republican National Convention.

Fire department personnel, along with Facilities staff, have worked with an architectural firm to develop plans for Fire Station # 4, based on a programming discussion and space needs analysis. The plans for Lundgaard Park continue to move forward. This vision will be utilized as the City works toward their fundraising goal with the Friends of the Appleton Fire Department. It is hopeful that final design and construction will occur in the next few years. Representatives from the Appleton Fire Department, the Lundgaard family, and City staff continue work on this project.

The department worked with Outagamie County's Aging and Disability Resource Center (ADRC) and Rebuilding Together Fox Valley to develop a Fall Prevention Initiative to help at-risk adults. These agencies provide and install grab bars and handrails at no cost to the resident to keep them safe and in their homes as long as possible.

CITY OF APPLETON 2024 BUDGET FIRE DEPARTMENT

MAJOR 2024 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 2024, 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 349,012	\$ 396,553	\$ 410,600	\$ 410,600	\$ 473,300	15.27%
Program Expenses							
18010	Administration	552,392	577,354	647,813	647,813	622,317	-3.94%
18021	Fire Suppression	9,505,805	10,226,794	10,379,117	10,379,117	10,720,402	3.29%
18022	Special Operations	170,499	179,463	183,263	183,263	190,975	4.21%
18023	Resource Devel.	254,669	257,011	189,081	189,081	187,938	-0.60%
18024	Emergency Medical Svc	706,032	739,397	905,554	929,671	957,110	5.69%
18032	Fire Prevention	1,558,802	1,215,298	1,272,532	1,272,532	1,319,546	3.69%
18033	Technical Services	315,293	438,180	434,598	434,598	456,322	5.00%
TOTAL		\$ 13,063,492	\$ 13,633,497	\$ 14,011,958	\$ 14,036,075	\$ 14,454,610	3.16%
Expenses Comprised Of:							
Personnel		11,566,416	12,055,686	12,298,252	12,298,252	12,623,603	2.65%
Training & Travel		22,032	36,774	38,000	38,000	39,250	3.29%
Supplies & Materials		222,565	281,140	280,895	305,012	293,941	4.64%
Purchased Services		1,252,479	1,259,897	1,394,811	1,394,811	1,497,816	7.38%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

**CITY OF APPLETON 2024 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 department has learned that the formula for calculating the 2% fire dues payment is changing resulting in a favorable increase for the Appleton Fire Department.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422600 Fire Insurance Dues	\$ 263,840	\$ 277,234	\$ 270,000	\$ 270,000	\$ 325,000
480100 Charges for Services	40	43	-	-	-
501000 Miscellaneous Revenue	200	-	-	-	-
501500 Rental of City Property	1,050	-	-	-	-
Total Revenue	\$ 265,130	\$ 277,277	\$ 270,000	\$ 270,000	\$ 325,000
Expenses					
610100 Regular Salaries	\$ 264,909	\$ 272,306	\$ 279,475	\$ 279,475	\$ 277,895
610500 Overtime Wages	-	1,904	1,321	1,321	1,333
610800 Part-Time Wages	8,236	7,692	13,770	13,770	15,600
615000 Fringes	79,970	83,095	109,383	109,383	92,261
620100 Training/Conferences	359	4,895	3,000	3,000	3,000
630100 Office Supplies	4,991	4,305	3,750	3,750	3,750
630300 Memberships & Licenses	778	540	800	800	800
630400 Postage/Freight	175	400	250	250	250
630500 Awards & Recognition	1,206	1,549	1,440	1,440	1,440
630700 Food & Provisions	1,427	2,351	1,920	1,920	1,920
631500 Books & Library Materials	300	280	-	-	-
631603 Other Misc. Supplies	371	354	250	250	250
632001 City Copy Charges	6,618	5,696	6,450	6,450	6,450
632002 Outside Printing	1,019	1,786	1,000	1,000	1,000
632700 Miscellaneous Equipment	8,196	8,638	8,000	8,000	8,000
640400 Consulting Services	2,930	1,430	1,000	1,000	1,000
640700 Solid Waste/Recycling	4,011	4,126	4,220	4,220	4,220
640800 Contractor Fees	473	600	1,000	1,000	1,000
641300 Utilities	154,741	163,346	191,829	191,829	190,565
642501 CEA Operations/Maint.	4,114	5,283	6,254	6,254	7,330
642502 CEA Depreciation/Replace.	7,568	6,778	12,701	12,701	4,253
Total Expense	\$ 552,392	\$ 577,354	\$ 647,813	\$ 647,813	\$ 622,317

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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, the Central Equipment Agency's maintenance and replacement costs for fire apparatus, increased janitorial supply costs, and a reported increase in the cost of NFPA physicals from the City's vendor.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 30,000
480100 General Charges for Svc	3,423	27,554	3,000	3,000	3,000
Total Revenue	\$ 3,423	\$ 27,554	\$ 43,000	\$ 43,000	\$ 33,000
Expenses					
610100 Regular Salaries	\$ 5,920,740	\$ 6,124,980	\$ 6,329,114	\$ 6,329,114	\$ 6,445,265
610500 Overtime Wages	382,692	687,731	362,527	362,527	377,330
615000 Fringes	2,308,314	2,519,887	2,654,663	2,654,663	2,782,374
620100 Training/Conferences	13,621	15,008	15,750	15,750	15,750
620400 Tuition Fees	-	2,550	4,000	4,000	4,000
630600 Building Maint./Janitorial	2,851	2,984	3,250	3,250	3,348
631603 Other Misc. Supplies	1,835	1,155	1,300	1,300	1,300
632101 Uniforms	2,717	1,582	2,000	2,000	2,000
632102 Protective Clothing	65,788	76,863	115,150	115,150	115,150
632199 Other Clothing	1,636	2,379	1,800	1,800	1,800
642501 CEA Operations/Maint.	247,237	265,489	293,921	293,921	337,163
642502 CEA Depreciation/Replace.	533,318	499,480	569,892	569,892	608,399
643000 Health Services	25,056	26,706	25,750	25,750	26,523
Total Expense	\$ 9,505,805	\$ 10,226,794	\$ 10,379,117	\$ 10,379,117	\$ 10,720,402

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

Company Officer training	6,000
Driver/Engineer training	5,000
Firefighter training	4,750
Total	\$ 15,750

Protective Clothing

Firefighter turnout gear	\$ 90,000
Helmets	10,000
Boots	8,000
Gloves	4,150
Hoods	3,000
Total	\$ 115,150

Health Services

NFPA-compliant physicals	\$ 24,500
Duty evaluations	2,023
Total	\$ 26,523

**CITY OF APPLETON 2024 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:

No major changes.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ 11,544	\$ 9,047	\$ 24,000	\$ 24,000	\$ 24,000
423000 Misc Local Govt Aids	10,100	11,800	11,500	11,500	11,800
480700 Incineration Fees	1,521	10,671	8,500	8,500	8,500
Total Revenue	<u>\$ 23,165</u>	<u>\$ 31,518</u>	<u>\$ 44,000</u>	<u>\$ 44,000</u>	<u>\$ 44,300</u>
Expenses					
610100 Regular Salaries	\$ 89,214	\$ 86,651	\$ 91,070	\$ 91,070	\$ 95,541
610500 Overtime Wages	7,262	9,520	7,015	7,015	7,405
615000 Fringes	34,837	35,158	39,178	39,178	42,029
632102 Protective Clothing	9,122	12,178	13,000	13,000	13,000
632700 Miscellaneous Equipment	23,414	29,331	30,000	30,000	30,000
640700 Waste/Recycling Pickup	6,650	6,625	3,000	3,000	3,000
Total Expense	<u>\$ 170,499</u>	<u>\$ 179,463</u>	<u>\$ 183,263</u>	<u>\$ 183,263</u>	<u>\$ 190,975</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Monitoring and research
equipment authorized through the
State EPCRA grant (80/20 match)

Outagamie County	\$ 10,000
Calumet County	10,000
Manitowoc County	10,000
	<u>\$ 30,000</u>

**CITY OF APPLETON 2024 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

Continue to define our role as fire and EMS providers at active shooter incidents

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 163,731	\$ 158,452	\$ 112,454	\$ 112,454	\$ 103,540
610500 Overtime Wages	8,915	14,246	9,676	9,676	14,713
615000 Fringes	65,140	66,521	43,353	43,353	45,549
620100 Training/Conferences	-	2,520	2,500	2,500	2,500
631500 Books & Library Materials	1,189	870	1,200	1,200	1,200
631603 Other Misc. Supplies	1,602	1,004	1,400	1,400	1,400
632300 Safety Supplies	711	636	750	750	750
632700 Miscellaneous Equipment	6,830	6,903	6,500	6,500	6,500
642501 CEA Operations/Maint.	2,739	3,011	3,127	3,127	3,665
642502 CEA Depreciation/Replace.	3,812	2,848	8,121	8,121	8,121
Total Expense	<u>\$ 254,669</u>	<u>\$ 257,011</u>	<u>\$ 189,081</u>	<u>\$ 189,081</u>	<u>\$ 187,938</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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

Provide quality, consistent pre-hospital medical training to all employees of the Fire Department

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. In addition, the department reallocated vehicles for the program manager so this budget also includes the CEA maintenance and replacement for that vehicle.

This budget also includes an increase in the cost of medical supplies as the department moves toward paramedic engine companies.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 481,763	\$ 489,034	\$ 608,875	\$ 608,875	\$ 633,937
610500 Overtime Wages	17,679	5,028	15,734	15,734	16,168
615000 Fringes	190,547	189,028	258,945	258,945	265,721
620100 Training/Conferences	3,003	7,246	6,500	6,500	6,500
630300 Memberships & Licenses	300	200	-	-	-
631603 Other Misc. Supplies	162	-	-	-	-
632400 Medical/Lab Supplies	9,068	19,697	12,000	12,000	20,000
642501 CEA Operations/Maint.	-	-	-	-	3,665
642502 CEA Depreciation/Replace.	-	-	-	-	7,619
632700 Miscellaneous Equipment	3,510	29,164	3,500	27,617	3,500
Total Expense	<u>\$ 706,032</u>	<u>\$ 739,397</u>	<u>\$ 905,554</u>	<u>\$ 929,671</u>	<u>\$ 957,110</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Medical/Lab Supplies

Medications	\$ 4,750
Protective Clothing Items	6,500
Bandages, Tourniquets, Splints	7,000
Medical Bags	1,000
Miscellaneous Items	750
	<u>\$ 20,000</u>

**CITY OF APPLETON 2024 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

Continue pre-incident planning using a computer-aided drafting program

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 a media relationship strategy as a method/vehicle to communicate prevention messages

Enhance fire and life safety awareness in the City of Appleton

Major changes in Revenue, Expenditures, or Programs:

The increase in revenue is related to fee increases approved by Common Council.

This program budget reflects an increase to subscriptions to accommodate the increase in our NFPA code subscription and the maintenance costs of the social media manager software. There are also increased salary and fringe benefit costs.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Fire Prevention/Public Education

Business Unit 18031 / 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
441200 Tent Permits	600	625	500	500	3,000
441300 Burning Permits	28,429	25,602	30,000	30,000	30,000
441400 Firework Permits	300	325	100	100	2,000
441600 Tank Removal Permits	300	-	-	-	-
441800 Fire Protection Plan Review	-	-	-	-	15,000
480600 False Alarm Fees	20,300	26,300	17,000	17,000	14,000
490800 Misc Intergov Charges	7,365	7,352	6,000	6,000	7,000
Total Revenue	\$ 57,294	\$ 60,204	\$ 53,600	\$ 53,600	\$ 71,000
Expenses					
610100 Regular Salaries	\$ 1,066,827	\$ 808,911	\$ 849,776	\$ 849,776	\$ 866,219
610500 Overtime Wages	47,598	44,532	17,507	17,507	18,072
615000 Fringes	408,363	319,800	362,525	362,525	380,703
620100 Training/Conferences	5,048	4,555	6,250	6,250	7,500
630200 Subscriptions	1,495	2,242	1,500	1,500	3,400
630300 Memberships & Licenses	2,562	1,936	2,400	2,400	3,000
631500 Books & Library Materials	-	687	-	-	-
631603 Other Misc. Supplies	132	-	-	-	-
632300 Safety Supplies	6,159	6,709	6,000	6,000	7,000
632700 Miscellaneous Equipment	1,015	2,804	-	-	1,000
641200 Advertising	985	836	500	500	750
642501 CEA Operations/Maint.	8,086	13,547	9,380	9,380	14,659
642502 CEA Depreciation/Replace.	10,532	8,739	16,694	16,694	17,243
Total Expense	\$ 1,558,802	\$ 1,215,298	\$ 1,272,532	\$ 1,272,532	\$ 1,319,546

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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, facilities charges, janitorial supplies, and equipment repair costs.

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 15,208	\$ 86,120	\$ 88,989	\$ 88,989	\$ 95,575
610500 Overtime Wages	(759)	9,793	4,477	4,477	4,861
615000 Fringes	5,232	35,297	38,425	38,425	41,512
630600 Building Maint./Janitorial	14,094	14,778	14,935	14,935	15,383
630803 Seed	102	269	-	-	-
630902 Tools & Instruments	1,783	2,527	1,700	1,700	1,700
631000 Miscellaneous Chemicals	4,661	4,466	4,500	4,500	4,500
631603 Other Misc. Supplies	1,807	1,198	2,050	2,050	2,050
632503 Other Materials	751	363	-	-	-
632601 Repair Parts	4,454	5,902	5,500	5,500	5,500
632700 Miscellaneous Equipment	27,734	26,414	26,600	26,600	26,600
640800 Contractor Fees	-	1,128	-	-	-
640900 Inspection Fees	1,253	3,467	3,000	3,000	3,000
641800 Equipment Repairs & Maint.	10,690	15,941	11,500	11,500	19,000
641900 Communication Eq. Repairs	6,668	5,441	7,000	7,000	7,000
642000 Facilities Charges	215,823	218,339	225,922	225,922	229,641
642501 CEA Operations/Maint.	1,750	4,026	-	-	-
642502 CEA Depreciation/Replace.	4,042	2,711	-	-	-
Total Expense	\$ 315,293	\$ 438,180	\$ 434,598	\$ 434,598	\$ 456,322

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	\$ 12,000
Rescue tools	5,000
Station furniture and appliances	3,500
Support Equipment (air compressor, preemption equipment, exhaust systems)	6,100
	<u>\$ 26,600</u>

Building Maint./Janitorial

Paper products	\$ 5,500
Cleaning supplies	8,200
Cleaning equipment	1,683
	<u>\$ 15,383</u>

Equipment Repairs & Maintenance

Self-contained breathing apparatus	\$ 6,250
Extrication tool maintenance	8,000
Appliance & station equipment repairs	2,000
Miscellaneous equipment repairs	2,750
	<u>\$ 19,000</u>

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

	<u>2021</u> <u>ACTUAL</u>	<u>2022</u> <u>ACTUAL</u>	<u>2023</u> <u>YTD ACTUAL</u>	<u>2023</u> <u>ORIG BUD</u>	<u>2023</u> <u>REVISED BUD</u>	<u>2024</u> <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	11,544	61,937	24,347	64,000	64,000	54,000
422600 Fire Insurance Dues	263,841	277,234	-	270,000	270,000	325,000
423000 Miscellaneous Local Govt Aids	10,100	11,800	11,800	11,500	11,500	11,800
441200 Tent Permits	600	625	75	500	500	3,000
441300 Burning Permits	28,429	25,602	3,813	30,000	30,000	30,000
441400 Firework Permits	300	325	-	100	100	2,000
441600 Tank Removal Permits	300	-	-	-	-	-
441800 Fire Protection Plan Review	-	-	-	-	-	15,000
480100 General Charges for Service	3,464	27,597	2,018	3,000	3,000	3,000
480600 False Alarm Fees	20,300	26,300	4,700	17,000	17,000	14,000
480700 Incineration Fees	1,521	10,671	1,323	8,500	8,500	8,500
490800 Misc Intergovernmental Charges	7,365	7,352	1,735	6,000	6,000	7,000
501500 Rental of City Property	200	-	-	-	-	-
502000 Donations & Memorials	1,050	2,000	-	-	-	-
TOTAL PROGRAM REVENUES	<u>349,014</u>	<u>451,443</u>	<u>49,811</u>	<u>410,600</u>	<u>410,600</u>	<u>473,300</u>
Personnel						
610100 Regular Salaries	7,486,764	7,530,564	2,335,479	8,316,093	8,316,093	8,469,772
610400 Call Time Wages	-	-	-	-	-	-
610500 Overtime Wages	463,101	772,754	253,317	418,257	418,257	439,882
610800 Part-Time Wages	8,236	7,692	4,274	13,770	13,770	15,600
611000 Other Compensation	63,247	63,133	17,480	43,660	43,660	48,200
611400 Sick Pay	65,412	42,927	-	-	-	-
611500 Vacation Pay	387,396	389,830	74,260	-	-	-
615000 Fringes	3,092,260	3,248,786	1,118,658	3,506,472	3,506,472	3,650,149
TOTAL PERSONNEL	<u>11,566,416</u>	<u>12,055,686</u>	<u>3,803,468</u>	<u>12,298,252</u>	<u>12,298,252</u>	<u>12,623,603</u>
Training~Travel						
620100 Training/Conferences	22,032	34,224	3,913	34,000	34,000	35,250
620400 Tuition Fees	-	2,550	1,000	4,000	4,000	4,000
TOTAL TRAINING / TRAVEL	<u>22,032</u>	<u>36,774</u>	<u>4,913</u>	<u>38,000</u>	<u>38,000</u>	<u>39,250</u>
Supplies						
630100 Office Supplies	4,991	4,305	1,269	3,750	3,750	3,750
630200 Subscriptions	1,495	2,242	230	1,500	1,500	3,400
630300 Memberships & Licenses	3,640	2,676	3,081	3,200	3,200	3,800
630400 Postage/Freight	175	400	-	250	250	250
630500 Awards & Recognition	1,206	1,549	1,342	1,440	1,440	1,440
630600 Building Maint./Janitorial	16,944	17,762	11,448	18,185	18,185	18,731
630700 Food & Provisions	1,427	2,351	839	1,920	1,920	1,920
630803 Seed	102	269	142	-	-	-
630902 Tools & Instruments	1,783	2,527	1,426	1,700	1,700	1,700
631000 Miscellaneous Chemicals	4,661	4,466	1,266	4,500	4,500	4,500
631500 Books & Library Materials	1,489	1,837	80	1,200	1,200	1,200
631603 Other Misc. Supplies	5,909	3,711	418	5,000	5,000	5,000
632001 City Copy Charges	6,618	5,696	1,422	6,450	6,450	6,450
632002 Outside Printing	1,019	1,786	416	1,000	1,000	1,000
632101 Uniforms	2,717	1,582	594	2,000	2,000	2,000
632102 Protective Clothing	74,911	89,041	8,096	128,150	128,150	128,150
632199 Other Clothing	1,636	2,379	769	1,800	1,800	1,800
632300 Safety Supplies	6,869	7,345	5,633	6,750	6,750	7,750
632400 Medical/Lab Supplies	9,068	19,697	2,973	12,000	12,000	20,000
632503 Other Materials	751	363	-	-	-	-
632601 Repair Parts	4,454	5,902	1,149	5,500	5,500	5,500
632700 Miscellaneous Equipment	70,700	103,254	57,515	74,600	98,717	75,600
TOTAL SUPPLIES	<u>222,565</u>	<u>281,140</u>	<u>100,108</u>	<u>280,895</u>	<u>305,012</u>	<u>293,941</u>
Purchased Services						
640400 Consulting Services	2,930	1,430	452	1,000	1,000	1,000
640700 Solid Waste/Recycling Pickup	10,661	10,751	1,872	7,220	7,220	7,220
640800 Contractor Fees	473	1,728	1,000	1,000	1,000	1,000

**CITY OF APPLETON 2024 BUDGET
FIRE DEPARTMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
640900 Inspection Fees	1,253	3,467	2,294	3,000	3,000	3,000
641200 Advertising	985	836	-	500	500	750
641301 Electric	73,166	78,396	27,684	85,294	85,294	82,111
641302 Gas	31,587	37,511	21,007	56,875	56,875	52,756
641303 Water	10,880	10,636	2,911	10,833	10,833	9,221
641304 Sewer	2,951	3,243	903	3,500	3,500	3,418
641306 Stormwater	14,089	14,749	4,456	14,712	14,712	14,719
641307 Telephone	7,029	7,188	2,113	6,515	6,515	8,457
641308 Cellular Phones	15,039	11,623	6,536	14,100	14,100	19,883
641800 Equipment Repairs & Maint.	10,690	15,941	16,826	11,500	11,500	19,000
641900 Communication Eq. Repairs	6,668	5,441	5,291	7,000	7,000	7,000
642000 Facilities Charges	215,823	218,339	23,486	225,922	225,922	229,641
642501 CEA Operations/Maint.	263,926	291,356	32,995	312,682	312,682	366,482
642502 CEA Depreciation/Replace.	559,273	520,556	120,177	607,408	607,408	645,635
643000 Health Services	25,056	26,706	1,869	25,750	25,750	26,523
TOTAL PURCHASED SVCS	<u>1,252,479</u>	<u>1,259,897</u>	<u>271,872</u>	<u>1,394,811</u>	<u>1,394,811</u>	<u>1,497,816</u>
Capital Outlay						
640400 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSE	<u>13,063,492</u>	<u>13,633,497</u>	<u>4,180,361</u>	<u>14,011,958</u>	<u>14,036,075</u>	<u>14,454,610</u>

**CITY OF APPLETON 2024 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	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 124,497	\$ 71,732	\$ 72,075	\$ 72,075	\$ 72,075	0.00%
Program Expenses		\$ 79,878	\$ 119,427	\$ 72,075	\$ 72,075	\$ 72,075	0.00%
Expenses Comprised Of:					364,427		
	Personnel	24,081	73,009	46,700	46,700	46,700	0.00%
	Training & Travel	2,760	20,668	6,000	6,000	6,000	0.00%
	Supplies & Materials	29,350	12,403	8,525	8,525	8,525	0.00%
	Purchased Services	23,687	13,347	10,850	10,850	10,850	0.00%
	Capital Expenditures	-	-	-	364,427	-	N/A

**CITY OF APPLETON 2024 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ 70,074	\$ 70,074	\$ 70,075	\$ 70,075	\$ 70,075
471000 Interest on Investments	(2,244)	(10,750)	2,000	2,000	2,000
480100 General Charges for Svc	21,967	12,408	-	-	-
500400 Sale of City Property	29,700	-	-	-	-
503500 Other Reimbursements	5,000	-	-	-	-
Total Revenue	\$ 124,497	\$ 71,732	\$ 72,075	\$ 72,075	\$ 72,075
Expenses					
610100 Regular Salaries	\$ 5,240	\$ 6,790	\$ 5,720	\$ 5,720	\$ 5,720
610500 Overtime Wages	12,597	46,356	30,980	30,980	30,980
615000 Fringes	6,244	19,863	10,000	10,000	10,000
620100 Training/Conferences	2,760	20,668	6,000	6,000	6,000
630700 Food & Provisions	63	300	350	350	350
630902 Tools & Instruments	1,625	2,022	3,075	3,075	3,075
631000 Miscellaneous Chemicals	3,283	6,053	2,500	2,500	2,500
631500 Books & Library Materials	-	288	200	200	200
631603 Other Misc. Supplies	1,802	802	800	800	800
632102 Protective Clothing	882	-	-	-	-
632601 Repair Parts	898	1,513	1,000	1,000	1,000
632700 Miscellaneous Equipment	20,797	1,425	600	600	600
640400 Consulting Services	676	338	350	350	350
641308 Cellular Phones	2,640	2,933	1,750	1,750	1,750
641700 Vehicle Repairs & Maint.	13,002	7,317	4,000	4,000	4,000
641800 Equipment Repairs & Maint.	3,571	259	1,250	1,250	1,250
643000 Health Services	3,798	2,500	3,500	3,500	3,500
680403 Vehicles	-	-	-	-	-
Total Expense	\$ 79,878	\$ 119,427	\$ 72,075	\$ 72,075	\$ 72,075

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

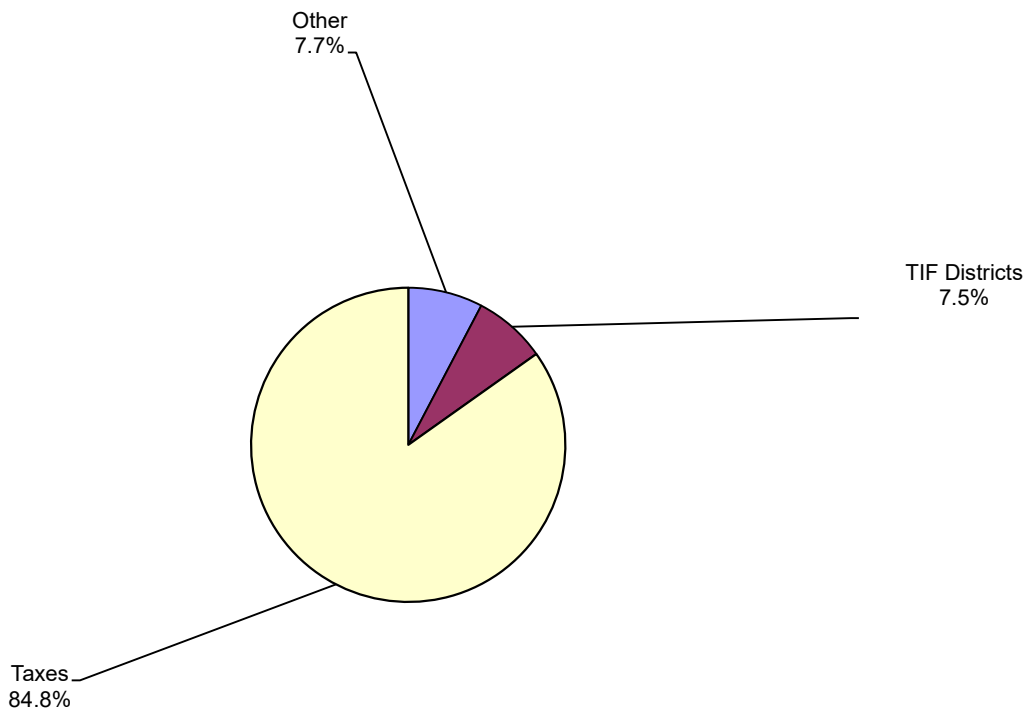
CITY OF APPLETON 2024 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Intergovernmental	\$ 70,074	\$ 70,074	\$ 70,075	\$ 70,075	\$ 70,075
Interest Income	(2,244)	(10,750)	2,000	2,000	2,000
Other	21,967	12,408	-	-	-
Total Revenues	<u>89,797</u>	<u>71,732</u>	<u>72,075</u>	<u>72,075</u>	<u>72,075</u>
Expenses					
Program Costs	79,878	119,427	72,075	72,075	72,075
Total Expenses	<u>79,878</u>	<u>119,427</u>	<u>72,075</u>	<u>72,075</u>	<u>72,075</u>
Revenues over (under) Expenses	9,919	(47,695)	-	-	-
Fund Balance - Beginning	<u>353,284</u>	<u>363,203</u>	<u>315,508</u>	<u>315,508</u>	<u>315,508</u>
Fund Balance - Ending	<u>\$ 363,203</u>	<u>\$ 315,508</u>	<u>\$ 315,508</u>	<u>\$ 315,508</u>	<u>\$ 315,508</u>

**CITY OF APPLETON 2024 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2024 Debt Service

\$15,961,563



General Obligation Rating: Aa1

CITY OF APPLETON 2024 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Revenues					
Taxes	\$ 9,851,874	\$ 10,874,291	\$ 13,437,688	\$ 13,437,688	\$ 13,537,887
Other	-	-	-	-	-
Total Revenues	<u>9,851,874</u>	<u>10,874,291</u>	<u>13,437,688</u>	<u>13,437,688</u>	<u>13,537,887</u>
Expenditures					
Debt Service:					
Principal	8,774,375	9,879,500	12,063,750	12,063,750	12,708,375
Interest and Fees	2,265,371	2,482,539	2,629,603	2,629,603	3,253,188
Total Expenditures	<u>11,039,746</u>	<u>12,362,039</u>	<u>14,693,353</u>	<u>14,693,353</u>	<u>15,961,563</u>
Excess Revenues (Expenditures)	<u>(1,187,872)</u>	<u>(1,487,748)</u>	<u>(1,255,665)</u>	<u>(1,255,665)</u>	<u>(2,423,676)</u>
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	-	170,000	170,000	210,000
Advance Refunding Escrow	-	-	-	-	-
Premium on Debt Issued	769,949	1,067,759	-	1,231,403	-
Operating Transfers In	255,387	140,450	400,262	400,262	1,194,135
Total Other Financing Sources	<u>1,025,336</u>	<u>1,208,209</u>	<u>570,262</u>	<u>1,801,665</u>	<u>1,404,135</u>
Net Change in Fund Balance	(162,536)	(279,539)	(685,403)	546,000	(1,019,541)
Fund Balance - Beginning	<u>1,301,947</u>	<u>1,139,411</u>	<u>859,872</u>	<u>859,872</u>	<u>1,405,872</u>
Fund Balance - Ending	<u>\$ 1,139,411</u>	<u>\$ 859,872</u>	<u>\$ 174,469</u>	<u>\$ 1,405,872</u>	<u>\$ 386,331</u>

CITY OF APPLETON 2024 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2012 DNR Site Remediation Loan	\$ 50,000	\$ -	\$ 50,000
2014A G.O. Notes	863,375	10,253	873,628
2015A G.O. Notes	750,000	30,000	780,000
2016A G.O. Notes	2,120,000	164,700	2,284,700
2017A G.O. Notes	990,000	109,800	1,099,800
2017A G.O. Refunding Notes	540,000	59,850	599,850
2018A G.O. Notes	1,440,000	309,350	1,749,350
2019A G.O. Notes	1,885,000	274,625	2,159,625
2020A G.O. Notes	1,560,000	216,600	1,776,600
2021A G.O. Notes	205,000	219,125	424,125
2022A G.O. Notes	1,050,000	698,350	1,748,350
2023A G.O. Notes	1,255,000	950,535	2,205,535
Debt Issuance Cost	-	210,000	210,000
Total Debt Service Obligation	<u>\$ 12,708,375</u>	<u>\$ 3,253,188</u>	<u>\$ 15,961,563</u>

DEBT SERVICE FUNDING SOURCES

<i>Operating Transfers:</i>		
Capital Project Funds:		
Tax Incremental District # 8		\$ 97,025
Tax Incremental District # 11		1,097,110
<i>Revenue:</i>		
Property Taxes		13,537,887
<i>Borrowing:</i>		
Proceeds of General Obligation Notes		210,000
<i>Other:</i>		
Fund Balance (Debt Premiums)		<u>1,019,541</u>
Total Funding Sources		<u>\$ 15,961,563</u>

CITY OF APPLETON 2024 BUDGET
DEBT SERVICE OBLIGATION

2012 DNR Site Remediation Loan				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	
2024	\$ 50,000	\$ -	\$ 50,000	
	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>	

2014A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2024	\$ 863,375	\$ 10,253	\$ -	\$ 873,628
	<u>\$ 863,375</u>	<u>\$ 10,253</u>	<u>\$ -</u>	<u>\$ 873,628</u>

2015A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	Taxes & Int.
2024	\$ 750,000	\$ 30,000	\$ 47,025	\$ 732,975
2025	625,000	9,375	45,675	588,700
	<u>\$1,375,000</u>	<u>\$ 39,375</u>	<u>\$ 92,700</u>	<u>\$1,321,675</u>

2016A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$6,550,000</u>	<u>\$ 298,650</u>	<u>\$ -</u>	<u>\$6,848,650</u>

2017A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$4,155,000</u>	<u>\$ 254,025</u>	<u>\$ -</u>	<u>\$4,409,025</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 2024 BUDGET
DEBT SERVICE OBLIGATION

2017A G.O. Refunding Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$ 2,265,000</u>	<u>\$ 138,675</u>	<u>\$ -</u>	<u>\$ 2,403,675</u>

2018A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
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>\$ 7,895,000</u>	<u>\$ 846,625</u>	<u>\$ -</u>	<u>\$ 8,741,625</u>

2019A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	Other	TIF # 11	Taxes & Int.
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>\$ 12,230,000</u>	<u>\$ 844,500</u>	<u>\$ -</u>	<u>\$ 1,870,775</u>	<u>\$11,203,725</u>

**CITY OF APPLETON 2024 BUDGET
DEBT SERVICE OBLIGATION**

2020A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
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>\$ 11,610,000</u>	<u>\$ 831,400</u>	<u>\$ -</u>	<u>\$ 12,441,400</u>

2021A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
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>\$ 12,010,000</u>	<u>\$ 1,150,538</u>	<u>\$ -</u>	<u>\$ 13,160,538</u>

2022A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	Debt Premium	TIF # 11	Taxes & Int.
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>\$ 3,186,400</u>	<u>\$ -</u>	<u>\$ 1,205,275</u>	<u>\$ 17,511,125</u>

CITY OF APPLETON 2024 BUDGET
DEBT SERVICE OBLIGATION

2023A G.O. Notes

Year	Obligation		Debt Premium	Funding Sources	
	Principal	Interest		TIF # 11	Taxes & Int.
2024	\$ 1,255,000	\$ 950,535	\$ 1,019,541	\$ 654,110	\$ 531,884
2025	600,000	840,400	-	481,325	959,075
2026	510,000	812,650	-	479,700	842,950
2027	625,000	784,275	-	477,325	931,950
2028	2,540,000	705,150	-	479,075	2,766,075
2029	2,675,000	574,775	-	479,825	2,769,950
2030	2,810,000	437,650	-	479,575	2,768,075
2031	2,940,000	308,600	-	480,500	2,768,100
2032	3,060,000	188,600	-	477,800	2,770,800
2033	3,185,000	63,700	-	479,400	2,769,300
	<u>\$20,200,000</u>	<u>\$ 5,666,335</u>	<u>\$ 1,019,541</u>	<u>\$ 4,968,635</u>	<u>\$19,878,159</u>

Total Debt Service

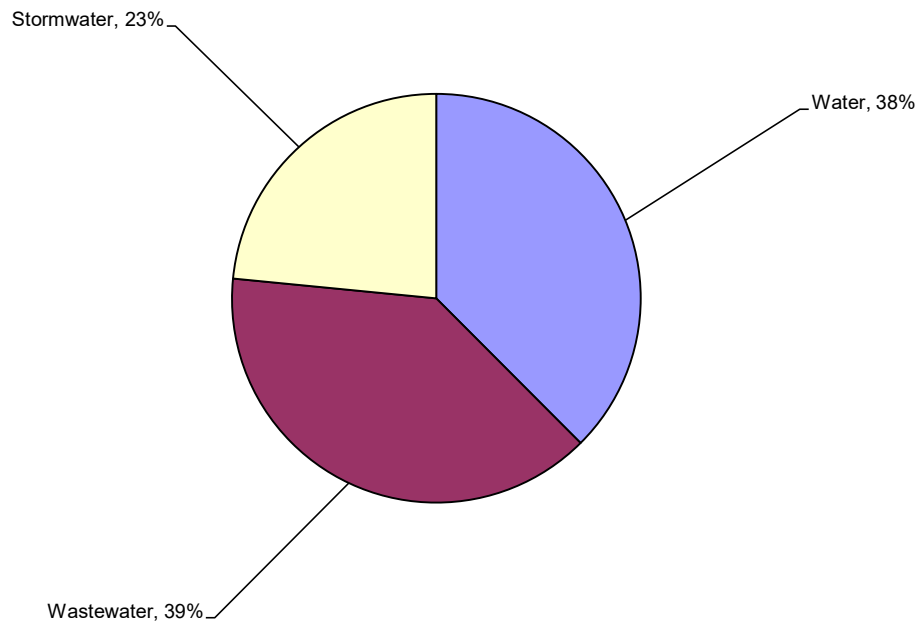
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2024	\$12,708,375	\$ 3,043,188	\$ 15,751,563	\$ 2,213,676	\$13,537,887
2025	12,295,000	2,552,625	14,847,625	972,125	13,875,500
2026	12,170,000	2,137,975	14,307,975	926,350	13,381,625
2027	12,120,000	1,744,250	13,864,250	921,500	12,942,750
2028	11,565,000	1,365,563	12,930,563	926,875	12,003,688
2029	10,420,000	1,008,925	11,428,925	925,925	10,503,000
2030	8,930,000	692,850	9,622,850	612,375	9,010,475
2031	6,485,000	433,200	6,918,200	618,300	6,299,900
2032	4,855,000	224,500	5,079,500	610,400	4,469,100
2033	3,185,000	63,700	3,248,700	479,400	2,769,300
	<u>\$94,733,375</u>	<u>\$13,266,776</u>	<u>\$108,000,151</u>	<u>\$ 9,206,926</u>	<u>\$98,793,225</u>

CITY OF APPLETON 2024 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.

2024 UTILITIES EXPENDITURES

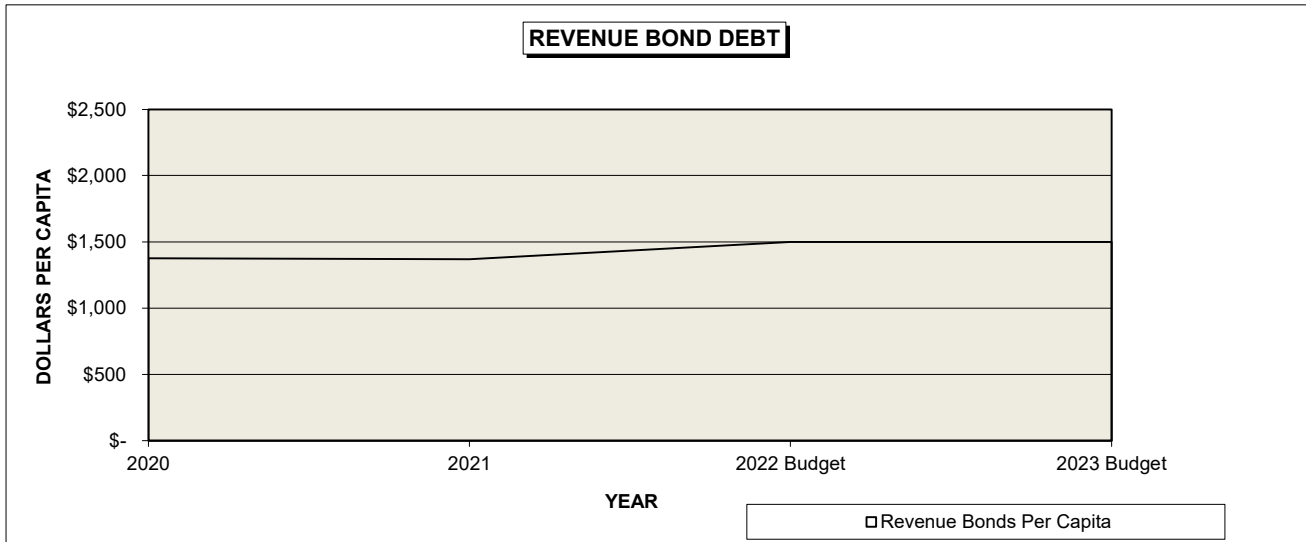
\$65,222,244



CITY OF APPLETON 2024 BUDGET UTILITIES

Revenue Bond Debt Summary

	<u>2020</u>	<u>2021</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenue Bonds Outstanding	\$ 102,535,000	\$ 103,625,000	\$ 111,640,000	\$ 113,270,000	\$ 111,635,000
Population	74,465	75,644	74,499	75,605	75,700
Revenue Bonds Per Capita	\$ 1,377	\$ 1,370	\$ 1,499	\$ 1,498	\$ 1,475

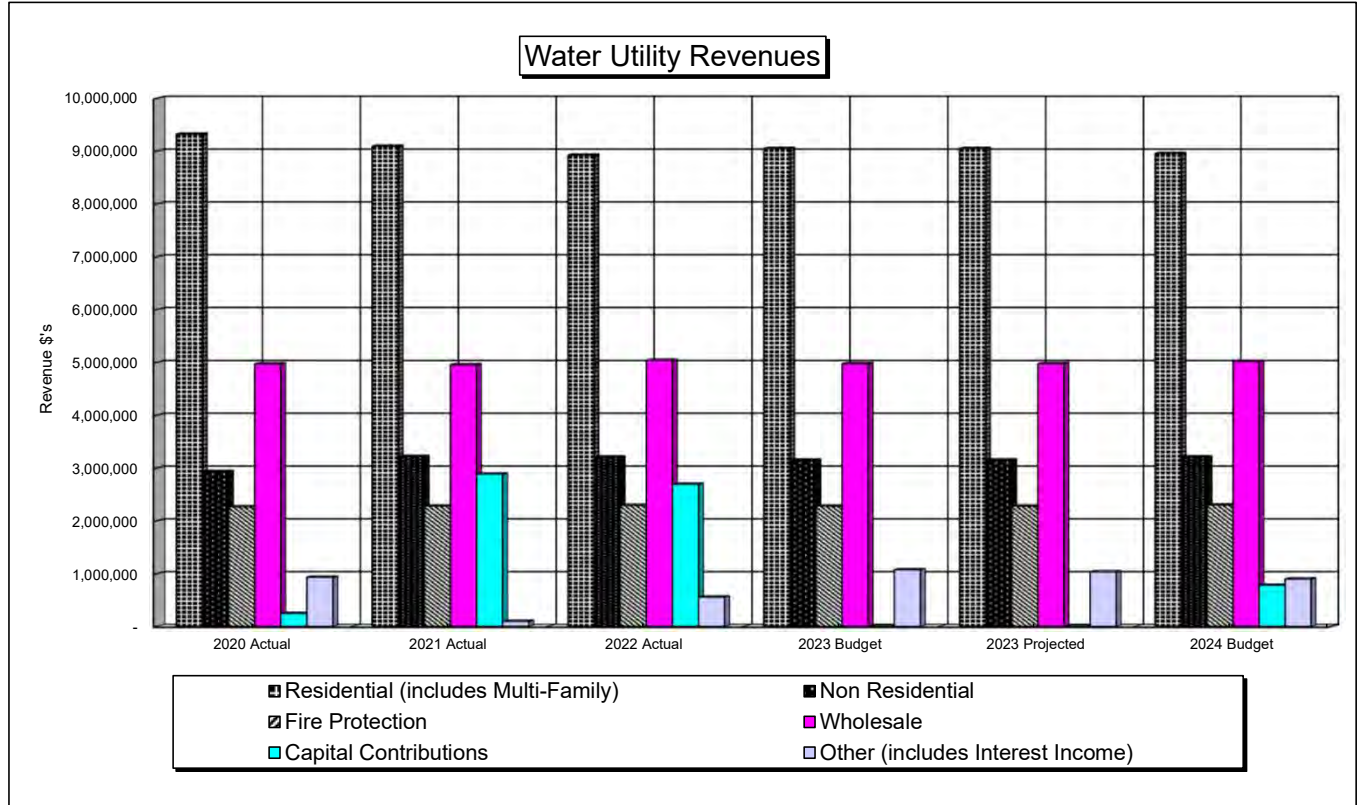


Revenue Bond Ratings:
Water **Aa2**
Wastewater **Aa2**
Stormwater **Aa2**

**CITY OF APPLETON 2024 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	% Change
Residential Water Service	\$ 8,616,203	\$ 8,396,924	\$ 8,222,820	\$ 8,350,000	\$ 8,350,000	\$ 8,250,000	-1.20%
Commercial Water Service	1,752,001	1,897,074	1,959,592	1,900,000	1,900,000	1,960,000	3.16%
Industrial Water Service	896,088	987,793	898,816	900,000	900,000	900,000	0.00%
Municipal Water Service	286,256	334,825	350,188	350,000	350,000	350,000	0.00%
Multi-Family Water Service	705,794	695,823	700,901	700,000	700,000	705,000	0.71%
Fire Protection	2,265,928	2,280,222	2,293,652	2,278,500	2,278,500	2,301,500	1.01%
Wholesale Water Service	4,972,211	4,955,588	5,039,696	4,975,000	4,975,000	5,020,000	0.90%
Other	392,411	242,699	1,182,477	874,327	834,327	698,421	-20.12%
Interest Income	540,956	(143,910)	(626,386)	200,000	200,000	200,000	0.00%
Contributed Capital	247,201	2,886,762	2,694,185	-	-	782,222	#DIV/0!
Total Water Utility	\$ 20,675,049	\$ 22,533,800	\$ 22,715,941	\$ 20,527,827	\$ 20,487,827	\$ 21,167,143	3.11%



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 and is returning to pre-covid use. The current rate was implemented on December 31, 2010. There is no rate increase planned for 2024.

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. 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 on-going fluctuating economic market conditions makes it difficult to project interest income.

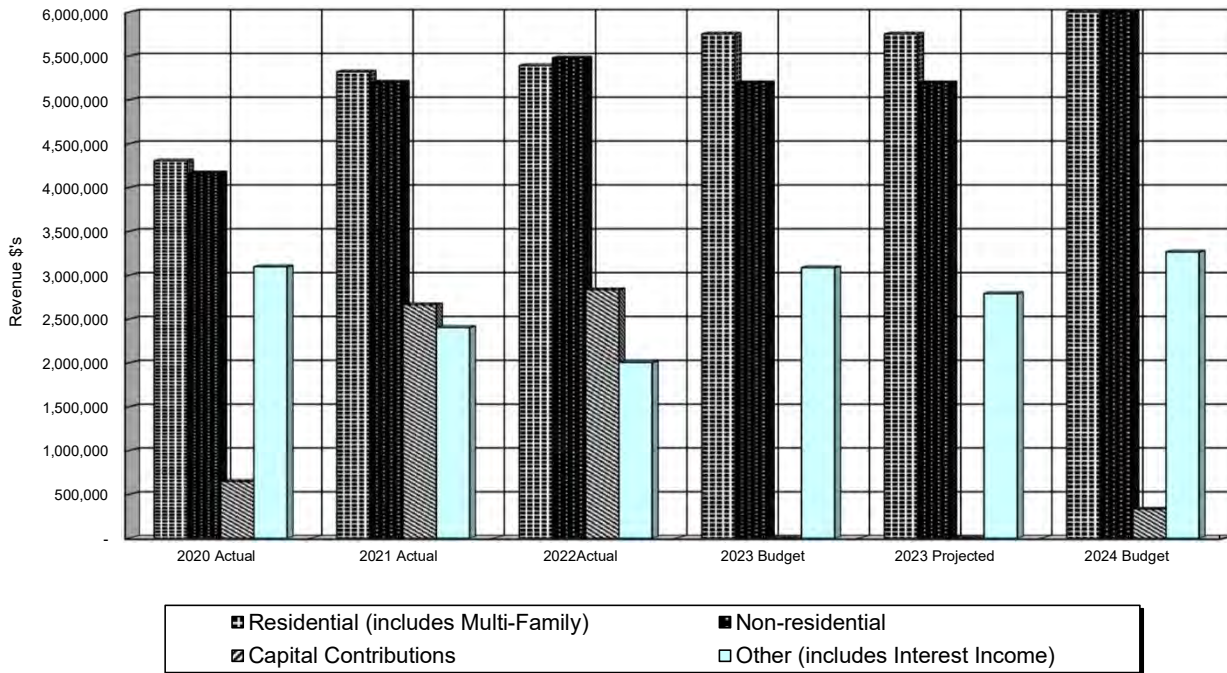
Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets. The 2024 budget reflects the transfer of the revenues received from WPPI for the stand-by use of the generators at the Water Treatment Plant to the General Fund.

**CITY OF APPLETON 2024 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	% Change
Residential Sewer Service	\$ 3,962,054	\$ 4,893,943	\$ 5,038,341	\$ 5,300,000	\$ 5,300,000	\$ 5,680,000	7.17%
Commercial Sewer Service	776,155	1,064,653	1,190,206	1,100,000	1,100,000	1,350,000	22.73%
Industrial Sewer Service	3,164,069	3,812,242	3,840,294	3,750,000	3,750,000	4,500,000	20.00%
Municipal Sewer Service	226,784	323,758	351,635	345,000	345,000	400,000	15.94%
Multi-Family Sewer Service	340,900	424,452	447,092	450,000	450,000	510,000	13.33%
Interest Income	727,692	(202,309)	(922,295)	210,000	210,000	210,000	0.00%
Other	2,368,023	2,604,941	2,927,041	2,875,285	2,580,500	3,054,440	6.23%
Capital Contributions	647,282	2,663,324	2,833,499	-	-	332,094	N/A
Total Wastewater Utility	\$ 12,212,959	\$ 15,585,004	\$ 15,705,813	\$ 14,030,285	\$ 13,735,500	\$ 16,036,534	14.30%

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 an initial rate increase of 20% in 2021, a 4% increase was implemented in 2022 and a 7% rate increase was implemented for 2023. A 7% rate increase is proposed for 2024 to continue to meet debt coverage and increasing operational costs; this rate increase will be presented to the Utilities Committee for approval.

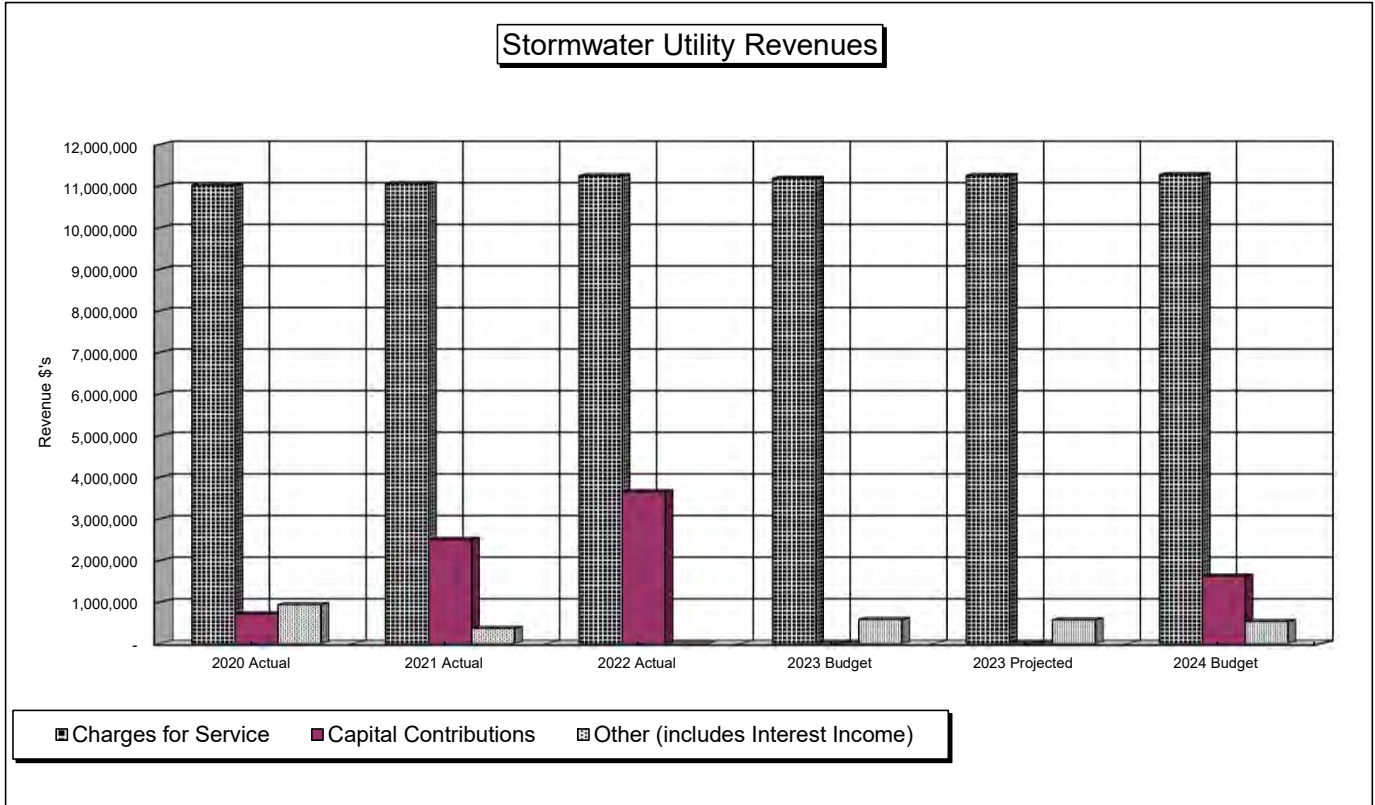
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments 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 on-going fluctuating economic market conditions makes it difficult to project interest income.

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% in 2021 as part of the 2020 rate study. The rates were increased 4% in 2022 and 7% in 2023. The 2024 budget includes a 7% rate increase in fees.

**CITY OF APPLETON 2024 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	% Change
Charges for Service	\$ 11,021,218	\$ 11,057,865	\$ 11,248,310	\$ 11,185,000	\$ 11,255,000	\$ 11,275,000	0.80%
Interest Income	514,795	(128,730)	(726,274)	200,000	200,000	202,000	1.00%
Capital Contributions	717,789	2,507,180	3,651,625	-	-	1,622,909	N/A
Other	425,076	500,753	521,931	384,763	374,688	332,987	-13.46%
Total Stormwater Utility	\$ 12,678,878	\$ 13,937,068	\$ 14,695,592	\$ 11,769,763	\$ 11,829,688	\$ 13,432,896	14.13%



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. 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 on-going fluctuating economic market conditions makes it difficult to project interest income.

Other revenues come from ancillary or nonrecurring activities and customer penalties.

CITY OF APPLETON 2024 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 2024.

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 2024 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below were implemented on January 1, 2023 as part of a multi-year rate increase plan presented in the 2020 rate study and reviewed annually to meet debt coverage and cash flow needs for operations and capital improvements. The proposed rate adjustment of 7% for 2024 will be presented to Council for approval in October of 2023. If approved, the rate increases will go into effect January 1, 2024.

Sanitary Sewer Rates

<u>Quarterly Service Fee</u>	2024	
Meter (Inches)	Current Charge	Proposed Charge
5/8	\$ 17.15	\$ 18.35
3/4	17.15	18.35
1	30.85	33.00
1 1/4	42.50	45.50
1 1/2	54.55	58.40
2	83.75	89.60
3	118.65	127.00
4	231.10	155.50
6	437.75	247.25
8	692.20	468.40

<u>Volume Charge *</u>	2024	
Use (TGal)	Current Charge	Proposed Charge
All	\$ 4.00	\$ 4.28

Rates for Quantity/Quality Discharge:

	Current Charge	2024 Proposed Charge
Volume per 1,000 gallons	\$ 2.60	\$ 2.80
Biochemical Oxygen Demand (BOD) per 100/lbs	37.60	40.25
Total Suspended Solids (TSS) per 100/lbs	12.70	13.60
Phosphorus per 100/lbs	412.50	441.40
Ammonia (TKN) per 100/lbs	145.95	156.20

Sanitary Waste Hauler Fees:

	Current Charge	2024 Proposed Charge
Septic Tank/Portable Toilet Waste per ton	\$ 11.35	\$ 12.15
Holding Tank Waste per ton	1.95	2.10
Analytical Charge per load	12.55	13.45
Customer Charge per quarter	19.70	21.00

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2024 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	2024 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	2024 Proposed Charge
Small	10	\$ 57.15	\$ 61.15
Average	13	\$ 69.15	\$ 73.99
Large	15	\$ 77.15	\$ 82.55

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Rates	2024 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	2024 Proposed Rates
Small	10	\$ 198.18	\$ 202.18
Average	13	\$ 228.42	\$ 233.26
Large	15	\$ 248.58	\$ 253.98

* 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, 2024.

*** Annual rate of \$175.00 / ERU took effect January 1, 2019.

CITY OF APPLETON 2024 BUDGET

WATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2024 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 2023 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. This 2023 project will reduce the potential for fires and a loss of the plant's major motors.

Tank Maintenance - The 1 million gallon Matthias Tower was taken out of service in 2023 for a regulatory inspection and maintenance work. Other work included the Oneida Tower and the AWTF building facade for cellular projects.

Optimized Corrosion Control Treatment (OCCT) - Preliminary engineering was completed for the design elements of a new corrosion control chemical feed system. The system components consist of bulk chemical tanks, chemical delivery equipment, and controls. The new system will deliver phosphate as the interface compound that will exist between distribution piping and distribution water. Due to the regulatory compliance schedule, full design for bidding drawings and specifications also occurred. Bids were received in late April and the contractor was under contract in May. The equipment must be commissioned prior to May 24, 2024.

Distribution Pressure Trial - The water distribution system has pressure losses based on friction and/or elevation. Due to these variables, the overall distribution system is comprised of three distinct pressure zones. Each zone maintains a range of pressures that are within Wisconsin Administrative Code requirements. Hydraulic modeling and pressure increases from the plant are being studied to determine if a fourth pressure zone is needed in the southeast area of the city. System point data along with computer modeling will determine whether a pressure increase from the water plant or an additional pressure zone is necessary.

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 reactors replaced the ultrafiltration system 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 in 2023.

Customers received a billing insert with information about the Aquahawk water monitoring web portal. A special mailing was also sent to the residential apartment owners about the portal's availability.

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 4.67% rate of return for 2022. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2024 as the debt coverage ratio and cash coverage are maintained with current rates.

CITY OF APPLETON 2024 BUDGET WATER UTILITY

MAJOR 2024 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 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" and 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.

Complete the implementation of new billing system within the ERP software system.

The utility continues to meet debt coverage ratios and working capital reserves 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 2023 audit and the 2024 budget includes funding for consulting services to begin the rate study process late in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 22,533,800	\$ 23,218,253	\$ 20,527,827	\$ 20,527,827	21,167,143	3.11%
Program Expenses							
5310	Administration	8,246,370	8,057,094	8,933,289	8,933,289	9,386,312	5.07%
5321	Treatment Admin	729,216	734,978	731,381	731,381	852,278	16.53%
5323	Treatment Operations	4,845,907	5,327,611	6,525,728	6,714,917	6,832,762	4.70%
5351	Distribution Admin	865,642	971,376	928,526	928,526	1,037,620	11.75%
5352	Meter Operations	127,759	150,712	254,195	254,195	261,234	2.77%
5353	Distribution Operations	1,382,633	1,940,251	1,659,831	1,659,831	1,710,747	3.07%
5325	Treatment Capital	4,484	1	3,073,640	9,794,682	1,220,000	-60.31%
5370	Distribution Capital	164,469	165,300	2,559,087	5,652,012	3,179,291	24.24%
TOTAL		\$ 16,366,480	\$ 17,347,323	\$ 24,665,677	\$ 34,668,833	\$ 24,480,244	-0.75%
Expenses Comprised Of:							
	Personnel	2,959,998	2,999,998	3,452,105	3,452,105	3,751,210	8.66%
	Training & Travel	2,118	3,561	10,250	10,250	13,500	31.71%
	Supplies & Materials	1,479,980	1,799,829	2,111,710	2,108,679	2,409,732	14.11%
	Purchased Services	6,794,360	5,194,333	7,736,084	13,760,132	5,588,522	-27.76%
	Miscellaneous Expense	6,051,491	5,846,157	6,262,388	6,262,388	6,562,283	4.79%
	Capital Expenditures	(2,843,518)	(439,141)	2,984,340	6,966,479	3,946,822	32.25%
	Transfers Out	1,922,051	1,942,586	2,108,800	2,108,800	2,208,175	4.71%
Full Time Equivalent Staff:							
	Personnel allocated to programs	36.84	36.71	35.00	35.00	35.00	

**CITY OF APPLETON 2024 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 budget includes \$50,000 in consulting services to begin a rate study. The last rate study was completed in 2009. Any rate adjustment is subject to Public Service Commission of Wisconsin (PSC) review and approval. Any adjustments are anticipated to be effective in late 2025 or early 2026.

The 2024 budget includes annual software support for the utility billing system. This cost shared between the Water, Wastewater, Stormwater Utilities and the Sanitation special revenue fund.

The 2024 budget includes cost to implement the Enterprise Asset Management module. This cost is to be shared between the Water, Wastewater, Stormwater Utilities, CEA, FMD, Sanitation special revenue fund and the General Fund.

Rental of City Property includes amounts received from WPPI Energy to call upon generator use when WPPI is experiencing periods of high demand. The monthly payments that are received when no generator service is provided to WPPI have moved to General Administration. Payments in months when service is provided will remain in this budget.

Administration fees are amounts transferred to General Administration to offset the costs of services that are provided to Enterprise funds. These fees were reviewed as part of the budget process and it was noted that they have not increased since 1997. The increase in the Transfer Out - General Fund accounts for the adjustments made.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ 502,312	\$ -	\$ -	\$ -
441100 Sundry Permits	285	2,239	200	200	200
471000 Interest on Investments	(143,909)	(626,386)	200,000	200,000	200,000
482101 Residential Service	8,396,924	8,222,820	8,350,000	8,350,000	8,250,000
482102 Multi-family Service	695,823	700,901	700,000	700,000	705,000
482200 Commercial Service	1,897,074	1,959,592	1,900,000	1,900,000	1,960,000
482300 Industrial Service	987,793	898,816	900,000	900,000	900,000
482400 Municipal Service	334,825	350,188	350,000	350,000	350,000
482500 Private Fire Protection	279,360	279,432	277,000	277,000	280,000
482600 Public Fire Protection	1,804,278	1,817,636	1,805,000	1,805,000	1,825,000
482700 Fire Protection Wholesale	196,584	196,584	196,500	196,500	196,500
482800 General Service	43,230	11,295	25,000	25,000	20,000
482900 Sales for Resale	4,955,588	5,039,696	4,975,000	4,975,000	5,020,000
500400 Sale of City Property	65,725	210,448	-	-	-
500600 Gain (Loss) on Asset	(177,896)	-	-	-	-
500601 Regulatory Loss - Early	(684,668)	-	-	-	-
501500 Rental of City Property	98,450	95,884	96,000	96,000	8,000
501600 Lease Revenue	210,505	213,053	212,000	212,000	168,000
502100 Capital Contributions	2,886,762	2,694,185	-	-	782,222
503000 Damage to City Property	11,479	29,703	4,000	4,000	4,000
503500 Other Reimbursements	6,256	2,576	4,000	4,000	4,000
507000 Unmetered Svc - Municipal	2,782	3,682	5,000	5,000	3,000
507100 Customer Penalty	77,119	80,999	78,000	78,000	80,000
507200 Water Misc Revenue	3,969	5,335	3,500	3,500	3,500
507300 Water Revenue - Sewer	163,162	151,133	140,500	140,500	133,000
507700 Income from Admin Fee	4,064	3,798	4,200	4,200	4,000
507900 Private Hydrant Testing	15,445	15,160	15,000	15,000	15,000
508300 Emergency Water Turnoff	30	377	500	500	500
591100 Premium on Debt Issue	402,761	356,795	286,427	286,427	255,221
Total Revenue	\$ 22,533,800	\$ 23,218,253	\$ 20,527,827	\$ 20,527,827	\$ 21,167,143
Expenses					
610100 Regular Salaries	\$ 117,965	\$ 133,627	\$ 137,075	\$ 137,075	\$ 139,386
610500 Overtime Wages	668	798	1,376	1,376	-
615000 Fringes	(143,637)	(189,644)	48,270	48,270	50,298
630400 Postage/Freight	15,846	17,619	20,000	20,000	21,500
632002 Outside Printing	3,600	3,584	3,800	3,800	5,500
640100 Accounting/Audit Fees	13,977	13,151	15,000	15,000	15,000
640203 Regulatory Fees	23,534	19,455	25,000	25,000	25,000
640300 Bank Service Fees	13,586	13,552	18,000	18,000	17,000
640400 Consulting Services	-	-	-	-	50,000
641300 Utilities	80,589	77,769	76,500	76,500	82,000
642400 Software Support	-	-	-	-	10,850
650100 Insurance	146,700	178,440	172,080	172,080	179,320
660100 Depreciation Expense	4,223,209	4,314,313	4,750,000	4,750,000	5,170,000
662300 Uncollectable Accounts	946	879	5,000	5,000	5,000
672000 Interest Payments	1,524,319	1,376,974	1,287,941	1,287,941	1,164,907
673000 Debt Issuance Costs	123,211	7,000	100,000	100,000	125,000
675100 Gain/Loss on Refund	179,806	146,991	119,447	119,447	97,376
681500 Software Acquisition	-	-	45,000	45,000	20,000
791100 Transfer Out - General	1,922,051	1,942,586	2,108,800	2,108,800	2,208,175
Total Expense	\$ 8,246,370	\$ 8,057,094	\$ 8,933,289	\$ 8,933,289	\$ 9,386,312

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Transfer Out - General</u>	
City Service invoice postage	\$ 21,000	Payment in lieu of tax	\$ 2,032,000
Box rental & caller service fees	500	Administration fee	176,175
	<u>\$ 21,500</u>		<u>\$ 2,208,175</u>
<u>Regulatory Fees</u>		<u>Consulting Services</u>	
PSC assessment	\$ 25,000	Rate Study	\$ 50,000
	<u>\$ 25,000</u>		<u>\$ 50,000</u>

CITY OF APPLETON 2024 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:

The 2024 budget reflects the addition of a Safety Coordinator position. This position will be shared with the Wastewater Utility and will work one day per week at the Water Treatment Facility. This position is being added to meet Wisconsin Administrative Code safety requirements. The budget reflects .2 FTE labor and fringe costs for this position.

The outside printing expense includes funding due to potential change to provide Consumer Confidence reports on a semi-annual basis.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 287,698	\$ 279,531	\$ 296,445	\$ 296,445	\$ 331,304
610400 Call Time	50	-	-	-	-
610500 Overtime Wages	197	311	-	-	-
610800 Part-Time Wages	156	-	1,567	1,567	2,039
615000 Fringes	359,469	387,092	391,288	391,288	467,265
620100 Training/Conferences	1,503	1,709	9,000	9,000	11,000
630100 Office Supplies	332	5,411	2,000	2,000	3,000
630300 Memberships & Licenses	9,740	9,953	10,200	10,200	10,200
630400 Postage/Freight	99	70	1,000	1,000	1,000
630500 Awards & Recognition	69	210	210	210	210
630700 Food & Provisions	260	299	280	280	280
632001 City Copy Charges	1,529	1,655	1,600	1,600	1,700
632002 Outside Printing	2,899	146	3,200	3,200	6,500
632700 Miscellaneous Equipment	430	680	1,000	1,000	1,000
640400 Consulting Services	50,453	36,082	-	-	-
640800 Contractor Fees	1,332	1,408	2,720	2,720	2,720
641200 Advertising	442	729	500	500	500
641300 Utilities	9,583	9,067	10,039	10,039	12,289
642501 CEA Operations/Maint.	128	456	300	300	290
642502 CEA Depreciation/Replace.	95	169	32	32	981
659900 Other Contracts/Obligation	2,752	-	-	-	-
Total Expense	\$ 729,216	\$ 734,978	\$ 731,381	\$ 731,381	\$ 852,278

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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:

The chemical expense budget includes \$72,000 for the addition of phosphoric acid to the treatment process. This will provide corrosion protection for distribution pipe interiors.

The budget includes \$500,000 for the 5.2 million gallon clearwells project. The project will fix failed valves, expansion joints, and replace the coating systems on the ductile iron components. Additionally, each clearwell will have a mixer installed. Mixing maintains chemical disinfectant and reduces stagnant water in the clearwells.

The 2024 budget reflects the addition of a Treatment Specialist position. This position will be shared with the Wastewater Utility and will work one day per week at the Water Treatment Facility. This position will focus on analyzing data to optimize the treatment process at both facilities. The budget reflects .2 FTE labor and fringe costs for this position.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610200 Labor Pool Allocations	\$ 737,248	\$ 675,582	\$ 779,172	\$ 779,172	\$ 843,286
610400 Call Time Wages	4,460	3,000	2,200	2,200	2,200
610500 Overtime Wages	32,808	56,357	37,783	37,783	38,466
610800 Part-Time Wages	-	-	405	405	-
630600 Building Maint./Janitorial	5,763	2,906	4,000	4,000	4,000
630901 Shop Supplies	7,452	13,783	10,000	9,730	10,000
630902 Tools & Instruments	4,534	24,732	5,000	5,000	5,000
631000 Chemicals	1,080,950	1,355,976	1,501,800	1,501,372	1,802,450
631603 Other Misc. Supplies	4,954	9,088	14,400	14,400	15,000
632101 Uniforms	2,320	2,705	3,525	3,525	6,000
632200 Gas Purchases	27,428	20,771	50,400	50,400	20,000
632300 Safety Supplies	4,160	2,575	6,000	6,000	6,000
632400 Medical/Lab Supplies	31,870	22,875	43,550	43,550	44,850
632601 Repair Parts	7,177	20,346	34,000	31,667	25,000
632700 Miscellaneous Equipment	28,475	28,909	27,500	27,500	27,500
640400 Consulting Services	27,746	25,904	56,000	56,000	106,000
640700 Solid Waste/Recycling	1,120	2,767	1,700	(394)	2,924
640800 Contractor Fees	122,833	61,063	716,000	714,175	437,800
641300 Utilities	2,338,845	2,667,127	2,756,015	2,756,015	2,963,730
641800 Equipment Repairs & Maint.	2,266	8,938	62,000	70,000	62,000
642000 Facilities Charges	280,393	293,221	316,314	316,314	321,191
642400 Software Support	17,553	18,110	21,800	21,800	30,083
642501 CEA Operations/Maint.	5,719	6,480	6,939	6,939	7,730
642502 CEA Depr./Replacement	6,031	5,792	16,743	16,743	15,717
643200 Lab Fees	62,194	8,069	28,877	28,877	14,230
644000 Snow Removal Services	1,507	6,022	5,000	5,000	5,000
645400 Grounds Repair & Maint.	6,673	5,041	6,000	6,000	6,000
659900 Other Contracts/Obligation	13,521	15,275	12,605	12,605	10,605
680300 Buildings	-	11,036	-	188,139	-
689900 Other Capital Outlay	(20,093)	(46,839)	-	-	-
Total Expense	\$ 4,845,907	\$ 5,327,611	\$ 6,525,728	\$ 6,714,917	\$ 6,832,762

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>			<u>Miscellaneous Equipment</u>	
Ammonia	\$ 26,000		Chemical feed pump	\$ 10,000
Carbon dioxide	58,500		SCADA equipment	14,000
Phosphoric acid	72,000		Radio equipment	3,500
Ferric sulfate	351,000			<u>\$ 27,500</u>
Fluoride	32,500		<u>Contractor Fees</u>	
Lime	585,000		OI analytical service	\$ 8,000
Polyphosphate	35,750		Autoclave repair	2,500
Permanganate	260,000		Lab equipment maintenance	3,500
Powder carbon	83,200		Permanganate feed system	5,000
Softener polymer	39,000		Lake Intake inspection	7,000
ACH	52,000		Annual safety inspections	1,300
Sodium hydroxide	195,000		UV duty sensor inspection	5,000
Softener salt	7,500		Clearwell coating	400,000
Other chemicals	5,000		Tower cathodic protection	5,500
	<u>\$ 1,802,450</u>			<u>\$ 437,800</u>
<u>Repair Parts</u>			<u>Other Miscellaneous Supplies</u>	
Valves & actuators	\$ 5,000		Field reagents	\$ 15,000
Pumping & other parts	10,000			<u>\$ 15,000</u>
Tower repair parts	3,000		<u>Equipment Repair & Maintenance</u>	
UV light replacements	7,000		Pump repairs	\$ 30,000
	<u>\$ 25,000</u>		Valve repair on pumps	10,000
<u>Medical/Lab Supplies</u>			Actuator repair	5,000
Lab supplies	\$ 28,000		Surge valve repair	8,000
Nitrogen	1,850		PRV valve repair	4,000
Bac T testing supplies	10,000		Generator maintenance	5,000
Media & filters	5,000			<u>\$ 62,000</u>
	<u>\$ 44,850</u>		<u>Software Support</u>	
<u>Consulting Services</u>			Hach Wims	\$ 4,000
Clearwell coating	\$ 100,000		Rockwell Tech Connect	20,883
Tower operations and maintenace	6,000		Hach Lab Instrumentation	3,500
	<u>\$ 106,000</u>		SCADA operating system	1,700
<u>Gas Purchases</u>				<u>\$ 30,083</u>
Fuel for generators	\$ 20,000			
	<u>\$ 20,000</u>			

**CITY OF APPLETON 2024 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:

The increase in Software Support reflects the monthly subscription costs of the new leak detection system.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 316,069	\$ 254,804	\$ 303,436	\$ 303,436	\$ 327,753
610400 Call Time Wages	3,267	3,471	3,000	3,000	3,500
610500 Overtime Wages	3,043	2,815	2,500	2,500	3,000
610800 Part-Time Wages	4,394	1,286	-	-	-
615000 Fringes	400,213	504,552	489,550	489,550	560,306
620100 Training/Conferences	615	1,852	1,250	1,250	2,500
630100 Office Supplies	847	474	1,000	1,000	1,000
630300 Memberships & Licenses	808	479	845	845	625
630400 Postage/Freight	1,413	1,588	1,500	1,500	1,600
630500 Awards & Recognition	735	468	665	665	665
630600 Building Maint/Janitorial	3,390	3,371	3,500	3,500	3,500
630901 Shop Supplies	3,197	1,639	3,000	3,000	2,500
631603 Other Misc. Supplies	-	3,691	5,000	5,000	4,000
632000 Printing & Reproduction	3,118	6,864	3,200	3,200	6,000
632102 Protective Clothing	1,815	1,349	1,800	1,800	1,800
632200 Gas Purchases	85	305	100	100	325
632300 Safety Supplies	1,493	1,445	1,500	1,500	1,500
632400 Medical/Lab Supplies	281	201	125	125	200
632700 Miscellaneous Equipment	2,977	4,622	1,500	1,500	1,500
640400 Consulting Services	31,169	43,857	-	-	-
641300 Utilities	53,173	61,841	58,495	58,495	62,873
641800 Equipment Repairs & Maint.	511	-	-	-	-
642000 Facilities Charges	20,614	21,134	19,762	19,762	25,030
642400 Software Support	5,927	7,606	4,920	4,920	17,500
642501 CEA Operations/Maint.	6,348	7,264	6,878	6,878	7,943
643000 Health Services	140	-	-	-	-
659900 Other Contracts/Obligation	-	34,398	15,000	15,000	2,000
Total Expense	<u>\$ 865,642</u>	<u>\$ 971,376</u>	<u>\$ 928,526</u>	<u>\$ 928,526</u>	<u>\$ 1,037,620</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Software Support

GPS	\$ 7,500
Leak Detection	10,000
	<u>\$ 17,500</u>

CITY OF APPLETON 2024 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 2024 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610200 Labor Pool Allocations	\$ 51,651	\$ 70,108	\$ 85,888	\$ 85,888	\$ 88,845
610400 Call Time Wages	50	350	100	100	100
610500 Overtime Wages	1,292	3,141	1,475	1,475	1,700
630901 Shop Supplies	3,719	3,258	3,600	3,600	3,600
630902 Tools & Instruments	16	-	625	625	275
632601 Repair Parts	-	-	2,500	-	1,000
632700 Miscellaneous Equipment	403	-	83,335	85,835	86,702
640800 Contractor Fees	189	-	500	500	800
641800 Equipment Repairs & Maint.	-	-	350	350	200
642400 Software Support	65,128	67,373	67,375	67,375	67,550
642501 CEA Operations/Maint.	5,311	6,482	8,447	8,447	10,462
Total Expense	<u>\$ 127,759</u>	<u>\$ 150,712</u>	<u>\$ 254,195</u>	<u>\$ 254,195</u>	<u>\$ 261,234</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

Meters	\$ 86,702
	<u>\$ 86,702</u>

Software Support

Sensus meter hosting fees	\$ 33,000
Ncc Group (previously Iron Mountain)	750
Aquahawk	33,800
	<u>\$ 67,550</u>

CITY OF APPLETON 2024 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.

Continue with the leak detection program to identify pipe leaks and reduce the amount of water loss within the system.

Major changes in Revenue, Expenditures or Programs:

The increase in Miscellaneous Equipment reflects the cost of equipment for a new leak detection system.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610200 Labor Pool Allocations	\$ 604,913	\$ 604,191	\$ 624,926	\$ 624,926	\$ 645,161
610400 Call Time Wages	26,010	17,850	21,500	21,500	19,300
610500 Overtime Wages	54,587	40,990	52,500	52,500	49,100
610800 Part-Time Wages	83	129	-	-	-
630800 Landscape Supplies	3,190	4,212	200	200	4,200
630901 Shop Supplies	5,405	5,491	6,550	6,550	6,500
630902 Tools & Instruments	1,300	1,661	2,450	2,450	2,000
631100 Paint & Supplies	1,510	15,901	41,300	41,300	16,400
632200 Gas Purchases	237	-	100	100	100
632500 Construction Materials	63,530	59,601	60,250	60,250	60,250
632601 Repair Parts	111,711	122,341	120,000	120,000	107,000
632700 Miscellaneous Equipment	20,377	14,989	23,600	23,600	79,800
640800 Contractor Fees	233,319	779,550	300,850	300,850	300,150
641500 Tipping Fees	5,752	1,540	10,000	10,000	2,500
641800 Equipment Repairs & Maint.	270	-	350	350	150
642501 CEA Operations/Maint.	267,629	302,576	395,255	395,255	418,136
689900 Other Capital Outlay	(17,190)	(30,771)	-	-	-
Total Expense	\$ 1,382,633	\$ 1,940,251	\$ 1,659,831	\$ 1,659,831	\$ 1,710,747

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Repair Parts</u>		<u>Contractor Fees</u>	
Fittings, clamps, pipe, etc. for main/valve break repair	\$ 17,000	Patch program	\$ 208,850
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	60,000	Contractor services for main/valve break & repair	10,000
Hydrant repair parts	30,000	Excavation Permits	44,800
	<u>\$ 107,000</u>	Warning lights	500
		Leak detection	20,000
		Hydrant painting	16,000
			<u>\$ 300,150</u>
<u>Miscellaneous Equipment</u>		<u>Construction Materials</u>	
Barricades & cones	\$ 3,500	Concrete	\$ 5,000
Cordless tools	1,100	Slurry	13,250
Hydrant buddy/saw/blades	5,800	Gravel	21,000
Trash pump	1,700	Asphalt	12,000
Leak detection devices	60,000	Clear stone	9,000
Gauges	200		<u>\$ 60,250</u>
RP Valve assembly & parts	4,150		
Hoses and flushers	750		
Compact listening devices	2,600		
	<u>\$ 79,800</u>		
<u>Paint & Supplies</u>			
Flushing dechlorination tablets	\$ 15,000		
Miscellaneous supplies	1,400		
	<u>\$ 16,400</u>		

**CITY OF APPLETON 2024 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 2024 CIPs:

	<u>2024 Budget</u>	<u>Page</u>
Instrumentation replacements	80,000	Projects, pg. 667
SCADA server replacement and software upgrade	115,000	Projects, pg. 669
Computer Network Infrastructure upgrade	175,000	Projects, pg. 666
Upgrades to boiler system and MCC Room HVAC	850,000	Projects, pg. 644
	<u>\$ 1,220,000</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
640400 Consulting Services	\$ 131,484	\$ 26,984	\$ 274,240	\$ 1,976,637	\$ 20,000
640800 Contractor Fees	2,645,554	336,355	2,014,400	6,308,045	175,000
659900 Other Contracts/Obligation	938	-	-	-	30,000
680200 Land Improvements	206,681	21,385	-	725,000	-
680300 Buildings	49,487	51,032	725,000	600,000	850,000
680401 Machinery & Equipment	-	-	60,000	185,000	145,000
689900 Other Capital Outlay	(3,029,660)	(435,755)	-	-	-
Total Expense	\$ 4,484	\$ 1	\$ 3,073,640	\$ 9,794,682	\$ 1,220,000

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>		<u>Buildings</u>	
SCADA server replacement	\$ 20,000	Boiler & HVAC upgrades	\$ 850,000
	<u>\$ 20,000</u>		<u>\$ 850,000</u>
<u>Contractor Fees</u>		<u>Other Contracts/Obligation</u>	
Phone & wireless access	\$ 175,000	SCADA server replacement	\$ 30,000
	<u>\$ 175,000</u>		<u>\$ 30,000</u>
<u>Machinery & Equipment</u>			
Instrumentation replacement	\$ 80,000		
SCADA server replacement	65,000		
	<u>\$ 145,000</u>		

**CITY OF APPLETON 2024 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 for 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 2024 CIPs:

	<u>2024 Budget</u>	<u>Page</u>
Watermain Program	3,179,291	Projects, pg. 622
	<u>\$ 3,179,291</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 87,329	\$ 142,656	\$ 158,688	\$ 158,688	\$ 165,240
610400 Call Time Wages	-	-	500	500	500
610500 Overtime Wages	9,625	6,653	9,000	9,000	9,000
610800 Part-Time Wages	391	348	3,461	3,461	3,461
630901 Shop Supplies	533	200	-	-	-
632503 Other Materials	37	153	-	-	-
632601 Repair Parts	7,963	1,233	-	-	-
640400 Consulting Services	90,165	15,153	225,000	248,925	60,000
640800 Contractor Fees	135	8,133	-	-	-
641500 Tipping Fees	-	-	-	-	-
642501 CEA Operations/Maint.	-	-	8,098	8,098	9,268
659900 Other Contracts/Obligation	1,035	-	-	-	-
680905 Water Mains	4,983,426	1,653,086	2,154,340	5,223,340	2,931,822
689900 Other Capital Outlay	(5,016,170)	(1,662,315)	-	-	-
Total Expense	\$ 164,469	\$ 165,300	\$ 2,559,087	\$ 5,652,012	\$ 3,179,291

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Water Utility
Labor Pool				178,201
CEA				9,268
Miscellaneous	Permit and Misc. Fees; NOI, Railroad, Water Usage, County			10,000
	Natures Way liner	consultant		50,000
	Subtotal			60,000
New Construction	Easement (Kamps Ave)	Mason St	Summit St (620' w/o)	62,000
	Easement (s/o Railway)	Perkins St	Driscoll St	79,000
	Endeavor Drive	Eisenhower Dr	Coop Road	-
	Gladiolus St Easement	Gladiolus St	plat line	20,000
	Lincoln St	Lawe St	Ritger St	80,000
	Ritger St	Johnson Ct	Lincoln St	65,000
	Lightning Dr	Baldeagle Dr	150' n/o Providence	50,000
	Unnamed CuldeSac	Coop Rd	Coop Road 500' w/o	-
	Vantage Drive	Eisenhower Dr	Coop Road	-
	Subtotal			356,000
Reconstruction (not related to paving)	College Ave	Matthias St	Kensington Dr	225,000
	Coolidge Ct	Telulah Ave	cds	80,000
	Johnson Ct	Ritger St	cds	80,000
	Lead service line replacement			250,000
	Northland Ave	Park Dr	Ballard Rd	1,150,000
	Subtotal			1,785,000
Reconstruction (prior to next year's paving)	Fourth St	Story St	Memorial Dr	273,877
	Morrison St	Glendale Ave	Pershing St	284,445
	Subtotal			558,322
Transmission - New	Edgewood Dr	Lightning Dr	Mary Martin Dr	232,500
	Subtotal			232,500
Total Water Construction				\$ 3,179,291

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	-	502,312	-	-	-	-
441100 Sundry Permits	285	2,239	-	200	200	200
470500 General Interest	1	125	-	-	-	-
471000 Interest on Investments (Loss)	(143,910)	(626,511)	16,379	200,000	200,000	200,000
482101 Residential Service	8,396,924	8,222,820	-	8,350,000	8,350,000	8,250,000
482102 Multi-family Service	695,823	700,901	-	700,000	700,000	705,000
482200 Commercial Service	1,897,074	1,959,592	-	1,900,000	1,900,000	1,960,000
482300 Industrial Service	987,793	898,816	-	900,000	900,000	900,000
482400 Municipal Service	334,825	350,188	-	350,000	350,000	350,000
482500 Private Fire Protection	279,360	279,432	-	277,000	277,000	280,000
482600 Public Fire Protection	1,804,278	1,817,636	-	1,805,000	1,805,000	1,825,000
482700 Fire Protection Wholesale	196,584	196,584	-	196,500	196,500	196,500
482800 General Service	43,230	11,295	1,411	25,000	25,000	20,000
482900 Sales for Resale	4,955,588	5,039,696	-	4,975,000	4,975,000	5,020,000
500400 Sale of City Property	65,725	210,448	-	-	-	-
500600 Gain (Loss) on Asset Disposal	(177,896)	-	-	-	-	-
500601 Regulatory Loss - Early Retire.	(684,668)	-	-	-	-	-
501500 Rental of City Property	98,450	95,884	18,763	96,000	96,000	8,000
501600 Lease Revenue	210,505	213,053	66,867	212,000	212,000	168,000
502100 Capital Contributions	2,886,762	2,694,185	-	-	-	782,222
503000 Damage to City Property	11,479	29,703	6,946	4,000	4,000	4,000
503500 Other Reimbursements	6,256	2,576	519	4,000	4,000	4,000
507000 Unmetered Svc - Municipal Svc	2,782	3,682	-	5,000	5,000	3,000
507100 Customer Penalty	77,119	80,999	-	78,000	78,000	80,000
507200 Water Misc. Revenue (turn-on)	3,969	5,335	-	3,500	3,500	3,500
507300 Water Revenue-Sewer Billing	163,162	151,133	-	140,500	140,500	133,000
507700 Income from Admin. Fee	4,064	3,798	-	4,200	4,200	4,000
507900 Private Hydrant Testing	15,445	15,160	-	15,000	15,000	15,000
508300 Emergency Water Turnoff	30	377	-	500	500	500
591100 Premium on Debt Issue	402,761	356,795	119,345	286,427	286,427	255,221
TOTAL PROGRAM REVENUES	22,533,800	23,218,253	230,230	20,527,827	20,527,827	21,167,143
Personnel						
610100 Regular Salaries	485,005	497,599	185,187	629,848	629,848	705,040
610200 Labor Pool Allocations	1,536,565	1,500,244	602,646	1,726,301	1,726,301	1,805,240
610299 Capitalized Labor	(152,747)	(74,493)	-	19,952	19,952	18,897
610400 Call Time Wages	33,837	24,671	5,216	27,300	27,300	25,600
610500 Overtime Wages	102,242	111,065	29,671	104,634	104,634	101,266
610800 Part-Time Wages	5,023	1,763	646	5,433	5,433	5,500
611000 Other Compensation	10,417	9,414	4,953	9,529	9,529	10,158
611400 Sick Pay	42,190	(26,224)	841	-	-	1,640
611500 Vacation Pay	281,422	253,959	56,334	-	-	-
615000 Fringes	857,464	981,456	344,559	929,108	929,108	1,077,869
615099 Capitalized Fringe	(58,983)	(35,056)	-	-	-	-
617000 Pension Expense	(198,969)	(223,075)	-	-	-	-
617100 OPEB Expense	16,532	(21,325)	-	-	-	-
TOTAL PERSONNEL	2,959,998	2,999,998	1,230,053	3,452,105	3,452,105	3,751,210
Training~Travel						
620100 Training/Conferences	2,118	3,561	1,180	10,250	10,250	13,500
TOTAL TRAINING / TRAVEL	2,118	3,561	1,180	10,250	10,250	13,500
Supplies						
630100 Office Supplies	1,179	5,885	692	3,000	3,000	4,000
630300 Memberships & Licenses	10,548	10,432	9,862	11,045	11,045	10,825
630400 Postage/Freight	17,358	19,277	6,238	22,500	22,500	24,100
630500 Awards & Recognition	804	678	13	875	875	875
630600 Building Maint./Janitorial	9,153	6,277	2,229	7,500	7,500	7,500
630700 Food & Provisions	260	299	-	280	280	280
630801 Topsoil, Sand, Gravel	3,190	4,212	-	100	100	4,100
630803 Seed, Fertilizer	-	-	-	100	100	100
630901 Shop Supplies	20,306	24,371	8,350	23,150	22,880	22,600
630902 Tools & Instruments	5,850	26,393	5,023	8,075	8,075	7,275
631000 Miscellaneous Chemicals	5,019	836	428	5,000	4,572	5,000
631007 Sodium Hypochlorite	55,695	148,762	51,656	98,000	98,000	195,000
631009 Carbon Dioxide	34,331	45,283	18,976	48,000	48,000	58,500
631010 Powder Activated Carbon	37,510	64,457	2,003	102,000	102,000	83,200
631011 Ferric Sulfate	208,343	271,130	110,584	246,000	246,000	351,000
631012 Hydrofluosilicic Acid	18,059	24,841	9,466	24,000	24,000	32,500
631013 Lime	428,393	449,534	192,549	516,000	516,000	585,000
631014 Polyphosphate	41,821	53,462	20,796	48,000	48,000	35,750
631015 Aqua Ammonia	18,952	22,677	8,531	24,000	24,000	26,000
631016 Sodium Hydroxide	-	-	-	14,000	14,000	-
631017 Potassium Permanganate	180,622	200,443	28,806	264,000	264,000	260,000
631018 ACH	26,638	36,804	15,611	84,000	84,000	52,000
631020 Polymer	21,630	31,313	8,028	24,000	24,000	39,000

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
631021 Softener Salt	3,938	6,434	2,866	4,800	4,800	7,500
631023 Phosphoric Acid	-	-	-	-	-	72,000
631100 Paint & Supplies	1,510	15,901	251	41,300	41,300	16,400
631603 Other Misc. Supplies	4,954	12,779	10,686	19,400	19,400	19,000
632001 City Copy Charges	2,574	2,606	761	2,600	2,600	2,700
632002 Outside Printing	8,572	9,643	9,449	9,200	9,200	17,000
632101 Uniforms	2,320	2,735	976	3,525	3,525	6,000
632102 Protective Clothing	1,815	1,319	297	1,800	1,800	1,800
632200 Gas Purchases	27,750	21,076	32	50,600	50,600	20,425
632300 Safety Supplies	5,653	4,020	738	7,500	7,500	7,500
632400 Medical/Lab Supplies	32,152	22,596	19,082	43,675	43,675	45,050
632502 Concrete	-	4,413	-	250	250	5,000
632503 Other Materials	748	633	147	-	-	-
632504 Slurry	30,653	10,837	3,413	18,000	18,000	13,250
632505 Gravel	21,553	21,544	3,995	21,000	21,000	21,000
632507 Asphalt	1,554	12,880	-	12,000	12,000	12,000
632509 Clear Stone	9,058	9,927	2,691	9,000	9,000	9,000
632601 Repair Parts	126,852	143,920	46,559	239,835	237,502	133,000
632700 Miscellaneous Equipment	52,663	49,200	41,365	53,600	53,600	196,502
TOTAL SUPPLIES	1,479,980	1,799,829	643,149	2,111,710	2,108,679	2,409,732
Purchased Services						
640100 Accounting/Audit Fees	13,977	13,151	-	15,000	15,000	15,000
640203 Regulatory Fees	23,534	19,455	-	25,000	25,000	25,000
640300 Bank Service Fees	13,586	13,552	895	18,000	18,000	17,000
640400 Consulting Services	331,016	147,980	52,999	1,515,240	2,281,562	236,000
640700 Solid Waste/Recycling Pickup	1,120	2,767	462	1,700	(394)	2,924
640800 Contractor Fees	3,003,362	1,186,509	714,197	2,074,470	7,326,290	916,470
641200 Advertising	442	729	299	500	500	500
641301 Electric	569,338	659,160	194,901	611,203	611,203	614,125
641302 Gas	132,895	186,457	99,455	158,094	158,094	188,870
641303 Water	103,849	101,722	39,611	103,060	103,060	108,560
641304 Sewer	37,678	67,526	8,023	47,200	47,200	37,350
641306 Stormwater	25,159	27,140	8,856	27,585	27,585	27,510
641307 Telephone	17,013	16,099	4,642	17,719	17,719	17,719
641308 Cellular Phones	6,599	5,234	2,294	6,188	6,188	6,758
641399 Other Utilities	1,589,657	1,752,466	500,227	1,930,000	1,930,000	2,120,000
641500 Tipping Fees	5,752	1,540	-	10,000	10,000	2,500
641800 Equipment Repairs & Maint.	3,048	8,938	2,099	62,700	70,700	62,350
642000 Facilities Charges	301,007	314,355	94,322	336,076	336,076	346,221
642400 Software Support	88,608	93,089	102,620	94,095	94,095	125,983
642501 CEA Operations/Maint.	165,724	208,470	48,896	185,787	185,787	183,876
642502 CEA Depreciation/Replace.	174,331	187,754	60,126	256,905	256,905	286,651
642503 CEA Capital	(48,794)	(67,005)	-	-	-	-
643000 Health Services	140	-	-	-	-	-
643200 Lab Fees	62,194	8,069	3,326	28,877	28,877	14,230
644000 Snow Removal Services	1,507	6,022	1,716	5,000	5,000	5,000
645400 Grounds Repair & Maintenance	6,673	5,041	-	6,000	6,000	6,000
650100 Insurance	85,092	100,596	41,415	172,080	172,080	179,320
650102 Injuries/Damages Insurance	61,608	77,844	30,285	-	-	-
659900 Other Contracts/Obligation	18,245	49,673	28,208	27,605	27,605	42,605
TOTAL PURCHASED SVCS	6,794,360	5,194,333	2,039,874	7,736,084	13,760,132	5,588,522
Miscellaneous Expense						
660100 Depreciation Expense	4,223,209	4,314,313	1,941,365	4,750,000	4,750,000	5,170,000
662300 Uncollectable Accounts	946	879	-	5,000	5,000	5,000
672000 Interest Payments	1,524,319	1,376,974	493,595	1,287,941	1,287,941	1,164,907
673000 Debt Issuance Costs	123,211	7,000	-	100,000	100,000	125,000
675100 Gain/Loss on Refund Amort.	179,806	146,991	49,770	119,447	119,447	97,376
TOTAL MISCELLANEOUS EXP	6,051,491	5,846,157	2,484,730	6,262,388	6,262,388	6,562,283
Capital Outlay						
680100 Land	-	16,500	-	-	-	-
680200 Land Improvements	206,681	4,885	-	725,000	725,000	-
680300 Buildings	49,487	62,068	-	-	788,139	850,000
680401 Machinery & Equipment	-	-	-	60,000	185,000	145,000
680905 Water Mains	4,983,426	1,653,086	2,135,507	2,154,340	5,223,340	2,931,822
681500 Software Acquisition	-	-	8,140	45,000	45,000	20,000
689900 Other Capital Outlay	(8,083,112)	(2,175,680)	-	-	-	-
TOTAL CAPITAL OUTLAY	(2,843,518)	(439,141)	2,143,647	2,984,340	6,966,479	3,946,822
Transfers						
791100 Transfer Out - General Fund	1,922,051	1,942,586	837,270	2,108,800	2,108,800	2,208,175
TOTAL TRANSFERS	1,922,051	1,942,586	837,270	2,108,800	2,108,800	2,208,175
TOTAL EXPENSE	16,366,480	17,347,323	9,379,903	24,665,677	34,668,833	24,480,244

CITY OF APPLETON 2024 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 19,594,261	\$ 19,480,651	\$ 19,483,500	\$ 19,483,500	\$ 19,509,500
Miscellaneous	636,980	791,753	553,700	513,700	416,200
Total Revenues	<u>20,231,241</u>	<u>20,272,404</u>	<u>20,037,200</u>	<u>19,997,200</u>	<u>19,925,700</u>
Expenses					
Operation and Maintenance	8,411,418	9,559,453	10,666,762	10,855,951	11,295,495
Depreciation	4,223,208	4,314,314	4,750,000	4,650,000	5,170,000
Amortization of early retirement	684,668	-	-	-	-
Total Expenses	<u>13,319,294</u>	<u>13,873,767</u>	<u>15,416,762</u>	<u>15,505,951</u>	<u>16,465,495</u>
Operating Income (Loss)	6,911,947	6,398,637	4,620,438	4,491,249	3,460,205
Non-Operating Revenues (Expenses)					
Investment Income	(143,909)	(626,384)	200,000	200,000	200,000
Interest Expense	(1,524,319)	(1,376,974)	(1,287,941)	(1,246,274)	(1,164,907)
Intergovernmental	-	502,312	-	-	-
Gain/Loss on Refunding	(179,806)	(146,991)	(119,447)	(119,447)	(97,376)
Gain/Loss on Asset Disposal	(177,896)	-	-	-	-
Amortization of Premium on Debt	402,761	356,796	286,427	286,427	255,221
Debt Issue Costs	(123,211)	(7,000)	(100,000)	-	(125,000)
Other	19,509	18,959	4,200	4,200	4,000
Total Non-Operating	<u>(1,726,871)</u>	<u>(1,279,282)</u>	<u>(1,016,761)</u>	<u>(875,094)</u>	<u>(928,062)</u>
Net Income Before Contributions and Transfers	5,185,076	5,119,355	3,603,677	3,616,155	2,532,143
Contributions and Transfers In (Out)					
Capital Contributions	2,886,762	2,694,185	-	-	782,222
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(176,175)
Tax Equivalent	<u>(1,908,251)</u>	<u>(1,928,786)</u>	<u>(2,095,000)</u>	<u>(2,028,000)</u>	<u>(2,032,000)</u>
Change in Net Assets	6,149,787	5,870,954	1,494,877	1,574,355	1,106,190
Net Assets - Beginning	<u>102,915,815</u>	<u>109,065,602</u>	<u>114,936,556</u>	<u>114,936,556</u>	<u>116,510,911</u>
Net Assets - Ending	<u>\$ 109,065,602</u>	<u>\$ 114,936,556</u>	<u>\$ 116,431,433</u>	<u>\$ 116,510,911</u>	<u>\$ 117,617,101</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 16,002,326	\$ 3,039,987
+ Change in Net Assets	1,574,355	1,106,190
- Capital Contributions	-	(782,222)
+ Depreciation	4,650,000	5,170,000
+ Long Term Debt	-	3,500,000
- Fixed Assets	(15,446,694)	(4,399,291)
- Software Acquisition/ERP Implementation	(45,000)	(20,000)
- Principal Repayment	<u>(3,695,000)</u>	<u>(3,820,000)</u>
Working Cash - End of Year	<u>\$ 3,039,987</u>	<u>\$ 3,794,664</u>

**CITY OF APPLETON 2024 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2023 Budget	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Revenues							
Charges for Services	\$ 19,483,500	\$ 19,483,500	\$ 19,509,500	\$ 19,607,048	\$ 19,705,083	\$ 19,803,608	\$ 19,902,626
Miscellaneous	553,700	513,700	416,200	424,524	433,014	441,675	450,508
Total Revenues	<u>20,037,200</u>	<u>19,997,200</u>	<u>19,925,700</u>	<u>20,031,572</u>	<u>20,138,097</u>	<u>20,245,283</u>	<u>20,353,134</u>
Expenses							
Operating Expenses	10,666,762	10,855,951	11,295,495	11,619,360	11,927,941	11,796,529	12,150,425
Depreciation	4,750,000	4,650,000	5,170,000	5,295,000	5,395,000	5,470,000	5,545,000
Total Expenses	<u>15,416,762</u>	<u>15,505,951</u>	<u>16,465,495</u>	<u>16,914,360</u>	<u>17,322,941</u>	<u>17,266,529</u>	<u>17,695,425</u>
Operating Income	4,620,438	4,491,249	3,460,205	3,117,212	2,815,157	2,978,754	2,657,710
Non-Operating Revenues (Expenses)							
Interest Income	200,000	200,000	200,000	200,000	100,000	100,000	100,000
Interest Expense	(1,287,941)	(1,246,274)	(1,164,907)	(1,178,684)	(1,186,477)	(1,160,632)	(1,065,332)
Gain/Loss on Refunding	(119,447)	(119,447)	(97,376)	(75,023)	(55,553)	(42,010)	(29,708)
Amortization of Debt Premium	286,427	286,427	255,221	222,988	193,287	168,121	143,077
Debt Issuance Expense	(100,000)	-	(125,000)	(100,000)	(100,000)	-	(100,000)
Other	4,200	4,200	4,000	4,000	4,000	4,000	4,000
Total Non-Operating	<u>(1,016,761)</u>	<u>(875,094)</u>	<u>(928,062)</u>	<u>(926,719)</u>	<u>(1,044,743)</u>	<u>(930,521)</u>	<u>(947,963)</u>
Net Income Before Transfers	3,603,677	3,616,155	2,532,143	2,190,493	1,770,414	2,048,233	1,709,747
Contributions and Transfers In (Out)							
Capital Contributions	-	-	782,222	-	-	-	-
Trans Out - General Fund	(13,800)	(13,800)	(176,175)	(176,175)	(176,175)	(176,175)	(176,175)
Tax Equivalent	(2,095,000)	(2,028,000)	(2,032,000)	(2,057,000)	(2,082,000)	(2,107,000)	(2,132,000)
Change in Net Assets	1,494,877	1,574,355	1,106,190	(42,682)	(487,761)	(234,942)	(598,428)
Total Net Assets - Beginning	<u>114,936,556</u>	<u>114,936,556</u>	<u>116,510,911</u>	<u>117,617,101</u>	<u>117,574,419</u>	<u>117,086,657</u>	<u>116,851,715</u>
Total Net Assets - Ending	<u>\$ 116,431,433</u>	<u>\$ 116,510,911</u>	<u>\$ 117,617,101</u>	<u>\$ 117,574,419</u>	<u>\$ 117,086,657</u>	<u>\$ 116,851,715</u>	<u>\$ 116,253,287</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	16,002,326	3,039,987	3,669,664	3,669,664	3,075,533	4,030,439	2,997,184
+ Change in Net Assets	1,574,355	1,106,190	(42,682)	(42,682)	(487,761)	(234,942)	(598,428)
+ Depreciation	4,650,000	5,170,000	5,295,000	5,295,000	5,395,000	5,470,000	5,545,000
+ Long Term Debt	-	3,500,000	3,000,000	3,000,000	3,000,000	-	3,000,000
- Contributed Capital	-	(782,222)	-	-	-	-	-
- Fixed Assets	(15,446,694)	(4,399,291)	(4,656,449)	(4,656,449)	(3,592,332)	(2,638,313)	(3,088,897)
- Software Acquisition	(45,000)	(20,000)	-	-	-	-	-
- Principal Repayment	(3,695,000)	(3,945,000)	(4,190,000)	(4,190,000)	(3,360,000)	(3,630,000)	(2,680,000)
Working Cash - End of Year	<u>\$ 3,039,987</u>	<u>\$ 3,669,664</u>	<u>\$ 3,075,533</u>	<u>\$ 3,075,533</u>	<u>\$ 4,030,439</u>	<u>\$ 2,997,184</u>	<u>\$ 5,174,859</u>
25% Working Capital Reserve (prior year's audited expenses)		3,532,556	3,623,101	3,623,101	3,713,761	3,799,104	3,766,040
Coverage Ratio		2.57	1.95	1.66	1.52	1.88	1.73

ASSUMPTIONS:

Borrow for capital expenditures as needed based on cash flow needs; this will be 60-70% of fixed asset costs for years 2024-2028.
Interest rate at 5% twenty-year term for all future debt issues.
Revenue increases of .5% per year for additional customer base.
Operating expenses to increase 3% per year after 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 2024 BUDGET
WATER UTILITY
LONG TERM DEBT

	2012		2013		2014	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	135,000	39,105	365,000	177,750	190,000	93,400
2025	140,000	34,765	380,000	162,550	195,000	85,600
2026	145,000	30,270	395,000	145,388	200,000	77,600
2027	145,000	25,775	410,000	127,588	210,000	69,200
2028	150,000	21,125	430,000	108,938	220,000	60,400
2029	155,000	16,088	450,000	89,250	230,000	51,200
2030	160,000	10,888	470,000	68,688	235,000	41,800
2031	165,000	5,525	490,000	47,250	245,000	32,000
2032	170,000	-	515,000	24,075	255,000	21,800
2033	-	-	535,000	-	265,000	11,200
2034	-	-	-	-	280,000	-
	<u>\$ 1,365,000</u>	<u>\$ 183,541</u>	<u>\$ 4,440,000</u>	<u>\$ 951,477</u>	<u>\$ 2,525,000</u>	<u>\$ 544,200</u>

	2015		2016		2020	
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	2,110,000	347,450	170,000	83,350	315,000	139,625
2025	2,190,000	259,850	165,000	78,400	325,000	129,875
2026	2,270,000	191,750	170,000	73,300	335,000	119,825
2027	1,400,000	149,750	180,000	66,100	345,000	109,475
2028	1,450,000	91,750	185,000	58,700	355,000	98,825
2029	310,000	79,350	195,000	50,900	365,000	91,525
2030	325,000	66,350	200,000	42,900	370,000	84,125
2031	340,000	52,750	210,000	34,500	380,000	76,525
2032	350,000	41,375	215,000	28,050	385,000	68,825
2033	365,000	26,775	225,000	21,300	395,000	60,925
2034	375,000	13,650	230,000	14,400	400,000	52,925
2035	390,000	-	235,000	7,350	410,000	44,725
2036	-	-	245,000	-	420,000	36,325
2037	-	-	-	-	425,000	27,825
2038	-	-	-	-	435,000	19,125
2039	-	-	-	-	445,000	9,669
2040	-	-	-	-	455,000	-
	<u>\$ 11,875,000</u>	<u>\$ 1,320,800</u>	<u>\$ 2,625,000</u>	<u>\$ 559,250</u>	<u>\$ 6,560,000</u>	<u>\$ 1,170,144</u>

	2021		TOTAL		
	Revenue Refunding Bonds		Principal	Interest	Total
	Principal	Interest			
2024	410,000	225,894	3,695,000	1,106,574	4,801,574
2025	425,000	208,894	3,820,000	959,934	4,779,934
2026	445,000	191,094	3,960,000	829,227	4,789,227
2027	465,000	172,494	3,155,000	720,382	3,875,382
2028	485,000	153,094	3,275,000	592,832	3,867,832
2029	505,000	132,894	2,210,000	511,207	2,721,207
2030	520,000	117,294	2,280,000	432,045	2,712,045
2031	540,000	101,094	2,370,000	349,644	2,719,644
2032	345,000	90,744	2,235,000	274,869	2,509,869
2033	355,000	80,094	2,140,000	200,294	2,340,294
2034	365,000	69,144	1,650,000	150,119	1,800,119
2035	375,000	57,894	1,410,000	109,969	1,519,969
2036	385,000	46,344	1,050,000	82,669	1,132,669
2037	400,000	34,344	825,000	62,169	887,169
2038	410,000	26,144	845,000	45,269	890,269
2039	420,000	17,744	865,000	27,413	892,413
2040	425,000	9,244	880,000	9,244	889,244
2041	435,000	-	435,000	-	435,000
	<u>\$ 7,710,000</u>	<u>\$ 1,734,448</u>	<u>\$ 37,100,000</u>	<u>\$ 6,463,860</u>	<u>\$ 43,563,860</u>

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of \$3,500,000 will be issued in 2024. Expected interest expense of the issue in 2024 is \$58,333 at 5%.

CITY OF APPLETON 2024 BUDGET

WASTEWATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2024 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 2023 EVENTS

WASTEWATER TREATMENT

Sludge Storage Building Addition: This project involves the expansion of the biosolids storage building to comply with the requirements under code NR 204. Construction began in April 2023 and is expected to reach final completion in early 2024.

Phase I Solids Dewatering Equipment Upgrades: This project involves the installation of two new belt filter presses including new motor control centers and wholesale replacement of HVAC that supports the solids dewatering process floor. Active construction was initiated in September 2023 with substantial completion projected in early 2024.

Phase II Solids Dewatering Equipment Upgrades: This project involves the removal of the three 32-year-old belt filter presses following substantial completion of the Phase I Solids Dewatering Project. Two new belt filter presses will take their place for a total of four upgraded units between Phase I and Phase II construction projects. Phase II work was bid out in 3rd Quarter of 2023 with active construction projected to occur in early 2024.

Blended Sludge Piping & Heat Exchanger Replacement Project: This CIP involves replacement of eroded and corroded ductile iron blended sludge pipe and digester sludge circulation piping including the preliminary heating exchanger system and both primary digester heat exchanger units. Project bidding occurred in the 3rd Quarter of 2023 with active construction initiating by year end 2023. Final completion is not expected until sometime in mid 2024.

Grit Vortex Drive & Raw Sludge Pump Replacement: This CIP involves the replacement of two grit vortex drive units and one raw sludge pump that have reached their useful life. Construction is projected to be complete by the end of 2023.

2023 Electrical Upgrades: 2023 marked the completion of the multi-year, multi-phase project which replaced the plant's incoming 35 kV service and 480 V distribution system. Multiple facility shutdowns were completed during 2023 to facilitate the final transition from the old to new electrical distribution system equipment.

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 backup 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 and additional annual rate increases for the next five years. A 7% rate increase was implemented on January 1, 2023. This was an increase from the planned 4% rate increase due to increased operating expenses and costs and additional capital projects that were not identified in the 2020 Rate Study. A 7% rate increase is planned for 2024 to provide the cash flow that is needed due increasing operating expenses and additional capital projects to maintain equipment at the Wastewater Treatment Plant.

CITY OF APPLETON 2024 BUDGET WASTEWATER UTILITY

MAJOR 2024 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.

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 as a result of sustained high demand for goods and services, unstable or unreliable supply chain capacity, and volatile inflation which has increased costs for operations, equipment, and construction beyond prior years forecasts.

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 and computer network system: Sludge Storage Building addition; upgrades to solids dewatering equipment processes; replacement of the preliminary and primary sludge heat exchanger (HEX) systems; replacement of blended sludge pipe; replacement of phosphorus analyzers; rehabilitation of primary clarifiers #1 through #4, and sludge recirculation pipe; replacement of channel aeration blowers; and upgrades to the SCADA network system.

Continue the clear water program to reduce inflow into wastewater system.

Complete the annual sewer cleaning program and identify areas of concern.

Promptly respond to emergency sewer backups.

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs.

Reduce the amount of inflow and infiltration into the sanitary sewer system.

Use City's sewer truck camera to identify problem areas and address them accordingly.

Continue to update the City sanitary sewer database.

Use our televising software to assist in programming sewer spot repairs, protruding taps, and mineral deposits.

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WDNR requirements.

Complete implementation of new billing system within the ERP software system and start the implementation of the asset management system.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 15,585,004	\$ 15,705,813	\$ 14,030,285	\$ 14,030,285	\$ 16,036,534	14.30%
Program Expenses							
5411	Utility Administration	284,808	332,502	344,169	344,169	476,983	38.59%
5412	Finance Administration	4,804,503	5,580,700	6,434,631	6,434,631	6,931,334	7.72%
5422	Treatment	4,082,264	4,816,098	4,915,699	5,135,394	5,375,283	9.35%
5423	Biosolids Management	630,752	765,590	922,026	922,026	957,208	3.82%
5425	Lift Stations	123,272	117,139	164,143	164,143	168,935	2.92%
5427	Collection Systems	929,959	1,016,030	1,057,550	1,069,360	1,048,346	-0.87%
5431	Public Works Capital	699,265	563,342	1,620,745	1,709,251	1,613,854	-0.43%
5432	Utility Capital	836	19,176	11,903,465	29,623,986	8,870,000	-25.48%
Total Program Expenses		\$ 11,555,659	\$ 13,210,577	\$ 27,362,428	\$ 45,402,960	\$ 25,441,943	-7.02%
Expenses Comprised Of:							
	Personnel	2,157,206	2,471,483	2,976,287	2,976,287	3,221,465	8.24%
	Travel & Training	2,376	3,029	7,400	7,400	13,900	87.84%
	Supplies & Materials	872,833	1,206,725	1,125,910	1,130,636	1,365,180	21.25%
	Purchased Services	7,824,941	7,392,798	14,210,042	25,867,404	9,101,720	-35.95%
	Miscellaneous Expense	4,550,215	5,170,668	5,713,720	5,713,720	6,153,022	7.69%
	Capital Outlay	(4,031,793)	(3,218,437)	3,146,619	9,525,063	5,342,481	69.78%
	Transfers Out	179,881	184,311	182,450	182,450	244,175	33.83%
Full Time Equivalent Staff:							
	Personnel allocated to programs	29.40	29.29	29.29	29.29	29.29	

* % change from prior year adopted budget

**CITY OF APPLETON 2024 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 7% rate increase effective January 1, 2024; this is contingent on the Utilities Committee approval prior to adoption of the 2024 budget. This rate increase is higher than the originally planned rate increase of 4% from the 2020 Rate Study. The larger rate increase is needed due to ongoing increased operating expenses and increased cost or additional capital projects that were not identified in the 2020 Rate Study that are needed due to aging equipment at the Wastewater Treatment Plant.

Training & Conference expense includes additional funding for specialized training for the Instrumentation Technician and tuition reimbursements per the City's fringe benefit policy.

The 2024 budget reflects the addition of a Safety Coordinator position. This position will be shared with the Water Utility and will work one day per week at the Water Treatment Facility. This position is being added to meet Wisconsin Administrative Code safety requirements. The budget reflects .8 FTE labor and fringe costs for this position. This budget also includes expenses for computer equipment and cell phone for this position and the new Treatment Specialist position.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (215,696)	\$ (937,204)	\$ 200,000	\$ 200,000	\$ 200,000
473000 Interest - Deferred Specials	13,387	14,909	10,000	10,000	10,000
481400 Industrial Pre-Treatment	2,978	4,535	4,500	4,500	4,500
482101 Residential Service	4,893,943	5,038,341	5,300,000	5,300,000	5,680,000
482102 Multi-family Service	424,452	447,092	450,000	450,000	510,000
482200 Commercial Service	1,064,653	1,190,206	1,100,000	1,100,000	1,350,000
482300 Industrial Service	3,812,242	3,840,294	3,750,000	3,750,000	4,500,000
482400 Municipal Service	323,758	351,635	345,000	345,000	400,000
500100 Fees & Commissions	7,325	7,159	7,500	7,500	7,500
500400 Sale of City Property	2,068	2,237	-	-	-
501000 Miscellaneous Revenue	31,207	16,342	25,000	25,000	20,000
502100 Capital Contributions	2,663,324	2,833,499	-	-	332,094
503500 Other Reimbursements	3,723	26,296	3,000	3,000	3,000
507100 Customer Penalty	39,428	46,395	40,500	40,500	48,000
508200 Insurance Proceeds	900	-	-	-	-
508400 Special Hauled Waste	2,368,363	2,512,076	2,500,000	2,500,000	2,725,000
Total Revenue	\$ 15,436,055	\$ 15,393,812	\$ 13,735,500	\$ 13,735,500	\$ 15,790,094
Expenses					
610100 Regular Salaries	\$ 162,596	\$ 177,673	\$ 191,701	\$ 191,701	\$ 275,143
610400 Call Time	50	-	-	-	-
610500 Overtime Wages	197	310	2,662	2,662	2,742
610800 Part-Time Wages	156	-	1,567	1,567	1,634
615000 Fringes	59,543	69,410	71,000	71,000	103,350
620100 Training/Conferences	2,251	3,029	7,000	7,000	13,500
630100 Office Supplies	3,071	3,455	3,000	3,000	4,500
630200 Subscription	283	283	300	300	325
630300 Memberships & Licenses	5,913	7,436	8,665	8,665	9,865
630400 Postage/Freight	1,285	2,077	2,500	2,500	2,500
630500 Awards & Recognition	115	293	300	300	330
630600 Building Maint./Janitorial	10,436	6,877	7,000	7,000	8,190
630700 Food & Provisions	379	399	400	400	440
632001 City Copy Charges	4,635	3,901	3,900	3,900	4,200
632002 Outside Printing	1,455	1,020	1,200	1,200	1,300
632101 Uniforms	22	472	-	-	-
632300 Safety Supplies	4,615	31,487	5,500	5,500	5,500
632700 Miscellaneous Equipment	3,593	1,014	8,000	8,000	12,765
640100 Accounting/Audit Fees	220	-	-	-	-
640400 Consulting Services	-	511	-	-	2,500
640700 Solid Waste/Recycling	2,236	2,463	2,550	2,550	2,785
640800 Contractor Fees	2,017	2,180	3,625	3,625	3,625
641200 Advertising	359	767	1,000	1,000	1,000
641307 Utilities	15,551	14,548	16,665	16,665	15,085
642501 CEA Equip. Rental	3,830	2,897	5,634	5,634	5,704
Total Expense	\$ 284,808	\$ 332,502	\$ 344,169	\$ 344,169	\$ 476,983

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 2024 budget includes the cost for the early retirement of belt filter upgrades that were completed in 2008, that are being replaced as part of the full replacement of the belt filter equipment.

The 2024 budget includes annual software support for the utility billing system. This cost shared between the Water, Wastewater, Stormwater Utilities and the Sanitation special revenue fund.

The 2024 budget includes cost to implement the Enterprise Asset Management module. This cost is to be shared between the Water, Wastewater, Stormwater Utilities, CEA, FMD, Sanitation special revenue fund and the General Fund.

Administration fes are amounts transferred to General Administration to offset the costs of services that are provided to Enterprise funds. These fees were reviewed as part of the budget process and noted that they have not increased since 1997. The increase in the Transfer Out - General Fund accounts for the adjustment made.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
500400 Sale of City Property	\$ 35	\$ -	\$ -	\$ -	\$ -
500600 Gain (Loss) on Asset Disposal	(78,370)	2,395	-	-	(30,031)
591100 Premium on Debt Issue	206,517	284,044	280,785	280,785	256,471
Total Revenue	\$ 128,182	\$ 286,439	\$ 280,785	\$ 280,785	\$ 226,440
Expenses					
610100 Regular Salaries	\$ 113,388	\$ 128,857	\$ 137,075	\$ 137,075	\$ 134,683
610500 Overtime Wages	688	798	1,376	1,376	-
615000 Fringes	(322,093)	(182,107)	48,270	48,270	49,194
630400 Postage/Freight	15,846	17,619	20,000	20,000	21,500
632002 Outside Printing	3,600	3,584	3,800	3,800	5,500
640100 Accounting/Audit Fees	11,714	11,676	12,350	12,350	12,750
640300 Bank Service Fees	17,759	18,320	20,000	20,000	20,000
642400 Software Support	-	-	-	-	10,850
643700 Treatment Services	64,065	64,974	68,000	68,000	68,000
650100 Insurance	169,440	162,000	182,590	182,590	191,660
660100 Depreciation Expense	3,249,547	3,493,594	3,725,000	3,725,000	4,125,000
662300 Uncollectable Accounts	938	605	4,000	4,000	4,000
663100 Joint Meter Expense	487,780	508,386	495,695	495,695	484,550
672000 Interest Payments	687,198	1,000,220	1,329,025	1,329,025	1,354,472
673000 Debt Issuance Costs	124,752	167,863	160,000	160,000	185,000
681500 Software Acquisition	-	-	45,000	45,000	20,000
791100 Transfer Out - General	179,881	184,311	182,450	182,450	244,175
Total Expense	\$ 4,804,503	\$ 5,580,700	\$ 6,434,631	\$ 6,434,631	\$ 6,931,334

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Joint Meter Expense</u>	
City service invoice postage	\$ 21,000	Allocation from Water	\$ 131,550
Box rental & caller service	500	Meter depreciation	220,000
	<u>\$ 21,500</u>	Return on investment on net fixed assets - meters	133,000
			<u>\$ 484,550</u>
<u>Bank Services</u>		<u>Transfer Out - General</u>	
Banking & investment fees	\$ 20,000	Administration fee	\$ 176,175
	<u>\$ 20,000</u>	Joint meter portion of payment in lieu of tax	68,000
<u>Treatment Services</u>			<u>\$ 244,175</u>
Sewer charges from other sanitation districts for Appleton residences served	\$ 68,000		
	<u>\$ 68,000</u>		

**CITY OF APPLETON 2024 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 sustained high demand for goods and services, unstable or unreliable supply chain capacity, and escalating inflation which has increased costs for operations, equipment, and construction beyond prior years forecasts.

The 2024 budget includes adding a Treatment Specialist position. This position will be shared with the Water Utility and will work one day per week at the Water Treatment Facility. This position will focus on analyzing data to optimize the treatment process at both facilities. The budget reflects .8 FTE labor and fringe costs for this position.

Repair & Maintenance includes \$50,000 to repair DAF tank #3.

The budget reflects moving grit box disposal from contracted services to being hauled by City public works staff.

The consulting budget includes funding to complete a study to review receiving station needs and a SCADA assessment. In addition \$75,000 is included to complete a study to determine digester maintenance needs. The digesters were last taken out of service in 2010 & 2012 for extensive maintenance. The 5-year plan on the page 519 includes additional operational expense of \$1,000,000 in 2025 & 2026 for maintenance needs determined by the study to be completed in 2024.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 1,025,868	\$ 1,015,180	\$ 1,147,916	\$ 1,147,916	\$ 1,231,568
610400 Call Time Wages	4,883	6,379	8,200	8,200	8,200
610500 Overtime Wages	62,610	95,411	51,128	51,128	51,513
610800 Part-Time Wages	2,788	3,585	11,731	11,731	11,731
615000 Fringes	383,027	421,481	431,292	431,292	450,615
630100 Office Supplies	109	-	-	-	-
630901 Shop Supplies & Tools	61,741	50,234	52,000	51,762	60,000
631000 Chemicals	481,005	697,190	724,000	706,785	828,720
631600 Other Supplies	4,768	12,531	14,500	30,000	26,500
632101 Uniforms	5,305	5,134	6,100	6,100	7,800
632200 Gas Purchases	173	70	500	500	500
632400 Medical/Lab Supplies	24,449	19,530	25,000	25,000	25,000
632601 Repair Parts	153,234	243,552	167,500	175,369	250,000
632700 Miscellaneous Equipment	38,773	56,954	12,000	12,000	51,000
639000 Loss on Obsolete Inventory	16,761	-	-	-	-
640202 Recording/Filing Fees	42,771	42,302	45,000	45,000	45,000
640400 Consulting Services	4,880	4,237	85,000	99,202	173,500
640700 Solid Waste/Recycling	-	-	-	-	1,000
640800 Contractor Fees	87,313	118,221	76,350	89,356	88,550
641300 Utilities	1,078,055	1,058,607	1,135,720	1,135,720	1,138,238
641500 Tipping Fees	2,500	2,823	3,500	3,500	2,600
641600 Building Repairs & Maint.	155,388	177,472	325,000	476,593	200,000
641800 Equipment Repairs & Maint.	20,502	278,393	42,500	42,500	142,500
642000 Facilities Charges	392,243	492,758	469,179	469,179	485,795
642400 Software Support	16,014	16,282	18,000	18,000	21,000
642501 CEA Equip. Rental	22,566	18,742	25,143	25,143	32,323
643200 Lab Fees	22,217	17,114	21,940	24,353	21,940
644000 Snow Removal Services	5,206	5,838	3,500	3,500	5,500
645400 Grounds Repair & Maint.	6,881	3,771	7,500	7,500	7,500
659900 Other Contracts/Obligation	4,122	2,088	5,500	38,065	6,690
689900 Other Capital Outlay	(43,888)	(49,781)	-	-	-
Total Expense	\$ 4,082,264	\$ 4,816,098	\$ 4,915,699	\$ 5,135,394	\$ 5,375,283

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Contractor Fees</u>		<u>Chemicals</u>	
Grit removal	\$ 1,800	Iron salts	\$ 456,720
Struvite removal	30,000	DAF polymer	30,000
Lab equipment inspections	12,500	BFP coagulant	204,000
Autoclave repairs	3,750	Sodium hypochlorite	80,000
Safety inspections	5,500	Sodium bisulfite	35,000
MCC electrical testing	10,000	Scale inhibitor	15,500
Pipe insulation replacement	10,000	Other chemicals	7,500
Miscellaneous repair needs	15,000		
	<u>\$ 88,550</u>		<u>\$ 828,720</u>
<u>Equipment Repairs & Maintenance</u>		<u>Medical Lab Supplies</u>	
Generator maintenance	\$ 2,500	Supplies	\$ 16,000
Repair DAF tank	60,000	Benchware	1,500
Repair effluent screw pump bearing	55,000	Chemicals for tests	7,500
Repair service calls	25,000		
	<u>\$ 142,500</u>		<u>\$ 25,000</u>
<u>Consulting Services</u>		<u>Repair Parts</u>	
SCADA conditions assessment	\$ 50,000	Pumps & Motors	\$ 150,000
Training & assessment ACE3600	13,500	Valves, piping and bearings	85,000
Receiving station study	25,000	Instrumentation parts	5,000
Digester maintenance study	75,000	Inventory management	10,000
Miscellaneous engineering studies	10,000		
	<u>\$ 173,500</u>		<u>\$ 250,000</u>
<u>Lab Fees</u>		<u>Building Repairs & Maintenance</u>	
Receiving station testing	\$ 10,000	Painting	\$ 200,000
Process testing	7,500		
High-strength customer testing	3,690		
Miscellaneous testing	750		
	<u>\$ 21,940</u>		<u>\$ 200,000</u>
<u>Shop Supplies & Tools</u>		<u>Miscellaneous Equipment</u>	
Shop supplies	\$ 50,000	Ferric pumps	\$ 20,000
Small hand tools	10,000	Wash press reducer	10,000
	<u>\$ 60,000</u>	Grit box dumpster	8,500
		SCADA monitors	2,500
		Miscellaneous equipment	10,000
			<u>\$ 51,000</u>
<u>Other Supplies</u>		<u>Software Support</u>	
Reagents for analyzers	\$ 15,000	GE Fanuc Software	\$ 13,000
Paper machine oil	11,500	Modicon Software	4,500
	<u>\$ 26,500</u>	Hach Wims support	3,500
			<u>\$ 21,000</u>
		<u>Recording/Filing Fees</u>	
		DNR Fees	\$ 45,000
			<u>\$ 45,000</u>

**CITY OF APPLETON 2024 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:

CEA expense reflects increased annual depreciation costs for planned replacement of the loader used for the biosolids program.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 74,956	\$ 73,621	\$ 83,066	\$ 83,066	\$ 85,558
610500 Overtime Wages	1,523	3,281	2,790	2,790	2,874
615000 Fringes	27,763	29,796	30,050	30,050	34,577
631603 Other Misc. Supplies	4,749	5,938	2,500	2,500	2,500
632200 Gas Purchases	-	3,192	3,500	3,500	3,500
632700 Miscellaneous Equipment	1,117	273	-	-	-
640800 Contractor Fees	471,189	584,735	725,000	725,000	737,500
641300 Utilities	325	331	450	450	450
642501 CEA Equip. Rental	22,844	21,051	24,350	24,350	39,732
643200 Lab Fees	4,881	5,740	7,320	7,320	7,517
659900 Other Contracts/Obligation	21,405	37,632	43,000	43,000	43,000
Total Expense	<u>\$ 630,752</u>	<u>\$ 765,590</u>	<u>\$ 922,026</u>	<u>\$ 922,026</u>	<u>\$ 957,208</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Compost pad processing	\$ 100,000
Biosolids transport/application	587,500
Biosolids incorporation	50,000
	<u>\$ 737,500</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 2024 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:

Contractor Fees includes costs to install a natural gas line at the Spartan Street lift station.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610200 Labor Pool Allocations	\$ 46,932	\$ 42,242	\$ 43,490	\$ 43,490	\$ 43,671
610500 Overtime Wages	1,055	855	2,300	2,300	2,310
615000 Fringes	18,501	18,757	18,848	18,848	18,776
632601 Repair Parts	7,869	8,496	8,000	8,000	12,000
632700 Miscellaneous Equipment	567	1,813	-	-	-
640400 Consulting Services	-	1,600	7,500	7,500	4,000
640800 Contractor Fees	6,317	406	25,000	25,000	22,500
641300 Utilities	40,525	42,970	54,005	54,005	60,678
641800 Equipment Repairs & Maint.	1,506	-	5,000	5,000	5,000
Total Expense	<u>\$ 123,272</u>	<u>\$ 117,139</u>	<u>\$ 164,143</u>	<u>\$ 164,143</u>	<u>\$ 168,935</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Install natural gas line at Spartan Dr	\$ 15,000
Miscellaneous fees	7,500
	<u>\$ 22,500</u>

**CITY OF APPLETON 2024 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: "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:

Complete the annual sewer cleaning program and identify those areas with improper connections and defects.

Reduce the amount of inflow and infiltration into the sanitary sewer system.

Major changes in Revenue, Expenditures or Programs:

The fluctuation in contractor fees from year to year is the result of the root control program and the spot repair/protruding tap program. Because the City does not have an extensive root problem, we are able to conduct this program every other year, which also results in better bid prices. Contractor fees for spot repairs/protruding taps have been reduced, while the next root control program will be performed in 2025.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Svc	\$ 14,668	\$ 24,488	\$ 14,000	\$ 14,000	\$ 20,000
490800 Misc Intergov Charges	6,099	1,074	-	-	-
Total Revenue	\$ 20,767	\$ 25,562	\$ 14,000	\$ 14,000	\$ 20,000
Expenses					
610100 Regular Salaries	\$ 330,004	\$ 351,266	\$ 364,828	\$ 364,828	\$ 368,506
610400 Call Time Wages	1,275	2,001	1,500	1,500	1,500
610500 Overtime Wages	4,249	5,111	5,200	5,200	5,200
610800 Part-Time Wages	4,613	883	-	-	-
615000 Fringes	123,884	153,328	132,528	132,528	143,715
620100 Training/Conferences	125	-	400	400	400
630300 Memberships & Licenses	1,247	1,281	1,300	1,300	1,300
630500 Awards & Recognition	252	138	245	245	245
630901 Shop Supplies & Tools	3,913	3,623	2,500	2,500	2,500
632201 Outside Printing	1,543	1,758	2,000	2,000	2,000
632102 Protective Clothing	-	37	-	-	-
632501 Construction Materials	6,368	10,840	10,000	10,000	10,000
632700 Miscellaneous Equipment	3,416	1,906	4,700	3,510	4,700
640400 Consulting Services	178,614	236,898	164,500	177,500	164,500
640800 Contractor Fees	169,610	126,829	210,000	210,000	179,000
641300 Utilities	2,353	3,081	7,532	7,532	7,532
641500 Tipping Fees	4,378	5,347	7,000	7,000	7,000
642400 Software Support	1,327	1,911	2,350	2,350	2,350
642501 CEA Equip. Rental	85,239	100,644	134,467	134,467	141,398
659900 Other Contracts/Obligation	7,549	9,148	6,500	6,500	6,500
Total Expense	\$ 929,959	\$ 1,016,030	\$ 1,057,550	\$ 1,069,360	\$ 1,048,346

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Sewer TV & cleaning	\$ 145,000
Flow monitoring - Kensington	4,500
Lateral televising	15,000
	<u>\$ 164,500</u>

Contractor Fees

Lateral cleaning	\$ 1,000
Protruding tap/grouting	40,000
Spot repair - liners	60,000
Liners/unanticipated failures	20,000
Uniform service	3,000
Patch program	55,000
	<u>\$ 179,000</u>

CITY OF APPLETON 2024 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 is the 2024 CIPs:

	<u>2024 Budget</u>	<u>Page</u>
Sanitary Sewer Program	\$ 1,613,854	Projects, pg. 628

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 18,081	\$ 40,223	\$ 131,522	\$ 131,522	\$ 131,810
610500 Overtime Wages	5,960	2,528	5,000	5,000	5,000
610800 Part-Time Wages	508	264	3,461	3,461	3,461
615000 Fringes	4,197	10,350	47,786	47,786	54,134
632500 Materials	225	2,318	-	-	-
640400 Consulting Services	25,638	16,066	200,000	288,506	200,000
640800 Contractor Fees	735	640	-	-	-
642501 CEA Equip. Rental	-	1	6,357	6,357	6,968
659900 Other Contracts/Obligation	1,159	75	-	-	-
680903 Sanitary Sewers	2,942,541	2,773,193	1,226,619	1,226,619	1,212,481
689900 Other Capital Outlay	(2,299,779)	(2,282,316)	-	-	-
Total Expense	\$ 699,265	\$ 563,342	\$ 1,620,745	\$ 1,709,251	\$ 1,613,854

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Waste-water Utility
Labor Pool				194,405
CEA				6,968
Consulting Services	Glacier Ridge LS abandonment			100,000
	Lawe St - South Island St force main			100,000
	Subtotal			200,000
Miscellaneous Construction	Sanitary laterals & manholes prior to asphalt paving			28,275
	Sanitary laterals & manholes prior to concrete paving			14,547
	Subtotal			42,822
New Construction	Gladiolus St ease	Gladiolus St	plat line	20,250
	Lightning Dr	Providence Ave	150' n/o Providence	20,250
	Subtotal			40,500
Reconstruction	Oakcrest Ct	easement	Lutz Dr	26,650
	Subtotal			26,650
Reconstruction (on streets to be paved in 2025)	Durkee St	Circle St	n/o Circle St	41,325
	Morrison St	Glendale Ave	Pershing St	183,687
	Morrison St	Wisconsin Ave	Glendale Ave	440,757
	Perkins St	Prospect Ave	Alley s/o RR tracks	436,740
	Subtotal			1,102,509
Total				\$ 1,613,854

**CITY OF APPLETON 2024 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 2024 CIPs:

	<u>2024 Budget</u>	<u>Page</u>
Water Street & Marshall Heights Lift Station upgrades	\$ 1,600,000	Projects, pg. 662
Primary Clarifiers #1-4 rebuild	1,000,000	Projects, pg. 664
Computer Network Infrastructure upgrade	1,400,000	Projects, pg. 666
Phosphorus Analyzer Replacement	30,000	Projects, pg. 663
Aeration Process Upgrades - Channel Air Blowers	600,000	Projects, pg. 661
L - Building HVAC upgrades	2,490,000	Projects, pg. 644
A, S & V Building roof replacement	950,000	Projects, pg. 648
V & M Building lighting upgrades	150,000	Projects, pg. 646
V, K, B, & S elevator replacement and refurbishment	350,000	Projects, pg. 639
Hardscape improvements	300,000	Projects, pg. 643
	<u>\$ 8,870,000</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 next reissued WPDES permit is anticipated to become effective in January 2024 and will include low-level effluent limits for TMDL phosphorus. 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 2024 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
640400 Consulting Services	\$ 741,948	\$ 568,883	\$ 875,083	\$ 3,272,125	\$ 507,500
640800 Contractor Fees	3,874,523	3,082,533	9,153,382	18,098,417	4,252,500
659900 Other Contracts/Obligation	15,030	27,293	-	-	-
680200 Land Improvements	320,224	365,532	450,000	600,000	270,000
680300 Buildings	1,092,971	267,473	1,425,000	7,397,697	3,810,000
680401 Machinery & Equipment	-	28,939	-	255,747	30,000
689900 Other Capital Outlay	(6,043,860)	(4,321,477)	-	-	-
Total Expense	\$ 836	\$ 19,176	\$ 11,903,465	\$ 29,623,986	\$ 8,870,000

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Lift Station upgrades	\$ 160,000
Primary Clarifiers rebuild	100,000
Aeration process upgrades	87,500
L-Building HVAC upgrades	100,000
Elevator replacement and refurbishment	30,000
Hardscape improvements	30,000
Total	\$ 507,500

Land Improvements

Hardscape improvements	\$ 270,000
Total	\$ 270,000

Contractor Fees

Lift Station upgrades	\$ 1,440,000
Primary Clarifiers rebuild	900,000
Aeration process upgrades	512,500
Phone & Wireless Access	1,400,000
Total	\$ 4,252,500

Buildings

L-Building HVAC upgrades	\$ 2,390,000
Roof replacements	950,000
Lighting upgrades	150,000
Elevator replacement and refurbishment	320,000
Total	\$ 3,810,000

Machinery & Equipment

Phosphorus Analyzer replacement	\$ 30,000
Total	\$ 30,000

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Program Revenues						
471000 Interest on Investments	(215,695)	(934,809)	22,628	200,000	200,000	200,000
473000 Interest - Deferred Specials	13,388	14,909	9	10,000	10,000	10,000
480100 General Charges for Service	14,668	24,488	10,950	14,000	14,000	20,000
481400 Industrial Pre-Treatment	2,979	4,535	1,864	4,500	4,500	4,500
482101 Residential Service	4,893,944	5,038,341	-	5,300,000	5,300,000	5,680,000
482102 Multi-family Service	424,452	447,092	-	450,000	450,000	510,000
482200 Commercial Service	1,064,654	1,190,206	-	1,100,000	1,100,000	1,350,000
482300 Industrial Service	3,812,243	3,840,294	768,047	3,750,000	3,750,000	4,500,000
482400 Municipal Service	323,758	351,635	-	345,000	345,000	400,000
490800 Misc Intergovernmental Charges	6,099	1,074	300	-	-	-
500100 Fees & Commissions	7,325	7,159	-	7,500	7,500	7,500
500400 Sale of City Property	(76,267)	2,237	1,121	-	-	-
500600 Gain (Loss) on Asset Disposal	-	-	-	-	-	(30,031)
501000 Miscellaneous Revenue	31,208	16,342	-	25,000	25,000	20,000
502100 Capital Contributions	2,663,325	2,833,499	1,350	-	-	332,094
503500 Other Reimbursements	3,723	26,296	602	3,000	3,000	3,000
507100 Customer Penalty	39,429	46,395	-	40,500	40,500	48,000
508200 Insurance Proceeds	900	-	-	-	-	-
508400 Special Hauled Waste	2,368,363	2,512,076	454,897	2,500,000	2,500,000	2,725,000
591100 Premium on Debt Issue	206,518	284,044	116,995	280,785	280,785	256,471
TOTAL PROGRAM REVENUES	15,585,014	15,705,813	1,378,763	14,030,285	14,030,285	16,036,534
Personnel						
610100 Regular Salaries	546,479	539,569	186,472	613,529	613,529	850,736
610200 Labor Pool Allocations	1,157,406	1,190,994	439,077	1,478,310	1,478,310	1,412,620
610299 Capitalized Labor	(121,421)	(76,223)	-	-	-	-
610400 Call Time Wages	6,208	8,380	4,188	9,700	9,700	9,700
610500 Overtime Wages	76,282	108,294	41,982	70,456	70,456	69,639
610800 Part-Time Wages	8,065	4,963	-	16,759	16,759	16,826
611000 Other Compensation	8,028	7,545	2,963	7,759	7,759	7,583
611400 Sick Pay	10,422	1,801	9,804	-	-	-
611500 Vacation Pay	170,921	165,145	36,733	-	-	-
615000 Fringes	696,545	782,699	247,879	779,774	779,774	854,361
615099 Capitalized Fringe	(41,887)	(25,934)	-	-	-	-
617000 Pension Expense	(363,174)	(242,644)	-	-	-	-
617100 OPEB Expense	3,332	6,894	-	-	-	-
TOTAL PERSONNEL	2,157,206	2,471,483	969,098	2,976,287	2,976,287	3,221,465
Training~Travel						
620100 Training/Conferences	2,376	3,029	2,254	7,400	7,400	13,900
TOTAL TRAINING / TRAVEL	2,376	3,029	2,254	7,400	7,400	13,900
Supplies						
630100 Office Supplies	3,180	3,455	2,829	3,000	3,000	4,500
630200 Subscriptions	283	283	313	300	300	325
630300 Memberships & Licenses	7,159	8,717	4,600	9,965	9,965	11,165
630400 Postage/Freight	17,131	19,696	6,366	22,500	22,500	24,000
630500 Awards & Recognition	367	431	69	545	545	575
630600 Building Maint./Janitorial	10,436	6,877	2,183	7,000	7,000	8,190
630700 Food & Provisions	379	399	-	400	400	440
630901 Shop Supplies	47,147	43,806	21,300	42,500	42,500	50,500
630902 Tools & Instruments	18,507	9,754	3,679	12,000	11,762	12,000
631000 Miscellaneous Chemicals	4,810	73,907	819	7,500	5,785	7,500
631001 Phosphorus	224,139	346,026	139,190	325,000	325,000	456,720
631002 DAF Coagulant	21,859	25,953	6,699	40,000	40,000	30,000
631003 BFP Coagulant	168,158	136,492	75,307	231,000	231,000	204,000
631007 Sodium Hypochlorite	34,695	81,384	13,523	70,000	70,000	80,000
631008 Sodium Bisulfite	27,344	33,428	-	35,000	35,000	35,000
631024 Scale Inhibitor	-	-	-	15,500	15,500	15,500
631100 Paint & Supplies	-	297	65	-	-	-
631603 Other Misc. Supplies	9,517	18,469	12,543	17,000	17,000	29,000
632001 City Copy Charges	4,635	3,901	1,001	3,900	3,900	4,200
632002 Outside Printing	6,598	6,362	871	7,000	7,000	8,800
632101 Uniforms	5,328	5,606	2,932	6,100	6,100	7,800

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
632102 Protective Clothing	-	10	38	-	-	-
632200 Gas Purchases	173	3,262	100	4,000	4,000	4,000
632300 Safety Supplies	4,615	31,514	5,657	5,500	5,500	5,500
632400 Medical/Lab Supplies	24,449	19,530	9,637	25,000	25,000	25,000
632501 Castings	5,422	6,305	-	4,000	4,000	4,000
632502 Concrete	909	4,317	-	3,000	3,000	3,000
632503 Other Materials	262	351	63	2,000	2,000	2,000
632504 Slurry	-	-	-	500	500	500
632505 Gravel	-	-	-	500	500	500
632507 Asphalt	-	2,185	-	-	-	-
632601 Repair Parts	161,103	252,048	128,900	175,500	183,369	262,000
632700 Miscellaneous Equipment	47,467	61,960	15,645	49,700	48,510	68,465
639000 Loss on Obsolete Inventory	16,761	-	-	-	-	-
TOTAL SUPPLIES	872,833	1,206,725	454,329	1,125,910	1,130,636	1,365,180
Purchased Services						
640100 Accounting/Audit Fees	11,934	11,676	-	12,350	12,350	12,750
640202 Recording/Filing Fees	42,771	42,302	-	45,000	45,000	45,000
640300 Bank Service Fees	17,759	18,320	500	20,000	20,000	20,000
640400 Consulting Services	951,080	828,195	94,518	1,332,083	3,844,833	1,052,000
640700 Solid Waste/Recycling Pickup	2,236	2,463	902	2,550	2,550	3,785
640800 Contractor Fees	4,611,704	3,915,544	520,824	10,168,357	19,126,398	5,283,675
641100 Temporary Help	-	-	-	-	-	-
641200 Advertising	359	767	299	1,000	1,000	1,000
641301 Electric	974,398	997,144	252,486	1,049,100	1,049,100	1,055,600
641302 Gas	61,670	22,763	67,165	49,500	49,500	51,300
641303 Water	58,685	58,370	12,982	72,750	72,750	72,750
641306 Stormwater	25,338	25,499	6,876	25,325	25,325	26,216
641307 Telephone	12,057	12,339	2,662	13,165	13,165	10,825
641308 Cellular Phones	4,660	3,422	1,152	4,532	4,532	5,292
641500 Tipping Fees	6,878	8,170	1,604	10,500	10,500	9,600
641600 Building Repairs & Maint.	155,388	177,472	142,965	325,000	476,593	200,000
641800 Equipment Repairs & Maint.	22,008	278,393	687	47,500	47,500	147,500
642000 Facilities Charges	392,243	492,758	85,428	469,179	469,179	485,795
642400 Software Support	17,341	18,193	17,053	20,350	20,350	34,200
642501 CEA Operations/Maint.	76,649	70,765	13,924	92,699	92,699	90,097
642502 CEA Depreciation/Replace.	80,330	90,387	20,700	103,252	103,252	136,028
642503 CEA Capital	(22,501)	(17,817)	-	-	-	-
643200 Lab Fees	27,097	22,854	12,300	29,260	31,673	29,457
643700 Treatment Services	64,065	64,974	16,449	68,000	68,000	68,000
644000 Snow Removal Services	5,206	5,838	2,185	3,500	3,500	5,500
645400 Grounds Repair & Maintenance	6,881	3,771	-	7,500	7,500	7,500
650100 Insurance	169,440	162,000	76,080	182,590	182,590	191,660
659900 Other Contracts/Obligation	49,265	76,236	7,854	55,000	87,565	56,190
TOTAL PURCHASED SVCS	7,824,941	7,392,798	1,357,595	14,210,042	25,867,404	9,101,720
Miscellaneous Expense						
660100 Depreciation Expense	3,249,547	3,493,594	1,490,750	3,725,000	3,725,000	4,125,000
662300 Uncollectable Accounts	938	605	-	4,000	4,000	4,000
663100 Joint Meter Expense	487,780	508,386	-	495,695	495,695	484,550
672000 Interest Payments	687,198	1,000,220	492,590	1,329,025	1,329,025	1,354,472
673000 Debt Issuance Costs	124,752	167,863	-	160,000	160,000	185,000
TOTAL MISCELLANEOUS EXP	4,550,215	5,170,668	1,983,340	5,713,720	5,713,720	6,153,022
Capital Outlay						
680100 Land	-	-	-	-	-	-
680200 Land Improvements	320,224	365,532	(88,041)	450,000	600,000	270,000
680300 Buildings	1,092,971	267,473	950,756	1,425,000	7,397,697	3,810,000
680401 Machinery & Equipment	-	28,939	-	-	255,747	30,000
680903 Sanitary Sewers	2,942,541	2,773,193	(8,956)	1,226,619	1,226,619	1,212,481
681500 Software Acquisition	-	-	8,140	45,000	45,000	20,000
689900 Other Capital Outlay	(8,387,529)	(6,653,574)	-	-	-	-
TOTAL CAPITAL OUTLAY	(4,031,793)	(3,218,437)	861,899	3,146,619	9,525,063	5,342,481
Transfers						
791100 Transfer Out - General Fund	179,881	184,311	48,938	182,450	182,450	244,175
TOTAL TRANSFERS	179,881	184,311	48,938	182,450	182,450	244,175
TOTAL EXPENSE	11,555,659	13,210,577	5,677,453	27,362,428	45,402,960	25,441,943

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 10,533,719	\$ 10,892,058	\$ 10,945,000	\$ 11,665,000	\$ 12,440,000
Miscellaneous	2,459,126	2,613,881	2,594,500	2,449,000	2,828,000
Total Revenues	<u>12,992,845</u>	<u>13,505,939</u>	<u>13,539,500</u>	<u>14,114,000</u>	<u>15,268,000</u>
Expenses					
Operation and Maintenance	7,314,261	8,364,583	8,396,743	8,673,248	9,029,442
Depreciation	3,249,546	3,493,594	3,725,000	3,715,000	4,125,000
Total Expenses	<u>10,563,807</u>	<u>11,858,177</u>	<u>12,121,743</u>	<u>12,388,248</u>	<u>13,154,442</u>
Operating Income (Loss)	2,429,038	1,647,762	1,417,757	1,725,752	2,113,558
Non-Operating Revenues (Expenses)					
Interest Income	(202,307)	(919,900)	210,000	210,000	210,000
Interest Expense	(687,198)	(1,000,220)	(1,329,025)	(1,170,692)	(1,354,472)
Debt Issuance Costs	(124,752)	(167,863)	(160,000)	-	(185,000)
Gain/Loss on Asset Disposal	(78,370)	-	-	-	(30,031)
Amortization of Premium on Debt Issue	206,518	284,044	280,785	280,785	256,471
Other	3,003	2,237	-	-	-
Total Non-Operating	<u>(883,106)</u>	<u>(1,801,702)</u>	<u>(998,240)</u>	<u>(679,907)</u>	<u>(1,103,032)</u>
Net Income Before Contributions and Transfers	1,545,932	(153,940)	419,517	1,045,845	1,010,526
Contributions and Transfers In (Out)					
Capital Contributions	2,663,325	2,833,499	-	-	332,094
Trans Out - General Fund	(179,881)	(184,311)	(182,450)	(180,450)	(244,175)
Change in Net Assets	4,029,376	2,495,248	237,067	865,395	1,098,445
Net Assets - Beginning	<u>103,400,204</u>	<u>107,429,580</u>	<u>109,924,828</u>	<u>109,924,828</u>	<u>110,790,223</u>
Net Assets - Ending	<u>\$ 107,429,580</u>	<u>\$ 109,924,828</u>	<u>\$ 110,161,895</u>	<u>\$ 110,790,223</u>	<u>\$ 111,888,668</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	23,068,949	(5,653,893)
+ Change in Net Assets	865,395	1,098,445
+ Depreciation	3,715,000	4,125,000
+ Long Term Debt	-	16,000,000
- Contributed Capital	-	(332,094)
- Fixed Assets	(31,333,237)	(10,483,854)
- Software Acquisition/ERP Implementation	(45,000)	(20,000)
- Principal Repayment	(1,925,000)	(2,000,000)
+ Fixed Assets funded by DNR Replacement Fund	-	-
Working Cash - End of Year*	<u>\$ (5,653,893)</u>	<u>\$ 2,733,604</u>

RESERVE REQUIREMENTS

<u>Working Capital</u>		<u>DNR Fund</u>	
Prior Year Audited Expenditures	\$ 11,858,177	Fixed Asset Balance 12/31/22	\$ 58,676,617
- Depreciation	(3,493,594)	5% Requirement	<u>\$ 2,933,831</u>
+ Transfer to General Fund	184,311		
Net Prior Year Cash Expenditures	<u>\$ 8,548,894</u>	DNR Fund Balance 12/31/22	\$ 3,621,879
25% Working Capital Reserve Requirement	<u>\$ 2,137,224</u>	DNR Funded CIP projects	-
		DNR Fund Balance 12/31/23	<u>\$ 3,621,879</u>

*Due to positive cash balances at the beginning of 2023 and extended or delayed capital projects, the planned debt issue for 2023 was delayed and will be combined with the 2024 debt issue. The current projected cash flow shows all capital projects completed by the end of 2023; there are many projects that will extend into 2024. Any short-term cash needs will be funded by cash funds available in the Stormwater Utility. This funding option was presented at Finance Committee on May 22, 2023 and approved by council on June 7, 2023.

**CITY OF APPLETON 2024 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2023 Budget	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Revenues							
Charges for Services	\$ 10,945,000	\$ 11,665,000	\$ 12,440,000	\$ 13,317,455	\$ 14,256,802	\$ 14,263,931	\$ 14,271,062
Miscellaneous	2,594,500	2,449,000	2,828,000	2,148,700	2,312,538	3,108,476	3,155,104
Total Revenues	<u>13,539,500</u>	<u>14,114,000</u>	<u>15,268,000</u>	<u>15,466,155</u>	<u>16,569,340</u>	<u>17,372,407</u>	<u>17,426,166</u>
Expenses							
Operating Expenses	8,396,743	8,673,248	9,029,442	10,248,825	10,556,290	9,842,979	10,138,268
Depreciation	3,725,000	3,715,000	4,125,000	4,475,000	4,825,000	5,125,000	5,375,000
Total Expenses	<u>12,121,743</u>	<u>12,388,248</u>	<u>13,154,442</u>	<u>14,723,825</u>	<u>15,381,290</u>	<u>14,967,979</u>	<u>15,513,268</u>
Operating Income	1,417,757	1,725,752	2,113,558	742,330	1,188,050	2,404,428	1,912,898
Non-Operating Revenues (Expenses)							
Interest Income	210,000	210,000	210,000	200,000	200,000	200,000	200,000
Interest Expense	(1,329,025)	(1,170,692)	(1,354,472)	(1,927,288)	(2,209,971)	(2,339,204)	(2,425,022)
Premium on Debt Issue	280,785	280,785	256,471	227,821	197,939	169,764	144,921
Debt Issue Costs	(160,000)	-	(185,000)	(150,000)	(135,000)	(135,000)	(125,000)
Loss on disposal of equipment	-	-	(30,031)	(300,000)	-	-	-
Total Non-Operating	<u>(998,240)</u>	<u>(679,907)</u>	<u>(1,103,032)</u>	<u>(1,949,467)</u>	<u>(1,947,032)</u>	<u>(2,104,440)</u>	<u>(2,205,101)</u>
Net Income Before Transfers	419,517	1,045,845	1,010,526	(1,207,137)	(758,982)	299,988	(292,203)
Contributions and Transfers In (Out)							
Capital Contributions	-	-	332,094	-	-	-	-
General Fund	(182,450)	(180,450)	(244,175)	(244,675)	(245,175)	(245,675)	(246,175)
Change in Net Assets	237,067	865,395	1,098,445	(1,451,812)	(1,004,157)	54,313	(538,378)
Total Net Assets - Beginning	<u>109,924,828</u>	<u>109,924,828</u>	<u>110,790,223</u>	<u>111,888,668</u>	<u>110,436,856</u>	<u>109,432,700</u>	<u>109,487,013</u>
Total Net Assets - Ending	<u>\$ 110,161,895</u>	<u>\$ 110,790,223</u>	<u>\$ 111,888,668</u>	<u>\$ 110,436,856</u>	<u>\$ 109,432,700</u>	<u>\$ 109,487,013</u>	<u>\$ 108,948,635</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	23,068,949	(5,653,893)	2,733,604	2,886,454	3,119,307	3,493,413	
+ Change in Net Assets	865,395	1,098,445	(1,451,812)	(1,004,157)	54,313	(538,378)	
+ Depreciation	3,715,000	4,125,000	4,475,000	4,825,000	5,125,000	5,375,000	
+ Long Term Debt	-	16,000,000	10,000,000	6,000,000	5,000,000	4,500,000	
- Contributed Capital	-	(332,094)	-	-	-	-	
- Fixed Assets	(31,333,237)	(10,483,854)	(10,090,338)	(6,322,991)	(6,480,207)	(5,709,793)	
- Software Acquisition	(45,000)	(20,000)	-	-	-	-	
- Principal Repayment	(1,925,000)	(2,000,000)	(2,780,000)	(3,265,000)	(3,325,000)	(3,395,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	-	-	-	-	-	-	
Working Cash - End of Year	<u>\$ (5,653,893)</u>	<u>\$ 2,733,604</u>	<u>\$ 2,886,454</u>	<u>\$ 3,119,307</u>	<u>\$ 3,493,413</u>	<u>\$ 3,725,242</u>	
25% Working Capital Reserve (prior year's audited expenses)		2,506,098	2,657,022	3,105,197	3,252,859	3,106,965	
Coverage Ratio		1.86	1.96	1.05	1.10	1.33	1.25

ASSUMPTIONS:

Borrow 60-95% of capital expenditures as detailed in plan (see note on page 518)

Interest rate at 5%; twenty-year term for future borrowings

Projected growth increase .05% for additional customer base each year

Operating expenses to increase 3% per year.

Includes \$1,000,000 additional operating expense in 2025 & 2026 for digester maintenance costs and reduction of \$750,000 in revenue for hauled waste that will not be accepted during the project.

Includes estimated loss of early retirement of lift station in 2025 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 January 1, 2021 as recommended in the rate study that was completed in 2020. Additional annual rate increases of 4% in 2022-2026 were included in the study to fund capital improvement plan. Rates were increased 4% in 2022 and 7% in 2023 due to increased operating expenses and additional capital projects not indentified in the 2020 rate study. A 7% rate increase is proposed in the 2024 budget and is subject to Utilities Committee approval prior to budget adoption. It is projected that the 7% rate increases will continue through 2026 and 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 2024 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
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>\$ 2,605,000</u>	<u>\$ 237,350</u>	<u>\$ 9,225,000</u>	<u>\$ 1,685,283</u>	<u>\$ 8,010,000</u>	<u>\$ 1,963,283</u>

	2022		TOTAL		
	Revenue Bonds		Principal	Interest	Total
	Principal	Interest			
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>\$ 11,350,000</u>	<u>\$ 5,136,022</u>	<u>\$ 31,190,000</u>	<u>\$ 9,021,938</u>	<u>\$ 40,211,938</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$16,000,000 will be issued in 2024. Expected interest expense of the issue in 2024 is \$266,667.

CITY OF APPLETON 2024 BUDGET

STORMWATER UTILITY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2024 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 2023 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 post-construction stormwater management, illicit discharge field screening, 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, Lower Fox River TMDL and Upper Fox Wolf Rivers TMDL

Assisted Community Development with permitting issues, budget development, infrastructure design, wetlands and other stormwater planning issues

Finalized engineering plans and bid documents for stormwater management in future Lightning Drive extension

Continued 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 2024 BUDGET STORMWATER

MAJOR 2024 OBJECTIVES

Continue implementing the following programs as required by the NR216 permit: public education, public participation, pollution prevention, illicit discharge field screening, 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 preliminary engineering on a regional stormwater practice toward TMDL responsibilities

Continue expanding the vacuum leaf collection process to help reduce phosphorus load to our waterways

Complete implementation of a new billing system within the ERP software system and start the implementation of asset management system

Operation of the Urban Forestry Program

Facilitate the design and maintenance of bridges and structures that contribute to the stormwater management plan within the City

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 13,937,068	\$ 14,695,592	\$ 11,769,763	\$ 11,769,763	\$ 13,432,896	14.13%
Program Expenses							
5210	Administration	5,096,672	5,455,789	5,740,850	5,957,395	5,874,769	2.33%
5220	Facility Maintenance	1,426,941	1,608,968	1,831,025	1,831,025	2,200,878	20.20%
5225	Leaf Collection	531,080	648,771	697,587	697,587	658,910	-5.54%
5226	Urban Forestry	-	-	-	-	1,595,641	N/A
5230	Capital Construction	714,227	501,334	5,137,383	5,270,553	4,969,859	-3.26%
TOTAL		\$ 7,768,920	\$ 8,214,862	\$ 13,406,845	\$ 13,756,560	\$ 15,300,057	14.12%
Expenses Comprised Of:							
Personnel		1,260,305	1,532,911	1,995,107	1,995,107	2,809,125	40.80%
Travel & Training		2,795	6,425	9,260	9,260	32,885	255.13%
Supplies & Materials		87,159	110,248	121,086	121,086	202,624	67.34%
Purchased Services		1,599,495	1,669,977	2,529,238	2,878,953	3,959,652	56.56%
Miscellaneous Expense		4,327,501	4,253,511	4,193,943	4,193,943	4,053,479	-3.35%
Capital Expenditures		479,165	309,955	4,170,711	4,170,711	3,728,542	-10.60%
Transfers Out		12,500	331,835	387,500	387,500	513,750	32.58%
Full Time Equivalent Staff:							
Personnel allocated to programs		20.41	20.46	20.86	20.86	29.81	

* % change from prior year adopted budget

**CITY OF APPLETON 2024 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 maintenance 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:

CEA expense increase reflects the addition of two leaf vac units 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.

Special Assessment for Werner Road and Lightning Drive pavement has been included in Other Obligations.

Construction Site Erosion Control and Illicit Discharge remains budgeted here, although the Inspections Division is now managed under Community and Economic Development Department.

The 2024 budget includes annual software support for the utility billing system. This cost is shared between the Water, Wastewater, Stormwater Utilities and the Sanitation Special Revenue Fund.

Additional training for City staff related to the XPSWMM software to model and provide stormwater analysis. This additional cost is offset by a reduction in overall consultant service fees as staff will begin completing portions of the analysis and modeling in-house.

Increase in consultant modeling and studies to comply with current MS4 Permit requirements and Stormwater facility needs.

**CITY OF APPLETON 2024 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ 75,000	\$ -	\$ -	\$ -
441100 Sundry Permits	-	25	-	-	-
441800 Plan Review Permit	94,791	43,539	50,000	50,000	35,000
442000 Erosion Control Permit	9,790	14,056	10,000	10,000	7,500
471000 Interest on Investments	(131,359)	(727,781)	200,000	200,000	200,000
473000 Interest - Deferred Specials	2,629	1,507	2,000	2,000	2,000
488000 Stormwater Revenue	11,057,865	11,248,309	11,185,000	11,185,000	11,275,000
500400 Sale of City Property	793	-	-	-	-
502100 Capital Contributions	2,507,180	3,651,625	-	-	1,622,909
503500 Other Reimbursements	3,842	32,266	3,000	3,000	3,000
507100 Customer Penalty	38,861	39,841	38,000	38,000	40,000
591100 Premium on Debt Issue	351,875	316,081	280,963	280,963	246,887
Total Revenue	\$ 13,936,267	\$ 14,694,468	\$ 11,768,963	\$ 11,768,963	\$ 13,432,296
Expenses					
610100 Salaries	\$ 371,990	\$ 422,857	\$ 462,783	\$ 462,783	\$ 436,115
610400 Call Time Wages	717	932	600	600	600
610500 Overtime Wages	853	2,128	2,688	2,688	2,500
610800 Part-Time Wages	4,953	1,119	-	-	-
615000 Fringes	(68,301)	37,430	159,315	159,315	176,668
620100 Training/Conferences	1,955	5,585	8,300	8,300	29,325
620600 Parking Permits	840	840	960	960	960
630100 Office Supplies	81	17	100	100	100
630300 Memberships & Licenses	14,287	14,210	17,152	17,152	17,190
630400 Postage/Freight	17,493	19,539	20,000	20,000	21,500
630500 Awards & Recognition	682	577	665	665	665
630901 Shop Supplies	2,182	644	700	700	700
632002 Outside Printing	5,493	5,342	6,000	6,000	10,000
632102 Protective Clothing	135	78	150	150	150
632300 Safety Supplies	524	151	500	500	100
632700 Miscellaneous Equipment	-	404	1,000	1,000	9,250
640100 Accounting/Audit Fees	9,030	9,201	9,200	9,200	9,200
640202 Recording/Filing Fees	90	30	400	400	400
640300 Bank Service Fees	13,735	13,425	16,000	16,000	16,000
640400 Consulting Services	309,941	232,851	239,000	455,545	394,000
640800 Contractor Fees	1,177	-	-	-	-
641200 Advertising	-	122	-	-	-
641301 Utilities	898	1,774	1,916	1,916	1,916
642400 Software Support	5,513	13,364	22,320	22,320	33,170
642501 CEA Equip. Rental	4,862	8,790	6,688	6,688	7,753
650100 Insurance	47,196	42,360	48,720	48,720	47,770
659900 Other Contracts/Obligation	10,345	37,630	89,250	89,250	71,508
660100 Depreciation Expense	2,668,236	2,755,618	2,850,000	2,850,000	2,850,000
662300 Uncollectable Accounts	437	408	1,000	1,000	1,000
672000 Interest Payments	1,523,295	1,376,728	1,244,353	1,244,353	1,117,429
673000 Debt Issuance Costs	8,000	8,000	-	-	-
675100 Gain/Loss on Refund	127,533	112,757	98,590	98,590	85,050
681500 Software Acquisition	-	-	45,000	45,000	20,000
689900 Other Capital Outlay	-	(957)	-	-	-
791100 Transfer Out - General	12,500	12,500	12,500	12,500	18,750
791400 Transfer Out - Capital	-	319,335	375,000	375,000	495,000
Total Expense	\$ 5,096,672	\$ 5,455,789	\$ 5,740,850	\$ 5,957,395	\$ 5,874,769

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>		<u>Membership & Licenses</u>	
Stormwater mgmt plan review	\$ 95,000	IECA membership	\$ 250
Flooding concerns study	40,000	NR216 permit	10,000
NR216 permitting	43,000	NEWSC dues	3,865
Wetland studies	11,000	Municipal Environment Group	2,000
Erosion Control plan reviews	15,000	LWM, ASCE, APWA member	1,075
NR151 Water quality modeling	45,000		<u>\$ 17,190</u>
Studies and modeling	145,000	<u>Trainings/Conferences</u>	
	<u>\$ 394,000</u>	XP-SWMM City Staff training	\$ 19,000
<u>Software Support</u>		Continuing Ed/Tech training	10,325
ARC info license	\$ 2,500		<u>\$ 29,325</u>
EC Permit tracker	7,000	<u>Other Contracts/Obligations</u>	
XPSWMM license	10,000	Utility locations	\$ 4,000
Irthnet & GPS subscription	2,460	Special assessments	67,508
Tyler Munis Utility Billing	10,850		<u>\$ 71,508</u>
Timeclock	360	<u>Transfer Out - Capital Projects</u>	
	<u>\$ 33,170</u>	Contributions to CEA:	
<u>Postage/Freight</u>		Complete Unit	\$ 340,000
City service invoice postage	\$ 21,000	Skid Unit	155,000
Box rental & caller service	500		<u>\$ 495,000</u>
	<u>\$ 21,500</u>		

**CITY OF APPLETON 2024 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:

The majority (90%) of the bridge maintenance effort has been transferred from the 17032 Street Repair budget into the Stormwater Utility. The maintenance of structures that convey water and facilitate the management of flood levels and flood management practices can be attributed to the Stormwater Utility. These costs are now located within the Stormwater Utility budget to reflect the management of water crossing and conveyance facilities. Bridges and major culverts play an important role in the City's Best Management Practices (BMPs).

**CITY OF APPLETON 2024 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Svc.	\$ 801	\$ 1,124	\$ 800	\$ 800	\$ 600
Total Revenue	\$ 801	\$ 1,124	\$ 800	\$ 800	\$ 600
Expenses					
610200 Labor Pool Allocations	\$ 467,360	\$ 481,633	\$ 520,094	\$ 520,094	\$ 560,038
610400 Call Time Wages	400	1,800	1,100	1,100	1,100
610500 Overtime Wages	10,326	7,609	12,500	12,500	11,000
610800 Part-Time Wages	5,502	1,961	3,603	3,603	3,600
615000 Fringes	188,632	206,708	211,316	211,316	215,287
630801 Landscape Supplies	956	3,763	2,000	2,000	2,000
630901 Shop Supplies	1,573	392	1,550	1,550	1,550
630902 Tools & Instruments	2,712	2,219	2,500	2,500	2,500
632501 Construction Materials	38,346	60,060	63,019	63,019	68,519
632700 Miscellaneous Equipment	2,529	2,827	5,750	5,750	14,000
640400 Consulting Services	238,702	241,939	252,500	252,500	468,500
640800 Contractor Fees	100,338	124,090	269,400	269,400	348,600
641301 Utilities	5,738	5,756	7,000	7,000	8,200
641500 Tipping Fees	39,402	48,124	55,000	55,000	55,000
641800 Equipment Repairs & Maint.	716	-	1,100	1,100	-
642501 CEA Equip. Rental	260,943	281,773	339,764	339,764	354,655
645400 Grounds Repair & Maint.	7,556	81,878	20,000	20,000	20,000
650301 Rent	55,210	56,436	62,829	62,829	66,329
Total Expense	\$ 1,426,941	\$ 1,608,968	\$ 1,831,025	\$ 1,831,025	\$ 2,200,878

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Native plants contract	\$ 120,000
Storm sewer TV/clean	97,500
Ecology services for prairie & wetlands	35,000
Movable bridge inspections	14,400
Biennial bridge inspection (even yrs)	36,000
Bridge structure design/constr insp	99,000
Bridge maintenance	36,000
Bridge plan updates & reports	21,600
Miscellaneous	9,000
	<u>\$ 468,500</u>

Contractor Fees

Mowing	\$ 8,000
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	30,000
Ditch cleaning	30,000
Annual bridge maintenance	5,400
Bascule bridge maintenance	49,500
	<u>\$ 348,600</u>

Rent

Land for detention ponds:	
Appleton Memorial Park	
AMP North, 7.28 acres	\$ 21,294
AMP South, 7 acres	20,475
Reid Golf Course pond (per agreement)	
7.2 acres	21,060
AASD Underground Storage	3,500
	<u>\$ 66,329</u>

Construction Materials

Shore repair program	\$ 15,750
Inlet repair program	45,769
Muskrat repair materials	3,000
Silt fence, misc.	1,000
Riprap	3,000
	<u>\$ 68,519</u>

Tipping Fees

Disposal costs of cleaning: \$54 per ton	
Streets - 930 tons	\$ 50,220
Storm sewers - 88.5 tons	4,780
	<u>\$ 55,000</u>

Grounds Repair & Maint

Shoreline repairs	\$ 20,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2024 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 leaf vac units 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 2024 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610200 Labor Pool Allocations	\$ 157,344	\$ 198,458	\$ 222,801	\$ 222,801	\$ 219,671
610400 Call Time Wages	825	900	1,000	1,000	1,000
610500 Overtime Wages	3,225	13,647	10,000	10,000	15,000
615000 Fringes	73,944	83,233	80,950	80,950	86,885
641303 Water	110	127	200	200	200
642501 CEA Equip. Rental	295,632	352,406	382,636	382,636	336,154
Total Expense	<u>\$ 531,080</u>	<u>\$ 648,771</u>	<u>\$ 697,587</u>	<u>\$ 697,587</u>	<u>\$ 658,910</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 BUDGET
STORMWATER**

Urban Forestry

Business Unit 5226

PROGRAM MISSION

Manage the open space 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 and health while maintaining proper clearances for vehicles, infrastructure and pedestrians

Respond to storm damage situations

Plant trees in new subdivisions and reconstructed streets where final concrete pavement has been installed.

Collaborate with the engineering and street divisions to minimize the impacts of street reconstruction projects on existing street trees

Continue to monitor and address significant forest pest insects and pathogens that have the potential to impact the urban forest landscapes

Utilize the Department of Natural Resources as a resource for urban forest health and secure grants through the Department of Natural Resources as opportunities arise

Continue to address the emerald ash borer impacts within the city and make the necessary program adjustments to transition affected ash trees out of city terraces, boulevards, parks and right of way areas

Continue to provide a diversity of species in the urban forest to minimize the impact of disease/insects on single tree species

Look for opportunities to engage the public in maintaining and building a resilient urban forest within the community

Major Changes in Revenue, Expenditures, or Programs:

Maintenance and management of the urban forest canopy has been allocated to the Stormwater Utility.

Urban forestry strategies assist in the management of stormwater and MS4 requirements in a cost effective manner. The urban canopy areas effectively manage water through interception, evapotranspiration and infiltration. The funds allocated to the 17034 Forest budget represent the division's services to provide maintenance assistance to Parks and Recreation in the management of the tree canopy located within open spaces and recreational areas.

**CITY OF APPLETON 2024 BUDGET
STORMWATER**

Urban Forestry

Business Unit 5226

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
421000 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
422400 Miscellaneous State Aids	-	-	-	-	-
503000 Damage to City Property	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 551,109
610400 Call Time Wages	-	-	-	-	3,500
610500 Overtime Wages	-	-	-	-	4,500
610800 Part-Time Wages	-	-	-	-	18,018
615000 Fringes	-	-	-	-	214,517
620100 Training/Conferences	-	-	-	-	2,600
630300 Memberships & Licenses	-	-	-	-	1,000
630800 Landscape Supplies	-	-	-	-	36,000
630901 Shop Supplies	-	-	-	-	1,600
630902 Tools & Instruments	-	-	-	-	2,400
631100 Paint & Supplies	-	-	-	-	50
632002 Outside Printing	-	-	-	-	300
632102 Protective Clothing	-	-	-	-	400
632300 Safety Supplies	-	-	-	-	1,150
632700 Miscellaneous Equipment	-	-	-	-	11,500
640800 Contractor Fees	-	-	-	-	375,800
641303 Water	-	-	-	-	1,000
641308 Cellular Phones	-	-	-	-	241
642400 Software Support	-	-	-	-	2,000
642501 CEA Operations/Maint.	-	-	-	-	148,672
642502 CEA Depreciation/Replace.	-	-	-	-	219,284
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 1,595,641

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil/sand/gravel	\$ 3,200
Seed/fertilizer	2,500
Plant material/trees	30,000
Herbicides/pesticides	300
	<u>\$ 36,000</u>

Contractor Fees

Ash tree removal	\$ 375,000
Misc Equipment Rental	800
	<u>\$ 375,800</u>

**CITY OF APPLETON 2024 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 2024 CIPs:

	<u>2024 Budget</u>	<u>Page</u>
Stormwater program	\$ 4,944,859	Projects, pg. 616
Bridge improvements	25,000	Projects, pg. 600
	<u>\$ 4,969,859</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2024 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 27,616	\$ 51,443	\$ 225,563	\$ 225,563	\$ 201,687
610500 Overtime Wages	2,424	(164)	5,000	5,000	5,000
610800 Part-Time Wages	563	56	3,461	3,461	3,565
615000 Fringes	11,932	21,161	72,333	72,333	77,765
632503 Other Materials	164	25	-	-	-
640400 Consulting Services	185,961	112,751	700,000	833,170	967,000
640800 Contractor Fees	6,400	5,150	-	-	-
642501 CEA Operations/Maint.	1	-	5,315	5,315	6,300
680100 Land	64,893	118,265	315,000	315,000	350,000
680904 Storm Sewers	2,030,757	1,055,927	3,810,711	3,810,711	3,358,542
689900 Other Capital Outlay	(1,616,484)	(863,280)	-	-	-
Total Expense	\$ 714,227	\$ 501,334	\$ 5,137,383	\$ 5,270,553	\$ 4,969,859

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Stormwater
Labor Pool				288,017
CEA				6,300
Consulting Services	Citywide SWMP Pond #1, 30% Design and Geotech			155,000
	Construction Services			200,000
	Grant Applications			15,000
	I-41 Corridor Design, Permitting and Geotech			300,000
	Land Acquisition Services			12,000
	Mackville Quarry compost site Design, Permitting and Geotech			35,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Construction Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			80,000
	Olde Oneida Street over S. Canal			25,000
	Pond Sediment Disposal Site Environmental and Geotech			50,000
	Subtotal			967,000
Land Acquisition	Pond Sediment Disposal Site Land for BMPs			350,000
	Subtotal			350,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm laterals and manholes prior to asphalt paving			471,250
	Storm laterals and manholes prior to concrete paving			195,425
	Fee in Lieu - Eagle Point			16,500
	Flood Reduction Projects			250,000
	Glendale - 3001 E Stormwater Mgt			100,000
	Native Landscaping			50,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000
	Subtotal			1,413,175
New Storm Sewers	Lightning Dr	Edgewood Dr, CTH JJ	Providence Ave	800,000
	Subtotal			800,000
Reconstruction	Calumet St part of River Dr			31,130
	Garden Court easement			25,960
	Jackson St			18,105
	Opechee St			8,400
	Prospect Ave			165,780
	Rankin St			8,385
	Roemer at Northland			47,850
	Vine St/Pacific St easement			24,990
	Weimer Ct easement			27,755
	Subtotal			358,355
Reconstruction (on streets to be paved in 2025)	Morrison St	Glendale Ave	Pershing St	59,936
	Morrison St	Wisconsin Ave	Glendale Ave	488,610
	Perkins St	Prospect Ave	Alley s/o tracks	238,466
	Subtotal			787,012
Total				4,969,859

**CITY OF APPLETON 2024 BUDGET
STORMWATER UTILITY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	-	75,000	-	-	-	-
441100 Sundry Permits	-	25	-	-	-	-
441800 Plan Review Permit	94,792	43,539	600	50,000	50,000	35,000
442000 Erosion Control Permit	9,790	14,056	2,510	10,000	10,000	7,500
471000 Interest on Investments	(131,358)	(727,781)	17,380	200,000	200,000	200,000
473000 Interest - Deferred Specials	2,629	1,507	-	2,000	2,000	2,000
480100 General Charges for Service	801	1,124	-	800	800	600
488000 Stormwater Revenue	11,057,866	11,248,309	-	11,185,000	11,185,000	11,275,000
500400 Sale of City Property	794	-	-	-	-	-
501500 Rental of City Property	-	-	5,731	-	-	-
502100 Capital Contributions	2,507,180	3,651,625	1,037	-	-	1,622,909
503500 Other Reimbursements	3,843	32,266	103	3,000	3,000	3,000
507100 Customer Penalty	38,861	39,841	-	38,000	38,000	40,000
591100 Premium on Debt Issue	351,875	316,081	117,070	280,963	280,963	246,887
TOTAL PROGRAM REVENUES	13,937,073	14,695,592	144,431	11,769,763	11,769,763	13,432,896
Personnel						
610100 Regular Salaries	190,179	223,440	77,448	1,428,706	1,428,706	551,109
610200 Labor Pool Allocations	777,175	823,551	188,040	-	-	1,414,536
610299 Capitalized Labor	(29,808)	(26,551)	-	-	-	-
610400 Call Time Wages	1,942	3,632	662	2,700	2,700	6,200
610500 Overtime Wages	16,829	23,220	4,147	30,188	30,188	38,000
610800 Part-Time Wages	11,018	3,136	840	7,064	7,064	25,183
611000 Other Compensation	3,613	2,224	2,096	2,535	2,535	2,975
611400 Sick Pay	(20,693)	2,719	-	-	-	-
611500 Vacation Pay	103,845	129,008	29,358	-	-	-
615000 Fringes	414,819	484,576	113,614	523,914	523,914	771,122
615099 Capitalized Fringe	(8,851)	(9,289)	-	-	-	-
617000 Pension Expense	(188,602)	(137,756)	-	-	-	-
617100 OPEB Expense	(11,161)	11,001	-	-	-	-
TOTAL PERSONNEL	1,260,305	1,532,911	416,205	1,995,107	1,995,107	2,809,125
Training~Travel						
620100 Training/Conferences	1,955	5,585	1,449	8,300	8,300	31,925
620600 Parking Permits	840	840	960	960	960	960
TOTAL TRAINING / TRAVEL	2,795	6,425	2,409	9,260	9,260	32,885
Supplies						
630100 Office Supplies	81	17	-	100	100	100
630300 Memberships & Licenses	14,287	14,210	5,510	17,152	17,152	18,190
630400 Postage/Freight	17,493	19,539	6,111	20,000	20,000	21,500
630500 Awards & Recognition	682	577	13	665	665	665
630801 Topsoil, Gravel	-	-	-	-	-	3,200
630803 Seed	39	1,716	378	500	500	3,000
630804 Plant Material	917	2,047	-	1,500	1,500	31,800
630901 Shop Supplies	3,756	1,036	532	2,250	2,250	3,900
630902 Tools & Instruments	2,712	2,219	604	2,500	2,500	4,900
632002 Outside Printing	5,493	5,342	871	6,000	6,000	10,300
632102 Protective Clothing	135	78	24	150	150	550
632300 Safety Supplies	524	151	13	500	500	1,250
632501 Castings	22,221	21,653	19	-	-	-
632502 Concrete	14,029	18,112	130	-	-	-
632503 Other Materials	1,695	20,205	6,605	17,000	17,000	22,000
632505 Gravel	566	-	-	750	750	750
632507 Asphalt	-	115	-	-	-	-
632599 Other Construction Materials	-	-	-	45,269	45,269	45,769
632700 Miscellaneous Equipment	2,529	3,231	237	6,750	6,750	34,750
TOTAL SUPPLIES	87,159	110,248	21,047	121,086	121,086	202,624

**CITY OF APPLETON 2024 BUDGET
STORMWATER UTILITY**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Purchased Services						
640100 Accounting/Audit Fees	9,030	9,201	-	9,200	9,200	9,200
640202 Recording/Filing Fees	90	30	200	400	400	400
640300 Bank Service Fees	13,735	13,425	462	16,000	16,000	16,000
640400 Consulting Services	734,604	587,541	44,961	1,191,500	1,541,215	1,829,500
640800 Contractor Fees	107,915	129,240	4,860	269,400	269,400	724,400
641200 Advertising	-	122	-	-	-	-
641301 Electric	3,129	3,569	1,654	3,800	3,800	5,000
641303 Water	2,719	2,314	400	3,400	3,400	4,400
641307 Telephone	658	1,040	423	1,200	1,200	1,200
641308 Cellular Phones	240	734	239	716	716	957
641500 Tipping Fees	39,402	48,124	3,458	55,000	55,000	55,000
641800 Equipment Repairs & Maint.	716	-	-	1,100	1,100	-
642400 Software Support	5,513	13,364	7,766	22,320	22,320	35,170
642501 CEA Operations/Maint.	303,375	359,653	17,459	354,036	354,036	480,858
642502 CEA Depreciation/Replace.	269,437	291,432	23,870	380,367	380,367	591,960
642503 CEA Capital	(11,375)	(8,116)	-	-	-	-
645400 Grounds Repair & Maintenance	7,556	81,878	-	20,000	20,000	20,000
650100 Insurance	47,196	42,360	20,300	48,720	48,720	47,770
650301 Facility Rent	55,210	56,436	-	62,829	62,829	66,329
659900 Other Contracts/Obligation	10,345	37,630	4,188	89,250	89,250	71,508
TOTAL PURCHASED SVCS	1,599,495	1,669,977	130,240	2,529,238	2,878,953	3,959,652
Miscellaneous Expense						
660100 Depreciation Expense	2,668,236	2,755,618	1,153,600	2,850,000	2,850,000	2,850,000
662300 Uncollectable Accounts	437	408	-	1,000	1,000	1,000
672000 Interest Payments	1,523,295	1,376,728	532,145	1,244,353	1,244,353	1,117,429
673000 Debt Issuance Costs	8,000	8,000	-	-	-	-
675100 Gain/Loss on Refund Amort.	127,533	112,757	41,080	98,590	98,590	85,050
TOTAL MISCELLANEOUSL EXP	4,327,501	4,253,511	1,726,825	4,193,943	4,193,943	4,053,479
Capital Outlay						
680100 Land	64,893	118,265	-	315,000	315,000	350,000
680904 Storm Sewers	2,030,757	1,055,927	(13,484)	3,810,711	3,810,711	3,358,542
681500 Software Acquisition	-	-	8,140	45,000	45,000	20,000
689900 Other Capital Outlay	(1,616,485)	(864,237)	-	-	-	-
TOTAL CAPITAL OUTLAY	479,165	309,955	(5,344)	4,170,711	4,170,711	3,728,542
Transfers						
791100 Transfer Out - General Fund	12,500	12,500	5,208	12,500	12,500	18,750
791400 Transfer Out - Capital Project	-	319,335	-	375,000	375,000	495,000
TOTAL TRANSFERS	12,500	331,835	5,208	387,500	387,500	513,750
TOTAL EXPENSE	7,768,920	8,214,862	2,296,590	13,406,845	13,756,560	15,300,057

CITY OF APPLETON 2024 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 11,057,866	\$ 11,248,310	\$ 11,185,000	\$ 11,255,000	\$ 11,275,000
Miscellaneous	148,087	130,855	103,800	93,725	88,100
Total Revenues	<u>11,205,953</u>	<u>11,379,165</u>	<u>11,288,800</u>	<u>11,348,725</u>	<u>11,363,100</u>
Expenses					
Operating Expenses	3,429,350	3,629,922	3,644,019	3,975,564	5,743,969
Depreciation	2,668,236	2,755,618	2,850,000	2,780,000	2,850,000
Total Expenses	<u>6,097,586</u>	<u>6,385,540</u>	<u>6,494,019</u>	<u>6,755,564</u>	<u>8,593,969</u>
Operating Income (Loss)	5,108,367	4,993,625	4,794,781	4,593,161	2,769,131
Non-Operating Revenues (Expenses)					
Interest Income	(128,729)	(726,272)	200,000	200,000	200,000
Intergovernmental	-	75,000	-	-	-
Interest Expense	(1,523,295)	(1,376,727)	(1,244,353)	(1,244,353)	(1,117,429)
Gain/Loss on Refunding	(127,533)	(112,757)	(98,590)	(98,590)	(85,050)
Amortization of Premium on Debt Issue	351,875	316,081	280,963	280,963	246,887
Debt Expense	(8,000)	(8,000)	-	-	-
Other	794	-	-	-	-
Total Non-Operating	<u>(1,434,888)</u>	<u>(1,832,675)</u>	<u>(861,980)</u>	<u>(861,980)</u>	<u>(755,592)</u>
Income (Loss) Before Contributions and Transfers	3,673,479	3,160,950	3,932,801	3,731,181	2,013,539
Contributions and Transfers In (Out)					
Capital Contributions	2,507,180	3,651,625	-	-	1,622,909
Transfer Out - CEA	-	-	-	-	-
Transfer Out - Capital Projects	-	(319,335)	(375,000)	(375,000)	(495,000)
Transfer Out - General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(18,750)
Change in Net Assets	6,168,159	6,480,740	3,545,301	3,343,681	3,122,698
Total Net Assets - Beginning	<u>87,205,602</u>	<u>93,373,761</u>	<u>99,854,501</u>	<u>99,854,501</u>	<u>103,198,182</u>
Total Net Assets - Ending	<u>\$ 93,373,761</u>	<u>\$ 99,854,501</u>	<u>\$ 103,399,802</u>	<u>\$ 103,198,182</u>	<u>\$ 106,320,880</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 17,105,772	\$ 14,368,900
+ Change in Net Assets	3,343,681	3,122,698
+ Depreciation	2,780,000	2,850,000
+ Long Term Debt	-	-
- Contributed Capital	-	(1,622,909)
- Fixed Assets	(5,270,553)	(4,969,859)
- Software Acquisition/ERP Implementation	-	(20,000)
- Principal Repayment	(3,590,000)	(3,440,000)
Working Cash - End of Year	<u>\$ 14,368,900</u>	<u>\$ 10,288,830</u>

The current annual rate of \$175.00 per ERU became effective January 1, 2019.

**CITY OF APPLETON 2024 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2023 Budget	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Revenues							
Charges for Services	\$ 11,185,000	\$ 11,255,000	\$ 11,275,000	\$ 11,331,375	\$ 11,388,032	\$ 11,444,972	\$ 11,502,197
Miscellaneous	103,800	93,725	88,100	85,000	85,000	85,000	85,000
Total Revenues	11,288,800	11,348,725	11,363,100	11,416,375	11,473,032	11,529,972	11,587,197
Expenses							
Operating Expenses	3,644,019	3,975,564	5,743,969	5,926,288	6,104,077	6,287,199	6,475,815
Depreciation	2,850,000	2,780,000	2,850,000	2,925,000	3,000,000	3,075,000	3,160,000
Total Expenses	6,494,019	6,755,564	8,593,969	8,851,288	9,104,077	9,362,199	9,635,815
Operating Income	4,794,781	4,593,161	2,769,131	2,565,087	2,368,955	2,167,773	1,951,382
Non-Operating Revenues (Expenses)							
Interest Income	200,000	200,000	200,000	200,000	200,000	150,000	150,000
Interest Expense	(1,244,353)	(1,244,353)	(1,117,429)	(992,637)	(861,216)	(812,311)	(991,796)
Gain/Loss on Refunding	(98,590)	(98,590)	(85,050)	(71,842)	(58,507)	(45,048)	(32,076)
Premium on Debt Issue	280,963	280,963	246,887	213,339	179,126	144,423	110,938
Debt Issue Expense	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Non-Operating	(861,980)	(861,980)	(755,592)	(651,140)	(540,597)	(562,936)	(762,934)
Net Income Before Transfers	3,932,801	3,731,181	2,013,539	1,913,947	1,828,358	1,604,837	1,188,448
Contributions and Transfers In (Out)							
Capital Contributions	-	-	1,622,909	-	-	-	-
Capital Projects	(375,000)	(375,000)	(495,000)	-	-	-	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	3,545,301	3,343,681	3,128,948	1,901,447	1,815,858	1,592,337	1,175,948
Total Net Assets - Beginning	99,854,501	99,854,501	103,198,182	106,327,130	108,228,577	110,044,435	111,636,772
Total Net Assets - Ending	\$ 103,399,802	\$ 103,198,182	\$ 106,327,130	\$ 108,228,577	\$ 110,044,435	\$ 111,636,772	\$ 112,812,720

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	17,105,772	14,368,900	10,288,830	6,294,203	1,669,613	1,723,193
+ Change in Net Assets	3,343,681	3,122,698	1,901,447	1,815,858	1,592,337	1,175,948
+ Depreciation	2,780,000	2,850,000	2,925,000	3,000,000	3,075,000	3,160,000
+ Long Term Debt	-	-	-	-	6,500,000	3,500,000
- Contributed Capital	-	(1,622,909)	-	-	-	-
- Fixed Assets	(5,270,553)	(4,969,859)	(5,511,074)	(6,005,448)	(7,793,757)	(4,727,018)
- Software Acquisition	-	(20,000)	-	-	-	-
- Principal Repayment	(3,590,000)	(3,440,000)	(3,310,000)	(3,435,000)	(3,320,000)	(2,925,000)
Working Cash - End of Year	\$ 14,368,900	\$ 10,288,830	\$ 6,294,203	\$ 1,669,613	\$ 1,723,193	\$ 1,907,123
25% Working Capital Reserve (prior year's audited expenses)		1,308,104	1,718,475	1,732,856	1,744,448	1,778,003
Coverage Ratio	1.49	1.56	1.35	1.32	1.35	1.45

ASSUMPTIONS:

Borrowing needs will be reviewed as needed based on future projects
Interest rate at 5% for future debt issues
ERUs to increase at a rate of .5% per year after 2024
Operating expenses to increase 3% per year after 2024 and \$10,000 for Asset Management system support starting in 2025
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 2024 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

	2012		2013		2014	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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
	<u>\$ 2,760,000</u>	<u>\$ 360,697</u>	<u>\$ 3,970,000</u>	<u>\$ 891,100</u>	<u>\$ 2,265,000</u>	<u>\$ 510,625</u>

	2015		2016		2017	
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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
	<u>\$ 5,020,000</u>	<u>\$ 832,263</u>	<u>\$ 9,030,000</u>	<u>\$ 1,213,502</u>	<u>\$ 4,340,000</u>	<u>\$ 1,139,758</u>

	2018		2020		TOTAL		Total
	Revenue Bonds		Revenue Bonds		Principal	Interest	
	Principal	Interest	Principal	Interest	Principal	Interest	
2024	130,000	103,863	125,000	61,869	3,440,000	1,117,429	4,557,429
2025	130,000	100,613	130,000	58,006	3,310,000	992,637	4,302,637
2026	135,000	95,750	135,000	53,994	3,435,000	861,216	4,296,216
2027	140,000	90,200	140,000	49,831	3,320,000	731,061	4,051,061
2028	145,000	84,450	145,000	45,519	3,075,000	608,463	3,683,463
2029	155,000	78,350	145,000	42,256	2,785,000	497,447	3,282,447
2030	160,000	72,000	150,000	39,281	1,930,000	416,585	2,346,585
2031	165,000	65,450	155,000	36,206	2,000,000	342,342	2,342,342
2032	175,000	58,550	155,000	33,106	2,080,000	267,153	2,347,153
2033	180,000	51,400	160,000	29,931	1,835,000	197,607	2,032,607
2034	185,000	44,050	160,000	26,731	1,395,000	146,157	1,541,157
2035	195,000	36,350	165,000	23,456	1,185,000	106,322	1,291,322
2036	200,000	28,400	170,000	20,081	915,000	75,750	990,750
2037	210,000	20,100	175,000	16,442	735,000	51,086	786,086
2038	220,000	11,400	175,000	12,723	755,000	27,048	782,048
2039	230,000	2,300	180,000	8,925	410,000	11,225	421,225
2040	-	-	185,000	5,020	185,000	5,020	190,020
2041	-	-	190,000	1,009	190,000	1,009	191,009
	<u>\$ 2,755,000</u>	<u>\$ 943,226</u>	<u>\$ 2,840,000</u>	<u>\$ 564,386</u>	<u>\$ 32,980,000</u>	<u>\$ 6,455,557</u>	<u>\$ 39,435,557</u>

Note: Schedule is based on accrual method of accounting. No revenue bonds will be issued in 2024.

CITY OF APPLETON 2024 BUDGET RESOLUTION

Resolved,

The 2024 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 \$39,131,000 for General Fund purposes;

Be it further resolved,

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$13,537,887 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 \$13,891,662, 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 \$12,865,000, 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
2024 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2021	2022	Adopted 2023	Amended 2023	2024
Finance	8.20	8.20	9.20	9.20	9.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	11.95	12.03	12.03	13.13	13.13
Health Grants	1.54	1.45	2.45	2.45	2.45
Information Technology	10.00	10.20	10.20	10.20	10.20
Legal Services	8.67	8.67	8.67	8.67	8.60
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	25.68	25.08
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	61.69	61.69	52.94	43.99
Sanitation	17.68	17.80	17.80	17.80	17.80
CEA	14.23	14.88	14.88	14.88	14.88
Parking	11.38	10.54	10.54	10.54	10.54
Capital (TIF, Subdivision, etc.)	6.21	7.71	7.71	7.71	8.38
Stormwater Utility	20.41	20.46	20.46	20.46	29.41
Water Utility	36.53	35.00	35.00	35.00	35.38
Wastewater Utility	29.58	29.29	29.29	29.29	28.91
Valley Transit	60.10	61.10	61.10	61.10	61.10
Total Regular Employees	640.41	643.94	645.94	647.04	647.04

CITY OF APPLETON 2024 BUDGET PERSONNEL ADDITIONS/DELETIONS

		Dept. Request No.	Amount	Exec. Budget No.	Amount	Adopted Budget No.	Amount
GENERAL FUND							
PARKS & RECREATION							
Marketing and Community Engagement Coordinator		0.17	\$ 18,095	0.17	\$ 18,095	-	\$ -
COMMUNITY DEVELOPMENT							
Real Estate Assessment Technician	B	(0.70)	(46,660)	(0.70)	(46,660)	-	-
Code Compliance Inspector	B	1.00	80,584	1.00	80,584	-	-
Personal Property Assessment Technician		(1.00)	(71,454)	(1.00)	(71,454)	-	-
Real Estate Property Lister		1.00	71,454	1.00	71,454	-	-
HEALTH DEPARTMENT							
Public Health Nurse	A	0.10	10,272	0.10	10,272	0.10	10,272
POLICE DEPARTMENT							
Police Community Engagement Specialist	A	1.00	80,584	1.00	80,584	1.00	80,584
Administrative Support Specialist	A	(1.00)	(92,584)	(1.00)	(92,584)	(1.00)	(92,584)
Total General Fund:		0.57	\$ 50,291	0.57	\$ 50,291	0.10	\$ (1,728)
SPECIAL REVENUE FUNDS							
HEALTH GRANTS							
Community Health Supervisor	A	1.00	\$ 90,557	1.00	\$ 90,557	1.00	\$ 90,557
Total Special Revenue Funds:		1.00	\$ 90,557	1.00	\$ 90,557	1.00	\$ 90,557
ENTERPRISE FUNDS							
REID GOLF COURSE							
Clubhouse Supervisor		0.20	\$ 12,863	0.20	\$ 12,863	-	\$ -
WATER / WASTEWATER UTILITIES							
Safety Coordinator		1.00	124,642	1.00	124,642	-	-
Treatment Specialist		1.00	115,927	1.00	115,927	-	-
Total Enterprise Funds:		2.20	\$ 253,432	2.20	\$ 253,432	-	\$ -
TOTAL CITY:		3.77	\$ 394,280	3.77	\$ 394,280	1.10	\$ 88,829

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 2023 Budget.

(B) Increased revenues in the 2024 Operations Budget that result in a cost neutral FTE addition.

**CITY OF APPLETON 2024 BUDGET
ASSESSED PROPERTY VALUES**

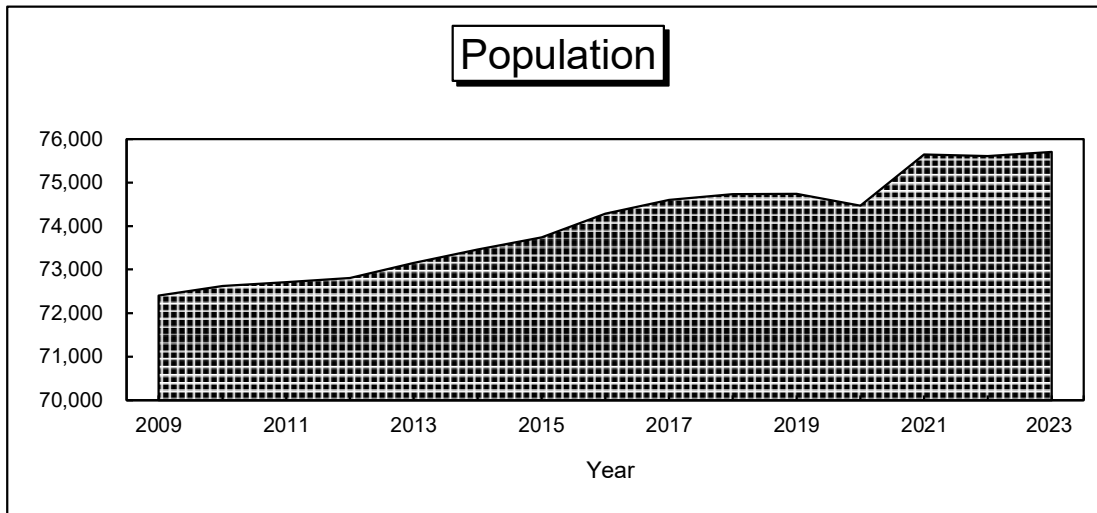
	01/01/22	01/01/23	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 12	\$ 334,984,487	\$ 416,176,749	\$ 81,192,262	24.24%
Outagamie County				
Real Estate	4,952,942,222	6,853,788,795	1,900,846,573	38.38%
Personal Property	83,279,978	107,481,076	24,201,098	29.06%
Total With TID:	5,036,222,200	6,961,269,871	1,925,047,671	38.22%
Total Without TID:	4,851,953,016	6,572,993,848	1,721,040,832	35.47%
Calumet County				
Real Estate	839,888,688	1,176,582,475	336,693,787	40.09%
Personal Property	8,394,712	11,215,257	2,820,545	33.60%
Total With TID:	848,283,400	1,187,797,732	339,514,332	40.02%
Total Without TID:	714,748,625	1,187,797,732	473,049,107	66.18%
Winnebago County				
Real Estate	77,583,303	99,147,562	21,564,259	27.79%
Personal Property	3,180,397	3,632,226	451,829	14.21%
Total With TID:	80,763,700	102,779,788	22,016,088	27.26%
Total Without TID:	63,583,172	74,879,062	11,295,890	17.77%
All Counties With TIDs:	\$ 5,965,269,300	\$ 8,251,847,391	\$ 2,286,578,091	38.33%
All Counties Without TIDs:	\$ 5,630,284,813	\$ 7,835,670,642	\$ 2,205,385,829	39.17%

CITY OF APPLETON 2024 BUDGET EQUALIZED PROPERTY VALUES

		01/01/22	01/01/23	Change in Dollars	Change in Percent
TID # 3	Gross	76,226,200	107,976,600	31,750,400	41.65%
	Base (1993)	(11,004,400)	(11,004,400)	-	0.00%
	Increment	65,221,800	96,972,200	31,750,400	48.68%
TID # 6	Gross	175,068,300	-	(175,068,300)	-100.00%
	Base (2000)	(7,136,400)	-	7,136,400	-100.00%
	Increment	167,931,900	-	(167,931,900)	-100.00%
TID # 7	Gross	46,748,600	55,622,300	8,873,700	18.98%
	Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
	Increment	21,091,600	29,965,300	8,873,700	42.07%
TID # 8	Gross	105,125,500	135,199,800	30,074,300	28.61%
	Base (2009)	(6,135,100)	(6,135,100)	-	0.00%
	Increment	98,990,400	129,064,700	30,074,300	30.38%
TID # 9	Gross	23,981,000	28,982,300	5,001,300	20.86%
	Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
	Increment	2,468,100	7,469,400	5,001,300	202.64%
TID # 10	Gross	26,062,800	36,910,500	10,847,700	41.62%
	Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
	Increment	1,518,900	12,366,600	10,847,700	714.18%
TID # 11	Gross	140,188,200	220,365,400	80,177,200	57.19%
	Base (2017)	(92,067,800)	(92,067,800)	-	0.00%
	Increment	48,120,400	128,297,600	80,177,200	166.62%
TID # 12	Gross	46,780,600	64,414,800	17,634,200	37.70%
	Base (2017)	(30,923,400)	(30,923,400)	-	0.00%
	Increment	15,857,200	33,491,400	17,634,200	111.21%
Total All Increments:		\$ 421,200,300	\$ 437,627,200	\$ 5,579,200	3.90%
Outagamie County					
	Real Estate	6,240,643,400	7,195,985,300	955,341,900	15.31%
	Personal Property	104,931,700	112,847,400	7,915,700	7.54%
	Total With TID:	6,345,575,100	7,308,832,700	963,257,600	15.18%
	Total Without TID:	6,113,398,300	6,901,170,800	787,772,500	12.89%
Calumet County					
	Real Estate	1,056,235,000	1,210,053,000	153,818,000	14.56%
	Personal Property	10,557,100	11,534,300	977,200	9.26%
	Total With TID:	1,066,792,100	1,221,587,300	154,795,200	14.51%
	Total Without TID:	898,860,200	1,221,587,300	322,727,100	35.90%
Winnebago County					
	Real Estate	95,244,800	106,484,200	11,239,400	11.80%
	Personal Property	3,904,400	3,901,000	(3,400)	-0.09%
	Total With TID:	99,149,200	110,385,200	11,236,000	11.33%
	Total Without TID:	78,057,600	80,419,900	2,362,300	3.03%
All Counties With TIDs:		\$ 7,511,516,400	\$ 8,640,805,200	\$ 1,129,288,800	15.03%
All Counties Without TIDs:		\$ 7,090,316,100	\$ 8,203,178,000	\$ 1,112,861,900	15.70%

CITY OF APPLETON 2024 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
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
2023	Est. *	63,088	11,189	1,423	75,700



* source: State of Wisconsin Department of Administration, Demographic Services Center

CITY OF APPLETON 2024 BUDGET

STATISTICS AND PERFORMANCE INDICATORS

(Snapshot of Department Dashboards as of October 2, 2023)

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 2023 numbers are reflective through June 30, 2023.

Mayor's Office Hours Offered
each year

24

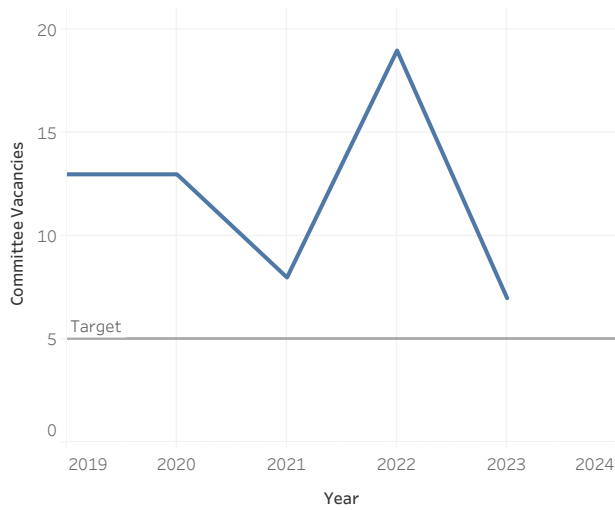
Engagement Opportunities Offered
or attended by the Mayor in 2022

148

Agreements and Collaborations
Held
with other organizations in 2022

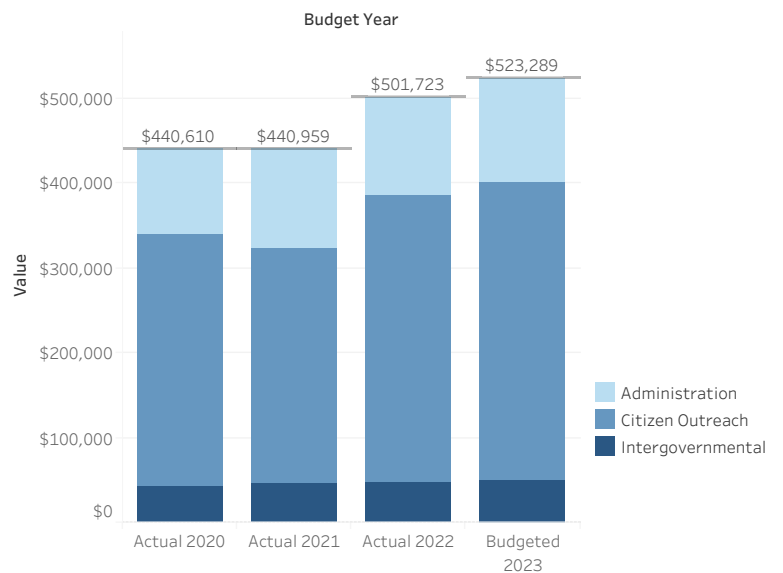
535

Committee Vacancies

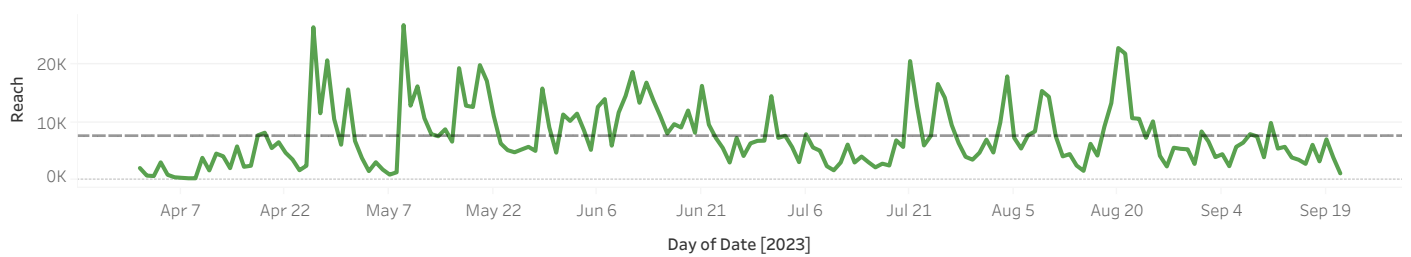


Department Budget Summary

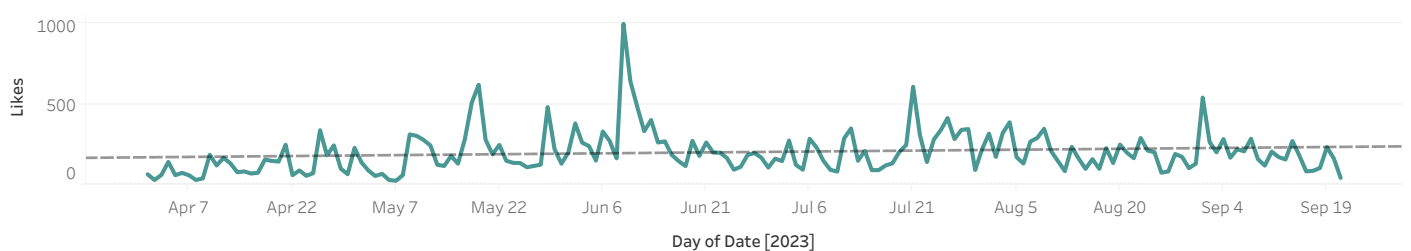
Year
2019 to 2023



Facebook Reach



Facebook Page Likes



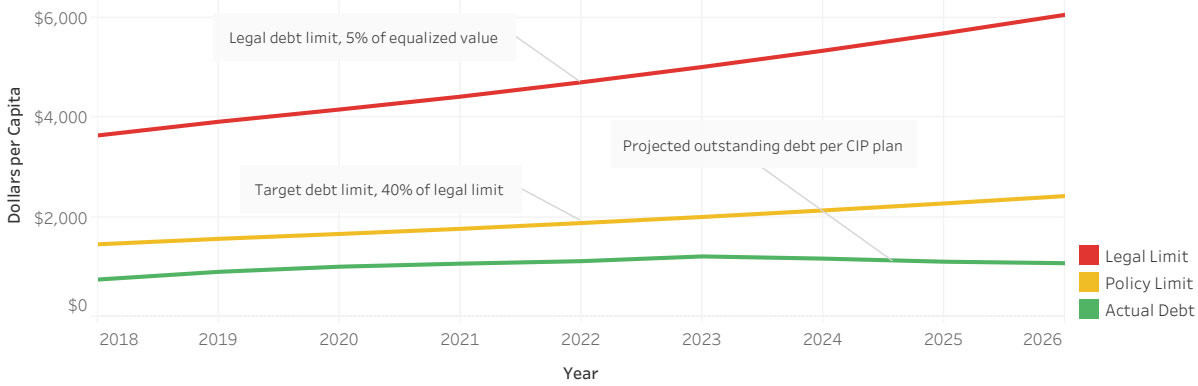
Finance

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.

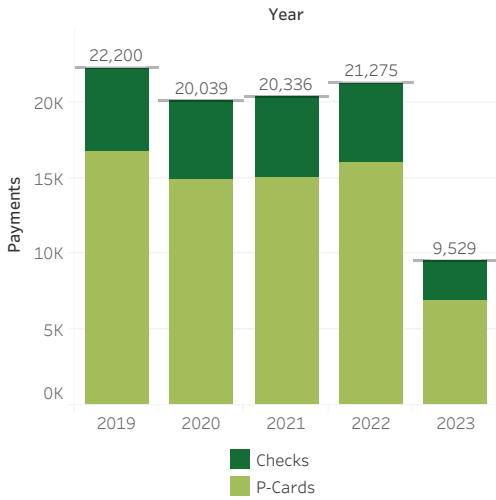
All 2023 numbers are reflective through June 30, 2023.

General Obligation Debt - Debt Limit Analysis

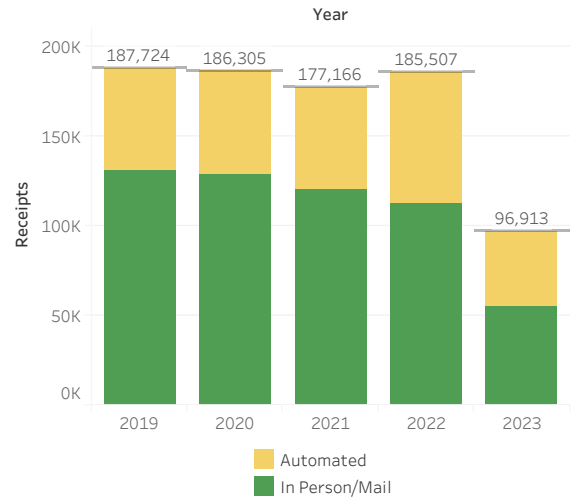
Year
2019 to 2023



Annual Payments Made



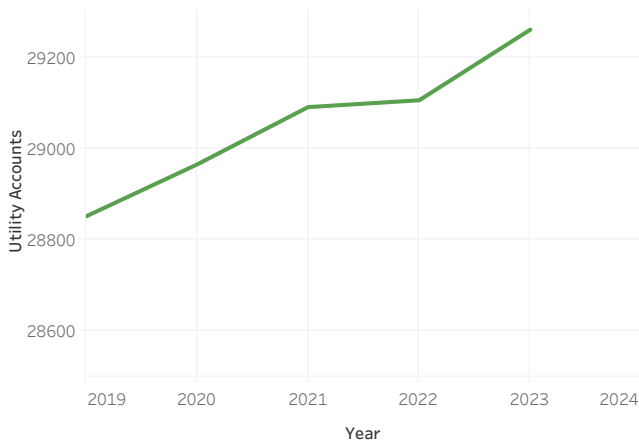
Annual Receipts Processed



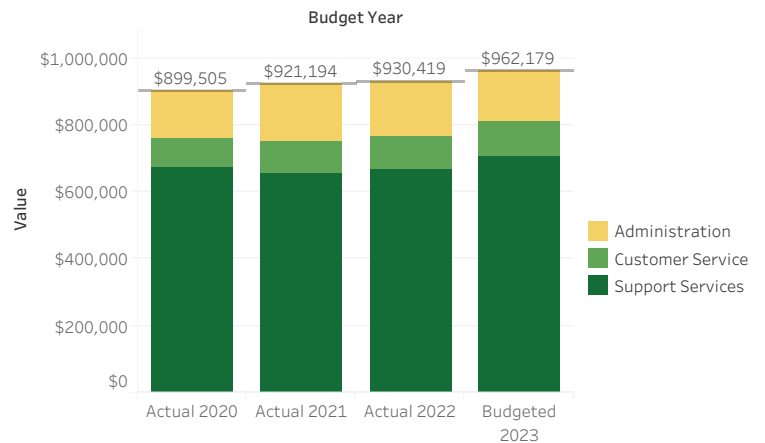
Auditor's
Compliance
Issues

0

Utility Accounts Serviced



Department Budget Summary

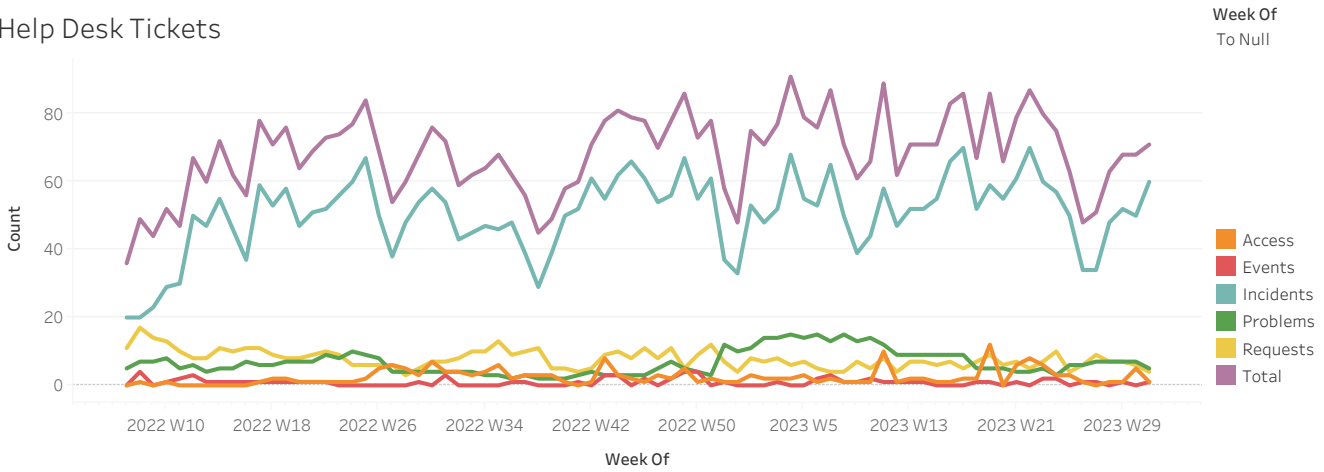


Information Technology

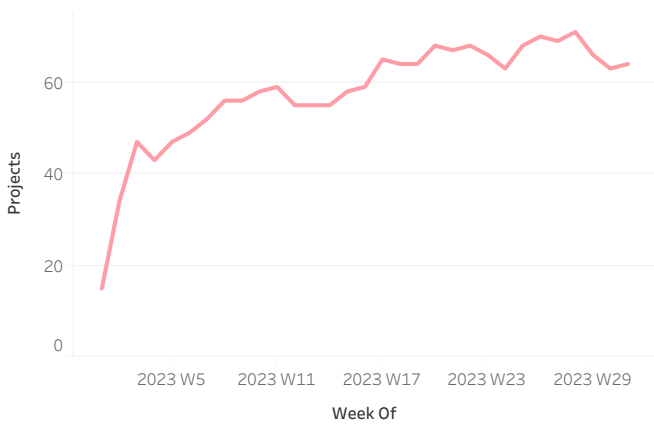
The Information Technology Department serves to provide all City departments with reliable, timely and accurate computer applications, as well as planning and implementation of technology related hardware and services that are both cost-effective and responsive to departmental needs. The IT Department continues to strive to proactively find opportunities to streamline processes and improve communications.

This dashboard was last updated 8/11/23.

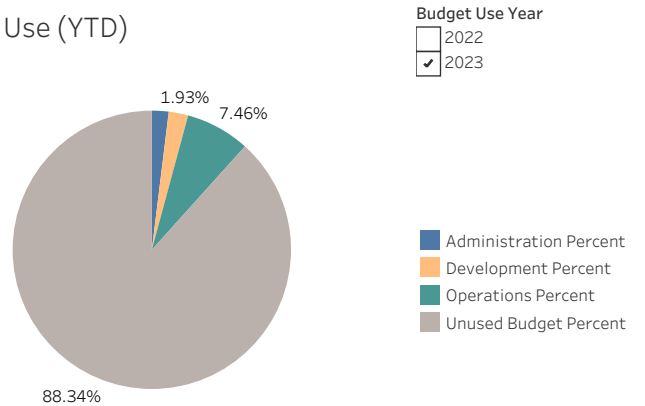
Help Desk Tickets



Help Desk Projects

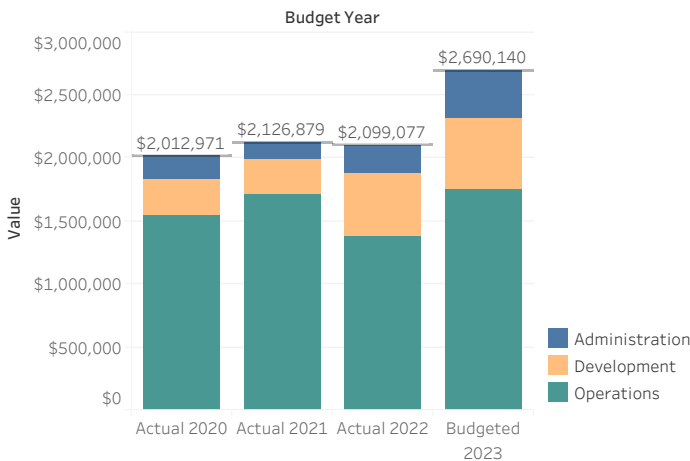


Budget Use (YTD)



YTD spending for 2023 is reflective through 5/3/2023.

Department Budget Summary



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.

*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.

All 2023 numbers are reflective through June 30, 2023.

Average Number
of New Matters
Opened Annually

670

Yearly total as of 6/30/23: 508

Average Number
of Agreements and Contracts
Created Annually

241

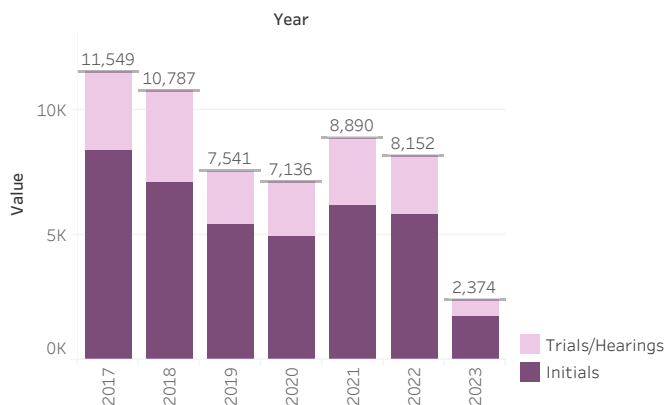
Yearly total as of 6/30/23: 147

Average Number
of Ordinances Adopted
or Published Annually

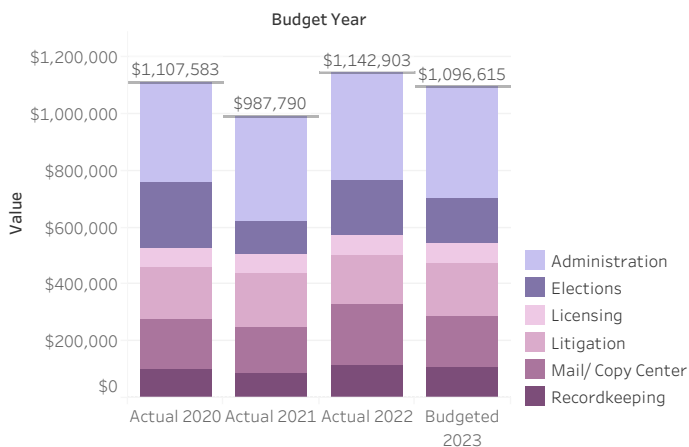
99

Yearly total as of 6/30/23: 19

Annual Initial Appearances and Annual Trials and Hearings



Department Budget Summary

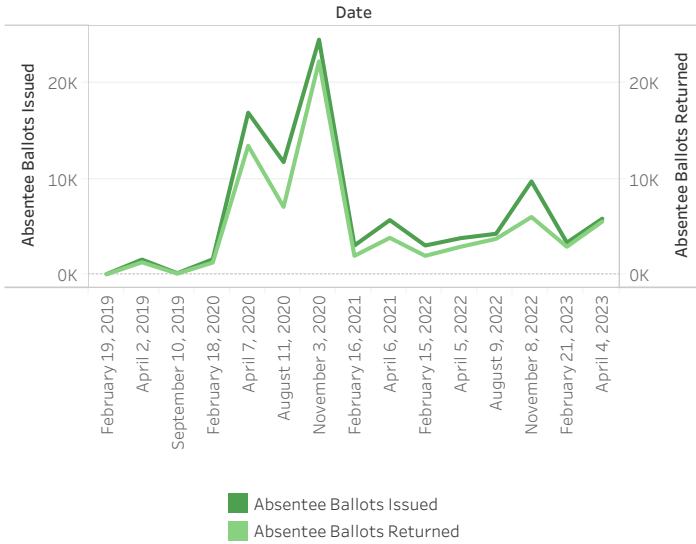


Legal Services - City Clerk

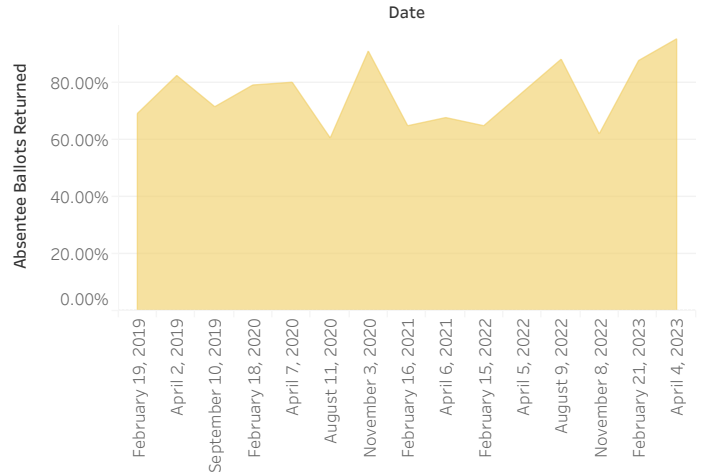
The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. In the continuously changing landscape of the pandemic, local, State, and federal orders all required hours of research, interpretation, and consultation with various City Departments.

All 2023 numbers are reflective through June 30, 2023.

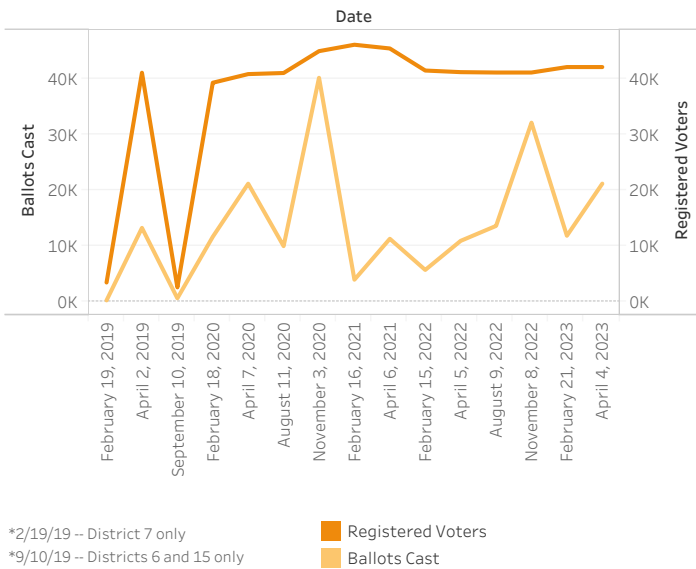
Absentee Ballots



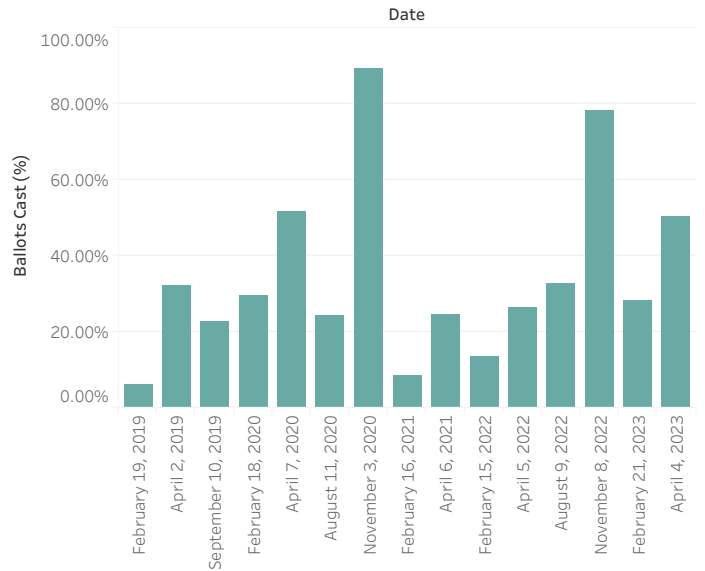
Percent of Absentee Ballots Returned



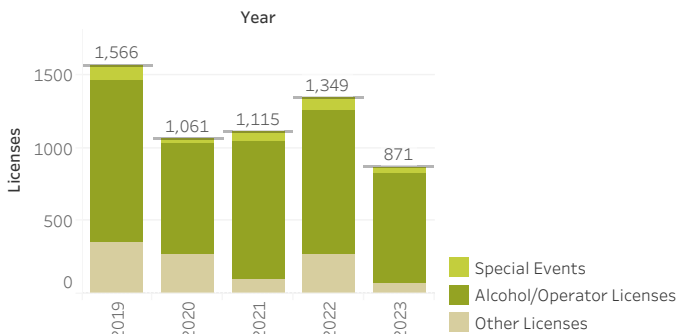
Ballots Cast and Registered Voters*



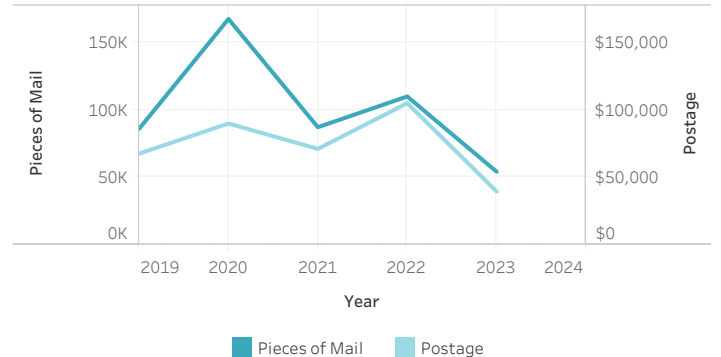
Voter Turnout



Licenses Issued



Pieces of Metered Mail and Postage Costs

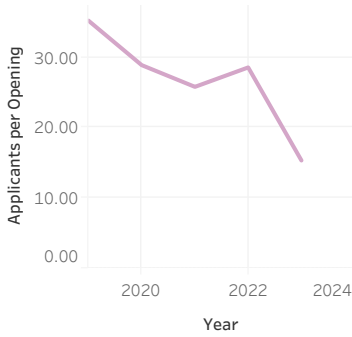


Human Resources

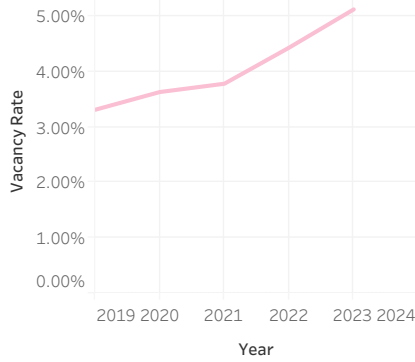
The Human Resources Department will attract, develop, and retain a high-performing, diverse workforce and foster an environment where employees can use their talents to thrive. It is our objective to provide departmental support meeting the City's organizational needs in the areas of Human Resource Compliance and Administration, Talent Acquisition and Retention, and Talent Management and Development.

All 2023 numbers are reflective through June 30, 2023.

Average Applicants per Opening



Vacancy Rate

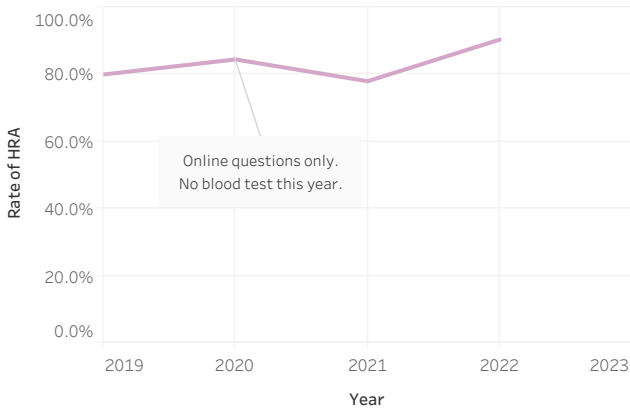


Return on Investment for Connecting Care Clinic

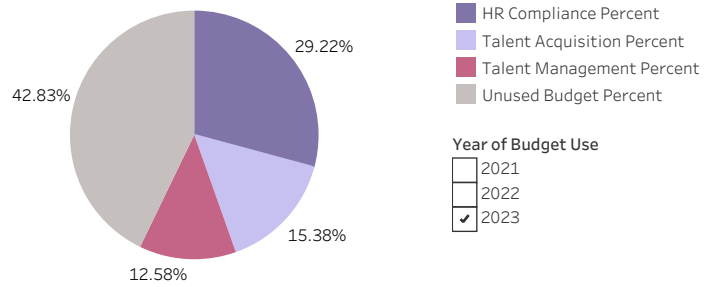
Year
2019 to 2023



Percentage of Employees who Participated in the Health Risk Assessment



Budget Use (YTD)



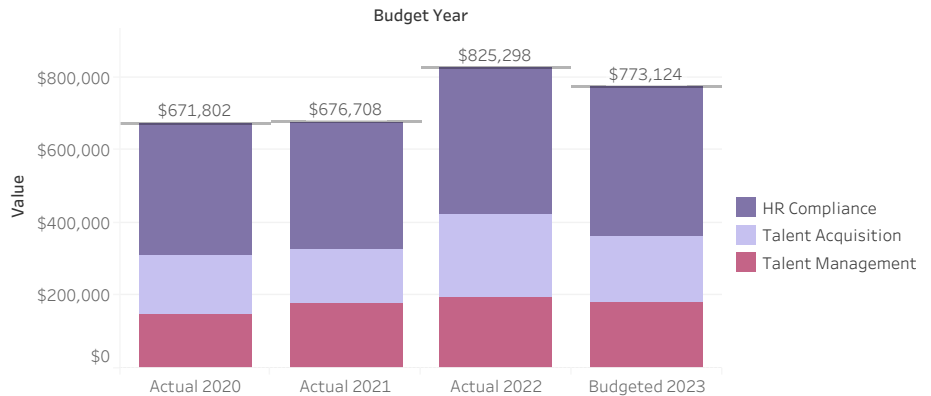
YTD spending for 2023 is reflective through 7/20/23.

Department Budget Summary

Average training investment per full-time equivalent employee

\$41.31
per employee

for required HR training based on 625 FTE count

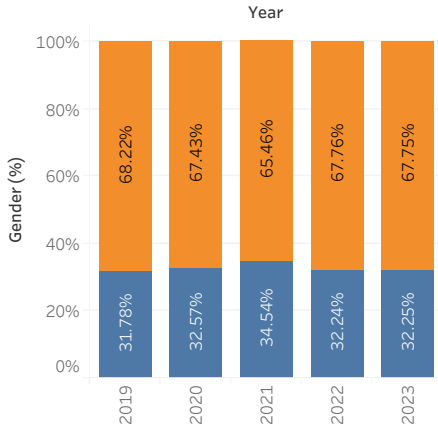


Employee Data

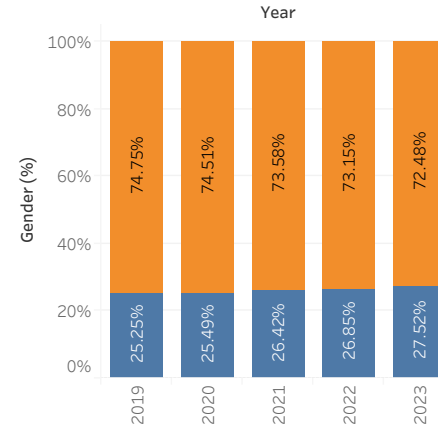
This dashboard exhibits data about City of Appleton employees and supervisors in comparison with the citizens of Appleton. Data on applicants for positions at the City of Appleton is also included. "Unavailable" means that data was unavailable/input was not given. BIPOC stands for "Black, Indigenous, and people of color." Citizen demographic data comes from estimates centered on 2022 from the U.S. Census Bureau.

This dashboard was last updated 7/20/23.

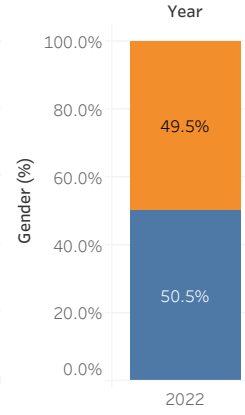
Employees by Gender



Supervisors by Gender



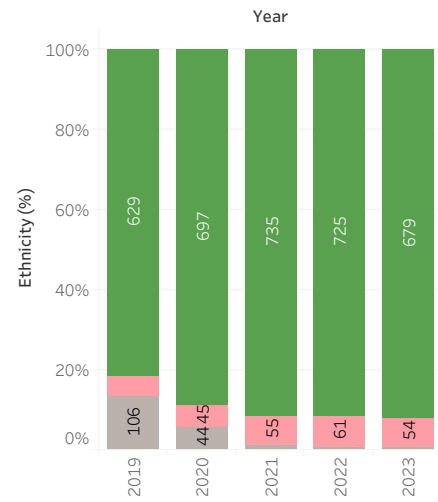
Citizens by Gender



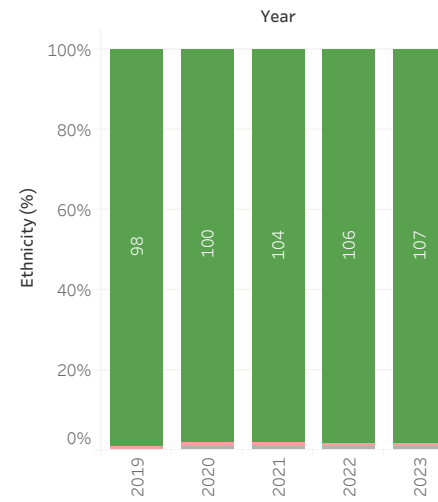
Full Time Employees
614

Seasonal Employees
512

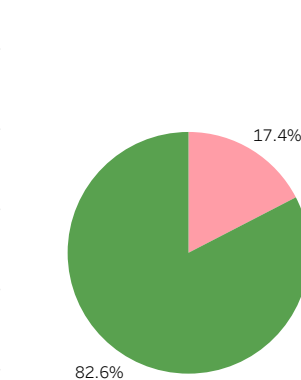
BIPOC Employees



BIPOC Supervisors



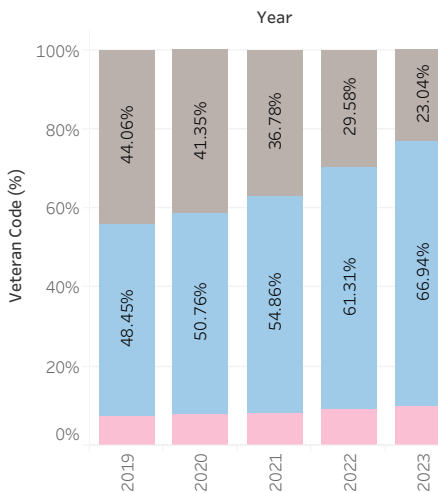
BIPOC Citizens



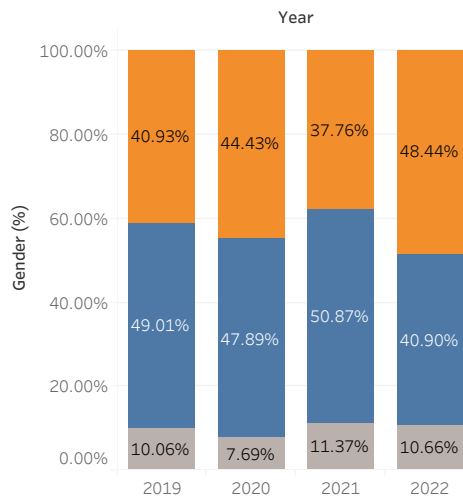
Color Legends

- Gender**
 - Male (Orange)
 - Female (Blue)
- Ethnicity**
 - White (Green)
 - BIPOC (Pink)
 - Unavailable (Grey)
- Veteran Code**
 - Unavailable (Grey)
 - No (Light Blue)
 - Yes (Pink)

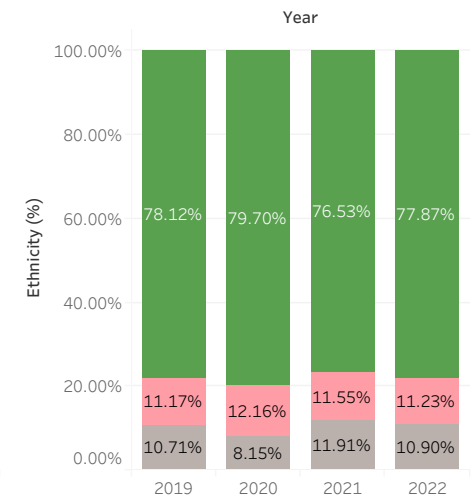
Employees with Military Service



Applicants by Gender



Applicants by Ethnicity



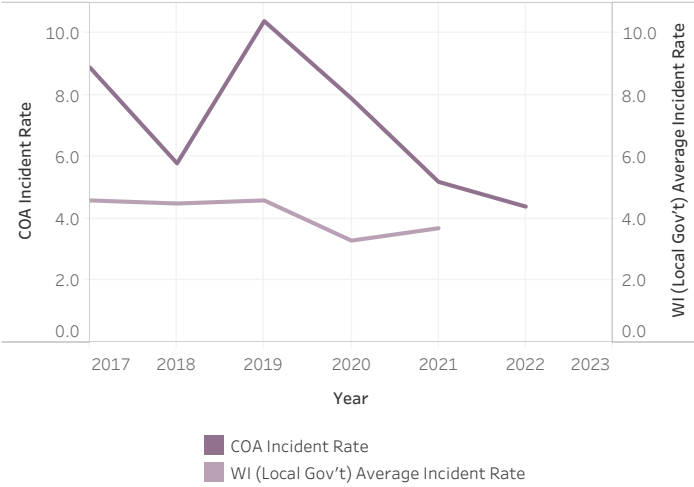
Risk Management

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.

All 2023 numbers are reflective through June 30, 2023.

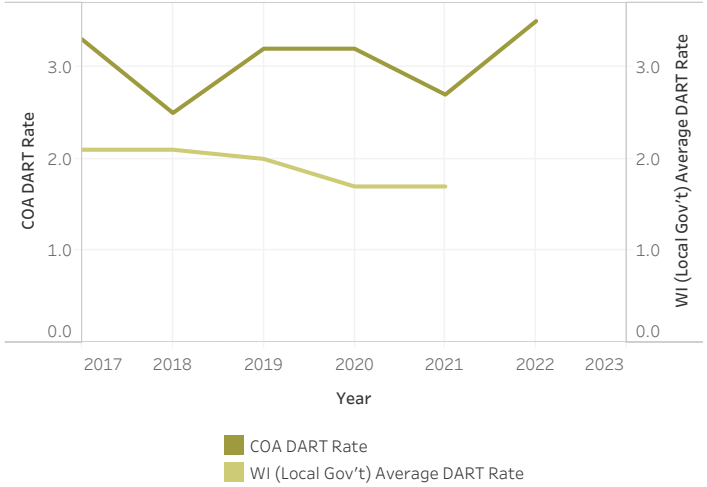
*Incident Rates and DART Rates are only available on an annual basis. As of 9/13/23, the US Bureau of Labor Statistics does not have the data for Wisconsin local government incident rates for 2022 available.

Total Recordable Injury and Illness Cases (Non-Fatal) Per 100-Full Time Employees



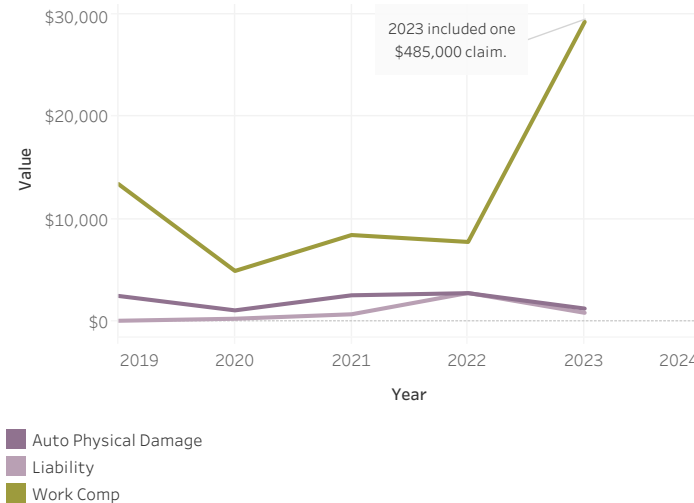
For every 100 city employees, 4.4 of our employees sustained an OSHA recordable work-related injury or illness in CY2022.

DART Rate - Total Cases Involving Days Away From Work and/or Days of Restricted Work Activity

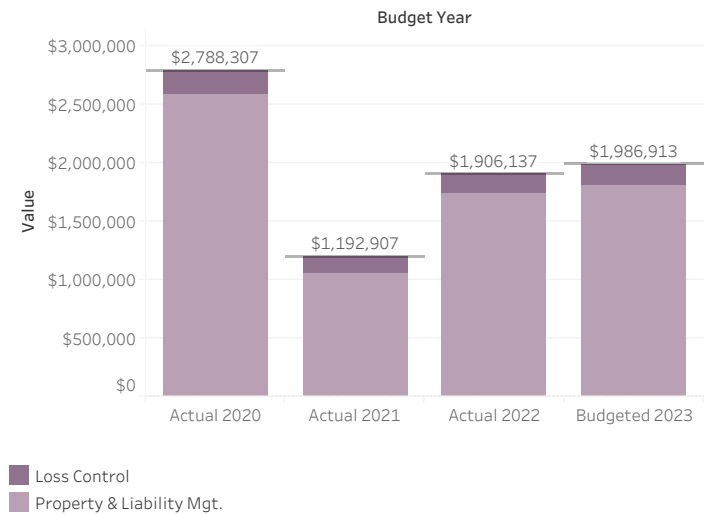


For every 100 employees, 3.5 of our employees sustained a work-related injury or illness that resulted in lost time and/or restricted duty in CY2022. Our CY2022 DART rate was more than double the CY2021 DART rate for other local WI gov't's.

Average Loss Costs for Work Comp, Liability and Auto Physical Damage



Department Budget Summary

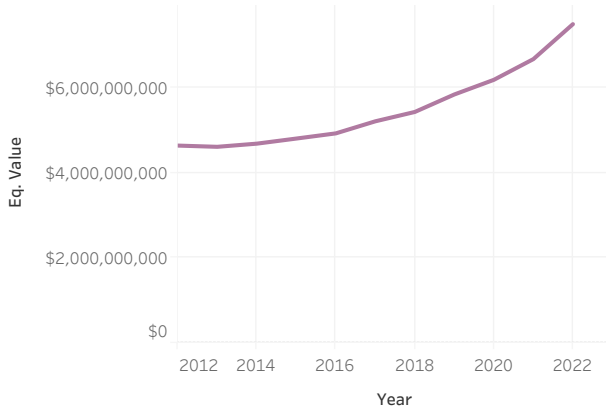


Community and Economic Development

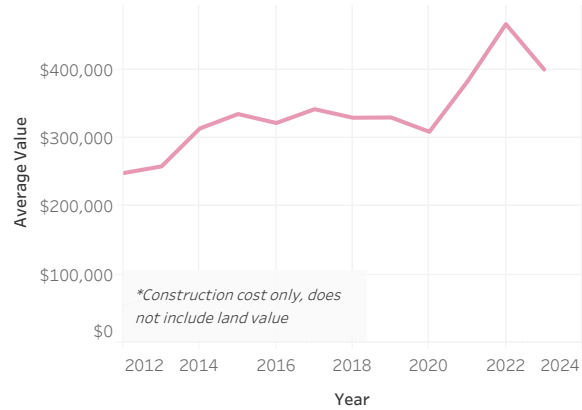
The Community and Economic Development Department proactively fosters a healthy economy and a strong, welcoming community. Throughout the year, we will continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.

All 2023 numbers are reflective through June 30, 2023. Graphs without 2023 numbers do not have midyear values, as they are reported annually.

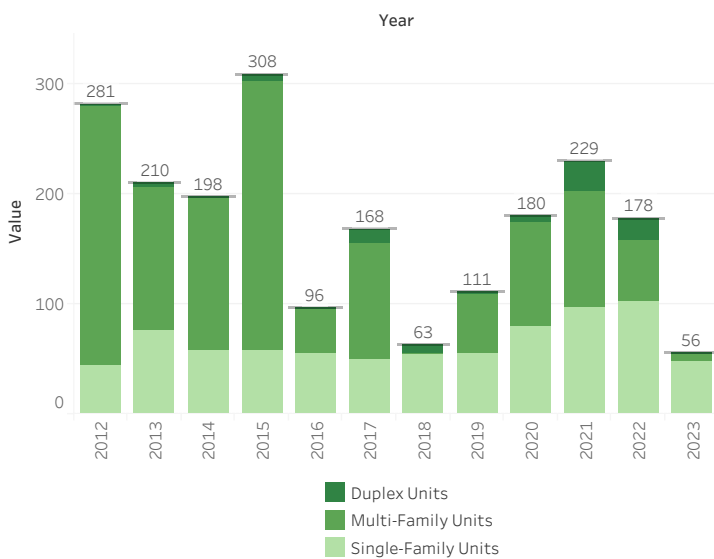
Equalized Value Growth



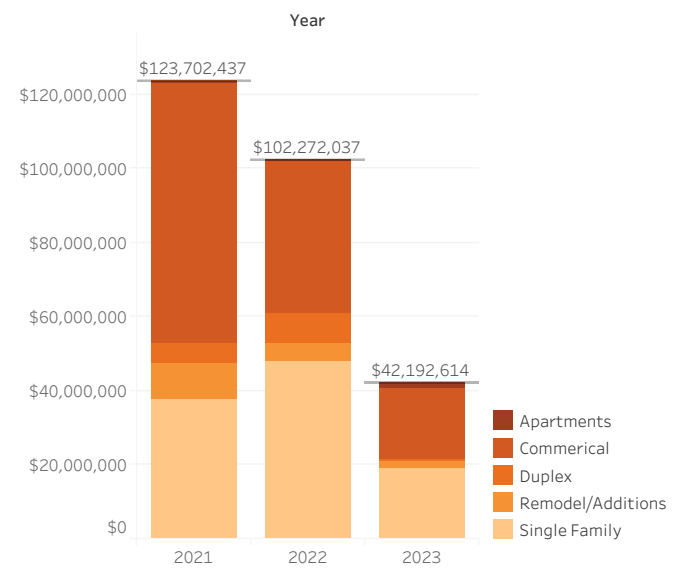
Average Value of New Homes*



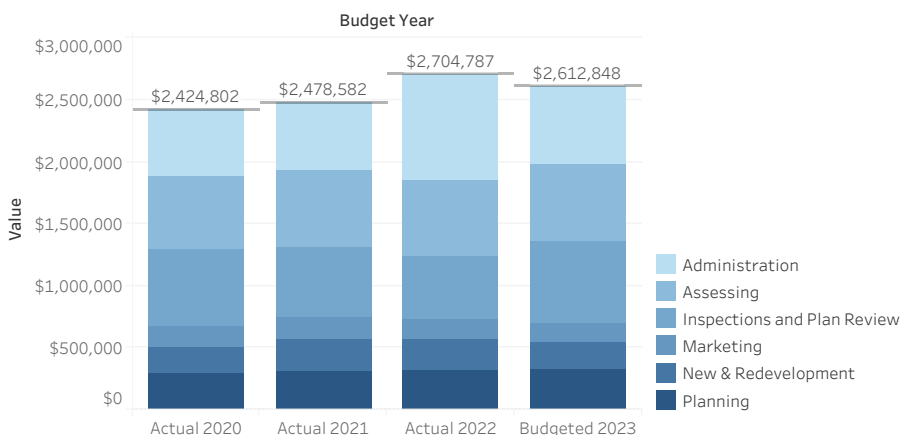
City of Appleton New Housing Units



City Permit Value

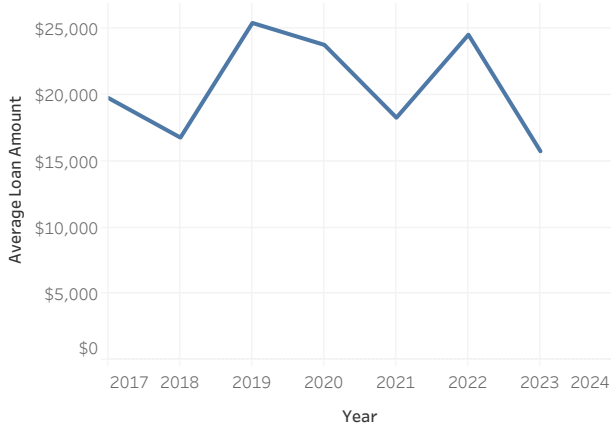


Department Budget Summary



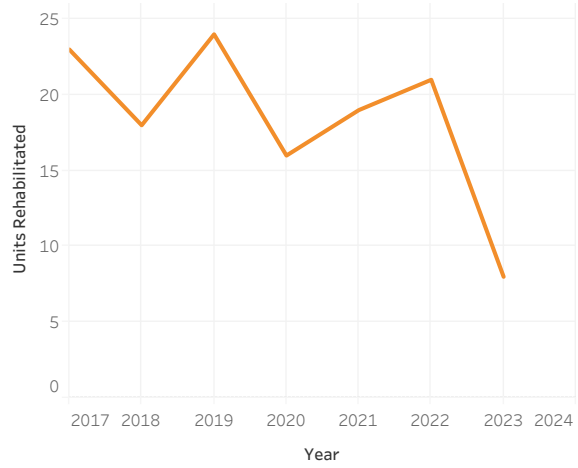
Community and Economic Development Cont.

Homeowner Rehabilitation Loan Program - Average Loan Amount

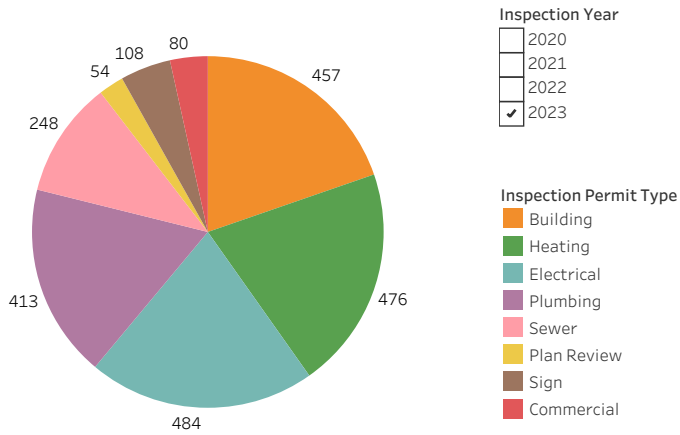


Housing Units Rehabilitated

Year
2012 to 2023



Inspection Permits

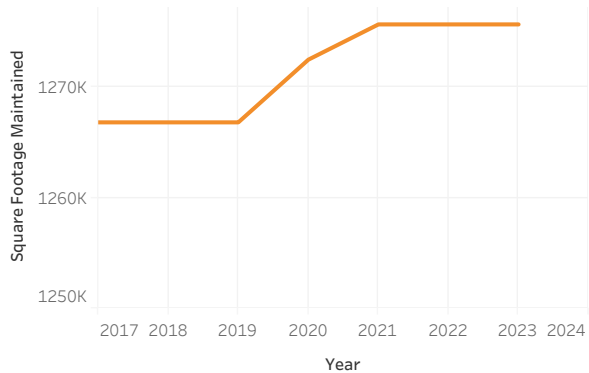


Facilities and Construction Management

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."

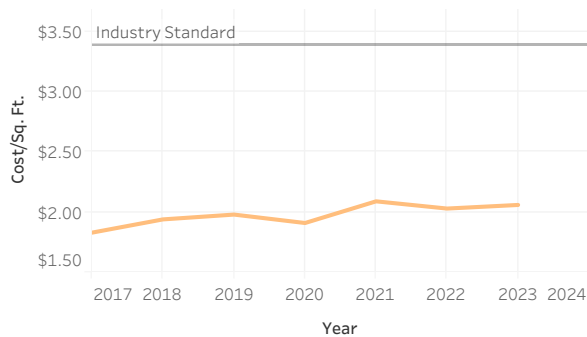
All 2023 numbers are reflective through June 30, 2023.

Square Footage Maintained

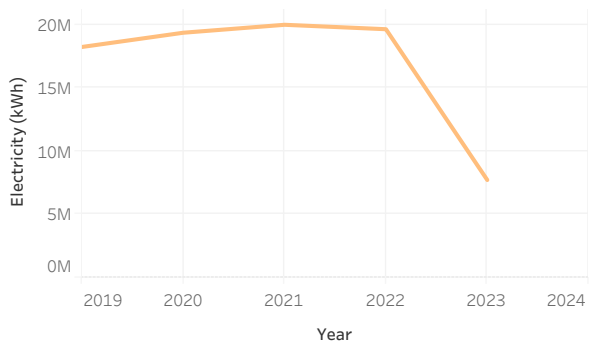


Maintenance and Janitorial Cost per Square Foot

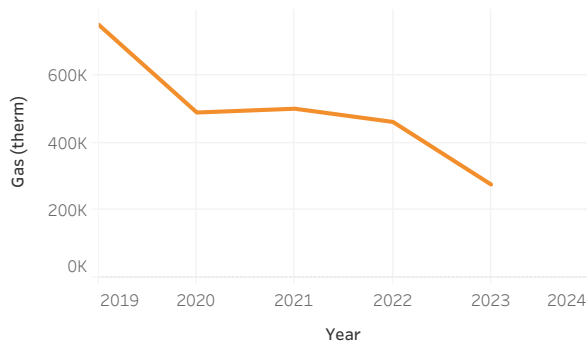
Year
2017 to 2023



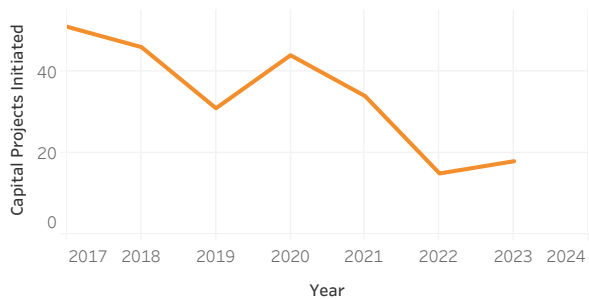
Utility Use - Electricity



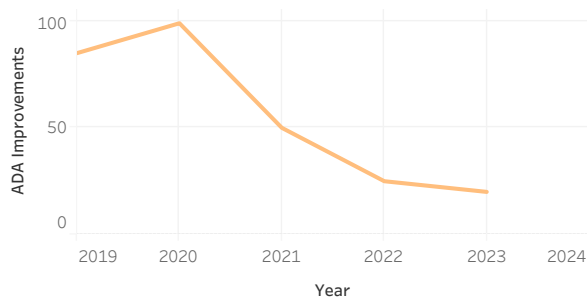
Utility Use - Gas



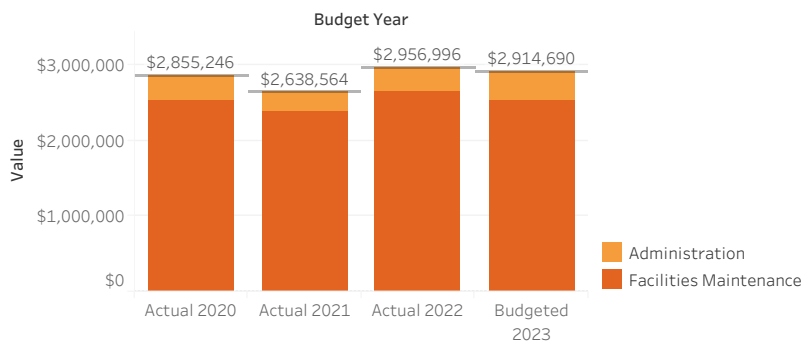
Capital Projects Initiated



ADA Improvements



Department Budget Summary

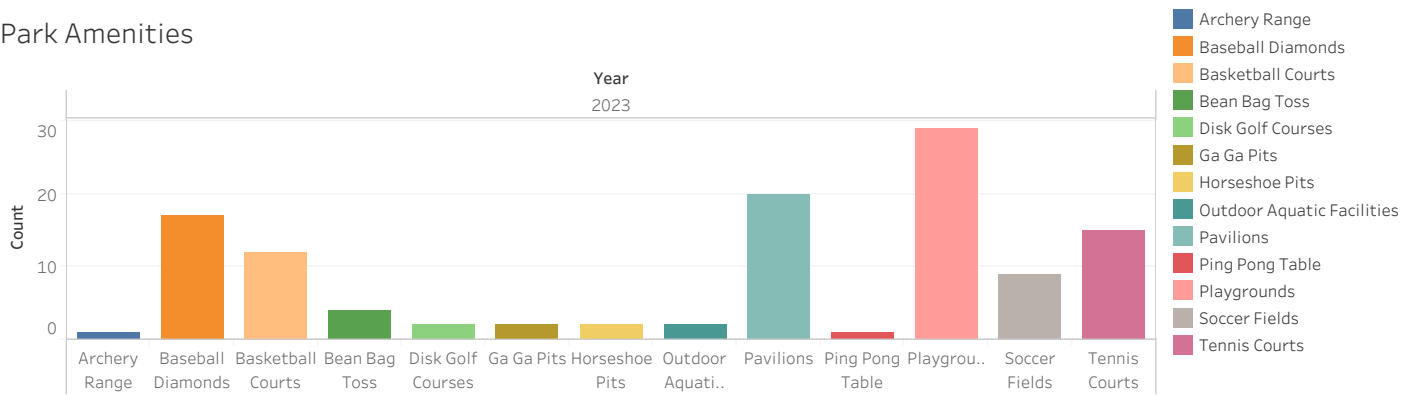


Appleton Parks and Grounds

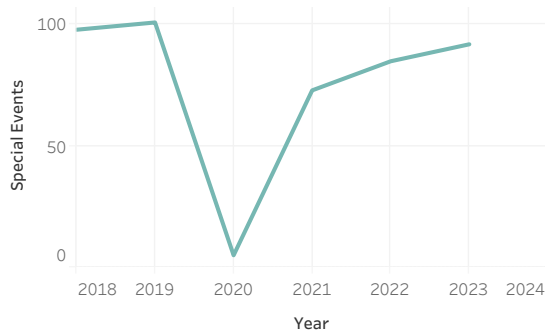
Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. The Grounds Division of the Parks, Recreation, and Facilities Management Department proactively manages 610 acres of park grounds and 13.2 miles of paved trails. It is our objective to continue to provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

All 2023 numbers are reflective through June 30, 2023.

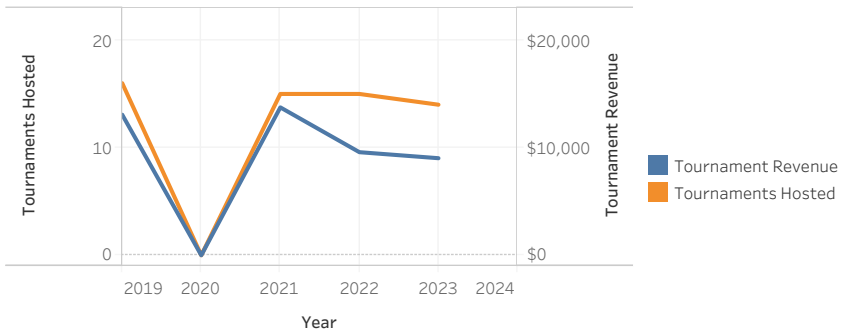
Park Amenities



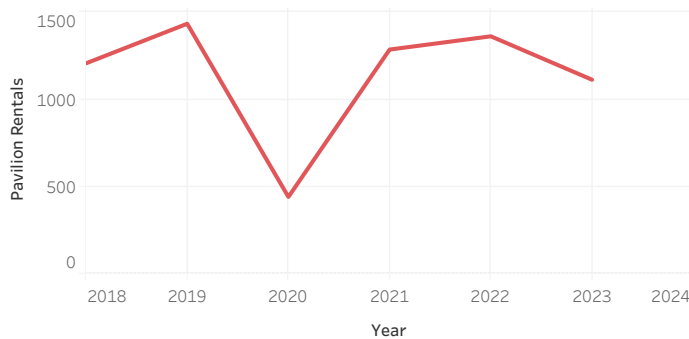
Number of Special Events Supported



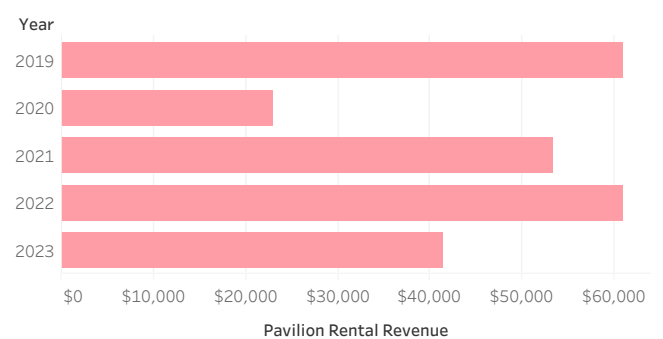
Tournaments Hosted and Tournament Revenue



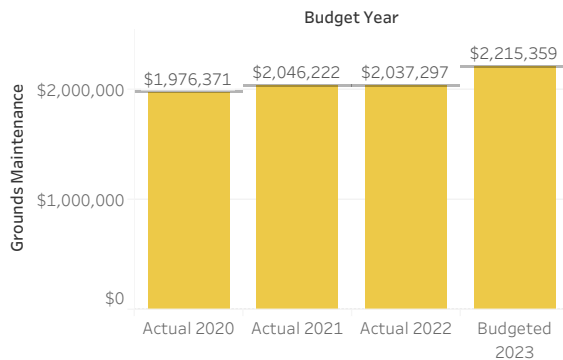
Pavilion Rentals



Pavilion Rental Revenue



Department Budget Summary (Parks and Grounds)



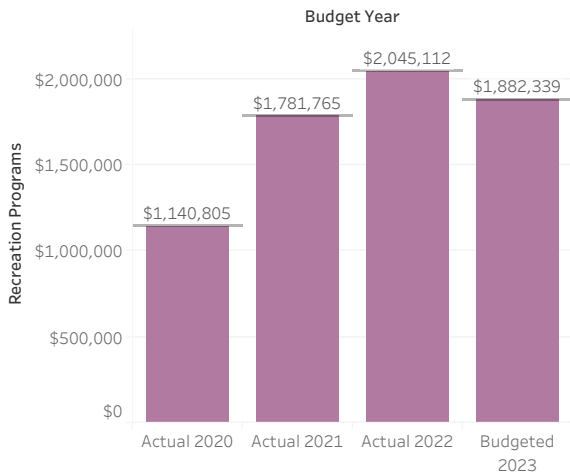
Appleton Recreation

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.

*Please note that the COVID-19 pandemic of 2020 greatly impacted many aspects of recreation, including lower participation in opportunities.

All 2023 numbers are reflective through June 30, 2023.

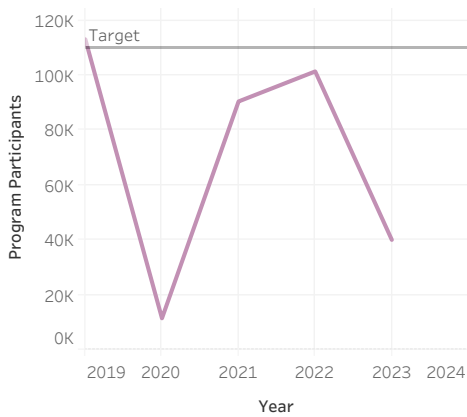
Department Budget Summary (Recreation)



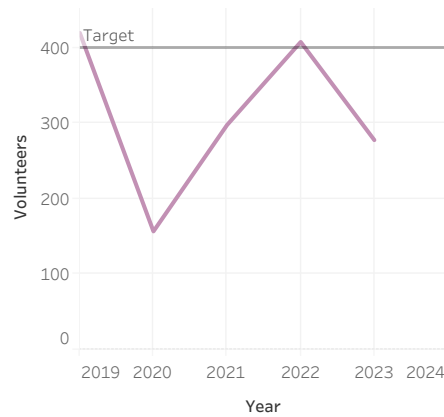
Expense and Revenue



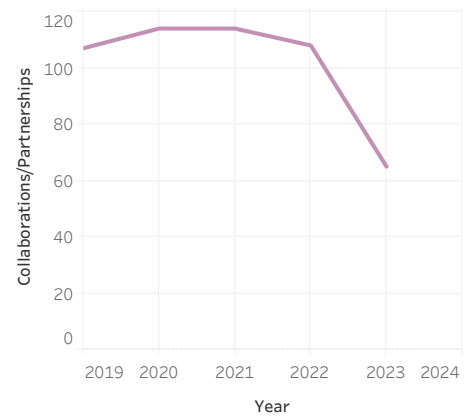
Program Participants



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.

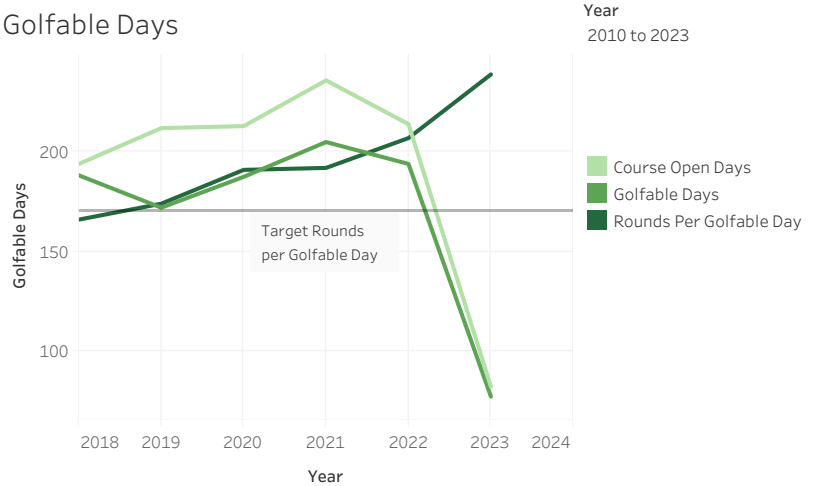
*The City of Appleton took over all golf operations for Reid Golf Course in 2015. It had been previously run by a contractor who ran clubhouse operations and received revenue from clubhouse operations.

All 2023 numbers are reflective through June 30, 2023.

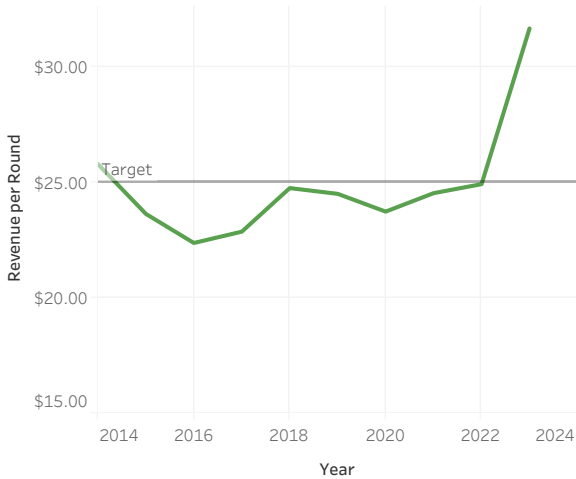
Rounds of Golf Played Annually



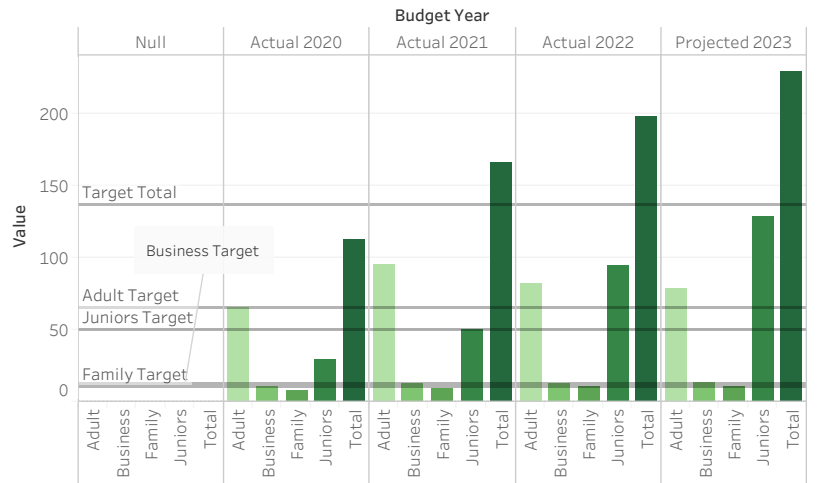
Golfable Days



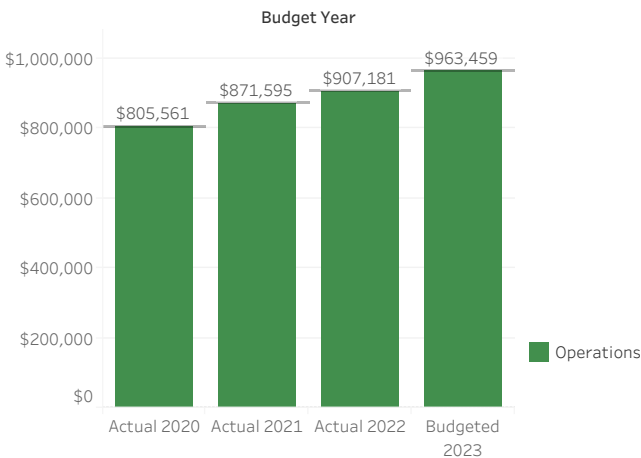
Revenue per Round



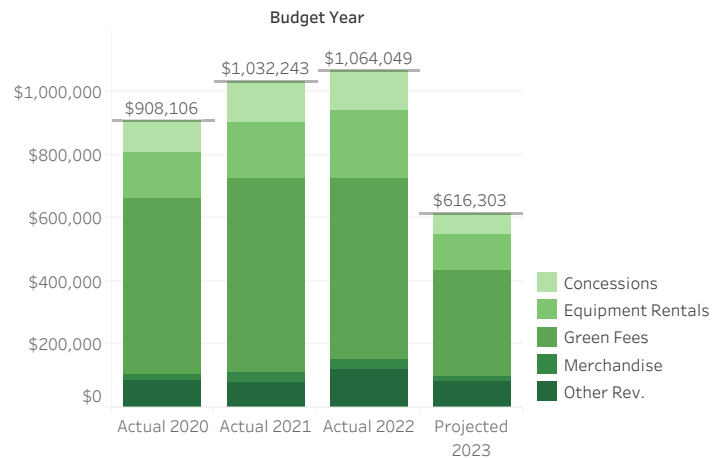
Annual Passholders



Department Budget Summary



Revenue by Area

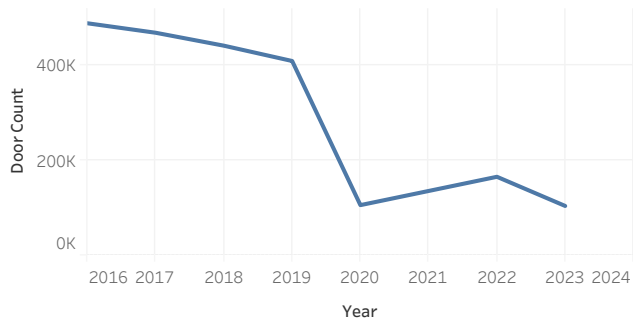


Appleton Public Library

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.

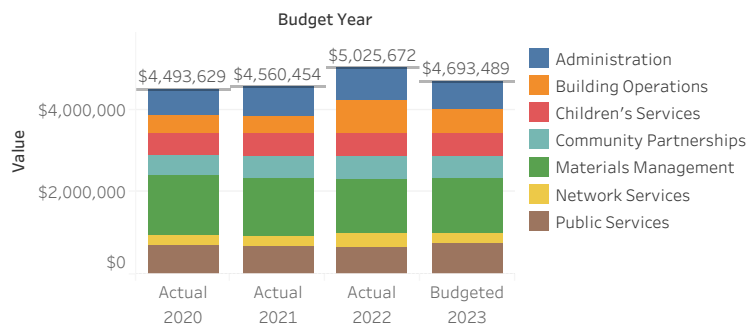
All 2023 numbers are reflective through June 30, 2023.

Door Count

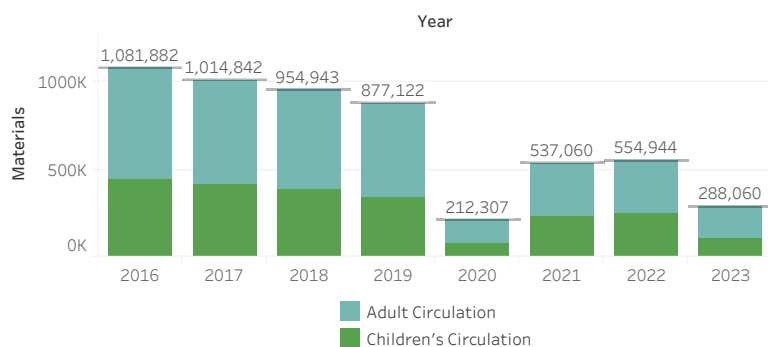


Department Budget Summary

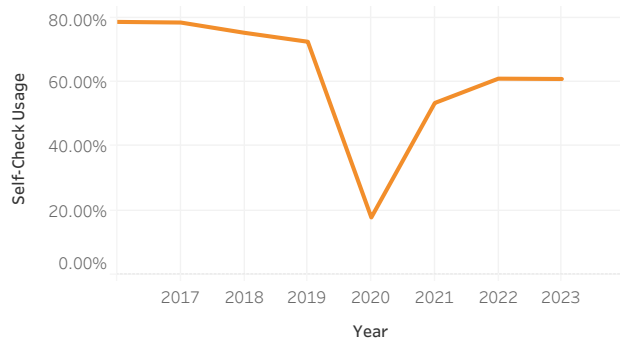
Year
2016 to 2023



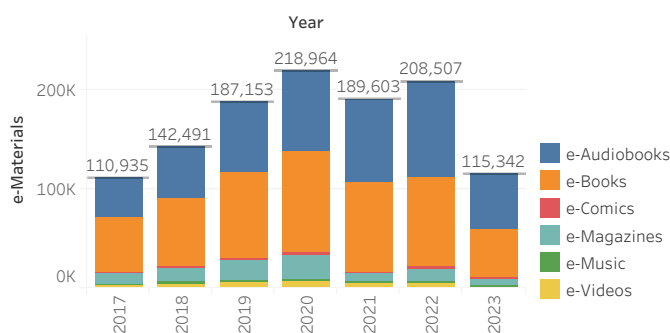
Materials in Circulation



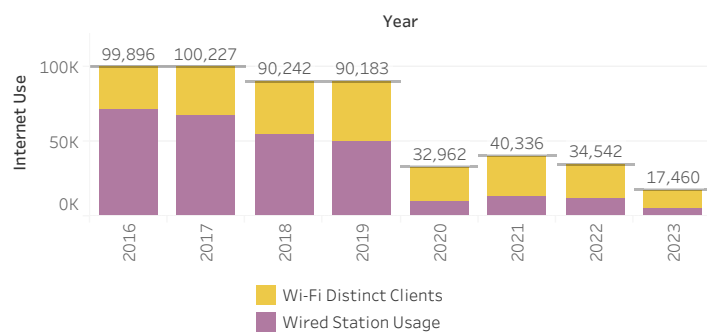
Self-Check Usage (Percentage of All Check-Outs)



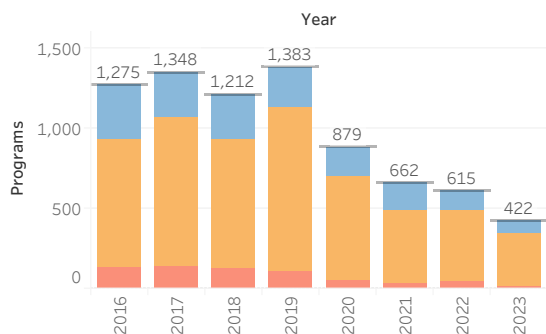
Digital Circulation of e-Materials



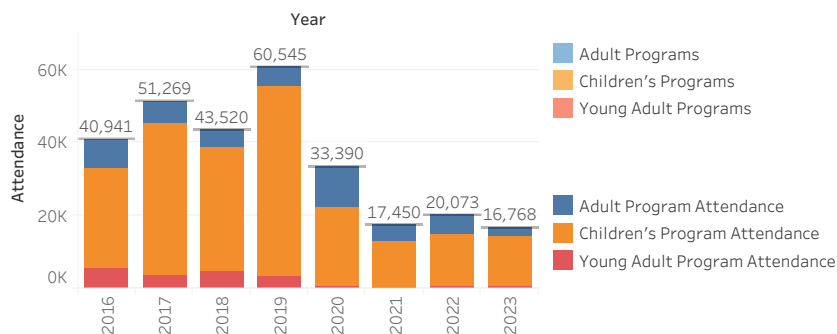
Public Internet Use



Number of Programs Offered



Program Attendance



Valley Transit

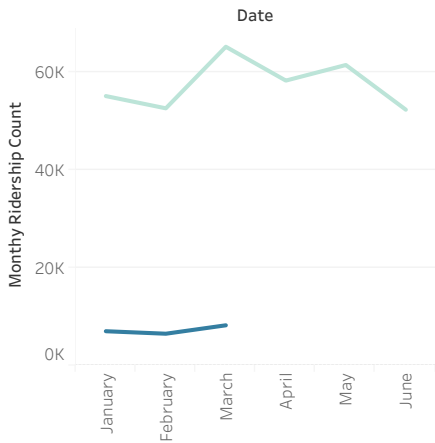
Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life. Valley Transit shares ridership data with the Fox Cities Transit Commission monthly and all other metrics are provided to FVTC quarterly. All information on this dashboard is from the year 2023. This dashboard is updated quarterly.

Valley Transit's ridership significantly decreased during the pandemic. 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.

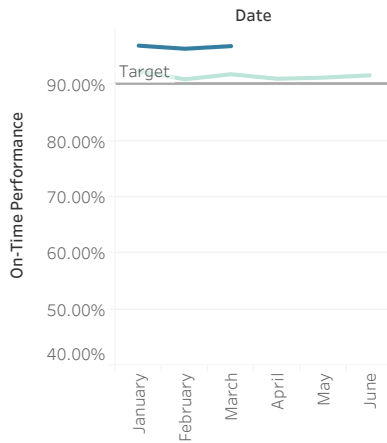
■ Demand Response
■ Fixed Route

Year of Date
 2023

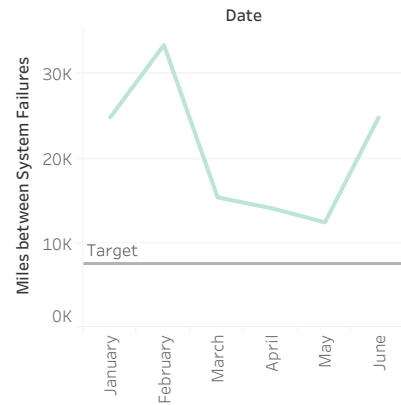
Monthly Ridership



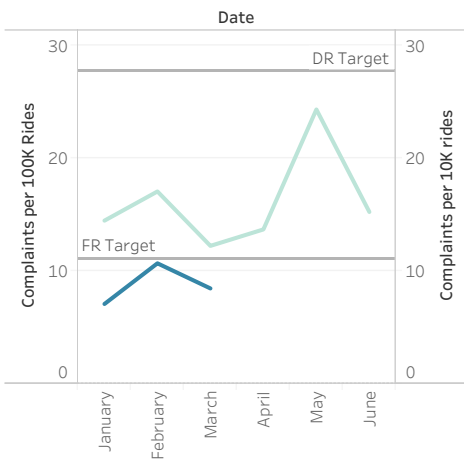
On-Time Performance



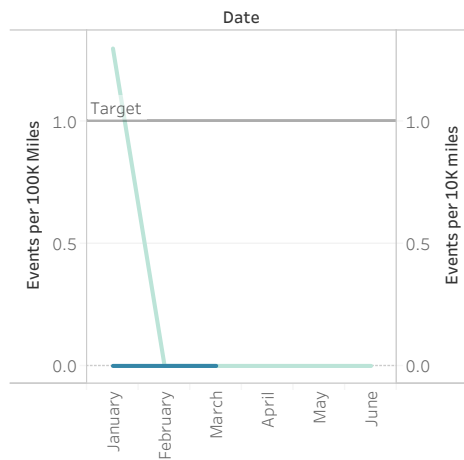
Total Miles Between Major System Failures



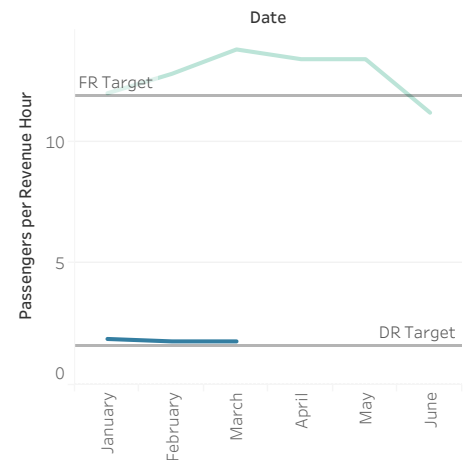
Complaints



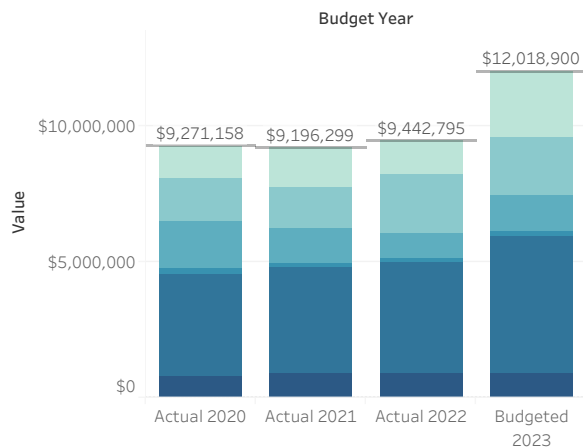
Reportable Safety Events



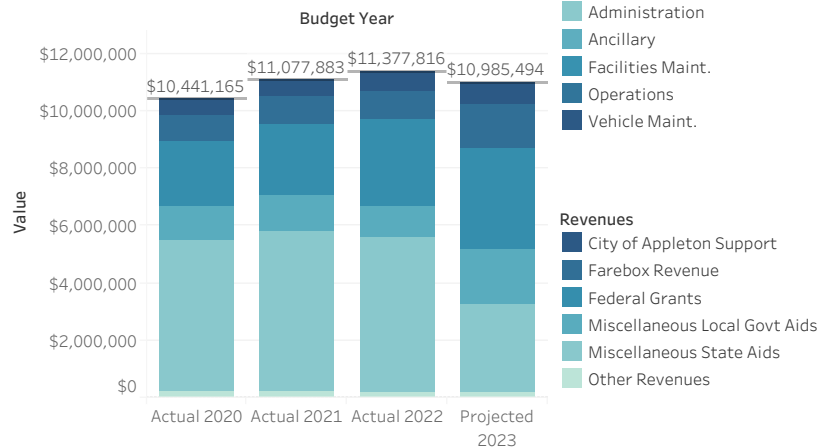
Passengers per Revenue Hour



Department Budget Summary



Revenues



Department Budget Summary

- ADA Paratransit
- Administration
- Ancillary
- Facilities Maint.
- Operations
- Vehicle Maint.

Revenues

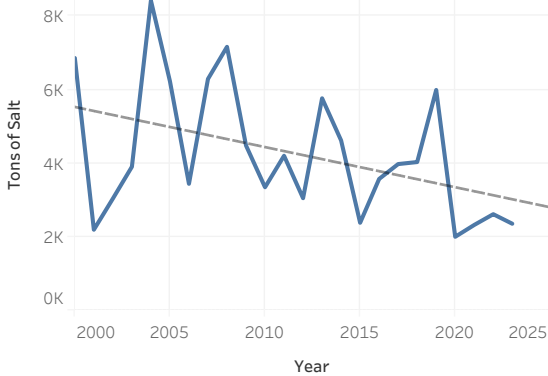
- City of Appleton Support
- Farebox Revenue
- Federal Grants
- Miscellaneous Local Govt Aids
- Miscellaneous State Aids
- Other Revenues

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.

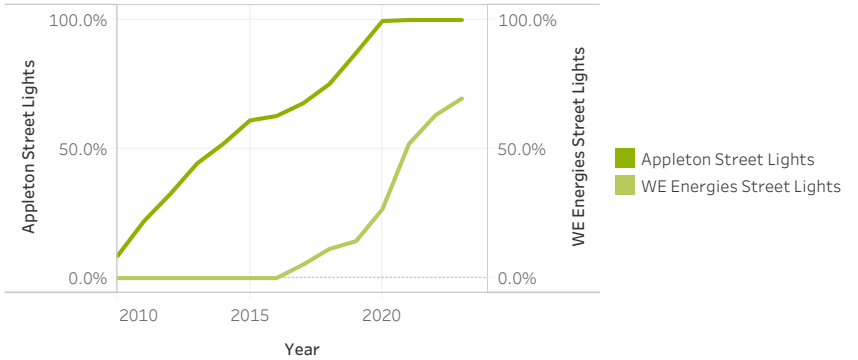
All 2023 numbers are reflective through June 30, 2023.

Tons of Salt Used Annually

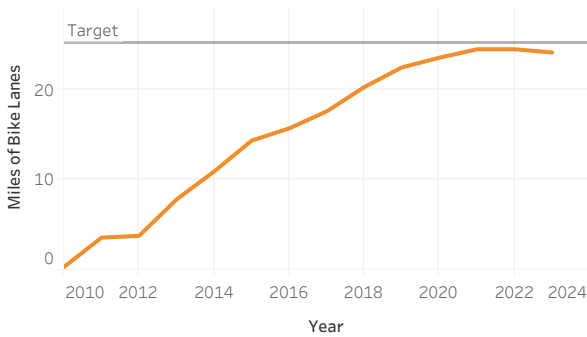


Percent of City-Owned and Utility-Owned Lights Converted to LED

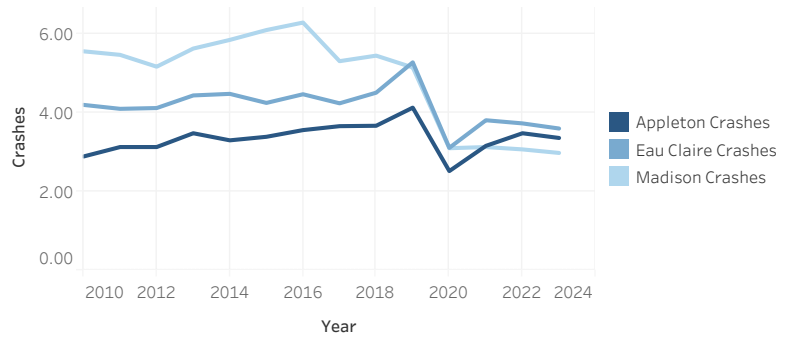
Year
2000 to 2023



Miles of On-Street Bike Lanes



Crashes per Mile of Street



Percent of Streets Above Minimum Rideability

92.38%

Target: 94.50%

Number of Tree Species on Appleton Streets

40

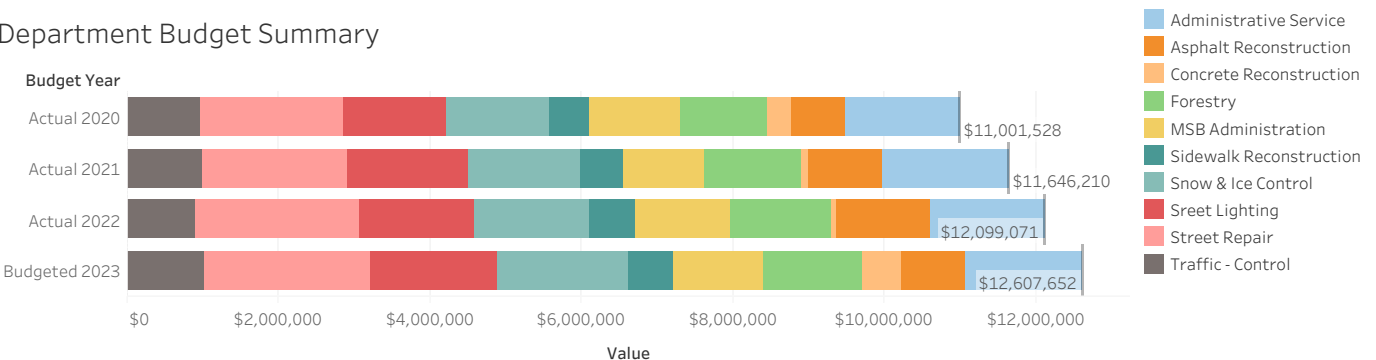
Target: 42

Tree Species with More Than 1,000 Trees

9

Target: 10

Department Budget Summary

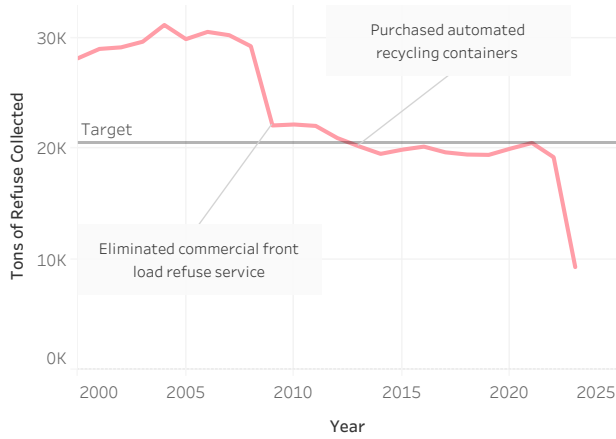


Sanitation

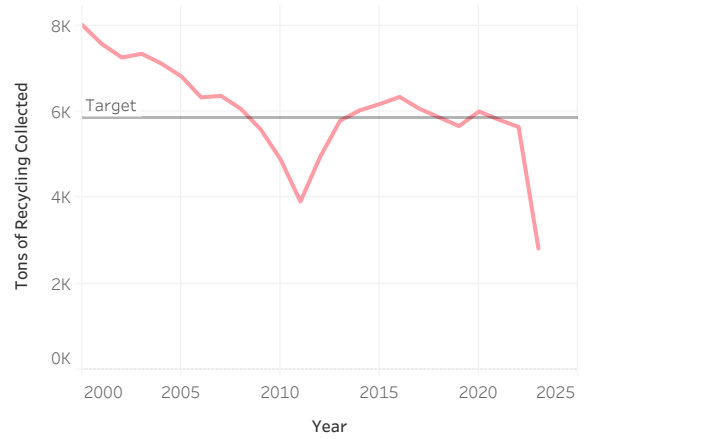
It is the mission of the Sanitation Department to serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost-effective and environmentally-responsible manner. We continue to review and evaluate our collection procedures, policies and rates to provide consistent, cost-effective services.

All 2023 numbers are reflective through June 30, 2023.

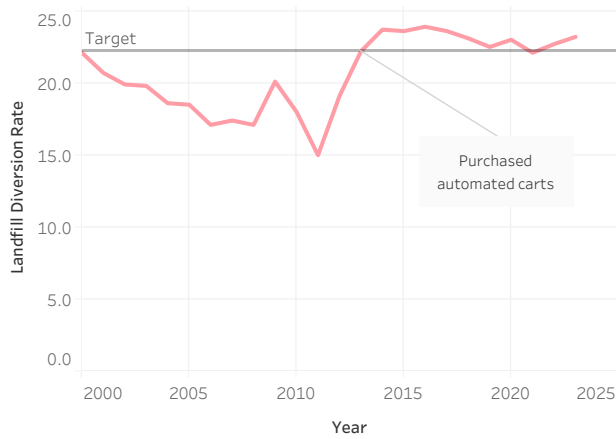
Tons of Refuse Collected



Tons of Recycling Collected



Landfill Diversion Rate

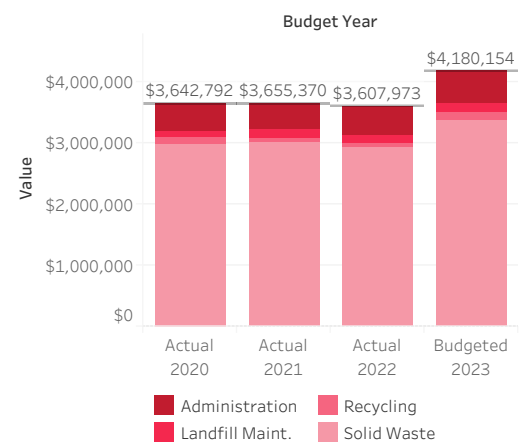


Automated
Refuse Stops Per
Day

5,221

Target: 5,225

Department Budget Summary

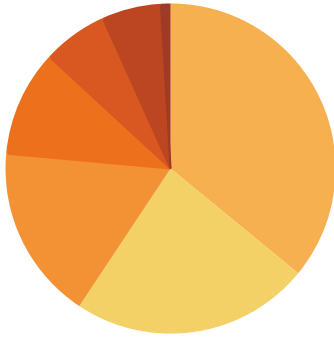


Parking Utility

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 2023 numbers are reflective through June 30, 2023.

Parking Citations



Citation Year

- 2021
- 2022
- 2023

Citation Type

- 2:00 a.m. - 5:00 a.m.
- Meter Violation
- Other Prohibited Area Parking Regulation
- Overtime Parking
- Prohibited parking, stopping, or standing
- Designated No Parking
- Handicap Parking

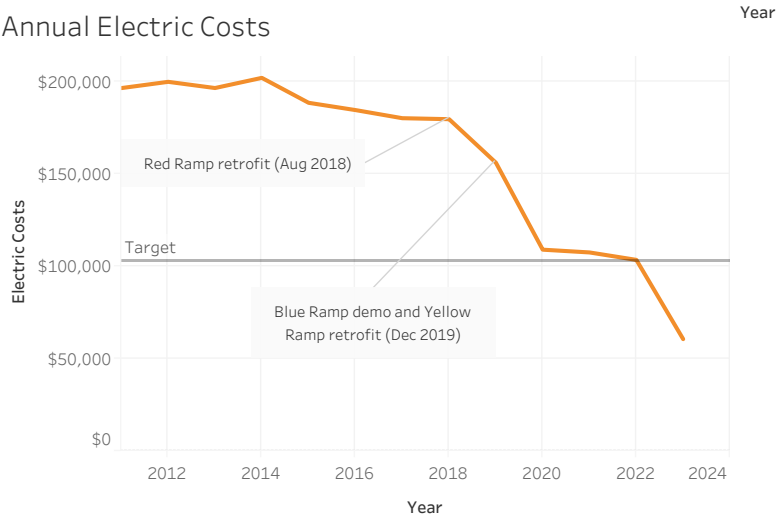
2022 Citations

2023 Citations
Through June 30

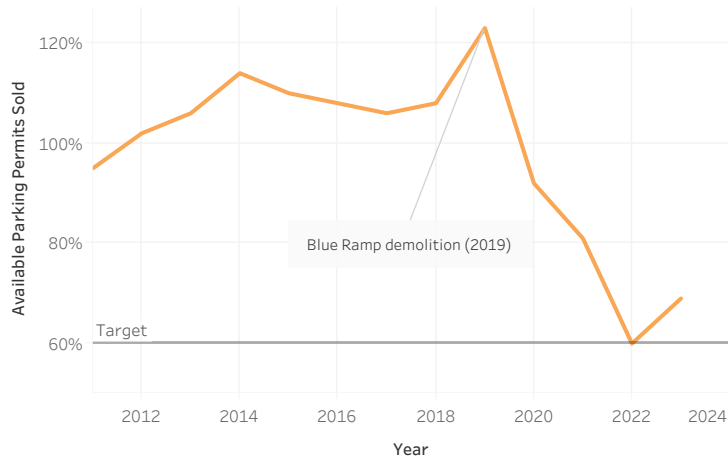
17,290

6,532

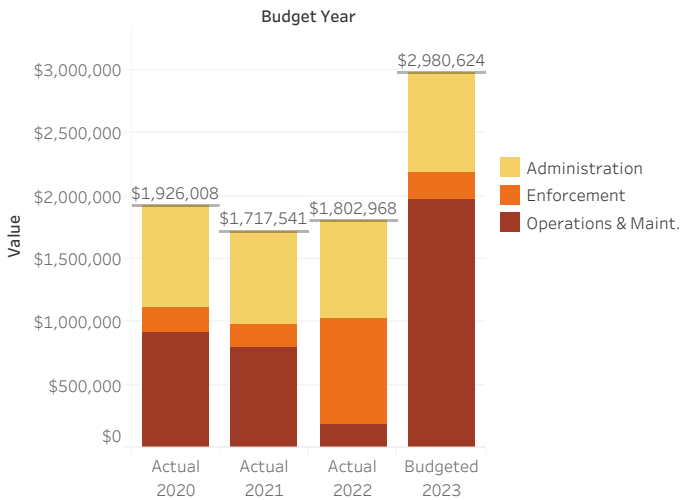
Annual Electric Costs



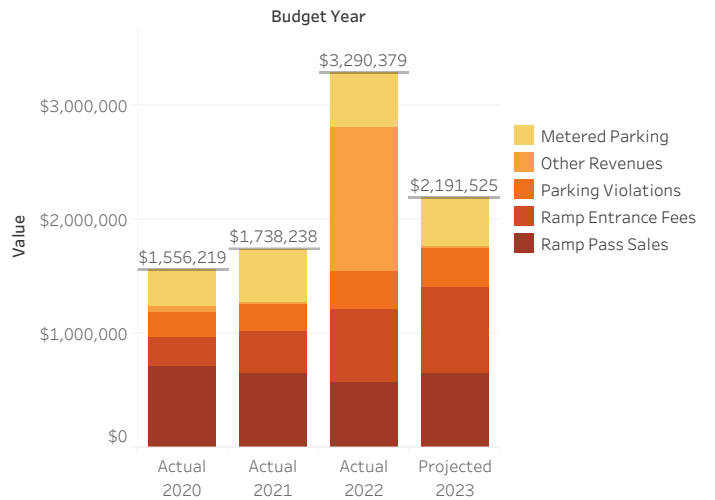
Percent of Available Parking Permits Sold



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.

The below numbers show 2023 midyear numbers. 2023 numbers are reflective through June 30, 2023.

Number of Electric or Hybrid Vehicles in the Fleet

4

Target: 8

Percent of Multi-Use Vehicles in DPW Fleet

33%

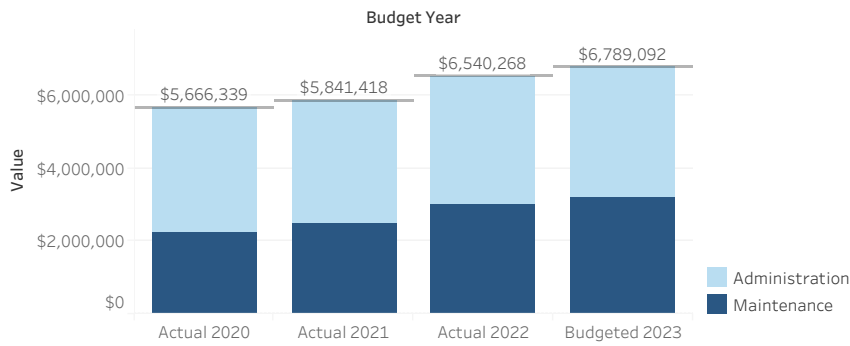
Target: 33%

Total Number of Vehicles in the City Fleet

428

Target: 412

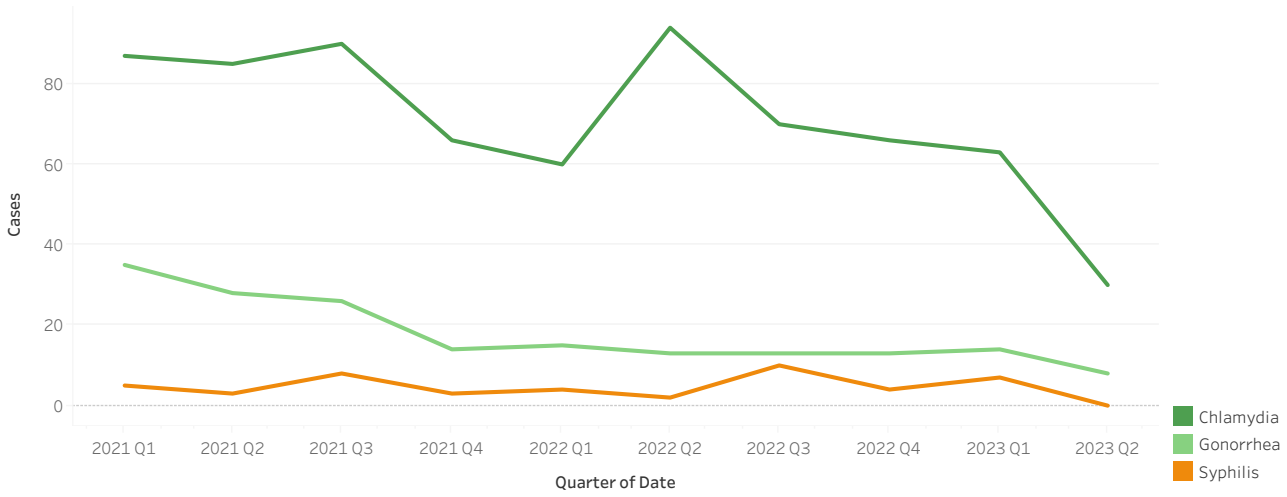
Department Budget Summary



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

77%

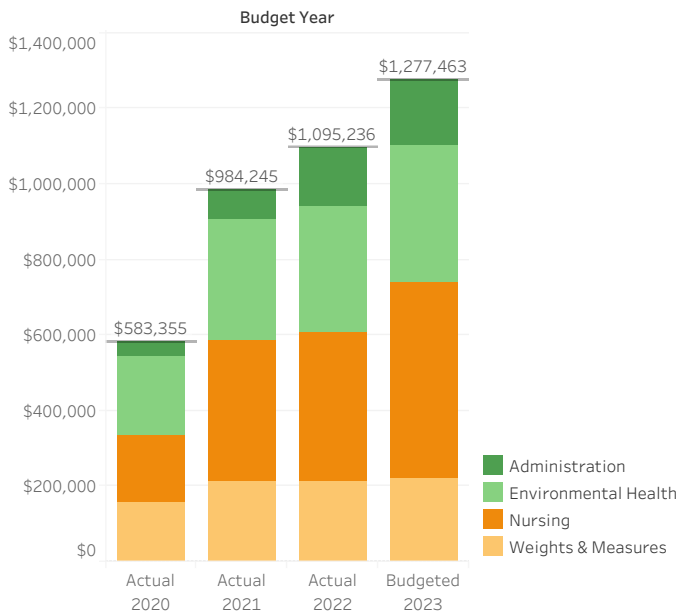
of children who turned 24 months in 2022

W&M Total Inspections

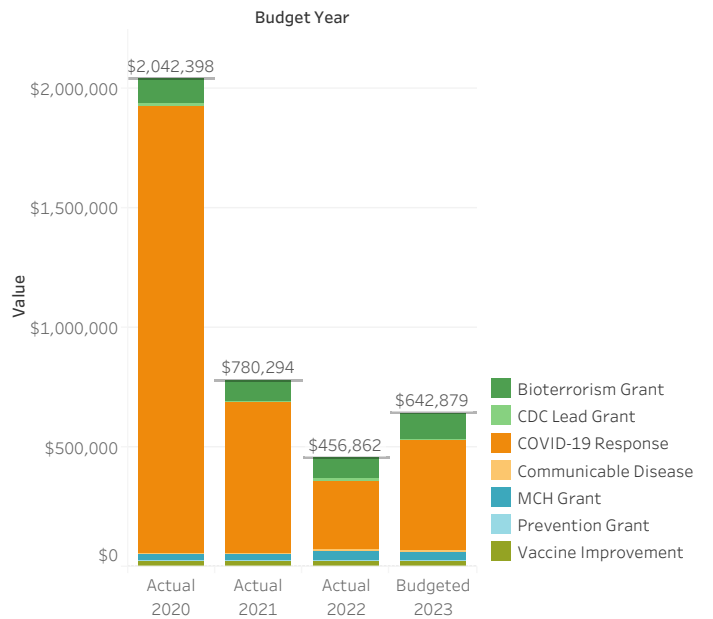
298

in the first two quarters of 2023

Department Budget Summary



Department Budget Summary (Grants)



Health Cont.

Definitions -

Inspections: Routine, annual health inspections

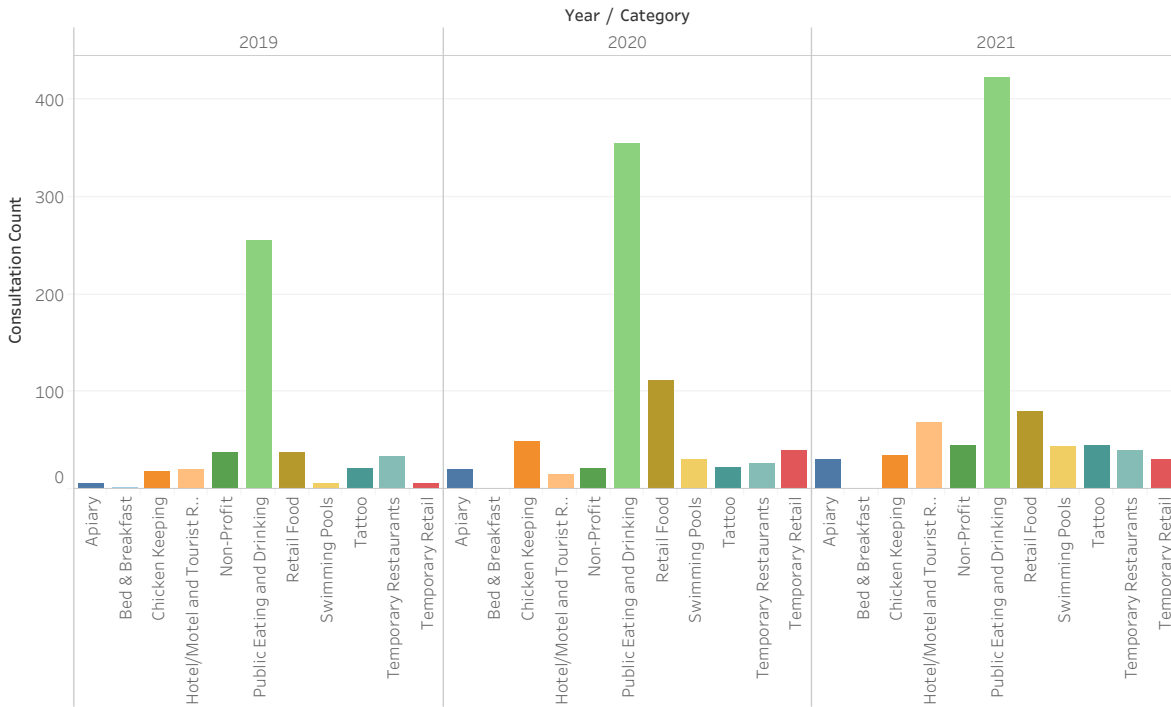
Preinspections: Pre-licensing inspection; inspection before license is granted for the first time

Consultations: All other contact (call for service, progress check, courtesy inspection, etc.). Consultations no longer tracked after 2021.

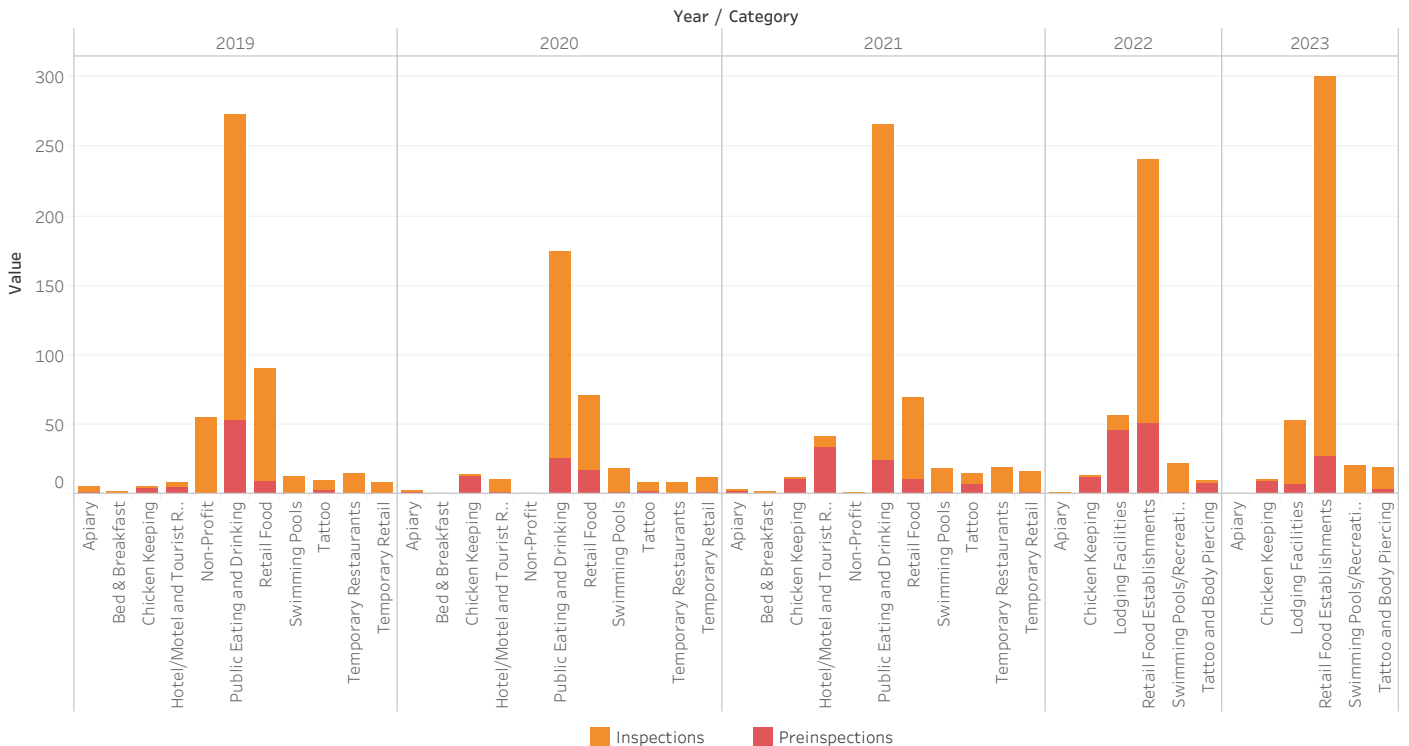
All 2023 numbers are reflective through June 30, 2023.

Consultations

Year
2019 to 2023



Inspections and Preinspections

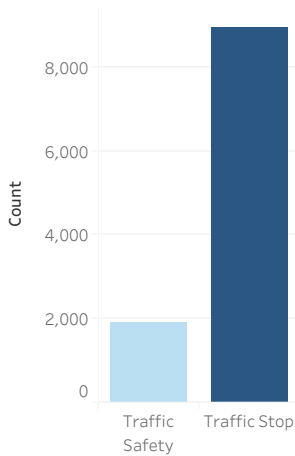


Appleton Police Department

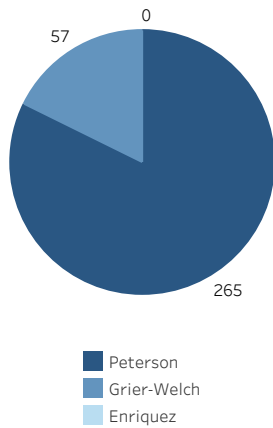
The Appleton Police Department remains committed to protecting the lives and property within our community by prioritizing core services, identifying key initiatives for organizational efficiencies and acknowledging challenges we will continue to face to maintain public safety and trust. Through our 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 9/6/23.

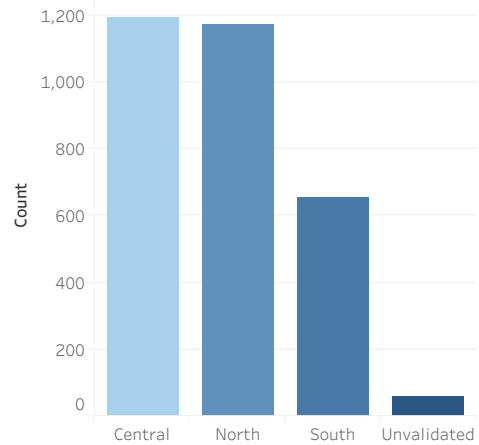
Traffic Data



Mental Health/BHO Contacts



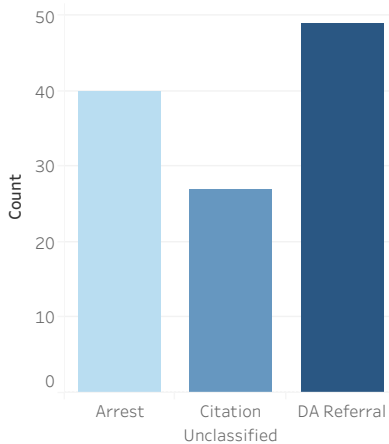
Crime Prevention by District



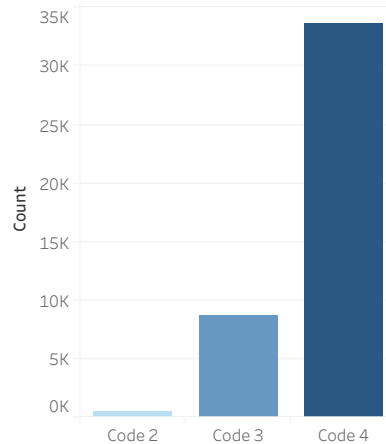
Year
 2022
 2023

Month
 January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

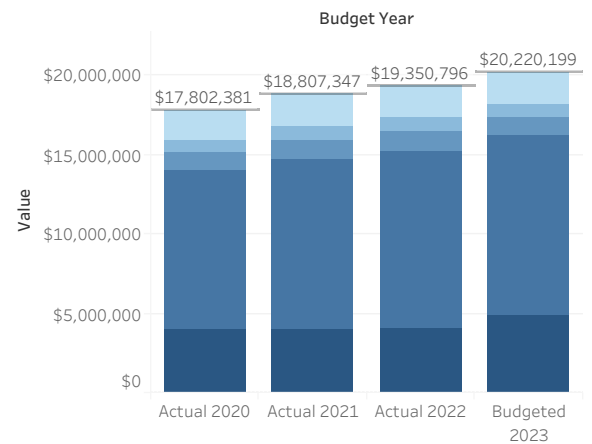
SIU Division Arrests



Calls for Service*



Department Budget Summary



*Types of Codes:

Code 2 - emergency response - officers respond with emergency equipment activated, driving with due regard for public safety (usually less than 3 minutes of dispatch for the first officer on scene, even at peak service demand times.)
Code 3 - priority response - officers respond promptly, driving with due regard, possibly activating emergency equipment at times to clear traffic for a quicker response (usually under 7 minutes for first officer on scene).
Code 4 - general response - non-emergency response. These calls may be held for available staff and may be handled by phone initially.

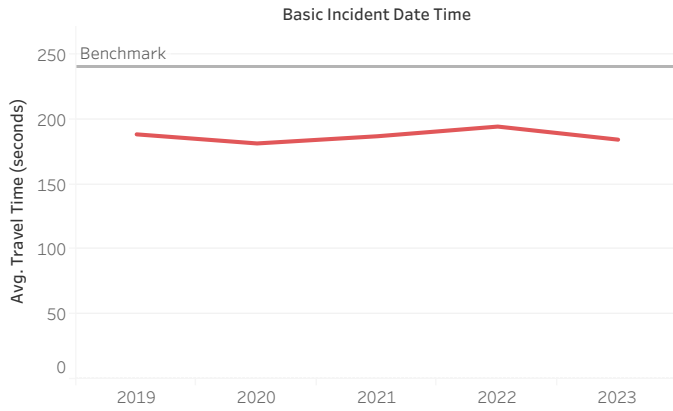
Administrative Services
 Community Services
 Executive Management
 Field Operations
 Investigative Services

Appleton Fire Department

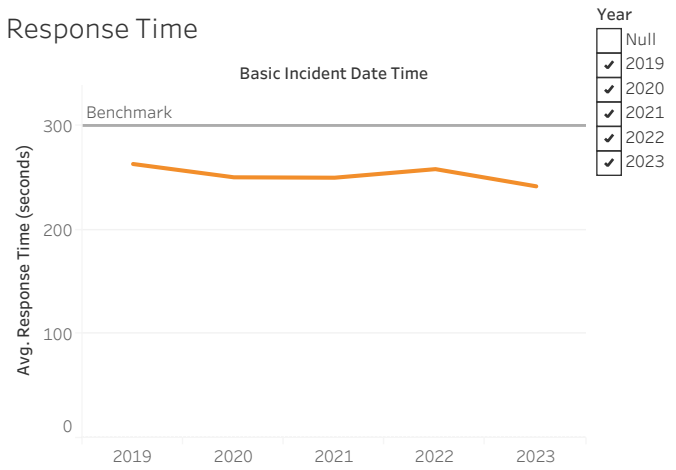
With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community. The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

All 2023 numbers are reflective through June 30, 2023.

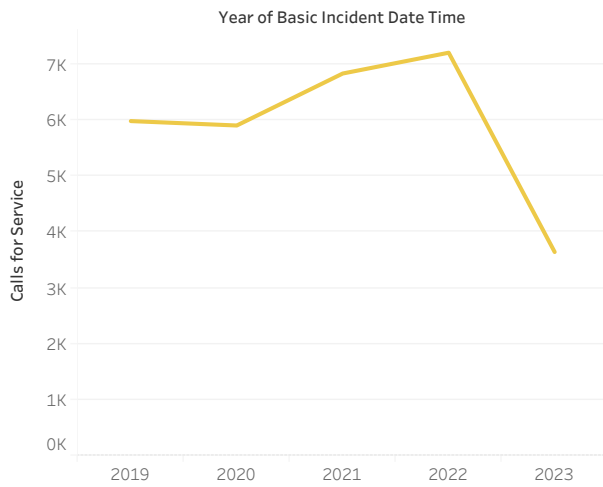
Travel Time



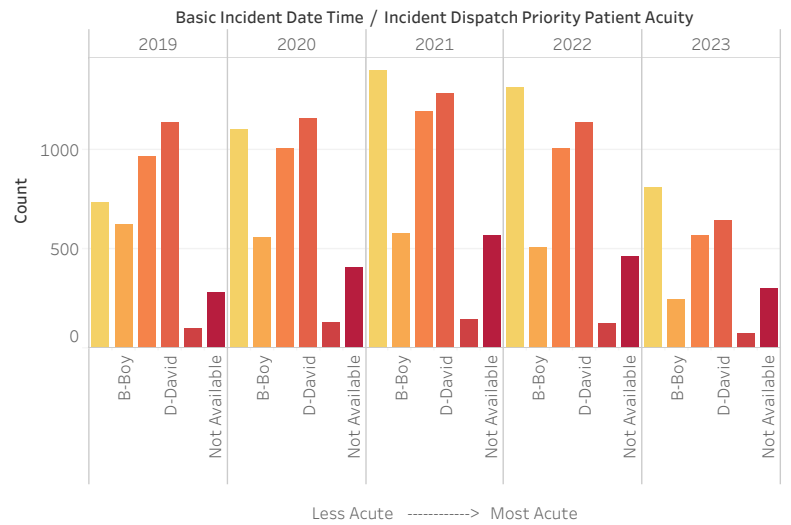
Response Time



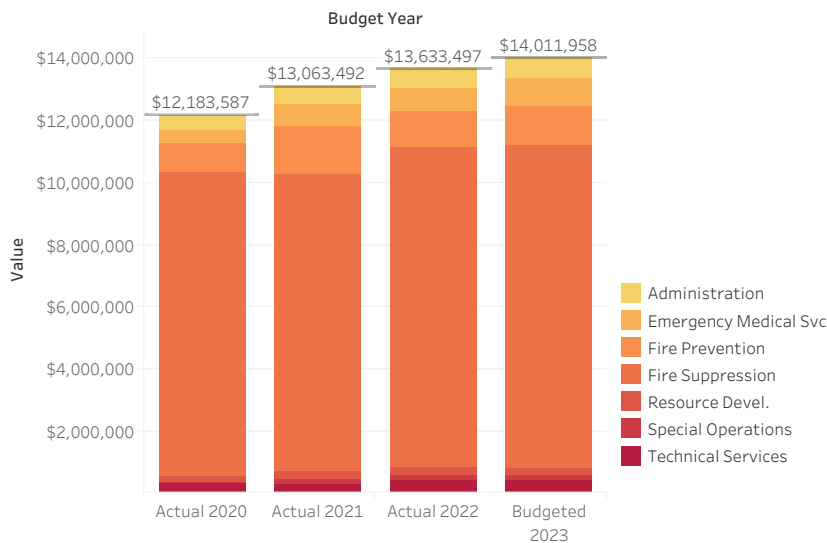
Total Calls for Service



Patient Acuity



Department Budget Summary



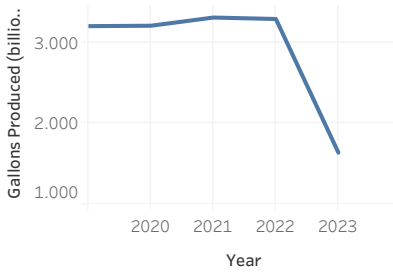
The electronic version of this dashboard includes a second page with charts illustrating number of incidents categorized by type and incidents by station.

Water Utility

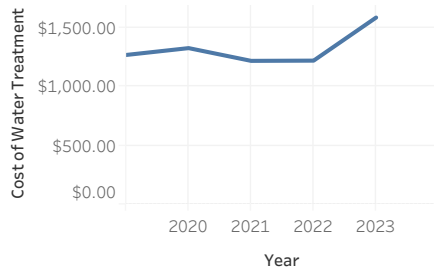
The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

All 2023 numbers reflective through June 30, 2023. Graphs without 2023 values are reported only at year end.

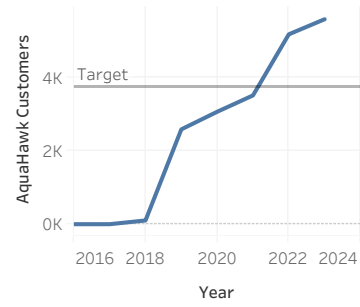
Billion Gallons Produced by Water Plant



Water Treatment Cost per Million Gallons Produced

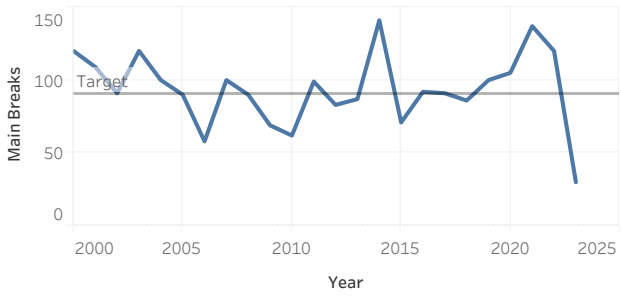


AquaHawk Customers Enrolled

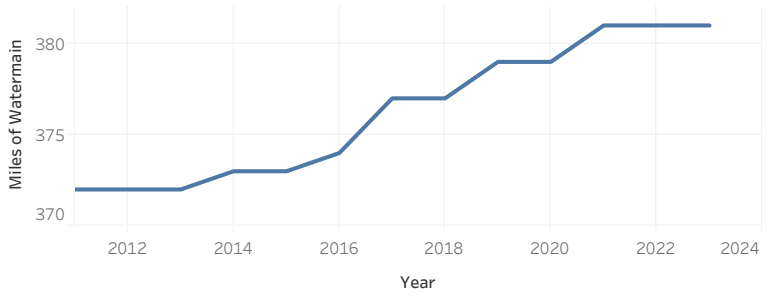


Year 2000 to 2023

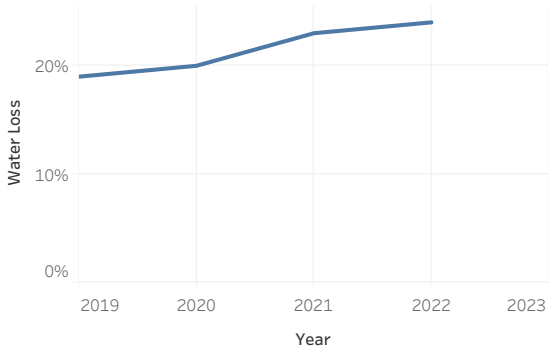
Main Breaks Annually



Total Miles of Watermain



Percent Water Loss (As Reported to the PSC)

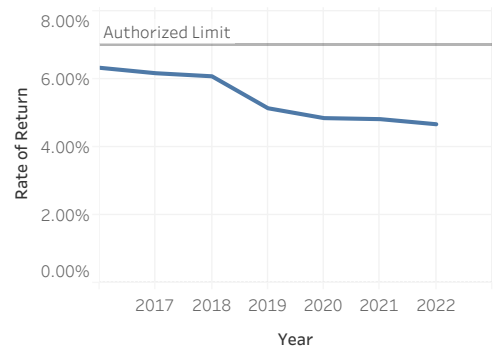


Hydrants per Lane Mile of Street

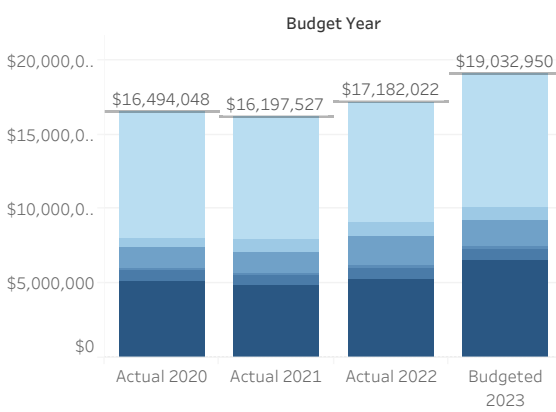
4.66

Target: 8.8
(1 every 600 feet)

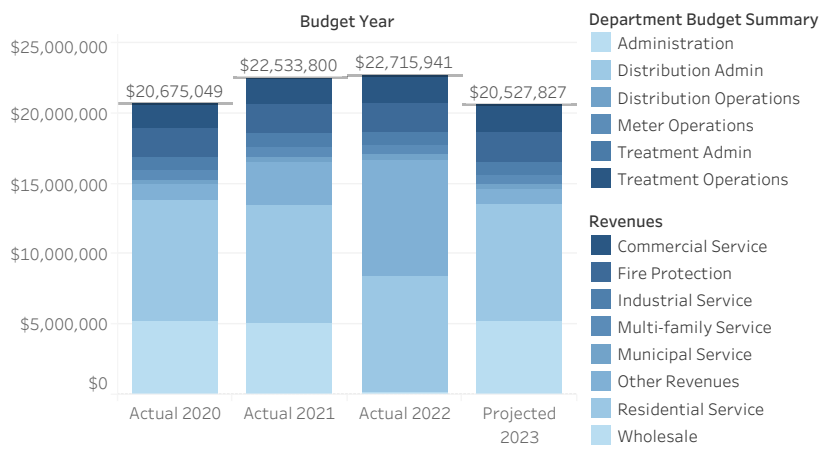
Rate of Return



Department Budget Summary (Operating Expenses)



Revenues

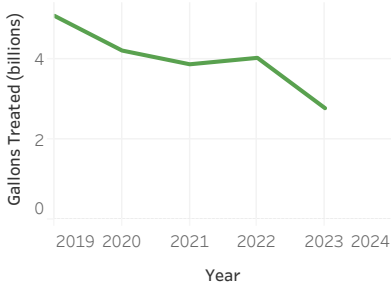


Wastewater Utility

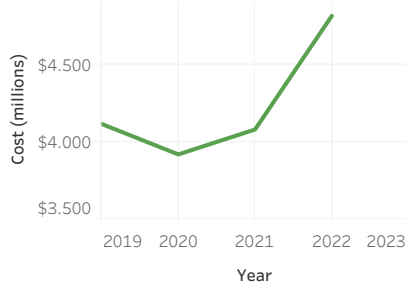
The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically-sound practices.

All 2023 values are reflective through June 30, 2023. Graphs without 2023 values are reported only at year end.

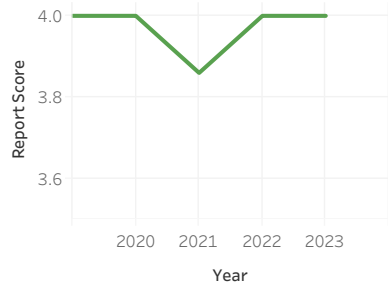
Billion Gallons Treated and Returned to the Environment



Cost in Millions of Water Treatment Expenses

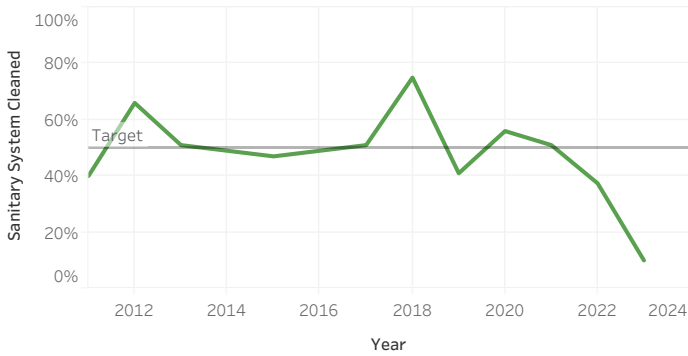


Report Score of Regulatory Report (4.0 Scale)

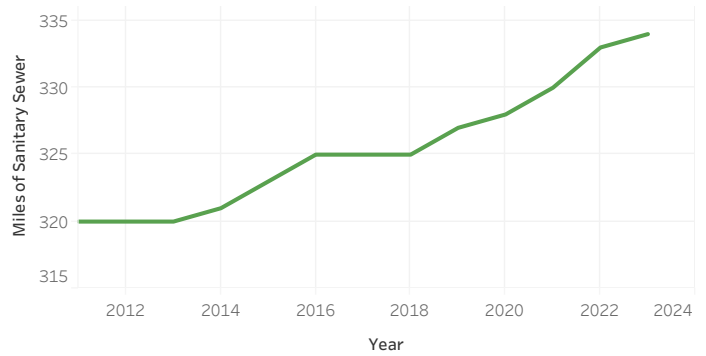


Year
2011 to 2023

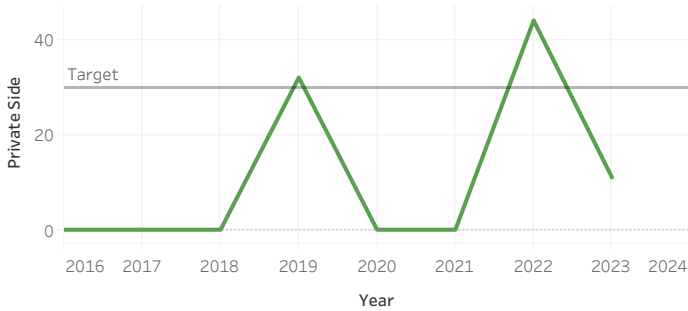
Percent of Total Sanitary System Cleaned Annually



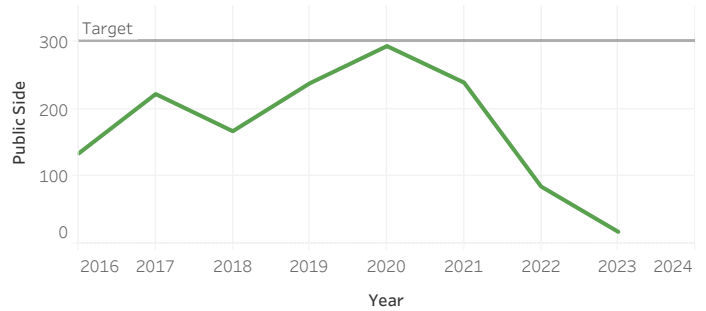
Total Miles of Sanitary Sewer



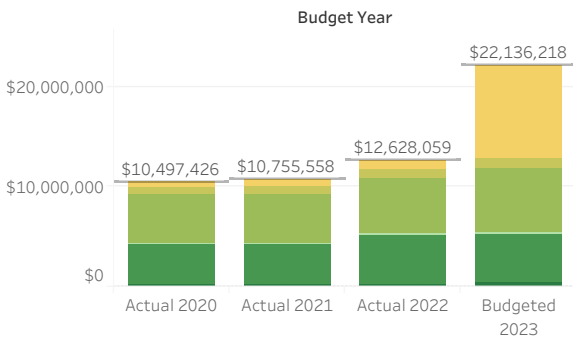
Private Side Laterals Replaced Annually



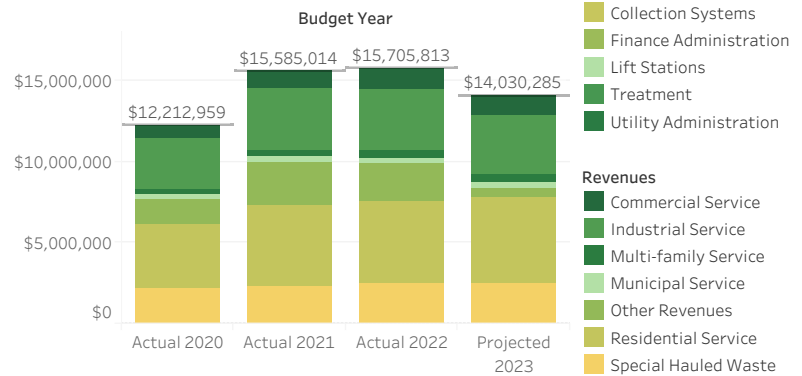
Public Side Laterals Replaced Annually



Department Budget Summary (Operating Expenses)



Revenues



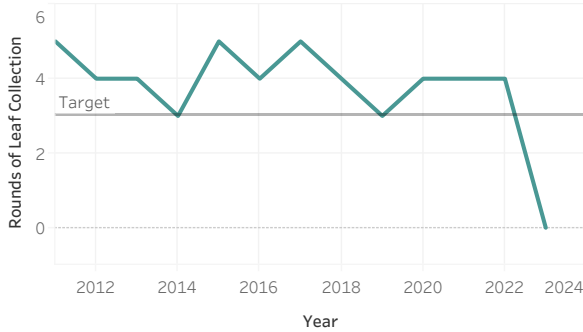
- Operating Expenses**
 - Biosolids Management
 - Collection Systems
 - Finance Administration
 - Lift Stations
 - Treatment
 - Utility Administration
- Revenues**
 - Commercial Service
 - Industrial Service
 - Multi-family Service
 - Municipal Service
 - Other Revenues
 - Residential Service
 - Special Hauled Waste

Stormwater Utility

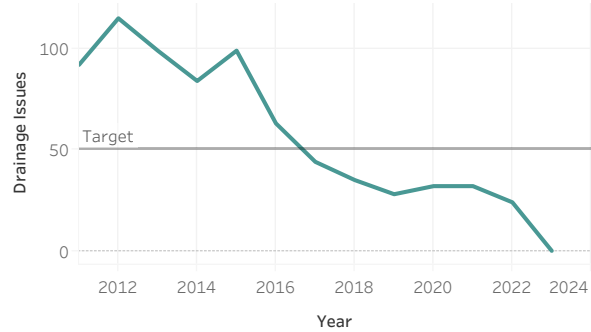
The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality. It is our objective to continue implementing the following programs: public education, public participation, erosion control, pollution prevention, illicit discharge detection/elimination, and post-construction stormwater management plans.

All 2023 values are reflective through June 30, 2023. Graphs without 2023 values are reported only at year end.

Rounds of Leaf Collection Completed

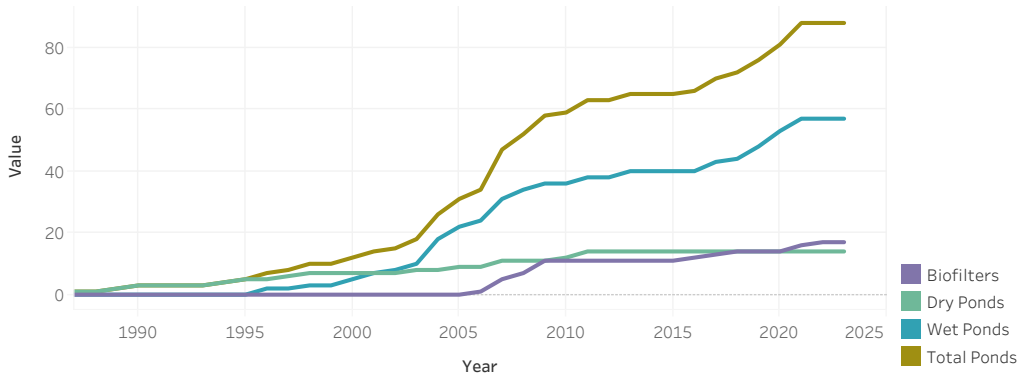


Residential Drainage Issues Addressed



Year
1987 to 2023

Pond and Biofilter Inventory History (Including AASD and Facilities Dept)

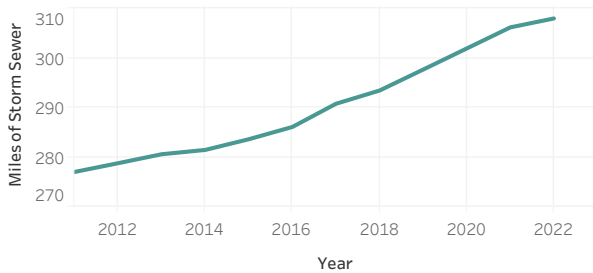


2022 Cubic Yards of Material Collected via Street Sweeping

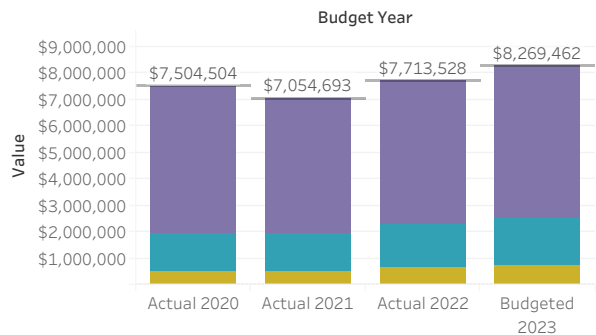
3,625

Target: 6,000

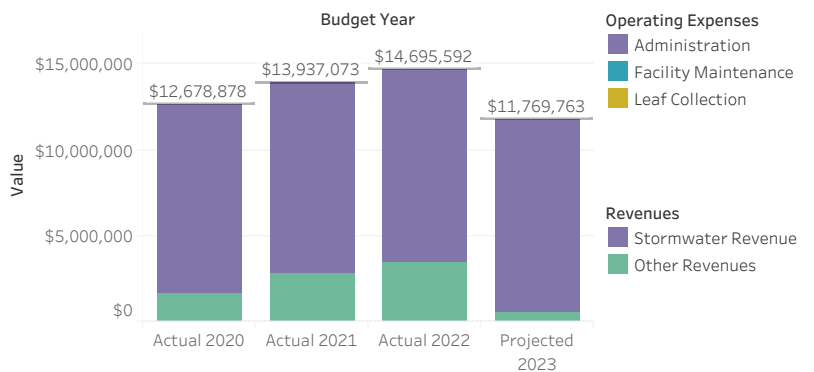
Total Miles of Storm Sewer



Department Budget Summary (Operating Expenses)



Revenues



CITY OF APPLETON

2024 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

2024 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

2024 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

2024 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

2024 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

2024 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

2024 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

2024 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 2024 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 2024 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

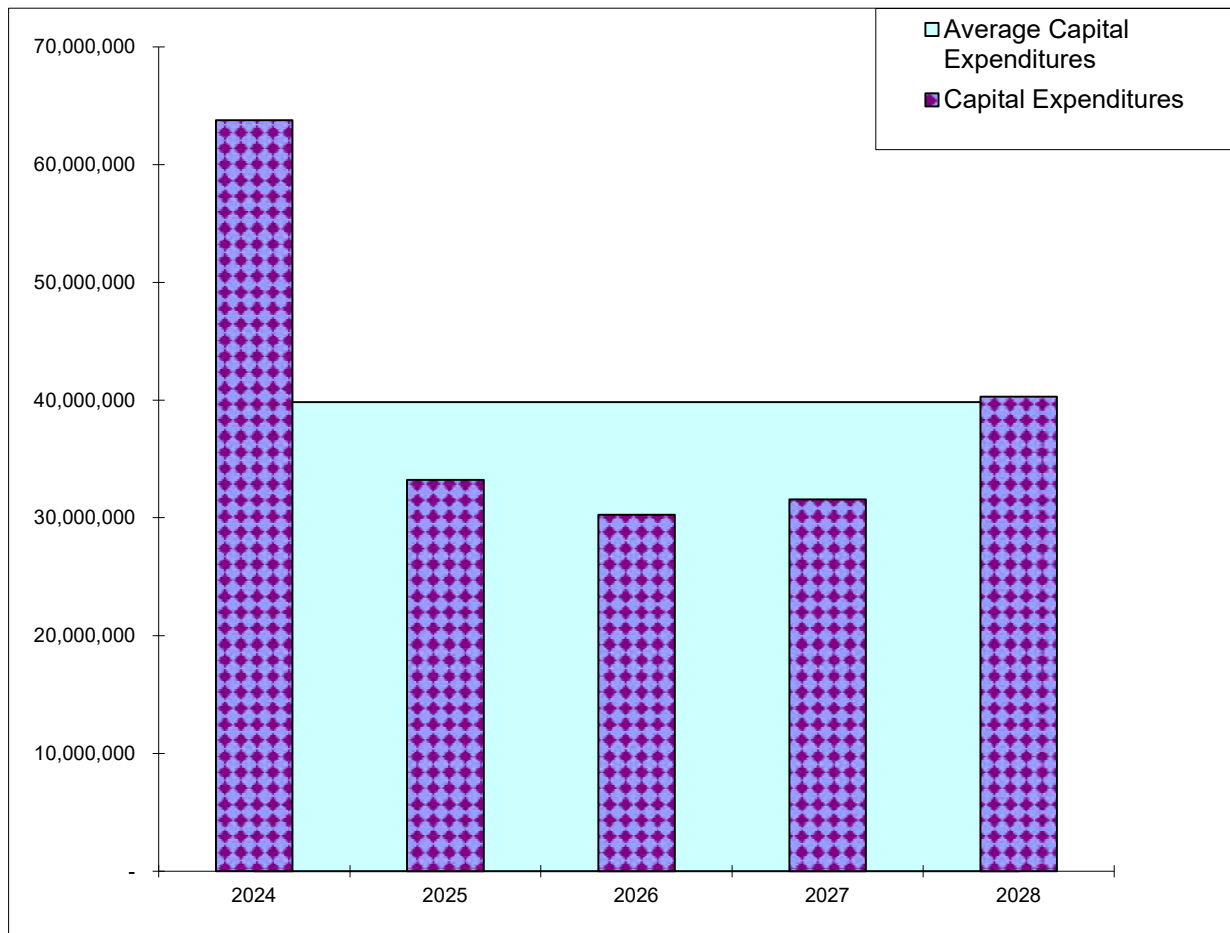
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund some ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a \$20 per vehicle fee for vehicles 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 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028



The chart above illustrates the annual budgeted capital expenditures in comparison with the average for 2024 - 2028.

2024 includes the potential replacement of the Transit Center for Valley Transit, redevelopment of the Lutz trail, and structural improvements to the City's three parking ramps. Other larger projects slated for 2024 include computer network infrastructure upgrades for the Utility departments and HVAC improvements at the Wastewater Treatment Plant.

2025 includes a restroom renovation at the PRFMD Facility, for ADA compliance, 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.

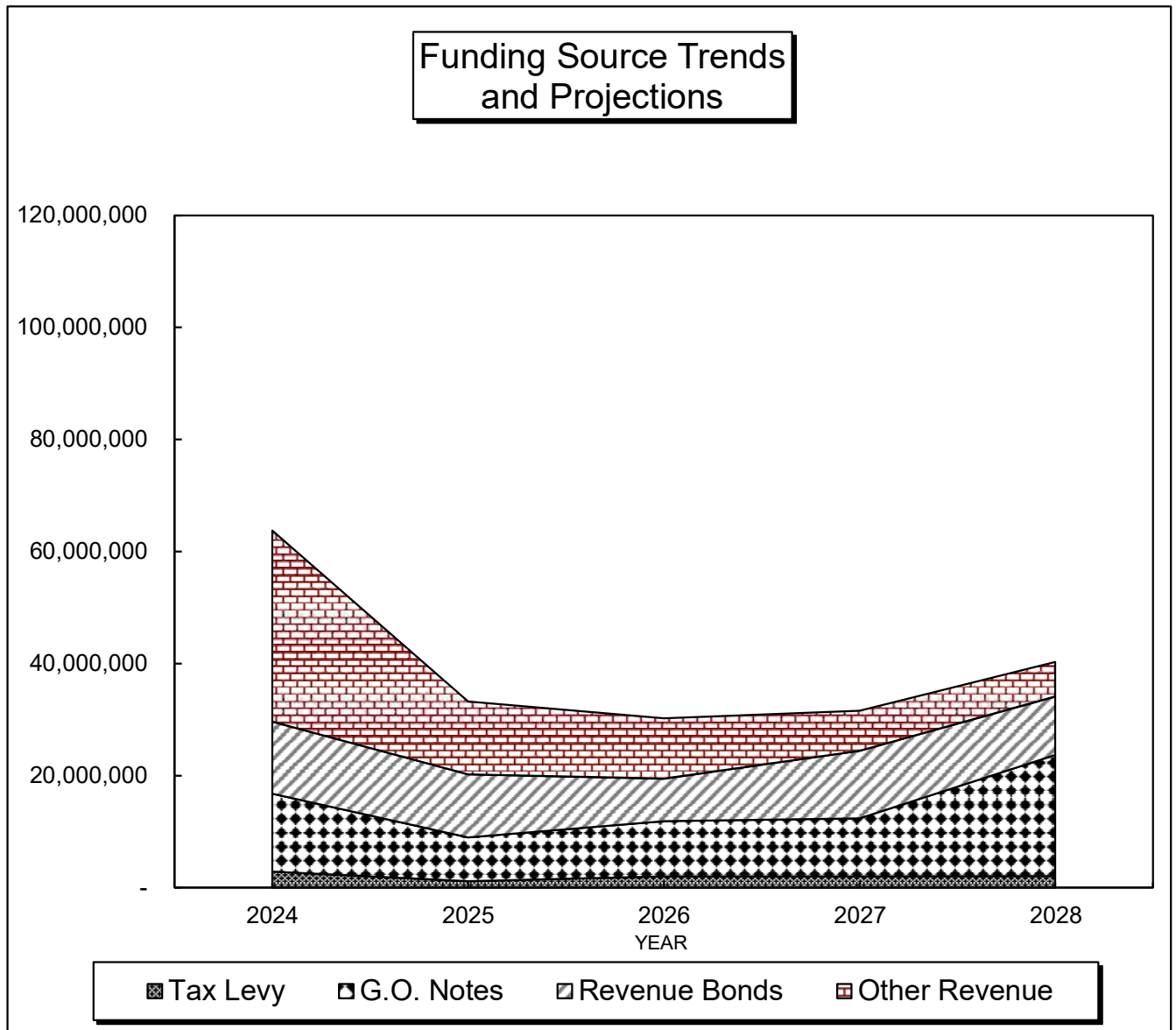
2026 includes construction of the Lutz/Vulcan Trail, connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park, continuation of structural improvements to the City's three parking ramps, and aeration process upgrades at the Wastewater Treatment Plant.

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, City Hall renovations for the Community and Economic Development Department, and renovations at Appleton Memorial Park.

2028 includes construction of a new fire station to replace current Fire Station 4, continuation of structural improvements to the City's three parking ramps, City Hall renovations for the Finance and Human Resources Departments, and M Building upgrades at the Wastewater Treatment Plant.

CITY OF APPLETON 2024 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 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028
PROJECT CATEGORY LIST FOR 2024

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
600	Bridge Improvements	PW	-	-	-	st 25,000	25,000
601	Pedestrian Crosswalk Safety Enhancements	PW	-	60,000	-	-	60,000
602	Asphalt Paving Program	PW	2,063,884	252,070	-	-	2,315,954
606	Concrete Paving Program	PW	25,000	4,269,386	-	sd 52,265	4,346,651
612	Grade and Gravel Program	PW	-	1,316,401	-	sd 235,952	1,552,353
614	Sidewalk Program	PW	765,000	325,151	-	sd 63,146	1,153,297
616	Stormwater Program	SW	-	1,622,909	-	st 4,944,859	6,567,768
622	Watermain Program	WD	-	782,222	2,450,000	w 729,291	3,961,513
628	Sanitary Sewer Program	WW	-	332,094	500,000	s 1,113,854	1,945,948
634	Public Safety Camera Program	PW	-	90,000	-	-	90,000
635	Southpoint Commerce Park	CD	-	324,529	-	-	324,529
Facilities							
636	Police Firing Range Upgrade	APD	-	162,000	-	-	162,000
638	Electrical Upgrades	PRFM	-	25,000	-	-	25,000
639	Elevator Replacement	PRFM	-	-	350,000	s -	350,000
640	Facility Renovations	PRFM	-	225,000	-	-	225,000
642	Grounds Improvements	PRFM	-	50,000	-	-	50,000
643	Hardscape Infrastructure Improvements/Replace.	PRFM	-	400,000	300,000	s -	700,000
644	HVAC Upgrades	PRFM	-	225,000	3,340,000	w/s -	3,565,000
645	Interior Finishes and Furniture	PRFM	-	495,000	-	-	495,000
646	Lighting Upgrades	PRFM	-	150,000	150,000	s -	300,000
648	Roof Replacement	PRFM	-	175,000	950,000	s -	1,125,000
649	Safety and Security Improvements	PRFM	-	499,000	-	-	499,000
650	Transit Center	VT	-	-	-	v 25,000,000	25,000,000
651	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
Equipment							
654	Enterprise Resource Planning (ERP) System	IT	-	65,000	-	s/w/st/sn 80,000	145,000
655	Fuelmaster FMLive Saas Upgrade	IT	-	35,000	-	-	35,000
656	Axon Officer Safety	APD	-	111,900	-	-	111,900
658	Cardiac Monitors	AFD	-	44,000	-	-	44,000
659	Self-check Machines & RFID Pads	LIB	-	50,000	-	-	50,000
661	Aeration Process Upgrade	WW	-	-	600,000	s -	600,000
662	Lift Station Improvements	WW	-	-	1,600,000	s -	1,600,000
663	Phosphorus Analyzer Replacement	WW	-	-	30,000	s -	30,000
664	Primary Clarifiers #1-4 Rebuild	WW	-	-	1,000,000	s -	1,000,000
666	Utility Dept Computer Network Infrastructure Upgrade	WW/WF	-	-	1,400,000	s/w 175,000	1,575,000
667	Treatment Instrumentation Replacement	WF	-	-	80,000	w -	80,000
669	Water Server Upgrade	WF	-	-	115,000	w -	115,000
Quality of Life							
671	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
672	Park Aquatics	PRFM	-	350,000	-	-	350,000
674	Pavilion and Recreation Facilities	PRFM	-	290,000	-	-	290,000
675	Playground Areas	PRFM	-	240,000	-	-	240,000
676	Reid Golf Course	PRFM	-	-	-	gc 45,000	45,000
679	Trails & Trail Connections	PRFM	-	900,000	-	-	900,000
			<u>\$ 2,853,884</u>	<u>\$ 13,891,662</u>	<u>\$ 12,865,000 *</u>	<u>\$ 34,164,367</u>	<u>\$ 63,774,913</u>
Less: TIF Funded GO Notes					5,070,443		
Property Tax Funded GO Notes					<u>\$ 8,821,219</u>		

Other Supplemental Information:

Sewer User Fees (s):	\$ 1,133,854
Water User Fees (w):	924,291
Stormwater User Fees (st):	4,989,859
Subdivision (sd):	351,363
Sanitation User Fees (sn):	20,000
Valley Transit Capital Projects (v):	25,000,000
Parking User Fees (p):	1,700,000
Reid Golf Course (gc):	45,000
	<u>\$ 34,164,367</u>

* Due to positive cash balances at the beginning of 2023 and extended or delayed capital projects, planned debt in 2023 was delayed and will be combine with the 2024 debt issue, resulting in a higher issue than the projects noted above.

CITY OF APPLETON 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028
PROJECT CATEGORY LIST FOR 2025

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
600	Bridge Improvements	PW	-	-	-	st 570,000	570,000
602	Asphalt Paving Program	PW	653,685	777,998	-	-	1,431,683
606	Concrete Paving Program	PW	30,000	2,088,011	-	sd 1,854,748	3,972,759
612	Grade and Gravel Program	PW	-	-	-	sd 117,220	117,220
614	Sidewalk Program	PW	451,520	279,274	-	sd 266,432	997,226
616	Stormwater Program	SW	-	-	-	st 4,941,074	4,941,074
622	Watermain Program	WD	-	-	1,400,000	w 1,956,449	3,356,449
628	Sanitary Sewer Program	WW	-	-	2,500,000	s 1,551,835	4,051,835
634	Public Safety Camera Program	PW	-	92,700	-	-	92,700
Facilities							
637	Building Envelope	PRFM	-	150,000	40,000	s -	190,000
638	Electrical Upgrades	PRFM	-	225,000	3,800,000	s -	4,025,000
640	Facility Renovations	PRFM	-	1,000,000	350,000	s -	1,350,000
642	Grounds Improvements	PRFM	-	25,000	-	-	25,000
643	Hardscape Infrastructure Improvements/Replace.	PRFM	-	700,000	-	-	700,000
644	HVAC Upgrades	PRFM	-	375,000	650,000	s -	1,025,000
645	Interior Finishes and Furniture	PRFM	-	375,000	-	-	375,000
646	Lighting Upgrades	PRFM	-	500,000	-	-	500,000
648	Roof Replacement	PRFM	-	-	275,000	s -	275,000
649	Safety and Security Improvements	PRFM	-	260,000	-	-	260,000
651	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
653	Receiving Station Upgrades	WW	-	-	100,000	s -	100,000
Equipment							
656	Axon Officer Safety	APD	-	111,900	-	-	111,900
660	Survey Instrument Replacement	PW	-	40,000	-	-	40,000
662	Lift Station Improvements	WW	-	-	850,000	s -	850,000
668	Tower Pump Stations	WF	-	-	1,300,000	w -	1,300,000
Quality of Life							
671	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
674	Pavilion and Recreation Facilities	PRFM	-	450,000	-	-	450,000
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
678	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
679	Trails & Trail Connections	PRFM	-	155,000	-	-	155,000
			<u>\$ 1,135,205</u>	<u>\$ 7,844,883</u>	<u>\$11,265,000</u>	<u>\$12,992,758</u>	<u>\$ 33,237,846</u>
Less: TIF Funded GO Notes			-				
Property Tax Funded GO Notes			<u>7,844,883</u>				

Other Supplemental Information:

Sewer User Fees (s):	\$ 1,551,835
Water User Fees (w):	1,956,449
Stormwater User Fees (st):	5,511,074
Subdivision (sd):	2,238,400
Parking User Fees (p):	1,700,000
Reid Golf Course (gc):	35,000
	<u>\$ 12,992,758</u>

CITY OF APPLETON 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028
PROJECT CATEGORY LIST FOR 2026

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
600	Bridge Improvements	PW	-	-	-	st 140,000	140,000
602	Asphalt Paving Program	PW	504,290	150,000	-	-	654,290
606	Concrete Paving Program	PW	1,012,354	2,849,124	-	sd 1,296,343	5,157,821
612	Grade and Gravel Program	PW	-	-	-	sd 118,980	118,980
614	Sidewalk Program	PW	483,400	225,424	-	sd 526,909	1,235,733
616	Stormwater Program	SW	-	-	-	st 5,865,448	5,865,448
622	Watermain Program	WD	-	-	2,500,000	w 762,332	3,262,332
628	Sanitary Sewer Program	WW	-	-	1,000,000	s 307,991	1,307,991
634	Public Safety Camera Program	PW	-	95,475	-	-	95,475
Facilities							
637	Building Envelope	PRFM	-	-	80,000	w -	80,000
638	Electrical Upgrades	PRFM	-	200,000	100,000	s -	300,000
639	Elevator Replacement	PRFM	-	-	400,000	s -	400,000
640	Facility Renovations	PRFM	-	125,000	450,000	s -	575,000
642	Grounds Improvements	PRFM	-	25,000	-	-	25,000
643	Hardscape Infrastructure Improvements/Replace.	PRFM	-	525,000	300,000	s -	825,000
644	HVAC Upgrades	PRFM	-	125,000	850,000	w/s -	975,000
645	Interior Finishes and Furniture	PRFM	-	35,000	-	-	35,000
646	Lighting Upgrades	PRFM	-	275,000	75,000	s -	350,000
649	Safety and Security Improvements	PRFM	-	250,000	-	-	250,000
651	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
653	Receiving Station Upgrades	WW	-	-	800,000	s -	800,000
Equipment							
656	Axon Officer Safety	APD	-	111,900	-	-	111,900
657	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	269,625	-	-	269,625
661	Aeration Process Upgrade	WW	-	1,200,000	-	-	1,200,000
662	Lift Station Improvements	WW	-	-	850,000	s -	850,000
665	Bisulfite Bulk Tank Replacement	WW	-	-	160,000	s -	160,000
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	-	150,000	-	-	150,000
676	Reid Golf Course	PRFM	-	-	-	gc 80,000	80,000
677	Sport Courts	PRFM	-	350,000	-	-	350,000
679	Trails & Trail Connections	PRFM	-	2,750,000	-	-	2,750,000
			<u>\$ 2,000,044</u>	<u>\$ 9,886,548</u>	<u>\$ 7,565,000</u>	<u>\$ 10,798,003</u>	<u>\$ 30,249,595</u>
Less: TIF Funded GO Notes				70,000			
Property Tax Funded GO Notes				<u>9,816,548</u>			

Other Supplemental Information:

Sewer User Fees (s):	\$ 307,991
Water User Fees (w):	762,332
Stormwater User Fees (st):	6,005,448
Subdivision (sd):	1,942,232
Parking User Fees (p)	1,700,000
Reid Golf User Fees (gc):	80,000
	<u>\$ 10,798,003</u>

CITY OF APPLETON 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028
PROJECT CATEGORY LIST FOR 2027

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
600	Bridge Improvements	PW	-	-	-	st 250,000	250,000
602	Asphalt Paving Program	PW	1,312,064	597,576	-	-	1,909,640
606	Concrete Paving Program	PW	120,020	2,670,012	-	sd 356,223	3,146,255
612	Grade and Gravel Program	PW	-	327,473	-	sd 120,740	448,213
614	Sidewalk Program	PW	568,625	273,774	-	sd 57,753	900,152
616	Stormwater Program	SW	-	-	6,000,000	st 1,543,757	7,543,757
622	Watermain Program	WD	-	-	-	w 2,613,313	2,613,313
628	Sanitary Sewer Program	WW	-	-	1,000,000	s 480,207	1,480,207
634	Public Safety Camera Program	PW	-	98,350	-	-	98,350
Facilities							
638	Electrical Upgrades	PRFM	-	-	3,800,000	w/s 25,000	3,825,000
639	Elevator Replacement	PRFM	-	-	350,000	s -	350,000
640	Facility Renovations	PRFM	-	25,000	-	-	25,000
641	Fire Station #4 Replacement	PRFM	-	800,000	-	-	800,000
642	Grounds Improvements	PRFM	-	25,000	-	-	25,000
643	Hardscape Infrastructure Improvements/Replace.	PRFM	-	350,000	-	-	350,000
644	HVAC Upgrades	PRFM	-	25,000	600,000	s -	625,000
645	Interior Finishes and Furniture	PRFM	-	1,250,000	-	-	1,250,000
646	Lighting Upgrades	PRFM	-	275,000	-	-	275,000
647	Plumbing Upgrades	PRFM	-	70,000	-	-	70,000
648	Roof Replacement	PRFM	-	150,000	250,000	s -	400,000
649	Safety and Security Improvements	PRFM	-	150,000	-	-	150,000
651	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,700,000	1,700,000
Equipment							
656	Axon Officer Safety	APD	-	111,900	-	-	111,900
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	-	750,000	-	-	750,000
675	Playground Areas	PRFM	-	375,000	-	-	375,000
676	Reid Golf Course	PRFM	-	-	-	gc 25,000	25,000
677	Sport Courts	PRFM	-	45,000	-	-	45,000
678	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
679	Trails & Trail Connections	PRFM	-	450,000	-	-	450,000
			<u>\$ 2,000,709</u>	<u>\$ 10,399,085</u>	<u>\$ 12,000,000</u>	<u>\$ 7,171,993</u>	<u>\$ 31,571,787</u>
Less: TIF Funded GO Notes							
Property Tax Funded GO Notes							
				<u>120,000</u>			
				<u>10,279,085</u>			

Other Supplemental Information:

Sewer User Fees (s):	\$ 480,207
Water User Fees (w):	2,638,313
Stormwater User Fees (st):	1,793,757
Subdivision (sd):	534,716
Parking User Fees (p)	1,700,000
Reid Golf User Fees (gc):	25,000
	<u>\$ 7,171,993</u>

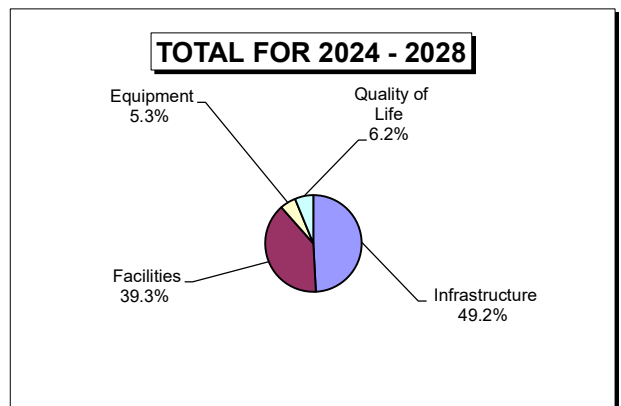
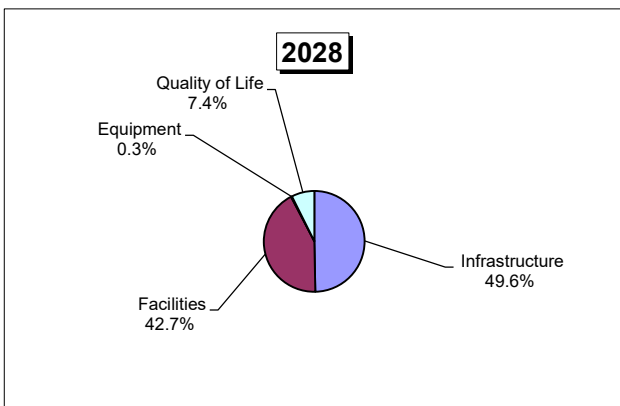
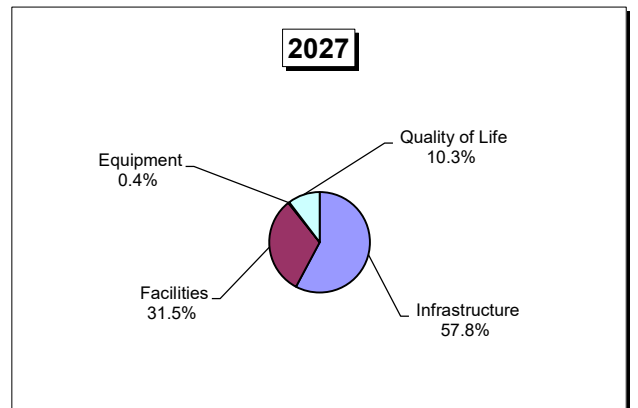
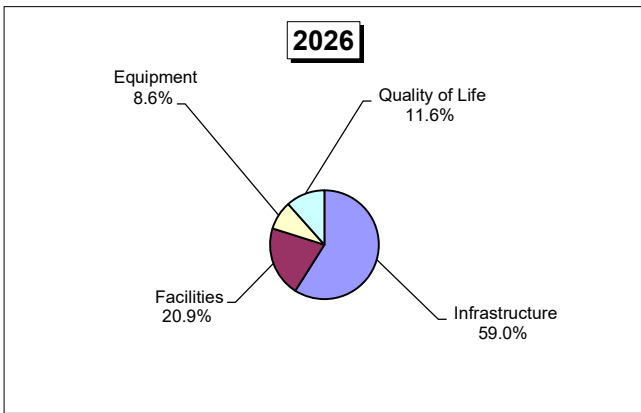
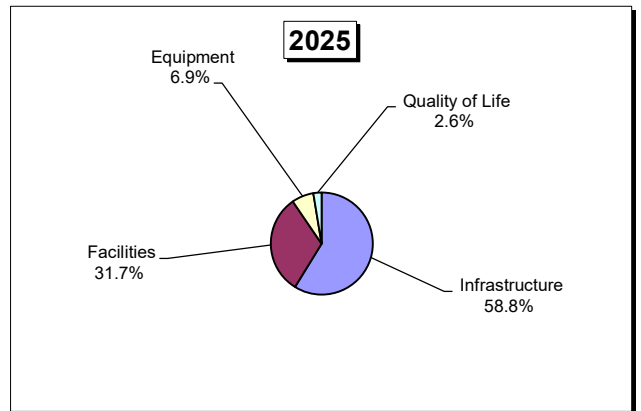
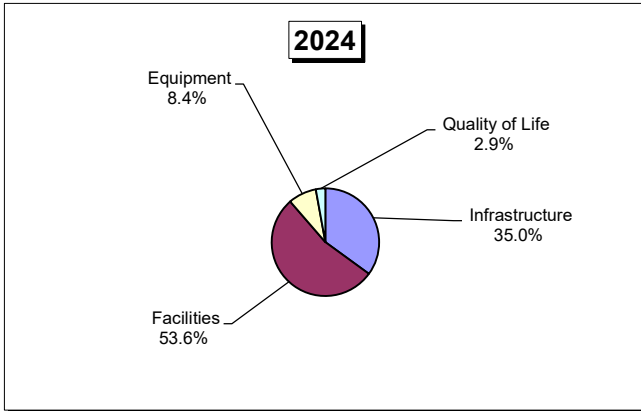
CITY OF APPLETON 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028
PROJECT CATEGORY LIST FOR 2028

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
602	Asphalt Paving Program	PW	1,479,145	706,894	-	-	2,186,039
606	Concrete Paving Program	PW	23,000	4,406,325	-	sd 1,618,129	6,047,454
612	Grade and Gravel Program	PW	-	-	-	sd 38,464	38,464
614	Sidewalk Program	PW	531,300	1,147,934	-	sd 210,680	1,889,914
616	Stormwater Program	SW	-	-	3,000,000	st 1,727,018	4,727,018
622	Watermain Program	WD	-	-	2,500,000	w 508,897	3,008,897
628	Sanitary Sewer Program	WW	-	-	1,000,000	s 1,054,793	2,054,793
634	Public Safety Camera Program	PW	-	101,300	-	-	101,300
Facilities							
637	Building Envelope	PRFM	-	-	80,000	w -	80,000
638	Electrical Upgrades	PRFM	-	400,000	250,000	w -	650,000
639	Elevator Replacement	PRFM	-	-	350,000	s -	350,000
640	Facility Renovations	PRFM	-	150,000	450,000	s -	600,000
641	Fire Station #4 Replacement	PRFM	-	8,250,000	-	-	8,250,000
642	Grounds Improvements	PRFM	-	225,000	-	-	225,000
643	Hardscape Infrastructure Improvements/Replace.	PRFM	-	350,000	300,000	s -	650,000
644	HVAC Upgrades	PRFM	-	-	800,000	s -	800,000
645	Interior Finishes and Furniture	PRFM	-	1,535,000	-	-	1,535,000
646	Lighting Upgrades	PRFM	-	525,000	75,000	s -	600,000
647	Plumbing Upgrades	PRFM	-	700,000	-	-	700,000
649	Safety and Security Improvements	PRFM	-	140,000	-	-	140,000
651	Parking Utility Signage and Structural Renovations	PAR	-	-	-	p 1,000,000	1,000,000
652	M Building Upgrades	WW	-	-	1,600,000	s -	1,600,000
Equipment							
656	Axon Officer Safety	APD	-	111,900	-	-	111,900
Quality of Life							
670	Appleton Memorial Park - Renovations	PRFM	-	100,000	-	-	100,000
671	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
673	Park Development	PRFM	-	965,000	-	-	965,000
674	Pavilion and Recreation Facilities	PRFM	-	37,500	-	-	37,500
675	Playground Areas	PRFM	-	600,000	-	-	600,000
676	Reid Golf Course	PRFM	-	-	-	gc 55,000	55,000
677	Sport Courts	PRFM	-	350,000	-	-	350,000
679	Trails & Trail Connections	PRFM	-	800,000	-	-	800,000
			<u>\$ 2,033,445</u>	<u>\$ 21,651,853</u>	<u>\$ 10,405,000</u>	<u>\$ 6,212,981</u>	<u>\$ 40,303,279</u>
Less: TIF Funded GO Notes				2,294,624			
Property Tax Funded GO Notes				<u>19,357,229</u>			

Other Supplemental Information:

Sewer User Fees (s):	\$ 1,054,793
Water User Fees (w):	508,897
Stormwater User Fees (st):	1,727,018
Subdivision (sd):	1,867,273
Parking User Fees (p)	1,000,000
Reid Golf User Fees (gc):	55,000
	<u>\$ 6,212,981</u>

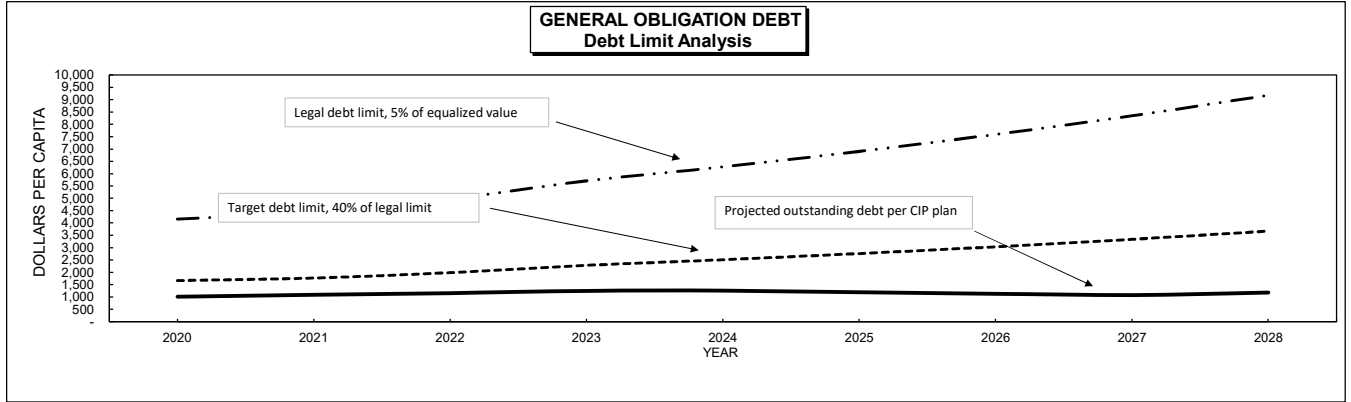
**CITY OF APPLETON 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024 - 2028
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2024 BUDGET

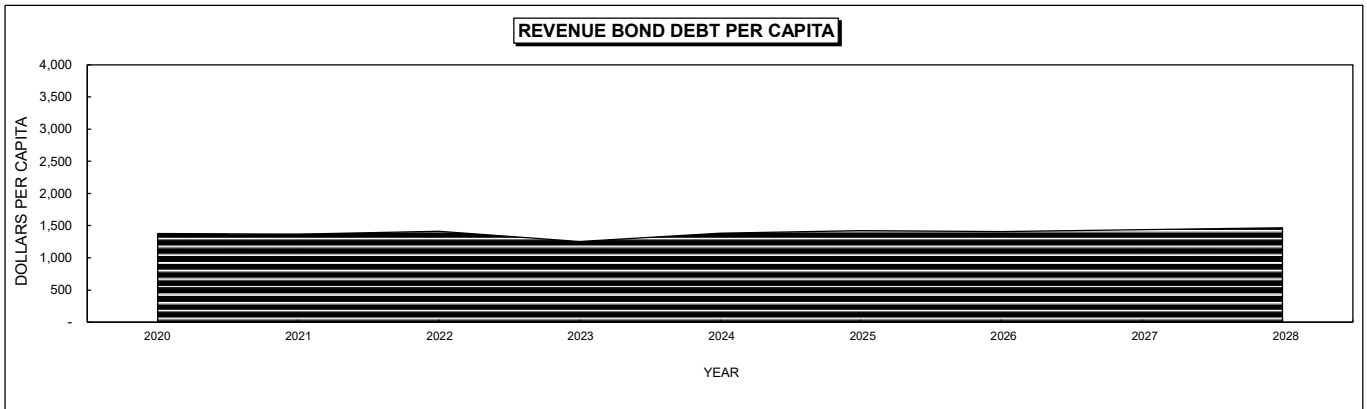
Outstanding Debt

	2020	2021	2022	2023	2024	2025	2026	2027	2028
Equalized Value	6,200,311,200	6,688,360,800	7,511,516,400	8,640,805,200	9,554,458,400	10,564,718,600	11,681,800,800	12,916,999,900	14,282,805,300
Legal G.O. Debt Limit	310,015,560	334,418,040	375,575,820	432,040,260	477,722,920	528,235,930	584,090,040	645,849,995	714,140,265
Outstanding G.O. Debt *	75,071,932	82,170,000	87,620,000	94,690,128	95,671,790	90,936,673	87,138,221	83,474,306	91,621,159
Population	74,465	75,644	75,605	75,700	76,118	76,539	76,962	77,387	77,815
G.O. Debt per Capita									
Legal Limit	4,163	4,421	4,968	5,707	6,276	6,902	7,589	8,346	9,177
Policy Limit	1,665	1,768	1,987	2,283	2,510	2,761	3,036	3,338	3,671
Actual	1,008	1,086	1,159	1,251	1,257	1,188	1,132	1,079	1,177
Revenue Bonds									
Outstanding Bonds	102,535,000	103,625,000	106,785,000	94,825,000	105,190,000	108,980,000	108,405,000	111,385,000	114,075,000
Revenue Bonds per Capita	1,377	1,370	1,412	1,253	1,382	1,424	1,409	1,439	1,466

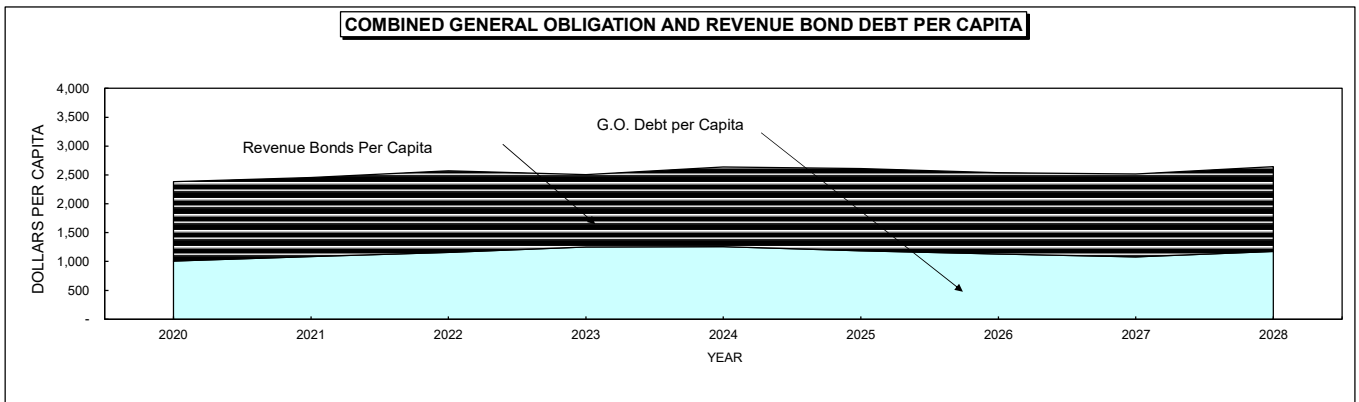


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2024 - 2028 include estimates for population and equalized valuation figures based on the actual increase experienced from 2020 - 2022.

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 2024 - 2028
PROJECT REQUEST FORMS**

Project request forms for those projects to be funded in the 2024 - 2028 Capital Improvements Program are included in this section.

CITY OF APPLETON 2024 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2024-2028
PROJECT CATEGORY LIST

Page	Project	Dept. Code					
			2024	2025	2026	2027	2028
Infrastructure							
600	Bridge Improvements	PW	25,000	570,000	140,000	250,000	-
601	Pedestrian Crosswalk Safety Enhancements	PW	60,000	-	-	-	-
602	Asphalt Paving Program	PW	2,315,954	1,431,683	654,290	1,909,640	2,186,039
606	Concrete Paving Program	PW	4,346,651	3,972,759	5,157,821	3,146,255	6,047,454
612	Grade and Gravel Program	PW	1,552,353	117,220	118,980	448,213	38,464
614	Sidewalk Program	PW	1,153,297	997,226	1,235,733	900,152	1,889,914
616	Stormwater Program	SW	6,567,768	4,941,074	5,865,448	7,543,757	4,727,018
622	Watermain Program	WD	3,961,513	3,356,449	3,262,332	2,613,313	3,008,897
628	Sanitary Sewer Program	WW	1,945,948	4,051,835	1,307,991	1,480,207	2,054,793
634	Public Safety Camera Program	PW	90,000	92,700	95,475	98,350	101,300
635	Southpoint Commerce Park	CD	324,529	-	-	-	-
Facilities							
636	Police Firing Range Upgrade	APD	162,000	-	-	-	-
637	Building Envelope	PRFM	-	190,000	80,000	-	80,000
638	Electrical Upgrades	PRFM	25,000	4,025,000	300,000	3,825,000	650,000
639	Elevator Replacement	PRFM	350,000	-	400,000	350,000	350,000
640	Facility Renovations	PRFM	225,000	1,350,000	575,000	25,000	600,000
641	Fire Station #4 Replacement	PRFM	-	-	-	800,000	8,250,000
642	Grounds Improvements	PRFM	50,000	25,000	25,000	25,000	225,000
643	Hardscape Infrastructure Improvements/Replace.	PRFM	700,000	700,000	825,000	350,000	650,000
644	HVAC Upgrades	PRFM	3,565,000	1,025,000	975,000	625,000	800,000
645	Interior Finishes and Furniture	PRFM	495,000	375,000	35,000	1,250,000	1,535,000
646	Lighting Upgrades	PRFM	300,000	500,000	350,000	275,000	600,000
647	Plumbing Upgrades	PRFM	-	-	-	70,000	700,000
648	Roof Replacement	PRFM	1,125,000	275,000	-	400,000	-
649	Safety and Security Improvements	PRFM	499,000	260,000	250,000	150,000	140,000
650	Transit Center	VT	25,000,000	-	-	-	-
651	Parking Utility Signage and Structural Renovations	PAR	1,700,000	1,700,000	1,700,000	1,700,000	1,000,000
652	M Building Upgrades	WW	-	-	-	-	1,600,000
653	Receiving Station Upgrades	WW	-	100,000	800,000	-	-
Equipment							
654	Enterprise Resource Planning (ERP) System	IT	145,000	-	-	-	-
655	Fuelmaster FMLive Saas Upgrade	IT	35,000	-	-	-	-
656	Axon Officer Safety	APD	111,900	111,900	111,900	111,900	111,900
657	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	-	269,625	-	-
658	Cardiac Monitors	AFD	44,000	-	-	-	-
659	Self-check Machines & RFID Pads	LIB	50,000	-	-	-	-
660	Survey Instrument Replacement	PW	-	40,000	-	-	-
661	Aeration Process Upgrade	WW	600,000	-	1,200,000	-	-
662	Lift Station Improvements	WW	1,600,000	850,000	850,000	-	-
663	Phosphorus Analyzer Replacement	WW	30,000	-	-	-	-
664	Primary Clarifiers #1-4 Rebuild	WW	1,000,000	-	-	-	-
665	Bisulfite Bulk Tank Replacement	WW	-	-	160,000	-	-
666	Utility Dept Computer Network Infrastructure Upgrade	WW/WF	1,575,000	-	-	-	-
667	Treatment Instrumentation Replacement	WF	80,000	-	-	-	-
668	Tower Pump Stations	WF	-	1,300,000	-	-	-
669	Water Server Upgrade	WF	115,000	-	-	-	-
Quality of Life							
670	Appleton Memorial Park - Renovations	PRFM	-	-	125,000	1,500,000	100,000
671	Park ADA Improvements	PRFM	25,000	50,000	50,000	50,000	50,000
672	Park Aquatics	PRFM	350,000	-	-	-	-
673	Park Development	PRFM	-	-	-	750,000	965,000
674	Pavilion and Recreation Facilities	PRFM	290,000	450,000	-	-	37,500
675	Playground Areas	PRFM	240,000	125,000	150,000	375,000	600,000
676	Reid Golf Course	PRFM	45,000	35,000	80,000	25,000	55,000
677	Sport Courts	PRFM	-	35,000	350,000	45,000	350,000
678	Statue and Monument Restoration	PRFM	-	30,000	-	30,000	-
679	Trails & Trail Connections	PRFM	900,000	155,000	2,750,000	450,000	800,000
			\$63,774,913	\$33,237,846	\$30,249,595	\$31,571,787	\$40,303,279

CITY OF APPLETON 2024 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 2023/24 and construction in 2025. We anticipate an 80% cost share from the State. 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, Appraisal/Land Acquisition in 2027, and construction in 2029. We anticipate applying for design and construction funds for South Island Street in 2025 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

In 2024, 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. Funds are included for design in 2027 and future funds for construction will be added in 2030. We anticipate applying for design and construction funds in 2025 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	2024	2025	2026	2027	2028	Total
Stormwater Consulting						
Olde Oneida St. over S. Canal	25,000	570,000	-	-	-	\$ 595,000
S. Island St. over Power Canal	-	-	140,000	150,000	-	\$ 290,000
Memorial Dr. over Fox River	-	-	-	100,000	-	\$ 100,000
Total - Stormwater Program	\$ 25,000	\$ 570,000	\$ 140,000	\$ 250,000	\$ -	\$ 985,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	25,000	-	140,000	100,000	-	\$ 265,000
Construction	-	570,000	-	150,000	-	\$ 720,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 570,000	\$ 140,000	\$ 250,000	\$ -	\$ 985,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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.

2024 - Wisconsin Ave/Owaissa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$50,000)

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	2024	2025	2026	2027	2028	Total
Public Works Pedestrian Crossing Enhancements	60,000	-	-	-	-	\$ 60,000
Total - Public Works Capital Projects Fund	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

COST ANALYSIS

Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	50,000	-	-	-	-	50,000
Other	10,000	-	-	-	-	10,000
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ 2,358	\$ 2,358	\$ 2,358	\$ 2,358	\$ 2,358	\$ 11,790

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Public Works - Reconstruction General Fund	2,063,884	653,685	504,290	1,312,064	1,479,145	\$ 6,013,068
Public Works - Construction DPW Capital Projects Fund	252,070	777,998	150,000	597,576	706,894	\$ 2,484,538
Total - Asphalt - City	\$ 2,315,954	\$ 1,431,683	\$ 654,290	\$ 1,909,640	\$ 2,186,039	\$ 8,497,606
Total - Asphalt Paving Program	\$ 2,315,954	\$ 1,431,683	\$ 654,290	\$ 1,909,640	\$ 2,186,039	\$ 8,497,606

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,092,849	1,131,683	299,290	1,629,640	1,741,039	\$ 6,894,501
Other	223,105	300,000	355,000	280,000	445,000	\$ 1,603,105
Total	\$ 2,315,954	\$ 1,431,683	\$ 654,290	\$ 1,909,640	\$ 2,186,039	\$ 8,497,606
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2024	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				200,000	18,105	218,105
CEA				173,723	15,173	188,896
Consultant				5,000	-	5,000
Maintenance Mat	Alexander St	Melrose St	Marquette St	20,411	-	20,411
	Bell Avenue	Richmond St	Bennett St	16,374	-	16,374
	Byrd St	Alexander St	Bay St	17,707	-	17,707
	Fourth St	Story St	Memorial Dr	27,261	-	27,261
	French Rd	Evergreen Dr	CTH JJ	115,056	-	115,056
	Jardin St	Leminwah St	Plateau St	15,956	-	15,956
	Kamps Ave	Nicholas St	Outagamie St	10,624	-	10,624
	Locust St	Kamps Ave	Brewster St	6,545	-	6,545
	Plateau St	Jardin St	Wisconsin Ave	9,787	-	9,787
	Subtotal			239,721	-	239,721
Overlay	Emmers Dr	Schaefer St	John St	28,881	-	28,881
	Matthias Ave	Calumet St	John St	31,015	-	31,015
	Pierce Ave	Lutz Dr	Prospect Ave	35,246	-	35,246
	Subtotal			95,142	-	95,142
Partial Reconstruction	Helen St	Pauline St	Glendale Ave	-	54,637	54,637
	Subtotal			-	54,637	54,637
Total Reconstruction	Alice St	Drew St	Union St	-	164,155	164,155
	Alvin St	Wisconsin Ave	Marquette St	855,616	-	855,616
	Rankin St	College Ave	Alton St	134,266	-	134,266
	Summit St	Packard St	Elsie St	170,319	-	170,319
	Summit St	Prospect Ave	Fourth St	190,097	-	190,097
	Subtotal			1,350,298	164,155	1,514,453
Total Asphalt Pavement				\$ 2,063,884	\$ 252,070	\$ 2,315,954

2025	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				250,000	45,000	295,000
CEA				20,937	38,540	59,477
Consultant				5,000	-	5,000
Maintenance Mat				-	-	-
	Subtotal			-	-	-
Overlay				-	-	-
	Subtotal			-	-	-
Total Reconstruction	Morrison St	Wisconsin Ave	Glendale Ave	-	694,458	694,458
	Morrison St	Glendale Ave	Pershing St	377,748	-	377,748
	Subtotal			377,748	694,458	1,072,206
Total Asphalt Pavement				\$ 653,685	\$ 777,998	\$ 1,431,683

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2026	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				200,000	150,000	350,000
CEA				22,280	-	22,280
Consultant				5,000	-	5,000
Maintenance Mat				-	-	-
	Subtotal			-	-	-
Overlay	Silvercrest Dr	Ballard Rd	Amelia St	43,540	-	43,540
	Subtotal			43,540	-	43,540
Total Reconstruction	Bell Avenue	Summit St	Bennett St	233,470	-	233,470
	Subtotal			233,470	-	233,470
Total Asphalt Pavement				\$ 504,290	\$ 150,000	\$ 654,290

2027	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				250,000	25,000	275,000
CEA				62,760	34,210	96,970
Consultant				5,000	-	5,000
Maintenance Mat	Division St	Lindbergh St	Michigan St	11,693	-	11,693
	Tracy St	Walden Ave	Telulah Ave	8,830	-	8,830
	Subtotal			20,523	-	20,523
Partial Reconstruction	Elinor St	Taylor St	Glendale Ave	-	59,985	59,985
	Marion St	Walden Ave	Telulah Ave	19,556	-	19,556
	Michigan St	Division St	Appleton St	40,597	-	40,597
	Subtotal			60,153	59,985	120,138
Total Reconstruction	Bartell Dr	Prospect Ave	Pine St	-	303,172	303,172
	Dewey St	Kernan Ave	Walden Ave	-	120,023	120,023
	Walden Ave	Dewey St	John St	-	55,186	55,186
	Eighth St	Pierce Ave	Badger Ave	123,642	-	123,642
	Oklahoma St	Mason St	Richmond St	789,986	-	789,986
	Subtotal			913,628	478,381	1,392,009
Total Asphalt Pavement				\$ 1,312,064	\$ 597,576	\$ 1,909,640

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2028	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				290,000	150,000	440,000
CEA				62,031	29,214	91,245
Consultant				5,000	-	5,000
Total Reconstruction	Pine St	Prospect Ave	Bartell St	-	527,680	527,680
	Driscoll St	Prospect Ave	WI Central RR	381,075	-	381,075
	Fair St	Atlantic Street	Spring St	334,406	-	334,406
	Outagamie St	College Ave	Packard St	406,633	-	406,633
	Subtotal			1,122,114	527,680	1,649,794
Total Asphalt Pavement				\$ 1,479,145	\$ 706,894	\$ 2,186,039

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Public Works - Reconstruction General Fund	25,000	30,000	1,012,354	120,020	23,000	\$ 1,210,374
Public Works - Construction DPW Capital Projects Fund	2,793,944	2,088,011	2,779,124	2,550,012	2,809,201	\$ 13,020,292
TIF # 13	1,225,442	-	70,000	120,000	1,597,124	\$ 3,012,566
Public Works - Construction	302,265	1,854,748	1,296,343	356,223	1,618,129	\$ 5,427,708
Public Works - Developer Funded Subdivision Fund	-	-	-	-	-	\$ -
	302,265	1,854,748	1,296,343	356,223	1,618,129	\$ 5,427,708
Total - Concrete - City	\$ 4,346,651	\$ 3,972,759	\$ 5,157,821	\$ 3,146,255	\$ 6,047,454	\$ 22,670,940
Total - Concrete Paving Program	\$ 4,346,651	\$ 3,972,759	\$ 5,157,821	\$ 3,146,255	\$ 6,047,454	\$ 22,670,940

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Design	184,850	135,000	259,500	144,000	110,000	\$ 833,350
Land Acquisition	93,000	312,500	25,000	384,000	50,000	\$ 864,500
Construction	3,469,667	2,976,317	4,296,190	2,053,255	5,326,574	\$ 18,122,003
Other	599,134	548,942	577,131	565,000	560,880	\$ 2,851,087
Total	\$ 4,346,651	\$ 3,972,759	\$ 5,157,821	\$ 3,146,255	\$ 6,047,454	\$ 22,670,940
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2024	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				-	475,000	54,315	4,254	533,569
CEA				-	58,201	1,618	5,746	65,565
Land	Land acquisition for street projects			-	68,000	-	-	68,000
	Land acquisition for street projects			25,000	-	-	-	25,000
	Subtotal			25,000	68,000	-	-	93,000
Design								
	Lawe St - BIL	consultant design		-	169,850	-	-	169,850
	Material Testing			-	-	-	5,000	5,000
	Material Testing			-	10,000	-	-	10,000
	Subtotal			-	179,850	-	5,000	184,850
New Concrete (New Subdivisions non-escrowed)								
	Amethyst Dr	Bluetopaz Dr	Aquamarine Dr	-	-	-	236,240	236,240
	Clearfield Ct	w/o Haymeadow, cds only		-	-	-	51,025	51,025
	Subtotal			-	-	-	287,265	287,265
New Concrete (Not in New Subdivisions)								
	Quest Dr	Milis Dr	Midway Rd	-	-	387,365	-	387,365
	Quest Dr	Plank Rd	Vantage Dr	-	-	422,750	-	422,750
	Quest Dr	Vantage Dr	Milis Dr	-	-	359,394	-	359,394
	Subtotal			-	-	1,169,509	-	1,169,509
Reconstruction								
	Linwood Ave	College Ave	Summer Ave	-	2,012,893	-	-	2,012,893
	Subtotal			-	2,012,893	-	-	2,012,893
Total Concrete Paving				\$ 25,000	\$ 2,793,944	\$ 1,225,442	\$ 302,265	\$ 4,346,651

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2025	Street	From	To	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				-	494,062	4,254	498,316
CEA				-	44,880	5,746	50,626
Land							
	Land acquisition for street projects			30,000	25,000	-	55,000
	Lawe St - BIL land acquisition	College Ave	Wisconsin Ave	-	257,500	-	257,500
	Subtotal			30,000	282,500	-	312,500
Design							
	Consultant Design			-	45,000	-	45,000
	Lawe St - BIL	consultant design		-	75,000	-	75,000
	Material Testing			-	-	5,000	5,000
	Material Testing			-	10,000	-	10,000
	Subtotal			-	130,000	5,000	135,000
New Concrete (New Subdivisions non-escrowed)							
	Aquamarine Dr	French Rd	Denali Dr	-	-	207,578	207,578
	Baldeagle Ct	Peregrine Blvd	cds	-	-	91,250	91,250
	Baldeagle Dr	Peregrine Blvd	Osprey Dr	-	-	265,576	265,576
	Denali Dr	Rubyred Dr	Aquamarine Dr, (n/o)	-	-	196,472	196,472
	Harrier Ct	Osprey Dr	cds	-	-	109,200	109,200
	Osprey Dr	Harrier Way	Baldeagle Dr	-	-	559,268	559,268
	Peregrine Blvd	Apple Creek Rd	Baldeagle Dr	-	-	59,266	59,266
	Rubyred Dr	French Rd	Denali Dr	-	-	351,138	351,138
	Subtotal			-	-	1,839,748	1,839,748
Reconstruction							
	IH 41	community sensitive design features		-	246,217	-	246,217
	Oneida St	College Ave	Washington St	-	207,560	-	207,560
	Perkins St	Prospect Ave	Alley s/o RR tracks	-	682,792	-	682,792
	Subtotal			-	1,136,569	-	1,136,569
Total Concrete Paving				\$ 30,000	\$ 2,088,011	\$ 1,854,748	\$ 3,972,759

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2026	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				60,000	451,251	-	4,254	515,505
CEA				5,000	50,880	-	5,746	61,626
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	Apple Creek Rd - 300' n/o	-	70,000	-	-	70,000
	Consultant Design			18,000	32,000	-	-	50,000
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	-	55,000	-	-	55,000
	Material Testing			-	-	-	5,000	5,000
	Material Testing			-	9,500	-	-	9,500
	Midway Rd (CTH AP)	Eisenhower Dr	Roundabout	-	-	70,000	-	70,000
	Subtotal			18,000	166,500	70,000	5,000	259,500
New Concrete (New Subdivisions non-escrowed)								
	Baldeagle Dr	Osprey Dr	Lightning Dr	-	-	-	597,264	597,264
	Harrier Ln	500' e/o Osprey Dr	Kestrel Cir	-	-	-	127,348	127,348
	Harrier Ln	Osprey Dr	500' e/o Osprey Dr	-	-	-	127,348	127,348
	Kestrel Cir	Baldeagle Dr	Baldeagle Dr	-	-	-	429,383	429,383
	Subtotal			-	-	-	1,281,343	1,281,343
Reconstruction								
	Highway 41 Corridor Improvements			-	320,000	-	-	320,000
	Lawe St	College Ave	Spring St	-	1,765,493	-	-	1,765,493
	Badger Ave	Spencer St	Pierce Ave	929,354	-	-	-	929,354
	Subtotal			929,354	2,085,493	-	-	3,014,847
Total Concrete Paving				\$ 1,012,354	\$ 2,779,124	\$ 70,000	\$ 1,296,343	\$ 5,157,821

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2027	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				50,000	450,000	-	4,254	504,254
CEA				5,000	50,000	-	5,746	60,746
Land								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	-	30,000	-	-	30,000
	Land acquisition for street projects			-	54,000	-	-	54,000
	Lightning Dr	Goodness Grace street 2	Broadway Dr	-	180,000	-	-	180,000
	Midway Rd (CTH AP)	Eisenhower Dr	roundabout (land acq)	-	-	120,000	-	120,000
	Subtotal			-	264,000	120,000	-	384,000
Design								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	-	29,000	-	-	29,000
	Consultant design			33,000	-	-	-	33,000
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	-	55,000	-	-	55,000
	Material Testing			10,000	-	-	5,000	15,000
	On-Call Ped / Bike services consultant			-	12,000	-	-	12,000
	Subtotal			43,000	96,000	-	5,000	144,000
New Concrete (New Subdivisions Escrowed)								
	Subtotal			-	-	-	-	-
New Concrete (New Subdivisions non-escrowed)								
	Begonia Dr	Gladiolus Pl	Goldengate Dr	-	-	-	133,695	133,695
	Clearfield Ct	w/o Haymeadow, cds only		-	-	-	54,108	54,108
	Gladiolus Pl	Cherryvale Ave	275' west	-	-	-	72,603	72,603
	Golden Gate Dr	Cherryvale Ave	300' west	-	-	-	80,817	80,817
	Subtotal			-	-	-	341,223	341,223
New Concrete (Not in New Subdivisions)								
	Subtotal			-	-	-	-	-
New Concrete (TIF)								
	Subtotal			-	-	-	-	-
Reconstruction								
	Highway 41 Corridor Improvements			-	405,000	-	-	405,000
	IH 41	community sensitive design features		-	248,900	-	-	248,900
	Rankin St	Commercial St	Wisconsin Ave	-	846,730	-	-	846,730
	Sixth St	Memorial Dr	State St	-	189,382	-	-	189,382
	Fisk Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020	-	-	-	22,020
	Subtotal			22,020	1,690,012	-	-	1,712,032
Total Concrete Paving				\$ 120,020	\$ 2,550,012	\$ 120,000	\$ 356,223	\$ 3,146,255

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2028	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				20,000	475,000	-	4,254	499,254
CEA				3,000	52,880	-	5,746	61,626
Land	Land acquisition for street projects			-	50,000	-	-	50,000
	Subtotal			-	50,000	-	-	50,000
Design	Construction Related Services	Richmond St	Trico east property line	-	10,000	-	-	10,000
	Construction Related Services	Haymeadow Ave, 900' e/o	Meade St	-	15,000	-	-	15,000
	Consultant design			-	60,000	-	-	60,000
	Material Testing			-	-	-	5,000	5,000
	Material Testing			-	10,000	-	-	10,000
	Spartan Dr	wall design by septic field		-	10,000	-	-	10,000
	Subtotal			-	105,000	-	5,000	110,000
New Concrete	(New Subdivisions escrowed)							
	Jasper Ln	Turquoise La	Sunstone Pl	-	-	-	81,868	81,868
	Rubyred Dr	Denali Dr	Sequoia Dr	-	-	-	598,162	598,162
	Snowdrift Dr	Broadway Dr	French Rd	-	-	-	485,800	485,800
	Sunstone Pl	Jasper Ln	Providence Ave	-	-	-	224,540	224,540
	Turquoise La	Jasper Ln	Providence Ave	-	-	-	212,759	212,759
	Subtotal			-	-	-	1,603,129	1,603,129
New Concrete	(TIF)							
	Eisenhower Dr	Future Road G	Midway Rd	-	-	396,702	-	396,702
	Midway Rd (CTH AP)	Eisenhower Dr (500' e/o)	Coop Rd (500' e/o)	-	-	1,671,871	-	1,671,871
	Midway Rd (CTH AP)	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	-	-	2,082,508	-	2,082,508
	Midway Rd (CTH AP)	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w/o)	-	-	2,481,334	-	2,481,334
	Calumet County to fund 80% of the above projects			-	-	(5,035,291)	-	(5,035,291)
	Subtotal			-	-	1,597,124	-	1,597,124
Reconstruction								
	Franklin St	Division St	Drew St	-	2,126,321	-	-	2,126,321
	Subtotal			-	2,126,321	-	-	2,126,321
Total Concrete Paving				\$ 23,000	\$ 2,809,201	\$ 1,597,124	\$ 1,618,129	\$ 6,047,454

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Public Works - Grade & Gravel General Fund	-	-	-	-	-	\$ -
Public Works - Grade & Gravel DPW Capital Projects Fund	533,154	-	-	327,473	-	\$ 860,627
TIF #13	783,247	-	-	-	-	\$ 783,247
Public Works - Grade & Gravel Subdivision Fund	235,952	117,220	118,980	120,740	38,464	\$ 631,356
Total - Grade & Gravel - City	\$ 1,552,353	\$ 117,220	\$ 118,980	\$ 448,213	\$ 38,464	\$ 2,275,230
Total - Grade & Gravel Program	\$ 1,552,353	\$ 117,220	\$ 118,980	\$ 448,213	\$ 38,464	\$ 2,275,230

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,269,102	92,220	93,980	423,213	13,464	\$ 1,891,979
Other	283,251	25,000	25,000	25,000	25,000	\$ 383,251
Total	\$ 1,552,353	\$ 117,220	\$ 118,980	\$ 448,213	\$ 38,464	\$ 2,275,230
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2024	Street	From	To	DPW Capital Projects	Subdivision Fund	TIF 13 Fund	Total Cost
Labor Pool				223,524	25,000	34,727	283,251
CEA				42,689	13,464	-	56,153
Grade & Gravel	Endeavor Dr	Eisenhower Dr	Coop Rd	-	-	211,220	211,220
	Unnamed CuldeSac	Coop Rd	Coop Rd 500' w/o	-	-	67,600	67,600
	Vantage Dr	Eisenhower Dr	Coop Rd	-	-	219,800	219,800
	Lightning Dr	Baldeagle Dr	Providence Ave, 160' n/o	130,329	-	-	130,329
	Subtotal			130,329	-	498,620	628,949
Temp Surface after G&G	Lightning Dr	Baldeagle Dr	Providence Ave, 160' n/o	41,820	-	-	41,820
	Lightning Dr	Edgewood Dr, 500' n/o	Baldeagle Dr	94,792	-	-	94,792
	Sweetwater Way	Haymeadow Ave	cul de sac	-	30,620	-	30,620
	Aquamarine	Providence Ave	Jasper Ln	-	24,636	-	24,636
	Jasper Ln	Sunstone Pl	Aquamarine Ave	-	11,172	-	11,172
	Tulip Trl	Gladiolus Pl	Gardenia Dr	-	8,180	-	8,180
	Goldengate Dr	Callalily Ln	Begonia Dr	-	29,124	-	29,124
	Callalily Ln	Goldengate Dr	Begonia Dr	-	24,636	-	24,636
	Gladiolus Dr	Begonia Dr	Goldengate Dr	-	22,242	-	22,242
	Gladiolus Dr	Goldengate Dr	cul de sac	-	34,210	-	34,210
	Goldengate Dr	Gladiolus Pl	Callalily Ln	-	12,668	-	12,668
	Endeavor Dr	Eisenhower Dr	Coop Rd	-	-	105,400	105,400
	Unnamed CuldeSac	Coop Rd	Coop Rd 500' w/o	-	-	34,000	34,000
	Vantage Dr	Eisenhower Dr	Coop Rd	-	-	110,500	110,500
	Subtotal			136,612	197,488	249,900	584,000
Total				\$ 533,154	\$ 235,952	\$ 783,247	\$ 1,552,353

2025	Street	From	To	DPW Capital Projects	Subdivision Fund	TIF 13 Fund	Total Cost
Labor Pool				-	25,000	-	25,000
CEA				-	13,464	-	13,464
Grade & Gravel				-	-	-	-
	Subtotal			-	-	-	-
Temp Surface after G&G	Misc new subdivision streets			-	92,220	-	92,220
	Subtotal			-	92,220	-	92,220
Total				\$ -	\$ 117,220	\$ -	\$ 117,220

2026	Street	From	To	DPW Capital Projects	Subdivision Fund	TIF 13 Fund	Total Cost
Labor Pool				-	25,000	-	25,000
CEA				-	13,464	-	13,464
Grade & Gravel				-	-	-	-
	Subtotal			-	-	-	-
Temp Surface after G&G	Misc new subdivision streets			-	93,980	-	93,980
	Subtotal			-	93,980	-	93,980
Total				\$ -	\$ 118,980	\$ -	\$ 118,980

2027	Street	From	To	DPW Capital Projects	Subdivision Fund	TIF 13 Fund	Total Cost
Labor Pool				-	25,000	-	25,000
CEA				23,933	13,464	-	37,397
Grade & Gravel	Lightning Dr	Goodness Grace street 1	Goodness Grace street 2	177,695	-	-	177,695
	Lightning Dr	Providence Ave	Goodness Grace street 1	62,023	-	-	62,023
	Subtotal			239,718	-	-	239,718
Temp Surface after G&G	Lightning Dr	Goodness Grace street 1	Goodness Grace street 2	44,693	-	-	44,693
	Lightning Dr	Providence Ave	Goodness Grace street 1	19,129	-	-	19,129
	Misc new subdivision streets			-	95,740	-	95,740
	Subtotal			63,822	95,740	-	159,562
Total				\$ 327,473	\$ 120,740	\$ -	\$ 448,213

2028	Street	From	To	DPW Capital Projects	Subdivision Fund	TIF 13 Fund	Total Cost
Labor Pool				-	25,000	-	25,000
CEA				-	13,464	-	13,464
Grade & Gravel				-	-	-	-
	Subtotal			-	-	-	-
Temp Surface after G&G				-	-	-	-
	Subtotal			-	-	-	-
Total				\$ -	\$ 38,464	\$ -	\$ 38,464

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Public Works Reconstruction General Fund	765,000	451,520	483,400	568,625	531,300	\$ 2,799,845
Public Works Construction DPW Capital Projects Fund TIF # 13	325,151	279,274	225,424	273,774	450,434	\$ 1,554,057
	-	-	-	-	697,500	\$ 697,500
Public Works Construction Subdivisions	63,146	266,432	526,909	57,753	210,680	\$ 1,124,920
Total - Sidewalk - City	\$ 1,153,297	\$ 997,226	\$ 1,235,733	\$ 900,152	\$ 1,889,914	\$ 6,176,322
Total - Sidewalk Program	\$ 1,153,297	\$ 997,226	\$ 1,235,733	\$ 900,152	\$ 1,889,914	\$ 6,176,322

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,072,733	905,360	1,143,587	808,006	1,797,768	\$ 5,727,454
Other	80,564	91,866	92,146	92,146	92,146	\$ 448,868
Total	\$ 1,153,297	\$ 997,226	\$ 1,235,733	\$ 900,152	\$ 1,889,914	\$ 6,176,322
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2024	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,900	33,860	9,804	80,564
CEA	3,000	7,251	1,065	11,316
Sidewalk Construction				
Green Dot	400,000	-	-	400,000
General	33,000	-	-	33,000
Safestep sawcutting	30,000	-	-	30,000
Reconstruction - Concrete	-	228,240	-	228,240
Reconstruction - Asphalt	262,100	55,800	-	317,900
Subtotal	725,100	284,040	-	1,009,140
New Sidewalk Construction				
New Concrete	-	-	-	-
New Subdivision	-	-	42,277	42,277
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
Subtotal	-	-	52,277	52,277
Total	\$ 765,000	\$ 325,151	\$ 63,146	\$ 1,153,297

2027	General Fund	DPW Capital Projects Fund	TIF # 13	Subdivision Fund	Total Cost
Labor Pool	36,900	45,442	-	9,804	92,146
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	-	107,000	-	-	107,000
Reconstruction - Asphalt	188,725	116,350	-	-	305,075
Subtotal	528,725	223,350	-	-	752,075
New Sidewalk Construction					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	36,884	36,884
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	-	-	46,884	46,884
Total	\$ 568,625	\$ 273,774	\$ -	\$ 57,753	\$ 900,152

2025	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,620	45,442	9,804	91,866
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	-	96,500	-	96,500
Reconstruction - Asphalt	71,900	132,350	-	204,250
Subtotal	411,900	228,850	-	640,750
New Sidewalk Construction				
New Concrete	-	-	-	-
New Subdivision	-	-	245,563	245,563
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
Subtotal	-	-	255,563	255,563
Total	\$ 451,520	\$ 279,274	\$ 266,432	\$ 997,226

2028	General Fund	DPW Capital Projects Fund	TIF # 13	Subdivision Fund	Total Cost
Labor Pool	36,900	45,442	-	9,804	92,146
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	-	305,160	697,500	-	1,002,660
Reconstruction - Asphalt	201,400	94,850	-	-	296,250
Subtotal	491,400	400,010	697,500	-	1,588,910
New Sidewalk Construction					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	189,811	189,811
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	-	-	199,811	199,811
Total	\$ 531,300	\$ 450,434	\$ 697,500	\$ 210,680	\$ 1,889,914

2026	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,900	45,442	9,804	92,146
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	60,000	175,000	-	235,000
Reconstruction - Asphalt	43,500	-	-	43,500
Subtotal	443,500	175,000	-	618,500
New Sidewalk Construction				
New Concrete	-	-	-	-
New Subdivision	-	-	506,040	506,040
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
Subtotal	-	-	516,040	516,040
Total	\$ 483,400	\$ 225,424	\$ 526,909	\$ 1,235,733

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Stormwater Reconstruction Stormwater Utility	4,944,859	4,941,074	5,865,448	7,543,757	\$ 4,727,018	\$ 28,022,156
Stormwater Construction TIF # 13	1,622,909	-	-	-	-	\$ 1,622,909
Total - Stormwater Program	\$ 6,567,768	\$ 4,941,074	\$ 5,865,448	\$ 7,543,757	\$ 4,727,018	\$ 29,645,065

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	-	1,075,000	515,000	510,000	\$ 2,100,000
Land Acquisition	350,000	300,000	760,000	400,000	-	\$ 1,810,000
Construction	5,923,451	4,329,402	3,718,776	6,317,085	3,906,037	\$ 24,194,751
Other	294,317	311,672	311,672	311,672	310,981	\$ 1,540,314
Total	\$ 6,567,768	\$ 4,941,074	\$ 5,865,448	\$ 7,543,757	\$ 4,727,018	\$ 29,645,065
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2024	Street	From	To	Storm- Water Utility	TIF # 13	Total Cost
Labor Pool				288,017	62,196	350,213
CEA				6,300		6,300
Consulting Services	Citywide SWMP Pond #1	30% Design and Geotech		155,000	-	155,000
	Construction Services			200,000	-	200,000
	Grant Applications			15,000	-	15,000
	I-41 Corridor	Design and Permitting & Geotech		300,000	-	300,000
	Land Acquisition Services			12,000	-	12,000
	Mackville Quarry compost site	Design and Permitting & Geotech		35,000	-	35,000
	Modeling for Flood Reduction Projects			75,000	-	75,000
	Modeling for Storm Sewer Const Projects			20,000	-	20,000
	NR151 Water Quality Modeling for Street Reconstructions			80,000	-	80,000
	Pond Sediment Disposal Site	Environmental/Geotech		50,000	-	50,000
	Subtotal			942,000	-	942,000
Land Acquisition	Pond Sediment Disposal Site	Land for BMPs		350,000	-	350,000
	Subtotal			350,000	-	350,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000	-	250,000
	Storm laterals and manholes prior to asphalt paving			471,250	-	471,250
	Storm laterals and manholes prior to concrete paving			195,425	-	195,425
	Fee in Lieu - Eagle Point			16,500	-	16,500
	Flood Reduction Projects			250,000	-	250,000
	Glendale - 3001 E Stormwater Mgt			100,000	-	100,000
	Native Landscaping			50,000	-	50,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000	-	80,000
	Subtotal			1,413,175	-	1,413,175
New Storm Sewers	Lightning Dr	Edgewood Dr, CTH JJ	Providence Ave	800,000		800,000
	Endeavor Drive	Eisenhower Drive	Coop Rd and Easement	-	458,920	458,920
	Unnamed CuldeSac	Coop Rd	Coop Rd 500' w/o	-	258,400	258,400
	Southpoint Comm Park	Southpoint Comm Park	South of Calumet St	-	380,293	380,293
	Vantage Drive	Eisenhower Dr	Coop Road & Easement	-	463,100	463,100
	Subtotal			800,000	1,560,713	2,360,713
Reconstruction	Calumet St - part of River Dr			31,130	-	31,130
	Garden Court easement			25,960	-	25,960
	Jackson St			18,105	-	18,105
	Opechee St			8,400	-	8,400
	Prospect Ave			165,780	-	165,780
	Rankin St			8,385	-	8,385
	Roemer at Northland			47,850	-	47,850
	Vine St/Pacific St easement			24,990	-	24,990
	Weimer Ct easement			27,755	-	27,755
	Subtotal			358,355	-	358,355
Reconstruction (on streets to be paved in 2025)	Morrison St	Glendale Ave	Pershing St	59,936	-	59,936
	Morrison St	Wisconsin Ave	Glendale Ave	488,610	-	488,610
	Perkins St	Prospect Ave	Alley s/o RR tracks	238,466	-	238,466
	Subtotal			787,012	-	787,012
Total				\$ 4,944,859	\$ 1,622,909	\$ 6,567,768

**CITY OF APPLETON 2024 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	Bio filter conversion			200,000
	Citywide SWMP Pond #1			225,000
	Construction Services			60,000
	Edgewood Dr (CTH JJ) urbanization			200,000
	Grant Applications			15,000
	Land Acquisition Services			12,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park relief sewer			150,000
	Sommers Drive (JJ to Spartan)			100,000
	Subtotal			1,107,000
Land Acquisition	I-41 Corridor			300,000
	JJ Urbanization			200,000
	Subtotal			500,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm laterals and manholes prior to asphalt paving			204,250
	Storm laterals and manholes prior to concrete paving			116,725
	Compost Site construction			100,000
	Fee in Lieu - Eagle Point	Const		16,500
	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			1,127,475
New Storm Sewers	Subtotal			-
Reconstruction	Garden Court easement			330,000
	Peabody Park easement			293,500
	Ravinia Pl easement			76,220
	River Dr easement			171,001
	Subtotal			870,721
Reconstruction (on streets to be paved in 2026)	Badger Ave	Spencer St	Pierce Ave	889,711
	Bell Ave	Summit St	Bennett St	100,050
	Lawe St	College Ave	Spring St	34,445
	Subtotal			1,024,206
Total				\$ 4,941,074

**CITY OF APPLETON 2024 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	Ballard Rd urbanization			100,000
	City wide SWMP Pond #1			225,000
	Construction Grant Applications			15,000
	Construction Services			50,000
	Edgewood Dr (CTH JJ) urbanization			150,000
	Land Acquisition Services			15,000
	Lightning Dr extention			150,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Relief Sewer			125,000
	Sommers Drive (CTH JJ to Spartan)			100,000
	Subtotal			1,075,000
Land Acquisition	Citywide SWMP Pond #1	Land for BMPs		410,000
	Pierce Park relief sewer			250,000
	Sommers Drive (CTH JJ to Spartan)	Land for BMPs plus wetlands fees		100,000
	Subtotal			760,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm laterals and manholes prior to asphalt paving			105,650
	Storm laterals and manholes prior to concrete paving			260,335
	Convert bio filters			500,000
	Fee in Lieu - Eagle Point			16,500
	Flood Reduction Projects			250,000
	I-41 corridor			700,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconst			80,000
	Pond Sediment Disposal Site			50,000
	Subtotal			2,272,485
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)	Bartell Dr	Prospect Ave	Pine St	179,965
	Dewey St	Kernan Ave	Walden Ave	207,293
	Eighth St	Pierce Ave	Badger Ave	36,000
	Oklahoma St	Mason St	Richmond St	197,925
	Rankin St	Commercial St	Wisconsin Ave	201,595
	Sixth St	Memorial Dr	State St	44,505
	Walden Ave	Dewey St	John St	56,410
	Subtotal			923,693
Total				\$ 5,865,448

**CITY OF APPLETON 2024 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	Ballard Rd urbanization			200,000
	Construction Grant Applications			10,000
	Construction Services			75,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			50,000
	Modeling for Storm Sewer Const Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park relief sewer			100,000
	Subtotal			515,000
Land Acquisition	Ballard Rd urbanization	Edgewood Dr (CTH JJ)	north	100,000
	Lightning Dr	Providence	Broadway	300,000
	Subtotal			400,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm laterals and manholes prior to asphalt paving			419,250
	Storm laterals and manholes prior to concrete paving			120,705
	Citywide SWMP Pond #1			1,500,000
	Fee in Lieu - Eagle Point			16,500
	Flood Reduction Projects			50,000
	JJ urbanization			500,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconsts			80,000
	Sommers Drive Pond			500,000
	Subtotal			3,446,455
New Storm Sewers	Edgewood Dr (CTH JJ)	Providence Ave	French Rd	598,590
	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	69,388
	Lightning Dr, phase 2 of 3	Providence Ave	Goodness Grace street 1	69,388
	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	135,000
	Subtotal			872,366
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
	Fair St	Atlantic St	Spring St	96,000
	Franklin St	Division St	Drew St	182,225
	Outagamie St	College Ave	Packard St	109,500
	Pine St	Prospect Ave	Bartell St	227,640
	Subtotal			717,965
Total				\$ 7,543,757

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2028	Street	From	To	Storm- Water Utility
Labor Pool				305,681
CEA				5,300
Consulting Services	Ballard Rd urbanization			175,000
	Construction Grant Applications			10,000
	Construction Services			40,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Spartan Dr Pond 6 and 7, Roadway			150,000
	Subtotal			510,000
Land Acquisition				-
	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm laterals and manholes prior to asphalt paving			296,250
	Storm laterals and manholes prior to concrete paving			194,230
	Fee in Lieu - Eagle Point			16,500
	Flood Reduction Projects			50,000
	Lightning Drive Extension Box Culvert and Ponds 1-3			1,600,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconstrs			80,000
	Subtotal			2,496,980
New Storm Sewers	Ballard Rd	Bridge	Apple Creek North Reach	248,000
	Ballard Rd	Bridge	Apple Creek South Reach	180,000
	Ballard Rd (CTH E/EE)	Water Quality	10' catchbasins	192,000
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	429,422
	Subtotal			1,049,422
Reconstruction	Calumet St easement			17,400
	Canterbury Dr			15,800
	Crestview Dr easement			19,880
	Lawe St			8,100
	Meade St			20,500
	Newberry Ct easement			168,000
	Outagamie St			42,925
	Wisconsin Ave			24,750
	Subtotal			317,355
Reconstruction (on streets to be paved in 2029)	Bates St	Dunlap St	Pacific St	7,240
	Dunlap St	Bates St	Pacific St	2,840
	Locust St	College Ave	Washington St	32,200
	Subtotal			42,280
Total				\$ 4,727,018

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Water Dist.	Reconstruction	3,179,291	3,356,449	3,262,332	2,613,313	3,008,897	\$ 15,420,282
Water Utility							
TIF 13		782,222	-	-	-	-	\$ 782,222
Total - Watermain Program		\$ 3,961,513	\$ 3,356,449	\$ 3,262,332	\$ 2,613,313	\$ 3,008,897	\$ 16,202,504

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,774,044	3,177,300	3,081,415	2,432,396	2,827,980	\$ 15,293,135
Other	187,469	179,149	180,917	180,917	180,917	\$ 909,369
Total	\$ 3,961,513	\$ 3,356,449	\$ 3,262,332	\$ 2,613,313	\$ 3,008,897	\$ 16,202,504
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2024	Street	From	To	Water Utility	TIF 13	Total Cost
Labor Pool				178,201	34,230	212,431
CEA				9,268	-	9,268
Miscellaneous	Permit and Misc. Fees; NOI, Railroad, Water Usage, County			10,000	-	10,000
	Natures Way liner	consultant		50,000	-	50,000
	Subtotal			60,000	-	60,000
New Construction	Easement (Kamps Ave extended)	Mason St	Summit St (620' w/o)	62,000	-	62,000
	Easement (s/o CN Railway)	Perkins St	Driscoll St	79,000	-	79,000
	Endeavor Drive (Southpoint Ph 4)	Eisenhower Drive	Coop Road	-	333,925	333,925
	Gladiolus St Easement	Gladiolus St	plat line	20,000	-	20,000
	Lincoln St	Lawe St, 100'e/o	Ritger St	80,000	-	80,000
	Ritger St	Johnson Ct	Lincoln St	65,000	-	65,000
	Lightning Dr	Baldeagle Dr	150' n/o Providence	50,000	-	50,000
	Unnamed CuldeSac (SouthpointPH4)	Coop Rd	Coop Road 500' w/o	-	80,142	80,142
	Vantage Drive (Southpoint Ph4)	Eisenhower Dr	Coop Road	-	333,925	333,925
	Subtotal			356,000	747,992	1,103,992
Reconstruction (not related to paving)	College Ave	Matthias St (2nd hyd east of)	Kensington Dr	225,000	-	225,000
	Coolidge Ct	Telulah Ave	cds	80,000	-	80,000
	Johnson Ct	Ritger St	cds	80,000	-	80,000
	Lead service line replacement			250,000	-	250,000
	Northland Ave	Park Dr	Ballard Rd	1,150,000	-	1,150,000
	Subtotal			1,785,000	-	1,785,000
Reconstruction (prior to next year's paving)	Fourth St	Story St	Memorial Dr	273,877	-	273,877
	Morrison St	Glendale Ave	Pershing St	284,445	-	284,445
	Subtotal			558,322	-	558,322
Transmission - New	Edgewood Dr (CTH JJ)	Lightning Dr (450' e/o)	Mary Martin Dr	232,500	-	232,500
	Subtotal			232,500	-	232,500
Total Water Main Construction				\$ 3,179,291	\$ 782,222	\$ 3,961,513

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2025	Street	From	To	Water Utility
Labor Pool				171,649
CEA				7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			10,000
Reconstruction	Calumet St	Telulah Ave	Matthias St	545,730
(not related to paving)	Natures Way	Oneida St	e/o Oneida St	750,000
	Subtotal			1,295,730
Reconstruction	Badger Ave	Spencer St	Pierce Ave	273,280
(prior to next year's paving)	Bell Avenue	Summit St	Bennett St	324,455
	Lawe St	College Ave	Spring St	713,835
	Subtotal			1,311,570
Transmission - New	Edison Ave River Crossing	Olde Oneida St	Water St	560,000
	Subtotal			560,000
Total Water Main Construction				\$ 3,356,449

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2026	Street	From	To	Water Utility
Labor Pool				171,649
CEA				9,268
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			10,000
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	Express Ct	308,930
	Linwood Ave	Glendale Ave	Marquette St	102,470
	Memorial Dr (STH "47")	Riverview Dr	Cherry Ct (130' s/o)	482,960
	Rankin St	Woodland Ave	Brewster St (390' s/o)	120,020
	WWTP	Weimar Ct	Newberry Ct	247,300
	Subtotal			2,048,105
Reconstruction (prior to next year's paving)	Bartell Dr	Prospect Ave	Pine St	292,335
	Dewey St	Kernan Ave	Walden Ave	56,300
	Oklahoma St	Mason St	Richmond St	417,275
	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			1,023,310
Total Water Main Construction				\$ 3,262,332

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2027	Street	From	To	Water Utility
Labor Pool CEA				171,649 9,268
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
	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	75,625
	Lightning Dr, phase 2 of 3	Providence Ave	Goodness Grace street 1	75,625
	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	Inters. Carpenter St & Park Hills Dr	Inters. Bob-O-Link La & Thistle Down Ct	237,730
	Subtotal			1,557,401
Reconstruction (prior to next year's paving)	Driscoll St	Prospect Ave	WI Central RR	192,695
	Eisenhower Dr	Future Rd "G"	Midway Rd	10,000
	Franklin St	Division St	Drew St	426,800
	Midway Rd (CTH AP)	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	10,000
	Pine St	Prospect Ave	Bartell St	225,500
	Subtotal			864,995
Total Water Main Construction				\$ 2,613,313

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2028	Street	From	To	Water Utility
Labor Pool				171,649
CEA				9,268
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l	NOI, Railroad, Water Usage, County		10,000
	Subtotal			10,000
New Construction				
	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	360,445
	Easement (Hammond Ave)	Ballard Rd (1200' east of)	Grand View Rd	56,585
	Grand View Rd	Hammond Ave	Wisconsin Ave	273,250
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	230,000
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	284,100
	Maplecrest Dr	Foster St	Calumet St	60,520
	Spartan Dr	Richmond St	Trico east property line	148,600
	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	282,450
	Wisconsin Ave	Leona St	Grand View Rd	129,125
	Subtotal			1,825,075
Reconstruction (not related to paving)				
	Easement	Rebecca Ct	Weimar Ct	42,000
	Vulcan St	N. Island St	S. Island St	445,000
	Subtotal			487,000
Reconstruction (prior to next year's paving)				
	Locust St	College Ave	Washington St	18,070
	Locust St	Wisconsin Ave	Brewster	87,910
	S Island St - BRIDGE	over power canal	Vulcan St	107,425
	Subtotal			213,405
Transmission - New				
	Edgewood Dr (CTH JJ)	Mary Martin Dr	French Rd	292,500
	Subtotal			292,500
Total Water Main Construction				\$ 3,008,897

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	Total
Wastewater Reconstruction Wastewater Utility	1,613,854	4,051,835	1,307,991	1,480,207	2,054,793	\$ 10,508,680
TIF 13	332,094	-	-	-	-	332,094
Total - Sanitary Sewer Program	\$ 1,945,948	\$ 4,051,835	\$ 1,307,991	\$ 1,480,207	\$ 2,054,793	\$ 10,840,774

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,744,575	3,835,930	1,107,229	1,279,445	1,860,667	\$ 9,827,846
Other	201,373	215,905	200,762	200,762	194,126	\$ 1,012,928
Total	\$ 1,945,948	\$ 4,051,835	\$ 1,307,991	\$ 1,480,207	\$ 2,054,793	\$ 10,840,774
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2024	Street	From	To	Waste-water Utility	TIF 13	Total Cost
Labor Pool				194,405	14,532	208,937
CEA				6,968	-	6,968
Consultant	Glacier Ridge LS abandonment	wetland delineation & permitting	consultant design	100,000	-	100,000
	Lawe St - South Island St force main	river crossing replace force main	consultant design	100,000	-	100,000
	Subtotal			200,000	-	200,000
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			28,275	-	28,275
Construction	Sanitary laterals & manholes prior to concrete paving			14,547	-	14,547
	Subtotal			42,822	-	42,822
New Construction	Endeavor Drive	Eisenhower Drive	Coop Road	-	135,562	135,562
	Unnamed CuldeSac	Coop Rd	Coop Road 500' w/o	-	87,500	87,500
	Vantage Drive	Eisenhower Dr	Coop Road	-	94,500	94,500
	Gladiolus St easement	Gladiolus St	plat line	20,250	-	20,250
	Lightning Dr	Providence Ave	150' n/o Providence	20,250	-	20,250
	Subtotal			40,500	317,562	358,062
Reconstruction	Oakcrest Ct (liner)	easement	Lutz Dr	26,650	-	26,650
	Subtotal			26,650	-	26,650
Reconstruction (on streets to be paved in 2025)	Durkee St	Circle St	n/o Circle St	41,325	-	41,325
	Morrison St	Glendale Ave	Pershing St	183,687	-	183,687
	Morrison St	Wisconsin Ave	Glendale Ave	440,757	-	440,757
	Perkins St	Prospect Ave	Alley s/o RR tracks	436,740	-	436,740
	Subtotal			1,102,509	-	1,102,509
Total				\$ 1,613,854	\$ 332,094	\$ 1,945,948

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2025	Street	From	To	Waste-water Utility
Labor Pool				194,405
CEA				6,357
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			12,255
Construction	Sanitary laterals & manholes prior to concrete paving			25,485
	Subtotal			37,740
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	possible liner	700,000
	Subtotal			3,200,000
Reconstruction (on streets to be paved in 2026)	Badger Ave	Spencer St	Pierce Ave	313,183
	Bell Avenue	Summit St	Bennett St	117,450
	Lawe St	College Ave	Spring St	182,700
	Subtotal			613,333
Total				\$ 4,051,835

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2026	Street	From	To	Waste- water Utility
Labor Pool				194,405
CEA				6,357
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			6,339
Construction	Sanitary laterals & manholes prior to concrete paving			29,301
	Subtotal			35,640
New Construction	Edgewood Dr (CTH JJ)	Sommers Dr	Sommers Dr, 750' e/o	93,750
	Subtotal			93,750
Reconstruction (on streets to be paved in 2027)	Bartell Dr	Prospect Ave	Pine St	196,820
	Dewey St	Kernan Ave	Walden Ave	64,404
	Eighth St	Pierce Ave	Badger Ave	60,750
	Oklahoma St	Mason St	Richmond St	356,265
	Rankin St	Commercial St	Wisconsin Ave	245,420
	Sixth St	Memorial Dr	State St	54,180
	Subtotal			977,839
Total				\$ 1,307,991

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2027	Street	From	To	Waste- water Utility
Labor Pool				194,405
CEA				6,357
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			25,155
Construction	Sanitary laterals & manholes prior to concrete paving			10,215
	Subtotal			35,370
New Construction	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	102,195
	Lightning Dr, phase 2 of 3	150'n/o Providence Ave	Goodness Grace street 1	23,490
	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	203,400
	Subtotal			329,085
Reconstruction (on streets to be paved in 2028)	Driscoll St	Prospect Ave	WI Central RR	184,680
	Fair St	Atlantic Street	Spring St	162,000
	Franklin St	Division St	Drew St	124,600
	Outagamie St	College Ave	Packard St	197,100
	Pine St	Prospect Ave	Bartell St	246,610
	Subtotal			914,990
Total				\$ 1,480,207

**CITY OF APPLETON 2024 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2028	Street	From	To	Waste- water Utility
Labor Pool				187,769
CEA				6,357
Consultant	Sanitary laterals and manholes prior to asphalt paving			17,775
	Sanitary laterals and manholes prior to concrete paving			47,877
	Subtotal			65,652
Miscellaneous				-
Construction				-
	Subtotal			-
New Construction				
	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	600,000
	Apple Hill Farms lift station	on French Road	1450' n/o Applecreek Road	750,000
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	275,000
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	130,815
	Subtotal			1,755,815
Reconstruction (on streets to be paved in 2029)				
	Locust St	College Ave	Washington St	39,200
	Subtotal			39,200
Total				\$ 2,054,793

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028
Camera & Network Gear Replacement	\$ 90,000	\$ 92,700	\$ 95,475	\$ 98,350	\$ 101,300
Total	\$ 90,000	\$ 92,700	\$ 95,475	\$ 98,350	\$ 101,300

Discussion of operating cost impact:
No operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Public Works						
Public Safety Camera Program	90,000	92,700	95,475	98,350	101,300	\$ 477,825
Total - Public Works Capital Projects Fund	\$ 90,000	\$ 92,700	\$ 95,475	\$ 98,350	\$ 101,300	\$ 477,825

COST ANALYSIS

Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	90,000	92,700	95,475	98,350	101,300	477,825
Other	-	-	-	-	-	-
Total	\$ 90,000	\$ 92,700	\$ 95,475	\$ 98,350	\$ 101,300	\$ 477,825
Operating Cost Impact	-	-	-	-	-	-

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Southpoint Commerce Park

PROJECT DESCRIPTION	
Justification:	<p>The City created TID #13 to finance the expansion of Southpoint Commerce Park and the related infrastructure. While most of the planned infrastructure is public or City-owned and operated by the Department of Public Works (e.g. roads, sewer, water, stormwater), a portion of the necessary infrastructure is provided via private utilities and service providers. As the City is acting as the developer, the installation of necessary private utilities and service providers (electric, gas, cable) will be done at the expense of the City, as part of the TID #13 project costs.</p>
Discussion of operating cost impact:	<p>Ongoing operating costs of maintaining the base private utilities will be borne by the private utility and service providers. Should the City become a rate payer of the private utilities and service providers, the City will cover the costs of that service. At present, we only anticipate the City paying for future electrical service for street lighting.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT	PHASE	2024	2025	2026	2027	2028	Total
TID #13	Private Utilities	324,529	-	-	-	-	\$ 324,529
Total - TID #13		<u>\$ 324,529</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 324,529</u>

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	324,529	-	-	-	-	324,529
Other	-	-	-	-	-	\$ -
Total	<u>\$ 324,529</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 324,529</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Police firing range upgrade

PROJECT DESCRIPTION

Justification:

The Appleton Police Department (APD) completed an extensive building renovation in 2010 which included the construction of a live fire range. The availability of an in-house range enables the APD to provide sworn personnel with consistent and critically important live fire and situational-based training. APD's in-house firing range has significantly reduced department costs for overtime and fees often associated with using a regional training facility. The 24/7 accessibility, under the direction of a firearms instructor, has resulted in significant wear on the range ventilation systems. The target systems originally installed in 2010, which were then state of the art, are now antiquated and inefficient. This has had a negative impact on the effectiveness of range operations.

The Appleton Police Department has made a significant investment in training over the years and having an on-site range is a critical component. Although routine preventative maintenance is conducted to ensure compliance with OSHA regulations, the frequent use and wear is forcing the department to consider costly upgrades. The cost to furnish, program and install a new range ventilation and target control system, including a necessary system re-commissioning, is estimated at approximately \$102,000.

The current range is not configured to allow vehicles inside. According to FBI Law Enforcement Officer Killed and Assaulted (LEOKA) data from 2015-2019, 83% of officers were killed in or around a vehicle. In 2023, the Wisconsin Department of Justice, Training and Standards, has implemented new High-Risk Vehicle Contact (HRVC) procedures designed to increase officer survival during critical incidents when positioned in or around a vehicle. APD is committed to officer safety and has begun the essential transition to the new HRVC procedure. To effectively implement and consistently train this procedure, we have proposed modifications to widen an exterior door which would allow vehicles to be brought onto the range. The cost for design and construction is estimated at \$40,000.

Discussion of operating cost impact:

Since this request is for range upgrades, we do not expect an appreciable change in operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Police Equipment	\$ 102,000	-	-	-	-	\$ 102,000
Construction	60,000	-	-	-	-	\$ 60,000
Total - Public Safety Capital Projects Fund	\$ 162,000	\$ -	\$ -	\$ -	\$ -	\$ 162,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	60,000	-	-	-	-	\$ 60,000
Other	102,000	-	-	-	-	\$ 102,000
Total	\$ 162,000	\$ -	\$ -	\$ -	\$ -	\$ 162,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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.

Parks: (2028) This CIP upgrades the electrical infrastructure and systems within Houdini Plaza.

Wastewater Plant: (2025-2027) 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. (2025) 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		2024	2025	2026	2027	2028	Total
PRFM	Fire stations	25,000	200,000	-	-	-	\$ 225,000
	MSB	-	25,000	200,000	-	-	\$ 225,000
	Parks	-	-	-	-	400,000	\$ 400,000
Facilities Capital Projects		25,000	225,000	200,000	-	400,000	\$ 850,000
WW	Wastewater	-	3,800,000	100,000	3,800,000	-	\$ 7,700,000
	WW Utility Capital Projects	-	3,800,000	100,000	3,800,000	-	\$ 7,700,000
Water Utility	Water Plant	-	-	-	25,000	250,000	\$ 275,000
	Water Utility Capital Projects	-	-	-	25,000	250,000	\$ 275,000
Total - Electrical Upgrades Capital Projects		\$ 25,000	\$ 4,025,000	\$ 300,000	\$ 3,825,000	\$ 650,000	\$ 8,825,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	25,000	25,000	100,000	25,000	50,000	\$ 225,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	4,000,000	200,000	3,800,000	600,000	\$ 8,600,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 4,025,000	\$ 300,000	\$ 3,825,000	\$ 650,000	\$ 8,825,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Elevator Replacement

PROJECT DESCRIPTION
<p>Justification:</p> <p>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.</p> <p>Buildings V, K, B, & S - (2024) Refurbish/replace V-Building elevator. (2026) Refurbish/replace K-Building elevator. (2027) Refurbish/replace B-Building elevator. (2028) Refurbish/replace S-Building elevator.</p> <p>Discussion of operating cost impact: Operating costs should decrease as the number of service calls and unpredictable repairs will be reduced.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
PRFM City Hall	-	-	-	-	-	\$ -
Facilities Capital Projects	-	-	-	-	-	\$ -
WW Wastewater	350,000	-	400,000	350,000	350,000	\$ 1,450,000
WW Utility Capital Projects	350,000	-	400,000	350,000	350,000	\$ 1,450,000
Total - Electrical Upgrades Capital Projects	\$ 350,000	\$ -	\$ 400,000	\$ 350,000	\$ 350,000	\$ 1,450,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	30,000	-	30,000	30,000	30,000	\$ 120,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	320,000	-	370,000	320,000	320,000	\$ 1,330,000
Other	-	-	-	-	-	\$ -
Total	\$ 350,000	\$ -	\$ 400,000	\$ 350,000	\$ 350,000	\$ 1,450,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Facility Renovations

PROJECT DESCRIPTION

Justification:

Fire Stations:

Upgrade kitchen and bathroom areas - (2024-2028) This project is to upgrade kitchen and bathroom and kitchen and living areas at various fire stations that are original to the buildings and/or experience heavy usage.

PRFMD Facility:

Restroom renovation - 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.

Wastewater Plant:

Building design and renovations - (2025) F1 Building Renovation (Phase 2). (2026) Renovate S-Building locker rooms. (2028) Renovate A-Building bathroom and breakroom.

Discussion of operating cost impact:

Since these projects are renovations of existing space, there is no impact on operating cost anticipated.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
PRFM	Fire Stations	125,000	200,000	125,000	25,000	150,000	\$ 625,000
	PRFMD	100,000	800,000	-	-	-	\$ 900,000
	Facilities Capital Projects	225,000	1,000,000	125,000	25,000	150,000	\$ 1,525,000
WW	Wastewater	-	350,000	450,000	-	450,000	\$ 1,250,000
	WW Utility Capital Projects	-	350,000	450,000	-	450,000	\$ 1,250,000
Total - Facility Renovations Projects		\$ 225,000	\$ 1,350,000	\$ 575,000	\$ 25,000	\$ 600,000	\$ 2,775,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2024	2025	2026	2027	2028	Total
Planning	125,000	25,000	25,000	-	25,000	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	1,325,000	550,000	25,000	575,000	\$ 2,575,000
Other	-	-	-	-	-	\$ -
Total	\$ 225,000	\$ 1,350,000	\$ 575,000	\$ 25,000	\$ 600,000	\$ 2,775,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 1960s 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 COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
PRFM	Planning	-	-	-	-	-	\$ -
	Design	-	-	-	800,000	-	\$ 800,000
	Construction	-	-	-	-	8,250,000	\$ 8,250,000
Total - Facilities Capital Projects		\$ -	\$ -	\$ -	\$ 800,000	\$ 8,250,000	\$ 9,050,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning/Site Acquisition	-	-	-	800,000	-	\$ 800,000
Construction	-	-	-	-	8,250,000	\$ 8,250,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 800,000	\$ 8,250,000	\$ 9,050,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2024 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, the Library, the 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 2024-2028 will be adjusted based on the annual assessments conducted for each property.

Parks:

Fence Replacements - (2024/2025/2027) This project will address replacement of fencing at various parks. Projects include tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (2024/2026/2028) This project is for full reconstruction of both multi-purpose fields and soccer fields. This will improve field conditions, drainage, and reduce the number of canceled events due to poor field conditions.

Irrigation System - (2028) Installation of irrigation system at Houdini Plaza.

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		2024	2025	2026	2027	2028	Total
PRFM	Various Parks						
	Fencing	25,000	25,000	-	25,000	-	\$ 75,000
	Fields	25,000	-	25,000	-	25,000	\$ 75,000
	Irrigation	-	-	-	-	200,000	\$ 200,000
Total - Facilities Capital Projects		\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 225,000	\$ 350,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	25,000	25,000	25,000	225,000	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 225,000	\$ 350,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 3,725,264 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 2024 includes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">City Sites</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Highview and Peabody Trails</td> <td style="text-align: right;">\$ 350,000</td> </tr> <tr> <td>Wastewater Plant</td> <td style="text-align: right;">\$ 300,000</td> </tr> </table> <p>Future projects will be identified after annual assessments of properties and/or parks.</p>		City Sites	\$ 50,000	Highview and Peabody Trails	\$ 350,000	Wastewater Plant	\$ 300,000
City Sites	\$ 50,000						
Highview and Peabody Trails	\$ 350,000						
Wastewater Plant	\$ 300,000						
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		2024	2025	2026	2027	2028	Total
PRFM	City Sites	50,000	50,000	50,000	50,000	50,000	\$ 250,000
	MSB	-	-	175,000	-	-	\$ 175,000
	Park Sites	350,000	300,000	300,000	300,000	300,000	\$ 1,550,000
	PRFMD	-	350,000	-	-	-	\$ 350,000
Facilities Capital Projects		400,000	700,000	525,000	350,000	350,000	\$ 2,325,000
WW	Wastewater	300,000	-	300,000	-	300,000	\$ 900,000
	WW Utility Capital Projects	300,000	-	300,000	-	300,000	\$ 900,000
Total - Hardscape Improvement		\$ 700,000	\$ 700,000	\$ 825,000	\$ 350,000	\$ 650,000	\$ 3,225,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	60,000	30,000	50,000	40,000	50,000	\$ 230,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	640,000	670,000	775,000	310,000	600,000	\$ 2,995,000
Other	-	-	-	-	-	\$ -
Total	\$ 700,000	\$ 700,000	\$ 825,000	\$ 350,000	\$ 650,000	\$ 3,225,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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: (2024) Replace furnaces and condensing units at Fire Station #1.

PRFMD Facility: (2025) Replace garage exhaust fans, make-up air units, and controls.

Police Station: (2026) Replacement of split system feeding server rooms. (2027) Condition assessment and master plan for HVAC replacement.

Wastewater Plant: (2024) L-Building HVAC upgrades. (2025) T-Building HVAC upgrades. Design for B-Building HVAC upgrades. (2026) Construction for B-Building HVAC upgrades and design for K-Building upgrades. (2027) Construction for K-Building HVAC upgrades. (2028) Tunnel HVAC upgrades and B- Building boiler.

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		2024	2025	2026	2027	2028	Total
PRFM	Fire Stations	225,000	-	-	-	-	\$ 225,000
	PRFMD Facility	-	375,000	-	-	-	\$ 375,000
	Police Station	-	-	125,000	25,000	-	\$ 150,000
Facilities Capital Projects Fund		225,000	375,000	125,000	25,000	-	\$ 750,000
WW	Wastewater Plant	2,490,000	650,000	600,000	600,000	800,000	\$ 5,140,000
	WW Utility Capital Projects	2,490,000	650,000	600,000	600,000	800,000	\$ 5,140,000
Water Utility	Water Plant	850,000	-	250,000	-	-	\$ 1,100,000
	Water Utility Capital Projects	850,000	-	250,000	-	-	\$ 1,100,000
Total - HVAC Upgrades		\$ 3,565,000	\$ 1,025,000	\$ 975,000	\$ 625,000	\$ 800,000	\$ 6,990,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	100,000	100,000	50,000	75,000	50,000	\$ 375,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,465,000	925,000	925,000	550,000	750,000	\$ 6,615,000
Other	-	-	-	-	-	\$ -
Total	\$ 3,565,000	\$ 1,025,000	\$ 975,000	\$ 625,000	\$ 800,000	\$ 6,990,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2024 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. (2027) Renovation of the Community and Economic Development/Assessors areas. (2028) Renovation of Finance/Human Resources).

Fire Stations: (2025) Replace several areas of flooring on the first floor of Fire Station #1. (2006/2028) Replace flooring at various Fire Stations.

Furniture Upgrades -

City Hall: (2024) Community & Economic Development workstation upgrades. (2025) Finance 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		2024	2025	2026	2027	2028	Total
PRFM	City Hall	250,000	250,000	-	1,250,000	1,500,000	\$ 3,250,000
	Fire Stations	-	125,000	35,000	-	35,000	\$ 195,000
	MSB	245,000	-	-	-	-	\$ 245,000
		<u>495,000</u>	<u>375,000</u>	<u>35,000</u>	<u>1,250,000</u>	<u>1,535,000</u>	<u>\$ 3,690,000</u>
Total - Interior Finishes and Furniture		<u>\$ 495,000</u>	<u>\$ 375,000</u>	<u>\$ 35,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,535,000</u>	<u>\$ 3,690,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	100,000	100,000	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	495,000	375,000	35,000	1,150,000	1,435,000	\$ 3,490,000
Other	-	-	-	-	-	\$ -
Total	<u>\$ 495,000</u>	<u>\$ 375,000</u>	<u>\$ 35,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,535,000</u>	<u>\$ 3,690,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2024 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 #6. (2025) Upgrade interior lighting at Fire Station #1. (2027) Upgrade lighting at Various Fire Stations.

MSB: (2025) Upgrade interior lighting in sign shop, stockroom, engineering, cold storage and CEA shop.

Parks: (2025) Lighting upgrades for Highview Park. (2026) Lighting upgrades at Telulah Park. (2027) Lighting upgrades for Jaycee Park. (2028) Lighting upgrades for the Newberry Trail. Replace existing and add new lighting for Erb Tennis Courts.

Police Station: (2025) Upgrade interior lighting. (2028) Upgrade interior lighting.

Wastewater: (2024) Lighting upgrades for the V and M Buildings. (2026) Lighting upgrades for F2, FG, H and J Buildings. (2028) Lighting upgrades as part of replacement plan.

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		2024	2025	2026	2027	2028	Total
PRFM	Fire Stations	150,000	75,000	-	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	\$ 150,000
Facilities Capital Projects		150,000	500,000	275,000	275,000	525,000	\$ 1,725,000
WW	Wastewater	150,000	-	75,000	-	75,000	\$ 300,000
	WW Utility Capital Projects	150,000	-	75,000	-	75,000	\$ 300,000
Total - Lighting Upgrade Projects		\$ 300,000	\$ 500,000	\$ 350,000	\$ 275,000	\$ 600,000	\$ 2,025,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	25,000	40,000	25,000	25,000	-	\$ 115,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	275,000	460,000	325,000	250,000	600,000	\$ 1,910,000
Other	-	-	-	-	-	-
Total	\$ 300,000	\$ 500,000	\$ 350,000	\$ 275,000	\$ 600,000	\$ 2,025,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Plumbing Upgrades

PROJECT DESCRIPTION

Justification:

Parks:

City Park Fountain - (2025/2026) Design and 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	2024	2025	2026	2027	2028	Total
PRFM City Park	-	-	-	70,000	700,000	\$ 770,000
Total - Facilities Capital Projects Fund	\$ -	\$ -	\$ -	\$ 70,000	\$ 700,000	\$ 770,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	70,000	-	\$ 70,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	700,000	\$ 700,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 70,000	\$ 700,000	\$ 770,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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, and other issues are 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. Also, update of the roof survey. (2027) Pavilion roof replacement at Lions, Derks, Colony Oaks and Woodland Gazebo.

Wastewater: (2024) Roof 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	2024	2025	2026	2027	2028	Total
PRFM Parks	175,000	-	-	150,000	-	\$ 325,000
Facilities Capital Projects	175,000	-	-	150,000	-	\$ 325,000
WW Wastewater Plant	950,000	275,000	-	250,000	-	\$ 1,475,000
WW Utility Capital Projects	950,000	275,000	-	250,000	-	\$ 1,475,000
Total - Roof Replacement Projects	\$ 1,125,000	\$ 275,000	\$ -	\$ 400,000	\$ -	\$ 1,800,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	10,000	15,000	-	30,000	-	\$ 55,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,115,000	260,000	-	370,000	-	\$ 1,745,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,125,000	\$ 275,000	\$ -	\$ 400,000	\$ -	\$ 1,800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

City Hall: (2024) Install additional security improvement to glass, doors and install additional cameras.

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.

Municipal Services Building: (2024) Security gate upgrade (2028) Design for MSB south generator replacement.

Parks: (2025) City Park fiber and camera installation. (2026) Pierce Park fiber and camera installation. (2027) Telulah Park fiber and camera installation. (2028) Appleton Memorial Park fiber and camera installation.

PRFMD Facility: (2024) Replace generator and emergency power system. The current generator is 43 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		2024	2025	2026	2027	2028	Total
PRFM	City Hall	35,000	-	-	-	-	\$ 35,000
	Fire Stations	65,000	135,000	125,000	75,000	-	\$ 400,000
	MSB	24,000	-	-	-	65,000	\$ 89,000
	Parks	-	125,000	125,000	75,000	75,000	\$ 400,000
	PRFMD	375,000	-	-	-	-	\$ 375,000
Facilities Capital Projects		499,000	260,000	250,000	150,000	140,000	\$ 1,299,000
Total - Safety & Security Upgrades		\$ 499,000	\$ 260,000	\$ 250,000	\$ 150,000	\$ 140,000	\$ 1,299,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	10,000	10,000	25,000	75,000	\$ 120,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	499,000	250,000	240,000	125,000	65,000	\$ 1,179,000
Other	-	-	-	-	-	\$ -
Total	\$ 499,000	\$ 260,000	\$ 250,000	\$ 150,000	\$ 140,000	\$ 1,299,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 meet the needs of the downtown neighborhood plan completed in 2022. The analysis and report was completed in 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	2024	2025	2026	2027	2028	Total
Valley Transit Transit Center	25,000,000	-	-	-	-	\$ 25,000,000
Total - Valley Transit Capital	\$ 25,000,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	3,000,000	-	-	-	-	\$ 3,000,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	22,000,000	-	-	-	-	\$ 22,000,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2024 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 affect other operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2024	2025	2026	2027	2028	Total
	On-street wayfinding signage	100,000	-	-	-	-	\$ 100,000
	Structural repairs/preventative maint.	1,600,000	1,700,000	1,700,000	1,700,000	1,000,000	\$ 7,700,000
Total - Parking Utility Capital Projects		<u>\$ 1,700,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,000,000</u>	<u>\$ 7,800,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	1,700,000	1,700,000	1,700,000	1,700,000	1,000,000	\$ 7,800,000
Total	<u>\$ 1,700,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,000,000</u>	<u>\$ 7,800,000</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: M-Building Upgrades

PROJECT DESCRIPTION

Justification:

The AWWTP "M-Building" was originally constructed in 1936 to serve as the center of sludge process control. It has since directly or indirectly been impacted by three major facility upgrades in 1961, 1975, and 1992. More recently it was impacted as part of the 2011 Biogas Utilization Project. That project converted former solids process infrastructure to a digester gas storage and conveyance system. M-Building remains the home for two large axial flow blend pumps, supporting electrical, and mechanical systems that were installed in the 1970s and are still used today to homogenize digested sludge from primary anaerobic digestion before being transferred to dewatering operations located in V-Building.

Outside engineering services will be solicited to conduct a preliminary conditions assesement from which a prioritized list of repairs and upgrades that align with present-day and future treatment operation needs will be identified. A public bid construction project will then be advanced which may include but is not limited to the following:

- Replacement of solids blending and storage tank covers
- Modifications to the mechanical mixing system within each solids storage tank
- New solids blending pumps
- New Motor Control Centers (MCCs)
- Upgraded SCADA control

Discussion of operating cost impact:

No operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Wastewater	-	-	-	-	1,600,000	\$ 1,600,000
Total - Wastewater Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000	\$ 1,600,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	-	-	-	150,000	\$ 150,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	1,450,000	\$ 1,450,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000	\$ 1,600,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Receiving Station Upgrades

PROJECT DESCRIPTION

Justification:

The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The average annual revenue generated from this program is approximately \$2.5 million.

Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one of two locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost-effectively treated and provide the opportunity for methane gas production and utilization. Nearly all are high strength wastes from food-based industries located outside the Appleton sewer service area.

The storage capacity of the receiving station was expanded in 2021 when one of the two redundant Diffused Air Floatation (DAF) tanks was modified and recoated to also accommodate hauled waste. That project was successful in providing much needed capacity as part of a growing Hauled Waste Program. However, the additional storage capacity emphasized the need for mixing or homogenizing the contents of these tanks which is primarily comprised by cheese process wastes. The lighter fat of these wastes floats under static conditions which promotes objectional odors as this material degrades within the open vessel tank prior to being pumped to anaerobic digestion. This fat layer slowly accumulates along the outer edge of the tank, exacerbating odor issues, while heavier solids accumulate at the base of the tank, eventually necessitating staff to conduct manual tank cleaning activities. The stratification of heavier solids and grit at the base of the tanks can bind pumps and cause premature pump wear. The stratification also results in an irregular organic loading to anaerobic digestion that could otherwise be optimized by homogenization.

A preliminary engineering study will be completed in 2025 to evaluate tank repairs, mixing options, and other improvements (e.g., improved surveillance, automated sampling, upgraded instrumentation) that would be advanced as part of a 2026 construction project.

Discussion of operating cost impact:

Project will improve waste treatment, decrease staff time associated with tank cleaning and equipment repairs, and expand biogas production potential and intern associated biogas utilization.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Wastewater	-	100,000	800,000	-	-	\$ 900,000
Total - Wastewater Capital Projects Fund	\$ -	\$ 100,000	\$ 800,000	\$ -	\$ -	\$ 900,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	100,000	-	-	-	\$ 100,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	800,000	-	-	\$ 800,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 100,000	\$ 800,000	\$ -	\$ -	\$ 900,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 began 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	2024	2025	2026	2027	2028	Total
IT ERP system	65,000	-	-	-	-	\$ 65,000
IT Capital Projects Fund	65,000	-	-	-	-	\$ 65,000
Sanitation ERP system	20,000	-	-	-	-	\$ 20,000
Stormwater ERP system	20,000	-	-	-	-	\$ 20,000
Water ERP system	20,000	-	-	-	-	\$ 20,000
Wastewater ERP system	20,000	-	-	-	-	\$ 20,000
Utility Funds	80,000	-	-	-	-	\$ 80,000
Total - ERP system Upgrade	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000

COST ANALYSIS

Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Other	145,000	-	-	-	-	\$ 145,000
Total	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
Operating Cost Impact	\$ 46,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 322,000

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Fuelmaster FMLive SaaS Upgrade

PROJECT DESCRIPTION
<p>Justification:</p> <p>Upgrading the Fuelmaster on-premise server to the FMLive cloud-hosted solution provides the MSB and IT staff the following benefits:</p> <ul style="list-style-type: none"> * View real-time transactions, fuel inventory, and diagnostics by way of web-enabled devices * Perform software and firmware upgrades without taking systems offline * Cloud-hosted system monitoring and proactive troubleshooting without IT interaction * Decommissioning of existing virtual server and storage resources and associated maintenance from the City's data center * Future-proofing the Fuelmaster system by assuring perpetual upgrades and support through a SaaS subscription <p>Discussion of operating cost impact:</p> <p>The IT Department's Operations Software Support budget will increase by an estimated \$6,500 per year to cover the Fuelmaster FMLive SaaS recurring annual subscription.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
IT Fuelmaster SaaS Upgrade	35,000	-	-	-	-	\$ 35,000
Total - Information Technology Capital Projects Fund	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	35,000	-	-	-	-	\$ 35,000
Total	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Operating Cost Impact	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 26,000

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Axon Officer Safety Plan

PROJECT DESCRIPTION

Justification:

In 2015, the Appleton Police Department (APD) implemented body-worn cameras (BWC) through the Axon Officer Safety Plan (OSP). Axon Enterprise, Inc. merged with Taser International, bundling BWC and Tasers in one replacement and maintenance cycle. Expanding the OSP, Axon has since added new applications that focus on officer safety and comprehensive public safety services such as GEO mapping, live streaming, critical video offload, citizen for communities, virtual reality simulations and a records management system.

Nationally, body-worn cameras have become a necessity for police transparency and for providing valuable evidence documentation. As Axon improves technology in video and audio of the BWC, the Department receives upgrades in equipment as part of the OSP plan. There are also more efficiencies for supervisors who can easily and quickly review BWC evidence that is critical when responding to investigations or for court documentation. In 2021, Axon released the Virtual Reality Simulation Training system that emphasizes de-escalation through real-life use-of-force situations. As a required training, officers can better respond to critical situations and approach individuals suffering from mental health issues having experienced similar situations in a controlled environment. Other applications or upgrades include integration with our reports management system, providing the ability to share data with other law enforcement agencies.

Renewing the Axon contract includes BWC and Taser upgrades with the most up-to-date technology, third party video evidence storage, licenses, software, virtual reality simulations, taser cartridges and other necessary supplies and training. We are requesting \$559,500 for the purchase of equipment over 5 years through the Capital Improvements Program. The operating cost for cartridges, software, evidence storage and other accessories will be included in the annual budget over the 5-year contract.

Discussion of operating cost impact:

Renewal and upgrade in Axon Officer Safety Plan.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Police Equipment	111,900	111,900	111,900	111,900	111,900	\$ 559,500
Total - Public Safety Capital Projects Fund	\$ 111,900	\$ 111,900	\$ 111,900	\$ 111,900	\$ 111,900	\$ 559,500

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	111,900	111,900	111,900	111,900	111,900	\$ 559,500
Total	\$ 111,900	\$ 111,900	\$ 111,900	\$ 111,900	\$ 111,900	\$ 559,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 would have been 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. Plus, there are 50 air bottles in service at a replacement cost of \$1,500 per bottle. In addition, the six supplied air breathing apparatus (SABAs) will also need to be replaced at a cost of \$3,500 per unit. 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 Fire Stations # 1, 3, and 6. The air compressor units have an anticipated cost of \$184,365. 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 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	2024	2025	2026	2027	2028	Total
Fire Equipment	-	-	269,625	-	-	\$ 269,625
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ 269,625	\$ -	\$ -	\$ 269,625

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	269,625	-	-	\$ 269,625
Total	\$ -	\$ -	\$ 269,625	\$ -	\$ -	\$ 269,625
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 (EMS) 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 EMTs allows us to extend the learning curve for that transmission. This is a complicated device, and the gradual transition will set our people 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. Oktoberfest), and maintenance for a total of eight units. 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 full cost (\$440,000).

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	2024	2025	2026	2027	2028	Total
Fire Equipment	44,000	-	-	-	-	\$ 44,000
Total - Public Safety Capital Projects Fund	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	44,000	-	-	-	-	\$ 44,000
Total	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ 44,000
Operating Cost Impact	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 64,000

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Self-Check Machines & RFID Pads

PROJECT DESCRIPTION

Justification:

The self-checks that the library is currently using are over 12 years old. They run Windows 7 and have outdated hardware that no longer meets the expectations of our patrons. As the machines have aged and become less reliable, utilization has decreased 10%, from over 70% to 60%, since 2019. Our goal has been to reach 75% utilization of self-check to optimally balance workloads.

The new library will need seven self checks due to added public floorspace and having all three floors now accessible to the public with materials that can be checked out. At the previous library, we had six self-check machines.

We have anticipated needing new self-checks for some time, but have postponed ordering new ones due to various building projects over the years and wanting to time the purchase to coincide with opening a new building.

Additionally, the Library's RFID scan pads are the same age as the self-checks, so they also need to be replaced. The pads are used for several things, including checking materials in and out and also programming the RFID chips used by the self-checks and the pads.

Discussion of operating cost impact:

We anticipate no additional operating costs and potentially could see savings in our annual maintenance contract on the equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
Library	Equipment	50,000	-	-	-	-	\$ 50,000
Total - Library		<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	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 2024 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 (2025)

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 (2025) 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	2024	2025	2026	2027	2028	Total
DPW Robotic Total Station/GPS	-	40,000	-	-	-	\$ 40,000
Total - Public Works Capital Projects Fund	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	40,000	-	-	-	\$ 40,000
Total	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Process Upgrades

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) operates two early 1990s vintage positive displacement rotary blowers which supply low-pressure air to a network of submerged diffusers located within the mixed liquor channel and the aeration tank inlet channels. These diffusers are designed to create turbulence within flow and keep solids in suspension. The channel aeration blower equipment was commissioned as part of a major upgrade project in the early 1990s and has proven to be reliable for over 30 years of operation. However, it has reached its useful life and one of the blowers now requires replacement. The 2024 CIP will implement a construction project with present day replacement blower technology.

The 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 2026 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 the preliminary engineering phase 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	2024	2025	2026	2027	2028	Total
Wastewater Consulting	87,500	-	100,000	-	-	\$ 187,500
Contractor	512,500	-	1,100,000	-	-	\$ 1,612,500
Total - Wastewater Utility Capital Projects	\$ 600,000	\$ -	\$ 1,200,000	\$ -	\$ -	\$ 1,800,000

COST ANALYSIS

Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	87,500	-	100,000	-	-	\$ 187,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	512,500	-	1,100,000	-	-	\$ 1,612,500
Other	-	-	-	-	-	\$ -
Total	\$ 600,000	\$ -	\$ 1,200,000	\$ -	\$ -	\$ 1,800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Lift Station Improvements

PROJECT DESCRIPTION
<p>Justification:</p> <p>Lift stations convey sewage to interceptor sewers for gravity flow to the Appleton Wastewater Treatment Plant. Failures of lift stations pose the immediate risk of sanitary sewer backups 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.</p> <p>Water Street Lift Station: The Water Street lift station was reconstructed in the late 1990's in conjunction with the industrial property redevelopment along South Olde Oneida Street which today is the Historic Fox River Mills apartment complex. This CIP will replace the existing pumps, pump rail system, and upgrade the electrical control system to maintain reliability after nearly 25 years of continuous use.</p> <p>Marshall Heights Lift Station: The CIP will replace the existing pumps, pump rail system, and upgrade the electrical control system to maintain reliability after over 20 years of continuous use (originally constructed in 1998).</p> <p>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 Department of Natural Resources approval to construct a gravity pipe through designated wetland areas with either open trench or micro-tunneling. The anticipated timeline for review, approvals, and construction would not occur until 2025 at the earliest based on recently revised projections. The \$850,000 allocation in the 2025 budget for lift station work is based on the costs to construct a new brick and mortar building away from the ravine slope which would house relocated electrical power and control panels and emergency stand-by generator. The 2025 budget allocation year is to align with the anticipated timeline for the gravity sewer option and serves as the second project alternative project if it is not approved.</p> <p>Summer Street Lift Station: This 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.</p> <p>Discussion of operating cost impact:</p> <p>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.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
Wastewater	Water St	800,000	-	-	-	-	\$ 800,000
	Marshall Heights	800,000	-	-	-	-	\$ 800,000
	Glacier Ridge	-	850,000	-	-	-	\$ 850,000
	Summer St	-	-	850,000	-	-	\$ 850,000
Total - Wastewater Utility Capital Projects		\$ 1,600,000	\$ 850,000	\$ 850,000	\$ -	\$ -	\$ 3,300,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	160,000	85,000	85,000	-	-	\$ 330,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,440,000	765,000	765,000	-	-	\$ 2,970,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,600,000	\$ 850,000	\$ 850,000	\$ -	\$ -	\$ 3,300,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Phosphorus Analyzer Replacement

PROJECT DESCRIPTION

Justification:

The Wisconsin Department of Natural Resources (WDNR) implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. The Appleton Wastewater Treatment Plant (AWWTP) processes are designed and operated in order to meet the facility WPDES permit limits. The next WPDES permit reissued to the AWWTP will have more stringent phosphorus discharge limits. To help meet lower-level discharge limits, an analyzer was installed at the AWWTP in 2014 which could reliably detect the amount of phosphorus at very low levels in wastewater effluent. A second phosphorus analyzer was later installed in 2017 to monitor phosphorus levels in mixed liquor immediately following biological treatment. Both instruments are utilized in conjunction with a customized automated dosing program that determines the amount of chemical necessary to effectively treat phosphorus and satisfy future, more stringent, effluent quality compliance standards.

The low-level phosphorus analyzer installed in 2014 is nearing the end of its projected useful life. That is supported by an escalating trend of reliability issues and equipment failures. The existing effluent analyzer was originally designed for monitoring phosphorus levels in non-contact cooling water systems and not the challenges which come with an industrial wastewater environment. The technology has advanced much since 2014 and more options are available today that are capable of detecting low-level phosphorus concentrations, specifically within the wastewater industry.

This CIP will advance the purchase and installation of a new phosphorus effluent analyzer that satisfies accuracy and reliability criteria to best position the AWWTP in advance of the projected WPDES reissuance date in late 2025 or early 2026.

Discussion of operating cost impact:

Chemicals are used to remove the phosphorus and comply with WPDES permit requirements. Chemical expenses have increased by nearly 50% since 2022. The instrument replacement would provide data for more efficient and effective treatment. This project may not have an immediate impact on operating costs. However, as data is gathered, the potential for cost savings exists through more precise chemical dosing to achieve regulatory compliance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Instrument Equipment	30,000	-	-	-	-	\$ 30,000
Total - Wastewater Capital Projects Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

COST ANALYSIS

Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	30,000	-	-	-	-	\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Primary Clarifiers #1-4 Rebuild

PROJECT DESCRIPTION

Justification:

There are six primary clarifiers at the AWWTP. Primary Clarifiers #1 and #2 were originally constructed in 1936 with Primary Clarifiers #3 and #4 later constructed as part of a 1961 expansion project. Primary Clarifiers #5 and #6 were constructed in 1992 during the last significant upgrade project at the AWWTP. The primary treatment system is designed to split wastewater flow between all six online clarifiers or any combination of clarifiers depending on treatment and maintenance needs. Each primary clarifier is 70 feet in diameter with a side water depth of 10 feet. The total volume is 1,728,000 gallons and the detention times are 2.68 and 0.75 hours at 15.5 mgd and 55 mgd, respectively. Approximately 60% or more of the total suspended solids entering the AWWTP is removed by the primary clarifiers.

The last major maintenance or CIP project completed on Primary Clarifiers #1 through #4 was in 2001. As part of that project, all four primary clarifiers were modified to raise the bridge elevations and install new drive mechanisms. Inspections completed during the summer of 2023 provided support to address structural steel components impacted by corrosion along with restoring the original concrete grout layer which has deteriorated over 60 plus years of continuous use. The 2024 CIP will address the findings of the 2023 inspection wear and the potential for failure.

Discussion of operating cost impact:

There will not be an operating cost reduction. The equipment will require the same amount of energy.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Wastewater	1,000,000	-	-	-	-	\$ 1,000,000
Total - Wastewater Capital Projects Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	100,000	-	-	-	-	\$ 100,000
Land Acquisition	-	-	-	-	-	-
Construction	900,000	-	-	-	-	\$ 900,000
Other	-	-	-	-	-	-
Total	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bisulfite Bulk Tank Replacement

PROJECT DESCRIPTION

Justification:

The AWWTP utilizes the chemical sodium bisulfite (38%) to seasonally dechlorinate wastewater prior to being discharged to the Lower Fox River. Dechlorination is the process to reduce the residual chlorine concentration to satisfy the low chlorine residual requirement established by the Department of Natural Resources which protect aquatic life in the Fox River. The existing 2,850-gallon fiberglass resin plastic (FRP) bulk tank which is used to store sodium bisulfite was installed in the early 1990s. FRP tanks typically have a suggested useful life when under continuous use of 15 years. The AWWTP sodium bisulfite tank life is expected to be double that since this chemical is only utilized six months each year.

This project will replace the existing bulk storage tank and add a second tank for additional capacity and redundancy which does not currently exist.

Discussion of operating cost impact:

No cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Wastewater	-	-	160,000	-	-	\$ 160,000
Total - Wastewater Capital Projects Fund	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ 160,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	160,000	-	-	\$ 160,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ 160,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Utility Department Computer Network Infrastructure Upgrade

PROJECT DESCRIPTION

Justification:

Update the computer network infrastructure at the Appleton Wastewater and Water filtration plants to support the City and SCADA computer networks. This update includes a fiber-optic backbone upgrade, new wireless access points, new Ethernet switches, replacement of serial network cabling with hub-and-spoke cabling, replacement of Spectralink wireless phones with iPhones, upgraded remote gate-access technology, cloud-based gate cameras, and new or upgraded uninterruptible power supplies in all main and independent distribution frames. The SCADA network will continue to be air-grapped from the City network to ensure digital security of the water treatment systems.

Wastewater Estimate:
- \$1,400,000

Water Filtration Estimate:
- \$175,000

Discussion of operating cost impact:

The spectralink telephones will be replaced with iPhones. Each iPhone will cost \$20.75 per month. Cloud-based gate cameras will cost an estimated \$250 per year per camera.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
Water	Equipment	175,000	-	-	-	-	\$ 175,000
Wastewater	Equipment	1,400,000	-	-	-	-	\$ 1,400,000
Total - Water & Wastewater Capital Projects Funds		\$ 1,575,000	\$ -	\$ -	\$ -	\$ -	\$ 1,575,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,575,000	-	-	-	-	\$ 1,575,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,575,000	\$ -	\$ -	\$ -	\$ -	\$ 1,575,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Treatment Instrumentation Replacement

PROJECT DESCRIPTION
<p>Justification:</p> <p>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.</p> <p>Fluoride instruments were replaced in 2023, the first year of this two-year 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.</p> <p>Discussion of operating cost impact:</p> <p>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.</p>

DEPARTMENT COST SUMMARY						
DEPARTMEN PHASE	2024	2025	2026	2027	2028	Total
Water Equipment	80,000	-	-	-	-	\$ 80,000
Total - Water Utility Capital Projects	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	80,000	-	-	-	-	\$ 80,000
Total	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 its 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 pump will be replaced with new equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Matthias Pump Station	-	650,000	-	-	-	\$ 650,000
Glendale Pump Station	-	650,000	-	-	-	\$ 650,000
Total - Water Utility Capital Projects	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	130,000	-	-	-	\$ 130,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	1,170,000	-	-	-	\$ 1,170,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Server Upgrade

PROJECT DESCRIPTION

Justification:

The Water Plant currently relies on servers running Windows Server 2008, an operating system that was released over a decade ago. Windows Server 2008 has reached its end of life, meaning that Microsoft no longer provides support or updates for this operating system. This lack of support exposes the plant to significant vulnerabilities, making water production susceptible to possible outages. This upgrade is essential for maintaining a secure, efficient, and reliable IT infrastructure that supports the water operations.

Windows Server 2008 is incompatible with many modern applications and software tools. By upgrading to Windows Server 2022, the latest software and technologies become compatible for use at the plant. This allows new features and capabilities offered by modern applications to improve productivity and supporting new technologies.

The Water Plant server hardware does not meet the minimum requirements for Windows Server 2022. Outdated hardware can limit system performance, scalability, and reliability, preventing full use of the features and capabilities offered by the new operating system. Upgrading the server hardware is essential to take full advantage of the benefits provided by Windows Server 2022.

Individual work stations will be replaced as the current equipment operating system is incompatible with Windows Server 2022 and RS View, the Supervisory Control and Data Acquisition (SCADA) software that operates the plant.

Discussion of operating cost impact:

While there will be an upfront cost associated with the server upgrade, it is important to consider the long-term financial benefits. By upgrading to Windows Server 2022, the risk of outages, data loss, and system failures, which can result in costly downtime, data recovery, and regulatory non-compliance, is reduced. Annually, a service contract is needed for the upkeep of the software. At present, the service contract is \$1,700 annually.

Many regulatory frameworks and industry standards require organizations to maintain up-to-date software and security practices. Upgrading to Windows Server 2022 ensures compliance with these regulations, avoiding potential penalties, legal liabilities, and reputational damage.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
Hardware - Servers	50,000	-	-	-	-	\$ 50,000
Hardware - Desk Sets	15,000	-	-	-	-	\$ 15,000
Software	30,000	-	-	-	-	\$ 30,000
Installation - Integration Services	20,000	-	-	-	-	\$ 20,000
Total - Water Utility Capital Projects Fund	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	20,000	-	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	65,000	-	-	-	-	\$ 65,000
Other	30,000	-	-	-	-	\$ 30,000
Total	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000
Operating Cost Impact	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 8,500

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Master Plan

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, a 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.
- 2028 - Jones Building replacement - Design.

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 Five-Year Capital Improvement Program.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
PRFMD	Design	-	-	125,000	-	100,000	\$ 225,000
	Construction	-	-	-	1,500,000	-	\$ 1,500,000
Total - Facilities Capital Projects Fund		\$ -	\$ -	\$ 125,000	\$ 1,500,000	\$ 100,000	\$ 1,725,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	125,000	-	100,000	\$ 225,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	1,500,000	-	\$ 1,500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 125,000	\$ 1,500,000	\$ 100,000	\$ 1,725,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Park ADA Improvements

PROJECT DESCRIPTION

Justification:

The objective of this request is to assess and repair present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities, and to develop a transition plan to remedy any non-compliance areas. Recreation facilities include facilities such as pavilions, trails, playgrounds, parking lots, aquatics, ball fields, golf course, the Scheig Center, and shoreline access.

An ADA assessment update of recreational facilities was completed in 2021. This CIP addresses any deficiencies found in the ADA assessment. Each CIP request will focus on reconstruction of sidewalks and 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.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are no operating cost impacts.

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
PRFM ADA Improvements	25,000	50,000	50,000	50,000	50,000	\$ 225,000
Total - Facilities Capital Projects	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	50,000	50,000	50,000	50,000	\$ 225,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 - (2024) 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	2024	2025	2026	2027	2028	Total
PRFMD Mead Pool	350,000	-	-	-	-	\$ 350,000
Total - Facilities Capital Projects Fund	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

COST ANALYSIS

Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
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 2024 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 - (2028) Design services for park upgrades.

Ellen Kort Peace Park:

Design and Construction - (2027) Design and construction for park upgrades phase (civil and utilities).

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. (2028) Construction for above.

Vulcan HeritagePark:

Design and Construction - (2028) Design for park upgrades.

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		2024	2025	2026	2027	2028	Total
PRFM	Arbutus Park	-	-	-	-	40,000	\$ 40,000
	Ellen Kort Park	-	-	-	650,000	-	\$ 650,000
	Peabody Park	-	-	-	100,000	850,000	\$ 950,000
	Vulcan Heritage	-	-	-	-	75,000	\$ 75,000
Total - Facilities Capital Projects		\$ -	\$ -	\$ -	\$ 750,000	\$ 965,000	\$ 1,715,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	200,000	115,000	\$ 315,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	550,000	850,000	\$ 1,400,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 750,000	\$ 965,000	\$ 1,715,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 - (2024/2025) This project will make needed renovations to the Pierce Park pavilion and restroom building. These renovations will include, but are not limited to, exterior facade repairs, door replacements, plumbing upgrades, bathroom upgrades, electrical upgrades, lighting upgrades, and ADA modifications.

Summit Park: Pavilion/Restroom Building - (2028) This project will design a pavilion/restroom facility.

Telulah Park: Pavilion Renovation - (2024) This project will make needed renovations to the Telulah Park pavilion. Design was completed in 2023. Due to high bids this part of the project was deferred.

Discussion of operating cost impact:

Renovations to existing pavilions are not expected to have any impact on operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
PRFM	AMP	-	150,000	-	-	-	\$ 150,000
	Park Fountains	50,000	-	-	-	-	\$ 50,000
	Pierce Park	40,000	300,000	-	-	-	\$ 340,000
	Summit Park	-	-	-	-	37,500	\$ 37,500
	Telulah Park	200,000	-	-	-	-	\$ 200,000
Total - Facilities Capital Projects		\$ 290,000	\$ 450,000	\$ -	\$ -	\$ 37,500	\$ 777,500

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	20,000	10,000	-	-	37,500	\$ 67,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	270,000	440,000	-	-	-	\$ 710,000
Other	-	-	-	-	-	\$ -
Total	\$ 290,000	\$ 450,000	\$ -	\$ -	\$ 37,500	\$ 777,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Playground Areas

PROJECT DESCRIPTION
<p>Justification:</p> <p>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 and 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 \$3.5 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.</p> <p>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.</p> <p>Alicia Park: <u>Upgrade Playground</u> - (2025) Playground upgrades</p> <p>City Park: <u>Upgrade Surfacing</u> - (2027) Replace sufacing</p> <p>Colony Oaks Park: <u>Upgrade Playground</u> - (2026) New playground equipment</p> <p>Green Meadows Park: <u>Upgrade Playground</u> - (2024) New playground equipment</p> <p>Highview Park: <u>Upgrade Playground</u> - (2024) New playground equipment</p> <p>Jaycee Park: <u>Upgrade Playground</u> - (2027) New playground equipment</p> <p>Telulah Park: <u>Upgrade Playground</u> - (2028) Playground upgrades and rubberized/synthetic surfacing</p> <p>Discussion of operating cost impact:</p> <p>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 and services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
PRFM	Alicia Park	-	125,000	-	-	-	\$ 125,000
	City Park	-	-	-	250,000	-	\$ 250,000
	Colony Oaks Park	-	-	150,000	-	-	\$ 150,000
	Green Meadows Park	90,000	-	-	-	-	\$ 90,000
	Highview Park	150,000	-	-	-	-	\$ 150,000
	Jaycee Park	-	-	-	125,000	-	\$ 125,000
	Telulah Park	-	-	-	-	600,000	\$ 600,000
Total - Facilities Capital Projects		\$ 240,000	\$ 125,000	\$ 150,000	\$ 375,000	\$ 600,000	\$ 1,490,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	240,000	125,000	150,000	375,000	600,000	\$ 1,490,000
Other	-	-	-	-	-	\$ -
Total	\$ 240,000	\$ 125,000	\$ 150,000	\$ 375,000	\$ 600,000	\$ 1,490,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 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 and 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:

- 2024 - Clubhouse Flooring - \$30,000
- 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
- 2028 - Exterior Signage - \$55,000

** 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	2024	2025	2026	2027	2028	Total
REID						
Paved Paths	-	35,000	-	25,000	-	\$ 60,000
Master Planning	15,000	-	-	-	-	\$ 15,000
HVAC Upgrades	-	-	80,000	-	-	\$ 80,000
Flooring	30,000	-	-	-	-	\$ 30,000
Signage	-	-	-	-	55,000	\$ 55,000
Total - Reid Municipal Golf Course	\$ 45,000	\$ 35,000	\$ 80,000	\$ 25,000	\$ 55,000	\$ 240,000

COST ANALYSIS

Estimated Cash Flows

Components	2024	2025	2026	2027	2028	Total
Planning	15,000	-	-	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	30,000	35,000	80,000	25,000	55,000	\$ 225,000
Other	-	-	-	-	-	\$ -
Total	\$ 45,000	\$ 35,000	\$ 80,000	\$ 25,000	\$ 55,000	\$ 240,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Sport Courts

PROJECT DESCRIPTION	
<p>Justification:</p> <p>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, and 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.</p> <p>Hoover Park: <u>New Courts</u> - (2027) Design, permitting, and other approvals for new basketball and pickleball courts. (2028) Construction for new basketball and pickleball courts.</p> <p>Jaycee Park: <u>New Courts</u> - (2025) Design, permitting, and other approvals for new basketball and pickleball courts. (2026) Construction for new basketball and pickleball courts.</p> <p>Discussion of operating cost impact:</p> <p>Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs, but new pickleball courts will require some additional supplies and services for maintenance.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
PRFMD	Hoover Park	-	-	-	45,000	350,000	\$ 395,000
	Jaycee Park	-	35,000	350,000	-	-	\$ 385,000
Total - Facilities Capital Projects		\$ -	\$ 35,000	\$ 350,000	\$ 45,000	\$ 350,000	\$ 780,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning	-	35,000	-	45,000	-	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	350,000	-	350,000	\$ 700,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 35,000	\$ 350,000	\$ 45,000	\$ 350,000	\$ 780,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2024 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	2024	2025	2026	2027	2028	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	2024	2025	2026	2027	2028	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 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Trails and Trail Connections

PROJECT DESCRIPTION
<p>Justification:</p> <p>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.</p> <p>AMP Trails: 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. (2028) Phase two design and construction.</p> <p>Lutz Trail: This trail will redevelop the riverwalk trail and shoreline in Lutz Park, between Cedar St 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 \$151,911.</p> <p>Lutz/Vulcan Trail: The Lutz/Vulcan trail will be a boardwalk connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park. (2025) Design services for the Lutz/Vulcan Trail will include design, permitting approvals, and grant applications. (2026) Construction.</p> <p>Trail View Estates: This will create a connection to the Applecreek Trail.</p> <p>David & Rita Nelson River Crossing: (2028) Design for river crossing bridge that will connect Ellen Kort Peace Park to Olde Oneida Street.</p>
<p>Discussion of operating cost impact:</p> <p style="padding-left: 40px;">Additional operating costs would be required to address the new trails and trail connections.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2024	2025	2026	2027	2028	Total
PRFM AMP Trail	-	-	-	450,000	450,000	\$ 900,000
River Crossing	-	-	-	-	350,000	\$ 350,000
Trail View Estates	-	30,000	-	-	-	\$ 30,000
Lutz Trail	900,000	-	-	-	-	\$ 900,000
Lutz/Vulcan Trail	-	125,000	2,750,000	-	-	\$ 2,875,000
Total - Facilities Capital Projects	\$ 900,000	\$ 155,000	\$ 2,750,000	\$ 450,000	\$ 800,000	\$ 5,055,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2024	2025	2026	2027	2028	Total
Planning		-	-	300,000	350,000	\$ 650,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	900,000	155,000	2,750,000	150,000	450,000	\$ 4,405,000
Other	-	-	-	-	-	\$ -
Total	\$ 900,000	\$ 155,000	\$ 2,750,000	\$ 450,000	\$ 800,000	\$ 5,055,000
Operating Cost Impact	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000