



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, October 21, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[24-1354](#) 10/07/24 Meeting Minutes

Attachments: [100724 MeetingMinutes.pdf](#)

5. Public Hearing/Apearances

6. Action Items

[24-1355](#) CEA Review Committee Report

Attachments: [CEA 100724 Meeting Minutes.pdf](#)

[24-1356](#) Request to approve obligating the remaining Local Economic Recovery ARPA funds (\$985,000) to the Parks & Recreation Department's Fox Cities Exhibition Center (FCEC) Repositioning & Tourism Recovery Project.

Attachments: [Finance Committee Memo - FCEC ARPA.pdf](#)

[24-1369](#) Request to approve Sole Source contract with Beneficial Reuse Management for 2025-2027 Biosolids Transportation, Application, and Incorporation Services.

Attachments: [241016_SoleSourceMemo_BRM ContractExtension 2025-2027s.pdf](#)

[24-1370](#) Request to award Sole Source purchase of Plunger pump to Wastecorp Pumps in the amount of \$35,000, along with the following budget amendment. (2/3 vote of Council required)

Primary Clarifier Rebuild CIP - \$35,000
Plunger Pump Replacement CIP +\$35,000

Attachments: [2401017_SoleSourceAward_AWWTP_Plunger_Pump.pdf](#)
[2401017_SoleSourceAward_AWWTP_Wastecorp_Pumps.pdf](#)

[24-1376](#) Request to award Sole Source Engineering Services Contract to McMahon Associates for Summer Street Lift Station Replacement in the amount of \$122,200 with a 5% contingency of \$6,110 for a total not to exceed \$128,310.

Attachments: [241017_Purchasing_Manager_-_Sole_Source_Approval_McMahon_-_Summer_St.pdf](#)
[241017_SoleSourceAward_McMahon_Summer_St.pdf](#)

7. Information Items

[24-1357](#) 2025 Facilities Management Budget

Attachments: [2025_Facilities_and_Construction_Management.pdf](#)
[2025_Facilities_Capital_Projects_Fund.pdf](#)

[24-1371](#) 2025 Finance Budget

Attachments: [2025_Finance.pdf](#)

[24-1372](#) 2025 Legal Services Budget

Attachments: [2025_Legal_Services.pdf](#)

[24-1373](#) 2025 Risk Management Budget

Attachments: [2025_Risk_Management.pdf](#)

[24-1358](#) Contract 60-24 was awarded to ASTI Sawing, Inc. for \$30,000 for C-24 Sidewalk Sawcutting. Payments issued to date total \$0. Request final payment of \$30,000.

[24-1359](#) Contract 26-24 was awarded to Al Dix Construction, Inc. for \$901,850 for DE-24 Miscellaneous Concrete & Street Excavation Repair. Payments issued to date total \$827,453.75. Request final payment of \$69,740.83.

[24-1360](#)

The following 2024 Budget adjustment was approved by the Mayor and Finance Director in accordance to Policy:

General Fund - Fire

EMS - Donations & Materials	+ \$529
EMS - Medical & Lab Supplies	+ \$529

To record a donation from the Fox Healthcare Emergency Readiness Coalition to fund supplies for Rescue Task Force exercise

[24-1368](#)

The following 2024 Budget adjustment was approved by the Finance Director in accordance with Policy:

General Fund - Library

Library Admin - Other Reimbursements	+ \$4,400
Materials Management - Books & Library Materials	+ \$4,400

To record Rabble reimbursement from Friends

8. Adjournment

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

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

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



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Finance Committee

Monday, October 7, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Firkus called the meeting to order at 5:35 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Alder Croatt participated remotely

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

4. Approval of minutes from previous meeting

[24-1288](#)

09/23/24 Finance Committee minutes

Attachments: [Meeting minutes 092324.pdf](#)

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

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

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1278](#)

Request to award Appleton Water Treatment Facility Carbon Dioxide System Rehabilitation Project Base Bid to Rohde Brothers, Inc., in the amount of \$208,000 with a 10% contingency of \$20,800 for a project total not to exceed \$228,800.

Attachments: [240926 FinanceMemo BidAward AWTF CO2 RohdeContract.pdf](#)

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

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

[24-1317](#)

Request to award contract to KleenMark to provide Janitorial Services to all City of Appleton facilities/locations for the years 2025-2029. The contract

totals are 2025 (\$463,883), 2026 (\$477,800), 2027 (\$492,134), 2028 (\$506,898), and 2029 (\$522,105) annually.

Attachments: [Custodial Services Contract.pdf](#)

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

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

[24-1319](#)

Request to award sole source purchase of Final Effluent Screw Pump Gearbox Inspection & Rebuild Services to Midwest Power Products in the amount of \$35,298 with a 10% contingency of \$3,530 for a total not to exceed \$38,828.

Attachments: [2401002_SoleSourceAward_MPP_Screw_Pump_Gearbox.pdf](#)
[Sole Source - MPP.pdf](#)

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

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

[24-1305](#)

Request to approve the following 2024 Budget amendment:

General Fund - Police

Donation & Memorials	+ \$51,339
Training/Conferences	+ \$6,085
Other Contracts/Obligation	+ \$36,000
Patrol - Misc Supplies	+ \$1,782
Patrol - Other Contract/Obligations	+ \$7,472

To record K9 reimbursements for two canines, training courses, equipment, & medical expenses.

Attachments: [Police K9 BUA.pdf](#)

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

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

[24-1306](#)

Request to approve inventory write-off of \$2,521.20 for parts no longer needed for Wastewater systems.

Attachments: [WW Inventory Write off memo Oct 2024.pdf](#)

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

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

[24-1307](#)

Request to approve sole source contract with Restoration Systems, Inc. to complete Phase 3 of the Green Ramp Barrier Panel Emergency Repair in an amount not to exceed \$73,700.

Attachments: [Finance Agenda 10-07-2024 RSI Green Ramp Phase 3.pdf](#)

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

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

[24-1308](#)

Request to Amend State/Municipal Financial Agreement for I-41/Ballard Interchange Project (Proposed 2025 City Cost Share \$431,050; Current City Cost Share \$435,200).

Attachments: [I-41 Ballard SMFA Amend Finance Memo 10-07-2024.pdf](#)
[SMFA_1130-65-76_Ballard_Road_CTH_E_20240919.pdf](#)

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

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

7. Information Items

[24-1280](#)

Contract 12-22 was awarded to Milbach Construction for \$1,535,058 for City Hall, 5th & 6th Floor Public Areas. Change orders were approved totaling \$62,750.02. Final contract amount is \$1,597,808.02. Payments issued to date total \$1,510,588.50. Request final payment of \$83,219.52 (\$4,000 subtracted from final payment due to stair riser repair).

This Item was presented

[24-1279](#)

Contract 38-24 was awarded to RJM Construction, LLC. for \$106,150 with a contingency of \$15,000 for the 2024 Telulah Pavilion Renovation Project. No change orders were issued for this contract. Payments to date total \$90,758.25 Request to issue the final contract payment of \$15,391.75.

This Item was presented

[24-1302](#)

Contract 37-24 was awarded to MCC Inc. for \$106,661.70 with a contingency of \$20,000 for the 2024 Peabody Park Trail and Hardscape Improvement Project. Change orders totaled \$4,526.33. Final contract amount is \$111,188.03. Payments issued to date total \$0. Request final payment of \$111,188.03.

This Item was presented

[24-1300](#)

Approve Change Order #9 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling \$32,952 resulting in a decrease in contingency from \$611,155 to \$578,203.

Attachments: [241002_Finance_Memo_Phase_1_BFP_Change_Order_9_Staab.pdf](#)

This Item was presented

8. Adjournment

Hartzheim moved, seconded by Fenton, that the be adjourned at 7:25 p.m.

Roll Call. Motion carried by the following vote:

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



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final CEA Review Committee

Monday, October 7, 2024

4:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

4. Approval of minutes from previous meeting

[24-1270](#)

Minutes from May 6, 2024

Attachments: [05-06-24 CEA Minutes.pdf](#)

Van Zeeland moved, seconded by Ohman, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1271](#)

Request to Purchase Enclosed Trailer for APD Identification Unit

Attachments: [Memo to Purchase Enclosed ID Trailer.pdf](#)

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

Aye: 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

7. **Information Items**

8. Adjournment

Van Zeeland moved, seconded by Ohman, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Ohman, Van Zeeland, Meltzer and Jungwirth



CITY OF APPLETON

MEMORANDUM

Date: October 15, 2024
To: Finance Committee
From: Dean Gazza, Director of Parks & Recreation
Kara Homan, AICP, Director of Community Development
Olivia Galyon, Community Development Specialist
Subject: ARPA Funds Obligation to Parks & Recreation Department for FCEC Repositioning & Tourism Recovery Project

City staff are bringing forward a request to obligate the remaining amount of the Local Economic Recovery ARPA Allocation to a Parks & Recreation Department project, as follows:

Project Title: Fox Cities Exhibition Center (FCEC) Repositioning & Tourism Recovery Project

Total ARPA Obligation/Award Amount: \$985,000

Lead Department: Parks & Recreation Department

ARPA Eligibility Category (EC): EC 2.35 Aid to Tourism, Travel or Hospitality

Project Description:

The Fox Cities Exhibition Center opened in 2018. The building is owned by the City of Appleton, but managed by the entity that owns/operates the adjacent Appleton Hilton Paper Valley. The facility was challenged by the COVID 19 pandemic, which occurred in its first few years of operations which was planned to be its ramp up period. Since opening, and in particular since the pandemic, the facility has been hindered as the facility lacked some features that prevented it from reaching its full market & tourism potential – namely carpeting and acoustical improvements. To remedy these deficiencies, funding is proposed to design/engineer and install acoustical improvements; and evaluate and install carpeting. Other miscellaneous maintenance and improvements may also be considered dependent on budget and final scope of work.

Second, the Management Agreement for the Exhibition Center expires on 12/31/2025. We are seeking the assistance of a consultant(s) to assist in developing a strategy and advise on/guide the negotiation and development of a new management agreement. This consultant will assist the City to ensure the agreement is effective to reach the goals of the Exhibition Center. It will address marketing, maintenance, capital expenditures, staffing, utilization and other areas. Consultant(s) whom specializes in Exhibition Center agreements is/are required to ensure the greatest potential is reached for this facility and that the investment made by all municipalities is met.

Together, the implementation of these project components (e.g. Design/Engineering, Capital Improvements, and Management Consulting) will increase the number of organizations that will utilize the facility for future events, increasing tourism and generating more operating revenue. These funds will create a sustainable business model for the facility and improve tourism recovery post-COVID.

Recommendation:

City staff recommends approving the FCEC Repositioning & Tourism Recovery Project, as outlined in this memo.

As we implement this project, any components of the project (such as awarding consulting contracts or award of bids) will come back through the common council approval process in accordance with council rules and city policy.

This project has been reviewed and vetted by the city's ARPA consultant, Booth Management Consulting (BMC), and deemed to be ARPA eligible. They will advise the city throughout the project to ensure we comply with all federal / US Treasury requirements (in addition to city policy).



DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: October 16, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Chris Stempa, Director of Utilities
Kelli Rindt, Enterprise Accounting Fund Manager
From: Brian Kreski, Environmental Programs Coordinator
Subject: **Finance Committee Action: Request Sole Source contract with Beneficial Reuse Management for 2025-2027 Biosolids Transportation, Application, and Incorporation Services**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) annually land applies approximately 23,000 wet tons of biosolids to nearly 1,000 acres of permitted agricultural fields as part of the Biosolids Management Program. The program is committed to effectively manage and utilize 100% of the biosolids produced through beneficial use alternatives such as agricultural land application and biosolids composting. Each year the AWWTP has contracted the transportation, land application, and incorporation of approximately 90% of the biosolids produced to agricultural sites as far away as 80 miles (one way).

Biosolids transportation and land application services compliant with Wisconsin Department Administrative Code NR 204 had historically been provided to the city through one company. Superior Special Services first held the contract in 2000. The company name changed as part of various acquisitions over the years which included Onyx Special Services, Veolia Environmental Services, and finally Clean Harbors until late 2019.

On October 8, 2019, Clean Harbors notified the AWWTP that it would not proceed with work under the existing contract unless the AWWTP agreed to pay an additional surcharge of 20% to 24% based on the mileage range to permitted sites. AWWTP management staff decided to pursue a different direction based on Clean Harbors' unexpected request and its inability to satisfy baseline contract conditions. A formal RFQ process for services was immediately initiated with the support of the Utilities Department Director, Deputy Director, Environmental Programs Coordinator, Deputy City Attorney, and the Enterprise Account Manager.

RFQ RESULTS (2019-2021):

The AWWTP sent an RFQ to five firms with the capacity and experience to meet the AWWTP's requirements for these contracted services. The contract term was from October 2019 to December 2019, with two optional years in 2020 and 2021. Two of the five firms submitted a formal response. Based on the results of the RFQ process, Beneficial Reuse Management (BRM) was awarded the 2019-2021 contract. The BRM contract was 3% less than the 2019 Clean Harbors surcharge rates and was less than the next closest quote as part of the 2019 RFQ process.

PROPOSED BRM CONTRACT EXTENTION (2025-2027)

The BRM extension proposal is summarized in Table 1. The Transportation and application rates for 2024 remain unchanged or a similar projection to the 2023 costs because BRM will need to accommodate for increases incurred for expenditures such as trucking services that are affected by rising fuel costs (27% increase), scaling (30% increase), labor, insurance, benefits, and miscellaneous overhead. These factors create a challenging environment for companies to deliver on required contract services while maintaining profit margins to stay competitive, grow, and reinvest in their companies. Despite the proposed increases, rates are competitive with market adjustments seen with past RFQ processes and contract extensions.

TABLE 1: BRM CONTRACT SERVICES PROPOSAL

BRM Contract Year:	2024 (current)	2025	2026	2027
Transportation and Application:	\$463,744	\$579,680	\$597,070	\$614,982
Annual Cost Increase	2%	25%	3%	3%

Note: Costs based on 23,000 wet tons and average unit rates for distance, scaling, and fuel surcharges

Attached to this memo is a letter from BRM which outlines the cost increases being proposed as part of a 2025-2027 contract extension. It is noteworthy that BRM has provided extremely reliable and regulatory-compliant services over the life of the existing contract. In doing so, BRM has helped avoid the need to rely on more costly alternatives such as biosolids composting or landfilling.

JUSTIFICATION

History and experience have consistently demonstrated the importance for the land application contractor to possess the necessary expertise, experience, and specialized equipment to deliver the required services. Equally important is their ability to be nimble and responsive to change. Appleton's active inventory of land application sites includes approximately 14,000 acres across six counties and is subject to ongoing evaluation. Maintaining relationships with landowners is a critical component to the success of the AWWTP Biosolids Management Program. Farming decisions are driven by commodity prices which dictate planting rotations and nutrient requirements, weather conditions, lease agreements, changes in ownership, and public influence formulated by opinions on biosolids. The performance of the prior contractor stressed many of those relationships which took time to recover from. BRM was a key player in reestablishing that trust and has gained the trust of the AWWTP management staff. They have demonstrated their ability to deliver necessary services and sustain the high standard that the AWWTP Biosolids Management Program has been historically recognized for.

RECOMMENDATION:

I am requesting sole source approval for the 2025-2027 Biosolids Transportation, Application Services, and Incorporation Services contract to be awarded to Beneficial Reuse Management based on the rates provided in the attached proposal extension letter.

If you have any questions regarding this project, please contact me at 920-832-2316.

Encl:

Finance Department Sole Source Request Form
BRM Proposal Letter



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

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PROPOSED DETAILS
Requesting dept: Appleton Wastewater Treatment Plant
Product/service: Biosolids transportation, application, & incorporation services
Vendor name: Beneficial Reuse Management
Total cost: \$579,680 (2025), \$597,070 (2026), \$614,982 (2027)

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

10/16/2024
Date



10-14-2024
City of Appleton
Brian Kreski
Environmental Programs Coordinator
RE: Biosolids Hauling Contract Extension

Dear: Mr. Kreski,

Beneficial Reuse Management (BRM) has enjoyed working with the City of Appleton on their long standing biosolids application program for the last 5 (plus) years. We value our partnership and hope the city feels the same. To that end, we'd like to propose a contract extension to the agreement we have that expires at the end of this year.

We feel an extension is warranted based on the excellent customer service we've provided by removing all biosolids allocated to us each year in an environmentally safe and timely manner. We work around the clock when needed and do whatever it takes to ensure the city can operate its plant and not have biosolids storage issues due to our lack of ability to move and spread the sludge.

We also feel that a price increase is warranted due to rising costs to execute the program. Trucking rates have gone from an average of \$90-\$95 per hour three years ago to a current average of \$125-\$130 per hour and they will be increasing from there. Labor and insurance have gone up significantly and equipment today is far more expensive than it was even just two years ago. For these reasons, we are requesting a 25% increase for trucking and spreading.

Another example of other increased costs: if you look at incorporation alone, when we charge \$22 per acre, as we have this year, that is approximately \$880 per day we are paid, since we can till on average about 40 acres in that day. To have a tractor, loader and tillage equipment on site incorporating for \$880 per day – that is significantly below market rate. If we work on average 14 hours on that day, we are getting paid \$62 per hour. The going rate for all of that equipment and those services is significantly higher (in the hundreds of dollars per hour) and so we're also requesting an increase for incorporation.

Below is a breakdown of our price increase request:

Straw:

2025	\$7.25 per bale
2026	\$7.50 per bale
2027	\$7.75 per bale



Incorporating:

2025	\$30.00 per acre
2026	\$31.00 per acre
2027	\$32.00 per acre

Spreading and trucking:

2025	25% increase from 2024 pricing
2026	3% increase from 2025 pricing
2027	3% increase from 2026 pricing

Mobilization:

We are currently charging \$1000 mobilization fee for every time we are required to haul sludge. However, this fee does not cover the cost associated with it. Each time we have to move the 4-5 pieces of equipment to a new site, it can take over a day to move it. If we need to use a lowboy, it can cost several thousand dollars. We're requesting the mobilization fee to increase to \$2200 per movement.

Scaling:

We are not requesting an increase for the scale fee but reserve the right to request one if our cost for scaling is increased to us.

We'd like to thank you for your consideration for this extension, Brian. We value our partnership with the City of Appleton and remain committed to offering you the best service possible in an environmentally friendly and safe manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Trevor Schuurman".

Trevor Schuurman





DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: October 17, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Chris Stempa, Director of Utilities
Colin Stoffel, Wastewater Operations Supervisor
Kelli Rindt, Enterprise Accounting Fund Manager
From: Ryan Rice, Deputy Director of Utilities
Subject: **Finance Committee Action: Award sole source purchase of Plunger pump to Wastecorp Pumps in the amount of \$35,000, along with the following budget amendment. Primary Clarifier Rebuild CIP -\$35,000 and Plunger Pump Replacement CIP +\$35,000**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) utilizes four plunger pumps (primary sludge pumps) to remove settled sludge from six primary clarifiers and pump the material to the sludge blending process prior to anaerobic digestion. These pumps operate many times a day and occasionally run continuously during high flow events, when the sewers are scoured, and heavy material is conveyed to the preliminary and primary treatment processes. Standard wastewater treatment plant design based on Wisconsin Administrative Code requires redundant equipment to sustain uninterrupted operation. That means having multiple critical devices to perform the same function so that a system or process can be operated even if the other were to fail. If multiple plunger pumps were to become inoperative, settled sludge would not be removed from the primary clarifiers, which would lead to cascading failure of the primary clarification process.

Two original 1970s and one 1990s vintage pump have been replaced with new plunger pumps since 2021 due to the cost to rebuild nearly as much as the cost of a new pump. The failed pump is a 1992 vintage pump which has reached the end of its useful life and like the other three pumps, the cost to rebuild to a reliable condition is almost the cost of a new pump.

QUOTATION

Wastecorp provided a quote to purchase a new plunger pump for \$35,000.

JUSTIFICATION

Purchasing from Wastecorp maintains continuity with the three other pumps for maintenance and operational consistency, redundancy, and returns reliability to the primary clarification process.

RECOMMENDATION:

I recommend the sole source purchase of a plunger pump from Wastecorp Pumps in the amount of \$35,000

The following budget amendment will be required to fund the project:

Primary Clarifier Rebuild -\$35,000

Plunger Pump Replacement +\$35,000

The Primary Clarifier Rebuild project was put on hold earlier this year due to pricing received to complete the project.

If you have any questions regarding this request, please contact Ryan Rice at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

OEM equipment. Cost of new pump is approximately \$64 more than cost of parts to rebuild and comes with a standard 1-year warranty.

PROPOSED DETAILS

Requesting dept: Appleton Wastewater Treatment Plant

Product/service: Plunger pump

Vendor name: Wastecorp Pumps

Total cost: \$35,000

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

10/16/2024
Date



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

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- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

McMahon offers the most advantageous balance of price, quality and performance, providing the greatest overall benefit.

PROPOSED DETAILS
Requesting dept: Appleton Wastewater Treatment Plant
Product/service: Summer Street lift station relocation
Vendor name: McMahon Associates Inc.
Total cost: \$122,200 with 5% contingency of \$6,110 for total not to exceed \$128,310

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


 Purchasing Manager

10/16/2024
 Date



DEPARTMENT OF
UTILITIES

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

www.appleton.org/government/utilities

MEMORANDUM

Date: October 17, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Chris Stempa, Director of Utilities
Kelli Rindt, Enterprise Accounting Fund Manager
From: Ryan Rice, Deputy Director of Utilities
Subject: **Finance Committee Action: Award Sole Source Engineering Services Contract to McMahon Associates for Summer Street Lift Station Replacement in the amount of \$122,200 with a 5% contingency of \$6,110 for a total not to exceed \$128,310**

BACKGROUND:

There are approximately 335 miles of collection sewer and 14 lift stations within the City of Appleton Sewer Service Area (SSA) that convey sewage to the Appleton Wastewater Treatment Plant (AWWTP). Failures of lift stations pose the immediate risk of sanitary sewer back-ups into residential basements, businesses, and industries served in these areas. The 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 always maintained to prevent sanitary sewer overflows or backups.

The 2024 Capital Improvements Program (CIP) plan identified the Marshall Heights and Water Street lift stations as candidates for upgrades after over 20 years of continuous service. However, staff have recently reprioritized the CIP plan to focus on the Summer Street lift station after an escalating trend of sewage pump blockages, pump failures, and observations of groundwater intrusion into the existing drywell.

The Summer Street lift station is located on the northeast side of intersection at North Badger Avenue and West Summer Street in Appleton. It was originally constructed in 1939 as an integral wetwell/drywell equipment lift station within the north lane of West Summer Street. Integral design meaning that the pump motor equipment was installed on an intermediate floor above but within the sewage wetwell (i.e. concrete tank).

The lift station was upgraded in 1963 to a 'can' style station, consisting of below grade dry pit centrifugal pumps housed in a steel enclosure that was constructed just north of the wet well. The pumping equipment was removed from the wet well.

In 1998, the lift station received its latest upgrade to a Gorman Rupp, factory built, canned lift station. The lift station includes a pair of self-priming centrifugal pumps. The inlets of the pumps are installed approximately 11-feet above the floor of the wet well, creating a suction lift condition. The intermediate floor remains within the wetwell today which creates a confined space entry hazard for

maintenance or emergency response activities. The present day below ground drywell structure requires staff to enter a manway at ground level and climb down a ship ladder approximately 17 feet to the lower elevation to access the equipment. Staff are required to follow confined space entry procedures whenever accessing the drywell space. This lift station design is the only remaining “can” design of the City’s 14 lift stations, after Briarcliff lift station’s “can” design was replaced with a submersible pump lift station in 2018, which was a McMahon engineered project.

McMahon was previously contracted to provide an evaluation of the current lift station which included: collection area capacity evaluation, equipment conditions assessment, and project alternatives analysis. That evaluation included feedback from the Utilities and Public Works departments pertaining to safety, reliability, and operational improvements. McMahon identified a concept not considered by AWWTP staff that effectively addressed those concerns by constructing a new lift southeast of the current site. Before McMahon’s evaluation, staff had focused on solutions immediately adjacent to the existing lift station within the terrace on the north side of Summer Street.

In McMahon’s evaluation, an opinion of probable cost for construction of \$1,493,000 was provided for a new station.

PROPOSAL

McMahon was asked to provide a proposal for professional engineering services that would deliver design, bidding, and construction services needed to replace the current lift station entirely. The scope of services also includes processes associated with Wisconsin Department of Natural Resources (DNR) review and approval. That step is requisite prior to any construction activities could begin in 2025. The McMahon proposal detailed each aspect of the design, bidding, and construction services required to provide the necessary deliverables that would allow AWWTP staff to advance the construction public bid process early in 2025 to achieve a favorable bidding environment. The proposed cost of design phase (\$61,900), bidding (\$4,500) and construction management services (\$55,000) totaled \$122,200.

JUSTIFICATION

The 2024 capital budget identified \$1,600,000 in total for engineering and construction costs for the Water Street and Marshall Heights lift station. With the reprioritization of Summer Street lift station for replacement and the estimate of \$1,493,000 for construction, McMahon’s proposed total fee of \$122,200 is approximately 8.2% of the total amount estimated for construction. That percentage is below the average of 15% for engineering services on a project of this complexity.

McMahon has provided engineering and construction management related services on half of the sewage lift stations within the Appleton SSA. Those projects have varied from equipment rehabilitation or upgrades to wholesale lift station system replacement, including most recently construction of the third largest lift station (new construction) in the Appleton SSA. They are familiar with the sewerage collection system and have consistently demonstrated the ability to develop effective approaches that deliver successful project outcomes. McMahon’s local presence and experienced team coupled with past City of Appleton collection system project experience has translated into highly responsive and value-added services which is reflected in their proposal fee and a 5% contingency recommendation (in lieu of 10%-15%).

RECOMMENDATION:

I am recommending the approval of a sole source engineering contract to McMahon Associates for Summer Street Lift Station Replacement in the amount of \$122,200 with a 5% contingency of \$6,110 for a total not to exceed \$128,310

If you have any questions regarding this project, please contact Ryan Rice at 920-832-5945.

Encl: Finance Department Sole Source Request Form

CITY OF APPLETON 2025 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2025 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 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 continued to be proactive in 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. The benchmark cost for maintenance and janitorial services is \$5.82 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.38. 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. Emergency maintenance continues to impact expenses. Facilities staff have been resilient at responding to and resolving emergency building repairs, vandalism, and weather related events.

Construction continued at the Appleton Public Library and Valley Transit Whitman site facility. Phase 1 construction was completed at Lungaard Park and Phase 2 work has begun.

Capital improvement projects expected to be completed in 2024 include: Renovation of Fire Station 2 restroom/locker room, Wastewater Plant L-Building HVAC, lighting and roofing upgrades, Municipal Services Building office furniture upgrades, Facilities & Grounds Operations Center generator replacement and City Hall security improvements. 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 2024, the Panel on Sustainability and Resilience identified major initiatives and continued to work towards future recommendations. In addition, a second project to add solar panels at the Municipal Services Building was completed.

CITY OF APPLETON 2025 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2025 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.

Implement Tyler-ERP Asset Management to replace previous AS400 system for work management of facilities and grounds management labor.

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 \$2.38, which is far below the industry's benchmark of \$5.82 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		\$ 2,939,589	\$ 3,052,363	\$ 2,986,993	\$ 2,986,993	\$ 3,297,825	10.41%
Program Expenses							
6330	Administration	297,506	455,424	404,802	404,802	402,696	-0.52%
6331	Facilities Maintenance	2,659,490	2,660,585	2,582,191	2,582,191	2,895,129	12.12%
Total Program Expenses		\$ 2,956,996	\$ 3,116,009	\$ 2,986,993	\$ 2,986,993	\$ 3,297,825	10.41%
Expenses Comprised Of:							
Personnel		883,577	1,038,249	1,056,435	1,056,435	1,063,685	0.69%
Training & Travel		14,336	15,740	8,000	8,000	8,000	0.00%
Supplies & Materials		547,792	434,149	410,782	410,782	417,152	1.55%
Purchased Services		1,511,291	1,627,871	1,506,776	1,506,776	1,808,988	20.06%
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	5,000	5,000	-	-100.00%
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 2025 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 2025 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
471000 Interest on Investments (Loss)	\$ (3,708)	\$ 1,486	\$ -	\$ -	\$ -
480100 Charges for Services	2,938,990	3,015,674	2,977,993	2,977,993	3,292,825
503000 Damage to City Property	-	32,300	-	-	-
503500 Other Reimbursements	4,307	2,903	9,000	9,000	5,000
Total Revenue	\$ 2,939,589	\$ 3,052,363	\$ 2,986,993	\$ 2,986,993	\$ 3,297,825
Expenses					
610100 Regular Salaries	\$ 163,523	\$ 170,300	\$ 180,952	\$ 180,952	\$ 184,180
610500 Overtime Wages	1,494	-	-	-	-
615000 Fringes	(15,640)	139,678	74,397	74,397	76,249
620100 Training/Conferences	13,256	13,405	8,000	8,000	8,000
620400 Tuition Fees	1,080	2,335	-	-	-
630100 Office Supplies	2,194	1,790	1,500	1,500	1,500
630200 Subscriptions	765	410	750	750	750
630300 Memberships & Licenses	3,003	2,605	2,000	2,000	2,000
630400 Postage/Freight	2,102	2,052	2,300	2,300	2,300
630500 Awards & Recognition	-	381	180	180	180
630600 Building Maint./Janitorial	41	640	-	-	-
630700 Food & Provisions	115	471	240	240	240
631500 Books & Library Materials	682	362	700	700	700
632000 Printing/Copying	5,520	4,779	4,500	4,500	4,500
632101 Uniforms	643	315	500	500	500
632300 Safety Supplies	2,190	2,050	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,784	1,932	1,847	1,847	1,847
640400 Consulting Services	13,575	12,103	12,000	12,000	12,000
640700 Solid Waste/Recycling	2,213	1,955	1,514	1,514	1,607
641200 Advertising	737	423	1,000	1,000	1,000
641300 Utilities	53,072	53,686	59,072	59,072	55,583
650100 Insurance	40,332	37,332	39,850	39,850	40,560
659900 Other Contracts/Obligation	4,825	6,420	6,500	6,500	7,000
791400 Transfer Out - Capital Project	-	-	5,000	5,000	-
Total Expense	\$ 297,506	\$ 455,424	\$ 404,802	\$ 404,802	\$ 402,696

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 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:

Appleton Public Library and Valley Transit Whitman construction increased square footage, building technology and new systems that require additional maintenance and contracted services. These costs are reflected in the 630600 Building Maint./Janitorial, 641400 Janitorial Services and 641600 Building Repairs & Maint. increases.

**CITY OF APPLETON 2025 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	\$ 490,000	\$ 494,892	\$ 544,297	\$ 544,297	\$ 545,210
610400 Call Time Wages	8,350	7,602	7,975	7,975	8,560
610500 Overtime Wages	16,554	11,884	10,673	10,673	11,455
610800 Part Time Wages	8,248	12,968	10,630	10,630	15,365
615000 Fringes	211,048	200,925	227,511	227,511	222,666
630600 Building Maint./Janitorial	480,209	379,967	360,112	360,112	366,482
630901 Shop Supplies	7,018	10,036	9,500	9,500	9,500
632700 Miscellaneous Equipment	43,310	28,291	26,500	26,500	26,500
640500 Engineering Fees	1,252	1,350	4,000	4,000	4,000
640700 Solid Waste/Recycling	2,318	4,748	1,500	1,500	1,500
641300 Utilities	625	755	-	-	-
641400 Janitorial Service	381,534	375,560	371,066	371,066	495,448
641600 Building Repairs & Maint.	626,915	746,315	590,196	590,196	634,391
641800 Equipment Repairs & Maint.	9,249	2,602	6,000	6,000	6,000
642500 CEA Expense	62,282	68,139	67,094	67,094	72,636
650200 Leases	309,682	314,450	344,137	344,137	474,416
650302 Equipment Rent	896	101	1,000	1,000	1,000
Total Expense	<u>\$ 2,659,490</u>	<u>\$ 2,660,585</u>	<u>\$ 2,582,191</u>	<u>\$ 2,582,191</u>	<u>\$ 2,895,129</u>

DETAILED SUMMARY OF 2025 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	58,270
	<u>\$ 366,482</u>

Miscellaneous Equipment

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

Janitorial Service

City Hall	\$ 85,938
Library	107,143
Parks & Rec. Facilities	33,554
Police Station	103,631
Municipal Services Building	43,651
Golf Course	10,620
Valley Transit & Transit Center	42,641
Wastewater Plant	35,661
Water Plant	32,609
	<u>\$ 495,448</u>

Building Repairs & Maint. Services

Electrical	\$ 80,366
Elevator	52,305
Fire/safety	49,336
HVAC	251,443
Plumbing	7,450
Security	21,050
Structural/roof	13,500
Overhead & passage doors	97,763
Painting & pavilion staining	12,650
Flooring	8,750
Emergency Sirens	12,146
Other: pest control, locksmith, utility locates, landfill	27,632
	<u>\$ 634,391</u>

Leases

City Hall condo agreement	\$ 298,920
Condo Vacancy Share	157,272
First floor conference room	18,224
	<u>\$ 474,416</u>

**CITY OF APPLETON 2025 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(3,708)	1,486	(146)	-	-	-
480100 General Charges for Service	2,938,990	3,015,674	753,454	2,977,993	2,977,993	3,292,825
503000 Damage to City Property	-	32,300	-	-	-	-
503500 Other Reimbursements	4,307	2,903	-	9,000	9,000	5,000
TOTAL PROGRAM REVENUES	2,939,589	3,052,363	753,308	2,986,993	2,986,993	3,297,825
Personnel						
610100 Regular Salaries	223,614	232,337	79,067	712,249	725,249	729,390
610200 Labor Pool Allocations	351,840	356,049	106,533	-	-	-
610400 Call Time Wages	8,350	7,602	1,273	7,975	7,975	8,560
610500 Overtime Wages	18,048	11,884	5,624	10,673	10,673	11,455
610800 Part-Time Wages	8,248	12,968	1,799	23,630	10,630	15,365
611000 Other Compensation	1,135	1,135	-	-	-	-
611400 Sick Pay	-	3,881	3,887	-	-	-
611500 Vacation Pay	76,934	71,790	16,625	-	-	-
615000 Fringes	283,561	270,559	75,245	301,908	301,908	298,915
617000 Pension Expense	(91,866)	70,645	-	-	-	-
617100 OPEB Expense	3,713	(601)	-	-	-	-
TOTAL PERSONNEL	883,577	1,038,249	290,053	1,056,435	1,056,435	1,063,685
Training~Travel						
620100 Training/Conferences	13,256	13,405	2,318	8,000	8,000	8,000
620400 Tuition Fees	1,080	2,335	-	-	-	-
TOTAL TRAINING / TRAVEL	14,336	15,740	2,318	8,000	8,000	8,000
Supplies						
630100 Office Supplies	2,194	1,790	254	1,500	1,500	1,500
630200 Subscriptions	765	410	-	750	750	750
630300 Memberships & Licenses	3,003	2,605	1,278	2,000	2,000	2,000
630400 Postage/Freight	2,102	2,052	420	2,300	2,300	2,300
630500 Awards & Recognition	-	381	-	180	180	180
630600 Building Maint./Janitorial	480,250	380,607	152,215	360,112	360,112	366,482
630700 Food & Provisions	115	471	-	240	240	240
630901 Shop Supplies	7,018	10,036	1,728	9,500	9,500	9,500
631500 Books & Library Materials	682	362	113	700	700	700
632001 City Copy Charges	4,986	4,749	730	3,600	3,600	3,600
632002 Outside Printing	534	30	-	900	900	900
632101 Uniforms	643	315	-	500	500	500
632300 Safety Supplies	2,190	2,050	-	2,000	2,000	2,000
632700 Miscellaneous Equipment	43,310	28,291	9,847	26,500	26,500	26,500
TOTAL SUPPLIES	547,792	434,149	166,585	410,782	410,782	417,152
Purchased Services						
640100 Accounting/Audit Fees	1,784	1,932	-	1,847	1,847	1,847
640400 Consulting Services	13,575	12,103	-	12,000	12,000	12,000
640500 Engineering Fees	1,252	1,350	-	4,000	4,000	4,000
640700 Solid Waste/Recycling Pickup	4,531	6,703	268	3,014	3,014	3,107
641200 Advertising	737	423	-	1,000	1,000	1,000
641301 Electric	18,329	19,815	4,947	17,298	17,298	20,409
641302 Gas	10,542	10,772	4,039	10,710	10,710	11,044
641303 Water	2,183	1,783	418	3,000	3,000	1,800
641304 Sewer	802	589	131	1,199	1,199	630
641306 Stormwater	15,138	15,138	3,815	17,925	17,925	15,200
641307 Telephone	2,163	2,067	693	3,240	3,240	2,500
641308 Cellular Phones	4,540	4,277	983	5,700	5,700	4,000
641400 Janitorial Service	381,534	375,560	114,036	371,066	371,066	495,448
641600 Building Repairs & Maint.	626,915	746,315	167,748	590,196	590,196	634,391
641800 Equipment Repairs & Maint.	9,249	2,602	-	6,000	6,000	6,000
642501 CEA Operations/Maint.	23,219	24,374	4,324	28,198	28,198	31,933
642502 CEA Depreciation/Replace.	39,063	43,765	10,223	38,896	38,896	40,703
650100 Insurance	40,332	37,332	-	39,850	39,850	40,560
650200 Leases	309,682	314,450	132,198	344,137	344,137	474,416

**CITY OF APPLETON 2025 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 YTD ACTUAL</u>	<u>2024 ORIG BUD</u>	<u>2024 REVISED BUD</u>	<u>2025 BUDGET</u>
650302 Equipment Rent	896	101	-	1,000	1,000	1,000
659900 Other Contracts/Obligation	<u>4,825</u>	<u>6,420</u>	<u>1,192</u>	<u>6,500</u>	<u>6,500</u>	<u>7,000</u>
TOTAL PURCHASED SVCS	1,511,291	1,627,871	445,015	1,506,776	1,506,776	1,808,988
Capital Outlay						
680401 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	-	-	-	5,000	5,000	-
TOTAL TRANSFERS	-	-	-	5,000	5,000	-
TOTAL EXPENSE	<u>2,956,996</u>	<u>3,116,009</u>	<u>903,971</u>	<u>2,986,993</u>	<u>2,986,993</u>	<u>3,297,825</u>

CITY OF APPLETON 2025 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Charges for Services	\$ 2,938,990	\$ 3,015,674	\$ 2,977,993	\$ 2,977,993	\$ 3,292,825
Total Revenues	<u>2,938,990</u>	<u>3,015,674</u>	<u>2,977,993</u>	<u>2,977,993</u>	<u>3,292,825</u>
Expenses					
Operating Expenses	2,956,996	3,116,009	2,981,993	2,981,993	3,297,825
Depreciation	-	-	-	-	-
Total Expenses	<u>2,956,996</u>	<u>3,116,009</u>	<u>2,981,993</u>	<u>2,981,993</u>	<u>3,297,825</u>
Operating Loss	(18,006)	(100,335)	(4,000)	(4,000)	(5,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(3,708)	1,486	-	-	-
Other Income	4,307	35,203	9,000	9,000	5,000
Total Non-Operating	<u>599</u>	<u>36,689</u>	<u>9,000</u>	<u>9,000</u>	<u>5,000</u>
Income (Loss) before Contributions and Transfers	(17,407)	(63,646)	5,000	5,000	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	(5,000)	(5,000)	-
Change in Net Assets	(17,407)	(63,646)	-	-	-
Net Assets - Beginning	<u>122,947</u>	<u>105,540</u>	<u>41,894</u>	<u>41,894</u>	<u>41,894</u>
Net Assets - Ending	<u>\$ 105,540</u>	<u>\$ 41,894</u>	<u>\$ 41,894</u>	<u>\$ 41,894</u>	<u>\$ 41,894</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 79,120	\$ 79,120
+ Change in Net Assets	-	-
Working Cash - End of Year	<u>\$ 79,120</u>	<u>\$ 79,120</u>

**CITY OF APPLETON 2025 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 and Recreation 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
Facility Renovations	1,575,000	Projects, pg. 640
Grounds Improvements	25,000	Projects, pg. 642
Hardscape Improvements	800,000	Projects, pg. 643
Interior Finishes and Furniture Improvements	1,110,000	Projects, pg. 645
Lighting Upgrades	275,000	Projects, pg. 646
Park ADA Improvements	50,000	Projects, pg. 671
Pavilion and Recreation Facilities	1,180,000	Projects, pg. 674
Statute and Monument Restoration	30,000	Projects, pg. 678
Trails and Trail Connections	30,000	Projects, pg. 679
	<u>\$ 5,075,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	
Program Revenues		\$ 4,330,110	\$ 1,128,950	\$ 22,683	\$ 22,683	\$ 50,000	120.43%
Program Expenses		\$ 5,729,557	\$ 9,757,872	\$ 4,306,683	\$ 23,759,624	\$ 5,341,732	24.03%
Expenses Comprised Of:							
	Personnel	240,787	249,085	257,683	257,683	266,732	3.51%
	Supplies & Materials	-	-	240,000	240,000	-	-100.00%
	Purchased Services	2,273,333	6,306,181	-	17,231,727	50,000	N/A
	Capital Expenditures	3,215,437	3,202,606	3,809,000	6,030,214	5,025,000	31.92%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
423000 Miscellaneous Local Aids	\$ 699,381	\$ -	\$ -	\$ -	\$ -
471000 Interest on Investments (Loss)	(242,544)	747,849	22,683	22,683	50,000
502000 Donations & Memorials	100,000	381,101	-	-	-
591000 Proceeds of Long-term Debt	8,326,500	13,847,500	4,049,000	4,049,000	5,075,000
592100 Transfer In - General Fund	3,773,273	-	-	-	-
Total Revenue	\$ 12,656,610	\$ 14,976,450	\$ 4,071,683	\$ 4,071,683	\$ 5,125,000
Expenses					
610100 Regular Salaries	\$ 179,188	\$ 189,530	\$ 194,794	\$ 194,794	\$ 200,638
615000 Fringes	61,599	59,555	62,889	62,889	66,094
632700 Miscellaneous Equipment	-	-	240,000	240,000	-
640400 Consulting Services	-	-	-	11,000	-
640600 Architect Fees	2,273,333	6,306,181	-	17,220,727	50,000
680200 Land Improvements	130,693	1,211,340	50,000	1,074,197	55,000
680300 Buildings	1,032,036	1,310,481	1,165,000	1,262,391	3,965,000
680401 Machinery & Equipment	121,935	67,158	1,024,000	2,026,441	30,000
680402 Furniture & Fixtures	-	-	245,000	245,000	125,000
680900 Infrastructure Construction	1,930,773	613,627	1,325,000	1,422,185	850,000
Total Expense	\$ 5,729,557	\$ 9,757,872	\$ 4,306,683	\$ 23,759,624	\$ 5,341,732

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Land Improvements

Grounds Improvements - Parks	\$ 25,000
Trail & Trail Connection - Trail View Estates	30,000
	<u>\$ 55,000</u>

Buildings

Facility renovations - Fire Station #4	\$ 375,000
Facility renovations - PRFMD	1,200,000
Interior finishes - City Hall	935,000
Lighting upgrades - Fire Stations	75,000
Lighting upgrades - Parks	200,000
Pavilion renovation - Telulah Park	375,000
Pavilion construction - Lundgaard Park	805,000
	<u>\$ 3,965,000</u>

Infrastructure Construction

Hardscapes - City sites	\$ 50,000
Hardscapes - Park sites	350,000
Hardscapes - PRFMD	400,000
ADA Improvements	50,000
	<u>\$ 850,000</u>

Furniture & Fixtures

Furniture - Fire Station #1	\$ 125,000
	<u>\$ 125,000</u>

Architect Fees

Facility Renovations - City Hall	\$ 50,000
	<u>\$ 50,000</u>

Machinery & Equipment

Statute & Monument Restoration	\$ 30,000
	<u>\$ 30,000</u>

CITY OF APPLETON 2025 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Intergovernmental Revenues	\$ 699,381	\$ -	\$ -	\$ -	\$ -
Interest Income (Loss)	(242,544)	747,849	22,683	22,683	50,000
Other	100,000	381,101	-	-	-
Total Revenues	<u>556,837</u>	<u>1,128,950</u>	<u>22,683</u>	<u>22,683</u>	<u>50,000</u>
Expenses					
Program Costs	<u>5,729,557</u>	<u>9,757,872</u>	<u>4,306,683</u>	<u>23,759,624</u>	<u>5,341,732</u>
Total Expenses	<u>5,729,557</u>	<u>9,757,872</u>	<u>4,306,683</u>	<u>23,759,624</u>	<u>5,341,732</u>
Revenues over (under) Expenses	(5,172,720)	(8,628,922)	(4,284,000)	(23,736,941)	(5,291,732)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	8,326,500	13,847,500	4,049,000	4,049,000	5,075,000
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	3,773,273	-	-	-	-
Operating Transfers Out - Capital Proj	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>12,099,773</u>	<u>13,847,500</u>	<u>4,049,000</u>	<u>4,049,000</u>	<u>5,075,000</u>
Net Change in Equity	6,927,053	5,218,578	(235,000)	(19,687,941)	(216,732)
Fund Balance - Beginning	<u>8,152,853</u>	<u>15,079,906</u>	<u>20,298,484</u>	<u>20,298,484</u>	<u>610,543</u>
Fund Balance - Ending	<u>\$ 15,079,906</u>	<u>\$ 20,298,484</u>	<u>\$ 20,063,484</u>	<u>\$ 610,543</u>	<u>\$ 393,811</u>

CITY OF APPLETON 2025 BUDGET

FINANCE DEPARTMENT

Finance Director: Jeri A. Ohman, CPA

Deputy Finance Director:

CITY OF APPLETON 2025 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 2024 EVENTS

Completed the 2023 annual audit, with an unqualified opinion.

Completed interim TIF #7 audit, as required by the State.

Completed the issuance of \$13.5 million of G.O. notes and \$12.6 million of Wastewater revenue bonds.

Completed implementation of GASB 96 - Subscription-based Information Technology Arrangements.

Completed required quarterly reports for COVID-19 and ARPA grants.

Began implementation process for the Enterprise Asset Management (EAM) module of the ERP system.

Major objectives for the remainder of 2024:

Complete review of and updates to Procurement and Purchase Card policies.

Complete the 2025 Budget.

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

Complete the implementation process for the Utility Billing module in the ERP system.

CITY OF APPLETON 2025 BUDGET FINANCE DEPARTMENT

MAJOR 2025 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 Enterprise Asset Management (EAM) module.

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

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 *
		2022	2023	Adopted 2024	Amended 2024	2025	
	Program Revenues	\$ 4,619	\$ 4,468	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
	Program Expenses						
11510	Administration	165,171	151,532	151,865	151,865	156,176	2.84%
11520	Customer Service	101,459	104,283	108,018	108,018	107,745	-0.25%
11530	Support Services	663,789	689,708	710,192	710,192	730,670	2.88%
	TOTAL	\$ 930,419	\$ 945,523	\$ 970,075	\$ 970,075	\$ 994,591	2.53%
Expenses Comprised Of:							
	Personnel	821,540	813,976	850,485	850,485	867,306	1.98%
	Administrative Expense	11,519	13,310	12,220	12,220	12,700	3.93%
	Supplies & Materials	28,781	31,966	29,960	29,960	30,960	3.34%
	Purchased Services	68,579	86,271	77,410	77,410	83,625	8.03%
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.20	9.20	9.20	9.20	9.20	

**CITY OF APPLETON 2025 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 2025 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
480100 General Charges for Service	\$ 4,270	\$ 4,006	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	-	1,003	-	-	-
508500 Cash Short or Over	349	(541)	-	-	-
Total Revenue	\$ 4,619	\$ 4,468	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
610100 Regular Salaries	\$ 124,801	\$ 114,167	\$ 114,168	\$ 114,168	\$ 117,593
615000 Fringes	27,697	25,364	25,397	25,397	26,268
620100 Training/Conferences	4,630	5,810	5,500	5,500	5,500
620600 Parking Permits	1,295	480	480	480	480
630100 Office Supplies	2,196	1,511	2,000	2,000	2,000
630300 Memberships & Licenses	1,805	1,753	2,000	2,000	2,000
630500 Awards & Recognition	24	453	210	210	210
632001 City Copy Charges	42	-	100	100	100
632002 Outside Printing	562	434	500	500	500
641200 Advertising	830	288	250	250	250
641307 Telephone	1,289	1,272	1,260	1,260	1,275
Total Expense	\$ 165,171	\$ 151,532	\$ 151,865	\$ 151,865	\$ 156,176

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 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 2025 BUDGET

FINANCE DEPARTMENT

Customer Service

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenditures					
610100 Regular Salaries	\$ 48,556	\$ 50,059	\$ 51,333	\$ 51,333	\$ 52,875
610500 Overtime Wages	219	487	902	902	930
615000 Fringes	29,056	29,594	31,383	31,383	28,540
620600 Parking Permits	2,100	2,700	2,400	2,400	2,400
630400 Postage/Freight	17,302	18,122	17,500	17,500	18,500
632001 City Copy Charges	4,076	3,298	4,500	4,500	4,500
632700 Miscellaneous Equipment	130	-	-	-	-
643100 Interpreter Services	20	23	-	-	-
Total Expense	<u>\$ 101,459</u>	<u>\$ 104,283</u>	<u>\$ 108,018</u>	<u>\$ 108,018</u>	<u>\$ 107,745</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

Annual tax bill mailing	<u>\$ 18,500</u>
	<u>\$ 18,500</u>

**CITY OF APPLETON 2025 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 2025 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenditures					
610100 Regular Salaries	\$ 425,274	\$ 421,099	\$ 435,510	\$ 435,510	\$ 450,395
610500 Overtime Wages	8,967	8,115	6,421	6,421	6,611
615000 Fringes	156,970	165,091	185,371	185,371	184,094
620600 Parking Permits	3,494	4,320	3,840	3,840	4,320
631603 Other Misc. Supplies	164	207	150	150	150
632002 Outside Printing	2,480	6,188	3,000	3,000	3,000
640100 Accounting/Audit Fees	6,206	15,201	19,000	19,000	19,000
640300 Bank Service Fees	57,090	54,252	54,000	54,000	60,000
641200 Advertising	1,078	998	800	800	1,000
641800 Equipment Repairs & Maint.	2,066	2,391	2,100	2,100	2,100
659900 Other Contracts/Obligation	-	11,846	-	-	-
Total Expense	\$ 663,789	\$ 689,708	\$ 710,192	\$ 710,192	\$ 730,670

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit Fees

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

Bank Services

Banking fees	\$ 17,000
Investment fees	43,000
	<u>\$ 60,000</u>

**CITY OF APPLETON 2025 BUDGET
FINANCE DEPARTMENT**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	4,270	4,006	1,040	4,000	4,000	4,000
501000 Miscellaneous Revenue	-	1,003	-	-	-	-
508500 Cash Short or Over	349	(541)	309	-	-	-
TOTAL PROGRAM REVENUES	<u>4,619</u>	<u>4,468</u>	<u>1,349</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Personnel						
610100 Regular Salaries	525,428	536,578	155,486	601,011	601,011	620,863
610500 Overtime Wages	9,186	8,602	3,438	7,323	7,323	7,541
611400 Sick Pay	61	-	-	-	-	-
611500 Vacation Pay	73,142	48,747	8,649	-	-	-
615000 Fringes	213,723	220,049	63,152	242,151	242,151	238,902
TOTAL PERSONNEL	<u>821,540</u>	<u>813,976</u>	<u>230,725</u>	<u>850,485</u>	<u>850,485</u>	<u>867,306</u>
Training~Travel						
620100 Training/Conferences	4,630	5,810	692	5,500	5,500	5,500
620400 Tuition Fees	-	-	-	-	-	-
620600 Parking Permits	6,889	7,500	7,200	6,720	6,720	7,200
TOTAL TRAINING / TRAVEL	<u>11,519</u>	<u>13,310</u>	<u>7,892</u>	<u>12,220</u>	<u>12,220</u>	<u>12,700</u>
Supplies						
630100 Office Supplies	2,196	1,511	163	2,000	2,000	2,000
630300 Memberships & Licenses	1,805	1,753	494	2,000	2,000	2,000
630400 Postage/Freight	17,302	18,122	714	17,500	17,500	18,500
630500 Awards & Recognition	24	453	-	210	210	210
631603 Other Misc. Supplies	164	207	-	150	150	150
632001 City Copy Charges	4,118	3,298	525	4,600	4,600	4,600
632002 Outside Printing	3,042	6,622	422	3,500	3,500	3,500
632700 Miscellaneous Equipment	130	-	-	-	-	-
TOTAL SUPPLIES	<u>28,781</u>	<u>31,966</u>	<u>2,318</u>	<u>29,960</u>	<u>29,960</u>	<u>30,960</u>
Purchased Services						
640100 Accounting/Audit Fees	6,206	15,201	30,137	19,000	19,000	19,000
640300 Bank Service Fees	57,090	54,252	4,273	54,000	54,000	60,000
641200 Advertising	1,908	1,286	674	1,050	1,050	1,250
641307 Telephone	1,289	1,272	440	1,260	1,260	1,275
641800 Equipment Repairs & Maint.	2,066	2,391	-	2,100	2,100	2,100
643100 Interpreter Services	20	23	151	-	-	-
659900 Other Contracts/Obligation	-	11,846	1,073	-	-	-
TOTAL PURCHASED SVCS	<u>68,579</u>	<u>86,271</u>	<u>36,748</u>	<u>77,410</u>	<u>77,410</u>	<u>83,625</u>
TOTAL EXPENSE	<u>930,419</u>	<u>945,523</u>	<u>277,683</u>	<u>970,075</u>	<u>970,075</u>	<u>994,591</u>

CITY OF APPLETON 2025 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2025 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 2024 EVENTS

City Attorney's Office:

- As of June 1, represented the City in traffic and ordinance related matters in 2024, including 2,798 scheduled initial court appearances, 41 scheduled jury and court trials and 1,118 scheduled pre-trials/jury trial conferences or motion hearings.
- Operated the Granicus system and provided legal and procedural advice during committee meetings.
- Negotiated a new PILOT agreement with Mosaic.
- Worked cooperatively with City staff on multiple acquisitions including land for the Southpoint Commerce Park trail and parcels needed for construction projects via the condemnation process.
- 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.
- Provided ongoing assistance in various roles in support of the Library building project including the second relocation.
- Assisted the Community Development and Public Works department with the drafting and negotiation of several development agreements including RISE apartments, Fox Commons, Villas at Meade Pond, 222 Building, and an amendment to the Clearwater Creek Development Agreement.
- Memorandum of Understanding was signed and put into effect with Gold Cross.
- 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.
- Negotiated, drafted and finalized various agreements in relation to downtown development including Fox Commons/City Center access, the Dark Horse 'no build' easement, and a license agreement for the former Blue Ramp site along with the extension/amendment.
- Drafted or assisted in amending or creating more than 90 ordinances, including multiple department renaming ordinances.
- Obtained Oneida Street DNR site closure from a previous street project.
- In just under the first six months of 2024, 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.
- Performed a thorough review of all parking agreements.
- Provided officers and staff of the Appleton Police Department with research results, written legal guidance as well as assisted APD officers to address legal questions on multiple situations.

City Clerk's Office:

- Implemented numerous alcohol licensing changes that included modifications to alcohol license renewals and preparations for electronic delivery of alcohol renewal information.
- Implemented Chapter 125 alcohol law changes such as new forms, new license types, and regulations.
- Updated the alcohol license policy to address licensing activity and clarify regulations for applicants.
- Assisted the APD and DOR with enforcement of gambling devices in Class A establishments.
- Successfully administered the Spring Election during a severe winter storm with power outages at polling places.
- Modified and improved the Election Day Contingency Plans as a result of experiencing a major election incident.
- Administered the 2024 Board of Review.
- Made modifications to the Special Event Policy to reflect current practices and standards.
- Began proposals for changing how Special Events are applied for, paid for, and implemented.
- Completed the destruction of November 2020 election materials.
- Completed a third round of redistricting and modified Ward plans as a result of state legislative district changes.
- Created a Student Voter Guide to assist Lawrence University students with voting options/requirements.
- Administered a demanding and hectic Presidential Election and coinciding Special Election.
- Ordered and utilized new absentee ballot envelopes and instructions as prescribed by the WEC.
- Created instructions for the creation of Zoom meetings for virtual participation at Committee/Council meetings.

CITY OF APPLETON 2025 BUDGET LEGAL SERVICES

MAJOR 2025 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, 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 and Recreation Department (APRD) 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 the Community Development Department 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 developing additional procedures to assist with operation and set-up of the devices.
- Successfully administer two scheduled 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	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		\$ 261,004	\$ 245,529	\$ 236,000	\$ 236,000	\$ 314,000	33.05%
Program Expenses							
14510	Administration	378,854	397,899	399,842	404,842	410,181	2.59%
14521	Litigation	169,787	183,411	207,844	213,644	214,283	3.10%
14530	Recordkeeping	114,638	113,605	117,716	117,716	119,167	1.23%
14540	Licensing	71,597	48,797	74,666	74,666	57,170	-23.43%
14550	Elections	191,989	162,683	252,314	252,314	200,695	-20.46%
14560	Mail/Copy Center	216,038	166,880	196,340	196,340	190,434	-3.01%
TOTAL		\$ 1,142,903	\$ 1,073,275	\$ 1,248,722	\$ 1,259,522	\$ 1,191,930	-4.55%
Expenses Comprised Of:							
Personnel		902,928	839,632	966,477	966,477	940,315	-2.71%
Training & Travel		14,867	13,178	15,480	20,480	15,000	-3.10%
Supplies & Materials		142,632	126,049	161,850	161,850	124,275	-23.22%
Purchased Services		82,476	94,416	104,915	110,715	112,340	7.08%
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 2025 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 and 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 2025 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
480100 General Charges for Service	\$ 85	\$ 158	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 85</u>	<u>\$ 158</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 272,433	\$ 290,460	\$ 288,207	\$ 288,207	\$ 296,278
615000 Fringes	77,249	78,060	79,615	79,615	81,883
620100 Training/Conferences	10,111	8,853	10,600	15,600	10,600
620400 Tuition Fees	815	-	-	-	-
620600 Parking Permits	3,780	4,325	4,320	4,320	4,320
630100 Office Supplies	654	2,345	800	800	800
630200 Subscriptions	8,880	9,211	10,500	10,500	10,500
630300 Memberships & Licenses	2,994	2,346	3,200	3,200	3,200
632001 City Copy Charges	1,021	651	1,500	1,500	1,500
640400 Consulting Services	-	865	-	-	-
641307 Telephone	793	783	900	900	900
641800 Equipment Repairs & Maint.	124	-	200	200	200
Total Expense	<u>\$ 378,854</u>	<u>\$ 397,899</u>	<u>\$ 399,842</u>	<u>\$ 404,842</u>	<u>\$ 410,181</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 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 2025 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 126,746	\$ 132,559	\$ 142,605	\$ 142,605	\$ 146,882
615000 Fringes	39,366	47,311	54,739	54,739	56,901
640202 Recording/Filing Fees	2,907	2,438	3,500	3,500	3,500
640400 Consulting Services	768	1,103	7,000	12,800	7,000
Total Expense	\$ 169,787	\$ 183,411	\$ 207,844	\$ 213,644	\$ 214,283

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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 2025 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	\$ 48,783	\$ 53,308	\$ 53,568	53,568	\$ 55,113
610500 Overtime Wages	1,647	417	270	270	278
615000 Fringes	27,422	26,472	27,328	27,328	28,351
630100 Office Supplies	56	172	250	250	200
631603 Other Misc. Supplies	-	11	-	-	-
632002 Outside Printing	-	-	100	100	75
640202 Recording/Filing Fees	60	90	200	200	150
641200 Advertising	36,670	33,135	36,000	36,000	35,000
Total Expense	<u>\$ 114,638</u>	<u>\$ 113,605</u>	<u>\$ 117,716</u>	<u>\$ 117,716</u>	<u>\$ 119,167</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications	\$ 35,000
	<u>\$ 35,000</u>

**CITY OF APPLETON 2025 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:

In 2025, changes will occur in the way special events are paid for. Event organizers will be charged for 25% of the City services incurred as a result of the event. This is reflected as a revenue increase, when in actuality it is recouping a portion of the costs that are incurred by departments to support the various special events occurring within the City.

**CITY OF APPLETON 2025 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
430100 Amusements License	\$ 8,651	\$ 8,670	\$ 8,200	\$ 8,200	\$ 10,500
430300 Cigarette License	6,200	6,000	5,500	5,500	5,500
430600 Liquor License	149,265	124,686	125,000	125,000	130,000
430700 Operators License	50,760	54,335	48,000	48,000	50,000
430900 Sundry License	3,780	3,624	3,200	3,200	3,400
431300 Special Events License	21,565	25,913	25,000	25,000	100,000
431600 Second Hand/Pawnbroker	2,130	1,850	2,000	2,000	1,900
431700 Commercial Solicitation	5,075	2,810	4,000	4,000	3,000
431800 Christmas Tree License	225	225	250	250	200
432000 Taxi Cab/Limousine License	720	870	700	700	700
432100 Taxi Driver License	1,150	1,250	1,050	1,050	1,000
432200 Special Class "B" License	570	750	600	600	600
441100 Sundry Permits	765	790	3,500	3,500	800
501000 Miscellaneous Revenue	6,820	5,460	5,900	5,900	5,800
Total Revenue	\$ 257,676	\$ 237,233	\$ 232,900	\$ 232,900	\$ 313,400
Expenses					
610100 Regular Salaries	\$ 42,472	\$ 37,695	\$ 45,777	\$ 45,777	\$ 48,256
610500 Overtime Wages	1,107	418	132	132	139
615000 Fringes	27,639	20,374	27,707	27,707	7,125
630100 Office Supplies	324	1,183	800	800	1,500
631603 Other Misc. Supplies	40	-	-	-	50
632002 Outside Printing	-	30	200	200	100
642900 Interfund Allocations	15	(10,903)	50	50	-
Total Expense	\$ 71,597	\$ 48,797	\$ 74,666	\$ 74,666	\$ 57,170

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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.
- 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. 2025 is a two-election year requiring less staffing and supplies for election administration than in 2024. However, to save for equipment repairs and replacements, this budget includes an increase in the Equipment Repairs/Maintenance account. Our Badger books will be over 5 years old in 2025 and our hardware model is no longer available or supported for use as electronic poll books. A phased product replacement plan that begins in 2025 will ensure that our hardware remains available and functional to support election day activities.

**CITY OF APPLETON 2025 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
422400 Misc. State Aids	\$ 2,057	\$ 7,559	\$ 2,000	\$ 2,000	\$ -
490800 Misc Intergov. Charges	-	579	1,000	1,000	500
502000 Donations & Memorials	1,186	-	-	-	-
Total Revenue	\$ 3,243	\$ 8,138	\$ 3,000	\$ 3,000	\$ 500
Expenses					
610100 Regular Salaries	\$ 57,277	\$ 47,800	\$ 55,333	\$ 55,333	\$ 54,280
610500 Overtime Wages	1,198	265	1,973	1,973	2,162
610800 Part-Time Wages	82,010	31,650	110,706	110,706	57,484
615000 Fringes	28,291	25,826	30,177	30,177	30,449
620200 Mileage Reimbursement	161	-	160	160	80
620600 Parking Permits	-	-	400	400	-
630100 Office Supplies	527	420	4,000	4,000	1,200
631603 Other Misc. Supplies	2,924	634	500	500	250
632002 Outside Printing	8,274	9,645	13,500	13,500	6,000
641200 Advertising	2,493	1,436	2,600	2,600	1,500
641800 Equipment Repairs & Maint.	1,491	24,716	10,000	10,000	30,000
650301 Facility Rent	3,780	1,890	3,780	3,780	1,890
659900 Other Contracts/Obligation	3,563	18,401	19,185	19,185	15,400
Total Expense	\$ 191,989	\$ 162,683	\$ 252,314	\$ 252,314	\$ 200,695

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Modus Election Software	\$ 11,700
Equipment & Ballot Programming	3,700
	<u>\$ 15,400</u>

Equipment Repairs/Maintenance

Badger Books Replacement Units	
10 units	\$ 30,000
	<u>\$ 30,000</u>

CITY OF APPLETON 2025 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:

Postage has decreased slightly due to less absentee ballots mailed with fewer elections in 2025.

The interfund allocations for charging departments back for mail services was being charged under the licensing account. To reflect this, the interfund allocation amount has been moved to mail/copy to reflect the chargebacks in the appropriate business unit.

**CITY OF APPLETON 2025 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	\$ 41,008	\$ 40,712	\$ 44,720	\$ 44,720	\$ 46,062
610500 Overtime Wages	958	-	129	129	133
615000 Fringes	27,322	6,305	3,491	3,491	28,539
630100 Office Supplies	1,700	5,120	6,000	6,000	4,500
630400 Postage/Freight	106,594	90,867	118,000	118,000	93,000
631603 Other Misc. Supplies	6,585	2,712	500	500	500
632002 Outside Printing	2,059	702	2,000	2,000	900
641800 Equipment Repairs & Maint.	10,115	1,445	500	500	800
642900 Interfund Allocations	-	-	-	-	(4,000)
650302 Equipment Rent	19,697	19,017	21,000	21,000	20,000
Total Expense	<u>\$ 216,038</u>	<u>\$ 166,880</u>	<u>\$ 196,340</u>	<u>\$ 196,340</u>	<u>\$ 190,434</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 20,000
UPS	1,000
US Postal Service	72,000
	<u>\$ 93,000</u>

Equipment Rent

Postage machine rental	\$ 8,000
Copier Rental	12,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2025 BUDGET
LEGAL SERVICES**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	2,057	7,559	-	2,000	2,000	-
430100 Amusements License	8,651	8,670	8,200	8,200	8,200	10,500
430300 Cigarette License	6,200	6,000	3,100	5,500	5,500	5,500
430600 Liquor License	149,265	124,686	67,812	125,000	125,000	130,000
430700 Operators License	50,760	54,335	13,653	48,000	48,000	50,000
430900 Sundry License	3,780	3,624	1,545	3,200	3,200	3,400
431300 Special Events License	21,565	25,913	15,150	25,000	25,000	100,000
431600 Second Hand License	2,130	1,850	150	2,000	2,000	1,900
431700 Commercial Solicitation License	5,075	2,810	1,150	4,000	4,000	3,000
431800 Christmas Tree License	225	225	-	250	250	200
432000 Taxi Cab/Limousine License	720	870	-	700	700	700
432100 Taxi Driver License	1,150	1,250	150	1,050	1,050	1,000
432200 Special Class "B" Beer License	570	750	190	600	600	600
441100 Sundry Permits	765	790	280	3,500	3,500	800
480100 General Charges for Service	85	158	148	100	100	100
490800 Misc Intergovernmental Charges	1,186	579	520	1,000	1,000	500
501000 Miscellaneous Revenue	6,820	5,460	3,791	5,900	5,900	5,800
TOTAL PROGRAM REVENUES	261,004	245,529	115,839	236,000	236,000	314,000
Personnel						
610100 Regular Salaries	545,339	555,930	162,848	630,210	630,210	646,871
610500 Overtime Wages	4,911	1,101	1,053	2,504	2,504	2,712
610800 Part-Time Wages	82,010	31,650	30,737	110,706	110,706	57,484
611400 Sick Pay	329	668	-	-	-	-
611500 Vacation Pay	43,050	45,935	7,931	-	-	-
615000 Fringes	227,289	204,348	56,846	223,057	223,057	233,248
TOTAL PERSONNEL	902,928	839,632	259,415	966,477	966,477	940,315
Training~Travel						
620100 Training/Conferences	10,111	8,853	2,819	10,600	15,600	10,600
620200 Mileage Reimbursement	161	-	35	160	160	80
620400 Tuition Fees	815	-	-	-	-	-
620600 Parking Permits	3,780	4,325	-	4,720	4,720	4,320
TOTAL TRAINING/TRAVEL	14,867	13,178	2,854	15,480	20,480	15,000
Supplies						
630100 Office Supplies	3,261	9,240	3,541	11,850	11,850	8,200
630200 Subscriptions	8,880	9,211	2,616	10,500	10,500	10,500
630300 Memberships & Licenses	2,994	2,346	-	3,200	3,200	3,200
630400 Postage/Freight	106,594	90,867	31,781	118,000	118,000	93,000
631603 Other Misc. Supplies	9,549	3,357	-	1,000	1,000	800
632001 City Copy Charges	1,021	651	30	1,500	1,500	1,500
632002 Outside Printing	10,333	10,377	-	15,800	15,800	7,075
TOTAL SUPPLIES	142,632	126,049	37,968	161,850	161,850	124,275
Purchased Services						
640202 Recording/Filing Fees	2,967	2,528	758	3,700	3,700	3,650
640400 Consulting Services	768	1,968	-	7,000	12,800	7,000
641200 Advertising	39,163	34,571	9,205	38,600	38,600	36,500
641307 Telephone	793	783	271	900	900	900
641800 Equipment Repairs & Maint.	11,730	26,161	121	10,700	10,700	31,000
642900 Interfund Allocations	15	(10,903)	(770)	50	50	(4,000)
650301 Facility Rent	3,780	1,890	1,170	3,780	3,780	1,890
650302 Equipment Rent	19,697	19,017	3,557	21,000	21,000	20,000
659900 Other Contracts/Obligation	3,563	18,401	11,685	19,185	19,185	15,400
TOTAL PURCHASED SVCS	82,476	94,416	25,997	104,915	110,715	112,340
TOTAL EXPENSE	1,142,903	1,073,275	326,234	1,248,722	1,259,522	1,191,930

CITY OF APPLETON 2025 BUDGET

RISK MANAGEMENT

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2025 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 2024 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights of 2024 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, 2024, reviewed 57 special events to assure adequate risk transfer to the event sponsor.

As of June 1, 2024, reviewed 116 City service and construction contracts to ensure adequate risk transfer to the applicable contractor or vendor.

Reviewed and suggested changes to the following policies: Blood Borne Pathogens (annual review), Asbestos Safety, Vehicle Use, Fall Protection, and Accident and Incident Reporting/Investigation.

Developed Artificial Intelligence (AI) Use Policy.

As of June 1, 2024 completed building safety audits at the following locations: Parks and Recreation maintenance building, temporary Library location, Water Plant, Wastewater Plant, Erb Pool and Fire Stations #1 and #6.

Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2024, \$12,145 has been recovered for losses that occurred in 2023 and 2024.

Facilitated both Central and City Hall safety committee meetings as well as City Hall security 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 2024: OSHA 30-hour course for various City supervisory personnel, OSHA 10-hour course for various front-line and supervisory personnel, confined space training, silica and lead safety training at DPW's annual safety training days.

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, in-person confined space training, hands-on chainsaw safety training and reviewing safety training for City seasonal employees.

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., lifting safety, ladder safety, phishing safety, office safety, electrical safety, etc).

Assisted with the development of emergency action procedures for the City's new dance studio location.

Compiled information for the actuarial analysis of the City's risk management program.

Conducted a safety culture survey with City leadership to explore initiatives to strengthen our safety program.

CITY OF APPLETON 2025 BUDGET RISK MANAGEMENT

MAJOR 2025 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 *
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	
Program Revenues		\$ 1,914,638	\$ 2,120,339	\$ 2,005,958	\$ 2,005,958	\$ 2,035,203	1.46%
Program Expenses							
6210	Property & Liability Mgt.	1,745,875	1,797,368	1,825,387	1,825,387	1,915,869	4.96%
6220	Loss Control	160,262	172,379	174,550	174,550	179,463	2.81%
Total Program Expenses		\$ 1,906,137	\$ 1,969,747	\$ 1,999,937	\$ 1,999,937	\$ 2,095,332	4.77%
Expenses Comprised Of:		(2)					
Personnel		359,086	398,704	405,566	405,566	417,821	3.02%
Training & Travel		1,684	9,208	9,300	9,300	9,300	0.00%
Supplies & Materials		4,710	5,414	5,965	5,965	5,965	0.00%
Purchased Services		726,219	737,034	799,106	799,106	882,246	10.40%
Miscellaneous Expense		814,438	819,385	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 2025 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 2025 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, record-setting number of nuclear (at least \$10 million) and thermonuclear (more than \$100 million) verdicts in 2023, and large-scale international events (e.g., Ukraine/Russia and Israel/Hamas wars) and b) the City has incurred several large property losses since 2019. It is anticipated that these insurance rates will continue to rise beyond 2025.

In addition, our Workers Compensation Third Party Administrator (WC TPA) fees are increasing, as per our written contract with CVMIC, which allows up to a 7.5% increase from year to year, and also due to the City's worker's compensation claim frequency.

Due to rising inflation, the ascending complexity of the claims process and increase in the frequency of auto accidents with uninsured motorists, the City will begin purchasing vehicle collision coverage in CY2025 from CVMIC. Prior to this, the City was self-insured for its vehicle collision losses.

**CITY OF APPLETON 2025 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
471000 Interest on Investments (Loss)	\$ (24,629)	\$ 50,959	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,872,348	1,930,572	1,950,958	1,950,958	1,978,583
503000 Damage to City Property	-	72,292	-	-	-
503500 Other Reimbursements	66,919	66,516	55,000	55,000	56,620
Total Revenue	\$ 1,914,638	\$ 2,120,339	\$ 2,005,958	\$ 2,005,958	\$ 2,035,203
Expenses					
610100 Regular Salaries	\$ 183,316	\$ 176,499	\$ 191,888	\$ 191,888	\$ 197,000
610500 Overtime Wages	578	773	-	-	-
615000 Fringes	36,282	76,990	64,553	64,553	66,783
620600 Parking Permits	1,260	1,440	1,440	1,440	1,440
630100 Office Supplies	1,018	1,014	1,000	1,000	1,000
632700 Miscellaneous Equipment	97	33	300	300	300
640100 Accounting/Audit Fees	1,784	1,932	1,500	1,500	1,500
640300 Bank Service Fees	487	466	-	-	-
640400 Consulting Services	7,995	6,500	8,300	8,300	8,300
650100 Insurance	698,620	712,336	776,406	776,406	859,546
662600 Uninsured Losses	304,440	39,520	160,000	160,000	160,000
662700 Uninsured Losses - W/C	509,998	779,865	620,000	620,000	620,000
Total Expense	\$ 1,745,875	\$ 1,797,368	\$ 1,825,387	\$ 1,825,387	\$ 1,915,869

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Insurance		Uninsured Losses - W/C	
Liability	\$ 115,804	Police Department	\$ 106,752
Crime	3,610	Fire Department	110,983
Excess liability	7,854	Public Works Department	84,641
Employment practice	26,764	Valley Transit	58,310
Volunteer Blanket Accident	1,109	Library	37,112
Equipment breakdown	33,426	Water Utility	33,760
Package property	406,145	Wastewater Utility	29,500
Auto physical damage	123,198	Stormwater Utility	28,070
WC TPA & fees	19,415	Community Development	12,522
Excess workers' compensation	122,221	Parks & Recreation Dept	22,022
	<u>\$ 859,546</u>	Sanitation Department	16,990
		CEA	14,200
		Health Department	12,483
		Facilities Management	11,390
Uninsured Losses		Parking Utility	10,060
General liability	\$ 60,000	Information Technology	8,157
Automobile	100,000	Finance Department	4,145
	<u>\$ 160,000</u>	Human Resource Dept	6,354
		Legal Services Dept	5,610
		Mayor's Office	4,169
		Reid Golf Course	2,770
			<u>\$ 620,000</u>

**CITY OF APPLETON 2025 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 2025 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	\$ 99,673	\$ 105,184	\$ 108,818	\$ 108,818	\$ 112,258
610500 Overtime Wages	-	66	-	-	-
615000 Fringes	39,237	39,194	40,307	40,307	41,780
620100 Training/Conferences	34	7,367	7,500	7,500	7,500
620200 Mileage Reimbursement	390	401	360	360	360
630300 Memberships & Licenses	125	125	125	125	125
630500 Awards & Recognition	-	91	140	140	140
630700 Food & Provisions	252	1,139	1,400	1,400	1,400
631500 Books & Library Materials	150	78	150	150	150
632001 City Copy Charges	2,386	2,554	2,300	2,300	2,300
632002 Outside Printing	200	-	200	200	200
632300 Safety Supplies	249	130	100	100	100
632700 Miscellaneous Equipment	233	250	250	250	250
640400 Consulting Services	15,428	13,897	11,000	11,000	11,000
641307 Telephone	105	103	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	<u>\$ 160,262</u>	<u>\$ 172,379</u>	<u>\$ 174,550</u>	<u>\$ 174,550</u>	<u>\$ 179,463</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 BUDGET
RISK MANAGEMENT**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(24,629)	50,958	1,674	-	-	-
480100 General Charges for Service	1,872,348	1,930,572	-	1,950,958	1,950,958	1,978,583
503000 Damage to City Property	-	72,291	-	-	-	-
503500 Other Reimbursements	<u>66,919</u>	<u>66,516</u>	<u>56,774</u>	<u>55,000</u>	<u>55,000</u>	<u>56,620</u>
TOTAL PROGRAM REVENUES	<u>1,914,638</u>	<u>2,120,337</u>	<u>58,448</u>	<u>2,005,958</u>	<u>2,005,958</u>	<u>2,035,203</u>
Personnel						
610100 Regular Salaries	282,989	281,683	79,170	300,706	300,706	309,258
610500 Overtime Wages	578	837	101	-	-	-
615000 Fringes	99,842	97,898	27,701	104,860	104,860	108,563
617000 Pension Expense	(26,066)	19,050	-	-	-	-
617100 OPEB Expense	<u>1,743</u>	<u>(764)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PERSONNEL	<u>359,086</u>	<u>398,704</u>	<u>106,972</u>	<u>405,566</u>	<u>405,566</u>	<u>417,821</u>
Training~Travel						
620100 Training/Conferences	34	7,367	659	7,500	7,500	7,500
620200 Mileage Reimbursement	390	401	90	360	360	360
620600 Parking Permits	<u>1,260</u>	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>
TOTAL TRAINING / TRAVEL	<u>1,684</u>	<u>9,208</u>	<u>2,189</u>	<u>9,300</u>	<u>9,300</u>	<u>9,300</u>
Supplies						
630100 Office Supplies	1,018	1,014	121	1,000	1,000	1,000
630300 Memberships & Licenses	125	125	125	125	125	125
630500 Awards & Recognition	-	91	-	140	140	140
630700 Food & Provisions	252	1,139	671	1,400	1,400	1,400
631500 Books & Library Materials	150	78	-	150	150	150
632001 City Copy Charges	2,386	2,554	470	2,300	2,300	2,300
632002 Outside Printing	200	-	-	200	200	200
632300 Safety Supplies	249	130	-	100	100	100
632700 Miscellaneous Equipment	<u>330</u>	<u>283</u>	<u>-</u>	<u>550</u>	<u>550</u>	<u>550</u>
TOTAL SUPPLIES	<u>4,710</u>	<u>5,414</u>	<u>1,387</u>	<u>5,965</u>	<u>5,965</u>	<u>5,965</u>
Purchased Services						
640100 Accounting/Audit Fees	1,784	1,932	-	1,500	1,500	1,500
640300 Bank Service Fees	487	466	-	-	-	-
640400 Consulting Services	23,423	20,397	11,690	19,300	19,300	19,300
641307 Telephone	105	103	36	100	100	100
650100 Insurance	698,620	712,336	728,316	776,406	776,406	859,546
659900 Other Contracts/Obligation	<u>1,800</u>	<u>1,800</u>	<u>1,801</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
TOTAL PURCHASED SVCS	<u>726,219</u>	<u>737,034</u>	<u>741,843</u>	<u>799,106</u>	<u>799,106</u>	<u>882,246</u>
Miscellaneous Expense						
662600 Uninsured Losses	304,440	39,520	40,743	160,000	160,000	160,000
662700 Uninsured Losses - Workers' Comp	<u>509,998</u>	<u>779,865</u>	<u>154,507</u>	<u>620,000</u>	<u>620,000</u>	<u>620,000</u>
TOTAL MISCELLANEOUS	<u>814,438</u>	<u>819,385</u>	<u>195,250</u>	<u>780,000</u>	<u>780,000</u>	<u>780,000</u>
TOTAL EXPENSE	<u>1,906,137</u>	<u>1,969,745</u>	<u>1,047,641</u>	<u>1,999,937</u>	<u>1,999,937</u>	<u>2,095,332</u>

CITY OF APPLETON 2025 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Charges for Services	\$ 1,872,348	\$ 1,930,572	\$ 1,950,958	\$ 1,950,958	\$ 1,978,583
Other	66,919	138,808	55,000	55,000	56,620
Total Revenues	<u>1,939,267</u>	<u>2,069,380</u>	<u>2,005,958</u>	<u>2,005,958</u>	<u>2,035,203</u>
Expenses					
Operating Expenses	1,906,137	1,969,747	1,999,937	1,999,937	2,095,332
Total Expenses	<u>1,906,137</u>	<u>1,969,747</u>	<u>1,999,937</u>	<u>1,999,937</u>	<u>2,095,332</u>
Operating Income (Loss)	33,130	99,633	6,021	6,021	(60,129)
Non-Operating Revenues (Expenses)					
Investment Income	(24,629)	50,959	-	-	-
Other Non-Operating Income	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-
Total Non-Operating	<u>(24,629)</u>	<u>50,959</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	8,501	150,592	6,021	6,021	(60,129)
Fund Balance - Beginning	<u>954,902</u>	<u>963,403</u>	<u>1,113,995</u>	<u>1,113,995</u>	<u>1,120,016</u>
Fund Balance - Ending	<u>\$ 963,403</u>	<u>\$ 1,113,995</u>	<u>\$ 1,120,016</u>	<u>\$ 1,120,016</u>	<u>\$ 1,059,887</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,509,191	\$ 1,515,212
+ Change in Net Assets	<u>6,021</u>	<u>(60,129)</u>
Working Cash - End of Year	<u>\$ 1,515,212</u>	<u>\$ 1,455,083</u>

