City of Appleton, Wisconsin

2025
ADOPTED BUDGET
AND SERVICE PLAN

Developed by:
Mayor Jacob A. Woodford

Jeri A. Ohman, CPA, Finance Director
Christopher Behrens, City Attorney
Charles E. Sepers, Health Officer
Dean R. Gazza, Director of Parks & Recreation
Jeremy J. Hansen, Fire Chief
Kara J. Homan, Director of Community Development
Jay M. Ratchman, Director of Human Resources
Ronald C. McDonald, Valley Transit General Manager
Colleen T. Rortvedt, Director of Library
Christopher F. Stempa, Director of Utilities
Polly A. Olson, Police Chief
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CITY OF APPLETON
2025 BUDGET
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City of Appleton 2025 Budget

Operational/Fund Structure Matrix

Operational Responsibility	General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Debt Service Funds
Mayor	x					
Common Council	x					
Finance	x					
American Rescue Plan Act (ARPA)		x				
General Administration	x					
Room Tax Administration		x				
Other Post Employment Benefits					x	
Debt Service						x
Information Technology	x					
Information Technology Capital Projects			x			
Legal Services	x					
City Center Capital Projects			x			
Human Resources	x					
Risk Management					x	
Community Development	x					
Housing & Community Development Grants		x				
Industrial Park Land			x			
Community Development Capital Projects			x			
Tax Increment District No. 3		x				
Tax Increment District No. 6			x			
Tax Increment District No. 7			x			
Tax Increment District No. 8			x			
Tax Increment District No. 9			x			
Tax Increment District No. 10			x			
Tax Increment District No. 11			x			
Tax Increment District No. 12			x			
Tax Increment District No. 13			x			
Facilities Management					x	
Facilities Capital Projects			x			
Exhibition Center Capital Project			x			
Parks and Recreation	x					
Union Spring Park Trust		x				
Peabody Estate Trust		x				
Lutz Park Recreational Trust		x				
Park Purpose Open Space		x				
Project City Park		x				
Miracle League Field		x				
Ellen Kort Peace Park		x				
Reid Municipal Golf Course				x		
Library	x					
Library Grants		x				
Valley Transit				x		
Public Works	x					
Sanitation and Recycling		x				
Wheel Tax		x				
Subdivision Development			x			
Public Works Equipment			x			
Parking Utility				x		
Central Equipment Agency (CEA)					x	
CEA Replacement			x			
Stormwater Utility				x		
Water Utility [1]				x		
Wastewater Utility [1]				x		
Health Services	x					
Health Services Grants		x				
Police	x					
Police Grants		x				
Public Safety Capital Projects [2]			x			
Fire	x					
Hazardous Materials		x				
Water Utility [1]				x		
Wastewater Utility [1]				x		

1. Shared responsibility between Public Works and Utilities - The Public Works Director is responsible for water distribution and wastewater collection while the Utility Director is responsible for water filtration and wastewater treatment.
2. The Public Safety Capital Projects Fund is used to fund both Police and Fire capital projects.

Office of the Mayor
Jacob A. Woodford
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Appleton, WI 54911
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CITY OF
APPLETON

October 2, 2024

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

Dear Fellow Appletonians,

Enclosed is the 2025 Executive Budget and Service Plan, which is the result of the efforts of the City's leadership team, budget managers, and especially on the part of Finance Director Jeri Ohman, Deputy Finance Director Katie Demeny prior to her departure, Budget and Accounting Manager Christine Delveaux, Enterprise Accounting Manager Kelli Rindt, and Finance Associate Johanna Vaporciyan. I am grateful for the hard work of this team in preparing this year's Budget, and for the work of the employees of the City of Appleton for executing our budget each year.

Municipal budgeting in Wisconsin presents some of the most challenging dynamics in the nation for local leaders. Our heavy reliance on property taxes, paired with arguably the most restrictive levy limits of any state, means that Wisconsin municipalities, Appleton included, often begin each budget process in deficit before we even get started. This is due to the simple fact that by limiting levy increases to the rate of net new construction, assuming that rate is less than the rate of inflation, cuts, reallocation, or alternative revenue streams are required to just maintain existing services.

Fortunately, Appleton continues to carry significant momentum with respect to new development. As a result, we recorded $146.9 million in new construction, which yields a net new construction rate (new construction/total equalized value $8.7 billion) of 1.7 percent. While this is likely as good or better than the statewide average, it still falls far short of the increase in major cost indices even as inflation continues to abate.

There are two important aspects of the resultant budgetary dynamics that must be noted.

First, the policy experiment of strict levy limits for government operations undertaken by the Wisconsin legislature has demonstrably failed our taxpayers. Look no further than the growth in municipal debt in the wake of those policy decisions. Unlike operating levies, debt service levies cannot be implemented without effectively eliminating the ability of municipalities to issue debt. Municipalities like Appleton have, over time, necessarily shifted capital expenses from operating budgets into debt-funded capital budgets. The net result for taxpayers who expect their communities to maintain infrastructure, properly equip first responders, and secure their municipal government operations, is that their property taxes still rise – and, worse yet, a percentage of those taxes goes not into the projects and programs they value, but to the costs associated with issuing and servicing the bonds.

Second, for expenses that cannot be shifted to capital budgets but must still be delivered, municipalities are increasingly forced to rely on user-generated fees to deliver services. While there is, and must be, a sound underlying logic for fees to be assessed, end-users experience a "nickled-and-dimed" effect and our employees are required to create the necessary administrative processes to determine, assess, and collect said fees. Though not an ideal scenario by any means, when faced with the alternatives of reducing services, deferring critical work, or abdicating our role as a municipality, we still believe the approach of assessing user-generated fees is the lesser of the evils. Philosophically, user-generated fees also ensure that less of the general fund tax levy goes to subsidize the activities of individuals, organizations, and businesses.

Now, I do not intend to suggest that some degree of constraint and critical analysis of our budget is not healthy for our community. Far from it. In fact, a resident recently thanked me for the change in yard waste site operations because she liked that we now have options available every day of the week. This change was the result of an effort to reduce operating expenses through streamlining, but the change had the added benefit of improving the service we offer. Would we have had the same discussion if not for our constrained budget? Perhaps not.

The point here is that there are harmful and illogical outcomes of the state legislature's policies for taxpayers, and I will continue to advocate for a revisiting of these policies to better balance the benefits of fiscal constraint with the realities of meeting the needs of our communities.

Last year's budget presented the City of Appleton with significant structural challenges to address, driven predominantly by a major increase in health insurance costs and the spend-down of federal grant dollars. Though challenging, the 2025 budget process was aided by our addressing of those structural challenges in the current fiscal year budget. The resulting, enclosed, budget not only continues our existing services and programs with modest modifications, but also advances ongoing priorities such as increasing our level of medical service in the Appleton Fire Department.

While the major story of last year's budget was the need for significant structural adjustments to deliver a balanced budget, this year's budget is more a story of stability and incremental improvements. We were aided by an excellent year for our health insurance plan, which outperformed our own projections and certainly market averages. State revenues and aids also ticked up modestly. Attorney Behrens and I were able to renegotiate a sizable payment-in-lieu-of-taxes agreement to secure additional revenue. Departments continued to refine and reprioritize budgets, making several minor adjustments that in aggregate amounted to significant capacity.

GENERAL OBLIGATION DEBT MANAGEMENT

The 2025 Executive Budget and Service Plan continues our adherence to the general obligation (G.O.) debt management strategy for the City set in motion in 2021. Working with our financial advisors and with the leadership team, we have developed a strategy that has stabilized annual G.O. debt service payments. Continued results of this plan, including improvements in the trend over time can be observed on the chart on page 599.

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

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

Our debt management strategy recognizes the need to continue to leverage G.O. debt for infrastructure and quality of life projects such as those included in this budget. However, this moves us away from the practice of utilizing G.O. debt funding for higher-cost regular maintenance activity that came to represent over half of the City's borrowing in recent years. Exploration of maintenance funding options such as a Transportation Utility, as initiated by the Common Council in fall 2021, has been indefinitely suspended following legal challenges to similar arrangements in other communities. Appleton, like most (if not all) Wisconsin communities, is not able to invest as fully in maintenance of infrastructure and facilities as would be ideal. We also face the challenge of balancing new growth in subdivisions and greenfield infill development with maintaining existing infrastructure and services.

DEBT SERVICE

G.O. debt service costs are generally stable following their upward trend due to past borrowing, as discussed previously. Considerable effort has been made to reduce future borrowing needs including developing a long-range debt management plan. Difficult choices were made in the development of this plan as future debt service limitations were set and projects were evaluated, prioritized, and spread out over this longer time horizon to fit within the annual limitations.

For the 2025 Budget, total G.O. debt service costs are scheduled to be $16,525,750, an increase of $564,187 over the 2024 budgeted payments of $15,961,563. The property tax levy necessary to support this increase rose $337,613 (2.5%) from $13,537,887 in the 2024 Budget to $13,875,500 in 2025. This is in accordance with our long-range plan.

Total G.O. debt outstanding on December 31, 2025 is projected to be $93,781,180 compared to $95,525,000 outstanding on December 31, 2024, a decrease of $1,743,820. The City is well below its legal debt limit of $496,001,995 as well as the City's guideline of 40% of this amount of $198,400,798.

For 2025, $11,301,180 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure ($5,488,716), facility construction and improvements ($3,375,000), equipment ($1,147,464), and parks and trails ($1,290,000). A complete list of anticipated debt-financed projects for 2025 can be found in the "Five Year Plan" section of this Budget.

FISCAL

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

- General fund revenues and expenditures both totaled $72,957,308 in the 2025 Budget, an increase of $1,960,564 or 2.76%. The revenue increase is attributable mainly to the allowable increase in the property tax levy and increased state personal property aids.

- The general fund tax levy increased $162,263, or 0.41%, to $39,293,263 in the 2025 Budget. At the same time, the tax levy for debt service increased $337,613, or 2.5%, to $13,875,500. Overall, the tax levy for the City is expected to increase $499,876, or 0.91% in 2025. This increase is within State-imposed levy limits.

- Tax Rates – The City's equalized value increased 0.17% to $8,656,544,800 in 2024. The City's estimated assessed values are projected to decrease slightly by 0.35%. Applying the 2025 total estimated assessed value (excluding TIDs) of $8,149,648,032 to the tax levy results in the following projected assessed tax rates:

  - Outagamie County – $6.92, a decrease of 11 cents, or 1.60%
  - Calumet County – $6.66, a decrease of 28 cents, or 4.09%
  - Winnebago County – $7.21, an increase of 68 cents, or 10.50%

  On an equalized value basis, the tax rate is projected to be $6.47, a decrease of 20 cents, or 3.02%.

Contingency Funds

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2024 to 2025. Estimated balances in the contingency funds available for carryover at the conclusion of 2024 include:

  - State Aid Contingency $812,267
  - Operating Contingency $402,298
  - Fuel Contingency $137,315
  - Wage Reserve $1,104,159

Utilities

- Water – The Budget includes $9,036,539 for projects including $4,572,539 for watermains, $2,964,000 for equipment, and $1,500,000 for the painting of two towers. There are no planned water rate increases for 2025.

- Wastewater – The 2025 Budget includes $10,477,465 for projects including $3,168,440 for sanitary sewers, $4,650,000 for facility improvements, $1,241,125 for equipment, and $1,417,900 for digester maintenance. The Budget includes a rate increase of 9% based on increasing operating costs and ongoing maintenance and repairs of equipment.

- Stormwater – The Stormwater Budget includes $7,590,247 for projects including $1,557,724 for bridges and $6,032,523 for the stormwater program. There are no planned rate increases for 2025.

Personnel

Included in the 2025 Executive Budget are the following personnel additions:

- Library
  - Addition of Security Monitor – (pool of employees), bringing security services back in-house and funded through a reduction of the formerly-contracted security costs in operating budget
  - Addition of Assistant Flex Role to assist in multiple areas of Library where needed, funding partially from reduction of Public Services Clerk 0.5 FTE
- Health
  - Administrative Assistant 0.5 FTE – needed with increased workload of EH and W&M

Other changes approved by Council during 2024 included:

- Health
  - EH Technician 1.0 FTE
- Police
  - Traffic Safety Officer 1.0 FTE, funding from elimination of Professional Development Administrative Specialist

CAPITAL IMPROVEMENT PROGRAM

The 2025 Executive Budget and Service Plan reflects our continued commitment to providing excellent services and a well-maintained community for the people of Appleton. It also continues the practice of challenging, but essential, prioritization of projects and initiatives in the interest of the long-term financial sustainability of our community. By working together, we can ensure a careful use of resources aligned with the high expectations we have for our community.

Highlights of the 2025 Capital Improvement Projects (CIP) include:

- Completion of the Appleton Public Library project, which is anticipated in late 2024/early 2025.

- As discussed previously, maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over $11,369,167 in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed, approximately $13,773,502 is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.

- To ensure the condition, safety, and longevity of City facilities and properties, the 2025 Budget includes $9,725,000 in investments in the following areas: parking structures, electrical upgrades, facility renovations, and hardscapes.

- Quality of life improvements in the 2025 Budget focus on maintaining our parks and expanding our trail systems. Projects totaling $1,370,000 include park ADA improvements, pavilion and recreation facilities, statute and monument restoration, and trails and trail connections.

- Public Safety improvements include a medical service level upgrade for the Appleton Fire Department, which will provide the community with paramedic engine companies. This budget includes $440,000 for acquisition of cardiac monitors, assuming AFD is not awarded an AFG grant for this critical equipment – should this grant be awarded, we will recommend reallocating the capital funding for upgrades to fire stations, which will otherwise be deferred to future years.

Despite the very real difficulties we face each year in budgeting, the 2025 Executive Budget and Service Plan represents a real accomplishment for Appleton. We remain in a very strong fiscal position, with more opportunities for growth on the horizon. Each year will undoubtedly present us with challenges and opportunities, and thanks to our skilled and dedicated workforce, I remain confident in our ability to not only navigate but thrive.

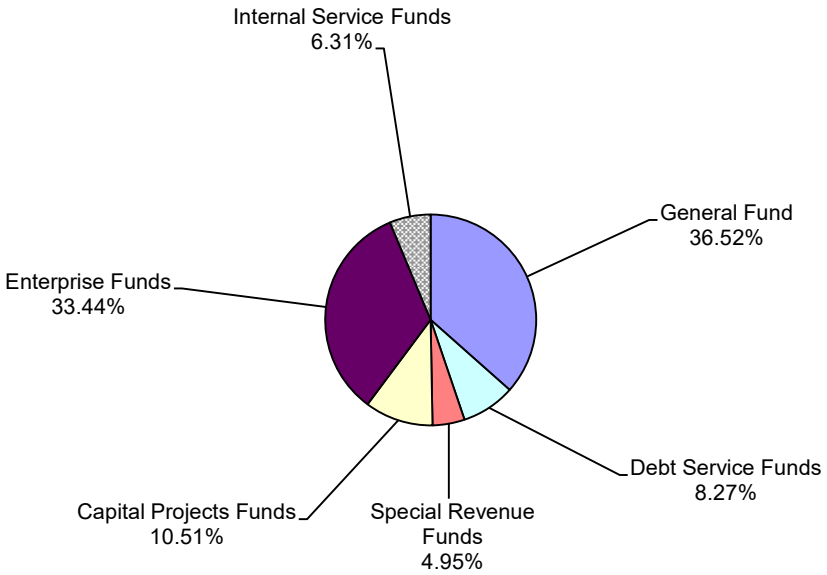
Sincerely,

Jacob A. Woodford, Mayor

CITY OF APPLETON 2025 BUDGET

EXPENDITURE BY FUND GROUP

$199,794,319



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

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

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

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

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

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

CITY OF APPLETON

MISSION STATEMENT

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

- **We believe in Appleton . . .**

  as a vibrant, innovative and well planned community.

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

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

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

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

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

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

  having a government workforce that is highly competent and productive.

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

CITY OF APPLETON
BELIEF STATEMENTS

- ***We believe in Appleton as a vibrant, innovative and well planned community.***

  We promote a wide range of opportunities.

  We encourage innovative thinking for solutions to problems.

  We recognize the dynamic and diverse nature of our community and plan accordingly.

  The City is part of the regional community and its actions have impact beyond the corporate limits.

- ***We believe in Appleton exemplifying a high quality of life and being a safe place to live, work and play.***

  We promote community-oriented activities.

  We value our cultural and socio-economic diversity.

  We promote community health and wellness.

  We provide a clean, safe and healthy environmental infrastructure.

- ***We believe in Appleton having a government with the highest standards of ethics and integrity.***

  We keep citizens informed.

  We use the power of our positions reasonably in the public interest.

- ***We believe in Appleton having a government that informs its citizens and encourages active and positive participation in support of the community.***

  The City informs citizens of the workings of City government.

  The City defines priorities in response to input from citizens.

  The City provides for citizen participation.

  The City balances special interests against the needs of the broader community.

  The City recognizes the media as a means to inform the public.

- ***We believe in Appleton having a government that provides quality, efficient, responsive service to our customers.***

  City services and information are easily accessible and understandable.

  City employees are approachable, courteous and appropriately responsive.

  We train our employees to provide quality service.

  City management supports continuous improvement in the quality of service delivery.

CITY OF APPLETON
BELIEF STATEMENTS

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

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

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

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

  We invest in the future to provide a sound infrastructure.

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

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

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

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

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

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

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

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

  We provide necessary training to enhance employee development.

  We insist on mutual respect among employees.

  We hire and promote based upon qualifications and demonstrated performance.

  We set meaningful and measurable goals and objectives.

  We encourage innovation and risk taking.

CITY OF APPLETON
BELIEF STATEMENTS

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

  We listen with an open mind.

  We are open to innovative ideas.

  We provide an environment that fosters innovation and risk taking.

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

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

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

  Management coaches, mentors and nurtures employees.

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

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

CITY OF APPLETON

KEY STRATEGIES

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

CITY OF APPLETON
Directory of Officials

MAYOR
Jacob A. Woodford

PRESIDENT OF THE COUNCIL
Katie Van Zeeland

COUNCIL MEMBERS

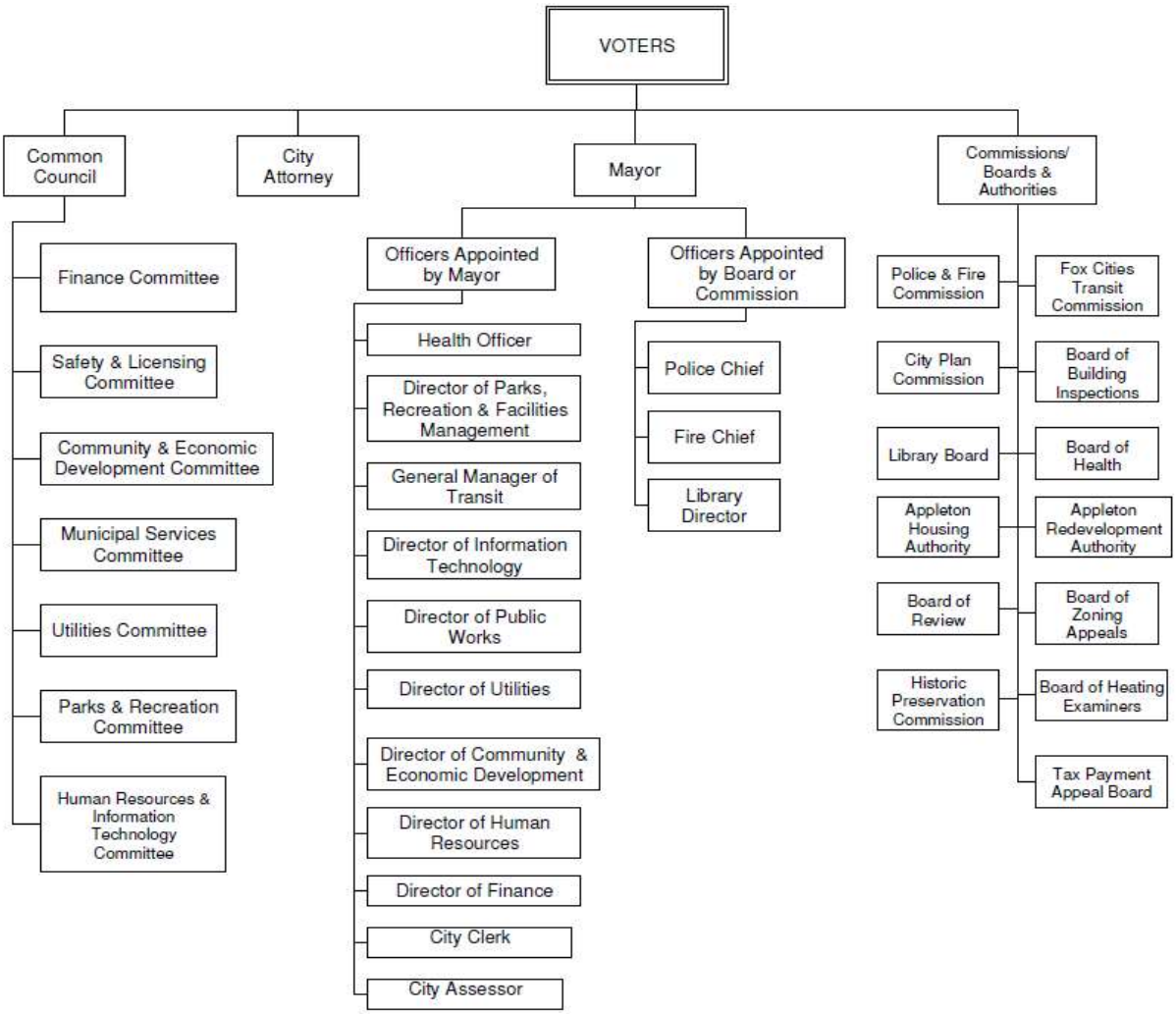
District 1:	William J. Siebers	District 9:	Alexander Schultz
District 2:	Vered Meltzer	District 10:	Vaya Jones
District 3:	Brad Firkus	District 11:	Kristin Alfheim
District 4:	Martyn Smith	District 12:	Nate Wolff
District 5:	Katie Van Zeeland	District 13:	Sheri S Hartzheim
District 6:	Denise D. Fenton	District 14:	Christopher Croatt
District 7:	Patrick Hayden	District 15:	Chad Doran
District 8:	Patti Heffernan		

DEPARTMENT HEADS

Director of Human Resources	Jay M. Ratchman
City Attorney	Christopher Behrens
Fire Chief	Jeremy J. Hansen
Director of Library	Colleen T. Rortvedt
Director of Community Development	Kara J. Homan
Director of Parks & Recreation	Dean R. Gazza
Valley Transit General Manager	Ronald C. McDonald
Director of Utilities	Christopher F. Stempa
Director of Information Technology	Corey J. Popp
Police Chief	Polly A. Olson
Director of Public Works	Laura E. Jungwirth
Health Officer	Charles E. Sepers
Director of Finance	Jeri A. Ohman

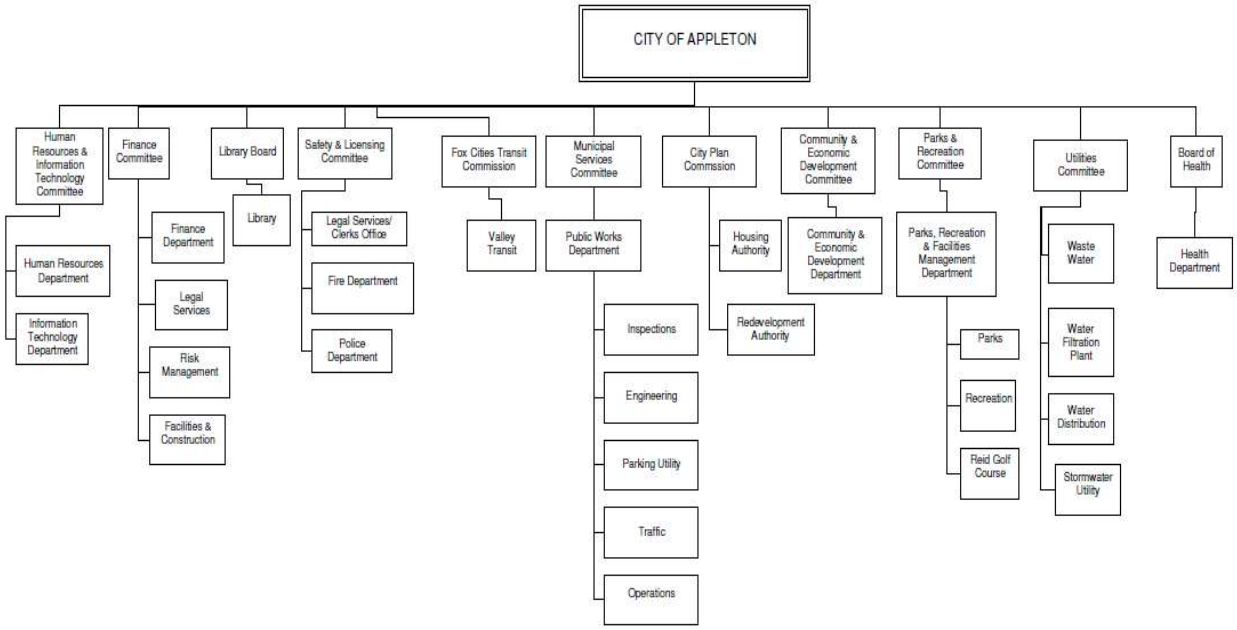
CITY OF APPLETON 2025 BUDGET

Structure by Voters



CITY OF APPLETON 2025 BUDGET

Organizational Structure by Committee



CITY OF APPLETON
2025 BUDGET
STANDING COMMITTEES

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

Meets MONDAY of the week following Council at 5:30 P.M. in Council Chambers

SAFETY AND LICENSING
Chris Croatt (C)
Alexander Schultz
Denise Fenton
William Siebers
Chad Doran

Meets WEDNESDAY of the week following Council at 5:30 P.M. in Council Chambers

COMMUNITY DEVELOPMENT
Sheri S Hartzheim (C)
Vaya Jones
Nate Wolff
Martyn Smith
William Siebers

Meets WEDNESDAY of the week following Council at 4:30 P.M. in Council Chambers

PARKS AND RECREATION
Katie Van Zeeland (C)
Nate Wolff
Alexander Schultz
Vaya Jones
Martyn Smith

Meets MONDAY of the week following Council at 6:15 P.M. in Council Chambers

UTILITIES
Vered Meltzer (C)
Brad Firkus
Chad Doran
Patti Heffernan
Patrick Hayden

Meets TUESDAY of the week following Council at 4:30 P.M. in Council Chambers

MUNICIPAL SERVICES
Denise Fenton (C)
Vered Meltzer
Chad Doran
William Siebers
Brad Firkus

Meets MONDAY of the week following Council at 4:30 P.M. in Council Chambers

HUMAN RESOURCES & INFORMATION TECHNOLOGY
Vaya Jones (C)
Sheri S Hartzheim
Katie Van Zeeland
Patrick Hayden
Chris Croatt

Meets WEDNESDAY of the week following Council at 6:30 P.M. in Council Chambers

CITY OF APPLETON
2025 BUDGET
OTHER

APPLETON HOUSING AUTHORITY
Patrick DeWall (C)
Val Dreier
Cathy Spears
Christopher Biese
Ariela Rosa

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

APPLETON REDEVELOPMENT AUTHORITY
Marissa Downs (C)
James Van Dyke
Todd Brokl
Gerald Fisher
Anne Higgins
Richard Carpenter
Alderperson Vered Meltzer
Comm. Development Director Kara Homan
Comm. Dev. Deputy Director David Kress

Meets the 2nd WEDNESDAY of each month at 9:00 A.M. in Council Chambers

BOARD OF BUILDING INSPECTION
Mayor Jacob A. Woodford (C)
Alderperson William Siebers
City Attorney Christopher Behrens
Public Works Director Laura Jungwirth
Fire Chief Jeremy Hansen
Inspections Supervisor Kurt Craanen

Meets at the call of the Chair

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

Meets the TUESDAY before the 3rd Wednesday of each month at 4:30 P.M. in Council Chambers

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

Meets within 45 days after 4th Monday of April

BOARD OF HEALTH
Cathy Spears (C)
Lee Marie Vogel, M.D.
Kathleen Fuchs
Deborah Werth
Emma Kane
Mayor Jacob A. Woodford
Alderperson Vaya Jones
Alderperson Nate Wolff
Health Officer Charles Sepers

Meets the 2nd WEDNESDAY of each month at 7:00 A.M. in Council Chambers

APPLETON PUBLIC ART COMMITTEE
Elyse-Krista Mische (C)
Catherine McKenzie
Kim Riesterer
Luis Fernandez
Beu Vang
Laura Hoekstra
Comm. Development Director Kara Homan

Meets the 1st WEDNESDAY of each month at 8:30 A.M. in Council Chambers

PARADE COMMITTEE
Corey Otis (C)
Alderperson Sheri S Hartzheim

Meets at the call of the Chair

CITY OF APPLETON
2025 BUDGET
OTHER

TAX PAYMENT APPEAL BOARD
Alderperson Sheri S Hartzheim
Finance Director Jeri Ohman
City Attorney Christopher Behrens

Meets at the call of the Chair

CEA REVIEW COMMITTEE
Alderperson Vered Meltzer
Alderperson Katie Van Zeeland
Finance Director Jeri Ohman
Public Works Director Laura Jungwirth

Meets at the call of the Chair

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE
Vacant
Kim Biedermann
Jason Brozek
Bill Moore
Vacant
Gwen Sargeant
Joe Pynenberg
Nathan Otto
Alderperson Alexander Schultz
Parks & Rec Deputy Director Tom Flick
Public Works Representative Eric Lom
Community Development - OPEN

Meets at the call of a Member

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

Meets the 3rd MONDAY of each month at 7:00 P.M. in Council Chambers

HISTORIC PRESERVATION COMMISSION
Nancy Peterson
Daniel Meissner
Vacant
Vacant
Mayor Jacob A. Woodford
Alderperson Patti Heffernan
Comm. Dev. Principal Planner Don Harp

Meets at the call of the Chair

CITY PLAN COMMISSION
Mayor Jacob A. Woodford (C)
Adrienne Palm
Isaac Uitenbroeck
Sabrina Robins, Ph.D.
Richard Carpenter
Alderperson Denise Fenton
Comm Dev. Director Kara Homan
Public Works Deputy Director Peter Neuberger
Comm. Dev. Principal Planner Don Harp
Comm. Dev. Principal Planner Lindsey Kemnitz

Meets the WEDNESDAY following Council at 3:30 P.M. in Council Chambers

CITY OF APPLETON
2025 BUDGET
COMMISSIONS

FOX CITIES TRANSIT COMMISSION
George Dearborn (C)
Larry Wurdinger
Mike Patza
Richard Detienne
Carol Kasimor
Dianne Dexter
Ronald Torrance
Greg VandeHey
Claire Holzschuh
Michael Brown
Alderperson Brad Firkus
Alderperson Patti Heffernan

Meets the 2nd and 4th TUESDAY of the month at
3:00 P.M. in Council Chambers

POLICE AND FIRE COMMISSION
Pamela Rae De Leest (C)
Barbara Luedtke
Christine Bruen
Ernesto Gonzalez, Jr.
Dan Weiske

Meets at the call of the Chair

SUSTAINABILITY PANEL
Steven Schrage
Michelle Bachaus
Charlie Goff
John Adams
Megan Horejs
Ronald Jones
Andrew Gilsdorf
Tanner Van Stippen

Meets at the call of a Member

CITY OF APPLETON 2025 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2024 TAX, COLLECTIBLE IN 2025

District	Outagamie	Calumet	Winnebago	Total
City	$ 46,618,268	$ 7,938,374	$ 704,121	$ 55,260,763
Technical College - Fox Valley	5,150,083	876,980	71,158	6,098,221
School - Appleton	42,663,361	6,185,187	125,086	48,973,634
School - Menasha	176	-	811,469	811,645
Schools - Freedom	1,383,095	-	-	1,383,095
Schools - Hortonville	136	-	-	136
School - Kimberly	-	1,122,461	-	1,122,461
County	19,189,883	3,995,856	328,205	23,513,944
State	-	-	-	-
TIF's # 3 - 13	1,560,675	471,165	45,758	2,077,598
TOTAL TAX	$ 116,565,676	$ 20,590,023	$ 2,085,797	$ 139,241,496
Less State Credits	9,881,832	1,561,864	187,689	11,631,385
NET TAX LEVY	$ 106,683,844	$ 19,028,159	$ 1,898,108	$ 127,610,111

CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax
Outagamie County	7,200,935,500	84.45%	46,618,268
Calumet County	1,226,208,600	14.38%	7,938,374
Winnebago County	99,494,700	1.17%	704,121
TOTAL	$ 8,526,638,800	100.00%	$ 55,260,763

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

CITY OF APPLETON 2025 BUDGET
ASSESSED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 7.0360	$ 6.8174	$ (0.2186)	-3.11%
Public Schools	6.8760	6.4234	(0.4526)	-6.58%
Technical College	0.7780	0.7531	(0.0249)	-3.20%
County	2.8795	2.8063	(0.0732)	-2.54%
GROSS TAX RATE	17.5695	16.8002	(0.7693)	-4.38%
Less State Credits	1.3191	1.4257	0.1066	8.08%
NET TAX RATE	**$ 16.2504**	**$ 15.3745**	**$ (0.8759)**	-5.39%

Outagamie County/ Menasha School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 7.0360	$ 6.8174	$ (0.2186)	-3.11%
Public Schools	12.5945	10.8184	(1.7761)	-14.10%
Technical College	0.7780	0.7531	(0.0249)	-3.20%
County	2.8795	2.8063	(0.0732)	-2.54%
GROSS TAX RATE	23.2880	21.1952	(2.0928)	-8.99%
State Credits	1.3191	1.4257	0.1066	8.08%
NET TAX RATE	**$ 21.9689**	**$ 19.7695**	**$ (2.1994)**	-10.01%

Outagamie County/ Freedom School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 7.0360	$ 6.8174	$ (0.2186)	-3.11%
Public Schools	5.7428	7.0500	1.3072	22.76%
Technical College	0.7780	0.7531	(0.0249)	-3.20%
County	2.8795	2.8063	(0.0732)	-2.54%
GROSS TAX RATE	16.4363	17.4268	0.9905	6.03%
State Credits	1.3191	1.4257	0.1066	8.08%
NET TAX RATE	**$ 15.1172**	**$ 16.0011**	**$ 0.8839**	5.85%

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Outagamie County/ Hortonville School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 7.0360	$ 6.8174	$ (0.2186)	-3.11%
Public Schools	9.0399	6.0576	(2.9823)	-32.99%
Technical College	0.7780	0.7531	(0.0249)	-3.20%
County	2.8795	2.8063	(0.0732)	-2.54%
GROSS TAX RATE	19.7334	16.4344	(3.2990)	-16.72%
State Credits	1.3191	1.4257	0.1066	8.08%
NET TAX RATE	**$ 18.4143**	**$ 15.0087**	**$ (3.4056)**	-18.49%

CITY OF APPLETON 2025 BUDGET
ASSESSED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.9491	$ 6.8196	$ (0.1295)	-1.86%
Public Schools	6.5528	6.4255	(0.1273)	-1.94%
Technical College	0.7684	0.7534	(0.0150)	-1.95%
County	3.5503	3.4327	(0.1176)	-3.31%
GROSS TAX RATE	17.8206	17.4312	(0.3894)	-2.19%
State Credits	1.1581	1.3098	0.1517	13.10%
NET TAX RATE	**$ 16.6625**	**$ 16.1214**	**$ (0.5411)**	-3.25%

Calumet County/ Kimberly School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.9491	$ 6.8196	$ (0.1295)	-1.86%
Public Schools	6.8529	5.5721	(1.2808)	-18.69%
Technical College	0.7684	0.7534	(0.0150)	-1.95%
County	3.5503	3.4327	(0.1176)	-3.31%
GROSS TAX RATE	18.1207	16.5778	(1.5429)	-8.51%
State Credits	1.1581	1.3098	0.1517	13.10%
NET TAX RATE	**$ 16.9626**	**$ 15.2680**	**$ (1.6946)**	-9.99%

CITY OF APPLETON 2025 BUDGET
ASSESSED TAX RATES

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.5255	$ 7.2978	$ 0.7723	11.84%
Public Schools	6.0126	6.2900	0.2774	4.61%
Technical College	0.8124	0.7375	(0.0749)	-9.22%
County	3.9547	3.4016	(0.5531)	-13.99%
GROSS TAX RATE	17.3052	17.7269	0.4217	2.44%
State Credits	1.8178	1.9043	0.0865	4.76%
NET TAX RATE	**$ 15.4874**	**$ 15.8226**	**$ 0.3352**	2.16%

Winnebago County/ Menasha School Dist.	Assessed 2023 Tax Rate (2024 Budget)	Assessed 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.5255	$ 7.2978	$ 0.7723	11.84%
Public Schools	12.0446	10.5939	(1.4507)	-12.04%
Technical College	0.8124	0.7375	(0.0749)	-9.22%
County	3.9547	3.4016	(0.5531)	-13.99%
GROSS TAX RATE	23.3372	22.0308	(1.3064)	-5.60%
State Credits	1.8178	1.9043	0.0865	4.76%
NET TAX RATE	**$ 21.5194**	**$ 20.1265**	**$ (1.3929)**	-6.47%

CITY OF APPLETON 2025 BUDGET
EQUALIZED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.6756	$ 6.4739	$ (0.2017)	-3.02%
Public Schools	6.5304	6.0997	(0.4307)	-6.60%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	2.7320	2.6649	(0.0671)	-2.46%
GROSS TAX RATE	16.6762	15.9537	(0.7225)	-4.33%
Less State Credits	1.2515	1.3539	0.1024	8.18%
NET TAX RATE	**$ 15.4247**	**$ 14.5998**	**$ (0.8249)**	-5.35%

Outagamie County/ Menasha School Dist.	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.6756	$ 6.4739	$ (0.2017)	-3.02%
Public Schools	10.5169	10.2732	(0.2437)	-2.32%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	2.7320	2.6649	(0.0671)	-2.46%
GROSS TAX RATE	20.6627	20.1272	(0.5355)	-2.59%
State Credits	1.2515	1.3539	0.1024	8.18%
NET TAX RATE	**$ 19.4112**	**$ 18.7733**	**$ (0.6379)**	-3.29%

Outagamie County/ Freedom School Dist.	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.6756	$ 6.4739	$ (0.2017)	-3.02%
Public Schools	5.2535	6.6947	1.4412	27.43%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	2.7320	2.6649	(0.0671)	-2.46%
GROSS TAX RATE	15.3993	16.5487	1.1494	7.46%
State Credits	1.2515	1.3539	0.1024	8.18%
NET TAX RATE	**$ 14.1478**	**$ 15.1948**	**$ 1.0470**	7.40%

Outagamie County/ Hortonville School Dist.	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.6756	$ 6.4739	$ (0.2017)	-3.02%
Public Schools	5.9069	5.7523	(0.1546)	-2.62%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	2.7320	2.6649	(0.0671)	-2.46%
GROSS TAX RATE	16.0527	15.6063	(0.4464)	-2.78%
State Credits	1.2515	1.3539	0.1024	8.18%
NET TAX RATE	**$ 14.8012**	**$ 14.2524**	**$ (0.5488)**	-3.71%

CITY OF APPLETON 2025 BUDGET
EQUALIZED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.6756	$ 6.4739	$ (0.2017)	-3.02%
Public Schools	6.5304	6.0997	(0.4307)	-6.60%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	3.4106	3.2587	(0.1519)	-4.45%
GROSS TAX RATE	17.3548	16.5475	(0.8073)	-4.65%
State Credits	1.1125	1.2434	0.1309	11.77%
NET TAX RATE	**$ 16.2423**	**$ 15.3041**	**$ (0.9382)**	-5.78%

Calumet County/ Kimberly School Dist.	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 6.6756	$ 6.4739	$ (0.2017)	-3.02%
Public Schools	5.6598	5.2897	(0.3701)	-6.54%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	3.4106	3.2587	(0.1519)	-4.45%
GROSS TAX RATE	16.4842	15.7375	(0.7467)	-4.53%
State Credits	1.1125	1.2434	0.1309	11.77%
NET TAX RATE	**$ 15.3717**	**$ 14.4941**	**$ (0.8776)**	-5.71%

CITY OF APPLETON 2025 BUDGET
EQUALIZED TAX RATES

WINNEBAGO COUNTY

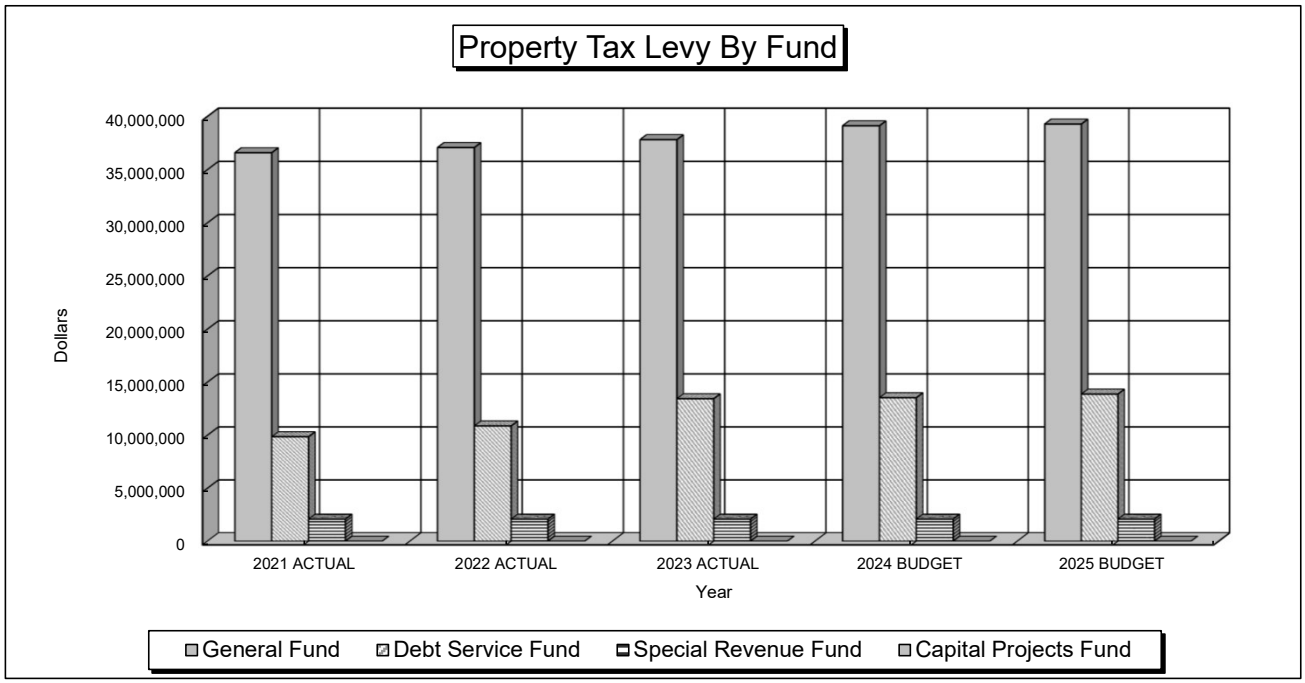
Winnebago County/ Appleton School District	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 5.9295	$ 7.0770	$ 1.1475	19.35%
Public Schools	6.5304	6.0997	(0.4307)	-6.60%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	3.5935	3.2987	(0.2948)	-8.20%
GROSS TAX RATE	16.7916	17.1906	0.3990	2.38%
State Credits	1.6518	1.8467	0.1949	11.80%
NET TAX RATE	**$ 15.1398**	**$ 15.3439**	**$ 0.2041**	1.35%

Winnebago County/ Menasha School District	Equalized 2023 Tax Rate (2024 Budget)	Equalized 2024 Tax Rate (2025 Budget)	Increase (Decrease)	Percent Change
City	$ 5.9295	$ 7.0770	$ 1.1475	19.35%
Public Schools	10.5171	10.2733	(0.2438)	-2.32%
Technical College	0.7382	0.7152	(0.0230)	-3.12%
County	3.5935	3.2987	(0.2948)	-8.20%
GROSS TAX RATE	20.7783	21.3642	0.5859	2.82%
State Credits	1.6518	1.8467	0.1949	11.80%
NET TAX RATE	**$ 19.1265**	**$ 19.5175**	**$ 0.3910**	2.04%

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

PROPERTY TAX LEVIES [1]	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2025 BUDGET
General Fund	$ 36,600,000	$ 37,080,000	$ 37,824,720	$ 39,131,000	$ 39,293,263
Debt Service Funds	9,851,874	10,874,291	13,437,688	13,537,887	13,875,500
Special Revenue Funds					
Sanitation & Recycling	2,089,000	2,089,000	2,089,000	2,089,000	2,089,000
Neighborhood Program	3,000	3,000	3,000	3,000	3,000
Total Special Revenue Funds	2,092,000	2,092,000	2,092,000	2,092,000	2,092,000
Capital Project Funds					
Subdivision Development	-	-	-	-	-
TOTAL PROPERTY TAX LEVY:	**$ 48,543,874**	**$ 50,046,291**	**$ 53,354,408**	**$ 54,760,887**	**$ 55,260,763**

[1] Excludes tax increment district revenues.



CITY OF APPLETON 2025 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTED	2025 BUDGET
General Fund	$ 64,790,369	$ 71,077,496	$ 68,753,557	$ 71,133,277	$ 72,957,308
Debt Service Funds	12,082,500	15,069,353	14,732,022	14,732,022	15,085,238
Special Revenue Funds					
Tax Increment District #3	1,144,481	1,272,484	1,213,500	1,613,500	700,360
Sanitation & Recycling	3,765,255	3,916,411	4,101,843	4,101,843	4,170,973
Hazardous Materials Level A	71,732	114,769	72,075	72,075	72,075
Police Grants	443,381	338,614	255,000	255,000	290,000
Health Services Grants	454,961	547,346	650,517	754,517	320,525
Housing & Community Development Grants	2,345,074	1,504,704	1,763,547	1,763,547	1,520,697
ARPA Grant	2,587,023	2,243,003	-	11,817,762	-
Room Tax Administration	218,546	250,907	220,000	220,000	220,000
Union Spring Park	(5)	6	-	-	-
Peabody Estate Trust	(1,821)	2,904	1,200	1,200	1,200
Lutz Park Trust	(3,794)	6,053	2,200	2,200	2,200
Park Open Space	7,552	30,288	1,000	1,000	1,000
City Park Project	(166)	263	100	100	100
Ellen Kort Peace Park	-	89,940	-	-	-
Library Grants	104,363	110,423	148,124	20,000	-
Miracle League Field	(717)	1,145	500	500	500
Wheel Tax	1,280,469	1,279,821	1,280,000	1,280,000	1,920,000
Total Special Revenue Funds	12,416,334	11,709,081	9,709,606	21,903,244	9,219,630
Capital Projects Funds					
Subdivision Development	846,511	659,585	224,625	224,625	1,013,673
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	2,502,738	3,066,350	-	787	-
Tax Increment District #7	402,332	635,690	656,187	698,187	200,931
Tax Increment District #8	1,674,700	1,859,341	1,705,600	2,157,600	971,785
Tax Increment District #9	111,079	182,118	215,287	239,287	207,154
Tax Increment District #10	2,328	38,674	186,163	212,163	22,561
Tax Increment District #11	597,974	926,670	1,800,000	2,139,000	483,052
Tax Increment District #12	132,332	300,725	425,500	558,500	34,173
Tax Increment District #13	-	10,231	-	12,224	1,089,520
City Center	-	-	-	-	-
Information Technology	540,770	26,747	-	-	-
Public Works	124,704	177,805	8,285	8,285	485,500
Industrial Park Land	160,039	387,097	12,876	12,876	12,950
Equipment Replacement	4,153,800	4,657,831	5,228,906	5,228,906	5,101,564
Community Development Projects	(2,012)	3,210	-	-	-
Public Safety	(215)	7,070	-	-	-
Facilities	4,330,110	1,128,950	22,683	22,683	50,000
Total Capital Projects Fund	15,577,190	14,068,094	10,486,112	11,515,123	9,672,863
Enterprise Funds					
Water Utility	20,524,087	21,636,078	20,384,921	21,688,125	21,229,488
Wastewater Utility	12,872,320	16,331,920	15,734,471	16,594,390	17,760,820
Stormwater Utility	11,043,974	12,465,779	11,809,987	11,899,987	12,183,928
Parking Utility	3,290,388	3,282,608	3,447,601	3,447,601	3,864,701
Golf Course	1,063,994	1,297,156	1,093,958	963,460	1,212,606
Valley Transit	8,435,810	9,151,728	12,053,370	12,053,370	11,454,485
Total Enterprise Funds	57,230,573	64,165,269	64,524,308	66,646,933	67,706,028
Internal Service Funds					
Facilities & Construction Management	2,939,589	3,052,365	2,986,993	2,986,993	3,297,825
Central Equipment Agency	3,999,065	3,982,878	4,159,285	4,159,285	4,189,470
Risk Management	1,914,638	2,120,339	2,005,958	2,005,958	2,035,203
Total Internal Service Funds	8,853,292	9,155,582	9,152,236	9,152,236	9,522,498
TOTAL REVENUES:	**$ 170,950,258**	**$ 185,244,875**	**$ 177,357,841**	**$ 195,082,835**	**$ 184,163,565**

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2024 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTED	2025 BUDGET
General Fund	$ 71,306,739	$ 70,085,229	$ 70,996,744	$ 74,468,460	$ 72,957,308
Debt Service Funds	12,362,039	14,735,215	14,693,353	14,693,353	16,525,750
Special Revenue Funds					
Tax Increment District #3	87,081	28,728	30,400	1,180,400	1,173,525
Sanitation & Recycling	3,607,973	3,583,460	4,204,519	4,204,519	4,382,119
Hazardous Materials Level A	119,427	205,638	72,075	72,075	72,075
Police Grants	433,916	348,079	255,000	255,000	290,000
Health Services Grants	456,862	547,348	650,517	753,532	320,525
Housing & Community Development Grants	2,145,162	1,734,093	1,763,547	2,322,811	1,502,194
ARPA Grant	2,360,174	1,555,217	-	11,817,762	-
Room Tax Administration	216,040	250,907	220,000	220,000	220,000
Union Spring Park	-	-	220	226	-
Lutz Park Trust	-	-	148,118	-	-
Park Open Space	-	-	-	-	-
Ellen Kort Peace Park	-	-	-	-	-
Library Grants	109,941	125,048	148,124	127,838	-
Miracle League Field	-	-	-	-	-
Wheel Tax	1,280,469	1,279,821	1,280,000	1,280,000	1,920,000
Total Special Revenue Funds	10,817,045	9,658,339	8,772,520	22,234,163	9,880,438
Capital Projects Funds					
Subdivision Development	1,360,635	983,858	601,363	601,363	2,951,617
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	1,742,464	4,472,019	-	-	-
Tax Increment District #7	333,728	364,832	374,454	374,454	338,688
Tax Increment District #8	1,589,837	1,695,416	1,517,990	1,517,990	1,527,794
Tax Increment District #9	32,273	34,541	37,181	37,181	37,181
Tax Increment District #10	1,209	1,824	1,650	1,650	1,650
Tax Increment District #11	1,459,041	4,109,146	1,392,302	1,600,308	1,486,684
Tax Increment District #12	32,463	129,381	160,815	160,815	161,211
Tax Increment District #13	-	28,365	5,188,069	5,188,069	1,016,886
City Center	-	-	-	-	-
Information Technology	488,835	29,836	150,000	566,110	434,280
Public Works	4,731,619	1,879,650	4,054,319	4,054,319	4,239,164
Industrial Park Land	35,185	48,382	61,659	61,659	55,955
Equipment Replacement	4,246,022	4,402,451	13,000	5,478,716	3,273,050
Community Development Projects	-	-	-	-	-
Public Safety	-	-	317,900	632,900	551,900
Facilities	5,729,557	9,757,872	4,306,683	23,759,624	4,931,732
Total Capital Projects Fund	21,782,868	27,937,573	18,177,385	44,035,158	21,007,792
Enterprise Funds					
Water Utility	17,347,318	17,641,498	20,060,953	19,713,253	21,803,589
Wastewater Utility	13,210,571	14,052,090	14,968,120	14,702,588	17,126,420
Stormwater Utility	8,214,859	8,409,956	10,117,674	10,508,551	11,542,587
Parking Utility	1,802,966	1,874,438	2,304,650	2,424,766	2,544,634
Golf Course	907,181	1,061,901	1,093,631	970,160	1,131,341
Valley Transit	9,200,964	10,289,553	12,514,219	12,514,219	12,671,876
Total Enterprise Funds	50,683,859	53,329,436	61,059,247	60,833,537	66,820,447
Internal Service Funds					
Facilities & Construction Management	2,956,996	3,116,009	2,986,993	2,986,993	3,297,825
Central Equipment Agency	6,540,290	6,947,460	6,720,435	6,708,483	7,209,427
Risk Management	1,906,137	1,969,747	1,999,937	1,999,937	2,095,332
Other Post Employment Benefits	54,000	54,000	-	-	-
Total Internal Service Funds	11,457,423	12,087,216	11,707,365	11,695,413	12,602,584
TOTAL EXPENDITURES:	**$ 178,409,973**	**$ 187,833,008**	**$ 185,406,614**	**$ 227,960,084**	**$ 199,794,319**

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

CITY OF APPLETON 2025 BUDGET

COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTED	2025 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	$ 34,542,933	$ 28,026,563	$ 29,018,830	$ 29,018,830	$ 25,683,647
Property Taxes	37,080,000	37,824,720	39,131,000	39,131,000	39,293,263
Other Revenue	27,710,369	33,252,776	29,622,557	32,002,277	33,664,045
Expenditures	71,306,739	70,085,229	70,996,744	74,468,460	72,957,308
FUND BALANCE - Ending (Dec. 31)	$ 28,026,563	$ 29,018,830	$ 26,775,643	$ 25,683,647	$ 25,683,647
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	$ 1,139,411	$ 859,872	$ 1,194,010	$ 1,194,010	$ 1,442,679
Property Taxes	10,874,291	13,437,688	13,537,887	13,537,887	13,875,500
Proceeds of Debt	-	-	210,000	210,000	210,000
Other Revenue	1,208,209	1,631,665	1,194,135	1,194,135	1,209,738
Expenditures	12,362,039	14,735,215	14,693,353	14,693,353	16,525,750
FUND BALANCE - Ending (Dec. 31)	$ 859,872	$ 1,194,010	$ 1,442,679	$ 1,442,679	$ 212,167
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	$ 1,208,061	$ 2,807,350	$ 4,858,092	$ 4,858,092	$ 4,527,173
Property Taxes	3,203,592	3,297,648	3,292,000	3,692,000	2,742,000
Other Revenue	9,212,742	8,411,433	6,417,606	18,211,244	6,477,630
Expenditures	10,817,045	9,658,339	8,772,520	22,234,163	9,880,438
FUND BALANCE - Ending (Dec. 31)	$ 2,807,350	$ 4,858,092	$ 5,795,178	$ 4,527,173	$ 3,866,365
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	$ 19,882,625	$ 29,206,947	$ 36,120,066	$ 36,120,066	$ 17,482,931
Property Taxes	5,191,697	6,568,475	4,785,000	5,801,000	1,483,000
Contributed Capital	-	-	-	-	-
Proceeds of Debt	15,530,000	20,782,598	13,882,900	13,882,900	11,301,180
Other Revenue	10,385,493	7,499,619	5,701,112	5,714,123	8,189,863
Expenditures	21,782,868	27,937,573	18,177,385	44,035,158	21,007,792
FUND BALANCE - Ending (Dec. 31)	$ 29,206,947	$ 36,120,066	$ 42,311,693	$ 17,482,931	$ 17,449,182
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	$ 330,361,780	$ 348,787,991	$ 362,715,656	$ 362,715,656	$ 408,198,002
Property Taxes	-	-	-	-	-
Other Revenue	57,230,573	64,165,269	64,524,308	66,646,933	67,706,028
Contributed Capital	11,879,497	3,091,832	2,897,225	39,668,950	425,000
Expenditures	50,683,859	53,329,436	61,059,247	60,833,537	66,820,447
FUND BALANCE - Ending (Dec. 31)	$ 348,787,991	$ 362,715,656	$ 369,077,942	$ 408,198,002	$ 409,508,583
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	$ 16,739,345	$ 18,381,236	$ 19,844,941	$ 19,844,941	$ 23,177,464
Property Taxes	-	-	-	-	-
Other Revenue	8,853,292	9,155,582	9,152,236	9,152,236	9,522,498
Contributed Capital	4,246,022	4,395,339	5,875,700	5,875,700	3,273,050
Expenditures	11,457,423	12,087,216	11,707,365	11,695,413	12,602,584
FUND BALANCE - Ending (Dec. 31)	$ 18,381,236	$ 19,844,941	$ 23,165,512	$ 23,177,464	$ 23,370,428
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	$ 403,874,155	$ 428,069,959	$ 453,751,595	$ 453,751,595	$ 480,511,896
Property Taxes	56,349,580	61,128,531	60,745,887	62,161,887	57,393,763
Proceeds of Debt	15,530,000	20,782,598	14,092,900	14,092,900	11,511,180
Contributed Capital	16,125,519	7,487,171	8,772,925	45,544,650	3,698,050
Other Revenue	114,600,678	124,116,344	116,611,954	132,920,948	126,769,802
Expenditures	178,409,973	187,833,008	185,406,614	227,960,084	199,794,319
FUND BALANCE - Ending (Dec. 31)	$ 428,069,959	$ 453,751,595	$ 468,568,647	$ 480,511,896	$ 480,090,372

CITY OF APPLETON 2025 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2024 BUDGET	2025 BUDGET
Property Tax	$ 60,745,887	$ 57,393,763
Other Tax	2,846,200	3,460,460
Intergovernmental	30,467,847	32,209,376
Licenses & Permits	1,934,275	2,143,618
Special Assessments	447,125	1,238,173
Charges for Service	65,277,743	68,953,655
Interest Income	2,259,573	2,860,645
Fines & Forfeitures	600,000	730,000
Other Revenues	5,899,885	6,772,792
Interfund Transfers	8,536,686	8,401,083
TOTAL REVENUES	**$ 179,015,221** *	**$ 184,163,565** *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2024 BUDGET	2025 BUDGET
Personnel	$ 71,835,273	$ 73,870,518
Training & Travel	506,499	531,196
Supplies & Materials	12,384,939	12,492,682
Purchased Services	47,570,348	47,861,312
Miscellaneous Expense	20,415,488	21,331,082
Debt Service	19,933,259	20,507,800
Capital Expense [1]	12,586,402	16,039,522
Other Financing Uses	6,527,809	7,160,207
TOTAL EXPENSE	**$ 191,760,017**	**$ 199,794,319**

[1] Net of capitalized fixed assets.

BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2025:

5/13/24	The Mayor requests a budget proposal from each department. The Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/10/24 - 9/09/24	Each department head submits a proposed budget as outlined above, based on the department's mission statement and major objectives and including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects. The developing budget is reviewed with the leadership team.
9/09/24 - 10/02/24	The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/02/24 - 10/25/24	The Mayor holds listening sessions with the public on the budget.
11/2/24	The Council's Finance Committee reviews the Budget and Service Plan in a meeting with the Mayor and staff, and recommends a budget to the Common Council.
11/06/24	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/13/24	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES – 2025 BUDGET

FINANCIAL POLICIES

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

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

OPERATING BUDGET POLICIES

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

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

  The budget shall include a rolling five year Capital Improvement Plan (CIP) of which the first year's expenditures shall be appropriated, with years two through five included for planning purposes. Though expenditures for the first year of the CIP are appropriated, the City's Procurement Policy requires that any new contracts or agreements for services or equipment with an anticipated contract cost of $25,000 or more be approved by the committee of jurisdiction and the Common Council prior to execution. Revisions and additions to, and deletions from, the CIP shall be made each year during budget development.
- Performance Measures: Where possible, the City shall integrate performance measurements in the City's budget document. Measurements will include measures of client benefits, strategic outcomes, and productivity. The presentation of the measures will cover the same time period as that for which operating expenditures are presented; typically two year's actual results of operations, the current year target, the projected value for the current year, and the target for the next year.
- Balanced Budget: Total anticipated revenues shall equal or exceed total budgeted expenditures for each fund unless the drawdown of an individual fund's balance is in compliance with the fund balance policy for that fund. Revenues may include but are not limited to property taxes, license and permit fees, fees for services, fines and forfeitures, transfers from other funds, donations and grants. If sufficient funds are not available (such as in a Tax Increment District), a plan for funding the shortfall shall be presented.
- Budget Control: The City shall maintain a budgetary control system to ensure adherence to the budget. Budget control is maintained:

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

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

- Contingency Account: A contingency account shall be maintained in the annual General Fund operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. A minimum of 0.5% and a maximum of 1.0% of the total fund budget shall be included in the adopted budget. If a sufficient unexpended balance remains in the current year's contingency account, this requirement may be met by a plan to carry over the balance.
- Budget Amendment:
  - Transfers and new appropriations – All budgets except the Appleton Public Library operating budget:
    - The following budget amendments require written approval by the Mayor and Finance Director and shall be reported to the Finance Committee as informational items:

      New appropriations funded by grants, user fees, or other non-tax revenues of $15,000 or less;

      Transfers of $15,000 or less between programs within a department;

      Transfers of $15,000 or less between departments within a fund.

      Authority granted under this section specifically excludes amendments to use money budgeted for personnel for any other purpose.
    - The following budget amendments shall be reported to the Finance Committee as action items and must be approved by two thirds of the Common Council:

      New appropriations in excess of $15,000 funded by grants, user fees, or other non-tax revenues;

      Any new appropriations funded by taxes or debt;

      Transfers in excess of $15,000 between programs within a department;

      Transfers in excess of $15,000 between departments within a fund;

      All transfers between funds;

      Transfers from the Reserve for Contingencies;

      The use of money budgeted for capital projects for anything other than its designation in the budget document;

      The use of excess budgeted personnel dollars due to vacancies to increase the supplies and services budget to fund temporary employment service assistance. Any other use of excess budgeted personnel dollars to increase the supplies and services budget for other purposes may be permitted in rare instances but is highly discouraged.
  - Transfers and new appropriations –Appleton Public Library operating budget:
    - Transfers of $15,000 or less between budget lines and/or between budget programs require written approval by the Library Director or designee and shall be reported to the Library Board as informational items.
    - Transfers over $15,000 between budget programs and all new library appropriations funded by grants, user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board.
    - All budget changes will be reported to the City Council's Finance Committee as informational items.
    - The Library Board's authority over budget funds shall lapse at the end of the calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.

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

PROPERTY TAX COLLECTIONS

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

Property tax calendar – 2024 tax roll:

Lien date and levy date	December 2024
Tax bills mailed	December 2024
Payment in full or 1st installment due	January 31, 2025
2nd installment due	March 31, 2025
3rd installment due	May 31, 2025
4th installment due	July 31, 2025

CAPITAL BUDGET POLICIES

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

REVENUE POLICIES

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

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

RESERVE POLICIES

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

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

Wastewater Utility

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

General Fund

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

New Subdivision Fund

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

Industrial Park Fund

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

Parking Utility Fund

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

Risk Management Fund

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

INVESTMENT POLICIES

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

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

Investment Objectives

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

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

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

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

  Securities shall generally be held until maturity with the following exceptions:
  - A security with declining credit may be sold early to minimize loss of principle.
  - A security swap would be allowed in order to improve the quality, yield or target duration in the portfolio.
  - If liquidity needs of the portfolio require that the security be sold.

Communication and Reporting

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

DEBT POLICIES

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

SPECIAL ASSESSMENT POLICIES

GENERAL POLICY

Special assessments will be levied against abutting property owners in accordance with the City's currently adopted Policy for Special Assessments, effective 7/17/24.

SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS

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

Street Construction
The assessment rate for new construction is based on 100% of assessable construction costs for widths up to 49' (back of curb to back of curb) and thicknesses up to 9" (concrete) or 6" (asphalt) dependent upon the zoning of the abutting property.

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

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

Sanitary Sewers
The current assessment rate for new construction is the actual cost for mains. Reconstruction in an existing area or reconstruction or relining of sanitary sewers is not assessed for mains and $55.00 per foot for laterals up to 6" in diameter and actual cost for laterals larger than 6" in diameter.

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

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

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

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

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

SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED

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

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

PURCHASING POLICIES

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

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

➢ Due to FTA funding requirements, Valley Transit follows City of Appleton procurement policies except where the federal policies are more restrictive.

PENSION FUNDING AND REPORTING POLICIES

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

Existing Plan Funding

➢ All permanent employees of the City are participants in the Wisconsin Retirement System (WRS), a State-wide, defined-benefit pension plan to which employer and employees both contribute. The rates of employer and employee contributions are set annually by WRS based on actuarial evaluations. The State's policy is to fund retirement contributions to meet current costs of the plan. The 2025 rate requirements for the Wisconsin Retirement System employees are as follows:

	General	Police	Fire
Employee Contribution	6.95%	6.95%	6.95%
City Contribution	6.95%	15.07%	19.08%
Total	13.90%	22.02%	26.03%

Prior Years' Unfunded Pensions

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

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

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

➢ An independent audit will be performed annually for all City funds.

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

RISK MANAGEMENT POLICY

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

Internal Activities:

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 53 Wisconsin cities and villages. As part of this self-funded program, the City's Insurance Fund provides coverage of $200,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of $800,000 per year. The mutual insurance is liable for any costs above these limits up to $5 million per occurrence*. In addition, the City of Appleton has a $5 million excess insurance policy as part of the CVMIC group purchase program, thus providing total coverage of $10 million per occurrence.*

Additionally, the insurance fund provides coverage for:

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

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

$10,000 - $50,000 deductible per occurrence for crime claims, depending on the type of crime (theft, robbery, computer fraud, etc.), with purchased coverage to $250,000 - $5,000,000 per occurrence,

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

$25,000 deductible per employment practices liability claim, with purchased coverage to $1 million per occurrence/ $1 million aggregate per year, and

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

$100,000 medical expense / $30,000 accidental death per claim coverage for city-authorized volunteers. Aggregate limit of $500,000.

- The City will self-insure all losses which occur with predictable frequency and those which will not have a significant impact on the City's financial position.
- The Human Resources Department and City Attorney's Office review and make determinations on all claims filed against the City.

External Activities:

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

CITY OF APPLETON
2025 BUDGET
BACKGROUND/GENERAL INFORMATION

Geography/Early History
Located in northeast Wisconsin, in Outagamie, Winnebago, and Calumet Counties, the City of Appleton lies 30 miles south of Green Bay, just north of Lake Winnebago, on the Fox River. The Appleton area has a deep and rich indigenous history and is located on the ancestral homelands of the Menominee and Ho-Chunk people.

In 1634, Jean Nicolet, commissioned by Samuel de Champlain to explore this region, navigated up the Fox River from Green Bay. In the Treaty of 1831, the Menominee ceded the lands to the United States. During the first years of its history, there were three villages where Appleton now stands: Lawesburgh on the east side, Grand Chute on the west end and Appleton in the middle.

The three settlements were incorporated under the name of Appleton as a village in 1853, and later as a city in 1857.

Education
Education was, and continues to be, a priority in Appleton. With the financial backing of Amos Lawrence, the Lawrence Institute was chartered in 1847. Samuel Appleton donated $10,000 to the newly founded college library and, in appreciation; his name was given to the community. Today, Lawrence University's 80+ acre campus contains numerous instructional, residential, recreational and administrative facilities, has a student body of 1,500 students drawn from nearly every state and more than 50 countries, served by a 150+ member faculty.
It lies just east of the City's downtown, and its students and faculty members contribute to our community through music, drama, visual arts, sports activities and other cultural and educational enrichment.

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

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

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

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

Industry
Fur traders seeking to do business with the indigenous people of the Fox Valley were the first European settlers in Appleton. Dams and canals developed in the early days of industrialization along the Fox River made it possible to both navigate the river with larger vessels and generate waterpower for industry, allowing for the City’s steady growth. The paper industry, beginning with the building of the first paper mill in the city in 1853, was at the forefront of the City's development. Appleton now has a diversified industrial, commercial and service industry tax base, with major manufacturing, paper-related industries, national and regional insurance companies, technology firms, healthcare systems, and financial institutions providing a sound, vigorous economy.

CITY OF APPLETON
2025 BUDGET
DEMOGRAPHIC AND ECONOMIC INFORMATION

Per Return Adjusted Gross Income

	State of Wisconsin		Outagamie County		Calumet County		Winnebago County		City of Appleton	
2023	N/A	*	N/A	*	N/A	*	N/A	*	N/A	*
2022	70,548		70,308		71,465		54,827		70,100	
2021	66,369		70,358		74,577		64,881		67,057	
2020	61,518		65,696		69,706		62,243		61,439	
2019	61,003		65,444		71,461		60,701		62,442	

** Information not available as of 9/17/24*

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

Unemployment Rate

	State of Wisconsin		Outagamie County		Appleton MSA		City of Appleton	
July, 2024	3.3	%	2.9	%	2.9	%	3.3	%
July, 2023	3.2		2.8		2.8		3.2	
Average, 2023	3.0	%	2.6	%	2.5	%	2.8	%
Average, 2022	2.9		2.5		2.5		2.6	
Average, 2021	3.8		3.1		3.1		3.2	
Average, 2020	6.3		5.5		5.3		5.8	
Average, 2019	3.3		3.0		2.9		3.1	

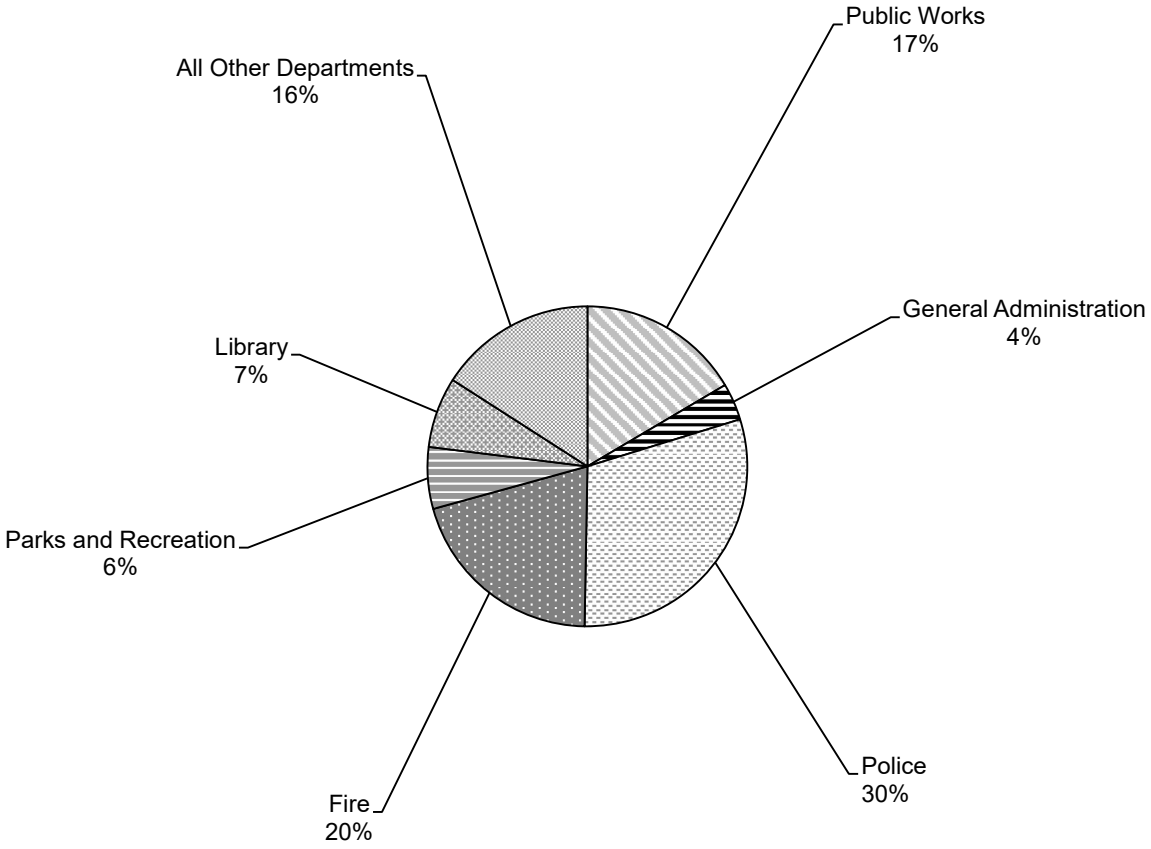
Source: Wisconsin Department of Workforce Development, Division of Research and Analysis

CITY OF APPLETON 2025 BUDGET
GENERAL FUND

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

2025 GENERAL FUND EXPENDITURES

$72,957,308



CITY OF APPLETON 2025 BUDGET

GENERAL FUND

	Actual		Budget			%
	2022	2023	Adopted 2024	Projected 2024	2025	Change *
REVENUES						
Taxes	$ 38,371,435	$ 39,136,095	$ 40,477,200	$ 40,477,200	$ 40,613,723	0.34%
Intergovernmental	16,660,390	17,083,427	16,677,231	18,945,418	20,081,476	20.41%
Licenses and Permits	1,901,509	1,790,717	1,891,575	1,891,575	2,094,368	10.72%
Special Assessments	252,713	267,049	248,000	248,000	250,000	0.81%
Charges for Services	1,970,229	2,185,961	2,261,335	2,261,335	2,355,683	4.17%
Interest Income	(248,761)	3,346,149	1,469,605	1,469,605	1,440,645	-1.97%
Fines and Forfeitures	218,300	264,236	275,000	250,000	330,000	20.00%
All Other Revenue	1,694,199	1,745,797	1,473,413	1,609,946	1,371,537	-6.91%
TOTAL REVENUES	**60,820,014**	**65,819,431**	**64,773,359**	**67,153,079**	**68,537,432**	**5.81%**
EXPENDITURES						
Common Council	136,643	143,079	150,735	150,735	150,735	0.00%
Mayor	501,723	506,981	508,948	521,748	502,280	-1.31%
Finance	930,419	945,523	970,075	970,075	994,591	2.53%
Information Technology	2,099,077	2,878,929	2,666,780	3,007,780	2,766,319	3.73%
Human Resources	825,298	809,972	811,850	816,800	823,240	1.40%
Legal Services	1,142,903	1,073,275	1,248,722	1,259,522	1,191,930	-4.55%
General Administration	2,651,675	2,542,878	3,036,660	5,492,699	2,705,426	-10.91%
Community Development	2,704,787	3,063,102	2,807,738	2,832,238	2,864,214	2.01%
Library	5,025,672	4,691,856	4,768,505	4,812,326	5,207,247	9.20%
Parks & Recreation	4,083,084	4,492,340	4,469,923	4,486,763	4,567,808	2.19%
Public Works	12,099,071	12,302,026	11,985,285	12,487,325	12,059,106	0.62%
Health Services	1,096,236	1,276,118	1,325,639	1,325,639	1,544,578	16.52%
Police	19,350,796	20,213,419	21,041,500	21,065,358	21,904,223	4.10%
Fire	13,633,497	14,500,992	14,454,610	14,489,678	14,911,538	3.16%
TOTAL EXPENDITURES	**66,280,881**	**69,440,490**	**70,246,970**	**73,718,686**	**72,193,235**	**2.77%**
REVENUES OVER EXPENDITURES	**(5,460,867)**	**(3,621,059)**	**(5,473,611)**	**(6,565,607)**	**(3,655,803)**	**-33.21%**
OTHER FINANCING SOURCES (USES)						
Sale of City Property	443,289	2,138	5,000	5,000	5,000	0.00%
Other Financing Sources	3,527,066	5,255,927	3,975,198	3,975,198	4,414,876	11.06%
Other Financing Uses	(5,025,858)	(644,739)	(749,774)	(749,774)	(764,073)	1.91%
TOTAL OTHER FINANCING	**(1,055,503)**	**4,613,326**	**3,230,424**	**3,230,424**	**3,655,803**	**13.17%**
NET CHANGE IN EQUITY	**(6,516,370)**	**992,267**	**(2,243,187)**	**(3,335,183)**	**-**	-100.00%
FUND BALANCE - Beginning	34,542,933	28,026,563	29,018,830	29,018,830	25,683,647	-11.49%
FUND BALANCE - Ending	**$ 28,026,563**	**$ 29,018,830**	**$ 26,775,643**	**$ 25,683,647**	**$ 25,683,647**	**-4.08%**

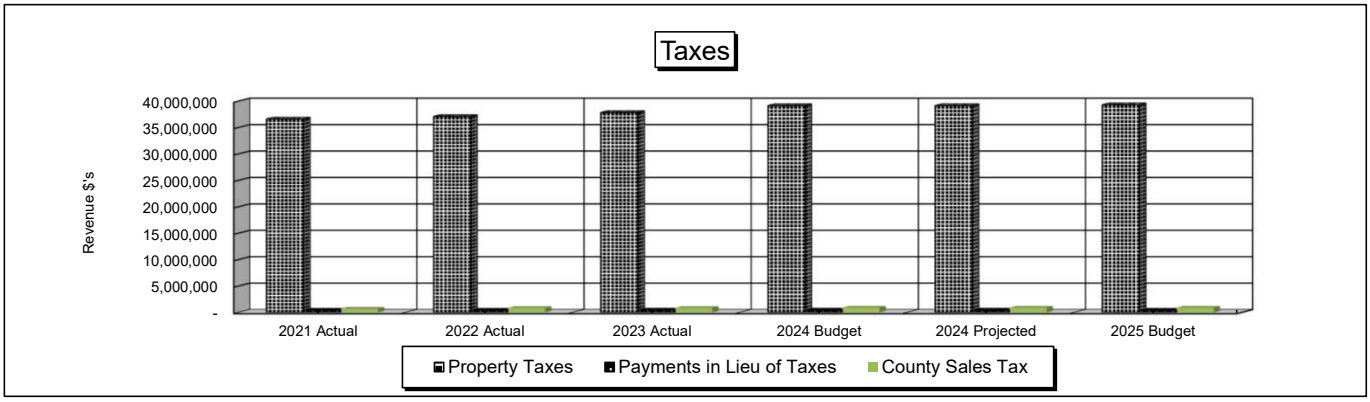
* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/24	38	$ 25,683,647
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(1,100,000)
Condominium Association Loan		(346,138)
Advance to other Funds		(597,202)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(1,878,800)
Working Capital - 25% of budgeted expenditures (25% * $72,957,308, includes transfers)	38	(18,239,327)
Debt Service - 25% of ensuing year's debt service requirements (25% * $14,085,500 Debt Service Obligation Less TIF related debt obligation)	466	(3,521,375)
Projected General Fund Balance in excess of the reserve policy @ 12/31/24		$ 805
75% required to be used for reduction of long-term liabilities		$ 604
25% subject to Finance Committee recommendation		$ 201

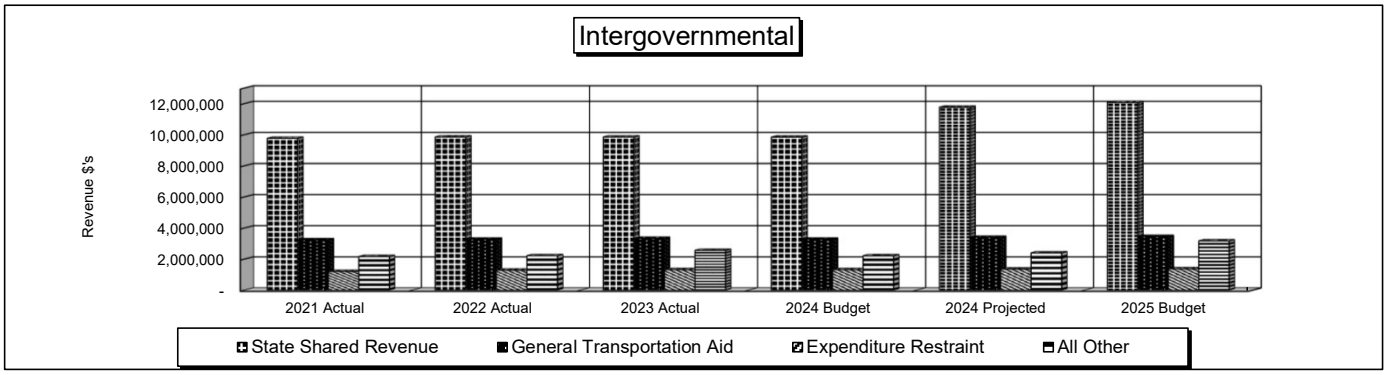
CITY OF APPLETON 2025 BUDGET
GENERAL FUND REVENUES

Taxes	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Property Taxes	$ 36,600,000	$ 37,080,000	$ 37,824,720	$ 39,131,000	$ 39,131,000	$ 39,293,263	0.41%
County Sales Tax	713,905	855,476	855,476	900,000	900,000	900,000	0.00%
Payment in Lieu of Taxes	436,452	435,959	455,899	446,200	446,200	420,460	-5.77%
Total Taxes	**$ 37,750,357**	**$ 38,371,435**	**$ 39,136,095**	**$ 40,477,200**	**$ 40,477,200**	**$ 40,613,723**	**0.34%**



Taxes are derived from several sources. Property taxes now provide approximately 54% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 8.36% in 2021, 11.7% in 2022, 9.21% in 2023, and 3.94% in 2024 excluding the TIF districts. Beginning in 2020, Outagamie County began collecting a 0.5% sales tax, a portion of which is remitted to the City of Appleton. The City also collects voluntary and contractual "in-lieu of" property tax payments from certain tax-exempt entities. The State currently restricts growth in local property taxes to the amount of net new construction, which was 1.7% for the City for the 2025 Budget, resulting in a total City constraint of $55,261,024 across all funds. The City levy meets that constraint.

Intergovernmental Revenue	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
State Shared Revenue	$ 9,767,447	$ 9,857,256	$ 9,855,799	$ 9,846,816	$ 11,769,640	$ 12,069,551	22.57%
Expenditure Restraint	1,206,663	1,297,174	1,328,909	1,328,909	1,369,614	1,381,704	3.97%
General Transportation Aid	3,246,480	3,284,123	3,336,268	3,283,900	3,402,455	3,457,545	5.29%
Library Grants & Aids	1,091,736	1,063,001	1,064,805	1,064,805	1,166,028	1,268,046	19.09%
Other	1,075,388	1,158,836	1,497,646	1,152,801	1,237,681	1,904,630	65.22%
Total Intergovernmental	**$ 16,387,714**	**$ 16,660,390**	**$ 17,083,427**	**$ 16,677,231**	**$ 18,945,418**	**$ 20,081,476**	**17.97%**



The City receives various payments from other governments, including the following:
State shared revenues are portions of State sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. This source of revenue for the City of Appleton remained virtually unchanged from 2004 until the 2012 - 2013 State budget, when it was reduced by approximately 13%. It has since remained virtually unchanged, until Act 12 was passed in 2023. The 2024 shared revenue amount included a supplemental portion and future funding will tie to a portion of sales tax revenue received by the State.

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

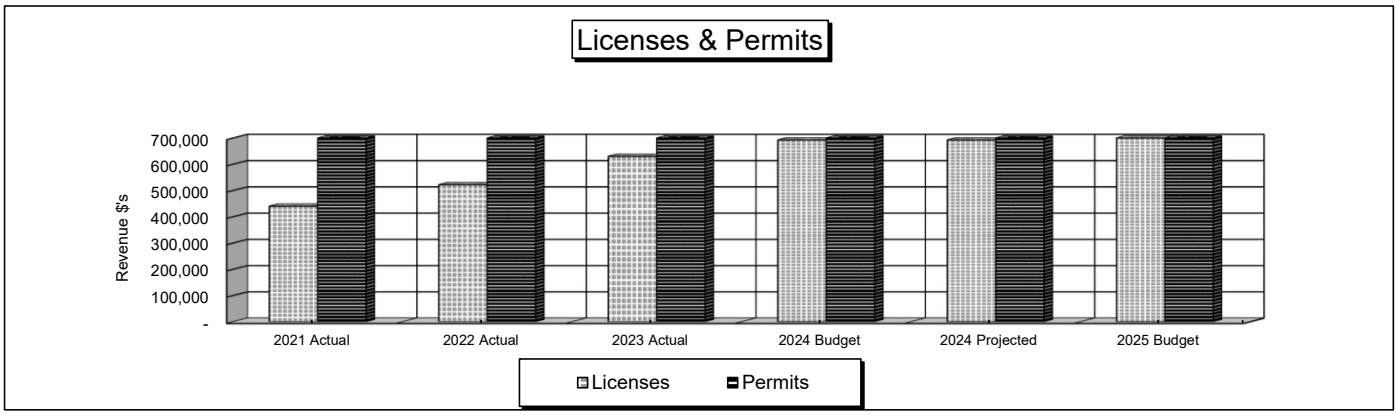
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

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

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

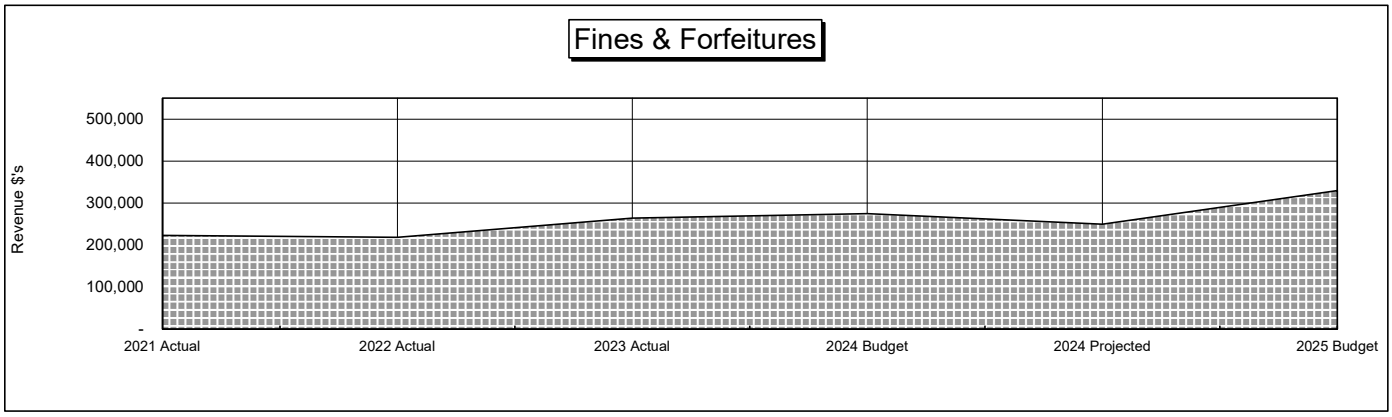
CITY OF APPLETON 2025 BUDGET
GENERAL FUND REVENUES

Licenses and Permits	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Licenses	$ 440,361	$ 521,981	$ 630,191	$ 692,575	$ 692,575	$ 964,068	39.20%
Permits	1,232,287	1,379,528	1,160,526	1,199,000	1,199,000	1,130,300	-5.73%
Total Licenses and Permits	**$1,672,648**	**$1,901,509**	**$1,790,717**	**$1,891,575**	**$1,891,575**	**$2,094,368**	**10.72%**



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

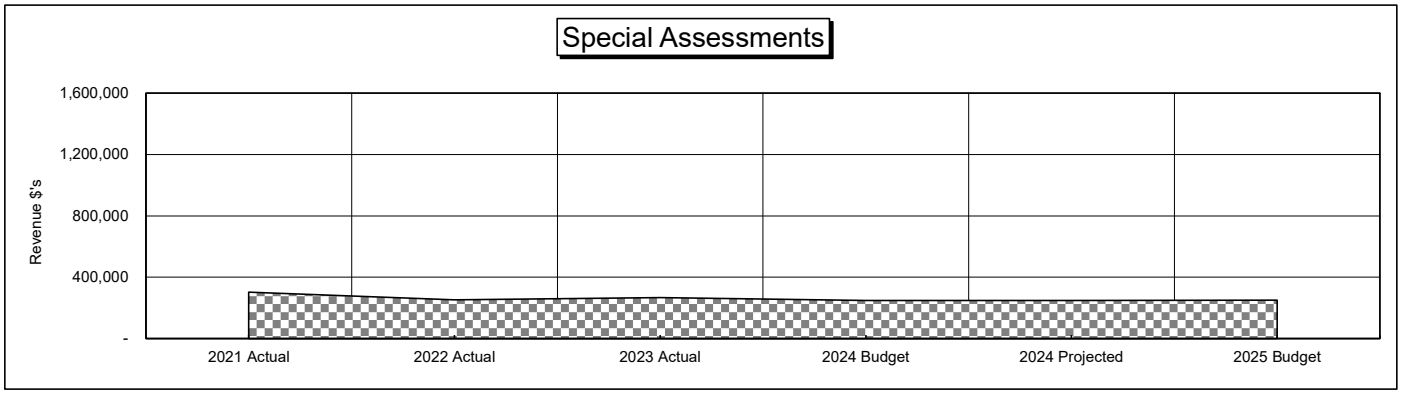
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Fines and Forfeitures	$ 222,993	$ 218,300	$ 264,236	$ 275,000	$ 250,000	$ 330,000	20.00%



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

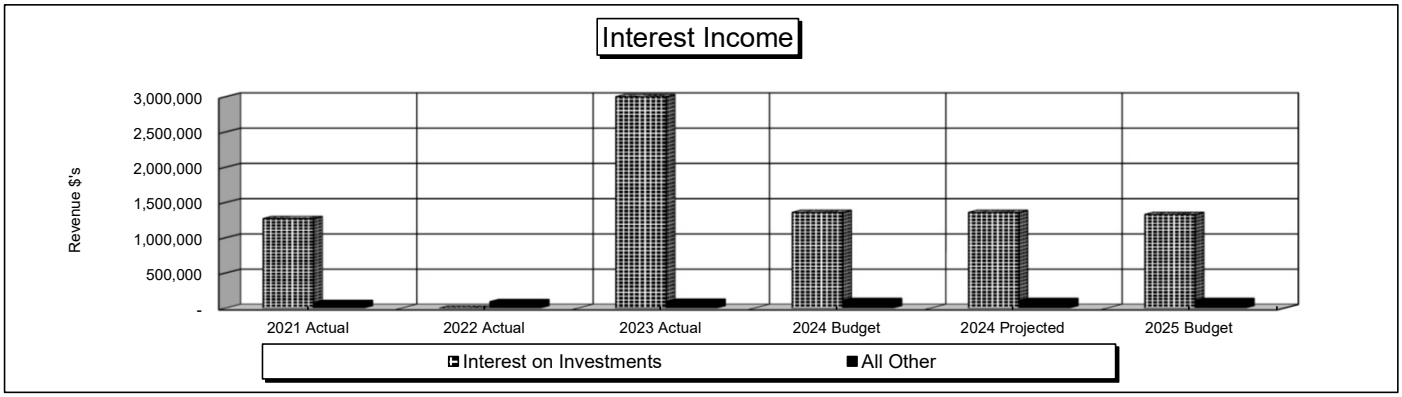
CITY OF APPLETON 2025 BUDGET
GENERAL FUND REVENUES

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Special Assessments	$ 301,889	$ 252,713	$ 267,049	$ 248,000	$ 248,000	$ 250,000	0.81%



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

Interest Income	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Interest on Investments	$ 1,271,922	$ (342,672)	$ 3,245,143	$ 1,359,605	$ 1,359,605	$ 1,330,645	-2.13%
Interest on Delinquent Tax	80,907	92,920	100,905	110,000	110,000	110,000	0.00%
Interest - Deferred Specials	1,940	991	101	-	-	-	N/A
Total Interest Income	**$ 1,354,769**	**$ (248,761)**	**$ 3,346,149**	**$ 1,469,605**	**$ 1,469,605**	**$ 1,440,645**	**-1.97%**

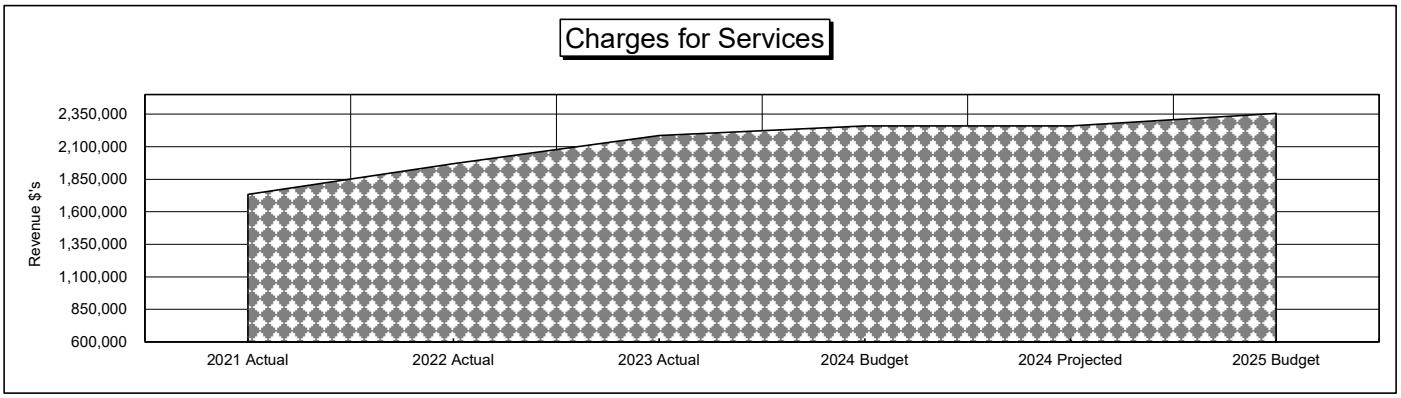


Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds. Factors which determine investment income are interest rates, cash balances, and the current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

Other sources of interest income include interest on a building improvement loan made to the City Center Condominium Association which is expected to generate $13,145 in 2025. Additionally, interest on advances made by the General Fund to some of the City's TIF Districts during their early years is expected to generate $2,500 of interest income in 2024.

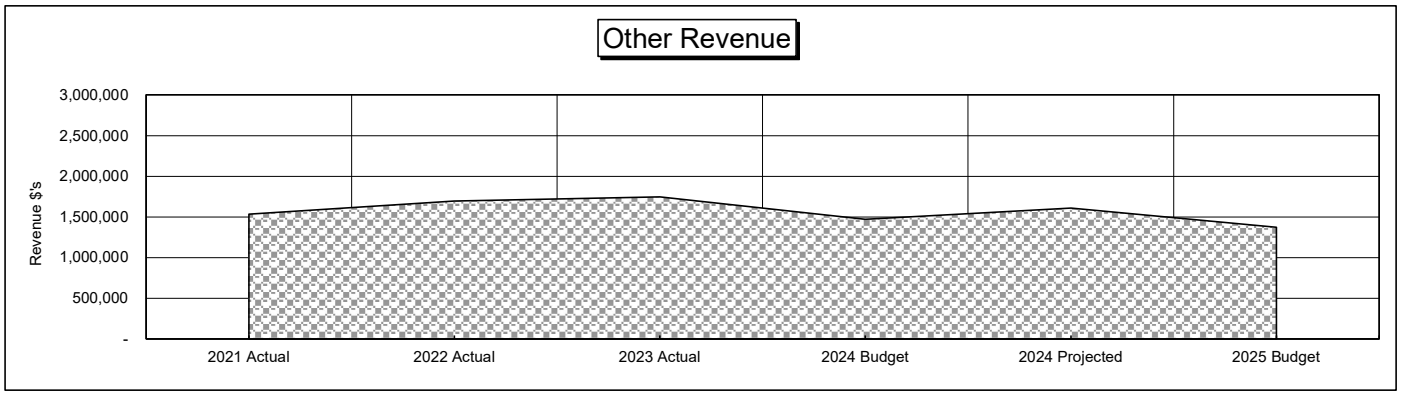
CITY OF APPLETON 2025 BUDGET
GENERAL FUND REVENUES

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Charges for Services	$ 1,733,625	$ 1,970,229	$ 2,185,961	$ 2,261,335	$ 2,261,335	$ 2,355,683	4.17%



User charges are established when the service is being provided for the specific benefit of the person or entity charged, rather than to the general public. User charges are paid by all users, including non-residents and those exempt from property taxes. Fees include swimming pool and recreation program fees, payments from the AASD for school resource officers, and charges for street repairs following utility excavations among other charges.

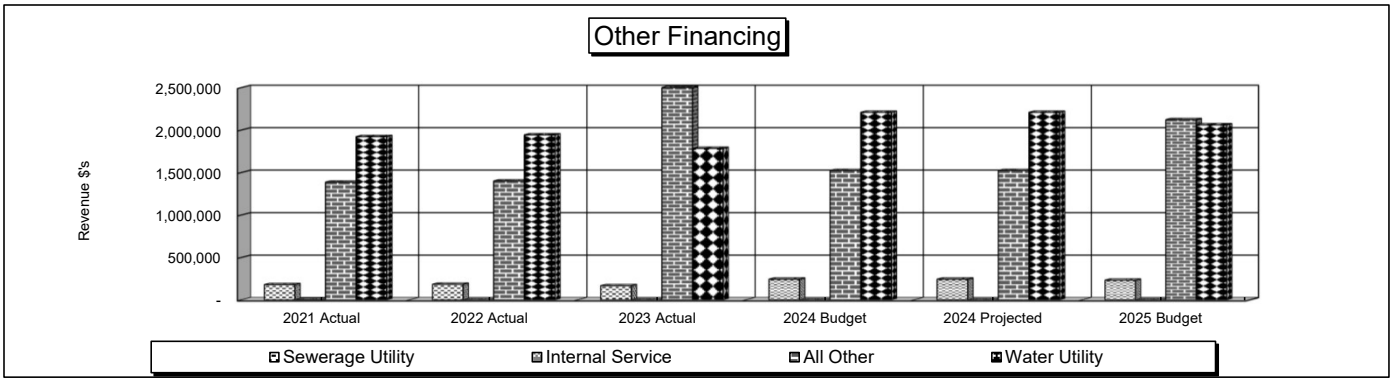
Other Revenue	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Sales of City Property	$ 30,816	$ 443,289	$ 2,138	$ 5,000	$ 5,000	$ 5,000	0.00%
Other Revenue	1,533,829	1,694,199	1,745,797	1,473,413	1,609,946	1,371,537	-6.91%
	$ 1,564,645	**$ 2,137,488**	**$ 1,747,935**	**$ 1,478,413**	**$ 1,614,946**	**$ 1,376,537**	**-6.89%**



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

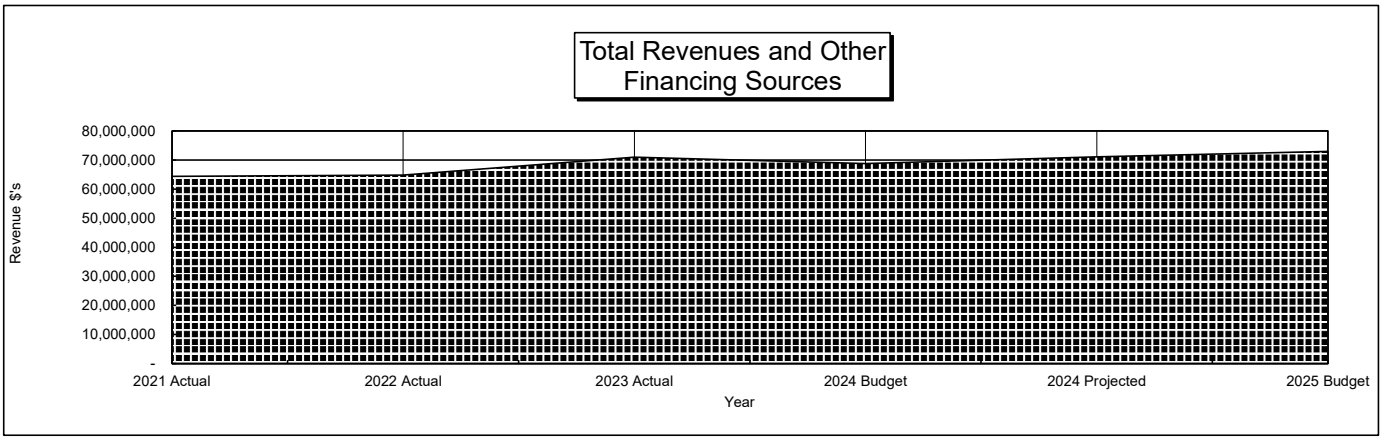
CITY OF APPLETON 2025 BUDGET
GENERAL FUND REVENUES

Other Financing Sources	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Water Utility	$ 1,922,051	$ 1,942,586	$ 1,783,946	$ 2,208,175	$ 2,208,175	$ 2,060,260	-6.70%
Golf Course	17,900	17,900	17,900	26,850	26,850	27,660	3.02%
Wastewater Utility	179,881	184,311	167,362	244,174	244,174	232,460	-4.80%
Parking Utility	9,300	9,300	9,300	13,950	13,950	14,370	3.01%
Stormwater Utility	12,500	12,500	12,500	18,750	18,750	19,315	3.01%
Special Revenue	1,292,587	1,306,469	1,312,548	1,363,299	1,363,299	1,960,811	43.83%
Capital Projects	-	-	1,898,371	100,000	100,000	100,000	0.00%
Internal Service	54,000	54,000	54,000	-	-	-	N/A
Trust & Agency	3,988	-	-	-	-	-	N/A
Total Other Financing Sources	**$ 3,492,207**	**$ 3,527,066**	**$ 5,255,927**	**$ 3,975,198**	**$ 3,975,198**	**$ 4,414,876**	**11.06%**



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

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Total Revenues and Other Financing Sources	**$ 64,480,847**	**$ 64,790,369**	**$ 71,077,496**	**$ 68,753,557**	**$ 71,133,277**	**$ 72,957,308**	**6.11%**



CITY OF APPLETON 2025 BUDGET

MAYOR'S OFFICE

Mayor: Jacob A. Woodford

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Overall, Appleton's strong momentum and positive trajectory has continued in 2024. Our organization and community have notched several significant wins from state policy, to grant and fundraising, to advancement of major developments.

Construction on the Appleton Public Library continued apace, with efforts underway to prepare for operating a new facility, and the fundraising campaign cleared the $11 million mark. Lundgaard Park officially opened with a ribbon cutting ceremony over the summer and has garnered positive feedback from the community. Housing development was robust, with new affordable units coming online downtown and more in the pipeline alongside market-rate multifamily and ongoing single-family development. Thrivent continued progress toward development of its 600-acre site north of Interstate 41.

We secured a development agreement with U.S. Venture to relocate their corporate headquarters into the historic 222 Building in downtown Appleton. Additionally, our agreement lays out a plan for further redevelopment of acres of land in the College North neighborhood.

Advocacy at the state and federal levels proved fruitful. Mayor Woodford was closely involved in advocating for a reform to state law allowing paramedics to be properly trained and equipped to serve on police tactical teams. Governor Evers chose to sign the bill in Appleton in recognition of leadership from the City, including APD Lt. Todd Peters (ret) and AFD Firefighter/Paramedic Adam Paiser, who led the push for this important change.

Mayor Woodford traveled to Washington, DC in March to advocate with legislators and their staffs on behalf of Valley Transit's $25 million RAISE Grant request. The City learned over the summer that we had been awarded this grant. Additionally, the City and Valley Transit were awarded a Bus and Bus Facilities Grant for another $12 million to complete renovation and expansion of the Whitman facility.

Under the direction of the Mayor, the City launched a Housing Development Housing Task Force comprised of leaders and advocates representing a cross-section of sectors and industries. The report was delivered and implementation of recommendations is ongoing. The Mayor also participated in a Habitat for Humanity build and the City was recognized by Pillars as "Community Partner of the Year."

The Mayor's Office continued outreach and engagement efforts – some ongoing, such as holding regular Office Hours and representing the City at numerous community events and programs – as well as launching a renewed Citizens Academy. Work to build out a new City of Appleton website has been ongoing, and implementation of a rebranding of all City departments continue to be underway. The inaugural Appleton Poet Laureate was selected and appointed in partnership with the Appleton Public Library. While occurring in 2023, it came after the last budget was created and warrants mentioning: our Appleton Engaged podcast, produced by Timber Smith and Andy Anaam, was recognized by the Wisconsin Policy Forum.

A new Public Works Director was recruited and appointed, with onboarding underway as of this printing.

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

MAJOR 2025 OBJECTIVES

Work with department heads to develop an updated strategic plan, review performance indicators, prepare the Executive Budget, and implement plans.

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

Serve constituents equitably and respectfully.

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

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

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

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

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

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

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

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ -	$ 267	$ -	$ -	$ -	N/A
Program Expenses							
10510	Administration	115,794	110,791	125,769	125,769	118,967	-5.41%
10520	Citizen Outreach	338,353	347,793	333,294	346,094	331,753	-0.46%
10530	Intergovernmental	47,576	48,397	49,885	49,885	51,560	3.36%
TOTAL		$ 501,723	$ 506,981	$ 508,948	$ 521,748	$ 502,280	-1.31%
Expenses Comprised Of:							
Personnel		416,725	418,055	438,984	438,984	435,914	-0.70%
Training & Travel		6,962	4,707	12,920	12,920	13,270	2.71%
Supplies & Materials		37,557	40,516	28,650	28,650	26,496	-7.52%
Purchased Services		40,479	43,703	28,394	41,194	26,600	-6.32%
Full Time Equivalent Staff:							
Personnel allocated to programs		4.00	4.00	4.00	4.00	4.00	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

Administration **Business Unit 10510**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prepare the Executive Budget and Capital Improvement Plan.

Promote interdepartmental communication and collaboration to maximize resources.

Evaluate the performance of department heads according to criteria outlined in the City's compensation plan.

Work with Directors to update departmental strategic plans with a focus on measurable outcomes.

Communicate with the Common Council regarding City operations and issues brought before them.

Work with committee chairs to communicate issues and successes, and bring department budget priorities and considerations to committees early for information.

Bring emerging issues and updates to committees of jurisdiction.

Involve the Council President in building Council relationships.

Research and implement tools to identify ways to become more efficient.

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

Working with the City's Development Team, continue to implement the Economic Development Strategic Plan as well as elements in the updated City Comprehensive Plan and TIF plans.

Strengthen the link between diversity and inclusion in our workforce planning.

Major changes in Revenue, Expenditures, or Programs:

Reallocated funds from multiple lines in department budget to appropriately fund Awards & Recognition for Mayor's Office, Council, community partners, and City staff appreciation.

CEA costs have been moved to the General Administration budget as the fleet vehicle is available for use by staff in multiple departments in City Hall.

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

Administration **Business Unit 10510**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
501000	Miscellaneous Revenue	$ -	$ 267	$ -	$ -	$ -
	Total Revenue	$ -	$ 267	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 72,978	$ 71,991	$ 77,243	$ 77,243	$ 78,419
610500	Overtime	762	235	-	-	-
615000	Fringes	29,339	26,718	29,162	29,162	22,508
620100	Training/Conferences	5,124	2,832	11,000	11,000	10,250
620600	Parking Permits	1,680	1,846	1,920	1,920	1,920
630100	Office Supplies	787	1,124	800	800	1,000
630200	Subscriptions	856	742	550	550	570
630500	Awards & Recognition	1,047	1,138	1,000	1,000	2,000
632001	City Copy Charges	907	651	700	700	700
641200	Advertising	-	86	-	-	-
641307	Telephone	281	280	-	-	300
641308	Cellular Phones	1,373	1,854	1,300	1,300	1,300
642501	CEA Operations/Maint.	354	559	1,090	1,090	-
642502	CEA Depreciation/Replace.	306	735	1,004	1,004	-
	Total Expense	$ 115,794	$ 110,791	$ 125,769	$ 125,769	$ 118,967

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

Citizen Engagement **Business Unit 10520**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement new City of Appleton website.

Provide courteous service and timely, accurate information to citizens who contact the Mayor's Office.

Represent the City at community events including charity dinners, service organization meetings, school events, ground breakings, ribbon cuttings, and convention openings.

Continue the use of open hours and implement other initiatives to provide easier public access to City government.

Conduct educational sessions with students and youth organizations.

Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts.

Effectively communicate accurate and timely information to the community.

Work cooperatively with local media to ensure timely access to information and staff for story coverage.

Work with other City social media staff on training and unified City messaging.

Offer a Citizens Academy to give an in-depth look at City operations to residents.

Maintain effective relations with members of all constituencies within the community.

Provide outreach to minority-owned businesses.

Major changes in Revenue, Expenditures, or Programs:

Reductions in subscriptions reflect elimination of Critical Mention Subscription, which will be allocated to support Awards & Recognition and Advertising.

The Poet Laureate program was previously included in the Mayor's Citizen Engagement budget for 2024. In 2025, it will be located in the Library's Community Partnership's budget. No changes have been made to the funding amount.

Funds reallocated from subscriptions to increase Parade Committee funding from $12,000 to $15,000 to support City of Appleton Flag Day Parade float.

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

Citizen Engagement **Business Unit 10520**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 210,413	$ 227,095	$ 243,865	$ 243,865	$ 248,025
610500 Overtime	779	1,145	-	-	-
615000 Fringes	69,549	58,409	54,929	54,929	53,058
620100 Training/Conferences	150	21	-	-	100
630200 Subscriptions	5,666	9,490	5,500	5,500	1,770
630300 Memberships & Licenses	1,853	750	1,000	1,000	800
630400 Postage/Freight	2,900	7,131	-	-	-
631603 Other Misc. Supplies	1,967	1,704	2,000	2,000	2,000
632002 Outside Printing	2,328	1,582	500	500	500
632700 Miscellaneous Equipment	4,583	277	500	500	500
640400 Consulting Services	11,873	20,702	3,000	15,800	2,000
641200 Advertising	8,917	2,216	1,000	1,000	2,000
659900 Other Contracts/Obligation	17,375	17,271	21,000	21,000	21,000
Total Expense	$ 338,353	$ 347,793	$ 333,294	$ 346,094	$ 331,753

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Parade Committee	$ 15,000
Thompson Center on Lourdes	5,000
Interpretation/translation services	1,000
	$ 21,000

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Actively participate in the League of Wisconsin Municipalities, Urban Alliance, East Central Wisconsin Regional Planning Commission and other organizations.

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

Advocate for additional resources for the City of Appleton through grants and other government programs.

Foster stronger relationships with neighboring Fox Cities communities.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 23,878	$ 23,939	$ 24,891	$ 24,891	$ 25,752
610500 Overtime	65	95	-	-	-
615000 Fringes	8,962	8,428	8,894	8,894	8,152
620100 Training/Conferences	8	8	-	-	1,000
630300 Memberships & Licenses	14,663	15,927	16,100	16,100	16,656
Total Expense	$ 47,576	$ 48,397	$ 49,885	$ 49,885	$ 51,560

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Memberships & Licenses	
League of WI Municipalities	$ 16,656
	$ 16,656

CITY OF APPLETON 2025 BUDGET
MAYOR'S OFFICE

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
501000	Miscellaneous Revenue	-	267	-	-	-	-
	TOTAL PROGRAM REVENUES	-	267	-	-	-	-
	Personnel						
610100	Regular Salaries	291,113	307,515	90,504	345,999	345,999	352,196
610500	Overtime Wages	1,606	1,475	-	-	-	-
611500	Vacation Pay	16,156	15,510	168	-	-	-
615000	Fringes	107,850	93,555	22,612	92,985	92,985	83,718
	TOTAL PERSONNEL	416,725	418,055	113,284	438,984	438,984	435,914
	Training~Travel						
620100	Training/Conferences	5,282	2,861	2,848	11,000	11,000	11,350
620600	Parking Permits	1,680	1,846	-	1,920	1,920	1,920
	TOTAL TRAINING / TRAVEL	6,962	4,707	2,848	12,920	12,920	13,270
	Supplies						
630100	Office Supplies	787	1,124	138	800	800	1,000
630200	Subscriptions	6,522	10,232	513	6,050	6,050	2,340
630300	Memberships & Licenses	16,516	16,677	16,655	17,100	17,100	17,456
630400	Postage/Freight	2,900	7,131	-	-	-	-
630500	Awards & Recognition	1,047	1,138	1,436	1,000	1,000	2,000
631603	Other Misc. Supplies	1,967	1,704	512	2,000	2,000	2,000
632001	City Copy Charges	907	651	30	700	700	700
632002	Outside Printing	2,328	1,582	-	500	500	500
632700	Miscellaneous Equipment	4,583	277	-	500	500	500
	TOTAL SUPPLIES	37,557	40,516	19,284	28,650	28,650	26,496
	Purchased Services						
640400	Consulting Services	11,873	20,702	16,738	3,000	15,800	2,000
641200	Advertising	8,917	2,302	-	1,000	1,000	2,000
641307	Telephone	281	280	100	-	-	300
641308	Cellular Phones	1,373	1,854	137	1,300	1,300	1,300
642501	CEA Operations/Maint.	354	559	1,740	1,090	1,090	-
642502	CEA Depreciation/Replace.	306	735	184	1,004	1,004	-
659900	Other Contracts/Obligation	17,375	17,271	12,000	21,000	21,000	21,000
	TOTAL PURCHASED SVCS	40,479	43,703	30,899	28,394	41,194	26,600
	TOTAL EXPENSE	501,723	506,981	166,315	508,948	521,748	502,280

CITY OF APPLETON 2025 BUDGET

COMMON COUNCIL

Council President: Katie A. Van Zeeland

Council Vice President: Vered Meltzer

CITY OF APPLETON 2025 BUDGET
COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2025 OBJECTIVES

Link to City Goals:

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

Objectives:

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

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

Provide constituent services and communicate with residents.

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

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ -	$ -	$ -	$ -	$ -	N/A
	Program Expenses						
10000	Common Council	136,643	143,079	150,735	150,735	150,735	0.00%
	TOTAL	$ 136,643	$ 143,079	$ 150,735	$ 150,735	$ 150,735	0.00%
	Expenses Comprised Of:						
	Personnel	94,575	100,274	103,735	103,735	103,735	0.00%
	Training & Travel	5,825	2,980	8,600	8,600	8,500	-1.16%
	Supplies & Materials	746	885	750	750	850	13.33%
	Purchased Services	35,497	38,940	37,650	37,650	37,650	0.00%
	Council Members:						
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
COMMON COUNCIL

Common Council **Business Unit 10000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Expenses					
610100	Regular Salaries	$ 93,323	$ 98,934	$ 102,252	$ 102,252	$ 102,252
615000	Fringes	1,252	1,340	1,483	1,483	1,483
620100	Training/Conferences	1,310	580	2,840	2,840	2,740
620600	Parking Permits	4,515	2,400	5,760	5,760	5,760
630100	Office Supplies	278	97	200	200	300
630500	Awards & Recognition	122	43	100	100	100
630700	Food & Provisions	166	220	250	250	250
631603	Other Misc. Supplies	180	525	200	200	200
659900	Other Contracts/Obligations	35,497	38,940	37,650	37,650	37,650
	Total Expense	$ 136,643	$ 143,079	$ 150,735	$ 150,735	$ 150,735

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

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

CITY OF APPLETON 2025 BUDGET
COMMON COUNCIL

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Personnel						
610100	Regular Salaries	$ 93,323	$ 98,934	$ 27,260	$ 102,252	$ 102,252	$ 102,252
615000	Fringes	1,252	1,340	418	1,483	1,483	1,483
	TOTAL PERSONNEL	94,575	100,274	27,678	103,735	103,735	103,735
	Training~Travel						
620100	Training/Conferences	1,310	580	-	2,840	2,840	2,740
620600	Parking Permits	4,515	2,400	-	5,760	5,760	5,760
	TOTAL TRAINING / TRAVEL	5,825	2,980	-	8,600	8,600	8,500
	Supplies						
630100	Office Supplies	278	97	-	200	200	300
630500	Awards & Recognition	122	43	-	100	100	100
630700	Food & Provisions	166	220	-	250	250	250
631603	Other Misc. Supplies	180	525	-	200	200	200
	TOTAL SUPPLIES	746	885	-	750	750	850
	Purchased Services						
659900	Other Contracts/Obligation	35,497	38,940	-	37,650	37,650	37,650
	TOTAL PURCHASED SVCS	35,497	38,940	-	37,650	37,650	37,650
	TOTAL EXPENSE	$ 136,643	$ 143,079	$ 27,678	$ 150,735	$ 150,735	$ 150,735

CITY OF APPLETON 2025 BUDGET

FINANCE DEPARTMENT

Finance Director: Jeri A. Ohman, CPA

Deputy Finance Director: Amanda R. Toney

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

		Actual		Budget			%
Unit	**Title**	**2022**	**2023**	**Adopted 2024**	**Amended 2024**	**2025**	**Change ***
	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	

* % change from prior year adopted budget

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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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		$ 101,459	$ 104,283	$ 108,018	$ 108,018	$ 107,745

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Postage/Freight

Annual tax bill mailing	$ 18,500
	$ 18,500

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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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
	$ 19,000

Bank Services

Banking fees	$ 17,000
Investment fees	43,000
	$ 60,000

CITY OF APPLETON 2025 BUDGET
FINANCE DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	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	4,619	4,468	1,349	4,000	4,000	4,000
	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	821,540	813,976	230,725	850,485	850,485	867,306
	Training~Travel						
620100	Training/Conferences	4,630	5,810	692	5,500	5,500	5,500
620600	Parking Permits	6,889	7,500	7,200	6,720	6,720	7,200
	TOTAL TRAINING / TRAVEL	11,519	13,310	7,892	12,220	12,220	12,700
	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	28,781	31,966	2,318	29,960	29,960	30,960
	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	68,579	86,271	36,748	77,410	77,410	83,625
	TOTAL EXPENSE	930,419	945,523	277,683	970,075	970,075	994,591

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
ARPA (American Rescue Plan Act)

PROGRAM NARRATIVE

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

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

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

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

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

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

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

The total amount of funds awarded to the City of Appleton was $14,891,841. The first half of the funds, $7,445,920, was received in June 2021 and the second in June 2022. All funds must be spent or committed by December 31, 2024, and periodic detailed reports are required, documenting the utilization of the funds.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 2,587,023	$ 2,243,003	$ -	$ 11,817,762	$ -	N/A
Program Expenses							
2800	ARPA	2,360,174	1,555,217	-	11,817,762	-	N/A
TOTAL		$ 2,360,174	$ 1,555,217	$ -	$ 11,817,762	$ -	N/A
Expenses Comprised Of:							
Personnel		856,350	526,049	-	-	-	N/A
Supplies & Materials		37,413	-	-	-	-	N/A
Purchased Services		266,411	485,168	-	9,817,762	-	N/A
Capital Outlay		1,200,000	544,000	-	2,000,000	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		-	-	-	-	-	

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

ARPA (American Rescue Plan Act) **Business Unit 2800-2804**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

ARPA (American Rescue Plan Act) **Business Unit 2800-2804**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
421000	Federal Grants	$ 2,360,173	$ 1,555,217	$ -	$ 11,817,762	$ -
471000	Interest on Investments	226,850	687,786	-	-	-
		$ 2,587,023	$ 2,243,003	$ -	$ 11,817,762	$ -
	Expenses					
610100	Regular Salaries	$ 332,828	$ -	$ -	$ -	$ -
615000	Fringes	523,522	526,049	-	-	-
632700	Miscellaneous Equipment	37,413	-	-	-	-
640400	Consulting Services	-	-	-	123,190	-
640800	Contractor Fees	-	475,103	-	524,897	-
659900	Other Contracts/Obligations	266,411	10,065	-	1,169,341	-
663000	Other Grant Payments	-	-	-	8,000,334	-
689900	Other Capital Outlay	-	-	-	2,000,000	-
791504	Transfer Out - Parking	1,200,000	544,000	-	-	-
		$ 2,360,174	$ 1,555,217	$ -	$ 11,817,762	$ -

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
ARPA (American Rescue Plan Act)

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
421000	Federal Grants	2,360,173	1,555,217	-	-		-
471000	Interest on Investments	226,848	687,786	-	-	-	-
	TOTAL PROGRAM REVENUES	2,587,021	2,243,003	-	-	-	-
	Personnel						
610100	Regular Salaries	332,828	-	-	-	-	-
615000	Fringes	523,522	526,049	-	-	-	-
	TOTAL PERSONNEL	856,350	526,049	-	-	-	-
	Supplies						
632700	Miscellaneous Equipment	37,413	-	-	-	-	-
	TOTAL SUPPLIES	37,413	-	-	-	-	-
	Purchased Services						
640400	Consulting Services	-	-	-	-	123,190	-
640800	Contractor Fees	-	475,103	-	-	524,897	-
659900	Other Contracts/Obligations	266,411	10,065	1,050,399	-	1,169,341	-
663000	Other Grant Payments	-	-	-	-	8,000,334	-
	TOTAL PURCHASED SVCS	266,411	485,168	1,050,399	-	9,817,762	-
	Captial Outlay						
689900	Other Capital Outlay	-	-	-	-	2,000,000	-
791504	Transfer Out - Parking	1,200,000	544,000	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,200,000	544,000	-	-	2,000,000	-
	TOTAL EXPENSE	2,360,174	1,555,217	1,050,399	-	11,817,762	-

CITY OF APPLETON 2025 BUDGET
ARPA (American Rescue Plan Act)
SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Intergovernmental	$ 2,360,173	$ 1,555,217	$ -	$ 11,817,762	$ -
Interest Income	226,850	687,786	-	-	-
Total Revenues	2,587,023	2,243,003	-	11,817,762	-
Expenses					
Program Costs	1,160,174	1,011,217	-	11,817,762	-
Total Expenses	1,160,174	1,011,217	-	11,817,762	-
Net Income (Loss) Before Transfers	1,426,849	1,231,786	-	-	-
Contributions and Transfers In (Out)					
Transfer out - Parking	(1,200,000)	(544,000)	-	-	-
Change in Net Assets	226,849	687,786	-	-	-
Fund Balance - Beginning	2,174	229,023	916,809	916,809	916,809
Fund Balance - Ending	$ 229,023	$ 916,809	$ 916,809	$ 916,809	$ 916,809

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
GENERAL ADMINISTRATION

PROGRAM NARRATIVE

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 19,819,361	$ 24,780,184	$ 23,715,013	$ 23,715,013	$ 24,336,787	2.62%
Program Expenses							
12020	Reserves & Conting.	-	-	715,269	3,171,308	377,524	-47.22%
12050	Miscellaneous	7,677,533	3,187,617	3,071,165	3,071,165	3,091,975	0.68%
TOTAL		$ 7,677,533	$ 3,187,617	$ 3,786,434	$ 6,242,473	$ 3,469,499	-8.37%
Expenses Comprised Of:							
Personnel		804,522	535,133	481,043	481,043	454,740	-5.47%
Purchased Services		1,848,216	1,805,169	1,827,848	1,827,848	1,860,662	1.80%
Miscellaneous Expense		(3,537)	202,576	725,269	3,181,308	387,524	-46.57%
Capital Outlay		2,474	-	2,500	2,500	2,500	0.00%
Transfers Out		5,025,858	644,739	749,774	749,774	764,073	1.91%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
GENERAL ADMINISTRATION

Reserves and Contingencies **Business Unit 12020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

State Aid: Unexpended funds from prior periods retained to offset reductions in various state aids to local governments
Fuel: Unexpended funds from prior periods retained to offset unexpected increases in fuel prices
Operating: Unexpended funds from prior periods augmented by the current budget as necessary to retain a working reserve of a maximum of 1% of the current year's General Fund operating budget, as established by City policy

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

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2024 and 2025:

Reserve for Contingencies

	Balance 1/1/24	2024 Budget Additions	2024 Projected Uses	Projected Balance 1/1/25	2025 Budget Additions	2025 Budget Uses	Projected Balance 12/31/25
State Aid	$ 812,267	$ -	$ -	$ 812,267	$ -	$ -	$ 812,267
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	402,298	-	-	402,298	-	-	402,298
	$ 1,351,880	$ -	$ -	$ 1,351,880	$ -	$ -	$ 1,351,880
Wage Reserve	$ 1,104,159	$ 715,269	$ (715,269)	$ 1,104,159	$ 377,524	$ (377,524)	$ 1,104,159

CITY OF APPLETON 2025 BUDGET
GENERAL ADMINISTRATION

Reserves and Contingencies **Business Unit 12020**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
664000 Reserve for Contingencies	$ -	$ -	$ -	$ 2,456,039	$ -
664100 Wage Reserve	-	-	715,269	715,269	377,524
	$ -	$ -	$ 715,269	$ 3,171,308	$ 377,524

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Wage Reserve

Non-represented staff wage increase	$ 377,524
	$ 377,524

CITY OF APPLETON 2025 BUDGET
GENERAL ADMINISTRATION

Miscellaneous **Business Unit 12050, 12060**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo HVAC loan	$	13,145
Interest received on TIF advances		2,500
Penalty on delinquent invoices rolled to tax roll		110,000
Interest on delinquent invoices		5,000
Total	$	130,645

Other Contracts & Obligations increased for the repayment of the loan from WI Department of Revenue related to the TID valuation error in 2023. The tax levy will be increased by this amount.

CEA costs have been moved from the Mayor's budget as the fleet vehicle is available for use by staff in multiple departments in City Hall.

CITY OF APPLETON 2025 BUDGET
GENERAL ADMINISTRATION

Miscellaneous **Business Unit 12050, 12060**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ 37,080,000	$ 37,824,720	$ 39,131,000	$ 39,131,000	$ 39,293,263
412000	County Sales Tax	855,476	855,476	900,000	900,000	900,000
413000	Payment in Lieu of Taxes	435,959	455,899	446,200	446,200	420,460
422000	State Shared Revenues	9,857,256	9,855,798	11,769,640	11,769,640	12,069,551
422100	Expenditure Restraint	1,297,174	1,328,908	1,369,614	1,369,614	1,381,704
422200	Highway Aids - Con. Street	229,944	230,236	287,375	287,375	327,610
422300	State Aid - Local Streets	3,054,178	3,106,031	3,115,080	3,115,080	3,129,935
422400	Miscellaneous State Aids	158,253	158,253	158,000	158,000	159,000
422700	State Aid - Computers	421,924	421,924	440,000	440,000	445,000
422800	State Aid - Pers. Property	210,201	210,201	210,201	210,201	819,406
440500	Trailer Parking Permits	12,401	12,433	12,000	12,000	11,000
461400	Miscellaneous Specials	2,634	23,075	1,000	1,000	1,000
470500	General Interest	1,672,044	539,170	159,605	159,605	130,645
471000	Interest on Investments	(2,014,750)	2,705,971	1,200,000	1,200,000	1,200,000
472000	Interest on Delinquent Tax	92,919	100,905	110,000	110,000	110,000
473000	Interest - Deferred Specials	990	100	-	-	-
500100	Fees & Commissions	572,442	512,202	580,000	580,000	465,000
500300	Property Inquiry Fees	70,538	55,654	67,600	67,600	67,600
500400	Sale of City Property	443,289	2,137	5,000	5,000	5,000
500700	Exempt Property Fee	780	-	-	-	-
501000	Miscellaneous Revenue	17,143	34,970	32,000	32,000	5,000
501500	Rental of City Property	13,612	14,021	89,000	89,000	89,000
503500	Other Reimbursements	168,358	78,789	67,500	67,500	105,000
581000	Lease Proceeds	-	101,926	-	-	-
592200	Transfer In - Special Rev	26,000	32,727	83,299	83,299	40,811
592400	Transfer In - Capital Project	-	1,898,371	100,000	100,000	100,000
592601	Transfer In - Water	1,942,585	1,783,946	2,208,175	2,208,175	2,060,260
592602	Transfer In - Wastewater	184,311	167,361	244,174	244,174	232,460
592603	Transfer In - Stormwater	12,500	12,500	18,750	18,750	19,315
592604	Transfer In - Parking	9,300	9,300	13,950	13,950	14,370
592605	Transfer In - Golf Course	17,900	17,900	26,850	26,850	27,660
593100	Transfer In - Internal Service	54,000	54,000	-	-	-
	Total Revenue	$ 56,899,361	$ 62,604,904	$ 62,846,013	$ 62,846,013	$ 63,630,050
	Expenses					
611100	Severance Pay	$ 555,316	$ 525,372	$ 450,000	$ 450,000	$ 425,000
615000	Fringes	239,359	22	21,303	21,303	20,000
615200	Retirement	9,847	9,739	9,740	9,740	9,740
641307	Telephone	215	218	200	200	200
642000	Facilities Charges	607,167	600,972	636,661	636,661	611,292
642501	CEA Operations/Maint.	-	-	-	-	3,080
642502	CEA Depreciation/Replace.	-	-	-	-	3,198
650100	Insurance	1,168,056	1,180,272	1,180,618	1,180,618	1,164,723
659900	Other Contracts/Obligations	72,778	23,707	10,369	10,369	78,169
660200	Tax Refunds	1,570	21,252	10,000	10,000	10,000
660300	Pers. Prop. Charge Backs	(3,223)	(4,949)	-	-	-
660900	Tax Adjustments	101	(29,382)	-	-	-
662300	Uncollectable Accounts	(1,985)	10,836	-	-	-
679000	Lease Expenditures	-	101,926	-	-	-
679001	SBITA Expenditures	-	102,893	-	-	-
680900	Infrastructure Construction	2,474	-	2,500	2,500	2,500
791400	Transfer Out - Capital Project	4,348,273	-	-	-	-
791507	Transfer Out - Transit	677,585	644,739	749,774	749,774	764,073
	Total Expense	$ 7,677,533	$ 3,187,617	$ 3,071,165	$ 3,071,165	$ 3,091,975

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts & Obligations	
Town of Buchanan annexation payment - year 3 of 5 (thru 2026)	$ 3,770
Online auction fees & document shredding	4,000
Amazon Prime membership	1,299
Music licenses	4,100
Indirect Cost Allocation analysis	5,000
WI DOR Loan Repayment	60,000
	$ 78,169

Transfers Out - Transit	
Appleton local share of Valley Transit operating budget	$ 746,101
Appleton local share of Connector service	17,972
	$ 764,073

CITY OF APPLETON 2025 BUDGET
GENERAL ADMINISTRATION

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
411000	Property Tax	$ 37,080,000	$ 37,824,720	$ -	$ 39,131,000	$ 39,131,000	$ 39,293,263
412000	County Sales Tax	855,476	855,476	(472,878)	900,000	900,000	900,000
413000	Payment in Lieu of Taxes	435,959	455,899	27,595	446,200	446,200	420,460
422000	State Shared Revenues	9,857,256	9,855,798	-	11,769,640	11,769,640	12,069,551
422100	Expenditure Restraint	1,297,174	1,328,908	-	1,369,614	1,369,614	1,381,704
422200	Highway Aids - Con. Street	229,944	230,236	81,902	287,375	287,375	327,610
422300	State Aid - Local Streets	3,054,178	3,106,031	782,484	3,115,080	3,115,080	3,129,935
422400	Miscellaneous State Aids	158,253	158,253	-	158,000	158,000	159,000
422700	State Aid - Computers	421,924	421,924	-	440,000	440,000	445,000
422800	State Aid - Personal Property	210,201	210,201	-	210,201	210,201	819,406
440500	Trailer Parking Permits	12,401	12,433	4,542	12,000	12,000	11,000
461400	Miscellaneous Specials	2,634	23,075	-	1,000	1,000	1,000
470500	General Interest	1,672,044	539,170	6,967	159,605	159,605	130,645
471000	Interest on Investments	(2,014,750)	2,705,971	173,686	1,200,000	1,200,000	1,200,000
472000	Interest on Delinquent Tax	92,919	100,905	28,565	110,000	110,000	110,000
473000	Interest - Deferred Specials	990	100	-	-	-	-
500100	Fees & Commissions	572,442	512,202	-	580,000	580,000	465,000
500300	Property Inquiry Fees	70,538	55,654	14,784	67,600	67,600	67,600
500400	Sale of City Property	443,289	2,137	3,111	5,000	5,000	5,000
500700	Exempt Property Fee	780	-	840	-	-	-
501000	Miscellaneous Revenue	17,143	34,970	1,656	32,000	32,000	5,000
501500	Rental of City Property	13,612	14,021	28,087	89,000	89,000	89,000
503500	Other Reimbursements	168,358	78,789	9	67,500	67,500	105,000
581000	Lease Proceeds	224,475	101,926	-	-	-	-
591000	Proceeds of Long-term Debt	-	-	60,000	-	-	-
592200	Transfer In - Special Revenue	26,000	32,727	1,946	83,299	83,299	40,811
592400	Transfer In - Capital Project	-	1,898,371.0	-	100,000	100,000	100,000
592601	Transfer In - Water	1,942,585	1,783,946	-	2,208,175	2,208,175	2,060,260
592602	Transfer In - Wastewater	184,311	167,361	-	244,174	244,174	232,460
592603	Transfer In - Stormwater	12,500	12,500	-	18,750	18,750	19,315
592604	Transfer In - Parking	9,300	9,300	-	13,950	13,950	14,370
592605	Transfer In - Golf Course	17,900	17,900	-	26,850	26,850	27,660
593100	Transfer In - Internal Service	54,000	54,000	-	-	-	-
	TOTAL PROGRAM REVENUES	57,123,836	62,604,904	743,296	62,846,013	62,846,013	63,630,050
	Personnel						
611100	Severance Pay	555,316	525,372	156,477	450,000	450,000	425,000
615000	Fringes	239,359	22	48	21,303	21,303	20,000
615200	Retirement	9,847	9,739	3,246	9,740	9,740	9,740
	TOTAL PERSONNEL	804,522	535,133	159,771	481,043	481,043	454,740
	Purchased Services						
641307	Telephone	215	218	75	200	200	200
642000	Facilities Charges	607,167	600,972	176,620	636,661	636,661	611,292
642501	CEA Operations/Maint.	-	-	-	-	-	3,080
642502	CEA Depreciation/Replace.	-	-	-	-	-	3,198
650100	Insurance	1,168,056	1,180,272	-	1,180,618	1,180,618	1,164,723
659900	Other Contracts/Obligation	72,778	23,707	8,681	10,369	10,369	78,169
	TOTAL PURCHASED SVCS	1,848,216	1,805,169	185,376	1,827,848	1,827,848	1,860,662
	Miscellaneous Expense						
660200	Tax Refunds	1,570	21,252	-	10,000	10,000	10,000
660300	Personal Prop. Charge Backs	(3,223)	(4,949)	(5,257)	-	-	-
660900	Tax Adjustments	101	(29,382)	-	-	-	-
662300	Uncollectable Accounts	(1,985)	10,836	(5,984)	-	-	-
664000	Reserve for Contingencies	-	-	-	-	2,456,039	-
664100	Wage Reserve	-	-	-	715,269	715,269	377,524
679000	Lease Expenditures	-	101,926	-	-	-	-
679100	SBITA Expenditures	-	102,893	-	-	-	-
	TOTAL MISCELLANEOUS EXP	(3,537)	202,576	(11,241)	725,269	3,181,308	387,524
	Capital Outlay						
680904	Storm Sewers	2,474	-	-	2,500	2,500	2,500
	TOTAL CAPITAL OUTLAY	2,474	-	-	2,500	2,500	2,500
	Transfers Out						
791400	Transfer Out - Capital Project	4,348,273	-	-	-	-	-
791507	Transfer Out - Transit	677,585	644,739	-	749,774	749,774	764,073
792100	Transfer Out - Internal Service	-	-	-	-	-	-
	TOTAL TRANSFERS OUT	5,025,858	644,739	-	749,774	749,774	764,073
	TOTAL EXPENSE	7,677,533	3,187,617	333,906	3,786,434	6,242,473	3,469,499

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The 10% hotel room tax is allocated as follows:

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

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

All room taxes collected by the hotels are submitted to Associated Trust Company. Associated Trust Company then allocates the funds in accordance with the percentage split noted above. The City receives 1%, which is forwarded to the Fox Cities Performing Arts Center (PAC) to support its operations, and 5% of the 3% allocated to the FCCVB as an administrative fee, which is retained.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 218,546	$ 250,907	$ 220,000	$ 220,000	$ 220,000	0.00%
Program Expenses		$ 216,040	$ 250,907	$ 220,000	$ 220,000	$ 220,000	0.00%
Expenses Comprised Of:							
Purchased Services		190,040	218,180	187,000	187,000	187,000	0.00%
Miscellaneous Expense		-	-	-	-	-	N/A
Transfers Out		26,000	32,727	33,000	33,000	33,000	0.00%

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
414000 Room Taxes	$ 218,546	$ 250,907	$ 220,000	$ 220,000	$ 220,000
Total Revenue	$ 218,546	$ 250,907	$ 220,000	$ 220,000	$ 220,000
Expenses					
659900 Other Contracts/Obligations	$ 190,040	$ 218,180	$ 187,000	$ 187,000	$ 187,000
791100 Transfer Out - General Fund	26,000	32,727	33,000	33,000	33,000
Total Expense	$ 216,040	$ 250,907	$ 220,000	$ 220,000	$ 220,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Fox Cities PAC operating fund	$ 187,000
	$ 187,000

CITY OF APPLETON 2025 BUDGET
ROOM TAX ADMINISTRATION FUND
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Other	$ 218,546	$ 250,907	$ 220,000	$ 220,000	$ 220,000
Total Revenues	218,546	250,907	220,000	220,000	220,000
Expenses					
Program Costs	190,040	218,180	187,000	187,000	187,000
Total Expenses	190,040	218,180	187,000	187,000	187,000
Revenues over (under) Expenses	28,506	32,727	33,000	33,000	33,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(26,000)	(32,727)	(33,000)	(33,000)	(33,000)
Total Other Financing Sources (Uses)	(26,000)	(32,727)	(33,000)	(33,000)	(33,000)
Net Change in Equity	2,506	-	-	-	-
Fund Balance - Beginning	5,705	8,211	8,211	8,211	8,211
Fund Balance - Ending	$ 8,211	$ 8,211	$ 8,211	$ 8,211	$ 8,211

CITY OF APPLETON 2025 BUDGET
INTERNAL SERVICE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
INTERNAL SERVICE FUNDS

Other Post Employment Benefits **Business Unit 6410**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives/Explanation:

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

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

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

Major program changes:

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ -	N/A
Program Expenses		$ 54,000	$ 54,000	$ -	$ -	$ -	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Transfers Out		54,000	54,000	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
INTERNAL SERVICE FUNDS

Other Post Employment Benefits **Business Unit 6410**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
503500 Other Reimbursements	$ -	$ -	$ -	$ -	$ -
Total Revenue	$ -	$ -	$ -	$ -	$ -
Expenses					
615300 Health Insurance	$ -	$ -	$ -	$ -	$ -
791100 Transfer Out - General Fund	54,000	54,000	-	-	-
Total Expense	$ 54,000	$ 54,000	$ -	$ -	$ -

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Other	$ -	$ -	$ -	$ -	$ -
Interest Income	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Administrative Expense	-	-	-	-	-
Total Expenses	-	-	-	-	-
Revenues over (under) Expenses	-	-	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Transfers Out - General Fund	(54,000)	(54,000)	-	-	-
Total Other Financing Sources (Uses)	(54,000)	(54,000)	-	-	-
Change in Net Assets	(54,000)	(54,000)	-	-	-
Fund Balance (Deficit) - Beginning	108,000	54,000	-	-	-
Fund Balance (Deficit) - Ending	$ 54,000	$ -	$ -	$ -	$ -

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ -	$ -
+ Change in Net Assets	-	-
- Amortization of OPEB Liability	-	-
Working Cash - End of Year	$ -	$ -

CITY OF APPLETON 2025 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Corey J. Popp

Deputy Director of Information Technology: Jennifer M. Thompson

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

The Information Technology staff continued to support the City's departments, staff, and citizens' increasing dependence on reliable IT services through a focus on supporting staff, processes, and network security. Some examples of accomplishments in 2024 are:

Strategy
• Promoted a Help Desk Analyst to a PC/LAN Specialist.
• Hired a Help Desk Analyst.
• One part-time iSeries Systems Analyst retired and the position remains unfilled while department needs are analyzed.

Design
• Began design of the Tyler ERP Enterprise Asset Managment system (EAM).

Transition
• ERP Utility Billing module projected to go live at the end of November 2024.
• Projected to soft launch the new www.appletonwi.gov website in November 2024.
• Migrated the Health Department billing off of the iSeries to State's environmental health system.

Operations
• Acquired and began installation of over 50 antiquated network Ethernet switches.
• Completed all network remediations.

Continual Service Improvement
• Closed 25 projects between January 1, 2024 and May 30, 2024 (-32% YoY).
• 2,214 help desk incidents, problems, and requests were created from January 1 to May 30, 2024, (-23% YoY).
• Automated monitoring created 3,605 event notifications from January 1, 2024 to May 30, 2024 (+220% YoY).
• 170 end-user security access adds/changes were created from January 1, 2024 to May 30, 2024 (+21% YoY).

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

MAJOR 2025 OBJECTIVES

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

Design
• Expand citizen engagement and self-service using the City's new website and Tyler ERP.
• Design Tyler ERP Permitting and Licensing, preparing to transition away from the iSeries.
• Expand the implementation of a new cloud-based Public Safety Camera Program.

Transition
• Transition Enterprise Asset Management from the iSeries mainframe to Tyler ERP.
• Continue to seek opportunities to convert in-house applications to Software as a Service (SaaS), managed services, or cloud hosting.
• Begin the migration of on-premise network storage and mapped drives to O365 SharePoint.

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

Continual Service Improvement
• Define additional methods of Service Measurement and Reporting.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ -	$ 2,205	$ -	$ -	$ -	N/A
	Program Expenses						
13010	Administration	216,142	336,326	344,092	344,092	356,626	3.64%
13020	Development	501,049	751,610	720,369	720,369	593,643	-17.59%
13030	Network	1,381,886	1,790,993	1,602,319	1,943,319	1,816,050	13.34%
	TOTAL	$ 2,099,077	$ 2,878,929	$ 2,666,780	$ 3,007,780	$ 2,766,319	3.73%
	Expenses Comprised Of:						
	Personnel	945,529	956,195	1,036,197	1,036,197	1,025,174	-1.06%
	Training & Travel	19,175	27,111	32,596	32,596	32,270	-1.00%
	Supplies & Materials	59,624	236,897	139,250	139,250	200,965	44.32%
	Purchased Services	1,074,749	1,658,726	1,458,737	1,799,737	1,507,910	3.37%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	10.00	10.00	10.00	10.00	10.00	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

Administration **Business Unit 13010**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

• Provide training resources to maintain, enhance and develop skills for efficient job performance and personal development of staff.
• Provide workspace, parking, and supplies to create a comfortable working environment that meets safety and environmental needs.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

Administration **Business Unit 13010**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
501000	Miscellaneous Revenue	$ -	$ 1,271	$ -	$ -	$ -
	Total Revenue	$ -	$ 1,271	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 145,474	$ 245,479	$ 243,024	$ 243,024	$ 249,551
615000	Fringes	39,650	59,347	60,222	60,222	62,166
620100	Training/Conferences	10,380	22,997	28,000	28,000	26,750
620200	Mileage Reimbursement	756	-	720	720	720
620600	Parking Permits	3,780	4,043	3,876	3,876	4,800
630100	Office Supplies	50	1,000	2,000	2,000	2,000
630300	Memberships & Licenses	239	-	50	50	-
630500	Awards & Recognition	45	200	200	200	150
632001	City Copy Charges	1,410	954	1,500	1,500	1,500
632700	Miscellaneous Equipment	-	20	1,000	1,000	1,000
641300	Utilities	2,441	2,286	3,500	3,500	7,989
659900	Other Contracts/Obligation	11,917	-	-	-	-
	Total Expense	$ 216,142	$ 336,326	$ 344,092	$ 344,092	$ 356,626

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Training/Conferences	
Tyler PACE	$ 17,850
Udemy Training	4,800
Tyler Connect Conference (ERP)	4,100
	$ 26,750

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

Development **Business Unit 13020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Transition Enterprise Asset Management from the iSeries mainframe to Tyler ERP.
- Design Tyler ERP Permitting and Licensing, preparing to transition from the iSeries mainframe.
- Expand citizen engagement and self-service using the City's new website and Tyler ERP.
- Continue support of the legacy iSeries platform, while preparing for its sunset end of year 2025.

Major changes in Revenue, Expenditures, or Programs:

Over $80,000 decrease in total expenditures due to lowered website and document storage costs, as well as a decrease in salary costs related to a 2024 Systems Analyst retirement and subsequent position hold.

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

Development **Business Unit 13020**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 185,687	$ 194,410	$ 261,031	$ 261,031	$ 222,943
610400 Call Time Wages	2,379	1,703	2,604	2,604	2,224
610800 Part-Time Wages	34,526	35,677	-	-	-
615000 Fringes	74,698	81,187	99,759	99,759	98,463
632700 Miscellaneous Equipment	1,623	3,714	-	-	-
640400 Consulting Services	15,675	13,418	12,000	12,000	12,000
641800 Equip. Repairs & Maint.	13,023	9,205	7,000	7,000	2,100
642400 Software Support	173,438	412,296	337,975	337,975	255,913
Total Expense	$ 501,049	$ 751,610	$ 720,369	$ 720,369	$ 593,643

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Software Support	
Tyler ERP	$ 220,443
Tyler ERP Payments	3,870
Revize Website	16,400
iSeries Prodata DBU Maint	500
iSeries HelpSystems	8,000
iSeries Elite Forms	2,000
iSeries COBOL	500
Domain and Certificate Registrations	2,000
Apex Dev Software	2,200
	$ 255,913

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

Operations **Business Unit 13030**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Expand the implementation of a new cloud-based Public Safety Camera Program.
- Continue to seek opportunities to convert in-house applications to Software as a Service (SaaS), managed services, or cloud hosting.
- Begin the migration of on-premise network storage and mapped drives to O365 SharePoint.

Major changes in Revenue, Expenditures, or Programs:

- Firewall maintenance for software updates, patches, and vendor support that was previously paid up front for five years is now due annually for $50,000.
- Increased the Public Saftey Camera operations budget by $36,400 for an estimated 12 replacement cameras.
- Added AFD EMS service requiring $30,976 in 1st-year startup costs ($14,281 of the initial cost recurs annually).
- Added a backup Internet circuit for $14,000 recurring annually.

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

Operations **Business Unit 13030**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
501000 Miscellaneous Revenue	$ -	$ 934	$ -	$ -	$ -
Total Revenue	$ -	$ 934	$ -	$ -	$ -
Expenses					
610100 Regular Salaries	$ 349,199	$ 256,891	$ 278,006	$ 278,006	$ 293,740
610400 Call Time Wages	2,946	2,762	2,773	2,773	2,930
610500 Overtime Wages	1,092	915	1,788	1,788	1,907
615000 Fringes	109,878	77,824	86,990	86,990	91,250
620100 Training/Conferences	4,259	71	-	-	-
630100 Office Supplies	9,382	9,621	8,500	8,500	8,500
632700 Miscellaneous Equipment	46,875	221,388	126,000	126,000	187,815
640400 Consulting Services	81,095	81,792	33,700	374,700	33,700
641307 Telephone	2,907	3,494	1,750	1,750	-
641800 Equipment Repairs & Maint.	24,423	188,684	84,300	84,300	86,000
641900 Communication Eq. Repairs	25,954	58,322	46,800	46,800	72,300
642400 Software Support	617,871	697,391	767,112	767,112	814,908
642600 Network Security Support	106,005	191,838	164,600	164,600	223,000
Total Expense	$ 1,381,886	$ 1,790,993	$ 1,602,319	$ 1,943,319	$ 1,816,050

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Computers	$ 83,000
Public Safety Cameras	45,120
APD Mobile Data Computers	30,000
AFD EMS Training Hardware	16,695
Misc. network hardware	13,000
	$ 187,815

Consulting	
Network consulting	$ 17,000
Telephone system consulting	16,700
	$ 33,700

Equip. Repairs & Maint.	
HBS Activate	$ 45,000
Cisco Meraki Licensing	34,100
ParkPlace Server Support	6,900
	$ 86,000

Communication Equip. Repair	
AAMFON	$ 40,000
Backup Internet circuit	14,000
WiscNet	12,000
Spectrum VPNs	3,000
CradlePoint Netcloud	3,300
	$ 72,300

Network Security Support	
Barracuda email security	$ 70,000
Palo Alto Firewall Maintenance	50,000
Nexum SNOCC	42,000
APD Absolute Secure Access	28,000
Firewall penetration testing	15,000
Cortex XDR Pro	9,400
Cortex XDR Prevent	5,600
AFD Absolute Secure Access	3,000
	$ 223,000

Software Support	
AFD-Cradlepoint	$ 2,200
AFD-EMS Cardiac Maintenance Software	8,000
AFD-EMS Narcotics Vault SaaS	1,298
AFD-EMS Protocol Application	3,400
AFD-EMS Vector Solutions Control Substance app	2,160
AFD-Farozone diagramming software	2,600
AFD-ImageTrend Elite RMS	24,000
AFD-ImageTrend Investigations	3,000
AFD-Miovision Opticom	3,230
AFD-Vector Solutions LMS & Sched	20,000
APD-Celebrite Forensics	14,000
APD-ID Networks FingerRoll Live	4,300
APD-K9 Unit	600
APD-Porter Lee Beast Evidence	2,200
Assessor-Apex Sketching	2,200
Assessor-OnceHub	1,500
Assessor-CAMA	40,000
Atty-Cycom CityLaw	11,400
Clerks-ID Wholesaler Cloudbadging	1,300
Comms-ArchiveSocial	15,000
DPW-Autodesk CAD	28,000
DPW-Bentley Systems Carahsoft OpenRoads	2,000
DPW-PipeTech	5,000
Facilities-Facilicad	9,000
Facilities-Identiv Hirsch Velocity Access Control	22,000
Facilities-Sieman's Desigo HVAC	4,000
Finance-DebtBook	13,000
GIS-ESRI ArcGIS	62,500
Health-Granicus Host Compliance	10,000
HR-Neogov	31,000
IT-Adobe Creative Suite	19,000
IT-Azure Cloud Backups	42,000
IT-Helpdesk	2,600
IT-Microsoft O365	170,000
IT-Mitel Support	44,000
IT-NetApp Support	35,000
IT-PDQ Deploy	8,400
IT-VMWare	10,000
IT-Zoom	4,000
Misc. Increases	5,000
MSB-FMLive	6,500
MSB-Mitchell Shopkey	2,000
Parks-Modeco Timescape	4,000
Parks-Vermont Systems RecTrac/Webtrac SaaS	17,000
Public Safety-Camera Licensing	11,520
Public Safety-Spillman CAD	85,000
	$ 814,908

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Revenues						
501000	Miscellaneous Revenues	-	2,205	-	-	-	-
	TOTAL PROGRAM REVENUES	-	2,205	-	-	-	-
	Salaries						
610100	Regular Salaries	581,039	624,535	194,723	782,061	782,061	766,234
610400	Call Time Wages	5,325	4,591	1,373	5,377	5,377	5,154
610500	Overtime Wages	1,092	1,003	335	1,788	1,788	1,907
610800	Part-Time Wages	34,526	35,677	9,939	-	-	-
611400	Sick Pay	17,633	-	-	-	-	-
611500	Vacation Pay	81,688	72,031	12,516	-	-	-
615000	Fringes	224,226	218,358	69,080	246,971	246,971	251,879
	TOTAL PERSONNEL	945,529	956,195	287,966	1,036,197	1,036,197	1,025,174
	Training~Travel						
620100	Training/Conferences	14,639	23,068	2,498	28,000	28,000	26,750
620200	Mileage Reimbursement	756	-	-	720	720	720
620600	Parking Permits	3,780	4,043	4,800	3,876	3,876	4,800
	TOTAL TRAINING / TRAVEL	19,175	27,111	7,298	32,596	32,596	32,270
	Supplies						
630100	Office Supplies	9,432	10,621	1,727	10,500	10,500	10,500
630300	Memberships & Licenses	239	-	-	50	50	-
630500	Awards & Recognition	45	200	-	200	200	150
632001	City Copy Charges	1,410	954	3	1,500	1,500	1,500
632700	Miscellaneous Equipment	48,498	225,122	10,849	127,000	127,000	188,815
	TOTAL SUPPLIES	59,624	236,897	12,579	139,250	139,250	200,965
	Purchased Services						
640400	Consulting Services	96,770	95,210	8,157	45,700	386,700	45,700
641200	Advertising	-	561	-	-	-	-
641307	Telephone	3,909	4,490	1,520	1,750	1,750	4,489
641308	Cellular Phones	1,439	729	329	3,500	3,500	3,500
641800	Equipment Repairs & Maint.	37,446	197,889	13,110	91,300	91,300	88,100
641900	Communication Eq. Repairs	25,954	58,322	1,083	46,800	46,800	72,300
642400	Software Support	791,309	1,109,687	165,791	1,105,087	1,105,087	1,070,821
642600	Network Security Support	106,005	191,838	45,966	164,600	164,600	223,000
659900	Other Contracts/Obligation	11,917	-	-	-	-	-
	TOTAL PURCHASED SVCS	1,074,749	1,658,726	235,956	1,458,737	1,799,737	1,507,910
	TOTAL EXPENSE	2,099,077	2,878,929	543,799	2,666,780	3,007,780	2,766,319

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Information Technology — Business Unit 4220

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Information Technology - ERP	$ 395,564	Projects, pg. 654
Public Safety Camera Program	38,716	Projects, pg. 605
	$ 434,280	

Major changes in Revenue, Expenditures, or Programs:

Public Safety Camera Program is moving here from DPW due to the nature of the equipment and system.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 110,770	$ 276,747	$ 150,000	$ 150,000	$ 434,280	189.52%
Program Expenses		$ 488,835	$ 29,836	$ 150,000	$ 566,110	$ 434,280	189.52%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		488,835	29,836	150,000	566,110	434,280	189.52%
Transfers Out		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Information Technology — Business Unit 4220

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (9,230)	$ 26,747	$ -	$ -	$ -
591000	Proceeds of Long-term Debt	120,000	250,000	150,000	150,000	434,280
592100	Transfer In - General Fund	550,000	-	-	-	-
	Total Revenue	$ 660,770	$ 276,747	$ 150,000	$ 150,000	$ 434,280
	Expenses					
680401	Machinery & Equipment	$ 179,419	$ 29,836	$ 150,000	$ 335,000	$ 38,716
681500	Software Acquisition	309,416	-	-	231,110	395,564
	Total Expense	$ 488,835	$ 29,836	$ 150,000	$ 566,110	$ 434,280

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
INFORMATION TECHNOLOGY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Interest Income (Loss)	$ (9,230)	$ 26,747	$ -	$ -	$ -
Other	-	-	-	-	-
Total Revenues	(9,230)	26,747	-	-	-
Expenses					
Program Costs	488,835	29,836	150,000	566,110	434,280
Total Expenses	488,835	29,836	150,000	566,110	434,280
Revenues over (under) Expenses	(498,065)	(3,089)	(150,000)	(566,110)	(434,280)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	120,000	250,000	150,000	150,000	434,280
Operating Transfers In	550,000	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	670,000	250,000	150,000	150,000	434,280
Net Change in Equity	171,935	246,911	-	(416,110)	-
Fund Balance - Beginning	409,987	581,922	828,833	828,833	412,723
Fund Balance - Ending	$ 581,922	$ 828,833	$ 828,833	$ 412,723	$ 412,723

CITY OF APPLETON 2025 BUDGET

LEGAL AND ADMINISTRATIVE SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2025 BUDGET
LEGAL AND ADMINISTRATIVE SERVICES

MISSION STATEMENT

The Legal and Administrative 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 AND ADMINISTRATIVE 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

CITY OF APPLETON 2025 BUDGET
LEGAL AND ADMINISTRATIVE 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 AND ADMINISTRATIVE SERVICES

Administration **Business Unit 14510**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Service	$ 85	$ 158	$ 100	$ 100	$ 100
	Total Revenue	$ 85	$ 158	$ 100	$ 100	$ 100
	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	$ 378,854	$ 397,899	$ 399,842	$ 404,842	$ 410,181

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
LEGAL AND ADMINISTRATIVE 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 AND ADMINISTRATIVE SERVICES

Litigation **Business Unit 14521**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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 AND ADMINISTRATIVE 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 AND ADMINISTRATIVE SERVICES

Recordkeeping **Business Unit 14530**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	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	$ 114,638	$ 113,605	$ 117,716	$ 117,716	$ 119,167

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Advertising

Required legal publications	$ 35,000
	$ 35,000

CITY OF APPLETON 2025 BUDGET
LEGAL AND ADMINISTRATIVE 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 AND ADMINISTRATIVE SERVICES

Licensing **Business Unit 14540**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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 AND ADMINISTRATIVE 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 requring 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 AND ADMINISTRATIVE SERVICES

Elections **Business Unit 14550**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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
	$ 15,400
Equipment Repairs/Maintenance	
Badger Books Replacement Units	
10 units	$ 30,000
	$ 30,000

CITY OF APPLETON 2025 BUDGET
LEGAL AND ADMINISTRATIVE 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 AND ADMINISTRATIVE SERVICES

Mail/Copy Services **Business Unit 14560**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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	$ 216,038	$ 166,880	$ 196,340	$ 196,340	$ 190,434

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Postage/Freight

United Mailing Service	$ 20,000
UPS	1,000
US Postal Service	72,000
	$ 93,000

Equipment Rent

Postage machine rental	$ 8,000
Copier Rental	12,000
	$ 20,000

CITY OF APPLETON 2025 BUDGET
LEGAL AND ADMINISTRATIVE SERVICES

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	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

HUMAN RESOURCES

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

The Human Resources (HR) staff continued to support and provide service to City departments, staff, and the public through innovative programs and enhancements. Some examples of accomplishments in 2024 are:

General Administration:
- Continued use of the Baker Tilly safe system to keep our compensation plan competitive within the market.
- Implemented cost saving strategies for specialty prescription medications with Prudent RX.
- Implemented cost saving program through Proximal to provide employees choice in high quality, lower cost providers.
- Continued to train/develop staff members within HR, with specific focus on ERP and Neogov technologies.
- Continued working with the Financial Wellness Team, focusing on communication of the newly added Pimco Balanced Retirement Mutual Income Fund that is geared toward retirees and employees near retirement to generate retirement income.
- Continued relationships with UMR and CVS/Caremark, allowing us to continue to obtain significant rebates as part of this cooperative.
- Continued health services at the employee Connecting Care Clinic (CCC) and renewal of our commitment with the AASD. Successfully relocated the clinic, with a new location offering additional space, easier patient access, and significant cost savings.
- Continued transition into Tyler ERP for HR and Payroll systems.
- Updated a variety of HR and safety policies.
- Continued work by the HealthSmart Team, including sponsoring wellness programs and a wellness fair that is planned for October 2024. On-site biometric health screenings will take place in fall 2024.
- Provided monthly updates to dashboards to measure key metrics related to HR.
- Used employee surveys to gain feedback on our onboarding and new employee experience.
- Monitored usage of the Employee Assistance Program and surveyed employees for feedback on their experiences using this service.
- Started initial work on 457 deferred compensation plan review and compliance with Secure Act 2.0.

Employee and Labor Relations:
- Assisted with general leaves of absence, FMLA leaves of absence, and worker's compensation.
- Addressed wage compression issues and internal compensation equity issues.
- Assisted departments with a variety of employment related matters.
- Managed the unemployment compensation program (monitoring claims, responding to the State of Wisconsin, and contesting claims when appropriate).

Talent Acquisition and Retention:
- Completed recruitment processes for internal promotions, lateral transfers, and external recruitment.
- Coordinated and assisted the Police and Fire Commissions with the selection of police officers, firefighters, and other promotional processes.
- Completed hiring process for two Director positions.
- Continued efforts to increase our reach through social media, direct recruitment, and branding of recruitment materials.
- Conducted interviews in-person, virtually (Microsoft Teams and Zoom), and via the phone to accommodate candidate needs.
- Worked with the Parks and Recreation Department to increase efficiencies for seasonal recruitment.
- Continued on-going maintenance of Human Resources and DEI dashboards to display diversity, equity, and inclusion data for existing employees and recruitment processes.

Talent Management and Development:
- Coordinated required new-hire paperwork and training for seasonal staff via onboarding portal.
- Provided required training virtually for general employees and supervisors.
- Facilitated initial new employee online orientation training through the onboarding tool.
- Introduced the City Star Awards programs.
- Conducted bimonthly new supervisor orientation training and new employee orientations.
- Provided recognition for administrative professionals during Administrative Professionals' Week.
- Implemented recognition for multiple departments.
- Continued with City Celebrations Recognition program for employees with milestone anniversaries (10, 20, and 30 years).
- Administered the THRIVE Leadership Academy for current and upcoming City leaders.
- Facilitated EQi assessments and individual/team development.
- Facilitated EQi360 and Hogan assessments with the City leadership team members.

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES

MAJOR 2025 OBJECTIVES

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

Human Resources Compliance and Administration:
- Ongoing monthly review of the medical and dental plans against trend and compliance changes.
- Quarterly strategic planning with insurance brokers on health, dental, and other benefit plans to review and, when appropriate, implement cost containment strategies.
- Evaluate and administer the annual personal health risk assessments and other health and wellness driven benefits for all employees, spouses, and retirees.
- Administer various wellness programs to educate employees and promote health and wellness.
- Ongoing review and maintenance of non-represented employee compensation system to ensure that it remains fair, equitable, and legally compliant.
- Promote the Connecting Care Clinic and services to maximize our return on investment.
- Promote programs to increase employee financial wellness and retirement readiness.
- Continue review of 457 deferred compensation plan and compliance with Secure Act 2.0.
- Enter into contract negotiations with Fire for a successor contract.
- Provide assistance on labor contract interpretations and handle grievances.
- Monitor unemployment reports and work with Attorney's Office on unique claims.

Talent Acquisition and Retention:
- Fill vacant employee positions throughout the year.
- Continue to use a variety of means to interview candidates (e.g. in-person, virtual, and phone).
- Continue to evaluate the use of testing and employment related assessments to best meet the organization's needs.
- Review background procedures and evaluate alternatives.
- Increase social media impact and continue to market HR on the appropriate social media platforms.
- Monitor and explore ways to improve our diversity outreach.
- Share and highlight DEI statistics with internal and external audiences.
- Enhance employment branding and utilize tools for targeted messaging.

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Expenses							
14010	HR Compliance	404,386	409,050	416,431	421,381	426,111	2.32%
14020	Talent Acquisition	225,254	211,310	201,339	201,339	197,410	-1.95%
14040	Talent Management	195,658	189,612	194,080	194,080	199,719	2.91%
TOTAL		$ 825,298	$ 809,972	$ 811,850	$ 816,800	$ 823,240	1.40%
Expenses Comprised Of:							
Personnel		671,054	709,979	697,905	697,905	711,986	2.02%
Training & Travel		23,521	18,273	26,350	26,350	26,350	0.00%
Supplies & Materials		10,895	11,794	15,781	15,781	15,552	-1.45%
Purchased Services		119,828	69,926	71,814	76,764	69,352	-3.43%
Full Time Equivalent Staff:							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration **Business Unit 14010**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES
Human Resources Compliance and Administration **Business Unit 14010**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 291,557	$ 291,718	$ 293,578	$ 293,578	$ 302,236
610500 Overtime Wages	2,479	2,313	-	-	-
615000 Fringes	99,758	106,415	106,064	106,064	110,086
620100 Training/Conferences	1,028	58	-	-	-
620200 Mileage Reimbursement	81	72	72	72	72
620600 Parking Permits	2,511	2,880	2,880	2,880	2,880
630100 Office Supplies	1,399	1,000	1,000	1,000	1,000
630300 Memberships & Licenses	-	578	420	420	420
630500 Awards & Recognition	-	92	92	92	92
630700 Food & Provisions	123	233	125	125	125
632001 City Copy Charges	2,630	2,555	3,000	3,000	3,000
632002 Outside Printing	200	393	400	400	400
632700 Miscellaneous Equipment	841	225	200	200	200
640400 Consulting Services	1,174	50	8,000	12,950	5,000
641307 Telephone	481	468	500	500	500
659900 Other Contracts/Obligation	124	-	100	100	100
Total Expense	$ 404,386	$ 409,050	$ 416,431	$ 421,381	$ 426,111

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES

Talent Acquisition and Retention **Business Unit 14020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES

Talent Acquisition and Retention **Business Unit 14020**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 103,915	$ 122,381	$ 111,584	$ 111,584	$ 106,493
610500 Overtime Wages	-	31	-	-	-
615000 Fringes	42,646	53,764	52,464	52,464	53,088
620100 Training/Conferences	39	28	-	-	-
620200 Mileage Reimbursement	134	72	72	72	72
620500 Employee Recruitment	10,210	7,587	14,000	14,000	14,000
630300 Memberships & Licenses	319	198	205	205	205
630700 Food & Provisions	835	596	500	500	500
640400 Consulting Services	60,963	26,364	22,314	22,314	22,852
641200 Advertising	6,016	120	-	-	-
641307 Telephone	177	169	200	200	200
Total Expense	$ 225,254	$ 211,310	$ 201,339	$ 201,339	$ 197,410

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Pre-employment Physical Testing	$ 11,302
Pre-employment Psychological Testing	8,800
Personnel Evaluation, Inc.	2,750
	$ 22,852

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES
Talent Management and Development **Business Unit 14040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Coordinate and conduct annual required general employee training classes for all employees.
- Coordinate and facilitate supervisory training.
- Maintain Citywide training and tracking database.
- Create and manage e-learning courses.
- Facilitate staff and team development sessions.
- Deliver organizational development training.
- Conduct bimonthly new employee orientation programs.
- Conduct bimonthly new supervisor orientation training.
- Coordinate and conduct seasonal training through our online onboarding tool and in-person classes.
- Facilitate Citywide talent management strategy, including workforce analysis and succession plans.
- Implement recommendations of City Culture Team based on input received in the employee Stay Interviews and Group Engagement Conversations (e.g., career development planning and ongoing growth assignments).
- Coordinate and facilitate leadership programs, including individual development plans and mentoring program.
- Continue to implement and manage online Neogov performance evaluation system.
- Continue to expand use of online onboarding and offboarding systems.
- Coordinate and facilitate organizational culture discussions and action plans.
- Manage and expand use of leadership development tools (i.e. EQi, Hogan).
- Coordinate and implement 360 assessment tool for the leadership team members.
- Offer new THRIVE 2.0 classes for continued leadership development.
- Research and implement development programs for mid-level managers.
- Administer City engagement and recognition programs, including City Celebrations (to recognize tenured staff), City Stars (for outstanding performance), ongoing departmental and individual recognition, and the annual employee picnic.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES
Talent Management and Development **Business Unit 14040**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 96,547	$ 97,827	$ 98,285	$ 98,285	$ 102,615
610500 Overtime Wages	-	199	-	-	-
615000 Fringes	34,152	35,331	35,930	35,930	37,468
620100 Training/Conferences	9,293	7,360	9,110	9,110	9,110
620200 Mileage Reimbursement	225	216	216	216	216
630300 Memberships & Licenses	-	-	289	289	60
630700 Food & Provisions	4,548	5,924	9,550	9,550	9,550
640400 Consulting Services	49,797	41,755	40,000	40,000	40,000
659900 Other Contracts/Obligation	1,096	1,000	700	700	700
Total Expense	$ 195,658	$ 189,612	$ 194,080	$ 194,080	$ 199,719

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services	
General Employee Training/Development	$ 6,500
Organizational Development	10,000
Supervisor/Leadership Development	22,000
Administrative Professionals Event	1,500
	$ 40,000

CITY OF APPLETON 2025 BUDGET
HUMAN RESOURCES

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Salaries						
610100	Regular Salaries	492,019	511,926	503,447	503,447	503,447	511,344
610500	Overtime Wages	2,479	2,543	-	-	-	37,468
615000	Fringes	176,556	195,510	194,458	194,458	194,458	163,174
	TOTAL PERSONNEL	671,054	709,979	697,905	697,905	697,905	711,986
	Training~Travel						
620100	Training/Conferences	10,360	7,446	9,110	9,110	9,110	9,110
620200	Mileage Reimbursement	440	360	360	360	360	360
620500	Employee Recruitment	10,210	7,587	14,000	14,000	14,000	14,000
620600	Parking Permits	2,511	2,880	2,880	2,880	2,880	2,880
	TOTAL TRAINING / TRAVEL	23,521	18,273	26,350	26,350	26,350	26,350
	Supplies						
630100	Office Supplies	1,399	1,000	1,000	1,000	1,000	1,000
630300	Memberships & Licenses	319	776	914	914	914	685
630500	Awards & Recognition	-	92	92	92	92	92
630700	Food & Provisions	5,506	6,753	10,175	10,175	10,175	10,175
632001	City Copy Charges	2,630	2,555	3,000	3,000	3,000	3,000
632002	Outside Printing	200	393	400	400	400	400
632700	Miscellaneous Equipment	841	225	200	200	200	200
	TOTAL SUPPLIES	10,895	11,794	15,781	15,781	15,781	15,552
	Purchased Services						
640400	Consulting Services	111,934	68,169	70,314	70,314	75,264	67,852
641200	Advertising	6,016	120	-	-	-	-
641307	Telephone	658	637	700	700	700	700
659900	Other Contracts/Obligation	1,220	1,000	800	800	800	800
	TOTAL PURCHASED SVCS	119,828	69,926	71,814	71,814	76,764	69,352
	TOTAL EXPENSE	825,298	809,972	811,850	811,850	816,800	823,240

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			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
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

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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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	
Liability	$ 115,804
Crime	3,610
Excess liability	7,854
Employment practice	26,764
Volunteer Blanket Accident	1,109
Equipment breakdown	33,426
Package property	406,145
Auto physical damage	123,198
WC TPA & fees	19,415
Excess workers' compensation	122,221
	$ 859,546

Uninsured Losses	
General liability	$ 60,000
Automobile	100,000
	$ 160,000

Uninsured Losses - W/C	
Police Department	$ 106,752
Fire Department	110,983
Public Works Department	84,641
Valley Transit	58,310
Library	37,112
Water Utility	33,760
Wastewater Utility	29,500
Stormwater Utility	28,070
Community Development	12,522
Parks & Recreation Dept	22,022
Sanitation Department	16,990
CEA	14,200
Health Department	12,483
Facilities Management	11,390
Parking Utility	10,060
Information Technology	8,157
Finance Department	4,145
Human Resource Dept	6,354
Legal Services Dept	5,610
Mayor's Office	4,169
Reid Golf Course	2,770
	$ 620,000

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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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	$ 160,262	$ 172,379	$ 174,550	$ 174,550	$ 179,463

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
RISK MANAGEMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	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	66,919	66,516	56,774	55,000	55,000	56,620
	TOTAL PROGRAM REVENUES	1,914,638	2,120,337	58,448	2,005,958	2,005,958	2,035,203
	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	1,743	(764)	-	-	-	-
	TOTAL PERSONNEL	359,086	398,704	106,972	405,566	405,566	417,821
	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	1,260	1,440	1,440	1,440	1,440	1,440
	TOTAL TRAINING / TRAVEL	1,684	9,208	2,189	9,300	9,300	9,300
	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	330	283	-	550	550	550
	TOTAL SUPPLIES	4,710	5,414	1,387	5,965	5,965	5,965
	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	1,800	1,800	1,801	1,800	1,800	1,800
	TOTAL PURCHASED SVCS	726,219	737,034	741,843	799,106	799,106	882,246
	Miscellaneous Expense						
662600	Uninsured Losses	304,440	39,520	40,743	160,000	160,000	160,000
662700	Uninsured Losses - Workers' Comp	509,998	779,865	154,507	620,000	620,000	620,000
	TOTAL MISCELLANEOUS	814,438	819,385	195,250	780,000	780,000	780,000
	TOTAL EXPENSE	1,906,137	1,969,745	1,047,641	1,999,937	1,999,937	2,095,332

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

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
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	1,939,267	2,069,380	2,005,958	2,005,958	2,035,203
Expenses					
Operating Expenses	1,906,137	1,969,747	1,999,937	1,999,937	2,095,332
Total Expenses	1,906,137	1,969,747	1,999,937	1,999,937	2,095,332
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	(24,629)	50,959	-	-	-
Change in Net Assets	8,501	150,592	6,021	6,021	(60,129)
Fund Balance - Beginning	954,902	963,403	1,113,995	1,113,995	1,120,016
Fund Balance - Ending	$ 963,403	$ 1,113,995	$ 1,120,016	$ 1,120,016	$ 1,059,887

SCHEDULE OF CASH FLOWS

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

CITY OF APPLETON 2025 BUDGET
RISK MANAGEMENT

NOTES

CITY OF APPLETON 2025 BUDGET

COMMUNITY DEVELOPMENT

Director of Community Development: Kara J. Homan

Deputy Director of Community Development: David M. Kress

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Planning

Created the Mayor's Taskforce on Housing Development Policy to address housing challenges facing our community and create vibrant, livable neighborhoods for all residents across the income spectrum.

Approved final plat of Southpoint Commerce Park Plat No. 4 consisting of 117.379 acres. The plat consists of new lots for industrial development and outlots for stormwater facilities and a future trailhead, trail, and Appleton Conservancy Park.

Approved final plat of Clearwater Creek plat resulting in the creation of 14 residential lots.

Facilitated rezoning to allow additional residential developments consisting of approximately 12 acres, which includes mixed use, single family, and multifamily.

Completed a zoning amendment to Mobile Service Structures to align with Wisconsin State Statutes and to ease administration.

In collaboration with Outagamie County, Town of Grand Chute, ECWRPC, Pillars, and other agencies, created a coalition to re-envision West College Avenue, known as “A New Avenue” (Mall Drive to Richmond Street).

Awarded SmithGroup the consulting services contract for the Comprehensive Plan Update and subarea planning.

Community & Economic Development

In concert with the City Attorney's office, negotiated a new development agreement for the reimagined US Venture project, in alignment with the College North Neighborhood Plan.

Partnered with DPW-Engineering to design, permit, and construct infrastructure for Southpoint Commerce Park expansion.

Collaboratively funded the Health Department's Resource Nagivator position with CDBG funding, strengthening collaboration with Appleton Police Department's Community Resources Unit in having the position embedded with their department.

In collaboration with the Finance Department, created a strategy and implemented a process to obligate the remaining American Rescue Plan Act (ARPA) funding.

In partnership with Valley Transit and Parks & Recreation, facilitated a process to identify and negotiate a joint development agreement for the Valley Transit Mixed Use Development Project.

Geographic Information System (GIS)

Upgraded Enterprise GIS to the latest software release that included desktop software, mobile applications and websites.

Migrated users from ArcMap Desktop software to a web based environment.

Released updated Property Info webpage.

Assessing

Successfully completed nearly 2,000 interior inspections above typical workload of sales, new construction, and permits. The inspections are now back on track to attempt an inspection on each property at least once in a ten-year period.

Inspections

Implemented new Code Compliance Inspector position.

Coordinated complexity of various commercial construction projects in and around City Center (Library Project, Fox Commons, WE Energies Vault, Merge/Urbane, RISE Apartments).

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

MAJOR 2025 OBJECTIVES

Planning: Lead and coordinate the Comprehensive Plan Update and subarea planning in collaboration with SmithGroup.

Lead and coordinate the Thrivent Ballard Community Plan.

Implement the City's updated Comprehensive Plan 2010-2030, providing input to development proposals and initiating zoning and subdivision code changes.

Collaborate with various departments (e.g. Parks & Recreation, Valley Transit, Fire, Health, Police, and Public Works) in functional area plans, program and policy development to ensure Citywide alignment.

Community & Economic Development: Facilitate Valley Transit Mixed Use Development Project joint development agreement and development related activities. Implement the Housing Development Policy Guide recommendations.

Industrial Development: Market, promote and sell land in the expanded Southpoint Commerce Park on the City's southeast side, as well as other miscellaneous business park land throughout the City.

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

Smart Development: Target net new construction in a manner that accounts for long-term infrastructure and service delivery costs. Continue to prioritize infill development on existing City infrastructure within existing service areas (for Police, Fire, Parks & Recreation, Valley Transit, etc.).

Inspections: Continue work to integrate with Community Development, creating synergies and opportunities for collaboration. Identify efficient ways to enhance customer service while balancing the need for inspections and field work.

Continue to work through staffing recruitment and retention challenges, including succession planning and staff development.

GIS: Participate in the planning and implementation of data migration from iSeries to Tyler ERP.

Assessment: Conduct approximately 2,000 home inspections to update records in anticipation of a future revaluation.

Development Review Enhancements: Further improve and sustain communication and alignment between various divisions and departments involved in the City's development review process. Increase internal efficiencies and collaboration, and increase customer service and experience. This will include further refinement of processes leading up to the transition to Tyler ERP Enterprise Community Development.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 1,061,252	$ 1,301,985	$ 1,005,900	$ 1,005,900	$ 1,095,900	8.95%
	Program Expenses						
15010	Administration	851,846	850,848	874,841	882,341	903,808	3.31%
15020	Planning	314,835	300,971	318,151	318,151	341,358	7.29%
15030	Marketing	165,848	130,239	140,584	140,584	135,381	-3.70%
15040	New & Redevelopment	250,248	517,876	125,520	142,520	109,049	-13.12%
15050	Assessing	616,558	621,737	573,211	573,211	581,595	1.46%
17036	Inspections & Plan Review	505,452	641,431	775,431	775,431	793,023	2.27%
	TOTAL	$ 2,704,787	$ 3,063,102	$ 2,807,738	$ 2,832,238	$ 2,864,214	2.01%
	Expenses Comprised Of:						
	Personnel	2,479,480	2,636,930	2,633,033	2,633,033	2,687,057	2.05%
	Training & Travel	23,517	22,669	26,620	34,120	29,120	9.39%
	Supplies & Materials	30,916	25,743	39,135	39,135	39,045	-0.23%
	Purchased Services	170,874	377,760	108,950	125,950	108,992	0.04%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	16.93	25.68	25.68	25.68	25.68	

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Administration **Business Unit 15010**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Develop and enhance budget development, monitoring and evaluation proccesses.

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

Continue to develop a standardized, coordinate-based and positionally accurate Geographic Information System (GIS) that meets the needs of all users.

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

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

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Administration **Business Unit 15010**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Svc	$ 3,560	$ 5,727	$ 300	$ 300	$ 300
501000	Miscellaneous Revenue	-	950	-	-	-
	Total Revenue	$ 3,560	$ 6,677	$ 300	$ 300	$ 300
	Expenses					
610100	Regular Salaries	$ 549,035	$ 562,942	$ 541,221	$ 541,221	$ 559,347
610500	Overtime Wages	630	19	-	-	-
615000	Fringes	219,429	213,371	224,005	224,005	232,236
620100	Training/Conferences	11,561	10,131	12,500	20,000	15,000
620600	Parking Permits	11,378	11,809	12,120	12,120	12,120
630100	Office Supplies	2,085	1,958	3,000	3,000	3,000
630200	Subscriptions	341	120	400	400	400
630300	Memberships & Licenses	4,087	5,307	4,990	4,990	4,900
630500	Awards & Recognition	270	88	565	565	565
630700	Food & Provisions	439	266	450	450	450
630901	Shop Supplies	214	259	200	200	200
631500	Books & Library Materials	-	446	400	400	400
632001	City Copy Charges	7,467	5,235	8,500	8,500	7,200
632002	Outside Printing	5,553	5,729	4,700	4,700	6,000
632102	Protective Clothing	37	171	200	200	200
632700	Miscellaneous Equipment	351	26	2,050	2,050	2,050
640202	Recording/Filing Fees	30	70	75	75	75
640400	Consulting Services	1,792	1,800	17,000	17,000	17,000
640800	Contractor Fees	-	237	-	-	-
641200	Advertising	4,481	4,712	3,500	3,500	3,500
641307	Telephone	1,759	1,691	1,800	1,800	1,800
641308	Cellular Phones	3,424	4,263	4,048	4,048	4,050
642400	Software Support	3,145	2,390	1,500	1,500	2,700
642501	CEA Operations/Maint.	13,224	9,338	16,094	16,094	14,989
642502	CEA Depreciation/Replace	11,114	8,470	15,523	15,523	15,626
	Total Expense	$ 851,846	$ 850,848	$ 874,841	$ 882,341	$ 903,808

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Non-TID Planning & development projects, miscellaneous GIS consulting, translation services	$ 17,000
	$ 17,000

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Planning **Business Unit 15020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Key Strategies:

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

Objectives:

Provide timely services to the public, development community and other agencies; provide technical and administrative support to the Common Council, the Plan Commission, Community Development Committee, and Historic Preservation Commission in matters relating to the comprehensive plan, zoning and subdivision ordinances, annexations, rezoning, special use permits, historic building and site designations, historic certificate awards, zoning text amendments, future streets, subdivisions, site plan approvals, business licenses and public land dedications and discontinuances.

Encourage the continued economic development of the City by working with developers, their representatives and the general public to facilitate and expedite their requests for development approval or general planning assistance.

Improve and protect the health, safety and welfare of Appleton citizens consistent with the Appleton subdivision ordinance, zoning ordinance, comprehensive plan and policies adopted by the Common Council with good land use planning and zoning practices.

Continue to maintain effective and efficient procedures for meeting legal requirements that set forth the most expeditious time period in which planning and historic preservation applications must be processed.

Continue to coordinate the technical review group, plat review team and site plan review process.

Continue to monitor and maintain all elements of the comprehensive plan and all sections of the zoning ordinance and subdivision ordinance and process all suggested and required amendments to the comprehensive plan, zoning ordinance, subdivision ordinance and future land use map, zoning map and official street map.

Continue to implement the goals, objectives and policies of the statutory elements of the Comprehensive Plan.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Planning **Business Unit 15020**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
500200	Zoning & Subdivision Fees	$ 18,925	$ 25,750	$ 34,000	$ 34,000	$ 34,000
	Total Revenue	$ 18,925	$ 25,750	$ 34,000	$ 34,000	$ 34,000
	Expenses					
610100	Regular Salaries	$ 224,469	$ 216,989	$ 233,596	$ 233,596	$ 240,604
615000	Fringes	90,366	83,879	84,555	84,555	100,754
620100	Training/Conferences	-	103	-	-	-
	Total Expense	$ 314,835	$ 300,971	$ 318,151	$ 318,151	$ 341,358

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Marketing & Business Services **Business Unit 15030**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to enhance the environment in Appleton to promote business and industry and attract investment.

Continue to examine ways in which City government can be improved to be more responsive, supportive and proactive to business needs.

Promote Appleton to the broader public, especially business and industry.

Conduct business retention and expansion visits.

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Reduction in Salaries and Fringe to reflect staff time allocated to administration in TIDs #7, #8, #11, and #12.

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Marketing & Business Services **Business Unit 15030**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	$ 80,702	$ 82,706	$ 79,925	$ 79,925	$ 75,764
615000 Fringes	26,306	25,360	28,659	28,659	27,617
630300 Memberships & Licenses	6,436	2,482	10,000	10,000	10,000
641200 Advertising	10,404	7,691	10,000	10,000	10,000
659900 Other Contracts/Obligation	42,000	12,000	12,000	12,000	12,000
Total Expense	$ 165,848	$ 130,239	$ 140,584	$ 140,584	$ 135,381

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

New and Redevelopment Projects **Business Unit 15040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Act as an ombudsman for developers pursuing investments in the City.

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Reduction in Salaries and Fringe to reflect staff time allocated to administration in TIDs #7, #8, #11, and #12.

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

New and Redevelopment Projects **Business Unit 15040**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ -	$ 250,000	$ -	$ -	$ -
	Total Revenue	$ -	$ 250,000	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 145,029	$ 169,630	$ 92,947	$ 92,947	$ 79,856
615000	Fringes	49,369	51,466	32,573	32,573	29,193
640400	Consulting Services	55,850	46,780	-	17,000	-
663000	Other Grant Payments	-	250,000	-	-	-
	Total Expense	$ 250,248	$ 517,876	$ 125,520	$ 142,520	$ 109,049

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Assessing **Business Unit 15050**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Inspect 1,500 additional homes to keep property records up to date and ensure accurate values. These 1,500 inspections will be in addition to the typical 400-500 inspections completed annually for new construction, permits and sales.

Work towards succession planning through leadership training, educational opportunities and on the job training.

Update the webpage to be simple to use while providing a depth of resources.

Focus on data clean up and continuing to make the assessment software more functional.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

Assessing **Business Unit 15050**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
500100	Fees & Commissions	$ -	$ -	$ 30,000	$ 30,000	$ 30,000
	Total Revenue	$ -	$ -	$ 30,000	$ 30,000	$ 30,000
	Expenses					
610100	Regular Salaries	$ 433,485	$ 419,860	$ 384,647	$ 384,647	$ 395,957
610500	Overtime Wages	1,569	16,627	1,462	1,462	1,887
615000	Fringes	158,573	160,833	160,012	160,012	156,819
620100	Training/Conferences	578	626	2,000	2,000	2,000
630200	Subscriptions	1,826	1,876	1,850	1,850	1,850
630300	Memberships & Licenses	410	340	380	380	380
632700	Miscellaneous Equipment	1,400	1,440	1,450	1,450	1,450
641308	Cellular Phones	1,155	914	925	925	925
642501	CEA Operations/Maint.	3,254	2,481	5,500	5,500	5,500
642502	CEA Depreciation/Replace.	1,678	1,539	1,785	1,785	1,627
659900	Other Contracts/Obligation	12,630	15,201	13,200	13,200	13,200
	Total Expense	$ 616,558	$ 621,737	$ 573,211	$ 573,211	$ 581,595

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2024 BUDGET
COMMUNITY DEVELOPMENT
Inspections/Licensing & Plan Review **Business Unit 17036**

PROGRAM MISSION

To provide building inspection services to ensure public health and safety.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Investigate and respond to complaints from the public, other departments and alderpersons in a timely and professional manner and take the necessary enforcement steps to achieve compliance.
- Improve the level of inspection services offered to the community by thorough review and discussion of current practices and procedures.
- Provide inspection services in a timely and effective manner.
- Perform site plan review and inspections to ensure compliance with established City codes.
- Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to designers, builders and the public.
- Utilize code enforcement procedures that are more streamlined and efficient due to an increased use of technology.
- Work cooperatively with the Assessor's Office to provide property data, saving staff time and resources.
- Continue to develop efficiencies and integration of approval processes and workflows with Community Development - Planning.

Major Changes in Revenue, Expenditures, or Programs:

As a part of the budget process, the Inspections fee structure was reviewed to align fee schedules with direct costs related to delivering the services. With the adoption of this budget, Plumbing/Sewer, Electrical Permits, and HVAC permits are proposed to change as follows:

PLUMBING/SEWER PERMIT FEES

New Construction - One and two family dwellings:

- Plumbing Permit fee increase from $150 to $210

New Construction - Multi family, Commercial or Industrial:

- Plumbing Permit fee per Fixture or Appliance Connection fee increase from $7 to $10 ea.

Remodeling - One, two and multi family, Commercial or Industrial:

- Plumbing Permit fee per Fixture or Appliance Connection fee increase from $7 to $10 ea.

ELECTRICAL PERMIT FEES

Residential Construction:

- One and two family dwellings fee increase from $3/100sq ft to $4.25/100sq ft
- Multi family dwellings fee increase from $3.50/100sq ft to $5/100sq ft

Commercial Construction:

- Commercial & Industrial Buildings, for work costing:
  - Under $500: city minimum fee $50
  - $501-$1,000: fee increase from $60 to $85
  - $1,001-$10,000: fee increase from $60 + $2.30/$100 or fraction thereof over $1,000 to $75 + $3.25/$100 or fraction there of over $1,000
  - $10,001-$50,000: fee increase from $270 + $1.30/$100 or fraction thereof over $10,000 to $375 + $1.80/$100 or fraction thereof
  - $50,001-$100,000: fee increase from $790 + $.80/$100 or fraction thereof over $50,000 to $1,110 + $1.10/$100 or fraction thereof over $50,000
  - $100,001 or more: fee increase from $1,190 + $.40/$100 or fraction thereof over $100,000 to $1,670 + $.55/$100 or fraction thereof over $100,000

HVAC PERMIT FEES

New one and two family homes, existing one and two family additions:

- 0-2,500sq ft: fee increase from $90 to $125
- 2,501-4,000sq ft: fee increase from $100 to $140

Residential Alterations: fee increase from $1.50/$100 to $2.10/$100

Commercial & Industrial:

- $0-$1,500: fee increase from $65 to $90
- $1,501-$2,000: fee increase from $70 to $100
- $2,001-$2,500: fee increase from $80 to $115
- $2,501-$3,000: fee increase from $85 to $120
- $3,001-$3,500: fee increase from $90 to $130
- $3,501-$4,000: fee increase from $95 to $135
- $4,001-$4,500: fee increase from $100 to $140
- $4,501-$5,000: fee increase from $105 to $145
- Over $5,000: fee increase from $105 +$3/$1,000 in excess of $5,000 to $145 + $4.25/$1,000 in excess of $5,000 (maximum fee not to exceed $1,400)

CITY OF APPLETON 2024 BUDGET
COMMUNITY DEVELOPMENT
Inspections/Licensing & Plan Review **Business Unit 17036**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
430800	Heating License	$ 1,000	$ -	$ 100	$ 100	$ 100
440100	Building Permits	625,495	604,450	486,000	486,000	486,000
440200	Electrical Permits	139,473	147,578	171,000	171,000	217,000
440300	Heating Permits	94,410	101,749	95,000	95,000	125,000
440400	Plumbing & Sewer Permits	79,856	83,944	85,000	85,000	99,000
440600	State Building Permits	4,920	3,840	4,000	4,000	4,000
440700	Signs Permits	7,986	6,016	12,500	12,500	12,500
460900	Weed Cutting	10,025	10,599	16,000	16,000	16,000
480100	General Charges for Svc	72,767	59,142	66,000	66,000	66,000
504000	Board of Appeals	2,835	2,240	6,000	6,000	6,000
	Total Revenue	$ 1,038,767	$ 1,019,558	$ 941,600	$ 941,600	$ 1,031,600
	Expenses					
610200	Labor Pool Allocations	$ 381,007	$ 450,047	$ 534,146	$ 534,146	$ 541,005
610500	Overtime Wages	2,728	6,389	-	-	4,000
610800	Part-Time Wages	5,218	21,271	15,494	15,494	15,494
615000	Fringes	111,565	155,541	219,791	219,791	226,524
640800	Contractor Fees	4,934	8,183	6,000	6,000	6,000
	Total Expense	$ 505,452	$ 641,431	$ 775,431	$ 775,431	$ 793,023

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Charges for Services						
422400	Miscellaneous State Aids	-	250,000	-	-	-	-
430800	Heating License	1,000	-	-	100	100	100
440100	Building Permits	625,495	604,450	192,460	486,000	486,000	486,000
440200	Electrical Permits	139,473	147,578	38,219	171,000	171,000	217,000
440300	Heating Permits	94,410	101,749	24,397	95,000	95,000	125,000
440400	Plumbing & Sewer Permits	79,856	83,944	25,262	85,000	85,000	99,000
440600	State Building Permits	4,920	3,840	1,120	4,000	4,000	4,000
440700	Signs Permits	7,986	6,016	3,800	12,500	12,500	12,500
460900	Weed Cutting	10,025	10,599	-	16,000	16,000	16,000
480100	General Charges for Service	76,327	64,869	18,881	66,300	66,300	66,300
500100	Fees & Commissions	-	-	6,885	30,000	30,000	30,000
500200	Zoning & Subdivision Fees	18,925	25,750	8,980	34,000	34,000	34,000
501000	Miscellaneous Revenue	-	950	-	-	-	-
504000	Board of Appeals	2,835	2,240	350	6,000	6,000	6,000
	TOTAL PROGRAM REVENUES	1,061,252	1,301,985	320,354	1,005,900	1,005,900	1,095,900
	Salaries						
610100	Regular Salaries	1,247,576	1,288,339	338,159	1,332,336	1,332,336	1,351,528
610200	Labor Pool Allocations	337,069	395,510	155,682	534,146	534,146	541,005
610500	Overtime Wages	4,927	23,035	688	1,462	1,462	5,887
610800	Part Time Wages	5,218	21,271	1,697	15,494	15,494	15,494
611000	Other Compensation	1,478	1,298	180	-	-	-
611400	Sick Pay	10,817	2,525	-	-	-	-
611500	Vacation Pay	216,787	214,502	58,885	-	-	-
615000	Fringes	655,608	690,450	210,423	749,595	749,595	773,143
	TOTAL PERSONNEL	2,479,480	2,636,930	765,714	2,633,033	2,633,033	2,687,057
	Training~Travel						
620100	Training/Conferences	12,139	10,860	6,095	14,500	22,000	17,000
620600	Parking Permits	11,378	11,809	-	12,120	12,120	12,120
	TOTAL TRAINING / TRAVEL	23,517	22,669	6,095	26,620	34,120	29,120
	Supplies						
630100	Office Supplies	2,085	1,958	266	3,000	3,000	3,000
630200	Subscriptions	2,167	1,996	375	2,250	2,250	2,250
630300	Memberships & Licenses	10,933	8,129	2,369	15,370	15,370	15,280
630500	Awards & Recognition	270	88	-	565	565	565
630700	Food & Provisions	439	266	2	450	450	450
630901	Shop Supplies	214	259	108	200	200	200
631500	Books & Library Materials	-	446	-	400	400	400
632001	City Copy Charges	7,467	5,235	664	8,500	8,500	7,200
632002	Outside Printing	5,553	5,729	2,328	4,700	4,700	6,000
632102	Protective Clothing	37	171	-	200	200	200
632700	Miscellaneous Equipment	1,751	1,466	1,473	3,500	3,500	3,500
	TOTAL SUPPLIES	30,916	25,743	7,585	39,135	39,135	39,045
	Purchased Services						
640202	Recording Filing/Fees	30	70	-	75	75	75
640400	Consulting Services	57,642	48,580	462	17,000	34,000	17,000
640800	Contractor Fees	4,934	8,420	-	6,000	6,000	6,000
641200	Advertising	14,885	12,403	410	13,500	13,500	13,500
641307	Telephone	1,759	1,691	587	1,800	1,800	1,800
641308	Cellular Phones	4,579	5,177	1,234	4,973	4,973	4,975
642400	Software Support	3,145	2,390	540	1,500	1,500	2,700
642501	CEA Operations/Maint.	16,478	11,819	1,756	21,594	21,594	20,489
642502	CEA Depreciation/Replace.	12,792	10,009	1,329	17,308	17,308	17,253
659900	Other Contracts/Obligation	54,630	27,201	12,108	25,200	25,200	25,200
663000	Other Grant Payments	-	250,000	-	-	-	-
	TOTAL PURCHASED SVCS	170,874	377,760	18,426	108,950	125,950	108,992
	TOTAL EXPENSE	2,704,787	3,063,102	797,820	2,807,738	2,832,238	2,864,214

CITY OF APPLETON 2025 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director of Community Development: Kara J. Homan

Deputy Director of Community Development: David M. Kress

CITY OF APPLETON 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Community Development Block Grant (CDBG & CDBG-CV)
For the 2024-2025 award of $590,504, there was $278,575 allocated for City programs (City administrative expenses, Appleton Housing Authority, Community Resource Navigator position, and Neighborhood Program) and $311,929 was awarded through a competitive application process.

CDBG-CV Round 3 provided winter warming shelter funding for the winter of 2023-2024.

The 2023 Consolidated Annual Performance Evaluation Report (CAPER) and 2024 Annual Action Plan were prepared and submitted to the Federal Housing and Urban Development Department (HUD).

Prepared an update to the City's CDBG Consolidated Plan 2025-2029.

Emergency Housing & Homeless Grant Program/Housing Assistance Programs Grant (EHH/HAP & ESG-CV)
The City, in collaboration with Pillars Inc., ADVOCAP, and Harbor House, was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2024-2025 program year, requesting $288,451.

Continuum of Care Programs (COC) #1 (RRH), #2 (RRH EXP), #3 (HP RRH) & #4 (CE-SSO)
The City, in collaboration with Pillars Inc., Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing all three of the Rapid Re-Housing (RRH) program grants and the CE-SSO grant which helps support the Coordinated Entry Specialist role. The RRH and RRH EXP grants operate October 1, 2024-September 30, 2025, the HP RRH grant operates January 1, 2025-December 31, 2025, and the CE-SSO grant operates on a July 1, 2024-June 30, 2025 program year.

Homeowner Rehabilitation Loan Program
This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2024, the Homeowner Rehabilitation Loan Program is projected to rehabilitate 20 owner-occupied housing units and invest nearly $400,000 in home improvement loans.

Neighborhood Program (NP)
Staff continued to promote competitive grant funds available to registered neighborhoods through The Neighborhood Grant Program (TNGP). Grants were awarded to one neighborhood for two projects in 2024 - Historic Central Neighborhood (block parties and the Columbus Elementary playground renovation). The Neighborhood Leadership Academy, supported through ARPA funding, kicked off in 2024.

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2025 OBJECTIVES

The following grant-funded programs are intended to benefit both low- and moderate-income (LMI) households and eliminate slum and blight conditions in the City. Below are the specific objectives of each of these programs:

Homeowner Rehabilitation Loan Program (HRLP)
(Program Year: April 1 to March 31)
- Improve Appleton's affordable single-family homes by rehabilitating 24 homes for LMI homeowners.

Neighborhood Program (NP)
(Program Year: April 1 to March 31)
- Award grants to the participating registered neighborhoods from CDBG and general funds based on the application criteria.
- Actively work with the consulting firm to carry out Neighborhood Leadership Academy programming.

Community Development Block Grant (CDBG)
(Program Year: April 1 to March 31)
- Conduct program evaluation, identify best practices for CDBG program administration, and better integrate the CDBG program with City plans, programs, and strategic initiatives, while ensuring conformance with existing City CDBG Policy and the CDBG Consolidated Plan.
- Finalize and publish the City's CDBG Consolidated Plan - 2025 to 2029.
- Deliver programming in alignment with HUD's CDBG National Objectives - LMI Benefit; Eliminating Slum & Blight; and Urgent Local Need and the City's 2025-2029 Consolidated Plan.

Continuum of Care Rapid Re-Housing Grant (CoC RRH) #1, #2, #3 and #4
(Program Year: October 1 to September 30)
- Provide for adequate and successful operation of transitional and permanent supportive housing programs.
- Provide for utilization of Housing First Model.
- Provide client intake and resource connection through Coordinated Entry Specialist role.

Emergency Housing & Homeless Grant/Housing Programs (EHH/HAP)
(Program Year: October 1 to September 30)
- Prevent homelessness among City of Appleton residents through housing counseling and financial assistance.
- Provide essential services and adequate facilities for transitional housing and Rapid Re-Housing program participants utilizing the Housing First Model.
- Provide emergency shelter and associated services to persons experiencing homelessness.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 2,342,074	$ 1,501,704	$ 1,760,547	$ 1,760,547	$ 1,517,697	-13.79%
	Program Expenses						
2100	CDBG	614,729	670,713	543,216	590,207	338,000	-37.78%
2140	Emergency Shelter	645,040	215,157	296,768	299,233	288,451	-2.80%
2150	Continuum of Care	353,289	322,949	339,919	339,919	374,121	10.06%
2170	Homeowner Rehab Loan	529,743	521,016	460,644	969,682	458,622	-0.44%
2180	Neighborhood Program	2,361	4,258	123,000	123,770	43,000	-65.04%
	TOTAL	$ 2,145,162	$ 1,734,093	$ 1,763,547	$ 2,322,811	$ 1,502,194	-14.82%
Expenses Comprised Of:							
Personnel		217,898	180,554	239,032	239,032	330,259	38.17%
Training & Travel		8,766	1,236	7,880	7,880	7,880	0.00%
Supplies & Materials		1,713	940	2,800	2,800	2,800	0.00%
Purchased Services		4,029	2,565	6,590	6,590	4,990	-24.28%
Miscellaneous Expense		1,912,756	1,548,798	1,507,245	2,066,509	1,156,265	-23.29%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.35	2.35	2.35	2.35	2.35	

* % change from prior year adopted budget

CITY OF APPLETON 2024 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM MISSION

In order to provide decent housing, create suitable living environments and expand economic opportunities for low-income persons, the City will administer the receipt and expenditure of Federal Community Development Block Grant (CDBG) proceeds for affordable housing rehabilitation, public facilities improvements, neighborhood revitalization projects, provision of public services and various other community development projects.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The creation of a thriving urban community through provision of projects and programs that provide benefit to low- and moderate-income (LMI) households and meet other national CDBG objectives such as elimination of slum and blight and responding to urgent needs.

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

Major changes in Revenue, Expenditures, or Programs:

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

The City's Housing Rehabilitation program did not request funding for 2024, as it is projected to be self-sustaining in FY2024. However, for 2025, it is expected that there will be an HRLP request for CDBG dollars. The balance of funding will be allocated to the City and partner programming in alignment with the City's CDBG Policy.

The estimated award for the 2025-2026 program year is $578,000. Target funding for 2025 is an estimate based on the last three years' average, excluding CV funding.

The newly-created Community Resource Navigator position, a joint effort between the Health Department and the Police Department, is primarily funded using CDBG dollars. Salary and fringe expenses for this position are now reflected in the 2025 budget.

Summary of the Appleton CDBG Allocation Process

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program and the Neighborhood Program, plus any other City projects and programs that qualify for CDBG funding, are subtracted from the entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
421000	Federal Grants	$ 652,747	$ 670,712	$ 543,216	$ 543,216	$ 338,000
	Total Revenue	$ 652,747	$ 670,712	$ 543,216	$ 543,216	$ 338,000
	Expenses					
610100	Regular Salaries	$ 23,639	$ 25,234	$ 32,039	$ 32,039	$ 112,147
615000	Fringes	9,609	8,104	19,992	19,992	48,991
620100	Training/Conferences	5,853	-	3,500	3,500	3,500
630100	Office Supplies	147	-	150	150	150
630300	Memberships & Licenses	940	940	950	950	950
632001	City Copy Charges	-	-	500	500	500
640100	Accounting/Audit Fees	-	-	1,460	1,460	1,460
641200	Advertising	340	268	400	400	400
641307	Telephone	49	49	60	60	60
660800	Block Grant Payments	574,152	636,118	484,165	531,156	169,842
	Total Expense	$ 614,729	$ 670,713	$ 543,216	$ 590,207	$ 338,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Allocation and Payment Estimates (actual allocations will be awarded through CDBG process in late 2024 / early 2025)

CDBG Admin (personnel, training, supplies, etc)	$ 81,458	
Community Resource Navigator	86,700	
Block Grant Payments:		
Fair Housing Services	25,000	
Appleton Housing Authority	25,000	
City programs & projects	50,000	
Awards to subrecipients	69,842	
	169,842	
Community Development Block Grant Fund	$ 338,000	
Housing Rehabilitation Loan Program	$ 200,000	see page 165
Neighborhood Grant Program	40,000	see page 167
Total CDBG Grant Award	$ 578,000	

CITY OF APPLETON 2025 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP) **Business Unit 2140**

PROGRAM MISSION

To promote efficient and cooperative use of resources by local non-profit agencies for the benefit of persons in need of emergency shelter, transitional housing and homeless prevention services in the City of Appleton and the greater Fox Cities region.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP) funds are disbursed by the Wisconsin Department of Administration through a competitive grant application process.

As the lead fiscal and administrative agent, the City of Appleton applies for EHH/HAP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the EHH/HAP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs. The City uses some of the administration funds to support the Homeless Management Information System (HMIS), a statewide information system maintained by the Institute for Community Alliances as the lead organization for the State of Wisconsin.

EHH/HAP funds may be used in the following areas related to emergency shelter and housing programs: rapid re-housing programs, homeless prevention programs, emergency shelter programs, street outreach programs, HMIS, and administration costs. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, and persons with disabilities, as well as generic shelter and transitional housing programs. Any city, county or private non-profit agency may apply for funding during the State's annual competition for EHH/HAP funding.

The current partner agencies receiving EHH/HAP funding are: Pillars, Inc., ADVOCAP, and Harbor House.

Major changes in Revenue, Expenditures, or Programs:

The budgeted 2025 ESG grant award is an estimate based on the 2024-2025 EHH Grant Submission.

CITY OF APPLETON 2025 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP) **Business Unit 2140**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
422400 Miscellaneous State Aids	$ 645,330	$ 217,332	$ 296,768	$ 296,768	$ 288,451
Total Revenue	$ 645,330	$ 217,332	$ 296,768	$ 296,768	$ 288,451
Expenses					
610100 Regular Salaries	$ 22,245	$ 11,167	$ 20,923	$ 20,923	$ 19,768
615000 Fringes	10,071	4,494	8,581	8,581	8,984
663000 Other Grant Payments	612,724	199,496	267,264	269,729	259,699
Total Expense	$ 645,040	$ 215,157	$ 296,768	$ 299,233	$ 288,451

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Grant Payments

Subrecipient Awards

	ESG	HPP	Total
ADVOCAP	$ 31,655	$ 27,795	$ 59,450
Pillars	93,112	58,852	151,964
Harbor House DV Shelter	48,285	-	48,285
	$ 173,052	$ 86,647	$ 259,699

CITY OF APPLETON 2025 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Continuum of Care Program (CoC) **Business Unit 2150**

PROGRAM MISSION

To provide necessary case management and support services to individuals and families enrolled in transitional and permanent supportive housing programs, the City of Appleton will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target population in Appleton and the Fox Cities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continuum of Care (CoC) funds support programs that offer both housing opportunities and related support services for persons transitioning from homelessness to independent living. Specifically, CoC funds support housing in the following environments: (1) transitional housing; (2) permanent housing for homeless persons with disabilities; (3) other types of innovative supportive housing for homeless people.

CoC funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for four separate CoC grants in collaboration with other local non-profit partners - three grants are for collaborative Rapid Re-Housing programs (RRH) and the fourth grant, the CE-SSO grant, is an administrative grant that supports the City's Coordinated Entry Specialist role. This role is responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care.

The City serves as the lead agency for this funding to local non-profit agencies that meet the niche requirements of the CoC program. Three agencies, Pillars, Inc., Salvation Army, and ADVOCAP, receive RRH funding through two of the four grants, with Pillars, Inc. receiving the third RRH award solely, and the City being the direct recipient of the fourth grant (CE-SSO). In exchange for serving as the lead fiscal and administrative agent, the City also receives a small amount of funding for administration costs.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Continuum of Care Program (COC) **Business Unit 2150**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 331,979	$ 322,947	$ 339,919	$ 339,919	$ 392,624
	Total Revenue	$ 331,979	$ 322,947	$ 339,919	$ 339,919	$ 392,624
	Expenses					
610100	Regular Salaries	$ 38,697	$ 24,717	$ 48,583	$ 48,583	$ 31,259
615000	Fringes	18,292	14,028	13,270	13,270	13,888
620100	Training/Conferences	2,493	192	3,300	3,300	3,300
620600	Parking Permits	420	480	480	480	480
630100	Office Supplies	431	-	1,000	1,000	1,000
630300	Memberships & Licenses	195	-	200	200	200
641307	Telephone	339	249	270	270	270
663000	Other Grant Payments	292,422	283,283	272,816	272,816	323,724
	Total Expense	$ 353,289	$ 322,949	$ 339,919	$ 339,919	$ 374,121

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Grant Payments

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

	CoC #1 RRH	CoC #2 HP RRH	CoC #3 RRH EXP	Total
ADVOCAP	$ 47,688	$ -	$ 15,488	$ 63,176
Pillars, Inc.	22,240	66,128	25,320	113,688
Salvation Army	106,024	-	40,836	146,860
	$ 175,952	$ 66,128	$ 81,644	$ 323,724

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Homeowner Rehabilitation Loan Program **Business Unit 2160/2170/2190**

PROGRAM MISSION

In order to assist low- and moderate-income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds to provide them with no interest/no monthly payment loans to make necessary repairs and eliminate lead-based paint hazards to increase the value and extend the life of their homes.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide LMI homeowners in the City of Appleton with financial and related technical assistance for the rehabilitation of their single-family homes or owner-occupied duplexes in order to maintain affordable home ownership opportunities for all residents.

The HRLP is a revolving loan program supported by the following funding sources:

- Program Income from the repayment of HOME Homeowner Rehabilitation loans (Business Unit 2160)
- Program Income from the repayment of HOME Rental Rehabilitation loans (Business Unit 2160)
- CDBG funds from the U.S. Department of Housing and Urban Development (HUD) (Business Unit 2170)
- Program Income from the repayment of CDBG loans (Business Unit 2170)
- Program Income from the repayment of Lead Hazard Control Grant loans (Business Unit 2190)

Major changes in Revenue, Expenditures or Programs:

Due to an increase in loan repayments in 2022, new CDBG funding was not requested for the 2024 program. However, due to a decrease in loan repayments in 2023, the program is requsting new CDBG funding in 2025.

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Homeowner Rehabilitation Loan Program **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
421000 Federal Grants	$ 113,682	$ 15,373	$ -	$ -	$ 200,000
471000 Interest on Investments	(429)	10,353	-	-	-
505000 Project Repayments	598,765	264,987	460,644	460,644	258,622
Total Revenue	$ 712,018	$ 290,713	$ 460,644	$ 460,644	$ 458,622
Expenses					
610100 Regular Salaries	$ 78,175	$ 74,376	$ 76,282	$ 76,282	$ 76,282
615000 Fringes	17,167	18,434	19,362	19,362	18,940
620100 Training/Conferences	-	564	600	600	600
641307 Telephone	56	54	60	60	60
641308 Cellular Phones	339	249	340	340	340
659900 Other Contracts/Obligation	2,907	1,696	4,000	4,000	2,400
660800 Block Grant Payments	280,948	388,333	295,000	443,767	316,000
663000 Other Grant Payments	150,151	37,310	65,000	425,271	44,000
Total Expense	$ 529,743	$ 521,016	$ 460,644	$ 969,682	$ 458,622

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Block Grant Payments

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

Rehab projects	$ 316,000
	$ 316,000

Other Grant Payments

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

Rehab projects	$ 44,000
	$ 44,000

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Neighborhood Program **Business Unit 2180**

PROGRAM MISSION

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements - such as strengthening existing neighborhoods, attracting new businesses, and enhancing public spaces - that contribute to the social, cultural and economic vitality of neighborhoods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

Major changes in Revenue, Expenditures or Programs:

Grant funds will continue to be available to registered neighborhoods through the CDBG and tax levy funding sources. Neighborhood grants totaling $40,000 (CDBG) and $3,000 (General Fund) are anticipated in 2025. The Neighborhood Program will request $40,000 in additional CDBG funding for 2025. This budget includes a request of $3,000 for the General Fund source that is available to all neighborhoods, not just those limited neighborhoods qualified by HUD.

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Neighborhood Program **Business Unit 2180**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
411000 Property Tax	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
421000 Federal Grants	-	-	120,000	120,000	40,000
Total Revenue	$ 3,000	$ 3,000	$ 123,000	$ 123,000	$ 43,000
Expenses					
660800 Block Grant Payments	$ -	$ -	$ 120,000	$ 120,000	$ 40,000
663000 Other Grant Payments	2,361	4,258	3,000	3,770	3,000
Total Expense	$ 2,361	$ 4,258	$ 123,000	$ 123,770	$ 43,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Block Grant Payments

Targeted neighborhood investment grants to create strong neighborhoods	$ 40,000
	$ 40,000

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
411000	Property Tax	3,000	3,000	-	3,000	3,000	3,000
421000	Federal Grants	766,429	686,085	90,449	663,216	663,216	578,000
422400	Miscellaneous State Aids	977,309	540,279	107,434	636,687	636,687	681,075
423000	Miscellaneous Local Aids	-	-	-	-	-	-
471000	Interest on Investments	(430)	10,353	293	-	-	-
505000	Project Repayments	598,766	264,987	14,962	460,644	460,644	258,622
	TOTAL PROGRAM REVENUES	2,345,074	1,504,704	213,138	1,763,547	1,763,547	1,520,697
	Personnel						
610100	Regular Salaries	147,982	123,578	47,353	177,827	177,827	239,456
610500	Overtime Wages	-	94	-	-	-	-
611400	Sick Pay	396	-	-	-	-	-
611500	Vacation Pay	14,058	11,822	2,295	-	-	-
615000	Fringes	55,462	45,060	16,756	61,205	61,205	90,803
	TOTAL PERSONNEL	217,898	180,554	66,404	239,032	239,032	330,259
	Training~Travel						
620100	Training/Conferences	8,346	756	-	7,400	7,400	7,400
620600	Parking Permits	420	480	-	480	480	480
	TOTAL TRAINING / TRAVEL	8,766	1,236	-	7,880	7,880	7,880
	Supplies						
630100	Office Supplies	578	-	-	1,150	1,150	1,150
630300	Memberships & Licenses	1,135	940	-	1,150	1,150	1,150
632001	City Copy Charges	-	-	-	500	500	500
	TOTAL SUPPLIES	1,713	940	-	2,800	2,800	2,800
	Purchased Services						
640100	Accounting/Audit Fees	-	-	-	1,460	1,460	1,460
641200	Advertising	340	268	48	400	400	400
641307	Telephone	444	352	98	390	390	390
641308	Cellular Phones	339	249	62	340	340	340
659900	Other Contracts/Obligation	2,906	1,696	110	4,000	4,000	2,400
	TOTAL PURCHASED SVCS	4,029	2,565	318	6,590	6,590	4,990
	Miscellaneous Expense						
660800	Block Grant Payments	855,100	1,024,451	118,468	899,165	1,094,923	525,842
663000	Other Grant Payments	1,057,656	524,347	151,563	608,080	971,586	630,423
	TOTAL MISCELLANEOUS EXP	1,912,756	1,548,798	270,031	1,507,245	2,066,509	1,156,265
	TOTAL EXPENSE	2,145,162	1,734,093	336,753	1,763,547	2,322,811	1,502,194

CITY OF APPLETON 2025 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected*	2025 Budget
Property Taxes	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Intergovernmental	1,743,738	1,226,364	1,299,903	1,299,903	1,259,075
Other	598,336	275,340	460,644	460,644	258,622
Total Revenues	2,345,074	1,504,704	1,763,547	1,763,547	1,520,697
Expenses					
Program Costs	2,145,162	1,734,093	1,763,547	2,322,811	1,502,194
Total Expenses	2,145,162	1,734,093	1,763,547	2,322,811	1,502,194
Revenues over (under) Expenses	199,912	(229,389)	-	(559,264)	18,503
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	199,912	(229,389)	-	(559,264)	18,503
Fund Balance - Beginning	570,310	770,222	540,833	540,833	(18,431)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 770,222	$ 540,833	$ 540,833	$ (18,431)	$ 72

* Due to the variability of the various grant awards, the 2024 amended budget figures have been used

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land — Business Unit 4280/4281

PROGRAM MISSION

The Industrial Park Land Fund is the clearing house for the City's industrial and business park land sale revenue, acquisition of associated land, and land development costs associated with industrial/business park infrastructures. This fund is utilized for these purposes, exclusive of the industrial/business park areas developed and financed with tax incremental financing district(s).

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The 2025 budget includes funds for maintenance of the remaining 2.28 acres of land and berm maintenance in the City's Northeast Business Park in addition to the Southpoint Commerce Park. This includes weed cutting, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land. Maintenance costs and rental income associated with the home and land acquired in 2016 at 110 and 210 W Edgewood Drive are also included in this budget. In addition, funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park and Southpoint Commerce Park are included in this budget. There are currently four parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants, the owners have one year to develop these parcels. The City has first right of refusal on these properties if the current owners wish to sell.

Major changes in Revenue, Expenditures or Programs:

Other contracts and obligations decreased to reflect actual cost trends.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 160,039	$ 387,097	$ 12,876	$ 12,876	$ 12,950	0.57%
Program Expenses		$ 35,185	$ 48,382	$ 61,659	$ 61,659	$ 55,955	-9.25%
Expenses Comprised Of:							
Personnel			-	-	-	-	N/A
Purchased Services		35,185	48,382	61,659	61,659	55,955	-9.25%
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land **Business Unit 4280/4281**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (57,993)	$ 106,569	$ -	$ -	$ -
500400	Sale of City Property	191,937	254,359	-	-	-
501500	Rental of City Property	26,095	26,169	12,876	12,876	12,950
	Total Revenue	$ 160,039	$ 387,097	$ 12,876	$ 12,876	$ 12,950
	Expenses					
640400	Consulting Services	$ 4,951	$ 23,715	$ 30,000	$ 30,000	$ 30,000
641200	Advertising	16,133	9,470	13,602	13,602	13,602
641301	Electric	198	185	975	975	300
641306	Stormwater	6,830	6,714	7,053	7,053	7,053
642500	CEA Expense	-	97	-	-	-
659900	Other Contracts/Obligation	7,073	8,201	10,029	10,029	5,000
	Total Expense	$ 35,185	$ 48,382	$ 61,659	$ 61,659	$ 55,955

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Platting and lot grading	$ 30,000
	$ 30,000

CITY OF APPLETON 2025 BUDGET
INDUSTRIAL PARK LAND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (57,993)	$ 106,569	$ -	$ -	$ -
Other	26,095	26,169	12,876	12,876	12,950
Total Revenues	(31,898)	132,738	12,876	12,876	12,950
Expenses					
Program Costs	35,185	48,382	61,659	61,659	55,955
Total Expenses	35,185	48,382	61,659	61,659	55,955
Revenues over (under) Expenses	(67,083)	84,356	(48,783)	(48,783)	(43,005)
Other Financing Sources (Uses)					
Sale of City Property	191,937	254,359	-	-	-
Transfer In - General Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	191,937	254,359	-	-	-
Net Change in Equity	124,854	338,715	(48,783)	(48,783)	(43,005)
Fund Balance - Beginning	2,194,815	2,319,669	2,658,384	2,658,384	2,609,601
Fund Balance - Ending	$ 2,319,669	$ 2,658,384	$ 2,609,601	$ 2,609,601	$ 2,566,596

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Community & Economic Development — Business Unit 4330

PROGRAM MISSION

This fund provides for the City's investment in the redevelopment of targeted areas of the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River chapters, the College North Neighborhood Plan, and the economic development strategic plan, have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

Project	Amount	Page

No funds have been budgeted for 2025. If a development project arises, a separate action requesting applicable funding will be presented to the Council for approval at that time.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ (2,012)	$ 3,210	$ -	$ -	$ -	$ -
Program Expenses		$ -	$ -	$ -	$ -	$ -	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

COMMUNITY DEVELOPMENT — Business Unit 4330

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (2,012)	$ 3,210	$ -	$ -	$ -
503500	Other Reimbursements	-	-	-	-	-
	Total Revenue	$ (2,012)	$ 3,210	$ -	$ -	$ -
	Expenses					
632700	Miscellaneous Equipment	$ -	$ -	$ -	$ -	$ -
640400	Consulting Services	-	-	-	-	-
	Total Expense	$ -	$ -	$ -	$ -	$ -

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
COMMUNITY DEVELOPMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Interest Income (Loss)	$ (2,012)	$ 3,210	$ -	$ -	$ -
	-	-	-	-	-
Total Revenues	(2,012)	3,210	-	-	-
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	-	-	-	-	-
Revenues over (under) Expenses	(2,012)	3,210	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(2,012)	3,210	-	-	-
Fund Balance - Beginning	78,251	76,239	79,449	79,449	79,449
Fund Balance - Ending	$ 76,239	$ 79,449	$ 79,449	$ 79,449	$ 79,449

CITY OF APPLETON 2025 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Director of Community Development: Kara J. Homan

Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District #3 **Business Unit 2040**

PROGRAM MISSION

Tax Incremental Financing (TIF) District #3 includes the area bounded by Richmond and Superior Streets, from the County Courthouse to the School Administration building. This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Primary projects include the Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Appleton Retirement Community, the Copper Leaf Hotel, and the Richmond Terrace property. This district was scheduled to close in 2021, but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years (2029) beyond the original termination date.

TIF #3 was amended in 2021 to transfer under-valued and under-utilized parcels to TIF #12 in order to encourage development, increase the tax base, and meet the goals and objectives as detailed in the Comprehensive Plan. This territory amendment was completed in February 2022.

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	$ -	$ 129,877	2010	222,838	1,000,000
1994	-	604,290	2011	643,980	1,000,000
1995	-	703,516	2012	676,179	1,000,000
1996	-	1,254,622	2013	(417,512)	1,200,000
1997	639,211	764,308	2014	(1,360,888)	1,200,000
1998	1,141,212	787,831	2015	(1,428,932)	1,200,000
1999	1,756,773	827,222	2016	(2,000,000)	1,400,000
2000	1,774,640	868,584	2017	(1,500,000)	1,200,000
2001	1,341,515	1,568,974	2018	(1,500,000)	1,000,000
2002	2,235,558	969,870	2019	(1,500,000)	600,000
2003	1,498,145	1,892,733	2020	(1,150,000)	-
2004	1,575,103	1,338,592	2021	(1,000,000)	-
2005	393,108	800,000	2022	(1,250,000)	-
2006	207,763	900,000	2023	(1,092,427)	-
2007	423,151	900,000	2024	-	(1,150,000)
2008	239,309	900,000	2025	-	(1,150,000)
2009	(568,726)	1,000,000	12/31/25 Balance	$ -	$ 24,710,419

Major changes in Revenue, Expenditures, or Programs:

Beginning in 2024, the annual property tax increments has been used to repay the Parking Utility until the closure of the TIF in 2029.

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 32,889	$ 66,836	$ 13,500	$ 13,500	$ 50,360	273.04%
Program Expenses		$ 87,081	$ 28,728	$ 30,400	$ 30,400	$ 23,525	-22.62%
Expenses Comprised Of:							
Purchased Services		1,210	1,418	1,650	1,650	1,650	0.00%
Other Expense		85,871	27,310	28,750	28,750	21,875	-23.91%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District #3 **Business Unit 2040**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
411000 Property Taxes	$ 1,111,592	$ 1,205,648	$ 1,200,000	$ 1,600,000	$ 650,000
413000 Payment in Lieu of Taxes	25,000	25,000	-	-	-
422700 State Aid - Computers	5,140	5,140	5,000	5,000	5,000
422800 State Aid - Personal Property	3,594	3,592	3,500	3,500	40,360
471000 Interest on Investments	(845)	33,104	5,000	5,000	5,000
Total Revenue	$ 1,144,481	$ 1,272,484	$ 1,213,500	$ 1,613,500	$ 700,360
Expenses					
640100 Accounting/Audit	$ 1,060	$ 1,268	$ 1,500	$ 1,500	$ 1,500
640202 Legal Fees	150	150	150	150	150
672000 Interest Payments	85,871	27,310	28,750	28,750	21,875
Total Expense	$ 87,081	$ 28,728	$ 30,400	$ 30,400	$ 23,525

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 1,111,592	$ 1,205,648	$ 1,200,000	$ 1,600,000	$ 650,000
Payment in Lieu of Taxes	25,000	25,000	-	-	-
Intergovernmental	8,734	8,732	8,500	8,500	45,360
Interest Income	(845)	33,104	5,000	5,000	5,000
Total Revenues	1,144,481	1,272,484	1,213,500	1,613,500	700,360
Expenses					
Interest Expense	85,871	27,310	28,750	28,750	21,875
Administrative Expenses	1,210	1,418	1,650	1,650	1,650
Total Expenses	87,081	28,728	30,400	30,400	23,525
Revenues over (under) Expenses	1,057,400	1,243,756	1,183,100	1,583,100	676,835
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	(1,150,000)	(1,150,000)
Total Other Financing Sources (Uses)	-	-	-	(1,150,000)	(1,150,000)
Net Change in Equity	1,057,400	1,243,756	1,183,100	433,100	(473,165)
Fund Balance (Deficit)- Beginning	(2,107,799)	(1,050,399)	193,357	193,357	626,457
Fund Balance (Deficit)- Ending	$ (1,050,399)	$ 193,357	$ 1,376,457	$ 626,457	$ 153,292

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 168,360	$ 601,460
+ Net Change in Equity	1,583,100	676,835
- General Fund Advance Repayment	-	-
- Parking Advance Repayment	(1,150,000)	(1,150,000)
Working Cash - End of Year	$ 601,460	$ 128,295

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #6 **Business Unit 4090**

PROGRAM MISSION

TIF District #6 supported the City's southeast growth corridor, financing land assembly for both public purposes and industrial development as well as infrastructure installation to the area. This fund accounted for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Overall administration of the Southpoint Commerce Park, including costs for maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high-quality business park, are funded from the Industrial Park Land Fund (IPLF). The expenditure period for TIF District #6 expired on February 14, 2018; the district closed in 2023.

Summary of General Fund Advance

2010	$ 1,025,000		2017	1,900,000
2011	1,877,500	*	2018	(1,000,000)
2012	145,125		2019	(1,000,000)
2013	(360,119)		2020	(2,000,000)
2014	134,375		2021	(2,716,220)
2015	141,094		2022	-
2016	1,853,245		2023	-
			12/31/25 Balance	$ -

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

Major changes in Revenue, Expenditures, or Programs:

This district closed in 2023.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 128,541	$ 89,601	$ -	$ -	$ -	N/A
Program Expenses		$ 1,742,464	$ 4,472,019	$ -	$ -	$ -	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,742,464	2,573,648	-	-	-	N/A
Miscellaneous Expense		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	1,898,371	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #6 **Business Unit 4090**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ 2,374,197	$ 2,976,749	$ -	$ -	$ -
422700	State Aid - Computers	66,726	66,726	-	-	-
422800	State Aid - Personal Prop	23,662	23,661	-	-	-
471000	Interest on Investments	(43,558)	(786)	-	-	-
500400	Sale of City Property	78,447	-	-	-	-
501500	Rental of City Property	3,264	-	-	-	-
	Total Revenue	$ 2,502,738	$ 3,066,350	$ -	$ -	$ -
	Expenses					
640100	Accounting/Audit Fees	$ 7,561	$ -	$ -	$ -	$ -
640202	Recording/Filing Fees	150	-	-	-	-
642500	CEA Expense	-	-	-	-	-
659900	Other Contracts/Obligation	1,734,207	2,573,648	-	-	-
660200	Tax Refunds	546	-	-	-	-
672000	Interest Payments	-	-	-	-	-
791100	Transfer Out - General Fund	-	1,898,371	-	-	-
791300	Transfer Out - Debt Service	-	-	-	-	-
	Total Expense	$ 1,742,464	$ 4,472,019	$ -	$ -	$ -

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 2,374,197	$ 2,976,749	$ -	$ -	$ -
Intergovernmental	90,388	90,387	-	-	-
Interest Income	(43,558)	(786)	-	787	-
Other	3,264	-	-	-	-
Total Revenues	2,424,291	3,066,350	-	787	-
Expenses					
Operation & Maintenance	1,734,753	2,573,648	-	-	-
Interest Expense	-	-	-	-	-
Administrative Expense	7,711	-	-	-	-
Total Expenses	1,742,464	2,573,648	-	-	-
Revenues over (under) Expenses	681,827	492,702	-	787	-
Other Financing Sources (Uses)					
Operating Transfers Out - General Fund	-	(1,898,371)	-	-	-
Sale of City Property	78,447	-	-	-	-
Total Other Financing Sources (Uses)	78,447	(1,898,371)	-	-	-
Net Change in Equity	760,274	(1,405,669)	-	787	-
Fund Balance - Beginning	644,608	1,404,882	(787)	(787)	-
Fund Balance - Ending	$ 1,404,882	$ (787)	$ (787)	$ -	$ -

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ (787)	$ -
- Net Change in Equity	787	-
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ -	$ -

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #7 **Business Unit 4100**

PROGRAM MISSION

This fund provides for commercial redevelopment of the area of South Memorial Drive from Calumet Street to Valley Road and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City created TIF District #7 in 2007 to provide targeted investments in the commercial area of South Memorial Drive from Calumet Street to State Highway 441 which had deteriorated significantly over the prior ten years. The abandonment of Valley Fair Mall and the underutilization of former retail and service buildings were cause for concern. The TIF District provides for a 22-year expenditure period (September 5, 2029) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values, and improving the overall appearance of public and private spaces. The maximum life of the District is September 5, 2034.

Major commercial projects which have occurred thus far (not all received TIF assistance) include construction of a grocery store, a gas station/convenience store, and renovation of a former department store to office space. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. The TIF remains a tool to support and encourage investment in this area.

Major changes in Revenue, Expenditures, or Programs:

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 29,029	$ 130,183	$ 76,187	$ 76,187	$ 156,931	105.98%
Program Expenses		$ 333,728	$ 364,832	$ 374,454	$ 374,454	$ 338,688	-9.55%
Expenses Comprised Of:							
Personnel		-	-	-	-	4,234	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		333,728	364,832	374,454	374,454	334,454	-10.68%
Transfers Out		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #7 **Business Unit 4100**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ 373,303	$ 505,507	$ 580,000	$ 622,000	$ 44,000
422700	State Aid - Computers	62,687	62,687	62,687	62,687	62,687
422800	State Aid - Personal Property	3,497	3,496	3,500	3,500	84,244
471000	Interest on Investments	(37,155)	64,000	10,000	10,000	10,000
	Total Revenue	$ 402,332	$ 635,690	$ 656,187	$ 698,187	$ 200,931
	Expenses					
610100	Regular Salaries	$ -	$ -	$ -	$ -	$ 3,120
615000	Fringes	-	-	-	-	1,114
640100	Accounting/Audit Fees	1,061	1,268	1,500	1,500	1,500
640202	Recording/Filing Fees	150	150	150	150	150
640400	Consulting Services	-	-	10,000	10,000	10,000
659900	Other Contracts/Obligation	332,517	363,414	362,804	362,804	322,804
	Total Expense	$ 333,728	$ 364,832	$ 374,454	$ 374,454	$ 338,688

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	$ 320,000
Fox Cities Regional Partnership support	2,804
	$ 322,804

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 373,303	$ 505,507	$ 580,000	$ 622,000	$ 44,000
Intergovernmental	66,184	66,183	66,187	66,187	146,931
Interest Income	(37,155)	64,000	10,000	10,000	10,000
Total Revenues	402,332	635,690	656,187	698,187	200,931
Expenses					
Operation & Maintenance	332,517	363,414	372,804	372,804	337,038
Administrative Expense	1,211	1,418	1,650	1,650	1,650
Total Expenses	333,728	364,832	374,454	374,454	338,688
Revenues over (under) Expenses	68,604	270,858	281,733	323,733	(137,757)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	68,604	270,858	281,733	323,733	(137,757)
Fund Balance (Deficit) - Beginning	1,278,017	1,346,621	1,617,479	1,617,479	1,941,212
Fund Balance (Deficit) - Ending	$ 1,346,621	$ 1,617,479	$ 1,899,212	$ 1,941,212	$ 1,803,455

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 1,617,482	$ 1,941,215
+ Net Change in Equity	323,733	(137,757)
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ 1,941,215	$ 1,803,458

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #8 **Business Unit 4110**

PROGRAM MISSION

This fund provides for redevelopment of the Fox River corridor in an area that lies just north and south of the College Avenue Bridge and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City's updated Comprehensive Plan 2010-2030, including the Downtown Plan and Fox River chapters, identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities that the opening of the Fox River Navigation System provided the community. Several key sites included the former Foremost Dairy property (935 E. John Street) on the north side of the river, RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. These sites were identified for future medium- to high-density residential development, neighborhood commercial development, and public access to the river.

In response, the City created Tax Increment Financing (TIF) District #8 in 2009 to provide targeted investments in these areas, in conjunction with the private market, while recapturing the cost of participation through increased property tax revenues. The District was amended in 2011 to incorporate the Eagle Flats property, formerly Riverside Paper Mill. The TIF District provides for a 22-year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of businesses, retaining and attracting new businesses, stabilizing and increasing property values, and improving the overall appearance of public and private spaces.

Summary of Advances	General Fund
2012	$ 315,000
2013	515,750
2014	41,538
2015	43,614
2016	-
2017	(500,000)
2018	-
2019	-
2020	(350,000)
2021	(65,902)
2022	-
2023	-
2024	-
12/31/25 Balance	$ -

Major changes in Revenue, Expenditures, or Programs:

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ (14,463)	$ 29,469	$ 5,600	$ 5,600	$ 71,785	1181.88%
Program Expenses		$ 1,589,837	$ 1,695,416	$ 1,517,990	$ 1,517,990	$ 1,527,794	0.65%
Expenses Comprised Of:							
Personnel		-	-	14,155	14,155	19,809	39.94%
Purchased Services		1,500,537	1,607,116	1,406,810	1,406,810	1,462,310	3.95%
Miscellaneous Expense		-		-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		89,300	88,300	97,025	97,025	45,675	-52.92%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #8 **Business Unit 4110**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
411000 Property Tax	$ 1,689,163	$ 1,829,872	$ 1,700,000	$ 2,152,000	$ 900,000
422700 State Aid - Computers	3,123	3,123	3,100	3,100	3,100
422800 State Aid - Personal Prop	2,583	2,582	2,000	2,000	68,185
471000 Interest on Investments	(20,169)	23,764	500	500	500
Total Revenue	$ 1,674,700	$ 1,859,341	$ 1,705,600	$ 2,157,600	$ 971,785
Expenses					
610100 Regular Salaries	$ -	$ -	$ 10,521	$ 10,521	$ 14,634
615000 Fringes	-	-	3,634	3,634	5,175
640100 Accounting/Audit Fees	1,060	1,268	1,500	1,500	6,000
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	-	-	15,000	15,000	15,000
659900 Other Contracts/Obligation	1,499,327	1,605,698	1,390,160	1,390,160	1,441,160
791300 Transfer Out - Debt Service	89,300	88,300	97,025	97,025	45,675
Total Expense	$ 1,589,837	$ 1,695,416	$ 1,517,990	$ 1,517,990	$ 1,527,794

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Developer funded incentive -	
RiverHeath	$ 960,000
Eagle Flats	72,000
Eagle Point	335,000
Eagle Point #2	61,000
Fox Cities Regional Partnership support	13,160
	$ 1,441,160

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	$ 15,000
	$ 15,000

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 1,689,163	$ 1,829,872	$ 1,700,000	$ 2,152,000	$ 900,000
Intergovernmental Revenue	5,706	5,705	5,100	5,100	71,285
Interest Income	(20,169)	23,764	500	500	500
Total Revenues	1,674,700	1,859,341	1,705,600	2,157,600	971,785
Expenses					
Program Costs	1,499,327	1,605,698	1,419,315	1,419,315	1,475,969
Administration	1,210	1,418	1,650	1,650	6,150
Total Expenses	1,500,537	1,607,116	1,420,965	1,420,965	1,482,119
Revenues over (under) Expenses	174,163	252,225	284,635	736,635	(510,334)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(89,300)	(88,300)	(97,025)	(97,025)	(45,675)
Total Other Financing Sources (Uses)	(89,300)	(88,300)	(97,025)	(97,025)	(45,675)
Net Change in Equity	84,863	163,925	187,610	639,610	(556,009)
Fund Balance - Beginning	117,407	202,270	366,195	366,195	1,005,805
Fund Balance - Ending	$ 202,270	$ 366,195	$ 553,805	$ 1,005,805	$ 449,796

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 366,199	$ 1,005,809
+ Net Change in Equity	639,610	(556,009)
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ 1,005,809	$ 449,800

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #8
LONG TERM DEBT

	2015 G.O. Notes	
Year	Principal	Interest
2025	45,000	675
	$ 45,000	$ 675

	Total		
Year	Principal	Interest	Total
2025	45,000	675	45,675
	$ 45,000	$ 675	$ 45,675

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #9 **Business Unit 4120**

PROGRAM MISSION

This fund provides for redevelopment of the business and industrial corridor located along East Wisconsin Avenue from Meade Street to Viola Street, and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The district was created September 19, 2013 and allows a 22-year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (September 18, 2040). The investment in this district will:

- Eliminate blight and foster urban renewal through public and private investment
- Enhance the development potential of private property within and adjacent to the District
- Stabilize property values in the area
- Promote business retention, expansion, and attraction through the development of an improved area
- Increase the attraction of compatible residential and business uses in this area
- Improve the overall appearance of public and private spaces
- Strengthen the economic well-being and economic diversity of the area
- Provide appropriate financial incentives to encourage business expansion and retention
- Reduce the financial risks to the taxpayer by timing the implementation of the project plan with the creation of additional property value
- Maximize the district's strategic location close to the central business district

Major changes in Revenue, Expenditures, or Programs:

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 97,420	$ 136,495	$ 115,287	$ 115,287	$ 203,154	76.22%
Program Expenses		$ 32,273	$ 34,541	$ 37,181	$ 52,181	$ 37,181	0.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Purchased Services		32,273	34,541	37,181	52,181	37,181	0.00%
Miscellaneous Expense		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #9 **Business Unit 4120**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
411000 Property Tax	$ 13,659	$ 45,623	$ 100,000	$ 124,000	$ 4,000
422700 State Aid - Computers	73,793	73,793	73,794	73,794	73,794
422800 State Aid - Personal Prop	36,495	36,493	36,493	36,493	124,360
471000 Interest on Investments	(12,868)	26,209	5,000	5,000	5,000
Total Revenue	$ 111,079	$ 182,118	$ 215,287	$ 239,287	$ 207,154
Expenses					
640100 Accounting/Audit Fees	$ 1,059	$ 1,268	$ 1,500	$ 1,500	$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting Services	-	-	15,000	15,000	15,000
659900 Other Contracts/Obligation	31,064	33,123	20,531	35,531	20,531
Total Expense	$ 32,273	$ 34,541	$ 37,181	$ 52,181	$ 37,181

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Developer funded incentive - Union Square Apts	$ 20,000
Fox Cities Regional Partnership support	531
	$ 20,531

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	$ 15,000
	$ 15,000

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 13,659	$ 45,623	$ 100,000	$ 124,000	$ 4,000
Intergovernmental Revenue	110,288	110,286	110,287	110,287	198,154
Interest Income	(12,868)	26,209	5,000	5,000	5,000
Total Revenues	111,079	182,118	215,287	239,287	207,154
Expenses					
Program Costs	31,064	33,123	35,531	35,531	35,531
Administration	1,209	1,418	1,650	1,650	1,650
Total Expenses	32,273	34,541	37,181	37,181	37,181
Revenues over (under) Expenses	78,806	147,577	178,106	202,106	169,973
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	78,806	147,577	178,106	202,106	169,973
Fund Balance - Beginning	471,143	549,949	697,526	697,526	899,632
Fund Balance - Ending	$ 549,949	$ 697,526	$ 875,632	$ 899,632	$ 1,069,605

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 697,529	$ 899,635
+ Net Change in Equity	202,106	169,973
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ 899,635	$ 1,069,608

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #10 **Business Unit 4130**

PROGRAM MISSION

This fund provides for redevelopment of the north side of the West College Avenue corridor from Lilas Drive to Linwood Avenue and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The district was created September 19, 2013 and allows a 22-year expenditure period to make investments. Costs can be recouped over the 27-year maximum life (September 18, 2040).

The largest building in TIF District #10 is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. The largest vacant parcel in this District is the 12-acre former K-Mart site. The K-Mart store was demolished in 2008, leaving a blighted, vacant parcel. CVS Pharmacy vacated their 17,000 square foot building in 2009 and it remains unoccupied. These sites and buildings are poised for commercial redevelopment or rehabilitation, being located along the gateway to Appleton with easy access to U.S. Highway 41 and Appleton's downtown.

Major changes in Revenue, Expenditures, or Programs:

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 2,328	$ 10,597	$ 6,163	$ 6,163	$ 22,561	266.07%
Program Expenses		$ 1,209	$ 1,824	$ 1,650	$ 1,650	$ 1,650	0.00%
Expenses Comprised Of:			(203)				
Personnel		-	-	-	-	-	N/A
Purchased Services		1,209	1,621	1,650	1,650	1,650	0.00%
Miscellaneous Expense		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #10 **Business Unit 4130**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ -	$ 28,077	$ 180,000	$ 206,000	$ -
422700	State Aid - Computers	5,163	5,162	5,163	5,163	5,163
422800	State Aid - Personal Prop	-	-	-	-	17,398
471000	Interest on Investments	(2,835)	5,435	1,000	1,000	-
	Total Revenue	$ 2,328	$ 38,674	$ 186,163	$ 212,163	$ 22,561
	Expenses					
640100	Accounting/Audit Fees	$ 1,059	$ 1,471	$ 1,500	$ 1,500	$ 1,500
640202	Recording/Filing Fees	150	150	150	150	150
659900	Other Contracts/Obligation	-	203	-	-	-
	Total Expense	$ 1,209	$ 1,824	$ 1,650	$ 1,650	$ 1,650

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ -	$ 28,077	$ 180,000	$ 206,000	$ -
Intergovernmental Revenue	5,163	5,162	5,163	5,163	22,561
Interest on Investments	(2,835)	5,435	1,000	1,000	-
Total Revenues	2,328	38,674	186,163	212,163	22,561
Expenses					
Program Costs	-	203	-	-	-
Administration	1,209	1,621	1,650	1,650	1,650
Total Expenses	1,209	1,824	1,650	1,650	1,650
Revenues over (under) Expenses	1,119	36,850	184,513	210,513	20,911
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	1,119	36,850	184,513	210,513	20,911
Fund Balance - Beginning	108,682	109,801	146,651	146,651	357,164
Fund Balance - Ending	$ 109,801	$ 146,651	$ 331,164	$ 357,164	$ 378,075

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 146,856	$ 357,369
+ Net Change in Equity	210,513	20,911
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ 357,369	$ 378,280

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #11 **Business Unit 4140**

PROGRAM MISSION

This fund provides for redevelopment of East College Avenue from Durkee Street to just west of Superior Street, south to Water Street and to areas north of Packard Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

This area of East College Avenue is characterized by a large blighted and vacant commercial site, a mixture of small businesses, office space, and housing which have the potential to create, and in some cases already have created, a blighting influence on the surrounding area. Assisting with the rehabilitation and conservation of existing properties and businesses, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #11 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22-year expenditure period (August 9, 2039) to make investments to support the goals of the District. The maximum life of the District is 27 years (August 9, 2044).

Summary of Advances	General Fund
2017	$ 1,025
2018	348,551
2019	437,729
2020	449,365
2021	(219,468)
2022	(300,000)
2023	(100,000)
2024	(100,000)
2025	(100,000)
12/31/25 Balance	$ 417,202

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grant program demand has softened after signficant utilization by eligible businesses since the inception of the program in 2018. As of July 1, 2024, $56,500 in grants funds remained available in TIF District #11. The remaining balance will be proposed to carry forward from FY24 to FY25.

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 985,431	$ 4,060,924	$ -	$ -	$ 428,052	N/A
Program Expenses		$ 1,459,041	$ 4,109,146	$ 1,392,302	$ 1,600,308	$ 1,486,684	6.78%
Expenses Comprised Of:							
Personnel		112,584	180,587	17,645	17,645	27,187	54.08%
Supplies & Materials		6,987	778,069	-	71,049	-	N/A
Purchased Services		12,147	138,635	16,650	27,107	16,650	0.00%
Miscellaneous Expense		276,626	224,643	260,897	317,397	516,397	97.93%
Capital Expenditures		999,547	2,475,250	-	70,000	-	N/A
Transfers Out		51,150	311,962	1,097,110	1,097,110	926,450	-15.56%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #11 **Business Unit 4140**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ 607,543	$ 889,522	$ 1,800,000	$ 2,139,000	$ 55,000
422800	State Aid - Personal Prop	-	-	-	-	418,052
471000	Interest on Investments	(9,569)	37,148	-	-	10,000
591000	Proceeds of Debt	995,000	4,023,776	-	-	-
	Total Revenue	$ 1,592,974	$ 4,950,446	$ 1,800,000	$ 2,139,000	$ 483,052
	Expenses					
610100	Regular Salaries	$ -	$ 5,330	$ 13,015	$ 13,015	$ 19,924
610200	Labor Pool Allocations	86,055	123,180	-	-	-
610800	Part-Time Wages	70	4,998	-	-	-
615000	Fringes	26,459	47,079	4,630	4,630	7,263
630901	Shop Supplies	-	402	-	-	-
632503	Other Materials	6,463	14,108	-	71,049	-
632510	Street Lights	-	458,003	-	-	-
632800	Signs	524	305,556	-	-	-
640100	Accounting/Audit Fees	1,060	1,268	1,500	1,500	1,500
640202	Recording/Filing Fees	150	150	150	150	150
640400	Consulting Services	10,457	-	15,000	25,457	15,000
640600	Architect Fees	480	-	-	-	-
640800	Contractor Fees	-	137,217	-	-	-
642501	CEA Operations/Maint.	977	3,241	-	-	-
642502	CEA Depreciation/Replace.	1,241	2,871	-	-	-
659900	Other Contracts/Obligation	189,588	185,171	258,397	314,897	513,897
660200	Tax Refunds	41,460	-	-	-	-
672000	Interest Payments	43,360	33,360	2,500	2,500	2,500
680900	Infrastructure Construction	999,547	-	-	-	-
680901	Streets	-	1,929,002	-	-	-
680902	Sidewalks	-	546,248	-	70,000	-
791300	Transfer Out - Debt Service	51,150	311,962	1,097,110	1,097,110	926,450
	Total Expense	$ 1,459,041	$ 4,109,146	$ 1,392,302	$ 1,600,308	$ 1,486,684

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Developer funded incentive -	
Avant	$ 70,000
Gabriel Lofts	70,000
320 East College Ave	160,000
Zuelke Flats	80,000
Urbane 115, LLC	127,500
Fox Cities Regional Partnership support	6,397
	$ 513,897

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	$ 15,000
	$ 15,000

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 607,543	$ 889,522	$ 1,800,000	$ 2,139,000	$ 55,000
Intergovernmental Revenue	-	-	-	-	418,052
Interest on Investments (Loss)	(9,569)	37,148	-	-	10,000
Total Revenues	597,974	926,670	1,800,000	2,139,000	483,052
Expenses					
Program Costs	1,363,321	3,762,407	291,042	499,048	556,084
Administration	1,210	1,417	1,650	1,650	1,650
Total Expenses	1,364,531	3,763,824	292,692	500,698	557,734
Revenues over (under) Expenses	(766,557)	(2,837,154)	1,507,308	1,638,302	(74,682)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	995,000	4,023,776	-	-	-
Proceeds from Sale of Capital Assets	-	-	-	-	-
Interest Payments	(43,360)	(33,360)	(2,500)	(2,500)	(2,500)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(51,150)	(311,962)	(1,097,110)	(1,097,110)	(926,450)
Total Other Financing Sources (Uses)	900,490	3,678,454	(1,099,610)	(1,099,610)	(928,950)
Net Change in Equity	133,933	841,300	407,698	538,692	(1,003,632)
Fund Balance - Beginning	(653,373)	(519,440)	321,860	321,860	860,552
Fund Balance - Ending	$ (519,440)	$ 321,860	$ 729,558	$ 860,552	$ (143,080)

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 939,251	$ 1,377,943
+ Net Change in Equity	538,692	(1,003,632)
- Principal Repayment	-	-
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Advance from General Fund	-	-
- General Fund Advance Repayment	(100,000)	(100,000)
Working Cash - End of Year	$ 1,377,943	$ 274,311

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #11
LONG TERM DEBT

	2019A G.O. Notes		
Year	Principal	Interest	Total
2025	280,000	31,050	311,050
2026	285,000	22,575	307,575
2027	295,000	15,350	310,350
2028	305,000	9,350	314,350
2029	315,000	3,150	318,150
	$ 1,480,000	$ 81,475	$ 1,561,475

	2022 G.O. Notes		
Year	Principal	Interest	Total
2025	95,000	39,075	134,075
2026	105,000	34,075	139,075
2027	105,000	28,825	133,825
2028	110,000	23,450	133,450
2029	110,000	17,950	127,950
2030	120,000	12,800	132,800
2031	130,000	7,800	137,800
2032	130,000	2,600	132,600
	$ 905,000	$ 166,575	$ 1,071,575

	2023 G.O. Notes		
Year	Principal	Interest	Total
2025	325,000	156,325	481,325
2026	340,000	139,700	479,700
2027	355,000	122,325	477,325
2028	375,000	104,075	479,075
2029	395,000	84,825	479,825
2030	415,000	64,575	479,575
2031	435,000	45,500	480,500
2032	450,000	27,800	477,800
2033	470,000	9,400	479,400
	$ 3,560,000	$ 754,525	$ 4,314,525

	Total G.O. Notes		
Year	Principal	Interest	Total
2025	700,000	226,450	926,450
2026	730,000	196,350	926,350
2027	755,000	166,500	921,500
2028	790,000	136,875	926,875
2029	820,000	105,925	925,925
2030	535,000	77,375	612,375
2031	565,000	53,300	618,300
2032	580,000	30,400	610,400
2033	470,000	9,400	479,400
	$ 5,945,000	$ 1,002,575	$ 6,947,575

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #12 **Business Unit 4150**

PROGRAM MISSION

This fund provides for rehabilitation and redevelopment of the West College Avenue corridor from Badger/Story Street to Walnut Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The area of West College Avenue, from Badger/Story Streets to Walnut Street, is experiencing notable vacancies and deteriorated conditions. Assisting with the rehabilitation and conservation of existing properties and businesses, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #12 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22-year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

Summary of Advances	General Fund
2017	$ 1,025
2018	7,739
2019	47,100
2020	43,793
2021	(5,267)
2022	(94,390)
2023	-
2024	-
12/31/25 Balance	$ -

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grant program demand has softened after signficant utilization by eligible businesses since the inception of the program in 2018. As of July 1, 2024, $56,000 in grants funds remained available in TIF District #12. The remaining balance will be proposed to carry forward from FY24 to FY25.

The decrease in Property Taxes is related to a valuation error in 2023. The District was overvalued resulting in additional revenues received for the 2023 tax increment, collected in 2024. The value has been corrected and an adjustment in the 2024 tax increment has been made to account for the excess amounts received in 2024.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ (1,500)	$ 7,600	$ 500	$ 500	$ 34,173	6734.60%
Program Expenses		$ 32,463	$ 129,381	$ 160,815	$ 198,262	$ 161,211	0.25%
Expenses Comprised Of:							
Personnel		-	-	18,557	18,557	22,453	20.99%
Purchased Services		1,210	1,418	16,650	16,650	16,650	0.00%
Miscellaneous Expense		31,253	127,963	125,608	163,055	122,108	-2.79%
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #12 **Business Unit 4150**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ 133,832	$ 293,125	$ 425,000	$ 558,000	$ -
422800	State Aid - Personal Prop	-	-	-	-	33,673
471000	Interest on Investments	(1,500)	7,600	500	500	500
	Total Revenue	$ 132,332	$ 300,725	$ 425,500	$ 558,500	$ 34,173
	Expenses					
610100	Regular Salaries	$ -	$ -	$ 13,730	$ 13,730	$ 16,464
615000	Fringes	-	-	4,827	4,827	5,989
640100	Accounting/Audit Fees	1,060	1,268	1,500	1,500	1,500
640202	Recording/Filing Fees	150	150	150	150	150
640400	Consulting Services	-	-	15,000	15,000	15,000
659900	Other Contracts/Obligation	28,635	127,963	125,608	163,055	122,108
672000	Interest Payments	2,618	-	-	-	-
	Total Expense	$ 32,463	$ 129,381	$ 160,815	$ 198,262	$ 161,211

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Developer funded incentive -	
McFleshman's Commons	$ 6,000
Block 800	87,000
513 West College	27,000
Fox Cities Regional Partnership support	2,108
	$ 122,108

Consulting Services

Environmental assessments, site analysis, development due diligence, etc.	$ 15,000
	$ 15,000

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 133,832	$ 293,125	$ 425,000	$ 558,000	$ -
Intergovernmental Revenue	-	-	-	-	33,673
Interest on Investments	(1,500)	7,600	500	500	500
Total Revenues	132,332	300,725	425,500	558,500	34,173
Expenses					
Program Costs	28,635	127,963	159,165	159,165	159,561
Administration	1,210	1,418	1,650	1,650	1,650
Total Expenses	29,845	129,381	160,815	160,815	161,211
Revenues over (under) Expenses	102,487	171,344	264,685	397,685	(127,038)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(2,618)	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	(2,618)	-	-	-	-
Net Change in Equity	99,869	171,344	264,685	397,685	(127,038)
Fund Balance - Beginning	(33,846)	66,023	237,367	237,367	635,052
Fund Balance - Ending	$ 66,023	$ 237,367	$ 502,052	$ 635,052	$ 508,014

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 237,369	$ 635,054
+ Net Change in Equity	397,685	(127,038)
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ 635,054	$ 508,016

CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #13 **Business Unit 4160**

PROGRAM MISSION

This fund provides for the promotion of industry and providing industrial sites in the City's Southpoint Commerce Park and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Expenses (and debt) related to infrastructure construction have decreased, as infrastructure was financed and installed in 2024.

Rental of City Property has decreased due to smaller portions of tillable land.

Other Contracts/Obligations has increased based on anticipated commissions for the sale of a city-owned lot within the district.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ -	$ 573,918	$ 5,082,224	$ 5,082,224	$ 609,520	-88.01%
	Program Expenses	$ -	$ 28,365	$ 5,188,069	$ 5,188,069	$ 1,016,886	-80.40%
	Expenses Comprised Of:						
	Personnel	-	26,788	235,392	235,392	32,693	-86.11%
	Purchased Services	-	1,000	53,751	53,751	1,650	-96.93%
	Miscellaneous Expense	-	27	30,101	30,101	71,660	138.07%
	Capital Expenditures	-	550	4,868,825	4,868,825	-	-100.00%
	Transfers Out	-	-	-	-	910,883	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District #13 **Business Unit 4160**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ -	$ -	$ -	$ -	$ 480,000
471000	Interest on Investments	-	10,231	-	-	-
500400	Sale of City Property	-	563,687	-	-	602,000
501500	Rental of City Property	-	-	12,224	12,224	7,520
591000	Proceeds of Debt	-	-	5,070,000	5,070,000	-
	Total Revenue	$ -	$ 573,918	$ 5,082,224	$ 5,082,224	$ 1,089,520
	Expenses					
610100	Regular Salaries	$ -	$ 19,667	$ 169,306	$ 169,306	$ 23,030
615000	Fringes	-	7,121	66,086	66,086	9,663
640100	Accounting/Audit Fees	-	-	1,500	1,500	1,500
640202	Recording/Filing Fees	-	1,000	150	150	150
640400	Consulting Services	-	-	52,101	52,101	-
641200	Advertising	-	-	4,398	4,398	8,000
641301	Electric	-	-	325	325	500
642501	CEA Operations/Maint.	-	17	976	976	-
642502	CEA Depreciation/Replace.	-	10	642	642	-
659900	Other Contracts/Obligation	-	-	23,760	23,760	63,160
672000	Interest Payments	-	-	-	-	-
680900	Infrastructure Construction	-	550	4,868,825	4,868,825	-
791300	Transfer Out - Debt Service	-	-	-	-	910,883
	Total Expense	$ -	$ 28,365	$ 5,188,069	$ 5,188,069	$ 1,016,886

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Weed Cutting/Maintenance	$ 15,000
Real Estate Commissions	48,160
	$ 63,160

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #13
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ 480,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	10,231	-	-	-
Rental of City Property	-	-	-	12,224	7,520
Total Revenues	-	10,231	-	12,224	$ 487,520
Expenses					
Program Costs	-	27,365	5,186,419	5,186,419	104,353
Administration	-	1,000	1,650	1,650	1,650
Total Expenses	-	28,365	5,188,069	5,188,069	106,003
Revenues over (under) Expenses	-	(18,134)	(5,188,069)	(5,175,845)	381,517
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	5,070,000	5,070,000	-
Proceeds from Sale of Capital Assets	-	563,687	-	-	602,000
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	(910,883)
Total Other Financing Sources (Uses)	-	563,687	5,070,000	5,070,000	(308,883)
Net Change in Equity	-	545,553	(118,069)	(105,845)	72,634
Fund Balance - Beginning	-	-	545,553	545,553	439,708
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ -	$ 545,553	$ 427,484	$ 439,708	$ 512,342

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 549,172	$ 443,327
+ Net Change in Equity	(105,845)	72,634
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	$ 443,327	$ 515,961

CITY OF APPLETON 2025 BUDGET
TAX INCREMENTAL DISTRICT #13
LONG TERM DEBT

	2024 G.O. Notes		
Year	Principal	Interest	Total
2025	670,000	240,883	910,883
2026	365,000	193,375	558,375
2027	385,000	174,625	559,625
2028	405,000	154,875	559,875
2029	425,000	134,125	559,125
2030	445,000	112,375	557,375
2031	470,000	89,500	559,500
2032	490,000	65,500	555,500
2033	520,000	40,250	560,250
2034	545,000	13,625	558,625
	$ 4,720,000	$ 1,219,133	$ 5,939,133

	Total		
Year	Principal	Interest	Total
2025	670,000	240,883	910,883
2026	365,000	193,375	558,375
2027	385,000	174,625	559,625
2028	405,000	154,875	559,875
2029	425,000	134,125	559,125
2030	445,000	112,375	557,375
2031	470,000	89,500	559,500
2032	490,000	65,500	555,500
2033	520,000	40,250	560,250
2034	545,000	13,625	558,625
	$ 4,720,000	$ 1,219,133	$ 5,939,133

CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

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 intiatives 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	$ 3,052,365	$ 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

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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments (Loss)	$ (3,708)	$ 1,487	$ -	$ -	$ -
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	2,904	9,000	9,000	5,000
	Total Revenue	$ 2,939,589	$ 3,052,365	$ 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 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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	$ 2,659,490	$ 2,660,585	$ 2,582,191	$ 2,582,191	$ 2,895,129

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
	$ 366,482

Miscellaneous Equipment

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

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
	$ 495,448

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
	$ 634,391

Leases

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

CITY OF APPLETON 2025 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	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

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
650302	Equipment Rent	896	101	-	1,000	1,000	1,000
659900	Other Contracts/Obligation	4,825	6,420	1,192	6,500	6,500	7,000
	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	2,956,996	3,116,009	903,971	2,986,993	2,986,993	3,297,825

CITY OF APPLETON 2025 BUDGET

FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 2,938,990	$ 3,015,674	$ 2,977,993	$ 2,977,993	$ 3,292,825
Total Revenues	2,938,990	3,015,674	2,977,993	2,977,993	3,292,825
Expenses					
Operating Expenses	2,956,996	3,116,009	2,981,993	2,981,993	3,297,825
Depreciation	-	-	-	-	-
Total Expenses	2,956,996	3,116,009	2,981,993	2,981,993	3,297,825
Operating Loss	(18,006)	(100,335)	(4,000)	(4,000)	(5,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(3,708)	1,487	-	-	-
Other Income	4,307	35,204	9,000	9,000	5,000
Total Non-Operating	599	36,691	9,000	9,000	5,000
Income (Loss) before Contributions and Transfers	(17,407)	(63,644)	5,000	5,000	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	(5,000)	(5,000)	-
Change in Net Assets	(17,407)	(63,644)	-	-	-
Net Assets - Beginning	122,947	105,540	41,896	41,896	41,896
Net Assets - Ending	$ 105,540	$ 41,896	$ 41,896	$ 41,896	$ 41,896

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 79,120	$ 79,120
+ Change in Net Assets	-	-
Working Cash - End of Year	$ 79,120	$ 79,120

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

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	1,200,000	Projects, pg. 642
Grounds Improvements	25,000	Projects, pg. 644
Hardscape Improvements	400,000	Projects, pg. 645
Interior Finishes and Furniture Improvements	1,375,000	Projects, pg. 647
Electrical Upgrades	375,000	Projects, pg. 640
Park ADA Improvements	50,000	Projects, pg. 677
Pavilion and Recreation Facilities	1,180,000	Projects, pg. 679
Statues and Monuments Restoration	30,000	Projects, pg. 683
Trails and Trail Connections	30,000	Projects, pg. 684
	$ 4,665,000	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
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	$ 4,931,732	14.51%
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	4,615,000	21.16%
Transfers Out		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Facilities and Construction Management **Business Unit 4350**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 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	4,665,000
592100	Transfer In - General Fund	3,773,273	-	-	-	-
	Total Revenue	$ 12,656,610	$ 14,976,450	$ 4,071,683	$ 4,071,683	$ 4,715,000
	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	4,005,000
680401	Machinery & Equipment	121,935	67,158	1,024,000	2,026,441	30,000
680402	Furniture & Fixtures	-		245,000	245,000	75,000
680900	Infrastructure Construction	1,930,773	613,627	1,325,000	1,422,185	450,000
	Total Expense	$ 5,729,557	$ 9,757,872	$ 4,306,683	$ 23,759,624	$ 4,931,732

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Land Improvements

Grounds Improvements - Parks	$ 25,000
Trail & Trail Connection - Trail View Estates	30,000
	$ 55,000

Buildings

Facility renovations - PRFMD	1,200,000
Interior finishes - City Hall	1,250,000
Electrical upgrades - WE Energies	375,000
Pavilion renovation - Telulah Park	375,000
Pavilion construction - Lundgaard Park	805,000
	$ 4,005,000

Infrastructure Construction

Hardscapes - City sites	$ 50,000
Hardscapes - Park sites	350,000
ADA Improvements	50,000
	$ 450,000

Furniture & Fixtures

Furniture - Fire Station #1	$ 75,000
	$ 75,000

Architect Fees

Interior finishes - City Hall	$ 50,000
	$ 50,000

Machinery & Equipment

Statues & Monuments Restoratio	$ 30,000
	$ 30,000

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	556,837	1,128,950	22,683	22,683	50,000
Expenses					
Program Costs	5,729,557	9,757,872	4,306,683	23,759,624	4,931,732
Total Expenses	5,729,557	9,757,872	4,306,683	23,759,624	4,931,732
Revenues over (under) Expenses	(5,172,720)	(8,628,922)	(4,284,000)	(23,736,941)	(4,881,732)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	8,326,500	13,847,500	4,049,000	4,049,000	4,665,000
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	3,773,273	-	-	-	-
Operating Transfers Out - Capital Proj	-	-	-	-	-
Total Other Financing Sources (Uses)	12,099,773	13,847,500	4,049,000	4,049,000	4,665,000
Net Change in Equity	6,927,053	5,218,578	(235,000)	(19,687,941)	(216,732)
Fund Balance - Beginning	8,152,853	15,079,906	20,298,484	20,298,484	610,543
Fund Balance - Ending	$ 15,079,906	$ 20,298,484	$ 20,063,484	$ 610,543	$ 393,811

CITY OF APPLETON 2025 BUDGET

PARKS & RECREATION DEPARTMENT

Director of Parks & Recreation:
Dean R. Gazza, CPRE, LEED-AP

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

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. In 2024, many great projects were completed to preserve and extend the useful life of City parks, as well as changes to recreational programming to meet the demands and needs of the community.

Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 15 tennis courts, 10 pickleball courts, 12 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 4 ice rinks, 13.2 miles of paved trails, 1 archery range, 2 kayak launches, and 20,100 sq. ft. of accessible playgrounds (30 playgrounds). The grounds, fencing, and all safety and security entrances at the Wastewater Facility, MSB, Valley Transit, and Water Treatment Facility, along with all City round-abouts, boulevards, and terraces, are also maintained by the grounds division.

Significant projects included the completion of Lundgaard Park Stage 1, new playgrounds at Green Meadows and Highview Parks, and the resurfacing of the Miracle League Field. The Highview Park Trail and the trail through Peabody Park were repaved. The Telulah Park and Hoover Park small baseball diamonds had the line posts leveled and line fence and backstop fencing replaced. A fitness station was added at Erb Park, and a kayak rental kiosk was added to lower Telulah Park. Additionally, routine maintenance included upkeep of playground equipment, invasive plant control, parking lot and walkway repairs, and general grounds maintenance.

Recreation Services

The recreation division completed the strategic plan that will help guide staff in upcoming years. The team participated in assessments of current programs, review of survey results, a SWOT analysis, feedback from City leadership and other stakeholders, and focused staff meetings to determine direction of the plan.

Worked internally to design and develop a new Parks and Recreation website that will be housed on the City's website.

Introduced a new private swim lesson program. This program was designed to provide personalized instruction and cater to individual learning needs. The launch of this program was very successful.

Started offering aqua fitness classes once again at Erb and Mead Pools. There were three classes taught including Aqua Fushion, Aqua Blast, and Aqua Yoga. The classes were in high demand and will continue to be provided to the community.

Winter recreation saw its challenges this year with weather not cooperating. The goal was to be able to utilize the skate rental program at Jones Park more than in 2023, but unfortunately the rinks were only open for six days before the ice melted.

2024 was the first year the spring/summer activity guide was not printed and mailed to Appleton residents. Mixed feedback was received from the public, but is recognized it will take time for the public to acclimate to the new ways of finding the information.

Appleton Active Adventures program launched, which encouraged individuals to go to different amenities in City parks (pickleball, disc golf, tennis, trails, kayaking). Free equipment was provided for them to use in partnership with Play It Again Sports.

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

MAJOR 2025 OBJECTIVES

Provide planning and project management services, including construction oversight and representation related to projects outlined in the capital improvement plan.

Provide multi-use aquatic facilities that serve as a destination for residents of Appleton and surrounding communities at a reasonable cost for all ages and abilities while maintaining a welcoming and safe environment.

Implement the Parks and Recreation section of the Comprehensive Plan. Monitor trends in the community, changes in the parks and recreational industry, and solicit and implement feedback to update the five-year plan annually.

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

Enhance diversity, equity and inclusion throughout Parks and Recreation including, but not limited to, facilities, amenities, programming and policies.

Implement improvements as indicated in the ADA accessibility audit to ensure compliance with ADA Title II Section 35.150(d)(3) requirements.

Implement recommendations outlined in the Trails Master Plan.

Upgrade playground areas and equipment to maintain safe and user-friendly experiences. The department currently provides 46 playground structures, 64 swing sets and numerous other play equipment in 30 playground areas throughout the parks. When playground equipment exceeds its life expectancy, it is replaced to ensure safety and that it meets the recreational needs of the users.

Continue to add to the Adopt-A-Park program and volunteer programs for the Appleton Memorial Park Scheig Center Gardens. Currently nine parks, two trails, and one bed are adopted.

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

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

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

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

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

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

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 1,144,442	$ 1,349,675	$ 1,255,245	$ 1,258,335	$ 1,238,842	-1.55%
Program Expenses							
16532	Grounds Maintenance	2,037,972	2,220,179	2,179,395	2,196,235	2,251,528	2.52%
16541	Recreation Programs	2,045,112	2,272,161	2,290,528	2,290,528	2,316,280	1.12%
Total Program Expenses		$ 4,083,084	$ 4,492,340	$ 4,469,923	$ 4,486,763	$ 4,567,808	1.81%
Expenses Comprised Of:							
Personnel		2,104,985	2,321,655	2,372,320	2,372,320	2,423,290	2.15%
Training & Travel		6,432	7,067	8,800	8,800	8,800	0.00%
Supplies & Materials		335,757	328,524	306,019	306,019	306,769	0.25%
Purchased Services		1,635,910	1,835,094	1,782,784	1,799,624	1,828,949	1.63%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.42	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

Parks and Grounds Management **Business Unit 16532**

PROGRAM MISSION

Develop, manage and maintain a high-quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", and #2: "Encourage active community participation and involvement".

Objectives:

To maintain the appropriate levels and quality of green space to increase health, increase social connection, aid the environment and have significant positive impacts on the local economy.

Proactively perform grounds preparation, planning and maintenance of open spaces, City-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks, and playgrounds. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Parking/sidewalks maintenance
Fence/gate maintenance	Signage
Fertilizing	Spring and fall cleanup
Graffiti removal	Snow removal/ice control
Landscaping	Turf management
Mowing	Weed control

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, fat tire courses, boat and canoe/kayak launches, cross-country skiing and ice rink maintenance.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

Parks and Grounds Management **Business Unit 16532**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
480100 Charges for Service	$ 91,995	$ 96,924	$ 86,000	$ 86,000	$ 92,500
501000 Miscellaneous Revenue	-	-	250	250	-
501600 Lease Revenue	117,237	115,615	114,188	114,188	91,535
502000 Donations & Memorials	20,685	21,656	7,500	10,590	7,500
503000 Damage to City Property	10,169	1,578	-	-	-
Total Revenue	$ 240,086	$ 235,773	$ 207,938	$ 211,028	$ 191,535
Expenses					
610100 Regular Salaries	$ 602,803	$ 629,451	$ 640,083	$ 640,083	$ 651,291
610400 Call Time Wages	1,600	2,600	1,780	1,780	1,804
610500 Overtime Wages	15,909	13,801	9,431	9,431	9,558
610800 Part-Time Wages	84,627	130,936	145,840	145,840	152,896
615000 Fringes	226,034	220,268	232,125	232,125	252,593
620100 Training/Conferences	1,159	1,701	2,000	2,000	2,000
630300 Memberships & Licenses	368	615	600	600	600
630500 Awards & Recognition	-	165	165	165	165
630600 Building Maint./Janitorial	386	795	-	-	-
630700 Food & Provisions	481	581	220	220	220
630899 Other Landscape Supplies	55,368	51,838	55,000	55,000	55,000
630901 Shop Supplies	4,783	6,706	5,000	5,000	5,000
632199 Other Clothing	986	1,077	1,500	1,500	1,500
632200 Gas Purchases	31,356	19,685	24,779	24,779	24,779
632300 Safety Supplies	4,428	3,309	2,500	2,500	2,500
632700 Miscellaneous Equipment	27,586	21,903	23,000	23,000	23,000
640400 Consulting Services	11,975	1,341	5,000	5,000	5,000
640700 Solid Waste/Recycling	7,881	9,823	12,360	12,360	12,360
641300 Utilities	247,571	248,620	249,002	249,002	252,039
641500 Tipping Fees	521	270	200	200	200
642000 Facilities Charges	215,323	342,125	195,654	195,654	205,326
642500 CEA Expense	416,890	457,003	519,156	519,156	566,597
642900 Interfund Allocations	(17,345)	(18,881)	(23,000)	(23,000)	(49,900)
644000 Snow Removal Services	9,567	10,536	11,000	11,000	11,000
645400 Grounds Repair & Maint.	60,072	37,991	44,000	60,840	44,000
650301 Facility Rent	3,500	3,500	3,500	3,500	3,500
659900 Other Contracts/Obligation	24,143	22,420	18,500	18,500	18,500
Total Expense	$ 2,037,972	$ 2,220,179	$ 2,179,395	$ 2,196,235	$ 2,251,528

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Landscape Supplies

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

Gas Purchases

Fuel for small equipment	$ 24,779
	$ 24,779

Other Contracts/Obligations

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

Misc. Equipment

Replace small motor equip.	$ 23,000
	$ 23,000

Grounds Repair & Maintenance

Fencing repair	$ 6,000
Weed control	6,000
Playground equip.	7,000
Courts/fields upkeep	7,000
Signage upkeep	2,500
Exterior lighting repair	2,500
Stormwater pond maint.	3,000
Landscaping maint.	7,000
Other:	
Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
	$ 44,000

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

Recreation Services **Business Unit 16541**

PROGRAM MISSION

To provide both structured and unstructured recreational services by developing diverse programs and activities that encourage community involvement while striving to enhance the social, cultural and physical well-being of our residents and visitors.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide exceptional customer service through:
- Promotion and support services for the online registration system and pass management system
- Effective and efficient person-to-person customer service contacts
- Utilization of social media including the e-newsletter, website, Facebook, and Instagram
- Empower and train staff and volunteers

Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:
- Active adult programs
- Preschool programs
- Youth instructional programs
- Youth sports programs/leagues
- Adult instructional programs
- Adaptive programs
- Drop-in programs
- Special events/trips
- Teen programs

Coordinate delivery of recreation programs, activities and facilities by:
- Administration of agreements with existing partners
- Collaboration with other government agencies
- Coordination with community groups and organizations

Maximize utilization of recreational facilities through:
- Department programming of pools, athletic fields, sport courts, studios, pavilions, etc.
- Policies that promote and monitor community use
- Customer-friendly registration and reservation methods for park usage, sport fields/diamonds, and pavilions
- Collaboration of recreation services with community groups and other leisure service providers

Recognize changing landscape of parks and recreation services in the community by:
- Developing a strategic plan for delivery of recreation services
- Analyzing and adapting to changing community needs
- Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

Recreation Services **Business Unit 16541**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
480100 Charges for Service	$ 879,025	$ 977,830	$ 1,019,932	$ 1,019,932	$ 1,019,932
500100 Fees & Commissions	643	1,366	980	980	980
501000 Miscellaneous Revenue	850	100,840	-	-	-
501500 Rental of City Property	6,255	6,037	6,545	6,545	6,545
502000 Donations & Memorials	17,608	27,809	19,850	19,850	19,850
508500 Cash Short or Over	(25)	20	-	-	-
Total Revenue	$ 904,356	$ 1,113,902	$ 1,047,307	$ 1,047,307	$ 1,047,307
Expenses					
610100 Regular Salaries	$ 438,747	$ 471,274	$ 481,926	$ 481,926	$ 480,363
610500 Overtime Wages	11,672	2,876	-	-	-
610800 Part-Time Wages	559,436	677,229	678,296	678,296	688,464
615000 Fringes	164,157	173,220	182,839	182,839	186,321
620100 Training/Conferences	4,853	4,886	6,320	6,320	6,320
620600 Parking Permits	420	480	480	480	480
630100 Office Supplies	1,661	1,752	2,775	2,775	2,775
630200 Subscriptions	468	468	468	468	468
630300 Memberships & Licenses	6,951	8,017	8,579	8,579	9,329
630400 Postage/Freight	380	15,335	4,400	4,400	4,400
630500 Awards & Recognition	1,908	2,351	3,893	3,893	3,893
630700 Food & Provisions	2,722	3,010	4,695	4,695	4,695
631000 Miscellaneous Chemicals	435	-	-	-	-
631400 Concession Supplies	75,211	62,235	76,305	76,305	76,305
631500 Books & Library Materials	57	138	500	500	500
631600 Supplies	13,160	20,820	28,010	28,010	28,010
632000 Printing/Copying	27,745	35,096	3,950	3,950	3,950
632100 Clothing	66,618	54,075	39,620	39,620	39,620
632400 Medical/Lab Supplies	1,155	489	900	900	900
632700 Miscellaneous Equipment	11,544	18,064	19,160	19,160	19,160
640300 Bank Service Fees	39,565	49,230	45,000	45,000	49,500
640400 Consulting Services	-	-	350	350	350
640700 Solid Waste/Recycling	475	-	400	400	400
641100 Temporary Help	-	-	5,600	5,600	-
641200 Advertising	2,636	5,015	4,500	4,500	4,500
641300 Utilities	160,355	171,374	187,430	187,430	187,430
642000 Facilities Charges	258,346	280,987	291,032	291,032	302,369
642400 Software Support	7,766	7,511	9,458	9,458	9,458
642500 CEA Expense	7,754	8,929	8,245	8,245	7,923
643100 Interpreter Services	-	-	100	100	100
650301 Facility Rent	104,955	121,913	135,827	135,827	135,827
650302 Equipment Rent	9,836	7,500	5,500	5,500	5,500
659900 Other Contracts/Obligation	64,124	67,887	53,970	53,970	56,970
Total Expense	$ 2,045,112	$ 2,272,161	$ 2,290,528	$ 2,290,528	$ 2,316,280

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Concession Supplies	
Food and beverage	$ 73,305
Other concession supplies	3,000
	$ 76,305
Supplies	
Arts and crafts	$ 1,725
Sports equipment	16,575
Other misc. program supplies	9,710
	$ 28,010
Miscellaneous Equipment	
Program administration	$ 4,068
Concession operations	2,892
Pool operations	12,200
	$ 19,160

Clothing	
Youth sport t-shirts	$ 28,950
Staff clothing	10,670
	$ 39,620
Facilitiy Rent	
Dance studios	$ 72,932
Appleton Schools	21,950
Appleton Schools (pools)	22,725
Reid Golf Course	8,500
USA Youth-soccer field use	9,720
	$ 135,827
Other Contracts/Obligations	
City Band	$ 14,000
Playground fair rentals, trips, partner programs, recital tix	40,970
On the hill movie license	2,000
	$ 56,970

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Revenues						
480100	General Charges for Service	209,677	210,316	91,806	1,105,932	1,105,932	1,112,432
480203	Concessions	124,484	115,596	261	-	-	-
480205	Equipment Rentals	13,580	19,538	5,561	-	-	-
480300	Program Fees	25,460	28,485	45	-	-	-
485000	Daily Entrance Fees	73,179	126,113	8,469	-	-	-
486000	Lessons/Classes	518,537	564,811	153,324	-	-	-
487700	Advertising/Promotional Fees	6,100	9,895	6,600	-	-	-
500100	Fees & Commissions	643	1,366	-	980	980	980
501000	Miscellaneous Revenue	850	100,840	2,250	250	250	-
501500	Rental of City Property	6,256	6,037	-	6,545	6,545	6,545
501600	Lease Revenue	117,238	115,615	26,934	114,188	114,188	91,535
502000	Donations & Memorials	38,294	49,465	11,474	27,350	30,440	27,350
503000	Damage to City Property	10,169	1,578	40	-	-	-
508500	Cash Short or Over	(25)	20	-	-	-	-
	TOTAL PROGRAM REVENUES	1,144,442	1,349,675	306,764	1,255,245	1,258,335	1,238,842
	Personnel						
610100	Regular Salaries	734,526	780,426	222,634	1,122,009	1,122,009	1,131,654
610200	Labor Pool Allocations	203,116	205,900	56,920	-	-	-
610400	Call Time Wages	1,600	2,600	300	1,780	1,780	1,804
610500	Overtime Wages	27,581	16,677	2,430	9,431	9,431	9,558
610800	Part-Time Wages	644,063	808,165	54,768	824,136	824,136	841,360
611000	Other Compensation	1,675	1,675	-	-	-	-
611400	Sick Pay	936	3,937	927	-	-	-
611500	Vacation Pay	101,297	108,787	35,235	-	-	-
615000	Fringes	390,191	393,488	104,809	414,964	414,964	438,914
	TOTAL PERSONNEL	2,104,985	2,321,655	478,023	2,372,320	2,372,320	2,423,290
	Training~Travel						
620100	Training/Conferences	6,012	6,587	6,579	8,320	8,320	8,320
620600	Parking Permits	420	480	-	480	480	480
	TOTAL TRAINING / TRAVEL	6,432	7,067	6,579	8,800	8,800	8,800
	Supplies						
630100	Office Supplies	1,661	1,752	386	2,775	2,775	2,775
630200	Subscriptions	468	468	-	468	468	468
630300	Memberships & Licenses	7,319	8,632	90	9,179	9,179	9,929
630400	Postage/Freight	380	15,335	-	4,400	4,400	4,400
630500	Awards & Recognition	1,908	2,516	414	4,058	4,058	4,058
630600	Building Maint./Janitorial	386	795	-	-	-	-
630700	Food & Provisions	3,203	3,591	80	4,915	4,915	4,915
630899	Other Landscape Supplies	55,368	51,838	4,912	55,000	55,000	55,000
630901	Shop Supplies	4,783	6,706	1,471	5,000	5,000	5,000
631000	Miscellaneous Chemicals	435	-	-	-	-	-
631402	Non-Alcoholic Beverages	11,165	9,609	10	11,730	11,730	11,730
631403	Candy/Food	61,352	51,115	-	61,575	61,575	61,575
631404	Other Concession Supplies	2,694	1,511	-	3,000	3,000	3,000
631500	Books & Library Materials	57	138	542	500	500	500
631601	Arts & Crafts Supplies	642	1,452	203	1,725	1,725	1,725
631602	Sports Equipment	5,204	10,340	850	16,575	16,575	16,575
631603	Other Misc. Supplies	7,314	9,028	2,051	9,710	9,710	9,710
632001	City Copy Charges	978	1,160	193	1,300	1,300	1,300
632002	Outside Printing	26,767	33,936	4,426	2,650	2,650	2,650
632101	Uniforms	10,977	10,944	523	10,670	10,670	10,670
632199	Other Clothing	56,627	44,208	-	30,450	30,450	30,450
632200	Gas Purchases	31,356	19,685	1,485	24,779	24,779	24,779

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
632300	Safety Supplies	4,428	3,309	197	2,500	2,500	2,500
632400	Medical/Lab Supplies	1,155	489	-	900	900	900
632700	Miscellaneous Equipment	39,130	39,967	1,680	42,160	42,160	42,160
	TOTAL SUPPLIES	335,757	328,524	19,513	306,019	306,019	306,769
	Purchased Services						
640300	Bank Service Fees	39,565	49,230	2,523	45,000	45,000	49,500
640400	Consulting Services	11,975	1,341	240	5,350	5,350	5,350
640700	Solid Waste/Recycling Pickup	8,356	9,823	1,845	12,760	12,760	12,760
641100	Temporary Help	-	-	-	5,600	5,600	-
641200	Advertising	2,636	5,015	378	4,500	4,500	4,500
641301	Electric	127,373	151,914	28,450	146,620	146,620	149,233
641302	Gas	42,216	21,370	1,672	43,362	43,362	43,802
641303	Water	54,770	57,388	4,951	57,000	57,000	54,238
641304	Sewer	13,031	16,163	1,899	13,660	13,660	13,609
641306	Stormwater	161,932	164,636	49,963	165,290	165,290	168,242
641307	Telephone	2,901	3,058	1,030	4,300	4,300	4,145
641308	Cellular Phones	5,703	5,465	1,258	6,200	6,200	6,200
641500	Tipping Fees	521	270	-	200	200	200
642000	Facilities Charges	473,669	623,112	94,793	486,686	486,686	507,695
642400	Software Support	7,766	7,511	3,761	9,458	9,458	9,458
642501	CEA Operations/Maint.	232,388	245,528	55,398	233,285	233,285	263,273
642502	CEA Depreciation/Replace.	192,256	220,404	60,609	294,116	294,116	311,247
642900	Interfund Allocations	(17,345)	(18,881)	(2,471)	(23,000)	(23,000)	(49,900)
643100	Interpreter Services	-	-	-	100	100	100
644000	Snow Removal Services	9,567	10,536	9,488	11,000	11,000	11,000
645400	Grounds Repair & Maintenance	60,072	37,991	7,298	44,000	60,840	44,000
650301	Facility Rent	108,455	125,413	33,803	139,327	139,327	139,327
650302	Equipment Rent	9,836	7,500	-	5,500	5,500	5,500
659900	Other Contracts/Obligation	88,267	90,307	15,926	72,470	72,470	75,470
	TOTAL PURCHASED SVCS	1,635,910	1,835,094	372,814	1,782,784	1,799,624	1,828,949
	TOTAL EXPENSE	4,083,084	4,492,340	876,929	4,469,923	4,486,763	4,567,808

CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Union Spring Park **Business Unit 7110**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the site as needed.

Major changes in Revenue, Expenditures or Program:

The balance will be utilized in 2024 and the fund will be closed.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (5)	$ 6	$ -	$ -	$ -
Expenses					
Program Costs	-	-	220	226	-
Revenues over (under) Expenses	(5)	6	(220)	(226)	-
Fund Balance - Beginning	225	220	226	226	-
Fund Balance - Ending	$ 220	$ 226	$ 6	$ -	$ -

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Peabody Estate **Business Unit 7130**

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (1,821)	$ 2,904	$ 1,200	$ 1,200	$ 1,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(1,821)	2,904	1,200	1,200	1,200
Fund Balance - Beginning	70,792	68,971	71,875	71,875	73,075
Fund Balance - Ending	$ 68,971	$ 71,875	$ 73,075	$ 73,075	$ 74,275

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Lutz Park Recreation **Business Unit 7150**

PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (3,794)	$ 6,053	$ 2,200	$ 2,200	$ 2,200
Expenses					
Program Costs	-	-	148,118	-	-
Revenues over (under) Expenses	(3,794)	6,053	(145,918)	2,200	2,200
Fund Balance - Beginning	147,512	143,718	149,771	149,771	151,971
Fund Balance - Ending	$ 143,718	$ 149,771	$ 3,853	$ 151,971	$ 154,171

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Park Open Space **Business Unit 7160**

PROGRAM MISSION

Provide a funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

Acquisition of park land and/or trail corridors identified in the Parks, Recreation and Facilities Management Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals, title searches, surveys, wetland delineation, environmental impact studies, legal fees, counsel fees and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

Major changes in Revenue, Expenditures and Programs:

No major changes.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (3,948)	$ 6,888	$ 1,000	$ 1,000	$ 1,000
Zoning & Subdivision Fees	11,500	23,400	-	-	-
Total Revenue	7,552	30,288	1,000	1,000	1,000
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	7,552	30,288	1,000	1,000	1,000
Fund Balance - Beginning	145,793	153,345	183,633	183,633	184,633
Fund Balance - Ending	$ 153,345	$ 183,633	$ 184,633	$ 184,633	$ 185,633

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Project City Park **Business Unit 7170**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (166)	$ 263	$ 100	$ 100	$ 100
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(166)	263	100	100	100
Fund Balance - Beginning	6,433	6,267	6,530	6,530	6,630
Fund Balance - Ending	$ 6,267	$ 6,530	$ 6,630	$ 6,630	$ 6,730

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Miracle League Field **Business Unit 7190**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities. Examples include:

- Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.
- Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.
- Repairs and/or replacement of resilient surfacing materials.
- Future site grading, roadways, sidewalks, utilities, etc., not included in original construction, but identified in the project plan.
- Additional security and/or area lighting, accessible parking, etc., beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.
- Construction and/or renovations to shelters, restrooms, and other park amenities in the immediate vicinity of the Miracle League Field.

Major changes in Revenue, Expenditures or Program:

No major changes.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	$ (717)	$ 1,145	$ 500	$ 500	$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(717)	1,145	500	500	500
Fund Balance - Beginning	27,898	27,181	28,326	28,326	28,826
Fund Balance - Ending	$ 27,181	$ 28,326	$ 28,826	$ 28,826	$ 29,326

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Ellen Kort Peace Park **Business Unit 7200**

PROGRAM MISSION

To account for funding received from private donations to finance the development, construction, and maintenance of Ellen Kort Peace Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Ellen Kort Peace Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Misc Local Gov't Aids	$ -	$ 50,000	$ -	$ -	$ -
Interest Income	-	131	-	-	-
Donations & Memorials	-	39,809	-	-	-
Total Revenue	-	89,940	-	-	-
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	-	89,940	-	-	-
Fund Balance - Beginning	-	-	89,940	89,940	89,940
Fund Balance - Ending	$ -	$ 89,940	$ 89,940	$ 89,940	$ 89,940

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET

REID GOLF COURSE

Director of Parks & Recreation:
Dean R. Gazza, CPRE, LEED-AP

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

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course is dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Continued improvement of all clubhouse services to increase revenue, provide consistent customer service, and improve the future financial sustainability of the golf course.

Continued social media marketing and constant contact golfer communications. Facebook followers increased from 3,680 to 4,100 and Instagram followers increased from 568 to 674.

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

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

Sold out both junior program lesson sessions. Junior league continues with 32 participants.

Junior pass sales remain strong with 117 in 2024 compared to 132 in 2023.

Total annual pass sales remain similar with 233 sold in 2024 compared to 234 in 2023.

Continued Spring 3-4-5 Tournament; 18 two-person teams participated.

Continued the tradition of hosting the 79th City Tournament with 105 participants. The City Tournament also fielded a women's division after a long absence.

Continued hosting the Fox Cities Championship part of the Northeast WI Golf Tour/Junior Tour.

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

Developed and implemented a marketing plan for the 2024 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Hosted Wisconsin PGA Junior Event for the sixth consecutive year; 70 players participated.

Sold 14 tee sign advertisements.

Increased Business Pass sale capacity to 13.

Completed installation of new clubhouse flooring with updated wall paint to enhance the clubhouse experience.

Introduced new greens roller into grounds operation.

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

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE

MAJOR 2025 OBJECTIVES

Maintain high-quality, skilled, customer service-oriented staff to operate the golf course.

Develop and implement a plan to provide clubhouse services that consider changing golf trends, available City resources and program direction to maximize revenues and meet current and future community interests and needs.

Continue to expand the use of the GolfNow.com and Teeoff.com reservation systems and associated marketing modules to:

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

Maintain tee sign and scorecard advertising at their maximum.

Market the golf course through available media including social media, radio, TV and internet.

Work with the Golf Course Superintendent and Clubhouse Supervisor to explore opportunities for reductions in expenses, alternative staffing levels and work plans, and new equipment to meet challenges of the ever-changing golf industry.

Maintain the golf course to the high standards of Reid's golfers and continue to evolve the agronomic program at Reid, lowering its environmental impact.

Maintain the clubhouse, maintenance shop and all golf course equipment.

Continue to collaborate with the Recreation Division to implement new program opportunities and expand on existing successful programs.

Continue to expand Reid's tournament competitions: the 3-4-5, City Tournament and Two-Pin Challenge.

Maintain corporate pass sales.

Continue efforts of increasing the number of youth golfers visiting the course for both instruction and play, while creating new opportunities for adults to participate in similar means.

Collaborate with Parks & Recreation Department on improving winter activities at Reid, including modifications to cross-country skiing, snowshoeing, fat tire bike trails and sledding operations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 1,063,994	$ 1,297,156	$ 1,093,958	$ 1,094,658	$ 1,212,606	10.85%
Program Expenses							
5630	Operations	907,181	1,061,901	1,093,631	1,094,331	1,211,341	10.76%
TOTAL		$ 907,181	$ 1,061,901	$ 1,093,631	$ 1,094,331	$ 1,211,341	10.76%
Expenses Comprised Of:							
Personnel		382,954	449,512	496,311	496,311	517,785	4.33%
Training & Travel		445	558	3,375	3,375	4,225	25.19%
Supplies & Materials		184,510	172,135	146,390	147,090	177,865	21.50%
Purchased Services		281,948	328,015	327,980	327,980	339,506	3.51%
Miscellaneous Expense		71,967	68,841	62,725	62,725	64,300	2.51%
Capital Expenditures		(32,543)	-	30,000	30,000	80,000	166.67%
Transfers Out		17,900	42,840	26,850	26,850	27,660	3.02%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.70	2.70	2.70	2.87	2.87	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE

Operations **Business Unit 5630**

PROGRAM MISSION

Manage and maintain Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Enhance the quality of life in our community by providing golf as a recreational amenity at an affordable value.

Operate the golf course in an environmentally responsible manner to sustain the green space for future generations.

Maintain the course in the best condition possible given the resources available.

Work closely with CEA to coordinate repairs and provide equipment to maintain high-quality playing conditions.

Work closely with the Recreation Division to implement new program opportunities targeting youth.

Major Changes in Revenue, Expenditures, or Programs:

Increase in projected revenue reflects point-of-sale capabilities, increased round and passholder trends, increased junior participation, and rate modifications.

Increase in expenses are cost of supplies and volume increases, new course tee markers and cup cutter, sweeper equipment purchase and capital improvement project of cart path paving.

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE

Operations **Business Unit 5630**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (12,228)	$ 26,680	$ 1,000	$ 1,000	$ 3,000
480100	Charges for Service	7,145	7,915	7,500	7,500	7,500
480203	Concessions	123,853	148,998	127,500	127,500	140,000
480204	Merchandise Sales	33,326	36,042	30,000	30,000	34,000
480205	Equipment Rentals	208,597	263,525	202,000	202,000	240,000
480206	Tournament Fees	2,730	-	-	-	-
485000	Daily Entrance Fees	6,750	9,250	10,250	10,250	10,250
485100	Greens Fees	606,206	715,622	627,500	627,500	685,000
501500	Rental of City Property	14,500	12,000	15,000	15,000	15,000
501600	Lease Revenue	64,215	70,749	71,208	71,208	74,856
502000	Donations & Memorials	3,670	1,610	-	700	-
503000	Damage to City Property	729	1,074	-	-	-
503500	Other Reimbursements	4,501	3,681	2,000	2,000	3,000
508500	Cash Short or Over	-	10	-	-	-
	Total Revenue	$ 1,063,994	$ 1,297,156	$ 1,093,958	$ 1,094,658	$ 1,212,606
	Expenses					
610100	Regular Salaries	$ 199,129	$ 200,076	$ 223,362	$ 223,362	$ 231,281
610500	Overtime Wages	192	41	624	624	643
610800	Part-Time Wages	111,787	146,658	178,550	178,550	187,621
615000	Fringes	71,846	102,737	93,775	93,775	98,240
620100	Training/Conferences	445	558	3,375	3,375	4,225
630100	Office Supplies	248	129	500	500	500
630300	Memberships & Licenses	2,170	2,133	2,170	2,170	2,795
630600	Building Maint./Janitorial	676	1,198	1,500	1,500	1,500
630700	Food & Provisions	-	-	50	50	50
630800	Landscape Supplies	36,126	42,849	41,800	41,800	43,800
631400	Pro Shop/Concessions	73,053	83,396	65,600	65,600	70,000
631603	Other Misc. Supplies	5,169	5,538	3,500	3,500	3,500
632002	Outside Printing	4,532	3,376	4,000	4,000	4,000
632101	Uniforms	241	247	500	500	750
632200	Gas Purchases	22,502	20,568	20,770	20,770	20,770
632700	Miscellaneous Equipment	39,793	12,701	6,000	6,700	30,200
640100	Accounting/Audit Fees	1,225	1,356	2,160	2,160	2,160
640300	Bank Service Fees	24,294	28,035	24,000	24,000	24,000
640400	Consulting Services	388	-	15,500	15,500	500
640700	Solid Waste/Recycling	2,679	2,915	2,534	2,534	2,610
640800	Contractor Fees	1,600	3,835	1,500	1,500	3,500
641200	Advertising	3,048	4,681	5,000	5,000	5,000
641300	Utilities	49,662	52,013	53,023	53,023	53,955
641800	Equipment Repairs & Maint.	7,287	11,096	6,500	6,500	6,500
642000	Facilities Charges	44,332	35,494	44,215	44,215	50,934
642400	Software Support	2,181	2,100	1,944	1,944	2,100
642500	CEA Expense	97,788	109,579	120,554	120,554	134,367
645400	Grounds Repair & Maint.	11,753	38,145	10,000	10,000	10,000
650100	Insurance	6,216	7,536	7,550	7,550	7,880
650302	Equipment Rent	29,495	31,230	33,500	33,500	36,000
660100	Depreciation Expense	66,267	65,428	61,000	61,000	64,000
672000	Interest Payments	5,700	3,413	1,725	1,725	300
680200	Land Improvements	-	-	-	-	80,000
689900	Other Capital Outlay	(32,543)	-	30,000	30,000	-
791100	Transfer Out - Gen Fund	17,900	17,900	26,850	26,850	27,660
792101	Transfer Out - CEA	-	24,940	-	-	-
	Total Expense	$ 907,181	$ 1,061,901	$ 1,093,631	$ 1,094,331	$ 1,211,341

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Landscape Supplies	
Topsoil, sand, gravel	$ 6,500
Seed, fertilizer	11,000
Plant material (flowers)	300
Herbicides/pesticides	26,000
	$ 43,800
Equipment Rent	
Carts	$ 34,500
Maintenance operations	1,500
	$ 36,000
Gas Purchases	
Non-diesel fuel 3325 gal @ $3.75	$ 12,470
Diesel fuel 2050 gal @ $4.05	8,300
	$ 20,770
Bank Service Fees	
Credit card fees	$ 24,000
	$ 24,000

Pro Shop/Concessions	
Alcoholic beverages	$ 28,500
Non-alcoholic beverages	9,500
Candy/food	13,000
Other concession supplies	17,000
Promotional supplies	2,000
	$ 70,000
Miscellaneous Equipment	
Kitchen dishwasher	$ 5,400
Grounds sweeper	15,000
Golf Course Supplies	9,800
	$ 30,200
Land Improvements	
Cart Path Paving	$ 80,000
	$ 80,000

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
471000	Interest on Investments	(12,228)	26,680	696	1,000	1,000	3,000
480100	General Charges for Service	7,145	7,915	4,370	7,500	7,500	7,500
480203	Concessions	123,853	148,998	2,133	127,500	127,500	140,000
480204	Merchandise Sales	33,326	36,042	1,869	30,000	30,000	34,000
480205	Equipment Rentals	208,597	263,525	5,391	202,000	202,000	240,000
480206	Tournament Fees	2,730	-	-	-	-	-
485000	Daily Entrance Fees	6,750	9,250	3,750	10,250	10,250	10,250
485100	Greens Fees	606,206	715,622	138,523	627,500	627,500	685,000
501500	Rental of City Property	14,500	12,000	-	15,000	15,000	15,000
501600	Lease Revenue	64,215	70,749	34,173	71,208	71,208	74,856
502000	Donations & Memorials	3,670	1,610	700	-	700	-
503000	Damage to City Property	729	1,074	-	-	-	-
503500	Other Reimbursements	4,126	3,681	-	2,000	2,000	3,000
508500	Cash Short or Over	375	10	8	-	-	-
	TOTAL PROGRAM REVENUES	1,063,994	1,297,156	191,613	1,093,958	1,094,658	1,212,606
	Personnel						
610100	Regular Salaries	142,366	148,720	50,285	223,362	223,362	231,281
610200	Labor Pool Allocations	38,997	31,334	7,255	-	-	-
610500	Overtime Wages	192	41	-	624	624	643
610800	Part-Time Wages	111,787	146,658	11,470	178,550	178,550	187,621
611000	Other Compensation	55	55	-	-	-	-
611400	Sick Pay	-	128	-	-	-	-
611500	Vacation Pay	17,711	19,839	4,314	-	-	-
615000	Fringes	83,137	82,909	30,236	93,775	93,775	98,240
615500	Unemployment Compensation	2,697	1,969	(3,941)	-	-	-
617000	Pension Expense	(15,165)	14,887	-	-	-	-
617100	OPEB Expense	1,177	2,972	-	-	-	-
	TOTAL PERSONNEL	382,954	449,512	99,619	496,311	496,311	517,785
	Training~Travel						
620100	Training/Conferences	445	558	2,836	3,375	3,375	4,225
	TOTAL TRAINING / TRAVEL	445	558	2,836	3,375	3,375	4,225
	Supplies						
630100	Office Supplies	248	129	-	500	500	500
630300	Memberships & Licenses	2,170	2,133	1,231	2,170	2,170	2,795
630600	Building Maint./Janitorial	676	1,198	418	1,500	1,500	1,500
630700	Food & Provisions	-	-	-	50	50	50
630801	Topsoil, Sand, Gravel	6,202	4,436	259	4,500	4,500	6,500
630803	Seed, Fertilizer	6,375	10,880	4,889	11,000	11,000	11,000
630804	Plant Material	130	241	18	300	300	300
630807	Herbicides/Pesticides	23,419	27,292	13,206	26,000	26,000	26,000
631401	Alcoholic Beverages	29,079	34,465	4,390	26,600	26,600	28,500
631402	Non-Alcoholic Beverages	9,959	11,169	1,372	9,000	9,000	9,500
631403	Candy/Food	11,032	13,183	1,021	13,000	13,000	13,000
631404	Other Concession Supplies	22,983	23,700	11,410	15,000	15,000	17,000
631405	Promotional Supplies	900	879	-	2,000	2,000	2,000
631603	Other Misc. Supplies	4,269	5,538	-	3,500	3,500	3,500
632002	Outside Printing	4,532	3,376	85	4,000	4,000	4,000
632101	Uniforms	241	247	-	500	500	750
632200	Gas Purchases	22,502	20,568	1,372	20,770	20,770	20,770
632700	Miscellaneous Equipment	39,793	12,701	4,807	6,000	6,700	30,200
	TOTAL SUPPLIES	184,510	172,135	44,478	146,390	147,090	177,865
	Purchased Services						
640100	Accounting/Audit Fees	1,225	1,356	-	2,160	2,160	2,160
640300	Bank Service Fees	24,294	28,035	807	24,000	24,000	24,000
640400	Consulting Services	388	-	-	15,500	15,500	500
640700	Solid Waste/Recycling Pickup	2,679	2,915	1,036	2,534	2,534	2,610
640800	Contractor Fees	1,600	3,835	206	1,500	1,500	3,500
641200	Advertising	3,048	4,681	1,925	5,000	5,000	5,000
641301	Electric	24,080	27,798	3,851	24,562	24,562	25,300
641302	Gas	6,198	4,563	2,059	6,446	6,446	6,640
641303	Water	1,693	2,008	241	1,800	1,800	1,800
641304	Sewer	519	538	77	555	555	555
641306	Stormwater	13,176	13,357	3,185	13,160	13,160	13,160
641307	Telephone	634	898	303	3,000	3,000	3,000

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
641308	Cellular Phones	965	730	262	1,000	1,000	1,000
641309	Cable Services	2,397	2,121	272	2,500	2,500	2,500
641800	Equipment Repairs & Maint.	7,287	11,096	249	6,500	6,500	6,500
642000	Facilities Charges	44,332	35,494	8,887	44,215	44,215	50,934
642400	Software Support	2,181	2,100	-	1,944	1,944	2,100
642501	CEA Operations/Maint.	36,538	41,893	21,589	35,445	35,445	41,818
642502	CEA Depreciation/Replace.	61,250	67,686	16,525	85,109	85,109	92,549
645400	Grounds Repair & Maintenance	11,753	38,145	-	10,000	10,000	10,000
650100	Insurance	6,216	7,536	-	7,550	7,550	7,880
650302	Equipment Rent	29,495	31,230	661	33,500	33,500	36,000
	TOTAL PURCHASED SVCS	281,948	328,015	62,135	327,980	327,980	339,506
	Miscellaneous Expense						
660100	Depreciation Expense	66,267	65,428	-	61,000	61,000	64,000
672000	Interest Payments	5,700	3,413	-	1,725	1,725	300
	TOTAL MISCELLANEOUS EXP	71,967	68,841	-	62,725	62,725	64,300
	Capital Outlay						
680200	Land Improvements	-	-	-	-	-	80,000
689900	Other Capital Outlay	(32,543)	-	-	30,000	30,000	-
	TOTAL CAPITAL OUTLAY	(32,543)	-	-	30,000	30,000	80,000
	Transfers						
791100	Transfer Out - General Fund	17,900	17,900	-	26,850	26,850	27,660
792101	Transfer Out - CEA	-	24,940	-	-	-	-
	TOTAL TRANSFERS	17,900	42,840	-	26,850	26,850	27,660
	TOTAL EXPENSE	907,181	1,061,901	209,068	1,093,631	1,094,331	1,211,341

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Charges for Services	$ 988,607	$ 1,181,352	$ 1,004,750	$ 880,800	$ 1,116,750
Miscellaneous	23,400	18,375	17,000	17,000	18,000
Lease Revenue	64,215	70,749	71,208	64,660	74,856
Total Revenues	1,076,222	1,270,476	1,092,958	962,460	1,209,606
Expenses					
Operation and Maintenance	817,314	950,220	1,004,056	880,585	1,039,381
Depreciation	66,267	65,428	61,000	61,000	64,000
Total Expenses	883,581	1,015,648	1,065,056	941,585	1,103,381
Operating Income (Loss)	192,641	254,828	27,902	20,875	106,225
Non-operating Revenues (Expenses)					
Interest Income	(12,228)	26,680	1,000	1,000	3,000
Interest Expense	(5,700)	(3,413)	(1,725)	(1,725)	(300)
Total Non-operating	(17,928)	23,267	(725)	(725)	2,700
Net Income (Loss) Before Transfers	174,713	278,095	27,177	20,150	108,925
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(17,900)	(42,840)	(26,850)	(26,850)	(27,660)
Change in Net Assets	156,813	235,255	327	(6,700)	81,265
Net Assets - Beginning	1,126,407	1,283,220	1,518,475	1,518,475	1,511,775
Net Assets - Ending	$ 1,283,220	$ 1,518,475	$ 1,518,802	$ 1,511,775	$ 1,593,040

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 755,325	$ 734,625
+ Change in Net Assets	(6,700)	81,265
- Capital Contributions	-	-
+ Depreciation	61,000	64,000
- Fixed Assets	-	(80,000)
+ Advance from general fund	-	-
- Principal Repayment	(75,000)	(80,000)
Working Cash - End of Year	$ 734,625	$ 719,890

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS

Revenues	2023 Actual	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Charges for Services	$ 1,181,352	$ 880,800	$ 1,116,750	$ 1,139,085	$ 1,161,867	$ 1,185,104	$ 1,208,806
Miscellaneous	18,375	17,000	18,000	18,360	18,727	19,102	19,484
Lease Revenue	70,749	64,660	74,856	74,856	74,856	74,856	74,856
Total Revenues	1,270,476	962,460	1,209,606	1,232,301	1,255,450	1,279,062	1,303,146
Expenses							
Operating Expenses	950,220	880,585	1,039,381	1,065,366	1,092,000	1,119,300	1,147,283
Depreciation	65,428	61,000	64,000	60,139	59,355	56,510	53,666
Total Expenses	1,015,648	941,585	1,103,381	1,125,505	1,151,355	1,175,810	1,200,949
Operating Income	254,828	20,875	106,225	106,796	104,095	103,252	102,197
Non-Operating Revenues (Expenses)							
Interest Income	26,680	1,000	3,000	1,000	1,000	1,000	1,000
Interest Expense	(3,413)	(1,725)	(300)	-	-	-	-
Total Non-Operating	23,267	(725)	2,700	1,000	1,000	1,000	1,000
Net Income Before Transfers	278,095	20,150	108,925	107,796	105,095	104,252	103,197
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(42,840)	(26,850)	(27,660)	(26,850)	(26,850)	(26,850)	(26,850)
Change in Net Assets	235,255	(6,700)	81,265	80,946	78,245	77,402	76,347
Total Net Assets - Beginning	1,283,220	1,518,475	1,511,775	1,593,040	1,673,986	1,752,231	1,829,633
Total Net Assets - Ending	$ 1,518,475	$ 1,511,775	$ 1,593,040	$ 1,673,986	$ 1,752,231	$ 1,829,633	$ 1,905,980

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	$ 755,325	$ 734,625	$ 719,890	$ 780,975	$ 898,575	$ 1,012,487
+ Change in Net Assets	(6,700)	81,265	80,946	78,245	77,402	76,347
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	61,000	64,000	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	(80,000)	-	-	-	-
- Principal Repayment	(75,000)	(80,000)	(80,000)	(20,000)	(20,000)	(20,000)
Working Cash - End of Year	$ 734,625	$ 719,890	$ 780,975	$ 898,575	$ 1,012,487	$ 1,122,500
25% Working Capital Reserve (prior year's audited expenses)		$ 227,290	$ 266,835	$ 273,054	$ 279,713	$ 286,538

ASSUMPTIONS:

Rounds of golf played @ projected 2024 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2026 and beyond
Operating expenses to increase 2.5% per year after 2025
None of the costs identified in the Reid Golf Course CIP for 2025 and beyond are included in this projection
Strive to maintain a level of 25% working capital reserve

CITY OF APPLETON 2025 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

	2002 General Fund Advance		
Year	Principal	Interest	Total
2025	60,000	-	60,000
2026	80,000	-	80,000
	$ 140,000	$ -	$ 140,000

	2012 Taxable General Obligation Refunding Bonds		
Year	Principal	Interest	Total
2025	20,000	300	20,300
	$ 20,000	$ 300	$ 20,300

	2021 General Fund Advance		
Year	Principal	Interest	Total
2025	-	-	-
2026	-	-	-
2027	20,000	-	20,000
2028	20,000	-	20,000
2029	20,000	-	20,000
2030	20,000	-	20,000
2031	20,000	-	20,000
	$ 100,000	$ -	$ 100,000

	Total		
Year	Principal	Interest	Total
2025	80,000	300	80,300
2026	80,000	-	80,000
2027	20,000	-	20,000
2028	20,000	-	20,000
2029	20,000	-	20,000
2030	20,000	-	20,000
2031	20,000	-	20,000
	$ 260,000	$ 300	$ 260,300

CITY OF APPLETON 2025 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2025 BUDGET
LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Maintain high quality library services
Relocated tempoarary library to 3000 E. College Avenue and continued experimenting with programming and services. Leveraged relationships with community partners for programming throughout community.

Summer Reading Program
Offered for all ages utilizing online and in-person options.

Increase program marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood
New self-checkout machines were selected to replace the outdated, unsupported machines.

A meeting room booking system was selected to prepare for meeting room needs in the new library.

Developed an agreement with area libraries to begin billing Winnebago County per Act 420 in 2025 for residents of Winnebago County that live in un-libraried communities that use Appleton Public Library (APL).

Worked with a federal e-rate consultant to receive discounts on qualified technology installed in new building.

Grants include:
• Friends of the APL provided $96,000 in grants, supporting programs and services including providing a summer teen internship. The goal is to encourage young people to consider a career in libraries, as well as to further our understanding of audiences that are impacted by the projects that are developed during internships. Friends grants also funded a branding update in advance of the move to the new library and to be in alignment with city branding.
• Appleton Rotary Foundation Helen Thom Roemer Fund within the Community Foundation of the Fox Valley Librarians provided a grant to continue providing storytimes with ASL interpreters.
• Engaged in initiatives at the State level, including the City Library Collective, System and Resource Library Administrators Association of Wisconsin, Wisconsin Library Services (WiLS), Department of Public Instruction (DPI) Data Team, Wisconsin State Geneaological Society, and Reach Out and Read's Wisconsin Executive Committee.

Continue to explore facility needs and options
Worked closely with the Facilities Department, Boldt and SOM to complete the construction of the Library. Reopening is scheduled for the first quarter of 2025.

Continue cooperation with schools and other community organizations
•The Fox Cities Reads received a National endowment for the Arts Big Read grant of $20,000. The selection, *Infinite Country*, by Patricia Engel, was used as the basis for book discussions, community events, and dialog. The Fox Cities Book Festival was offered featuring two authors of high-interest fiction: J. Ryan Stradal and Brendan Slocumb.
• Collaborated with numerous educational institutions, businesses, non-profits, and civic groups. Collaborations include the Appleton Historical Society, Building for Kids, Atlas Science Center, Fox Valley Literacy, Fox Valley Symphony, and the Boys & Girls Club.
• Completed its role as the coordinator of the Reach Out and Read - Fox Cities program and transitioned to Reach Out and Read - Wisconsin, ending the partnership with the United Way Fox Cities for this initiative.

Utilize volunteers more effectively
Volunteerism at the temporary library continued providing services in the areas of: greeting, technology help, delivering materials to homebound patrons, shelving and straightening, assistance with children's programs in the community and some clerical local history projects.

Continuously work to improve website and online service delivery
• Implemented new mobile app.
• Offered select programming online including the very popular Find Your Ancestors series.
• E-circulation increased 25% from previous year (Q1), including e-books, audiobooks, videos, comics, magazines, music and games.

CITY OF APPLETON 2025 BUDGET
LIBRARY

MAJOR 2025 OBJECTIVES

Apply the Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community.
APL Vision: Where potential is transformed into reality.

VALUES:
Welcoming - Everyone belongs here.
Literacy - The City of Appleton is the City of literacy and learning.
Access - The Library is accessible physically, culturally, and intellectually.
Community - The Library is essential to every person and organization achieving their goals.

STRATEGIC PILLARS:
Hub of Learning and Literacy - We support and sustain education for all ages.
Collaborative Environment - We connect with many partners to share knowledge and information.
Educate and Inspire Youth - We ensure that children and teens find a supportive place for their futures.
Creation and Innovation - We are a platform that sparks discovery, development and originality.
Engaged and Connected - We focus on how to make a difference in people's lives.
Enriched Experiences - We provide experiences that are timely, inclusive and aligned with community interests.
Services and Programs for All - We give our community opportunities for growth, self-instruction and inquiry.

Other specific objectives include:
Complete construction and move in process of the new Library. Provide training and orientation necessary for staff to provide high-quality service in the new library.

Provide library service that is responsive to community needs during construction and implement new processes, procedures and systems for the new library.

Support the completion of the capital campaign and celebrate this extrordinary community achievement.

As a core component of public education for all, cultivate quality collections and develop and provide quality programs for all ages, including outreach and group visits and age-appropriate programs for various developmental stages with inclusive programs. Continue to explore ways to develop and support outreach and circulation services to the community in nontraditional locations and collaborate with schools and community organizations to provide options for different levels of engagement.

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

Promote collections, programs, and services. Continue to develop the "digital branch" and virtual services.

NOTE: This budget restores some budget lines to their levels before our temporary relocation and reduced operations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 1,195,930	$ 1,190,652	$ 1,186,628	$ 1,186,628	$ 1,298,646	9.44%
	Program Expenses						
16010	Administration	817,121	691,995	636,156	639,751	719,565	13.11%
16021	Children's Services	559,829	576,489	575,914	584,237	578,948	0.53%
16023	Public Services	659,767	704,838	789,086	793,086	883,005	11.90%
16024	Community Partnerships	562,575	548,111	549,149	572,712	551,911	0.50%
16031	Building Operations	764,788	636,792	640,030	640,030	711,663	11.19%
16032	Materials Management	1,337,667	1,279,895	1,317,500	1,319,840	1,424,593	8.13%
16033	Network Services	323,925	253,736	260,670	262,670	337,562	29.50%
	TOTAL	$ 5,025,672	$ 4,691,856	$ 4,768,505	$ 4,812,326	$ 5,207,247	9.20%
	Expenses Comprised Of:						
	Personnel	3,406,823	3,439,465	3,627,189	3,633,877	3,863,323	6.51%
	Training & Travel	37,011	21,399	26,494	27,194	47,714	80.09%
	Supplies & Materials	614,087	573,978	552,530	569,062	730,964	32.29%
	Purchased Services	961,064	634,737	557,794	577,695	565,246	1.34%
	Capital Outlay	6,687	22,277	4,498	4,498	-	-100.00%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	45.00	45.00	45.00	45.00	45.00	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, the administration program plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

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

Promote collections, programs and services.

Ensure quality library services for the public at the completed library, with an emphasis on continuous improvement and innovation in service delivery.

Refine and maintain the new library's infrastructure and facilities. Provide a safe and welcoming environment.

Foster strong public and private partnerships to sustain ongoing support and collaboration for the Library's initiatives.

Be responsible stewards of grant funds and provide appropriate recognition for donors.

Review library policies, collections, programs, and services to address new and emerging needs.

Leverage volunteers in support of helping the community adapt to the new library services and spaces.

Ensure staff have the resources, planning, and training necessary to provide high-quality services and adapt to changes in the Library environment.

Major changes in Revenue, Expenditures, or Programs:

The Library will begin billing Winnebago County in 2025 for reimbursement for the use of the Library by patrons who live in un-libraried communities in accordance with Wisconsin Act 420. The Library already bills Outagamie, Calumet, and Brown Counties.

Parking Permits (620600) has been restored to its level before our temporary relocation and reduced operations.

The Volunteer Coordinator position will change from half time to full time in 2025. This will allow the library to leverage increased volunteers in the new library.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
423200	Library Grants & Aids	$ 1,063,001	$ 1,064,805	$ 1,166,028	$ 1,166,028	$ 1,268,046
480100	Charges for Services	742	788	-	-	-
501500	Rental of City Property	6,467	-	-	-	15,000
502000	Donations & Memorials	155	325	-	-	-
503500	Other Reimbursements	53,399	46,000	-	-	-
	Total Revenue	$ 1,123,764	$ 1,111,918	$ 1,166,028	$ 1,166,028	$ 1,283,046
	Expenses					
610100	Regular Salaries	$ 470,756	$ 469,430	$ 439,157	$ 439,157	$ 480,324
610400	Call Time Wages	200	225	-	-	-
610800	Part-Time Wages	8,578	11,730	11,913	11,913	12,271
615000	Fringes	183,849	169,111	159,455	159,455	181,143
620100	Training/Conferences	10,029	5,477	4,920	5,620	4,920
620600	Parking Permits	8,886	1,853	5,000	5,000	24,480
630100	Office Supplies	2,702	1,664	3,000	3,000	3,000
630300	Memberships & Licenses	3,053	1,566	2,200	2,200	2,200
630500	Awards & Recognition	819	3,690	850	850	850
630700	Food & Provisions	3,820	3,689	1,135	1,135	1,135
632002	Outside Printing	1,132	418	-	2,488	1,288
641200	Advertising	7,040	9,385	1,288	1,695	-
641307	Telephone	4,630	6,703	5,298	5,298	5,654
641308	Cellular Phones	1,387	1,083	1,300	1,300	1,300
641800	Equip Repairs & Maint	-	399	-	-	-
659900	Other Contracts/Obligation	110,240	5,572	640	640	1,000
	Total Expense	$ 817,121	$ 691,995	$ 636,156	$ 639,751	$ 719,565

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

Cultivate quality children's materials collections to support both education and recreation.

Provide responsive customer service, including reference, readers' advisory and directional assistance.

Explore staff mobility and examine new ways to staff service desks to better serve patrons.

Develop and provide quality programs for a total attendance of more than 25,000 children and caregivers, including field trips and group visits, age-appropriate programs for children birth to age 12, specialized programs and services to minority and low-income families, and reading incentive programs.

Explore ways to develop and support outreach to the community in nontraditional locations.

Work directly with Hmong and Hispanic families and coordinate with Appleton Area School District Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a referral system to link families with needed resources, providing one-on-one visits to families and building towards their full use of the Library and its services.

Provide specialized programs directed at families and children to include refugees, newcomers and those from culturally diverse backgrounds. Coordinate programming with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations to targeted families.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will be open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	4,656	3,080	-	-	-
	Total Revenue	$ 4,656	$ 3,080	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 356,975	$ 385,798	$ 391,792	$ 391,792	$ 382,448
610800	Part-Time Wages	39,073	33,244	34,250	34,250	35,278
615000	Fringes	142,668	136,814	142,467	142,467	151,817
620100	Training/Conferences	5,540	4,751	4,405	4,405	4,405
630100	Office Supplies	12,634	9,032	2,000	7,712	3,000
630300	Memberships & Licenses	164	-	-	-	-
630700	Food & Provisions	64	419	-	-	-
659900	Other Contracts/Obligation	2,711	6,431	1,000	3,611	2,000
	Total Expense	$ 559,829	$ 576,489	$ 575,914	$ 584,237	$ 578,948

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
LIBRARY

Public Services **Business Unit 16023**

PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

Work with patrons in support of the strategic pillars of Hub of Learning and Literacy, Engaged and Connected, Enriched Experiences, and Services and Programs for All.

Work with other system libraries and state libraries in a collaborative environment.

Embrace new technologies and best library practices.

Improve staff mobility and examine new ways to staff service desks to better serve patrons.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media. Work to create consistent customer service levels at all service desks in the library.

Use technology competencies for the adult service desk staff for increased consistency between desks and focused training.

Provide quality service to our patrons in person, via phone and remotely.

Register new patrons and maintain a database of over 57,000 users.

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

Send out overdue, billing, and reserve notices, and utilize the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and bills.

Promote and educate the public on the use of the self-check machines.

Prepare and maintain displays of new and/or popular materials.

Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer.

Oversee the inter-library loan process.

Explore ways to develop and support outreach to the community in non-traditional locations.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

With the reopening of the new library a .5 FTE Public Services Clerk position has been restructured and replaced with 1 FTE Library Assistant which will provide flexibility to cover multiple service desks in adult and children's areas, allowing us to allocate staff resources more efficiently based on real-time needs.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Public Services **Business Unit 16023**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	$ 9,386	$ 23	$ 100	$ 100	$ 100
	Total Revenue	$ 9,386	$ 23	$ 100	$ 100	$ 100
	Expenses					
610100	Regular Salaries	$ 428,860	$ 462,941	$ 498,737	$ 498,737	$ 548,019
610800	Part-Time Wages	61,461	59,876	103,645	103,645	105,727
615000	Fringes	167,103	170,921	173,515	173,515	215,746
620100	Training/Conferences	838	551	2,565	2,565	2,565
630100	Office Supplies	1,505	2,925	3,000	3,000	3,000
659900	Other Contracts/Obligation	-	7,624	7,624	11,624	7,948
	Total Expense	$ 659,767	$ 704,838	$ 789,086	$ 793,086	$ 883,005

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
LIBRARY

Community Partnerships **Business Unit 16024**

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the Library, online, and throughout the Appleton area.

Provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs.

Provide access to local history materials, services, and programs; preserve Appleton and APL history by increasing and improving access to digital materials.

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement.

Serve on local boards and participate in various organizations to increase collaboration, build shared capacity, and connect patrons with local resources.

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through services and programs for all.

Develop relationships and services focused on economic development.

Work with Public Services and Children’s Services staff to bring circulation services to the community.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

The Poet Laureate program was previously included in the Mayor's Citizen Engagement budget for 2024. In 2025, it will be located in the Library's Community Partnerships budget in Other Contracts/Obligations. No changes have been made to the funding amount.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Community Partnerships **Business Unit 16024**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	$ 8,482	$ 32,454	$ -	$ -	$ -
	Total Revenue	$ 8,482	$ 32,454	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 356,173	$ 361,298	$ 385,346	$ 385,346	$ 401,201
610800	Part-Time Wages	17,980	18,560	-	6,688	-
615000	Fringes	155,952	141,130	156,853	156,853	140,760
620100	Training/Conferences	8,226	4,905	4,450	4,450	4,450
630100	Office Supplies	14,281	3,413	2,500	7,780	2,500
659900	Other Contracts/Obligation	9,963	18,805	-	11,595	3,000
	Total Expense	$ 562,575	$ 548,111	$ 549,149	$ 572,712	$ 551,911

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
LIBRARY

Building Operations **Business Unit 16031**

PROGRAM MISSION

Support the community and the Library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

Maintain cleanliness and sanitization, and perform light maintenance of the Library building.

Provide timely, accurate and customer-focused meeting room set up and service.

Explore new strategies to support workflows and services throughout APL.

Proactively meet the needs of the community through quality customer service and by incorporating sustainable and cost-effective practices in day-to-day operations.

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

Provide continued assistance to the Library staff and community.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

Upon terminating the temporary library lease, there will no longer be snowplowing and rent expenses, eliminating budgeted funds in Snow Removal Services and Leases.

Facilities will resume previous level of facility oversight and services in 2025 prior to operating in a rented location, increasing facility charges.

Building Maint./Janitorial has been restored to its level before our temporary relocation and reduced operations.

Utilities lines are based on estimates. Increases are anticipated based on a larger space, while others will be reduced or eliminated, such as gas due to geothermal.

The library will shift from using contracted guards to employing a pool of part-time non-benefitted staff to serve as Library Security Monitors. Recruiting will focus on candidates with a background in policing, such as retirees. This method will allow us to provide high quality customer service, consistent coverage, and ensure a good rapport with staff, patrons, and our police department. This change provides a savings from working with contracted providers that will offset a similar increase in our part-time non-benefitted Operations Clerks. These hours had been reduced while serving in the temporary library and as we return to full library services, including meeting rooms, we will need these hours to ensure coverage and sufficient meeting room set up.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Building Operations **Business Unit 16031**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
500100	Fees & Commissions	$ 358	$ -	$ -	$ -	$ -
	Total Revenue	$ 358	$ -	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 77,999	$ 102,407	$ 135,824	$ 135,824	$ 145,670
610500	Overtime Wages	11	1,328	-	-	-
610800	Part-Time Wages	12,460	14,121	22,218	22,218	110,490
615000	Fringes	28,152	38,959	57,585	57,585	61,646
620100	Training/Conferences	120	-	830	830	830
630100	Office Supplies	36	42	-	-	-
630600	Building Maint./Janitorial	9,931	8,519	7,210	7,210	11,417
630902	Tools & Instruments	-	70	150	150	150
632101	Uniforms	-	161	-	-	-
632300	Safety Supplies	230	(132)	550	550	550
632700	Miscellaneous Equipment	-	-	650	650	1,000
640700	Solid Waste/Recycling	6,246	5,188	5,200	5,200	5,611
641300	Utilities	161,447	115,373	66,000	66,000	102,345
641600	Building Repairs & Maint.	512	-	2,000	2,000	500
641800	Equipment Repairs & Maint.	445	-	1,000	1,000	-
642000	Facilities Charges	157,199	46,166	97,551	97,551	271,454
644000	Snow Removal Services	-	72,193	50,000	50,000	-
650200	Leases	310,000	179,816	150,000	150,000	-
659900	Other Contracts/Obligation		52,581	43,262	43,262	-
	Total Expense	$ 764,788	$ 636,792	$ 640,030	$ 640,030	$ 711,663

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
LIBRARY

Materials Management **Business Unit 16032**

PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Create entries and database records for approximately 25,000 new titles in the online catalog. Process 27,500 items annually, including labels, RFID tags and jacket protectors. Receive 1,800 newspapers, periodicals and standing order subscriptions, and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Collect and route approximately 100,000 items to fill reserves at other OWLSnet libraries.

Accurately check-in, sort and re-shelve over a million returned materials using the automated materials handling system.

Expand staff participation in displays.

Continue to enhance and evaluate the "digital branch" with access to e-courses for lifelong learning and mobile content.

Implement collection development procedures focused on high-interest, popular materials, including utilizing collection management data tools.

Actively work with OWLSnet on implementation of the integrated library system, as well as ways to reduce barriers to access.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

The Office Supplies and Library Books and Materials budgets have been restored to levels before the temporary relocation and reduced operations.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Materials Management **Business Unit 16032**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	$ 36,314	$ 33,749	$ 5,000	$ 5,000	$ -
	Total Revenue	$ 36,314	$ 33,749	$ 5,000	$ 5,000	$ -
	Expenses					
610100	Regular Salaries	$ 516,147	$ 497,536	$ 524,242	$ 524,242	$ 518,572
610800	Part-Time Wages	69,856	81,230	73,642	73,642	80,178
615000	Fringes	163,268	120,918	153,183	153,183	123,519
620100	Training/Conferences	3,252	3,742	3,324	3,324	3,324
630100	Office Supplies	22,619	21,151	24,417	24,417	35,000
631500	Books & Library Materials	498,418	489,421	475,000	477,340	597,644
641200	Advertising	-	155	-	-	-
659900	Other Contracts/Obligation	64,107	65,742	63,692	63,692	66,356
	Total Expense	$ 1,337,667	$ 1,279,895	$ 1,317,500	$ 1,319,840	$ 1,424,593

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Office Supplies	
General office supplies	$ 4,000
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	21,000
RFID supplies	10,000
	$ 35,000
Books & Library Materials	
Children's materials	$ 144,000
Adult materials	413,644
Digital content consortia	40,000
	$ 597,644
Other Contracts/Obligations	
OWLSnet contract	$ 62,356
Collection agency	4,000
	$ 66,356

CITY OF APPLETON 2025 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop a multi-year schedule of technology projects and replacements. Replace 20% of staff and public computing devices annually to maintain usability and update the network hardware and software to ensure responsiveness to patron and staff needs.

Replace aging network switches to increase uptime and reliability.

Maintain warranties on production servers and utilize the Federal government program E-rate to attain the best rates and reimbursements for eligible items.

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and automated materials handling equipment.

Filter and protect internet connections to keep library staff and public technology reasonably safe.

Support the video security system and access control systems.

Maintain reliable data communication between the Library's and OWLS' networks.

Work to improve staff mobile access to the Library's systems, to enable them to move about the building assisting patrons and provide remote access for laptops as appropriate.

Assist staff in technical aspects of providing electronic services to the public and support staff computer users.

Seek out and evaluate technologies to provide increased efficiencies for staff and operations.

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

Based on the object definitions provided, expenditures for monthly and annual software subscriptions will be moved from the Equipment Repairs and Maintenance object line to the Other Contracts/Obligations object line.

The Miscellaneous Equipment budget has been restored to its level before our temporary relocation and reduced operations.

CITY OF APPLETON 2025 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	$ 12,970	$ 9,428	$ 15,500	$ 15,500	$ 15,500
	Total Revenue	$ 12,970	$ 9,428	$ 15,500	$ 15,500	$ 15,500
	Expenses					
610100	Regular Salaries	$ 111,505	$ 117,025	$ 116,975	$ 116,975	$ 120,484
610500	Overtime	258	-	-	-	-
615000	Fringes	37,539	44,863	46,390	46,390	48,030
620100	Training/Conferences	120	120	1,000	1,000	2,740
630100	Office Supplies	719	-	600	600	600
632700	Miscellaneous Equipment	41,960	27,930	27,980	29,980	67,630
641800	Equipment Repairs & Maint.	85,954	41,453	63,227	63,227	-
659900	Other Contracts/Obligations	39,183	68	-	-	98,078
681500	Software Acquisition	6,687	22,277	4,498	4,498	-
	Total Expense	$ 323,925	$ 253,736	$ 260,670	$ 262,670	$ 337,562

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Computer replacements	$ 37,630
Network hardware, wiring, etc.	30,000
	$ 67,630
Other Contracts/Obligations	
Photocopier lease & maintenance	$ 13,000
Automated material handling equipment	25,000
Self-checks & RFID pad contract	6,221
Other equipment repairs & maintenance	11,679
Software license & maintenance fees	42,178
	$ 98,078

CITY OF APPLETON 2025 BUDGET
LIBRARY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
423200	Library Grants & Aids	1,063,001	1,064,805	-	1,166,028	1,166,028	1,268,046
480100	General Charges for Service	742	788	190	-	-	-
500100	Fees & Commissions	358	-	-	-	-	-
501500	Rental of City Property	6,467	-	-	-	-	15,000
502000	Donations & Memorials	155	325	14	-	-	-
503500	Other Reimbursements	125,207	124,734	87,851	20,600	20,600	15,600
	TOTAL PROGRAM REVENUES	1,195,930	1,190,652	88,055	1,186,628	1,186,628	1,298,646
	Personnel						
610100	Regular Salaries	2,104,220	2,159,468	699,370	2,492,073	2,492,073	2,596,718
610400	Call Time Wages	200	225	-	-	-	-
610500	Overtime Wages	269	1,537	751	-	-	-
610800	Part-Time Wages	209,408	218,761	66,209	245,668	252,356	343,944
611400	Sick Pay	(517)	1,810	276	-	-	-
611500	Vacation Pay	214,712	234,948	56,196	-	-	-
615000	Fringes	878,531	822,716	256,327	889,448	889,448	922,661
	TOTAL PERSONNEL	3,406,823	3,439,465	1,079,129	3,627,189	3,633,877	3,863,323
	Training~Travel						
620100	Training/Conferences	28,125	19,546	11,380	21,494	22,194	23,234
620600	Parking Permits	8,886	1,853	1,440	5,000	5,000	24,480
	TOTAL TRAINING / TRAVEL	37,011	21,399	12,820	26,494	27,194	47,714
	Supplies						
630100	Office Supplies	54,496	38,227	8,521	35,517	46,509	47,100
630300	Memberships & Licenses	3,217	1,566	1,194	2,200	2,200	2,200
630500	Awards & Recognition	819	3,690	421	850	850	850
630600	Building Maint./Janitorial	9,931	8,519	2,670	7,210	7,210	11,417
630700	Food & Provisions	3,884	4,108	900	1,135	1,135	1,135
630902	Tools & Instruments	-	70	-	150	150	150
631500	Books & Library Materials	498,418	489,421	184,173	475,000	477,340	597,644
632002	Outside Printing	1,132	418	211	1,288	2,488	1,288
632101	Uniforms	-	161	-	-	-	-
632300	Safety Supplies	230	(132)	220	550	550	550
632700	Miscellaneous Equipment	41,960	27,930	6,173	28,630	30,630	68,630
	TOTAL SUPPLIES	614,087	573,978	204,483	552,530	569,062	730,964
	Purchased Services						
640700	Solid Waste/Recycling Pickup	6,246	5,188	1,098	5,200	5,200	5,611
641200	Advertising	7,040	9,540	981	-	1,695	-
641301	Electric	113,796	81,756	5,865	42,000	42,000	91,472
641302	Gas	40,889	29,510	3,759	24,000	24,000	-
641303	Water	2,399	742	449	-	-	4,636
641304	Sewer	1,213	215	139	-	-	3,087
641306	Stormwater	3,150	3,150	2,921	-	-	3,150
641307	Telephone	4,630	6,703	2,820	5,298	5,298	5,654
641308	Cellular Phones	1,387	1,083	126	1,300	1,300	1,300
641600	Building Repairs & Maint.	512	-	-	2,000	2,000	500
641800	Equipment Repairs & Maint.	86,399	41,852	29,348	64,227	64,227	-
642000	Facilities Charges	157,199	46,166	21,842	97,551	97,551	271,454
644000	Snow Removal Services	-	72,193	4,589	50,000	50,000	-
650200	Leases	310,000	179,816	41,757	150,000	150,000	-
659900	Other Contracts/Obligation	226,204	156,823	98,659	116,218	134,424	178,382
	TOTAL PURCHASED SVCS	961,064	634,737	214,353	557,794	577,695	565,246
	Capital Outlay						
681500	Software Acquisition	6,687	22,277	972	4,498	4,498	-
	TOTAL CAPITAL OUTLAY	6,687	22,277	972	4,498	4,498	-
	TOTAL EXPENSE	5,025,672	4,691,856	1,511,757	4,768,505	4,812,326	5,207,247

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Library Grants

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Library Grants **Business Unit 2550**

PROGRAM MISSION

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families with information on how important it is to read to their small children. The books are provided to children aged birth to five years and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

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

Major changes in Revenue, Expenditures, or Programs:

The library will no longer be the coordinating organization for Reach Out and Read - Fox Cities. This program has been transitioned to Reach Out and Read - Wisconsin.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 104,363	$ 110,423	$ 148,124	$ 148,124	$ -	-100.00%
Program Expenses		$ 109,941	$ 125,048	$ 148,124	$ 255,965	$ -	-100.00%
Expenses Comprised Of:							
Personnel		40,061	50,490	43,630	43,630	-	-100.00%
Training & Travel		488	1,883	2,000	2,000	-	-100.00%
Supplies & Materials		61,094	71,007	94,726	199,884	-	-100.00%
Purchased Services		8,298	1,668	7,768	10,451	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		0.50	0.50	0.50	0.50	-	

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Library Grants **Business Unit 2550**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	$ 104,363	$ 110,423	$ 148,124	$ 148,124	$ -
	Total Revenue	$ 104,363	$ 110,423	$ 148,124	$ 148,124	$ -
	Expenses					
610100	Regular Salaries	$ 24,374	$ 29,318	$ 27,990	$ 27,990	$ -
610800	Part Time	736	5,791	-	-	-
615000	Fringes	14,951	15,381	15,640	15,640	-
620100	Training/Conferences	488	1,883	2,000	2,000	-
630100	Office Supplies	2,540	5,306	4,069	4,069	-
630700	Food & Provisions	200	-	-	-	-
631500	Books & Library Materials	58,354	65,701	90,657	195,815	-
641200	Advertising	47	-	4,000	4,000	-
659900	Other Contracts/Obligation	8,251	1,668	3,768	6,451	-
	Total Expense	$ 109,941	$ 125,048	$ 148,124	$ 255,965	$ -

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None.

CITY OF APPLETON 2025 BUDGET
LIBRARY GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Other Reimbursements	$ 104,363	$ 110,423	$ 148,124	$ 20,000	$ -
Total Revenues	104,363	110,423	148,124	20,000	-
Expenses					
Program Costs	109,941	125,048	148,124	127,838	-
Total Expenses	109,941	125,048	148,124	127,838	-
Other Financing Sources (Uses)					
Transfer In - General Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	(5,578)	(14,625)	-	(107,838)	-
Fund Balance - Beginning	128,041	122,463	107,838	107,838	-
Fund Balance - Ending	$ 122,463	$ 107,838	$ 107,838	$ -	$ -

CITY OF APPLETON 2025 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

MISSION STATEMENT

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Ridership
Valley Transit ridership is up (3%) in the first five months of 2024 when compared to 2023. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021, allowing people to begin returning to work and school. Valley Transit has experienced continued increases in ridership since March 2021.

Legislative Issues
Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for stable sources of local funding to offset the swings in funding at the state and Federal level.

Federal Funding – During 2015, Congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reformed and strengthened transportation programs and provided long-term certainty and more flexibility for state and local governments. The FAST Act was extended for one year and expired in 2021. On November 15, 2021, the Bipartisan Infrastructure Investment and Jobs Act was signed into law. The law is the largest long-term investment in the nation's infrastructure and economy in history. It provides funding over fiscal years 2022 through 2026.

Although the FAST Act and the new Bipartisan Infrastructure Law have provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's classification as a large system and as a direct recipient of Federal Transit Administration (FTA) funds, continues to require a large amount of administrative time to meet our obligations to the FTA. Reporting requirements include quarterly financial and operational reports along with the fairly new asset reporting requirement (Transit Asset Management Plan – TAM) and new safety reporting requirements: Public Transportation Agency Safety Plan (PTASP) and Safety Management System (SMS).

In March 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provides support for public transportation for capital, operating and other expenses generally eligible under federal grant programs. Valley Transit was allocated $7,425,047 under this program.

The American Rescue Plan Act of 2021 (ARPA), was signed on March 11, 2021 and included $30.5 billion in federal funding to support the nation’s public transportation systems as they continue to respond to the COVID-19 pandemic and support the President’s call to vaccinate the U.S. population. Valley Transit was allocated $3,370,750 under this program.

Valley Transit is a direct recipient of Section 5310 funding which provides assistance to programs serving the elderly and persons with disabilities beyond the ADA requirements. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) have an agreement in which ECWRPC assists Valley Transit in the administration of the 5310 Program. During 2021, Valley Transit was allocated $32,147 of 5310 funding under the ARPA program and $32,146 of 5310 funding under the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) program.

State Budget – State funding for transit operations has remained at a relatively consistent level, but lags behind previous funding levels.

Local Funding Options – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a method for local funding options other than tax levies. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits
Single Financial Audit
A non-Federal entity that expends $750,000 or more a year in Federal awards is required to have a single financial audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2023 financial audit conducted in early 2024.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

MAJOR 2025 OBJECTIVES

The COVID pandemic brought about a significant decrease in Valley Transit's ridership during 2020. When businesses and schools reopened and workers returned to work, Valley Transit began its efforts to regain the ridership lost. During 2025, as part of the continuing effort to regain ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. Following an unsuccessful grant submittal to the Federal Transit Administration, Valley Transit obligated the use of CARES Act funds to start Phase 1 construction of the Administrative Office. Valley Transit completed the Request for Bid process in 2023 and hired a contractor for renovations of the facility. Phase 1 work began in 2023 and will be complete in 2024. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. Valley Transit will begin Phase 2, including renovation of the maintenance and bus storage when Phase 1 is completed. Valley Transit was awarded a Federal Transit Administration Bus & Bus Facilities grant during 2024 for Phase 2 of the project.

In 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. Valley Transit was awarded $25,000,000 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds in 2024 for a Downtown Regional Transit Multimodal Hub project. The City of Appleton is also contributing $1,800,000 in American Rescue Plan Act (ARPA) funds toward the project.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020. The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. Valley Transit and East Central Wisconsin Regional Planning Commission expect to conduct a new TDP in 2025.

Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2025, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

We will continue to work on establishing local funding options in the Fox Cities and finding alternate, sustainable sources of funding for both fixed route and paratransit services.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 11,377,816	$ 11,671,264	$ 12,213,370	$ 12,213,370	$ 11,454,485	-6.21%
Program Expenses							
58071000	Administration	2,146,668	3,023,423	2,389,857	2,389,857	2,680,741	12.17%
58072000	Vehicle Maint.	900,930	846,244	1,126,287	1,126,287	1,096,030	-2.69%
58073000	Facilities Maint.	151,056	183,934	891,600	891,600	190,821	-78.60%
58074000	Operations	4,123,290	4,136,576	4,982,449	4,982,449	4,395,499	-11.78%
58075000	ADA Paratransit	1,233,483	1,305,794	2,826,893	2,826,893	2,990,558	5.79%
58076000	Ancillary Paratransit	887,368	939,213	1,382,133	1,382,133	1,318,227	-4.62%
TOTAL		$ 9,442,795	$ 10,435,184	$ 13,599,219	$ 13,599,219	$ 12,671,876	-6.82%
Expenses Comprised Of:							
Personnel		4,017,326	4,608,013	5,163,873	5,163,873	4,975,516	-3.65%
Training & Travel		30,460	29,151	34,480	34,480	32,280	-6.38%
Supplies & Materials		991,157	940,914	1,246,090	1,246,090	1,065,763	-14.47%
Purchased Services		2,933,517	3,338,182	4,645,902	4,645,902	5,076,574	9.27%
Miscellaneous Expense		1,465,735	1,487,955	1,423,874	1,423,874	1,521,743	6.87%
Capital Expenditures		4,600	30,969	1,085,000	1,085,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		60.10	60.10	61.10	61.10	61.10	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Administration **Business Unit 58071000**

PROGRAM MISSION

We will equitably allocate Federal, state, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Reach out to riders and non-riders alike to demonstrate that Valley Transit provides low-cost, safe, reliable, and friendly public transportation that directly improves the quality of life for everyone.

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

Fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region.

Major changes in Revenue, Expenditures, or Programs:

Combined state and Federal operating assistance is estimated at 58% of eligible expenses in 2025.

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

The increase in depreciation expense is related to new buses and equipment purchased in 2024.

Increased salaries and benefits include an over hire for Valley Transit's current Administrative Services Manager position who has projected a retirement date in early 2026.

Consulting services line item expense is related to the Transit Development Plan (TDP) that Valley Transit is required to complete every five years.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Administration **Business Unit 58071000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
421000	Federal Grants	$ 2,953,461	$ 5,225,271	$ 4,392,145	$ 4,392,145	$ 3,491,411
422400	Miscellaneous State Aids	5,303,099	2,671,281	3,161,996	3,161,996	3,179,335
423000	Misc Local Govt Aids	506,442	769,849	541,341	541,341	548,002
471000	Interest on Investments	(43,032)	181,272	12,500	12,500	12,500
487700	Advertising/Promo Fees	93,876	74,344	65,000	65,000	65,000
500100	Fees & Commissions	5,316	5,982	8,000	8,000	8,000
500400	Sale of City Property	-	2,669	-	-	-
500600	Gain (Loss) on Assets	18,710	-	-	-	-
503500	Other Reimbursements	2,008	1,953	-	-	-
592100	Transfer In - General Fund	677,585	702,314	734,787	734,787	746,101
	Total Revenue	$ 9,517,465	$ 9,634,935	$ 8,915,769	$ 8,915,769	$ 8,050,349
	Expenses					
610100	Regular Salaries	$ 261,747	$ 323,090	$ 252,620	$ 252,620	$ 346,623
615000	Fringes	(221,833)	331,132	67,318	67,318	100,465
620100	Training/Conferences	5,770	8,634	14,151	14,151	13,508
620400	Tuition Reimbursement	8,692	3,331	2,200	2,200	-
620500	Employee Recruitment	13,882	10,928	7,280	7,280	7,280
620600	Parking Permits	-	1,421	-	-	-
630100	Office Supplies	3,904	5,539	4,361	4,361	4,187
630200	Subscriptions	908	1,411	1,020	1,020	1,413
630300	Memberships & Licenses	11,552	11,519	14,536	14,536	12,383
630400	Postage/Freight	1,090	2,659	2,988	2,988	2,869
630500	Awards & Recognition	759	996	930	930	930
630700	Food & Provisions	2,011	2,098	1,240	1,240	1,240
631603	Other Misc. Supplies	1,968	2,407	1,225	1,225	1,225
632001	City Copy Charges	3,916	4,863	3,585	3,585	4,652
632002	Outside Printing	4,618	4,875	18,953	18,953	18,199
632300	Safety Supplies	938	1,401	500	500	1,500
632700	Miscellaneous Equipment	1,489	6,023	6,700	6,700	6,700
632800	Signs	6,040	8,588	10,000	10,000	10,000
640100	Accounting/Audit Fees	14,352	12,573	12,113	12,113	11,631
640300	Bank Service Fees	4,619	4,859	6,680	6,680	6,680
640400	Consulting Services	24,974	-	-	-	40,000
640800	Contractor Fees	94,189	225,511	103,200	103,200	103,200
641200	Advertising	41,536	72,330	42,000	42,000	40,309
641300	Utilities	90,452	100,650	91,952	91,952	91,369
641800	Equipment Repairs & Maint.	765	1,217	300	300	300
642400	Software Support	97,965	117,913	117,051	117,051	120,273
643000	Health Services	416	595	1,015	1,015	1,015
650100	Insurance	199,258	238,133	182,065	182,065	211,047
659900	Other Contracts/Obligation	356	220	-	-	-
660100	Depreciation Expense	1,465,735	1,487,955	1,423,874	1,423,874	1,521,743
680401	Machinery & Equipment	4,600	30,552	-	-	-
	Total Expense	$ 2,146,668	$ 3,023,423	$ 2,389,857	$ 2,389,857	$ 2,680,741

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Outside Printing	
Fare material	$ 6,591
Rider's guides & maps	5,040
Public information materials	5,638
Forms	930
	$ 18,199

Advertising	
Community/rider promotions	$ 11,609
Prospective rider promotions	10,000
Employer outreach	5,000
Bus driver ads	1,500
Rider survey	9,590
Legal notices & translation services	2,610
	$ 40,309

Software Support	
Fire Pixel, MSDS, Yodeck, Zoom	$ 5,345
Transtrack	57,430
Optibus	23,713
GMV/Syncromatics	33,785
	$ 120,273

Contractor Fees	
Shredding	$ 1,200
Marketing	102,000
	$ 103,200

Consulting Services	
Transit Development Plan (TDP)	$ 40,000
	$ 40,000

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 58072000**

PROGRAM MISSION

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed.

Maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure.

Major changes in Revenue, Expenditures, or Programs:

The Capital expense for 2024 consists of purchasing and implementing a cashless fare system. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve. In the event that the project is not complete by the end of 2024, funds will be carried over to 2025.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 58072000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503000	Damage to City Property	$ 7,521	$ 9,388	$ -	$ -	$ -
503500	Other Reimbursements	-	1,601	-	-	-
	Total Revenue	$ 7,521	$ 10,989	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 361,647	$ 291,886	$ 443,390	$ 443,390	$ 494,684
610500	Overtime Wages	39,070	41,137	9,032	9,032	8,467
615000	Fringes	126,384	112,626	160,642	160,642	171,351
620100	Training/Conferences	566	296	5,000	5,000	5,000
630901	Shop Supplies	32,866	27,006	43,450	43,450	43,450
630902	Tools & Instruments	10,294	2,579	10,000	10,000	10,000
631603	Other Misc. Supplies	304	-	400	400	400
632101	Uniforms	63	-	220	220	220
632200	Gas Purchases	5,014	4,086	9,000	9,000	9,000
632601	Repair Parts	229,815	229,859	255,800	255,800	255,800
632700	Miscellaneous Equipment	9,534	52,153	10,000	10,000	10,000
641700	Vehicle Repairs & Maint.	25,639	21,596	10,050	10,050	10,050
641800	Equipment Repairs & Maint.	4,993	9,676	9,350	9,350	9,350
642400	Software Support	18,906	26,516	18,810	18,810	22,637
643000	Health Services	1,340	1,194	725	725	725
645100	Laundry Services	2,231	1,550	1,560	1,560	1,560
650100	Insurance	29,402	22,643	38,858	38,858	43,336
659900	Other Contracts/Obligation	2,862	1,441	-	-	-
680401	Machinery & Equipment	-	-	100,000	100,000	-
	Total Expense	$ 900,930	$ 846,244	$ 1,126,287	$ 1,126,287	$ 1,096,030

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

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

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

Software Support	
GFI Maintenance agreement	$ 14,080
StarTran - Fleet Maintenance	5,500
Noregon, SOI, Transp Ref	3,057
	$ 22,637

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 58073000**

PROGRAM MISSION

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefit our passengers, employees, and the general public.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide clean and safe shelters for passengers waiting to board the bus.

Provide a clean and safe working environment for employees.

Maintain facilities that enhance the beauty of the community.

Major changes in Revenue, Expenditures, or Programs:

The Administration/Maintenance Building capital project budgeted in 2022 consisted of a facility-wide renovation of the Whitman Avenue facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully-adopted facility master plan that was completed in 2021. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding was budgeted in the Administration budget in 2022 to cover 100% of the cost of Phase 1 of a two phase project. Phase 1 of the project was carried forward to 2023 and planned for completion in 2024. Valley Transit was awarded a Federal Transit Administration Bus & Bus Facilities grant in 2024 for Phase 2 of the project which will begin upon completion of Phase 1. Phase 2 is expected to be complete during 2026.

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

Funds budgeted in the Land account in 2024 are for the acquisition of the vacant lot north of the Appleton Transit Center. Prior to purchasing the land, Valley Transit will obtain authorization from the Federal Transit Administration, the Fox Cities Transit Commission and Appleton Common Council.

In 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. Valley Transit was awarded $25,000,000 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds in 2024 for a Downtown Regional Transit Multimodal Hub project. The City of Appleton is also contributing $1,800,000 in American Rescue Plan Act (ARPA) funds toward the project.

Due to ongoing construction at the Whitman Facility, some of the displaced Valley Transit Administration staff have moved into the back area of the Transit Center. Valley Transit has previously rented this space to Greyhound and Lamers.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 58073000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
501500	Rental of City Property	$ 5,500	$ -	$ -	$ -	$ -
	Total Revenue	$ 5,500	$ -	$ -	$ -	$ -
	Expenses					
630899	Other Landscape Supplies	$ 803	$ 1,216	$ 1,500	$ 1,500	$ 1,500
632508	Ice Control Materials	8,650	9,370	9,000	9,000	9,000
632700	Miscellaneous Equipment	-	850	-	-	-
640700	Waste/Recycling Pickup	3,718	4,131	5,753	5,753	6,161
641600	Building Repairs & Maint.	1,991	2,648	-	-	-
642000	Facilities Charges	98,331	108,317	110,807	110,807	109,940
644000	Snow Removal Services	19,450	41,062	40,000	40,000	40,000
645100	Laundry Services	7,246	8,763	13,780	13,780	13,780
645400	Grounds Repair & Maint.	731	855	-	-	-
650100	Insurance	-	-	15,320	15,320	-
659900	Other Contracts/Obligation	10,136	6,305	10,440	10,440	10,440
680100	Land	-	-	175,000	175,000	-
680300	Buildings	-	417	160,000	160,000	-
680402	Furniture & Fixtures	-	-	350,000	350,000	-
	Total Expense	$ 151,056	$ 183,934	$ 891,600	$ 891,600	$ 190,821

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Snow Removal Services

Snow removal contractor	$ 40,000
	$ 40,000

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Operations **Business Unit 58074000**

PROGRAM MISSION

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Excellence in customer service is a central value of Valley Transit. The organization will continuously monitor and exceed customer expectations.

To have transit services in the Fox Cities be direct, on-time and easy to use.

To have the transportation infrastructure in the Fox Cities improve communities and offer seamless connections for all people traveling to, from, or within the region.

To have transit needs in the Fox Cities met efficiently and in a manner that is consistent with our mission.

Major changes in Revenue, Expenditures, or Programs:

The decrease in salaries and fringes represents three vacant driver positons that will not be filled during 2025.

Overtime expense has been relatively high in recent years due to the need to cover drivers’ shifts for vacant positions caused by retirements, absences due to illness and FMLA leave, and driver shortages. Valley Transit's table of organization allows hiring of additional drivers with various scheduling options to control overtime expense.

The decrease in fuel reflects an updated price per gallon realized during 2024 and a reduction in annual gallons purchased.

The decrease in Other Contract/Obligations reflects the discontinued driver incentive program.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Operations **Business Unit 58074000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
487500	Farebox Revenue	$ 585,823	$ 640,085	$ 820,000	$ 820,000	$ 700,000
487600	Special Transit Revenues	43,709	46,946	38,843	38,843	40,000
508500	Cash Short or Over	321	221	-	-	-
	Total Revenue	$ 629,853	$ 687,252	$ 858,843	$ 858,843	$ 740,000
	Expenses					
610100	Regular Salaries	$ 2,063,276	$ 2,123,558	$ 2,675,150	$ 2,675,150	$ 2,530,712
610500	Overtime Wages	319,469	357,442	71,045	71,045	68,891
615000	Fringes	947,482	892,096	1,211,031	1,211,031	953,194
620100	Training/Conferences	654	3,156	-	-	-
630300	Memberships & Licenses	1,348	74	-	-	-
632002	Outside Printing	31,030	11,550	-	-	-
632101	Uniforms	2,569	3,393	9,070	9,070	9,070
632200	Gas Purchases	536,869	461,459	743,750	743,750	562,500
632300	Safety Supplies	1,899	-	-	-	-
632602	Tires	42,265	41,771	41,500	41,500	41,500
632603	Lubricants	22,987	33,010	25,000	25,000	25,000
632700	Miscellaneous Equipment	4,616	-	8,400	8,400	8,400
632800	Signs	180	1,695	2,000	2,000	2,000
640800	Contractor Fees	127,882	155,831	127,200	127,200	127,200
641800	Equip Repairs & Maint.	374	-	-	-	-
643000	Health Services	10,282	11,107	7,460	7,460	7,460
650100	Insurance	-	27,200	49,843	49,843	59,572
659900	Other Contracts/Obligation	10,108	13,234	11,000	11,000	-
	Total Expense	$ 4,123,290	$ 4,136,576	$ 4,982,449	$ 4,982,449	$ 4,395,499

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Gas Purchases *

Diesel fuel 150,000 gal. @ $3.75/gal	$ 562,500
	$ 562,500

Tires

Tire leasing program	$ 36,000
Support vehicle tires	5,500
	$ 41,500

Contractor Fees

Transit Center security	$ 96,000
Bus cleaning/sanitizing	31,200
	$ 127,200

Lubricants

Diesel Exhaust Fluid	$ 8,500
Oil	13,000
Gear Lube	1,400
Automatic Transmission Fluid	2,100
	$ 25,000

* Valley Transit does not pay Federal or state fuel taxes and attains bulk purchasing rates.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 58075000**

PROGRAM MISSION

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Provide safe, reliable, convenient, and friendly specialized transportation.

Meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities.

Major changes in Revenue, Expenditures, or Programs:

During 2022 and 2023, Valley Transit saw a steady increase in ridership since the national pandemic that kept ADA riders home and only using the system for essential trips. During the first five months of 2024 we continued to see increases in ridership. An increase in the cost per ride is budgeted for 2025 as the current contract for services expired on June 30, 2024.

Miscellaneous Local Government Aids have increased due to an expected increase in the cost per ride for services. The current contract for services expired during 2024 and Valley Transit has budgeted for an increase in costs based on the new contract with the service provider.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 58075000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
423000	Misc Local Govt Aids	$ 512,474	$ 576,528	$ 1,081,508	$ 1,081,508	$ 1,257,529
487500	Farebox Revenue	236,948	245,644	400,000	400,000	400,000
	Total Revenue	$ 749,422	$ 822,172	$ 1,481,508	$ 1,481,508	$ 1,657,529
	Expenses					
610100	Regular Salaries	$ 84,877	$ 97,883	$ 191,755	$ 191,755	$ 214,713
615000	Fringes	35,207	37,163	81,890	81,890	86,416
620100	Training/Conferences	896	1,385	5,849	5,849	6,492
630100	Office Supplies	606	794	1,039	1,039	1,213
630300	Memberships & Licenses	1,795	1,651	3,464	3,464	3,587
630400	Postage/Freight	169	381	712	712	831
630899	Other Landscape Supplies	125	114	-	-	-
631603	Other Misc. Supplies	188	-	375	375	375
632001	City Copy Charges	608	697	855	855	1,348
632002	Outside Printing	2,104	4,241	4,517	4,517	5,271
632200	Gas Purchases	779	586	-	-	-
632700	Miscellaneous Equipment	4,484	-	-	-	-
640100	Accounting/Audit Fees	2,230	1,802	2,887	2,887	3,369
640800	Contractor Fees	1,057,970	1,084,977	2,142,500	2,142,500	2,550,000
641200	Advertising	6,453	10,368	8,309	8,309	10,000
641300	Utilities	22,527	21,633	40,157	40,157	43,472
641800	Equipment Repairs & Maint.	119	175	-	-	-
642000	Facilities Charges	9,210	10,035	27,126	27,126	27,993
642400	Software Support	-	25,900	7,500	7,500	27,520
644000	Snow Removal Services	3,022	5,886	7,008	7,008	7,008
645400	Grounds Repair & Maint.	114	123	-	-	-
650100	Insurance	-	-	950	950	950
680401	Machinery & Equipment	-	-	300,000	300,000	-
	Total Expense	$ 1,233,483	$ 1,305,794	$ 2,826,893	$ 2,826,893	$ 2,990,558

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 100,000 trips	$ 2,550,000
	$ 2,550,000

Software Support

Ecolane Software maintenance	$ 27,520
	$ 27,520

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 58076000**

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Provide employment transportation and limited Sunday service to people with disabilities.

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

Provide micro-transit service during extended hours that the fixed route is not operating.

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the Village of Fox Crossing, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by support from the local municipalities that participate in the fixed route system.

The 2025 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 58076000**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
421000	Federal Grants	$ 68,577	$ 48,445	$ 89,750	$ 89,750	$ 179,750
422400	Miscellaneous State Aids	97,159	99,119	97,159	97,159	97,159
423000	Misc. Local Govt Aids	98,095	128,903	433,798	433,798	554,316
487500	Farebox Revenue	154,018	181,069	255,230	255,230	157,410
502000	Donations & Memorials	50,206	60,157	66,326	66,326	-
592100	Transfer In - General Fund	-	(1,777)	14,987	14,987	17,972
	Total Revenue	$ 468,055	$ 515,916	$ 957,250	$ 957,250	$ 1,006,607
	Expenses					
640800	Contractor Fees	$ 818,791	$ 890,768	$ 1,292,383	$ 1,292,383	$ 1,228,477
659900	Other Contracts/Obligation	68,577	48,445	89,750	89,750	89,750
	Total Expense	$ 887,368	$ 939,213	$ 1,382,133	$ 1,382,133	$ 1,318,227

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Purchased transportation:	
Valley Transit II - elderly purchased transportation - optional	$ 89,250
Outagamie County - demand response - rural	462,600
Outagamie County - children & family transportation	1,150
Village of Fox Crossing - Dial-A-Ride	18,570
Neenah - Dial-A-Ride	92,850
Heritage	9,285
Calumet County - rural service	37,620
Connector service	476,352
Trolley service - downtown	40,800
	$ 1,228,477

Other Contracts/Obligations

FTA Section 5310 sub-recipient	$ 89,750
	$ 89,750

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
421000	Federal Grants	3,022,038	5,273,716	-	4,481,895	4,481,895	3,671,161
422400	Miscellaneous State Aids	5,400,258	2,770,400	-	3,259,155	3,259,155	3,276,494
423000	Miscellaneous Local Govt Aids	1,117,011	1,475,280	1,578,110	2,056,647	2,056,647	2,359,847
471000	Interest on Investments	(43,032)	181,272	4,929	12,500	12,500	12,500
487500	Farebox Revenue	976,789	1,066,798	277,573	1,475,230	1,475,230	1,257,410
487600	Special Transit Revenues	43,709	46,946	28,769	38,843	38,843	40,000
487700	Advertising/Promotional Fees	93,876	74,344	17,214	65,000	65,000	65,000
500100	Fees & Commissions	5,316	5,982	1,633	8,000	8,000	8,000
500400	Sale of City Property	-	2,669	-	-	-	-
500600	Gain (Loss) on Asset Disposal	18,710	-	-	-	-	-
501500	Rental of City Property	5,500	-	-	-	-	-
502000	Donations & Memorials	50,206	60,157	8,388	66,326	66,326	-
503000	Damage to City Property	7,521	9,388	2,355	-	-	-
503500	Other Reimbursements	2,008	3,554	1,757	-	-	-
508500	Cash Short or Over	321	221	(12)	-	-	-
592100	Transfer In - General Fund	677,585	700,537	-	749,774	749,774	764,073
	TOTAL PROGRAM REVENUES	11,377,816	11,671,264	1,920,716	12,213,370	12,213,370	11,454,485
	Personnel						
610100	Regular Salaries	2,385,297	2,468,253	729,250	3,334,602	3,334,602	3,355,189
610200	Labor Pool Allocations	70,695	73,930	27,804	226,978	226,978	230,208
610500	Overtime Wages	358,539	398,579	198,553	80,077	80,077	77,358
610900	Incentive Pay	920	-	1,480	1,335	1,335	1,335
611000	Other Compensation	1,925	1,954	-	-	-	-
611400	Sick Pay	51,140	27,439	66,962	-	-	-
611500	Vacation Pay	242,972	244,991	93,845	-	-	-
611600	Holiday Pay	18,598	19,850	2,774	-	-	-
615000	Fringes	1,179,723	1,124,435	337,366	1,520,881	1,520,881	1,311,426
615500	Unemployment Compensation	3,301	8,033	(38,972)	-	-	-
617000	Pension Expense	(301,465)	236,746	-	-	-	-
617100	OPEB Expense	5,681	3,803	-	-	-	-
	TOTAL PERSONNEL	4,017,326	4,608,013	1,419,062	5,163,873	5,163,873	4,975,516
	Training~Travel						
620100	Training/Conferences	7,886	13,471	6,992	25,000	25,000	25,000
620400	Tuition Reimbursement	8,692	3,331	-	2,200	2,200	-
620500	Employee Recruitment	13,882	10,928	2,160	7,280	7,280	7,280
620600	Parking Permits	-	1,421	1,680	-	-	-
	TOTAL TRAINING / TRAVEL	30,460	29,151	10,832	34,480	34,480	32,280
	Supplies						
630100	Office Supplies	4,510	6,333	1,332	5,400	5,400	5,400
630200	Subscriptions	908	1,411	399	1,020	1,020	1,413
630300	Memberships & Licenses	14,695	13,244	9,230	18,000	18,000	15,970
630400	Postage/Freight	1,259	3,040	887	3,700	3,700	3,700
630500	Awards & Recognition	759	996	843	930	930	930
630600	Building Maint./Janitorial	-	425	-	-	-	-
630700	Food & Provisions	2,011	2,098	-	1,240	1,240	1,240
630899	Other Landscape Supplies	928	905	-	1,500	1,500	1,500
630901	Shop Supplies	32,866	27,006	14,045	43,450	43,450	43,450
630902	Tools & Instruments	10,294	2,579	2,173	10,000	10,000	10,000
631603	Other Misc. Supplies	2,460	2,407	161	2,000	2,000	2,000
632001	City Copy Charges	4,524	5,560	932	4,440	4,440	6,000
632002	Outside Printing	37,752	20,666	1,046	23,470	23,470	23,470
632101	Uniforms	2,632	3,393	1,074	9,290	9,290	9,290
632200	Gas Purchases	542,662	466,131	143,000	752,750	752,750	571,500
632300	Safety Supplies	2,837	1,401	718	500	500	1,500
632508	Ice Control Materials	8,650	9,370	-	9,000	9,000	9,000
632601	Repair Parts	230,242	228,552	58,705	255,800	255,800	255,800
632602	Tires	42,265	41,771	9,161	41,500	41,500	41,500
632603	Lubricants	22,987	33,010	882	25,000	25,000	25,000
632700	Miscellaneous Equipment	19,696	60,333	2,884	25,100	25,100	25,100
632800	Signs	6,220	10,283	2,332	12,000	12,000	12,000
	TOTAL SUPPLIES	991,157	940,914	249,804	1,246,090	1,246,090	1,065,763

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Purchased Services						
640100	Accounting/Audit Fees	16,582	14,375	-	15,000	15,000	15,000
640300	Bank Service Fees	4,619	4,859	588	6,680	6,680	6,680
640400	Consulting Services	24,974	-	-	-	-	40,000
640700	Solid Waste/Recycling Pickup	3,718	4,131	1,476	5,753	5,753	6,161
640800	Contractor Fees	2,098,832	2,357,087	565,765	3,665,283	3,665,283	4,008,877
641200	Advertising	47,989	82,698	32,033	50,309	50,309	50,309
641301	Electric	52,359	53,156	15,007	56,732	56,732	58,434
641302	Gas	24,356	20,814	10,114	23,920	23,920	24,638
641303	Water	7,525	8,051	2,301	7,850	7,850	7,850
641304	Sewer	3,738	4,308	1,304	4,451	4,451	4,763
641306	Stormwater	10,513	10,622	2,569	10,000	10,000	10,000
641307	Telephone	2,509	1,687	1,277	5,600	5,600	5,600
641308	Cellular Phones	11,979	23,645	3,244	23,556	23,556	23,556
641600	Building Repairs & Maint.	1,991	2,648	425	-	-	-
641700	Vehicle Repairs & Maint.	25,639	21,596	15,874	10,050	10,050	10,050
641800	Equipment Repairs & Maint.	6,251	11,068	4,830	9,650	9,650	9,650
642000	Facilities Charges	107,541	118,352	26,497	137,933	137,933	137,933
642400	Software Support	116,871	170,329	98,147	143,361	143,361	170,430
643000	Health Services	12,038	12,896	3,905	9,200	9,200	9,200
644000	Snow Removal Services	22,472	46,948	33,315	47,008	47,008	47,008
645100	Laundry Services	9,477	10,313	1,920	15,340	15,340	15,340
645400	Grounds Repair & Maintenance	845	978	-	-	-	-
650100	Insurance	228,660	287,976	193,295	287,036	287,036	314,905
659900	Other Contracts/Obligation	92,039	69,645	5,245	111,190	111,190	100,190
	TOTAL PURCHASED SVCS	2,933,517	3,338,182	1,019,131	4,645,902	4,645,902	5,076,574
	Miscellaneous Expense						
660100	Depreciation Expense	1,465,735	1,487,955	-	1,423,874	1,423,874	1,521,743
	TOTAL MISCELLANEOUS EXP	1,465,735	1,487,955	-	1,423,874	1,423,874	1,521,743
	Capital Outlay						
680100	Land	-	-	-	175,000	175,000	-
680300	Buildings	-	417	784,267	160,000	160,000	-
680401	Machinery & Equipment	4,600	30,552	-	400,000	400,000	-
680402	Furniture & Fixtures	-	-	-	350,000	350,000	-
680403	Vehicles	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	4,600	30,969	784,267	1,085,000	1,085,000	-
	TOTAL EXPENSE	9,442,795	10,435,184	3,483,096	13,599,219	13,599,219	12,671,876

CITY OF APPLETON 2025 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 1,020,500	$ 1,113,745	$ 1,587,073	$ 1,587,073	$ 1,370,410
Miscellaneous	114,544	96,161	66,326	66,326	-
Total Revenues	1,135,044	1,209,906	1,653,399	1,653,399	1,370,410
Expenses					
Operating Expenses	7,977,055	8,947,226	11,090,345	11,090,345	11,150,133
Depreciation	1,223,909	1,342,327	1,423,874	1,423,874	1,521,743
Total Expenses	9,200,964	10,289,553	12,514,219	12,514,219	12,671,876
Revenues over (under) Expenses	(8,065,920)	(9,079,647)	(10,860,820)	(10,860,820)	(11,301,466)
Non-Operating Revenues (Expenses)					
Investment Income	(43,030)	181,272	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	18,710	-	-	-	-
Operating Subsidies	6,889,328	7,261,439	9,637,697	9,637,697	9,307,502
Total Non-Operating	6,865,008	7,442,711	9,650,197	9,650,197	9,320,002
Income (Loss) Before Contributions and Transfers	(1,200,912)	(1,636,936)	(1,210,623)	(1,210,623)	(1,981,464)
Contributions and Transfers In (Out)					
Transfer In - General Fund	677,585	499,111	749,774	749,774	764,073
Transfer Out - General Fund	(241,827)	-	-	-	-
Capital Contributions	2,700,188	2,276,931	160,000	728,000	-
Change in Net Assets	1,935,034	1,139,106	(300,849)	267,151	(1,217,391)
Total Net Assets - Beginning	12,182,977	14,118,011	15,257,117	15,257,117	15,524,268
Total Net Assets - Ending	$ 14,118,011	$ 15,257,117	$ 14,956,268	$ 15,524,268	$ 14,306,877

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	$ 1,139,014	$ 2,102,039
+ Change in Net Assets	267,151	(1,217,391)
+ Depreciation	1,423,874	1,521,743
- Fixed Assets	(910,000)	-
+ F/A Funded by Restricted Cash	182,000	-
Working Cash - End of Year	$ 2,102,039	$ 2,406,391

CITY OF APPLETON 2025 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Continued implementation of annual sidewalk poetry program.

Continued implementation of Citywide bike lane plan.

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

Improved neighborhood connectivity by implementing several enhanced crosswalks downtown.

Implemented portions of the Downtown Mobility Plan.

Worked through logistics of No Mow May.

Completed and began implementing Complete Streets Design Policy and Guide.

Began routing approvals for new Subdivision Street Design Parameters through Municipal Services Committee.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

MAJOR 2025 OBJECTIVES

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up.

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

Continue implementation of Citywide bike lane plan.

Continue working with the Facilities Management Department, Community Development, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination.

Continue working with surrounding communities for opportunities to jointly bid projects.

Work with the arts community to implement new ideas.

Implement portions of the Downtown Mobility Plan.

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

Use Complete Streets Guide and Policy to configure multimodal street designs for new and reconstructed streets.

Develop a guidance document for creation of a traffic calming/multimodal safety enhancement program.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 2,257,021	$ 1,978,937	$ 2,135,055	$ 2,135,055	$ 2,622,555	22.83%
Program Expenses							
17011	Administrative Service	1,503,445	1,673,352	1,297,270	1,297,270	1,254,230	-3.32%
17014	Concrete Reconstruction	83,123	602,417	25,000	36,507	212,547	750.19%
17015	Sidewalk Reconstruction	604,395	570,770	765,000	765,000	765,089	0.01%
17016	Asphalt Reconstruction	1,227,711	649,992	2,063,884	2,063,884	1,802,308	-12.67%
17022	Traffic - Control	890,836	1,037,213	1,093,103	1,205,564	1,108,345	1.39%
17023	Street Lighting	1,517,046	1,597,155	1,591,530	1,645,335	1,641,618	3.15%
17031	MSB Administration	1,253,277	1,193,797	1,214,352	1,234,352	1,233,895	1.61%
17032	Street Repair	2,180,131	1,984,244	1,968,282	2,303,700	2,044,528	3.87%
17033	Snow & Ice Control	1,511,286	1,640,172	1,871,291	1,840,140	1,899,396	1.50%
17034	Forestry	1,327,821	1,352,914	95,573	95,573	97,150	1.65%
TOTAL		$ 12,099,071	$ 12,302,026	$ 11,985,285	$ 12,487,325	$ 12,059,106	0.62%
Expenses Comprised Of:							
Personnel		5,297,037	5,681,256	4,439,192	4,439,192	4,643,508	4.60%
Training & Travel		23,450	20,487	25,895	25,895	29,870	15.35%
Supplies & Materials		1,056,680	787,562	1,373,881	1,488,273	1,115,121	-18.83%
Purchased Services		4,466,404	4,490,585	4,234,513	4,619,161	4,389,442	3.66%
Capital Expenditures		1,255,500	1,322,136	1,911,804	1,914,804	1,881,165	-1.60%
Full Time Equivalent Staff:							
Personnel allocated to programs		61.19	60.34	43.24	43.24	43.66	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM MISSION

To provide supervision, training and leadership in all department functions and activities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Work with GIS staff to review and update the official City map to reflect current growth.

Develop and implement a ten-year capital plan to improve City infrastructure.

Monitor project completion dates for contract compliance and timely assessment billings.

Support employee individual development plans as part of Department's succession planning.

Improve budget development, implementation and monitoring practices.

Review engineering designs, site plans and plats prepared by consultants for private construction projects to ensure compliance throughout the City.

Develop and/or update department policies necessary for department administration.

Provide support and accountability towards the City's vision statement, "Appleton is the place where people can use their talents to thrive".

Review services and work with other departments to improve efficiency and effectiveness of City services.

Continue implementation of Citywide bike lane plan.

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

Major Changes in Revenue, Expenditures, or Programs:

Decrease in Street Excavation Permit Revenue is based on a decline in TDS street excavation projects in the area. The first six months of 2024 have shown a reduction of permitted work by TDS, leading to the anticipated levels similar to 2020.

During 2024, 1.15 FTE was moved from TIF #13 due to a street project. This was for one year only, resulting in the return of FTE to the General Fund for 2025.

Additional support is needed for the Parking Utility for ongoing and planned parking improvements resulting in moving 0.5 FTE out of DPW Administration to Parking Utility Administration.

CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
431900	Street/Sidewalk License	$ 750	$ 1,075	$ 800	$ 800	$ 800
440900	Street Occupancy Permits	10,122	9,422	10,000	10,000	10,000
441000	Street Excavation Permits	377,546	166,864	270,000	270,000	120,000
480100	General Charges for Svc	-	-	9,500	9,500	5,000
503500	Other Reimbursements	8,415	3,544	-	-	-
	Total Revenue	$ 396,833	$ 180,905	$ 290,300	$ 290,300	$ 135,800
	Expenses					
610100	Regular Salaries	$ 1,018,227	$ 1,077,899	$ 837,404	$ 837,404	$ 826,207
610400	Call Time Wages	612	100	300	300	300
610500	Overtime Wages	3,122	2,944	2,100	2,100	2,100
610800	Part-Time Wages	841	9,015	-	-	-
615000	Fringes	335,389	388,647	341,309	341,309	304,517
620100	Training/Conferences	3,256	3,777	3,000	3,000	3,000
620600	Parking Permits	8,155	11,809	13,200	13,200	13,200
630100	Office Supplies	2,644	1,589	2,500	2,500	2,000
630300	Memberships & Licenses	4,470	4,459	4,400	4,400	4,400
630400	Postage/Freight	-	-	25	25	-
630500	Awards & Recognition	1,330	1,396	1,015	1,015	1,015
630901	Shop Supplies	5,195	6,000	7,500	7,500	6,500
630902	Tools & Instruments	380	621	1,000	1,000	1,000
632001	City Copy Charges	9,869	9,701	9,000	9,000	9,000
632002	Outside Printing	1,164	163	1,000	1,000	1,500
632102	Protective Clothing	136	234	-	-	-
632300	Safety Supplies	306	307	-	-	-
632700	Miscellaneous Equipment	9,708	10,400	9,500	9,500	12,400
640202	Recording/Filing Fees	50	230	-	-	-
640400	Consulting Services	30,304	68,585	5,000	5,000	2,500
640800	Contractor Fees	9,790	13,527	-	-	-
641200	Advertising	283	1,456	-	-	-
641307	Telephone	1,707	1,660	1,600	1,600	1,600
641308	Cellular Phones	4,083	5,431	5,750	5,750	6,170
641800	Equipment Repairs & Maint.	2,922	1,646	4,500	4,500	4,500
642400	Software Support	5,546	5,816	5,520	5,520	8,840
642501	CEA Operations/Maint.	23,920	29,801	16,380	16,380	21,438
642502	CEA Depreciation/Replace.	18,086	15,539	25,267	25,267	22,043
659900	Other Contracts/Obligation	1,950	600	-	-	-
	Total Expense	$ 1,503,445	$ 1,673,352	$ 1,297,270	$ 1,297,270	$ 1,254,230

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements in order to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the concrete reconstruction program.

Identify streets that are below standards and incorporate them into the ten-year plan.

Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience.

Coordinate current and future paving projects with affected municipal and governmental agencies.

Prepare bids, monitor costs, and manage contracts to ensure the highest possible rideability rating of the City streets.

Major Changes in Revenue, Expenditures, or Programs:

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

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
460200	Concrete Paving	$ 12,521	$ -	$ -	$ -	$ -
503500	Other Reimbursements	81,515	81,515	81,515	81,515	81,515
592200	Transfer In - Special Rev.	-	520,902	-	-	131,032
	Total Revenue	$ 94,036	$ 602,417	$ 81,515	$ 81,515	$ 212,547
	Expenses					
610100	Regular Salaries	$ 36,837	$ 63,505	$ -	$ -	$ 86,000
610500	Overtime Wages	-	729	-	-	-
610800	Part-Time Wages	111	1,999	-	-	-
615000	Fringes	12,725	22,083	-	-	31,327
630804	Plant Material	-	1,995	-	-	-
632503	Other Materials	24	797	-	8,507	-
632507	Asphalt	-	621	-	-	-
632510	Street Lights	-	44,370	-	-	-
632800	Signs	-	61	-	-	-
640400	Consulting Services	15,166	1,200	-	-	10,000
640800	Contractor Fees	540	13,371	-	-	-
642501	CEA Operations/Maint.	77	856	-	-	-
642502	CEA Depreciation/Replace.	126	1,053	-	-	-
659900	Other Contracts/Obligation	230	460	-	-	-
680100	Land	-	-	25,000	25,000	40,000
680901	Streets	17,287	449,317	-	3,000	45,220
	Total Expense	$ 83,123	$ 602,417	$ 25,000	$ 36,507	$ 212,547

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

	Street	From	To	General Fund
Labor Pool				**117,327**
CEA				**-**
Land	Land acquisition for street projects			40,000
	Subtotal			**40,000**
Design	Valley Rd			10,000
	Subtotal			**10,000**
New Concrete	Cherryvale Ave	Apple Creek	South city limits	45,220
	Subtotal			**45,220**
Total Concrete Paving				**$ 212,547**

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Monitor the impact of the sidewalk policy.

Improve public awareness of the sidewalk policy.

Investigate equipment alternatives to best address hazardous sidewalk locations.

Major Changes in Revenue, Expenditures, or Programs:

Please see Projects, page 618, for further detail about this program.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
460700	Sidewalks	$ -	$ -	$ -	$ -	$ -
592200	Transfer In - Special Rev.	43,700	122,264	-	-	-
	Total Revenue	$ 43,700	$ 122,264	$ -	$ -	$ -
	Expenses					
610200	Labor Pool Allocations	$ 24,884	$ 36,649	$ 26,900	$ 26,900	$ 22,760
610500	Overtime Wages	552	2,740	1,000	1,000	-
610800	Part-Time Wages	21	-	-	-	-
615000	Fringes	7,583	9,863	9,000	9,000	6,172
630901	Shop Supplies	-	63	-	-	-
640400	Consulting Services	420	450	-	-	-
640800	Contractor Fees	871	-	-	-	-
642501	CEA Operations/Maint.	515	917	1,500	1,500	856
642502	CEA Depreciation/Replace.	685	1,074	1,500	1,500	1,051
680902	Sidewalks	568,864	519,014	725,100	725,100	734,250
	Total Expense	$ 604,395	$ 570,770	$ 765,000	$ 765,000	$ 765,089

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

	General Fund
Labor Pool	**28,932**
CEA	**1,907**
Sidewalk Construction	
Green Dot Sidewalk	470,000
General Sidewalk	30,000
Safestep sawcutting	30,000
Reconstruction - Asphalt	204,250
Subtotal	**734,250**
Total	**$ 765,089**

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements in order to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the asphalt reconstruction program.

Identify streets that are below standard and incorporate their reconstruction into the ten-year plan.

Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience.

Prepare bids, monitor costs, and manage contracts to ensure the highest possible rideability rating of City streets.

Coordinate current and future paving projects with affected municipal and governmental agencies.

Identify streets for inclusion in Asphalt Maintenance Mat program to reduce backlog of streets in need of repair.

Major Changes in Revenue, Expenditures, or Programs:

Please see Projects, page 606, for further detail about this program.

After the Glendale Avenue 2023 pilot project, DPW is continuing a formal Asphalt Maintenance Mat program in 2025. This effort involves milling and replacing approximately one inch of an existing asphalt street, while keeping in place most or all of the concrete curb and gutter. This effort cost-effectively addresses acute rideability concerns on asphalt streets that meet other criteria such as relatively intact curb and gutter, no asphalt over concrete overlay, acceptable service life remaining for underground utilities, and are not planned in the near-term for total asphalt reconstruction, based, in part, on available funding.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
460100	Asphalt Paving	$ -	$ -	$ -	$ -	$ -
503500	Other Reimbursements	13,339	13,339	13,340	13,340	13,340
592200	Transfer In - Special Rev.	1,236,769	636,655	1,280,000	1,280,000	1,788,968
	Total Revenue	$ 1,250,108	$ 649,994	$ 1,293,340	$ 1,293,340	$ 1,802,308
	Expenses					
610100	Regular Salaries	$ 143,497	$ 122,528	$ 139,547	$ 139,547	$ 169,816
610400	Call Time	-	323	-	-	-
610500	Overtime Wages	2,309	4,194	5,000	5,000	5,000
610800	Part-Time Wages	1,279	1,234	-	-	-
615000	Fringes	49,448	44,609	55,453	55,453	66,244
630804	Plant Material	5,008	-	5,242	5,242	6,128
632503	Other Materials	2,549	864	-	-	-
632507	Asphalt	287,442	74,609	474,919	474,919	358,478
632800	Signs	304	-	4,550	4,550	11,900
640400	Consulting Services	2,613	441	5,000	5,000	5,000
640800	Contractor Fees	238	9,985	38,746	38,746	31,224
642501	CEA Operations/Maint.	21,498	10,166	73,723	73,723	30,584
642502	CEA Depreciation/Replace.	42,177	27,234	100,000	100,000	56,239
680901	Streets	669,349	353,805	1,161,704	1,161,704	1,061,695
	Total Expense	$ 1,227,711	$ 649,992	$ 2,063,884	$ 2,063,884	$ 1,802,308

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

	Street	From	To	General Fund Asphalt
Labor Pool				**241,060**
CEA				**86,823**
Consultant				**5,000**
Maintenance Mat	Brewster St	Meade St	Rankin St	11,622
	Cedar Ridge	Oaklawn	cul de sac	16,133
	Eighth St	Memorial Dr	State St	9,010
	Elmview	Oaklawn	McKayla	13,374
	Garden Ct	Calumet St	Calumet St	24,799
	Grove St	Memorial Dr	west city limits	11,618
	Lydia Ln	Jordan St	Christopher Ln	5,163
	Lynch Ave	Grove St	west city limits	10,059
	Melrose Ave	Racine St	McDonald St	16,845
	Moorpark Ave	Racine St	McDonald St	16,845
	Owaissa St	Glendale Ave	Lindbergh St	28,767
	Woodendale Way	Cedar Ridge	cul de sac	20,335
	Subtotal			**184,570**
Overlay	John St	Meade St	South Ct, east	34,881
	Silvercrest Dr	Ballard Rd	Amelia St	49,160
	Subtotal			**84,041**
Total Reconstruction				
	Morrison St	Glendale Ave	Pershing St	438,833
	Morrison St	Wisconsin Ave	Glendale Ave	761,981
	Subtotal			**1,200,814**
Total Asphalt Pavement				**$ 1,802,308**

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance **Business Unit 17022**

PROGRAM MISSION

Working together to provide for the safe and efficient movement of pedestrians, cyclists and vehicular traffic within the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Respond to requests for special studies from alderpersons, citizens and City staff for all traffic-related issues.

Work with engineering staff and developers to design streets for safety and efficiency.

Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys.

Ensure traffic control signage is highly visible both during daylight and nighttime hours and is installed in accordance with prescribed standards and guidelines.

Major Changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT
Traffic Control and Maintenance **Business Unit 17022**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	Charges for Service	$ 1,256	$ -	$ 1,250	$ 1,250	$ 1,250
490800	Intergovernmental Charges	112,934	108,260	115,150	115,150	115,150
501000	Miscellaneous Revenue	10,831	9,565	11,000	11,000	10,500
503000	Damage to City Property	81,673	40,611	65,000	65,000	65,000
	Total Revenue	$ 206,694	$ 158,436	$ 192,400	$ 192,400	$ 191,900
	Expenses					
610200	Labor Pool Allocations	$ 275,516	$ 271,877	$ 316,686	$ 316,686	$ 328,102
610400	Call Time Wages	4,800	3,842	4,500	4,500	4,500
610500	Overtime Wages	10,321	8,640	9,000	9,000	9,000
610800	Part-Time Wages	-	5,825	8,000	8,000	-
615000	Fringes	107,504	107,263	118,812	118,812	123,477
630901	Shop Supplies	1,591	1,060	1,500	1,500	1,500
630902	Tools & Instruments	7,050	5,655	4,985	4,985	5,000
631100	Paint & Supplies	1,703	1,380	1,800	1,800	1,500
632200	Gas Purchases	-	347	-	-	-
632300	Safety Supplies	1,688	2,626	-	-	-
632510	Traffic Signals/Lights	114,668	126,938	140,500	198,731	148,500
632700	Miscellaneous Equipment	5,846	5,422	22,500	47,500	18,700
632800	Signs	70,373	65,237	80,500	80,500	80,500
640800	Contractor Fees	109,681	206,879	158,000	179,730	158,000
641301	Electric	67,235	74,244	69,950	69,950	72,050
641800	Equipment Repairs & Maint.	19,374	33,576	24,700	32,200	25,200
642501	CEA Operations/Maint.	47,629	66,999	46,860	46,860	51,761
642502	CEA Depreciation/Replace.	50,537	55,423	89,510	89,510	86,055
642900	Interfund Allocations	(4,680)	(6,020)	(4,700)	(4,700)	(5,500)
	Total Expense	$ 890,836	$ 1,037,213	$ 1,093,103	$ 1,205,564	$ 1,108,345

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Traffic Signals

Knockdowns - Appleton	$ 52,000
Knockdowns - Grand Chute/Outagamie Co.	15,000
LED replacements	12,000
General traffic signal system maint.	22,000
Misc projects, upgrades & expenses	12,500
Communication grid maint/upgrades	5,000
Install/maint battery backup system	5,000
GPS/AVL system repairs	3,500
RRFB system maintenance	6,500
Public safety camera system maintenance	15,000
	$ 148,500

Miscellaneous Equipment

Roll-to-roll laminator	$ 3,500
Street light/Signal pole transport trailer	12,000
Storage unit	3,200
	$ 18,700

Contractor Fees

Transverse markings	$ 38,000
Pavement markings	115,000
Hydro excavation services	5,000
	$ 158,000

Equipment Repairs & Maintenance

Annual preventive maintenance contract	$ 13,500
Repairs to cameras, signals, and other devices	2,700
Structure inspection contract	9,000
	$ 25,200

Signs

Area replacement program	$ 38,000
New sign install	16,500
Knockdowns	17,500
Special event signage	3,500
In-street ped x-ing	5,000
	$ 80,500

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM MISSION

To provide and maintain consistent, quality street lighting throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain consistent street lighting throughout the City by performing routine maintenance, replacing malfunctioning lights and repairing lights when damaged.

Initiate installation and maintenance of streetlights along all new City streets and in those areas that do not meet our current lighting standard.

Use new and innovative technologies and products to reduce streetlight energy consumption.

Major Changes in Revenue, Expenditures, or Programs:

Of the city's ~9,000 street lights, about 82% are leased from WE Energies and the remaining 18% are owned and maintained by the City.

City-owned: The City converted to LED fixtures from 2006-2022. Replacement of the oldest of these LED fixtures started in 2023. The Traffic Division has seen significant (25%-50%) cost increases on materials such as poles, hardware, equipment and wire in the past five years. Additionally, WE Energies rates have continued to increase at ~3% per year.

Leased lights: WE Energies has converted ~68% of their fixtures to LED since 2017. As these fixtures are replaced, lease rates increase slightly for the first several years, and then dramatically decrease starting in the seventh year. This fact, in conjunction with increasing tariff rates, has combined for significant steady increases in expenses.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
461200	Street Lights	$ 85,976	$ 85,655	$ 86,000	$ 86,000	$ 88,000
503000	Damage to City Property	160	(8,473)	3,500	3,500	3,500
	Total Revenue	$ 86,136	$ 77,182	$ 89,500	$ 89,500	$ 91,500
	Expenses					
610200	Labor Pool Allocations	$ 7,052	$ 7,392	$ 22,446	$ 22,446	$ 23,539
610400	Call Time Wages	300	400	200	200	200
610500	Overtime Wages	205	189	300	300	300
615000	Fringes	2,684	2,581	7,508	7,508	7,851
632510	Street Lights	18,745	18,112	39,350	93,155	44,860
640800	Contractor Fees	8,278	6,066	4,500	4,500	4,500
641301	Electric	1,479,178	1,561,752	1,515,000	1,515,000	1,559,000
642501	CEA Operations/Maint.	362	415	992	992	750
642502	CEA Depreciation/Replace.	242	248	1,234	1,234	618
	Total Expense	$ 1,517,046	$ 1,597,155	$ 1,591,530	$ 1,645,335	$ 1,641,618

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Street Lights

Maintenance of approx. 1,250 lights	$ 22,500
LED street light replacements	11,110
Refinish existing concrete light poles	11,250
	$ 44,860

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT
Municipal Services Building Administration **Business Unit 17021 / 17031**

PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", and #7: "Communicate our success through stories and testimonials".

Objectives:

Continue to improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out-of-stock items and inventory count discrepancies.

Continue to improve and adapt training to create a safe workplace, and minimize employee and equipment accidents and damage.

Educate citizens on the services provided through phone calls, walk-ins, the DPW Guide newsletter, new resident mailings, the web page and Facebook.

Major Changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT
Municipal Services Building Administration **Business Unit 17021 / 17031**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Miscellaneous Revenue	$ -	$ 1,600	$ -	$ -	$ -
	Total Revenue	$ -	$ 1,600	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 581,856	$ 550,620	$ 505,763	$ 505,763	$ 522,922
610400	Call Time Wages	524	425	100	100	400
610500	Overtime Wages	2,502	3,123	1,250	1,250	1,500
610800	Part-Time Wages	-	984	-	-	-
615000	Fringes	190,521	196,033	196,979	196,979	204,178
620100	Training/Conferences	9,455	2,317	9,470	9,470	7,970
620400	Tuition Fees	-	-	-	-	1,200
630100	Office Supplies	1,203	2,512	1,200	1,200	1,200
630200	Subscriptions	5,994	6,915	6,000	6,000	7,000
630300	Memberships & Licenses	3,128	3,470	2,675	2,675	2,975
630400	Postage/Freight	2,112	1,376	1,815	1,815	1,700
630500	Awards & Recognition	1,166	969	1,190	1,190	1,190
630600	Building Maint./Janitorial	7,857	7,284	8,450	8,450	8,700
630901	Shop Supplies	1,837	1,846	2,000	2,000	1,900
631100	Paint & Supplies	12	11	50	50	-
631500	Books & Library Materials	-	389	100	100	100
632002	Outside Printing	3,654	4,681	3,825	3,825	4,075
632102	Protective Clothing	1,730	2,010	2,000	2,000	2,075
632200	Gas Purchases	431	601	450	450	500
632300	Safety Supplies	2,398	3,469	5,780	5,780	4,525
632400	Medical/Lab Supplies	419	880	500	500	600
632700	Miscellaneous Equipment	7,838	15,046	4,500	4,500	7,600
632800	Signs	1	26	-	-	-
640400	Consulting	12,723	7,268	-	20,000	-
640700	Solid Waste/Recycling	-	-	300	300	-
640800	Contractor Fees	250	568	10,000	10,000	2,500
640900	Inspection Fees	570	520	600	600	600
641200	Advertising	143	388	250	250	300
641300	Utilities	122,410	121,858	143,142	143,142	138,468
641600	Building Repairs & Maint.	3,907	8,874	3,500	3,500	3,500
641800	Equipment Repairs & Maint.	-	-	250	250	250
641900	Communication Eq. Repair	114	803	500	500	500
642000	Facilities Charges	218,051	191,110	230,744	230,744	226,823
642400	Software Support	22,590	12,651	20,650	20,650	24,325
642501	CEA Operations/Maint.	24,529	28,587	27,222	27,222	28,462
642502	CEA Depreciation/Replace.	19,342	12,789	18,807	18,807	22,107
645100	Laundry Services	54	-	240	240	200
659900	Other Contracts/Obligation	3,956	3,394	4,050	4,050	3,550
	Total Expense	$ 1,253,277	$ 1,193,797	$ 1,214,352	$ 1,234,352	$ 1,233,895

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Software support	
Miovision traffic count processing fees	$ 4,000
Traffic signal management software annual maintenance	16,525
Turbonet	1,275
Baycom	1,325
Data storage & support GPS units	1,200
	$ 24,325

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM MISSION

To plan and implement a preventative maintenance and repair program to keep the streets in a safe and serviceable condition.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide temporary traffic control barricades and display street decorations in support of City-sponsored civic events and celebrations.

Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets.

Provide residents with timely and cost-effective maintenance patches.

Continue the polylevel program to eliminate hazardous conditions by lifting the existing concrete at priority locations.

Major Changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Service	$ 6,153	$ 4,564	$ 7,500	$ 7,500	$ 7,500
490800	Misc Intergovernmental Charges	800	800	-	-	-
501000	Miscellaneous Revenue	1,046	3,900	8,500	8,500	8,500
503000	Damage to City Property	6,832	4,585	7,500	7,500	7,500
	Total Revenue	$ 14,831	$ 13,849	$ 23,500	$ 23,500	$ 23,500
	Expenses					
610100	Regular Salaries	$ 695,213	$ 707,367	$ 652,655	$ 652,655	$ 668,468
610400	Call Time Wages	1,050	3,275	2,000	2,000	2,500
610500	Overtime Wages	28,946	38,163	35,000	35,000	35,000
610800	Part-Time Wages	4,244	2,140	-	-	-
615000	Fringes	277,360	280,018	275,842	275,842	278,177
620100	Training & Conferences	-	-	225	225	4,500
630800	Landscape Supplies	4,681	3,800	4,950	4,950	4,900
630900	Shop Supplies & Tools	4,650	6,086	6,000	6,000	6,000
631100	Paint & Supplies	333	283	500	500	400
632102	Protective Clothing	6	5	1,000	1,000	800
632200	Gas Purchases	1,939	1,388	1,800	1,800	1,800
632500	Materials	158,023	128,668	139,400	139,400	136,400
632700	Miscellaneous Equipment	23,254	13,911	17,000	17,000	17,800
632800	Signs	-	-	50	50	-
640400	Consulting Services	75,185	35,784	24,000	36,418	8,300
640800	Contractor Fees	210,636	134,427	96,100	419,100	122,200
641300	Utilities	16,804	5,328	6,770	6,770	6,970
641500	Tipping Fees	99	-	250	250	200
641800	Equipment Repairs & Maint.	-	-	250	250	150
642000	Facilities Charges	314	2,526	2,347	2,347	2,370
642400	Software Support	14,000	12,800	14,000	14,000	13,500
642501	CEA Operations/Maint.	309,125	257,836	287,991	287,991	286,456
642502	CEA Depreciation/Replace.	363,156	390,589	401,152	401,152	443,637
642900	Interfund Allocations	(14,030)	(64,518)	(16,000)	(16,000)	(16,000)
659900	Other Contracts/Obligation	5,143	24,368	15,000	15,000	20,000
	Total Expense	$ 2,180,131	$ 1,984,244	$ 1,968,282	$ 2,303,700	$ 2,044,528

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Materials

Cold patch/crack filler	$ 55,000
Concrete	17,000
Gravel/Clear Stone/Slurry	3,150
Asphalt	27,500
Misc materials (lights, flags, poles, sealer, etc.)	33,750
	$ 136,400

Miscellaneous Equipment

Paver headset replace parts	$ 2,000
Concrete chains, blades, bits	4,000
Plate compactor	2,000
Barricades	9,000
EAM Tablets	800
	$ 17,800

Interfund Allocations

Hauling biosolids	$ 10,000
FMD maintenance	1,000
Misc. accidents, maintenance	5,000
	$ 16,000

Contractor Fees

Polylevel pavement	$ 15,000
Annual bridge maintenance	700
Bridge deck sealing	15,000
Patch program	75,000
Guardrail repair	15,000
Detour signage	1,500
	$ 122,200

Other Contracts/Obligations

Fox River Navigation-bridges	$ 15,000
Downtown CARE program	5,000
	$ 20,000

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM MISSION

To provide snow and ice control for safe travel throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain traffic movement on all collector and arterial streets during a storm.

Plow all streets within 12 hours of the end of a snowstorm.

Perform an annual review of regional snow plowing agreements to ensure they are current and equitable.

Monitor contracted services to ensure quality and timeliness of services.

Review snow plow routes and make necessary changes to gain efficiencies.

Investigate mailbox damage caused by plows and enforce per City policy.

Evaluate use of salt brine and other pre-wetting liquids for snow and ice control.

Continue low salt usage on newly-paved streets to minimize damage to new concrete.

Align with industry standard by plowing more prior to treatment to reduce salt usage and protect our waterways.

Major Changes in Revenue, Expenditures, or Programs:

Reduction in salt materials due to mild winter in 2023/2024.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
460800	Snow Removal	$ 141,554	$ 147,717	$ 145,000	$ 145,000	$ 145,000
501000	Miscellaneous Revenue	16,805	18,430	16,000	16,000	16,000
	Total Revenue	$ 158,359	$ 166,147	$ 161,000	$ 161,000	$ 161,000
	Expenses					
610100	Regular Salaries	$ 305,836	$ 422,049	$ 475,583	$ 475,583	$ 488,445
610400	Call Time Wages	48,050	44,575	45,000	45,000	46,500
610500	Overtime Wages	100,550	107,409	90,000	90,000	100,000
610800	Part-Time Wages	52	2,199	-	-	-
615000	Fringes	150,836	212,309	186,978	186,978	213,924
630901	Shop Supplies/Instruments	254	252	400	400	200
632500	Snow/Ice Control Materials	185,824	130,013	339,960	308,809	176,900
632601	Repair Parts	959	938	500	500	900
632700	Miscellaneous Equipment	12,125	10,121	10,000	10,000	10,000
640800	Contractor Fees	570	1,605	250	250	1,000
642501	CEA Operations/Maint.	317,334	316,422	345,873	345,873	375,633
642502	CEA Depreciation/Replace.	304,932	370,803	365,247	365,247	469,894
642900	Interfund Allocations	(8,739)	(8,289)	(5,000)	(5,000)	(5,000)
644000	Snow Removal Services	85,675	22,435	10,000	10,000	15,000
645000	Repairs to Private Property	1,731	3,396	1,500	1,500	1,500
659900	Other Contracts/Obligations	5,297	3,935	5,000	5,000	4,500
	Total Expense	$ 1,511,286	$ 1,640,172	$ 1,871,291	$ 1,840,140	$ 1,899,396

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Snow/Ice Control Materials	
Salt (1,800 tons) @ $84	$ 151,200
Brine	10,000
Ice melt	15,000
Lumber, stone, etc.	100
Concrete	600
	$ 176,900

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Forestry Services **Business Unit 17034**

PROGRAM MISSION

Manage the urban forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide maintenance assistance to the trees within the open space and recreational areas of the City.

Respond to storm damage situations within open spaces and recreational areas of the City.

Major Changes in Revenue, Expenditures, or Programs:

The funds allocated to Foresty Services represent services to provide maintenance assistance to Parks and Recreation in the management of the tree canopy located within open spaces and recreational areas.

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

Forestry Services **Business Unit 17034**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
501000	Miscellaneous Revenue	$ 3,080	$ (90)	$ 2,000	$ 2,000	$ 2,000
502000	Donations & Memorials	1,500	2,005	1,500	1,500	2,000
503000	Damage to City Property	1,744	4,228	-	-	-
	Total Revenue	$ 6,324	$ 6,143	$ 3,500	$ 3,500	$ 4,000
	Expenses					
610100	Regular Salaries	$ 615,308	$ 612,883	$ 47,923	$ 47,923	$ 43,907
610400	Call Time Wages	3,400	4,300	-	-	-
610500	Overtime Wages	3,345	11,698	-	-	-
610800	Part-Time Wages	14,757	50,680	-	-	-
615000	Fringes	226,868	233,936	18,654	18,654	20,175
620100	Training/Conferences	2,584	2,584	-	-	-
630300	Memberships & Licenses	1,055	860	-	-	-
630800	Landscape Supplies	55,459	41,475	-	-	-
630901	Shop Supplies	1,662	1,165	-	-	-
630902	Tools & Instruments	4,161	2,748	-	-	-
631100	Paint & Supplies	52	60	-	-	-
632002	Outside Printing	-	188	-	-	-
632102	Protective Clothing	1,018	833	-	-	-
632200	Gas Purchases	474	-	-	-	-
632300	Safety Supplies	2,843	2,595	-	-	-
632700	Miscellaneous Equipment	5,935	5,660	-	-	-
632800	Signs	-	1	-	-	-
640800	Contractor Fees	-	115	-	-	-
641303	Water	1,249	1,436	-	-	-
641308	Cellular Phones	183	249	-	-	-
642400	Software Support	3,239	3,351	-	-	
642501	CEA Operations/Maint.	189,109	160,175	12,928	12,928	13,726
642502	CEA Depreciation/Replace.	206,333	222,451	19,068	19,068	22,342
642900	Interfund Allocations	(11,213)	(6,529)	(3,000)	(3,000)	(3,000)
	Total Expense	$ 1,327,821	$ 1,352,914	$ 95,573	$ 95,573	$ 97,150

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
431900	Street/Sidewalk Cement License	750	1,075	285	800	800	800
440900	Street Occupancy Permits	10,122	9,422	2,917	10,000	10,000	10,000
441000	Street Excavation Permits	377,546	166,864	39,200	270,000	270,000	120,000
460200	Concrete Paving	12,521	-	-	-	-	-
460800	Snow Removal	141,554	147,717	136,063	145,000	145,000	145,000
461200	Street Lights	85,976	85,655	-	86,000	86,000	88,000
480100	General Charges for Service	7,409	4,474	2,087	18,250	18,250	13,750
490800	Misc. Intergovernmental Charges	113,734	109,060	36,088	115,150	115,150	115,150
501000	Miscellaneous Revenue	31,762	40,339	29,495	37,500	37,500	37,000
502000	Donations & Memorials	1,500	2,005	-	1,500	1,500	2,000
503000	Damage to City Property	90,409	40,951	35,053	76,000	76,000	76,000
503500	Other Reimbursements	103,269	91,554	95,207	94,855	94,855	94,855
592200	Transfer In - Special Revenue	1,280,469	1,279,821	-	1,280,000	1,280,000	1,920,000
	TOTAL PROGRAM REVENUES	2,257,021	1,978,937	376,395	2,135,055	2,135,055	2,622,555
	Personnel						
610100	Regular Salaries	842,696	877,720	272,351	187,470	187,470	-
610200	Labor Pool Allocations	2,418,010	2,546,257	814,508	2,818,372	2,818,372	3,160,701
610400	Call Time Wages	58,736	57,240	32,780	52,100	52,100	54,400
610500	Overtime Wages	151,852	179,829	79,825	143,650	143,650	152,900
610800	Part-Time Wages	21,305	74,076	2,808	8,000	8,000	4,500
611000	Other Compensation	22,314	40,104	10,213	19,065	19,065	14,965
611400	Sick Pay	15,349	2,309	1,260	-	-	-
611500	Vacation Pay	405,857	406,379	76,429	-	-	-
615000	Fringes	1,360,918	1,497,342	484,453	1,210,535	1,210,535	1,256,042
	TOTAL PERSONNEL	5,297,037	5,681,256	1,774,627	4,439,192	4,439,192	4,643,508
	Training~Travel						
620100	Training/Conferences	15,295	8,678	7,179	12,695	12,695	15,470
620400	Tuition Fees	-	-	-	-	-	1,200
620600	Parking Permits	8,155	11,809	-	13,200	13,200	13,200
	TOTAL TRAINING / TRAVEL	23,450	20,487	7,179	25,895	25,895	29,870
	Supplies						
630100	Office Supplies	3,847	4,101	1,058	3,700	3,700	3,200
630200	Subscriptions	5,994	6,915	-	6,000	6,000	7,000
630300	Memberships & Licenses	8,653	8,789	537	7,075	7,075	7,375
630400	Postage/Freight	2,112	1,376	1,358	1,840	1,840	1,700
630500	Awards & Recognition	2,496	2,365	117	2,205	2,205	2,205
630600	Building Maint./Janitorial	7,857	7,284	2,325	8,450	8,450	8,700
630801	Topsoil	8,424	6,034	-	4,500	4,500	4,000
630803	Seed	7,071	4,481	-	450	450	900
630804	Plant Material	46,636	31,275	1,032	5,242	5,242	6,128
630807	Herbicides/Pesticides	3,017	5,349	-	-	-	-
630899	Other Landscape Supplies	-	372	-	-	-	-
630901	Shop Supplies	12,241	12,261	1,848	13,700	13,700	12,500
630902	Tools & Instruments	14,539	12,994	2,892	9,685	9,685	9,600
631100	Paint & Supplies	2,100	1,725	1,001	2,350	2,350	1,900
631500	Books & Library Materials	-	469	165	100	100	100
632001	City Copy Charges	9,869	9,701	1,715	9,000	9,000	9,000
632002	Outside Printing	4,818	5,032	2,313	4,825	4,825	5,575
632101	Uniforms	11	9	-	-	-	-
632102	Protective Clothing	2,879	3,082	1,012	3,000	3,000	2,875
632200	Gas Purchases	2,844	2,336	475	2,250	2,250	2,300
632300	Safety Supplies	7,235	8,641	2,889	5,780	5,780	4,525
632400	Medical/Lab Supplies	421	721	169	500	500	600
632501	Castings	2,411	3,836	13	2,000	2,000	2,000
632502	Concrete	15,767	11,692	1,544	18,500	18,500	17,600
632503	Other Materials	84,009	89,031	33,451	65,700	74,207	65,350
632505	Gravel	1,768	1,093	141	2,500	2,500	2,500
632507	Asphalt	343,436	101,106	484	524,919	524,919	406,978
632508	Ice Control Materials	185,342	129,507	253,141	339,260	308,109	176,200

CITY OF APPLETON 2024 BUDGET
PUBLIC WORKS DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
632509	Clear Stone	649	359	-	400	400	400
632510	Street Lights	133,891	188,803	86,744	180,850	292,886	194,110
632601	Repair Parts	959	1,115	-	500	500	900
632700	Miscellaneous Equipment	64,706	60,383	13,170	63,500	88,500	66,500
632800	Signs	70,678	65,325	63,652	85,100	85,100	92,400
	TOTAL SUPPLIES	1,056,680	787,562	473,246	1,373,881	1,488,273	1,115,121
	Purchased Services						
640202	Recording/Filing Fees	50	230	-	-	-	-
640400	Consulting Services	136,411	113,728	15,367	34,000	66,418	25,800
640700	Solid Waste/Recycling Pickup	-	-	-	300	300	-
640800	Contractor Fees	340,854	386,543	24,661	307,596	652,326	319,424
640900	Inspection Fees	570	520	920	600	600	600
641200	Advertising	426	1,844	400	250	250	300
641301	Electric	1,604,595	1,683,261	569,164	1,631,485	1,631,485	1,681,645
641302	Gas	28,606	24,861	14,392	50,000	50,000	40,000
641303	Water	8,126	7,833	1,864	7,740	7,740	7,740
641304	Sewer	4,486	4,337	1,159	4,270	4,270	4,675
641306	Stormwater	29,693	29,693	7,484	29,937	29,937	29,940
641307	Telephone	7,225	9,037	3,167	6,712	6,712	7,720
641308	Cellular Phones	10,118	12,936	3,200	12,068	12,068	12,538
641500	Tipping Fees	99	-	255	250	250	200
641600	Building Repairs & Maint.	3,907	8,874	563	3,500	3,500	3,500
641800	Equipment Repairs & Maint.	22,296	35,222	2,696	29,700	37,200	30,100
641900	Communication Eq. Repairs	114	803	-	500	500	500
642000	Facilities Charges	218,365	193,636	63,295	233,091	233,091	229,193
642400	Software Support	46,285	34,618	16,805	40,170	40,170	46,665
642501	CEA Operations/Maint.	933,188	872,174	190,680	813,469	813,469	809,666
642502	CEA Depreciation/Replace.	1,005,616	1,097,203	277,358	1,021,785	1,021,785	1,123,986
642900	Interfund Allocations	(38,662)	(85,356)	(8,212)	(28,700)	(28,700)	(29,500)
644000	Snow Removal Services	85,675	22,435	10,938	10,000	10,000	15,000
645000	Repairs to Private Property	1,731	3,396	962	1,500	1,500	1,500
645100	Laundry Services	54	-	-	240	240	200
659900	Other Contracts/Obligation	16,576	32,757	5,000	24,050	24,050	28,050
	TOTAL PURCHASED SVCS	4,466,404	4,490,585	1,202,118	4,234,513	4,619,161	4,389,442
	Capital Outlay						
680100	Land	-	-	7,500	25,000	25,000	40,000
680901	Streets	686,636	803,122	-	1,161,704	1,164,704	1,106,915
680902	Sidewalks	568,864	519,014	-	725,100	725,100	734,250
	TOTAL CAPITAL OUTLAY	1,255,500	1,322,136	7,500	1,911,804	1,914,804	1,881,165
	TOTAL EXPENSE	12,099,071	12,302,026	3,464,670	11,985,285	12,487,325	12,059,106

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS DEPARTMENT

NOTES

CITY OF APPLETON 2025 BUDGET

SANITATION

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MISSION STATEMENT

To serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost effective and environmentally responsible manner.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department.

Worked with Outagamie County to encourage recycling and work towards a continued increase in the City's landfill diversion rate.

Advertised spring yard waste collection date in April to allow this program to be more "weather dependent" and better serve our customers.

Continued to develop relationships with outside services to dispose of brush and yard waste materials.

Provided a recycling dumpster at the Glendale Ave yard site for City of Appleton residents.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MAJOR 2025 OBJECTIVES

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services.

Continue to develop relationships with outside services to dispose of brush and yard waste materials.

Continue to monitor the customer service log and respond timely to customer needs.

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long-term, cost effective and environmentally sound alternative for management of organic waste materials.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 1,676,255	$ 1,827,411	$ 2,012,843	$ 2,012,843	$ 2,081,973	3.43%
	Program Expenses						
2210	Administration	462,938	474,737	537,460	552,267	556,678	3.58%
2221	Recycling	62,867	53,876	123,704	123,704	115,229	-6.85%
2223	Solid Waste	2,939,340	2,933,569	3,387,133	3,389,969	3,546,680	4.71%
2230	Landfill Maint.	142,828	121,278	156,222	156,222	163,532	4.68%
	TOTAL	$ 3,607,973	$ 3,583,460	$ 4,204,519	$ 4,222,162	$ 4,382,119	4.22%
Expenses Comprised Of:							
Personnel		1,273,137	1,223,305	1,514,002	1,514,002	1,590,805	5.07%
Training & Travel		750	20	250	250	250	0.00%
Supplies & Materials		112,333	109,022	116,320	119,156	120,095	3.25%
Purchased Services		2,220,477	2,220,046	2,553,397	2,553,397	2,659,961	4.17%
Miscellaneous Expense		1,276	31,067	20,550	35,357	11,008	-46.43%
Transfers Out		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.80	17.90	17.90	17.90	18.10	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Administration **Business Unit 2210**

PROGRAM MISSION

To provide administrative and planning support to ensure safe, consistent, and cost effective sanitation services for our customers.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services.

Continue to monitor the policy for disposal of materials and fees at the yard waste site.

Continue to develop relationships with outside services to dispose of brush and yard materials.

Continue to monitor the customer service log and respond timely to customer needs.

Continue to make customer contacts by delivering educational information to residents who put non-compliant overflow at the curb.

Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers.

Major changes in Revenue, Expenditures, or Programs:

Proposed increase to the garbage cart fee schedule in 2025. The 8% fee increase is in response to the $115,000 tipping fee increase at the landfill . This change allows other desired services to remain unchanged, such as free curbside bulky item collection and picking extra bags of garbage. The weekly cart fee will increase by $0.05 per 30 gallons of container volume ($0.65 per quarter).

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Administration **Business Unit 2210**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ 2,089,000	$ 2,089,000	$ 2,089,000	$ 2,089,000	$ 2,089,000
470500	General Interest	115	108	-	-	-
471000	Interest on Investments	(59,813)	94,398	25,000	25,000	25,000
480100	Charges for Service	1,525,709	1,538,386	1,809,243	1,809,243	1,917,798
500400	Sale of City Property	3,326	2,259	-	-	-
501600	Lease Revenue	400	400	400	400	400
503000	Damage to City Property	600	400	-	-	-
507100	Customer Penalty	11,123	11,455	7,000	7,000	7,000
	Total Revenue	$ 3,570,460	$ 3,736,406	$ 3,930,643	$ 3,930,643	$ 4,039,198
	Expenses					
610100	Regular Salaries	$ 183,615	$ 170,723	$ 205,461	$ 205,461	$ 210,589
610400	Call Time Wages	2,448	1,861	2,100	2,100	2,000
610500	Overtime Wages	536	261	500	500	400
615000	Fringes	69,001	61,858	77,505	77,505	85,445
620100	Training/Conferences	750	20	250	250	250
630100	Office Supplies	545	381	800	800	750
630300	Memberships & Licenses	200	206	200	200	200
630400	Postage/Freight	18,901	20,544	21,000	21,000	24,350
630500	Awards & Recognition	698	419	945	945	945
632001	City Copy Charges	-	-	250	250	100
632002	Outside Printing	6,490	5,747	6,500	6,500	6,500
632102	Protective Clothing	1,302	749	1,500	1,500	1,400
632300	Safety Supplies	777	331	1,050	1,050	1,000
632400	Medical/Lab Supplies	210	384	250	250	300
632700	Miscellaneous Equipment	7	-	-	-	800
640300	Bank Service Fees	3,827	3,786	5,280	5,280	4,000
641200	Advertising	-	-	150	150	100
614300	Utilities	61,980	61,079	65,550	65,550	66,770
642000	Facilities Charges	22,140	21,993	26,594	26,594	26,860
642400	Software Support	5,291	5,039	15,850	15,850	17,321
642501	CEA Operations/Maint.	19,740	22,189	23,645	23,645	24,269
642502	CEA Depreciation/Replace.	6,157	6,534	14,143	14,143	12,221
650100	Insurance	56,340	58,860	46,687	46,687	58,400
659900	Other Contracts/Obligation	718	718	750	750	750
662300	Uncollectable Accounts	1,265	862	500	500	500
681500	Software Acquisition	-	30,193	20,000	34,807	10,458
	Total Expense	$ 462,938	$ 474,737	$ 537,460	$ 552,267	$ 556,678

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Postage/Freight

City service invoice printing & mailing	$ 23,750
Box rental & caller service fees	600
	$ 24,350

Software Support

Tyler Payments	$ 968
ERP-Utility Billing	10,853
Data storage & GPS software	4,080
Timeclock	1,420
	$ 17,321

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM MISSION

Implement and maintain a cost effective residential recycling program to reduce the amount of solid waste entering the landfill.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to work with Outagamie County to educate and update the citizens on proper recycling practices.

Continue to grind brush for the Parks and Recreation Department to use as wood chips in the parks.

Continue to develop relationships with outside services to dispose of brush and yard waste materials.

Continue to provide a recycling dumpster at the Glendale yard site for City of Appleton residents.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	Charges for Services	$ 74,919	$ 69,722	$ 75,000	$ 75,000	$ 80,000
501000	Miscellaneous Revenue	799	-	-	-	-
503500	Other Reimbursements	400	200	-	-	-
507100	Customer Penalty	39	13	-	-	-
	Total Revenue	$ 76,157	$ 69,935	$ 75,000	$ 75,000	$ 80,000
	Expenses					
610100	Regular Salaries	$ 26,218	$ 18,367	$ 47,293	$ 47,293	$ 47,412
615000	Fringes	8,316	5,372	16,629	16,629	20,418
630300	Memberships & Licenses	-	-	125	125	100
630804	Plant Material	344	400	400	400	400
630901	Shop Supplies	1,185	515	1,300	1,300	1,100
630902	Tools & Instruments	163	107	700	700	700
632505	Gravel	-	-	300	300	100
640700	Garbage/Recycling Pickup	5,331	6,483	7,000	7,000	7,000
641301	Electric	1,100	1,015	1,350	1,350	1,400
642501	CEA Operations/Maint.	10,348	9,668	22,169	22,169	15,644
642502	CEA Depreciation/Replace.	9,851	11,937	26,388	26,388	20,905
662300	Uncollectable Accounts	11	12	50	50	50
	Total Expense	$ 62,867	$ 53,876	$ 123,704	$ 123,704	$ 115,229

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM MISSION

Provide regularly scheduled and special collections of solid waste.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to evaluate the automated collection routes for efficiencies.

Continue to assess the needs of the community and provide great customer service.

Continue to monitor the impact of the curbside recycling program.

Major changes in Revenue, Expenditures, or Programs:

Overflow refuse fees are no longer collected due to the elimination of garbage dumpsters at the Glendale yard site in April of 2024.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	Charges for Service	$ 21,200	$ 14,811	$ 12,500	$ 12,500	$ 12,675
490800	Misc Intergov. Charges	86	87	100	100	100
505500	Appliance Tags	12,483	14,345	12,000	12,000	12,000
505600	Tire Tags	1,599	1,744	1,600	1,600	2,000
505700	Grass Clipping Fees	31,308	23,234	25,000	25,000	25,000
505800	Overflow Refuse Fees	51,941	55,808	45,000	45,000	-
508500	Cash Short or Over	21	41	-	-	-
	Total Revenue	$ 118,638	$ 110,070	$ 96,200	$ 96,200	$ 51,775
	Expenses					
610100	Regular Salaries	$ 677,602	$ 679,614	$ 811,761	$ 811,761	$ 833,838
610400	Call Time Wages	850	700	1,200	1,200	1,000
610500	Overtime Wages	14,072	18,609	16,000	16,000	17,000
610800	Part-Time Wages	837	1,402	-	-	-
615000	Fringes	273,931	258,524	325,308	325,308	358,926
630901	Shop Supplies	-	505	200	200	400
631100	Paint & Supplies	76	29	100	100	100
632200	Gas Purchases	-	507	200	200	350
632700	Miscellaneous Equipment	81,435	78,198	80,500	83,336	80,500
640700	Waste/Recycling Pickup	-	771	-	-	-
640800	Contractor Fees	4,068	185	2,000	2,000	1,000
641500	Tipping Fees	1,002,214	998,369	1,058,400	1,058,400	1,152,000
642501	CEA Operations/Maint.	541,174	563,700	591,698	591,698	590,545
642502	CEA Depreciation/Replace.	343,057	332,432	499,741	499,741	510,996
650302	Equipment Rent	24	24	25	25	25
	Total Expense	$ 2,939,340	$ 2,933,569	$ 3,387,133	$ 3,389,969	$ 3,546,680

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Replacement automated containers	$ 74,000
Rolloff Box	3,000
Misc equipment (wheels, lids, etc.)	3,500
	$ 80,500

Tipping Fees

Residential/curbside pickup	
19,200 tons x $60/ton	1,152,000
	$ 1,152,000

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Landfill Maintenance **Business Unit 2230**

PROGRAM MISSION

Maintain and monitor the condition of this site to ensure compliance with Department of Natural Resources requirements.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration.

Comply with mandated Department of Natural Resources regulations.

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events.

Perform maintenance of landfill cap.

Major changes in Revenue, Expenditures, or Programs:

The budget includes funds for replacing one leachate well.

The DNR inspected the site on April 19, 2023. Discussions included continual cap maintenance to address settling and vegetation issues. Condition of the site is not unusual based on the age of the landfill and the age of the system.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Landfill Maintenance **Business Unit 2230**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 11,234	$ 4,266	$ 8,898	$ 8,898	$ 9,165
615000 Fringes	4,477	1,748	1,347	1,347	4,612
640400 Consulting Services	69,933	60,357	76,000	76,000	77,830
641300 Utilities	4,336	4,241	4,985	4,985	5,030
642000 Facilities Charges	18,362	680	2,347	2,347	2,370
642501 CEA Operations/Maint.	651	-	1,636	1,636	780
642502 CEA Depreciation/Replace.	175	-	3,736	3,736	1,845
645400 Grounds Repair & Maintenance	20,437	38,392	44,000	44,000	44,000
650100 Insurance	10,823	10,823	10,373	10,373	15,000
659900 Other Contracts/Obligation	2,400	771	2,900	2,900	2,900
Total Expense	$ 142,828	$ 121,278	$ 156,222	$ 156,222	$ 163,532

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

DNR required operations and monitoring	$ 62,830
Well replacement	15,000
	$ 77,830

Grounds Repair & Maintenance

Mowing contractor	$ 15,000
Ditch cleaning contractor	4,000
Cap repair contractor	10,000
Gravel road repair	15,000
	$ 44,000

CITY OF APPLETON 2025 BUDGET
SANITATION

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
411000	Property Tax	2,089,000	2,089,000	-	2,089,000	2,089,000	2,089,000
471000	Interest on Investments	(59,698)	94,506	1,980	25,000	25,000	25,000
480100	General Charges for Service	1,621,828	1,622,919	68,259	1,896,743	1,896,743	2,010,473
490800	Misc Intergovernmental Charges	86	87	-	100	100	100
500400	Sale of City Property	3,326	2,259	192	-	-	-
501000	Miscellaneous Revenue	799	-	-	-	-	-
501600	Lease Revenue	400	400	-	400	400	400
503000	Damage to City Property	600	400	(100)	-	-	7,000
503500	Other Reimbursements	400	200	(100)	-	-	-
505500	Appliance Tags	12,483	14,345	2,980	12,000	12,000	12,000
505600	Tire Tags	1,599	1,744	698	1,600	1,600	2,000
505700	Grass Clipping Fees	31,308	23,234	78	25,000	25,000	25,000
505800	Overflow Refuse Fees	51,941	55,808	15,872	45,000	45,000	-
507100	Customer Penalty	11,162	11,468	-	7,000	7,000	-
508500	Cash Short or Over	21	41	1	-	-	-
	TOTAL PROGRAM REVENUES	3,765,255	3,916,411	89,860	4,101,843	4,101,843	4,170,973
	Personnel						
610100	Regular Salaries	91,876	92,163	32,131	-	-	-
610200	Labor Pool Allocations	720,977	674,143	214,375	1,070,113	1,070,113	1,097,604
610400	Call Time Wages	3,298	2,561	956	3,300	3,300	3,000
610500	Overtime Wages	14,608	18,870	2,746	16,500	16,500	17,400
610800	Part-Time Wages	837	1,402	636	-	-	-
611000	Other Compensation	3,211	3,216	-	3,300	3,300	3,400
611400	Sick Pay	663	18,071	2,759	-	-	-
611500	Vacation Pay	81,942	85,377	14,978	-	-	-
615000	Fringes	355,725	327,502	108,713	420,789	420,789	469,401
	TOTAL PERSONNEL	1,273,137	1,223,305	377,294	1,514,002	1,514,002	1,590,805
	Training~Travel						
620100	Training/Conferences	750	20	-	250	250	250
	TOTAL TRAINING / TRAVEL	750	20	-	250	250	250
	Supplies						
630100	Office Supplies	545	381	148	800	800	750
630300	Memberships & Licenses	200	206	-	325	325	300
630400	Postage/Freight	18,901	20,544	7,863	21,000	21,000	24,350
630500	Awards & Recognition	698	419	43	945	945	945
630804	Plant Material	344	400	230	400	400	400
630901	Shop Supplies	1,185	1,020	172	1,500	1,500	1,500
630902	Tools & Instruments	163	107	59	700	700	700
631100	Paint & Supplies	76	29	-	100	100	100
632001	City Copy Charges	-	-	-	250	250	100
632002	Outside Printing	6,490	5,747	2,763	6,500	6,500	6,500
632102	Protective Clothing	1,302	749	134	1,500	1,500	1,400
632200	Gas Purchases	-	507	-	200	200	350
632300	Safety Supplies	777	331	88	1,050	1,050	1,000
632400	Medical/Lab Supplies	210	384	84	250	250	300
632505	Gravel	-	-	-	300	300	100
632700	Miscellaneous Equipment	81,442	78,198	8,990	80,500	83,336	81,300
	TOTAL SUPPLIES	112,333	109,022	20,574	116,320	119,156	120,095

CITY OF APPLETON 2025 BUDGET
SANITATION

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Purchased Services						
640300	Bank Service Fees	3,827	3,786	665	5,280	5,280	4,000
640400	Consulting Services	69,933	60,357	10,946	76,000	76,000	77,830
640700	Solid Waste/Recycling Pickup	5,331	7,254	1,071	7,000	7,000	7,000
640800	Contractor Fees	4,068	185	-	2,000	2,000	1,000
641200	Advertising	-	-	80	150	150	100
641301	Electric	23,806	23,814	6,305	24,200	24,200	24,885
641302	Gas	8,155	7,157	4,137	8,505	8,505	8,515
641303	Water	4,003	3,678	954	5,000	5,000	5,000
641304	Sewer	2,321	2,232	591	2,800	2,800	2,800
641306	Stormwater	27,554	27,651	7,802	29,780	29,780	29,780
641308	Cellular Phones	1,577	1,803	422	1,600	1,600	2,220
641500	Tipping Fees	1,002,214	998,369	228,713	1,058,400	1,058,400	1,152,000
642000	Facilities Charges	40,502	22,673	6,071	28,941	28,941	29,230
642400	Software Support	5,291	5,039	1,331	15,850	15,850	17,321
642501	CEA Operations/Maint.	571,913	595,557	99,820	639,148	639,148	631,238
642502	CEA Depreciation/Replace.	359,240	350,903	109,177	544,008	544,008	545,967
645400	Grounds Repair & Maintenance	20,437	38,392	4,879	44,000	44,000	44,000
650100	Insurance	67,163	69,683	19,020	57,060	57,060	73,400
650302	Equipment Rent	24	24	24	25	25	25
659900	Other Contracts/Obligation	3,118	1,489	-	3,650	3,650	3,650
	TOTAL PURCHASED SVCS	2,220,477	2,220,046	502,008	2,553,397	2,553,397	2,659,961
	Miscellaneous Expense						
662300	Uncollectable Accounts	1,276	874	(772)	550	550	550
681500	Software Acquisition	-	30,193	8,988	20,000	34,807	10,458
	TOTAL MISCELLANEOUS EXP	1,276	31,067	8,216	20,550	35,357	11,008
	Transfers						
791400	Transfer Out - Capital Project	-	-	-	-	-	-
	TOTAL TRANSFERS	-	-	-	-	-	-
	TOTAL EXPENSE	3,607,973	3,583,460	908,092	4,204,519	4,222,162	4,382,119

CITY OF APPLETON 2025 BUDGET

SANITATION FUND

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

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Property Taxes	$ 2,089,000	$ 2,089,000	$ 2,089,000	$ 2,089,000	$ 2,089,000
Interest Income	(59,698)	94,506	25,000	25,000	25,000
Charges for Services	1,719,245	1,718,137	1,980,443	1,980,443	2,049,573
Sale of City Property	3,326	2,259	-	-	-
Other	13,382	12,509	7,400	7,400	7,400
Total Revenues	3,765,255	3,916,411	4,101,843	4,101,843	4,170,973
Expenses					
Program Costs	3,607,973	3,583,460	4,204,519	4,204,519	4,382,119
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	-	-	-	-
Net Change in Equity	157,282	332,951	(102,676)	(102,676)	(211,146)
Fund Balance - Beginning	1,720,639	1,877,921	2,210,872	2,210,872	2,108,196
Fund Balance - Ending	$ 1,877,921	$ 2,210,872	$ 2,108,196	$ 2,108,196	$ 1,897,050

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Wheel Tax **Business Unit 2650**

PROGRAM MISSION

This program accounts for receipt of State wheel tax proceeds and related transfer of funds to road reconstruction projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

The wheel tax is a fee added to the cost of vehicle registrations and subsequent annual renewals. The City Council adopted a $20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 7 cents per vehicle beginning in 2023) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction project expenditures only.

Major program changes:

The City Council approved an increase from $20 to $30 per vehicle effective in January 2025.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000	50.00%
Program Expenses		$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000	50.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Training & Travel		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Transfers Out		1,280,469	1,279,821	1,280,000	1,280,000	1,920,000	50.00%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Wheel Tax **Business Unit 2650**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
415000 Wheel Tax	$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000
Total Revenue	$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000
Expenses					
791100 Transfer Out - Gen Fund	$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000
Total Expense	$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
WHEEL TAX FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Wheel Tax	$ 1,280,469	$ 1,279,821	$ 1,280,000	$ 1,280,000	$ 1,920,000
Total Revenues	1,280,469	1,279,821	1,280,000	1,280,000	1,920,000
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	-	-	-	-	-
Revenues over (under) Expenses	1,280,469	1,279,821	1,280,000	1,280,000	1,920,000
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	(1,280,469)	(1,279,821)	(1,280,000)	(1,280,000)	(1,920,000)
Total Other Financing Sources (Uses)	(1,280,469)	(1,279,821)	(1,280,000)	(1,280,000)	(1,920,000)
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund is utilized for new subdivision work only, including administration, engineering, streetlights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

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

Project	Amount	Page
Concrete Paving Program	$ 2,233,190	Projects, pg. 610
Grade and Gravel Program	149,123	Projects, pg. 616
Sidewalk Program	569,304	Projects, pg. 618
	$ 2,951,617	

Major changes in Revenue, Expenditures, or Programs:

No major change

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 1,346,511	$ 659,585	$ 474,625	$ 474,625	$ 1,013,673	113.57%
Program Expenses		$ 1,360,635	$ 983,858	$ 601,363	$ 757,562	$ 2,951,617	390.82%
Expenses Comprised Of:							
Personnel		99,286	73,518	39,058	39,058	265,773	580.46%
Supplies & Materials		79,188	19,853	211,288	211,288	171,355	-18.90%
Purchased Services		23,328	6,716	25,275	25,275	29,928	18.41%
Capital Expenditures		1,158,833	883,771	325,742	481,941	2,484,561	662.74%
Transfers Out		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
411000	Property Tax	$ -	$ -	$ -	$ -	$ -
461400	Miscellaneous Specials	539,894	243,281	199,125	199,125	988,173
471000	Interest on Investments	(15,952)	9,319	20,000	20,000	20,000
473000	Interest - Deferred Specials	6,110	8,436	5,500	5,500	5,500
503500	Other Reimbursements	316,459	398,549	-	-	-
591000	Proceeds of Long-term debt	500,000	-	250,000	250,000	1,850,000
	Total Revenue	$ 1,346,511	$ 659,585	$ 474,625	$ 474,625	$ 2,863,673
	Expenses					
610100	Regular Salaries	$ 69,571	$ 51,307	32,732	$ 32,732	235,231
610500	Overtime Wages	1,190	322	500	500	500
610800	Part-Time Wages	361	3,257	250	250	250
615000	Fringes	28,164	18,632	5,576	5,576	29,792
630804	Plant Material	6,186	13,822	5,000	5,000	18,413
630901	Shop Supplies	-	58	-	-	-
632503	Other Materials	263	499	-	-	-
632507	Asphalt	72,724	5,474	197,488	197,488	143,742
632800	Signs	15	-	8,800	8,800	9,200
640400	Consulting Services	231	-	5,000	5,000	5,000
642501	CEA Operations/Maint.	8,256	3,813	6,000	6,000	12,207
642502	CEA Depreciation/Replace.	14,841	2,903	14,275	14,275	12,721
680901	Streets	998,676	810,769	273,465	429,664	1,971,161
680902	Sidewalks	160,157	73,002	52,277	52,277	513,400
	Total Expense	$ 1,360,635	$ 983,858	$ 601,363	$ 757,562	$ 2,951,617

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

2025	Street	From	To	4010
Labor Pool				**265,773**
CEA				**24,928**
Sidewalk - new				473,400
Sidewalk - 6 month waivers				40,000
	Subtotal			**513,400**
Temp Surface after G&G	Sweetwater Way	Haymeadow Ave	cds	30,620
	Aquamarine Ave	Providence Ave	Jasper Ln	24,636
	Jasper Ln	Sunstone Pl	Aquamarine Ave	11,172
	Tulip Trl	Gladiolus Pl	Gardenia Dr	8,180
	Golden Gate Dr	Callalily Ln	Begonia Dr	29,124
	Gladiolus Dr	Goldengate Dr	cds	34,210
	Subtotal			**137,942**
Material Testing				5,000
	Subtotal			**5,000**
New Concrete (Non-Escrow)	Aquamarine Dr	French Rd	Denali Dr	216,513
	Aquamarine Dr	Providence Ave	Amethyst Dr	83,900
	Baldeagle Ct	Peregrine Blvd	cds	104,125
	Baldeagle Dr	Peregrine Blvd	Osprey Dr	277,025
	Denali Dr	Rubyred Dr	Aquamarine Dr	204,925
	Golden Gate Dr	Cherryvale Ave	200' east	53,000
	Harrier Ct	Osprey Dr	cds	124,650
	Osprey Dr	Harrier Way	Baldeagle Dr	583,450
	Peregrine Blvd	Apple Creek Rd	Baldeagle Dr	59,361
	Rubyred Dr	French Rd	Denali Dr	297,625
	Subtotal			**2,004,574**
Total Paving				**$ 2,951,617**

CITY OF APPLETON 2025 BUDGET
SUBDIVISION DEVELOPMENT FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Special Assessments	539,894	243,281	199,125	199,125	988,173
Interest Income	(9,842)	17,755	25,500	25,500	25,500
Other	316,459	398,549	-	-	-
Total Revenues	846,511	659,585	224,625	224,625	1,013,673
Expenses					
Program Costs	1,360,635	983,858	601,363	601,363	2,951,617
Total Expenses	1,360,635	983,858	601,363	601,363	2,951,617
Revenues over (under) Expenses	(514,124)	(324,273)	(376,738)	(376,738)	(1,937,944)
Other Financing Sources (Uses)					
Proceeds of Long-term Debt	500,000	-	250,000	250,000	1,850,000
Total Other Financing Sources (Uses)	500,000	-	250,000	250,000	1,850,000
Net Change in Equity	(14,124)	(324,273)	(126,738)	(126,738)	(87,944)
Fund Balance - Beginning	814,952	800,828	476,555	476,555	349,817
Fund Balance - Ending	$ 800,828	$ 476,555	$ 349,817	$ 349,817	$ 261,873

Unreserved Designated Fund Balance Policy Compliance

Minimum - Three months operating expenditures based on prior year's audited expenditures		245,965
Maximum - 80% of the most recent five-year average of subdivision development expenditures		
2024 projected	601,363	
2023 actual	983,858	
2022 actual	1,360,635	
2021 actual	1,026,229	
2020 actual	770,580	758,826

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund provides for a variety of Public Works capital needs.

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

Project	Amount	Page
Concrete Paving Program	3,512,537	Projects, pg. 610
Sidewalk Program	362,991	Projects, pg. 618
Survey Instrument Replacement	50,000	Projects, pg. 660
Salt Brine Maker & Fill Station	150,000	Projects, pg. 658
Bridge Improvements	163,636	Projects, pg. 604
	4,239,164	

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 124,704	$ 177,805	$ 8,285	$ 8,285	$ 485,500	5759.99%
Program Expenses		$ 4,731,619	$ 1,879,650	$ 4,054,319	$ 4,765,069	$ 4,239,164	4.56%
Expenses Comprised Of:							
Personnel		359,666	269,534	750,490	750,490	582,983	-22.32%
Supplies & Materials		600,032	537,772	311,916	457,291	287,203	-7.92%
Purchased Services		125,005	97,863	369,198	497,896	423,470	14.70%
Capital Expenditures		3,646,916	974,481	2,622,715	3,059,392	2,945,508	12.31%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 183,860	$ -	$ -	$ -	$ -
471000	Interest on Investments	(64,105)	95,590	8,285	8,285	-
503500	Other Reimbursements	4,949	82,215	-	-	485,500
591000	Proceeds of Long-term Debt	4,944,500	1,713,724	4,046,000	4,046,000	3,800,000
	Total Revenue	$ 5,069,204	$ 1,891,529	$ 4,054,285	$ 4,054,285	$ 4,285,500
	Expenses					
610100	Regular Salaries	$ 9,114	$ 2,357	$ -	$ -	$ -
610200	Labor Pool Allocations	241,723	197,932	535,657	535,657	412,149
610500	Overtime Wages	5,621	1,042	8,000	8,000	8,000
610800	Part-Time Wages	1,251	2,131	3,461	3,461	3,461
615000	Fringes	101,957	66,072	203,372	203,372	159,373
630804	Plant Material	5,038	360	5,401	5,401	11,390
632503	Other Materials	2,326	3,503	-	14,177	-
632505	Gravel	-	321	-	-	-
632507	Asphalt	107,955	184,819	185,215	278,148	2,000
632510	Street Lights	348,006	258,180	25,000	52,165	60,000
632700	Miscellaneous Equipment	122,371	80,442	90,000	101,100	200,000
632800	Signs	14,336	10,147	6,300	6,300	13,813
640400	Consulting Services	40,449	47,632	179,850	284,977	123,500
640800	Contractor Fees	13,856	8,210	66,034	89,605	196,936
642501	CEA Operations/Maint.	19,561	14,784	63,540	63,540	39,663
642502	CEA Depreciation/Replace.	26,139	27,237	59,774	59,774	63,371
659900	Other Contracts/Obligations	25,000	-	-	-	-
680100	Land	9,245	-	68,000	68,000	305,000
680901	Streets	3,125,807	877,569	2,270,675	2,562,492	2,322,108
680902	Sidewalks	496,898	67,834	284,040	349,040	318,400
680999	Other Infrastructure	14,966	29,078	-	79,860	-
	Total Expense	$ 4,731,619	$ 1,879,650	$ 4,054,319	$ 4,765,069	$ 4,239,164

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Street Lights

Concrete paving program	$ 60,000
	$ 60,000

Miscellaneous Equipment

Salt Brine equipment	$ 150,000
Survey equipment	50,000
	$ 200,000

Consulting Services

Concrete paving program	$ 123,500
	$ 123,500

Contractor Fees

Concrete paving program	$ 33,300
Olde Oneida over the South Power Canal Local Bridge Program	130,636
Lawe Street Bridge	33,000
	$ 196,936

Land

ROW Concrete paving	$ 305,000
	$ 305,000

Streets

Concrete paving program	$ 2,322,108
	$ 2,322,108

Sidewalks

Concrete paving program	$ 318,400
	$ 318,400

CITY OF APPLETON 2025 BUDGET
PUBLIC WORKS PROJECTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Intergovernmental	$ 183,860	$ -	$ -	$ -	$ -
Interest Income (Loss)	(64,105)	95,590	8,285	8,285	-
Other	4,949	82,215	-	-	485,500
Total Revenues	124,704	177,805	8,285	8,285	485,500
Expenses					
Program Costs	4,731,619	1,879,650	4,054,319	4,054,319	4,239,164
Total Expenses	4,731,619	1,879,650	4,054,319	4,054,319	4,239,164
Revenues over (under) Expenses	(4,606,915)	(1,701,845)	(4,046,034)	(4,046,034)	(3,753,664)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	4,944,500	1,713,724	4,046,000	4,046,000	3,800,000
Transfer In - General Fund	-	-	-	-	-
Transfer In - Capital Projects	-	-	-	-	-
Total Other Financing Sources (Uses)	4,944,500	1,713,724	4,046,000	4,046,000	3,800,000
Net Change in Equity	337,585	11,879	(34)	(34)	46,336
Fund Balance - Beginning	2,148,464	2,486,049	2,497,928	2,497,928	2,497,894
Fund Balance - Ending	$ 2,486,049	$ 2,497,928	$ 2,497,894	$ 2,497,894	$ 2,544,230

CITY OF APPLETON 2025 BUDGET

PARKING UTILITY

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

MISSION STATEMENT

To provide clean, safe on- and off-street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility.

To professionally enforce downtown parking ordinances while maintaining a customer friendly environment.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system.

Continued implementation of the Downtown Parking Study recommendations.

Completed approximately $1,600,000 of Yellow, Green, and Red Ramp repairs per consultant structural condition reports.

Continued ongoing program of meter mechanism, housing, and bracket replacement.

Continued ongoing program of line painting of ramp and on-street parking stalls.

Continued to work with potential and new downtown developments to accommodate parking needs.

Transitioned TIBA ramp entry software from desktop-based to cloud-based to eliminate hardware-related issues.

Implemented credit card "Chip and Tap" system to improve user payment efficiency as part of TIBA cloud upgrade.

Continued in-house snow removal for parking ramps (previously contracted), including contracted snow removal services for the Library lot.

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

MAJOR 2025 OBJECTIVES

Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system.

Continue implementation of Downtown Parking Study recommendations.

Complete approximately $1.7M in ramp repairs per consultant structural condition reports.

Continue ongoing program of line painting of ramp and on-street parking stalls.

Seal concrete decks of the Yellow Parking Ramp.

Continue to work with potential downtown development to accommodate parking needs.

Resume operation of reconfigured Library Plaza Parking Lot.

Have consultant structure condition report for Yellow Ramp skywalk completed.

Fully implement credit card "Chip and Tap" system in ramps to improve user payment efficiency.

Complete wayfinding signs with marketing campaign by selected consultant.

Hire consultant to develop downtown strategic parking plan, including market analysis.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 3,290,379	$ 3,282,602	$ 3,447,601	$ 3,447,601	$ 3,864,701	12.10%
Program Expenses							
5110	Administration	780,096	816,563	821,966	821,966	867,609	5.55%
5120	Operations & Maint.	841,837	844,672	2,946,246	4,135,921	3,122,532	5.98%
5130	Enforcement	181,035	213,210	236,438	236,438	254,493	7.64%
TOTAL		$ 1,802,968	$ 1,874,445	$ 4,004,650	$ 5,194,325	$ 4,244,634	5.99%
Expenses Comprised Of:							
Personnel		629,291	784,686	835,613	835,613	977,495	16.98%
Training & Travel		5	50	-	-	3,500	N/A
Supplies & Materials		76,662	61,686	174,350	239,500	180,330	3.43%
Purchased Services		508,447	537,406	738,287	793,253	903,914	22.43%
Miscellaneous Expense		549,300	509,576	542,450	542,450	450,025	-17.04%
Capital Expenditures		(50,100)	(28,259)	1,700,000	2,769,559	1,715,000	0.88%
Transfers Out		89,363	9,300	13,950	13,950	14,370	3.01%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.38	11.38	10.55	10.55	11.63	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM MISSION

The Parking Utility uses sound managerial and financial practices to achieve financial solvency of the Parking Utility.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Ensure existing parking policies align with current and future requirements.

Explore ways to improve customer service and contain operating costs.

Research additional ways to compile, review, and disseminate parking statistical data.

Identify technology that will assist in monitoring customer usage.

Refine procedures for reconciling permit sales to collections.

Continue implementing consultant recommendations from the Downtown Parking Study to improve operational efficiencies.

Continue working with other City departments and stakeholders to ensure safety/security and improve user experience in our community and parking ramps.

Major changes in Revenue, Expenditures, or Programs:

Increase in number of manually processed citations has increased the amount required in postage/freight for 2025.

Increase in number of credit card transactions has increased the amount of credit card processing fees charged.

Staff training increased to attend Parking Industry Expo to help staff identify technology and processes to improve customer experiences and parking revenues.

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
470500	General Interest	$ (33)	$ -	$ 1,000	$ 1,000	$ 1,000
471000	Interest on Investments	(32,221)	157,686	10,000	10,000	10,000
501000	Miscellaneous Revenue	1	1	1	1	1
503500	Other Reimbursements	9,191	448	1,000	1,000	1,000
592200	Transfer In - Special Revenue	1,200,000	544,000	1,150,000	1,150,000	1,150,000
	Total Revenue	$ 1,176,938	$ 702,135	$ 1,162,001	$ 1,162,001	$ 1,162,001
	Expenses					
610100	Regular Salaries	$ 37,021	$ 87,983	$ 94,023	$ 94,023	$ 172,606
610400	Call Time Wages	86	284	-	-	-
610500	Overtime Wages	1,730	1,833	1,000	1,000	1,000
615000	Fringes	(20,568)	65,332	33,473	33,473	62,888
620100	Training/Conferences	5	50	-	-	3,500
630100	Office Supplies	91	128	250	250	250
630400	Postage/Freight	-	-	500	500	8,320
630500	Awards & Recognition	1,313	1,465	1,550	1,550	1,550
630901	Shop Supplies & Tools	3,926	5,754	3,800	3,800	3,800
632002	Outside Printing	30	-	-	-	-
632102	Protective Clothing	177	439	200	200	200
632300	Safety Supplies	130	290	500	500	300
632700	Miscellaneous Equipment	8	-	1,000	1,000	1,000
640100	Accounting/Audit Fees	2,775	2,983	3,000	3,000	3,000
640300	Bank Service Fees	39,760	53,796	39,500	39,500	55,000
641200	Advertising	-	503	-	-	-
641307	Utilities	2,901	1,769	2,611	2,611	2,220
641800	Equipment Repairs & Maint.	-	-	2,700	2,700	2,900
642000	Facilities Charges	579	590	1,564	1,564	1,580
645100	Laundry Services	1,866	1,299	2,500	2,500	2,675
650100	Insurance	69,036	72,564	76,770	76,770	79,800
659900	Other Contracts/Obligation	567	625	625	625	625
660100	Depreciation Expense	527,012	489,501	528,000	528,000	440,000
672000	Interest Payments	22,288	20,075	14,450	14,450	10,025
791100	Trsf Out - General Fund	9,300	9,300	13,950	13,950	14,370
791400	Trsf Out - Capital Project	80,063	-	-	-	-
	Total Expense	$ 780,096	$ 816,563	$ 821,966	$ 821,966	$ 867,609

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Bank Services	
Bank charges	$ 8,500
Investment fees	1,000
Credit card fees	40,000
Armored collection service	5,500
	$ 55,000

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM MISSION

The Parking Utility maintains a safe, clean and reliable parking system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Pressure clean the decks and stairwells in all ramps twice a year.

Identify and complete maintenance projects in a timely manner.

Continue to identify and implement possible ADA improvements for all ramps.

Investigate ways to reduce operating expenses without reducing current maintenance and service standards.

Continue empahsis on safety, security and cleanliness in the parking ramps through contracted services.

Enhance preventive maintenance of meters to reduce malfunctions.

Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request in the projects section for further detail:

1. Yellow Ramp - Seal joints and waterproof top deck; electrical, plumbing, ventilation upgrades.
2. Green Ramp - Top deck concrete connection repairs and joint sealing/repairs. Levels 2 and 3 concrete repairs.
3. Red Ramp - Concrete repairs, sealing treatments, and waterproofing membranes.

Any new or priority repairs beyond those identified in the 2022 Structural Condition Assessment Update could defer some of the work listed above.

Above referenced structure renovations as shown in the Capital Projects section of the budget, as follows:

	2025 Budget	Page
Parking Structural Renovations	$ 1,700,000	Projects, pg. 638
	$ 1,700,000	

Major changes in Revenue, Expenditures, or Programs:

The Utility anticipates a continued positive trend in usage based on return of the library parking lot and increased demand for ramp parking passes projected for 2025.

Parking ramp card fee will increase from $3 to $5 to cover an increase in cost.

Increase Consulting Services to include Downtown Parking strategic plan.

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
484100	Metered Parking	$ 478,332	$ 472,857	$ 450,000	$ 450,000	$ 550,000
484600	Parking Meter Hood Fees	77,432	52,919	45,000	45,000	50,000
485000	Daily Entrance Fees	642,199	1,034,276	790,000	790,000	850,000
485200	Pass Sales	573,184	660,757	650,000	650,000	852,200
503000	Damage to City Property	2,654	(557)	-	-	-
508500	Cash Short or Over	990	455	-	-	-
	Total Revenue	$ 1,774,791	$ 2,220,707	$ 1,935,000	$ 1,935,000	$ 2,302,200
	Expenses					
610100	Regular Salaries	$ 278,854	$ 286,555	$ 325,301	$ 325,301	$ 335,555
610400	Call Time Wages	1,764	1,667	3,000	3,000	3,000
610500	Overtime Wages	9,714	13,547	11,700	11,700	11,700
610800	Part-Time Wages	17,329	18,202	22,315	22,315	21,526
615000	Fringes	148,222	138,248	147,624	147,624	156,041
630600	Building Maint./Janitorial	15,986	11,919	18,000	18,000	38,000
631100	Paint & Supplies	385	517	2,000	2,000	2,000
632002	Outside Printing	4,644	575	4,700	4,700	5,200
632508	Ice Control Materials	4,765	10,308	15,000	15,000	12,900
632601	Repair Parts	8,437	15,127	25,000	25,000	25,000
632700	Miscellaneous Equipment	35,680	9,803	75,700	140,850	55,660
632800	Signs	1,047	-	18,500	18,500	18,500
640400	Consulting Services	36,200	28,523	90,000	119,966	190,000
640700	Solid Waste/Recycling	2,289	2,567	2,600	2,600	2,700
640800	Contractor Fees	20,494	28,152	93,300	93,300	101,000
640900	Inspection Fees	4,272	2,360	3,700	3,700	3,700
641301	Utilities	136,521	136,105	160,230	160,230	167,996
641600	Building Repairs & Maint.	30,903	15,066	75,000	75,000	75,000
641800	Equipment Repairs & Maint.	32,651	37,532	38,240	38,240	38,240
642400	Software Support	1,080	1,324	10,960	35,960	26,200
642501	CEA Equip. Rental	46,271	63,385	54,376	54,376	58,314
644000	Snow Removal Services	13,284	5,487	-	-	8,000
659900	Other Contracts/Obligation	41,145	45,962	49,000	49,000	51,300
680300	Buildings	298,377	201,784	1,600,000	2,669,559	1,700,000
680401	Machinery & Equipment	-	-	-	-	15,000
689900	Other Capital Outlay	(348,477)	(230,043)	100,000	100,000	-
	Total Expense	$ 841,837	$ 844,672	$ 2,946,246	$ 4,135,921	$ 3,122,532

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Building Maint./Janitorial	
Building maintenance	$ 2,000
Cleaning supplies	6,000
Deck sealer - Yellow Ramp	30,000
	$ 38,000
Repair Parts	
Misc. meter repair parts	$ 8,000
Traffic & parking control parts	17,000
	$ 25,000
Miscellaneous Equipment	
Meter mechs/housings	$ 35,700
Snow plow equipment	4,960
Coin sorter	15,000
	$ 55,660
Signs	
PassPort Meter App signs	$ 3,500
LED signage for ramps	15,000
	$ 18,500
Consulting Services	
Inspection Report - Structural Repairs	$ 90,000
Downtown Parking Strategic Plan	100,000
	$ 190,000
Software Support	
TIBA Software/Cloud Support	$ 25,000
Data storage & support of GPS units	1,200
	$ 26,200
Building Repairs & Maint.	
Misc. ramp repairs	$ 9,500
Yellow Ramp Electrical rehab	65,500
	$ 75,000
Equipment Repairs & Maint.	
Elevator service contract	$ 18,240
TAPCO Electrical repairs	20,000
	$ 38,240
Other Contracts/Obligations	
Ramp Call Center Service	$ 10,500
Web Host Meter Fees	40,800
	$ 51,300
Buildings	
Desman Structural Repairs	$ 1,700,000
	$ 1,700,000
Contractor Fees	
Street/ramp line painting	$ 23,900
Parking ramp security	62,700
Contracted cleaning	14,400
	$ 101,000

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM MISSION

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Educate and inform customers on parking policies and assist with directions and questions about the City.

Provide timely reviews and responses to parking citation review forms.

Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
452000	Parking Violations	$ 338,250	$ 359,260	$ 350,000	$ 350,000	$ 400,000
503500	Other Reimbursements	400	500	600	600	500
	Total Revenue	$ 338,650	$ 359,760	$ 350,600	$ 350,600	$ 400,500
	Expenses					
610100	Regular Salaries	$ 101,102	$ 109,744	$ 131,481	$ 131,481	$ 140,338
610500	Overtime Wages	828	2,635	1,000	1,000	1,000
615000	Fringes	53,209	58,656	64,696	64,696	71,841
632001	Printing & Reproduction	-	5,028	7,150	7,150	7,150
632601	Repair Parts	-	333	500	500	500
632700	Miscellaneous Equipment	43	-	-	-	-
641308	Cellular Phones	926	1,736	1,452	1,452	1,680
641800	Equipment Repairs & Maint.	13,600	14,541	14,000	14,000	14,000
642501	CEA Equip. Rental	7,107	14,737	12,159	12,159	11,984
659900	Other Contracts/Obligation	4,220	5,800	4,000	4,000	6,000
	Total Expense	$ 181,035	$ 213,210	$ 236,438	$ 236,438	$ 254,493

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
452000	Parking Violations	338,250	359,260	136,061	350,000	350,000	400,000
470500	General Interest	(33)	-	8	1,000	1,000	1,000
471000	Interest on Investments	(32,221)	157,686	2,947	10,000	10,000	10,000
484100	Metered Parking	478,332	472,857	190,891	450,000	450,000	550,000
484600	Parking Meter Hood Fees	77,432	52,919	52,312	45,000	45,000	50,000
485000	Daily Entrance Fees	642,199	1,034,276	274,377	790,000	790,000	850,000
485200	Pass Sales	573,184	660,757	301,233	650,000	650,000	852,200
501000	Miscellaneous Revenue	1	1	40,001	1	1	1
503000	Damage to City Property	2,654	(557)	299	-	-	-
503500	Other Reimbursements	9,591	948	600	1,600	1,600	1,500
508500	Cash Short or Over	990	455	317	-	-	-
592200	Transfer In - Special Revenue	1,200,000	544,000	-	1,150,000	1,150,000	1,150,000
	TOTAL PROGRAM REVENUES	3,290,379	3,282,602	999,046	3,447,601	3,447,601	3,864,701
	Personnel						
610100	Regular Salaries	384,838	422,363	149,024	549,060	549,060	647,014
610200	Labor Pool Allocations	22,488	6,694	1,097	-	-	-
610400	Call Time Wages	1,850	1,951	351	3,000	3,000	3,000
610500	Overtime Wages	12,272	18,015	3,453	13,700	13,700	13,700
610800	Part-Time Wages	17,329	18,202	1,957	22,315	22,315	21,526
611000	Other Compensation	1,386	1,689	180	1,745	1,745	1,485
611400	Sick Pay	(40,196)	-	-	-	-	-
611500	Vacation Pay	48,461	53,536	7,740	-	-	-
615000	Fringes	227,003	225,793	67,735	245,793	245,793	290,770
617000	Pension Expense	(43,033)	30,176	-	-	-	-
617100	OPEB Expense	(3,107)	6,267	-	-	-	-
	TOTAL PERSONNEL	629,291	784,686	231,537	835,613	835,613	977,495
	Training~Travel						
620100	Training/Conferences	5	50	-	-	-	3,500
	TOTAL TRAINING / TRAVEL	5	50	-	-	-	3,500
	Supplies						
630100	Office Supplies	91	128	18	250	250	250
630400	Postage/Freight	-	-	-	500	500	8,320
630500	Awards & Recognition	1,313	1,465	1,182	1,550	1,550	1,550
630600	Building Maint./Janitorial	15,986	11,919	923	18,000	18,000	38,000
630901	Shop Supplies	3,432	1,724	217	1,500	1,500	1,500
630902	Tools & Instruments	494	3,493	-	2,300	2,300	2,300
631100	Paint & Supplies	385	517	-	2,000	2,000	2,000
631603	Other Misc. Supplies	-	537	-	-	-	-
632001	City Copy Charges	-	-	-	150	150	150
632002	Outside Printing	4,674	5,603	10,733	11,700	11,700	12,200
632102	Protective Clothing	177	439	83	200	200	200
632300	Safety Supplies	130	290	34	500	500	300
632508	Ice Control Materials	4,765	10,308	2,193	15,000	15,000	12,900
632601	Repair Parts	8,437	15,460	4,800	25,500	25,500	25,500
632700	Miscellaneous Equipment	35,731	9,803	34,935	76,700	141,850	56,660
632800	Signs	1,047	-	769	18,500	18,500	18,500
	TOTAL SUPPLIES	76,662	61,686	55,887	174,350	239,500	180,330

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Purchased Services						
640100	Accounting/Audit Fees	2,775	2,983	-	3,000	3,000	3,000
640300	Bank Service Fees	39,760	53,796	7,329	39,500	39,500	55,000
640400	Consulting Services	36,200	28,523	9,136	90,000	119,966	190,000
640700	Solid Waste/Recycling Pickup	2,289	2,567	948	2,600	2,600	2,700
640800	Contractor Fees	20,494	28,152	1,594	93,300	93,300	101,000
640900	Inspection Fees	4,272	2,360	1,377	3,700	3,700	3,700
641200	Advertising	-	503	-	-	-	-
641301	Electric	104,219	101,707	43,127	133,500	133,500	130,876
641302	Gas	3,707	2,521	1,060	5,300	5,300	5,300
641303	Water	3,633	3,805	968	3,600	3,600	3,600
641304	Sewer	936	1,019	288	1,030	1,030	1,075
641306	Stormwater	20,535	20,633	7,339	13,500	13,500	20,665
641307	Telephone	4,323	6,479	2,162	4,200	4,200	6,480
641308	Cellular Phones	2,995	3,446	988	3,163	3,163	3,900
641600	Building Repairs & Maint.	30,903	15,066	42,958	75,000	75,000	75,000
641800	Equipment Repairs & Maint.	46,251	52,073	24,174	54,940	54,940	55,140
642000	Facilities Charges	579	590	911	1,564	1,564	1,580
642400	Software Support	1,080	1,324	1,538	10,960	35,960	26,200
642501	CEA Operations/Maint.	30,724	35,157	9,382	31,039	31,039	31,268
642502	CEA Depreciation/Replace.	22,654	42,965	7,857	35,496	35,496	39,030
644000	Snow Removal Services	13,284	5,487	-	-	-	8,000
645100	Laundry Services	1,866	1,299	824	2,500	2,500	2,675
650100	Insurance	69,036	72,564	31,985	76,770	76,770	79,800
659900	Other Contracts/Obligation	45,932	52,387	19,976	53,625	53,625	57,925
	TOTAL PURCHASED SVCS	508,447	537,406	215,921	738,287	793,253	903,914
	Miscellaneous Expense						
660100	Depreciation Expense	527,012	489,501	182,900	528,000	528,000	440,000
672000	Interest Payments	22,288	20,075	6,460	14,450	14,450	10,025
	TOTAL MISCELLANEOUS EXP	549,300	509,576	189,360	542,450	542,450	450,025
	Capital Outlay						
680200	Land Improvements	-	-	-	-	-	-
680300	Buildings	298,377	201,784	79,365	1,600,000	2,669,559	1,700,000
680401	Machinery & Equipment	-	-	-	-	-	15,000
689900	Other Capital Outlay	(348,477)	(230,043)	-	100,000	100,000	-
	TOTAL CAPITAL OUTLAY	(50,100)	(28,259)	79,365	1,700,000	2,769,559	1,715,000
	Transfers						
791100	Transfer Out - General Fund	9,300	9,300	5,815	13,950	13,950	14,370
791400	Transfer Out - Capital Project	80,063	-	-	-	-	-
	TOTAL TRANSFERS	89,363	9,300	5,815	13,950	13,950	14,370
	TOTAL EXPENSE	1,802,968	1,874,445	777,885	4,004,650	5,194,325	4,244,634

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 1,781,734	$ 2,220,707	$ 1,935,000	$ 1,935,000	$ 2,302,200
Other	340,907	360,213	350,000	350,000	400,000
Total Revenues	2,122,641	2,580,920	2,285,000	2,285,000	2,702,200
Expenses					
Operating Expenses	1,164,303	1,355,562	1,748,250	1,868,366	2,080,239
Depreciation	527,012	489,501	528,000	528,000	440,000
Total Expenses	1,691,315	1,845,063	2,276,250	2,396,366	2,520,239
Operating Income (Loss)	431,326	735,857	8,750	(111,366)	181,961
Non-Operating Revenues (Expenses)					
Interest Income	(32,253)	157,688	11,000	11,000	11,000
Interest Expense	(22,288)	(20,075)	(14,450)	(14,450)	(10,025)
Capital Contributions	-	-	-	-	-
Other	-	-	1,601	1,601	1,501
Total Non-Operating	(54,541)	137,613	(1,849)	(1,849)	2,476
Net Income (Loss) Before Transfers	376,785	873,470	6,901	(113,215)	184,437
Transfers In (Out)					
Special Revenue	1,200,000	544,000	1,150,000	1,150,000	1,150,000
Capital Projects	(80,063)	-	-	-	-
General Fund	(9,300)	(9,300)	(13,950)	(13,950)	(14,370)
Change in Net Assets	1,487,422	1,408,170	1,142,951	1,022,835	1,320,067
Total Net Assets - Beginning	7,183,453	8,670,875	10,079,045	10,079,045	11,101,880
Total Net Assets - Ending	$ 8,670,875	$ 10,079,045	$ 11,221,996	$ 11,101,880	$ 12,421,947

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 4,149,070	$ 2,790,346
+ Net Income	(113,215)	184,437
+ Depreciation	528,000	440,000
+ Long Term Debt	-	-
- Fixed Assets	(2,769,559)	(1,700,000)
+ Transfers In	-	-
- Transfers Out	(13,950)	(14,370)
+ Repayment from TIF # 3	1,150,000	1,150,000
- Principal Repayment	(140,000)	(150,000)
Working Cash - End of Year	$ 2,790,346	$ 2,700,413

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	$ 1,845,063
- Depreciation	(489,501)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	$ 1,364,862
25 % Working Capital Reserve Requirement	$ 341,216

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Charges for Services	$ 1,935,000	$ 1,935,000	$ 2,302,200	$ 2,313,711	$ 2,325,280	$ 2,336,906	$ 2,348,590
Other	350,000	350,000	400,000	400,000	400,000	400,000	400,000
Total Revenues	2,285,000	2,285,000	2,702,200	2,713,711	2,725,280	2,736,906	2,748,590
Expenses							
Operating Expenses	1,748,250	1,868,366	2,080,239	2,142,646	2,206,926	2,273,133	2,341,327
Depreciation	528,000	528,000	440,000	474,000	509,000	544,000	579,000
Total Expenses	2,276,250	2,396,366	2,520,239	2,616,646	2,715,926	2,817,133	2,920,327
Operating Income	8,750	(111,366)	181,961	97,065	9,354	(80,227)	(171,737)
Non-Operating Revenues (Expenses)							
Interest Income	11,000	11,000	11,000	10,000	10,000	10,000	10,000
Interest Expense	(14,450)	(14,450)	(10,025)	(5,525)	(3,350)	(1,875)	(375)
Other	1,601	1,601	1,501	601	601	601	601
Total Non-Operating	(1,849)	(1,849)	2,476	5,076	7,251	8,726	10,226
Net Income Before Transfers	6,901	(113,215)	184,437	102,141	16,605	(71,501)	(161,511)
Contributions and Transfers In (Out)							
General Fund	(13,950)	(13,950)	(14,370)	(14,370)	(14,370)	(14,370)	(14,370)
Special Revenue	1,150,000	1,150,000	1,150,000	1,150,000	1,200,000	1,200,000	1,200,000
Capital Projects	-	-	-	-	-	-	-
		-					
Change in Net Assets	1,142,951	1,022,835	1,320,067	1,237,771	1,202,235	1,114,129	1,024,119
Total Net Assets - Beginning	10,079,045	10,079,045	11,101,880	12,421,947	13,659,718	14,861,953	15,976,081
Total Net Assets - Ending	$ 11,221,996	$ 11,101,880	$ 12,421,947	$ 13,659,718	$ 14,861,953	$ 15,976,081	$ 17,000,201

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	4,149,070	2,790,346	2,700,413	2,562,184	2,453,419	3,036,547
+ Net Income	(113,215)	184,437	102,141	16,605	(71,501)	(161,511)
+ Depreciation	528,000	440,000	474,000	509,000	544,000	579,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	(2,769,559)	(1,700,000)	(1,700,000)	(1,700,000)	(1,000,000)	-
+ Transfer In	-	-	-	-	-	-
- Transfer Out	(13,950)	(14,370)	(14,370)	(14,370)	(14,370)	(14,370)
+ Repayments from TIF #3	1,150,000	1,150,000	1,150,000	1,150,000	1,200,000	1,200,000
- Principal Repayment	(140,000)	(150,000)	(150,000)	(70,000)	(75,000)	(75,000)
Working Cash - End of Year	$ 2,790,346	$ 2,700,413	$ 2,562,184	$ 2,453,419	$ 3,036,547	$ 4,564,667
25% Working Capital Reserve (prior year's expenses)	341,216	474,192	526,159	540,635	556,161	572,345

ASSUMPTIONS:

Operating expenses to increase 3% per year after 2025.
No changes in hours of enforcement or use of parking spaces. Increase in revenue of .5% per year after 2025.

CITY OF APPLETON 2025 BUDGET
PARKING UTILITY
LONG-TERM DEBT

	2016 General Obligation Bonds		
Year	Principal	Interest	Total
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	$ 160,000	$ 3,600	$ 163,600

	2019 General Obligation Bonds		
Year	Principal	Interest	Total
2025	70,000	7,025	77,025
2026	70,000	4,925	74,925
2027	70,000	3,350	73,350
2028	75,000	1,875	76,875
2029	75,000	375	75,375
	$ 360,000	$ 17,550	$ 377,550

	Total		
Year	Principal	Interest	Total
2025	150,000	10,025	160,025
2026	150,000	5,525	155,525
2027	70,000	3,350	73,350
2028	75,000	1,875	76,875
2029	75,000	375	75,375
	$ 520,000	$ 21,150	$ 541,150

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2024.

CITY OF APPLETON 2025 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

MISSION STATEMENT

The Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely, cost-effective replacement of vehicles as they reach the end of their useful service lives.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Purchased heavy duty trucks and equipment with clean diesel technology.

Continued to cross-train our mechanic staff.

Monitored and revised the CEA monthly billings as necessary.

Inspected all vehicle fire extinguishers annually using trained and in-house certified CEA technicians.

Researched options for extending the life cycle of current and future CEA vehicle and equipment replacements.

Continued using the web-based training program offered by Packer City Truck, Inc. and AC Delco for many repairs on the light-, medium-, and heavy-duty cars and trucks. Due to the volume of parts purchased from Packer City and Factory Motor Parts, this program is offered at no charge.

Continued to install different styles of carbide cutting edge on various snow plows to evaluate for increased edge longevity, improved snow and ice cut, and reduced out-of-service time for cutting edge replacement.

Continued to expand the functionality of the Precise GPS system to include automatic reporting of potholes, yard waste, overflow, and metal, and to collect snow and ice product outputs with plow up/down information and salt usage. Evaluated front-facing dash cameras that display on the Precise website.

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

MAJOR 2025 OBJECTIVES

Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations.

Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet.

Hold cooperative training for mechanics from the City as well as neighboring communities.

Work with user departments to evaluate equipment due for replacement to determine if any are viable candidates for hybrid or electric vehicles.

Monitor and revise the CEA monthly billings as necessary.

Update and implement succession plan for CEA staff.

Research options to find different vendors for shop supplies and parts to reduce costs.

Continue to expand the Precise GPS/GIS system to include more automatic reporting functions.

Continue to meet with employees throughout the year to evaluate performance and review goals.

Work with the Appleton Police Department to evaluate alternative makes and models of vehicles for use by detectives and as marked one-to-one sedans.

Cross-train CEA mechanics at satellite CEA shops.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 8,245,082	$ 8,378,213	$ 10,034,985	$ 10,034,985	$ 7,462,520	-25.63%
Program Expenses							
6110	Administration	3,520,296	4,010,857	3,529,844	3,526,804	3,910,645	10.79%
6121	Maintenance	3,019,972	2,936,603	3,190,591	3,181,679	3,298,782	3.39%
Total Program Expenses		$ 6,540,268	$ 6,947,460	$ 6,720,435	$ 6,708,483	$ 7,209,427	7.28%
Expenses Comprised Of:							
Personnel		1,261,065	1,450,808	1,425,842	1,425,842	1,524,225	6.90%
Training & Travel		906	762	3,000	3,000	3,000	0.00%
Supplies & Materials		1,744,876	1,649,451	1,876,704	1,864,752	1,906,321	1.58%
Purchased Services		496,848	498,752	450,852	450,852	475,593	5.49%
Miscellaneous Expense		2,639,706	3,018,824	2,755,037	2,755,037	3,115,038	13.07%
Capital Expenditures		-	-	-	-	-	N/A
Transfers		396,867	328,863	209,000	209,000	185,250	-11.36%
Full Time Equivalent Staff:							
Personnel allocated to programs		14.23	14.23	14.48	14.48	14.68	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours.

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life.

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments.

Major changes in Revenue, Expenditures, or Programs:

Increase CEA Operational Revenue based on increased fuel, parts and outside service costs.

Decrease the Hybrid vehicle fuel surcharge from $0.16 to $0.08 to offset the upcharge for four hybrid vehicles to be purchased in 2025.

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (25,441)	$ 42,186	$ 8,000	$ 8,000	$ 8,000
486500	CEA Operational Revenue	3,533,659	3,531,920	3,867,285	3,867,285	3,931,080
490800	Misc. Intergovernmental	47,453	41,550	55,000	55,000	40,140
500400	Sale of City Property	1,617	10,977	209,000	209,000	185,250
500600	Gain (Loss) on Asset Disposal	396,867	328,862	-	-	-
501000	Misc. Revenue	569	595	-	-	-
502100	Capital Contributions	4,246,021	4,395,339	5,875,700	5,875,700	3,273,050
503000	Damage to City Property	20,689	1,192	-	-	-
503500	Other Reimbursements	23,648	25,592	20,000	20,000	25,000
	Total Revenue	$ 8,245,082	$ 8,378,213	$ 10,034,985	$ 10,034,985	$ 7,462,520
	Expenses					
610100	Regular Salaries	$ 266,953	$ 281,052	$ 253,329	$ 253,329	$ 282,557
610400	Call Time Wages	600	300	300	300	300
610500	Overtime Wages	1,318	112	1,000	1,000	700
615000	Fringes	22,220	185,153	101,118	101,118	116,500
620100	Training/Conferences	906	762	3,000	3,000	3,000
630100	Office Supplies	411	320	800	800	700
630300	Memberships & Licenses	1,227	1,233	1,200	1,200	1,200
630500	Awards & Recognition	313	367	420	420	420
630901	Shop Supplies	53,509	40,684	50,000	50,000	47,500
631000	Miscellaneous Chemicals	14,400	16,381	15,318	12,278	16,225
631500	Books & Library Materials	-	-	-	-	300
632002	Outside Printing	315	665	1,000	1,000	1,000
632102	Protective Clothing	1,132	711	1,200	1,200	1,200
632300	Safety Supplies	646	748	800	800	800
632400	Medical/Lab Supplies	124	213	125	125	150
632601	Repair Parts	-	10	-	-	-
632700	Miscellaneous Equipment	9,927	16,800	10,600	10,600	16,000
640100	Accounting/Audit Fees	1,784	1,932	1,800	1,800	1,950
640300	Bank Service Fees	473	387	300	300	400
640400	Consulting Services	286	360	-	-	-
641200	Advertising	-	78	250	250	250
641300	Utilities	36,950	35,437	48,130	48,130	40,165
641800	Equipment Repairs & Maint.	14,130	13,306	14,130	14,130	14,000
642000	Facilities Charges	13,083	14,051	13,587	13,587	17,380
642400	Software Support	8,894	8,601	9,500	9,500	9,500
642501	CEA Operations	-	802	-	-	-
642502	CEA Depreciation	-	1,959	-	-	-
645100	Laundry Services	4,763	4,593	5,000	5,000	6,000
650100	Insurance	29,196	33,348	32,750	32,750	32,060
650302	Equipment Rent	-	2,805	-	-	-
659900	Other Contracts/Obligation	163	-	150	150	100
660100	Depreciation Expense	2,635,791	3,015,831	2,750,000	2,750,000	3,100,000
672000	Interest Payments	3,915	2,993	5,037	5,037	15,038
791400	Transfer Out - Capital Proj.	396,867	328,863	209,000	209,000	185,250
	Total Expense	$ 3,520,296	$ 4,010,857	$ 3,529,844	$ 3,526,804	$ 3,910,645

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Shop Supplies	
Small shop tools	$ 47,500
	$ 47,500
Miscellaneous Chemicals	
Car wash soap 2,750 gallon @ $5.79/gal	$ 15,922
Soap delivery	303
	$ 16,225

Transfer Out - Capital Projects	
Proceeds from sale of vehicles	$ 185,250
	$ 185,250
Miscellaneous Equipment	
Freon machine	$ 16,000
	$ 16,000

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to ensure safe and reliable vehicles and equipment.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Minimize downtime of vehicles and equipment.

Maintain a clean and safe work environment.

Monitor equipment service calls, evaluate condition of equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements.

Consolidate maintenance repairs with preventive maintenance work when possible.

Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements.

Evaluate major repairs and research options to minimize out-of-service time and costs.

Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs.

Continue cleaning debris from radiators for better performance and longer radiator life.

Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost.

Major changes in Revenue, Expenditures, or Programs:

Fuel costs were budgeted at $3.43/gallon and $4.03/gallon for unleaded and diesel fuel, respectively, for 311,875 gallons of fuel in 2024. For 2025, based on current prices, these estimates are expected to increase to $3.61/gallon and decrease to $3.91/gallon for unleaded and diesel fuel, respectively, for 311,875 gallons of fuel.

Repair parts are expected to increase 3% and contracted vehicle repairs to increase 7%.

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 680,790	$ 715,902	$ 764,923	$ 764,923	$ 815,283
610400 Call Time Wages	1,150	1,250	1,500	1,500	1,500
610500 Overtime Wages	9,938	7,826	10,000	10,000	10,000
611300 Shift Differential	-	-	125	125	50
615000 Fringes	278,097	259,213	293,547	293,547	297,335
630400 Postage/Freight	249	7	175	175	-
630901 Shop Supplies	4	-	-	-	-
632200 Gas Purchases	1,110,062	938,487	1,214,496	1,213,262	1,220,751
632300 Safety Supplies	1	230	-	-	75
632601 Repair Parts	552,555	632,595	580,570	572,892	600,000
640900 Inspection Fees	7,971	9,270	8,000	8,000	10,000
641700 Vehicle Repairs & Maint.	378,119	376,924	318,446	318,446	340,000
641000 Equipment Repairs & Maint.	-	-	100	100	100
642502 CEA Depreciation/Replace.	8,228	8,228	10,659	10,659	15,638
642900 Interfund Allocations	(7,229)	(13,379)	(12,000)	(12,000)	(12,000)
650302 Equipment Rent	37	50	50	50	50
Total Expense	$ 3,019,972	$ 2,936,603	$ 3,190,591	$ 3,181,679	$ 3,298,782

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 145,600 gallons @ $3.61/gallon	$ 525,616
Diesel fuel: 166,275 gallons @ $3.91/gallon	650,135
Oil	45,000
	$ 1,220,751

Repair Parts

Operational (engine, drive train, main body, etc.)	$ 420,000
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	144,000
Fire vehicle parts	6,000
	$ 600,000

Vehicle Repairs & Maint.

Tire service	$ 187,000
Vehicle alignments	40,800
Towing services	3,400
Vehicle cleaning/upholstery	17,000
Body shop work	37,400
Painting	23,800
Outside fire vehicle maint.	30,600
	$ 340,000

* The City does not pay federal gas tax and attains bulk purchasing rates.

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
471000	Interest on Investments	(25,440)	42,187	4,806	8,000	8,000	8,000
486500	CEA Operational Revenue	3,533,659	3,531,920	853,576	3,867,285	3,867,285	3,931,080
490800	Misc. Intergovernmental Charges	47,454	41,550	9,452	55,000	55,000	40,140
500400	Sale of City Property	2,187	10,977	116,509	209,000	209,000	185,250
500600	Gain (Loss) on Asset Disposal	396,867	328,863	-	-	-	-
501000	Misc. Revenue	569	595	-	-	-	-
502100	Capital Contributions	4,246,022	4,395,339	-	5,875,700	5,875,700	3,273,050
503000	Damage to City Property	20,689	1,193	4,890	-	-	-
503500	Other Reimbursements	23,649	25,593	-	20,000	20,000	25,000
	TOTAL PROGRAM REVENUES	8,245,656	8,378,217	989,233	10,034,985	10,034,985	7,462,520
	Personnel						
610100	Regular Salaries	947,742	996,954	315,387	1,018,252	1,018,252	1,097,840
610400	Call Time Wages	1,750	1,550	1,650	1,800	1,800	1,800
610500	Overtime Wages	11,256	7,938	3,228	11,000	11,000	10,700
611300	Shift Differential	-	-	-	125	125	50
615000	Fringes	300,317	444,366	118,242	394,665	394,665	413,835
	TOTAL PERSONNEL	1,261,065	1,450,808	438,507	1,425,842	1,425,842	1,524,225
	Training~Travel						
620100	Training/Conferences	906	762	313	3,000	3,000	3,000
	TOTAL TRAINING / TRAVEL	906	762	313	3,000	3,000	3,000
	Supplies						
630100	Office Supplies	411	320	72	800	800	700
630300	Memberships & Licenses	1,227	1,233	78	1,200	1,200	1,200
630400	Postage/Freight	249	7	11	175	175	-
630500	Awards & Recognition	313	367	19	420	420	420
630901	Shop Supplies	53,525	40,699	11,714	50,000	50,000	47,500
631000	Miscellaneous Chemicals	14,388	16,381	6,217	15,318	12,278	16,225
631500	Books & Library Materials	-	-	384	-	-	300
632002	Outside Printing	315	650	-	1,000	1,000	1,000
632102	Protective Clothing	1,132	711	71	1,200	1,200	1,200
632200	Gas Purchases	1,110,062	938,487	273,731	1,214,496	1,213,262	1,220,751
632300	Safety Supplies	648	978	238	800	800	875
632400	Medical/Lab Supplies	124	213	50	125	125	150
632601	Repair Parts	552,555	632,605	165,067	580,570	572,892	600,000
632700	Miscellaneous Equipment	9,927	16,800	413	10,600	10,600	16,000
	TOTAL SUPPLIES	1,744,876	1,649,451	458,065	1,876,704	1,864,752	1,906,321
	Purchased Services						
640100	Accounting/Audit Fees	1,784	1,932	-	1,800	1,800	1,950
640300	Bank Service Fees	473	387	27	300	300	400
640400	Consulting Services	-	-	-	-	-	-
640800	Contractor Fees	286	360	-	-	-	-
640900	Inspection Fees	7,971	9,270	2,424	8,000	8,000	10,000
641200	Advertising	-	78	-	250	250	250
641301	Electric	12,297	12,474	3,237	12,900	12,900	13,280
641302	Gas	12,977	11,387	6,634	23,000	23,000	14,300
641303	Water	2,233	2,060	540	2,500	2,500	2,500
641304	Sewer	1,306	1,261	337	1,250	1,250	1,605
641306	Stormwater	6,777	6,777	1,708	6,980	6,980	6,980
641308	Cellular Phones	1,360	1,478	360	1,500	1,500	1,500
641700	Vehicle Repairs & Maint.	378,119	376,924	91,342	318,446	318,446	340,000
641800	Equipment Repairs & Maint.	14,130	13,306	5,297	14,230	14,230	14,100
642000	Facilities Charges	13,083	14,051	3,500	13,587	13,587	17,380
642400	Software Support	8,894	8,601	3,224	9,500	9,500	9,500
642502	CEA Depreciation/Replace.	8,228	10,989	3,922	10,659	10,659	15,638
642900	Interfund Allocations	(7,229)	(13,379)	(141)	(12,000)	(12,000)	(12,000)
645100	Laundry Services	4,763	4,593	1,661	5,000	5,000	6,000
650100	Insurance	29,196	33,348	13,645	32,750	32,750	32,060
650302	Equipment Rent	37	2,855	-	50	50	50
659900	Other Contracts/Obligation	163	-	-	150	150	100
	TOTAL PURCHASED SVCS	496,848	498,752	137,717	450,852	450,852	475,593

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Miscellaneous Expense						
660100	Depreciation Expense	2,635,791	3,015,831	1,294,427	2,750,000	2,750,000	3,100,000
672000	Interest Payments	3,915	2,993	1,025	5,037	5,037	15,038
	TOTAL MISCELLANEOUS	2,639,706	3,018,824	1,295,452	2,755,037	2,755,037	3,115,038
	Capital Outlay						
680401	Machinery & Equipment	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
	Transfers						
791400	Transfer Out - Capital Project	396,867	328,863	-	209,000	209,000	185,250
	TOTAL TRANSFERS	396,867	328,863	-	209,000	209,000	185,250
	TOTAL EXPENSE	5,841,418	6,947,460	2,330,054	6,720,435	6,708,483	7,209,427

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 3,604,762	$ 3,599,063	$ 3,922,285	$ 3,922,285	$ 3,971,220
Other	21,259	1,789	20,000	20,000	25,000
Total Revenues	3,626,021	3,600,852	3,942,285	3,942,285	3,996,220
Expenses					
Operating Expenses	3,503,717	3,599,773	3,756,398	4,162,446	3,909,139
Depreciation	2,635,791	3,015,831	2,750,000	2,750,000	3,100,000
Total Expenses	6,139,508	6,615,604	6,506,398	6,912,446	7,009,139
Operating Loss	(2,513,487)	(3,014,752)	(2,564,113)	(2,970,161)	(3,012,919)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(25,440)	42,186	8,000	8,000	8,000
Sale of City Property	398,484	339,840	209,000	209,000	185,250
Interest Expense	(3,915)	(2,993)	(5,037)	(5,037)	(15,038)
Total Non-Operating	369,129	379,033	211,963	211,963	178,212
Income (Loss) before Contributions and Transfers	(2,144,358)	(2,635,719)	(2,352,150)	(2,758,198)	(2,834,707)
Contributions and Transfers In (Out)					
Capital Contributions	4,246,022	4,395,339	5,875,700	5,875,700	3,273,050
Transfers Out	(396,867)	(328,863)	(209,000)	209,000	(185,250)
Change in Net Assets	1,704,797	1,430,757	3,314,550	3,326,502	253,093
Net Assets - Beginning	15,553,496	17,258,293	18,689,050	18,689,050	22,015,552
Net Assets - Ending	$ 17,258,293	$ 18,689,050	$ 22,003,600	$ 22,015,552	$ 22,268,645

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 850,966	$ 1,015,518
+ Change in Net Assets	3,326,502	253,093
- Capital Contributions	(5,875,700)	(3,273,050)
- Principal Repayment	(36,250)	(50,000)
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Depreciation	2,750,000	3,100,000
Working Cash - End of Year	$ 1,015,518	$ 1,045,561

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT

	2019 G.O. Notes	
Year	Principal	Interest
2025	15,000	1,463
2026	15,000	1,013
2027	15,000	675
2028	15,000	375
2029	15,000	75
	$ 75,000	$ 3,601

	2022 G.O. Notes	
Year	Principal	Interest
2025	35,000	13,575
2026	35,000	11,825
2027	35,000	10,075
2028	40,000	8,200
2029	40,000	6,200
2030	40,000	4,400
2031	45,000	2,700
2032	45,000	900
	$ 315,000	$ 57,875

	Total	
Year	Principal	Interest
2025	$ 50,000	$ 15,038
2026	50,000	12,838
2027	50,000	10,750
2028	55,000	8,575
2029	55,000	6,275
2030	40,000	4,400
2031	45,000	2,700
2032	45,000	900
	$ 390,000	$ 61,476

CITY OF APPLETON 2025 BUDGET
CENTRAL EQUIPMENT AGENCY

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

PROGRAM NARRATIVE

This budget provides for the following Common Council approved equipment replacements in the CEA fund:

Equipment	Home Department	Funding Source: CEA	Funding Source: Other	Funding Source: Source	Total Cost
Turf Sweeper	Facilities	$ 40,000	$ -		$ 40,000
Mini Dump	Facilities	90,000	-		90,000
Service Truck	CEA	98,500	-		98,500
Sedan**	Wastewater	40,000	-		40,000
Pickup 4x4	Wastewater	63,750	13,000	Wastewater	76,750
Aerial Bucket Truck	Traffic	525,000	-		525,000
Greens Mower	Golf	60,000	-		60,000
Reel Mower	Golf	120,000	-		120,000
Sedan**	Engineering	40,000	-		40,000
Mini Van	Engineering	48,200	-		48,200
Crew Cab 4x4	Engineering	58,500	-		58,500
SUV, Ford Explorer SUV**	Police	65,750	-		65,750
SUV, Ford Explorer K-9	Police	68,750	-		68,750
SUV, Ford Explorer K-9	Police	68,750	-		68,750
SUV, Ford Explorer SUV**	Police	65,750	-		65,750
Sweeper	Stormwater	325,000	-		325,000
Single Dual Spinner	Street	325,000	-		325,000
Roller	Street	175,000	-		175,000
Router	Street	20,000	-		20,000
BackHoe	Street	190,000	-		190,000
Pickup 4x2	Street	58,800	-		58,800
Pickup 4x2	Street	58,800	-		58,800
Sewer Vac Truck	Sewer	654,500	-		654,500
		$ 3,260,050	$ 13,000		$ 3,273,050

Major changes in Revenue, Expenditures, or Programs:

In 2024, the Common Council approved the following equipment changes:

1. Traffic to hold Forklift #1502 and place it into REP Fleet (second use fleet).
2. Water/Wastewater to upgrade Utilities Department Truck #1520 (Pickup 4x4 above) to a Cargo Van KUV-style box in 2025.

**Denotes Hybrid

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 4,797,800	$ 4,701,682	$ 5,228,906	$ 5,228,906	$ 5,101,564	-2.44%
	Program Expenses	$ 4,246,022	$ 4,402,451	$ 4,775,700	$ 5,478,716	$ 3,273,050	-31.46%
Expenses Comprised Of:							
Capital Expenditures		4,246,022	4,402,451	4,775,700	5,478,716	3,273,050	-31.46%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (97,568)	$ 184,643	$ 35,000	$ 35,000	$ 35,000
486600	CEA Depreciation Revenue	3,430,103	3,769,326	4,484,906	4,484,906	4,868,314
591000	Proceeds of Long-term Debt	644,000	18,911	-	-	-
592100	Transfer In - General Fund	25,000	-	-	-	-
592602	Transfer In - Wastewater	-	-	-	-	13,000
592603	Transfer In - Stormwater	319,335	75,000	495,000	495,000	-
592604	Transfer In - Parking	80,063	300,000	-	-	-
592605	Transfer In - Golf Course	-	24,940	-	-	-
593100	Transfer In - Internal Service	-	-	5,000	5,000	-
593101	Transfer In - CEA	396,867	328,862	209,000	209,000	185,250
	Total Revenue	$ 4,797,800	$ 4,701,682	$ 5,228,906	$ 5,228,906	$ 5,101,564
	Expenses					
680403	Vehicles	4,246,022	4,402,451	4,775,700	5,478,716	3,273,050
	Total Expense	$ 4,246,022	$ 4,402,451	$ 4,775,700	$ 5,478,716	$ 3,273,050

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Trans In - CEA Internal Service

Proceeds from sale of vehicles	$ 185,250
	$ 185,250

Equipment

Replacement vehicles & equipment (see list, previous page)	$ 3,273,050
	$ 3,273,050

CITY OF APPLETON 2025 BUDGET
CEA REPLACEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Interest Income (Loss)	$ (97,568)	$ 184,643	$ 35,000	$ 35,000	$ 35,000
Charges for Services	3,430,103	3,769,326	4,484,906	4,484,906	4,868,314
Total Revenues	3,332,535	3,953,969	4,519,906	4,519,906	4,903,314
Expenses					
Program Costs	4,246,022	4,402,451	4,775,700	5,478,716	3,273,050
Total Expenses	4,246,022	4,402,451	4,775,700	5,478,716	3,273,050
Revenues over (under) Expenses	(913,487)	(448,482)	(255,794)	(958,810)	1,630,264
Other Financing Sources (Uses)					
Proceeds of G.O. Notes	644,000	18,911	-	-	-
Transfers In - General Fund	25,000	-	-	-	-
Transfers In - Wastewater Utility	-	-	-	-	13,000
Transfers In - Stormwater Utility	319,335	75,000	495,000	495,000	-
Transfers In - Parking Utility	80,063	300,000	-	-	-
Transfers In - Internal Service	-	-	5,000	5,000	-
Transfers In - CEA Internal Service	396,867	328,862	209,000	209,000	185,250
Total Other Financing Sources (Uses)	1,465,265	722,773	709,000	709,000	198,250
Net Change in Equity	551,778	274,291	453,206	(249,810)	1,828,514
Fund Balance - Beginning	4,141,858	4,693,636	4,967,927	4,967,927	4,718,117
Fund Balance - Ending	$ 4,693,636	$ 4,967,927	$ 5,421,133	$ 4,718,117	$ 6,546,631

CITY OF APPLETON 2025 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

MISSION STATEMENT

Facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

In 2024, the Appleton Health Department focused on a combination of strategic initiatives, including the completion of a comprehensive community health assessment and community health improvement plan. The department implemented the 3-year strategic plan, which included an increased focus on social determinants of health and robust partnership development.

Community Health Assessment:
Concluded the Community Health Needs Assessment that began in 2023. Implementing a robust, ongoing community health assessment process provided data-driven insights into the community's health needs and assets. By regularly assessing and monitoring health indicators, not only were health issues identified early, but the effectiveness of all community interventions from all partners over time were tracked.

Enhanced Focus on Compliance:
Added a new 1.0 FTE position to focus on enhancing licensing compliance with short-term rentals. This new addition is expected to increase short-term rental license fee revenue by about 250%.

Building Partnerships and Collaboration:
Launched the regional, Tri-County Community Health Assessment, serving Outagamie, Winnebago, and Calumet Counties, as well as the Cities of Appleton and Menasha. This partnership included all five health departments in these distinct jurisdictions, as well as ThedaCare, Children's Wisconsin, Aurora Health Care, Ascension, and Partnership Community Health Center.

Focus on Social Determinants of Health:
Recognized the profound impact of social determinants of health conditions in the places where people live, learn, work, and play that affect a wide range of health and quality-of-life outcomes. In 2024, there was an expansion of the Community Health Division's basic needs team with the creation and hiring of a Community Resource Navigator. This position, along with the Coordinated Entry Specialist, was embedded within the Appleton Police Department to best address the needs of those experiencing homelessness.

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

MAJOR 2025 OBJECTIVES

The 2025 budget year will have several exciting initiatives. These include completion of the regional, Community Health Needs Assessment and Community Health Improvement Plan with public health jurisdictions within Calumet, Outagamie, and Winnebago Counties, including the City of Menasha, along with regional hospital partners; we will be advancing our departmental policy/procedure work; advancing our efforts around the Health in All Policies Ordinance, and planing for and implementing operations related to the 2025 NFL Draft, in addition to our day to day work.

The Appleton Health Department is co-leading a regional effort with the public health jurisdictions within Calumet, Outagamie, and Winnebago Counties, including the City of Menasha, along with regional hospital partners, to develop and implement a first-ever regional Community Health Needs Assessment and Community Health Improvement Plan using external funding. This regionalized effort to understand and address health issues affecting neighboring communities to allow for localized approaches to addressing these issues, while making the planning, data collection, and sensemaking more efficient across participating agencies required to do this work through shared planning and cost sharing.

Building on the work that began in 2023, we will continue to develop policies and codify procedures around our programs, processes, and services, consistent with best practice. Not only will this ensure that staff are practicing to the current standard but that they are doing so consistently. This will also enhance transparency and increase oversight by the Board of Health around policies and procedures by topic experts.

With more than 275,000 NFL fans descending on Green Bay and the surrounding areas, it is expected that regulatory capacity will be stretched to the limit. Major regulatory activities will include increased demand for transient food licenses (food vendor licenses) and an enormous increase in short-term rentals (tourist rooming houses). Recently added staff to the Environmental Health program will enhance the ability to meet this need.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 350,016	$ 498,457	$ 552,715	$ 552,715	$ 782,427	41.56%
Program Expenses							
12510	Administration	152,998	163,943	186,534	186,534	321,192	72.19%
12520	Nursing	394,517	465,067	467,388	467,388	410,107	-12.26%
12530	Environmental Health	335,540	427,178	447,821	447,821	576,541	28.74%
12540	Weights & Measures	213,181	219,930	223,896	223,896	236,738	5.74%
TOTAL		$ 1,096,236	$ 1,276,118	$ 1,325,639	$ 1,325,639	$ 1,544,578	16.52%
Expenses Comprised Of:							
Personnel		1,025,234	1,216,218	1,233,385	1,233,385	1,457,080	18.14%
Training & Travel		10,530	5,534	16,440	16,440	22,920	39.42%
Supplies & Materials		16,869	17,800	18,875	18,875	14,069	-25.46%
Purchased Services		43,603	36,566	56,939	56,939	50,509	-11.29%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.95	11.95	13.15	13.15	13.15	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Administration **Business Unit 12510**

PROGRAM MISSION

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.

Enforce local and state laws regarding public health and consumer issues.

Collaborate with community healthcare providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

Deputy Director salary & fringes moved from Org 12520 (Nursing) to this budget to better reflect the administrative nature of the role.

Noise variances require a large amount of Health Department administrative and Police Department time to process, issue, and mediate complaints over the course of the year. Businesses operating within the Central Business District require a disproportionate amount of attention and are particularly expensive for the City to issue and administer. With the adoption of this budget, a noise variance fee would charge residents $25 per day for issued noise variances and $50 per day for commercial businesses. Non-profit organizations and those issued a noise variance as a result of the Special Event License process would be exempt from this fee.

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Administration **Business Unit 12510**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Svc	$ -	$ -	$ -	$ -	$ 850
	Total Revenue	$ -	$ -	$ -	$ -	$ 850
	Expenses					
610100	Regular Salaries	$ 110,219	$ 126,000	$ 135,055	$ 135,055	$ 240,202
615000	Fringes	32,786	31,000	39,552	39,552	65,690
620100	Training/Conferences	681	-	3,000	3,000	6,000
620600	Parking Permits	840	-	960	960	960
630100	Office Supplies	751	676	1,200	1,200	1,200
630300	Memberships & Licenses	1,896	2,280	2,000	2,000	2,000
630500	Awards & Recognition	-	113	218	218	279
630700	Food & Provisions	242	186	290	290	372
631603	Other Misc. Supplies	-	200	500	500	400
632001	City Copy Charges	2,188	1,886	2,000	2,000	2,000
632002	Outside Printing	1,355	1,068	1,000	1,000	1,000
632700	Miscellaneous Equipment	25	-	200	200	200
641307	Telephone	343	313	318	318	407
641308	Cellular Phones	1,672	221	241	241	482
	Total Expense	$ 152,998	$ 163,943	$ 186,534	$ 186,534	$ 321,192

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention and case management to citizens and healthcare providers of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through: disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote resident health through assessment, intervention, case management and education for high risk families and adults.

Major Changes in Revenue, Expenditures or Programs:

In 2025 there will no longer be any COVID-19 grant funding to help offset the Public Health Nursing salary and fringe lines. In addition, the Deputy Director salary and fringe were moved from the Public Health Nursing budget to the Administration budget.

The partial reimbursement from the State for tuberculosis (TB) services was moved from General Charges for Services to Health Grants and Aids in the revenue portion of the budget. The department will continue to provide the fee for service program which started in 2024, that provides TB skin testing for a fee.

With interest in employee influenza vaccine clinics steadily decreasing, we have eliminated the annual employee influenza clinic. Several no-cost options remain available to employees: the employee Connecting Care clinic, primary care providers, and insurance-accepting pharmacies.

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 67	$ 108	$ 200	$ 200	$ 3,444
480100	General Charges for Svc	335	3,405	4,000	4,000	1,440
	Total Revenue	$ 402	$ 3,513	$ 4,200	$ 4,200	$ 4,884
	Expenses					
610100	Regular Salaries	$ 268,071	$ 343,039	311,027	$ 311,027	257,003
610800	Part-Time Wages	4,002	7,225	24,182	24,182	48,134
615000	Fringes	95,099	96,554	89,928	89,928	68,814
620100	Training/Conferences	528	1,885	1,900	1,900	1,900
620200	Mileage Reimbursement	1,398	1,014	-	-	-
620600	Parking Permits	3,360	323	4,320	4,320	4,320
630300	Memberships & Licenses	-	-	930	930	930
632400	Medical/Lab Supplies	7,385	6,960	7,400	7,400	2,200
640700	Recycling Pickup	814	-	400	400	400
641200	Advertising	-	105	-	-	-
641307	Telephone	707	516	605	605	599
641308	Cellular Phones	3,626	1,952	2,400	2,400	2,297
642501	CEA Operations/Maint.	-	870	1,044	1,044	1,387
642502	CEA Depreciation/Replace.	-	429	752	752	752
643000	Health Services	-	-	12,500	12,500	12,371
643100	Interpreter Services	9,527	3,848	10,000	10,000	9,000
643200	Lab Fees	-	347	-	-	-
	Total Expense	$ 394,517	$ 465,067	$ 467,388	$ 467,388	$ 410,107

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating and drinking establishments, retail food establishments, recreational facilities and body art establishments.

Assess, consult and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

Major Changes in Revenue, Expenditures or Programs:

Increase in Health License revenue, Salaries, and fringes are due to additional FTE during 2024 for Environmental Health Technician.

Recent changes to Wisconsin Department of Agriculture, Trade, and Consumer Protection guidelines for pool sampling has changed. Previous guidance required pool samples to be tested for chlorine, acidity, and bacterial sampling. New guidance has eliminated the requirement bacterial sampling. As a result, we have removed bacterial sampling from our pool sampling procedure.

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ -	$ 15,600	$ -	$ -	$ -
430500	Health License	182,976	312,143	349,865	349,865	536,458
	Total Revenue	$ 182,976	$ 327,743	$ 349,865	$ 349,865	$ 536,458
	Expenses					
610100	Regular Salaries	$ 224,834	$ 288,301	$ 299,360	$ 299,360	$ 383,370
610500	Overtime Wages	1,134	1,376	-	-	1,400
615000	Fringes	91,595	116,807	125,555	125,555	170,889
620100	Training/Conferences	828	2,006	2,200	2,200	5,200
620600	Parking Permits	1,260	-	1,920	1,920	2,400
630300	Memberships & Licenses	7	1,724	262	262	313
630400	Postage/Freight	-	196	-	-	-
631603	Other Misc. Supplies	1,339	90	1,300	1,300	1,300
632400	Medical/Lab Supplies	-	199	-	-	-
632700	Miscellaneous Equipment	251	866	250	250	250
641200	Advertising	-	146	-	-	-
641307	Telephone	460	338	400	400	661
641308	Cellular Phones	1,370	1,640	2,112	2,112	2,583
641800	Equipment Repairs & Maint.	-	-	50	50	165
642501	CEA Operations/Maint.	2,652	3,619	4,177	4,177	5,548
642502	CEA Depreciation/Replace.	2,428	2,187	2,050	2,050	2,262
643100	Interpreter Services	-	-	200	200	200
643200	Lab Fees	7,382	7,683	7,985	7,985	-
	Total Expense	$ 335,540	$ 427,178	$ 447,821	$ 447,821	$ 576,541

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM MISSION

The program educates, consults and inspects local businesses to ensure the delivery of full quantity and fair, equitable trade practices between the Appleton business community and the consumer.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating "going out of business" sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

Major Changes in Revenue, Expenditures or Programs:

After increasing the Weights and Measures License Fee schedule in 2023, operating expenses continued to be subsidized by general fund dollars. To reduce this gap, the Appleton Health Department developed a tiered strategy that will eliminate taxpayer subsidy of the program by fully funding statutorily mandated activity with program revenue. This strategy was crucial in meeting the requirements of Wisconsin State statute 98.04 (1), which mandates that the municipality may assess fees that do not exceed the actual cost of its weights and measures program.

We evaluated our contracts with consortium municipalities and implemented a tiered daily rate structure. This structure was designed to reflect better the actual cost of providing services based on the number of days required:

Tier 1: 0-9 Days at $550.00 per day
Tier 2: 10-23 Days at $575.00 per day
Tier 3: 24+ Days at $625.00 per day

Altogether, the tiered strategy and increased service days ended the general fund subsidy of about $25,000, without increasing licensing fees for Appleton businesses, while adhering to the state statute requirements.

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
431200	Wts & Measures License	$ 71,640	$ 70,865	$ 93,310	$ 93,310	$ 94,910
480100	General Charges for Svc	94,998	96,336	105,340	105,340	145,325
	Total Revenue	$ 166,638	$ 167,201	$ 198,650	$ 198,650	$ 240,235
	Expenses					
610100	Regular Salaries	$ 139,513	$ 147,470	$ 147,179	$ 147,179	$ 156,088
615000	Fringes	57,981	58,446	61,547	61,547	65,490
620100	Training/Conferences	375	306	700	700	700
620600	Parking Permits	1,260	-	1,440	1,440	1,440
630300	Memberships & Licenses	-	-	225	225	225
631603	Other Misc. Supplies	808	658	300	300	700
632700	Miscellaneous Equipment	622	698	800	800	700
641307	Telephone	87	46	90	90	80
641308	Cellular Phones	537	459	600	600	500
641800	Equipment Repairs & Maint.	-	-	200	200	-
642501	CEA Operations/Maint.	6,174	5,849	4,272	4,272	4,272
642502	CEA Depreciation/Replace.	5,824	5,998	6,543	6,543	6,543
	Total Expense	$ 213,181	$ 219,930	$ 223,896	$ 223,896	$ 236,738

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Charges for Service - Nontax

Charges for sealer's services	# of Days	Daily Rate	Charge
Ashwaubenon	64	$ 625	$ 40,000
Berlin	12	575	6,900
Fox Crossing	13	575	7,475
Greenville	10	575	5,750
Kaukauna	21	575	12,075
Kimberly	7	550	3,850
Little Chute	17	575	9,775
Neenah	38	625	23,750
New London	18	575	10,350
Ripon	17	575	9,775
Waupaca	25	625	15,625
	242		$ 145,325

CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Charges for Services						
422500	Health Grants & Aids	67	15,708	108	200	200	3,444
430500	Health License	182,976	312,143	23,131	349,865	349,865	536,458
431200	Weights & Measures License	71,640	70,865	10,021	93,310	93,310	94,910
480100	General Charges for Service	95,333	99,741	40,953	109,340	109,340	147,615
	TOTAL PROGRAM REVENUES	350,016	498,457	74,213	552,715	552,715	782,427
	Salaries						
610100	Regular Salaries	656,464	807,751	274,682	892,621	892,621	1,036,663
610500	Overtime Wages	243	1,376	-	-	-	1,400
610800	Part-Time Wages	4,002	7,225	1,017	24,182	24,182	48,134
611000	Other Compensation	520	395	-	-	-	-
611400	Sick Pay	-	-	-	-	-	-
611500	Vacation Pay	86,544	96,664	23,578	-	-	-
615000	Fringes	277,461	302,807	100,258	316,582	316,582	370,883
	TOTAL PERSONNEL	1,025,234	1,216,218	399,535	1,233,385	1,233,385	1,457,080
	Training~Travel						
620100	Training/Conferences	2,412	4,197	170	7,800	7,800	13,800
620200	Mileage Reimbursement	1,398	1,014	225	-	-	-
620600	Parking Permits	6,720	323	8,640	8,640	8,640	9,120
	TOTAL TRAINING / TRAVEL	10,530	5,534	9,035	16,440	16,440	22,920
	Supplies						
630100	Office Supplies	751	676	124	1,200	1,200	1,200
630200	Subscriptions	-	-	-	-	-	-
630300	Memberships & Licenses	1,903	4,004	1,389	3,417	3,417	3,468
630400	Postage/Freight	-	196	-	-	-	-
630500	Awards & Recognition	-	113	-	218	218	279
630700	Food & Provisions	242	186	-	290	290	372
631603	Other Misc. Supplies	2,147	948	91	2,100	2,100	2,400
632001	City Copy Charges	2,188	1,886	220	2,000	2,000	2,000
632002	Outside Printing	1,355	1,068	-	1,000	1,000	1,000
632400	Medical/Lab Supplies	7,385	7,159	157	7,400	7,400	2,200
632700	Miscellaneous Equipment	898	1,564	36	1,250	1,250	1,150
	TOTAL SUPPLIES	16,869	17,800	2,017	18,875	18,875	14,069
	Purchased Services						
640700	Solid Waste/Recycling Pickup	814	-	-	400	400	400
641200	Advertising	-	251	-	-	-	-
641307	Telephone	1,597	1,213	424	1,413	1,413	1,747
641308	Cellular Phones	7,205	4,272	1,304	5,353	5,353	5,862
641800	Equipment Repairs & Maint.	-	-	-	250	250	165
642501	CEA Operations/Maint.	8,826	10,338	1,537	9,493	9,493	11,207
642502	CEA Depreciation/Replace.	8,252	8,614	1,662	9,345	9,345	9,557
643000	Health Services	-	-	-	12,500	12,500	12,371
643100	Interpreter Services	9,527	3,848	4,819	10,200	10,200	9,200
643200	Lab Fees	7,382	8,030	-	7,985	7,985	-
	TOTAL PURCHASED SVCS	43,603	36,566	9,746	56,939	56,939	50,509
	TOTAL EXPENSE	1,096,236	1,276,118	420,333	1,325,639	1,325,639	1,544,578

CITY OF APPLETON 2025 BUDGET

HEALTH GRANTS
SPECIAL REVENUE FUNDS

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS

MISSION STATEMENT

It is the mission of the Appleton Health Department to facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Maternal Child Health (MCH) Grant
Current focus area is on perinatal mental health, including depression and anxiety and other perinatal mood disorders. Other focus areas include networks of early childhood services addressing family support, child development, mental health, and injury prevention on a local level.

Prevention Grant
This grant is used to support the department's efforts related to meeting its statutory requirement for completing the Community Health Improvement Plan.

Vaccine Improvement Plan Grant
These grant dollars support our goal of having more than 90% of Appleton children, aged 19-35 months, receive age-appropriate immunizations. This grant also supports the Northeast Wisconsin Immunization Coalition, a regional effort which strives to increase immunization rates in Northeast Wisconsin.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant
Nursing staff work with families to minimize and prevent lead poisoning of children through follow-up of cases of elevated blood lead and prevention education.

COVID-19 Response Grants
These grants support the City's efforts to respond to the COVID-19 pandemic and to track expenditures and federal and State grant funds.

Bioterrorism/Public Health Preparedness Grant
This grant supports training to deal with the effects of bioterrorism and naturally occurring events such as a pandemic. The department's Public Health preparedness staff continued to provide technical and staff support to several communities including Marquette and Waushara counties and the City of Menasha. These are contracted agreements that benefit all communities for these shared services. Working together brings value through regional planning and response capacity.

Strengthening the Public Health Workforce
The key expected outcomes of this funding include: (1) the hiring, retention, and training of diverse staff with improved wages and protections, ideally in positions that directly support the Foundational Capabilities; and (2) the increased capacity of public health agencies to implement the Foundational Capabilities.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS

MAJOR 2025 OBJECTIVES

Maternal Child Health (MCH) Grant
Provide maternal and child health program services to Appleton residents.

Vaccine Improvement Plan Grant
Ensure that more than 90% of all two-year-olds served by the department will have completed their primary vaccine series.

CDC Lead Poisoning Prevention Program Grant
Reduce the incidence of childhood blood lead poisoning through intervention and education.

COVID-19 Response Grants
Support the City's efforts to respond to the COVID-19 pandemic and track expenditures and federal and State grant funds.

Bioterrorism/Public Health Preparedness Grant
Provide plan development and training opportunities for Public Health staff, key community leaders and first responders.

Strengthening the Public Health Workforce
To support the local governmental public health system by equipping the City of Appleton with the financial and human resources needed to provide all Foundational Capabilities.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 443,932	$ 547,346	$ 650,517	$ 750,517	$ 320,525	-50.73%
Program Expenses							
2710	MCH Grant	31,757	28,812	31,733	34,265	32,886	3.63%
2720	BOTS Grant	-	-	-	-	4,000	N/A
2730	Prevention Grant	6,628	6,626	6,627	6,627	8,470	27.81%
2731	Communicable Disease	11,030	-	5,700	5,700	5,700	0.00%
2735	PH Workforce	-	-	-	-	96,748	N/A
2740	CDC Lead Grant	9,819	10,649	11,337	11,337	11,337	0.00%
2750	Vaccine Improvement	24,192	24,098	24,102	24,585	21,929	-9.02%
2770	COVID-19 Response	283,947	456,698	460,253	560,253	25,960	-94.36%
2780	Bioterrorism Grant	89,489	20,465	110,765	110,765	113,495	2.46%
TOTAL		$ 456,862	$ 547,348	$ 650,517	$ 753,532	$ 320,525	-50.73%
Expenses Comprised Of:							
Personnel		338,391	269,951	338,750	338,750	288,712	-14.77%
Training & Travel		47,592	53,054	21,304	23,836	7,277	-65.84%
Supplies & Materials		41,855	182,650	57,300	57,783	4,605	-91.96%
Purchased Services		29,024	41,693	183,163	283,163	12,120	-93.38%
Transfers Out		-	-	50,000	50,000	7,811	-84.38%
Full Time Equivalent Staff:							
Personnel allocated to programs		1.45	2.45	2.45	2.45	2.45	1.54%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - MCH Grant **Business Unit 2710**

PROGRAM MISSION

The Maternal Child Health (MCH) grant program ensures universal access to MCH public health services for eligible Appleton residents.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Work with community partners to build an integrated system that promotes optimal physical, social, emotional, and developmental health of children, mothers, fathers and their families.

Participate in Outagamie County child death review teams and Fox Valley Safe Kids coalition to address prevention of injuries and death identified through reviews.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - MCH Grant **Business Unit 2710**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 31,757	$ 28,812	$ 31,733	$ 31,733	$ 32,886
	Total Revenue	$ 31,757	$ 28,812	$ 31,733	$ 31,733	$ 32,886
	Expenses					
610100	Regular Salaries	$ 6,910	$ -	$ -	$ -	$ -
610800	Part-Time Wages	15,088	24,154	24,366	24,366	24,366
615000	Fringes	3,369	3,586	3,545	3,545	3,545
620100	Training/Conferences	813	1,243	1,774	4,306	2,837
632400	Medical/Lab Supplies	5,577	(171)	-	-	-
791100	Transfer Out - General Fund	-	-	2,048	2,048	2,138
	Total Expense	$ 31,757	$ 28,812	$ 31,733	$ 34,265	$ 32,886

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - BOTS Grant **Business Unit 2720**

PROGRAM MISSION

The BOTS Grant helps the Appleton Health Department to decrease childhood injuries by providing car seats to eligible families in the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

This grant supports the child passenger safety program by providing car seats to community members who demonstrate financial need.

Major changes in Revenue, Expenditures or Programs:

This is a grant program that was received in 2024 and will continue in future years.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - BOTS **Business Unit 2720**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
422500 Health Grants & Aids	$ -	$ -	$ -	$ 4,000	$ 4,000
Total Revenue	$ -	$ -	$ -	$ 4,000	$ 4,000
Expenses					
631603 Other Misc. Supplies	$ -	$ -	$ -	$ 4,000	$ 4,000
Total Expense	$ -	$ -	$ -	$ 4,000	$ 4,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant **Business Unit 2730**

PROGRAM MISSION

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

This grant supports the department expenses related to our Community Needs Assessment and Community Health Improvement Plan.

Major Program Changes:

Starting in 2025, expenses for these external funds include both the salary & fringe for the Community Health Supervisor and contract costs related to supporting the regional Community Health Needs Assessment and Community Health Improvement plan. Specifically, all regulatory partners (healthcare systems and public health departments) in the Calument, Outagamie, and Winnebago County region are contributing funding to a much larger contract for the facilitation of region wide community partners, report creation, and leading the overall regional project.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant **Business Unit 2730**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 6,628	$ 6,627	$ 6,627	$ 6,627	$ 8,470
	Total Revenue	$ 6,628	$ 6,627	$ 6,627	$ 6,627	$ 8,470
	Expenses					
610100	Regular Salaries	$ 5,150	$ 5,192	$ 5,149	$ 5,149	$ 2,586
615000	Fringes	1,478	1,434	1,478	1,478	768
640400	Consulting Services	-	-	-	-	4,566
791100	Transfer Out - General Fund	-	-	-	-	550
	Total Expense	$ 6,628	$ 6,626	$ 6,627	$ 6,627	$ 8,470

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant **Business Unit 2731**

PROGRAM MISSION

Increase communicable disease awareness in the community along with practical prevention opportunities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Ensure or increase capacity to respond to communicable disease events, including staff time, training, and the purchase of additional equipment.

Major Program Changes:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
Health Grants - Communicable Disease Grant **Business Unit 2731**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 11,029	$ -	$ 5,700	$ 5,700	$ 5,700
	Total Revenue	$ 11,029	$ -	$ 5,700	$ 5,700	$ 5,700
	Expenses					
610100	Regular Salaries	$ -	$ -	$ 4,746	$ 4,746	$ 4,132
610800	Part-Time Wages	9,823	-	-	-	-
615000	Fringes	133	-	954	954	1,198
620100	Training/Conferences	1,074	-	-	-	-
791100	Transfer Out - General Fund	-	-	-	-	370
	Total Expense	$ 11,030	$ -	$ 5,700	$ 5,700	$ 5,700

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
Health Grants - Strengthening the Public Health Workforce **Business Units 2735**

PROGRAM MISSION

To support the local governmental public health system by equipping the City of Appleton with the financial and human resources needed to provide all Foundational Capabilities.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

The key expected outcomes of this funding include: (1) the hiring, retention, and training of diverse staff with improved wages and protections, ideally in positions that directly support the Foundational Capabilities; and (2) the increased capacity of public health agencies to implement the Foundational Capabilities.

The Foundational Capabilities define a minimum package of public health capabilities and progams that no jurisdiction can be without. The framework outlines the unique responsibilities of governmental public health and can be used to explain the vital role of governmental public health in a thriving community by identifying capacity and resource gaps, determining the costs for assuring foundational activities, and justifying funding needs.

Major changes in Revenue, Expenditures or Programs:

This new funding is used to partially support two positions within the Community Health Division.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
Health Grants - Strengthening the Public Health Workforce **Business Unit 2735**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
422500 Health Grants & Aids	$ -	$ -	$ -	$ -	$ 96,748
Total Revenue	$ -	$ -	$ -	$ -	$ 96,748
Expenses					
610100 Regular Salaries	$ -	$ -	$ -	$ -	$ 72,104
615000 Fringes	-	-	-	-	19,796
620100 Training/Conferences	-	-	-	-	3,000
620600 Parking Permits	-	-	-	-	960
641307 Telephone	-	-	-	-	407
641308 Cellular Phones	-	-	-	-	481
Total Expense	$ -	$ -	$ -	$ -	$ 96,748

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - CDC Lead Grant **Business Unit 2740**

PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The Lead Poisoning Prevention Program is intended to:

Assure screening for elevated blood lead levels in children at risk for lead poisoning.

Decrease identified lead hazards in the environment.

Increase awareness of lead poisoning, prevention and control among community stakeholders.

Connect lead poisoned children and families to appropriate medical, housing and support services.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - CDC Lead Grant **Business Unit 2740**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 9,819	$ 10,648	$ 11,337	$ 11,337	$ 11,337
503500	Other Reimbursements	1,220	-	-	-	-
	Total Revenue	$ 11,039	$ 10,648	$ 11,337	$ 11,337	$ 11,337
	Expenses					
610100	Regular Salaries	$ 7,125	$ 9,183	$ 9,143	$ 9,143	$ 9,027
615000	Fringes	1,154	1,466	1,462	1,462	1,578
632400	Medical/Lab Supplies	1,540	-	-	-	-
791100	Transfer Out - General Fund	-	-	732	732	732
	Total Expense	$ 9,819	$ 10,649	$ 11,337	$ 11,337	$ 11,337

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Vaccine Improvement Grant **Business Unit 2750**

PROGRAM MISSION

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The Department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age, and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, hepatitis B, hepatitis A and bacterial meningitis.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
Health Grants - Vaccine Improvement Grant **Business Unit 2750**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 24,192	$ 24,098	$ 24,102	$ 24,102	$ 21,929
	Total Revenue	$ 24,192	$ 24,098	$ 24,102	$ 24,102	$ 21,929
	Expenses					
610100	Regular Salaries	$ 20,239	$ 20,451	$ 19,754	$ 19,754	$ 17,620
615000	Fringes	3,211	3,389	2,792	2,792	2,529
632400	Medical/Lab Supplies	742	258	-	483	355
791100	Transfer Out - General Fund	-	-	1,556	1,556	1,425
	Total Expense	$ 24,192	$ 24,098	$ 24,102	$ 24,585	$ 21,929

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response **Business Units 2773, 2774, 2775, 2776**

PROGRAM MISSION

Coordinate the City's response to the COVID-19 pandemic, including supplies of personal protective equipment, sanitizers and sanitizing services, etc.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

These federal and State grants support the City's efforts to respond to the COVID-19 pandemic and to track the related expenditures.

Major changes in Revenue, Expenditures or Programs:

Grants relating to COVID-19 response have been mostly utilized prior to their end dates during 2025, drastically decreasing the budget in this area.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
Health Grants - COVID-19 Pandemic Response **Business Unit 2773, 2774, 2775, 2776**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 283,945	$ 456,696	$ 460,253	$ 560,253	$ 25,960
	Total Revenue	$ 283,945	$ 456,696	$ 460,253	$ 560,253	$ 25,960
	Expenses					
610100	Regular Salaries	$ 121,450	$ 142,574	$ 129,850	$ 129,850	$ 12,044
610500	Overtime	-	146	-	-	-
610800	Part Time	28,993	3,516	-	-	-
615000	Fringes	28,098	35,113	25,767	25,767	4,920
620100	Training/Conferences	41,130	51,745	19,050	19,050	
620600	Parking Permits	219	66	-	-	-
630100	Office Supplies	4,115	7,305	2,000	2,000	-
630300	Memberships & Licenses	464	110	2,250	2,250	-
631603	Other Misc. Supplies	7,801	4,796	2,000	2,000	-
632002	Outside Printing	-	-	1,000	1,000	-
632400	Medical/Lab Supplies	942	1,092	-	-	200
632700	Miscellaneous Equipment	22,214	168,975	50,000	50,000	-
641200	Advertising	-	78	-	-	-
641308	Cellular Phones	958	783	-	-	-
642400	Software Support	120	468	47,004	47,004	-
643100	Interpreter Services	-	-	1,000	1,000	-
659900	Other Contracts	27,443	39,931	12,000	112,000	6,200
680300	Buildings	-	-	122,668	122,668	-
791100	Transfer Out - General Fund	-	-	45,664	45,664	2,596
	Total Expense	$ 283,947	$ 456,698	$ 460,253	$ 560,253	$ 25,960

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
Health Grants - Bioterrorism Grant **Business Unit 2780**

PROGRAM MISSION

Provide a regional approach to all hazard emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partnership, comprised of Appleton and four area health departments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and compliment local Emergency Operations Plans (EOP) or Emergency Support Functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Health Grants - Bioterrorism Grant **Business Unit 2780**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422500	Health Grants & Aids	$ 80,688	$ 20,465	$ 92,765	$ 92,765	$ 58,202
490800	Misc Intergov Charges	5,683	-	18,000	18,000	18,000
503500	Other Reimbursements	-	-	-	-	37,293
	Total Revenue	$ 86,371	$ 20,465	$ 110,765	$ 110,765	$ 113,495
	Expenses					
610100	Regular Salaries	$ 69,789	$ 16,242	$ 87,860	$ 87,860	$ 90,589
615000	Fringes	16,381	3,505	21,884	21,884	21,910
620100	Training/Conferences	2,396	-	-	-	-
620600	Parking Permits	420	-	480	480	480
631603	Other Misc. Supplies	-	38	50	50	50
632700	Miscellaneous Equipment	-	247	-	-	0
641307	Telephone	239	212	250	250	225
641308	Cellular Phones	264	221	241	241	241
	Total Expense	$ 89,489	$ 20,465	$ 110,765	$ 110,765	$ 113,495

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
HEALTH GRANTS

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
422400	Misc. State Aids	-	-	-	-	-	-
422500	Health Grants & Aids	448,058	547,346	7,494	632,517	632,517	265,232
490800	Misc. Intergovernmental Charges	5,683	-	6,000	18,000	18,000	18,000
501000	Miscellaneous Revenue	-	-	-	-	-	-
503500	Other Reimbursements	1,220	-	-	-	-	37,293
	TOTAL PROGRAM REVENUES	454,961	547,346	13,494	650,517	650,517	320,525
	Personnel						
610100	Regular Salaries	216,820	181,935	63,126	256,502	256,502	208,102
610400	Call Time	-	-	-	-	-	-
610500	Overtime	-	146	-	-	-	-
610800	Part-Time Wages	53,904	27,670	8,040	24,366	24,366	24,366
611000	Other Compensation	-	-	-	-	-	-
611400	Sick Pay	-	-	-	-	-	-
611500	Vacation Pay	13,843	11,707	1,905	-	-	-
615000	Fringes	53,824	48,493	16,891	57,882	57,882	56,244
	TOTAL PERSONNEL	338,391	269,951	89,962	338,750	338,750	288,712
	Training~Travel						
620100	Training/Conferences	46,953	52,988	9,080	20,824	23,356	5,837
620200	Mileage Reimbursement	-	-	-	-	-	-
620500	Employee Recruitment	-	-	-	-	-	-
620600	Parking Permits	639	66	960	480	480	1,440
	TOTAL TRAINING / TRAVEL	47,592	53,054	10,040	21,304	23,836	7,277
	Supplies						
630100	Office Supplies	4,115	7,305	213	2,000	2,000	-
630300	Memberships & Licenses	464	110	149	2,250	2,250	-
630700	Food & Provisions	-	-	-	-	-	-
631603	Other Misc. Supplies	7,801	4,834	2,616	2,050	2,050	4,050
632001	City Copy Charges	-	-	-	-	-	-
632002	Outside Printing	-	-	-	1,000	1,000	-
632102	Protective Clothing	-	-	-	-	-	-
632400	Medical/Lab Supplies	7,261	1,179	-	-	483	555
632700	Miscellaneous Equipment	22,214	169,222	2,649	50,000	50,000	-
	TOTAL SUPPLIES	41,855	182,650	5,627	57,300	57,783	4,605
	Purchased Services						
640100	Accounting/Audit Fees	-	-	-	-	-	-
640201	Attorney Fees	-	-	-	-	-	-
640400	Consulting Services	-	-	-	-	-	4,566
641200	Advertising	-	78	-	-	-	-
641307	Telephone	239	212	74	250	250	632
641308	Cellular Phones	1,222	1,004	160	241	241	722
641400	Janitorial Service	-	-	-	-	-	-
641600	Building Repairs & Maint.	-	-	-	-	-	-
642000	Facilities Charges	-	-	-	122,668	122,668	-
642400	Software Support	120	468	17,871	47,004	47,004	-
642501	CEA Operations/Maint.	-	-	-	-	-	-
642502	CEA Depreciation/Replace.	-	-	-	-	-	-
643100	Interpreter Services	-	-	-	1,000	1,000	-
659900	Other Contracts/Obligations	27,443	39,931	224,350	12,000	112,000	6,200
680300	Buildings	-	-	-	-	-	-
	TOTAL PURCHASED SVCS	29,024	41,693	242,455	183,163	283,163	12,120
	Transfers						
791100	Transfer Out - General Fund	-	-	-	50,000	50,000	7,811
	TOTAL TRANSFERS	-	-	-	50,000	50,000	7,811
	TOTAL EXPENSE	456,862	547,348	348,084	650,517	753,532	320,525

CITY OF APPLETON 2025 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

		2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues						
Intergovernmental	*	$ 448,058	$ 547,346	$ 632,517	$ 736,517	$ 265,232
Charges for Service		5,683	-	18,000	18,000	18,000
Other Reimbursements		1,220	-	-	-	37,293
Total Revenues		454,961	547,346	650,517	754,517	320,525
Expenses						
Program Costs		456,862	547,348	650,517	753,532	320,525
Total Expenses		456,862	547,348	650,517	753,532	320,525
Revenues over (under) Expenses		(1,901)	(2)	-	985	-
Fund Balance - Beginning		52,799	50,898	50,896	50,896	51,881
Fund Balance - Ending		$ 50,898	$ 50,896	$ 50,896	$ 51,881	$ 51,881

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET

POLICE DEPARTMENT

Police Chief: Polly A. Olson

Assistant Police Chief: Todd A. Freeman

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

The Appleton Police Department experienced an active year with an emphasis on recruitment, traffic safety, neighborhood initiatives, community collaboration, and engaging in the police philosophy to reduce crime and improve the quality of life in Appleton. A high priority was the safe movement of pedestrian and vehicular traffic along with addressing other nuisance concerns, such as excessive vehicle noise. The Traffic Safety Unit (TSU) addresses complaints, educates the public, and identifies traffic enforcement initiatives. An analysis of traffic safety data highlighted the need to assign a second Traffic Safety Officer (TSO) to this unit. Due to an unexpected vacancy in Support Services, we had an opportunity to reassess our Table of Organization and reassign the position to meet the need in TSU. The Traffic Safety Officers will continue to evaluate and refine traffic safety measures to create a positive safety culture in our community.

The K9 Unit remains an integral part of the Police Department providing support in the apprehension of suspects, locating missing persons, narcotics detection, and community support. With the loss of K9 Faro and retirement of K9 Eon, two new canines will be joining the K9 Unit after training is completed in New Mexico in the fall of 2024. With the expected retirement of K9 Zuul, another canine will be acquired in early 2025. Another fundraising campaign is planned for 2024 to support the K9 Program through donations made to the *Appleton Police K9 Program Fund* at the Community Foundation of the Fox Valley Region.

Meeting the needs of the community is essential. Collaborative efforts between the Police Department, Public Health Department, and Community Development Department supported various community initiatives with funding through the American Rescue Plan Act (ARPA). Reducing homelessness coincides with providing solutions in reducing calls for service. To support this initiative two Health Department positions, the Coordinated Entry and Community Resource Navigator, were positioned within the Police Department for easier collaboration by sharing expertise and resources. Another strategic alliance was combining Neighborhood and Neighborhood Watch Programs to enhance community engagement initiatives creating a more resilient community. An approach to fostering an interactive community will encourage partnerships with businesses, schools, and other organizations to connect with the underserved through various projects. The outreach to individuals, families, and neighborhoods will engage our citizens in events and provide an exchange of information to strengthen the wellness of our community.

Renovations to the police shooting range include a new ventilation and target control system to ensure compliance with OSHA regulations. In addition, the reconstruction to widen an exterior door will allow a vehicle inside the range for High-Risk Vehicle Contact training. This was a new procedure implemented in 2023 by the Wisconsin Department of Justice Training and Standards to increase officer safety during critical incidents when positioned in and around a vehicle.

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

MAJOR 2025 OBJECTIVES

Continue collaboration of the Police Chief's Community Advisory Board to educate the community in crime prevention and other police services.

Promote the recruitment process through social media outlets and evaluate other options to attract qualified candidates.

Deploy law enforcement resources in the most efficient and effective manner to ensure we are successfully improving our ability to respond to the needs of the community.

Strengthen community outreach with increased presence in neighborhoods and parks, neighborhood programs, and enhancing community policing initiatives.

Provide excellence in investigative services to citizens and victims impacted by crime in our community.

Prioritize traffic safety measures to enhance traffic safety in our community.

Expand and use our communications platforms to educate the community on our successes and encourage active participation in public safety.

Continue partnerships for collaborative crisis response to mental health calls for service.

Evaluate and refresh patrol allocation model for determining optimum patrol levels.

Continue partnerships to improve techniques for interactions with people who experience mental health crises.

Secure grant funding that would allow us to purchase necessary equipment to provide excellent service to the community.

Continue the development of the diverse and dynamic Volunteer Program.

Promote the continued health and well-being of employees through wellness check-ins.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 1,157,140	$ 1,304,047	$ 1,301,888	$ 1,301,888	$ 1,421,588	9.19%
Program Expenses							
17511	Executive Management	1,299,739	1,270,680	1,135,727	1,142,427	892,486	-21.42%
17512	Administrative Services	1,958,711	1,869,022	1,873,588	1,873,588	1,888,706	0.81%
17524	Community Services	884,507	875,148	834,288	834,288	860,372	3.13%
17532	Investigative Services	4,103,859	4,593,336	4,900,418	4,900,418	5,829,972	18.97%
17541	Field Operations	11,103,980	11,605,233	12,297,479	12,314,637	12,432,687	1.10%
TOTAL		$ 19,350,796	$ 20,213,419	$ 21,041,500	$ 21,065,358	$ 21,904,223	4.10%
Expenses Comprised Of:							
Personnel		16,581,719	17,595,011	18,079,814	18,079,814	18,747,759	3.69%
Training & Travel		98,366	83,315	93,960	93,960	93,960	0.00%
Supplies & Materials		329,543	277,728	267,725	291,583	270,725	1.12%
Purchased Services		2,341,168	2,257,365	2,600,001	2,600,001	2,791,779	7.38%
Full Time Equivalent Staff:							
Personnel allocated to programs		140.00	140.00	140.00	140.00	140.00	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM MISSION

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services.*

PROGRAM NARRATIVE

Link to City Goals:

Implements all Key Strategies in the City of Appleton Strategic Plan.

Objectives:

Responsibly deliver excellent police services and ensure budget and policy compliance.

Provide leadership and oversight to the community to support community partnerships.

Coordinate inter- and intradepartmental activities and solicit employee participation in department programs.

Major Changes in Revenue, Expenditures or Programs:

This budget includes an increase in revenue for Court Fines & Fees. With increased grant activity since 2021 we are now experiencing a 40% increase in court fines the first six months of 2024 compared to the same months in previous years.

This budget also reflects the Police Department reorganization following a vacancy in the Support Services Unit. The reduction in salaries and fringe benefits reflects the reassignment of the Lieutenant and Traffic Safety Officer to Field Operations.

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 15,360	$ 16,320	$ 36,480	$ 36,480	$ 36,480
451000	Court Fines & Fees	218,300	264,236	250,000	250,000	330,000
480100	General Charges for Svc.	18,781	21,548	20,000	20,000	20,000
480600	False Alarm Fees	4,724	15,225	15,000	15,000	15,000
501000	Miscellaneous Revenue	36,066	32,677	20,000	20,000	30,000
502000	Donations & Memorials	32,713	31,046	25,000	25,000	25,000
503000	Damage to City Property	64,811	9,504	-	-	-
503500	Other Reimbursements	120	120	-	-	-
508500	Cash Short or Over	(1)	7	-	-	-
	Total Revenue	$ 390,874	$ 390,683	$ 366,480	$ 366,480	$ 456,480
	Expenses					
610100	Regular Salaries	$ 735,560	$ 704,427	$ 634,473	$ 634,473	$ 469,094
610400	Call Time	9	128	-	-	-
610500	Overtime Wages	9,387	27,531	10,144	10,144	-
610800	Part-Time Wages	28,147	20,252	-	-	-
615000	Fringes	278,198	273,425	255,025	255,025	186,307
620100	Training/Conferences	89,519	77,662	85,000	85,000	85,000
620400	Tuition Fees	5,975	4,448	8,960	8,960	8,960
620500	Employee Recruitment	2,872	1,205	-	-	-
630200	Subscriptions	1,116	624	630	630	630
630300	Memberships & Licenses	3,087	1,965	2,965	2,965	2,965
630400	Postage/Freight	502	212	200	200	200
630500	Awards & Recognition	2,216	2,114	2,100	2,100	2,100
630700	Food & Provisions	3,245	3,203	2,800	2,800	2,800
631200	Guns & Ammunition	43,223	30,659	43,000	49,700	43,000
631500	Books & Library Materials	401	100	330	330	330
631603	Other Misc. Supplies	16,008	7,988	8,000	8,000	8,000
632100	Clothing	28,419	39,382	20,500	20,500	20,500
632700	Miscellaneous Equipment	7,119	5,556	5,000	5,000	5,000
640200	Legal Fees	106	766	300	300	300
640400	Consulting Services	600	2,570	2,000	2,000	2,000
641200	Advertising	-	1,358	-	-	1,000
641800	Equipment Repairs & Maint.	302	348	500	500	500
643000	Health Services	45	45	200	200	200
659900	Other Contracts/Obligation	43,683	64,712	53,600	53,600	53,600
	Total Expense	$ 1,299,739	$ 1,270,680	$ 1,135,727	$ 1,142,427	$ 892,486

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Training/Conferences	
DOJ training and standards	$ 17,000
SWAT/TEMS training	10,000
Leadership development	10,000
DAAT/firearms	10,000
Crime/drug prevention	14,000
Investigative/Forensic	12,000
Threat assessment/other	12,000
	$ 85,000

Guns & Ammunition	
Ammunition/XREP rounds	$ 35,500
Firearms/Taser/Armorer/Range	7,500
	$ 43,000

Clothing	
New officer guns	$ 4,000
Badges, patches, bars, etc.	4,000
Replace damaged items	500
Protective vests (20)	12,000
	$ 20,500

Other Contracts and Obligations	
Background checks	$ 2,500
PD range maintenance	8,875
Lexipole policy management	27,725
Notary/chaplain/photos/misc	2,500
Employee wellness program	12,000
	$ 53,600

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM MISSION

For the benefit of the community, City operating departments, law enforcement agencies, and other governmental offices, we will process and maintain police records and prepare documentation for prosecution, so that quality of life and community safety is ensured.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

Supply accurate and timely information to police officers, City departments, and other external agencies.

Provide a centralized repository for all field reports created by law enforcement personnel.

Maintain a working relationship with surrounding communities and counties that allow the sharing of law enforcement records.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 991,766	$ 959,167	$ 929,609	$ 929,609	$ 936,462
610400 Call Time Wages	-	-	400	400	400
610500 Overtime Wages	12,392	21,915	56,751	56,751	56,178
610800 Part-Time Wages	772	-	-	-	-
615000 Fringes	408,998	358,995	353,895	353,895	354,068
630100 Office Supplies	13,775	11,989	14,000	14,000	14,000
631603 Other Misc. Supplies	695	408	550	550	550
632001 City Copy Charges	13,357	11,772	12,300	12,300	12,300
632002 Outside Printing	5,005	1,322	5,000	5,000	5,000
632700 Miscellaneous Equipment	1,070	559	-	-	-
640700 Waste/Recycling Pickup	5,254	4,545	4,400	4,400	4,500
641300 Utilities	205,977	195,839	200,227	200,227	206,095
641800 Equipment Repairs & Maint.	1,850	1,061	1,335	1,335	1,504
642000 Facilities Charges	251,533	251,390	253,721	253,721	258,449
659900 Other Contracts/Obligation	46,267	50,060	41,400	41,400	39,200
Total Expense	$ 1,958,711	$ 1,869,022	$ 1,873,588	$ 1,873,588	$ 1,888,706

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
CradlePoint aircards	$ 33,000
Law enforcement technology	4,000
Floor mats	2,200
	$ 39,200

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM MISSION

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer.

Develop staff to become potential officer candidates.

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.).

Major Changes in Revenue, Expenditures or Programs:

This budget reflects an increase in revenue and expenses for the Crossing Guard Program contracted with All City Management Services which is a shared cost with the Appleton Area School District.

In 2024, a summer pilot program was initiated to ensure safety in our parks. In collaboration with the Parks and Recreation Department and the Police Department, Community Service Officers (CSO) completed a special assignment for park patrol during the months of June, July, and August. Part Time wages have been increased by $6,000 to continue this program in 2025.

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
431000 Dog Licenses	$ 11,438	$ 11,035	$ 20,000	$ 20,000	$ 20,000
431100 Cat Licenses	4,085	4,087	5,000	5,000	5,000
503500 Other Reimbursements	137,287	130,286	127,645	127,645	133,272
Total Revenue	$ 152,810	$ 145,408	$ 152,645	$ 152,645	$ 158,272
Expenses					
610100 Regular Salaries	$ 254,139	$ 228,127	$ 161,716	$ 161,716	$ 166,777
610400 Call Time Wages	701	100	200	200	200
610500 Overtime Wages	14,379	13,625	10,642	10,642	10,808
610800 Part-Time Wages	223,938	260,190	291,200	291,200	297,200
615000 Fringes	100,305	95,818	96,340	96,340	99,942
631603 Other Misc. Supplies	956	848	1,000	1,000	1,000
632101 Uniforms	1,929	1,990	2,000	2,000	2,000
632300 Safety Supplies	659	937	900	900	900
632700 Miscellaneous Equipment	1,403	1,485	1,500	1,500	1,500
659900 Other Contracts/Obligation	286,098	272,028	268,790	268,790	280,045
Total Expense	$ 884,507	$ 875,148	$ 834,288	$ 834,288	$ 860,372

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Fox Valley Humane Association	$ 13,000
Wild animal service	500
All City Management Services	266,545
	$ 280,045

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Investigative Services **Business Unit 17532**

PROGRAM MISSION

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

PROGRAM NARRATIVE

Link to City Goals:

Implements all Key Strategies.

Objectives:

Provide major case investigative support to the districts.

Conduct investigations in high-tech crimes.

Evaluate investigators' case review and reporting procedures.

Support investigations with qualified forensic recovery and analysis.

Build partnerships in the schools with staff, students, and parents to ensure a safe learning environment.

Led by the Special Investigation Unit - aggressively pursue street level crimes and offenders.

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the Police Department reorganization with reassignment of the Community Resource Unit (CRU) from Field Operations (17541) to better align with Investigations on the Table of Organization. CRU positions include a Lieutenant, Behavioral Health Officer, Community Liaison Officer, Threat Assessment Officer, Victim Services Officer, and Police Community Engagement Specialist.

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Investigative Services **Business Unit 17532**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Svc	$ 25,488	$ 44,183	$ 25,000	$ 25,000	$ 25,000
490500	SRO Reimbursement	579,251	714,152	748,763	748,763	772,836
	Total Revenue	$ 604,739	$ 758,335	$ 773,763	$ 773,763	$ 797,836
	Expenses					
610100	Regular Salaries	$ 2,746,665	$ 3,054,620	$ 3,252,853	$ 3,252,853	$ 3,874,737
610400	Call Time Wages	25,400	18,820	5,822	5,822	5,903
610500	Overtime Wages	145,213	181,114	172,261	172,261	182,284
615000	Fringes	1,130,088	1,282,902	1,420,472	1,420,472	1,712,355
631603	Other Misc. Supplies	1,059	1,184	2,000	2,000	2,000
632001	City Copy Charges	4,844	4,477	3,500	3,500	4,500
632400	Medical/Lab Supplies	9,166	8,951	9,000	9,000	9,000
632700	Miscellaneous Equipment	5,306	2,493	8,000	8,000	8,000
641800	Equipment Repairs & Maint.	423	-	500	500	500
659900	Other Contracts/Obligation	35,695	38,775	26,010	26,010	30,693
	Total Expense	$ 4,103,859	$ 4,593,336	$ 4,900,418	$ 4,900,418	$ 5,829,972

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Forensic software maint/upgrade	$ 6,360
GPS, Griffeye Analyze, TLO	5,735
GrayKey	11,918
Investigative labs, record requests, misc	2,180
Towing service	4,500
	$ 30,693

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Field Operations (Patrol) **Business Unit 17541**

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem-solving methods.

PROGRAM NARRATIVE

Link to City Goals:

Implements all Key Strategies.

Objectives:

Be visible and accessible within our community and our department.

Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience.

Adapt quickly to changing conditions and constantly examine current operating practices to improve processes.

Encourage community participation in crime prevention strategies.

Create partnerships in the community to identify and solve recurring problems.

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the Police Department reorganization with reassignment of the Lieutenant and Traffic Safety Officer positions from the Executive budget (17511) and the reassignment of the Community Resource Unit to the Investigative Services Unit (17532).

This budget also reflects an increase of $71,344 in Other Contract and Obligations for the second-year contract of the Axon Officer Safety Program.

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

Field Operations (Patrol) **Business Unit 17541**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
503500	Other Reimbursements	$ 8,717	$ 9,621	$ 9,000	$ 9,000	$ 9,000
	Total Revenue	$ 8,717	$ 9,621	$ 9,000	$ 9,000	$ 9,000
	Expenses					
610100	Regular Salaries	$ 6,404,211	$ 6,773,560	$ 7,212,555	$ 7,212,555	$ 7,039,911
610400	Call Time Wages	71,374	66,599	19,760	19,760	20,225
610500	Overtime Wages	430,982	495,128	279,831	279,831	286,318
615000	Fringes	2,569,095	2,758,568	2,915,865	2,915,865	3,048,590
631200	Guns & Ammunition	7,500	7,500	7,500	7,500	7,500
631603	Other Misc. Supplies	38,914	43,178	28,000	31,000	30,000
632001	City Copy Charges	1,481	1,617	1,650	1,650	1,650
632700	Miscellaneous Equipment	117,088	85,215	85,300	99,458	85,300
641800	Equipment Repairs & Maint.	1,888	9,113	5,900	5,900	7,900
642501	CEA Operations/Maint.	709,480	631,911	704,943	704,943	734,304
642502	CEA Depreciation/Replace.	585,829	565,419	697,364	697,364	753,119
643100	Interpreter Services	8,044	9,704	4,000	4,000	8,000
644400	Witness Fees	316	497	500	500	500
659900	Other Contracts/Obligation	157,778	157,224	334,311	334,311	409,370
	Total Expense	$ 11,103,980	$ 11,605,233	$ 12,297,479	$ 12,314,637	$ 12,432,687

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Other Misc. Supplies

Canine program	$ 10,000
Bike patrol	2,000
First responder supplies	3,000
Explorers program	1,500
Radio batteries & supplies	5,000
Drones, flares, honor guard, misc.	8,500
	$ 30,000

Miscellaneous Equipment

Essential personal protection equipment (PPE)	$ 50,200
PBTs	2,000
Canine equipment	2,600
Radar speed detection	8,000
Radios	9,000
Recorders	1,500
SWAT equipment/vests	12,000
	$ 85,300

Other Contracts & Obligations

Body cams/Taser program	$ 324,205
Flock Safety	53,000
Aladtec scheduling program	12,665
Axon Traffic Safety	2,750
Biohazard cleaning	650
Canine vet service	2,500
OWI blood draws	12,600
Records requests	1,000
	$ 409,370

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
422400	Miscellaneous State Aids	15,360	16,320	-	36,480	36,480	36,480
431000	Dog Licenses	11,438	11,035	12,990	20,000	20,000	20,000
431100	Cat Licenses	4,085	4,087	2,545	5,000	5,000	5,000
451000	Court Fines & Fees	218,300	264,236	123,742	250,000	250,000	330,000
480100	General Charges for Service	44,269	65,731	13,262	45,000	45,000	45,000
480600	False Alarm Fees	4,724	15,225	2,150	15,000	15,000	15,000
490500	PSL Reimbursement	579,251	714,152	-	748,763	748,763	772,836
501000	Miscellaneous Revenue	36,066	32,677	16,480	20,000	20,000	30,000
502000	Donations & Memorials	32,713	31,046	1,111	25,000	25,000	25,000
503000	Damage to City Property	64,811	9,504	3,263	-	-	-
503500	Other Reimbursements	146,124	140,027	4,114	136,645	136,645	142,272
508500	Cash Short or Over	(1)	7	8	-	-	-
	TOTAL PROGRAM REVENUES	1,157,140	1,304,047	179,665	1,301,888	1,301,888	1,421,588
	Personnel						
610100	Regular Salaries	10,530,390	11,090,974	3,302,856	11,977,079	11,977,079	12,486,981
610400	Call Time Wages	97,484	85,647	11,315	26,182	26,182	26,728
610500	Overtime Wages	612,353	739,313	187,994	529,629	529,629	535,588
610800	Part-Time Wages	252,857	280,442	88,953	291,200	291,200	297,200
611000	Other Compensation	152,662	163,638	5,253	214,127	214,127	-
611400	Sick Pay	4,766	19,474	4,066	-	-	-
611500	Vacation Pay	444,523	445,815	215,425	-	-	-
615000	Fringes	4,486,684	4,769,708	1,551,280	5,041,597	5,041,597	5,401,262
	TOTAL PERSONNEL	16,581,719	17,595,011	5,367,142	18,079,814	18,079,814	18,747,759
	Training~Travel						
620100	Training/Conferences	89,519	77,662	30,964	85,000	85,000	85,000
620400	Tuition Fees	5,975	4,448	1,018	8,960	8,960	8,960
620500	Employee Recruitment	2,872	1,205	-	-	-	-
	TOTAL TRAINING / TRAVEL	98,366	83,315	31,982	93,960	93,960	93,960
	Supplies						
630100	Office Supplies	13,775	11,989	4,407	14,000	14,000	14,000
630200	Subscriptions	1,116	624	262	630	630	630
630300	Memberships & Licenses	3,087	1,965	1,951	2,965	2,965	2,965
630400	Postage/Freight	502	212	80	200	200	200
630500	Awards & Recognition	2,216	2,114	1,249	2,100	2,100	2,100
630700	Food & Provisions	3,245	3,203	585	2,800	2,800	2,800
631200	Guns & Ammunition	50,723	38,159	35,597	50,500	57,200	50,500
631500	Books & Library Materials	401	100	539	330	330	330
631603	Other Misc. Supplies	57,632	53,606	13,251	39,550	42,550	41,550
632001	City Copy Charges	19,682	17,866	2,806	17,450	17,450	18,450
632002	Outside Printing	5,005	1,322	331	5,000	5,000	5,000
632101	Uniforms	17,985	14,810	4,484	10,500	10,500	10,500
632102	Protective Clothing	12,363	26,562	908	12,000	12,000	12,000
632300	Safety Supplies	659	937	-	900	900	900
632400	Medical/Lab Supplies	9,166	8,951	8,684	9,000	9,000	9,000
632700	Miscellaneous Equipment	131,986	95,308	24,116	99,800	113,958	99,800
	TOTAL SUPPLIES	329,543	277,728	99,250	267,725	291,583	270,725
	Purchased Services						
640202	Recording/Filing Fees	106	766	46	300	300	300
640400	Consulting Services	600	2,570	2,854	2,000	2,000	2,000
640700	Solid Waste/Recycling Pickup	5,254	4,545	1,432	4,400	4,400	4,500
641200	Advertising	-	1,358	240	-	-	1,000
641301	Electric	94,110	96,479	20,532	88,159	88,159	95,089
641302	Gas	38,319	27,754	8,572	42,202	42,202	36,027
641303	Water	3,849	3,599	951	3,570	3,570	3,854
641304	Sewer	1,745	1,692	471	1,770	1,770	2,104
641306	Stormwater	5,969	6,051	1,443	6,000	6,000	6,000
641307	Telephone	22,893	22,629	10,068	22,526	22,526	23,521

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
641308	Cellular Phones	39,092	37,635	10,535	36,000	36,000	39,500
641800	Equipment Repairs & Maint.	4,463	10,522	3,372	8,235	8,235	10,404
642000	Facilities Charges	251,533	251,390	60,488	253,721	253,721	258,449
642501	CEA Operations/Maint.	709,480	631,911	180,985	704,943	704,943	734,304
642502	CEA Depreciation/Replace.	585,829	565,419	142,498	697,364	697,364	753,119
643000	Health Services	45	45	-	200	200	200
643100	Interpreter Services	8,044	9,704	2,826	4,000	4,000	8,000
644400	Witness Fees	316	497	248	500	500	500
659900	Other Contracts/Obligation	569,521	582,799	466,712	724,111	724,111	812,908
	TOTAL PURCHASED SVCS	2,341,168	2,257,365	914,273	2,600,001	2,600,001	2,791,779
	TOTAL EXPENSE	19,350,796	20,213,419	6,412,647	21,041,500	21,065,358	21,904,223

CITY OF APPLETON 2025 BUDGET
POLICE DEPARTMENT

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Police Grants

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Police Grants **Business Unit 2250**

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

The Police Department will continue to pursue grants to offset costs for equipment, training, supplies and services. These funds come from a variety of sources including state and Federal agencies.

Major changes in Revenue, Expenditures, or Programs:

Grants are awarded through state and Federal agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2025 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department of Justice (DOJ) Assistance.

The Wisconsin Department of Transportation (DOT), OMVWI (Operating A Motor Vehicle While Intoxicated), and Speed and Seatbelt Enforcement grants are administered by Outagamie County. Funding for drug enforcement is provided through the Wisconsin Department of Justice in collaboration with the Lake Winnebago Area Metropolitan Enforcement Group (MEG). The increase in revenue is in anticipation of the same grants being funded for the 2024-2025 grant year.

Grant funding has become more available for traffic and drug enforcement through the Wisconsin Department of Transportation and the State and Federal Department of Justice Assistance. Anticipating similar grant availability in 2025, this budget reflects an increase to support the initiatives to minimize traffic fatalities and injuries due to impaired driving, speed, and lack of seatbelt use. Funding is also provided for task force drug enforcement in collaboration with other agencies.

Training for Crime Intervention Team (CIT), Crime Prevention Through Environmental Design (CPTED), and other law enforcement initiatives such as Women in Public Safety are increasingly recognized by groups, such as the National Alliance on Mental Illness (NAMI), Women's Fund for the Fox Valley Region, and other private foundations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 443,381	$ 338,614	$ 255,000	$ 255,000	$ 290,000	13.73%
	Program Expenses	$ 433,916	$ 348,079	$ 255,000	$ 255,000	$ 290,000	13.73%
Expenses Comprised Of:							
Personnel		194,102	261,139	232,000	232,000	250,000	7.76%
Training & Travel		7,443	22,479	5,000	5,000	12,000	140.00%
Supplies & Materials		232,371	64,461	18,000	18,000	28,000	55.56%
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Police Grants **Business Units 2250 / 2251**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Revenues					
421000 Federal Grants	$ 32,890	$ 81,232	$ 30,000	$ 30,000	$ 35,000
422400 Miscellaneous State Aids	404,991	227,405	220,000	220,000	235,000
423000 Misc Local Govt Aids	5,500	29,977	5,000	5,000	20,000
Total Revenue	$ 443,381	$ 338,614	$ 255,000	$ 255,000	$ 290,000
Expenses					
610500 Overtime Wages	$ 194,102	$ 261,139	$ 232,000	$ 232,000	$ 250,000
620100 Training/Conferences	7,443	22,479	5,000	5,000	12,000
631603 Other Misc Supplies	-	4,998	-	-	8,000
632102 Protective Clothing	8,591	12,759	8,000	8,000	8,000
632700 Miscellaneous Equipment	223,780	46,704	10,000	10,000	12,000
Total Expense	$ 433,916	$ 348,079	$ 255,000	$ 255,000	$ 290,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Included in this budget are the following grants:

Edward Byrne Memorial Justice Assistance	DOJ	$ 12,000
Bulletproof Vest Partnership Program	DOJ	8,000
U.S. Marshall Task Force	DOJ	15,000
Traffic Enforcement	DOT	215,000
Drug and Criminal Task Force	WDOJ	20,000
Crime prevention/public safety	WDOJ	20,000
		$ 290,000

CITY OF APPLETON 2025 BUDGET
POLICE GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Intergovernmental	$ 443,381	$ 338,614	$ 255,000	$ 255,000	$ 290,000
Total Revenues	443,381	338,614	255,000	255,000	290,000
Expenses					
Program Costs	433,916	348,079	255,000	255,000	290,000
Total Expenses	433,916	348,079	255,000	255,000	290,000
Revenues over (under) Expenses	9,465	(9,465)	-	-	-
Fund Balance - Beginning	-	9,465	-	-	-
Fund Balance - Ending	$ 9,465	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public safety investments.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Axon Officer Safety Plan	$ 111,900	Projects, pg. 655
Cardiac Monitors	440,000	Projects, pg. 656
	$ 551,900	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ (213)	$ 7,070	$ -	$ -	$ -	N/A
Program Expenses		$ -	$ -	$ 317,900	$ 632,900	$ 551,900	73.61%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Supplies & Materials		-	-	317,900	632,900	551,900	73.61%
Purchased Services		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (213)	$ 7,070	$ -	$ -	$ -
591000	Proceeds of Long-term Debt	-	365,000	317,900	317,900	551,900
	Total Revenue	$ (213)	$ 372,070	$ 317,900	$ 317,900	$ 551,900
	Expenses					
632700	Miscellaneous Equipment	$ -	$ -	$ 257,900	$ 257,900	$ 551,900
680300	Buildings	-	-	60,000	60,000	-
680401	Machinery & Equipment	-	-	-	315,000	-
	Total Expense	$ -	$ -	$ 317,900	$ 632,900	$ 551,900

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Axon Officer Safety Plan	$ 111,900
Cardiac Monitors	440,000
	$ 551,900

CITY OF APPLETON 2025 BUDGET
PUBLIC SAFETY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Federal Grants	$ -	$ -	$ -	$ -	$ -
Interest Income	(215)	7,070	-	-	-
Reimburse from Prior Year Expense	-	-	-	-	-
Total Revenues	(215)	7,070	-	-	-
Expenses					
Program Costs	-	-	317,900	632,900	551,900
Total Expenses	-	-	317,900	632,900	551,900
Revenues over (under) Expenses	(215)	7,070	(317,900)	(632,900)	(551,900)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	365,000	317,900	317,900	551,900
Total Other Financing Sources (Uses)	-	365,000	317,900	317,900	551,900
Net Change in Equity	(215)	372,070	-	(315,000)	-
Fund Balance - Beginning	8,184	7,969	380,039	380,039	65,039
Fund Balance - Ending	$ 7,969	$ 380,039	$ 380,039	$ 65,039	$ 65,039

CITY OF APPLETON 2025 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Ryan A. Weyers

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

MISSION STATEMENT

With our partners, the Appleton Fire Department protects the community with exceptional service. Our vision is to pursue excellence and to enhance the quality of life in Appleton and our regional community.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

In January, the department participated in a 2% Fire Dues audit with the Wisconsin Department of Safety and Professional Services to confirm compliance with the state regulations for fire department dues entitlement. In 2023, the department received $311,579 in fire insurance dues funding through this program for continued partial funding of public education and fire prevention programming.

The department received an Assistance to Firefighters Grant for $192,000 to provide paramedic training for four Appleton Fire Department personnel. All four have successfully completed Paramedic school at Fox Valley Technical College and the national testing requirements needed to be licensed as a paramedic. The Appleton Fire Department finalized the work on a $1.9 million regional radio grant through the Assistance to Firefighters Grant (AFG). The grant provided intrinsically safe portable radio components for eighteen fire and EMS agencies in Outagamie County. As the host agency, the department coordinated agency purchases and distribution. The final step of programming the radios is the responsibility of the vendor. The department put the radios into service this summer. The department also received approximately $24,000 from Firehouse Sub Foundation to purchase eight video laryngoscopes, and $8,200 from the Hazardous Materials Emergency Preparedness (HMEP) grant to host a 'Battery Emergencies' class focusing on transportation incidents. The department has a pending $400,000 Assistance to Firefighter's Grant for cardiac monitors as another step toward paramedic engine companies.

Staff members from the Appleton Fire and Police Departments worked tirelessly along with state representatives to push forward legislation defining and formalizing the role of the armed Tactical Emergency Medical Services (TEMS) medic. In late March, Governor Tony Evers signed Senate Bill 829 allowing a Tactical Emergency Medical Services (TEMS) professional to carry a firearm in prohibited areas. This bill adds an exception that mirrors the exception for law enforcement officers for a tactical emergency medical services professional who is certified as such by the Law Enforcement Standards Board and acting in the line of duty.

The Emergency Medical Services Division completed a significant amount of work to ensure the department's records management system is compliant with the current edition of the National Emergency Medical Services Information System (NEMSIS), which is the universal standard for how patient care information is collected. NEMSIS 3.5 was designed to increase the accuracy and efficiency of documentation, enhance health information exchange, and ultimately improve patient care. In addition, this division is developing the framework for paramedic engine companies in 2025.

In the first half of 2024, the department had three retirements and a resignation. The positions included two Lieutenants, a Driver/Engineer, and a Firefighter. The positions were filled through internal promotions resulting in firefighter vacancies. The department participated in a regional hiring process and hired a recruit firefighter in May. He joined the rank of the front-line operations staff after a six-week recruit academy in late June. Another hiring process was conducted to fill the existing five firefighter vacancies. The department plans to hold an additional recruit academy in the fall for these positions. The department's Resource Development Division held an Acting Officer Academy in February which qualified two additional personnel to fill the role of Company Officer as needed due to vacations or other vacancies. In April, a two-week Driver's Academy was held utilizing fire department staff as instructors to qualify an additional six personnel to drive as needed.

During the first part of the year, the department's training focused on refining search and rescue operations, specifically victim rescue tactics, in alignment with the latest guidelines from Underwriters Laboratories Fire Safety Research Institute (UL/FSRI). These tactical adjustments are designed to enhance efficiency and effectiveness in locating and rescuing victims in fire situations. By integrating these evidence-based strategies, we aim to significantly increase the chances of survival for any individuals trapped in fires, ensuring our response is both swift and methodical. This proactive approach underscores the commitment to adopting the most advanced and proven methods to safeguard the community.

This May marked five years since Driver/Engineer Mitch Lundgaard was killed in the line of duty. Multiple remembrance events were held for the Fire Department as park construction continues to move forward. Fundraising efforts continue and construction of the park has begun. During this phase of the project, basketball and pickleball courts with lights and a sport court plaza with shade and seating were installed. In addition, a multi-use sport field and two playgrounds for various aged children has been constructed along with interior pathways connecting these amenities. In the next phase, the pavilion will be constructed, and additional paved trails will be installed. Representatives from the Appleton Fire Department, the Lundgaard family, and City staff are involved with this project.

A new fee schedule took effect on January 1, 2024. Due to this, the Fire Prevention Division saw an increased awareness of false alarms by local businesses. Although it hasn't yet, this awareness should translate to reduced false alarm responses. Another part of the fee structure change was an increase in fire protection plan review and permit fees. This increase has helped cover the cost to the City for performing this service.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

MAJOR 2025 OBJECTIVES

With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community.

The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2025, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs.

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community.

Provide a quality work environment which both encourages and enhances employee participation and growth, as well as supporting efficient work processes and sustainability.

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes working with law enforcement to address rescue task force response capabilities for active violence incidents involving an active shooter and mass casualties.

Implement the departmental strategic plan and support the strategic initiatives identified in the City's strategic plan.

Maintain and enhance existing regional relationships.

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts.

Develop short- and long-range plans and regional partnerships to ensure timely, effective and efficient pre-hospital medical care to the community.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 453,443	$ 489,990	$ 473,300	$ 473,300	$ 549,300	16.06%
Program Expenses							
18010	Administration	577,354	594,002	622,317	622,317	630,797	1.36%
18021	Fire Suppression	10,226,794	11,074,032	10,720,402	10,755,470	11,090,472	3.45%
18022	Special Operations	179,463	208,722	190,975	190,975	194,883	2.05%
18023	Resource Devel.	257,011	242,679	187,938	187,938	197,243	4.95%
18024	Emergency Medical Svc	739,397	729,036	957,110	957,110	985,733	2.99%
18032	Fire Prevention	1,215,298	1,188,763	1,319,546	1,319,546	1,346,953	2.08%
18033	Technical Services	438,180	463,758	456,322	456,322	465,457	2.00%
TOTAL		$ 13,633,497	$ 14,500,992	$ 14,454,610	$ 14,489,678	$ 14,911,538	3.16%
Expenses Comprised Of:							
Personnel		12,055,686	12,752,170	12,623,603	12,623,603	13,013,798	3.09%
Training & Travel		36,774	50,992	39,250	39,250	39,250	0.00%
Supplies & Materials		281,140	255,059	293,941	329,009	294,903	0.33%
Purchased Services		1,259,897	1,442,771	1,497,816	1,497,816	1,563,587	4.39%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM MISSION

For the benefit of the Appleton community and Fire Department employees, so that they are protected from the effects of fire and other hazards, we will set community-wide fire protection goals and establish necessary direction, policies, and procedures to meet them.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Identify current service levels and evaluate their effectiveness and customer value.

Address service needs created by continued City growth.

Plan and prepare operational and capital budgets.

Maintain staffing levels as detailed in the table of organization and approved by the Common Council.

Continue the development of joint service opportunities and regional relationships with neighboring fire departments.

Enhance internal and external communications and working relationships.

Continue to implement the records management system (RMS) for improved reporting capabilities.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422600	Fire Insurance Dues	$ 277,234	$ 311,579	$ 325,000	$ 325,000	$ 368,000
480100	Charges for Services	43	53	-	-	-
	Total Revenue	$ 277,277	$ 311,632	$ 325,000	$ 325,000	$ 368,000
	Expenses					
610100	Regular Salaries	$ 272,306	$ 278,486	$ 277,895	$ 277,895	$ 283,659
610500	Overtime Wages	1,904	1,596	1,333	1,333	1,373
610800	Part-Time Wages	7,692	14,719	15,600	15,600	16,764
615000	Fringes	83,095	89,192	92,261	92,261	94,893
620100	Training/Conferences	4,895	3,411	3,000	3,000	3,000
630100	Office Supplies	4,305	2,801	3,750	3,750	3,750
630300	Memberships & Licenses	540	815	800	800	800
630400	Postage/Freight	400	75	250	250	250
630500	Awards & Recognition	1,549	1,777	1,440	1,440	1,440
630700	Food & Provisions	2,351	1,959	1,920	1,920	1,920
631500	Books & Library Materials	280	-	-	-	-
631603	Other Misc. Supplies	354	456	250	250	250
632001	City Copy Charges	5,696	5,148	6,450	6,450	6,450
632002	Outside Printing	1,786	1,140	1,000	1,000	1,000
632700	Miscellaneous Equipment	8,638	8,073	8,000	8,000	8,000
640400	Consulting Services	1,430	882	1,000	1,000	1,000
640700	Solid Waste/Recycling	4,126	4,293	4,220	4,220	5,225
640800	Contractor Fees	600	2,000	1,000	1,000	1,000
641300	Utilities	163,346	163,938	190,565	190,565	178,945
642501	CEA Operations/Maint.	5,283	5,230	7,330	7,330	8,216
642502	CEA Depreciation/Replace.	6,778	8,011	4,253	4,253	12,862
	Total Expense	$ 577,354	$ 594,002	$ 622,317	$ 622,317	$ 630,797

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", and #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Identify and develop pre-fire plans for new structures, update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community.

Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy.

Identify and develop employee safety programs, practices, and training for reducing the impact of lost time from work-related injuries.

Major changes in Revenue, Expenditures, or Programs:

The increase in CEA maintenance and replacement costs have increased to accommodate our newest fire apparatus.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ -	$ 65,078	$ 30,000	$ 30,000	$ 30,000
480100	General Charges for Svc	27,554	2,565	3,000	3,000	3,000
	Total Revenue	$ 27,554	$ 67,643	$ 33,000	$ 33,000	$ 33,000
	Expenses					
610100	Regular Salaries	$ 6,124,980	$ 6,268,433	$ 6,445,265	$ 6,445,265	$ 6,608,556
610500	Overtime Wages	687,731	1,015,891	377,330	377,330	386,761
615000	Fringes	2,519,887	2,741,093	2,782,374	2,782,374	2,913,553
620100	Training/Conferences	15,008	16,115	15,750	15,750	15,750
620400	Tuition Fees	2,550	1,000	4,000	4,000	4,000
630600	Building Maint./Janitorial	2,984	3,045	3,348	3,348	3,348
631603	Other Misc. Supplies	1,155	99	1,300	1,300	1,300
632101	Uniforms	1,582	4,664	2,000	2,000	2,000
632102	Protective Clothing	76,863	64,702	115,150	150,218	115,150
632199	Other Clothing	2,379	1,571	1,800	1,800	1,800
632700	Miscellaneous Equipment	-	12,804	-	-	-
642501	CEA Operations/Maint.	265,489	349,905	337,163	337,163	377,942
642502	CEA Depreciation/Replace.	499,480	573,301	608,399	608,399	632,462
643000	Health Services	26,706	21,409	26,523	26,523	27,850
	Total Expense	$ 10,226,794	$ 11,074,032	$ 10,720,402	$ 10,755,470	$ 11,090,472

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Training/Conferences	
Company Officer training	$ 4,000
Driver/Engineer training	6,000
Firefighter training	5,750
	$ 15,750
Protective Clothing	
Firefighter turnout gear	$ 85,150
Helmets	9,000
Boots	9,000
Gloves	7,000
Hoods	5,000
	$ 115,150
Health Services	
NFPA-compliant physicals	$ 26,327
Duty evaluations	1,523
	$ 27,850

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM MISSION

For the benefit of the Appleton community, contracted jurisdictions, and our environment, we will protect life and property by promoting educational and preventive measures and respond to situations that require specialty skilled services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide for local hazardous materials response in jurisdictions as defined by contract.

Seek grant opportunities for equipment and training available through local and State organizations.

Maintain necessary equipment and skill levels for local incidents.

Continue the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Metro Department).

Provide specialized emergency response to include: local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 9,047	$ 29,222	$ 24,000	$ 24,000	$ 24,000
423000	Misc Local Govt Aids	11,800	11,800	11,800	11,800	11,800
480100	General Charges for Services	-	2,860	-	-	-
480700	Incineration Fees	10,671	4,910	8,500	8,500	8,500
	Total Revenue	$ 31,518	$ 48,792	$ 44,300	$ 44,300	$ 44,300
	Expenses					
610100	Regular Salaries	$ 86,651	$ 90,659	$ 95,541	$ 95,541	$ 97,985
610500	Overtime Wages	9,520	30,419	7,405	7,405	7,628
615000	Fringes	35,158	42,197	42,029	42,029	43,270
632102	Protective Clothing	12,178	12,945	13,000	13,000	13,000
632700	Miscellaneous Equipment	29,331	30,000	30,000	30,000	30,000
640700	Waste/Recycling Pickup	6,625	2,502	3,000	3,000	3,000
	Total Expense	$ 179,463	$ 208,722	$ 190,975	$ 190,975	$ 194,883

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Monitoring and research equipment authorized through the State EPCRA grant (80/20 match)

Outagamie County	$ 10,000
Calumet County	10,000
Manitowoc County	10,000
	$ 30,000

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM MISSION

To enhance the safety and performance of employees and assure the effectiveness of response to the community, we will provide a variety of appropriate training programs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain compliance with Federal and state mandatory class requirements.

Investigate and encourage attendance at specialized training to expand personal growth and development.

Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among employees.

Seek opportunities to provide leadership training, including command level training, through internal and/or external sources.

Continue to define our role as fire and EMS providers at active shooter incidents.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 158,452	$ 154,777	$ 103,540	$ 103,540	$ 106,631
610500 Overtime Wages	14,246	2,114	14,713	14,713	15,154
615000 Fringes	66,521	59,823	45,549	45,549	46,966
620100 Training/Conferences	2,520	2,500	2,500	2,500	2,500
631500 Books & Library Materials	870	1,151	1,200	1,200	1,200
631603 Other Misc. Supplies	1,004	-	1,400	1,400	1,400
632300 Safety Supplies	636	729	750	750	750
632700 Miscellaneous Equipment	6,903	6,396	6,500	6,500	6,500
642501 CEA Operations/Maint.	3,011	3,550	3,665	3,665	4,108
642502 CEA Depreciation/Replace.	2,848	11,639	8,121	8,121	12,034
Total Expense	$ 257,011	$ 242,679	$ 187,938	$ 187,938	$ 197,243

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Emergency Medical Services **Business Unit 18024**

PROGRAM MISSION

The mission of Appleton Fire Department's Emergency Medical Services Division is to enhance the quality of life in our community by providing a premier level of pre-hospital services which ultimately improve the outcomes for those that need our service.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", and #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Provide timely, state-of-the-art pre-hospital care to all people within our service area.

Provide quality, consistent pre-hospital medical training to all employees of the Fire Department.

Maintain compliance with department, local, and State codes, laws, guidelines, and regulations.

Ensure continuous program development and quality improvement.

Work with our Medical Director to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital.

Participate with other fire departments, Gold Cross Ambulance, and other agencies during medical training or exercises.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Emergency Medical Services **Business Unit 18024**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ 7,500
502000	Donations & Memorials	2,000	-	-	-	-
	Total Revenue	$ 2,000	$ -	$ -	$ -	$ 7,500
	Expenses					
610100	Regular Salaries	$ 489,034	$ 478,805	$ 633,937	$ 633,937	$ 659,578
610500	Overtime Wages	5,028	2,111	16,168	16,168	16,975
615000	Fringes	189,028	188,664	265,721	265,721	267,325
620100	Training/Conferences	7,246	22,259	6,500	6,500	6,500
630300	Memberships & Licenses	200	-	-	-	-
632400	Medical/Lab Supplies	19,697	10,046	20,000	20,000	20,000
642501	CEA Operations/Maint.	-	-	3,665	3,500	4,108
642502	CEA Depreciation/Replace.	-	-	7,619	3,665	7,747
632700	Miscellaneous Equipment	29,164	27,151	3,500	7,619	3,500
	Total Expense	$ 739,397	$ 729,036	$ 957,110	$ 957,110	$ 985,733

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Medical/Lab Supplies	
Medications	$ 5,000
Protective clothing items	6,250
Bandages, tourniquets, splints	6,000
Medical bags	1,200
Miscellaneous items	1,550
	$ 20,000

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Fire Prevention/Public Education **Business Unit 18032**

PROGRAM MISSION

For the preservation of lives and property in our community, we will provide fire inspection, education, code development, and fire and life safety plan review.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Perform all State-mandated fire and life safety inspections in all buildings, and all plan reviews of State and locally required fire protection systems.

Review all license applications for compliance with the provisions of the Fire Prevention Code.

Continue proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community.

Continue pre-incident planning using a computer-aided drafting program.

Develop, implement, coordinate, and evaluate risk reduction programs designed to meet the needs of our community's diverse populations.

Provide public information at emergency incidents and throughout the year.

Define a media relationship strategy as a method/vehicle to communicate prevention messages.

Enhance fire and life safety awareness in the City of Appleton.

Major changes in Revenue, Expenditures, or Programs:

The increase in revenue is related to fee increases approved by the Common Council.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Fire Prevention/Public Education **Business Unit 18031 / 18032**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
441200	Tent Permits	$ 625	$ 500	$ 3,000	$ 3,000	$ 3,000
441300	Burning Permits	25,602	22,586	30,000	30,000	25,000
441400	Firework Permits	325	350	2,000	2,000	2,000
441800	Fire Protection Plan Review	-	-	15,000	15,000	15,000
480100	Reinspection Fees	-	-	-	-	2,500
480600	False Alarm Fees	26,300	14,550	14,000	14,000	40,000
490800	Misc Intergov Charges	7,352	7,470	7,000	7,000	9,000
	Total Revenue	$ 60,204	$ 45,456	$ 71,000	$ 71,000	$ 96,500
	Expenses					
610100	Regular Salaries	$ 808,911	$ 755,108	$ 866,219	$ 866,219	$ 888,585
610500	Overtime Wages	44,532	60,303	18,072	18,072	18,515
615000	Fringes	319,800	329,548	380,703	380,703	393,917
620100	Training/Conferences	4,555	5,707	7,500	7,500	7,500
630200	Subscriptions	2,242	230	3,400	3,400	3,900
630300	Memberships & Licenses	1,936	4,644	3,000	3,000	3,000
631500	Books & Library Materials	687	-	-	-	-
632300	Safety Supplies	6,709	6,178	7,000	7,000	7,000
632700	Miscellaneous Equipment	2,804	-	1,000	1,000	1,000
641200	Advertising	836	155	750	750	750
642501	CEA Operations/Maint.	13,547	10,833	14,659	14,659	16,432
642502	CEA Depreciation/Replace.	8,739	16,057	17,243	17,243	6,354
	Total Expense	$ 1,215,298	$ 1,188,763	$ 1,319,546	$ 1,319,546	$ 1,346,953

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that they are maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards.

Research, purchase, and distribute equipment needed by the department.

Provide ongoing technical training for department personnel.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 86,120	$ 85,618	$ 95,575	$ 95,575	$ 97,995
610500 Overtime Wages	9,793	23,147	4,861	4,861	4,985
615000 Fringes	35,297	39,467	41,512	41,512	42,730
630600 Building Maint./Janitorial	14,778	14,469	15,383	15,383	15,845
630803 Seed, Fertilizer	269	142	-	-	-
630902 Tools & Instruments	2,527	1,939	1,700	1,700	1,700
631000 Miscellaneous Chemicals	4,466	3,798	4,500	4,500	4,500
631603 Other Misc. Supplies	1,198	986	2,050	2,050	2,050
632503 Other Materials	363	-	-	-	-
632601 Repair Parts	5,902	3,803	5,500	5,500	5,500
632700 Miscellaneous Equipment	26,414	21,323	26,600	26,600	26,600
640800 Contractor Fees	1,128	-	-	-	-
640900 Inspection Fees	3,467	2,294	3,000	3,000	3,000
641800 Equipment Repairs & Maint.	15,941	29,482	19,000	19,000	19,000
641900 Communication Eq. Repairs	5,441	5,717	7,000	7,000	7,000
642000 Facilities Charges	218,339	229,811	229,641	229,641	234,552
642501 CEA Operations/Maint.	4,026	1,762	-	-	-
642502 CEA Depreciation/Replace.	2,711	-	-	-	-
Total Expense	$ 438,180	$ 463,758	$ 456,322	$ 456,322	$ 465,457

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	$ 11,000
Rescue tools	6,000
Station furniture and appliances	4,500
Support equipment (air compressor, preemption equipment, exhaust systems)	5,100
	$ 26,600

Equipment Repairs & Maintenance

Self-contained breathing apparatus	$ 5,000
Extrication tool maintenance	7,000
Appliance & station equipment repairs	3,000
Miscellaneous equipment repairs	4,000
	$ 19,000

Building Maint./Janitorial

Paper products	$ 4,500
Cleaning supplies	9,200
Cleaning equipment	2,145
	$ 15,845

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
422400	Miscellaneous State Aids	61,937	94,300	4,510	54,000	54,000	61,500
422600	Fire Insurance Dues	277,234	311,579	-	325,000	325,000	368,000
423000	Miscellaneous Local Govt Aids	11,800	11,800	11,800	11,800	11,800	11,800
441200	Tent Permits	625	500	450	3,000	3,000	3,000
441300	Burning Permits	25,602	22,586	6,413	30,000	30,000	25,000
441400	Firework Permits	325	350	-	2,000	2,000	2,000
441800	Fire Protection Plan Review	-	-	-	15,000	15,000	15,000
480100	General Charges for Service	27,597	5,478	3,506	3,000	3,000	5,500
480600	False Alarm Fees	26,300	14,550	27,400	14,000	14,000	40,000
480700	Incineration Fees	10,671	4,910	2,180	8,500	8,500	8,500
490800	Misc Intergovernmental Charges	7,352	7,470	11,965	7,000	7,000	9,000
502000	Donations & Memorials	2,000	16,467	-	-	-	-
	TOTAL PROGRAM REVENUES	451,443	489,990	68,224	473,300	473,300	549,300
	Personnel						
610100	Regular Salaries	7,530,564	7,513,046	2,367,670	8,469,772	8,469,772	8,694,789
610500	Overtime Wages	772,754	1,135,581	415,849	439,882	439,882	451,391
610800	Part-Time Wages	7,692	14,719	4,884	15,600	15,600	16,764
611000	Other Compensation	63,133	68,206	12,900	48,200	48,200	48,200
611400	Sick Pay	42,927	43,624	11,406	-	-	-
611500	Vacation Pay	389,830	487,010	28,734	-	-	-
615000	Fringes	3,248,786	3,489,984	1,152,985	3,650,149	3,650,149	3,802,654
	TOTAL PERSONNEL	12,055,686	12,752,170	3,994,428	12,623,603	12,623,603	13,013,798
	Training~Travel						
620100	Training/Conferences	34,224	49,992	18,514	35,250	35,250	35,250
620400	Tuition Fees	2,550	1,000	-	4,000	4,000	4,000
	TOTAL TRAINING / TRAVEL	36,774	50,992	18,514	39,250	39,250	39,250
	Supplies						
630100	Office Supplies	4,305	2,801	1,320	3,750	3,750	3,750
630200	Subscriptions	2,242	230	1,898	3,400	3,400	3,900
630300	Memberships & Licenses	2,676	5,459	2,343	3,800	3,800	3,800
630400	Postage/Freight	400	75	-	250	250	250
630500	Awards & Recognition	1,549	1,777	597	1,440	1,440	1,440
630600	Building Maint./Janitorial	17,762	17,514	6,779	18,731	18,731	19,193
630700	Food & Provisions	2,351	1,959	268	1,920	1,920	1,920
630803	Seed, Fertilizer	269	142	-	-	-	-
630902	Tools & Instruments	2,527	1,939	-	1,700	1,700	1,700
631000	Miscellaneous Chemicals	4,466	3,798	-	4,500	4,500	4,500
631500	Books & Library Materials	1,837	1,151	110	1,200	1,200	1,200
631603	Other Misc. Supplies	3,711	1,541	296	5,000	5,000	5,000
632001	City Copy Charges	5,696	5,148	915	6,450	6,450	6,450
632002	Outside Printing	1,786	1,140	43	1,000	1,000	1,000
632101	Uniforms	1,582	4,664	19	2,000	2,000	2,000
632102	Protective Clothing	89,041	77,647	39,426	128,150	163,218	128,150
632199	Other Clothing	2,379	1,571	40	1,800	1,800	1,800
632300	Safety Supplies	7,345	6,907	4,347	7,750	7,750	7,750
632400	Medical/Lab Supplies	19,697	10,046	1,923	20,000	20,000	20,000
632503	Other Materials	363	-	-	-	-	-
632601	Repair Parts	5,902	3,803	545	5,500	5,500	5,500
632700	Miscellaneous Equipment	103,254	105,747	6,731	75,600	75,600	75,600
	TOTAL SUPPLIES	281,140	255,059	67,600	293,941	329,009	294,903
	Purchased Services						
640400	Consulting Services	1,430	882	-	1,000	1,000	1,000
640700	Solid Waste/Recycling Pickup	10,751	6,795	1,536	7,220	7,220	8,225
640800	Contractor Fees	1,728	2,000	906	1,000	1,000	1,000
640900	Inspection Fees	3,467	2,294	2,502	3,000	3,000	3,000
641200	Advertising	836	155	215	750	750	750
641301	Electric	78,396	79,105	21,465	82,111	82,111	83,865
641302	Gas	37,511	29,280	11,652	52,756	52,756	37,591
641303	Water	10,636	10,922	3,005	9,221	9,221	10,992
641304	Sewer	3,243	3,542	1,019	3,418	3,418	4,062

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
641306	Stormwater	14,749	14,782	4,430	14,719	14,719	14,744
641307	Telephone	7,188	8,490	2,856	8,457	8,457	8,559
641308	Cellular Phones	11,623	17,817	4,038	19,883	19,883	19,132
641800	Equipment Repairs & Maint.	15,941	29,482	1,457	19,000	19,000	19,000
641900	Communication Eq. Repairs	5,441	5,717	5,583	7,000	7,000	7,000
642000	Facilities Charges	218,339	229,811	65,551	229,641	229,641	234,552
642501	CEA Operations/Maint.	291,356	371,280	45,270	366,482	366,482	410,806
642502	CEA Depreciation/Replace.	520,556	609,008	96,944	645,635	645,635	671,459
643000	Health Services	26,706	21,409	262	26,523	26,523	27,850
	TOTAL PURCHASED SVCS	1,259,897	1,442,771	268,691	1,497,816	1,497,816	1,563,587
	Capital Outlay						
640400	Machinery & Equipment	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
	TOTAL EXPENSE	13,633,497	14,500,992	4,349,233	14,454,610	14,489,678	14,911,538

CITY OF APPLETON 2025 BUDGET
FIRE DEPARTMENT

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Tier II

NOTES

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Tier II **Business Unit 2090**

PROGRAM MISSION

In order to protect people and the environment, we will provide certain Tier II hazardous materials handling services relating to the containment of hazardous substances in the event of an accidental spill, release, or discharge within our service area.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

The Cities of Appleton, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin.

The Tier II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the State contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel.

The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 71,732	$ 114,769	$ 72,075	$ 72,075	$ 72,075	0.00%
Program Expenses		$ 119,427	$ 205,638	$ 72,075	$ 72,075	$ 72,075	0.00%
Expenses Comprised Of:							
Personnel		73,009	77,004	46,700	46,700	46,700	0.00%
Training & Travel		20,668	17,443	6,000	6,000	6,000	0.00%
Supplies & Materials		12,403	76,840	8,525	8,525	8,525	0.00%
Purchased Services		3,271	3,269	2,100	2,100	2,100	0.00%
Capital Expenditures		10,076	31,082	8,750	8,750	8,750	0.00%

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Tier II **Business Unit 2090**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 70,074	$ 70,074	$ 70,075	$ 70,075	$ 70,075
423000	Misc Local Govt Aids	-	11,900	-	-	-
471000	Interest on Investments	(10,750)	12,685	2,000	2,000	2,000
480100	General Charges for Svc	12,408	19,255	-	-	-
500400	Sale of City Property	-	855	-	-	-
	Total Revenue	$ 71,732	$ 114,769	$ 72,075	$ 72,075	$ 72,075
	Expenses					
610100	Regular Salaries	$ 6,790	$ 6,050	$ 5,720	$ 5,720	$ 6,100
610500	Overtime Wages	46,356	50,319	30,980	30,980	30,600
615000	Fringes	19,863	20,635	10,000	10,000	10,000
620100	Training/Conferences	20,668	17,443	6,000	6,000	6,000
630700	Food & Provisions	300	274	350	350	350
630902	Tools & Instruments	2,022	1,554	3,075	3,075	3,075
631000	Miscellaneous Chemicals	6,053	4,963	2,500	2,500	2,500
631500	Books & Library Materials	288	-	200	200	200
631603	Other Misc. Supplies	802	561	800	800	800
632601	Repair Parts	1,513	497	1,000	1,000	1,000
632700	Miscellaneous Equipment	1,425	68,991	600	600	600
640400	Consulting Services	338	338	350	350	350
641308	Cellular Phones	2,933	2,931	1,750	1,750	1,750
641700	Vehicle Repairs & Maint.	7,317	5,900	4,000	4,000	4,000
641800	Equipment Repairs & Maint.	259	-	1,250	1,250	1,250
643000	Health Services	2,500	3,142	3,500	3,500	3,500
680403	Vehicles	-	22,040	-	-	-
	Total Expense	$ 119,427	$ 205,638	$ 72,075	$ 72,075	$ 72,075

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

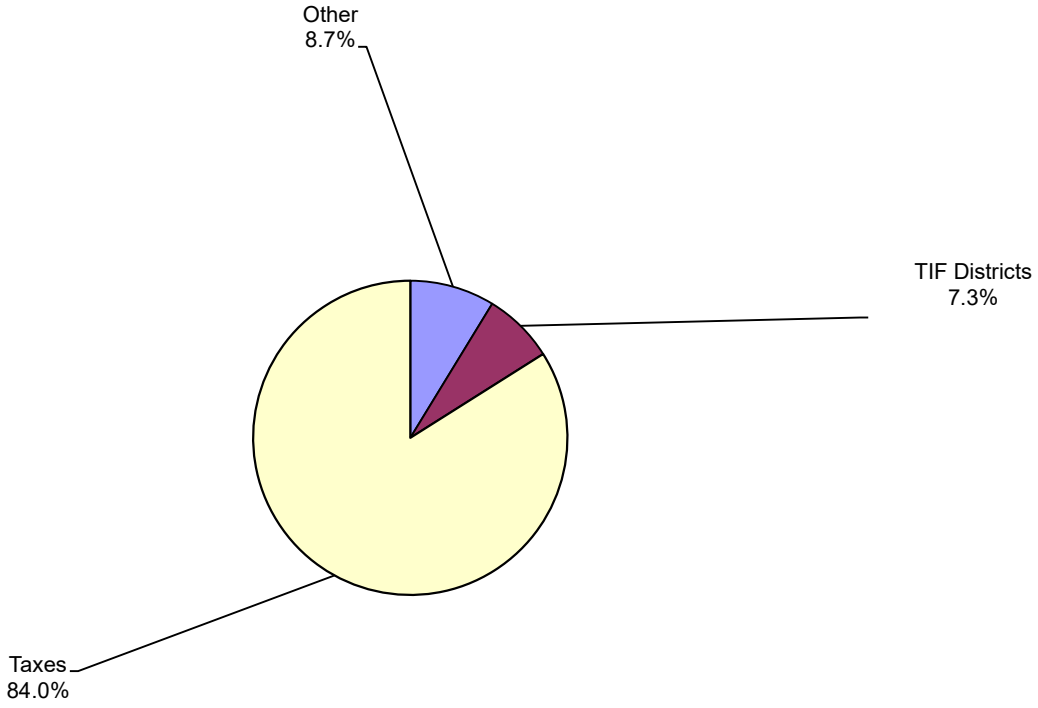
CITY OF APPLETON 2025 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Intergovernmental	$ 70,074	$ 81,974	$ 70,075	$ 70,075	$ 70,075
Interest Income	(10,750)	12,685	2,000	2,000	2,000
Other	12,408	20,110	-	-	-
Total Revenues	71,732	114,769	72,075	72,075	72,075
Expenses					
Program Costs	119,427	205,638	72,075	72,075	72,075
Total Expenses	119,427	205,638	72,075	72,075	72,075
Revenues over (under) Expenses	(47,695)	(90,869)	-	-	-
Fund Balance - Beginning	437,539	389,844	298,975	298,975	298,975
Fund Balance - Ending	$ 389,844	$ 298,975	$ 298,975	$ 298,975	$ 298,975

CITY OF APPLETON 2025 BUDGET
DEBT SERVICE FUNDS

Funding Sources for 2025 Debt Service

$16,525,750



General Obligation Rating: **Aa1**

CITY OF APPLETON 2025 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Revenues	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Taxes	$ 10,874,291	$ 13,437,688	$ 13,537,887	$ 13,537,887	$ 13,875,500
Other	-	-	-	-	-
Total Revenues	10,874,291	13,437,688	13,537,887	13,537,887	13,875,500
Expenditures					
Debt Service:					
Principal	9,879,500	12,063,750	12,708,375	12,708,375	13,045,000
Interest and Fees	2,482,539	2,671,465	3,253,188	3,253,188	3,480,750
Total Expenditures	12,362,039	14,735,215	15,961,563	15,961,563	16,525,750
Excess Revenues (Expenditures)	(1,487,748)	(1,297,527)	(2,423,676)	(2,423,676)	(2,650,250)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	-	210,000	210,000	210,000
Advance Refunding Escrow	-	-	-	-	-
Premium on Debt Issued	1,067,759	1,231,403	-	1,230,512	-
Operating Transfers In	140,450	400,262	1,194,135	1,194,135	1,209,738
Total Other Financing Sources	1,208,209	1,631,665	1,404,135	2,634,647	1,419,738
Net Change in Fund Balance	(279,539)	334,138	(1,019,541)	210,971	(1,230,512)
Fund Balance - Beginning	1,139,411	859,872	1,194,010	1,194,010	1,404,981
Fund Balance - Ending	$ 859,872	$ 1,194,010	$ 174,469	$ 1,404,981	$ 174,469

CITY OF APPLETON 2025 BUDGET

DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2015A G.O. Notes	625,000	9,375	634,375
2016A G.O. Notes	2,180,000	100,200	2,280,200
2017A G.O. Notes	1,025,000	79,575	1,104,575
2017A G.O. Refunding Notes	555,000	43,425	598,425
2018A G.O. Notes	1,515,000	235,475	1,750,475
2019A G.O. Notes	1,945,000	217,175	2,162,175
2020A G.O. Notes	1,590,000	185,100	1,775,100
2021A G.O. Notes	615,000	210,925	825,925
2022A G.O. Notes	1,645,000	630,975	2,275,975
2023A G.O. Notes	600,000	840,400	1,440,400
2024A G.O. Notes	750,000	718,125	1,468,125
Debt Issuance Cost	-	210,000	210,000
Total Debt Service Obligation	$ 13,045,000	$ 3,480,750	$ 16,525,750

DEBT SERVICE FUNDING SOURCES

Operating Transfers:	
Capital Project Funds:	
Tax Incremental District # 8	$ 45,675
Tax Incremental District # 11	926,450
Tax Incremental District # 13	237,613
Revenue:	
Property Taxes	13,875,500
Borrowing:	
Proceeds of General Obligation Notes	210,000
Other:	
Fund Balance (Debt Premiums)	1,230,512
Total Funding Sources	$ 16,525,750

CITY OF APPLETON 2025 BUDGET

DEBT SERVICE OBLIGATION

2015A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	TIF # 8	Taxes & Int.
2025	625,000	9,375	45,675	588,700
	$ 625,000	$ 9,375	$ 45,675	$ 588,700

2016A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	Other	Taxes & Int.
2025	2,180,000	100,200	-	2,280,200
2026	2,250,000	33,750	-	2,283,750
	$4,430,000	$ 133,950	$ -	$4,563,950

2017A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	Other	Taxes & Int.
2025	1,025,000	79,575	-	1,104,575
2026	1,055,000	48,375	-	1,103,375
2027	1,085,000	16,275	-	1,101,275
	$3,165,000	$ 144,225	$ -	$3,309,225

2017A G.O. Refunding Notes

	Obligation		Funding Sources	
Year	Principal	Interest	Other	Taxes & Int.
2025	555,000	43,425	-	598,425
2026	575,000	26,475	-	601,475
2027	595,000	8,925	-	603,925
	$1,725,000	$ 78,825	$ -	$1,803,825

CITY OF APPLETON 2025 BUDGET

DEBT SERVICE OBLIGATION

2018A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	Other	Taxes & Int.
2025	1,515,000	235,475	-	1,750,475
2026	1,580,000	166,000	-	1,746,000
2027	1,645,000	101,500	-	1,746,500
2028	1,715,000	34,300	-	1,749,300
	$ 6,455,000	$ 537,275	$ -	$ 6,992,275

2019A G.O. Notes

	Obligation		Funding Sources		
Year	Principal	Interest	Other	TIF # 11	Taxes & Int.
2025	1,945,000	217,175	-	311,050	1,851,125
2026	2,000,000	158,000	-	307,575	1,850,425
2027	2,065,000	107,350	-	310,350	1,862,000
2028	2,135,000	65,350	-	314,350	1,886,000
2029	2,200,000	22,000	-	318,150	1,903,850
	$ 10,345,000	$ 569,875	$ -	$ 1,561,475	$ 9,353,400

2020A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	Other	Taxes & Int.
2025	1,590,000	185,100	-	1,775,100
2026	1,625,000	152,950	-	1,777,950
2027	1,660,000	120,100	-	1,780,100
2028	1,690,000	86,600	-	1,776,600
2029	1,725,000	52,450	-	1,777,450
2030	1,760,000	17,600	-	1,777,600
	$ 10,050,000	$ 614,800	$ -	$ 10,664,800

CITY OF APPLETON 2025 BUDGET

DEBT SERVICE OBLIGATION

2021A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	Other	Taxes & Int.
2025	615,000	210,925	-	825,925
2026	635,000	198,425	-	833,425
2027	1,830,000	178,350	-	2,008,350
2028	1,975,000	149,813	-	2,124,813
2029	2,240,000	112,600	-	2,352,600
2030	2,700,000	63,200	-	2,763,200
2031	1,810,000	18,100	-	1,828,100
	$ 11,805,000	$ 931,413	$ -	$ 12,736,413

2022A G.O. Notes

	Obligation		Funding Sources		
Year	Principal	Interest	Other	TIF # 11	Taxes & Int.
2025	1,645,000	630,975	-	134,075	2,141,900
2026	1,940,000	541,350	-	139,075	2,342,275
2027	2,615,000	427,475	-	133,825	2,908,650
2028	1,510,000	324,350	-	133,450	1,700,900
2029	1,580,000	247,100	-	127,950	1,699,150
2030	1,660,000	174,400	-	132,800	1,701,600
2031	1,735,000	106,500	-	137,800	1,703,700
2032	1,795,000	35,900	-	132,600	1,698,300
	$ 14,480,000	$ 2,488,050	$ -	$ 1,071,575	$ 15,896,475

2023A G.O. Notes

	Obligation		Funding Sources		
Year	Principal	Interest	Other	TIF # 11	Taxes & Int.
2025	600,000	840,400	-	481,325	959,075
2026	510,000	812,650	-	479,700	842,950
2027	625,000	784,275	-	477,325	931,950
2028	2,540,000	705,150	-	479,075	2,766,075
2029	2,675,000	574,775	-	479,825	2,769,950
2030	2,810,000	437,650	-	479,575	2,768,075
2031	2,940,000	308,600	-	480,500	2,768,100
2032	3,060,000	188,600	-	477,800	2,770,800
2033	3,185,000	63,700	-	479,400	2,769,300
	$ 18,945,000	$ 4,715,800	$ -	$ 4,314,525	$ 19,346,275

CITY OF APPLETON 2025 BUDGET

DEBT SERVICE OBLIGATION

2024A G.O. Notes

	Obligation		Funding Sources		
Year	Principal	Interest	Debt Premium	TIF # 13	Taxes & Int.
2025	750,000	718,125	1,230,512	237,613	-
2026	670,000	620,750	-	558,375	732,375
2027	410,000	593,750	-	559,625	444,125
2028	975,000	559,125	-	559,875	974,250
2029	1,295,000	502,375	-	559,125	1,238,250
2030	1,695,000	427,625	-	557,375	1,565,250
2031	1,785,000	340,625	-	559,500	1,566,125
2032	1,870,000	249,250	-	555,500	1,563,750
2033	1,975,000	153,125	-	560,250	1,567,875
2034	2,075,000	51,875	-	558,625	1,568,250
	$ 13,500,000	$ 4,216,625	$ 1,230,512	$ 5,265,863	$ 11,220,250

Total Debt Service

	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2025	13,045,000	3,270,750	16,315,750	2,440,250	13,875,500
2026	12,840,000	2,758,725	15,598,725	1,484,725	14,114,000
2027	12,530,000	2,338,000	14,868,000	1,481,125	13,386,875
2028	12,540,000	1,924,688	14,464,688	1,486,750	12,977,938
2029	11,715,000	1,511,300	13,226,300	1,485,050	11,741,250
2030	10,625,000	1,120,475	11,745,475	1,169,750	10,575,725
2031	8,270,000	773,825	9,043,825	1,177,800	7,866,025
2032	6,725,000	473,750	7,198,750	1,165,900	6,032,850
2033	5,160,000	216,825	5,376,825	1,039,650	4,337,175
2034	2,075,000	51,875	2,126,875	558,625	1,568,250
	$ 95,525,000	$ 14,440,213	$ 109,965,213	$ 13,489,625	$ 96,475,588

CITY OF APPLETON 2025 BUDGET

DEBT SERVICE OBLIGATION

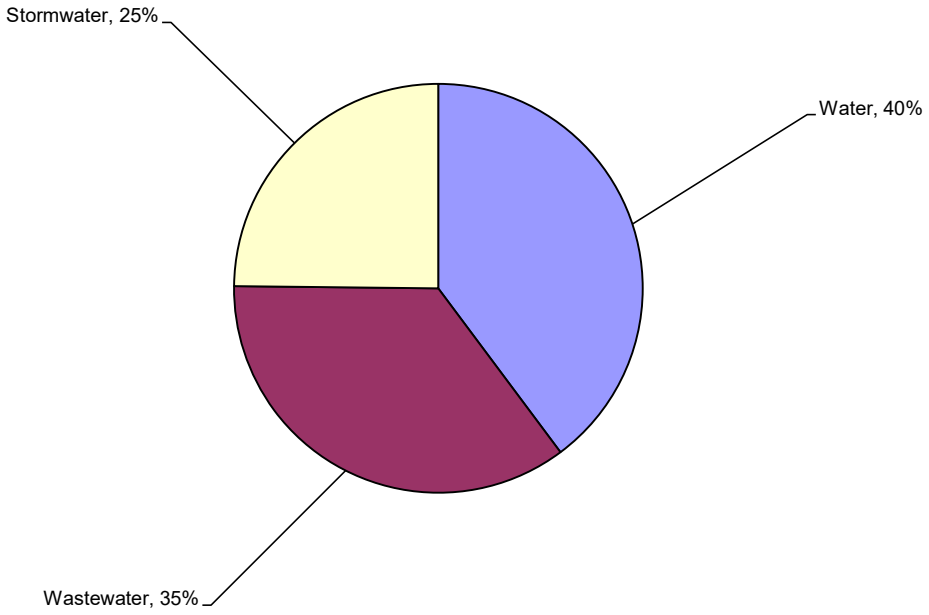
NOTES

CITY OF APPLETON 2025 BUDGET
UTILITIES

Enterprise funds are used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds, which include Appleton's Water, Wastewater and Stormwater Utilities.

2025 UTILITIES EXPENDITURES

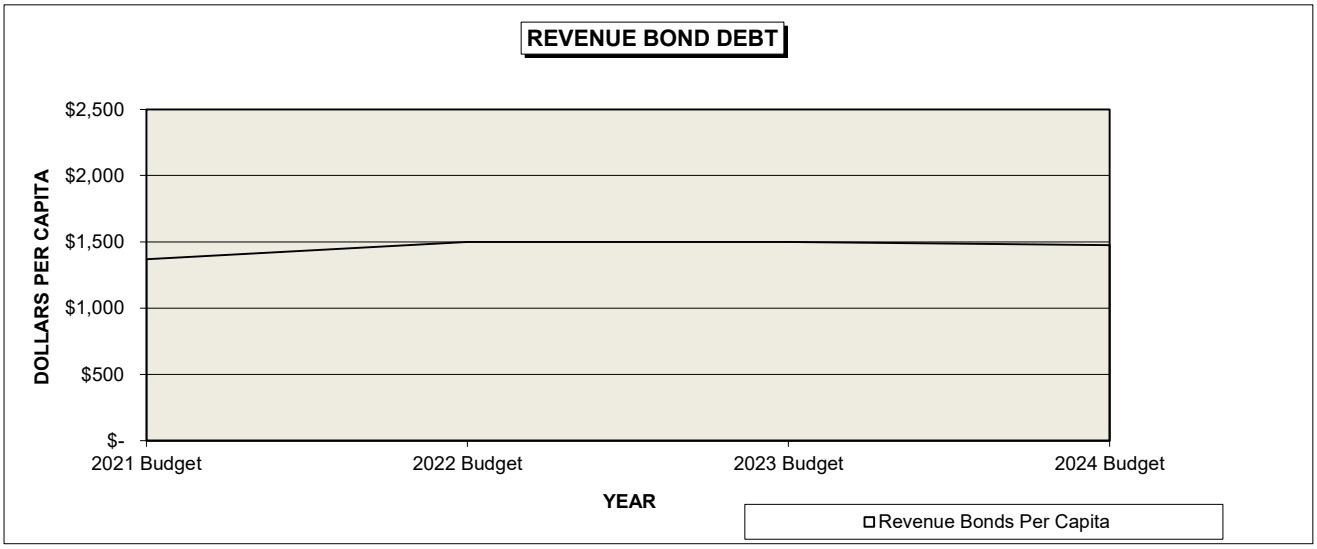
$74,014,299



CITY OF APPLETON 2025 BUDGET
UTILITIES

Revenue Bond Debt Summary

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Revenue Bonds Outstanding	$ 103,625,000	$ 111,640,000	$ 113,270,000	$ 111,635,000	$ 124,975,000
Population	75,644	74,499	75,605	75,700	75,745
Revenue Bonds Per Capita	$ 1,370	$ 1,499	$ 1,498	$ 1,475	$ 1,650



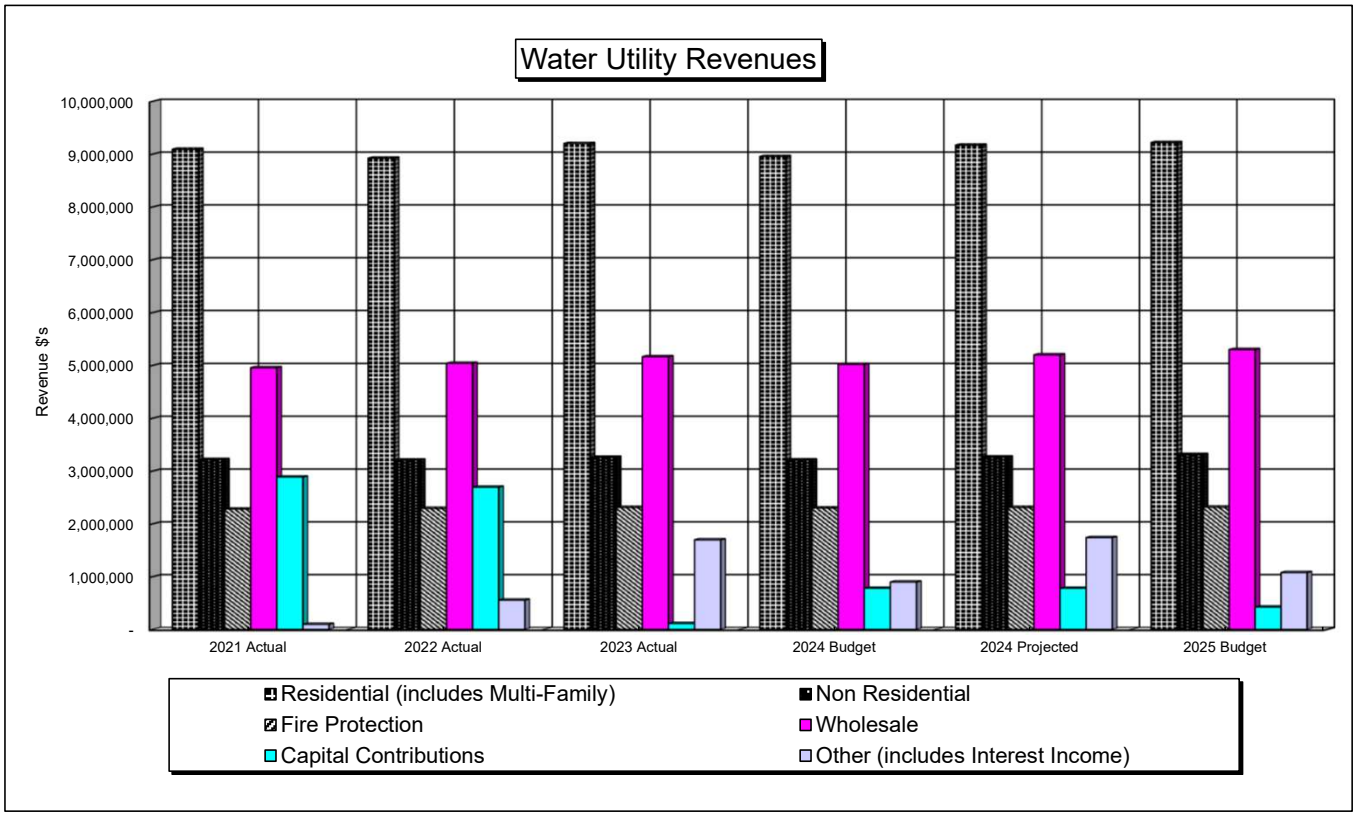
Revenue Bond Ratings:

Water	**Aa2**
Wastewater	**Aa2**
Stormwater	**Aa2**

CITY OF APPLETON 2025 BUDGET
UTILITY REVENUES

WATER UTILITY

Sources of Revenue	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Residential Water Service	$ 8,396,924	$ 8,222,820	$ 8,465,273	$ 8,250,000	$ 8,430,000	$ 8,470,000	2.67%
Commercial Water Service	1,897,074	1,959,592	2,029,474	1,960,000	2,030,000	2,050,000	4.59%
Industrial Water Service	987,793	898,816	861,232	900,000	887,000	895,000	-0.56%
Municipal Water Service	334,825	350,188	370,948	350,000	350,000	370,000	5.71%
Multi-Family Water Service	695,823	700,901	736,208	705,000	740,000	750,000	6.38%
Fire Protection	2,280,222	2,293,652	2,311,021	2,301,500	2,311,500	2,316,500	0.65%
Wholesale Water Service	4,955,588	5,039,696	5,164,510	5,020,000	5,200,000	5,300,000	5.58%
Other	242,699	1,182,477	843,942	698,421	1,239,625	677,988	-2.93%
Interest Income	(143,910)	(626,386)	853,470	200,000	500,000	400,000	100.00%
Contributed Capital	2,886,762	2,694,185	113,488	782,222	782,222	425,000	-45.67%
Total Water Utility	**$ 22,533,800**	**$ 22,715,941**	**$ 21,749,566**	**$ 21,167,143**	**$ 22,470,347**	**$ 21,654,488**	**2.30%**



Residential water sales make up the largest portion of Water Utility revenues, followed by wholesale, commercial and industrial. Fire protection revenues include charges for private, public, Town of Grand Chute, Harrison Utilities and Village of Sherwood fire protection. Average residential water consumption continues to decline due to individuals' conservation efforts. The current rate was implemented on December 31, 2010. There is no rate increase planned for 2025.

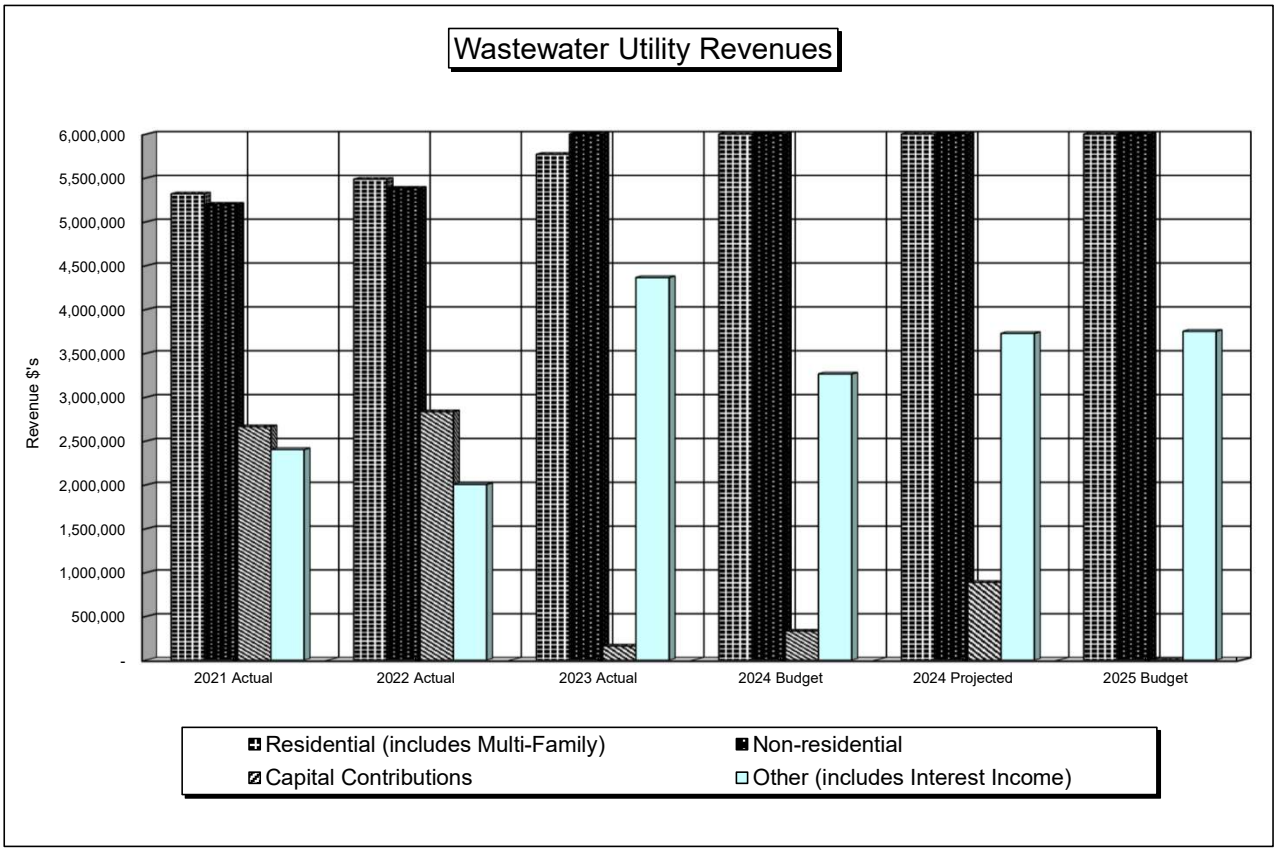
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The on-going fluctating economic market conditions makes it difficult to project interest income.

Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets.

CITY OF APPLETON 2025 BUDGET
UTILITY REVENUES

WASTEWATER UTILITY

Sources of Revenue	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Residential Sewer Service	$ 4,893,943	$ 5,038,341	$ 5,388,713	$ 5,680,000	$ 5,792,919	$ 6,290,000	10.74%
Commercial Sewer Service	1,064,653	1,190,206	1,313,056	1,350,000	1,400,000	1,545,000	14.44%
Industrial Sewer Service	3,812,242	3,840,294	4,381,094	4,500,000	4,750,000	5,145,000	14.33%
Municipal Sewer Service	323,758	351,635	380,368	400,000	400,000	435,000	8.75%
Multi-Family Sewer Service	424,452	447,092	504,783	510,000	525,000	595,000	16.67%
Interest Income	(202,309)	(922,295)	1,466,877	210,000	500,000	410,000	95.24%
Other	2,604,941	2,927,041	2,897,030	3,054,440	3,226,471	3,340,820	9.38%
Capital Contributions	2,663,324	2,833,499	161,172	332,094	887,830	-	-100.00%
Total Wastewater Utility	**$ 15,585,004**	**$ 15,705,813**	**$ 16,493,093**	**$ 16,036,534**	**$ 17,482,220**	**$ 17,760,820**	**10.75%**



Charges for services for wastewater treatment come from various categories of customers - residential, commercial, industrial, municipal and multi-family, as well as charges for special services such as industrial pre-treatment. A rate study was completed in 2020 by an independent consultant. The study resulted in an initial rate increase of 20% in 2021, a 4% increase was implemented in 2022 and 7% rate increases were implemented for 2023 and 2024. A 9% rate increase is proposed for 2025 to continue to meet debt coverage and increasing operational costs; this rate increase will be presented to the Utilities Committee for approval.

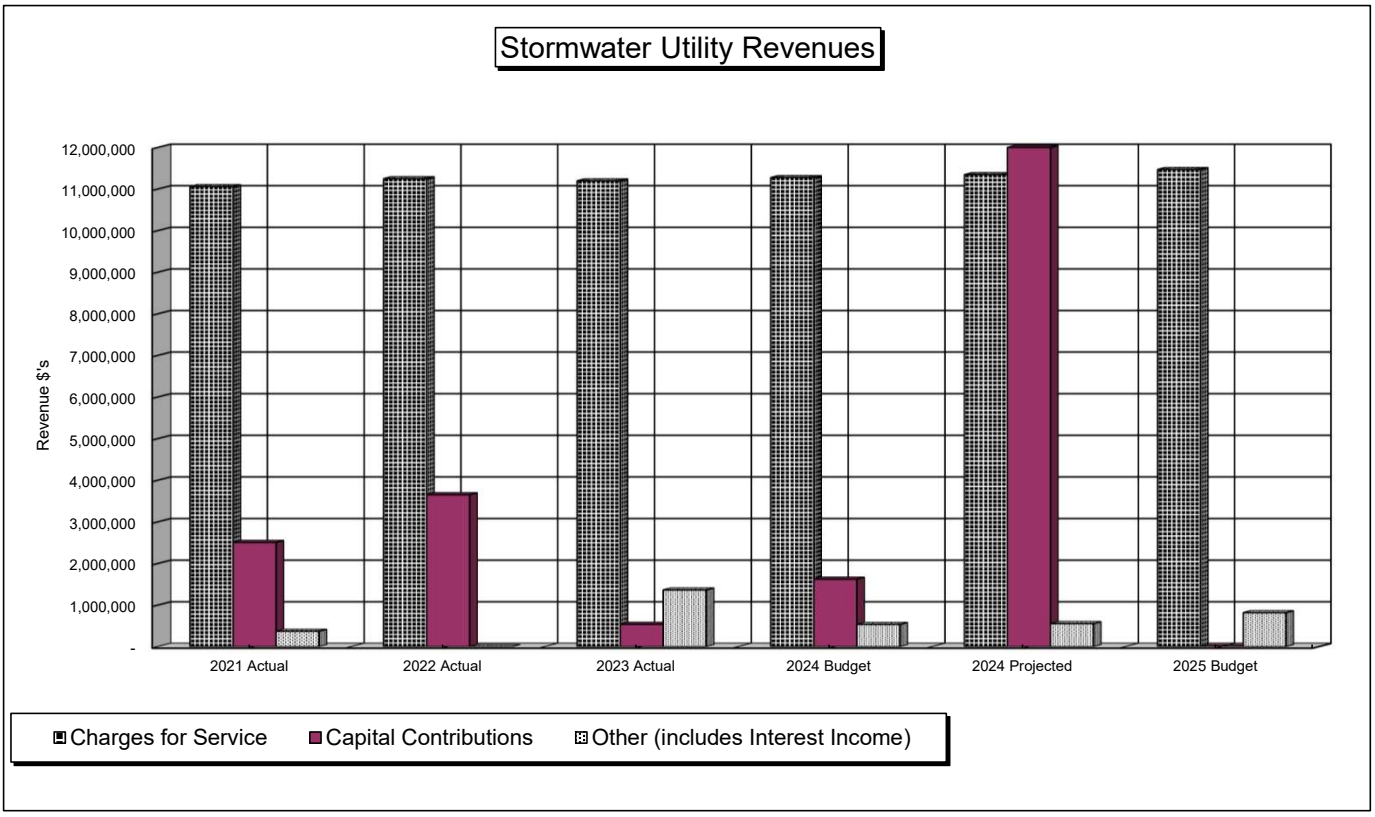
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The on-going fluctuating economic market conditions makes it difficult to project interest income.

Other revenues come from ancillary or nonrecurring activities, income from customer penalties and special hauled waste charges. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010. Special hauled waste charges increased 20% in 2021 as part of the 2020 rate study. The rates were increased 4% in 2022 and 7% in 2023 and 2024. The 2025 budget includes a 9% rate increase in fees. Hauled waste revenues are anticipated to decrease during the digester maintenance project to be completed in 2025.

CITY OF APPLETON 2025 BUDGET
UTILITY REVENUES

STORMWATER UTILITY

Sources of Revenue	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	% Change
Charges for Service	$ 11,057,865	$ 11,248,310	$ 11,196,530	$ 11,275,000	$ 11,345,000	$ 11,470,097	1.73%
Interest Income	(128,730)	(726,274)	979,980	202,000	202,000	400,000	98.02%
Capital Contributions	2,507,180	3,651,625	540,240	1,622,909	37,270,898	-	-100.00%
Other	500,753	521,931	383,863	332,987	352,987	418,831	25.78%
Total Stormwater Utility	**$ 13,937,068**	**$ 14,695,592**	**$ 13,100,613**	**$ 13,432,896**	**$ 49,170,885**	**$ 12,288,928**	**-8.52%**



Charges for services include all charges for provision of stormwater management and consists of a charge based on equivalent runoff units (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. The current rate of $175 per ERU took effect on January 1, 2019.

Interest income is earnings on available working cash, required reserve accounts, and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The on-going fluctating economic market conditions makes it difficult to project interest income.

Other revenues come from ancillary or nonrecurring activities and customer penalties. 2024 projected capital contributions reflects the transfer of bridge infrastructure from the General Fund to the Stormwater Utility.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY
RATE DETAIL

The rates detailed below are the current rates, which went into effect December 31, 2010. The Public Service Commission of Wisconsin approves all Water Utility rate increases. There is no planned rate increase for 2025.

Quarterly Water Rates

Retail Water:

Meter (Inches)	Water Service	Public Fire	Total
5/8	$ 21.90	$ 14.58	$ 36.48
3/4	21.90	14.58	36.48
1	32.70	36.45	69.15
1 1/4	45.90	54.00	99.90
1 1/2	59.10	72.90	132.00
2	91.80	116.70	208.50
3	147.30	218.70	366.00
4	231.00	364.50	595.50
6	426.00	729.00	1,155.00
8	666.00	1,167.00	1,833.00
10	981.00	1,752.00	2,733.00
12	1,299.00	2,334.00	3,633.00

Volume Charge *

	Use (TGal)	Charge
First	500	$ 6.08
Next	4,500	5.49
Over	5,000	4.68

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge
1	$ 8.40
1 1/4	11.10
1 1/2	14.10
2	17.00
3	32.00
4	53.00
6	105.00
8	169.00
10	252.00
12	336.00
14	420.00
16	504.00
Town of Grand Chute	35,384.00
Waverly Sanitary District	9,325.50
Village of Sherwood	4,436.50

Wholesale Water Rates:

	Quarterly Charge		
Meter (Inches)	Town of Grand Chute	Harrison Utilities	Town of Sherwood
6	$ -	$ 426.00	$ 426.00
8	666.00	-	-
Volume Charge *	$ 4.39	$ 4.72	$ 4.76

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY
RATE DETAIL

The current rates detailed below were implemented on January 1, 2024 as part of a multi-year rate increase plan presented in the 2020 rate study and reviewed annually to meet debt coverage and cash flow needs for operations and capital improvements. The proposed rate adjustment of 9% for 2025 will be presented to Council for approval in October of 2024. If approved, the rate increases will go into effect January 1, 2025.

Sanitary Sewer Rates

Quarterly Service Fee		
Meter (Inches)	Current Charge	2025 Proposed Charge
5/8	$ 18.35	$ 20.00
3/4	18.35	20.00
1	33.00	35.00
1 1/4	45.50	49.50
1 1/2	58.40	63.50
2	89.60	97.50
3	155.50	169.00
4	247.25	269.50
6	468.40	510.50
8	740.65	807.50

Volume Charge *		
Use (TGal)	Current Charge	2025 Proposed Charge
All	$ 4.28	$ 4.67

Rates for Quantity/Quality Discharge:

	Current Charge	2025 Proposed Charge
Volume per 1,000 gallons	$ 2.80	$ 3.05
Biochemical Oxygen Demand (BOD) per 100/lbs	40.25	43.85
Total Suspended Solids (TSS) per 100/lbs	13.60	14.80
Phosphorus per 100/lbs	441.40	481.15
Ammonia (TKN) per 100/lbs	156.20	170.25

Sanitary Waste Hauler Fees:

	Current Charge	2025 Proposed Charge
Septic Tank/Portable Toilet Waste per ton	$ 12.15	$ 13.25
Holding Tank Waste per ton	2.10	2.30
Analytical Charge per load	13.45	14.65
Customer Charge per quarter	21.00	23.00

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

CITY OF APPLETON 2025 BUDGET
CITY SERVICE INVOICE
EFFECT OF UTILITY RATES ON AVERAGE RESIDENTIAL PROPERTIES

Assumptions:

Rates calculated are based on a meter size of 5/8" or 3/4"

Quarterly Water Charges*:

Residential Users	Average Use (TGal)	Current Rates	2025 Rates No Change
Small	10	$ 97.28	$ 97.28
Average	13	$ 115.52	$ 115.52
Large	15	$ 127.68	$ 127.68

Quarterly Wastewater Charges:**

Residential Users	Average Use (TGal)	Current Rates	2025 Proposed Charge
Small	10	$ 61.15	$ 66.70
Average	13	$ 73.99	$ 80.71
Large	15	$ 82.55	$ 90.05

Quarterly Stormwater Charges: *

Residential Users	ERU's	Current Rates	2025 Rates No Change
N/A	1	$ 43.75	$ 43.75
N/A	1	$ 43.75	$ 43.75
N/A	1	$ 43.75	$ 43.75

Total:

Residential Users	Average Use (TGal)	Current Rates	2025 Proposed Rates
Small	10	$ 202.18	$ 207.73
Average	13	$ 233.26	$ 239.98
Large	15	$ 253.98	$ 261.48

* The quarterly water charges shown here are the current rates as of December 30, 2010.

** The quarterly wastewater charges shown are proposed rates to be effective January 1, 2025.

*** Annual rate of $175.00 / ERU took effect January 1, 2019.

CITY OF APPLETON 2025 BUDGET

WATER UTILITY

Utilities Director: Christopher F. Stempa

Deputy Director Utilities: Ryan T. Rice

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

MISSION STATEMENT

The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water, utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

WATER TREATMENT

High Lift Pump Surge Arrestor Repairs - The Cla-Val surge anticipator control valves at the Appleton Water Filtration Plant within the High Lift Pump station serve as combination surge anticipator/pressure relief valve assemblies, intended to protect the discharge header against high pressure excursions. Both units were rebuilt after nearly 25 years of use.

Optimized Corrosion Control Treatment (OCCT) - In February 2024, the new Corrosion Control Treatment chemical dosing system was fully operational. Completion certification was provided to the WDNR which authorized the use of phosphoric acid as the most effective product for distribution system piping corrosion control. The city received DNR approval in March 2024 to establish a temporary sodium hydroxide feed system for pH adjustment. The temporary system will be trialed for two years to allow sufficient time to accurately benchmark treatment needs in conjunction with the use of phosphoric acid.

Clearwell Repairs - Based on prior inspection findings and subsequent assessments, a list of recommended repairs was initiated in 2024 as part of a public bid project on the North Clearwell and South Clearwell at the Appleton Water Treatment Facility (1.8-million-gallon and 3.8-million-gallon storage capacities). The WDNR requires water storage facilities to be inspected every five years. The five-year inspection was conducted per DNR requirements in conjunction with the repair work.

Carbon Dioxide System Rehabilitation Project - The liquid carbon dioxide (CO_2) system at the Appleton Water Filtration Plant is used for pH adjustment and fire suppression of the Powdered Activated Carbon (PAC) system. In early 2024, a conditions assessment report was completed after nearly 25 years of operation which identified various equipment repair needs and upgrades that was developed into a public bid construction project. Project construction is not anticpated until early 2025 due to lengthy equipment lead times.

WATER DISTRIBUTION

Continued replacing public and private lead and galvanized service lines.

Continued testing and replacing meters according to Wisconsin Public Service Commission (PSC) requirements.

Proactively identified and repaired pipe leaks and main breaks.

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 4.21% rate of return for 2023. The utility is currently authorized for a 6.2% rate of return. A rate increase is not planned for 2025 as the debt coverage ratio and cash coverage are maintained with current rate. However, based on the current rate of return, staff began the process of submitting a rate increase application to the Public Service Commission of Wisconsin.

Continued the implementation of the billing system module within the City's ERP system that began late in 2023. Began the implementation of the Enterprise Asset Management System (EAM) module in 2024. These systems will replace the existing Utility Billing, Asset Management and Inventory systems that currently operate on the AS400 iSeries system.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

MAJOR 2025 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all state and Federal water quality standards and regulations, continue to meet WDNR requirements for annual inspections and make any requested corrections.

Evaluate temporary sodium hydroxide feed system designed for finished water pH control. The temporary system will be trialed for two years to allow sufficient time to accurately benchmark treatment needs in conjunction with the use of phosphoric acid. This information will be used in 2026 to engineer and construct a permanent sodium hydroxide delivery system and establish future budget needs to procure sodium hydroxide chemical.

The Water Filtration Plant carbon dioxide (Co2) chemical delivery system has been targeted for reconditioning work after approximately 25 years of service. Based on the 2024 inspection findings, this construction work will consist of the following improvements: refrigeration upgrades; new load cells; new instruments; and upgrade controls.

Continue to evaluate and plan from recommendations made in the 2019 Distribution Master Plan, including advancing pump system upgrades at Matthias and Glendale Towers which will establish more consistent distribution system pressures and provide additional redundancy.

Respond promptly to main breaks to minimize water loss, property damage, and disruption of service to our customers using criteria established for emergency vs. non-emergency repairs.

Continue reviewing the lead service replacement program to reduce service replacement costs to allow for an aggressive lead service replacement schedule.

Promote customer portal (Aquahawk) for the Sensus meters to allow customers to monitor their own water usage.

Continue replacement of undersized (4" and 6") water mains and those with high main break histories throughout the City as funding allows.

Complete a comprehensive rate study and make formal request to the Public Service Commission of Wisconsin (PSC) to increase rates. The last water rate increase of 10% was implemented on December 31, 2010. The PSC is currently authorizing rates that allow for a 6.2% rate of return. The rate of return for the water utility was 4.21% for year ended 2023.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 23,218,253	$ 21,749,557	$ 21,167,143	$ 21,167,143	21,654,488	2.30%
	Program Expenses						
5310	Administration	8,057,094	8,277,667	9,386,312	9,401,119	9,330,171	-0.60%
5321	Treatment Admin	734,978	720,961	852,278	859,778	884,901	3.83%
5323	Treatment Operations	5,327,611	6,095,379	6,832,762	7,214,692	8,424,822	23.30%
5351	Distribution Admin	971,376	928,231	1,037,620	1,037,620	1,034,214	-0.33%
5352	Meter Operations	150,712	142,651	261,234	279,630	575,549	120.32%
5353	Distribution Operations	1,940,251	1,367,204	1,710,747	1,710,747	1,690,032	-1.21%
5325	Treatment Capital	1	4,304	1,220,000	3,924,084	2,964,000	142.95%
5370	Distribution Capital	165,300	105,131	3,179,291	3,683,223	4,572,539	43.82%
	TOTAL	$ 17,347,323	$ 17,641,528	$ 24,480,244	$ 28,110,893	$ 29,476,228	20.41%
	Expenses Comprised Of:						
	Personnel	2,999,998	3,446,189	3,751,210	3,751,210	3,760,688	0.25%
	Training & Travel	3,561	4,614	13,500	13,500	23,500	74.07%
	Supplies & Materials	1,799,829	2,336,407	2,409,732	2,428,128	2,705,941	12.29%
	Purchased Services	5,194,333	10,110,902	5,588,522	8,692,914	8,409,973	50.49%
	Miscellaneous Expense	5,846,157	5,870,921	6,562,283	6,562,283	6,649,957	1.34%
	Capital Expenditures	(439,141)	(5,911,451)	3,946,822	4,454,683	5,862,009	48.52%
	Transfers Out	1,942,586	1,783,946	2,208,175	2,208,175	2,064,160	-6.52%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	36.71	35.00	35.00	35.00	35.81	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM MISSION

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Account for water revenues from various sources and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

Develop the full potential of all employees through seminars, training programs, and continuing education.

Major changes in Revenue, Expenditures or Programs:

The budget includes an additional $50,000 in consulting services related to fees assessed by the Public Service Commission of Wisconsin (PSC) to review the rate study. Any rate adjustments are anticipated to be effective in late 2025 or early 2026.

The Capital Contributions revenue budget includes $425,000 for reimbursement from the State to relocate the water main near Ballard Road at the I-41 interchange. The Distribution Capital Improvement budget (see page 496) includes funding to complete the required relocation of the water main.

The Software Support budget includes funding for the annual maintenance of the Utility Billing module. The cost for this module is shared between the Water, Wastewater, and Stormwater utilities and the Sanitation Fund. Funding is also included for the annual maintenance of the Enterprise Asset Management (EAM) module. The cost for this module is shared between the Water, Wastewater and Stormwater utilites and the IT budget.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 502,312	$ -	$ -	$ -	$ -
441100	Sundry Permits	2,239	-	200	200	-
471000	Interest on Investments	(626,386)	853,469	200,000	200,000	400,000
482101	Residential Service	8,222,820	8,465,277	8,250,000	8,250,000	8,470,000
482102	Multi-family Service	700,901	736,208	705,000	705,000	750,000
482200	Commercial Service	1,959,592	2,029,474	1,960,000	1,960,000	2,050,000
482300	Industrial Service	898,816	861,232	900,000	900,000	895,000
482400	Municipal Service	350,188	370,948	350,000	350,000	370,000
482500	Private Fire Protection	279,432	284,443	280,000	280,000	285,000
482600	Public Fire Protection	1,817,636	1,829,993	1,825,000	1,825,000	1,835,000
482700	Fire Protection Wholesale	196,584	196,584	196,500	196,500	196,500
482800	General Service	11,295	28,450	20,000	20,000	20,000
482900	Sales for Resale	5,039,696	5,164,510	5,020,000	5,020,000	5,300,000
500400	Sale of City Property	210,448	2,901	-	-	-
501500	Rental of City Property	95,884	82,399	8,000	8,000	15,000
501600	Lease Revenue	213,053	174,055	168,000	168,000	185,000
502100	Capital Contributions	2,694,185	113,487	782,222	782,222	425,000
503000	Damage to City Property	29,703	7,093	4,000	4,000	4,000
503500	Other Reimbursements	2,576	7,228	4,000	4,000	4,000
507000	Unmetered Svc - Municipal	3,682	7,306	3,000	3,000	4,000
507100	Customer Penalty	80,999	82,203	80,000	80,000	83,000
507200	Water Misc Revenue	5,335	6,374	3,500	3,500	3,500
507300	Water Revenue - Sewer	151,133	137,851	133,000	133,000	117,000
507700	Income from Admin Fee	3,798	4,112	4,000	4,000	4,000
507900	Private Hydrant Testing	15,160	15,454	15,000	15,000	15,000
508300	Emergency Water Turnoff	377	2,079	500	500	500
591100	Premium on Debt Issue	356,795	286,427	255,221	255,221	222,988
	Total Revenue	$ 23,218,253	$ 21,749,557	$ 21,167,143	$ 21,167,143	$ 21,654,488
	Expenses					
610100	Regular Salaries	$ 133,627	$ 131,997	$ 139,386	$ 139,386	$ 143,080
610500	Overtime Wages	798	980	-	-	-
615000	Fringes	(189,644)	174,288	50,298	50,298	47,724
630400	Postage/Freight	17,619	19,248	21,500	21,500	24,350
632002	Outside Printing	3,584	3,564	5,500	5,500	7,500
640100	Accounting/Audit Fees	13,151	14,106	15,000	15,000	15,150
640203	Regulatory Fees	19,455	18,016	25,000	25,000	25,000
640300	Bank Service Fees	13,552	13,180	17,000	17,000	17,000
640400	Consulting Services	-	-	50,000	50,000	50,000
641300	Utilities	77,769	75,340	82,000	82,000	82,000
642400	Software Support	-	-	10,850	10,850	22,280
650100	Insurance	178,440	172,080	179,320	179,320	185,870
660100	Depreciation Expense	4,314,313	4,493,391	5,170,000	5,170,000	5,450,000
662300	Uncollectable Accounts	879	3,309	5,000	5,000	5,000
672000	Interest Payments	1,376,974	1,246,274	1,164,907	1,164,907	1,034,934
673000	Debt Issuance Costs	7,000	8,500	125,000	125,000	85,000
675100	Gain/Loss on Refund	146,991	119,447	97,376	97,376	75,023
681500	Software Acquistion	-	30,193	20,000	34,807	-
689900	Other Capital Outlay	-	(30,192)	-	-	-
791100	Transfer Out - General	1,942,586	1,783,946	2,208,175	2,208,175	2,060,260
	Total Expense	$ 8,057,094	$ 8,277,667	$ 9,386,312	$ 9,401,119	$ 9,330,171

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Postage/Freight

City Service invoice postage	$ 23,750
Box rental & caller service fees	600
	$ 24,350

Software Support

Utility billing module	$ 11,820
Enterprise asset management module	10,460
	$ 22,280

Transfer Out - General

Payment in lieu of tax	$ 1,878,800
Administration fee	181,460
	$ 2,060,260

Consulting Services

PSC-Rate Study	$ 50,000
	$ 50,000

Regulatory Fees

PSC assessment	$ 25,000
	$ 25,000

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility Managers will provide administrative support and mentoring to employees to ensure all aspects of water treatment will meet state and Federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain records necessary for compliance with state and Federal organizations.

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status.

Maintain financial records as they apply to the treatment plant.

Major changes in Revenue, Expenditures or Programs:

The Transfer Out-Capital budget is to fund the additional expense to upgrade the replacement of the truck approved by CEA Committee, with a KUV van, allowing the electrician better access to equipment and supplies. This expense will be shared with Wastewater Utility on the same percentage of FTE assignment.

The Consulting Service expense includes funding to complete a radio assessment to review communication needs between the Lake Station, treatment facility, water towers and pressure valves in the system. The radio system is scheduled to be replaced in 2027; see page 672.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	$ 279,531	$ 293,693	$ 331,304	$ 331,304	$ 327,208
610400 Call Time	-	67	-	-	-
610500 Overtime Wages	311	3,691	-	-	2,849
610800 Part-Time Wages	-	-	2,039	2,039	1,957
615000 Fringes	387,092	382,779	467,265	467,265	467,332
620100 Training/Conferences	1,709	3,660	11,000	11,000	21,000
630100 Office Supplies	5,411	1,327	3,000	3,000	4,000
630300 Memberships & Licenses	9,953	10,169	10,200	10,200	10,700
630400 Postage/Freight	70	387	1,000	1,000	1,000
630500 Awards & Recognition	210	210	210	210	210
630700 Food & Provisions	299	244	280	280	280
632001 City Copy Charges	1,655	1,897	1,700	1,700	1,700
632002 Outside Printing	146	5,750	6,500	6,500	3,500
632101 Uniforms	-	-	-	-	125
632700 Miscellaneous Equipment	680	-	1,000	1,000	3,750
640400 Consulting Services	36,082	2,555	-	7,500	20,000
640800 Contractor Fees	1,408	1,008	2,720	2,720	3,000
641200 Advertising	729	842	500	500	500
641300 Utilities	9,067	11,532	12,289	12,289	10,609
642501 CEA Operations/Maint.	456	169	290	290	300
642502 CEA Depreciation/Replace.	169	981	981	981	981
791400 Transfer Out-Capital	-	-	-	-	3,900
Total Expense	$ 734,978	$ 720,961	$ 852,278	$ 859,778	$ 884,901

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Radio assessment	$ 20,000
	$ 20,000

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide potable water so that customers are furnished an adequate volume of the safest, highest quality water available.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Comply with all state and Federal standards.

Supply the public with safe, high-quality water in sufficient quantities to support the needs of our customers.

Major changes in Revenue, Expenditures or Programs:

This budget includes Contractor Fees of $1,500,000 to paint the outside of Ridgeway Tower and the inside and outside of the North Tower.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610200 Labor Pool Allocations	$ 675,582	$ 745,113	$ 843,286	$ 843,286	$ 855,843
610400 Call Time Wages	3,000	3,921	2,200	2,200	2,200
610500 Overtime Wages	56,357	47,669	38,466	38,466	39,528
630600 Building Maint./Janitorial	2,906	3,111	4,000	4,000	4,000
630901 Shop Supplies	13,783	7,233	10,000	10,000	10,000
630902 Tools & Instruments	24,732	7,536	5,000	5,000	5,000
631000 Chemicals	1,355,976	1,915,605	1,802,450	1,802,450	1,966,200
631603 Other Misc. Supplies	9,088	12,986	15,000	15,000	19,250
632101 Uniforms	2,705	2,598	6,000	6,000	5,375
632200 Gas Purchases	20,771	15,268	20,000	20,000	20,000
632300 Safety Supplies	2,575	2,060	6,000	6,000	9,800
632400 Medical/Lab Supplies	22,875	38,964	44,850	44,850	44,000
632601 Repair Parts	20,346	13,214	25,000	25,000	40,000
632700 Miscellaneous Equipment	28,909	59,196	27,500	27,500	10,375
640400 Consulting Services	25,904	54,266	106,000	137,930	110,000
640700 Solid Waste/Recycling	2,767	2,365	2,924	2,924	3,924
640800 Contractor Fees	61,063	18,237	437,800	787,800	1,540,150
641300 Utilities	2,667,127	2,784,910	2,963,730	2,963,730	3,190,410
641800 Equipment Repairs & Maint.	8,938	6,960	62,000	62,000	92,500
642000 Facilities Charges	293,221	324,031	321,191	321,191	341,841
642400 Software Support	18,110	22,373	30,083	30,083	35,000
642501 CEA Operations/Maint.	6,480	5,066	7,730	7,730	5,545
642502 CEA Depr./Replacement	5,792	14,767	15,717	15,717	16,776
643200 Lab Fees	8,069	17,906	14,230	14,230	21,100
644000 Snow Removal Services	6,022	6,791	5,000	5,000	8,740
645400 Grounds Repair & Maint.	5,041	5,182	6,000	6,000	16,660
659900 Other Contracts/Obligation	15,275	22,204	10,605	10,605	10,605
680300 Buildings	11,036	88,382	-	-	-
689900 Other Capital Outlay	(46,839)	(152,535)	-	-	-
Total Expense	$ 5,327,611	$ 6,095,379	$ 6,832,762	$ 7,214,692	$ 8,424,822

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Chemicals	
Ammonia	$ 26,000
Carbon dioxide	58,500
Phosphoric acid	72,000
Ferric sulfate	385,000
Fluoride	32,500
Lime	650,000
Sodium hydroxide	32,500
Permanganate	320,000
Powder carbon	83,200
Softener polymer	39,000
ACH	60,000
Sodium hypochlorite	195,000
Softener salt	7,500
Other chemicals	5,000
	$ 1,966,200

Contractor Fees	
Equipment certifications	$ 1,150
Auto clave repair	4,000
Lab equipment maintenance	6,000
Ridgeway Tower painting	750,000
North Tower painting	750,000
Lake Intake inspection	8,500
Annual safety inspections	2,000
DI tank maintenance	3,000
UPS battery replacements	9,500
Tower cathodic protection	6,000
	$ 1,540,150

Consulting Services	
Well review at Lake Station	$ 5,000
Tower painting	70,000
Softeners conditions assessment	25,000
Lead and Copper Assessment	10,000
	$ 110,000

Software Support	
RIO Wims	$ 4,000
Rockwell Tech Connect	25,000
Hach Lab Instrumentation	6,000
	$ 35,000

Repair Parts	
Valves & actuators	$ 20,000
Pumping & other parts	10,000
Tower repair parts	3,000
UV light replacements	7,000
	$ 40,000

Medical/Lab Supplies	
Lab supplies	$ 29,000
Bac T testing supplies	10,000
Media & filters	5,000
	$ 44,000

Gas Purchases	
Fuel for generators	$ 20,000
	$ 20,000

Equipment Repair & Maintenance	
Pump repairs	$ 30,000
Valve repair on pumps	10,000
Lake Station check valve	10,000
Pump rebuilds	10,000
UV feed pump repair	25,000
PRV valve repair	2,500
Generator maintenance	5,000
	$ 92,500

Lab Fees	
Corrosion control study	$ 7,000
DBPR-2 testing	6,000
Water suitablity testing	550
Inorganic testing	450
TOC testing	1,700
Flouride	400
Required routine testing	5,000
	$ 21,100

Other Miscellaneous Supplies	
Field reagents	$ 19,250
	$ 19,250

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM MISSION

Provide administrative services to meet the needs of our customers.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain accurate records of system repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission.

Continue practicing proper safety procedures when replacing lead services.

Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory.

Maintain accurate records of all valves, services, and hydrants to simplify reporting to the Public Service Commission and ensure integrity of our records.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 254,804	$ 275,956	$ 327,753	$ 327,753	$ 326,006
610400 Call Time Wages	3,471	3,202	3,500	3,500	3,500
610500 Overtime Wages	2,815	3,443	3,000	3,000	3,500
610800 Part-Time Wages	1,286	34	-	-	-
615000 Fringes	504,552	493,464	560,306	560,306	547,177
620100 Training/Conferences	1,852	954	2,500	2,500	2,500
630100 Office Supplies	474	364	1,000	1,000	750
630300 Memberships & Licenses	479	691	625	625	700
630400 Postage/Freight	1,588	1,310	1,600	1,600	1,600
630500 Awards & Recognition	468	469	665	665	665
630600 Building Maint/Janitorial	3,371	3,122	3,500	3,500	3,500
630901 Shop Supplies	1,639	1,732	2,500	2,500	2,000
631603 Other Misc. Supplies	3,691	5,348	4,000	4,000	300
632000 Printing & Reproduction	6,864	6,455	6,000	6,000	7,500
632102 Protective Clothing	1,349	907	1,800	1,800	1,800
632200 Gas Purchases	305	164	325	325	325
632300 Safety Supplies	1,445	1,965	1,500	1,500	1,900
632400 Medical/Lab Supplies	201	344	200	200	300
632700 Miscellaneous Equipment	4,622	1,516	1,500	1,500	6,100
640400 Consulting Services	43,857	-	-	-	-
641300 Utilities	61,841	54,537	62,873	62,873	69,420
642000 Facilities Charges	21,134	22,702	25,030	25,030	25,280
642400 Software Support	7,606	7,988	17,500	17,500	20,000
642501 CEA Operations/Maint.	4,578	2,864	3,600	3,600	3,359
642502 CEA Depreciation/Replace.	2,686	5,014	4,343	4,343	4,032
659900 Other Contracts/Obligation	34,398	33,686	2,000	2,000	2,000
Total Expense	$ 971,376	$ 928,231	$ 1,037,620	$ 1,037,620	$ 1,034,214

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Software Support	
GPS	$ 7,500
Leak Detection	10,000
Bulk water	2,000
Time clock	500
	$ 20,000

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Meter Operations & Maintenance **Business Unit 5352**

PROGRAM MISSION

The department reads, maintains and upgrades meters for the benefit of all users of the system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Ensure commercial and residential meters are the proper size and type when installing new meters.

Continue to monitor the cross connection program to prevent illegal connections into the City water system.

Promote the customer portal and educate customers on the use and benefits of the portal.

Major changes in Revenue, Expenditures or Programs:

Increase in meter purchases due to aging system and batteries being completely depleted in ~2% of our meters.

The budget includes funding to purchase an Automated Measuring System (AMS) meter test bench to replace the current, manually operated bench that was installed in the late 1990's. The AMS provides the ability to start/stop tests with computer automated valves at predetermined water levels. This system also utilizes automated scaled tanks that weigh the water to ensure extremely accurate measurements that we can’t achieve with optical, mechanical or volumetric measuring devices. In addition, much of our existing test bench components are compatible with the new AMS and will remain in place, resulting in a significant cost savings to the utility.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Meter Operations & Maintenance **Business Unit 5352**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610200 Labor Pool Allocations	$ 70,108	$ 63,118	$ 88,845	$ 88,845	$ 91,577
610400 Call Time Wages	350	50	100	100	100
610500 Overtime Wages	3,141	3,453	1,700	1,700	3,050
630901 Shop Supplies	3,258	4,088	3,600	3,600	4,600
630902 Tools & Instruments	-	-	275	275	275
631100 Paint & Supplies	-	19	-	-	-
632601 Repair Parts	-	-	1,000	1,000	1,500
632700 Miscellaneous Equipment	-	-	86,702	105,098	248,411
640800 Contractor Fees	-	177	800	800	-
641800 Equipment Repairs & Maint.	-	-	200	200	3,000
642400 Software Support	67,373	69,646	67,550	67,550	71,375
642501 CEA Operations/Maint.	6,482	2,100	10,462	10,462	11,661
680401 Machinery & Equipment	-	-	-	-	140,000
Total Expense	$ 150,712	$ 142,651	$ 261,234	$ 279,630	$ 575,549

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Misc Equipment	
Meters	$ 248,411
	$ 248,411
Software Support	
Sensus meter hosting fees	$ 32,625
NCC Group (previously Iron Mountain)	750
Aquahawk	38,000
	$ 71,375
Machinery & Equipment	
Meter test bench	$ 140,000
	$ 140,000

CITY OF APPLETON 2025 BUDGET
WATER UTILITY
Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM MISSION

The department maintains the distribution mains, services, hydrants and valves to keep the system operating, reduce treated water loss and comply with PSC requirements.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers.

Meet the Public Service Commission requirements with a preventive maintenance and general upkeep schedule.

Monitor the cross connection program and the lead replacement program.

Continue with the leak detection program to identify pipe leaks and reduce the amount of water loss within the system.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY
Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610200 Labor Pool Allocations	$ 604,191	$ 669,254	$ 645,161	$ 645,161	$ 659,459
610400 Call Time Wages	17,850	15,763	19,300	19,300	17,600
610500 Overtime Wages	40,990	35,823	49,100	49,100	43,350
610800 Part-Time Wages	129	-	-	-	-
630800 Landscape Supplies	4,212	2,402	4,200	4,200	4,000
630901 Shop Supplies	5,491	6,104	6,500	6,500	6,600
630902 Tools & Instruments	1,661	1,026	2,000	2,000	1,600
631100 Paint & Supplies	15,901	9,608	16,400	16,400	14,100
632200 Gas Purchases	-	-	100	100	200
632500 Construction Materials	59,601	42,581	60,250	60,250	56,250
632601 Repair Parts	122,341	101,038	107,000	107,000	122,000
632700 Miscellaneous Equipment	14,989	36,548	79,800	79,800	27,850
632800 Signs	-	863	-	-	-
640800 Contractor Fees	779,550	266,888	300,150	300,150	300,150
641500 Tipping Fees	1,540	6,145	2,500	2,500	4,000
641800 Equipment Repairs & Maint.	-	-	150	150	-
642501 CEA Operations/Maint.	302,576	223,213	418,136	418,136	432,873
689900 Other Capital Outlay	(30,771)	(50,052)	-	-	-
Total Expense	$ 1,940,251	$ 1,367,204	$ 1,710,747	$ 1,710,747	$ 1,690,032

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Repair Parts

Fittings, clamps, pipe, etc. for main/valve break repair	$ 17,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	70,000
Hydrant repair parts	35,000
	$ 122,000

Miscellaneous Equipment

Barricades & cones	$ 4,500
Cordless tools/batteries	1,050
Hydrant buddy/saw/blades	5,900
Trash pump	1,700
Arrow board	7,000
Gauges	200
RP Valve assembly & parts	4,150
Hoses and flushers	750
Compact listening devices	2,600
	$ 27,850

Contractor Fees

Patch program	$ 218,850
Contractor services for main/valve break & repair	20,000
Excavation Permits	44,800
Warning lights	500
Hydrant painting	16,000
	$ 300,150

Construction Materials

Concrete	$ 2,000
Slurry	13,250
Gravel	21,000
Asphalt	12,000
Clear stone	8,000
	$ 56,250

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Distribution Capital Improvements **Business Unit 5370**

PROGRAM MISSION

For the health and safety of the community, the department will identify, plan, design, prepare bid specifications, and manage construction contracts to replace failing or inadequate water mains, hydrants, and services, to improve system reliability, prevent system failures, reduce damage to other related infrastructure, and extend water service to accommodate new growth areas.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the watermain program.

Continue to coordinate water capital projects with other capital improvement projects.

Evaluate the needs of the system and prepare a five-year plan to reflect those needs.

Replace some undersized 4-inch mains per DNR water audit.

The following are 2025 CIPs:

	2025 Budget	Page
Watermain Program	$ 4,572,539	Projects, pg. 626
	$ 4,572,539	

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Distribution Capital Improvements **Business Unit 5370**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Expenses					
610100	Regular Salaries	$ 142,656	$ 81,703	$ 165,240	$ 165,240	$ 166,148
610400	Call Time Wages	-	-	500	500	500
610500	Overtime Wages	6,653	15,720	9,000	9,000	9,000
610800	Part-Time Wages	348	1,008	3,461	3,461	2,000
630901	Shop Supplies	200	626	-	-	-
632503	Other Materials	153	6,459	-	-	-
632601	Repair Parts	1,233	4,187	-	-	-
632800	Signs	-	166	-	-	-
640203	Regulatory Fees	-	767	-	-	-
640400	Consulting Services	15,153	13,804	60,000	160,000	10,000
640800	Contractor Fees	8,133	-	-	-	-
642501	CEA Operations/Maint.	-	-	9,268	9,268	7,882
680905	Water Mains	1,653,086	4,933,693	2,931,822	3,335,754	4,377,009
689900	Other Capital Outlay	(1,662,315)	(4,953,002)	-	-	-
	Total Expense	$ 165,300	$ 105,131	$ 3,179,291	$ 3,683,223	$ 4,572,539

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

	Street	From	To	Water Utility
Labor Pool				177,648
CEA				7,882
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, Cty			10,000
	Subtotal			**10,000**
New Construction	Gladiolus St easement	Gladiolus St	plat line	20,000
	Subtotal			**20,000**
Reconstruction	Calumet St	Telulah Ave	Matthias St	1,245,812
(not related to paving)	Durkee St	Brewster St	Roosevelt St	575,000
	Subtotal			**1,820,812**
Reconstruction (prior to next year's paving)	Alexander St	Melrose St	Glendale Ave	189,000
	Bell Ave	Summit St	Richmond St	542,124
	Bellaire Ct	Atlantic St	cul de sac	327,000
	Lawe St	College Ave	Spring St	857,073
	Melrose Ave	Alexander St	Ballard Rd	196,000
	Subtotal			**2,111,197**
Transmission - New	Ballard Rd - I41	at I41 interchange		425,000
	Subtotal			**425,000**
Total Water Construction				**$ 4,572,539**

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Treatment Capital Improvements **Business Unit 5325**

PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide necessary improvements to all Water Filtration facilities, structures, and equipment so that high quality water is produced to meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Ensure the integrity of Appleton water for all customers.

The following are 2025 CIPs:

	2025 Budget	Page
Generator Control Panel replacement	$ 700,000	Projects, pg. 670
Contactor Wash Water Basin Pump replacement	200,000	Projects, pg. 669
High Service Pump Check Valve replacement	264,000	Projects, pg. 671
Computer Network Infrastructure upgrade	500,000	Projects, pg. 673
Tower Pump Stations	1,300,000	Projects, pg. 668
	$ 2,964,000	

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

Treatment Capital Improvements **Business Unit 5325**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
640400 Consulting Services	$ 26,984	$ 796,809	$ 20,000	$ 1,411,884	$ 249,000
640800 Contractor Fees	336,355	4,985,433	-	1,223,078	1,370,000
659900 Other Contracts/Obligation	-	-	205,000	205,000	-
680200 Land Improvements	21,385	585,094	-	-	-
680300 Buildings	51,032	-	850,000	850,000	-
680401 Machinery & Equipment	-	188,702	145,000	234,122	1,345,000
689900 Other Capital Outlay	(435,755)	(6,551,734)	-	-	-
Total Expense	$ 1	$ 4,304	$ 1,220,000	$ 3,924,084	$ 2,964,000

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Generator control panels	$ 70,000
High Service pump check valve	24,000
Contactor wash water basin pumps	25,000
Matthias and Glendale pump stations	130,000
	$ 249,000

Contractor Fees

Generator control panels	$ 630,000
High Service pump check valves	240,000
Computer network infrastructure	500,000
	$ 1,370,000

Machinery & Equipment

Contactor wash water basin pumps	$ 175,000
Matthias pump station replacement	450,000
Glendale Tower pump station install	720,000
	$ 1,345,000

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
422400	Miscellaneous State Aids	502,312	-	-	-	-	-
441100	Sundry Permits	2,239	-	-	200	200	-
470500	General Interest	125	5	35	-	-	-
471000	Interest on Investments (Loss)	(626,511)	853,464	16,892	200,000	200,000	400,000
482101	Residential Service	8,222,820	8,465,277	-	8,250,000	8,250,000	8,470,000
482102	Multi-family Service	700,901	736,208	-	705,000	705,000	750,000
482200	Commercial Service	1,959,592	2,029,474	-	1,960,000	1,960,000	2,050,000
482300	Industrial Service	898,816	861,232	-	900,000	900,000	895,000
482400	Municipal Service	350,188	370,948	-	350,000	350,000	370,000
482500	Private Fire Protection	279,432	284,443	-	280,000	280,000	285,000
482600	Public Fire Protection	1,817,636	1,829,993	-	1,825,000	1,825,000	1,835,000
482700	Fire Protection Wholesale	196,584	196,584	-	196,500	196,500	196,500
482800	General Service	11,295	28,450	2,410	20,000	20,000	20,000
482900	Sales for Resale	5,039,696	5,164,510	-	5,020,000	5,020,000	5,300,000
500400	Sale of City Property	210,448	2,901	-	-	-	-
501500	Rental of City Property	95,884	82,399	770	8,000	8,000	15,000
501600	Lease Revenue	213,053	174,055	64,088	168,000	168,000	185,000
502100	Capital Contributions	2,694,185	113,487	-	782,222	782,222	425,000
503000	Damage to City Property	29,703	7,093	677	4,000	4,000	4,000
503500	Other Reimbursements	2,576	7,228	-	4,000	4,000	4,000
507000	Unmetered Svc - Municipal Svc	3,682	7,306	-	3,000	3,000	4,000
507100	Customer Penalty	80,999	82,203	-	80,000	80,000	83,000
507200	Water Misc. Revenue (turn-on)	5,335	6,374	-	3,500	3,500	3,500
507300	Water Revenue-Sewer Billing	151,133	137,851	-	133,000	133,000	117,000
507700	Income from Admin. Fee	3,798	4,112	-	4,000	4,000	4,000
507900	Private Hydrant Testing	15,160	15,454	-	15,000	15,000	15,000
508300	Emergency Water Turnoff	377	2,079	-	500	500	500
591100	Premium on Debt Issue	356,795	286,427	-	255,221	255,221	222,988
	TOTAL PROGRAM REVENUES	23,218,253	21,749,557	84,872	21,167,143	21,167,143	21,654,488
	Personnel						
610100	Regular Salaries	497,599	523,456	158,538	706,680	706,680	385,548
610200	Labor Pool Allocations	1,500,244	1,657,269	486,201	1,805,240	1,805,240	2,154,800
610299	Capitalized Labor	(74,493)	(225,098)	-	18,897	18,897	19,465
610400	Call Time Wages	24,671	23,003	6,372	25,600	25,600	23,900
610500	Overtime Wages	111,065	110,779	29,090	101,266	101,266	101,227
610800	Part-Time Wages	1,763	1,042	-	5,500	5,500	3,957
611000	Other Compensation	9,414	8,990	2,554	10,158	10,158	9,558
611400	Sick Pay	(26,224)	27,722	-	-	-	-
611500	Vacation Pay	253,959	268,495	64,803	-	-	-
615000	Fringes	981,456	986,596	295,564	1,077,869	1,077,869	1,062,233
615099	Capitalized Fringe	(35,056)	(62,739)	-	-	-	-
617000	Pension Expense	(223,075)	117,990	-	-	-	-
617100	OPEB Expense	(21,325)	8,684	-	-	-	-
	TOTAL PERSONNEL	2,999,998	3,446,189	1,043,122	3,751,210	3,751,210	3,760,688
	Training~Travel						
620100	Training/Conferences	3,561	4,614	2,223	13,500	13,500	23,500
	TOTAL TRAINING / TRAVEL	3,561	4,614	2,223	13,500	13,500	23,500
	Supplies						
630100	Office Supplies	5,885	1,691	221	4,000	4,000	4,750
630300	Memberships & Licenses	10,432	10,860	9,673	10,825	10,825	11,400
630400	Postage/Freight	19,277	20,945	6,315	24,100	24,100	26,950
630500	Awards & Recognition	678	679	49	875	875	875
630600	Building Maint./Janitorial	6,277	6,233	1,737	7,500	7,500	4,000
630700	Food & Provisions	299	244	155	280	280	280
630801	Topsoil, Sand, Gravel	4,212	2,402	-	4,100	4,100	4,000
630803	Seed, Fertilizer	-	-	-	100	100	-
630901	Shop Supplies	24,371	19,783	3,211	22,600	22,600	24,700
630902	Tools & Instruments	26,393	8,562	1,878	7,275	7,275	6,875
631000	Miscellaneous Chemicals	836	2,458	1,204	5,000	5,000	5,000
631007	Sodium Hypochlorite	148,762	159,956	30,936	195,000	195,000	195,000
631009	Carbon Dioxide	45,283	64,686	16,938	58,500	58,500	58,500
631010	Powder Activated Carbon	64,457	74,421	3,931	83,200	83,200	83,200
631011	Ferric Sulfate	271,130	385,031	88,144	351,000	351,000	385,000
631012	Hydrofluosilicic Acid	24,841	32,332	8,085	32,500	32,500	32,500
631013	Lime	449,534	620,887	165,028	585,000	585,000	650,000
631014	Polyphosphate	53,462	74,639	7,283	35,750	35,750	32,500
631015	Aqua Ammonia	22,677	28,770	6,871	26,000	26,000	26,000
631016	Sodium Hydroxide	-	1,254	-	-	-	-
631017	Potassium Permanganate	200,443	369,793	4,189	260,000	260,000	320,000
631018	ACH	36,804	61,977	14,614	52,000	52,000	60,000
631020	Polymer	31,313	32,033	8,006	39,000	39,000	39,000

CITY OF APPLETON 2025 BUDGET
WATER UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
631021	Softener Salt	6,434	7,368	2,456	7,500	7,500	7,500
631023	Phosphoric Acid	-	-	9,204	72,000	72,000	72,000
631100	Paint & Supplies	15,901	9,627	254	16,400	16,400	14,100
631603	Other Misc. Supplies	12,779	18,334	4,557	19,000	19,000	19,550
632001	City Copy Charges	2,606	2,531	372	2,700	2,700	2,700
632002	Outside Printing	9,643	15,135	5,781	17,000	17,000	17,500
632101	Uniforms	2,735	2,598	827	6,000	6,000	7,500
632102	Protective Clothing	1,319	907	175	1,800	1,800	1,800
632200	Gas Purchases	21,076	15,432	32	20,425	20,425	20,525
632300	Safety Supplies	4,020	4,025	10,161	7,500	7,500	11,700
632400	Medical/Lab Supplies	22,596	39,308	23,056	45,050	45,050	44,300
632502	Concrete	4,413	-	-	5,000	5,000	2,000
632503	Other Materials	633	6,577	59	-	-	-
632504	Slurry	10,837	6,453	1,925	13,250	13,250	13,250
632505	Gravel	21,544	19,818	9,246	21,000	21,000	21,000
632507	Asphalt	12,880	10,367	-	12,000	12,000	12,000
632509	Clear Stone	9,927	5,825	1,261	9,000	9,000	8,000
632601	Repair Parts	143,920	118,439	28,127	133,000	133,000	163,500
632700	Miscellaneous Equipment	49,200	72,998	95,744	196,502	214,898	296,486
632800	Signs	-	1,029	-	-	-	-
	TOTAL SUPPLIES	1,799,829	2,336,407	571,705	2,409,732	2,428,128	2,705,941
	Purchased Services						
640100	Accounting/Audit Fees	13,151	14,106	-	15,000	15,000	15,150
640203	Regulatory Fees	19,455	18,783	1,622	25,000	25,000	25,000
640300	Bank Service Fees	13,552	13,180	831	17,000	17,000	17,000
640400	Consulting Services	147,980	891,696	122,012	236,000	1,767,314	439,000
640700	Solid Waste/Recycling Pickup	2,767	2,365	522	2,924	2,924	3,924
640800	Contractor Fees	1,186,509	5,271,743	50,077	741,470	2,314,548	3,213,300
641200	Advertising	729	842	575	500	500	500
641301	Electric	659,160	624,648	176,060	614,125	614,125	639,695
641302	Gas	186,457	152,976	72,595	188,870	188,870	188,870
641303	Water	101,722	98,703	36,109	108,560	108,560	108,560
641304	Sewer	67,526	20,550	544	37,350	37,350	37,515
641306	Stormwater	27,140	27,163	8,856	27,510	27,510	27,510
641307	Telephone	16,099	11,210	3,757	17,719	17,719	17,719
641308	Cellular Phones	5,234	6,507	1,822	6,758	6,758	12,570
641399	Other Utilities	1,752,466	1,984,562	523,948	2,120,000	2,120,000	2,320,000
641500	Tipping Fees	1,540	6,145	56	2,500	2,500	4,000
641800	Equipment Repairs & Maint.	8,938	6,960	9,918	62,350	62,350	95,500
642000	Facilities Charges	314,355	346,733	111,981	346,221	346,221	367,121
642400	Software Support	93,089	100,007	84,713	125,983	125,983	148,655
642501	CEA Operations/Maint.	208,470	176,434	36,262	183,876	183,876	202,052
642502	CEA Depreciation/Replace.	187,754	210,041	45,990	286,651	286,651	281,357
642503	CEA Capital	(67,005)	(132,301)	-	-	-	-
643000	Health Services	-	-	-	-	-	-
643200	Lab Fees	8,069	17,906	1,186	14,230	14,230	21,100
644000	Snow Removal Services	6,022	6,791	5,384	5,000	5,000	8,740
645400	Grounds Repair & Maintenance	5,041	5,182	336	6,000	6,000	16,660
650100	Insurance	100,596	99,396	-	179,320	179,320	185,870
650102	Injuries/Damages Insurance	77,844	72,684	-	-	-	-
659900	Other Contracts/Obligation	49,673	55,890	11,288	217,605	217,605	12,605
	TOTAL PURCHASED SVCS	5,194,333	10,110,902	1,306,444	5,588,522	8,692,914	8,409,973
	Miscellaneous Expense						
660100	Depreciation Expense	4,314,313	4,493,391	-	5,170,000	5,170,000	5,450,000
662300	Uncollectable Accounts	879	3,309	(2,361)	5,000	5,000	5,000
672000	Interest Payments	1,376,974	1,246,274	-	1,164,907	1,164,907	1,034,934
673000	Debt Issuance Costs	7,000	8,500	-	125,000	125,000	85,000
675100	Gain/Loss on Refund Amort.	146,991	119,447	-	97,376	97,376	75,023
	TOTAL MISCELLANEOUS EXP	5,846,157	5,870,921	(2,361)	6,562,283	6,562,283	6,649,957
	Capital Outlay						
680100	Land	16,500	-	-	-	-	-
680200	Land Improvements	4,885	585,094	-	-	-	-
680300	Buildings	62,068	88,382	7,728	850,000	850,000	-
680401	Machinery & Equipment	-	188,702	32,026	145,000	234,122	1,485,000
680905	Water Mains	1,653,086	4,933,693	2,083	2,931,822	3,335,754	4,377,009
681500	Software Acquisition	-	30,193	8,988	20,000	34,807	-
689900	Other Capital Outlay	(2,175,680)	(11,737,515)	-	-	-	-
	TOTAL CAPITAL OUTLAY	(439,141)	(5,911,451)	50,825	3,946,822	4,454,683	5,862,009
	Transfers						
791100	Transfer Out - General Fund	1,942,586	1,783,946	-	2,208,175	2,208,175	2,060,260
791400	Transfer Out - Capital Projects	-	-	-	-	-	3,900
	TOTAL TRANSFERS	1,942,586	1,783,946	-	2,208,175	2,208,175	2,064,160
	TOTAL EXPENSE	17,347,323	17,641,528	2,971,958	24,480,244	28,110,893	29,476,228

CITY OF APPLETON 2025 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 19,480,651	$ 19,974,427	$ 19,509,500	$ 19,984,500	$ 20,175,500
Miscellaneous	791,753	502,188	416,200	421,200	427,000
Total Revenues	20,272,404	20,476,615	19,925,700	20,405,700	20,602,500
Expenses					
Operation and Maintenance	9,559,453	9,929,901	11,295,495	11,738,128	13,094,472
Depreciation	4,314,314	4,553,430	5,170,000	4,750,000	5,450,000
Total Expenses	13,873,767	14,483,331	16,465,495	16,488,128	18,544,472
Operating Income (Loss)	6,398,637	5,993,284	3,460,205	3,917,572	2,058,028
Non-Operating Revenues (Expenses)					
Investment Income	(626,384)	853,470	200,000	500,000	400,000
Interest Expense	(1,376,974)	(1,246,274)	(1,164,907)	(1,106,574)	(1,034,934)
Intergovernmental	502,312	-	-	523,204	-
Gain/Loss on Refunding	(146,991)	(119,447)	(97,376)	(97,376)	(75,023)
Amortization of Premium on Debt	356,796	286,427	255,221	255,221	222,988
Debt Issue Costs	(7,000)	(8,500)	(125,000)	-	(85,000)
Other	18,959	19,566	4,000	4,000	4,000
Total Non-Operating	(1,279,282)	(214,758)	(928,062)	78,475	(567,969)
Net Income Before Contributions and Transfers	5,119,355	5,778,526	2,532,143	3,996,047	1,490,059
Contributions and Transfers In (Out)					
Capital Contributions	2,694,185	113,488	782,222	782,222	425,000
Trans Out - Capital	-	-	-	-	(3,900)
General Fund	(13,800)	(13,800)	(176,175)	(176,175)	(181,460)
Tax Equivalent	(1,928,786)	(1,770,146)	(2,032,000)	(1,845,000)	(1,878,800)
Change in Net Assets	5,870,954	4,108,068	1,106,190	2,757,094	(149,101)
Net Assets - Beginning	109,065,602	114,936,556	119,044,624	119,044,624	121,801,718
Net Assets - Ending	$ 114,936,556	$ 119,044,624	$ 120,150,814	$ 121,801,718	$ 121,652,617

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	$ 10,866,170	$ 6,243,928
+ Change in Net Assets	2,757,094	(149,101)
- Capital Contributions	(782,222)	(425,000)
+ Depreciation	4,750,000	5,450,000
+ Long Term Debt	-	4,500,000
- Fixed Assets	(7,607,307)	(7,676,539)
- Software Acquisition/ERP Implentation	(44,807)	-
- Principal Repayment	(3,695,000)	(3,960,000)
Working Cash - End of Year	$ 6,243,928	$ 3,983,288

CITY OF APPLETON 2025 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Charges for Services	$ 19,509,500	$ 19,984,500	$ 20,175,500	$ 20,276,378	$ 20,377,759	$ 20,479,648	$ 20,582,046
Miscellaneous	416,200	421,200	427,000	435,540	444,251	453,136	462,199
Total Revenues	19,925,700	20,405,700	20,602,500	20,711,918	20,822,010	20,932,784	21,044,245
Expenses							
Operating Expenses	11,295,495	11,738,128	13,094,472	12,417,306	12,300,575	12,669,593	13,049,680
Depreciation	5,170,000	4,750,000	5,450,000	5,575,000	5,675,000	5,775,000	5,875,000
Total Expenses	16,465,495	16,488,128	18,544,472	17,992,306	17,975,575	18,444,593	18,924,680
Operating Income	3,460,205	3,917,572	2,058,028	2,719,611	2,846,435	2,488,191	2,119,565
Non-Operating Revenues (Expenses)							
Interest Income	200,000	500,000	400,000	200,000	200,000	200,000	200,000
Interest Expense	(1,164,907)	(1,106,574)	(1,034,934)	(1,100,477)	(1,134,882)	(1,096,582)	(1,052,457)
Intergovernmental	-	523,204	-	-	-	-	-
Gain/Loss on Refunding	(97,376)	(97,376)	(75,023)	(55,553)	(42,010)	(29,708)	(21,048)
Amortization of Debt Premium	255,221	255,221	222,988	193,287	168,121	143,077	121,013
Debt Issuance Expense	(125,000)	-	(85,000)	(85,000)	(85,000)	-	(85,000)
Other	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Total Non-Operating	(928,062)	78,475	(567,969)	(843,743)	(889,771)	(779,213)	(833,492)
	-	-	-	-	-		
Net Income Before Transfers	2,532,143	3,996,047	1,490,059	1,875,868	1,956,664	1,708,978	1,286,073
Contributions and Transfers In (Out)							
Capital Contributions	782,222	782,222	425,000	-	-	-	-
Trans Out - Capital	-	-	(3,900)	-	-	-	-
Trans Out - General Fund	(176,175)	(176,175)	(181,460)	(181,460)	(181,460)	(181,460)	(181,460)
Tax Equivalent	(2,032,000)	(1,845,000)	(1,878,800)	(1,903,800)	(1,928,800)	(1,953,800)	(1,978,800)
Change in Net Assets	1,106,190	2,757,094	(149,101)	(209,392)	(153,596)	(426,282)	(874,187)
		-					
Total Net Assets - Beginning	119,044,624	119,044,624	121,801,718	121,652,617	121,443,225	121,289,629	120,863,348
Total Net Assets - Ending	$ 120,150,814	$ 121,801,718	$ 121,652,617	$ 121,443,225	$ 121,289,629	$ 120,863,348	$ 119,989,160

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	10,866,170	6,243,928	3,983,288	4,873,377	5,773,788	4,954,070
+ Change in Net Assets	2,757,094	(149,101)	(209,392)	(153,596)	(426,282)	(874,187)
+ Depreciation	4,750,000	5,450,000	5,575,000	5,675,000	5,775,000	5,875,000
+ Long Term Debt	-	4,500,000	3,000,000	3,000,000	-	3,000,000
- Contributed Capital	(782,222)	(425,000)	-	-	-	-
- Fixed Assets	(7,607,307)	(7,676,539)	(4,245,519)	(4,210,993)	(3,743,437)	(3,898,599)
- Software Acquisition	(44,807)	-	-	-	-	-
- Principal Repayment	(3,695,000)	(3,960,000)	(3,230,000)	(3,410,000)	(2,425,000)	(2,530,000)
Working Cash - End of Year	$ 6,243,928	$ 3,983,288	$ 4,873,377	$ 5,773,788	$ 4,954,070	$ 6,526,283
25% Working Capital Reserve (prior year's audited expenses)		3,672,426	4,002,052	3,855,396	3,841,064	3,929,994
Coverage Ratio	2.74	1.60	1.63	1.87	1.83	2.17

ASSUMPTIONS:

Borrow for capital expenditures as needed based on cash flow needs; this will be 60-75% of fixed asset costs for most years 2025-2029.
Interest rate at 5% twenty-year term for all future debt issues.
Revenue increases of .5% per year for additional customer base.
Operating expenses to increase 3% per year after 2025, and tower painting project costs for 2025 and 2026.
Maintain a level of 25% working capital reserve and 1.10 coverage ratio as required by bond covenants.

RESULTS:

Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. The revenue projections shown reflect the current rates. A rate study project will start early 2025. Any increase in rates will be subject to approval by the Public Service Commision of Wisconsin. The current water rates were effective 12/30/2010.

CITY OF APPLETON 2025 BUDGET
WATER UTILITY
LONG TERM DEBT

	2012 Revenue Bonds		2013 Revenue Bonds		2014 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	140,000	34,765	380,000	162,550	195,000	85,600
2026	145,000	30,270	395,000	145,388	200,000	77,600
2027	145,000	25,775	410,000	127,588	210,000	69,200
2028	150,000	21,125	430,000	108,938	220,000	60,400
2029	155,000	16,088	450,000	89,250	230,000	51,200
2030	160,000	10,888	470,000	68,688	235,000	41,800
2031	165,000	5,525	490,000	47,250	245,000	32,000
2032	170,000	-	515,000	24,075	255,000	21,800
2033	-	-	535,000	-	265,000	11,200
2034	-	-	-	-	280,000	-
	$ 1,230,000	$ 144,436	$ 4,075,000	$ 773,727	$ 2,335,000	$ 450,800

	2015 Revenue Refunding Bonds		2016 Revenue Refunding Bonds		2020 Revenue Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	2,190,000	259,850	165,000	78,400	325,000	129,875
2026	2,270,000	191,750	170,000	73,300	335,000	119,825
2027	1,400,000	149,750	180,000	66,100	345,000	109,475
2028	1,450,000	91,750	185,000	58,700	355,000	98,825
2029	310,000	79,350	195,000	50,900	365,000	91,525
2030	325,000	66,350	200,000	42,900	370,000	84,125
2031	340,000	52,750	210,000	34,500	380,000	76,525
2032	350,000	41,375	215,000	28,050	385,000	68,825
2033	365,000	26,775	225,000	21,300	395,000	60,925
2034	375,000	13,650	230,000	14,400	400,000	52,925
2035	390,000	-	235,000	7,350	410,000	44,725
2036	-	-	245,000	-	420,000	36,325
2037	-	-	-	-	425,000	27,825
2038	-	-	-	-	435,000	19,125
2039	-	-	-	-	445,000	9,669
2040	-	-	-	-	455,000	-
	$ 9,765,000	$ 973,350	$ 2,455,000	$ 475,900	$ 6,245,000	$ 1,030,519

	2021 Revenue Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2025	425,000	208,894	3,820,000	959,934	4,779,934
2026	445,000	191,094	3,960,000	829,227	4,789,227
2027	465,000	172,494	3,155,000	720,382	3,875,382
2028	485,000	153,094	3,275,000	592,832	3,867,832
2029	505,000	132,894	2,210,000	511,207	2,721,207
2030	520,000	117,294	2,280,000	432,045	2,712,045
2031	540,000	101,094	2,370,000	349,644	2,719,644
2032	345,000	90,744	2,235,000	274,869	2,509,869
2033	355,000	80,094	2,140,000	200,294	2,340,294
2034	365,000	69,144	1,650,000	150,119	1,800,119
2035	375,000	57,894	1,410,000	109,969	1,519,969
2036	385,000	46,344	1,050,000	82,669	1,132,669
2037	400,000	34,344	825,000	62,169	887,169
2038	410,000	26,144	845,000	45,269	890,269
2039	420,000	17,744	865,000	27,413	892,413
2040	425,000	9,244	880,000	9,244	889,244
2041	435,000	-	435,000	-	435,000
	$ 7,300,000	$ 1,508,554	$ 33,405,000	$ 5,357,286	$ 38,762,286

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of $4,500,000 will be issued in 2025. Expected interest expense of the issue in 2025 is $75,000 at 5%.

CITY OF APPLETON 2025 BUDGET

WASTEWATER UTILITY

Utilities Director: Christopher F. Stempa

Deputy Director Utilities: Ryan T. Rice

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically sound practices.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

WASTEWATER TREATMENT

Sludge Storage Building Addition: This project involves the expansion of the biosolids storage building to comply with the requirements under code NR 204. Construction began in April 2023 and reached substantial completion in February 2024.

Phase I Solids Dewatering Equipment Upgrades: This project involves the installation of two new belt filter presses including new motor control centers and wholesale replacement of HVAC that supports the solids dewatering process floor. Active construction was initiated in September 2023 with substantial completion in August 2024.

Phase II Solids Dewatering Equipment Upgrades: This project involves the removal of the three 32-year-old belt filter presses following substantial completion of the Phase I Solids Dewatering Project. Two new belt filter presses will take their place for a total of four upgraded units between Phase I and Phase II construction projects. Phase II work was bid out in the 2nd quarter of 2024 with active construction projected to occur in late 2024.

Blended Sludge Piping & Heat Exchanger Replacement Project: This CIP project involves replacement of eroded and corroded ductile iron blended sludge pipe and digester sludge circulation piping including the preliminary heating exchanger system and both primary digester heat exchanger units. Project bidding occurred in the 3rd quarter of 2023 with active construction initiating in late 2024 subsequent to major equipment delivery. Final completion is not expected until sometime in early 2025.

Grit Vortex Drive & Raw Sludge Pump Replacement: This CIP project involves the replacement of two grit vortex drive units and one raw sludge pump that have reached their useful life. Construction was completed in the 2nd quarter of 2024.

ML Channel Blower Replacement: This CIP project will implement changeout of the existing 32 year old blower equipment with present day blower technology. Project bidding occurred in the 2nd quarter of 2024 with active construction initiating later in 2024 subsequent to major equipment delivery.

WASTEWATER COLLECTION

Reconstructed/rehabilitated approximately 1.14 miles of sanitary sewer and added one mile of new sewer.

Used the sewer televising program to resolve property owner lateral backup issues.

Continued annual full lateral replacement program in an effort to reduce clearwater infiltration into the system.

WASTEWATER ADMINISTRATION

In 2020, a comprehensive rate study was completed by an independent consultant. In accordance with the recommendations from that study, an overall 20% rate increase was put into effect January 1, 2021 and additional annual rate increases for the next five years. A 7% rate increase was implemented on January 1, 2024. This was an increase from the planned 4% rate increase due to increased operating expenses, costs, and additional capital projects that were not identified in the 2020 rate study. A 9% rate increase is planned for 2025 to provide the cash flow that is needed for digester maintenance expense and additional capital projects to maintain equipment at the Wastewater Treatment Plant.

Continued the implementation of the billing system module within the City's ERP system that began late in 2023. Began the implementation of the Enterprise Asset Management System (EAM) module in 2024. These systems will replace the existing Utility Billing, Asset Management and Inventory systems that currently operate on the AS400 iSeries system.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

MAJOR 2025 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide cost-effective treatment of its residential, commercial, and industrial wastewaters.

Provide treatment that meets or exceeds WPDES Permit requirements.

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs.

Recognize, anticipate, and effectively navigate issues as a result of sustained high demand for goods and services, unstable or unreliable supply chain capacity, and volatile inflation which has increased costs for operations, equipment, and construction beyond prior years forecasts.

Provide high-quality biosolids and biosolids compost for a variety of beneficial uses while continuing to explore biosolids diversification opportunities.

The following project completions will enhance longevity of wastewater treatment infrastructure and computer network system: sludge storage building addition; upgrades to solids dewatering equipment processes; replacement of the preliminary and primary sludge heat exchanger (HEX) systems; replacement of blended sludge pipe; replacement of phosphorus analyzers; replacement of channel aeration blowers; and upgrades to the SCADA network system.

Continue the clear water program to reduce inflow into wastewater system.

Complete the annual sewer cleaning program and identify areas of concern.

Promptly respond to emergency sewer backups.

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs.

Reduce the amount of inflow and infiltration into the sanitary sewer system.

Use the City's sewer truck camera to identify problem areas and address them accordingly.

Continue to update the City sanitary sewer database.

The televising software to assist in programming sewer spot repairs, protruding taps, and mineral deposits.

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WDNR requirements.

Complete implementation of the Enterprise Asset Management System (EAM).

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		$ 15,705,813	$ 16,457,423	$ 16,036,534	$ 16,036,534	$ 17,760,820	10.75%
Program Expenses							
5411	Utility Administration	332,502	377,379	476,983	476,983	496,100	4.01%
5412	Finance Administration	5,580,700	6,215,730	6,931,334	6,946,141	7,536,966	8.74%
5422	Treatment	4,816,098	5,187,734	5,375,283	5,384,984	6,821,139	26.90%
5423	Biosolids Management	765,590	743,923	957,208	957,208	981,320	2.52%
5425	Lift Stations	117,139	120,631	168,935	168,935	167,395	-0.91%
5427	Collection Systems	1,016,030	1,065,410	1,048,346	1,053,743	1,114,400	6.30%
5431	Public Works Capital	563,342	249,497	1,613,854	1,822,958	3,168,440	96.33%
5432	Utility Capital	19,176	56,132	8,870,000	28,704,634	5,891,125	-33.58%
Total Program Expenses		$ 13,210,577	$ 14,016,436	$ 25,441,943	$ 45,515,586	$ 26,176,885	2.89%
Expenses Comprised Of:							
Personnel		2,471,483	3,126,012	3,221,465	3,221,465	3,264,351	1.33%
Travel & Training		3,029	4,594	13,900	13,900	19,400	39.57%
Supplies & Materials		1,206,725	1,376,516	1,365,180	1,365,180	1,469,348	7.63%
Purchased Services		7,392,798	7,716,116	9,101,720	28,302,723	10,780,701	18.45%
Miscellaneous Expense		5,170,668	5,230,269	6,153,022	6,153,022	6,757,876	9.83%
Capital Outlay		(3,218,437)	(3,604,433)	5,342,481	6,215,121	3,643,649	-31.80%
Transfers Out		184,311	167,362	244,175	244,175	241,560	-1.07%
Full Time Equivalent Staff:							
Personnel allocated to programs		29.29	29.29	29.29	29.29	30.51	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer to the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff, to ensure that all administrative business functions are completed accurately, timely, and professionally.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis.

Continue to provide support in developing capital improvement projects, budgets, and process analysis.

Identify cost-efficient technologies to assist in taking a proactive approach to administration.

Maintain a safe and healthy work environment for divisional employees.

Provide leadership in the coordination of community relations.

Major changes in Revenue, Expenditures or Programs:

This budget reflects the implementation of a 9% rate increase effective January 1, 2025, this is contingent on the Utilities Committee approval prior to adoption of the 2025 budget. This rate increase is higher than the originally planned rate increase of 4% from the 2020 Rate Study. The larger rate increase is necessary due to ongoing increased operating expenses including digester maintenance to be completed in 2025 and increased cost or additional capital projects that were not identified in the 2020 rate study needed due to aging equipment at the Wastewater Treatment Plant.

Training & Conference expense includes additional funding for specialized training for the Instrumentation Technician and tuition reimbursements per the City's fringe benefit policy.

The Transfer Out-Capital budget is to fund the additional expense to upgrade the replacement of the truck approved by CEA Committee to replace with a KUV van to allow better access to equipment and supplies by the electrician. This expense will be shared with Water Utility on the same percentage of FTE assignment.

Other reimbursement revenue includes funds received for special assessment for sanitary laterals installed per the assessment policy during capital projects and p-card rebates.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
471000	Interest on Investments	$ (937,204)	$ 1,456,228	$ 200,000	$ 200,000	$ 400,000
473000	Interest - Deferred Specials	14,909	10,645	10,000	10,000	10,000
481400	Industrial Pre-Treatment	4,535	4,895	4,500	4,500	4,500
482101	Residential Service	5,038,341	5,388,713	5,680,000	5,680,000	6,290,000
482102	Multi-family Service	447,092	504,783	510,000	510,000	595,000
482200	Commercial Service	1,190,206	1,313,056	1,350,000	1,350,000	1,545,000
482300	Industrial Service	3,840,294	4,381,094	4,500,000	4,500,000	5,145,000
482400	Municipal Service	351,635	380,368	400,000	400,000	435,000
500100	Fees & Commissions	7,159	7,682	7,500	7,500	7,500
500400	Sale of City Property	2,237	2,984	-	-	-
501000	Miscellaneous Revenue	16,342	32,976	20,000	20,000	10,000
502100	Capital Contributions	2,833,499	161,172	332,094	332,094	-
503500	Other Reimbursements	26,296	2,539	3,000	3,000	541,000
507100	Customer Penalty	46,395	48,506	48,000	48,000	50,000
508200	Insurance Proceeds	-	45,721	-	-	-
508400	Special Hauled Waste	2,512,076	2,441,781	2,725,000	2,725,000	2,480,000
	Total Revenue	$ 15,393,812	$ 16,183,143	$ 15,790,094	$ 15,790,094	$ 17,513,000
	Expenses					
610100	Regular Salaries	$ 177,673	$ 204,351	$ 275,143	$ 275,143	$ 266,105
610400	Call Time	-	67	-	-	-
610500	Overtime Wages	310	4,089	2,742	2,742	2,824
610800	Part-Time Wages	-	-	1,634	1,634	1,552
615000	Fringes	69,410	69,733	103,350	103,350	102,647
620100	Training/Conferences	3,029	4,514	13,500	13,500	19,000
630100	Office Supplies	3,455	5,531	4,500	4,500	6,500
630200	Subscription	283	313	325	325	350
630300	Memberships & Licenses	7,436	9,176	9,865	9,865	11,000
630400	Postage/Freight	2,077	806	2,500	2,500	2,500
630500	Awards & Recognition	293	300	330	330	360
630600	Building Maint./Janitorial	6,877	6,276	8,190	8,190	9,800
630700	Food & Provisions	399	400	440	440	480
632001	City Copy Charges	3,901	3,304	4,200	4,200	4,200
632002	Outside Printing	1,020	758	1,300	1,300	1,300
632101	Uniforms	472	1,198	-	-	500
632300	Safety Supplies	31,487	8,608	5,500	5,500	11,550
632700	Miscellaneous Equipment	1,014	3,969	12,765	12,765	11,750
640400	Consulting Services	511	12,643	2,500	2,500	4,500
640700	Solid Waste/Recycling	2,463	2,775	2,785	2,785	3,100
640800	Contractor Fees	2,180	3,726	3,625	3,625	4,125
641200	Advertising	767	1,331	1,000	1,000	1,500
641307	Utilities	14,548	12,436	15,085	15,085	14,645
642501	CEA Equip. Rental	2,897	4,009	5,704	5,704	6,712
659900	Other Contracts/Obligation	-	17,066	-	-	-
791400	Transfer Out-Capital	-	-	-	-	9,100
	Total Expense	$ 332,502	$ 377,379	$ 476,983	$ 476,983	$ 496,100

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Training/Conference	
INS Training	$ 9,500
State and national conferences	5,000
Employee college credit reimbursement	3,000
Training and testing for license	1,500
	$ 19,000

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM MISSION

Customer billing and financial system maintenance to be in compliance with generally accepted accounting principles (GAAP).

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

Major changes in Revenue, Expenditures or Programs:

Software Support module includes costs for the utility billing module. These costs are shared with the Water and Stormwater utilities and the Sanitation fund. This budget also includes costs for the Enterprise Asset Management (EAM) module. These costs are shared between the Water, Stormwater and Parking utilities, Central Equipment Agency and Facilities & Construction Management internal service funds and the General Fund.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
500600	Gain (Loss) on Asset Disposal	$ 2,395	$ (35,655)	$ (30,031)	$ (30,031)	$ -
591100	Premium on Debt Issue	284,044	280,784	256,471	256,471	227,820
	Total Revenue	$ 286,439	$ 245,129	$ 226,440	$ 226,440	$ 227,820
	Expenses					
610100	Regular Salaries	$ 128,857	$ 127,450	$ 134,683	$ 134,683	$ 138,307
610500	Overtime Wages	798	961	-	-	-
615000	Fringes	(182,107)	388,028	49,194	49,194	46,593
630400	Postage/Freight	17,619	19,248	21,500	21,500	24,350
632002	Outside Printing	3,584	3,565	5,500	5,500	7,500
640100	Accounting/Audit Fees	11,676	12,557	12,750	12,750	13,000
640300	Bank Service Fees	18,320	18,743	20,000	20,000	20,000
642400	Software Support	-	-	10,850	10,850	22,280
643700	Treatment Services	64,974	64,954	68,000	68,000	68,000
650100	Insurance	162,000	182,592	191,660	191,660	206,600
660100	Depreciation Expense	3,493,594	3,564,800	4,125,000	4,125,000	4,440,000
662300	Uncollectable Accounts	605	1,573	4,000	4,000	4,000
663100	Joint Meter Expense	508,386	486,204	484,550	484,550	431,000
672000	Interest Payments	1,000,220	1,173,692	1,354,472	1,354,472	1,757,876
673000	Debt Issuance Costs	167,863	4,000	185,000	185,000	125,000
681500	Software Acquisition	-	30,193	20,000	34,807	-
689900	Other Capital Outlay	-	(30,192)	-	-	-
791100	Transfer Out - General	184,311	167,362	244,175	244,175	232,460
	Total Expense	$ 5,580,700	$ 6,215,730	$ 6,931,334	$ 6,946,141	$ 7,536,966

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Postage/Freight

City service invoice postage	$ 23,750
Box rental & caller service	600
	$ 24,350

Bank Services

Banking & investment fees	$ 20,000
	$ 20,000

Treatment Services

Sewer charges from other sanitation districts for Appleton residences served	$ 68,000
	$ 68,000

Software Support

Utility billing module	$ 11,820
Enterprise asset management module	10,460
	$ 22,280

Joint Meter Expense

Allocation from Water	$ 88,000
Meter depreciation	226,000
Return on investment on net fixed assets - meters	117,000
	$ 431,000

Transfer Out - General

Administration fee	$ 181,460
Joint meter portion of payment in lieu of tax	51,000
	$ 232,460

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM MISSION

For the benefit of the community, we will provide essential services to process wastewater so that an effluent suitable for discharge to the Fox River and a biosolids component suitable for agriculture beneficial reuse is achieved.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Meet or exceed all state and Federal regulatory agency requirements.

Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations and to support future special revenue programs.

Maintain an effective relationship with all City departments, public officials, and the community.

Major changes in Revenue, Expenditures or Programs:

The budget includes $20,000 in funding for the procurement of a chemical scale inhibitor that will be trialed as part of the solids dewatering operation. The trial will demonstrate the efficacy of a chemical to mitigate hard scale formation on the new Belt Filter Press units and downstream filtrate conveyance piping. If successful, it would curtail or ideally eliminate the need to utilize hydrochloric acid and high pressure blasting equipment to remove calcium carbonate scale from equipment and pipes.

The budget includes $1.4m in Consulting Services and Equipment Repairs & Maint. to complete a comprehensive maintenance and inspection review of the digesters. The budget also includes capital improvement funding that will be combined with this project to install cathodic protection and corrosion instrumentation (see page 675 for additional details of the project). Utilities expense includes an additional $40,000 to purchase natural gas while the digester system maintenance is completed.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
610100 Regular Salaries	$ 1,015,180	$ 1,079,840	$ 1,231,568	$ 1,231,568	$ 1,258,092
610400 Call Time Wages	6,379	5,408	8,200	8,200	8,200
610500 Overtime Wages	95,411	109,059	51,513	51,513	63,284
610800 Part-Time Wages	3,585	3,775	11,731	11,731	15,600
615000 Fringes	421,481	399,924	450,615	450,615	456,080
630100 Office Supplies	-	8	-	-	-
630901 Shop Supplies & Tools	50,234	70,151	60,000	60,000	60,000
631000 Chemicals	697,190	709,525	828,720	828,720	838,220
631600 Other Supplies	12,531	28,668	26,500	26,500	26,500
632101 Uniforms	5,134	5,648	7,800	7,800	12,368
632200 Gas Purchases	70	161	500	500	2,000
632400 Medical/Lab Supplies	19,530	29,261	25,000	25,000	30,000
632601 Repair Parts	243,552	390,659	250,000	250,000	300,000
632700 Miscellaneous Equipment	56,954	34,292	51,000	51,000	69,375
640202 Recording/Filing Fees	42,302	38,809	45,000	45,000	45,000
640400 Consulting Services	4,237	64,481	173,500	183,201	178,950
640700 Solid Waste/Recycling	-	1,588	1,000	1,000	1,500
640800 Contractor Fees	118,221	280,250	88,550	88,550	66,950
641300 Utilities	1,058,607	1,155,136	1,138,238	1,138,238	1,268,705
641500 Tipping Fees	2,823	3,082	2,600	2,600	5,600
641600 Building Repairs & Maint.	177,472	361,294	200,000	200,000	200,000
641800 Equipment Repairs & Maint.	278,393	45,766	142,500	142,500	1,288,950
642000 Facilities Charges	492,758	531,871	485,795	485,795	494,752
642400 Software Support	16,282	15,220	21,000	21,000	27,250
642501 CEA Equip. Rental	18,742	19,464	32,323	32,323	42,708
643200 Lab Fees	17,114	23,943	21,940	21,940	27,515
644000 Snow Removal Services	5,838	4,518	5,500	5,500	10,790
645400 Grounds Repair & Maint.	3,771	5,608	7,500	7,500	14,710
659900 Other Contracts/Obligation	2,088	3,132	6,690	6,690	8,040
689900 Other Capital Outlay	(49,781)	(232,807)	-	-	-
Total Expense	$ 4,816,098	$ 5,187,734	$ 5,375,283	$ 5,384,984	$ 6,821,139

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Hydroblasting	$ 30,000
Lab equipment inspections	450
Autoclave repairs	3,000
Safety inspections	3,000
Fuel tank inspection	500
MCC electrical testing	10,000
Pipe insulation replacement	5,000
Miscellaneous needs	15,000
	$ 66,950

Equipment Repairs & Maintenance

Digester maintenance	$ 1,248,950
Repair service calls	40,000
	$ 1,288,950

Consulting Services

Digester maintenance	$ 168,950
Miscellaneous engineering studies	10,000
	$ 178,950

Lab Fees

Receiving station testing	$ 14,000
Process testing	9,075
High-strength customer testing	3,690
Miscellaneous testing	750
	$ 27,515

Shop Supplies & Tools

Shop supplies	$ 50,000
Small hand tools	10,000
	$ 60,000

Software Support

GE Fanuc Software	$ 13,000
Modicon Software	4,500
Hach Wims support	3,500
Additional SCADA licenses	6,250
	$ 27,250

Recording/Filing Fees

DNR Fees	$ 45,000
	$ 45,000

Chemicals

Iron salts	$ 456,720
DAF polymer	30,000
BFP coagulant	204,000
Sodium hypochlorite	80,000
Sodium bisulfite	40,000
Scale inhibitor	20,000
Other chemicals	7,500
	$ 838,220

Medical/Lab Supplies

Supplies	$ 9,000
Benchware	3,000
Chemicals for tests	18,000
	$ 30,000

Repair Parts

Pumps & Motors	$ 185,000
Valves, piping and bearings	100,000
Instrumentation parts	5,000
Inventory management	10,000
	$ 300,000

Building Repairs & Maintenance

Painting	$ 200,000
	$ 200,000

Miscellaneous Equipment

SCADA desk sets	$ 9,375
Wash press auger	30,000
Dual star meter for lab	5,500
Incubator	4,500
Sample refrigerator	10,000
Miscellaneous equipment	10,000
	$ 69,375

Other Supplies

Reagents for analyzers	$ 15,000
Paper machine oil	11,500
	$ 26,500

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM MISSION

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

The Biosolids Management Program implements storage and final disposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all state and Federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application and composting of biosolids for beneficial use.

Major changes in Revenue, Expenditures or Programs:

CEA expense reflects increased annual depreciation costs for planned replacement of the loader used for the biosolids program.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 73,621	$ 70,992	$ 85,558	$ 85,558	$ 89,125
610500 Overtime Wages	3,281	5,421	2,874	2,874	2,961
615000 Fringes	29,796	28,235	34,577	34,577	35,966
631603 Other Misc. Supplies	5,938	2,066	2,500	2,500	2,500
632200 Gas Purchases	3,192	1,913	3,500	3,500	3,500
632700 Miscellaneous Equipment	273	3,627	-	-	-
640800 Contractor Fees	584,735	561,128	737,500	737,500	750,000
641300 Utilities	331	333	450	450	450
642501 CEA Equip. Rental	21,051	26,552	39,732	39,732	46,143
643200 Lab Fees	5,740	11,259	7,517	7,517	7,675
659900 Other Contracts/Obligation	37,632	32,397	43,000	43,000	43,000
Total Expense	$ 765,590	$ 743,923	$ 957,208	$ 957,208	$ 981,320

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Compost pad processing	$ 100,000
Biosolids transport/application	600,000
Biosolids incorporation	50,000
	$ 750,000

Other Contracts/Obligations

City staff hauling to compost site	$ 35,000
City staff brush handling	3,000
Pad maintenance by City staff	5,000
	$ 43,000

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM MISSION

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the Wastewater treatment facility.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Convey the City's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the fourteen lift stations where sewage is pumped to the Wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

Contractor Fees includes costs to install a natural gas line at the Spartan Street lift station.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610200 Labor Pool Allocations	$ 42,242	$ 41,240	$ 43,671	$ 43,671	$ 44,831
610500 Overtime Wages	855	1,215	2,310	2,310	2,371
615000 Fringes	18,757	17,051	18,776	18,776	20,015
632601 Repair Parts	8,496	10,898	12,000	12,000	12,000
632700 Miscellaneous Equipment	1,813	1,225	-	-	-
640400 Consulting Services	1,600	1,125	4,000	4,000	-
640800 Contractor Fees	406	3,690	22,500	22,500	22,500
641300 Utilities	42,970	43,500	60,678	60,678	60,678
641800 Equipment Repairs & Maint.	-	687	5,000	5,000	5,000
Total Expense	$ 117,139	$ 120,631	$ 168,935	$ 168,935	$ 167,395

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Install natural gas line at Spartan Dr	$ 15,000
Miscellaneous fees	7,500
	$ 22,500

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM MISSION

Maintain the sanitary sewer system for the health and safety of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Complete the annual sewer cleaning program and identify those areas with improper connections and defects.

Reduce the amount of clear water inflow and infiltration into the sanitary sewer system.

Major changes in Revenue, Expenditures or Programs:

The fluctuation in contractor fees from year to year is the result of the root control program and the spot repair/protruding tap program. Because the City does not have an extensive root problem, we are able to conduct this program every other year, which also results in better bid prices. Contractor fees for spot repairs/protruding taps have been increased for the next root control program to be performed in 2025.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Svc	$ 24,488	$ 28,619	$ 20,000	$ 20,000	$ 20,000
490800	Misc Intergov Charges	1,074	532	-	-	-
	Total Revenue	$ 25,562	$ 29,151	$ 20,000	$ 20,000	$ 20,000
	Expenses					
610100	Regular Salaries	$ 351,266	$ 379,774	$ 368,506	$ 368,506	$ 380,322
610400	Call Time Wages	2,001	2,768	1,500	1,500	1,500
610500	Overtime Wages	5,111	9,123	5,200	5,200	5,200
610800	Part-Time Wages	883	102	-	-	-
615000	Fringes	153,328	156,544	143,715	143,715	153,756
620100	Training/Conferences	-	80	400	400	400
630300	Memberships & Licenses	1,281	1,296	1,300	1,300	1,300
630500	Awards & Recognition	138	259	245	245	245
630901	Shop Supplies & Tools	3,623	3,336	2,500	2,500	2,500
632201	Outside Printing	1,758	1,684	2,000	2,000	2,000
632102	Protective Clothing	37	185	-	-	700
632501	Construction Materials	10,840	15,906	10,000	10,000	10,000
632700	Miscellaneous Equipment	1,906	2,233	4,700	4,700	4,000
640400	Consulting Services	236,898	275,198	164,500	169,897	189,500
640800	Contractor Fees	126,829	85,030	179,000	179,000	201,000
641300	Utilities	3,081	5,684	7,532	7,532	7,532
641500	Tipping Fees	5,347	5,656	7,000	7,000	7,000
642400	Software Support	1,911	2,573	2,350	2,350	2,350
642501	CEA Equip. Rental	100,644	110,393	141,398	141,398	138,595
659900	Other Contracts/Obligation	9,148	7,586	6,500	6,500	6,500
	Total Expense	$ 1,016,030	$ 1,065,410	$ 1,048,346	$ 1,053,743	$ 1,114,400

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services	
Sewer TV & cleaning	$ 145,000
Flow monitoring - Kensington	4,500
Lateral televising	15,000
Aerial photography update	25,000
	$ 189,500

Contractor Fees	
Lateral cleaning	$ 1,000
Protruding tap/grouting	40,000
Spot repair - liners	60,000
Liners/unanticipated failures	20,000
Root control	25,000
Patch program	55,000
	$ 201,000

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Public Works Capital Improvements **Business Unit 5431**

PROGRAM MISSION

Identify, design, and implement the capital construction program to maintain and expand the sanitary sewer system for the benefit of current and future users of the system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Identify failing or improperly sized sewers and incorporate them into the five-year plan.

Identify the need for future system expansions and incorporate them into the five-year plan.

Design replacement systems or system expansions to meet current and future demands.

Reduce the amount of inflow and infiltration into the sanitary sewer system.

The following is the 2025 CIPs:

	2025 Budget	Page
Sanitary Sewer Program	$ 3,168,440	Projects, pg. 632

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Public Works Capital Improvements **Business Unit 5431**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ 40,223	$ 13,791	$ 131,810	$ 131,810	$ 118,203
610500 Overtime Wages	2,528	2,361	5,000	5,000	5,000
610800 Part-Time Wages	264	-	3,461	3,461	-
615000 Fringes	10,350	4,710	54,134	54,134	45,817
632500 Materials	2,318	63	-	-	-
640400 Consulting Services	16,066	487	200,000	310,341	200,000
640800 Contractor Fees	640	-	-	-	-
642501 CEA Equip. Rental	1	1	6,968	6,968	5,771
659900 Other Contracts/Obligation	75	250	-	-	-
680903 Sanitary Sewers	2,773,193	890,005	1,212,481	1,311,244	2,793,649
689900 Other Capital Outlay	(2,282,316)	(662,171)	-	-	-
Total Expense	$ 563,342	$ 249,497	$ 1,613,854	$ 1,822,958	$ 3,168,440

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

	Street	From	To	Waste-water Utility
Labor Pool				169,020
CEA				5,771
Consulting Services	Glacier Ridge gravity sewer upgrade; wetland delineation & permitting; consultant des			100,000
	Lawe St - S Island St force main; river crossing force main; consultant design			100,000
	Subtotal			**200,000**
Miscellaneous Construction	Sanitary laterals and manholes prior to asphalt paving			21,448
	Sanitary laterals and manholes prior to concrete paving			43,754
	Subtotal			**65,202**
Reconstruction (on streets to be paved in 2026)	Alexander St	Melrose St	Glendale Ave	288,925
	Bell Ave	Summit St	Richmond St	751,117
	Bellaire Ct	Atlantic St	cul de sac	358,609
	Durkee St	Circle St	n/o Circle St	320,960
	Lawe St	College Ave	Spring St	681,369
	Melrose Ave	Alexander St	Ballard Rd	327,467
	Subtotal			**2,728,447**
Total				**$ 3,168,440**

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM MISSION

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Provide resources to upgrade existing plant components and facilities.

Identify and install new systems and equipment for improved treatment processes.

Correct safety hazards when identified.

The following are 2025 CIPs:

	2025 Budget	Page
Digester Cathodic Protection and Corrosion Control	$ 1,091,125	Projects, pg. 675
L-Building Chemical Process Upgrade	150,000	Projects, pg. 663
Hardscape Improvements	650,000	Projects, pg. 645
Facility Renovations	200,000	Projects, pg. 642
Electrical MCC Upgrades	3,800,000	Projects, pg. 639
	$ 5,891,125	

Major changes in Revenue, Expenditures or Programs:

The budget for this program varies from year to year based on the capital needs of the utility.

Note for future capital planning:

The next reissued WPDES permit is anticpated to become effective in early 2025 and will include low-level effluent limits for TMDL phosphorus. Wastewater staff will closely evaluate phosphorus effluent quality trends in relation to compliance with TMDL limits to determine if process improvements might be required as part of future capital planning.

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2022	2023	Adopted 2024	Amended 2024	2025
Expenses					
640400 Consulting Services	$ 568,883	$ 362,618	$ 507,500	$ 2,530,506	$ 491,200
640800 Contractor Fees	3,082,533	3,257,795	7,232,500	21,305,058	4,549,925
659900 Other Contracts/Obligation	27,293	35,180	-	-	-
680200 Land Improvements	365,532	513,132	-	32,273	650,000
680300 Buildings	267,473	5,567,271	1,100,000	3,458,379	200,000
680401 Machinery & Equipment	28,939	61,058	30,000	1,378,418	-
689900 Other Capital Outlay	(4,321,477)	(9,740,922)	-	-	-
Total Expense	$ 19,176	$ 56,132	$ 8,870,000	$ 28,704,634	$ 5,891,125

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Digester cathodic protection	$ 316,200
L-Building chemical process upgrade	150,000
Electrical MCC upgrades	25,000
	$ 491,200

Contractor Fees

Digester cathodic protection	$ 774,925
Electrical MCC upgrades	3,775,000
	$ 4,549,925

Buildings

Facility renovations	$ 200,000
	$ 200,000

Land Improvements

Hardscape improvements	$ 650,000
	$ 650,000

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
471000	Interest on Investments	(934,809)	1,456,228	25,108	200,000	200,000	400,000
473000	Interest - Deferred Specials	14,909	10,645	2	10,000	10,000	10,000
480100	General Charges for Service	24,488	28,619	562	20,000	20,000	20,000
481400	Industrial Pre-Treatment	4,535	4,895	600	4,500	4,500	4,500
482101	Residential Service	5,038,341	5,388,713	-	5,680,000	5,680,000	6,290,000
482102	Multi-family Service	447,092	504,783	-	510,000	510,000	595,000
482200	Commercial Service	1,190,206	1,313,056	-	1,350,000	1,350,000	1,545,000
482300	Industrial Service	3,840,294	4,381,094	1,097,608	4,500,000	4,500,000	5,145,000
482400	Municipal Service	351,635	380,368	-	400,000	400,000	435,000
490800	Misc Intergovernmental Charges	1,074	532	-	-	-	-
500100	Fees & Commissions	7,159	7,682	-	7,500	7,500	7,500
500400	Sale of City Property	2,237	2,984	782	-	-	-
500600	Gain (Loss) on Asset Disposal	-	(35,655)	-	(30,031)	(30,031)	-
501000	Miscellaneous Revenue	16,342	32,976	-	20,000	20,000	10,000
502100	Capital Contributions	2,833,499	161,172	1,038	332,094	332,094	-
503500	Other Reimbursements	26,296	2,539	-	3,000	3,000	541,000
507100	Customer Penalty	46,395	48,506	-	48,000	48,000	50,000
508200	Insurance Proceeds	-	45,721	-	-	-	-
508400	Special Hauled Waste	2,512,076	2,441,781	790,029	2,725,000	2,725,000	2,480,000
591100	Premium on Debt Issue	284,044	280,784	42,746	256,471	256,471	227,820
	TOTAL PROGRAM REVENUES	15,705,813	16,457,423	1,958,475	16,036,534	16,036,534	17,760,820
	Personnel						
610100	Regular Salaries	539,569	526,858	170,664	850,736	850,736	548,186
610200	Labor Pool Allocations	1,190,994	1,264,809	403,545	1,412,620	1,412,620	1,739,216
610299	Capitalized Labor	(76,223)	(68,351)	-	-	-	-
610400	Call Time Wages	8,380	8,243	3,466	9,700	9,700	9,700
610500	Overtime Wages	108,294	132,229	30,007	69,639	69,639	81,640
610800	Part-Time Wages	4,963	4,185	-	16,826	16,826	17,152
611000	Other Compensation	7,545	7,682	2,308	7,583	7,583	7,583
611400	Sick Pay	1,801	2,214	63,461	-	-	-
611500	Vacation Pay	165,145	183,918	43,887	-	-	-
615000	Fringes	782,699	722,717	233,656	854,361	854,361	860,874
615099	Capitalized Fringe	(25,934)	-	-	-	-	-
617000	Pension Expense	(242,644)	334,481	-	-	-	-
617100	OPEB Expense	6,894	7,027	-	-	-	-
	TOTAL PERSONNEL	2,471,483	3,126,012	950,994	3,221,465	3,221,465	3,264,351
	Training~Travel						
620100	Training/Conferences	3,029	4,594	790	13,900	13,900	19,400
	TOTAL TRAINING / TRAVEL	3,029	4,594	790	13,900	13,900	19,400
	Supplies						
630100	Office Supplies	3,455	5,539	633	4,500	4,500	6,500
630200	Subscriptions	283	313	343	325	325	350
630300	Memberships & Licenses	8,717	10,472	3,985	11,165	11,165	12,300
630400	Postage/Freight	19,696	20,054	5,069	24,000	24,000	26,850
630500	Awards & Recognition	431	559	79	575	575	605
630600	Building Maint./Janitorial	6,877	6,276	1,718	8,190	8,190	9,800
630700	Food & Provisions	399	400	34	440	440	480
630901	Shop Supplies	43,806	58,146	14,282	50,500	50,500	50,500
630902	Tools & Instruments	9,754	15,065	5,609	12,000	12,000	12,000
631000	Miscellaneous Chemicals	73,907	6,909	3,600	7,500	7,500	7,500
631001	Phosphorus	346,026	320,315	124,420	456,720	456,720	456,720
631002	DAF Coagulant	25,953	32,166	6,702	30,000	30,000	30,000
631003	BFP Coagulant	136,492	212,089	66,280	204,000	204,000	204,000
631007	Sodium Hypochlorite	81,384	79,170	5,310	80,000	80,000	80,000
631008	Sodium Bisulfite	33,428	58,876	-	35,000	35,000	40,000
631024	Scale Inhibitor	-	-	-	15,500	15,500	20,000
631100	Paint & Supplies	297	276	12	-	-	-
631603	Other Misc. Supplies	18,469	30,734	6,905	29,000	29,000	29,000
632001	City Copy Charges	3,901	3,304	303	4,200	4,200	4,200
632002	Outside Printing	6,362	6,007	2,767	8,800	8,800	10,800
632101	Uniforms	5,606	6,846	2,172	7,800	7,800	12,868

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
632102	Protective Clothing	10	185	28	-	-	700
632200	Gas Purchases	3,262	2,074	2,928	4,000	4,000	5,500
632300	Safety Supplies	31,514	8,792	12,273	5,500	5,500	11,550
632400	Medical/Lab Supplies	19,530	29,261	3,777	25,000	25,000	30,000
632501	Castings	6,305	7,924	-	4,000	4,000	4,000
632502	Concrete	4,317	7,411	-	3,000	3,000	3,000
632503	Other Materials	351	450	97	2,000	2,000	2,000
632504	Slurry	-	-	-	500	500	500
632505	Gravel	-	-	-	500	500	500
632507	Asphalt	2,185	-	-	-	-	-
632601	Repair Parts	252,048	401,557	64,418	262,000	262,000	312,000
632700	Miscellaneous Equipment	61,960	45,346	14,865	68,465	68,465	85,125
	TOTAL SUPPLIES	1,206,725	1,376,516	348,609	1,365,180	1,365,180	1,469,348
	Purchased Services						
640100	Accounting/Audit Fees	11,676	12,557	-	12,750	12,750	13,000
640202	Recording/Filing Fees	42,302	38,809	-	45,000	45,000	45,000
640300	Bank Service Fees	18,320	18,743	719	20,000	20,000	20,000
640400	Consulting Services	828,195	716,552	87,862	1,052,000	3,200,445	1,064,150
640700	Solid Waste/Recycling Pickup	2,463	4,363	2,290	3,785	3,785	4,600
640800	Contractor Fees	3,915,544	4,191,619	2,372,676	5,283,675	22,336,233	5,594,500
641200	Advertising	767	1,331	-	1,000	1,000	1,500
641301	Electric	997,144	1,035,475	402,808	1,055,600	1,055,600	1,174,650
641302	Gas	22,763	80,320	6,457	51,300	51,300	70,000
641303	Water	58,370	61,933	9,589	72,750	72,750	64,750
641306	Stormwater	25,499	25,842	6,333	26,216	26,216	26,933
641307	Telephone	12,339	10,101	3,416	10,825	10,825	10,645
641308	Cellular Phones	3,422	3,418	1,951	5,292	5,292	5,032
641500	Tipping Fees	8,170	8,738	3,552	9,600	9,600	12,600
641600	Building Repairs & Maint.	177,472	361,294	(16,267)	200,000	200,000	200,000
641800	Equipment Repairs & Maint.	278,393	46,453	2,436	147,500	147,500	1,293,950
642000	Facilities Charges	492,758	531,871	113,312	485,795	485,795	494,752
642400	Software Support	18,193	17,793	17,773	34,200	34,200	51,880
642501	CEA Operations/Maint.	70,765	80,891	14,982	90,097	90,097	79,503
642502	CEA Depreciation/Replace.	90,387	90,692	20,475	136,028	136,028	160,426
642503	CEA Capital	(17,817)	(11,164)	-	-	-	-
643200	Lab Fees	22,854	35,202	8,741	29,457	29,457	35,190
643700	Treatment Services	64,974	64,954	15,808	68,000	68,000	68,000
644000	Snow Removal Services	5,838	4,518	1,752	5,500	5,500	10,790
645400	Grounds Repair & Maintenance	3,771	5,608	-	7,500	7,500	14,710
650100	Insurance	162,000	182,592	31,944	191,660	191,660	206,600
659900	Other Contracts/Obligation	76,236	95,611	13,021	56,190	56,190	57,540
	TOTAL PURCHASED SVCS	7,392,798	7,716,116	3,121,630	9,101,720	28,302,723	10,780,701
	Miscellaneous Expense						
660100	Depreciation Expense	3,493,594	3,564,800	593,000	4,125,000	4,125,000	4,440,000
662300	Uncollectable Accounts	605	1,573	(941)	4,000	4,000	4,000
663100	Joint Meter Expense	508,386	486,204	-	484,550	484,550	431,000
672000	Interest Payments	1,000,220	1,173,692	183,794	1,354,472	1,354,472	1,757,876
673000	Debt Issuance Costs	167,863	4,000	-	185,000	185,000	125,000
	TOTAL MISCELLANEOUS EXP	5,170,668	5,230,269	775,853	6,153,022	6,153,022	6,757,876
	Capital Outlay						
680100	Land	-	-	-	-	-	-
680200	Land Improvements	365,532	513,132	-	270,000	32,273	650,000
680300	Buildings	267,473	5,567,271	146,625	3,810,000	3,458,379	200,000
680401	Machinery & Equipment	28,939	61,058	41,507	30,000	1,378,418	-
680903	Sanitary Sewers	2,773,193	890,005	431,580	1,212,481	1,311,244	2,793,649
681500	Software Acquisition	-	30,193	8,988	20,000	34,807	-
689900	Other Capital Outlay	(6,653,574)	(10,666,092)	-	-	-	-
	TOTAL CAPITAL OUTLAY	(3,218,437)	(3,604,433)	628,700	5,342,481	6,215,121	3,643,649
	Transfers						
791100	Transfer Out - General Fund	184,311	167,362	29,362	244,175	244,175	232,460
791400	Transfer Out - Capital Projects	-	-	-	-	-	9,100
	TOTAL TRANSFERS	184,311	167,362	29,362	244,175	244,175	241,560
	TOTAL EXPENSE	13,210,577	14,016,436	5,855,938	25,441,943	45,515,586	26,176,885

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 10,892,058	$ 11,996,637	$ 12,440,000	$ 12,867,919	$ 14,010,000
Miscellaneous	2,613,881	2,538,915	2,828,000	2,970,000	3,113,000
Total Revenues	13,505,939	14,535,552	15,268,000	15,837,919	17,123,000
Expenses					
Operation and Maintenance	8,364,583	9,106,581	9,029,442	9,044,540	10,561,984
Depreciation	3,493,594	3,564,800	4,125,000	3,950,000	4,440,000
Total Expenses	11,858,177	12,671,381	13,154,442	12,994,540	15,001,984
Operating Income (Loss)	1,647,762	1,864,171	2,113,558	2,843,379	2,121,016
Non-Operating Revenues (Expenses)					
Interest Income	(919,900)	1,466,877	210,000	500,000	410,000
Interest Expense	(1,000,220)	(1,173,692)	(1,354,472)	(1,278,873)	(1,757,876)
Debt Issuance Costs	(167,863)	(4,000)	(185,000)	(185,000)	(125,000)
Gain/Loss on Asset Disposal	-	(35,655)	(30,031)	-	-
Amortization of Premium on Debt Issue	284,044	280,785	256,471	256,471	227,820
Other	2,237	48,706	-	-	-
Total Non-Operating	(1,801,702)	583,021	(1,103,032)	(707,402)	(1,245,056)
Net Income Before Contributions and Transfers	(153,940)	2,447,192	1,010,526	2,135,977	875,960
Contributions and Transfers In (Out)					
Capital Contributions	2,833,499	161,173	332,094	887,830	-
Trans Out - Capital	-	-	-	-	(9,100)
Trans Out - General Fund	(184,311)	(167,362)	(244,175)	(244,175)	(232,460)
Change in Net Assets	2,495,248	2,441,003	1,098,445	2,779,632	634,400
Net Assets - Beginning	107,429,580	109,924,828	112,365,831	112,365,831	115,145,463
Net Assets - Ending	$ 109,924,828	$ 112,365,831	$ 113,464,276	$ 115,145,463	$ 115,779,863

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	20,875,484	7,977,082
+ Change in Net Assets	2,779,632	634,400
+ Depreciation	3,950,000	4,440,000
+ Long Term Debt	12,910,000	6,500,000
- Contributed Capital	(887,830)	-
- Fixed Assets	(30,527,592)	(9,059,565)
- Software Acquisition/ERP Implentation	(34,807)	-
- Principal Repayment	(1,087,805)	(2,080,000)
+ Fixed Assets funded by DNR Replacement Fund	-	-
Working Cash - End of Year*	$ 7,977,082	$ 8,411,917

RESERVE REQUIREMENTS

Working Capital

Prior Year Audited Expenditures	$ 12,671,381
- Depreciation	(3,564,800)
+ Transfer to General Fund	167,362
Net Prior Year Cash Expenditures	$ 9,273,943
25% Working Capital Reserve Requirement	$ 2,318,486

DNR Fund

Fixed Asset Balance 12/31/23	$ 57,978,347
5% Requirement	$ 2,898,917
DNR Fund Balance 12/31/23	$ 3,765,298
DNR Funded CIP projects	-
DNR Fund Balance 12/31/24	$ 3,765,298

CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Charges for Services	$ 12,440,000	$ 12,867,919	$ 14,010,000	$ 14,577,685	$ 15,168,373	$ 15,782,995	$ 16,422,522
Miscellaneous	2,828,000	2,970,000	3,113,000	3,721,390	3,833,032	3,948,023	4,066,463
Total Revenues	15,268,000	15,837,919	17,123,000	18,299,075	19,001,405	19,731,018	20,488,986
Expenses							
Operating Expenses	9,029,442	9,044,540	10,561,984	9,593,404	9,881,206	10,177,642	10,482,971
Depreciation	4,125,000	3,950,000	4,440,000	4,790,000	5,140,000	5,440,000	5,690,000
Total Expenses	13,154,442	12,994,540	15,001,984	14,383,404	15,021,206	15,617,642	16,172,971
Operating Income	2,113,558	2,843,379	2,121,016	3,915,672	3,980,199	4,113,376	4,316,015
Non-Operating Revenues (Expenses)							
Interest Income	210,000	500,000	410,000	200,000	200,000	200,000	200,000
Interest Expense	(1,354,472)	(1,278,873)	(1,757,876)	(2,779,583)	(3,161,000)	(3,398,250)	(3,363,583)
Premium on Debt Issue	256,471	256,471	227,820	197,939	169,764	164,731	124,028
Debt Issue Costs	(185,000)	(185,000)	(125,000)	(125,000)	(130,000)	(115,000)	(105,000)
Loss on disposal of equipment	-	-	-	(300,000)	-	-	-
Total Non-Operating	(1,073,001)	(707,402)	(1,245,056)	(2,806,644)	(2,921,236)	(3,148,519)	(3,144,555)
Net Income Before Transfers	1,040,557	2,135,977	875,960	1,109,027	1,058,963	964,857	1,171,459
Contributions and Transfers In (Out)							
Capital Contributions	332,094	887,830	-	-	-	-	-
Trans Out - Capital	-	-	(9,100)	-	-	-	-
General Fund	(244,175)	(244,175)	(232,460)	(232,960)	(233,460)	(233,960)	(234,460)
Change in Net Assets	1,128,476	2,779,632	634,400	876,067	825,503	730,897	936,999
Total Net Assets - Beginning	112,365,831	112,365,831	115,145,463	115,779,863	116,655,930	117,481,433	118,212,331
Total Net Assets - Ending	$ 113,494,307	$ 115,145,463	$ 115,779,863	$ 116,655,930	$ 117,481,433	$ 118,212,331	$ 119,149,330

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	20,875,484	7,977,082	8,411,917	8,282,552	6,576,505	6,230,976
+ Change in Net Assets	2,779,632	634,400	876,067	825,503	730,897	936,999
+ Depreciation	3,950,000	4,440,000	4,790,000	5,140,000	5,440,000	5,690,000
+ Long Term Debt	12,910,000	6,500,000	5,000,000	7,500,000	4,500,000	3,500,000
- Contributed Capital	(887,830)	-	-	-	-	-
- Fixed Assets	(30,527,592)	(9,059,565)	(8,240,432)	(12,381,550)	(8,036,427)	(5,486,000)
- Software Acquisition	(34,807)	-	-	-	-	-
- Principal Repayment	(1,087,805)	(2,080,000)	(2,555,000)	(2,790,000)	(2,980,000)	(2,875,000)
+ Fixed Assets funded by DNR Rplcmnt Fund	-	-	-	-	-	-
Working Cash - End of Year	$ 7,977,082	$ 8,411,917	$ 8,282,552	$ 6,576,505	$ 6,230,976	$ 7,996,975
25% Working Capital Reserve (prior year's audited expenses)		2,641,897	3,138,080	3,151,487	3,318,916	3,452,463
Coverage Ratio	2.08	1.66	1.56	1.68	1.76	1.84

ASSUMPTIONS:
Borrow 60-75% of capital expenditures as detailed in plan (see note on page 518).
Interest rate at 5%; twenty-year term for future borrowings.
Projected growth increase .05% for additional customer base each year.
Operating expenses to increase 3% per year.
Includes $1.4M additional operating expense in 2025 and reduction of revenue for hauled waste that will not be accepted during the digester maintenance project.
Includes estimated loss of early retirement of lift station in 2026 of $300,000; this is net of sale on equipment.
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants.

RESULTS:
An overall rate increase of 20% was implemented on January 1, 2021 as recommended in the rate study that was completed in 2020. Additional annual rate increases of 4% in 2022-2026 were included in the study to fund capital improvement plan. Rates were increased 4% in 2022 and 7% in 2023 and 2024 due to increased operating expenses and additional capital projects not indentified in the 2020 rate study. A 9% rate increase is proposed in the 2025 budget and is subject to Utilities Committee approval prior to budget adoption. The increase for 2025 is needed to provide funding for on-going capital improvements and required maintenance of the digesters. It is projected that the annual rate increases of 4% will continue through 2029 to fund on-going maintenance and equipment replacement.
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CITY OF APPLETON 2025 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS

	2018 Revenue Bonds		2020 Refunding Revenue Bonds		2021 Refunding Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	620,000	72,433	605,000	224,167	455,000	229,192
2026	650,000	40,433	635,000	199,167	475,000	210,458
2027	450,000	17,600	660,000	173,100	495,000	190,925
2028	290,000	3,867	690,000	145,900	515,000	170,592
2029	-	-	710,000	122,500	535,000	149,458
2030	-	-	735,000	100,700	555,000	131,225
2031	-	-	420,000	87,750	600,000	113,675
2032	-	-	430,000	79,217	345,000	100,775
2033	-	-	435,000	70,550	355,000	90,225
2034	-	-	445,000	61,717	365,000	79,375
2035	-	-	455,000	52,683	380,000	68,125
2036	-	-	465,000	43,450	390,000	56,525
2037	-	-	475,000	34,017	400,000	45,958
2038	-	-	480,000	24,450	410,000	35,792
2039	-	-	495,000	14,238	420,000	25,375
2040	-	-	505,000	3,577	430,000	14,708
2041	-	-	-	-	445,000	3,708
	$ 2,010,000	$ 134,333	$ 8,640,000	$ 1,437,183	$ 7,570,000	$ 1,716,091

	2022 Revenue Bonds		2024 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2025	400,000	469,829	-	654,255	2,080,000	1,649,876	3,729,876
2026	420,000	449,163	200,000	579,233	2,380,000	1,478,454	3,858,454
2027	440,000	427,496	440,000	561,233	2,485,000	1,370,354	3,855,354
2028	465,000	404,663	465,000	538,400	2,425,000	1,263,422	3,688,422
2029	485,000	380,746	485,000	514,483	2,215,000	1,167,187	3,382,187
2030	510,000	355,663	510,000	489,400	2,310,000	1,076,988	3,386,988
2031	540,000	329,163	540,000	462,900	2,100,000	993,488	3,093,488
2032	565,000	301,329	565,000	435,067	1,905,000	916,388	2,821,388
2033	590,000	276,179	595,000	405,817	1,975,000	842,771	2,817,771
2034	615,000	251,913	625,000	375,067	2,050,000	768,072	2,818,072
2035	640,000	226,646	660,000	342,650	2,135,000	690,104	2,825,104
2036	665,000	200,379	690,000	308,650	2,210,000	609,004	2,819,004
2037	695,000	172,979	725,000	272,983	2,295,000	525,937	2,820,937
2038	725,000	144,379	765,000	235,400	2,380,000	440,021	2,820,021
2039	755,000	113,950	805,000	195,817	2,475,000	349,380	2,824,380
2040	785,000	81,981	840,000	160,000	2,560,000	260,266	2,820,266
2041	820,000	47,955	875,000	125,467	2,140,000	177,130	2,317,130
2042	855,000	12,113	910,000	76,633	1,765,000	88,746	1,853,746
2043	-	-	950,000	45,500	950,000	45,500	995,500
2044	-	-	985,000	13,133	985,000	13,133	998,133
	$ 10,970,000	$ 4,646,526	$ 12,630,000	$ 6,792,088	$ 41,820,000	$ 14,726,221	$ 56,546,221

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $6,500,000 will be issued in 2025. Expected interest expense of the issue in 2025 is $108,000

CITY OF APPLETON 2025 BUDGET

STORMWATER UTILITY

Public Works Director: Laura E. Jungwirth

Deputy Director/City Engineer: Peter J. Neuberger

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2025 BUDGET
STORMWATER

MISSION STATEMENT

The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position.

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs.

Continued implementing the selected alternatives of detailed drainage studies as streets come up for reconstruction to reduce flooding and to take advantage of opportunities to implement water quality practices.

Continued to implement the programs associated with the NR216 permit including post-construction stormwater management, illicit discharge field screening, public education and outreach, public involvement and participation, and pollution prevention.

Continued to inspect and maintain the stormwater facilities on Appleton Area School District (AASD) property (added in 2016) including ponds, bio-filters, and large sump manholes per the cooperative agreement with AASD.

Currently maintaining a total inventory of 58 wet ponds, 14 dry ponds, 22 bio-filters, and several miles of engineered channels.

Continued working toward compliance with the WDNR NR216 Water Quality Permit, Lower Fox River TMDL and Upper Fox Wolf Rivers TMDL.

Assisted Community Development with permitting issues, erosion control, budget development, infrastructure design, wetlands and other stormwater planning issues.

Constructed stormwater practices for Lightning Drive Extension Phase 1.

Continued the vacuum leaf collection process to help reduce phosphorus from waterways.

Purchased stormwater models and trained staff to reduce reliance on consultants for plan review and design services.

Implementation of the Utility Billing module within the ERP system will be completed and began the Enterprise Asset Management (EAM) module.

On July 5th and July 13th the City experienced extreme rainfall events that resulted in numerous reports of flooding, primarily on the City's north side. Through July 5th, 2024 cumulative precipitation had exceeded year-to-date average by 38%.

CITY OF APPLETON 2025 BUDGET
STORMWATER

MAJOR 2025 OBJECTIVES

Continue implementing the following programs as required by the NR216 permit: public education, public participation, pollution prevention, illicit discharge field screening, and post-construction stormwater management plans.

Continue to identify and pursue water quality practices toward continual progress in achieving compliance with TMDL water quality standards.

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position.

Continue to haul leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs.

Continue to address flooding concerns by refining and implementing recommendations from completed drainage studies throughout the City.

Establish agreement with property owners for regional stormwater pond per 2022 Citywide Stormwater Plan.

Complete the implementation of EAM module

Continue to support the Urban Forestry Program.

Facilitate the design and maintenance of bridges and structures that contribute to the stormwater management plan within the City.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
	Program Revenues	$ 14,695,592	$ 13,006,016	$ 13,432,896	$ 13,432,896	$ 12,183,928	-9.30%
	Program Expenses						
5210	Administration	5,455,789	5,479,214	5,874,769	6,045,458	5,983,220	1.85%
5220	Facility Maintenance	1,608,968	1,698,829	2,200,878	2,208,542	2,305,576	4.76%
5225	Leaf Collection	648,771	851,812	658,910	658,910	761,680	15.60%
5226	Urban Forestry	-	-	1,595,641	1,595,641	1,745,111	9.37%
5230	Capital Construction	501,334	380,109	4,969,859	7,092,250	7,581,747	52.55%
	TOTAL	$ 8,214,862	$ 8,409,964	$ 15,300,057	$ 17,600,801	$ 18,377,334	20.11%
	Expenses Comprised Of:						
	Personnel	1,532,911	1,767,673	2,809,125	2,809,125	2,906,033	3.45%
	Travel & Training	6,425	5,569	32,885	32,885	14,860	-54.81%
	Supplies & Materials	110,248	122,963	202,624	201,875	218,820	7.99%
	Purchased Services	1,669,977	1,848,859	3,959,652	4,542,701	4,229,345	6.81%
	Miscellaneous Expense	4,253,511	4,120,246	4,053,479	4,053,479	4,615,479	13.86%
	Capital Expenditures	309,955	157,154	3,728,542	5,446,986	6,373,482	70.94%
	Transfers Out	331,835	387,500	513,750	513,750	19,315	-96.24%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	20.46	20.86	29.81	29.81	30.39	

* % change from prior year adopted budget

CITY OF APPLETON 2025 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM MISSION

To provide administrative and planning support to ensure safe, reliable and environmentally sound stormwater management.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to educate the community on stormwater issues and assessment billing policies.

Ensure that all construction and maintenance of our facilities is in compliance with the Department of Natural Resources regulations.

Continue to research other funding sources for stormwater programs and submit requests when applicable.

Develop short- and long-range plans that meet regulations and provide for the stormwater needs of the community and the watershed.

Continue to train employees on stormwater regulations.

Show continual progress toward meeting TMDL water quality standards.

Major changes in Revenue, Expenditures, or Programs:

Special Assessment for Rubyred Drive, Cherryvale Avenue, Providence Avenue and Osprey Drive pavement has been included in Other Obligations.

Increased consulting services for drainage study updates and modeling in flooding concern areas and for MS4 water quality permit complaince.

Other reimbursement revenue includes funds received for special assessments for storm laterals installed per the assessment policy during capital projects and p-card rebates.

Depreciation expense increased from prior years due to the reclassification of bridge assets from the General Fund to the Stormwater Utility in 2024.

CITY OF APPLETON 2025 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
422400	Miscellaneous State Aids	$ 75,000	$ -	$ -	$ -	$ -
441100	Sundry Permits	25	-	-	-	-
441800	Plan Review Permit	43,539	20,922	35,000	35,000	40,000
442000	Erosion Control Permit	14,056	7,080	7,500	7,500	9,250
471000	Interest on Investments	(727,781)	978,219	200,000	200,000	400,000
473000	Interest - Deferred Specials	1,507	1,937	2,000	2,000	2,000
488000	Stormwater Revenue	11,248,309	11,196,530	11,275,000	11,275,000	11,470,097
500600	Gain(Loss) on Asset Disposal	-	(94,594)	-	-	(105,000)
501500	Rental of City Property	-	5,731	-	-	-
502100	Capital Contributions	3,651,625	540,240	1,622,909	1,622,909	-
503500	Other Reimbursements	32,266	25,621	3,000	3,000	113,243
507100	Customer Penalty	39,841	40,933	40,000	40,000	40,000
591100	Premium on Debt Issue	316,081	280,959	246,887	246,887	213,338
	Total Revenue	$ 14,694,468	$ 13,003,578	$ 13,432,296	$ 13,432,296	$ 12,182,928
	Expenses					
610100	Salaries	$ 422,857	$ 322,012	$ 436,115	$ 436,115	$ 458,966
610400	Call Time Wages	932	483	600	600	600
610500	Overtime Wages	2,128	1,735	2,500	2,500	2,000
610800	Part-Time Wages	1,119	68	-	-	-
615000	Fringes	37,430	308,704	176,668	176,668	181,724
620100	Training/Conferences	5,585	4,609	29,325	29,325	11,300
620600	Parking Permits	840	960	960	960	960
630100	Office Supplies	17	8,074	100	100	100
630300	Memberships & Licenses	14,210	5,826	17,190	17,190	17,505
630400	Postage/Freight	19,539	20,544	21,500	21,500	24,350
630500	Awards & Recognition	577	510	665	665	665
630901	Shop Supplies	644	1,179	700	700	700
632002	Outside Printing	5,342	8,544	10,000	10,000	12,000
632102	Protective Clothing	78	85	150	150	150
632300	Safety Supplies	151	89	100	100	100
632700	Miscellaneous Equipment	404	-	9,250	9,250	5,400
640100	Accounting/Audit Fees	9,201	9,919	9,200	9,200	10,000
640202	Recording/Filing Fees	30	200	400	400	400
640300	Bank Service Fees	13,425	13,551	16,000	16,000	15,000
640400	Consulting Services	232,851	185,053	394,000	549,882	424,000
641200	Advertising	122	62	-	-	-
641301	Utilities	1,774	1,891	1,916	1,916	2,470
642400	Software Support	13,364	9,776	33,170	33,170	39,930
642501	CEA Operations/Maint.	5,322	5,322	3,451	3,451	5,389
642502	CEA Depreciation/Replace.	3,468	3,375	4,302	4,302	5,813
650100	Insurance	42,360	48,720	47,770	47,770	66,140
659900	Other Contracts/Obligation	37,630	10,176	71,508	71,508	62,764
660100	Depreciation Expense	2,755,618	2,765,874	2,850,000	2,850,000	3,550,000
662300	Uncollectable Accounts	408	1,929	1,000	1,000	1,000
672000	Interest Payments	1,376,728	1,244,353	1,117,429	1,117,429	992,637
673000	Debt Issuance Costs	8,000	9,500	-	-	-
675100	Gain/Loss on Refund	112,757	98,590	85,050	85,050	71,842
681500	Software Acquisition	-	30,193	20,000	34,807	-
689900	Other Capital Outlay	(957)	(30,192)	-	-	-
791100	Transfer Out - General	12,500	12,500	18,750	18,750	19,315
791400	Transfer Out - Capital	319,335	375,000	495,000	495,000	-
	Total Expense	$ 5,455,789	$ 5,479,214	$ 5,874,769	$ 6,045,458	$ 5,983,220

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Stormwater mgmt plan review	$ 95,000
Flooding concerns study	100,000
NR216 permitting	53,000
Wetland studies	11,000
Erosion Control plan reviews	15,000
NR151 Water quality modeling	45,000
Rate study aerial photography update	25,000
Stormwater studies and modeling	80,000
	$ 424,000

Software Support

ARC info / XP-SWMM Licenses	$ 6,800
EC Permit Tracker	7,000
WinSLAMM & Hydrocad Models	2,000
Irthnet & GPS subscription	2,460
Utility billing module	10,850
Enterprise asset management module	10,460
Timeclock	360
	$ 39,930

Membership & Licenses

IECA membership	$ 390
NR216 Permit	10,000
NEWSC dues	4,000
Municipal Environment Group	2,000
LWM, ASCE, APWA member	1,115
	$ 17,505

Other Contracts/Obligations

Utility locations	$ 4,000
Special assessments	58,764
	$ 62,764

Postage/Freight

City service invoice postage	$ 23,750
Box rental & caller service	600
	$ 24,350

CITY OF APPLETON 2025 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM MISSION

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to have a proactive maintenance program to identify major repair areas.

Reduce the number of failures and ensure the system is operating properly.

Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality.

Maintain current level of service while experiencing large growth in stormwater practice inventory.

Major changes in Revenue, Expenditures, or Programs:

Increased cost reflects $135,000 Bridge Maintenance for deck sealing, which is performed on a three-year cycle. 2025 is the first year for this maintenance item since Bridge Maintenance costs were shifted into the Stormwater Budget in 2024.

CITY OF APPLETON 2025 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Revenues					
480100	General Charges for Svc.	$ 1,124	$ 2,438	$ 600	$ 600	$ 1,000
	Total Revenue	$ 1,124	$ 2,438	$ 600	$ 600	$ 1,000
	Expenses					
610200	Labor Pool Allocations	$ 481,633	$ 518,569	$ 560,038	$ 560,038	$ 571,797
610400	Call Time Wages	1,800	1,450	1,100	1,100	1,300
610500	Overtime Wages	7,609	12,574	11,000	11,000	10,500
610800	Part-Time Wages	1,961	1,483	3,600	3,600	3,600
615000	Fringes	206,708	188,705	215,287	215,287	245,117
630801	Landscape Supplies	3,763	419	2,000	2,000	4,000
630901	Shop Supplies	392	95	1,550	1,550	1,400
630902	Tools & Instruments	2,219	865	2,500	2,500	2,650
632501	Construction Materials	60,060	72,774	68,519	68,519	70,250
632700	Miscellaneous Equipment	2,827	3,947	14,000	13,251	10,000
640400	Consulting Services	241,939	248,174	468,500	476,913	372,800
640800	Contractor Fees	124,090	207,320	348,600	348,600	448,000
641301	Utilities	5,756	7,716	8,200	8,200	8,350
641500	Tipping Fees	48,124	50,902	55,000	55,000	55,500
642000	Facilities Charges	-	416	-	-	-
642501	CEA Operations/Maint.	150,000	143,693	170,838	170,838	199,604
642502	CEA Depreciation/Replace.	131,773	161,149	183,817	183,817	209,546
645400	Grounds Repair & Maint.	81,878	15,749	20,000	20,000	20,000
650301	Rent	56,436	62,829	66,329	66,329	71,162
	Total Expense	$ 1,608,968	$ 1,698,829	$ 2,200,878	$ 2,208,542	$ 2,305,576

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

Consulting Services

Native plants contract	$ 120,000
Storm sewer TV/clean	97,500
Ecology services for prairie & wetlands	35,000
Movable bridge inspections	16,200
Pond sediment surveys	24,000
Bridge structure design/constr insp	9,000
Bridge maintenance	49,500
Bridge plan updates & reports	21,600
	$ 372,800

Contractor Fees

Mowing	$ 25,000
Pond dredging	60,000
Spot repairs	30,000
Protruding taps	10,000
Emergency repairs	5,000
Patch program	120,000
Sewer TV camera maintenance	700
Muskrat trapping	30,000
Ditch cleaning	26,000
Annual bridge maintenance	6,300
Bridge deck sealing	135,000
	$ 448,000

Rent

Land for detention ponds:	
Appleton Memorial Park	
AMP North, 7.28 acres	$ 22,932
AMP South, 7 acres	22,050
Reid Golf Course pond (per agreement)	
7.2 acres	22,680
AASD Underground Storage	3,500
	$ 71,162

Construction Materials

Shore repair program	$ 15,750
Inlet repair program	45,500
Muskrat repair materials	3,000
Silt fence, slurry, misc.	3,000
Riprap	3,000
	$ 70,250

Tipping Fees

Disposal costs of cleaning: $60 per ton	
Streets - 834 tons	$ 50,040
Storm sewers - 91 tons	5,460
	$ 55,500

Grounds Repair & Maint

Shoreline repairs	$ 20,000
	$ 20,000

CITY OF APPLETON 2025 BUDGET
STORMWATER

Leaf Collection **Business Unit 5225**

PROGRAM MISSION

Collect leaves and dispose of them in a safe and environmentally productive manner.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continually search for ways to improve communication with the public on leaf collection schedules.

Continue the vacuum leaf collection process to help reduce phosphorus from waterways.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
STORMWATER

Leaf Collection **Business Unit 5225**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610200 Labor Pool Allocations	$ 198,458	$ 234,709	$ 219,671	$ 219,671	$ 226,876
610400 Call Time Wages	900	1,313	1,000	1,000	1,000
610500 Overtime Wages	13,647	18,122	15,000	15,000	15,000
615000 Fringes	83,233	99,258	86,885	86,885	82,164
641303 Water	127	785	200	200	400
642501 CEA Operations/Maint.	190,629	237,946	151,597	151,597	191,057
642502 CEA Depreciation/Replace.	161,777	259,679	184,557	184,557	245,183
Total Expense	$ 648,771	$ 851,812	$ 658,910	$ 658,910	$ 761,680

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2024 BUDGET
STORMWATER

Urban Forestry **Business Unit 5226**

PROGRAM MISSION

Manage the open space forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain approximately 30,000 trees on City terraces and boulevards.

Prune trees to provide proper growth, structure and health while maintaining proper clearances for vehicles, infrastructure and pedestrians.

Respond to storm damage situations.

Plant trees in new subdivisions and reconstructed streets where final concrete pavement has been installed.

Collaborate with the engineering and street divisions to minimize the impacts of street reconstruction projects on existing street trees.

Continue to monitor and address significant forest pest insects and pathogens that have the potential to impact the urban forest landscapes.

Utilize the Department of Natural Resources as a resource for urban forest health and to secure grants as opportunities arise.

Continue to address the emerald ash borer impacts within the city and make the necessary program adjustments to transition affected ash trees out of city terraces, boulevards, parks and right of way areas.

Continue to provide a diversity of species in the urban forest to minimize the impact of disease/insects on single tree species.

Look for opportunities to engage the public in maintaining and building a resilient urban forest within the community.

Urban forestry strategies assist in the management of stormwater and MS4 requirements in a cost effective manner. The urban canopy areas effectively manage water through interception, evapotranspiration and infiltration.

Major Changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2024 BUDGET
STORMWATER

Urban Forestry **Business Unit 5226**

PROGRAM BUDGET SUMMARY

Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
Expenses					
610100 Regular Salaries	$ -	$ -	$ 551,109	$ 551,109	$ 576,841
610400 Call Time Wages	-	-	3,500	3,500	3,500
610500 Overtime Wages	-	-	4,500	4,500	4,500
610800 Part-Time Wages	-	-	18,018	18,018	18,018
615000 Fringes	-	-	214,517	214,517	208,792
620100 Training/Conferences	-	-	2,600	2,600	2,600
630300 Memberships & Licenses	-	-	1,000	1,000	1,000
630800 Landscape Supplies	-	-	36,000	36,000	45,300
630901 Shop Supplies	-	-	1,650	1,650	1,600
630902 Tools & Instruments	-	-	2,400	2,400	3,050
632002 Outside Printing	-	-	300	300	500
632102 Protective Clothing	-	-	400	400	800
632300 Safety Supplies	-	-	1,150	1,150	1,500
632700 Miscellaneous Equipment	-	-	11,500	11,500	15,800
640800 Contractor Fees	-	-	375,800	375,800	425,000
641303 Water	-	-	1,000	1,000	1,400
641308 Cellular Phones	-	-	241	241	3,600
642400 Software Support	-	-	2,000	2,000	2,800
642501 CEA Operations/Maint.	-	-	148,672	148,672	171,576
642502 CEA Depreciation/Replace.	-	-	219,284	219,284	256,934
Total Expense	$ -	$ -	$ 1,595,641	$ 1,595,641	$ 1,745,111

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > $15,000

Landscape Supplies	
Topsoil/sand/gravel	$ 3,300
Seed/fertilizer	4,000
Plant material/trees	35,000
Herbicides/pesticides	3,000
	$ 45,300
Contractor Fees	
Ash tree removal	$ 425,000
	$ 425,000
Miscellaneous Equipment	
Rigging system	$ 3,600
Arrow board	6,500
Saws	2,500
Enterprise Asset Management Tablets	3,200
	$ 15,800

CITY OF APPLETON 2025 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users in order to ensure compliance with established regulations, protect surrounding infrastructure and the environment, increase the acres of land available for development and prevent major system failures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to inform property owners of future construction in a timely manner.

Design projects to meet regulations and provide cost effective solutions for the community and the watersheds.

Monitor projects to ensure compliance with deadlines, specifications, and regulations.

Comply with the NR216 Stormwater permit requirements.

Continue implementing the Citywide stormwater management plan and regional flood studies selected alternatives.

The following are 2025 CIPs:

	2025 Budget	Page
Stormwater program	$ 6,032,523	Projects, pg. 620
Bridge improvements	1,549,224	Projects, pg. 604
	$ 7,581,747	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM BUDGET SUMMARY

	Description	Actual 2022	Actual 2023	Budget Adopted 2024	Budget Amended 2024	Budget 2025
	Expenses					
610100	Regular Salaries	$ 51,443	$ 38,660	$ 201,687	$ 201,687	$ 212,383
610500	Overtime Wages	(164)	2,026	5,000	5,000	5,000
610800	Part-Time Wages	56	34	3,565	3,565	1,000
615000	Fringes	21,161	17,768	77,765	77,765	75,355
632503	Other Materials	25	12	-	-	-
640400	Consulting Services	112,751	164,456	967,000	1,154,453	613,500
640800	Contractor Fees	5,150	-	-	-	-
641800	Equipment Repairs & Maint.	-	-	-	-	297,000
642501	CEA Operations/Maint.	-	-	3,040	3,040	2,035
642502	CEA Depreciation/Replace.	-	-	3,260	3,260	1,992
659900	Other Contracts/Obligation	-	-	-	231,301	
680100	Land	118,265	-	350,000	866,648	2,800,000
680904	Storm Sewers	1,055,927	1,607,006	3,358,542	4,545,531	2,397,758
680999	Other Infrastructure	-	-	-	-	1,175,724
689900	Other Capital Outlay	(863,280)	(1,449,853)	-	-	-
	Total Expense	$ 501,334	$ 380,109	$ 4,969,859	$ 7,092,250	$ 7,581,747

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > $15,000

	Street	From	To	Stormwater
Labor Pool				293,738
CEA				4,027
Consulting Services	Citywide SWMP Pond #1	60% design and permit		225,000
	Construction Services			60,000
	Grant Applications			15,000
	Land Acquisition Services			12,000
	Lawe St Bridge over Navigational Canal maintenace planning			76,500
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park relief sewer	wetland, geotech, design		80,000
	Subtotal			**613,500**
Land Acquisition	Lightning Dr	Providence	Broadway	300,000
	RGL Lagoons storm water pond			2,500,000
	Subtotal			**2,800,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm laterals and manholes prior to asphalt paving			245,110
	Storm laterals and manholes prior to concrete paving			164,615
	College Avenue bridge lighting			135,000
	Fee in Lieu - Eagle Point	Construction		16,500
	Flood Reduction Projects			250,000
	Native Vegetation			60,000
	NR151 Water Quality Practices - Reconstructs			80,000
	Olde Oneida St Bridge over south power canal			1,175,724
	Lawe Street Bridge over Fox River deck maintenance and other repairs			297,000
	Pond Sediment Disposal Site	Site Preparation		50,000
	Quarry Site Restoration			250,000
	Subtotal			**2,973,949**
New Storm Sewers				
	Subtotal			**-**
Reconstruction				
	Subtotal			**-**
Reconstruction (on streets to be paved in 2026)	Alexander St	Melrose Ave	Glendale Ave	137,109
	Bell Ave	Summit St	Richmond St	302,525
	Bellaire Ct	Atlantic St	cul de sac	126,000
	Lawe St	College Ave	Spring St	175,500
	Melrose Ave	Alexander St	Ballard Rd	155,399
	Subtotal			**896,533**
Total				**7,581,747**

CITY OF APPLETON 2025 BUDGET
STORMWATER UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Program Revenues						
422400	Miscellaneous State Aids	75,000	-	-	-	-	-
441100	Sundry Permits	25	-	-	-	-	-
441800	Plan Review Permit	43,539	20,922	400	35,000	35,000	40,000
442000	Erosion Control Permit	14,056	7,080	2,450	7,500	7,500	9,250
471000	Interest on Investments	(727,781)	978,219	-	200,000	200,000	400,000
473000	Interest - Deferred Specials	1,507	1,937	20,801	2,000	2,000	2,000
480100	General Charges for Service	1,124	2,438	879	600	600	1,000
488000	Stormwater Revenue	11,248,309	11,196,530	-	11,275,000	11,275,000	11,470,097
500600	Gain (Loss) on Asset Disposal	-	(94,594)	-	-	-	(105,000)
501500	Rental of City Property	-	5,731	-	-	-	-
502100	Capital Contributions	3,651,625	540,240	(94,197)	1,622,909	1,622,909	-
503500	Other Reimbursements	32,266	25,621	-	3,000	3,000	113,243
507100	Customer Penalty	39,841	40,933	-	40,000	40,000	40,000
591100	Premium on Debt Issue	316,081	280,959	82,296	246,887	246,887	213,338
	TOTAL PROGRAM REVENUES	14,695,592	13,006,016	12,629	13,432,896	13,432,896	12,183,928
	Personnel						
610100	Regular Salaries	223,440	248,323	84,845	551,109	551,109	-
610200	Labor Pool Allocations	823,551	817,624	376,910	1,414,536	1,414,536	2,043,938
610299	Capitalized Labor	(26,551)	(22,321)	-	-	-	-
610400	Call Time Wages	3,632	3,246	1,502	6,200	6,200	6,400
610500	Overtime Wages	23,220	34,457	4,437	38,000	38,000	37,000
610800	Part-Time Wages	3,136	2,099	11,576	25,183	25,183	22,618
611000	Other Compensation	2,224	2,799	273	2,975	2,975	2,925
611400	Sick Pay	2,719	(29,394)	-	-	-	-
611500	Vacation Pay	129,008	96,405	32,085	-	-	-
615000	Fringes	484,576	455,271	188,867	771,122	771,122	793,152
615099	Capitalized Fringe	(9,289)	(5,598)	-	-	-	-
617000	Pension Expense	(137,756)	170,304	-	-	-	-
617100	OPEB Expense	11,001	(5,542)	-	-	-	-
	TOTAL PERSONNEL	1,532,911	1,767,673	700,495	2,809,125	2,809,125	2,906,033
	Training~Travel						
620100	Training/Conferences	5,585	4,609	6,203	31,925	31,925	13,900
620600	Parking Permits	840	960	960	960	960	960
	TOTAL TRAINING / TRAVEL	6,425	5,569	7,163	32,885	32,885	14,860
	Supplies						
630100	Office Supplies	17	8,074	-	100	100	100
630300	Memberships & Licenses	14,210	5,826	5,145	18,190	18,190	18,505
630400	Postage/Freight	19,539	20,544	7,863	21,500	21,500	24,350
630500	Awards & Recognition	577	510	31	665	665	665
630801	Topsoil, Gravel	-	-	-	3,200	3,200	3,300
630803	Seed	1,716	419	-	3,000	3,000	6,500
630804	Plant Material	2,047	-	27,266	31,800	31,800	39,500
630901	Shop Supplies	1,036	1,274	634	3,900	3,900	3,750
630902	Tools & Instruments	2,219	806	1,636	4,900	4,900	5,650
631603	Other Misc. Supplies	-	59	-	-	-	-
632002	Outside Printing	5,342	8,544	2,495	10,300	10,300	12,500
632102	Protective Clothing	78	85	247	550	550	950
632200	Gas Purchases	-	-	454	-	-	-
632300	Safety Supplies	151	89	211	1,250	1,250	1,600
632501	Castings	21,653	24,061	1,019	-	-	25,000
632502	Concrete	18,112	30,131	746	-	-	20,000
632503	Other Materials	20,205	16,752	4,138	22,000	22,000	23,500
632504	Slurry	-	1,842	-	-	-	500
632505	Gravel	-	-	-	750	750	750
632507	Asphalt	115	-	-	-	-	-
632599	Other Construction Materials	-	-	-	45,769	45,769	500
632700	Miscellaneous Equipment	3,231	3,947	21,035	34,750	34,001	31,200
	TOTAL SUPPLIES	110,248	122,963	72,920	202,624	201,875	218,820

CITY OF APPLETON 2025 BUDGET
STORMWATER UTILITY

		2022 ACTUAL	2023 ACTUAL	2024 YTD ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2025 BUDGET
	Purchased Services						
640100	Accounting/Audit Fees	9,201	9,919	-	9,200	9,200	10,000
640202	Recording/Filing Fees	30	200	-	400	400	400
640300	Bank Service Fees	13,425	13,551	665	16,000	16,000	15,000
640400	Consulting Services	587,541	597,683	59,497	1,829,500	2,181,248	1,410,300
640800	Contractor Fees	129,240	207,320	10,020	724,400	724,400	873,000
641200	Advertising	122	62	80	-	-	-
641301	Electric	3,569	4,950	1,515	5,000	5,000	5,150
641303	Water	2,314	3,551	496	4,400	4,400	5,000
641307	Telephone	1,040	1,058	356	1,200	1,200	1,200
641308	Cellular Phones	734	833	219	957	957	4,870
641500	Tipping Fees	48,124	50,902	12,378	55,000	55,000	55,500
641800	Equipment Repairs & Maint.	-	-	-	-	-	297,000
642000	Facilities Charges	-	416	-	-	-	-
642400	Software Support	13,364	9,776	8,056	35,170	35,170	42,730
642501	CEA Operations/Maint.	359,653	387,860	155,926	480,858	480,858	569,661
642502	CEA Depreciation/Replace.	291,432	428,258	156,838	591,960	591,960	719,468
642503	CEA Capital	(8,116)	(4,954)	-	-	-	-
645400	Grounds Repair & Maintenance	81,878	15,749	-	20,000	20,000	20,000
650100	Insurance	42,360	48,720	15,920	47,770	47,770	66,140
650301	Facility Rent	56,436	62,829	-	66,329	66,329	71,162
659900	Other Contracts/Obligation	37,630	10,176	-	71,508	302,809	62,764
	TOTAL PURCHASED SVCS	1,669,977	1,848,859	421,966	3,959,652	4,542,701	4,229,345
	Miscellaneous Expense						
660100	Depreciation Expense	2,755,618	2,765,874	907,320	2,850,000	2,850,000	3,550,000
662300	Uncollectable Accounts	408	1,929	(1,542)	1,000	1,000	1,000
672000	Interest Payments	1,376,728	1,244,353	382,940	1,117,429	1,117,429	992,637
673000	Debt Issuance Costs	8,000	9,500	-	-	-	-
675100	Gain/Loss on Refund Amort.	112,757	98,590	28,348	85,050	85,050	71,842
	TOTAL MISCELLANEOUSL EXP	4,253,511	4,120,246	1,317,066	4,053,479	4,053,479	4,615,479
	Capital Outlay						
680100	Land	118,265	-	-	350,000	866,648	2,800,000
680904	Storm Sewers	1,055,927	1,607,006	187,575	3,358,542	4,545,531	2,397,758
681500	Software Acquisition	-	30,193	8,988	20,000	34,807	-
689900	Other Capital Outlay	(864,237)	(1,480,045)	-	-	-	1,175,724
	TOTAL CAPITAL OUTLAY	309,955	157,154	196,563	3,728,542	5,446,986	6,373,482
	Transfers						
791100	Transfer Out - General Fund	12,500	12,500	6,252	18,750	18,750	19,315
791400	Transfer Out - Capital Project	319,335	375,000	-	495,000	495,000	-
	TOTAL TRANSFERS	331,835	387,500	6,252	513,750	513,750	19,315
	TOTAL EXPENSE	8,214,862	8,409,964	2,722,425	15,300,057	17,600,801	18,377,334

CITY OF APPLETON 2025 BUDGET

STORMWATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Revenues					
Charges for Services	$ 11,248,310	$ 11,196,530	$ 11,275,000	$ 11,345,000	$ 11,470,097
Miscellaneous	130,855	102,904	86,100	106,100	205,493
Total Revenues	11,379,165	11,299,434	11,361,100	11,451,100	11,675,590
Expenses					
Operating Expenses	3,629,922	3,904,139	5,551,445	5,317,322	6,908,793
Depreciation	2,755,618	2,765,874	2,850,000	3,475,000	3,550,000
Total Expenses	6,385,540	6,670,013	8,401,445	8,792,322	10,458,793
Operating Income (Loss)	4,993,625	4,629,421	2,959,655	2,658,778	1,216,797
Non-Operating Revenues (Expenses)					
Interest Income	(726,272)	979,980	202,000	202,000	400,000
Intergovernmental	75,000	-	-	-	-
Gain/Loss on Disposal of Assets	-	(94,594)			(105,000)
Interest Expense	(1,376,727)	(1,244,353)	(1,117,429)	(1,117,429)	(992,637)
Gain/Loss on Refunding	(112,757)	(98,590)	(85,050)	(85,050)	(71,842)
Amortization of Premium on Debt Issue	316,081	280,959	246,887	246,887	213,338
Debt Expense	(8,000)	(9,500)	-	-	-
Other	-	-	-	-	-
Total Non-Operating	(1,832,675)	(186,098)	(753,592)	(753,592)	(556,141)
Income (Loss) Before Contributions and Transfers	3,160,950	4,443,323	2,206,063	1,905,186	660,656
Contributions and Transfers In (Out)					
Capital Contributions	3,651,625	540,240	1,622,909	37,270,898	-
Transfer Out - CEA	-	-	-	-	-
Transfer Out - Capital Projects	(319,335)	(375,000)	(495,000)	(495,000)	-
Transfer Out - General Fund	(12,500)	(12,500)	(18,750)	(18,750)	(19,315)
Change in Net Assets	6,480,740	4,596,063	3,315,222	38,662,334	641,341
Total Net Assets - Beginning	93,373,761	99,854,501	104,450,564	104,450,564	143,112,898
Total Net Assets - Ending	$ 99,854,501	$ 104,450,564	$ 107,765,786	$ 143,112,898	$ 143,754,239

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	$ 19,090,191	$ 13,424,377
+ Change in Net Assets	38,662,334	641,341
+ Depreciation	3,475,000	3,550,000
+ Long Term Debt	-	-
- Contributed Capital	(37,270,898)	-
- Fixed Assets	(7,092,250)	(7,208,247)
- Software Acquisition/ERP Implentation	-	-
- Principal Repayment	(3,440,000)	(3,310,000)
Working Cash - End of Year	$ 13,424,377	$ 7,097,471

The current annual rate of $175.00 per ERU became effective January 1, 2019.

CITY OF APPLETON 2025 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Charges for Services	$ 11,275,000	$ 11,345,000	$ 11,470,097	$ 11,527,447	$ 11,585,085	$ 11,643,010	$ 11,701,225
Miscellaneous	86,100	106,100	205,493	100,000	85,000	85,000	85,000
Total Revenues	11,361,100	11,451,100	11,675,590	11,627,447	11,670,085	11,728,010	11,786,225
Expenses							
Operating Expenses	5,551,445	5,317,322	6,908,793	6,816,057	7,470,538	7,231,155	7,448,089
Depreciation	2,850,000	3,475,000	3,550,000	3,600,000	3,675,000	3,750,000	3,835,000
Total Expenses	8,401,445	8,792,322	10,458,793	10,416,057	11,145,538	10,981,155	11,283,089
Operating Income	2,959,655	2,658,778	1,216,797	1,211,391	524,546	746,855	503,136
Non-Operating Revenues (Expenses)							
Interest Income	202,000	202,000	400,000	200,000	100,000	100,000	100,000
Interest Expense	(1,117,429)	(1,117,429)	(992,637)	(911,216)	(994,978)	(1,176,046)	(1,401,864)
Gain/Loss on Refunding	(85,050)	(85,050)	(71,842)	(58,507)	(45,048)	(32,076)	(20,733)
Premium on Debt Issue	246,887	246,887	213,338	179,126	144,423	110,938	81,289
Debt Issue Expense	-	-	-	75,000	100,000	100,000	125,000
Total Non-Operating	(753,592)	(753,592)	(451,141)	(515,597)	(695,603)	(897,184)	(1,116,308)
Net Income Before Transfers	2,206,063	1,905,186	765,656	695,794	(171,056)	(150,329)	(613,171)
Contributions and Transfers In (Out)							
Capital Contributions	1,622,909	37,270,898	-	-	-	-	-
Capital Projects	(495,000)	(495,000)	-	-	-	-	-
General Fund	(12,500)	(18,750)	(19,315)	(19,315)	(19,315)	(19,315)	(19,315)
		-					
Change in Net Assets	3,321,472	38,662,334	746,341	676,479	(190,371)	(169,644)	(632,486)
Total Net Assets - Beginning	104,450,564	104,450,564	143,112,898	143,859,239	144,535,718	144,345,346	144,175,702
Total Net Assets - Ending	$ 107,772,036	$ 143,112,898	$ 143,859,239	$ 144,535,718	$ 144,345,346	$ 144,175,702	$ 143,543,216

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	19,090,191	13,424,377	7,097,471	3,701,307	3,262,828	2,928,792
+ Change in Net Assets	38,662,334	641,341	676,479	(190,371)	(169,644)	(632,486)
+ Depreciation	3,475,000	3,550,000	3,600,000	3,675,000	3,750,000	3,835,000
+ Long Term Debt	-	-	3,000,000	7,000,000	5,000,000	11,500,000
- Contributed Capital	(37,270,898)	-	-	-	-	-
- Fixed Assets	(7,092,250)	(7,208,247)	(7,237,643)	(7,603,107)	(5,839,392)	(12,388,801)
- Software Acquisition	-	-	-	-	-	-
- Principal Repayment	(3,440,000)	(3,310,000)	(3,435,000)	(3,320,000)	(3,075,000)	(2,785,000)
Working Cash - End of Year	$ 13,424,377	$ 7,097,471	$ 3,701,307	$ 3,262,828	$ 2,928,792	$ 2,457,505
25% Working Capital Reserve (prior year's audited expenses)		1,613,375	1,980,186	1,936,647	2,121,208	2,106,629
Coverage Ratio	1.39	1.23	1.21	1.04	1.11	1.07

ASSUMPTIONS:
Borrowing needs will be reviewed as needed based on future projects
Interest rate at 5% for future debt issues
ERUs to increase at a rate of .5% per year after 2025
Operating expenses to increase 3% per year after 2025 and $450,000 for maintenance of the Lawe Street Bridge over the navigational canal in 2027
Maintain at least a 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:
Rates will be monitored on an annual basis for adjustments based on actual results or changes in circumstances. The current rate is $175 annually per ERU; this rate was effective as of 1/1/2019. The current projection shows a rate increase may be necessary by January 1, 2027.

CITY OF APPLETON 2025 BUDGET
STORMWATER UTILITY
LONG TERM DEBT

	2012 Revenue Bonds		2013 Revenue Bonds		2014 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	255,000	66,086	340,000	146,994	175,000	78,550
2026	260,000	58,065	355,000	132,944	180,000	71,400
2027	270,000	49,773	370,000	118,294	190,000	63,900
2028	280,000	41,170	385,000	101,961	195,000	56,150
2029	285,000	32,053	400,000	84,625	205,000	48,050
2030	295,000	22,547	420,000	66,469	210,000	39,700
2031	305,000	12,716	435,000	47,194	220,000	31,000
2032	315,000	2,559	460,000	26,775	230,000	21,900
2033	-	-	480,000	5,400	240,000	12,400
2034	-	-	-	-	250,000	2,500
	$ 2,265,000	$ 284,969	$ 3,645,000	$ 730,656	$ 2,095,000	$ 425,550

	2015 Revenue Refunding Bonds		2016 Revenue Refunding Bonds		2017 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	780,000	144,650	1,270,000	261,100	230,000	136,638
2026	810,000	112,550	1,325,000	208,650	235,000	127,863
2027	585,000	86,900	1,380,000	154,000	245,000	118,163
2028	230,000	74,150	1,440,000	97,000	255,000	108,063
2029	235,000	64,800	1,090,000	49,900	270,000	97,413
2030	245,000	55,100	170,000	35,175	280,000	86,313
2031	255,000	45,000	175,000	29,963	290,000	74,813
2032	265,000	34,500	180,000	24,600	300,000	65,163
2033	280,000	23,450	185,000	19,088	310,000	55,938
2034	290,000	13,038	190,000	13,425	320,000	46,413
2035	300,000	2,625	195,000	7,613	330,000	36,278
2036	-	-	205,000	1,538	340,000	25,731
2037	-	-	-	-	350,000	14,544
2038	-	-	-	-	360,000	2,925
	$ 4,275,000	$ 656,763	$ 7,805,000	$ 902,052	$ 4,115,000	$ 996,258

	2018 Revenue Bonds		2020 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2025	130,000	100,613	130,000	58,006	3,310,000	992,637	4,302,637
2026	135,000	95,750	135,000	53,994	3,435,000	861,216	4,296,216
2027	140,000	90,200	140,000	49,831	3,320,000	731,061	4,051,061
2028	145,000	84,450	145,000	45,519	3,075,000	608,463	3,683,463
2029	155,000	78,350	145,000	42,256	2,785,000	497,447	3,282,447
2030	160,000	72,000	150,000	39,281	1,930,000	416,585	2,346,585
2031	165,000	65,450	155,000	36,206	2,000,000	342,342	2,342,342
2032	175,000	58,550	155,000	33,106	2,080,000	267,153	2,347,153
2033	180,000	51,400	160,000	29,931	1,835,000	197,607	2,032,607
2034	185,000	44,050	160,000	26,731	1,395,000	146,157	1,541,157
2035	195,000	36,350	165,000	23,456	1,185,000	106,322	1,291,322
2036	200,000	28,400	170,000	20,081	915,000	75,750	990,750
2037	210,000	20,100	175,000	16,442	735,000	51,086	786,086
2038	220,000	11,400	175,000	12,723	755,000	27,048	782,048
2039	230,000	2,300	180,000	8,925	410,000	11,225	421,225
2040	-	-	185,000	5,020	185,000	5,020	190,020
2041	-	-	190,000	1,009	190,000	1,009	191,009
	$ 2,625,000	$ 839,363	$ 2,715,000	$ 502,517	$ 29,540,000	$ 5,338,128	$ 34,878,128

Note: Schedule is based on accrual method of accounting. No revenue bonds will be issued in 2025.
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CITY OF APPLETON
2025 BUDGET RESOLUTION

Resolved,

The 2025 Executive Budget and Service Plan as published in the newspaper and subsequently amended by the Common Council, be adopted as amended. There be levied upon the taxable property of the several wards of the City of Appleton the sum of $39,293,263 for General Fund purposes;

Be it further resolved,

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $13,875,500 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $2,092,000 for Special Revenue Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of $11,301,180, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an official statement be prepared and distributed by the Director of Finance in support of the sale.

The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of $11,000,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

CITY OF APPLETON
2025 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2022	2023	Adopted 2024	Amended 2024	2025
Finance	8.20	9.20	9.20	9.20	9.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	12.03	13.13	13.13	14.23	14.73
Health Grants	1.45	2.45	2.45	2.45	2.45
Information Technology	10.20	10.20	10.20	10.20	10.20
Legal Services	8.67	8.67	8.60	8.60	8.60
Library	45.00	45.00	45.00	45.00	47.00
Library Grants	0.50	0.50	0.50	0.50	-
Mayor	4.00	4.00	4.00	4.00	4.00
Facilities Management	10.26	10.26	10.26	10.26	10.26
Facilities Capital	1.68	1.68	1.68	1.68	1.68
Parks & Recreation	16.39	16.39	16.56	16.56	16.56
Reid Golf Course	2.70	2.70	2.90	2.90	2.90
Human Resources	6.15	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98	2.98
Community & Economic Devel.	16.93	25.68	25.38	25.38	25.38
Housing, Homeless & Block Grants	2.35	2.35	2.35	2.35	2.35
Police	140.00	140.00	140.00	140.00	140.00
Public Works	61.69	52.94	43.99	43.99	43.99
Sanitation	17.80	17.80	17.80	17.80	17.80
CEA	14.88	14.88	14.88	14.88	14.88
Parking	10.54	10.54	10.54	10.54	10.54
Capital (TIF, Subdivision, etc.)	7.71	7.71	8.38	8.38	8.38
Stormwater Utility	20.46	20.46	29.41	29.41	29.41
Water Utility	35.00	35.00	35.38	35.38	35.38
Wastewater Utility	29.29	29.29	30.91	30.91	30.91
Valley Transit	61.10	61.10	61.10	61.10	61.10
Total Regular Employees	643.94	647.04	649.71	650.81	652.81

CITY OF APPLETON 2025 BUDGET
PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
LIBRARY							
Volunteer Coordinator		0.50	$ 42,499	0.50	$ 42,499	-	$ -
Security Monitor	B	1.00	83,734	1.00	83,734	-	-
Assistant Flex Role		1.00	76,429	1.00	76,429	-	-
Public Services Clerk		(0.50)	(20,886)	(0.50)	(20,886)	-	-
HEALTH DEPARTMENT							
Environmental Health Technician	A	1.00	87,532	1.00	87,532	-	-
Public Health Nurse	A	0.10	10,272	0.10	10,272	-	-
Administrative Assistant		0.50	22,495	0.50	22,495	-	-
POLICE DEPARTMENT							
Professional Development Administrative Specialist	A	(1.00)	(79,848)	(1.00)	(79,848)	-	-
Traffic Safety Officer	A	1.00	102,459	1.00	102,459	-	-
Total General Fund:		**3.60**	**$ 324,686**	**3.60**	**$ 324,686**	**-**	**$ -**
SPECIAL REVENUE FUNDS							
LIBRARY GRANTS							
Volunteer Coordinator		(0.50)	$ 42,499	(0.50)	$ 42,499	-	$ -
Total Special Revenue Funds:		**(0.50)**	**$ 42,499**	**(0.50)**	**$ 42,499**	**-**	**$ -**
TOTAL CITY:		**3.10**	**$ 367,185**	**3.10**	**$ 367,185**	**-**	**$ -**

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

(A) Personnel change approved by Council since adoption of the 2024 Budget.

(B) Reduction in the 2025 Operations Budget that resulted in a cost neutral FTE addition.

CITY OF APPLETON 2025 BUDGET
ASSESSED PROPERTY VALUES

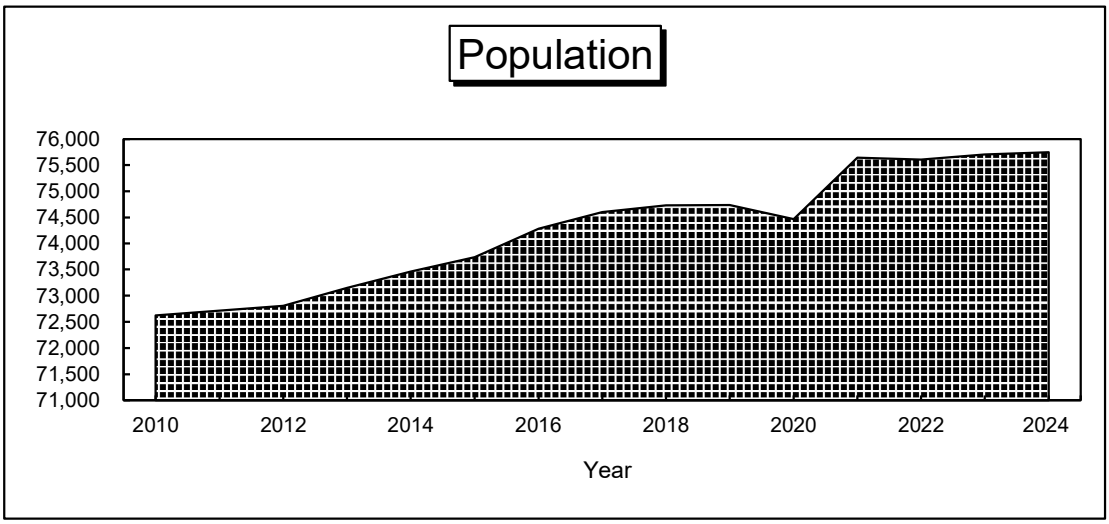
	01/01/23	01/01/24	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 12	$ 416,176,749	$ 73,552,849	$ (342,623,900)	-82.33%
Outagamie County				
Real Estate	6,853,788,795	6,932,281,869	78,493,074	1.15%
Personal Property	107,481,076	-	(107,481,076)	-100.00%
Total With TID:	6,961,269,871	6,932,281,869	(28,988,002)	-0.42%
Total Without TID:	6,572,993,848	6,839,368,675	266,374,827	4.05%
Calumet County				
Real Estate	1,176,582,475	1,192,462,651	15,880,176	1.35%
Personal Property	11,215,257	-	(11,215,257)	-100.00%
Total With TID:	1,187,797,732	1,192,462,651	4,664,919	0.39%
Total Without TID:	1,187,797,732	1,213,897,780	26,100,048	2.20%
Winnebago County				
Real Estate	99,147,562	98,456,361	(691,201)	-0.70%
Personal Property	3,632,226	-	(3,632,226)	-100.00%
Total With TID:	102,779,788	98,456,361	(4,323,427)	-4.21%
Total Without TID:	74,879,062	96,381,577	21,502,515	28.72%
All Counties With TIDs:	**$ 8,251,847,391**	**$ 8,223,200,881**	**$ (28,646,510)**	**-0.35%**
All Counties Without TIDs:	**$ 7,835,670,642**	**$ 8,149,648,032**	**$ 313,977,390**	**4.01%**

CITY OF APPLETON 2025 BUDGET
EQUALIZED PROPERTY VALUES

		01/01/23	01/01/24	Change in Dollars	Change in Percent
TID # 3	Gross	107,976,600	50,038,600	(57,938,000)	-53.66%
	Base (1993)	(11,004,400)	(10,526,000)	478,400	-4.35%
	Increment	96,972,200	39,512,600	(57,459,600)	-59.25%
TID # 7	Gross	55,622,300	24,721,700	(30,900,600)	-55.55%
	Base (2007)	(25,657,000)	(22,579,900)	3,077,100	-11.99%
	Increment	29,965,300	2,141,800	(27,823,500)	-92.85%
TID # 8	Gross	135,199,800	60,227,200	(74,972,600)	-55.45%
	Base (2009)	(6,135,100)	(5,665,700)	469,400	-7.65%
	Increment	129,064,700	54,561,500	(74,503,200)	-57.73%
TID # 9	Gross	28,982,300	15,772,800	(13,209,500)	-45.58%
	Base (2013)	(21,512,900)	(15,525,200)	5,987,700	-27.83%
	Increment	7,469,400	247,600	(7,221,800)	-96.69%
TID # 10	Gross	36,910,500	23,547,900	(13,362,600)	-36.20%
	Base (2013)	(24,543,900)	(23,547,900)	996,000	-4.06%
	Increment	12,366,600	-	(12,366,600)	-100.00%
TID # 11	Gross	220,365,400	88,973,200	(131,392,200)	-59.62%
	Base (2017)	(92,067,800)	(85,469,800)	6,598,000	-7.17%
	Increment	128,297,600	3,503,400	(124,794,200)	-97.27%
TID # 12	Gross	64,414,800	28,929,600	(35,485,200)	-55.09%
	Base (2017)	(30,923,400)	(28,929,600)	1,993,800	-6.45%
	Increment	33,491,400	-	(33,491,400)	-100.00%
TID # 13	Gross	-	100,655,600	100,655,600	N/A
	Base (2023)	-	(70,716,500)	(70,716,500)	N/A
	Increment	-	29,939,100	29,939,100	N/A
Total All Increments:		**$ 437,627,200**	**$ 129,906,000**	**$ (295,354,600)**	**-70.32%**
Outagamie County					
	Real Estate	7,195,985,300	7,298,760,600	102,775,300	1.43%
	Personal Property	112,847,400	-	(112,847,400)	-100.00%
Total With TID:		7,308,832,700	7,298,760,600	(10,072,100)	-0.14%
Total Without TID:		6,901,170,800	7,200,935,500	299,764,700	4.34%
Calumet County					
	Real Estate	1,210,053,000	1,256,147,700	46,094,700	3.81%
	Personal Property	11,534,300	-	(11,534,300)	-100.00%
Total With TID:		1,221,587,300	1,256,147,700	34,560,400	2.83%
Total Without TID:		1,221,587,300	1,226,208,600	4,621,300	0.38%
Winnebago County					
	Real Estate	106,484,200	101,636,500	(4,847,700)	-4.55%
	Personal Property	3,901,000	-	(3,901,000)	-100.00%
Total With TID:		110,385,200	101,636,500	(8,748,700)	-7.93%
Total Without TID:		80,419,900	99,494,700	19,074,800	23.72%
All Counties With TIDs:		**$ 8,640,805,200**	**$ 8,656,544,800**	**$ 15,739,600**	**0.18%**
All Counties Without TIDs:		**$ 8,203,178,000**	**$ 8,526,638,800**	**$ 323,460,800**	**3.94%**

CITY OF APPLETON
2025 BUDGET
POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
2010	Census	60,045	11,088	1,490	72,623
2011	Est. *	60,130	11,095	1,490	72,715
2012	Est. *	60,240	11,080	1,490	72,810
2013	Est. *	60,500	11,165	1,485	73,150
2014	Est. *	60,783	11,195	1,485	73,463
2015	Est. *	60,838	11,412	1,487	73,737
2016	Est. *	61,071	11,731	1,484	74,286
2017	Est. *	61,364	11,759	1,475	74,598
2018	Est. *	61,567	11,680	1,487	74,734
2019	Est. *	61,558	11,703	1,478	74,739
2020	Census	61,317	11,670	1,478	74,465
2021	Est. *	62,253	11,887	1,504	75,644
2022	Est. *	62,892	11,276	1,437	75,605
2023	Est. *	63,088	11,189	1,423	75,700
2024	Est. *	63,168	11,163	1,414	75,745



* source: State of Wisconsin Department of Administration, Demographic Services Center

CITY OF APPLETON 2025 BUDGET

STATISTICS AND PERFORMANCE INDICATORS

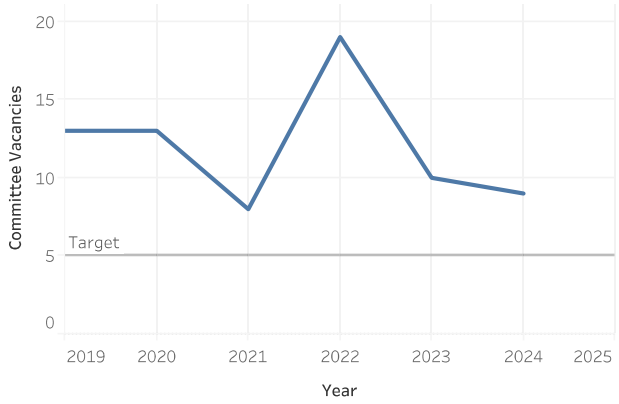
(Snapshot of Department Dashboards as of September 19, 2024)

Mayor’s Office

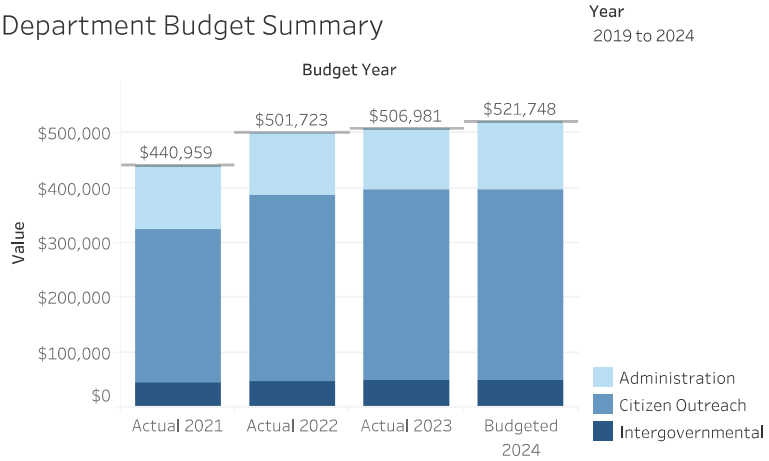
The Office of the Mayor will provide vision, leadership, and management of City operations and services to maintain a safe, vibrant community with a high quality of life. To ensure our community thrives, we will focus on building and maintaining a strong, diversified tax base consisting of various housing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

All 2024 numbers are reflective through June 30, 2024

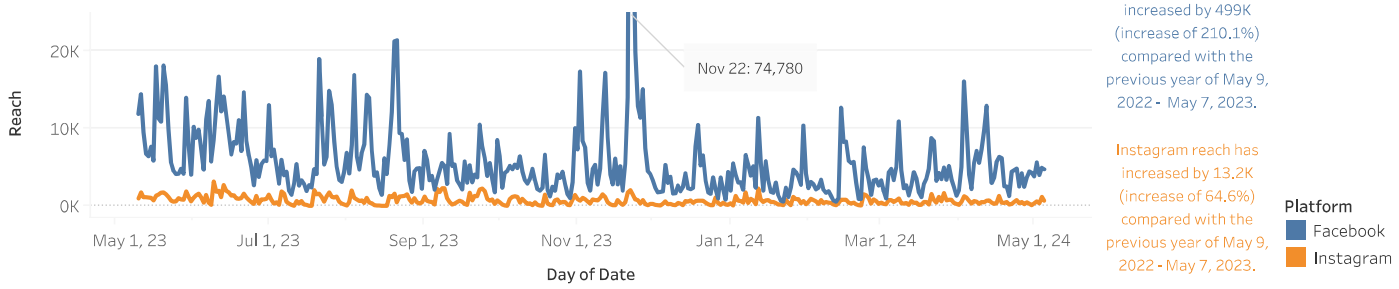
Committee Vacancies



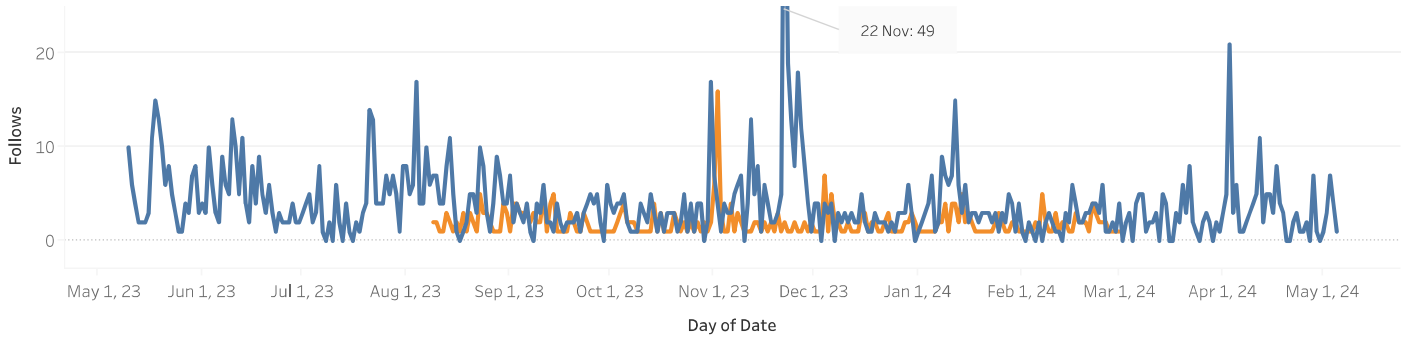
Department Budget Summary



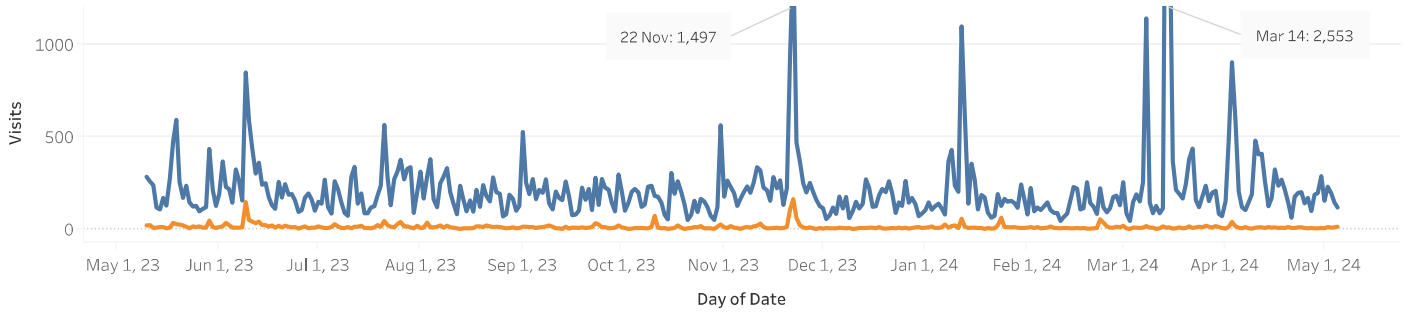
Social Media Reach



New Social Media Followings Per Day



Social Media Visits

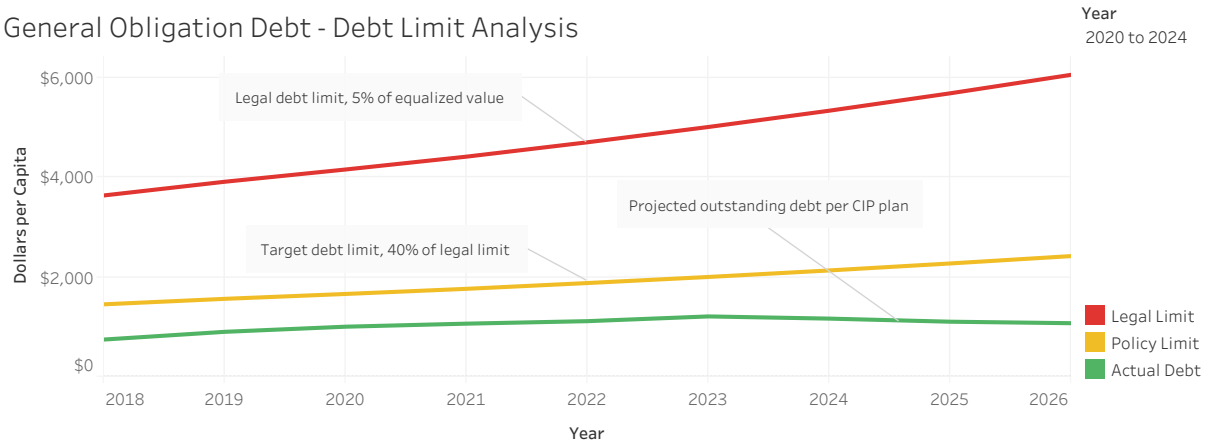


Finance

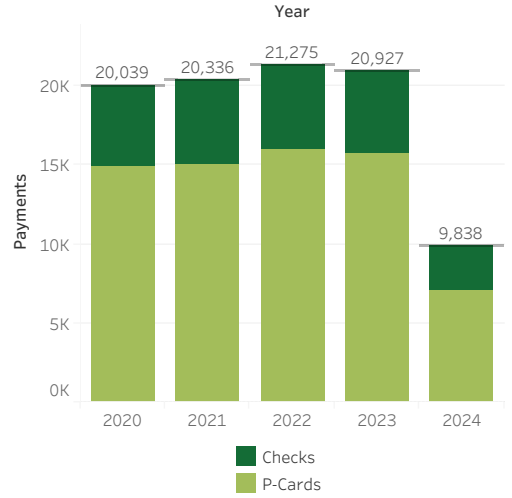
For the benefit of all City departments, the Common Council, and the Mayor, in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City, we will provide financial management, billing, and collection services. We aim to provide knowledgeable, courteous customer service to all individuals who contact the department with questions and/or concerns; continue to coordinate changes to the customer service area on the first floor ensuring adequate training and staff involvement; and proactively offer solutions to challenges that arise, keeping customer service the primary focus.

All 2024 numbers are reflective through June 30, 2024.

General Obligation Debt - Debt Limit Analysis



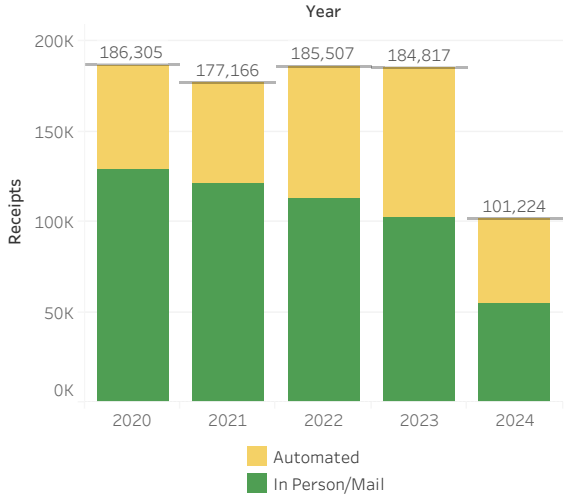
Annual Payments Made



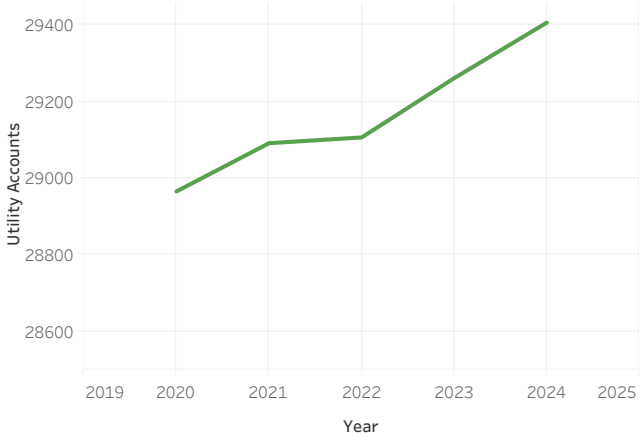
Auditor's Compliance Issues

0

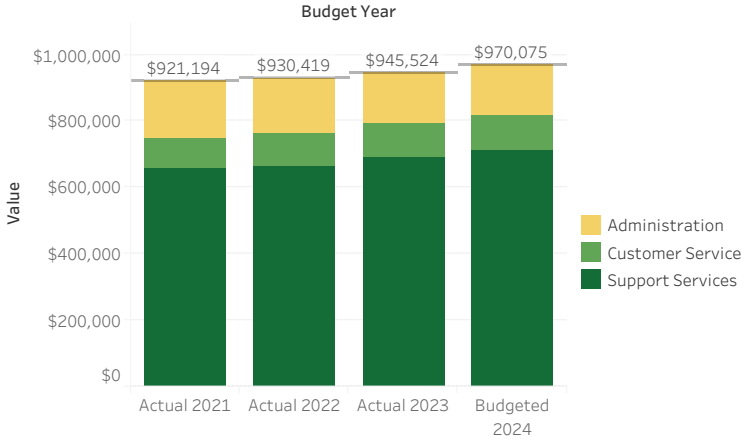
Annual Receipts Processed



Utility Accounts Serviced



Department Budget Summary

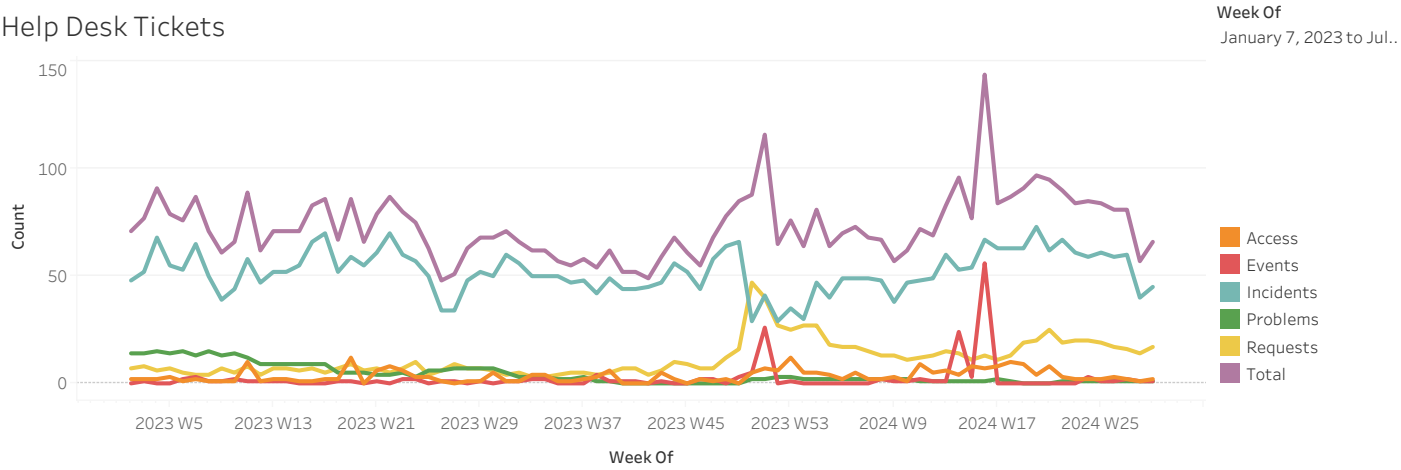


Information Technology

The Information Technology Department serves to provide all City departments with reliable, timely and accurate computer applications, as well as planning and implementation of technology related hardware and services that are both cost-effective and responsive to departmental needs. The IT Department continues to strive to proactively find opportunities to streamline processes and improve communications.

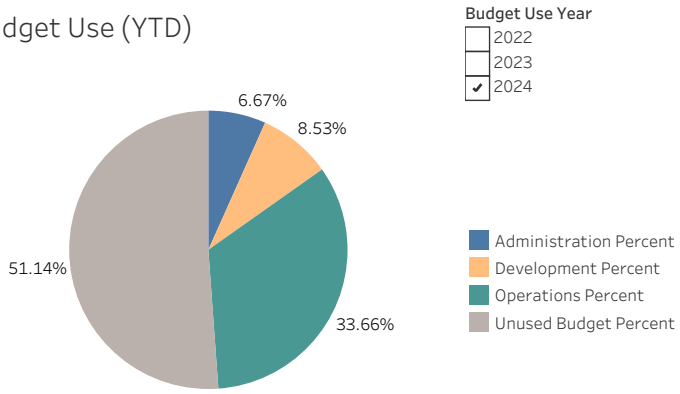
This dashboard was last updated 7/23/2024.

Help Desk Tickets



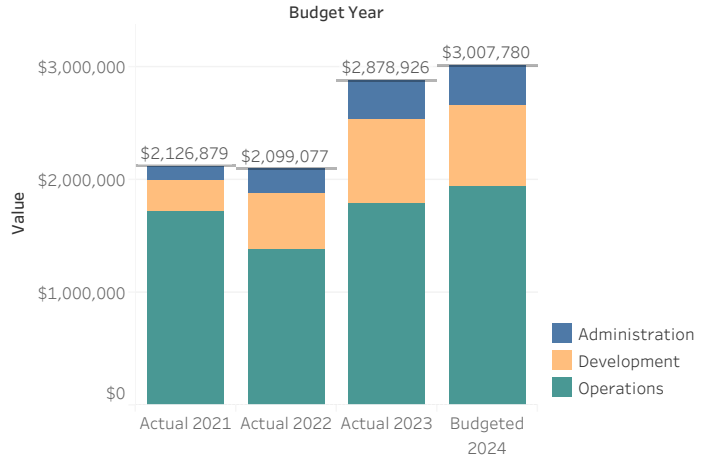
Help Desk Projects

Budget Use (YTD)



YTD spending for 2023 is reflective through 7/23/2023.

Department Budget Summary



Legal and Administrative Services - Attorney's Office

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. In the continuously changing landscape of the pandemic, local, State, and federal orders all required hours of research, interpretation, and consultation with various City Departments. The City Attorney's Office provides advice and direction to City staff along with the Common Council.

*The Agreements and Contracts chart is reflective of new agreements and contracts only. It does not include extensions, amendments, or task orders that fall under a master agreement.
**Averages are calculated using data from the years 2017-2023.

All 2024 numbers are reflective through June 30, 2024.

Average Number of New Matters Opened Annually

675

Yearly total as of 6/30/24: 332

Average Number of Agreements and Contracts Created Annually

245

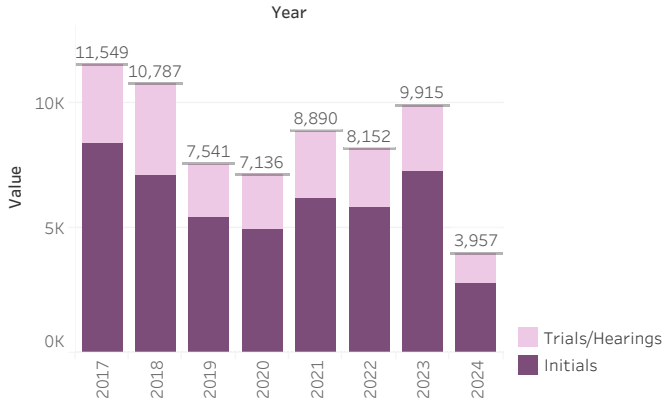
Yearly total as of 6/30/24: 158

Average Number of Ordinances Adopted or Published Annually

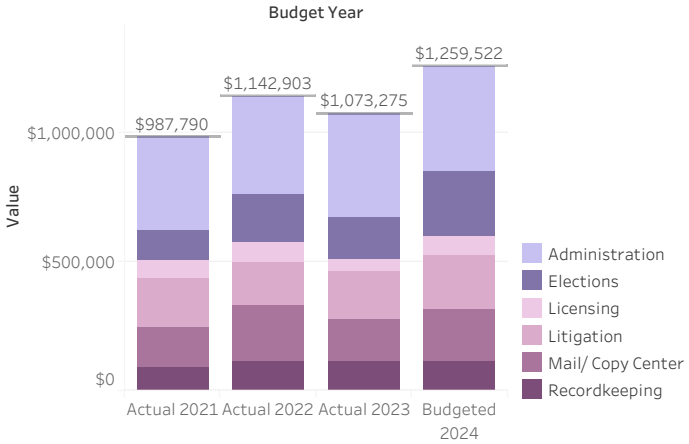
107

Yearly total as of 6/30/24: 95

Annual Initial Appearances and Annual Trials and Hearings



Department Budget Summary

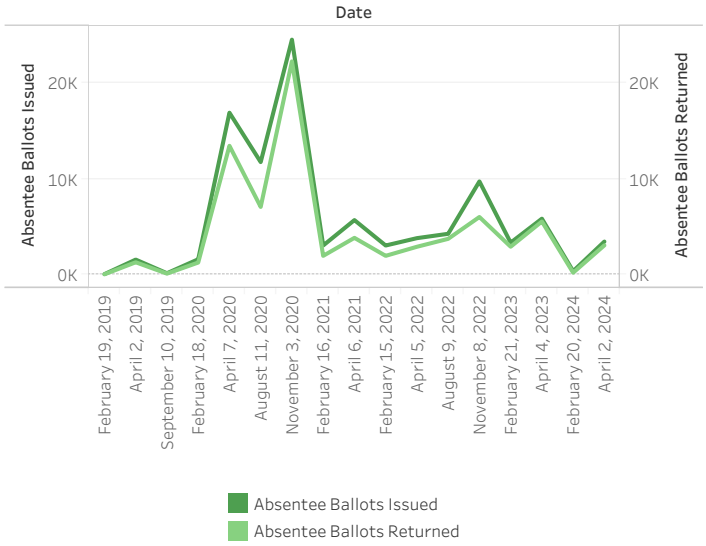


Legal and Administrative Services - City Clerk

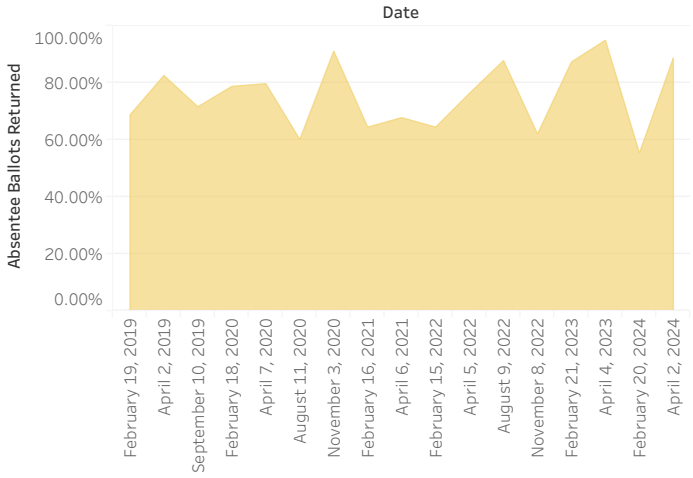
The Legal Services Department in committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. In the continuously changing landscape of the pandemic, local, State, and federal orders all required hours of research, interpretation, and consultation with various City Departments.

All 2024 numbers are reflective through June 30, 2024.

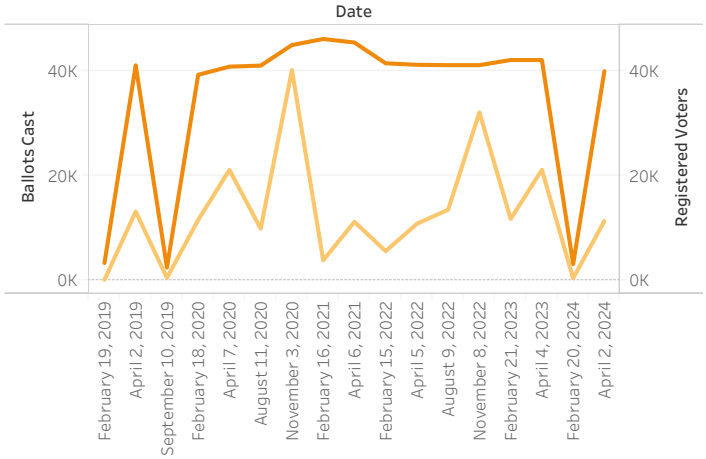
Absentee Ballots



Percent of Absentee Ballots Returned

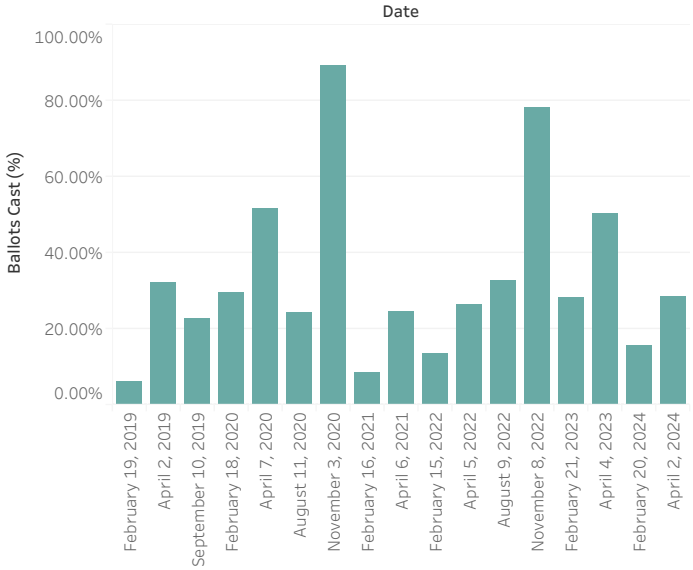


Ballots Cast and Registered Voters*

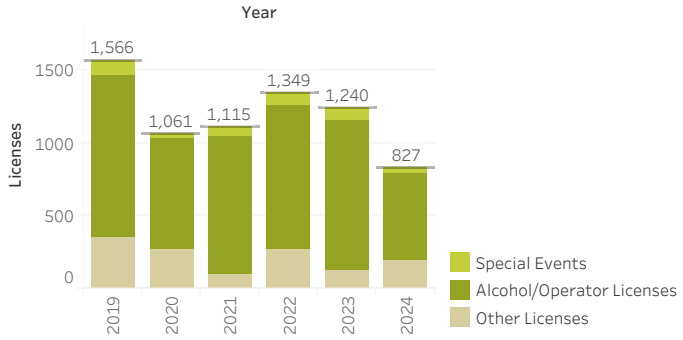


*2/19/19 -- District 7 only
*9/10/19 -- Districts 6 and 15 only
*2/20/24 -- only 5 wards within the City

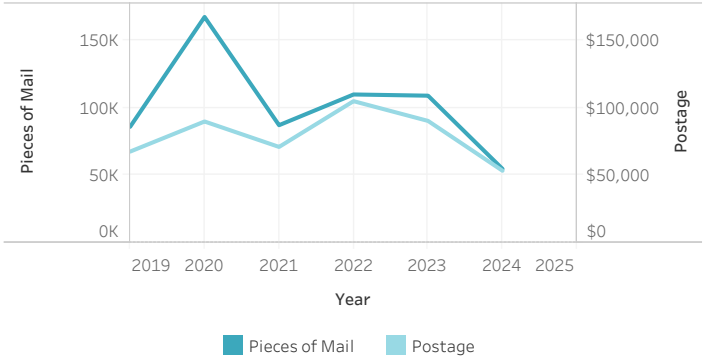
Voter Turnout



Licenses Issued



Pieces of Metered Mail and Postage Costs

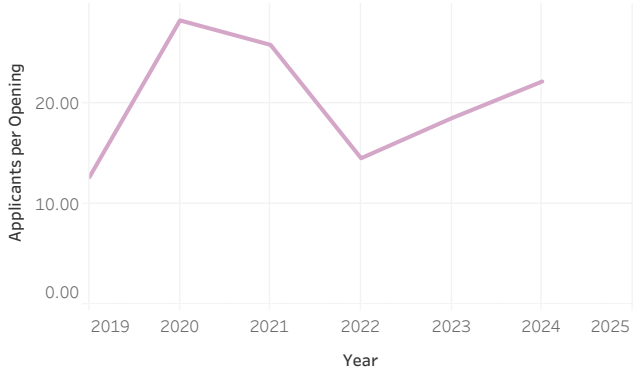


Human Resources

The Human Resources Department will attract, develop, and retain a high-performing, diverse workforce and foster an environment where employees can use their talents to thrive. It is our objective to provide departmental support meeting the City's organizational needs in the areas of Human Resource Compliance and Administration, Talent Acquisition and Retention, and Talent Management and Development.

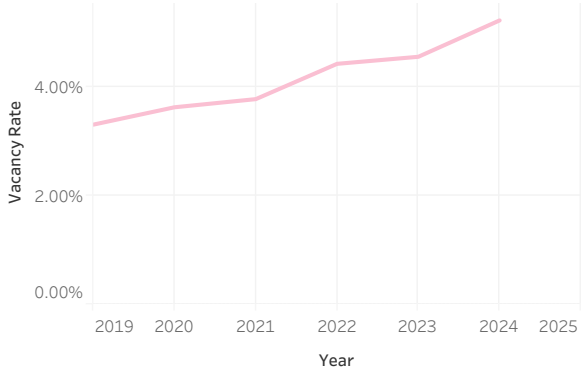
All 2024 numbers are reflective through June 30, 2024.

Average Applicants per Opening

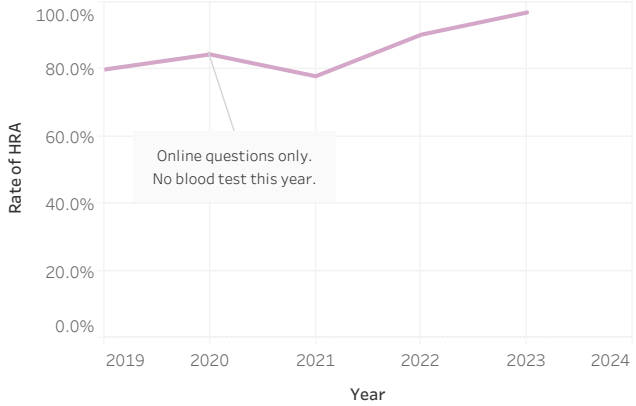


Vacancy Rate

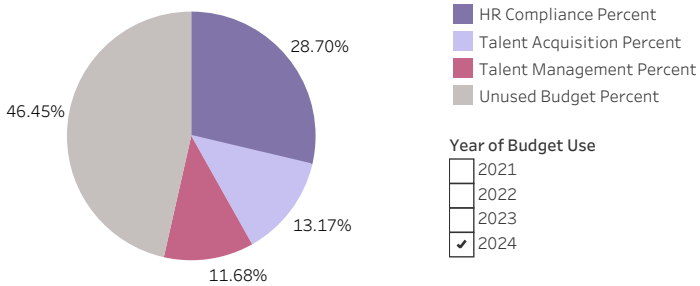
Year
2019 to 2024



Percentage of Employees who Participated in the Health Risk Assessment



Budget Use (YTD)



YTD spending for 2024 is reflective through 7/23/2024.

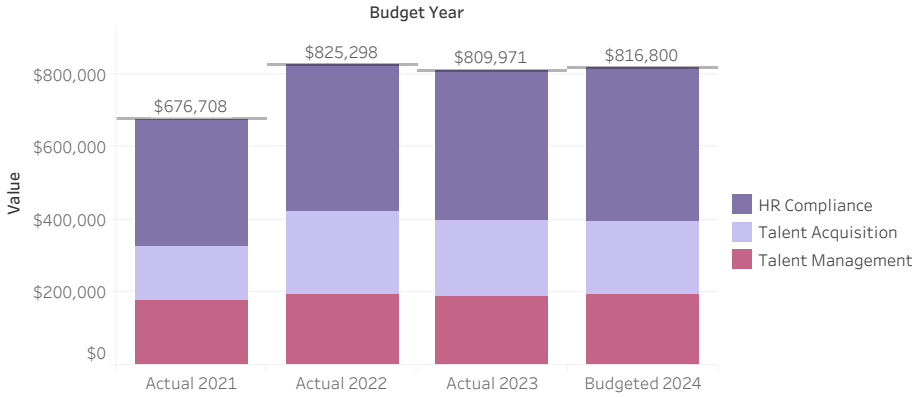
Department Budget Summary

Average training investment per full-time equivalent employee

$48.80

per employee

for required HR training based on 625 FTE count

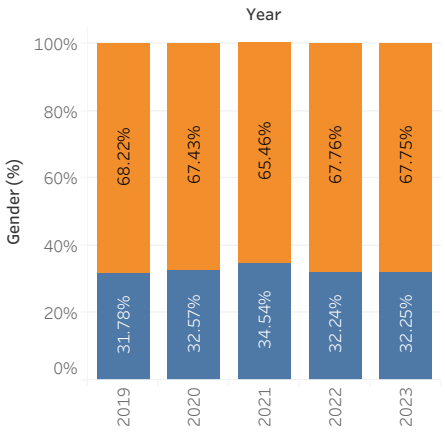


Employee Data

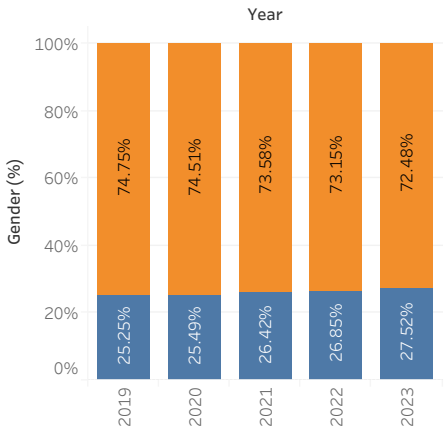
This dashboard exhibits data about City of Appleton employees and supervisors in comparison with the citizens of Appleton. Data on applicants for positions at the City of Appleton is also included. "Unavailable" means that data was unavailable/input was not given. BIPOC stands for "Black, Indigenous, and people of color." Citizen demographic data comes from estimates centered on 2022 from the U.S. Census Bureau.

This dashboard was last updated 7/20/23. This dashboard is updated every other year.

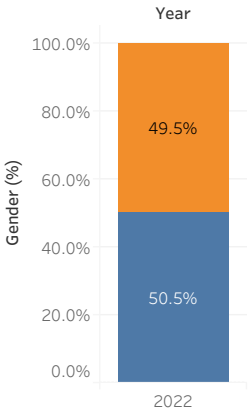
Employees by Gender



Supervisors by Gender



Citizens by Gender



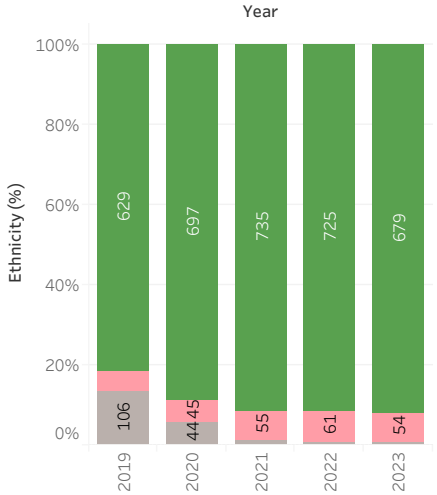
Full Time Employees

614

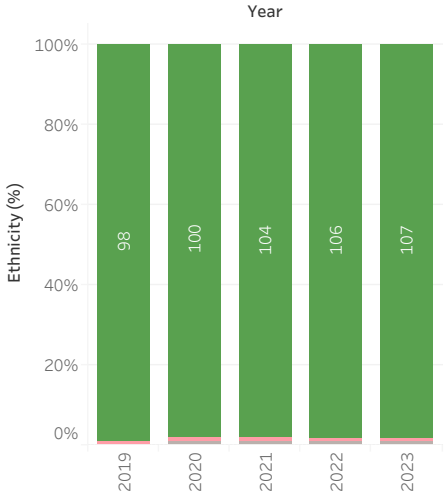
Seasonal Employees

512

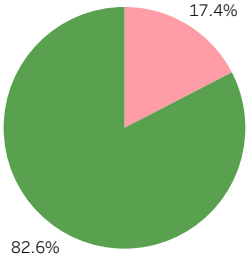
BIPOC Employees



BIPOC Supervisors



BIPOC Citizens



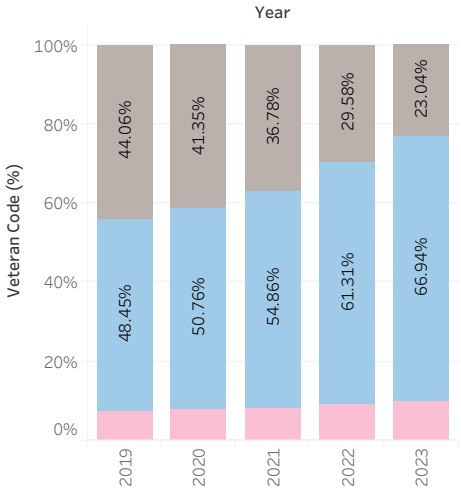
Color Legends

Gender
- Male
- Female

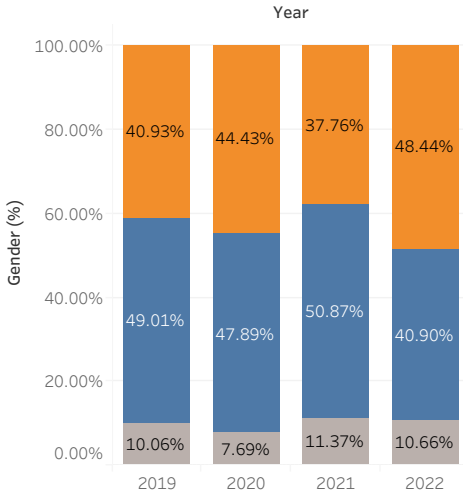
Ethnicity
- White
- BIPOC
- unavailable

Veteran Code
- unavailable
- No
- Yes

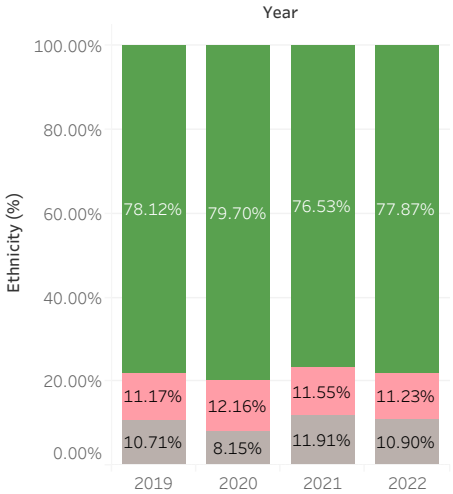
Employees with Military Service



Applicants by Gender



Applicants by Ethnicity



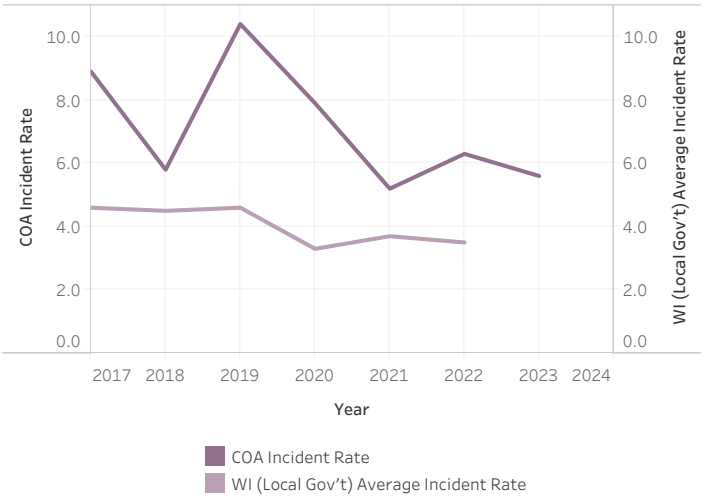
Risk Management

It is the mission of the Risk Management Department to maximize the City's overall mission by eliminating, reducing or minimizing risk exposures through the use of innovative risk control, claims management, risk financing, regulatory compliance, and a variety of programs designed to provide a safe and healthy workplace and community. The Risk Management Department's key objective is to ensure that the City has sufficient insurance coverage and reserves for any type of claim, and to handle all claims and potential claims involving the City, focusing on the development of new policies and revisions of existing policies consistent with this objective.

*Incident Rates and DART Rates are only available on an annual basis. The Wisconsin averages for 2023 have not yet been posted.

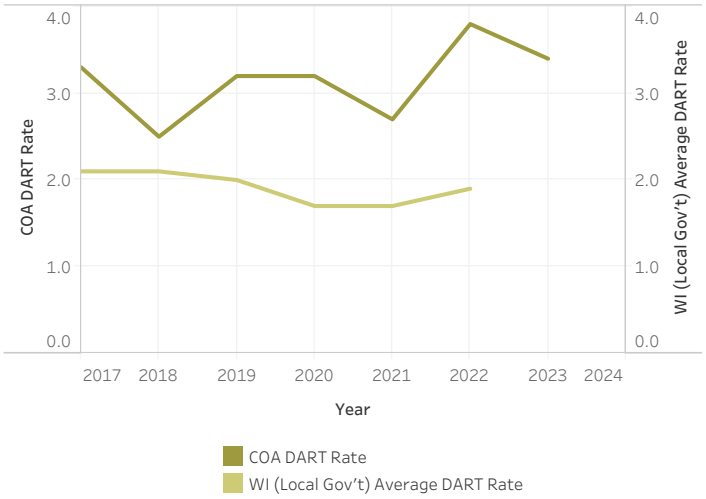
All 2024 numbers are reflective through June 30, 2024.

Total Recordable Injury and Illness Cases (Non-Fatal) Per 100-Full Time Employees



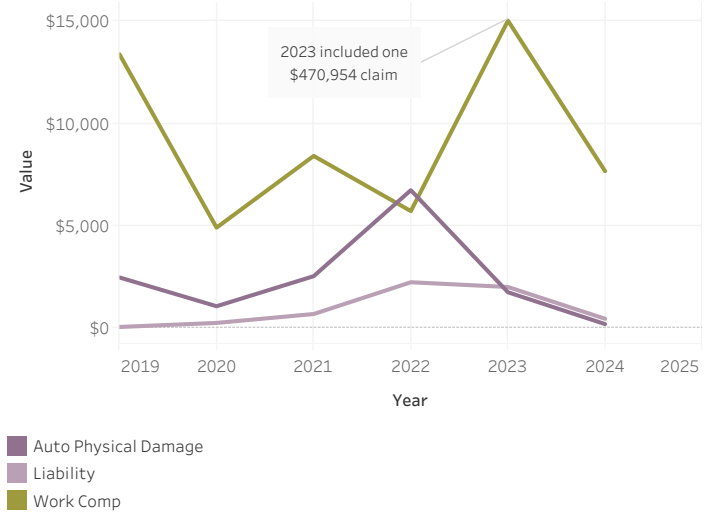
For every 100 city employees, 5.6 of our employees sustained an OSHA recordable work-related injury or illness in CY2022.

DART Rate - Total Cases Involving Days Away From Work and/or Days of Restricted Work Activity

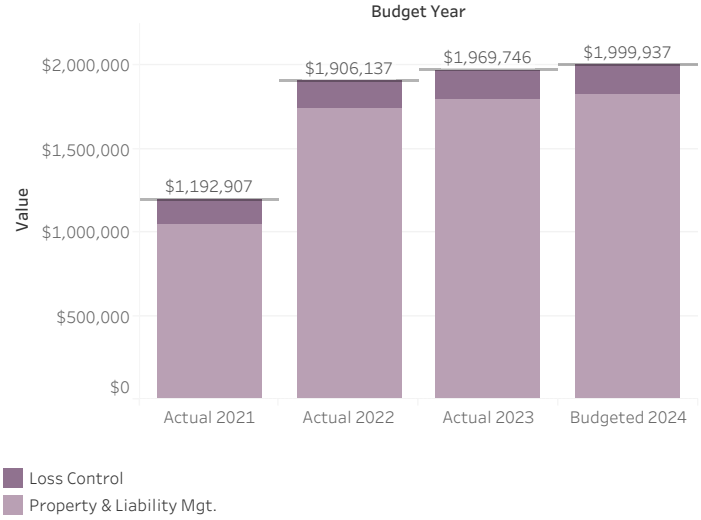


For every 100 employees, 3.4 of our employees sustained a work-related injury or illness that resulted in lost time and/or restricted duty in CY2022. Our CY2022 DART rate was double the CY2022 DART rate for other local WI govt's.

Average Loss Costs for Work Comp, Liability and Auto Physical Damage



Department Budget Summary

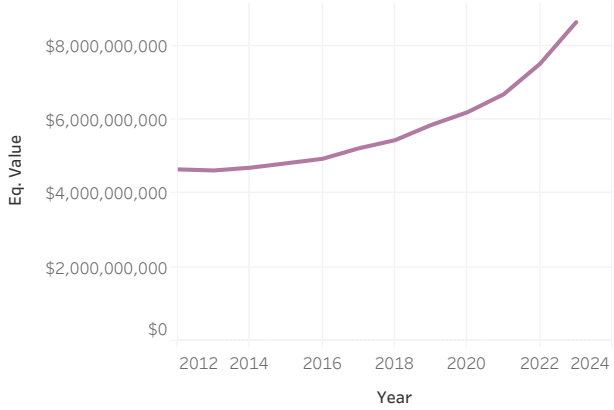


Community Development

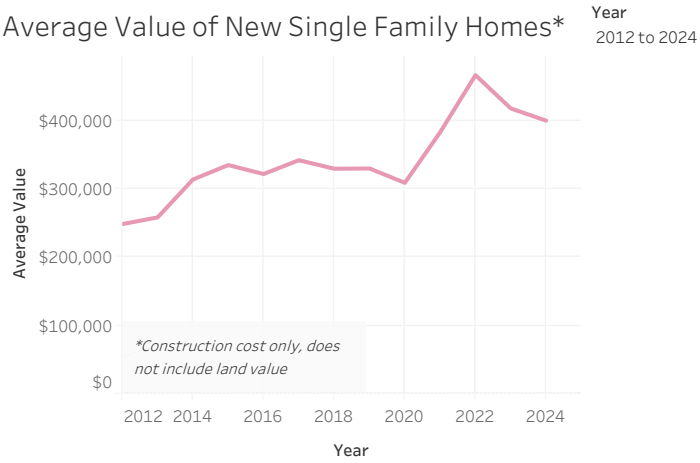
The Community Development Department proactively fosters a healthy economy and a strong, welcoming community. Throughout the year, we will continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.

All 2024 numbers are reflective through June 30, 2024.

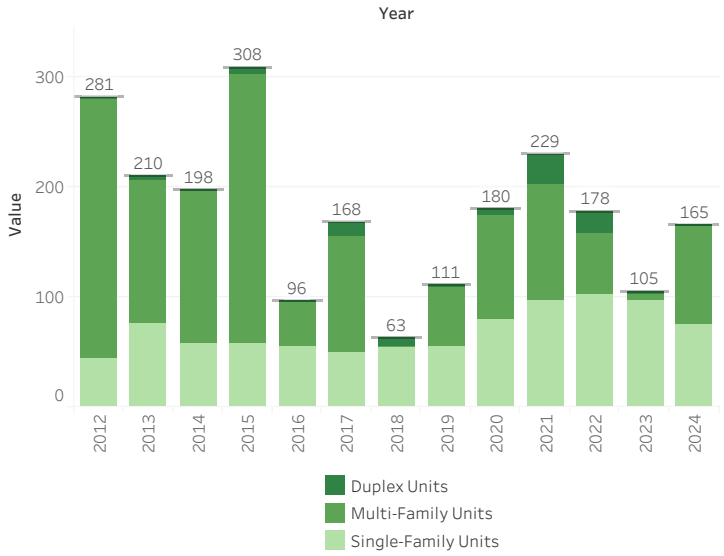
Equalized Value Growth



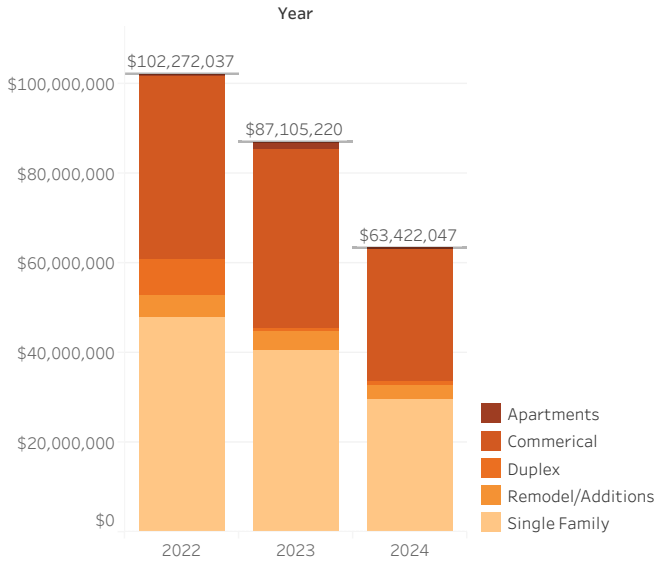
Average Value of New Single Family Homes*



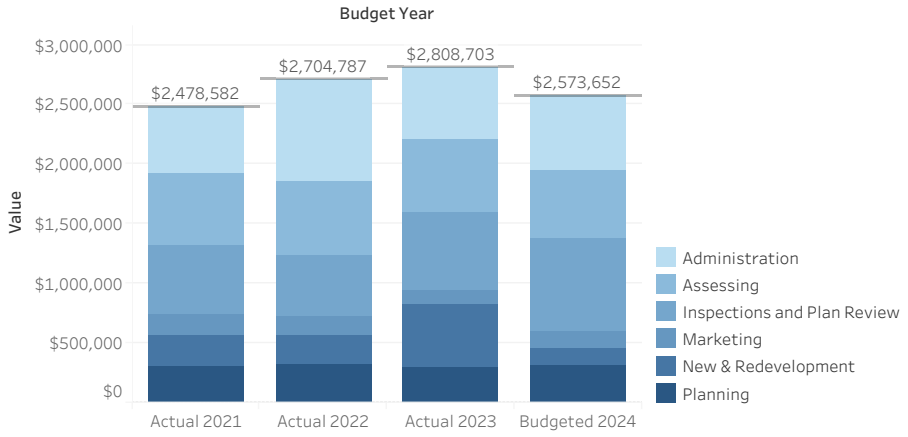
City of Appleton New Housing Units



City Permit Value

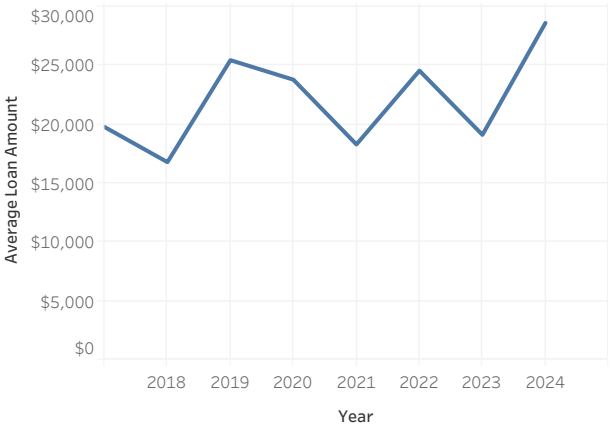


Department Budget Summary

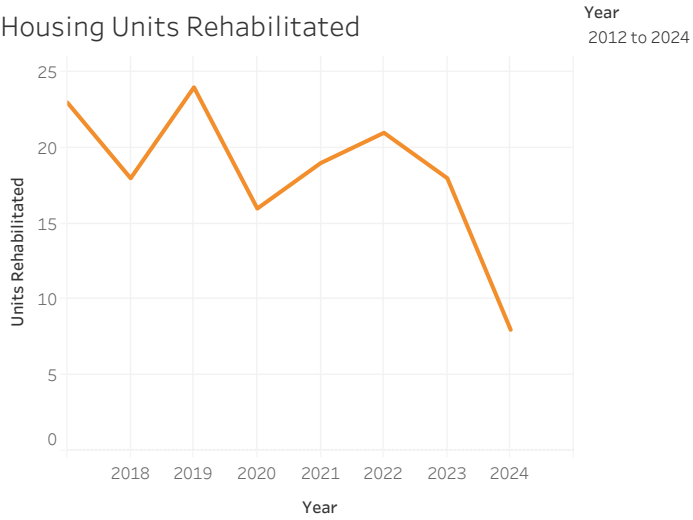


Community Development Cont.

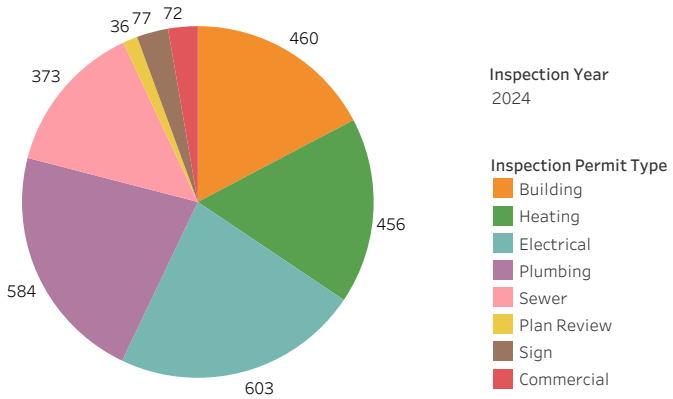
Homeowner Rehabilitation Loan Program - Average Loan Amount



Housing Units Rehabilitated



Inspection Permits

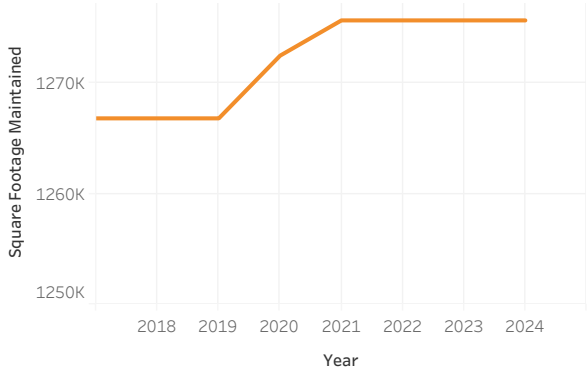


Facilities and Construction Management

It is the objective of the Facilities and Construction Management Division of the Parks, Recreation, and Facilities and Construction Management Department to provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness, and professionalism. Doing so reflects our mission statement: "Building communities and enriching lives where we live, work and play."

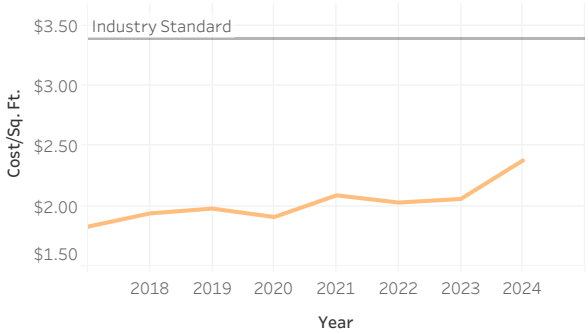
All 2024 numbers are reflective through June 30, 2024.

Square Footage Maintained

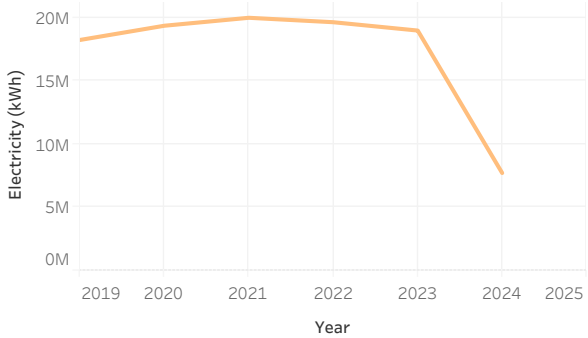


Maintenance and Janitorial Cost per Square Foot

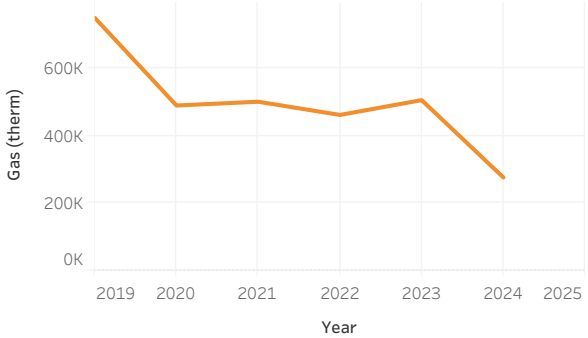
Year
2017 to 2024



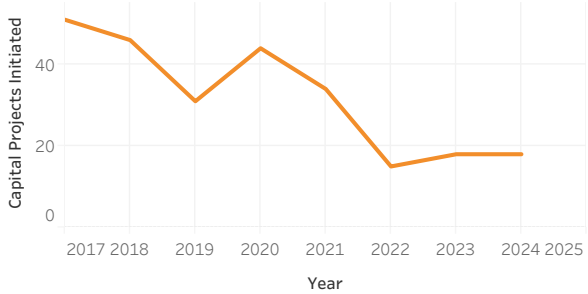
Utility Use - Electricity



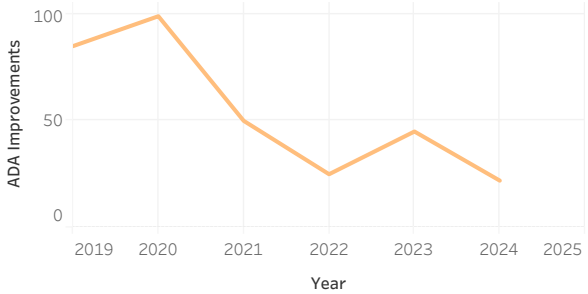
Utility Use - Gas



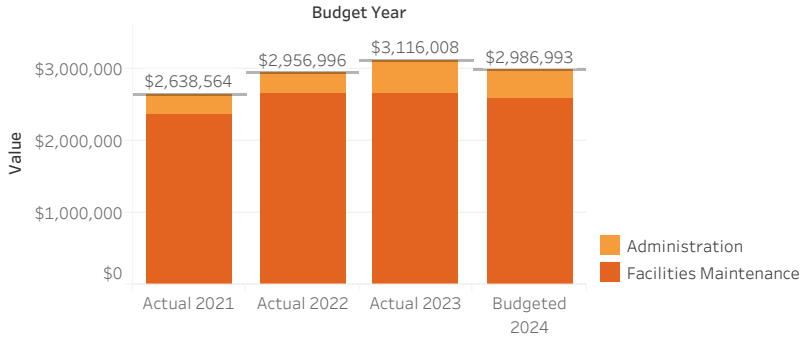
Capital Projects Initiated



ADA Improvements



Department Budget Summary

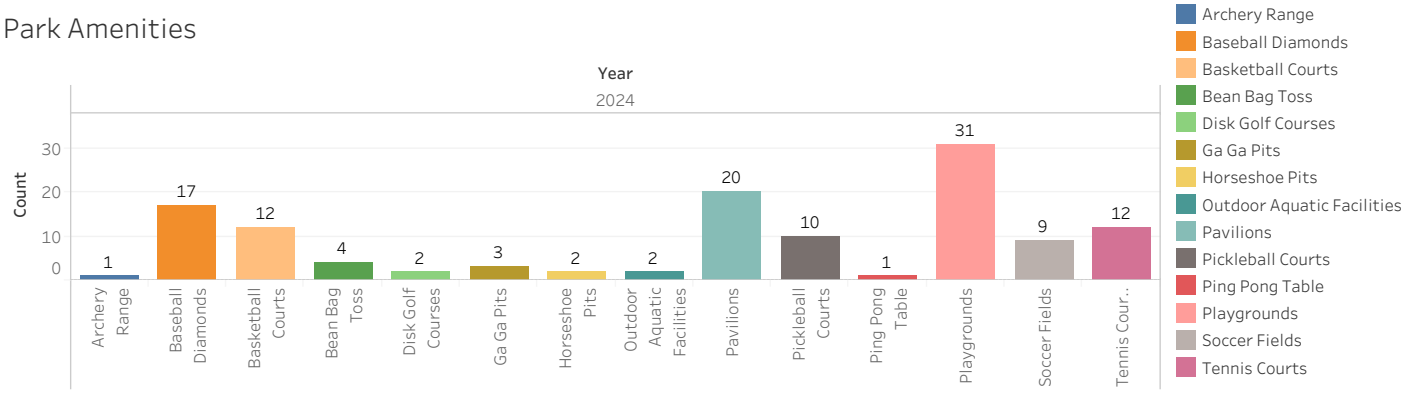


Appleton Parks and Grounds

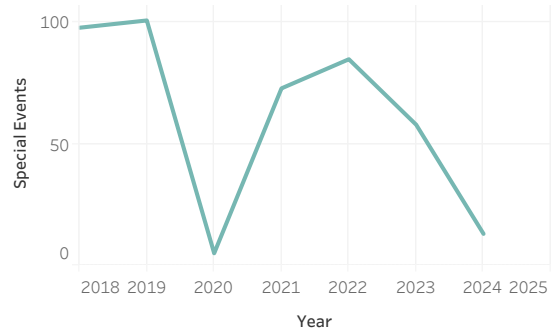
Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. The Grounds Division of the Parks, Recreation, and Facilities Management Department proactively manages 610 acres of park grounds and 13.2 miles of paved trails. It is our objective to continue to provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

All 2024 numbers are reflective through June 30, 2024.

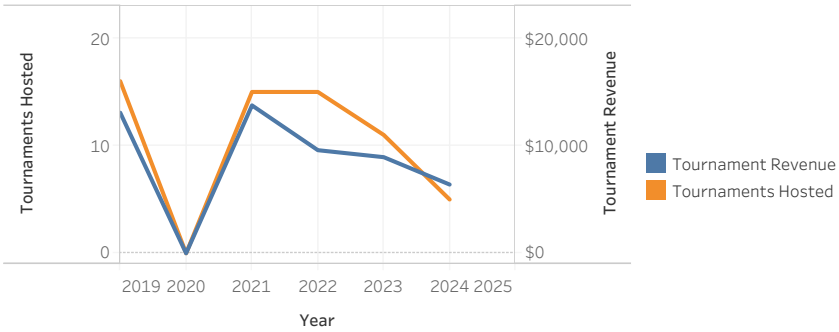
Park Amenities



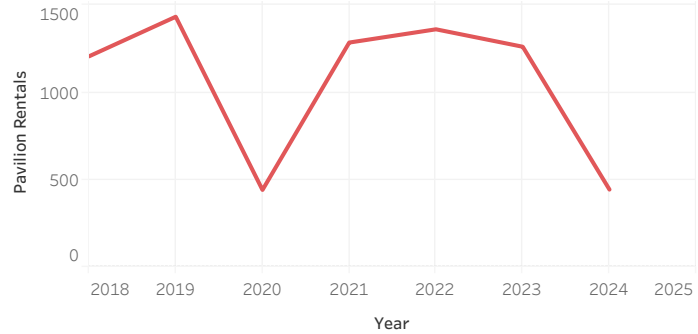
Number of Special Events Supported



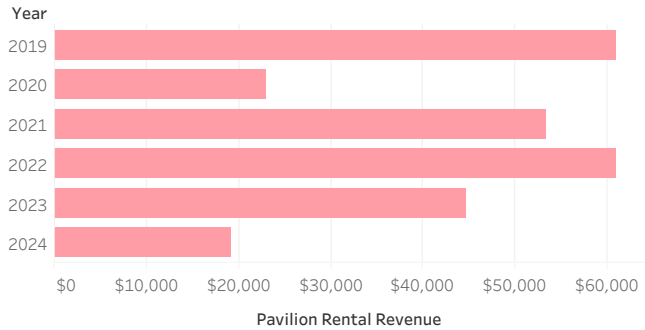
Tournaments Hosted and Tournament Revenue



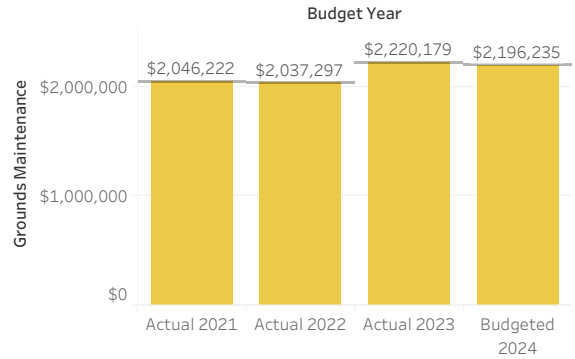
Pavilion Rentals



Pavilion Rental Revenue



Department Budget Summary (Parks and Grounds)



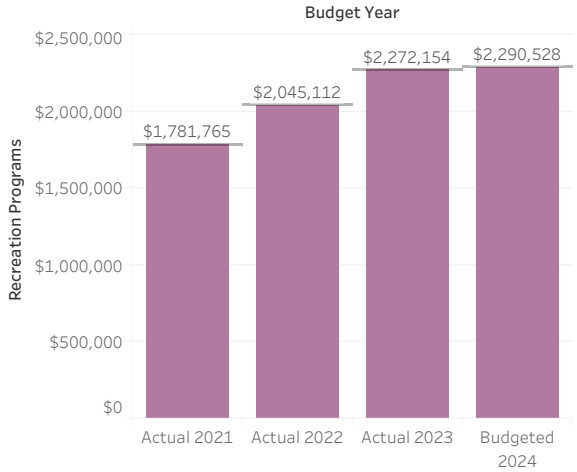
Appleton Recreation

The Recreation Division of the Parks, Recreation, and Facilities Management Department is committed to providing comprehensive, high quality recreation programs for the Appleton community. We know recreation is a key part of the quality of life in any community, and especially so in Appleton. We remain committed to providing balanced, value-focused programming for all ages and abilities.

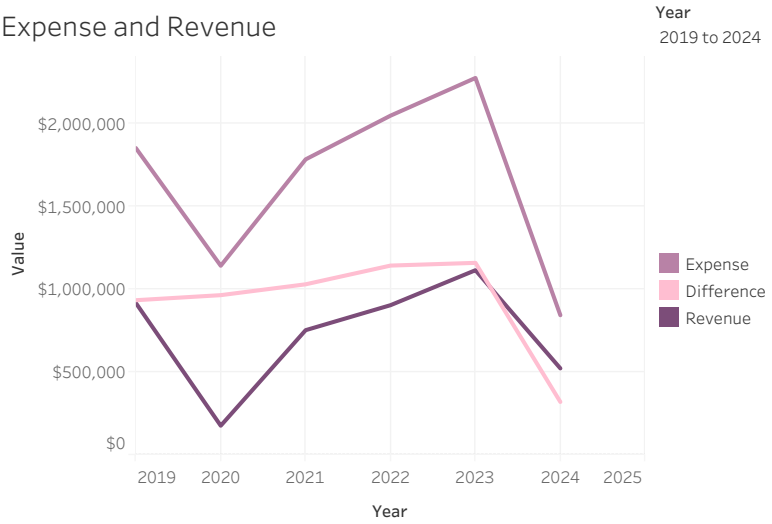
*Please note that the COVID-19 pandemic of 2020 greatly impacted many aspects of recreation, including lower participation in opportunities.

All 2024 numbers are reflective through June 30, 2024.

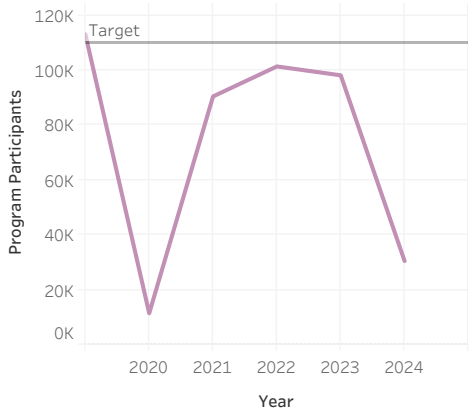
Department Budget Summary (Recreation)



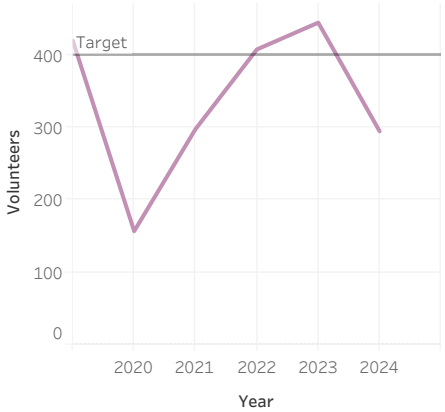
Expense and Revenue



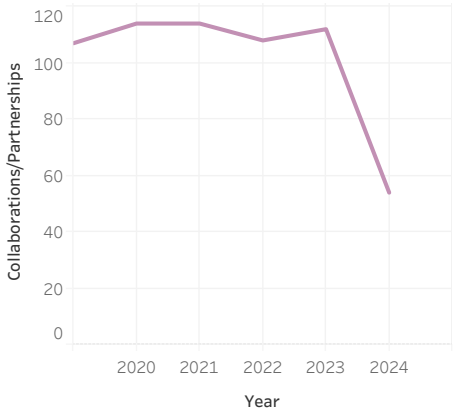
Program Participants



Volunteers



Collaborations and Partnerships



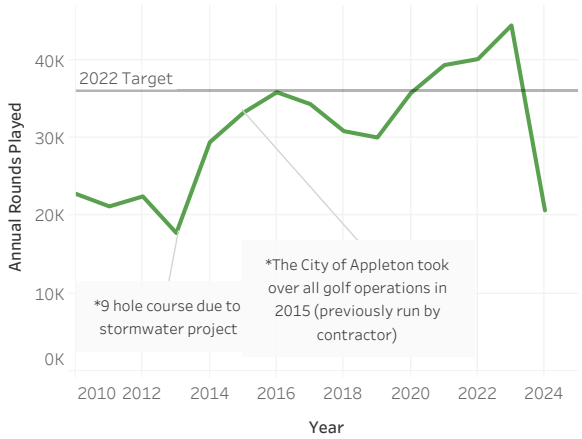
Reid Golf Course

Reid Golf Course is dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels. It is the goal of Reid Golf Course to maintain high quality, skilled, customer service-oriented staff to operate the golf course.

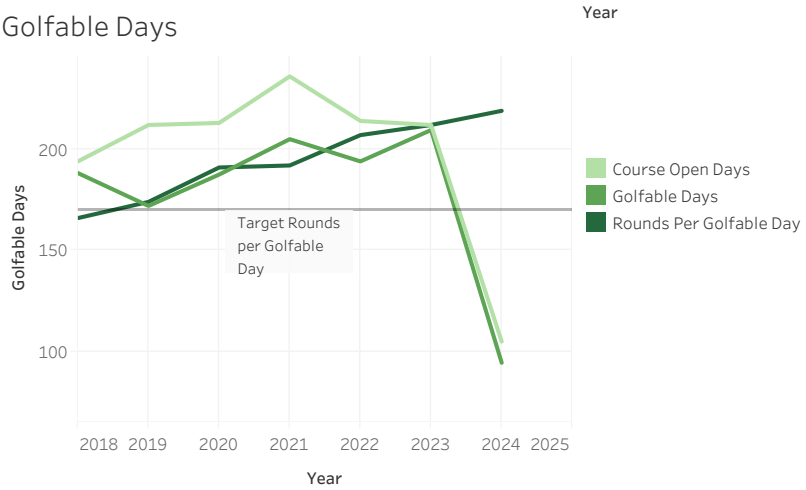
*The City of Appleton took over all golf operations for Reid Golf Course in 2015. It had been previously run by a contractor who ran clubhouse operations and received revenue from clubhouse operations.

All 2024 numbers are reflective through June 30, 2024.

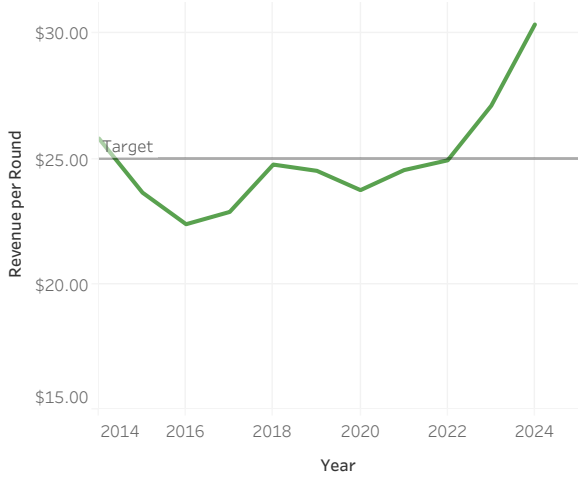
Rounds of Golf Played Annually



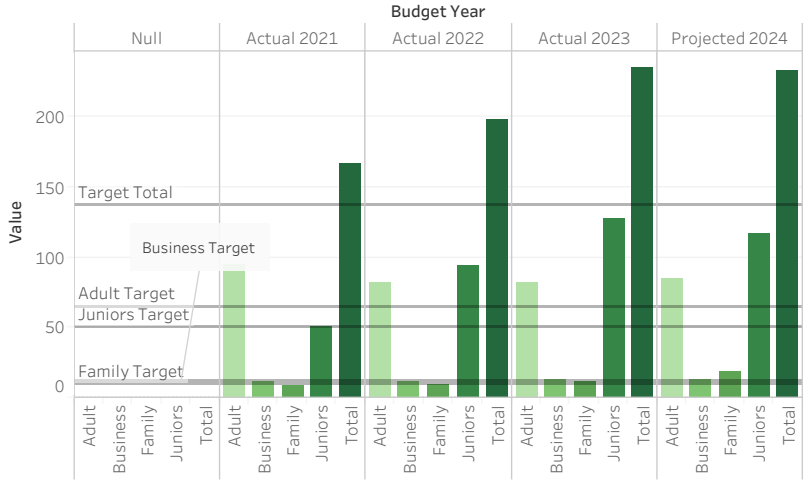
Golfable Days



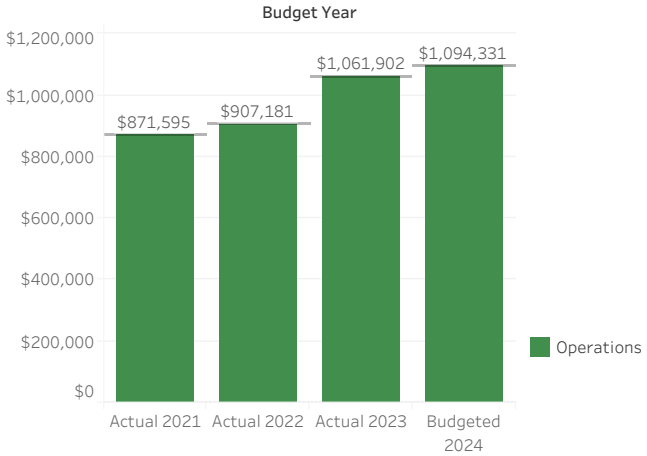
Revenue per Round



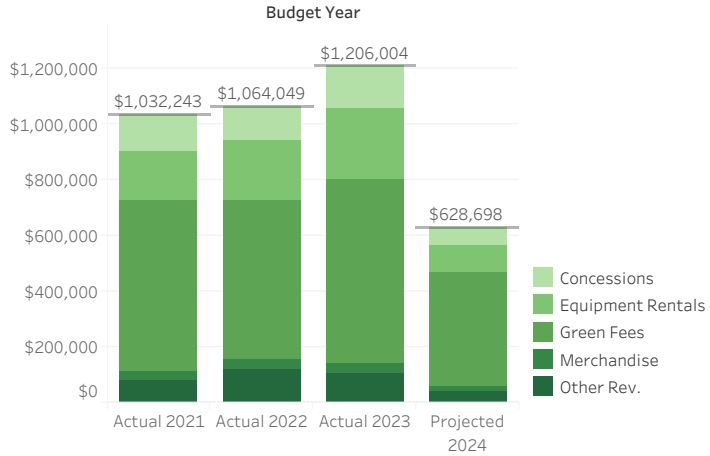
Annual Passholders



Department Budget Summary



Revenue by Area

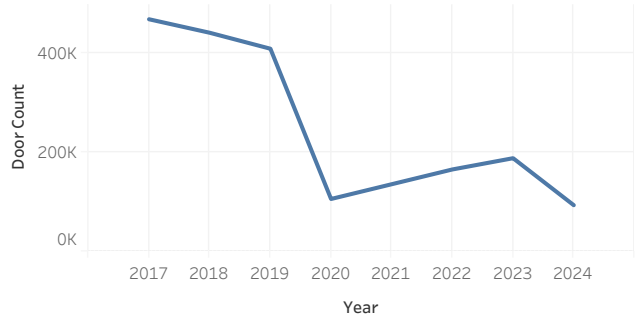


Appleton Public Library

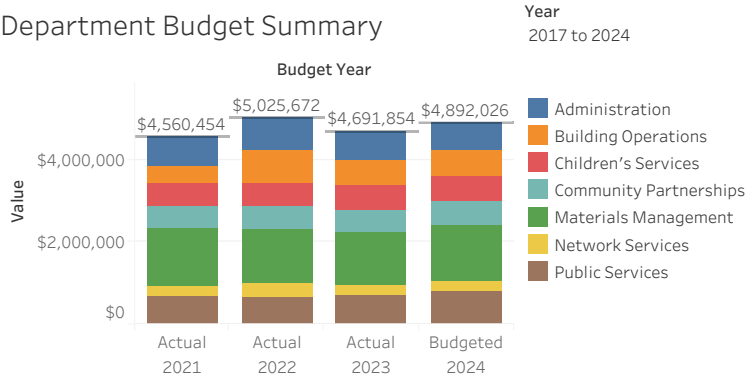
The Appleton Public Library's mission statement embodies our organization: "Learn, know, gather and grow -- your center for community life." Our goal is to apply the Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community. Values: WELCOMING - Everyone belongs here. LITERACY - The City of Appleton is the City of literacy and learning. ACCESS - The Library is accessible physically, culturally, and intellectually. COMMUNITY - The Library is essential to every person and organization achieving their goals.

All 2024 numbers are reflective through June 30, 2024.

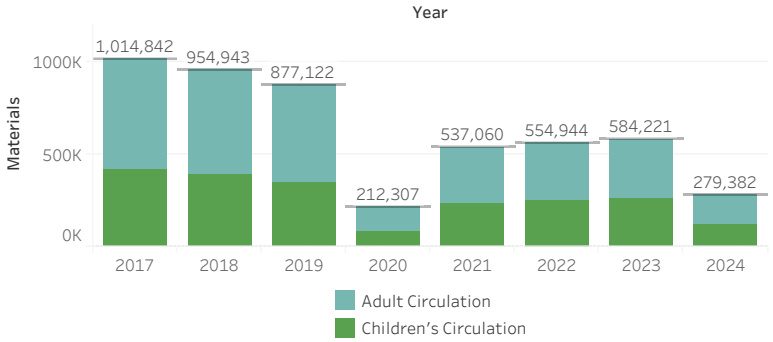
Door Count



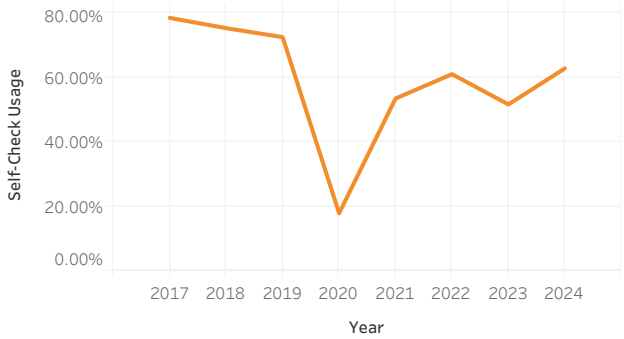
Department Budget Summary



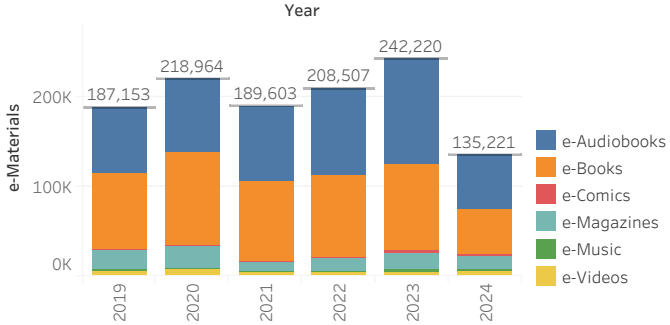
Materials in Circulation



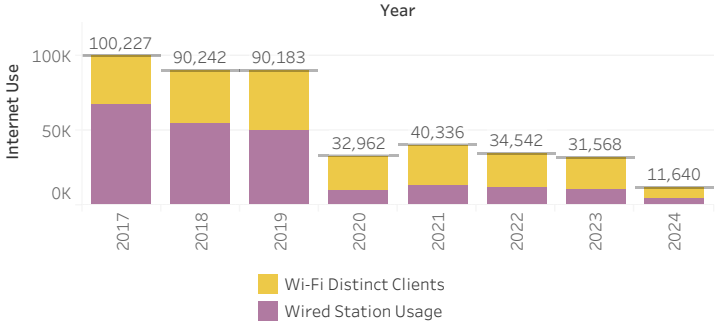
Self-Check Usage (Percentage of All Check-Outs)



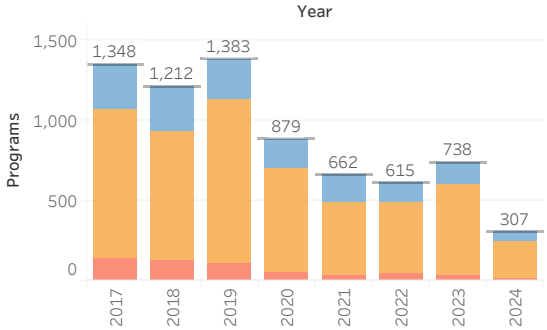
Digital Circulation of e-Materials



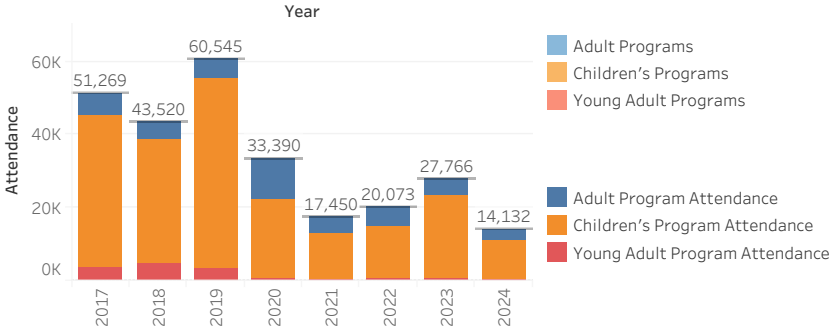
Public Internet Use



Number of Programs Offered



Program Attendance



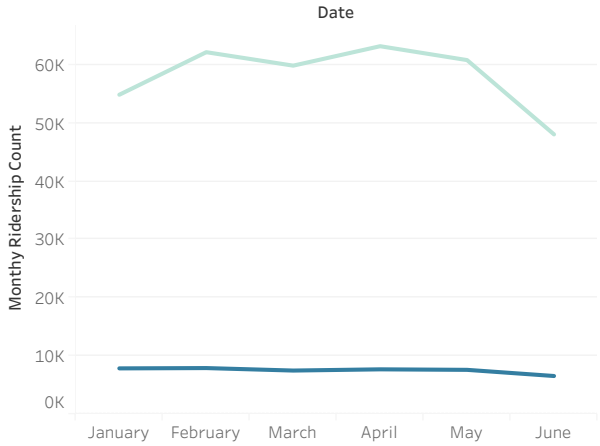
Valley Transit

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life. Valley Transit shares ridership data with the Fox Cities Transit Commission monthly and all other metrics are provided to FVTC quarterly. All information on this dashboard is from the year 2023. This dashboard is updated quarterly.

Valley Transit's ridership significantly decreased during the pandemic. During 2023, as part of the continuing effort to regain ridership, Valley Transit will work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

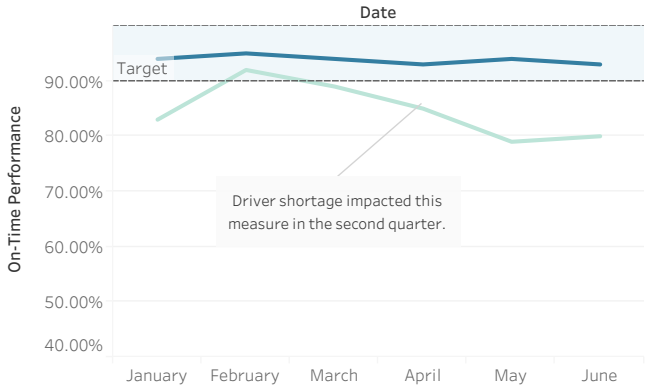
Demand Response
Fixed Route

Monthly Ridership



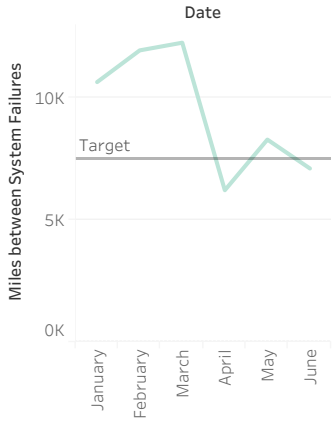
On-Time Performance

Year of Date
2023
2024

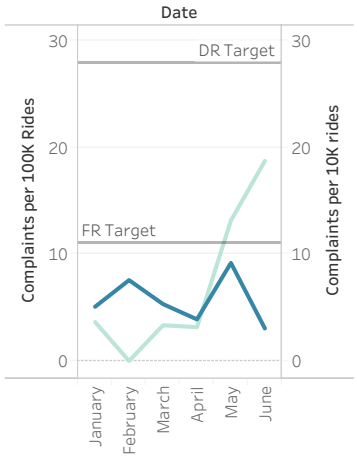


Jul-Sept 2023 - Data unavailable during hardware and software transition. Major detour for routes 11 and 19.

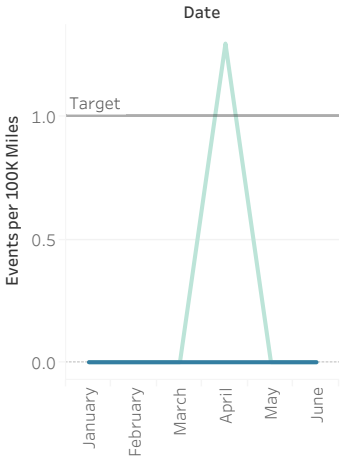
Total Miles Between Major System Failures



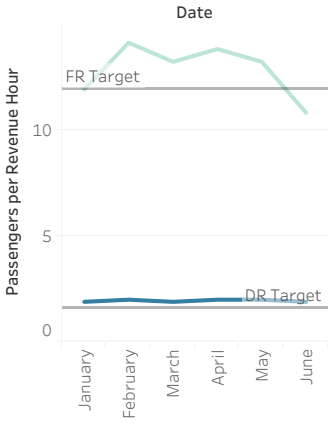
Complaints



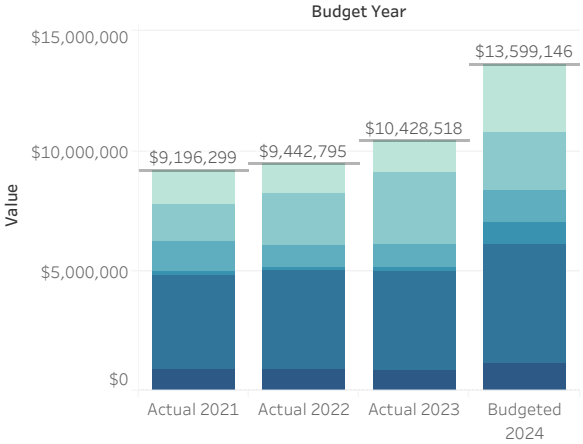
Reportable Safety Events



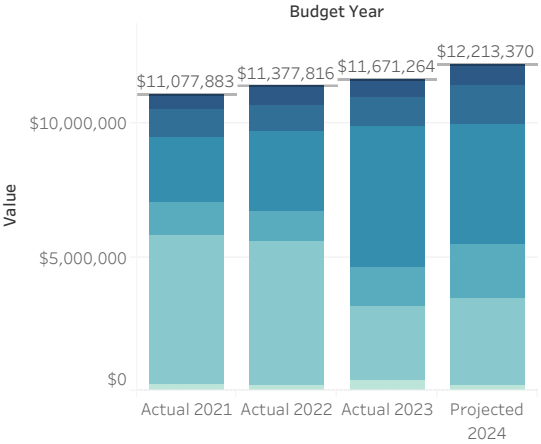
Passengers per Revenue Hour



Department Budget Summary



Revenues



Department Budget Summary
ADA Paratransit
Administration
Ancillary
Facilities Maint.
Operations
Vehicle Maint.

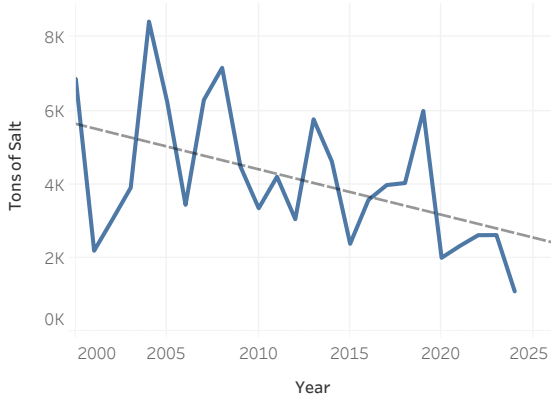
Revenues
City of Appleton Support
Farebox Revenue
Federal Grants
Miscellaneous Local Govt Aids
Miscellaneous State Aids
Other Revenues

Department of Public Works

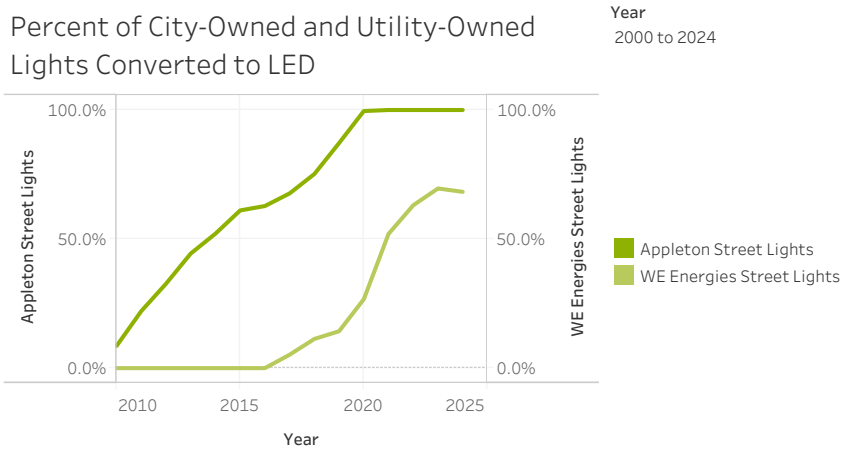
The Department of Public Works strives to provide quality, cost effective public works services for our customers. We continue to strive to monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up. We strive to promote a working environment conducive to employee productivity, growth and retention.

All 2024 numbers are reflective through June 30, 2024.

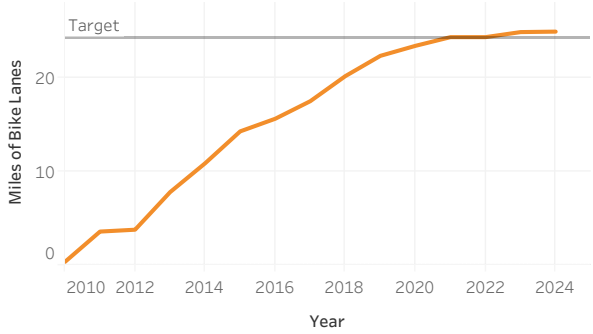
Tons of Salt Used Annually



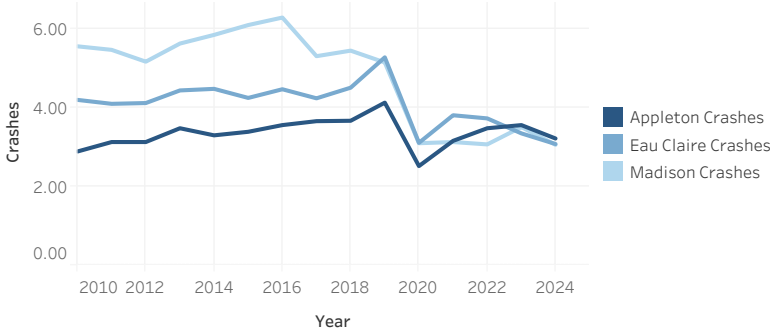
Percent of City-Owned and Utility-Owned Lights Converted to LED



Miles of On-Street Bike Lanes



Crashes per Mile of Street



Percent of Streets Above Minimum Rideability

95.45%

Target: 96.00%

Number of Tree Species on Appleton Streets

47

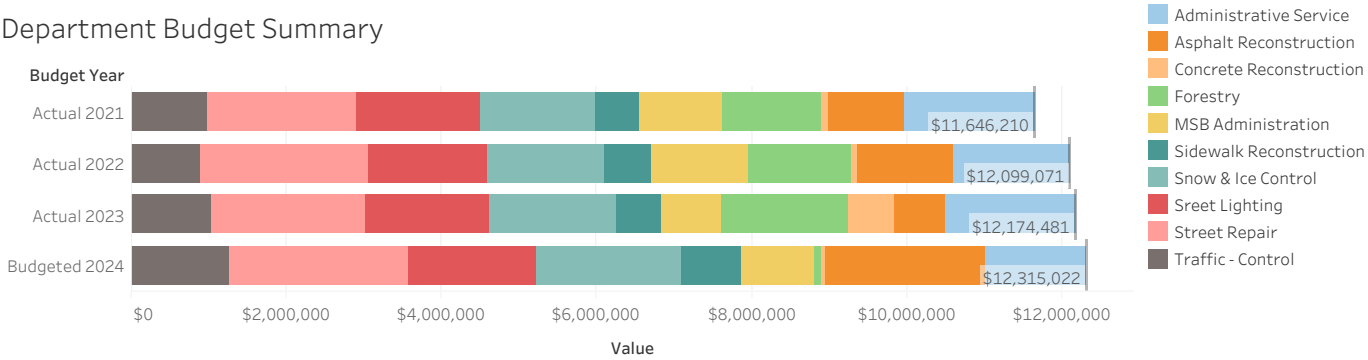
Target: 42

Tree Species with More Than 1,000 Trees

9

Target: 9

Department Budget Summary

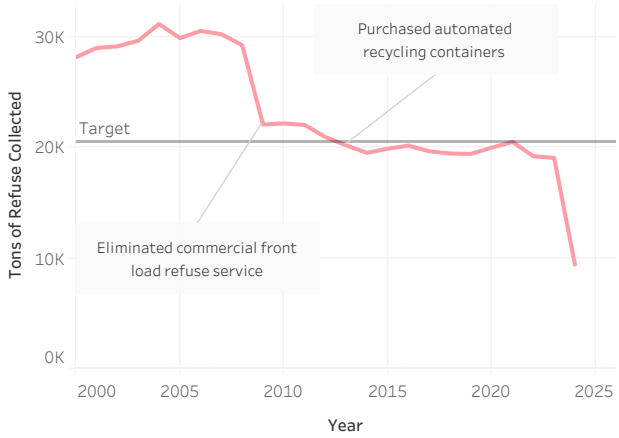


Sanitation

It is the mission of the Sanitation Department to serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost-effective and environmentally-responsible manner. We continue to review and evaluate our collection procedures, policies and rates to provide consistent, cost-effective services.

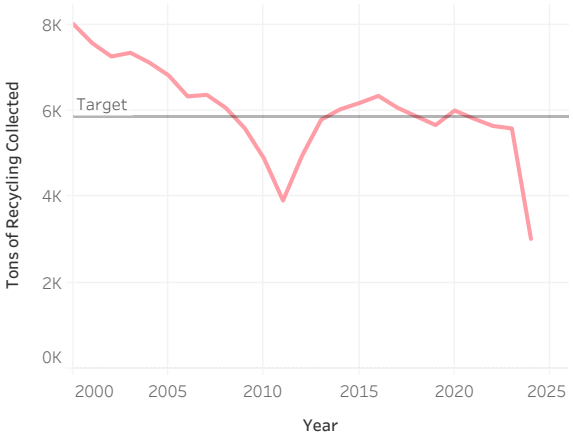
All 2024 numbers are reflective through June 30, 2024.

Tons of Refuse Collected

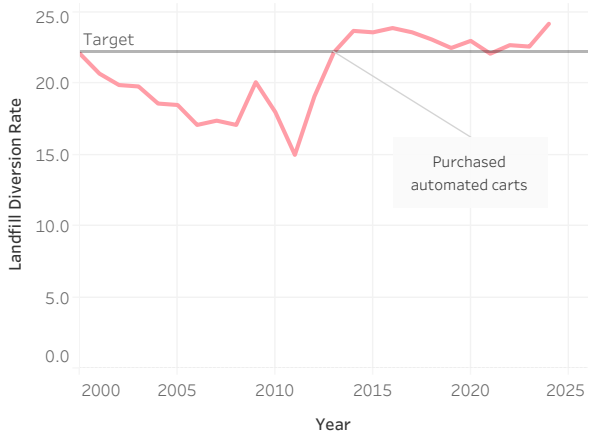


Tons of Recycling Collected

Year
2000 to 2024



Landfill Division Rate

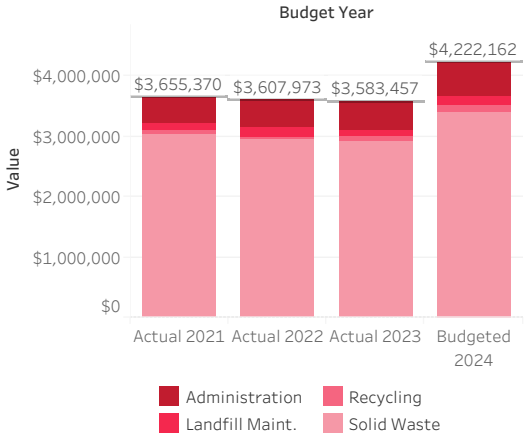


Automated Refuse Stops Per Day

5,239

Target: 5,240

Department Budget Summary

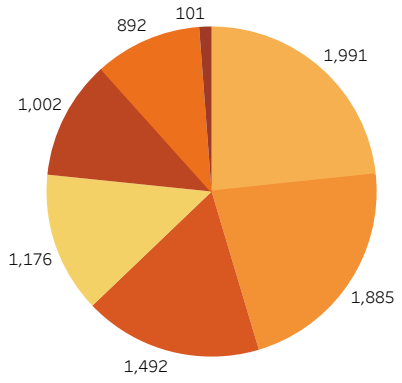


Parking Utility

It is the mission of Appleton Parking Utility to provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility. We strive to professionally enforce downtown parking ordinances while maintaining a customer friendly environment. We continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system.

All 2024 numbers are reflective through June 30, 2024.

Parking Citations

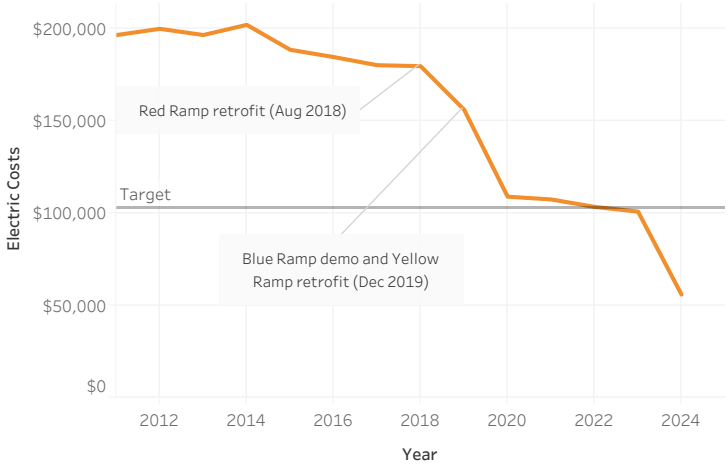


Citation Year
2024

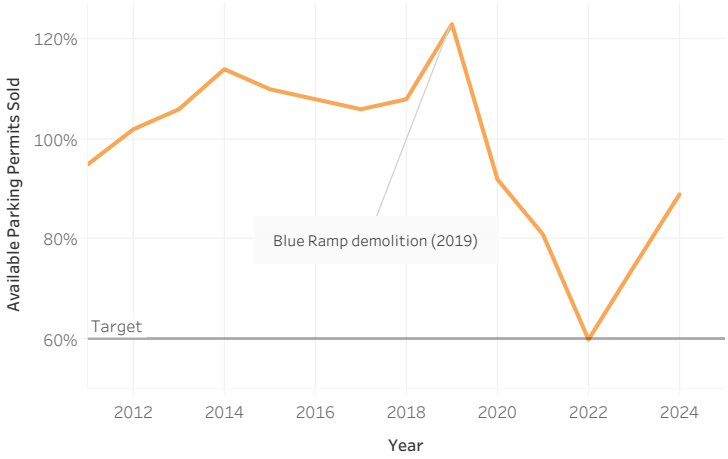
Citation Type
- 2:00 a.m. - 5:00 a.m.
- Other Prohibited Area Parking Regulation
- Prohibited parking, stopping, or standing
- Meter Violation
- Designated No Parking
- Overtime Parking
- Handicap Parking

Annual Electric Costs

Year



Percent of Available Parking Permits Sold



2023 Citations

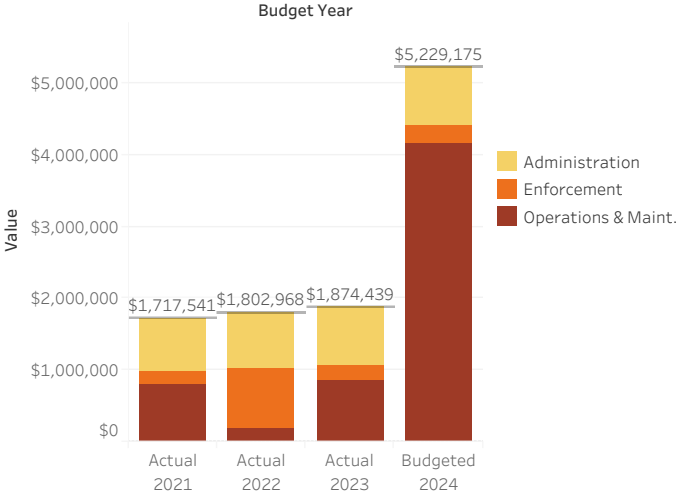
16,939

2024 Citations

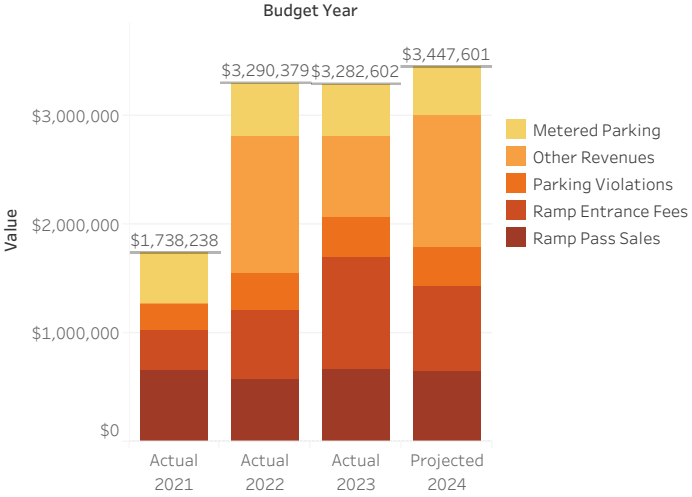
Through June 30

8,539

Department Budget Summary



Revenues



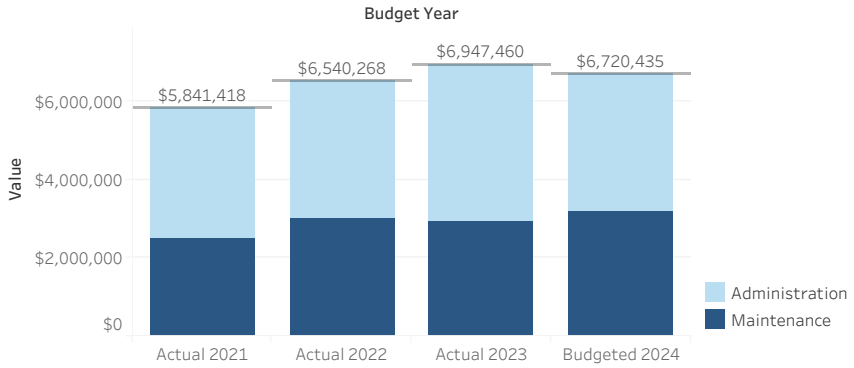
Central Equipment Agency

The Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely, cost effective replacement of vehicles as they reach the end of their useful service lives. It is our objective to continue advising user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet.

The below numbers show 2024 midyears numbers. 2024 numbers are reflective through June 30, 2024.

Number of Electric or Hybrid Vehicles in the Fleet	Percent of Multi-Use Vehicles in DPW Fleet	Total Number of Vehicles in the City Fleet
3	33%	430
Target: 21	Target: 33%	Target: 428

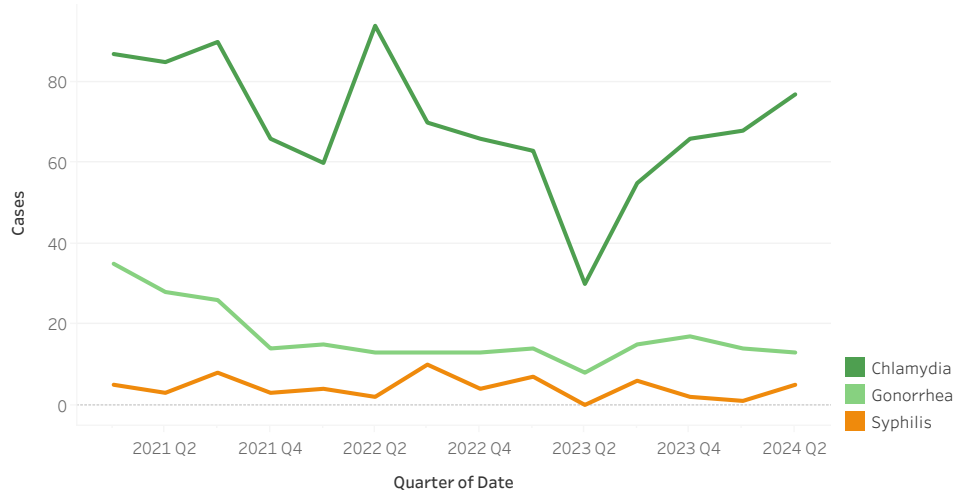
Department Budget Summary



Health

The mission of the Appleton Health Department is to safeguard the environment, promote public health, and protect our consumers in the community by providing high-quality services responsive to the needs of the people. Our belief is that preventions is the most effective public health strategy.

STD Case Counts



Immunization Rates by 24 Months

77.5%

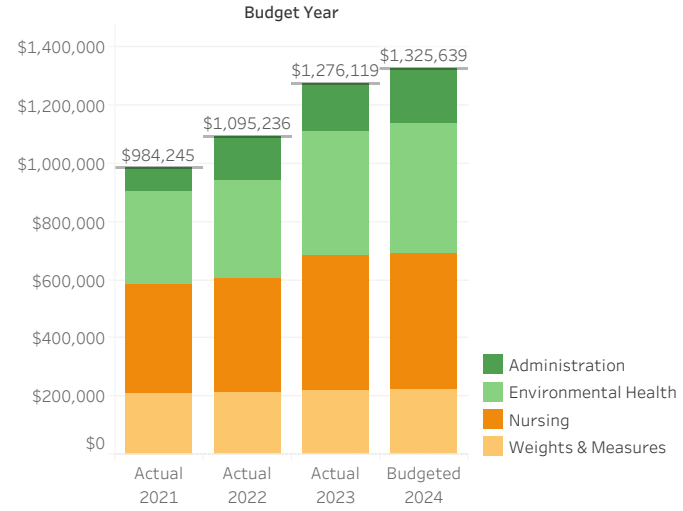
of children who turned 24 months in 2023

Weights & Measures Total Inspections

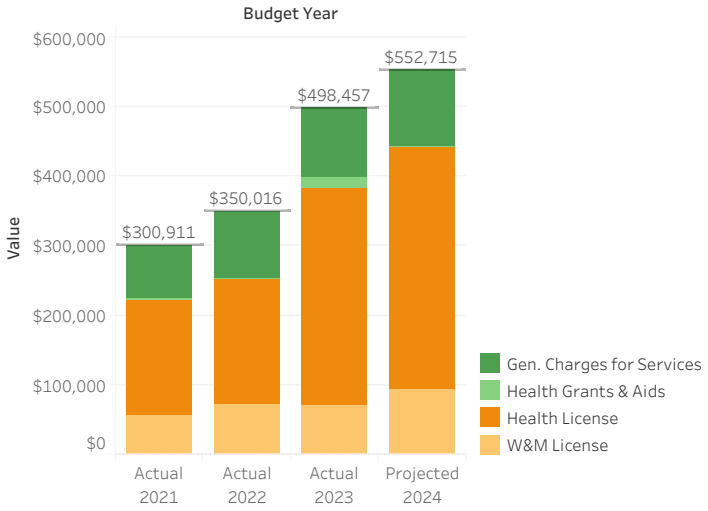
279

in the first two quarters of 2024

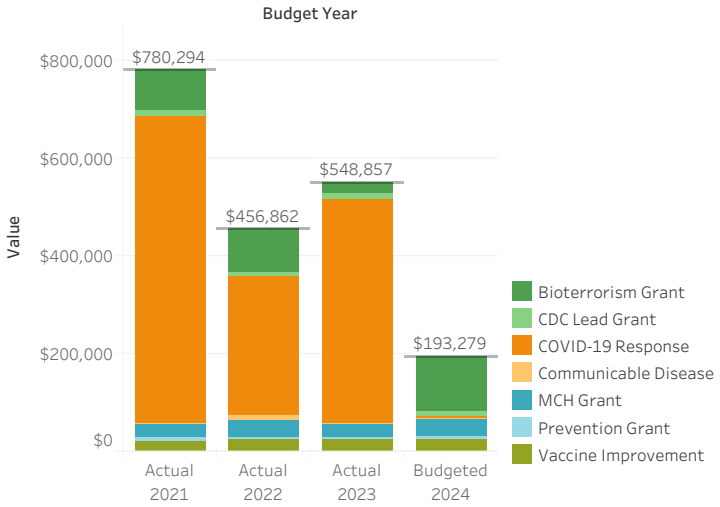
Department Budget Summary



Health Revenues



Department Budget Summary (Grants)



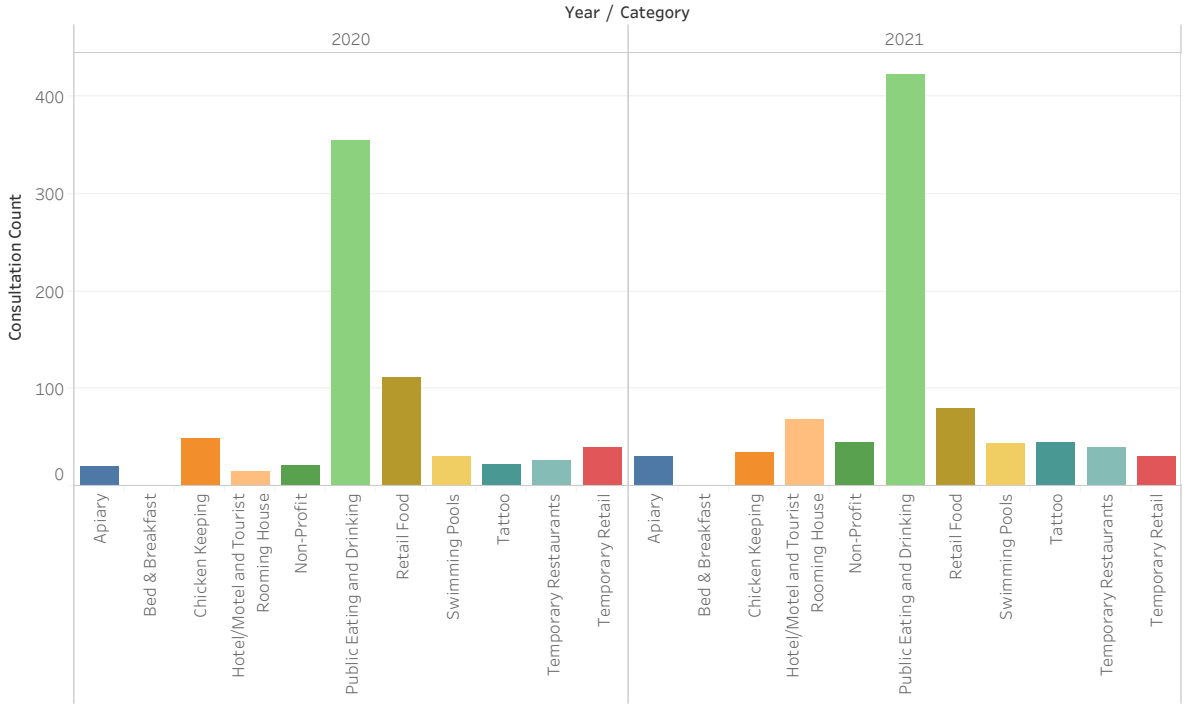
Health Cont.

Definitions -
Inspections: Routine, annual health inspections
Preinspections: Pre-licensing inspection; inspection before license is granted for the first time
Consultations: All other contact (call for service, progress check, courteousy inspection, etc.). Consultations no longer tracked after 2021.

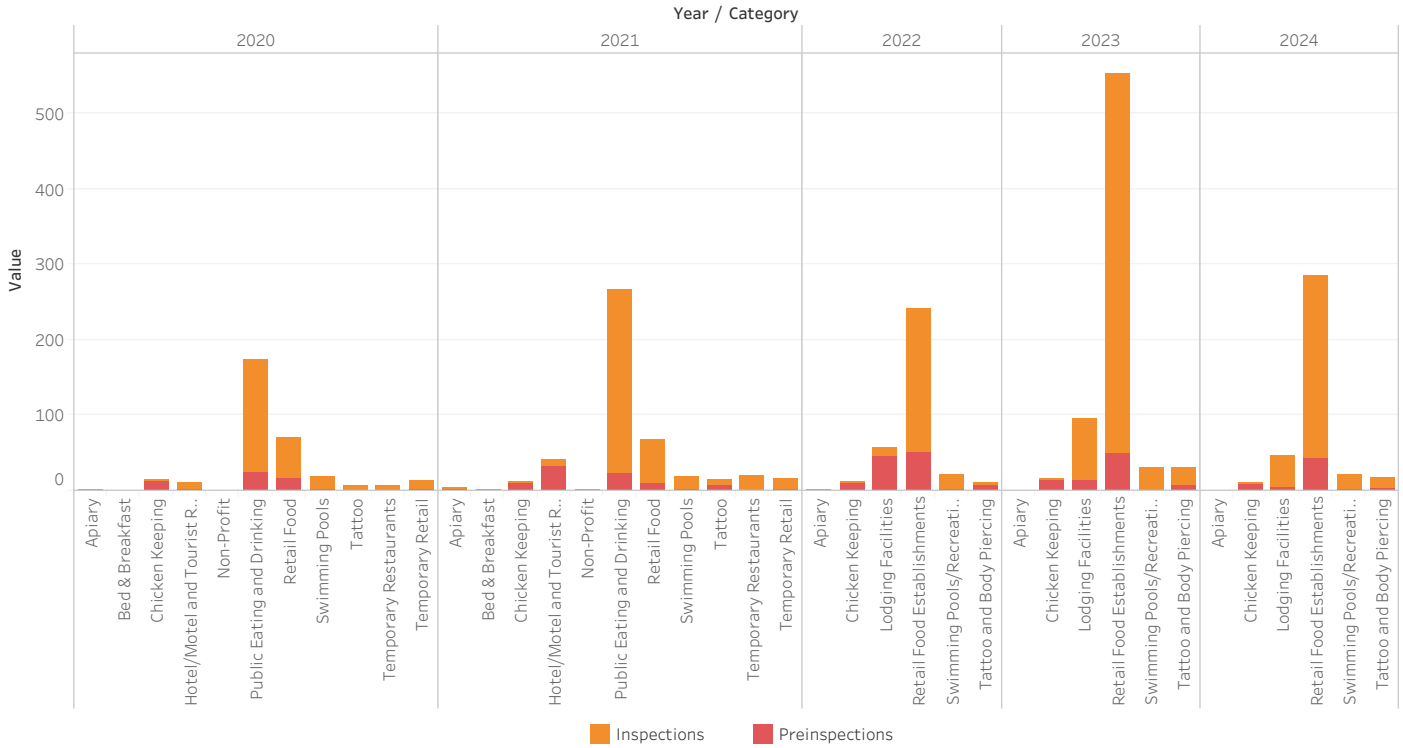
All 2024 numbers are reflective through June 30, 2024.

Consultations

Year
2020 to 2024



Inspections and Preinspections

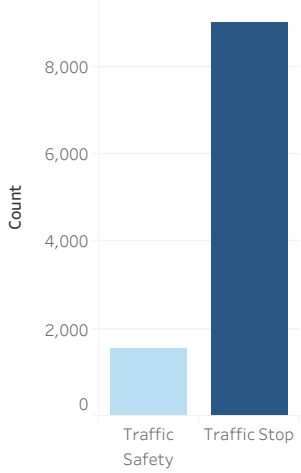


Appleton Police Department

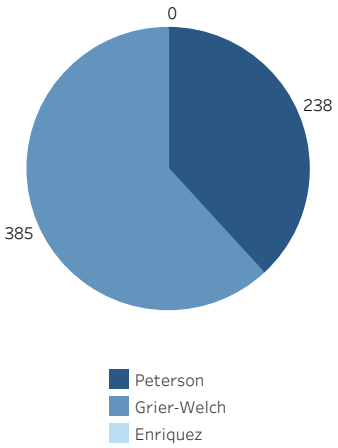
The Appleton Police Department remains committed to protecting the lives and property within our community by prioritizing core services, identifying key initiatives for organizational efficiencies and acknowledging challenges we will continue to face to maintain public safety and trust. Through our community partnerships, we will educate the public regarding available services and facilitate collaborative problem-solving initiatives with other public and private agencies. Working together and individually our officers are engaged and proactive in addressing mental health issues, providing support to victims of crime, and collaborating with community groups and other agencies to resolve challenges through communication and transparency.

This dashboard is updated monthly with the previous month's data. This dashboard was last updated on 9/5/2024.

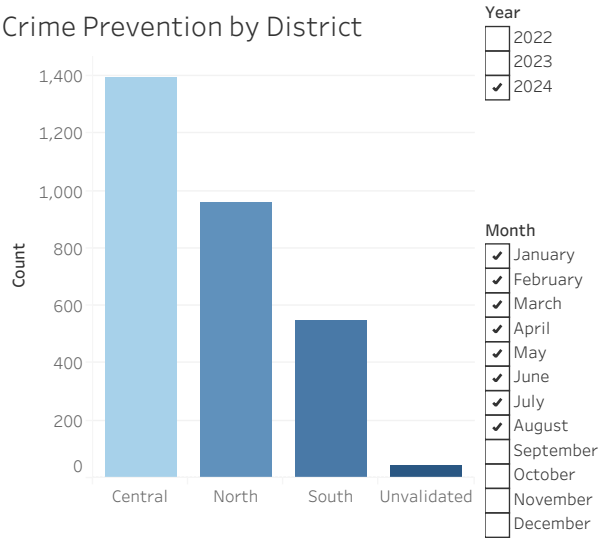
Traffic Data



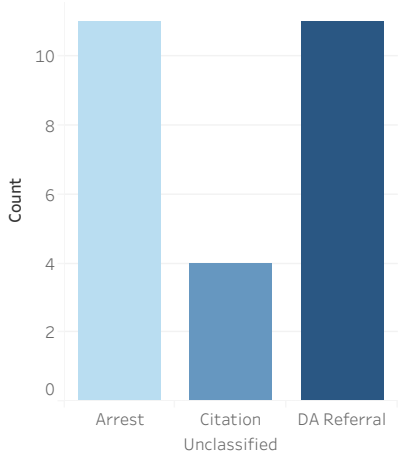
Mental Health/BHO Contacts



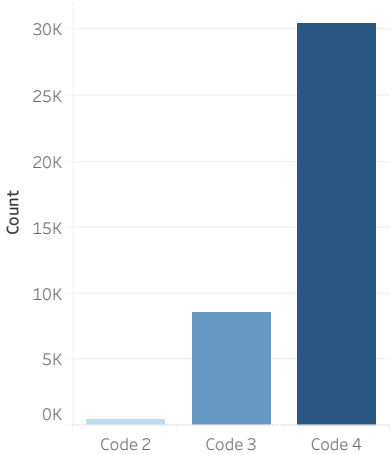
Crime Prevention by District



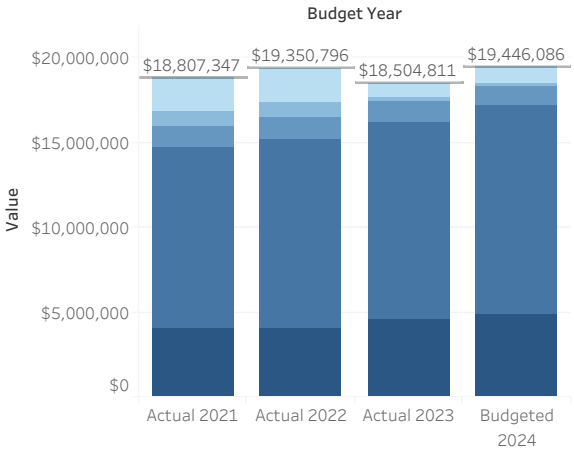
SIU Division Arrests



Calls for Service*



Department Budget Summary



Administrative Services
Community Services
Executive Management
Field Operations
Investigative Services

*Types of Codes:

Code 2 - emergency response - officers respond with emergency equipment activated, driving with due regard for public safety (usually less than 3 minutes of dispatch for the first officer on scene, even at peak service demand times.)

Code 3 - priority response - officers respond promptly, driving with due regard, possibly activating emergency equipment at times to clear traffic for a quicker response (usually under 7 minutes for first officer on scene).

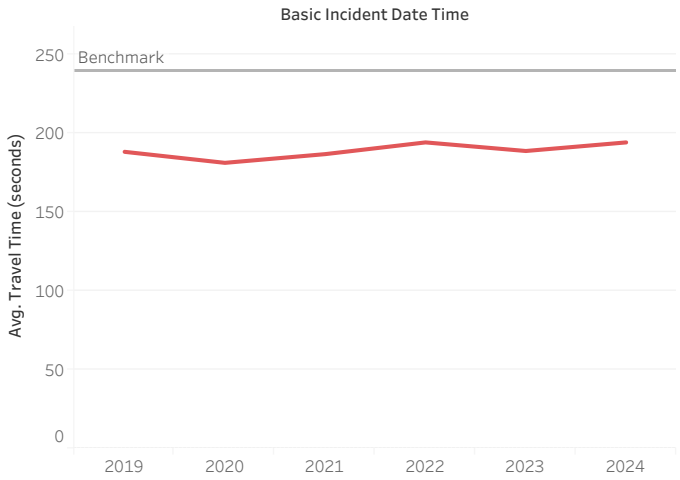
Code 4 - general response - non-emergency response. These calls may be held for available staff and may be handled by phone initially.

Appleton Fire Department

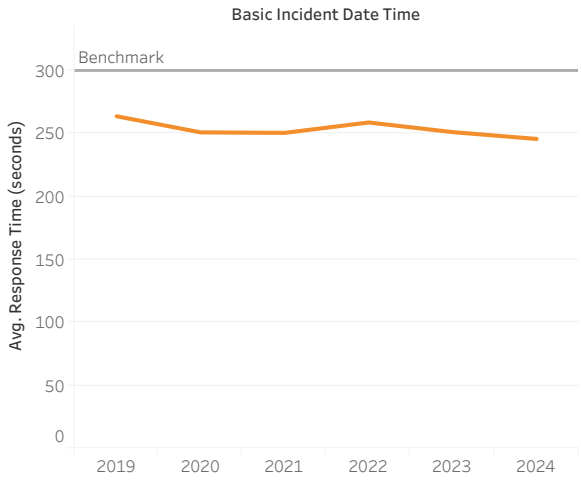
With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community. The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

All 2024 numbers are reflective through June 30, 2024.

Travel Time

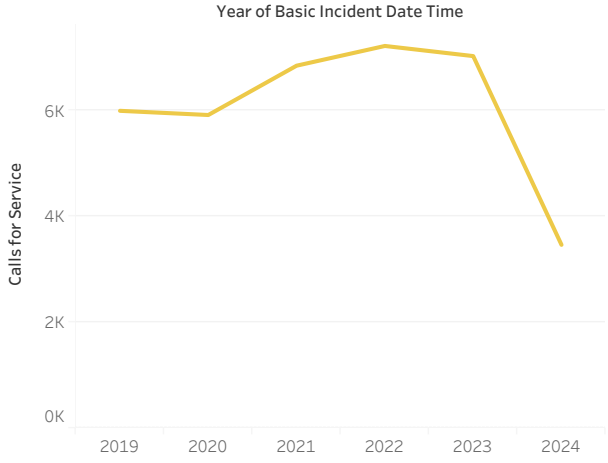


Response Time

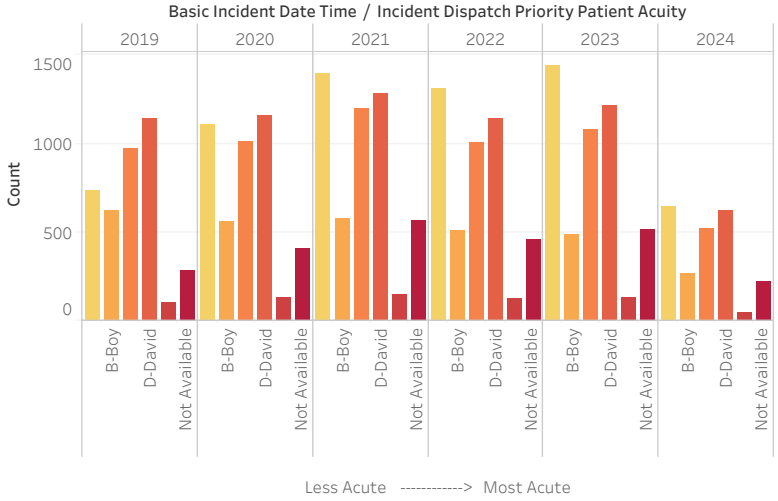


Year
- [ ] Null
- [x] 2019
- [x] 2020
- [x] 2021
- [x] 2022
- [x] 2023
- [x] 2024

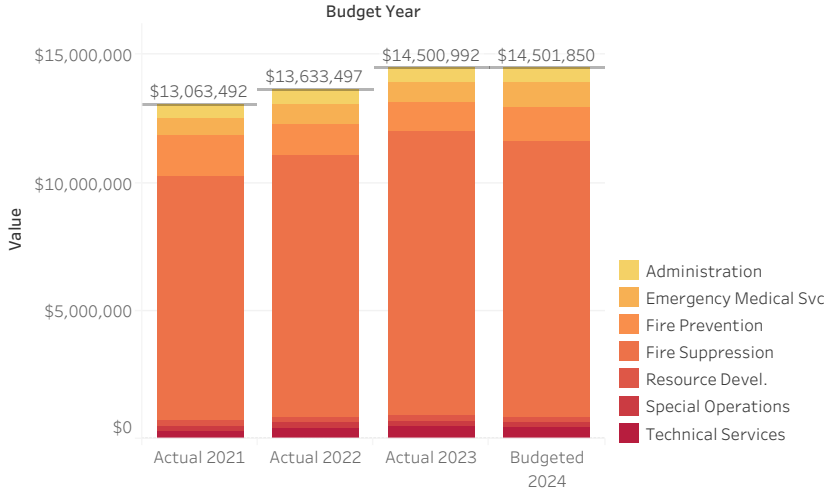
Total Calls for Service



Patient Acuity



Department Budget Summary



The electronic version of this dashboard includes a second page with charts illustrating

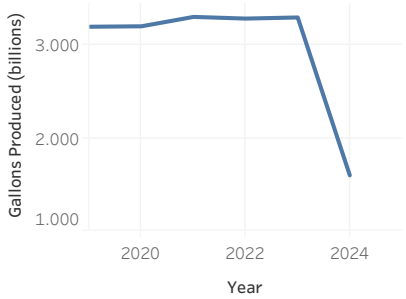
number of incidents categorized by type
and
incidents by station.

Water Utility

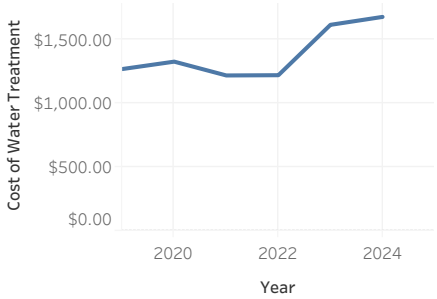
The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

All 2024 numbers are reflective through June 30, 2024. Graphs without 2024 values are reported only at year end.

Billion Gallons Produced by Water Plant

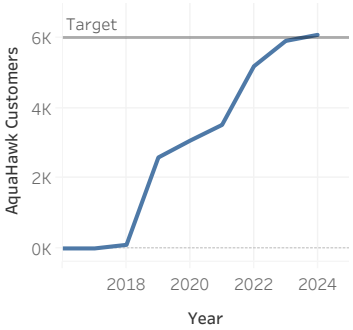


Water Treatment Cost per Million Gallons Produced

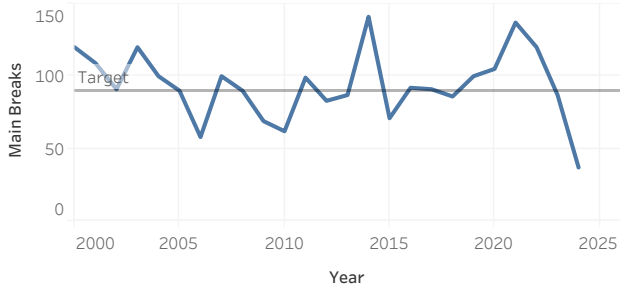


AquaHawk Customers Enrolled

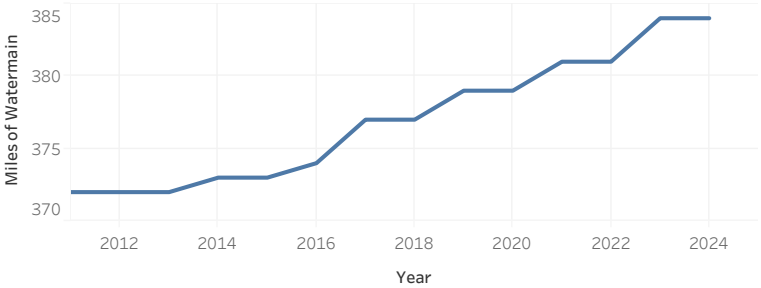
Year
2000 to 2024



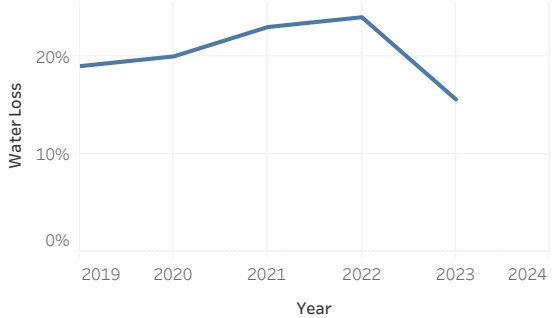
Main Breaks Annually



Total Miles of Watermain



Percent Water Loss (As Reported to the PSC)

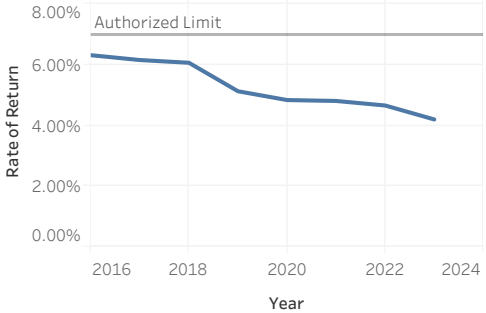


Hydrants per Lane Mile of Street

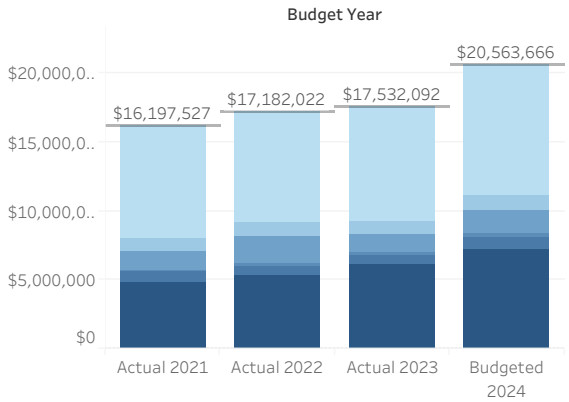
4.62

Target: 4.71

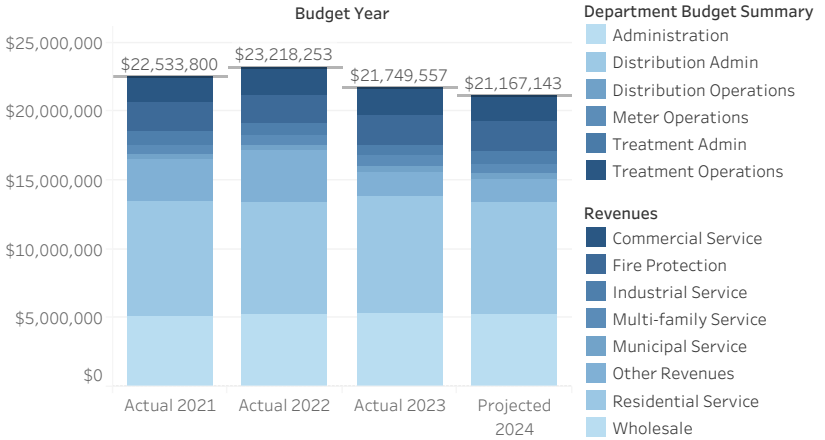
Rate of Return



Department Budget Summary (Operating Expenses)



Revenues

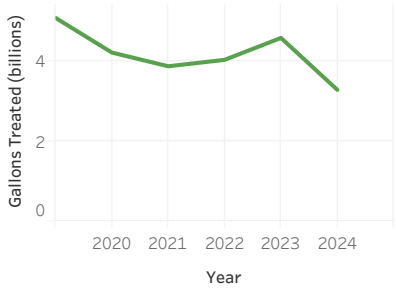


Wastewater Utility

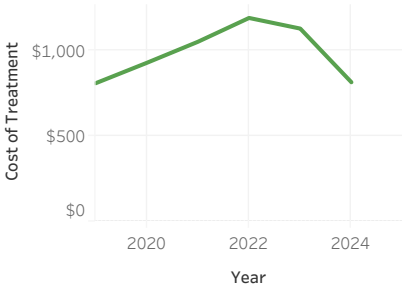
The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically-sound practices.

All 2024 numbers are reflective through June 30, 2024. Graphs without 2024 values are reported only at year end.

Billion Gallons Treated and Returned to the Environment

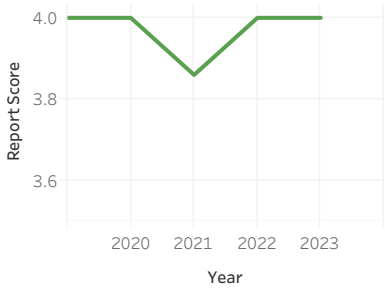


Cost in Millions of Water Treatment Expenses

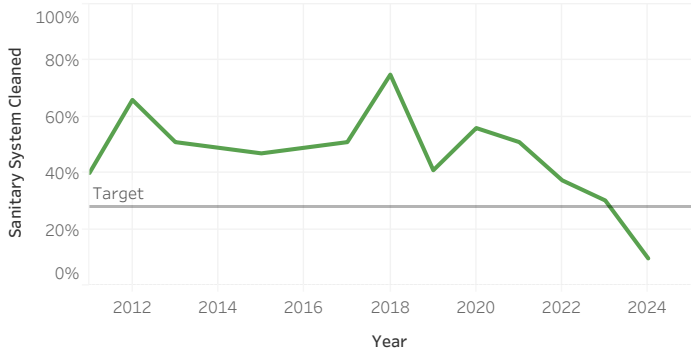


Report Score of Regulatory Report (4.0 Scale)

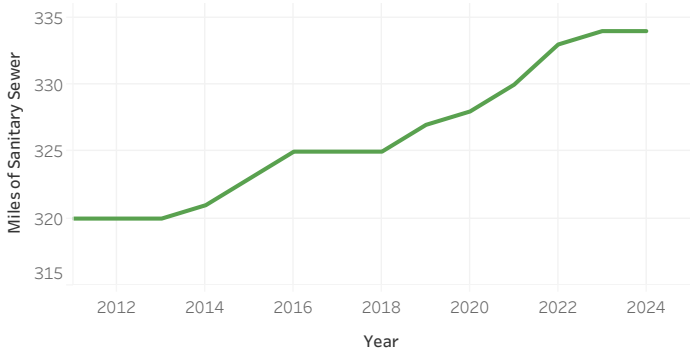
Year
2011 to 2024



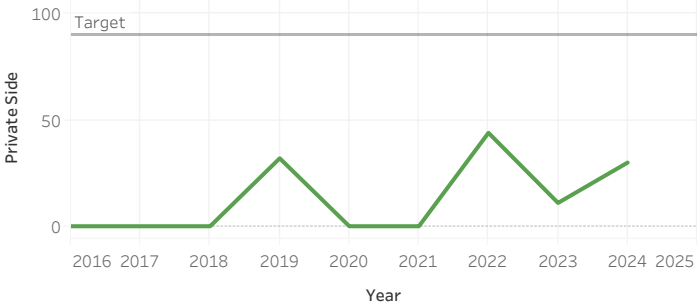
Percent of Total Sanitary System Cleaned Annually



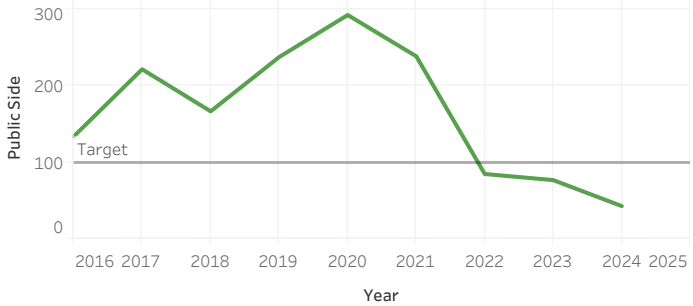
Total Miles of Sanitary Sewer



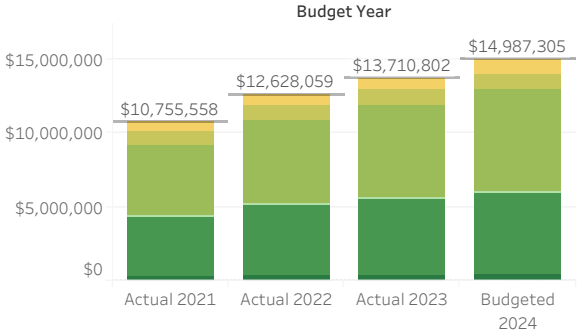
Private Side Laterals Replaced Annually



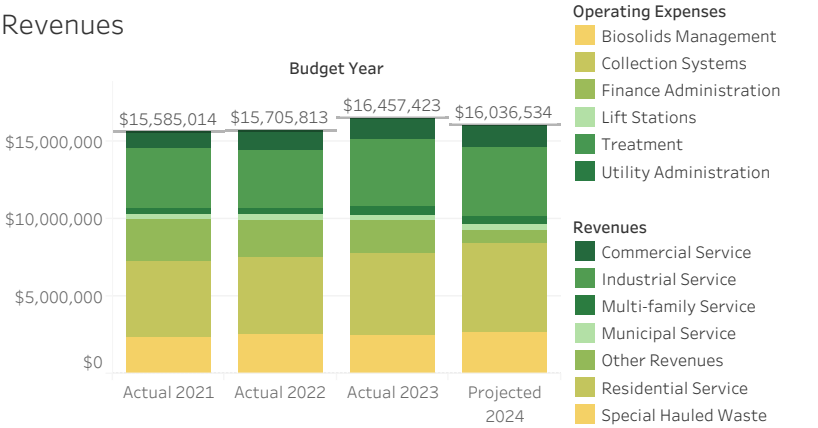
Public Side Laterals Replaced Annually



Department Budget Summary (Operating Expenses)



Revenues

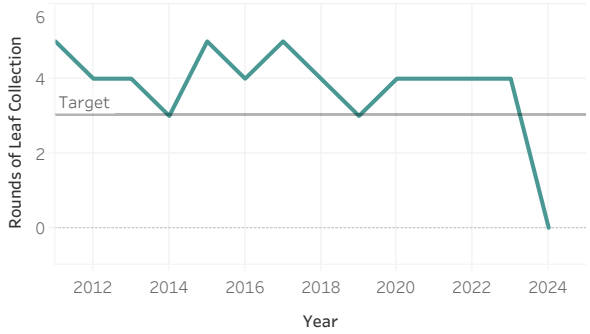


Stormwater Utility

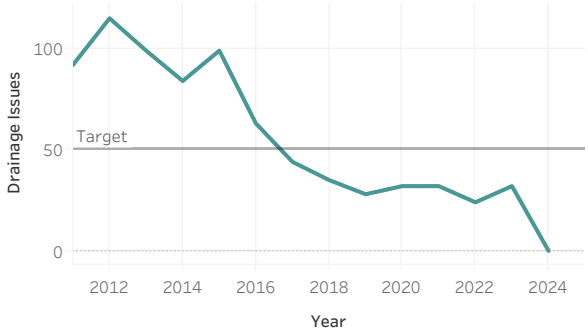
The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality. It is our objective to continue implementing the following programs: public education, public participation, erosion control, pollution prevention, illicit discharge detection/elimination, and post-construction stormwater management plans.

All 2024 numbers are reflective through June 30, 2024.

Rounds of Leaf Collection Completed

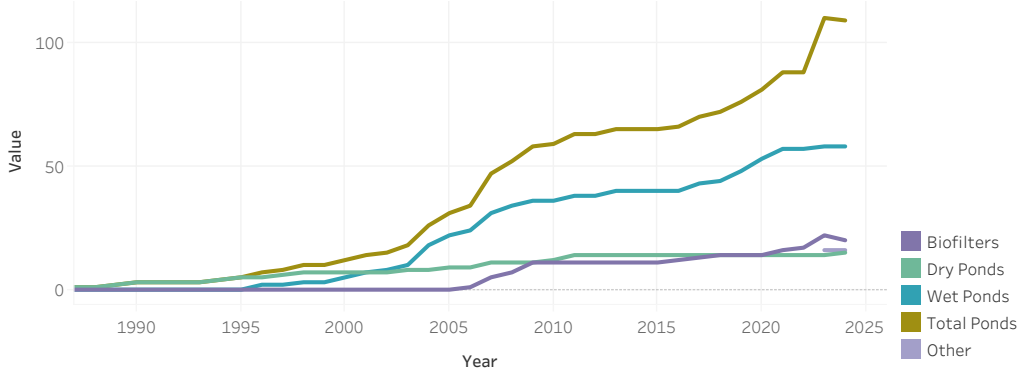


Residential Drainage Issues Addressed



Year
1987 to 2024

Pond and Biofilter Inventory History (Including AASD and Facilities Dept)

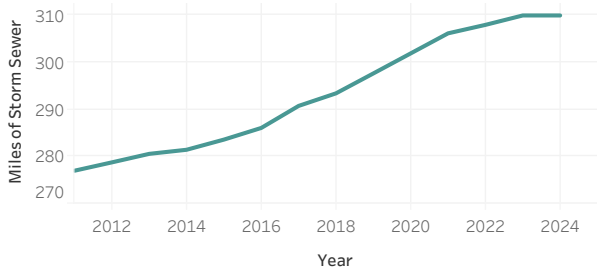


2023 Cubic Yards of Material Collected via Street Sweeping

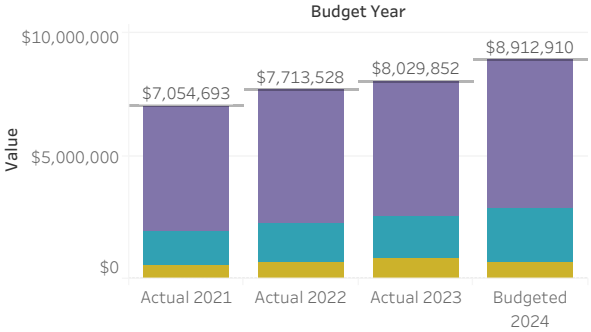
4,959.5

Target: 4,000

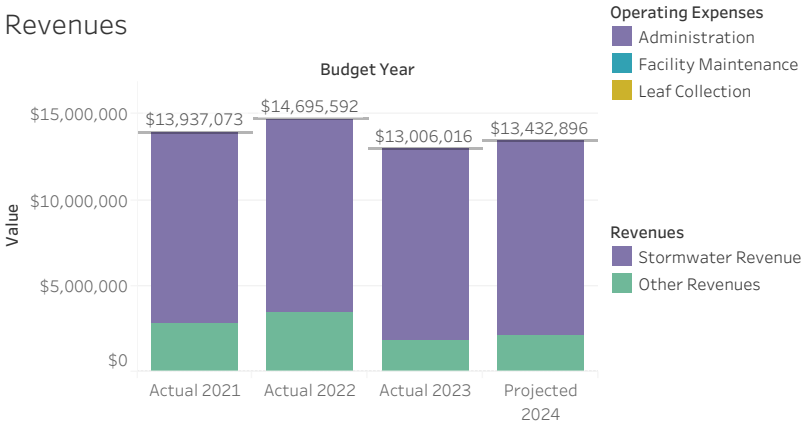
Total Miles of Storm Sewer



Department Budget Summary (Operating Expenses)



Revenues



CITY OF APPLETON
2025 BUDGET
GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

CITY OF APPLETON
2025 BUDGET
GLOSSARY

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

DEBT: A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

DEBT LIMIT: The maximum amount of legally permitted outstanding gross or net debt.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

DEFERRED SPECIAL ASSESSMENTS: Special assessments which have been levied but are not yet due.

DEFICIT: The excess of an entity's liabilities over its assets (see Fund Balance), the excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT SPECIAL ASSESSMENTS: Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Finance, Police, Fire, Health, Community and Economic Development, Public Works, Library, Water, Parks & Recreation, etc..

DEVELOPER FUNDED INCENTIVE: Developer finances its own improvements in a TIF district but signs an agreement with the City guaranteeing that it receives a certain portion of the taxes on the value of the increment for a set number of years or until an agreed upon amount has been attained. Each agreement varies and will also have certain thresholds the developer must attain in order to receive the increment.

DIRECT DEBT: The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

DMR: Discharge Monitoring Report– a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It was re-established with a City-wide mandate as of the 2007 budget.

FIDUCIARY FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes it books. Note: it is usually a year, though not necessarily a calendar year.

FRINGE BENEFITS: Expenditure items in the operating budget paid on behalf of the employee. These benefits include health insurance, life insurance, long-term disability insurance, retirement, FICA, and workers compensation insurance.

FUND: A fiscal and accounting entity that has self-balancing accounts and financial transactions for specific activities or government functions. Seven commonly used fund types in governmental accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, and internal service funds.

FUND BALANCE: The excess of fund assets over its liabilities. A negative fund balance is sometimes called a fund deficit.

GENERAL FUND: The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development, and general administration.

GAAP: Generally Accepted Accounting Principles.

GASB: Governmental Accounting Standards Board.

GENERAL LEDGER: A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

G.O. (GENERAL OBLIGATION) BONDS/NOTES: Bonds/Notes that finance public projects such as streets, buildings and improvements. The repayment of these bonds are backed by the "full faith and credit" of the issuing government.

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use, and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses, and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers, and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service, and capital projects.

GREEN DOT PROGRAM: The "Green Dot" program is a sidewalk maintenance program for existing public sidewalks. This program targets a specific area of the City each year where the Department of Public Works inspects and repairs/replaces sidewalks as needed. Treatments can range from grinding to saw cutting to complete replacement. The budget for the Green Dot program is based on completing approximately 5% of the sidewalks in the City each year.

IN LIEU OF TAXES: A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to, pay a "tax equivalent amount".

INDIRECT COSTS: Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

INTEREST INCOME: Interest earned on funds which are not immediately needed by the City.

INTERFUND TRANSFERS: Amounts transferred from one fund to another, primarily as reimbursements for services provided.

INTERGOVERNMENTAL REVENUE: Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

INTERNAL SERVICE FUND: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.

LAPSING/NON-LAPSING BUDGET: A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

RESERVE FOR ENCUMBRANCES: A reserve account that represents open encumbered contracts and purchase orders.

REVENUE: Funds that the government receives as income. It includes such items as taxes, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

REVENUE BONDS: Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

SCADA SYSTEM: Supervisory Control and Data Acquisition system.

SHARED REVENUES: Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL REVENUE FUNDS: Special Revenue funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

TID (TAX INCREMENT DISTRICT) or TIF (TAX INCREMENT FINANCING DISTRICT): A legal entity created by local resolution under State Statute 66.46 to promote improvements, jobs, etc. The taxes generated from the assessed value “increment” above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

TAX LEVY: The total amount to be raised by general property taxes for operating and debt service purposes.

TAX LIENS: Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

TAX RATE: The amount of tax levied for each $1,000 of valuation. The equalized (full) value tax rate is calculated using the equalized value of the City. The assessed value tax rate is calculated using assessed value. The tax rate per $1 of valuation is known as the mill rate.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property.

TAX YEAR: The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

WHEEL TAX: The Appleton City Council adopted a $20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. This fee was increased to $30 by Council in 2024. The fee is collected by the State Department of Transportation (which retains 7 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted to road reconstruction expenditures only.

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM DEVELOPMENT

It is the policy of the City of Appleton to maintain a Capital Improvement Program both to provide physical facilities that are responsive to the needs and demands of the public and City government and to be supportive of the long and short range economic, social and environmental development policies of the City.

Development of the Five-Year Capital Improvement Program entails planning by departments, both singly and in concert with other departments, and communication among departments and with the Mayor and the Finance Director. Project requests are submitted by departments along with their operating budget requests. An effort is made to describe projects in their entirety; for example, projects involving multiple departments or funding sources will be described on a single project request form to enhance interdepartmental project coordination. Project and operating budget requests are reviewed together by the Mayor in order to develop an integrated and coordinated capital program and to balance the operating budget impacts of projects and their funding sources. Particular attention is paid to balancing the costs of debt service with operating and cost efficiencies and economic development resulting from various capital investments. The Five-Year Capital Improvement Program is updated each year as an essential component of budget development.

The process results in the publication of a Five-Year Capital Improvement Program as part of the overall Operating Budget and Service Plan which serves as a planning tool for future growth and development in the City. Funds are appropriated in the budget for the current year only of the Capital Improvement Program, with each subsequent year being separately authorized with that year's operating budget. Sound planning, detailed project descriptions and accurate cost estimates by department staff aid in the formulation of a program that is used as a valuable management tool in accomplishing needed capital improvements within the City’s ability to pay.

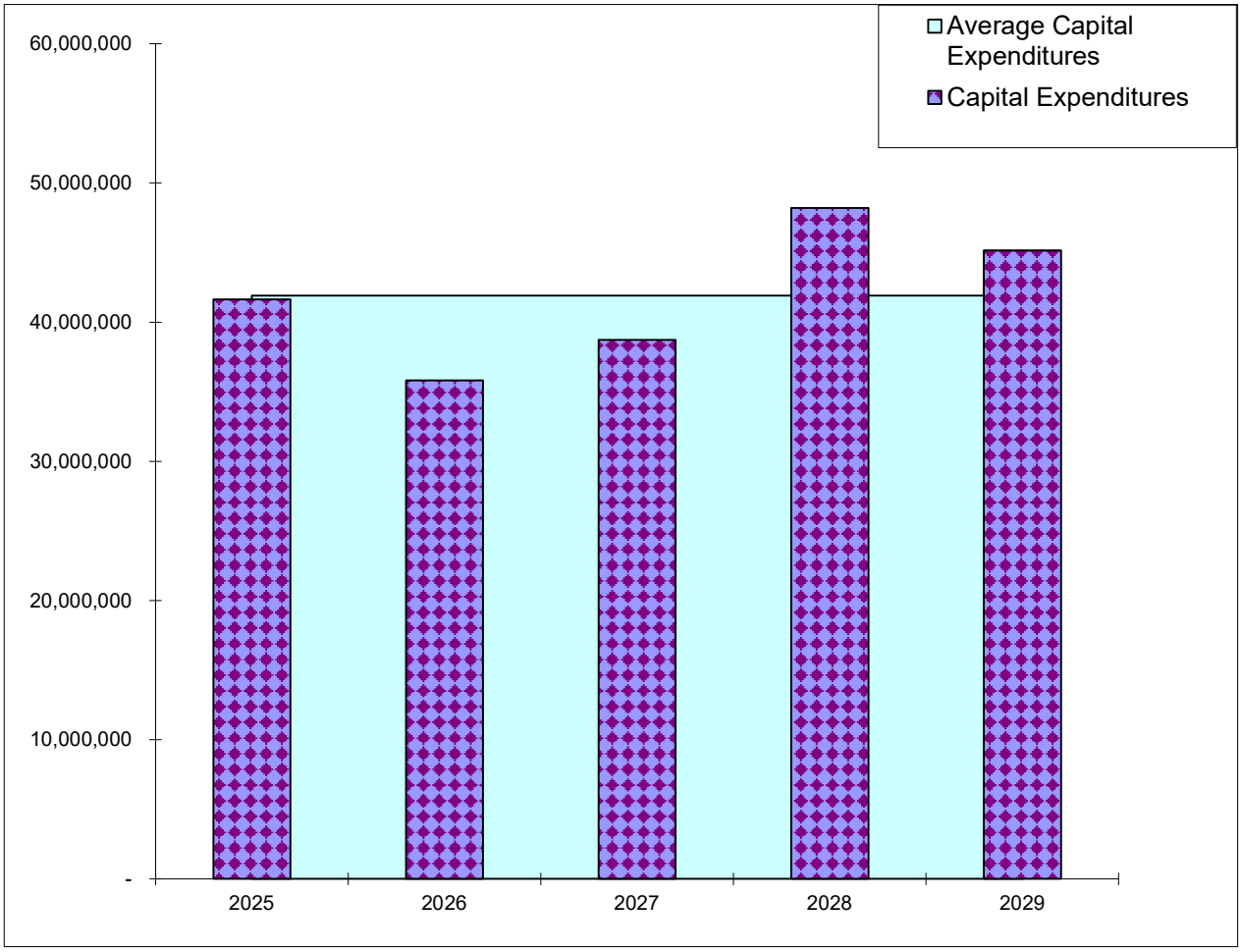
CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM
PROJECT DEFINITIONS

CAPITAL IMPROVEMENT PROJECT
A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing $25,000 or greater.

PROJECT COMPONENTS
Plans: Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.
Land Acquisition: Expenditures for the purchase of land.
Construction: Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.
Other: Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

FUNDING
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund some ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a $30 per vehicle fee for vehicles registered in Appleton. This fee is added to the registration fee collected by the State department of motor vehicles and remitted to the City.
Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells ten year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.
User Fees: Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029



The chart above illustrates the annual budgeted capital expenditures in comparison with the average for 2025 - 2029.

2025 includes a restroom/office renovation at the PRFMD Facility, renovation of Community Development and Assessors areas of City Hall, continuation of structural improvements to the City's three parking ramps, and the start of a multi-year electrical distribution system upgrade at the Wastewater Treatment Plant.

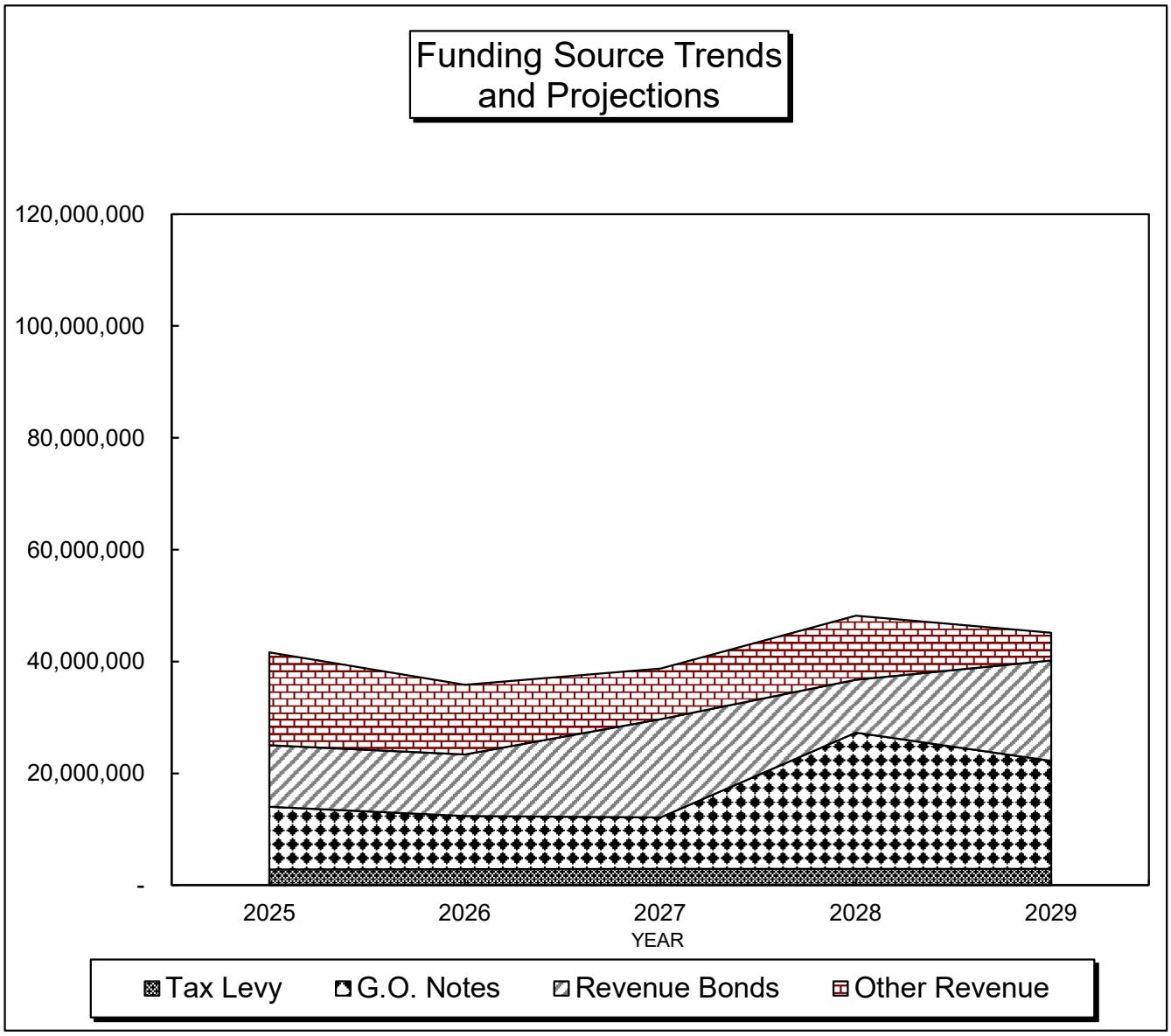
2026 includes renovation of Finance and Human Resources area of City Hall, continuation of stuctural improvements to the City's three parking ramps, and HVAC upgrades at various locations.

2027 includes renovation of Attorney and Mayor's offices, design for an addition at MSB for storage of equipment, continuation of the electrical distribution system upgrade and receiving station upgrades at the Wastewater Treatment Plant, and continuation of stuctural improvements to the City's three parking ramps.

2028 includes construction of MSB storage space, design of Fire Station #4 replacement, continuation of stuctural improvements to the City's three parking ramps, and M Building upgrades at the Wastewater Treatment Plant and lift station improvements.

2029 includes construction of the Fire Station #4 replacement, rebuild of primary clarifiers #1 - 4, PLC replacement, and SCADA upgrades at the Water Filtration Plant.

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. In general, tax levy revenue is used to fund a portion of ongoing infrastructure (i.e.streets, sidewalks) needs as well as other small projects. General obligation (G.O.) notes are used to fund larger capital projects as well as ongoing infrastructure, facility, equipment and quality of life (parks, trails, pools, etc.) capital needs. Revenue bonds are utilized by the Water, Wastewater and Stormwater Utilities to fund utility infrastructure, facility and equipment needs. Revenue bonds are not general obligations of the City but are payable from revenues generated by the respective utility. Other revenue includes funding sources such as existing reserve balances, user fees, the State of Wisconsin or U.S. Government, developer contributions, intergovernmental agreements, or donations.

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029
PROJECT CATEGORY LIST FOR 2025

Page	Project	Dept. Code	Funding Source: Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Bridge Improvements	PW	-	163,636	-	st	1,557,724	1,721,360
605	Public Safety Camera Program	IT	-	38,716	-		-	38,716
606	Asphalt Paving Program	PW	1,843,026	-	-		-	1,843,026
610	Concrete Paving Program	PW	212,547	4,923,373	-	sd	822,354	5,958,274
616	Grade and Gravel Program	PW	-	-	-	sd	149,123	149,123
618	Sidewalk Program	PW	765,089	362,991	-	sd	569,304	1,697,384
620	Stormwater Program	SW	-	-	-	st	6,032,523	6,032,523
626	Watermain Program	WD	-	-	1,536,000	w	3,036,539	4,572,539
632	Sanitary Sewer Program	WW	-	-	608,875	s	2,559,565	3,168,440
	Facilities							
638	Parking Utility Structural Renovations	PAR	-	-	-	p	1,700,000	1,700,000
640	Electrical Upgrades	PRFM	-	375,000	3,800,000	s	-	4,175,000
642	Facility Renovations	PRFM	-	1,200,000	200,000	s	-	1,400,000
644	Grounds Improvements	PRFM	-	25,000	-		-	25,000
645	Hardscape Infrastructure Improvements/Replace.	PRFM	-	400,000	650,000	s	-	1,050,000
647	Interior Finishes and Furniture	PRFM	-	1,375,000	-		-	1,375,000
	Equipment							
654	Enterprise Resource Planning (ERP) System	IT	-	395,564	-		-	395,564
655	Axon Officer Safety	APD	-	111,900	-		-	111,900
656	Cardiac Monitors	AFD	-	440,000	-		-	440,000
658	Salt Brine Maker & Fill Station	PW	-	150,000	-		-	150,000
660	Survey Instrument Replacement	PW	-	50,000	-		-	50,000
663	L-Building Chemical Processes Upgrade	WW	-	-	150,000	s	-	150,000
668	Tower Pump Stations	WD	-	-	1,300,000	w	-	1,300,000
669	Contactor Wash Water Basin Pump Replacement	WD	-	-	200,000	w	-	200,000
670	Generator Control Panels	WD	-	-	700,000	w	-	700,000
671	High Service Pump Check Valve Replacements	WD	-	-	264,000	w	-	264,000
673	Utility Department Computer Network Infrastructure	WD	-	-	500,000	w	-	500,000
675	Digester Improvements	WW	-	-	1,091,125	s	-	1,091,125
	Quality of Life							
677	Park ADA Improvements	PRFM	-	50,000	-		-	50,000
679	Pavilion and Recreation Facilities	PRFM	-	1,180,000	-		-	1,180,000
681	Reid Golf Course	PRFM	-	-	-	gc	80,000	80,000
683	Statue and Monument Restoration	PRFM	-	30,000	-		-	30,000
684	Trails and Trail Connections	PRFM	-	30,000	-		-	30,000
			$ 2,820,662	$ 11,301,180	$ 11,000,000 *		$ 16,507,132	$ 41,628,974
	Less: TIF Funded GO Notes			-				
	Property Tax Funded GO Notes			$ 11,301,180				

* Due to positive cash balances at the beginning of 2024 and extended or delayed capital projects, planned debt in 2024 was delayed and will be combined with the 2025 debt issue, resulting in a higher issue than the projects noted above.

Other Supplemental Information:	
Sewer User Fees (s):	$ 2,559,565
Water User Fees (w):	3,036,539
Stormwater User Fees (st):	7,590,247
Subdivision (sd):	1,540,781
Parking User Fees (p):	1,700,000
Reid Golf Course (gc):	80,000
	$ 16,507,132

CITY OF APPLETON 2025 BUDGET

CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029

PROJECT CATEGORY LIST FOR 2026

Page	Project	Dept. Code	Funding Source: Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
605	Public Safety Camera Program	IT	-	34,800	-		-	34,800
606	Asphalt Paving Program	PW	930,591	879,635	-		-	1,810,226
610	Concrete Paving Program	PW	1,183,822	2,668,928	-	sd	1,565,210	5,417,960
616	Grade and Gravel Program	PW	-	-	-	sd	103,401	103,401
618	Sidewalk Program	PW	777,852	492,274	-	sd	341,467	1,611,593
620	Stormwater Program	SW	-	-	3,000,000	st	4,237,643	7,237,643
626	Watermain Program	WD	-	-	2,200,000	w	915,519	3,115,519
632	Sanitary Sewer Program	WW	-	-	4,460,000	s	560,432	5,020,432
	Facilities							
638	Parking Utility Structural Renovations	PAR	-	-	-	p	1,700,000	1,700,000
639	Building Envelope	PRFM	-	150,000	40,000	w/s	80,000	270,000
640	Electrical Upgrades	PRFM	-	250,000	-	s	185,000	435,000
641	Elevator Replacement	PRFM	-	-	-	s	400,000	400,000
642	Facility Renovations	PRFM	-	375,000	-	s	450,000	825,000
644	Grounds Improvements	PRFM	-	25,000	-		-	25,000
645	Hardscape Infrastructure Improvements/Replace.	PRFM	-	925,000	-		-	925,000
646	HVAC Upgrades	PRFM	-	575,000	-	w/s	900,000	1,475,000
647	Interior Finishes and Furniture	PRFM	-	1,550,000	-		-	1,550,000
648	Lighting Upgrades	PRFM	-	525,000	-	s	75,000	600,000
650	Roof Replacement	PRFM	-	-	-	s	475,000	475,000
651	Safety and Security Improvements	PRFM	-	50,000	-		-	50,000
653	Receiving Station Upgrades	WW	-	-	-	s	400,000	400,000
	Equipment							
655	Axon Officer Safety	APD	-	111,900	-		-	111,900
657	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	269,625	-		-	269,625
663	L-Building Chemical Processes Upgrade	WW	-	-	500,000	s	-	500,000
666	Sampler Equipment Replacement	WW	-	-	-	s	45,000	45,000
672	Radio System Replacement	WD	-	-	50,000	w	-	50,000
674	Caustic Chemical System Upgrades	WD	-	-	750,000	w	-	750,000
	Quality of Life							
677	Park ADA Improvements	PRFM	-	50,000	-		-	50,000
679	Pavilion and Recreation Facilities	PRFM	-	375,000	-		-	375,000
680	Playground Areas	PRFM	-	150,000	-		-	150,000
682	Sport Courts	PRFM	-	45,000	-		-	45,000
			$ 2,892,265	$ 9,502,162	$11,000,000		$12,433,672	$ 35,828,099
	Less: TIF Funded GO Notes			35,000				
	Property Tax Funded GO Notes			9,467,162				

Other Supplemental Information:	
Sewer User Fees (s):	$ 3,320,432
Water User Fees (w):	1,165,519
Stormwater User Fees (st):	4,237,643
Subdivision (sd):	2,010,078
Parking User Fees (p):	1,700,000
	$ 12,433,672

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029
PROJECT CATEGORY LIST FOR 2027

Page	Project	Dept. Code	Funding Source: Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Bridge Improvements	PW	-	-	352,893	st	387,107	740,000
605	Public Safety Camera Program	IT	-	106,240	-		-	106,240
606	Asphalt Paving Program	PW	648,887	1,113,801	-		-	1,762,688
610	Concrete Paving Program	PW	1,496,308	2,071,678	-	sd	527,966	4,095,952
616	Grade and Gravel Program	PW	-	522,077	-	sd	105,161	627,238
618	Sidewalk Program	PW	766,907	292,524	-	sd	109,944	1,169,375
620	Stormwater Program	SW	-	-	6,647,107	st	-	6,647,107
626	Watermain Program	WD	-	-	2,825,000	w	1,210,993	4,035,993
632	Sanitary Sewer Program	WW	-	-	-	s	1,431,550	1,431,550
	Facilities							
638	Parking Utility Structural Renovations	PAR	-	-	-	p	1,700,000	1,700,000
640	Electrical Upgrades	PRFM	-	25,000	3,825,000	s/w	-	3,850,000
641	Elevator Replacement	PRFM	-	-	-	s	350,000	350,000
642	Facility Renovations	PRFM	-	975,000	-	s	600,000	1,575,000
644	Grounds Improvements	PRFM	-	25,000	-		-	25,000
645	Hardscape Infrastructure Improvements/Replace.	PRFM	-	350,000	-		-	350,000
646	HVAC Upgrades	PRFM	-	650,000	-	s	600,000	1,250,000
647	Interior Finishes and Furniture	PRFM	-	925,000	-		-	925,000
648	Lighting Upgrades	PRFM	-	375,000	-		-	375,000
649	Plumbing Upgrades	PRFM	-	50,000	-		-	50,000
650	Roof Replacement	PRFM	-	175,000	-		-	175,000
651	Safety and Security Improvements	PRFM	-	150,000	-		-	150,000
653	Receiving Station Upgrades	WW	-	-	3,600,000	s	-	3,600,000
	Equipment							
655	Axon Officer Safety	APD	-	111,900	-		-	111,900
660	Survey Instrument Replacement	DPW	-	50,000	-		-	50,000
661	Aeration Process Upgrade	WW	-	-	100,000	s	1,900,000	2,000,000
672	Radio System Replacement	WD	-	-	150,000	w	-	150,000
	Quality of Life							
676	Appleton Memorial Park - Renovations	PRFM	-	125,000	-		-	125,000
677	Park ADA Improvements	PRFM	-	50,000	-		-	50,000
678	Park Development	PRFM	-	100,000	-		-	100,000
680	Playground Areas	PRFM	-	150,000	-		-	150,000
681	Reid Golf Course	PRFM	-	-	-	gc	175,000	175,000
682	Sport Courts	PRFM	-	350,000	-		-	350,000
683	Statue and Monument Restoration	PRFM	-	30,000	-		-	30,000
684	Trails and Trail Connections	PRFM	-	450,000	-		-	450,000
			$ 2,912,102	$ 9,223,220	$ 17,500,000		$ 9,097,721	$ 38,733,043
	Less: TIF Funded GO Notes			60,000				
	Property Tax Funded GO Notes			9,163,220				

Other Supplemental Information:	
Sewer User Fees (s):	$ 4,881,550
Water User Fees (w):	1,210,993
Stormwater User Fees (st):	387,107
Subdivision (sd):	743,071
Parking User Fees (p)	1,700,000
Reid Golf User Fees (gc):	175,000
	$ 9,097,721

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029
PROJECT CATEGORY LIST FOR 2028

Page	Project	Dept. Code	Funding Source: Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Bridge Improvements	PW	-	-	-	st	150,000	150,000
605	Public Safety Camera Program	IT	-	36,600	-		-	36,600
606	Asphalt Paving Program	PW	2,002,872	250,628	-		-	2,253,500
610	Concrete Paving Program	PW	55,000	6,461,515	-	sd	1,875,883	8,392,398
616	Grade and Gravel Program	PW	-	204,663	-	sd	106,921	311,584
618	Sidewalk Program	PW	865,057	1,180,234	-	sd	292,544	2,337,835
620	Stormwater Program	SW	-	-	5,000,000	st	554,392	5,554,392
626	Watermain Program	WD	-	-	-	w	3,163,437	3,163,437
632	Sanitary Sewer Program	WW	-	-	2,873,927	s	-	2,873,927
	Facilities							
638	Parking Utility Structural Renovations	PAR	-	-	-	p	1,000,000	1,000,000
639	Building Envelope	PRFM	-	-	-	w	80,000	80,000
640	Electrical Upgrades	PRFM	-	250,000	-	w	250,000	500,000
641	Elevator Replacement	PRFM	-	-	350,000	s	-	350,000
642	Facility Renovations	PRFM	-	8,525,000	50,000	s	-	8,575,000
643	Fire Station #4 Replacement	PRFM	-	1,100,000	-		-	1,100,000
644	Grounds Improvements	PRFM	-	25,000	-		-	25,000
645	Hardscape Infrastructure Improvements/Replace.	PRFM	-	350,000	-		-	350,000
646	HVAC Upgrades	PRFM	-	25,000	600,000	s/w	250,000	875,000
647	Interior Finishes and Furniture	PRFM	-	75,000	-		-	75,000
648	Lighting Upgrades	PRFM	-	275,000	-	s	75,000	350,000
649	Plumbing Upgrades	PRFM	-	200,000	-		-	200,000
650	Roof Replacement	PRFM	-	-	513,573	s	11,427	525,000
651	Safety and Security Improvements	PRFM	-	150,000	-		-	150,000
652	M Building Upgrades	WW	-	-	-	s	1,600,000	1,600,000
	Equipment							
655	Axon Officer Safety	APD	-	111,900	-		-	111,900
659	Sewer Camera Replacement	WW/SW	-	-	112,500	s/st	112,500	225,000
662	Lift Station Improvements	WW	-	-	-	s	1,850,000	1,850,000
665	PLC Replacement and SCADA Upgrades	WW	-	-	-	s	65,000	65,000
	Quality of Life							
676	Appleton Memorial Park - Renovations	PRFM	-	2,000,000	-		-	2,000,000
677	Park ADA Improvements	PRFM	-	50,000	-		-	50,000
678	Park Development	PRFM	-	965,000	-		-	965,000
680	Playground Areas	PRFM	-	600,000	-		-	600,000
682	Sport Courts	PRFM	-	45,000	-		-	45,000
684	Trails and Trail Connections	PRFM	-	1,450,000	-		-	1,450,000
			$ 2,922,929	$ 24,330,540	$ 9,500,000		$11,437,104	$ 48,190,573
	Less: TIF Funded GO Notes			4,096,183				
	Property Tax Funded GO Notes			20,234,357				

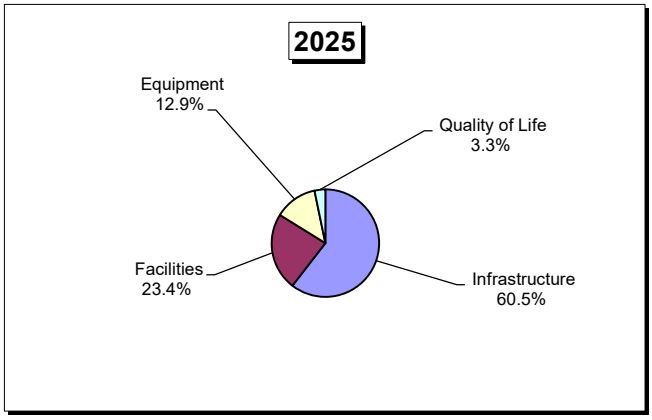
Other Supplemental Information:	
Sewer User Fees (s):	$ 3,601,427
Water User Fees (w):	3,743,437
Stormwater User Fees (st):	816,892
Subdivision (sd):	2,275,348
Parking User Fees (p)	1,000,000
	$ 11,437,104

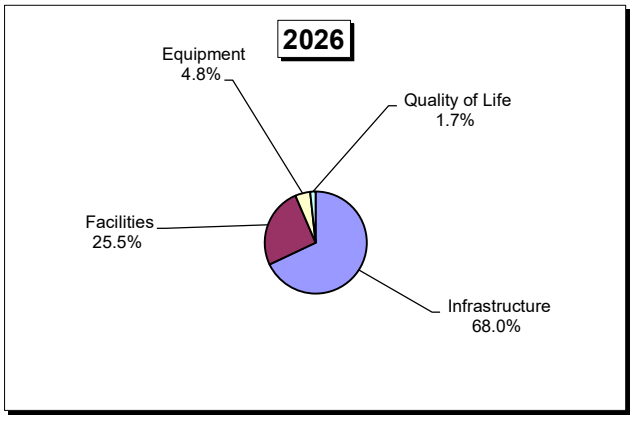
CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029
PROJECT CATEGORY LIST FOR 2029

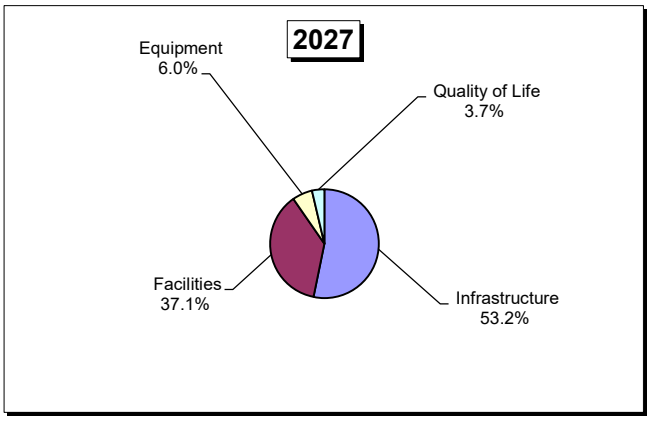
Page	Project	Dept. Code	Funding Source: Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Bridge Improvements	PW	-	-	1,000,000	st	-	1,000,000
606	Asphalt Paving Program	PW	1,266,642	715,460	-		-	1,982,102
610	Concrete Paving Program	PW	642,668	687,880	-	sd	5,000	1,335,548
616	Grade and Gravel Program	PW	-	2,399,304	-	sd	51,117	2,450,421
618	Sidewalk Program	PW	994,807	129,624	-	sd	65,904	1,190,335
620	Stormwater Program	SW	-	-	10,488,801	st	-	10,488,801
626	Watermain Program	WD	-	-	3,000,000	w	898,599	3,898,599
632	Sanitary Sewer Program	WW	-	-	-	s	1,523,500	1,523,500
	Facilities							
640	Electrical Upgrades	PRFM	-	200,000	-		-	200,000
642	Facility Renovations	PRFM	-	150,000	-	s	550,000	700,000
643	Fire Station #4 Replacement	PRFM	-	12,500,000	-		-	12,500,000
644	Grounds Improvements	PRFM	-	225,000	-		-	225,000
645	Hardscape Infrastructure Improvements/Replace.	PRFM	-	350,000	-		-	350,000
646	HVAC Upgrades	PRFM	-	-	-	s	550,000	550,000
648	Lighting Upgrades	PRFM	-	600,000	-		-	600,000
650	Roof Replacement	PRFM	-	-	-	s	300,000	300,000
651	Safety and Security Improvements	PRFM	-	200,000	-		-	200,000
	Equipment							
660	Survey Instrument Replacement	PW	-	50,000	-		-	50,000
664	Primary Clarifiers #1-4 Drive Rebuild	WW	-	-	1,500,000	s	-	1,500,000
665	PLC Replacement and SCADA Upgrades	WW	-	-	2,000,000	s	-	2,000,000
667	Wash Press Improvements	WW	-	-	-	s	750,000	750,000
	Quality of Life							
676	Appleton Memorial Park - Renovations	PRFM	-	100,000	-		-	100,000
677	Park ADA Improvements	PRFM	-	50,000	-		-	50,000
678	Park Development	PRFM	-	100,000	-		-	100,000
680	Playground Areas	PRFM	-	350,000	-		-	350,000
681	Reid Golf Course	PRFM	-	-	-	gc	250,000	250,000
682	Sport Courts	PRFM	-	350,000	-		-	350,000
683	Statue and Monument Restoration	PRFM	-	30,000	-		-	30,000
684	Trails and Trail Connections	PRFM	-	125,000	-		-	125,000
			$ 2,904,117	$ 19,312,268	$ 17,988,801		$ 4,944,120	$ 45,149,306
	Less: TIF Funded GO Notes			-				
	Property Tax Funded GO Notes			19,312,268				

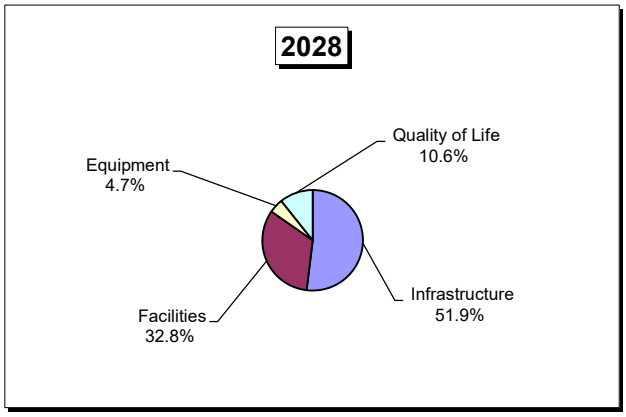
Other Supplemental Information:	
Sewer User Fees (s):	$ 3,673,500
Water User Fees (w):	898,599
Stormwater User Fees (st):	-
Subdivision (sd):	122,021
Reid Golf User Fees (gc):	250,000
	$ 4,944,120

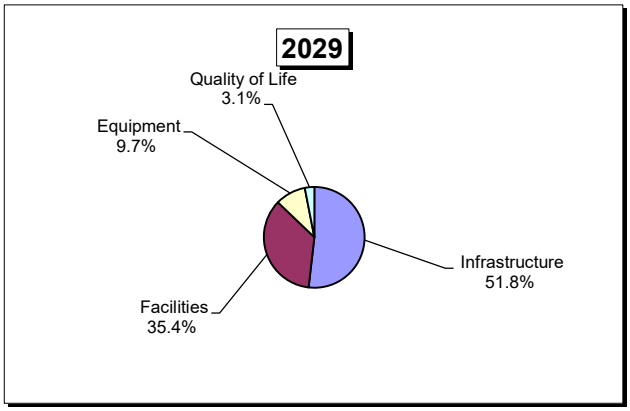
CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025 - 2029
CAPITAL PROJECTS BY CATEGORY

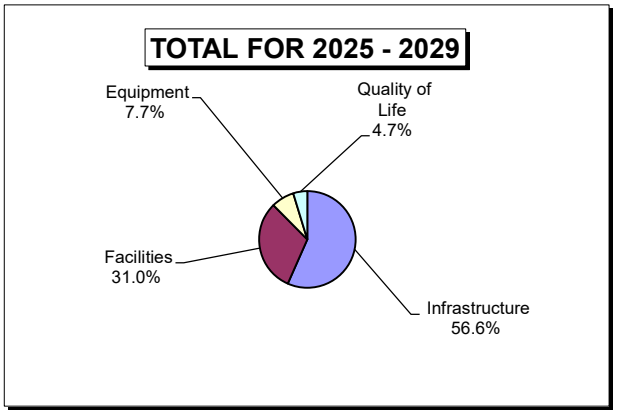








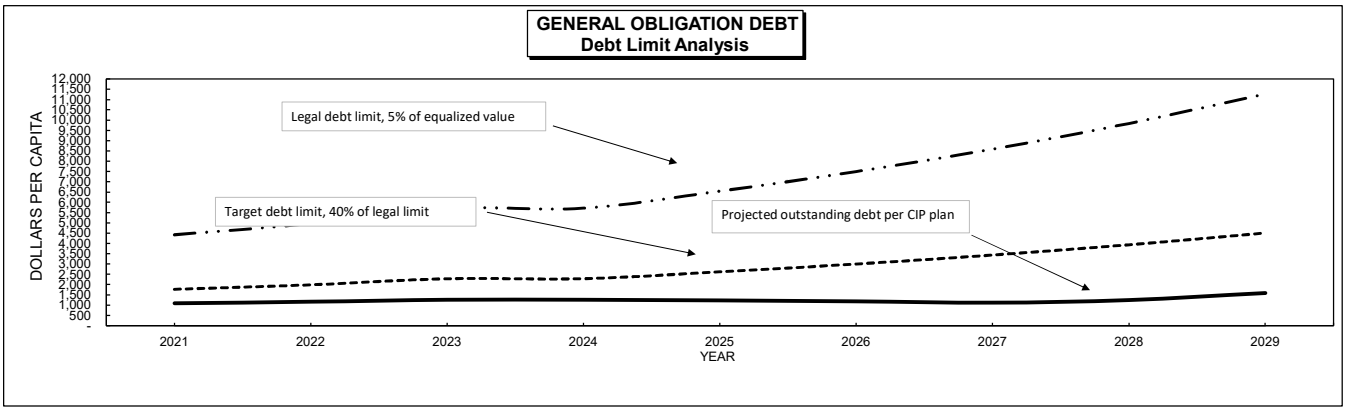




CITY OF APPLETON 2025 BUDGET

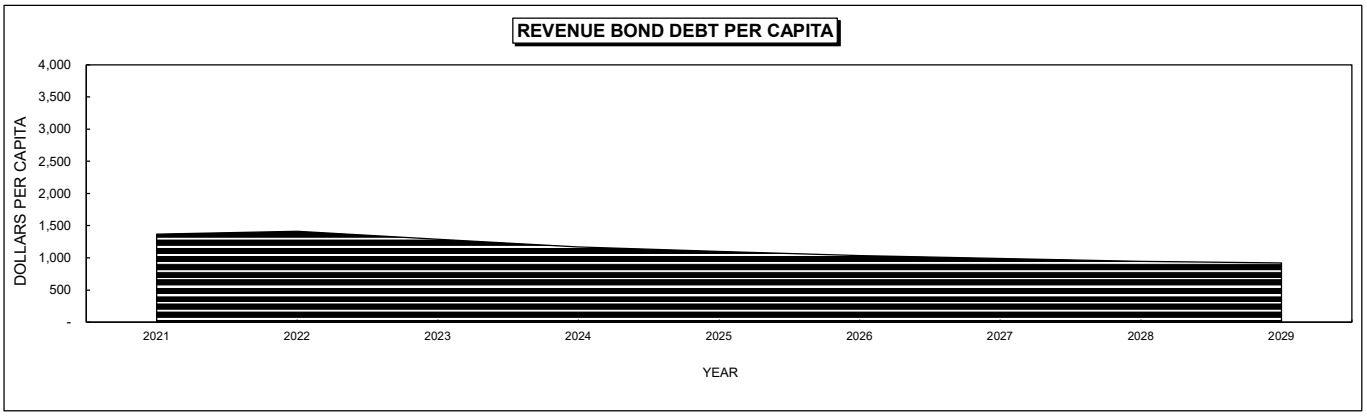
Outstanding Debt

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Equalized Value	6,688,360,800	7,511,516,400	8,640,805,200	8,656,544,800	9,920,039,900	11,367,952,700	13,027,200,500	14,928,629,400	17,107,587,700
Legal G.O. Debt Limit	334,418,040	375,575,820	432,040,260	432,827,240	496,001,995	568,397,635	651,360,025	746,431,470	855,379,385
Outstanding G.O. Debt *	82,170,000	87,620,000	95,550,000	94,945,990	92,917,170	89,314,332	84,572,552	94,415,092	120,942,360
Population	75,644	75,605	75,700	75,745	75,779	75,813	75,847	75,881	75,915
G.O. Debt per Capita									
Legal Limit	4,421	4,968	5,707	5,714	6,545	7,497	8,588	9,837	11,268
Policy Limit	1,768	1,987	2,283	2,286	2,618	2,999	3,435	3,935	4,507
Actual	1,086	1,159	1,262	1,253	1,226	1,178	1,115	1,244	1,593
Revenue Bonds									
Outstanding Bonds	103,625,000	106,785,000	97,575,000	88,440,000	83,520,899	78,526,507	74,992,911	71,696,630	69,787,442
Revenue Bonds per Capita	1,370	1,412	1,289	1,168	1,102	1,036	989	945	919

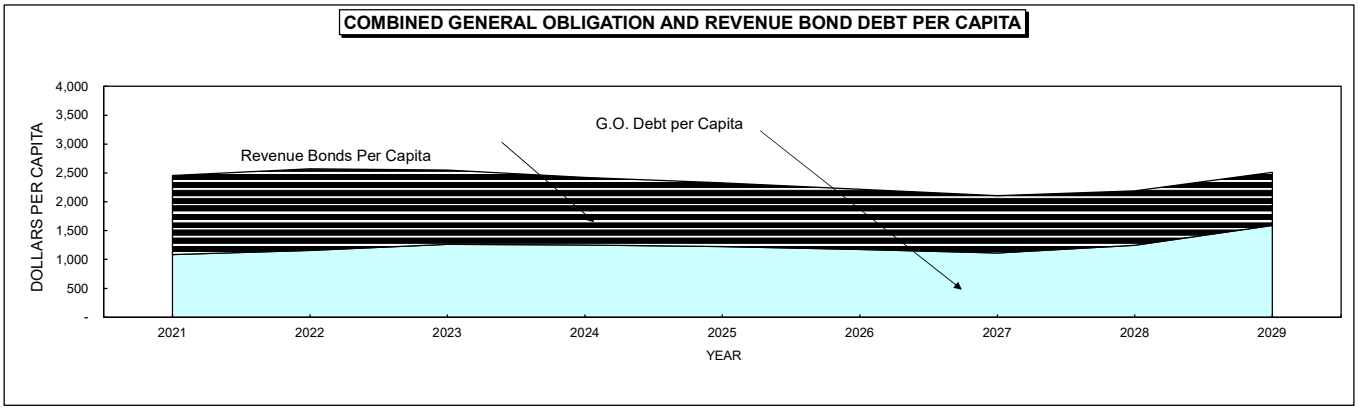


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2024 - 2028 include estimates for population and equalized valuation figures based on the actual increase experienced from 2020 - 2022.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



* Net of available debt service reserves.

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON
CAPITAL IMPROVEMENTS PROGRAM 2025 - 2029
PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2025 - 2029 Capital Improvements Program are included in this section.

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON 2025 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2025-2029
PROJECT CATEGORY LIST

Page	Project	Dept. Code	2025	2026	2027	2028	2029
	Infrastructure						
604	Bridge Improvements	PW	1,721,360	-	740,000	150,000	1,000,000
605	Public Safety Camera Program	IT	38,716	34,800	106,240	36,600	-
606	Asphalt Paving Program	PW	1,843,026	1,810,226	1,762,688	2,253,500	1,982,102
610	Concrete Paving Program	PW	5,958,274	5,417,960	4,095,952	8,392,398	1,335,548
616	Grade and Gravel Program	PW	149,123	103,401	627,238	311,584	2,450,421
618	Sidewalk Program	PW	1,697,384	1,611,593	1,169,375	2,337,835	1,190,335
620	Stormwater Program	SW	6,032,523	7,237,643	6,647,107	5,554,392	10,488,801
626	Watermain Program	WD	4,572,539	3,115,519	4,035,993	3,163,437	3,898,599
632	Sanitary Sewer Program	WW	3,168,440	5,020,432	1,431,550	2,873,927	1,523,500
	Facilities						
638	Parking Utility Structural Renovations	PAR	1,700,000	1,700,000	1,700,000	1,000,000	-
639	Building Envelope	PRFM	-	270,000	-	80,000	-
640	Electrical Upgrades	PRFM	4,175,000	435,000	3,850,000	500,000	200,000
641	Elevator Replacement	PRFM	-	400,000	350,000	350,000	-
642	Facility Renovations	PRFM	1,400,000	825,000	1,575,000	8,575,000	700,000
643	Fire Station #4 Replacement	PRFM	-	-	-	1,100,000	12,500,000
644	Grounds Improvements	PRFM	25,000	25,000	25,000	25,000	225,000
645	Hardscape Infrastructure Improvements/Replace.	PRFM	1,050,000	925,000	350,000	350,000	350,000
646	HVAC Upgrades	PRFM	-	1,475,000	1,250,000	875,000	550,000
647	Interior Finishes and Furniture	PRFM	1,375,000	1,550,000	925,000	75,000	-
648	Lighting Upgrades	PRFM	-	600,000	375,000	350,000	600,000
649	Plumbing Upgrades	PRFM	-	-	50,000	200,000	-
650	Roof Replacement	PRFM	-	475,000	175,000	525,000	300,000
651	Safety and Security Improvements	PRFM	-	50,000	150,000	150,000	200,000
652	M Building Upgrades	WW	-	-	-	1,600,000	-
653	Receiving Station Upgrades	WW	-	400,000	3,600,000	-	-
	Equipment						
654	Enterprise Resource Planning (ERP) System	IT	395,564	-	-	-	-
655	Axon Officer Safety	APD	111,900	111,900	111,900	111,900	-
656	Cardiac Monitors	AFD	440,000	-	-	-	-
657	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	269,625	-	-	-
658	Salt Brine Maker & Fill Station	PW	150,000	-	-	-	-
659	Sewer Camera Replacement	WW/SW	-	-	-	225,000	-
660	Survey Instrument Replacement	PW	50,000	-	50,000	-	50,000
661	Aeration Process Upgrade	WW	-	-	2,000,000	-	-
662	Lift Station Improvements	WW	-	-	-	1,850,000	-
663	L-Building Chemical Processes Upgrade	WW	150,000	500,000	-	-	-
664	Primary Clarifiers #1-4 Drive Rebuild	WW	-	-	-	-	1,500,000
665	PLC Replacement and SCADA Upgrades	WW	-	-	-	65,000	2,000,000
666	Sampler Equipment Replacement	WW	-	45,000	-	-	-
667	Wash Press Improvements	WW	-	-	-	-	750,000
668	Tower Pump Stations	WD	1,300,000	-	-	-	-
669	Contactor Wash Water Basin Pump Replacement	WD	200,000	-	-	-	-
670	Generator Control Panels	WD	700,000	-	-	-	-
671	High Service Pump Check Valve Replacements	WD	264,000	-	-	-	-
672	Radio System Replacement	WD	-	50,000	150,000	-	-
673	Utility Department Computer Network Infrastructure	WD	500,000	-	-	-	-
674	Caustic Chemical System Upgrades	WD	-	750,000	-	-	-
675	Digester Improvements	WW	1,091,125	-	-	-	-
	Quality of Life						
676	Appleton Memorial Park - Renovations	PRFM	-	-	125,000	2,000,000	100,000
677	Park ADA Improvements	PRFM	50,000	50,000	50,000	50,000	50,000
678	Park Development	PRFM	-	-	100,000	965,000	100,000
679	Pavilion and Recreation Facilities	PRFM	1,180,000	375,000	-	-	-
680	Playground Areas	PRFM	-	150,000	150,000	600,000	350,000
681	Reid Golf Course	PRFM	80,000	-	175,000	-	250,000
682	Sport Courts	PRFM	-	45,000	350,000	45,000	350,000
683	Statue and Monument Restoration	PRFM	30,000	-	30,000	-	30,000
684	Trails and Trail Connections	PRFM	30,000	-	450,000	1,450,000	125,000
			$41,628,974	$35,828,099	$38,733,043	$48,190,573	$45,149,306

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Bridge Improvements

PROJECT DESCRIPTION

Justification:

Olde Oneida Street over S. Power Canal* (5230 90%, 4240 10%)

The existing structure has deteriorating prestressed concrete girders, which is the basis for the current 25-ton weight limit posting. We received design and construction funding from the State through the Local Bridge Program. Design started in 2021. Funds are included for construction in 2025. We anticipate an 80% cost share from the State up to the SMA caps. The project is anticipated to go over the caps and this budget request reflects the 100% City costs. The State will hold the contract on this project.

Lawe Street over the Navigational Canal* (5230 90%, 4240 10%)

The existing structure is showing signs of structural, mechanical and electrical deterioration. This project was awarded funding from the State through the Local Bridge Program. Design is anticipated to start in 2025. Funds are included for design next year and for construction in 2027. We anticipate an 80% cost share from the State. The State will hold the contract on this project.

Lawe Street over the Fox River (5230 90%, 4240 10%)

The existing structure is showing signs of deterioration based on the recent state mandated inspections. Design started in 2024 with construction anticipated to start early in 2025. Rehab work is anticipated to include resealing the deck; watermain support repairs; repairs to the scuppers/downspouts; clean and paint the bearings; and concrete repairs to the deck, girders and substructure.

South Island Street over the Power Canal* (5230 90%, 4240 10%)

The existing structure has deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. Future funds are included for design in 2027, appraisal/land aquisition in 2028, and construction in 2029. We anticipate applying for design and construction funds for South Island Street in 2025 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contract on this project.

Memorial Drive over Fox River* (5230 90%, 4240 10%)

A rehabilitation report was performed in 2024. This report is required when applying for Trans 213 Local Bridge Program funding. Based on recent consultant bridge inspections and recommendations, this bridge is a candidate for a concrete deck replacement and repainting of the structural steel. Funds are included for design in 2027 and future funds for construction will be added in 2030. We anticipate applying for design and construction funds in 2025 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

*Part of the State-run Local Bridge Program.

Discussion of operating cost impact:

These repair projects are not expected to affect other operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Stormwater						
Lawe St. over Navigational Canal	85,000	-	500,000	-	-	$ 585,000
Olde Oneida St. over S. Canal	1,306,360	-	-	-	-	$ 1,306,360
S. Island St. over Power Canal	-	-	140,000	150,000	1,000,000	$ 1,290,000
Memorial Dr. over Fox River	-	-	100,000	-	-	$ 100,000
Lawe St. over Fox River	330,000	-	-	-	-	$ 330,000
Total - Stormwater Program	$ 1,721,360	$ -	$ 740,000	$ 150,000	$ 1,000,000	$ 3,611,360

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	85,000	-	240,000	-	-	$ 325,000
Construction	1,636,360	-	500,000	-	1,000,000	$ 3,136,360
Other	-	-	-	150,000	-	$ 150,000
Total	$ 1,721,360	$ -	$ 740,000	$ 150,000	$ 1,000,000	$ 3,611,360
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Public Safety Camera Program

PROJECT DESCRIPTION

Justification:

The Public Safety Camera Program, which began in 2006, has proven to be an invaluable tool for City staff in numerous departments. This system is used extensively to monitor and analyze daily traffic, monitor and react in real time to work zone traffic issues, monitor and react in real time to traffic incidents, reconstruct traffic crashes, monitor winter road conditions, and effectively deal with public safety issues, along with many other daily uses. It has become an irreplaceable asset that helps staff in multiple departments to conduct their duties much more efficiently.

While the growth of the system has slowed significantly in the past few years, the cameras and their underlying network architecture will need to be replaced regularly due to functional obsolescence and reliability issues. The table below outlines the proposed investments related to replacement of the system.

The City is in the process of transitioning this ongoing capital improvement program to the IT operating budget and expects to complete this transition by end of year 2028.

Description	2025	2026	2027	2028	2029
Camera & Network Gear Replacement	$ 38,716	$ 34,800	$ 106,240	$ 36,600	$ -
Total	**$ 38,716**	**$ 34,800**	**$ 106,240**	**$ 36,600**	**$ -**

Discussion of operating cost impact:

The annual costs are below

2025	$	10,800
2026	$	12,480
2027	$	16,320
2028	$	18,120
2029	$	18,120

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
IT						
Public Safety Camera Program	38,716	34,800	106,240	36,600	-	$ 216,356
Total - IT Capital Projects Fund	$ 38,716	$ 34,800	$ 106,240	$ 36,600	$ -	$ 216,356

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	38,716	34,800	106,240	36,600	-	216,356
Other	-	-	-	-	-	-
Total	$ 38,716	$ 34,800	$ 106,240	$ 36,600	$ -	$ 216,356
Operating Cost Impact	$ 10,800	$ 12,480	$ 16,320	$ 18,120	$ 18,120	$ 75,840

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Asphalt Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the cost associated with the streets identified for reconstruction this year.

A five-year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, results in no overall reduction in our Citywide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Public Works - Reconstruction **General Fund**	1,843,026	930,591	648,887	2,002,872	1,266,642	$ 6,692,018
Public Works - Construction **DPW Capital Projects Fund**	-	879,635	1,113,801	250,628	715,460	$ 2,959,524
Total - Asphalt - City	$ 1,843,026	$ 1,810,226	$ 1,762,688	$ 2,253,500	$ 1,982,102	$ 9,651,542
Total - Asphalt Paving Program	$ 1,843,026	$ 1,810,226	$ 1,762,688	$ 2,253,500	$ 1,982,102	$ 9,651,542

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,596,966	1,410,226	1,407,688	1,873,500	1,537,102	$ 7,825,482
Other	246,060	400,000	355,000	380,000	445,000	$ 1,826,060
Total	$ 1,843,026	$ 1,810,226	$ 1,762,688	$ 2,253,500	$ 1,982,102	$ 9,651,542
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2025	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				241,060	-	241,060
CEA				127,541	-	127,541
Consultant				5,000	-	5,000
Maintenance Mat	Brewster St	Meade St	Rankin St	11,622	-	11,622
	Cedar Ridge	Oaklawn	cul de sac	16,133	-	16,133
	Eighth St	Memorial Dr	State St	9,010	-	9,010
	Elmview	Oaklawn	McKayla	13,374	-	13,374
	Garden Ct	Calumet St	Calumet St	24,799	-	24,799
	Grove St	Memorial Dr	west city limits	11,618	-	11,618
	Lydia Ln	Jordan St	Christopher Ln	5,163	-	5,163
	Lynch Ave	Grove St	west city limits	10,059	-	10,059
	Melrose Ave	Racine St	McDonald St	16,845	-	16,845
	Moorpark Ave	Racine St	McDonald St	16,845	-	16,845
	Owaissa St	Glendale Ave	Lindbergh St	28,767	-	28,767
	Woodendale Way	Cedar Ridge	cul de sac	20,335	-	20,335
	Subtotal			**184,570**	**-**	**184,570**
Overlay	John St	Meade St	South Ct, east of	34,881		34,881
	Silvercrest Dr	Ballard Rd	Amelia St	49,160		49,160
	Subtotal			**84,041**	**-**	**84,041**
Total Reconstruction	Morrison St	Wisconsin Ave	Glendale Ave	761,981	-	761,981
	Morrison St	Glendale Ave	Pershing St	438,833	-	438,833
	Subtotal			**1,200,814**	**-**	**1,200,814**
Total Asphalt Pavement				**$ 1,843,026**	**$ -**	**$ 1,843,026**

2026	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				250,000	145,000	395,000
CEA				55,976	37,586	93,562
Consultant				5,000	-	5,000
Maintenance Mat	Division St	Lindbergh St	Michigan St	12,898	-	12,898
	Franklin St	Meade St	Rankin St	12,804	-	12,804
	Harriman St	Winnebago St	Wisconsin Ave	31,687	-	31,687
	Subtotal			**57,389**	**-**	**57,389**
Partial Reconstruction	Elinor St	Taylor St	Glendale Ave	58,457	-	58,457
	Michigan St	Division St	Appleton St	39,521	-	39,521
	Subtotal			**97,978**	**-**	**97,978**
Total Reconstruction	Alexander St	Melrose St	Glendale Ave	-	105,870	105,870
	Bellaire Ct	Atlantic St	cul de sac	-	310,224	310,224
	Melrose Ave	Alexander St	Ballard Rd	-	280,955	280,955
	Bell Ave	Summit St	Richmond St	464,248	-	464,248
	Subtotal			**464,248**	**697,049**	**1,161,297**
Total Asphalt Pavement				**$ 930,591**	**$ 879,635**	**$ 1,810,226**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2027	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				200,000	150,000	350,000
CEA				44,939	45,841	90,780
Consultant				5,000	-	5,000
Maintenance Mat	Tracy St	Walden Ave	Telulah Ave	9,389	-	9,389
	Subtotal			**9,389**	**-**	**9,389**
Overlay	Taft Ave	Carpenter St	Telulah Ave	188,118	-	188,118
	Subtotal			**188,118**	**-**	**188,118**
Partial Reconstruction	Marion St	Walden Ave	Telulah Ave	19,338	-	19,338
	Subtotal			**19,338**	**-**	**19,338**
Total Reconstruction	Eighth St	Pierce Ave	Badger Ave	-	124,273	124,273
	Oklahoma St	Mason St	Richmond St	-	793,687	793,687
	Dewey St	Kernan Ave	Walden Ave	126,637	-	126,637
	Walden Ave	Dewey St	John St	55,466	-	55,466
	Subtotal			**182,103**	**917,960**	**1,100,063**
Total Asphalt Pavement				**$ 648,887**	**$ 1,113,801**	**$ 1,762,688**

2028	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				250,000	125,000	375,000
CEA				89,586	30,096	119,682
Consultant				5,000	-	5,000
Maintenance Mat	misc streets			-	95,532	95,532
	Subtotal			**-**	**95,532**	**95,532**
Total Reconstruction	Driscoll St	Prospect Ave	WI Central RR	383,036	-	383,036
	Fair St	Atlantic St	Spring St	336,126	-	336,126
	Outagamie St	College Ave	Packard St	408,725	-	408,725
	Pine St	Prospect Ave	Bartell St	530,399	-	530,399
	Subtotal			**1,658,286**	**-**	**1,658,286**
Total Asphalt Pavement				**$ 2,002,872**	**$ 250,628**	**$ 2,253,500**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2029	Street	From	To	General Fund Asphalt	DPW Capital Projects	Total Cost
Labor Pool				290,000	150,000	440,000
CEA				49,588	44,927	94,515
Consultant				5,000	-	5,000
Maintenance Mat	misc streets			-	67,433	67,433
	Subtotal			**-**	**67,433**	**67,433**
Total Reconstruction	Bartell Dr	Prospect Ave	Pine St	-	316,807	316,807
	Locust St	Washington St	Franklin St	-	136,293	136,293
	Commercial St	Drew St	Union St	186,119	-	186,119
	Commercial St	Morrison St	Drew St	237,369	-	237,369
	Commercial St	Oneida St	Morrison St	109,244	-	109,244
	Madison St	Fremont St	Lincoln St	288,619	-	288,619
	Madison St	Lincoln St	E South River St	100,703	-	100,703
	Subtotal			**922,054**	**453,100**	**1,375,154**
Total Asphalt Pavement				**$ 1,266,642**	**$ 715,460**	**$ 1,982,102**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Concrete Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the costs associated with the streets identified for reconstruction this year.
A five-year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street.
However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our Citywide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Public Works - Reconstruction	212,547	1,183,822	1,496,308	55,000	642,668	$ 3,590,345
General Fund						
Public Works - Construction						
DPW Capital Projects Fund	3,512,537	2,633,928	2,011,678	3,062,832	687,880	$ 11,908,855
TIF # 13	-	35,000	60,000	3,398,683	-	$ 3,493,683
Public Works - Construction						
Subdivision Fund	2,233,190	1,565,210	527,966	1,875,883	5,000	$ 6,207,249
Total - Concrete Paving Program	$ 5,958,274	$ 5,417,960	$ 4,095,952	$ 8,392,398	$ 1,335,548	$ 25,200,132

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Design	138,500	149,500	171,000	75,000	65,000	$ 599,000
Land Acquisition	345,000	115,000	244,000	75,000	50,000	$ 829,000
Construction	4,492,404	4,335,902	2,850,205	7,463,782	669,668	$ 19,811,961
Other	982,370	817,558	830,747	778,616	550,880	$ 3,960,171
Total	$ 5,958,274	$ 5,417,960	$ 4,095,952	$ 8,392,398	$ 1,335,548	$ 25,200,132
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2025	Street	From	To	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				117,327	545,090	204,441	866,858
CEA				-	96,337	19,175	115,512
Land							
	Land acquisition for street projects			40,000	-	-	40,000
	Lawe St - BIL land acquisition	College Ave	Wisconsin Ave	-	305,000	-	305,000
	Subtotal			**40,000**	**305,000**	**-**	**345,000**
Design	Consultant design			-	20,000	-	20,000
	Lawe St - BIL	consultant design		-	85,000	-	85,000
	Lawe St over Navigational Canal	design		-	8,500	-	8,500
	Material Testing			-	10,000	5,000	15,000
	Valley Rd			10,000	-	-	10,000
	Subtotal			**10,000**	**123,500**	**5,000**	**138,500**
New Concrete (New Subdivisions non-escrowed)							
	Aquamarine Dr	French Rd	Denali Dr	-	-	216,513	216,513
	Aquamarine Dr	Providence Ave	Amethyst Dr	-	-	83,900	83,900
	Baldeagle Dr	Peregrine Blvd	cul de sac	-	-	104,125	104,125
	Baldeagle Dr	Peregrine Blvd	Osprey Dr	-	-	277,025	277,025
	Denali Dr	Rubyred Dr	Aquamarine Dr, (n/o)	-	-	204,925	204,925
	Golden Gate Dr	Cherryvale Ave	200' east	-	-	53,000	53,000
	Harrier Ct	Osprey Dr	cul de sac	-	-	124,650	124,650
	Osprey Dr	Harrier Way	Baldeagle Dr	-	-	583,450	583,450
	Peregrine Blvd	Apple Creek Rd	Baldeagle Dr	-	-	59,361	59,361
	Rubyred Dr	French Rd	Denali Dr	-	-	297,625	297,625
	Subtotal			**-**	**-**	**2,004,574**	**2,004,574**
New Concrete (Not in New Subdivisions)							
	Cherryvale Ave	Apple Creek corridor	south city limits	45,220	455,725	-	500,945
	Providence Ave	Edgewood Dr, n/o bridge	Turquoise Ln	-	305,250	-	305,250
	Providence Ave	Turquoise Ln	Aquamarine Dr	-	171,450	-	171,450
	Subtotal			**45,220**	**932,425**	**-**	**977,645**
Reconstruction							
	College Ave bridge lighting			-	15,361	-	15,361
	IH 41 at Ballard Road	Capitol Dr	Evergreen Dr	-	349,200	-	349,200
	IH 41 at Ballard Road	community sensitive design features	fencing, landscaping, lighting, l	-	161,000	-	161,000
	French Rd	at CTH JJ	temp signals	-	50,000	-	50,000
	Richmond St	at Ridgeview Dr	temp signals	-	75,000	-	75,000
	Olde Oneida St	over south power canal		-	183,800	-	183,800
	Perkins St	Prospect Ave	Alley s/o RR tracks	-	675,824	-	675,824
	Subtotal			**-**	**1,510,185**	**-**	**1,510,185**
Total Concrete Paving				**$ 212,547**	**$ 3,512,537**	**$ 2,233,190**	**$ 5,958,274**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2026	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				50,000	494,062	-	204,441	748,503
CEA				5,000	44,880	-	19,175	69,055
Land	Land acquisition for street projects			-	15,000	-	-	15,000
	Lightning Dr	Goodness Grace street 2	Broadway Dr	100,000	-	-	-	100,000
	Subtotal			**100,000**	**15,000**	**-**	**-**	**115,000**
Design								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	-	25,000	-	-	25,000
	Consultant design			50,000	-	-	-	50,000
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	-	25,000	-	-	25,000
	Material Testing			-	9,500	-	5,000	14,500
	Midway Rd (CTH AP)	at Eisenhower Dr	roundabout	-	-	35,000	-	35,000
	Subtotal			**50,000**	**59,500**	**35,000**	**5,000**	**149,500**
New Concrete (New Subdivisions non-escrowed)								
	Baldeagle Dr	Osprey Dr	Lightning Dr	-	-	-	623,074	623,074
	Harrier Ln	500' e/o Osprey Dr	Kestrel Cir	-	-	-	132,800	132,800
	Harrier Ln	Osprey Dr	500' e/o Osprey Dr	-	-	-	132,800	132,800
	Kestrel Cir	Baldeagle Dr	Baldeagle Dr	-	-	-	447,920	447,920
	Subtotal			**-**	**-**	**-**	**1,336,594**	**1,336,594**
New Concrete (Not in New Subdivisions)								
	French Rd	Evergreen Dr	Apple Creek Corridor bridge	978,822	-	-	-	978,822
	Subtotal			**978,822**	**-**	**-**	**-**	**978,822**
Reconstruction								
	Highway 41 Corridor Improvements			-	140,000	-	-	140,000
	Lawe St	College Ave	Spring St	-	1,504,903	-	-	1,504,903
	Oneida St	College Ave	Washington St	-	182,422	-	-	182,422
	Sixth St	Memorial Dr	State St	-	193,161	-	-	193,161
	Subtotal			**-**	**2,020,486**	**-**	**-**	**2,020,486**
Total Concrete Paving				**$ 1,183,822**	**$ 2,633,928**	**$ 35,000**	**$ 1,565,210**	**$ 5,417,960**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2027	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				100,000	451,251	-	204,441	755,692
CEA				5,000	50,880	-	19,175	75,055
Land								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	-	50,000	-	-	50,000
	Land acquisition for street projects			-	54,000	-	-	54,000
	Lightning Dr	Goodness Grace street 2	Broadway Dr	-	80,000	-	-	80,000
	Midway Rd (CTH AP)	at Eisenhower Dr	roundabout	-	-	60,000	-	60,000
	Subtotal			**-**	**184,000**	**60,000**	**-**	**244,000**
Design								
	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	30,000	-	-	-	30,000
	Consultant design			-	50,000	-	-	50,000
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	-	40,000	-	-	40,000
	Material Testing			10,000	-	-	5,000	15,000
	Memorial Dr	BRIDGE	over Fox River	-	10,000	-	-	10,000
	On-Call Ped/Bike services consultant			-	12,000	-	-	12,000
	S Island St	BRIDGE	over power canal	-	14,000	-	-	14,000
	Subtotal			**40,000**	**126,000**	**-**	**5,000**	**171,000**
New Concrete (New Subdivisions non-escrowed)								
	Begonia Dr	Gladiolus Pl	Golden Gate Dr	-	-	-	139,418	139,418
	Gladiolus Pl	Cherryvale Ave	275' west	-	-	-	75,681	75,681
	Golden Gate Dr	Cherryvale Ave	300' west	-	-	-	84,251	84,251
	Subtotal			**-**	**-**	**-**	**299,350**	**299,350**
New Concrete (Not in New Subdivisions)								
	Rocky Bleier Run	Water St	CDS	212,641	-	-	-	212,641
	Subtotal			**212,641**	**-**	**-**	**-**	**212,641**
Reconstruction	Highway 41 Corridor Improvements			-	100,000	-	-	100,000
	IH 41	community sensitive design features		-	200,000	-	-	200,000
	Lawe St	over navigation canal		-	50,000	-	-	50,000
	Rankin St	Commercial St	Wisconsin Ave	-	849,547	-	-	849,547
	Badger Ave	Spencer St	Pierce Ave	1,116,647	-	-	-	1,116,647
	Fisk Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020	-	-	-	22,020
	Subtotal			**1,138,667**	**1,199,547**	**-**	**-**	**2,338,214**
Total Concrete Paving				**$ 1,496,308**	**$ 2,011,678**	**$ 60,000**	**$ 527,966**	**$ 4,095,952**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2028	Street	From	To	General Fund	DPW Capital Projects	TIF # 13	Subdivision Fund	Total Cost
Labor Pool				50,000	450,000	-	204,441	704,441
CEA				5,000	50,000	-	19,175	74,175
Land	Land acquisition for street projects			-	60,000	-	-	60,000
	S Island St	BRIDGE	over power canal	-	15,000	-	-	15,000
	Subtotal			**-**	**75,000**	**-**	**-**	**75,000**
Design								
	Consultant design			-	50,000	-	-	50,000
	Material Testing			-	10,000	-	5,000	15,000
	Spartan Dr	wall design by septic field		-	10,000	-	-	10,000
	Subtotal			**-**	**70,000**	**-**	**5,000**	**75,000**
New Concrete (New Subdivisions escrowed)								
	Jasper Ln	Turquoise Ln	Sunstone Pl	-	-	-	85,344	85,344
	Rubyred Dr	Denali Dr	Sequoia Dr	-	-	-	599,087	599,087
	Snowdrift Dr	Broadway Dr	French Rd	-	-	-	506,750	506,750
	Sunstone Pl	Jasper Ln	Providence Ave	-	-	-	234,188	234,188
	Turquoise Ln	Jasper Ln	Providence Ave	-	-	-	221,898	221,898
	Subtotal			**-**	**-**	**-**	**1,647,267**	**1,647,267**
New Concrete (TIF)								
	Eisenhower Dr	Future Road G	Midway Rd, part of new roundabout	-	-	203,281	-	203,281
	Midway Rd (CTH AP)	Eisenhower Dr (500' e/o)	Coop Rd (500' e/o) new roundabout	-	-	844,893	-	844,893
	Midway Rd (CTH AP)	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o), roundabout	-	-	1,097,310	-	1,097,310
	Midway Rd (CTH AP)	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w/o)	-	-	1,253,199	-	1,253,199
	Subtotal			**-**	**-**	**3,398,683**	**-**	**3,398,683**
Reconstruction								
	Franklin St	Division St	Drew St	-	2,417,832	-	-	2,417,832
	Subtotal			**-**	**2,417,832**	**-**	**-**	**2,417,832**
Total Concrete Paving				**$ 55,000**	**$ 3,062,832**	**$ 3,398,683**	**$ 1,875,883**	**$ 8,392,398**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2029	Street	From	To	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				20,000	475,000	-	495,000
CEA				3,000	52,880	-	55,880
Land							
	Land acquisition for street projects			50,000	-	-	50,000
	Subtotal			**50,000**	**-**	**-**	**50,000**
Design							
	Consultant design			-	50,000	-	50,000
	Material Testing			-	10,000	5,000	15,000
	Subtotal			**-**	**60,000**	**5,000**	**65,000**
New Concrete (Not in New Subdivisions)							
	Midway Rd (CTH AP)	Plank Rd (e/o roundabout)	Lake Park Rd (w/o roundabout)	331,770	-	-	331,770
	Subtotal			**331,770**	**-**	**-**	**331,770**
Reconstruction	S Island St	BRIDGE		-	100,000	-	100,000
	Locust St	College Ave	Washington St	237,898	-	-	237,898
	Subtotal			**237,898**	**100,000**	**-**	**337,898**
Total Concrete Paving				**$ 642,668**	**$ 687,880**	**$ 5,000**	**$ 1,335,548**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Grade and Gravel Program

PROJECT DESCRIPTION

Justification:

This project is the initial construction phase for new streets. A five-year plan detailing specific projects follows this program summary page.

Discussion of operating cost impact:

The exact operating impact of this program is not easily defined. The addition of new streets will require additional operational service requirements including street maintenance and plowing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Public Works - Grade & Gravel **DPW Capital Projects Fund**	-	-	522,077	204,663	2,399,304	$ 3,126,044
Public Works - Grade & Gravel **Subdivision Fund**	149,123	103,401	105,161	106,921	51,117	$ 515,723
Total - Grade & Gravel Program	$ 149,123	$ 103,401	$ 627,238	$ 311,584	$ 2,450,421	$ 3,641,767

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	138,901	93,179	592,016	276,362	2,450,421	$ 3,550,879
Other	10,222	10,222	35,222	35,222	-	$ 90,888
Total	$ 149,123	$ 103,401	$ 627,238	$ 311,584	$ 2,450,421	$ 3,641,767
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM

2025	Street	From	To	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				-	10,222	10,222
CEA				-	959	959
Temp Surface after G&G	Clearwater Creek 4 - Sweetwater Way	Haymeadow Ave	cul de sac	-	30,620	30,620
	Edgewood Estates 8 - Aquamarine	Providence Ave	Jasper Ln	-	24,636	24,636
	Edgewood Estates 8 - Jasper Ln	Sunstone Pl	Aquamarine Ave	-	11,172	11,172
	Trail View South3 - Tulip	Gladiolus Dr	Gardenia Dr	-	8,180	8,180
	Trail View South4 - Goldengate Dr	Callalily Ln	Begonia Dr	-	29,124	29,124
	Trail View South5 - Gladiolus Dr	Goldengate Dr	cul de sac	-	34,210	34,210
	Subtotal			**-**	**137,942**	**137,942**
Total				**$ -**	**$ 149,123**	**$ 149,123**

2026	Street	From	To	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				-	10,222	10,222
CEA				-	959	959
Temp Surface after G&G	Misc new subdivision streets			-	92,220	92,220
	Subtotal			**-**	**92,220**	**92,220**
Total				**$ -**	**$ 103,401**	**$ 103,401**

2027	Street	From	To	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				25,000	10,222	35,222
CEA				-	959	959
Grade & Gravel	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	182,326	-	182,326
	Lightning Dr, phase 2 of 3	Providence Ave	Goodness Grace street 1	84,557	-	84,557
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	230,194	-	230,194
	Subtotal			**497,077**	**-**	**497,077**
Temp Surface after G&G	Misc new subdivision streets			-	93,980	93,980
	Subtotal			**-**	**93,980**	**93,980**
Total				**$ 522,077**	**$ 105,161**	**$ 627,238**

2028	Street	From	To	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				25,000	10,222	35,222
CEA				45,387	959	46,346
Temp Surface after G&G	Lightning Dr	Providence Ave	Goodness Grace street 1	49,556	-	49,556
	Lightning Dr	Goodness Grace street 1	Goodness Grace street 2	62,594	-	62,594
	Lightning Dr	Goodness Grace street 2	Broadway Dr	22,126	-	22,126
	Misc new subdivision streets			-	95,740	95,740
	Subtotal			**134,276**	**95,740**	**230,016**
Total				**$ 204,663**	**$ 106,921**	**$ 311,584**

2029	Street	From	To	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool						
CEA				155,595	-	155,595
Grade & Gravel						
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	560,302	-	560,302
	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	460,429	-	460,429
	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	505,802	-	505,802
	Spartan Dr	Richmond St	Trico east property line	273,167	-	273,167
	Subtotal			**1,799,700**	**-**	**1,799,700**
Temp Surface after G&G						
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	138,506	-	138,506
	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	116,450	-	116,450
	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	119,582	-	119,582
	Spartan Dr	Richmond St	Trico east property line	69,471	-	69,471
	Misc new subdivision streets			-	51,117	51,117
	Subtotal			**444,009**	**51,117**	**495,126**
Total				**$ 2,399,304**	**$ 51,117**	**$ 2,450,421**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sidewalk Program

PROJECT DESCRIPTION

Justification:

The total cost of sidewalk replacement and new construction is presented. A five-year plan detailing specific projects follows this program summary page.

Discussion of operating cost impact:

The operating impact of this program is minimal. Additional cost of installing new sidewalks will appear in future years as replacements become necessary.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Public Works	Reconstruction	765,089	777,852	766,907	865,057	994,807	$ 4,169,712
General Fund							
Public Works	Construction						
DPW Capital Projects Fund		362,991	492,274	292,524	482,734	129,624	$ 1,760,147
TIF # 13		-	-	-	697,500	-	$ 697,500
Public Works	Construction	569,304	341,467	109,944	292,544	65,904	$ 1,379,163
Subdivisions							
Total - Sidewalk Program		$ 1,697,384	$ 1,611,593	$ 1,169,375	$ 2,337,835	$ 1,190,335	$ 8,006,522

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,579,448	1,478,421	1,035,923	2,204,383	1,056,883	$ 7,355,058
Other	117,936	133,172	133,452	133,452	133,452	$ 651,464
Total	$ 1,697,384	$ 1,611,593	$ 1,169,375	$ 2,337,835	$ 1,190,335	$ 8,006,522
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2025	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	28,932	37,894	51,110	117,936
CEA	1,907	6,697	4,794	13,398
Sidewalk Construction				
Green Dot	470,000	-	-	470,000
General	30,000	-	-	30,000
Safestep sawcutting	30,000	-	-	30,000
Reconstruction - Concrete	-	116,000	-	116,000
Reconstruction - Asphalt	204,250	-	-	204,250
Subtotal	**734,250**	**116,000**	**-**	**850,250**
New Sidewalk Construction				
New Concrete	-	202,400	-	202,400
New Subdivision	-	-	473,400	473,400
New Subdivision - 6 Month	-	-	40,000	40,000
Subtotal	**-**	**202,400**	**513,400**	**715,800**
Total	**$ 765,089**	**$ 362,991**	**$ 569,304**	**$ 1,697,384**

2028	General Fund	DPW Capital Projects Fund	TIF # 13	Subdivision Fund	Total Cost
Labor Pool	36,900	45,442	-	51,110	133,452
CEA	1,907	4,982	-	4,794	11,683
Sidewalk Construction					
Green Dot	450,000	-	-	-	450,000
General	50,000	-	-	-	50,000
Safestep sawcutting	30,000	-	-	-	30,000
Reconstruction - Concrete	-	432,310	697,500	-	1,129,810
Reconstruction - Asphalt	296,250	-	-	-	296,250
Subtotal	**826,250**	**432,310**	**697,500**	**-**	**1,956,060**
New Sidewalk Construction					
New Subdivision	-	-	-	226,640	226,640
New Subdivision - 6 Month	-	-	-	10,000	10,000
Subtotal	**-**	**-**	**-**	**236,640**	**236,640**
Total	**$ 865,057**	**$ 482,734**	**$ 697,500**	**$ 292,544**	**$ 2,337,835**

2026	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,620	45,442	51,110	133,172
CEA	1,907	4,982	4,794	11,683
Sidewalk Construction				
Green Dot	450,000	-	-	450,000
General	50,000	-	-	50,000
Safestep sawcutting	30,000	-	-	30,000
Reconstruction - Concrete	-	288,350	-	288,350
Reconstruction - Asphalt	138,525	153,500	-	292,025
Subtotal	**668,525**	**441,850**	**-**	**1,110,375**
New Sidewalk Construction				
New Concrete	70,800	-	-	70,800
New Subdivision	-	-	245,563	245,563
New Subdivision - 6 Month	-	-	40,000	40,000
Subtotal	**70,800**	**-**	**285,563**	**356,363**
Total	**$ 777,852**	**$ 492,274**	**$ 341,467**	**$ 1,611,593**

2029	General Fund	DPW Capital Projects Fund	TIF # 13	Subdivision Fund	Total Cost
Labor Pool	36,900	45,442	-	51,110	133,452
CEA	1,907	4,982	-	4,794	11,683
Sidewalk Construction					
Green Dot	450,000	-	-	-	450,000
General	25,000	-	-	-	25,000
Safestep sawcutting	30,000	-	-	-	30,000
Reconstruction - Concrete	14,000	-	-	-	14,000
Reconstruction - Asphalt	161,000	79,200	-	-	240,200
Subtotal	**680,000**	**79,200**	**-**	**-**	**759,200**
New Sidewalk Construction					
New Concrete	276,000	-	-	-	276,000
New Subdivision	-	-	-	-	-
New Subdivision - 6 Month	-	-	-	10,000	10,000
Subtotal	**276,000**	**-**	**-**	**10,000**	**286,000**
Total	**$ 994,807**	**$ 129,624**	**$ -**	**$ 65,904**	**$ 1,190,335**

2027	General Fund	DPW Capital Projects Fund	Subdivision Fund	Total Cost
Labor Pool	36,900	45,442	51,110	133,452
CEA	1,907	4,982	4,794	11,683
Sidewalk Construction				
Green Dot	450,000	-	-	450,000
General	50,000	-	-	50,000
Safestep sawcutting	30,000	-	-	30,000
Reconstruction - Concrete	115,200	87,650	-	202,850
Reconstruction - Asphalt	42,900	154,450	-	197,350
Subtotal	**688,100**	**242,100**	**-**	**930,200**
New Sidewalk Construction				
New Concrete	40,000	-	-	40,000
New Subdivision	-	-	44,040	44,040
New Subdivision - 6 Month	-	-	10,000	10,000
Subtotal	**40,000**	**-**	**54,040**	**94,040**
Total	**$ 766,907**	**$ 292,524**	**$ 109,944**	**$ 1,169,375**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Stormwater Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding to the stormwater system. A five-year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the stormwater structure (primarily storm sewers and detention ponds). However, budget constraints limit the number of stormwater structures which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our stormwater structures are reconstructed on an annual basis. This fact, coupled with new structures added annually to the system, results in no overall reduction in our Citywide stormwater maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Stormwater	Reconstruction	6,032,523	7,237,643	6,647,107	5,554,392	10,488,801	$ 35,960,466
Stormwater Utility							
Total - Stormwater Program		$ 6,032,523	$ 7,237,643	$ 6,647,107	$ 5,554,392	$ 10,488,801	$ 35,960,466

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	537,000	1,275,000	900,000	395,000	470,000	$ 3,577,000
Land Acquisition	2,800,000	760,000	100,000	-	100,000	$ 3,760,000
Construction	2,397,758	5,197,328	5,335,435	4,847,720	9,607,820	$ 27,386,061
Other	297,765	5,315	311,672	311,672	310,981	$ 1,237,405
Total	$ 6,032,523	$ 7,237,643	$ 6,647,107	$ 5,554,392	$ 10,488,801	$ 35,960,466
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2025	Street	From	To	Storm-Water Utility
Labor Pool				293,738
CEA				4,027
Consulting Services	Citywide SWMP Pond #1	60% design and permit		225,000
	Construction Services			60,000
	Grant Applications			15,000
	Land Acquisition Services			12,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Construction Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park relief sewer	Wetland, geotech, design		80,000
	Subtotal			**537,000**
Land Acquisition	Lightning Dr	Providence	Broadway	300,000
	RGL Lagoons storm water pond			2,500,000
	Subtotal			**2,800,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm laterals and manholes prior to asphalt paving			245,110
	Storm laterals and manholes prior to concrete paving			164,615
	College Ave bridge lighting			135,000
	Fee in Lieu - Eagle Point	Construction		16,500
	Flood Reduction Projects			250,000
	Native Vegetation			60,000
	NR151 Water Quality Practices - Reconstructions			80,000
	Pond Sediment Disposal Site	Site Preparation		50,000
	Quarry Site Restoration			250,000
	Subtotal			**1,501,225**
Reconstruction (on streets to be paved in 2026)	Alexander St	Melrose Ave	Glendale Ave	137,109
	Bell Ave	Summit St	Richmond St	302,525
	Bellaire Ct	Atlantic St	cul de sac	126,000
	Lawe St	College Ave	Spring St	175,500
	Melrose Ave	Alexander St	Ballard Rd	155,399
	Subtotal			**896,533**
Total				**$ 6,032,523**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2026	Street	From	To	Storm-Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Ballard Rd urbanization	Preliminary 30% Design		100,000
	Construction Grant Applications			15,000
	Construction Services			50,000
	Haymeadow Ave e/o 47 Ponds	Design and Permitting		100,000
	Land Acquisition Services			15,000
	Lightning Dr extention	Final Design		95,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Construction Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Relief Sewer	Preliminary 60% Design		125,000
	RGL Lagoons storm water pond	60% Preliminary Design and Permitting		230,000
	Riverview Gardens Pond	Design		150,000
	Sommers Dr (CTH JJ to Spartan)	60% Preliminary Design and Permitting		100,000
	Spartan Dr Pond 6 and 7, Roadway	Design and Permitting		150,000
	Subtotal			**1,275,000**
Land Acquisition	Citywide SWMP Pond #1	Land for BMPs		410,000
	Pierce Park relief sewer			250,000
	Sommers Dr (CTH JJ to Spartan)	Land for BMPs plus wetlands fees		100,000
	Subtotal			**760,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Storm laterals and manholes prior to asphalt paving			281,570
	Storm laterals and manholes prior to concrete paving			241,485
	Fee in Lieu - Eagle Point	Construction		16,500
	Flood Reduction Projects			250,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconstruction			80,000
	Pierce Park relief sewer	Construction		750,000
	Pond Sediment Disposal Site	Site Preparation		50,000
	Quarry Site Restoration			250,000
	Subtotal			**2,229,555**
New Storm Sewers	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	69,388
	Lightning Dr, phase 2 of 3	Providence Ave	Goodness Grace street 1	69,388
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	429,422
	Subtotal			**568,198**
Reconstruction	Calumet St, 2 segments			84,900
	Opechee St			14,700
	Prospect Ave, s/o 3 segments			212,850
	Subtotal			**312,450**
Reconstruction (on streets to be paved in 2027)	Badger Ave	Spencer St	Pierce Ave	1,037,040
	Dewey St	Kernan Ave	Walden Ave	207,293
	Eighth St	Pierce Ave	Badger Ave	36,000
	Oklahoma St	Mason St	Richmond St	197,925
	Rankin St	Commercial St	Wisconsin Ave	201,595
	Sixth St	Memorial Dr	State St	44,505
	Walden Ave	Dewey St	John St	56,410
	Subtotal			**1,780,768**
Total				**$ 7,237,643**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2027	Street	From	To	Storm-Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Ballard Rd urbanization	30% design and permits		200,000
	Construction Grant Applications			10,000
	Construction Services			75,000
	Land Acquisition Services			10,000
	Lightning Dr extention	Consulting CRS		100,000
	Modeling for Flood Reduction Projects			50,000
	Modeling for Storm Sewer Construction Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	RGL Lagoons storm water pond	Design		185,000
	Riverview Gardens Pond	Design		200,000
	Subtotal			**900,000**
Land Acquisition	Ballard Rd urbanization	Edgewood Dr (CTH JJ)	North	100,000
	Subtotal			**100,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm laterals and manholes prior to asphalt paving			265,150
	Storm laterals and manholes prior to concrete paving			163,480
	Fee in Lieu - Eagle Point	Construction		16,500
	Flood Reduction Projects			50,000
	JJ urbanization			500,000
	Lightning Drive Extension Box Culvert and Ponds 1-3			1,600,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconstructions			80,000
	Pierce Park relief sewer	Construction		750,000
	Sommers Dr Pond	Pond Construction s/o Spartan		500,000
	Subtotal			**4,185,130**
New Storm Sewers	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	135,000
	Subtotal			**135,000**
Reconstruction	Crestview Dr easement			31,240
	Lawe St			13,500
	Newberry Ct easement			192,000
	Outagamie St			60,600
	Subtotal			**297,340**
Reconstruction (on streets to be paved in 2028)	Driscoll St	Prospect Ave	WI Central RR	102,600
	Fair St	Atlantic St	Spring St	96,000
	Franklin St	Division St	Drew St	182,225
	Outagamie St	College Ave	Packard St	109,500
	Pine St	Prospect Ave	Bartell St	227,640
	Subtotal			**717,965**
Total				**$ 6,647,107**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2028	Street	From	To	Storm-Water Utility
Labor Pool				306,357
CEA				5,315
Consulting Services	Ballard Rd urbanization	60% design and permits		175,000
	Construction Grant Applications			10,000
	Construction Services			40,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	RGL Lagoons storm water pond	Grant application		20,000
	Riverview Gardens Pond	Grant application		15,000
	Subtotal			**395,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm laterals and manholes prior to asphalt paving			296,250
	Storm laterals and manholes prior to concrete paving			194,230
	Convert bio filters			500,000
	Fee in Lieu - Eagle Point	Construction		16,500
	Flood Reduction Projects			50,000
	Native Landscaping			60,000
	RGL Lagoons storm water ponds	Construction		2,500,000
	NR151 Water Quality Practices - Reconstructions			80,000
	Subtotal			**3,896,980**
Reconstruction	Calumet St easement (LINER)			20,300
	Canterbury Dr (LINER)			23,700
	Carpenter St (LINER)			83,000
	Lynndale Dr (LINER)			20,400
	Meade St (LINER)			24,600
	Wisconsin Ave (LINER)			31,500
	Woods Edge Dr (LINER)			38,400
	Subtotal			**241,900**
Reconstruction (on streets to be paved in 2029)	Bartell Dr	Prospect Ave	Pine St	179,965
	Commercial St	Drew St	Union St	52,000
	Commercial St	Morrison St	Drew St	66,400
	Commercial St	Oneida St	Morrison St	30,400
	Lawrence St	Memorial Dr	Elm St	131,100
	Locust St	College Ave	Washington St	32,200
	Locust St	Washington St	Franklin St	54,625
	Madison St	Fremont St	E South River St	162,150
	Subtotal			**708,840**
Total				**$ 5,554,392**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2029	Street	From	To	Storm-Water Utility
Labor Pool				305,681
CEA				5,300
Consulting Services	Construction Grant Applications			10,000
	Construction Services			40,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	Northland Pond Biofilter conversion	Design		45,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Conveyance	Final Design and Permitting		100,000
	RGL Lagoon storm water pond			90,000
	Riverview Gardens Pond			50,000
	Subtotal			**470,000**
Land Acquisition	Valley Road Urbanization	Land for BMPs plus wetlands fees	land acquisition	100,000
	Subtotal			**100,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Storm laterals and manholes prior to asphalt paving			240,200
	Storm laterals and manholes prior to concrete paving			25,500
	Flood Reduction Projects			250,000
	French Road Urbanization n/o JJ	Stormwater Ponds		294,000
	Native Landscaping			113,000
	NR151 Water Quality Practices - Reconstructions			80,000
	RGL Lagoons storm water ponds	Construction		2,500,000
	Riverview Gardens Pond			1,500,000
	Spartan Dr	Construction		1,500,000
	Subtotal			**6,702,700**
New Storm Sewers	Ballard Rd (CTH E/EE)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	288,000
	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	300,000
	Spartan Dr	Richmond St	Trico east property line	78,750
	Subtotal			**666,750**
Reconstruction	Kensington Dr easement			590,205
	Subtotal			**590,205**
Reconstruction (on streets to be paved in 2030)	Badger Ave	Washington St	Mason St	161,000
	Brewster St	Summit St	Richmond St	141,040
	Coop Rd	Midway Rd	Lorna Ln	545,000
	Glendale Ave	Meade St	Ballard Rd	407,250
	Harrison St	Jefferson St	Ritger St	148,350
	Harrison St	Oneida St	Jefferson St	127,650
	Harrison St	Ritger St	East St	117,875
	Subtotal			**1,648,165**
Total				**$ 10,488,801**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Watermain Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding watermains. A five-year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains that can be reconstructed annually to an amount less than the amount that actually meets the criteria for reconstruction.

Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system, results in no overall reduction in our City-wide watermain maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Water Dist.	Reconstruction	4,572,539	3,115,519	4,035,993	3,163,437	3,898,599	$ 18,786,087
Water Utility							
Total - Watermain Program		$ 4,572,539	$ 3,115,519	$ 4,035,993	$ 3,163,437	$ 3,898,599	$ 18,786,087

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	4,387,009	2,936,370	3,855,076	2,982,520	3,719,450	$ 17,880,425
Other	185,530	179,149	180,917	180,917	179,149	$ 905,662
Total	$ 4,572,539	$ 3,115,519	$ 4,035,993	$ 3,163,437	$ 3,898,599	$ 18,786,087
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2025	Street	From	To	Water Utility
Labor Pool				177,648
CEA				7,882
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			**10,000**
New Construction	Gladiolus St easement	Gladiolus St	plat line	20,000
	Subtotal			**20,000**
Reconstruction	Calumet St	Telulah Ave	Matthias St	1,245,812
(not related to paving)	Durkee St	Brewster St	Roosevelt St	575,000
	Subtotal			**1,820,812**
Reconstruction				
(prior to next year's paving)	Alexander St	Melrose St	Glendale Ave	189,000
	Bell Ave	Summit St	Richmond St	542,124
	Bellaire Ct	Atlantic St	cul de sac	327,000
	Lawe St	College Ave	Spring St	857,073
	Melrose Ave	Alexander St	Ballard Rd	196,000
	Subtotal			**2,111,197**
Transmission - New	Ballard Rd - I41	at I41 interchange		425,000
	Subtotal			**425,000**
Total Water Main Construction				**$ 4,572,539**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2026	Street	From	To	Water Utility
Labor Pool				171,649
CEA				7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			**10,000**
New Construction	Easement (Kamps Ave extended)	Mason St	Summit St (620' w/o)	62,000
	Easement (s/o CN Railway)	Perkins St	Driscoll St	79,000
	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	75,625
	Lightning Dr, phase 2 of 3	Providence Ave	Goodness Grace street 1	75,625
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	284,100
	Subtotal			**576,350**
Reconstruction	Drew St	Randall St	Brewster St	40,500
(not related to paving)	Greenview St	Taft Ave	Sylvan Ave	255,000
	Hall Ave	Randall St	Woodland Ave	97,920
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	246,070
	Linwood Ave	Glendale Ave	Marquette St	125,000
	Memorial Dr (STH "47")	Riverview Dr	Cherry Ct (130' s/o)	482,960
	Subtotal			**1,247,450**
Reconstruction	Badger Ave	Spencer St	Pierce Ave	366,595
(prior to next year's paving)	Dewey St	Kernan Ave	Walden Ave	56,300
	Eighth St	Pierce Ave	Badger Ave	5,000
	Oklahoma St	Mason St	Richmond St	417,275
	Rankin St	Commercial St	Wisconsin Ave	200,000
	Sixth St	Memorial Dr	State St	10,000
	Walden Ave	Dewey St	John St	47,400
	Subtotal			**1,102,570**
Total Water Main Construction				**$ 3,115,519**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2027	Street	From	To	Water Utility
Labor Pool				171,649
CEA				9,268
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
	Subtotal			**10,000**
New Construction				
	Edgewood Dr (CTH JJ)	Sommers Dr	Melmar Dr, 200' e/o	243,325
	French Rd	Applecreek Rd (CTH "E")	Lochbur Ln	609,730
	Moss Rose Ln	Crossing Meadows Ln (150' n/o)	Apple Creek Rd	55,741
	Sommers Dr	Edgewood Dr, CTH JJ	Spartan Ave, 100' s/o	259,625
	STH 441	Inters. Carpenter St & Park Hills Dr	Inters. Bob-O-Link Ln & Thistle Down Ct	237,730
	Subtotal			**1,406,151**
Reconstruction	Graceland Ave	Randall St	Woodland Ave	129,980
(not related to paving)	Kensington Dr	650' n/o Warehouse Rd	Express Ct	308,930
	Mitchell Ave	Jackson St	Lance Ave	165,000
	Rail Rd	John St	Kensington St	446,250
	Rankin St	Woodland Ave	Brewster St (390' s/o)	120,020
	Roemer Rd	Randall St	Woodland Ave	393,750
	Subtotal			**$1,563,930**
Reconstruction				
(prior to next year's paving)	Driscoll St	Prospect Ave	WI Central RR	192,695
	Eisenhower Dr	Future Rd "G"	Midway Rd	10,000
	Fair St	Atlantic Street	Spring St	5,000
	Franklin St	Division St	Drew St	426,800
	Midway Rd (CTH AP)	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	10,000
	Outagamie St	College Ave	Packard St	5,000
	Pine St	Prospect Ave	Bartell St	225,500
	Subtotal			**874,995**
Total Water Main Construction				**$ 4,035,993**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2028	Street	From	To	Water Utility
Labor Pool				171,649
CEA				9,268
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l	NOI, Railroad, Water Usage, County		10,000
	Subtotal			**10,000**
New Construction				
	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	360,445
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	230,000
	Subtotal			**590,445**
Reconstruction (not related to paving)	Easement	Rebecca Ct	Weimar Ct	42,000
	Vulcan St	N Island St	S Island St	445,000
	Subtotal			**487,000**
Reconstruction (prior to next year's paving)	Bartell Dr	Prospect Ave	Pine St	292,335
	Commercial St	Drew St	Union St	314,260
	Commercial St	Morrison St	Drew St	314,260
	Commercial St	Oneida St	Morrison St	314,260
	Lawrence St	Memorial Dr	Elm St	18,070
	Locust St	College Ave	Washington St	18,070
	Locust St	Washington St	Franklin St	52,910
	Madison St	Fremont St	E South River St	170,985
	S Island St	over power canal	Vulcan St	107,425
	Subtotal			**1,602,575**
Transmission - New	Edgewood Dr (CTH JJ)	Mary Martin Dr	French Rd	292,500
	Subtotal			**292,500**
Total Water Main Construction				**$ 3,163,437**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2029	Street	From	To	Water Utility
Labor Pool				171,649
CEA				7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l	NOI, Railroad, Water Usage, County		10,000
	Subtotal			**10,000**
New Construction	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	282,450
	Spartan Dr	Richmond St	Trico east property line	148,600
	Subtotal			**431,050**
Reconstruction	Badger Ave	Washington St	Mason St	262,980
(prior to next year's paving)	Brewster St	Summit St	Richmond St	336,495
	Glendale Ave	Meade St	Ballard Rd	1,038,570
	Harrison St	Jefferson St	Ritger St	546,785
	Harrison St	Oneida St	Jefferson St	546,785
	Harrison St	Ritger St	East St	546,785
	Subtotal			**3,278,400**
Total Water Main Construction				**$ 3,898,599**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Sanitary Sewer Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding sanitary sewers. A five-year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system, results in no overall reduction in our Citywide sewer maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Wastewater	Reconstruction	3,168,440	5,020,432	1,431,550	2,873,927	1,523,500	$ 14,017,849
Wastewater Utility							
Total - Sanitary Sewer Program		$ 3,168,440	$ 5,020,432	$ 1,431,550	$ 2,873,927	$ 1,523,500	$ 14,017,849

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	2,993,649	4,845,641	1,256,759	2,673,165	1,329,374	$ 13,098,588
Other	174,791	174,791	174,791	200,762	194,126	$ 919,261
Total	$ 3,168,440	$ 5,020,432	$ 1,431,550	$ 2,873,927	$ 1,523,500	$ 14,017,849
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2025	Street	From	To	Waste-water Utility
Labor Pool				169,020
CEA				5,771
Consultant	Glacier Ridge gravity sewer upgrade	wetland delineation, permitting, and consultant design		100,000
	Lawe St - South Island St force main	consultant design for river crossing replace force main		100,000
	Subtotal			**200,000**
Miscellaneous Construction	Sanitary laterals & manholes prior to asphalt paving			21,448
	Sanitary laterals & manholes prior to concrete paving			43,754
	Subtotal			**65,202**
New Construction				-
	Subtotal			**-**
Reconstruction (on streets to be paved in 2026)	Alexander St	Melrose Ave	Glendale Ave	288,925
	Bell Ave	Summit St	Bennett St	751,117
	Bellaire Ct	Atlantic St	cul de sac	358,609
	Durkee St	Circle St	n/o Circle St	320,960
	Lawe St	College Ave	Spring St	681,369
	Melrose Ave	Alexander St	Ballard Rd	327,467
	Subtotal			**2,728,447**
Total				**$ 3,168,440**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2026	Street	From	To	Waste-water Utility
Labor Pool				169,020
CEA				5,771
Miscellaneous Construction	Sanitary laterals & manholes prior to asphalt paving			26,131
	Sanitary laterals & manholes prior to concrete paving			40,299
	Subtotal			**66,430**
New Construction	Glacier Ridge LS abandonment	Ballard Rd	Thornapple Rd	2,500,000
	Lawe St - South Island St force main	river crossing replace force main	possible liner	700,000
	Lightning Dr, phase 2 of 3	150' n/o Providence Ave	Goodness Grace street 1	23,490
	Lightning Dr, phase 2 of 3	Goodness Grace street 1	Goodness Grace street 2	102,195
	Lightning Dr, phase 3 of 3	Goodness Grace street 2	Broadway Dr	130,815
	Subtotal			**3,456,500**
Reconstruction				-
	Subtotal			**-**
Reconstruction (on streets to be paved in 2027)	Badger Ave	Spencer St	Pierce Ave	541,692
	Dewey St	Kernan Ave	Walden Ave	64,404
	Eighth St	Pierce Ave	Badger Ave	60,750
	Oklahoma St	Mason St	Richmond St	356,265
	Rankin St	Commercial St	Wisconsin Ave	245,420
	Sixth St	Memorial Dr	State St	54,180
	Subtotal			**1,322,711**
Total				**$ 5,020,432**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2027	Street	From	To	Waste-water Utility
Labor Pool				169,020
CEA				5,771
Miscellaneous Construction	Sanitary laterals & manholes prior to asphalt paving			28,368
	Sanitary laterals & manholes prior to concrete paving			16,251
	Subtotal			**44,619**
New Construction	Edgewood Dr (CTH JJ)	Sommers Dr	Sommers Dr, 750' e/o	93,750
	Sommers Dr	Edgewood Dr (CTH JJ)	Spartan Ave, 100' s/o	203,400
	Subtotal			**297,150**
Reconstruction (on streets to be paved in 2028)	Driscoll St	Prospect Ave	WI Central RR	184,680
	Fair St	Atlantic St	Spring St	162,000
	Franklin St	Division St	Drew St	124,600
	Outagamie St	College Ave	Packard St	197,100
	Pine St	Prospect Ave	Bartell St	246,610
	Subtotal			**914,990**
Total				**$ 1,431,550**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2028	Street	From	To	Waste-water Utility
Labor Pool				194,405
CEA				6,357
Miscellaneous Construction	Sanitary laterals and manholes prior to asphalt paving			20,738
	Sanitary laterals and manholes prior to concrete paving			55,857
	Subtotal			**76,595**
New Construction	Apple Hill Farms	French Rd lift station	Apple Hill Blvd	600,000
	Apple Hill Farms	French Rd	1450' n/o Apple Creek Rd	750,000
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	275,000
	Subtotal			**1,625,000**
Reconstruction (on streets to be paved in 2029)	Bartell Dr	Prospect Ave	Pine St	196,820
	Commercial St	Drew St	Union St	97,500
	Commercial St	Morrison St	Drew St	124,500
	Commercial St	Oneida St	Morrison St	57,000
	Lawrence St	Memorial Dr	Elm St	171,000
	Locust St	College Ave	Washington St	42,000
	Locust St	Washington St	Franklin St	71,250
	Madison St	Fremont St	E South River St	211,500
	Subtotal			**971,570**
Total				**$ 2,873,927**

CITY OF APPLETON 2025 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2029	Street	From	To	Waste-water Utility
Labor Pool				187,769
CEA				6,357
Miscellaneous Construction	Sanitary laterals and manholes prior to asphalt paving			16,814
	Sanitary laterals and manholes prior to concrete paving			9,030
	Subtotal			**25,844**
New Construction	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	231,250
	Spartan Dr	Richmond St	Trico east property line	118,650
	Subtotal			**349,900**
Reconstruction (on streets to be paved in 2030)	Badger Ave	Washington St	Mason St	189,000
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	47,125
	Brewster St	Summit St	Richmond St	238,005
	Harrison St	Jefferson St	Ritger St	180,600
	Harrison St	Oneida St	Jefferson St	155,400
	Harrison St	Ritger St	East St	143,500
	Subtotal			**953,630**
Total				**$ 1,523,500**

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Parking Utility Structural Renovations

PROJECT DESCRIPTION

Justification:

Parking Utility Structural Renovations - A 2022 updated Structural Condition Assessment Report was completed by Desman Design management, including recommended structural repairs and preventive maintenance to extend the useful lives of the City's three parking structures. Funds have been allocated in each year of our Capital Improvement Program in response to those recommendations. The Operating Budget also includes funds for Desman to assist the City in determining the best sequencing of the recommended work and develop corresponding bid documents.

Discussion of operating cost impact:

These projects are not expected to affect other operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Structural repairs/preventative maint.		1,700,000	1,700,000	1,700,000	1,000,000	-	$ 6,100,000
Total - Parking Utility Capital Projects		$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,000,000	$ -	$ 6,100,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	1,700,000	1,700,000	1,700,000	1,000,000	-	$ 6,100,000
Total	$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,000,000	$ -	$ 6,100,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Building Envelope

PROJECT DESCRIPTION

Justification:

The building envelope is the physical separator between the conditioned and unconditioned environment. Systems include water and water vapor control, air control, and temperature control. These can include, but are not limited to, windows, doors, siding and masonry. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs protects our investment, saves on energy, and extends the service life of City buildings.

Fire Station: (2026) Replace east and south facing windows at Fire Station #1.

Wastewater: (2026) Perform structural investigation and design for the digester foundations. This project is being requested because several large cracks have developed in the concrete retaining walls for the Wastewater Plant digesters.

Water Plant: (2026 & 2028) Perform lower level exterior wall repairs. Includes filling cracks and repainting the walls to extend their life and to prevent future issues.

Discussion of operating cost impact:

It is anticipated that there will be improved energy efficiency.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Fire Station	-	150,000	-	-	-	$ 150,000
Facilities Capital Projects		-	150,000	-	-	-	$ 150,000
WW	Wastewater	-	40,000	-	-	-	$ 40,000
WW Utility Capital Projects		-	40,000	-	-	-	$ 40,000
Water Utility	Water Plant	-	80,000	-	80,000	-	$ 160,000
Water Utility Capital Projects		-	80,000	-	80,000	-	$ 160,000
Total - Building Envelope Capital Projects		$ -	$ 270,000	$ -	$ 80,000	$ -	$ 350,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	40,000	-	-	-	$ 40,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	230,000	-	80,000	-	$ 310,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 270,000	$ -	$ 80,000	$ -	$ 350,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Electrical Upgrades

PROJECT DESCRIPTION

Justification:

The electrical infrastructure within facilities is in need of periodic testing and repairs. It is critical to have our electrical distribution systems in good working order to prevent electrical shutdowns or unsafe conditions. Testing will identify problems before they become critical and more expensive to repair.

Downtown: (2025) WE Energies infrastructure upgrade for increased electrical requirements for development.

Fire Station: (2026) This CIP represents a program to upgrade the electrical distribution system for Fire Station #1. The electrical distribution components are original to the building and are at the end of their expected life. This will include arc flash improvements to improve safety.

MSB: (2027-2028) This CIP represents a program to upgrade the electrical distribution system for MSB. The electrical distribution components are original to the building and are at the end of their expected life. (2027) Design for the upgrades. (2028) Construction for the upgrades.

Parks: (2029) This CIP upgrades the electrical infrastructure and systems within Houdini Plaza.

Wastewater Plant: (2025-2027) In 2021, a Motor Control Center (MCC) audit and condition assessment was conducted. The results of this study indicated that there were several MCC's in need of immediate replacement. The MCC's in need of replacement are critical to the Wastewater Plant operations and a failure of any MCC will cause a shutdown of operations. (2025) Construction for the MCC replacement phase 1. (2026) Design for the MCC replacement phase 2. (2027) Construction for the MCC replacement phase 2.

Water Plant: (2027-2028) This CIP represents the first phase in upgrading the electrical distribution protective equipment. These upgrades will make improvements to reduce the electrical hazards to employees such as arc flash and upgraded grounding systems. (2027 & 2028) Design and updates for electrical distribution protective equipment.

Discussion of operating cost impact:

It is anticipated that there will be a reduction in maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Fire station	-	250,000	-	-	-	$ 250,000
	Downtown	375,000	-	-	-	-	$ 375,000
	MSB	-	-	25,000	250,000	-	$ 275,000
	Parks	-	-	-	-	200,000	$ 200,000
Facilities Capital Projects		375,000	250,000	25,000	250,000	200,000	$ 1,100,000
WW	Wastewater	3,800,000	185,000	3,800,000	-	-	$ 7,785,000
WW Utility Capital Projects		3,800,000	185,000	3,800,000	-	-	$ 7,785,000
Water Utility	Water Plant	-	-	25,000	250,000	-	$ 275,000
Water Utility Capital Projects		-	-	25,000	250,000	-	$ 275,000
Total - Electrical Upgrades Capital Projects		$ 4,175,000	$ 435,000	$ 3,850,000	$ 500,000	$ 200,000	$ 9,160,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	25,000	100,000	25,000	50,000	50,000	$ 250,000
Land Acquisition	-	-	-	-	-	$ -
Construction	4,150,000	335,000	3,825,000	450,000	150,000	$ 8,910,000
Other	-	-	-	-	-	$ -
Total	$ 4,175,000	$ 435,000	$ 3,850,000	$ 500,000	$ 200,000	$ 9,160,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Elevator Replacement

PROJECT DESCRIPTION

Justification:

Wastewater Plant:
The Wastewater Plant has five elevators that are at, or near, their anticipated life expectancy. Evaluation will be completed to determine if the elevators can be refurbished or if it is more cost effective to replace them. Within the next five years, it is projected that three elevators will need to be refurbished or replaced.

Buildings V, K, B, & S: (2026) Refurbish/replace K-Building elevator. (2027) Refurbish/replace B-Building elevator. (2028) Refurbish/replace S-Building elevator.

Discussion of operating cost impact:

Operating costs should decrease as the number of service calls and unpredictable repairs will be reduced.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2025	2026	2027	2028	2029	Total
WW	Wastewater	-	400,000	350,000	350,000	-	$ 1,100,000
WW Utility Capital Projects		-	400,000	350,000	350,000	-	$ 1,100,000
Total - Electrical Upgrades Capital Projects		$ -	$ 400,000	$ 350,000	$ 350,000	$ -	$ 1,100,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	30,000	30,000	30,000	-	$ 90,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	370,000	320,000	320,000	-	$ 1,010,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 400,000	$ 350,000	$ 350,000	$ -	$ 1,100,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Facility Renovations

PROJECT DESCRIPTION

Justification:

Fire Stations:
Upgrade kitchen and bathroom areas - (2026-2029) In 2026, renovation of Fire Station #2 per architectural/engineering plans completed in 2024. Future years will upgrade kitchen and bathroom and/or kitchen and living areas at various fire stations that are original to the buildings and/or experience heavy usage.

Municipal Services Building:
Facility Space Addition - (2027) Design space addition per study completed in 2022 and identified in the Facility Master Plan. (2028) Construction for addition based on approved design. Storage of equipment and supplies is needed to preserve these assets. Various upgrades to structure and building systems will occur.

PRFMD Facility:
Restroom/office renovation - The Facilities & Grounds Operations Center will receive security improvements and will add ADA accessible restroom facilities for both the public and staff. (2025) Construction based on the design completed in 2024.

Wastewater Plant:
Building design and renovations - (2025) Architectural/Engineering Facility planning. (2026) F1 Building Renovation (Phase 2) and S-Building design. (2027) Renovate S-Building. (2028) Design for A-Building bathroom and breakroom renovation. (2029) Renovate A-Building bathroom and breakroom.

Discussion of operating cost impact:

Since these projects are renovations of existing space, there is no anticipated impact on operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Fire Stations	-	375,000	125,000	25,000	150,000	$ 675,000
	MSB	-	-	850,000	8,500,000	-	$ 9,350,000
	PRFMD	1,200,000	-	-	-	-	$ 1,200,000
Facilities Capital Projects		1,200,000	375,000	975,000	8,525,000	150,000	$ 11,225,000
WW	Wastewater	200,000	450,000	600,000	50,000	550,000	$ 1,850,000
WW Utility Capital Projects		200,000	450,000	600,000	50,000	550,000	$ 1,850,000
Total - Facility Renovations Projects		$ 1,400,000	$ 825,000	$ 1,575,000	$ 8,575,000	$ 700,000	$ 13,075,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	25,000	25,000	850,000	25,000	-	$ 925,000
Land Acquisition	-	-	-	-	-	$ -
Construction	1,375,000	800,000	725,000	8,550,000	700,000	$ 12,150,000
Other	-	-	-	-	-	$ -
Total	$ 1,400,000	$ 825,000	$ 1,575,000	$ 8,575,000	$ 700,000	$ 13,075,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Fire Station #4 Replacement

PROJECT DESCRIPTION

Justification:

Built in 1961, Appleton Fire Station #4 has exceeded its useful life. Fire Station #4 is typically the second busiest fire station in the City from year to year. Fire Department staff have indicated deficiencies in the current station. The size of the fire trucks built in the 1960s as compared to today is drastically different. As we replace our fleet, fewer of them will fit into the station. Through the City's facility improvement plan, over $355,000 is slated to replace the roof, HVAC, and remodel the kitchen and bathroom areas. These funds are in addition to the $150,000 spent to rebuild the apparatus bay floor when engineers determined the station was not designed to hold the weight of our current fire trucks. The energy efficiency of the station is subpar. The size of the fire station will not meet future demands in that area of the City. The north side of the City does not meet emergency response benchmarks. One solution is to add an additional unit for response capability. Fire Station #4 would be the best location for the alternative response vehicle (ARV) for additional fire and emergency medical response but the current Fire Station #4 cannot accommodate additional staff.

The current location of Fire Station #4 allows for quick access to main arterials of the City and Highways 41 and 441. GIS data shows its location serves that area of the City very well. It is recommended that a new location is found in close proximity to the current station. Land acquisition would need to be sufficient to accommodate a three-bay, drive through fire station built with living accommodations for eight firefighters and a community room/classroom for Fire Department and community usage. The parking lot should accommodate up to 20 vehicles and provide access to the Appleton Memorial Park trail system.

In 2022, Site Analysis was completed and indicated a location off of Northland Avenue on the south side of Appleton Memorial Park.

Discussion of operating cost impact:

A newly built fire station would be constructed utilizing the most current methods of energy conservation and efficiencies. The new station utility costs will be less per square foot than the current facility. It will be built with a maintenance free mindset of internal and external components, which will reduce short-term and long-term expenses. The lifespan of a fire station is approximately 50 years.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Design	-	-	-	1,100,000	-	$ 1,100,000
	Construction	-	-	-	-	12,500,000	$ 12,500,000
Total - Facilities Capital Projects		$ -	$ -	$ -	$ 1,100,000	$ 12,500,000	$ 13,600,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning/Site Acquisition	-	-	-	1,100,000	-	$ 1,100,000
Construction	-	-	-	-	12,500,000	$ 12,500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 1,100,000	$ 12,500,000	$ 13,600,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

The Parks & Recreation Department is responsible for grounds of all City properties, including parks and associated recreation facilities, the Library, the Police Department, Fire Stations, and all Water and Wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping, tree management, hillside and shoreline stabilization. Annual assessments are conducted for all City properties to determine maintenance, upgrade and/or improvement needs, and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2025-2029 will be adjusted based on the annual assessments conducted for each property.

Parks:

Fence Replacements - (2025/2027/2029) This project will address replacement of fencing at various parks. Projects include tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (2026/2028) This project is for full reconstruction of both multi-purpose fields and soccer fields. This will improve field conditions, drainage, and reduce the number of cancelled events due to poor field conditions.

Irrigation System - (2029) Installation of irrigation system at Houdini Plaza.

Discussion of operating cost impact:

These projects are enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2025	2026	2027	2028	2029	Total
PRFM	Various Parks						
	Fencing	25,000	-	25,000	-	25,000	$ 75,000
	Fields	-	25,000	-	25,000	-	$ 50,000
	Irrigation	-	-	-	-	200,000	$ 200,000
Total - Facilities Capital Projects		$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 225,000	$ 325,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	25,000	25,000	25,000	25,000	225,000	$ 325,000
Other	-	-	-	-	-	$ -
Total	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 225,000	$ 325,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Hardscape Infrastructure Improvements/Replacements

PROJECT DESCRIPTION

Justification:

The Parks & Recreation Department is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, and entrances. The current inventory of hardscape is 3,725,264 sq. ft. (this number includes parking lots, roadways, sidewalks, and trails).

Many of the parking lots, roadways, building approaches, entrances, sidewalks and walkways are reaching the end of their life expectancy and are in need of replacement and/or improvement to address changing needs, equipment modifications, ADA requirements, etc. Maintenance activities are addressed with available resources to maximize the life cycle of these facilities, but replacement and/or improvements are needed as facilities age and deteriorate.

This funding request recognizes the need to implement an annual replacement/improvement schedule for all hardscape infrastructure. Based on a 25-30 year replacement cycle for all hardscape areas, an estimated $900,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2025 includes:

City sites		$ 50,000
Park sites	(Per Hardscape Audits)	$ 350,000
Wastewater Plant		$ 650,000

Future projects will be identified after annual assessments of properties and/or parks.

Discussion of operating cost impact:

These projects are reconstruction and enhancements of existing facilities. Rather than having to crack-fill, seal and mudjack deteriorating hardsurfaces, these costs can be avoided.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	City sites	50,000	50,000	50,000	50,000	50,000	$ 250,000
	MSB	-	175,000	-	-	-	$ 175,000
	Park sites	350,000	300,000	300,000	300,000	300,000	$ 1,550,000
	PRFMD	-	400,000	-	-	-	$ 400,000
Facilities Capital Projects		400,000	925,000	350,000	350,000	350,000	$ 2,375,000
WW	Wastewater	650,000	-	-	-	-	$ 650,000
WW Utility Capital Projects		650,000	-	-	-	-	$ 650,000
Total - Hardscape Improvement		$ 1,050,000	$ 925,000	$ 350,000	$ 350,000	$ 350,000	$ 3,025,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	50,000	50,000	40,000	50,000	50,000	$ 240,000
Land Acquisition	-	-	-	-	-	$ -
Construction	1,000,000	875,000	310,000	300,000	300,000	$ 2,785,000
Other	-	-	-	-	-	$ -
Total	$ 1,050,000	$ 925,000	$ 350,000	$ 350,000	$ 350,000	$ 3,025,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Heating, Ventilating, and Air Conditioning Systems

PROJECT DESCRIPTION

Justification:

Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a change in operational requirements in the space it serves.

Fire Stations #5 & #6: (2027) Replace make-up air unit and controls.

PRFMD Facility: (2026) Replace garage exhaust fans, make-up air units and controls.

Police Station: (2026) Replacement of split system feeding server rooms. (2028) Condition assessment for HVAC replacement.

Wastewater Plant: (2026) K-Building HVAC upgrades. Design for T-Building boiler replacement. (2027) Construction for boiler and design for B-Building boiler upgrades. (2028) Construction for B-Building boiler upgrades. (2029) Tunnel HVAC upgrades and Kiwanis lift station HVAC upgrades.

Water Plant: (2026 & 2028) HVAC upgrades per condition assessments.

Discussion of operating cost impact:

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and equipment once installed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Fire Stations	-	-	650,000	-	-	$ 650,000
	PRFMD Facility	-	450,000	-	-	-	$ 450,000
	Police Station	-	125,000	-	25,000	-	$ 150,000
Facilities Capital Projects Fund		-	575,000	650,000	25,000	-	$ 1,250,000
WW	Wastewater Plant	-	650,000	600,000	600,000	550,000	$ 2,400,000
WW Utility Capital Projects		-	650,000	600,000	600,000	550,000	$ 2,400,000
Water Utility	Water Plant	-	250,000	-	250,000	-	$ 500,000
Water Utility Capital Projects		-	250,000	-	250,000	-	$ 500,000
Total - HVAC Upgrades		$ -	$ 1,475,000	$ 1,250,000	$ 875,000	$ 550,000	$ 4,150,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning		50,000	75,000	50,000	50,000	$ 225,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	1,425,000	1,175,000	825,000	500,000	$ 3,925,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 1,475,000	$ 1,250,000	$ 875,000	$ 550,000	$ 4,150,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Interior Finishes and Furniture Improvements

PROJECT DESCRIPTION

Justification:

These upgrades improve the physical environment for employees. Various changes throughout the years resulted in work areas and office furniture that are not adequate. These changes include changes in positions, responsibilities, technology, communication methods, increased interaction between departments, and items such as flooring that has reached the end of its useful life.

In addition, various furniture upgrades are needed to replace outdated furniture and improve ergonomics. Furniture includes, but is not limited to, the following in the workplace: furniture systems (work stations), seating (office chairs), conference tables, storage systems (file cabinets and bookcases, etc.) and office furniture (desks, credenzas, etc.).

Interior Finishes -

Interior finishes include, but are not limited to, the following in the workplace: wall coatings, ceiling tiles, carpet, and lighting. Office furnishings will also be upgraded.

City Hall: City Hall was constructed in 1994 and is approaching 30 years with no major updates to the interior spaces. Current priorities for funding require City Hall to maximize its current investment with a renovation of the interior spaces and furnishings. Renovation of the interior spaces began in 2020 and will be phased over several years as funding is available. (2025) Renovation of the Community Development/Assessors areas. In addition, update wayfinding signage. (2026) Renovation of Finance and Human Resources. (2027) Renovation of Attorney and Mayor's space.

Fire Stations: (2026) Replace several areas of flooring on the first floor of Fire Station #1. (2026/2027/2028) Replace flooring at various Fire Stations and rig room wall finishes.

Furniture Upgrades -

City Hall: (2026) Finance and Human Resources workstation upgrades.

Fire Stations: (2025) Fire Station #1 workstation upgrades.

Discussion of operating cost impact:

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact. Maintaining good working environments does improve productivity and decrease ergonomic issues and related costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	City Hall	1,300,000	1,500,000	850,000	-	-	$ 2,800,000
	Fire Stations	75,000	50,000	75,000	75,000	-	$ 275,000
		1,375,000	1,550,000	925,000	75,000	-	$ 3,075,000
Total - Interior Finishes and Furniture		$ 1,375,000	$ 1,550,000	$ 925,000	$ 75,000	$ -	$ 3,925,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	50,000	50,000	50,000	-	-	$ 150,000
Land Acquisition	-	-	-	-	-	$ -
Construction	1,325,000	1,500,000	875,000	75,000	-	$ 3,775,000
Other	-	-	-	-	-	$ -
Total	$ 1,375,000	$ 1,550,000	$ 925,000	$ 75,000	$ -	$ 3,925,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Lighting Upgrades

PROJECT DESCRIPTION

Justification:

At City facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.

Fire Stations: (2026) Upgrade interior lighting at Fire Station #1. (2028) Upgrade lighting at various Fire Stations.

MSB: (2027) Upgrade interior lighting in sign shop, stockroom, engineering, cold storage and CEA shop.

Parks: (2026) Lighting upgrades at Highview Park and misc. park locations. (2027) Lighting upgrades for Telulah Park. (2028) Lighting upgrades for Jaycee Park. (2029) Lighting upgrades for the Newberry Trail. Replace existing and add new lighting for Erb Tennis Courts. Note these lighting upgrades will replace leased WE Energies light poles to City owned.

Police Station: (2029) Upgrade interior lighting.

Wastewater: (2026) Lighting upgrades for F2-, FG-, H- and J-Buildings. (2028) Lighting upgrades as part of replacement plan.

Discussion of operating cost impact:

These upgrades will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Fire Stations	-	75,000	-	75,000	-	$ 150,000
	MSB	-	-	100,000	-	-	$ 100,000
	Parks	-	450,000	275,000	200,000	450,000	$ 1,375,000
	Police Station	-	-	-	-	150,000	$ 150,000
Facilities Capital Projects		-	525,000	375,000	275,000	600,000	$ 1,775,000
WW	Wastewater	-	75,000	-	75,000	-	$ 150,000
WW Utility Capital Projects		-	75,000	-	75,000	-	$ 150,000
Total - Lighting Upgrade Projects		$ -	$ 600,000	$ 375,000	$ 350,000	$ 600,000	$ 1,925,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning		25,000	25,000	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	575,000	350,000	350,000	600,000	$ 1,875,000
Other	-	-	-	-	-	
Total	$ -	$ 600,000	$ 375,000	$ 350,000	$ 600,000	$ 1,925,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Plumbing Upgrades

PROJECT DESCRIPTION

Justification:

Parks:

City Park Fountain - (2027/2028) Design and construction related to replacing the vault and plumbing of the fountain. The vault walls leak and the plumbing system is aged. Water is seeping through the electrical conduit. Though it has been patched in the past, it is in need of replacement. Also, the current vault design is classified as a confined space. Upgrades would seek to make the vault a safer environment to access and perform work. We are hopeful that the 2027 engineering study will identify means to further defer any large scale investments and can extend the current infrastructure for a reasonable period of time.

Discussion of operating cost impact:

There is no operating cost impact from this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	City Park	-	-	50,000	200,000	-	$ 250,000
Total - Facilities Capital Projects Fund		$ -	$ -	$ 50,000	$ 200,000	$ -	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	50,000	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	200,000	-	$ 200,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 50,000	$ 200,000	$ -	$ 250,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Roof Replacement

PROJECT DESCRIPTION

Justification:

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, and other issues are affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useful life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

Parks: (2027) Pavilion roof replacement at Lions, Derks, Colony Oaks and Woodland Gazebo.

Wastewater: (2026) Partial roof replacement for B-Building. (2028) Roof replacement on M-K Tunnel and Skywalk. (2029) Roof replacement for H-, J-, and E-Buildings.

Discussion of operating cost impact:

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at $8,062,000. Based on a 25-year replacement cost, we should expect an average of approximately $322,480 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements. The lack of good roofs could result in extensive damage to the interior and structure of the facilities.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Parks	-	-	175,000	-	-	$ 175,000
Facilities Capital Projects		-	-	175,000	-	-	$ 175,000
WW	Wastewater Plant	-	475,000	-	525,000	300,000	$ 1,300,000
WW Utility Capital Projects		-	475,000	-	525,000	300,000	$ 1,300,000
Total - Roof Replacement Projects		$ -	$ 475,000	$ 175,000	$ 525,000	$ 300,000	$ 1,475,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	50,000	30,000	50,000	50,000	$ 180,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	425,000	145,000	475,000	250,000	$ 1,295,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 475,000	$ 175,000	$ 525,000	$ 300,000	$ 1,475,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

City Hall: (2026) Security improvements (security film, card and door access, etc.).

Municipal Services Building: (2029) Design for MSB south generator replacement.

Parks: (2027) Pierce Park fiber and camera installation. (2028) City Park fiber and camera installation. (2029) Telulah Park fiber and camera installation.

Discussion of operating cost impact:

Though the parks security upgrades are expected to reduce the time CSO Officers take to open and close pavilions, those hours will be devoted to other police matters and no reduction of labor hours is projected. We also hope that additional security will prevent vandalism and maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	City Hall	-	50,000	-	-	-	$ 50,000
	MSB	-	-	-	-	100,000	$ 100,000
	Parks	-	-	150,000	150,000	100,000	$ 400,000
Facilities Capital Projects		-	50,000	150,000	150,000	200,000	$ 550,000
Total - Safety & Security Upgrades		$ -	$ 50,000	$ 150,000	$ 150,000	$ 200,000	$ 550,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	20,000	25,000	75,000	$ 120,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	50,000	130,000	125,000	125,000	$ 430,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 50,000	$ 150,000	$ 150,000	$ 200,000	$ 550,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: M-Building Upgrades

PROJECT DESCRIPTION

Justification:

The AWWTP "M-Building" was originally constructed in 1936 to serve as the center of sludge process control. It has since directly or indirectly been impacted by three major facility upgrades in 1961, 1975, and 1992. More recently it was impacted as part of the 2011 Biogas Utilization Project. That project converted former solids process infrastructure to a digester gas storage and conveyance system. The M-Building remains the home for two large axial flow blend pumps, supporting electrical, and mechanical systems that were installed in the 1970's and are still used today to homogenize digested sludge from primary anaerobic digestion before being transferred to dewatering operations located in the V-Building.

Outside engineering services will be solicited to conduct a preliminary conditions assessment from which a prioritized list of repairs and upgrades that align with present-day and future treatment operation needs will be identified. A public bid construction project will then be advanced which may include but is not limited to the following:

- Replacement of solids blending and storage tank covers.
- Modifications to the mechanical mixing system within each solids storage tank.
- Modifications to piping arrangement to streamline process flow and improve maintenance accessibility.
- New solids blending pumps.
- Upgraded SCADA control.

Discussion of operating cost impact:

No operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	-	-	1,600,000	-	$ 1,600,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ 1,600,000	$ -	$ 1,600,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	150,000	-	$ 150,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	1,450,000	-	$ 1,450,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 1,600,000	$ -	$ 1,600,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Receiving Station Upgrades

PROJECT DESCRIPTION

Justification:

In 1999, the Appleton Wastewater Treatment Plant (AWWTP) began accepting hauled wastes from outside the Appleton sewer service area as part of a new Hauled Waste Program. The program intent was to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The Hauled Waste Program has grown over the years generating annual revenue of approximately $50,000 per year in 1999 to nearly $2.5 million per year today.

Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one of two locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of the L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost-effectively treated and provide the opportunity for methane gas production and utilization. Nearly all are high strength wastes from food-based industries located outside the Appleton sewer service area.

The storage capacity of the receiving station was expanded in 2021 when one of the two redundant Diffused Air Floatation (DAF) tanks was modified and recoated to also accommodate hauled waste. That project was successful in providing much needed capacity as part of a growing Hauled Waste Program. However, the additional storage capacity emphasized the need for mixing or homogenizing the contents of these tanks which is primarily comprised of cheese process wastes. The lighter fat of these wastes floats under static conditions which promotes objectional odors as this material degrades within the open vessel tank prior to being pumped to anaerobic digestion. This fat layer slowly accumulates along the outer edge of the tank, exacerbating odor issues, while heavier solids accumulate at the base of the tank, eventually necessitating staff to conduct manual tank cleaning activities. The stratification of heavier solids and grit at the base of the tanks can bind pumps and cause premature pump wear and even catastrophic failure when subjected to large inert waste (e.g. gravel, rocks, metal debris, plastics, etc.). The stratification also results in an irregular organic loading to anaerobic digestion that could otherwise be optimized by homogenization.

Preliminary engineering will be completed in 2026 to evaluate tank repairs, mixing options, and other improvements (e.g., improved surveillance, automated sampling, upgraded instrumentation) that would be advanced as part of a 2027 construction project.

Discussion of operating cost impact:

Project will improve waste treatment, decrease staff time associated with tank cleaning and equipment repairs, and expand biogas production potential and intern associated biogas utilization.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	400,000	3,600,000	-	-	$ 4,000,000
Total - Wastewater Capital Projects Fund	$ -	$ 400,000	$ 3,600,000	$ -	$ -	$ 4,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	400,000	-	-	-	$ 400,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	3,600,000	-	-	$ 3,600,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 400,000	$ 3,600,000	$ -	$ -	$ 4,000,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Enterprise Resource Planning (ERP) System

PROJECT DESCRIPTION

Justification:

During 2016, the City selected vendors and negotiated contracts for a multi-year project to replace all of the software running on the iSeries computer. The financial system then in use was 20 years old and integrated to various other, mostly custom programmed systems (cash receipting, payroll, utility billing, accounts receivable, etc.). The Assessor's and asset management systems are both custom programmed, therefore requiring in-house programming capacity and, because they run on the iSeries, tying us to an older programming language (RPG) for which programmers are increasingly difficult to find. The number and complexity of the interfaces between all of these programs severely limit our ability to provide the level of customer service the citizens of Appleton expect and managers of City departments need.

The process for implementing new technology not only focuses on the technology itself, but also aims to enhance existing business processes performed by individual departments across the City by enabling them to adopt best practices in their various fields. Technology is intended to enhance departmental business processes by: improving decision-making by improving access to data and tools with which to analyze it; providing enhanced customer service to both internal and external customers; and streamlining processes to reduce costs.

The replacement project is being managed via two separate packages: a computer-assisted mass appraisal (CAMA) system for property assessments and a traditional ERP package for all other applications. The Assessor's Office went live with the new CAMA system in August 2017. The ERP system implementation began in the fall of 2016 and is expected to continue into 2025. The implementation is broken into phases based on the modules expected to be implemented in a particular year. Phase 1, which included the implementation of the City's general ledger, purchasing, accounts payable, accounts receivable, and document management modules went live in November 2018. Phase 2 included the payroll, time and attendance, human resources, cashiering, and cash management modules and went live in 2019. The property tax collection module, which was part of phase 2, was deferred until 2022 due to a change in the consultant and other vendor delays on the project. The parking ticket solution, which was scheduled for a later phase, was moved up to 2022 to meet the needs of the Parking Utility. Phase 3, which includes utility billing, special assessment and citizen self-service began in 2023. Phase 4, which includes the work order, inventory, fixed assets, and fleet and facilities management modules, started in 2024. Phase 5, which includes the permit and code enforcement, business licensing, animal licensing, GIS integration, contract management, vendor self-service and debt management, is slated for 2025.

This new ERP module replaces all Internet website permit and license forms as well as iSeries records management. Costs to implement Tyler ERP Permitting and Licensing in 2025 include implementation and conversion, first year subscription costs, iPads, and mobile device management services.

Discussion of operating cost impact:

The IT Department's Operations budget will increase by an estimated $126,764 per year to cover recurring annual costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
IT	ERP system	395,564	-	-	-	-	$ 395,564
Total - ERP system Upgrade		$ 395,564	$ -	$ -	$ -	$ -	$ 395,564

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Other	395,564	-	-	-	-	$ 395,564
Total	$ 395,564	$ -	$ -	$ -	$ -	$ 395,564
Operating Cost Impact	$ -	$ 126,764	$ 126,764	$ 126,764	$ 126,764	$ 507,056

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Axon Officer Safety Plan

PROJECT DESCRIPTION

Justification:

In 2015, the Appleton Police Department (APD) implemented body-worn cameras (BWC) through the Axon Officer Safety Plan (OSP). Axon Enterprise, Inc. merged with Taser International, bundling BWC and Tasers in one replacement and maintenance cycle. Expanding the OSP, Axon has since added new applications that focus on officer safety and comprehensive public safety services such as GEO mapping, live streaming, critical video offload, citizen for communities, virtual reality simulations and a records management system.

Nationally, body-worn cameras have become a necessity for police transparency and for providing valuable evidence documentation. As Axon improves technology in video and audio of the BWC, the Department receives upgrades in equipment as part of the OSP plan. There are also more efficiencies for supervisors who can easily and quickly review BWC evidence that is critical when responding to investigations or for court documentation. In 2021, Axon released the Virtual Reality Simulation Training system that emphasizes de-escalation through real-life use-of-force situations. As a required training, officers can better respond to critical situations and approach individuals suffering from mental health issues having experienced similar situations in a controlled environment. Other applications or upgrades include integration with our reports management system, providing the ability to share data with other law enforcement agencies.

Discussion of operating cost impact:

Renewal and upgrade in Axon Officer Safety Plan.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Police	Equipment	111,900	111,900	111,900	111,900	-	$ 447,600
Total - Public Safety Capital Projects Fund		$ 111,900	$ 111,900	$ 111,900	$ 111,900	$ -	$ 447,600

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	111,900	111,900	111,900	111,900	-	$ 447,600
Total	$ 111,900	$ 111,900	$ 111,900	$ 111,900	$ -	$ 447,600
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Cardiac Monitors

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department (AFD) is requesting funding to support the purchase of Advanced Life Support (ALS) cardiac monitors. The AFD has a strong desire to provide the community an exceptional pre-hospital experience by elevating our medical response capabilities from Emergency Medical Technician (EMT) to Paramedic. Since 2018, the private ambulance service used their hiring and retention challenges to justify a reduction in paramedic staffing within their 1,200 square mile response area, which in turn, has caused elevated response times. It is unclear the number of ambulances staffed daily. When staffed, the medical service level of the responding ambulance is unknown until it arrives.

In 2023, the AFD responded to 6,993 calls for service. Requests for service included fire suppression, vehicle accidents and extrication, water rescue, heavy technical rescue, hazardous materials, and medical incidents. In 2023, a total of 5,322 calls were for medical emergencies. Emergency Medical Services (EMS) response accounts for 76.1% of the fire department's calls for service. Since 2018, there was a 28.1% increase in total call volume, which includes a 37.1% increase in medical emergencies. While the AFD provides response to all medical emergencies within the city limits, a private ambulance service transports the patients to the hospitals. AFD is one of only five career fire departments in the State of Wisconsin that does not provide paramedic transport services.

The department would place a cardiac monitor on all front-line apparatus for a total of eight. Each unit is projected to cost approximately $55,000, including all ancillary equipment. The primary benefit of this project is the community will receive a significantly reduced time between incident dispatch and advanced life support intervention. Essentially cutting the time in half, the Fire Department could provide life-saving skills like advanced airways, medication administration for pain management, respiratory distress, and cardiac emergencies prior to the arrival of an ambulance. Additionally, the Fire Department would have more control over the treatment the community receives. Elevating to the paramedic level will bring the Appleton Fire Department up to the industry standard set by other fire departments in similarly sized cities. Our Tactical Emergency Medical Services (TEMS) paramedics, who operate under our police department, can align protocols with the fire department and coordinate with other agencies to develop regional medical protocols. This project will enhance the life safety for the 75,644 residents within the City of Appleton and upwards of 250,000 residents in the neighboring communities. Additionally, having trained and equipped paramedics can provide immediate life-saving care to all law enforcement, firefighters and first responders during our response to 7,000 incidents annually.

This project relates to the City of Appleton's mission statement "the City of Appleton is dedicated to meeting the needs of the community and enhancing to quality of life". The project also relates to the Fire Department's mission statement "With our partners, the Appleton Fire Department protects the community with exceptional service". And to the 2021-2025 Appleton Fire Department Strategic Plan in which goal #1 states, "improve response times," and goal #2 states, "provide the community with exceptional pre-hospital experience".

Discussion of operating cost impact:

There are annual maintenance costs associated with the monitors along with internet capability in the field after the initial service warranty expires. Approximately $1,000/monitor for preventative maintenance and $600/monitor for cellular connectivity annually.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2025	2026	2027	2028	2029	Total
Fire	Equipment	440,000	-	-	-	-	$ 440,000
Total - Public Safety Capital Projects Fund		$ 440,000	$ -	$ -	$ -	$ -	$ 440,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	440,000	-	-	-	-	$ 440,000
Total	$ 440,000	$ -	$ -	$ -	$ -	$ 440,000
Operating Cost Impact	$ -	$ 12,800	$ 12,800	$ 12,800	$ 12,800	$ 51,200

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Self-Contained Breathing Apparatus and Spare Bottles

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of Self-Contained Breathing Apparatus (SCBAs). Since the current inventory of SCBAs was purchased in 2013, they would have been due for replacement in 2023. However, there is a potential revision of the standards related to this type of equipment, so the replacement of this equipment is being delayed until 2027. The department has approximately 63 SCBA units currently in service at a replacement cost of $11,750 per unit. Plus, there are 50 air bottles in service at a replacement cost of $1,500 per bottle. In addition, the six Supplied Air Breathing Apparatus (SABAs) will also need to be replaced at a cost of $3,500 per unit. In conjunction with purchasing SCBAs, the department will also need to update the air compressors used to put air into these units. The fire department maintains three air compressors at Fire Stations # 1, 3, and 6. The air compressor units have an anticipated cost of $186,000. The total project cost expected in 2027 is $1,022,250.

The department will write an Assistance to Firefighters Grant for the SCBAs. The amount listed below includes the 10% match required for the grant, plus the cost of the air compressors.

Discussion of operating cost impact:

This equipment will replace existing equipment; therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Fire	Equipment	-	269,625	-	-	-	$ 269,625
Total - Public Safety Capital Projects Fund		$ -	$ 269,625	$ -	$ -	$ -	$ 269,625

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	269,625	-	-	-	$ 269,625
Total	$ -	$ 269,625	$ -	$ -	$ -	$ 269,625
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Salt Brine Maker & Fill Station

PROJECT DESCRIPTION

Justification:

The City of Appleton has been using brine for almost 20 years. It is used as a pre-wetting agent to activate dry salt quicker as it leaves the truck. We also apply liquid salt brine as part of our anti-icing program, on bare pavement in advance of winter precipitation. Both of these programs have helped with salt reduction efforts.

Making our own brine will save an estimated $20,000 in material costs per year. This is a fairly conservative number and doesn't factor in any future price increases from our current vendor. The price we paid in 2024 was more than double what was paid in 2023.

We will also be able to expand our anti-icing program to include all arterial streets. We are currently only able to apply brine to bridges, hills, and some of our arterial streets. This is because we can only store enough brine to treat these streets and get us through a typical storm. Having our own brine maker will eliminate delivery wait times and allow us to keep up with our own demand, including applying brine to all arterial streets.

Discussion of operating cost impact:

This unit will save us approximately $45,000 in brine purchases each year. Some of this savings will be offset by the CEA costs, totaling approximately $25,000 annually. Net savings of $20,000 annually, assuming no price increase from our current brine supplier.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Brine Unit & Fill Station	150,000	-	-	-	-	$ 150,000
Total - Public Works Capital Projects Fund	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	150,000	-	-	-	-	$ 150,000
Total	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sewer Camera Replacement/Upgrade

PROJECT DESCRIPTION

Justification:

We currently use the sewer camera almost daily during the construction season and weekly in the off-season. There are many benefits to having the camera in-house. Sewer cameras can inspect and find the problem without digging or destructing the streets, lawn, or landscaping. Sewer cameras can find most of the problems that are occuring in lines, such as cracks, tree roots, grease buildups, or faulty/failing installation. Determining sewer problems with a camera is less invasive and it can also speed up the entire repair process.

When the sewer crew identifies Inflow and Infiltration (I&I) in our sewer system, we are often times unable to identify the source of infiltration due to the limitations of our current camera. In these cases, a contractor will finish the investigation. If the contractor is unable to complete the work in a timely fashion, the infiltration may be gone before the issue is found. The contractor may need to come back multiple times and investigate when infiltration occurs.

The existing camera is lacking important features, has been out of service for various repairs, and is outdated. The main issues with the current camera are:

- The camera is too large to fit in clean outs, drops, bends/elbows and sewer lines smaller than 6".
- Due to the lack of features, the current camera cannot inspect laterals, limiting our in-house resources for identifying and reducing I&I.
- Portability is poor. Large vehicle access is required at each location to run the camera, limiting where it can be used.
- Repairs have started to accumulate on this camera. In 2023, the camera was out of service for a total of six weeks during the construction season.

Discussion of operating cost impact:

This camera replacement/upgrade would more efficiently utilize existing staff to complete a larger volume of work without having to wait for contractor availability and costs.

I&I impacts our bottom line in two ways: added cost to treat clean storm water and costs paid to contractors to investigate the source of I&I. The purchase of this camera will reduce both. Staff can investigate more I&I internally with this camera, allowing for faster identification, reducing the amount of I&I that is going to the Wastewater Treatment Plant.

Additionally, the lateral replacement program has been growing. There may be positive impacts down the road for this program and the residents of Appleton as it expands, and adapts, the lateral replacement program.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater Utility	-	-	-	112,500	-	$ 112,500
Stormwater Utility	-	-	-	112,500	-	$ 112,500
Total - Sewer Camera Replacement Projects Fund	$ -	$ -	$ -	$ 225,000	$ -	$ 225,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	225,000	-	$ 225,000
Total	$ -	$ -	$ -	$ 225,000	$ -	$ 225,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station (2025, 2027, and 2029)
The Robotic Total Station in 2025 is a replacement for DPW's oldest existing robotic unit that will be approximately 12 years old at the proposed time of replacement. Robotic total stations provide improved functionality and efficiency over a standard total station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. DPW's current robotic stations have provided numerous opportunities for one-person survey work, which has allowed DPW to reduce its survey backlog as well as reduce the need for overtime. Included with this survey instrument replacement is all the necessary software and auxiliary equipment.

Similar robotic total station replacements are also identified in 2027 and 2029, as the two remaining older robotic total stations near the end of their useful lives.

Discussion of operating cost impact:
These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional staff.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
DPW	Robotic Total Station/GPS	50,000	-	50,000	-	50,000	$ 150,000
Total - Public Works Capital Projects Fund		$ 50,000	$ -	$ 50,000	$ -	$ 50,000	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	50,000	-	50,000	-	50,000	$ 150,000
Total	$ 50,000	$ -	$ 50,000	$ -	$ 50,000	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Aeration Process Upgrades

PROJECT DESCRIPTION

Justification:

The treatment of wastewater by suspended growth biological treatment is known as the activated sludge process, in which microorganisms are mixed thoroughly with organic material in aeration tanks, so that the microorganisms grow by using the organics as food.

Four high pressure blowers (15 psi) in Building F2 supply air to Aeration Tanks #2 and #3. Air is piped from the blowers to distribution headers located throughout the tanks. Fine bubble membrane diffusers are mounted on a grid of pipes covering the floor of each pass to provide oxygen to the microorganisms at the rate which is dictated by the Dissolved Oxygen (DO) concentration in the aeration tanks. DO probes connected to the plant control system automatically control the air flow to the aeration tank by throttling the appropriate control valve. The objective in controlling the air flow is to provide enough oxygen for proper biological degradation of the organics and ammonia in the wastewater while simultaneously minimizing energy costs for blower operation.

Outside engineering services will be solicited to conduct a conditions assessement from which a prioritized list of repairs and upgrades that align with present-day and future treatment operation needs will be identified. A public bid construction project will then be advanced which may include but is not limited to the following:

- Replacement of fine bubble diffusers with more efficient types.
- New aeration control valves and flow meters to more independently and effectively meet treatment requirements.
- Modifications to aeration tank and piping arrangement to streamline process flow and improve maintenance accessibility.
- Evaluation of operational control of aeration process based on ammonia concentration instead of DO

Discussion of operating cost impact:

This project has the potential to lower energy costs for blower operation by more effectively utilizing high pressure blower operational range to meet requirements of treatment for Biochemical Oxygen Demand (BOD) and ammonia removal.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	-	2,000,000	-	-	$ 2,000,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ 2,000,000	$ -	$ -	$ 2,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	200,000	-	-	$ 200,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	1,800,000	-	-	$ 1,800,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 2,000,000	$ -	$ -	$ 2,000,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Lift Station Improvements

PROJECT DESCRIPTION

Justification:

Lift stations convey sewage to interceptor sewers for gravity flow to the Appleton Wastewater Treatment Plant. Failures of lift stations pose the immediate risk of sanitary sewer backups into residential basements, businesses, and industries served in these areas. The 14 lift stations currently serving customers within the City of Appleton are a critical component of the sewerage system, and it is vital that their operational integrity be maintained at all times to prevent sanitary sewer overflows.

Water Street Lift Station: The Water Street lift station was reconstructed in the late 1990's in conjunction with the industrial property redevelopment along South Olde Oneida Street which today is the Historic Fox River Mills apartment complex. This CIP will replace the existing pumps, pump rail system, and upgrade the electrical control system to maintain reliability after nearly 25 years of continuous use.

Marshall Heights Lift Station: The lift station was originally constructed in 1998. The 2025 CIP will replace necessary mechanical piping and appurtenances along with upgrading the electrical control system to maintain station reliability after over 25 years of continuous use. This project will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

Glacier Ridge Lift Station: DPW is moving forward with the preliminary engineering of a gravity sewer that would extend along Broadway and south/southeast through Plamann Park to the connecting trunk sewer on Ballard Road near Hwy E/Apple Creek Road. This work involves Department of Natural Resources approval to construct a gravity pipe through designated wetland areas with either open trench or micro-tunneling. The anticipated timeline for review, approvals, and construction would not occur until 2028 at the earliest based on recently revised projections. The 2028 budget for lift station work is based on the costs to construct a new brick and mortar building away from the ravine slope which would house relocated electrical power and control panels and an emergency stand-by generator. The 2028 budget allocation year is to align with the anticipated timeline for the gravity sewer option and serves as the second project alternative project if it is not approved.

Discussion of operating cost impact:

Installing new pumps with updated electrical systems will restore proper function to the station and reduce personnel service time and emergency calls that will be reallocated to other lift stations.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Wastewater	Water St	-	-	-	425,000	-	$ 425,000
	Marshall Heights	-	-	-	425,000	-	$ 425,000
	Glacier Ridge	-	-	-	1,000,000	-	$ 1,000,000
Total - Wastewater Utility Capital Projects		$ -	$ -	$ -	$ 1,850,000	$ -	$ 1,850,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	300,000	-	$ 300,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	1,550,000	-	$ 1,550,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 1,850,000	$ -	$ 1,850,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: L-Building Chemical Processes Upgrade

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) L-Building contains three bulk chemical storage and feed equipment systems. The first is a polymer storage, batching, and feed system that supports the Dissolved Air Flotation Thickening (DAFT) process. The second is the sodium hypochlorite bulk storage and feed system utilized in seasonal disinfection of final effluent. The third is the sodium bisulfite bulk storage and feed system which is utilized following disinfection to consume excess sodium hypochlorite prior to final effluent being released to the lower Fox River.

The DAFT polymer feed system has been used since the mid-1970s with only minor modifications completed during the last major facility upgrade in 1994 (e.g. piping changes and additional bulk storage capacity) and then again in 2016 (new pumps installed). The current DAFT polymer feed system is also being used to provide polymer to the final clarification process via a PVC diffuser that was fabricated by AWWTP staff to facilitate a multi-year phosphorus treatment demonstration. Laboratory data obtained from final effluent samples over that time have supported the effectiveness of the temporary polymer dosing installation. However, the current installation shares the DAFT polymer system batching and dosing pumps lacks adequate mixing at the present dosing point and is constructed of lower grade piping materials that are not suitable for long-term outside exposure. Additionally, the DAFT polymer dosing pumps are unable to connect to the AWWTP Supervisory Control and Data Acquisition (SCADA) system which is used for controlling, monitoring, and analyzing equipment and processes. This project will replace the 1970's vintage polymer batching system, accommodate an independent polymer dosing system for phosphorus treatment, improve phosphorus polymer delivery, and facilitate needed SCADA improvements.

The sodium bisulfite chemical used to dechlorinate final effluent after the disinfection process is stored in a 2,850-gallon Fiberglass Resin Plastic (FRP) tank that was installed in the early 1990's. The size of the tank necessitates 2,000-gallon deliveries which is less than half of the capacity of a standard semitrailer tanker. Operational flexibility is limited with only one tank of this size as inventory levels are depleted with increased chemical demand. As a result, more deliveries are required at a higher cost per unit. This project will address limited on-site sodium bisulfite storage by replacing the existing FRP tank with two larger capacity FRP tanks.

The project will also make improvements to the DAFT polymer, sodium hypochlorite, and sodium bisulfite chemical offloading stations in the form of upgraded SCADA integration, new instrumentation, access controls, and surveillance.

Discussion of operating cost impact:

Operational costs may decrease due to optimized chemical usage and a lower cost per unit of sodium bisulfite deliveries utilizing a full semi-tanker.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	150,000	500,000	-	-	-	$ 650,000
Total - Wastewater Capital Projects Fund	$ 150,000	$ 500,000	$ -	$ -	$ -	$ 650,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	150,000	50,000	-	-	-	$ 200,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	450,000	-	-	-	$ 450,000
Other	-	-	-	-	-	$ -
Total	$ 150,000	$ 500,000	$ -	$ -	$ -	$ 650,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Primary Clarifier #1 - #4 Drive Replacement

PROJECT DESCRIPTION

Justification:

There are six primary clarifiers at the Appleton Wastewater Treatment Plant (AWWTP). Primary Clarifiers #1 and #2 were originally constructed in 1936 with Primary Clarifiers #3 and #4 later constructed as part of a 1961 expansion project. Primary Clarifiers #5 and #6 were constructed in 1992 during the last significant upgrade project at the AWWTP. The primary treatment system is designed to split wastewater flow between all six online clarifiers or any combination of clarifiers depending on treatment and maintenance needs. Each primary clarifier is 70 feet in diameter with a side water depth of 10 feet. The total volume is 1,728,000 gallons and the detention times are 2.68 and 0.75 hours at 15.5 MGD and 55 MGD, respectively. Approximately 60% or more of the total suspended solids entering the AWWTP is removed in the primary clarifiers by rotating sludge collecting mechanisms driven by electric motors connected to speed reducers. The electric motor and speed reducer are considered the "drive mechanism" and are in continuous operation.

The last major maintenance or CIP project completed on Primary Clarifiers #1 through #4 rotating drive mechanisms was in 2001. As part of that project, all four primary clarifiers were modified to raise the bridge elevations and install new drive mechanisms. Repairs completed in 2023 addressed failures of some of the drive mechanism components including structural repairs to clarifier rake arm A-frame, scum blades, and skimmer assemblies. Inspections completed during the summer of 2023 provided support to address steel component deterioration impacted by corrosion and wear along with restoring the original concrete grout layer which has deteriorated over 60 plus years of continuous use.

The 2029 CIP will systematically replace (or rebuild) the drive units and rehabilitate the concrete grout layer on Primary Clarifiers #1 through #4. The project work will also include recoating of steel components, replacement of carbon steel scum baffles, replacement of each existing steel bridge walkway and handrails, new stainless scum troughs, and replacement of the existing scum manholes.

Discussion of operating cost impact:

There will not be an operating cost reducton. The equipment will require the same amount of energy.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	-	-	-	1,500,000	$ 1,500,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ -	$ 1,500,000	$ 1,500,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	100,000	$ 100,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	1,400,000	$ 1,400,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 1,500,000	$ 1,500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: PLC Replacement and SCADA Upgrades

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) is operating on a Supervisory Control and Data Acquisition (SCADA) system and Programmable Logic Controllers (PLCs) that are now over 20 years old. These systems are critical to treatment operation efficiency, safety, and regulatory compliance. The risk of operational failure has increased with age as a result of parts obsolescence and declining availability of support services. This project will identify and implement present-day SCADA and PLC upgrades that will most effectively address short- and long-term needs of the AWWTP.

Discussion of operating cost impact:

Upgrades have the potential of increasing staff knowledge and support across the Water and Wastewater plant. This includes operators, relief operators, maintenance staff, and instrument technicians. An annual fee for software support at 2024 pricing would be approximately $25,000 per year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	-	-	65,000	2,000,000	$ 2,065,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ 65,000	$ 2,000,000	$ 2,065,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	65,000	-	$ 65,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	2,000,000	$ 2,000,000
Total	$ -	$ -	$ -	$ 65,000	$ 2,000,000	$ 2,065,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Sampler Equipment Replacement

PROJECT DESCRIPTION

Justification:

Composite samplers are utilized at the Appleton Wastewater Treatment Plant (AWWTP) for process monitoring and regulatory compliance testing. The data produced from composite sampling is critical for making informed process operational decisions and ensuring compliance with the AWWTP Wisconsin Pollution Discharge Elimination System (WPDES) permit.

The existing flow-through style composite samplers have been in operation for over 15 years and the manufacturer has recently discontinued their production. It has been recommended that replacement samplers be sought given the age of the units being used at the AWWTP coupled with increasing maintenance issues, and parts obsolescence. This project will identify a suitable replacement to the existing flow through samplers and implement a change out schedule without impeding on operations or regulatory compliance reporting requirements.

Discussion of operating cost impact:

Accurate and reliable sampling is critical for meeting stringent environmental regulations. The current samplers' declining performance risks non-compliance, which could result in fines and increased scrutiny from regulatory agencies.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	45,000	-	-	-	$ 45,000
Total - Wastewater Capital Projects Fund	$ -	$ 45,000	$ -	$ -	$ -	$ 45,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	45,000	-	-	-	$ 45,000
Total	$ -	$ 45,000	$ -	$ -	$ -	$ 45,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Wash-Press Improvements

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) preliminary treatment processes remove inert waste material (e.g. rocks, gravel, wood, plastics, etc.) that are harmful to downstream plant equipment. Raw wastewater enters the building and flows through one of three mechanically cleaned bar screens where objects larger than 1/4 inch in diameter are removed. A cleaning rake removes debris from the screen and deposits the material in a wash-press that washes, compacts, and transports screenings to a dumpster.

The last major project completed in 2015 included two new bar screens with capacities of 19 million gallons per day (MGD) and 80 MGD, which share a conveyor and wash-press. The difference in the capacity of each of these bar screens is proportional to the amount of debris generated. However, operating both bar screens during a high flow event contributes to scouring of the upstream collection system which produces excursions of solids and/or waste inert debris that overwhelms the shared wash-press, resulting in a system shutdown and sometimes causing costly equipment failure.

The 2029 CIP will address the failure of this critical equipment by contracting engineering services to design modifications of this process which may include installation of an independent wash-press and conveyance system for the 80 MGD bar screen.

Discussion of operating cost impact:

No operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Wastewater	-	-	-	-	750,000	$ 750,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ -	$ 750,000	$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	100,000	$ 100,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	650,000	$ 650,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 750,000	$ 750,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Tower Pump Stations

PROJECT DESCRIPTION

Justification:

The City's water distribution system is reliant on high lift pumps at the water plant and elevated storage tanks (e.g. water towers) to provide uninterrupted water flow and pressure. The system is essential in providing fire flow capacities even during a power outage. The Main Pressure Zone (MPZ) has two water towers, Matthias and Glendale. These towers are filled and drawn down based on system demands of water use. To ensure the turnover of water in a tower, it often becomes necessary to have one tower floating on the hydraulic grade line and the other on a pumping regimen.

The Matthias Tower pumping system has reached its useful life and requires replacement. This CIP will provide for a replacement of the pumping system and controls. The Glendale Tower will also require a pump station to ensure water turnover. Additionally, the Wisconsin Department of Natural Resources has reissued the Water Utility's Wisconsin Pollution Discharge Elimination System (WPDES) permit. The permit does not allow for water from the tank to be discharged to the stormwater system which would be needed during maintenance and inspection events. This CIP would allow for the pumping stations to pump the Glendale Tower water back into the distribution system. With this modification there will not be a need for disposal costs such as sanitary charges or dechlorination chemical treatment costs.

Discussion of operating cost impact:

There is no impact to operating costs as the existing pump will be replaced with new equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Matthias Pump Station	500,000	-	-	-	-	$ 500,000
Glendale Pump Station	800,000	-	-	-	-	$ 800,000
Total - Water Utility Capital Projects	$ 1,300,000	$ -	$ -	$ -	$ -	$ 1,300,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	130,000	-	-	-	-	$ 130,000
Land Acquisition	-	-	-	-	-	$ -
Construction	1,170,000	-	-	-	-	$ 1,170,000
Other	-	-	-	-	-	$ -
Total	$ 1,300,000	$ -	$ -	$ -	$ -	$ 1,300,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Contactor Wash Water Basin Pump Replacement

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) utilizes three submersible pumps to convey water produced from the backwashing of the dual media (sand and carbon) filters back to the front of the treatment train where it is recycled. Typically, two filters are backwashed per day at a rate of 150,000 gallons per filter or 300,000 gallons total. The pumping system (includes pump retrieval rails flange adaptors, bases, and discharge pipe) have been in service since the Water Plant was commissioned in 2000. An inspection of the pumps, rail system and flange adaptors revealed the effects of over 20 years of continuous use (i.e. deterioration and wear). This CIP project will replace and/or repair pumping system components to restore complete functionality and ensure operational reliability.

Discussion of operating cost impact:

No net difference in operating costs with the equipment replacement.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Water	200,000	-	-	-	-	$ 200,000
Total - Water Capital Projects Fund	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	25,000	-	-	-	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	175,000	-	-	-	-	$ 175,000
Total	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Generator Control Panels

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) operates two 1,850 kW (2,500 Hp) compression ignition generators for backup emergency power. The City of Appleton also obtains financial compensation under a capacity agreement with WPPI. The generators and the associated controls are original to the construction of the AWTF in 2000. In May 2024, a failure of one of the control system relays required the support of the Original Equipment Manufacturer (OEM) service provider. During that work, it was discovered that the existing generator controls have become obsolete. Although some replacement parts are available, they are becoming increasingly limited. A widespread control system failure would result in the generators not being available if called upon for water treatment operations or as part of the WPPI capacity agreement. This project will replace the existing controls with a present-day system provided through the OEM.

Discussion of operating cost impact:

No net difference in operating costs with the equipment replacement.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Water	700,000	-	-	-	-	$ 700,000
Total - Water Capital Projects Fund	$ 700,000	$ -	$ -	$ -	$ -	$ 700,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	70,000	-	-	-	-	$ 70,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	630,000	-	-	-	-	$ 630,000
Total	$ 700,000	$ -	$ -	$ -	$ -	$ 700,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	High Service Pump Check Valve Replacements

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) produces more than three billion gallons of drinking water annually to users within the City of Appleton, Waverly Sanitary District, Town of Grand Chute, and Village of Sherwood. There are six 350 horsepower High Service Pumps (HSPs) which deliver treated water from the AWTF clearwells through over 360 miles of underground piping including five elevated storage sites (e.g., towers, standpipes, and reservoirs) that comprise the City of Appleton distribution system. It was discovered during a 2022 inspection that the original 18-inch diameter check valves that support each of the HSPs were not completely seating (closing) when the associated upstream pump was offline. The leakage contributes to wasted energy since a percentage of water is being pumped more than once as a fraction of forward flow makes its way past the check valve, through the offline pumps, and then back into the clearwell where it is pumped again. This CIP will address the identified issue by replacing the failing 18-inch diameter check valves.

Discussion of operating cost impact:

Electrical costs associated with pumping will be reduced with the elimination of check valve leakage.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
Water	Engineering	24,000	-	-	-	-	$ 24,000
	Equipment	240,000	-	-	-	-	$ 240,000
Total - Water Utility Capital Projects		$ 264,000	$ -	$ -	$ -	$ -	$ 264,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	24,000	-	-	-	-	$ 24,000
Land Acquisition	-	-	-	-	-	$ -
Construction	240,000	-	-	-	-	$ 240,000
Other	-	-	-	-	-	$ -
Total	$ 264,000	$ -	$ -	$ -	$ -	$ 264,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Radio System Replacement

PROJECT DESCRIPTION

Justification:

The current unlicensed radio system has exhibited reliability issues. These issues include signal interference, limited range, and inconsistent communication quality, which compromise the effectiveness of external water infrastructure. Unlicensed radio systems are more susceptible to interference from other devices operating in the same frequency bands. This not only affects performance but also poses regulatory compliance challenges, potentially leading to service disruptions. Modern licensed radio systems offer enhanced features such as improved signal clarity, extended range, robust security protocols, and better integration with other communication technologies. A comprehensive assessment of the current unlicensed radio system and professional recommendation for a suitable replacement would be the first step to replacement of the system. Key findings and recommendations from the study would shape the project in a subsequent year. The actual project is expected to take 10 to 12 months from approval to completion.

Replacing the Cellnet Technology unlicensed radio system with a modern, licensed solution is a vital investment in the Water Plant infrastructure. By adopting a licensed radio system, the City will ensure reliable, interference-free communication essential for the efficient operation of municipal water services. This upgrade represents a proactive step towards enhancing departmental communication capabilities, ensuring public safety, and supporting future technological advancements.

Discussion of operating cost impact:

No net difference in operating costs with the equipment replacement.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Water	-	50,000	150,000	-	-	$ 200,000
Total - Water Capital Projects Fund	$ -	$ 50,000	$ 150,000	$ -	$ -	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	50,000	-	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	150,000	-	-	$ 150,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 50,000	$ 150,000	$ -	$ -	$ 200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Utility Department Computer Network Infrastructure Upgrade

PROJECT DESCRIPTION

Justification:

Update the computer network infrastructure at the Appleton Wastewater and Water Filtration Plants to support the City and SCADA computer networks. This update includes a fiber-optic backbone upgrade, new wireless access points, new Ethernet switches, replacement of serial network cabling with hub-and-spoke cabling, replacement of Spectralink wireless phones with iPhones, upgraded remote gate-access technology, cloud-based gate cameras, and new or upgraded uninterruptible power supplies in all main and independent distribution frames. The SCADA network will continue to be air-grapped from the City network to ensure digital security of the water treatment systems.

The 2025 budget will be combined with the balance of the 2024 budget to provide the funding needed to complete the construction and installation of the equipment proposed in the Utilities Department Network upgrade project.

Discussion of operating cost impact:

The Spectralink phones will be replaced with iPhones. Each iPhone will cost $20.75 per month. Cloud-based gate cameras will cost an estimated $250 per year per camera.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2025	2026	2027	2028	2029	Total
Water	Equipment	500,000	-	-	-	-	$ 500,000
Total - Water Capital Funds		$ 500,000	$ -	$ -	$ -	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	500,000	-	-	-	-	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Caustic Chemical System Upgrades

PROJECT DESCRIPTION

Justification:

In February 2024, the Appleton Water Treatment Facility (AWTF) staff formally reported to the WDNR that the new Corrosion Control Treatment chemical dosing system was fully operational. Completion certification was subsequently provided which authorized the use of phosphoric acid as the most effective product for distribution system piping corrosion control. Seasonal raw water quality conditions have the potential to create depressed pH within the treatment train in conjunction with the use of phosphoric acid. As such, the use of sodium hydroxide was recommended as the most effective means to raise the pH of finished water if or when such conditions warrant use. The City received DNR approval in March 2024 to establish a temporary sodium hydroxide feed system. The temporary system will be trialed for two years to allow sufficient time to accurately benchmark treatment needs in conjunction with the use of phosphoric acid. That information will be used in 2026 to engineer and construct a permanent sodium hydroxide delivery system consisting of bulk storage tanks, day tanks, instrumentation, valves, and pumps.

Discussion of operating cost impact:

The use of sodium hydroxide for pH control will be an additional treatment cost. The fully burdened cost for the sodium chemical will be unknown until the first full year of treatment is completed and chemical consumption trends are evaluated.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Water	-	750,000	-	-	-	$ 750,000
Total - Water Capital Projects Fund	$ -	$ 750,000	$ -	$ -	$ -	$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	750,000	-	-	-	$ 750,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 750,000	$ -	$ -	$ -	$ 750,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Digester Improvements

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) operates two 2.2-million gallon Egg-Shaped Primary Anaerobic Digesters (ESD) that produce methane and carbon dioxide through the biological conversion of organic material contained within Primary Solids (PSD), Primary Scum (PSC), Thicken Waste Activated Solids (TWAS), and hauled-in, High-Strength Waste (HSW). These waste streams are co-mingled in a Raw Sludge Blending Tank before being pumped to the ESDs by the Primary Digester Feed Pumps. The ESDs operate in the mesophilic range (85 - 100°F), typically at 95°F. Digester Gas (DG) generated by the anaerobic process is collected at the top of the ESDs as methane and carbon dioxide. Each digester is 113.56 feet tall and 80 feet in diameter at the girth. The nominal liquid height is 105.5 feet. The two ESDs are designed to operate in parallel, providing a total primary digestion volume of 4.4 mgal.

The ESDs were originally commissioned in 1993 and were last taken offline in 2010 and 2011 as part of an inspection, maintenance, and improvements project. The interior inspections performed as part of that work found much of the coating system to be largely intact. However, there was evidence where areas of the coal tar epoxy finish had lost thickness or was nearly absent at the lower elevations of the ESDs. Interior coating repairs or wholesale replacement was not recommended at that time because the interior carbon steel did not show signs of substantial corrosion or metal deterioration except for localized shallow pitting at some of the welded seams.

A 2025 digester inspection and maintenance project has been identified given the extent of upstream carbon steel piping deterioration identified as part of recent piping replacement projects coupled with current treatment system operating conditions. The engineering scope of work will establish the most effective method to perform inspections and anticipated maintenance and repairs, including planned improvements (e.g. cathodic protection and corrosion instrumentation) with the least downtime and impact to treatment operations. The ESD conditions assessment that will be completed following the 2025 inspection work, could impact future budget years if substantial steel repairs and/or coating system replacement is deemed necessary.

Discussion of operating cost impact:

Inspection and repair work will require each digester to be independently taken out of service for at least two months each (four months total). The resulting lost hauled waste revenue projections could exceed $250,000.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
Engineering	316,200	-	-	-	-	$ 316,200
Construction	774,925	-	-	-	-	$ 774,925
Total - Wastewater Capital Projects Fund	$ 1,091,125	$ -	$ -	$ -	$ -	$ 1,091,125

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	316,200	-	-	-	-	$ 316,200
Land Acquisition	-	-	-	-	-	$ -
Construction	774,925	-	-	-	-	$ 774,925
Other	-	-	-	-	-	$ -
Total	$ 1,091,125	$ -	$ -	$ -	$ -	$ 1,091,125
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Appleton Memorial Park - Master Plan

PROJECT DESCRIPTION

Justification:

The last master plan for Appleton Memorial Park was developed in 2015. Significant changes have been made to the park since the last master planning efforts were completed. Changes include two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, a new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Trail connections have been added at McDonald Street, Scheig Center, and the Ice Center. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center, and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department. In 2019, the Comprehensive Outdoor Recreation Plan (CORP) was completed and adopted by Council.

The 2015 master plan and 2019 CORP included the following recommendations:

2027 - Design for Memorial Park improvements - Parking lot, pavilion and splash pad.
2028 - Construction for Memorial Park improvements - Parking lot, pavilion and splash pad.
2029 - Jones Building replacement - Design.

The original pavilion is located in a location that once planned for access from the south side of the park. The location of the pavilion and parking lot poorly serves the current universal playground and fields.

Discussion of operating cost impact:

Any impacts to the operating costs of the park will be addressed when the specific projects identified in the master plan are included in the Department's Five-Year Capital Improvement Program.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFMD	Design	-	-	125,000	-	100,000	$ 225,000
	Construction	-	-	-	2,000,000	-	$ 2,000,000
Total - Facilities Capital Projects Fund		$ -	$ -	$ 125,000	$ 2,000,000	$ 100,000	$ 2,225,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-		-	200,000	-	$ 200,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	125,000	1,800,000	100,000	$ 2,025,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 125,000	$ 2,000,000	$ 100,000	$ 2,225,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Park ADA Improvements

PROJECT DESCRIPTION

Justification:

The objective of this request is to assess and repair present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities, and to develop a transition plan to remedy any non-compliance areas. Recreation facilities include facilities such as pavilions, trails, playgrounds, parking lots, aquatics, ball fields, golf course, the Scheig Center, and shoreline access.

An ADA assessment update of recreational facilities was completed in 2021. This CIP addresses any deficiencies found in the ADA assessment. Each CIP request will focus on reconstruction of sidewalks and hardscapes, playgrounds, access to site amenities, and ensuring the restrooms and pavilions meet all ADA requirements. The exact locations were defined in the 2021 ADA assessment.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are no operating cost impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	ADA Improvements	50,000	50,000	50,000	50,000	50,000	$ 250,000
Total - Facilities Capital Projects		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	50,000	50,000	50,000	50,000	50,000	$ 250,000
Other	-	-	-	-	-	$ -
Total	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of park properties.

Arbutus Park:
Design Services **-** (2028) Design services for park improvements as identified in the Comprehesive Outdoor and Recreation Plan.

Ellen Kort Peace Park:
Design and Construction - (2029) Design and construction for park upgrades phase (civil and utilities).

Peabody Park:
Design and Planning Services - (2027) This project is to re-develop the shoreline area of Peabody Park. A site condition study and design to 30% was completed in 2019. Currently there is a seawall that is failing along with limited access to the river. This project will include repairing and/or replacing the seawall, installing a new Riverwalk trail, LED lighting, adding several shoreline amenities, improved ADA access, and parking. (2028) Construction for above.

Vulcan Heritage Park:
Design and Construction - (2028) Design for park improvements.

Discussion of operating cost impact:

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Arbutus Park	-	-	-	40,000	-	$ 40,000
	Ellen Kort Park	-	-	-	-	100,000	$ 100,000
	Peabody Park	-	-	100,000	850,000	-	$ 950,000
	Vulcan Heritage	-	-	-	75,000	-	$ 75,000
Total - Facilities Capital Projects		$ -	$ -	$ 100,000	$ 965,000	$ 100,000	$ 1,165,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	100,000	200,000	100,000	$ 400,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	765,000	-	$ 765,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 100,000	$ 965,000	$ 100,000	$ 1,165,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Pavilion and Recreational Facilities

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department currently maintains 21 restroom buildings or restroom/pavilion buildings. In-house staff and consultants routinely perform condition assessments on these buildings and specific systems. In addition, the department also completes master plans for each park, which determine current and future needs. These requests are based on the outputs of park planning (CORP) and condition assessments which include renovating, replacing, or building new pavilions or other park amenities.

Appleton Memorial Park:
Archery Range Renovation - (2026) This project is to renovate the archery range at Appleton Memorial Park.

Lundgaard Park:
Pavilion - (2025) This project is to construct the pavilion utilizing donated funding in 2024. Donated funding to date totals $805,000.

Pierce Park:
Pavilion Renovation - (2025) This project will make needed renovations to the Pierce Park pavilion and restroom building. These renovations will include, but are not limited to, exterior facade repairs, door replacements, plumbing upgrades, bathroom upgrades, electrical upgrades, lighting upgrades, and ADA modifications.

Discussion of operating cost impact:

Renovations to existing pavilions are not expected to have any impact on operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	AMP		375,000	-	-	-	$ 375,000
	Lundgaard Park	805,000	-	-	-	-	$ 805,000
	Pierce Park	375,000	-	-	-	-	$ 375,000
Total - Facilities Capital Projects		$ 1,180,000	$ 375,000	$ -	$ -	$ -	$ 1,555,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	50,000	50,000	-	-	-	$ 100,000
Land Acquisition	-	-	-	-	-	$ -
Construction	1,130,000	325,000	-	-	-	$ 1,455,000
Other	-	-	-	-	-	$ -
Total	$ 1,180,000	$ 375,000	$ -	$ -	$ -	$ 1,555,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Playground Areas

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure and independent play apparatus such as swing sets, climbers, benches, safety surfacing, shade amenities and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at $3.5 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age-appropriate playground equipment, improved safety surfacing and accessibility.

This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements.

Alicia Park: Upgrade Playground - Playground upgrades

City Park: Upgrade Surfacing - Replace sufacing and new playground equpment

Colony Oaks Park: Upgrade Playground - New playground equipment

Jaycee Park: Upgrade Playground - New playground equipment

Schaefer Park: Upgrade Playground - New playground equipment

Discussion of operating cost impact:

The replacement and/or upgrade of playground equipment is not expected to have any measurable impact on operating costs. Additional pour-in place resilient rubberized safety surfacing will require additional supplies and services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Alicia Park	-	150,000	-	-	-	$ 150,000
	City Park	-	-	-	600,000	-	$ 600,000
	Colony Oaks Park	-	-	150,000	-	-	$ 150,000
	Jaycee Park	-	-	-	-	175,000	$ 175,000
	Schaefer Park	-	-	-	-	175,000	$ 175,000
Total - Facilities Capital Projects		$ -	$ 150,000	$ 150,000	$ 600,000	$ 350,000	$ 1,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	150,000	150,000	600,000	350,000	$ 1,250,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 150,000	$ 150,000	$ 600,000	$ 350,000	$ 1,250,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's and the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013, in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements:

2025 - Paved Paths
2027 - HVAC Upgrades for Clubhouse
2029 - Driving Range Improvements

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
REID						
Paved Paths	80,000	-		-	-	$ 80,000
HVAC Upgrades	-	-	175,000	-	-	$ 175,000
Driving Range	-	-	-	-	250,000	$ 250,000
Total - Reid Municipal Golf Course	$ 80,000	$ -	$ 175,000	$ -	$ 250,000	$ 505,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	15,000	-	15,000	-	25,000	$ 55,000
Land Acquisition	-	-	-	-	-	$ -
Construction	65,000	-	160,000	-	225,000	$ 450,000
Other	-	-	-	-	-	$ -
Total	$ 80,000	$ -	$ 175,000	$ -	$ 250,000	$ 505,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sport Courts

PROJECT DESCRIPTION

Justification:

In 2019, the Comprehensive Outdoor Recreation Plan (CORP) was adopted by Council. Included in the CORP was a Citywide assessment of all sport courts. The courts included in the assessment were basketball, tennis, and pickleball courts. The study included a Citywide needs analysis along with a condition assessment for existing courts. The study identified several areas of need which is the basis of this request. The CORP identified a plan to address the addition, renovation, and removal of sport courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional sport courts, renovations and removals to provide recreational opportunities.

Hoover Park:
New Courts - (2028) Design, permitting, and other approvals for new basketball and pickleball courts. (2029) Construction for new basketball and pickleball courts.

Jaycee Park:
New Courts - (2026) Design, permitting, and other approvals for new basketball and pickleball courts. (2027) Construction for new basketball and pickleball courts.

Discussion of operating cost impact:

Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs, but new pickleball courts will require some additional supplies and services for maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFMD	Hoover Park	-	-	-	45,000	350,000	$ 395,000
	Jaycee Park	-	45,000	350,000	-	-	$ 395,000
Total - Facilities Capital Projects		$ -	$ 45,000	$ 350,000	$ 45,000	$ 350,000	$ 790,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	35,000	-	45,000	-	$ 80,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	10,000	350,000	-	350,000	$ 710,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 45,000	$ 350,000	$ 45,000	$ 350,000	$ 790,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Statue and Monument Restoration

PROJECT DESCRIPTION

Justification:

The City of Appleton owns several statues and monuments throughout the City. In 2014, the Parks and Recreation Department collaborated with a non-profit group interested in preserving and enhancing public art. Since 2014, the group has provided an inventory and general condition assessment of the various statues and monuments. This capital improvement plan seeks to preserve and extend the life of the statues and monuments. The monuments in need of attention include, but are not limited to, the following:

Spanish American War Memorial (Pierce Park)
Gettysburg Address Monument (Pierce Park)
Native American Commemoration Memorial (Pierce Park)
Fox River Oracle - Hadzi (Oneida Street)
River War Memorial (Scheig Center and Memorial Park Gardens)
Houdini Walking Tour Plaques (throughout City)

The non-profit group seeks private donations to assist with restoration costs. Requested funding is based on the probable amount required to preserve and extend the useful life of the statues and monuments and assumes some private funds will be available.

Discussion of operating cost impact:

No operating cost impact is expected from these renovations.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	Various	30,000	-	30,000	-	30,000	$ 90,000
Total - Facilities Capital Projects		$ 30,000	$ -	$ 30,000	$ -	$ 30,000	$ 90,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	30,000	-	30,000	-	30,000	$ 90,000
Other	-	-	-	-	-	$ -
Total	$ 30,000	$ -	$ 30,000	$ -	$ 30,000	$ 90,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Trails and Trail Connections

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department has worked closely with the Bicycle and Pedestrian Advisory Committee, DPW, and East Central Wisconsin Regional Planning Commission to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. A trails master plan was completed and adopted in 2017.

AMP Trails: This project will develop ADA paved trails with LED lighting at Appleton Memorial Park between OO and Witzke Blvd. (2027) Phase one design and construction. (2028) Phase two design and construction.

Lutz/Vulcan Trail: The Lutz/Vulcan trail will be a boardwalk connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park. (2029) Design services for the Lutz/Vulcan Trail will include design, permitting approvals, and grant applications.

Trail View Estates: (2025) This will create a connection to the Applecreek Trail.

David & Rita Nelson River Crossing: (2028) Design for river crossing bridge that will connect Ellen Kort Peace Park to Olde Oneida Street.

Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2025	2026	2027	2028	2029	Total
PRFM	AMP Trail	-	-	450,000	450,000	-	$ 900,000
	River Crossing	-	-	-	1,000,000	-	$ 1,000,000
	Trail View Estates	30,000	-	-	-	-	$ 30,000
	Lutz/Vulcan Trail	-	-	-	-	125,000	$ 125,000
Total - Facilities Capital Projects		$ 30,000	$ -	$ 450,000	$ 1,450,000	$ 125,000	$ 2,055,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	-	-	300,000	350,000	-	$ 650,000
Land Acquisition	-	-	-	-	-	$ -
Construction	30,000	-	150,000	1,100,000	125,000	$ 1,405,000
Other	-	-	-	-	-	$ -
Total	$ 30,000	$ -	$ 450,000	$ 1,450,000	$ 125,000	$ 2,055,000
Operating Cost Impact	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 10,000