

To: Honorable Mayor and Members of the City Council
From: Joe Zegers, Finance Director
Date: September 23, 2015
Subject: 2016 Budget Draft Documents

I have included the 2016 Executive Budget Draft Booklet and Budget Model for your review. The draft budget calls for an ESTIMATED increase of 1.54% increase in the tax rate from the 2015 tax rate of \$6.53 to \$6.63 for 2016. As you are aware, the estimates are based on estimated valuations and revenue payments at this point and won't be final until later in October or possibly early November when the Wisconsin Department of Revenue gives us final assessment and revenue figures.

Some new items for the 2016 draft budget include \$200,000 for wheel tax revenue in the general fund, a 7% general increase in health insurance costs and temporary borrowing of \$250,000 to be borrowed for in late 2015 and paid back fully in 2016 in the debt service fund.

Should you have any questions on this feel free to call or email me. I will also be present at the Budget Workshop on Thursday October 8th to answer any questions you may have.

City of De Pere: Budget Projection Model 2016 - 2026

(Property Revaluation completed annually starting in 2017)

Option # 1

| | 2015 Budget | 2016 Projected | 2017 Projected | 2018 Projected | 2019 Projected | 2020 Projected | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| EXPENDITURES | | | | | | | | | | |
| General government | 1,623,713 | 1,957,851 | 1,981,164 | 2,018,529 | 2,057,172 | 2,099,518 | 2,162,503 | 2,202,011 | 2,266,076 | 2,326,876 |
| Public safety | 8,264,511 | 8,529,683 | 8,601,374 | 8,744,656 | 8,893,049 | 9,059,117 | 9,330,891 | 9,478,907 | 9,752,900 | 10,008,138 |
| Public works | 2,447,715 | 2,460,181 | 2,477,310 | 2,516,319 | 2,556,747 | 2,602,458 | 2,680,532 | 2,720,360 | 2,798,779 | 2,871,250 |
| Sanitation | 636,300 | 679,727 | 685,950 | 697,700 | 709,866 | 723,414 | 745,117 | 757,323 | 779,245 | 799,749 |
| Health & social services | 484,980 | 516,265 | 521,126 | 530,139 | 539,469 | 549,843 | 566,338 | 575,718 | 592,391 | 608,008 |
| Leisure activities | 2,079,386 | 2,120,618 | 2,138,187 | 2,173,643 | 2,210,365 | 2,251,495 | 2,319,040 | 2,355,634 | 2,423,709 | 2,487,083 |
| Econ Development & GIS | 262,711 | 272,378 | 273,465 | 277,255 | 281,190 | 285,752 | 294,324 | 298,080 | 306,624 | 314,386 |
| Gen. gov. capital outlay | 523,627 | 468,883 | 700,000 | 825,000 | 950,000 | 1,050,000 | 1,150,000 | 1,250,000 | 1,300,000 | 1,300,000 |
| Contingency fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Equipment Replacement Fund | 700,000 | 800,000 | 750,000 | 850,000 | 950,000 | 1,050,000 | 1,150,000 | 1,250,000 | 1,300,000 | 1,300,000 |
| Sub-total expenditures | 17,022,943 | 17,805,586 | 18,128,574 | 18,633,241 | 19,147,860 | 19,671,597 | 20,398,745 | 20,888,034 | 21,519,724 | 22,015,491 |
| % of Increase in Operations Exp. | 2.80% | 4.67% | 0.86% | 1.68% | 1.71% | 1.88% | 3.00% | 1.60% | 2.89% | 2.62% |
| Capital proj. & equip. funds | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 |
| Debt service fund | 1,657,282 | 1,940,313 | 1,835,363 | 1,828,378 | 1,766,870 | 1,902,596 | 2,407,248 | 2,624,283 | 2,830,722 | 2,677,526 |
| Municipal TID portion of levy | 831,415 | 856,357 | 882,048 | 908,510 | 935,765 | 963,838 | 992,753 | 1,022,536 | 1,053,212 | 1,084,808 |
| TOTAL EXPENDITURES | 20,452,916 | 21,543,532 | 21,787,261 | 22,311,404 | 22,791,770 | 23,479,307 | 24,740,022 | 25,476,128 | 26,344,933 | 26,719,101 |
| Projected Budget Cuts Applied | | 0 | 354,230 | 220,690 | 219,129 | 193,698 | 0 | 253,674 | 19,951 | 71,824 |
| REVENUES BY SOURCE | | | | | | | | | | |
| Taxes other than property | 555,320 | 729,820 | 751,715 | 774,266 | 797,494 | 821,419 | 846,061 | 871,443 | 897,587 | 924,514 |
| Special assessments | 30,000 | 15,000 | 15,450 | 15,914 | 16,391 | 16,883 | 17,389 | 17,911 | 18,448 | 19,002 |
| Licenses & permits | 530,485 | 573,020 | 590,211 | 607,917 | 626,154 | 644,939 | 664,287 | 684,216 | 704,742 | 725,885 |
| Intergovernmental | 3,051,932 | 2,986,434 | 2,986,434 | 2,986,434 | 2,986,434 | 2,986,434 | 2,986,434 | 2,986,434 | 2,986,434 | 2,986,434 |
| Public charges for service | 1,713,498 | 1,798,350 | 1,852,301 | 1,907,870 | 1,965,106 | 2,024,059 | 2,084,781 | 2,147,324 | 2,211,744 | 2,278,096 |
| Intergovernmental charges | 1,089,215 | 1,119,640 | 1,153,229 | 1,187,826 | 1,223,461 | 1,260,165 | 1,297,970 | 1,336,909 | 1,377,016 | 1,418,326 |
| Fines & forfeitures | 199,500 | 202,500 | 208,575 | 214,832 | 221,277 | 227,916 | 234,753 | 241,796 | 249,049 | 256,521 |
| Miscellaneous | 200,576 | 199,100 | 205,073 | 211,225 | 217,562 | 224,089 | 230,811 | 237,736 | 244,868 | 252,214 |
| Prior year surplus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Employee WRS Contribution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other financing sources | 1,048,500 | 1,398,500 | 1,018,500 | 1,118,500 | 1,218,500 | 1,318,500 | 1,418,500 | 1,518,500 | 1,568,500 | 1,568,500 |
| Sub-total revenues | 8,419,026 | 9,022,364 | 8,781,487 | 9,024,783 | 9,272,379 | 9,524,402 | 9,780,986 | 10,042,268 | 10,258,388 | 10,429,492 |
| Sub-Total Property Tax Levy (incl. TID portion of levy) | 12,033,890 | 12,521,168 | 13,005,774 | 13,286,621 | 13,519,391 | 13,954,904 | 14,959,035 | 14,959,035 | 14,959,035 | 14,959,035 |
| TOTAL REVENUES | 20,452,916 | 21,543,532 | 21,787,261 | 22,311,404 | 22,791,770 | 23,479,307 | 24,740,022 | 25,476,128 | 26,344,933 | 26,719,101 |
| General Fund & Debt Service Levy | 9,561,199 | 9,923,535 | 10,432,450 | 10,586,835 | 10,692,350 | 10,999,791 | 11,875,006 | 12,220,048 | 12,792,057 | 12,963,526 |
| Street Referendum Levy | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 | 941,276 |
| Equipment Replacement Levy | 700,000 | 800,000 | 750,000 | 850,000 | 950,000 | 1,050,000 | 1,150,000 | 1,250,000 | 1,300,000 | 1,300,000 |
| Exempt TID Tax Levy | 831,415 | 856,357 | 882,048 | 908,510 | 935,765 | 963,838 | 992,753 | 1,022,536 | 1,053,212 | 1,084,808 |
| Est. Property Tax Levy Needed | \$ 11,973,036 | \$ 12,521,168 | \$ 13,005,774 | \$ 13,286,621 | \$ 13,519,391 | \$ 13,954,904 | \$ 14,959,035 | \$ 15,506,436 | \$ 16,159,121 | \$ 16,362,186 |
| Allowable Property Tax Levy | \$ 12,033,890 | \$ 12,521,168 | \$ 12,692,332 | \$ 13,285,366 | \$ 13,518,101 | \$ 13,953,578 | \$ 14,996,470 | \$ 15,505,034 | \$ 16,157,680 | \$ 16,360,704 |
| Property Tax Levy Cap Variance | \$ 60,854 | \$ (0) | \$ (313,442) | \$ (1,255) | \$ (1,290) | \$ (1,327) | \$ 37,434 | \$ (1,402) | \$ (1,441) | \$ (1,482) |
| Property Tax Levy Increase % | 4.40% | 4.05% | 1.37% | 4.67% | 1.75% | 3.22% | 7.47% | 3.39% | 4.21% | 1.26% |
| Assessed value | 1,842,558,100 | 1,888,158,566 | 1,936,597,806 | 1,975,329,762 | 2,014,836,357 | 2,075,281,448 | 2,137,539,892 | 2,201,666,088 | 2,267,716,071 | 2,335,747,553 |
| Tax rate | \$6.53 | \$6.63 | \$6.55 | \$6.73 | \$6.71 | \$6.72 | \$7.02 | \$7.04 | \$7.13 | \$7.00 |
| % increase tax rate | 2.78% | 1.54% | -1.17% | 2.62% | -0.24% | 0.21% | 4.34% | 0.38% | 1.17% | -1.69% |
| Equalized value | 1,834,327,100 | 1,898,625,300 | 1,936,597,806 | 1,975,329,762 | 2,014,836,357 | 2,075,281,448 | 2,137,539,892 | 2,201,666,088 | 2,267,716,071 | 2,335,747,553 |
| Equalized Tax rate | \$6.53 | \$6.59 | \$6.55 | \$6.73 | \$6.71 | \$6.72 | \$7.02 | \$7.04 | \$7.13 | \$7.00 |
| % increase tax rate | -0.43% | 1.04% | -0.62% | 2.62% | -0.24% | 0.21% | 4.34% | 0.38% | 1.17% | -1.69% |
| Begin yr. surplus fund balnce | 5,794,823 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,806,545 | 5,879,121 |
| End year surplus fund bal. | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,733,969 | 5,806,545 | 5,879,121 | 5,951,697 |
| Actual change fund balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Required GF Undesignated Balance 20% | \$ 3,404,589 | \$ 3,561,117 | \$ 3,625,715 | \$ 3,726,648 | \$ 3,829,572 | \$ 3,934,319 | \$ 4,079,749 | \$ 4,177,607 | \$ 4,303,945 | \$ 4,403,098 |
| Shortfall GF Undesignated Balance 20% | \$ (2,329,380) | \$ (2,172,852) | \$ (2,108,254) | \$ (2,007,321) | \$ (1,904,397) | \$ (1,799,650) | \$ (1,654,220) | \$ (1,628,938) | \$ (1,575,176) | \$ (1,548,599) |
| | 34% | 32% | 32% | 31% | 30% | 29% | 28% | 27% | 27% | 27% |

City of De Pere, Wisconsin



Draft 2016 Executive Budget

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GENERAL GOVERNMENT

City Council

Program Full Time Equivalents: 0

Program Mission:

To enact policies that promote the short and long term interest of the community as well as provide municipal services in a manner that meets the needs of the community at a cost the community is willing to pay.

List of Program Service(s) Descriptions:

- 1) *Constituency Contact* - Receive input/comments from citizens.
- 2) *Establish Policies* – Adopt policies to provide municipal services and to promote the short and long term interests of the community.
- 3) *Fiscal Control* – Adopt an annual budget that meets the municipal service needs of the community at a cost the community is willing to pay in fees and taxes.
- 4) *Promote Innovation* – Identify and promote innovative municipal service concepts that will improve the quality of life in the community.

Important Outputs:

- 1) *Ordinances Adopted* – Activity funded by the property tax. Ordinances establish enforceable municipal laws intended to protect or enhance the needs of the community.
- 2) *Resolutions Adopted* – Activity funded by the property tax. Resolutions establish City Council policies or directives for the municipal government and/or community.
- 3) *Adopt Annual Budget* – Activity funded by the property tax. The Annual Budget provides funding for all municipal services and activities for the community.
- 4) *Evaluate Programs and Services* – Activity funded by the property tax. The City Council periodically evaluates the effectiveness of municipal services and adopts service level policies and funding to match community needs.

Expected Outcomes:

- 1) Increase the percentage of residents that believe their ability to contact an alderperson meets or exceeds the needs of the community.
- 2) Maintain or increase the percentage of residents that believe the overall quality of life in De Pere is good or excellent.
- 3) Maintain the appropriate level of municipal services required by the community at a cost the majority of the residents believe is reasonable.

2016 Performance Measures:

- 1) Maintain or reduce the number of citizen complaints regarding inability to contact an elected official to three or fewer per year per elected official.
- 2) Increase the population of the community by 1% or more annually to reflect ongoing quality of life attributes remain attractive.
- 3) Maintain a 3% or lower increase in property tax mill rate for municipal service operations excluding impacts to the mill rate due to Federal, State or citizen imposed fee increases or revenue reductions.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Maintain or reduce the number of citizen complaints regarding inability to contact an elected official to three or fewer per year per elected official.
 - a. Result: The Administration did not receive any complaints regarding a citizen's inability to contact an alderperson.
- 2) Increase the population of the community by 1% or more annually to reflect ongoing quality of life attributes remain attractive.
 - a. Result: Population increased 1.1% from 24,180 to 24,447.
- 3) Maintain a 3% or lower increase in property tax mill rate for municipal service operations excluding impacts to the mill rate due to federal, state or citizen imposed fee increases or revenue reductions.
 - a. Result: 2015 mill rate increase was 2.78%.

Significant Program Achievements:

- 1) Adopted the 2015 Annual Budget.
- 2) Adopted 26 ordinances and 141 resolutions in prior year.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the City Council every first and third Tuesday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) Conduct special meetings of the City Council as needed.
 - a. Community Importance.
 - i. Provides an opportunity for the community to have actions acted upon in a more immediate manner if deemed necessary to benefit the community.
 - ii. Provides the municipality the ability to conduct training or discussions in a less formal setting that is more suitable for the purpose of training or informative discussions on issues that are not yet ready to be acted upon by the City Council during a regular City Council meeting.
- 3) Appoint Committees, Commissions, Boards and individuals to conduct the business of the City on behalf of the City Council.
 - a. Community Importance.
 - i. Provides experts or professionals, as established through education, training and experience, that are capable of providing municipal services in a manner that is either required or deemed appropriate by the community.

Costs and Benefits of Program and Services:

The adopted 2016 City Council program cost is \$92,457. The program benefits the community by providing citizens with representation in the discussion and implementation of municipal policies and codes as well as to develop an annual budget that includes adopted property tax rates and fees for municipal services. The program services which provide constituency contact, policy development and fiscal control benefit the community by providing citizens with the ability to influence short and long term service levels and community development.

2016 Budget Significant Expenditure Changes:

- 1) Electronic Device Stipend decreased \$500 to reflect anticipated expenditure.
- 2) Seminars and Conferences decreases \$400 and includes \$400 for alderpersons to attend training opportunities.
- 3) Public Notices increased \$1,000 to reflect actual costs.
- 4) Memberships and Subscriptions include \$6,450 for membership in the League of Wisconsin Municipalities, \$3,000 for Sister Cities budget and \$550 for miscellaneous publications.
- 5) Capital outlay includes \$3,000 for the Beautification Committee.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

CITY COUNCIL

| | | | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 | |
|----------------|-------|-----|---|-----------------|--------------------|-------------------|-----------------|----------------------|-----------------------|-----------------------|-----------------------|---------|
| Account Title | | | Adopted Budget | 6 mos Actual | Year End Actual | Adopted Budget | 6 mos Actual | Year End Estimate | Dept Head Proposed | Executive Proposed | Budget % Of Change | |
| CITY COUNCIL | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 51100 | 122 | Hourly Wages--Part Time | \$51,136 | \$24,502 | \$50,070 | \$51,819 | \$25,738 | \$51,819 | \$52,160 | \$52,160 | 0.66% |
| 100 | 51100 | 150 | FICA | 741 | 328 | 671 | 751 | 345 | 751 | 756 | 756 | 0.66% |
| 100 | 51100 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 153 | 76 | 153 | 140 | 75 | 140 | 141 | 141 | 0.66% |
| | | | Subtotal | 52,030 | 24,906 | 50,894 | 52,710 | 26,158 | 52,710 | 53,057 | 53,057 | 0.66% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 51100 | 210 | Electronic Device Stipend | 3,000 | 750 | 0 | 2,500 | 0 | 2,500 | 3,000 | 3,000 | 20.00% |
| 100 | 51100 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51100 | 212 | Seminars and Conferences | 800 | 0 | 0 | 800 | 0 | 400 | 400 | 400 | -50.00% |
| 100 | 51100 | 224 | Public Notices | 8,000 | 8,592 | 15,384 | 9,000 | 3,209 | 7,000 | 8,000 | 8,000 | -11.11% |
| | | | Subtotal | 11,800 | 9,342 | 15,384 | 12,300 | 3,209 | 9,900 | 11,400 | 11,400 | -7.32% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51100 | 310 | Office Supplies | 15,000 | 2,930 | 17,320 | 15,000 | 1,011 | 15,000 | 15,000 | 15,000 | 0.00% |
| 100 | 51100 | 320 | Memberships/Subscriptions | 13,916 | 13,916 | 13,916 | 9,800 | 6,364 | 9,800 | 10,000 | 10,000 | 2.04% |
| 100 | 51100 | 330 | Mileage Reimbursement | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 29,316 | 16,846 | 31,236 | 24,800 | 7,375 | 24,800 | 25,000 | 25,000 | 0.81% |
| | | | | | | | | | | | | |
| | | | FIXED CHARGES | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51100 | 810 | Capital Equipment | 3,000 | 68 | 3,450 | 3,000 | 2,250 | 2,250 | 3,500 | 3,000 | 0.00% |
| | | | Subtotal | 3,000 | 68 | 3,450 | 3,000 | 2,250 | 2,250 | 3,500 | 3,000 | 0.00% |
| | | | | | | | | | | | | |
| | | | COST REALLOCATIONS | | | | | | | | | |
| | | | Subtotal | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 96,146 | \$ 51,162 | \$ 100,964 | \$ 92,810 | \$ 38,992 | \$ 89,660 | \$ 92,957 | \$ 92,457 | -0.38% |

Municipal Court

Program Full Time Equivalents: 1.0

Program Mission:

Provide the City and defendants with a court that is fair and efficient. Make all defendants aware of their procedural and substantive rights. Use the rules of evidence at trials. Be fair in imposing sentences. Protect victim's rights to restitution. Preside in a manner that fosters respect in the court.

List of Program Service(s) Descriptions:

- 1) Process all citations written for De Pere/Ledgeview Municipal Court.
- 2) Hold adult court on each Wednesday of the month, juvenile court & trials on 2nd & 4th Thursdays of each month.
- 3) Process all dispositions from initial appearances & trials.
- 4) Help defendants and general public with questions; provide them with needed and helpful information.
- 5) Maintain office hours for defendants to conduct business with the court.
- 6) Set up video conference with jail for defendants who were picked up on our warrants, out-of-state resident, or initial appearances.

Important Outputs:

- 1) Citations – Process all received from De Pere officers, city officials, Ledgeview enforcement officers, & Brown County Sheriff's Department for Ledgeview.
- 2) Court – Defendants who appear in court for initial appearances treated with respect, court held efficiently and timely, defendant given all information needed to make informed decision for plea, prepare dispositions with all needed information and give to defendants before they leave court, prepare and give to defendants notice of trial before they leave court if not guilty plea entered, collect forfeitures from defendants who wish to pay at court and give a receipt for payment. Work with juveniles to reduce recidivism through available means and allow them to comply with orders imposed.
- 3) Dispositions – Collect & receipt for all money paid towards forfeitures and mandatory costs, send required information to the DOT, send all paperwork and information to defendants or their attorneys from trials. Return all adult dispositions to the police department to enter and store, file juvenile dispositions in locked secure location in court office.

- 4) Enforcement – Order suspension of driving privileges for defendants who have not paid forfeitures for traffic violations, issue summons to appear for defendants who have not paid forfeitures for non-traffic violations or who do not have a valid license to suspend, issue warrants & writs of commitment for defendants who do not appear at summons or do not pay forfeitures after given extensions. If time allows send a last letter to defendants who have not paid traffic forfeitures who have a valid license to attempt to collect before suspending.

Expected Outcomes:

- 1) Maintain a fair and efficient court and office so defendants feel they were treated fair and equitably, return all phone calls in a timely manner.
- 2) Use all measures available to collect forfeitures in a timely manner.
- 3) Schedule trials within 30 days of initial appearance date.
- 4) Use all means available to reduce incidents and truancy in the schools.

2016 Performance Measures:

- 1) Reduce past due traffic forfeitures by 5% by sending letter before suspending.
- 2) Reduce all past due forfeitures by 5% by using collection options.
- 3) Annually review 100% of open juvenile cases to determine compliance or need to suspend DL.

2015 Performance Measurement Data (August 2014 – July 2015):

- 1) From August 2013 –July 2014 intake 2052 citations with \$265,394.00 collected.
From August 2014-July 2015 intake of 1752 citations with \$194,437.00 monies collected
- 2) Current with tax intercept, suspensions, and warrants. Collected \$5,707.00 in 2014 and \$5,480.00 in 2015 through tax intercept for the 2015 tax season.
- 3) Reviewed open juvenile cases by-monthly. Sent reminder letters as appropriate & timely suspended for non-payment.
- 4) Scheduled 2880 proceedings and processed paperwork accordingly, whether it be initial appearances, indigency or trials for 2013-2014.

- 5) Scheduled 2,547 proceedings and processed paperwork accordingly, whether it be initial appearances, indigency or trials for 2014-2015.

Significant Program Achievements:

- 1) Follow up juvenile truancy with return court dates and petitions to circuit court for additional sanctions.

Existing Program Standards Including Importance to Community:

- 1) The court provides defendants the opportunity to appear before the judge and be heard.
- 2) Provide defendants with information requested to assist in making informed decisions concerning court matters.
- 3) Collection of forfeitures imposed on citations.

Costs and Benefits of Program and Services:

The adopted 2016 Municipal Court program cost is \$100,658. Court continues to provide public with a quality municipal court procedurally and economically. Public benefits from the municipal judge being able to handle video conferencing and other issues outside of the times that court is normally scheduled.

2016 Program Objectives:

- 1) Maintain the time between initial appearances and trial dates at approximately 30 days.
- 2) Use alternative penalties for non-payment of forfeitures.
- 3) Continue to keep the office efficient and customer friendly.
- 4) Provide flexible payment options to defendants unable to pay in full immediately.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,122 mainly due to a 7% health insurance rate increase.
- 2) Consulting - \$5,999 includes \$4,249 TIPSS court computer program and support annual charge 3% increase; \$1,200 WI Dept. of Justice for access to e-Time to run 26 and 27's for defendants before court and during the year for additional information; and \$325 for interpreter costs at court appearances, \$225 for substitute judge if needed.

- 3) Memberships and Subscriptions - \$840 includes \$40 for Municipal Court Clerks Association dues; \$100 Municipal Judges Association dues; and \$700 WI Supreme Court Office of Judicial Education.
- 4) Seminars and conferences – Court clerk required by state statute to attend conference bi-annually, judge required to attend annually. Judge must maintain education credits through seminars offered periodically. These are scheduled around the state each year.
- 5) Mileage – Clerk has two out of town mandatory meetings- By contract employee must maintain the training to the TIPSS court program in Madison and in 2015 the Court Clerk Conference is in Appleton. This conference is mandated by state statute to attend bi-annually but recommended to attend. One of them is required due to new clerk starting position. The Judge will have an out of town location as well. The Judge did not request mileage this year because his seminars were in Green Bay.
- 6) Office Equipment- \$1000 for a computer that the Judge is requesting. The Judge is looking to attain a HP Pavillion X2 laptop.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Executive
Proposed

2016 / 2015
Budget
% Of Change

MUNICIPAL COURT

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|-----------|-----------|-----------|-----------|-----------|------------|-----------|------------|---------|
| 100 | 51200 | 110 | Salaries | \$ 19,953 | \$ 8,868 | \$ 20,081 | \$ 20,000 | \$ 9,337 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.00% |
| 100 | 51200 | 120 | Hourly Wages | 43,188 | 20,445 | 43,552 | 44,163 | 23,951 | \$ 49,400 | 45,034 | 45,034 | 1.97% |
| 100 | 51200 | 125 | Overtime Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51200 | 150 | FICA | 4,830 | 2,281 | 4,662 | 4,908 | 2,635 | 5,300 | 4,975 | 4,975 | 1.36% |
| 100 | 51200 | 151 | Retirement | 3,058 | 1,066 | 2,813 | 3,003 | 1,282 | 3,000 | 2,972 | 2,972 | -1.03% |
| 100 | 51200 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 15,804 | 6,809 | 15,529 | 16,969 | 8,426 | 32,000 | 16,990 | 18,091 | 6.61% |
| 100 | 51200 | 190 | Training | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 86,833 | 39,469 | 86,640 | 89,044 | 45,631 | 109,700 | 89,971 | 91,072 | 2.28% |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 51200 | 210 | Telephone | 72 | 36 | 72 | 72 | 36 | 72 | 72 | 72 | 0.00% |
| 100 | 51200 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51200 | 212 | Seminars and Conferences | 350 | 0 | 120 | 350 | 0 | 350 | 350 | 350 | 0.00% |
| 100 | 51200 | 215 | Consulting | 6,000 | 4,892 | 5,704 | 6,123 | 5,268 | 6,123 | 5,999 | 5,999 | -2.03% |
| | | | Subtotal | 6,422 | 4,928 | 5,896 | 6,545 | 5,304 | 6,545 | 6,421 | 6,421 | -1.89% |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51200 | 310 | Office Supplies | 800 | 397 | 792 | 800 | 617 | 900 | 900 | 900 | 12.50% |
| 100 | 51200 | 315 | Publications | 75 | 0 | 0 | 75 | 68 | 75 | 75 | 75 | 0.00% |
| 100 | 51200 | 320 | Memberships/Subscriptions | 765 | 765 | 765 | 765 | 840 | 840 | 840 | 840 | 9.80% |
| 100 | 51200 | 330 | Mileage Reimbursement | 250 | 0 | 138 | 250 | 0 | 350 | 350 | 350 | 40.00% |
| | | | Subtotal | 1,890 | 1,162 | 1,695 | 1,890 | 1,525 | 2,165 | 2,165 | 2,165 | 14.55% |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51200 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 100.00% |
| 100 | 51200 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 100.00% |
| | | | TOTAL | \$ 95,145 | \$ 45,559 | \$ 94,231 | \$ 97,479 | \$ 52,460 | \$ 118,410 | \$ 99,557 | \$ 100,658 | 2.13% |

City Attorney

Program Full Time Equivalents: 1.2

Program Mission: To provide fair and impartial legal services to the entire City organization in an effective and efficient manner.

The city organization includes: the Common Council, its standing committees (Finance/Personnel, License, Board of Public Works), its Boards (Board of Park Commissioners, Zoning Board of Appeals, Board of Review, Board of Health), its Commissions (Police & Fire Commission, City Plan Commission, Historic Preservation Commission, Commission on Aging) and Authorities (Redevelopment Authority, Housing Authority).

List of Program Service(s) Descriptions:

(1) GENERAL LEGAL SERVICES

- (a) *Legal research and writing:* legal research of state and federal statutes, regulations and case law; draft ordinances, memoranda and/or opinions on topics researched.
- (b) *Public records/open meetings:* review of/and/or advice on compliance with open meetings regulations; answer questions on open meetings and public records; assist in responding to complex public records release issues.
- (c) *Service contract/agreement drafting/review:* draft a variety of agreements and amendments; determine if breach has occurred; advice on remedies.
- (d) *Parliamentarian:* advises on Roberts's Rules of Order during and outside of meetings to ensure formalities followed to avoid challenge.
- (e) *Economic development revolving loan program:* draft all loan documents; ensure compliance with Fair Credit Reporting Act; record necessary documents; draft release documents once loan paid; represent city's interests in litigation over loans in default/mortgage foreclosure actions.
- (f) *Departmental inquiries:* daily phone calls, emails, meetings regarding departmental activities and legal advice pertaining to the same.

(2) REAL PROPERTY TRANSACTIONS

- (a) *Development agreements:* drafting and properly recording all sale and option of city property agreements, TID development agreements, and drafting of private land development agreements for which public infrastructure is needed (i.e. Wal-Mart and Festival Foods developments); researching past agreements to determine compliance.

- (b) *Zoning*: advice on protest petitions, moratoria, super-majority requirements, smart-growth compliance and other miscellaneous zoning issues; variances and conditional use applications and permits questions, loss of conditional use status; familiarity with federal and constitutional property regulations; advises Board of Appeals on as needed basis.
- (c) *Annexations*: review of annexation petitions for compliance with statutory requirements; advises council on validity of annexation; defends city in challenges to annexations.
- (d) *Property transfers*: performs all tasks related to sale and/or purchase of city property including obtaining title insurance; minimizing exceptions/issues identified in title insurance; drafting and properly recording closing documents; providing all needed documentation to title company for title policy.
- (e) *Condemnation (eminent domain)*: ensuring compliance with complex statutory requirements to acquire property under condemnation; represents city in legal challenges to property taking.
- (f) *Right-of-way vacation*: ensures statutory process followed resulting in recording of final resolution of vacation to the benefit of the adjoining property owners.
- (g) *Easements*: includes all work necessary to obtain easements for City purposes and includes drafting paperwork for city grant of easement for the benefit of others; also includes research of old facilities and corrective easement documentation where earlier installation of facilities were done without an easement or in cases of poor record keeping.
- (h) *Revocable occupancy permits*: includes drafting necessary paperwork as required by state law for all use of city right of way or as otherwise allowed by city.
- (i) *Special assessments*: advice regarding legal requirements; drafting final assessment resolution; follow-up with omitted property owners to obtain voluntary agreement.
- (j) *Leases*: comply with state law and contain provisions favorable to city.
- (k) *Tax increment districts*: review project plan; ensure statutory criteria met; drafts necessary resolutions and provide opinion of compliance; draft and enforce developer's agreement.
- (l) *Restrictive covenants*: drafts, records, monitor and releases restrictions on properties.
- (m) *Property assessments*: advises the Board of Review on assessment issues; represents city in assessment challenges.

(3) PUBLIC WORKS

- (a) *Public Works Contracts*: provide advice on applicability of public bidding statutes, irregularities in bid process and proper award procedures; review contract form; file notices of claim in cases of contractor non-compliance; provide legal advice to city clerk on lien claims filed with city for non-payment on public works contracts.
- (b) *Water Utility*: provide advice on statutory and city regulations, including CBCWA, well permitting and well abandonment; perform collection activities for water department delinquent billings.
- (c) *Wastewater Utility*: provide legal advice and contract interpretation regarding GBMSD matters.
- (d) *Stormwater Utility*: provide advice on DNR requirement, drainage and water trespass issues.

(4) LABOR RELATIONS

- (a) *Policy development and enforcement:* with HR director, drafting policies required by state or federal laws or city officials; assists department heads with consistent interpretation and enforcement.
- (b) *Collective bargaining:* with department head and HR Director, negotiate with police and fire units to preserve interests of the city as employer.
- (c) *Contract enforcement:* assist departments with interpreting and enforcing collective bargaining agreements.
- (d) *Grievance and arbitration:* represents city's interests in employee grievance arbitrations.
- (e) *Employee relations matters:* provide advice on employment actions; assists insurance provided counsel as needed; represents city in unemployment compensation matters.
- (f) *Employee resignation agreements:* negotiates and drafts separation agreements in compliance with federal/state laws.

(5) LITIGATION

- (a) *Represents city in non-insurance covered litigation:* files all necessary documents in compliance with court rules; appears before tribunal and advances written and oral arguments; appeal of adverse decisions; explanation of processes and results to elected officials and department heads.
- (b) *Assist outside counsel:* includes assisting outside counsel retained by insurance company; acts as liaison to counsel.
- (c) *Claims review:* reviews substantial notices of claim; reviews insurance company decisions on claim; draft notices of claim denial; assists clerk in questions on claims; advises city employees on protecting city's interests.
- (d) *Collections;* makes contact on un-collectible checks/ delinquent account balances for payment; can include filing of action where appropriate; represents city in bankruptcy proceedings.

(6) PUBLIC SAFETY

- (a) *Nuisance abatement:* provides assistance to departments in drafting, serving and ordering the abatement of nuisances affecting the public; assists building inspection in raze and repair orders for dilapidated structures.
- (b) *Municipal prosecution:* supervises contract attorney; handles municipal court cases where conflict of interest exists; advises departments and law enforcement officers on enforcement of city ordinances and ordinance interpretation.
- (c) *Liquor license matters:* Advises on liquor license issues; represents police department in license suspension, hearings; arranges for substitute legal counsel to advise council during said hearings.

(7) ASSISTANT CITY ADMINISTRATOR

- (a) Performs duties of city administrator in his/her absence.

Important Outputs:

- (1) **GENERAL LEGAL SERVICES** – Funded by property tax.
Competent legal services to guide actions of the organization to conform to legal requirements and to avoid legal pitfalls.
- (2) **REAL PROPERTY TRANSACTIONS** – Funded partially by fees paid to Planning Department; remainder by property tax.
Compliance with complex land transaction requirements keeps property interests intact and serves to advance economic development and serves to provide city with property interests necessary to perform essential city functions.
- (3) **PUBLIC WORKS**- Utility work (water, sewer, storm water) funded by user charges; remainder funded by property tax.
Compliance with statutory and code regulations protects the public; compliance with public bidding laws maintains integrity of infrastructure and the methods by which it is constructed, and installed.
- (4) **LABOR RELATIONS** – Funded by property tax.
Comprehensive labor relations services allows city to treat its employees fairly and to comply with legal requirements.
- (5) **LITIGATION** - Funded by property tax.
Protection of the public interest by advocating the city's interests in litigation not covered by insurance.
- (6) **PUBLIC SAFETY** – Funded by property tax.
Compliance with legal requirements of abatement processes allows for quick and proper nuisance elimination. Ordinance enforcement also preserves and protects the public safety while collecting revenue for the general fund.
- (7) **ASSISTANT CITY ADMINISTRATOR** – Activity funded by property tax.
Maintains consistent administration activities during absence of City Administrator.

Expected Outcomes:

- (1) **GENERAL LEGAL SERVICES**
Provide understanding of legal requirements to each organization component of the organization of legal requirements.
- (2) **REAL PROPERTY TRANSACTIONS AND PUBLIC WORKS**
Compliance with legal requirements allows city services to be provided/expanded uninterrupted.

(3) LABOR RELATIONS

Maintain labor relations within legal parameters with both union and non-union employees to avoid prolonged labor division and challenges.

(4) LITIGATION

Maintain and protect the city's interests in disputes not covered by insurance.

(5) PUBLIC SAFETY

Reduce threats to public by reducing public nuisances and by enforcing regulations designed to protect the public.

(6) ASSISTANT CITY ADMINISTRATOR

Maintain consistent administration of services.

2015 Performance Measurements (Data 6/2014 – 6/2015)

Measure #1: GENERAL LEGAL SERVICES

Use office management software to transfer 35% of old paper documents to new system to reduce storage needs and increase access efficiency. **DATA:** less than 25% transferred due to time constraints

Measure #2: GENERAL LEGAL SERVICES

Obtain Public Records Board approval or record retention scheduled for city to reduce Police records response requirements. **DATA:** Approval obtained and Police Department is implementing. Entire organization should see benefits of retention schedule in 2016 moving forward.

Measure #3: REAL PROPERTY TRANSACTIONS

Amend municipal code to authorize administrative R-O-P issuance to reduce staff time spent creating. **DATA:** Ch. 106 DPMC amended to allow for administrative issuance of R-O-Ps, resulting in issuance at least two weeks earlier than under the former process (except for liquor license extensions which require council approval.)

2016 Performance Measurements

Measure #1: GENERAL LEGAL SERVICES

Use office management software to transfer 35% of old paper documents to new system to reduce storage needs and increase access efficiency.

Measure #2: PUBLIC SAFETY

Revise solid waste ordinances to allow implementation of City garbage/recycling collection sites at Nicolet Sq. Parking Mall to reduce by 75% the public nuisance aspects of current collection system.

Measure #3: GENERAL LEGAL SERVICES

Obtain approval of adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code for ease of document storage and retrieval resulting in 10% increased efficiency in document storage.

Significant 2015 Program Achievements:

- A) Record retention schedule approval
- B) Re-write of Chapter 106 DPMC completed (Covering licenses and permits).
- C) Annexation/Detachment Agreement with Allouez (Le Brun east of East River Dr.)
- D) Lawrence Drive right-of-way acquisition
- E) Settlement in CenterVille Redevelopment negotiated.

Existing Program Standards Including Importance to Community:

- (1) City Attorney cannot provide advice to citizens/private entities.
 - (a) Important to community because it prevents conflicts of interest between city interests and private interests.
 - (b) Important to community because it ensures legal advice and legal work is fair and impartial.
- (2) Agreements that impose responsibility upon city other than the payment of budgeted expense requires approval by resolution of the council.
 - (a) Important to community because it assures that decision maker on city commitments is the council.
 - (b) Important to community because it provides opportunity for public input on the decision.
- (3) Encroachments on public property require a revocable occupancy permit under state law.
 - (a) important to community because it ensures public property remains available for public use when required.
 - (b) important because it requires the encroacher to be responsible for injuries/damages rather than the public.

Costs and Benefits of Program and Services:

The proposed 2016 City Attorney budget is \$170,413, an approximate 2.93% increase from the 2015 adopted budget. This program benefits the community by enabling the organization to provide services in the manner allowed and authorized by state and federal laws. Proactive compliance with legal requirements is less costly and less disruptive than response to litigation. This program is cost-effective as an in-house program; retaining outside legal counsel to perform all services currently provided would be more costly.

2016 Program Objectives

- 1) Draft and have adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code ____
- 2) Revisions to solid waste ordinance regarding collection of commercial recyclables and garbage
- 3) Completion of Redevelopment agreements for 102 N. Broadway (Tadych), ED-812 (former CentreVille) sites.
- 4) Amend TID #8 and create TIDS 11 & 12

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,529 mainly due to a 7% health insurance rate increase.
- 2) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing education, and paralegal training course for administrative staff. Account increased \$250 for additional paralegal training course.
- 3) Consulting maintained at \$35,000, consisting of contract municipal prosecutor (\$20,000), other outside assistance such as register of deeds, title insurance, outside counsel on specialized matters (\$12,000), and \$3,000 to fund one deductible amount for unanticipated public officials liability claim.
- 4) Data includes maintenance for office management software and \$350 for Bates numbering software (litigation document numbering system).
- 5) Office supplies reduced \$50 to reflect current trends.
- 6) Publications increased 5% (\$400) for anticipated price 5% increases
- 7) Memberships/Subscriptions include: State Bar (\$500), Brown County Bar (\$50), International Municipal Lawyers Association (\$650) and Paralegal Association (\$250).

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| CITY ATTORNEY | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 51300 | 110 | Salaries | \$ 67,113 | \$ 31,538 | \$ 66,762 | \$ 56,672 | \$ 26,969 | \$ 56,672 | \$ 58,136 | 2.58% |
| 100 | 51300 | 120 | Hourly Wages | 33,608 | 16,193 | 34,106 | 34,185 | 16,594 | 34,185 | 34,696 | 1.49% |
| 100 | 51300 | 125 | Overtime Wages | 256 | 0 | 0 | 150 | 0 | 150 | 150 | 0.00% |
| 100 | 51300 | 150 | FICA | 7,705 | 3,734 | 7,423 | 6,962 | 3,451 | 6,962 | 7,113 | 2.17% |
| 100 | 51300 | 151 | Retirement | 7,068 | 3,249 | 7,309 | 6,178 | 2,693 | 6,178 | 6,137 | -0.67% |
| 100 | 51300 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 15,080 | 6,983 | 15,672 | 13,522 | 6,244 | 13,522 | 13,333 | 11.31% |
| 100 | 51300 | 190 | Training | 0 | 0 | -99 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 130,830 | 61,697 | 131,173 | 117,669 | 55,951 | 117,669 | 119,565 | 3.07% |
| | | | | | | | 0 | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 51300 | 210 | Telephone | 450 | 227 | 453 | 450 | 223 | 450 | 450 | 0.00% |
| 100 | 51300 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51300 | 212 | Seminars and Conferences | 2,200 | 1,062 | 2,865 | 1,750 | 970 | 1,750 | 2,000 | 14.29% |
| 100 | 51300 | 215 | Consulting | 45,000 | 24,724 | 44,127 | 35,000 | 5,327 | 30,000 | 35,000 | 0.00% |
| 100 | 51300 | 218 | Cell/Radio | 480 | 208 | 483 | 480 | 206 | 480 | 480 | 0.00% |
| 100 | 51300 | 219 | Data | 1,750 | 2,230 | 1,555 | 515 | 515 | 900 | 900 | 74.76% |
| | | | Subtotal | 49,880 | 28,451 | 49,483 | 38,195 | 7,241 | 33,195 | 38,830 | 1.66% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 51300 | 310 | Office Supplies | 900 | 67 | 518 | 350 | 76 | 300 | 300 | -14.29% |
| 100 | 51300 | 315 | Publications | 7,500 | 3,142 | 7,392 | 8,000 | 3,658 | 7,750 | 8,400 | 5.00% |
| 100 | 51300 | 320 | Memberships/Subscriptions | 1,250 | 699 | 1,150 | 1,250 | 485 | 1,250 | 1,500 | 20.00% |
| 100 | 51300 | 330 | Mileage Reimbursement | 150 | 13 | 13 | 100 | 31 | 100 | 100 | 0.00% |
| | | | Subtotal | 9,800 | 3,921 | 9,073 | 9,700 | 4,250 | 9,400 | 10,300 | 6.19% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 51300 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51300 | 830 | Furniture | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | |
| | | | TOTAL | \$ 190,510 | \$ 94,069 | \$ 189,729 | \$ 165,564 | \$ 67,442 | \$ 160,264 | \$ 168,695 | 2.93% |

City Administrator

Program Full Time Equivalents: 0.75

Program Mission:

Implement municipal policies established by the City Council and Mayor. Ensure municipal services are provided in a responsive, cost effective manner. Promote short and long term policies and development that maintain and improve the overall quality of life throughout the community.

List of Program Service(s) Descriptions:

- 1) *Manage Daily Municipal Operations* – Manage the overall operations of the City through the direct supervision of all department heads.
- 2) *Recommend Municipal Policies Directing Operations and Other Municipal Services* – Recommend policies to make daily operations effective and efficient and to promote the short and long term interests of the community.
- 3) *Comptroller* – Direct the financial policies of the City and recommend strategies to the Mayor and City Council to plan for the long-term financial security of the City.
- 4) *Promote and Support Intergovernmental Activities* – Advise Mayor and City Council on proposed local, state and federal legislation and promote and participate in dialog with other governmental entities to maintain or enhance the quality of life in the community and the region.

Important Outputs:

- 1) *Municipal Services* – Activity funded by property tax and water and wastewater utility rates, as well as Stormwater Utility and Cable Television Fund. Manage the provision of daily municipal services by directing and/or monitoring how departments provide services and interact with the community. This level of oversight is valuable to the community by making sure City Council policies are consistently implemented in a professional manner to meet the needs of the community per City Council discretion and to ensure services are provided as efficiently and effectively as possible to the community per the policy guidelines of the City Council.
- 2) *Municipal Policy Recommendations* – Activity funded by property tax and water and wastewater utility rates, as well as Stormwater Utility and Cable Television Fund. Develop municipal policy recommendations to elected officials to increase

the effectiveness and efficiency of municipal services that decrease costs for the community and increases quality of life throughout the community.

- 3) *Budget & Strategic Financial Reports* – Activity funded by property tax and water and wastewater utility rates, as well as Stormwater Utility and Cable Television Fund. Develop an annual budget and strategic financial reports that provide fiscal support and control for municipal services. The budget and strategic reports are supported by financial data that identify revenue and expenditure trends that allows the community to make informed decisions when soliciting their elected representatives for municipal service adjustments.
- 4) *Intergovernmental Cooperation* – Activity funded by property tax and water and wastewater utility rates as well as Stormwater Utility and Cable Television Fund. Establish dialog between governmental entities to develop cooperation and implement policies that improve the overall quality of life in the community and region by mitigating municipal service costs through cooperation or by improving the effectiveness of municipal services through cooperation.

Expected Outcomes:

- 1) Maintain or increase the percentage of residents that believe municipal services are provided in an effective and efficient manner.
- 2) Maintain the percentage of residents that believe the overall quality of life in De Pere is good or excellent by consistently reviewing services and recommending policies that meet the short-term and long-term needs of the community.
- 3) Maintain the fiscal integrity of municipal programs to allow for the continuation of municipal services as required by the community per the direction of a majority of the City Council.
- 4) Maintain or increase opportunities for the City Council to make informed decisions to consider or influence cooperative agreements or legislation to enhance the overall quality of life in the community and the region.

2016 Performance Measures:

- 1) Increase employee sense of engagement in the workplace by implementing and maintaining employee team initiatives throughout the organization and requiring 100% of full time permanent employees to be involved with and participate on a minimum of one team by January 1, 2016. The measurement will be based on a composite score of all employees surveyed at the beginning of 2016 (benchmark measurement) as compared to additional surveys completed every six months.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Decrease overall employee sick leave benefit usage (excluding family medical leave act benefits) by 1% by implementing two management staff team building exercises and additional wellness initiatives for all employees.
 - a. Result: 2013 - 2014 = 7,597 all sick hours; 2014 – 2015 = 9,878 all sick hours; a 30% increase. Goal was not met. The administration is developing additional wellness and monitoring strategies to lower sick leave usage to include quarterly discussions at management and departmental staff meetings to evaluate ongoing sick leave usage trends.
- 2) Increase employee sense of engagement in the workplace by implementing additional team initiatives throughout the organization and requiring every employee to be involved with and participate on a minimum of one team. The measurement will be based on a composite score of all employees surveyed at the end of 2014 (benchmark measurement) as compared to additional surveys completed every six months.
 - a. Result: Goal not measured. A survey was not completed based on concerns that surveying employee during the initial development of teams would diminish the administration's ability to create effective teams with engaged employee participants. All City employees are on schedule to participate on a minimum of one team by January 1, 2016. Employee engagement will be measured periodically after January 1, 2016 to measure team impact on the organization.

Significant Program Achievements:

- 1) Provided overall management of daily municipal services to meet the needs of the community.
- 2) Managed the ongoing implementation of municipal policies and codes adopted by the City Council and/or committees, commissions and boards to achieve the intended outcome of the adopted policies and codes.
- 3) Managed new merit pay and pay for performance policy and awarded non-COLA wage incentives to employees based on performance.
- 4) Implemented administrative policy requiring all full time permanent employees to participate on one or more teams to improve organizational efficiency, service effectiveness and employee engagement.
- 5) Continued to provide oversight and direct assistance to an employee team to identify and implement sustainable practices within the City.
- 6) Participated in development of the City's 125 year anniversary events and activities.
- 7) Developed ongoing fiscal strategies for the City that enhance the overall quality of municipal services and quality of life in the community.
- 8) Participated in the recruitment and hiring of a new Information Technology Administrator for the City.
- 9) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.

- 10) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 11) Provided oversight management and promoted development throughout the community.

Existing Program Standards Including Importance to Community:

- 1) Maintain core office hours between 8:00 AM and 4:30 PM.
 - a. Community Importance.
 - i. Provides employees and citizens with a routine schedule to seek assistance, direction or to address community issues.
- 2) Respond to Citizen requests as needed.
 - a. Community Importance.
 - i. Provides an opportunity for citizens to have requests for information or action responded to in a timely manner.
- 3) Conduct performance evaluations of department heads.
 - a. Community importance.
 - i. Establishes performance expectations for employees that are required to meet the needs of the community.
 - ii. Identifies strengths and weaknesses for employees to direct their training efforts to better meet the needs of the community.
- 4) Conduct routine staff meetings.
 - a. Community Importance.
 - i. Enhances communication between departments to promote ongoing efficiencies in municipal services by eliminating duplication of services or efforts thus maximizing services while minimizing costs to the community.

Costs and Benefits of Program and Services:

The adopted 2016 City Administrator program cost is \$118,999. The program benefits the community by providing strategic management of municipal services. The program promotes the short and long term quality of life in the community through the ongoing evaluation of services and development of strategies for City Council consideration. The program provides professional management in a manner that minimizes service fluctuations due to political influences. The program promotes and develops intergovernmental relationships with surrounding communities that enhance quality of life in the community by controlling costs for services through cooperation or consolidation. The program promotes economic development that creates jobs throughout the community and increases the value of the community's tax base that mitigates the need for ongoing property tax increases.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,584 mainly due to a 7% health insurance rate increase.
- 2) Training includes \$900 for miscellaneous seminars and webinars throughout the year.
- 3) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 4) Office Supplies decrease \$200 to reflect historical trends.
- 5) Memberships / Subscriptions include \$1,000 ICMA; \$200 WCMA; \$300 for misc. publications.
- 6) Capital Outlay – Office Equipment includes \$1,300 for a Surface Pro 3 tablet computer and docking station to replace existing Surface Pro 2 system. The existing Surface Pro 2 will be transferred to the Planner II position which currently does not have a mobile device.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|--------------------|---|--|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| CITY ADMINISTRATOR | | | | | | | | | | | |
| Account Number | PERSONAL SERVICES | | | | | | | | | | |
| 100 51410 110 | Salaries | | \$ 70,671 | \$ 32,983 | \$ 70,077 | \$ 61,183 | \$ 28,548 | \$ 61,183 | \$ 62,396 | \$ 62,396 | 1.98% |
| 100 51410 122 | Hourly Wages Part Time | | 9,739 | 4,010 | 8,534 | 8,567 | 4,030 | 8,567 | 8,737 | 8,737 | 1.98% |
| 100 51410 150 | FICA | | 6,048 | 3,050 | 6,099 | 5,336 | 2,730 | 5,336 | 5,442 | 5,442 | 1.98% |
| 100 51410 151 | Retirement | | 5,629 | 2,380 | 5,628 | 4,743 | 2,064 | 4,743 | 4,695 | 4,695 | -1.02% |
| 100 51410 152 | Health, Dental, DIB, Life & Wks Cmp Ins | | 14,980 | 7,056 | 15,319 | 13,366 | 6,462 | 13,366 | 13,232 | 14,950 | 11.85% |
| 100 51410 190 | Training | | 900 | 184 | 189 | 900 | 0 | 500 | 900 | 900 | 0.00% |
| | Subtotal | | 107,967 | 49,663 | 105,846 | 94,095 | 43,834 | 93,695 | 95,401 | 97,119 | 3.21% |
| | CONTRACTUAL SERVICES | | | | | | | | | | |
| 100 51410 210 | Telephone | | 700 | 363 | 766 | 730 | 351 | 730 | 700 | 700 | -4.11% |
| 100 51410 211 | Postage | | 0 | 0 | 0 | 0 | 11 | 0 | 0 | 0 | 0.00% |
| 100 51410 212 | Seminars and Conferences | | 4,200 | 611 | 3,192 | 4,200 | 964 | 3,500 | 4,200 | 4,200 | 0.00% |
| 100 51410 218 | Cell/Radio | | 480 | 209 | 483 | 480 | 206 | 480 | 480 | 480 | 0.00% |
| 100 51410 219 | Data | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 51410 240 | Equipment Maintenance | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Subtotal | | 5,380 | 1,183 | 4,441 | 5,410 | 1,532 | 4,710 | 5,380 | 5,380 | -0.55% |
| | SUPPLIES AND EXPENSE | | | | | | | | | | |
| 100 51410 310 | Office Supplies | | 900 | 0 | 317 | 600 | 139 | 400 | 400 | 400 | -33.33% |
| 100 51410 320 | Memberships/Subscriptions | | 1,500 | 1,109 | 1,219 | 1,500 | 1,086 | 1,500 | 1,500 | 1,500 | 0.00% |
| 100 51410 331 | Transportation | | 5,100 | 1,975 | 4,536 | 5,100 | 1,885 | 4,700 | 5,100 | 5,100 | 0.00% |
| 100 51410 340 | Operating Supplies | | 8,000 | 950 | 950 | 8,000 | 0 | 8,000 | 8,000 | 8,000 | 0.00% |
| | Subtotal | | 15,500 | 4,034 | 7,022 | 15,200 | 3,110 | 14,600 | 15,000 | 15,000 | -1.32% |
| | CAPITAL OUTLAY | | | | | | | | | | |
| 100 51410 811 | Office Equipment | | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 | 1,500 | 100.00% |
| 100 51410 830 | Furniture | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Subtotal | | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 | 1,500 | 100.00% |
| | TOTAL | | | | | | | | | | |
| | | | \$ 128,847 | \$ 54,880 | \$ 117,309 | \$ 114,705 | \$ 48,476 | \$ 113,005 | \$ 117,281 | \$ 118,999 | 3.74% |

Mayor

Program Full Time Equivalents: 0

Program Mission:

Ensure City ordinances and State laws are observed and enforced and that all City officers and employees discharge their duties. Preside over council meetings, sign legal documents, appoint committee members and fulfill the duties of the Chairperson of the Plan Commission. Act as a member of various committees as needed.

List of Program Service(s) Descriptions:

- 1) *Constituency Contact* - Receive input/comments from citizens.
- 2) *Recommend Policies* – Recommend policies to provide municipal services and to promote the short and long term interests of the community.
- 3) *Chief Executive Officer* – Perform the duties of the Chief Executive Officer (CEO) to preside over council & committee meetings, promote the City's legislative agenda, sign legal documents and ensure City ordinances and State laws are observed and enforced by the City.

Important Outputs:

- 1) *Number of Meetings Presided Over* – Activity funded by property tax. Meetings provide formal discussion to discuss issues and enact policies to meet the short and long term needs of the community.
- 2) *Public Appearances* – Activity funded by property tax. Public appearances serve to promote the community and provide information about municipal services.
- 3) *Propose Executive Budget* – Activity funded by property tax. The Executive Budget is the proposed Annual Budget that provides funding for all municipal services and activities.

Expected Outcomes:

- 1) Maintain constituent contact levels in a manner that meets or exceeds the needs of the community.
- 2) Maintain or increase the overall quality of life of residents and visitors.
- 3) Maintain municipal enforcement of City ordinances and State laws.

2016 Performance Measures:

- 1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
- 2) Manage the productivity and quality of City Council and Committee meetings by managing presentations and discussions to the extent that all business is completed in three hours or less for 90 percent or more of all meetings.
- 3) Increase or maintain the overall quality of the community by participating in 25 or more public appearances to provide municipal service information or to gather constituent preferences.

2014 Performance Measurement Data (July 2013 – June 2014):

- 1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
 - a. Result: Completed 42 legislative contacts.
- 2) Manage the productivity and quality of City Council and Committee meetings by managing presentations and discussions to the extent that all business is completed in three hours or less for 90% percent or more of all meetings.
 - a. Result: 99 % of meetings were completed in less than three hours.
- 3) Increase or maintain the overall quality of the community by participating in six or more public appearances to provide municipal service information or to gather constituent preferences.
 - a. Result: Attended 122 public appearances.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2013/2014 and proposed the 2015 Executive Budget.

Existing Program Standards Including Importance to Community:

- 1) Maintain routine office hours on a monthly basis.
 - a. Community Importance.
 - i. Provides citizens with a routine schedule that establishes an opportunity to discuss issues with the Mayor.
- 2) Respond to Citizen requests as needed.
 - a. Community Importance.

- i. Provides an opportunity for citizens to have requests for information or action responded to in a timely manner.
 - ii. Establishes trust between the community and the City and diminishes constituent apathy.
- 3) Promote the community through public appearances.
 - a. Community Importance.
 - i. Markets the positive attributes of the community to promote economic development opportunities and the overall quality of life throughout the community.

Costs and Benefits of Program and Services:

The adopted 2016 Mayor program cost is \$37,897. The program benefits the community by providing citizens with representation in the discussion and recommendation of municipal policies and codes as well as to develop an executive budget that includes adopted property tax rates and fees for municipal services. The program services which provide constituency contact, policy recommendations and chief executive officer responsibilities benefit the community by providing citizens with the ability to influence short and long term service levels and community development.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$14 to reflect trends.
- 2) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

MAYOR

| | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|----------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| Account Title | | | | | | | | | | | | |
| MAYOR | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 51415 | 122 | Hourly Wages Part Time | \$ 31,942 | \$ 14,832 | \$ 30,178 | \$ 31,312 | \$ 15,035 | \$ 31,312 | \$ 31,482 | \$ 31,482 | 0.54% |
| 100 | 51415 | 150 | FICA | 2,444 | 1,148 | 2,292 | 2,395 | 1,159 | 2,395 | 2,408 | 2,408 | 0.54% |
| 100 | 51415 | 151 | Retirement | 726 | 251 | 591 | 583 | 248 | 583 | 577 | 577 | -1.02% |
| 100 | 51415 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 159 | 104 | 158 | 206 | 97 | 206 | 193 | 220 | 6.79% |
| | | | Subtotal | 35,271 | 16,334 | 33,219 | 34,496 | 16,539 | 34,496 | 34,660 | 34,687 | 0.55% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 51415 | 210 | Telephone | 930 | 469 | 937 | 930 | 467 | 930 | 930 | 930 | 0.00% |
| 100 | 51415 | 212 | Seminars and Conferences | 1,500 | 28 | 1,395 | 1,500 | 30 | 1,500 | 1,500 | 1,500 | 0.00% |
| 100 | 51415 | 218 | Cell/Radio | 480 | 0 | 480 | 480 | 0 | 480 | 480 | 480 | 0.00% |
| 100 | 51415 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 2,910 | 497 | 2,812 | 2,910 | 497 | 2,910 | 2,910 | 2,910 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51415 | 310 | Office Supplies | 300 | 77 | 104 | 300 | 0 | 300 | 300 | 300 | 0.00% |
| | | | Subtotal | 300 | 77 | 104 | 300 | 0 | 300 | 300 | 300 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51415 | 830 | Office Equipment | 500 | 0 | 0 | 6,653 | 0 | 7,000 | 0 | 0 | 0.00% |
| | | | Subtotal | 500 | 0 | 0 | 6,653 | 0 | 7,000 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 38,981 | \$ 16,908 | \$ 36,135 | \$ 44,359 | \$ 17,036 | \$ 44,706 | \$ 37,870 | \$ 37,897 | -14.57% |

Clerk-Treasurer

Program Full Time Equivalents: 2.73

Program Mission:

To maintain official Council Proceedings, committee agenda & minutes and act as the custodian of all City records; satisfy customers with prompt, courteous, and professional service; issue various City licenses; publish all legal notices required by law; and make sure all programs are delivered in a manner that assures public confidence in accuracy, productivity, and fairness. The Clerk's Office also insures that all city taxes are collected and city funds are invested as to optimize return in accordance with state statutes.

List of Program Service(s) Descriptions:

- 1) *Records Management* – Prepare and maintain all City Council and Committee Meeting records and other official City documents and provide appropriate accessibility to internal and external users.
- 2) *Licensing Agent* – Issue liquor, bartender, special event permits, boat launch permits, cigarette, solicitor, taxi, chicken, and pet licenses for various individuals and businesses in the community.
- 3) *Tax Collection and Investment Recordkeeping* – Collect as well as prepare and review tax documents in accordance with Department of Revenue mandates and invest and account for City funds to provide the maximum return in accordance with state statutes.

Important Outputs:

- 1) *Council and Committee Agendas, Minutes, Resolutions and Ordinances* – Activity funded by property tax. Provide necessary public notification and appropriate accessibility to internal and external users. This insures City actions comply with approved Council and related Committee recommendations.
- 2) *Licensing Documents* – Activity funded by property tax and license collections. Individual and business information is gathered, reviewed, and maintained to assure all licensees are eligible and comply with City requirements. Documents help insure the safety of the general public using these services.
- 3) *Tax and Investment Revenues* – Activity funded by property tax. Property taxes are collected and invested in compliance with state statutes and Council-Approved financial institutions to provide the safest and maximum return on available financial resources. These revenues secure funding for municipal services and activities.

Expected Outcomes:

- 1) Maintain official City documents so that they are available for review by the public in a timely fashion.
- 2) Maintain documents and collect fees for licensing requirements to help insure the public is properly protected when using these services.
- 3) Increase tax collections and return on the investment of City funds.

2016 Performance Measures:

- 1) Create and organize searchable electronic copies (pdfs) of all signed resolutions and agreements, accessible to all city staff, beginning with 2015.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Reduced publication fees by 23% for Council Minutes, License Committee Minutes, and publication of ordinances by publishing summaries and comparing cost of publication from July 2014 – June 2015 with the previous year.

Significant Program Achievements:

- 1) Completed the Council and Committee minutes in time for approval at the next meeting.
- 2) Licensing completed within the applicable timeframes.
- 3) Tax collections fully collected prior to Department of Revenue deadlines.

Existing Program Standards Including Importance to Community:

- 1) Prepare timely minutes of Council and Committee proceedings available for public inspection.
 - i. Community Importance.
 - ii. Allows public opportunity to review Council agenda and actions to provide them time to make contact regarding any concerns they may have.
 - iii. Establishes a routine schedule for community involvement.
- 2) Establish Licensing Requirements to City business community.
 - a. Community Importance.
 - i. Provides the public with assurance that businesses that are operating within the City are properly licensed and conform to applicable licensing laws and regulations.

- ii. Provides City staff the ability to respond to community concerns regarding businesses within the City.
- 3) Prepare tax documents that insure proper collection of City tax revenues.
 - a. Community Importance.
 - i. Provides an accurate tax bill that is fair to each taxpayer according to their assessment and is informative for them so they know the cost of service for each taxing jurisdiction.

Costs and Benefits of Program and Services:

The adopted 2016 Clerk's Office program cost is \$235,632. The program benefits the community by providing citizens with timely agendas and minutes of Council and Committee proceedings. Programs are administered in a manner that assures public confidence in accuracy, productivity, and fairness with work performed in accordance with Wisconsin State Statutes, De Pere Municipal Ordinances, Department of Revenue mandates, and related case law. The program also insures that businesses operating within the City are properly licensed and compliant with applicable laws and regulations for the public's safety. The program also collects the taxes required for the City's operation and invests City funds in compliance with state statutes.

2016 Program Objectives:

- 1) Continue to work with all city departments to collect outstanding debt owed to the City prior to issuance of any city licenses or permits.
- 2) Continue improving on and implementing the electronic agenda process.
- 3) Improve overall process for issuing Special Event Permits.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$3,217 mainly due to a 7% health insurance rate increase.
- 2) Seminars and Conferences decreased \$400. Includes miscellaneous continuing clerk/treasurer education courses, conferences of the League of WI Municipalities, WI Municipal Clerk's Association, and WI Municipal Treasurer's Association \$500.
- 3) Consulting includes \$7,200 for Municipal Code update services and \$2,800 for lottery credit chargebacks.
- 4) Memberships/Subscriptions increased \$30. Membership fees are as follows: WMCA - \$120; WMTA - \$60.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|-----------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| Account Title | | | | | | | | | | | | |
| CLERK-TREASURER | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 51420 | 110 | Salaries | \$ 62,602 | \$ 30,305 | \$ 64,167 | \$ 54,767 | \$ 25,719 | \$ 54,767 | \$ 55,875 | \$ 55,875 | 2.02% |
| 100 | 51420 | 120 | Hourly Wages | 79,940 | 38,045 | 80,893 | 81,701 | 38,468 | 81,701 | 83,313 | 83,313 | 1.97% |
| 100 | 51420 | 125 | Overtime Wages | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51420 | 150 | FICA | 10,905 | 4,983 | 9,961 | 10,440 | 4,805 | 10,440 | 10,648 | 10,648 | 1.99% |
| 100 | 51420 | 151 | Retirement | 9,978 | 3,386 | 9,220 | 9,280 | 3,956 | 9,280 | 9,186 | 9,186 | -1.01% |
| 100 | 51420 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 60,808 | 25,241 | 55,126 | 55,237 | 25,078 | 55,237 | 54,822 | 58,454 | 5.82% |
| 100 | 51420 | 190 | Training | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 224,233 | 101,959 | 219,375 | 211,425 | 98,026 | 211,425 | 213,844 | 217,476 | 2.86% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 51420 | 210 | Telephone | 2,538 | 1,217 | 2,433 | 2,538 | 1,214 | 2,538 | 2,538 | 2,538 | 0.00% |
| 100 | 51420 | 211 | Postage | 2,729 | 3,454 | 3,454 | 3,500 | 3,638 | 3,500 | 3,638 | 3,638 | 3.94% |
| 100 | 51420 | 212 | Seminars and Conferences | 900 | 484 | 968 | 900 | 513 | 900 | 500 | 500 | -44.44% |
| 100 | 51420 | 215 | Consulting | 10,000 | 7,454 | 9,273 | 10,000 | 4,888 | 10,000 | 10,000 | 10,000 | 0.00% |
| | | | Subtotal | 16,167 | 12,610 | 16,128 | 16,938 | 10,253 | 16,938 | 16,676 | 16,676 | -1.55% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51420 | 310 | Office Supplies | 1,000 | 259 | 654 | 1,000 | 69 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 51420 | 315 | Publications | 29 | 0 | (2) | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51420 | 320 | Memberships/Subscriptions | 300 | 100 | 280 | 150 | 100 | 150 | 180 | 180 | 20.00% |
| 100 | 51420 | 330 | Mileage Reimbursement | 700 | 0 | 138 | 300 | 0 | 300 | 300 | 300 | 0.00% |
| | | | Subtotal | 2,029 | 359 | 1,070 | 1,450 | 169 | 1,450 | 1,480 | 1,480 | 2.07% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51420 | 810 | Capital Equipment | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 242,429 | \$ 114,928 | \$ 236,573 | \$ 229,813 | \$ 108,448 | \$ 229,813 | \$ 232,000 | \$ 235,632 | 2.53% |

Human Resources

Program Full Time Equivalents: 1.48

Program Mission:

To strive to understand the needs and expectations of all employees and provide the support systems that enables us to achieve high performance and satisfaction in our work; recognizing long-term personal and community goals.

List of Program Service Descriptions:

- 1) *Recruitment*—Conduct all internal and external recruitments throughout all City Departments. Includes advertising, interviewing process, selection, background, offer and new employee orientation.
- 2) *Benefit/Compensation Administration*—Administer all benefits and compensation plan for employees of City. Programs include all benefit time off, pay for performance, health insurance, dental insurance, long term disability, life insurance, employee assistance program, FMLA, employee development program, flex spending, HRA funds, COBRA, and wellness benefits. Also acts as the plan administrator of both the health and dental self funded plans. Responsible for renewal of all insurance plans.
- 3) *Labor Relations*—Assists departments in consistent enforcement of contract language for bargaining agreements. Advises them on interpretation of language to avoid potential liability for the City. Participates in all negotiation sessions with City Attorney and involved department head. Provides research on negotiation items and prepares all costing information on contract offers and final settlements to ensure accurate picture of bargaining is given to City officials. Participates in all grievance/ prohibitive practice and arbitration matters. Provides research and investigation for those issues as they surface.
- 4) *Liability/Risk Management Services*—Administration of City liability insurances to include worker's comp, general liability, umbrella liability, police professional, railroad, property, cyber, storage tank, auto and public officials liability. Negotiation of renewal of all policies and monitoring of claims. Lead of City safety team efforts and administration of return to work light duty policy for employees. Ensure compliance with state and federal laws.
- 5) *Employee Performance*—daily inquires by departments on matters pertaining to their employees. Conduct employee investigations and disciplines, performance improvement plans etc. Administer all performance evaluations.
- 6) *Department Inquiries/Policy creation and enforcement*. Assist employees and departments on a broad range of employee/workplace issues or questions. Establishes and administers all City policies and procedures.

Important Outputs:

- 1) *Recruitment*—positions are fully staffed with the most qualified people as soon as possible after an opening occurs for department continuation and to ensure community service/operations is not interrupted. Activity funded by property tax.
- 2) *Benefit/Compensation Administration*—fair and consistent administration and communication of employee benefit and compensation programs to all City employees. Providing the most cost effective programs possible for the community. Activity funded by property tax.
- 3) *Labor Relations*—Successful bargaining and administration of affordable contracts with bargaining units. Handling of labor issues that occur including grievances or contract language general inquiries. Work with department heads to accomplish their objectives within parameters of contracts. Activity funded by property tax.
- 4) *Liability Services*—Successfully insure the City's liability interests and property for minimal claims payment and a safe working environment for all employees. Work with departments so employees are trained and knowledgeable on correct safety procedures and employment laws. Activity funded by property tax.
- 5) *Employee Performance*—Assist departments on employee performance concerns; required performance appraisals for all non-union personnel. Activity funded by property tax.
- 6) *Department Inquiries/Policy creation and enforcement*—Consistent information and support to all departments to allow them to better do their jobs and provide service to the community. Accurately written policies and train employees on them. Activity funded by property tax.

Expected Outcomes:

- 1) *Recruitment*---Maintain staffing levels with low vacancy to fill time so that service to community is not interrupted. Maintain high level of most qualified applicants becoming City employees. Decrease the amount of time necessary to do so by efficient processes when possible.
- 2) *Benefit/Compensation Administration*—Maintain benefit and compensation programs for employees within budget constraints. Increase new initiatives for cost savings measures in benefit programs.
- 3) *Labor Relations*—Maintain or decrease the number of grievances or other challenges that cost the community in time, effort and costs. Maintain current bargaining initiatives in contract for fiscal responsibility. Decrease the amount of time needed for successful contract negotiation.
- 4) *Liability Services*---Maintain or decrease the number of claims received and costs of liability insurances for city. Increased awareness to provide and promote a safe and healthful work environment for employees.
- 5) *Employee Performance*—Employees performing appropriately; decreased lawsuits against the City.

- 6) *Department Inquiries/Policy creation and enforcement*—Maintain quality information given to departments to allow them to do their jobs more efficiently. Policies are understood and adhered to.

2016 Performance Measures

- 1) All non-union employee complete performance appraisals through the Halogen system with 90% completion by the deadline by ensuring employees and supervisors are trained and staying on top of deadlines.
- 2) Have no harassment claims in the City by holding an all employee harassment training session.
- 3) Decrease the cost of prescription drugs 5% by making changes to the co-pay structure.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Measure: Decrease the City's modification rate by 2% having at least 4 safety meetings per year to discuss and implement safety initiatives.
 - a. Result: Decreased the City's MOD by 20% from .86 to .72.
- 2) Measure: Decrease the number of sick days 5% by offering wellness initiatives during the year and monitoring high sick leave users.
 - b. Result: Sick days increased by 35%, however; not able to obtain accurate reporting data as FMLA sick leave is not able to be extracted.
- 3) Measure: Decrease the cost of prescription drugs 5% by offering mail order drugs and changing our drug co-pay.
 - c. Result: Decreased the cost of prescription drugs by 12% saving \$70,000.

Significant Program Achievements (July 2014 to June 2015):

- 1) Implemented new online performance appraisal system
- 2) Implemented performance appraisals for all non-union employees
- 3) Led City through shift to pay for performance; led a performance management employee team
- 4) Filled a number of vacant positions
- 5) Went out for an RFP and hired new Benefits Consultant
- 6) Hired a new risk broker
- 7) Implemented numerous plan design changes for health and dental plans
- 8) Handled employee issues effectively for decreased liability to city
- 9) Created City exercise room
- 10) RFP for OPEB liability study

Existing Program Standards Including Importance to Community:

- 1) Conduct all internal/external recruitments
 - a. Community importance—allows departments to be fully staffed with the most qualified employees for uninterrupted and efficient services.
- 2) Administration of City Benefits/Insurance Programs—annual review of renewal for self-funded plans to ensure appropriate fund balance is maintained. Monthly monitoring through reports of plan costs and claims. 5-year renewal cycle for liability lines. Accurate information given to employees upon request.
 - a. Community importance—provides fair and equitable pay and benefits for retention of employees and in accordance with labor agreements. Successfully insure City's interests for a safe working environment and reduced City liability.
- 3) Labor Relations—negotiate and follow bargaining agreements with 4 labor unions within City. Administer contracts correctly and fairly so the City is not exposed to liability in form of grievances, prohibited practices and the like.
 - a. Community importance—provides governing language for employees, wages, hours and working conditions.
- 4) Compliance with all applicable state and federal laws including FMLA, ADA, Worker's Comp, HIPAA, etc.
 - a. Community importance—safeguards the community from unnecessary liability and cost for non-compliance.

Costs and Benefits of Program and Services:

The adopted 2016 Personnel/Human Resources program cost is \$260,848. The program benefits the community by providing the internal support structure for human resource functions. This includes administration of benefits, compensation, recruitment, liability services labor, and employee relations. The program also establishes, administers and effectively communicates sound policies, rules and practices while maintaining compliance with employment and labor laws, organizational directives and labor agreements. This allows the departments and their employees to operate as effectively and efficiently as possible and better serve the residents of De Pere.

2016 Program Objectives:

- 1) Trained and efficient with the online recruitment system
- 2) Implement Health Risk Assessments
- 3) Implement new online wellness program
- 4) Implement safety audit concerns/risks
- 5) Train employees on required safety topics

Significant Budget Expenditure Changes:

- 1) Hourly wages increases \$15,804 due to step adjustments in City's compensation plan and shifting \$14,000 in funds from consulting line item.
- 2) FICA increases \$1,387 due to step adjustments in City's compensation plan and shifting \$14,000 in funds from consulting.
- 3) Health, Dental, DIB, Life & Workers Comp increased \$2,528 mainly due to a 7% health insurance rate increase.
- 4) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health insurance training, one out of state conference, and various other employment seminars.
- 5) Consulting decreases \$16,000 due to shifting \$14,000 in funds to hourly wage line item and \$2,000 cost reduction for online performance system; consulting includes Employee Assistance Program Services (\$12,000), online recruitment system (\$4,000), and online performance management system (\$6,200).
- 6) Memberships and subscriptions increases \$250 to include City membership to Wellness Council of Wisconsin (WELCOA), others include Society for Human Resources Management (SHRM,) Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals.
- 7) Recruiting increases \$3,500 due to a 132% increase in positions filled comparing last 3 years to previous 3 years.
- 8) No capital outlay is being requested.

City of De Pere
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EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| HUMAN RESOURCES | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 51430 | 110 | Salaries | \$ 71,609 | \$ 35,204 | \$ 74,782 | \$ 77,474 | \$ 38,205 | \$ 77,474 | \$ 79,825 | \$ 79,825 3.03% |
| 100 | 51430 | 120 | Hourly Wages | 33,982 | 23,389 | 43,164 | 38,772 | 24,840 | 52,772 | 54,576 | 54,576 40.76% |
| 100 | 51430 | 125 | Overtime Wages | 1,939 | 120 | 755 | 2,030 | 364 | 2,000 | 2,000 | 2,000 -1.48% |
| 100 | 51430 | 150 | FICA | 8,227 | 3,667 | 7,597 | 9,048 | 4,242 | 10,117 | 10,435 | 10,435 15.32% |
| 100 | 51430 | 151 | Retirement | 7,519 | 3,571 | 8,044 | 8,043 | 3,585 | 8,043 | 9,002 | 9,002 11.93% |
| 100 | 51430 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 36,032 | 16,443 | 38,533 | 43,592 | 20,365 | 43,592 | 43,203 | 46,120 5.80% |
| 100 | 51430 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 100 | 51430 | 192 | Tuition Assistance | 3,000 | 1,964 | 1,970 | 3,000 | 300 | 1,200 | 3,000 | 3,000 0.00% |
| 100 | 51430 | 193 | Organizational Training | 2,700 | 1,321 | 2,526 | 2,600 | 0 | 500 | 2,600 | 2,600 0.00% |
| | | | Subtotal | 165,008 | 85,680 | 177,371 | 184,559 | 91,901 | 195,698 | 204,642 | 207,559 12.46% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 51430 | 210 | Telephone | 650 | 527 | 1,117 | 1,054 | 520 | 1,054 | 1,054 | 1,054 0.00% |
| 100 | 51430 | 211 | Postage | 35 | 116 | 147 | 150 | 60 | 120 | 150 | 150 0.00% |
| 100 | 51430 | 212 | Seminars and Conferences | 1,575 | 489 | 2,455 | 4,000 | 3,461 | 4,000 | 4,175 | 4,175 4.38% |
| 100 | 51430 | 215 | Consulting | 36,500 | 2,000 | 25,964 | 38,000 | 9,236 | 38,000 | 24,000 | 24,000 -36.84% |
| | | | Subtotal | 38,760 | 3,133 | 29,683 | 43,204 | 13,277 | 43,174 | 29,379 | 29,379 -32.00% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 51430 | 310 | Office Supplies | 1,000 | 263 | 515 | 1,000 | 322 | 800 | 975 | 975 -2.50% |
| 100 | 51430 | 315 | Publications | 2,200 | 1,287 | 1,461 | 1,500 | 858 | 1,500 | 1,430 | 1,430 -4.67% |
| 100 | 51430 | 320 | Memberships/Subscriptions | 875 | 615 | 924 | 875 | 890 | 935 | 1,125 | 1,125 28.57% |
| 100 | 51430 | 330 | Mileage Reimbursement | 350 | 156 | 636 | 365 | 0 | 400 | 380 | 380 4.11% |
| 100 | 51430 | 340 | Recruiting | 16,000 | 3,806 | 13,374 | 16,500 | 9,983 | 20,000 | 20,000 | 20,000 21.21% |
| | | | Subtotal | 20,425 | 6,127 | 16,910 | 20,240 | 12,053 | 23,635 | 23,910 | 23,910 18.13% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 51430 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 100 | 51430 | 830 | Office Furniture | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| | | | TOTAL | \$ 224,193 | \$ 94,939 | \$ 223,964 | \$ 248,003 | \$ 117,231 | \$ 262,507 | \$ 257,931 | \$ 260,848 5.18% |

Elections

Program Full Time Equivalents: 0

Program Mission:

To coordinate, conduct, and administer four elections pursuant to federal and state regulations including since the fall 2006 the Help America Vote Act (HAVA) regulations, Military and Overseas Voting Empowerment (MOVE) regulations, utilizing the Statewide Voter Registration System (SVRS) for maintaining voter records and absentee records, maintaining and updating districts & offices, make ongoing necessary SVRS changes in accordance with the 2010 Redistricting, along with on-going clerk certification and election inspector training, as required by law.

List of Program Service(s) Descriptions:

- 1) *Conduct Elections* – Conduct primary and general elections in February, April, August, and November 2016.
- 2) *Records Management* – Prepare and maintain all voter registration records, absentee applications and ballots, districts and offices, GIS map records, election setup, poll books, post-election activities, canvass, Wisconsin Election Data Collection, and update data according to the 2010 Redistricting, in accordance with HAVA regulations including electronic file and voting machine updates.
- 3) *Election Training* – Attend election update and training sessions; develop & provide training to election inspectors for the purpose of running efficient elections in compliance with state and federal requirements; and maintain certification and re-certification requirements.

Important Outputs:

- 1) *Two Certified and Canvassed Elections*—Activity funded by property tax. Four Elections conducted for local, county, state, and federal offices to provide citizens an opportunity to elect candidates to represent their interests in governmental matters.
- 2) *Federal & State Compliance for SVRS* – Activity funded by property tax. Voter registration, absentee, and GIS Map records maintained in accordance with computerized on-line Statewide Voter Registration System (SVRS) regulations and requirements to ensure that all electors are qualified and have an equal voice in electing their representatives in government offices.

- 3) *Election Inspector Training* – Activity funded by property tax. All election inspectors are trained, as required by state law, on election procedures prior to their participation in the required elections to ensure that elections are fairly and accurately executed.

Expected Outcomes:

- 1) Increase voter turnout for both the primary and the general election compared with Elections in 2012.
- 2) Maintain 100% compliance with Statewide Voter Registration System (SVRS) for voter registration, the HAVA & MOVE regulations, the new Voter Photo ID regulations (to be implemented in 2016) and the new proof of residence regulations (implemented in 2014).
- 3) Maintain 100% certification and recertification requirements for chief election inspectors and election inspectors.

2016 Performance Measures:

- 1) Decrease the number of paid poll workers at the polling locations by combining the “greeter” position and the registration table in spring elections, resulting with a total of 8 fewer paid poll workers per Election cycle.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Completed 100% of election canvasses within the time constraints of the law.
- 2) Completed 100% compliance with all procedures, record maintenance and reports in the State Voter Registration System.
- 3) Provided training prior to each election to maintain required certifications for all 100% of election inspectors.

Significant Program Achievements:

- 1) Completed the spring election in 2015 in compliance with federal and state regulations.
- 2) All 70 plus election inspectors and chief election inspectors were approved by the Common Council for 2014-2015 and all attended training prior to their participation in the elections to maintain certification level.

Existing Program Standards Including Importance to Community:

- 1) Conduct Elections in accordance with federal and state regulations including since 2006 the Help America Vote Act and the Military and Overseas Voting Empowerment Act.
 - a. Community Importance.

- i. Allows the voting public to elect representatives at the local, state, and federal level with a minimum level of effort.
- 2) Maintain voter registration, absentee records, and voting history in full compliance with State Voter Registration System.
 - a. Community Importance.
 - i. Provides the public with assurance that only qualified electors participate in the election process.
- 3) Train election inspectors prior to each election and maintain required certification.
 - a. Community Importance.
 - i. Provides the public with an efficiently run election process at the four polling locations within the city.

Costs and Benefits of Program and Services:

The adopted 2016 Elections program cost is \$55,125. The program benefits the community by providing citizens the opportunity to elect their representatives in government on the local, state, and federal level in an efficient manner and provides 100% compliance with federal and state mandatory regulations.

2016 Program Objectives

- 1) Continue to work with nursing homes to continue conducting voting on-site with improved registration and turnout
- 2) Continue to increase absentee voter returns and decrease the number of absentee ballots going to non-responsive voters;
- 3) Work closely with St. Norbert College staff to register students to vote during orientation in August 2016.

2015 Budget Significant Expenditure Changes:

- 1) Poll Workers hourly wages increased \$24,000 due to an increase in elections for the year.
- 2) FICA increased \$102 due to increased poll workers' wages.
- 3) Seminars and Conferences \$400 for seminars or training opportunities.
- 4) Consulting increased \$7,200 due to an increase in number of scheduled elections. Includes voting machine software/hardware maintenance, Brown County support, supplies, and programming, and polling place rentals.
- 5) Office supplies increased \$2,000 due to an increased number of elections.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|--|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| ELECTIONS | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 51440 | 120 | Hourly Wages | \$1,225 | \$0 | \$0 | \$1,225 | \$0 | \$0 | \$1,225 | 0.00% |
| 100 | 51440 | 125 | Overtime Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 128 | Hourly Wages—Poll Workers | 32,566 | 6,103 | 24,703 | 14,000 | 5,676 | 5,676 | 38,000 | 171.43% |
| 100 | 51440 | 150 | FICA | 94 | 24 | 398 | 35 | 25 | 25 | 500 | 1328.57% |
| 100 | 51440 | 151 | Retirement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 190 | Training | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 34,285 | 6,127 | 25,101 | 15,260 | 5,701 | 5,701 | 39,725 | 160.32% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 51440 | 210 | Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 212 | Seminars and Conferences | 400 | 0 | 125 | 400 | 0 | 400 | 400 | 0.00% |
| 100 | 51440 | 215 | Consulting | 11,700 | 1,593 | 5,755 | 4,800 | 650 | 2,628 | 12,000 | 150.00% |
| 100 | 51440 | 218 | Cell/Radio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 12,100 | 1,593 | 5,880 | 5,200 | 650 | 3,028 | 12,400 | 138.46% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 51440 | 310 | Office Supplies | 5,000 | 543 | 2,534 | 1,000 | 301 | 1,000 | 3,000 | 200.00% |
| 100 | 51440 | 315 | Publications | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 320 | Memberships/Subscriptions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51440 | 330 | Mileage Reimbursement | 200 | 2 | 35 | 200 | 5 | 125 | 0 | 0.00% |
| | | | Subtotal | 5,200 | 545 | 2,569 | 1,200 | 306 | 1,125 | 3,000 | 150.00% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 51440 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 23,000 | 0 | 0.00% |
| 100 | 51440 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 23,000 | 0 | 0.00% |
| | | | TOTAL | \$ 51,585 | \$ 8,265 | \$ 33,550 | \$ 21,660 | \$ 6,657 | \$ 9,854 | \$ 78,125 | 154.50% |

Information Management

Program Full Time Equivalents: 1.0

Program Mission:

To support the technical environment associated with general business operations.

List of Program Service(s) Descriptions:

- 1) *Build and maintain digital operations infrastructure* – for all buildings this includes the cable plant and network edge devices.
- 2) *Plan, purchase and implement new applications* – applications are software programs that users interact with directly.
- 3) *Provide System Administration services* – creating and maintaining data and record storage along with organized secure access.
- 4) *Provide Network Administration services* – design and maintain secure connectivity of devices and equipment throughout the organization and to the external environment.
- 5) *Provide Desktop Support services* – purchase, install and maintain digital desktop equipment.
- 6) *Provide Employee Assistance services* – serve as a point of contact for questions and training for a majority of information systems within the organization.
- 7) *Manage Public Access Station* – Supervise operations of the City's Public Access TV Station.

Important Outputs:

- 1) *Physical equipment foundation for electronic media creation and communication* – Activity funded by property tax. The application and maintenance of municipal business software and devices require a flexible foundation of connectivity, sharing and security to support department operations.
- 2) *Efficient communication* – Activity funded by property tax. Users (staff) can communicate and collaborate efficiently, in many cases without leaving their workspace or desk. Citizens can do business without having to be on-site.
- 3) *Efficiently produced work product* – Activity funded by property tax. Users (staff) are able to create, organize, share, modify and store their work product with minimal material and labor cost.

Expected Outcomes:

- 1) Accessibility of a fully functional physical network to connect devices & equipment between City buildings, departments & workgroups.
- 2) Availability of quality digital applications for communication and records storage and retrieval.
- 3) Secure access to records.
- 4) Secure access to devices on the physical network.
- 5) Error free desktop equipment operation.
- 6) Employee effective use of technology.

2016 Performance Measures:

- 1) Limit system downtime to non-business hours while providing 99.99% uptime of core business systems.
- 2) Complete system change requests within 72 hours.
- 3) Attend to network system outages within 60 minutes, 24/7.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Limit system downtime to non-business hours, less than 1 hour per month average.
 - a. Result: No major system downtime.
- 2) Complete system change requests within 72 hours.
 - a. Result: Routinely maintained unless requests need clarification.
- 3) Attend to network system outage within 60 minutes, 24/7.
 - a. Result: No network outages.

Significant Program Achievements:

- 1) Implemented direct fiber optic connection from City Hall to Fire Station 2 increasing the connection speed and eliminating a recurring monthly bill.
- 2) Transitioned Information Technology responsibilities to new IT Administrator.

Existing Program Standards Including Importance to Community:

- 1) Maintain common industry standard equipment and services.
 - a. Community Importance
 - i. Allows staff to effectively and efficiently communicate with citizens via multiple options so citizens don't have to come on-site.
 - ii. Provides staff a means to efficiently create, organize and share information so requests from the public are completed quickly.
 - iii. Provides customers 24/7 digital access to information via internet and phone.

Costs and Benefits of Program and Services:

The proposed 2016 Information Management program cost is \$204,075. This program benefits the community indirectly by creating an internal digital environment that employees use to service customers on a daily basis. This program funds a minimum infrastructure needed to support operations associated with general business activities.

2016 Program Objectives:

- 1) Create remote access to digital systems via private cloud services.
- 2) Upgrade and unify voice and messaging systems.
- 3) Migration of existing physical servers to redundant virtual server environment.
- 4) Migration of remaining Windows XP clients to current technology.
- 5) Migration of Windows Server 2003 environment to current technology.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life and Wks Comp Ins increased \$17,271. The prior IT Administrator did not participate in the City insurance plan.
- 2) Training increased \$1,000 to attend IT Management training geared toward local government.
- 3) Telephone increased \$480 for personal device stipend.
- 4) Seminars & Conferences increased \$2,250 to attend Annual VMworld and GIPAW conferences. Conferences are very beneficial for keeping current with technology in a rapidly evolving world.
- 5) Cell/Radio decreased \$720 as personal device being used.

- 6) Equipment Maintenance increased \$610 to provide wireless network support contract.
- 7) Other Contractual Services increased \$75,668 to fund the following technology initiatives: Email system migration to the cloud, cloud storage for archiving backups, hosted file transfer solution, business system migration to the cloud, annual IT security audit and hosted mobile device management system.
- 8) Operating Supplies increased \$38,261 to fund the following technology initiatives: Migration of existing physical servers to redundant virtual server environment, migration of remaining Windows XP clients to current technology, migration of Windows Server 2003 environment to current technology, additional wireless access points at the Community Center and Municipal Service Center, CCure 9000 software maintenance agreement, eDiscovery software and Email archive and retrieval system.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|------------------------|-------|-----|--|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|----------|
| INFORMATION MANAGEMENT | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 51450 | 110 | Salaries | \$ 51,323 | \$ 24,699 | \$ 52,513 | \$ 53,079 | \$ 30,837 | \$ 55,923 | \$ 52,516 | \$ 52,516 | -1.06% |
| 100 | 51450 | 150 | FICA | 3,926 | 2,008 | 3,998 | 4,061 | 2,360 | 3,964 | 4,017 | 4,017 | -1.06% |
| 100 | 51450 | 151 | Retirement | 3,593 | 1,557 | 3,663 | 3,609 | 1,735 | 3,936 | 3,466 | 3,466 | -3.97% |
| 100 | 51450 | 152 | Health, Dental, DIB, Life & Wks Comp Ins | 420 | 211 | 426 | 430 | 4,311 | 11,329 | 16,603 | 17,701 | 100.00% |
| 100 | 51450 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 1,000 | 100.00% |
| | | | Subtotal | 59,262 | 28,475 | 60,600 | 61,179 | 39,243 | 75,152 | 77,603 | 78,701 | 28.64% |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 51450 | 210 | Telephone | 0 | 0 | 0 | 0 | 40 | 200 | 480 | 480 | 100.00% |
| 100 | 51450 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51450 | 212 | Seminars and Conferences | 250 | 0 | 0 | 250 | 0 | 200 | 2,500 | 2,500 | 100.00% |
| 100 | 51450 | 215 | Consulting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51450 | 218 | Cell/Radio | 960 | 719 | 1,289 | 960 | 862 | 947 | 240 | 240 | -75.00% |
| 100 | 51450 | 219 | Data | 0 | 757 | 1,485 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51450 | 240 | Equipment Maintenance | 800 | 0 | 0 | 300 | 0 | 300 | 910 | 910 | 203.33% |
| 100 | 51450 | 290 | Other Contractual Services | 4,840 | 2,484 | 9,867 | 3,685 | 3,612 | 4,237 | 70,433 | 70,433 | 100.00% |
| | | | Subtotal | 6,850 | 3,960 | 12,641 | 5,195 | 4,514 | 5,884 | 74,563 | 74,563 | 1335.28% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51450 | 310 | Office Supplies | 300 | 0 | 0 | 300 | 128 | 225 | 300 | 300 | 0.00% |
| 100 | 51450 | 320 | Memberships/Subscriptions | | | 0 | 0 | 0 | 0 | 50 | 50 | 100.00% |
| 100 | 51450 | 330 | Mileage Reimbursement | | | 0 | 0 | 0 | 0 | 165 | 165 | 100.00% |
| 100 | 51450 | 340 | Operating Supplies | 13,250 | 5,147 | 14,715 | 12,250 | 16,022 | 19,500 | 50,296 | 50,296 | 310.58% |
| | | | Subtotal | 13,550 | 5,147 | 14,715 | 12,550 | 16,150 | 19,725 | 50,811 | 50,811 | 304.87% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51450 | 810 | Capital Equipment | 1,600 | 752 | 9,905 | 7,800 | 0 | 7,800 | 84,520 | 0 | 0.00% |
| | | | Subtotal | 1,600 | 752 | 9,905 | 7,800 | 0 | 7,800 | 84,520 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 81,262 | \$ 38,334 | \$ 97,861 | \$ 86,724 | \$ 59,907 | \$ 108,561 | \$ 287,497 | \$ 204,075 | 135.32% |

Finance Department

Program Full Time Equivalents: .82

Program Mission:

To direct the maintenance of the municipal accounting system and the procedures governing receipt and expenditure of municipal funds as well as plan, organize, control, direct, and evaluate the work of staff involved with various fiscal activities.

List of Program Service(s) Descriptions:

- 1) *Budget Management* – Assist Elected Officials and Administrator in establishing and evaluating performance of City budgets and developing financial strategies compatible with overall needs of City.
- 2) *Adherence to Internal Control Policies* – Implement and monitor departmental adherence to City internal controls to safeguard and maximize the use of City resources.
- 3) *Financial Reporting* – Prepare financial reports in adherence to generally accepted accounting principles (GAAP) and state statutes that fairly state the City's financial position useful to both internal and external users.

Important Outputs:

- 1) *Preparation of Annual Budget* – Activity funded by property tax. The Annual Budget provides funding for all municipal services and activities.
- 2) *Daily Financial Reports* – Activity funded by property tax. Authorized users can review activity in relation to the Annual Budget to ensure that City resources are collected and spent to comply with the Council-approved budget.
- 3) *Annual Financial Reports* – Activity funded by property tax. Taxpayers and financial consultants are able to review the Annual Financial Report that accurately discloses the City's financial position and annual operating revenue and expense detail to determine the City's financial strength to provide future goods and services for the community.

Expected Outcomes:

- 1) Maintain timely budget reports that accurately reflect adherence to current City Council spending directives and prior financial results.

- 2) Maintain financial data available to all authorized users of City's financial systems to assist them in reviewing compliance with applicable internal controls.
- 3) Maintain timely and accurate annual financial reports to assist internal and external users in evaluating historical data to assist in future decision-making processes.

2016 Performance Measures:

- 1) Implement on-line payment of water bills, licensing, and other public charges for service which will enhance customer satisfaction and enable office staff to streamline the collection process.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Completed 100% of budget reports by dates set on budget calendar to assist City management and elected officials with budget decisions.
- 2) Completed monthly financial reports by the 20th day of the following month for all 12 months of the year.
- 3) Completed annual financial reports by May 15th for the preceding fiscal year.

Significant Program Achievements:

- 1) Completed the 2015 Annual Budget Reports according to budget calendar.
- 2) Prepared Monthly Financial Reports by 20th day of succeeding month.
- 3) Completed annual financial reports by appropriate deadlines.

Existing Program Standards Including Importance to Community:

- 1) Prepare timely budget reports in accordance with generally accepted accounting principles.
 - a. Community Importance.
 - i. Allows financial actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) Provide Financial Data to Internal Users of City's financial system on a daily basis.
 - a. Community Importance.
 - i. Provides the financial system that allows anyone in the community an opportunity to provide or purchase services to or from the City on an immediate basis.

- ii. Provides the municipality the ability to respond to community inquiries regarding financial information on a daily basis.
- 3) Prepare annual financial reports in accordance with generally accepted accounting principles.
 - a. Community Importance.
 - i. Provides an accurate, reliable financial report that the community can rely upon to ensure that their resources through their payment of taxes or user fees are properly spent or safeguarded according to their elected officials' directives.

Costs and Benefits of Program and Services:

The executive 2016 Finance Department program cost is \$118,690. The program benefits the community by providing citizens with timely financial data and reports that indicate the City resources are spent in accordance with elected official directives and are safeguarded against any unauthorized use or disposition.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,212 mainly due to a 7% health insurance rate increase.
- 2) Training includes \$100 for an Excel class.
- 3) Seminars include 3 GFOA finance seminars for \$575, including hotels, meals and travel.
- 4) Consulting includes INCODE software maintenance and credit card transaction fees.
- 5) Auditing decreased due to an allocation of \$1,000 to the Revolving Loan Fund.
- 6) Memberships and Subscriptions - includes WICPA \$265; AICPA \$220; Value Purchasing Group \$25; and GFOA \$40.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Executive
Proposed

2016 / 2015
Budget
% Of Change

FINANCE

| Account Number | | PERSONAL SERVICES | | | | | | | | | | |
|----------------|-------|-------------------|---|------------|-----------|------------|------------|-----------|------------|------------|------------|--------|
| 100 | 51500 | 110 | Salaries | \$ 43,602 | \$ 21,000 | \$ 44,778 | \$ 46,584 | \$ 21,881 | \$ 46,584 | \$ 48,768 | \$ 48,768 | 4.69% |
| 100 | 51500 | 120 | Hourly Wages | 14,419 | 7,268 | 15,166 | 15,130 | \$ 7,422 | \$ 15,130 | \$ 15,822 | \$ 15,822 | 4.57% |
| 100 | 51500 | 125 | Overtime Wages | 400 | 0 | 0 | 400 | 0 | 400 | 0 | 0 | 0.00% |
| 100 | 51500 | 150 | FICA | 4,469 | 2,194 | 4,361 | 4,752 | 2,256 | 4,752 | 4,941 | 4,941 | 3.99% |
| 100 | 51500 | 151 | Retirement | 4,089 | 1,784 | 4,181 | 4,224 | 1,803 | 4,224 | 4,263 | 4,263 | 0.93% |
| 100 | 51500 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 17,230 | 7,754 | 17,154 | 18,359 | 8,197 | 18,359 | 18,361 | 19,571 | 6.60% |
| 100 | 51500 | 190 | Training | 100 | 0 | 1 | 100 | 0 | 100 | 100 | 100 | 0.00% |
| | | | Subtotal | 84,310 | 40,000 | 85,641 | 89,548 | 41,559 | 89,549 | 92,255 | 93,465 | 4.37% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| | | | | | | | | | | | | |
| 100 | 51500 | 210 | Telephone | 2,400 | 1,202 | 2,492 | 2,400 | 1,173 | 2,400 | 2,400 | 2,400 | 0.00% |
| 100 | 51500 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51500 | 212 | Seminars and Conferences | 575 | 196 | 601 | 575 | 329 | 575 | 575 | 575 | 0.00% |
| 100 | 51500 | 215 | Consulting | 9,000 | 9,640 | 9,070 | 9,000 | 5,092 | 9,000 | 9,000 | 9,000 | 0.00% |
| 100 | 51500 | 216 | Auditing | 12,350 | 4,560 | 12,350 | 12,600 | 8,200 | 12,600 | 11,600 | 11,600 | -7.94% |
| | | | Subtotal | 24,325 | 15,598 | 24,513 | 24,575 | 14,794 | 24,575 | 23,575 | 23,575 | -4.07% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51500 | 310 | Office Supplies | 950 | 172 | 646 | 950 | 288 | 950 | 950 | 950 | 0.00% |
| 100 | 51500 | 320 | Memberships/Subscriptions | 550 | 340 | 620 | 550 | 345 | 550 | 550 | 550 | 0.00% |
| 100 | 51500 | 330 | Mileage Reimbursement | 150 | 0 | 0 | 150 | 0 | 150 | 150 | 150 | 0.00% |
| | | | Subtotal | 1,650 | 512 | 1,266 | 1,650 | 633 | 1,650 | 1,650 | 1,650 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51500 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51500 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 110,285 | \$ 56,110 | \$ 111,420 | \$ 115,773 | \$ 56,986 | \$ 115,774 | \$ 117,480 | \$ 118,690 | 2.52% |

Assessor

Program Full Time Equivalents: .10

Program Mission:

Create and maintain equitable and uniform valuations of real and personal property for assessment purposes.

List of Program Service(s) Descriptions:

- 1) *Property Owner Contact* - Answer assessment questions and provide assessment information to property owners, appraisers, realtors etc.
- 2) *Residential/Commercial Property Assessment* – Wisconsin Statutes, Chapter 70 requires that new construction be physically inspected, listed and measured after the assessment date of January 1st on an annual basis. Building permits are reviewed from the prior year and uniform and equitable property values are established for new and altered structures to be used as a base for tax purposes.
- 3) *Manufacturing Assessment* – Provide building permit and sales information of industrial properties to the State of Wisconsin, Department of Revenue to assist in the establishment of uniform and equitable property values.
- 4) *Personal Property Assessment* – Wisconsin Statutes, Chapter 70 requires that owners of businesses submit a self-reporting form identifying personal property associated with their business that is either in their ownership or leased. The forms are reviewed on an annual basis to establish uniform and equitable personal property values that are used as a base for tax purposes.
- 5) *Open Book / Board of Review* - Informational open book hearings are held on an annual basis to assist the general public in understanding assessment procedures and property values. Board of Review meetings are held on an annual basis as per Wisconsin State Statute to afford property owners the opportunity to contest property values established by the assessor.

Important Outputs:

- 1) *Uniform Residential/Commercial Property Values* – The assessor's office, funded by property tax, meets Wisconsin State Statute requirements to have an appointed statutory assessor establish and maintain uniform and equitable assessments. Equitable assessments benefit the community in assuring that property owners will pay their fair share of taxes.

Expected Outcomes:

- 1) The establishment of uniform and equitable assessments for both real and personal property provides community value in maintaining and insuring fair taxation of all residential, commercial, industrial property owners along with businesses subject to personal property taxation.
- 2) Open book and Board of Review hearings (required by Wisconsin State Statute) are held to provide property owners an opportunity to challenge their property's assessed value and to solicit adjustments when compared to similar properties thus ensuring fair taxation.
- 3) Increase the knowledge of the general public on assessment procedures through increased property owner contacts via office, phone and city web site that is funded by property tax.

2016 Performance Measures:

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2015.
- 2) Physically inspect 100% of partially completed construction by January 15, 2016.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2016.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2016.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.
- 6) Do a market adjustment of commercial and residential properties based on the sales approach.

2015 Performance Measurement Data (July 2013 – June 2014):

- 1) Inspect partially completed construction by January 15, 2014.
 - a. Result: 100% of partially completed construction inspections were completed on January 8, 2015.
- 2) Provide computer exemption reports to Department of Revenue by May 1, 2015.
 - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2015.
- 3) Review and revise parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2015.
 - a. Result: 100% of parcel splits, combinations, new subdivisions and name changes were reviewed and revised by April 1, 2015.

Significant Program Achievements:

- 1) Had additional educational assessment information placed on City of De Pere website.

- 2) Determined timely partial assessments in early January.
Conducted efficient open book and board of review hearings. June 3rd Board of Review meeting was earliest compared to prior years.
- 3) Provided building permit applications to Accurate Appraisal LLC via computer.

Existing Program Standards Including Importance to Community:

- 1) *Conduct an annual open book assessment review hearing.*
Provides the opportunity for property owners to review assessments and become educated on statutory assessment procedures. Annual meeting encourages community involvement in assessment reviews.
- 2) *Conduct an annual Board of Review meeting.*
Annual meeting provides the opportunity for property owners to legally challenge their assessments pursuant to Wisconsin State Statute and encourages property owner involvement in property valuation challenges.

Costs and Benefits of Program and Services:

The proposed 2016 Assessor budget is \$76,488. The program benefits the community by providing citizens with the opportunity to discuss, offer input and challenge property values in the community. The program also benefits the community by providing uniform and equitable assessment methodology.

2016 Significant Budget Expenditure Changes:

1. Seminars and Conferences - registration at the annual League of Municipalities Assessor's Conference remains at \$150.
2. Consulting - reflects actual costs of assessment services. An estimated \$10,000 is attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$18,500 is Accurate Appraisal LLC's proposed assessment maintenance contract fee. An additional fee of \$41,000 is added to the budget for Accurate Appraisal LLC to complete an analysis of commercial and residential properties based on the sales approach in their office. Physical internal viewing of all properties will not be done. It is important to note that the last revaluation of the City of De Pere was done in 2005.
3. Memberships - reflects actual \$50 cost of membership in the Wisconsin Association of Assessing Officers.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

ASSESSOR

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 51530 | 120 | Hourly Wages | \$ 21,574 | \$ 9,191 | \$ 19,201 | \$ 4,039 | \$ 1,918 | \$ 4,039 | \$ 4,233 | 4.80% |
| 100 | 51530 | 150 | FICA | 1,651 | 738 | 1,493 | 309 | 156 | 309 | 324 | 4.80% |
| 100 | 51530 | 151 | Retirement | 1,510 | 452 | 1,247 | 275 | 118 | 275 | 279 | 1.72% |
| 100 | 51530 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 4,062 | 126 | 254 | 185 | 13 | 185 | 27 | 9.19% |
| 100 | 51530 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 28,797 | 10,508 | 22,195 | 4,808 | 2,205 | 4,808 | 4,863 | 4.80% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 51530 | 210 | Telephone | 1,500 | 750 | 1,501 | 1,500 | 750 | 1,500 | 1,500 | 0.00% |
| 100 | 51530 | 212 | Seminars and Conferences | 150 | 22 | 22 | 150 | 0 | 150 | 150 | 0.00% |
| 100 | 51530 | 215 | Consulting | 28,500 | 18,675 | 18,675 | 28,500 | 1,990 | 28,500 | 69,500 | 143.86% |
| 100 | 51530 | 290 | Other Contractual Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 30,150 | 19,447 | 20,198 | 30,150 | 2,740 | 30,150 | 71,150 | 135.99% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 51530 | 310 | Office Supplies | 250 | 0 | 80 | 250 | 13,956 | 250 | 250 | 0.00% |
| 100 | 51530 | 320 | Memberships/Subscriptions | 50 | 0 | 0 | 50 | 0 | 50 | 50 | 0.00% |
| 100 | 51530 | 330 | Mileage Reimbursement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 300 | 0 | 80 | 300 | 13,956 | 300 | 300 | 0.00% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 51530 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | TOTAL | \$ 59,247 | \$ 29,955 | \$ 42,473 | \$ 35,258 | \$ 18,901 | \$ 35,258 | \$ 76,313 | 116.94% |

City Hall

Program Full Time Equivalents: 0

Program Mission:

This program provides funding for the maintenance and operations of the City Hall facility.

List of Program Service(s) Descriptions:

1. Preventative maintenance on HVAC – Building Maintenance staff work cooperatively with outside contractor to inspect all HVAC equipment twice/year to ensure maximum efficiency is met.
2. Repairs and maintenance to buildings and grounds – Building Maintenance staff conduct repairs and maintenance on “as needed” basis throughout the building.

Important Outputs:

1. Preventative maintenance on all HVAC units and equipment in City Hall – Funded by property tax and ensures the life expectancy is maximized of all HVAC equipment.
2. Repairs performed on all building equipment or infrastructure – Funded by property tax and ensures City Hall is kept in good working order, safe, and aesthetic.
3. Manual labor assistance provided for various tasks including assembly, removals, reorganizing, or troubleshooting equipment or building related items at City Hall – Funded by property tax and provides assistance to departments based out of City Hall for general office care tasks.
4. Regular scheduled cleaning of City Hall – Funded by property tax and ensures regular cleaning of facility is done to ensure the facility is sanitary and safe.

Expected Outcomes:

1. Maintain comfortable work climate throughout City Hall.
2. Maintain efficiency of all HVAC equipment.
3. Maintain clean and sanitary work environment.

2016 Performance Measures:

1. Sustain utility costs through regular preventative maintenance of HVAC equipment and sustainable practices. Measurement will be used to determine efficient operation of HVAC and need for future repairs and replacement.

2015 Performance Measurement Data:

1. Sustain utility costs through regular preventative maintenance of HVAC equipment and sustainable practices. Measurement will be used to determine efficient operation of HVAC and needs for future repairs and replacement.
 - a. Comparing too previous year numbers utility costs have decreased by 10%.

Significant Program Achievements:

1. Repaired external light fixtures along City Hall.
2. Many offices and hallways received a new coat of paint.
3. Installed chair bumpers along walls in Council Chambers and Riverview Conference Room.

Existing program Standards Including Importance to Community:

1. Conduct yearly preventative maintenance on air conditioning and heating units.
 - a. Community Importance
 - i. Ensures HVAC equipment runs as efficient as possible, reduces the amount of repairs, and maximizes the life expectancy of the equipment.
2. Regular scheduled cleaning of City Hall.
 - a. Community Importance
 - i. Ensures a clean and sanitary building that is open for large amounts of public use.

Costs and Benefits of Program and Services:

The adopted 2016 City Hall program budget is \$116,379. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2015 Budget Significant Expenditure Changes:

1. Health, Dental, DIB, Life & Wks Comp increased \$291 mainly due to a 7% health insurance rate increase.
2. Telephone increased by \$460 to reflect projected telephone costs.
3. Cleaning and Maintenance decreased by \$10,000 because duct work expense is not needed anymore.
4. Capital Outlay - \$10,000 is for general repairs and upkeep of the City Hall Building

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|----------------|-------|-------------------|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| CITY HALL | | | | | | | | | | | | |
| Account Number | | PERSONAL SERVICES | | | | | | | | | | |
| 100 | 51600 | 120 | Hourly Wages | \$ 11,283 | \$ 2,245 | \$ 8,081 | \$ 10,731 | \$ 4,907 | \$ 10,731 | \$ 10,518 | \$ 10,518 | -1.98% |
| 100 | 51600 | 125 | Overtime Wages | 0 | 149 | 157 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51600 | 150 | FICA | 863 | 173 | 603 | 821 | 358 | 800 | 805 | 805 | -1.98% |
| 100 | 51600 | 151 | Retirement | 790 | 126 | 542 | 730 | 338 | 700 | 694 | 694 | -4.87% |
| 100 | 51600 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 4,071 | 1,684 | 3,623 | 4,396 | 1,051 | 4,000 | 3,087 | 4,687 | 6.62% |
| | | | Subtotal | 17,007 | 4,377 | 13,006 | 16,678 | 6,654 | 16,231 | 15,104 | 16,704 | 0.16% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 51600 | 210 | Telephone | 1,440 | 1,440 | 1,921 | 1,440 | 713 | 1,900 | 1,900 | 1,900 | 31.94% |
| 100 | 51600 | 215 | Consulting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51600 | 217 | Cleaning Service Contract | 16,500 | 6,841 | 15,102 | 16,750 | 8,250 | 16,750 | 17,250 | 17,250 | 2.99% |
| 100 | 51600 | 220 | Utilities | 47,500 | 12,820 | 40,356 | 48,925 | 17,258 | 45,000 | 48,925 | 48,925 | 0.00% |
| | | | Subtotal | 65,440 | 21,101 | 57,379 | 67,115 | 26,221 | 63,650 | 68,075 | 68,075 | 1.43% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 51600 | 314 | Cleaning and Maintenance | 11,600 | 3,579 | 10,446 | 21,600 | 14,507 | 21,600 | 11,600 | 11,600 | -46.30% |
| 100 | 51600 | 340 | Operating Supplies | 10,000 | 3,087 | 11,310 | 10,000 | 3,431 | 10,000 | 10,000 | 10,000 | 0.00% |
| | | | Subtotal | 21,600 | 6,666 | 21,756 | 31,600 | 17,938 | 31,600 | 21,600 | 21,600 | -31.65% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 51600 | 810 | Capital Equipment | 10,000 | 10,678 | 13,317 | 80,000 | 53,744 | 80,000 | 170,000 | 10,000 | -87.50% |
| | | | Subtotal | 10,000 | 10,678 | 13,317 | 80,000 | 53,744 | 80,000 | 170,000 | 10,000 | -87.50% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 114,047 | \$ 42,822 | \$ 105,458 | \$ 195,393 | \$ 104,557 | \$ 191,481 | \$ 274,779 | \$ 116,379 | -40.44% |

Other General Government

Program Mission:

This program provides funding for illegal taxes, refunds, contributions and non-collectables, and also funds general insurances, sundry and the contingency fund and employee performance and merit pay program.

Costs and Benefits of Program and Services:

The executive 2016 Budget for Other General Government program cost is \$385,990.

2016 Budget Significant Expenditure Changes:

- 1) Sundry Unclassified includes \$1,200 for Community Service Awards.
- 2) Employee performance and merit pay program is \$35,315 for new program in 2016. The remaining amount of \$9,170 is included in the sewer, water, and storm water budgets.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|--|-------|-----|--------------------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| OTHER GENERAL GOVERNMENT | | | | | | | | | | | | |
| Account Number ILLEGAL TAXES, REFUNDS, CONTRIBUTIONS, AND UNCOLLECTABLES | | | | | | | | | | | | |
| 100 | 51901 | 510 | Property and Liability | \$ 199,000 | \$ 112,584 | \$ 192,086 | \$ 199,000 | \$ 83,992 | \$ 199,000 | \$ 203,000 | \$ 203,000 | 2.01% |
| 100 | 51901 | 524 | Sundry Unclassified | 38,500 | 14,043 | 18,634 | 32,000 | 10,929 | 25,000 | 30,750 | 31,950 | -0.16% |
| | | | Subtotal | 237,500 | 126,627 | 210,720 | 231,000 | 94,921 | 224,000 | 233,750 | 234,950 | 1.71% |
| | | | GRANTS, CONTRIBUTIONS, INDEM | | | | | | | | | |
| 100 | 51901 | 710 | Illegal Taxes/Refunds Uncollectables | 7,000 | 364 | 1,125 | 7,000 | 364 | 7,000 | 7,000 | 7,000 | 0.00% |
| 100 | 51901 | 720 | Judgements, Lost-Awards, Indemnities | 1,000 | 0 | 0 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 0.00% |
| | | | Subtotal | 8,000 | 364 | 1,125 | 8,000 | 364 | 8,000 | 8,000 | 8,000 | 0.00% |
| | | | COST REALLOCATIONS | | | | | | | | | |
| 100 | 51901 | 900 | Contingency fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 51901 | 901 | Employee Performance & Merit Pay | 10,000 | 0 | 0 | 34,623 | 0 | 0 | 35,315 | 35,315 | 2.00% |
| 100 | 51901 | 911 | Reserved Wage and Benefit Funds | 0 | 0 | 0 | 0 | 0 | 0 | 99,725 | 107,725 | 100.00% |
| | | | Subtotal | 10,000 | 0 | 0 | 34,623 | 0 | 0 | 135,040 | 143,040 | 313.14% |
| | | | TOTAL | \$ 255,500 | \$ 126,991 | \$ 211,845 | \$ 273,623 | \$ 95,285 | \$ 232,000 | \$ 376,790 | \$ 385,990 | 41.07% |

Health & Human Services

Program Full Time Equivalents: 4.4

Program Mission:

The mission of the Health Department is to protect and promote public health across the lifespan through: education, policy development and valued services.

List of Program Service(s) Descriptions:

- 1) Public Health Nursing –Promote and protect the health of populations using knowledge from nursing, social, and public health sciences. Apply nursing and public health principles to assess, develop, implement, and evaluate care plans and health programs related to health promotion, disease prevention, and health protection services for individuals, families, and the community.
- 2) Public Health Sanitarian – Provide environmental health services to ensure the health and safety of the community. Provide weights and measures inspection services as required of municipalities by state statute.

Important Outputs:

- 1) Maternal child health programming/services – Activity funded by property tax and grant funding. Maternal child health programming is *required by state statute*. Services include, but are not limited to: community planning for coordination of service delivery, education to groups and individuals regarding development and health issues, linking individuals to essential community resources and gap filling services to include home visitation. Through the Community Partnership for children, visits are offered to all families at the time of their child's birth to provide early intervention health education, referral and follow-up as needed to increase healthy outcomes, promote school readiness and assure a positive trajectory along the life course. Public Health Nurse home visits are completed based on medical provider referral, self-referral or based on nursing staff evaluation of risk factors identified at the time of birth.
- 2) Community Health Assessment/Improvement Planning-Time and effort is funded by tax levy and is *required by state statute*. Together with community partners, conduct assessment of leading health data indicators, choose priorities to focus efforts on and develop evidence-based community strategies to achieve measurable outcomes.
- 3) Injury prevention education/assurance: to include but not limited to child passenger safety – Activities funded by grant funding and property tax. *The assurance of injury prevention programming required by state statute*. Strengthen community infrastructure to provide a cross-section of services based on current data. For child passenger safety: an inspection and

education are provided for families of children less than eight years of age to ensure child safety while transported in a motor vehicle. Benefit to the residents is to ensure the safety of individual children and prevent injuries and fatalities.

- 4) Childhood and Adult Immunizations – Activity funded by grant funding, Wisconsin Immunization Program, fee for service revenue, and property tax. Childhood immunization programming is *required by state statute*. Vaccines are available at no charge for all children through 18 years of age who do not have insurance coverage for immunizations through the Wisconsin Immunization Program or who are Medicaid eligible. Vaccine can also be provided to adults depending on the type of vaccine and eligibility. If an adult is not eligible, private pay vaccine may be available. Increased vaccination of residents (children and adults) prevents the spread of vaccine preventable diseases. The health department also assures population health by monitoring vaccine compliance for children less than 24 months of age. Families are encouraged by several methods to complete the initial vaccination series. Completion of the initial vaccine series prevents the spread of vaccine preventable diseases.
- 5) Blood Pressure Screenings – Activity funded by property tax. Blood pressure screenings are provided weekly at the De Pere Community Center and by appointment as needed. Resident benefit from this free screening service at a convenient location.
- 6) Communicable Disease Investigation and Follow-up – Activity funded by property tax. Communicable disease programming is *required by state statute*. There are over 80 diseases that are required to be reported to local health departments by statute. Various levels of investigation and follow-up are required for each of the diseases or outbreak by the local health department to prevent the spread in our community. This output also includes tuberculosis control and prevention. Tuberculosis (TB) skin testing is available to the general public for a minimal fee. Local health departments are required by state statute to provide distribution of treatment for latent TB infection and follow-up for any active TB Infections to prevent the spread in the community.
- 7) Employee Health-Activity funded by property tax. Mandatory education is provided to all employees identified to be at risk for exposure to blood borne pathogens. TB skin testing is provided to those who are high risk. Wellness coaching is a voluntary program. Providing this service internally versus contracting with an outside vendor saves tax dollars.
- 8) Public Health Preparedness – Activity funded by grant dollars. Programs and planning are completed each year to meet the requirements of the Department of Health Services Contract. This program benefits the community by ensuring the health department's ability to respond to urgent public health matters.
- 9) Resident Complaint Investigation and Resolution -- Activity funded by property tax. Human health hazards investigation and resolution *required by state statute and city ordinances*. Resident concerns/issues are received and follow-up is completed in a timely manner.
- 10) Weights and Measure Inspections – Activity funded by program revenue. State statute requires municipalities to permit and inspect all businesses for compliance with weights and measures equipment ensuring consumer protection for weights and measures devices.

- 11) Establishment Licensing and Inspections (Department of Health Services and Department of Agriculture and Consumer Protection) – Activity funded by program revenue. An agent contract is in place to provide licensing and inspections for all restaurants, temporary restaurants, hotel/motels, campgrounds, swimming pools, spas, tattoo & body piercing, school kitchens, recreational education camp establishments and temporary/permanent retail establishments. This program provides the community with establishments that are compliant with the Wisconsin state code ensuring the health and safety of those who patronize them.
 - 12) Rabies Control – Activity funded by property tax. Follow-up is completed on all reported animal bites and exposures as *required by state statute and city ordinance* for the victim of the bite and the animal who bit. Benefit to the community is the prevention of rabies infection.
 - 13) Childhood Lead Poisoning Prevention – Activity funded by property tax and grant funding. Blood lead levels of children are monitored and follow-up is provided to all families of children with elevated levels as *required by state statute*. Public education on lead also provided.
 - 14) Public Health Education – Activity funded by property tax and grant funding. Education is provided to residents in a variety of ways including direct mailings to households, monthly De Pere Journal articles, city-wide newsletter contributions, up to date web site, channel 4 contributions, educational presentations in the community, press releases, media interviews and individual education.
 - 15) Radon Testing Program- Activity is funded by program revenue and grant funding as it is available. Kits are provided to city residents at a nominal fee (free upon receipt of grants) to allow residents access to test kits, education, and appropriate follow-up on test results that are obtained.
-

Expected Outcomes:

- 1) Avert vaccine preventable disease by assuring vaccine coverage rates are maintained and/or increased in select population cohorts.
- 2) Conduct surveillance, investigation and institute public health control measures for all suspect, probable and confirmed cases of communicable disease within the City of De Pere.
- 3) Prevent illness through the assurance of establishment compliance with food safety, environmental and hygiene standards.

2016 Performance Measures:

- Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 85% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.

- Health Department nursing staff will initiate the investigation of 100% of suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.
- Conduct education and follow-up to assure that food establishments are compliant with the state/local laws.
 - a. At least one inspection will be conducted per establishment annually.
 - b. 95% of the specified re-inspections will document that violations are corrected within thirty days.
 - c. Establishment complaint investigation will be initiated within 72 hours of receipt.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 85% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.
 - a. Result: The immunization rate for this age group is at 82% by 24 months of age. 91% of children have been documented to be up to date, but not by the 24 month benchmark (often referred to as “late up-to-date”)
- 2) Health Department nursing staff will initiate the investigation of 100% of reported suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.
 - a. Result: Health department staff investigated 100% of disease reports within 72 hours. With the average time being 9.76 hours.
- 3) Conduct education and follow-up to assure 100% of the critical violations identified are corrected within the stated timeframe.
 - a. Result: Data is not available. De Pere Health Department began routine inspections in July 2015. Data collection from inspection services has been initiated as of 7/1/2015.

Significant Program Achievements:

This last budget year, the health department hired full-time Sanitarian/City Sealer. This program protects the health and safety of De Pere residents and visitors through regulatory activities in restaurants and retail food establishments, public swimming pools, lodging establishments and tattoo/body piercing establishments. Additionally, the health department has increased capacity to investigate nuisance complaints, housing sanitation complaints, rodent and insect infestations, lead based paint hazards, human or animal rabies exposures, and other environmental hazards.

In addition, the health department completed the state mandated community health needs assessment and health improvement plan in conjunction with health systems and various community partners.

Finally, the health department continues to make progress with the agency's strategic plan initiatives. Health Department leadership has been invited to sit on the Medical College's Community Partner Council. This council assists with planning and shaping the development of the "Physician in the Community" Course at SNC. In addition, council members instruct course material and serve as (or liaise to) an Advisor/Mentor to a medical student.

Existing Program Standards Including Importance to Community:

The health department's 10 essential services are the model program standards set forth by the U.S. Department of Health and Human Services and Centers for Disease Control and Prevention (CDC) for local public health departments. These essential services protect and promote the health of the community thus creating a healthier place to live, work and play. The standards are outlined below:

- 1) Monitor health status to identify and solve community health problems (i.e. Community Health Improvement Plan, maintain, advocate for and utilize vaccine and disease registries).
 - a. Allows for a common set of measures for the community to prioritize the health issues that will be addresses through strategic planning and action, to allocate and align resources and to monitor population-based health status improvement over time.
- 2) Diagnose and investigate health problems and health hazards in the community (i.e. investigations of disease outbreaks, coordinate activities for fee exempt Wisconsin State Lab of Hygiene testing in accordance with standing orders and state recommendations).
 - a. Allows for trending illness/disease, identification of changes or patterns and investigation of underlying causes or factors. Ready access to this information can curtail an outbreak if a common source is identified.
- 3) Inform, educate, and empower people about health issues (i.e. health education and health promotion partnerships with schools, churches, and work-sites. This could include media/social media outlets).
 - a. Allows residents make better informed healthy choices throughout their lives. Health promotion activities give individuals groups and communities greater control over conditions affecting their health.
- 4) Mobilize community partnerships and action to identify and solve health problems (i.e. coalition activities associated with the community health improvement plan. The three health issues that the partnerships are working on currently include: alcohol, nutrition (and physical activity) and oral health).

- a. Allows for the sharing of resources and accountability in undertaking community health improvement. Relationships among private, public and non-profit institutions allow for networking, coordination, cooperation and collaboration achieving a common purpose).
- 5) Develop policies and plans that support individual and community health efforts (i.e. health department policies and plans as well as community policies and plans. This could include, but is not limited to: ordinances, codes, smoke-free policies, health department strategic plan, emergency preparedness plans and community health improvement plan).
 - a. Allows for an effective governmental presence at the local level. The development of policy to protect the health of the public assures public health practice aligns with the needs of the community.
- 6) Enforce laws and regulations that protect health and ensure safety (i.e. restaurant/hotel/tattoo inspections, health hazard enforcement, isolation /quarantine, school immunization requirements, communicable disease reporting/follow-up, etc.).
 - a. Protects the health and ensures safety for the residents and visitors.
- 7) Link people to needed personal health services and assure the provision of health care when otherwise unavailable (i.e. working with community partners in identifying populations with barriers to personal health services, knowing community resources and linking people to needed resources and providing “gap filling” services (as appropriate). Some gap filling services provided include: care coordination for children and youth with special health care needs, immunizations, home visitation, and car seat education/installation.
 - a. Allows for those with identified barriers, access needed community programming and health services.
- 8) Assure competent public and personal health care workforce (i.e. workforce certifications, licenses and education required by law/policy guidelines needed to provide public health services, provide mentoring opportunities for students/new graduates)
 - a. Allows for a competent workforce. The complexity of promoting health and preventing disease in a diverse society requires the public health workforce to continually learn and apply this new knowledge. Emerging needs are continuously changing and with that competencies and trainings will forever be evolving.
- 9) Evaluate effectiveness, accessibility, and quality of personal and population-based health services (i.e. at least every 3-5 years the local health department evaluates the accessibility and effectiveness of population-based health services collaboratively on a local level and state level (Community Health Improvement Plan and Healthiest Wisconsin 2020). At this time, documented progress towards goals are reviewed and discussed and revised as needed. Informal satisfaction surveys have also been implemented to improve upon gap filling personal health services provided within the local health department).
 - a. Evaluation of the accessibility/quality of services delivered allows for re-allocation of resources and re-shaping programs as needed within the health department and within the community.

- 10) Research for new insights and innovative solutions to health problems (i.e. linkages with UW systems that conduct research and obtain best practice and evidence-based recommendations for programming, monitor and research best practice information from other agencies and organizations on a local, state and federal level).
 - a. Innovation and the implementation of research-based programming within the health department or within the community, strengthens public health practice and ultimately benefits the health of the community.

Costs and Benefits of Program and Services:

The proposed 2016 Health Department program cost is \$514,343. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective (i.e. every dollar spent on immunizations is projected to save \$18.40. Every dollar spent on community prevention is cited to save \$5.60~Robert Wood Johnson Foundation). Investing early and wisely in both clinical and community preventive services is essential if we are to successfully address the leading causes of death and disability, namely, chronic diseases and their risk factors. Essential services ensure the public's safety. The investment in primary prevention programming and services, decreases chronic disease and increases the quality of life for those who live, work and play in the City of De Pere.

2016 Program Goals

- 1) Increase vaccination rates toward the long-term goal of 90% for all children completing primary vaccination series by two years of age.
- 2) Monitor, prevent, suppress and control communicable diseases in accordance with federal and state recommendations/guidelines.
- 3) Conduct timely inspections of licensed establishments to decrease environmental public health risks.

2016 Budget Significant Expenditure Changes:

- 1) Salaries increased by \$16,815 to reflect:
 - a. Projected step increases for those employees not at their maximum as well as the projected cost of living increase.
- 2) FICA increased by \$1,340 to reflect overall increase for planned staffing.
- 3) Health, Dental, DIB, and Life & Workers Comp Ins increased \$12,703 mainly due to a 7% health insurance rate increase.
- 4) Seminars and Conferences: WPHA/WALHDAB Conference \$450; Regional and State WALHDAB meetings \$150; Public Health Nursing Conference \$100; Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food Conferences \$100; and required state conference for Weights and Measures program \$300.

- 5) Consulting: Decreased by \$10,000 reflects the movement of these funds to the police department budget. The police department requests services for taking in stray domesticated animals (cats/dogs). In turn, the police department also receives and pays the invoices for these Humane Society fees. The remaining \$4,000 will cover the 10% Administration fees that are due to the State of Wisconsin as part of the agent contract to cover *Sanitarian Inspection Program* support.
 - 6) Memberships/Subscriptions: Increased \$103 to accommodate current membership rates. Wisconsin Public Health Association \$200, Wisconsin Association of Local Health Departments and Boards (WALHDAB) \$363, Wisconsin Environmental Health Association \$40, and Wisconsin Association of Weights and Measures \$30.
 - 7) Medical supplies: Increases by \$525 to accommodate anticipated quarterly public pool water testing expenses.
 - 8) MCH Grant (expenditure/revenue) increases by \$2,337 (projected) to reflect an increase in the grant award. Both expense and revenue align concurrently.
 - 9) Immunization Outreach Grant (expenditure/revenue) increases by \$1,165 (projected) to reflect an increase in the grant award. Both expense and revenue align concurrently.
 - 10) Prevention Grant (expenditure/revenue) increases by \$2,141 (projected) to reflect an increase in the grant award. Both expense and revenue align concurrently.
-

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|---------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| Account Title | | | | | | | | | | | | |
| HEALTH AND HUMAN SERVICES | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 54100 | 110 | Salaries | \$ 113,520 | \$ 77,457 | \$ 165,448 | \$ 227,675 | \$ 110,963 | \$ 221,926 | \$ 244,490 | \$ 244,490 | 7.39% |
| 100 | 54100 | 120 | Hourly Wages | 127,616 | 16,408 | 34,823 | 34,962 | 16,750 | 33,500 | 35,661 | 35,661 | 2.00% |
| 100 | 54100 | 125 | Overtime Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 54100 | 150 | FICA | 18,449 | 7,071 | 14,095 | 20,092 | 9,534 | 19,540 | 21,432 | 21,432 | 6.67% |
| 100 | 54100 | 151 | Retirement | 16,874 | 5,738 | 13,735 | 17,859 | 7,756 | 16,858 | 18,490 | 18,490 | 3.53% |
| 100 | 54100 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 86,064 | 35,091 | 68,247 | 97,209 | 41,422 | 82,844 | 103,769 | 109,912 | 13.07% |
| | | | Subtotal | 362,523 | 141,765 | 296,348 | 397,797 | 186,425 | 374,668 | 423,842 | 429,985 | 8.09% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 54100 | 210 | Telephone | 1,700 | 848 | 1,694 | 1,700 | 854 | 1,708 | 1,700 | 1,700 | 0.00% |
| 100 | 54100 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 54100 | 212 | Seminars and Conferences | 1,500 | 543 | 1,091 | 1,500 | 218 | 1,500 | 1,500 | 1,500 | 0.00% |
| 100 | 54100 | 215 | Consulting | 14,000 | 11,100 | 16,060 | 14,000 | 10,600 | 14,000 | 4,000 | 4,000 | -71.43% |
| 100 | 54100 | 218 | Cell/Radio | 0 | 208 | 483 | 480 | 206 | 480 | 480 | 480 | 0.00% |
| 100 | 54100 | 240 | Equipment Maintenance | 900 | 0 | 36 | 900 | 105 | 900 | 900 | 900 | 0.00% |
| | | | Subtotal | 18,100 | 12,699 | 19,364 | 18,580 | 11,983 | 18,588 | 8,580 | 8,580 | -53.82% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 54100 | 310 | Office Supplies | 2,000 | 474 | 1,367 | 2,000 | 1,092 | 2,000 | 2,000 | 2,000 | 0.00% |
| 100 | 54100 | 320 | Memberships/Subscriptions | 530 | 150 | 513 | 530 | 0 | 530 | 633 | 633 | 19.43% |
| 100 | 54100 | 324 | Medical Supplies | 10,000 | 1,477 | 7,640 | 8,000 | 1,266 | 8,000 | 8,525 | 8,525 | 6.56% |
| 100 | 54100 | 330 | Mileage Reimbursement | 2,200 | 1,497 | 1,775 | 2,200 | 487 | 2,200 | 2,200 | 2,200 | 0.00% |
| 100 | 54100 | 331 | Transportation | 1,200 | 110 | 404 | 1,200 | 326 | 1,200 | 1,200 | 1,200 | 0.00% |
| 100 | 54100 | 351 | MCH Grant | 7,268 | 166 | 567 | 8,363 | 358 | 11,362 | 10,700 | 10,700 | 27.94% |
| 100 | 54100 | 352 | Radon Grant | 0 | 0 | 0 | 2,500 | 1,025 | 2,500 | 2,500 | 2,500 | 0.00% |
| 100 | 54100 | 353 | MA Outreach | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 54100 | 354 | Childhood Lead Grant | 1,820 | 431 | 438 | 1,962 | 7 | 1,962 | 1,962 | 1,962 | 0.00% |
| 100 | 54100 | 355 | Immunization Outreach Grant | 6,250 | 148 | 1,006 | 6,843 | 88 | 8,008 | 8,008 | 8,008 | 17.02% |
| 100 | 54100 | 356 | Tobacco Cessation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 54100 | 357 | Child w/spec needs Grant | 0 | 0 | 0 | 0 | 11,525 | 0 | 0 | 0 | 0.00% |
| 100 | 54100 | 358 | Preparedness Grant | 34,000 | 10,874 | 24,909 | 34,124 | 7,486 | 35,624 | 34,450 | 34,450 | 0.96% |
| 100 | 54100 | 359 | Prevention Grant | 0 | 1,400 | 1,400 | 1,459 | 0 | 3,467 | 3,600 | 3,600 | 146.74% |
| | | | Subtotal | 65,268 | 16,727 | 40,019 | 69,181 | 12,135 | 88,378 | 75,778 | 75,778 | 9.54% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 54100 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 445,891 | \$ 171,192 | \$ 355,731 | \$ 485,558 | \$ 210,543 | \$ 481,634 | \$ 508,200 | \$ 514,343 | 4.66% |

Board of Health

Program Full Time Equivalents: 0

Program Mission:

To act as a policy forming body for health department staff in efforts to protect and promote the health of City of De Pere residents.

List of Program Service(s) Descriptions:

- 1) Medical Advisor: Provides medical orders and advisement to the Health Officer and staff.
- 2) Fiscal Approval: Approve annual budget that meets the public health needs of the community at an amount acceptable to the community.
- 3) Policy Development: Review local policies and standards for public health services provided by health department staff.

Important Outputs:

- 1) Approval of Health Department Policy and Procedures: Activity funded by property tax. Policy and procedures provide for consistent services provided to the community.
- 2) Approval of Annual Budget: Activity funded by property tax. The annual budget provides for the operation of health department services. This allows the community to have input into the funding utilized to support public health programming.
- 3) Advisement to Health Officer and staff: Activity funded by property tax. Required by state statute. Provides standing orders for medical services provided and program guidance for services to meet the community's needs.

Expected Outcomes:

- 1) Maintain or increase the health of community members by assuring the provision of public health services according to Wisconsin State Statute, standing orders and established department policy and procedures.
- 2) Maintain or increase the number of public health services provided to the community at the lowest possible cost.

2016 Performance Measures:

- 1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
 - a. Result: The board of health reviewed approved progress updates and the agency's policy/procedures May 18th, 2015.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.
 - a. Result: The Board of Health approved and recommended a resolution to have the City Council consider revising the revocable occupancy permit language as it related to smoking and sidewalk cafés.

Significant Program Achievements:

The Board of Health has been very supportive of the agency's strategic plan and assisting with community connections to achieve success with the components of the plan. In addition, the Board of Health has been actively engaged and attending regional WALHDAB meetings to stay abreast of public health policy/program initiatives that are occurring regionally and across the State.

Existing Program Standards Including Importance to Community:

- 1) Conduct at least quarterly meetings of the Board of Health.
 - a. Community Importance.
 - i. Provides opportunity for required actions of the board.
 - ii. Allows opportunity for community involvement.
 - iii. Required by state statute for all local health departments.

Costs and Benefits of Program and Services:

The adopted 2016 Board of Health program cost is \$1,922. The program benefits the community by allowing for resident involvement of board members in the policy development and public health programming. In addition, the Board supports health department programming that promotes healthy lifestyles and protects health through health education, policy development and valued services.

2016 Program Objectives:

- 1) Develop policy and provide leadership that emphasizes public health needs and that advocates for equitable distribution of public health resources.
- 2) Regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status and community health needs.
- 3) Assure measures are taken to provide an environment in which individuals can be healthy.

2016 Budget Significant Expenditure Changes:

- 1) Training funds is allocated for board members to attend annual Wisconsin Association of Local Health Department and Boards (WALHDAB) Annual Conference and bi-monthly regional meetings.
-

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|------------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| BOARD OF HEALTH | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 54110 | 124 | Hourly Wages Board of Health | \$ 1,500 | \$ 750 | \$ 1,500 | \$ 1,500 | 750 | 1,500 | 1,500 | 1,500 | 0.00% |
| 100 | 54110 | 150 | FICA | 20 | 10 | 20 | 22 | 10 | 22 | 22 | 22 | 0.00% |
| 100 | 54110 | 190 | Training | 400 | 0 | 0 | 400 | 58 | 400 | 400 | 400 | 0.00% |
| | | | Subtotal | 1,920 | 760 | 1,520 | 1,922 | 818 | 1,922 | 1,922 | 1,922 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 1,920 | \$ 760 | \$ 1,520 | \$ 1,922 | \$ 818 | \$ 1,922 | \$ 1,922 | \$ 1,922 | 0.00% |

Planning and Economic Development

Program Full Time Equivalents: 1.75

Program Mission:

The Planning and Economic Development office works with four primary areas: Planning, Economic Development, Redevelopment, and Historic Preservation.

List of Program Service(s) Descriptions:

- 1) ***Citizen / Customer Contact*** - Receive input/questions from citizens on projects related to the areas of responsibility.
- 2) ***Planning*** – Responsible for the following areas:
 - a. Comprehensive Plan: Responsible for the development, update and implementation of the City Comprehensive Plan.
 - b. Downtown Master Plan: Responsible for the development, update and implementation of the Downtown Master Plan.
 - c. Plan Commission: Responsible to the Plan Commission which oversees plan approval, rezoning, annexation, site plan review and land subdivision requests. Staff is responsible for the review and preparation of all material.
 - d. Plan Coordination: Responsible for working with local agencies and units in government for project development and coordination (ie. WIDOT Projects, FEMA, local government coordination, etc).
- 3) ***Economic Development*** – Responsible for the following areas:
 - a. Retention: Responsible for working with the existing businesses in the City to help retain or expand their operations.
 - b. Recruitment: Responsible for the recruitment of new business to the industrial / business parks and the business districts.
 - c. Land Sales: Responsible for the sale of City land for development.
 - d. City Revolving Loan Program: Program that provides low interest loans to companies that create or retain jobs.
 - e. Tax Finance District (TID) Administration: Responsible for the management of the TID districts and individual TID plans.
- 4) ***Redevelopment*** – Responsible for the following areas:
 - a. Redevelopment Authority: Responsible to the Redevelopment Authority which oversees redevelopment in the Downtown and properties it manages.
 - b. Façade Grants: Responsible for the administration of the City Façade Grant Program.
 - c. Development Guidelines: Responsible for the development, updates and implementation of the development guidelines (ie building guidelines, signage, streetscape, etc).
- 5) ***Main Street Program*** – The City provides direct support to the City of De Pere Main Street Program. In addition to the financial support, staff also serves on various committees of the Main Street Program.

Important Outputs:

- 1) ***Citizen / Customer Contact:*** Activity funded by the tax levy. Provide timeline responses to citizen ideas and inquiries.
- 2) ***Planning:*** Activity funded by the tax levy and application fees. Projects completed related to the activities of the Plan Commission indicates the activity in the community and the overall implementation of items identified in the planning documents.
- 3) ***Economic Development:*** Funded by the tax levy, Tax Increment Districts and the Revolving Loan Program. The retention of existing businesses and recruitment of new businesses is a critical output.
- 4) ***Redevelopment:*** Funded by the tax levy and Tax Increment Districts. Preserving / enhancing the overall health of the downtown.
- 5) ***Main Street Program:*** Funded by the tax levy and Tax Increment Districts. Preserving / enhancing the overall health of the downtown.

Expected Outcomes:

- 1) ***Citizen / Customer Contact:*** Maintain business and citizen contact levels in a manner that meets or exceeds the needs of the community.
- 2) ***Planning:*** Maintain or increase the overall quality of life of residents and visitors through the implementation of the City's planning policies.
- 3) ***Economic Development:*** The retention of existing businesses and recruitment of new businesses which is critical to the economic health of the City.
- 4) ***Redevelopment:*** Implementation of the recommendations outlined by the City's Downtown Master Plan.
- 5) ***Main Street Program:*** Maintain or increase the overall business climate for existing and new business within the district.

2016 Performance Measures:

- 1) Improved efficiency of customer project submittal by reducing follow-up requests by 50% (currently average 4 follow-ups per application – goal to reduce to 2). By reducing the number of follow-up requests, it saves time for both the City and the applicant.
- 2) Improve awareness of Façade Grant program by 20% (target of 6 inquiries). This is important to ensure that the City is continually working with downtown business owners to maintain buildings.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Improved efficiency of customer project submittal by reducing follow-up requests by 50%.
 - a. Result: Exceeded expectation and actually change submittal process with online forms.

- 2) Provide initial RLF Loan Application review to client within 5 businesses days.
 - a. Result: Responses provided within 3 business days.
- 3) Improve awareness of Façade Grant program by 20% (target of 6 inquiries).
 - a. Result: The City had 10 inquiries in to the program.

Significant Program Achievements:

- 1) Planning: The City completed an area development plan for the southeast part of the City.
- 2) Economic Development: Created two new TID districts and amended TID 8. Assisted 14 different businesses on new projects or expansions. Successful redevelopment of the 102 N Broadway site.
- 3) Main Street: Main focus was on the implementation and development of the BID Plan and updating the new BID Plan for 2016.
- 4) RLF Program: Continued to work on Regional RLF program.
- 5) Regional: Served on Brown County Committee for the Brown County Water Front Plan, Brown County Committee for the southern bypass corridor, Green Bay Chamber Advance Retention Committee, Brown County Plan Commission's, and Downtown De Pere Board of Directors. Also served on the Main Street sub committees and on the City's Sister City Committee and SEEDs Committee.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Plan Commission on the fourth Monday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) Conduct a regular meeting of the Redevelopment Authority on the fourth Monday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 3) Participate in a regular meeting of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.

- ii. Establishes a routine schedule for community involvement.
- 4) Represent the community on a regular basis for regional program (ie. County Plan Commission, Advance, De Pere Chamber of Commerce, etc)
 - a. Community Importance.
 - i. Provides an opportunity for the community interests to be expressed on issues or activities that may impact the community on a regional level.
- 5) Participate in regular meetings of the Main Street Board of Directors.
 - a. Community Importance.
 - i. The Board of Directors develops the work plan each year for the Main Street program.

Costs and Benefits of Program and Services:

The adopted 2015 Planning and Economic Development program cost is \$198,587. The program benefits the community by providing citizens with representation in the discussion and implementation of the long-term growth and development of the community. The program also benefits the community by providing a strong economic program that provides the ability for citizens to work within their community, which also helps balance the cost of municipal services.

2016 Program Objectives:

-
- 1) Complete the 10 year update to the City Comprehensive Plan.
 - 2) Work with the Historic Preservation Commission to develop a clear process for designation of local districts / landmarks.
 - 3) Continue to work with new and existing businesses in the downtown and business / industrial parks.

2016 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$7,869 which reflects adjustment of allocation of shared administrative staff with Building and Assessment Departments. Overall City expense for position did not change.
- 2) FICA increased \$841 to reflect increase based on reallocation of administrative staff to department.
- 3) Retirement increased \$547 to reflect increase in actual retirement cost based on salary adjustment and reallocation of administrative staff to department.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins. increased \$25,423 mainly due to prior Planner did not carry Health/Dental Insurance.
- 5) Training - \$1,200 for Programming \$800 and Managers Training \$400.

- 6) Seminars - \$3,000 for WAPA \$500, WEDA \$500, WLIA \$500, IDC \$1500.
 - 7) Consulting - decreased \$16,150. Advance \$3,850; TID/Survey work \$8,400, Comprehensive Plan Update (last update in 2010) - \$20,000.
 - 8) Membership - \$570 for WLIA \$200, WAPA \$250, WEDA \$120.
 - 9) Contribution - Main Street Program - contribution remains at \$20,000 (Downtown De Pere Inc).
 - 10) Office Equipment of \$1,200 for surface tablet.
-

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|-----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|----------|
| Account Title | | | | | | | | | | | | |
| PLANNING AND ECONOMIC DEVELOPMENT | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 56700 | 110 | Salaries | \$ 89,843 | \$ 44,290 | \$ 94,306 | \$ 92,981 | \$ 55,093 | \$ 92,981 | \$ 92,753 | \$ 92,753 | -0.25% |
| 100 | 56700 | 120 | Hourly Wages | 10,308 | 5,396 | 8,724 | 18,177 | 9,961 | 18,177 | 19,048 | 19,048 | 4.79% |
| 100 | 56700 | 125 | Overtime Wages | 513 | 31 | 31 | 500 | 0 | 100 | 100 | 100 | -80.00% |
| 100 | 56700 | 150 | FICA | 7,701 | 3,866 | 7,659 | 8,542 | 4,926 | 8,511 | 8,560 | 8,560 | 0.22% |
| 100 | 56700 | 151 | Retirement | 7,046 | 3,065 | 7,043 | 7,593 | 3,732 | 7,566 | 7,385 | 7,385 | -2.73% |
| 100 | 56700 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 5,572 | 2,623 | 3,036 | 967 | 4,335 | 967 | 24,760 | 26,390 | 2629.06% |
| 100 | 56700 | 190 | Training | 1,200 | 0 | 0 | 1,200 | 0 | 800 | 2,000 | 2,000 | 66.67% |
| | | | Subtotal | 122,183 | 59,270 | 120,799 | 129,960 | 78,047 | 129,102 | 154,607 | 156,237 | 20.22% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 56700 | 210 | Telephone | 850 | 425 | 915 | 850 | 419 | 850 | 1,400 | 1,400 | 64.71% |
| 100 | 56700 | 212 | Seminars and Conferences | 3,000 | 4,645 | 1,394 | 3,000 | 1,255 | 1,800 | 3,000 | 3,000 | 0.00% |
| 100 | 56700 | 215 | Consulting | 12,250 | 391 | 7,435 | 32,250 | 3,964 | 12,000 | 13,000 | 13,000 | -59.69% |
| | | | Subtotal | 16,100 | 5,461 | 9,744 | 36,100 | 5,638 | 14,650 | 17,400 | 17,400 | -51.80% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 56700 | 310 | Office Supplies | 400 | 162 | 688 | 400 | 217 | 400 | 400 | 400 | 0.00% |
| 100 | 56700 | 313 | Promotions & Advertising | 1,000 | 0 | 0 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 56700 | 315 | Publications | 150 | 47 | 140 | 150 | 0 | 150 | 150 | 150 | 0.00% |
| 100 | 56700 | 320 | Memberships/Subscriptions | 570 | 452 | 870 | 570 | 596 | 800 | 850 | 850 | 49.12% |
| 100 | 56700 | 330 | Mileage Reimbursement | 1,250 | 482 | 1,149 | 1,250 | 244 | 800 | 1,250 | 1,250 | 0.00% |
| | | | Subtotal | 3,370 | 1,142 | 2,847 | 3,370 | 1,057 | 3,150 | 3,650 | 3,650 | 8.31% |
| | | | | | | | | | | | | |
| | | | GRANTS, CONTRIBUTIONS, INDEM | | | | | | | | | |
| 100 | 56700 | 702 | Contribution--Main Street Program | 20,000 | 0 | 20,000 | 20,000 | 0 | 20,000 | 20,000 | 20,000 | 0.00% |
| | | | Subtotal | 20,000 | 0 | 20,000 | 20,000 | 0 | 20,000 | 20,000 | 20,000 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 56700 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 575 | 0 | 1,200 | 1,300 | 100.00% |
| 100 | 56700 | 830 | Furniture | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 575 | 0 | 1,200 | 1,300 | 100.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 161,653 | \$ 65,873 | \$ 153,390 | \$ 189,430 | \$ 85,317 | \$ 166,902 | \$ 196,857 | \$ 198,587 | 4.83% |

Geographic Information System (GIS) Services

Program Full Time Equivalents: 1.0

Program Mission:

Develop, implement and maintain a City wide GIS program.

List of Program Service(s) Descriptions:

- 1) *Citizen / Customer Contact* - Receive requests from citizens which can vary from a map request to information on land records (FEMA, Parcel Dimensions, etc).
- 2) *Stormwater Utility* – Develop the stormwater billing for the City and maintain the stormwater utility mapping.
- 3) *Water / Wastewater Utility* – Maintain the water and wastewater utility mapping.
- 4) *City Web Mapping* – Develop and maintain the city mapping web site for internal and external use.
- 5) *Citywide Mapping*– Develop and maintain citywide database, which is used by citizens and the city departments.
- 6) *Training* – Provide citywide GIS training to departments so users can access and work with City data.
- 7) *Maintenance* -- Maintain custom GIS applications and GIS infrastructure.

Important Outputs:

- 1) *Utilities* – Yearly updates to the City utility network (water, sewer and stormwater). This work also includes the stormwater billing calculations. The utility programs fund this output. The utilities are important to the community for the provision of basic services (water, sewer, and stormwater drainage).
- 2) *Data Updates*: The department is responsible for maintaining all of the City GIS data, which is used by other departments. Data updates are funded through the tax levy. Data maintenance is critical to the community since many of the City programs functions are tied to the master database.
- 3) *Departmental Mapping* – Department averages 200 project requests per year. This work is primarily funded through the tax levy. Mapping is important to the community since these maps are used to help complete maintenance of services provided to citizens.

Expected Outcomes:

Maintain the Citywide GIS Library.

- 1) Maintain or increase the access of public land record information to the departments and the community.
- 2) Provide a centralized source for City data and eliminate data redundancy.

2016 Performance Measures:

- 1) Maintain 98% up-time on GIS Windows and Linux servers. The servers are business critical to both GIS as well as Engineering departmental function. In addition the servers provide connection to our GIS web presence, serving our citizens, consultants and all city departments.
- 2) Provide mapping project/data request conformation to client within 24 hours.

2015 Performance Measurement Data (June 2014-August 2015):

- 1) Maintain 98% up-time on GIS Windows and Linux servers.
Result: GIS servers maintained 100% up-time.
- 2) Install and integrate ArcGIS Pro software release by second quarter.
Result: Achieved.

Significant Program Achievements:

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,330,000 in revenue.
- 2) Completed updates to GIS utility data for storm sewer, sanitary sewer and water distribution systems, now totaling over 1 million pieces of data. System supports construction, maintenance, location and planning processes in the city.
- 3) Continued championing of GIS consortium in Brown County for cooperative update of DIME application. Our PublicDIME system averages 3,300 monthly visits, a 43% increase over last year.
- 4) Implemented City GIS mobile mapping program to leverage efficiencies for field and locate crews in public works.
- 5) Completed mapping of all City owned wiring to assist locators and provide asset management.

Existing Program Standards Including Importance to Community:

- 1) Maintain / Develop Citywide GIS Infrastructure.
 - a. Community Importance.
 - i. Allow citizens to access data for information related to their community.
 - ii. Allow departments to access data for information related to the departmental needs. [Utilities being a critical service]

Costs and Benefits of Program and Services:

The adopted 2016 GIS program cost is \$75,841. The program benefits the community by providing accurate land information data to citizens and internal departments. GIS applications increase productivity, allowing staff to complete daily business more efficiently resulting in enhanced customer service and better decision-making.

2016 Program Objectives:

- 1) Expand the use of ArcGIS Online to increase efficiency of field staff.
- 2) Create a pre-configured booklet for marketable property within the City.
- 3) Complete calculations and billing for the storm water utility.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$627 mainly due to a 7% health insurance rate increase.
- 2) Training for one week ESRI user conference in San Diego and Project Management Institute exam.
- 3) Seminars include ESRI users conference, Wisconsin Land Records Association \$450;
- 4) Consulting decreased \$500 to include \$2,500 for ArcGIS Server support, \$500 for ArcGIS Online enhancements and \$2,750 for Javascript DIME enhancements.
- 5) Office Supplies decreased \$350 to reflect current trends.
- 6) Memberships increased \$165 for annual membership with Project Management Institute (PMI).
- 7) Mileage Reimbursement decreased \$50 to reflect current trends.
- 8) Capital Outlay- \$750 for server hardware contingency. If no equipment malfunctions, UPS battery replacement.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

GIS

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2015 Dept Head Proposed | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------|-------|-----|---|-------------------------|-------------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 56900 | 110 | Salaries | \$ 43,139 | \$ 20,276 | \$ 43,653 | \$ 43,049 | \$ 43,653 | \$ 20,969 | \$ 43,653 | \$ 45,408 | 4.02% |
| 100 | 56900 | 120 | Hourly Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 56900 | 125 | Overtime Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 56900 | 150 | FICA | 3,300 | 1,669 | 3,339 | 3,282 | 3,339 | 1,677 | 3,339 | 3,474 | 4.03% |
| 100 | 56900 | 151 | Retirement | 2,957 | 1,280 | 2,968 | 3,004 | 2,968 | 1,291 | 2,968 | 2,997 | 0.96% |
| 100 | 56900 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 6,005 | 2,604 | 6,310 | 5,881 | 6,310 | 2,666 | 6,703 | 6,151 | 9.94% |
| 100 | 56900 | 190 | Training | 1,960 | 34 | 1,960 | 1,451 | 1,960 | 270 | 3,900 | 1,960 | 0.00% |
| | | | Subtotal | 57,361 | 25,863 | 58,231 | 56,667 | 58,231 | 26,873 | 60,563 | 59,990 | 4.37% |
| CONTRACTUAL SERVICES | | | | | | | | | | | | |
| 100 | 56900 | 210 | Telephone | 400 | 200 | 400 | 400 | 400 | 200 | 400 | 400 | 0.00% |
| 100 | 56900 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 56900 | 212 | Seminars and Conferences | 1,450 | 927 | 1,450 | 1,455 | 1,450 | 0 | 820 | 1,450 | 0.00% |
| 100 | 56900 | 215 | Consulting | 6,250 | 0 | 6,250 | 0 | 6,250 | 520 | 5,295 | 5,750 | -8.00% |
| 100 | 56900 | 219 | Data | 3,100 | 1,538 | 3,100 | 3,084 | 3,100 | 1,538 | 3,076 | 3,100 | 0.00% |
| | | | Subtotal | 11,200 | 2,665 | 11,200 | 4,939 | 11,200 | 2,258 | 9,591 | 10,700 | -4.46% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | | |
| 100 | 56900 | 310 | Office Supplies | 3,550 | 14 | 3,350 | 3,186 | 3,350 | 0 | 3,000 | 3,000 | -10.45% |
| 100 | 56900 | 315 | Publications | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 56900 | 320 | Memberships/Subscriptions | 50 | 50 | 50 | 50 | 50 | 50 | 215 | 215 | 330.00% |
| 100 | 56900 | 330 | Mileage Reimbursement | 450 | 151 | 450 | 225 | 450 | 0 | 125 | 400 | -11.11% |
| | | | Subtotal | 4,050 | 215 | 3,850 | 3,461 | 3,850 | 50 | 3,175 | 3,615 | -6.10% |
| CAPITAL OUTLAY | | | | | | | | | | | | |
| 100 | 56900 | 811 | Office Equipment | 750 | 0 | 750 | 668 | 750 | 430 | 700 | 750 | 0.00% |
| 100 | 56900 | 830 | Furniture | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 750 | 0 | 750 | 668 | 750 | 430 | 700 | 750 | 0.00% |
| | | | TOTAL | \$ 73,361 | \$ 28,743 | \$ 74,031 | \$ 65,735 | \$ 74,031 | \$ 29,611 | \$ 74,029 | \$ 75,055 | 2.45% |

PUBLIC SAFETY

Police

Program Full Time Equivalents: 39.5

Program Mission:

The Mission of the De Pere Police Department is to provide an integrated team approach to pro-active patrol, crime prevention, and criminal investigation utilizing city and community resources to improve the safety and quality of life in the City of De Pere

List of Program Service(s) Descriptions:

- 1) Provide law enforcement services to community on 24/365 basis
 - 2) Engage community through team policing
 - 3) Prevent crime through special initiatives and proactive patrol efforts
 - 4) Ensure motoring safety through traffic enforcement and education
 - 5) Make arrests through self initiation or court order; process and prosecute suspects
 - 6) Document and store policing events through electronic and conventional means and retrieve upon request
 - 7) Collect, store and dispose of case evidence and found property
 - 8) Conduct case follow-up through specialized investigations and assist District Attorney's office with case management
 - 9) Engage school children and provide visible deterrent and quick response through specialized school resource personnel
-

Important Outputs:

- 1) *Crime Prevention* – Although it is hard to measure crimes that were prevented, it is directly related to criminal activity below. The better the prevention the lower the crime rate. This benefits the community in lower insurance rates, increased well-being and an increase in satisfaction in government. Crime prevention is funded through property tax and small grants.
- 2) *Criminal Activity* – The reduction of crimes in the City, especially those serious crimes like burglary, assault, etc. is a direct reflection of the desirability for people wanting to live and work in De Pere. Increased development and a steady tax base benefit a highly desirable community. Policing services are funded through property taxes and small grants to fund specific enforcement overtime.
- 3) *Traffic Safety* – Reduced traffic crashes and the severity of damage and injuries for those involved in crashes is a huge benefit to the greater community as reduced injury and death is so important, but also lowers insurance rates and reduced damages to property. Additionally, increased positive interaction with citizens increases overall satisfaction with policing

services. Traffic safety is funded through property taxes and small grants for specialized traffic enforcement (drunk driving). Revenue generated through fines and forfeitures increases general fund revenues.

- 4) *Case management* – Increased closure rates and clearance of criminal cases is beneficial to the department and to the community for the purpose of accountability. Criminal or ordinance violation prosecution is an important step in the criminal justice system and without it the other steps leading to it are wasted. The closure of a case allows the victim to have peace of mind and the community to continue faith in city policing abilities. The funding for detectives and police officers for case management is through property taxes.

Expected Outcomes:

- 1) Continue law enforcement services in the community on 24/365 basis in order to maintain an orderly and safe community
- 2) Department personnel will increase the engagement with the community through the use of team policing and other interactive scenarios while continuing to develop informed citizens
- 3) Maintain crime prevention efforts through special initiatives and proactive patrol concentrating on preventable negative activity and working closely with neighborhood groups to ensure two-way communication
- 4) Increased motoring safety through traffic enforcement while concentrating on reducing traffic crashes and injuries
- 5) Maintain community safety by making arrests through self-initiation or court order and processing and prosecuting criminal suspects. Through this a decrease in measurable criminal activity should be realized
- 6) Documenting and storing police events through electronic and conventional means and retrieving upon request will be maintained while increasing efficiency in handling the information
- 7) Collection, storage and disposal of case evidence and found property will be maintained at current levels but processed more efficiently through the use of bar coding
- 8) To increase crime clearance rates, case follow-up through specialized investigations and assistance to the District Attorney's office with case management will be conducted
- 9) Increase the engagement with area school children and provide the visible deterrent and quick response to a problem through specialized school resource personnel

2016 Performance Measures:

- 1) Increase parking enforcement other than overnight parking violations by 10% in 2016.
- 2) Reduce the number of outstanding De Pere Municipal Court arrest warrants by 20% by June 2016.
- 3) Create and maintain 50 neighborhood watches, up from the current 34, by August, 2015.

2015 Performance Measurement Data (January 2015 – June 2015):

- 1) Increase bicycle safety education in schools to 100% of all third grade students attending school in De Pere to maintain and continue a low bicycle accident rate in De Pere of less than 1%. **Result:** *841 public school third grade students were in attendance at our training events in the spring of 2015. The Department participated in four additional bicycle rodeos offering additional training opportunities. The bicycle involved accident rate continues at a very low rate of under 1%. The performance measure was successfully achieved.*
- 2) Increase number of neighborhood watch meetings 20% and the officer participation in those meetings to 50% to increase crime tips, improve situational awareness for police, and improve sharing of crime prevention information.
- 3) Start a social media site and have at least 100 users. Such citizen contacts will increase neighborhood user traffic for public arrest warrant information, bike/safety events, crime tips, and detours and crash related interruptions, etc. Increasing users creates community awareness, enhances community/neighborhood programs, and allows for interactions not available to some citizens. **Result:** *As of the end of July 2015, there are 2,265 social media users with the De Pere Police Department page. Examples of media sharing are a recent water main break netted 14,222 hits on our page, a gas station robbery netted 10,144 hits and a bank robbery netted 32,160 hits. The performance measure was successfully achieved.*

Significant Program Achievements:

- 1) Increased use of technology to become efficient and increase patrol time
- 2) Maintained training of staff through formal hands-on scenario based training and outside advanced trainings
- 3) Continue team policing through the community policing philosophy
- 4) Increased contacts with citizens and businesses through neighborhood watches
- 5) Maintain School Resource Officers in two school districts

Existing Program Standards Including Importance to Community:

- 1) The police department responds to all calls for service in the City of De Pere and assists other agencies as requested. Response to calls for service for emergency situations are done immediately, non-emergency but high priority calls are with 5 minutes and non-emergency low priority situations within a maximum of 30 minutes. It is important to the community because requests are handled in a timely manner, citizens are safer, injury can be minimized, lives can be saved, property safeguarded and law enforcement can engage in enforcement action on behalf of the victims and suspects.
- 2) Criminal case investigations are mandatory in cases where identifiable solvability factors are present. Cases that do not have a possibility of being solved are documented and filed for later use or follow-up. The resolution of criminal cases

through suspect identification and arrest follow-up by quality criminal investigations increases victim satisfaction and prosecutable cases resulting in positive community satisfaction.

- 3) Nearly 100% of all school age children in nine public schools in two school districts have personal contact with school resource officers during the school year. School interaction by police increases positive reinforcement and prevents crime through presence, counseling and enforcement action and provides police/teacher/student role modeling.
- 4) Crime prevention is a required segment of a patrol officer's day. The department requires at least four personal contacts with a person per day through traffic enforcement, field interviews, meet and greets business talks, presentations, etc. Crime Prevention reduces or eliminates criminal activity thereby increasing community satisfaction and reducing investigative and personnel costs.
- 5) As part of Team Policing, department personnel regularly participate in individual and group specialized enforcement for traffic, criminal, surveillance, task forces, etc. As a result the community will experience a reduction or elimination of criminal and municipal violations, an increase in citizen contact, increased safety of citizens and motoring public and suspect identification and victim resolution.
- 6) Record keeping is an important and necessary element of policing services. The department must maintain a 100% accuracy rate for stored information. It is important because documents and evidence stored in a safe manner are available for later retrieval, aid in the follow up and prosecution of various cases, a timely response to citizen, insurance, and attorney requests and as an institutional memory for significant events. The department responds to all requests for records.

Costs and Benefits of Program and Services:

The adopted 2016 Police program cost is \$4,670,034. The program benefits the community by providing citizens with a wide range of high quality policing and administrative services by highly trained and prepared officers and staff.

2016 Program Objectives

- 1) Continue bicycle safety program throughout jurisdiction
- 2) Replace police canine with new canine through fundraising and other funding sources.
- 3) Implement police cadet program
- 4) Continue policy and procedure updates
- 5) Build morale and camaraderie in various work groups and in personnel overall
- 6) Continue building neighborhood watch programs and commitment by police personnel in crime prevention.
- 7) Create Traffic Safety program involving a dedicated traffic enforcement officer.

2016 Budget Significant Expenditure Changes:

- 1) Overtime decreased \$10,000 to reflect recent trends.
- 2) Health, Dental, DIB, Life and Workers Comp increased \$75,595 mainly due to a 7% health insurance increase.
- 3) Training expenditures include mandatory state law enforcement certification, recertification, technology training, legal updates, management training, training supplies, and performance improvement training as necessary. The department's training costs for mandatory training are approximately \$550 per person per year.
- 4) Seminars/Conferences for 2016 include WI Law Enforcement Development Association Conferences \$400, DOJ Technology Conference \$450, Open Records Updates \$600, Police Executive Group \$600, and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences. A decrease of \$1,500 is proposed in 2016.
- 5) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, etc. An increase of \$10,000 is proposed to pay for animal care (Humane Society, veterinarian. etc.), in 2016. The money is being transferred from the Health Department consulting account.
- 6) Cell/Radio increased \$3,700 due to anticipated and required re-tuning maintenance required for current emergency service radios.
- 7) Utilities increased \$3,000 due to anticipated higher costs for electricity and natural gas.
- 8) Equipment Maintenance decreased \$2,000 due to anticipated reduction of patrol fleet repair due to warranty on newer fleet.
- 9) Publications increased \$50 to reflect actual publication costs.
- 10) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief, Captain, Lieutenant \$300, International Assoc. of Chief of Police - Chief \$100, WI Juvenile Officers Assoc.- 3 Liaison Officers \$60, Sanger B. Powers Pistol Range \$250, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75. No change for 2016.
- 11) Operating Supplies increased \$8,000 to purchase bullet resistant vests in a rotation cycle for officers and to anticipate higher costs for new officer uniforms.
- 12) Guns and Ammo increased \$1,000 to anticipate a new officer and to purchase an additional replacement weapon.
- 13) Other repairs and Maintenance increased \$8,000 to install three additional computers in the school resource office vehicles along with printers and docking stands.
- 14) Capital Equipment includes \$82,000 for air handling unit and exhaust fan for police building, \$40,000 for replacement of the department K-9 vehicle and change-over, \$35,000 for replacement of two department vehicles with one multi-purpose vehicle, and \$16,042 for electronic control device replacement.

**City of De Pere
2016 General Fund
Adopted Budget**

EXPENDITURES

Account Title

**2014
Adopted
Budget**

**2014
6 mos
Actual**

**2014
Year End
Actual**

**2015
Adopted
Budget**

**2015
6 mos
Actual**

**2015
Year End
Estimate**

**2016
Dept Head
Proposed**

**2016
Executive
Proposed**

**2016 / 2015
Budget
% Of Change**

POLICE

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|------------|------------|------------|------------|------------|------------|------------|------------|---------|
| 100 | 52100 | 110 | Salaries | \$ 334,573 | \$ 162,698 | \$ 346,323 | \$ 350,508 | \$ 165,983 | \$ 350,508 | \$ 356,593 | \$ 356,593 | 1.74% |
| 100 | 52100 | 120 | Hourly Wages | 2,325,406 | 1,021,660 | 2,256,064 | 2,429,124 | 1,107,891 | 2,429,124 | 2,429,124 | 2,429,124 | 0.00% |
| 100 | 52100 | 122 | Hourly Wages Part Time | 10,669 | 5,087 | 10,000 | 10,400 | 4,320 | 9,000 | 10,000 | 10,000 | -3.85% |
| 100 | 52100 | 125 | Overtime Wages | 133,357 | 39,000 | 141,794 | 150,000 | 55,261 | 130,000 | 140,000 | 140,000 | -6.67% |
| 100 | 52100 | 150 | FICA | 203,767 | 96,740 | 201,739 | 224,268 | 106,041 | 224,268 | 223,962 | 223,962 | -0.14% |
| 100 | 52100 | 151 | Retirement | 281,737 | 141,116 | 351,223 | 273,013 | 118,230 | 273,013 | 273,013 | 273,013 | 0.00% |
| 100 | 52100 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 744,150 | 308,955 | 713,172 | 779,655 | 361,802 | 779,655 | 808,430 | 855,250 | 9.70% |
| 100 | 52100 | 190 | Training | 10,000 | 11,580 | 23,572 | 10,000 | (507) | 10,000 | 10,000 | 10,000 | 0.00% |
| | | | Subtotal | 4,043,659 | 1,786,836 | 4,043,887 | 4,226,968 | 1,919,021 | 4,205,568 | 4,251,122 | 4,297,942 | 1.68% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 52100 | 208 | Comm line chrgs/time/at&t con | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52100 | 209 | Cellular/Mobile Devices | 0 | 0 | 0 | 0 | 206 | 0 | 0 | 0 | 0.00% |
| 100 | 52100 | 210 | Telephone | 11,000 | 3,950 | 11,141 | 10,000 | 3,144 | 10,000 | 10,000 | 10,000 | 0.00% |
| 100 | 52100 | 211 | Postage | 2,500 | 1,008 | 2,113 | 2,500 | 271 | 2,500 | 2,500 | 2,500 | 0.00% |
| 100 | 52100 | 212 | Seminars and Conferences | 4,500 | 1,797 | 2,810 | 4,500 | 513 | 3,000 | 3,000 | 3,000 | -33.33% |
| 100 | 52100 | 215 | Consulting | 6,500 | 3,310 | 5,375 | 6,500 | 658 | 6,000 | 16,500 | 16,500 | 153.85% |
| 100 | 52100 | 217 | Cleaning Service Contract | 18,000 | 9,369 | 21,045 | 18,000 | 7,216 | 18,000 | 18,000 | 18,000 | 0.00% |
| 100 | 52100 | 218 | Cell/Radio | 16,500 | 6,752 | 14,395 | 15,000 | 6,581 | 15,000 | 18,700 | 18,700 | 24.67% |
| 100 | 52100 | 219 | Data | 3,000 | 1,407 | 2,814 | 3,000 | 1,386 | 3,000 | 3,000 | 3,000 | 0.00% |
| 100 | 52100 | 220 | Utilities | 18,500 | 10,863 | 21,220 | 20,000 | 10,836 | 22,000 | 23,000 | 23,000 | 15.00% |
| 100 | 52100 | 240 | Equipment Maintenance | 25,000 | 8,987 | 24,488 | 22,000 | 7,707 | 20,000 | 20,000 | 20,000 | -9.09% |
| 100 | 52100 | 290 | Other Contractual Services | 2,700 | 558 | 1,608 | 5,280 | 612 | 5,280 | 5,280 | 5,280 | 0.00% |
| | | | Subtotal | 108,200 | 48,001 | 107,009 | 106,780 | 39,130 | 104,780 | 119,980 | 119,980 | 12.36% |
| | | | | | | | | | | | | |

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Executive
Proposed

2016 / 2015
Budget
% Of Change

POLICE

| | | | | | | | | | | | | |
|--------|-------|-----|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------|
| POLICE | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 52100 | 310 | Office Supplies | 8,000 | 4,750 | 8,266 | 8,000 | 3,811 | 8,000 | 8,000 | 8,000 | 0.00% |
| 100 | 52100 | 312 | Crime Prevention Program | 2,000 | 487 | 2,974 | 2,000 | 197 | 2,000 | 2,000 | 2,000 | 0.00% |
| 100 | 52100 | 314 | Cleaning and Maintenance | 6,500 | 4,096 | 6,633 | 9,000 | 1,101 | 8,500 | 9,000 | 9,000 | 0.00% |
| 100 | 52100 | 315 | Publications | 300 | 31 | 166 | 100 | 135 | 150 | 150 | 150 | 50.00% |
| 100 | 52100 | 320 | Memberships/Subscriptions | 815 | 520 | 825 | 800 | 560 | 800 | 800 | 800 | 0.00% |
| 100 | 52100 | 330 | Mileage Reimbursement | 600 | 0 | 2 | 300 | 0 | 300 | 300 | 300 | 0.00% |
| 100 | 52100 | 331 | Transportation | 80,000 | 40,281 | 62,769 | 80,000 | 36,690 | 75,000 | 80,000 | 80,000 | 0.00% |
| 100 | 52100 | 340 | Operating Supplies | 10,000 | 1,763 | 8,314 | 12,700 | 3,520 | 12,000 | 18,000 | 18,000 | 41.73% |
| 100 | 52100 | 343 | Guns and Ammo | 7,500 | 1,626 | 7,452 | 7,500 | 5,524 | 7,500 | 8,500 | 8,500 | 13.33% |
| 100 | 52100 | 349 | Operating Supplies - Community Policing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52100 | 360 | Other Repairs and Maintenance | 7,500 | 382 | 3,385 | 7,500 | 95 | 7,500 | 15,500 | 15,500 | 106.67% |
| 100 | 52100 | 361 | Computers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52100 | 362 | FTO Funds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52100 | 390 | MISC. | 1,000 | 0 | 0 | 1,000 | 0 | 500 | 1,000 | 1,000 | 0.00% |
| 100 | 52100 | 392 | Uniform Allowances | | | 13,926 | 17,180 | 5,987 | 17,180 | 17,180 | 17,180 | 0.00% |
| 100 | 52100 | 393 | Parking Tickets - State | 17,180 | 6,534 | 35 | 0 | 640 | 640 | 640 | 640 | 100.00% |
| | | | Subtotal | 141,395 | 60,471 | 114,747 | 146,080 | 58,260 | 140,070 | 161,070 | 161,070 | 10.26% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 52100 | 810 | Capital Equipment | 81,200 | 110,596 | 161,486 | 140,960 | 159,445 | 140,000 | 173,042 | 91,042 | -35.41% |
| | | | Subtotal | 81,200 | 110,596 | 161,486 | 140,960 | 159,445 | 140,000 | 173,042 | 91,042 | -35.41% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 4,374,454 | \$ 2,005,905 | \$ 4,427,129 | \$ 4,620,788 | \$ 2,175,856 | \$ 4,590,418 | \$ 4,705,214 | \$ 4,670,034 | 1.07% |

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P92

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Derek Beiderwieden

DATE PREPARED: August 3, 2015

DESCRIPTION OF PROJECT: Replacement of police K-9 vehicle as part of canine replacement.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 40,000

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|---------------------------|--------|-----|
| GENERAL FUND | 40,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel and general vehicle maintenance already identified in police budget

PROJECT JUSTIFICATION

In 2016, the police K-9 program will see a new canine and handler. As part of the overall replacement the K-9 vehicle will need replacing as the current vehicle is at the end of useful life as a patrol vehicle. The K-9 vehicle will be in use for the next 6-8 years, the typical working life of a canine.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 1

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Derek Beiderwieden

DATE PREPARED: August 3, 2015

DESCRIPTION OF PROJECT: Replacement of Community Resource (Crime Prevention) Officer vehicle and replacement of Community Services (Civilian position) Officer vehicle with one, all purpose vehicle used by both positions. Towing capacity to haul large bicycle training trailer necessary.

NEW: **or** **REPLACEMENT: X**

PROJECTED COST: \$ 35,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 35,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel and general maintenance costs already identified in police budget

PROJECT JUSTIFICATION

Current crime prevention vehicle is a 2004 Ford Explorer showing rust in quarter panels and is in general fair condition. Current community service officer vehicle is a 1996 Chevrolet pick-up acquired from military surplus program years ago. A vehicle capable of hauling the departments large bicycle trailer is necessary. A pick-up truck type vehicle is recommended with a towing package. Vehicle will be outfitted with necessary emergency equipment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 1

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P94

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Derek Beiderwieden

DATE PREPARED: July 27, 2015

DESCRIPTION OF PROJECT: Replacement of electronic control (Taser) intermediate weapons for officers

NEW: or **REPLACEMENT:** X

PROJECTED COST: \$ 16,042

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | 16,042 | 100 |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Practice cartridges at \$25 each used during training. Practice cartridges and ongoing maintenance are already identified in police budget.

PROJECT JUSTIFICATION

Electronic control devices are an intermediate level weapon, below the deadly force option, used for compliance and control of persons under arrest or posing a threat to an officer. It is a "must have" piece of equipment. The current electronic control devices are out-of-date and parts are no longer manufactured.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 1

Crossing Guards

Program Full Time Equivalents: 2.84

Program Mission:

The Mission of the De Pere Police Department Crossing Guards is to provide a secure and safe environment for young children by monitoring crosswalks at corners throughout the City deemed to be a significant crossing risk.

List of Program Service(s) Descriptions:

- 1) Provide assistance with traffic control for young children to cross during regular school hours
- 2) Positively engage school children and provide role modeling

Important Outputs:

- 1) *Pedestrian Safety* – Benefits the community by the reduction in traffic crashes and injuries for children involved in traffic crashes at controlled intersections and crossing. This is funded through property tax and an intergovernmental agreement with the Town of Ledgeview for crossings in their jurisdiction.

Expected Outcomes:

- 1) Maintain a safer community by proactive and highly visible specific school children crossings using trained adult personnel
- 2) Maintain child pedestrian involved crashes at crossing guard-deployed locations at zero crashes.

2016 Performance Measures:

- 1) Continue to evaluate another 20% of crossing guard locations by measuring traffic volume and student crossing volume using state guidelines for placement of crossing locations to determine needs or re-distribution of crossing assisted locations.

2015 Performance Measurement Data:

- 1) Evaluate 20% of crossing guard locations by measuring traffic volume and student crossing volume using state guidelines for placement of crossing locations to determine needs or re-distribution of crossing assisted locations. **Result:** *This is a work in progress. Full data results not available at time of writing (July 2015).*

Significant Program Achievements:

- 1) No injuries or deaths to either school children or crossing guards in 2014-2015 school year
- 2) All crossing guards participated in specific traffic control training

Existing Program Standards Including Importance to Community:

- 1) Selection and training of guards
Guards are selected from a pool of applicants or retained from an existing employee list. Qualified applicants are interviewed and hired. The training of the guards takes place at the beginning of each school year, and police personnel train guards hired throughout a school year on an individual basis. Well qualified, dedicated, and trained crossing guards are important to the safety of the children in our community
- 2) Hours of operation
Operational hours are dependent on the school the crossing is assisting. Each school has a different start time and therefore the guards are placed at appropriate times prior to school starting, and again when school lets out. Typically, the guards are at the crossing about a half hour prior to and about 15 minutes after the start/end of school. The operational times provide the optimum times when a guard is needed, helping the community stay safe while being fiscally efficient.
- 3) Specific Equipment
Crossing guards are issued specific traffic control equipment and other safety devices to ensure a safe crossing. Hand-held stop signs are required to stop traffic and crossing guards are required to wear an orange or safety green vest in order for road users to be aware of their presence. Additionally, the crossing guards are issued tall reflective orange traffic cones to further enhance situational awareness. This brings safety to the guard, pedestrians and road users alike.

Costs and Benefits of Program and Services:

The adopted 2016 Crossing Guard program cost is \$96,110. The program benefits the community by providing young citizens with a safe place to cross specific busy intersections to and from public and private schools.

2016 Program Objectives

- 1) Continue safety priority of students utilizing crossing guard assisted locations
- 2) Maintain adequate substitute guard pool to supplement existing regular guard locations when regular guard unable to perform crossing duties.
- 3) Police patrol monitoring of crossing locations to assist guards.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$693 mainly due to Workers Comp classification.
- 2) Training - \$600 for mandatory training at the start of each year.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Year End Actual | 2014 Adopted Budget | 2014 Year End Estimate | 2015 Adopted Budget | 2015 Year End Estimate | 2015 Year End Actual | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|----------------------------|---------------------------|------------------------------|---------------------------|------------------------------|----------------------------|-------------------------------|-------------------------------|--------------------------------------|
| CROSSING GUARDS | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 52110 | 121 | Hourly Wages Crossing Guards | \$ 79,389 | \$ 87,322 | \$ 87,322 | \$ 87,322 | \$ 87,322 | \$ 87,322 | \$ 87,322 | \$ 87,322 | 0.00% |
| 100 | 52110 | 150 | FICA | 1,066 | 1,206 | 1,266 | 1,266 | 1,266 | 1,266 | 1,266 | 1,266 | 0.00% |
| 100 | 52110 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 2,665 | 2,669 | 2,669 | 2,669 | 2,669 | 2,669 | 3,362 | 3,362 | 25.96% |
| 100 | 52110 | 190 | Training | 0 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 0.00% |
| | | | Subtotal | 83,120 | 91,797 | 91,857 | 91,857 | 91,857 | 91,857 | 92,550 | 92,550 | 0.75% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 52110 | 330 | Mileage Reimbursement | 2,975 | 3,060 | 3,060 | 3,060 | 3,060 | 3,060 | 3,060 | 3,060 | 0.00% |
| 100 | 52110 | 340 | Operating Supplies | 709 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 0.00% |
| | | | Subtotal | 3,684 | 3,560 | 3,560 | 3,560 | 3,560 | 3,560 | 3,560 | 3,560 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 86,804 | \$ 95,357 | \$ 95,417 | \$ 95,417 | \$ 95,417 | \$ 95,417 | \$ 96,110 | \$ 96,110 | 0.73% |

Fire Rescue Department

Program Full Time Equivalents: 29

Paid on Call: 20

Program Mission:

De Pere Fire Rescue Department's mission is to provide comprehensive fire, rescue and emergency medical services for the preservation of life and property. The Department's mission includes prevention, education, emergency response, incident management, planning and coordination to **prevent harm in our community.**

List of Program Service(s) Descriptions:

- 1) *Emergency Medical Services* - Quality response of emergency medical personnel trained in basic and advance life support. These personnel provide on scene evidence-based emergency medical care and hospital transportation. Each department vehicle is equipped with at least basic medical care equipment. Ambulances have advance life support equipment and transporting capabilities.
- 2) *Fire and Rescue Responses* – Well trained firefighters respond to a myriad of calls for service ranging from structure fires, hazardous materials, entanglement and entrapment, carbon monoxide service calls and any other requests for service.
- 3) *Station and Vehicle Maintenance* – The vehicle maintenance program is designed to maintain the fleet of emergency vehicles through all types of maintenance and testing. When external vehicle maintenance is needed, on-duty members facilitate the needed repairs with the Municipal Service Center and/or other outside resources. The buildings and grounds maintenance program is designed to maintain our fire stations.
- 4) *Fire Prevention, Public Fire Education and Fire Investigations* – The goals of our fire prevention programs are to reduce the risk of harm to our citizens and visitors.
- 5) *Administration and External Relations* – Provide for planning, administration, budgeting, invoicing, purchasing, payroll, external relations and management of the Fire Rescue Department.
- 6) *Communications* – The department must maintain and update our communication systems as needed. The department's staff needs to be trained in all aspects of communication. This program must include maintenance, coordination and system updates.

Important Outputs:

- 1) Improve the quality of emergency medical services through enhanced medical direction, hospital and evidence-based medical training.
- 2) Emergency scene management and control during patient care, extrication and rapid transport to an appropriate care facility.
- 3) Provide coverage for all emergency incidents by better utilizing the career personnel and the paid on call personnel.
- 4) Provide a written coordinated training plan to maintain and improve the effective and efficient handling of all hazardous incident responses by the part-time Training and Safety Chief.
- 5) Provide an effective maintenance program and coordination with the Municipal Service Center.
- 6) Through coordinated fire prevention, education and investigation programs reduce the potential for significant incidents within the City of De Pere.
- 7) Provide responsible, comprehensive administration and management of the department which includes planning, organization, budgeting, supervision, coordination and improved relationships.

Expected Outcomes:

- 1) *Emergency Medical Services* – Provide high quality, critical emergency pre-hospital lifesaving care in high stress environments.
- 2) *Fire Rescue Response* – Provide high quality incident management and coordinated response to all fire and rescue incidents within the City and contracted areas.
- 3) *Training* – Provide a training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they encounter to protect themselves and the citizens served.
- 4) *Maintenance* – Maintain response levels through preventive maintenance and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire department pumps, ladders, hose, all station equipment and other quality testing.
- 5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, code violations and education. We will always work towards preventing harm in our community.
- 6) *Administration, Operations and External System Relations* – Provide comprehensive administration and management of the fire rescue department.
- 7) *Communications* – Implement standard operating guidelines for improved communications and coordination with incident responses. Coordinate with Brown County Communications Center to improve our on-board “Mobile Digital Computer” (MDC) system and incorporate the County’s new “Computer Aided Dispatch” (CAD) system into our department.

2016 Performance Measures:

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city continue to be in accordance with NFPA 1710. Response for life support on scene shall be a one-minute turnout and on scene in four minutes or less at least 90% of the time. At least 90 % of viable critical patients (cardiac and trauma) should reach the hospital alive at transfer to hospital medical staff.

- 2) *Fire Rescue Response* – Personnel and units will respond to any structure fire alarms in the city in accordance with NFPA 1710. Response for initial fire unit on scene shall be a one minute turnout and on scene four minutes or less with a full alarm on scene in less than eight minutes (14 to 17 personnel).

2015 Performance Measurement Data (July 2014 – June 2015)

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within our response area are in accordance with NFPA 1710. Response for life support on scene shall be a one-minute turnout and on scene in less than four minutes at least 90% of the time.
 - a. From 1/1/15 through 7/31/15, the average time for emergency medical service responses, excluding “no” patient and “cancelled” calls is 5 minutes and 24 seconds. The average response time includes turnout time of 1 minute and 42 seconds and the drive time to location of 3 minutes and 42 seconds.
 - b. From 1/1/15 through 7/31/15, greater than 90% of critical patients (cardiac and trauma) were delivered to the hospital with sustainable vital signs.
- 2) *Fire Rescue Response* – Personnel and units will respond to any structure fire request in the city in accordance with NFPA 1710. Response for initial fire unit on scene shall be a one-minute turnout and on scene in four minutes or less with a full alarm on scene in less than eight minutes (14 to 17 personnel).
 - a. Provided response in accordance with NFPA 1710, the minimum number of personnel required on a structure fire scene within 8 minutes of request at least 90% of the time. Personnel must provide a supply line, suppression line, backup line, search crew, vent crew and support crew. De Pere Fire Rescue is not successful in meeting this goal.

Significant Program Achievements:

- 1) A new Assistant Fire Chief was hired in 2015.
- 2) Fire prevention inspection program received a major overhaul that is still ongoing. Combined inspection efforts with Building Inspection and Public Health Department have been successfully implemented.
- 3) The outsourcing of EMS medical billing collections was initiated in April, 2015.
- 4) Medical Direction by Dr. Steven Stroman and an agreement with Aurora Bay Care was continued to increase the involvement of emergency room physicians and nurses in the continuing education of the EMS personnel in the City. This agreement provided for the replacement of medical supplies from the hospital at cost. Doctor Stroman was promoted to Chief Medical Officer in 2015.
- 5) A “Duty Crew” concept was reinforced within the department to better coordinate re-staffing the stations when resources are depleted, utilizing Paid-On-Call and career personnel. The Paid-On-Call crew was expanded (working towards 20 total) by eight (8) new hires in 2015.
- 6) One (1) career firefighter was hired in 2015.

Costs and Benefits of Program and Services:

The adopted 2016 budget for De Pere Fire Rescue is \$3,701,370.

Emergency Medical Services – Although more than 83% of our emergency calls are for emergency medical services, that doesn't mean that 83% + of our budget is for this category. It is estimated that the revenue collected from emergency transports will be approximately \$800,000 for 2016, which includes the contracts we have with the Towns of Lawrence and Ledgeview and the Village of Ashwaubenon.

Fire Rescue Response – Fire Rescue response provides fire protection to our citizens and visitors.

Training – Training is the most important element of firefighter's preparedness to be able to perform mission critical objectives.

Building Maintenance – Station 2 (west side) is currently undergoing a comprehensive remodel at the total cost of \$500,000. Station 1 (east side) was constructed in 1970 with an addition and remodel occurring in 2001. Major renovations are still needed.

Accident Prevention, Public Fire Education and Fire Investigations – These programs are designed to reduce harm in our community. Fire causality must be investigated to prevent future similar occurrences.

Administration, Operations and External Relations – Consists of the day-to-day management of the Fire Rescue Department.

Communications – Critical element to the successful operation of all aspects of our department. Much effort and financial resources are and will be guided towards attainment of this objective.

2016 Budget Significant Expenditure Changes:

- 1) Salaries increased \$56,592 due to the promotion of our Assistant Fire Chief/Fire Marshal.
- 2) Overtime wages increased \$25,000 to keep pace with response demands.
- 3) Memberships/Subscriptions increased \$1,000 due to affiliations with various professional associations.
- 4) Medical supplies increased \$2,000 due to escalating costs.
- 5) Transportation expenses increased \$3,000 to reflect current trends.
- 6) Operating supplies increased \$1,000 due to market increase.
- 7) Clothing allowance increased \$2,000 due to inflation and additional paid on call employees.
- 8) Capital Equipment: Purchase 12-Lead Cardiac Monitor (Lifepac 15 Device) \$30,000, Replacement of seven (7) Mobile Digital Computers (MDC) \$35,000, Replacement of Turnout Gear \$25,000, Replacement of one (1) Administrative Vehicle \$35,000, and Repair Building Exterior of Station #1 \$13,000.
- 9) Office furniture increased \$1,500 for additional furnishings for the training facility.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|----------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| FIRE | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 52200 | 110 | Salaries | \$ 130,060 | \$ 37,588 | \$ 56,252 | \$ 146,025 | \$ 79,997 | \$ 190,000 | \$ 202,617 | \$ 202,617 | 38.76% |
| 100 | 52200 | 120 | Hourly Wages | 1,722,773 | 830,968 | 1,912,577 | 1,830,166 | 846,348 | 1,900,000 | 1,830,166 | 1,851,266 | 1.15% |
| 100 | 52200 | 122 | Hourly Wages Part Time | 0 | 0 | 0 | 0 | 0 | 3,000 | 6,000 | 6,000 | 100.00% |
| 100 | 52200 | 125 | Overtime Wages | 97,012 | 27,928 | 75,820 | 80,000 | 51,360 | 110,000 | 110,000 | 105,000 | 31.25% |
| 100 | 52200 | 129 | Hourly Wages -- POC FF | 28,723 | 10,483 | 20,235 | 29,000 | 12,449 | 29,000 | 29,000 | 29,000 | 0.00% |
| 100 | 52200 | 150 | FICA | 28,778 | 14,479 | 30,778 | 32,979 | 16,357 | 35,107 | 34,321 | 34,596 | 4.90% |
| 100 | 52200 | 151 | Retirement | 268,314 | 135,201 | 326,665 | 256,087 | 117,248 | 270,996 | 265,401 | 268,186 | 4.72% |
| 100 | 52200 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 692,146 | 282,907 | 633,415 | 737,195 | 276,353 | 738,500 | 601,338 | 750,630 | 1.82% |
| 100 | 52200 | 155 | Vaccinations | 14,600 | 194 | 694 | 15,000 | 0 | 15,000 | 15,000 | 15,000 | 0.00% |
| 100 | 52200 | 190 | Training | 9,275 | 725 | 8,021 | 9,275 | 8,475 | 16,000 | 20,000 | 9,275 | 0.00% |
| 100 | 52200 | 191 | Training Act 102 | 0 | 3,497 | 7,807 | 0 | 1,423 | 1,423 | 0 | 0 | 0.00% |
| | | | Subtotal | 2,947,266 | 1,343,969 | 3,072,264 | 3,135,727 | 1,410,010 | 3,309,026 | 3,113,844 | 3,271,570 | 4.33% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 52200 | 210 | Telephone | 7,200 | 3,595 | 7,230 | 7,200 | 4,020 | 7,200 | 7,200 | 7,200 | 0.00% |
| 100 | 52200 | 211 | Postage | 500 | 202 | 473 | 500 | 68 | 300 | 500 | 500 | 0.00% |
| 100 | 52200 | 212 | Seminars and Conferences | 3,000 | 1,145 | 2,074 | 3,000 | 610 | 3,000 | 3,000 | 3,000 | 0.00% |
| 100 | 52200 | 215 | Consulting | 104,750 | 75,105 | 152,874 | 70,000 | 18,215 | 70,000 | 70,000 | 70,000 | 0.00% |
| 100 | 52200 | 218 | Cell/Radio | 3,600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52200 | 219 | Data | 3,000 | 1,580 | 3,608 | 3,000 | 1,509 | 3,000 | 3,000 | 3,000 | 0.00% |
| 100 | 52200 | 220 | Utilities | 28,100 | 11,181 | 22,516 | 27,600 | 11,486 | 27,600 | 32,000 | 27,600 | 0.00% |
| 100 | 52200 | 223 | Hydrant Rental | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52200 | 240 | Equipment Maintenance | 60,000 | 24,089 | 80,615 | 60,000 | 27,601 | 60,000 | 70,000 | 60,000 | 0.00% |
| | | | Subtotal | 210,150 | 116,895 | 269,390 | 171,300 | 63,509 | 171,100 | 185,700 | 171,300 | 0.00% |
| | | | | | | | | | | | | |

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|---------------|-------|-----|------------------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| Account Title | | | | | | | | | | | | |
| FIRE | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 52200 | 310 | Office Supplies | 5,000 | 1,146 | 2,646 | 3,500 | 2,849 | 4,500 | 5,000 | 3,500 | 0.00% |
| 100 | 52200 | 314 | Cleaning and Maintenance | 4,000 | 1,757 | 3,931 | 4,000 | 1,508 | 4,000 | 4,000 | 4,000 | 0.00% |
| 100 | 52200 | 320 | Memberships/Subscriptions | 900 | 859 | 1,024 | 1,000 | 1,390 | 2,000 | 2,000 | 2,000 | 100.00% |
| 100 | 52200 | 324 | Medical Supplies | 30,000 | 11,539 | 20,813 | 23,000 | 13,019 | 23,000 | 25,000 | 25,000 | 8.70% |
| 100 | 52200 | 328 | Fire Prevention/Education Supplies | 3,000 | 0 | 3,020 | 3,000 | 630 | 3,000 | 3,000 | 3,000 | 0.00% |
| 100 | 52200 | 330 | Mileage Reimbursement | 2,500 | 1,032 | 2,230 | 2,500 | 1,670 | 4,700 | 2,500 | 2,500 | 0.00% |
| 100 | 52200 | 331 | Transportation | 28,090 | 14,070 | 19,935 | 26,000 | 14,232 | 28,500 | 30,000 | 29,000 | 11.54% |
| 100 | 52200 | 340 | Operating Supplies | 19,000 | 601 | 10,338 | 15,000 | 7,836 | 15,000 | 17,000 | 16,000 | 6.67% |
| 100 | 52200 | 341 | Fire-Emer. Operations Ctr | 1,000 | 88 | 88 | 500 | 448 | 500 | 0 | 0 | 0.00% |
| 100 | 52200 | 350 | Repair and Maintenance Supplies | 12,000 | 5,328 | 18,679 | 20,000 | 3,567 | 20,000 | 30,000 | 20,000 | 0.00% |
| 100 | 52200 | 392 | Clothing Allowance | 9,000 | 5,286 | 9,077 | 12,000 | 5,645 | 12,000 | 14,000 | 14,000 | 16.67% |
| | | | Subtotal | 114,490 | 41,706 | 91,781 | 110,500 | 52,794 | 117,200 | 132,500 | 119,000 | 7.69% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 52200 | 810 | Capital Equipment | 0 | 26,656 | 175,810 | 91,000 | 86,960 | 91,000 | 7,186,000 | 138,000 | 51.65% |
| 100 | 52200 | 811 | Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 | 1,500 | 100.00% |
| | | | Subtotal | 0 | 26,656 | 175,810 | 91,000 | 86,960 | 91,000 | 7,187,500 | 139,500 | 53.30% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 3,271,906 | \$ 1,529,227 | \$ 3,609,245 | \$ 3,508,527 | \$ 1,613,273 | \$ 3,688,326 | \$ 10,619,544 | \$ 3,701,370 | 5.50% |

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P105

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 12, 2015

DESCRIPTION OF PROJECT: 12 Lead Cardiac Monitor (Lifepac 15 device).

NEW: X or REPLACEMENT:

PROJECTED COST: \$30,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 30,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

First few years, under manufacturer's warranty. Preventative maintenance after warranty is about \$250 per year – will be funded under general maintenance budget line item.

PROJECT JUSTIFICATION

This is a necessary piece of equipment for Ambulance 112. Based on our response activity level (increasing about 4.5% per year) and an increase in special events support, a third available emergency ambulance is necessary.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P106

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 12, 2015

DESCRIPTION OF PROJECT: In Phase I, replace seven (7) worn out, obsolete Mobile Digital Computers (MDC) as part of Brown County Communication's system upgrade program. Phase II in 2017, will be five (5) replacement MDC's, to complete this project.

NEW: or REPLACEMENT: X

PROJECTED COST: \$35,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 35,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None identified.

PROJECT JUSTIFICATION

The De Pere Mobile Digital Computers are all obsolete and are in need of replacement. As the County system is replaced with a new Computer Aided Dispatch (CAD) system, all MDC's will be required to be replaced.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P107

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 12, 2015

DESCRIPTION OF PROJECT: Replace fire protective safety equipment (reoccurring line item).

NEW: or REPLACEMENT: X

PROJECTED COST: \$25,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 25,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None identified.

PROJECT JUSTIFICATION

This is an amount set aside for annual replacement of fire Turnout gear. The NFPA standard on fire turnouts, including helmets and boots is 10 years maximum.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P108

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: September 8, 2015

DESCRIPTION OF PROJECT: Replace one (1) administrative vehicle with a 2016 Fleet/Non-Retail Ford Utility Police Interceptor, AWD, 4-door, K8A.

NEW: or REPLACEMENT: X

PROJECTED COST: \$35,000 (Price includes response lights and radio/MDC transfer)

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 35,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel costs – approximately 10,000 road miles per year.

Preventative maintenance cost – four (4) oil changes per year.

Basic operational equipment (motor, drive train, etc.) will be under manufacturer's warranty.

Major repairs and engine overhaul needed at this time with a projected cost of \$10,000 minimum.

PROJECT JUSTIFICATION

Currently the Fire Chief uses a full size pick-up truck to perform all of his assigned duties. This plan would restore a pick-up truck back at Fire Station #1. Further, this purchase would provide a much more economical and reliable vehicle for the executive staff.

The vehicle being requested to be replaced is a 2001 Ford LTD sedan. This vehicle has 74,577 road miles. This vehicle is in poor (approaching unsafe) condition for emergency response work. The cost to properly repair this vehicle, making it safe and reliable, is estimated to exceed the value of this automobile at \$10,000. This vehicle should be removed from service and replaced as soon possible.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P109

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: September 9, 2015

DESCRIPTION OF PROJECT: The Fire Department is requesting funding to make needed repairs to the west elevation of the east side Fire Station and Police Station. The metal work along this side of the building has developed significant rust problems. The finished metal panels all need to be cleaned, prepared and painted as well. This side of the building was built in the early 1960's and most likely no painting maintenance has been completed during the past 50-years. In order to protect and preserve this facility, this work needs to be completed.

NEW: X or REPLACEMENT:

PROJECTED COST: \$13,000

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|---------------------------|--------|-----|
| GENERAL FUND | 13,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Failure to properly maintain fixed facilities would be a great cost to the taxpayers. This is basic required maintenance that needs to be completed. The work is beyond the scope of the Municipal Service Center staff.

PROJECT JUSTIFICATION

Required basic building maintenance. See attached written cost estimate.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Building Inspection

Program Full Time Equivalents: 2.05

Program Mission:

To protect the health, safety and welfare of the residents and general public while maintaining neighborhood aesthetics and property values.

List of Program Service(s) Descriptions:

- 1) *Homeowner/Contractor Contact* – Receive and answer a variety of questions from citizens, contractors etc., pertaining to all phases of development and construction (whether new or existing).
- 2) *Residential/ Commercial Permit and Inspection* – Educate architects, owners and contractors on applicable codes; issue building and mechanical permits and perform inspections for code compliance.
- 3) *Commercial Electrical/Plumbing Permit and Inspections* – Educate architects, owners, electricians and plumbers; issue permits and perform inspections for code compliance.
- 4) *Commercial Plumbing Permit and Inspection* – Educate architects, owners and plumbing contractors; issue permits and perform inspections for code compliance.
- 5) *Sign Permits* – Educate business owners and sign contractors; issue permits and perform inspections for code compliance.
- 6) *Zoning Code Enforcement* – Assure that all properties comply with applicable regulations in all zoning districts.

Important Outputs:

- 1) *Number of Permits Issued / Development* – 414 total building and mechanical permits were issued through July 2015. Larger numbers of permits issued benefit the city by bringing in revenue through the collection of permit fees.
- 2) *Consistent Development* – 20 new single family, 2 duplex building permits and 1 apartment building (24 units) along with commercial development verifies that the City of De Pere is still a progressive and desirable community to live and do business in.
- 3) *Public Education*– Numerous building permit and construction information funded through permit fees have been prepared and/or revised for dissemination on the city web site and in the office.
- 4) *Bar Inspections*- Inspections of establishments that serve alcohol. Had a number brought up to code to protect both employees and patrons.

Expected Outcomes:

- 1) Provides value to the community by maintaining a high level of contact with property owners and contractors that provide information and understanding to meet their own safety needs.
- 2) The issuance of all residential and commercial building permits along with associated mechanical sub contractor (electrical, plumbing and HVAC) permits followed by strict enforcement of applicable health and safety codes provides protection for all owners and occupants of property within the City of De Pere. The community as a whole benefits by the lessened potential for personal injury and damage to structures.
- 3) The issuance of sign permits and enforcement of the sign ordinance benefits the overall appearance of the business community. Enhanced aesthetics of the industrial/business parks and business districts encourages commercial growth and increased consumer spending.
- 4) The enforcement of the De Pere Zoning Code preserves the integrity of the various residential, commercial and industrial zoning districts. Proper enforcement maintains property values that create a stable tax base for the city. Well thought out zoning district delineation encourages and attracts systematic and orderly development of the city.

2016 Performance Measures:

- 1) Condemn one vacant multi-family dwelling and one single family residence. This is important to maintain the overall quality of buildings in residential, commercial, and industrial districts. The measurement of success will be the overall compliance with the orders.
- 2) Lessen the 10 day waiting period prior demolition established by the Historic Preservation Commission.

2015 Performance Measurement Data (July 2014 – July 2015):

- 1) Issue 5 enforcement letters relating to buildings/properties in disrepair.
 - a. Result: Orders were issued.
- 2) Complete inspections within forty eight (48) hours of inspection requests.
 - a. Result: Performed 100% of all inspection requests within forty eight (48) hours.
- 3) Obtain 100% code compliance within 30 days of notice.
 - a. Result: Obtained 100% compliance.
- 4) Issue permits for driveways and driveway extensions.
 - a. Result: Permits are now issued.

Significant Program Achievements:

- 1) Issued appropriate building and mechanical permits and completed inspections.
- 2) Coordinated all functions of the Zoning Board of Appeals meetings.

- 3) Worked directly with Director of Planning and Economic Development in meetings with developers and provided input on potential developments and assisted in preparing Plan Commission recommendations on a monthly basis.
- 4) Scanned paper files in Building Inspection Department files and placed in property information files on computer.
- 5) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.

Existing Program Standards Including Importance to Community:

- 1) Conduct regular meetings of the Zoning Board of Appeals.
 - a. Community Importance.
 - i. Allows variances requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a coordinated and uniform plan for property owner variance requests.
- 2) Permits are required for residential and commercial projects.
 - a. Community Importance.
 - i. Provides for safe and healthy buildings.
 - ii. Establishes a routine schedule for community involvement.
- 3) Sign permits are required for replacement or new signage.
 - a. Community Importance.
 - i. Provides for orderly signage display within the community.

Costs and Benefits of Program and Services:

The proposed 2016 Building Inspection Department Budget is \$280,211. The program benefits the community by providing citizens with safe and code compliant housing and commercial development. The program also benefits the community by supporting stable residential, commercial and industrial properties that provide citizens the opportunity to live and work within the same community.

Significant Budget Expenditure Changes:

-
1. Hourly wages increased \$6,198 to reflect actual trends.
 2. FICA increased \$1,260 to reflect actual trends.
 3. Health, Dental, DIB, Life & Workers Comp increased \$7,978 mainly due to a 7% health insurance rate increase.
 4. Seminars and Conferences (\$700) for attendance of two (2) building inspectors to attend State of Wisconsin, Department of Safety and Professional Services re-certification seminars in Green Bay. Note: No seminars are attended out of state.
 5. Consulting includes INCODE software maintenance, \$2,100.
 6. Memberships and Subscriptions include membership in the Northeast Building Inspector's Association of Wisconsin for two (2) inspectors, International Association of Electrical Inspectors Association and subscription to Journal of Light Construction, \$500.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016/ 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| BUILDING INSPECTION | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 52400 | 110 | Salaries | \$ 140,824 | \$ 65,521 | \$ 140,603 | \$ 80,934 | \$ 66,556 | \$ 80,934 | \$ 84,637 | 4.58% |
| 100 | 52400 | 120 | Hourly Wages | 16,551 | 8,953 | 17,461 | 79,172 | 10,920 | 79,172 | 85,370 | 7.83% |
| 100 | 52400 | 127 | Hourly Wages—Elec/Plmb Inspector | 8,107 | 5,254 | 10,450 | 8,107 | 3,855 | 8,107 | 8,107 | 0.00% |
| 100 | 52400 | 150 | FICA | 12,545 | 5,761 | 11,302 | 12,366 | 5,916 | 12,366 | 13,626 | 10.19% |
| 100 | 52400 | 151 | Retirement | 12,227 | 4,668 | 10,994 | 10,887 | 4,757 | 10,887 | 11,220 | 3.06% |
| 100 | 52400 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 56,767 | 25,035 | 54,054 | 58,273 | 26,693 | 58,273 | 62,819 | 13.69% |
| 100 | 52400 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 247,021 | 115,193 | 244,864 | 249,739 | 118,697 | 249,739 | 265,779 | 7.80% |
| | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | |
| 100 | 52400 | 210 | Telephone | 1,400 | 702 | 1,411 | 1,400 | 707 | 1,400 | 1,400 | 0.00% |
| 100 | 52400 | 212 | Seminars and Conferences | 700 | 81 | 896 | 700 | 278 | 700 | 700 | 0.00% |
| 100 | 52400 | 215 | Consulting | 2,000 | 2,027 | 2,027 | 2,100 | 0 | 2,100 | 2,100 | 0.00% |
| 100 | 52400 | 218 | Cell/Radio | 1,500 | 827 | 2,005 | 2,500 | 785 | 2,500 | 2,500 | 0.00% |
| 100 | 52400 | 240 | Equipment Maintenance | 600 | 550 | 803 | 600 | 457 | 600 | 600 | 0.00% |
| | | | Subtotal | 6,200 | 4,186 | 7,142 | 7,300 | 2,227 | 7,300 | 7,300 | 0.00% |
| | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | |
| 100 | 52400 | 310 | Office Supplies | 1,200 | 247 | 844 | 1,600 | 884 | 1,600 | 1,600 | 0.00% |
| 100 | 52400 | 320 | Memberships/Subscriptions | 500 | 400 | 502 | 500 | 303 | 500 | 500 | 0.00% |
| 100 | 52400 | 330 | Mileage Reimbursement | | | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 52400 | 331 | Transportation | 1,600 | 720 | 1,510 | 1,600 | 681 | 1,600 | 1,600 | 0.00% |
| | | | Subtotal | 3,300 | 1,366 | 2,856 | 3,700 | 1,868 | 3,700 | 3,700 | 0.00% |
| | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | |
| 100 | 52400 | 810 | Capital Equipment | 0 | 0 | 19,800 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 19,800 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | |
| | | | TOTAL | \$ 256,521 | \$ 120,746 | \$ 274,662 | \$ 260,739 | \$ 122,792 | \$ 260,739 | \$ 276,779 | 7.47% |

Jail

Program Full Time Equivalents: 0

Program Mission:

House prisoners in a secure environment

List of Program Service(s) Descriptions:

Provide specific secure housing for arrested persons at a Brown County facility at a per diem cost to De Pere

Important Outputs:

Prisoner Housing – A \$40/day charge is applied to all De Pere prisoners housed in the county jail for municipal charges. All county charged prisoners are funded through the county tax base. Funding sources for De Pere jail charges are from De Pere property tax and a \$40/day “turnkey” fee charged to individual prisoners. Prisoners are housed in the Brown County Jail on De Pere charges due to the inability to pay a bond at the time of arrest and there is the likelihood of not appearing for court, for court orders (warrants), and for sentencing of certain municipal cases. It is important to have the ability to house certain individuals that are disorderly, fighting, resistive, intoxicated, a flight risk, or awaiting other more serious charges in the county jail, and certainly there is a benefit to the community to do so when necessary.

Expected Outcomes:

Maintaining the safety of the community by segregating disorderly persons from law abiding persons, allowing sobriety for those not able to make sound decisions and ensuring compliance with mandatory court appearances by securing a surety.

2016 Performance Measures:

- 1) Reduce trips to jail for first offense Operating While Intoxicated (OWI) by 50% in 2016 through use of releases to reasonable adults from De Pere police department or local hospitals after a blood draw. Less trips to the jail reduces the initial booking fee, the costs associated with vehicle travel, and allows for the officer to return to the city in a timelier manner.

2015 Performance Measurement Data (July 2013 – June 2015):

- 1) Reduce trips to jail facility by 5% by determining numbers of times prisoners are booked into jail for city ordinance violations to determine training needs or policy changes. The intent is to measure efficiency against previous time period to establish baseline and to measure future efficiencies for booking into jail versus releasing on bond from police facility. **Result:** From June 2013 to June 2014, officers booked 117 people into the Brown County Jail. From June 2014 to June 2015, officers booked 81 people into the jail. The latter bookings were a 30% reduction. The performance measure was successfully achieved.

Significant Program Achievements:

Satisfactorily provided a secure housing environment for persons arrested in the City of De Pere

Existing Program Standards Including Importance to Community:

In each call for service an officer must first make a decision to either arrest a person or issue a citation based on the issue at hand, the demeanor of the person, the ability to post a bond, an outstanding court order, or other factors like intoxication, injury, seriousness of offense, etc. A person may be arrested but able to post bond and the person is thus transported to the police station. However, in some cases the person must be transported to the county jail for holding on municipal charges based on the factors previously stated. Having the ability to house disorderly persons is important to the safety of the community.

Costs and Benefits of Program and Services:

The adopted 2016 Police program cost is \$11,000. The program benefits the community by providing citizens and the police a safer place to house court ordered and self initiated arrestees awaiting adjudication through the court systems.

2016 Program Objectives:

- 1) Maintain efficient use of county facility and keep costs in check.
- 2) Monitor travel/trips to facility.

2016 Budget Significant Expenditure Changes: None

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|-----------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| JAIL | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | | | |
| 100 | 52700 | 216 | Outside Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 100 | 52700 | 219 | Data | 500 | 0 | 500 | 500 | 250 | 500 | 500 | 500 | 0.00% |
| 100 | 52700 | 222 | Jail | 10,000 | 3,040 | 8,360 | 10,000 | 1,720 | 5,000 | 10,000 | 10,000 | 0.00% |
| 100 | 52700 | 240 | Equipment Maintenance | 500 | 0 | 0 | 500 | 0 | 500 | 500 | 500 | 0.00% |
| | | | Subtotal | 11,000 | 3,040 | 8,860 | 11,000 | 1,970 | 6,000 | 11,000 | 11,000 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 11,000 | \$ 3,040 | \$ 8,860 | \$ 11,000 | \$ 1,970 | \$ 6,000 | \$ 11,000 | \$ 11,000 | 0.00% |

PUBLIC WORKS

Public Works Administration

Program Full Time Equivalents: 1.4

Program Mission:

Provide planning, coordination and supervision of public works services. Ensure public works services are provided in a cost effective and efficient manner.

List of Program Service(s) Descriptions:

- 1) *Planning public works services* – Long range planning for the public works operations and capital improvements.
- 2) *Coordination of public works services* – Need to coordinate the public works operations with other various City departments or outside governmental agencies operations or projects.
- 3) *State and Federal grants* – Investigates and applies for various state and federal funding for capital projects.
- 4) *Supervision of public works services* – Provides supervision and direction to the employees that provide the public works services.
- 5) *Budget Administration* – Develop yearly operational budget in a fiscally responsible manner. Monitor public works operations so that the services delivered are done within the adopted budget established by the City Council.
- 6) *Establish and monitor policies* – Review existing operational policies and establish new operational policies to provide public works services that are in the best interest of the community.
- 7) *Respond to complaints* – Responds to complaints and concerns of the general public regarding public works operations.

Important Outputs:

- 1) *Departmental Budget* – Activities and services by the department are supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Develop and manage the annual budget for all public works services. The public works annual budget provides funding for all public works services provided to the community.
- 2) *Monthly Board of Public Works Meeting (BOPW)* – Activity funded by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Send out monthly agenda and attachments to Board of Public Works members. BOPW establishes policies pertaining to the public works operations and also makes various recommendations to Council regarding public works operations that will meet the needs of the community.

- 3) *Monitoring Public Works Operations* - Activity funded by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Overseeing the operations of the public works department to make certain the services being performed are being done in a manner that are in the best interest of the community. This is important to the community to make certain the services provided by the public works department are done so in an efficient and cost effective manner.

Expected Outcomes:

- 1) Maintain public works operations in a cost effective manner in order to meet or exceed the needs of the community.
- 2) Maintain Board of Public Works meeting in order to provide formal discussions to discuss public works issues and recommend policy or policy changes to meet the needs of the community.
- 3) Maintain establishing a budget to be provided to the City Council for adoption in order to fund public works services.
- 4) Maintain or decrease response time to complaints received by the public regarding operations so adjustments to the operations can be made if warranted.
- 5) Maintain or increase obtaining funding for capital projects in order to minimize the property tax impact to the community.
- 6) Maintain coordination of public works services with other City departments in order to be able to provide services to the community with the resources available.
- 7) Maintain long range planning of the capital improvements program so the City is able to plan and fund projects in the future.

2016 Performance Measures:

- 1) Respond to 100% of complaints within 24 hours of receiving them.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Measure the number of Go Request submittals and respond with 48 hours. Analyze data to determine effectiveness of Go Request application for public works issues to complaints within 24 hours of receiving them.
 - a. Result: Staff received very few requests so it was determined this application is not very effective and worth investing money to expand the system.

Significant Program Achievements:

Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum. Continue coordination with DOT with USH 41, Main Avenue, 8th Street, and North Broadway projects. Continued to work with Brown County Highway Department with construction projects. Continued working with other communities on the purchasing of automated water meter reading systems for the water department. Continue working with other communities to joint bid projects. Worked with various wireless companies pertaining to installation on City water towers. Continued to evaluate the emergency call in policy for the public works department and improve the procedures. Develop standards for rating vehicles and equipment as to when they should be replaced.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Board of Public Works the first Monday after the first Council meeting every month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) Establish policies pertaining to the public works operations.
 - a. Community Importance.
 - i. Allows for policies and procedures so that the operations are done in a manner that are in the best interests of the community.
- 3) Develop and monitor annual operating budget.
 - a. Community Importance.
 - i. Provides an annual operating budget for the public works department so that services are delivered in fiscally responsible manner.

Costs and Benefits of Program and Services:

The adopted 2016 Public Works Administration program cost is \$169,041. This amount is only 40% of the total cost of the program. The other 60% costs for this program is spread out through the following utilities: 20% storm water utility, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$447,669. The program benefits the community by providing citizens the opportunity to have input regarding the public works operations. This program also develops policies and codes pertaining to the public works operations. This program is also responsible for developing and maintaining the public works budget so that services are delivered to the community in a fiscal and responsible manner.

2016 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to work with CBCWA providing a Lake Michigan water source.
- 3) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
- 4) Continue to look at ways to bid projects with other communities to save money.
- 5) Continue to evaluate a phased approach for eliminating commercial garbage and recycling collection.
- 6) Implement one entity to perform utility locates.

2016 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$3,976 to reflect actual costs.
 - 2) Overtime wages decreased \$100 to reflect actual costs.
 - 3) FICA increased \$534 to reflect increase in hourly wages.
 - 4) Training is funding to provide for all-department trainings.
 - 5) Seminars and Conferences provides funding for APWA conference and miscellaneous conferences.
 - 6) Consulting is for copier lease.
 - 7) Cell/Radio decreased \$300 to reflect actual costs with implementing use of IPADs in operations.
 - 8) Memberships/Subscriptions \$400 includes American Public Works Association, American Society of Civil Engineers, Lake Area Public Works Association, American Waterworks Association, Wisconsin Department of Regulation and Licensing, and Wisconsin Solid Waste and Recycling.
 - 9) Transportation decreased \$200 to reflect actual costs.
 - 10) Capital equipment includes \$1,000 for two (2) – IPADs that will be used in the field in place of laptop computers.
-

City of De Pere
2016
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 | |
|-----------------------------|-------|-----|---|------------|-----------|------------|------------|-----------|------------|------------|-------------|---------|
| Account Title | | | Adopted | 6 mos | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget | |
| | | | Budget | Actual | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change | |
| PUBLIC WORKS ADMINISTRATION | | | | | | | | | | | | |
| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
| 100 | 53000 | 110 | Salaries | \$ 70,435 | \$ 33,272 | \$ 71,490 | \$ 71,395 | \$ 39,774 | \$ 74,500 | \$ 74,500 | \$ 74,500 | 4.35% |
| 100 | 53000 | 120 | Hourly Wages | 25,514 | 15,056 | 35,572 | 26,024 | 17,189 | 30,000 | 30,000 | 30,000 | 15.28% |
| 100 | 53000 | 125 | Overtime Wages | 907 | 31 | 31 | 500 | 148 | 400 | 400 | 400 | -20.00% |
| 100 | 53000 | 126 | Seasonal Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53000 | 150 | FICA | 7,343 | 3,748 | 7,640 | 7,491 | 5,064 | 10,128 | 8,025 | 8,025 | 7.13% |
| 100 | 53000 | 151 | Retirement | 6,780 | 2,878 | 7,205 | 6,658 | 4,021 | 8,042 | 6,923 | 6,923 | 3.98% |
| 100 | 53000 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 25,803 | 11,198 | 26,051 | 27,867 | 13,025 | 27,867 | 27,985 | 29,693 | 6.55% |
| 100 | 53000 | 190 | Training | 2,500 | 133 | 133 | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 0.00% |
| | | | Subtotal | 139,282 | 66,316 | 148,122 | 142,435 | 79,221 | 153,437 | 150,333 | 152,041 | 6.74% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 53000 | 210 | Telephone | 1,200 | 626 | 1,245 | 1,200 | 540 | 1,200 | 1,200 | 1,200 | 0.00% |
| 100 | 53000 | 211 | Postage | 2,805 | 1,522 | 2,522 | 2,500 | 1,088 | 2,500 | 2,500 | 2,500 | 0.00% |
| 100 | 53000 | 212 | Seminars and Conferences | 2,600 | 1,240 | 2,087 | 2,600 | 314 | 2,600 | 2,600 | 2,600 | 0.00% |
| 100 | 53000 | 215 | Consulting | 1,600 | 246 | 495 | 800 | 155 | 800 | 800 | 800 | 0.00% |
| 100 | 53000 | 218 | Cell/Radio | 1,500 | 492 | 979 | 1,200 | 694 | 1,400 | 1,500 | 1,500 | 25.00% |
| 100 | 53000 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 9,705 | 4,126 | 7,328 | 8,300 | 2,791 | 8,500 | 8,600 | 8,600 | 3.61% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 53000 | 310 | Office Supplies | 6,000 | 2,868 | 5,670 | 5,500 | 1,304 | 5,500 | 5,500 | 5,500 | 0.00% |
| 100 | 53000 | 320 | Memberships/Subscriptions | 400 | 179 | 312 | 400 | 162 | 400 | 400 | 400 | 0.00% |
| 100 | 53000 | 331 | Transportation | 1,550 | 542 | 1,055 | 1,400 | 505 | 1,200 | 1,200 | 1,200 | -14.29% |
| 100 | 53000 | 340 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53000 | 350 | Repair and Maintenance Supplies | 400 | 121 | 286 | 300 | 0 | 300 | 300 | 300 | 0.00% |
| | | | Subtotal | 8,350 | 3,709 | 7,323 | 7,600 | 1,971 | 7,400 | 7,400 | 7,400 | -2.63% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 53000 | 810 | Capital Equipment | 1,000 | 0 | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 100.00% |
| | | | Subtotal | 1,000 | 0 | 0 | 0 | 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | 100.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 158,337 | \$ 74,151 | \$ 162,773 | \$ 158,335 | \$ 84,983 | \$ 170,337 | \$ 167,333 | \$ 169,041 | 6.76% |

Engineering

Program Full Time Equivalents: 3.3

Program Mission:

Provide engineering, including design, and construction administration for public works improvement projects in the City. Ensure that that the City receives a high quality project that adheres to standards for construction. Coordinate future development and land use with the City Planner. Address residents questions and concerns related to engineering and City infrastructure.

List of Program Service(s) Descriptions:

- 1) *Plan public works improvement projects* – Work with planning to determine long term development plans and the required location and size of infrastructure to service the development.
- 2) *Develop and maintain the capital improvements program*- Based on the condition and age of infrastructure, develop and maintain the capital improvement program.
- 3) *Design public works improvement projects* – Design public works improvement projects. Design includes surveying, drafting, writing specifications, obtaining regulatory permits for projects, and bidding.
- 4) *Administer construction oversight for public works improvement projects* – Oversee and manage public works improvement projects. This includes construction updates for elected officials and informing the public of upcoming construction projects.
- 5) *Respond to complaints* – Respond to complaints and concerns of the general public regarding construction, drainage issues, street improvements, sidewalk concerns, traffic, or other public works issues.
- 6) *Create and submit annual storm water permits* – As part of the City's storm water discharge permit to the Wisconsin Department of Natural Resources (WDNR), an annual submittal is required. Engineering develops the annual submittal and oversees storm water management practices throughout the year to guarantee conformance to the (WDNR) permit requirements.

Important Outputs:

- 1) *Administration of public works improvement projects*- Administration of this department is supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%).

- 2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
- 3) *Generate construction records* - Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
- 4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed during the calendar year.

Expected Outcomes:

- 1) Maintain existing street infrastructure so that the roads are safe to travel.
- 2) Maintain public awareness of public works improvement projects.
- 3) Maintain public works improvement programs in a cost effective manner in order to meet or exceed the needs of the community.
- 4) Maintain or decrease response time to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.

2016 Performance Measures:

- 1) Utilize GIS for the location of sanitary, water, and storm laterals. This will include importing 100% of lateral cards and valve book data into GIS as .pdf and linking to the parcels. Additionally, 50% of the laterals installed in the field in 2016 will be located with the handheld GPS and shown on GIS.

2015 Performance Measurement Data (July 2015 – June 2016):

- 1) Implement a field laptop with WIFI for inspection reports, daily quantities, data logging of construction photographs, and preparation of record drawings. Target the efficiency so that staff reduces inspection office work at least one hour per week.
 - a. Result: An IPAD was integrated into field work for Project 15-01, Sewer and Water Relay and Street Resurfacing. The IPAD was used to electronically create daily reports and import construction photographs into the reports. Although difficult to track, staff estimated that the use of the IPAD saved over an hour a week of office time by having electronic forms and importing photos in the field.

Significant Program Achievements:

Completed 2015 public works improvements program which included:

- Relayed approximately 6,200 lineal feet of water main in preparation for street resurfacing.
- Completed the Lawrence Drive sidewalk which approximately three miles of sidewalk installation.
- Coordinated construction at the STH 32/57 and CTH X roundabout with WisDOT.
- Constructed the new City sign along IH 41.
- Completed repairs to the City dam.
- Coordinated multiple design and construction projects occurring in the City with WisDOT and the Brown County Highway Department.
- Installed over 10,000 lineal feet of cured in place pipe in the deteriorated sanitary sewer at various areas along the City.

Implemented a program to review roof drain connections to the sanitary sewer in the downtown area.

Updated the storm water management plan for addressing new Wisconsin Department of Natural Resources standards for Total Maximum Daily Loads to the Fox River.

Updated the electrical maps on GIS. This will significantly improve our locating accuracy and decrease the time to locate for Digger's Hotline requests.

Existing Program Standards Including Importance to Community:

- 1) Utilize existing computer software to generate construction plans.
 - a. Community Importance.
 - i. Quality plans, from a legibility standpoint, and design data, improve bidding (cost) on projects because contractors have a clear expectation of what is included when they bid the project.
- 2) Maintain construction specifications for infrastructure improvement projects.
 - a. Community Importance.
 - i. Construction inspection throughout project ensures contractors are constructing streets per the City's construction specifications. Similar to plans, clear and concise specifications improve bidding (cost) on

- projects. When contractors have a clear understanding on how the project is to be built, and how work is to be paid, bidding prices are generally lower.
- 3) Provide public information and updates for construction projects.
 - a. Community importance.
 - i. Construction activities can have a direct and significant impact on residents. Providing information to residents on upcoming construction projects allows them to plan their activities in an attempt to minimize disruption to them.
 - 4) Maintain and improve information on the GIS system.
 - a. Community Importance.
 - i. The GIS system has become a very important tool for maintaining and tracking City facilities such as sewers, water main, signs and street lights. Engineering receives requests from residents and businesses on almost a daily basis for information on existing infrastructure. The use of GIS greatly improves the efficiency in getting this information. Engineering works with planning to maintain this information.

Costs and Benefits of Program and Services:

The adopted 2016 Engineering Program cost is \$292,857. This amount is only 40% of the total cost of the program. The other 60% costs for this program is spread out through the following utilities: 20% storm water utility, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$725,252. The program benefits the community by ensuring that the City's public works improvement projects are built per City standards and specifications as well as making sure everything is done within budget.

2016 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to coordinate with Brown County Highway Department on construction projects.
- 3) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
- 4) Continue to update engineering CADD standards and construction plans.
- 5) Update the municipal code for storm water.
- 6) Update the municipal code for sanitary sewer.
- 7) Implement a monitoring program for private storm water management facilities.

2016 Budget Significant Expenditure Changes:

- 1) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 2) Seminars and conferences provide funding for APWA conference and miscellaneous conferences.
- 3) Consulting provides funding for outside consultant services that are not able to be performed by City staff and lease payments for color printer.
- 4) Cell/radio increased \$900 to reflect actual cost with implementing use of IPADs in operations.
- 5) Memberships/subscriptions increased \$121 to reflect actual costs which includes American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 6) Operating supplies was decreased \$818 to reflect actual costs.
- 7) Repair and maintenance was decreased \$91 to reflect actual costs.
- 8) Capital equipment includes: the general fund share of \$6,000 for implementing a hand held GPS unit for construction record drawings; \$800 for replacing one laptop in the engineering department.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| ENGINEERING | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 53110 | 110 | Salaries | \$ 61,048 | \$ 30,631 | \$ 63,867 | \$ 64,348 | \$ 30,918 | \$ 64,348 | \$ 66,555 | 3.43% |
| 100 | 53110 | 120 | Hourly Wages | 96,036 | 48,917 | 92,684 | 92,072 | 44,946 | 92,072 | 93,925 | 2.01% |
| 100 | 53110 | 125 | Overtime Wages | 8,543 | 4,515 | 9,285 | 8,950 | 3,621 | 8,950 | 9,300 | 3.91% |
| 100 | 53110 | 126 | Seasonal Labor | 8,863 | 3,686 | 8,605 | 9,300 | 4,255 | 9,300 | 9,600 | 3.23% |
| 100 | 53110 | 150 | FICA | 12,809 | 6,508 | 12,121 | 12,786 | 6,195 | 12,786 | 13,127 | 2.67% |
| 100 | 53110 | 151 | Retirement | 11,594 | 5,513 | 11,966 | 11,245 | 4,829 | 11,245 | 11,205 | -0.35% |
| 100 | 53110 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 45,386 | 23,853 | 56,818 | 49,017 | 21,464 | 49,017 | 51,773 | 5.62% |
| 100 | 53110 | 190 | Training | 6,109 | 542 | 2,411 | 6,109 | 1,667 | 6,109 | 6,109 | 0.00% |
| | | | Subtotal | 250,388 | 124,165 | 257,757 | 253,827 | 117,895 | 253,827 | 258,839 | 3.06% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 53110 | 210 | Telephone | 1,124 | 563 | 1,122 | 1,540 | 758 | 1,540 | 1,540 | 0.00% |
| 100 | 53110 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53110 | 212 | Seminars and Conferences | 1,818 | 311 | 474 | 1,818 | 669 | 1,818 | 1,818 | 0.00% |
| 100 | 53110 | 215 | Consulting | 6,837 | 251 | 4,278 | 8,200 | 3,493 | 8,200 | 8,200 | 0.00% |
| 100 | 53110 | 218 | Cell/Radio | 1,818 | 1,137 | 2,263 | 1,600 | 987 | 1,600 | 2,500 | 56.25% |
| 100 | 53110 | 219 | Data | 0 | 0 | 0 | 420 | 0 | 420 | 420 | 0.00% |
| | | | Subtotal | 11,597 | 2,262 | 8,137 | 13,578 | 5,907 | 13,578 | 14,478 | 6.63% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 53110 | 310 | Office Supplies | 0 | 0 | 66 | 0 | 54 | 54 | 0 | 0.00% |
| 100 | 53100 | 315 | Publications/Mag/Library | | | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53110 | 320 | Memberships/Subscriptions | 363 | 129 | 462 | 363 | 242 | 484 | 484 | 33.33% |
| 100 | 53110 | 330 | Mileage Reimbursement | | | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53110 | 331 | Transportation | 3,362 | 1,434 | 3,607 | 3,500 | 1,218 | 3,500 | 3,500 | 0.00% |
| 100 | 53110 | 340 | Operating Supplies | 5,818 | 1,250 | 2,628 | 5,818 | 1,624 | 5,818 | 5,000 | -14.06% |
| 100 | 53110 | 350 | Repair and Maintenance Supplies | 1,091 | 406 | 799 | 1,091 | 136 | 1,000 | 1,000 | -8.34% |
| | | | Subtotal | 10,634 | 3,218 | 7,562 | 10,772 | 3,274 | 10,856 | 9,984 | -7.32% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 53110 | 810 | Capital Equipment | 4,400 | 272 | 2,516 | 800 | 0 | 0 | 6,800 | 750.00% |
| | | | Subtotal | 4,400 | 272 | 2,516 | 800 | 0 | 0 | 6,800 | 750.00% |
| TOTAL | | | | | | | | | | | |
| | | | | \$ 277,019 | \$ 129,917 | \$ 275,972 | \$ 278,977 | \$ 127,076 | \$ 278,261 | \$ 290,101 | 4.98% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2020**

P129

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 30, 2015

DESCRIPTION OF PROJECT:

Engineering – Handheld GPS – Purchase a handheld GPS hardware and software to gather accurate data (sub-foot) during construction.

ITEM

COST

Handheld GPS and Software

\$15,000

NEW: or REPLACEMENT:

PROJECTED COST: \$100,000

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|---|----------------|---|
| X GENERAL FUND | \$6,000 | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| X OTHER – Sewage Revenue Fund | \$3,000 | |
| X OTHER – Water Utility | \$3,000 | |
| X OTHER – Storm Water Utility | \$3,000 | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The handheld GPS unit would be used to gather more accurate data (sub-foot) of utility installation during construction. Standard practice is to gather accurate data of utilities constructed with the City survey equipment after construction is complete. This information is used to update GIS maps and record drawings. The information is used for utility locates from Digger's Hotline and for future construction projects. During construction, installation of sanitary, storm, and water laterals, along with bends and fixtures in water mains is based on hand drawings and measurements to other features. This information is not easily transferred to GIS maps. The handheld GPS will improve the efficiency in gathering the information, improve the accuracy of the information, and improve the information on our GIS maps. This will result in improved efficiency in completing locates.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Municipal Service Center

Program Full Time Equivalents: .32

Program Mission:

To maintain the interior and exterior of the MSC, and to prevent building deterioration while extending the life of the building through preventative maintenance.

List of Program Service(s) Descriptions:

- 1) Preventative Maintenance – Conduct preventative maintenance on the HVAC throughout building.
- 2) Building Repairs – Fix and repair items needing attention.
- 3) Fuel distribution – Provide fuel station for all city vehicles.
- 4) Customer service center for public work and park related questions – Provides staffing to answer questions related to public work and park administration questions from both, phone or counter.

Important Outputs:

- 1) Distribution of fuel to all city departments – Funded by property tax and serves as a vital support service to all departments requiring fuel.
- 2) Storage space for public work and park department fleets – Funded by property tax and serves as a vital location to house the City's public work and park department's fleets.
- 3) Storage area for public work and park department equipment and supplies – Funded by property tax and serves as a vital location to house the City's public work and park department's equipment.
- 4) Customer service response to residents and client – Funded by property tax and provides service and response to citizen questions or concerns.

Expected Outcomes:

- 1) Efficient and safe functioning facility to support the operations of the public works and parks departments.
- 2) Quality customer service to residents and clients.
- 3) Efficient and effective running HVAC.
- 4) Fuel distribution to all city departments.

2016 Performance Measures:

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Reduce utility cost by 1%
 - a. Result: (Comparing like time periods the utility expense reduced by close to 19% or \$7900.)

Significant Program Achievements:

- 1) Replaced gutters and connected gutters to storm sewer.
- 2) Reconstructed back parking area.
- 3) Conducted annual preventative maintenance for HVAC in spring and fall.

Existing Program Standards Including Importance to Community:

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
 - a. Serves as a central location for all city vehicles to obtain fuel in an efficient manner.
- 2) Conduct preventative maintenance on HVAC of building in the spring and fall months.
 - a. Preventative maintenance ensures the community that our HVAC are used to its maximum potential both in utilizing energy, as well as its operational life.
- 3) Cleaning of MSC.
 - a. Regular cleaning of MSC is conducted to ensure the facility stays in good condition to maximize its operational life, as well as create a clean work atmosphere.

Costs and Benefits of Program and Services:

The adopted 2016 Municipal Service Center program cost is \$123,223. This amount is only 72% of the total cost of the program. The other 28% is spread out through the following utilities: 15% Water Utility, 5% Sewer Utility, and 8% Storm Water Utility. The total cost for this program including the cost share with the above mentioned utilities is \$220,962. The program benefits the community by

providing a support facility for mainly the Public Works and Park Departments. The support facility allows the departments to conduct city operations in an effective and efficient manner.

2016 Budget Significant Expenditure Changes:

- 1) Hourly Wages decreased by \$3,423. The balance of the funding (\$2,944) is shown in the Water (15%), Sewer (5%), and Storm (8%) Utility Funds.
- 2) Overtime wages decreased by \$110. The balance of the funding (\$110) is covered in the Water, Sewer and Storm Utility Funds.
- 3) Seasonal Labor increased by \$3,528 to include the hiring of one seasonal employee to assist with Building Maintenance tasks over the summer months. An additional \$1,377 of expense is listed in the Water, Sewer, and Storm Utility Funds.
- 4) FICA reduced \$219 to reflect projected costs. The balance of the funding (\$254) is covered in the Water, Sewer and Storm Utility Funds.
- 5) Retirement decreased \$256 to reflect projected costs. The balance of the funding (\$202) is covered in the Water, Sewer and Storm Utility Funds.
- 6) Health, Dental, DIB, Life & Wks Comp decreased \$1,958 to reflect projected costs. The balance of additional funding (\$864) is covered in the Water, Sewer, and Storm Utility Funds.
- 7) Training decreased by \$140 which includes funding for HVAC related training for Building Maintenance staff. The balance of funding (\$140) is covered in the Water, Sewer, and Storm Water Utility Funds.
- 8) Telephone decreased by \$67. The balance of additional funding (\$67) is covered in the Water, Sewer, and Storm Utility Funds.
- 9) Consulting increased by \$1,780 to include outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and \$5,000 for purchasing Building Maintenance scheduling software. The balance of additional funding (\$3,220) is covered in the Water, Sewer, and Storm Utility Funds.
- 10) Cleaning and maintenance decreased by \$8,080, due to no longer needing Duct Cleaning. The balance of additional funding (\$3,080) is covered in the Water, Sewer, and Storm Utility Funds.
- 11) Operating Supplies decreased \$1,034. The balance of funding (\$1,134) is covered in the Water, Sewer, and Storm Utility Funds.
- 12) Capital Outlay includes \$7,200 for MSC Upgrades and Repairs, Make up Air Unit (3) replacements - \$45,000 (\$32,400 is funded from the MSC Capital Outlay, the other \$12,600 is funded through the Water, Sewer, and Storm Utility Funds.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| MUNICIPAL SERVICE CENTER | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 53230 | 110 | Salaries | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 100 | 53230 | 120 | Hourly Wages | 11,560 | 8,337 | 14,106 | 10,995 | 12,131 | 13,000 | 7,572 | -31.13% |
| 100 | 53230 | 125 | Overtime Wages | 393 | 0 | 85 | 393 | 0 | 390 | 283 | -27.99% |
| 100 | 53230 | 126 | Seasonal Labor | 0 | 0 | 0 | 0 | 0 | 3,528 | 3,528 | 100.00% |
| 100 | 53230 | 150 | FICA | 914 | 623 | 929 | 871 | 947 | 1,000 | 652 | -25.16% |
| 100 | 53230 | 151 | Retirement | 837 | 535 | 836 | 774 | 971 | 1,000 | 518 | -33.11% |
| 100 | 53230 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 3,872 | 1,946 | 3,574 | 4,181 | 3,612 | 4,181 | 2,223 | -43.72% |
| 100 | 53230 | 190 | Training | 500 | 0 | 0 | 500 | 170 | 500 | 360 | -28.00% |
| | | | Subtotal | 18,076 | 11,442 | 19,530 | 17,715 | 17,831 | 20,071 | 15,136 | -13.82% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 53230 | 210 | Telephone | 240 | 120 | 240 | 240 | 120 | 240 | 173 | -27.92% |
| 100 | 53230 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53230 | 215 | Consulting | 6,500 | 1,457 | 5,266 | 6,500 | 62 | 6,500 | 8,280 | 27.38% |
| 100 | 53230 | 217 | Cleaning Service Contract | 13,000 | 5,727 | 12,761 | 13,000 | 5,414 | 13,000 | 9,468 | -27.17% |
| 100 | 53230 | 220 | Utilities | 55,000 | 24,851 | 52,089 | 55,000 | 21,457 | 50,000 | 39,600 | -28.00% |
| | | | Subtotal | 74,740 | 32,155 | 70,356 | 74,740 | 27,053 | 69,740 | 57,521 | -23.04% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 53230 | 314 | Cleaning and Maintenance | 11,000 | 7,320 | 11,521 | 16,000 | 11,230 | 16,000 | 7,920 | -50.50% |
| 100 | 53230 | 340 | Operating Supplies | 3,950 | 2,203 | 4,499 | 3,950 | 3,190 | 3,950 | 2,916 | -26.18% |
| | | | Subtotal | 14,950 | 9,523 | 16,020 | 19,950 | 14,420 | 19,950 | 10,836 | -45.68% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 53230 | 810 | Capital Equipment | 6,500 | 0 | 5,106 | 35,000 | 10,503 | 35,000 | 75,600 | 13.14% |
| | | | Subtotal | 6,500 | 0 | 5,106 | 35,000 | 10,503 | 35,000 | 75,600 | 13.14% |
| TOTAL | | | | | | | | | | | |
| | | | TOTAL | \$ 114,266 | \$ 53,120 | \$ 111,012 | \$ 147,405 | \$ 69,807 | \$ 144,761 | \$ 159,093 | -16.40% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P134

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 6, 2015

DESCRIPTION OF PROJECT:

Municipal Service Center upgrades and repairs.

NEW: _____ **or REPLACEMENT:** **X**

PROJECTED COST: \$10,000

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|---------------------------|----------|-----|
| GENERAL FUND | \$10,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Municipal Service Center is over 30 years old. The proposed funding is to allow for regular updates, improvements and upgrades to the facility. Items such as replacing gutters, doors, garage door, upgrading electrical are all potential projects that staff would look at and consider for upgrading the facility. For 2016, this fund would also cover expenses related to replacing the burner assembly.

PROJECT RANKINGS

1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2015 - 2021**

P135

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 8, 2015

DESCRIPTION OF PROJECT:

Replace Make up Air Units (3) in MSC.

NEW: _____ **or REPLACEMENT:** X

PROJECTED COST: \$45,000

PROPOSED METHOD OF FINANCING:

\$ _____ %

GENERAL FUND _____.

CAPITAL IMPROVEMENTS FUND _____.

GENERAL OBLIGATION DEBT \$45,000

100

SPECIAL ASSESSMENT _____.

GRANTS _____.

OTHER _____.

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The MSC has three (3) Make Up Air units that circulate air and heat through Unit B. We have been informed from our HVAC consultant the three MUA's are in need of repair due to age and deterioration.

PROJECT RANKINGS

CITY COUNCIL _____.

STAFF RECOMMENDATION _____.

Goal No. _____.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P136

| CAPITAL PROJECTS WORKSHEET | | |
|--|-----------------|---|
| PROPOSED BY: Public Works Department | | |
| DATE PREPARED: July 28, 2015 | | |
| DESCRIPTION OF PROJECT: | | |
| Replacement of MSC air compressor | | |
| NEW: or REPLACEMENT: X | | |
| PROJECTED COST: \$ 15,000 | | |
| PROPOSED METHOD OF FINANCING: | | |
| | \$ | % |
| GENERAL FUND | \$ 7,350 | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER - Storm Water Utility | \$ 7,650 | |
| ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) | | |
| | | |
| PROJECT JUSTIFICATION | | |
| The existing air compressor at the Municipal Service Center needs to be replaced due to continual maintenance and repairs. The air compressor is very important to the fleet maintenance for operations of the shop. If the City did not replace the existing air compressor and it breaks down it will be difficult to find parts to repair. If we cannot repair the air compressor it would result in no fleet maintenance being able to be done and as a result all maintenance work would have to be contracted out. | | |
| PROJECT RANKINGS 1 | | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION | Goal No. | |
| | | |

Mechanics

Program Full Time Equivalents: 1.91

Program Mission:

Reduce disruption and lower maintenance / repair costs through an organized maintenance program established by the careful operation and timely service of the City's buildings and equipment. The principles upon which the maintenance programs are based include the systematic inspection, detection, and correction of potential equipment failure before major defects develop.

List of Program Service(s) Descriptions:

- 1) *City Facility Maintenance* – Perform building maintenance for the City's various owned buildings.
- 2) *City Facility Repairs* – Perform necessary repairs to the various City owned buildings.

Important Outputs:

- 1) *Maintain and Repair City facilities* - Activities and services by this program are supported by the property tax. The maintenance and repair of the City's facilities is necessary so that municipal services that are expected from the community can be done. Repairs are requested by various departments and then scheduled. Preventative maintenance is scheduled based on industry standards of building equipment.

Expected Outcomes:

- 1) Reduce the number of unnecessary facility repairs through preventative maintenance.
- 2) Maintain repairs of building facilities so that they are safe for the public.

2016 Performance Measures:

- 1) Perform 100% of preventative maintenance for City buildings on an annual basis.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Perform 100% of vehicle and equipment maintenance at the required scheduled miles or hours as recommended by factory specifications.
 - a. Result: Vehicle and equipment maintenance was 100% accomplished on all city owned vehicles/equipment.

Significant Program Achievements:

Maintained City buildings and facilities.

Existing Program Standards Including Importance to Community:

- 1) Perform preventative maintenance on City facilities as per industry standards.
 - a. Community Importance.
 - i. Allows safe facilities to be utilized by the public.

Costs and Benefits of Program and Services:

The adopted 2015 Mechanics program cost is \$157,953. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

2016 Program Objectives:

- 1) Continue to maintain City buildings and facilities so as to reduce work interruptions.

2016 Budget Significant Expenditure Changes:

- 1) Hourly Wages decreased \$37,947 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 2) Overtime decreased \$1,199 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.

- 3) FICA decreased \$2,994 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 4) Retirement decreased \$2,821 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 5) Training includes staff training on building maintenance.
- 6) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
- 7) Transportation increased by \$944 to reflect actual costs.
- 8) Operating Supplies decreased \$15,000 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 9) Safety Equipment and Uniforms increased \$864 to reflect actual costs.
- 10) No Capital Outlay - requested

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Executive
Proposed

2016 / 2015
Budget
% Of Change

MECHANICS

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|------------|-----------|------------|------------|-----------|------------|------------|------------|---------|
| 100 | 53231 | 120 | Hourly Wages | \$ 116,653 | \$ 27,083 | \$ 60,183 | \$ 116,653 | \$ 26,307 | \$ 116,653 | \$ 78,706 | \$ 78,706 | -32.53% |
| 100 | 53231 | 125 | Overtime Wages | 2,199 | 107 | 688 | 2,199 | 5 | 1,000 | 1,000 | 1,000 | -54.52% |
| 100 | 53231 | 150 | FICA | 9,092 | 2,563 | 4,534 | 9,092 | 2,026 | 9,092 | 6,098 | 6,098 | -32.94% |
| 100 | 53231 | 151 | Retirement | 8,320 | 1,568 | 3,923 | 8,082 | 1,686 | 8,000 | 5,261 | 5,261 | -34.91% |
| 100 | 53231 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 37,731 | 8,967 | 34,346 | 40,749 | 8,748 | 40,749 | 40,749 | 43,131 | 5.85% |
| 100 | 53231 | 190 | Training | 500 | 0 | 0 | 500 | 0 | 500 | 500 | 500 | 0.00% |
| | | | Subtotal | 174,495 | 40,288 | 103,674 | 177,275 | 38,772 | 175,994 | 132,313 | 134,695 | -24.02% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 53231 | 210 | Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53231 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53231 | 215 | Consulting | 1,200 | 0 | 0 | 1,000 | 467 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 53231 | 218 | Cell/Radio | 500 | 316 | 631 | 650 | 315 | 650 | 650 | 650 | 0.00% |
| 100 | 53231 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 1,700 | 316 | 631 | 1,650 | 782 | 1,650 | 1,650 | 1,650 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 53231 | 310 | Office Supplies | 500 | 0 | 0 | 500 | 0 | 500 | 500 | 500 | 0.00% |
| 100 | 53231 | 331 | Transportation | 5,674 | 3,276 | 6,829 | 6,500 | 3,722 | 7,444 | 7,444 | 7,444 | 14.52% |
| 100 | 53231 | 340 | Operating Supplies | 20,000 | 10,599 | 20,025 | 20,000 | 8,974 | 20,000 | 5,000 | 5,000 | -75.00% |
| 100 | 53231 | 350 | Repair and Maintenance Supplies | 4,000 | 757 | 3,014 | 4,000 | (170) | 4,000 | 4,000 | 4,000 | 0.00% |
| 100 | 53231 | 351 | Safety Equipment and Uniforms | 3,800 | 1,761 | 3,459 | 3,800 | 2,332 | 4,664 | 4,664 | 4,664 | 22.74% |
| | | | Subtotal | 33,974 | 16,393 | 33,327 | 34,800 | 14,858 | 36,608 | 21,608 | 21,608 | -37.91% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 53231 | 860 | Capital Outlay | 3,725 | 0 | 4,021 | 3,189 | 0 | 3,189 | 0 | 0 | 0.00% |
| | | | Subtotal | 3,725 | 0 | 4,021 | 3,189 | 0 | 3,189 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 213,894 | \$ 56,997 | \$ 141,653 | \$ 216,914 | \$ 54,412 | \$ 217,441 | \$ 155,571 | \$ 157,953 | -27.18% |

Machinery and Equipment

Program Full Time Equivalents: .73

Program Mission:

Provide preventative and emergency repairs for the street, water, park, engineering, police and fire departments so as to minimize the costs of operations and maximize the availability of equipment for municipal services provide to the community.

List of Program Service(s) Descriptions:

- 1) *Equipment Maintenance* –Perform vehicle and equipment maintenance for operations of the street, water, park, engineering, police and fire departments.
- 2) *Equipment Repairs* – Perform necessary repairs to equipment so that it can be up and running for operational needs of the 1) street, water, park, engineering, police and fire departments.

Important Outputs:

- 1) *Maintain and Repair Equipment*- Activities and services by the department is supported by the property tax (49%) and storm water utility (51%). The maintenance and repair of equipment is necessary so that municipal services that are expected from the community can be done. The repairs and maintenance are performed at the Municipal Service Center. Repairs are requested by the employees and then scheduled. Maintenance is scheduled based on the hours and miles of equipment.

Expected Outcomes:

- 1) Maintain equipment and perform preventative maintenance so the City can prevent unnecessary repairs.
- 2) Maintain repairs so the equipment is capable of operating in a safe and efficient manner.

2016 Performance Measures:

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.

- 2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.
- 3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
 - a. Result: All vehicles and equipment with 4,000 mile maintenance requirement were completed.
- 2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
 - a. Result: All garbage/recycling trucks were maintained every 500 hours.
- 3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks.
 - a. Result: This was accomplishing on all loaders and dump trucks.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles.
 - a. Result: This was accomplished.

Significant Program Achievements:

Maintained 176 pieces of equipment for the street, water, park, engineering, police and fire departments.

Existing Program Standards Including Importance to Community:

- 1) Perform preventative maintenance for vehicles and equipment for the street, water, park, engineering, police and fire departments, as per the manufacturer's recommendations.
 - a. Community Importance.
 - i. Allows equipment to be operational so that municipal services can be provided to the community.

Costs and Benefits of Program and Services:

The adopted 2016 Machinery and Equipment program cost is \$212,601. This amount is only 49% of the total cost of the program. The other 51% costs for this program is spread out through the following utilities: 51% storm water utility. The total cost for this program including the cost share with the above-mentioned utilities is \$431,826. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2016 Program Objectives:

- 1) Continue to maintain high standards of equipment repair.
- 2) Ensure adequate training for mechanics for new equipment.
- 3) Continue to reduce consulting costs by reducing outsourcing repairs by training staff to be able to perform repairs in house.

2016 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$30,751 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 2) Overtime decreased \$2,330 to reflect actual costs.
- 3) FICA increased \$2,174 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program
- 4) Retirement increased \$1,779 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 5) Training increased \$500 to add training for staff on fleet maintenance equipment.
- 6) Consulting includes tasks unable to perform in our mechanics shop.
- 7) Data increased \$12,250 for implementation of GPS units into fleet.
- 8) Operating supplies increased \$7,000 due to shifting operating costs that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 9) Capital Outlay includes the general fund share of \$7,350 MSC air compressor; \$7,350 refurbish truck hoist; \$1,470 tire changer; \$1,071 miscellaneous tools, \$7,350 for purchase of fleet GPS.

City of De Pere
2016
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|--------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| MACHINERY AND EQUIPMENT | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 53240 | 120 | Hourly Wages | \$ 44,249 | \$ 9,502 | \$ 46,169 | \$ 44,249 | \$ 35,306 | \$ 50,000 | \$ 75,000 | 69.50% |
| 100 | 53240 | 125 | Overtime Wages | 4,330 | 236 | 520 | 4,330 | 0 | 4,330 | 2,000 | -53.81% |
| 100 | 53240 | 126 | Seasonal Labor | 0 | 0 | 0 | 4,900 | 0 | 4,900 | 4,900 | 0.00% |
| 100 | 53240 | 150 | FICA | 3,716 | 2,561 | 4,946 | 3,787 | 2,596 | 5,000 | 5,962 | 57.41% |
| 100 | 53240 | 151 | Retirement | 3,401 | 1,808 | 4,567 | 3,303 | 2,270 | 4,000 | 5,082 | 53.84% |
| 100 | 53240 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 15,935 | 12,774 | 18,874 | 17,210 | 16,517 | 16,517 | 17,210 | 5.85% |
| 100 | 53240 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 500 | 500 | 100.00% |
| | | | Subtotal | 71,631 | 26,880 | 75,076 | 77,780 | 56,689 | 84,747 | 110,654 | 43.56% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 53240 | 210 | Telephone | 100 | 50 | 100 | 100 | 50 | 100 | 100 | 0.00% |
| 100 | 53240 | 211 | Postage | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53240 | 212 | Seminars and Conferences | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53240 | 215 | Consulting | 20,000 | 9,984 | 17,034 | 20,000 | 5,692 | 20,000 | 20,000 | 0.00% |
| 100 | 53240 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 12,250 | 12,250 | 100.00% |
| | | | Subtotal | 20,100 | 10,034 | 17,134 | 20,100 | 5,742 | 20,100 | 32,350 | 60.95% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 53240 | 340 | Operating Supplies | 1,000 | 767 | 1,016 | 1,000 | 185 | 1,000 | 8,000 | 700.00% |
| 100 | 53240 | 350 | Repair and Maintenance Supplies | 36,000 | 14,896 | 36,819 | 35,000 | 17,990 | 36,000 | 36,000 | 2.86% |
| | | | Subtotal | 37,000 | 15,664 | 37,835 | 36,000 | 18,175 | 37,000 | 44,000 | 22.22% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 53240 | 810 | Capital Equipment | 4,655 | 0 | 0 | 18,375 | 0 | 18,375 | 24,591 | 33.83% |
| | | | Subtotal | 4,655 | 0 | 0 | 18,375 | 0 | 18,375 | 24,591 | 33.83% |
| TOTAL | | | \$ 133,386 | \$ 52,578 | \$ 130,045 | \$ 152,255 | \$ 80,606 | \$ 160,222 | \$ 211,595 | \$ 212,601 | 39.63% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2015

DESCRIPTION OF PROJECT:

Refurbish Existing Truck Hoist.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 15,000**PROPOSED METHOD OF FINANCING:**

\$

0%

GENERAL FUND

\$ 7,350

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER - Storm Water Utility

\$ 7,650

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing truck lift used at the Municipal Service Center for truck maintenance needs to be refurbished due to the corrosion of the equipment. Failure to refurbish will result in further corrosion which will result in future costly repairs.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

P146

Goal No.

Snow and Ice Control

Program Full Time Equivalents: 1.21

Program Mission:

Ensure the safe movement of vehicular and pedestrian traffic throughout the City during and after snow and ice events.

List of Program Service(s) Descriptions:

- 1) *Snow plowing* – Perform snow plowing throughout the City during the winter months.
- 2) *Salting / Sanding* – Perform salting / sanding operations throughout the City during the winter months.

Important Outputs:

- 1) *Removing Snow from City Streets*- Activities and services by this program are supported by the property tax. Snow plowing is necessary during the winter months to ensure the streets are cleared of snow so the traveling motorists can safely travel throughout the City. The City will schedule a snowplow operation when a minimum of 3" of snow has accumulated. There are nineteen different plow routes throughout the City that employees are assigned to. It takes approximately 8 hours to plow a 3" event. This program is important to the community because if the streets are not cleared of accumulating snowfalls it would be difficult for the public to travel safely throughout the City.
- 2) *Applying Salt / Sand to City Streets* - Activities and services by this program are supported by the property tax. Salting / sanding is necessary during the winter months to ensure that all the main City streets, intersections, hills, and curves are kept clear of ice so that traveling motorists can safely travel throughout the City. The police department will notify public works when they feel the roads are becoming slippery. Once public works is notified, employees are called in to salt. There are six different routes throughout the City that employees are assigned to. It takes approximately 3 hours to go through the City once the salt operations begin. Salting operations will include salting for snow accumulations of less than 3" of snow. This program is important to the community because road conditions throughout the City would become hazardous to the traveling public without the application of salt.

Expected Outcomes:

- 1) Maintain the condition of all City streets, alleys, and parking lots so that traffic can safely travel throughout the City.

- 2) Reduce slippery conditions on roads so that traffic can travel safely through the City.

2016 Performance Measures:

- 1) Decrease the number of mailboxes damaged by snowplows by 5% through educational programs based on inspections of mailbox locations.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Decrease the number of mailboxes damaged by snowplows by 5% through educational programs based on inspections of mailbox locations.
 - a. Result: Damages to mailboxes decreased from 35 to 15. Met performance measure.

Significant Program Achievements:

Continued with pre-wetting and anti-icing in snow plow operations that have reduced salt usage and improved road conditions during the winter season.

Existing Program Standards Including Importance to Community:

- 1) Plow all streets, alleys, and parking lots throughout the City when the City receives 3" of snow.
 - a. Community Importance.
 - i. Allow motorists to travel throughout the City in a safe manner during the winter months.
- 2) Salt / Sand all streets, alleys, and parking lots throughout the City when the police department calls for the salt trucks.
 - a. Community Importance.
 - i. Reduces ice on main streets, intersections, hills, and curves to allow the motorists to travel throughout the City in a safe manner during the winter months.

Costs and Benefits of Program and Services:

The adopted 2016 Snow and Ice Control program cost is \$283,003. The program benefits the community by allowing the streets to be kept clear of snow and ice so that the community can safely travel throughout the City during the winter months.

2016 Program Objectives:

- 1) Continue to train employees as well as train two new employees on various snow plow equipment.
- 2) Plow all streets within 8 hours for most storms.
- 3) Update snow plow maps to improve efficiencies.
- 4) Continue to send staff to seminars/conferences on snow removal operations.
- 5) Continue to send staff to snow plow rodeo.

2016 Budget Significant Expenditure Changes:

- 1) Training includes training for operational training of salting and plowing.
- 2) Seminars and conferences increased \$600 to reflect actual costs. Seminars and conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 3) Salt, Sand, Chloride increased \$5,000 to reflect actual costs.
- 4) Capital equipment includes \$225,000 for replacing 1997 front end loader.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Account Title | | | | | | | | | | | | |
| SNOW AND ICE CONTROL | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 53310 | 120 | Hourly Wages | \$ 67,219 | \$ 60,909 | \$ 84,640 | \$ 74,381 | \$ 32,525 | \$ 74,381 | \$ 75,869 | \$ 75,869 | 2.00% |
| 100 | 53310 | 125 | Overtime Wages | 62,453 | 45,728 | 56,345 | 65,000 | 11,535 | 65,000 | 65,000 | 65,000 | 0.00% |
| 100 | 53310 | 150 | FICA | 9,920 | 8,741 | 11,206 | 10,663 | 3,214 | 10,663 | 10,776 | 10,776 | 1.07% |
| 100 | 53310 | 151 | Retirement | 9,077 | 6,591 | 9,067 | 9,478 | 2,984 | 9,478 | 9,297 | 9,297 | -1.90% |
| 100 | 53310 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 23,234 | 7,590 | 20,023 | 25,093 | 18,781 | 25,093 | 25,093 | 26,560 | 5.85% |
| 100 | 53310 | 190 | Training | 500 | 0 | 462 | 500 | 0 | 500 | 500 | 500 | 0.00% |
| | | | Subtotal | 172,403 | 129,559 | 181,743 | 185,115 | 69,039 | 185,115 | 186,536 | 188,003 | 1.56% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 53310 | 212 | Seminars and Conferences | 425 | 0 | 259 | 400 | 821 | 821 | 1,000 | 1,000 | 150.00% |
| 100 | 53310 | 215 | Consulting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 425 | 0 | 259 | 400 | 821 | 821 | 1,000 | 1,000 | 150.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 53310 | 331 | Transportation | 40,000 | 31,947 | 39,077 | 45,000 | 9,066 | 45,000 | 45,000 | 45,000 | 0.00% |
| 100 | 53310 | 340 | Operating Supplies | 3,800 | 2,527 | 7,376 | 4,000 | 181 | 4,000 | 4,000 | 4,000 | 0.00% |
| 100 | 53310 | 341 | Salt, Sand, Chloride | 35,000 | 39,572 | 84,242 | 40,000 | 35,918 | 45,000 | 45,000 | 45,000 | 12.50% |
| | | | Subtotal | 78,800 | 74,045 | 130,695 | 89,000 | 45,165 | 94,000 | 94,000 | 94,000 | 5.62% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 53310 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 225,000 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 225,000 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 251,628 | \$ 203,604 | \$ 312,697 | \$ 274,515 | \$ 115,025 | \$ 279,936 | \$ 506,536 | \$ 283,003 | 3.09% |

Street Maintenance

Program Full Time Equivalents: 1.24

Program Mission:

Maintain and repair all City streets, parking lots, and alleys in a safe and timely manner to ensure the safe travel of motorist, bicyclists, and pedestrians.

List of Program Service(s) Descriptions:

- 1) *Street Maintenance* – Perform street, parking lot, and alley maintenance throughout the City.

Important Outputs:

- 1) *Street, parking lot, and alley maintenance*- Activities and services by this program are supported by the property tax. Maintenance of streets, parking lots, and alleys to reduce or eliminate hazards are necessary to ensure the traveling motorists can safely travel throughout the City.

Expected Outcomes:

- 1) Reduce hazards on all City streets, alleys, and parking lots so that traffic can safely travel throughout the City.

2016 Performance Measures:

- 1) Decrease the number of complaints received on street conditions by 1%, through progressive maintenance.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Decrease the number of complaints received on a street by 1% by monitoring the conditions of the street.
 - a. Result: Staff felt the complaints were far less than previous years but did not track the data to accurately measure.

Significant Program Achievements:

Increased road-patching to reduce potholes.

Existing Program Standards Including Importance to Community:

- 1) Patch potholes per industry standards to keep all streets, alleys, and parking lots maintained so that hazards are reduced throughout the City.
 - a. Community Importance.
 - i. Reduce road hazards so motorists to travel throughout the City in a safe manner.

Costs and Benefits of Program and Services:

The adopted 2016 Street Maintenance program cost is \$177,383. The program benefits the community by allowing the streets to be kept clear of road hazards.

2016 Program Objectives:

- 1) Continue road maintenance activities to improve road conditions.

2016 Budget Significant Expenditure Changes:

- 1) Training includes funding for street employees to attend road maintenance seminar/workshops.
- 2) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 3) Consulting includes funding for blacktop patching.
- 4) Capital outlay: Trailer mounted asphalt recycler & hot box \$35,000.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

| 2014 Adopted Budget | 2014 Year End Actual | 2014 Year End Estimate | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|---------------------------|----------------------------|------------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|---------------------------|----------------------------|------------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

STREET MAINTENANCE

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|------------|------------|------------|------------|-----------|------------|------------|------------|---------|
| 100 | 53330 | 120 | Hourly Wages | \$ 61,549 | \$ 50,709 | \$ 61,549 | \$ 61,549 | \$ 22,179 | \$ 61,549 | \$ 62,780 | \$ 62,780 | 2.00% |
| 100 | 53330 | 125 | Overtime Wages | 2,745 | 2,010 | 2,500 | 2,500 | 42 | 2,500 | 2,500 | 2,500 | 0.00% |
| 100 | 53330 | 126 | Seasonal Labor | 4,961 | 638 | 4,961 | 4,961 | 432 | 4,961 | 4,961 | 4,961 | 0.00% |
| 100 | 53330 | 150 | FICA | 4,998 | 3,980 | 4,972 | 4,972 | 1,741 | 4,972 | 5,066 | 5,066 | 1.89% |
| 100 | 53330 | 151 | Retirement | 4,501 | 3,179 | 4,483 | 4,355 | 1,460 | 4,355 | 4,308 | 4,308 | -1.07% |
| 100 | 53330 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 23,740 | 27,699 | 23,740 | 25,639 | 8,908 | 25,639 | 25,639 | 27,138 | 5.85% |
| 100 | 53330 | 190 | Training | 2,500 | 1,218 | 2,500 | 2,500 | 111 | 2,500 | 2,500 | 2,500 | 0.00% |
| | | | Subtotal | 104,994 | 89,433 | 104,705 | 106,476 | 34,873 | 106,476 | 107,754 | 109,253 | 2.61% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 53330 | 212 | Seminars and Conferences | 270 | 0 | 270 | 270 | 0 | 270 | 270 | 270 | 0.00% |
| 100 | 53330 | 215 | Consulting | 1,000 | 0 | 1,000 | 1,000 | 863 | 1,000 | 1,000 | 1,000 | 0.00% |
| | | | Subtotal | 1,270 | 0 | 1,270 | 1,270 | 863 | 1,270 | 1,270 | 1,270 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 53330 | 331 | Transportation | 20,772 | 16,312 | 21,460 | 21,460 | 5,921 | 21,460 | 21,460 | 21,460 | 0.00% |
| 100 | 53330 | 340 | Operating Supplies | 4,000 | 913 | 4,000 | 4,000 | 857 | 4,000 | 4,000 | 4,000 | 0.00% |
| 100 | 53330 | 350 | Repair and Maintenance Supplies | 1,000 | 213 | 1,000 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 53330 | 351 | Safety Equipment and Uniforms | 5,400 | 6,776 | 5,400 | 5,400 | 1,899 | 5,400 | 5,400 | 5,400 | 0.00% |
| | | | Subtotal | 31,172 | 24,214 | 31,860 | 31,860 | 8,677 | 31,860 | 31,860 | 31,860 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 53330 | 860 | Capital Outlay | 0 | 1,000 | 0 | 0 | 0 | 0 | 35,000 | 35,000 | 100.00% |
| | | | Subtotal | 0 | 1,000 | 0 | 0 | 0 | 0 | 35,000 | 35,000 | 100.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 137,436 | \$ 114,647 | \$ 137,835 | \$ 139,606 | \$ 44,413 | \$ 139,606 | \$ 175,884 | \$ 177,383 | 27.06% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P154

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2015

DESCRIPTION OF PROJECT:

New trailer mounted asphalt recycler & hot box.

NEW: **or** **REPLACEMENT: X**

PROJECTED COST: \$ 35,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 35,000

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The new trailer mounted asphalt recycler & hot box would improve the efficiencies for pot hole patching. The existing operations require cold mix to be loaded into a truck as needed for pot hole patching. Any unused materials are then often dumped because the truck is needed for other operational needs. The new trailer mounted asphalt recycler & hot box would have material stored in it and when staff needs to pot hole patch they would just hook up to the trailer and go. Material would only be handled once. Industry researched also has shown that heated cold mix placed in a hole will last 60% longer than just regular cold mix. Also this equipment will be able to heat materials so we can also get hot mix asphalt for doing smaller permanent patches. In the past, these patches would have to be done by a contractor because we did not have the availability to haul hot mix asphalt.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Traffic Signs and Markings

Program Full Time Equivalents: .98

Program Mission:

Provide the public a safe and orderly flow of vehicular and pedestrian traffic by means of pavement markings and signage as required by the Manual of Uniform Traffic Control Devices.

List of Program Service(s) Descriptions:

- 1) *Maintenance of Traffic Signs* – Maintain existing street signs throughout the City. Maintenance includes repairing damage signs caused by traffic or replacing signs because of reflectivity requirements.
- 2) *Maintenance of Traffic Pavement Markings* – Maintain existing pavement markings throughout the City. Maintenance includes repainting all pavement markings throughout the City on an annual basis. Pavement markings include stop bars, lane striping, and parking stall striping.
- 3) *Maintenance of Street Marker Signs* – Maintain existing street marker signs throughout the City. Maintenance includes repairing damage signs caused by traffic or replacing signs because of reflectivity requirements.

Important Outputs:

- 1) *Traffic Signs* - Activities and services by this program are supported by the property tax and State shared revenues. Maintenance of existing street signs to provide vehicular and pedestrian traffic necessary information so to ensure the traveling public can safely travel throughout the City.
- 2) *Traffic Pavement Markings* - Activities and services by this program are supported by the property tax and State shared revenues. Maintenance of existing pavement markings to provide vehicular and pedestrian traffic the necessary lane delineations and stop bars so to ensure the traveling public can safely travel throughout the City.
- 3) *Street Marker Signs* – Activities and services by this program are supported by the property tax and State shared revenues. Maintenance of existing street marker signs to identify the names of the streets throughout the City so that the traveling public can identify streets they need to travel.

Expected Outcomes:

- 1) Maintain all traffic signs to ensure vehicular and pedestrian traffic can safely travel throughout the City.
- 2) Maintain all traffic pavement markings to ensure vehicular and pedestrian traffic can safely travel throughout the City.
- 3) Maintain all street marker signs to ensure that all streets are identified so that motorists can find their destination.

2016 Performance Measures:

- 1) Train additional employee on how to manufacture street signs.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Train at least one new person in how to manufacture street signs.
 - a. Result: This performance measure was met by training two new employees.
- 2) Update 17% of Street name signs to meet reflectivity standards by WisDot.
 - a. This performance measure was met with the installation of 100% of all signs now meeting reflectivity standards set by WisDot.

Significant Program Achievements:

Met 100% of standards of WisDot sign reflectivity standards.

Existing Program Standards Including Importance to Community:

- 1) Satisfy the federal requirements for maintenance of existing traffic signs and pavement markings throughout the City.
 - a. Community Importance.
 - i. Provides vehicular and pedestrian traffic a means to allow for safe and orderly flow.
 - ii. Provides street markers so that motorist can identify streets to find their destination points and addresses.

Costs and Benefits of Program and Services:

The adopted 2016 Traffic Signs and Markings program cost is \$147,563. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2016 Program Objectives:

- 1) Continue to update signs City wide.
- 2) Continue to maintain pavement striping City wide.

2016 Budget Significant Expenditure Changes:

- 1) Training is for training staff on sign maintenance and traffic markings.
- 2) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
- 3) Consulting includes fees paid to City of Green Bay for street striping.
- 4) No capital outlay requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| TRAFFIC SIGNS AND MARKINGS | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 53400 | 120 | Hourly Wages | \$ 61,549 | \$ 24,840 | \$ 53,514 | \$ 61,549 | \$ 31,775 | \$ 61,549 | \$ 62,780 | \$ 62,780 2.00% |
| 100 | 53400 | 125 | Overtime Wages | 2,793 | 1,764 | 2,401 | 2,793 | 23 | 2,793 | 2,793 | 2,793 0.00% |
| 100 | 53400 | 126 | Seasonal Labor | 4,462 | 1,354 | 5,330 | 4,462 | 1,580 | 4,462 | 4,462 | 4,462 0.00% |
| 100 | 53400 | 150 | FICA | 4,931 | 2,055 | 4,054 | 4,987 | 2,471 | 4,987 | 5,081 | 5,081 1.89% |
| 100 | 53400 | 151 | Retirement | 4,504 | 1,144 | 3,442 | 4,375 | 1,956 | 4,375 | 4,328 | 4,328 -1.08% |
| 100 | 53400 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 18,794 | 7,508 | 16,209 | 20,298 | 7,625 | 20,298 | 20,298 | 21,484 5.84% |
| 100 | 53400 | 190 | Training | 400 | 0 | 0 | 400 | 0 | 400 | 400 | 400 0.00% |
| | | | Subtotal | 97,433 | 38,665 | 84,950 | 98,864 | 45,430 | 98,864 | 100,142 | 101,328 2.49% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 53400 | 212 | Seminars and Conferences | 225 | 0 | 0 | 225 | 0 | 225 | 225 | 225 0.00% |
| 100 | 53400 | 215 | Consulting | 6,000 | 0 | 4,762 | 6,000 | 342 | 6,000 | 6,000 | 6,000 0.00% |
| | | | Subtotal | 6,225 | 0 | 4,762 | 6,225 | 342 | 6,225 | 6,225 | 6,225 0.00% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 53400 | 331 | Transportation | 3,796 | 2,005 | 3,930 | 4,010 | 2,058 | 4,010 | 4,010 | 4,010 0.00% |
| 100 | 53400 | 340 | Operating Supplies | 23,500 | 7,451 | 19,187 | 22,000 | 1,682 | 22,000 | 22,000 | 22,000 0.00% |
| 100 | 53400 | 342 | Paint--Sign and Mark | 15,000 | 29 | 7,278 | 14,000 | 5 | 14,000 | 14,000 | 14,000 0.00% |
| | | | Subtotal | 42,296 | 9,485 | 30,395 | 40,010 | 3,745 | 40,010 | 40,010 | 40,010 0.00% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 53400 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| TOTAL | | | | | | | | | | | |
| | | | | \$ 145,954 | \$ 48,151 | \$ 120,107 | \$ 145,099 | \$ 49,517 | \$ 145,099 | \$ 146,377 | \$ 147,563 1.70% |

Street Lighting

Program Full Time Equivalents: 0.12

Program Mission:

Maintain and provide adequate street lighting for traffic and pedestrian safety along public ways. The major purpose of streetlights is to reduce vehicle and pedestrian accidents by illuminating hazards. Street lighting is also used to illuminate City owned property and equipment for security and safety purposes.

List of Program Service(s) Descriptions:

- 1) *Street Lighting* – Maintain existing streetlights throughout the City.

Important Outputs:

- 1) *Street Lighting* - Activities and services by this program are supported by the property tax. Maintenance of existing street lights to provide adequate lighting at intersections and other areas where there are hazards in order to prevent accidents.

Expected Outcomes:

- 1) Maintain existing streetlights to ensure vehicular and pedestrian safety at intersections and other areas where there are hazards.
- 2) Maintain existing streetlights to illuminate City owned properties and equipment for security and safety purposes.

2016 Performance Measures:

- 1) Respond and repair all street lighting issues within the downtown districts within 24 hours of notification.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Evaluate the LED street lighting installed to date to determine whether there is a minimum of 5% electrical savings and determine if this is significant enough to warrant further LED light installations in the future.
 - a. Result: Recent upgrades to American Boulevard to LED lighting show a savings of over 15%.

Significant Program Achievements:

Continue lamp and ballast replacement program.

Existing Program Standards Including Importance to Community:

- 1) Maintain existing streetlights throughout the City to meet the requirements of the City's municipal codes.
 - a. Community Importance.
 - i. Provide adequate street lighting for traffic and pedestrian safety along public ways.

Costs and Benefits of Program and Services:

The adopted 2016 Street Lighting program cost is \$440,411. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2016 Program Objectives:

- 1) Continue to investigate energy saving programs for street lighting.
- 2) Continue to replace existing street lighting with LED lighting.

2016 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$9,000 to reflect actual costs of maintenance of street lighting.
- 2) Overtime wages increased \$100 to reflect actual costs of maintenance of street lighting.
- 3) FICA increased \$696 to reflect actual costs of maintenance of street lighting.
- 4) Retirement increased \$588 to reflect actual costs of maintenance of street lighting.
- 5) Consulting is for contracting outside services to repair street and decorative lighting.
- 6) Operating Supplies increased \$3,500 to reflect actual costs of maintenance of street lighting.
- 7) No capital equipment requested.

EXPENDITURES

Account Title

2014
Adopted
Budget2014
Year End
Actual2014
Year End
Estimate2015
Adopted
Budget2015
6 mos
Actual2015
Year End
Estimate2016
Dept Head
Proposed2016
Executive
Proposed2016 / 2015
Budget
% Of Change

STREET LIGHTING

Account Number PERSONAL SERVICES

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|------------|------------|------------|------------|------------|------------|------------|------------|---------|
| 100 | 53420 | 110 | Salaries | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 100 | 53420 | 120 | Hourly Wages | 7,112 | 19,705 | 14,570 | 6,000 | 10,854 | 20,000 | 15,000 | 15,000 | 150.00% |
| 100 | 53420 | 125 | Overtime Wages | 226 | 320 | 400 | 100 | 174 | 200 | 200 | 200 | 100.00% |
| 100 | 53420 | 150 | FICA | 561 | 1,427 | 1,145 | 467 | 802 | 1,600 | 1,163 | 1,163 | 149.18% |
| 100 | 53420 | 151 | Retirement | 514 | 1,253 | 1,048 | 415 | 718 | 1,400 | 1,003 | 1,003 | 141.85% |
| 100 | 53420 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 2,459 | 3,054 | 2,459 | 2,074 | 2,557 | 4,000 | 2,074 | 2,195 | 5.83% |
| 100 | 53420 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 10,872 | 25,759 | 19,622 | \$9,055 | 15,105 | 27,200 | 19,440 | 19,561 | 116.01% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 53420 | 215 | Consulting | 8,000 | 1,124 | 8,000 | \$8,000 | 1,709 | 8,000 | 8,000 | 8,000 | 0.00% |
| 100 | 53420 | 220 | Utilities | 400,000 | 350,588 | 387,504 | 400,000 | 162,625 | 400,000 | 400,000 | 400,000 | 0.00% |
| | | | Subtotal | 408,000 | 351,712 | 395,504 | \$408,000 | 164,334 | 408,000 | 408,000 | 408,000 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 53420 | 331 | Transportation | 1,928 | 0 | 1,000 | \$850 | 0 | 850 | 850 | 850 | 0.00% |
| 100 | 53420 | 340 | Operating Supplies | 8,500 | 9,527 | 8,500 | 8,500 | 10,792 | 12,000 | 12,000 | 12,000 | 41.18% |
| 100 | 53420 | 350 | Repair and Maintenance Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 10,428 | 9,527 | 9,500 | \$9,350 | 10,792 | 12,850 | 12,850 | 12,850 | 37.43% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 53420 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 429,300 | \$ 386,998 | \$ 424,626 | \$ 426,405 | \$ 190,231 | \$ 448,050 | \$ 440,290 | \$ 440,411 | 3.28% |

Traffic Lights

Program Full Time Equivalents: 0

Program Mission:

Maintain and provide signalization for traffic controls at sixteen intersections throughout the City in order to provide safe and orderly flow of vehicular traffic.

List of Program Service(s) Descriptions:

- 1) *Traffic Lights* – Maintain existing traffic signals throughout the City. Maintenance includes repairing damage caused by traffic, replacing signal lights when they are out, and adjusting timing as needed.

Important Outputs:

- 1) *Traffic Lights* - Activities and services by this program are supported by the property tax. Maintenance of existing traffic lights to provide safe and orderly flow of vehicular traffic. Proper function signals prevents accidents as well as delays due to traffic back ups.

Expected Outcomes:

- 1) Maintain existing traffic lights to ensure safe and orderly flow of vehicles.
- 2) Maintain existing traffic lights to protect vehicles and pedestrians at busy intersections.
- 3) Maintain existing traffic lights to reduce the severity and frequency of accidents between vehicles entering intersections.

2016 Performance Measures:

- 1) Respond to 100% of malfunctioning or damage signals within 24 hours of being notified. Determine if adequate response is being done or whether other options should be evaluated to address signal repairs in a timely manner.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Respond to 100% of malfunctioning or damages signals within 24 hours of being notified.

- a. Result: Responded to 100% of malfunctioning or damages signals within 24 hours of being notified.

Significant Program Achievements:

Maintained signalization at intersections.

Existing Program Standards Including Importance to Community:

- 1) Maintain existing traffic lights throughout the City per industry standards as well as the Manual of Uniform Traffic Control Devices.
 - a. Community Importance.
 - i. Provide traffic lights to ensure safe and orderly flow of vehicles.

Costs and Benefits of Program and Services:

The adopted 2016 Traffic Lights program cost is \$50,000. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2016 Program Objectives:

- 1) Continue to maintain signalization at all intersections.
- 2) Evaluated the needs for pedestrian signals.
- 3) Update pedestrian crossings at Broadway & Cook, Broadway & Merrill, and Main & 10th.

2016 Budget Significant Expenditure Changes:

- 1) Consulting fees include \$10,000 for fees paid to City of Green Bay for maintenance of traffic signals.
- 2) Utilities decreased \$3,600 to reflect actual costs.
- 3) Operating Supplies increased \$500 to reflect actual costs.
- 4) Capital equipment includes \$2,500 for Broadway & Merrill to replace existing signal controller inside cabinet; \$2,000 for Main & 10th pedestrian crossing improvements to allow better access to the pedestrian push buttons; \$1,000 for Broadway & Cook pedestrian crossing improvements to allow better access to the pedestrian push buttons ; \$3,000 for Broadway & Merrill pedestrian crossing improvements to allow better access to the pedestrian push buttons.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-------------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| TRAFFIC LIGHTS | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 53450 | 120 | Hourly Wages | \$0 | \$0 | \$0 | \$ 28 | \$ 28 | \$0 | \$0 | 0.00% |
| 100 | 53450 | 122 | Hourly Wages Part Time | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 125 | Overtime Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 150 | FICA | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 151 | Retirement | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 37 | 28 | 0 | 0 | 0.00% |
| Account Number CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 53450 | 215 | Consulting | 10,000 | 4,041 | 12,335 | 10,000 | 711 | 10,000 | 10,000 | 0.00% |
| 100 | 53450 | 218 | Cell/Radio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 220 | Utilities | 33,600 | 10,903 | 28,788 | 33,600 | 12,873 | 30,000 | 30,000 | -10.71% |
| | | | Subtotal | 43,600 | 14,945 | 41,123 | 43,600 | 13,584 | 40,000 | 40,000 | -8.26% |
| Account Number SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 53450 | 331 | Transportation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53450 | 340 | Operating Supplies | 1,000 | 0 | 1,013 | 1,000 | 515 | 1,000 | 1,500 | 50.00% |
| | | | Subtotal | 1,000 | 0 | 1,013 | 1,000 | 515 | 1,000 | 1,500 | 50.00% |
| Account Number CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 53450 | 810 | Capital Equipment | 0 | 0 | 0 | 22,000 | 0 | 8,500 | 8,500 | -61.36% |
| | | | Subtotal | 0 | 0 | 0 | 22,000 | 0 | 8,500 | 8,500 | -61.36% |
| | | | TOTAL | \$ 44,600 | \$ 14,945 | \$ 42,136 | \$ 66,600 | \$ 14,136 | \$ 41,028 | \$ 50,000 | -24.92% |

Brush Collection

Program Full Time Equivalents: .64

Program Mission:

Provide a cost effective and efficient method for residents to dispose of their brush and yard waste.

List of Program Service(s) Descriptions:

- 1) *Brush Collection* – Collect resident's brush three times a year
- 2) *Compost Facility* – Maintain and operate City's compost facility.

Important Outputs:

- 1) *Brush Collection* - Activities and services by this program are supported by the property tax. The City picks up brush at the curb three times per year for the residents. The brush is picked up during these weeks on the designated garbage day for the residents. Brush is either collected with a truck and loader or the brush is chipped if the piles of brush are small. The brush collected in trucks or chipped is then hauled to the compost site. This service is a value to the community because not everyone has the means to be able to haul their brush to the compost facility so by having curbside pickup they are able to dispose of their brush.
- 2) *Compost Facility* - Activities and services by this program are supported by a combination of the property tax and the Town of Ledgeview. Currently funding is 77% City and 23% Ledgeview. Operations of the compost facility allow residents a site to bring their brush and yard waste to. Weekly the City stockpiles the brush and yard waste. The yard waste is hauled away on a weekly basis. Also once the brush piles are large enough, the City hires a contractor to chip the brush into wood chips, which are provided to the residents at no charge. The compost facility is a value to the community because it provides wood chips at no charge. The facility also provides the community a place to dispose of their yard waste the residents create when maintaining their properties.

Expected Outcomes:

- 1) Maintained properties free of yard waste and brush.
- 2) Maintain supply of mulch for residents.

2016 Performance Measures:

- 1) Decrease number of household brush violations by 1% by educating the community on City policy.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
 - a. Result: Household brush violations (379 in 2014, 251 in 2015). Performance measure was met.

Significant Program Achievements:

Reduced the number of commercial contractors illegally using the compost site. Reduced the number of brush violations.

Existing Program Standards Including Importance to Community:

- 1) Maintain brush collection three times per year.
 - a. Community Importance.
 - i. Provides an easier alternative for residents to dispose of brush.
- 2) Maintain daily hours of operations at the compost facility every week year round.
 - a. Community Importance.
 - i. Provides a site for residents to drop off brush and yard waste.
 - ii. Provides a supply of mulch for residents to utilize.

Costs and Benefits of Program and Services:

The adopted 2016 Brush Collection program cost is \$86,653. The program benefits the community by allowing curbside collection of brush three times per year. It also allows for the operations of the compost facility, which gives residents a site to dispose of their brush and yard waste. The compost operations also provide mulch for the residents to utilize.

2016 Program Objectives:

- 1) Continue to monitor brush collection operations to improve efficiency and meet overall community needs.

2016 Budget Significant Expenditure Changes:

- 1) Consulting increased \$5,000 to reflect actual costs. Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
- 2) Utilities increased \$25 to reflect actual costs.
- 3) Transportation decreased \$2,000 to reflect actual costs.
- 4) No Capital Equipment requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Adopted
Budget

2016 / 2015
Budget
% Of Change

BRUSH COLLECTION

| Account Number | PERSONAL SERVICES | | | | | | | | | |
|----------------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|
| 100 53460 120 | Hourly Wages | \$ 35,476 | \$ 15,388 | \$ 41,540 | \$ 35,476 | \$ 17,054 | \$ 35,476 | \$ 36,186 | \$ 36,186 | 2.00% |
| 100 53460 125 | Overtime Wages | 423 | 0 | 263 | 200 | 0 | 200 | 200 | 200 | 0.00% |
| 100 53460 126 | Seasonal Labor | 7,505 | 208 | 1,486 | 7,505 | 195 | 7,505 | 7,505 | 7,505 | 0.00% |
| 100 53460 150 | FICA | 2,866 | 1,106 | 2,913 | 2,838 | 1,319 | 2,838 | 2,892 | 2,892 | 1.91% |
| 100 53460 151 | Retirement | 2,514 | 836 | 2,772 | 2,426 | 1,101 | 2,426 | 2,401 | 2,401 | -1.01% |
| 100 53460 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 12,263 | 5,201 | 10,939 | 13,244 | 6,875 | 13,244 | 13,244 | 14,018 | 5.84% |
| | Subtotal | 61,047 | 22,739 | 59,913 | 61,689 | 26,544 | 61,689 | 62,429 | 63,203 | 2.45% |
| | | | | | | | | | | |
| | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 53460 215 | Consulting | 15,000 | 8,935 | 17,820 | 10,000 | 0 | 15,000 | 15,000 | 15,000 | 50.00% |
| 100 53460 220 | Utilities | 175 | 52 | 142 | 125 | 126 | 150 | 150 | 150 | 20.00% |
| | Subtotal | 15,175 | 8,987 | 17,962 | 10,125 | 126 | 15,150 | 15,150 | 15,150 | 49.63% |
| | | | | | | | | | | |
| | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 53460 331 | Transportation | 10,000 | 4,499 | 6,891 | 10,000 | 1,290 | 8,000 | 8,000 | 8,000 | -20.00% |
| 100 53460 340 | Operating Supplies | 600 | 0 | 0 | 300 | 0 | 300 | 300 | 300 | 0.00% |
| | Subtotal | 10,600 | 4,499 | 6,891 | 10,300 | 1,290 | 8,300 | 8,300 | 8,300 | -19.42% |
| | | | | | | | | | | |
| | CAPITAL OUTLAY | | | | | | | | | |
| 100 53460 810 | Capital Equipment | 0 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0.00% |
| | Subtotal | 0 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0.00% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | TOTAL | \$ 86,822 | \$ 36,225 | \$ 84,766 | \$ 87,114 | \$ 27,960 | \$ 90,139 | \$ 85,879 | \$ 86,653 | -0.53% |

Transit System

Program Full Time Equivalents: 0

Program Mission:

Provide funding for mass transit throughout the City.

List of Program Service(s) Descriptions:

- 1) *Transit System* – Provides an option for residents to utilize bus service as alternative transportation. This program provides the funding for the bus service provided by the Green Bay Transit Authority.

Important Outputs:

- 1) *Transit System* - Activities and services by this program are supported by the property tax and mass transit aids. Bus service allows residents to have an alternative transportation throughout the City.

Expected Outcomes:

- 1) Maintain bus service for the residents.

2016 Performance Measures:

- 1) To increase value of the service to the community and see a 1% increase in ridership.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership increased from 21,460 to 23,973)

Significant Program Achievements:

Provide a transportation alternative to driving a vehicle of residents and visitors of the community.

Existing Program Standards Including Importance to Community:

- 1) Identify required funding through discussions with Green Bay Metro prior to City budget development.
 - a. Community Importance.
 - i. Provides an alternative transportation for residents.

Costs and Benefits of Program and Services:

The adopted 2016 Transit System program cost is \$427,007. The program benefits the community by an alternative transportation mode. This program provides funding to the Green Bay Transit Authority to provide the City this bus services.

2016 Program Objectives:

- 1) Continue to maintain bus services for the community.

2016 Budget Significant Expenditure Changes:

None.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Adopted Budget | 2016 / 2015 Budget % Of Change | |
|----------------|-------|-----|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|---------------------------|--------------------------------------|--------|
| Account Title | | | | | | | | | | | | |
| TRANSIT SYSTEM | | | | | | | | | | | | |
| Account Number | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 53520 | 213 | Transit System | \$ 480,100 | \$ 209,654 | \$ 439,704 | \$ 433,950 | \$ 46,513 | \$ 433,950 | \$ 427,007 | \$ 427,007 | -1.60% |
| | | | Subtotal | 480,100 | 209,654 | 439,704 | 433,950 | 46,513 | 433,950 | 427,007 | 427,007 | -1.60% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 480,100 | \$ 209,654 | \$ 439,704 | \$ 433,950 | \$ 46,513 | \$ 433,950 | \$ 427,007 | \$ 427,007 | -1.60% |

Garbage and Refuse Collection

Program Full Time Equivalents: 2.91

Program Mission:

Provide an efficient and effective service of collection and disposal of trash and unsightly debris throughout the City in a timely manner.

List of Program Service(s) Descriptions:

- 1) *Garbage Collection* – Provide weekly curbside pickup of garbage throughout the City.
- 2) *Rubbish Collection* – Provide curbside pickup of large bulky trash items twice a year throughout the City.

Important Outputs:

- 1) *Garbage Collection* - Activities and services by this program are supported by the property tax. The City collects garbage by using one-person automatic garbage trucks. Garbage is collected Monday thru Thursday by specific routes. Once route is completed for the day the garbage trucks then haul garbage to the landfill transfer station in Hobart. The residents benefit from this service because it provides them a means to dispose of their household waste. If the City did not provide this service then the residents would need to hire a private service to pick up their household waste.
- 2) *Rubbish Collection* - Activities and services by this program are supported by the property tax. Providing curbside pickup of large bulky trash items twice a year for residents throughout the City allows for a means for residents to dispose of their large bulky trash items. Collection is done on the designated garbage day. Rubbish is collected using a loader and dump truck for non-metal items. Once truck is full it is hauled to the landfill transfer station in Hobart. Metal items are separated and picked up with a one-ton dump truck and hauled to the Municipal Service Center. Once the City has a large quantity of metal items, a company that salvages metal items will be called to pick up all the metal items that have been collected. This service is a value to the community because not everyone has the means to dispose of their large bulky trash items so by having curbside pickup they are able to dispose of these items.
- 3) *Rubbish drop off site*-Activities and services by this program are supported by the property tax. This provides an option for residents to haul their rubbish and large bulky items to the City's Municipal Service Center (MSC) throughout the entire year. Residents will bring their items to the MSC daily throughout the year during the hours of 7:00 am to 7:00 pm. Items will be stockpiled until such time there are quantities large enough to haul to the landfill transfer station. This service benefits the residents of the City by giving them another alternative to dispose of their bulky trash items.

Expected Outcomes:

- 1) Maintain residential garbage collection on a weekly basis keeps properties clean.
- 2) Maintain a means for residents to dispose of large bulky trash items either by curbside pickup or a drop off location in order to keep properties looking neat and clean.

2016 Performance Measures:

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
 - a. Result: Violations are 57 for 2015 compared to 140 in 2013. Performance measure met.
- 2) Decrease transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.
 - a. Result: Performance measure was met by decreasing fuel costs by 12.5%.

Significant Program Achievements:

Realigned garbage maps/routes to gain greater efficiency. Significantly reduced overtime.

Existing Program Standards Including Importance to Community:

- 1) Curbside garbage collection using automated garbage trucks.
 - a. Community Importance.
 - i. Provides the residents with a means to dispose of their household garbage on a weekly basis.
- 2) Rubbish curbside collection twice per year.
 - a. Community Importance.
 - i. Provides the residents with a means to dispose of their large bulky trash items twice per year.
- 3) Provide rubbish drop off site year round at the Municipal Service Center.
 - a. Community Importance.
 - i. Provides the residents with a means for residents to drop off their large bulky trash items on a weekly basis instead of relying on the twice per year curbside pickup.

Costs and Benefits of Program and Services:

The adopted 2016 Garbage/Refuse Collection program cost is \$314,153. The program benefits the community by giving the residents a means to dispose of their household waste on a weekly basis. It also benefits the residents by giving them options to dispose of their larger bulky trash items.

2016 Program Objectives:

- 1) Continue to maintain level of service with continued City growth
- 2) Continue to update route maps to improve the efficiencies of the operation.
- 3) Continue to investigate eliminating commercial garbage collection.

2016 Budget Significant Expenditure Changes:

- 1) Training \$500 includes funding for staff development in garbage truck operation.
- 2) Consulting decreased \$2,000 to reflect actual costs. Consulting \$1,000 includes funding for WDNR and Brown County for solid waste operations.
- 3) Transportation decreased \$10,000 to reflect actual cost savings from having compressed natural gas engines for the garbage trucks.
- 4) No Capital Equipment requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| GARBAGE/REFUSE COLLECTION | | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 53620 | 120 | Hourly Wages | \$ 165,157 | \$ 77,364 | \$ 183,637 | \$ 171,718 | \$ 82,286 | \$ 171,718 | \$ 175,153 | \$ 175,153 | 2.00% |
| 100 | 53620 | 125 | Overtime Wages | 1,278 | 2,456 | 3,468 | 3,000 | 406 | 3,000 | 3,000 | 3,000 | 0.00% |
| 100 | 53620 | 126 | Seasonal Labor | 5,256 | 860 | 1,873 | 5,256 | 2,064 | 5,256 | 5,256 | 5,256 | 0.00% |
| 100 | 53620 | 150 | FICA | 12,815 | 6,142 | 13,230 | 13,442 | 6,485 | 13,442 | 13,705 | 13,705 | 1.95% |
| 100 | 53620 | 151 | Retirement | 11,650 | 3,725 | 11,864 | 11,881 | 4,923 | 11,881 | 11,758 | 11,758 | -1.03% |
| 100 | 53620 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 55,795 | 22,225 | 54,637 | 60,259 | 26,826 | 60,259 | 60,259 | 63,781 | 5.84% |
| 100 | 53620 | 190 | Training | 500 | 0 | 0 | 500 | 0 | 500 | 500 | 500 | 0.00% |
| | | | Subtotal | 252,452 | 112,772 | 268,709 | 266,056 | 122,990 | 266,056 | 269,631 | 273,153 | 2.67% |
| CONTRACTUAL SERVICES | | | | | | | | | | | | |
| 100 | 53620 | 210 | Telephone | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 53620 | 215 | Consulting | 5,000 | 664 | 664 | 3,000 | 664 | 1,000 | 1,000 | 1,000 | -66.67% |
| | | | Subtotal | 5,000 | 664 | 664 | 3,000 | 664 | 1,000 | 1,000 | 1,000 | -66.67% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | | |
| 100 | 53620 | 331 | Transportation | 41,000 | 23,412 | 31,357 | 40,000 | 7,447 | 35,000 | 30,000 | 30,000 | -25.00% |
| 100 | 53620 | 340 | Operating Supplies | 1,000 | 0 | 288 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 53620 | 344 | Garbage Bags and Poly Cart Supplies | 9,000 | 0 | 7,627 | 9,000 | 0 | 9,000 | 9,000 | 9,000 | 0.00% |
| | | | Subtotal | 51,000 | 23,412 | 39,272 | 50,000 | 7,447 | 45,000 | 40,000 | 40,000 | -20.00% |
| CAPITAL OUTLAY | | | | | | | | | | | | |
| 100 | 53620 | 810 | Capital Equipment | 92,315 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 92,315 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | TOTAL | \$ 400,767 | \$ 136,848 | \$ 308,645 | \$ 319,056 | \$ 131,101 | \$ 312,056 | \$ 310,631 | \$ 314,153 | -1.54% |

Landfill

Program Full Time Equivalents: 0

Program Mission:

Provide funding for the disposal of solid waste that is collected throughout the City.

List of Program Service(s) Descriptions:

- 1) *Landfill* – Provides funding for the tipping fees for disposal of solid waste.

Important Outputs:

- 1) *Landfill* - Activities and services by this program are supported by the property tax. Funds the disposal of solid waste collected by the City. The City hauls the garbage and rubbish collected from the community to the transfer station in Hobart. The County then hauls this material to the landfill. The weights of the material are collected from each City truck and then recorded. This weight is then converted to tons and the County will then invoice the City based on the tons collected. This program is valuable to the community because it funds the tipping fees required to dispose of all solid waste collected from the residents of the community.

Expected Outcomes:

- 1) Maintain disposal operations of solid waste collected by the City.

2016 Performance Measures:

- 1) Monitor the weight slips from the transfer station to make sure the County invoices the City properly for landfill charges.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Monitor weight slips from the transfer station to make sure the County invoices the City properly for landfill charges.
 - a. Result: All weight slips are entered into a database to appropriately analyze and checked for proper payment.

Significant Program Achievements:

The City delivered over 5,000 tons of garbage to the landfill transfer station.

Existing Program Standards Including Importance to Community:

- 1) Review Brown County tonnage and fee reports monthly to identify expenditure trends to develop annual funding requirements.
 - a. Community Importance.
 - i. Provides funding for disposal of solid waste collected throughout the City.

Costs and Benefits of Program and Services:

The adopted 2016 Landfill program cost is \$250,000. This program benefits the community by providing funding for disposal of solid waste.

2016 Program Objectives:

- 1) Continue to monitoring volume of material going to landfill.

2016 Budget Significant Expenditure Changes:

- 1) Landfill increased \$46,000 to reflect actual costs due to the anticipated costs to dispose of recyclables instead of receiving revenue for the recyclables.
- 2) No capital requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

LANDFILL

| Account Number | | | CONTRACTUAL SERVICES | | | | | | | | |
|----------------|-------|-----|----------------------|------------|-----------|------------|------------|-----------|------------|------------|-------------------|
| 100 | 53630 | 214 | Landfill | \$ 160,000 | \$ 76,525 | \$ 217,528 | \$ 204,000 | \$ 96,355 | \$ 225,000 | \$ 250,000 | \$ 250,000 22.55% |
| | | | Subtotal | 160,000 | 76,525 | 217,528 | 204,000 | 96,355 | 225,000 | 250,000 | 250,000 22.55% |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | TOTAL | \$ 160,000 | \$ 76,525 | \$ 217,528 | \$ 204,000 | \$ 96,355 | \$ 225,000 | \$ 250,000 | \$ 250,000 22.55% |

Weed Control

Program Full Time Equivalents: .01

Program Mission:

The management of noxious and unsightly weeds throughout the community.

List of Program Service(s) Descriptions:

- 1) *Weed control* – Perform mowing / cutting operations to control grass and weeds in undeveloped lots, City property, and along roadways.

Important Outputs:

- 1) *Cutting weeds and grass*- Activities and services by this program is supported by the property tax (35%) and storm water utility (65%). Maintenance along roadways and City properties to keep grass and weeds mowed to acceptable heights. This service is valuable to the community because it improves visibility at intersections as well as preventing the spread of noxious weeds.

Expected Outcomes:

- 1) Decrease the spread of noxious weeds.
- 2) Increase visibility at intersections for the traveling public.

2016 Performance Measures:

- 1) Respond to 100% of weed complaints within 72 hours of receiving them. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to respond to weed complaints in a timely manner.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Respond to 100% of weed complaints within 72 hours of receiving them.

- a. Result: This was accomplished.

Significant Program Achievements:

Maintained safe vision triangles throughout the City.

Existing Program Standards Including Importance to Community:

- 1) Maintain highway standards for clear vision triangle at intersections.
 - a. Community Importance.
 - i. Reduce road hazards along roadways so motorists can see at intersections
 - ii. Maintain City owned properties so that they are in compliance with the City's ordinance for tall grass and weeds.

Costs and Benefits of Program and Services:

The adopted 2016 Weed Control program cost is \$7,977. This amount is only 35% of the total cost of the program. The other 65% costs for this program is spread out through the following utilities: 65% storm water utility. The total cost for this program, including the cost share with the above-mentioned utilities, is \$22,437. The program benefits the community by allowing the streets to be kept clear of road hazards at intersections. It also benefits the community by allowing City owned properties to be maintained for grass and weeds.

2016 Program Objectives:

- 1) Continue to cut weeds in business and industrial parks twice per year.
- 2) Train more employees in weed cutting operations.
- 3) Continue to maintain safe vision triangle at intersections throughout the City.

2016 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$1,598 to reflect actual costs.
- 2) FICA increased \$122 to reflect actual costs.
- 3) Retirement increased \$99 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Wks Comp increased \$930 to reflect actual costs.
- 5) Fuel costs increased \$200 to reflect actual costs.
- 6) No capital outlay requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| WEED CONTROL | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 53640 | 120 | Hourly Wages | \$ 3,170 | \$0 | \$ 4,871 | \$ 3,170 | \$2,384 | \$ 4,768 | \$ 4,768 | \$ 4,768 | 50.41% |
| 100 | 53640 | 125 | Union OT | 0 | 0 | 80 | 0 | 5 | 5 | 0 | 0 | 0.00% |
| 100 | 53640 | 126 | Seasonal Labor | 91 | 0 | 0 | 91 | 0 | 91 | 91 | 91 | 0.00% |
| 100 | 53640 | 150 | FICA | 244 | 0 | 331 | 244 | 169 | 338 | 366 | 366 | 50.14% |
| 100 | 53640 | 151 | Retirement | 222 | 0 | 330 | 216 | 79 | 158 | 315 | 315 | 45.99% |
| 100 | 53640 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 1,096 | 0 | 1,417 | 1,184 | 1,057 | 2,114 | 2,114 | 2,237 | 88.94% |
| 100 | 53640 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 4,823 | 0 | 7,029 | 4,904 | 3,694 | 7,474 | 7,654 | 7,777 | 58.57% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | | |
| 100 | 53640 | 361 | Fuel - City vehicles/EQ | | | 0 | 0 | 90 | 180 | 200 | 200 | 100.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 90 | 180 | 200 | 200 | 100.00% |
| CAPITAL OUTLAY | | | | | | | | | | | | |
| 100 | 53640 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL | | | | \$ 4,823 | \$0 | \$ 7,029 | \$ 4,904 | \$ 3,784 | \$ 7,654 | \$ 7,854 | \$ 7,977 | 62.65% |

Recycling

Program Full Time Equivalents: 1.10

Program Mission:

Provide an efficient and effective service of collection and disposal of recycling material throughout the City in a timely manner.

List of Program Service(s) Descriptions:

- 1) *Recycling Collection* – Provide biweekly curbside pickup of recycling throughout the City.

Important Outputs:

- 1) *Recycling Collection* - Activities and services by this program are supported by the property tax and DNR grants. In 2015 the grant received was \$97,820. Providing biweekly recycling collection for residents throughout the City. The City collects recyclables by using one-person automatic recycling trucks. Recycling is collected Monday thru Thursday by specific routes. Once route is completed for the day the recycling trucks haul recyclable materials to the County transfer station in Ashwaubenon. The weights of every truck are recorded and the County will include these weights as part of the overall invoice for the landfill. The City will either pay or be paid for the recyclable materials depending on the market rate for recyclable materials. The residents benefit from this service because it provides them a means to dispose of their recyclable materials. If the City did not provide this service, the residents would need to hire a private service to pick up their recyclables.

Expected Outcomes:

- 1) Increase the amount of recycling collected so that less material goes into the landfill.

2016 Performance Measures:

- 1) Increase recycling tonnage collected by 5% by educating the community on recycling.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Increase recycling tonnage collected by 5% by educating the community on recycling.
 - a. Result: Performance measure was not met. Tonnage for 2014 = 2107 and 2013 = 2123. This is a decrease of 0.8%. This is primarily due to less paper products such as newspapers being recycled.
- 2) Decrease the transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.
 - a. Result: Was not met due to not having a full year running with compressed natural gas.

Significant Program Achievements:

Increased efforts to educate community and residents on the importance of recycling.

Existing Program Standards Including Importance to Community:

- 1) Curbside recycling collection using automated recycling trucks.
 - a. Community Importance.
 - i. Provides the residents with a means to dispose of their household recycling on a biweekly basis.
 - ii. Reduces the amount of material that goes into the landfills.

Costs and Benefits of Program and Services:

The adopted 2016 Recycling program cost is \$115,574. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2016 Program Objectives:

- 1) Continue to maintain level of service with continued City growth
- 2) Continue to update route maps to improve the efficiencies of the operation.
- 3) Continue to investigate eliminating commercial recycle collection.

2016 Budget Significant Expenditure Changes:

- 1) Overtime decreased \$234 to reflect actual costs.
- 2) Training \$500 - fund staff attending recycling seminars.
- 3) No capital outlay requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Executive
Proposed

2016 / 2015
Budget
% Of Change

RECYCLING

| Account Number | | | PERSONAL SERVICES | | | | | | | | | | |
|----------------|-------|-----|---|------------|------------|------------|------------|-----------|------------|------------|------------|--|---------|
| 100 | 53650 | 120 | Hourly Wages | \$ 60,890 | \$ 21,778 | \$ 43,105 | \$ 60,890 | \$ 23,675 | \$ 60,890 | \$ 62,108 | \$ 62,108 | | 2.00% |
| 100 | 53650 | 125 | Overtime Wages | 434 | 36 | 42 | 434 | 0 | 200 | 200 | 200 | | -53.92% |
| 100 | 53650 | 126 | Seasonal Labor | 322 | 0 | 56 | 322 | 0 | 322 | 322 | 322 | | 0.00% |
| 100 | 53650 | 150 | FICA | 4,696 | 1,662 | 3,107 | 4,696 | 1,845 | 4,678 | 4,771 | 4,771 | | 1.60% |
| 100 | 53650 | 151 | Retirement | 4,293 | 1,193 | 2,760 | 4,170 | 1,467 | 4,154 | 4,112 | 4,112 | | -1.38% |
| 100 | 53650 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 21,048 | 8,131 | 20,614 | 22,732 | 7,685 | 22,732 | 22,732 | 24,060 | | 5.84% |
| 100 | 53650 | 190 | Training | 500 | 0 | 0 | 500 | 0 | 500 | 500 | 500 | | 0.00% |
| | | | Subtotal | 92,183 | 32,799 | 69,684 | 93,744 | 34,672 | 93,476 | 94,746 | 96,074 | | 2.49% |
| | | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | | |
| 100 | 53650 | 215 | Consulting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.00% |
| | | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | | |
| 100 | 53650 | 331 | Transportation | 13,000 | 10,208 | 12,467 | 13,000 | 9,739 | 13,000 | 13,000 | 13,000 | | 0.00% |
| 100 | 53650 | 340 | Operating Supplies | 500 | 76 | 76 | 500 | 0 | 500 | 500 | 500 | | 0.00% |
| 100 | 53650 | 344 | Poly Cart Supplies | 6,000 | 1,052 | 9,646 | 6,000 | 2,254 | 6,000 | 6,000 | 6,000 | | 0.00% |
| | | | Subtotal | 19,500 | 11,336 | 22,189 | 19,500 | 11,993 | 19,500 | 19,500 | 19,500 | | 0.00% |
| | | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | | |
| 100 | 53650 | 810 | Capital Equipment | 280,000 | 153,203 | 153,203 | 0 | 0 | 0 | 0 | 0 | | 0.00% |
| | | | Subtotal | 280,000 | 153,203 | 153,203 | 0 | 0 | 0 | 0 | 0 | | 0.00% |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | TOTAL | \$ 391,683 | \$ 197,337 | \$ 245,076 | \$ 113,244 | \$ 46,665 | \$ 112,976 | \$ 114,246 | \$ 115,574 | | 2.06% |

CULTURE, EDUCATION & RECREATION

Community Center

Program Full Time Equivalents: 4.15

Program Mission:

To maintain the Community Center as a broad-based facility with the intent to provide a wide variety of uses, high quality services and varied recreational opportunities at affordable costs for the entire community in a safe and pleasurable atmosphere.

List of Program Service(s) Descriptions:

- 1) *Facility Reservations* – Provide a variety of multi-purpose rooms and audio/visual equipment available for rent to resident and non-resident groups, organizations and businesses for public or private functions. Rooms provided free of charge for city departments, service organizations and school youth groups through high school within the community.
- 2) *Recreation Programs/Services*– Provide a wide variety of recreation programs, events and services to people of all ages – resident and non-resident youth to adults and senior citizens. Also provide Recreation Scholarship Program to youth in the community to allow the opportunity to participate in recreation programs regardless of their financial status.
- 3) *Nutrition Program* – In cooperation with the Aging and Disability Resource Center of Brown County, the Community Center offers a nutrition program for those that are disabled and senior citizens who live in and around De Pere.
- 4) *Summer Day Camps, Playgrounds & Kid Zone Programs* – Safe, fun, socially interactive, educational and cost-effective recreation programs and activities offered during the summer and before/after school hours for families in cooperation with local schools and the City.

Important Outputs:

- 1) *Room Rentals.* Activity funded by property tax and private funds. Facility provides a convenient location, affordable rates, community service for non-profit and youth organizations and city departments, enhanced relationships within the community.
- 2) *Leisure/Recreation Programming.* Activity funded by property tax and private funds. Recreation Scholarship Program funded by private, public service organizations and corporate funds. A variety of well-rounded programs are offered for all ages in and around our community, which include recreational, educational, socially interactive, health & wellness and public service. Internal and external programming offered in conjunction with AARP, City Health Dept. and the schools.

- 3) *Senior Citizens and Disabled Participants Served Nutritious Meals.* Activity federally subsidized in cooperation with Aging & Disability Resource Center of Brown County. Senior citizens and disabled participants are served a nutritious meal and gain daily interaction with community members while checking on their well-being.
- 4) *Cooperative and Economical Programming Provided.* Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds. Programs are community-based, economical, socially interactive, educational, safe and fun. Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children. A strong, collaborative partnership is established with the school districts and the City.

Expected Outcomes:

- 1) Continue to keep Community Center well-maintained, operating efficiently and increasing overall revenues.
- 2) Promote sustainability practices with users of the Community Center.
- 3) Maintain varied recreation programs & services for people of all ages in our community at the lowest possible costs and continue to provide recreation scholarships to those who are financially burdened.
- 4) Increase and promote online registration as the preferred method of registration versus other methods.
- 5) Maintain/increase the amount of home delivered meals daily and maintain the amount of congregate meals served daily at our facility.
- 6) Further cultivate relationships with the schools to continue to coordinate utilizing school facilities and keep facility rental costs at a minimum or no charge.
- 7) Establish a before school Kidz Zone Program on the east side and maintain capacities in Summer Day Camp and Kidz Zone Programs that are profitable and near or at maximum capacity.
- 8) Increase overall participation in Summer Playground Program to aid in the reduction of program expenses and determine validity of program. Obtain financial donations to help fund and support playground program.

2016 Performance Measures:

- 1) Increase online registration by 5%. Data will be used to determine effectiveness of marketing campaign to promote online registration.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Meet or exceed a 55% retention rate of Day Camp to determine the need for marketing levels and program quality (55% is national average). *Maintained 55% in 2014; 42% in 2015. 22 children aged out of the program this year that would have qualified as repeat campers, which were with us for many years.*

Significant Program Achievements:

- 1) Negotiated the renewal of the Unified School District Agreement for Summer Day Camp.
- 2) Surveyed/viewed various buildings in the De Pere area scouting for relocation of classes/expansion of classes. Successfully relocated some programs in school facilities in the Unified School District of De Pere.
- 3) Continued to pursue Kidz Zone Before School at Notre Dame Elementary.
- 4) Worked in partnership with De Pere Unified Schools in providing two separate parks in De Pere with Little Free Libraries.
- 5) Worked in cooperation with the Brown County Nutrition program and set up additional Home Delivered meal services to the Wrightstown and Greenleaf areas servicing an additional 15-19 meal recipients.
- 6) Increased congregate meal participation by 40% increase from this same time last year.
- 7) Increased enrollment of Summer Playground Program by 15% from last year.
- 8) With the addition of instructional programming geared towards seniors, along with senior programming, meals, and walk in groups, senior program attendance has increased over 40% since last year at this time.
- 9) Thus far this year, offered 7 new programs for youth to adult/senior citizens.
- 10) After departure of Park & Recreation Supervisor, implemented organizational structure changes for the Recreation Department. Hired and trained new Recreation Supervisor.
- 11) Moved all Recreation staff to Community Center. Created new office space for Activity Coordinator as new Recreation Supervisor's office is in main office.

Existing Program Standards Including Importance to Community:

- 1) Provide a broad-based facility with a variety of uses and activities for the community.
 - a. Community Importance:
 - i. Serves as an easily accessible location for a variety of recreation programs and activities for people of all ages of our community. These programs, which financially sustain themselves, facilitate social interaction that are critical to community cohesion and pride; enhance a sense of wellness; provide organized, structured, cognitively stimulating and enjoyable activities for all ages as well as provide a refuge of safety and care for all participants.

- ii. Serves as a site location in cooperation with the Brown County Aging and Disability Resource Center offering nutritious meals to senior citizens and disabled persons within our community.
 - iii. Provides customer service, serving as a resource contact.
 - iv. Creates a source of revenue.
- 2) Provide 5 economically priced multi-purpose rooms available for rent or free to City Departments as requested and non-profit organizations or school youth groups, Monday thru Thursday.
 - a. Community Importance:
 - i. Provides a central-based meeting place for all entities whether public, private or corporate such as social gatherings, showers, receptions, parties for any occasion, training sessions, meetings, etc.
 - ii. Creates a source of revenue.
- 3) Implement and maintain cost-effective Summer Day Camp and Kidz Zone Programs.
 - a. Community Importance:
 - i. Meets a specific need and demand within our community while remaining cost-effective to our participants.
 - ii. Provides socially interactive, educational, and fun programming in a safe atmosphere.
 - iii. Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
 - iv. Programs financially sustain themselves and create a significant source of revenue for West De Pere School District and the City as well as fund the part-time Activity Coordinator position.
 - v. Utilizes facility during low traffic hours maximizing available times.

Costs and Benefits of Program and Services:

The proposed 2016 Community Center Program cost is \$607,809. The program benefits the community by providing the citizens with a centrally located meeting place offering varied recreation programs, events and services while serving a wide-age range of participants. The programs are offered at affordable rates to promote physical activity, social interaction, cohesion, and pride as well as enhance their health and well-being and aide in acquiring lifelong skills. The Community Center also serves as a rental facility for public, private, corporate and city functions, providing 5 economically priced multi-purpose rooms.

2016 Objectives:

- 1) Develop one cohesive Recreation Division budget (combine Rec & Rec Programs with Community Center budget; Aquatics separate) to reflect all recreation operations originating out of Community Center.

- 2) Successfully implement east side Kidz Zone program.
- 3) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.

2016 Budget Significant Expenditure Changes:

- 1) Salaries increased by \$3,942 to reflect restructure (Recreation Superintendent Position) in the Recreation Division.
- 2) Hourly Wages Part-Time increased \$6,370 to reflect restructure in Recreation Division (Activity Coordinator's position increased from .65 FTE to .83 FTE.
- 3) Overtime Wages decreased by \$40 to reflect actual trends.
- 4) FICA decreased \$2,603 to reflect actual trends.
- 5) Retirement decreased by \$1,391 to reflect trends.
- 6) Health, Dental, DIB, Life & Workers Comp Insurance increased \$4,510 mainly due to a 7% health insurance increase.
- 7) Training includes Management Training Seminar (3 people) \$300, Support Staff Training (2 people) \$150, First Aid/CPR Training (5 people) \$50.
- 8) Seminars and Conferences includes WPRA Conference (\$1,000), WPRA Spring Workshop (\$400), Meals & Mileage related to conferences, workshops, senior program meetings, joint community programming, NEWPRO meetings, city facilities & program sites (\$1,000).
- 9) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$230), BATI Modem Assistance (\$20).
- 10) Cell/Radio decreased \$50 to reflect actual trends.
- 11) Other Contractual Services increased \$4,616 to reflect increase and actual trends of transaction fees for ActiveNet Registration Software.
- 12) Office Supplies increased \$310 due to increase in printing costs for our department brochures and slight increase in supplies for the addition of Recreation Supervisor located at Community Center full-time.
- 13) Memberships/Subscriptions increased \$75 due to increases in music & movie licenses and InDesign Software Subscription to complete design of our department brochures. Includes WPRA (\$375), Sam's Club (\$45), InDesign Software (\$120), MPLC (\$285), ASCAP (\$185), SESAC (\$190), BMI (\$175).
- 14) Operating Supplies increased \$4,835. Increases in costs are related to increases in bussing, t-shirt cost & field trips for Day Camp/Kidz Zone plus East side Kidz Zone stipend that wasn't reflected last year; these increases offset by revenues.
- 15) Capital Outlay includes: CC Improvements/Upgrades (\$5,000) and Humidifier (\$12,000), Replace Gutters (\$5,000).

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| COMMUNITY CENTER | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 55140 | 110 | Salaries | \$ 64,391 | \$ 30,702 | \$ 65,088 | \$ 65,620 | \$ 31,030 | \$ 65,620 | \$ 69,562 | 6.01% |
| 100 | 55140 | 120 | Hourly Wages | 88,471 | 51,502 | 106,697 | 90,063 | \$ 53,502 | \$ 90,063 | \$ 90,881 | 0.91% |
| 100 | 55140 | 122 | Hourly Wages Part Time | 44,975 | 10,851 | 25,360 | 46,608 | \$ 11,712 | \$ 40,000 | \$ 52,978 | 13.67% |
| 100 | 55140 | 125 | Overtime Wages | 340 | 143 | 303 | 340 | \$ 28 | \$ 250 | \$ 300 | -11.76% |
| 100 | 55140 | 126 | Seasonal Labor | 123,330 | 37,578 | 110,496 | 122,045 | \$ 40,491 | \$ 112,000 | \$ 124,231 | 1.79% |
| 100 | 55140 | 150 | FICA | 17,094 | 7,611 | 15,571 | 17,271 | \$ 7,772 | \$ 17,271 | \$ 14,690 | -14.95% |
| 100 | 55140 | 151 | Retirement | 10,489 | 5,379 | 13,044 | 12,000 | \$ 5,338 | \$ 13,779 | \$ 10,609 | -11.59% |
| 100 | 55140 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 62,520 | 29,129 | 63,210 | 67,250 | \$ 31,099 | \$ 65,000 | \$ 70,798 | 11.98% |
| 100 | 55140 | 190 | Training | 500 | 34 | 185 | 500 | 0 | \$ 400 | \$ 500 | 0.00% |
| | | | Subtotal | 412,110 | 172,928 | 399,954 | \$ 421,697 | \$ 180,972 | \$ 404,383 | \$ 434,549 | 4.12% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 55140 | 210 | Telephone | 4,000 | 1,920 | 3,835 | \$ 4,000 | \$ 1,912 | \$ 4,000 | \$ 4,000 | 0.00% |
| 100 | 55140 | 211 | Postage | 2,600 | 1,236 | 2,528 | 2,700 | 1,168 | 2,700 | 2,700 | 0.00% |
| 100 | 55140 | 212 | Seminars and Conferences | 2,260 | 192 | 2,234 | 2,300 | 138 | 2,100 | 2,400 | 4.35% |
| 100 | 55140 | 215 | Consulting | 530 | 0 | 478 | 500 | 0 | 478 | 500 | 0.00% |
| 100 | 55140 | 217 | Cleaning Service Contract | 25,050 | 8,649 | 23,208 | 24,500 | 10,068 | 24,500 | 24,700 | 0.82% |
| 100 | 55140 | 218 | Cell/Radio | 840 | 593 | 988 | 900 | 395 | 800 | 850 | -5.56% |
| 100 | 55140 | 219 | Data | 1,000 | 450 | 870 | 840 | 427 | 840 | 840 | 0.00% |
| 100 | 55140 | 220 | Utilities | 42,860 | 22,386 | 44,843 | 43,200 | 16,008 | 39,000 | 42,500 | -1.62% |
| 100 | 55140 | 240 | Equipment Maintenance | 5,100 | 5,103 | 5,977 | 5,100 | 4,622 | 4,500 | 5,100 | 0.00% |
| 100 | 55140 | 290 | Other Contractual Services | 21,585 | 8,779 | 23,954 | 22,224 | 12,165 | \$ 27,042 | \$ 26,840 | 20.77% |
| | | | Subtotal | 105,825 | 49,310 | 108,915 | \$ 106,264 | \$ 46,903 | \$ 105,960 | \$ 110,430 | 3.92% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 55140 | 310 | Office Supplies | 3,600 | 2,260 | 3,517 | \$ 4,590 | 2,131 | 4,590 | 4,900 | 6.75% |
| 100 | 55140 | 320 | Memberships/Subscriptions | 1,325 | 168 | 1,198 | 1,285 | 180 | 1,250 | 1,360 | 5.84% |
| 100 | 55140 | 331 | Mileage Reimbursement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 55140 | 340 | Operating Supplies | 25,350 | 4,920 | 22,856 | 26,325 | 5,683 | 26,325 | 31,160 | 5.07% |
| 100 | 55140 | 348 | Playground Supply and Expense | 2,000 | 460 | 2,029 | 2,400 | 50 | 2,400 | 2,400 | 0.00% |
| | | | Subtotal | 32,275 | 7,808 | 29,600 | \$ 34,600 | \$ 8,044 | \$ 34,565 | \$ 39,820 | 4.97% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 55140 | 810 | Capital Equipment | 0 | 0 | 321 | \$ 10,000 | 9,288 | 9,288 | 32,000 | 120.00% |
| | | | Subtotal | 0 | 0 | 321 | \$ 10,000 | \$ 9,288 | \$ 9,288 | \$ 32,000 | 120.00% |
| | | | TOTAL | \$ 550,210 | \$ 230,046 | \$ 538,790 | \$ 572,561 | \$ 245,207 | \$ 554,196 | \$ 616,799 | 6.16% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P192

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: 5/18/15

DESCRIPTION OF PROJECT:

Community Center Upgrades & Miscellaneous Repairs (\$5,000)

NEW: ☒ or REPLACEMENT:

PROJECTED COST: \$5,000

PROPOSED METHOD OF FINANCING:

| | | | |
|----------------------------------|----------------|-------------|---|
| GENERAL FUND | \$5,000 | 100% | . |
| CAPITAL IMPROVEMENTS FUND | | | . |
| GENERAL OBLIGATION DEBT | | | . |
| SPECIAL ASSESSMENT | | | . |
| GRANTS | | | . |
| OTHER | | | . |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Additional operating and maintenance costs will depend on type of project but for the most part there should be little additional costs, possibly future repairs or maintenance, but annual operating costs should be minimal.

PROJECT JUSTIFICATION

The Community Center is over 15 years old and with that, we are experiencing unexpected repairs to our facility and equipment. This yearly fund would be established to help cover those unexpected repairs as well as miscellaneous minor upgrades to the facility (i.e. cabinetry/storage lockers, replacing counter tops, refrigerators, TV's, basic mechanical systems repairs, improved lighting for flag poles, landscaping needs, updates to workstations, etc.)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No. 2

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P193

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: 8/1/15

DESCRIPTION OF PROJECT:

Replace Humidifier at Community Center (\$12,000)

NEW: _____ or REPLACEMENT: **X**

PROJECTED COST: \$12,000

PROPOSED METHOD OF FINANCING:

| | | | |
|---------------------------|----------|------|---|
| GENERAL FUND | \$12,000 | 100% | . |
| CAPITAL IMPROVEMENTS FUND | | | . |
| GENERAL OBLIGATION DEBT | | | . |
| SPECIAL ASSESSMENT | | | . |
| GRANTS | | | . |
| OTHER | | | . |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Semi-annual maintenance included in Preventative Maintenance program. Possibly future repairs or maintenance, but annual operating costs already included in budget.

PROJECT JUSTIFICATION

The replacement was identified as a priority by Tweet Garot, the company that completes our preventative maintenance program. If it is not replaced we risk the potential of it breaking down which may lead to more costly repairs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 1

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P194

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: 8/6/15

DESCRIPTION OF PROJECT:

Replace Roof Gutters at Community Center (\$5,000)

NEW: _____ or REPLACEMENT: **X**

PROJECTED COST: \$5,000

PROPOSED METHOD OF FINANCING:

| | | |
|---------------------------|---------|------|
| GENERAL FUND | \$5,000 | 100% |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

The gutters at the Community Center are 16 years old and have been recommended to be replaced due to rusting, leakage and incorrect pitch. If the gutters do not get replaced, we risk addressing potential hazardous conditions and safety concerns. The Heated Gutter Coiling Project, which was a solution to help prevent ice buildup and overflow of our gutters was put on hold because of this recommendation.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No. 2

Historic Preservation Commission

Program Full Time Equivalents: 0

Program Mission:

The purpose of the Commission is to affect and accomplish the protection, enhancement, perpetuation, and use or improvement of sites, which represent or reflect elements of the City's cultural, social, economic, political or architectural history. The Commission serves to foster civic pride in the notable accomplishments of the past.

List of Program Service(s) Descriptions:

- 1) *Citizen Contact* - Receive input/questions from citizens on projects related to the areas of responsibility.
- 2) *Historic Districts / Places* – Responsible for the creation and maintenance of historic sites and districts.
- 3) *Historic District Plans* – Responsible for the development, update and implementation of historic district plans for each district.
- 4) *Historic District Education* – Responsible for the continuing education of the citizens about the historical heritage of the city and the historic properties designated.

Important Outputs:

- 1) *Preservation of historic structures, site and districts.* Funding provided through tax levy and state/federal grants. Preservation is important since the City of De Pere is known for its historic heritage, sites and districts.
- 2) *Creation of new historic sites and districts.* Funding provided through tax levy and state/federal grants. Studying and creating new districts is important since more building and areas qualify as the City ages.
- 3) *Education programs related to the program.* Funding provided primarily through grants. Education is important to help maintain and increase the overall quality of the City's historic background.

Expected Outcomes:

- 1) Maintain citizen contact levels in a manner that meets or exceeds the needs of the community.
- 2) Maintain or increase the overall quality of life of residents and visitors through the implementation of the City's historic preservation policies.

- 3) Maintain or increase the overall quality of life for the citizens in De Pere with a historic preservation program that enhances the historical heritage of the City.
- 4) Increase the awareness on the City's heritage and provide education to maintain the historic sites and districts in the City.

2016 Performance Measures:

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Apply for the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. Upon successful application, contract out for the Intensive Survey update.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City. In 2016, Historic Preservation Commission will be working with SNC on a possible district nomination.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

2015 Performance Measurement Data:

- 1) Historic District signage for the residential districts.
 - a. Result: Project plaques were not ordered since research needed to be done on actual home names.
- 2) Continue implementation of the City Intensive Survey by establish a local landmark program.
 - a. Result: Commission was awarded grant for the work to be done on SNC campus.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
 - a. Result: Completed.

Significant Program Achievements:

- Assistance on Historic Tax Credit program.
- Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
- Updated Historic District maps for each district which identify contributing and non-contributing buildings.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.

Costs and Benefits of Program and Services:

The adopted 2016 Historic Preservation program cost is \$10,425. The program benefits the community by providing citizens with representation in the discussion and implementation of the City's historic preservation program. The program also benefits the community by providing education on the historical heritage of the city.

2016 Program Objectives:

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Apply for the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. Upon successful application, contract out for the Intensive Survey update.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City. In 2016, Historic Preservation Commission will be working with SNC on a possible district nomination.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

2016 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences for annual Historic Preservation Conference and other historic seminars available in the area. Amount reduced by \$500 to reflect actual spending.
- 2) Consulting for contribution towards historic plaques in residential historic district.

- 3) Office Supplies reduced \$90 to reflect actual trends.
- 4) Memberships/Subscriptions include \$40 WI Associations of Historic Preservation, \$20 National Trust for Historic Preservation, \$100 National Alliance of Preservation Commissions, and \$150 Fox River Heritage Parkway.
- 5) Mileage increased \$550 to reflect actual projected expenses. Commission members usually attend 2 conferences and also attend the State review down in Madison.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-------------------------------------|-------|-----|--------------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| HISTORIC PRESERVATION COMMISSION | | | | | | | | | | | | |
| Account Number CONTRACTUAL SERVICES | | | | | | | | | | | | |
| 100 | 55150 | 212 | Seminars and Conferences | \$0 | \$0 | \$0 | \$1,000 | 50 | \$150 | \$500 | \$500 | -50.00% |
| 100 | 55150 | 215 | Consulting | 0 | 0 | 0 | 3,195 | 0 | 0 | 3,200 | 3,200 | 0.16% |
| | | | Subtotal | 0 | 0 | 0 | 4,195 | 50 | 150 | 3,700 | 3,700 | -11.80% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 55150 | 310 | Office Supplies | 0 | 0 | 0 | 390 | 15 | 200 | 300 | 300 | -23.08% |
| 100 | 55150 | 320 | Memberships/Subscriptions | 0 | 0 | 0 | 310 | 250 | 325 | 325 | 325 | 4.84% |
| 100 | 55150 | 330 | Mileage Reimbursement | 0 | 0 | 0 | 500 | 720 | 1,000 | 1,050 | 1,050 | 110.00% |
| 100 | 55150 | 391 | Historic Preservation Supplies | 5,395 | 4,386 | 4,605 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 5,395 | 4,386 | 4,605 | 1,200 | 985 | 1,525 | 1,675 | 1,675 | 39.58% |
| | | | | | | | | | | | | |
| | | | GRANTS, CONTRIBUTIONS, INDEM | | | | | | | | | |
| 100 | 55150 | 701 | Historical Society | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 0.00% |
| | | | Subtotal | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 5,050 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 10,445 | \$ 9,436 | \$ 9,655 | \$ 10,445 | \$ 6,085 | \$ 6,725 | \$ 10,425 | \$ 10,425 | -0.19% |

Park and Rec Administration

Program Full Time Equivalents: 2.0

Program Mission:

To collaborate with the Board of Park Commissioners in developing policies as well as developing long term plans for quality park, recreation and forestry services to the residents of De Pere. The program is also responsible for overseeing and managing all other operations of the department.

List of Program Service(s) Descriptions:

- 1) Development of Park Board Agenda – Creates monthly agenda of items that require action by the Park Board.
- 2) Future Planning of park, recreation and forestry service – Develops short and long term plans to help guide the department in offering applicable and beneficial programs and services to the community.
- 3) Review, change and establish needed Policies – Annual review of policies to provide municipal services and to promote the short and long term interests of the community.
- 4) Department Budget Maintenance– Develops the yearly capital and operational budgets in a fiscally responsible manner.
- 5) Community feedback – Receives community input and evaluates programs and services (ie. Survey monkey, De Pere Parks Reach Out).
- 6) Park Design – Works with Board of Park Commissioners revising and developing park design and layout.
- 7) Supervision and leadership of management staff –Evaluates and supervises management staff and skilled laborers.
- 8) Respond to maintenance request from City Facilities – Schedules maintenance requests from other City facility and departments.
- 9) Maintain safety and efficient operation of City Facilities – Coordinate preventative maintenance and repairs to all city facilities.

Important Outputs:

- 1) Comprehensive Park and Outdoor Recreation Plan – Long range planning document that is funded by the Park Special Revenue Fund, and guides the department in appropriately servicing the community with park and recreation services.
- 2) Departmental Budget Proposal – Activity and services by the department supported by property tax. This service is valuable to the City because it develops a structured and cost conscious plan for fiscal spending.

- 3) Monthly Park Board agenda – Program funded by property tax dollars. This service provides a structured monthly agenda to the Park Board and provides notification to the community on these topics.
- 4) Park or facility development – Program funded by property tax dollars. Provides professional insight and design to facilities to maximize safety, efficiency, and effectiveness for their proposed use.
- 5) Park or facility changes – Program funded by property tax dollars. Provides professional knowledge and guidance in revising current park layouts and amenities to ensure efficiency and effectiveness.
- 6) Staff Communication and Supervision – Program funded by property tax dollars. Conduct weekly staff meetings and quarterly all-department meetings, in addition to guidance and supervision of department managers. Ensures department mission and tasks are kept on track.
- 7) Building Repairs – Program funded by property tax dollars. Provides supervision of staff conducting repairs and maintenance to City facilities and buildings.
- 8) Preventative Maintenance of City HVAC – Program funded by property tax dollars. Work with outside consultant to review and repair all city HVAC, which ensures maximum life expectancy of our HVAC equipment.

Expected Outcomes:

- 1) Maintain an updated Comprehensive Park and Outdoor Recreation Plan every five years.
- 2) Maintain clear and informative Park Board agendas.
- 3) Maintain clear and up to date policies.
- 4) Maintain the development of the proposed budget by August of each year.
- 5) Maintain a highly knowledgeable, skilled, and motivated work force.
- 6) Ensure City facilities and buildings operate efficiently and effectively.
- 7) Maintain regular maintenance scheduled and performed on City HVAC.
- 8) Increased program and citizen satisfaction as a result of adapting programs and services based on community feedback.
- 9) Maintain high quality, safe, efficient parks that meet community and neighborhood needs through the design of new parks and restructuring of current parks.

2016 Performance Measures:

- 1) Obtain a 5% increase in Recreation Scholarship applicants to determine if revisions to the marketing plan have worked.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Obtain a 5% increase in Recreation Scholarship applicants to determine if revisions to marketing plan have worked.
 - a. As of July 2015 we have increased our number of applicants by approximately 50%. Our increases in applicants are attributed to the various methods of advertising we worked on (ie. Video, cooperative effort with schools, revised application, etc...)

Significant Program Achievements:

- 1) Completed hiring of new recreation supervisor.
- 2) Completed grant process for Voyageur Dock renovation, Phase II.
- 3) Completed construction of Southwest Park baseball diamond.
- 4) Completed lengthy research and restructuring of classes utilizing school facilities.
- 5) Awarded over 30 families program assistance through Scholarship Program.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Board of Park Commissioners the third Thursday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) Schedules Building Maintenance of all City Buildings and Facilities.
 - a. Community Importance.
 - i. Provides central supervision of skilled labor responsible for maintenance and repairs.
 - ii. Provides planning and oversight of all City buildings to ensure safety and upkeep.
- 3) Draft budget proposed by August of each year to the Park Board.
 - a. Community Importance.
 - i. Provides community input and guidance to the department budgetary proposal.
- 4) Conduct weekly staff meetings and quarterly all department meetings.
 - a. Community Importance.
 - i. Provides a cohesive, knowledgeable, and motivated workforce.
- 5) Revision of long range Comprehensive Outdoor Plan every five years for parks, open space and leisure based programming.

a. Community Importance.

- i. Provides coordinated plan to the City in an effort to accommodate park and open space needs of a growing De Pere.
- ii. Provides professional analysis and input on revising or changing current park or leisure programs to better fit community needs and trends.

Costs and Benefits of Program and Services:

The adopted 2016 Park and Rec Administration program cost is \$244,150. The program benefits the community by providing the community with leadership and supervision to front line services within the department. In addition, this program is key to developing short and long term strategic planning for parks and open space, as well as develops the annual budget proposal.

2016 Objectives

- 1) Provide timely and accurate meeting Park Board meeting agendas.
- 2) Continue to review and coordinate tasks as identified from the ADA Access Audit.
- 3) Investigate implementing a Park and Recreation Foundation.

2016 Budget Significant Expenditure Changes:

- 1) Overtime costs decreased by \$300 to reflect trends.
- 2) Training includes department training \$1,000, customer service training for secretary \$250.
- 3) Seminars and conferences includes WPRA State Conference for 2 people \$640, Lodging for WPRA State Conference \$700, Office Support Workshop \$125, NRPA National Conference \$2,085.
- 4) Cell/Radio increased by \$200 to reflect increase in cell phone service for Recreation Supervisor.
- 5) Other Contractual Services includes \$400 – General services, \$750 – GPS Vehicle Tracking service, \$20,000 Site study for Future Aquatic Center.
- 6) Membership/Subscriptions includes WPRA Membership - 3 Staff \$390.
- 7) Transportation decreased by \$150 to reflect trends.
- 8) No capital outlay requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016/ 2015 Budget % Of Change |
|------------------------------------|-------|-----|---------------------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| PARK AND REC ADMINISTRATION | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 55200 | 110 | Salaries | \$ 80,434 | \$ 39,407 | \$ 83,722 | \$ 86,851 | \$ 41,395 | \$ 86,851 | \$ 90,886 | 4.65% |
| 100 | 55200 | 120 | Hourly Wages | 43,188 | 24,919 | 54,211 | 43,965 | 23,995 | 43,965 | 45,034 | 2.43% |
| 100 | 55200 | 125 | Overtime Wages | 1,313 | 65 | 649 | 1,000 | 1 | 600 | 700 | -30.00% |
| 100 | 55200 | 126 | Seasonal Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 55200 | 150 | FICA | 9,558 | 4,798 | 9,569 | 10,084 | 4,947 | 10,084 | 10,451 | 3.64% |
| 100 | 55200 | 151 | Retirement | 8,745 | 3,695 | 9,211 | 8,963 | 4,107 | 8,963 | 9,017 | 0.60% |
| 100 | 55200 | 152 | Health, Dental, DIB, Life & Wks Cmp l | 51,113 | 23,619 | 51,247 | 55,202 | 23,475 | 55,202 | 50,728 | -1.87% |
| 100 | 55200 | 190 | Training | 2,050 | 1,345 | 2,649 | 1,250 | 381 | 1,250 | 1,250 | 0.00% |
| | | | Subtotal | 196,401 | 97,847 | 211,258 | 207,315 | 98,301 | 206,915 | 208,066 | 2.02% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 55200 | 210 | Telephone | 4,000 | 1,970 | 3,934 | 4,000 | 2,011 | 4,000 | 4,000 | 0.00% |
| 100 | 55200 | 212 | Seminars and Conferences | 3,375 | 14 | 3,080 | 3,450 | 238 | 3,450 | 3,550 | 2.90% |
| 100 | 55200 | 218 | Cell/Radio | 1,600 | 904 | 2,186 | 1,800 | 1,535 | 3,000 | 2,000 | 11.11% |
| 100 | 55200 | 240 | Equipment Maintenance | 200 | 929 | 929 | 200 | 22 | 200 | 200 | 0.00% |
| 100 | 55200 | 290 | Other Contractual Services | 2,150 | 0 | - | 1,150 | 30 | 1,150 | 31,150 | 1739.13% |
| | | | Subtotal | 11,325 | 3,816 | 10,129 | 10,600 | 3,836 | 11,800 | 40,900 | 191.51% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 55200 | 310 | Office Supplies | 850 | 193 | 849 | 850 | 0 | 850 | 850 | 0.00% |
| 100 | 55200 | 320 | Memberships/Subscriptions | 390 | 70 | 445 | 390 | 0 | 390 | 390 | 0.00% |
| 100 | 55200 | 331 | Transportation | 650 | 177 | 355 | 650 | 26 | 500 | 500 | -23.08% |
| 100 | 55200 | 340 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 1,890 | 439 | 1,649 | 1,890 | 26 | 1,740 | 1,740 | -7.94% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 55200 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | TOTAL | \$ 209,616 | \$ 102,102 | \$ 223,036 | \$ 219,805 | \$ 102,163 | \$ 220,455 | \$ 250,706 | 11.08% |

Parks and Public Lands

Program Full Time Equivalents: 2.8

Program Mission:

Develop and maintain parks, recreational areas and leisure facilities that are equally available to all citizens and to enhance their well-being and environment. It is also to help protect our resources for future generations.

List of Program Service(s) Descriptions:

- 1) Turf Maintenance – Mowing, fertilizing, aerating, planting, replacement, and restoration.
- 2) Landscape Projects – Including restoration of flower or shrub beds.
- 3) Park Maintenance – Maintenance on all park facilities (i.e. Tennis courts, playgrounds, etc)
- 4) Recreational Field Maintenance – Includes prepping and restoring baseball, softball, football, soccer and other recreational fields for scheduled usage.
- 5) Snow Removal – Includes park facilities, city maintained sidewalks and select other facilities.
- 6) Assist Other Departments – Assisting other departments as necessary to help maximize City needs and/or emergencies.
- 7) Geese Removal – Program designed to use volunteers to discourage geese from using high use park areas.

Important Outputs:

- 1) Maintain Turf/Grass – Activity funded by property tax. Creates usable & aesthetically pleasing park and open spaces.
- 2) Park Maintenance – Activity funded by property tax. Results in clean, safe, & functional park facilities.
- 3) Recreation Field Maintenance – Activity funded by property tax. Results in safe & playable field conditions for youth & adult athletic programs.
- 4) Snow Removal – Activity funded by property tax. Clear City sidewalks and parking lots. Results in a safer and more usable condition for the public.
- 5) Ice Rinks – Activity funded by property tax. Installation and maintenance of five rinks in the City. These rinks allow children and adults the opportunity for inexpensive outdoor recreational activity during the winter.
- 6) Maintained flower and shrub beds. – Activity funded by a combination of property tax funds and Beautification Committee funds. Prepare and install various locations throughout the City. These beds beautify numerous areas of the City and give citizens a better sense of community.

Expected Outcomes:

- 1) Maintain safe, playable & well-maintained sport facilities that provide a quality experience during athletic events.
- 2) Maintain clean and safe parks and open spaces that meet community expectations.
- 3) Maintain aesthetically pleasing park areas that enhance our community's quality of life and promote healthy lifestyles.
- 4) Increase inter-departmental cooperation and sharing to decrease costs. Share knowledge and investigate inter-governmental purchasing and sharing of equipment to decrease costs.
- 5) Increase response time for snow removal with better weather monitoring and increased cooperation with other departments in use of equipment.
- 6) Decrease number of geese in select parks, which results in less waste from the waterfowl and a more usable park.
- 7) Maintain the number of shrub/flower beds in the City roundabouts.

2016 Performance Measures:

1. Increase mowing efficiency by 5%, through use of GPS data.

2015 Performance Measurement Data:

- 1) Measure the number of Go Request submittals and respond within 48 hours. Analyze data to determine effectiveness of Go Request for application of park and recreation issues.

Result: In 2015 three Go Requests were sent in to the Parks email. Due to the infrequent nature of the requests, monitoring was minimal and two were not responded to within 48 hours. Staff recommends discontinuing of program.

Significant Program Achievements:

- 1) Assisted with several local softball/baseball tournaments (Pony League, Mystery Ball, Pink Flamingo, Buggy, DGSA) and 2 large soccer tournaments (Midwest Regional Select Soccer Tournament and Tony Litt County Tournament).
- 2) Continued to develop support through our volunteer fundraising group for the further construction of the Dog Park. The group raised support and funds at the annual Fall Fest 'Tailgate' Party, Pink Flamingo softball tourney, and numerous other events.
- 3) Completed the replacement of the playground and surfacing at Jim Martin Park.
- 4) Continued implementing a more intensive recycling program in the parks.
- 5) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.

- 6) Acquired new 72" mower, bike racks and picnic tables for parks.
- 7) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.
- 8) Worked with employees to integrate new Annual Appraisal successfully.
- 9) Worked with Downtown De Pere and City Administer to purchase and install new City banners and hanging pots. Banners were installed by, and pots within 3 weeks, of Memorial Day.
- 10) Worked with De Pere Schools to install 2 Little Libraries in Legion and Optimist Parks as part of summer reading initiative.
- 11) Worked with Kiwanis Club to set up a volunteer day helping finish dugouts at new SW Park diamond.
- 12) Working with a professional photographer volunteer to take pictures of all parks and facilities. These will be used on our website to give users a better picture and understanding of our facilities.

Existing program Standards Including Importance to Community:

- 1) Bi-weekly line trimming of parks & open spaces.
 - a. Community Importance
 - i. Ensures park areas are kept clean and aesthetically acceptable to the community.
- 2) Daily sport facility maintenance.
 - a. Community Importance
 - i. Provides safe and playable field conditions for thousands of youth and adults that participate in athletic events on a daily basis.
- 3) Weekly grass cutting.
 - a. Community Importance
 - i. Ensures grass is cut to an acceptable standard set forth by city ordinance, as well as community response.
 - ii. Creates an atmosphere within parks and open spaces that encourages use.
- 4) Garbage removal from parks and facilities approximately 2 times/week.
 - a. Community Importance
 - i. Maintains a clean park by removing unsanitary refuse.
- 5) Maintenance of flower and shrub beds.
 - a. Community Importance
 - i. Creates aesthetically pleasing areas around the City, and enhances tourism.
- 6) Weekly maintenance of playgrounds.
 - a. Community Importance
 - i. Ensures the community that playgrounds are safe.

2016 Objectives:

- 1) Utilize use of volunteers to aid in maintenance of park areas.
- 2) Maintain clean and safe park areas that are aesthetically pleasing to users.
- 3) Remove snow from City sidewalks within 24 hours after snow has fallen.

Costs and Benefits of Program and Services:

The adopted 2016 Parks and Public Land program budget is \$423,808. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$2,814 to reflect actual trends.
- 2) Training increased by \$1,200 (playground safety recertification of 2 employees is every 3 years and is needed in 2016).
Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 3) Seminars and Conferences includes: Turf Management-(1 person) \$100; WPRA Summer Park tour-(1 person) \$300.
- 4) Consulting includes general outside services \$300; immunizations \$100.
- 5) Utilities increased \$2,161 due to 5% projected increase and historical trends.
- 6) Transportation decreased \$3,000 to reflect projected fuel costs of \$2.75/gallon.
- 7) Capital Equipment includes: Water cooler replacement program - \$5,000, Accessible Route Program - \$5,000, Sidewalk Replacement Program - \$5,000, Sidewalk along East River Trail - \$7,500, Riverwalk Stoop Repair - \$5,000.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Estimate | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-----------------------|-------|-----|---|-------------------------|------------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| PARKS AND PUBLIC LAND | | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 55210 | 110 | Salaries | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 100 | 55210 | 120 | Hourly Wages | 154,518 | 84,828 | 160,000 | 191,165 | 146,962 | 74,174 | 145,000 | 143,956 | -2.05% |
| 100 | 55210 | 125 | Overtime Wages | 961 | 3,148 | 3,148 | 4,620 | 4,000 | 558 | 3,500 | 4,000 | 0.00% |
| 100 | 55210 | 126 | Seasonal Labor | 64,903 | 22,384 | 61,000 | 59,976 | 68,050 | 23,155 | 60,000 | 69,050 | 1.47% |
| 100 | 55210 | 150 | FICA | 12,937 | 6,966 | 13,365 | 15,001 | 12,535 | 6,105 | 12,535 | 12,320 | -1.72% |
| 100 | 55210 | 151 | Retirement | 10,884 | 4,377 | 11,420 | 12,631 | 10,264 | 4,511 | 10,000 | 9,765 | -4.86% |
| 100 | 55210 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 51,064 | 20,800 | 51,064 | 50,736 | 55,150 | 19,052 | 45,000 | 45,084 | -5.10% |
| 100 | 55210 | 190 | Training | 1,700 | 224 | 500 | 706 | 500 | 148 | 500 | 2,100 | 320.00% |
| | | | Subtotal | 296,967 | 142,727 | 300,498 | 334,835 | 297,461 | 127,703 | 276,535 | 286,275 | -1.32% |
| CONTRACTUAL SERVICES | | | | | | | | | | | | |
| 100 | 55210 | 212 | Seminars and Conferences | 400 | 17 | 400 | 41 | 400 | 119 | 400 | 400 | 0.00% |
| 100 | 55210 | 215 | Consulting | 400 | 88 | 400 | 445 | 400 | 199 | 400 | 400 | 0.00% |
| 100 | 55210 | 220 | Utilities | 43,220 | 10,941 | 40,000 | 50,503 | 43,220 | 16,362 | 44,000 | 45,381 | 5.00% |
| 100 | 55210 | 240 | Equipment Maintenance | 8,600 | 1,019 | 8,000 | 7,087 | 9,800 | 1,776 | 9,800 | 9,800 | 0.00% |
| | | | Subtotal | 52,620 | 12,064 | 48,800 | 58,076 | 53,820 | 18,456 | 54,600 | 55,981 | 4.02% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | | |
| 100 | 55210 | 331 | Transportation | 23,000 | 11,241 | 23,000 | 18,109 | 23,000 | 11,156 | 22,000 | 20,000 | -13.04% |
| 100 | 55210 | 340 | Operating Supplies | 16,500 | 3,541 | 16,000 | 15,507 | 16,500 | 2,181 | 16,000 | 16,500 | 0.00% |
| 100 | 55210 | 345 | Turf Chemicals | 7,500 | 0 | 7,000 | 7,465 | 7,500 | 70 | 7,500 | 7,500 | 0.00% |
| 100 | 55210 | 351 | Safety Equipment | 2,800 | (35) | 2,800 | 2,802 | 2,800 | 1,238 | 2,800 | 2,800 | 0.00% |
| | | | Subtotal | 49,800 | 14,747 | 48,800 | 43,883 | 49,800 | 14,645 | 48,300 | 46,800 | -6.02% |
| CAPITAL OUTLAY | | | | | | | | | | | | |
| 100 | 55210 | 810 | Capital Equipment | 19,000 | 20,903 | 20,903 | 21,701 | 39,600 | 14,961 | 39,600 | 415,000 | -30.56% |
| | | | Subtotal | 19,000 | 20,903 | 20,903 | 21,701 | 39,600 | 14,961 | 39,600 | 415,000 | -30.56% |
| | | | TOTAL | \$ 418,387 | \$ 190,441 | \$ 419,001 | \$ 458,495 | \$ 440,681 | \$ 175,765 | \$ 419,035 | \$ 804,056 | -3.83% |

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022

P210

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-31-15

DESCRIPTION OF PROJECT:

Water Cooler replacement program

NEW: or **REPLACEMENT:** ☒

PROJECTED COST: \$5,000

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|---------------------------|-------|-----|
| GENERAL FUND | 5,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:

As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to replace water coolers throughout the park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will incrementally replace 1-2 water coolers (in our park system) that do not meet ADA standards.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No:

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P211

| | | |
|--|-----------------|-----|
| CAPITAL PROJECTS WORKSHEET | | |
| PROPOSED BY: Staff | | |
| DATE PREPARED: 7-31-15 | | |
| DESCRIPTION OF PROJECT: Accessible Route program | | |
| | | |
| NEW: X or REPLACEMENT: | | |
| PROJECTED COST: \$5,000 | | |
| PROPOSED METHOD OF FINANCING: | \$ | % |
| GENERAL FUND | 5,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |
| <u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)</u> | | |
| | | |
| <u>PROJECT JUSTIFICATION:</u> | | |
| <p>As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to place accessible routes to public facilities (ie.basketball courts, fieldd, shelters, diamonds, etc...) throughout the entire park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will provide for 1-3 (approximately) small routes to be constructed, with a long term goal to incrementally have accessible routes to every facility/amenity.</p> | | |
| PROJECT RANKINGS | 2 | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION | Goal No: | |
| | | |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P212

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-31-15

DESCRIPTION OF PROJECT:

Sidewalk replacement program

NEW: **or REPLACEMENT:** ☒

PROJECTED COST: \$5,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

5,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:

As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to replace various sections of sidewalks throughout the park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will incrementally replace sections of sidewalk (in our park system) that do not have an appropriate cross or running slope.

PROJECT RANKINGS

3

CITY COUNCIL

STAFF RECOMMENDATION

Goal No:

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P213

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-31-15

DESCRIPTION OF PROJECT:

Install sidewalk along East River Trail property.

NEW: **X** or **REPLACEMENT:**

PROJECTED COST: \$7,500

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|---------------------------|-------|-----|
| GENERAL FUND | 7,500 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:

The Plat requires sidewalk be installed in this subdivision. The sidewalk is a length of approximately 180 feet.



PROJECT RANKINGS

7

CITY COUNCIL

STAFF RECOMMENDATION

Goal No:

Forestry

Program Full Time Equivalents: 2.3

Program Mission:

Expand and upgrade our successful urban forestry program. Preserve, protect and improve our environment and enhance the aesthetics of our community. Work together with other departments to form alliances to better serve the public.

List of Program Service(s) Descriptions:

- 1) Insect and Disease Control - Help monitor and control native and invasive pests of trees and shrubs in the City of De Pere.
- 2) Prune Trees and Shrubs – Continue to train and safety prune trees and shrubs on all City grounds.
- 3) Removal of Trees and Shrubs – Remove undesirable, unsafe or unwanted trees, shrubs and plants on all City owned properties including ROWs.
- 4) Plant Trees, Shrubs and Flowers – Continue to offer our tree planting program in spring and fall. Plant shrubs and flowers where needed and desirable.
- 5) Landscaping Projects – Install and maintain various beds on City grounds and ROWs.
- 6) Assist Other Departments – Assisting other departments as necessary to help maximize City needs and/or emergencies.
- 7) Community Education – Educate the community on matters of insect and disease concerns and control. Educate members of the community on proper pruning and other matters of Forestry.
- 8) Review landscaping plans and provide recommendations to proposed site plans of business developments.

Important Outputs:

- 1) Planting of trees & shrubs in City parks and ROW – Activity funded by property tax and fees. Result in a younger, rejuvenated urban forest long-term.
- 2) Pruning of trees & shrubs in City parks and ROW – Activity funded by property tax. Result in a more managed and maintained urban forest.
- 3) Removal of trees & shrubs in City parks and ROW - Activity funded by property tax. Results in less risk trees in the urban forest.
- 4) Community Presentations to school and service groups – Activity funded by property tax. Contributes to community education regarding Forestry matters.

Expected Outcomes:

- 1) Maintain a healthy urban forest that enhances quality of life and increases property values.
- 2) Decrease the number of calls about insects and diseases by educating residents of identification and control measures.
- 3) Maintain or increase number of trees pruned in the City.
- 4) Maintain the amount of risk trees removed.
- 5) Maintain a healthier urban forest in Gypsy Moth infested areas.
- 6) Increase the number of trees planted in the parks to help maintain the City's canopy cover and to begin replacing anticipated losses that will occur due to Emerald Ash Borer and other insects or diseases.
- 7) Maintain the amount of shrub and/or flowerbeds in the City to continue to beautify select areas.
- 8) Maintain our assistance of other departments to help minimize costs and contribute to a healthy relationship between the departments.

2016 Performance Measures:

- 1) Remove a minimum of 75% at risk trees identified in the Hazard Tree Assessment. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.

2015 Performance Measurement Data:

- 1) Remove a minimum of 50% at risk trees identified in the Hazard Tree Assessment. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.

Result: As a result of our Hazard Tree Assessment in February we identified at least 25 trees in category 1 (needing removal soon). In our spring/summer assessment we have also identified 25 more that either died or are becoming a risk. By the end of the year we anticipate we will have all 50 trees (or 100%) removed. Due to other work requirements of our full time staff, part time staff were utilized in aiding removals.

Significant Program Achievements:

- 1) Conducted Arbor Day Program with local elementary & high school students from two schools. Planted trees in a park and on school grounds while teaching proper techniques.
- 2) Received Tree City, USA award.

- 3) Partnered with the GB Packers, National Forest Service and WDNR to obtain 45 donated trees in a program called 'First Downs for Trees'.
- 4) Worked with De Pere Beautification Committee to prep and plant various beds and roundabouts in the City.
- 5) Assisted with installation of new City banners and hanging pots in the downtown areas of the city.
- 6) Began initial assessment of Urban Orchards concept with Health Dept.

Existing program Standards Including Importance to Community:

- 1) Regular community education through presentations and media.
 - a. Community Importance
 - i. Helps citizens become more informed about our services and many environmental concerns found throughout our community.
 - ii. Assists in developing grass roots support in maintaining and developing a healthy urban forest.
- 2) Scheduled tree maintenance and removal.
 - a. Community Importance
 - i. Aids in our urban forest remaining healthy by eliminating risks in terraces and other ROWs. By maintaining a healthy urban forest it also increases the value of the City's infrastructure. The department has a goal of a pruning every tree approximately every 5 years. The department also has a goal of removing high risk trees w/in one working day and risk trees within one month.
- 3) Yearly insect and disease monitoring and control.
 - a. Community Importance
 - i. Provides consistent monitoring of threats to our urban forest, that left unmonitored could have a catastrophic effect on our urban forest. Two of the newest include monitoring for Emerald Ash Borer and Japanese Beetle.
- 4) Spring and Fall Tree Planting Program for residents and in parks/ROWs.
 - a. Community Importance
 - i. Provides home owners with the opportunity to enhance their property value at a minimal cost. Many economic and social importances follow a healthy, increasing, well maintained, urban forest.
- 5) Respond to resident tree issues w/in one working day.
 - a. Community Importance
 - i. Provides quick response to potential threats of our urban forest, and sets a high standard for customer service. This allows our department to diagnose threats and the urgency of the threat.
- 6) Yearly Gypsy Moth control.
 - a. Community Importance

- i. The department sprays egg masses in winter and contracts to have an aerial spray done in spring to help control numbers of the insect. This in turn helps resident's trees remain healthier and it limits economic and environmental losses.

2016 Objectives:

- 1) Handle and address all weed complaint issues within the City.
- 2) Receive Tree City USA award.
- 3) Monitor Emerald Ash Borer population and educate residents of options and consequences.
- 4) Continue investigation of installing/developing a Urban Orchard.

Costs and Benefits of Program and Services:

The adopted 2016 Forestry program budget is \$198,870. The program benefits the community by providing an urban forest that is continuously maintained. By maintaining the urban forest the City helps to eliminate risk trees in the terrace, in parks and other ROW areas. The program also helps to minimize damages to all trees in the city by identifying and helping to control pests of those trees. By maintaining a healthier, managed urban forest the community benefits from reduced air pollution, rainwater filtration, noise pollution, heat reduction, increased property values and reduced storm water run off. A healthy, managed urban forest contributes to dozens of other social and economic benefits as well.

2016 Budget Significant Expenditure Changes:

- 1) Salaries increased by \$3,480 to reflect actual trends.
- 2) Hourly wages decreased by \$8,695 to reflect actual trends.
- 3) Retirement decreased by \$617 to reflect actual trends.
- 4) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 people) \$550; Wisconsin Department of Natural Resources Workshop (2 people) \$100
- 5) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) \$450; Management Educational programs (1 person) \$200
- 6) Consulting includes Invasive species control for Gypsy Moth & Emerald Ash Borer - \$3,020
- 7) Memberships/Subscriptions includes: Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$130; Society of Municipal Arborists - \$85; Tree care brochure - \$15.
- 8) Trees reduced by \$2,000 to reflect the reduction in street tree purchases from the public. Revenue is reduced proportionally.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| FORESTRY | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 55220 | 110 | Salaries | \$ 64,384 | \$ 31,018 | \$ 65,859 | \$ 67,850 | \$ 32,204 | \$ 67,850 | \$ 71,330 | 5.13% |
| 100 | 55220 | 120 | Hourly Wages | 71,366 | 26,786 | 57,504 | 67,876 | 28,068 | 58,000 | 59,181 | -12.81% |
| 100 | 55220 | 125 | Overtime Wages | 583 | 48 | 1,739 | 583 | 160 | 580 | 583 | 0.00% |
| 100 | 55220 | 126 | Seasonal Labor | 0 | 0 | 314 | 0 | 18 | 0 | 0 | 0.00% |
| 100 | 55220 | 150 | FICA | 10,429 | 4,450 | 8,985 | 10,428 | 4,804 | 9,000 | 10,029 | -3.83% |
| 100 | 55220 | 151 | Retirement | 9,543 | 3,428 | 8,431 | 9,269 | 3,883 | 8,600 | 8,652 | -6.65% |
| 100 | 55220 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 24,978 | 9,114 | 17,586 | 26,976 | 8,621 | 18,000 | 18,372 | -1.39% |
| 100 | 55220 | 190 | Training | 650 | 410 | 630 | 650 | 630 | 630 | 650 | 0.00% |
| | | | Subtotal | 181,933 | 75,254 | 161,048 | 183,632 | 78,388 | 162,660 | 168,797 | -3.60% |
| | | | CONTRACTUAL SERVICES | | | | | | | | |
| 100 | 55220 | 212 | Seminars and Conferences | 650 | 279 | 614 | 650 | 298 | 600 | 650 | 0.00% |
| 100 | 55220 | 215 | Consulting | 3,020 | 0 | 2,226 | 3,020 | 0 | 500 | 3,020 | 0.00% |
| 100 | 55220 | 240 | Equipment Maintenance | 400 | 0 | 168 | 400 | 0 | 200 | 400 | 0.00% |
| | | | Subtotal | 4,070 | 279 | 3,008 | 4,070 | 298 | 1,300 | 4,070 | 0.00% |
| | | | SUPPLIES AND EXPENSE | | | | | | | | |
| 100 | 55220 | 320 | Memberships/Subscriptions | 275 | 265 | 265 | 275 | 280 | 280 | 275 | 0.00% |
| 100 | 55220 | 331 | Transportation | 4,500 | 2,176 | 3,998 | 4,500 | 2,775 | 5,000 | 4,700 | 4.44% |
| 100 | 55220 | 340 | Operating Supplies | 2,500 | 1,423 | 2,018 | 2,500 | 1,273 | 2,500 | 2,500 | 0.00% |
| 100 | 55220 | 346 | Trees | 12,000 | 3,421 | 6,489 | 12,000 | 5,072 | 7,500 | 10,000 | -16.67% |
| 100 | 55220 | 347 | Tree Chemicals | 300 | 395 | 395 | 300 | (225) | 300 | 300 | 0.00% |
| | | | Subtotal | 19,575 | 7,679 | 13,165 | 19,575 | 9,175 | 15,580 | 17,775 | -9.20% |
| | | | CAPITAL OUTLAY | | | | | | | | |
| 100 | 55220 | 810 | Capital Equipment | 1,000 | 995 | 994 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 1,000 | 995 | 994 | 0 | 0 | 0 | 0 | 0.00% |
| | | | TOTAL | \$ 206,578 | \$ 84,207 | \$ 178,215 | \$ 207,277 | \$ 87,861 | \$ 179,540 | \$ 198,870 | -4.06% |

Boat Ramps

Program Full Time Equivalents: 0.15

Program Mission:

Provide safe and efficient facilities to launch watercraft, while enhancing boater access to the Fox River.

List of Program Service(s) Descriptions:

- 1) Maintain park and launch facilities on a weekly basis.
- 2) Sale of day passes on site and season passes at City Hall and the Municipal Service Center.
- 3) Thirteen total boat ramps for launching.
- 4) Bathroom facilities and parking for 150 boats/trailers at 3 launches.

Important Outputs:

- 1) Daily to weekly maintenance and cleaning of the facility – Activity funded by property tax and boat launch fees. Provides for safe and sanitary launch conditions, in addition to prolonging the life expectancy of the facility and reducing capital costs.
- 2) Posting of launch conditions on website – Activity funded by property tax. This allows both residents and tourists to monitor the condition of the launch.
- 3) Sell day and season passes – Activity funded by property tax. The sale of daily passes on site allows one-time users the flexibility to only purchase for their use. The sale of season passes allows a user to purchase passes once and use all launches in Brown County.

Expected Outcomes:

- 1) Increased quality of life to community through access to Fox River for recreational activities which include fishing, water skiing, special event participation, sight-seeing, etc.
- 2) Maintain clean and safe boat ramps through routine maintenance.
- 3) Increase revenue generated from the sale of day and season passes.
- 4) Reduce waterfowl population at all ramps.

2016 Performance Measures:

- 1) Meet or exceed 250 visits to the Department's website and facebook page to determine the need for providing daily updates on boat launch conditions in the spring.

2015 Performance Measurement Data:

- 1) Meet or exceed 50 visits to the Department's website and facebook page to determine the need for providing daily updates on boat launch conditions in the spring.

Result: During the time span of March 3 – April 3, our Facebook page obtained 220 visits.

Significant Program Achievements:

- 1) Maintained clean and safe boat launches.
- 2) Conducted preventative maintenance on ticket machines.
- 3) Posted daily boat launch conditions on City website in the spring.

Existing program Standards Including Importance to Community:

- 1) Clean launch sites 1 – 2 times/week. This helps to maintain a safe launch site for users.
 - a. Community Importance
 - i. Reduces and or eliminates unsanitary conditions from occurring.
- 2) Maintain bathroom facilities 1 – 3 times/week.
 - a. Community Importance
 - i. Reduces and or eliminates unsanitary conditions from occurring.
- 3) Monitor launch conditions in the spring on a daily basis.
 - a. Community Importance
 - i. Allows users of the facilities to better plan and prepare when they can use the facility. Eventually will lead to more people using the facility sooner and increasing tourism.
- 4) Sell season passes at the MSC and City Hall.
 - a. Community Importance

- i.* Provides alternate locations for out of area visitors and community residents to purchase season passes in a convenient location. This increases revenue for the City and allows users to have flexibility when purchasing their passes.
- 5) Offer automated ticket machines at 2 of the 3 city boat launches.
 - a.* Community Importance
 - i.* Allows the users of the facility flexibility for payment options. This system also saves City department's time and energy with a more efficient collection system.

Costs and Benefits of Program and Services:

The adopted 2016 Boat Ramps program budget is \$23,066. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2016 Objectives:

- 1) Maintain clean and safe boat launches for our users.
- 2) Put in docks at Fox Point Boat Launch as soon as possible in the spring to maximize use during spring walleye run.
- 3) Provide daily and at times hourly updates on boat launch conditions in the spring.

2016 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$31 to reflect actual trends.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

Account Title

2014
Adopted
Budget

2014
6 mos
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2015
Executive
Proposed

2016 / 2015
Budget
% Of Change

BOAT RAMPS

Account Number PERSONAL SERVICES

| | | | | | | | | | | | | |
|-----|-------|-----|---|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|----------------|
| 100 | 55230 | 120 | Hourly Wages | \$ 8,178 | \$ 5,983 | \$ 12,462 | \$ 7,778 | \$ 5,070 | \$ 7,500 | \$ 7,547 | \$ 7,547 | -2.97% |
| 100 | 55230 | 126 | Seasonal Labor | 0 | 87 | 263 | 0 | 360 | 0 | 0 | 0 | 0.00% |
| 100 | 55230 | 150 | FICA | 626 | 444 | 924 | 595 | 375 | 595 | 577 | 577 | -2.97% |
| 100 | 55230 | 151 | Retirement | 572 | 373 | 841 | 529 | 345 | 529 | 498 | 498 | -5.82% |
| 100 | 55230 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 3,906 | 1,572 | 2,489 | 4,218 | 1,776 | 3,500 | 2,311 | 4,344 | 2.99% |
| | | | Subtotal | 13,282 | 8,459 | 16,979 | 13,120 | 7,926 | | 10,933 | 12,966 | -1.17% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 55230 | 210 | Telephone | 600 | 300 | 600 | 600 | 300 | 600 | 600 | 600 | 0.00% |
| 100 | 55230 | 220 | Utilities | 6,400 | 2,577 | 5,384 | 6,400 | 2,636 | 6,000 | 6,400 | 6,400 | 0.00% |
| 100 | 55230 | 240 | Equipment Maintenance | 900 | 204 | 410 | 900 | 0 | 500 | 900 | 900 | 0.00% |
| | | | Subtotal | 7,900 | 3,081 | 6,394 | 7,900 | 2,936 | 7,100 | 7,900 | 7,900 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 55230 | 340 | Operating Supplies | 2,200 | 84 | 1,155 | 2,200 | 351 | 2,200 | 2,200 | 2,200 | 0.00% |
| | | | Subtotal | 2,200 | 84 | 1,155 | 2,200 | 351 | 2,200 | 2,200 | 2,200 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 55230 | 810 | Capital Equipment | 0 | 0 | 0 | 14,500 | 0 | 0 | 41,000 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 14,500 | 0 | 0 | 41,000 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 23,382 | \$ 11,624 | \$ 24,528 | \$ 37,720 | \$ 11,213 | \$ 9,300 | \$ 62,033 | \$ 23,066 | -38.85% |

Parks Equipment/Vehicle Maintenance

Program Full Time Equivalents: 0.5

Program Mission:

Provide proper maintenance to all equipment and vehicles assigned to department. Provide equipment and vehicles that are safe and dependable to be operated on a day-to-day basis.

List of Program Service(s) Descriptions:

- 1) Maintenance and repairs to all park equipment and vehicles – Staff conduct routine maintenance (Oil changes, rotate tire, seasonal tune-ups, etc...) on all vehicles and equipment in addition to repairing broken or malfunctioning items on vehicles and equipment.

Important Outputs:

- 1) Conduct preventative maintenance on all vehicles and equipment – Activity funded by property tax and ensures all vehicles and equipment maintain their life expectancy as well as run efficiently.
- 2) Repairs to all department vehicles and equipment – Activity funded by property tax and ensures the departments fleet are operational with minimal down time.

Expected Outcomes:

- 1) Maintain all equipment and vehicles are running at their highest level of fuel efficiency possible.
- 2) Decrease equipment down time through preventative maintenance.
- 3) Repair equipment and vehicles in a quick and efficient manner to reduce or eliminate staff down time.

2016 Performance Measures:

- 1) Measure the yearly cost to operate of the Neighborhood Electric Vehicle. Information shall be compared to cost to operate comparable gas driven vehicle to determine effectiveness and future decisions on vehicle/truck purchases.

2016 Performance Measurement Data:

- 1) Measure the yearly cost to operate of the Neighborhood Electric Vehicle. Information shall be compared to cost to operate comparable gas driven vehicle to determine effectiveness and future decisions on vehicle/truck purchases.
 - a. The NEV operated at \$.20/mile over the past year (\$225 Repair-Fuel Costs/1100 miles), compared to Truck 13 at \$.26/mile (\$1047 Repair-Fuel Costs/4040 miles). While the NEV has a better return on our dollar at this time, more research and time is still needed. We need to evaluate the life/length of the batteries in the NEV in order to determine its true yearly operating costs.

Significant Program Achievements:

- 1) Obtained high use of NEV vehicle throughout the year.

Existing program Standards Including Importance to Community:

- 1) Tune ups conducted on all mowers and equipment prior to being put into use for their season.
 - a. Community Importance
 - i. Ensures equipment is running efficiently, and minimizes breakdowns over the season.
- 2) Oil changes conducted every 3,000 miles on all vehicles.
 - a. Community Importance
 - i. Prolongs the life of the vehicle and aids in the prevention of major repair costs and/or breakdowns.
- 3) Repairs to vehicles and equipment.
 - a. Community Importance
 - i. Allows staff to perform tasks needed in maintaining parks and open spaces.
- 4) Routine maintenance on all vehicles.
 - a. Community Importance
 - i. Ensures the life expectancy of the vehicle is maximized and becomes less of a burden to the tax payer, by not having unnecessary high replacement costs.

Costs and Benefits of Program and Services:

The adopted 2016 Park Equipment/Vehicle Maintenance budget is \$82,215. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2016 Objectives:

- 1) Inspect and maintain lawnmowers before each use.
- 2) Provide regular maintenance on fleet vehicles to ensure maximum efficiency and usage.
- 3) Maintain database of fleet equipment and vehicles in an effort to identify condition.

2016 Budget Significant Expenditure Changes:

- 1) Consulting for \$5,500 is work performed on department vehicles from outside vendors.
- 2) Capital Equipment includes \$17,000 – Remote Controlled Slope mower.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| EXPENDITURES | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2015 Dept Head Proposed | 2015 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-------------------------------------|-------|-------------------|---|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Account Title | | | | | | | | | | | | |
| PARKS EQUIPMENT/VEHICLE MAINTENANCE | | | | | | | | | | | | |
| Account Number | | PERSONAL SERVICES | | | | | | | | | | |
| 100 | 55240 | 120 | Hourly Wages | \$ 27,222 | \$ 18,551 | \$ 36,256 | \$ 25,891 | \$ 25,831 | \$ 40,000 | \$ 25,891 | \$ 25,891 | 0.00% |
| 100 | 55240 | 125 | Overtime Wages | 788 | 210 | 247 | 788 | 0 | 700 | 788 | 788 | 0.00% |
| 100 | 55240 | 150 | FICA | 2,143 | 1,386 | 2,535 | 2,041 | 1,920 | 4,000 | 2,041 | 2,041 | 0.00% |
| 100 | 55240 | 151 | Retirement | 1,961 | 893 | 2,354 | 1,814 | 1,560 | 3,000 | 1,814 | 1,814 | -0.01% |
| 100 | 55240 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 8,631 | 4,809 | 11,650 | 9,321 | 7,305 | 14,000 | 9,321 | 10,681 | 14.59% |
| | | | Subtotal | 40,745 | 25,848 | 53,042 | 39,855 | 36,616 | 61,700 | 39,855 | 41,215 | 3.41% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 100 | 55240 | 215 | Consulting | 5,500 | 801 | 6,335 | 5,500 | 2,561 | 5,500 | 5,500 | 5,500 | 0.00% |
| | | | Subtotal | 5,500 | 801 | 6,335 | 5,500 | 2,561 | 5,500 | 5,500 | 5,500 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 55240 | 340 | Operating Supplies | 18,500 | 5,725 | 17,524 | 18,500 | 8,738 | 18,500 | 18,500 | 18,500 | 0.00% |
| | | | Subtotal | 18,500 | 5,725 | 17,524 | 18,500 | 8,738 | 18,500 | 18,500 | 18,500 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 55240 | 810 | Capital Equipment | 15,000 | 14,524 | 14,523 | 30,000 | 22,797 | 22,797 | 97,000 | 17,000 | -43.33% |
| | | | Subtotal | 15,000 | 14,524 | 14,523 | 30,000 | 22,797 | 22,797 | 97,000 | 17,000 | -43.33% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 79,745 | \$ 46,898 | \$ 91,424 | \$ 93,855 | \$ 70,712 | \$ 108,497 | \$ 160,855 | \$ 82,215 | -12.40% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P227

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-31-15

DESCRIPTION OF PROJECT:

Purchase slope mower.

NEW: ☒ **or REPLACEMENT:** ☐

PROJECTED COST: \$17,000

PROPOSED METHOD OF FINANCING:

| | |
|--------|----|
| \$ | % |
| 17,000 | 50 |

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

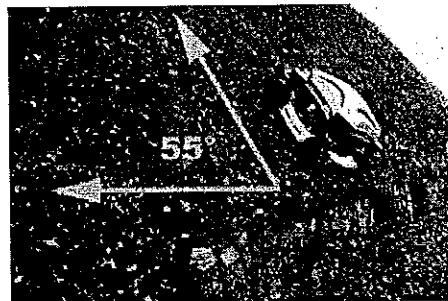
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:

The parks department is responsible to maintain several grass areas that have a significant incline (ie. Sledding hill at Lions Trailside, sledding hill at Kiwanis, embankment along Main Street, etc...) with some reaching 70 degrees in slope. Currently, the department mows and maintain these areas with extreme caution. The unsafe nature of mowing/maintaining these areas is considered very high. Specifically on Main Street, staff have ropes tied to them as they are mowing the slopes.

A remote controlled slope mower would allow staff to maintain the area without putting staff in harm's way. We have reached out to other communities about jointly using/purchasing this type of mower and have received positive feedback.

Examples of slope mowers.



PROJECT RANKINGS

8

CITY COUNCIL

STAFF RECOMMENDATION

Goal No:

Recreation and Recreation Programs

Program Full Time Equivalents: 1.7

Program Mission:

Establish and maintain City-wide recreational activities that will be economically provided to City of De Pere residents of all ages with adequate, convenient, and high quality recreational opportunities on a year-round basis.

List of Program Service(s) Descriptions:

- 1) League Support-subsidies offered to 6 major user groups in the City: De Pere Area Baseball Babe Ruth League, Kelly Danen League and Pony Leagues; De Pere Rapides Youth Soccer; Youth Hockey; De Pere Girls Softball Association.
- 2) Adult Leagues-leagues include adult softball (summer and fall leagues), basketball, and kickball leagues.
- 3) Youth Programs-programs include Dance (9 classes offered lasting September through March and ending with 2 recitals held at West De Pere High School), Youth Rec Nights for 3-7th grades at Westwood Elementary School, Tae Kwon Do/Martial Arts (classes offered continuously throughout the year), Flag Football league for youth in Kindergarten through 4th Grades, Parkour for youth ages 8+.
- 4) Adult Programs-fitness classes offered continuously throughout the year.
- 5) Family Programs-programs include tennis lessons, tennis league, and tennis tournament
- 6) Summer Band-6 concerts offered at Voyageur Park each summer, band members volunteer to present concerts to the public.
- 7) Recreation Scholarship Fund-established to provide recreational opportunities for youth and families who have demonstrated financial need.

Important Outputs:

- 1) Adult Leagues:
 - A) Funded through team and player registration fees.
 - B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
 - a) Summer Softball: 4 leagues, 34 teams
 - b) Fall Softball: 1 league, 8 teams
 - c) Basketball: 8 leagues, 48 teams
 - d) Kickball: 1 league, 7 teams

- 2) Youth Programs:
 - A) Funded through participant registration fees.
 - B) Offering and participating in youth programs increases the quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
 - a) Dance: 9 classes for ages 3-14yrs, Tap, Ballet, Jazz, Hip Hop and blended classes of the aforementioned genres.
 - b) Youth Recreation Nights: Wednesdays at Westwood Elementary School, for 3-7th grades.
 - c) Tae Kwon Do/Martial Arts/Tai Chi: 6 classes offered continuously throughout the year for ages 5 and older.
 - d) Flag Football: Grade School Gridiron, 2 leagues, 1st-2rd grades and 3th-4th grades offered at Optimist Park and VFW Park, and a Kindergarten Gridiron Program, 2 leagues.
 - e) Parkour: 2 classes offered through the summer and 1 during the school year for ages 8+.
- 3) Adult Programs:
 - A) Funded through registration fees.
 - B) Offering and participating in adult programs increases the perceived quality of life in the community, creates a healthier community and increases the learning of life-long skills.
 - a) Fitness classes offered continuously throughout the year include Water Aerobics, Boot Camp and a Lazy Man's Triathlon.
- 4) Family Programs:
 - A) Funded through participant registration fees.
 - B) Offering and participating in family programs increases the perceived quality of life in the community, creates a healthier community and increases the learning of life-long skills.
 - a) Tennis Lessons: Offered during the summer M/W and T/Th, different ability levels for multiple sessions throughout the summer at both Legion and VFW Parks.
 - b) Tennis Leagues: Leagues offered for teens and adults during the summer for participants 14 and older
 - c) Youth Tennis Tournament: 2 day tournament for participants 18 and younger, co-sponsored with the De Pere Kiwanis Club.
- 5) Financial assistance to youth user groups:
 - A) Funding provided through property tax.
 - B) Assisting with the offering of youth user groups increases the quality of life in the community and creates a healthier community.
 - a) De Pere Area Baseball, includes Babe Ruth League, Kelly Danen League and De Pere Pony League
 - b) De Pere Rapides Soccer
 - c) Youth Hockey
 - d) De Pere Girls Softball Association
- 6) Financial support to the City Band to provide musical arrangements for the band for their 6 concerts throughout the summer:

- A) Funding provided through property tax.
- B) Providing the offerings of the City Band increases the perceived quality of life in the community and increases the opportunities for the community to enjoy arts and humanities programs.
- 7) Marketing, advertising and publicity of programs and services:
 - A) Funding for the department brochure is provided through property tax, other avenues are at no cost.
 - B) Ensuring quality marketing and publicity of programs and services helps maintain an informed community and increases participation in programs:
 - a) Department brochure
 - b) Cable channel 4
 - c) Flyers to local schools: elementary through college
 - d) Press releases to Green Bay Press Gazette
 - e) Information updates on the City website
 - f) Use of department page on Facebook and Twitter
 - g) Utilization of local media community calendars
- 8) Recreation Scholarship Fund:
 - A) Established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.
 - B) Funded through support of local service organizations and community members.
 - C) Scholarships are available only for instructional programs, special events, pool passes, City sponsored youth leagues, Summer Playgrounds, Kidz Zone or Summer Camp Programs.
 - D) Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds.
- 9) Recreation Programs provide programs for the community that are affordable and economical.

Expected Outcomes:

- 1) Sponsored programs enhance the quality of life through partnering with other organizations and reducing the financial impact on the City.
- 2) Adult Athletic Leagues enhance the quality of life for adults and create a healthier community.
- 3) Youth programs enhance the quality of life by reducing juvenile issues in the community, creating a healthier community, as well as teaching lifelong skills.
- 4) Family programs offered increase quality of life by providing family time and increasing social interaction with community members.
- 5) Programs offered increase exposure to and participation in arts and humanities programs.

- 6) Programs offered increase opportunities for participants and staff to strengthen relationships and connections within the community.

2016 Performance Measures

- 1) Increase participation by 15% in the Tennis Lesson Program.

2015 Performance Measures Data (July 2014 – June 2015)

- 1) Increase attendance at Big Rig Gig in May by 10% over 2014 enrollment. Data shall be used to determine effectiveness in marketing plan and program popularity.
 - a) Result: Increased attendance at Big Rig event by 52 % over 2014 summer enrollment. (149 kids/adults attended in 2014; 300 kids/adults attended in 2015).

Significant Program Achievements:

- 1) Offered Big Rig Gig event for second time. Event held through the cooperation of the De Pere Parks, Recreation and Forestry Department, Public Works Department, Police Department and Fire Department. This free event for children ages 1-5 was attended by over 300 kids and adults.
- 2) Offered new Intro to Dance class for 3 year olds.
- 3) Reformatted Youth Flag Football program to include kindergarten and age divisions were modified to 1st - 2nd grades and 3rd - 4th grades to keep kids in more age appropriate divisions.
- 4) Offered 2 new fitness programs for the community – 100 Mile May (canceled due to low enrollment) and the LazyMan Triathlon which there were 22 participants.
- 5) Adult Basketball leagues increased by 1 league (6 additional teams)..

Existing Program Standards Including Importance to Community:

- 1) All registration-based programs shall financially sustain themselves.
 - A) Community Importance:
 - a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
- 2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
 - A) Community Importance:
 - a) Programs offered are based on feedback from the users and reflective of current needs and wants.
- 3) Provide financial support annually to youth user groups to assist in offering an economically affordable program.

1. Community Importance:

- a) Strengthens partnerships with organizations within the community.
- b) Provides opportunities for youth to participate in sport-related activities outside of a school setting.

Costs and Benefits of Program Services:

The adopted 2016 Recreation and Recreation Programs cost is \$293,024. The program benefits the community by providing residents an opportunity to participate in programs that enhance their health and well-being, promote family cohesiveness and positively impact their sense of community. The Recreation Programs are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City. In addition, Recreation Programs provide financial support to youth groups to encourage and enhance participation in the activities.

2016 Objectives:

- 1) Maintain a variety of recreational programs that reach all ages groups.
- 2) Continue efforts for improving Youth and Adult Leagues and increasing participation.
- 3) Work closely with youth athletic groups to ensure proper field reservations.

2016 Budget Significant Expenditure Changes:

- 1) Salaries decreased by \$8,570 due to staffing changes.
- 2) FICA decreased \$586 due to staffing changes.
- 3) Retirement decreased \$703 due to staffing changes.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$6,066 mainly due to a 7% health insurance rate increase.
- 5) Training is for field maintenance training for park maintenance staff.
- 6) Rentals increased \$650 to accurately reflect Dog Park portables.
- 7) Utilities increased \$6,500 to accurately reflect trends.
- 8) Memberships and Subscriptions: ASCAP (\$170), SESAC (\$190), and BMI (\$175) music licenses, MPLC (\$285) movie license and Survey Monkey (\$125) annual fee for online evaluation tool.
- 9) Operating Supplies increased \$1,850 to reflect increases in printing costs for program guide and actual costs for postage and mailing.
- 10) Family Program Supplies increased \$120 to reflect actual trends.
- 11) No capital outlay.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|------------------------------------|-------|-----|---|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| RECREATION AND RECREATION PROGRAMS | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | |
| 100 | 55300 | 110 | Salaries | \$ 37,489 | \$ 19,261 | \$ 40,804 | \$ 44,053 | \$ 19,151 | \$ 38,000 | \$ 35,483 | \$ 35,483 -19.45% |
| 100 | 55300 | 120 | Hourly Wages | 76,065 | 16,488 | 35,681 | 72,345 | 25,937 | 70,000 | 73,794 | 73,794 2.00% |
| 100 | 55300 | 125 | Overtime Wages | 371 | 227 | 453 | 371 | 19 | 370 | 371 | 371 0.00% |
| 100 | 55300 | 126 | Seasonal Labor | 58,949 | 14,268 | 37,496 | 58,257 | 18,703 | 52,000 | 55,445 | 55,445 -4.83% |
| 100 | 55300 | 150 | FICA | 9,605 | 3,055 | 6,402 | 9,778 | 3,779 | 6,000 | 9,192 | 9,192 -5.99% |
| 100 | 55300 | 151 | Retirement | 7,975 | 1,975 | 5,309 | 7,940 | 2,706 | 5,500 | 7,237 | 7,237 -8.86% |
| 100 | 55300 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 40,411 | 11,132 | 32,886 | 43,644 | 11,720 | 24,000 | 45,574 | 49,710 13.90% |
| 100 | 55300 | 190 | Training | 100 | 0 | 78 | 100 | 0 | 100 | 100 | 100 0.00% |
| | | | Subtotal | 230,965 | 66,405 | 159,109 | \$ 236,488 | 82,015 | 195,970 | 227,196 | 231,332 -2.18% |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| 100 | 55300 | 213 | Rentals | 4,400 | 3,498 | 4,413 | 4,500 | 1,218 | 2,100 | 5,150 | 5,150 14.44% |
| 100 | 55300 | 220 | Utilities | 9,000 | 2,802 | 14,403 | 9,000 | 6,338 | 15,100 | 15,500 | 15,500 72.22% |
| 100 | 55300 | 240 | Equipment Maintenance | 2,500 | 1,789 | 2,004 | 2,600 | 1,858 | 2,600 | 2,600 | 2,600 0.00% |
| | | | Subtotal | 15,900 | 8,089 | 20,820 | \$ 16,100 | 9,414 | 19,800 | 23,250 | 23,250 44.41% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | |
| 100 | 55300 | 320 | Memberships/Subscriptions | 810 | 172 | 781 | \$ 918 | 180 | 935 | 945 | 945 2.94% |
| 100 | 55300 | 331 | Transportation | 2,500 | 1,284 | 1,916 | 2,500 | 1,259 | 2,100 | 2,500 | 2,500 0.00% |
| 100 | 55300 | 340 | Operating Supplies | 8,300 | 5,099 | 10,210 | 8,650 | 5,684 | 8,650 | 10,500 | 10,500 21.39% |
| 100 | 55300 | 361 | League Support | 9,447 | 0 | 9,446 | 9,447 | 0 | 9,447 | 9,447 | 9,447 0.00% |
| 100 | 55300 | 362 | Adult League Supplies | 3,000 | 1,343 | 3,149 | 3,625 | 1,174 | 3,500 | 3,500 | 3,500 -3.45% |
| 100 | 55300 | 363 | Youth Program Supplies | 9,200 | 46 | 8,027 | 9,500 | 467 | 9,500 | 9,500 | 9,500 0.00% |
| 100 | 55300 | 364 | Adult Program Supplies | 500 | 0 | 543 | 500 | 0 | 350 | 500 | 500 0.00% |
| 100 | 55300 | 365 | Family Program Supplies | 530 | 79 | 485 | 530 | 530 | 530 | 650 | 650 22.64% |
| 100 | 55300 | 373 | Summer Band | 900 | 340 | 785 | 900 | 405 | 900 | 900 | 900 0.00% |
| | | | Subtotal | 35,187 | 8,362 | 35,342 | \$ 36,570 | 9,699 | 35,912 | 38,442 | 38,442 5.12% |
| CAPITAL OUTLAY | | | | | | | | | | | |
| 100 | 55300 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| | | | TOTAL | \$ 282,052 | \$ 82,856 | \$ 215,271 | \$ 289,158 | \$ 101,128 | \$ 251,682 | \$ 288,888 | \$ 293,024 1.34% |

Special Events/ Celebrations

Program Full Time Equivalents: .15

Program Mission:

Assist various service and civic organizations, business groups and school districts in providing special activities and/or events for our citizens.

List of Program Service(s) Descriptions:

- 1) Program/Event Set Up – Assist organizations with event set up on public grounds.
- 2) Banner/Decoration Set Up & Take Down – Install and removal of banners and decorations at various locations in De Pere.

Important Outputs:

- 1) Install decorations during the winter season at select locations in De Pere (lights, trees, banners). Activity funded by property tax. Decorations provide residents a sense of community, as well as creating a comfortable and welcoming feeling to visitors and residents.
- 2) Continue to work with organizations, groups and the School Districts to better serve the community. This collaboration generates community pride as well as better and more cost effective special events for the community. Activity funded by property tax.
- 3) Install large banner over Reid St as needed. Activity funded by property tax or user group. Allows community or city related events to utilize a prime marketing location for special events.
- 4) Assist in set up of large community events, which provides for a more cost-effective event and experience for the community. Activity funded by property tax.

Expected Outcomes:

- 1) Maintain successful special events that aid in community pride, enhance quality of life, and promote tourism in the community.

- 2) Increased communication with organizations, groups and School Districts when helping to set up for events and celebrations. This helps increase operational efficiencies and decrease site concerns.
- 3) Maintain or increase amount of locations with decorations.
- 4) Maintain festive atmosphere during select seasons.

2016 Performance Measures:

- 1) Perform a site analysis after each special event/celebration within 1 workday to determine condition of park and needed repairs. Data collected shall be used to determine if rental procedures are adequate.

2015 Performance Measurement Data:

- 1) Perform a site analysis after each special event/celebration within 1 working day to determine condition of park and needed repairs. Data collected shall be used to determine if rental procedures are adequate.
 - a. Result: Staff visited each event location within 1 working day after events to determine any concerns. We believe current rental procedures are working adequately, however continued monitoring is recommended.

Significant Program Achievements:

- 1) Assisted with preparing Southwest Park for the Midwest Soccer Tournament.
- 2) Worked with school districts and soccer groups to mow specific areas, line fields for soccer, and haul equipment for special activities.
- 3) Helped set up various large functions including: Celebrate De Pere, Tony Litt County Soccer Tournament, Pony League year end tournament, Buggy Tournament, DGSA tournament & the Pink Flamingo tournament.
- 4) Set up holiday decorations and banners.
- 5) Worked with the De Pere Chamber of Commerce and Beautification Committee to upgrade & plant existing beds.

Existing program Standards Including Importance to Community:

- 1) Provide labor and planning assistance to various groups, organizations and School Districts for large community events in the City of De Pere.

- a. This benefits the community by having efficient, safe and well-run events and celebrations take place in the City and to create positive messages and experiences for participants.

Costs and Benefits of Program and Services:

The adopted 2016 Special Events/Celebrations program budget is \$11,265. The program/service benefits the community by creating more organized and positive participation in the activities.

2016 Objectives:

- 1) Maintain relationship with local schools to continue use of community parks for school special events (ie. Cross country runs).
- 2) Work with local service clubs and non-profit organizations to help promote civic events.
- 3) Cooperate with business organizations to promote the downtown area.

2016 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$31 to reflect projected costs.
- 2) Health, Dental, DIB, Life and Workers Comp Insurance increased \$566 due to a 7% health insurance rate increase.
- 3) No capital requested.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|------------------------------------|-------|-----|---|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| SPECIAL EVENTS/CELEBRATIONS | | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | | |
| 100 | 55310 | 120 | Hourly Wages | \$ 8,178 | \$0 | \$0 | \$ 7,778 | \$0 | \$ 2,500 | \$ 7,550 | \$ 7,550 | -2.93% |
| 100 | 55310 | 125 | Overtime Wages | 0 | 1,202 | 1,202 | 0 | 1,404 | 1,404 | 0 | 0 | 0.00% |
| 100 | 55310 | 150 | FICA | 626 | 93 | 93 | 595 | 102 | 250 | 578 | 578 | -2.93% |
| 100 | 55310 | 151 | Retirement | 572 | 0 | 89 | 529 | 0 | 450 | 498 | 498 | -5.79% |
| 100 | 55310 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 1,735 | 0 | 275 | 1,873 | 0 | 1,900 | 2,311 | 2,439 | 30.22% |
| | | | Subtotal | 11,111 | 1,295 | 1,659 | \$ 10,775 | 1,506 | 6,504 | 10,937 | 11,065 | 2.69% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | | |
| 100 | 55310 | 340 | Operating Supplies | 200 | 44 | 166 | \$ 200 | 12 | 150 | 200 | 200 | 0.00% |
| | | | Subtotal | 200 | 44 | 166 | 200 | 12 | 150 | 200 | 200 | 0.00% |
| TOTAL | | | | \$ 11,311 | \$ 1,339 | \$ 1,825 | \$ 10,975 | \$ 1,518 | \$ 6,654 | \$ 11,137 | \$ 11,265 | 2.64% |

Swimming Pools

Program Full Time Equivalents: 0.32

Program Mission:

Provide safe facilities for the opportunity to learn proper swimming skills and to enjoy water-related facilities.

List of Program Service(s) Descriptions:

- 1) Lessons-provides swimming and diving lessons for participants 6 months old to adult. During the summer months progressive swim lessons and swim instructor assistant classes are offered at Legion and VFW pools during the mornings and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
- 2) Water Aerobics-water fitness classes offered for adults Monday-Thursday at Legion and VFW pools and during the school year at Syble Hopp School.
- 3) Family Swims and Youth Nights-scheduled programs for families and youth to use the pool outside of the scheduled Open Swim hours, special activities, games and events are planned for both events.
- 4) Open Swim-1-4:30pm and 6-8:30pm daily throughout the summer, provides participants an opportunity to enjoy the pool in a safe environment.
- 5) Concessions-provides refreshments for pool participants and secure location for sale of day passes for pool users.

Important Outputs:

- 1) Progressive Swim Lesson Program: 120 lessons offered throughout the summer for participants 6 months old to adult.
 - A) Funded through user fees.
 - B) Offering and participating in swim lessons increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 2) Open Swim: 820 hours of open swim offered during the summer, both pools open 7 days a week.
 - A) Funded through user day pass/seasonal membership fees, and department budget.
 - B) Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 3) Varied aquatic programming includes: family swim, lap swim, swim instructor assistant training, and water aerobics.
 - A) Funded through participant registration fees and user day pass/seasonal membership fees.

- B) Multiple aquatic program offerings ensure efficient use of pool facilities and maximize pool usage. Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 4) Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.
 - A) Offering convenient and affordable programming increases opportunities for participation for the community.
 - B) Funded through user fees.
- 5) Memberships: Summer seasonal memberships are sold to residents and non-residents for use of both Legion and VFW pools. Passes are purchased for the Baby Pool, the Main Pool, Family or Lap Swim use all which include use of either pool at both parks.
 - A) Funded through user fees and property tax dollars.
 - B) Offering seasonal memberships increases convenience and opportunities for participation and attendance for the purchaser.
- 6) Day Passes: Daily admission for residents and non-residents for either the Baby or Main pool. Passes are sold for one time use in the afternoon or evening.
 - A) Funded through user fees.
 - B) Offering day passes increases convenience and opportunities for participation and attendance for the purchaser.
- 7) Pool Rentals: Pools are available for rent to residents and non-residents at both Legion and VFW Pools during non-programming and non-open swim hours.
 - A. Funded through user fees.
 - B. Offering pool rentals helps increase revenue and adds a special opportunity for private parties for any occasion or for work events.

Expected Outcomes:

- 1) Programs offered will maintain a “break even” or better cost basis.
- 2) Programs offered shall increase the quality of life in the community.
- 3) Programs offered reduce juvenile issues in the community.
- 4) Swimming pools will maintain a staffing level that provides a safe environment and quality programming.
- 5) Program offerings will increase learning of life-long and life-saving skills.
- 6) Locations will maintain a safe and entertaining environment.

2016 Performance Measures:

- 1) Increase private swim lesson participation by 20% in an effort to better increase the lifelong skill in community.

2015 Performance Measurement Data (July 2013 – June 2014):

- 1) Maintain 0% increase in utilities to determine need for preventative maintenance of boilers.
 - a. Result: Utilities are projected to see a 1.2% decrease. At this time, preventative maintenance is not recommended.

Significant Program Achievements:

- 1) Added Swimming Lessons Training and Basket Attendant Training to the beginning of summer staff training/orientations sessions.
- 2) Worked with pool managers at both pools to create a more cohesiveness connection between the two pools and to make sure they are both operating the same. This helped both substitutes and managers who worked at both facilities.
- 3) Transitioned to a more accurate water testing kit at Legion Pool. Our plan of action is to purchase another test kit and use the new water testing kit at both pools in the summer of 2016.
- 4) Nearly doubled participation in Private Swim Lessons (10 participants 2014; 18 participants 2015)
- 5) Transitioned to a new weekend schedule of 1:00 pm-6:00 pm, which worked out well and eliminated periods of time that low attendance was prevalent.
- 6) Continued to work with Pool Managers to offer monthly in-services with both pool staff together to work on large group safety scenarios and team building.
- 7) Collaborated with City of De Pere Police Departments and Fire Departments for seasonal staff training.

Existing Program Standards Including Importance to Community:

- 1) All registration-based programs shall financially sustain themselves.
 - A) Community Importance:
 - a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
- 2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
 - A) Community Importance:
 - a) Programs offered are based on feedback from the users and reflective of current needs and wants.
- 3) Swimming pools have Open Swim-1-4:30pm and 6-8:30pm daily throughout the summer (42 hours of open, recreational swim each week).

- A) Community Importance:
 - a) Provides participants an opportunity to enjoy the pool in a safe environment.
 - b) Helps decrease juvenile issues in the community.
- 4) Swimming pools are staffed at a level that provides a safe environment and quality programming.
 - A) Community Importance:
 - a) Sites that are safe for participating in programming for users.
- 5) Effective maintenance of health records.
 - A) Community Importance:
 - a) Sites that are approved by the Health Department.
- 6) Lifeguards must currently hold Lifeguard, First Aid, CPR and AED certifications. Swim instructors are highly encouraged to be certified through the American Red Cross as Water Safety Instructors.
 - A) Community Importance:
 - a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.

Costs and Benefits of Program Services:

The adopted 2016 Swimming Pools cost is \$332,486. The Legion and VFW swimming pools and aquatic programming at Syble Hopp School benefit the community by providing residents an opportunity to participate in aquatic programs that enhance their health and well-being, promote family cohesiveness and positively impact their sense of community. Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.

2016 Objectives:

- 1) Utilize Syble Hopp School therapy pool for senior and tot programming and hire quality staff.
- 2) Find alternative funding sources for outdoor swimming pools.
- 3) Creatively market pools to increase attendance and participation.

2015 Budget Significant Expenditure Changes:

- 1) Hourly wages decreased by \$2,887 to reflect actual trends.
- 2) Retirement decreased by \$244 to reflect actual trends.
- 3) Training includes \$150 for aquatic staff training.
- 4) Capital Outlay includes \$20,000 for Replacement of Sand in Sand Filters, and \$25,000 for repairing Legion Baby Pool.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

SWIMMING POOLS

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|------------|-----------|------------|------------|-----------|------------|------------|------------|---------|
| 100 | 55420 | 110 | Salaries | \$ 16,103 | \$ 8,255 | \$ 17,487 | \$ 14,684 | \$ 8,208 | \$ 14,684 | \$ 15,207 | \$ 15,207 | 3.56% |
| 100 | 55420 | 120 | Hourly Wages | 30,679 | 6,148 | 13,051 | 29,179 | 9,041 | 26,000 | 26,292 | 26,292 | -9.89% |
| 100 | 55420 | 125 | Overtime Wages | 389 | 0 | 0 | 389 | 8 | 8 | 389 | 389 | 0.00% |
| 100 | 55420 | 126 | Seasonal Labor | 109,636 | 21,892 | 92,229 | 107,825 | 12,961 | 93,850 | 107,825 | 107,825 | 0.00% |
| 100 | 55420 | 150 | FICA | 5,254 | 1,392 | 3,473 | 4,949 | 1,480 | 3,500 | 4,768 | 4,768 | -3.65% |
| 100 | 55420 | 151 | Retirement | 3,302 | 666 | 2,146 | 3,009 | 789 | 3,000 | 2,765 | 2,765 | -8.13% |
| 100 | 55420 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 14,484 | 4,936 | 11,704 | 15,643 | 2,731 | 10,000 | 14,744 | 16,190 | 3.50% |
| 100 | 55420 | 190 | Training | 150 | 31 | 140 | 150 | 50 | 150 | 150 | 150 | 0.00% |
| | | | Subtotal | 179,997 | 43,318 | 140,230 | 175,828 | 35,268 | 151,192 | 172,140 | 173,586 | -1.28% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| | | | | | | | | | | | | |
| 100 | 55420 | 210 | Telephone | 1,800 | 900 | 1,800 | 1,800 | 900 | 1,800 | 1,800 | 1,800 | 0.00% |
| 100 | 55420 | 218 | Cell/Radio | 0 | 247 | 532 | 0 | 80 | 0 | 0 | 0 | 0.00% |
| 100 | 55420 | 219 | Data | 500 | 0 | 0 | 800 | 0 | 800 | 800 | 800 | 0.00% |
| 100 | 55420 | 220 | Utilities | 40,670 | 5,316 | 40,557 | 41,000 | 10,161 | 40,500 | 41,500 | 41,500 | 1.22% |
| 100 | 55420 | 240 | Equipment Maintenance | 24,500 | 2,786 | 9,114 | 24,500 | 5,642 | 24,500 | 24,500 | 24,500 | 0.00% |
| | | | Subtotal | 67,470 | 9,249 | 52,003 | 68,100 | 16,783 | 67,600 | 68,600 | 68,600 | 0.73% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 100 | 55420 | 340 | Operating Supplies | 5,650 | 2,698 | 5,388 | 5,650 | 3,719 | 5,650 | 5,650 | 5,650 | 0.00% |
| 100 | 55420 | 385 | Pool Chemicals | 23,500 | 300 | 20,416 | 23,750 | 15,250 | 23,000 | 23,750 | 23,750 | 0.00% |
| 100 | 55420 | 386 | Concession Purchases | 15,500 | 2,205 | 13,351 | 15,900 | 36 | 13,500 | 15,900 | 15,900 | 0.00% |
| | | | Subtotal | 44,650 | 5,203 | 39,155 | 45,300 | 19,005 | 42,150 | 45,300 | 45,300 | 0.00% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 100 | 55420 | 810 | Capital Equipment | 32,000 | 0 | 9,851 | 15,000 | 18,975 | 15,000 | 45,000 | 45,000 | 200.00% |
| | | | Subtotal | 32,000 | 0 | 9,851 | 15,000 | 18,975 | 15,000 | 45,000 | 45,000 | 200.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 324,117 | \$ 57,771 | \$ 241,239 | \$ 304,228 | \$ 90,031 | \$ 275,942 | \$ 331,040 | \$ 332,486 | 9.29% |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P243

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 8, 2015

DESCRIPTION OF PROJECT:

Replace sand in Sand Filters at VFW and Legion Swimming Pools.

NEW: _____ or REPLACEMENT: **X**

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING: \$ _____ % _____

GENERAL FUND _____.

CAPITAL IMPROVEMENTS FUND _____.

GENERAL OBLIGATION DEBT \$20,000 100 _____.

SPECIAL ASSESSMENT _____.

GRANTS _____.

OTHER _____.

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) _____.

PROJECT JUSTIFICATION

Our aquatic consultant has recommended replacing the sand in our sand filters at both pools. Sand is beginning to "channel" which means the water does not filter through the sand as much as it should for cleaning...thus causing a domino effect with our chemicals and filtration of the pool.



PROJECT RANKINGS _____.

CITY COUNCIL _____.

STAFF RECOMMENDATION _____ **Goal No.** _____.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P244

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 8, 2015

DESCRIPTION OF PROJECT:

Repair to Legion Baby Pools.

NEW: _____ **or REPLACEMENT:** ☒ **X**

PROJECTED COST: \$25,000

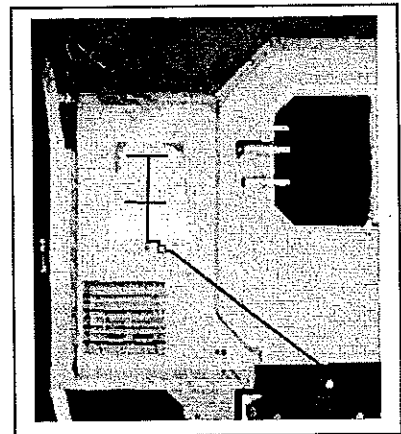
| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | \$25,000 | 100 |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Legion Baby Pool was closed for the 2015 season due to mechanical issues. Piping to the baby pool (under the pool deck) froze and broke over the winter months. In working with a local contractor we were unable to get the pool fixed in a reasonable amount of time, so a decision was made to close the pool for the summer and budget for repairs in 2016. Piping in the baby pool and to the filter building are all damaged and need to be replaced or repaired.



PROJECT RANKINGS _____ **1** _____
CITY COUNCIL _____
STAFF RECOMMENDATION _____ **Goal No.** _____

TOTAL GENERAL FUND EXPENDITURES

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES

| Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|---------------------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| TOTAL GENERAL GOVERNMENT EXPENDITURES | \$2,371,003 | \$1,041,491 | \$2,114,459 | \$2,472,105 | \$1,118,667 | \$2,436,050 | \$2,999,309 | \$2,764,344 | 11.82% |
| TOTAL PUBLIC SAFETY EXPENDITURES | \$8,009,235 | \$3,707,288 | \$8,406,700 | \$8,496,470 | \$3,964,020 | \$5,320,900 | \$15,708,647 | \$8,758,725 | 3.09% |
| TOTAL PUBLIC WORKS EXPENDITURES | \$3,430,012 | \$1,482,121 | \$3,100,788 | \$3,168,377 | \$1,182,584 | \$3,206,516 | \$3,498,397 | \$3,255,399 | 2.75% |
| TOTAL CULTURE, REC, & ED EXPENDITURES | \$2,115,841 | \$816,721 | \$1,982,478 | \$2,188,485 | \$891,683 | \$2,032,026 | \$2,726,581 | \$2,227,118 | 1.77% |
| TOTAL GENERAL FUND EXPENDITURES | \$15,926,091 | \$7,047,621 | \$15,604,425 | \$16,325,437 | \$7,156,954 | \$12,995,492 | \$24,932,934 | \$17,005,586 | 4.17% |
| | | | | | | | | | |
| | | | | | | | | | |

GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased \$79,305. The total property tax levy for all funds increased \$487,204.

| | <u>Actual</u> <u>2015</u> | <u>Proposed</u> <u>2016</u> | <u>% of Change</u> |
|-----------------------------------|------------------------------|--------------------------------|--------------------|
| General Fund Levy | \$ 7,903,917 | \$ 7,983,222 | 1.00% |
| Debt Fund Levy | \$ 1,657,282 | \$ 1,940,313 | 17.08% |
| Capital Projects Fund Levy | \$ 1,642,276 | \$ 1,741,276 | 6.03 % |
| Tax Increment District (TID) Levy | \$ 831,489 | \$ 836,357 | 2.99 % |
| TOTAL LEVY | \$12,033,964 | \$12,521,168 | 4.05% |

SIGNIFICANT REVENUE CHANGES:

TAXES:

- 1) Motor Vehicle Tax increased \$200,00 to reflect proposed implementation of tax.
- 2) Municipal Utility Tax decreased \$26,000 due to actual trends.

INTERGOVERNMENTAL REVENUE:

- 1) Fire Insurance increased \$7,394 to reflects state estimates.
- 2) State Recycling Grants decreased \$39,620 to reflect state estimates.

LICENSES AND PERMITS:

- 1) Liquor and Malt Beverage Licenses decreased \$3,850 to reflect actual trends and 5% rate increase in fees.
- 2) Operator's Licenses increased \$16,100 to reflect 2016 as the first year of two year license renewals and 5% rate increase in fees.
- 3) Cigarette Licenses decreased \$210 to reflect actual trends and 5% rate increase in fees.
- 4) Food & Beverage Licenses – DATCP decreased \$700 to reflect actual actual trends and 5% rate increase in fees.
- 5) Other Permits and Fees increased \$265 to reflect 5% rate increase in fees.
- 6) Dog Licenses increased \$250 to reflect 5% rate increase in fees.
- 7) Building Permits increased \$5,500 to reflect 5% rate increase in fees.
- 8) Flood Plain/Zoning Letters increased \$40 to reflect 5% rate increase in fees.

- 9) Construction Permits increased \$30 to reflect 5% rate increase in fees.
- 10) Excavation Permits increased \$850 to reflect 5% rate increase in fees.
- 11) Electrical Permits increased \$1,650 to reflect 5% rate increase in fees.
- 12) Plumbing Permits increased \$1,430 to reflect 5% rate increase in fees.
- 13) HVAC Permits increased \$12,300 to reflect actual trends and 5% rate increase in fees.
- 14) Sanitary Sewer Excavation Permits increased \$315 to reflect actual trends and 5% rate increase in fees.
- 15) Zoning Permits and Fees increased \$165 to reflect 5% rate increase in fees.
- 16) CSM Reviews decreased \$3,000 to reflect actual trends and 5% rate increase in fees.

FINES AND FORFEITURES:

- 1) Parking Violations increased \$3,000 to reflect actual trends.

PUBLIC CHARGES FOR SERVICE:

- 1) Clerk-Passports Revenues increased \$1,120 to reflect actual trends and 5% rate increase in fees.
- 2) Letters of No Specials increased \$1,181 to reflect actual trends and 5% rate increase in fees.
- 3) License Publication Fees increased \$740 to reflect actual trends and 5% rate increase in fees.
- 4) Police Alarm Monitoring Fees increased \$8,100 due to reflect actual trends.
- 5) Police Department Revenues decreased \$1,800 to reflect actual trends.
- 6) Background Checks Revenues decreased \$3,400 to reflect actual trends.
- 7) Police Finger Prints decreased \$900 to reflect actual trends.
- 8) Ambulance Fees increased \$57,807 to reflect actual trends.
- 9) Street Department Revenues increased \$23,000 to reflect actual trends.
- 10) Recreation Revenues increased \$11,861 to reflect actual trends and 5% rate increase in fees.
- 11) Forestry Revenues decreased \$2,992 to reflect actual trends and 5% rate increase in fees.

INTERGOVERNMENTAL CHARGES FOR SERVICE:

- 1) Data Processing Charges increased \$800 to reflect actual trends.

MISCELLANEOUS REVENUES:

- 1) Farm Leases increased \$1,200 to reflect actual trends

OTHER FINANCING SOURCES:

- 1) Transfer from Capital Projects increased \$100,000 due to increased transfer of \$100,000 from capital equipment fund.

**City of De Pere
2016 General Fund
Adopted Budget**

| REVENUES | | | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Proposed Executive | 2016/ 2015 Budget % Of Change |
|----------------|-------------------------------------|--|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| Account Title | | | | | | | | | |
| Account Number | TAXES | | | | | | | | |
| 100 41110 | General Property | | \$ 7,755,743 | \$ 7,903,917 | \$ 7,932,685 | \$ 7,903,917 | \$ 7,983,222 | \$ 7,983,222 | 1.00% |
| 100 41130 | Mobile Home Fees | | 5,724 | 7,100 | 3,366 | 7,100 | 7,100 | 7,100 | 0.00% |
| 100 41150 | Payments in Lieu of Taxes | | 1,248 | 2,500 | 1,274 | 2,500 | 2,500 | 2,500 | 0.00% |
| 100 41170 | Motor Vehicle Tax | | 0 | 0 | 0 | 0 | 0 | 200,000 | 100.00% |
| 100 41210 | Public Accommodations | | 7,474 | 6,500 | 2,695 | 6,500 | 6,500 | 6,500 | 0.00% |
| 100 41220 | Retained Sales Tax | | 120 | 120 | 60 | 120 | 120 | 120 | 0.00% |
| 100 41310 | From Municipal Water Utility | | 456,797 | 510,000 | 235,000 | 470,000 | 484,000 | 484,000 | -5.10% |
| 100 41320 | Housing Authority | | 28,376 | 28,000 | 28,492 | 28,500 | 28,500 | 28,500 | 1.79% |
| 100 41800 | Interest Penalties & Taxes | | 1,157 | 1,100 | 457 | 1,100 | 1,100 | 1,100 | 0.00% |
| 100 41810 | Interest Penalties Specials & Deeds | | 11,629 | 30,000 | 7,337 | 15,000 | 15,000 | 15,000 | -50.00% |
| | Subtotal | | 8,268,268 | 8,489,237 | 8,211,366 | 8,434,737 | 8,528,042 | 8,728,042 | 0.46% |

| | | | | | | | | | |
|----------------------------------|--|--|------------------|------------------|----------------|------------------|------------------|------------------|---------------|
| INTERGOVERNMENTAL REVENUE | | | | | | | | | |
| 100 43220 | Mass Transit Federal Aid | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 43410 | State Shared Revenue | | 1,166,170 | 1,165,267 | 0 | 1,165,267 | 1,165,267 | 1,167,851 | 0.00% |
| 100 43411 | State Shared Revenue - Expenditure Restraint | | 176,846 | 192,197 | 0 | 192,197 | 192,197 | 194,159 | 0.00% |
| 100 43420 | State Fire Insurance | | 75,346 | 66,000 | 73,394 | 73,394 | 73,394 | 73,394 | 11.20% |
| 100 43430 | Other State Shared Taxes - Exempt Computer Aid | | 151,821 | 154,361 | 0 | 154,361 | 154,361 | 154,361 | 0.00% |
| 100 43500 | State Grants | | 4,788 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 43505 | Law Enforcement | | 12,253 | 0 | 10,999 | 0 | 0 | 0 | 0.00% |
| 100 43507 | K-9 Expenses and Donations | | 250 | 0 | (33) | 250 | 0 | 0 | 0.00% |
| 100 43510 | Rescue EMS Act 102 | | 7,388 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 43520 | State Aid For Police Training | | 5,440 | 5,200 | 0 | 5,200 | 5,440 | 5,440 | 4.62% |
| 100 43530 | State Aid For Connecting Highways | | 72,732 | 73,022 | 36,612 | 73,022 | 73,022 | 73,022 | 0.00% |
| 100 43531 | General Transportation Aids | | 888,799 | 903,997 | 451,124 | 903,997 | 903,997 | 903,997 | 0.00% |
| 100 43532 | Mass Transit State Aid | | 294,790 | 294,790 | 147,395 | 294,790 | 294,790 | 294,790 | 0.00% |
| 100 43540 | State Recycling Grants | | 97,793 | 97,000 | 97,820 | 0 | 58,200 | 58,200 | -40.00% |
| 100 43550 | ACT 102 Ambulance Grant | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 43551 | Health Matching Grant | | 54,666 | 55,251 | 32,546 | 70,981 | 57,620 | 57,620 | 4.29% |
| 100 43590 | State Misc Grants | | 0 | 3,500 | 0 | 3,467 | 3,600 | 3,600 | 2.86% |
| 100 43605 | Payment in Lieu of Tax - DNR | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Subtotal | | 3,009,082 | 3,010,585 | 849,857 | 2,936,926 | 2,981,888 | 2,986,434 | -0.95% |

**City of De Pere
2016 General Fund
Adopted Budget**

REVENUES

| Account Title | | | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Proposed Executive | 2016/ 2015 Budget % Of Change |
|------------------------------|-------|-------------------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| LICENSES AND PERMITS | | | | | | | | | |
| 100 | 44105 | Liquor and Malt Beverage Licenses | 32,251 | 38,500 | 31,385 | 33,000 | 33,000 | 34,650 | -14.29% |
| 100 | 44110 | Operator's Licenses | 29,955 | 15,400 | 7,617 | 15,400 | 30,000 | 31,500 | 94.81% |
| 100 | 44115 | Cigarette Licenses | 2,300 | 2,310 | 1,900 | 2,000 | 2,000 | 2,100 | -13.42% |
| 100 | 44120 | Food & Beverage Licenses-DHFS | 55 | 55,000 | 45,153 | 56,438 | 56,000 | 56,000 | 1.82% |
| 100 | 44121 | Food & Beverage Licenses-DATCP | 0 | 13,200 | 12,960 | 14,896 | 13,900 | 13,900 | 5.30% |
| 100 | 44125 | Cable Television Franchise License | 165,408 | 165,000 | 41,778 | 168,000 | 168,000 | 168,000 | 1.82% |
| 100 | 44130 | Trailer Park | 100 | 100 | 0 | 100 | 100 | 100 | 0.00% |
| 100 | 44140 | Other Permits And Fees | 5,360 | 5,280 | 4,175 | 5,280 | 5,280 | 5,545 | 0.00% |
| 100 | 44210 | Dog License | 3,312 | 4,950 | 3,972 | 4,950 | 4,950 | 5,200 | 0.00% |
| 100 | 44220 | Bicycle License | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 44230 | Electrician License | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 44300 | Building Permits | 93,651 | 110,000 | 59,975 | 110,000 | 110,000 | 115,500 | 0.00% |
| 100 | 44303 | Flood Plain/Zoning Letters | 1,200 | 770 | 85 | 770 | 770 | 810 | 0.00% |
| 100 | 44305 | Construction | 630 | 565 | (1,752) | 565 | 565 | 595 | 0.00% |
| 100 | 44307 | Sanitary Sewer Excavation | 4,935 | 4,510 | 2,600 | 4,600 | 4,600 | 4,825 | 2.00% |
| 100 | 44330 | HVAC Permits | 37,310 | 29,700 | 25,407 | 40,000 | 40,000 | 42,000 | 34.68% |
| 100 | 44340 | Conditional Use Permits | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 44350 | Building Inspection Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 44910 | Electrical Permits | 30,515 | 33,000 | 17,383 | 33,000 | 33,000 | 34,650 | 0.00% |
| 100 | 44920 | Bid Deposits & Refunds | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 44920 | Plumbing Permits | 27,953 | 28,600 | 10,746 | 17,000 | 28,600 | 30,030 | 0.00% |
| 100 | 48902 | Zoning Permits And Fees | 3,345 | 3,300 | 2,075 | 3,300 | 3,300 | 3,465 | 0.00% |
| 100 | 48903 | CSM Reviews | 5,760 | 3,300 | 3,420 | 6,000 | 6,000 | 6,300 | 81.82% |
| 100 | 48906 | Excavation Permits | 17,855 | 17,000 | 7,815 | 17,000 | 17,000 | 17,850 | 0.00% |
| | | Subtotal | 461,895 | 530,485 | 276,694 | 532,299 | 557,065 | 573,020 | 5.01% |
| FINES AND FORFEITURES | | | | | | | | | |
| 100 | 45100 | City Share Of Fines And Forfeitures | 0 | 0 | (197) | 0 | 0 | 0 | 0.00% |
| 100 | 45110 | Court Penalties And Costs | 155,929 | 157,500 | 82,368 | 157,500 | 157,500 | 157,500 | 0.00% |
| 100 | 45120 | Crime Prevention/Policing Share | 0 | 0 | (20) | 0 | 0 | 0 | 0.00% |
| 100 | 45130 | Parking Violations | 33,744 | 42,000 | 20,472 | 42,000 | 45,000 | 45,000 | 7.14% |
| 100 | 45190 | Other Law-Ordinance Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | Subtotal | 189,673 | 199,500 | 102,623 | 199,500 | 202,500 | 202,500 | 1.50% |

**City of De Pere
2016 General Fund
Adopted Budget**

REVENUES

| Account Title | | | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Proposed Executive | 2016/ 2015 Budget % Of Change |
|-----------------------------------|-----------|-------------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| PUBLIC CHARGES FOR SERVICE | | | | | | | | | |
| 100 | 46100 | General Government | 430 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 46101 | Clerk-Passports/Solicitors | 4,170 | 3,080 | 2,435 | 4,000 | 4,000 | 4,200 | 29.87% |
| 100 | 46110 | Letters of No Specials | 20,460 | 21,919 | 12,315 | 22,000 | 22,000 | 23,100 | 0.37% |
| 100 | 46120 | License Publication Fees | (1,672) | 2,200 | 2,631 | 2,800 | 2,800 | 2,940 | 27.27% |
| 100 | 46204 | DMV Registration | 0 | 0 | 2,768 | 0 | 0 | 0 | 0.00% |
| 100 | 46205 | Police CVR Fees | 341 | 0 | (2,567) | 0 | 0 | 0 | 0.00% |
| 100 | 46206 | CVR Registrations | 601 | 880 | 127 | 880 | 880 | 880 | 0.00% |
| 100 | 46207 | Police Alarm Monitoring | 12,375 | 12,100 | 1,925 | 4,000 | 4,000 | 4,000 | -66.94% |
| 100 | 46208 | Police Department Fees | 1,227 | 3,300 | 526 | 1,500 | 1,500 | 1,500 | -54.55% |
| 100 | 46210 | Background Checks | 543 | 4,400 | 142 | 800 | 1,000 | 1,000 | -77.27% |
| 100 | 46220 | Police Finger Prints | 732 | 1,650 | 240 | 600 | 750 | 750 | -54.55% |
| 100 | 46225 | Fire Hazmat | 195 | 550 | 551 | 550 | 550 | 550 | 0.00% |
| 100 | 46298 | Ambulance Fees | 682,978 | 822,193 | 375,133 | 880,000 | 880,000 | 880,000 | 7.03% |
| 100 | 46340 | Street Department Revenue | 111,957 | 53,000 | 11,806 | 53,000 | 53,000 | 55,650 | 0.00% |
| 100 | 46345 | Garbage & Recycling Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46350 | Snow Removal Charges | 3,888 | 6,600 | 2,254 | 6,600 | 6,600 | 6,600 | 0.00% |
| 100 | 46360 | Parking Permits | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46370 | Parking Meters | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46406 | Weed & Nuisance Control | (7,144) | 600 | 0 | 600 | 600 | 600 | 0.00% |
| 100 | 46421 | Recycling Containers | 5,623 | 1,100 | 2,355 | 1,100 | 1,100 | 1,100 | 0.00% |
| 100 | 46500 | Health | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46501 | Public Health Revenue | 6,774 | 8,800 | 1,904 | 6,800 | 8,800 | 8,800 | 0.00% |
| 100 | 46510 | Weights & Measures Fees | 8,273 | 16,500 | 17,718 | 17,718 | 17,000 | 17,000 | 3.03% |
| 100 | 46521 | Animal Control | 46 | 0 | 135 | 135 | 0 | 0 | 0.00% |
| 100 | 46700 | Recreation Programs | 109,292 | 103,835 | 48,616 | 103,835 | 110,186 | 115,696 | 6.12% |
| 100 | 46720 | Pay Phones | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46721 | Recreation | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48722 | Concessions/Recreation | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46723 | Swimming | 101,677 | 140,557 | 58,084 | 123,000 | 140,000 | 147,000 | -0.40% |
| 100 | 46724 | Forestry | 5,723 | 9,292 | 3,943 | 5,900 | 6,000 | 6,300 | -35.43% |
| 100 | 46725 | Community Center | 273,651 | 265,445 | 140,709 | 260,000 | 265,162 | 278,420 | -0.11% |
| 100 | 46727 | Programs-Financial Assistance | 0 | 0 | 2,301 | 0 | 0 | 0 | 0.00% |
| 100 | 46733 | Golf Lessons | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46747 | Athletic Facility Fees | 61,748 | 66,847 | 29,077 | 64,000 | 65,347 | 68,614 | -2.24% |
| 100 | 46747 010 | Daily Boat Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |

**City of De Pere
2016 General Fund
Adopted Budget**

REVENUES

| Account Title | | | | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Proposed Executive | 2016/ 2015 Budget % Of Change |
|---------------|-------|-----|---|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| 100 | 46747 | 020 | Season Boat Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46800 | | Payment In Lieu Of Parkland | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 46850 | | Miscellaneous Fee Increases | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 47306 | | Ambulance Fees From Townships | 151,204 | 160,000 | 83,658 | 165,000 | 165,000 | 165,000 | 3.13% |
| 100 | 47401 | | Engineering Fees | 668,333 | 725,167 | 362,584 | 725,167 | 700,000 | 700,000 | -3.47% |
| 100 | 48901 | | Copies Maps Blueprints | 548 | 1,100 | 33 | 1,100 | 1,100 | 1,100 | 0.00% |
| 100 | 48908 | | Building Permits & Voter Report (Clerk) | 0 | 500 | 0 | 500 | 500 | 500 | 0.00% |
| 100 | 48909 | | Sundry | 20 | 550 | 0 | 550 | 550 | 550 | 0.00% |
| 100 | 48910 | | Retiree Insurance Admin Fee | 2,940 | 5,500 | 789 | 5,500 | 5,500 | 5,500 | 0.00% |
| | | | Subtotal | 2,226,933 | 2,438,665 | 1,162,192 | 2,458,635 | 2,464,925 | 2,498,350 | 1.08% |

INTERGOVERNMENTAL CHARGES FOR SERVICE

| | | | | | | | | | | |
|-----|-------|--|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 100 | 47311 | | Crossing Guard Hours | 17,535 | 17,800 | 1,878 | 17,800 | 17,800 | 17,800 | 0.00% |
| 100 | 47320 | | Payment for Liason Officer | 150,734 | 160,000 | 80,000 | 160,000 | 167,000 | 167,000 | 4.38% |
| 100 | 47402 | | Data Processing Charges | 12,706 | 13,000 | 0 | 13,400 | 13,800 | 13,800 | 6.15% |
| 100 | 47405 | | TID 5 Admin Allocation | 5,300 | 5,300 | 2,650 | 5,300 | 5,300 | 5,300 | 0.00% |
| 100 | 47406 | | TID 6/7/8/9/10 Admin Allocation | 116,600 | 116,600 | 58,300 | 116,600 | 116,600 | 116,600 | 0.00% |
| 100 | 47415 | | Equipment Rental | 26,400 | 26,400 | 13,200 | 26,400 | 26,400 | 26,400 | 0.00% |
| 100 | 48482 | | Space Rentals | 47,117 | 33,083 | 14,496 | 34,000 | 34,000 | 34,000 | 2.77% |
| 100 | 48208 | | Brown County Nutritionist | 36,812 | 38,382 | 19,272 | 38,382 | 38,740 | 38,740 | 0.93% |
| | | | Subtotal | 413,204 | 410,565 | 189,796 | 411,882 | 419,640 | 419,640 | 2.21% |

MISCELLANEOUS REVENUES

| | | | | | | | | | | |
|-----|-------|--|-------------------------------------|--------|---------|--------|---------|---------|---------|--------|
| 100 | 48100 | | Interest On Investments | 17,548 | 100,000 | 38,826 | 100,000 | 100,000 | 100,000 | 0.00% |
| 100 | 48110 | | Notes Receivable Interest | 49,608 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48111 | | Land Contract Interest | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48113 | | Interest On Personal Property Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48200 | | Rents & Leases | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48201 | | Farm Leases | 9,170 | 8,700 | 6,802 | 9,900 | 9,900 | 9,900 | 13.79% |
| 100 | 48202 | | Brown County Fairgrounds | 2,481 | 1,000 | 907 | 1,000 | 1,000 | 1,000 | 0.00% |
| 100 | 48203 | | Residential Lease | 18,567 | 21,000 | 6,101 | 18,100 | 21,000 | 21,000 | 0.00% |
| 100 | 48300 | | Property Sales | 2,685 | 1,500 | 0 | 1,500 | 1,500 | 1,500 | 0.00% |
| 100 | 48301 | | Refuse Garbage Equipment & Property | 6,586 | 15,000 | 2,064 | 15,000 | 15,000 | 15,000 | 0.00% |
| 100 | 48305 | | Real Property | 1,000 | 50,000 | 35,808 | 50,000 | 50,000 | 50,000 | 0.00% |
| 100 | 48309 | | Other | 974 | 0 | (28) | 0 | 0 | 0 | 0.00% |
| 100 | 48310 | | Note Receivable Principal | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |

**City of De Pere
2016 General Fund
Adopted Budget**

| REVENUES | | | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Proposed Executive | 2016/ 2015 Budget % Of Change |
|--------------------------------|-------|---|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------------|
| Account Title | | | | | | | | | |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48311 | Land Contract Principal | | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48500 | Donations | 2,477 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 48510 | Police Programs | 0 | 0 | 1 | 0 | 0 | 0 | 0.00% |
| 100 | 48515 | Park and Rec | | 0 | 532 | 0 | 0 | 0 | 0.00% |
| 100 | 48520 | Fire & Rescue | 1,057 | 700 | (240) | 700 | 700 | 700 | 0.00% |
| | | Subtotal | 112,153 | 197,900 | 90,773 | 196,200 | 199,100 | 199,100 | 0.61% |
| OTHER FINANCING SOURCES | | | | | | | | | |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49100 | Proceeds From Long Term Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49130 | Installment Contracts | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49140 | State Trust Fund Loans | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49200 | Transfer From Special Fund | 268,500 | 268,500 | 134,250 | 268,500 | 268,500 | 268,500 | 0.00% |
| 100 | 49222 | Transfer From TID #5 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49223 | Transfer From TID #7 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49240 | Transfer From Capital Projects Fund | 680,000 | 780,000 | 390,000 | 780,000 | 880,000 | 880,000 | 12.82% |
| 100 | 49260 | Transfer From Enterprise Fund (Water Utility) | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49261 | Transfer From Enterprise Fund (Wastewater) | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49271 | Transfer From Parkland Dedication Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | Subtotal | 948,500 | 1,048,500 | 524,250 | 1,048,500 | 1,148,500 | 1,148,500 | 9.54% |
| | | TOTAL GENERAL FUND REVENUES | 15,629,708 | 16,325,437 | 11,407,551 | 16,218,679 | 16,501,660 | 16,755,586 | 1.08% |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 100 | 49300 | Fund Balances Applied | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | TOTAL GENERAL FUND REVENUES | \$ 15,629,708 | \$ 16,325,437 | \$ 11,407,551 | \$ 16,218,679 | \$ 16,501,660 | \$ 16,755,586 | 1.08% |

SPECIAL FUND

Development Loan Program (RLF) Fund

Program Mission:

To assist in stimulating the economy of the City of De Pere and improving the overall quality of life in the community by providing gap financing from the City of De Pere Revolving Loan Fund (RLF) to both new and expanding businesses. The fund makes loans with the intention that such loans will be instrumental in the creation and/or retention of jobs within new and existing businesses.

List of Program Service(s) Descriptions:

- 1) *Loans*— Program loans shall be available to eligible applicants for the following activities:
 - a. The acquisition of land, buildings, and fixed equipment.
 - b. Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
 - c. Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
 - d. The payment of assessments for public utilities if the provision of the facilities will directly create or retain jobs.
 - e. Working capital (inventory and direct labor costs only).
- 2) *Business Assistance* — Staff from the Planning and Economic Department can provide business assistance to help a project come together or provide other business planning assistance.
- 3) *Annual Report*— Annual reports are provided to the State Department of Revenue. These reports are used to audit the overall program and individual status of the loans that are active.

Important Outputs:

- 1) *Project Financing / Funding* — The program provides gap financing for projects in the areas of site acquisition, equipment, construction and working capital. The funding is provided by a loan fund account that is segregated from the other City accounts (funds are not City funds). The funding is important to the community since the program is design to spur development that would not occur without the assistance from the program.
- 2) *New or Retained Jobs*— The financing of projects is tied to the number of jobs created or retained. The funding is provided by the loan program and it is important to the community since it is used to help to create or retained jobs within the City.

Expected Outcomes:

- 1) The program provides a financing and increases the number of viable businesses in the City. The funding is used increase the number of created or retained jobs within the City.
- 2) With business assistance, the number of successful business startups or expansions will increase.
- 3) The annual reports allow the City to maintain the program as a tool for economic development.

2016 Performance Measures:

- 1) Loan Cycle: City staff will review and process loans within 60 days. This is important to ensure the program is timely and useful to businesses applying for the program.
- 2) Marketing of program to develop at least six potential candidates. This is important to ensure that we are active in marketing the program or if other methods should be used to market it.

2015 Performance Measurement Data:

- 1) Loan Cycle: City staff will review and process loans within 60 days.
 - a. Result: Complete when loans packages were complete.
- 2) Marketing of program to develop at least six potential candidates.
 - a. Result: Complete, we had 8 applicants the staff provided loan material.
- 3) Establish a standard for working with loans that are behind in payments.
 - a. Result: Complete.

Significant Program Achievements:

- City staff worked on the regional RLF program.
- Program successfully passed semi-annual reviews.

Existing Program Standards Including Importance to Community:

- 1) Participate in a regular meeting of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) The project must meet the specifications as defined by the Revolving Loan Fund manual as adopted by City Council in August of 2012.

Costs and Benefits of Program and Services:

City expenses related to the program are charged to the program. The costs of the program are based on a percent of the payments made back on the active loans. In 2015, the City had approximately \$35,000 dollars allocated to administration expenses. These expenses can be used to reduce the overall impact on the tax levy. The program is a critical tool to for Economic Development. It not only helps projects fill the gap for financing, but it is also a critical tool for job retention and creation in the City of De Pere. The estimated fund balance for the Development Loan Program at December 31, 2015 is \$994,067.

**City of De Pere
2016 Special Fund
Adopted Budget**

DEVELOPMENT LOAN PROGRAM FUND

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------|-------|--|-------------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Expenditures | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| 205 | 82030 | | Rehabilitation Principle Loan | \$ 350,000 | \$0 | \$0 | \$ 350,000 | \$0 | \$ 350,000 | \$ 350,000 | \$ 350,000 | 0.00% |
| 205 | 86600 | | Loan Administration | 40,000 | 20,000 | 20,000 | 40,000 | 20,000 | 40,000 | 40,000 | 40,000 | 0.00% |
| 205 | 86700 | | Operating Supplies | 3,000 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 | 3,000 | 3,000 | 0.00% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | 393,000 | 23,000 | 23,000 | 393,000 | 21,500 | 393,000 | 393,000 | 393,000 | 0.00% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|------------------------|----------------|---------------|----------------|----------------|---------------|----------------|----------------|----------------|--------------|
| 205 | 48100 | | Interest On Investment | 0 | 0 | 0 | 0 | 206 | 450 | 500 | 500 | 0.00% |
| 205 | 48110 | | Interest On Loans | 35,000 | 7,878 | 17,075 | 35,000 | 6,349 | 18,000 | 18,000 | 18,000 | 0.00% |
| 205 | 48310 | | Repayment Of Principle | 115,000 | 49,302 | 180,621 | 115,000 | 54,121 | 110,000 | 110,000 | 110,000 | 0.00% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | 150,000 | 57,180 | 197,696 | 150,000 | 60,676 | 128,450 | 128,500 | 128,500 | 0.00% |

Wastewater Treatment Services Fund

Program Mission:

The Wastewater Treatment Services Fund is used to account for transactions pertaining to wastewater treatment services provided to City customers by the Green Bay Metropolitan Sewage District. Wastewater treatment services provided to Thilmany, LLC, Eco-Fibre, Fox River Fiber, and Sonoco Products, located within the City are invoiced directly by this fund. The fund is also used to account for transactions pertaining to the collection system.

List of Program Service(s) Descriptions:

- 1) Performed regular flushing of City's sewer mains.
- 2) Repaired broken sewer mains as needed.
- 3) Repaired sewer manholes as needed.

2016 Performance Measures:

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate response time to determine whether changes need to be made to the City's after hour call in procedure.

2015 Performance Measurement Data: (July 2014 – June 2015):

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate response time to determine whether changes need to be made to the City's after hour call in procedure.
 - a. Result: There were times with the City's answering service the proper procedure for relaying information to management staff was incorrect resulting in delays for response. Staff is looking at revising the after hour call in procedures for 2016.

2016 Program Objectives:

- 1) Continue regular flushing of City's sewer mains.
- 2) Continue televising of City's sewer mains.

- 3) Repair sewer mains and manholes as needed.

2016 Budget Significant Expenditure Changes:

- 1) Wastewater treatment charges decreased \$1,686,305 to reflect the actual 2015 costs based with an additional 10% increased costs charged by NEW Water.
- 2) Maintenance increased \$340,000 to reflect existing trends in additional maintenance due to aging system.
- 3) Billings & Collection increased \$ 81,151 to reflect actual 2015 costs with an additional 3% increase.
- 4) Administration increased \$ 201,190 to reflect actual 2015 costs with an additional 3% increase.
- 5) Capital Outlays:
 - a. Televising/Repair \$200,000
 - b. Lining/Relay \$266,000
 - c. Swan Road Interceptor \$205,000
 - d. Sewer Camera \$180,000
 - e. Manhole Rehabilitation \$100,000
 - f. Sewer Relay – Street Reconstruction \$500,000
 - g. Debt Service Interceptor Payments \$230,805
 - h. Automated Meter Reading System \$300,000

2016 Budget Significant Revenue Changes:

- 1) Utility billings - paper mills decreased \$1,466,572 to reflect the actual 2015 costs with an additional rate increase of 15%.

**City of De Pere
2016 Special Fund
Adopted Budget**

WASTEWATER TREATMENT SERVICES

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------|-------|------------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Expenditures | | | | | | | | | | | |
| Account Number | | | | | | | | | | | |
| 201 | 53610 | Wastewater Treatment Charges | \$ 7,350,755 | 3,085,074 | \$ 6,075,277 | \$ 8,514,805 | 3,103,863 | \$ 6,207,726 | \$ 6,828,500 | \$ 6,828,500 | -19.80% |
| 201 | 53611 | Maintenance | 1,430,059 | 103,858 | 640,169 | 1,481,805 | 283,000 | 1,481,805 | 1,821,805 | 1,821,805 | 22.94% |
| 201 | 53612 | Billings & Collection | 215,000 | 116,032 | 351,032 | 232,064 | 152,046 | 304,092 | 313,215 | 313,215 | 34.97% |
| 201 | 53615 | Administration | 375,000 | 163,153 | 433,135 | 375,000 | 231,161 | 462,322 | 476,190 | 476,190 | 26.98% |
| 201 | 53616 | Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 201 | 59200 | Transfer To General Fund | 250,000 | 125,000 | 250,000 | 250,000 | 125,000 | 250,000 | 250,000 | 250,000 | 0.00% |
| | | | | | | | | | | | 0.00% |
| | | TOTAL EXPENDITURES | \$ 9,620,814 | \$ 3,593,117 | \$ 7,749,613 | \$ 10,853,674 | \$ 3,895,070 | \$ 8,705,945 | \$ 9,689,710 | \$ 9,689,710 | -10.72% |

Revenues

| | | | | | | | | | | | |
|-----|-------|------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| 201 | 46900 | Utility Billings | \$ 3,987,404 | \$ 1,935,951 | \$ 3,963,906 | \$ 4,585,515 | \$ 2,074,398 | \$ 4,148,796 | \$ 4,771,115 | \$ 4,771,115 | 4.05% |
| 201 | 46900 | Utility Billings-Paper Mills | 5,317,012 | 2,076,773 | 4,044,771 | 6,114,564 | 2,020,866 | 4,041,732 | 4,647,992 | 4,647,992 | -23.98% |
| 201 | 46901 | Contractor Disposal Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 201 | 48911 | Forfeited Discounts | 42,000 | 28,777 | 39,369 | 42,000 | 5,768 | 40,000 | 40,000 | 40,000 | -4.76% |
| 201 | 49100 | Proceeds of Debt | 225,000 | 0 | 0 | 225,000 | 0 | 225,000 | 225,000 | 225,000 | 0.00% |
| | | Fund Balance Applied | 49,398 | 0 | 0 | 0 | 0 | 0 | 5,603 | 5,603 | 100.00% |
| | | TOTAL REVENUES | \$ 9,620,814 | \$ 4,041,501 | \$ 8,048,046 | \$ 10,967,079 | \$ 4,101,032 | \$ 8,455,528 | \$ 9,689,710 | \$ 9,689,710 | -11.65% |

**Sanitary Sewer 2016 Capital
Projects & Equipment**

| | |
|-------------------------------------|------------------------|
| Televising/Repair | \$ 200,000.00 |
| Lining/Relay | \$ 266,000.00 |
| Swan Road Interceptor | \$ 225,000.00 |
| Manhole Rehabilitation | \$ 100,000.00 |
| Sewer Relay - Street Reconstruction | \$ 500,000.00 |
| Debt Service Interceptor Payments | \$ 230,805.00 |
| Automated Meter Read System | \$ 300,000.00 |
| Total Capital | \$ 1,821,805.00 |

PUBLIC LAND ACQUISITION FUND

The Public Land Acquisition Fund was created to account for fees collected on building permits for residential construction that can be used by the City to acquire open space land for parks, recreational areas and other City operations necessary to meet the needs of the community. The estimated fund balance for the Public Land Acquisition Fund at December 31, 2015 is \$101,002.

**City of De Pere
2016 Special Fund
Adopted Budget**

PUBLIC LAND ACQUISITION FUND

| Account Title | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|----------------|-------|---------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Expenditures | | | | | | | | | | | |
| Account Number | | | | | | | | | | | |
| 210 | 57620 | Property Purchase | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | 57621 | Operating Supplies | 0 | 0 | 0 | 6,000 | 2,712 | 6,000 | 6,000 | 6,000 | 0.00% |
| 210 | 56722 | Consulting | 0 | 945 | 945 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | |
| | | TOTAL EXPENDITURES | \$0 | \$945 | \$945 | \$6,000 | \$2,712 | \$6,000 | \$6,000 | \$6,000 | 0.00% |

Revenues

| | | | | | | | | | | | |
|-----|-------|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| 210 | 46720 | Park Dedication Fees | \$ 13,000 | \$ 11,840 | \$ 17,641 | \$ 15,000 | \$ 9,060 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% |
| 210 | 43690 | State Grants | 0 | 0 | 0 | 0 | 8,900 | 8,900 | 0 | 0 | 0.00% |
| 210 | 49300 | Debt Proceeds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | |
| | | TOTAL REVENUES | \$13,000 | \$11,840 | \$17,641 | \$15,000 | \$17,960 | \$23,900 | \$15,000 | \$15,000 | 0.00% |

Cable Access Fund

Program Full Time Equivalents: 1.3

Program Mission:

Produce and broadcast public information regarding City business and events. Assist City departments with audio/video projects. Offset operational costs through donations and sponsorships.

List of Program Service(s) Descriptions:

- 1) *Disseminate Public Meetings* – Bring video/audio of public meetings and pertinent government business to the citizen's television and internet enabled device.
- 2) *Bulletin Board* – Fill time slots with informational bulletins associated with government or community business and events.
- 3) *Produce Shows* – Produce, televise, and make available online shows and videos directed at the City's current business or community projects.
- 4) *Produce sponsorship recognition content* – Create web and video content to support recognition of donors and sponsors.

Important Outputs:

- 1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel, Planning and Economic Development, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, and BID Board meetings are televised and digitally streamed several times per week on a rotating schedule servicing viewers on all work shifts. Eventually all meetings will be televised allowing viewers to follow legislative items from committee through Common Council.
- 2) *Bulletin Board* – Activity funded by Cable Access Fees. A slideshow of pertinent information related to City business. The content contains brochure, news and general information keeping residents informed on a routine basis.
- 3) *Shows* – Activity funded by Cable Access Fees. 15 to 30 minute television shows addressing specific government business or public events are produced to extend discussion of pertinent issues facing the community beyond what public meetings provide.

- 4) *Video Content* - Activity funded by Cable Access Fees. Serving the needs of the City organization to create videos of specific training or promotional events. Creating short segments of informational programs.
- 5) *Internet Presence* – Activity funded by Cable Access Fees. Make available station content via an on demand internet presence. Incorporate use of social media channels.
- 6) *Internal Support* – Activity funded by Cable Access Fees. Make available equipment and assistance to City departments.

Expected Outcomes:

- 1) Up-to-date citizen knowledge of current government business, services and community projects.
- 2) Public awareness of recreational activities and events.
- 3) Citizen's in-depth understanding of specific government programs and related organizations' activities.
- 4) Citizen knowledge of local business community.
- 5) Increase viewership.
- 6) Reduced cost to the City organization operations.

2016 Performance Measures:

- 1) Increase viewership 10% based on digital statistics.
- 2) Add a single major sponsor or several minor sponsors.
- 3) Solicit feedback from television viewers.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Increase viewership 10% based on digital statistics.
 - a. Online video viewership increased 9.4% compared to previous period based on data from Google Analytics.
- 2) Add a single major sponsor.
 - a. Received \$500 in sponsor revenues.
- 3) Maintain a consistent on demand viewing environment.
 - a. Videos are available on the De PereTV website and on YouTube.

Significant Program Achievements:

Increase of meetings recorded and televised. Maintained a perfect public meeting production record, over 300 meetings, for the six years the station has been relocated from St. Norbert College to City Hall. Added privately produced informational and educational programming. Increase of internal training videos.

Existing Program Standards Including Importance to Community:

- 1) Professionally produce and broadcast public meetings and City business content 24/7.
 - a. Community Importance.
 - i. Eliminates the time and distance requirement along with the costs associated with attending meetings.
 - ii. Meetings are broadcast during three different segments of the day, 24/7, so TV viewers on all work shifts receive programming. In addition, meetings are available on demand via internet presence.
 - iii. City information is displayed repeatedly to service the intermittent TV viewer.
 - iv. Programs are providing insight into subjects not found elsewhere.

Costs and Benefits of Program and Services:

The proposed 2016 Cable Access Fund program cost is \$107,453. The program benefits the community by providing citizens with television and internet viewing access to public meetings and other City business information along with general interest content from their home or business. The estimated fund balance of the Cable Access Fund at December 31, 2015 is \$110,823.

2016 Program Objectives

- 1) Promote increased government transparency.
- 2) Increase station viewership.

2016 Budget Significant Expenditure Changes:

- 1) Other Contractual Services increased \$620 primarily by adding cloud membership for production software.
- 2) Mileage Reimbursement decreased by \$69 by removing out-of-state expo and adding in-state conference.

**City of De Pere
2016 Special Fund
Adopted Budget**

CABLE ACCESS FUND

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-----------------------|-------|---------|---------------------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Expenditures | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |
| 209 | 50000 | 110-190 | Administration | \$ 47,017 | \$ 32,744 | \$ 71,029 | \$ 70,680 | \$ 50,744 | \$ 70,830 | \$ 73,737 | \$ 73,737 | 4.33% |
| 209 | 50000 | 210-290 | Consulting | 26,985 | 24,827 | 35,876 | 11,958 | 11,415 | 12,015 | 13,355 | 13,355 | 11.68% |
| 209 | 50000 | 310-340 | Operating Supplies | 2,100 | 505 | 1,517 | 1,565 | 2,040 | 2,040 | 1,861 | 1,861 | 18.91% |
| 209 | 50000 | 410-542 | Transfer to General Fund | 18,500 | 9,250 | 18,500 | 18,500 | 9,250 | 18,500 | 18,500 | 18,500 | 0.00% |
| | | | TOTAL EXPENDITURES | \$ 94,602 | \$ 67,326 | \$ 126,922 | \$ 102,703 | \$ 73,449 | \$ 103,385 | \$ 107,453 | \$ 107,453 | 4.62% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|-----------------------|-------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|--------------|
| 209 | 44100 | | Franchise Fees | \$ 121,000 | \$ 26,170 | 110271 | \$ 110,000 | \$ 27,852 | \$ 110,000 | \$ 110,000 | \$ 110,000 | 0.00% |
| 209 | 48900 | | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | \$ 121,000 | \$ 26,170 | \$ 110,271 | \$ 110,000 | \$ 27,852 | \$ 110,000 | \$ 110,000 | \$ 110,000 | 0.00% |

DEBT SERVICE FUND

Debt Service Fund

The Debt Service Fund is used to record revenues and expenditures for the payment of general fund long term debt principal and interest for all City operations excluding revenue bond principal and interest for the water and wastewater utilities. Debt for the water and wastewater utilities is accounted for in the water and wastewater fund budgets.

EXPENDITURES:

Bonds:

- 1) 2004 bond issue for \$4,815,000. Principal is \$220,000. Interest is \$8,800. Principal balance after the 2016 payments are made is \$0. Interest balance after the 2016 payments are made is \$0.
- 2) 2006 Bond issue for \$4,050,000. Principal is \$210,000. Interest is \$104,458. Principal balance after the 2016 payments are made is \$2,375,000. Interest balance after the 2016 payments are made is \$511,852. Bonds are scheduled to mature in 2025.
- 3) 2007 Bond issue for \$2,020,000. Principal is \$100,000. Interest is \$55,283. Principal balance after the 2016 payments are made is \$1,265,000. Interest balance after the 2016 payments are made is \$270,673. Bonds are scheduled to mature in 2026.
- 4) 2008 Bond issue for \$1,000,000. Principal is \$50,000. Interest is \$31,445. Principal balance after the 2016 payments are made is \$675,000. Interest balance after the 2016 payments are made is \$189,867. Bonds are scheduled to mature in 2027.
- 5) 2008 Bond issue for \$2,270,000. Principal is \$90,000. Interest is \$108,860. Principal balance after the 2016 payments are made is \$1,870,000. Interest balance after the 2016 payments are made is \$722,840. Bonds are scheduled to mature in 2027.
- 6) 2009 Bond issue for \$2,675,000. Principal is \$215,000. Interest is \$63,001. Principal balance after 2016 payments are made is \$1,700,000. Interest balance after the 2016 payments are made is \$369,027. Bonds are scheduled to mature in 2029.
- 7) 2010 Bond issue for \$2,985,000. Principal is \$335,000. Interest is \$38,838. Principal balance after 2016 payments are made is \$1,120,000. Interest balance after the 2016 payments are made is \$70,537. Bonds are scheduled to mature in 2020.

- 8) 2011 Bond issue for \$2,245,000. Principal is \$140,000. Interest is \$40,986. Principal balance after 2016 payments are made is \$1,435,000. Interest balance after the 2016 payments are made is \$221,428. Bonds are scheduled to mature in 2025.
- 9) 2012 Bond issue for \$2,980,000. Principal is \$150,000. Interest is \$32,683. Principal balance after 2016 payments are made is \$1,800,000. Interest balance after the 2016 payments are made is \$222,246. Bonds are scheduled to mature in 2027.
- 10) . 2012 Bond Issue for \$2,850,000. Principal is \$145,000. Interest is \$72,655. Principal balance after the 2016 payments are made is \$2,565,000. Interest balance after the 2016 payments are made is \$638,480. Bonds are scheduled to mature in 2031.
- 11) . 2013 Bond Issue for \$5,650,000. Principal is \$560,000. Interest is \$136,494. Principal balance after the 2016 payments are made is \$3,850,000. Interest balance after the 2016 payments are made is \$611,937. Bonds are scheduled to mature in 2028.
- 12) . 2013 Bond Issue for \$2,530,000. Principal is \$315,000. Interest is \$52,512. Principal balance after the 2016 payments are made is \$1,615,000. Interest balance after the 2016 payments are made is \$166,225. Bonds are scheduled to mature in 2023.
- 13) 2014 Bond Issue for \$2,935,000. Principal is \$430,000. Interest is \$55,200. Principal balance after the 2016 payments are made is \$2,095,000. Interest balance after the 2016 payments are made is \$234,100. Bonds are scheduled to mature in 2029.

Debt Service Fund – Notes

- 1) 2008 Note issue for \$1,220,000. Principal is \$150,000. Interest is \$11,287. Principal balance after the 2016 payments are made is \$155,000. Interest balance after 2016 payments are made is \$5,813. Note is scheduled to mature in 2017.
- 2) 2011 Note issue for \$1,565,000. Principal is \$200,000. Interest is \$11,320. Principal balance after the 2016 payments are made is \$310,000. Interest balance after 2016 payments are made is \$19,620. Note is scheduled to mature in 2020.
- 3) 2014 Note issue for \$670,000. Principal is \$65,000. Interest is \$13,500. Principal balance after the 2016 payments are made is \$530,000. Interest balance after 2016 payments are made is \$53,600. Note is scheduled to mature in 2023.

- 4) 2015 Note issue for \$6,240,000. Principal is \$980,000. Interest is \$137,655. Principal balance after the 2016 payments are made is \$5,260,000. Interest balance after the 2016 payments are made is \$504,250. Note is scheduled to mature in 2025.
- 5) 2016 Note issue for \$1,650,000. Principal is \$37,426. Interest is \$39,612. Principal balance after the 2016 payments are made is \$1,612,574. Interest balance after 2016 payments are made is \$657,793. Note is scheduled to mature in 2031.
- 6) 2016 Note issue for \$250,000. Principal is \$250,000. Interest is \$1,250. Principal balance after the 2016 payments are made is \$0. Interest balance after 2016 payment is made is \$0. Note is scheduled to mature in 2016.

Revenues:

- 1) Property tax levy is \$1,940,313.
- 2) Special Assessments represent contractual amounts due to City for infrastructure in Melcorn and Garrity subdivisions.
- 3) Transfer from Capital Projects Fund (TID # 5) is \$657,822.
- 4) Transfer from Capital Projects Fund (TID # 6) is \$1,774,085.
- 5) Transfer from Capital Projects Fund (TID # 7) is \$365,717.
- 6) Transfer from Capital Projects Fund (TID #8) is \$351,503.
- 7) Transfer from Capital Projects Fund (TID #9) is \$130,978.
- 8) Transfer from Capital Projects Fund (TID #10) is \$115,448.
- 9) Fund balance applied is \$200,000 to be taken from estimated fund balance of \$486,992.

**City of De Pere
2016 Debt Service Fund
Adopted Budget**

| Debt Service | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change | |
|----------------|-------|-----|---------------------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|---------|
| Account Title | | | | | | | | | | | | |
| Expenditures | | | | | | | | | | | | |
| Account Number | | | PRINCIPAL (G.O.) | | | | | | | | | |
| 301 | 58100 | 610 | Bonds | \$ 3,062,264 | \$ 260,000 | \$ 3,062,264 | \$ 3,208,560 | \$ 205,000 | \$ 3,208,560 | \$ 2,960,000 | \$ 2,960,000 | -7.75% |
| 301 | 58100 | 611 | Notes | 671,705 | 0 | 671,705 | 620,000 | 0 | 620,000 | 1,682,426 | 1,682,426 | 171.36% |
| | | | Subtotal | 3,733,969 | 260,000 | 3,733,969 | 3,828,560 | 205,000 | 3,828,560 | 4,642,426 | 4,642,426 | 21.26% |
| | | | | | | | | | | | | |
| | | | INTEREST (G.O.) AND DEBT SERVICE FEES | | | | | | | | | |
| 301 | 58200 | 620 | Bonds | 1,101,636 | 588,956 | 1,101,636 | 1,006,960 | 511,163 | 1,006,960 | 801,215 | 801,215 | -20.43% |
| 301 | 58200 | 623 | Notes | 119,180 | 59,590 | 119,180 | 52,238 | 26,119 | 52,238 | 214,625 | 214,625 | 310.86% |
| 301 | 58200 | 630 | Debt Service Fees | 2,600 | 1,089 | 2,535 | 2,600 | 1,368 | 2,600 | 2,600 | 2,600 | 0.00% |
| | | | Subtotal | 1,223,416 | 649,635 | 1,223,351 | 1,061,798 | 538,650 | 1,061,798 | 1,018,440 | 1,018,440 | -4.08% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$ 4,957,385 | \$ 909,635 | \$ 4,957,320 | \$ 4,890,358 | \$ 743,650 | \$ 4,890,358 | \$ 5,660,866 | \$ 5,660,866 | 15.76% |
| | | | | | | | | | | | | |
| Revenues | | | | | | | | | | | | |
| 301 | 41110 | | Property Tax Levy | \$1,500,164 | \$1,500,164 | \$1,500,164 | \$1,657,282 | \$1,657,282 | \$1,657,282 | \$1,940,313 | \$1,940,313 | 17.08% |
| 301 | 48110 | | Interest On Investments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49110 | | Special Assessments | 150,000 | 75,000 | 150,000 | 125,000 | 62,500 | 125,000 | 125,000 | 125,000 | 0.00% |
| 301 | 49120 | | Proceeds From Long Term Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49210 | | Transfer From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49220 | | Transfer From Special Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49221 | | Transfer From TID #2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49222 | | Transfer From TID #4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49223 | | Transfer From TID #5 | 1,091,825 | 545,913 | 1,091,825 | 653,841 | 326,921 | 653,841 | 657,822 | 657,822 | 0.61% |
| 301 | 49224 | | Transfer From TID #6 | 1,384,866 | 692,433 | 1,384,866 | 1,181,730 | 590,865 | 1,181,730 | 1,774,085 | 1,774,085 | 50.13% |
| 301 | 49225 | | Transfer From TID #7 | 326,443 | 163,221 | 326,443 | 330,289 | 165,145 | 330,829 | 365,717 | 365,717 | 10.73% |
| 301 | 49226 | | Transfer From TID #8 | 334,509 | 167,255 | 334,509 | 394,731 | 197,366 | 394,731 | 351,503 | 351,503 | -10.95% |
| 301 | 49227 | | Transfer From TID #9 | 87,673 | 43,836 | 87,673 | 131,525 | 65,763 | 131,525 | 130,978 | 130,978 | -0.42% |
| 301 | 49228 | | Transfer From TID #10 | 81,905 | 40,952 | 81,905 | 115,960 | 57,980 | 115,960 | 115,448 | 115,448 | -0.44% |
| 301 | 49230 | | Energy Center Shared Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49240 | | Transfer From Capital Projects Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49260 | | Transfer From Water Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49261 | | Transfer From Wastewater Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | 49300 | | Unappropriated Surplus Funds | 0 | 0 | 0 | 300,000 | 150,000 | 300,000 | 200,000 | 200,000 | -33.33% |
| | | | Subtotal | 4,957,385 | 3,228,774 | 4,957,385 | 4,890,358 | 3,274,092 | 4,890,898 | 5,660,866 | 5,660,866 | 15.76% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | \$ 4,957,385 | \$ 3,228,774 | \$ 4,957,385 | \$ 4,890,358 | \$ 3,274,092 | \$ 4,890,898 | \$ 5,660,866 | \$ 5,660,866 | 15.76% |

CAPITAL PROJECTS

| | | | | | | | | | | | | | | |
|---|-----------|--------------|--------------|--------------|-------------|----|----------------------|------------------|------------------|------------------|---------------------|--------------|-------|---------|
| City of De Pere, Wisconsin | | | | | | | | | | | | | | |
| | Cost | Property Tax | 10 Year Note | 15 Year Bond | Bonds - TIF | SA | Donations and Grants | Special Rev Fund | Storm Water Fund | Waste Water Fund | Storm Water Utility | General Fund | Other | Deleted |
| Projects | | | | | | | | | | | | | | |
| General Government | | | | | | | | | | | | | | |
| City Council - Beautification Committee | 3,500 | | | | | | | | | | | 3,500 | | 1,500 |
| Municipal Court - Laptop for Judge | 1,000 | | | | | | | | | | | 1,000 | | |
| City Administrator - Laptop Surface Pro 3 | 1,300 | | | | | | | | | | | 1,300 | | |
| Elections- Electronic Poolbooks | 0 | | | | | | | | | | | | | 23,000 |
| Information Management - New Telephone System | 61,500 | | 61,500 | | | | | | | | | | | |
| Information Management - Virtual Server Storage Area Network | 23,020 | | 23,020 | | | | | | | | | | | |
| City Hall-Annual Maintenance | 10,000 | | | | | | | | | | | 10,000 | | |
| City Hall - Replace City Hall Air Handler & Condensing Unit | 140,000 | | 140,000 | | | | | | | | | | | |
| City Hall - Replace City Hall Humidifier | 20,000 | | 20,000 | | | | | | | | | | | |
| Economic Development - Laptop Surface Pro 3 | 1,300 | | | | | | | | | | | 1,300 | | |
| GIS - Server Upgrades/Hardware | 750 | | | | | | | | | | | 750 | | |
| Total General Government | 262,370 | 0 | 244,520 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17,850 | 0 | 24,500 |
| | | | | | | | | | | | | | | |
| Public Safety | | | | | | | | | | | | | | |
| Police - Replace Air Handling Unit & Exhaust Fan | 82,000 | | 82,000 | | | | | | | | | 0 | | |
| Police - Replace K-9 Vehicle of Detective Sergeant Vehicle | 40,000 | | | | | | | | | | | 40,000 | | |
| Police - All-purpose Crime Prevention/Community Service Vehicle | 35,000 | | | | | | | | | | | 35,000 | | |
| Police - Electronic Control Devices (Tasers) | 16,042 | | | | | | | | | | | 16,042 | | |
| Fire - Replace Rescue Engine #122 | 600,000 | | 600,000 | | | | | | | | | | | 0 |
| Fire - Replace Ambulance #112 | 250,000 | | 250,000 | | | | | | | | | 0 | | |
| Fire - 12 Cardiac Monitors | 30,000 | | | | | | | | | | | 30,000 | | |
| Fire - Replacement of 7 Mobile Digital Computers (MDCs) | 35,000 | | | | | | | | | | | 35,000 | | |
| Fire - Replacement of Ambulance #112 Power Cot | 0 | | | | | | | | | | | 0 | | 15,000 |
| Fire - Replacement of Fire Turnout Gear | 25,000 | | | | | | | | | | | 25,000 | | |
| Fire - Replace Administrative Vehicle | 35,000 | | | | | | | | | | | 35,000 | | |
| Fire - Station #1 Building Exterior Repair | 13,000 | | | | | | | | | | | 13,000 | | |
| Total Public Safety | 1,161,042 | 0 | 932,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 229,042 | 0 | 15,000 |
| | | | | | | | | | | | | | | |
| Public Works | | | | | | | | | | | | | | |
| Public Works Administration - Purchase of 2 iPads | 2,500 | | | | | | | | 500 | 500 | 500 | 1,000 | | |
| Engineering - Hand-held GPS | 15,000 | | | | | | | | 3,000 | 3,000 | 3,000 | 6,000 | | |
| Engineering - Laptop Computer | 2,000 | | | | | | | | 400 | 400 | 400 | 800 | | |
| MSC - Upgrades & Repairs | 10,000 | | | | | | | | 2,800 | | | 7,200 | | |
| MSC - Unit B Make-up Air Unit Replacements | 45,000 | | | | | | | | 12,600 | | | 32,400 | | |
| MSC - Weather Shelter for Vehicles | 0 | | | | | | | | 0 | | | 0 | | 50,000 |
| Machinery Equipment - Air Compressor | 7,350 | | | | | | | | 7,650 | | | 7,350 | | |
| Machinery & Equipment - Refurbish Truck Hoist | 7,350 | | | | | | | | 7,650 | | | 7,350 | | |
| Machinery & Equipment - Tire Changer | 1,470 | | | | | | | | | | | 1,470 | | |
| Machinery & Equipment - Miscellaneous Tools | 1,071 | | | | | | | | | | | 1,071 | | |
| Machinery & Equipment - Fleet GPS | 7,350 | | | | | | | | 7,650 | | | 7,350 | | |
| Snow & Ice Control - Replace 1997 Front End Loader | 225,000 | | 225,000 | | | | | | | | | | | |
| Street Maintenance - Trailer-Mounted Asphalt Recycler and Hot Box | 35,000 | | | | | | | | | | | 35,000 | | |
| Traffic Lights - Broadway & Merrill Signal Controller | 2,500 | | | | | | | | | | | 2,500 | | |
| Traffic Lights - Main & 10th Pedestrian Crossing | 2,000 | | | | | | | | | | | 2,000 | | |
| Traffic Lights - Broadway & Cook Pedestrian Crossing | 1,000 | | | | | | | | | | | 1,000 | | |

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| City of De Pere, Wisconsin | | | | | | | | | | | | | | | |
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| City of De Pere, Wisconsin | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Projects | Cost | Property Tax | 10 Year Note | 15 Year Bond | Bonds - TIF | SA | Donations and Grants | Special Rev Fund | Storm Water Fund | Waste Water Fund | Storm Water Utility | General Fund | Other | Deleted |
| Street Reconstruction - Oak, Elm, & Spruce | 900,000 | | | 513,900 | | 337,700 | | | | | | | | |
| Street Reconstruction - Webster & Charles Street Upgrade | 20,000 | | 20,000 | | | | | | | | | | | |
| Street Construction - Williams Street Retaining Wall | 30,000 | | 30,000 | | | | | | | | | | | |
| Street Construction - James Street Step Removal | 10,000 | | 10,000 | | | | | | | | | | | |
| Street Construction - Main & 8th Pavement Marking Modifications | 10,000 | | 10,000 | | | | | | | | | | | |
| Street Construction - STH 32 (Eighth Design) | 45,000 | | 45,000 | | | | | | | | | | 15,000 | |
| Street Construction - STP-U Grant Participation | 69,000 | | 69,000 | | | | | | | | | | | |
| Street Construction - Eng. Study Pedestrian Facility Implementation Justification | 25,000 | | 12,500 | | | | 12,500 | | | | | | | |
| Street Construction - Eng. Bridge Painting & Cable Repair | 0 | | | | | | | | | | | | 120,000 | 25,000 |
| Street Extension - Final Surface Course - Ballinamore & Tulig | 52,500 | | 52,500 | | | | | | | | | | | |
| Total Street Construction | 2,432,500 | 941,276 | 305,000 | 757,624 | 0 | 367,700 | 12,500 | 0 | 0 | 0 | 0 | 0 | 135,000 | 25,000 |
| | | | | | | | | | | | | | | |
| Sanitary Sewer | | | | | | | | | | | | | | |
| Televising/ Repair | 200,000 | | | | | | | | | 200,000 | | | | |
| Sewer Lining and Repair | 266,000 | | | | | | | | | 266,000 | | | | |
| Swan Road Interceptor | 225,000 | | | | | | | | | 205,000 | | | 20,000 | |
| Manhole Rehabilitation and Pipe Joint Repair | 100,000 | | | | | | | | | 100,000 | | | | |
| Sewer Relay - Street Reconstruction | 500,000 | | | | | | | | | 500,000 | | | | |
| Total Sanitary Sewer | 1,291,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,271,000 | 0 | 0 | 20,000 | 0 |
| | | | | | | | | | | | | | | |
| Water Utility | | | | | | | | | | | | | | |
| Water Main Relay | 230,000 | | | | | | | | | | 230,000 | | | |
| Hydrant Painting | 50,000 | | | | | | | | | | 50,000 | | | |
| Hydrant Replacement | 25,000 | | | | | | | | | | 25,000 | | | |
| 9th Street Tower Parking Lot | 38,000 | | | | | | | | | | 38,000 | | | |
| 9th Street Reservoir Repair | 30,000 | | | | | | | | | | 30,000 | | | |
| Water Main Relay-Street Reconstruction | 670,000 | | | | | | | | | | 670,000 | | | |
| Water Main Relay-Ashland Avenue | 100,000 | | | | | | | | | | 100,000 | | | |
| Total Water Utility | 1,143,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,143,000 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | |
| Storm Water Utility | | | | | | | | | | | | | | |
| Storm Sewer Televising | 50,000 | | | | | | | | 50,000 | | | | | |
| Repair & Replacement | 175,000 | | | | | | | | 175,000 | | | | | |
| New Storm Sewer | 50,000 | | | | | | | | 50,000 | | | | | |
| Pond and Swale Maintenance | 130,000 | | | | | | | | 130,000 | | | | | |
| Pond Upgrade-Ledgeview/De Pere Basin | 27,150 | | | | | | | | 27,150 | | | | | |
| Storm Sewer Upgrades - Street Reconstruction | 507,400 | | | | | | | | 507,400 | | | | | |
| Optimist Park Pond Preparation | 230,000 | | | | | | | | 230,000 | | | | | |
| Total Storm Water Utility | 1,169,550 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,169,550 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | |
| TOTALS - CAPITAL PROJECTS | \$ 20,160,553 | \$ 941,276 | \$2,027,520 | \$ 757,624 | \$11,781,000 | \$ 367,700 | \$ 12,500 | \$0 | \$ 1,211,800 | \$1,274,900 | \$ 1,146,900 | \$ 468,883 | \$ 155,000 | \$ 309,500 |
| Capital Projects Amount | | | \$ 16,030,120 | | | | | | | | | | | |

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

p277

CAPITAL PROJECTS WORKSHEET

DELETED

PROPOSED BY: Shana Defnet, Clerk-Treasurer

DATE PREPARED: 8-10-2015

DESCRIPTION OF PROJECT:

Purchase of 20 electronic poll books for 2016 (pending approval for use by the Wisconsin Government Accountability Board and State Legislature).

The cost will likely be less as other municipalities in Brown County may group up to make a purchase collectively to save money per poll book and for implementation. The number recommended (20) came from the vendor and more research is needed to determine if 4 per polling place will be sufficient instead of 5.

NEW: X or REPLACEMENT:

PROJECTED COST: \$ \$23,000 (cost of equipment plus implementation)

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Maintenance agreements of approximately \$1600 beginning a year after purchase (first year is included).

PROJECT JUSTIFICATION

Electronic Poll Books are used in at least 27 states in the US; Electronic poll books eliminate the need for multiple paper poll books and use ID Scan technology to pull up voter information in the electronic book. Voters "sign" the poll book on the screen. Voters are automatically numbered by the electronic poll book. Voters can go to any poll book in their polling location to sign in and receive a ballot. Electronic Poll Books also assist with voter registration on Election Day; the ID scan is used to pull their information into the system for quick and easy registration. This also eliminates the need to have extra staff on after the election to enter in new registration forms and to balance the books.

The machines are intuitive and easy to use; they come with swivel stands to swing around to allow for the voter to sign the screen with a stylus.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

p278

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8/18/2015

DESCRIPTION OF PROJECT:

Replacement of phone system, phones and network infrastructure to support IP based Mitel phone system.

NEW: or REPLACEMENT: X

PROJECTED COST: \$61,520

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual Mitel Software Assurance - \$1,400/year after 1st year – Allows software updates to phone system and phones.

Annual support contract for core phone system - \$2,000/year after 1st year – Optionally, support can be obtained on a time and materials basis.

PROJECT JUSTIFICATION

The current phone system is 12 years old and can't be upgraded. Due to the age parts and licensing are very difficult to obtain. Overall poor sound quality making it difficult to communicate effectively. Maintenance of the phone system is very difficult as the management interface is deprecated and not supported on any current Windows operation systems. If the current phone system fails it should be expected that the phone system will down for 24 hours. This will have a major impact on City operations.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P 279

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8/18/2015

DESCRIPTION OF PROJECT:

Implement EMC Storage Area Network (SAN) for use with redundant virtual server environment.

NEW: X or REPLACEMENT:

PROJECTED COST: \$23,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

23,000

100

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual EMC Enhanced Hardware & Software Support - \$2,500/year after 3rd year – Provides hardware and software support of SAN.

PROJECT JUSTIFICATION

All of the City's 11 servers are currently utilizing direct attached storage. If a storage failure occurs in this configuration the affected system would be unavailable until the failure is corrected. The following benefits would be realized by implementing an EMC SAN:

Consolidate 11 physical servers to 2 physical servers configured in a redundant virtual server environment. 64% of the current servers are 5-11 years old. A redundant virtual server environment allows load balancing to protect against hardware failure while providing a robust computing environment. This would dramatically reduce administrative resources.

Consolidate storage from 20 sources to 1 EMC SAN built for 99.999% uptime. This would dramatically reduce administrative resources.

Consolidate data backups in compliance with the City's record retention schedules. Backups are currently being handled with 3 different solutions. This would dramatically reduce administrative resources.

Ability to scale out the storage/compute environment based on business needs. As storage/compute needs grow the environment can be expanded without major expenditures.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P280

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 6, 2015

DESCRIPTION OF PROJECT:

Replace Air Handler and Condensing Unit

NEW: or REPLACEMENT: **X**

PROJECTED COST: \$140,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | \$140,000 | 100 |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Air Handler and Condenser are the original units. Our HVAC consultant has expressed concern over the condition of them and recommends replacing them. Reports on the condition are below;
 Air Handler – Is a fan coil unit and the cooling coil pan is deteriorating, has an undersized fan motor, insulation should be replaced in parts of the unit, parts are hard to come by, and last...the air handler is not the recommended unit for its application.
 Condensing Unit – Is tied in with Air Handler, type of refrigerant has changed.

PROJECT RANKINGS 4
CITY COUNCIL
STAFF RECOMMENDATION Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P 281

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 6, 2015

DESCRIPTION OF PROJECT:

Replace Humidifier in City Hall.

NEW: _____ or REPLACEMENT: **X**

PROJECTED COST: \$20,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|-------------------------------|----------|-----|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | \$20,000 | 100 |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

During our regular Preventative Maintenance, we were informed the Humidifier for the HVAC in City Hall does not work at all. The size and model of the humidifier is no longer made and would cost nearly as much to repair it as it would be to replace it.

PROJECT RANKINGS 3

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P282

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Derek Beiderwieden

DATE PREPARED: August 3, 2015

DESCRIPTION OF PROJECT: Replace a ground Make up Air Handling Unit and roof Exhaust Fan at the police department

NEW: or REPLACEMENT: **X**

PROJECTED COST: \$ 82,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | \$82,000 | 100 |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Part of regular use in air handling and exhausting. Other than regular use, no other costs are associated.

PROJECT JUSTIFICATION

The ground level Make Up Air Unit and Roof Exhaust Fan at the police department were identified in a contracted HVAC study by Tweet Garot as in fair condition (a "C" on the list of A-D) indicating replacement should be considered.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 2

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P283

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 12, 2015

DESCRIPTION OF PROJECT: Replacement rescue engine for the current Engine 122.

NEW: or REPLACEMENT: X

PROJECTED COST: \$600,000 (with trade-in)

PROPOSED METHOD OF FINANCING:

GENERAL FUND

\$
600,000

%
100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel costs – approximately 3,000 road miles per year.

Preventative maintenance cost – two (2) oil changes per year.

Basic operational equipment (motor, drive train, etc.) will be under manufacturer's warranty.

PROJECT JUSTIFICATION

Engine 122 was purchased in 1995 (20 years ago). This vehicle is just over 40,000 miles with more than 4,000 engine operational hours. Emergency vehicle reliability is mission critical in public safety and with this specific vehicle is of concern. Finally, general maintenance costs will continue to increase based on the vehicle's age. This vehicle is not fuel or environmental efficient or friendly.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P284

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 12, 2015

DESCRIPTION OF PROJECT: Replacement ambulance vehicle for the current Ambulance 112.

NEW: or REPLACEMENT: X

PROJECTED COST: \$250,000 (with trade-in)

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 250,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel costs – approximately 10,000 road miles per year.

Preventative maintenance cost – four (4) oil changes per year.

Basic operational equipment (motor, drive train, etc.) will be under manufacturer's warranty.

PROJECT JUSTIFICATION

Ambulance 112 was purchased in 2007 (9 years ago). This vehicle is approaching 80,000 road miles and 6,000 + idling hours. Idling time is generally during patient treatment and packaging for transport to the hospital. Vehicle reliability is mission critical in public safety and it is of concern. Finally, general maintenance costs are continuing to increase as this vehicle ages.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P285

CAPITAL PROJECTS WORKSHEET DELETED

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 12, 2015

DESCRIPTION OF PROJECT: Power cot for Ambulance 112.

NEW: X or REPLACEMENT:

PROJECTED COST: \$15,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|-----------|----------|
| GENERAL FUND | 15,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

First few years under manufacturer's warranty. Preventative maintenance after warranty is about \$100 per year – will be funded under general maintenance budget line item.

PROJECT JUSTIFICATION

This is a necessary piece of equipment for Ambulance 112. Based on our response activity level (increasing about 4.5% per year) and an increase in special events support, a third available emergency ambulance is necessary.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2015 - 2021**

P286

| | | |
|---|-----------------------------------|----------------|
| | CAPITAL PROJECTS WORKSHEET | DELETED |
| PROPOSED BY: Director of Park, Recreation and Forestry | | |
| DATE PREPARED: August 8, 2015 | | |
| DESCRIPTION OF PROJECT: | | |
| <p>Construct weather shelter for vehicles stored outdoors.</p> | | |
| NEW: <input checked="" type="checkbox"/> or REPLACEMENT: <input type="checkbox"/> | | |
| PROJECTED COST: \$50,000 | | |
| PROPOSED METHOD OF FINANCING: | | |
| GENERAL FUND | \$ | % |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | \$50,000 | 100 |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |
| ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) | | |
| | | |
| PROJECT JUSTIFICATION | | |
| <p>The MSC is seeing slow increases in equipment/vehicles and there is not suitable room to store vehicles indoors. A number of trucks and vehicles are currently being stored outside. In doing so, the vehicles are suspect to harsh weather conditions ranging from sun, heat, wind, rain, snow, etc... Staff would like to construct a weather shelter to keep vehicles out of and away from the constant outdoor weather conditions.</p> | | |
| PROJECT RANKINGS 3 | | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION Goal No. | | |
| | | |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

p287

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2015

DESCRIPTION OF PROJECT:

Replacement of front end loader #104

NEW: **or** **REPLACEMENT: X**

PROJECTED COST: \$ 225,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 225,000

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Staff established a vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

| | |
|-----------------------|---|
| Under 18 points - | Excellent condition |
| 18 to 22 points - | Good condition |
| 23 to 27 points - | Qualifies for replacement |
| 28 points and above - | Needs immediate consideration for replacement |

The existing 1997 front end loader will be rated at 34 in 2016 and needs immediate consideration for replacement. The loader has been proposed to be replaced in previous budgets but has been cut.

The loader is used all year round for loading trucks and in the winter months for snow plowing.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P288

| | | |
|---|-----------------------------------|----------------|
| | CAPITAL PROJECTS WORKSHEET | DELETED |
| PROPOSED BY: Paula Rahn | | |
| DATE PREPARED: 5/18/15 | | |
| DESCRIPTION OF PROJECT: | | |
| Community Center Expansion Design (\$10,000) | | |
| NEW: <input checked="" type="checkbox"/> or REPLACEMENT: | | |
| PROJECTED COST: \$10,000 | | |
| PROPOSED METHOD OF FINANCING: | | |
| GENERAL FUND | \$10,000 | 100% |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |
| ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) | | |
| None...one time analysis report & conceptual drawing. | | |
| PROJECT JUSTIFICATION | | |
| <p>The Community Center was originally built in 1999. Since then, our programming has increased tremendously and the Recreation Division is now operated out of this facility. Storage is at a minimum and there is a definite need for additional space/expansion to accommodate our growing programs and staff. The Activity Coordinator's office has been moved into the Health Rm., which is not the most ideal location, but was the best alternative location to accommodate the additional full-time staff here. In addition, especially this past year, it has been harder to find adequate space in the schools and other facilities in the community; so in order to continue to offer our current programs as well as increase our programming efforts to bring in more revenue, we need to look at available options for the Community Center. It is also the focus to look at ways to become more self-supporting. Thus, we need to analyze our facility to determine the best uses of our current structure and possible improvements to reach these goals.</p> | | |
| PROJECT RANKINGS | | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION | Goal No. | 2 |

**City of De Pere
2016 TID Expenses
September 9, 2015**

| TID # | Project Name | Cost | Comment |
|-------|--|-------------------|---|
| 5 | Engineering - Bridge Painting and Cable Maintenance | \$25,000 | Worksheet was created. |
| 6 | Drainage Swale Maintenance | \$55,000 | This is the swale discharge from the large pond system in TID #6. A worksheet has been completed. This was originally going to be included in TID #8. Wingwall repair on the box culvert for the Ashwaubenon Creek at Southbridge Road This expenditure will occur in 2015. This is the City's portion of the Lawrence Drive Sidewalk Reconstruction. Extension of street, utilities, and pond for street extension. This is the total project cost for street, utilities and pond. The City's portion of this is approximately \$260,000. This project is spot pavement repair from south of Fortune to Southwest Park. This has not been discussed before. The street is rated a 4. |
| | Southbridge Box Culvert Wingwall Repair | \$110,000 | |
| | Fortune Avenue Reconstruction - Lawrence Drive to American Boulevard | \$600,000 | |
| | Lawrence Drive Sidewalk | \$450,000 | |
| | Fortune Avenue and Venture Avenue Extension | \$1,374,000 | |
| | Richco Road Extension | \$554,000 | |
| | Lawrence Drive Pavement Repair | \$235,000 | |
| | Fortune Avenue Reconstruction - American Boulevard to 950' East | Can Be Determined | |
| 10 | Commerce Pond and Storm Sewer | \$650,000 | The extensions include Commerce from the existing to Profit and Profit from the existing to Commerce. |
| | Commerce and Profit Place Street Extensions | \$1,728,000 | |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P290

| | | |
|--|-----------------|--|
| CAPITAL PROJECTS WORKSHEET | | |
| PROPOSED BY: Staff | | |
| DATE PREPARED: 8-7-15 | | |
| DESCRIPTION OF PROJECT: Replace Voyaguer Park Bathroom building. | | |
| NEW: | | or REPLACEMENT: <input checked="" type="checkbox"/> |
| PROJECTED COST: \$35,000 | | |
| PROPOSED METHOD OF FINANCING: | \$ | % |
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | \$35,000 | 100 |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |
| <u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)</u> | | |
| | | |
| <u>PROJECT JUSTIFICATION:</u> | | |
| <p>The bathroom facility/building was constructed in 1989. As part of the ADA Access Audit that was performed in 2014, this building was identified as having numerous violations. Staff investigated the option of renovating the facility; however this does not appear to be financially sensible after consulting with contractors. Width and spacing concerns are prevalent inside of the building, and there are multiple concerns/issues outside the building in relation to slope and grade of the accessible routes. A fund will be created to place \$35,000/year over the next 5 years to assist in the replacing of the restroom facility.</p> | | |
| PROJECT RANKINGS | 9 | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION | Goal No: | |
| | | |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P291

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-7-15

DESCRIPTION OF PROJECT:

Complete renovation of Voyageur Docks.

NEW: _____ **or REPLACEMENT:** ☒ **x**

PROJECTED COST: \$40,000

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|----------------------------------|---------------|-----------|
| GENERAL FUND | 20,000 | 50 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | 20,000 | 50 |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:

The City has been incrementally updating the Voyageur Docks through a small grant program with the WDNR. These grants have been successful. Unfortunately, the grant program we have been targeting will not work effectively with what we have left to renovate with the Voyageur Docks. We will need to apply for a larger grant with the WDNR or search for alternative funding (such as NRDA).

Completion of this project should take place to ensure a consistent look and use of the docks. Currently we have renovated sections blending with old sections, which have caused trip hazards.



PROJECT RANKINGS 10

CITY COUNCIL

STAFF RECOMMENDATION

Goal No:

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P292

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-7-15

DESCRIPTION OF PROJECT:

Replace Optimist Park Playground.

NEW: **or REPLACEMENT:** ☒

PROJECTED COST: \$90,000

PROPOSED METHOD OF FINANCING: \$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT 90,000 100

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:


Optimist Park playground was constructed in 1995, and is now 20 years old, and is one of our oldest play structures in the City. In addition to its age, the ADA Access Audit identified Optimist Playground as not having enough ground level play components.

PROJECT RANKINGS 12

CITY COUNCIL

STAFF RECOMMENDATION **Goal No:**

P293

| | | | |
|---|--|----------|---|
| CAPITAL PROJECTS WORKSHET | | DELETED | |
| PROPOSED BY: Staff | | | |
| DATE PREPARED: 8-7-15 | | | |
| DESCRIPTION OF PROJECT: Replace Carney Park Playground. | | | |
| | | NEW: | or REPLACEMENT: <input checked="" type="checkbox"/> |
| PROJECTED COST: \$60,000 | | | |
| PROPOSED METHOD OF FINANCING: | | \$ | % |
| GENERAL FUND | | | |
| CAPITAL IMPROVEMENTS FUND | | | |
| GENERAL OBLIGATION DEBT | | 60,000 | 100 |
| SPECIAL ASSESSMENT | | | |
| GRANTS | | | |
| OTHER | | | |
| ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY) | | | |
| PROJECT JUSTIFICATION: | | | |
| <p>Carney Park playground was constructed in 1994, and is now 21 years old, and is one of our oldest play structures in the City. In addition to its age, the ADA Access Audit identified Carney Playground as not having enough ground level play components and does not have the appropriate steps or transfer platform.</p> | | | |
|  | | | |
| PROJECT RANKINGS | | 13 | |
| CITY COUNCIL | | | |
| STAFF RECOMMENDATION | | Goal No: | |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P294

| | | |
|--|-----------------|---|
| CAPITAL PROJECTS WORKSHEET | | |
| PROPOSED BY: Staff | | |
| DATE PREPARED: 8-7-15 | | |
| DESCRIPTION OF PROJECT: Repave Legion Ball Field Parking Lot. | | |
| NEW: | | or REPLACEMENT: <input checked="" type="checkbox"/> x |
| PROJECTED COST: \$35,000 | | |
| PROPOSED METHOD OF FINANCING: | \$ | % |
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | 35,000 | 35,000 |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |
| <u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)</u> | | |
| <u>PROJECT JUSTIFICATION:</u> The Engineering Department has scored the Legion Parking Lot at a 6 back in 2013. The general rule is that anything under a 5 we need to do a reconstruct of the parking lot versus an overlay. Waiting longer, will definitely put the parking lot in jeopardy of being reconstructed. In addition, as part of the project various ADA issues were going to be fixed with the overlay (ie. Curb ramps, handicap stalls, slope/grade of several sidewalks coming from the parking lot.). | | |
| PROJECT RANKINGS | 16 | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION | Goal No: | |
| | | |

P295

| CAPITAL PROJECTS WORKSHET | | |
|---|----------|-----|
| PROPOSED BY: Staff | | |
| DATE PREPARED: 7-31-15 | | |
| DESCRIPTION OF PROJECT: Repave Bomier Boat Launch Parking Lot. | | |
| NEW: or REPLACEMENT: x | | |
| PROJECTED COST: \$41,000 | | |
| PROPOSED METHOD OF FINANCING: | \$ | % |
| GENERAL FUND | 41,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |
| ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY) | | |
| PROJECT JUSTIFICATION: In 2015, we received money (\$14,500) to crackfill, sealcoat and patch Bomier Boat Launch. However, upon starting the project our Engineering staff determined the parking lot had deteriorated to the point crackfilling and sealcoating would not be appropriate. At this time, we made the decision to hold off the project and request funds to repave the parking lot in 2016. The total project estimate is approximately \$55,000 with \$14,000 coming from the 2015 budget allotment. | | |
| PROJECT RANKINGS | 5 | |
| CITY COUNCIL | | |
| STAFF RECOMMENDATION | Goal No: | |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P296

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-7-15

DESCRIPTION OF PROJECT:

Replace 16 ft mower (305)

NEW: or **REPLACEMENT:** ☒ **x**

PROJECTED COST: \$80,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|--------|-----|
| GENERAL FUND | 80,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| OTHER | | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS: (IDENTIFY)

PROJECT JUSTIFICATION:

Staff established a vehicle and equipment replacement rating for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guideline rate vehicles and equipment based on condition, maintenance and repair costs, reliability, type of service, miles/hours, and age. Total point ranges rate the equipment as follows:

| | |
|---------------------|---|
| Under 18 points | Excellent condition |
| 18-22 points | Good condition |
| 23-27 points | Qualifies for replacement |
| 28 points and above | Needs immediate consideration for replacement |

The 16 foot mower (305) has a current rating of 21 points. Although this ranks as good condition, the piece of equipment is being recommended for replacement for additional factors which include our lack of ability to use our largest mower during the spring due to wet conditions. Because the mower is not a 4 wheel drive and is extremely heavy, the mower gets stuck easily in wet conditions. Because of this issue, we will not send the mower out to various locations in the early spring and fall when conditions tend to be wet.

PROJECT RANKINGS 18

CITY COUNCIL

STAFF RECOMMENDATION

Goal No:

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P297

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 1, 2015

DESCRIPTION OF PROJECT:

Replace Tri-axle trailer.

NEW: or **REPLACEMENT:** **X**

PROJECTED COST: \$8,000

PROPOSED METHOD OF FINANCING:

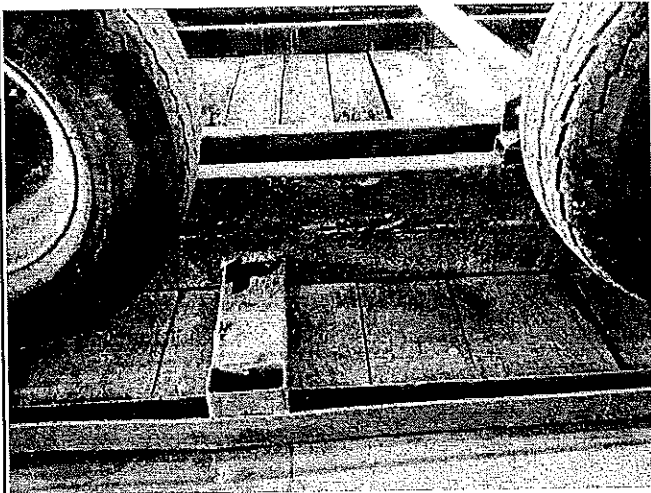
| | \$ | % |
|---------------------------|---------|-----|
| GENERAL FUND | \$8,000 | 100 |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Out Tri-axle trailer has deteriorated to the point that we need to replace. Boards are in need of repair, the walls are beginning to rust through, and this past summer one of the axles fell off during operation.



PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2016 BUDGET SUMMARY

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON-ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|--------------------|-------------------|-----------------------|------------------------|-------------------|
| Street Management | \$30,000 | \$1,396,224 | \$953,776 | \$2,380,000 |
| Sewer Management | \$0 | \$0 | \$1,291,000 | \$1,291,000 |
| Street Extensions | \$0 | \$0 | \$52,500 | \$52,500 |
| Water System Mgmt. | \$0 | \$0 | \$1,143,000 | \$1,143,000 |
| Storm Water Mgmt. | \$104,600 | \$0 | \$1,064,950 | \$1,169,550 |
| TOTAL | \$134,600 | \$1,396,224 | \$4,505,226 | \$6,036,050 |

2016 STREET MANAGEMENT

P299

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON- ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|--|-------------------|----------------------------|----------------------------|-------------------|
| Crackfill/Patch/Repair | \$0 | \$243,724 | \$166,276 | \$410,000 |
| Resurfacing | \$0 | \$0 | \$775,000 | \$775,000 |
| Sidewalk | \$30,000 | \$56,000 | \$0 | \$86,000 |
| Street Reconstruction – Oak, Elm, Spruce | \$0 | \$900,000 | \$0 | \$900,000 |
| Webster and Charles Street Upgrade | \$0 | \$20,000 | \$0 | \$20,000 |
| Williams Street Retaining Wall | \$0 | \$30,000 | \$0 | \$30,000 |
| Sidewalk – James Street Step Removal | \$0 | \$10,000 | \$0 | \$10,000 |
| Main and Eighth Pavement Marking Modifications | \$0 | \$10,000 | \$0 | \$10,000 |
| STH 32 (Eighth) Design | \$0 | \$45,000 | \$0 | \$45,000 |
| STP-U Grant Participation | \$0 | \$69,000 | \$0 | \$69,000 |
| Engineering Study – Pedestrian Facility Implementation Justification | \$0 | \$12,500 | \$12,500 | \$25,000 |
| TOTAL | \$30,000 | \$1,396,224 | \$953,776 | \$2,380,000 |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P301

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Street Management – Resurfacing – Various locations. Work anticipated includes overlay of the following streets, their length and year of last overlay:

| <u>STREET</u> | <u>FROM</u> | <u>TO</u> | <u>LENGTH</u> | <u>LAST OVERLAY</u> | <u>RATING</u> |
|----------------------------|-------------------------|--------------|---------------|---------------------|---------------|
| Alleys – Various Locations | | | 4000 | | 5 |
| Carmen Court | St. Ninth Street | Termini | 634 | 1997 | 6 |
| Cedar | 10 th Street | Termini | 211 | 1993 | 5 |
| Cook Street | Fox River Drive | Broadway | 1215 | 2006 | 6 |
| Cook Street | Broadway | Erie Street | 1057 | 2006 | 6 |
| Crestview | Willard Terrace | Rusk St | 317 | 1998 | 5 |
| Crestview | Rusk | Zita | 317 | 1998 | 6 |
| Crestview | Zita | Charles | 475 | 1998 | 6 |
| Crestview | Charles | Sunnyside | 792 | 1998 | 6 |
| Crestview | Sunnyside | Chicago | 317 | 1998 | 6 |
| DesPlaine Road | Brule Road | Bend? | 920 | 2006 | 6 |
| Franklin Street | S. Broadway | Front Street | 370 | 2001 | 6 |
| Front Street | Franklin Street | Termini | 100 | 1990 | 6 |
| Geneva | Bluebird | Jordan | 317 | 1993 | 5 |
| Geneva | Jordan | Zurich | 370 | 1998 | 6 |
| Geneva | Zurich | Basel | 317 | 1998 | 6 |
| Geneva | Basel | Fribourg | 317 | 1998 | 6 |
| Geneva | Fribourg | Lone Oak | 317 | 1998 | 6 |
| Honey Court | Cook Street | Termini | 528 | 2002 | 5 |
| Montreal | Termini | Ridgeway | 422 | 1996 | 5 |
| Pershing Road | Honey Court | Termini | 845 | 2001 | 6 |
| St. Anthony | Suburban | Wishart | 792 | 1996 | 6 |
| Wishart | St. Anthony | Suburban | 750 | 1996 | 6 |
| TOTAL | | | 15,383 | | |

NEW: or REPLACEMENT:

PROJECTED COST: \$775,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Property Tax

\$775,000

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2020**

P302

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMETN OF PUBLIC WORKS

DATE PREPARED: August 31, 2015

DESCRIPTION OF PROJECT:

Street Management – Webster and Charles Street Upgrade – Project involves modifications to the intersection by adding bump-outs to improve pedestrian safety. This project was included in 2015. It did not get built prior to start of school so it is postponed to 2016.

NEW: or REPLACEMENT:

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING:

\$

%

| | | |
|---|---------------------------|----------|
| | GENERAL FUND | |
| | CAPITAL IMPROVEMENTS FUND | |
| X | GENERAL OBLIGATION DEBT | \$20,000 |
| | SPECIAL ASSESSMENT | |
| | GRANTS | |
| | OTHER | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There have been issues in the past with pedestrian safety at this intersection and speeding. This is a busy intersection. Webster Avenue is a minor arterial and Charles Street is a collector to the east of Webster, which means these facilities carry high volumes of traffic. Additionally, the intersection is a primary pedestrian route for students crossing Webster Street to go to schools to the south and Legion Park. There is currently a crossing guard at this intersection. The proposed bumpouts will improve safety as follow:

 Narrower crossing for pedestrians at Webster Avenue

 Better pedestrian visibility.

 Reduce speed at the intersection by creating a narrower cross section. Narrower street widths have been shown to reduce speeds.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P303

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 2, 2015

DESCRIPTION OF PROJECT:

Street Management – Engineering Study – Pedestrian Facility Implementation Justification Report – The purpose for the study will be to create criteria and policies for implementation of pedestrian facilities in the City.

ITEM

Design

COST

\$25,000

NEW: or REPLACEMENT:

PROJECTED COST: \$25,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

X GENERAL OBLIGATION DEBT

\$12,500

SPECIAL ASSESSMENT

X GRANTS

\$12,500

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Staff receives requests on a regular basis for the implementation/construction of pedestrian facilities throughout the City. These requests vary from painted crosswalks to pedestrian bumpouts. The requests are reviewed at the Parking and Traffic Team, and depending on the recommendations then taken to the Board of Public Works (BOPW) and ultimately the Common Council. The purpose for this study will be to evaluate the effectiveness of facilities and create criteria on the use of various pedestrian facilities such as painted cross walks, pedestrian flags, pedestrian actuated signals, HAWK systems, medians, and bumpouts. Additionally the study will evaluate ways to make the Claude Allouez roundabout more pedestrian friendly. The results of this study will be presented to the BOPW and Council for approval. The intent is go get concurrence on the approach to streamline the accepted practices and BOPW and Council approval for the construction of these facilities.

Staff will apply for a grant to fund at least 50% of the project in 2016. If funding is not obtained, this project will be removed from the budget.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2016 WATER SYSTEM MANAGEMENT

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON-ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|--------------------------------------|-------------------|-----------------------|------------------------|-------------------|
| Water Main Relay | \$0 | \$0 | \$230,000 | \$230,000 |
| Hydrant Painting | \$0 | \$0 | \$50,000 | \$50,000 |
| Hydrant Replacement | \$0 | \$0 | \$25,000 | \$25,000 |
| Ninth Street Tower Parking Lot | \$0 | \$0 | \$38,000 | \$38,000 |
| Ninth Street Reservoir Repair | \$0 | \$0 | \$30,000 | \$30,000 |
| Water Relay -- Street Reconstruction | \$0 | \$0 | \$670,000 | \$670,000 |
| Water Relay -- Ashland Avenue | \$0 | \$0 | \$100,000 | \$100,000 |
| TOTAL | \$0 | \$0 | \$1,143,000 | \$1,143,000 |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P305

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Main Relay –Water main relay is completed at various locations in the City based on age of pipe, materials, poor performance (breaks, poor flow characteristics) and street resurfacing and reconstruction. Anticipated work for 2016 is as follows:

| Street | From | To | Water Main Construction Year | Size | Pipe Materials |
|----------------|-----------------|----------------|------------------------------------|------|----------------|
| Geneva Street | Bluebird Street | Jordan Road | 1959 | 6" | Cast Iron |
| Westwood Drive | Suburban Drive | Seventh Street | 1969 | 6" | Cast Iron |

NEW: or REPLACEMENT:

PROJECTED COST: \$230,000

PROPOSED METHOD OF FINANCING: \$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility \$230,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Project involves water main relay at various locations throughout the City which are determined by amount of breaks reported by the Water Department and street reconstruction and resurfacing projects. Water main replacement is emphasized in areas where street reconstruction/resurfacing are proposed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P306

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Relay – Street Reconstruction – Work anticipated includes water main relay in preparation for street reconstruction on Eighth Street. The water main relay will extend onto several side streets.

NEW: or REPLACEMENT:

PROJECTED COST: \$670,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$670,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Wisconsin Department of Transportation (WisDOT) is reconstructing Eighth Street in 2017. In preparation for the project, the City will need to complete utility replacement in this corridor in 2016. The water main on Eighth Street is deteriorated and has had several breaks. Additionally, the water main will be relayed on Oak Street from Ninth to Seventh, on Elm from Ninth to the end, Spruce from Ninth to Eighth, and on Ninth from Cedar to Spruce. There have been water main breaks throughout this area. Additionally, this is an area where residents have had to run water in the winter due to freeze concerns.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P307

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 2, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Optimist Park Baseball Diamond Relocation – The City has applied for a grant to construct a storm water management pond in Optimist Park in 2017. The pond is proposed in the location of an existing baseball diamond in the southwest corner of the park. If the grant is approved, the baseball diamond will be relocated in 2016 for 2017 construction of the pond. If the grant is not approved, the project will be postponed.

| <u>ITEM</u> | <u>COST</u> |
|-------------------------------|-------------|
| Baseball Diamond Construction | \$230,000 |

NEW: or REPLACEMENT:

PROJECTED COST: \$230,000

PROPOSED METHOD OF FINANCING: \$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility **\$230,000**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There have been recent changes to the storm water requirements for the City from the WDNR including implementation of Total Maximum Daily Loads (TMDL's) for pollutants to the Lower Fox River, updates required to the City's storm water ordinance and other permitting requirements. With the implementation of the TMDL's as part of the City's permit, The City is challenged to significantly reduce the percent of total suspended solids (TSS) and phosphorous that discharge directly to the lower Fox River. For the permit, the City will be required to reduce TSS by 73%. This is an extremely high reduction considering that most of the area in the City that drains to the lower Fox River is already developed and there is limited space to construct storm water ponds. The purpose for this project will be treat storm water from this drainage basin that discharges directly to the lower Fox River for an 80% TSS reduction.

The City applied for a storm water construction grant in the amount of \$112,738 to construct the pond in 2017. If the grant is not obtained, this project will be eliminated. The overall project cost for 2016 and 2017 is \$455,475, with the City funding \$342,737 and grant covering \$112,738.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P308

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Relay and Installation – Street Reconstruction - Work anticipated includes sewer relay and new sewer construction in preparation for street reconstruction on Eighth Street. The sewer relay will extend onto several side streets. Sewer relay is required because the storm sewers are undersized. New storm sewer is required in areas without existing sewer per City policy to provide storm laterals to properties.

| <u>ITEM</u> | <u>COST</u> | <u>ENGINEERING</u> |
|----------------------------------|-------------|--------------------|
| Sewer Relay and New Installation | \$490,000 | \$17,400 |

NEW: or REPLACEMENT:

PROJECTED COST: \$507,400

| PROPOSED METHOD OF FINANCING: | | \$ | % |
|--------------------------------------|------------------------------------|------------------|---|
| GENERAL FUND | | | |
| CAPITAL IMPROVEMENTS FUND | | | |
| GENERAL OBLIGATION DEBT | | | |
| X | SPECIAL ASSESSMENT | \$104,600 | |
| GRANTS | | | |
| X | OTHER – Storm Water Utility | \$402,800 | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The following streets are proposed for reconstructing in 2016:

Oak Street, from Ninth to Seventh
Elm Street, from Ninth to the end east of Eighth
Spruce Street, from Ninth to Seventh

Storm sewer relay and new installation is proposed on these streets in conjunction with the street reconstruction. The existing storm sewer on Oak Street is undersized. Additionally, there is storm sewer on a section of Spruce that extends through private property to Ash Street. The storm sewer on private property is under an existing garage. This storm sewer will be rerouted to Ninth Street and on Ninth Street from Spruce to Elm Street.

New storm sewer will be installed in areas without storm sewer. City policy is to provide storm sewer and laterals for street reconstruction projects. The storm sewer will be assessed per City policy. Current policy is to establish a cost based on previous years construction with the 20% of the new storm sewer main and 100% of the storm lateral cost assessed to the property owner.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2016 STREET EXTENSIONS

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON- ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|--|-------------------|----------------------------|----------------------------|-------------------|
| Final Surface Course - Ballinamore and Tulig | \$0 | \$0 | \$52,500 | \$52,500 |
| TOTAL | \$0 | \$0 | \$52,500 | \$52,500 |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 – 2022**

P310

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 2, 2015

DESCRIPTION OF PROJECT:

Street Extensions – Final Surface Course - Ballinamore from Kilrush to Tulig and Tulig from Galway to Ballinamore – Sanitary sewer, water main, storm sewer and grading and graveling were completed in 2013. The curb and gutter and binder course of asphaltic concrete pavement was completed in 2014. The work anticipated for 2015 is final asphalt paving construction.

| <u>ITEM</u> | <u>COST</u> | <u>ENG & ADMIN</u> |
|------------------------------|-------------|------------------------|
| 2016 Street Curb and Asphalt | \$44,100 | \$8,400 |

NEW: or REPLACEMENT:

PROJECTED COST: \$52,500

PROPOSED METHOD OF FINANCING: \$ %

GENERAL FUND _____

CAPITAL IMPROVEMENTS FUND _____

GENERAL OBLIGATION DEBT _____

SPECIAL ASSESSMENT \$52,000 _____

GRANTS _____

OTHER _____

OTHER _____

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) _____

PROJECT JUSTIFICATION

This project will is the final phase of the construction of Ballinamore and Tulig. Paving is developer funded.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2016 SEWER MANAGEMENT

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON-ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|--|-------------------|-----------------------|------------------------|-------------------|
| Televise/Repair | \$0 | \$0 | \$200,000 | \$200,000 |
| Sewer Lining and Repair | \$0 | \$0 | \$266,000 | \$266,000 |
| Swan Road Interceptor <i>(Included in 2015 CIP)</i> | \$0 | \$0 | \$225,000 | \$225,000 |
| Manhole Rehabilitation and Pipe Joint Repair | \$0 | \$0 | \$100,000 | \$100,000 |
| Sewer Relay – Street Reconstruction | \$0 | \$0 | \$500,000 | \$500,000 |
| TOTAL | \$0 | \$0 | \$1,291,000 | \$1,291,000 |

P312

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P313

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Sewer Management – Sewer Lining and Repair - Sanitary sewer lining or relay as determined by televising program and street resurfacing program. Emphasis is placed on lining sewers that are in the proposed street resurfacing for the next two years.

ITEM

COST

Sanitary Sewer Lining or Repair – Various Locations

\$266,000

NEW: or REPLACEMENT:

PROJECTED COST: \$266,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Sewage Revenue Fund

\$266,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sanitary sewers are televised prior to street resurfacing. Sewers sections determined to be in poor quality are to be lined/replaced prior to resurfacing the street. Additionally, sewers that are found to be deteriorated in areas where pavement is not being replaced or access is difficult are lined. The cost of sewer lining is significantly less than replacing the sewer when restoration costs are included.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P314

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Sewer Management—Swan Road Interceptor- *This project was included in the 2015 Capital Improvement Program.* This project involves the extensions of sanitary sewer from Viking Lane to CTH PP. This project will be built by the Green Bay Metropolitan Sewerage District (GBMSD).

| <u>ITEM</u> | <u>COST</u> | <u>ENG & ADMIN</u> |
|-------------------|-------------|------------------------|
| Interceptor Sewer | \$195,000 | \$30,000 |

NEW: or REPLACEMENT:

PROJECTED COST: \$ 225,000

PROPOSED METHOD OF FINANCING:

| | <u>\$</u> | <u>%</u> |
|--------------------------------|-----------|----------|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| X OTHER - Sewage Revenue Fund | \$205,000 | |
| X OTHER - GBMSD/Ledgeview SD#2 | \$20,000 | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Swan Road Interceptor will provide sanitary sewer service to the vacant property on the south side of the City, as well as areas that currently discharge into the Town of Ledgeview Sanitary District sewer. The interceptor installation is being proposed in 2016. The interceptor sewer will be constructed, owned, and maintained by GBMSD. The majority of the area served by the interceptor is in the City of De Pere. The cost is allocated based on the City's sewer service area.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

P315

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P316

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Sewer Management – Sewer Relay – Street Reconstruction - Work anticipated includes sewer relay in preparation for street reconstruction on Eighth Street. The sewer relay will extend onto several side streets. Sewer Relay is required because the sewer are too flat, oversized, and/or have too many dips in to line the sewer.

ITEM

COST

Sewer Relay

\$500,000

NEW: or REPLACEMENT:

PROJECTED COST: \$500,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Sewage Revenue Fund

\$500,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Wisconsin Department of Transportation (WisDOT) is reconstructing Eighth Street in 2017. In preparation for the project, the City will need to complete utility replacement in this corridor in 2016. The sanitary sewer on Eighth Street is extremely flat. This section of sewer is also oversized. In order to construct a new sewer that has adequate slope per Wisconsin Department of Natural Resources' standards, the sewer will be rerouted down Elm Street to an interceptor sewer west of Ninth Street. In addition to the reconstruction of Eighth Street in 2017 by WisDOT, the City will be reconstructing Elm Street, Oak Street, and Spruce Street in 2016. Sanitary laterals will be replaced on these streets also.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2016 WATER SYSTEM MANAGEMENT

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON-ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|-------------------------------------|-------------------|-----------------------|------------------------|-------------------|
| Water Main Relay | \$0 | \$0 | \$230,000 | \$230,000 |
| Hydrant Painting | \$0 | \$0 | \$50,000 | \$50,000 |
| Hydrant Replacement | \$0 | \$0 | \$25,000 | \$25,000 |
| Ninth Street Tower Parking Lot | \$0 | \$0 | \$38,000 | \$38,000 |
| Ninth Street Reservoir Repair | \$0 | \$0 | \$30,000 | \$30,000 |
| Water Relay – Street Reconstruction | \$0 | \$0 | \$670,000 | \$670,000 |
| Water Relay – Ashland Avenue | \$0 | \$0 | \$100,000 | \$100,000 |
| TOTAL | \$0 | \$0 | \$1,143,000 | \$1,143,000 |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P318

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Main Relay – Water main relay is completed at various locations in the City based on age of pipe, materials, poor performance (breaks, poor flow characteristics) and street resurfacing and reconstruction. Anticipated work for 2016 is as follows:

| Street | From | To | Water Main Construction Year | Size | Pipe Materials |
|----------------|-----------------|----------------|------------------------------|------|----------------|
| Geneva Street | Bluebird Street | Jordan Road | 1959 | 6" | Cast Iron |
| Westwood Drive | Suburban Drive | Seventh Street | 1969 | 6" | Cast Iron |

NEW: or REPLACEMENT:

PROJECTED COST: \$230,000

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$230,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Project involves water main relay at various locations throughout the City which are determined by amount of breaks reported by the Water Department and street reconstruction and resurfacing projects. Water main replacement is emphasized in areas where street reconstruction/resurfacing are proposed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

P319

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P320

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Hydrant Replacement – Project consists of replacing old hydrants around the City.

NEW: or REPLACEMENT:

PROJECTED COST: \$25,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$25,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Project involves replacing hydrants around the City. Hydrant replacements are generally completed in the areas of water main replacement.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P321

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 3, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Ninth Street Water Tower Parking Lot Paving– Project consists of milling and resurfacing the parking lot.

NEW: or REPLACEMENT:

PROJECTED COST: \$38,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$38,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Ninth Street parking lot is aged and deteriorating. The purpose of this project is to maintain the parking lot, thereby extending the maximum useful life. The project involves pulverizing the existing pavement and resurfacing.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P322

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 12, 2016

DESCRIPTION OF PROJECT:

Water Distribution Management – 9th Street Reservoir Repairs – Project consists of repairs needed from inspections done in 2014.

NEW: or REPLACEMENT:

PROJECTED COST: \$30,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$30,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

City reservoirs are inspected every five (5) years for the purpose of determining maintenance and repair work that needs to be done to keep the reservoir functioning. The City is then required by the Wisconsin Department of Natural Resources (WDNR) to perform the necessary maintenance and repairs to address all deficiencies shown in inspection report.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P323

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Relay – Street Reconstruction – Work anticipated includes water main relay in preparation for street reconstruction on Eighth Street. The water main relay will extend onto several side streets.

NEW: or REPLACEMENT:

PROJECTED COST: \$670,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$670,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Wisconsin Department of Transportation (WisDOT) is reconstructing Eighth Street in 2017. In preparation for the project, the City will need to complete utility replacement in this corridor in 2016. The water main on Eighth Street is deteriorated and has had several breaks. Additionally, the water main will be relayed on Oak Street from Ninth to Seventh, on Elm from Ninth to the end, Spruce from Ninth to Eighth, and on Ninth from Cedar to Spruce. There have been water main breaks throughout this area. Additionally, this is an area where residents have had to run water in the winter due to freeze concerns.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P324

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Relay – Ashland Avenue Crossing at Parkview – Work anticipated includes water main relay in preparation for street resurfacing of Ashland. The water main will be upsized to a 12" and replace an existing 6".

NEW: or REPLACEMENT:

PROJECTED COST: \$100,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$100,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Wisconsin Department of Transportation (WisDOT) is resurfacing Ashland Avenue in 2017. The water main on Parkview is undersized. In order to provide adequate flow to existing and future development along Fort Howard Avenue, the water main crossing of Ashland Avenue needs to be upsized to a 12". This work would be done prior to the WisDOT work on Ashland Avenue.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

P325

Goal No.

2016 STORM WATER MANAGEMENT

| <u>IMPROVEMENT</u> | <u>ASSESSABLE</u> | <u>NON-ASSESSABLE</u> | <u>OUTSIDE FUNDING</u> | <u>TOTAL COST</u> |
|--|-------------------|-----------------------|------------------------|-------------------|
| Storm Sewer Televising | \$0 | \$0 | \$50,000 | \$50,000 |
| Storm Sewer Repair/Replacement | \$0 | \$0 | \$175,000 | \$175,000 |
| New Storm Sewer | \$0 | \$0 | \$50,000 | \$50,000 |
| Pond and Swale Maintenance | \$0 | \$0 | \$130,000 | \$130,000 |
| Pond Upgrade – Basin XE50B and ER080A | \$0 | \$0 | \$27,150 | \$27,150 |
| Storm Sewer Upgrades – Street Reconstruction | \$104,600 | \$0 | \$402,800 | \$507,400 |
| Optimist Park Pond Preparation | \$0 | \$0 | \$230,000 | \$230,000 |
| TOTAL | \$104,600 | \$0 | \$1,064,950 | \$1,169,550 |

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P327

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Televising –Televising is completed on streets that are in the 5-year capital improvement program and storm sewers. There are also storm sewer segments that have not been televised for many years. A storm sewer televising program has been created to televise the storm sewer on a 10-year rotational basis. Construction activities anticipated includes the following types of work, approximate quantities and costs:

| <u>ITEM</u> | <u>QUANTITY</u> | <u>COST</u> |
|-------------------------|-----------------|-------------|
| Televising and Cleaning | 40,000 LF | \$ 50,000 |

NEW: or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$50,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The storm sewer televising program will identify maintenance issues in the storm sewer to better allocate construction dollars and minimize storm sewer blockages and backups.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P328

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Storm Sewer Repair/Replacement – Various locations, most of which will correlate to the 2016 and future street maintenance program. Work will include repairs/replacement to sewers and structures that are located on streets scheduled for overlay or reconstructed.

NEW: or REPLACEMENT:

PROJECTED COST: \$175,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$175,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sewer repair is an integral part of street maintenance. By performing repairs to deteriorated pipes and structures prior to street resurfacing and reconstruction, or structure failure, emergency repair excavations into new street surfaces should be minimized.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P329

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – New Storm Sewer – Construct storm sewer and structures at various locations to eliminate drainage problems.

NEW: or **REPLACEMENT:**

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND**CAPITAL IMPROVEMENTS FUND**

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$50,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Storm sewer and structures are an integral part of street maintenance. Poor drainage is an important factor in the premature deterioration of the streets. Providing storm sewer and associated structures in areas identified as having poor drainage should increase the longevity of the street system. Additionally, storm sewer and structures are located in areas having problem drainage where there is increased erosion.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P330

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 14, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Pond and Swale Maintenance – *Part of this project was included in 2015.*
Storm water pond and drainage swales need periodic cleaning and maintenance. The City is required to maintain these facilities as part of the Wisconsin Department of Natural Resources MS4 permit. Anticipated work in 2015 includes:

| <u>ITEM</u> | <u>COST</u> |
|----------------------------|-------------|
| Pond and Swale Maintenance | \$130,000 |

NEW: or REPLACEMENT:

PROJECTED COST: \$130,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$130,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

During inspection, several maintenance items were identified on the City ponds and/or drainage swales. In particular, a City pond at the end of Paint Horse Trail has failed due to erosion through the side wall. With the pond drained, additional cleaning and upgrades will be completed. One swales/outfalls require maintenance in 2016. The swale is at the end of a storm sewer from the cul de sac on Tenth Street and drains down to a ravine. There is erosion occurring on the ravine. Additionally, ditching is proposed along Rockland Road, near Old Plank Road due to poor drainage. These projects were included in 2015, but not completed due to funding for the Paint Horse Trail pond.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P331

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Pond Upgrade – Basin XE050B and ER080A – The Wisconsin Department of Natural Resources completed a review of the design of an existing pond that treats storm water from De Pere and Ledgeview. Based on current design standards, a pond upgrade is required for the pond to treat to 80% total suspended solids (TSS) removal. The cost for the pond upgrade will be split between the Town of Ledgeview and City of De Pere based on the 1997 Agreement for the pond construction. The percent split is 45.80% to the Town and 54.20% to the City.

| <u>ITEM</u> | <u>COST</u> | <u>ENG & ADMIN</u> |
|-------------------|-------------|------------------------|
| Pond Construction | \$22,625 | \$4,525 |

NEW: or REPLACEMENT:

PROJECTED COST: \$27,150

PROPOSED METHOD OF FINANCING:

| | \$ | % |
|-------------------------------|-------------|---|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| X OTHER – Storm Water Utility | \$14,715.30 | |
| X OTHER – Town of Ledgeview | \$12,434.70 | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

When the pond that services drainage basins XE050B and ER080A was designed in the late 1990's, it was constructed to treat storm water for an 80% reduction in TSS. With changes in pond design standards, a pond upgrade is required for 80% TSS credit to be given for storm water treatment from the pond.

80% TSS removal is required for storm water from new construction sites. There are many undeveloped parcels in the portion of the City that drains to this pond that will need 80% TSS removal for storm water when development occurs. Upgrading the pond will resolve this issue and allow for continued development in the industrial park. Additionally, treating to 80% TSS will help the City in meeting long term pollution reduction for the City's annual storm water permit.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P332

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 31, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Relay and Installation – Street Reconstruction - Work anticipated includes sewer relay and new sewer construction in preparation for street reconstruction on Eighth Street. The sewer relay will extend onto several side streets. Sewer relay is required because the storm sewers are undersized. New storm sewer is required in areas without existing sewer per City policy to provide storm laterals to properties.

| <u>ITEM</u> | <u>COST</u> | <u>ENGINEERING</u> |
|----------------------------------|-------------|--------------------|
| Sewer Relay and New Installation | \$490,000 | \$17,400 |

NEW: or REPLACEMENT:

PROJECTED COST: \$507,400

PROPOSED METHOD OF FINANCING:

| | <u>\$</u> | <u>%</u> |
|-------------------------------|-----------|----------|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| X SPECIAL ASSESSMENT | \$104,600 | |
| GRANTS | | |
| X OTHER – Sewage Revenue Fund | \$402,800 | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The following streets are proposed for reconstructing in 2016:

Oak Street, from Ninth to Seventh
Elm Street, from Ninth to the end east of Eighth
Spruce Street, from Ninth to Seventh

Storm sewer relay and new installation is proposed on these streets in conjunction with the street reconstruction. The existing storm sewer on Oak Street is undersized. Additionally, there is storm sewer on a section of Spruce that extends through private property to Ash Street. The storm sewer on private property is under an existing garage. This storm sewer will be rerouted to Ninth Street and on Ninth Street from Spruce to Elm Street.

New storm sewer will be installed in areas without storm sewer. City policy is to provide storm sewer and laterals for street reconstruction projects. The storm sewer will be assessed per City policy. Current policy is to establish a cost based on previous years construction with the 20% of the new storm sewer main and 100% of the storm lateral cost assessed to the property owner.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2016 - 2022**

P. 333

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 2, 2015

DESCRIPTION OF PROJECT:

Storm Water Management – Optimist Park Baseball Diamond Relocation – The City has applied for a grant to construct a storm water management pond in Optimist Park in 2017. The pond is proposed in the location of an existing baseball diamond in the southwest corner of the park. If the grant is approved, the baseball diamond will be relocated in 2016 for 2017 construction of the pond. If the grant is not approved, the project will be postponed.

| <u>ITEM</u> | <u>COST</u> |
|-------------------------------|-------------|
| Baseball Diamond Construction | \$230,000 |

NEW: or REPLACEMENT:

PROJECTED COST: \$230,000

| PROPOSED METHOD OF FINANCING: | \$ | % |
|--------------------------------------|------------------|---|
| GENERAL FUND | | |
| CAPITAL IMPROVEMENTS FUND | | |
| GENERAL OBLIGATION DEBT | | |
| SPECIAL ASSESSMENT | | |
| GRANTS | | |
| X OTHER – Storm Water Utility | \$230,000 | |

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There have been recent changes to the storm water requirements for the City from the WDNR including implementation of Total Maximum Daily Loads (TMDL's) for pollutants to the Lower Fox River, updates required to the City's storm water ordinance and other permitting requirements. With the implementation of the TMDL's as part of the City's permit, The City is challenged to significantly reduce the percent of total suspended solids (TSS) and phosphorous that discharge directly to the lower Fox River. For the permit, the City will be required to reduce TSS by 73%. This is an extremely high reduction considering that most of the area in the City that drains to the lower Fox River is already developed and there is limited space to construct storm water ponds. The purpose for this project will be treat storm water from this drainage basin that discharges directly to the lower Fox River for an 80% TSS reduction.

The City applied for a storm water construction grant in the amount of \$112,738 to construct the pond in 2017. If the grant is not obtained, this project will be eliminated. The overall project cost for 2016 and 2017 is \$455,475, with the City funding \$342,737 and grant covering \$112,738.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Tax Increment District Funds

Program Mission:

The mission of the Tax Increment Districts (TIDs) is to create jobs and increase the City tax base.

Note: Tax Incremental Finance, or TIF, is a financing tool that allows municipalities to invest in infrastructure and other improvements, and pay for these investments by capturing property tax revenue from the newly developed property. An area is identified (the tax incremental district, or TID) as appropriate for a certain type of development, and projects are identified to encourage and facilitate the desired development.

List of Program Service(s) Descriptions:

- 1) *Project Plan* – The project plan is the document for each district which outlines the activities / project in each district that are planned during the life of the district.
- 2) *Financing* – Based on the items identified in the Tax Increment District (TID) Plan; funds are provided to those projects.
- 3) *Increment Collection* – The tax increment is collected by the City and captured within the TID fund. The dollars are used to pay of the financing and debt created by funding TID projects.

Important Outputs:

- 1) *Project Financing / Funding New Development*– The City bonds to provide funding for new development. The new development is important to the community since the use of the funds helps to create jobs or increase the tax base. The principal and interest on the bonds is paid by the new tax increment from the project.
- 2) *Project Financing / Funding Re-Development*– The City bonds to provide funding for re-development. The re-development is important to the community since the use of the funds helps to create jobs, increases the tax base and improves the quality of the district. The principal and interest on the bonds is paid by the new tax increment from the project.

Expected Outcomes:

- 1) Projects identified in the project plan are implemented and the plan would be analyze to determine if future projects shall be maintained or modified.
- 2) New development and re-development provides growth in the tax base and creates new and retained jobs in the community.
- 3) The new tax increment is increased to pay off the debt from the bonded projects.

2015 Performance Measures:

- 1) New development / redevelopment should have a projected return of 4 to 1 or better.
- 2) Marketing of program to develop at least four projects per year.

2015 Performance Measurement Data:

1. New development / redevelopment should have a projected return of 4 to 1 or better.
 - a. Result: 2015 projects did meet City criteria.
2. Develop TID tracking program for TID related expenditures.
 - a. Completed. New TID financial model was created for the City.
3. Marketing of program to develop at least four projects per year.
 - a. Results: Complete, 10 projects were pursued, 4 projects were completed.

Significant Program Achievements:

- TID 5: 500 and 313 Main is redevelopments are complete. The implementation of 3 façade grants on the west side.
- TID 7: Walgreens is complete. The implementation of 4 façade grants on the east side.
- TID 6: City continues to work on the cleanup of the former O'Keefe site. 2 new projects were completed.
- TID 8: The trail crossing was completed and the final phase of the trail was completed.
- TID 9: 313 Main was part of TID expenditures. The City also completed the study on Nicolet Square.
- TID 10: Two projects were completed in TID 10.

Existing Program Standards Including Importance to Community:

- 1) Expenditures must match the specifications of the Project Plan.
- 2) Debt from funded project must be paid off within the life of the TID.

Costs and Benefits of Program and Services:

The cost of the TID program is shown in two areas – administration costs and also the impact on the mill rate based on the existing bonding and the new planned bonding for the fiscal year. In 2015 the administrative cost is approximately \$390,000. We had also planned for \$10.5 million in new TID projects. It is important to note two items:

1. While we plan for projects during the budget process, it does not mean that we will bond for the project in the next fiscal year. The project must be ready to go in that year otherwise it will be deferred.
2. While the TID programs have a cost, the program is designed to pay back the related costs through the life of the individual TID life.

The TID program is a critical economic development tool for the City to use to help spur development that would not occur without the support of the program. This development is critical for creating jobs and increasing the overall tax base in the community.

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 5

Year Created: January 1, 1996

Final Year of Allowable Expenditures: December 31, 2017

Scheduled to Close: December 31, 2022

Location: Located on the west side of the City and overlays a large part of the downtown district.

Purpose: Defined as a blighted District. TID has been used to spur development in the downtown. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

Financial Status: The fund liability as of December 31, 2014 is -\$5,565,353. The increment value is \$36,698,000 and generates over \$851,436 increment annually.

Proposed projects in 2016:
Façade Grants.

City of De Pere
2016 Capital Projects Fund
Adopted Budget

| TID DISTRICT #5 | | | | 2014 Adopted Budget | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dep Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-----------------|-------|-----|--------------------------|---------------------------|----------------------------|---------------------------|-------------------------|------------------------------|------------------------------|-------------------------------|--------------------------------------|
| Account Title | | | | | | | | | | | |
| Expenditures | | | | | | | | | | | |
| Account Number | | | | | | | | | | | |
| 455 | 50000 | 592 | Transfer To Debt Service | \$ 1,091,825 | \$ 1,091,825 | \$ 653,841 | \$ 653,841 | \$ 653,841 | \$ 657,822 | \$ 657,822 | 0.61% |
| 455 | 56000 | 820 | General Administration | 116,000 | 102,375 | 202,610 | 69,696 | 202,610 | 116,000 | 116,000 | -42.75% |
| 455 | 56100 | 820 | Property Acquisition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 455 | 56200 | 820 | Street Construction | 20,000 | 20,420 | 60,000 | 0 | 60,000 | 65,000 | 65,000 | 8.33% |
| 455 | 56300 | 820 | Development Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 455 | 56400 | 820 | Storm Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 455 | 56500 | 820 | Sanitary Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 455 | 56600 | 820 | Water Mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 455 | 56700 | 860 | Industrial Land Purchase | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 455 | 56800 | 820 | Transfer To General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$1,227,825 | \$1,214,620 | \$916,451 | \$723,537 | \$916,451 | \$838,822 | \$838,822 | -8.47% |

Revenues

| | | | | | | | | | | |
|-----|-------|--|--------------------------------|--------------------|------------------|--------------------|------------------|------------------|------------------|--------------------------|
| 455 | 41120 | | Tax Increments | \$ 915,000 | \$ 914,029 | \$ 914,842 | \$ 914,842 | \$ 914,842 | \$ 860,775 | \$ 860,775 -5.91% |
| 455 | 42300 | | Special Assessments - Streets | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 455 | 43580 | | State Grants - CDBG/TEAA | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 455 | 48110 | | Interest on Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 455 | 48210 | | Rent City Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 455 | 48300 | | Property Sales | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 455 | 49000 | | Transfer From TID 6 / Planning | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 0.00% |
| 455 | 49100 | | Bonds/Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| 455 | 49290 | | Tax Exempt Computer Aid | 6,000 | 3,447 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 0.00% |
| 455 | 49300 | | Debt Proceeds | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.00% |
| | | | | | | | | | | |
| | | | TOTAL REVENUES | \$1,021,000 | \$917,476 | \$1,018,842 | \$918,842 | \$918,842 | \$864,775 | \$864,775 -15.12% |

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 6

Year Created: January 1, 1998

Final Year of Allowable Expenditures: December 31, 2015

Scheduled to Close: December 31, 2020

Location: Located on the west side and includes most of the original business park and the Southbridge expansion.

Purpose: Defined as an Industrial District. TID has been used to spur development in the west business park. Our primary use has been for property acquisition and the installation of base infrastructure. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

Financial Status: The fund liability as of December 31, 2014 is -\$1,459,575. The increment value is \$76,480,900 and generates over \$1,789,033 increment annually.

**City of De Pere
2016 Capital Projects Fund
Adopted Budget**

| TID DISTRICT #6 | Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|-----------------|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|-----------------|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

Expenditures

Account Number

| | | | | | | | | | | | | |
|-----|-------|-----|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| 460 | 50000 | 810 | General Administration | \$ 55,000 | \$ 31,325 | \$ 66,750 | \$ 56,000 | \$ 16,778 | \$ 56,000 | \$ 56,000 | \$ 56,000 | 0.00% |
| 460 | 50000 | 810 | Street Administration (Engineering) | 50,000 | 30,800 | 50,000 | 50,000 | 0 | 50,000 | 50,000 | 50,000 | 0.00% |
| 460 | 50000 | 810 | Development Grant | 500,000 | 200,000 | 375,000 | 400,000 | 0 | 400,000 | 0 | 0 | 0.00% |
| 460 | 50000 | 810 | Street Construction | 2,825,000 | 0 | 1,025,797 | 2,574,000 | 0 | 2,574,000 | 3,323,000 | 3,323,000 | 29.10% |
| 460 | 50000 | 810 | Storm Sewers | 340,000 | 0 | 0 | 400,000 | 0 | 400,000 | 55,000 | 55,000 | -86.25% |
| 460 | 50000 | 810 | Sanitary Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 50000 | 810 | Water Mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 50000 | 577 | Industrial Land Purchase | 0 | 0 | 0 | 3,500,000 | 1,211,404 | 1,500,000 | 0 | 0 | 0.00% |
| 460 | 50000 | 810 | Transfer To TID 5 | 100,000 | 50,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 50000 | 592 | Transfer To Debt Service | 1,384,866 | 692,433 | 1,384,866 | 1,181,730 | 1,181,730 | 1,181,730 | 1,774,085 | 1,774,085 | 50.13% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$5,254,866 | \$1,004,558 | \$2,902,413 | \$8,261,730 | \$2,409,912 | \$6,161,730 | \$5,258,085 | \$5,258,085 | -36.36% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| 460 | 41120 | | Tax Increments | \$1,500,000 | \$1,595,397 | \$1,609,956 | \$1,738,127 | \$1,738,127 | \$1,738,127 | \$1,789,033 | \$1,789,033 | 2.93% |
| 460 | 42300 | | Special Assessments - Streets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 43430 | | Tax Exempt Computer Aid | 6,500 | 0 | 5,179 | 6,000 | 7,485 | 7,485 | 8,000 | 8,000 | 33.33% |
| 460 | 43580 | | State Grants - CDBG/TEAA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 48110 | | Interest on Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 48210 | | Rent City Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 48305 | | Property Sales | 400,000 | 0 | 0 | 400,000 | 65,700 | 400,000 | 400,000 | 400,000 | 0.00% |
| 460 | 49000 | | Transfer From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 49100 | | Bonds/Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 460 | 49100 | | Debt Proceeds | 3,665,000 | 0 | 0 | 6,874,000 | 2,550,000 | 2,550,000 | 3,378,000 | 3,378,000 | -50.86% |
| 460 | 49400 | | Fund Balance Applied | 0 | | | | | | | | 0.00% |
| | | | TOTAL REVENUES | \$5,571,500 | \$1,595,397 | \$1,615,135 | \$9,018,127 | \$4,361,312 | \$4,695,612 | \$5,575,033 | \$5,575,033 | -38.18% |

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 7

Year Created: January 1, 2007

Final Year of Allowable Expenditures: December 31, 2028

Scheduled to Close: December 31, 2033

Location: Located on the east side of the City and overlays a large part of the downtown district.

Purpose: Defined as a blighted District. TID has been used to spur re-development in the downtown. Tax finance districts are used to account for long-term debt proceeds and tax increment and project revenues used to finance project expenditures within the TID.

Financial Status: The fund liability as of December 31, 2014 is -\$1,981,472. The increment value is -\$2,399,400 and generates \$54,567. The City will be working to have the base value re-determined and new increment will be added with Walgreens. PILOT (payment in lieu of taxes) are made for MAC Dental.

**City of De Pere
2016 Capital Projects Fund
Adopted Budget**

| TID DISTRICT #7 | Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % of Change |
|-----------------|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|-----------------|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

Expenditures

Account Number

| | | | | | | | | | | | | |
|-----|-------|-----|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| 260 | 50000 | 592 | Transfer To Debt Service | \$ 326,443 | \$ 163,222 | \$ 326,443 | \$ 330,289 | \$0 | \$ 330,289 | \$ 365,717 | \$ 365,717 | 10.73% |
| 260 | 50000 | 810 | General Administration | 42,000 | 21,000 | 18,504 | 42,000 | 2,647 | 42,000 | 42,000 | 42,000 | 0.00% |
| 260 | 50000 | 810 | Site Development | 0 | 0 | 0 | 60,000 | 404,937 | 60,000 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Street Administration (Engineering) | 10,000 | 5,000 | 0 | 250,000 | 0 | 250,000 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Development Grant | 260,000 | 395,400 | 241,000 | 300,000 | 20,000 | 300,000 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Street Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Storm Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Sanitary Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Water Mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Industrial Land Purchase | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 50000 | 810 | Transfer To General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$638,443 | \$584,622 | \$585,947 | \$982,289 | \$427,584 | \$982,289 | \$407,717 | \$407,717 | -58.49% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|---------------|
| 260 | 41120 | | Tax Increments | \$ 185,000 | \$ 158,809 | \$ 163,493 | \$ 165,000 | \$ 105,000 | \$ 165,000 | \$ 1,055,643 | \$ 1,055,643 | 539.78% |
| 260 | 42300 | | Special Assessments - Streets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 43430 | | Tax Exempt Computer Aid | 1,200 | 1,162 | 1,076 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 0.00% |
| 260 | 43500 | | State Grants - CDBG/TEAA | 0 | 129,000 | 129,000 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 48100 | | Interest on Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 48210 | | Rent City Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 48305 | | Property Sales | 0 | 415,488 | 344,488 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 49000 | | Transfer From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 260 | 49100 | | Debt Proceeds | 260,000 | 0 | 0 | 610,000 | 350,000 | 250,000 | 0 | 0 | 0.00% |
| 260 | 49290 | | OT In | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | \$446,200 | \$704,459 | \$638,057 | \$776,200 | \$456,200 | \$416,200 | \$1,056,843 | \$1,056,843 | 36.16% |

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 8

Year Created: January 1, 2007

Final Year of Allowable Expenditures: December 31, 2021

Scheduled to Close: December 31, 2026

Location: Located on the west side of the City and it is bounded by HWY 41 to the west, Lawrence to the east, Scheuring to the north and Southbridge to the south.

Purpose: Defined as an Industrial District. The project plan has identified significant business development within this district. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

Financial Status: The fund liability as of December 31, 2014 is -\$2,482,302. The increment value is -\$9,445,900 and generates \$220,958. (Please note the full value of Foth was added in 2014).

**City of De Pere
2016 Capital Projects Fund
Adopted Budget**

TID DISTRICT #8

| Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

Expenditures

Account Number

| | | | | | | | | | | | | |
|-----|-------|-----|-------------------------------------|------------------|------------------|------------------|--------------------|----------------|------------------|--------------------|--------------------|---------------|
| 280 | 50000 | 583 | General Administration | \$ 10,000 | \$ 5,000 | \$ 902 | \$ 10,000 | \$ 2,094 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% |
| 280 | 50000 | 583 | Street Administration (Engineering) | 0 | 0 | 129,000 | 700,000 | 0 | 129,000 | 0 | 0 | 0.00% |
| 280 | 50000 | 592 | Transfer To Debt Service | 334,509 | 167,255 | 334,509 | 394,731 | 0 | 394,731 | 351,503 | 351,503 | -10.95% |
| 280 | 50000 | 810 | Development Grant | 500,000 | 0 | 0 | 300,000 | 0 | 0 | 1,250,000 | 1,250,000 | 316.67% |
| 280 | 50000 | 810 | Street Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 50000 | 810 | Storm Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 50000 | 810 | Sanitary Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 50000 | 810 | Water Mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 50000 | 810 | Industrial Land Purchase | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 50000 | 810 | Transfer To General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$844,509 | \$172,255 | \$464,411 | \$1,404,731 | \$2,094 | \$533,731 | \$1,611,503 | \$1,611,503 | 14.72% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|-------------------------------|------------------|------------------|------------------|--------------------|------------------|------------------|--------------------|--------------------|---------------|
| 280 | 41120 | | Tax Increments | \$0 | \$0 | 0 | \$228,038 | \$0 | \$228,038 | \$220,958 | \$220,958 | -3.10% |
| 280 | 42300 | | Special Assessments - Streets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 43430 | | Tax Exempt Computer Aid | 215,000 | 215,000 | 166,010 | 215,000 | 166,010 | 166,010 | 170,000 | 170,000 | -20.93% |
| 280 | 43580 | | State Grants - CDBG/TEAA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 48110 | | Interest on Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 48210 | | Rent City Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 48300 | | Property Sales | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 49000 | | Transfer From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 49100 | | Bonds/Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 280 | 49100 | | Debt Proceeds | 500,000 | 0 | 0 | 1,000,000 | 0 | 0 | 1,250,000 | 1,250,000 | 25.00% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | \$715,000 | \$215,000 | \$166,010 | \$1,443,038 | \$166,010 | \$394,048 | \$1,640,958 | \$1,640,958 | 13.72% |

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 9

Year Created: January 1, 2012

Final Year of Allowable Expenditures: December 31, 2033

Scheduled to Close: December 31, 2038

Location: Located on the west side of the City in the downtown area.

Purpose: To continue the redevelopment in the downtown. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

Financial Status: The fund liability as of December 31, 2014 is -\$820,782. The increment value is \$1,647,500 and generates \$38,538 increment annually.

**City of De Pere
2016 Capital Projects Fund
Adopted Budget**

TID DISTRICT #9

| Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

Expenditures

Account Number

| | | | | | | | | | | | | |
|-----|-------|-----|-------------------------------------|------------------|------------------|------------------|------------------|----------------|-----------------|------------------|------------------|---------------|
| 285 | 57120 | 820 | General Administration | \$ 8,000 | \$ 4,000 | 33,450 | \$ 8,000 | \$ 1,446 | \$ 8,000 | \$ 8,000 | \$ 8,000 | 0.00% |
| 285 | 57311 | 820 | Street Administration (Engineering) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 57315 | 820 | Development Grant | 100,000 | 136,981 | 156,981 | 300,000 | 0 | 0 | 500,000 | 500,000 | 66.67% |
| 285 | 57330 | 820 | Street Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 57340 | 820 | Storm Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 57341 | 820 | Sanitary Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 57342 | 820 | Water Mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 57700 | 860 | Industrial Land Purchase | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 59210 | 820 | Transfer To General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 59230 | 930 | Transfer To Debt Service | 0 | 32,500 | 87,673 | 87,673 | 0 | 87,673 | 130,978 | 130,978 | 49.39% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$108,000 | \$173,481 | \$278,104 | \$395,673 | \$1,446 | \$95,673 | \$638,978 | \$638,978 | 61.49% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|-------------------------------|------------------|----------------|----------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|
| 285 | 41120 | | Tax Increments | \$0 | \$1,495 | 3,803 | \$42,375 | \$42,375 | \$42,375 | \$56,082 | \$56,082 | 32.35% |
| 285 | 42300 | | Special Assessments - Streets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 43580 | | State Grants - CDBG/TEAA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 48110 | | Interest on Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 48210 | | Rent City Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 48300 | | Property Sales | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 49000 | | Transfer From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 49100 | | Bonds/Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 49120 | | Tax Exempt Computer Aid | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 285 | 49300 | | Debt Proceeds | 100,000 | 0 | 0 | 0 | 0 | 0 | 500,000 | 500,000 | 100.00% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | \$100,000 | \$1,495 | \$3,803 | \$42,375 | \$42,375 | \$42,375 | \$556,082 | \$556,082 | 1212.29% |

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 10

Year Created: January 1, 2012

Final Year of Allowable Expenditures: December 31, 2026

Scheduled to Close: December 31, 2031

Location: Located on the east side of the City for the East Industrial Park.

Purpose: To continue the development in the East Industrial Park. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

Financial Status: The fund liability as of December 31, 2014 is -\$484,887. The increment value is \$2,460,400 and generates over \$55,954 increment annually.

**City of De Pere
2016 Capital Projects Fund
Adopted Budget**

TID DISTRICT #10

| Account Title | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % of Change |
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
|---------------|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|

Expenditures

| Account Number | | | | | | | | | | | | |
|----------------|-------|-----|-------------------------------------|------------------|------------------|------------------|--------------------|-----------------|------------------|--------------------|--------------------|----------------|
| 290 | 57120 | 820 | General Administration | \$0 | \$7,500 | 5,040 | \$15,000 | \$14,980 | \$15,000 | \$15,000 | \$15,000 | 0.00% |
| 290 | 57311 | 820 | Street Administration (Engineering) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 57315 | 820 | Development Grant | 200,000 | 100,000 | 200,000 | 300,000 | 0 | 0 | 4,250,000 | 4,250,000 | 1316.67% |
| 290 | 57330 | 820 | Street Construction | 10,000 | 15,147 | 99,177 | 900,000 | 0 | 0 | 1,728,000 | 1,728,000 | 92.00% |
| 290 | 57340 | 820 | Storm Sewers | 400,000 | 99,177 | 27,635 | 350,000 | 0 | 0 | 650,000 | 650,000 | 85.71% |
| 290 | 57341 | 820 | Sanitary Sewers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 57342 | 820 | Water Mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 57700 | 860 | Industrial Land Purchase | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 59210 | 820 | Transfer To General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 59230 | 930 | Transfer To Debt Service | 81,905 | 40,953 | 81,905 | 115,960 | 0 | 115,960 | 115,448 | 115,448 | -0.44% |
| | | | | | | | | | | | | |
| | | | TOTAL EXPENDITURES | \$691,905 | \$262,777 | \$413,757 | \$1,680,960 | \$14,980 | \$130,960 | \$6,758,448 | \$6,758,448 | 302.06% |

Revenues

| | | | | | | | | | | | | |
|-----|-------|--|-------------------------------|------------------|-----------------|-----------------|--------------------|-----------------|-----------------|--------------------|--------------------|----------------|
| 290 | 41120 | | Tax Increments | \$0 | \$43,164 | \$43,164 | \$65,264 | \$42,607 | \$65,264 | \$118,494 | \$118,494 | 81.56% |
| 290 | 42300 | | Special Assessments - Streets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 43580 | | State Grants - CDBG/TEAA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 48110 | | Interest on Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 48210 | | Rent City Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 48300 | | Property Sales | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 49000 | | Transfer From General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 49100 | | Bonds/Notes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 49120 | | Tax Exempt Computer Aid | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 290 | 49300 | | Debt Proceeds | 610,000 | 0 | 0 | 1,550,000 | 0 | 0 | 6,628,000 | 6,628,000 | 327.61% |
| | | | | | | | | | | | | |
| | | | TOTAL REVENUES | \$610,000 | \$43,164 | \$43,164 | \$1,615,264 | \$42,607 | \$65,264 | \$6,746,494 | \$6,746,494 | 317.67% |

WATER UTILITY

Water Utility

Program Full Time Equivalents: 4.00

Program Mission:

Provide a safe, adequate and reliable supply of water with appropriate and efficient management and maintenance of the pumping, storage and distribution system. Also provide timely and accurate reports to the WPSC, WDNR and City Administration.

2016 Performance Measures:

- 1) Increase the installation of meters by 25% per week with the creation of the additional water department maintenance worker position.
- 2) Responded to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate new after hour call in procedures to determine if all calls are responded to within 45 minutes.

2015 Performance Measurement Data: (July 2014 – June 2015):

- 1) Increase the installation of meters by 25% per week with the creation of the additional water department maintenance worker position.
 - a. Result: Once an additional employee was hired, the meter installation increase from an average of 26 meters per week to over 40 meter per week due to the ability to have one person work 100% on the meter installation. This is a 53.8% increase.

Significant Program Achievements:

- 1) Continued the twice daily inspection of the seven pump stations to assure reliable operations.
- 2) Continued to obtain 460 water samples that will be taken according to the Safe Drinking Water Act Rules and Regulations
- 3) All broken water mains and services were repaired.
- 4) All 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 5) Prepared and distribute 2015 CCR as required.
- 6) Replaced old and undersized water mains where needed.

- 7) Continued installation of remote read water meter system.
- 8) Completed City wide leak detection survey and repaired all leaks that were found.
- 9) Continued City wide hydrant painting program.
- 10) Enterprise wells was repaired and inspected.

2016 Program Objectives:

- 1) Continue the twice daily inspection of the seven pump stations to assure reliable operations.
- 2) Continue to obtain 460 water samples that will be taken according to the Safe Drinking Water Act Rules and Regulations
- 3) All broken water mains and services will be repaired.
- 4) All 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 5) Prepare and distribute 2016 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Implementing remote read water meter system.
- 8) Continue installation of new remote read meter system.
- 9) Continue City wide hydrant painting program.

2015 Budget Significant Expenditure Changes:

- 1) Pumping – Maintenance Structures & Improvements increased \$38,000 to reflect 9th Street tower parking lot paving.
- 2) Transmission & Distribution Operations – Meters Shared 50% increased \$10,000 to reflect actual costs of installations of new metering system.
- 3) Transmission & Distribution Maintenance – Reservoir/Stand Pipes increased \$30,000 to reflect 9th Street reservoir repairs.
- 4) Transmission & Distribution Maintenance – Mains decreased \$37,750 to reflect elimination of two water utility maintenance positions that were vacant with the intent to contract out utility locates and water main repairs.
- 5) Transmission & Distribution Maintenance – Services decreased \$15,000 to reflect elimination of two water utility maintenance positions that were vacant with the intent to contract out utility locates and service repairs.
- 6) Transmission & Distribution Maintenance – Hydrants increased \$40,000 to reflect costs of hydrant painting.
- 7) Customer Accounts – Records – collections – shared 50% decreased \$15,000 to reflect elimination of vacant utility clerk position with the intent to contract out utility billing with Green Bay Water Utility.
- 8) Administrative & General Operations – Administration and General Salaries increased \$12,000 to reflect actual costs.

- 9) Administrative & General Operations – Outside Services increased \$250,000 to reflect a 3% increase from CBCWA, contracting with Green Bay Water Utility for utility billing, and hiring a contractor to perform utility locates.
- 10) Administrative & General Operations – Insurance and Damages – WC and Liability insurance decreased \$1,508 to reflect elimination of three vacant positions.
- 11) Administrative & General Operations – Employee pension & benefits decreased \$30,000 to reflect elimination of three vacant positions.
- 12) Interest Charges - Interest on Long Term Debt decreased by \$11,430 to reflect actual costs.
- 13) Capital Outlays:
 - a) Miscellaneous relays \$1,000,000.
 - b) Hydrant replacements \$25,000
 - c) Hydrant painting for fire flows \$50,000.
 - d) 9th Street reservoir repairs \$30,000.
 - e) 9th Street tower parking lot paving \$38,000.
 - f) Automated Meter Reading System \$300,000.

2016 Budget Significant Revenue Changes:

- 1) Metered Sales Commercial increased \$105,566 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 2) Metered Sales Industrial increased \$107,283 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 3) Fire Protection Residential increased \$476 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 4) Private Fire Protection Commercial increased \$13,805 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 5) Private Fire Protection Industrial increased \$5,653 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 6) Public Fire Protection increased \$83,778 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 7) Forfeited discounts decreased \$15,000 to reflect actual trends.

City of De Pere
2016 Water Fund Budget
Adopted Budget

| Account Title | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|--|-------|-----|--|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Account Number WELL OPERATIONS & MAINTENANCE | | | | | | | | | | | | |
| 601 | 66140 | 340 | Maintenance of Wells | \$ 20,000 | \$ 18,246 | 36,098 | \$ 30,000 | \$ 20,314 | \$ 130,000 | \$ 30,000 | \$ 30,000 | 0.00% |
| | | | Subtotal | 20,000 | 18,246 | 36,098 | 30,000 | 20,314 | 130,000 | 30,000 | 30,000 | 0.00% |
| | | | PUMPING | | | | | | | | | |
| 601 | 66230 | 220 | Pumping--Fuel or Power | 20,000 | 6,250 | 17,123 | 18,000 | 7,902 | 18,000 | 18,000 | 18,000 | 0.00% |
| 601 | 66240 | 120 | Pumping--Labor and Expense | 20,000 | 13,391 | 29,310 | 25,000 | 12,881 | 25,000 | 25,000 | 25,000 | 0.00% |
| 601 | 66260 | 340 | Pumping--Miscellaneous | 6,000 | 2,946 | 4,410 | 6,000 | 2,246 | 6,000 | 6,000 | 6,000 | 0.00% |
| 601 | 66310 | 340 | Pumping--Maint. Structures & Imp | 35,000 | 10,755 | 25,334 | 35,000 | 608 | 35,000 | 73,000 | 73,000 | 108.57% |
| 601 | 66330 | 340 | Pumping--Maintenance of Equipment | 15,000 | 2,869 | 8,003 | 15,000 | 20,193 | 25,000 | 15,000 | 15,000 | 0.00% |
| | | | Subtotal | 96,000 | 36,211 | 84,180 | 99,000 | 43,830 | 109,000 | 137,000 | 137,000 | 38.38% |
| | | | WATER TREATMENT | | | | | | | | | |
| 601 | 66410 | 000 | Treatment--Chemicals | 32,000 | 13,989 | 31,686 | 34,000 | 15,995 | 34,000 | 34,000 | 34,000 | 0.00% |
| 601 | 66520 | 340 | Treatment--Maintain Equipment | 2,000 | 207 | 261 | 2,000 | 153 | 2,000 | 2,000 | 2,000 | 0.00% |
| | | | Subtotal | 34,000 | 14,196 | 31,947 | 36,000 | 16,148 | 36,000 | 36,000 | 36,000 | 0.00% |
| | | | TRANSMISSION & DISTRIBUTION OPERATIONS | | | | | | | | | |
| 601 | 66600 | 340 | T & D Ops Supervision/Engineer | 100,000 | 50,953 | 80,047 | 105,000 | 44,631 | 105,000 | 105,000 | 105,000 | 0.00% |
| 601 | 66620 | 340 | T & D --Line Expense | 90,000 | 46,113 | 91,192 | 93,886 | 44,763 | 93,886 | 95,764 | 95,764 | 2.00% |
| 601 | 66630 | 340 | T & D -- Meters Shared 50% | 30,000 | 25,192 | 69,371 | 60,000 | 44,266 | 70,000 | 70,000 | 70,000 | 16.67% |
| | | | Subtotal | 220,000 | 122,258 | 240,610 | 258,886 | 133,660 | 268,886 | 270,764 | 270,764 | 4.59% |
| | | | TRANSMISSION & DISTRIBUTION MAINTENANCE | | | | | | | | | |
| 601 | 66720 | 340 | T & D Maintenance --Reservoirs/Stand Pipes | 2,000 | 775 | 105,891 | 4,000 | 4,665 | 5,000 | 34,000 | 34,000 | 750.00% |
| 601 | 66730 | 340 | T & D Maintenance of Mains | 161,000 | 114,927 | 216,431 | 237,750 | 64,942 | 237,750 | 200,000 | 200,000 | -15.88% |
| 601 | 66750 | 340 | T & D Maintenance of Services | 40,000 | 46,343 | 60,882 | 60,000 | 14,752 | 60,000 | 45,000 | 45,000 | -25.00% |
| 601 | 66760 | 340 | T & D Meter Maintenance--Shared 50% | 35,000 | 17,425 | 26,896 | 45,000 | 158 | 45,000 | 45,000 | 45,000 | 0.00% |
| 601 | 66770 | 340 | T & D Maintenance of Hydrants | 15,000 | 3,075 | 49,071 | 15,000 | 2,355 | 15,000 | 55,000 | 55,000 | 266.67% |
| 601 | 66780 | 340 | T & D Maintenance Misc Plant | 2,000 | 185 | 547 | 1,500 | 7,742 | 8,000 | 1,500 | 1,500 | 0.00% |
| | | | Subtotal | 255,000 | 182,730 | 459,718 | 363,250 | 94,614 | 370,750 | 380,500 | 380,500 | 4.75% |

City of De Pere
2016 Water Fund Budget
Adopted Budget

| Expenditures | | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Adopted Budget | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|--------------------------------------|-------|-----|--|---------------------------|-------------------------|----------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Account Number | | | | | | | | | | | | |
| CUSTOMER ACCOUNTS | | | | | | | | | | | | |
| 601 | 69020 | 120 | Meter Reading-Shared 50% | 23,000 | 5,978 | 23,902 | 23,000 | 7,374 | 23,000 | 23,000 | 23,000 | 0.00% |
| 601 | 69030 | 340 | Records- Collections--Shared 50% | 125,000 | 67,862 | 167,589 | 135,000 | 79,724 | 160,000 | 120,000 | 120,000 | -11.11% |
| | | | Subtotal | 148,000 | 73,840 | 191,491 | 158,000 | 87,098 | 183,000 | 143,000 | 143,000 | -9.49% |
| ADMINISTRATIVE & GENERAL OPERATIONS | | | | | | | | | | | | |
| 601 | 69200 | 120 | Admin and General Salaries | 72,000 | 27,231 | 73,521 | 73,000 | 42,727 | 85,000 | 85,000 | 85,000 | 16.44% |
| 601 | 69210 | 340 | Office Supplies and Expense | 39,000 | 18,716 | 38,892 | 39,000 | 9,743 | 39,000 | 39,000 | 39,000 | 0.00% |
| 601 | 69230 | 290 | Outside Services | 3,812,788 | 1,702,073 | 3,296,302 | 3,650,000 | 1,604,390 | 3,650,000 | 3,900,000 | 3,900,000 | 6.85% |
| 601 | 69240 | 000 | Property Insurance | 11,927 | 5,789 | 11,578 | 12,285 | 6,143 | 12,286 | 12,286 | 12,286 | 0.01% |
| 601 | 69250 | 000 | Injuries and Damages--WC and Liability Insurance | 18,940 | 9,194 | 18,388 | 19,508 | 9,500 | 19,000 | 18,000 | 18,000 | -7.73% |
| 601 | 69260 | 151 | Employee Pension & Benefits | 164,000 | 48,599 | 175,961 | 180,000 | 80,329 | 180,000 | 150,000 | 150,000 | -16.67% |
| 601 | 69280 | 000 | Regulatory Commission Expense | 6,000 | 0 | 5,960 | 6,000 | 0 | 6,000 | 6,000 | 6,000 | 0.00% |
| 601 | 69290 | 340 | Miscellaneous General Expense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 4,124,655 | 1,811,602 | 3,620,602 | 3,979,793 | 1,752,832 | 3,991,286 | 4,210,286 | 4,210,286 | 5.79% |
| ADMINISTRATIVE & GENERAL MAINTENANCE | | | | | | | | | | | | |
| 601 | 69270 | 000 | Admin. & General Rents | 12,000 | 6,492 | 12,983 | 13,000 | 6,686 | 13,000 | 13,000 | 13,000 | 0.00% |
| | | | Subtotal | 12,000 | 6,492 | 12,983 | 13,000 | 6,686 | 13,000 | 13,000 | 13,000 | 0.00% |
| UTILITY OPERATING INCOME | | | | | | | | | | | | |
| 601 | 66030 | 320 | Depreciation Expense | 425,000 | 260,000 | 535,789 | 520,000 | 260,000 | 520,000 | 520,000 | 520,000 | 0.00% |
| 601 | 66080 | 250 | Taxes | 490,000 | 266,295 | 481,051 | 504,000 | 247,751 | 504,000 | 491,000 | 491,000 | -2.58% |
| | | | Subtotal | 915,000 | 526,295 | 1,016,840 | 1,024,000 | 507,751 | 1,024,000 | 1,011,000 | 1,011,000 | -1.27% |
| | | | Total Operating Expenditures | 5,824,655 | 2,791,870 | 5,694,469 | 5,961,929 | 2,662,833 | 6,125,922 | 6,231,550 | 6,231,550 | 4.52% |
| INTEREST CHARGES | | | | | | | | | | | | |
| 601 | 66040 | 427 | Interest on Long Term Debt | 100,013 | 50,006 | 99,108 | 89,154 | 44,940 | 89,154 | 77,724 | 77,724 | -12.82% |
| | | | Subtotal | 100,013 | 50,006 | 99,108 | 89,154 | 44,940 | 89,154 | 77,724 | 77,724 | -12.82% |
| | | | TOTAL EXPENDITURES | \$ 5,924,668 | \$ 2,841,876 | \$ 5,793,577 | \$ 6,051,083 | \$ 2,707,873 | \$ 6,215,076 | \$ 6,309,274 | \$ 6,309,274 | 4.27% |

City of De Pere
2016 Water Fund Budget
Adopted Budget

| Water Revenues | | | 2014 Adopted Budget | 2014 6 mos Actual | 2014 Year End Actual | 2015 Executive Proposed | 2015 6 mos Actual | 2015 Year End Estimate | 2016 Dept Head Proposed | 2016 Executive Proposed | 2016 / 2015 Budget % Of Change |
|------------------------------|-------|------------------------------------|---------------------------|-------------------------|----------------------------|-------------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Account Number Account Title | | | | | | | | | | | |
| SALES OF WATER | | | | | | | | | | | |
| 601 | 46410 | Metered Sales Residential | 2,775,000 | 1,380,932 | \$ 2,844,602 | 2,858,250 | \$ 1,319,538 | \$ 2,639,076 | \$ 2,902,984 | \$ 2,902,984 | 1.57% |
| 601 | 46420 | Metered Sales Commercial | 900,000 | 444,898 | 924,411 | 927,000 | 469,348 | 938,696 | 1,032,566 | 1,032,566 | 11.39% |
| 601 | 46430 | Metered Sales Industrial | 500,000 | 247,598 | 489,602 | 515,000 | 282,856 | 565,712 | 622,283 | 622,283 | 20.83% |
| 601 | 46440 | Fire Protection Residential | 4,000 | 1,305 | 4,097 | 4,120 | 2,089 | 4,178 | 4,596 | 4,596 | 11.55% |
| 601 | 46450 | Private Fire Protection Commercial | 72,000 | 25,511 | 79,391 | 74,160 | 39,984 | 79,968 | 87,965 | 87,965 | 18.62% |
| 601 | 46460 | Private Fire Protection Industrial | 40,000 | 17,041 | 41,758 | 41,200 | 21,297 | 42,594 | 46,853 | 46,853 | 13.72% |
| 601 | 46470 | Public Fire Protection | 1,250,000 | 620,447 | 1,245,412 | 1,287,500 | 623,308 | 1,246,616 | 1,371,278 | 1,371,278 | 6.51% |
| 601 | 46480 | Other Sales to Public Authorities | 180,000 | 81,577 | 170,324 | 185,400 | 86,523 | 173,046 | 190,351 | 190,351 | 2.67% |
| 601 | 48100 | Interest Income | 10,000 | 2,569 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0.00% |
| 601 | 48914 | Misc Non Operating Revenue | 235,000 | 115,163 | 226,159 | 242,050 | 124,250 | 248,500 | 242,050 | 242,050 | 0.00% |
| | | Subtotal | 5,966,000 | 2,937,041 | 6,025,756 | 6,135,680 | 2,969,193 | 5,938,386 | 6,500,926 | 6,500,926 | 5.95% |
| OTHER OPERATING REVENUES | | | | | | | | | | | |
| 601 | 48911 | Forfeited Discounts | 70,000 | 46,447 | 61,424 | 65,000 | 7,965 | 50,000 | 50,000 | 50,000 | -23.08% |
| 601 | 48912 | Miscellaneous Service Revenue | 1,500 | 2,584 | 4,651 | 1,500 | 2,175 | 4,350 | 1,500 | 1,500 | 0.00% |
| 601 | 48913 | Other Water Revenue | 50,000 | 20 | 54,069 | 50,000 | 120 | 50,000 | 50,000 | 50,000 | 0.00% |
| | | Subtotal | 121,500 | 49,051 | 120,144 | 116,500 | 10,260 | 104,350 | 101,500 | 101,500 | -12.88% |
| | | TOTAL REVENUES | \$ 6,087,500 | \$ 2,986,092 | \$ 6,145,900 | \$ 6,252,180 | \$ 2,979,453 | \$ 6,042,736 | \$ 6,602,426 | \$ 6,602,426 | 5.60% |

City of De Pere
2016 Water Fund Budget
Adopted Budget

| Water Utility 2016 Capital Projects & Equipment | |
|---|---------------------|
| Miscellaneous Relays | \$ 1,000,000 |
| Hydrant Replacements | \$ 25,000 |
| Hydrant Painting for Fireflows | \$ 50,000 |
| Ninth Street Reservoir Repairs | \$ 30,000 |
| Ninth Street Tower Parking Lot Paving | \$ 38,000 |
| Water System Study | \$ 60,000 |
| Automated Meter Reading | \$ 300,000 |
| Total Capital | \$ 1,503,000 |

| | 2016 | Balance |
|-------------------------------------|-------------------|---------------------|
| Source of Debt | <u>Principal</u> | <u>12/31/2016</u> |
| 2007 Series--Original issue amount: | \$ 310,000 | \$ 1,730,000 |
| | | |
| Total | \$ 310,000 | \$ 1,730,000 |

STORM WATER UTILITY

Storm Water Utility Public Works Administration

Program Full Time Equivalents: .85

Program Mission:

Provide planning, coordination and supervision of public works services. Ensure public works services are provided in a cost effective and efficient manner.

List of Program Service(s) Descriptions:

- 1) *Planning public works services* –Long range planning for the public works operations and capital improvements.
- 2) *Coordination of public works services* – Need to coordinate the public works operations with other various City departments or outside governmental agencies operations or projects.
- 3) *State and Federal grants* – Investigates and applies for various state and federal funding for capital projects.
- 4) *Supervision of public works services* – Provides supervision and direction to the employees that provide the public works services.
- 5) *Budget Administration* – Develop yearly operational budget in a fiscally responsible manner. Monitor public works operations so that the services delivered are done within the adopted budget established by the City Council.
- 6) *Establish and monitor policies*- Review existing operational policies and establish new operational policies to provide public works services that are in the best interest of the community.
- 7) *Respond to complaints* – Responds to complaints and concerns of the general public regarding public works operations.

Important Outputs:

- 1) *Departmental Budget*- Activities and services by the department are supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Develop and manage the annual budget for all public works services. The public works annual budget provides funding for all public works services provided to the community.
- 2) *Monthly Board of Public Works Meeting (BOPW)* – Activity funded by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Send out monthly agenda to Board of Public Works member. BOPW

establishes policies pertaining to the public works operations and also makes various recommendations to Council regarding public works operations that will meet the needs of the community.

- 3) *Monitoring Public Works Operations* - Activity funded by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Overseeing the operations of the public works department to make sure the services being performed are being done in a manner that are in the best interest of the community. This is important to the community to make sure the services provided by the public works department are done so in an efficient and cost effective manner.

Expected Outcomes:

- 1) Maintain public works operations in a cost effective manner in order to meet or exceed the needs of the community.
- 2) Maintain Board of Public Works meeting in order to provide formal discussions to discuss public works issues and recommend policy or policy changes to meet the needs of the community.
- 3) Maintain establishing a budget to be provided to the City Council for adoption in order to fund public works services.
- 4) Maintain or decrease response time to complaints received by the public regarding operations so adjustments to the operations can be made if warranted.
- 5) Maintain or increase obtaining funding for capital projects in order to minimize the property tax impact to the community.
- 6) Maintain coordination of public works services with other City departments in order to be able to provide services to the community with the resources available.
- 7) Maintain long range planning of the capital improvements program so the City is able to plan and fund projects in the future.

2016 Performance Measures:

- 1) Respond to 100% complaints within 24 hours of receiving them.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Measure the number of Go Request submittals and respond with 48 hours. Analyze data to determine effectiveness of Go Request application for public works issues to complaints within 24 hours of receiving them:
 - a. Result: Staff received very few requests so it was determined this application is not very effective and worth investing money to expand the system.

Significant Program Achievements:

Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum. Continue coordination with DOT with USH 41, Main Avenue, 8th Street, and North Broadway projects. Continued to work with Brown County Highway Department with construction projects. Continued working with other communities on the purchasing of automated water meter reading systems for the water department. Continue working with other communities to joint bid projects. Worked with various wireless companies pertaining to installation on City water towers. Continued to evaluate the emergency call in policy for the public works department and improve the procedures. Develop standards for rating vehicles and equipment as to when they should be replaced.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Board of Public Works the first Monday after the first Council meeting every month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.
- 2) Establish policies pertaining to the public works operations.
 - a. Community Importance.
 - i. Allows for policies and procedures so that the operations are done in a manner that are in the best interests of the community.
- 3) Develop and monitor annual operating budget.
 - a. Community Importance.
 - i. Provides an annual operating budget for the public works department so that services are delivered in fiscally responsible manner.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Public Works Administration program cost is \$114,097. This amount is only 20% of the total cost of the program. The other 80% costs for this program is spread out through the following: 40% general property taxes, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$447,669. The program benefits the community by providing citizens the opportunity to have input regarding the public works operations. This program also develops policies and codes pertaining to the public works operations. This program is also responsible

for developing and maintaining the public works budget so that services are delivered to the community in a fiscal and responsible manner.

2016 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to work with CBCWA providing a Lake Michigan water source.
- 3) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
- 4) Continue to look at ways to bid projects with other communities to save money.
- 5) Continue to evaluate a phased approach for eliminating commercial garbage and recycling collection.
- 6) Implement one entity to perform utility locates.

2016 Budget Significant Expenditure Changes:

- 1) Hourly increased \$1,988 to reflect actual costs.
- 2) Overtime decreased \$50 to reflect actual costs.
- 3) FICA increased \$351 due to reflect actual costs.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$1,095 due to a 7% health insurance rate increase.
- 5) Training \$1,250 is funding to provide for all-department trainings.
- 6) Seminars and Conferences \$1,300 provides funding for APWA conference and miscellaneous conferences.
- 7) Consulting is for copier lease and 1/3 share for GIS utility software support (ESRI).
- 8) Cell/Radio decreased \$150 to reflect actual costs.
- 9) Memberships/Subscriptions \$400 includes American Public Works Association, American Society of Civil Engineers, Lake Area Public Works Association, American Waterworks Association, Wisconsin Department of Regulation and Licensing, and Wisconsin Solid Waste and Recycling.
- 10) Transportation decreased \$100 to reflect actual costs.
- 11) Capital equipment includes \$500 for two (2) – IPADs that will be used in the field in place of laptop computers.

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| | | | Expenditures | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 |
|------------------------------------|-------|-----|---|------------------|------------------|-------------------|-------------------|------------------|-------------------|--------------------|--------------------|--------------------|
| | | | Account Title | Adopted Budget | 6 mos Actual | Year End Actual | Adopted Budget | 6 mos Actual | Year End Estimate | Dept Head Proposed | Executive Proposed | Budget % Of Change |
| PUBLIC WORKS ADMINISTRATION | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | |
| 650 | 53000 | 110 | Salaries | \$ 35,376 | \$ 27,886 | \$ 50,496 | \$ 52,985 | \$ 33,958 | \$ 52,985 | \$ 55,290 | \$ 55,290 | 4.35% |
| 650 | 53000 | 120 | Hourly Wages | 12,757 | 6,118 | 17,255 | 13,012 | 6,748 | 14,000 | 15,000 | 15,000 | 15.28% |
| 650 | 53000 | 125 | Overtime Wages | 453 | 11 | 11 | 250 | 0 | 200 | 200 | 200 | -20.00% |
| 650 | 53000 | 150 | FICA | 3,684 | 2,668 | 4,655 | 5,041 | 3,194 | 6,388 | 5,392 | 5,392 | 6.97% |
| 650 | 53000 | 151 | Retirement | 3,401 | 2,063 | 4,764 | 4,505 | 2,401 | 4,802 | 4,652 | 4,652 | 3.27% |
| 650 | 53000 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 12,982 | 4,965 | 11,313 | 16,717 | 6,127 | 16,717 | 16,717 | 17,812 | 6.55% |
| 650 | 53000 | 190 | Training | 1,250 | 0 | 0 | 1,250 | 494 | 1,250 | 1,250 | 1,250 | 0.00% |
| | | | Subtotal | 69,903 | 44,348 | 88,494 | 93,760 | 52,922 | 96,342 | 98,502 | 99,597 | 6.23% |
| CONTRACTUAL SERVICES | | | | | | | | | | | | |
| 650 | 53000 | 210 | Telephone | 600 | 300 | 600 | 600 | 0 | 600 | 600 | 600 | 0.00% |
| 650 | 53000 | 211 | Postage | 1,403 | 6 | 6 | 1,250 | 44 | 1,250 | 1,250 | 1,250 | 0.00% |
| 650 | 53000 | 212 | Seminars and Conferences | 1,300 | 602 | 1,050 | 1,300 | 206 | 1,300 | 1,300 | 1,300 | 0.00% |
| 650 | 53000 | 215 | Consulting | 800 | 4,490 | 10,520 | 6,400 | 4,936 | 6,400 | 6,400 | 6,400 | 0.00% |
| 650 | 53000 | 218 | Cell/Radio | 750 | 269 | 512 | 600 | 347 | 600 | 750 | 750 | 25.00% |
| 650 | 53000 | 219 | Data | 0 | 0 | 0 | 0 | 0 | - | 0 | 0 | 0.00% |
| | | | Subtotal | 4,853 | 5,667 | 12,688 | 10,150 | 5,533 | 10,150 | 10,300 | 10,300 | 1.48% |
| SUPPLIES AND EXPENSE | | | | | | | | | | | | |
| 650 | 53000 | 310 | Office Supplies | 3,000 | 1,434 | 2,835 | 2,750 | 652 | 2,750 | 2,750 | 2,750 | 0.00% |
| 650 | 53000 | 320 | Memberships/Subscriptions | 200 | 79 | 146 | 200 | 681 | 200 | 200 | 200 | 0.00% |
| 650 | 53000 | 331 | Transportation | 775 | 270 | 528 | 700 | 217 | 600 | 600 | 600 | -14.29% |
| 650 | 53000 | 340 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | - | 0 | 0 | 0.00% |
| 650 | 53000 | 350 | Repair and Maintenance Supplies | 200 | 0 | 0 | 150 | 10 | 150 | 150 | 150 | 0.00% |
| | | | Subtotal | 4,175 | 1,783 | 3,509 | 3,800 | 1,560 | 3,700 | 3,700 | 3,700 | -2.63% |
| CAPITAL OUTLAY | | | | | | | | | | | | |
| 650 | 53000 | 810 | Capital Equipment | 500 | 0 | 0 | 0 | 500 | 500 | 500 | 500 | 100.00% |
| | | | Subtotal | 500 | 0 | 0 | 0 | 500 | 500 | 500 | 500 | 100.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 79,431 | \$ 51,798 | \$ 104,691 | \$ 107,710 | \$ 60,515 | \$ 110,692 | \$ 113,002 | \$ 114,097 | 5.93% |

Storm Water Utility Engineering

Program Full Time Equivalents: .60

Program Mission:

Provide engineering, including design, and construction administration for public works improvement projects in the City. Ensure that the City receives a high quality project that adheres to standards for construction. Coordinate future development and land use with the City Planner. Address residents questions and concerns related to engineering and City infrastructure.

List of Program Service(s) Descriptions:

- 1) *Plan public works improvement projects* – Work with planning to determine long term development plans and the required location and size of infrastructure to service the development.
- 2) *Develop and maintain the capital improvements program* – Based on the condition and age of infrastructure, develop and maintain the capital improvement program.
- 3) *Design public works improvement projects* – Design public works improvement projects. Design includes surveying, drafting, writing specifications, obtaining regulatory permits for projects, and bidding.
- 4) *Administer construction oversight for public works improvement projects* – Oversee and manage public works improvement projects. This includes construction updates for elected officials and informing the public of upcoming construction projects.
- 5) *Respond to complaints* – Respond to complaints and concerns of the general public regarding construction, drainage issues, street improvements, sidewalk concerns, traffic, or other public works issues.
- 6) *Create and submit annual storm water permits* – As part of the City's storm water discharge permit to the Wisconsin Department of Natural Resources (WDNR), an annual submittal is required. Engineering develops the annual submittal and oversees storm water management practices throughout the year to guarantee conformance to the (WDNR) permit requirements.

Important Outputs:

- 1) *Administration of public works improvement projects* – Administration of this department is supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%).

- 2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
- 3) *Generate construction records* - Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
- 4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed during the calendar year.

Expected Outcomes:

- 1) Maintain existing street infrastructure so that the roads are safe to travel.
- 2) Maintain public awareness of public works improvement projects.
- 3) Maintain public works improvement programs in a cost effective manner in order to meet or exceed the needs of the community.
- 4) Maintain or decrease response time to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.

2016 Performance Measures:

- 1) Utilize GIS for the location of sanitary, water, and storm laterals. This will include importing 100% of lateral cards and valve book data into GIS as .pdf and linking to the parcels. Additionally, 50% of the laterals installed in the field in 2016 will be located with the handheld GPS and shown on GIS.

2015 Performance Measurement Data (July 2015 – June 2016):

- 1) Implement a field laptop with WIFI for inspection reports, daily quantities, data logging of construction photographs, and preparation of record drawings. Target the efficiency so that staff reduces inspection office work at least one hour per week.
 - a. Result: An IPAD was integrated into field work for Project 15-01, Sewer and Water Relay and Street Resurfacing. The IPAD was used to electronically create daily reports and import construction photographs into the reports. Although difficult to track, staff estimated that the use of the IPAD saved over an hour a week of office time by having electronic forms and importing photos in the field.

Significant Program Achievements:

Completed 2015 public works improvements program which included:

- Relayed approximately 6,200 lineal feet of water main in preparation for street resurfacing.
- Completed the Lawrence Drive sidewalk which approximately three miles of sidewalk installation.
- Coordinated construction at the STH 32/57 and CTH X roundabout with WisDOT.
- Constructed the new City sign along IH 41.
- Completed repairs to the City dam.
- Coordinated multiple design and construction projects occurring in the City with WisDOT and the Brown County Highway Department.
- Installed over 10,000 lineal feet of cured in place pipe in the deteriorated sanitary sewer at various areas along the City.

Implemented a program to review roof drain connections to the sanitary sewer in the downtown area.

Updated the storm water management plan for addressing new Wisconsin Department of Natural Resources standards for Total Maximum Daily Loads to the Fox River.

Updated the electrical maps on GIS. This will significantly improve our locating accuracy and decrease the time to locate for Digger's Hotline requests.

Existing Program Standards Including Importance to Community:

- 1) Utilize existing computer software to generate construction plans.
 - a. Community Importance.
 - i. Quality plans, from a legibility standpoint, and design data, improve bidding (cost) on projects because contractors have a clear expectation of what is included when they bid the project.
- 2) Maintain construction specifications for infrastructure improvement projects.
 - a. Community Importance.
 - i. Construction inspection throughout project ensures contractors are constructing streets per the City's construction specifications. Similar to plans, clear and concise specifications improve bidding (cost) on

- projects. When contractors have a clear understanding on how the project is to be built, and how work is to be paid, bidding prices are generally lower.
- 3) Provide public information and updates for construction projects.
 - a. Community importance.
 - i. Construction activities can have a direct and significant impact on residents. Providing information to residents on upcoming construction projects allows them to plan their activities in an attempt to minimize disruption to them.
 - 4) Maintain and improve information on the GIS system.
 - a. Community Importance.
 - i. The GIS system has become a very important tool for maintaining and tracking City facilities such as sewers, water main, signs and street lights. Engineering receives requests from residents and businesses on almost a daily basis for information on existing infrastructure. The use of GIS greatly improves the efficiency in getting this information. Engineering works with planning to maintain this information.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Engineering Program cost is \$146,427. This amount is only 20% of the total cost of the program. The other 80% costs for this program is spread out through the following utilities: 40% general property taxes, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$725,252. The program benefits the community by ensuring that the City's public works improvement projects are built per City standards and specifications as well as making sure everything is done within budget.

2016 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to coordinate with Brown County Highway Department on construction projects.
- 3) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
- 4) Continue to update engineering CADD standards and construction plans.
- 5) Update the municipal code for storm water.
- 6) Update the municipal code for sanitary sewer.
- 7) Implement a monitoring program for private storm water management facilities.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,377 mainly due to a 7% health insurance rate increase.
- 2) Training \$3,055 is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 3) Seminars and conferences \$909 provides funding for APWA conference and miscellaneous conferences.
- 4) Consulting provides funding for outside consultant services that are not able to be performed by City staff and lease payment for color printer.
- 5) Cell/radio increased \$ 450 to reflect actual cost with implementing use of IPADs in operations.
- 6) Memberships/subscriptions increased \$60 to reflect actual costs which includes American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 7) Operating supplies decreased \$409 to reflect actual costs.
- 8) Repair and maintenance supplies decreased \$45 to reflect actual costs.
- 9) Capital equipment includes: storm water utility share of \$3,000 for implementing a hand held GPS unit for construction record drawings; \$400 for replacing one laptop in the engineering department.

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| Expenditures | | | 2014 | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 | |
|----------------------------------|-------|-----|---|-----------|----------|-----------|-----------|------------|----------|-----------|-----------|-------------|---------|
| Account Title | | | Adopted | 6 mos | Year End | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget | |
| | | | Budget | Actual | Estimate | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change | |
| ENGINEERING STORMWATER UTILITY | | | | | | | | | | | | | |
| Account Number PERSONAL SERVICES | | | | | | | | | | | | | |
| 650 | 53110 | 110 | Salaries | \$ 30,524 | \$ 6,861 | \$ 30,524 | \$ 23,644 | \$ 32,174 | \$ 6,931 | \$ 32,174 | \$ 33,277 | \$ 33,277 | 3.43% |
| 650 | 53110 | 120 | Hourly Wages | 48,018 | 21,718 | 48,018 | 42,956 | 46,036 | 21,910 | 46,036 | 46,963 | 46,963 | 2.01% |
| 650 | 53110 | 125 | Overtime Wages | 4,272 | 2,433 | 4,000 | 4,818 | 4,475 | 1,709 | 4,475 | 4,650 | 4,650 | 3.91% |
| 650 | 53110 | 126 | Seasonal Labor | 4,432 | 1,489 | 5,000 | 3,949 | 4,650 | 309 | 4,650 | 4,800 | 4,800 | 3.23% |
| 650 | 53110 | 150 | FICA | 6,405 | 2,319 | 6,387 | 5,139 | 6,393 | 2,338 | 6,393 | 6,563 | 6,563 | 2.66% |
| 650 | 53110 | 151 | Retirement | 5,798 | 1,486 | 5,778 | 5,199 | 5,623 | 1,858 | 5,623 | 5,602 | 5,602 | -0.37% |
| 650 | 53110 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 22,693 | 8,456 | 22,693 | 21,890 | 24,509 | 8,505 | 24,509 | 24,509 | 25,886 | 5.62% |
| 650 | 53110 | 190 | Training | 3,055 | 250 | 3,055 | 1,165 | 3,055 | 834 | 3,055 | 3,055 | 3,055 | 0.00% |
| | | | Subtotal | 125,197 | 45,012 | 125,455 | 108,760 | \$ 126,914 | 44,394 | 126,915 | 129,419 | 130,796 | 3.06% |
| | | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | | |
| 650 | 53110 | 210 | Telephone | 562 | 280 | 562 | 560 | 770 | 0 | 770 | 770 | 770 | 0.00% |
| 650 | 53110 | 212 | Seminars and Conferences | 909 | 156 | 909 | 237 | 909 | 335 | 909 | 909 | 909 | 0.00% |
| 650 | 53110 | 215 | Consulting | 3,418 | 125 | 3,418 | 2,139 | 4,100 | 1,747 | 4,100 | 4,100 | 4,100 | 0.00% |
| 650 | 53110 | 218 | Cell/Radio | 909 | 414 | 909 | 823 | 800 | 359 | 800 | 1,250 | 1,250 | 56.25% |
| 650 | 53110 | 219 | Data | 0 | 0 | 0 | 0 | 210 | 0 | 210 | 210 | 210 | 0.00% |
| | | | Subtotal | 5,798 | 975 | 5,798 | 3,759 | 6,789 | 2,441 | 6,789 | 7,239 | 7,239 | 6.63% |
| | | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | | |
| 650 | 53110 | 310 | Office Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53110 | 320 | Memberships/Subscriptions | 182 | 64 | 182 | 231 | 182 | 121 | 242 | 242 | 242 | 32.97% |
| 650 | 53110 | 331 | Transportation | 1,681 | 524 | 1,681 | 1,314 | 1,750 | 323 | 1,750 | 1,750 | 1,750 | 0.00% |
| 650 | 53110 | 340 | Operating Supplies | 2,909 | 538 | 2,909 | 1,260 | 2,909 | 839 | 2,909 | 2,500 | 2,500 | -14.06% |
| 650 | 53110 | 350 | Repair and Maintenance Supplies | 545 | 179 | 545 | 825 | 545 | 50 | 545 | 500 | 500 | -8.26% |
| | | | Subtotal | 5,317 | 1,305 | 5,317 | 3,630 | 5,386 | 1,333 | 5,446 | 4,992 | 4,992 | -7.32% |
| | | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | | |
| 650 | 53110 | 810 | Capital Equipment | 2,200 | 136 | 2,200 | 1,258 | 400 | 0 | 400 | 3,400 | 3,400 | 750.00% |
| | | | Subtotal | 2,200 | 136 | 2,200 | 1,258 | 400 | 0 | 400 | 3,400 | 3,400 | 750.00% |
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Storm Water Utility Municipal Service Center

Program Full Time Equivalents: .32

Program Mission:

To maintain the interior and exterior of the MSC, and to prevent building deterioration while extending the life of the building through preventative maintenance.

List of Program Service(s) Descriptions:

- 1) Preventative Maintenance – Conduct preventative maintenance on the HVAC throughout building.
- 2) Building Repairs – Fix and repair items needing attention.
- 3) Fuel distribution – Provide fuel station for all city vehicles.
- 4) Customer service center for public work and park related questions – Provides staffing to answer questions related to public work and park administration questions from both, phone or counter.

Important Outputs:

- 1) Distribution of fuel to all city departments – Funded by property tax and serves as a vital support service to all departments requiring fuel.
- 2) Storage space for public work and park department fleets – Funded by property tax and serves as a vital location to house the City's public work and park department's fleets.
- 3) Storage area for public work and park department equipment and supplies – Funded by property tax and serves as a vital location to house the City's public work and park department's equipment.
- 4) Customer service response to residents and client – Funded by property tax and provides service and response to citizen questions or concerns.

Expected Outcomes:

- 1) Efficient and safe functioning facility to support the operations of the public works and parks departments.
- 2) Quality customer service to residents and clients.
- 3) Efficient and effective running HVAC.
- 4) Fuel distribution to all city departments.

2016 Performance Measures:

- 1) Reduce utility cost by 1%.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Reduce utility cost by 1%
 - a. Result: (Comparing like time periods the utility expense reduced by close to 19% or \$7900.)

Significant Program Achievements:

- 1) Replaced gutters and connected gutters to storm sewer.
- 2) Reconstructed. back parking area.
- 3) Conducted annual preventative maintenance for HVAC in spring and fall.

Existing Program Standards Including Importance to Community:

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
 - a. Serves as a central location for all city vehicles to obtain fuel in an efficient manner.
- 2) Conduct preventative maintenance on HVAC of building in the spring and fall months.
 - a. Preventative maintenance ensures the community that our HVAC are used to its maximum potential both in utilizing energy, as well as its operational life.
- 3) Cleaning of MSC.
 - a. Regular cleaning of MSC is conducted to ensure the facility stays in good condition to maximize its operational life, as well as create a clean work atmosphere.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Municipal Service Center program cost is \$17,692. This amount is only 8% of the total cost of the program. The other 92% costs for this program is spread out through the following: 72% general property taxes, 15% water utility, and 5% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$220,962.

The program benefits the community by providing a support facility for mainly the Public Works and Park Departments. The support facility allows the departments to conduct city operations in an effective and efficient manner.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp is \$262 mainly due to a 7% health insurance rate increase.
- 2) Training includes funding for HVAC related training for Building Maintenance staff.
- 3) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and \$5,000 for purchasing Building Maintenance scheduling software.
- 4) Capital Outlay includes \$800 for MSC Upgrades and Repairs, Make up Air Unit (3) replacements - \$3,600, Outdoor weather shelter for Vehicles - \$4,000

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| Expenditures | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 |
|---------------|---------|--------|----------|---------|--------|----------|-----------|-----------|-------------|
| Account Title | Adopted | 6 mos | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget |
| | Budget | Actual | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change |

MUNICIPAL SERVICE CENTER

Account Number PERSONAL SERVICES

| | | | | | | | | | | | |
|-----|-------|-----|---|------------|------------|------------|------------|------------|-----------|---------------|--------------------------|
| 100 | 53230 | 110 | Salaries | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 100 | 53230 | 120 | Hourly Wages | 0 | 0 | 0 | 1 | 0 | 0 | 841 | 100.00% |
| 100 | 53230 | 125 | Overtime Wages | 0 | 0 | 0 | | 0 | 0 | 31 | 100.00% |
| 100 | 53230 | 126 | Seasonal Labor | 0 | 0 | 0 | 0 | 0 | 0 | 392 | 100.00% |
| 100 | 53230 | 150 | FICA | 0 | 0 | 0 | 0 | 0 | 0 | 73 | 100.00% |
| 100 | 53230 | 151 | Retirement | 0 | 0 | 0 | 0 | 0 | 0 | 58 | 100.00% |
| 100 | 53230 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 0 | 0 | 0 | 0 | 0 | 0 | 247 | 100.00% |
| 100 | 53230 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 40 | 100.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 1,682 | 100.00% |
| | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | |
| 100 | 53230 | 210 | Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 100.00% |
| 100 | 53230 | 211 | Postage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100.00% |
| 100 | 53230 | 215 | Consulting | 0 | 0 | 0 | 0 | 0 | 0 | 920 | 100.00% |
| 100 | 53230 | 217 | Cleaning Service Contract | 0 | 0 | 0 | 0 | 0 | 0 | 1,052 | 100.00% |
| 100 | 53230 | 220 | Utilities | 0 | 0 | 0 | 0 | 0 | 0 | 4,400 | 100.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 6,391 | 100.00% |
| | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | |
| 100 | 53230 | 314 | Cleaning and Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 880 | 100.00% |
| 100 | 53230 | 340 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 324 | 100.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 1,204 | 100.00% |
| | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | |
| 100 | 53230 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 8,400 | 100.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 8,400 | 100.00% |
| | | | | | | | | | | | |
| | | | TOTAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$ | 17,677 | \$ 17,692 100.00% |

Storm Water Utility Machinery and Equipment

Program Full Time Equivalents: 0.76

Program Mission:

Provide preventative and emergency repairs for the street department, water department, parks department, and engineering department so as to minimize the costs of operations and maximize the availability of equipment for municipal services provide to the community.

List of Program Service(s) Descriptions:

- 1) *Equipment Maintenance* –Perform vehicle and equipment maintenance for operations of the street department, water department, parks department, and engineering department.
- 2) *Equipment Repairs* – Perform necessary repairs to equipment so that it can be up and running for operational needs of the street department, water department, parks department and engineering department.

Important Outputs:

- 1) *Maintain and Repair Equipment*- Activities and services by the department is supported by the property tax (49%) and storm water utility (51%). The maintenance and repair of equipment is necessary so that municipal services that are expected from the community can be done. The repairs and maintenance are performed at the Municipal Service Center. Repairs are requested by the employees and then scheduled. Maintenance is scheduled based on the hours and miles of equipment.

Expected Outcomes:

- 1) Maintain equipment and perform preventative maintenance so the City can prevent unnecessary repairs.
- 2) Maintain repairs so the equipment is capable of operating in a safe and efficient manner.

2016 Performance Measures:

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.
- 2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.
- 3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
 - a. Result: All vehicles and equipment with 4,000 mile maintenance requirement were completed.
- 2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
 - a. Result: All garbage/recycling trucks were maintained every 500 hours.
- 3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks.
 - a. Result: This was accomplishing on all loaders and dump trucks.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles.
 - a. Result: This was accomplished.

Significant Program Achievements:

Maintained 176 pieces of equipment for the street, water, park, engineering, police and fire departments.

Existing Program Standards Including Importance to Community:

- 1) Perform preventative maintenance for vehicles and equipment for the street department, water department, parks department, and engineering department as per the manufacturer's recommendations.
 - a. Community Importance.
 - i. Allows equipment to be operational so that municipal services can be provided to the community.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Machinery and Equipment program cost is \$221,279. This amount is only 51% of the total cost of the program. The other 49% costs for this program is spread out through the following: 49% general property taxes. The total costs for this program including the cost share with the above-mentioned utilities is \$431,826. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2016 Program Objectives:

- 1) Continue to maintain high standards of equipment repair.
- 2) Ensure adequate training for mechanics for new equipment.
- 3) Continue to reduce consulting costs by reducing outsourcing repairs by training staff to be able to perform repairs in house.

2016 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$32,006 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 2) Overtime decreased \$2,424 to reflect actual costs.
- 3) FICA increased \$2,263 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program
- 4) Retirement increased \$1,851 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 5) Health, Dental, DIB, Life & Workers Comp increased \$1,048 mainly due to a 7% health insurance rate increase.
- 6) Training increased \$520 to add training for staff on fleet maintenance equipment.
- 7) Consulting includes tasks unable to perform in our mechanics shop.
- 8) Data increased \$12,750 for implementation of GPS units into fleet.
- 9) Operating supplies increased \$7,286 due to shifting operating costs that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 10) Capital Outlay includes the storm water utility share of \$7,650 MSC air compressor; \$7,650 refurbish truck hoist; \$1,530 tire changer; \$1,115 miscellaneous tools, \$7,650 for purchase of fleet GPS.

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| Expenditures | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 |
|---------------|----------|--------|----------|---------|--------|----------|-----------|-----------|-------------|
| Account Title | Adopted | 6 mos | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget |
| | Proposed | Actual | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change |

MACHINERY AND EQUIPMENT

Account Number PERSONAL SERVICES

| Account Number | | | PERSONAL SERVICES | | | | | | | | | |
|----------------|-------|-----|---|------------|-----------|-----------|------------|-----------|------------|------------|------------|---------|
| 650 | 53240 | 120 | Hourly Wages | \$ 46,055 | \$ 694 | \$ 18,814 | \$ 46,055 | \$ 35,306 | \$ 46,055 | \$ 78,061 | \$ 78,061 | 69.50% |
| 650 | 53240 | 125 | Overtime Wages | 4,506 | 0 | 0 | 4,506 | 0 | 4,506 | 2,082 | 2,082 | -53.79% |
| 650 | 53240 | 126 | Seasonal Labor | 10,300 | 0 | 0 | 5,100 | 0 | 5,100 | 5,100 | 5,100 | 0.00% |
| 650 | 53240 | 150 | FICA | 4,657 | 47 | 8,627 | 3,942 | 2,596 | 3,942 | 6,205 | 6,205 | 57.41% |
| 650 | 53240 | 151 | Retirement | 3,539 | 49 | 49 | 3,438 | 2,270 | 3,438 | 5,289 | 5,289 | 53.83% |
| 650 | 53240 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 16,586 | 266 | 1,560 | 17,913 | 16,517 | 17,913 | 17,912 | 18,961 | 5.85% |
| 650 | 53240 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 520 | 520 | 100.00% |
| | | | Subtotal | 85,643 | 1,056 | 29,050 | 80,954 | 56,689 | 80,954 | 115,169 | 116,218 | 43.56% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 650 | 53240 | 210 | Telephone | 104 | 52 | 104 | 104 | 50 | 104 | 104 | 104 | 0.00% |
| 650 | 53240 | 212 | Seminars and Conferences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53240 | 215 | Consulting | 20,816 | 10,392 | 17,725 | 20,816 | 5,692 | 20,816 | 20,816 | 20,816 | 0.00% |
| 650 | 53240 | 218 | Cell/Radio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53240 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 12,750 | 12,750 | 100.00% |
| | | | Subtotal | 20,920 | 10,444 | 17,829 | 20,920 | 5,742 | 20,920 | 33,670 | 33,670 | 60.95% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 650 | 53240 | 340 | Operating Supplies | 1,041 | 0 | 0 | 1,041 | 185 | 1,041 | 8,327 | 8,327 | 699.90% |
| 650 | 53240 | 350 | Repair and Maintenance Supplies | 37,469 | 16,120 | 39,657 | 36,429 | 17,990 | 39,551 | 37,469 | 37,469 | 2.85% |
| | | | Subtotal | 38,510 | 16,120 | 39,657 | 37,470 | 18,175 | 40,592 | 45,796 | 45,796 | 22.22% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 650 | 53240 | 810 | Capital Equipment | 4,845 | 0 | 0 | 19,125 | 0 | 19,125 | 25,595 | 25,595 | 33.83% |
| | | | Subtotal | 4,845 | 0 | 0 | 19,125 | 0 | 19,125 | 25,595 | 25,595 | 33.83% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 149,918 | \$ 27,620 | \$ 86,536 | \$ 158,469 | \$ 80,606 | \$ 161,591 | \$ 220,230 | \$ 221,279 | 39.64% |

Storm Water Utility Street Cleaning

Program Full Time Equivalent: 1.35

Program Mission:

To thoroughly sweep and remove all foreign material from residential streets, downtown business areas, parking malls, parks parking lots and construction zones which may inhibit and/or alter public safety.

List of Program Service(s) Descriptions:

- 1) *Street Sweeping* – Sweep all City streets using street sweepers from April through November.
- 2) *Parking Lot Sweeping*– Sweep City owned parking lots using street sweepers from April through November.

Important Outputs:

- 1) *Street Sweeping* - Activities and services by this program are supported 100% by the storm water utility. Street sweeping is done throughout the months of April thru October. The City has two street sweepers that are assigned areas to sweep. The initial spring street sweeping takes approximately three weeks to sweep the entire City. After the initial sweeping it takes approximately two weeks to go through the entire City. This benefits the community by keeping the streets clean and keep sediment and debris from draining into the Fox River.
- 2) *Parking Lot Sweeping* - Activities and services by this program are supported 100% by the storm water utility. Parking lot cleaning is done on City owned parking lots throughout the City. This benefits the community by keeping the parking lots clean and keep sediment and debris from draining into the Fox River.

Expected Outcomes:

- 1) Maintain the City's ability to meet DNR mandates for storm water requirements.
- 2) Decrease the amount of dirt and debris from entering the storm sewers that eventually discharge into the Fox River.

2016 Performance Measures:

- 1) Increase street sweeping frequency by 5% throughout the City.

- 2) Increase employee training 5% on sweeper operations.

2015 Performance Measurement Date (July 2014 – June 2015):

- 1) Decrease fuel costs by 10% with the implementation of a CNG sweeper.
 - a. Result: This was met by fuel costs decreasing 10%.

Significant Program Achievements:

Purchased a CNG sweeper.

Existing Program Standards Including Importance to Community:

- 1) Utilizing industry standards for equipment to sweep streets and parking lots.
 - a. Community Importance.
 - i. Keeps City streets and parking lots clean of dirt and debris.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Street Cleaning program cost is \$131,761. The program benefits the community by keeping all City streets and City owned parking lots cleaned from dirt and debris. It also assists in meeting some of the storm water requirements mandated by the DNR.

2016 Program Objectives:

- 1) Train additional employees on sweeping operations.
- 2) Continue to utilize two sweepers to help meet the DNR's stormwater requirements.

2016 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,731 mainly due to a 7% health insurance rate increase.
- 2) Transportation costs decreased \$800 to reflect fuel savings with converting to CNG sweepers.

City of De Pere
2016 Stormwater Utility
Adopted Budget

| Expenditures | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 |
|---------------|---------|--------|----------|---------|--------|----------|-----------|-----------|-------------|
| Account Title | Adopted | 6 mos | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget |
| | Budget | Actual | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change |

STREET CLEANING

| GENERAL ADMINISTRATION | | | | | | | | | | | | |
|------------------------|-------|-----|---|------------|------------|------------|------------|-----------|------------|------------|------------|---------|
| 650 | 53300 | 120 | Hourly Wages | \$ 74,832 | \$ 22,754 | \$ 63,912 | \$ 72,000 | \$ 25,870 | \$ 72,000 | \$ 72,000 | \$ 72,000 | 0.00% |
| 650 | 53300 | 125 | Overtime Wages | 219 | 0 | 338 | 400 | 170 | 400 | 400 | 400 | 0.00% |
| 650 | 53300 | 126 | Seasonal Labor | 517 | 0 | 93 | 1,600 | 0 | 1,600 | 1,600 | 1,600 | 0.00% |
| 650 | 53300 | 150 | FICA | 5,750 | 1,704 | 4,527 | 5,562 | 1,960 | 5,562 | 5,539 | 5,539 | -0.42% |
| 650 | 53300 | 151 | Retirement | 5,254 | 735 | 3,824 | 4,923 | 1,568 | 4,923 | 4,778 | 4,778 | -2.94% |
| 650 | 53300 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 25,938 | 7,891 | 26,888 | 28,013 | 9,729 | 28,013 | 28,013 | 29,744 | 6.18% |
| 650 | 53300 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 112,510 | 33,084 | 99,582 | 112,498 | 39,297 | 112,498 | 112,330 | 114,061 | 1.39% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 650 | 53300 | 220 | Utilities | 0 | 21 | 336 | 500 | 97 | 500 | 500 | 500 | 0.00% |
| | | | Subtotal | 0 | 21 | 336 | 500 | 97 | 500 | 500 | 500 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 650 | 53300 | 331 | Transportation | 14,510 | 0 | 7,080 | 8,000 | 380 | 7,200 | 7,200 | 7,200 | -10.00% |
| 650 | 53300 | 340 | Operating Supplies | 0 | 0 | 10,360 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53300 | 350 | Repair and Maintenance Supplies | 10,000 | 6,055 | 0 | 10,000 | 4,096 | 10,000 | 10,000 | 10,000 | 0.00% |
| | | | Subtotal | 24,510 | 6,055 | 17,440 | 18,000 | 4,476 | 17,200 | 17,200 | 17,200 | -4.44% |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 650 | 53300 | 810 | Capital Equipment | 275,000 | 285,100 | 285,100 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 275,000 | 285,100 | 285,100 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 412,020 | \$ 324,260 | \$ 402,458 | \$ 130,998 | \$ 43,870 | \$ 130,198 | \$ 130,030 | \$ 131,761 | 0.58% |

Storm Water Utility Leaf Collection

Program Full Time Equivalent: 0.57

Program Mission:

To effectively and efficiently collect and dispose of all yard and garden waste from City streets during spring and fall collection periods.

List of Program Service(s) Descriptions:

- 1) *Leaf and Yard Waste Collection* – Collect residents' leaves and yard waste in the spring and the fall.

Important Outputs:

- 1) *Leaf and Yard Waste Collection* - Activities and services by this program are supported 100% by the storm water utility. Collection of leaves and yard waste is done in the early spring and late fall. During the spring collection the City picks up leaves and yard waste with three single leaf loaders. This equipment is a vacuum leaf loader mounted on dump truck frame. The three trucks are assigned areas of the City and will collect yard waste for approximately one month. The City will normally go through the entire community at least four times during this period. In the fall the City again utilizes the same single leaf loaders. The City will normally go through the entire community at least four times in the five week period. The majority of the leaves are brought to local farmers that use them for their farming operations. This service is a value to the community because not everyone has the means to be able to haul their leaves to the compost facility so by having curbside pickup they are able to dispose of their leaves. It is also a benefit for the community by disposing of the leaves it keeps the storm sewers from being blocked and plugged and as a result will prevent flooding and improves storm water quality.

Expected Outcomes:

- 1) Increases storm water quality by keeping leaves out of the storm sewers.

2016 Performance Measures:

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.

2015 Performance Measurement Date (July 2014 – June 2015):

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
 - a. Result: This was met.

Significant Program Achievements:

Implemented an additional single leaf loader into operation to improve the efficiencies for fall leaf collection.

Existing Program Standards Including Importance to Community:

- 1) Utilize industry standard for collection leaf and yard waste.
 - a. Community Importance.
 - i. Provides an easier alternative for residents to dispose of leaves and yard waste.
 - ii. Improves storm water quality by keeping the leaves out of the storm sewers.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Leaf Collection program cost is \$175,849. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2016 Program Objectives:

- 1) Continue to improve efficiencies with leaf collection operations.

2016 Budget Significant Expenditure Changes:

- 1) Overtime Wages decreased \$423 to reflect actual costs.
- 2) FICA decreased \$177 to reflect actual costs.
- 3) Health, Dental, DIB, Life & Workers Comp increased \$1,822 mainly due to a 7% health insurance rate increase.
- 4) Consulting used to fund disposal of leaves.
- 5) Capital outlay requested for purchase of leaf vacuum \$75,000 to build single leaf loader.

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| Expenditures | 2014 | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 / 2015 |
|---------------|---------|--------|----------|----------|---------|--------|----------|-----------|-------------|
| Account Title | Adopted | 6 mos | Year End | Year End | Adopted | 6 mos | Year End | Executive | Budget |
| | Budget | Actual | Estimate | Actual | Budget | Actual | Estimate | Proposed | % Of Change |

LEAF COLLECTION

Account Number PERSONAL SERVICES

| | | | | | | | | | | | | |
|-----|-------|-----|---|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|----------------|
| 650 | 53320 | 120 | Hourly Wages | \$ 31,611 | \$ 4,389 | \$ 35,000 | \$ 28,473 | \$ 35,000 | \$ 4,882 | \$ 35,000 | \$ 35,000 | 0.00% |
| 650 | 53320 | 125 | Overtime Wages | 623 | 0 | 623 | 0 | 623 | 0 | 200 | 200 | -67.90% |
| 650 | 53320 | 126 | Seasonal Labor | 10,022 | 0 | 10,000 | 0 | 10,000 | 0 | 10,000 | 10,000 | 0.00% |
| 650 | 53320 | 150 | FICA | 2,612 | 295 | 2,870 | 2,050 | 2,870 | 345 | 2,870 | 2,838 | -1.12% |
| 650 | 53320 | 151 | Retirement | 2,256 | 79 | 2,494 | 1,818 | 2,422 | 331 | 2,422 | 2,323 | -4.08% |
| 650 | 53320 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 10,903 | 2,280 | 11,666 | 12,719 | 12,599 | 2,031 | 12,599 | 13,488 | 7.06% |
| 650 | 53320 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 58,027 | 7,043 | 62,653 | 45,060 | 63,514 | 7,589 | 63,091 | 63,849 | 0.53% |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 650 | 53320 | 215 | Consulting | 12,000 | 2,460 | 12,000 | 11,967 | 12,000 | 0 | 12,000 | 12,000 | 0.00% |
| 650 | 53320 | 218 | Cell/Radio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53320 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 12,000 | 2,460 | 12,000 | 11,967 | 12,000 | 0 | 12,000 | 12,000 | 0.00% |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 650 | 53320 | 331 | Transportation | 25,000 | 2,819 | 25,000 | 20,737 | 25,000 | 5,322 | 25,000 | 25,000 | 0.00% |
| 650 | 53320 | 340 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 25,000 | 2,819 | 25,000 | 20,737 | 25,000 | 5,322 | 25,000 | 25,000 | 0.00% |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 650 | 53320 | 810 | Capital Equipment | 100,000 | 107,211 | 107,211 | 107,852 | 25,000 | 0 | 25,000 | 75,000 | 200.00% |
| | | | Subtotal | 100,000 | 107,211 | 107,211 | 107,852 | 25,000 | 0 | 25,000 | 75,000 | 200.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 195,027 | \$ 119,533 | \$ 206,864 | \$ 185,616 | \$ 125,514 | \$ 12,911 | \$ 125,091 | \$ 175,849 | 40.10% |

Storm Water Utility Storm Sewer Maintenance

Program Full Time Equivalents: .60

Program Mission:

To maintain and repair storm sewer system and curb inlets.

List of Program Service(s) Descriptions:

- 1) *Storm Sewer Maintenance* – Perform storm sewer maintenance throughout the City by flushing, jetting, root cutting, physical inspections, televising, and rebuilding to prevent flooding and/or backups.

Important Outputs:

- 1) *Storm sewer maintenance*- Activities and services by this program are supported 100% by the storm water utility fees. Maintenance of storm sewer is necessary to ensure the storm sewer is functioning in order to prevent flooding throughout the City. Maintenance includes cleaning debris from inlet, flushing and cleaning storm sewer mains, and repairing or replacing storm sewer infrastructure.

Expected Outcomes:

- 1) Decrease flooding.
- 2) Increase life expectancy of storm sewer infrastructure.

2016 Performance Measures:

- 1) Increase the number of inlets cleaned per year by 5%. Data will be tracked in a spreadsheet to determine if this was accomplished with the existing staff or decide whether additional staff is needed or this operations needs to be contracted out.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Increase the number of inlets cleaned per year by 5%. Determine if this was accomplished with the existing staff or decide whether additional staff is needed or this operations needs to be contracted out.

- a. Result: Did not track data so unable to determine if performance measure met

Significant Program Achievements:

Incorporated visual inspections of storm sewers using camera system.

Existing Program Standards Including Importance to Community:

- 1) Utilize industry standards for cleaning and televising storm sewer infrastructure.
 - a. Community Importance.
 - i. Reduction of flooding by keeping storm sewers cleaned and maintained.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility – Storm Sewer Maintenance program cost is \$1,250,323. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2016 Program Objectives:

- 1) Continue to clean storm sewer inlets to minimize flooding.
- 2) Continue to televise storm sewer lines to determine conditions of storm sewer.

2016 Budget Significant Expenditure Changes:

- 1) Hourly wages decreased \$10,015 to reflect actual costs.
- 2) FICA decreased \$766 to reflect actual costs.
- 3) Retirement increased \$764 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$1,244 mainly due to a 7% health insurance rate increase.
- 5) Consulting decreased \$9,741 to reflect actual costs. Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
- 6) Capital outlay requested includes storm sewer televising (\$50,000), storm sewer repair/replacement (\$175,000), installation of new storm sewer (\$50,000), pond & swale maintenance (\$130,000), Pond Upgrade – Basin XE50B and ER080A (\$27,150), Storm sewer upgrades (\$402,800), Optimist Park pond preparation (\$230,000), Concrete saw (\$1,000), Two (2) – 3 inch pumps (\$5,000), and 3 – inch hose (\$2,000).

City of De Pere
2016 Stormwater Utility
Adopted Budget

Expenditures
Account Title

2014
Adopted
Budget

2014
6 mos
Actual
Actual

2014
Year End
Actual

2015
Adopted
Budget

2015
6 mos
Actual

2015
Year End
Estimate

2016
Dept Head
Proposed

2016
Executive
Proposed

2016 / 2015
Budget
% Of Change

STORM SEWER MAINTENANCE

Account Number PERSONAL SERVICES

| | | | | | | | | | | | | |
|-----|-------|-----|---|-------------------|------------------|-------------------|-------------------|------------------|-------------------|---------------------|---------------------|----------------|
| 650 | 53440 | 120 | Hourly Wages | \$ 31,265 | \$ 15,503 | \$ 28,228 | \$ 50,015 | \$ 5,931 | \$ 50,000 | \$ 40,000 | \$ 40,000 | -20.02% |
| 650 | 53440 | 125 | Overtime Wages | 604 | 1,126 | 1,277 | 1,500 | 637 | 1,500 | 1,500 | 1,500 | 0.00% |
| 650 | 53440 | 126 | Seasonal Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53440 | 150 | FICA | 2,438 | 1,220 | 1,851 | 3,941 | 614 | 3,000 | 3,175 | 3,175 | -19.44% |
| 650 | 53440 | 151 | Retirement | 2,181 | 1,016 | 1,774 | 3,503 | 468 | 2,500 | 2,739 | 2,739 | -21.81% |
| 650 | 53440 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 10,784 | 3,721 | 6,854 | 20,000 | 2,074 | 20,000 | 20,000 | 21,244 | 6.22% |
| 650 | 53440 | 190 | Training | 0 | 0 | - | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 47,272 | 22,586 | 39,984 | 78,959 | 9,724 | 77,000 | 67,414 | 68,658 | -13.05% |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 650 | 53440 | 215 | Consulting | 59,741 | 0 | 0 | 59,741 | 0 | 50,000 | 50,000 | 50,000 | -16.31% |
| 650 | 53440 | 218 | Cell/Radio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53440 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 59,741 | 0 | 0 | 59,741 | 0 | 50,000 | 50,000 | 50,000 | -16.31% |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 650 | 53440 | 340 | Operating Supplies | 3,715 | 861 | 1,582 | 3,715 | 538 | 3,715 | 3,715 | 3,715 | 0.00% |
| | | | Subtotal | 3,715 | 861 | 1,582 | 3,715 | 538 | 3,715 | 3,715 | 3,715 | 0.00% |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 650 | 53440 | 810 | Capital Equipment | 425,000 | 0 | 325,671 | 472,000 | 3,256 | 472,000 | 1,127,950 | 1,127,950 | 138.97% |
| | | | Subtotal | 425,000 | 0 | 325,671 | 472,000 | 3,256 | 472,000 | 1,127,950 | 1,127,950 | 138.97% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 535,728 | \$ 23,447 | \$ 367,237 | \$ 614,415 | \$ 13,518 | \$ 602,715 | \$ 1,249,079 | \$ 1,250,323 | 103.50% |

Storm Water Utility Weed Control

Program Full Time Equivalents: 0.02

Program Mission:

The management of noxious and unsightly weeds throughout the community.

List of Program Service(s) Descriptions:

- 1) *Weed control* – Perform mowing / cutting operations to control grass and weeds in undeveloped lots, City property, and along roadways.

Important Outputs:

- 1) *Cutting weeds and grass-* Activities and services by this program is supported by the property tax (35%) and storm water utility (65%). Maintenance along roadways and City properties to keep grass and weeds mowed to acceptable heights. This service is valuable to the community because it improves visibility at intersections as well as preventing the spread of noxious weeds.

Expected Outcomes:

- 1) Decrease the spread of noxious weeds.
- 2) Increase visibility at intersections for the traveling public.

2016 Performance Measures:

- 1) Respond to 100% of weed complaints within 72 hours of receiving them. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to respond to weed complaints in a timely manner.

2015 Performance Measurement Data (July 2014 – June 2015):

- 1) Respond to 100% of weed complaints within 72 hours of receiving them.
 - a. Result: This was accomplished..

Significant Program Achievements:

Maintained safe vision triangles throughout the City.

Existing Program Standards Including Importance to Community:

- 1) Maintain highway standards for clear vision triangle at intersections.
 - a. Community Importance.
 - i. Reduce road hazards along roadways so motorists can see at intersections
 - ii. Maintain City owned properties so that they are in compliance with the City's ordinance for tall grass and weeds.

Costs and Benefits of Program and Services:

The adopted 2016 Storm Water Utility - Weed Control program cost is \$14,858. This amount is only 65% of the total cost of the program. The other 35% costs for this program is spread out through the following: 35% general property taxes. The total costs for this program including the cost share with the above-mentioned utilities is \$22,437. The program benefits the community by allowing the streets to be kept clear of road hazards at intersections. It also benefits the community by allowing City owned properties to be maintained for grass and weeds.

2016 Program Objectives:

- 1) Continue to cut weeds in business and industrial parks twice per year.
- 2) Train more employees in weed cutting operations.
- 3) Continue to maintain safe vision triangle at intersections throughout the City.

2016 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$2,984 to reflect actual costs.
- 2) FICA increased \$225 to reflect actual costs.
- 3) Retirement increased \$185 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Wks Comp increased \$1,727 to reflect actual costs.
- 5) Fuel costs increased \$371 to reflect actual costs.
- 6) No capital outlay requested.

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| Expenditures | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 |
|----------------------|---------------|-----------------|-----------------|----------------|---------------|-----------------|------------------|------------------|--------------------|
| Account Title | 6 mos | Year End | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget |
| | Actual | Estimate | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change |

WEED CONTROL

Account Number PERSONAL SERVICES

| | | | | | | | | | | | | |
|-----|-------|-----|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|----------------|
| 650 | 53640 | 120 | Hourly Wages | 2055 | 5,871 | 5,898 | 5,871 | 1953 | 5,871 | 8,855 | 8,855 | 50.83% |
| 650 | 53640 | 125 | Overtime Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53640 | 126 | Seasonal Labor | 439 | 165 | 648 | 165 | 473 | 600 | 169 | 169 | 2.42% |
| 650 | 53640 | 150 | FICA | 150 | 452 | 424 | 452 | 149 | 460 | 677 | 677 | 50.03% |
| 650 | 53640 | 151 | Retirement | 23 | 411 | 413 | 399 | 12 | 400 | 584 | 584 | 46.39% |
| 650 | 53640 | 152 | Health, Dental, DIB, Life & Wks Cmp Ins | 190 | 2,036 | 2,318 | 2,199 | 34 | 2,199 | 3,926 | 4,201 | 91.04% |
| 650 | 53640 | 190 | Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 2,857 | 8,934 | 9,701 | 9,086 | 2,621 | 9,530 | 14,212 | 14,487 | 59.45% |
| | | | | | | | | | | | | |
| | | | CONTRACTUAL SERVICES | | | | | | | | | |
| 650 | 53640 | 210 | Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53640 | 215 | Consulting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53640 | 218 | Cell/Radio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 53640 | 219 | Data | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | SUPPLIES AND EXPENSE | | | | | | | | | |
| 650 | 53640 | 331 | Transportation | 0 | 0 | 0 | 0 | 167 | 334 | 371 | 371 | 100.00% |
| 650 | 53640 | 340 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 167 | 334 | 371 | 371 | 100.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | CAPITAL OUTLAY | | | | | | | | | |
| 650 | 53640 | 810 | Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | TOTAL | \$ 2,857 | \$ 8,934 | \$ 9,701 | \$ 9,086 | \$ 2,788 | \$ 9,864 | \$ 14,583 | \$ 14,858 | 63.53% |

City of De Pere
2016 Stormwater Utility
Adopted Budget

| Expenditures | 2014 | 2014 | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 / 2015 |
|---|--------------|------------|--------------|--------------|------------|--------------|--------------|--------------|-------------|
| Account Title | Adopted | 6 mos | Year End | Adopted | 6 mos | Year End | Dept Head | Executive | Budget |
| | Budget | Actual | Actual | Budget | Actual | Estimate | Proposed | Proposed | % Of Change |
| TOTAL STORMWATER UTILITY | | | | | | | | | |
| 110 Salaries | \$ 66,514 | \$ 34,747 | \$ 85,159 | \$ 85,159 | \$ 40,889 | \$ 85,159 | \$ 88,567 | \$ 88,567 | 4.00% |
| 120 Hourly Wages | 250,410 | 54,293 | 195,989 | 196,962 | 102,600 | 268,962 | 296,720 | 260,879 | 32.45% |
| 125 Overtime Wages | 10,677 | 3,570 | 11,354 | 10,881 | 2,516 | 11,281 | 9,063 | 8,832 | -18.83% |
| 126 Seasonal Labor | 25,436 | 2,291 | 19,915 | 20,350 | \$782 | \$21,950 | \$22,061 | \$11,669 | -42.66% |
| 150 FICA | 25,998 | 7,001 | 22,638 | 23,053 | 11,196 | 28,615 | 30,462 | 27,551 | 19.51% |
| 151 Retirement | 22,840 | 5,104 | 19,890 | 19,185 | 8,908 | 24,108 | 26,026 | 23,645 | 23.25% |
| 152 Health, Dental, DIB, Life & Wks Cmp Ins | 101,922 | 21,724 | 93,937 | 93,937 | 45,017 | 121,950 | 124,812 | 117,848 | 25.45% |
| 190 Training | 4,305 | 250 | 4,305 | 4,305 | 1,328 | 4,305 | 4,865 | 4,825 | 12.08% |
| Subtotal | 508,102 | 128,979 | 453,187 | 453,832 | 213,236 | 566,330 | 602,576 | 543,816 | 19.83% |
| CONTRACTUAL SERVICES | | | | | | | | | |
| 210 Telephone | 1,266 | 632 | 1,474 | 1,474 | 50 | 1,474 | 1,474 | 1,493 | 1.29% |
| 211 Postage | 1,403 | 6 | 1,250 | 1,250 | 44 | 1,250 | 1,250 | 1,250 | 0.00% |
| 212 Seminars and Conferences | 2,209 | 758 | 2,209 | 2,209 | 541 | 2,209 | 2,209 | 2,209 | 0.00% |
| 215 Consulting | 96,775 | 17,467 | 103,057 | 93,316 | 62,375 | 93,316 | 94,236 | 81,316 | -12.86% |
| 218 Cell/Radio | 1,659 | 683 | 1,400 | 1,400 | 706 | 1,400 | 2,000 | 2,000 | 42.86% |
| 219 Data | 0 | 0 | 210 | 210 | 210 | 210 | 12,960 | 12,960 | 6071.43% |
| 220 Utilities | 0 | 21 | 336 | 500 | \$97 | \$500 | \$500 | \$4,900 | 880.00% |
| Subtotal | 103,312 | 19,546 | 109,600 | 99,859 | 13,813 | 100,359 | 120,100 | 108,100 | 8.25% |
| SUPPLIES AND EXPENSE | | | | | | | | | |
| 310 Office Supplies | 3,000 | 1,434 | 2,750 | 2,750 | 652 | 2,750 | 2,750 | 2,750 | 0.00% |
| 320 Memberships/Subscriptions | 382 | 143 | 382 | 442 | 802 | 442 | 442 | 442 | 0.00% |
| 331 Transportation | 41,966 | 3,613 | 27,450 | 27,684 | 6,409 | 34,884 | 34,921 | 9,921 | -64.16% |
| 340 Operating Supplies | 7,665 | 1,399 | 7,665 | 7,665 | 1,562 | 7,665 | 14,866 | 14,542 | 89.72% |
| 350 Repair and Maintenance Supplies | 47,123 | 16,299 | 37,124 | 40,246 | 22,146 | 50,246 | 48,119 | 48,119 | 19.56% |
| Subtotal | 73,906 | 22,888 | 75,371 | 78,453 | 31,571 | 95,987 | 101,978 | 75,774 | -3.41% |
| CAPITAL OUTLAY | | | | | | | | | |
| 810 Capital Equipment | 807,545 | 107,347 | 516,525 | 517,025 | 3,756 | 517,025 | 1,240,845 | 1,165,845 | 125.49% |
| Subtotal | 200,884 | 107,347 | 516,525 | 517,025 | 3,756 | 517,025 | 1,240,845 | 1,165,845 | 125.49% |
| TOTAL | | | | | | | | | |
| | \$ 1,519,569 | \$ 269,826 | \$ 1,145,597 | \$ 1,139,639 | \$ 262,376 | \$ 1,279,701 | \$ 2,065,499 | \$ 1,896,421 | 66.41% |

**City of De Pere
2016 Stormwater Utility
Adopted Budget**

| Expenditures | | | | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 / 2015 |
|-----------------------|-------|-----|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| Account Title | | | | Year End | Adopted | 6 mos | Year End | Dept Head | Budget |
| | | | | Actual | Budget | Actual | Estimate | Proposed | % Of Change |
| REVENUES | | | | | | | | | |
| 650 | 41000 | 000 | Residential | \$ 603,164 | \$ 584,000 | \$ 579,409 | \$ 579,409 | \$ 624,296 | 6.90% |
| 650 | 42000 | 000 | Non-Residential-NR | 464,316 | 549,851 | 564,671 | 564,671 | 587,791 | 6.90% |
| 650 | 43000 | 000 | Agricultural | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 650 | 44000 | 000 | Tax Exempt | 125,607 | 154,075 | 153,574 | 153,574 | 164,706 | 6.90% |
| 650 | 45000 | 000 | Underdeveloped & Other | 27,979 | 24,140 | 23,593 | 23,593 | 25,806 | 6.90% |
| | | | Fund Balance | 0 | 0 | 0 | 0 | 493,822 | |
| | | | | | | | | | |
| TOTAL REVENUES | | | | \$ 1,221,066 | \$ 1,312,066 | \$ 1,321,247 | \$ 1,321,247 | \$ 1,896,421 | 44.54% |