City of De Pere, Wisconsin

Draft 2017 Executive Budget

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GENERAL GOVERNMENT

GENERAL GOVERNMENT EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
City Council	0.00
Municipal Court	1.00
City Attorney	1.20
City Administrator	0.75
Mayor	0.00
Clerk	2.73
Human Resources	1.48
Elections	0.00
Information Management	1.00
Finance	0.82
Assessor	0.10
City Hall	0.20
Other General Government	0.00
Health and Human Services	4.40
Board of Health	0.00
Planning and Economic Development	1.40
GIS	0.67
TOTAL	**15.75**

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.

2017 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.

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

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 0.59% from 24,447 to 24,592.
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: 2016 mill rate increase was 2.17%.

Significant Program Achievements:

1) Adopted the 2016 Annual Budget.
2) Adopted 22 ordinances and 137 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, which 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 proposed 2017 City Council program cost is $79,720. 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.

2017 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life and Workers Compensation decrease $12 to reflect lower workers compensation rates.
2) Public Notices decreases $1,000 to reflect anticipated costs.
3) Office Supplies increase $1,500 to reinstate funding for supplies that was inadvertently removed in the prior year when funding for the paper newsletter was eliminated.
4) Memberships and Subscriptions include $6,620 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance, $3,000 for Sister Cities budget and $380 for miscellaneous publications.
5) Capital outlay includes $3,000 for the Beautification Committee.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

CITY COUNCIL

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51100	122	Hourly Wages--Part Time	$ 51,819	$ 25,738	$ 51,818	$ 52,160	$ 26,253	$ 52,160	$ 53,909	$ 53,909	3.35%
100	51100	150	FICA	751	345	695	756	352	756	782	782	3.35%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	140	75	155	141	0	141	129	129	-8.13%
			Subtotal	**52,710**	**26,158**	**52,668**	**53,057**	**26,605**	**53,057**	**54,820**	**54,820**	**3.32%**
			CONTRACTUAL SERVICES									
100	51100	210	Electronic Device Stipend	2,500	0	2250	3,000	3,750	3,750	3,000	3,000	0.00%
100	51100	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	800	0	0	400	170	400	400	400	0.00%
100	51100	224	Public Notices	9,000	3,209	8,031	8,000	2,660	5,800	7,000	7,000	-12.50%
			Subtotal	**12,300**	**3,209**	**10,281**	**11,400**	**6,580**	**9,950**	**10,400**	**10,400**	**-8.77%**
			SUPPLIES AND EXPENSE									
100	51100	310	Office Supplies	15,000	1,011	15,231	0	3,851	4,500	1,500	1,500	100.00%
100	51100	320	Memberships/Subscriptions	9,800	6,364	9,366	10,000	9,447	9,447	10,000	10,000	0.00%
100	51100	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**24,800**	**7,375**	**24,597**	**10,000**	**13,298**	**13,947**	**11,500**	**11,500**	**15.00%**
			CAPITAL OUTLAY									
100	51100	810	Capital Equipment	3,000	2,250	3,000	3,000	0	3,000	3,000	3,000	0.00%
			Subtotal	**3,000**	**2,250**	**3,000**	**3,000**	**0**	**3,000**	**3,000**	**3,000**	**0.00%**
			TOTAL	**$ 92,810**	**$ 38,992**	**$ 90,546**	**$ 77,457**	**$ 46,483**	**$ 79,954**	**$ 79,720**	**$ 79,720**	**2.92%**

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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. Process all dispositions from initial appearances & trials.
3) Help defendants and general public with questions; provide them with needed and helpful information.
4) Maintain office hours for defendants to conduct business with the court.
5) Set up video conference with jail for defendants who were picked up on our warrants, out-of-state resident, or initial appearances.
6) Follow through with post-conviction collection remedies and efforts.

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.

2017 Performance Measurement Data (August 2015 – July 2016):

1) From August, 2014 – July, 2015 intake 1752 citations with $194,437 monies collected.
Result: From August, 2015 – July, 2016 intake of 1,613 citations with $253,440 monies collected.
This represented increased collections by 30% from the prior year.

2) Current with tax intercept, suspensions, and warrants. Collected $5,480 in 2015 and $4,895 in 2016 through tax intercept for the 2016 tax season.
Result: This represents decreased collections by 11% from prior year.

3) Annually review open juvenile cases to determine compliance or need to suspend driver's license.
Result: 100% reviewed.

Significant Program Achievements:

1) Follow up juvenile truancy with return court dates and petitions to circuit court for additional sanctions.
2) Scheduled 2,547 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2014-2015.
3) Scheduled 2,445 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2015-2016.

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.
4) Provide defendants with rights and procedure information in writing and orally at initial appearance.

Costs and Benefits of Program and Services:

The proposed 2017 Municipal Court program cost is $102,469. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Overtime wages increased to $200 to reflect actual trends.
2) Retirement increased $194 to reflect actual trends.

3) 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. Additional conferences are available and beneficial. Cost increased to allow this training. These are scheduled around the state each year.
4) Consulting – $6,075 includes $4,562 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 $300 for interpreter costs at court appearances, $225 for substitute judge if needed.
5) 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.
6) Office Supplies – increased $50 to include a recorder for hearings and trials. Currently we borrow one from the City Clerk.
7) 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 2016 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 will attend his mandatory conference in Oshkosh.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

MUNICIPAL COURT

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51200	110	Salaries	$ 20,000	$ 9,337	$ 20,044	$ 20,000	$ 9,477	$ 20,400	$ 20,808	$ 20,808	4.04%
100	51200	120	Hourly Wages	44,163	23,951	47,617	45,034	21,804	$ 45,470	46,365	46,365	2.96%
100	51200	125	Overtime Wages	0	0	285	0	0	200	200	200	100.00%
100	51200	150	FICA	4,908	2,635	4,996	4,975	2,456	5,054	5,154	5,154	3.60%
100	51200	151	Retirement	3,003	1,282	3,033	2,972	1,548	3,014	3,166	3,166	6.53%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,969	8,426	34,095	18,091	8,073	16,146	18,499	17,764	-1.81%
100	51200	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**89,044**	**45,631**	**110,070**	**91,072**	**43,358**	**90,285**	**94,192**	**93,457**	**2.62%**
			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	117	350	49	330	650	650	85.71%
100	51200	215	Consulting	6,123	5,268	5,868	5,999	4,674	6,050	6,075	6,075	1.27%
			Subtotal	**6,545**	**5,304**	**6,056**	**6,421**	**4,759**	**6,452**	**6,797**	**6,797**	**5.86%**
			SUPPLIES AND EXPENSE									
100	51200	310	Office Supplies	800	617	1,219	900	624	900	950	950	5.56%
100	51200	315	Publications	75	68	69	75	0	75	75	75	0.00%
100	51200	320	Memberships/Subscriptions	765	840	840	840	840	840	860	840	0.00%
100	51200	330	Mileage Reimbursement	250	0	187	350	0	350	350	350	0.00%
			Subtotal	**1,890**	**1,525**	**2,315**	**2,165**	**1,464**	**2,165**	**2,235**	**2,215**	**2.31%**
			CAPITAL OUTLAY									
100	51200	810	Capital Equipment	0	0	0	1,000	745	950	0	0	0.00%
100	51200	811	Office Equipment	0		0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**1,000**	**745**	**950**	**0**	**0**	**0.00%**
			TOTAL	**$ 97,479**	**$ 52,460**	**$ 118,442**	**$ 100,658**	**$ 50,327**	**$ 99,852**	**$ 103,224**	**$ 102,469**	**1.80%**

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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 statues, 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.

***2016 Performance Measurements* (Data 6/2015 – 6/2016)**

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:** Not met due to office transitions.

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. **DATA:** ordinance approved on elongated time-line. No data yet on effect on nuisance abatement.

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. **DATA:** Team assembled and meetings held. No work product yet due to office transitions.

2017 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: 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 2016 Program Achievements (6/1/15 – 6/1/16):

A) Transfer of property and commencement of construction at 102 N. Broadway St. redevelopment site (TID#7).
B) Successful amendment of TID #8 and creation of TID #11 and TID #12 in absence of City Planning Director.
C) Development Agreements for four(4) additional business projects in TIDs #6, #8, and #10.
D) Negotiation of successor collective bargaining agreements with police and fire unions.
E) Re-write of solid waste ordinance.

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 2017 City Attorney budget is $186,970, an approximate 5.39% increase (added employee to family health insurance) from the 2016 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.

2017 Program Objectives

(1) Draft and have adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code.
(2) Completion of Redevelopment Agreements for Mulva Center Project (Parcel ED-844).
(3) Assist in re-write of zoning and sign ordinances.
(4) Bring Front Street parcel at former bridge landing to conclusion.

2017 Budget Significant Expenditure Changes:

(1) Salaries increased $18,594 due to addition of part time staff attorney.
(2) Health, Dental, DIB, Life & Workers Comp increased $17,114 due to an office employee adding on to the city's health insurance program.
(3) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing education, and paralegal training course for administrative staff.
(4) Consulting reduced to $17,500 based on current trends. This account consists of contract municipal prosecutor ($12,500), other outside assistance such as register of deeds, title insurance, outside counsel on specialized matters ($5,000).
(5) Data includes maintenance for office management software updates ($610), and Lexis/Nexis computerized legal research ($2,700), which was previously accounted for under the "Publications" budget line.
(6) Publications decreased 65% ($5,500) due to discontinuance of updates to Callahan's Wisconsin Reports, Wisconsin Statutes Annotated and various court rules publications. The remaining budget of $1750 will fund various state bar publications and updates and any court rules/procedures publications needed but not updated with the subscription termination. As noted above, Lexis/Nexis computerized legal research costs have been moved to account number 51300-219.
(7) Memberships/Subscriptions include: State Bar ($750), Brown County Bar ($75), International Municipal Lawyers Association ($650) and Paralegal Association ($250). $75 increase over 2016 programed in anticipation of a 5% increase in one or more memberships.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

CITY ATTORNEY

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51300	110	Salaries	$ 56,672	$ 26,969	$ 57,544	$ 58,136	$ 27,740	$ 58,136	$ 59,511	$ 76,370	31.36%
100	51300	120	Hourly Wages	34,185	16,594	35,022	34,696	18,736	32,000	33,226	33,226	-4.24%
100	51300	125	Overtime Wages	150	0	0	150	0	0	0	150	0.00%
100	51300	150	FICA	6,962	3,451	6,840	7,113	2,989	6,895	7,095	8,396	18.04%
100	51300	151	Retirement	6,178	2,693	6,292	6,137	2,866	5,949	6,306	7,463	21.61%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,522	6,244	14,145	15,051	6,522	19,500	33,474	32,165	113.71%
100	51300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**117,669**	**55,951**	**119,843**	**121,283**	**58,852**	**122,480**	**139,612**	**157,770**	**30.08%**
			CONTRACTUAL SERVICES									
100	51300	210	Telephone	450	223	457	450	229	450	450	450	0.00%
100	51300	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	1,750	970	1,549	2,000	1,361	2,000	2,000	2,500	25.00%
100	51300	215	Consulting	35,000	5,327	19,595	35,000	4,102	22,000	30,000	17,500	-50.00%
100	51300	218	Cell/Radio	480	206	482	480	203	480	480	480	0.00%
100	51300	219	Data	515	515	515	900	580	800	3,325	3,520	291.11%
			Subtotal	**38,195**	**7,241**	**22,598**	**38,830**	**6,475**	**25,730**	**36,255**	**24,450**	**-37.03%**
			SUPPLIES AND EXPENSE									
100	51300	310	Office Supplies	350	76	368	300	140	275	300	300	0.00%
100	51300	315	Publications	8,000	3,658	8,298	8,400	3,525	8,500	1,750	1,750	-79.17%
100	51300	320	Memberships/Subscriptions	1,250	485	1,150	1,500	483	1,500	1,575	1,850	23.33%
100	51300	330	Mileage Reimbursement	100	31	31	100	33	100	100	100	0.00%
			Subtotal	**9,700**	**4,250**	**9,846**	**10,300**	**4,181**	**10,375**	**3,725**	**4,000**	**-61.17%**
			CAPITAL OUTLAY									
100	51300	811	Office Equipment	0	0	0	0	0	0	0	750	100.00%
100	51300	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**750**	**100.00%**
			TOTAL	**$ 165,564**	**$ 67,442**	**$ 152,287**	**$ 170,413**	**$ 69,509**	**$ 158,585**	**$ 179,592**	**$ 186,970**	**5.39%**

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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.

2017 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 in 2016 (benchmark measurement) as compared to additional surveys completed every six months.

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

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.
   a. Result: Goal not measured. A survey will be completed in 2nd half of 2016 and again prior to July 2017 to measure employee engagement and the impact of team participation 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 merit pay and pay for performance policy and awarded non-COLA wage incentives to employees based on performance.
4) Provided oversight and assistance with numerous economic development projects such as the Belmark headquarters expansion, 102 Broadway project, Fox River Tours and discussions to develop the Mulva Center.
5) Provided oversight and assistance with the process to remodel Fire Station 2 and other Fire Department capital purchases.
6) Continued to provide oversight and direct assistance to employee teams working on issues associated with sustainable practices, employee pay and performance, health benefits and urban orchards.
7) Participated in the management of the City's 125 year anniversary events and activities.
8) Developed ongoing fiscal strategies for the City that enhance the overall quality of municipal services and quality of life in the community.
9) Participated in the recruitment and hiring of a new Planning & Economic Development Director for the City.
10) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
11) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
12) 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 proposed 2017 City Administrator program cost is $118,097. 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.

2017 Budget Significant Expenditure Changes:

1) Salaries increase $3,129 to reflect a 2% COLA and a reapportionment of hours from cable fund activities to general government activities.
2) Retirement increases $367 to reflect State required increase.
3) Health, Dental, DIB, Life and Workers Comp decreased $245 to reflect actual costs.

4) Training includes $900 for miscellaneous seminars and webinars throughout the year.
5) Telephone increases $40 to reflect actual costs.
6) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
7) Memberships / Subscriptions include $1,025 ICMA; $200 WCMA; $275 for misc. publications.

City of De Pere
2017 General Fund
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EXPENDITURES

CITY ADMINISTRATOR

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51410	110	Salaries	$ 61,183	$ 28,548	$ 61,321	$ 62,396	$ 29,832	$ 62,396	$ 65,525	$ 65,525	5.01%
100	51410	122	Hourly Wages Part Time	8,567	4,030	8,619	8,737	4,096	8,737	8,912	8,912	2.00%
100	51410	150	FICA	5,336	2,730	5,360	5,442	2,852	5,442	5,306	5,306	-2.50%
100	51410	151	Retirement	4,743	2,064	4,886	4,695	2,470	4,695	5,062	5,062	7.82%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,366	6,462	14,218	14,950	6,799	14,950	14,575	13,973	-6.54%
100	51410	190	Training	900	0	574	900	0	900	900	900	0.00%
			Subtotal	**94,095**	**43,834**	**94,978**	**97,119**	**46,048**	**97,119**	**100,279**	**99,677**	**2.63%**
			CONTRACTUAL SERVICES									
100	51410	210	Telephone	730	351	739	700	366	740	740	740	5.71%
100	51410	211	Postage	0	11	12	0	0	0	0	0	0.00%
100	51410	212	Seminars and Conferences	4,200	964	3,550	4,200	2,068	4,000	4,200	4,200	0.00%
100	51410	218	Cell/Radio	480	206	482	480	203	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	0.00%
			Subtotal	**5,410**	**1,532**	**4,783**	**5,380**	**2,637**	**5,220**	**5,420**	**5,420**	**0.74%**
			SUPPLIES AND EXPENSE									
100	51410	310	Office Supplies	600	139	300	400	39	400	400	400	0.00%
100	51410	320	Memberships/Subscriptions	1,500	1,086	1,086	1,500	1,179	1,400	1,500	1,500	0.00%
100	51410	331	Transportation	5,100	1,885	4,308	5,100	2,006	4,800	5,100	5,100	0.00%
100	51410	340	Operating Supplies	8,000	0	7,689	8,000	549	8,000	8,000	6,000	-25.00%
			Subtotal	**15,200**	**3,110**	**13,383**	**15,000**	**3,773**	**14,600**	**15,000**	**13,000**	**-13.33%**
			CAPITAL OUTLAY									
100	51410	811	Office Equipment	0	0	0	1,500	1,503	1,503	0	0	0.00%
100	51410	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**1,500**	**1,503**	**1,503**	**0**	**0**	**0.00%**
			TOTAL	**$ 114,705**	**$ 48,476**	**$ 113,145**	**$ 118,999**	**$ 53,961**	**$ 118,442**	**$ 120,699**	**$ 118,097**	**-0.76%**

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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.

2017 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.

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

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 31 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 141 public appearances.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2015/2016 and proposed the 2016 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 2017 Mayor program cost is $39,058. 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increases $22 to reflect higher wages and state rate adjustment.
2) Health, Dental, DIB, Life & Workers Comp increases $120 due to employee change from single to family dental coverage.
3) Seminars and Conferences includes $1,500 to attend League of Municipalities and other misc. training sessions.

City of De Pere
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Adopted Budget

EXPENDITURES

MAYOR

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51415	122	Hourly Wages Part Time	$ 31,312	$ 15,035	$ 30,997	$ 31,482	$ 15,544	$ 31,482	$ 32,421	$ 32,421	2.98%
100	51415	150	FICA	2,395	1,159	2,344	2,408	1,200	2,408	2,480	2,480	2.98%
100	51415	151	Retirement	583	248	584	577	291	577	606	606	5.09%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	206	97	302	220	127	310	203	340	55.08%
			Subtotal	**34,496**	**16,539**	**34,228**	**34,687**	**17,162**	**34,777**	**35,711**	**35,848**	**3.35%**
			CONTRACTUAL SERVICES									
100	51415	210	Telephone	930	467	929	930	462	930	930	930	0.00%
100	51415	212	Seminars and Conferences	1,500	30	1,348	1,500	0	1,500	1,500	1,500	0.00%
100	51415	218	Cell/Radio	480	0	0	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**	**2,277**	**2,910**	**462**	**2,910**	**2,910**	**2,910**	**0.00%**
			SUPPLIES AND EXPENSE									
100	51415	310	Office Supplies	300	0	69	300	0	300	300	300	0.00%
			Subtotal	**300**	**0**	**69**	**300**	**0**	**300**	**300**	**300**	**0.00%**
			CAPITAL OUTLAY									
100	51415	830	Office Equipment	6,653	0	7,978	0	0	0	0	0	0.00%
			Subtotal	**6,653**	**0**	**7,978**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 44,359**	**$ 17,036**	**$ 44,551**	**$ 37,897**	**$ 17,625**	**$ 37,987**	**$ 38,921**	**$ 39,058**	**3.06%**

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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.

2017 Performance Measures:

1) Develop an online payment/application process available for certain City services by the end of 2017 (dog/cat licensing, boat launch permits, other department services/permits as requested).

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

1) Measure: Create and organize searchable electronic copies (pdfs) of all signed resolutions and agreements, accessible to all city staff, beginning with 2015.
   a. Result: Completed 2015 and will continue to digitalize previous years.

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 2017 Clerk's Office program cost is $219,999. 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 statues.

2017 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) Continue to improve overall process for issuing Special Event Permits.

2017 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life & Workers Comp decreased $19,123 due to employee electing not to take City of De Pere health insurance.
2) Seminars and Conferences increased to $900. 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 for tuition to the UWGB Clerk's Institute for the Deputy Clerk position.
3) Consulting includes $5,000 for Municipal Code update services and $500 for paid county specials; $5,536 for tax collection fees to Brown County.
4) Memberships/Subscriptions increased $5. Membership fees are as follows: WMCA - $130; WMTA - $55.
5) Mileage decreased by $50 to reflect actual usage.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

CLERK-TREASURER

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51420	110	Salaries	$ 54,767	$ 25,719	$ 55,047	$ 55,875	$ 26,348	$ 53,500	$ 56,995	$ 56,995	2.00%
100	51420	120	Hourly Wages	81,701	38,468	82,250	83,313	39,057	79,000	83,714	83,714	0.48%
100	51420	125	Overtime Wages	0	0	1	0	3	3	0	0	0.00%
100	51420	150	FICA	10,440	4,805	9,591	10,648	5,059	10,136	10,764	10,764	1.09%
100	51420	151	Retirement	9,280	3,956	9,310	9,186	4,303	8,745	9,568	9,568	4.16%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	55,237	25,078	57,519	58,454	17,213	58,454	41,115	39,331	-32.71%
100	51420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**211,425**	**98,026**	**213,717**	**217,476**	**91,983**	**209,839**	**202,156**	**200,372**	**-7.86%**
			CONTRACTUAL SERVICES									
100	51420	210	Telephone	2,538	1,214	2,537	2,538	1,229	2,538	2,538	2,538	0.00%
100	51420	211	Postage	3,500	3,638	3,638	3,638	3,770	3,770	4,718	3,718	2.20%
100	51420	212	Seminars and Conferences	900	513	849	500	469	569	900	900	80.00%
100	51420	215	Consulting	10,000	4,888	9,614	10,000	2,034	7,000	14,261	11,036	10.36%
			Subtotal	**16,938**	**10,253**	**16,638**	**16,676**	**7,503**	**13,877**	**22,417**	**18,192**	**9.09%**
			SUPPLIES AND EXPENSE									
100	51420	310	Office Supplies	1,000	69	740	1,000	531	1,000	1,000	1,000	0.00%
100	51420	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	51420	320	Memberships/Subscriptions	150	100	150	180	120	185	185	185	2.78%
100	51420	330	Mileage Reimbursement	300	0	242	300	0	0	250	250	-16.67%
			Subtotal	**1,450**	**169**	**1,132**	**1,480**	**651**	**1,185**	**1,435**	**1,435**	**-3.04%**
			CAPITAL OUTLAY									
100	51420	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	**$ 229,813**	**$ 108,448**	**$ 231,487**	**$ 235,632**	**$ 100,136**	**$ 224,901**	**$ 226,008**	**$ 219,999**	**-6.63%**

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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, identity theft, 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 polices 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 appraisals.
6) *Department Inquiries/Policy Creation and Eenforcement.* 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.

2017 Performance Measures

1) All non-union employee complete performance appraisals through the Halogen system with 100% completion by the deadline by ensuring employees and supervisors are trained and staying on top of deadlines
2) 0% Eye injuries by supplying prescription safety eyewear to employees and ensuring proper PPE is worn
3) 75% employee participation in Health Assessments by appropriate education and incentives offered

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

1) All non-union employee complete performance appraisals through the Halogen system with 100% completion by the deadline by ensuring employees and supervisors are trained and staying on top of deadlines.
    a. Result: 99% of appraisals completed by the deadline; all supervisors received training.
2) Measure: Have no harassment claims in the City by holding an all employee harassment training session.
    b. Result: Had no harassment claims; training held every even year in fall.
4) Measure: Decrease the cost of prescription drugs 5% by making changes to the co-pay structure.
    c. Result: Decreased prescription drug costs by 44%.

Significant Program Achievements (July 2015 to June 2016):

1) Filled numerous positions
2) Revised and managed performance appraisal process for all non-represented employees
3) Conducted a seasonal salary study
4) Performed employee investigations
5) Made numerous plan design changes to the health and dental plans
6) Negotiated labor contracts with Police and Fire
7) Developed employee FAQ guide for work related injury
8) Worked through numerous departmental issues
9) Went out for RFP's for several benefit administrators
10) Developed a handbook for retirees

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 2017 Personnel/Human Resources program cost is $288,845. 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.

2017 Program Objectives:

1) Employees trained on all required safety topics
2) Implement Health Assessments
3) Change 3rd party medical administrators as well as stop loss, and pharmacy administrators
4) Review all sick leave users and develop action plan with manager
5) Change flex/HRA/COBRA administrators
6) Implement voluntary vision coverage
7) Create safety policies

Significant Budget Expenditure Changes:

1) Salaries increases $16,902 due to pay adjustment of HR Director in March of 2016.
2) Hourly wages increases $5,657 due to one pay grade increase for HR Generalist due to change in responsibility and step adjustment in City's compensation plan and increases $3,000 for increased funding for temporary HR employee.

3) FICA increases $784 due to pay adjustments noted above.
4) Retirement increases $719 due to pay adjustments noted above.
5) No training is being requested.
6) Tuition Assistance increases $1,000 due to increased amounts negotiated with police and fire labor unions.
7) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health insurance training, one out of state conference, and other employment seminars.
8) Consulting includes Employee Assistance Program Services ($12,000), online recruitment system ($4,000), and online performance management system ($6,200).
9) Memberships and subscriptions include City membership to Wellness Council of Wisconsin (WELCOA), Society for Human Resources Management (SHRM), Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals.
10) No capital outlay is being requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

HUMAN RESOURCES

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51430	110	Salaries	$ 77,474	$ 38,205	$ 78,997	$ 79,825	$ 40,893	$ 90,000	$ 96,727	$ 96,727	21.17%
100	51430	120	Hourly Wages	38,772	24,840	57,798	54,576	25,672	54,576	63,233	63,233	15.86%
100	51430	125	Overtime Wages	2,030	364	1,195	2,000	293	2,000	2,000	2,000	0.00%
100	51430	150	FICA	9,048	4,242	8,452	10,435	4,517	11,213	11,183	11,183	7.17%
100	51430	151	Retirement	8,043	3,585	8,243	9,002	4,157	9,674	9,721	9,721	7.98%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	43,592	20,365	44,297	46,120	21,651	46,120	47,386	45,332	-1.71%
100	51430	190	Training	0	0	0	0	0	0	0	0	0.00%
100	51430	192	Tuition Assistance	3,000	300	2,232	3,000	942	3,000	4,000	4,000	33.33%
100	51430	193	Organizational Training	2,600	0	2,500	2,600	0	2,600	2,600	2,600	0.00%
			Subtotal	**184,559**	**91,901**	**203,714**	**207,559**	**98,125**	**219,183**	**236,850**	**234,796**	**13.12%**
			CONTRACTUAL SERVICES									
100	51430	210	Telephone	1,054	520	1,051	1,054	508	1,054	1,054	1,054	0.00%
100	51430	211	Postage	150	60	187	150	8	150	150	150	0.00%
100	51430	212	Seminars and Conferences	4,000	3,461	4,176	4,175	2,602	4,175	4,350	4,350	4.19%
100	51430	215	Consulting	38,000	9,236	12,244	24,000	9,642	24,000	24,000	24,000	0.00%
			Subtotal	**43,204**	**13,277**	**17,658**	**29,379**	**12,760**	**29,379**	**29,554**	**29,554**	**0.60%**
			SUPPLIES AND EXPENSE									
100	51430	310	Office Supplies	1,000	322	437	975	258	975	950	950	-2.56%
100	51430	315	Publications	1,500	858	1,474	1,430	0	1,430	1,430	1,430	0.00%
100	51430	320	Memberships/Subscriptions	875	890	1,400	1,125	375	1,125	1,125	1,125	0.00%
100	51430	330	Mileage Reimbursement	365	0	489	380	59	380	390	390	2.63%
100	51430	340	Recruiting	16,500	9,983	21,295	20,000	5,825	20,000	20,600	20,600	3.00%
			Subtotal	**20,240**	**12,053**	**25,095**	**23,910**	**6,518**	**23,910**	**24,495**	**24,495**	**2.45%**
			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	**$ 248,003**	**$ 117,231**	**$ 246,467**	**$ 260,848**	**$ 117,403**	**$ 272,472**	**$ 290,899**	**$ 288,845**	**10.73%**

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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 (WisVote) for maintaining voter records and absentee records, maintaining and updating districts & offices, make ongoing necessary WisVote 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 and April 2017.
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. Two Elections conducted for local, county and state 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 (WisVote) 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 (WisVote) 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.

2017 Performance Measures:

1) Increase election day efficiency by updating all names with spaces to have no spaces in the WisVote system by June 2017;
2) Continue to decrease the number of paid poll workers at the polling locations by combining roles by 1 per polling place per election.

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

1) Measure: 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.
   a. Result: Accomplished decreasing the number of paid poll workers in February Primary only; unable to combine the greeter position and registration positions in April 2016 due to higher than anticipated voter turnout and multiple ballot styles (32.39% turnout in April 2012 vs. 62.92% turnout in April 2016).

Significant Program Achievements:

1) Completed the spring primary and spring elections in compliance with federal and state regulations.
2) All 70 plus election inspectors and chief election inspectors were approved by the Common Council for 2016-2017 and all attended training prior to their participation in the elections to maintain certification level.
3) Successfully transitioned from the SVRS system to the new WisVote system.
4) Complied 100% with new Photo ID laws.

5) Organized 4 voter registration drives at St. Norbert College for new students and trained the Campus Services Staff to register students to vote.

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 WisVote.
   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 $19,424. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Poll Workers hourly wages decreased $26,676 due to a decrease in scheduled elections for the year.
2) Seminars and Conferences $400 for seminars or training opportunities.

3) Consulting decreased $5,800 due to a decrease in number of scheduled elections. Includes voting machine software/hardware maintenance, Brown County support, supplies, and programming, and polling place rentals.
4) Office supplies decreased $1,500 due to a decreased number of elections.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

ELECTIONS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51440	120	Hourly Wages	$1,225	$0	$0	$1,225	$0	$0	$0	$0	0.00%
100	51440	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	14,000	5,676	5,974	38,000	17,188	39,000	11,324	11,324	-70.20%
100	51440	150	FICA	35	25	25	500	258	0	0	0	0.00%
100	51440	151	Retirement	0	0	0	0	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**15,260**	**5,701**	**5,999**	**39,725**	**17,446**	**39,000**	**11,324**	**11,324**	**-71.49%**
			CONTRACTUAL SERVICES									
100	51440	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	400	0	475	400	0	200	400	400	0.00%
100	51440	215	Consulting	4,800	650	2,628	12,000	4,674	10,000	6,200	6,200	-48.33%
100	51440	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	51440	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**5,200**	**650**	**3,103**	**12,400**	**4,674**	**10,200**	**6,600**	**6,600**	**-46.77%**
			SUPPLIES AND EXPENSE									
100	51440	310	Office Supplies	1,000	301	775	3,000	1,731	3,000	1,500	1,500	-50.00%
100	51440	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	51440	320	Memberships/Subscriptions	0	0	0	0	0	0	0	0	0.00%
100	51440	330	Mileage Reimbursement	200	5	5	0	11	0	0	0	0.00%
			Subtotal	**1,200**	**306**	**780**	**3,000**	**1,742**	**3,000**	**1,500**	**1,500**	**-50.00%**
			CAPITAL OUTLAY									
100	51440	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
100	51440	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 21,660**	**$ 6,657**	**$ 9,882**	**$ 55,125**	**$ 23,862**	**$ 52,200**	**$ 19,424**	**$ 19,424**	**-64.76%**

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Information Management

Program Full Time Equivalents: 1.0

Program Mission:

Support the Information Technology (IT) 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.

2017 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.

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

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 the City of Green Bay enabling the following:
   a. Secure video conferencing from the De Pere network to the Brown County Emergency Operations Center (EOC).
   b. Secure access to the City of Green Bay Water Billing System.
2) Implemented Storage Area Network and migrated 73% of the physical server infrastructure to the highly available virtual server infrastructure.
3) Implemented backup infrastructure in compliance with the City's electronic records management policy.

4) Consolidated network file storage to new file server enabling quicker file access and comprehensive backup and recovery options.
5) Implemented network monitoring infrastructure to proactively address IT infrastructure issues.
6) Implemented new Antivirus software, Email filter, and Web filter.
7) Implemented new network infrastructure at Fire Station 2 as part of the re-model.
8) Deployed 25 workstations throughout City departments.
9) Assisted with migration of Water Billing to the City of Green Bay.

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 2017 Information Management program cost is $114,738. 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.

2017 Program Objectives:

1) Create remote access to digital systems via cloud services.
2) Upgrade and unify voice and messaging systems.
3) Migration of remaining physical servers to highly available virtual server infrastructure.
4) Migration of remaining legacy clients/servers to current technology.
5) Refine cyber security posture to ensure a safe IT environment.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $270 due to increased retirement rates.
2) Training will be utilized to attend cyber security focused IT training.
3) Seminars & Conferences include Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences and Multi-State Information Sharing & Analysis Center (MS-ISAC) annual meeting.
4) Telephone decreased $480. Personal device stipend was moved to account 100.51450.218 (Cell/Radio).
5) Cell/Radio increased $480 for personal device stipend.
6) Equipment Maintenance increased $620 to renew annual network support contract. This is a result of additional network devices added in 2016.
7) Memberships include Governmental Information Processing Association of Wisconsin (GIPAW).
8) Operating Supplies decreased $4,920. Decrease is due to equipment purchases in 2016 and migration of Email and Antivirus to Cloud providers. General Fund share is 28%.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

INFORMATION MANAGEMENT

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51450	110	Salaries	$ 53,079	$ 30,837	$ 57,707	$ 52,516	$ 24,393	$ 52,516	$ 54,939	$ 54,939	4.61%
100	51450	150	FICA	4,061	2,360	4,062	4,017	1,727	4,017	4,203	4,203	4.61%
100	51450	151	Retirement	3,609	1,735	3,790	3,466	1,729	3,466	3,736	3,736	7.78%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	430	4,311	37,064	17,701	8,129	17,701	17,824	17,049	-3.68%
100	51450	190	Training	0	0	0	1,000	12	211	1,000	1,000	0.00%
			Subtotal	**61,179**	**39,243**	**102,624**	**78,701**	**35,991**	**77,912**	**81,702**	**80,927**	**2.83%**
			CONTRACTUAL SERVICES									
100	51450	210	Telephone	0	40	40	480	240	480	0	0	0.00%
100	51450	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51450	212	Seminars and Conferences	250	0	133	2,500	202	2,100	2,500	2,500	0.00%
100	51450	215	Consulting	0	0	0	0	0	0	0	0	0.00%
100	51450	218	Cell/Radio	960	862	1,083	240	228	240	480	720	200.00%
100	51450	219	Data	0	0	0	0	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	300	0	0	910	0	1,217	1,500	1,530	68.13%
100	51450	290	Other Contractual Services	3,685	3,612	4,355	19,721	778	1,769	19,383	19,383	-1.71%
			Subtotal	**5,195**	**4,514**	**5,611**	**23,851**	**1,449**	**5,806**	**23,863**	**24,133**	**1.18%**
			SUPPLIES AND EXPENSE									
100	51450	310	Office Supplies	300	128	263	300	289	300	300	300	0.00%
100	51450	320	Memberships/Subscriptions	0	0	0	50	0	50	50	50	0.00%
100	51450	330	Mileage Reimbursement	0	0	0	165	38	165	165	165	0.00%
100	51450	340	Operating Supplies	12,250	16,022	21,477	14,083	6,219	12,407	9,163	9,163	-34.94%
			Subtotal	**12,550**	**16,150**	**21,740**	**14,598**	**6,547**	**12,922**	**9,678**	**9,678**	**-33.70%**
			CAPITAL OUTLAY									
100	51450	810	Capital Equipment	7,800	0	0	11,800	3,510	11,600	0	0	0.00%
			Subtotal	**7,800**	**0**	**0**	**11,800**	**3,510**	**11,600**	**0**	**0**	**0.00%**
			TOTAL	**$ 86,724**	**$ 59,907**	**$ 129,974**	**$ 128,950**	**$ 47,497**	**$ 108,240**	**$ 115,243**	**$ 114,738**	**-11.02%**

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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.

2017 Performance Measures:

1) Implement on-line payment of water bills, licensing, and other public charges for service by the end of 2017 which will enhance customer satisfaction and enable office staff to streamline the collection process.

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

1) Measure: complete 100% of budget reports by deadline dates set on the City budget calendar.
   a. Result: completed 100% of budget deadlines.
2) Measure: complete 100% of monthly financial reports by the 20th day of the following month for all 12 months of the year.
   a. Result: completed 100% of monthly reports by the 20th day of the month.
3) Measure: complete annual financial report by May 15th for the preceding fiscal year.
   a. Result: completed the annual financial report by May 15th, 2016.

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 2017 Finance Department program cost is $116,766. 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $322 to reflect actual projected trends.
2) Health, Dental, DIB, Life &Wks Comp Ins decrease due to employee not electing to take City health plan.
3) Training includes $100 for an Excel class.
4) Seminars increased $125 and include 3 GFOA finance seminars for $700, including hotels, meals and travel.
5) Consulting includes INCODE software maintenance and credit card transaction fees.
6) Memberships and Subscriptions - includes WICPA $265; AICPA $220; Value Purchasing Group $25; and GFOA $40.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

FINANCE

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51500	110	Salaries	$ 46,584	$ 21,881	$ 46,837	$ 48,768	$ 23,636	$ 48,768	$ 51,004	$ 51,004	4.58%
100	51500	120	Hourly Wages	15,130	7,422	16,083	15,822	8,778	15,822	16,417	16,417	3.76%
100	51500	125	Overtime Wages	400	0	0	0	0	0	0	0	0.00%
100	51500	150	FICA	4,752	2,256	4,514	4,941	2,538	4,941	5,158	5,158	4.38%
100	51500	151	Retirement	4,224	1,803	4,262	4,263	2,079	4,263	4,585	4,585	7.55%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,359	8,197	18,126	19,571	7,185	19,571	14,355	13,753	-29.73%
100	51500	190	Training	100	0	25	100	0	100	100	100	0.00%
			Subtotal	**89,548**	**41,559**	**89,847**	**93,465**	**44,216**	**93,465**	**91,618**	**91,016**	**-2.62%**
			CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	1,173	2,404	2,400	1,207	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	329	705	575	222	700	700	700	21.74%
100	51500	215	Consulting	9,000	5,092	9,002	9,000	4,545	9,000	22,018	9,000	0.00%
100	51500	216	Auditing	12,600	8,200	12,600	11,600	10,600	11,600	12,000	12,000	3.45%
			Subtotal	**24,575**	**14,794**	**24,711**	**23,575**	**16,574**	**23,700**	**37,118**	**24,100**	**2.23%**
			SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	950	288	644	950	180	950	950	950	0.00%
100	51500	320	Memberships/Subscriptions	550	345	625	550	350	550	550	550	0.00%
100	51500	330	Mileage Reimbursement	150	0	152	150	-	150	150	150	0.00%
			Subtotal	**1,650**	**633**	**1,422**	**1,650**	**530**	**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	**$ 115,773**	**$ 56,986**	**$ 115,980**	**$ 118,690**	**$ 61,320**	**$ 118,815**	**$ 130,386**	**$ 116,766**	**-1.62%**

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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.

2017 Performance Measures:

1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2016.
2) Physically inspect 100% of partially completed construction by January 15, 2017.
3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2017.
4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2017.
5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

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

1) Inspect partially completed construction by January 15, 2016.
   a. Result: 100% of partially completed construction inspections were completed on January 6, 2016.
2) Provide computer exemption reports to Department of Revenue by May 1, 2016.
   a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2016.
3) Review and revise parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2016.
   a. Result: 100% of parcel splits, combinations, new subdivisions and name changes were reviewed and revised by April 1, 2016.

Significant Program Achievements:

1) Had additional educational assessment information placed on City of De Pere website.
2) Determined timely partial assessments in early January.
3) Provided building permit applications to Accurate Appraisal LLC via computer.
4) City wide market revaluation is nearing completion.

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 2017 Assessor budget is $38,043. 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.

2017 Significant Budget Expenditure Changes:

1) Health, Dental, DIB, Life & Workers Comp increased $945 mainly due to an administrative assistant accepting health insurance.
2) Seminars and Conferences - registration at the annual League of Municipalities Assessor's Conference remains at $150.
3) Consulting – decreases $39,236 and includes an estimated $10,264 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and $20,000 is Accurate Appraisal LLC's assessment maintenance contract fee.
4) Memberships - reflects actual $50 cost of membership in the Wisconsin Association of Assessing Officers.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

ASSESSOR

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51530	120	Hourly Wages	$ 4,039	$ 1,918	$ 4,125	$ 4,233	$ 1,917	$ 4,233	$ 4,091	$ 4,091	-3.35%
100	51530	125	Overtime Wages	0	0	4	0	38	0	0	0	0.00%
100	51530	150	FICA	309	$ 156	314	324	154	324	313	313	-3.35%
100	51530	151	Retirement	275	118	279	279	143	279	278	278	-0.43%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	185	13	161	202	78	1,186	1,186	1,147	467.82%
100	51530	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**4,808**	**2,205**	**4,883**	**5,038**	**2,330**	**6,022**	**5,868**	**5,829**	**15.70%**
			CONTRACTUAL SERVICES									
100	51530	210	Telephone	1,500	750	1,500	1,500	750	1,500	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	150	0	150	150	0	150	150	150	0.00%
100	51530	215	Consulting	28,500	1,990	28,310	69,500	16,214	69,500	30,264	30,264	-56.45%
100	51530	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**30,150**	**2,740**	**29,960**	**71,150**	**16,964**	**71,150**	**31,914**	**31,914**	**-55.15%**
			SUPPLIES AND EXPENSE									
100	51530	310	Office Supplies	250	13,956	126	250	0	250	250	250	0.00%
100	51530	320	Memberships/Subscriptions	50	0	0	50	0	50	50	50	0.00%
100	51530	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**300**	**13,956**	**126**	**300**	**0**	**300**	**300**	**300**	**0.00%**
			CAPITAL OUTLAY									
100	51530	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	**$ 35,258**	**$ 18,901**	**$ 34,969**	**$ 76,488**	**$ 19,294**	**$ 77,472**	**$ 38,082**	**$ 38,043**	**-50.26%**

City Hall

Program Full Time Equivalents: 0.2

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.

2017 Performance Measures:

1) Reach 1000 bottles saved by using new water fountains in City Hall and entry way.

2016 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 utility costs from January to June of the previous year, our utility bills increased by $246, or 1%.

Significant Program Achievements:

1) Installed Green Roof.
2) Completed installation of new digital control system.

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 2017 City Hall program budget is $116,864. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2017 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life, Wks Comp decreased by $2,371 to reflect projected costs.
2) Consulting increases to $2,650 for hiring a consultant to monitor Green Roof.
3) Capital outlay includes $10,000 for City Hall Facility repair fund.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

CITY HALL

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	51600	120	Hourly Wages	$ 10,731	$ 4,907	$ 8,882	$ 10,518	$ 6,256	$ 10,518	$ 10,614	$ 10,614	0.91%
100	51600	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51600	150	FICA	821	358	634	805	489	805	812	812	0.91%
100	51600	151	Retirement	730	338	605	694	486	694	722	722	3.97%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,396	1,051	3,538	4,687	1,287	4,687	2,394	2,316	-50.59%
			Subtotal	**16,678**	**6,654**	**13,660**	**16,704**	**8,517**	**16,704**	**14,542**	**14,464**	**-13.41%**
			CONTRACTUAL SERVICES									
100	51600	210	Telephone	1,440	713	1,469	1,900	1,062	1,900	1,900	1,900	0.00%
100	51600	215	Consulting	0	0	0	0	0	0	2,650	2,650	100.00%
100	51600	217	Cleaning Service Contract	16,750	8,250	17,875	17,250	6,875	17,250	17,750	17,750	2.90%
100	51600	220	Utilities	48,925	17,258	49,783	48,925	21,296	45,000	48,500	48,500	-0.87%
			Subtotal	**67,115**	**26,221**	**69,127**	**68,075**	**29,232**	**64,150**	**70,800**	**70,800**	**4.00%**
			SUPPLIES AND EXPENSE									
100	51600	314	Cleaning and Maintenance	21,600	14,507	16,210	11,600	2,036	11,600	11,600	11,600	0.00%
100	51600	340	Operating Supplies	10,000	3,431	15,030	10,000	5,936	10,000	10,000	10,000	0.00%
			Subtotal	**31,600**	**17,938**	**31,240**	**21,600**	**7,972**	**21,600**	**21,600**	**21,600**	**0.00%**
			CAPITAL OUTLAY									
100	51600	810	Capital Equipment	80,000	53,744	80,823	10,000	0	10,000	10,000	10,000	0.00%
			Subtotal	**80,000**	**53,744**	**80,823**	**10,000**	**0**	**10,000**	**10,000**	**10,000**	**0.00%**
			TOTAL	**$ 195,393**	**$ 104,557**	**$ 194,849**	**$ 116,379**	**$ 45,721**	**$ 112,454**	**$ 116,942**	**$ 116,864**	**0.42%**

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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 2017 Budget for Other General Government program cost is $282,405.

2016 Budget Significant Expenditure Changes:

1) Sundry Unclassified includes $1,200 for Community Service Awards.
2) Employee performance and merit pay program is $39,455 for 2017.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

OTHER GENERAL GOVERNMENT

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			ILLEGAL TAXES, REFUNDS, CONTRIBUTIONS, AND UNCOLLECTABLES									
100	51901	510	Property and Liability	$ 199,000	$ 83,992	$ 197,255	$ 203,000	$ 99,600	$ 203,000	$ 203,000	$ 203,000	0.00%
100	51901	524	Sundry Unclassified	32,000	10,929	14,618	31,950	16,838	31,950	31,950	31,950	0.00%
			Subtotal	**231,000**	**94,921**	**211,874**	**234,950**	**116,439**	**234,950**	**234,950**	**234,950**	**0.00%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	51901	710	Illegal Taxes/Refunds Uncollectables	7,000	364	8,895	7,000	364	7,000	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	1,000	0	1,000	1,000	0	1,000	1,000	1,000	0.00%
			Subtotal	**8,000**	**364**	**9,895**	**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	34,623	0	0	35,315	0	35,315	39,455	39,455	11.72%
100	51901	911	Reserved Wage and Benefit Funds	0	0	0	107,725	0	107,725	0	0	0.00%
			Subtotal	**34,623**	**0**	**0**	**143,040**	**0**	**143,040**	**39,455**	**39,455**	**-72.42%**
			TOTAL	**$ 273,623**	**$ 95,285**	**$ 221,769**	**$ 385,990**	**$ 116,803**	**$ 385,990**	**$ 282,405**	**$ 282,405**	**-26.84%**

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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.

2017 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, 4 Pneumococcal 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 establishments' specified re-inspections will document that priority violations are corrected within the stated timeframe on the inspection report.
  c. Establishment complaint investigation will be initiated within 72 hours of receipt.

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

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 84% by 24 months of age.
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 7.85 hours (July 2014 to June 2015-9.76 hours).
3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
   a. Result: DHS/DATCP establishments have been inspected at least one time in the 2015-2016 license year.
   b. Result: 96.2% of the establishments that had critical /priority violations made corrections within the stated timeframe.
   c. Result: Investigations for establishment complaints were initiated within 72 hours with the average time being 1.4 days (less than 48 hours).

Significant Program Achievements:

This last budget year, the health department focused on the implementation of innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. The Urban Orchard initiative; led by the health department, was a true collaboration with other City Departments, Elected Officials, Community Organizations and Schools. This project is cited as a promising practice to increase the access to healthy food options and links with a community health priority within the health improvement plan. One orchard was planted on public school property (Westwood Elementary) and the other orchard was planted at a public park location (Braisher). At the school location, it was identified that the students would be learning about local agriculture and incorporating the fruit into snack and/or school lunch programming.

Health Department and the City of De Pere Parks and Recreation Department implemented the "VERB-it's what you do" program in De Pere. The program works to increase physical activity through tracking and incentives. This free program is an evidenced-based Centers for Disease Control Program that is all about active play, having fun and tweens being with friends. The program assists tweens by discovering new activities that they enjoy and incentivizing activity with completed VERB score cards.

Finally, the health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The Health Inspector works diligently to assure that rules and regulations are followed while being very accessible to business owners to assist with questions and/or concerns that may arise throughout the license year.

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 2017 Health Department program cost is $511,111. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Salaries decreased by $94,585 to reflect:
   a. Reclassification of the public health nurses from exempt to non-exempt due to the changes in the Federal Fair Labor Standards Act.
2) Hourly wages increased to $99,299 reflect:
   a. Reclassification of the public health nurses from exempt to non-exempt due to the changes in the Federal Fair Labor Standards Act. In addition, projected step increases for those employees not at their maximum as well as the projected cost of living increase.
3) 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.
4) Consulting: This 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.
5) Memberships/Subscriptions: 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.
6) State Grants (MCH, Radon, Lead, Immunization, Preparedness and Prevention) expenditures/revenues decrease by $4,520 (*projected*) to reflect a decrease in Preparedness, Radon and Lead funding. Both expenditures and revenues align concurrently.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

HEALTH AND HUMAN SERVICES

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	54100	110	Salaries	$ 227,675	$ 110,963	$ 236,947	$ 244,490	$ 109,555	$ 234,490	$ 149,905	$ 149,905	-38.69%
100	54100	120	Hourly Wages	34,962	16,750	35,631	35,661	16,849	33,698	134,960	134,960	278.45%
100	54100	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	0	0	240	0	0	0	0	0	0.00%
100	54100	150	FICA	20,092	9,534	19,143	21,432	9,438	20,516	21,792	21,792	1.68%
100	54100	151	Retirement	17,859	7,756	18,407	18,490	8,823	17,700	19,371	19,371	4.76%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	97,209	41,422	96,727	109,912	46,279	92,558	108,964	105,245	-0.86%
100	54100	190	Training	0	0	88	0	30	30	0	0	0.00%
			Subtotal	**397,797**	**186,425**	**407,182**	**429,985**	**190,974**	**398,993**	**434,992**	**431,273**	**1.16%**
			CONTRACTUAL SERVICES									
100	54100	210	Telephone	1,700	854	1,708	1,700	855	1,710	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	218	1,335	1,500	627	1,200	1,500	1,500	0.00%
100	54100	215	Consulting	14,000	10,600	0	4,000	1,239	5,500	4,000	4,000	0.00%
100	54100	218	Cell/Radio	480	206	482	480	203	480	480	480	0.00%
100	54100	240	Equipment Maintenance	900	105	805	900	0	400	900	900	0.00%
			Subtotal	**18,580**	**11,983**	**4,331**	**8,580**	**2,924**	**9,290**	**8,580**	**8,580**	**0.00%**

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City of De Pere
2017 General Fund
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EXPENDITURES

HEALTH AND HUMAN SERVICES

			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			SUPPLIES AND EXPENSE									
100	54100	310	Office Supplies	2,000	1,092	1,822	2,000	1,457	2,000	2,000	2,000	0.00%
100	54100	320	Memberships/Subscriptions	530	0	363	633	240	633	633	633	0.00%
100	54100	324	Medical Supplies	8,000	1,266	6,560	8,525	1,693	8,000	8,525	8,525	0.00%
100	54100	330	Mileage Reimbursement	2,200	487	1,085	2,200	915	2,000	2,200	2,200	0.00%
100	54100	331	Transportation	1,200	326	422	1,200	233	800	1,200	1,200	0.00%
100	54100	351	MCH Grant	8,363	358	1,545	10,700	205	11,868	11,000	11,000	2.80%
100	54100	352	Radon Grant	2,500	1,025	1,730	2,500	0	0	0	0	0.00%
100	54100	353	MA Outreach	0	0	0	0	0	0	0	0	0.00%
100	54100	354	Childhood Lead Grant	1,962	7	1,391	1,962	0	1,731	1,700	1,700	-13.35%
100	54100	355	Immunization Outreach Grant	6,843	88	1,765	8,008	496	10,685	8,000	8,000	-0.10%
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	11,449	0	710	0	0	0	0.00%
100	54100	358	Preparedness Grant	34,124	9,580	29,234	34,450	13,654	34,450	32,000	32,000	-7.11%
100	54100	359	Prevention Grant	1,459	3,467	-	3,600	3,212	4,011	4,000	4,000	11.11%
			Subtotal	**69,181**	**17,696**	**57,366**	**75,778**	**22,815**	**76,178**	**71,258**	**71,258**	**-5.96%**
			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	**$ 485,558**	**$ 216,104**	**$ 468,879**	**$ 514,343**	**$ 216,713**	**$ 484,461**	**$ 514,830**	**$ 511,111**	**0.09%**

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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.

2017 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.

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

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 to the strategic plan on 5/16/2016 and the agency's policy/procedures on 3/21/2016.

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 allow Urban Beekeeping within the City limits at the 11/16/2015 meeting. Additionally, the Board of Health approved an agreement to allow for public pool water testing for total coliform and fecal coliform bacteria at the 5/16/2016 meeting. Both policies passed the City Council for adoption in 2016.

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 2017 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.

2017 Program Objectives:

1) Develop policy and provide leadership that emphasizes public health needs and that advocates for equitable distribution of public health resources and/or environmental changes improving health and quality of life.
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.

2017 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
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EXPENDITURES

BOARD OF HEALTH

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed
			PERSONAL SERVICES								
100	54110	124	Hourly Wages Board of Health	$ 1,500	$ 750	$ 1,593	$ 1,500	$ 750	$ 1,500	$ 1,500	$ 1,500
100	54110	150	FICA	22	10	21	22	10	22	22	22
100	54110	190	Training	400	58	88	400	-	200	400	400
			Subtotal	**1,922**	**818**	**1,703**	**1,922**	**760**	**1,722**	**1,922**	**1,922**
			TOTAL	**$ 1,922**	**$ 818**	**$ 1,703**	**$ 1,922**	**$ 760**	**$ 1,722**	**$ 1,922**	**$ 1,922**

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Planning and Economic Development

Program Full Time Equivalents: 1.40

Program Mission:
The Planning and Economic Development Department is focused on improving and promoting the quality of life and economic health of the City of De Pere. That mission is pursued with work in Planning, Economic Development, Redevelopment, and Historic Preservation. Responsive and thorough customer service provided in all areas.

List of Program Service(s) Descriptions:

1) ***Citizen / Customer Contact*** – Respond to multiple and diverse inquiries on projects related to the areas of responsibility.
2) ***Planning*** –
   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. Zoning Code: Key partner (with the Building Division) in the development, update and implementation of the Zoning Code.
   d. Plan Commission: Staff contact to the Plan Commission, which oversees plan approval, rezoning, annexation, site plan review and land subdivision requests. Staff reviews and prepares material for all meetings..
   e. Intergovernmental Projects: Work with local agencies and units in government for project development and coordination (ie. WIDOT Projects, FEMA, local government coordination, etc).
   f. Internal City Projects: Lead and coordination of internal City projects ranging from subarea plans to parking studies.
   g. Staff serves as City's appointee on the Brown County Plan Commission, the Brown County Job Center Steering Committee and is active with the Southern Bridge Coalition.
3) ***Economic Development*** –
   a. Retention: Work with the existing businesses in the City to help retain or expand their operations.
   b. Recruitment: Supports and fosters a high quality of life and healthy business climate in order to attract new business to the industrial / business parks and the business districts.
   c. Land Sales: Market and negotiate City-owned land in the industrial parks.
   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.

f. Business Improvement District (BID) Administration: Staff contact to the Business Improvement District Board. Staff facilitates and prepares materials for annual meeting, budget and assessments.

4) ***Redevelopment*** –
   a. Redevelopment Authority: Staff contact Redevelopment Authority which oversees redevelopment and management of RDA owned property in Downtown De Pere. Staff reviews and prepares material for all meetings..
   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 (i.e. building guidelines, signage, streetscape, etc).

5) ***Historic Preservation*** –
   a. Historic Preservation Commission: Staff contact to the Historic Preservation Commission.. Staff reviews and prepares material for all meetings. Please see separate Historic Preservation budget narrative for more detail.

6) ***Definitely De Pere - 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 timely, helpful and thorough responses to inquiries. Maintain business and citizen contact levels in a manner that meets or exceeds the needs of the community.
2) ***Planning:*** Activity funded by the tax levy and application fees. Processing applications for planning department functions. Coordinating and staffing key meetings. Creating and implementing long term and short term plans.
3) ***Economic Development:*** Funded by the tax levy, Tax Increment Districts and the Revolving Loan Program. Administration of the TID Districts. Administration Revolving Loan Fund programs. Rapid response to site selection inquiries. Marketing and Negotiating City Industrial Park properties. Creating and implementation of an Economic Development Strategy.
4) ***Redevelopment Authority:*** Funded by the tax levy and Tax Increment Districts. Preserving / enhancing the overall health of the downtown. Administration of the Façade Improvement Program. Implementation and update of the Downtown Master Plan.
5) ***Main Street Program:*** Funded by the tax levy and the Business Improvement District. Coordination and staffing for the BID Board. Staff support to Definitely De Pere.

Expected Outcomes:

1) ***Citizen / Customer Contact:*** Citizens will understand the short and long-term planning and economic development goals for the City of De Pere. Citizens will easily be able to gather information about planning and economic development projects. Citizens will feel valued for the role they play in maintaining a high quality of life.
2) ***Planning:*** De Pere will be a regional leader in planning best practices and policies. Those practices will support the effort to maintain and increase the quality of life in the City.
3) ***Economic Development:*** Business owners and real estate professionals will promote De Pere as a great place to own and operate a business. De Pere will have a reputation for commitment to quality standards balanced with efficient processes and collaborative staff.
4) ***Redevelopment Authority:*** The Downtown De Pere aesthetic will include a mix of old and new buildings, thoughtfully designed, balanced with active and beautiful public spaces. The Downtown De Pere experience will be walkable and include multiple choices for living, playing and working.
5) ***Main Street Program:*** A dynamic and diverse downtown, unified by art and culture,that is a destination for residents and visitors. Downtown events will draw residents and visitors from the region.

2017 Performance Measures:

1) An improved development process by completing 50% of the new Zoning Code.
2) Improve the site plan review process. Goal that 50% of site plans have full approval (all conditions met) prior to building permit submittal.

2015-16 Performance Measurement Data (July 2015 – June 2016):

1) Improved efficiency of customer project submittal by reducing follow-up requests by 50%.
   a. Result: Exceeded expectations and have included additional correspondence that has resulted in more complete plan reviews with fewer outstanding conditions.
2) Provide initial RLF Loan Application review to client within 5 businesses days.
   a. Result: Initial responses provided within 5 business days.
3) Improve awareness of Façade Grant program by 20% (target of 6 inquiries).
   a. Result: The City had 6 inquiries into the program.

Significant Program Achievements:

1) Planning: The City successfully processed a number of complicated zoning applications and maintained customer service levels despite significant staff turnover.
2) Economic Development: Amended TID #10 and TID #7. Assisted multiple businesses on new projects or expansions. Numerous Developer's Agreements and Amended Developer's Agreements. Successful site selection and negotiation to secure Belmark Corporate Headquarters expansion in the East Industrial Park.
3) RLF Program: Processed four loan applications. Closed on one loan for D2 Ingredients in the East Business Park.
4) Regional: Served on Southern Bridge Coalition, Job Center Brown County Steering Committee and Brown County Plan Commission, Also supported Definitely De Pere sub committees and the City's Sister City Committee.
5) Ordinance changes to update downtown parking concerns and to accommodate future growth.
6) Submitted and was awarded a $250,000 Community Development Investment Grant for New Leaf Market from WEDC.
7) Presentations and speaking events to promote De Pere include Leadership Green Bay Economic Development Panel, Definitely De Pere Lunch N. Learn, Kiwanis Club Innovation Series, De Pere Mens Club, and UWGB Public Administration Lecture.

2017 Proposed Special Projects:

Funded by General Fund

1) Begin update to Zoning Ordinance (anticipated completion 2018).
2) Administer Department Grants from WEDC for New Leaf Market and from the State for the Historic Intensive Survey.
3) Finalize and Implement an Economic Development Strategy.
4) Pursue redevelopment along the Main Avenue commercial corridor via new infrastructure and TID District.
5) Continue to facilitate development projects throughout the City, like the Mulva Center.
6) Begin City-wide parking education program (anticipated completion 2018/9)

Funded by TID Districts or other sources

7) Downtown Fountain Redesign (anticipated completion 2017)
8) Front Street Redevelopment Concepts (anticipated completion 2017)
9) Facilitate and complete Downtown Parking Study (anticipated completion 2018)
10) Coordinate a Downtown Wayfinding Sign Project. (anticipated completion 2017)
11) Update garbage cans and bike racks in the Downtown (anticipated completion 2017)
12) Pursue implementation of Nicolet Square Master Plan

13) Continue work with Southern Bridge Coalition

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 meetings of the Finance/Personnel Committee on the second Tuesday of the month and the Board of Public Works Committees (as needed for Revolving Loan Funds, Easement Vacations, Property Sales, et. al.).
   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 programs
   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 committee meetings of the Main Street District (Economic Enhancement and Design).
   a. Community Importance.
      i. The Board of Directors develops the work plan each year for the Main Street program.
6) Conduct a regular meeting of the Historic Preservation Commission (HPC) on the third Monday of the month.
   a. Community Importance.
      i. The HPC promotes preservation of the City's history and culture.
7) Participate in monthly Brown County Plan Commission Board of Directors meetings and quarterly Brown County Job Center Community Steering Committee meetings.
   a. Community Importance.
      i. Representation and input in these groups ensures De Pere's participation in County and regional issues that impact the City.

Costs and Benefits of Program and Services:

The adopted 2017 Planning and Economic Development program cost is $205,373. 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increased to $7,814 to reflect actual trends.
2) Health, Dental, DIB, Life & Wks Cmp Ins decreased to $6,318 mainly due to Planning Director opting out of City health plan.
3) Training - $2,000 for IEDC training ($1,000), managers training ($400) and planning training for certification ($600).
4) Telephone – Decreased to $1,200 to reflect current phone usage.
5) Seminars and Conferences – WEDA ($500), APA ($1,000), APA Webinars ($300), ULI ($700), Local Events by NEW North, Greater Green Bay, Definitely De Pere ($500).
6) Consulting –
   a. Brown County Recording Fees - $1,000
   b. Misc. Economic Development CSM's and Environmental Reviews - $7,000
   c. Zoning Code Update - $25,000 requested for 2017. Total cost anticipated to be $120,000 over two years, to be funded by:
      i. $20,000 carryover from 2016 Budget
      ii. $25,000 2017 Planning Budget
      iii. $30,000 2017 TID Administrative
      iv. $15,000 2018 Planning Budget
      v. $30,000 2018 TID Administrative
7) Membership/Subscriptions increased to $5,175 to reflect moving the Greater Green Bay Chamber membership (approximately $4,000) from 'Consulting' to the correct category (was previously in consulting). Other memberships and registrations: APA, AICP ($500), CLARB ($250), WEDC ($325), RLA ($100).
8) Mileage Reimbursement decreased to $1,100 to reflect current trends.
9) Contribution to Main Street Program - contribution remains at $20,000 (Definitely De Pere).
10) Capital Outlay Office Furniture - $500 to purchase a new office chair.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

PLANNING AND ECONOMIC DEVELOPMENT

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	56700	110	Salaries	$ 92,981	$ 55,093	$ 117,433	$ 92,753	$ 56,140	$ 92,753	$ 96,508	$ 96,508	4.05%
100	56700	120	Hourly Wages	18,177	9,961	18,563	19,048	8,626	19,048	18,411	18,411	-3.34%
100	56700	125	Overtime Wages	500	0	16	100	172	350	0	0	0.00%
100	56700	126	Seasonal Labor	0	0	12,525	0	486	486	0	0	0.00%
100	56700	150	FICA	8,542	4,926	9,598	8,560	5,124	8,580	8,791	8,791	2.70%
100	56700	151	Retirement	7,593	3,732	8,899	7,385	4,861	7,402	7,814	7,814	5.81%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	967	4,335	24,898	26,390	8,937	6,501	6,501	6,318	-76.06%
100	56700	190	Training	1,200	0	264	2,000	0	2,000	2,000	2,000	0.00%
			Subtotal	**129,960**	**78,047**	**192,195**	**156,237**	**84,345**	**137,120**	**140,026**	**139,843**	**-10.49%**
			CONTRACTUAL SERVICES									
100	56700	210	Telephone	850	419	846	1,400	731	1,000	1,000	1,200	-14.29%
100	56700	212	Seminars and Conferences	3,000	1,255	2,259	3,000	584	3,000	3,000	3,000	0.00%
100	56700	215	Consulting	32,250	3,964	24,649	32,338	7,899	12,338	113,000	33,000	2.05%
			Subtotal	**36,100**	**5,638**	**27,754**	**36,738**	**9,214**	**16,338**	**117,000**	**37,200**	**1.26%**
			SUPPLIES AND EXPENSE									
100	56700	310	Office Supplies	400	217	954	400	17	400	33,650	400	0.00%
100	56700	313	Promotions & Advertising	1,000	0	0	1,000	0	500	1,000	1,000	0.00%
100	56700	315	Publications	150	0	0	150	275	500	150	155	3.33%
100	56700	320	Memberships/Subscriptions	570	596	1,499	850	520	1,000	19,148	5,175	508.82%
100	56700	330	Mileage Reimbursement	1,250	244	750	1,250	72	800	1,100	1,100	-12.00%
			Subtotal	**3,370**	**1,057**	**3,203**	**3,650**	**884**	**3,200**	**55,048**	**7,830**	**114.52%**
			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	575	575	0	0	0	0	0	0.00%
100	56700	830	Furniture	0	0	0	0	0	0	500	500	100.00%
			Subtotal	**0**	**575**	**575**	**0**	**0**	**0**	**500**	**500**	**100.00%**
			TOTAL	**$ 189,430**	**$ 85,317**	**$ 243,727**	**$ 216,625**	**$ 94,443**	**$ 176,658**	**$ 332,574**	**$ 205,373**	**-5.19%**

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Geographic Information System (GIS) Services

Program Full Time Equivalents: .67

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:

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

2017 ***Performance Measures:***

1) Maintain 98% up-time on ArcGIS server and DIME application. The DIME application and associated ArcGIS server is critical to GIS as well as Engineering departmental function. In addition the services provide our GIS web presence, serving our citizens, consultants and all city departments.
2) Provide mapping project/data request conformation to client within 24 hours.

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

1) Maintain 98% up-time on GIS Windows and Linux servers.
   Result: GIS servers maintained 100% up-time.
2) Provide mapping project/data request conformation to client within 24 hours.
   Result: Achieved.

Significant Program Achievements:

1) Completed analysis and generated the City storm water utility billing database generating over $1,420,000 in revenue.
2) Completed updates to GIS utility data for storm sewer, sanitary sewer and water distribution systems, 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 second version of DIME allows for mobile/tablet use.
4) Continued development to City GIS mobile map program to leverage efficiencies for field and locate crews in public works.
5) Championed 2017 aerial photo project in cooperation with Brown County.

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 2017 GIS program cost is $72,719. 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.

2017 Program Objectives:

1) Virtualize existing GIS\Engineering systems on City's new SAN.
2) Update City GIS needs assessment document.
3) Complete calculations and billing for the storm water utility.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $152 to reflect actual trends.
2) Health, Dental, DIB, Life & Workers Comp decreased $6,544 due to Coordinator opt-out of health insurance.
3) Training for Project Management Institute leadership/professional development.
4) Seminars include PMI-NEW Prof. development, Wisconsin Land Records Association $575.
5) Consulting includes $2,500 for ArcGIS Server support, $500 for ArcGIS Online enhancements and $2,750 for Javascript DIME enhancements.
6) Memberships include Project Management Institute (PMI) and Wisconsin Land Information Association.
7) Capital Outlay- $750 for server hardware contingency and $2,295 to replace an over 5 year old GIS workstation.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

GIS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	56900	110	Salaries	$ 43,653	$ 20,969	$ 44,708	$ 45,408	$ 21,311	$ 45,408	$ 46,314	$ 46,314	2.00%
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	3,339	1,677	3,342	3,474	1,750	3,474	3,543	3,543	1.99%
100	56900	151	Retirement	2,968	1,291	3,030	2,997	1,513	2,997	3,149	3,149	5.08%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	6,310	2,666	6,120	6,937	275	275	393	393	-94.33%
100	56900	190	Training	1,960	270	3,900	1,960	0	1,960	1,960	1,960	0.00%
			Subtotal	**58,231**	**26,873**	**61,099**	**60,776**	**24,849**	**54,114**	**55,359**	**55,359**	**-8.91%**
			CONTRACTUAL SERVICES									
100	56900	210	Telephone	400	200	400	400	200	400	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	0	664	1,450	1,211	1,450	1,450	1,450	0.00%
100	56900	215	Consulting	6,250	520	1,770	5,750	4,841	5,500	8,850	5,750	53.91%
100	56900	219	Data	3,100	1,538	3,072	3,100	1,531	3,100	3,100	3,100	0.00%
			Subtotal	**11,200**	**2,258**	**5,906**	**10,700**	**7,783**	**10,450**	**13,800**	**10,700**	**28.97%**
			SUPPLIES AND EXPENSE									
100	56900	310	Office Supplies	3,350	0	1,477	3,000	1,263	3,000	3,000	3,000	0.00%
100	56900	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	50	50	50	215	219	219	215	215	0.00%
100	56900	330	Mileage Reimbursement	450	0	173	400	30	250	400	400	0.00%
			Subtotal	**3,850**	**50**	**1,700**	**3,615**	**1,513**	**3,469**	**3,615**	**3,615**	**0.00%**
			CAPITAL OUTLAY									
100	56900	811	Office Equipment	750	430	430	750	0	750	3,045	3,045	306.00%
100	56900	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**750**	**430**	**430**	**750**	**-**	**750**	**3,045**	**3,045**	**306.00%**
			TOTAL	**$ 74,031**	**$ 29,611**	**$ 69,135**	**$ 75,841**	**$ 34,145**	**$ 68,783**	**$ 75,819**	**$ 72,719**	**-0.03%**

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TOTAL GENERAL GOVERNMENT

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City of De Pere
2017 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 734,068	$ 368,521	$ 776,586	$ 760,167	$ 369,323	$ 758,367	$ 698,236	$ 715,095	-5.93%
120	Hourly Wages	283,085	144,811	305,970	304,126	147,695	294,365	411,031	411,031	35.15%
122	Hourly Wages Part Time	91,698	44,803	91,434	92,379	45,893	92,379	95,243	95,243	3.10%
124	Hourly Wages Board of Health	1,500	750	1,593	1,500	750	1,500	1,500	1,500	0.00%
125	Overtime Wages	3,080	364	1,498	2,250	505	2,553	2,200	2,350	4.44%
126	Seasonal Labor	0	0	12,765	0	486	486	0	0	0.00%
128	Hourly Wages--Poll Workers	14,000	5,676	5,974	38,000	17,188	39,000	11,324	11,324	-70.20%
150	FICA	81,813	40,669	79,930	85,852	40,915	84,584	87,397	88,699	3.32%
151	Retirement	69,087	30,601	71,622	70,144	35,269	69,456	74,085	75,241	7.27%
152	Health, Dental, DIB, Life and Wks Comp Ins	270,888	128,742	351,363	338,427	132,555	298,100	306,999	295,256	-12.76%
190	Training	4,560	328	4,939	6,360	42	5,401	6,360	6,360	0.00%
192	Tuition Assistance	3,000	300	2,232	3,000	942	3,000	4,000	4,000	33.33%
193	Organizational Training	2,600	0	2,500	2,600	0	2,600	2,600	2,600	0.00%
	Subtotal	**1,559,379**	**765,565**	**1,708,406**	**1,704,805**	**791,562**	**1,651,791**	**1,700,975**	**1,708,699**	**0.23%**
	CONTRACTUAL SERVICES									
210	Telephone	16,564	6,960	16,404	18,524	11,626	18,924	17,684	17,884	-3.45%
211	Postage	3,650	3,709	3,837	3,788	3,778	3,920	4,868	3,868	2.11%
212	Seminars and Conferences	20,825	7,740	17,308	22,700	9,565	21,774	23,700	24,200	6.61%
215	Consulting	183,923	47,535	113,680	207,499	59,863	170,888	261,318	149,475	-27.96%
216	Auditing	12,600	8,200	12,600	11,600	10,600	11,600	12,000	12,000	3.45%
217	Cleaning Service Contract	16,750	8,250	17,875	17,250	6,875	17,250	17,750	17,750	2.90%
218	Cell/Radio	2,880	1,480	2,530	2,160	838	2,160	2,400	2,640	22.22%
219	Data	3,615	2,053	3,587	4,000	2,111	3,900	6,425	6,620	65.50%
220	Utilities	48,925	17,258	49,783	48,925	21,296	45,000	48,500	48,500	-0.87%
224	Public Notices	9,000	3,209	8,031	8,000	2,660	5,800	7,000	7,000	-12.50%
240	Equipment Maintenance	0	0	805	1,810	0	1,617	2,400	2,430	34.25%
290	Other Contractual Services	0	0	4,355	19,721	778	1,769	19,383	19,383	-1.71%
	Subtotal	**323,617**	**110,111**	**250,794**	**365,977**	**129,988**	**304,602**	**423,428**	**311,750**	**-14.82%**

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City of De Pere
2017 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	27,300	18,216	24,426	13,775	10,381	18,250	47,050	13,800	0.18%
313	Promotions	0	0	0	1,000	0	500	1,000	1,000	0.00%
314	Cleaning and Maintenance	21,600	14,507	16,210	11,600	2,036	11,600	11,600	11,600	0.00%
315	Publications	9,725	4,584	9,840	10,055	3,800	10,505	3,405	3,410	-66.09%
320	Memberships/Subscriptions	16,090	10,756	16,528	17,493	13,773	16,999	35,891	22,173	26.75%
324	Medical Supplies	8,000	1,266	6,560	8,525	1,693	8,000	8,525	8,525	0.00%
330	Mileage Reimbursement	5,265	767	3,114	5,295	1,160	4,195	5,105	5,105	-3.59%
331	Transportation	6,300	2,211	4,729	6,300	2,239	5,600	6,300	6,300	0.00%
340	Operating Supplies	46,750	29,436	65,491	52,083	18,529	50,407	47,763	45,763	-12.13%
351	MCH Grant	8,363	358	1,545	10,700	205	11,868	11,000	11,000	2.80%
352	Radon Grant	2,500	1,025	1,730	2,500	0	0	0	0	0.00%
353	MA Outreach	0	0	0	0	0	0	0	0	0.00%
354	Childhood Lead Grant	1,962	7	1,391	1,962	0	1,731	1,700	1,700	-13.35%
355	Immunization Outreach Grant	6,843	88	1,765	8,008	496	10,685	8,000	8,000	-0.10%
356	Tobacco Cessation	0	0	0	0	0	0	0	0	0.00%
357	Child w/spec needs Grant	0	0	11,449	0	710	0	0	0	0.00%
358	Preparedness Grant	34,124	9,580	29,234	34,450	13,654	34,450	32,000	32,000	-7.11%
359	Prevention Grant	1,459	3,467	-	3,600	3,212	4,011	4,000	4,000	11.11%
	Subtotal	**197,281**	**96,268**	**194,013**	**187,346**	**71,887**	**188,801**	**223,339**	**174,376**	**-6.92%**
	FIXED CHARGES									
510	Property Insurance	199,000	83,992	197,255	203,000	99,600	203,000	203,000	203,000	0.00%
524	Misc General Expense	32,000	10,929	14,618	31,950	16,838	31,950	31,950	31,950	0.00%
	Subtotal	**231,000**	**94,921**	**211,874**	**234,950**	**116,439**	**234,950**	**234,950**	**234,950**	**0.00%**
	GRANTS, CONTRIBUTIONS, INDEM									
702	Contribution--Main Street Program	20,000	0	20,000	20,000	0	20,000	20,000	20,000	0.00%
710	Illegal Taxes/Refunds	7,000	364	8,895	7,000	364	7,000	7,000	7,000	0.00%
720	Grants and Donations	1,000	0	1,000	1,000	0	1,000	1,000	1,000	0.00%
	Subtotal	**28,000**	**364**	**29,895**	**28,000**	**364**	**28,000**	**28,000**	**28,000**	**0.00%**

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City of De Pere
2017 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	CAPITAL OUTLAY									
810	Capital Equipment	90,800	55,994	83,823	25,800	4,255	25,550	13,000	13,000	-49.61%
811	Office Equipment	750	3,255	1,005	2,250	1,503	2,253	3,045	3,795	68.67%
830	Furniture	6,653	0	7,978	0	0	0	500	500	100.00%
	Subtotal	**98,203**	**56,999**	**92,806**	**28,050**	**5,758**	**27,803**	**16,545**	**17,295**	**-38.34%**
	COST REALLOCATIONS									
900	Contingency	0	0	0	0	0	0	0	0	0.00%
901	Employee Merit Pay	34,623	0	0	35,315	0	35,315	39,455	39,455	11.72%
911	Reserved Wage and Benefit Funds	0	0	0	107,725	0	107,725	0	0	0.00%
	Subtotal	**34,623**	**0**	**0**	**143,040**	**0**	**143,040**	**39,455**	**39,455**	**-72.42%**
	Total	**$ 2,472,105**	**$ 1,124,228**	**$ 2,487,787**	**$ 2,692,168**	**$ 1,115,999**	**$ 2,578,987**	**$ 2,666,692**	**$ 2,514,523**	**-6.60%**

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PUBLIC SAFETY

PUBLIC SAFETY EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Police	39.50
Crossing Guards	2.84
Fire	29.00
Building Inspection	2.45
Jail	0.00
TOTAL	**73.79**

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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). Funding is through general property taxes. Additionally, revenue generated through fines and forfeitures increases the general fund.

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) Increased 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

2017 Performance Measures:

1) Increase the number of street level drug arrests by 10% utilizing contemporary policing methods in 2017
2) Implement A.L.I.C.E (active shooter training) in 12 De Pere businesses and in the public schools by July 2017
3) Reduce the number of outstanding De Pere Municipal Court arrest warrants by 10% in 2017

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

1) Increase parking enforcement other than overnight parking violations by 10% in 2016. ***Results***: *In 2015, approximately 2,264 parking tickets were issued. In 2016, approximately 1,817 parking tickets were issued. The performance measure was not met. This statistic may instead indicate better compliance.*
2) Reduce the number of outstanding De Pere Municipal Court arrest warrants by 20% by June 2016. ***Results***: *At the end of 2015, there were 236 outstanding arrest warrants. In July 2016, there were 334 outstanding arrest warrants with 30 having been entered into the system just prior to data retrieval. Over the 6 month period in 2016, officers served or cleared up 314 warrants when 332 were newly entered into the system. It appears the performance measure was met but there needs to be a longer period of data input to determine if there was an impact. This will be placed as a performance measure in 2017.*
3) Create and maintain 50 neighborhood watches, up from the current 34, by August, 2016. ***Results***: *The department/city currently has 68 neighborhood watches. The performance measure was met and exceeded.*

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 2017 Police program cost is $4,887,033. 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.

2017 Program Objectives:

1) Continue bicycle safety program throughout jurisdiction
2) Implement police cadet program
3) Continue policy and procedure updates
4) Continue building morale and camaraderie in various work groups and in personnel overall
5) Continue building neighborhood watch programs and commitment by police personnel in crime prevention
6) Create Traffic Safety program involving a dedicated traffic enforcement officer

2017 Budget Significant Expenditure Changes:

1) Hourly wages increased $163,112 due to the addition of a new patrol officer, salary increases and step increases for new officers.
2) Overtime increased $5,000 to reflect recent trends and anticipate retirements.
3) FICA increased $13,407 due to addition of a new patrol officer, salary increases and step increases for new officers.
4) Retirement amounts increased $44,178 due to increase in state contribution requirements, addition of new patrol officer, salary increases and step increases for new officers.
5) Health, Dental, DIB, Life & Workers Comp decreased $50,852 to reflect actual costs.
6) 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.
7) Telephone increased $3,000 to anticipate changes to citywide telephone system and implement features needed for police department operations
8) Seminars/Conferences for 2017 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.
9) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, animal care (Humane Society, veterinarian. etc.), etc. in 2017.
10) Cleaning services increased $2,000 for contractual increases.
11) Cell/Radio increased $4,000 for replacing 14 aged cellular flip phones to smart phones.
12) Other contractual services increased $4,020 for software maintenance agreements not accounted for in 2016. This includes Telestaff (scheduling) at $1,200, I-Pro (video recording) at $1,700, Lantern (phone data recovery program) $500, and Ocean (undercover video recording) $100.
13) Memberships and Subscriptions: Increased $100. WI Chief of Police Assoc.- Chief, Captains $300, International Assoc. of Chief of Police - Chief $100, WI Juvenile Officers Assoc.- Liaison Officers $60, Firearms Range $250, WI Assoc. for Identification - D/SGT $20, National Assoc. of Working Dogs - K-9 Officer $35, NAWLEE - Business Manager $75.
14) Other Repairs and Maintenance decreased $2,500 due to current newer computer equipment
15) Capital Equipment includes $40,000 for continued lease of the department K-9 vehicle and Community Resource vehicle, $5,000 for filing cabinet replacement, $7,000 for vehicle data routers, and $6,000 for 8 tactical response helmets and over-vests.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: POLICE-Krueger

DATE PREPARED: 08/11/16

DESCRIPTION OF PROJECT:

High Volume/High Capacity Confidential Cross Cut Shredder meeting Department of Homeland Security Specifications for document destruction.

NEW: or REPLACEMENT: X

PROJECTED COST: $4,000

PROPOSED METHOD OF FINANCING:	$4,000	100 %
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$ 4,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	DELETED	
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The department has expended numerous shredders in the past several years. Due to the high volume of shredding required at the Police Department, it is necessary to have available a device with a more industrial capacity, which would also provide for the security measure necessary to effectively destroy documents processed in the Department.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: POLICE-Krueger

DATE PREPARED: 08/11/16

DESCRIPTION OF PROJECT:

12 4-Drawer Black Hon Filing Cabinets
6 2-Drawer Black Hon Filing Cabinets

NEW: or REPLACEMENT: X

PROJECTED COST: $5,000

PROPOSED METHOD OF FINANCING:	$5,000	100 %
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$ 5,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

100

PROJECT JUSTIFICATION

The filing system of the Police Department has changed over the past two years with technology innovations, procedural, and forms changes. As such, we are in need of replacing 5 double-wide filing cabinets that no longer serve their purposes for our law enforcement documents. Many of the existing filing cabinets that meet our filing needs are broken and no longer fully functional, leaving wasted space. The life expectancy of the filing cabinets recommended would be 15 years.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: POLICE-Krueger

DATE PREPARED: 08/11/16

DESCRIPTION OF PROJECT:

Sierra Wireless GX450 Airlink Vehicle Router

NEW: or REPLACEMENT: X

PROJECTED COST: $7,000

PROPOSED METHOD OF FINANCING:	$7,000	100 %
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$ 7,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

I am recommending that the Department purchase 7 vehicle routers (Sierra Wireless Airlink GX450) to replace the MIFI Jetpack units currently providing internet connectivity and network connections. The Airlink GX450 operates as a router and can be located to the trunk of the vehicle saving space. It is designed for 24/7 use in public safety vehicles. The current MIFI units are not designed, nor can withstand the nearly constant usage. They require the frequent replacement of batteries, cables, and replacement of entire units due to our heavy usage. The County is launching a new Computer Aided Dispatch System in 2017 and all users will require stable and secure internet devices in order to make the connections for purposes of communications and exchange of critical information. The units are expected to last at least three years and have been found to be extremely reliable in jurisdictions such as ours, who are utilizing similar technologies to maintain communication in the public safety environment.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No. 1

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: POLICE-Krueger

DATE PREPARED: 08/11/16

DESCRIPTION OF PROJECT:

Exterior Police Department Camera System

NEW: or REPLACEMENT: X

PROJECTED COST: $8,850

PROPOSED METHOD OF FINANCING:	$8,850	100 %
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$8,850	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

DELETED

102

PROJECT JUSTIFICATION

Purchase and installation of exterior cameras expanding the current video surveillance system for enhanced building security purposes. The system expansion would allow for retrieval of video on an incident based level and also allow for monitoring of the police department's entryway's, parking lots and retrieval of license plates if needed. Four to five cameras would be externally installed in weatherized housing and are programmable.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: POLICE - Krueger

DATE PREPARED: 8/11/16

DESCRIPTION OF PROJECT: CARPET REPLACEMENT

NEW: or REPLACEMENT: X

PROJECTED COST: $41,800

PROPOSED METHOD OF FINANCING:	$ 41,800	100%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$41,800	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None outside of normal building and grounds cleaning and maintenance costs already budgeted for.

* 11,600 DELETED

PROJECT JUSTIFICATION

The carpeting in the Lobby and Police Department are in dire need of replacement. The carpeting installed in 2000, is severely worn in major traffic pattern areas. In 2006, the watermain break which flooded the basement with water and the remainder of the building with humidity caused the carpet to bubble up throughout the main department area. We have had the carpet glued back down and the result was short term. I am requesting carpet tiles be installed, which can easily be replaced if damaged or worn, color patterns can be modified, and versatility and economy will be established.

Project 1: $5,200	Lobby	If separated:	Project 1 and 2 be prioritized.	($30,200)
Project 2: 25,000	High Use		Project 3 moved to 2018.	($11,600)*
Project 3: 11,600	Personnel Offices			

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Beiderwieden

DATE PREPARED: August 11, 2016

DESCRIPTION OF PROJECT: Tactical response equipment for active shooter situations in the field

NEW: X or REPLACEMENT:

PROJECTED COST: $ 6,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	6,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Response to active shooter situations requires police to seek out the individual(s) involved in the killing of others. The response by personnel is life threatening. To mitigate some of the high risk, tactical response gear is necessary. Tactical response equipment is comprised of an over-vest that contains ballistic trauma plates and a ballistic helmet. The vest provides additional high power rifle protection that normal protective vests do not offer, and the helmet provides protection the police department does not currently have.

The proposal is to outfit each patrol squad with one ballistic helmet and one over-vest carrier with ballistic plates.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No. 1

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Beiderwieden

DATE PREPARED: August 11, 2016

DESCRIPTION OF PROJECT: Hire consulting/architectural firm to design and/or consult on police department garage addition

NEW: X or REPLACEMENT:

PROJECTED COST: $40-50,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	50,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

DELETED

PROJECT JUSTIFICATION

Vehicle security and maintenance are just two reasons to enclose them in a secure environment. The police department is proposing to hire a consultant to move the building of the police garage extension forward. The cost of the building has yet to be determined, but after preliminary discussions it will most likely be a tip-up construction to reduce overall costs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No. 2

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

POLICE

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	52100	110	Salaries	$ 350,508	$ 165,983	$ 353,704	$ 356,593	$ 167,049	$ 356,593	$ 363,728	$ 363,728	2.00%
100	52100	120	Hourly Wages	2,429,124	1,107,891	2,375,048	2,474,168	1,081,801	2,429,124	2,581,220	2,637,280	6.59%
100	52100	122	Hourly Wages Part Time	10,400	4,320	9,680	10,000	4,672	10,000	10,000	10,000	0.00%
100	52100	125	Overtime Wages	150,000	55,261	118,215	140,000	78,854	150,000	150,000	145,000	3.57%
100	52100	150	FICA	224,268	106,041	214,055	227,408	105,942	223,962	236,909	240,815	5.90%
100	52100	151	Retirement	273,013	118,230	274,707	282,285	136,688	273,013	321,050	326,463	15.65%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	779,655	361,802	754,423	855,250	349,100	855,250	821,659	804,398	-5.95%
100	52100	190	Training	10,000	(507)	8,865	10,000	10,977	10,000	10,000	10,000	0.00%
			Subtotal	**4,226,968**	**1,919,021**	**4,108,697**	**4,355,704**	**1,935,083**	**4,307,942**	**4,494,566**	**4,537,683**	**4.18%**
			CONTRACTUAL SERVICES									
100	52100	210	Telephone	10,000	3,144	7,501	10,000	5,248	10,000	13,000	13,000	30.00%
100	52100	211	Postage	2,500	271	1,857	2,500	1,302	2,500	2,500	2,500	0.00%
100	52100	212	Seminars and Conferences	4,500	513	2,440	3,000	281	3,000	3,000	3,000	0.00%
100	52100	215	Consulting	6,500	658	2,563	16,500	1,823	16,500	16,500	16,500	0.00%
100	52100	217	Cleaning Service Contract	18,000	7,216	17,480	18,000	9,491	18,000	20,000	20,000	11.11%
100	52100	218	Cell/Radio	15,000	6,581	15,657	18,700	8,849	18,700	22,700	22,700	21.39%
100	52100	219	Data	3,000	1,386	2,772	3,000	1,407	3,000	3,000	3,000	0.00%
100	52100	220	Utilities	20,000	10,836	17,703	23,000	9,107	23,000	23,000	23,000	0.00%
100	52100	240	Equipment Maintenance	22,000	7,707	19,519	20,000	5,898	20,000	20,000	20,000	0.00%
100	52100	290	Other Contractual Services	5,280	612	5,081	5,280	2,680	5,280	9,300	9,300	76.14%
			Subtotal	**106,780**	**38,924**	**92,572**	**119,980**	**46,086**	**119,980**	**133,000**	**133,000**	**10.85%**

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City of De Pere
2017 General Fund
Adopted Budget

			EXPENDITURES Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
POLICE												
			SUPPLIES AND EXPENSE									
100	52100	310	Office Supplies	8,000	3,811	9,060	8,000	4,627	8,000	8,000	8,000	0.00%
100	52100	312	Crime Prevention Program	2,000	197	776	2,000	387	2,000	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	9,000	1,101	5,461	9,000	2,270	9,000	10,000	9,000	0.00%
100	52100	315	Publications	100	135	135	150	72	150	150	150	0.00%
100	52100	320	Memberships/Subscriptions	800	560	685	800	490	800	900	900	12.50%
100	52100	330	Mileage Reimbursement	300	0	0	300	0	300	300	300	0.00%
100	52100	331	Transportation	80,000	36,690	51,091	80,000	18,734	80,000	80,000	80,000	0.00%
100	52100	340	Operating Supplies	12,700	3,520	12,884	18,000	12,388	18,000	18,000	18,000	0.00%
100	52100	343	Guns and Ammo	7,500	5,524	7,249	8,500	1,456	8,500	8,500	8,500	0.00%
100	52100	360	Other Repairs and Maintenance	7,500	95	8,789	15,500	8,172	15,500	13,000	13,000	-16.13%
100	52100	390	MISC.	1,000	0	105	1,000	0	1,000	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	17,180	5,987	13,711	17,180	7,682	17,180	17,500	17,500	1.86%
100	52100	393	Parking Tickets - State	0		270	0	465	500	0	0	0.00%
			Subtotal	**146,080**	**57,620**	**110,217**	**160,430**	**56,744**	**160,930**	**159,350**	**158,350**	**-1.30%**
			CAPITAL OUTLAY									
100	52100	810	Capital Equipment	140,960	159,445	273,423	56,042	142,756	56,042	156,650	58,000	3.49%
			Subtotal	**140,960**	**159,445**	**273,423**	**56,042**	**142,756**	**56,042**	**156,650**	**58,000**	**3.49%**
			TOTAL	**$ 4,620,788**	**$ 2,175,010**	**$ 4,584,909**	**$ 4,692,156**	**$ 2,180,670**	**$ 4,644,894**	**$ 4,943,566**	**$ 4,887,033**	**4.15%**

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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.

2017 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.

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

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 5-year work in progress. Full data results not available at time of writing (July 2016).*

Significant Program Achievements:

1) No injuries or deaths to either school children or crossing guards in 2016-2017 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 2017 Crossing Guard program cost is $96,610. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Training - $600 for mandatory training at the start of each year.
2) Operating Supplies – Increased $500 to continue replacement of cones, vests and stop signs.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

CROSSING GUARDS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	$ 87,322	$ 46,204	$ 80,595	$ 87,322	$ 44,299	$ 87,322	$ 87,322	$ 87,322	0.00%
100	52110	150	FICA	1,266	630	1,075	1,266	610	1,266	1,266	1,266	0.00%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,669	1,300	2,665	3,362	0	3,362	3,362	3,362	0.00%
100	52110	190	Training	600	0	25	600	300	600	600	600	0.00%
			Subtotal	**91,857**	**48,134**	**84,361**	**92,550**	**45,209**	**92,550**	**92,550**	**92,550**	**0.00%**
			SUPPLIES AND EXPENSE									
100	52110	330	Mileage Reimbursement	3,060	1,745	3,019	3,060	1,526	3,060	3,060	3,060	0.00%
100	52110	340	Operating Supplies	500	250	250	500	0	1,000	1,000	1,000	100.00%
			Subtotal	**3,560**	**1,995**	**3,269**	**3,560**	**1,526**	**4,060**	**4,060**	**4,060**	**14.04%**
			TOTAL	**$ 95,417**	**$ 50,129**	**$ 87,630**	**$ 96,110**	**$ 46,734**	**$ 96,610**	**$ 96,610**	**$ 96,610**	**0.52%**

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 situations, carbon monoxide alarms and any other requests for various services.

3) *Station and Vehicle Maintenance* – The vehicle maintenance program is designed to sustain the fleet of emergency vehicles through all types of repair, preventative 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 in a professional and appropriate manner.

4) *Accident Prevention, Public Education and Fire Investigations* – The goals of our accident prevention programs are to reduce the risk of harm to our citizens and visitors. The in-school educational programs along with our annual open house day are the core of our preventive services. The smoke and carbon monoxide detection installation program has been very effective in providing home safety for our citizens. Accident prevention and community risk reduction are becoming the mainstays of preventing harm in our community.

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 implementation of the new Brown County computer aided dispatch (CAD) system will generate significant changes to our communications process which is yet to be determined. The department's staff needs to be trained in all aspects of communication. This program must include maintenance, coordination and systems updates.

Important Outputs:

1) Improve the quality of emergency medical services through enhanced medical direction, hospital staff support and evidence-based medical training. De Pere Fire Rescue will continue to strive to achieve industry metrics and standards continuing as a statewide leader in the delivery of prehospital emergency medical services.
2) The department will continue to provide incident scene management for the command and control at all events to include but not limited to: fire, medical, hazardous materials and rescue events.
3) Provide a comprehensive training plan to improve the effective and efficient handling of all types of incident responses.
4) Provide an effective vehicle, equipment and facilities maintenance program and coordination with the Municipal Service Center.
5) Through coordinated accident prevention, education and investigation programs reduce the potential for significant incidents within the City of De Pere.
6) Provide responsible oversight, comprehensive administration and effective management of the department, which includes planning, organizing, budgeting, supervising, coordinating and improved internal and external 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; contracted response areas and to mutual aid locations.
3) *Training* – Provide a training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they encounter to protect the citizens and themselves as well as conserving property.
4) *Maintenance* – Maintain response levels through preventive maintenance; routine and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire rescue department pumps, ladders, hoses, all station equipment and other required testing.
5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, code violations and through public education. De Pere Fire Rescue is dedicated to prevent harm in our community.

6) *Administration, Operations and External 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.

2017 Performance Measures:

1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city should be in accordance with NFPA Standard 1710. Emergency medical care providers should have a turnout time of not more than one minute and on scene time in four minutes or less at least 90% of the time. Viable critical patients (cardiac and trauma) should reach the hospital alive at transfer to hospital medical staff.

2) *Fire Rescue Response* – De Pere Fire Rescue should respond to all structure fire alarms in accordance with NFPA Standard 1710. Response for the initial fire unit on scene should be one minute turnout time and on scene in four minutes or less. The full alarm should arrive on scene in eight minutes or less with 14 to 17 personnel total.

2016 Performance Measurement Data (January 2016 – July 2016):

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. City of De Pere Responses - From 1/1/16 through 7/31/16, the average time for emergency medical service responses, excluding "no" patient and "cancelled" calls is 4 minutes and 54 seconds.
   b. Surrounding Jurisdiction Responses - From 1/1/16 through 7/31/16, the average time for emergency medical service responses, excluding "no" patient and "cancelled" calls is 5 minutes and 46 seconds.
   c. From 1/1/16 through 7/31/16, 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 accordance with NFPA 1710. Response for initial fire unit on scene shall be a one-minute turnout time and on scene in four minutes or less with a full alarm on scene in less than eight minutes (14 to 17 personnel). Personnel should provide a supply line, suppression line, backup line, search crew, vent crew and support crew. De Pere Fire Rescue effective February 1, 2016 (the start of automatic aid program) has been successful in meeting this goal.

Significant Program Achievements:

1) Appointed a part-time Training and Safety Officer in an attempt to restore this mission critical position that has not been filled for approximately the past 15-years due to budget restrictions.
2) Continued to improve inspection efforts with the Building Inspection and Public Health Departments. The two 2016 fire prevention inspection cycles were successfully completed.
3) The EMS medical billing collections contract was changed to a new service provider at a significant savings to the City of De Pere. The projected revenue increase for this change should generate approximately $100,000 to $200,000. The department worked diligently to select an ambulance billing provider that will deliver a higher quality service to our customers and increase our value to De Pere citizens.
4) In 2015 it was determined that our department needed to implement a comprehensive records management system (RMS). After a thorough analysis of the available RMS providers the most effective and efficient system was selected. Implementation to include training and application of this software platform has occurred over the past year.
5) Medical Direction by Dr. Steven Stroman continues to be outstanding. This oversight program includes response preparation, on-line and off-line medical direction, as well as continuing education and service delivery. Dr. Stroman was awarded a gold star by the Professional Ambulance Association of Wisconsin (PAW). The award recognized Dr. Stroman as an industry leader and visionary in prehospital emergency medical care.
6) The "Duty Crew" concept has been under continual improvement to better coordinate the staffing of our fire stations when human resources are depleted. Our Paid-On-Call staff has been expanded to 15 with the goal of 20 members by December 31, 2017.
7) Our community paramedicine program began in 2016. This program is a comprehensive approach to assist our elderly citizens to be able to safely and securely remain in their own homes as long as possible. A core component of this program is the award winning National Fire Protection Association's program known as "Remembering When."
8) The West Side Fire Station located at 1180 Grant Street, which was constructed in 1972, was completely rehabilitated during 2016. This comprehensive remodel was completed on time and under the $500,000 Capital Improvement budget appropriation.
9) Major and long overdue fleet improvements are underway at this time. A rescue fire engine has been ordered through the Pierce Fire Apparatus Company at a cost of $627,613 arriving in mid-2017. A Horton ambulance has been ordered through Foster Coach at a cost of $254,998 arriving in February, 2017. As a cautionary note, the status of our response fleet is still questionable at best, based on reliability, age, mileage, technological advances and escalating repair expenses.

Costs and Benefits of Program and Services:

The adopted 2017 budget for De Pere Fire Rescue is $3,818,104.

1) Emergency Medical Services – More than 85% of all alarms are for emergency medical services. It is estimated that the revenue collected from emergency transports will be approximately $1,000,000 for 2017, which includes the contracts with the Towns of Lawrence and Ledgeview and the Village of Ashwaubenon.
2) Fire Rescue Response – Fire Rescue response provides fire protection and all other related services to our citizens and visitors.
3) Training – Training is the most important element of firefighter's preparedness to be able to perform mission critical objectives.
4) Building Maintenance – All fixed fire department facilities must be maintained to effectively support our mission. We are unique by demanding a workforce that is assigned to a 24-hour shift, which includes many additional needs such as lodging, meals, showering facilities, training and maintenance. Station 1 (east side) was constructed in 1970 with an addition and remodel occurring in 2001. Major renovations are still needed.
5) Administration, Operations and Relationships – Provides the required elements for the day-to-day management of the Fire Rescue Department.
6) Communications – Critical element to the successful operation of all aspects of our department. Much effort and financial resources are guided towards attainment of this objective.

2017 Budget Significant Expenditure Changes:

1) Hourly wages increase of $182,765 due to salary increases and step increases for new firefighters.
2) Hourly wages for paid-on-call increase of $10,000 due to demand.
3) FICA increase of $3,224 due to salary increases and step increases for new firefighters.
4) Retirement increase of $44,178 due to increase in state contribution requirements, addition of new patrol officer, salary increases and step increases for new officers.
5) Health, Dental, DIB, Life & Workers Comp decreased $67,484 to reflect actual costs.
6) Vaccinations decrease of $15,000 due to duplication of City wellness program.
7) Equipment maintenance increase of $10,000 due to aging fleet.
8) Office supplies increase of $500 to reflect current trends.
9) Cleaning and maintenance decrease of $500 due to switch to more cost effective vendor.
10) Operating supplies increase of $1,000 to reflect current trends.
11) Capital equipment includes Telestaff and Kronos software $25,000.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT: In Phase II, replace five (5) worn out, obsolete Mobile Digital Computers (MDC) as part of Brown County Communication's system upgrade program to complete this program.

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.

DELETED

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.**

High Priority — ***Goal #2***

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 4, 2016

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.
Highest Priority	*Goal #1*

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT: Power cot for Ambulance 112 (east side).

NEW: X or REPLACEMENT:

PROJECTED COST: $20,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$20,000	100%
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.

DELETED

PROJECT JUSTIFICATION

This is a necessary piece of equipment for Ambulance 112. Increases in our response activity level (about 6% per year) and special events support, a third available emergency ambulance is necessary. This is an employee safety issue, preventing potential back injuries.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION — **Goal No.**

High Priority — *Goal #2*

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT: Purchase and implement Telestaff and Kronos Software.

NEW: X or REPLACEMENT:

PROJECTED COST: $25,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual operating costs will be identified and included in the operational budget.

DELETED

PROJECT JUSTIFICATION

This software procurement will help to identify and manage overtime drivers. This system will allow the department to improve employee accountability and will leverage green technology to improve our operation while on the path to become a paperless organization.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION	Goal No.
Medium Priority	*Goal #3*

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City of De Pere
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EXPENDITURES

FIRE

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	52200	110	Salaries	$ 146,025	$ 79,997	$ 198,296	$ 202,617	$ 94,276	$ 200,000	$ 206,718	$ 206,718	2.02%
100	52200	120	Hourly Wages	1,830,166	846,348	1,950,234	1,887,391	886,155	1,850,000	2,070,156	2,070,156	9.68%
100	52200	122	Hourly Wages Part Time	0	0	395	6,000	5,231	9,000	15,000	6,000	0.00%
100	52200	125	Overtime Wages	80,000	51,360	104,186	100,000	43,076	95,000	100,000	95,000	-5.00%
100	52200	129	Hourly Wages -- POC FF	29,000	12,449	29,599	29,000	21,094	40,000	40,000	34,000	17.24%
100	52200	150	FICA	32,979	16,357	34,610	34,596	17,209	34,400	38,110	37,820	9.32%
100	52200	151	Retirement	256,087	117,248	288,577	279,436	159,795	288,000	350,434	349,689	25.14%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	737,195	276,353	600,119	750,630	290,779	590,000	706,583	683,146	-8.99%
100	52200	155	Vaccinations/Physicals	15,000	0	175	15,000	0	0	0	0	0.00%
100	52200	190	Training	9,275	8,475	11,146	9,275	8,878	11,146	9,275	9,275	0.00%
100	52200	191	Training Act 102	0	1,423	1,423	0	2,587	1,000	0	0	0.00%
			Subtotal	**3,135,727**	**1,410,010**	**3,218,759**	**3,313,945**	**1,529,081**	**3,118,546**	**3,536,276**	**3,491,804**	**5.37%**
			CONTRACTUAL SERVICES									
100	52200	210	Telephone	7,200	4,020	7,194	7,200	3,468	7,000	7,200	7,200	0.00%
100	52200	211	Postage	500	68	375	500	60	400	500	500	0.00%
100	52200	212	Seminars and Conferences	3,000	610	2,655	3,000	2,555	3,000	3,000	3,000	0.00%
100	52200	215	Consulting	70,000	18,215	66,104	70,000	28,987	65,000	70,000	70,000	0.00%
100	52200	219	Data	3,000	1,509	1,924	3,000	496	1,500	3,000	3,000	0.00%
100	52200	220	Utilities	27,600	11,486	18,995	27,600	9,780	21,000	27,600	27,600	0.00%
100	52200	240	Equipment Maintenance	60,000	27,601	71,589	60,000	39,247	70,000	80,000	70,000	16.67%
			Subtotal	**171,300**	**63,509**	**168,836**	**171,300**	**84,594**	**167,900**	**191,300**	**181,300**	**5.84%**

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
FIRE												
			SUPPLIES AND EXPENSE									
100	52200	310	Office Supplies	3,500	2,849	5,499	3,500	2,263	4,500	4,500	4,000	14.29%
100	52200	314	Cleaning and Maintenance	4,000	1,508	3,831	4,000	893	3,500	3,500	3,500	-12.50%
100	52200	320	Memberships/Subscriptions	1,000	1,390	1,670	2,000	1,628	2,000	2,000	2,000	0.00%
100	52200	324	Medical Supplies	23,000	13,019	20,620	25,000	9,100	22,000	25,000	25,000	0.00%
100	52200	328	Fire Prevention/Education Supplies	3,000	630	2,766	3,000	0	3,000	3,000	3,000	0.00%
100	52200	330	Mileage Reimbursement	2,500	1,670	4,718	2,500	3,304	3,500	2,500	2,500	0.00%
100	52200	331	Transportation	26,000	14,232	18,183	29,000	8,418	20,000	29,000	29,000	0.00%
100	52200	340	Operating Supplies	15,000	7,836	17,033	16,000	17,417	20,000	20,000	17,000	6.25%
100	52200	341	Fire-Emer. Operations Ctr	500	448	2,531	0	(710)	0	0	0	0.00%
100	52200	350	Repair and Maintenance Supplies	20,000	3,567	21,674	20,000	11,909	20,000	25,000	20,000	0.00%
100	52200	392	Clothing Allowance	12,000	5,645	13,751	14,000	5,994	12,000	14,000	14,000	0.00%
			Subtotal	**110,500**	**52,794**	**112,276**	**119,000**	**60,216**	**110,500**	**128,500**	**120,000**	**0.84%**
			CAPITAL OUTLAY									
100	52200	810	Capital Equipment	91,000	86,960	130,074	138,000	47,437	138,000	623,000	25,000	-81.88%
100	52200	811	Office Equipment	0	0	0	1,500	0	1,500	0	0	0.00%
			Subtotal	**91,000**	**86,960**	**130,074**	**139,500**	**47,437**	**139,500**	**623,000**	**25,000**	**-82.08%**
			TOTAL	**$ 3,508,527**	**$ 1,613,273**	**$ 3,629,945**	**$ 3,743,745**	**$ 1,721,328**	**$ 3,536,446**	**$ 4,479,076**	**$ 3,818,104**	**1.99%**

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Building Inspection

Program Full Time Equivalents: 2.45

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; and 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* – 410 total building and mechanical permits were issued through July 2016 compared to 414 during the same time period in 2015. Larger numbers of permits issued benefit the city by bringing in revenue through the collection of permit fees.
2) *Consistent Development* – 19 new single family and 1 duplex building permit along with commercial and numerous St. Norbert College projects verify 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, in the office and on a new face book page.
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) Provide 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.

2017 Performance Measures:

1) Amend De Pere Municipal Code to allow construction activity on Saturdays and Sundays by August 1, 2017.
2) Assist in the re-write of the Zoning Code.
3) Work with IT Director and Finance Director towards receiving payments for building permit applications electronically via the computer by December 1, 2017.

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

1) Issued 6 enforcement letters relating to buildings/properties in disrepair.
   a. Result: Orders were issued and complied with.
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 time given to correct.
   a. Result: Obtained substantial compliance except for two (2) properties that are ongoing in the municipal court system.
4) Reduced the 10 day waiting period prior to demolition established by the Historic Preservation Commission.
   a. Result: Demolition contractors can start their projects sooner than 10 days.
5) Issued order to raze commercial building.
   a. Result: Building was demolished.

Significant Program Achievements:

1) Issued appropriate building and mechanical permits and completed inspections.
2) Coordinated all functions of monthly 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.
4) Interviewed for new administrative assistant and work on training new administrative assistant.
5) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.
6) Worked closely with Assistant Fire Chief and new state building inspector in the inspection of commercial properties.

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 2017 Building Inspection Department Budget is $286,577. 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) Health, Dental, DIB, Life & Workers Comp increased $4,428 due to a new administrative assistant accepting health insurance.
2) Seminars and Conferences ($870) for attendance of two (2) building inspectors to attend annual State of Wisconsin, Department of Safety and Professional Services re-certification seminars in Green Bay and Asst. Bldg. Inspector to the Annual League of Municipalities Conference.

3) Consulting includes INCODE software maintenance of $2,300 to reflect estimated costs.
4) Cell/radio decreased $1,000 to reflect actual trends.
5) Memberships and Subscriptions ($315) include membership in the Building Inspector's Association of Northeast Wisconsin for 2 Inspectors ($70); International Association of Electrical Inspector Association ($120); International Code Council (ICC) membership ($50) and subscription to Journal of Light Construction ($75).
6) Transportation decreased $300 to reflect actual trends.
7) Capital Equipment increased $500 to reflect purchase of an office chair for Assistant Building Inspector.

City of De Pere
2017 General Fund
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EXPENDITURES

BUILDING INSPECTION

Account Number			Account Title	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES							
100	52400	110	Salaries	$ 91,713	$ 84,637	$ 39,739	$ 84,637	$ 86,322	$ 86,322	1.99%
100	52400	120	Hourly Wages	74,198	85,370	39,905	85,370	86,064	86,064	0.81%
100	52400	125	Overtime Wages	16	0	172	172	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	8,342	8,107	5,420	8,107	11,000	8,100	-0.09%
100	52400	150	FICA	11,812	13,626	6,124	13,136	13,347	13,305	-2.35%
100	52400	151	Retirement	11,212	11,220	5,657	11,232	11,722	11,722	4.47%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,196	66,251	26,038	66,251	74,355	70,679	6.68%
100	52400	190	Training	0	0	0	0	0	0	0.00%
			Subtotal	**254,490**	**269,211**	**123,055**	**268,905**	**282,810**	**276,192**	**2.59%**
			CONTRACTUAL SERVICES							
100	52400	210	Telephone	1,412	1,400	707	1,400	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	416	700	754	700	870	870	24.29%
100	52400	215	Consulting	2,129	2,100	2,235	2,235	2,300	2,300	9.52%
100	52400	218	Cell/Radio	1,344	2,500	650	1,500	1,500	1,500	-40.00%
100	52400	240	Equipment Maintenance	519	600	-	600	600	600	0.00%
			Subtotal	**5,820**	**7,300**	**4,347**	**6,435**	**6,670**	**6,670**	**-8.63%**
			SUPPLIES AND EXPENSE							
100	52400	310	Office Supplies	1,670	1,600	1,017	2,100	2,100	1,600	31.25%
100	52400	320	Memberships/Subscriptions	691	500	271	500	315	315	-37.00%
100	52400	330	Mileage Reimbursement	0	0	0	0	0	0	0.00%
100	52400	331	Transportation	1,000	1,600	413	1,300	1,300	1,300	-18.75%
			Subtotal	**3,361**	**3,700**	**1,701**	**3,900**	**3,715**	**3,215**	**-13.11%**
			CAPITAL OUTLAY							
100	52400	810	Capital Equipment	0	0	2,993	2,993	800	500	100.00%
			Subtotal	**-**	**-**	**2,993**	**2,993**	**800**	**500**	**100.00%**
			TOTAL	**$ 263,671**	**$ 280,211**	**$ 132,096**	**$ 282,233**	**$ 293,995**	**$ 286,577**	**2.27%**

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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 though 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.

2017 Performance Measures:

1) Reduction of booking fees by 10% in 2017 through use of citations in lieu of transporting to jail.

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

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. ***Result:*** *Previous fiscal year showed 22 bookings for OWI at county jail, and this fiscal year showed 14 bookings, a 45% reduction. Performance measure almost met.*

Significant Program Achievements:

1) 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 2017 Police program cost is $9,000. 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.

2017 Program Objectives:

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

2017 Budget Significant Expenditure Changes:

1) None.

City of De Pere
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EXPENDITURES

JAIL

			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			CONTRACTUAL SERVICES									
100	52700	219	Data	500	250	500	500	250	500	500	500	0.00%
100	52700	222	Jail	10,000	1,720	7,550	8,000	3,520	8,000	8,000	8,000	0.00%
100	52700	240	Equipment Maintenance	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**11,000**	**1,970**	**8,050**	**9,000**	**3,770**	**9,000**	**9,000**	**9,000**	**0.00%**
			TOTAL	**$ 11,000**	**$ 1,970**	**$ 8,050**	**$ 9,000**	**$ 3,770**	**$ 9,000**	**$ 9,000**	**$ 9,000**	**0.00%**

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TOTAL PUBLIC SAFETY

City of De Pere
2017 General Fund
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PUBLIC SAFETY
EXPENDITURES

TOTAL PUBLIC SAFETY

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 577,467	$ 312,536	$ 643,713	$ 643,847	$ 301,064	$ 641,230	$ 656,768	$ 656,768	2.01%
120	Hourly Wages	4,338,462	1,965,159	4,399,480	4,446,929	2,007,861	4,364,494	4,737,440	4,793,500	7.79%
121	Hourly Wages Crossing Guards	87,322	46,204	80,595	87,322	44,299	87,322	87,322	87,322	0.00%
122	Hourly Wages Part Time	10,400	4,320	10,075	16,000	9,903	19,000	25,000	16,000	0.00%
125	Overtime Wages	230,000	106,621	222,417	240,000	122,102	245,172	250,000	240,000	0.00%
127	Hourly Wages Plumbing Inspector	8,107	3,855	8,342	8,107	5,420	8,107	11,000	8,100	-0.09%
129	Hourly Wages POC FF	29,000	12,449	29,599	29,000	21,094	40,000	40,000	34,000	17.24%
150	FICA	270,878	128,944	261,553	276,896	129,886	272,764	289,631	293,205	5.89%
151	Retirement	539,988	240,235	574,497	572,941	302,141	572,245	683,207	687,874	20.06%
152	Health, Dental, DIB, Life & Wks Cmp Ins	1,577,792	666,148	1,414,402	1,675,493	665,917	1,514,863	1,605,959	1,561,585	-6.80%
155	Vaccinations	15,000	0	175	15,000	0	0	0	0	0.00%
190	Training	19,875	7,968	20,036	19,875	20,155	21,746	19,875	19,875	0.00%
191	Training Act 102	0	1,423	1,423	0	2,587	1,000	0	0	0.00%
	Subtotal	**7,704,290**	**5,826,132**	**7,666,306**	**8,031,410**	**3,632,428**	**7,787,943**	**8,406,202**	**8,398,229**	**4.57%**
	CONTRACTUAL SERVICES									
210	Telephone	18,600	14,727	16,107	18,600	9,423	18,400	21,600	21,600	16.13%
211	Postage	3,000	2,568	2,232	3,000	1,362	2,900	3,000	3,000	0.00%
212	Seminars and Conferences	8,200	4,032	5,511	6,700	3,591	6,700	6,870	6,870	2.54%
215	Consulting	78,600	18,873	70,796	88,600	33,046	83,735	88,800	88,800	0.23%
217	Cleaning Service Contract	18,000	7,216	17,480	18,000	9,491	18,000	20,000	20,000	11.11%
218	Cell/Radio	17,500	785	17,000	21,200	9,499	20,200	24,200	24,200	14.15%
219	Data	6,500	8,975	5,196	6,500	2,153	5,000	6,500	6,500	0.00%
220	Utilities	47,600	18,067	36,698	50,600	18,887	44,000	50,600	50,600	0.00%
222	Jail	10,000	1,720	7,550	8,000	3,520	8,000	8,000	8,000	0.00%
240	Equipment Maintenance	83,100	48,058	91,626	81,100	45,146	91,100	101,100	91,100	12.33%
290	Other Contractual Services	5,280	104,780	5,081	5,280	2,680	5,280	9,300	9,300	76.14%
	Subtotal	**296,380**	**106,630**	**275,277**	**307,580**	**138,797**	**303,315**	**339,970**	**329,970**	**7.28%**

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City of De Pere
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PUBLIC SAFETY
EXPENDITURES

TOTAL PUBLIC SAFETY

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	13,100	7,544	16,229	13,100	7,908	14,600	14,600	13,600	3.82%
312	Crime Prevention Program	2,000	197	776	2,000	387	2,000	2,000	2,000	0.00%
314	Cleaning and Maintenance	13,000	2,609	9,293	13,000	3,162	12,500	13,500	12,500	-3.85%
315	Publications	100	135	135	150	72	150	150	150	0.00%
320	Memberships/Subscriptions	2,300	2,253	3,046	3,300	2,389	3,300	3,215	3,215	-2.58%
324	Medical Supplies	23,000	13,019	20,620	25,000	9,100	22,000	25,000	25,000	0.00%
328	Fire Prevention/Education Supplies	3,000	630	2,766	3,000	-	3,000	3,000	3,000	0.00%
330	Mileage Reimbursement	5,860	3,415	7,737	5,860	4,830	6,860	5,860	5,860	0.00%
331	Transportation	107,600	51,603	70,274	110,600	27,565	101,300	110,300	110,300	-0.27%
340	Operating Supplies	28,200	11,606	30,167	34,500	29,805	39,000	39,000	36,000	4.35%
341	Fire-Emergency Operations Ctr	500	448	2,531	-	(710)	0	0	0	0.00%
343	Guns and Ammo	7,500	5,524	7,249	8,500	1,456	8,500	8,500	8,500	0.00%
350	Repair and Maintenance Supplies	20,000	3,567	21,674	20,000	11,909	20,000	25,000	20,000	0.00%
360	Other Repairs and Maintenance	7,500	95	8,789	15,500	8,172	15,500	13,000	13,000	-16.13%
390	MISC.	1,000	0	105	1,000	0	1,000	1,000	1,000	0.00%
392	Clothing Allowance	12,000	5,645	27,462	31,180	13,676	29,180	31,500	31,500	1.03%
393	Parking Tickets--State	0		270	-	465	500	-	-	0.00%
	Subtotal	**117,760**	**114,277**	**229,123**	**286,690**	**120,186**	**279,390**	**295,625**	**285,625**	**-0.37%**
	CAPITAL OUTLAY									
810	Capital Equipment	231,960	246,405	403,498	194,042	193,187	197,035	780,450	83,500	-56.97%
811	Office Equipment	0	0	0	1,500	-	1,500	-	-	0.00%
	Subtotal	**231,960**	**246,405**	**403,498**	**195,542**	**193,187**	**198,535**	**780,450**	**83,500**	**-57.30%**
	TOTAL	**$ 8,496,470**	**$ 3,963,174**	**$ 8,574,205**	**$ 8,821,221**	**$ 4,084,598**	**$ 8,569,183**	**$ 9,822,247**	**$ 9,097,324**	**3.13%**

PUBLIC WORKS

PUBLIC WORKS EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Public Works Administration	1.40
Engineering	2.40
Municipal Service Center	0.32
Mechanics	1.91
Machinery and Equipment	0.73
Snow and Ice Control	0.96
Street Maintenance	0.99
Traffic Signs and Marking	0.98
Street Lighting	0.12
Traffic Lights	0.00
Brush Collection	0.39
Transit System	0.00
Garbage and Refuse Collection	2.66
Landfill	0.00
Weed Control	0.01
Recycling	1.10
TOTAL	**13.97**

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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.

2017 Performance Measures:

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

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

1) Respond to complaints within 24 hours of receiving them.
   a. Result: Performance measure met

Significant Program Achievements:

1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.
2) Continue coordination with DOT with USH 41, Main Avenue, 8th Street, and North Broadway projects.
3) Continued to work with Brown County Highway Department with construction projects.
4) Continued working with other communities on the purchasing of automated water meter reading systems for the water department.
5) Continue working with other communities to joint bid projects.
6) Worked with various wireless companies pertaining to installation on City water towers.
7) Continued to improve the emergency call in policy for the public works department and improve the procedures.
8) Major revisions to solid waste ordinance.
9) Contracted out utility locates.

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 2017 Public Works Administration program cost is $166,963. 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 $417,408. 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.

2017 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 after hours emergency response policy.
6) Conduct leak detection survey on water distribution system.

2017 Budget Significant Expenditure Changes:

1) Training is funding to provide for all-department trainings.
2) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
3) Consulting is for copier lease.
4) Cell/Radio increased $500 to reflect actual costs with implementing use of IPADs in operations.
5) Office Supplies decreased $500 to reflect actual costs.
6) Memberships/Subscriptions decreased $50 to reflect actual costs. Memberships/Subscriptions of $350 include 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.
7) Transportation decreased $200 to reflect actual costs.
8) No capital requested.

City of De Pere
2017
Adopted Budget

EXPENDITURES

PUBLIC WORKS ADMINISTRATION

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53000	110	Salaries	$ 71,395	$ 39,774	$ 71,545	$ 74,500	$ 34,636	$ 74,500	$ 75,317	$ 75,317	1.10%
100	53000	120	Hourly Wages	26,024	17,189	39,083	30,000	14,375	30,000	30,000	30,000	0.00%
100	53000	125	Overtime Wages	500	148	445	400	832	1,200	400	400	0.00%
100	53000	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	53000	150	FICA	7,491	5,064	8,080	8,025	3,962	8,086	8,087	8,087	0.78%
100	53000	151	Retirement	6,658	4,021	7,627	6,923	3,604	6,976	7,189	7,189	3.83%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,867	13,025	29,777	29,693	10,783	29,693	31,201	28,720	-3.28%
100	53000	190	Training	2,500	0	-	2,500		2,500	2,500	2,500	0.00%
			Subtotal	**142,435**	**79,221**	**156,557**	**152,041**	**68,192**	**152,955**	**154,694**	**152,213**	**0.11%**
			CONTRACTUAL SERVICES									
100	53000	210	Telephone	1,200	540	1,201	1,200	615	1,200	1,200	1,200	0.00%
100	53000	211	Postage	2,500	1,088	2,088	2,500	1,000	2,500	2,500	2,500	0.00%
100	53000	212	Seminars and Conferences	2,600	314	1,739	2,600	743	2,600	2,600	2,600	0.00%
100	53000	215	Consulting	800	155	431	800	158	800	800	800	0.00%
100	53000	218	Cell/Radio	1,200	694	1,393	1,500	932	2,000	2,000	2,000	33.33%
100	53000	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**8,300**	**2,791**	**6,852**	**8,600**	**3,448**	**9,100**	**9,100**	**9,100**	**5.81%**
			SUPPLIES AND EXPENSE									
100	53000	310	Office Supplies	5,500	1,304	2,843	5,500	1,563	5,000	5,000	4,000	-27.27%
100	53000	320	Memberships/Subscriptions	400	162	262	400	166	350	350	350	-12.50%
100	53000	331	Transportation	1,400	505	791	1,200	286	1,000	1,000	1,000	-16.67%
100	53000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	300	0	10	300	0	200	300	300	0.00%
			Subtotal	**7,600**	**1,971**	**3,906**	**7,400**	**2,015**	**6,550**	**6,650**	**5,650**	**-23.65%**
			CAPITAL OUTLAY									
100	53000	810	Capital Equipment	0	1,000	1,000	1,000	0	1,000	0	0	0.00%
			Subtotal	**0**	**1,000**	**1,000**	**1,000**	**0**	**1,000**	**0**	**0**	**0.00%**
			TOTAL	**$ 158,335**	**$ 84,983**	**$ 168,315**	**$ 169,041**	**$ 73,654**	**$ 169,605**	**$ 170,444**	**$ 166,963**	**-1.23%**

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Engineering

Program Full Time Equivalents: 2.4

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.
5) *Plan future growth (new and redevelopment)* – Staff plans future improvements for the City to address growth. This includes utility extensions and upsizing, storm water management facilities, and traffic facilities (vehicle, bicycle, and pedestrian).

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.
5) Develop long term infrastructure plans.
6) Provide recommendations on policies for City facilities.

2017 Performance Measures:

1) Utilize GIS 100% for the location of all sanitary, water, and storm lateral.
2) Utilize handheld GPS devices 50% to inspect public and private storm water management facilities in the City.

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

1) All laterals cards have been scanned and added to GIS for access to field staff.
   a. Result: Performance measure met.

2) The handheld GPS has just been ordered for use in locating sanitary, water, and storm laterals at the main. This will be utilized for the remainder of the year once obtained.
   a. Result: Performance measure met.

Significant Program Achievements:

1) Completed 2016 public works improvements program which included:
   a. Relayed approximately 9,200 lineal feet of water main in preparation for street resurfacing.
   b. Reconstructed sections of Oak Street, Elm Street, and Spruce Street.
   c. Constructed three new storm water management ponds, repaired a storm water management pond and drainage swales.
   d. Reconstructed utilities in Eighth Street in preparation for the WisDOT reconstruction in 2017.
   e. Constructed new streets (Fortune/Venture and Richco Road) and reconstructed Fortune Avenue in the West Business Park.
   f. Coordinated multiple design and construction projects occurring in the City with WisDOT and the Brown County Highway Department.
   g. Installed over 10,000 lineal feet of cured in place pipe in the deteriorated sanitary sewer at various areas along the City.
   h. Patched concrete pavement on a significant portion of Lawrence Drive, American Boulevard and Broadway Street.
2) Reviewed roof drain connections to the sanitary sewer in the downtown area.
3) Updated the storm water management plan for addressing new Wisconsin Department of Natural Resources standards for Total Maximum Daily Loads to the Fox River.
4) Completed research for easements throughout the City and added to GIS.
5) Reviewed all public and private storm water management facilities.

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 2017 Engineering Program cost is $289,095. 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 $722,738. 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.

2017 Program Objectives:

1) Coordinate with WisDOT on the Eighth Street Reconstruction project.
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) Monitor private storm water management facilities.

2017 Budget Significant Expenditure Changes:

1) Seasonal labor was decreased $1,000 to reflect actual costs.
2) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
3) Seminars and conferences provide 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 payments for color printer.
5) Memberships/subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
6) Transportation decreased $300 to reflect actual costs.
7) Operating supplies was decreased $500 to reflect actual costs.
8) Repair and maintenance was decreased $200 to reflect actual costs.
9) Capital equipment includes the general fund share of $4,000 for purchasing a data collector.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 9, 2016

DESCRIPTION OF PROJECT:

Engineering – Data Collector – Purchase another data collector with radio addition.

ITEM	COST
Data Collector and Radio	$10,000

NEW: or REPLACEMENT:

PROJECTED COST: $10,000

	PROPOSED METHOD OF FINANCING:	$	%
X	GENERAL FUND	$4,000	
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	OTHER – Sewage Revenue Fund	$2,000	
X	OTHER – Water Utility	$2,000	
X	OTHER – Storm Water Utility	$2,000	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Engineering Department currently has one data collector. The data collector is used with both the GPS and total station survey equipment. With only one data collector, we are limited to using either the GPS or the total station. With staff being cross trained, there are many times throughout the year that productivity is limited because we cannot multiple surveys or survey and construction staking completed simultaneously. This will advance the continued improvement in efficiency which has been ongoing since eliminating a staff member several years ago.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

ENGINEERING

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53110	110	Salaries	$ 64,348	$ 30,918	$ 65,383	$ 66,555	$ 30,716	$ 66,555	$ 67,159	$ 67,159	0.91%
100	53110	120	Hourly Wages	92,072	44,946	97,037	93,925	45,895	93,925	95,806	95,806	2.00%
100	53110	125	Overtime Wages	8,950	3,621	10,347	9,300	5,462	10,924	9,750	9,750	4.84%
100	53110	126	Seasonal Labor	9,300	4,255	6,491	9,600	2,907	9,600	9,600	8,600	-10.42%
100	53110	150	FICA	12,786	6,195	12,608	13,127	6,464	13,252	13,352	13,337	1.60%
100	53110	151	Retirement	11,245	4,829	11,693	11,205	5,912	11,313	11,745	11,745	4.81%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	49,017	21,464	53,291	51,773	18,454	51,773	52,251	49,340	-4.70%
100	53110	190	Training	6,109	1,667	2,069	6,109	1,209	6,109	6,000	6,000	-1.78%
			Subtotal	**253,827**	**117,895**	**258,920**	**261,595**	**117,019**	**263,450**	**265,663**	**261,737**	**0.05%**
			CONTRACTUAL SERVICES									
100	53110	210	Telephone	1,540	758	1,533	1,540	758	1,540	1,540	1,540	0.00%
100	53110	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	53110	212	Seminars and Conferences	1,818	669	669	1,818	306	1,818	1,818	1,818	0.00%
100	53110	215	Consulting	8,200	3,493	6,613	8,200	6,427	10,000	8,500	8,500	3.66%
100	53110	218	Cell/Radio	1,600	987	1,782	2,500	1,157	2,500	2,500	2,500	0.00%
100	53110	219	Data	420	0	0	420	0	0	0	0	0.00%
			Subtotal	**13,578**	**5,907**	**10,597**	**14,478**	**8,648**	**15,858**	**14,358**	**14,358**	**-0.83%**
			SUPPLIES AND EXPENSE									
100	53110	310	Office Supplies	0	54	54	0	10	10	0	0	0.00%
100	53110	320	Memberships/Subscriptions	363	242	592	484	146	484	500	500	3.31%
100	53110	331	Transportation	3,500	1,218	2,596	3,500	924	3,500	3,200	3,200	-8.57%
100	53110	340	Operating Supplies	5,818	1,624	3,512	5,000	1,916	4,500	4,500	4,500	-10.00%
100	53110	350	Repair and Maintenance Supplies	1,091	136	660	1,000	12	800	800	800	-20.00%
			Subtotal	**10,772**	**3,274**	**7,413**	**9,984**	**3,008**	**9,294**	**9,000**	**9,000**	**-9.86%**
			CAPITAL OUTLAY									
100	53110	810	Capital Equipment	800	0	0	6,800	212	6,800	4,000	4,000	-41.18%
			Subtotal	**800**	**0**	**0**	**6,800**	**212**	**6,800**	**4,000**	**4,000**	**-41.18%**
			TOTAL	**$ 278,977**	**$ 127,076**	**$ 276,930**	**$ 292,857**	**$ 128,886**	**$ 295,402**	**$ 293,021**	**$ 289,095**	**-1.28%**

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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.

2017 Performance Measures:

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

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

1) Reduce utility cost by 1% through power management and LED lighting replacements.
   a. Result: Our analysis of comparable time periods showed a $311 decrease (or 1%) decrease in utility costs.

Significant Program Achievements:

1) Installed LED lighting in City Engineer's office as test site.
2) Ran water and air lines to provide more convenient and sensible use.
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 2017 Municipal Service Center program cost is $93,356. 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 $129,661. 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.

2017 Budget Significant Expenditure Changes:

1) Overtime wages decreased by $79 to reflect trends.
2) Health, Dental, DIB, Life & Wks Comp decreased $285 to reflect projected costs.
3) Training ($360) includes various training for our Building Maintenance staff.
4) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and Building Maintenance scheduling software.
5) Capital Outlay includes $7,200 for MSC Upgrades and Repairs and $4,320 to Replace (2) Unit Heaters.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Repair and maintenance fund for MSC

NEW: or REPLACEMENT: X

PROJECTED COST: $ 10,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	10,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This funding is to address general upkeep and repairs to the MSC that are unforeseen. Repairing roofing, gutters, replace hot water heaters, replace HVAC, modernize facilities, etc…

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Fence next to Lande Street

NEW: X or REPLACEMENT:

PROJECTED COST: $2,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	2,000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	DELETED	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Public Works Director has indicated there have been issues with a land owner next to a piece of land that the City owns along Lande Street. Staff is recommending the construction of a fence to prevent the land owner from utilizing and impacting the City owned property.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Replace (2) Unit Heaters

NEW: or REPLACEMENT: x

PROJECTED COST: $ 6,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	6,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	4,320 GENERAL	
GRANTS	900 STORM	
OTHER	300 WASTEWATER	
	480 WATER	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There are two unit heaters in the MSC that are in need of repair. One of them is currently not in operation. Unit heaters are small gas fired heaters that maintain temperature control in the our larger fleet storage areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-15

DESCRIPTION OF PROJECT:

Install electronic gate at the front of the MSC

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The electronic gates serves as a protective and safety barrier from people gaining entry to the operations area of the MSC. Staff have been involved in various situations where residents are lost or purposely trying to gain access to the back area of the MSC. Unsupervised or unattended people driving or having a presence in back area of the MSC causes safety concerns. The gate would be constructed at the front entry of the MSC .

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 Goal No.

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

MUNICIPAL SERVICE CENTER

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53230	110	Salaries	$0	$0	$0	$0	$0	$0	$0	$0	0.00%
100	53230	120	Hourly Wages	10,995	12,131	28,941	7,572	11,475	15,000	7,642	7,642	0.92%
100	53230	125	Overtime Wages	393	0	131	283	150	283	204	204	-27.92%
100	53230	126	Seasonal Labor	0	0	0	3,528	0	3,528	3,604	3,604	2.15%
100	53230	150	FICA	871	947	2,045	652	917	1,220	652	652	0.07%
100	53230	151	Retirement	774	971	2,007	518	1,003	1,009	534	534	3.00%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,181	3,612	7,258	2,353	3,309	7,000	2,124	2,068	-12.11%
100	53230	190	Training	500	170	180	360	0	360	360	360	0.00%
			Subtotal	**17,715**	**17,831**	**40,562**	**15,266**	**16,854**	**28,400**	**15,120**	**15,064**	**-1.32%**
			CONTRACTUAL SERVICES									
100	53230	210	Telephone	240	120	240	173	85	173	173	173	0.00%
100	53230	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	53230	215	Consulting	6,500	62	7,648	8,280	28	8,280	8,280	8,280	0.00%
100	53230	217	Cleaning Service Contract	13,000	5,414	9,487	9,468	5,013	9,468	9,035	9,035	-4.57%
100	53230	220	Utilities	55,000	21,457	43,562	39,600	27,160	54,000	38,160	38,160	-3.64%
			Subtotal	**74,740**	**27,053**	**60,936**	**57,521**	**32,286**	**71,921**	**55,648**	**55,648**	**-3.26%**
			SUPPLIES AND EXPENSE									
100	53230	314	Cleaning and Maintenance	16,000	11,230	15,490	7,920	5,966	11,000	8,136	8,136	2.73%
100	53230	340	Operating Supplies	3,950	3,190	5,812	2,916	3,330	4,000	2,988	2,988	2.47%
			Subtotal	**19,950**	**14,420**	**21,302**	**10,836**	**9,295**	**15,000**	**11,124**	**11,124**	**2.66%**
			CAPITAL OUTLAY									
100	53230	810	Capital Equipment	35,000	10,503	22,105	39,600	2,346	39,600	41,760	11,520	-70.91%
			Subtotal	**35,000**	**10,503**	**22,105**	**39,600**	**2,346**	**39,600**	**41,760**	**11,520**	**-70.91%**
			TOTAL	**$ 147,405**	**$ 69,807**	**$ 144,906**	**$ 123,223**	**$ 60,782**	**$ 154,921**	**$ 123,652**	**$ 93,356**	**-24.24%**

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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.

2017 Performance Measures:

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

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

1) Perform 100% of preventative maintenance for City buildings on an annual basis.
   a. Result: Preventative maintenance was 100% accomplished on all City buildings.

Significant Program Achievements:

1) 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 2017 Mechanics program cost is $126,967. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

2017 Program Objectives:

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

2017 Budget Significant Expenditure Changes:

1) Hourly Wages decreased $8,706 due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.
2) Overtime decreased $400 due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.
3) FICA decreased $697 due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.

4) Retirement decreased $460 due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.
5) Health, Dental, DIB, Life & Workers Comp decreased $12,616 due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.
6) Training includes staff training on building maintenance.
7) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
8) Transportation decreased $3,444 due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.
9) Safety Equipment and Uniforms decreased $4,664 to due to shifting all equipment and fleet maintenance costs to the "machinery and equipment" program.
10) No Capital Outlay - requested

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

MECHANICS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53231	120	Hourly Wages	$ 116,653	$ 26,307	$ 107,346	$ 78,706	$ 24,115	$ 78,706	$ 70,000	$ 70,000	-11.06%
100	53231	125	Overtime Wages	2,199	5	640	1,000	99	800	600	600	-40.00%
100	53231	150	FICA	9,092	2,026	7,731	6,098	1,852	6,082	5,401	5,401	-11.42%
100	53231	151	Retirement	8,082	1,686	6,167	5,261	1,953	5,247	4,801	4,801	-8.74%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	40,749	8,748	33,310	43,131	8,898	43,131	31,935	30,515	-29.25%
100	53231	190	Training	500	0	-	500	350.00	500	500	500	0.00%
			Subtotal	**177,275**	**38,772**	**155,194**	**134,695**	**37,267**	**134,467**	**113,237**	**111,817**	**-16.99%**
			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	1,000	467	467	1,000	-	1,000	1,000	1,000	0.00%
100	53231	218	Cell/Radio	650	315	707	650	480	960	650	650	0.00%
100	53231	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,650**	**782**	**1,174**	**1,650**	**480**	**1,960**	**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	6,500	3,722	4,646	7,444	2,258	5,000	4,000	4,000	-46.27%
100	53231	340	Operating Supplies	20,000	8,974	19,871	5,000	468	5,000	5,000	5,000	0.00%
100	53231	350	Repair and Maintenance Supplies	4,000	(170)	3,929	4,000	1,528	4,000	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	3,800	2,332	4,839	4,664	2,697	4,664	0	0	0.00%
			Subtotal	**34,800**	**14,858**	**33,285**	**21,608**	**6,951**	**19,164**	**13,500**	**13,500**	**-37.52%**
			CAPITAL OUTLAY									
100	53231	860	Capital Outlay	3,189	0	2,323	0	0	0	0	0	0.00%
			Subtotal	**3,189**	**0**	**2,323**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 216,914**	**$ 54,412**	**$ 191,976**	**$ 157,953**	**$ 44,697**	**$ 155,591**	**$ 128,387**	**$ 126,967**	**-19.62%**

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 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 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.

2017 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.

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

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:

1) 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 2017 Machinery and Equipment program cost is $231,624. 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 $472,703. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $256 to due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
2) Health, Dental, DIB, Life & Workers Comp increased $23,794 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
3) Training for staff on fleet maintenance equipment.
4) Consulting includes tasks unable to perform in our mechanics shop.
5) Cell/Radio increase $250 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
6) Transportation costs increased $1,000 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
7) Safety Equipment and Uniforms increased $3,000 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
8) Capital Outlay includes the general fund share of $24,500 two (2) variable message signs; $1,225 miscellaneous tools; $1,225 for replacing damaged 20-ton jack.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Two (2) new variable message signs.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 50,000

PROPOSED METHOD OF FINANCING:		$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		$ 24,500	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	Storm Water Utility	$25,500	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The two new variable message signs will be implemented into the public works operations to notify the travelling public on traffic issues or other events.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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City of De Pere
2017
Adopted Budget

EXPENDITURES

MACHINERY AND EQUIPMENT

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53240	120	Hourly Wages	$ 44,249	$ 35,306	$ 44,427	$ 75,000	$ 39,754	$ 79,508	$ 76,500	$ 76,500	2.00%
100	53240	125	Overtime Wages	4,330	0	210	2,000	279	2,000	2,000	2,000	0.00%
100	53240	126	Seasonal Labor	4,900	0	0	4,900	427	4,900	4,900	4,900	0.00%
100	53240	150	FICA	3,787	2,596	2,794	5,962	2,958	6,306	6,076	6,076	1.92%
100	53240	151	Retirement	3,303	2,270	3,021	5,082	3,090	5,380	5,338	5,338	5.04%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,210	16,517	22,636	18,216	20,284	40,568	46,202	42,010	130.62%
100	53240	190	Training	0	0	0	500	0	500	500	500	0.00%
			Subtotal	**77,780**	**56,689**	**73,088**	**111,660**	**66,794**	**139,162**	**141,516**	**137,324**	**22.98%**
			CONTRACTUAL SERVICES									
100	53240	210	Telephone	100	50	100	100	50	100	100	100	0.00%
100	53240	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
100	53240	215	Consulting	20,000	5,692	18,147	20,000	5,830	20,000	20,000	20,000	0.00%
100	53240	218	Cell/Radio	0		0	0	0	0	250	250	100.00%
100	53240	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**20,100**	**5,742**	**18,247**	**20,100**	**5,880**	**20,100**	**20,350**	**20,350**	**1.24%**
			SUPPLIES AND EXPENSE									
100	53240	331	Transportation			0	0	0	0	1,000	1,000	100.00%
100	53240	340	Operating Supplies	1,000	185	959	8,000	6,082	8,000	8,000	7,000	-12.50%
100	53240	350	Repair and Maintenance Supplies	35,000	17,990	35,835	36,000	14,129	36,000	36,000	36,000	0.00%
100	53240	351	Safety Equipment and Uniforms			0	0	0	0	3,000	3,000	100.00%
			Subtotal	**36,000**	**18,175**	**36,795**	**44,000**	**20,210**	**44,000**	**48,000**	**47,000**	**6.82%**
			CAPITAL OUTLAY									
100	53240	810	Capital Equipment	18,375	0	32,281	17,241	8,019	17,241	26,950	26,950	56.31%
			Subtotal	**18,375**	**0**	**32,281**	**17,241**	**8,019**	**17,241**	**26,950**	**26,950**	**56.31%**
			TOTAL	**$ 152,255**	**$ 80,606**	**$ 160,412**	**$ 193,001**	**$ 100,903**	**$ 220,503**	**$ 236,816**	**$ 231,624**	**20.01%**

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Snow and Ice Control

Program Full Time Equivalents: .96

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.

2017 Performance Measures:

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

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

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 15 to 12. Met performance measure.

Significant Program Achievements:

1) 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 2017 Snow and Ice Control program cost is $282,503. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Training includes training for operational training of salting and plowing.
2) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
3) Transportation decreased $10,000 to reflect actual costs.
4) Operating Supplies increased $14,000 to repair instead of replace the front end loader.
5) Salt, Sand, Chloride increased $5,000 to reflect actual costs.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 4, 2016

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		

DELETED

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 36 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 various public works activities.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

SNOW AND ICE CONTROL

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53310	120	Hourly Wages	$ 74,381	$ 32,525	$ 45,609	$ 70,000	$ 53,117	$ 70,000	$ 71,400	$ 71,400	2.00%
100	53310	125	Overtime Wages	65,000	11,535	15,830	65,000	19,875	65,000	65,000	65,000	0.00%
100	53310	150	FICA	10,663	3,214	3,728	10,328	6,055	10,328	10,435	10,435	1.04%
100	53310	151	Retirement	9,478	2,984	3,529	8,910	5,496	8,910	9,275	9,275	4.10%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,093	18,781	20,884	23,000	12,210	23,000	25,000	23,893	3.88%
100	53310	190	Training	500	0	5	500	0	500	500	500	0.00%
			Subtotal	**185,115**	**69,039**	**89,584**	**177,738**	**96,752**	**177,738**	**181,610**	**180,503**	**1.56%**
			CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	400	821	921	1,000	270	1,000	1,000	1,000	0.00%
100	53310	215	Consulting	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**400**	**821**	**921**	**1,000**	**270**	**1,000**	**1,000**	**1,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53310	331	Transportation	45,000	9,066	9,746	45,000	11,041	30,000	35,000	33,000	-26.67%
100	53310	340	Operating Supplies	4,000	181	970	4,000	2,171	4,000	4,000	18,000	350.00%
100	53310	341	Salt, Sand, Chloride	40,000	35,918	33,747	45,000	49,758	49,758	50,000	50,000	11.11%
			Subtotal	**89,000**	**45,165**	**44,464**	**94,000**	**62,969**	**83,758**	**89,000**	**101,000**	**7.45%**
			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	**$ 274,515**	**$ 115,025**	**$ 134,970**	**$ 272,738**	**$ 159,992**	**$ 262,496**	**$ 496,610**	**$ 282,503**	**3.58%**

Street Maintenance

Program Full Time Equivalents: .99

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.

2017 Performance Measures:

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

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

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:

1) 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 2017 Street Maintenance program cost is $116,730. The program benefits the community by allowing the streets to be kept clear of road hazards.

2017 Program Objectives:

1) Continue road maintenance activities to improve road conditions.

2017 Budget Significant Expenditure Changes:

1) Overtime Wages decreased $500 to reflect actual costs.
2) Retirement increased $193 to reflect actual costs.
3) Health, Dental, DIB, Life & Workers Comp increased $8,706 to reflect actual costs.
4) Training includes funding for street employees to attend road maintenance seminar/workshops.
5) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
6) Consulting includes for blacktop patching.
7) Transportation decreased $9,460 to reflect actual costs.
8) No Capital Outlay is being requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

STREET MAINTENANCE

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53330	120	Hourly Wages	$ 61,549	$ 22,179	$ 52,277	$ 47,444	$ 24,655	$ 49,310	$ 49,310	$ 49,310	3.93%
100	53330	125	Overtime Wages	2,500	42	396	2,500	249	2,500	2,000	2,000	-20.00%
100	53330	126	Seasonal Labor	4,961	432	1,199	4,961	546	4,961	4,961	4,961	0.00%
100	53330	150	FICA	4,972	1,741	3,721	3,893	1,396	4,035	3,997	3,997	2.68%
100	53330	151	Retirement	4,355	1,460	3,485	3,296	332	3,419	3,489	3,489	5.85%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,639	8,908	25,592	17,097	7,764	23,000	27,000	25,803	50.92%
100	53330	190	Training	2,500	111	111	2,500	0	2,500	2,500	2,500	0.00%
			Subtotal	**106,476**	**34,873**	**86,780**	**81,691**	**34,942**	**89,726**	**93,257**	**92,060**	**12.69%**
			CONTRACTUAL SERVICES									
100	53330	212	Seminars and Conferences	270	0	0	270	0	270	270	270	0.00%
100	53330	215	Consulting	1,000	863	1,354	2,000	0	2,000	2,000	2,000	0.00%
			Subtotal	**1,270**	**863**	**1,354**	**2,270**	**0**	**2,270**	**2,270**	**2,270**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53330	331	Transportation	21,460	5,921	7,529	21,460	3,870	12,000	12,000	12,000	-44.08%
100	53330	340	Operating Supplies	4,000	857	5,009	4,000	1,949	4,000	4,000	4,000	0.00%
100	53330	350	Repair and Maintenance Supplies	1,000	0	0	1,000	0	1,000	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,400	1,899	4,589	5,400	1,469	5,400	5,400	5,400	0.00%
			Subtotal	**31,860**	**8,677**	**17,127**	**31,860**	**7,288**	**22,400**	**22,400**	**22,400**	**-29.69%**
			CAPITAL OUTLAY									
100	53330	860	Capital Outlay	0	0	1,000	35,000	0	35,000	0	0	0.00%
			Subtotal	**0**	**0**	**1,000**	**35,000**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 139,606**	**$ 44,413**	**$ 106,260**	**$ 150,821**	**$ 42,229**	**$ 114,396**	**$ 117,927**	**$ 116,730**	**-22.60%**

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.

2017 Performance Measures:

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

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

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.

Significant Program Achievements:

1) 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 2017 Traffic Signs and Markings program cost is $161,102. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2017 Program Objectives:

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

2017 Budget Significant Expenditure Changes:

1) Overtime Wages decreased $293 to reflect actual costs.
2) Training is for training staff on sign maintenance and traffic markings.
3) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
4) Consulting includes fees paid to City of Green Bay for street striping.
5) Transportation decreased $510 to reflect actual costs.
6) Capital outlay requested for $15,000 to refurbish wooden entrance signs.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 6, 2016

DESCRIPTION OF PROJECT:

Refurbish existing City wooden entrance signs.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 15,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$ 15,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City has six wooden entrance signs that should be refurbished. The existing signs will be removed, sanded, stained, and reinstalled.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

TRAFFIC SIGNS AND MARKINGS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53400	120	Hourly Wages	$ 61,549	$ 31,775	$ 63,899	$ 62,780	$ 30,669	$ 62,780	$ 62,780	$ 62,780	0.00%
100	53400	125	Overtime Wages	2,793	23	53	2,793	181	2,000	2,500	2,500	-10.49%
100	53400	126	Seasonal Labor	4,462	1,580	4,722	4,462	1,164	4,500	4,650	4,650	4.21%
100	53400	150	FICA	4,987	2,471	4,771	5,081	2,366	5,021	5,061	5,061	-0.39%
100	53400	151	Retirement	4,375	1,956	4,393	4,328	2,125	4,275	4,439	4,439	2.57%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,298	7,625	19,597	21,484	9,795	19,590	23,590	22,547	4.95%
100	53400	190	Training	400	0	0	400	30	400	400	400	0.00%
			Subtotal	**98,864**	**45,430**	**97,435**	**101,328**	**46,329**	**98,566**	**103,420**	**102,377**	**1.04%**
			CONTRACTUAL SERVICES									
100	53400	212	Seminars and Conferences	225	0	0	225	21	225	225	225	0.00%
100	53400	215	Consulting	6,000	342	5,689	6,000	0	6,000	6,000	6,000	0.00%
			Subtotal	**6,225**	**342**	**5,689**	**6,225**	**21**	**6,225**	**6,225**	**6,225**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53400	331	Transportation	4,010	2,058	2,914	4,010	997	3,500	3,500	3,500	-12.72%
100	53400	340	Operating Supplies	22,000	1,682	21,188	22,000	(468)	22,000	22,000	22,000	0.00%
100	53400	342	Paint--Sign and Mark	14,000	5	11,495	14,000	0	14,000	14,000	12,000	-14.29%
			Subtotal	**40,010**	**3,745**	**35,598**	**40,010**	**529**	**39,500**	**39,500**	**37,500**	**-6.27%**
			CAPITAL OUTLAY									
100	53400	810	Capital Equipment	0	0	0	0	0	0	15,000	15,000	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**15,000**	**15,000**	**100.00%**
			TOTAL	**$ 145,099**	**$ 49,517**	**$ 138,722**	**$ 147,563**	**$ 46,879**	**$ 144,291**	**$ 164,145**	**$ 161,102**	**9.18%**

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.

2017 Performance Measures:

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

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

1) Respond and repair all street lighting issues within the downtown districts within 24 hours of notification.
   a. Result: This was not met due to staffing.

Significant Program Achievements:

1) 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 2017 Street Lighting program cost is $433,034. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2017 Program Objectives:

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

2017 Budget Significant Expenditure Changes:

1) Hourly wages decreased $6,000 to reflect actual costs of maintenance of street lighting.
2) Overtime wages decreased $100 to reflect actual costs of maintenance of street lighting.
3) FICA decreased $467 to reflect actual costs of maintenance of street lighting.
4) Retirement decreased $384 to reflect actual costs of maintenance of street lighting.
5) Consulting costs increased $2,000 to reflect costs of contracting out locates. Consulting is for contracting outside services for locates and to repair street and decorative lighting.
6) Transportation decreased $350 to reflect actual costs.
7) Operating Supplies increased $3,000 to reflect actual costs of maintenance of street lighting.
8) No capital equipment requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

STREET LIGHTING

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53420	120	Hourly Wages	6,000	10,854	$ 18,478	$ 15,000	$ 3,323	$ 12,000	$ 9,000	$ 9,000	-40.00%
100	53420	125	Overtime Wages	100	174	380	200	10	200	100	100	-50.00%
100	53420	150	FICA	467	802	1,345	1,163	264	933	696	696	-40.13%
100	53420	151	Retirement	415	718	1,332	1,003	316	805	619	619	-38.32%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,074	2,557	4,041	2,195	819	2,195	2,195	2,119	-3.46%
100	53420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**$9,055**	**15,105**	**25,576**	**19,561**	**4,733**	**16,134**	**12,610**	**12,534**	**-35.92%**
			CONTRACTUAL SERVICES									
100	53420	215	Consulting	$8,000	1,709	1,709	8,000	0	8,000	10,000	10,000	25.00%
100	53420	220	Utilities	400,000	162,625	390,996	400,000	188,179	400,000	400,000	395,000	-1.25%
			Subtotal	**$408,000**	**164,334**	**392,705**	**408,000**	**188,179**	**408,000**	**410,000**	**405,000**	**-0.74%**
			SUPPLIES AND EXPENSE									
100	53420	331	Transportation	$850	0	0	850	0	500	500	500	-41.18%
100	53420	340	Operating Supplies	8,500	10,792	23,845	12,000	14,777	15,000	15,000	15,000	25.00%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**$9,350**	**10,792**	**23,845**	**12,850**	**14,777**	**15,500**	**15,500**	**15,500**	**20.62%**
			CAPITAL OUTLAY									
100	53420	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 426,405**	**$ 190,231**	**$ 442,127**	**$ 440,411**	**$ 207,689**	**$ 439,634**	**$ 438,110**	**$ 433,034**	**-1.68%**

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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.

2017 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.

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

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:

1) 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 2017 Traffic Lights program cost is $53,362. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2017 Program Objectives:

1) Continue to maintain signalization at all intersections.
2) Evaluated the needs for pedestrian signals.

2017 Budget Significant Expenditure Changes:

1) Consulting fees include for fees paid to City of Green Bay for maintenance of traffic signals and locates.
2) Capital equipment includes $3,500 for upgrading access control software and $7,000 purchase replacement conflict monitors.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 9, 2016

DESCRIPTION OF PROJECT:

Traffic Lights – Controller Access Software –Upgrade the controller software.

NEW: or REPLACEMENT:

PROJECTED COST: $3,500

PROPOSED METHOD OF FINANCING:	$	%
X GENERAL FUND	$3,500	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The current controller access software is outdated and no longer supported. The software is used to access controllers via a laptop to diagnose issues and control timing on the signals.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 9, 2016

DESCRIPTION OF PROJECT:

Traffic Lights – Conflict Monitors – Purchase replacement conflict monitors.

ITEM	COST
Six Channel Conflict Monitors (3)	$3,000
Twelve Channel Conflict Monitors (4)	$4,000

NEW: or REPLACEMENT:

PROJECTED COST: $7,000

PROPOSED METHOD OF FINANCING:		$	%
X	GENERAL FUND	$7,000	
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Conflict monitors are utilized in signals to control monitor for conflict between signals, improper sequencing, incorrect timing, and improper signal voltage levels. These units will be used as backup and replacement for existing units.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

TRAFFIC LIGHTS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53450	120	Hourly Wages	$0	$28	$416	$0	$0	$0	$0	$0	0.00%
100	53450	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0	0.00%
100	53450	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	53450	150	FICA	0	3	34	0	0	0	0	0	0.00%
100	53450	151	Retirement	0	3	31	0	0	0	0	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	3	73	0	0	0	0	0	0.00%
			Subtotal	**0**	**37**	**554**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
100	53450	215	Consulting	10,000	711	28,608	10,000	4,232	10,000	10,000	10,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	53450	219	Data	0	0	0	0	0	0	0	0	0.00%
100	53450	220	Utilities	33,600	12,873	30,996	30,000	15,681	31,362	31,362	31,362	4.54%
			Subtotal	**43,600**	**13,584**	**59,604**	**40,000**	**19,913**	**41,362**	**41,362**	**41,362**	**3.40%**
			SUPPLIES AND EXPENSE									
100	53450	331	Transportation	0	0	0	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	1,000	515	1,012	1,500	2,910	4,000	1,500	1,500	0.00%
			Subtotal	**1,000**	**515**	**1,012**	**1,500**	**2,910**	**4,000**	**1,500**	**1,500**	**0.00%**
			CAPITAL OUTLAY									
100	53450	810	Capital Equipment	22,000	0	10,814	8,500	1,985	8,500	35,500	10,500	23.53%
			Subtotal	**22,000**	**0**	**10,814**	**8,500**	**1,985**	**8,500**	**35,500**	**10,500**	**23.53%**
			TOTAL	**$ 66,600**	**$ 14,136**	**$ 71,984**	**$ 50,000**	**$ 24,808**	**$ 53,862**	**$ 78,362**	**$ 53,362**	**6.72%**

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Brush Collection

Program Full Time Equivalents: .39

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.

2017 Performance Measures:

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

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

1) Decrease number of household brush violations 1% by educating the community on City policy.
   a. Result: Household brush violations (251 in 2015, 412 in 2016). Performance measure was not met.

Significant Program Achievements:

1) Reduced the number of commercial contractors illegally using the compost site.
2) 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 2017 Brush Collection program cost is $92,318. 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.

2017 Program Objectives:

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

2017 Budget Significant Expenditure Changes:

1) Hourly Wages increased $10,000 to reflect actual costs.
2) Overtime Wages decreased $100 to reflect actual costs.
3) FICA increased $757 to reflect actual costs.
4) Retirement increased $734 to reflect actual costs.
5) Health, Dental, DIB, Life & Workers Comp increased $4,156 to reflect actual costs.
6) Consulting increased $3,000 to reflect actual costs. Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
7) Utilities increased $204 to reflect actual costs with the installation of security cameras.
8) Transportation decreased $2,000 to reflect actual costs.
9) No Capital Equipment requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

BRUSH COLLECTION

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53460	120	Hourly Wages	$ 35,476	$ 17,054	$ 39,353	$ 30,000	$ 26,270	$ 40,000	$ 40,000	$ 40,000	33.33%
100	53460	125	Overtime Wages	200	0	62	200	0	100	100	100	-50.00%
100	53460	126	Seasonal Labor	7,505	195	4,264	7,505	2,005	5,000	7,505	7,505	0.00%
100	53460	150	FICA	2,838	1,319	2,967	2,419	1,946	3,140	3,176	3,176	31.31%
100	53460	151	Retirement	2,426	1,101	2,773	1,993	1,970	2,647	2,727	2,727	36.81%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,244	6,875	14,802	10,000	10,787	14,802	14,802	14,156	41.56%
			Subtotal	**61,689**	**26,544**	**64,220**	**52,117**	**42,977**	**65,689**	**68,310**	**67,664**	**29.83%**
			CONTRACTUAL SERVICES									
100	53460	215	Consulting	10,000	0	8,705	15,000	9,007	18,000	18,000	18,000	20.00%
100	53460	220	Utilities	125	126	316	150	177	354	354	354	136.00%
			Subtotal	**10,125**	**126**	**9,021**	**15,150**	**9,184**	**18,354**	**18,354**	**18,354**	**21.15%**
			SUPPLIES AND EXPENSE									
100	53460	331	Transportation	10,000	1,290	3,453	8,000	2,992	6,000	6,000	6,000	-25.00%
100	53460	340	Operating Supplies	300	0	0	300	0	300	300	300	0.00%
			Subtotal	**10,300**	**1,290**	**3,453**	**8,300**	**2,992**	**6,300**	**6,300**	**6,300**	**-24.10%**
			CAPITAL OUTLAY									
100	53460	810	Capital Equipment	5,000	0	3,441	0	0	0	0	0	0.00%
			Subtotal	**5,000**	**0**	**3,441**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 87,114**	**$ 27,960**	**$ 80,134**	**$ 75,567**	**$ 55,153**	**$ 90,343**	**$ 92,964**	**$ 92,318**	**22.17%**

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.

2017 Performance Measures:

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

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

1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership decreased: Route 11: 41,582 to 40,441; Route 17: 23,973 to 23,660)

Significant Program Achievements:

1) 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 2017 Transit System program cost is $436,943. 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.

2017 Program Objectives:

1) Continue to maintain bus services for the community.

2017 Budget Significant Expenditure Changes:

None

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

TRANSIT SYSTEM

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			CONTRACTUAL SERVICES									
100	53520	213	Transit System	$ 433,950	$ 46,513	$ 429,311	$ 427,007	$ 166,301	$ 427,007	$ 436,943	$ 436,943	2.33%
			Subtotal	**433,950**	**46,513**	**429,311**	**427,007**	**166,301**	**427,007**	**436,943**	**436,943**	**2.33%**
			TOTAL	**$ 433,950**	**$ 46,513**	**$ 429,311**	**$ 427,007**	**$ 166,301**	**$ 427,007**	**$ 436,943**	**$ 436,943**	**2.33%**

Garbage and Refuse Collection

Program Full Time Equivalents: 2.66

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.
3) *Rubbish Drop Off Site*- 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.

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.

2017 Performance Measures:

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

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

1) Decrease the number of rubbish violations 1% by educating the community on City policy.
   a. Result: Violations are 95 for 2016 compared to 57 in 2015. Performance measure not met.

Significant Program Achievements:

1) Realigned garbage maps/routes to gain greater efficiency.
2) 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 2017 Garbage/Refuse Collection program cost is $274,816. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Overtime Wages decreased $1,000 to reflect actual costs.
2) Training $500 includes funding for staff development in garbage truck operation.
3) Consulting increased $6,500 for garbage dumpster services for Nicolet Square. Consulting also includes $1,000 funding for WDNR and Brown County for solid waste operations.
4) Transportation decreased $4,000 to reflect actual cost savings from having compressed natural gas engines for the garbage trucks.
5) No Capital Equipment requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

GARBAGE/REFUSE COLLECTION

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53620	120	Hourly Wages	$ 171,718	$ 82,286	$ 177,206	$ 150,667	$ 70,101	$ 160,000	$ 150,667	$ 150,667	0.00%
100	53620	125	Overtime Wages	3,000	406	876	3,000	479	2,000	2,000	2,000	-33.33%
100	53620	126	Seasonal Labor	5,256	2,064	5,606	5,256	1,164	5,256	5,256	5,256	0.00%
100	53620	150	FICA	13,442	6,485	12,937	11,832	5,581	12,469	11,755	11,755	-0.65%
100	53620	151	Retirement	11,881	4,923	12,199	10,142	5,356	10,692	10,381	10,381	2.36%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	60,259	26,826	63,793	53,134	23,150	46,300	53,134	50,756	-4.48%
100	53620	190	Training	500	0	-	500	451	500	500	500	0.00%
			Subtotal	**266,056**	**122,990**	**272,617**	**234,531**	**106,282**	**237,217**	**233,694**	**231,316**	**-1.37%**
			CONTRACTUAL SERVICES									
100	53620	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53620	215	Consulting	3,000	664	664	1,000	0	1,000	7,500	7,500	650.00%
			Subtotal	**3,000**	**664**	**664**	**1,000**	**0**	**1,000**	**7,500**	**7,500**	**650.00%**
			SUPPLIES AND EXPENSE									
100	53620	331	Transportation	40,000	7,447	27,854	30,000	12,181	26,000	26,000	26,000	-13.33%
100	53620	340	Operating Supplies	1,000	0	568	1,000	0	1,000	1,000	1,000	0.00%
100	53620	344	Garbage Bags and Poly Cart Supplies	9,000	0	11,895	9,000	0	9,000	9,000	9,000	0.00%
			Subtotal	**50,000**	**7,447**	**40,317**	**40,000**	**12,181**	**36,000**	**36,000**	**36,000**	**-10.00%**
			CAPITAL OUTLAY									
100	53620	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	**$ 319,056**	**$ 131,101**	**$ 313,598**	**$ 275,531**	**$ 118,463**	**$ 274,217**	**$ 277,194**	**$ 274,816**	**-0.26%**

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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.

2017 Performance Measures:

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

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

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:

1) 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 2017 Landfill program cost is $250,000. This program benefits the community by providing funding for disposal of solid waste.

2017 Program Objectives:

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

2017 Budget Significant Expenditure Changes:

1) No capital requested.

City of De Pere
2017 General Fund
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EXPENDITURES

LANDFILL

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			CONTRACTUAL SERVICES									
100	53630	214	Landfill	$ 204,000	$ 96,355	$ 279,144	$ 250,000	$ 127,245	$ 260,000	$ 250,000	$ 250,000	0.00%
			Subtotal	**204,000**	**96,355**	**279,144**	**250,000**	**127,245**	**260,000**	**250,000**	**250,000**	**0.00%**
			TOTAL	**$ 204,000**	**$ 96,355**	**$ 279,144**	**$ 250,000**	**$ 127,245**	**$ 260,000**	**$ 250,000**	**$ 250,000**	**0.00%**

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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.

2017 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.

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

1) Respond to 100% of weed complaints within 72 hours of receiving them.
   a. Result: This was accomplished.

Significant Program Achievements:

1) 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 2017 Weed Control program cost is $8,878. 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 $25,366. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $16 to reflect actual costs.
2) Health, Dental, DIB, Life & Wks Comp increased $446 to reflect actual costs.
3) Fuel costs increased $336 to reflect actual costs.
4) No capital outlay requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

WEED CONTROL

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53640	120	Hourly Wages	$ 3,170	$2,384	$ 6,530	$ 4,768	$ 2,793	$ 4,768	$ 4,864	$ 4,864	2.01%
100	53640	125	Overtime Wages			47	0	19	19	0	0	0.00%
100	53640	126	Seasonal Labor	91	0	0	91	0	91	91	91	0.00%
100	53640	150	FICA	244	169	447	366	199	366	373	373	2.01%
100	53640	151	Retirement	216	79	434	315	218	315	331	331	5.10%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,184	1,057	2,947	2,237	1,527	3,054	3,054	2,683	19.94%
100	53640	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**4,904**	**3,694**	**10,405**	**7,777**	**4,756**	**8,613**	**8,713**	**8,342**	**7.27%**
			SUPPLIES AND EXPENSE									
100	53640	340	Operating Supplies		-	0	0	263	263	0	0	0.00%
100	53640	361	Fuel - City vehicles/EQ	0	90	206	200	268	536	536	536	168.00%
			Subtotal	**0**	**90**	**206**	**200**	**531**	**799**	**536**	**536**	**168.00%**
			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	**$ 4,904**	**$ 3,784**	**$ 10,611**	**$ 7,977**	**$ 5,288**	**$ 9,412**	**$ 9,249**	**$ 8,878**	**11.30%**

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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 2016 the grant received was $92,993.40. 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.

2017 Performance Measures:

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

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

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

a. Result: Performance measure was not met. Tonnage for 2015 = 2107 and 2016 = 2109. This is an increase of 0.009%. This is primarily due to less paper products such as newspapers being recycled.

Significant Program Achievements:

1) 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 2017 Recycling program cost is $95,926. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Hourly Wages decreased $17,108 to reflect actual costs.
2) FICA decreased $1,309 to reflect actual costs.
3) Retirement decreased $1,038 to reflect actual costs.
4) Health, Dental, DIB, Life & Workers Comp decreased $4,192 to reflect actual costs.
5) Training $500 - fund staff attending recycling seminars.
6) Consulting of $5,500 was added for private dumpster services in Nicolet Square.
7) No capital outlay requested.

City of De Pere
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Adopted Budget

EXPENDITURES

RECYCLING

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	53650	120	Hourly Wages	$ 60,890	$ 23,675	$ 49,957	$ 62,108	$ 20,497	$ 45,000	$ 45,000	$ 45,000	-27.55%
100	53650	125	Overtime Wages	434	0	281	200	1	200	200	200	0.00%
100	53650	126	Seasonal Labor	322	0	85	322	0	322	322	322	0.00%
100	53650	150	FICA	4,696	1,845	3,742	4,771	1,666	3,462	3,462	3,462	-27.43%
100	53650	151	Retirement	4,170	1,467	3,473	4,112	1,463	2,983	3,074	3,074	-25.26%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,732	7,685	18,036	24,060	8,392	16,784	20,784	19,868	-17.42%
100	53650	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**93,744**	**34,672**	**75,573**	**96,074**	**32,018**	**69,252**	**73,342**	**72,426**	**-24.61%**
			CONTRACTUAL SERVICES									
100	53650	215	Consulting	0	0	0	0	0	0	5,500	5,500	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**5,500**	**5,500**	**100.00%**
			SUPPLIES AND EXPENSE									
100	53650	331	Transportation	13,000	9,739	19,131	11,500	5,593	11,500	11,500	11,500	0.00%
100	53650	340	Operating Supplies	500	0	0	500	0	500	500	500	0.00%
100	53650	344	Poly Cart Supplies	6,000	2,254	2,254	6,000	0	6,000	6,000	6,000	0.00%
			Subtotal	**19,500**	**11,993**	**21,385**	**18,000**	**5,593**	**18,000**	**18,000**	**18,000**	**0.00%**
			CAPITAL OUTLAY									
100	53650	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	**$ 113,244**	**$ 46,665**	**$ 96,958**	**$ 114,074**	**$ 37,611**	**$ 87,252**	**$ 96,842**	**$ 95,926**	**-15.91%**

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TOTAL PUBLIC WORKS

City of De Pere
2017 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

TOTAL PUBLIC WORKS

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 135,743	$ 70,692	$ 136,928	$ 141,055	$ 65,352	$ 141,055	$ 142,476	$ 142,476	1.01%
120	Hourly Wages	764,726	358,639	770,558	727,970	367,039	740,997	712,969	712,969	-2.06%
125	Overtime Wages	90,399	15,954	29,697	86,876	27,639	87,226	84,854	84,854	-2.33%
126	Seasonal Wages	36,797	8,526	22,367	40,534	8,212	38,067	40,889	39,889	-1.59%
150	FICA	76,335	34,877	66,949	73,715	35,626	74,336	72,526	72,511	-1.63%
151	Retirement	67,378	28,468	62,164	63,089	32,836	64,022	63,940	63,940	1.35%
152	Health, Denal, DIB, Life & Wks Comp Ins	309,547	143,683	316,037	298,373	136,171	318,151	333,272	314,478	5.40%
190	Training	14,009	1,948	2,365	14,369	2,041	14,369	14,260	14,260	-0.76%
	Subtotal	**1,494,935**	**662,787**	**1,407,066**	**1,446,072**	**674,914**	**1,481,368**	**1,465,186**	**1,445,378**	**-0.05%**
	CONTRACTUAL SERVICES									
210	Telephone	3,080	1,468	3,074	3,013	1,508	3,013	3,013	3,013	0.00%
211	Postage	2,500	1,088	2,088	2,500	1,000	2,500	2,500	2,500	0.00%
212	Seminars and Conference	5,313	1,804	3,330	5,913	1,339	5,913	5,913	5,913	0.00%
213	Transit System	433,950	46,513	429,311	427,007	166,301	427,007	436,943	436,943	2.33%
214	Landfill	204,000	96,355	279,144	250,000	127,245	260,000	250,000	250,000	0.00%
215	Consulting	74,500	14,158	80,036	79,280	25,682	85,080	97,580	97,580	23.08%
217	Cleaning Service Contract	13,000	5,414	9,487	9,468	5,013	9,468	9,035	9,035	-4.57%
218	Cell/Radio	3,450	1,996	3,882	4,650	2,568	5,460	5,400	5,400	16.13%
219	Data	420	0	0	420	0	0	0	0	0.00%
220	Utilities	488,725	197,081	465,869	469,750	231,197	485,716	469,876	464,876	-1.04%
	Subtotal	**1,228,938**	**365,877**	**1,276,222**	**1,253,001**	**561,853**	**1,284,157**	**1,280,260**	**1,275,260**	**1.78%**
	SUPPLIES AND EXPENSE									
310	Office Supplies	6,000	1,358	2,897	6,000	1,573	5,510	5,500	4,500	-25.00%
314	Cleaning & Maintenance Supplies	16,000	11,230	15,490	7,920	5,966	11,000	8,136	8,136	2.73%
315	Publications	0	0	0	0	0	0	0	0	0.00%
320	Memberships/Subscriptions	763	404	854	884	312	834	850	850	-3.85%
331	Transportation	145,720	40,966	78,660	132,967	40,142	99,000	103,700	101,700	-23.51%

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City of De Pere
2017 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
TOTAL PUBLIC WORKS										
340	Operating Supplies	72,068	28,000	82,747	66,216	33,396	72,563	68,788	81,788	23.52%
341	Salt, Sand and Chloride	40,000	35,918	33,747	45,000	49,758	49,758	50,000	50,000	11.11%
342	Paint--Sign and Mark	14,000	5	11,495	14,000	0	14,000	14,000	12,000	-14.29%
344	Garbage Bags and Poly Cart Supplies	15,000	2,254	14,149	15,000	0	15,000	15,000	15,000	0.00%
350	Repair and Maintenance	41,391	17,956	40,434	42,300	15,669	42,000	42,100	42,100	-0.47%
361	Fuel - Equipment	0	90	206	200	268	536	536	536	168.00%
351	Safety Equipment and Uniforms	9,200	4,231	9,427	10,064	4,166	10,064	8,400	8,400	-16.53%
	Subtotal	**360,142**	**142,412**	**290,106**	**340,551**	**151,249**	**320,265**	**317,010**	**325,010**	**-4.56%**
	CAPITAL OUTLAY									
810	Captial Equipment	81,175	11,503	69,642	73,141	12,562	73,141	348,210	67,970	-7.07%
860	Capital Outlay	3,189	0	3,323	35,000	0	35,000	0	0	0.00%
	Subtotal	**84,364**	**11,503**	**72,965**	**108,141**	**12,562**	**108,141**	**348,210**	**67,970**	**-37.15%**
	TOTAL	**$ 3,168,377**	**$ 1,182,577**	**$ 3,046,359**	**$ 3,147,766**	**$ 1,400,578**	**$ 3,193,931**	**$ 3,410,666**	**$ 3,113,618**	**-1.08%**

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CULTURE, EDUCATION & RECREATION

CULTURE, EDUCATION AND RECREATION EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Community Center	3.00
Historic Preservation Commission	0.00
Park and Rec Administration	2.00
Parks & Public Land	2.80
Forestry	2.30
Boat Ramps	0.15
Parks Equipment/Vehicle Maintenance	0.50
Recreation and Recreation Programs	3.43
Events/Celebrations	0.15
Swimming Pools	0.80
TOTAL	**15.13**

Community Center

Program Full Time Equivalents: 3.0

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) *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.

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) *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.

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/increase the amount of home delivered meals daily and maintain the amount of congregate meals served daily at our facility.

2017 Performance Measures:

1) Increase general revenues by 3%.

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

1) Increase online registration by 5%. Data will be used to determine effectiveness of marketing campaign to promote online registration.
   a. Result: Increased online registration by 5%; increased from 31% to 36%.

Significant Program Achievements:

1) Negotiated the renewal of the following contracts: Unified School District Agreement for Summer Day Camp, Our Lady of Lourdes Agreement for Kidz Zone, ADRC for Nutrition Program, and Facility Use Agreements with the schools.
2) Increased congregate meal participation by 47% by rearranging programs and adding programs around the meal time.
3) Reduced costs associated with development and distribution of our department brochures by entering into an agreement with a company to solicit advertising.
4) Developed a more cohesive Recreation Division budget by removing recreation programs from the Community Center budget and leaving that budget related to Community Center Rentals; leaving Aquatics still separate. This was done to reflect the restructure of our department and unified recreation operations.

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.

Costs and Benefits of Program and Services:

The proposed 2017 Community Center Program cost is $364,362. 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.

2017 Objectives:

1) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.
2) Enhance marketing efforts for the Community Center to increase facility rentals.
3) Research flooring options and install new flooring in a couple of rooms as well as look at updating facility amenities.

2017 Budget Significant Expenditure Changes:

1) Salaries increased by $3,092 to reflect projected wages.
2) Hourly Wages Part-Time decrease $52,978 to reflect reallocation of Activity Coordinator's and Part-time Office Assistant wages to Rec and Rec Programs budget.
3) Overtime Wages decreased by $50 to reflect actual trends and reduction of recreation programs from this budget.
4) Seasonal Labor decreased by $117,656 due to reallocation of wages to Rec and Rec Programs budget for CC recreation program staff, recreation assistant/intern and PT maintenance (5 hrs.).
5) FICA decreased $1,921 to reflect reallocation of staff wages to Rec budget.
6) Retirement increased by $656 to reflect increase in contributions.
7) Health, Dental, DIB, Life & Workers Comp Insurance decreased $16,840 to reflect reallocation of staff wages to Rec budget.

8) Training decreased $150 due to reallocation of some money to Rec and Rec Programs budget. Includes Management Training Seminar (1 person) $125, Support Staff Training (2 people) $150, First Aid/CPR Training (6 people) $75.
9) Postage increased $800 to include mailing of advertising promotion letters to businesses and includes a portion of the mailing costs for the postcards in case contracted company is not able to cover all costs.
10) Seminars and Conferences decreased $2,400 due to moving all costs to Rec and Rec Programs budget.
11) Consulting includes Security/Fire Monitoring – CEC ($250), Elevator Monitoring – CEC ($250).
12) Cell/Radio decreased $214 to reflect reallocating phone costs for 2 staff personnel to Rec and Rec Programs budget.
13) Utilities decreased $5,500 to reflect actual trends and update in equipment operating more efficiently.
14) Equipment Maintenance increased $650 to reflect actual trends.
15) Other Contractual Services decreased $19,635 to reflect transfer of transaction fees for ActiveNet Registration Software and ½ cost of Survey Monkey to Rec and Rec Programs budget.
16) Memberships/Subscriptions increased $280 to represent full costs of music & movie licenses and moving WPRA memberships, Sam's Club and InDesign Software to Rec and Rec Programs budget. Includes the following licenses: MPLC ($570), ASCAP ($340), SESAC ($380), BMI ($350).
17) Operating Supplies decreased $25,660 to reflect reallocation of program supply costs to Rec and Rec Programs budget.
18) Capital Outlay includes: CC Improvements/Upgrades & Repairs ($10,000) and Duct work Replacement ($5,800).

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

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: 6/9/16

DESCRIPTION OF PROJECT:

Community Center Upgrades & Miscellaneous Repairs ($10,000)

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)

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

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: 6/9/16

DESCRIPTION OF PROJECT:

Duct Work Replacement at Community Center ($5,800)

NEW: ____ or REPLACEMENT: X

PROJECTED COST: $5,800

PROPOSED METHOD OF FINANCING:

GENERAL FUND	$5,800	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

While replacing the humidifier, some duct work above the lower level kitchen area has been found to be rotted out and is leaking at the Community Center. The proposal would include removing rotted out duct work and installing new 20 gauge stainless steel duct work and insulation. Cost includes installation and fabrication labor. This project is recommended a high priority due to the fact that current duct work is leaking, which could lead to future additional problems.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

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City of De Pere
2017 General Fund
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EXPENDITURES

COMMUNITY CENTER

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55140	110	Salaries	$ 65,620	$ 31,030	$ 66,639	$ 69,562	$ 33,336	$ 69,562	$ 72,744	$ 72,744	4.57%
100	55140	120	Hourly Wages	90,063	53,502	109,100	90,881	54,375	90,881	92,670	92,670	1.97%
100	55140	122	Hourly Wages Part Time	46,608	11,712	32,813	52,978	15,289	52,978	0	0	0.00%
100	55140	125	Overtime Wages	340	28	28	300	14	300	250	250	-16.67%
100	55140	126	Seasonal Labor	122,045	40,491	112,808	124,231	42,519	121,000	6,575	6,575	-94.71%
100	55140	150	FICA	17,271	7,772	16,097	14,690	8,341	14,820	12,769	12,769	-13.08%
100	55140	151	Retirement	13,779	5,338	13,070	10,609	6,684	10,609	11,265	11,265	6.18%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	67,250	31,099	70,477	75,308	37,162	75,308	60,808	58,468	-22.36%
100	55140	190	Training	500	0	-	500	179	425	350	350	-30.00%
			Subtotal	**423,476**	**180,972**	**421,032**	**439,059**	**197,899**	**435,883**	**257,431**	**255,091**	**-41.90%**
			CONTRACTUAL SERVICES									
100	55140	210	Telephone	4,000	1,912	4,061	4,000	2,012	4,000	4,000	4,000	0.00%
100	55140	211	Postage	2,700	1,168	2,435	2,700	1,109	1,900	5,500	3,500	29.63%
100	55140	212	Seminars and Conferences	2,300	138	2,069	2,400	669	2,300	0	0	0.00%
100	55140	215	Consulting	500	0	478	500	0	480	500	500	0.00%
100	55140	217	Cleaning Service Contract	24,500	10,068	24,602	24,700	9,992	24,700	25,400	25,400	2.83%
100	55140	218	Cell/Radio	900	395	677	850	454	850	636	636	-25.18%
100	55140	219	Data	840	427	847	840	420	840	840	840	0.00%
100	55140	220	Utilities	43,200	16,008	33,879	42,500	18,519	37,000	40,000	37,000	-12.94%
100	55140	240	Equipment Maintenance	5,100	4,622	7,217	5,100	5,854	5,100	5,750	5,750	12.75%
100	55140	290	Other Contractual Services	22,224	12,165	25,158	26,840	1,450	26,825	7,205	7,205	-73.16%
			Subtotal	**106,264**	**46,903**	**101,424**	**110,430**	**40,477**	**103,995**	**89,831**	**84,831**	**-23.18%**
			SUPPLIES AND EXPENSE									
100	55140	310	Office Supplies	4,590	2,131	4,415	4,900	2,800	4,500	6,000	5,000	2.04%
100	55140	320	Memberships/Subscriptions	1,285	180	1,218	1,360	189	1,300	1,640	1,640	20.59%
100	55140	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	26,325	5,683	22,035	27,660	7,914	26,500	2,000	2,000	-92.77%
100	55140	348	Playground Supply and Expense	2,400	50	1,922	2,400	350	2,400	0	0	0.00%
			Subtotal	**34,600**	**8,044**	**29,590**	**36,320**	**11,253**	**34,700**	**9,640**	**8,640**	**-76.21%**
			CAPITAL OUTLAY									
100	55140	810	Capital Equipment	10,000	9,288	9,288	22,000	30,196	30,196	49,800	15,800	-28.18%
			Subtotal	**10,000**	**9,288**	**9,288**	**22,000**	**30,196**	**30,196**	**49,800**	**15,800**	**-28.18%**
			TOTAL	**$ 574,340**	**$ 245,207**	**$ 561,333**	**$ 607,809**	**$ 279,826**	**$ 604,774**	**$ 406,702**	**$ 364,362**	**-40.05%**

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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 though 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.

2017 Performance Measures:

1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
2) Facilitate the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. The $19,000 grant was awarded with a signed contract in the summer of 2016 and will be completed in 2017.
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.
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 Performance Measurement Data (July 2015 – June 2016):

1) Preparing Historic District signage for the residential districts.
   a. Result: Identify residents wanting signs, establish costs, and prepare sign production for 2016/2017 installation.
2) Continue implementation of the City Intensive Survey.
   a. Result: Commission was awarded grant for completion in 2016/2017.
3) Provide at least two education programs that continue the education on the historical heritage of the City.
   a. Result: Completed.

Significant Program Achievements:

1) Assistance on Historic Tax Credit program.
2) Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
3) 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 2017 Historic Preservation program cost is $10,110 plus $19,000 in grant funding for a total of $29,110. 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.

2017 Program Objectives:

1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
2) Facilitate the Certified Local Government Sub-grant, obtained in 2016, to update the City's 2001 Intensive Survey.
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.
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.

2017 Budget Significant Expenditure Changes:

1) Seminars and conferences for annual Historic Preservation Conference and other historic seminars available in the area was reduced to $360 in order to reflect the cost to send two representatives to two conferences.
2) Consulting may include a carryover for contribution towards historic plaques in residential historic districts.
3) Office Supplies decreased $60 to reflect actual costs.
4) Mileage Reimbursement decreased $100, while accommodating travel to two conferences and State Review in Madison, WI.

5) 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. Amounts remain unchanged.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

HISTORIC PRESERVATION COMMISSION

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	$1,000	$50	$0	$500	$0	$250	$360	$360	-28.00%
100	55150	215	Consulting	3,195	0	0	3,200	0	10,200	22,200	22,200	593.75%
			Subtotal	**4,195**	**50**	**0**	**3,700**	**0**	**10,450**	**22,560**	**22,560**	**509.73%**
			SUPPLIES AND EXPENSE									
100	55150	310	Office Supplies	390	15	10	300	0	250	240	240	-20.00%
100	55150	320	Memberships/Subscriptions	310	250	0	325	0	310	310	310	-4.62%
100	55150	330	Mileage Reimbursement	500	720	0	1,050	0	1,050	950	950	-9.52%
100	55150	391	Historic Preservation Supplies	0	0	2,080	0	7,290	0	0	0	0.00%
			Subtotal	**1,200**	**985**	**2,090**	**1,675**	**7,290**	**1,610**	**1,500**	**1,500**	**-10.45%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	55150	701	Historical Society	5,050	5,050	5,110	5,050	5,050	5,050	5,050	5,050	0.00%
			Subtotal	**5,050**	**5,050**	**5,110**	**5,050**	**5,050**	**5,050**	**5,050**	**5,050**	**0.00%**
			TOTAL	**$ 10,445**	**$ 6,085**	**$ 7,200**	**$ 10,425**	**$ 12,340**	**$ 17,110**	**$ 29,110**	**$ 29,110**	**179.23%**
			TOTAL (reflective of grant funds)					**$ 4,340**	**$ 9,110**	**$ 10,110**	**$ 10,110**	**-3.02%**

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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.

2017 Performance Measures:

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

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

1) Obtain a 5% increase in Recreation Scholarship applicants to determine if revisions to marketing plan have worked.
   a. As of July 2016 we have increased our number of applicants by approximately 16%. 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) Worked with committee to conduct a community built playground at Optimist Park.
2) Awarded grants for Bomier Boat Launch and Fox Point Boat Launch from NRDA.
3) Coordinated Green Roof Project and HVAC replacement projects.
4) 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 2017 Park and Rec Administration program cost is $224,076. 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.

2017 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) Update Comprehensive Park and Open Space Plan.

2017 Budget Significant Expenditure Changes:

1) Retirement increased 4618 to reflect actual costs.
2) Health, Dental, DIB, Life & Workers Comp decreased by $5,736 to reflect projected costs.
3) Training includes department training $1,000, customer service training for secretary $250.
4) Seminars and conferences includes WPRA State Conference for 2 people $690, Lodging for WPRA State Conference $700, Office Support Workshop $125, NRPA National Conference $2,085.
5) Cell/Radio decreased $480 to reflect shifting Recreation Supervisor's cell phone expense to Recreation Budget.
6) Other Contractual Services includes $400 – General services, $750 – GPS Vehicle Tracking service.
7) Membership/Subscriptions includes WPRA Membership - 3 Staff $400.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Design and planning for area referred to as the old bridge approach.

NEW: X or REPLACEMENT:

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	10,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER	DELETED	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Staff has been getting several requests to push forward with planning and design of the property referred to as the old Bridge approach. In 2015, the property was officially labeled park land. Due to the high interest in the property from many people/sources, it is recommended to have a consultant lead a process of helping design the location.

It is possible that funding for this design work can come from the Park Land Dedication Fund.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

PARK AND REC ADMINISTRATION

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55200	110	Salaries	$ 86,851	$ 41,395	$ 87,918	$ 90,886	$ 43,808	$ 90,886	$ 95,067	$ 95,067	4.60%
100	55200	120	Hourly Wages	43,965	23,995	54,592	45,034	25,031	45,034	45,928	45,928	1.99%
100	55200	125	Overtime Wages	1,000	1	414	700	2	450	700	700	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55200	150	FICA	10,084	4,947	9,932	10,451	5,242	10,432	10,840	10,840	3.71%
100	55200	151	Retirement	8,963	4,107	9,668	9,017	5,037	9,000	9,635	9,635	6.86%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	55,202	23,475	54,229	54,172	25,158		50,382	48,436	-10.59%
100	55200	190	Training	1,250	381	704	1,250	379	1,250	1,250	1,250	0.00%
			Subtotal	**207,315**	**98,301**	**217,457**	**211,510**	**104,656**	**157,053**	**213,802**	**211,856**	**0.16%**
			CONTRACTUAL SERVICES									
100	55200	210	Telephone	4,000	2,011	4,020	4,000	2,012	4,000	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	3,450	238	3,359	3,550	1,059	3,550	3,600	3,600	1.41%
100	55200	218	Cell/Radio	1,800	1,535	2,062	2,000	645	1,700	1,520	1,520	-24.00%
100	55200	240	Equipment Maintenance	200	22	144	200	0	200	200	200	0.00%
100	55200	290	Other Contractual Services	1,150	30	80	1,150	0	1,150	6,150	1,150	0.00%
			Subtotal	**10,600**	**3,836**	**9,665**	**10,900**	**3,715**	**10,600**	**15,470**	**10,470**	**-3.94%**
			SUPPLIES AND EXPENSE									
100	55200	310	Office Supplies	850	0	578	850	233	850	850	850	0.00%
100	55200	320	Memberships/Subscriptions	390	0	375	390	0	390	400	400	2.56%
100	55200	331	Transportation	650	26	134	500	151	500	500	500	0.00%
100	55200	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,890**	**26**	**1,087**	**1,740**	**384**	**1,740**	**1,750**	**1,750**	**0.57%**
			CAPITAL OUTLAY									
100	55200	810	Capital Equipment	0	0	0	0	0	0	0	0	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100.00%**
			TOTAL	**$ 219,805**	**$ 102,163**	**$ 228,209**	**$ 224,150**	**$ 108,756**	**$ 169,393**	**$ 231,022**	**$ 224,076**	**-0.03%**

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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.

2017 Performance Measures:

1) Perform a minimum of 6 full playground inspections to ensure playgrounds are safe for park attendees.

2016 Performance Measurement Data:

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

   Result: The monitor has been used on our new Trackless mower to determine established patterns of mowing and snow removal. Because the equipment is new we wanted to work on establishing a base line for the mower and thus have not determined a 5% increase yet. Additionally, one of the GPS monitors was used in the Street Department.

Significant Program Achievements:

1) Assisted with several local softball/baseball tournaments (Pony League, Mystery Ball, Pink Flamingo, Bugsy, DGSA) and 1 large soccer tournament (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 Pink Flamingo softball tourney, and numerous other events.
3) Completed the replacement of the playground and surfacing at Optimist Park.
4) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.

5) Acquired new 16' mower, Trackless vehicle (to replace damaged Holder), bike racks and picnic tables for parks.
6) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.
7) Acquired new style safety shirts for our seasonal staff.
8) Installed City banners and hanging pots in early spring. Banners were installed by, and pots within 3 weeks, of Memorial Day. Hanging pots have taken a more intensive watering schedule this year – 6 days a week.
9) Worked with Kiwanis Club to set up a volunteer day helping clean up and touch up Kiwanis Park
10) Worked with various volunteers from local high schools, SNC and service groups to help clean parks.
11) Working with 3 different Eagle Scouts to begin/complete projects for De Pere parks.
12) Completed Certified Playground Inspector course and testing to become recertified until 2019.
13) Attend 2016 National Park and Recreation Association annual Congress in St. Louis.

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.

2017 Objectives:

1) Improve park maintenance operations and efficiency during the spring and fall months.
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 2017 Parks and Public Land program budget is $503,619. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2017 Budget Significant Expenditure Changes:

1) Seasonal Labor increased $5,110 to accommodate the addition of spring/fall part time employees, summer employees for downtown pots and planters, and a Weed Commissioner position.
2) Insurance increased $9,553 to reflect projected cost.
3) Training decreased by $600 to reflect removing CPSI certification for this year. Playground Safety training (general courses/continuing education for field staff) - $1000; Turf Equip/Main. (2 people) $200; Safety programs (4 people) $100; Turf training (2 people) $200.
4) Seminars and Conferences includes: Turf Management-(1 person) $100; WPRA Summer Park tour-(1 person) $300.
5) Consulting includes general outside services $400.
6) Utilities are projected to decrease by $2,381.
7) Transportation decreased $4,400 to reflect projected fuel costs of $2.40/gallon.
8) Operating Supplies increased $6,100 due to reallocation of funds from account 100-55300-240. Funds are used to purchase field paint, turf conditioner, etc…
9) Capital Equipment includes: Water cooler replacement program - $5,000, Accessible Route Program - $5,000, Sidewalk Replacement Program - $5,000, Park Sign for Optimist - $3,600, Voyageur Park Breakwall/Sidewalk repair- $10,000, Voyageur Dumpster Enclosure - $8,000, Voyageur Bathroom Replacement Funding - $40,000, and VFW Allard Street Parking Lot - $16,000.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Water cooler replacement program. Funding to incrementally replace water coolers so they are ADA compliant.

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)

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

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

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		

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 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.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Sidewalk replacement program.

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)

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

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Replace Optimist Park entrance sign

NEW: or REPLACEMENT: X

PROJECTED COST: $3,600

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	3,600	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The sign at Optimist Park is deteriorating. Recently the sign was vandalized, and staff tried their best to reconstruct the sign. While reconstructing the sign much of the sign and bracing (which is wood) has deteriorated not allowing for solid anchoring.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 4**

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-16

DESCRIPTION OF PROJECT:

Repair of existing sidewalk and sea wall in Voyageur Park.

NEW: or REPLACEMENT: X

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	$10000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Normal maintenance.

PROJECT JUSTIFICATION

After discussion with Engineering staff it was determined that a portion of walkway at the far N corner of the walkway along the water is being undermined and the walk has settled and broke. The walk will need to be replaced and possibly pilings on the seawall will need repair.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Construction of a fenced in dumpster enclosure.

NEW: X or REPLACEMENT:

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

As the use of Voyageur Park continues to grow, so does the need for refuse and recycling. As use has climbed, we have noticed that the presence of garbage cans and recycling bins have started to take away from the aesthetics of the park. We would like to remove some of the cans and recycle bins to improve the aesthetics of the park, however could only accomplish this by having a dumpster on site. Ordinance requires dumpsters to be screened. Location of the site has not been determined, however would be accomplished through the Park Board.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 9 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Replace Voyageur Park Bathroom building

NEW: or REPLACEMENT: X

PROJECTED COST: $ 40,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	40,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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 was created last year to start an incremental process of funding the replacement of the bathroom facility. In 2016, $35,000 was placed into the fund as the first installment. In 2017, we are requesting an installment of $40,000.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 6 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED:8-1-16

DESCRIPTION OF PROJECT:

Replace VFW Playground.

NEW: or REPLACEMENT: X

PROJECTED COST: $110,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	110,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER	DELETED	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The original playground at VFW Park was constructed in 1990. In 1994, it received various upgrades due to vandalism. The playground is our oldest playground and has generated concerns from staff with its condition. VFW Park is one of our largest community parks and the playground is used heavily by pool neighborhood children, shelter rental, day camp participants, playground program participants, etc...

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 7 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Mill and overlay of VFW Allard Street parking lot.

NEW: or REPLACEMENT: X

PROJECTED COST: $16,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	16,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The parking lot off Allard Street for VFW Park is in need of a mill an overlay. The parking lot was last updated in 1998. In addition, Allard Street will be going through a repaving in 2017 and would make sense to combine the project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 10 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Mill and overlay Patriot Park basketball court.

NEW: or REPLACEMENT: X

PROJECTED COST: $7,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	7,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER	DELETED	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Patriot Park basketball court has been ranked by our Engineering Department to be in poor condition and in need of a mill/overlay to prolong its life.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 11 Goal No.

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

PARKS AND PUBLIC LAND

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55210	110	Salaries	$0	$0	$941	$0	$936	$0	$0	$0	0.00%
100	55210	120	Hourly Wages	146,962	74,174	183,116	143,956	79,177	150,000	144,794	144,794	0.58%
100	55210	125	Overtime Wages	4,000	558	2,196	4,000	1,411	4,000	4,000	4,000	0.00%
100	55210	126	Seasonal Labor	68,050	23,155	61,829	69,050	24,692	69,000	85,560	74,160	23.91%
100	55210	150	FICA	12,535	6,105	14,233	12,320	6,646	12,782	12,623	12,458	2.46%
100	55210	151	Retirement	10,265	4,511	12,636	9,765	5,625	10,164	10,118	10,118	3.61%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	55,150	19,052	50,203	52,336	24,151	52,336	64,081	61,889	22.44%
100	55210	190	Training	500	148	247	2,100	1,175	2,100	1,500	1,500	-28.57%
			Subtotal	**$297,463**	**127,703**	**325,398**	**293,527**	**143,814**	**300,382**	**322,676**	**308,919**	**9.93%**
			CONTRACTUAL SERVICES									
100	55210	212	Seminars and Conferences	400	119	127	400	7	400	400	400	0.00%
100	55210	215	Consulting	400	199	274	400	125	400	2,400	400	500.00%
100	55210	220	Utilities	43,220	16,362	45,706	45,381	17,177	40,000	43,000	43,000	-5.25%
100	55210	240	Equipment Maintenance	9,800	1,776	7,831	9,800	2,196	9,800	9,800	9,800	0.00%
			Subtotal	**53,820**	**18,456**	**53,939**	**55,981**	**19,505**	**50,600**	**55,600**	**53,600**	**-0.68%**
			SUPPLIES AND EXPENSE									
100	55210	331	Transportation	23,000	11,156	17,357	20,000	7,561	16,000	15,600	15,600	-22.00%
100	55210	340	Operating Supplies	16,500	2,181	16,499	16,500	5,671	16,500	22,600	22,600	36.97%
100	55210	345	Turf Chemicals	7,500	70	7,570	7,500	1,942	7,500	7,500	7,500	0.00%
100	55210	351	Safety Equipment	2,800	1,238	2,495	2,800	1,392	2,800	2,800	2,800	0.00%
			Subtotal	**49,800**	**14,645**	**43,920**	**46,800**	**16,566**	**42,800**	**48,500**	**48,500**	**3.63%**
			CAPITAL OUTLAY									
100	55210	810	Capital Equipment	39,600	14,961	37,118	27,500	78	78	319,600	92,600	1062.18%
			Subtotal	**39,600**	**14,961**	**37,118**	**27,500**	**78**	**78**	**319,600**	**92,600**	**1062.18%**
			TOTAL	**$ 440,683**	**$ 175,765**	**$ 460,375**	**$ 423,808**	**$ 179,963**	**$ 393,860**	**$ 746,376**	**$ 503,619**	**76.11%**

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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.

2017 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.

2016 Performance Measurement Data:

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.

   Result: As a result of our Hazard Tree Assessment in winter we identified at least 20 trees in category 1 (needing removal soon). In our spring/summer assessment and due to two damaging storms, we identified at least 50 more that either died or are becoming a risk. By the end of the year we anticipate we will have all 70 trees (or 100%) removed. Due to other work requirements of our full-time staff, part-time staff was 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) As part of the Arbor Day Program and in conjunction with the De Pere Health Dept. we participated in a new venture – Urban Orchards. Through this program we planted 12 fruit trees at 2 separate sites – Braisher Park and Westwood

Elementary School. We obtained 2 separate grants to help fund this program – the Health Dept. secured one and the Forestry Dept. secured one from American Transmission Company.

3) Received Tree City, USA award.
4) Partnered with the GB Packers, National Forest Service and WDNR to obtain 40 donated trees in a program called 'First Downs for Trees'. Also, hosted a ceremony for the partners at Voyageur Park to plant 2 trees.
5) Worked with De Pere Beautification Committee to prep and plant various beds and roundabouts in the City.
6) Assisted with installation of banners and hanging pots in the downtown areas of the city.
7) Participated in School Career Days, Big Rig Gig and Community Career Day with our vehicles.

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.

2017 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.

Costs and Benefits of Program and Services:

The adopted 2017 Forestry program budget is $204,594. 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $481 to reflect actual trends.
2) Health, Dental, DIB, Life and Workers Comp increased $2,226 to reflect actual costs.
3) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 people) $650
4) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) $550; Management Educational programs (1 person) $100
5) Consulting includes Invasive species control for Gypsy Moth & Emerald Ash Borer - $3,020
6) Memberships/Subscriptions increased $10 and includes: Wisconsin Arborist Association - $50; International Society of Arboriculture - $130; Society of Municipal Arborists - $85; Tree care brochure - $20.
7) Transportation decreased $450 to reflect projected fuel costs.
8) No capital outlay.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

FORESTRY

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55220	110	Salaries	$ 67,850	$ 32,204	$ 68,748	$ 71,330	$ 33,487	$ 71,330	$ 72,744	$ 72,744	1.98%
100	55220	120	Hourly Wages	67,876	28,068	53,788	59,181	26,515	59,181	60,979	60,979	3.04%
100	55220	125	Overtime Wages	583	160	1,878	583	576	600	583	583	0.00%
100	55220	126	Seasonal Labor	0	18	81	0	0	0	0	0	0.00%
100	55220	150	FICA	10,428	4,804	9,172	10,029	4,714	10,030	10,274	10,274	2.45%
100	55220	151	Retirement	9,269	3,883	8,446	8,652	4,397	8,653	9,133	9,133	5.55%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,976	8,621	18,451	26,600	11,364	26,600	29,609	28,826	8.37%
100	55220	190	Training	650	630	630	650	449	669	650	650	0.00%
			Subtotal	**183,632**	**78,388**	**161,194**	**177,025**	**81,501**	**177,063**	**183,972**	**183,189**	**3.48%**
			CONTRACTUAL SERVICES									
100	55220	212	Seminars and Conferences	650	298	580	650	215	600	650	650	0.00%
100	55220	215	Consulting	3,020	0	3,005	3,020	0	3,000	3,020	3,020	0.00%
100	55220	240	Equipment Maintenance	400	0	193	400	0	150	400	400	0.00%
			Subtotal	**4,070**	**298**	**3,777**	**4,070**	**215**	**3,750**	**4,070**	**4,070**	**0.00%**
			SUPPLIES AND EXPENSE									
100	55220	320	Memberships/Subscriptions	275	280	280	275	280	280	285	285	3.64%
100	55220	331	Transportation	4,500	2,775	4,148	4,700	1,348	4,090	4,250	4,250	-9.57%
100	55220	340	Operating Supplies	2,500	1,273	2,252	2,500	995	2,500	2,500	2,500	0.00%
100	55220	346	Trees	12,000	5,072	11,984	10,000	(1,899)	8,000	10,000	10,000	0.00%
100	55220	347	Tree Chemicals	300	(225)	225	300	0	300	300	300	0.00%
			Subtotal	**19,575**	**9,175**	**18,890**	**17,775**	**724**	**15,170**	**17,335**	**17,335**	**-2.48%**
			CAPITAL OUTLAY									
100	55220	810	Capital Equipment	0	0	0	0	(1,174)	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**(1,174)**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 207,277**	**$ 87,861**	**$ 183,860**	**$ 198,870**	**$ 81,266**	**$ 195,983**	**$ 205,377**	**$ 204,594**	**2.88%**

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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.

2017 Performance Measures:

1) Increase boat launch season pass sales by 5% through marketing campaign in the Winter/Spring.

2016 Performance Measurement Data:

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.
   a. Data indicates that our website totaled 80 visits and our Facebook posts reached 816 people for a grand total of 886.

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 2017 Boat Ramps program budget is $28,778. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life and Wks Cmp decreased by $1,363 to reflect projected expense.
2) Capital Outlay of $8,000 goes towards cost of Fox Point Boat Launch renovation.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-16-16

DESCRIPTION OF PROJECT:

Update to Fox Point Boat Launch floating and stationary docks.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 88,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	7,040	8
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	80,960	92
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We have received grant funding to complete the rehabilitation of the floating docks and stationary docks at Fox Point Boat Launch. We have received confirmation that we are receiving a grant from the National Resource Damage Assessment program in the amount of $44,000, and the Wisconsin Department of Natural Resources Waterways Commission that we will be getting a grant of $36,960.

Currently the docks are about 25 years old and are in deteriorating condition. The wood boarding is becoming an ongoing maintenance concern, and the floats are deteriorating.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

BOAT RAMPS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55230	120	Hourly Wages	$ 7,778	$ 5,070	$ 7,851	$ 7,547	$ 4,002	$ 7,547	$ 7,616	$ 7,616	0.91%
100	55230	125	Overtime Wages			76	0	77	100	0	0	0.00%
100	55230	126	Seasonal Labor	0	360	436	0	0	0	0	0	0.00%
100	55230	150	FICA	595	375	582	577	306	585	583	583	0.91%
100	55230	151	Retirement	529	345	542	498	277	505	518	518	3.97%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,218	1,776	2,956	4,344	1,042	4,344	3,079	2,961	-31.84%
			Subtotal	**13,120**	**7,926**	**12,443**	**12,966**	**5,705**	**13,081**	**11,796**	**11,678**	**-9.94%**
			CONTRACTUAL SERVICES									
100	55230	210	Telephone	600	300	600	600	300	600	600	600	0.00%
100	55230	220	Utilities	6,400	2,636	4,755	6,400	2,214	6,000	6,400	5,400	-15.63%
100	55230	240	Equipment Maintenance	900	0	883	900	0	900	900	900	0.00%
			Subtotal	**7,900**	**2,936**	**6,238**	**7,900**	**2,514**	**7,500**	**7,900**	**6,900**	**-12.66%**
			SUPPLIES AND EXPENSE									
100	55230	340	Operating Supplies	2,200	351	2,009	2,200	130	2,200	2,200	2,200	0.00%
			Subtotal	**2,200**	**351**	**2,009**	**2,200**	**130**	**2,200**	**2,200**	**2,200**	**0.00%**
			CAPITAL OUTLAY									
100	55230	810	Capital Equipment	14,500	0	0	0	0	0	145,000	8,000	100.00%
			Subtotal	**14,500**	**0**	**0**	**0**	**0**	**0**	**145,000**	**8,000**	**100.00%**
			TOTAL	**$ 37,720**	**$ 11,213**	**$ 20,690**	**$ 23,066**	**$ 8,348**	**$ 22,781**	**$ 166,896**	**$ 28,778**	**24.76%**

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.

2017 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 (July 2016-June 2016):

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. Over the last year the cost to operate was $9. The cost to operate Truck 13 was $1877, which puts the NEV close to being 99% less to operate over the last year. However, we also looked into the cost of operation over the last 5 years and the cost to operate was much more comparable. The NEV cost was $6453 and Truck 13 was $7424, which is only a 14% increase in operational costs. The reason for the fluctuation in operation costs is the NEV operational costs spike very high when its time to replace the batteries.

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 2017 Park Equipment/Vehicle Maintenance budget is $85,973. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2017 Objectives:

1) Continue to use NEV to help reduce amount of fuel used.
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.

2017 Budget Significant Expenditure Changes:

1) Consulting for $5,500 is work performed on department vehicles from outside vendors.
2) Capital Equipment includes Line Trimmer replacement - $1,800, Push Mower replacement - $4,000, Auger Attachment - $3,000, and $12,000 for Slope Mower.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-16

DESCRIPTION OF PROJECT:

New line trimmers (5)

NEW: or REPLACEMENT: X

PROJECTED COST: $1,800

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	$1800	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Reduce maintenance costs and repairs to existing units.

PROJECT JUSTIFICATION

This is to purchase new line trimmers to replace some of the existing trimmers that are worn out. These trimmers are used daily throughout the summer to maintain the various parks and green space areas within the City.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-16

DESCRIPTION OF PROJECT:

New Push Mowers (3)

NEW: or REPLACEMENT: X

PROJECTED COST: $4,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	$4000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Reduce maintenance costs and repair costs of existing units.

PROJECT JUSTIFICATION

Purchase new push mowers to replace the existing mowers that are worn out. These mowers are used daily throughout the summer to maintain the various parks and green space areas within the City.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No. 1

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-16

DESCRIPTION OF PROJECT:

New Auger attachment + augers and bucket bite attachment for existing Bobcat Skid steer.

NEW: X or REPLACEMENT:

PROJECTED COST: $3,600

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	~~$3600~~	100
CAPITAL IMPROVEMENTS FUND	3,000	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Normal maintenance – very limited.

PROJECT JUSTIFICATION

Purchase a new auger and bucket bite attachments for landscaping projects. We are continuing to replace playgrounds and need to yearly rent both attachments to make the work more efficient. These will also be used on other projects that require the equipment. These will be able to be used by all departments.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-16

DESCRIPTION OF PROJECT:

Slope mower for Main Ave underpass and other steep hills

NEW: X or REPLACEMENT:

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)

PROJECT JUSTIFICATION

The department had funding in 2016 approved the purchase a slope mower in the amount of $17,000. The budgeted amount was an average of the available mowers in the market place. After using and experiencing two of the leading slope mowers in the industry, and researching others, staff would not recommend several of the units even though they are within our budget. Many of the units are un proven, manufactured and serviced overseas, and/or are underpowered. The make/model of slope mower staff feels confident in is estimated to be an additional $12,000 from what was originally budgeted. The slope mower is a piece of mowing equipment that allows staff to safely maintain a number of very steep grassy areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 Goal No.

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

PARKS EQUIPMENT/VEHICLE MAINTENANCE

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55240	120	Hourly Wages	$ 25,891	$ 25,831	$ 51,926	$ 25,891	$ 25,218	$ 28,000	$ 25,774	$ 25,774	-0.45%
100	55240	125	Overtime Wages	788	0	20	788	0	500	788	788	0.00%
100	55240	126	Seasonal Labor			0	0	199	0	0	0	0.00%
100	55240	150	FICA	2,041	1,920	3,630	2,041	1,882	2,180	2,032	2,032	-0.44%
100	55240	151	Retirement	1,814	1,560	3,504	1,814	1,836	1,881	1,806	1,806	-0.43%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	9,321	7,305	16,825	10,681	9,493	12,000	10,688	10,273	-3.82%
			Subtotal	**39,855**	**36,616**	**75,905**	**41,215**	**38,629**	**44,561**	**41,088**	**40,673**	**-1.31%**
			CONTRACTUAL SERVICES									
100	55240	215	Consulting	5,500	2,561	6,661	5,500	2,083	5,500	5,500	5,500	0.00%
			Subtotal	**5,500**	**2,561**	**6,661**	**5,500**	**2,083**	**5,500**	**5,500**	**5,500**	**0.00%**
			SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	18,500	8,738	20,634	18,500	12,185	19,000	19,000	19,000	2.70%
			Subtotal	**18,500**	**8,738**	**20,634**	**18,500**	**12,185**	**19,000**	**19,000**	**19,000**	**2.70%**
			CAPITAL OUTLAY									
100	55240	810	Capital Equipment	30,000	22,797	29,663	17,000	0		62,400	20,800	22.35%
			Subtotal	**30,000**	**22,797**	**29,663**	**17,000**	**0**	**0**	**62,400**	**20,800**	**22.35%**
			TOTAL	**$ 93,855**	**$ 70,712**	**$ 132,863**	**$ 82,215**	**$ 52,896**	**$ 69,061**	**$ 127,988**	**$ 85,973**	**4.57%**

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Recreation and Recreation Programs

Program Full Time Equivalents: 3.43

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) *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.
2) *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.
3) *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.
4) *Adult Leagues* - Leagues include adult softball (summer and fall leagues), basketball, and kickball leagues.
5) *Recreation Scholarship Fund* - Established to provide recreational opportunities for youth and families who have demonstrated financial need.

Important Outputs:

1) Leisure/Recreation Programs:
   A) Activity funded by property tax and private funds.
   B) A variety of well-rounded programs are offered for all ages in and around our community, which include recreational, educational, socially interactive, health & wellness, arts, enrichment, humanities and public service.
   C) Offering and participating in recreation programs increases the quality of life in the community, decreases juvenile issues in the community, creates a healthier community, increases socialization and promotes learning of life-long skills.
   D) Provide programs for the community that are affordable.
   E) Internal and external programming offered in conjunction with AARP, ADRC, City Health, Police & Fire Departments and the schools promote cooperation and a cost savings.

2) Summer Day Camps, Kidz Zone & Playground Programs:
   A) Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds.
   B) Programs are community-based, economical, socially interactive, educational, safe and fun.
   C) Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children.
   D) A strong, collaborative partnership is established with the school districts and the City.
3) 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
4) Adult Leagues:
   A) Funded through team/player registration fees. Maintenance of fields funded by property tax.
   B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
      a) Summer Softball: 3 leagues, 25 teams
      b) Fall Softball: 1 league, 8 teams
      c) Basketball: 8 leagues, 48 teams
      d) Kickball: 1 league, 5 teams
5) Marketing, Advertising and Publicity of Programs and Services:
   A) Funding for the department brochure is provided through property taxes, private advertising sales; 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

6) Recreation Scholarship Fund:
   A) Funded through support of local service organizations and community members.
   B) 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.
   C) Scholarships are available only for instructional programs, special events, pool passes, swim lessons, City sponsored youth leagues, Summer Playgrounds, Kidz Zone and 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.

Expected Outcomes:

1) Sponsored programs enhance the quality of life through partnering with other organizations and reducing the financial impact on the City.
2) Youth, Family, Adult and Senior programs enhance the quality of life by reducing juvenile issues in the community, provide family bonding time, increase social interaction with community members, create a healthier community, and increase the learning of lifelong skills.
3) Programs offered increase exposure to and participation in arts, enrichment and humanities programs.
4) Programs offered increase opportunities for participants and staff to strengthen relationships and connections within the community.
5) Adult Athletic Leagues enhance the quality of life for adults and create a healthier community.
6) 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.
7) Increase and promote online registration as the preferred method of registration versus other methods.
8) Establish a 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.
9) 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.

2017 Performance Measures:

1) Increase Adult League revenue by 5% to aid in making programs more self sustaining.

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

1) Increase participation by 15% in the Tennis League Program.
   a) Result: Tennis League participation increased by 3% this past year.

Significant Program Achievements:

1) Continued to pursue Kidz Zone Before School at Notre Dame Elementary and possible other locations.
2) Increased enrollment of Summer Playground Program by 34% from last year.
3) Offered 27 new programs for youth to adult/senior citizens this year, while enhancing many current programs to increase participation. Both locations of Summer Day Camp near at capacity. Offered new Swim-in-Cinema, which was a large-scale event for the community along with increasing activities and games at our Summer Carnival event.
4) Partnered with Police, Fire, Health and Public Works Departments in offering the following cooperative programs: VERB - a healthy active initiative program, Firefighter Friends for youth and the Big Rig Gig, free smoke alarm installation program and home safety check programs for seniors.
5) New senior programs/events offered this year included Coffee & Conversation, Nutrition for Older Adults, Spaghetti & Chili Bingo luncheons along with offering enrichment programs during the summer months.
6) Successfully secured qualified staff for the Adult Basketball League that typically incurred staffing shortfalls. Also successfully hired seasonal staff throughout the year to instruct fitness, youth, and adult programs as well as Camp and Kidz Zone personnel.
7) Entered into new contractual agreements for Henna workshops/classes, Wisconsin Parkour fitness programming and Fun Flicks Movie Agreement. Succesfful renewal of Yoga in the Park Agreement and worked cooperatively to address parking issues with Yoga in the Park and City Band concerts.

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.

A) Community Importance:
   a) Strengthens partnerships with organizations within the community.

4) Provides opportunities for youth to participate in sport-related activities outside of a school setting. Implement and maintain cost-effective Summer Day Camp and Kidz Zone Programs
   A) Community Importance:
      a) Meets a specific need and demand within our community while remaining cost-effective to our participants.
      b) Provides socially interactive, educational, and fun programming in a safe atmosphere.
      c) Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
      d) 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.
      e) Utilizes facility during low traffic hours maximizing available times.

Costs and Benefits of Program Services:

The adopted 2017 Recreation and Recreation Programs cost is $539,766. 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.

2017 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.
4) Successfully pursue and implement east side Kidz Zone program.
5) Finalize restructure of our department and strive to develop a cohesive team environment and unity within the Recreation Division.
6) Continue collaborative partnerships with Police, Fire, Health, and Public Works Departments along with the schools to provide programs and events to the community.
7) Focus on offering more large scale events and humanities programs for our community.
8) In cooperation with the Wellness Committee, pursue employee perks such as offering discounts for recreation programs and other city services as an incentive for personal wellness – enhancing their social, physical and emotional well-being.

2017 Budget Significant Expenditure Changes:

1) Salaries increased $2,650 to reflect change in wages to Recreation Supervisor.
2) Hourly Wages Part-Time added new to reflect reallocation of staff wages from CC budget for Activity Coordinator's position; increased $54,993.
3) Overtime Wages decreased $121 to reflect actual trends.
4) Seasonal Labor increased $120,425 to reflect the reallocation of wages to Rec and Rec Programs budget for CC recreation program staff, recreation assistant/intern and PT maintenance (5 hrs.) and step increases and staff wages for 13 new programs.
5) FICA increased $6,147 to reflect reallocation of staff wages from CC budget.
6) Retirement increased $4,131 to reflect reallocation of staff wages from CC budget and increase in contributions.
7) Health, Dental, DIB, Life & Workers Comp increased $19,138 to reflect reallocation of staff wages from CC budget.
8) Training increased $150 to reflect reallocation from CC budget for recreation supervisory staff. Training includes: Management training seminars (2 - $200), Recreation staff & field maintenance staff training ($50).
9) Seminars & Conferences – new account added to reflect reallocations from CC budget, increase of $1,800. Includes: WPRA Conference (2 - $1,100), WPRA Spring Workshop $2 - $400), Meal reimbursement ($300).
10) Rentals increased by $225 to reflect projected costs.
11) Cell/Radio – new account added to reflect reallocations from CC budget (Activity Coordinator & Senior Program Coordinator phones) and appropriate account charged for Rec. Supervisor cell phone, increase of $700.
12) Equipment Maintenance decreased $2,600 due to reallocation to Park & Public Lands budget.
13) Other Contractual Services – new account added to reflect reallocation from CC budget, increase of $20,000. Includes transaction fees for hosted registration software.
14) Memberships and Subscriptions decreased $145 to reflect reallocations to/from CC budget. Includes: Survey Monkey ($260), WPRA Professional Memberships (3 - $375), Sam's club ($45), InDesign Software 4-month subscription ($120).
15) Operating Supplies increased $26,550 to reflect reallocation of Operating Supply expenses related to recreation programs from CC budget. Reallocated field paint to Parks & Public Lands and Postage & brochure costs due to new advertising contract.
16) Playground Supply and Expense – new account added to reflect reallocations from CC budget; increase of $3,250. Includes costs for new Swim-in-Cinema event.
17) Youth Program Supplies decreased $9,500; all supply costs moved to Operating Supplies.
18) Adult Program Supplies decreased $500; all supply costs moved to Operating Supplies.
19) Family Program Supplies decreased $650; all supply costs moved to Operating Supplies.
20) Summer Band increased $100 due to higher costs of sheet music.
21) No capital outlay.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

RECREATION AND RECREATION PROGRAMS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55300	110	Salaries	$ 44,053	$ 19,151	$ 32,766	$ 35,483	$ 16,481	$ 35,483	$ 37,128	$ 38,133	7.47%
100	55300	120	Hourly Wages	72,345	25,937	43,361	73,794	24,810	73,794	73,794	73,794	0.00%
100	55300	122	Hourly Wages Part Time	0	0	0	0	0	0	54,993	54,993	100.00%
100	55300	125	Overtime Wages	371	19	19	371	0	250	250	250	-32.61%
100	55300	126	Seasonal Labor	58,257	18,703	50,393	55,445	17,260	55,445	175,870	175,870	217.20%
100	55300	150	FICA	9,778	3,779	6,357	9,192	3,314	9,183	15,262	15,339	66.87%
100	55300	151	Retirement	7,940	2,706	5,128	7,237	2,702	7,229	11,299	11,368	57.08%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	43,644	11,720	36,265	49,710	19,205	49,710	71,455	68,848	38.50%
100	55300	190	Training	100	0	88	100	0	100	250	250	150.00%
			Subtotal	**236,488**	**82,015**	**174,377**	**231,332**	**83,772**	**231,194**	**440,301**	**438,844**	**89.70%**
			CONTRACTUAL SERVICES									
100	55300	210	Telephone	0	0	157	0	203	0	0	0	0.00%
100	55300	212	Seminars and Conferences	0	0	0	0	0	0	1,800	1,800	100.00%
100	55300	213	Rentals	4,500	1,218	1,925	5,150	1,825	5,000	5,375	5,375	4.37%
100	55300	218	Cell/Radio	0	0	0	0	0	0	700	700	100.00%
100	55300	220	Utilities	9,000	6,338	13,108	15,500	5,960	15,500	15,500	15,500	0.00%
100	55300	240	Equipment Maintenance	2,600	1,858	2,546	2,600	387	2,600	0	0	0.00%
100	55300	290	Other Contractual Services	0	0	0	0	0	0	20,000	20,000	100.00%
			Subtotal	**16,100**	**9,414**	**17,735**	**23,250**	**8,376**	**23,100**	**43,375**	**43,375**	**86.56%**
			SUPPLIES AND EXPENSE									
100	55300	320	Memberships/Subscriptions	918	180	923	945	189	945	800	800	-15.34%
100	55300	331	Transportation	2,500	1,259	1,424	2,500	855	2,500	2,500	2,500	0.00%
100	55300	340	Operating Supplies	8,650	5,684	8,645	10,500	5,890	10,500	37,050	37,050	252.86%
100	55300	348	Playground Supply and Expense	0	0	0	0	0	0	3,250	3,250	100.00%
100	55300	361	League Support	9,447	0	8,853	9,447	0	9,447	9,447	9,447	0.00%
100	55300	362	Adult League Supplies	3,625	1,174	2,885	3,500	1,525	3,500	3,500	3,500	0.00%
100	55300	363	Youth Program Supplies	9,500	467	7,707	9,500	1,828	9,500	0	0	0.00%
100	55300	364	Adult Program Supplies	500	0	500	500	0	500	0	0	0.00%
100	55300	365	Family Program Supplies	530	530	628	650	81	650	0	0	0.00%
100	55300	373	Summer Band	900	405	610	900	0	900	1,000	1,000	11.11%
			Subtotal	**36,570**	**9,699**	**32,175**	**38,442**	**10,368**	**38,442**	**57,547**	**57,547**	**49.70%**
			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	**$ 289,158**	**$ 101,128**	**$ 224,287**	**$ 293,024**	**$ 102,515**	**$ 292,736**	**$ 541,223**	**$ 539,766**	**84.21%**

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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.

2017 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.

2016 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 again believe current rental procedures are working adequately, however continued monitoring is recommended.

Significant Program Achievements:

1) Worked with school districts and soccer groups to mow specific areas, line fields for soccer, and haul equipment for special activities.
2) Helped set up various large functions including: Celebrate De Pere, Tony Litt County Soccer Tournament, Pony League year end tournament, Bugsy Tournament, DGSA tournament & the Pink Flamingo tournament.
3) Set up holiday decorations and banners.
4) 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 2017 Special Events/Celebrations program budget is $11,878. The program/service benefits the community by creating more organized and positive participation in the activities.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life and Workers Comp Insurance increased $522 due to reflect projected costs.
2) No capital requested.

City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

SPECIAL EVENTS/CELEBRATIONS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55310	120	Hourly Wages	$ 7,778	$0	$0	$ 7,550	$37	$ 7,000	$ 7,616	$ 7,616	0.87%
100	55310	125	Overtime Wages	0	1,404	1,404	0	0	0	0	0	0.00%
100	55310	150	FICA	595	102	102	578	3	536	583	583	0.87%
100	55310	151	Retirement	529	0	95	498	0	462	518	518	3.93%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,873	0	367	2,439	0	2,000	3,079	2,961	26.24%
			Subtotal	**$ 10,775**	**1,506**	**1,968**	**11,065**	**40**	**9,998**	**11,796**	**11,678**	**6.60%**
			SUPPLIES AND EXPENSE									
100	55310	340	Operating Supplies	$ 200	12	137	200	0	200	200	200	0.00%
			Subtotal	**200**	**12**	**137**	**200**	**0**	**200**	**200**	**200**	**0.00%**
			TOTAL	**$ 10,975**	**$ 1,518**	**$ 2,105**	**$ 11,265**	**$ 40**	**$ 10,198**	**$ 11,996**	**$ 11,878**	**6.49%**

Swimming Pools

Program Full Time Equivalents: 0.8

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.

2017 Performance Measures:

1) Increase private swim lesson enrollment by 10% to maximize use of pool times and revenue.

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

1) Increase private swim lesson participation by 20% compared to last year.
   a. Result: Private swim participation is projected at a 10% reduction from the previous year.

Significant Program Achievements:

1) Successfully secured qualified staff for some major programs that incurred staffing shortfalls; in particular Lifeguards and Swim Instructors at Legion and VFW Pools along with Water Aerobics instructors at Syble Hopp Pool.
2) Due to securing instructors for water aerobics and swim classes at Syble Hopp School Pool, our projected revenues increased 80%.
3) Offered 8 fun specials at the pools to creatively market them and increase attendance.
4) Added Swimming Lessons Training and Basket Attendant Training to the beginning of summer staff training/orientations sessions.
5) Transitioned to a more accurate water testing kit at VFW Pool. Both pools are now operating on the same test kit.
6) Collaborated with City of De Pere Police Departments and Fire Departments for seasonal staff training.
7) Evaluated concession's product offerings and eliminated poor selling products.
8) Powerwashed and re-painted VFW Pool house so that it was more inviting and aesthetically pleasing to the patrons.

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 2017 Swimming Pools cost is $281,626. 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.

2017 Objectives:

1) Implement a junior lifeguard program to expose and increase interest in future employment at our pools.
2) Creatively market pools to increase attendance and participation.

2017 Budget Significant Expenditure Changes:

1) Salaries increased by $1,136 to reflect projected wages.
2) Seasonal Labor decreased $7,719 to reflect reduction in swim lesson offerings and actual trends.

3) Retirement increased $177 to reflect changes in contributions.
4) Health, Dental, DIB, Life & Wks Comp Ins. decreased $2,708 to reflect changes in plans.
5) Training increased $900 to reflect lifeguard certification reimbursement. Training includes $150 for aquatic staff training and $900 for lifeguard certification reimbursement.
6) Data decreased $300 to reflect rates more accurately.
7) Concessions decreased $1,900 to reflect actual trends.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-15-16

DESCRIPTION OF PROJECT:

Replace parking lot at VFW Swimming Pool

NEW: or REPLACEMENT: x

PROJECTED COST: $ 63,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	63,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

DELETE

PROJECT JUSTIFICATION

The parking lot at VFW Swimming pool has been recommended from our Engineering Department to receive a mill and overlay. The project is adjacent to other projects that are scheduled for next season.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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City of De Pere
2017 General Fund
Adopted Budget

EXPENDITURES

SWIMMING POOLS

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
100	55420	110	Salaries	$ 14,684	$ 8,208	$ 14,043	$ 15,207	$ 7,063	$ 15,912	$ 15,912	$ 16,343	7.47%
100	55420	120	Hourly Wages	29,179	9,041	18,360	26,292	10,579	26,292	26,536	26,536	0.93%
100	55420	125	Overtime Wages	389	8	105	389	177	389	389	389	0.00%
100	55420	126	Seasonal Labor	107,825	12,961	84,952	107,825	17,943	99,000	100,106	100,106	-7.16%
100	55420	150	FICA	4,949	1,480	3,472	4,768	1,572	4,694	4,729	4,762	-0.13%
100	55420	151	Retirement	3,009	789	2,166	2,765	903	2,811	2,913	2,942	6.42%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,643	2,731	12,246	16,190	7,258	16,190	19,800	18,898	16.73%
100	55420	190	Training	150	50	150	150	50	150	150	150	0.00%
			Subtotal	**175,828**	**35,268**	**135,492**	**173,586**	**45,545**	**165,438**	**170,534**	**170,126**	**-1.99%**
			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	80	77	0	0	0	0	0	0.00%
100	55420	219	Data	800	0	82	800	205	500	500	500	-37.50%
100	55420	220	Utilities	41,000	10,161	36,911	41,500	8,965	41,500	41,500	41,500	0.00%
100	55420	240	Equipment Maintenance	24,500	5,642	25,615	24,500	12,814	24,500	25,000	25,000	2.04%
			Subtotal	**68,100**	**16,783**	**64,484**	**68,600**	**22,884**	**68,300**	**68,800**	**68,800**	**0.29%**
			SUPPLIES AND EXPENSE									
100	55420	340	Operating Supplies	5,650	3,719	10,099	5,650	3,490	5,650	5,700	5,700	0.88%
100	55420	385	Pool Chemicals	23,750	15,250	21,848	23,750	15,445	23,750	24,000	23,000	-3.16%
100	55420	386	Concession Purchases	15,900	36	13,027	15,900	0	15,000	15,000	14,000	-11.95%
			Subtotal	**45,300**	**19,005**	**44,975**	**45,300**	**18,934**	**44,400**	**44,700**	**42,700**	**-5.74%**
			CAPITAL OUTLAY									
100	55420	810	Capital Equipment	15,000	18,975	11,038	20,000	10,790	20,000	263,000	0	0.00%
			Subtotal	**15,000**	**18,975**	**11,038**	**20,000**	**10,790**	**20,000**	**263,000**	**0**	**0.00%**
			TOTAL	**$ 304,228**	**$ 90,031**	**$ 255,990**	**$ 307,486**	**$ 98,153**	**$ 298,138**	**$ 547,034**	**$ 281,626**	**-8.41%**

TOTAL CULTURE, EDUCATION AND RECREATION

City of De Pere
2017 General Fund
Adopted Budget

CULTURE, REC & EDUCATION
EXPENDITURES

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	Total Culture, Rec, & Education									
	PERSONAL SERVICES									
110	Salaries	279,058	131,988	271,055	282,468	135,112	283,173	293,595	295,031	4.45%
120	Hourly Wages	491,837	245,618	522,093	480,126	249,745	487,729	485,707	485,707	1.16%
122	Hourly Wages PT	46,608	11,712	32,813	52,978	15,289	52,978	54,993	54,993	3.80%
125	Overtime Wages	7,471	2,178	6,139	7,131	2,258	6,589	6,960	6,960	-2.40%
126	Seasonal Wages	356,177	95,688	310,499	356,551	102,612	344,445	368,111	356,711	0.04%
150	FICA	68,275	31,284	63,577	64,645	32,020	65,241	69,694	69,638	7.72%
151	Retirement	56,098	23,239	55,255	50,855	27,461	51,314	57,205	57,303	12.68%
152	Health, Dental & Life Ins	279,277	105,779	262,017	291,780	115,628	188,778	312,981	301,560	3.35%
190	Training	3,150	1,209	1,818	4,750	2,232	4,694	4,150	4,150	-12.63%
	Subtotal	**1,587,951**	**648,695**	**1,525,267**	**1,591,284**	**682,355**	**1,484,941**	**1,653,396**	**1,632,053**	**2.56%**
	CONTRACTUAL SERVICES									
210	Telephone	10,400	5,123	10,637	10,400	5,427	10,400	10,400	10,400	0.00%
211	Postage	2,700	1,168	2,435	2,700	1,109	1,900	5,500	3,500	29.63%
212	Seminars and Conference	7,800	843	6,134	7,500	1,950	7,100	6,810	6,810	-9.20%
213	Rentals	4,500	1,218	1,925	5,150	1,825	5,000	5,375	5,375	4.37%
215	Consulting	12,615	2,760	10,418	12,620	2,208	19,580	33,620	31,620	150.55%
217	Cleaning Service Contract	24,500	10,068	24,602	24,700	9,992	24,700	25,400	25,400	2.83%
218	Cell/Radio	2,700	2,010	2,815	2,850	1,099	2,550	2,856	2,856	0.21%
219	Data	1,640	427	929	1,640	625	1,340	1,340	1,340	-18.29%
220	Utilities	142,820	51,505	134,360	151,281	52,834	140,000	146,400	142,400	-5.87%
240	Equipment Maintenance	43,500	13,920	44,429	43,500	21,250	43,250	42,050	42,050	-3.33%
290	Other Contractual Services	23,374	12,195	25,238	27,990	1,450	27,975	33,355	28,355	1.30%
	Subtotal	**276,549**	**101,237**	**263,923**	**290,331**	**99,768**	**283,795**	**313,106**	**300,106**	**3.37%**

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City of De Pere
2017 General Fund
Adopted Budget

CULTURE, REC & EDUCATION
EXPENDITURES

Total Culture, Rec, & Education

	Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	5,830	2,146	5,002	6,050	3,033	5,600	7,090	6,090	0.66%
320	Memberships/Subscriptions	3,178	890	2,795	3,295	658	3,225	3,435	3,435	4.25%
330	Mileage Reimbursement	500	720	0	1,050	0	1,050	950	950	-9.52%
331	Transportation	30,650	15,216	23,064	27,700	9,060	20,590	22,850	22,850	-17.51%
340	Operating Supplies	80,525	27,641	82,311	83,710	36,274	83,050	91,250	91,250	9.01%
345	Turf Chemicals	7,500	70	7,570	7,500	1,942	7,500	7,500	7,500	0.00%
346	Trees	12,000	5,072	11,984	10,000	(1,899)	8,000	10,000	10,000	0.00%
347	Tree Chemicals	300	(225)	225	300	0	300	300	300	0.00%
348	Playground Supply and Expense	2,400	50	1,922	2,400	350	2,400	3,250	3,250	35.42%
351	Safety Equipment	2,800	1,238	2,495	2,800	1,392	2,800	2,800	2,800	0.00%
361	League Support	9,447	0	8,853	9,447	0	9,447	9,447	9,447	0.00%
362	Adult League Supplies	3,625	1,174	2,885	3,500	1,525	3,500	3,500	3,500	0.00%
363	Youth Program Supplies	9,500	467	7,707	9,500	1,828	9,500	0	0	0.00%
364	Adult Program Supplies	500	0	500	500	0	500	0	0	0.00%
365	Family Program Supplies	530	530	628	650	81	650	0	0	0.00%
373	Summer Band	900	405	610	900	0	900	1,000	1,000	11.11%
385	Pool Chemicals	23,750	15,250	21,848	23,750	15,445	23,750	24,000	23,000	-3.16%
386	Concessions Purchases	15,900	36	13,027	15,900	0	15,000	15,000	14,000	-11.95%
	Subtotal	**209,835**	**70,680**	**193,427**	**208,952**	**69,689**	**197,762**	**202,372**	**199,372**	**-4.58%**
	CONTRIBUTIONS									
701	Historical Society	5,050	5,050	5,110	5,050	5,050	5,050	5,050	5,050	0.00%
	Subtotal	**5,050**	**5,050**	**5,110**	**5,050**	**5,050**	**5,050**	**5,050**	**5,050**	**0.00%**
	CAPITAL OUTLAY									
810	Capital Equipment	109,100	66,021	87,108	86,500	39,891	50,274	839,800	137,200	58.61%
	Subtotal	**109,100**	**66,021**	**87,108**	**86,500**	**39,891**	**50,274**	**839,800**	**137,200**	**58.61%**
	TOTAL	**$ 2,188,485**	**$ 891,683**	**$ 2,074,833**	**$ 2,182,118**	**$ 896,753**	**$ 2,021,822**	**$ 3,013,724**	**$ 2,273,782**	**4.20%**

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TOTAL GENERAL FUND EXPENDITURES

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City of De Pere
2016 General Fund
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EXPENDITURES

Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Acutal	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	$2,472,105	$1,124,228	$2,487,787	$2,692,168	$1,115,999	$2,578,987	$2,666,692	$2,514,523	-6.60%
TOTAL PUBLIC SAFETY EXPENDITURES	$8,496,470	$3,963,174	$8,574,205	$8,821,221	$4,084,598	$8,569,183	$9,822,247	$9,097,324	3.13%
TOTAL PUBLIC WORKS EXPENDITURES	$3,168,377	$1,182,577	$3,046,359	$3,147,766	$1,400,578	$3,193,931	$3,410,666	$3,113,618	-1.08%
TOTAL CULTURE, REC, & ED EXPENDITURES	$2,188,485	$891,683	$2,074,833	$2,182,118	$896,753	$2,021,822	$3,013,724	$2,273,782	4.20%
TOTAL GENERAL FUND EXPENDITURES	**$16,325,437**	**$7,161,662**	**$16,183,184**	**$16,843,273**	**$7,497,928**	**$16,363,923**	**$18,913,329**	**$16,999,247**	**0.93%**

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GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased $70,607. The total property tax levy for all funds increased $468,390.

	Actual 2016	Actual 2017	% of Change
General Fund Levy	$ 7,970,680	$ 8,041,287	.86%
Debt Fund Levy	$ 1,837,313	$ 2,138,159	16.37%
Capital Projects Fund Levy	$ 1,741,276	$ 1,741,276	0.00%
Tax Increment District (TID) Levy	$ 860,990	$ 957,927	11.26%
TOTAL LEVY	$12,410,259	$12,878,649	3.77%

SIGNIFICANT REVENUE CHANGES:

TAXES:

1) Mobile Home Fees decreased $600 to reflect actual trends.
2) Payments in Lieu of Taxes decreased $1,200 to reflect actual trends.
3) Public Accommodation Taxes increased $1,300 to reflect actual trends.
4) Municipal Water Utility Tax increased $36,000 to reflect actual anticipated tax.
5) Housing Authority Tax increased $1,500 to reflect actual trends.
6) Interest & Penalties on Specials & Deeds increased $20,000 to reflect actual trends.

INTERGOVERNMENTAL REVENUE:

1) Shared Revenue-Expenditure Restraint decreased to $0 since the City did not qualify based on the 2016 budget.
2) Fire Insurance increased $6,596 to reflects state estimates.
3) State Grants reflect $19,000 State Historical Society grant.
4) Rescue ACT 102 grants represent expected 2017 grant.
5) State Recycling Grants increased $34,793 to reflect state estimates.

LICENSES AND PERMITS:

1) Business & Occupation Licenses increased to $50 to reflect actual trends. Liquor and Malt Beverage Licenses decreased $2,150 to reflect actual trends.
2) Operator's Licenses decreased $15,960 to reflect 2017 as the second year of two year license renewals & 5% increase in fees..
3) Cigarette Licenses decreased $210 to reflect actual trends and 5% rate increase in fees.
4) Food & Beverage Licenses – DHFS decreased $56,000 to reflect combining of state grants.
5) Food & Beverage Licenses – DATCP increased $59,100 to reflect combining of state grants.
6) Other Permits and Fees increased $2,855 to reflect actual trends & 5% increase.
7) Building Permit increased $10,500 to reflect actual trends & 5% increase.
8) Flood Plain/Zoning Letters decreased $660 to reflect actual trends.
9) Sanitary Sewer Excavation Permits increase $425 to reflect 5% increase.
10) Construction Permits decreased $ 595 to reflect actual trends.
11) Plumbing Permits increased $3,780 to reflect actual trends & 5% increase.
12) HVAC Permits increased $2,100 to reflect 5% increase.
13) Zoning Permits & Fees increased $200 to reflect 5% increase.
14) CSM Reviews increased $1,050 to reflect trends and 5% increase.
15) Excavation Permits increased $1,050 to reflect 5% increase.

FINES AND FORFEITURES:

1) Court Penalties increased $120,000 due to additional enforcement with an additional officer in police department.
2) Parking Violations decreased $15,000 to reflect actual trends.

PUBLIC CHARGES FOR SERVICE:

1) Clerk-Passports Revenues increased $300 to reflect actual trends.
2) Letters of No Specials increased $8,400 to reflect actual trend & 5% increase.
3) CVR Registrations decreased $180 to reflect actual trends.
4) Police Alarm Monitoring Fees increased $6,000 due to reflect actual trends.
5) Police Department Revenues decreased $500 to reflect actual trends.
6) Background Checks Revenues decreased $700 to reflect actual trends.
7) Fire Hazmat increased $450 to reflect actual trends.
8) Street Department Revenues decreased $7,350 to reflect actual trends.
9) Garbage & Recycling Fees increased to $12,000 to reflect anticipate fees in 2017.
10) Public Health Revenue decreased $800 to reflect actual trends.
11) Recreation Revenues increased $234,837 to reflect reclassification of program revenues & 5% increase.

12) Concessions/Recreation increased $21,850 to reflect reclassification of program revenues & 5% increase.
13) Swimming revenues decreased $26,202 to reflect reclassification of program revenues.
14) Forestry revenues increase $315 to reflect 5% increase.
15) Community Center revenues decreased $239,465 to reflect reclassification of program revenues & 5% increase.
16) Program-Financial Assistance increased to $3,500 to reflect actual trends.
17) Athletic Facility Fees increase $3,836 to reflect 5% increase.

INTERGOVERNMENTAL CHARGES FOR SERVICE:

1) Crossing Guard Hours increased $1,700 to reflect anticipated 2017 charges.
2) Brown County Nutritionist increased $2,588 to reflect anticipated 2017 charges.

MISCELLANEOUS REVENUES:

1) Interest on Investments increased $20,000 to reflect anticipated results.
1) Residential Leases decreased $4,000 to reflect actual trends.
2) Fire & Rescue donations increased $20,000 to reflect anticipated 2017 activity.

OTHER FINANCING SOURCES:

1) Transfer of $11,400 from TID #5 represents part-time wages for downtown plant watering.
2) Transfer from Capital Projects Fund increased to $1,082,000 to reflect $800,000 capital equipment fund transfer & $32,000 Riverwalk Transfer & $250,000 temporary borrowing.

City of De Pere
2017 General Fund
Adopted Budget

REVENUES

Account Number		Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Proposed Executive	2017 / 2016 Budget % Of Change
		TAXES									
100	41110	General Property	$ 7,903,917	$ 7,932,685	$ 7,932,835	$ 7,970,680	$ 7,971,681	$ 7,971,681	$ 7,971,681	$ 8,041,287	0.89%
100	41130	Mobile Home Fees	7,100	3,366	6,354	7,100	2,181	6,500	6,500	6,500	-8.45%
100	41150	Payments in Lieu of Taxes	2,500	1,274	1,274	2,500	0	1,295	1,300	1,300	-48.00%
100	41170	Motor Vehicle Tax	0	0	0	0	0	0	0	0	0.00%
100	41200	Sales and Use			1,249,256	0	0	0	0	0	0.00%
100	41210	Public Accommodations	6,500	2,695	7,768	6,500	3,091	7,800	7,800	7,800	20.00%
100	41220	Retained Sales Tax	120	60	120	120	0	120	120	120	0.00%
100	41310	From Municipal Water Utility	510,000	235,000	470,535	484,000	242,000	480,000	490,000	520,000	7.44%
100	41320	Housing Authority	28,000	28,492	28,492	28,500	29,396	29,396	30,000	30,000	5.26%
100	41800	Interest Penalties & Taxes	1,100	457	1,434	1,100	1,171	1,300	1,200	1,200	9.09%
100	41810	Interest Penalties Specials & Deeds	30,000	7,337	13,129	15,000	20,617	35,000	35,000	35,000	133.33%
		Subtotal	**8,489,237**	**8,211,366**	**9,711,198**	**8,515,500**	**8,270,137**	**8,533,092**	**8,543,601**	**8,643,207**	**1.50%**
		INTERGOVERNMENTAL REVENUE									
100	43220	Mass Transit Federal Aid	0	0	0	0	0	0	0	0	0.00%
100	43410	State Shared Revenue	1,165,267	0	1,161,859	1,167,851	0	1,167,851	1,167,851	1,167,851	0.00%
100	43411	State Shared Revenue - Expenditure Restraint	192,197	0	190,503	194,159	0	122,645	0	0	0.00%
100	43420	State Fire Insurance	66,000	73,394	73,394	73,394	79,990	79,990	79,990	79,990	8.99%
100	43430	Other State Shared Taxes - Exempt Computer Aid	154,361	0	97,779	154,361	0	122,645	154,361	154,361	0.00%
100	43500	State Grants	0	0	1,400	0	8,000	8,000	19,000	19,000	100.00%
100	43505	Law Enforcement	0	10,999	9,790	0	(2,635)	0	0	0	0.00%
100	43507	K-9 Expenses and Donations	0	(33)	(33)	0	400	400	0	0	0.00%
100	43510	Rescue EMS Act 102	0	0	6,899	0	0	6,900	7,000	7,000	100.00%
100	43520	State Aid For Police Training	5,200	0	5,440	5,440	0	5,440	5,440	5,440	0.00%
100	43530	State Aid For Connecting Highways	73,022	36,612	73,223	73,753	36,505	73,010	73,010	73,010	-1.01%
100	43531	General Transportation Aids	903,997	451,124	902,247	937,088	468,314	936,628	936,628	936,628	-0.05%
100	43532	Mass Transit State Aid	294,790	147,395	294,790	294,790	147,395	294,790	294,790	294,790	0.00%
100	43540	State Recycling Grants	97,000	97,820	97,820	58,200	92,993	92,993	92,993	92,993	59.78%
100	43550	ACT 102 Ambulance Grant	0	0	0	0	0	0	0	0	0.00%
100	43551	Health Matching Grant	55,251	32,546	65,973	57,620	33,025	60,511	56,700	56,700	-1.60%
100	43590	State Misc Grants	3,500	0	5,000	3,600	3,212	4,011	3,600	3,600	0.00%
100	43605	Payment in Lieu of Tax - DNR	0	0	0	0	1,295	0	0	0	0.00%
		Subtotal	**3,010,585**	**849,857**	**2,986,084**	**3,020,256**	**868,494**	**2,975,814**	**2,891,363**	**2,891,363**	**-4.27%**

City of De Pere
2017 General Fund
Adopted Budget

REVENUES

		Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Proposed Executive	2017 / 2016 Budget % Of Change
		LICENSES AND PERMITS									
100	44100	Business & Occupational Licenses			50	0	0	50	50	50	100.00%
100	44105	Liquor and Malt Beverage Licenses	38,500	31,385	32,350	34,650	31,500	32,500	32,500	34,125	-1.52%
100	44110	Operator's Licenses	15,400	7,617	14,732	31,500	21,343	31,500	14,800	15,540	-50.67%
100	44115	Cigarette Licenses	2,310	1,900	1,900	2,100	2,100	2,100	2,100	2,100	0.00%
100	44120	Food & Beverage Licenses-DHFS	55,000	45,153	60,892	56,000	48,329	56,291	0	0	0.00%
100	44121	Food & Beverage Licenses-DATCP	13,200	12,960	17,351	13,900	16,182	17,881	73,000	73,000	425.18%
100	44125	Cable Television Franchise License	165,000	41,778	167,708	168,000	82,653	163,000	163,000	163,000	-2.98%
100	44130	Trailer Park	100	0	100	100	100	100	100	100	0.00%
100	44140	Other Permits And Fees	5,280	4,175	7,375	5,545	6,333	8,000	8,000	8,400	51.49%
100	44210	Dog License	4,950	3,972	3,840	5,200	4,142	5,200	5,200	5,200	0.00%
100	44230	Electrician License	0	0	0	0	0	0	0	0	0.00%
100	44300	Building Permits	110,000	59,975	144,253	115,500	109,986	120,000	120,000	126,000	9.09%
100	44303	Flood Plain/Zoning Letters	770	85	385	810	0	150	150	150	-81.48%
100	44305	Construction	565	(1,752)	(1,753)	595	(878)	0	0	0	0.00%
100	44307	Sanitary Sewer Excavation	4,510	2,600	5,500	4,825	3,500	5,000	5,000	5,250	8.81%
100	44340	Conditional Use Permits	0	0	0	0	0	0	0	0	0.00%
100	44350	Building Inspection Fees	0	0	0	0	0	0	0	0	0.00%
100	44910	Electrical Permits	33,000	17,383	39,590	34,650	27,359	32,000	32,000	33,600	-3.03%
100	44920	Plumbing Permits	28,600	10,746	18,576	30,030	18,295	25,000	25,000	26,250	-12.59%
100	44925	HVAC Permits	29,700	25,407	42,830	42,000	35,744	42,000	42,000	44,100	5.00%
100	44940	Bid Deposits & Refunds	0	0	0	0	0	0	0	0	0.00%
100	48902	Zoning Permits And Fees	3,300	2,075	3,850	3,465	2,710	3,850	3,500	3,675	6.06%
100	48903	CSM Reviews	3,300	3,420	7,790	6,300	10,096	11,000	6,500	6,825	8.33%
100	48906	Excavation Permits	17,000	7,815	16,225	17,850	9,600	18,000	18,000	18,900	5.88%
		Subtotal	**530,485**	**276,694**	**583,545**	**573,020**	**429,094**	**573,622**	**550,900**	**566,265**	**-1.18%**
		FINES AND FORFEITURES									
100	45100	City Share Of Fines And Forfeitures	0	(197)	(1,992)	0	0	0	0	0	0.00%
100	45110	Court Penalties And Costs	157,500	82,368	153,327	157,500	83,961	159,000	162,000	282,000	79.05%
100	45120	Crime Prevention/Policing Share	0	(20)	(20)	0	0	0	0	0	0.00%
100	45130	Parking Violations	42,000	20,472	39,544	60,000	20,732	45,000	45,000	45,000	-25.00%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0	0	0	0.00%
		Subtotal	**199,500**	**102,623**	**190,858**	**217,500**	**104,693**	**204,000**	**207,000**	**327,000**	**50.34%**
		PUBLIC CHARGES FOR SERVICE									
100	46100	General Government	1,000	0	0	1,000	172	350	1,000	1,000	0.00%
100	46101	Clerk-Passports/Solicitors	3,080	2,435	4,120	4,200	2,311	4,600	4,500	4,500	7.14%
100	46110	Letters of No Specials	21,919	12,315	23,510	23,100	15,370	30,000	30,000	31,500	36.36%
100	46120	License Publication Fees	2,200	2,631	1,827	2,940	366	2,900	2,900	2,900	-1.36%
100	46204	DMV Registration	0	2,768	5,297	0	3,504	5,200	0	0	0.00%
100	46205	Police CVR Fees	0	(2,567)	(5,057)	0	(3,384)	(5,200)	0	0	0.00%
100	46206	CVR Registrations	880	127	241	880	171	400	700	700	-20.45%
100	46207	Police Alarm Monitoring	12,100	1,925	1,925	4,000	3,250	9,000	10,000	10,000	150.00%
100	46208	Police Department Fees	3,300	526	996	1,500	467	1,000	1,000	1,000	-33.33%
100	46210	Background Checks	4,400	142	511	1,000	65	300	300	300	-70.00%
100	46220	Police Finger Prints	1,650	240	534	750	276	750	750	750	0.00%

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City of De Pere
2017 General Fund
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REVENUES

			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Proposed Executive	2017 / 2016 Budget % Of Change
100	46225		Fire Hazmat	550	551	1,042	550	665	665	1,000	1,000	81.82%
100	46298		Ambulance Fees	822,193	375,133	742,510	880,000	323,546	800,000	900,000	900,000	2.27%
100	46340		Street Department Revenue	53,000	11,806	65,401	55,650	20,581	53,000	53,000	63,000	13.21%
100	46345		Garbage & Recycling Fees	0	0	0	0	0	0	12,000	12,000	100.00%
100	46350		Snow Removal Charges	6,600	2,254	2,095	6,600	3,936	6,600	6,600	6,600	0.00%
100	46360		Parking Permits	0	0	0	0	0	0	0	0	0.00%
100	46370		Parking Meters	0	0	0	0	0	0	0	0	0.00%
100	46406		Weed & Nuisance Control	600	0	3,527	600	0	600	600	600	0.00%
100	46421		Recycling Containers	1,100	2,355	4,875	1,100	1,355	1,355	1,100	1,100	0.00%
100	46500		Health	0	0	0	0	0	0	0	0	0.00%
100	46501		Public Health Revenue	8,800	1,904	5,067	8,800	1,923	8,000	8,000	8,000	-9.09%
100	46510		Weights & Measures Fees	16,500	17,718	17,718	17,000	17,051	17,298	17,000	17,000	0.00%
100	46521		Animal Control	0	135	220	0	35	0	0	0	0.00%
100	46700		Recreation Programs	103,835	48,616	119,094	115,696	47,891	107,000	333,831	350,523	202.97%
100	46720		Pay Phones	0	0	0	0	0	0	0	0	0.00%
100	46721		Recreation	0	0	0	0	0	0	0	0	0.00%
100	48722		Concessions/Recreation	0	0	0	0	0	0	21,850	22,942	100.00%
100	46723		Swimming	140,557	58,084	113,390	147,000	59,077	135,000	115,046	120,798	-17.82%
100	46724		Forestry	9,292	3,943	6,942	6,300	3,399	6,000	6,300	6,615	5.00%
100	46725		Community Center	265,445	140,709	267,626	278,420	157,253	220,000	37,100	38,955	-86.01%
100	46727		Programs-Financial Assistance	0	2,301	0	0	2,547	3,000	3,500	3,500	100.00%
100	46733		Golf Lessons	0	0	0	0	0	0	0	0	0.00%
100	46747		Athletic Facility Fees	66,847	29,077	67,734	68,614	11,207	68,000	69,000	72,450	5.59%
100	46747	010	Daily Boat Fees	0	0	0	0	18,063	32,000	0	0	0.00%
100	46747	020	Season Boat Fees	0	0	0	0	22,042	22,042	0	0	0.00%
100	46800		Payment In Lieu Of Parkland	0	0	0	0	0	0	0	0	0.00%
100	46850		Miscellaneous Fee Increases	0	0	0	0	0	0	0	0	0.00%
100	47306		Ambulance Fees From Townships	160,000	83,658	158,171	165,000	93,666	165,000	165,000	165,000	0.00%
100	47401		Engineering Fees	725,167	362,584	725,167	700,000	350,000	700,000	700,000	700,000	0.00%
100	48901		Copies Maps Blueprints	1,100	33	130	1,100	579	1,100	1,100	1,100	0.00%
100	48908		Building Permits & Voter Report (Clerk)	500	0	0	500	0	500	500	500	0.00%
100	48909		Sundry	550	0	0	550	0	550	550	550	0.00%
100	48910		Retiree Insurance Admin Fee	5,500	789	1,468	5,500	617	5,500	5,500	5,500	0.00%
			Subtotal	**2,438,665**	**1,162,192**	**2,336,082**	**2,498,350**	**1,157,998**	**2,402,510**	**2,509,727**	**2,550,383**	**2.08%**

INTERGOVERNMENTAL CHARGES FOR SERVICE

100	47311		Crossing Guard Hours	17,800	1,878	17,858	17,800	0	19,500	19,500	19,500	9.55%
100	47320		Payment for Liason Officer	160,000	80,000	155,132	167,000	79,765	167,000	167,000	167,000	0.00%
100	47402		Data Processing Charges	13,000	0	13,088	13,800	6,900	13,800	13,800	13,800	0.00%
100	47405		TID 5 Admin Allocation	5,300	2,650	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	58,300	116,600	116,600	58,300	116,600	116,600	116,600	0.00%
100	47415		Equipment Rental	26,400	13,200	26,400	26,400	13,200	27,200	27,200	27,200	3.03%
100	48482		Space Rentals	33,083	14,496	41,309	34,000	14,085	34,000	34,000	34,000	0.00%
100	48208		Brown County Nutritionist	38,382	19,272	37,200	38,740	18,703	38,740	41,328	41,328	6.68%
			Subtotal	**410,565**	**189,796**	**412,886**	**419,640**	**193,603**	**422,140**	**424,728**	**424,728**	**1.21%**

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City of De Pere
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REVENUES

		Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Proposed Executive	2017 / 2016 Budget % Of Change
		MISCELLANEOUS REVENUES									
100	48100	Interest On Investments	100,000	38,826	150,616	100,000	54,378	100,000	100,000	120,000	20.00%
100	48103	Notes Receivable Interest	0	0	0	0	0	0	0	0	0.00%
100	48113	Interest On Personal Property Taxes	0	0	0	0	0	0	0	0	0.00%
100	48121	Land Contract Interest	0	0	0	0	0	0	0	0	0.00%
100	48200	Rents & Leases	0	0	0	0	0	0	0	0	0.00%
100	48201	Farm Leases	8,700	6,802	11,932	9,900	5,129	10,000	9,900	9,900	0.00%
100	48202	Brown County Fairgrounds	1,000	907	1,920	1,000	0	1,000	1,000	1,000	0.00%
100	48203	Residental Lease	21,000	6,101	12,953	21,000	8,987	17,379	17,000	17,000	-19.05%
100	48300	Property Sales	1,500	0	850	1,500	0	1,500	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	15,000	2,064	3,946	15,000	1,345	15,000	15,000	15,000	0.00%
100	48305	Real Property	50,000	35,808	35,808	50,000	60,000	60,000	50,000	50,000	0.00%
100	48309	Other	0	(28)	2,491	0	0	0	0	0	0.00%
100	48310	Note Receivable Principal	0	0	0	0	0	0	0	0	0.00%
100	48311	Land Contract Principal	0	0	0	0	0	0	0	0	0.00%
100	48500	Donations	0	0	5,000	0	0	0	0	0	0.00%
100	48510	Police Programs	0	1	1	0	0	0	0	0	0.00%
100	48515	Park and Rec	0	532	1,773	0	720	0	0	0	0.00%
100	48520	Fire & Rescue	700	(240)	(910)	700	(369)	900	20,000	20,000	2757.14%
		Subtotal	**197,900**	**90,773**	**226,380**	**199,100**	**130,190**	**205,779**	**214,400**	**234,400**	**17.73%**
		OTHER FINANCING SOURCES									
100	49100	Proceeds From Long Term Notes	0	0	96,730	0	0	0	0	0	0.00%
100	49130	Installment Contracts	0	0	0	0	0	0	0	0	0.00%
100	49140	State Trust Fund Loans	0	0	0	0	0	0	0	0	0.00%
100	49200	Transfer From Special Fund	268,500	134,250	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	11,400	11,400	100.00%
100	49223	Transfer From TID #7	0	0	0	0	0	0	0	0	0.00%
100	49240	Transfer From Capital Projects Fund	780,000	390,000	780,000	1,027,000	513,500	1,027,000	832,000	1,082,000	5.36%
100	49260	Transfer From Enterprise Fund (Water Utility)	0	0	0	0	0	0	0	0	0.00%
100	49261	Transfer From Enterprise Fund (Wastewater)	0	0	0	0	0	0	0	0	0.00%
100	49271	Transfer From Parkland Dedication Fund	0	0	0	0	0	0	0	0	0.00%
		Subtotal	**1,048,500**	**524,250**	**1,145,230**	**1,295,500**	**647,750**	**1,295,500**	**1,111,900**	**1,361,900**	**5.13%**
		TOTAL GENERAL FUND REVENUES	**16,325,437**	**11,407,551**	**17,592,264**	**16,738,866**	**11,801,959**	**16,612,457**	**16,453,619**	**16,999,246**	**1.56%**
100	49300	Fund Balances Applied	0	0	0	0	0	0	0	0	0.00%
		TOTAL GENERAL FUND REVENUES	**$ 16,325,437**	**$ 11,407,551**	**$ 17,592,264**	**$ 16,738,866**	**$ 11,801,959**	**$ 16,612,457**	**$ 16,453,619**	**$ 16,999,246**	**1.56%**

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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 Sate 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.

2017 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.

2016 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, 4 applicants have submitted materials and program has been marketed to business groups and financial institutions

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 meetings 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 2016, the City had approximately $6,500 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 April 30, 2016 is $999,429.

City of De Pere
2017 Special Fund
Adopted Budget

DEVELOPMENT LOAN PROGRAM FUND

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
Expenditures												
205	82030		Rehabilitation Principal Loan	$ 350,000	$0	$0	$ 350,000	$60,000	$ 370,000	$ 350,000	$ 350,000	0.00%
205	86600		Loan Administration	40,000	20,000	344,534	40,000	0	40,000	40,000	40,000	0.00%
205	86700		Operating Supplies	3,000	1,500	2,982	3,000	375	3,000	3,000	3,000	0.00%
			TOTAL EXPENDITURES	**393,000**	**21,500**	**347,516**	**393,000**	**60,375**	**413,000**	**393,000**	**393,000**	**0.00%**
Revenues												
205	48100		Interest On Investment	0	206	1,171	500	497	500	500	500	0.00%
205	48110		Interest On Loans	35,000	6,349	11,792	18,000	4,653	18,000	14,000	14,000	-22.22%
205	48310		Repayment Of Principal	115,000	54,121	107,664	110,000	55,817	110,000	115,000	115,000	4.55%
			TOTAL REVENUES	**150,000**	**60,676**	**120,627**	**128,500**	**60,967**	**128,500**	**129,500**	**129,500**	**0.78%**

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 Expera, SC Acquisition, 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.

2017 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.

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

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 2017.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Wastewater treatment charges increased $406,557 to reflect the actual 2016 costs based with an additional 5% increased costs charged by NEW Water.
2) Billings & Collection increased $39,242 to reflect actual 2016 costs with an additional 5% increase.
3) Administration increased $28,650 to reflect actual 2016 costs with an additional 5% increase.
4) Capital Outlays:
   a. Televising/Repair $200,000
   b. Lining/Relay $266,000
   c. Swan Road Interceptor $573,000
   d. Manhole Rehabilitation $100,000
   e. Sewer Relay – Street Reconstruction $43,000
   f. Sewer Relay – Fox Point Boat Landing $90,000
   g. Debt Service Interceptor Payments $230,805
   h. Automated Meter Reading System $300,000

2017 Budget Significant Revenue Changes:

1) Utility Billings - increased $399,727 to reflect the actual 2016 costs with an additional rate increase of 11% which includes a 5% increase from NEW Water and 6% increase for City rate.
2) Utility Billings - paper mills increased $322,333 to reflect the actual 2016 costs with an additional rate increase of 11% which includes a 5% increase from NEW Water and 6% increase for City rate.
3) Forfeited Discounts - increased $8,000 to reflect actual revenue trends.

City of De Pere
2017 Special Fund
Adopted Budget

WASTEWATER TREATMENT SERVICES

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
201	53610		Wastewater Treatment Charges	$ 8,514,805	3,103,863	$ 6,428,721	$ 6,828,500	3,445,265	$ 6,890,530	$ 7,235,057	$ 7,235,057	5.95%
201	53611		Maintenance	1,481,805	283,000	1,967,783	1,855,609	665,305	1,855,609	1,802,805	1,802,805	-2.85%
201	53612		Billings & Collection	232,064	152,046	338,324	313,215	167,836	335,672	352,457	352,457	12.53%
201	53615		Administration	375,000	231,161	560,989	476,190	240,400	480,800	504,840	504,840	6.02%
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%
			TOTAL EXPENDITURES	**$ 10,853,674**	**$ 3,895,070**	**$ 9,545,817**	**$ 9,723,514**	**$ 4,643,806**	**$ 9,812,611**	**$ 10,145,159**	**$ 10,145,159**	**4.34%**

Revenues

201	46900		Utility Billings	$ 4,585,515	$ 2,074,398	$ 4,320,931	$ 4,771,115	$ 2,329,208	$ 4,658,416	$ 5,170,842	$ 5,170,842	8.38%
201	46900		Utility Billings-Paper Mills	6,114,564	2,020,866	4,244,057	4,647,992	2,238,885	4,477,770	4,970,325	4,970,325	6.93%
201	46901		Contractor Disposal Fees	0	0	0	0	0	0	0	0	0.00%
201	48911		Forfeited Discounts	42,000	5,768	48,080	40,000	27,025	54,050	48,000	48,000	20.00%
201	49100		Proceeds of Debt	225,000	0	0	225,000	0	0	0	0	0.00%
			Fund Balance Applied	0	0	0	39,407	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 10,967,079**	**$ 4,101,032**	**$ 8,613,068**	**$ 9,723,514**	**$ 4,595,118**	**$ 9,190,236**	**$ 10,189,167**	**$ 10,189,167**	**4.79%**

Sanitary Sewer 2017 Capital
Projects & Equipment

Televising/Repair	$ 200,000
Lining/Relay	266,000
Swan Road Interceptor	573,000
Manhole Rehabilitation	100,000
Sewer Relay - Street Reconstruction	43,000
Sewer Relay - Fox Point Boat Landing	90,000
Debt Service Interceptor Payments	230,805
Automated Meter Read System	300,000
Total Capital	**$ 1,802,805**

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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 $20,000 expenditure for consulting represents the amount expected to be spent on a Park Comprehensive Plan Update. The estimated fund balance for the Public Land Acquisition Fund at December 31, 2016 is $83,967.

City of De Pere
2017 Special Fund
Adopted Budget

PUBLIC LAND ACQUISITION FUND

			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
Expenditures												
Account Number												
210	57620		Property Purchase	$0	$0	$0	$0	$0	$0	$0	$0	0.00%
210	57621		Operating Supplies	6,000	2,712	5,495	26,000	2,761	26,000	26,000	0	0.00%
210	56722		Consulting	0	0	0	0	0	0	0	20,000	100.00%
			TOTAL EXPENDITURES	**$6,000**	**$2,712**	**$5,495**	**$26,000**	**$2,761**	**$26,000**	**$26,000**	**$20,000**	**0.00%**
Revenues												
210	46720		Park Dedication Fees	$15,000	$9,060	$11,460	$15,000	$2,700	$15,000	$15,000	$15,000	0.00%
210	43690		State Grants/Other	0	8,900	8,900	0	0	0	0	0	0.00%
210	49300		Debt Proceeds	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$15,000**	**$17,960**	**$20,360**	**$15,000**	**$2,700**	**$15,000**	**$15,000**	**$15,000**	**0.00%**

Cable Access Fund

Program Full Time Equivalents: 1.15

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 Committee, Plan Commission, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, Business Improvement District Board, Redevelopment Authority, and Board of Appeals meetings are recorded and televised multiple times per week on a rotating schedule to service viewers on all work shifts. Meetings are digitally streamed live and available for on demand viewing online. 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.

2017 Performance Measures

1) Increase viewership 10% based on digital statistics.
2) Add station sponsors.

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

1) Increase viewership 10% based on digital statistics.
   a. Online video viewership increased 24.5% compared to previous period based on data from Google Analytics.
2) Add a single major sponsor or several minor sponsors.
   a. Received $250 in sponsor revenues.
3) Solicit feedback from television viewers.
   a. Feedback received increased 9.7% compared to previous period.

Significant Program Achievements:

1) Began recording Redevelopment Authority, Board of Appeals, and Business Improvement District Board meetings.

2) Maintained a perfect public meeting production record, over 450 meetings, since the station was relocated from St. Norbert College to City Hall.
3) Increased online viewership by 24.5%.
4) Added 3rd party informational and educational programming.
5) 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 2017 Cable Access Fund program cost is $174,513. 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, 2016 is $5,503.

2017 Program Objectives:

1) Promote increased government transparency.
2) Increase station viewership.
3) Promote the use of video to provide information to residents.

2017 Budget Significant Expenditure Changes:

1) Office Supplies increased $540 mainly for a new office chair.
2) Mileage Reimbursement increased $179 to include attending an additional conference/workshop.
3) Operating Supplies increased $2,955 due to replacement of a workstation PC.

4)

City of De Pere
2017 Special Fund
Adopted Budget

CABLE ACCESS FUND

Expenditures

Account Number			Account Title	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES						
209	50000	110	Salaries	$0	$ 18,447	$ 36,894.00	$ 37,632	$ 37,632	100.00%
209	50000	120	Hourly Wages	36,421	18,638	37,276	38,022	38,022	4.40%
209	50000	122	Hourly Wages Part Time	2,688	1,335	2,670	2,700	2,700	0.45%
209	50000	150	FICA	2,040	2,814	5,628	5,741	5,741	181.42%
209	50000	151	Retirement	0	2,579	5,158	5,261	5,261	100.00%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	0	13,044	26,088	24,800	24,800	100.00%
209	50000	190	Training	600			400	400	-33.33%
			Subtotal	**$ 41,749**	**$ 56,857**	**$ 113,714**	**$ 114,556**	**$ 114,556**	**174.39%**
			CONTRACTUAL SERVICES						
209	50000	212	Seminars and Conferences	400	452	400	435	435	8.75%
209	50000	240	Equipment Maintenance	625	0	625	625	625	0.00%
209	50000	290	Other Contractual Services	12,330	11,400	12,330	12,127	12,127	-1.65%
			Subtotal	**13,355**	**11,852**	**13,355**	**13,187**	**13,187**	**-1.26%**
			SUPPLIES AND EXPENSE						
209	50000	310	Office Supplies	100	170	200	640	640	540.00%
209	50000	320	Memberships/Subscriptions	0	0	0	275	275	100.00%
209	50000	330	Mileage Reimbursement	179	177	200	358	358	100.00%
209	50000	340	Operating Supplies	1,582	479	1,437	4,537	4,537	186.79%
			Subtotal	**1,861**	**826**	**1,837**	**5,810**	**5,810**	**212.20%**

			OTHER						
209	50000	410-542	Transfer to General Fund	18,500	9,250	18,500	18,500	18,500	0.00%
			Subtotal	**18,500**	**9,250**	**18,500**	**18,500**	**18,500**	**0.00%**
			CAPITAL OUTLAY						
209	50000	810	Capital Equipment	0	0	0	22,860	22,860	100.00%
			Subtotal	**0**	**0**	**0**	**22,860**	**22,860**	**100.00%**
			TOTAL EXPENDITURES	**$ 90,681**	**$ 91,463**	**$ 162,598**	**$ 174,913**	**$ 171,050**	**88.63%**

Revenues

209	44100		Franchise Fees	$ 110,000	$ 55,102	$ 110,000	$ 110,000	$ 11,000	0.00%
209	44146		Revenues	0	0	0	0	0	0.00%
209	48900		Miscellaneous	0	576	576	0	0	0.00%
			TOTAL REVENUES	**$ 110,000**	**$ 55,678**	**$ 110,576**	**$ 110,000**	**$ 11,000**	**0.00%**

2017	Program Budget - Text Sheet								2016						
Account	Desc	Type	Dept	Item	Qty	Rate	Total		Qty	Rate	Total				
209.50000.110	Salaries	Recurring	Gov't Acc	Program & Technical Director (Station Manager)	0	0.00	0		0	0.00	0				
209.50000.120	Hourly Wages	Recurring	Gov't Acc	Production and Marketing Coordinator	2080	0.00	0		2080	17.51	38,421				
209.50000.122	Hourly Wages Part Time	Recurring	Gov't Acc	Meeting Production Assistant (Cou, Fin, PW, Plan, Park, Hi	270	0.00	0		192	14.00	2,688				
209.50000.150	FICA	Recurring	Gov't Acc	Program & Technical Director (Station Manager)	0	0.00	0		0	0.00	0				
209.50000.150	FICA	Recurring	Gov't Acc	Production and Marketing Coordinator	0	0.00	0		0	0.00	1,530				
209.50000.150	MediCare	Recurring	Gov't Acc	Production and Marketing Coordinator	0	0.00	0		0	0.00	510				
209.50000.150	FICA	Recurring	Gov't Acc	Meeting Production Assistant (Cou, Fin, PW, Plan)	0	0.00	0		0	0.00	0				
209.50000.151	Retirement	Recurring	Gov't Acc	Program & Technical Director (Station Manager)	0	0.00	0		0	0.00	0				
209.50000.152	Health, Dental, DIB, Life & Wks Comp Ins	Recurring	Gov't Acc	Program & Technical Director (Station Manager)	0	0.00	0		0	0.00	0				
209.50000.190	Training	Recurring	Gov't Acc	Misc Training (IT Support, Networking, etc.)	1	400	400		2	300	600	$ (200.00)	-33.33%	Decreased based on quantity	
							400				41,748				
209.50000.212	Conference	Recurring	Gov't Acc	Conference (Wisconsin Community Media)	1	435	435		1	400	400				
							435				400	$ 35.00	8.75%	Increased to reflect actual costs	
209.50000.240	Equipment Maintenance	Recurring	Gov't Acc	Time & materials service calls (Estimated)	5	125	625		5	125	625				
							625				625	$ -	0.00%		
209.50000.290	Other Contractual Services	Recurring	Gov't Acc	Legal Services (consulting, copyright, liability, etc.)	0	225	0		0	225	0				
		Recurring	Gov't Acc	MinuteTraq, MinuteMaker, and streaming video service	12	950	11,400		12	950	11,400				
		Recurring	Gov't Acc	GoDaddy (Website, hosting, eMail)	1	165	165		1	330	330				
		Recurring	Gov't Acc	Adobe Software Membership	1	562	562		1	600	600				
							12,127				12,330	$ (203.34)	-1.65%		
209.50000.310	Office Supplies	Recurring	Gov't Acc	Office Supplies	1	140	140		1	100	100				
		New/Non-Recurring	Gov't Acc	Chair	1	500	500								
							640				100	$ 540.00	540.00%	Increased for an office chair	
209.50000.320	Memberships/Subscriptions	New/Recurring	Gov't Acc	Wisconsin Community Media membership			275								
							275								
209.50000.330	Mileage Reimbursement	Recurring	Gov't Acc	Mileage reimbursement (550 mi, WCM conference)	650	0.55	358		325	0.55	179				
							358				179	$ 178.75	100.00%	Increased to attend additional conference/workshop	
209.50000.340	Operating Supplies	Recurring	Gov't Acc	Hardware/Software/Support Contingency	1	1,117	1,117		1	11	1,117				
		Recurring	Gov't Acc	Council Chambers Equipment (Mics, Batteries, etc.)	1	465	465		1	465	465				
		New/Non-Recurring	Gov't Acc	PC Workstation	1	2,955	2,955								
							4,537				1,582	$ 2,955.00	186.79%	Increased to replace Workstation PC	
209.50000.810	Capital Improvements	New/Non-Recurring	Gov't Acc	Council Chambers Video & Projector Upgrade			22,860				15,816	$26,440.41	167.16%		
							22,860								
				Total Expenditures (minus salaries/benefits):			42,256								

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) 2006 Bond issue for $4,050,000. Principal is $220,000. Interest is $96,058. Principal balance after the 2017 payments are made is $2,155,000. Interest balance after the 2017 payments are made is $415,794. Bonds are scheduled to mature in 2025.

2) 2007 Bond issue for $2,020,000. Principal is $105,000. Interest is $51,233. Principal balance after the 2017 payments are made is $1,160,000. Interest balance after the 2017 payments are made is $219,440. Bonds are scheduled to mature in 2026.

3) 2008 Bond issue for $1,000,000. Principal is $50,000. Interest is $29,320. Principal balance after the 2017 payments are made is $625,000. Interest balance after the 2017 payments are made is $160,547. Bonds are scheduled to mature in 2027.

4) 2008 Bond issue for $2,270,000. Principal is $100,000. Interest is $104,090. Principal balance after the 2017 payments are made is $1,755,000. Interest balance after the 2017 payments are made is $618,750. Bonds are scheduled to mature in 2027.

5) 2009 Bond issue for $2,675,000. Principal is $220,000. Interest is $57,062. Principal balance after 2017 payments are made is $1,480,000. Interest balance after the 2017 payments are made is $311,965. Bonds are scheduled to mature in 2029.

6) 2010 Bond issue for $2,985,000. Principal is $345,000. Interest is $30,463. Principal balance after 2017 payments are made is $775,000. Interest balance after the 2016 payments are made is $40,074. Bonds are scheduled to mature in 2020.

7) 2011 Bond issue for $2,245,000. Principal is $145,000. Interest is $39,028. Principal balance after 2017 payments are made is $1,290,000. Interest balance after the 2017 payments are made is $182,400. Bonds are scheduled to mature in 2025.

8) 2012 Bond issue for $2,980,000. Principal is $150,000. Interest is $31,483. Principal balance after 2017 payments are made is $1,650,000 Interest balance after the 2017 payments are made is $190,763. Bonds are scheduled to mature in 2027.

9) 2012 Bond Issue for $2,850,000. Principal is $145,000. Interest is $71,133. Principal balance after the 2017 payments are made is $2,420,000. Interest balance after the 2017 payments are made is $567,347. Bonds are scheduled to mature in 2031.

10) 2013 Bond Issue for $5,650,000. Principal is $580,000. Interest is $119,694. Principal balance after the 2017 payments are made is $3,270,000. Interest balance after the 2016 payments are made is $492,243. Bonds are scheduled to mature in 2028.

11) 2013 Bond Issue for $2,530,000. Principal is $335,000. Interest is $46,213. Principal balance after the 2017 payments are made is $1,280,000. Interest balance after the 2017 payments are made is $120,012. Bonds are scheduled to mature in 2023.

12) 2014 Bond Issue for $2,935,000. Principal is $440,000. Interest is $46,600. Principal balance after the 2017 payments are made is $1,655,000. Interest balance after the 2017 payments are made is $187,500. Bonds are scheduled to mature in 2029.

Debt Service Fund – Notes

1) 2008 Note issue for $1,220,000. Principal is $155,000. Interest is $5,813. Principal balance after the 2017 payments are made is $0. Interest balance after 2017 payments are made is $0. Note is scheduled to mature in 2017.

2) 2011 Note issue for $1,565,000. Principal is $75,000. Interest is $7,320. Principal balance after the 2017 payments are made is $235,000. Interest balance after 2017 payments are made is $12,300. Note is scheduled to mature in 2020.

3) 2014 Note issue for $670,000. Principal is $70,000. Interest is $12,200. Principal balance after the 2017 payments are made is $460,000. Interest balance after 2017 payments are made is $41,400. Note is scheduled to mature in 2023.

4) 2015 Note issue for $6,240,000. Principal is $835,000. Interest is $127,450. Principal balance after the 2017 payments are made is $4,425,000. Interest balance after the 2017 payments are made is $376,800. Note is scheduled to mature in 2025.

5) 2016 Note issue for $5,950,000. Principal is $600,000. Interest is $62,439. Principal balance after the 2017 payments are made is $5,350,000. Interest balance after 2017 payment is made is $356,563. Note is scheduled to mature in 2026.

6) 2016 Note issue for $890,000. Principal is $85,000. Interest is $13,223. Principal balance after the 2017 payments are made is $805,000. Interest balance after the 2017 payments are made is $82,643. Note is scheduled to mature in 2026.

7) 2017 Note issue for $250,000. Principal is $250,000. Interest is $625. Principal balance after the 2017 payments are made is $0. Interest balance after 2017 payment is made is $0. Note is scheduled to mature in 2017.

Revenues:

1) Property tax levy is $2,138,159.
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 $562,973.
4) Transfer from Capital Projects Fund (TID # 6) is $1,657,757.
5) Transfer from Capital Projects Fund (TID # 7) is $474,395.
6) Transfer from Capital Projects Fund (TID #8) is $353,773.
7) Transfer from Capital Projects Fund (TID #9) is $130,360.
8) Transfer from Capital Projects Fund (TID #10) is $175,863.
9) Fund balance applied is $100,000 to be taken from estimated fund balance of $429,584.

City of De Pere
2017 Debt Service Fund
Adopted Budget

Debt Service

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
Expenditures												
			PRINCIPAL (G.O.)									
301	58100	610	Bonds	$ 3,208,560	$ 205,000	$ 3,208,560	$ 2,960,000	$ -	$ 2,960,000	$ 2,615,000	$ 2,615,000	-11.66%
301	58100	611	Notes	620,000	0	620,000	1,579,426	147,000	1,579,426	1,934,007	2,184,007	38.28%
			Subtotal	**3,828,560**	**205,000**	**3,828,560**	**4,539,426**	**147,000**	**4,539,426**	**4,549,007**	**4,799,007**	**5.72%**
			INTEREST (G.O.) AND DEBT SERVICE FEES									
301	58200	620	Bonds	1,006,960	511,163	1,006,960	801,215	373,151	801,215	548,604	548,604	-31.53%
301	58200	623	Notes	52,238	26,119	52,238	214,625	152,206	214,625	268,069	268,069	24.90%
301	58200	630	Debt Service Fees	2,600	1,368	2,600	2,600	1,115	2,600	2,600	2,600	0.00%
			Subtotal	**1,061,798**	**538,650**	**1,061,798**	**1,018,440**	**526,472**	**1,018,440**	**819,273**	**819,273**	**-19.56%**
			TOTAL EXPENDITURES	**$ 4,890,358**	**$ 743,650**	**$ 4,890,358**	**$ 5,557,866**	**$ 673,472**	**$ 5,557,866**	**$ 5,368,280**	**$ 5,618,280**	**1.09%**
Revenues												
301	41110		Property Tax Levy	$1,657,282	$1,657,282	$1,657,282	$1,837,313	$1,837,313	$1,837,313	$1,888,159	$2,138,159	16.37%
301	48110		Interest On Investments	0	0	0	0	0	0	0	0	0.00%
301	49110		Special Assessments	125,000	62,500	125,000	125,000	62,500	125,000	125,000	125,000	0.00%
301	49120		Proceeds From Long Term Notes	0	0	0	0	0	0	0	0	0.00%
301	49210		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
301	49220		Transfer From Special Fund	0	0	0	0	0	0	0	0	0.00%
301	49223		Transfer From TID #5	653,841	326,921	653,841	657,822	328,911	657,822	562,973	562,973	-14.42%
301	49224		Transfer From TID #6	1,181,730	590,865	1,181,730	1,774,085	887,043	1,774,085	1,657,757	1,657,757	-6.56%
301	49225		Transfer From TID #7	330,289	165,415	330,829	365,717	182,858	365,717	474,395	474,395	29.72%
301	49226		Transfer From TID #8	394,731	197,366	394,731	351,503	175,752	351,503	353,773	353,773	0.65%
301	49227		Transfer From TID #9	131,525	65,763	131,525	130,978	65,489	130,978	130,360	130,360	-0.47%
301	49228		Transfer From TID #10	115,960	57,980	115,960	115,448	57,724	115,448	175,863	175,863	52.33%
301	49230		Energy Center Shared Revenues	0	0	0	0	0	0	0	0	0.00%
301	49240		Transfer From Capital Projects Fund	0	0	0	0	0	0	0	0	0.00%
301	49260		Transfer From Water Fund	0	0	0	0	0	0	0	0	0.00%
301	49261		Transfer From Wastewater Fund	0	0	0	0	0	0	0	0	0.00%
301	49300		Unappropriated Surplus Funds	300,000	150,000	300,000	200,000	100,000	200,000	0	0	0.00%
			Subtotal	**4,890,358**	**3,274,092**	**4,890,898**	**5,557,866**	**3,697,590**	**5,557,866**	**5,368,280**	**5,618,280**	**1.09%**
			TOTAL REVENUES	**$ 4,890,358**	**$ 3,274,092**	**$ 4,890,898**	**$ 5,557,866**	**$ 3,697,590**	**$ 5,557,866**	**$ 5,368,280**	**$ 5,618,280**	**1.09%**

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CAPITAL PROJECTS

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	Water Utility	General Fund	Other	Deleted
General Government														
City Council - Beautification Committee	3,000											3,000		
City Attorney - Laptop for Part-Time Staff Attorney	750											750		
City Hall-Annual Maintenance	10,000											10,000		
Economic Development - Office Chair	500											500		
GIS - Server Hardware Contingency	750											750		
GIS - Workstation	2,295											2,295		
Total General Government	**17,295**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17,295**	**0**	**0**
Public Safety														
Police - Continued K-9 Vehicle Lease & Community Resource Vehicle	40,000											40,000		
Police - Shredder Replacement	0													4,000
Police - Filing Cabinet	5,000											5,000		
Police - Vehicle Data Routers	7,000											7,000		
Police - Exterior Camera System	0													8,850
Police - Carpet Replacement	30,200		30,200											11,600
Police - Tactical Response Equipment	6,000											6,000		
Police - Architect/Consultant Police Garage Extension	0													50,000
Fire - Replace SCBA	278,000		278,000											0
Fire - Refurbish 2001 Fire Engine	250,000		250,000											
Fire - Replace Seven CAD Computers	0													25,000
Fire - Replacement Personal Protective Equipment Gear	25,000											25,000		
Fire - Power Cot	0													20,000
Fire - Telestaff and Kronos Software	0													25,000
Inspection - Laptop for Assistant Building Inspector	500											500		300
Total Public Safety	**641,700**	**0**	**558,200**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**83,500**	**0**	**144,750**
Public Works														
Engineering - Data Collector and Radio	10,000								2,000	2,000	2,000	4,000		
MSC - Upgrades & Repairs	10,000								1,500	500	800	7,200		
MSC - Lande Street Fence	0													2,000
MSC - Replace 2 Unit Heaters	6,000								900	300	480	4,320		
MSC - Replace Fuel Station Pedestal	0		10,000											
MSC - Install Electronic Gate	0													30,000
Machinery Equipment - Two Variable Message Signs	50,000								25,500			24,500		
Machinery & Equipment - Miscellaneous Tools	2,500								1,275			1,225		
Machinery & Equipment - 20 Ton Jack	2,500								1,275			1,225		
Snow & Ice Control - Replace Loader	0													225,000
Traffic Signs & Markings - Refurbish Wooden Entrance Signs	15,000											15,000		
Traffic Lights - Broadway & Merrill Upgrade Video Detection System	25,000		25,000											
Traffic Lights - Upgrade Acess Control Software	3,500											3,500		
Traffic Lights - Replace Conflict Monitors	7,000											7,000		
Planning - TID 5 Wayfinding Signs	2,000				2,000									
Planning - TID 5 Nicolet Square Design Documents	100,000				100,000									
Planning - TID 5 Downtown Parking Study	12,000				12,000									
Planning - TID 5 Façade Grant Program	40,000				40,000									
Planning - TID 5 Nicolet Square Dumpster Enclosures	15,000				15,000									

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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	Water Utility	General Fund	Other	Deleted
Projects														
Planning - TID 5 Garbage Can and Bike Rack Replacement	5,000				5,000									
Planning - TID 5 Downtown Parking Education Program	10,000				10,000									
Planning - TID 5 Zoning Code Update	5,000				5,000									
Planning - TID 5 Development Grant	50,000				50,000									
Planning - TID 6 Zoning Code Update	5,000				5,000									
Planning - TID 7 Wayfinding Signs	2,000				2,000									
Planning - TID 7 Front Street Redevelopment	15,000				15,000									
Planning - TID 7 James Street Fountain/Streetscape	40,000				40,000									
Planning - TID 7 Downtown Parking Study	12,000				12,000									
Planning - TID 7 Façade Grant Program	30,000				30,000									
Planning - TID 7 Garbage Can and Bike Rack Replacement	5,000				5,000									
Planning - TID 7 Downtown Parking Education Program	10,000				10,000									
Planning - TID 7 Zoning Code Update	5,000				5,000									
Planning - TID 7 Development Grant	100,000				100,000									
Planning - TID 8 Development Grant	50,000				50,000									
Planning - TID 8 Zoning Code Update	5,000				5,000									
Planning - TID 9 Development Grant	50,000				50,000									
Planning - TID 9 Wayfinding Signs	2,000				2,000									
Planning - TID 9 Nicolet Square Planters	30,000				30,000									
Planning - TID 9 Nicolet Square Design Documents	100,000				100,000									
Planning - TID 9 Downtown Parking Study	12,000				12,000									
Planning - TID 9 Nicolet Square Dumpster Enclosures	15,000				15,000									
Planning - TID 9 Garbage Can and Bike Rack Replacement	5,000				5,000									
Planning - TID 9 Downtown Parking Education Program	10,000				10,000									
Planning - TID 9 Zoning Code Update	5,000				5,000									
Planning - TID 10 Development Grant	50,000				50,000									
Planning - TID 10 East Industrial Park Gateway Signage	50,000				50,000									
Planning - TID 10 Zoning Code Update	5,000				5,000									
Planning - TID 10 Southern Bridge Economic Development Study	10,000				10,000									
Planning - TID 11 West Industrial Park Rail Spur Maintenance	4,500				4,500									
Planning - TID 11 Development Grant	50,000				50,000									
Planning - TID 12 West Industrial Park Rail Spur Maintenance	4,500				4,500									
Planning - TID 12 Bicycle/Pedestrian Improvements West Industrial Park	100,000				100,000									
Planning - TID 12 Development Grant	50,000				50,000									
Total Public Works	**1,202,500**	**0**	**35,000**	**0**	**1,071,000**	**0**	**0**	**0**	**32,450**	**2,800**	**3,280**	**67,970**	**0**	**257,000**
Parks & Recreation														
Community Center - Improvements/Upgrades & Repairs	10,000											10,000		
Community Center - Boiler Replacement	34,000		34,000											
Community Center - Duct Work Replacement	5,800											5,800		
Park & Recreation Administration-Comprehensive Plan Update	20,000							20,000						
Park & Recreation Administration-Design/Planning Old Bridge Approach	0													10,000
Parks & Public Lands - Water Cooler Replacement Program	5,000											5,000		
Parks & Public Lands - Accessible Route Program	5,000											5,000		
Parks & Public Lands - Sidewalk Replacement Program	5,000											5,000		
Parks & Public Lands - Optimist Park Sign	3,600											3,600		
Parks & Public Lands - Voyageur Park Breakwall/Sidewalk Repair	10,000											10,000		

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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	Water Utility	General Fund	Other	Deleted
Parks & Public Lands - Voyageur Park Dumpster Enclosure	8,000											8,000		
Parks & Public Lands - Voyageur Park Replacement Funding	40,000											40,000		
Parks & Public Lands - VFW Park Playground Replacement	110,000		110,000											110,000
Parks & Public Lands - Legion Park Woods Bathroom Replacement	0											16,000		
Parks & Public Lands - VFW Allard Street Parking Lot	16,000													7,000
Parks & Public Lands - Patriot Park Basketball Court	0													
Boat Ramps - Fox Point Boat Launch Ticket Machine	22,000		22,000											
Boat Ramps - Bomier Boat Launch Design & Permitting	35,000		35,000									8,000		
Boat Ramps - Fox Point Boat Launch Renovation	88,000						80,000					1,800		
Parks Equip/Veh Maintenance - Line Trimmer	1,800											4,000		
Parks Equip/Veh Maintenance - Push Mower Replacement (3)	4,000											3,000		600
Parks Equip/Veh Maintenance - Auger Attachment	3,000													
Parks Equip/Veh Maintenance - Truck #68 Replacement	43,000		43,000									12,000		
Parks Equip/Veh Maintenance - Slope Mower	12,000												200,000	
Swimming Pools - Aquatic Design Services	200,000													63,000
Swimming Pools - Resurfacing VFW Pool Parking Lot	0													
Total Parks & Recreation	**681,200**	**0**	**244,000**	**0**	**0**	**0**	**80,000**	**20,000**	**0**	**0**	**0**	**137,200**	**200,000**	**190,600**
Street Construction														
Crackfilling/Patching	410,000	166,276	243,724											
Resurfacing-Various	775,000	775,000												
Sidewalks	144,500		84,500			60,000								190,000
Alley Resurfacing	30,000		30,000											
Street Reconstruction - Huron Street	520,000		520,000											
Claude Allouez Bridge Maintenance	50,000		50,000										1,364,280	
Street Construction - STP-U Grant Participation	1,705,352		341,072										1,727,904	
Street Construction - STH 32 (Eighth Design)	1,814,404		86,500											
Rockland Road Resurfacing	50,000		50,000											
Deer Point Lane Resurfacing	35,000		35,000											211,000
Rockland Road Rehabilitiation	100,000				100,000									
Total Street Construction	**5,634,256**	**941,276**	**1,440,796**	**0**	**100,000**	**60,000**	**0**	**0**	**0**	**0**	**0**	**0**	**3,092,184**	**401,000**
Sanitary Sewer														
Televising/ Repair	200,000									200,000				
Sewer Lining and Repair	266,000									266,000				
Swan Road Interceptor	573,000									573,000				
Manhole Rehabilitation and Pipe Joint Repair	100,000									100,000				
Sewer Relay - Street Reconstruction	43,000									43,000				
Sewer Relay - Fox Point Boat Landing	90,000									90,000				
Total Sanitary Sewer	**1,272,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,272,000**	**0**	**0**	**0**	**0**
Water Utility														
Water Main Relay	750,000										750,000			
Hydrant Replacement	30,000										30,000			
Water Main Relay-Street Reconstruction	250,000										250,000			
Water Main Relay-Ashland Avenue	100,000										100,000			
Total Water Utility	**1,130,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,130,000**	**0**	**0**	**0**

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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	Water Utility	General Fund	Other	Deleted
Storm Water Utility														
Storm Sewer Televising	50,000								50,000					
Storm Sewer Repair & Replacement	175,000								175,000					
New Storm Sewer	50,000								50,000					
Swale Maintenance - Basin FE280A	116,000								116,000					
West Business Park Pond Outfall Upgrade	50,000								50,000					
Storm Sewer Upgrades - Street Reconstruction	271,000								271,000					
Optimist Park Pond	230,000								230,000					
Total Storm Water Utility	942,000	0	0	0	0	0	0	0	942,000	0	0	0	0	0
TOTALS - CAPITAL PROJECTS	$ 11,520,951	$ 941,276	$2,277,996	$ -	$ 1,171,000	$ 60,000	$ 80,000	$20,000	$ 974,450	$1,274,800	$ 1,133,280	$ 305,965	$ 3,292,184	$ 993,350

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: POLICE - Krueger

DATE PREPARED: 8/11/16

DESCRIPTION OF PROJECT: CARPET REPLACEMENT

NEW: or REPLACEMENT: X

PROJECTED COST: $41,800

PROPOSED METHOD OF FINANCING:	$ 41,800	100%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$41,800	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None outside of normal building and grounds cleaning and maintenance costs already budgeted for.

* 11,600 DELETED

PROJECT JUSTIFICATION

The carpeting in the Lobby and Police Department are in dire need of replacement. The carpeting installed in 2000, is severely worn in major traffic pattern areas. In 2006, the watermain break which flooded the basement with water and the remainder of the building with humidity caused the carpet to bubble up throughout the main department area. We have had the carpet glued back down and the result was short term. I am requesting carpet tiles be installed, which can easily be replaced if damaged or worn, color patterns can be modified, and versatility and economy will be established.

Project 1: $5,200	Lobby	If separated:	Project 1 and 2 be prioritized. ($30,200)
Project 2: 25,000	High Use		Project 3 moved to 2018. ($11,600)*
Project 3: 11,600	Personnel Offices		

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT: Replace Self-Contained Breathing Apparatus System (SCBA).

NEW: or **REPLACEMENT:** X

PROJECTED COST: $278,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$278,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	Fire ACTS Grant applied for	
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual operating costs identified and included in the operational budget.

PROJECT JUSTIFICATION

The current Self-Contained Breathing Apparatus system was purchased in February, 2002 with a lifespan is 15-years. Total replacement of this equipment is required for the department to continue to be able to perform our mission critical tasks.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

Highest priority ***Goal #1***

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT: Refurbishment of 2001 fire engine.

REPAIR: X or NEW: or REPLACEMENT:

PROJECTED COST: $250,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$250,000	100%
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual operating costs identified and included in the operational budget.

PROJECT JUSTIFICATION

This vehicle is in need of significant repairs based on the manufacturer's evaluation on February, 2016. In order to extend the life of this vehicle an additional ten years, the estimated repair costs are $250,000. The City needs to follow the March 3, 2016 Fire Apparatus Report and Status Plan submitted by the Fire Department.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION	Goal No.
Highest priority	*Goal #1*

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Replace Fuel island pedestal

NEW: or REPLACEMENT: X

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	10,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The head of our mechanics division has recommended replacing the pedestal for our fueling station. The pedestal is rusting at the bottom and is no longer repairable or suitable to last. Without an appropriately running fuel station, our operations will be hindered drastically.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 9, 2016

DESCRIPTION OF PROJECT:

Traffic Lights – Upgrade Video Detection – Broadway and Merrill –Upgrade the existing video detection at the intersection.

ITEM	COST
Video Detection Equipment and Installation	$25,000

NEW: or REPLACEMENT:

PROJECTED COST: $25,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Each year, traffic signals are inspected in the City. One of the 2016 recommendations is to upgrade the existing video detection at the Broadway and Merrill intersection due to age.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: 6/9/16

DESCRIPTION OF PROJECT:

Boiler Replacement at Community Center ($34,000)

NEW: ____ or REPLACEMENT: X

PROJECTED COST: $35,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND	$34,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

In 2016 it was determined that the 2nd boiler at the Community Center needs to be replaced. The proposal would include labor, installation, removal of existing boiler and set-up.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED:8-1-16

DESCRIPTION OF PROJECT:

Update to Comprehensive Outdoor Recreation Plan

NEW: or REPLACEMENT: X

PROJECTED COST: $20,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	20,000	100

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The department is required to update their Comprehensive Outdoor Recreation Plan every five years to remain eligible for grant funding with the WDNR. It is also a sound business practice to go through the strategic planning process. The plan has been a valuable tool for us over the years in providing guidance as well as multiple grant opportunities. The last year of the Comp plan is 2017.

The plan can be funding through the Park Land Dedication Fund.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Replace bathroom facility at Legion Park.

NEW: or REPLACEMENT: X

PROJECTED COST: $110,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	110,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The bathroom facility at Legion Park has been deteriorating for several years. The concrete block walls have cracks in them indicating a shifting in the foundation. Staff have experienced several problems with doors not closing/opening properly because of the building has shifted.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 8 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-16

DESCRIPTION OF PROJECT:
Replace Pay and Display ticket machine at Fox Point Boat Launch.

NEW: X or REPLACEMENT:

PROJECTED COST: $22,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	$22,000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The machine at Fox Point has been on line since 2007 and gets the most use of the 2 machines (Fox Point, Perkofski). It is starting to incur more maintenance in this busy environment, and we have incurred multiple after hour calls reporting the machine is not working over the last few years. In addition, the current machine has some mechanical flaws which result in some after hour calls. Our hope would be to minimize the after hour/overtime calls with a new machine that does not have this mechanical flaw.

The old machine could be used for parts in the machine at Perkofski, ~~or could be placed at Bomier Boat Launch. We currently operation our launch at Bomier with envelopes. This is not a preferred method from our auditors.~~

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Renovate and expand Bomier Boat Launch.

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)

PROJECT JUSTIFICATION

We received notification from the National Resource Damage Assessment Fund that Bomier Boat Launch project is in line to receive funding. Staff has discussed the project with the WDNR to obtain matching funds to complete the project. Prior to applying with the WDNR, the City must have plans and all permits in place before the WDNR will consider. In order to obtain our permits we will need to complete the design and go through a permitting process with the WDNR and possibly the Army Corp of Engineers because the renovation includes expanding the boat launch.

Without the permitting we will not be able to apply for matching funds with the WDNR, and if we do not have the funds we will need to consider paying the other half of the project on our own or inform the NRDA we will not be using the grant they are offered.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-16

DESCRIPTION OF PROJECT:

Replace Truck 68 – 1 Ton Truck

NEW: or REPLACEMENT: X

PROJECTED COST: $43,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	43,000	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

Truck 68 is a F-350 One Ton truck that is scored at a 31 and is recommended to be replaced. It currently needs approximately $10,000 in repairs to bring it back to a level we can rely and depend on the vehicle.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-15-16

DESCRIPTION OF PROJECT:

Engineering and design services for Aquatic facility.

NEW: X or REPLACEMENT:

PROJECTED COST: $200,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	200,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

$0

PROJECT JUSTIFICATION

The department is in the process of determining which direction the City needs to go in addressing the two pools it operates. Both pools are old and deteriorating, and are causing maintenance concerns. While the City does not understand yet if it will pursue constructing one Aquatic Center or rehabilitating both pools, design and engineering services will be needed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Wayfinding signs for the downtown that promote important locations by indicating direction and travel time in minutes for pedestrians and bicyclists.

NEW: X or REPLACEMENT:

PROJECTED COST: $6,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($2,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

De Pere is a pedestrian and bicycle friendly city, an attribute desired by residents and visitors. The goal is for these wayfinding signs to encourage people to walk and bike, particularly when they are in the downtown.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Nicolet Square Design Documents

NEW: X or REPLACEMENT:

PROJECTED COST: $200,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5 and TID 9 ($100,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Project to complete design and construction documents to implement the Nicolet Square Master Plan. The price and scope of this project are contingent on direction provided by the stakeholders. The master plan may be reduced, phased, or redefined based on recent conversations and future potential redevelopment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Downtown Parking Study (linked to Downtown Parking Education) that may include:

- **Research and Analysis of Existing Conditions**
  - **Surveys and/or inventory of current parking usage/regulations**
  - **Understanding of upcoming development and vision for downtown**
  - **Stakeholder Engagement**
- **Presentation of Industry Best Practices and Trends**
  - **Educational and Marketing Efforts**
  - **Review of industry best practices for similar size Downtowns**
- **Proposals for De Pere**
  - **Policy alternatives**
  - **Long term plan of where parking should be and in what form (surface, street, ramp)**

NEW: X or REPLACEMENT:

PROJECTED COST: $36,000 ***(waiting on better numbers from consultant)***

PROPOSED METHOD OF FINANCING: **$** **%**

- **GENERAL FUND**
- **CAPITAL IMPROVEMENTS FUND**
- **GENERAL OBLIGATION DEBT**
- **SPECIAL ASSESSMENT**
- **GRANTS**
- **OTHER** **Split between TID 5, TID 7 and TID 9 ($12,000 each)**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Staff has received a number of complaints from business owners as related to parking in Downtown De Pere. The conversion of a number of short term spaces into long term spaces in 2016 helped alleviate many issues, but some concerns still remain. A comprehensive review of Downtown parking could help formalize a working plan for the future and reduce the need to re-evaluate the parking time limit mix every few years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Façade Grant Program for TID 5 (downtown west)
The Façade Grant program is used to help maintain and improve Downtown Business facades.

NEW: X or REPLACEMENT:

PROJECTED COST: $ $40,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 5

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

This program was an important component of the Downtown Master Plan. It also helps by encouraging reinvestment in property and increasing the overall tax base.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Dumpster Enclosures for Nicolet Square

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5 and TID 9 ($15,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Nicolet Square Master plan included the installation of two shared dumpster enclosures to address the issue of multiple cart and cart pick up. The Department of Public Works has diligently worked with the areas property and business owners to finalize the location, cost structure and design of the enclosures.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Replacement of garbage cans and bike racks downtown.

NEW: X or REPLACEMENT:

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The garbage cans and bike racks in the Downtown were installed in 2004. Many of them are showing signs of wear and disrepair. This project would replace all of the garbage cans and bike racks and also review the current locations to ensure that they are placed in the most effective areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Downtown Parking Education Program

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING: **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID9 ($10,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

A follow up to the Downtown Parking Study. A marketing and education program as related to parking in Downtown De Pere, including information on street parking.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Zoning Code Update

NEW: X or REPLACEMENT:

PROJECTED COST: $120,000

PROPOSED METHOD OF FINANCING: $ %

GENERAL FUND $20,000 carryover from 2016, $20,000 in 2017 and $20,000 in 2018
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER $60,000 ($30K 2017 and $30K2018) Funded by TID 5, TID 6, TID 7, TID 8, TID 9 and TID 10 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City's zoning code is the regulatory document that guides the design of new development. The Code is out of date and includes a number of inconsistencies. This makes it difficult for potential developers to plan a project in the City. A full re-write of the Code is needed to align with the goals of the City's Comprehensive Plan. Due to the cost, this project is proposed to span over two years – beginning in June/July of 2017 and ending in the fall of 2018. Funding is required in each year in order to cover the cost.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 5

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 5

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support development of TID 5 (downtown west). Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Zoning Code Update

NEW: X or REPLACEMENT:

PROJECTED COST: $120,000

PROPOSED METHOD OF FINANCING: $ %

GENERAL FUND $20,000 carryover from 2016, $20,000 in 2017 and $20,000 in 2018
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER $60,000 ($30K 2017 and $30K2018) Funded by TID 5, TID 6, TID 7, TID 8, TID 9 and TID 10 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City's zoning code is the regulatory document that guides the design of new development. The Code is out of date and includes a number of inconsistencies. This makes it difficult for potential developers to plan a project in the City. A full re-write of the Code is needed to align with the goals of the City's Comprehensive Plan. Due to the cost, this project is proposed to span over two years – beginning in June/July of 2017 and ending in the fall of 2018. Funding is required in each year in order to cover the cost.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Wayfinding signs for the downtown that promote important locations by indicating direction and travel time in minutes for pedestrians and bicyclists.

NEW: X or REPLACEMENT:

PROJECTED COST: $6,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($2,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

De Pere is a pedestrian and bicycle friendly city, an attribute desired by residents and visitors. The goal is for these wayfinding signs to encourage people to walk and bike, particularly when they are in the downtown.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Front Street Block – Redevelopment Concepts

NEW: X or REPLACEMENT:

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Downtown Master Plan included a few development concepts for the city-owned parking structure on Front Street. Recent development interest in the area, and the site proximity to the Fox River, support an effort to explore new redevelopment concepts that consider the entire block and how it engages with the river front.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

James Street Fountain/Streetscape – Design through Construction Documents

NEW: X or REPLACEMENT:

PROJECTED COST: $ $40,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The James Street Fountain in front of the Union Hotel is aging and showing signs of disrepair. It is unlikely that the fountain could be repaired and brought up to current code for a reasonable cost. A focus group consisting of nearby business and property owners supported reviewing the entire two block streetscape of James Street from Broadway to Wisconsin, as identified in the Downtown Master Plan. The proposed project would include hiring a consultant to engage with a stakeholder group, prepare 2-3 concepts for the area, select a design, and complete construction documents.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Downtown Parking Study (linked to Downtown Parking Education) that may include:

- Research and Analysis of Existing Conditions
  - Surveys and/or inventory of current parking usage/regulations
  - Understanding of upcoming development and vision for downtown
  - Stakeholder Engagement
- Presentation of Industry Best Practices and Trends
  - Educational and Marketing Efforts
  - Review of industry best practices for similar size Downtowns
- Proposals for De Pere
  - Policy alternatives
  - Long term plan of where parking should be and in what form (surface, street, ramp)

NEW: X or REPLACEMENT:

PROJECTED COST: $36,000 *(waiting on better numbers from consultant)*

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($12,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Staff has received a number of complaints from business owners as related to parking in Downtown De Pere. The conversion of a number of short term spaces into long term spaces in 2016 helped alleviate many issues, but some concerns still remain. A comprehensive review of Downtown parking could help formalize a working plan for the future and reduce the need to re-evaluate the parking time limit mix every few years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Façade Grant Program for TID 7 (downtown east)
The Façade Grant program is used to help maintain and improve Downtown Business facades.

NEW: X or REPLACEMENT:

PROJECTED COST: $ $30,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

This program was an important component of the Downtown Master Plan. It also helps by encouraging reinvestment in property and increasing the overall tax base.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Replacement of garbage cans and bike racks downtown.

NEW: X or REPLACEMENT:

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The garbage cans and bike racks in the Downtown were installed in 2004. Many of them are showing signs of wear and disrepair. This project would replace all of the garbage cans and bike racks and also review the current locations to ensure that they are placed in the most effective areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Downtown Parking Education Program

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID9 ($10,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

A follow up to the Downtown Parking Study. A marketing and education program as related to parking in Downtown De Pere, including information on street parking.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Zoning Code Update

NEW: X or REPLACEMENT:

PROJECTED COST: $120,000

PROPOSED METHOD OF FINANCING: $ %

GENERAL FUND $20,000 carryover from 2016, $20,000 in 2017 and $20,000 in 2018
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER $60,000 ($30K 2017 and $30K2018) Funded by TID 5, TID 6, TID 7, TID 8, TID 9 and TID 10 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City's zoning code is the regulatory document that guides the design of new development. The Code is out of date and includes a number of inconsistencies. This makes it difficult for potential developers to plan a project in the City. A full re-write of the Code is needed to align with the goals of the City's Comprehensive Plan. Due to the cost, this project is proposed to span over two years – beginning in June/July of 2017 and ending in the fall of 2018. Funding is required in each year in order to cover the cost.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 7 (downtown east)

NEW: X or REPLACEMENT:

PROJECTED COST: $100,000

PROPOSED METHOD OF FINANCING: **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support redevelopment of Front Street block. Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 8 (industrial park - west)

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 8

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support development of TID 8. Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Zoning Code Update

NEW: X or REPLACEMENT:

PROJECTED COST: $120,000

PROPOSED METHOD OF FINANCING: $ %

GENERAL FUND $20,000 carryover from 2016, $20,000 in 2017 and $20,000 in 2018
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER $60,000 ($30K 2017 and $30K2018) Funded by TID 5, TID 6, TID 7, TID 8, TID 9 and TID 10 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City's zoning code is the regulatory document that guides the design of new development. The Code is out of date and includes a number of inconsistencies. This makes it difficult for potential developers to plan a project in the City. A full re-write of the Code is needed to align with the goals of the City's Comprehensive Plan. Due to the cost, this project is proposed to span over two years – beginning in June/July of 2017 and ending in the fall of 2018. Funding is required in each year in order to cover the cost.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 9 (downtown west)

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 9

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support development of TID 9. Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Wayfinding signs for the downtown that promote important locations by indicating direction and travel time in minutes for pedestrians and bicyclists.

NEW: X or REPLACEMENT:

PROJECTED COST: $6,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($2,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

De Pere is a pedestrian and bicycle friendly city, an attribute desired by residents and visitors. The goal is for these wayfinding signs to encourage people to walk and bike, particularly when they are in the downtown.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Nicolet Square Planters / Parking Barriers

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 9

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Request to design and install parking barriers, benches or planters along the rear of businesses in Nicolet Square in order to better define the pedestrian area. Recommendation is to install these in the short term before the full implementation of the Nicolet Square Master Plan.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Nicolet Square Design Documents

NEW: X or REPLACEMENT:

PROJECTED COST: $200,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5 and TID 9 ($100,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Project to complete design and construction documents to implement the Nicolet Square Master Plan. The price and scope of this project are contingent on direction provided by the stakeholders. The master plan may be reduced, phased, or redefined based on recent conversations and future potential redevelopment.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Downtown Parking Study (linked to Downtown Parking Education) that may include:

- Research and Analysis of Existing Conditions
  - Surveys and/or inventory of current parking usage/regulations
  - Understanding of upcoming development and vision for downtown
  - Stakeholder Engagement
- Presentation of Industry Best Practices and Trends
  - Educational and Marketing Efforts
  - Review of industry best practices for similar size Downtowns
- Proposals for De Pere
  - Policy alternatives
  - Long term plan of where parking should be and in what form (surface, street, ramp)

NEW: X or REPLACEMENT:

PROJECTED COST: $36,000 *(waiting on better numbers from consultant)*

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($12,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Staff has received a number of complaints from business owners as related to parking in Downtown De Pere. The conversion of a number of short term spaces into long term spaces in 2016 helped alleviate many issues, but some concerns still remain. A comprehensive review of Downtown parking could help formalize a working plan for the future and reduce the need to re-evaluate the parking time limit mix every few years.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Dumpster Enclosures for Nicolet Square

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5 and TID 9 ($15,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Nicolet Square Master plan included the installation of two shared dumpster enclosures to address the issue of multiple cart and cart pick up. The Department of Public Works has diligently worked with the areas property and business owners to finalize the location, cost structure and design of the enclosures.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Replacement of garbage cans and bike racks downtown.

NEW: X or REPLACEMENT:

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID 9 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The garbage cans and bike racks in the Downtown were installed in 2004. Many of them are showing signs of wear and disrepair. This project would replace all of the garbage cans and bike racks and also review the current locations to ensure that they are placed in the most effective areas.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Downtown Parking Education Program

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 5, TID 7 and TID9 ($10,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

A follow up to the Downtown Parking Study. A marketing and education program as related to parking in Downtown De Pere, including information on street parking.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Zoning Code Update

NEW: X or REPLACEMENT:

PROJECTED COST: $120,000

PROPOSED METHOD OF FINANCING: $ %

GENERAL FUND $20,000 carryover from 2016, $20,000 in 2017 and $20,000 in 2018
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER $60,000 ($30K 2017 and $30K2018) Funded by TID 5, TID 6, TID 7, TID 8, TID 9 and TID 10 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City's zoning code is the regulatory document that guides the design of new development. The Code is out of date and includes a number of inconsistencies. This makes it difficult for potential developers to plan a project in the City. A full re-write of the Code is needed to align with the goals of the City's Comprehensive Plan. Due to the cost, this project is proposed to span over two years – beginning in June/July of 2017 and ending in the fall of 2018. Funding is required in each year in order to cover the cost.

PROJECT RANKINGS

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 10 (industrial park - east

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 10

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support development of TID 10. Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

East Industrial Park Gateway Signage

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 10

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Design and install gateway monument signage for the East Industrial Park.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Zoning Code Update

NEW: X or REPLACEMENT:

PROJECTED COST: $120,000

PROPOSED METHOD OF FINANCING: $ %

GENERAL FUND $20,000 carryover from 2016, $20,000 in 2017 and $20,000 in 2018
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER $60,000 ($30K 2017 and $30K2018) Funded by TID 5, TID 6, TID 7, TID 8, TID 9 and TID 10 ($5,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City's zoning code is the regulatory document that guides the design of new development. The Code is out of date and includes a number of inconsistencies. This makes it difficult for potential developers to plan a project in the City. A full re-write of the Code is needed to align with the goals of the City's Comprehensive Plan. Due to the cost, this project is proposed to span over two years – beginning in June/July of 2017 and ending in the fall of 2018. Funding is required in each year in order to cover the cost.

PROJECT RANKINGS

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Southern Bridge Economic Development Study

NEW: X or REPLACEMENT:

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 10 ($10,000)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Contribution to a regional economic development study (coordinate by Brown County) to explore the economic impact of the Southern Bridge if located along Red Maple/Rockland Road.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

West Industrial Park Railroad Maintenance

NEW: X or REPLACEMENT:

PROJECTED COST: $9,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER Split between TID 11 and TID 12 ($4,500 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Ongoing inspection and maintenance of the City's railroad spurs in the West Industrial Park.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 11 (industrial park –west)

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 11

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support development of TID 11. Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

West Industrial Park Railroad Maintenance

NEW: X or REPLACEMENT:

PROJECTED COST: $9,000

PROPOSED METHOD OF FINANCING: **$** **%**

- **GENERAL FUND**
- **CAPITAL IMPROVEMENTS FUND**
- **GENERAL OBLIGATION DEBT**
- **SPECIAL ASSESSMENT**
- **GRANTS**
- **OTHER** **Split between TID 11 and TID 12 ($4,500 each)**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Ongoing inspection and maintenance of the City's railroad spurs in the West Industrial Park.

PROJECT RANKINGS

CITY COUNCIL

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Bicycle/Pedestrian Improvements in the West Industrial Park

NEW: X or REPLACEMENT:

PROJECTED COST: $100,000

PROPOSED METHOD OF FINANCING: **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 12 ($100,000 total)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Design and Construction of a path that connects Samantha Park to the De Pere Dog Park in the West Industrial Park

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/30/16

DESCRIPTION OF PROJECT:

Development Grant – TID 12 (industrial park –west)

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING: $ %

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER 100% Funded by TID 12

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Grant to support development of TID 12. Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

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2017 BUDGET SUMMARY

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Street Management	$60,000	$2,883,072	$3,092,184	$6,035,256
Sewer Management	$0	$1,272,000	$0	$1,272,000
Street Extensions	$0	$0	$0	$0
Water System Mgmt.	$0	$1,130,000	$0	$1,130,000
Storm Water Mgmt.	$0	$829,262	$112,738	$942,000
TOTAL	$60,000	$6,114,334	$3,204,922	$9,379,256

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2017 STREET MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Crackfill/Patch/Repair	$0	$410,000	$0	$410,000
Resurfacing	$0	$775,000	$0	$775,000
Sidewalk	$60,000	$84,500	$0	$144,500
Alley Resurfacing	$0	$220,000	$0	$220,000
Street Reconstruction – Huron Street	$0	$520,000	$0	$520,000
Claude Allouez Bridge Maintenance	$0	$50,000	$0	$50,000
STP-U Grant Participation	$0	$341,072	$1,364,280	$1,705,352
STH 32 (Eighth) Construction	$0	$86,500	$1,727,904	$1,814,404
Rockland Road Resurfacing	$0	$50,000	$0	$50,000
Deer Point Lane Resurfacing	$0	$35,000	$0	$35,000
Rockland Road Rehabilitation	$0	$311,000	$0	$311,000
Total	$60,000	$2,883,072	$3,092,184	$6,035,256

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

DESCRIPTION OF PROJECT:

Street Management – Street Maintenance & Repair - Crackfilling/Concrete Patching/Asphalt Patching/Curb Repair at various locations. Work anticipated includes the following types of work, approximate quantities and costs:

ITEM	QUANTITY	COST
Crackfilling	80,000 LF	$100,000
Concrete Patching	1,200 SY	$ 80,000
Asphalt Patching	1,500 SY	$ 30,000
Curb Repair	6,000 LF	$150,000
Colored Concrete Sealing	50,000 SF	$ 50,000

NEW: or REPLACEMENT:

PROJECTED COST: $410,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	**GENERAL OBLIGATION DEBT**	**$243,724**	
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER - General Property Tax**	**$166,276**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing street system, thereby extending its maximum useful life. The amount of the proposed maintenance work and corresponding dollar amount conforms to the recommendations of the City of De Pere Pavement Management Plan. Crackfilling is intended to be done at the 3rd and 9th year of a 15 plus year pavement life. Colored concrete sealing is completed between 3 and 5 years after the previous sealing.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 5, 2016

DESCRIPTION OF PROJECT:

Street Management – Resurfacing – Various locations. Work anticipated includes overlay of the following streets, their length and year of last overlay:

STREET	FROM	TO	LENGTH	LAST OVERLAY	RATING
		TO BE DETERMINED			
TOTAL					

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

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management – Sidewalks – Various locations. The work anticipated includes the following types of work, approximate quantities and costs:

ITEM	QUANTITY	COST	ENG. & ADMIN.
New Sidewalk	8 Walks	$12,000	$ 2,000
Ramps	64	$27,500	$ 0
Repair	----	$90,000	$ 13,000
	TOTAL COST	$144,500	

NEW: or REPLACEMENT:

PROJECTED COST: $144,500

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	**GENERAL OBLIGATION DEBT**	**$84,500**	
X	**SPECIAL ASSESSMENT**	**$60,000**	
	GRANTS		
	OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The proposed construction includes the construction of new sidewalks and ramps at various locations, plus the replacement of defective walks and ramps in the repair area. The new construction is the complete construction of sidewalks in areas that the Common Council has ordered new installation. The ramps will be installed at various intersections where adjacent development has occurred. The replacement of defective walks is part of an ongoing 8-year program cycle for the entire City. The 2017 repair area is on the west side of the Fox River from west of the railroad tracks and north of Grant Street to the City Limits.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:
Street Management – Alley Reconstruction – Various Locations. Work anticipated includes reconstructing alleys to improve drainage and the pavement structure.

ALLEY	FROM	TO	LENGTH	RATING
Erie & Ontario	George	Charles	370 Ft	4
Ontario & Winnebago	George	Charles	370 Ft	4
Ontario & Winnebago	George	280' North	280 Ft	4
Huron & Erie	George	Charles	370 Ft	5
Broadway & Wisconsin	George	210' North	210 Ft	4

ITEM	COST
Reconstruction	$220,000

NEW: _____ **or REPLACEMENT:** _____

PROJECTED COST: $220,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
X	**CAPITAL IMPROVEMENTS FUND**	**$220,000**	
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER		
	OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing alley system. The alleys are used for access to residents. The addition of the first four alleys is based on the pavement condition and grouping by area. The alley between Broadway and Wisconsin and George to 210 feet north is being completed due to the age and to complete prior to 102 N. Broadway opening.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 5, 2016

DESCRIPTION OF PROJECT:

Street Management – Huron Street Reconstruction –This work involves reconstructing Huron Street from George Street to Ridgeway Boulevard. The water main and storm sewer will be replaced as part of the street reconstruction. The water main and storm sewer have been included in a separate worksheet

ITEM	COST
Street Reconstruction	$520,000

NEW: _____ **or REPLACEMENT:** _____

PROJECTED COST: $520,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	$520,000	
SPECIAL ASSESSMENT (Sidewalk)		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Huron Street, from George Street to Ridgeway Boulevard, is proposed for street reconstruction in 2017. The street pavement is rated between 2 and 4. In addition to the condition of the pavement, existing utilities in Huron Street are deteriorated.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management – Claude Allouez Bridge Maintenance – The non-loadbearing cable post studs on the bridge are bent or have snapped. Repairs are required.

ITEM	COST
Maintenance	$50,000

NEW: _____ **or REPLACEMENT:** _____

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
X	CAPITAL IMPROVEMENTS FUND	$50,000	
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER		
	OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There are 24 – 4'8: non-loadbearing railing cable post studs on the bridge. Suspected heat expansion and pedestrian climbing has caused these studs to bend and snap. The City is planning to repair the rods as well as reinforcement measures to prevent future damage in 2017. The City requested proposals to recommend maintenance activities and repairs for the non-loadbearing cable post and stud repairs on the Claude Allouez Bridge.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMETN OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management – STP-U Grant Cost Participation – The City has obtained a federal grant for resurfacing three streets under the STP-U grant program. This project was included in the 2015 CIP. Under this program, the City receives grant funding for up to 80% of eligible project costs. Streets to be included in the grant along with the total anticipated cost include:

ID 4985-00-51/52 – Allard Street – Grant to Reid
ID 4985-00-53/54 – Erie Street – O'Keefe to Virginia
ID 4985-00-57/58 – Helena Street – Seventh to Sixth

ITEM	COST
Engineering and Construction (2017)	$1,705,352

NEW: or REPLACEMENT:

PROJECTED COST: $1,705,352

	PROPOSED METHOD OF FINANCING:	$	%
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	GENERAL OBLIGATION DEBT	$341,072	
	SPECIAL ASSESSMENT		
	GRANTS		
X	OTHER (Federal)	$1,364,280	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City has obtained grants for three streets under the STP-U grant program. Under this program, the City receives grant funding for up to 80% of eligible project costs. The project is bid through the Wisconsin Department of Transportation (WisDOT). The amount included is for the anticipated City responsibility for construction in 2017. This amount includes engineering, review, and construction costs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management—STH 32 (Eighth) Construction – The Wisconsin Department of Transportation (WisDOT) is reconstructing STH 32 (Eighth) from north of Main Avenue to north of Ash Street. Construction is scheduled for 2017. The City is responsible for a percentage of the costs. The cost participation items are identified in the City-State Municipal Agreement. The estimated 2017 cost is as follows:

ITEM	COST
Construction and Lighting (2017)	$1,814,404

NEW: or REPLACEMENT:

PROJECTED COST: $1,814,404

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	**GENERAL OBLIGATION DEBT**	**$86,500**	
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER (WisDOT/Federal)**	**$1,727,904**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

STH 32 is a two lane undivided urban section roadway with parking on each side. The concrete pavement has deteriorated due to age. Both WisDOT and the City are responsible for a percentage of the costs per the City-State Municipal Agreement Revision #2 dated June 15, 2016. The agreement defines WisDOT and City cost responsibility. The anticipated construction costs estimated to occur in 2017 is $86,500.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management – Rockland Road Resurfacing – Work anticipated includes a pulverizing and paving Rockland Road from Old Plank Road to STH 57.

ITEM	COST
Resurfacing	$50,000

NEW: **or REPLACEMENT:**

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
X SPECIAL ASSESSMENT	$50,000	
GRANTS		
OTHER		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The project is the resurfacing of Rockland Road from Old Plank Road to STH 57 (Broadway Street). Rockland road was once a sealcoat roadway and has since deteriorated severely to a gravel surface. Rockland Road has a PASER rating of 3 out of a possible 10 and warrants rehabilitation. Rockland Road is a potential route for the Southern Bridge corridor. However, due to the potential length of time until construction occurs, rehabilitation of the road is required. Staff has been receiving complaints regarding the condition of Rockland Road.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management – Deer Point Lane Resurfacing – Work anticipated includes a pulverization and overlay of Deer Point Lane from Ryan Road to the western property line for 2130 Deer Point Lane.

ITEM	COST
Surfacing	$35,000

NEW: _____ **or REPLACEMENT:** _____

PROJECTED COST: $35,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
X	**CAPITAL IMPROVEMENTS FUND**	**$35,000**	
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER		
	OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Staff has received complaints about the condition of Deer Point Lane. Deer Point Lane has a PASER rating of 1 out of a possible 10. The existing surface is a seal coat. The proposed project will pulverize the sealcoat and surface with 2" of asphalt. This is a low use roadway.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 – 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2016

DESCRIPTION OF PROJECT:

Street Management – Rockland Road Rehabilitation – Work anticipated includes a pulverizing and paving Rockland Road from STH 57 (Broadway Street) to CTH PP.

ITEM	COST
Rehabilitation	$311,000

NEW: _____ **or REPLACEMENT:** _____

PROJECTED COST: $311,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
X CAPITAL IMPROVEMENTS FUND	$311,000	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing street system, thereby extending the maximum useful life. Rockland Road has a PASER rating of 3 out of a possible 10 and warrants rehabilitation. Rockland Road is a potential route for the Southern Bridge corridor. However, due to the potential length of time until construction occurs, rehabilitation of the road is required.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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2017 SEWER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Televise/Repair	$0	$200,000	$0	$200,000
Sewer Lining and Repair	$0	$266,000	$0	$266,000
Swan Road Interceptor *(Part included in Included in 2016 CIP)*	$0	$573,000	$0	$573,000
Manhole Rehabilitation and Pipe Joint Repair	$0	$100,000	$0	$100,000
Sewer Relay – Street Reconstruction	$0	$43,000	$0	$43,000
Sewer Relay – Fox Point Boat Landing	$0	$90,000	$0	$90,000
TOTAL	$0	$1,272,000	$0	$1,272,000

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

DESCRIPTION OF PROJECT:

Sewer Management – Televising/Repair – Repair is completed at various locations, most of which will correlate to the 2017 and future street maintenance program. This work will include televising, and after review, performing necessary to the sewers and structures that are located on streets scheduled for overlay and/or reconstruction. This work includes rehabilitation on sewers and structures that are identified during daily operation of the sewer systems and may be outside of the future street maintenance program. Televising is completed on streets that are in the 5-year capital improvement program and other sanitary sewers in the City. Construction activities anticipated includes the following types of work, approximate quantities and costs:

ITEM	QUANTITY	COST
Televising and Cleaning	25,000 LF	$ 20,000
Sewer and Manhole Repair	Miscellaneous	$180,000

NEW: or REPLACEMENT:

PROJECTED COST: $200,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER - Sewage Revenue Fund**	**$200,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sewer repair is an integral part of street maintenance. By performing repairs of deteriorated pipes and structures prior to the resurfacing, or structure failure, emergency repair excavations into new street surfaces should be minimized. Additionally, repairs may be made to sewers outside of the street maintenance program. Repairing deteriorated pipes and structures is important to prevent sewer system failure. The sanitary sewer televising program will identify maintenance issues in the sanitary sewer to better allocate construction dollars and minimize sanitary sewer blockages and backups.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 5, 2016

DESCRIPTION OF PROJECT:

Sewer Management—Swan Road Interceptor- ***Part of the funding for this project was included in the 2016 Capital Improvement Program ($205,000).*** 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).

ITEM	COST
Interceptor Sewer Cost	$333,000
Downstream Interceptor Capacity Purchase (City)	$240,000

NEW: or REPLACEMENT:

PROJECTED COST: $ 573,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER - Sewage Revenue Fund**	**$500,000**	
X	**OTHER – GBMSD/Ledgeview SD#2**	**$73,000**	

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 2017. 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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

DESCRIPTION OF PROJECT:

Sewer Management – Manhole Rehabilitation and Pipe Joint Repair –Work anticipated includes Manhole Rehabilitation and Pipe Joint Repair of the following types:

ITEM	COST
Sprayed on Liner	$ 20,000
Replace Manhole Casting and Rings	$ 10,000
Grout Manhole	$ 20,000
Pipe Joint Repair	$ 50,000

NEW: or REPLACEMENT:

PROJECTED COST: $100,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER** – Sewage Revenue Fund	**$100,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Deteriorated and leaking manholes are identified during sewer system review each year that require repair. Deteriorated manholes can lead to street failures, while deteriorated and leaking manholes and pipes contribute to clear water infiltration in the sanitary sewer system. There is a significant amount of inflow and infiltration into the City's sanitary sewer which increases the City's wastewater treatment costs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 8, 2016

DESCRIPTION OF PROJECT:

Sewer Management – Sewer Relay – Street Reconstruction - Work anticipated includes sewer relay in preparation for street reconstruction on Huron Street. Sewer installation is required because several houses do not have sanitary sewer in front of the property.

ITEM	COST
Sewer Relay	$43,000

NEW: or REPLACEMENT:

PROJECTED COST: $43,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER** – Sewage Revenue Fund	**$43,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Huron Street, from George Street to Ridgeway Boulevard, is proposed for street reconstruction in 2017. The street pavement is rated between 2 and 4. In addition to the condition of the pavement, existing utilities in Huron Street are deteriorated. Sanitary sewer is required for some existing properties that do not have sewer frontage.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 9, 2016

DESCRIPTION OF PROJECT:

Sewer Management – Sewer Relay – Work anticipated includes sewer relay near the Fox Point Boat Landing. City crews were unable to line the identified pipes as part of the 16-03 Pipe Lining - CIPP project as the pipes had eroded and holes were identified in the bottom of the pipes.

ITEM	COST
Sewer Relay	$90,000

NEW: or REPLACEMENT:

PROJECTED COST: $90,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER** – Sewage Revenue Fund	**$69,500**	
X	**OTHER – CITY OF ALLOUEZ**	**$20,500**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Approximately 805 feet of 8-inch, 12-inch PVC, and 15-inch concrete sewer pipe was founded to be eroded and unsuitable for pipe lining under the City's 16-03 Pipe Lining – CIPP. Televising of the pipes in question identified that the bottoms of the pipe have considerable failures and holes that prohibit repairs and warrant complete replacement.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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2017 STREET EXTENSIONS

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
	$0	$0	$0	$0
TOTAL	$0	$0	$0	$0

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2017 WATER SYSTEM MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Water Main Relay	$0	$0	$750,000	$750,000
Hydrant Replacement	$0	$0	$30,000	$30,000
Water Relay – Street Reconstruction	$0	$0	$250,000	$250,000
Water Relay – Ashland Avenue	$0	$0	$100,000	$100,000
TOTAL	$0	$0	$1,130,000	$1,130,000

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 25, 2016

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 2017 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: $750,000

PROPOSED METHOD OF FINANCING: **$** **%**

- **GENERAL FUND**
- **CAPITAL IMPROVEMENTS FUND**
- **GENERAL OBLIGATION DEBT**
- **SPECIAL ASSESSMENT**
- **GRANTS**
- X **OTHER – Water Utility** **$750,000**

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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: July 26, 2016

DESCRIPTION OF PROJECT:

Water Distribution Management – Hydrant Replacement – Project consists of replacing old hydrants around the City.

ITEM	COST
Hydrant Replacement	$30,000

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

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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 8, 2016

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Relay – Street Reconstruction – Work anticipated includes water main relay in preparation for street reconstruction on Huron Street. The water main relay will extend onto several side streets.

ITEM	COST
Water Main Relay – Huron Street	$250,000

NEW: or REPLACEMENT:

PROJECTED COST: $250,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER – Water Utility	**$250,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Huron street was constructed in 1932 and has since been overlaid in 1995. The age of the underlying infrastructure warrants replacement prior to street reconstruction.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 8, 2016

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Relay – Ashland Avenue Crossing at Parkview – ***This item was included in the 2016 CIP, but work was postponed to coincide with the Wisconsin Department of Transportation(WisDOT) closing Ashland Avenue.*** 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".

ITEM	COST
Water Main Relay	$100,000

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 concurrently with the WisDOT work on Ashland Avenue.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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2017 STORM WATER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Storm Sewer Televising	$0	$50,000	$0	$50,000
Storm Sewer Repair/Replacement	$0	$175,000	$0	$175,000
New Storm Sewer	$0	$50,000	$0	$50,000
Swale Maintenance – Basin FE280A	$0	$116,000	$0	$116,000
West Business Park Pond Outfall Upgrade	$0	$50,000	$0	$50,000
Storm Sewer Upgrades – Street Reconstruction	$0	$271,000	$0	$271,000
Optimist Park Pond	$0	$117,262	$112,738	$230,000
TOTAL	$0	$829,262	$112,738	$942,000

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

DESCRIPTION OF PROJECT:

Storm Water Management – New Storm Sewer – Construct storm sewer and structures at various locations to eliminate drainage problems.

ITEM	COST
Storm Sewer Installation	$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

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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

DESCRIPTION OF PROJECT:

Storm Water Management – Storm Sewer Repair/Replacement – Various locations, most of which will correlate to the 2017 and future street maintenance program. Work will include repairs/replacement to sewers and structures that are located on streets scheduled for overlay or reconstructed.

ITEM	COST
Storm Sewer Repair and Replacement	$175,000

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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 25, 2016

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:

ITEM	QUANTITY	COST
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.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2016

DESCRIPTION OF PROJECT:

Storm Water Management – Swale Maintenance – Swale FE280A – Severe erosion is occurring in a swale off of Cornellius Martin Court. The storm sewer from Cornellius Martin Court discharges into this swale. Swale erosion has increased significantly due to higher discharges from the storm sewer with additional development on Cornellius Martin Court, erosive soils and steep slopes.

ITEM	COST	ENG & ADMIN
Swale Maintenance	$99,000	$17,000

NEW: or REPLACEMENT:

PROJECTED COST: $116,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER – Storm Water Utility**	**$116,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Engineering staff received complaints regarding the condition of the swale located in drainage basin FE280A. During inspection, erosion was noted along the length of the swale north extending off of the storm sewer from Cornellius Martin Court to a swale running from Rockland Road to Old Plank Road. This item has been separated from the erosion occurring on the downstream swale due to a significant increase in erosion and several trees damaged from the erosion.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 5, 2016

DESCRIPTION OF PROJECT:

Storm Water Management – West Business Park Pond Outfall Upgrade – The anticipated work is to upgrade the outfall swale to reduce street flooding under heavy rainfall events.

ITEM	COST
Outfall Upgrade	$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

In December of 2015, the City received a large amount of rain after an already wet month. This resulted in flooding problems from the West Business Park Pond. The pond retained water for an extended period of time. The storm sewer throughout the area was surcharged due to this. Street flooding also occurred on Southbridge Road and Bridge Port Lane. Very little flow was going through the overflow swale. The proposed project is to upgrade the overflow swale to reduce flooding in future rainfall events.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023
CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Works

DATE PREPARED: August 8, 2016

DESCRIPTION OF PROJECT:

Storm Water Management – Storm Sewer Upgrades – Street Reconstruction – Work anticipated includes storm sewer relay in preparation for street reconstruction on Huron Street. The storm sewer relay is required due to undersized storm sewer and/or very shallow storm sewer. New storm sewer is required in areas without existing storm sewer per City policy to provide storm laterals to properties. Storm sewer lateral connections will be provided for 62 parcels.

ITEM	COST
Sewer Relay and New Installation	$271,000

NEW: or REPLACEMENT:

PROJECTED COST: $271,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER – Storm Water Utility**	**$271,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Huron Street, from George Street to Ridgeway Boulevard, is proposed for street reconstruction in 2017. The street pavement is rated between 2 and 4. In addition to the condition of the pavement, existing utilities in Huron Street are deteriorated. Storm sewer relay and new installation is proposed on Huron Street in conjunction with the street reconstruction.

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. Property owners have 25 years to pay back assessments. Due to this, the storm water utility is funding the project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2017 - 2023

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 29, 2016

DESCRIPTION OF PROJECT:

Storm Water Management – Optimist Park Pond Construction – 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 southwest corner of the park where a baseball diamond was relocated from in 2016.

ITEM	COST
Optimist Park Pond Construction	$230,000

NEW: or REPLACEMENT:

PROJECTED COST: $230,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
X	**GRANTS**	**$112,738**	
X	**OTHER – Storm Water Utility**	**$117,262**	

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 72%. 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 2017 pond project cost is estimated to be $230,000, with the grant covering $112,738.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

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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 analyzed 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) Increased tax increment pays off the debt from the bonded projects.

2017 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.

2016 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. Marketing of program to develop at least four projects per year.
    a. Results: Complete.

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 2016 the administrative cost is approximately $390,000. We had also planned for $11,846,000 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, 2015 is -$4,854,309. The increment value is $40,639,400 and generates over $818,914 increment annually.

Proposed projects in 2017:

Development Grant	$ 50,000
Façade Improvement Grants	40,000
1/3 of Wayfinding Signs (split with TID 7 and TID 9)	2,000
1/3 of Downtown Parking Study (split with TID 7 and TID 9)	12,000
1/3 of Downtown Education Program (split with TID 7 and TID 9)	10,000
1/3 of Downtown Garbage Can and Bike Rack Replacement (split with TID 7 and TID 9)	5,000
Nicolet Square Dumpsters (split with TID 9)	40,000
Nicolet Square Master Plan (split with TID 9)	100,000
1/6 of Zoning Code Update TID Portion (split with TID 6, TID 7, TID 8, TID 9 and TID 10)	5,000
TOTAL	$ 264,000

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #5

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dep Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
455	50000	592	Transfer To Debt Service	$ 653,841	$ 653,841	$ 653,841	$ 657,822	$ 328,911	$ 657,822	$ 562,973	$ 562,973	-14.42%
455	56000	820	General Administration	202,610	37,196	52,697	116,000	25,000	50,000	50,000	50,000	-56.90%
455	56100	820	Property Acquisition	0	0	0	0	0	0	0	0	0.00%
455	56200	820	Street Construction	60,000	32,500	65,000	65,000	32,500	65,000	214,000	214,000	229.23%
455	56300	820	Development Grant	0	0	0	0	0	0	50,000	50,000	100.00%
455	56400	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
455	56500	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
455	56600	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
455	56700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
455	56800	820	Transfer To General Fund	0	0	0	0	0	0	11,400	11,400	100.00%
			TOTAL EXPENDITURES	**$916,451**	**$723,537**	**$ 771,538**	**$ 838,822**	**$ 386,411**	**$ 772,822**	**$ 888,373**	**$ 888,373.00**	**5.91%**

Revenues

455	41120		Tax Increments	$ 914,842	$ 914,842	$ 859,976	$ 860,775	$ 818,914	$ 818,914	$ 929,058	$ 929,058	7.93%
455	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
455	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
455	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
455	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
455	48300		Property Sales	0	0	25,001	0	0	0	0	0	0.00%
455	49000		Transfer From TID 6 / Planning	100,000	0	0	0	0	0	0	0	0.00%
455	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
455	49290		Tax Exempt Computer Aid	4,000	4,000	2,632	4,000	0	2,567	3,000	3,000	-25.00%
455	49300		Debt Proceeds	0	0	0	0	0	0	264,000	264,000	100.00%
			TOTAL REVENUES	**$1,018,842**	**$918,842**	**$ 887,609**	**$ 864,775**	**$ 818,914**	**$ 821,481**	**$ 1,196,058**	**$ 1,196,058.00**	**38.31%**

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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, 2015 is -$1,090,461. The increment value is $84,078,400 and generates over $1,788,033 increment annually.

Proposed projects in 2017:
Only administrative expenses can be charged to the TID after December 31, 2015.

Administrative Charges 1/6 of Zoning Code Update TID Portion (split with TID 6, TID 7, TID 8, TID 9 and TID 10)	$ 5,000
TOTAL	$ 5,000

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #6

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
460	50000	810	General Administration	$ 56,000	$ 16,778	$ 66,750	$ 56,000	$ 28,000	$ 56,000	$ 56,000	$ 56,000	0.00%
460	50000	810	Street Administration (Engineering)	50,000	0	50,000	50,000	5,000	5,000	5,000	5,000	-90.00%
460	50000	810	Development Grant	400,000	0	37,500	0	0	37,500	0	0	0.00%
460	50000	810	Street Construction	2,574,000	0	1,268,212	3,323,000	3,598,094	3,700,000	0	0	0.00%
460	50000	810	Storm Sewers	400,000	0	0	55,000	0	55,000	0	0	0.00%
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	3,500,000	1,211,404	0	0	0	0	0	0	0.00%
460	50000	810	Transfer To TID 5	100,000	0	0	0	0	0	0	0	0.00%
460	50000	592	Transfer To Debt Service	1,181,730	1,181,730	1,181,730	1,774,085	887,043	1,774,085	1,657,757	1,657,757	-6.56%
			TOTAL EXPENDITURES	**$8,261,730**	**$2,409,912**	**$ 2,604,192**	**$ 5,258,085**	**$ 4,518,137**	**$ 5,627,585**	**$ 1,718,757**	**$ 1,718,757**	**-67.31%**

Revenues

460	41120		Tax Increments	$1,738,127	$1,738,127	$1,792,174	$1,789,033	$1,788,033	$1,788,033	$1,921,778	$1,921,778	7.42%
460	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
460	43430		Tax Exempt Computer Aid	6,000	7,485	7,485	8,000	0	9,066	9,500	9,500	18.75%
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	65,700	110,425	400,000	0	0	0	0	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	6,874,000	2,550,000	2,550,000	3,378,000	0	0	0	0	0.00%
460	49400		Fund Balance Applied	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$9,018,127**	**$4,361,312**	**$ 4,460,084**	**$ 5,575,033**	**$ 1,788,033**	**$ 1,797,099**	**$ 1,931,278**	**$ 1,931,278**	**-65.36%**

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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, 2015 is -$2,487,920. The increment value is -$3,573,000 and generates $58,043. 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.

Proposed projects in 2017:

Administrative Charges	$ 100,000
Development Grant	30,000
Façade Improvement Grants	2,000
1/3 of Wayfinding Signs (split with TID 5 and TID 9)	12,000
1/3 of Downtown Parking Study (split with TID 5 and TID 9)	10,000
1/3 of Downtown Education Program (split with TID 5 and TID 9)	5,000
1/3 of Downtown Garbage Can and Bike Rack Replacement (split with TID 5 and TID 9)	15,000
Front Street Redevelopment Block Concepts	40,000
James Street Fountain Streetscape Project	5,000
1/6 of Zoning Code Update TID Portion (splith with TID 5, TID 6, TID 8, TID 9 and TID 10)	
TOTAL	$ 219,000

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #7

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % of Change
260	50000	592	Transfer To Debt Service	$ 330,289	$0	$ 330,289	$ 365,717	$ 182,858	$ 365,717	$ 474,395	$ 474,395	29.72%
260	50000	810	General Administration	42,000	2,647	6,276	42,000	21,000	42,000	0	0	0.00%
260	50000	810	Site Development	60,000	404,937	385,572	0	0	155,000	119,000	119,000	100.00%
260	50000	810	Street Administration (Engineering)	250,000	0	0	0	0	0	0	0	0.00%
260	50000	810	Development Grant	300,000	20,000	0	0	0	845,000	100,000	100,000	100.00%
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	$ 982,289	$ 427,584	$ 722,137	$ 407,717	$ 203,858	$ 1,407,717	$ 693,395	$ 693,395	70.07%

Revenues

260	41120		Tax Increments	$ 165,000	$ 105,000	$0	$ 155,643	$ 58,043	$ 58,043	$ 81,382	$ 81,382	-47.71%
260	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
260	43430		Tax Exempt Computer Aid	1,200	1,200	994	1,200	0	1,014	1,014	1,200	0.00%
260	43500		State Grants - CDBG/TEAA	0	0	0	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	0	0	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	610,000	350,000	250,000	0	0	1,000,000	219,000	219,000	100.00%
260	49290		OT In	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	$ 776,200	$ 456,200	$ 250,994	$ 156,843	$ 58,043	$ 1,059,057	$ 301,396	$ 301,582	92.28%

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, 2015 is -$2,084,000. The increment value is -$11,199,800 and generates $191,787. (Please note the full value of Foth was added in 2014).

Proposed projects in 2017:

Administrative Costs	$ 50,000
Development Grant	5,000
1/6 of Zoning Code Update TID Portion (split with TID 6, TID 7, TID 8, TID 9 and TID 10)	
TOTAL	$ 55,000

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #8

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
Expenditures												
280	50000	583	General Administration	$ 10,000	$ 2,094	$ 5,095	$ 10,000	$ 5,000	$ 10,000	$ 10,000	$ 10,000	0.00%
280	50000	583	Street Administration (Engineering)	700,000	0	2,724	0	0	0	5,000	5,000	100.00%
280	50000	592	Transfer To Debt Service	394,731	197,366	394,731	351,503	175,752	351,503	353,773	353,773	0.65%
280	50000	810	Development Grant	300,000	0	0	1,250,000	0	45,000	50,000	50,000	-96.00%
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	$ 1,404,731	$ 199,460	$ 402,550	$ 1,611,503	$ 180,752	$ 406,503	$ 418,773	$ 418,773	-74.01%
Revenues												
280	41120		Tax Increments	$ 228,038	$0	$ 221,328	$ 220,958	$ 191,487	$ 191,487	$ 225,977	$ 225,977	2.27%
280	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	215,000	166,010	272,478	170,000	0	228,000	230,000	230,000	35.29%
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	100.00%
280	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
280	49100		Debt Proceeds	1,000,000	0	0	1,250,000	0	45,000	55,000	55,000	-95.60%
			TOTAL REVENUES	$ 1,443,038	$ 166,010	$ 493,806	$ 1,640,958	$ 191,487	$ 464,487	$ 510,977	$ 510,977	-68.86%

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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, 2015 is -$790,782. The increment value is $3,234,600 and generates $29,984 increment annually.

Proposed projects in 2017:

Administrative Charges	$ 50,000
Development Grant	2,000
1/3 of Wayfinding Signs (split with TID 7 and TID 5)	12,000
1/3 of Downtown Parking Study (split with TID 7 and TID 5)	10,000
1/3 of Downtown Education Program (split with TID 7 and TID 5)	5,000
1/3 of Downtown Garbage Can and Bike Rack Replacement (split with TID 7 and TID 5)	15,000
Nicolet Square Dumpsters (split with TID 5)	100,000
Nicolet Square Master Plan (split with TID 5)	30,000
Nicolet Square Planters	5,000
1/6 of Zoning Code Update TID Portion (split with TID 5, TID 6, TID 7, TID 8 and TID 10)	
TOTAL	$ 229,000

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #9

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
285	57120	820	General Administration	$ 8,000	$ 1,446	$ 2,171	$ 8,000	$0	$0	$0	$0	0.00%
285	57311	820	Street Administration (Engineering)	0	0	1,296	0	0	0	179,000	179,000	100.00%
285	57315	820	Development Grant	300,000	0	-	500,000	0	0	50,000	50,000	-90.00%
285	57330	820	Street Construction	0	0	0	0	0	0	0	0	0.00%
285	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
285	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
285	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
285	59230	930	Transfer To Debt Service	87,673	65,763	131,525	130,978	65,489	130,978	130,360	130,360	-0.47%
			TOTAL EXPENDITURES	**$ 395,673**	**$ 67,209**	**$ 134,992**	**$ 638,978**	**$ 65,489**	**$ 130,978**	**$ 359,360**	**$ 359,360**	**-43.76%**

Revenues

285	41120		Tax Increments	$ 42,375	$ 42,375	$ 38,732	$ 56,082	$ 29,284	$ 29,284	$ 72,173	$ 72,173	28.69%
285	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
285	43580		State Grants - CDBG/TEAA	0	0	14,962	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	1,296	0	0	2,674	2,800	2,800	100.00%
285	49300		Debt Proceeds	0	0	0	500,000	0	0	229,000	229,000	-54.20%
			TOTAL REVENUES	**$ 42,375**	**$ 42,375**	**$ 54,990**	**$ 556,082**	**$ 29,284**	**$ 31,958**	**$ 303,973**	**$ 303,973**	**-45.34%**

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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, 2015 is -$459,681. The increment value is $5,512,500 and generates over $123,551 increment annually.

Proposed projects in 2017:		
Development Grant	$	50,000
EIP Monument Signage		50,000
1/6 of Zoning Code Update TID Portion (split with TID 6, TID 7, TID 8, TID 9 and TID 5)		5,000
Southern Bridge Economic Development Study		10,000
TOTAL	$	115,000

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #10

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % of Change
290	57120	820	General Administration	$ 15,000	$ 14,980	$ 22,800	$ 15,000	$ 1,262	$ 15,000	$0	$0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
290	57315	820	Development Grant	300,000	0	0	4,250,000	0	555,000	50,000	50,000	-98.82%
290	57330	820	Street Construction	900,000	0	0	1,728,000	250,000	550,000	65,000	65,000	-96.24%
290	57340	820	Storm Sewers	350,000	0	0	650,000	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
290	59230	930	Transfer To Debt Service	115,960	57,980	115,960	115,448	57,724	115,448	175,863	175,863	52.33%
			TOTAL EXPENDITURES	**$ 1,680,960**	**$ 72,960**	**$ 138,760**	**$ 6,758,448**	**$ 308,986**	**$ 1,235,448**	**$ 290,863**	**$ 290,863**	**-95.70%**

Revenues

290	41120		Tax Increments	$ 65,264	$ 42,607	$ 55,554	$ 118,494	$ 123,551	$ 123,551	$ 125,552	$ 125,552	5.96%
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	3,800	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	4,612	0	0	3,262	3,500	3,500	100.00%
290	49300		Debt Proceeds	1,550,000	0	0	6,628,000	0	1,105,000	115,000	115,000	-98.26%
			TOTAL REVENUES	**$ 1,615,264**	**$ 42,607**	**$ 63,966**	**$ 6,746,494**	**$ 123,551**	**$ 1,231,813**	**$ 244,052**	**$ 244,052**	**-96.38%**

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CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 11

Year Created: January 1, 2015

Final Year of Allowable Expenditures: December 31, 2029

Scheduled to Close: December 31, 2034

Location: Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

Purpose: To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. 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, 2015 is $6,883.

Proposed projects in 2017:

Administrative Costs	$ 50,000
Development Grant	4,500
Railroad Spur Inspection and Maintenance (split with TID #12)	
TOTAL	$ 54,500

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #11

Expenditures

Account Number			Account Title	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % of Change
290	57120	820	General Administration	$0	$0	$0	$0	$0	$0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0.00%
290	57315	820	Development Grant	0	0	0	0	50,000	50,000	100.00%
290	57330	820	Street Construction	0	0	0	0	4,500	4,500	100.00%
290	57340	820	Storm Sewers	0	0	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0	0.00%
290	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	**$0**	**$0**	**$0**	**$0**	**$54,500**	**$54,500**	**100.00%**

Revenues

290	41120		Tax Increments	$0	$0	$0	$0	$0	$0	0.00%
290	42300		Special Assessments - Streets	0	0	0	0	0	0	0.00%
290	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0.00%
290	48110		Interest on Investment	0	0	0	0	0	0	0.00%
290	48210		Rent City Land	0	0	0	0	0	0	0.00%
290	48300		Property Sales	0	0	0	0	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	0	0	0	0	0.00%
290	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0.00%
290	49300		Debt Proceeds	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**0.00%**

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CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 12

Year Created: January 1, 2015

Final Year of Allowable Expenditures: December 31, 2029

Scheduled to Close: December 31, 2034

Location: Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

Purpose: To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. 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, 2015 is $7,040.

Proposed projects in 2017:

Administrative Costs	$ 50,000
Development Grant	4,500
Railroad Spur Inspection and Maintenance (split with TID #11)	100,000
Bicycle-Pedestrian Improvements	
TOTAL	$ 154,500

City of De Pere
2017 Capital Projects Fund
Adopted Budget

TID DISTRICT #12

Expenditures

Account Number			Account Title	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % of Change
290	57120	820	General Administration	$7,040	$0	$0	$0	0	0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0.00%
290	57315	820	Development Grant	0	0	0	0	50,000	50,000	100.00%
290	57330	820	Street Construction	0	0	0	0	104,500	104,500	100.00%
290	57340	820	Storm Sewers	0	0	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0	0.00%
290	59230	930	Transfer To Debt Service	0	0	0	0			0.00%
			TOTAL EXPENDITURES	**$7,040**	**$0**	**$0**	**$0**	**$154,500**	**$154,500**	**100.00%**

Revenues

290	41120		Tax Increments	0	$0	0	0	0	0	0.00%
290	42300		Special Assessments - Streets	0	0	0	0	0	0	0.00%
290	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0.00%
290	48110		Interest on Investment	0	0	0	0	0	0	0.00%
290	48210		Rent City Land	0	0	0	0	0	0	0.00%
290	48300		Property Sales	0	0	0	0	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	0	0	0	0	0.00%
290	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0.00%
290	49300		Debt Proceeds	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**0.00%**

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WATER UTILITY

WATER EXPENDITURES & REVENUES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Water	4.00

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.

2017 Performance Measures:

1) 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.

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

1) Increase the installation of meters by 25% per week with the creation of the additional water department maintenance worker position.
   a. Result: This was not met due to eliminating two employees in the water department.
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.
   a. Result: The after hour call in procedure is still being developed and worked on so there was no data to track at this time.

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 2016 CCR as required.
6) Replaced old and undersized water mains where needed.

7) Continued installation of remote read water meter system.
8) Continued City wide hydrant painting program.
9) Enterprise wells was repaired and inspected.

2017 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) Perform City wide leak detection survey and repaired all leaks.
10) Install water tower mixer at Merrill Tower.

2017 Budget Significant Expenditure Changes:

1) Pumping – Maintenance Structures & Improvements decreased $33,000 to reflect actual costs.
2) Pumping – Maintenance of Equipment increased $25,000 to reflect costs for SCADA improvements.
3) Transmission & Distribution Operations – T&D Ops Supervision /Engineer decreased $15,000 to reflect actual costs.
4) Transmission & Distribution Operations – T&D Line Expenses decreased $25,764 to reflect actual costs.
5) Transmission & Distribution Maintenance – Reservoir/Stand Pipes increased $20,000 to reflect mixers being installed in Merrill Tower.
6) Transmission & Distribution Maintenance – Mains increased $15,000 to reflect costs of leak survey.
7) Transmission & Distribution Maintenance – Services increased $15,000 to reflect costs of leak survey.
8) Transmission & Distribution Maintenance – Meter Maintenance Shared 50% increased $15,000 to reflect costs of refurbishing meter test bench.
9) Transmission & Distribution Maintenance – Misc. Plant increased $4,500 to reflect actual costs.
10) Customer Accounts – Records – collections – shared 50% increased $40,000 to reflect actual costs of installations of new meters.

11) Administrative & General Operations – Outside Services decreased $200,000 to reflect actual costs.
12) Administrative & General Operations – Injuries and Damages – WC and Liability Insurance increased $2,000 to reflect actual costs.
13) Capital Outlays:
    a) Miscellaneous Relays $1,100,000.
    b) Hydrant Replacements $30,000.
    c) SCADA Improvements $25,000.
    d) Leak Detection Survey $30,000.
    e) Merrill Tower Mixer $20,000.
    f) Refurbish Meter Testing Bench $15,000.
    g) Automated Meter Reading System $300,000.

2017 Budget Significant Revenue Changes:

1) Metered Sales Commercial decreased $97,930 to reflect a 3% rate increase over the actual 2016 sales.
2) Metered Sales Industrial decreased $83,206 to reflect a 3% rate increase over the actual 2016 sales.
3) Public Fire Protection decreased $78,340 to reflect a 3% rate increase over the actual 2016 sales.
4) Forfeited Discounts increased $15,000 to reflect actual revenue.

City of De Pere
2017 Water Fund Budget
Adopted Budget

Expenditures

Account Number			Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	$ 30,000	$ 20,314	$ 54,170	$ 30,000	$ 7,314	$ 30,000	$ 30,000	$ 30,000	0.00%
			Subtotal	**30,000**	**20,314**	**54,170**	**30,000**	**7,314**	**30,000**	**30,000**	**30,000**	**0.00%**
			PUMPING									
601	66230	220	Pumping--Fuel or Power	18,000	7,902	20,065	18,000	7,677	18,000	18,000	18,000	0.00%
601	66240	120	Pumping--Labor and Expense	25,000	12,881	26,277	25,000	10,316	25,000	25,000	25,000	0.00%
601	66260	340	Pumping--Miscellaneous	6,000	2,246	3,341	6,000	3,563	6,000	6,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	35,000	608	1,883	73,000	4,957	73,000	40,000	40,000	-45.21%
601	66330	340	Pumping--Maintenance of Equipment	15,000	20,193	29,287	15,000	1,027	15,000	40,000	40,000	166.67%
			Subtotal	**99,000**	**43,830**	**80,853**	**137,000**	**27,540**	**137,000**	**129,000**	**129,000**	**-5.84%**
			WATER TREATMENT									
601	66410	000	Treatment--Chemicals	34,000	15,995	36,887	34,000	12,783	34,000	34,000	34,000	0.00%
601	66520	340	Treatment--Maintain Equipment	2,000	153	1,916	2,000	424	2,000	2,000	2,000	0.00%
			Subtotal	**36,000**	**16,148**	**38,803**	**36,000**	**13,207**	**36,000**	**36,000**	**36,000**	**0.00%**
			TRANSMISSION & DISTRIBUTION OPERATIONS									
601	66600	340	T& D Ops Supervision/Engineer	105,000	44,631	33,759	105,000	8,090	90,000	90,000	90,000	-14.29%
601	66620	340	T & D --Line Expense	93,886	44,763	64,156	95,764	18,293	70,000	70,000	70,000	-26.90%
601	66630	340	T & D -- Meters Shared 50%	60,000	44,266	62,516	70,000	23,444	70,000	70,000	70,000	0.00%
			Subtotal	**258,886**	**133,660**	**160,431**	**270,764**	**49,827**	**230,000**	**230,000**	**230,000**	**-15.06%**
			TRANSMISSION & DISTRIBUTION MAINTENANCE									
601	66720	340	T & D Maintenance --Resevoirs/Stand Pipes	4,000	4,665	92,882	34,000	783	34,000	54,000	54,000	58.82%
601	66730	340	T & D Maintenance of Mains	237,750	64,942	212,279	200,000	59,349	200,000	215,000	215,000	7.50%
601	66750	340	T & D Maintenace of Services	60,000	14,752	74,573	45,000	22,852	45,000	60,000	60,000	33.33%
601	66760	340	T & D Meter Maintenance--Shared 50%	45,000	158	3,274	45,000	4,235	45,000	60,000	60,000	33.33%
601	66770	340	T & D Maintenance of Hydrants	15,000	2,355	62,938	55,000	11,534	60,000	55,000	55,000	0.00%
601	66780	340	T & D Maintenance Misc Plant	1,500	7,742	8,494	1,500	2,959	6,000	6,000	6,000	300.00%
			Subtotal	**363,250**	**94,614**	**454,440**	**380,500**	**101,712**	**390,000**	**450,000**	**450,000**	**18.27%**

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City of De Pere
2017 Water Fund Budget
Adopted Budget

Expenditures

Account Number				2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			CUSTOMER ACCOUNTS									
601	69020	120	Meter Reading-Shared 50%	23,000	7,374	22,432	23,000	5,403	23,000	23,000	23,000	0.00%
601	69030	340	Records- Collections--Shared 50%	135,000	79,724	173,309	120,000	80,329	160,000	160,000	160,000	33.33%
			Subtotal	**158,000**	**87,098**	**195,741**	**143,000**	**85,732**	**183,000**	**183,000**	**183,000**	**27.97%**
			ADMINISTRATIVE & GENERAL OPERATIONS									
601	69200	120	Admin and General Salaries	73,000	42,727	92,209	85,000	40,230	85,000	85,000	85,000	0.00%
601	69210	340	Office Supplies and Expense	39,000	9,743	37,035	39,000	8,311	39,000	39,000	39,000	0.00%
601	69230	290	Outside Services	3,650,000	1,604,390	3,307,876	3,900,000	1,702,843	3,500,000	3,700,000	3,700,000	-5.13%
601	69240	000	Property Insurance	12,285	6,143	11,927	12,286	6,142	12,286	12,286	12,286	0.00%
601	69250	000	Injuries and Damages--WC and Liability Insurance	19,508	9,500	18,940	18,000	9,754	19,508	20,000	20,000	11.11%
601	69260	151	Employee Pension & Benefits	180,000	80,329	122,419	150,000	75,161	150,000	150,000	150,000	0.00%
601	69280	000	Regulatory Commission Expense	6,000	0	5,620	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	**3,979,793**	**1,752,832**	**3,596,026**	**4,210,286**	**1,842,441**	**3,811,794**	**4,012,286**	**4,012,286**	**-4.70%**
			ADMINISTRATIVE & GENERAL MAINTENANCE									
601	69270	000	Admin. & General Rents	13,000	6,686	13,373	13,000	9,146	13,000	13,000	13,000	0.00%
			Subtotal	**13,000**	**6,686**	**13,373**	**13,000**	**9,146**	**13,000**	**13,000**	**13,000**	**0.00%**
			UTILITY OPERATING INCOME									
601	66030	320	Depreciation Expense	520,000	260,000	542,509	520,000	260,000	520,000	520,000	520,000	0.00%
601	66080	250	Taxes	504,000	247,751	490,285	491,000	240,590	491,000	491,000	491,000	0.00%
			Subtotal	**1,024,000**	**507,751**	**1,032,794**	**1,011,000**	**500,590**	**1,011,000**	**1,011,000**	**1,011,000**	**0.00%**
			Total Operating Expenditures	**5,961,929**	**2,662,933**	**5,626,631**	**6,231,550**	**2,637,509**	**5,841,794**	**6,094,286**	**6,094,286**	**-2.20%**
			INTEREST CHARGES									
601	66040	427	Interest on Long Term Debt	89,154	44,940	88,565	77,724	38,862	77,724	77,724	77,724	0.00%
			Subtotal	**89,154**	**44,940**	**88,565**	**77,724**	**38,862**	**77,724**	**77,724**	**77,724**	**0.00%**
			TOTAL EXPENDITURES	**$ 6,051,083**	**$ 2,707,873**	**$ 5,715,196**	**$ 6,309,274**	**$ 2,676,371**	**$ 5,919,518**	**$ 6,172,010**	**$ 6,172,010**	**-2.18%**

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City of De Pere
2017 Water Fund Budget
Adopted Budget

Water Revenues			Account Title	2015 Executive Proposed	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
Account Number			SALES OF WATER									
601	46410		Metered Sales Residential	2,858,250	$ 1,319,538	$ 2,780,042	$ 2,902,984	$ 1,348,486	$ 2,696,972	$ 2,777,881	$ 2,777,881	-4.31%
601	46420		Metered Sales Commercial	927,000	469,348	1,021,200	1,032,566	453,707	907,414	934,636	934,636	-9.48%
601	46430		Metered Sales Industrial	515,000	282,856	559,981	622,283	261,688	523,376	539,077	539,077	-13.37%
601	46440		Fire Protection Residential	4,120	2,089	4,611	4,596	2,292	4,584	4,722	4,722	2.74%
601	46450		Private Fire Protection Commercial	74,160	39,984	78,326	87,965	41,582	83,164	85,659	85,659	-2.62%
601	46460		Private Fire Protection Industrial	41,200	21,297	43,987	46,853	22,673	45,346	46,706	46,706	-0.31%
601	46470		Public Fire Protection	1,287,500	623,308	1,256,603	1,371,278	627,640	1,255,280	1,292,938	1,292,938	-5.71%
601	46480		Other Sales to Public Authorities	185,400	86,523	171,585	190,351	94,056	188,112	190,351	190,351	0.00%
601	48100		Interest Income	1,000	0	0	0	0	0	0	0	0.00%
601	48914		Misc Non Operating Revenue	242,050	124,250	247,798	242,050	95,008	190,016	242,050	242,050	0.00%
			Subtotal	**6,135,680**	**2,969,193**	**6,164,133**	**6,500,926**	**2,947,132**	**5,894,264**	**6,114,020**	**6,114,020**	**-5.95%**
			OTHER OPERATING REVENUES									
601	48911		Forfeited Discounts	65,000	7,965	68,333	50,000	18,542	50,000	65,000	65,000	30.00%
601	48912		Miscellaneous Service Revenue	1,500	2,175	2,552	1,500	444	1,500	1,500	1,500	0.00%
601	48913		Other Water Revenue	50,000	120	52,692	50,000	1,575	50,000	50,000	50,000	0.00%
			Subtotal	**116,500**	**10,260**	**123,577**	**101,500**	**20,561**	**101,500**	**116,500**	**116,500**	**14.78%**
			TOTAL REVENUES	**$ 6,252,180**	**$ 2,979,453**	**$ 6,287,710**	**$ 6,602,426**	**$ 2,967,693**	**$ 5,995,764**	**$ 6,230,520**	**$ 6,230,520**	**-5.63%**

City of De Pere

2017 Water Fund Budget

Adopted Budget

Water Utility 2017 Capital Projects & Equipment	
Miscellaneous Relays	$ 1,100,000
Hydrant Replacements	$ 30,000
SCADA Improvements	$ 25,000
Leak Detection Survey	$ 30,000
Merrill Tower Mixer	$ 20,000
Refurbish Meter Testing bench	$ 15,000
Automated Meter Reading	$ 300,000
Total Capital	**$ 1,520,000**

	2017	Balance
Source of Debt	**Principal**	**12/31/2017**
2007 Series--Original issue amount:	**$ 310,000**	**$ 1,730,000**
Total	**$ 310,000**	**$ 1,730,000**

STORM WATER UTILITY

STORMWATER UTILITY EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Public Works Administration	0.85
Engineering	0.60
Municipal Service Center	0.32
Machinery & Equipment	0.76
Street Cleaning	1.35
Leaf Collection	0.57
Storm Sewer Maintenance	0.60
Weed Control	0.02
TOTAL	**5.07**

Storm Water Utility

Program Mission:

To maintain and repair the storm water drainage system for the City of De Pere.

2017 Performance Measures:

1) Evaluate the ERU to determine if there is significant revenue to cover the costs of the stormwater utility.

2017 Budget Significant Expenditure Changes:

Residential revenue increased by $83,155 due to increase of storm water utility fee from $77 to $82 per ERU.

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.

2017 Performance Measures:

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

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

1) Respond to complaints within 24 hours of receiving them.
   a. Result: Performance measure met

Significant Program Achievements:

1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.
2) Continue coordination with DOT with USH 41, Main Avenue, 8th Street, and North Broadway projects.

3) Continued to work with Brown County Highway Department with construction projects.
4) Continued working with other communities on the purchasing of automated water meter reading systems for the water department.
5) Continue working with other communities to joint bid projects.
6) Worked with various wireless companies pertaining to installation on City water towers.
7) Continued to improve the emergency call in policy for the public works department and improve the procedures.
8) Major revisions to solid waste ordinance.
9) Contracted out utility locates.

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 2017 Storm Water Utility - Public Works Administration program cost is $83,482. 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 $417,408. 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.

2017 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 after hours emergency response policy.
6) Conduct leak detection survey on water distribution system.

2017 Budget Significant Expenditure Changes:

1) Salaries increased $17,066 to reflect actual costs.
2) FICA increased $1,306 to reflect actual costs.
3) Retirement increased $1,302 to reflect actual costs.
4) Training is funding to provide for all-department trainings.
5) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
6) Consulting is for copier lease, 1/3 share for GIS (ERSI) software maintenance, and 1/3 for aerial photo updates.
7) Memberships/Subscriptions of $175 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.
8) No capital requested.

City of De Pere
2017 Stormwater Utility
Adopted Budget

Account Number			Expenditures / Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
PUBLIC WORKS ADMINISTRATION												
Account Number			PERSONAL SERVICES									
650	53000	110	Salaries	$ 52,985	$ 33,958	$ 72,880	$ 55,290	$ 36,178	$ 72,356	$ 72,356	$ 37,659	-31.89%
650	53000	120	Hourly Wages	13,012	6,748	14,050	15,000	5,570	15,000	15,000	15,000	0.00%
650	53000	125	Overtime Wages	250	0	0	200	8	600	200	200	0.00%
650	53000	150	FICA	5,041	3,194	4,876	5,392	3,385	6,729	6,698	4,044	-25.01%
650	53000	151	Retirement	4,505	2,401	4,513	4,652	3,035	5,805	5,954	3,594	-22.74%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,717	6,127	13,844	17,812	6,771	17,812	17,812	14,360	-19.38%
650	53000	190	Training	1,250	494	494	1,250	0	1,250	1,250	1,250	0.00%
			Subtotal	**93,760**	**52,922**	**110,657**	**99,597**	**54,947**	**119,552**	**119,270**	**76,107**	**-23.59%**
			CONTRACTUAL SERVICES									
650	53000	210	Telephone	600	0	600	600	300	600	600	600	0.00%
650	53000	211	Postage	1,250	44	44	1,250	500	1,250	1,250	1,250	0.00%
650	53000	212	Seminars and Conferences	1,300	206	789	1,300	272	1,300	1,300	1,300	0.00%
650	53000	215	Consulting	6,400	4,936	3,473	6,400	5,020	6,400	6,600	400	-93.75%
650	53000	218	Cell/Radio	600	347	697	750	466	1,000	1,000	1,000	33.33%
650	53000	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**10,150**	**5,533**	**5,603**	**10,300**	**6,558**	**10,550**	**10,750**	**4,550**	**-55.83%**
			SUPPLIES AND EXPENSE									
650	53000	310	Office Supplies	2,750	652	1,404	2,750	781	2,500	2,500	2,000	-27.27%
650	53000	320	Memberships/Subscriptions	200	681	731	200	83	175	175	175	-12.50%
650	53000	331	Transportation	700	217	477	600	143	500	500	500	-16.67%
650	53000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	150	10	0	150	0	150	150	150	0.00%
			Subtotal	**3,800**	**1,560**	**2,612**	**3,700**	**1,007**	**3,325**	**3,325**	**2,825**	**-23.65%**
			CAPITAL OUTLAY									
650	53000	810	Capital Equipment	0	500	500	500	0	0	0	0	0.00%
			Subtotal	**0**	**500**	**500**	**500**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 107,710**	**$ 60,515**	**$ 119,372**	**$ 114,097**	**$ 62,512**	**$ 133,427**	**$ 133,345**	**$ 83,482**	**-26.83%**

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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 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 druing 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.
5) Develop long term infrastructure plans.
6) Provide recommendations on policies for City facilities.

2017 Performance Measures:

1) Utilize GIS 100% for the location of all sanitary, water, and storm lateral.
2) Utilize handheld GPS devices 50% to inspect public and private storm water management facilities in the City.

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

1) All laterals cards have been scanned and added to GIS for access to field staff.
   a. Result: Performance measure met.

2) The handheld GPS has just been ordered for use in locating sanitary, water, and storm laterals at the main. This will be utilized for the remainder of the year once obtained.
   a. Result: Performance measure met.

Significant Program Achievements:

1) Completed 2016 public works improvements program which included:
   a. Relayed approximately 9,200 lineal feet of water main in preparation for street resurfacing.
   b. Reconstructed sections of Oak Street, Elm Street, and Spruce Street.
   c. Constructed three new storm water management ponds, repaired a storm water management pond and drainage swales.
   d. Reconstructed utilities in Eighth Street in preparation for the WisDOT reconstruction in 2017.
   e. Constructed new streets (Fortune/Venture and Richco Road) and reconstructed Fortune Avenue in the West Business Park.
   f. Coordinated multiple design and construction projects occurring in the City with WisDOT and the Brown County Highway Department.
   g. Installed over 10,000 lineal feet of cured in place pipe in the deteriorated sanitary sewer at various areas along the City.
   h. Patched concrete pavement on a significant portion of Lawrence Drive, American Boulevard and Broadway Street.
2) Reviewed roof drain connections to the sanitary sewer in the downtown area.
3) Updated the storm water management plan for addressing new Wisconsin Department of Natural Resources standards for Total Maximum Daily Loads to the Fox River.
4) Completed research for easements throughout the City and added to GIS.
5) Reviewed all public and private storm water management facilities.

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 2017 Storm Water Utility - Engineering Program cost is $144,548. 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 $722,738. 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.

2017 Program Objectives:

1) Coordinate with WisDOT on the Eighth Street Reconstruction project.
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) Monitor private storm water management facilities.

2017 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) Memberships/subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
5) Transportation decreased $150 to reflect actual costs.
6) Operating supplies was decreased $250 to reflect actual costs.
7) Repair and maintenance was decreased $100 to reflect actual costs.
8) Capital equipment includes the general fund share of $2,000 for purchasing a data collector.

City of De Pere
2017 Stormwater Utility
Adopted Budget

Expenditures Account Title				2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
ENGINEERING STORMWATER UTILITY												
Account Number			PERSONAL SERVICES									
650	53110	110	Salaries	$ 32,174	$ 6,931	$ 32,887	$ 33,277	$ 6,501	$ 33,277	$ 33,580	$ 33,580	0.91%
650	53110	120	Hourly Wages	46,036	21,910	47,207	46,963	22,201	46,963	47,903	47,903	2.00%
650	53110	125	Overtime Wages	4,475	1,709	4,996	4,650	2,731	5,462	4,875	4,875	4.84%
650	53110	126	Seasonal Labor	4,650	309	3,423	4,800	1,453	4,800	4,800	4,300	-10.42%
650	53110	150	FICA	6,393	2,338	6,146	6,563	2,453	6,626	6,676	6,669	1.61%
650	53110	151	Retirement	5,623	1,858	5,745	5,602	2,278	3,416	5,872	5,872	4.83%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,509	8,505	23,616	25,886	8,823	25,886	24,626	24,670	-4.70%
650	53110	190	Training	3,055	834	1,034	3,055	605	3,055	3,000	3,000	-1.80%
			Subtotal	**$ 126,914**	**44,394**	**125,054**	**130,796**	**47,045**	**129,485**	**131,332**	**130,869**	**0.06%**
			CONTRACTUAL SERVICES									
650	53110	210	Telephone	770	0	750	770	375	770	770	770	0.00%
650	53110	212	Seminars and Conferences	909	335	335	909	110	909	909	909	0.00%
650	53110	215	Consulting	4,100	1,747	3,307	4,100	1,848	5,000	4,250	4,250	3.66%
650	53110	218	Cell/Radio	800	359	648	1,250	421	1,250	1,250	1,250	0.00%
650	53110	219	Data	210	0	0	210	0	0	0	0	0.00%
			Subtotal	**6,789**	**2,441**	**5,040**	**7,239**	**2,754**	**7,929**	**7,179**	**7,179**	**-0.83%**
			SUPPLIES AND EXPENSE									
650	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	182	121	171	242	73	242	250	250	3.31%
650	53110	331	Transportation	1,750	323	942	1,750	252	1,750	1,600	1,600	-8.57%
650	53110	340	Operating Supplies	2,909	839	1,783	2,500	958	2,250	2,250	2,250	-10.00%
650	53110	350	Repair and Maintenance Supplies	545	50	240	500	6	400	400	400	-20.00%
			Subtotal	**5,386**	**1,333**	**3,136**	**4,992**	**1,289**	**4,642**	**4,500**	**4,500**	**-9.86%**
			CAPITAL OUTLAY									
650	53110	810	Capital Equipment	400	0	0	3,400	106	3,400	2,000	2,000	-41.18%
			Subtotal	**400**	**0**	**0**	**3,400**	**106**	**3,400**	**2,000**	**2,000**	**-41.18%**
			TOTAL	**$ 139,489**	**$ 48,168**	**$ 133,230**	**$ 146,427**	**$ 51,194**	**$ 145,456**	**$ 145,011**	**$ 144,548**	**-1.28%**

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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%.

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

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 2017 Storm Water Utility - Municipal Service Center program cost is $10,373. 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 $129,661. 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.

2017 Budget Significant Expenditure Changes:

1) Training includes funding for HVAC related training for Building Maintenance staff.
2) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and Building Maintenance scheduling software.
3) Capital Outlay includes $800 for MSC Upgrades and Repairs and $480 to Replace (2) Unit Heaters.

City of De Pere
2017 Stormwater Utility
Adopted Budget

Account Number			Expenditures / Account Title	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
MUNICIPAL SERVICE CENTER										
			PERSONAL SERVICES							
650	53230	110	Salaries	$0	$0	$0	$0	$0	$0	0.00%
650	53230	120	Hourly Wages	0	841	918	1,667	849	849	0.95%
650	53230	125	Overtime Wages	0	31	12	31	23	23	-25.81%
650	53230	126	Seasonal Labor	0	392	0	392	400	400	2.04%
650	53230	150	FICA	0	73	73	522	73	73	-0.67%
650	53230	151	Retirement	0	58	71	112	59	59	2.23%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	262	264	778	191	230	-12.21%
650	53230	190	Training	0	40	0	40	40	40	0.00%
			Subtotal	**0**	**1,697**	**1,338**	**3,542**	**1,635**	**1,674**	**-1.37%**
			CONTRACTUAL SERVICES							
650	53230	210	Telephone	0	19	9	19	19	19	0.00%
650	53230	211	Postage	0	0	0	0	0	0	0.00%
650	53230	215	Consulting	0	920	3	920	920	920	0.00%
650	53230	217	Cleaning Service Contract	0	1,052	78	1,052	1,004	1,004	-4.56%
650	53230	220	Utilities	0	4,400	-	6,000	4,240	4,240	-3.64%
			Subtotal	**0**	**6,391**	**90**	**7,991**	**6,183**	**6,183**	**-3.25%**
			SUPPLIES AND EXPENSE							
650	53230	314	Cleaning and Maintenance	0	880	0	1,222	904	904	2.73%
650	53230	340	Operating Supplies	0	324	99	444	332	332	2.47%
			Subtotal	**0**	**1,204**	**99**	**1,666**	**1,236**	**1,236**	**2.66%**
			CAPITAL OUTLAY							
650	53230	810	Capital Equipment	0	8,400	226	8,400	3,840	1,280	-84.76%
			Subtotal	**0**	**8,400**	**226**	**8,400**	**3,840**	**1,280**	**-84.76%**
			TOTAL	**$0**	**$ 17,692**	**$ 1,753**	**$ 21,599**	**$ 12,894**	**$ 10,373**	**-41.37%**

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.

2017 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.

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

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:

1) 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 2017 Storm Water Utility - Machinery and Equipment program cost is $241,077. 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 $472,703. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life & Workers Comp increased $24,764 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
2) Training for staff on fleet maintenance equipment.
3) Consulting includes tasks unable to perform in our mechanics shop.
4) Cell/Radio increase $260 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
5) Transportation costs increased $1,041 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
6) Safety Equipment and Uniforms increased $3,122 due to shifting operating costs that was being charged to the "mechanics" program for equipment and fleet maintenance to the "machinery and equipment" program.
7) Capital Outlay includes the general fund share of $25,500 two (2) variable message signs; $1,275 miscellaneous tools; $1,275 replace damaged 20-ton jack.

City of De Pere
2017 Stormwater Utility
Adopted Budget

Account Number			Expenditures / Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
MACHINERY AND EQUIPMENT												
			PERSONAL SERVICES									
650	53240	120	Hourly Wages	$ 46,055	$ 35,306	$ 44,482	78,061	$ 20,275	$ 82,753	$ 79,622	$ 79,622	2.00%
650	53240	125	Overtime Wages	4,506	0	0	2,082	142	2,082	2,082	2,082	0.00%
650	53240	126	Seasonal Labor	5,100	0	0	5,100	218	5,100	5,100	5,100	0.00%
650	53240	150	FICA	3,942	2,596	3,403	6,205	1,509	6,564	6,324	6,324	1.92%
650	53240	151	Retirement	3,438	2,270	2,936	5,289	1,576	5,599	5,556	5,556	5.05%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,913	16,517	17,294	18,961	10,345	42,224	47,047	43,725	130.60%
650	53240	190	Training	0	0	0	520	0	520	520	520	0.00%
			Subtotal	**80,954**	**56,689**	**68,115**	**116,218**	**34,065**	**144,842**	**146,251**	**142,929**	**22.98%**
			CONTRACTUAL SERVICES									
650	53240	210	Telephone	104	50	104	104	52	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	5,692	18,888	20,816	6,068	20,816	20,816	20,816	0.00%
650	53240	218	Cell/Radio	0	0	0	0	0	0	260	260	100.00%
650	53240	219	Data	0	0	0	12,750	0	0	0	0	0.00%
			Subtotal	**20,920**	**5,742**	**18,992**	**33,670**	**6,120**	**20,920**	**21,180**	**21,180**	**-37.10%**
			SUPPLIES AND EXPENSE									
650	53240	331	Transportation	0	0	0	0	0	0	1,041	1,041	100.00%
650	53240	340	Operating Supplies	1,041	185	1,248	8,327	6,535	8,327	8,327	7,286	-12.50%
650	53240	350	Repair and Maintenance Supplies	36,429	17,990	39,159	37,469	15,098	37,469	37,469	37,469	0.00%
650	53240	351	Safety Equipment and Uniforms	0	0	0	0	0	0	3,122	3,122	100.00%
			Subtotal	**37,470**	**18,175**	**40,407**	**45,796**	**21,633**	**45,796**	**49,959**	**48,918**	**6.82%**
			CAPITAL OUTLAY									
650	53240	810	Capital Equipment	19,125	0	17,942	25,595	8,346	25,595	28,050	28,050	9.59%
			Subtotal	**19,125**	**0**	**17,942**	**25,595**	**8,346**	**25,595**	**28,050**	**28,050**	**9.59%**
			TOTAL	**$ 158,469**	**$ 80,606**	**$ 145,456**	**$ 221,279**	**$ 70,164**	**$ 237,153**	**$ 245,440**	**$ 241,077**	**8.95%**

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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.

2017 Performance Measures:

1) Increase employee training 5% on sweeper operations.

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

1) Increase street sweeping frequency by 5% throughout the City.
   a. Result: This was not met due to staffing limitations.
2) Increase employee training 5% on sweeper operations.
   a. Result: This was not met due to staffing limitations.

Significant Program Achievements:

3) Continued City wide sweeping to meet City's MS4 permitting requirements.

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 2017 Storm Water Utility - Street Cleaning program cost is $131,929. 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.

2017 Program Objectives:

1) Train additional employees on sweeping operations.
2) Continue to utilize two sweepers to help meet the DNR's stormwater requirements.

2017 Budget Significant Expenditure Changes:

1) No Capital Outlay requested.

City of De Pere
2017 Stormwater Utility
Adopted Budget

			Expenditures / Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
STREET CLEANING												
			GENERAL ADMINISTRATION									
650	53300	120	Hourly Wages	$ 72,000	$ 25,870	$ 66,198	$ 72,000	$ 23,584	$ 72,000	$ 72,000	$ 72,000	0.00%
650	53300	125	Overtime Wages	400	170	170	400	193	400	400	400	0.00%
650	53300	126	Seasonal Labor	1,600	0	33	1,600	0	1,600	1,600	1,600	0.00%
650	53300	150	FICA	5,562	1,960	4,607	5,539	2,308	5,562	5,562	5,562	0.42%
650	53300	151	Retirement	4,923	1,568	4,569	4,778	2,921	4,778	4,923	4,923	3.03%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	28,013	9,729	27,887	29,744	19,745	29,744	29,744	29,744	0.00%
650	53300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**112,498**	**39,297**	**103,464**	**114,061**	**48,751**	**114,084**	**114,229**	**114,229**	**0.15%**
			CONTRACTUAL SERVICES									
650	53300	220	Utilities	500	97	231	500	43	500	500	500	0.00%
			Subtotal	**500**	**97**	**231**	**500**	**43**	**500**	**500**	**500**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53300	331	Transportation	8,000	380	948	7,200	258	7,200	7,200	7,200	0.00%
650	53300	340	Operating Supplies	0	0	4,096	0	0	0	0	0	0.00%
650	53300	350	Repair and Maintenance Supplies	10,000	4,096	11,767	10,000	995	10,000	10,000	10,000	0.00%
			Subtotal	**18,000**	**4,476**	**16,811**	**17,200**	**1,253**	**17,200**	**17,200**	**17,200**	**0.00%**
			CAPITAL OUTLAY									
650	53300	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	**$ 130,998**	**$ 43,870**	**$ 120,506**	**$ 131,761**	**$ 50,047**	**$ 131,784**	**$ 131,929**	**$ 131,929**	**0.13%**

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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.

2017 Performance Measures:

1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.

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

1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
   a. Result: This was met. The volume of leaves hauled to farmers increased 5%.

Significant Program Achievements:

1) 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 2017 Storm Water Utility - Leaf Collection program cost is $100,919. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2017 Program Objectives:

1) Continue to improve efficiencies with leaf collection operations.

2017 Budget Significant Expenditure Changes:

1) Consulting used to fund disposal of leaves.
2) No Capital Outlay requested.

City of De Pere
2017 Stormwater Utility
Adopted Budget

Account Number			Expenditures / Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
LEAF COLLECTION												
			PERSONAL SERVICES									
650	53320	120	Hourly Wages	$ 35,000	$ 4,882	$ 28,509	$ 35,000	$ 3,437	$ 35,000	$ 35,000	$ 35,000	0.00%
650	53320	125	Overtime Wages	623	0	0	200	0	200	200	200	0.00%
650	53320	126	Seasonal Labor	10,000	0	0	10,000	0	10,000	10,000	10,000	0.00%
650	53320	150	FICA	2,870	345	2,021	2,838	243	2,838	2,838	2,838	0.00%
650	53320	151	Retirement	2,422	331	2,005	2,323	358	2,323	2,394	2,394	3.03%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,599	2,031	12,787	13,488	2,319	13,488	13,488	13,488	0.00%
650	53320	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**63,514**	**7,589**	**45,322**	**63,849**	**6,357**	**63,849**	**63,919**	**63,919**	**0.11%**
			CONTRACTUAL SERVICES									
650	53320	215	Consulting	12,000	0	58	12,000	250	12,000	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**	**0**	**58**	**12,000**	**250**	**12,000**	**12,000**	**12,000**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53320	331	Transportation	25,000	5,322	13,037	25,000	1,980	25,000	25,000	25,000	0.00%
650	53320	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**25,000**	**5,322**	**13,037**	**25,000**	**1,980**	**25,000**	**25,000**	**25,000**	**0.00%**
			CAPITAL OUTLAY									
650	53320	810	Capital Equipment	25,000	0	0	75,000	73,030	75,000	0	0	0.00%
			Subtotal	**25,000**	**0**	**0**	**75,000**	**73,030**	**75,000**	**0**	**0**	**0.00%**
			TOTAL	**$ 125,514**	**$ 12,911**	**$ 58,417**	**$ 175,849**	**$ 81,617**	**$ 175,849**	**$ 100,919**	**$ 100,919**	**-42.61%**

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.

2017 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.

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

1) Increase the number of inlets cleaned per year by 5%.
   a. Result: 300 inlets were cleaned this year. We do not have data from previous year so are unable to determine if the number of inlets increased.

Significant Program Achievements:

1) 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 2017 Storm Water Utility – Storm Sewer Maintenance program cost is $1,064,373. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
2) Capital outlay requested includes storm sewer televising $50,000, storm sewer repair/replacement $175,000, installation of new storm sewer $50,000, swale maintenance basin FE280A $116,000, West Business Park pond outfall upgrade $50,000; storm sewer upgrades – street reconstruction $271,000, Optimist Park pond $230,000.

City of De Pere
2017 Stormwater Utility
Adopted Budget

Expenditures Account Title				2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
STORM SEWER MAINTENANCE												
Account Number			PERSONAL SERVICES									
650	53440	120	Hourly Wages	$ 50,015	$ 5,931	$ 12,789	$ 40,000	$ 6,234	$ 40,000	$ 40,000	$ 40,000	0.00%
650	53440	125	Overtime Wages	1,500	637	1,660	1,500	0	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	3,941	614	1,117	3,175	493	3,175	3,175	3,175	0.00%
650	53440	151	Retirement	3,503	468	1,058	2,739	582	2,739	2,739	2,739	0.00%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,000	2,074	3,287	21,244	2,312	21,244	21,244	21,244	0.00%
650	53440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**78,959**	**9,724**	**19,911**	**68,658**	**9,621**	**68,658**	**68,658**	**68,658**	**0.00%**
			CONTRACTUAL SERVICES									
650	53440	215	Consulting	59,741	0	12,749	50,000	8,352	50,000	50,000	50,000	0.00%
650	53440	218	Cell/Radio	0	0	1,221	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**	**13,970**	**50,000**	**8,352**	**50,000**	**50,000**	**50,000**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53440	340	Operating Supplies	3,715	538	0	3,715	384	3,715	3,715	3,715	0.00%
			Subtotal	**3,715**	**538**	**0**	**3,715**	**384**	**3,715**	**3,715**	**3,715**	**0.00%**
			CAPITAL OUTLAY									
650	53440	810	Capital Equipment	472,000	3,256	363,923	1,127,950	0	1,127,950	942,000	942,000	-16.49%
			Subtotal	**472,000**	**3,256**	**363,923**	**1,127,950**	**0**	**1,127,950**	**942,000**	**942,000**	**-16.49%**
			TOTAL	**$ 614,415**	**$ 13,518**	**$ 397,804**	**$ 1,250,323**	**$ 18,357**	**$ 1,250,323**	**$ 1,064,373**	**$ 1,064,373**	**-14.87%**

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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.

2017 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.

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

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

a. Result: This was accomplished.

Significant Program Achievements:

1) 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 2017 Storm Water Utility - Weed Control program cost is $16,488. 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 $25,366. 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.

2017 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.

2017 Budget Significant Expenditure Changes:

1) Retirement increased $30 to reflect actual costs.
2) Health, Dental, DIB, Life & Wks Comp increased $782 to reflect actual costs.
3) Fuel costs increased $624 to reflect actual costs.
4) No capital outlay requested.

City of De Pere
2017 Stormwater Utility
Adopted Budget

WEED CONTROL

Account Number			Expenditures / Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
			PERSONAL SERVICES									
650	53640	120	Hourly Wages	5,871	1953	$ 7,097	$ 8,855	$ 3,065	$ 8,855	$ 9,033	$ 9,033	2.01%
650	53640	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
650	53640	126	Seasonal Labor	165	473	985	169	33	169	169	169	0.00%
650	53640	150	FICA	452	149	519	677	206	680	693	693	2.37%
650	53640	151	Retirement	399	12	487	584	145	584	614	614	5.10%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,199	34	2,928	4,201	1,020	4,201	5,672	4,983	35.02%
650	53640	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**9,086**	**2,621**	**12,016**	**14,487**	**4,469**	**14,489**	**16,182**	**15,493**	**11.70%**
			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	167	383	371	498	995	995	995	168.19%
650	53640	340	Operating Supplies	0	0	0	0	171	0	0	0	0.00%
			Subtotal	**0**	**167**	**383**	**371**	**669**	**995**	**995**	**995**	**168.19%**
			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	**$ 9,086**	**$ 2,788**	**$ 12,399**	**$ 14,858**	**$ 5,138**	**$ 15,484**	**$ 17,177**	**$ 16,488**	**15.61%**

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TOTAL STORM WATER UTILITY

City of De Pere
2017 Stormwater Utility
Adopted Budget

	Expenditures Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
	TOTAL STORMWATER UTILITY									
110	Salaries	$ 85,159	$ 40,889	$ 105,767	88,567	$ 42,679	$ 105,633	$ 105,936	$ 71,239	-19.57%
120	Hourly Wages	267,989	102,600	154,134	296,720	85,284	302,238	299,407	299,407	0.91%
125	Overtime Wages	11,754	2,516	6,656	9,063	3,086	10,275	9,280	9,280	2.39%
126	Seasonal Labor	21,515	782	985	22,061	1,704	22,061	22,069	21,569	-2.23%
150	FICA	28,200	11,196	22,689	30,462	10,670	32,694	32,039	29,377	-3.56%
151	Retirement	24,813	8,908	21,313	26,026	10,966	25,358	28,111	25,752	-1.05%
152	Health, Dental, DIB, Life & Wks Cmp Ins	121,950	45,017	101,643	131,598	51,599	155,377	159,824	152,444	15.84%
190	Training	4,305	1,328	1,528	4,865	605	4,865	4,810	4,810	-1.13%
	Subtotal	**565,685**	**213,236**	**414,715**	**609,362**	**206,593**	**658,501**	**661,476**	**613,877**	**0.74%**
	CONTRACTUAL SERVICES									
210	Telephone	1,474	50	1,454	1,493	736	1,493	1,493	1,493	0.00%
211	Postage	1,250	44	44	1,250	500	1,250	1,250	1,250	0.00%
212	Seminars and Conferences	2,209	541	1,124	2,209	382	2,209	2,209	2,209	0.00%
215	Consulting	103,057	12,375	38,475	94,236	21,541	95,136	94,586	88,386	-6.21%
217	Cleaning Service Contract	0	0	0	1,052	78	1,052	1,004	1,004	-4.56%
218	Cell/Radio	1,400	706	2,566	2,000	887	2,250	2,510	2,510	25.50%
219	Data	210	0	0	12,960	0	0	0	-	0.00%
220	Utilities	500	97	231	4,900	43	6,500	4,740	4,740	-3.27%
	Subtotal	**110,100**	**13,813**	**43,894**	**120,100**	**24,167**	**109,890**	**107,792**	**101,592**	**-15.41%**
	SUPPLIES AND EXPENSE									
310	Office Supplies	2,750	652	1,404	2,750	781	2,500	2,500	2,000	-27.27%
314	Cleaning and Maintenance	0	0	0	880	0	1,222	904	904	2.73%
320	Memberships/Subscriptions	382	802	902	442	156	417	425	425	-3.85%
331	Transportation	35,450	6,409	15,787	34,921	3,131	35,445	36,336	36,336	4.05%
340	Operating Supplies	7,665	1,562	7,127	14,866	8,147	14,736	14,624	13,583	-8.63%
350	Repair and Maintenance Supplies	47,124	22,146	51,166	48,119	16,099	48,019	48,019	48,019	-0.21%
351	Safety Equipment and Uniforms	-	-	0	0	0	0	3,122	3,122	100.00%
	Subtotal	**93,371**	**31,571**	**77,055**	**101,978**	**28,314**	**102,339**	**105,930**	**104,389**	**2.36%**
	CAPITAL OUTLAY									
810	Capital Equipment	516,525	3,756	382,365	1,240,845	81,708	1,240,345	975,890	973,330	-21.56%
	Subtotal	**516,525**	**3,756**	**382,365**	**1,240,845**	**81,708**	**1,240,345**	**975,890**	**973,330**	**-21.56%**
	TOTAL	**$ 1,139,639**	**$ 262,376**	**$ 918,029**	**$ 2,072,285**	**$ 340,782**	**$ 2,111,075**	**$ 1,851,087**	**$ 1,793,187**	**-13.47%**

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City of De Pere
2017 Stormwater Utility
Adopted Budget

			Expenditures Account Title	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Actual	2016 Adopted Budget	2016 6 mos Actual	2016 Year End Estimate	2017 Dept Head Proposed	2017 Executive Proposed	2017 / 2016 Budget % Of Change
REVENUES												
650	41000	000	Residential	$ 584,000	$ 579,409	$ 624,621	$ 624,296	$ 594,694	$ 594,694	$ 662,000	$ 662,000	6.04%
650	42000	000	Non-Residential-NR	549,851	564,671	519,458	587,791	636,567	636,567	623,294	623,294	6.04%
650	43000	000	Agricultural	0	0	0	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	154,075	153,574	153,574	164,706	166,147	166,147	174,654	174,654	6.04%
650	45000	000	Underdeveloped & Other	24,140	23,593	23,593	25,806	24,222	24,222	25,685	25,685	-0.47%
			Fund Balance	0	0		669,686	669,686	669,686	365,449	365,449	
TOTAL REVENUES				$ 1,312,066	$ 1,321,247	$ 1,321,246	$ 2,072,285	$ 2,091,316	$ 2,091,316	$ 1,851,082	$ 1,851,082	-10.67%

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