BUDGET SUMMARY

IMPROVEMENT	ASSESSABLE	NON-ASSESSBLE	OUTSIDE FUNDING	ENGINEERING	TOTAL COST
Street Management	$27,000	$1,243,500	0	$4,500	$1,275,000
Sewer Management	$67,500	0	$525,100	$100,900	$693,500
Street Extensions	$476,700	$71,250	$97,250	$76,800	$722,000
Water System Mgmt.	$36,300	0	$654,500	$117,200	$808,000
TOTAL	$607,500	$1,314,750	$1,276,850	$299,400	$3,498,500

PREVIOUS YEAR BUDGET SUMMARIES

IMPROVEMENT	ASSESSABLE	NON-ASSESSBLE	OUTSIDE FUNDING	TOTAL COST
2009 Appropriation	$1,124,090	$2,104,440	$3,101,296	$6,329,826
2008 Appropriation	$179,200	$2,550,800	$3,238,200	$5,968,200
2007 Appropriation	$1,302,700	$3,174,600	$2,338,200	$6,815,500
2006 Appropriation	$1,915,600	$3,461,500	$3,366,300	$8,743,400
2005 Appropriation	$2,809,200	$2,658,900	$1,699,400	$7,167,500
2004 Appropriation	$3,593,100	$3,494,400	$2,399,300	$9,486,800
2003 Appropriation	$3,814,200	$3,033,400	$545,400	$7,393,000
2002 Appropriation	$3,886,300	$1,646,100	$375,300	$5,907,700
2001 Appropriation	$4,066,100	$3,404,750	$2,354,750	$9,825,600
2000 Appropriation	$2,953,900	$4,446,300	$737,600	$8,137,800

STREET MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSBLE	OUTSIDE FUNDING	ENGINEERING	TOTAL COST
Crackfill/Patch/Repair	0	280,000	0	0	280,000
Resurfacing	0	775,000	0	0	775,000
Sidewalk	27,000	48,500	0	4,500	80,000
Mission Square Parking Lot	0	140,000	0	0	140,000
TOTAL	$27,000	$1,243,500	0	4,500	$1,275,000

SEWER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSBLE	OUTSIDE FUNDING	ENGINEERING	TOTAL COST
Televise/Repair	0	0	225,000	38,300	263,300
Lining- Various	0	0	151,400	25,800	177,200
Manhole Rehabilitation	0	0	126,200	21,500	147,700
CTH "PP" Sewer	67,500	0	22,500	15,300	105,300
TOTAL	$67,500	0	$525,100	$100,900	$693,500

STREET EXTENSIONS

IMPROVEMENT	ASSESSABLE	NON-ASSESSBLE	OUTSIDE FUNDING	ENGINEERING	TOTAL COST
Glory Road	$26,000	$71,250	$97,250	0	$194,500
Erickson Way	$87,000	0	0	$15,000	$102,000
S. Melcorn Circle	$363,700	0	0	$61,800	$425,500
TOTAL	$476,700	$71,250	$97,250	$76,800	$722,000

WATER SUPPLY

IMPROVEMENT	ASSESSABLE	NON-ASSESSBLE	OUTSIDE FUNDING	ENGINEERING	TOTAL COST
Watermain Relay	0	0	$513,000	$87,000	$600,000
Watermain CTH "PP"	$36,300	0	$141,500	$30,200	$208,000
TOTAL	$36,300	0	$654,500	$117,200	$808,000

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:

Street Management – Crackfilling/Concrete Patching/Asphalt Patching/Curb Repair – Various locations –Work anticipated includes the following types of work, approximate quantities and costs:

ITEM	QUANTITY	COST	ENG. & ADMIN.
Crackfilling	50,000 L.F.	$60,000	$0
Concrete Patching	600 S.Y.	$40,000	$0
Asphalt Patching	1,500 S.Y.	$30,000	$0
Curb Repair	4,000 L.F.	$100,000	$0
Colored Concrete Sealing	50,000 S.F.	$50,000	$0

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $280,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
X GENERAL FUND	**$280,000**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		

OTHER

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 Three Year Pavement Management Plan.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

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
Sixth	Ft. Howard	Fir	700	94
Birch	Ft. Howard	Sixth	317	94
St. Bernard	Fox River	Fox River	2270	91
Sixth	Fir	Birch	415	94
Fir	Ft. Howard	Sixth	317	94
N. Clay	Charles	Ridgeway	1848	92
Good Hope	Fox River	Fox River	3010	94
N. Huron	CTH "G"	Ridgeway	2217	94
N. Washington	CTH "G"	N. End	1055	91
S. Huron	CTH "G"	Chicago	1319	95
Westwood	Ninth	Seventh	3227	93 & 96
Ridgeway	CTH "X"	Smits	1109	97
Ridgeway	Libal	East River	3115	94 & 97
		TOTAL	20,919	

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $775,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
X **GENERAL FUND**	$775,000	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

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 resurfacing and the corresponding dollar amount conforms to the recommendations of the City of De Pere Three Year Pavement Management Plan. The City is responsible for the maintenance of approximately 455,000 feet of streets and parking lots. Figuring a typical life of 15-22 years between resurfacing indicates a need for the resurfacing of 21,000 to 30,000 L.F. per year.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

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	4 Walks	$ 6,000	$1,000
Ramps	32	$27,500	$0
Repair	----	$42,000	$3,500

NEW: ______ or REPLACEMENT: ______

PROJECTED COST: $80,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
X CAPITAL IMPROVEMENTS FUND	$50,000	
X GENERAL OBLIGATION DEBT		
X SPECIAL ASSESSMENT	$30,000	
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 2010 repair area is west side of Fox River, Grant to Scheuring and west of RR tracks.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Street Management- Mission Square Parking Lot- This work includes the complete reconstruction of the parking lot. The work anticipates the following type of work and cost:

ITEM	COST
Reconstruction	$140,000

NEW: ______ or REPLACEMENT: ______

PROJECTED COST: $140,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$140,000**	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	**$**	
GRANTS		
OTHER		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
The surface is severely deteriorated and in need of replacement. This project will rebuild the entire surface including the adjacent sidewalks.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Sewer Management – Televising/Repair – Various locations, all of which will correlate to the 2010 and future Street Maintenance Programs. This work will include televising, and after review, perform necessary repairs to the sewers and structures that are located on streets scheduled for overlay or reconstruction. The work anticipated includes the following types of work, approximate quantities and costs:

ITEM	QUANTITY	COST	.ENG & ADMIN
Televising	40,000 L.F.	$ 50,000	$8,500
Inlet and Manhole Repair	Misc.	$175,000	$29,800

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $263,300

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	**$**	
GRANTS		
X OTHER Sewage Revenue Fund	**$176,400**	
X OTHER Storm Water Utility	**$ 86,900**	

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 maintenance or reconstruction projects, emergency and repair excavations into new street surfaces, would be nearly eliminate.

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

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Sewer Management – Sewer Lining as determined by televising program.

ITEM	COST	ENG & ADMIN
Sixth- Ft. Howard to Birch	$44,000	$7,500
N. Clay- Charles to Ridgeway	$41,000	$7,000
N. Washington- CTH "G" to N. End	$34,600	$5,900
Ridgeway- CTH "X" to Smits	$31,800	$5,400

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: $177,200

PROPOSED METHOD OF FINANCING:		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT		**$**	
GRANTS			
X OTHER	**Sewage Revenue Fund**	**$177,200**	
OTHER			

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
This project includes the sewer linning of streets scheduled for overlay in 2010. The intent is to get all the underground utilities in total repair prior to placement of the new surface.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:

Sewer Management- Manhole Rehabilitation- Work anticipated includes Manhole Rehabilitation of the following types approximate quantities and cost:

ITEM	QUANTITY	COST	ENG & ADMIN
Sprayed on Liner	120	$19,200	$3,300
Repl. MH Casting & Rings	13	$18,200	$3,100
Repl. Casting	26	$31,200	$5,300
Grout	96	$57,600	$9,800
	TOTAL	$126,200	$21,500

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $147,700

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	**$**	
GRANTS		
OTHER Sewage Revenue Fund	**$147,700**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

These are known defective manholes in need of repair. These have been labeled as priority manholes with a second list of manholes scheduled for 2011.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Sewer Management- CTH "PP"- Prosper to South- Sanitary Sewer. Work anticipated includes sanitary sewer extension to an unserviced area of the following types, approximate quantities and cost:

ITEM	QUANTITY	COST	ENG & ADMIN
Sanitary Sewer	1400	$90,000	$15,300

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: $105,300

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	$ 79,000	
GRANTS		
OTHER Sewage Revenue Fund	$26,300	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
Thisproject will extend sanitary sewers to property presently served by a private force main. This will place them on the City's municipal sewage system.

PROJECT RANKINGS
CITY COUNCIL
STAFF RECOMMENDATION Goal No.

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Street Extensions-Glory Road from Ashwaubenon Creek to the roundabout at Eighth and Ashland- Work under this project will include sanitary sewer, watermain and street construction. The work anticipates the following type of work and costs:

ITEM	COST
Sanitary Sewer	$20,000
Watermain	$32,000
Street Construction	$142,500

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $194,500

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$71,250	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	$ 26,000	
GRANTS		
OTHER Sewage Revenue Fund	$10,000	
OTHER Water Utility Reserve Funds	$16,000	
OTHER Village of Ashwaubenon	$71,250	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project will construct a roundabout at Eighth and Ashland, eliminate the crossing of Ninth at Ashland, replace the bridge over the Ashwaubenon Creek on Glory plus provide services to properties on Glory Road. The costs of the street work is being split with 75% state funding, 12.5% Village of Ashwaubenon and 12.5% City of Depere. The costs of the utilities are split between assessments and the utility costs to be refunded with the sale of the City property.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Street Extensions- Erickson Way from Scheuring Rd. to north end-Work under this project will include grading and graveling , curb and gutter, asphalt and sidewalks. The work anticipates the following type of work and costs:

ITEM	COST	ENG & ADMIN
Street Construction	$87,000	$15,000

NEW: ______ or REPLACEMENT: ______

PROJECTED COST: $102,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	$ 102,000	
GRANTS		
OTHER		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
This project will extend 400 feet of street to existing development and a future sports complex at its north end.

PROJECT RANKINGS
CITY COUNCIL
STAFF RECOMMENDATION Goal No.

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Street Extension- S. Melcorn Circle- from Ryan to Trailside- work under this project will include sanitary sewer, watermain, storm sewer and grading and graveling. The work anticipates the following type of work and costs:

ITEM	COST	ENG & ADMIN
Sanitary Sewer	$115,500	$19,600
Storm Sewer	$108,000	$18,400
Watermain	$ 70,100	$11,900
2010 Street Grading & Base	$ 70,100	$11,900
2011 Street Curb & Asphalt	$112,800	$19,200

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $557,500

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	$ 557,500	
GRANTS		
OTHER		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
This project will extend new streets to 31 lots in Trailside Subdivision. Payment is intended to be by letter of credit posted by the developer.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Water System Management – Watermain relay miscellaneous locations.

ITEM -Watermain Relay	COST	ENG & ADMIN
S. Huron- Bolles to Chicago	$100,000	$17,000
Ash- Ninth to Eighth	$ 65,000	$11,000
Oak- Seventh to Ninth	$135,000	$23,000
CTY "PP"- Okeefe to Prosper	$160,000	$27,000
Ridgeway- Libal to Red Cedar	$ 40,000	$ 7,000
Misc. Hydrant Repl.	$ 13,000	$ 2,000

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: $600,000

PROPOSED METHOD OF FINANCING:		$	%
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	OTHER –Water Utility Reserve Funds	$600,000	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
Includes the relay watermain at various locations throughout the City to be determined by amount of breaks reported by the Water Department.

PROJECT RANKINGS
CITY COUNCIL
STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2009

DESCRIPTION OF PROJECT:
Water System Management- CTY "PP"- Killarny to Prosper- This project will include construction of new watermain. The work anticipates the following type of work and costs:

ITEM	COST	ENG & ADMIN
Watermain	$177,800	$30,200

00 NEW: ____ or REPLACEMENT: ____

PROJECTED COST: $208,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	$ 42,500	
GRANTS		
OTHER Water Utility Reserve Funds	$165,500	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION
This project will provide part of a looped watermain system to the Southeast section of the city. In addition several properties in the City will now receive water service.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: PUBLIC WORKS STAFF

DATE PREPARED: August 13, 2009

DESCRIPTION OF PROJECT: Paving compost site.

NEW: X or REPLACEMENT:

PROJECTED COST: $80,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$80,000	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent of paving the compost site front entrance is to decrease maintenance of the gravel and to improve the driving surface of residents using the site. The existing surface is composed of gravel and is contaminated with compost, topsoil, etc. that becomes muddy when it is wet out. As a result the mud is tracked onto Rockland Road. Paving will greatly reduce if not eliminate the tracking of mud onto Rockland Road.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT:

Replace a 1994 pick up truck with a new 4x2 pick up truck with lift gate and arrow board.

NEW: ____ **or REPLACEMENT:** X

PROJECTED COST: $25,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This vehicle is used with our street department operations. It also has an existing arrow board and is utilized for traffic control and lane closures. The truck is 15 years old and breaking down more frequently due to age and inoperable at times especially when the truck is needed for traffic control.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT:

Replacement of a 2000 International dump truck with plow, wing and sander.

NEW: ____ **or REPLACEMENT:** X

PROJECTED COST: $125,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	125,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This truck is proposed to be replaced as part of our ten (10) year truck replacement program. This truck has the old style plow with chains, a 10 foot wing, a 9 inch sander and old hydraulic system. The truck being an older truck at times has broken down especially when it is needed for snow plowing. The City has also found by trading in our snow plow trucks at ten(10) years rather than later we will get more of a trade in value which will offset the cost of a new truck.

PROJECT RANKINGS 2

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT: Replacement Vehicle #65

NEW: ______ or REPLACEMENT: ______

PROJECTED COST: $25,000

PROPOSED METHOD OF FINANCING:	$	%
X GENERAL FUND	$10,000	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER Storm Utility = $5,000; Water Utility - $5,000; Sewer Utility = $5,000		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This intent is to purchase a new midsize fuel – efficient four-wheel drive SUV vehicle for the new street superintendent. The existing truck will be assigned to the street department foreperson for use in the street department operations. A four-wheel drive vehicle is required during the winter months for the snow removal operations. In evaluating a vehicle for this position it has been determined that a four (4)-person passenger vehicle is needed on many occasions to transport employees for various work related functions.

PROJECT RANKINGS 3

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: PUBLIC WORKS STAFF

DATE PREPARED: August 10, 2009

DESCRIPTION OF PROJECT: New Leaf Baler

NEW: X or REPLACEMENT: ____

PROJECTED COST: $70,000

PROPOSED METHOD OF FINANCING:		$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
X OTHER	Storm Utility	$70,000	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent of purchasing a new leaf baler would be so we would not have to rely on hiring contractor. We have been told the contractor we currently utilize may be retiring after the 2009 season. The City needs to start looking at other options. Working with another community that owns a baler is not an option because they would be doing leaf pick up at the same time we would. Most communities in the area that do leaf baling own their own baler. Staff has researched the cost to purchase a baler, which is approximately $70,000. The baler life expectancy is 20 years. The City would still need to lease a tractor to pull the baler, which is estimated at $3,000 per year. On average we paid $11,000 per year to hire a contractor. It would take approximately 9 years to pay for the baler. The benefit of the City having their own baler is a guarantee we would have equipment to bale leaves when the City does their leaf collection. We would also have more control of the starting and stopping hours each day making the operations more efficient. The City also could start utilizing baling leaves during spring clean up as well.

PROJECT RANKINGS 4

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT:

Replacement of a 2002 sewer jet truck.

NEW: ______ **or REPLACEMENT:** X

PROJECTED COST: $325,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER	**Sewer Utility = $325,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This truck is intended to be replaced earlier than our ten (10) year truck replacement due to the issue of maintenance issues and breaking down. In 2009 this truck has been out of service on a regular basis due to break downs and repairs. The City has spent well over $25,000 this year for repairs on this existing truck. Some of the issues keep reoccurring and the company doing the repairs does not really have any indication as to how to resolve them. We have had to rely on other communities and contractors for assistance with maintaining our existing sewer lines. There have been many times we have had sewer backups and not having our own sewer jet truck operable has caused delay in responding to the problem. It is very important the City have a reliable sewer jet truck to not only maintain our sewer line which we are required by the DNR but also the ability to respond timely when sewer backs up do occur.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT: Purchase utility van for sewer camers

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: $70,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER — Sewer Utility = $70,000		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City purchase a new sewer camera in 2009 and has found with the use of this equipment that it would be in the best interest to mount the equipment for the sewer camera in a utility van to keep the equipment out of the weather elements. Staff has looked at options from what the contractors and other municipalities do with similar equipment that we have. We have come to the conclusion if we plan to use this equipment on a regular basis televising our sewer lines that it would be in our best interest to purchase this vehicle. We have also found with this new equipment we are able to televise lines and do reporting that normally we would rely on private contractor for. If we can do more televising with City staff we will not have to rely on private contractors as much therefore saving the City money. It is the intent if we purchase this vehicle that we would implement more of a regular televising program with City staff then having to rely on a contractor.

PROJECT RANKINGS 2

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT:

Replace existing concrete breaker for backhoe.

NEW: ____ **or REPLACEMENT:** X

PROJECTED COST: $20,000

PROPOSED METHOD OF FINANCING:		$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
X OTHER	Water Utility Reserve Funds	$ 20,000	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This item is to replace existing concrete breaker for the backhoe that is used for removing concrete pavement in water main breaks as well as breaking through frost in the winter months. The existing breaker's removal power and force for breaking has decreased to the point that it makes it very difficult to break through frost and pavement compared to a new breaker.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 – 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT: Replacing existing hydrants.

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: $25,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This will replace existing hydrants throughout the City.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT:

Replace existing valve turner.

NEW: ____ **or REPLACEMENT:** X

PROJECTED COST: $25,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This item is to replace existing valve turner with a new valve turner. The valve turner is equipment to turn valves automatically instead of having to use manual labor to do so. The valves need to be exercised on a regular basis per DNR requirements. The valve turner makes it easier and more efficient for staff to exercise valves in a timely manner.

PROJECT RANKINGS 3

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 - 2016

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 6, 2009

DESCRIPTION OF PROJECT:

Replace a 2000 4x2 pickup truck

NEW: ____ **or REPLACEMENT:** X

PROJECTED COST: $25,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This item is to replace existing 2000 pickup truck with another 4x2 pickup.

PROJECT RANKINGS 2

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 – 2014

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Engineering

DATE PREPARED: July 31, 2009

DESCRIPTION OF PROJECT: Replace a data collector.

NEW: ______ **or REPLACEMENT:** ______

PROJECTED COST: $5,500

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	$5,500	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This purchase will replace an existing faulty data collector.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2010 – 2014

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Engineering

DATE PREPARED: July 31, 2009

DESCRIPTION OF PROJECT: Purchase a new digital level.

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: $5,500

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND	$5,500	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This purchase will purchase a new digital level for the department. The level will increase efficiency and accuracy within the department.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

DEPARTMENT:	ACCOUNT NO.:
Public Works .20 FTE	**100-53000-120**
Stormwater Utility .10 FTE	**650-53000-120**
Wastewater Utility .10 FTE	**601-6001-920**
Water Utility .10 FTE	**201-53615**

2010 DE PERE OPERATING BUDGET
ADDITIONAL EMPLOYEE REQUEST SHEET

Please provide a detailed description of request to include cost comparison analysis of adding a new employee or increasing employee hours vs. changing operations or utilizing technology to accommodate additional workload. Your request needs to substantiate that it is more cost effective and efficient to add a position or increase hours vs. other alternatives.

Proposal for one full time part time Secretary (.5 FTE) for the Municipal Service Center.

The Public Works Department is proposing to create a Full Time Part Time Secretary. The Parks, Recreation and Forestry department is proposing to shift their secretarial staff to the Community Center as part of their reorganization and replacement of the Recreation Supervisor who is retiring in September 2009. The position being proposed by the public works department will assist both the Public Works Secretary and Parks Secretary with their workloads. We have analyzed and experimented with various options to accommodate workloads including; investigating reduced office hours to avoid counter/phone contacts, require managers to take on more administrative related duties (ie. typing, faxing, mailing, etc…), adjusting work day hours, implemented on-line registration, allowing periodic overtime, and others. All of these options have worked moderately; however have not remedied the workload issue at the MSC. In reviewing our options, we feel our best alternative is to create a full time part time secretary that can perform a multitude of function(s). A comparison with other communities found that the average secretarial pool for Public Works and Parks, Recreation and Forestry combined was 3.87 FTE compared to 2.60 (plus seasonal) FTE for the City of De Pere. The new proposal brings the secretarial pool to 2.50 FTE

The Public Works Department has also evaluated what would need to be done if this position is not created. The outcome with the parks department reorganization would most likely mean the part time secretarial position would be eliminated since this was a share position. This would mean there would be only two secretaries to cover the front office. If this were the case, the following things would have to be implemented or a combination of items: reduce office hours so that clerical staff can perform their administrative assignments; incoming calls would go to voice mail and all calls would be returned when staff had time; or assign regular overtime so that clerical staff can get their administrative work done.

The current secretarial situation at the MSC is one FTE for the Park, Recreation and Forestry Department, one FTE for the Public Works Department, one part time seasonal secretary (24 hrs/week for 9 months) and one summer secretary (40 hrs/week, June – August). The full-time secretaries are allocated 100% to their respective departments, however the seasonal part time and summer secretary are a shared position with the two departments. The parks department is shifting their share of the existing secretarial position to the Community Center therefore the creation of this position would basically take the two seasonal positions and make it one. Expenses for this position are described below with a budgetary representation of the proposal

	2009 Secretary Budget	**2010 Full Time – Part Time Secretary Proposal**
Public Works	Summer & Winter Secretary ($4,400)	.20 FTE Secretary w/benefits($11,636)
Stormwater Utility	Summer & Winter Secretary ($2,200)	.10 FTE Secretary w/benefits ($5,818)
Wastewater Utility	Summer & Winter Secretary ($2,200)	.10 FTE Secretary w/benefits ($5,818)
Water Utility	Summer & Winter Secretary ($2,200)	.10 FTE Secretary w/benefits ($5,518)
Total Expense	$11,000	$29,090

DEPARTMENT: Public Works Department________________ **ACCOUNT NO. 100-53231**

2010 DE PERE OPERATING BUDGET
ADDITIONAL EMPLOYEE REQUEST SHEET

Please provide a detailed description of request to include cost comparison analysis of adding a new employee or increasing employee hours vs. changing operations or utilizing technology to accommodate additional workload. Your request needs to substantiate that it is more cost effective and efficient to add a position or increase hours vs. other alternatives.

Proposed one additional motor mechanic for the public works department.

The public works department is proposing to add a full time motor mechanic. The position is needed because the current staffing levels of the mechanics for fleet maintenance is not adequate to cover the workload. As the City has continued to grow so has the workload within the department due to the increase in the amount of equipment. The existing structure for the motor mechanics does not allow for staff to keep up with the increasing demands of the MSC to perform preventative maintenance and repairs on equipment needed for the operations. Overtime has increased over the past few years with trying to keep up with the equipment repairs. Preventative maintenance of equipment has been backlogged. It is the intent with an additional motor mechanic to be timely with the preventative maintenance as well as reducing overtime for equipment repairs. Preventative maintenance is extremely important to be done timely in order to keep the equipment from breaking down and to also prolong the life of the equipment.

Another issue at hand is the fact that the motor mechanics prepare equipment for the upcoming operations such as preparations of snow plow equipment for snow plowing or preparation of leaf pick up equipment for leaf picking. The past few years this preparation work is not done timely enough due to the backlog of repairs and preventative maintenance. As a result staff is scrambling to get things ready at the last minute. Having an additional employee will help the operations be better prepared for seasonal work.

Another issue is the fact that the motor mechanics also do building maintenance when the building maintenance staff is unavailable. This is required as part of the Union contract. As a result this takes staff time away from the fleet maintenance to assist with building maintenance.

The addition of this position will also benefit building maintenance as well because it will allow for a bigger pool of mechanics to pull from to cover staffing for building maintenance due to vacations or other leave. There have been times building maintenance has needed assistance from the motor mechanics but due to motor mechanics being on vacation the assistance could not be given. As a result building maintenance activities could not be done on those days.

The following other options have been looked at:

1) Increase overtime budget. The issue with the overtime is due to the Union contract. The motor mechanics are sometimes not the staff that would be assigned the overtime. Most of the time staff assigned to the overtime are a mixture of building maintenance and motor mechanics. This issue with having building maintenance perform motor mechanic duties is they are not as efficient as having a motor mechanic on a repair job that is familiar with what is going on. An example of this would be there is a motor mechanic performing repairs on a garbage truck. At 3 PM there is a need for overtime to finish the repairs. The building maintenance employee would take over because of the Union contract and seniority rights to overtime. This person most likely is not familiar with what is going on and will take some time to figure it out what it will take to complete the job where as if the original motor mechanic was allowed to stay after 3 PM that person could continue without figuring out what needs to be done. This is not cost effective for the City.

2) Currently there is a vacancy in the street department. It may be possible to look at restructuring the total public works operations to decrease one position in the street department and shift it to the motor mechanic division. There would be a minor cost increase for the City with this option because of the pay range difference of $0.91 per hour. This would amount to approximately $2080 per year. This is not the best option for the overall public works street department operations because there are duties that still need to be performed in the street department that would be delayed in getting done but the priority at this point is getting the equipment repairs completed and

preventative maintenance completed so that the employees have equipment to utilize for the operations.

2010 Proposed Motor Mechanic budget impact $77,751

City of De Pere
Public Works Department

Memo

To: Larry Delo, City Administrator
From: Scott J. Thoresen, Director of Public Works
Date: June 29, 2009
Subject: 2010 Public Works Budget Reduction Proposals

As requested at the June 17, 2009 department head staff meeting, the following outlines possible public works budget expenditure reductions or revenue increases that could be looked at for the 2010 budget.

EXPENDITURE REDUCTIONS

Eliminate one position in the street department.

Currently there is one vacancy in the street department that has not been filled as of this date. This position could be eliminated and the City would see a savings of approximately $75,000.

I would only recommend this proposal if the proposals of reducing rubbish and brush are implemented that will be mentioned below.

The result of eliminating this position will delay snowplowing operations during winter months. This winter the street department was down one employee due to a vacant position. We utilized other employees from other departments to fill all the snow removal equipment but as a result it also impacted such things as delaying sidewalk snow removal. I have looked at putting out one less piece of equipment and I estimate it would delay snow removal operations for all streets a minimum of one hour and more depending on the storm event.

Reduce brush pick up

Brush pick up could be reduced from six times per year to once per year. I would recommend that brush be picked up once per year and could be done in the month of May. I would not recommend April because we are doing spring leaf pick up operations. The estimated cost savings would be approximately $18,000 and would be mostly from fuel savings. There would be no labor savings other than eliminating the position mentioned above.

If the brush pick up was reduced, the following are options that could be looked at and given to the residents:

- Charge for curbside pick up. I would recommend charging actual labor and equipment costs. Another option could be to establish a minimum fee such as $25 and would increase depending on the volume.

- Haul to the compost facility, which is currently an option.

Residents do have the option of hauling all brush to the compost facility for disposal.

<u>Reduce rubbish pick up</u>

Rubbish pick up could be eliminated. Currently the City provides curbside pick up six times per year. The estimated cost savings would be approximately $20,000, which would be mostly from fuel savings. There would be no labor savings other than eliminating the position mentioned above.
If the rubbish pick up was eliminated, the following are options that could be looked at and given to the residents:

- Charge for curbside pick up. I would recommend charging actual labor and equipment costs. Another option could be to establish a minimum fee such as $25 and would increase depending on the volume.

- Haul rubbish to Veolia, which charges a $13 minimum.

- Haul to the County, which charges a $10 minimum.

- Haul to the Municipal Service Center (MSC), which is currently being done. I would recommend that a minimum of a $10 be charged. The reason I recommend charging for drop off is due to the fact that by allowing residents to drop of at the MSC, it has increased the customer contacts and workload for the front office staff. If we do not charge for this service then the volume of drops offs would most likely increase therefore causing a greater workload on the front office staff.

<u>Street lighting reductions</u>

The utility line item for the 2009 street lighting budget is $427,450, which is mostly for the electricity costs. Street lighting could be reduced a certain percentage depending what the Council feels comfortable with. An example of a 10% reduction would be an approximate savings of $42,745. The impact that would be seen would be residential areas would be darker such as the Town of Ledgeview. It can be noticed when driving in Ledgeview's residential areas the street lighting is less than the City.

<u>Eliminate or reduce the transit system</u>

The current 2009 budget for the transit system is $436,788

When evaluating service cuts mentioned above I only identified areas that I felt the majority of the City did not benefit or utilize the service provided by the public works department.

REVENUE INCREASES

Engineering department

In the 2009 budget 80% of the budget is from the general fund and 20% of the budget is from the storm water utility. The engineering department does work with the water utility and sewer utility. In my opinion 10% could be charged to the water department and 10% to the sewer utility. This could decrease the general fund budget an estimated $109,979 that would be shifted to the utilities. The downfall to this is the fact that the utilities would need to most likely adjust their rates accordingly.

Increase storm water utility

Last July at the BOPW, staff brought to the Board the issue of discussing the storm water utility regarding the need for increasing the storm water utility in 2009 as part of the 2009 City budget process. In summary the following was discussed at the BOPW:

It was decided at the June 17th Council meeting that the City would pick up the assessments for the storm sewer on Lawrence Drive for the DOT's right of way. It was brought to the Council's attention during the discussions of the storm sewer assessments that if the City funded the DOT's portion of the storm sewer assessments through the storm water utility that it would require the City to increase the storm water utility fees. Placing the costs of the storm sewer for the Lawrence Drive street project will require that the storm water utility be obligated to an annual payment of $44,735.58 for 15 years. This would require that the utility rates be increased by additional $ 2.68 to cover the costs.

Staff has also evaluated the storm water utility projects over the next seven (7) years including this project to determine if the existing storm water utility rates are sufficient. Staff also determined that for every $100,000 of additional revenue needed for the utility that the existing rates would have to be increased by $6.00. Over the next seven (7) years the City will be required to spend $2,415,000 to meet the Wisconsin Department of Natural Resource (DNR) storm water requirements. The City would have to fund the storm water capital at a rate of $345,000 a year to cover this. Based on the revenues the utility collects, the capital account currently only allows for $194,030 to be used towards capital projects. The utility needs to increase its revenue by $150,970 in order to budget for projects required to meet DNR requirements. This funding does not include costs for special storm sewer projects such as back yard drainage problems or costs for replacing the street sweeper. The rate for the utility would need to increase by approximately $9.06 to cover the above-mentioned costs.

The storm water utility rate should be increased by $11.74 per year to cover the costs of Lawrence Drive storm sewer and other capital projects required to meet the DNR storm water requirements.

The Council chose to only raise the storm water utility to cover the Lawrence Drive project, which I believe was $3.00. The rate should be increased an additional $9.00 to cover the costs mentioned above.

Charge annual sticker fees for compost facility

This is only a suggestion. Many places such as State parks charge an annual fee to use the facility. The City could look at charging each resident an annual fee of $10 per sticker per vehicle. I would estimate this would create revenue of approximately $6500 per year. This estimate is based off the total number of visits (1300) by residents to the facility in June 2009. I figured that a resident using the facility normally uses it twice a week so I took (1300/2) * $10 to come up with $6,500

Charge for brush or rubbish pick up

As mentioned above a charge could be applied to rubbish or brush pick up. Our neighboring community Ashwaubenon charges a minimum of $25 for rubbish pick up and it goes up from there per their ordinance.

Charge for rubbish drop offs at the MSC

In December 2006 staff recommended charging residents $10 for dropping off items at the MSC as an alternative since the weekly rubbish collection had been eliminated beginning in 2007. The procedure established was for the residents to check in at the front office, fill out a form, and then be directed to the location to where the rubbish and metals can be dropped off. This has been done only during the business hours between 7:30 AM and 2:30 PM. At this time the BOPW rejected charging for residents to drop off items at the MSC.

Staff has tracked the amount of times rubbish was dropped off at the MSC February thru May of this year. On 277 separate occasions residents have dropped off items at the MSC for an average of 17.31 times per week. At times the items being dropped off are on collection weeks the City picks up. If a fee of $10 is charged for every visit an estimated total of $9,000 could be collected on the 17.31 times per week average. Most likely though, if a fee were charged, I would estimate the drop offs would likely be reduced 50% creating revenue of approximately $4,500.

Establish a solid waste utility

The Council really needs to look at establishing a solid waste utility. The main reason for this proposal is the fact the State keeps raising the tipping fees and passing them onto all the municipalities. This is a cost the City has no control over therefore if the fees are increased they can be passed onto the residents via a solid waste utility. I have looked at three options on what costs the utility could cover.

Landfill Fees

The landfill budget for 2009 is $195,000. It is expected our landfill fees for 2010 will increase upward to $275,000 because the State is recommending the tipping fees to be increased to balance their budget. A solid waste utility could be established to cover these expenses. It is estimated we provide service for approximately 6,728 properties (number based off recent recycle cart deliveries) for garbage pick up. If we want these 6,728 properties to cover the expenses for the landfill then a utility of $40.87 per year would need to be charged ($275,000/6,728) When the landfill fees increased the charge per year would increase. The result of this proposal would remove the existing $195,000 from the general taxes and the potential increase of $80,000.

<u>Garbage Fees</u>

The garbage and refuse collection budget for 2009 is $498,982. A solid waste utility could be established to cover these expenses. It is estimated we provide service for approximately 6,728 properties (number based off recent recycle cart deliveries) for garbage pick up. If we want these 6,728 properties to cover the expenses for the garbage collection operations then a utility of $74.16 per year would need to be charged ($498,982/6,728) The result of this proposal would remove the existing $498,982 from the general taxes.

<u>Recycling Fees</u>

The recycling collection budget for 2009 is $149,408. A solid waste utility could be established to cover these expenses. It is estimated we provide service for approximately 6,728 properties (number based off recent recycle cart deliveries) for recycling pick up. If we want these 6,728 properties to cover the expenses for the recycling collection operations then a utility of $22.21 per year would need to be charged ($149,408/6,728) The result of this proposal would remove the existing $149,408 from the general taxes.

The total of all the fees mentioned above would be $137.24

If I had to make a recommendation of the solid waste utility I would only do this for the landfill fees since this fee the City has no control of and is forced to pay whatever the State or County charge the City for our garbage.

If you have any questions on this matter please feel free to contact me.

Program Account Number | **PROGRAM BUDGET TITLE**

	PUBLIC WORKS ADMINISTRATION

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53000-110	Freeze salaries to the level of 2009. This would only be fair if all non represented employees had the same salary freeze.	$ 1,906	
100-53000-126	Eliminate seasonal secretary. If the seasonal secretary is eliminated then the customer service at the MSC will be reduced. Customers can expect to wait longer to be waited on at the front counter and will most likely see an increase in getting voice message instead of a person when they call the MSC.	$ 4,532	
100-53000-151	FICA will be reduced with freezing of salaries and eliminating seasonal secretary.	$ 488	
100-53000-151	Retirement will be reduced with freezing of salaries and eliminating seasonal secretary.	$ 242	
100-53000-190	Reducing training. Training was proposed to increase to send new street superintendent to management training courses. Eliminating this training will result in the new street superintendent not get adequate management training. Also reduce the amount of training management staff attends. The negative side to this will be management will not be able to learn new things to help the efficiencies of the operations.	$ 1,675	
100-53000-210	Reduce telephone due to the elimination of the seasonal secretary.	$ 200	
100-53000-211	Reduce postage. Eliminating sending out notices of projects and public informational items as well as violation notices will reduce postage costs.	$ 2,830	
100-53000-212	Reduce seminars and conferences costs by not budgetting for going to national APWA conference. The policy is to allow public works director to attend national conference every other year. Last conference attended was in 2008. National conferences are valuable because of the information received helps make the public works operations more efficient. This option would only be fair if it all out of state travel was banned for 2010 for all City departments.	$ 900	
100-53000-215	Eliminate consulting budget. This is used to fund City's answering service for after hour emergency calls. If this is eliminated City will need to develop policy that all management staff is assigned to be on call on a weekly basis to respond to all emergencies.	$ 1,600	
100-53000-218	Eliminate using cell phones. The outcome of this will be the only way to get a hold of management staff will be by emails, letters, or office phone.	$ 1,500	
100-53000-219	Eliminate using gps data for tracking equipment that the City invested in as well as wireless for laptops for utility locates.	$ 3,000	
100-53000-310	Reduce office supplies budget due to eliminating seasonal secretary position.	$ 500	
100-53000-331	Reduce transportation costs. This can be accomplished by not being as customer friendly as we currently are now. Instead of meeting with residents at their home complaints will need to be dealt with over the phone instead of in person.	$ 550	
100-53000-810	Eliminate capital purchases for 2010. This would mean not purchasing new office furniture to accommodate the new office for the new street superintendent. This would also mean not being able to purchase file cabinets for public works director's office for organizational purposes. This would also mean not purchasing a new shredder needed for shredding confidential documents.	$ 2,600	
	TOTAL PROPOSED REDUCTIONS	$ 22,523	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number

PROGRAM BUDGET TITLE

	ENGINEERING

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53110-125	Reduce overtime by $7,500. This would mean that employees would have to work a split shift. This would increase the time required for completion by the contractor's. It could also increase the bid prices due to lost production time.	$ 7,500	
100-53110-126	Eliminate one seasonal position. This would mean that the scanning of existing plans would not be completed. This would also delay obtaining GPS shots of existing utilities for the GIS department.	$ 4,485	
100-53110-340	Reduce operating supplies. This would delay the purchases to 2011.	$ 3,300	
100-53110-810	Eliminate capital purchases for 2010. This would mean deferring capital purchases until 2011.	$ 6,050	
	TOTAL PROPOSED REDUCTIONS	$ 21,335	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number	PROGRAM BUDGET TITLE
	MECHANICS

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53231-120	Reduce labor would mean an employee would have to be laid off. If a position was eliminated then the present building maintenance and fleet maintenance of back logged work would just increase.	$ 17,808	
100-53231-125	Overtime could be reduced but this would mean repairs that needed to be done after hours would have to wait causing delay in the operations or emergency repair work being done.	$ 2,352	
100-53231-190	Training could be eliminated for the mechanics. This is not really a wise choice since the mechanics need to train on a regular basis to keep up with standards and latest trends of technology.	$ 500	
100-53231-218	Eliminate using cell phones. The outcome of this will be the only way to get a hold of the mechanics will be by radio.	$ 1,250	
100-53231-810	Eliminate all capital purchases. If capital is not purchased it makes it difficult for mechanics to perform fleet maintenance without the necessary tools and equipment.	$ 24,000	
	TOTAL PROPOSED REDUCTIONS	$ 45,910	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number | **PROGRAM BUDGET TITLE**

	MACHINERY & EQUIPMENT

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53240-120	Reduce labor would mean an employee would have to be laid off. If a position was eliminated then the present fleet maintenance of back logged work would just increase causing delay in the operations because equipment that needed to be repaired would not be available for the operations.	$ 15,004	
100-53240-125	Overtime could be reduced but this would mean repairs that needed to be done after hours would have to wait causing delay in the operations or emergency repair work being done.	$ 2,939	
100-53240-150	FICA will be reduced with eliminating a mechanic position.	$ 1,231	
100-53240-151	Retirement will be reduced with eliminating a mechanic position.	$ 1,245	
100-53240-152	Health and other benefits will be reduced with eliminating a mechanic position.	$ 4,734	
100-53240-810	Eliminate purchasing additional gps units for equipment	$ 4,000	
	TOTAL PROPOSED REDUCTIONS	$ 29,153	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number	PROGRAM BUDGET TITLE
	SNOW & ICE CONTROL

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53310-120	Reduce labor would mean an eliminating a vacant position the street department currently has. One less piece of equipment would be put out on snow plow operations as a result it would take 1-1/2 to 2 hours longer to plow all streets.	$ 11,516	
100-53310-125	Overtime could be reduced but this would that snow would stay on the streets longer. The snow plowing would mainly been done during business hours. After hours the main streets would be plowed and all residential streets would be left until normal business hours. The longer the snow is left on the street the more compact it becomes therefore during warm weather or spring break up the streets would be very difficult to travel on.	$ 26,371	
100-53310-150	FICA will be reduced with eliminating a position and decreasing overtime.	$ 2,262	
100-53310-151	Retirement will be reduced with eliminating a position and decreasing overtime.	$ 4,168	
100-53310-152	Health and other benefits will be reduced with eliminating a position.	$ 6,388	
100-53310-215	Eliminate consulting will result in not being able to rent snow equipment such as a loader during snow removal operations when it is needed. As a result it will take longer for snow removal operations.	$ 4,000	
100-53310-331	Transportation costs will be reduced with eliminating a position and having one less piece of equipment used during the snow removal operations. As a result snow will take 1-1/2 to 2 hours longer to remove.	$ 1,226	
100-53310-341	Reduce salt can be done by only salting the collector and arterial streets. All other residential streets will not be salted. The outcome of this will be all intersections will become slippery and icy.	$ 22,230	
	TOTAL PROPOSED REDUCTIONS	$ 78,161	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number | **PROGRAM BUDGET TITLE**

	STREET MAINTENANCE

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53330-120	Reduce labor would mean a position would have to be eliminated and an employee would have to be laid off. If a position was eliminated then it would take longer to perform street maintenance such as repairing potholes.	$ 17,551	
100-53330-125	Overtime could be reduced but this would mean that after hour emergency calls could not be addressed in a timely manner.	$ 519	
100-53330-126	Seasonal labor would be eliminated. This would mean street maintenance will be delayed in summer months such as repairing potholes.	$ 4,646	
100-53330-150	FICA will be reduced with eliminating a position and decreasing overtime.	$ 1,085	
100-53330-151	Retirement will be reduced with eliminating a position and decreasing overtime.	$ 2,494	
100-53330-152	Health and other benefits will be reduced with eliminating a position.	$ 5,857	
100-53330-810	Eliminate all capital purchases. Eliminating replacement of radios will make it difficult to communicate with staff in field.	$ 2,000	
	TOTAL PROPOSED REDUCTIONS	$ 34,152	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number	PROGRAM BUDGET TITLE
	TRAFFIC SIGNS AND MARKINGS

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53400-340	Reducing operating supplies will not allow us to obtain our goal of upgrading 1/3 every year traffic signs with high intensity sheeting. The City is required to upgrade all their signs to high intensity sheeting by 2011.	$ 3,000	
100-53400-810	Eliminating the purchase of LED stop lights. This was requested by Ald. Boyd to install at the intersection of Libal and Ridgeway Blvd & Libal and Charles.	$ 14,000	
	TOTAL PROPOSED REDUCTIONS	$ 17,000	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number

PROGRAM BUDGET TITLE

	STREET LIGHTING

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53240-220	Reducing utilities would result of eliminating street lights throughout the City. It is estimated approximately 6% of the total street lights throughout the City would have to be removed. As a result residential and business areas will become darker at night.	$ 35,359	
	TOTAL PROPOSED REDUCTIONS	$ 35,359	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number	PROGRAM BUDGET TITLE
	BRUSH COLLECTION

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53460-120	Reduce labor as a result of eliminating curbside brush pick up. This can be done by not filling the vacant existing position.	$ 17,199	
100-53460-150	FICA will be reduced with reducing labor.	$ 638	
100-53460-151	Retirement will be reducing labor.	$ 890	
100-53460-152	Health and other benefits will be reduced with reducing labor and eliminating vacant position in the street department.	$ 6,388	
100-53460-341	Transportation costs are reduced by eliminating curbside brush pick up.	$ 11,383	
	TOTAL PROPOSED REDUCTIONS	$ 36,498	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues
	Charge for curbside brush pick up.		
	Charge for an annual compost facility sticker.		

Program Account Number **PROGRAM BUDGET TITLE**

	TRANSIT SYSTEM

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53520-213	Reducing transit system fees will result in reducing bus route services.	$ 46,689	
	TOTAL PROPOSED REDUCTIONS	$ 46,689	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number	PROGRAM BUDGET TITLE
	GARBAGE / REFUSE COLLECTION

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53620-120	Eliminating rubbish curbside pick up will reduce labor costs.	$ 15,000	
	TOTAL PROPOSED REDUCTIONS	$ 15,000	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues
	Creation of a solid waste utility to cover the garbage operational costs.	$ 329,016	
	Charge for curbside rubbish pick up.		

Program Account Number	PROGRAM BUDGET TITLE
	LANDFILL

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53630-214	Eliminating rubbish curbside pick up and rubbish drop off at the MSC will reduce tonnage to the landfill	$ 12,060	
	TOTAL PROPOSED REDUCTIONS	$ 12,060	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues
100-53630-214	Creation of a solid waste utility to cover the tipping fees at the landfill	$ 241,150	

Program Account Number	PROGRAM BUDGET TITLE
	WEED CONTROL

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
100-53640-120	Reduce labor as a result of reducing cutting weeds by 10%.	$ 561	
100-53640-150	FICA will be reduced with reducing labor.	$ 30	
100-53640-151	Retirement will be reduced by reducing labor.	$ 10	
100-53640-152	Health and other benefits will be reduced with reducing labor.	$ 126	
	TOTAL PROPOSED REDUCTIONS	$ 727	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues

Program Account Number	PROGRAM BUDGET TITLE
	RECYCLING

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2010 and adopted 2009)	% of Total Proposed 2010 Program Expenditures
	TOTAL PROPOSED REDUCTIONS	$ -	

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2010 Program Revenues
	Creation of a solid waste utility to cover recyling operational costs.	$ 161,788	

City of De Pere
Public Works Department — Memo

To:	Honorable Mayor Walsh Members of the Common Council
From:	Scott J. Thoresen, Director of Public Works
Date:	July 2, 2008
Subject:	Storm Water Utility

The intent of discussing the storm water utility is to start a dialogue regarding the need for increasing the storm water utility in 2009 as part of the 2009 City budget process.

It was decided at the June 17th Council meeting that the City would pick up the assessments for the storm sewer on Lawrence Drive for the DOT's right of way. It was brought to the Council's attention during the discussions of the storm sewer assessments that if the City funded the DOT's portion of the storm sewer assessments through the storm water utility that it would require the City to increase the storm water utility fees. Placing the costs of the storm sewer for the Lawrence Drive street project will require that the storm water utility be obligated to an annual payment of $44,735.58 for 15 years. This would require that the utility rates be increased by additional $ 2.68 to cover the costs.

Staff has also evaluated the storm water utility projects over the next seven (7) years including this project to determine if the existing storm water utility rates are sufficient. Staff also determined that for every $100,000 of additional revenue needed for the utility that the existing rates would have to be increased by $6.00. Over the next seven (7) years the City will be required to spend $2,415,000 to meet the Wisconsin Department of Natural Resource (DNR) storm water requirements. The City would have to fund the storm water capital at a rate of $345,000 a year to cover this. Based on the revenues the utility collects, the capital account currently only allows for $194,030 to be used towards capital projects. The utility needs to increase its revenue by $150,970 in order to budget for projects required to meet DNR requirements. This funding does not include costs for special storm sewer projects such as back yard drainage problems or costs for replacing the street sweeper. The rate for the utility would need to increase by approximately $9.06 to cover the above-mentioned costs.

The storm water utility rate should be increased by $11.74 per year to cover the costs of Lawrence Drive storm sewer and other capital projects required to meet the DNR storm water requirements.

I have also attached a summary of what other communities in the State pay for storm water utilities.

If you have any questions on this matter please feel free to contact me.