
City of De Pere, Wisconsin



2021 Adopted Budget

TABLE OF CONTENTS

<u>BUDGET ITEM</u>	<u>PAGE</u>	<u>BUDGET ITEM</u>	<u>PAGE</u>
Mayor/City Administrator Budget Address			
Charts and Tables	i	Public Works	125-126
2020 Property Tax Pie Chart	ii	Public Works Administration.....	127-131
Ten Year Comparison of Property Taxes Paid	iii-iv	Engineering.....	132-137
District Levies including TID Districts	v	Municipal Service Center.....	138-141
General Fund Revenue & Expenditure Trends	vi	Building Maintenance.....	142-144
General Fund Expenditures-Five Year Summary	vii	Fleet Maintenance.....	145-148
2020 Property Tax Levy Pie Chart	viii	Snow and Ice Control.....	149-152
General Obligation Debt Service	ix	Street Maintenance.....	153-155
Debt Per Capita	x	Traffic Signs and Markings.....	156-159
Long Term Note and Bonded Indebtedness	xi	Street Lighting.....	160-162
Property Valuation	xii	Traffic Lights.....	163-165
		Brush Collection.....	166-169
		Transit System.....	170-172
General Fund		Garbage/Refuse Collection.....	173-176
General Government	1-2	Landfill.....	177-179
City Council.....	3-7	Weed Control.....	180-182
Municipal Court.....	8-12	Recycling.....	183-186
City Attorney.....	13-20	TOTAL PUBLIC WORKS	187-189
City Administrator.....	21-26		
Mayor.....	27-30	Culture, Education & Recreation	190-191
Clerk.....	31-35	Community Center	192-196
Human Resources.....	36-41	Historic Preservation Commission.....	197-201
Elections.....	42-45	Park and Rec Administration.....	202-206
Information Management.....	46-50	Parks and Public Land.....	207-211
Finance.....	51-54	Forestry.....	212-216
Assessor.....	55-58	Boat Ramps.....	217-220
City Hall.....	59-62	Parks Equipment/Vehicle Maintenance.....	221-224
Other General Government.....	63-64	Recreation and Recreation Programs.....	225-233
Health Department.....	65-74	Special Events/Celebrations.....	234-237
Board of Health.....	75-78	Swimming Pools.....	238-244
Development Services.....	79-85	TOTAL CULTURE, EDUCATION & RECREATION	245-247
GIS Department.....	86-90		
TOTAL GENERAL GOVERNMENT	91-94	TOTAL GENERAL FUND	
		EXPENDITURES	248-249
Public Safety	95-96	2021 SALARIES	250-253
Police.....	97-103	GENERAL FUND REVENUES	254-260
Crossing Guards.....	104-107		
Fire Rescue.....	108-113		
Building Inspection.....	114-118		
Jail.....	119-121		
TOTAL PUBLIC SAFETY	122-124		

TABLE OF CONTENTS

<u>BUDGET ITEM</u>	<u>PAGE</u>
SPECIAL FUND EXPENDITURES AND REVENUES	261
Revolving Loan Fund	262-263
Wastewater Treatment Services	264-266
Public Land Acquisition	267-268
Cable Access Fund	269-274
DEBT SERVICE EXPENDITURES AND REVENUES	275-279
CAPITAL PROJECTS EXPENDITURES AND REVENUES	280-284
TAX INCREMENT DISTRICT FUNDS	285-287
Tax Increment District # 5	288-290
Tax Increment District # 6	291-293
Tax Increment District # 7	294-296
Tax Increment District # 8	297-299
Tax Increment District # 9	300-302
Tax Increment District #10	303-305
Tax Increment District #11	306-308
Tax Increment District #12	309-311
Tax Increment District #13	312-314
Tax Increment District #14	315-317
Tax Increment District #15	318-320
Tax Increment District #16	321-323
WATER EXPENDITURES AND REVENUES	324-331
STORMWATER EXPENDITURES AND REVENUES	332-370

MEMORANDUM

TO: Citizens of De Pere

FROM: Mayor James Boyd
Lawrence M. Delo, City Administrator
Joe Zegers, Finance Director/Treasurer

DATE: December 17, 2020

SUBJECT: 2021 Adopted Budget

INTRODUCTION

We are pleased to present the 2021 Adopted Budget. This budget is structured to meet the ongoing municipal service needs of our community during the COVID-19 pandemic and to position the City for a strong economic recovery and growth as the impacts of the pandemic recede. This budget also provides funding to promote a better understanding of our individuality and differences as citizens in our community and to promote opportunities for our residents to discuss our differences in a manner that promotes dignity and respect for everyone. The following list identifies some of these initiatives; 1) Increased funding for paid on premise overtime for the Fire Department to enhance response capabilities of the department during peak response times; 2) Includes funding to support the ongoing efforts of the Beautification Committee to enhance the appearance of our community; 3) Includes funding for ongoing community brand launch initiatives to support community awareness; 4) Includes funding to update the City's municipal codes; 5) Includes funding for ongoing sustainability initiatives to enhance municipal services and facilities; 6) Includes funding for financial incentives to promote additional economic development opportunities throughout the community; 7) Includes funding to initiate the implementation of the Dignity and Respect program in our community to foster understanding, tolerance and sense of community; 8) Includes funding for ongoing improvements to various parks and recreational facilities; 9) Includes funding to continue annual market based revaluations of assessable property in the City to ensure property owners are funding their appropriate share of the property tax levy; 10) Includes funding to support the ongoing efforts of the Health Department to manage ongoing COVID-19 pandemic response; 11) Includes funding to replace numerous pieces of equipment and vehicles to support municipal services throughout the community; 12) Minimizing property tax mill rates as much as possible while continuing to provide municipal services in a manner that meets the needs of the community and; 13) Provides the resources necessary to maintain an innovative, effective and efficient workforce. We believe the 2021 Adopted Budget accomplishes these goals.

RETURN TO TABLE OF CONTENTS

All city departments were directed to submit 2021 budget proposals with minimal increases in expenditures, excluding capital equipment and projects, and also directed to identify an option to not exceed the previous year's operating expenditure level and increase revenues by an additional 3%. Once again, the management staff did an excellent job of meeting this requirement while maintaining the integrity of municipal services.

We continued our past practice of approaching the development of the Adopted Budget as an opportunity to improve the efficiency and effectiveness of municipal services. We believe every fiscal obstacle creates an opportunity to reinvent how services are provided and funded. This is the message we continuously present to city employees as they develop their budgets and this is the message we believe resonates throughout the 2021 Adopted Budget.

We anticipate the City will experience a moderately higher increase in tax base growth in 2021 vs. what was experienced in 2020. The equalized value of the City grew 7.0% in 2019 increasing \$156,239,600 from \$2,209,815,400 to \$2,366,055,000.

The State of Wisconsin has maintained local government property tax levy limits that restrict the City's ability to raise revenues for municipal services and infrastructure. The State's continued implementation of unfunded mandates coupled with levy limits require the City to adjust fiscal policies to either reduce municipal services, increase service fees, or create alternative revenue sources (that are allowed by the State of Wisconsin) to balance the City revenues and expenditures. We believe the ability to maintain or increase municipal service levels in subsequent years will continue to require modifications in service delivery techniques and equipment coordinated with exercising opportunities to utilize intergovernmental and private partnerships for future service delivery.

The 2021 Adopted Budget continues to emphasize economic development throughout the community by including funding for downtown building façade grants, tax increment district development grants and \$16,000 for the development of a comprehensive bike / pedestrian plan to promote our community. This budget continues to place an emphasis on implementing the strategies of community branding study by including an additional \$20,000 for ongoing City brand marketing materials and implementation. In addition the Adopted Budget once again reinforces our emphasis on public safety by including another \$420,000 (in addition to \$420,000 of funds previously budgeted in 2020) to fund one-third of a new Fire Department ladder truck scheduled for replacement in 2022. This budget also continues to emphasize the maintenance of the community's infrastructure by including \$100,000 to rehabilitate concrete on Ninth Street, \$66,000 to install pedestrian bump-outs on Grant Street and \$775,000 for numerous street resurfacing projects throughout the City.

The Adopted Budget maintains the existing level of municipal services provided to the community with a 3.80% property tax mill rate decrease. The 2021 Adopted Budget's property tax levy is 1.89% higher than the 2020 budget. The proposed mill rate for 2021 is \$6.50. This is \$0.26 lower than the adopted 2020 mill rate of \$6.76.

The 2021 Adopted Budget includes an overall 1.90% increase in General Fund operating expenditures when compared to 2020. The City implemented a ten year budget model in 2005 to forecast probable changes in revenues and expenditures. This model is updated annually and currently forecasts expenditures and revenues through 2031. The City will continue to redevelop its policy regarding what is an acceptable level and type of municipal service based on available and acceptable funding sources throughout 2020 to be applied in 2021. We recognize the need to closely align municipal service levels with community needs while meeting State mandated levy limits and matching the community's overall willingness to fund municipal services. We believe this can be accomplished by soliciting information from the community and utilizing that data to supplement an overall service level and funding strategy.

GENERAL FUND EXPENDITURES

General Government: General Government includes expenditures associated with the activities and operations of the Common Council, Municipal Court, City Attorney, City Administrator, Mayor, Clerk, Human Resources, Elections, Information Management, Finance Department, Assessor, Health Department/Board, Development Services and GIS. Significant expenditures in these programs include \$6,631 membership fee for the Wisconsin League of Municipalities; \$5,000 to support the Beautification Committee; \$2,500 to support the De Pere Sister City program; \$1,200 for community service grants; \$20,000 to implement the Dignity and Respect program initiative; \$26,000 to revise and update municipal code documents; \$20,000 for ongoing branding materials and initiatives; \$50,800 for Accurate Appraisal and State of WI assessment services; \$236,380 for property and liability insurance coverage; \$20,000 contribution to Downtown De Pere, Inc. for Main Street program activities; \$32,605 for employee merit and performance based pay incentives; \$6,000 to maintain sustainability program initiatives; and \$10,000 to complete annual maintenance to the City Hall building. Total General Government expenditures are 5.95% higher in 2021 vs. 2020.

Public Safety: Public Safety includes expenditures associated with the operations and activities of the Police Department, Crossing Guards, Fire and EMS, Building Inspection and Jail services. Significant expenditures in these programs include \$24,500 for police department vehicle lease; \$175,000 for Police Department overtime wages to meet minimum staffing and workload requirements; \$95,737 for crossing guards; \$110,000 for Fire Department overtime wages to meet minimum staffing and workload requirements; \$110,000 for part-time paid on premise employee wages to support permanent staff needs during peak service periods to meet operational requirements; \$295,090 for building inspection services; and \$8,250 for Brown County jail services. Total Public Safety expenditures are 0.69% lower in 2021 vs. 2020.

Public Works: Public Works includes all of the expenditures associated with the operations and activities of Public Works Administration, Engineering, Municipal Service Center, Building Maintenance, Fleet Maintenance, Street Cleaning and Maintenance, Snow Control, Leaf Removal, Traffic Signs, Street Lights, Storm Sewers, Traffic Lights, Brush Collection, Transit, Garbage/Refuse Collection, Landfill, Weed Control and Recycling. Significant expenditures in these programs include \$236,936 for engineering

services; \$8,250 to repair an existing wall in the Municipal Service Center wash bay; \$117,247 for fleet maintenance services; \$284,203 for snow and ice removal; \$137,150 for street maintenance activities; \$406,123 to maintain street lights; \$101,171 for brush collection; \$424,663 to provide public bus and para-transit services; \$329,416 for garbage collection; \$320,000 for Brown County landfill fees; and \$108,436 for recycling collection services. Total Public Works expenditures are 2.93% higher in 2021 vs. 2020.

Culture, Education & Recreation: Culture, Education & Recreation includes all of the expenditures associated with the operations and activities of the Community Center, Historic Preservation Committee, Park & Recreation Administration, Parks & Public Land, Forestry, Boat Ramps, Parks Equipment/Vehicle Maintenance, Recreation Programs, Events/Celebrations and Swimming Pools. Significant expenditures in these programs include \$354,522 to provide programming and facilities at the Community Center; \$3,200 for historic plaque program; \$10,000 for underwater inspection of the Riverwalk viewing pier; \$3,000 to replace water drinking fountains in parks; \$7,000 to improve accessible routes to park facilities; \$243,040 to support forestry services; \$30,168 for boat ramps; \$567,318 for recreation and recreation program activities; \$31,647 to support special events in the community; and \$357,193 to operate the Legion and VFW Park pools and maintain facilities associated with two outdoor pool sites. Total Culture, Education & Recreation expenditures are 6.04% higher in 2021 vs. 2020.

Total General Fund expenditures increase 1.90%. This includes a 5.95% increase in General Government, a 0.69% decrease in Public Safety, a 2.93% increase in Public Works and a 6.04% increase in Culture, Education & Recreation expenditures.

GENERAL FUND REVENUES

General Fund revenues increased 1.90%. The 2021 Adopted Budget includes a decrease of \$29,606 from the state expenditure restraint program and a decrease of \$59,457 in transportation aids from the State. The 2021 Adopted Budget maintains most fees for municipal services at 2020 levels. The General Fund property tax levy accounts for approximately 45% of all General Fund revenues in 2021 which was approximately the same percentage (45%) in 2020.

SPECIAL FUND

The Special Fund budget includes expenditures and revenues associated with the activities and operations of the Revolving Loan Fund, the Wastewater Treatment Services Fund, the Public Land Acquisition Fund and the Cable Access Fund.

Revolving Loan Fund: The Revolving Loan Fund previously provided economic development loans to local businesses. The program has been terminated by the State of Wisconsin. However, the City continues to collect payments from outstanding loans. The City dedicated \$500,000 from this fund in 2020 for COVID-19 pandemic relief loans for City businesses. The fund balance at the end of 2020 is estimated to be approximately \$701,019.

Wastewater Treatment Services Fund: The Wastewater Treatment Services Fund is used to record expenditures and revenues associated with the operations and activities of the City's wastewater conveyance and treatment services. The City conveys wastewater through a combined City of De Pere and New Water conveyance system to New Water treatment facilities for which the City pays New Water to treat the wastewater to required State and Federal standards prior to its discharge back into the Fox River. The fund balance at the end of 2020 is estimated to be approximately \$18,309,432.

Public Land Acquisition Fund: The Public Land Acquisition Fund is used to manage funds from building permits earmarked to acquire open space land and recreational facilities. The fund balance at the end of 2020 is estimated to be approximately \$114,156.

Cable Access Fund: The Cable Access Fund is used to manage franchise fees and grants. Revenues are anticipated to be approximately \$135,785 in 2021 and are used to offset administrative, equipment and production costs. The fund balance at the end of 2020 is estimated to be approximately -\$45,356. The City's General Fund revenues are utilized to subsidize this municipal service.

DEBT SERVICE FUND

The Debt Service Fund includes expenditures and revenues associated with managing the City's debt program. The fund identifies all existing bonds and notes and indicates principal and interest payments scheduled for 2021 including the outstanding balances at the end of the year and the scheduled date of maturity. Revenue sources include the property tax levy, TIF district increments and capital project fund revenues acquired as shared revenues from the energy center located in the City. Total principal scheduled for payment in 2021 is \$6,060,000. The total interest and service fees scheduled for payment in 2021 is \$1,134,658. The fund balance at the end of 2020 is estimated to be approximately \$1,593,803.

CAPITAL PROJECTS FUND

The Capital Projects Fund includes expenditures and revenues associated with the purchase of equipment, funding for major projects and is used to manage revenues and expenditures associated with TID's 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16. The 2021 Budget includes \$100,000 for SAN/Backup appliance replenishment; \$50,000 for final phase of security camera installations at municipal facilities; \$40,000 to resurface Fire Station #2 parking lot; \$275,000 to replace a garbage truck; \$225,000 to replace a loader; \$384,000 for new traffic lights at Grant and Allard Streets intersection; \$315,000 for City's share of I-41 Interchange design; \$735,800 to reconstruct the alley between Fourth and Fifth Streets between Main Avenue and Reid Street; \$375,000 for sanitary sewer televising and repair and; \$1,179,300 to design, maintain and construct storm sewer facilities. All other Capital Projects Fund revenues are acquired from special assessments, grants, bond issues and inter-fund transfers. The non-TID fund balance at the end of 2020 is estimated to be approximately \$726,981.

WATER UTILITY

The Water Utility Fund is an enterprise fund that includes expenditures and revenues associated with the activities and operations of the Water Utility. Revenues are acquired from the sale of water. Capital outlay within the Water Utility fund in 2021 includes \$1,140,000 for miscellaneous relays; \$60,000 for Lebrun Street water main extension; \$50,000 to replace a pickup; \$40,000 to install additional chlorine analyzer at CBCWA stations; and \$30,000 for hydrant replacements. The Water Utility Fund also includes expenditures and revenues to fund debt service requirements. Total 2021 estimated principal and interest payments are \$495,747. The WI Public Service Commission will approve a 19.50% rate increase in 2020. This was the first rate increase implemented for water customers since 2011. The fund balance at the end of 2020 is estimated to be approximately \$23,184,599.

STORM WATER UTILITY

The Storm Water Utility is an enterprise fund that includes expenditures and revenues associated with the activities and operations of the Storm Water Utility. Revenues for this fund are based on a set fee per Equivalent Runoff Unit (ERU). Each residential property is equivalent to one ERU. The fee for 2021 is \$102 per ERU. This is a \$5 increase over the 2020 rate of \$97. Additional storm water requirements mandated, but not funded, by the Wisconsin Department of Natural Resources and the United State Environmental Protection Agency will require significant additional expenditures in the near future. The City will most likely need to increase the ERU fee again in 2022 and subsequent years to pay for these unfunded mandates. Significant expenditures in the 2021 Adopted Budget include \$126,949 for street cleaning, \$92,246 for leaf collection, \$50,000 for televising storm sewers; \$175,000 to replace existing storm sewer; \$350,000 for new storm sewer as part of street resurfacing projects; \$40,000 to review box culverts; \$50,000 for tree and shrub removal; and \$137,150 for wet pond construction. Total storm water utility expenditures for 2021 are \$2,331,123. The fund balance at the end of 2020 is estimated to be approximately \$14,415,954.

SUMMARY

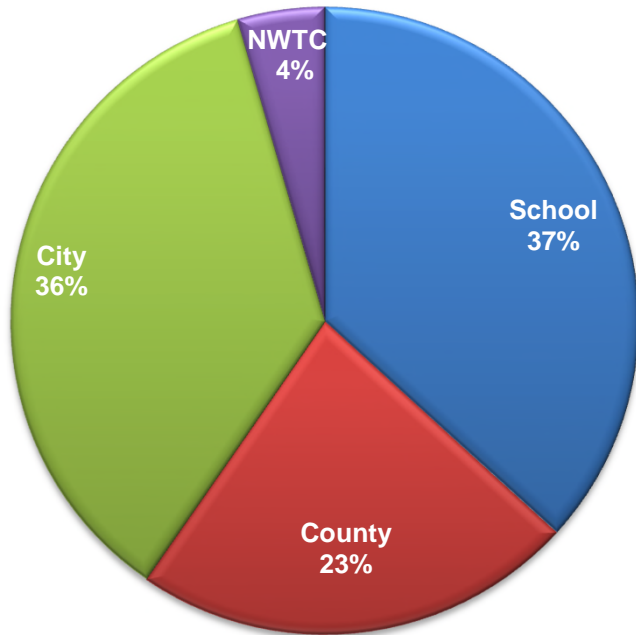
The 2021 Adopted Budget includes a 1.89% increase in the property tax levy and a 3.80% decrease in the property tax mill rate. This budget meets the existing municipal service level needs and expectations of our community. De Pere has a regional reputation as being one of the most desirable communities in the State to live, work, have fun and raise a family. The City will continue to evaluate and revise service methodology, consider and implement service reductions where applicable and seek alternative revenues throughout the upcoming year to maintain our community as a place that everyone wants to continue to live and work in. As the Mayor, City Administrator and Finance Director/Treasurer, we are committed to working closely with the City Council, City employees, businesses and residents to achieve our goal of maintaining De Pere as an exceptional community.

Charts and Tables

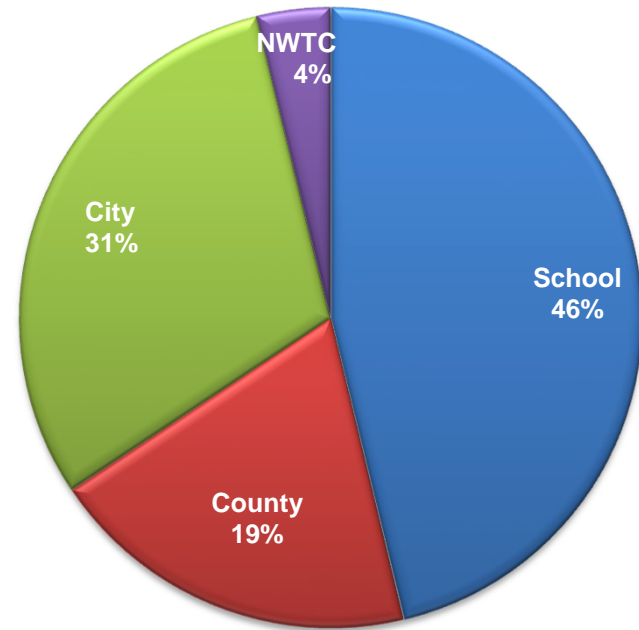
The following charts and tables identify trends in revenues, expenditures and other items that directly impact the budget and tax rates:

- ii **2020 Property Tax Pie Chart:** This chart identifies the proportion of property taxes used by each taxing jurisdiction. There is a separate pie chart for each school district. The portion of the property tax bill apportioned for services provided by the City of De Pere is approximately 36% for the Unified School District and 31% for the West School District.
- iii - iv **Ten Year Comparison of Property Taxes Paid Table:** These tables identify the dollar value of property taxes paid by the average property in De Pere from 2011 through 2020 (2020 represents taxes paid for the 2021 budget year). These tables also include State School Credit values.
- v **District Levies Including TID Districts:** This table identifies the total dollar value of the applied property tax levies for the various taxing jurisdictions for the City of De Pere. The table provides a comparison of the past ten years.
- vi **General Fund Revenue and Expenditure Trends Chart:** This chart identifies expenditure and revenue trends for General Fund operations for the period including 2012 through 2021. The chart clearly indicates a steady decrease in State Shared Revenues that correlates to a steady increase in tax levy and other revenue sources
- vii **General Fund Expenditures – Five Year Summary:** The bar graphs identify five-year expenditure history for general government, public safety, public works and culture and recreation.
- viii **2020 Property Tax Levy Pie Chart:** This chart identifies the general fund, debt service, capital projects and TIF portions of the total city tax levy.
- ix **General Obligation Debt Service Chart and Table:** This chart and table identifies the dollar value of the City's General Obligation debt for the period including 2009 through 2021. General Obligation debt is debt that is guaranteed payable under the City's obligation to collect sufficient property taxes.
- x **Debt Per Capita Chart and Table:** This chart and table identifies the dollar value and trend associated with the General Obligation debt outstanding per capita. The per capita debt in 2020 is \$1,773.94. This value changes annually based on borrowing needs and principal and interest payments schedules.
- xi **Long Term Note and Bonded Indebtedness Table:** This table identifies the value of outstanding debt as of the beginning of 2021 per note and bond issue.
- xii **Property Valuation Chart and Table:** This chart and table identifies the dollar value and trends of the City's assessed and equalized property values for the period 2001 through 2020.

2020 Property Taxes Unified School District



2020 Property Taxes West School District



2021 Adopted Budget
Unified School District
City of De Pere

TEN YEAR COMPARISON OF PROPERTY TAXES PAID

Taxing Jurisdiction	\$100,000 2011	\$100,000 2012	\$100,000 2013	\$100,000 2014	\$100,000 2015	\$100,000 2016	\$100,000 2017	\$100,000 2018	\$100,000 2019	\$100,000 2020	% Change 19 to 20	\$ Change 19 to 20
City of De Pere	\$ 609.39	\$ 617.12	\$ 635.44	\$ 653.16	\$ 667.36	\$ 674.03	\$ 671.69	\$ 707.38	\$ 675.69	\$ 658.63	-2.52%	\$ (17.06)
NWTC (Estimated)	\$ 160.77	\$ 159.69	\$ 160.92	\$ 78.16	\$ 79.43	\$ 84.68	\$ 87.94	\$ 83.97	\$ 81.85	\$ 82.23	0.46%	\$ 0.38
School (Estimated)	\$ 1,122.71	\$ 1,059.26	\$ 1,060.38	\$ 1,058.33	\$ 1,104.78	\$ 1,060.78	\$ 1,034.00	\$ 972.04	\$ 838.25	\$ 674.17	-19.57%	\$ (164.08)
County (Estimated)	\$ 464.87	\$ 463.42	\$ 455.52	\$ 458.10	\$ 474.39	\$ 471.87	\$ 487.69	\$ 461.29	\$ 430.40	\$ 418.72	-2.71%	\$ (11.68)
State (Estimated)	\$ 16.75	\$ 16.36	\$ 16.45	\$ 16.89	\$ 17.33	\$ 17.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
Sub-Total	\$ 2,374.49	\$ 2,315.85	\$ 2,328.71	\$ 2,264.64	\$ 2,343.29	\$ 2,308.46	\$ 2,281.32	\$ 2,224.68	\$ 2,026.19	\$ 1,833.75	-9.50%	\$ (192.44)
State School Credit (Est)	\$ 174.47	\$ 173.09	\$ 171.95	\$ 167.83	\$ 187.19	\$ 180.75	\$ 196.66	\$ 180.77	\$ 169.23	\$ 157.20	-7.11%	\$ (12.03)
Total Estimated Taxes	\$ 2,200.02	\$ 2,142.76	\$ 2,156.76	\$ 2,096.81	\$ 2,156.10	\$ 2,127.71	\$ 2,084.66	\$ 2,043.91	\$ 1,856.96	\$ 1,676.55	-9.72%	\$ (180.41)

Taxing Jurisdiction	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
City of De Pere	6.0939	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169	7.0738	6.7569	6.5863
NWTC (Estimated)	1.6077	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794	0.8397	0.8185	0.8223
School (Estimated)	11.2271	10.5926	10.6038	10.5833	11.0478	10.6078	10.3400	9.7204	8.3825	6.7417
County (Estimated)	4.6487	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769	4.6129	4.3040	4.1872
State (Estimated)	0.1675	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000	0.0000	0.0000	0.0000
Sub-Total	23.7449	23.1585	23.2871	22.6464	23.4329	23.0846	22.8132	22.2468	20.2619	18.3375
State School Credit (Est)	1.7447	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666	1.8077	1.6923	1.5720
Total Estimated Taxes	22.0002	21.4276	21.5676	20.9681	21.5610	21.2771	20.8466	20.4391	18.5696	16.7655

2021 Adopted Budget
West School District
City of De Pere

TEN YEAR COMPARISON OF PROPERTY TAXES PAID

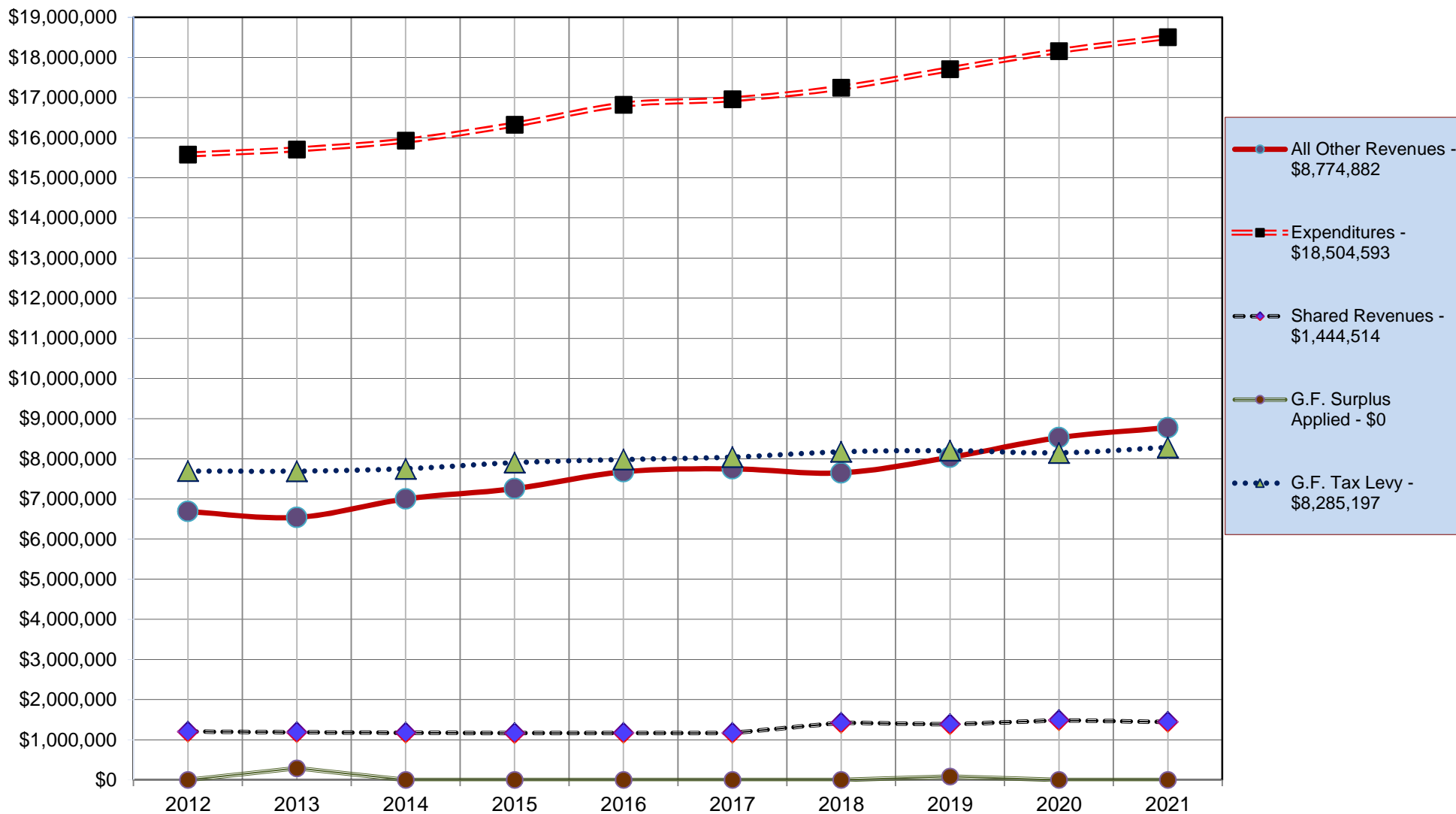
Taxing Jurisdiction	\$100,000 2011	\$100,000 2012	\$100,000 2013	\$100,000 2014	\$100,000 2015	\$100,000 2016	\$100,000 2017	\$100,000 2018	\$100,000 2019	\$100,000 2020	% Change 19 to 20	\$ Change 19 to 20
City of De Pere	\$ 609.39	\$ 617.12	\$ 635.44	\$ 653.16	\$ 667.36	\$ 674.03	\$ 671.69	\$ 707.38	\$ 675.69	\$ 658.63	-2.52%	\$ (17.06)
NWTC (Estimated)	\$ 160.77	\$ 159.69	\$ 160.92	\$ 78.16	\$ 79.43	\$ 84.68	\$ 87.94	\$ 83.97	\$ 81.85	\$ 82.23	0.46%	\$ 0.38
School (Estimated)	\$ 1,156.51	\$ 1,116.41	\$ 1,122.70	\$ 1,144.35	\$ 1,112.17	\$ 1,048.97	\$ 1,047.34	\$ 981.62	\$ 973.67	\$ 996.76	2.37%	\$ 23.09
County (Estimated)	\$ 464.87	\$ 463.42	\$ 455.52	\$ 458.10	\$ 474.39	\$ 471.87	\$ 487.69	\$ 461.29	\$ 430.40	\$ 418.72	-2.71%	\$ (11.68)
State (Estimated)	\$ 16.75	\$ 16.36	\$ 16.45	\$ 16.89	\$ 17.33	\$ 17.10	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Sub-Total	\$ 2,408.29	\$ 2,373.00	\$ 2,391.03	\$ 2,350.66	\$ 2,350.68	\$ 2,296.65	\$ 2,294.66	\$ 2,234.26	\$ 2,161.61	\$ 2,156.34	-0.24%	\$ (5.27)
State School Credit (Est)	\$ 174.47	\$ 173.09	\$ 171.95	\$ 167.83	\$ 187.19	\$ 180.75	\$ 196.66	\$ 180.77	\$ 169.23	\$ 157.20	-7.11%	(\$12.03)
Total Estimated Taxes	\$ 2,233.82	\$ 2,199.91	\$ 2,219.08	\$ 2,182.83	\$ 2,163.49	\$ 2,115.90	\$ 2,098.00	\$ 2,053.49	\$ 1,992.38	\$ 1,999.14	0.34%	\$ 6.76

Taxing Jurisdiction	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
City of De Pere	6.0939	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169	7.0738	6.7569	6.5863
NWTC (Estimated)	1.6077	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794	0.8397	0.8185	0.8223
School (Estimated)	11.5651	11.1641	11.2270	11.4435	11.1217	10.4897	10.4734	9.8162	9.7367	9.9676
County (Estimated)	4.6487	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769	4.6129	4.3040	4.1872
State (Estimated)	0.1675	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000	0.0000	0.0000	0.0000
Sub-Total	24.0829	23.7300	23.9103	23.5066	23.5068	22.9665	22.9466	22.3426	21.6161	21.5634
State School Credit (Est)	1.7447	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666	1.8077	1.6923	1.5720
Total Estimated Taxes	22.3382	21.9991	22.1908	21.8283	21.6349	21.1590	20.9800	20.5349	19.9238	19.9914

INCLUDING TID DISTRICTS

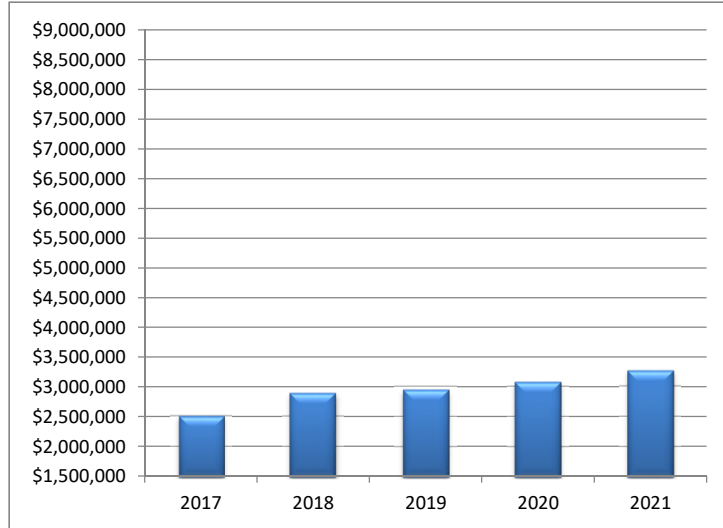
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
State Taxes	\$ 299,248	\$ 294,194	\$ 298,395	\$ 311,296	\$ 322,208	\$ 329,272	\$0	\$0	\$0	\$0
County Taxes	8,303,279	8,335,055	8,262,727	8,440,893	8,821,759	9,064,974	9,438,274	9,992,873	9,422,847	9,582,060
Local Property Taxes	10,884,764	11,100,454	11,526,195	12,034,964	12,410,259	12,948,633	12,999,283	14,706,621	14,793,045	15,072,288
NE Wisconsin Technical College	2,871,562	2,872,115	2,918,841	1,440,118	1,477,153	1,626,772	1,701,914	1,803,507	1,791,946	1,881,817
School District - 1414 (East)	9,442,886	8,918,254	9,009,958	9,065,226	9,602,632	9,509,506	9,342,332	9,647,744	8,813,347	7,431,357
School District - 6328 (West)	10,930,022	10,680,377	10,825,215	11,283,473	11,015,116	10,747,787	10,806,520	10,988,829	11,079,903	11,822,898
Subtotal	\$ 42,731,761	\$ 42,200,449	\$ 42,841,331	\$ 42,575,970	\$ 43,649,127	\$ 44,226,944	\$ 44,288,323	\$ 47,139,574	\$ 45,901,088	\$ 45,790,420
Property Tax Credits										
School District - 1414 (East)	1,467,462	1,457,344	1,461,002	1,437,551	1,627,073	1,620,372	1,776,830	1,776,830	1,890,128	1,732,791
School District - 6328 (West)	1,648,929	1,655,949	1,657,922	1,654,828	1,854,004	1,851,991	2,029,137	2,029,137	2,033,867	1,864,567
Total	\$ 39,615,370	\$ 39,087,156	\$ 39,722,407	\$ 39,483,591	\$ 40,168,050	\$ 40,754,581	\$ 40,482,356	\$ 43,333,607	\$ 41,977,093	\$ 42,193,062

General Fund Revenue & Expenditure Trends

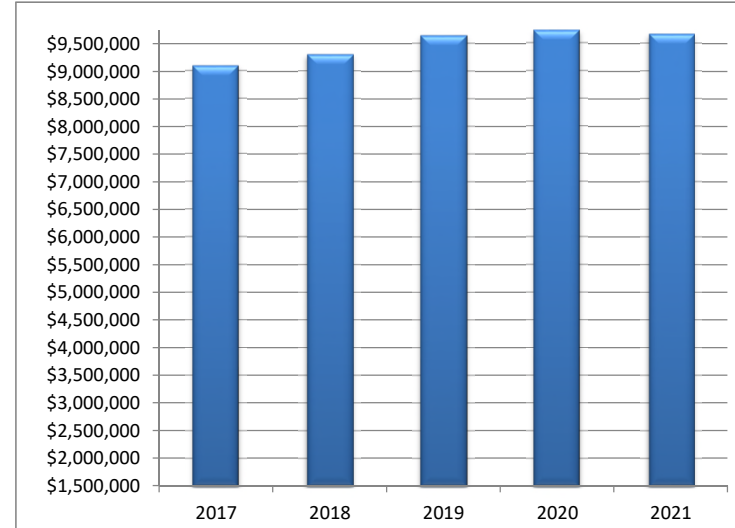


**CITY OF DE PERE
GENERAL FUND EXPENDITURES
FIVE-YEAR SUMMARY**

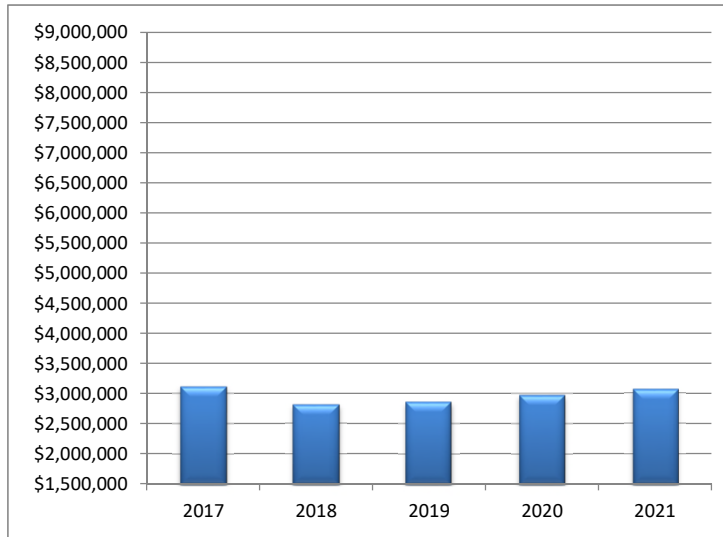
GENERAL GOVERNMENT \$3,264,440 (2021)
Increase of \$183,365 from 2020



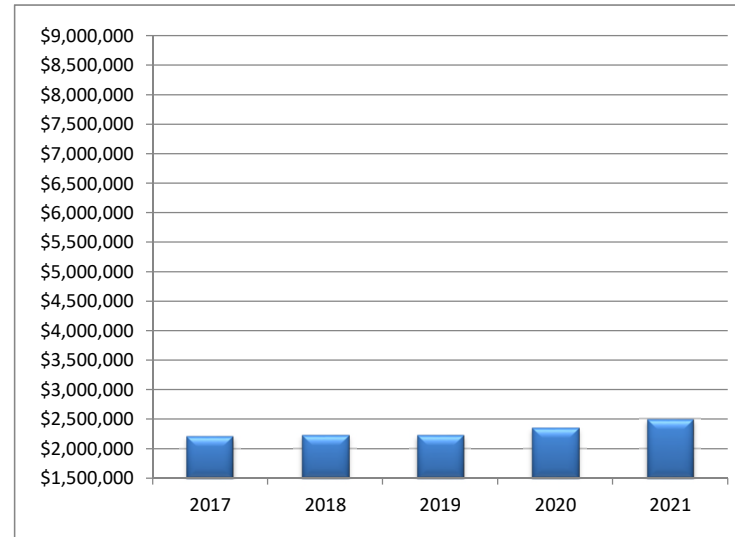
PUBLIC SAFETY \$9,677,115 (2021)
Decrease of \$67,520 from 2020



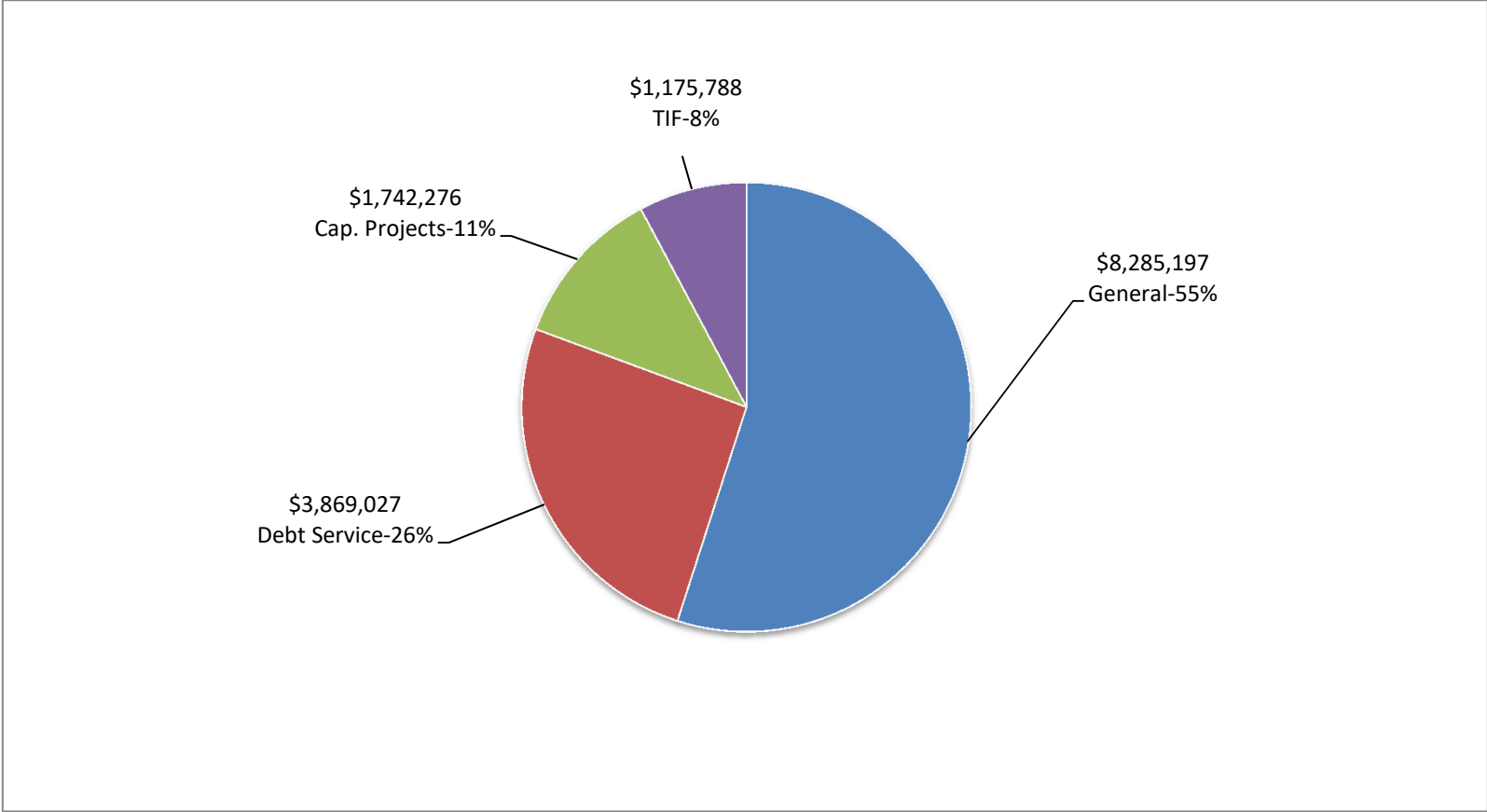
PUBLIC WORKS \$3,068,571 (2021)
Increase of \$87,322 from 2020



CULTURE & RECREATION \$2,494,467 (2021)
Increase of \$141,974 from 2020



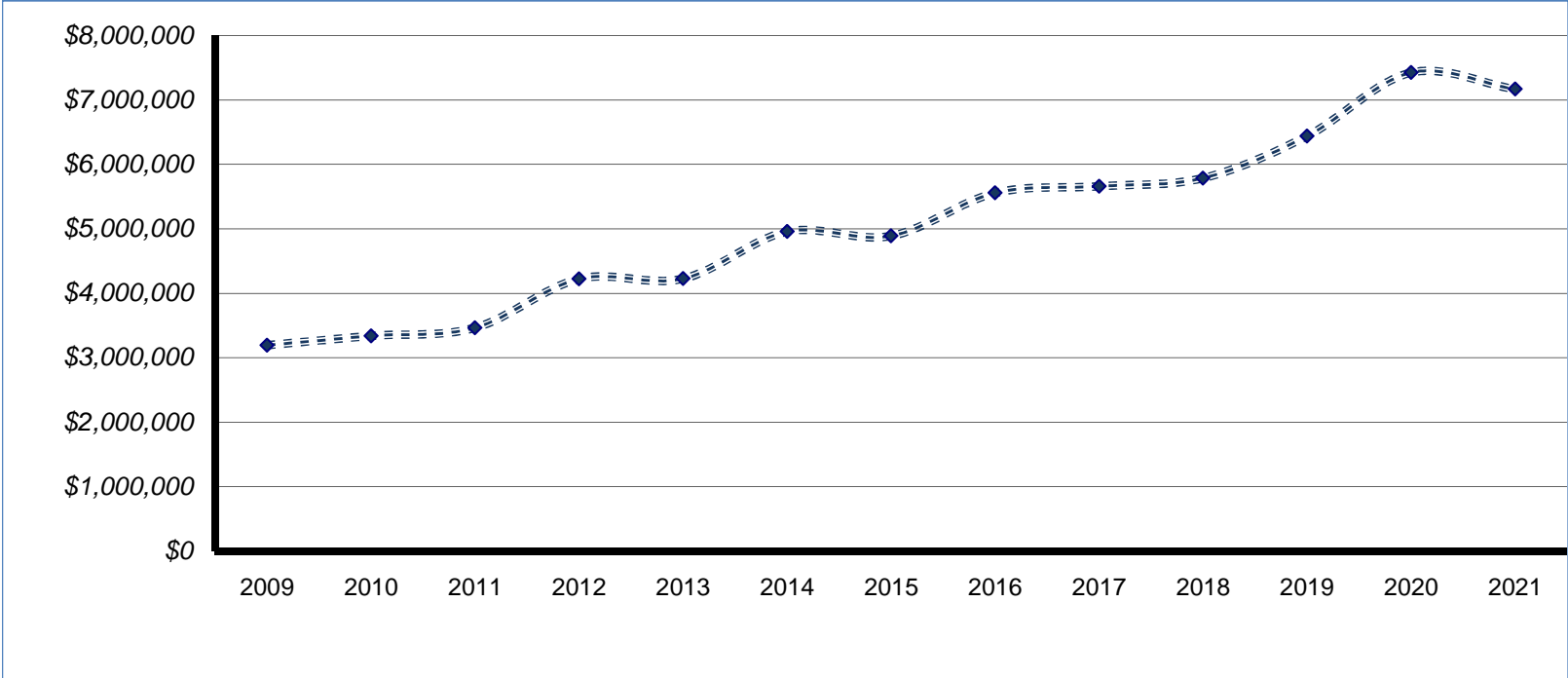
CITY OF DE PERE 2020 PROPERTY TAX LEVY CHART



Annual City of De Pere

General Obligation Debt Service

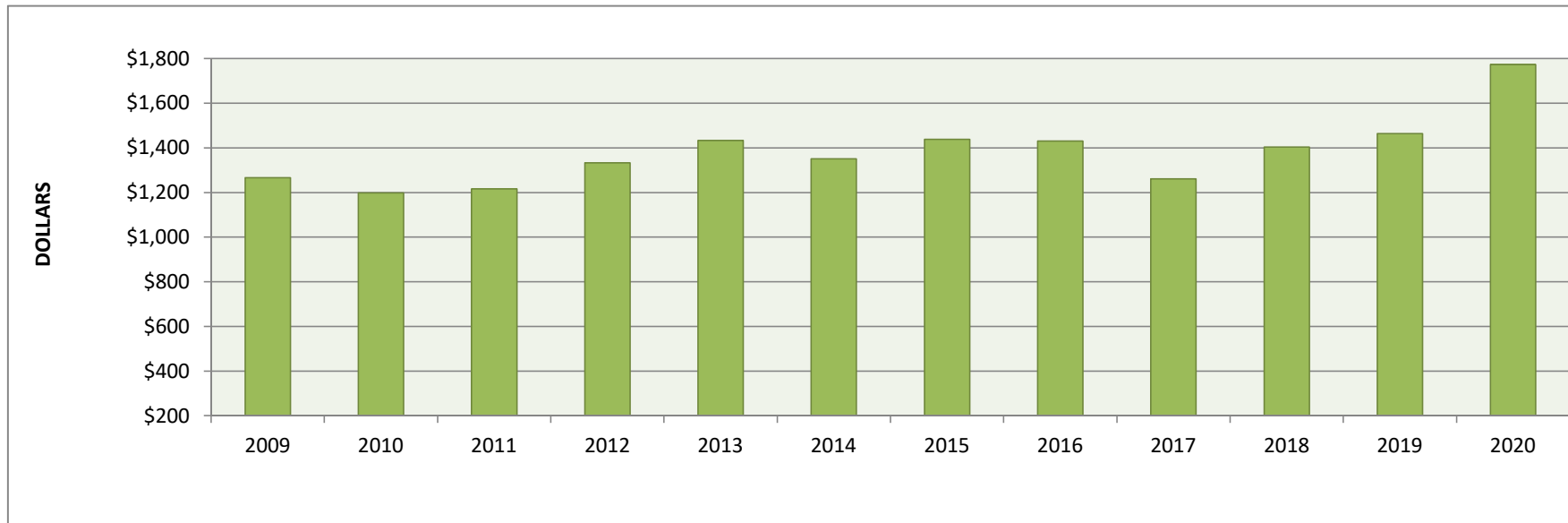
2009-2021



2009	\$3,194,052	2015	\$4,890,358
2010	\$3,339,286	2016	\$5,557,866
2011	\$3,464,245	2017	\$5,661,020
2012	\$4,224,144	2018	\$5,788,351
2013	\$4,226,573	2019	\$6,439,970
2014	\$4,957,385	2020	\$7,424,988
		2021	\$7,194,658

Debt Per Capita

2009 - 2020



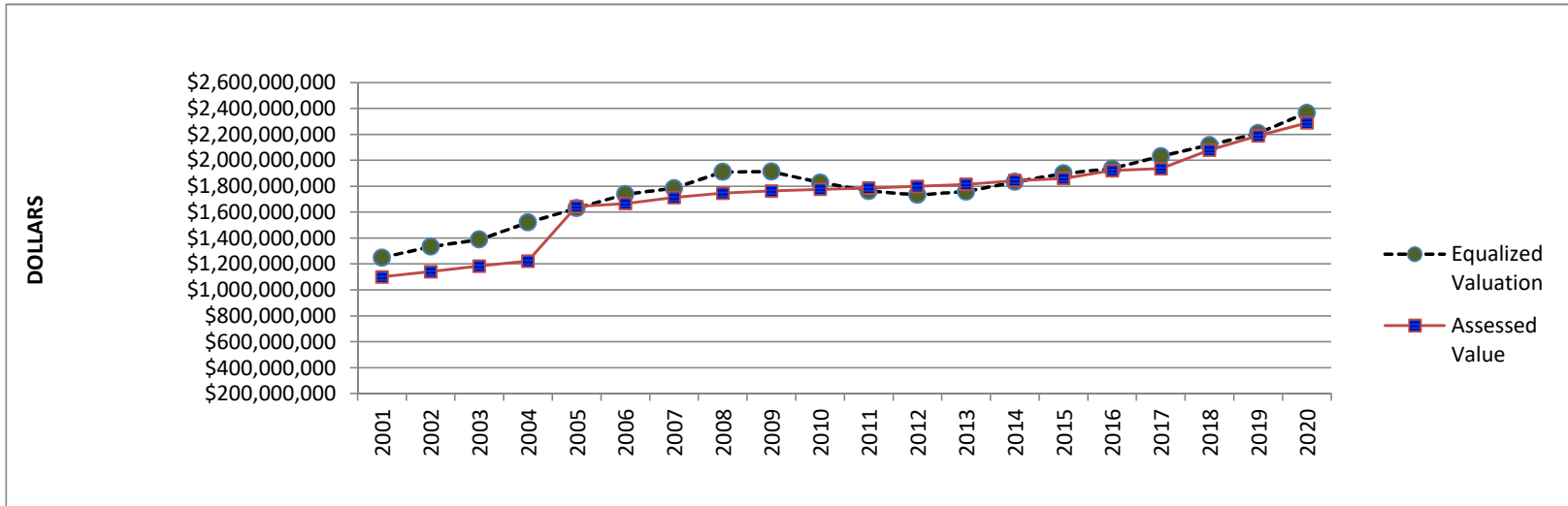
Year	Population	G. O. Debt Outstanding	Equalized Valuation	Debt as % of Equalized Value	Debt Per Capita
2009	22,780	\$28,857,178	\$1,912,611,300	1.51%	\$1,266.78
2010	23,020	\$27,469,407	\$1,827,411,900	1.51%	\$1,197.63
2011	23,925	\$29,110,521	\$1,763,330,300	1.65%	\$1,216.52
2012	23,925	\$31,900,474	\$1,733,547,000	1.84%	\$1,333.36
2013	24,047	\$34,480,000	\$1,758,302,800	1.96%	\$1,433.86
2014	24,180	\$32,660,000	\$1,834,327,100	1.78%	\$1,350.70
2015	24,447	\$35,170,000	\$1,898,625,300	1.85%	\$1,438.63
2016	24,592	\$35,185,000	\$1,935,469,700	1.82%	\$1,430.75
2017	24,721	\$31,170,000	\$2,030,690,600	1.53%	\$1,260.87
2018	24,699	\$34,680,000	\$2,117,615,700	1.64%	\$1,404.11
2019	24,742	\$36,215,000	\$2,209,815,400	1.64%	\$1,463.71
2020	24,595	\$43,630,000	\$2,366,055,000	1.84%	\$1,773.94

Long-Term Note and Bonded Indebtedness - December 31, 2020
Governmental Funds

	Year of Issue	Amount of Issue	Outstanding 12/31/2020	Principal Due - 2021
Community Development Bonds	2011	2,245,000	840,000	160,000
Community Development Bonds	2012	2,980,000	1,185,000	160,000
Community Development Bonds	2012	2,850,000	1,940,000	170,000
Community Development Bonds	2013	5,650,000	1,650,000	220,000
Community Development Bonds	2013	2,530,000	435,000	140,000
Promissory Note	2014	670,000	235,000	75,000
Community Development Bonds	2014	2,935,000	680,000	70,000
Promissory Note	2015	6,270,000	1,825,000	395,000
Promissory Note	2016	5,900,000	3,460,000	710,000
Promissory Note	2016	890,000	535,000	95,000
Community Development Bonds	2017	1,700,000	1,500,000	165,000
Promissory Note	2017	2,015,000	1,175,000	145,000
Community Development Bonds	2018	5,545,000	5,175,000	170,000
Promissory Note	2018	2,600,000	2,300,000	220,000
Promissory Note	2019	8,715,000	7,675,000	1,035,000
Promissory Note	2019	880,000	880,000	0
Promissory Note	2020	250,000	250,000	250,000
Promissory Note	2020	880,000	880,000	880,000
Promissory Note	2020	8,340,000	8,340,000	890,000
Promissory Note	2020	2,670,000	2,670,000	110,000
Total General Obligation Bonds and Notes		\$66,515,000	\$43,630,000	\$6,060,000

Property Valuation

2001-2020



Year	Assessed Value	% Change	Equalized Valuation	% Change
2001	\$1,099,382,539	6.15%	\$1,248,731,000	13.57%
2002	\$1,140,561,584	3.75%	\$1,333,904,500	6.82%
2003	\$1,183,302,700	3.75%	\$1,388,262,800	4.08%
2004	\$1,221,451,849	3.25%	\$1,520,102,000	9.50%
2005	\$1,643,083,200	34.52%	\$1,630,026,617	7.23%
2006	\$1,666,685,300	1.44%	\$1,737,873,600	6.62%
2007	\$1,712,980,400	-0.52%	\$1,784,703,900	2.69%
2008	\$1,746,674,100	1.97%	\$1,910,620,200	7.06%
2009	\$1,762,565,900	1.84%	\$1,912,611,300	0.10%
2010	\$1,776,722,000	0.80%	\$1,827,411,900	-4.45%
2011	\$1,786,169,500	0.53%	\$1,763,330,300	-3.51%
2012	\$1,798,609,100	0.11%	\$1,733,547,000	-0.17%
2013	\$1,813,900,500	0.79%	\$1,758,302,800	1.43%
2014	\$1,842,589,100	1.58%	\$1,834,327,100	4.32%
2015	\$1,859,601,900	0.92%	\$1,898,625,300	3.51%
2016	\$1,921,074,199	3.31%	\$1,935,469,700	1.94%
2017	\$1,935,315,899	0.01%	\$2,030,690,600	4.92%
2018	\$2,079,027,999	0.07%	\$2,117,615,700	4.28%
2019	\$2,189,337,669	5.31%	\$2,209,815,400	4.36%
2020	\$2,288,435,604	4.53%	\$2,366,055,000	7.07%

GENERAL GOVERNMENT

GENERAL GOVERNMENT EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
City Council	0.00
Municipal Court	1.00
City Attorney	2.20
City Administrator	0.68
Mayor	0.18
Clerk	2.63
Human Resources	2.55
Elections	0.00
Information Management	0.64
Finance	0.82
Assessor	0.10
City Hall	0.20
Other General Government	0.00
Health Department	5.00
Board of Health	0.00
Development Services	1.62
GIS	1.34
TOTAL	18.95

City Council

Program Full Time Equivalent: 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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 performance measure goal was achieved. 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: The performance measure goal was not achieved. Population decreased 0.6% from 24,742 to 24,595.
- 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: the performance measure goal was achieved. The 2020 mill rate decreased 4.48%.

Significant Program Achievements:

- 1) Adopted the 2020 Annual Budget.
- 2) Adopted 21 ordinances and 127 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 adopted 2021 City Council program cost is \$89,309. 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.

2021 Budget Significant Expenditure Changes:

- 1) Electronic Device Stipend decreases \$750 to reflect non-election year for the Mayor's position.
- 2) Seminars and conferences include \$1,200 to accommodate miscellaneous training for alderpersons.
- 3) Memberships and Subscriptions include \$6,631 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance and \$569 for miscellaneous subscriptions.
- 4) Mileage Reimbursement increases \$200 to support alderperson training opportunities.
- 5) Grants and Donations include \$5,000 for the Beautification Committee, \$2,500 for Sister Cities and \$1,200 for community service grants.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

CITY COUNCIL			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
Account Number	PERSONAL SERVICES								
100	51100	122	Hourly Wages--Part Time	\$ 56,567	\$ 57,208	\$ 27,475	\$ 57,208	\$ 58,352	2.00%
100	51100	150	FICA	813	830	412	830	846	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	182	114	123	114	111	-3.10%
			Subtotal	57,563	58,152	28,010	58,152	59,309	1.99%
			CONTRACTUAL SERVICES						
100	51100	210	Electronic Device Stipend	3,000	3,750	3750	3,750	3,000	-20.00%
100	51100	211	Postage	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	0	400	0	0	1,200	200.00%
100	51100	224	Public Notices	7,754	8,000	2,127	6,000	8,000	0.00%
			Subtotal	10,754	12,150	5,877	9,750	12,200	0.41%
			SUPPLIES AND EXPENSE						
100	51100	310	Office Supplies	1,462	1,500	825	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	7,107	7,200	6,630	7,000	7,200	0.00%
100	51100	330	Mileage Reimbursement	0	200	0	200	400	100.00%
			Subtotal	8,569	8,900	7,455	8,700	9,100	2.25%
			GRANTS, CONTRIBUTIONS, INDEM						
100	51100	720	Grants and Donations	6,500	8,700	2,500	8,700	8,700	0.00%
			Subtotal	6,500	8,700	2,500	8,700	8,700	0.00%
			CAPITAL OUTLAY						
100	51100	811	Capital Equipment	7,556	0	0	0	0	0.00%
			Subtotal	7,556	0	0	0	0	0.00%
			TOTAL	\$ 90,941	\$ 87,902	\$ 43,842	\$ 85,302	\$ 89,309	1.60%

Municipal Court

Program Full Time Equivalent: 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 residents, 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.

2021 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.

2020 Performance Measurement Data (August 2019 – July 2020):

- 1) From August, 2018 – July, 2019 intake 3,456 citations with \$542,633.93 monies collected.
Result: From August, 2019 – July, 2020 intake of 2,870 citations with \$445,952.65 monies collected.
This represented decreased collections by 17.8 % from the prior year.
- 2) Current with tax intercept, suspensions, and warrants. Collected \$8,465.96 in 2019 and \$7,794.51 in 2019 through tax intercept for the 2020 tax season.
Result: This represents decreased collections by 8 % 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 3,705 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2019-2020. (2018-2019 =4,547 proceedings)
- 3) This is a decrease of 18.5% less proceedings during 2019-2020.
- 4) Have Assistant City Attorney available for pretrial conferences on Wednesdays during adult court, initial appearances to provide quicker resolution of cases to reduce the number of appearances for a defendant who pleads not guilty.
- 5) Reopen in person court with COVID safety procedures on June 17, 2020 approved by the City of De Pere and by the Chief Judge for the 8th Judicial District of Wisconsin.

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 adopted 2021 Municipal Court program cost is \$114,665. 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.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Hourly wages decrease \$6,724 due to employee retirement in 2020.
- 2) FICA decreases \$480 due to an employee retiring in 2020.
- 3) Retirement decreases \$454 due to an employee retiring in 2020.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$4,007 due to an employee retiring in 2020 and decrease in health insurance premium.
- 5) Seminars and Conferences include \$350 for Municipal Judge and \$300 for Court clerk to attend required continuing education classes.
- 6) Consulting includes \$4,633 for TIPSS court computer program and support; \$1,500 WI Dept. of Justice for access to e-Time software; \$300 for interpreter costs and \$225 for substitute judge if needed.
- 7) Memberships and Subscriptions include \$700 for WI Supreme Court Office of Judicial Education; \$100 Municipal Judges Association dues and \$50 for Municipal Court Clerks Association.
- 8) Capital Outlay Office Equipment includes office printer \$200.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
MUNICIPAL COURT									
Account Number PERSONAL SERVICES									
100	51200	110	Salaries	\$ 21,842	\$ 22,244	\$ 10,096	\$ 22,244	\$ 22,689	2.00%
100	51200	120	Hourly Wages	49,653	53,815	31,205	55,396	47,091	-12.49%
100	51200	125	Overtime Wages	683	1,200	150	1,200	1,200	0.00%
100	51200	150	FICA	5,300	5,910	3,248	6,031	5,430	-8.13%
100	51200	151	Retirement	3,282	3,714	1,590	3,820	3,260	-12.22%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,063	28,547	12,696	29,000	24,540	-14.04%
100	51200	190	Training	0	0	0	0	0	0.00%
			Subtotal	96,823	115,430	58,985	117,691	104,210	-9.72%
CONTRACTUAL SERVICES									
100	51200	210	Telephone	90	72	36	72	72	0.00%
100	51200	211	Postage	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	23	650	0	650	650	0.00%
100	51200	215	Consulting	5,876	6,358	5,233	6,358	6,658	4.72%
			Subtotal	5,989	7,080	5,269	7,080	7,380	4.24%
SUPPLIES AND EXPENSE									
100	51200	310	Office Supplies	1,269	1,575	1,161	1,575	1,575	0.00%
100	51200	315	Publications	79	79	0	80	80	1.27%
100	51200	320	Memberships/Subscriptions	845	855	845	855	855	0.00%
100	51200	330	Mileage Reimbursement	12	365	59	365	365	0.00%
			Subtotal	2,205	2,874	2,064	2,875	2,875	0.03%
CAPITAL OUTLAY									
100	51200	810	Capital Equipment	1,990	0	0	0	0	0.00%
100	51200	811	Office Equipment	0	0	0	0	200	100.00%
			Subtotal	1,990	0	0	0	200	100.00%
			TOTAL	\$ 107,007	\$ 125,384	\$ 66,318	\$ 127,646	\$ 114,665	-8.55%

City Attorney

Program Full Time Equivalent: 2.2

Program Mission: To provide fair and impartial legal services to the entire City organization in an effective and efficient manner. The city organization includes: the Common Council, its standing committees (Finance/Personnel, License, Board of Public Works), its Boards (Board of Park Commissioners, Zoning Board of Appeals, Board of Review, Board of Health), its Commissions (Police & Fire Commission, City Plan Commission, Historic Preservation Commission, Commission on Aging) and Authorities (Redevelopment Authority, Housing Authority).

List of Program Service(s) Descriptions:

(1) GENERAL LEGAL SERVICES

- (a) *Legal research and writing:* legal research of state and federal statutes, regulations and case law; draft ordinances, memoranda and/or opinions on topics researched.
- (b) *Public records/open meetings:* review of/and/or advice on compliance with open meetings regulations; answer questions on open meetings and public records; assist in responding to complex public records release issues.
- (c) *Service contract/agreement drafting/review:* draft a variety of agreements and amendments; determine if breach has occurred; advice on remedies.
- (d) *Parliamentarian:* advises on Roberts's Rules of Order during and outside of meetings to ensure formalities followed to avoid challenge.
- (e) *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; researching past agreements to determine compliance.
- (b) *Zoning:* advice on protest petitions, moratoria, super-majority requirements and other miscellaneous zoning issues; variances and conditional use applications and permits, 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 for sale and/or purchase of city property including obtaining title insurance; minimizing exceptions/issues identified in title insurance; drafting and properly recording closing documents.
- (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 and 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*: advise on statutory and city regulations, including CBCWA, well permitting and well abandonment.
- (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 supervisors 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*: including counsel retained by insurance company; acts as liaison to outside 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.

(6) PUBLIC SAFETY

- (a) *Nuisance abatement*: coordinates code enforcement departments addressing problem properties; 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*: prosecutes all contested municipal citations on behalf of city; advises and counsels departments and law enforcement officers on enforcement of city ordinances and ordinance interpretation; assists enforcement departments with code compliance strategies.
- (c) *Liquor license matters*: Advises on liquor license issues; represents police department in license suspension, hearings; arranges for substitute legal counsel to advice council during said hearings.

(7) ASSISTANT CITY ADMINISTRATOR

- (a) City Attorney 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** – Part funded 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.

2021 Performance Measurements:

Measure #1: GENERAL LEGAL SERVICES

Obtain approval of an adopted Electronic Record Retention and Retrieval Policy that conforms with State Admin Code to permit use of electronic documents as originals to assist in document storage and retrieval resulting in 10% increased efficiency in document storage.

2020 Performance Measurements (Data 8/2019-8/2020):

Measure #1: GENERAL LEGAL SERVICES – Not Obtained

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

Significant 2020 Program Achievements (8/2019 – 8/2020):

- A) Negotiated, drafted and finalized 5 Development Agreements guaranteeing over \$38 million in new assessed value.
- B) Provided wide-ranging legal response to COVID-19 Pandemic.
- C) With City Administrator, performed duties of Development Services Director during vacancy in position.
- D) Oversaw 3 environmental studies covering city properties slated for redevelopment activities.
- E) Assistant City Attorney guided successful code compliance involving 10 “problem properties” (with multiple code violation issues).
- F) Paralegal provided assistance integral to Development Services administration of COVID-19 Relief Loan Program.

Existing Program Standards Including Importance to Community:

- (1) City Attorney impartiality and independence; can only provide legal advice to the municipal corporation and its components.
 - (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 require 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 adopted 2021 City Attorney budget is \$310,534. 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.

2021 Program Objectives:

- (1) Draft and have adopted an Electronic Record Retention and Retrieval Policy that conforms to Admin Code for use of electronic documents as originals.
- (2) Draft innovative Developer's Agreements for redevelopment opportunities in the Downtown.
- (3) Complete a comprehensive update to Municipal Code.
- (4) Develop processes for an additional 10 department procedures to increase efficiency.

2021 Budget Significant Expenditure Changes:

- (1) Overtime wages increased \$50 to allow paralegal the option of overtime pay for minute taking responsibilities.
- (2) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$2,868 due to decrease in health insurance premium.

- (3) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing legal education for city attorney, assistant city attorney and certified paralegal. Increase due to one national conference included in 2021 budget.
- (4) Consulting account consists of costs expended for outside assistance such as register of deeds, title insurance, title reports (\$2,500), outside counsel on specialized matters (\$5,000); and comprehensive update of municipal code (\$26,000).
- (5) Cell/data increased 100% due to Asst. City Atty. electing option to be reimbursed (\$40/mo) for work use of personal cell
- (6) Memberships/Subscriptions include: State Bar (\$1,000), Brown County Bar (\$100), International Municipal Lawyers Association (\$650) and Paralegal Certification (\$75).
- (7) Capital Outlay Office Equipment includes \$350 for standing workstation for Assistant City Attorney and \$150 for additional computer monitor for Paralegal.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
CITY ATTORNEY									
Account Number	PERSONAL SERVICES								
100	51300	110	Salaries	\$ 122,307	\$ 150,001	\$ 68,046	\$ 150,001	\$ 151,767	1.18%
100	51300	120	Hourly Wages	37,526	38,693	17,546	38,693	40,491	4.65%
100	51300	125	Overtime Wages	23	0	11	11	50	100.00%
100	51300	150	FICA	11,198	14,435	6,808	14,436	14,712	1.92%
100	51300	151	Retirement	10,204	12,737	5,378	12,737	12,981	1.92%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	40,328	45,525	22,669	45,525	42,657	-6.30%
100	51300	190	Training	0	0	0	0	0	0.00%
			Subtotal	221,585	261,391	120,459	261,403	262,658	0.48%
			CONTRACTUAL SERVICES						
100	51300	210	Telephone	559	450	229	450	450	0.00%
100	51300	211	Postage	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	4,504	2,500	260	1,500	3,500	40.00%
100	51300	215	Consulting	26,949	33,500	849	7,500	33,500	0.00%
100	51300	218	Cell/Radio	480	480	320	780	960	100.00%
100	51300	219	Data	2,829	4,086	1,968	4,086	4,086	0.00%
			Subtotal	35,321	41,016	3,625	14,316	42,496	3.61%
			SUPPLIES AND EXPENSE						
100	51300	310	Office Supplies	287	350	118	350	350	0.00%
100	51300	315	Publications	1,337	2,150	755	2,150	2,215	3.02%
100	51300	320	Memberships/Subscriptions	2,038	2,150	555	2,150	2,215	3.02%
100	51300	330	Mileage Reimbursement	100	100	7	100	100	0.00%
			Subtotal	3,762	4,750	1,435	4,750	4,880	2.74%
			CAPITAL OUTLAY						
100	51300	810	Capital Equipment	0	1,750	0	1,750	500	-71.43%
			Subtotal	0	1,750	0	1,750	500	-71.43%
			TOTAL	\$ 260,668	\$ 308,907	\$ 125,519	\$ 282,219	\$ 310,534	0.53%

City Administrator

Program Full Time Equivalent: 0.68

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.

2021 Performance Measures:

- 1) Increase diversity of municipal staff by three percent through implementation of initiatives and policies implemented or adopted by the City's Diversity and Inclusiveness Team or City Council. The intent is to more appropriately balance the ratio of male to female employees in what are typically male or female dominated fields and to increase the racial, ethnic and cultural diversity of our workforce.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase diversity of municipal staff by three percent through implementation of initiatives and policies implemented or adopted by the City's Diversity and Inclusiveness Team or City Council. The intent is to more appropriately balance the ratio of male to female employees in what are typically male or female dominated fields and to increase the racial, ethnic and cultural diversity of our workforce.
 - a. Result: Performance measure was not achieved. The City hired 16 new employees from July 1, 2019 through June 30, 2020. None of the 16 or 0% of the new employees matched the diversity definition identified in the performance measure.

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 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.
- 5) Continued to provide oversight and direct assistance to employee teams working on issues associated with sustainable practices, diversity and inclusiveness, employee pay and performance, health benefits and urban orchards.
- 6) Developed ongoing fiscal strategies for the City that enhances the overall quality of municipal services and quality of life in the community.
- 7) Served as project manager for the Nicolet Art Alley.
- 8) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
- 9) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 10) Provided oversight management and promoted development throughout the community.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The adopted 2021 City Administrator program cost is \$157,693. 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,207 due to decrease in health insurance premium.
- 2) Training includes \$1,200 for miscellaneous seminars and webinars throughout the year.
- 3) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 4) Memberships / Subscriptions increases \$500 and includes \$1,225 ICMA; \$275 WCMA; \$1,000 for misc. memberships and publications for Communications Specialist and City Administrator.
- 5) Operating Supplies decreases \$10,000 and includes \$20,000 for Strategic Visioning & Branding Initiative supplies and \$6,000 for City sustainability initiatives.
- 6) Capital Outlay Office Equipment includes \$200 to purchase miscellaneous equipment for Communications Specialist and City Administrator.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
CITY ADMINISTRATOR									
Account Number	PERSONAL SERVICES								
100	51410	110	Salaries	\$ 82,248	\$ 82,351	\$ 38,954	\$ 82,351	\$ 86,303	4.80%
100	51410	150	FICA	5,923	6,300	3,334	6,300	6,602	4.80%
100	51410	151	Retirement	5,527	5,559	2,512	5,559	5,825	4.80%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,275	18,470	9,480	18,470	17,263	-6.54%
100	51410	190	Training	243	1,200	0	800	1,200	0.00%
			Subtotal	113,217	113,880	54,279	113,480	117,193	2.91%
			CONTRACTUAL SERVICES						
100	51410	210	Telephone	753	740	370	740	740	0.00%
100	51410	211	Postage	0	0	0	0	0	0.00%
100	51410	212	Seminars and Conferences	1,138	4,200	542	2,500	4,200	0.00%
100	51410	218	Cell/Radio	960	960	400	960	960	0.00%
100	51410	219	Data	0	0	0	0	0	0.00%
			Subtotal	2,850	5,900	1,312	4,200	5,900	0.00%
			SUPPLIES AND EXPENSE						
100	51410	310	Office Supplies	1,997	800	5	500	800	0.00%
100	51410	320	Memberships/Subscriptions	2,490	2,000	218	2,000	2,500	25.00%
100	51410	331	Mileage Reimbursement	4,728	5,100	1,750	4,750	5,100	0.00%
100	51410	340	Operating Supplies	14,667	36,000	748	36,000	26,000	-27.78%
			Subtotal	23,882	43,900	2,720	43,250	34,400	-21.64%
			CAPITAL OUTLAY						
100	51410	811	Office Equipment	600	200	0	100	200	0.00%
100	51410	830	Furniture	0	0	0	0	0	0.00%
			Subtotal	600	200	0	100	200	0.00%
			TOTAL	\$ 140,549	\$ 163,880	\$ 58,311	\$ 161,030	\$ 157,693	-3.77%

Mayor

Program Full Time Equivalent: 0.18

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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
 - a. Result: Data not compiled for this period due to retirement of former Mayor and election of new Mayor in April, 2020.
- 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: 92% 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: Data not compiled for this period due to retirement of former Mayor and election of new Mayor in April, 2020.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2019 / 2020 and proposed the 2020 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 2021 Mayor program cost is \$66,783. 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$316 due to decrease in health insurance premium.
- 2) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.
- 3) Dignity and Respect Program includes \$20,000 for new program to be initiated in 2021.
- 4) Office Supplies decreases \$100 to reflect adjustment in estimated expenditures.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
MAYOR									
Account Number	PERSONAL SERVICES								
100	51415	122	Hourly Wages Part Time	\$ 33,958	\$ 34,621	\$ 16,368	\$ 34,621	\$ 35,570	2.74%
100	51415	150	FICA	2,445	2,649	961	2,649	2,721	2.74%
100	51415	151	Retirement	599	653	272	653	683	4.65%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,472	4,715	2,190	4,715	4,399	-6.69%
			Subtotal	41,474	42,637	19,792	42,637	43,373	1.73%
			CONTRACTUAL SERVICES						
100	51415	210	Telephone	1,155	930	468	930	930	0.00%
100	51415	212	Seminars and Conferences	1,023	1,500	0	500	1,500	0.00%
100	51415	213	Dignity and Respect Program	0	0	0	0	20,000	100.00%
100	51415	218	Cell/Radio	480	480	240	480	480	0.00%
			Subtotal	2,658	2,910	708	1,910	22,910	687.29%
			SUPPLIES AND EXPENSE						
100	51415	310	Office Supplies	82	300	0	100	200	-33.33%
100	51415	330	Mileage Reimbursement	208	300	0	100	300	0.00%
			Subtotal	290	600	0	200	500	-16.67%
			CAPITAL OUTLAY						
100	51415	830	Office Equipment	357	0	0	0	0	0.00%
			Subtotal	357	0	0	0	0	0.00%
			TOTAL	\$ 44,780	\$ 46,147	\$ 20,499	\$ 44,747	\$ 66,783	44.72%

Clerk

Program Full Time Equivalent: 2.63

Program Mission:

To maintain official Council Proceedings, committee agendas & 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 ensures that all city taxes are collected.

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*– Collect as well as prepare and review tax documents in accordance with Department of Revenue mandates.

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 ensures 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.

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 ensure the public is properly protected when using these services.
- 3) Increase tax collections and return on the investment of City funds.

2021 Performance Measures:

- 1) Continue digitizing resolutions and ordinances from years prior to 2005, either utilizing the current process or through the implementation of a document management system. Documents from the years 2001 – 2004 will be completed by June 2021.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Measure: Digitize resolutions and ordinances from 2000 – 2004 by June 2020.
 - a. Result: Still in progress; delayed by the pandemic and the resulting strain on staff with the spring election. Resolutions and ordinances from 2000 were added to the digital library. A searchable log with hyperlinks was added to the shared network drive accessible to all employees.

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 ensure 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 2021 Clerk’s Office program cost is \$231,694. 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 ensures 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.

2021 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 the electronic agenda process.
- 3) Continue to improve overall process for issuing Special Event Permits.
- 4) Continue working on the implementation of online permit/application acceptance and payment.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,539 due to decrease in health insurance premium.
- 2) Seminars and Conferences remained at \$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 totaling \$400. Also includes \$500 for tuition to the UWGB Clerk's Institute for the Deputy Clerk-Treasurer position.
- 3) Consulting includes \$8,000 for Municipal Code update services and \$500 for paid county specials.
- 4) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - \$130; WMTA - \$55.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
CLERK									
Account Number	PERSONAL SERVICES								
100	51420	110	Salaries	\$ 49,841	\$ 54,302	\$ 24,628	\$ 49,256	\$ 56,962	4.90%
100	51420	120	Hourly Wages	93,074	101,102	45,851	91,702	103,116	1.99%
100	51420	122	Hourly Wages Part Time	8,272	6,396	3,809	7,618	6,474	1.22%
100	51420	125	Overtime Wages	252	0	26	26	0	0.00%
100	51420	150	FICA	10,544	11,981	5,765	10,896	12,340	2.99%
100	51420	151	Retirement	9,132	10,490	4,422	9,516	10,805	3.01%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,194	26,227	12,732	25,464	24,688	-5.87%
100	51420	190	Training	0	0	0	0	0	0.00%
			Subtotal	196,308	210,498	97,235	194,478	214,386	1.85%
			CONTRACTUAL SERVICES						
100	51420	210	Telephone	3,152	2,538	1,274	2,548	2,538	0.00%
100	51420	211	Postage	3,722	3,900	3,421	3,421	3,800	-2.56%
100	51420	212	Seminars and Conferences	525	900	0	489	900	0.00%
100	51420	215	Consulting	9,502	8,500	2,057	6,000	8,500	0.00%
			Subtotal	16,900	15,838	6,752	12,458	15,738	-0.63%
			SUPPLIES AND EXPENSE						
100	51420	310	Office Supplies	635	1,000	74	700	1,000	0.00%
100	51420	315	Publications	135	135	0	0	135	0.00%
100	51420	320	Memberships/Subscriptions	185	185	285	285	185	0.00%
100	51420	330	Mileage Reimbursement	0	250	0	50	250	0.00%
			Subtotal	955	1,570	359	1,035	1,570	0.00%
			CAPITAL OUTLAY						
100	51420	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 214,163	\$ 227,906	\$ 104,345	\$ 207,971	\$ 231,694	1.66%

Human Resources

Program Full Time Equivalent: 2.55

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, self-insured health insurance, self-insured and fully insured dental insurance, vision insurance, long term disability, life insurance, employee assistance program, identity theft, FMLA, employee development program, flexible spending, Health Reimbursement Accounts, COBRA, health assessments, FICA alternative plan, pension plan 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 Enforcement*. Assist employees and departments on a broad range of employee/workplace issues or questions. Establishes and administers all City policies and procedures.

Important Outputs:

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

Expected Outcomes:

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

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

2021 Performance Measures:

- 1) 5% increase in distinct patients meeting with onsite health nurse by continued education and outreach (comparing 1st half of 2020 with first half of 2021).
- 2) 80% employee and spouse medical plan participants completed a health assessment and 70% completion of all age appropriate screenings and exams through health assessment incentive and education
- 3) 30 medical plan participants registered online with Teledoc by education and outreach

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Measure: 5% Increase in amount of medical participants filling prescription drugs through CVS or Target Pharmacy by added education and outreach.
 - a. Result: 11% decrease in the amount of prescriptions filled through CVS/Target (comparing 1st half of 2019 to first half of 2020). Less total scripts filled may have contributed to reduction.
- 2) Measure: 5% increase in new employees meeting with onsite health nurse
 - a. Result: 2% increase in amount of new employees meeting with onsite nurse. (COVID-19 likely affected this number)
- 3) Measure: 80% employee participation in Health Assessments and 70% complete all age appropriate screenings and exam through health assessment incentive and education.
 - a. Result: 75.2% of medical plan participants completed the health assessment and 65.4% complete all age appropriate screenings and exams.

Significant Program Achievements (July 2019 to June 2020):

- 1) Filled a significant amount of positions in an expedited timeframe
- 2) Managed a number of different employee issues effectively
- 3) Instrumental in getting our workforce ready for COVID-19; created extensive policies; made appropriate leadership decisions; effectively dealt with numerous employees and supervisor issues
- 4) Created and updated various policy changes
- 5) 3% decrease to health insurance premiums for 2020 due to proactive changes and closely managing the plan
- 6) Redesign of HR website

- 7) Developed retention schedule of various files; cleaned out 30+ years' worth of files in file room

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 2 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 2021 Personnel/Human Resources program cost is \$362,922. 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.

2021 Program Objectives:

- 1) Enhancements to our onboarding/recruitment processes
- 2) Establish a strategic plan to continue efforts to diversify workforce
- 3) Continue working to fill open positions in an expedited manner forecasting a large number retirements
- 4) Updates to HIPPA policies/practices
- 5) Implement Direct Primary Care and other benefit plan design changes

- 6) Negotiate successor police and fire labor agreements
- 7) Creation of new policies (Hep B, work from home, etc.)

2021 Significant Budget Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decrease \$2,165 due to decrease in health insurance premium.
- 2) Organizational Training includes various all employee training (harassment/workplace behavior training, diversity, etc.)
- 3) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, one out of state conference, and other employment seminars
- 4) Consulting increase \$2,400 due to SDS (safety data sheet) online software, consulting includes Employee Assistance Program Services (\$11,000), online recruitment system (\$5,500) online performance management system (\$5,000), and Compensation Consultant (\$2,500)
- 5) Memberships and subscriptions include, Society for Human Resources Management (SHRM), Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
HUMAN RESOURCES									
Account Number	PERSONAL SERVICES								
100	51430	110	Salaries	\$ 151,030	\$ 157,157	\$ 71,255	\$ 157,157	\$ 161,684	2.88%
100	51430	120	Hourly Wages	34,899	37,204	16,872	37,204	37,941	1.98%
100	51430	122	Hourly Wages Part Time	19,472	18,900	3,062	15,000	19,500	3.17%
100	51430	125	Overtime Wages	0	100	0	0	0	-100.00%
100	51430	150	FICA	13,524	15,150	6,981	15,086	15,554	2.66%
100	51430	151	Retirement	12,125	13,126	5,509	13,119	13,475	2.66%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	55,009	53,826	26,892	53,826	50,304	-6.54%
100	51430	192	Tuition Assistance	2,735	4,000	5,168	5,168	4,175	4.38%
100	51430	193	Organizational Training	1,460	2,700	0	2,700	2,700	0.00%
			Subtotal	290,253	302,163	135,740	299,260	305,332	1.05%
			CONTRACTUAL SERVICES						
100	51430	210	Telephone	1,190	1,054	527	1,054	1,054	0.00%
100	51430	211	Postage	18	100	16	100	100	0.00%
100	51430	212	Seminars and Conferences	4,592	4,700	265	500	4,800	2.13%
100	51430	215	Consulting	16,335	24,000	7,389	24,000	26,400	10.00%
			Subtotal	22,135	29,854	8,197	25,654	32,354	8.37%
			SUPPLIES AND EXPENSE						
100	51430	310	Office Supplies	832	930	243	930	930	0.00%
100	51430	315	Publications	155	200	0	0	200	0.00%
100	51430	320	Memberships/Subscriptions	974	1,000	804	1,000	1,030	3.00%
100	51430	330	Mileage Reimbursement	283	550	0	400	575	4.55%
100	51430	340	Recruiting	29,635	21,500	5,708	15,000	22,500	4.65%
			Subtotal	31,879	24,180	6,754	17,330	25,235	4.36%
			CAPITAL OUTLAY						
100	51430	811	Office Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 344,267	\$ 356,197	\$ 150,692	\$ 342,244	\$ 362,922	1.89%

Elections

Program Full Time Equivalent: 0

Program Mission:

To coordinate, conduct, and administer elections pursuant to federal and state regulations including 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 2021.
- 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, state and federal offices to provide citizens an opportunity to elect candidates to represent their interests in governmental matters.
- 2) *Federal & State Compliance for WisVote* – 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 the primary and general elections compared with Elections in 2019.
- 2) Maintain 100% compliance with Statewide Voter Registration System (WisVote) for voter registration, the HAVA & MOVE regulations, Voter Photo ID regulations and proof of residence regulations.
- 3) Maintain 100% certification and recertification requirements for chief election inspectors and election inspectors.

2021 Performance Measures:

- 1) Provide training prior to each election on new equipment (Badger Book electronic poll books).
- 2) Create online training videos for poll workers.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Measure: Provide training prior to each election on new equipment (ExpressVote ADA compliant ballot marking equipment) and to maintain required certifications for 100% of election inspectors scheduled to work each election.
 - a. Result: Poll workers and Chief Inspectors were successfully trained on the ExpressVote equipment. 100% training certification was maintained.

Significant Program Achievements:

- 1) Completed all elections in compliance with federal and state regulations.
- 2) Complied 100% with new Photo ID laws.

Existing Program Standards Including Importance to Community:

- 1) Conduct Elections in accordance with federal and state regulations including 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 2021 Elections program cost is \$22,850. 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.

2021 Program Objectives

- 1) Continue to increase absentee voter returns and decrease the number of absentee ballots going to non-responsive voters.
- 2) Continue to encourage online voter registration.
- 3) Complete training and begin rollout of electronic poll books.

2021 Budget Significant Expenditure Changes:

- 1) Poll worker hourly wages decreased \$35,500 due to handling two scheduled elections in 2021 versus four in 2020.
- 2) Seminars and conferences remained at \$300. Includes miscellaneous continuing education classes on election administration.
- 3) Consulting decreased \$6,000 due to a decrease in the 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 decrease in the number of elections.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
ELECTIONS									
Account Number	PERSONAL SERVICES								
100	51440	120	Hourly Wages	\$0	\$0	\$0	\$0	\$0	0.00%
100	51440	125	Overtime Wages	0	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	6,269	50,000	10,435	35,000	14,500	-71.00%
100	51440	150	FICA	1	0	8	8	0	0.00%
100	51440	151	Retirement	0	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	4	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0.00%
			Subtotal	6,274	50,000	10,443	35,008	14,500	-71.00%
			CONTRACTUAL SERVICES						
100	51440	210	Telephone	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	496	300	489	489	300	0.00%
100	51440	215	Consulting	6,738	12,000	7,601	14,000	6,000	-50.00%
			Subtotal	7,234	12,300	8,090	14,489	6,300	-48.78%
			SUPPLIES AND EXPENSE						
100	51440	310	Office Supplies	1,152	3,500	4,248	8,500	2,000	-42.86%
100	51440	315	Publications	0	0	0	0	0	0.00%
100	51440	320	Memberships/Subscriptions	0	0	0	0	0	0.00%
100	51440	330	Mileage Reimbursement	16	50	0	0	50	0.00%
			Subtotal	1,168	3,550	4,248	8,500	2,050	-42.25%
			CAPITAL OUTLAY						
100	51440	810	Capital Equipment	13,760	800	577	577	0	-100.00%
100	51440	811	Office Equipment	0	0	0	0	0	0.00%
			Subtotal	13,760	800	577	577	0	-100.00%
			TOTAL	\$ 28,436	\$ 66,650	\$ 23,358	\$ 58,574	\$ 22,850	-65.72%

Information Management

Program Full Time Equivalent: 0.64

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* – Create and maintain 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 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.

2021 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.

2020 Performance Measurement Data (July 2019– June 2020):

- 1) Limit system downtime to non-business hours, less than 1 hour per month average.
 - a. Result: No major unscheduled 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 offsite backup appliance in the St. Norbert College data center.
- 2) Assisted city wide upgrade from Windows 7 to Windows 10.
- 3) Replaced end of life virtual server as part of IT hardware replenishment schedule.
- 4) Implemented Mobile Device Management solution for Fire and Police tablets.
- 5) In response to COVID-19 led work from home (WFH) IT initiative for 30+ users.
- 6) In response to COVID-19 implemented virtual meeting platform for city wide use.

- 7) In response to COVID-19 implemented a file sharing solution for use with Legion pool reservations.
- 8) In response to COVID-19 upgraded firewall/VPN appliance to provide additional WFH capacity.
- 9) In response to COVID-19 implemented terminal services platform to allow efficient WFH financial system access.
- 10) In response to COVID-19 implemented softphone capability to allow WFH phone system access.

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 adopted 2021 Information Management program cost is \$144,217. 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.

2021 Program Objectives:

- 1) Create remote access to digital systems via cloud services.
- 2) Complete implementation of IT Helpdesk solution to better service customers.
- 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Comp Ins decreased \$1,138 due to decrease in health insurance premium.
- 2) Training includes \$3,500 to attend cyber security training.
- 3) Seminars & Conferences include Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences, Multi-State Information Sharing & Analysis Center (MS-ISAC) annual meeting and the Wisconsin Governor's Cybersecurity Summit.
- 4) Operating Supplies increased \$1,675 (10.5%). General Fund share is 28%. Increase is due to additional cost associated with replacement of WFH devices.
- 5) Memberships include Wisconsin Cyber Response Team (CRT), Governmental Information Processing Association of Wisconsin (GIPAW), Multi-State Information Sharing and Analysis Center (MS-ISAC) and Sourcewell Cooperative Purchasing (formerly NJPA).

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
INFORMATION MANAGEMENT									
PERSONAL SERVICES									
100	51450	110	Salaries	\$ 60,063	\$ 61,648	\$ 27,961	\$ 61,648	\$ 64,523	4.66%
100	51450	150	FICA	3,993	4,716	2,077	4,716	4,936	4.66%
100	51450	151	Retirement	3,924	4,161	1,756	4,161	4,355	4.66%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	17,479	17,078	8,568	17,078	15,940	-6.67%
100	51450	190	Training	2,654	3,500	1,069	1,500	3,500	0.00%
			Subtotal	88,113	91,103	41,432	89,103	93,254	2.36%
CONTRACTUAL SERVICES									
100	51450	210	Telephone	0	0	0	0	0	0.00%
100	51450	211	Postage	0	0	0	0	0	0.00%
100	51450	212	Seminars and Conferences	2,039	2,500	0	1,000	2,500	0.00%
100	51450	215	Consulting	0	0	0	0	0	0.00%
100	51450	218	Cell/Radio	643	624	276	624	648	3.85%
100	51450	219	Data	0	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	1,268	1,251	0	1,251	1,251	0.00%
100	51450	290	Other Contractual Services	7,341	28,185	2,817	19,000	28,420	0.83%
			Subtotal	11,292	32,560	3,093	21,875	32,819	0.80%
SUPPLIES AND EXPENSE									
100	51450	310	Office Supplies	265	300	11	300	300	0.00%
100	51450	320	Memberships/Subscriptions	50	50	50	50	50	0.00%
100	51450	330	Mileage Reimbursement	35	165	15	50	165	0.00%
100	51450	340	Operating Supplies	12,800	15,954	7,312	15,924	17,629	10.50%
			Subtotal	13,150	16,469	7,389	16,324	18,144	10.17%
CAPITAL OUTLAY									
100	51450	810	Capital Equipment	30,670	25,000	24,723	25,000	0	-100.00%
			Subtotal	30,670	25,000	24,723	25,000	0	-100.00%
			TOTAL	\$ 143,224	\$ 165,132	\$ 76,636	\$ 152,302	\$ 144,217	-12.67%

Finance Department

Program Full Time Equivalent: 0.82

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. The Finance Department also ensures that City funds are invested as to optimize return in accordance with state statutes.

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.
- 4) *Investment Recordkeeping* – Invest and account for City funds to provide the maximum return in accordance with state statutes.

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.
- 4) *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 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.

2021 Performance Measures:

- 1) Implement on-line payment of licensing, and other public charges for service by the end of January 2021 which will enhance customer satisfaction and enable office staff to streamline the collection process.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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, 2020.

Significant Program Achievements:

- 1) Completed the 2020 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.
- 4) Anticipating September 2020 implementation of online forms and payment portal on City's website.

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 adopted 2020 Finance Department program cost is \$137,559. 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. The program also invests City funds in compliance with state statutes.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$897 due to decrease in health insurance premium.
- 2) Seminars includes three GFOA finance seminars for \$700, including hotels, meals and travel.
- 3) Consulting includes INCODE software maintenance and credit card transaction fees and also \$12,950 for the annual maintenance on Seamless Docs forms and online payment software.
- 4) Memberships and Subscriptions includes WICPA \$325; AICPA \$325; Value Purchasing Group \$25; and GFOA \$50.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
FINANCE									
Account Number PERSONAL SERVICES									
100	51500	110	Salaries	\$ 53,770	\$ 54,508	\$ 24,723	\$ 54,508	\$ 55,590	1.99%
100	51500	120	Hourly Wages	17,437	18,221	8,281	18,221	19,060	4.60%
100	51500	125	Overtime Wages	0	0	0	0	0	0.00%
100	51500	150	FICA	5,206	5,564	2,671	5,564	5,711	2.64%
100	51500	151	Retirement	4,641	4,909	2,071	4,909	5,039	2.64%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,743	13,857	6,557	13,857	12,960	-6.47%
100	51500	190	Training	0	0	0	0	0	0.00%
			Subtotal	94,797	97,059	44,304	97,059	98,359	1.34%
CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,423	2,400	1,200	2,400	2,400	0.00%
100	51500	211	Postage	0	0	0	0	0	0.00%
100	51500	212	Seminars and Conferences	431	700	25	700	700	0.00%
100	51500	215	Consulting	19,989	19,925	11,481	19,925	21,950	10.16%
100	51500	219	Auditing	12,500	12,500	0	12,500	12,500	0.00%
			Subtotal	35,342	35,525	12,706	35,525	37,550	5.70%
SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	277	775	51	775	775	0.00%
100	51500	320	Memberships/Subscriptions	660	725	310	725	725	0.00%
100	51500	330	Mileage Reimbursement	114	150	0	150	150	0.00%
			Subtotal	1,050	1,650	361	1,650	1,650	0.00%
CAPITAL OUTLAY									
100	51500	810	Capital Equipment	0	0	0	0	0	0.00%
100	51500	811	Office Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 131,190	\$ 134,234	\$ 57,371	\$ 134,234	\$ 137,559	2.48%

Assessor

Program Full Time Equivalent: 0.10

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 ensuring fair taxation of all residential, commercial, and 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.

2021 Performance Measures:

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2021.
- 2) Physical inspection of 100% of partially completed construction will be completed by January 15, 2021.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2021.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2021.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2019.
 - a. Result: 100% of businesses received personal property forms by December 31, 2019.
- 2) Inspect partially completed construction by January 15, 2020.
 - a. Result: 100% of partially completed construction inspections were completed on January 15, 2020.
- 3) Provide computer exemption reports to Department of Revenue by May 1, 2020.
 - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2020.
- 4) Review and revise parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2020.
 - a. Result: 100% of parcel splits, combinations, new subdivisions, and name changes were reviewed and revised by April 1, 2020.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.
 - a. Result: 100% of real estate value reports were submitted to the Department of Revenue by June 8, 2020.

Significant Program Achievements:

- 1) Had educational assessment information placed on City of De Pere website.
- 2) Determined timely partial assessments on January 5, 2020.
- 3) Provided building permit applications to Accurate Appraisal LLC via computer.
- 4) Worked closely with Accurate Appraisal LLC and general public answering property/construction valuation questions.
- 5) Open Book meetings were held April 15, April 16, and May 21, 2020.
- 6) Board of Review was held on June 10, 2020.

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 2021 Assessor budget is \$60,841. 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.

2021 Significant Budget Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$180 due to decrease in health insurance premium.
- 2) Consulting includes an estimated \$11,000 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$39,800 for Accurate Appraisal LLC's assessment maintenance contract fee.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
ASSESSOR									
Account Number PERSONAL SERVICES									
100	51530	120	Hourly Wages	\$ 4,615	\$ 4,738	\$ 2,148	\$ 4,296	\$ 4,955	4.57%
100	51530	125	Overtime Wages	2	0	0	0	0	0.00%
100	51530	150	FICA	301	362	161	329	379	4.57%
100	51530	151	Retirement	301	320	135	290	334	4.57%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,625	2,803	1,278	2,556	2,623	-6.42%
100	51530	190	Training	0	0	0	0	0	0.00%
			Subtotal	7,844	8,223	3,722	7,471	8,291	0.82%
			CONTRACTUAL SERVICES						
100	51530	210	Telephone	1,853	1,500	750	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	51530	215	Consulting	51,011	50,800	36,733	51,000	50,800	0.00%
100	51530	290	Other Contractual Services	0	0	0	0	0	0.00%
			Subtotal	52,864	52,300	37,483	52,500	52,300	0.00%
			SUPPLIES AND EXPENSE						
100	51530	310	Office Supplies	100	250	0	200	250	0.00%
100	51530	320	Memberships/Subscriptions	0	0	0	0	0	0.00%
100	51530	330	Mileage Reimbursement	0	0	0	0	0	0.00%
			Subtotal	100	250	0	200	250	0.00%
			CAPITAL OUTLAY						
100	51530	811	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 60,808	\$ 60,773	\$ 41,206	\$ 60,171	\$ 60,841	0.11%

City Hall

Program Full Time Equivalent: 0.20

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.

2021 Performance Measures:

- 1) Reduce utility cost for both electric and gas by 1% through improvements in energy efficiencies.

2020 Performance Measurement Data:

- 1) Reduce utility cost by 1% through improvements in energy efficiencies.
 - a. 2019 total utility expenses = \$42,444.38. 2020 total utility expenses = \$42,034.54. This is a decrease of \$409.84 or 0.97%. Performance measure not met.

Significant Program Achievements:

- 1) Updated HVAC controls to server based control.
- 2) Mayor's office painted.
- 3) Painted numerous hallways.
- 4) Installed City branded wall paper.
- 5) Constructed IT office.
- 6) Installed EOC doors on 2nd floor.
- 7) Constructed COVID barriers throughout the building.

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 2021 City Hall program budget is \$135,329. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$348 due to decrease in health insurance premium.
- 2) Consulting includes landscaping services and HVAC services.
- 3) Cleaning Service Contract increased \$2,000 to reflect actual costs.
- 4) Capital outlay includes \$10,000 for City Hall Facility repair fund.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
CITY HALL									
Account Number PERSONAL SERVICES									
100	51600	120	Hourly Wages	\$ 7,409	\$ 12,000	\$ 9,357	\$ 16,000	\$ 12,240	2.00%
100	51600	125	Overtime Wages	0	0	0	0	0	0.00%
100	51600	126	Seasonal Labor	352	500	297	600	500	0.00%
100	51600	150	FICA	510	918	688	1,233	944	2.79%
100	51600	151	Retirement	482	810	599	1,080	826	2.00%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,939	4,767	3,898	4,767	4,419	-7.30%
			Subtotal	11,692	18,995	14,839	23,680	18,929	-0.35%
			CONTRACTUAL SERVICES						
100	51600	210	Telephone	2,300	1,900	4,203	4,203	1,900	0.00%
100	51600	215	Consulting	6387	10,000	1,650	10000	10,000	0.00%
100	51600	217	Cleaning Service Contract	19,178	20,000	11,166	25,000	22,000	10.00%
100	51600	220	Utilities	50,867	48,500	12,276	48,500	48,500	0.00%
			Subtotal	78,733	80,400	29,294	87,703	82,400	2.49%
			SUPPLIES AND EXPENSE						
100	51600	314	Repairs and Maintenance	12,990	12,000	2,577	12,000	12,000	0.00%
100	51600	340	Operating Supplies	8,976	12,000	3,502	12,000	12,000	0.00%
			Subtotal	21,966	24,000	6,078	24,000	24,000	0.00%
			CAPITAL OUTLAY						
100	51600	810	Capital Equipment	17,659	10,000	2,605	10,000	10,000	0.00%
			Subtotal	17,659	10,000	2,605	10,000	10,000	0.00%
			TOTAL	\$ 130,050	\$ 133,395	\$ 52,817	\$ 145,383	\$ 135,329	1.45%

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 bonus pay program.

Costs and Benefits of Program and Services:

The adopted 2021 Budget for the Other General Government program cost is \$483,050.

2021 Budget Significant Expenditure Changes:

- 1) Outside Service ADA decreased \$25,000 in 2021 budget as this amount will be carried over from 2020 budget.
- 2) Property and Liability increased \$13,380 due to increase in premiums.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
OTHER GENERAL GOVERNMENT									
Account Number CONTRACTUAL SERVICES									
100	51900	215	Outside Services ADA	\$0	\$ 25,000	\$0	\$ 25,000	\$0	-100.00%
			Subtotal	0	25,000	0	25,000	0	-100.00%
			GENERAL INSURANCES						
100	51901	510	Property and Liability	185,929	223,000	77,784	223,000	236,380	6.00%
100	51901	524	Sundry Unclassified	35,624	30,000	55,059	30,000	30,000	0.00%
			Subtotal	221,552	253,000	132,843	253,000	266,380	5.29%
			GRANTS, CONTRIBUTIONS, INDEM						
100	51901	710	Illegal Taxes/Refunds Uncollectables	37,919	7,000	(1,158)	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	0	1,000	0	1,000	1,000	0.00%
			Subtotal	37,919	8,000	(1,158)	8,000	8,000	0.00%
			COST REALLOCATIONS						
100	51901	900	Contingency fund	0	0	0	0	0	0.00%
100	51901	901	Employee Performance & Bonus Pay	0	31,966	0	0	32,605	2.00%
100	51901	911	Reserved Wage and Benefit Funds	0	0	0	0	176,065	100.00%
			Subtotal	0	31,966	0	0	208,670	552.79%
			TOTAL	\$ 259,472	\$ 317,966	\$ 131,686	\$ 286,000	\$ 483,050	51.92%

Health Department

Program Full Time Equivalent: 5.0

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 child passenger safety and prevention programs for the older adult– 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. The adult prevention programs are the Stay At Home Assistance to help the older adult be able to stay in their home safely and Stepping On is a falls prevention program.

- 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 monthly 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 and grant funding. Communicable disease programming is *required by state statute*. There are over 100 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, vaccinations, and wellness coaching are now being provided through the city’s contract with Bellin Health.
- 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 and be a partner in the City’s Emergency Management.
- 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. The agent contract for the City of De Pere is once again solely contracted by the city as of July 1, 2020 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 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 articles, city-wide newsletter contributions, up-to-date website, 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. Kits are provided to city residents at a nominal fee to allow residents access to test kits and education.

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.

2021 Performance Measures:

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 83% 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.
- 2) 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.
- 3) Conduct education and follow-up to assure that food establishments are compliant with the state/local laws.
 - a. 100% of licensed establishments will be inspected at least once annually as required by the DATCP Agent Contract. Due to the unforeseen pandemic which began at the beginning of 2020, inspections were halted per the authorization of DATCAP. Many establishments closed under the Safer At Home order and re-opened using re-opening guidelines developed by Brown County Public Health and De Pere Public Health. De Pere Health Department has been in close communication with our licensed establishments both by email and in person.
 - b. Re-inspections will be conducted as necessary to verify compliance.
 - c. Establishment complaint investigation will be initiated within 72 hours of receipt.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 83% 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 83% 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 all disease reports within 72 hours including our COVID19 cases.
- 3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
 - a. Result: 99% of licensed establishments did not require more than one re-inspection to obtain compliance.
 - b. Result: Investigations for establishment complaints were initiated within 72 hours.
 - c. Result: Due to the pandemic and closure of establishments for a period of time, 16 establishments did not get inspected within the fiscal year.

Significant Program Achievements:

This last budget year, the health department continued to focus on innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. The health department does education through Ages and Stages developmental screenings at the Kress library during both Picnic and Play and Storytime. We are able to touch a large number of families during these programs educating them on lead poisoning, injury prevention, immunizations, family preparedness, health promotion and wellness topics. We are part of the Communicable Disease Surveillance committee for Brown County which has been instrumental in keeping public health and health systems apprised of current disease activity within Brown County. We are a lead for the Sexually Transmitted Infection workgroup for Northeast WI and have been instrumental in developing new interview documents and documents to share with medical providers to improve follow-up. We are chair of the Brown County Breastfeeding Coalition and chair of the Brown County Coalition for Suicide Prevention. We continue to be very active with Safe Kids initiatives including safe sleep programs and car seat installations. We are focusing on the older adult through groups at the De Pere Community Center, continuing with the Stay At Home Assistance program and the Stepping On program. Our intent was to have our first Stepping On sessions this spring but due to the pandemic had to cancel. We are hoping to re-schedule for Spring 2021. We work in conjunction with the Aging and Disabilities Resource Center during our blood pressure clinics educating on various topics pertinent to their needs. We also give presentations to a woman's group focusing on women's health issues from the WI Well Women's Grapevine Program.

The Public Health Emergency Preparedness coordination for the City of De Pere is completely managed by the De Pere Health Department. In conjunction with De Pere Emergency Management, we were instrumental in updating the City's Emergency Operations Plan and have handled emergency events within the city. We have also developed and practiced emergency plans and initiated exercises utilizing all city departments in order to be better prepared to deal with emergency situations. We continue to be a board member of the Northeast WI Healthcare Emergency Readiness Coalition (NEW HERC) and a board member of the Regional Northeast WI Regional Trauma Advisory Council (RTAC).

We continue to partner with the Medical College of WI and St. Norbert College on various projects as well as mentoring their students to public health. We continue to mentor nursing students from the various institutions of higher education. We are also on the Health Navigator Advisory Committee for Northeast WI Technical College.

The health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The health inspectors of our consortium work 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. The health inspectors are also involved in the monitoring of all special events being held within the city.

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 adopted 2021 Health Department program cost is \$568,032. 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.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Salaries increased \$17,139 due to projected step increases and increase in hours of Public Health Nurse.
- 2) Hourly wages increased \$10,275 due to projected step increase, increase in hours of Administrative Assistant and change in classification from Office Assistant to Administrative Assistant
- 3) FICA increased \$2,286 due to projected step increases.
- 4) Retirement increased \$1,850 due to projected step increases.
- 5) Health, Dental, DIB, Life and Workers Comp decreased \$16,118 due to changes in employee benefit election.
- 6) Seminars and Conferences: Regional and State WALHDAB meetings \$90; WALC conference \$214, Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food conferences \$100; required state conference for Weights and Measures program \$300; Public Health Operations Conference \$232.
- 7) Memberships/Subscriptions: Wisconsin Public Health Association \$275, Wisconsin Association of Local Health Departments and Boards (WALHDAB) \$410, Wisconsin Environmental Health Association \$40, and Wisconsin Association of Weights and Measures \$30, Wisconsin Certified Lactation Counselors Association (WALC) \$25.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
HEALTH DEPARTMENT									
Account Number PERSONAL SERVICES									
100	54100	110	Salaries	\$ 264,920	\$ 287,123	\$ 130,057	\$ 287,123	\$ 304,262	5.97%
100	54100	120	Hourly Wages	31,824	33,280	17,094	33,280	43,555	30.88%
100	54100	125	Overtime Wages	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	0	0	0	13,000	0	0.00%
100	54100	150	FICA	20,493	24,511	11,292	24,699	26,608	8.56%
100	54100	151	Retirement	19,346	21,627	9,106	21,627	23,478	8.56%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	95,568	104,958	51,600	104,958	88,840	-15.36%
100	54100	190	Training	90	0	30	0	0	0.00%
			Subtotal	432,240	471,499	219,180	484,688	486,744	3.23%
CONTRACTUAL SERVICES									
100	54100	210	Telephone	1,924	1,700	855	1,710	1,700	0.00%
100	54100	211	Postage	0	0	0	0	0	0.00%
100	54100	212	Seminars and Conferences	1,436	1,700	1,318	1,450	1,700	0.00%
100	54100	215	Consulting	0	0	0	0	0	0.00%
100	54100	218	Cell/Radio	898	800	557	800	800	0.00%
100	54100	240	Equipment Maintenance	1,862	800	788	800	800	0.00%
			Subtotal	6,120	5,000	3,519	4,760	5,000	0.00%
SUPPLIES AND EXPENSE									
100	54100	310	Office Supplies	2,785	2,500	1,095	2,500	2,500	0.00%
100	54100	320	Memberships/Subscriptions	803	780	270	800	800	2.56%
100	54100	324	Medical Supplies	6,341	5,000	1,011	4,000	5,000	0.00%
100	54100	330	Mileage Reimbursement	1,866	1,800	289	1,000	1,800	0.00%
100	54100	331	Transportation	381	1,500	0	1,000	1,500	0.00%
100	54100	351	MCH Grant	1,110	12,675	361	6,000	12,675	0.00%
100	54100	354	Childhood Lead Grant	1,088	1,724	0	1,000	1,724	0.00%
100	54100	355	Immunization Outreach Grant	1,494	7,339	161	3,000	7,339	0.00%

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
HEALTH DEPARTMENT									
100	54100	358	Preparedness Grant	40,625	34,037	12,312	21,725	34,037	0.00%
100	54100	359	Prevention Grant	1,410	5,313	0	2,000	5,313	0.00%
100	54100	360	Communicable Disease Grant	4,535	3,600	1,481	2,119	3,600	0.00%
			Subtotal	62,437	76,268	16,981	45,144	76,288	0.03%
			CAPITAL OUTLAY						
100	54100	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 500,798	\$ 552,767	\$ 239,679	\$ 534,592	\$ 568,032	2.76%

Board of Health

Program Full Time Equivalent: 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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 the agency’s policy/procedures on 3/16/2020.
- 2) Recommend at least (1) health policy to the City Council for consideration/adoption.
 - a. Result: The Board of Health gave their recommendation to support the development of an ordinance to strengthen the health officer’s orders regarding imminent health concerns that could significantly affect the health of the community.

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. The Board along with staff discussed strategies on how to increase child immunization rates here in De Pere and was able to put these into action by social media promotions, reminder recalls and a large banner across Reid St. encouraging immunizations. In addition, the Board of Health continues to be 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 2021 Board of Health program cost is \$100.00. 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.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Per State Statute the medical advisor is a voluntary position without monetary compensation.
- 2) Reduce training expenses to reflect prior trends of training dollars used in the past.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
BOARD OF HEALTH									
Account Number			PERSONAL SERVICES						
100	54110	124	Hourly Wages Board of Health	\$1,311	\$1,500	\$0	\$0	\$0	-100.00%
100	54110	150	FICA	19	22	0	0	0	-100.00%
100	54110	190	Training	0	100	0	100	100	0.00%
			Subtotal	1,330	1,622	0	100	100	-93.83%
			TOTAL	\$1,330	\$1,622	\$0	\$100	\$ 100	-93.83%

Development Services

Program Full Time Equivalent: 1.62

Program Mission:

The work of the Development Services Department promotes and improves 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: Functions as the zoning administrator and leading the update and implementation of the Zoning Code.
 - d. Plan Commission: Staff support 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. WisDOT Projects, FEMA, local government coordination, etc).
 - f. Board of Appeals: Processes all variance requests and staffs monthly Board of Appeals (BOA) meetings.
 - g. Internal City Projects: Lead and coordination of internal City projects ranging from subarea plans to parking studies.
 - h. Staff serves as City’s appointee on the Brown County Plan Commission, the Brown County Job Center Steering Committee, Committees within the Greater Green Bay Chamber, Definitely De Pere and the De Pere Chamber and other groups as needed.
- 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 a healthy business climate 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. Tax Finance District (TID) Administration: Responsible for the management of the TID districts and individual TID plans, including the annual Joint Review Board (JRB) review meeting for both the East and West side. Staff prepares spreadsheet analysis, agenda, and supporting material for all meetings.

- e. Business Improvement District (BID) Administration: Staff contact to the Business Improvement District Board. Staff facilitates and prepares materials for the annual meeting, budget, and assessments. Staff prepares agenda and supporting material for all meetings.
 - f. Small Business Pandemic Response Program: In 2020 the City created the Small Business Pandemic Response program to aid in the recovery for De Pere businesses impacted by COVID-19. Worked with over 50 businesses to secure loans.
- 4) **Redevelopment** –
- a. Redevelopment Authority: Staff support for the Redevelopment Authority which oversees redevelopment and management of RDA owned property in Downtown De Pere. Staff prepares agenda and supporting 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 support to the Historic Preservation Commission. Staff reviews and prepares material for all meetings. Please see the 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:** 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:** Processing applications for planning department functions. Coordinating and staffing key meetings. Creating and implementing long term and short term plans.
- 3) **Economic Development:** Administration of the TIF Districts. Administration of the 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:** 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:** 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.

2021 Performance Measures:

- 1) Complete a 2021 Comprehensive Plan Update by December 2021.
- 2) Complete and begin utilization of the updated Chapter 14 Zoning Code by January 31, 2021.
- 3) Complete an in-depth TID Analysis for TIDs No. 7 to 16. Determine the future viability of each TID and if/when the required audits should be completed by July 2021.
- 4) Successfully plan and implement the expansion of Commerce Drive through the creation of a new TID and boundary amendment of TID No. 10 by October 2021 (private development dependant).
- 5) Successfully plan and implement creation of a new TID for the redevelopment of Front Street/Broadway by December 2021 (private development dependant).

2020 Performance Measurement Data:

- 1) Implementation of Economic Development initiatives funded from former CDBG-ED RLF program by December 2020.
 - a. Result: Achieved, but ongoing. COVID-19 response shifted priorities.
- 2) RFP and consultant selection for Comprehensive Plan Update by December 2020.
 - a. Result: In progress for Comprehensive Plan RFP and consultant selection by December.

- 3) Facilitation of the Mulva Cultural Center project to achieve construction by the spring of 2020.
 - a. Result: Project delayed by the Mulva Cultural Center development team. Targeted for fall 2020 plan approvals and construction initiation in the spring of 2021.

Significant Program Achievements (July 2019 – July 2020):

- 1) Planning:
 - a. Successfully processed a number of pre-application inquiries, site plan and zoning applications while maintaining a high level of customer service.
 - b. Processed 7 CSM's, 1 Plat, 5 Extraterritorial Plats/CSMs, 2 Rezoning Applications, 23 Site Plans and 14 other requests that required Plan Commission and/or additional approvals.
 - c. Processed 9 variance requests for the Board of Appeals.
 - d. Processed 3 sign variance applications with the Building Inspection Division
 - e. Zoning Code update project management.
- 2) Economic Development:
 - a. Partnered with Definitely De Pere and De Pere Chamber on Economic Development events like the Business Walk and State of De Pere luncheon.
 - b. Creation of TID No. 15 for the development of the United Health Group Building.
 - c. Creation of TID No. 16 for the redevelopment of 123 N Broadway into a potential mixed-use redevelopment.
 - d. Facilitated Development/Sale agreements with the Law Department in both east and west industrial parks.
 - e. Communication with Shopko ownership and interested parties as related to the future of the property.
- 3) Façade Grant Program: Processed five façade grant applications.
- 4) Coordinated and facilitated regular meetings with Definitely De Pere and the De Pere Chamber in order to coordinate initiatives and promote collaboration.
- 5) Implementation of initiatives related to the newly adopted City brand standards and imagery.
- 6) Project management for the Zoning Code rewrite.
- 7) Project management for the Comprehensive Plan Update (2020)
- 8) Presentations and special events to promote and represent De Pere including, but not limited to, Leadership Green Bay Economic Development Panel, the De Pere Chamber Business Walk, Greater Green Bay Chamber Business Recruitment and Retention Task Force, St. Norbert College, UWGB, Sister Cities, De Pere Mens Club and Unified School District of De Pere Facilities Committee, and assisted with the planning and presentations for the State of the City Address.

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 (RDA) 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) 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.
- 4) Conduct an annual meeting of the Joint Review Board (JRB) and other JRB meetings as needed for Tax Increment District related items.
 - a. Community Importance.
 - i. TID Districts provide funding in order to support business growth and development.
- 5) Conduct a regular meeting of the Board of Appeals (BOA) 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.
- 6) Conduct at least of the Business Improvement District (BID) board in the late summer/fall of every year.
 - a. Community Importance.
 - i. The BID Operating Plan sets out funding allocation and activities in order to maintain and grow a dynamic downtown environment.
- 7) Participate as needed in meetings of the Common Council, Finance/Personnel Committee and the Board of Public Works Committees.
 - 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.
- 8) 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.

- 9) Participate in regular committee meetings of the Main Street District (Economic Enhancement and Design) and De Pere Chamber Economic Development Committee.
 - a. Community Importance.
 - i. Assisting partner organizations in their economic development efforts.
- 10) Participate in monthly Brown County Plan Commission Board of Directors meetings, monthly Greater Green Bay Chamber BEAR and Strategic Plan Committee 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 2021 Economic Development and Planning portion of the Development Services Department cost is \$245,384. 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased by \$11,256 due to additional participants in the City health plan.
- 2) Promotions & Advertising decreased by \$1,000 due to trends.
- 3) Training. No change proposed: IEDC Economic Development Training (\$1,500), department training (\$300), administrative training (\$300), Webinars and events to maintain AICP certification (\$600), ULI exam preparation (\$300).
- 4) Seminars and Conferences. No change proposed: for National APA Conference (\$2,000), State APA (\$700), Local Events by NEW North, Greater Green Bay, Definitely De Pere (\$500).
- 5) Consulting increased as follows.
 - a. Brown County Recording Fees - \$1,000
 - b. Misc. Economic Development CSM’s and Environmental Reviews, wetland delineations - \$10,000
 - c. Comprehensive Plan/Bike and Pedestrian Plan - \$16,000 (TIDs account of an additional \$16,000 towards the project)
 - d. CDBG –Public Facilities for Economic Development grant application consultant - \$4,000
- 6) Membership/Subscriptions. Decreased by \$100 APA/AICP (\$800), IEDC (\$500), ICMA (\$200), Congress of New Urbanism (New/Replaced - \$150), and WEDC (\$350)
- 7) Mileage Reimbursement decreased by \$500 due to trends and results of less travel due to COVID.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
DEVELOPMENT SERVICES									
Account Number PERSONAL SERVICES									
100	56700	110	Salaries	\$ 98,919	\$ 104,153	\$ 42,251	\$ 99,695	\$ 106,029	1.80%
100	56700	120	Hourly Wages	20,409	21,313	9,667	21,313	22,296	4.61%
100	56700	125	Overtime Wages	7	0	0	0	0	0.00%
100	56700	126	Seasonal Labor	0	0	0	0	0	0.00%
100	56700	150	FICA	8,945	9,598	3,996	9,257	9,817	2.28%
100	56700	151	Retirement	7,835	8,469	3,073	8,168	8,662	2.28%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,458	19,175	15,024	30,048	30,431	58.70%
100	56700	190	Training	1,107	3,000	0	1,000	3,000	0.00%
			Subtotal	157,680	165,708	74,010	169,481	180,234	8.77%
CONTRACTUAL SERVICES									
100	56700	210	Telephone	1,390	1,200	604	1,209	1,250	4.17%
100	56700	212	Seminars and Conferences	1,812	3,200	2,170	2,170	3,200	0.00%
100	56700	215	Consulting	48,213	9,000	43,214	6,500	31,000	244.44%
				51,415	13,400	45,989	9,879	35,450	164.55%
SUPPLIES AND EXPENSE									
100	56700	310	Office Supplies	42	400	64	350	400	0.00%
100	56700	313	Promotions & Advertising	395	3,000	0	2,000	2,000	-33.33%
100	56700	315	Publications	0	200	0	200	200	0.00%
100	56700	320	Memberships/Subscriptions	1,338	2,100	555	1,500	2,200	4.76%
100	56700	330	Mileage Reimbursement	718	1,100	0	0	500	-54.55%
			Subtotal	2,492	6,800	619	4,050	5,300	-22.06%
GRANTS, CONTRIBUTIONS, INDEM									
100	56700	702	Contribution--Main Street Program	20,000	20,000	0	20,000	20,000	0.00%
100	56700	703	Contribution--Advance	3,893	4,000	3,906	3,906	4,000	0.00%
100	56700	704	Contribution--De Pere Chamber	149	399	0	400	400	0.25%
			Subtotal	24,042	24,399	3,906	24,306	24,400	0.00%
CAPITAL OUTLAY									
100	56700	811	Office Equipment	0	0	0	0	0	0.00%
100	56700	830	Furniture	402	0	0	0	0	0.00%
			Subtotal	402	0	0	0	0	0.00%
			TOTAL	\$ 236,030	\$ 210,307	\$ 124,524	\$ 207,716	\$ 245,384	16.68%

Geographic Information System (GIS) Services

Program Full Time Equivalent: 1.34

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.
- 8) *Project Management*—As the City’s first certified Project Management Professional (PMP), provide project management services for the City in conjunction with Econ. Dev. & Planning Department. Currently managing the James Streetscape donor coordination, Main Street Bump out public furniture procurement.
- 9) *Drone Program*- Provide program administration to the City Drone program.

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 225 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 while eliminating data redundancy.

2021 Performance Measures:

- 1) Provide mapping project/data request confirmation to clients within 24 hours.
- 2) Complete redistricting map production in accordance with State Elections Commission and Brown County by September 2021.
- 3) Migrate all City desktop GIS instances to the latest stable release by the third quarter.

2020 Performance Measurement Data (July 2019-August 2020):

- 1) Provide mapping project/data request conformation to client within 24 hours.
Result: Achieved.
- 2) Develop 6 storymaps to promote City activities/projects.
Result: Underway. Anticipated completion December 2020.
- 3) Develop 2 GIS data dashboards to increase operating efficiency by December 2020.
Result: Underway. Anticipated completion December 2020.

Significant Program Achievements:

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,841,000 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) Completed development of latest version of DIME mapping application. This version is more secure, user friendly and works on all mobile devices. DIME provides an authoritative one-stop-shop for City information and is widely utilized averaging over 800 monthly users. Project made possible with our ESRI “ELA” licensing agreement.
- 4) City Drone program contributed significantly to public relations efforts, as well as aiding in multiple search & rescue efforts.

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 2021 GIS program cost is \$133,478. 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.

2021 Program Objectives:

- 1) Develop tools for Fire Department to aid emergency service response, pre-planning and inspection tracking.
- 2) Leverage ESRI ELA licensing to deploy GIS solutions more visible to the public, including new web mapping and story mapping of community interest/benefit. We will further improve efficiency through the use of mobile systems and GIS technology.
- 3) Complete calculations and billing for year one of the transportation utility.
- 4) Complete calculations and billing for the storm water utility.
- 5) Provide Project Management for assigned City initiatives.

2021 Budget Significant Expenditure Changes:

- 1) Health Insurance increased \$15,054 due to GIS Manager joining City Insurance.
- 2) Training program funding includes, \$1,950 three days ESRI instructor lead training and \$750 Project Management professional development, \$2,100 ESRI User Conference San Diego, CA (cancelled in 2020 due to Covid-19), \$300 for Development Services Team Building.
- 3) Seminar funding includes GIS Professional accreditation for GIS technician- Application \$200, Exam \$250. \$245 WLIA conference, \$450 EWUG conference, \$450 PMI-NEW Prof. development, \$600 ESRI User Conference expenses.
- 4) Consulting reduced \$4,000. Coding of specialty apps/tools and Server Administration all performed in house.
- 5) Data increased \$180 for wireless iPad connectivity. To be used for GIS field work, Drone authorizations, etc.
- 6) Memberships include Wisc. Land Information Association (2), Project Management Institute and PMI-NEW.
- 7) Capital Equipment includes \$1,188 (50/50 split general fund \$1,188/ storm utility \$1,188) for Technology and FAA testing related to the UAV (drone). Cost includes FAA renewal exam fees for existing 5 Drone Pilots, data storage and archival related expenses, accessories necessary for safe flight, software and contingency fund for unanticipated parts/repairs.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
GIS									
Account Number	PERSONAL SERVICES								
100	56900	110	Salaries	\$ 49,599	\$ 50,745	\$ 22,912	\$ 50,745	\$ 51,749	1.98%
100	56900	120	Hourly Wages	31,621	33,098	15,012	33,098	34,673	4.76%
100	56900	125	Overtime Wages	0	170	0	0	170	0.00%
100	56900	150	FICA	5,943	6,427	3,048	6,414	6,624	3.07%
100	56900	151	Retirement	5,091	5,671	2,379	5,659	5,845	3.07%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	6,374	6,605	11,391	22,270	21,659	227.92%
100	56900	190	Training	2,425	5,100	324	2,660	5,100	0.00%
			Subtotal	101,054	107,816	55,065	120,846	125,820	16.70%
			CONTRACTUAL SERVICES						
100	56900	210	Telephone	497	400	200	400	400	0.00%
100	56900	211	Postage	0	0	0	0	0	0.00%
100	56900	212	Seminars and Conferences	785	2,195	683	1,333	2,195	0.00%
100	56900	215	Consulting	0	4,000	0	0	0	-100.00%
100	56900	219	Data	(26)	0	0	0	180	100.00%
			Subtotal	1,256	6,595	883	1,733	2,775	-57.92%
			SUPPLIES AND EXPENSE						
100	56900	310	Office Supplies	2,590	3,000	616	3,000	3,000	0.00%
100	56900	315	Publications	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	264	295	274	274	295	0.00%
100	56900	330	Mileage Reimbursement	210	400	168	275	400	0.00%
			Subtotal	3,064	3,695	1,058	3,549	3,695	0.00%
			CAPITAL OUTLAY						
100	56900	811	Office Equipment	7,417	3,800	2,398	3,800	1,188	-68.74%
100	56900	830	Furniture	0	0	0	0	0	0.00%
			Subtotal	7,417	3,800	2,398	3,800	1,188	-68.74%
			TOTAL	\$ 112,791	\$ 121,906	\$ 59,405	\$ 129,928	\$ 133,478	9.49%

TOTAL GENERAL GOVERNMENT

**City of De Pere
2021 General Fund
Adopted Budget**

**GENERAL GOVERNMENT
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
Total General Government						
PERSONAL SERVICES						
110 Salaries	\$ 954,539	\$ 1,024,232	\$ 460,882	\$ 1,014,728	\$ 1,061,559	3.64%
120 Hourly Wages	328,466	353,464	173,033	349,203	365,418	3.38%
122 Hourly Wages Part Time	118,269	117,125	50,715	114,447	119,896	2.37%
124 Hourly Wages Board of Health	1,311	1,500	0	0	0	-100.00%
125 Overtime Wages	966	1,470	188	1,237	1,420	-3.40%
126 Seasonal Labor	352	500	297	13,600	500	0.00%
128 Hourly Wages--Poll Workers	6,269	50,000	10,435	35,000	14,500	-71.00%
150 FICA	95,157	109,373	51,450	108,447	113,223	3.52%
151 Retirement	82,489	92,245	38,802	91,300	95,569	3.60%
152 Health, Dental, DIB, Life and Wks Comp Ins	319,713	346,667	185,100	372,648	340,835	-1.68%
190 Training	6,519	12,900	1,423	6,060	12,900	0.00%
192 Tuition Assistance	2,735	4,000	5,168	5,168	4,175	4.38%
193 Organizational Training	1,460	2,700	0	2,700	2,700	0.00%
Subtotal	1,918,247	2,116,176	977,495	2,114,537	2,132,694	0.78%

CONTRACTUAL SERVICES						
210 Telephone	20,285	18,634	14,466	20,966	17,934	-3.76%
211 Postage	3,740	4,000	3,437	3,521	3,900	-2.50%
212 Seminars and Conferences	18,804	25,445	5,752	13,281	27,345	7.47%
213 Dignity and Respect Program	0	0	0	0	20,000	100.00%
215 Consulting	190,999	203,083	116,207	170,283	194,808	-4.07%
216 Auditing	12,500	12,500	0	12,500	12,500	0.00%
217 Cleaning Service Contract	19,178	20,000	11,166	25,000	22,000	10.00%
218 Cell/Radio	3,461	3,344	1,793	3,644	3,848	15.07%
219 Data	2,804	4,086	1,968	4,086	4,266	4.41%
220 Utilities	50,867	48,500	12,276	48,500	48,500	0.00%
224 Public Notices	7,754	8,000	2,127	6,000	8,000	0.00%
240 Equipment Maintenance	3,130	2,051	788	2,051	2,051	0.00%
290 Other Contractual Services	7,341	28,185	2,817	19,000	28,420	0.83%
Subtotal	340,863	377,828	172,798	328,832	393,572	4.17%

City of De Pere
2021 General Fund
Adopted Budget

**GENERAL GOVERNMENT
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
Total General Government						
SUPPLIES AND EXPENSE						
310 Office Supplies	13,775	17,180	8,509	21,280	15,580	-9.31%
313 Promotions	395	3,000	0	2,000	2,000	-33.33%
314 Cleaning and Maintenance	12,990	12,000	2,577	12,000	12,000	0.00%
315 Publications	1,706	2,764	755	2,430	2,830	2.39%
320 Memberships/Subscriptions	16,753	17,340	10,796	16,639	18,055	4.12%
324 Medical Supplies	6,341	5,000	1,011	4,000	5,000	0.00%
330 Mileage Reimbursement	3,561	5,430	538	2,690	5,055	-6.91%
331 Transportation	5,108	6,600	1,750	5,750	6,600	0.00%
340 Operating Supplies	66,078	85,454	17,270	78,924	78,129	-8.57%
351 MCH Grant	1,110	12,675	361	6,000	12,675	0.00%
354 Childhood Lead Grant	1,088	1,724	0	1,000	1,724	0.00%
355 Immunization Outreach Grant	1,494	7,339	161	3,000	7,339	0.00%
358 Preparedness Grant	40,625	34,037	12,312	21,725	34,037	0.00%
359 Prevention Grant	1,410	5,313	0	2,000	5,313	0.00%
360 Communicable Disease Grant	4,535	3,600	1,481	2,119	3,600	0.00%
Subtotal	176,969	219,456	57,521	181,557	209,937	-4.34%
FIXED CHARGES						
510 Property Insurance	185,929	223,000	77,784	223,000	236,380	6.00%
524 Misc General Expense	35,624	30,000	55,059	30,000	30,000	0.00%
Subtotal	221,552	253,000	132,843	253,000	266,380	5.29%
GRANTS, CONTRIBUTIONS, INDEM						
702 Contribution--Main Street Program	20,000	20,000	0	20,000	20,000	0.00%
703 Contribution--Advance	3,893	4,000	3,906	3,906	4,000	0.00%
704 Contribution--De Pere Chamber	149	399	0	400	400	0.25%
710 Illegal Taxes/Refunds	37,919	7,000	(1,158)	7,000	7,000	0.00%
720 Grants and Donations	6,500	9,700	2,500	9,700	9,700	0.00%
Subtotal	68,461	41,099	5,248	41,006	41,100	0.00%

City of De Pere
2021 General Fund
Adopted Budget

**GENERAL GOVERNMENT
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
Total General Government						
CAPITAL OUTLAY						
810 Capital Equipment	71,635	35,800	27,905	35,577	10,000	-72.07%
811 Office Equipment	8,017	5,750	2,398	5,650	2,088	-63.69%
830 Furniture	759	0	0	0	0	0.00%
Subtotal	80,411	41,550	30,304	41,227	12,088	-70.91%
COST REALLOCATIONS						
900 Contingency	0	0	0	0	0	0.00%
901 Employee Merit Pay	0	31,966	0	0	32,605	2.00%
911 Reserved Wage and Benefit Funds	0	0	0	0	176,065	100.00%
Subtotal	0	31,966	0	0	208,670	552.79%
Total	\$ 2,806,504	\$ 3,081,075	\$ 1,376,208	\$ 2,960,159	\$ 3,264,440	5.95%

PUBLIC SAFETY

PUBLIC SAFETY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Police	41.50
Crossing Guards	2.84
Fire	30.25
Building Inspection	2.45
Jail	0.00
<hr/>	<hr/>
TOTAL	77.04

Police

Program Full Time Equivalent: 41.50

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, seat belts, pedestrian crossings, etc.). 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

2021 Performance Measures:

- 1) Continue to increase school resource officer programming in elementary and middle schools by another 25% in the 2020-2021 School Year.
- 2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2021.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase school resource officer programming in elementary and middle schools by 25% in 2019-2020 School Year. *This is an ongoing project expected to last for a couple years as the department re-builds the program. Results: Over 80 hours was spent on new lower grade programming so far in 2020. This is significant because it was accomplished in the first couple months of this year. In March 2020, the schools closed and officers were not able to do programs. Schools are expected to operate in the fall of 2020 at some capacity. Programming is anticipated to continue then.*
- 2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2020.
Result: In order to reduce potential liability, specialized training in police bike patrol is needed. When officers were scheduled to attend a nearby class the class got cancelled due to COVID-19 thus no officers are trained on the aspects of police bicycle patrol. The department continues to work on this specialized training. One good note is a new SRO is already trained in police mountain bikes and would be available in the summer of 2021 for regular MB patrol.

Significant Program Achievements:

- 1) Use of Body Worn Cameras to document officer/citizen actions, collect evidence, and to ensure unbiased records and one sided views
- 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) Trained all school district staff on active threat response.

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 2021 Police program cost is \$5,132,630. 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.

2021 Program Objectives:

- 1) Continue bicycle safety program throughout jurisdiction
- 2) Implement mountain bike patrol 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) Continue Traffic Safety program involving a dedicated traffic enforcement officer

2021 Budget Significant Expenditure Changes:

- 1) 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.
- 2) Seminars/Conferences for 2021 include DOJ Technology Conference \$500, Open Records Updates \$600, Police Executive Group \$700, FBI National Academy Alumni \$500 and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences.
- 3) Consulting includes: Body worn camera payment \$25,000, OWI blood draws at hospital \$1,500, language line translators \$500, LexisNexis data services \$3,650, vehicle evidence towing fees \$500, animal care (Humane Society, veterinarian. etc.) \$5,000, Personnel Evaluations \$500, for other services in this category \$350.
- 4) Cell/Radio increased \$3,000 to compensate for two additional cell phones and slightly increased costs for squad modems.
- 5) Cleaning Services increased \$1,000 due to anticipated increase in cleaning contract.
- 6) Data increased \$1,000 due to an increase in fees charged by the State of Wisconsin for access to motor vehicle and criminal information databases.
- 7) Equipment Maintenance increased \$3,000 in anticipation of increased vehicle maintenance costs for aging patrol fleet.
- 8) Other Contractual Services is for software maintenance agreements, HVAC systems in the department and a new item – costs associated with records management connected to the City of Green Bay through the Brown County Sheriff Department. The costs include Tyler Works (scheduling) \$5,937, Lantern (phone data recovery program) \$500, Ocean (undercover video recording) \$100, NetMotion \$4,000 (secure network connection) and Records Management \$18,000.
- 9) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief/Captains \$375, International Assoc. of Chief of Police – Chief/Captains \$380, WI Juvenile Officers Assoc.- Liaison Officers \$60, FBI National Academy – 2 Captains \$220, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75.
- 10) Transportation/Fuel decreased \$4,000 to reflect cost/use trend.
- 11) Operating Supplies decreased \$12,000 as supplies are fully stocked resulting in lower costs.
- 12) Capital Equipment includes \$24,500 for last lease payment for police vehicle.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
POLICE									
Account Number PERSONAL SERVICES									
100	52100	110	Salaries	\$ 386,027	\$ 389,268	\$ 176,573	\$ 389,268	\$ 397,026	1.99%
100	52100	120	Hourly Wages	2,516,405	2,797,914	1,213,345	2,750,000	2,840,664	1.53%
100	52100	122	Hourly Wages Part Time	4,510	10,000	3,796	7,500	10,000	0.00%
100	52100	125	Overtime Wages	252,123	175,000	74,110	175,000	175,000	0.00%
100	52100	126	Seasonal Labor	33	0	11	0	0	0.00%
100	52100	150	FICA	231,516	257,352	119,235	253,650	261,216	1.50%
100	52100	151	Retirement	325,393	384,499	155,200	379,574	392,996	2.21%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	777,878	737,290	358,593	737,290	706,128	-4.23%
100	52100	190	Training	10,183	10,000	1,541	6,500	10,000	0.00%
			Subtotal	4,504,068	4,761,322	2,102,405	4,698,782	4,793,030	0.67%
CONTRACTUAL SERVICES									
100	52100	210	Telephone	14,941	12,000	6,000	12,000	12,000	0.00%
100	52100	211	Postage	2,044	2,500	169	1,500	2,500	0.00%
100	52100	212	Seminars and Conferences	1,506	3,000	723	2,000	3,000	0.00%
100	52100	215	Consulting	12,530	12,000	5,848	12,000	37,000	208.33%
100	52100	217	Cleaning Service Contract	20,435	22,000	11,029	22,000	23,000	4.55%
100	52100	218	Cell/Radio	28,163	20,000	8,913	20,000	23,000	15.00%
100	52100	219	Data	2,642	3,000	1,488	3,000	4,000	33.33%
100	52100	220	Utilities	16,937	17,000	8,162	17,000	17,000	0.00%
100	52100	240	Equipment Maintenance	21,124	23,000	12,099	25,000	26,000	13.04%
100	52100	290	Other Contractual Services	7,794	9,000	1,039	9,000	37,000	311.11%
			Subtotal	128,116	123,500	55,470	123,500	184,500	49.39%

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

			2019	2020	2020	2020	2021	2021 / 2020	
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget	
			Actual	Budget	Actual	Estimate	Budget	% Of Change	
POLICE									
			SUPPLIES AND EXPENSE						
100	52100	310	Office Supplies	7,035	7,000	1,327	7,000	7,000	0.00%
100	52100	312	Crime Prevention Program	2,532	2,000	2,265	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	5,156	10,000	3,431	1,000	10,000	0.00%
100	52100	315	Publications	117	200	72	200	200	0.00%
100	52100	320	Memberships/Subscriptions	915	900	970	970	1,100	22.22%
100	52100	330	Mileage Reimbursement	32	300	0	0	300	0.00%
100	52100	331	Transportation/Fuel	49,291	56,000	22,566	45,000	52,000	-7.14%
100	52100	340	Operating Supplies	22,042	32,000	6,001	18,000	20,000	-37.50%
100	52100	343	Guns and Ammo	469	9,000	6,216	9,000	9,000	0.00%
100	52100	349	Operating Supplies - Community Policing	0	0	0	0	0	0.00%
100	52100	360	Radar/Communications Equip	7,789	10,000	3,097	10,000	10,000	0.00%
100	52100	390	MISC.	180	1,000	0	250	1,000	0.00%
100	52100	392	Uniform Allowances	15,392	18,000	5,580	16,500	18,000	0.00%
100	52100	393	Parking Tickets - State	135	0	(380)	0	0	0.00%
			Subtotal	111,083	146,400	51,145	109,920	130,600	-10.79%
			CAPITAL OUTLAY						
100	52100	810	Capital Equipment	175,445	2,973	108,252	108,252	24,500	724.08%
			Subtotal	175,445	2,973	108,252	108,252	24,500	724.08%
			TOTAL	\$ 4,918,712	\$ 5,034,195	\$ 2,317,272	\$ 5,040,454	\$ 5,132,630	1.96%

Crossing Guards

Program Full Time Equivalent: 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.

2021 Performance Measures:

- 1) Maintain job related injuries at 0% through June 2021 through use of training and specialized equipment.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Maintain job related injuries at 0% through June 2020 through use of training and specialized equipment.
Result: No reported job related injuries for 2019-2020 school year.

Significant Program Achievements:

- 1) No injuries or deaths to school children in 2019-2020 school year
- 2) All crossing guards participated in specific traffic control training
- 3) Icy weather foot traction equipment was distributed and used by guards

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 2021 Crossing Guard program cost is \$95,737. 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.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Training - \$600 for mandatory training at the start of each year.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
CROSSING GUARDS									
Account Number PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	\$ 80,327	\$ 87,322	\$ 21,568	\$ 70,000	\$ 87,322	0.00%
100	52110	150	FICA	1,163	1,266	353	1,015	1,266	0.01%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,750	2,637	5,805	2,114	2,489	-5.63%
100	52110	190	Training	52	600	0	600	600	0.00%
			Subtotal	84,292	91,825	27,725	73,729	91,677	-0.16%
			SUPPLIES AND EXPENSE						
100	52110	330	Mileage Reimbursement	2,484	3,060	616	2,800	3,060	0.00%
100	52110	340	Operating Supplies	355	1,000	125	1,000	1,000	0.00%
			Subtotal	2,839	4,060	741	3,800	4,060	0.00%
			TOTAL	\$ 87,131	\$ 95,885	\$ 28,466	\$ 77,529	\$ 95,737	-0.15%

Fire Rescue Department

Program Full Time Equivalent: 30.25

Paid on Call: 20

Program Mission:

De Pere Fire Rescue Department exists to serve our community. We are committed to providing a superior level of emergency service that continually improves the quality of life, health and safety of the community we serve. 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* – Provide quality response of emergency medical personnel trained in basic and advanced life support. These personnel provide on scene evidence-based emergency medical care and hospital transportation. Each department vehicle is equipped with basic medical care equipment. Ambulances have advance life support equipment and transporting capabilities.
- 2) *Fire and Rescue Responses* – Well trained firefighters respond to a wide range of calls for service from structure fires, hazardous materials, physical entrapment, carbon monoxide alarms and a variety of requests for 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 extensive 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 these 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 detector installation program has been very effective in providing home safety for our citizens. The department established, in conjunction with the Health Department, a Community Paramedicine Program. The focus of the program is accident prevention and community risk reduction.
- 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 data system (CAD) 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, auto-aid partners and to mutual aid locations.
- 3) *Training* – Provide a comprehensive training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they may encounter in their pursuit to protect the citizens and themselves, as well as conserving property.
- 4) *Maintenance* – Maintain response readiness through preventive maintenance; routine and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire rescue department pumps, ladders, hoses and station equipment.
- 5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, fire and life safety code violations and public education.
- 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 during incident responses. Coordinate with Brown County Communications Center to improve our Mobile Data Computer (MDC) system and incorporate the County’s new Computer Aided Dispatch (CAD) system into our department.

2021 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 an on scene time of four minutes, five minutes total response time, or less at least 90% of the time. Advanced life support capabilities should arrive on scene within nine minutes of initial dispatch time.
- 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, five minutes total response time. The full fire alarm assignment should arrive on scene within nine minutes of initial dispatch time with a minimum of 17 personnel.

2020 Performance Measurement Data (August 2019 – July 2020):

Fire and Emergency Medical Service Responses

On scene response times should be a one-minute turnout and on scene in less than five minutes, from time of dispatch, at least 90% of the time.

- a) From 8/1/19 through 7/31/20, The Department met the above initial response criteria 48% of the time. This response criteria includes both emergent and non-emergent responses. The non-emergent responses do not require the use of lights or siren during the response; therefore, response times are slower than emergent.

Advanced life support capabilities should arrive on scene within nine minutes of initial dispatch time. The full fire alarm assignment should arrive on scene within nine minutes of initial dispatch time with a minimum of 17 personnel.

- a) From 8/1/19 through 7/31/20, The Department met the above response criteria 94% of the time.

Significant Program Achievements:

Due to the COVID-19 pandemic, many of the programs typically performed were unable to be accomplished due to restrictions placed.

- 1) De Pere Fire Rescue, administratively has established and continues to improve upon clear and concise Standard Operating Guidelines (SOG's).
- 2) Expanded and improved training program to address water rescue, rope rescue and confined space rescue.
- 3) Medical Director Dr. Steven Stroman retired mid-year. Dr. Bob Zemple is now serving in that capacity. This oversight program includes response preparation, on-line and off-line medical direction, as well as continuing education and service delivery.

- 4) Our Stay at Home Assistance Program continues to support a comprehensive approach to assist our elderly citizens to safely and securely remain in their own homes as long as possible.
- 5) Continued to improve inspection efforts with the De Pere Development Services and Health Departments, assisting in the development of the City's Property Management Team. The two 2020 fire prevention inspection cycles will be successfully completed.

Existing Program Standards Including Importance to Community:

- 1) More than 81% of all alarms for De Pere Fire Rescue are for emergency medical services. It is estimated that the revenue collected from emergency transports will be approximately \$785,608 for 2021, which includes contracts with the Towns of Lawrence, Ledgeview, and the Village of Ashwaubenon.
- 2) De Pere Fire Rescue also provides fire protection and related services to our citizens and visitors.
- 3) De Pere Fire Rescue maintains fire department facilities and equipment to effectively support our mission. We are a workforce assigned to 24-hour shifts and prioritize maintenance of Stations #1 and #2, as well as all department equipment when not involved in emergency medical and fire protection response.

Costs and Benefits of Program and Services:

The adopted 2021 budget for De Pere Fire Rescue is \$4,145,408. The program benefits the community by providing citizens with a wide range of high quality fire and rescue services by highly trained and prepared staff.

2021 Budget Significant Expenditure Changes:

- 1) Salaries increased \$35,058 due to a step increase and cost of living adjustment.
- 2) Hourly Wages – POC/POP FF increased \$50,000 due to additional work hours for part time staff.
- 3) Retirement decreased \$22,528 due to salary decreases.
- 4) Health & Benefits decreased \$101,935 due to market changes.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
FIRE									
Account Number PERSONAL SERVICES									
100	52200	110	Salaries	\$ 391,795	\$ 469,923	\$ 192,983	\$ 469,923	\$ 504,981	7.46%
100	52200	120	Hourly Wages	2,088,948	2,114,045	888,649	2,114,045	2,020,169	-4.44%
100	52200	122	Hourly Wages Part Time	11,247	18,500	10,220	18,500	18,500	0.00%
100	52200	125	Overtime Wages	94,497	110,000	23,106	80,000	110,000	0.00%
100	52200	126	Seasonal Labor	113	0	0	0	0	0.00%
100	52200	129	Hourly Wages -- POC/POP FF	46,234	60,000	28,501	60,000	110,000	83.33%
100	52200	150	FICA	40,209	43,598	19,340	42,741	43,541	-0.13%
100	52200	151	Retirement	367,119	434,940	156,242	430,690	412,411	-5.18%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	703,079	725,261	354,238	725,261	623,326	-14.05%
100	52200	155	Vaccinations/Physicals	444	0	527	0	0	0.00%
100	52200	190	Training	3,435	4,000	831	2,000	4,000	0.00%
100	52200	191	Training Act 102	5,874	0	2,915	2,915	0	0.00%
			Subtotal	3,752,994	3,980,267	1,677,552	3,946,075	3,846,928	-3.35%
			CONTRACTUAL SERVICES						
100	52200	210	Telephone	7,285	7,200	3,437	7,200	7,200	0.00%
100	52200	211	Postage	330	200	158	200	200	0.00%
100	52200	212	Seminars and Conferences	4,144	9,000	5,242	5,242	9,000	0.00%
100	52200	215	Consulting	67,379	72,000	12,556	72,000	73,080	1.50%
100	52200	219	Data	5,594	4,000	1,765	4,000	4,000	0.00%
100	52200	220	Utilities	18,693	17,000	8,602	17,000	17,000	0.00%
100	52200	240	Equipment Maintenance	80,477	53,000	13,155	53,000	53,000	0.00%
			Subtotal	183,902	162,400	44,914	158,642	163,480	0.67%

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
FIRE	Account Title								
			SUPPLIES AND EXPENSE						
100	52200	310	Office Supplies	4,588	4,000	827	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	2,967	3,000	1,707	3,000	3,000	0.00%
100	52200	320	Memberships/Subscriptions	1,089	2,000	760	2,000	2,000	0.00%
100	52200	324	Medical Supplies	35,723	40,000	10,285	40,000	40,000	0.00%
100	52200	328	Fire Prevention/Education Supplies	2,641	8,000	385	8,000	8,000	0.00%
100	52200	330	Mileage Reimbursement	4,583	7,000	0	1,000	7,000	0.00%
100	52200	331	Transportation	20,960	20,000	10,697	20,000	20,000	0.00%
100	52200	340	Operating Supplies	12,397	17,000	13,181	18,000	17,000	0.00%
100	52200	341	Fire-Emer. Operations Ctr	0	0	0	0	0	0.00%
100	52200	350	Repair and Maintenance Supplies	39,928	20,000	5,959	20,000	20,000	0.00%
100	52200	392	Clothing Allowance	16,287	14,000	4,778	14,000	14,000	0.00%
			Subtotal	141,161	135,000	48,580	130,000	135,000	0.00%
			CAPITAL OUTLAY						
100	52200	810	Capital Equipment	33,662	42,480	48,334	42,480	0	-100.00%
100	52200	811	Office Equipment	0	0	0	0	0	0.00%
			Subtotal	33,662	42,480	48,334	42,480	0	-100.00%
			TOTAL	\$ 4,111,719	\$ 4,320,147	\$ 1,819,380	\$ 4,277,197	\$ 4,145,408	-4.04%

Building Inspection

Program Full Time Equivalent: 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 (July 2019 to July 2020)* – 1108 total building and mechanical permits were issued through July 2020 (32.2% increase from 2018/2019 and 55.4% from 2017/2018). In fact the City processed 526 Permits in the first half of 2020 and projecting to over 1,000 by year end. Over the past year the Department also issued 490 additional permits for driveways, fences, pools, change of use, wrecking, and other items. Permits issued benefit the city by assuring that construction projects meet code.
- 2) *Commercial Permit Review* – De Pere received commercial permit delegation for projects up to 50,000 cubic feet in 2019. In-house plan review typically yields a permit in 2-3 weeks. Projects submitted to the State often wait 2-3 months before the plan set is even reviewed. So far in 2020, the City has completed 40 plan reviews.

- 3) *Consistent Development* – The City of De Pere continues to be a progressive and desirable community in which to build and live. Recent annexations and subdivision approvals will help meet the demand for single-family lots. Businesses continue to build and expand in the business parks. Between July 2019 and July 2020, the City issued 44 new single-family and 6 duplex building permits. In 2020 alone the City issued 25 new single-family home permits.
- 4) *Public Education*– Numerous building permits 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 via the City newsletter.
- 5) *Code Enforcement*- Complaint initiated response and follow up in order to preserve and maintain public health, safety and welfare of community in the area of building and zoning code.

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.

2021 Performance Measures:

- 1) Implement on-line plan submittal by July 2021.
- 2) Conduct at least four nuisance team meetings in order to provide an interdepartmental approach to challenged properties by November 2021.
- 3) Begin cross training staff for better coverage for plan review and inspections by March 2021.
- 4) Work with Planning to update the 2020 year end housing report in January of 2021.
- 5) Complete up to five (5) public informational videos to coincide with the updated webpage.

2020 Performance Measurement Data (July 2019 – July 2020):

- 1) Implement use of Call Center to Track all inquiries into Building Division by December 2020
Result: Completed/Ongoing
- 2) Conduct at least four nuisance team meetings in order to provide an interdepartmental approach to challenged properties.
Result: Completed/Ongoing

Significant Program Achievements:

- 1) Significant increase in plan review.
- 2) Expect to exceed revenue projections by \$350,000-\$400,000.
- 3) Led the region in COVID related inspection best practices
- 4) Issued appropriate building and mechanical permits and completed inspections.
- 5) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.
- 6) Worked closely with new Chief and new state building inspector in the inspection of commercial properties.
- 7) Successful State of Wisconsin audit.

Existing Program Standards Including Importance to Community:

- 1) Review and issue permit for small commercial projects.
 - a. Community Importance.
 - i. Allows permit applications that previously were reviewed by the state to be reviewed internally, on a much shorter timeline.
 - ii. Increases the amount of small commercial projects that begin with a permit.
- 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.

- 4) Complaint initiated Code Enforcement and necessary follow up.
 - a. Community Importance.
 - i. Addresses property maintenance and other Code issues in the community.
 - ii. Opportunity to engage with property owners to educate and strive for compliance.

Costs and Benefits of Program and Services:

The adopted 2020 Building Inspection budget as part of the Development Services Department is \$295,090. 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.

2021 Significant Budget Expenditure Changes:

- 1) Hourly Wages – Elec/Plmb Inspector increased by \$1,000 due to actual trends.
- 2) Training proposes to remain the same even though there was a decrease in actual usage due to COVID. Training includes attendance at the commercial permit class (\$1,000), certification training and exams (\$400), department training (\$300) and administrative training (\$300).
- 3) Seminars and Conferences. No change. League of WI Municipalities Building Inspectors Institute (\$1,000). Various Building Inspectors Association of Northeast Wisconsin (BIANEW) events (\$500).
- 4) Consulting increased \$9,200. Includes \$10,000 to implement an on-line building plan and zoning site plan submission, payment, and permit distribution, \$1,000 to cover legal department costs for building related items and \$2,800 to fund INCODE software maintenance.
- 5) Equipment Maintenance decreased by \$1,800 to reflect the completion of the necessary repair and body work for building inspector vehicle in 2020.
- 6) Cell/Radio increased by \$200 due to actual trends.
- 7) Office Supplies decreased by \$300 due to actual trends.
- 8) Memberships and Subscriptions. No change. Includes membership in the Building Inspector’s Association of Northeast Wisconsin for 2 Inspectors (\$70), International Association of Electrical Inspector Association (\$145), International Code Council (ICC) membership (\$75), subscription to Journal of Light Construction (\$100) and plan review/inspection reference books (\$410).

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
BUILDING INSPECTION									
Account Number PERSONAL SERVICES									
100	52400	110	Salaries	\$ 76,410	\$ 76,294	\$ 34,602	\$ 76,294	\$ 77,803	1.98%
100	52400	120	Hourly Wages	77,186	79,560	36,629	79,560	83,344	4.76%
100	52400	125	Overtime Wages	17	0	11	11	0	0.00%
100	52400	126	Seasonal Labor	0	0	0	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	9,840	9,000	4,143	9,000	10,000	11.11%
100	52400	150	FICA	10,542	12,053	5,640	12,054	12,473	3.48%
100	52400	151	Retirement	9,992	10,520	4,485	10,521	10,877	3.40%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	80,519	79,831	41,562	83,124	74,893	-6.19%
100	52400	190	Training	1,838	2,000	471	2,000	2,000	0.00%
			Subtotal	266,345	269,258	127,543	272,564	271,390	0.79%
			CONTRACTUAL SERVICES						
100	52400	210	Telephone	1,596	1,400	700	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	985	1,500	670	1,000	1,500	0.00%
100	52400	215	Consulting	2,756	4,600	2,717	2,717	13,800	200.00%
100	52400	218	Cell/Radio	1,761	1,500	831	1,663	1,700	13.33%
100	52400	240	Equipment Maintenance	729	2,800	746	2,800	1,000	-64.29%
			Subtotal	7,826	11,800	5,664	9,580	19,400	64.41%
			SUPPLIES AND EXPENSE						
100	52400	310	Office Supplies	1,608	1,800	585	1,800	1,500	-16.67%
100	52400	320	Memberships/Subscriptions	515	800	331	800	800	0.00%
100	52400	331	Transportation	1,922	2,000	714	1,800	2,000	0.00%
			Subtotal	4,046	4,600	1,630	4,400	4,300	-6.52%
			CAPITAL OUTLAY						
100	52400	810	Capital Equipment	3076	0	0	0	0	0.00%
			Subtotal	3,076	0	0	0	0	0.00%
			TOTAL	\$ 281,293	\$ 285,658	\$ 134,837	\$ 286,544	\$ 295,090	3.30%

Jail

Program Full Time Equivalent: 0

Program Mission:

House prisoners in a secure environment

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2021 Performance Measures:

- 1) Reduce jail costs by 10% by further increasing the number of releases of low level offenders from custody to responsible persons in 2021.

2020 Performance Measures:

- 1) Reduce jail costs by 10% by increasing the number of releases of low level offenders from custody to responsible persons in 2020.

Results: Due to the COVID-19 outbreak, no persons were locally charged or arrested coupled with no arrests on municipal warrants. This caused an artificially low cost because no booking fees were assessed. The costs for the jail for 2020 are about 50% lower.

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 2021 Police program cost is \$8,250. 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.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Change:

- 1) Equipment maintenance of \$500 eliminated due to no maintenance costs

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
CONTRACTUAL SERVICES									
100	52700	219	Data	\$ 621	\$ 250	\$ 125	\$ 250	\$ 250	0.00%
100	52700	222	Jail	6,480	8,000	1,360	8,000	8,000	0.00%
100	52700	240	Equipment Maintenance	0	500	0	0	0	-100.00%
			Subtotal	7,101	8,750	1,485	8,250	8,250	-5.71%
			TOTAL	\$ 7,101	\$ 8,750	\$ 1,485	\$ 8,250	\$ 8,250	-5.71%

TOTAL PUBLIC SAFETY

**City of De Pere
2021 General Fund
Adopted Budget**

**PUBLIC SAFETY
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
TOTAL PUBLIC SAFETY						
PERSONAL SERVICES						
110 Salaries	\$ 854,232	\$ 935,485	\$ 404,159	\$ 935,485	\$ 979,810	4.74%
120 Hourly Wages	4,682,539	4,991,519	2,138,623	4,943,605	4,944,177	-0.95%
121 Hourly Wages Crossing Guards	80,327	87,322	21,568	70,000	87,322	0.00%
122 Hourly Wages Part Time	15,757	28,500	14,017	26,000	28,500	0.00%
125 Overtime Wages	346,638	285,000	97,227	255,011	285,000	0.00%
126 Seasonal Labor	146	0	11	0	0	0.00%
127 Hourly Wages Plumbing Inspector	9,840	9,000	4,143	9,000	10,000	11.11%
129 Hourly Wages POC FF	46,234	60,000	28,501	60,000	110,000	83.33%
150 FICA	283,430	314,269	144,568	309,460	318,495	1.34%
151 Retirement	702,503	829,958	315,927	820,785	816,285	-1.65%
152 Health, Dental, DIB, Life & Wks Cmp Ins	1,564,226	1,545,019	760,198	1,547,789	1,406,836	-8.94%
190 Training	15,508	16,600	2,843	11,100	16,600	0.00%
191 Training Act 102	5,874	0	2,915	2,915	0	0.00%
Subtotal	8,607,699	9,102,673	3,935,225	8,991,151	9,003,024	-1.09%
CONTRACTUAL SERVICES						
210 Telephone	23,822	20,600	10,137	20,600	20,600	0.00%
211 Postage	2,374	2,700	327	1,700	2,700	0.00%
212 Seminars and Conferences	6,634	13,500	6,635	8,242	13,500	0.00%
215 Consulting	82,665	88,600	21,121	86,717	123,880	39.82%
217 Cleaning Service Contract	20,435	22,000	11,029	22,000	23,000	4.55%
218 Cell/Radio	29,923	21,500	9,745	21,663	24,700	14.88%
219 Data	8,856	7,250	3,378	7,250	8,250	13.79%
220 Utilities	35,629	34,000	16,764	34,000	34,000	0.00%
222 Jail	6,480	8,000	1,360	8,000	8,000	0.00%
240 Equipment Maintenance	102,330	79,300	25,999	80,800	80,000	0.88%
290 Other Contractual Services	7,794	9,000	1,039	9,000	37,000	311.11%
Subtotal	326,944	306,450	107,533	299,972	375,630	22.57%

**City of De Pere
2021 General Fund
Adopted Budget**

**PUBLIC SAFETY
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
TOTAL PUBLIC SAFETY						
SUPPLIES AND EXPENSE						
310 Office Supplies	13,231	12,800	2,739	12,800	12,500	-2.34%
312 Crime Prevention Program	2,532	2,000	2,265	2,000	2,000	0.00%
314 Cleaning and Maintenance	8,122	13,000	5,138	4,000	13,000	0.00%
315 Publications	117	200	72	200	200	0.00%
320 Memberships/Subscriptions	2,519	3,700	2,061	3,770	3,900	5.41%
324 Medical Supplies	35,723	40,000	10,285	40,000	40,000	0.00%
328 Fire Prevention/Education Supplies	2,641	8,000	385	8,000	8,000	0.00%
330 Mileage Reimbursement	7,099	10,360	616	3,800	10,360	0.00%
331 Transportation	72,173	78,000	33,977	66,800	74,000	-5.13%
340 Operating Supplies	34,794	50,000	19,307	37,000	38,000	-24.00%
343 Guns and Ammo	469	9,000	6,216	9,000	9,000	0.00%
350 Repair and Maintenance Supplies	39,928	20,000	5,959	20,000	20,000	0.00%
360 Other Repairs and Maintenance	7,789	10,000	3,097	10,000	10,000	0.00%
390 MISC.	180	1,000	0	250	1,000	0.00%
392 Clothing Allowance	31,679	32,000	10,358	30,500	32,000	0.00%
393 Parking Tickets--State	135	0	(380)	0	0	0.00%
Subtotal	259,130	290,060	102,096	248,120	273,960	-5.55%
CAPITAL OUTLAY						
810 Capital Equipment	212,183	45,453	156,586	150,732	24,500	-46.10%
811 Office Equipment	0	0	0	0	0	0.00%
Subtotal	212,183	45,453	156,586	150,732	24,500	-46.10%
TOTAL	\$ 9,405,955	\$ 9,744,635	\$ 4,301,440	\$ 9,689,974	\$ 9,677,115	-0.69%

PUBLIC WORKS

PUBLIC WORKS EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	0.91
Engineering	1.75
Municipal Service Center	0.11
Building Maintenance	2.50
Fleet Maintenance	3.00
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	0.10
Recycling	1.10
TOTAL	15.57

Public Works Administration

Program Full Time Equivalent: 0.91

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 (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). 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 (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). 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 (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 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) Continued to work with Brown County Highway Department with construction projects.
- 3) Continued to work with DOT with construction projects.
- 4) Continue working with other communities to joint bid projects.
- 5) Worked with various wireless companies pertaining to installation on City water towers.
- 6) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 7) Contracted out dumpster services for Marquette Square.

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 2021 Public Works Administration program cost is \$121,864. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. 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.

2021 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to coordinate with Brown County Highway Department on construction projects.
- 3) Continue to work with CBCWA providing a Lake Michigan water source.
- 4) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
- 5) Continue to look at ways to bid projects with other communities to save money.
- 6) Continue to evaluate after hours emergency response policy.

2021 Budget Significant Expenditure Changes:

- 1) Overtime Wages decreased \$300 to reflect actual costs.
- 2) Training is funding to provide for all department trainings.
- 3) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 4) Consulting is for copier lease.
- 5) Cell/Radio decreased \$296 to reflect actual costs.
- 6) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers, Lake Area Public Works Association, and Wisconsin Department of Regulation and Licensing.
- 7) Transportation decreased \$116 to reflect actual costs.
- 8) No Capital Equipment requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
PUBLIC WORKS ADMINISTRATION									
Account Number	PERSONAL SERVICES								
100	53000	110	Salaries	\$ 50,692	\$ 53,111	\$ 24,093	\$ 53,111	\$ 54,171	2.00%
100	53000	120	Hourly Wages	20,954	17,669	8,501	17,669	18,430	4.31%
100	53000	125	Overtime Wages	298	800	189	500	500	-37.50%
100	53000	126	Seasonal Labor	0	0	0	0	0	0.00%
100	53000	150	FICA	4,950	5,476	2,514	5,453	5,592	2.13%
100	53000	151	Retirement	4,432	4,832	2,084	4,811	4,934	2.13%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	38,167	26,774	14,546	26,774	25,228	-5.78%
100	53000	190	Training	10	2,000	203	2,000	2,000	0.00%
			Subtotal	119,503	110,662	52,128	110,318	110,856	0.18%
			CONTRACTUAL SERVICES						
100	53000	210	Telephone	954	766	766	766	766	0.00%
100	53000	211	Postage	1,296	1,563	772	1,544	1,563	0.00%
100	53000	212	Seminars and Conferences	1,766	2,500	0	500	2,500	0.00%
100	53000	215	Consulting	1,318	829	412	829	829	0.00%
100	53000	218	Cell/Radio	2,167	2,096	809	1,618	1,800	-14.12%
			Subtotal	7,501	7,754	2,758	5,257	7,458	-3.82%
			SUPPLIES AND EXPENSE						
100	53000	310	Office Supplies	696	2,500	18	2,500	2,500	0.00%
100	53000	320	Memberships/Subscriptions	330	400	266	400	400	0.00%
100	53000	331	Transportation	556	766	100	650	650	-15.14%
100	53000	340	Operating Supplies	0	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	0	0	0	0	0	0.00%
			Subtotal	1,582	3,666	384	3,550	3,550	-3.16%
			CAPITAL OUTLAY						
100	53000	810	Capital Equipment	0	1,500	1,668	1,668	0	-100.00%
			Subtotal	0	1,500	1,668	1,668	0	-100.00%
			TOTAL	\$ 128,586	\$ 123,582	\$ 56,939	\$ 120,793	\$ 121,864	-1.39%

Engineering

Program Full Time Equivalent: 1.75

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 and review 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 meet the WDNR permit requirements.
- 7) *Coordinate with private utility working in public right of way* – Coordinate City construction projects with private utility companies. Review and approve street excavation permits. Review final restoration.

Important Outputs:

- 1) *Administration of public works improvement projects*- Administration of this department is supported by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%).
- 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).
- 6) *Inspect various City facilities* – Staff annually inspects the City’s storm water management ponds, traffic signals, and pedestrian hand rails. Staff works with other departments or contractors for required maintenance.

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) Respond in a timely matter 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 and improvements for City facilities.

2021 Performance Measures:

- 1) Respond to 100% of complaints within three (3) business days of receiving them.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Respond to complaints within three (3) business days of receiving them.
 - a. Result: Performance measure met

Significant Program Achievements:

- 1) Completed 2020 public works improvements program which included:
 - a. Relayed approximately 8,850 lineal feet of water main in preparation for street resurfacing and reconstruction.
 - b. Completed construction on the new Garrity's Glen South subdivision off of Lawrence which is a 78 single/duplex family lot with two multi-family lot subdivision.
 - c. Constructed the Lawrence Drive sidewalk from Scheuring Road to Main Avenue.
 - d. Constructed the Front Street parking lot.
 - e. Constructed/reconstructed/lined 10,500 lineal feet of sanitary sewer.
 - f. Removed and replaced sanitary laterals in conjunction with water main/service relays.
 - g. Provided new sanitary sewer to condominiums off of Southbridge Road
 - h. Constructed sidewalk around the playground at Patriot Park.
 - i. Relocated 1000 lineal feet of 60" storm sewer for the West De Pere High school addition.
 - j. Completed pedestrian crossings with bumpouts and rapid rectangular flashing beacons on Ninth Street, Superior Street, and Main Avenue.
 - k. Completed the rehabilitation of concrete on Third Street from Marsh Street to Fourth Street and Enterprise Drive from Rockland Road to 700' south of Prosper Street.
- 2) Designed and bid on the Honeysuckle Acres Fourth Addition off of Red Maple Road which is 23 single family lot subdivision.
- 3) Completed the re-bidding of the James Street Streetscaping Project
- 4) Reviewed all public and private storm water management facilities.
- 5) Reviewed all traffic signals and hand rails for maintenance. Coordinated repairs.
- 6) Successfully obtained a grant from the Wisconsin Department of Transportation for the reconstruction of Lawrence Drive, south of Scheuring Road in 2025.

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 2021 Engineering Program cost is \$236,936. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. 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.

2021 Program Objectives:

- 1) Complete the construction of the James Street Streetscaping project.
- 2) Complete the Honeysuckle Fourth Addition subdivision construction.
- 3) Complete the Lewis Street reconstruction in conjunction with Mulva development.
- 4) Complete several alley reconstructions in the downtown to coincide with ongoing development.
- 5) 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.
- 6) Continue to update engineering CADD standards and construction plans.
- 7) Monitor public and private storm water management facilities.
- 8) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,693 to reflect actual costs for additional family member participation in health insurance for engineering staff.
- 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 includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSOC fees, Phosphorous study, bridge and sign bridge inspections, outside consultant services that are not able to be performed by City staff and lease payments for color printer.
- 5) Memberships/Subscriptions decreased \$63 to reflect actual costs. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 6) No Capital Equipment requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
ENGINEERING									
Account Number PERSONAL SERVICES									
100	53110	110	Salaries	\$ 47,182	\$ 48,624	\$ 22,057	\$ 48,624	\$ 50,144	3.13%
100	53110	120	Hourly Wages	82,557	81,053	38,660	81,053	83,081	2.50%
100	53110	125	Overtime Wages	9,088	12,000	5,417	12,000	12,000	0.00%
100	53110	126	Seasonal Labor	5,949	7,425	2,559	7,425	7,425	0.00%
100	53110	150	FICA	10,281	10,946	5,380	10,946	11,217	2.48%
100	53110	151	Retirement	9,067	9,563	4,079	9,563	9,803	2.50%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	36,602	37,872	20,078	37,872	41,565	9.75%
100	53110	190	Training	888	3,125	875	3,125	3,125	0.00%
			Subtotal	201,615	210,608	99,105	210,608	218,359	3.68%
CONTRACTUAL SERVICES									
100	53110	210	Telephone	1,198	970	485	970	970	0.00%
100	53110	212	Seminars and Conferences	142	1,000	73	500	1,000	0.00%
100	53110	215	Consulting	5,306	8,000	2,970	8,000	8,000	0.00%
100	53110	218	Cell/Radio	2,893	2,544	1,322	2,644	2,544	0.00%
			Subtotal	9,539	12,514	4,851	12,114	12,514	0.00%
SUPPLIES AND EXPENSE									
100	53110	310	Office Supplies	0	0	0	0	0	0.00%
100	53110	320	Memberships/Subscriptions	228	313	44	250	250	-20.13%
100	53110	331	Transportation	2,439	2,500	3,123	2,500	2,500	0.00%
100	53110	340	Operating Supplies	1,860	2,813	1,051	2,813	2,813	0.00%
100	53110	350	Repair and Maintenance Supplies	362	500	52	500	500	0.00%
			Subtotal	4,889	6,126	4,270	6,063	6,063	-1.03%
CAPITAL OUTLAY									
100	53110	810	Capital Equipment	7,893	8,750	7,381	8,750	0	-100.00%
			Subtotal	7893	8,750	7,381	8,750	0	-100.00%
			TOTAL	\$ 223,935	\$ 237,998	\$ 115,606	\$ 237,535	\$ 236,936	-0.45%

Municipal Service Center

Program Full Time Equivalent: 0.11

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 the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) and serves as a vital support service to all departments requiring fuel.
- 2) Storage space for public work and park department fleets – Funded by the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) 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 the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) 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 the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.
 - a. Result: Electricity costs January decreased 4.3%. Performance measure was met.

Significant Program Achievements:

- 1) Installed ductwork to large make up air unit in unit “B”.
- 2) Installed digital HVAC Controls for the MSC 12 individual zones.
- 3) Installed AC zone for fitness room.
- 4) Installed partition wall for soccer league in bike cage area as well as hooks to organize the bike cage area.
- 5) Replaced the two (2) primary garage doors, tracks and operators in unit “B”.
- 6) Installed garage door openers on four (4) secondary garage doors in unit “B”.
- 7) Installed Plexiglas around office areas for COVID.
- 8) Installed second fan in shop to help cool in summer and save heat in winter.
- 9) Installed new fuel dispensing software for Fuel Island.
- 10) Upgraded ceiling tiles in City Engineer, Street Superintendent and City Engineer’s offices.
- 11) Completed five (5) year inspection on building’s sprinkler system for fire protection.
- 12) Natural gas costs decreased 21.7% due to replacing the existing boilers with energy efficient modulating boilers.

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 2021 Municipal Service Center program cost is \$88,284. This amount is only 55% of the total cost of the program. The other 45% is spread out through the following utilities: 15% Water Utility, 15% Sewer Utility, and 15% Storm Water Utility. 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$400 to reflect decrease in health insurance premiums.
- 2) Training includes various training for building maintenance staff.
- 3) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, building maintenance scheduling software, and perform backup generator study.
- 4) Capital Outlay includes the general fund share of \$8,250 for repair of existing steel wall in the MSC wash bay.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
MUNICIPAL SERVICE CENTER									
Account Number	PERSONAL SERVICES								
100	53230	110	Salaries	\$0	\$0	\$0	\$0	\$0	0.00%
100	53230	120	Hourly Wages	11,045	10,000	7,561	10,000	10,200	2.00%
100	53230	125	Overtime Wages	0	100	0	100	100	0.00%
100	53230	126	Seasonal Labor	141	2,753	300	2,753	2,753	0.00%
100	53230	150	FICA	1,263	813	562	813	828	1.88%
100	53230	151	Retirement	819	682	408	682	695	1.98%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	777	5,703	3,869	5,703	5,303	-7.01%
100	53230	190	Training	5,358	275	0	275	275	0.00%
			Subtotal	19,404	20,325	12,700	20,325	20,154	-0.84%
			CONTRACTUAL SERVICES						
100	53230	210	Telephone	159	130	65	130	130	0.00%
100	53230	215	Consulting	11,262	13,750	8,539	13,750	13,750	0.00%
100	53230	217	Cleaning Service Contract	7,349	7,500	3,094	7,500	7,500	0.00%
100	53230	220	Utilities	26,648	23,000	8,986	23,000	23,000	0.00%
			Subtotal	45,419	44,380	20,684	44,380	44,380	0.00%
			SUPPLIES AND EXPENSE						
100	53230	314	Cleaning and Maintenance	3,100	9,000	2,625	9,000	9,000	0.00%
100	53230	340	Operating Supplies	8,151	6,500	3,039	6,500	6,500	0.00%
			Subtotal	11,250	15,500	5,665	15,500	15,500	0.00%
			CAPITAL OUTLAY						
100	53230	810	Capital Equipment	11,071	24,750	15,429	24,750	8,250	-66.67%
			Subtotal	11,071	24,750	15,429	24,750	8,250	-66.67%
			TOTAL	\$ 87,145	\$ 104,955	\$ 54,477	\$ 104,955	\$ 88,284	-15.88%

Building Maintenance

Program Full Time Equivalent: 2.5

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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 2021 Building Maintenance program cost is \$178,515. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Training increased by \$6,000 for specific training needed for staff for operating and programming City's HVAC system. Training includes staff training on building maintenance.
- 2) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
- 3) Capital Outlay includes \$1,000 for purchase of cordless rotary hammer drill and accessories.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
BUILDING MAINTENANCE									
Account Number PERSONAL SERVICES									
100	53231	110	Salaries	\$ 35,381	\$ 38,868	\$ 17,622	\$ 38,868	\$ 39,638	1.98%
100	53231	120	Hourly Wages	62,612	55,000	19,978	55,000	56,100	2.00%
100	53231	125	Overtime Wages	730	600	344	600	600	0.00%
100	53231	126	Seasonal Labor	0	500	0	500	500	0.00%
100	53231	150	FICA	6,946	7,234	3,016	7,234	7,377	1.98%
100	53231	151	Retirement	6,452	6,377	2,511	6,377	6,503	1.98%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	53,818	44,101	26,137	44,101	43,224	-1.99%
100	53231	190	Training	440	500	190	500	6,500	1200.00%
			Subtotal	166,378	153,180	69,798	153,180	160,441	4.74%
CONTRACTUAL SERVICES									
100	53231	210	Telephone	0	0	0	0	0	0.00%
100	53231	215	Consulting	121	500	0	500	500	0.00%
100	53231	218	Cell/Radio	1,444	2,074	721	2,074	2,074	0.00%
			Subtotal	1,566	2,574	721	2,574	2,574	0.00%
SUPPLIES AND EXPENSE									
100	53231	310	Office Supplies	0	500	0	500	500	0.00%
100	53231	331	Transportation	4,582	6,000	2,825	5,650	6,000	0.00%
100	53231	340	Operating Supplies	623	3,000	366	3,000	3,000	0.00%
100	53231	350	Repair and Maintenance Supplies	0	4,000	0	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	712	1,000	615	1,000	1,000	0.00%
			Subtotal	5,917	14,500	3,806	14,150	14,500	0.00%
CAPITAL OUTLAY									
100	53231	860	Capital Outlay	0	0	0	0	1,000	100.00%
			Subtotal	0	0	0	0	1,000	100.00%
			TOTAL	\$ 173,861	\$ 170,254	\$ 74,325	\$ 169,904	\$ 178,515	4.85%

Fleet Maintenance

Program Full Time Equivalent: 3.0

Program Mission:

Provide preventative and emergency repairs for the street, water, park, engineering, building inspections, health, 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, building inspections, health, 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, building inspections, health, police and fire departments.

Important Outputs:

- 1) *Maintain and Repair Equipment-* Activities and services by the department is supported by the property tax (20%), water utility (15%), sewer utility (15%) and storm water utility (50%). 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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 173 pieces of equipment for the street, water, park, engineering, building inspections, health, 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, building inspections, health, 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 2021 Fleet Maintenance cost is \$117,247. 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: 50% storm water utility, 15% water utility, and 15% sewer utility. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$8,012 to reflect actual costs in addition to a decrease in health insurance premiums.
- 2) Training is for staff on fleet maintenance equipment.
- 3) Consulting includes tasks unable to perform in our mechanics shop.
- 4) Capital Equipment includes the general fund share of \$4,000 which is for: large ceiling fan for shop (\$2,400); and replace welding table exhaust fan (\$1,600).

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
FLEET MAINTENANCE									
Account Number PERSONAL SERVICES									
100	53240	110	Salaries	\$ 7,076	\$ 7,774	\$ 3,524	\$ 7,774	\$ 7,928	1.97%
100	53240	120	Hourly Wages	19,645	39,000	10,643	39,000	39,780	2.00%
100	53240	125	Overtime Wages	207	408	0	408	408	0.00%
100	53240	126	Seasonal Labor	0	0	46	46	0	0.00%
100	53240	150	FICA	1,737	3,609	1,105	3,610	3,681	1.98%
100	53240	151	Retirement	1,526	3,185	515	3,185	3,248	1.98%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,359	21,525	8,542	17,084	13,513	-37.22%
100	53240	190	Training	0	200	35	200	200	0.00%
			Subtotal	45,550	75,701	24,411	71,307	68,757	-9.17%
CONTRACTUAL SERVICES									
100	53240	210	Telephone	51	42	26	42	42	0.00%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	53240	215	Consulting	12,099	11,200	1,100	11,200	11,200	0.00%
100	53240	218	Cell/Radio	0	102	0	102	102	0.00%
			Subtotal	12,150	11,344	1,126	11,344	11,344	0.00%
SUPPLIES AND EXPENSE									
100	53240	331	Transportation	0	408	0	408	408	0.00%
100	53240	340	Operating Supplies	5,012	4,838	2,217	4,838	4,838	0.00%
100	53240	350	Repair and Maintenance Supplies	23,008	26,200	9,445	26,200	26,200	0.00%
100	53240	351	Safety Equipment and Uniforms	1,890	1,700	693	1,700	1,700	0.00%
			Subtotal	29,910	33,146	12,355	33,146	33,146	0.00%
CAPITAL OUTLAY									
100	53240	810	Capital Equipment	5,801	18,761	12,438	18,761	4,000	-78.68%
			Subtotal	5,801	18,761	12,438	18,761	4,000	-78.68%
			TOTAL	\$ 93,411	\$ 138,952	\$ 50,330	\$ 134,558	\$ 117,247	-15.62%

Snow and Ice Control

Program Full Time Equivalent: 0.96

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 is 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 sixteen (16) different plow routes throughout the City that employees are assigned to. It takes approximately seven (7) 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 (6) different routes throughout the City that employees are assigned to. It takes approximately three (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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 26 to 5. This is a decrease of 81%. Performance measure was met.

Significant Program Achievements:

- 1) Increased 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 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 2021 Snow and Ice Control program cost is \$284,203. 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.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$2,077 to reflect a decrease in health insurance premiums.
- 2) Training includes training for operational training of salting and plowing.
- 3) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 4) Consulting is for the need to hire contractors as needed or rent equipment.
- 5) No capital outlay requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
SNOW AND ICE CONTROL									
PERSONAL SERVICES									
100	53310	120	Hourly Wages	\$ 87,549	\$ 70,000	\$ 32,139	\$ 70,000	\$ 71,400	2.00%
100	53310	125	Overtime Wages	33,155	40,000	12,360	40,000	40,000	0.00%
100	53310	150	FICA	8,798	8,415	3,325	8,415	8,522	1.27%
100	53310	151	Retirement	7,950	7,425	3,085	7,425	7,520	1.27%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	41,296	29,338	18,892	29,338	27,261	-7.08%
100	53310	190	Training	235	500	0	500	500	0.00%
			Subtotal	178,983	155,678	69,802	155,678	155,203	-0.31%
CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	0	1,000	0	1,000	1,000	0.00%
100	53310	215	Consulting	250	4,000	555	4,000	4,000	0.00%
			Subtotal	250	5,000	555	5,000	5,000	0.00%
SUPPLIES AND EXPENSE									
100	53310	331	Transportation	33,462	22,000	9,053	22,000	22,000	0.00%
100	53310	340	Operating Supplies	16,517	12,000	6,538	12,000	12,000	0.00%
100	53310	341	Salt, Sand, Chloride	126,412	90,000	7,100	90,000	90,000	0.00%
			Subtotal	176,392	124,000	22,690	124,000	124,000	0.00%
CAPITAL OUTLAY									
100	53310	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 355,625	\$ 284,678	\$ 93,047	\$ 284,678	\$ 284,203	-0.17%

Street Maintenance

Program Full Time Equivalent: 0.99

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.

2021 Performance Measures:

- 1) Respond to hazards within 24 hours of notification.

2020 Performance Measurement Data (July 2019 – June 2020):

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

Significant Program Achievements:

- 1) Increased road-patching to reduce potholes.
- 2) Tracked pothole patching volume and locations.

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 2021 Street Maintenance program cost is \$137,150. The program benefits the community by allowing the streets to be kept clear of road hazards.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$2,283 to reflect a decrease in health insurance premiums.
- 2) Training includes funding for street employees to attend road maintenance seminar/workshops.
- 3) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 4) Consulting include for blacktop patching.
- 5) No Capital Outlay is being requested.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
STREET MAINTENANCE									
Account Number PERSONAL SERVICES									
100	53330	120	Hourly Wages	\$ 72,263	\$ 66,500	\$ 18,232	\$ 66,500	\$ 67,830	2.00%
100	53330	125	Overtime Wages	1,102	2,000	401	2,000	2,000	0.00%
100	53330	126	Seasonal Labor	3,504	4,961	536	4,961	4,961	0.00%
100	53330	150	FICA	5,660	5,312	1,508	5,312	5,414	1.92%
100	53330	151	Retirement	4,445	4,624	1,136	4,624	4,714	1.94%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	40,460	32,845	9,528	32,845	30,562	-6.95%
100	53330	190	Training	0	2,000	0	2,000	2,000	0.00%
			Subtotal	127,432	118,242	31,341	118,242	117,480	-0.64%
			CONTRACTUAL SERVICES						
100	53330	212	Seminars and Conferences	0	270	0	270	270	0.00%
100	53330	215	Consulting	0	2,000	0	2,000	2,000	0.00%
			Subtotal	0	2,270	0	2,270	2,270	0.00%
			SUPPLIES AND EXPENSE						
100	53330	331	Transportation	7,761	8,000	6,380	8,500	8,000	0.00%
100	53330	340	Operating Supplies	1,216	3,000	285	3,000	3,000	0.00%
100	53330	350	Repair and Maintenance Supplies	111	1,000	492	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,903	5,400	3,298	5,400	5,400	0.00%
			Subtotal	14,990	17,400	10,456	17,900	17,400	0.00%
			CAPITAL OUTLAY						
100	53330	860	Capital Outlay	19,099	0	0	0	0	0.00%
			Subtotal	19,099	0	0	0	0	0.00%
			TOTAL	\$ 161,521	\$ 137,912	\$ 41,797	\$ 138,412	\$ 137,150	-0.55%

Traffic Signs and Markings

Program Full Time Equivalent: 0.98

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.

2021 Performance Measures:

- 1) Respond to all calls pertaining to street signs being damaged within 24 hours of notification.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Respond to all calls pertaining to street signs being damaged within 24 hours of notification.
 - a. Result: Performance measure met.

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 2021 Traffic Signs and Markings program cost is \$158,177. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,120 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) Operating Supplies increased \$19,610 to reflect increased costs for materials for costs for new sign plotter (\$3,000) and to upgrade 20% of street signs with new City logo (\$16,610).
- 6) Paint – Sign and Mark increased \$1,000 to reflect actual costs.
- 7) Capital Equipment includes \$2,000 which is for replacing sign post driver.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
TRAFFIC SIGNS AND MARKINGS									
Account Number PERSONAL SERVICES									
100	53400	120	Hourly Wages	\$ 56,264	\$ 59,000	\$ 27,751	\$ 59,000	\$ 60,180	2.00%
100	53400	125	Overtime Wages	2,185	2,000	57	2,000	2,000	0.00%
100	53400	126	Seasonal Labor	5,341	5,000	1,567	5,000	5,000	0.00%
100	53400	150	FICA	4,318	4,739	2,175	4,739	4,829	1.90%
100	53400	151	Retirement	3,839	4,118	1,673	4,118	4,197	1.93%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,280	17,616	11,157	22,314	20,736	17.71%
100	53400	190	Training	0	400	0	400	400	0.00%
			Subtotal	92,226	92,873	44,379	97,571	97,342	4.81%
			CONTRACTUAL SERVICES						
100	53400	212	Seminars and Conferences	0	225	0	225	225	0.00%
100	53400	215	Consulting	5,559	6,000	0	6,000	6,000	0.00%
			Subtotal	5,559	6,225	0	6,225	6,225	0.00%
			SUPPLIES AND EXPENSE						
100	53400	331	Transportation	2,864	3,000	1,487	3,000	3,000	0.00%
100	53400	340	Operating Supplies	15,054	18,000	9,593	18,000	37,610	108.94%
100	53400	342	Paint--Sign and Mark	10,418	11,000	154	12,000	12,000	9.09%
			Subtotal	28,336	32,000	11,234	33,000	52,610	64.41%
			CAPITAL OUTLAY						
100	53400	810	Capital Equipment	0	18,000	0	18,000	2,000	-88.89%
			Subtotal	0	18,000	0	18,000	2,000	-88.89%
			TOTAL	\$ 126,121	\$ 149,098	\$ 55,613	\$ 154,796	\$ 158,177	6.09%

Street Lighting

Program Full Time Equivalent: 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.

2021 Performance Measures:

- 1) Respond to 100% of burnt out street lights within three (3) business days of being notified.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Respond to 100% of burnt out street lights within 24 hours of being notified.
 - 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 2021 Street Lighting program cost is \$406,123. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$189 to reflect actual costs.
- 2) Consulting increased \$5,000 to reflect actual costs. Consulting is for contracting outside services for locates and to repair street and decorative lighting.
- 3) No Capital Equipment requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
STREET LIGHTING									
Account Number	PERSONAL SERVICES								
100	53420	120	Hourly Wages	\$ 5,733	\$ 6,000	\$ 3,595	\$ 6,000	\$ 6,120	2.00%
100	53420	125	Overtime Wages	971	200	0	200	200	0.00%
100	53420	126	Seasonal Labor	(332)	1,000	88	1,000	1,000	0.00%
100	53420	150	FICA	376	489	326	489	498	1.88%
100	53420	151	Retirement	350	419	296	419	427	1.94%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,862	2,439	1,871	2,862	2,628	7.75%
100	53420	190	Training	0	0	0	0	0	0.00%
			Subtotal	9,960	10,546	6,177	10,969	10,873	3.09%
			CONTRACTUAL SERVICES						
100	53420	215	Consulting	18,049	10,000	15,568	20,000	15,000	50.00%
100	53420	220	Utilities	404,638	360,000	127,231	360,000	360,000	0.00%
			Subtotal	422,687	370,000	142,799	380,000	375,000	1.35%
			SUPPLIES AND EXPENSE						
100	53420	331	Transportation	0	250	0	250	250	0.00%
100	53420	340	Operating Supplies	6,533	20,000	3,051	20,000	20,000	0.00%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0.00%
			Subtotal	6,533	20,250	3,051	20,250	20,250	0.00%
			CAPITAL OUTLAY						
100	53420	810	Capital Equipment	31,555	25,000	2,509	25,000	0	-100.00%
			Subtotal	31,555	25,000	2,509	25,000	0	-100.00%
			TOTAL	\$ 470,734	\$ 425,796	\$ 154,536	\$ 436,219	\$ 406,123	-4.62%

Traffic Lights

Program Full Time Equivalent: 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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 2021 Traffic Lights program cost is \$46,300. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Consulting fees include fees paid to City of Green Bay for maintenance of traffic signals and locates.
- 2) Capital equipment includes City share of \$5,300 for replacing the traffic signal at 4th and Main.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
TRAFFIC LIGHTS									
Account Number PERSONAL SERVICES									
100	53450	120	Hourly Wages	\$0	\$0	\$0	\$0	0.00%	
100	53450	122	Hourly Wages Part Time	0	0	0	0	0.00%	
100	53450	125	Overtime Wages	0	0	0	0	0.00%	
100	53450	150	FICA	0	0	0	0	0.00%	
100	53450	151	Retirement	0	0	0	0	0.00%	
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0.00%	
			Subtotal	0	0	0	0	0.00%	
CONTRACTUAL SERVICES									
100	53450	215	Consulting	5,270	12,000	1,411	12,000	12,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0.00%
100	53450	220	Utilities	33,909	28,000	12,781	28,000	28,000	0.00%
			Subtotal	39,179	40,000	14,192	40,000	40,000	0.00%
SUPPLIES AND EXPENSE									
100	53450	331	Transportation	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	2,808	1,000	0	1,000	1,000	0.00%
			Subtotal	2,808	1,000	0	1,000	1,000	0.00%
CAPITAL OUTLAY									
100	53450	810	Capital Equipment	0	0	0	0	5,300	100.00%
			Subtotal	0	0	0	0	5,300	100.00%
			TOTAL	\$ 41,988	\$ 41,000	\$ 14,192	\$ 41,000	\$ 46,300	12.93%

Brush Collection

Program Full Time Equivalents: 0.39

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 75% City and 25% 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
 - a. Result: Household brush violations (628 in 2019, 358 in 2020). Decreased 43%. Performance measure was met.

Significant Program Achievements:

- 1) Reduced the number of commercial contractors illegally using the compost site.
- 2) Reduced the number of brush violations.
- 3) Increased brush collection due to COVID.

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 2021 Brush Collection program cost is \$101,171. 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.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Consulting increased \$7,000 due to increase in brush volume at compost site. Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
- 2) No Capital Equipment requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
BRUSH COLLECTION									
Account Number PERSONAL SERVICES									
100	53460	120	Hourly Wages	\$ 44,880	\$ 41,820	\$ 27,122	\$ 41,820	\$ 42,656	2.00%
100	53460	125	Overtime Wages	247	100	0	100	100	0.00%
100	53460	126	Seasonal Labor	3,784	7,150	1,146	7,150	7,150	0.00%
100	53460	150	FICA	3,303	3,311	2,047	3,311	3,375	1.93%
100	53460	151	Retirement	2,961	2,830	1,410	2,830	2,886	1.99%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,760	13,871	7,280	14,560	13,550	-2.31%
			Subtotal	73,934	69,081	39,006	69,770	69,717	0.92%
			CONTRACTUAL SERVICES						
100	53460	215	Consulting	22,600	18,000	1,666	25,000	25,000	38.89%
100	53460	220	Utilities	369	354	109	354	354	0.00%
			Subtotal	22,969	18,354	1,775	25,354	25,354	38.14%
			SUPPLIES AND EXPENSE						
100	53460	331	Transportation	4,563	5,800	4,034	5,800	5,800	0.00%
100	53460	340	Operating Supplies	0	300	0	300	300	0.00%
			Subtotal	4,563	6,100	4,034	6,100	6,100	0.00%
			CAPITAL OUTLAY						
100	53460	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 101,465	\$ 93,535	\$ 44,815	\$ 101,224	\$ 101,171	8.16%

Transit System

Program Full Time Equivalent: 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership decreased due to COVID pandemic: Route 11: 65,680 to 43,405; Route 17: 41,670 to 26,384).

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 2021 Transit System program cost is \$424,663. 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.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) None.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
TRANSIT SYSTEM									
Account Number			CONTRACTUAL SERVICES						
100	53520	213	Transit System	\$ 420,367	\$ 421,305	\$ 226,858	\$ 453,716	\$ 424,663	0.80%
			Subtotal	420,367	421,305	226,858	453,716	424,663	0.80%
			TOTAL	\$ 420,367	\$ 421,305	\$ 226,858	\$ 453,716	\$ 424,663	0.80%

Garbage and Refuse Collection

Program Full Time Equivalent: 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 months of April through November. Residents will bring their items to the MSC during these months on Wednesdays from 3:00 PM to 7:00 PM and Saturdays 8:00 AM to 4:00 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
 - a. Result: Violations are 194 for 2020 compared to 321 in 2019. This is a decrease of 40%. Performance measure met.

Significant Program Achievements:

- 1) Modified routes to improve 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 2021 Garbage/Refuse Collection program cost is \$329,416. 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.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$22,000 to reflect actual costs due to the volume of rubbish being collected.
- 2) FICA increased \$1,683 to reflect increase in hourly wages.
- 3) Retirement increased \$1,485 to reflect increase in hourly wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$2,788 to reflect actual costs due to the volume of rubbish being collected.
- 5) Training for staff development in garbage truck operations. In addition, staff trained on new garbage trucks and controls.
- 6) Consulting decreased \$5,000 to reflect actual costs for garbage dumpster services for Marquette Square and Nicolet Square. Consulting for garbage dumpster services for Marquette Square and Nicolet Square. Consulting also includes \$1,000 funding for WDNR and Brown County for solid waste operations.
- 7) Transportation increased \$6,000 to reflect actual costs due to the amount of rubbish being collected.
- 8) Garbage Bags and Poly Cart Supplies increased \$3,000 to reflect actual costs due to new residential subdivisions being constructed.
- 9) No Capital Equipment requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
GARBAGE/REFUSE COLLECTION									
Account Number PERSONAL SERVICES									
100	53620	120	Hourly Wages	\$ 190,310	\$ 158,000	\$ 72,919	\$ 180,000	\$ 180,000	13.92%
100	53620	125	Overtime Wages	3,179	2,000	240	2,000	2,000	0.00%
100	53620	126	Seasonal Labor	8,586	14,000	1,872	14,000	14,000	0.00%
100	53620	150	FICA	14,299	12,443	6,164	14,126	14,126	13.53%
100	53620	151	Retirement	12,626	10,800	4,657	12,285	12,285	13.75%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,552	54,717	30,978	61,956	57,505	5.10%
100	53620	190	Training	0	500	0	500	500	0.00%
			Subtotal	286,552	252,460	116,830	284,867	280,416	11.07%
			CONTRACTUAL SERVICES						
100	53620	210	Telephone	0	0	0	0	0	0.00%
100	53620	215	Consulting	2,095	15,000	1,917	7,500	10,000	-33.33%
			Subtotal	2,095	15,000	1,917	7,500	10,000	-33.33%
			SUPPLIES AND EXPENSE						
100	53620	331	Transportation	29,832	24,000	17,520	30,000	30,000	25.00%
100	53620	340	Operating Supplies	13	1,000	56	1,000	1,000	0.00%
100	53620	344	Garbage and Poly Cart Supplies	133	5,000	8,424	8,424	8,000	60.00%
			Subtotal	29,977	30,000	25,999	39,424	39,000	30.00%
			CAPITAL OUTLAY						
100	53620	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 318,625	\$ 297,460	\$ 144,746	\$ 331,791	\$ 329,416	10.74%

Landfill

Program Full Time Equivalent: 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 5,700 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 2021 Landfill program cost is \$320,000. This program benefits the community by providing funding for disposal of solid waste.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) Landfill fees increased \$80,000 to reflect primarily the costs of disposing of recycling materials. The commodity markets have been consistently down over the years which results in no recycling revenue the City once experienced resulting in the County charging the City to dispose of recyclable materials. In addition, rubbish volumes have increased.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
LANDFILL									
Account Number			CONTRACTUAL SERVICES						
100	53630	214	Landfill	\$ 315,074	\$ 240,000	\$ 95,976	\$ 317,346	\$ 320,000	33.33%
			Subtotal	315,074	240,000	95,976	317,346	320,000	33.33%
			TOTAL	\$ 315,074	\$ 240,000	\$ 95,976	\$ 317,346	\$ 320,000	33.33%

Weed Control

Program Full Time Equivalent: 0.10

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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 2021 Weed Control program cost is \$10,086. 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 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.

2021 Program Objectives:

- 1) Continue to cut weeds in business and industrial parks twice per year.
- 2) Continue to maintain safe vision triangle at intersections throughout the City.

2021 Budget Significant Expenditure Changes:

- 1) Seasonal Labor increased \$309 to reflect actual costs.
- 2) Capital Equipment includes general fund share of \$175 for purchase of leaf blower.

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
WEED CONTROL									
Account Number PERSONAL SERVICES									
100	53640	120	Hourly Wages	\$ 6,611	\$ 5,000	\$ 1,806	\$ 5,000	\$ 5,000	0.00%
100	53640	125	Overtime Wages	107	0	5	5	0	0.00%
100	53640	126	Seasonal Labor	200	91	371	400	400	339.56%
100	53640	150	FICA	501	384	158	388	388	1.17%
100	53640	151	Retirement	477	338	29	338	338	0.00%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,958	3,418	1,878	3,756	3,485	1.96%
			Subtotal	12,854	9,230	4,247	9,887	9,611	4.12%
			SUPPLIES AND EXPENSE						
100	53640	340	Operating Supplies	0	0	0	0	0	0.00%
100	53640	361	Fuel - City Vehicles/EQ	270	300	23	300	300	0.00%
			Subtotal	270	300	23	300	300	0.00%
			CAPITAL OUTLAY						
100	53640	810	Capital Equipment	0	350	336	350	175	-50.00%
			Subtotal	0	350	336	350	175	-50.00%
			TOTAL	\$ 13,124	\$ 9,880	\$ 4,606	\$ 10,537	\$ 10,086	2.08%

Recycling

Program Full Time Equivalent: 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 2020 the grant received was \$97,562.61. 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase recycling tonnage collected by 1% by educating the community on recycling.
 - a. Result: Performance measure was not met. Tonnage for 2019 = 1,905 and 2020 = 1,901. This is a decrease of 0.21%. 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. Issued 337 violation notices of non-compliance for 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 2021 Recycling program cost is \$108,436. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$4,482 to reflect actual costs for health insurance for new employee.
- 2) Training \$500 to fund staff attending recycling seminars.

- 3) Consulting decreased \$5,000 to reflect actual costs for private dumpster services. Consulting for private dumpster services in Marquette Square and Nicolet Square.
- 4) Poly Cart Supplies increased \$3,000 to reflect actual costs due to new residential subdivisions being constructed.
- 5) No Capital Equipment requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
RECYCLING									
Account Number	PERSONAL SERVICES								
100	53650	120	Hourly Wages	\$ 47,687	\$ 48,568	\$ 20,260	\$ 48,568	\$ 49,540	2.00%
100	53650	125	Overtime Wages	327	200	0	200	200	0.00%
100	53650	126	Seasonal Labor	0	322	0	322	322	0.00%
100	53650	150	FICA	3,538	3,735	1,544	3,735	3,810	1.99%
100	53650	151	Retirement	3,157	3,194	1,282	3,194	3,258	1.99%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,624	14,939	18,502	20,624	19,421	30.00%
100	53650	190	Training	0	500	0	500	500	0.00%
			Subtotal	75,333	71,459	41,588	77,144	77,051	7.83%
			CONTRACTUAL SERVICES						
100	53650	215	Consulting	1,392	11,000	1,278	4,000	6,000	-45.45%
			Subtotal	1,392	11,000	1,278	4,000	6,000	-45.45%
			SUPPLIES AND EXPENSE						
100	53650	331	Transportation	14,318	16,885	10,742	16,885	16,885	0.00%
100	53650	340	Operating Supplies	0	500	51	500	500	0.00%
100	53650	344	Poly Cart Supplies	5,000	5,000	2,950	6,000	8,000	60.00%
			Subtotal	19,318	22,385	13,742	23,385	25,385	13.40%
			CAPITAL OUTLAY						
100	53650	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 96,043	\$ 104,844	\$ 56,608	\$ 104,529	\$ 108,436	3.43%

TOTAL PUBLIC WORKS

City of De Pere
2021 General Fund
Adopted Budget

**PUBLIC WORKS
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
TOTAL PUBLIC WORKS						
PERSONAL SERVICES						
110 Salaries	\$ 140,331	\$ 148,377	\$ 67,296	\$ 148,377	\$ 151,880	2.36%
120 Hourly Wages	708,111	657,610	289,168	679,610	690,317	4.97%
125 Overtime Wages	51,596	60,408	19,014	60,113	60,108	-0.50%
126 Seasonal Wages	27,173	43,202	8,484	43,557	43,511	0.72%
150 FICA	65,969	66,906	29,824	68,571	69,657	4.11%
151 Retirement	58,099	58,384	23,165	59,849	60,806	4.15%
152 Health, Denal, DIB, Life & Wks Comp Ins	351,515	305,158	173,258	319,789	303,980	-0.39%
190 Training	6,931	10,000	1,303	10,000	16,000	60.00%
Subtotal	1,409,724	1,350,045	611,512	1,389,866	1,396,260	3.42%
CONTRACTUAL SERVICES						
210 Telephone	2,361	1,908	1,342	1,908	1,908	0.00%
211 Postage	1,296	1,563	772	1,544	1,563	0.00%
212 Seminars and Conference	1,908	4,995	73	2,495	4,995	0.00%
213 Transit System	420,367	421,305	226,858	453,716	424,663	0.80%
214 Landfill	315,074	240,000	95,976	317,346	320,000	33.33%
215 Consulting	85,322	112,279	35,416	114,779	114,279	1.78%
217 Cleaning Service Contract	7,349	7,500	3,094	7,500	7,500	0.00%
218 Cell/Radio	6,505	6,816	2,852	6,438	6,520	-4.34%
219 Data	0	0	0	0	0	0.00%
220 Utilities	465,565	411,354	149,107	411,354	411,354	0.00%
Subtotal	1,305,748	1,207,720	515,490	1,317,080	1,292,782	7.04%

City of De Pere
2021 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
TOTAL PUBLIC WORKS						
SUPPLIES AND EXPENSE						
310 Office Supplies	696	3,000	18	3,000	3,000	0.00%
314 Cleaning & Maintenance Supplies	3,100	9,000	2,625	9,000	9,000	0.00%
320 Memberships/Subscriptions	558	713	310	650	650	-8.84%
331 Transportation	100,378	89,609	55,263	95,643	95,493	6.57%
340 Operating Supplies	57,787	72,951	26,247	72,951	92,561	26.88%
341 Salt, Sand and Chloride	126,412	90,000	7,100	90,000	90,000	0.00%
342 Paint--Sign and Mark	10,418	11,000	154	12,000	12,000	9.09%
344 Garbage Bags and Poly Cart Supplies	5,133	10,000	11,374	14,424	16,000	60.00%
350 Repair and Maintenance	23,481	31,700	9,989	31,700	31,700	0.00%
351 Safety Equipment and Uniforms	8,505	8,100	4,606	8,100	8,100	0.00%
361 Fuel - Equipment	270	300	23	300	300	0.00%
Subtotal	336,736	326,373	117,709	337,768	358,804	9.94%
CAPITAL OUTLAY						
810 Captial Equipment	56,320	97,111	39,761	97,279	20,725	-78.66%
860 Capital Outlay	19,099	0	0	0	0	0.00%
Subtotal	75,419	97,111	39,761	97,279	20,725	-78.66%
TOTAL	\$ 3,127,628	\$ 2,981,249	\$ 1,284,472	\$ 3,141,993	\$ 3,068,571	2.93%

CULTURE, EDUCATION & RECREATION

CULTURE, EDUCATION AND RECREATION EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Community Center	2.50
Historic Preservation Commission	0.00
Park and Rec Administration	2.00
Parks & Public Land	3.50
Forestry	2.30
Boat Ramps	0.15
Parks Equipment/Vehicle Maintenance	0.50
Recreation and Recreation Programs	3.60
Events/Celebrations	0.15
Swimming Pools	0.30
<hr/>	<hr/>
TOTAL	15.00

Community Center

Program Full Time Equivalent: 2.5

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.

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.

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.

2021 Performance Measures:

- 1) Obtain a 90% approval rating on patrons rental experience at the Community Center.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase publicity for Community Center rentals to target the business sector with a goal of increasing the number of companies utilizing our facility by 3%.
 - a. Result: Even with the Covid pandemic and the Community Center being closed for rentals from mid-March through mid-June, we increased business rentals by 163% (July 2019-June 2020 \$2,790; July 2018 – July 2019 \$1,060).

Significant Program Achievements:

- 1) Renewed agreements with SESAC, BMI, ASCAP & MPLC licensing companies, MultiMedia Channels for our department brochures, Cleaning Solution Services for janitorial services, and numerous building maintenance agreements. As a result of the Covid pandemic, increased cleaning from 4 days per week to 6 days per week.
- 2) Mutually agreed to terminate agreement with ADRC for use of our building for the Nutrition Program. Throughout the Covid pandemic, ADRC learned of new efficiencies and cost saving measures by operating out of one location downtown.
- 3) Solicited donations and received a reallocation of funds from a park project to cover the costs of installing new vinyl plank flooring for the upper level of the Community Center, which was installed in March. Donations received totaled \$11,510 with \$13,000 reallocated from other funds to cover the cost of \$22,981 for the project. Another \$10,500 was donated to cover the cost of new tables for the upper level of the Community Center.
- 4) Recreation Superintendent currently serves on Re-Opening Plan Team. Recommended changes to operations and facility supplies/equipment due to Covid pandemic and made sure all protocols were in place before opening. Developed new rental guidelines and provided training for staff. Acquired an electrostatic sanitizer sprayer to help sanitize our facility in between programs, rentals, etc.
- 5) Awarded bid to Graef for roofing/insulation project at the Community Center. Reviewed recommendations from Graef and worked with the City's Engineering and Building Maintenance Departments to develop a bid packet. Project expected to be completed in October.
- 6) Recreation Superintendent helped with steps in making masks for the employees of the City as well as helped both days for the April election. The Recreation Supervisor and Recreation Specialist also helped with the elections.

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. Provides customer service, serving as a resource contact.
 - iii. Creates a source of revenue.
- 2) Provide five 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 adopted 2021 Community Center Program cost is \$354,522. 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 five economically priced multi-purpose rooms.

2021 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 and bounce back from the Covid pandemic; efforts to include social media posts and a marketing video promoting the Community Center.
- 3) Replace countertops throughout facility.
- 4) Develop a 3-5 year strategic plan for the Community Center.

2021 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$22,907 to reflect adding half of the Activity Coordinator/Office Assistant position (0.5 FTE).
- 2) Hourly Wages Part-Time decreased \$27,704 to reflect the elimination of the Activity Coordinator position (0.6 FTE).
- 3) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$4,115 due to decrease in health insurance premium.
- 4) Training includes Management Training Seminar (1) \$125, Support Staff Training (2) \$150, First Aid/CPR Training (5) \$75.
- 5) Postage decreased by \$250 to reflect trends.
- 6) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$250).
- 7) Cleaning Service Contract increased \$6,890 to reflect switching to 6 days/week service from 4 days due to Covid-19.
- 8) Data increased by \$48 to reflect actual trends.
- 9) Equipment Maintenance increased by \$550 to reflect trends and age of equipment/building.
- 10) Office Supplies decreased by \$500 to reflect trends and reallocation to Operating Supplies.
- 11) Memberships/Subscriptions include the following music and movie licenses: MPLC (\$585), ASCAP (\$371), SESAC (\$483), BMI (\$376).
- 12) Operating Supplies increased by \$500 to reflect trends and reallocation from Office Supplies.
- 13) Capital Outlay includes: CC Improvements/Upgrades & Repairs (\$10,000)

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
COMMUNITY CENTER									
Account Number PERSONAL SERVICES									
100	55140	110	Salaries	\$ 78,350	\$ 79,275	\$ 35,955	\$ 79,275	\$ 80,856	1.99%
100	55140	120	Hourly Wages	54,060	54,316	27,039	54,316	77,223	42.17%
100	55140	122	Hourly Wages Part Time	26,675	27,704	10,023	20,000	0	-100.00%
100	55140	125	Overtime Wages	162	250	0	100	250	0.00%
100	55140	126	Seasonal Labor	9,010	10,030	2,732	7,800	10,160	1.30%
100	55140	150	FICA	11,220	12,504	5,713	11,870	12,259	-1.95%
100	55140	151	Retirement	10,344	10,904	4,625	10,374	10,687	-1.99%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	56,470	57,515	28,867	57,515	53,400	-7.15%
100	55140	190	Training	228	350	175	350	350	0.00%
			Subtotal	246,519	252,848	115,129	241,601	245,186	-3.03%
CONTRACTUAL SERVICES									
100	55140	210	Telephone	4,968	4,000	2,013	4,000	4,000	0.00%
100	55140	211	Postage	269	1,000	15	200	750	-25.00%
100	55140	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	55140	215	Consulting	478	500	0	478	500	0.00%
100	55140	217	Cleaning Service Contract	24,494	25,000	8,850	25,000	31,890	27.56%
100	55140	218	Cell/Radio	532	480	200	480	480	0.00%
100	55140	219	Data	424	168	88	212	216	28.57%
100	55140	220	Utilities	41,663	35,000	12,804	32,700	35,000	0.00%
100	55140	240	Equipment Maintenance	6,050	5,950	7,655	5,950	6,500	9.24%
100	55140	290	Other Contractual Services	12,047	11,615	2,595	8,150	11,685	0.60%
			Subtotal	90,925	83,713	34,220	77,170	91,021	8.73%
SUPPLIES AND EXPENSE									
100	55140	310	Office Supplies	2,522	3,250	218	2,600	2,750	-15.38%
100	55140	320	Memberships/Subscriptions	1,750	1,800	823	1,775	1,815	0.83%
100	55140	331	Transportation	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	4,663	3,250	2,424	3,250	3,750	15.38%
			Subtotal	8,935	8,300	3,465	7,625	8,315	0.18%
CAPITAL OUTLAY									
100	55140	810	Capital Equipment	5,042	10,000	13,096	10,000	10,000	0.00%
			Subtotal	5,042	10,000	13,096	10,000	10,000	0.00%
			TOTAL	\$ 351,421	\$ 354,861	\$ 165,911	\$ 336,396	\$ 354,522	-0.10%

Historic Preservation Commission

Program Full Time Equivalent: 0

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

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

2021 Performance Measures:

- 1) Complete the approval process for the proposed state/federal designation of two nominated residential historic districts in De Pere. The nomination portion of the process was completed in 2020 and upcoming review/approval meetings have been delayed due to COVID-19 by December 2021
- 2) Target three business buildings/properties, identified in the Intensive Survey, to determine if there is an interest in becoming locally designated. If there is an interest, assist each business through the local designation review/approval process by July 2021.
- 3) Continue implementation of the City Historical & Architectural Resources Survey by working on State and National historic building/district designations. This is an ongoing work plan used through the 2021 calendar year.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. One or both of the programs occurs in May 2021, which is historic preservation month.

2019-2020 Performance Measurement Data: (July 2019-June 2020)

- 1) Facilitate a \$12,000 Certified Local Government Sub-grant that was awarded to the City in 2019 to facilitate the designation of two residential historic districts that were identified in the City's 2017 Historical & Architectural Resources Survey. Preparation of the nomination forms began in Fall 2019 and are expected to be completed by August 2020. Result: Required project photographs were taken in April 2020 and the nomination paperwork for both proposed residential historical districts will be completed by the end of July 2020 for an August 2020 submittal to the Wisconsin Historical Society with a HPC recommendation. A reimbursement request for \$10,000, covering the full cost of consultant fees will be submitted in August 2020. The approval phase for the submittal may occur in 2021.
- 2) Continue implementation of the City Historical & Architectural Resources Survey by working on State and National historic building / district designations. This is an ongoing work plan used through the 2020 calendar year. Result: In winter 2020 The Historic Preservation Commission reached out to three businesses, identified in the Intensive Survey, to determine if there was an interest in becoming locally designated. One business responded yes and the Historic Preservation Commission assisted the business with understanding the designation benefits, as well as extra requirements. The business also reached out to staff several times but did not file a formal designation request. The business request also triggered one residential request that desired to apply simultaneously with the business.

- 3) Provide at least two education programs that continue the education on the historical heritage of the City. One or both of the programs occurs in May 2020, which is historic preservation month.
Result: Educational programming did not occur due to the typical May 2020 programming occurring during the COVID-19 stay-at-home timeframe.
- 4) Continue offers for Historic District signage for the residential districts. Signage would be prepared and offered to two new potential historic districts in fall of 2020 or 2021 if the state and federal nomination approvals are completed by 2020.
Result: Signage programming is targeted for the two proposed new historic neighborhoods. Delayed state/federal approvals of the neighborhoods may cause this performance measure to be completed in 2021.

Significant Program Achievements:

- Assistance and education about Historic Tax Credit program on an one-on-one basis.
- Completion of the nomination forms and completion of photographs for two proposed residential historic districts.
- Outreach to businesses to encourage local designation as historic buildings.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The adopted 2021 Historic Preservation program cost is \$10,110. The Historic Preservation Commission also obtained \$12,000 in grant funding in early 2019, which is intended to cover costs related to designating two new historical districts in the City during 2019-2020, however a less expensive consultant was hired for \$10,000 so the full grant amount may not be needed. 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.

2021 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) Complete a Certified Local Government Sub-grant to designate two new residential historic districts that are identified in the Historical & Architectural Resources Survey 2017.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations by targeting potential local, state, and federal 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.

2021 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences. No Change. WAHPC Spring Conference (\$450), Local History Conference (\$200), National Trust for Historic designation travel to Madison (\$100).
- 2) Consulting. No change.
 - a. \$3,200 for historic plaque program
- 3) Memberships/Subscriptions. No Change.
 - a. \$100 National Alliance of Preservation Commissions
 - b. \$250 Fox Wisconsin Heritage Parkway
 - c. \$40 WA HPC Annual Membership
 - d. \$20 National Trust for Historic Preservation

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
HISTORIC PRESERVATION COMMISSION									
Account Number CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	\$ 604	\$ 750	\$0	\$0	\$ 750	0.00%
100	55150	215	Consulting	0	3,200	0	0	3,200	0.00%
			Subtotal	604	3,950	0	0	3,950	0.00%
			SUPPLIES AND EXPENSE						
100	55150	310	Office Supplies	0	200	0	0	200	0.00%
100	55150	320	Memberships/Subscriptions	40	410	0	410	410	0.00%
100	55150	331	Mileage Reimbursement	401	500	0	0	500	0.00%
100	55150	391	Historic Preservation Supplies	0	0	0	0	0	0.00%
			Subtotal	441	1,110	0	410	1,110	0.00%
			GRANTS, CONTRIBUTIONS, INDEM						
100	55150	701	Historical Society	5,050	5,050	0	5,050	5,050	0.00%
			Subtotal	5,050	5,050	0	5,050	5,050	0.00%
			TOTAL	\$ 6,094	\$ 10,110	\$0	\$ 5,460	\$ 10,110	0.00%

Park and Rec Administration

Program Full Time Equivalent: 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.

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.

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) Increased program and citizen satisfaction as a result of adapting programs and services based on community feedback.
- 8) Maintain high quality, safe, efficient parks that meet community and neighborhood needs through the design of new parks and restructuring of current parks.

2021 Performance Measures:

- 1) Increase revenues by 5% for the De Pere Beer Gardens.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase revenues by 5% for the De Pere Beer Gardens.
 - a. Due to the Covid-19 crisis our Beer Gardens have been canceled until further notice.

Significant Program Achievements:

- 1) Awarded grants for Fox Point and Perkofski Boat Launches.
- 2) Completed bidding of VFW Aquatic Facility.
- 3) Completed grant administration for Bomier Boat Launch.

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) 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.
- 3) Conduct weekly staff meetings and quarterly all department meetings.
 - a. Community Importance.
 - i. Provides a cohesive, knowledgeable, and motivated workforce.
- 4) 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 2021 Park and Rec Administration program cost is \$267,804. 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.

2021 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) Conduct study of Voyageur Park break wall (this was postponed due to high water levels).
- 4) Coordinate bidding of VFW Aquatic Facility.
- 5) Evaluate Beer Gardens and methods for offering.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$3,575 due to decrease in health insurance premium.
- 2) Training includes department training \$1,000, customer service training for office assistant \$250.
- 3) Seminars and conferences includes WPRA State Conference \$1,400, Office Support Workshop \$150, NRPA National Conference \$2,250.
- 4) Consulting includes \$5,000 for general consulting needs and \$10,000 for Underwater Bridge Inspection of the Viewing Pier.
- 5) Membership/Subscriptions includes \$375 - WPRA Membership, \$175 NRPA Membership.
- 6) No Capital Outlay.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
PARK AND REC ADMINISTRATION									
Account Number PERSONAL SERVICES									
100	55200	110	Salaries	\$ 105,296	\$ 109,918	50,037	\$ 109,918	\$ 112,102	1.99%
100	55200	120	Hourly Wages	57,183	48,568	26,108	48,568	49,546	2.01%
100	55200	125	Overtime Wages	974	700	61	400	700	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0.00%
100	55200	150	FICA	11,710	12,178	6,125	12,155	12,420	1.99%
100	55200	151	Retirement	10,590	10,745	4,848	10,725	10,958	1.99%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	56,276	57,682	27,706	57,682	54,107	-6.20%
100	55200	190	Training	990	1,250	25	500	1,250	0.00%
			Subtotal	243,018	241,041	114,909	239,948	241,084	0.02%
CONTRACTUAL SERVICES									
100	55200	210	Telephone	4,961	4,000	2,013	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	3,871	3,800	519	519	3,800	0.00%
100	55200	215	Consulting	13,084	10,000	53	10,000	15,000	50.00%
100	55200	218	Cell/Radio	522	1,000	240	1,000	1,000	0.00%
100	55200	219	Data	822	120	76	120	120	0.00%
100	55200	240	Equipment Maintenance	57	200	0	200	200	0.00%
100	55200	290	Other Contractual Services	549	750	200	750	750	0.00%
			Subtotal	23,866	19,870	3,100	16,589	24,870	25.16%
SUPPLIES AND EXPENSE									
100	55200	310	Office Supplies	59	850	0	850	850	0.00%
100	55200	320	Memberships/Subscriptions	400	550	75	550	550	0.00%
100	55200	331	Transportation	384	450	0	450	450	0.00%
100	55200	340	Operating Supplies	0	0	0	0	0	0.00%
			Subtotal	843	1,850	75	1,850	1,850	0.00%
CAPITAL OUTLAY									
100	55200	810	Capital Equipment	259	0	0	0	0	0.00%
			Subtotal	259	0	0	0	0	0.00%
			TOTAL	\$ 267,986	\$ 262,761	\$ 118,084	\$ 258,387	\$ 267,804	1.92%

Parks and Public Lands

Program Full Time Equivalent: 3.5

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.

2021 Performance Measures:

- 1) Obtain a minimum of 90% customer approval rating for the quality of parks and facilities. Approval rating shall be determined by use of customer satisfaction survey.

2020 Performance Measurement Data:

- 1) Perform at least 9 full and 3 visual (1x/month) playground inspections to maintain safety standards for playground users. Result: As of July we have performed 2 visual inspections and only 4 full inspections. This was due in part to the playgrounds being shut down and our work schedules altered due to COVID. We fully expect to perform full inspections the rest of the year.

Significant Program Achievements:

- 1) Assisted with several local soccer tournaments (Select Soccer).
- 2) Completed the replacement of the playground and surfacing at Patriot Park.
- 3) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.
- 4) Worked with numerous families to obtain and install memorial benches and swings in Voyageur Park and Bomier Boat Launch.
- 5) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.

- 6) Installed City banners and hanging pots in early spring. Banners and pots were installed within 3 weeks of Memorial Day. Hanging pots have continued a more intensive watering schedule again this year – 6 days a week and also 1x/week they are fertilized.
- 7) Worked with various volunteers of community service individuals and service groups to help clean parks.
- 8) Continued to market the memorial bench/tree program to be more visible.
- 9) Worked with the Communication Specialist to ‘market’ more of our contributions and programs to the public.
- 10) Employees continued to work through the early stages of the COVID shutdown by using firmly established protocols, staggered work starting and ending times and City established policies.
- 11) Established a 6 day a week restroom cleaning schedule during the summer to help minimize exposures to the public.
- 12) Promoted a Park Laborer to the position of Park Lead after a complete search and interview process. Began the hiring process of adding a seventh person to the Parks/Forestry team.

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.

Costs and Benefits of Program and Services:

The adopted 2021 Parks and Public Land program budget is \$538,180. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2021 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 48 hours after snow has fallen.
- 4) Maintain and prepare game fields/diamonds in accordance with league schedules.
- 5) Check on condition of park facilities within 1 working day of any larger events taking place in parks.

2021 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$14,099 to reflect additional 3 months of wages for Park Maintenance Worker (2020 Budgeted for 9 months).
- 2) FICA increased \$1,078 to reflect projected increases.
- 3) Retirement increased \$952 to reflect projected increases.
- 4) Training: Playground Safety training (3 people) \$1,500; Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 5) Seminars and Conferences includes: Turf Management (1 person) \$100; WPRA Summer Park tour (1 person) \$300.
- 6) Consulting includes Cross Connection maintenance \$3,000 and general outside services \$400.
- 7) Capital Equipment includes: Water Cooler Replacement program - \$3,000 and Accessible Route program - \$7,000.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
PARKS AND PUBLIC LAND									
Account Number PERSONAL SERVICES									
100	55210	120	Hourly Wages	\$ 185,864	\$ 186,996	\$ 74,759	\$ 150,000	\$ 201,095	7.54%
100	55210	125	Overtime Wages	3,588	4,000	297	1,500	4,000	0.00%
100	55210	126	Seasonal Labor	71,797	88,600	19,069	85,500	88,600	0.00%
100	55210	150	FICA	14,695	15,896	6,153	12,830	16,974	6.79%
100	55210	151	Retirement	12,292	12,892	4,356	10,226	13,844	7.38%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	73,285	82,442	37,468	74,000	85,653	3.89%
100	55210	190	Training	1,919	2,000	460	1,000	2,000	0.00%
			Subtotal	363,440	392,826	142,562	335,056	412,166	4.92%
			CONTRACTUAL SERVICES						
100	55210	212	Seminars and Conferences	30	400	279	279	400	0.00%
100	55210	215	Consulting	1,904	3,400	310	1,000	3,400	0.00%
100	55210	220	Utilities	41,715	43,560	18,833	42,200	43,560	0.00%
100	55210	240	Equipment Maintenance	4,682	10,000	2,031	4,500	10,000	0.00%
			Subtotal	48,332	57,360	21,452	47,979	57,360	0.00%
			SUPPLIES AND EXPENSE						
100	55210	331	Transportation	16,798	16,672	10,208	18,000	16,672	0.00%
100	55210	340	Operating Supplies	30,016	29,182	5,818	29,000	29,182	0.00%
100	55210	345	Turf Chemicals	7,450	10,000	3,843	10,000	10,000	0.00%
100	55210	351	Safety Equipment	2,506	2,800	2,196	2,800	2,800	0.00%
			Subtotal	56,769	58,654	22,064	59,800	58,654	0.00%
			CAPITAL OUTLAY						
100	55210	810	Capital Equipment	127,098	44,500	22,487	44,500	10,000	-77.53%
			Subtotal	127,098	44,500	22,487	44,500	10,000	-77.53%
			TOTAL	\$ 595,639	\$ 553,339	\$ 208,565	\$ 487,335	\$ 538,180	-2.74%

Forestry

Program Full Time Equivalent: 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.
- 9) Respond in a timely manner to all unsafe tree conditions created when adverse storms move into our immediate area or other contributing factors exist that cause damage.

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 are occurring 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.

2021 Performance Measures:

- 1) Replant up to 100 replacement trees with the help of a grant through NEW Water & the US Forest Service by September. This grant will help us replace removed ash trees at properties that have lost 2 or more ash trees from Emerald Ash Borer.

2020 Performance Measurement Data:

- 1) Remove a minimum of 75% of Ash trees identified to be in poor condition or impacted by Emerald Ash Borer. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.
 - a. Result: Through our visual assessments we have currently identified in excess of 200 ash trees and continue to identify others in all portions of the City. We have to this point removed at least 150 ashes and will continue to remove identified ash on the street and parks.

Significant Program Achievements:

- 1) As part of our Arbor Day Program our department assisted 2 families in planting memorial trees for loved ones. Unfortunately due to COVID this year we were unable to partake in any other traditional planting with our school partners.
- 2) Received Tree City, USA award.

- 3) Partnering with the GB Packers, National Forest Service and WDNR to obtain up to 35 donated trees in a program called 'First Downs for Trees'.
- 4) Worked with De Pere Beautification Committee to prep and plant various beds, pots and roundabouts in the City.
- 5) Assisted with installation of banners and hanging baskets in the downtown areas of the city.
- 6) Completed and received a grant in conjunction with Green Bay Metro Sewerage District and the US Forest Service to receive up to 200 bare root trees (100 trees in 2020 and 100 in 2021). It is the City's intent that as we remove ash trees we will replace them (for every 2 a property loses we will replace with 1 new one) with other species not impacted by Emerald Ash Borer.
- 7) Hired and trained our new Arborist after a retirement of a staff member.
- 8) Assisted in the purchase, placement and planting of new concrete flower planters on Broadway St. and Main Ave.
- 9) Finalized a contract with a consultant to update the City's tree inventory as part of the departments WDNR Urban Forestry grant. We are working on contracting with a tree care company to prune some areas of the City as part of the same grant.

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.

Costs and Benefits of Program and Services:

The adopted 2021 Forestry program budget is \$243,040. 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.

2021 Objectives:

- 1) Address all weed complaint issues in a timely manner within the City.
- 2) Receive Tree City USA award.
- 3) Monitor Emerald Ash Borer population and educate residents of options and consequences.
- 4) Continue to mentor and train new Arborist.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,835 due to decrease in health insurance premium.
- 2) Training includes Wisconsin Arborists Association conferences - Summer and Annual (2 staff) \$650.
- 3) Seminars and Conference includes Wisconsin Arborist Association conferences - Fall and Annual (1 person) \$550; Management Educational programs (1 person) \$100.
- 4) Consulting includes \$20,000 for contracted pruning; and Invasive species control for Gypsy Moth & Emerald Ash Borer and/or contracted stump grinding from EAB losses - \$3,000.
- 5) Memberships/Subscriptions includes Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$140; Society of Municipal Arborists - \$80; Tree care brochure - \$20.
- 6) Transportation increased \$1,202 to better reflect projected increases in usage of fuel.
- 7) No Capital Outlay.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
FORESTRY									
Account Number PERSONAL SERVICES									
100	55220	110	Salaries	\$ 77,099	\$ 78,526	\$ 35,615	\$ 78,526	\$ 80,086	1.99%
100	55220	120	Hourly Wages	71,968	70,241	39,675	70,000	68,155	-2.97%
100	55220	125	Overtime Wages	2,763	583	196	583	583	0.00%
100	55220	126	Seasonal Labor	9,736	0	3,802	3,802	0	0.00%
100	55220	150	FICA	11,233	11,425	6,271	11,462	11,385	-0.35%
100	55220	151	Retirement	9,814	10,081	4,848	10,065	10,046	-0.35%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	32,507	30,435	20,257	30,435	28,600	-6.03%
100	55220	190	Training	670	650	490	550	650	0.00%
			Subtotal	215,791	201,941	111,154	205,423	199,505	-1.21%
CONTRACTUAL SERVICES									
100	55220	212	Seminars and Conferences	440	650	245	350	650	0.00%
100	55220	215	Consulting	1,101	23,000	225	1,000	23,000	0.00%
100	55220	240	Equipment Maintenance	25	400	0	400	400	0.00%
			Subtotal	1,566	24,050	470	1,750	24,050	0.00%
SUPPLIES AND EXPENSE									
100	55220	320	Memberships/Subscriptions	260	285	275	275	285	0.00%
100	55220	331	Transportation	4,758	4,298	3,473	6,500	5,500	27.97%
100	55220	340	Operating Supplies	2,819	3,400	1,223	3,000	3,400	0.00%
100	55220	346	Trees	12,982	10,000	3,401	10,000	10,000	0.00%
100	55220	347	Tree Chemicals	335	300	0	300	300	0.00%
			Subtotal	21,155	18,283	8,372	20,075	19,485	6.57%
CAPITAL OUTLAY									
100	55220	810	Capital Equipment	20,000	0	0	0	0	0.00%
			Subtotal	20,000	0	0	0	0	0.00%
			TOTAL	\$ 258,512	\$ 244,274	\$ 119,996	\$ 227,248	\$ 243,040	-0.51%

Boat Ramps

Program Full Time Equivalent: 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.

2021 Performance Measures:

- 1) Obtain a 90% approval rating on the quality of experience through customer satisfaction survey from people using our boat launches.

2020 Performance Measurement Data:

- 1) Decrease overtime call outs for ticket machine problems by 50% due to new machine at Fox Point BL and new/refurbished parts in machine at Perkofski BL.
 - a. Result: As of the end of July we have had considerably less call outs due to problems with the ticket machines – approximately 75% less. The call outs that have mostly occurred as of yet have been human error and impatience.

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.
- 4) Ordered 4 new dock extensions for Fox Point Boat Launch and refurbished one section of dock at Perkofski Boat Launch with a grant share from the WDNR.

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 2021 Boat Ramps program budget is \$30,168. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2021 Objectives:

- 1) Maintain clean and safe boat launches for our users.
- 2) Put in docks at Fox Point and Perkofski Boat Launches 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.
- 4) Improve Bomier Boat Launch with the help of State and Federal grants.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life and Wks Cmp decreased by \$214 to reflect projected expenses.
- 2) Utilities increase \$1,188 to reflect current trends and need to run electric heater at Fox Point.
- 3) Capital Outlay includes: Install furnace at Fox Point Boat Launch - \$6,927.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
BOAT RAMPS									
Account Number PERSONAL SERVICES									
100	55230	120	Hourly Wages	\$ 6,630	\$ 7,653	\$ 5,740	\$ 7,653	\$ 7,704	0.67%
100	55230	125	Overtime Wages	163	150	255	255	150	0.00%
100	55230	126	Seasonal Labor	548	0	45	0	0	0.00%
100	55230	150	FICA	501	597	432	605	601	0.65%
100	55230	151	Retirement	445	527	339	534	530	0.65%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,046	2,520	1,750	2,520	2,306	-8.49%
			Subtotal	10,332	11,447	8,561	11,567	11,291	-1.36%
			CONTRACTUAL SERVICES						
100	55230	210	Telephone	611	1,800	963	1,800	1,800	0.00%
100	55230	220	Utilities	7,569	5,562	4,375	7,500	6,750	21.36%
100	55230	240	Equipment Maintenance	1,480	1,200	0	1,000	1,200	0.00%
			Subtotal	9,659	8,562	5,338	10,300	9,750	13.88%
			SUPPLIES AND EXPENSE						
100	55230	340	Operating Supplies	2,188	2,200	1,743	2,200	2,200	0.00%
			Subtotal	2,188	2,200	1,743	2,200	2,200	0.00%
			CAPITAL OUTLAY						
100	55230	810	Capital Equipment	945	29,000	2,900	29,000	6,927	-76.11%
			Subtotal	945	29,000	2,900	29,000	6,927	-76.11%
			TOTAL	\$ 23,124	\$ 51,209	\$ 18,542	\$ 53,067	\$ 30,168	-41.09%

Parks Equipment/Vehicle Maintenance

Program Full Time Equivalent: 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 maintains 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.

2021 Performance Measures:

- 1) Reduce maintenance costs by 2% through planned initiatives from Fleet Team.

2020 Performance Measurement Data (July 2019-June 2020):

- 1) Reduce maintenance costs 2% by implementing standards related to equipment cleaning.
 - a. We have implemented regular cleaning and maintenance practices related to trucks and lawn mowers. Comparing the last two years of our maintenance budget, we have experienced a 10% drop in our maintenance account.

Significant Program Achievements:

- 1) Implemented High Lift Truck into our Forestry Division.
- 2) Cooperated with Department of Public Works in filling equipment needs related to our UTV.

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 2021 Park Equipment/Vehicle Maintenance budget is \$94,485. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2021 Objectives:

- 1) Use of slope mower on high risk areas for mowing.
- 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.
- 4) Develop standard operating procedures for cleaning of all equipment.
- 5) Replace painter.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$1,038 to reflect projected insurance costs.
- 2) Consulting includes expenses for sending vehicles out for repairs and service that cannot be done with our own staff.
- 3) No Capital Outlay.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
PARKS EQUIPMENT/VEHICLE MAINTENANCE									
Account Number PERSONAL SERVICES									
100	55240	120	Hourly Wages	\$ 47,258	\$ 35,800	\$ 19,417	\$ 38,000	\$ 36,516	2.00%
100	55240	125	Overtime Wages	157	788	11	700	788	0.00%
100	55240	126	Seasonal Labor	435	0	137	0	0	0.00%
100	55240	150	FICA	3,390	2,799	1,477	2,961	2,854	1.96%
100	55240	151	Retirement	3,146	2,470	1,200	2,612	2,518	1.96%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,989	15,847	7,118	15,847	14,809	-6.55%
			Subtotal	73,375	57,704	29,359	60,120	57,485	-0.38%
CONTRACTUAL SERVICES									
100	55240	215	Consulting	14,519	10,000	3,366	10,000	10,000	0.00%
			Subtotal	14,519	10,000	3,366	10,000	10,000	0.00%
SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	24,118	27,000	10,747	27,000	27,000	0.00%
			Subtotal	24,118	27,000	10,747	27,000	27,000	0.00%
CAPITAL OUTLAY									
100	55240	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 112,011	\$ 94,704	\$ 43,472	\$ 97,120	\$ 94,485	-0.23%

Recreation and Recreation Programs

Program Full Time Equivalent: 3.60

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, equitable 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 4 major user groups in the City: De Pere Area Baseball; 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
 - 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, 23 teams (Coed 5 teams, Copper 8 teams, Brass 10 teams)
 - b) Fall Softball: 1 league, 8 teams
 - c) Basketball: 7 leagues, 42 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 w/ authentic pictures
 - b) Cable Channel 4
 - c) Flyers to local schools: elementary through college
 - d) Press releases to local newspapers
 - e) Information updates on the City website
 - f) Social media outlets
 - g) City Newsletter
 - h) Personal Communications with community throughout recreational program services

- 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) 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.

2021 Performance Measure:

- 1) Obtain a 90% approval rating from customers on ease of registration for programs.

2020 Performance Measures Data (July 2019 – June 2020):

- 1) Increase recreation revenue comprised of senior, adult, youth and family activities by 1% to aid in making programs more self-sustaining.
 - a) Result: Due to Covid-19, our recreation revenue declined by 44%.

Significant Program Achievements:

- 1) Hired a spring recreation intern this year along with many seasonal instructors and personnel. Due to the resignations of our Activity Coordinator and Part-time Office Assistant mid-summer, hired the spring recreation intern to help assist in the office for the remainder of the summer.
- 2) Due to the Covid pandemic, the Community Center was closed to the public and many recreation programs canceled since Spring. The Recreation Superintendent organized many virtual fitness programs to allow for the community to keep up with their fitness regimens. Both sides of Summer Day Camp were held at the Community Center with decreased numbers and social distancing and sanitization protocols in place. Summer Playground Program, and some instructional classes were canceled while other classes/clinics that could safely be offered with proper protocols were held with participation numbers limited.
- 3) The Community Center served as a site for the second year for Syble Hopp’s School Learning in Community Development Program. 4-5 students volunteered every other week during the school year to learn and enhance their vocational skills. Note: This program will be on hold for the fall semester due to COVID.
- 4) The department’s management staff collaborated on planning the 2nd Annual Beer Garden Community Events. Everything had been planned and ready to go with a new Saturday afternoon event added in September but with COVID, all events have been canceled.
- 5) Offered 14 new programs/events for youth to adult/senior citizens this year, while enhancing many current programs to increase participation; this included expanding multi-age offerings for the community. However, due to Covid, many of these programs were canceled and will try to be offered for next year.
- 6) Resumed management of our evening Tumbling program after Starz Academy backed out of their contractual agreement (last minute) due to the insurance liability requirements.
- 7) Renewed contractual agreement with revision to retain the additional NR fees with Green Bay Tennis Inc. in offering tennis programs for Kindergarten – Adult ages. This program had great participation numbers even with the pandemic abound. Other contractual agreements renewed included: YEL (Youth Enrichment League) to instruct specialty youth camps during the summer and after school programs; De Pere Unified School District, West De Pere School District, & Our Lady of Lourdes School for cooperative programming in the schools.
- 8) Last fall, added a very successful “Under the Lights” Program for 5th & 6th grade Flag Football program partnering with De Pere High School to host the event.

- 9) Retained participation in Adult Kickball and Softball Coed Teams that showed a steady decline.
- 10) Hired and also retained 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, Kidz Zone and Playground personnel but due to Covid, many seasonals had to find other jobs for the summer.
- 11) Garnered donations and sponsorships for various special events and programs throughout the year. Through July, received \$1,936 in monetary donations and in-kind donations.
- 12) A few senior bingo and games luncheons went well the first quarter of the year. Due to Covid, the rest of these events were all canceled for the remainder of the year. An outdoor bingo event was held during the summer which went well with social distancing in place but since then the Activity Coordinator has resigned her position. Staff will look to hold a couple more outdoor events for seniors for the remainder of the summer and into early fall.
- 13) Continued to receive donations and maintained a sufficient balance in the Recreation Scholarship Fund. Due to Covid, many scholarships were not solicited this year. To date, only one scholarship was granted for Youth Baseball for \$35.

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 and collaborations with organizations within the community.
 - b) Strengthens communication with citizens in what we do and what we have to offer.
- 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 Recreation Specialist position.

- e) Utilizes facility during low traffic hours maximizing available times.

Costs and Benefits of Program Services:

The adopted 2021 Recreation and Recreation Programs cost is \$567,318. 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.

2021 Objectives:

- 1) Maintain a variety of recreational programs that expand to all age groups.
- 2) Review and revitalize the Summer Park Playground Program to be most beneficial for our community. Continue to pursue getting water to Kiwanis Park for the benefit of not only Summer Park Playground Program but park users in general.
- 3) In cooperation with the Communications Specialist, keep on enhancing marketing efforts through different social media outlets with the goal of increasing attendance at our recreation programs and events.
- 4) In conjunction with department staff, offer 4 Beer Garden events to increase community involvement and raise additional funding for park improvement projects.
- 5) Continue to implement multi-age and community programming events and also focus on offering more large scale events and humanities programs for our community.
- 6) Focus on building/retaining staff and developing a solid sub list.
- 7) Maintain collaborative partnerships with interdepartmental departments along with the schools, library and contracted businesses to provide programs and events to the community. Foster and build stronger relationship with Adult Leagues to meet needs of participants and create partnerships for possible funding of revitalization projects for fields system.
- 8) Continue to work closely with youth athletic groups to ensure proper field reservations, operations for events and improve reporting system with our department.
- 9) Enhance Youth and Adult Leagues by increasing participation and promoting a sense of community and fair play. Efforts include but are not limited to: improving flag football plays and structure to teach the game on a fundamental level; increase qualified staff and volunteer coaches, purchasing new flag football belts that increase amount of play time versus equipment check/getting ready and implement a Women's only Basketball League at West De Pere High School.
- 10) Offer a Daddy/Daughter Dance to foster parent/child relationships and obtain donations for prizes.
- 11) Expand on after school speciality programming with YEL.
- 12) Continue to work with the school districts to further expand the Recreation Scholarship Program to reach more families in need in our community.

- 13) Expand enrichment programming for older adults.
- 14) Develop a 3-5 year strategic plan for the Recreation Division.

2021 Budget Significant Expenditure Changes:

- 1) Salaries increased \$58,413 to reflect the Recreation Specialist (.83 FTE) moving to Grade J full-time exempt position (1.0 FTE) and classified as a Recreation Supervisor.
- 2) Hourly Wages increased \$23,485 to reflect adding half of the new Activity Coordinator/Office Assistant position. (.5 FTE)
- 3) Hourly Wages Part-Time decreased \$63,111 to reflect the elimination of the Recreation Specialist position (.83 FTE) and the PT Office Assistant position (.5 FTE).
- 4) FICA increased \$2,631 as a result of staffing changes.
- 5) Retirement increased \$2,672 as a result of staffing changes.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins increased \$10,498 as a result of staffing changes.
- 7) Training includes: Management training seminars (2 - \$150), Recreation staff & field maintenance staff training (\$100).
- 8) Seminars & Conferences includes: WPRAs Conference (2 - \$1,100), WPRAs Spring Workshop (1 - \$400), Meal reimbursement (\$300).
- 9) Data increased \$120 to reflect adding a Hotspot device for utilization of virtual programming.
- 10) Utilities decreased \$2,000 to reflect actual trends.
- 11) Memberships and Subscriptions increased \$165 to reflect increase in fees for WPRAs Memberships and adding a yearly Zoom membership for virtual meetings/programs. Includes: WPRAs Professional Memberships (3 - \$390), Survey Monkey (\$340), Sam's Club Membership (\$40) and Zoom Membership (\$150).
- 12) Transportation increased \$200 to reflect actual trends for park vehicles and equipment.
- 13) Adult League Supplies decreased \$500 to reflect actual trends.
- 14) No Capital outlay.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
RECREATION AND RECREATION PROGRAMS									
Account Number PERSONAL SERVICES									
100	55300	110	Salaries	\$ 40,374	\$ 41,889	\$ 18,999	\$ 41,889	\$ 100,302	139.45%
100	55300	120	Hourly Wages	30,111	69,322	6,192	69,322	92,807	33.88%
100	55300	122	Hourly Wages Part Time	60,488	63,111	23,545	63,111	0	-100.00%
100	55300	125	Overtime Wages	54	250	0	250	250	0.00%
100	55300	126	Seasonal Labor	169,136	187,787	29,864	101,000	181,170	-3.52%
100	55300	150	FICA	10,554	14,788	3,919	12,926	17,419	17.79%
100	55300	151	Retirement	7,236	10,380	2,629	10,380	13,052	25.74%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	33,238	46,829	15,917	46,829	57,327	22.42%
100	55300	190	Training	0	250	51	150	250	0.00%
			Subtotal	351,191	434,606	101,115	345,857	462,576	6.44%
			CONTRACTUAL SERVICES						
100	55300	210	Telephone	0	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	1,205	1,800	0	0	1,800	0.00%
100	55300	213	Rentals	4,909	5,765	1,504	2,400	5,500	-4.60%
100	55300	218	Cell/Radio	960	1,130	359	900	1,130	0.00%
100	55300	219	Data	0	0	0	0	120	100.00%
100	55300	220	Utilities	7,669	12,000	1,670	8,500	10,000	-16.67%
100	55300	240	Equipment Maintenance	0	0	0	0	0	0.00%
100	55300	290	Other Contractual Services	24,160	26,000	9,004	20,000	26,000	0.00%
			Subtotal	38,903	46,695	12,537	31,800	44,550	-4.59%
			SUPPLIES AND EXPENSE						
100	55300	320	Memberships/Subscriptions	415	755	383	764	920	21.85%
100	55300	331	Transportation	3,663	3,200	691	2,200	3,400	6.25%
100	55300	340	Operating Supplies	37,661	38,925	3,551	23,000	38,925	0.00%
100	55300	348	Playground Supply and Expense	3,273	3,250	0	0	3,250	0.00%
100	55300	361	League Support	9,447	9,447	0	9,447	9,447	0.00%
100	55300	362	Adult League Supplies	1,750	3,500	1,781	2,500	3,000	-14.29%

City of De Pere
2021 General Fund
Adopted Budget

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
RECREATION AND RECREATION PROGRAMS									
100	55300	363	Youth Program Supplies	0	0	0	0	0	0.00%
100	55300	364	Adult Program Supplies	0	0	0	0	0	0.00%
100	55300	365	Family Program Supplies	0	0	0	0	0	0.00%
100	55300	373	Summer Band	1,061	1,250	105	105	1,250	0.00%
			Subtotal	57,270	60,327	6,512	38,016	60,192	-0.22%
			CAPITAL OUTLAY						
100	55300	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 447,363	\$ 541,628	\$ 120,163	\$ 415,673	\$ 567,318	4.74%

Special Events/ Celebrations

Program Full Time Equivalent: 0.15

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.
- 3) Operation of Beer Gardens.

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.
- 5) Operate multiple Beer Gardens.

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.

2021 Performance Measures:

- 1) Increase revenue of Beer Garden by 5% from 2019 events.

2020 Performance Measurement Data:

- 1) Increase revenue of Beer Garden by 5% from 2019 events.
 - a. Result: Due to the Covid-19 pandemic, the events for June, July and August were canceled. We anticipate our September event will also be canceled.

Significant Program Achievements:

- 1) Set up holiday decorations and banners.

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 2021 Special Events/Celebrations program budget is \$31,647. The program/service benefits the community by creating more organized and positive participation in the activities.

2021 Objectives:

- 1) Maintain relationship with local schools to continue use of community parks for school special events (ie. Cross country runs).
- 2) Investigate cooperative effort with Brown County to monitor and schedule rentals for Fairgrounds property.
- 3) Cooperate with business organizations to promote the downtown area.
- 4) Increase the number of Beer Gardens offered to promote a positive and social gathering for communities.

2021 Budget Significant Expenditure Changes:

- 1) Seasonal Labor decreased by \$1,264 to reflect reduction of Beer Gardens from seven to four.
- 2) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$214 to reflect projected costs.
- 3) Operating Supplies decreased by \$14,430 to reflect the reduction of Beer Gardens from seven to four.
- 4) No capital requested.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
SPECIAL EVENTS/CELEBRATIONS									
Account Number PERSONAL SERVICES									
100	55310	120	Hourly Wages	\$0	\$ 7,653	\$0	\$ 7,653	\$ 7,704	0.67%
100	55310	125	Overtime Wages	0	0	0	0	0	0.00%
100	55310	126	Seasonal Labor	0	2,740	0	0	1,476	-46.13%
100	55310	150	FICA	0	625	0	585	611	-2.31%
100	55310	151	Retirement	0	517	0	517	520	0.67%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	2,520	0	2,520	2,306	-8.49%
			Subtotal	0	14,055	0	11,275	12,617	-10.23%
			SUPPLIES AND EXPENSE						
100	55310	340	Operating Supplies	199	33,460	28	2,500	19,030	-43.13%
			Subtotal	199	33,460	28	2,500	19,030	-43.13%
			TOTAL	\$ 199	\$ 47,515	\$ 28	\$ 13,775	\$ 31,647	-33.40%

Swimming

Program Full Time Equivalent: 0.30

Program Mission:

Provide a safe facility 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 six months old to adult. During the summer months progressive swim lessons are offered at Legion and VFW pool during the mornings and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
- 2) Semi-Private/Private Swim Lessons – One-on-one or family/group up to 3 participants for individualized swim lessons to better meet the participant’s skill levels and flexibility of families’ schedules.
- 3) Swim Team – At VFW, 3 days a week and one swim meet in the season, swim team offers next progressive step after swim lessons.
- 4) Junior Lifeguard Program – Teach participants the foundational basics of being a lifeguard.
- 5) Water Aerobics – water fitness classes offered for adults Monday-Thursday at Legion pool and during the school year at Syble Hopp School. Water Fitness classes offered at Syble Hopp during summer season.
- 6) Family Swims and Youth Nights with inflatables – 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.
- 7) Lap Swim 6:00 – 8:00am (M/W (Legion); T/TH (VFW)); Open Swim – 1-4:30pm and 6-8:30pm (M-F) and 1-6pm (Sat & Sun) throughout the summer provides participants an opportunity to enjoy the pool in a safe environment.
- 8) Concessions – provides refreshments for pool participants and secure location for sale of day passes for pool users.
- 9) Pool Rentals – use of aquatic facilities that cater to private events with use of inflatables, toys, and modified pool usage.

Important Outputs:

- 1) Progressive Swim Lesson Program: 120 lessons offered throughout the summer for participants six 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) Junior Lifeguard Program – To prepare for the real LG course. Used as a tool to help increase staffing at each pool for future.
- 3) Open Swim: 820 hours of open swim offered during the summer, one pool open seven 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.
- 4) Varied aquatic programming includes: family swim, lap swim, 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 the pool facility 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.
- 5) 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.
- 6) Memberships: Summer seasonal memberships are sold to residents and non-residents for use of VFW Aquatic Center & Legion pool. Passes are purchased for the Baby Pool, the Main Pool, Family, Caregivers or Lap Swim.
 - A) Funded through user fees and property tax dollars.
 - B) Offering seasonal memberships increases convenience and opportunities for participation and attendance for the purchaser.
- 7) 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.
- 8) Pool Rentals: Pools are available for rent to residents and non-residents at VFW Aquatic Center & Legion Pool 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 through a community survey.
- 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 family friendly environment.

2021 Performance Measure:

- 1) Obtain a 90% approval rating for customer service at Legion Pool and VFW Aquatic Center.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase Family Swim attendance by 5% through increased marketing initiatives.
 - a. Result: Due to the Covid-19 pandemic, Family Swims were not held. Instead, the pool was structured for the ability to book Private Pool Rentals, Lap Swims, and Swim Team Practices along with Semi-Private/Private Swim Lessons.

Significant Program Achievements:

- 1) Hired qualified staff to oversee Legion Pool during the summer.
- 2) Hired qualified staff to fully staff Syble Hopp Parent/Child swims lessons and water exercise classes.
- 3) Coordinated with Fire/EMS Chief and Brown County Medical Examiner’s office to sanction approved pool operations under COVID-19 restrictions.
- 4) Successfully created COVID-19 Legion Pool Operation Manual and Brochure Guide.
- 5) Successfully created registration tracking files for Lap Swim, Pool Rentals, Swim Teams, and Baby Pool Use.
- 6) Collaborated with Assistant Fire Chief to offer water rescue training for Fire Department Staff.
- 7) Offered two layout options for inflatables to be rented during private pool rentals.
- 8) Completed 91 combined Semi-Private and Private swim lessons.
- 9) Hired qualified staff to teach one session of Summer Water Aerobics at Legion Pool under COVID-19 restrictions.
- 10) Successfully partnered with Ashwaubenon Park and Recreation to co-host lifeguard course to attain qualified staff.

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 – 1-4:30 pm and 6-8:30 pm (M-F) throughout the summer and 1-6 pm (Sa & Su) which equates to (40 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 have morning lap swim two times a week at each pool; Legion (M/W), VFW (T/TH) 6:00 am – 8:00 am.
A) Community Importance:
 - a) Provide community ability to enjoy the pool in a safe environment.
 - b) Provide ability for community to have time to use pool for fitness to improve on physical, emotional, spiritual, and mental well-being.
- 5) Swimming pool is staffed at a level that provides a safe environment and quality programming.
A) Community Importance:
 - a) Site is safe for participating in programming for users.
- 6) Effective maintenance of health records.
A) Community Importance:
 - a) Site that is approved by the Health Department.
 - b) All health records and operations are COVID-19 approved
- 7) Lifeguards must currently hold Lifeguard, First Aid/CPR and AED certifications.
A) Community Importance:
 - a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.

- 8) Concessions, Admissions, Bathhouse, Slide Attendants/Basket Attendants and Concessionaires must be certified in First Aid/ CPR & AED for the Professional Rescuer
 - 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 2021 Swimming Pool cost is \$357,193. 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.

2021 Objectives:

- 1) Continue to offer summer indoor water aerobics classes.
- 2) Hire and maintain adequate staffing at Legion Pool, VFW Aquatic Facility and at Syble Hopp.
- 3) Certify lifeguard staff in Waterpark Rescue Certification.
- 4) Create better lesson completion tracking system for semi-private and private swim lessons.
- 5) Improve concessions inventory reporting process.
- 6) Certify managers and concessions staff in Food Handling and Safe Food practices.
- 7) Expand pool special events with the use of inflatables.
- 8) Increase family swim attendance.
- 9) Increase publicity for hosting a Junior Lifeguard class at Legion Pool in order to increase participation.
- 10) Continue Pool Manager training for succession purposes.
- 11) Offer more Sensory Swims for the community.
- 12) Implement Parent/Child classes at Syble Hopp during summer months.
- 13) Increase Private Pool Rentals.

2021 Budget Significant Expenditure Changes:

- 1) Overtime Wages increased \$111 to reflect overtime for maintenance personnel for two aquatic facilities.
- 2) Seasonal Labor increased \$80,989 to reflect staffing for two aquatic facilities.
- 3) FICA increased \$1,311 to reflect increase in wages and allocation of time for two aquatic facilities.
- 4) Retirement increased \$120 to reflect increase in wages.
- 5) Health, Dental, DIB, Life & Workers Compensation Insurance increased by \$10,909 to reflect projected insurance costs.
- 6) Training includes Aquatic Related Training (3 - \$150).
- 7) Telephone increased by \$1,100 to reflect phone services for operations of two aquatic facilities.
- 8) Seminars and Conferences (new) increased by \$1,850 to reflect adding a national training conference through the Association of Aquatic Professionals - AOAP (1 - \$1,850)
- 9) Data increased by \$399 to reflect data services for operations of two aquatic facilities.
- 10) Utilities increased by \$21,000 to reflect operations for two aquatics facilities.
- 11) Equipment Maintenance increased by \$13,000 to reflect operations for two aquatic facilities.
- 12) Memberships and Subscriptions (new) increased by \$40 to reflect AOAP membership (\$40)
- 13) Operating Supplies increased \$11,905 to reflect new licenses for VFW Aquatic Center, POS Software System, new laptop, training mannequins, lifeguard certifications, Certified Food Safe Manager Certifications, and increases in miscellaneous supplies such as printer ribbon, ID Cards, pool supplies, and apparel.
- 14) Pool Chemicals increased by \$13,700 to reflect addition of VFW Aquatic Center.
- 15) Concession Purchases increased by \$13,000 to reflect the addition of VFW Aquatic Center and additional/new menu items.
- 16) No Capital Outlay.

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
SWIMMING POOLS									
Account Number PERSONAL SERVICES									
100	55420	110	Salaries	\$ 17,303	\$ 17,952	\$ 8,142	\$ 17,952	\$ 18,789	4.66%
100	55420	120	Hourly Wages	8,894	17,238	3,978	17,238	18,068	4.81%
100	55420	125	Overtime Wages	0	389	441	500	500	28.53%
100	55420	126	Seasonal Labor	60,175	66,646	4,860	66,646	147,635	121.52%
100	55420	150	FICA	2,761	3,688	1,052	3,697	4,998	35.53%
100	55420	151	Retirement	1,708	2,402	612	2,409	2,522	5.00%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,908	11,301	9,006	11,301	22,210	96.53%
100	55420	190	Training	150	150	0	150	150	0.00%
			Subtotal	106,899	119,766	28,091	119,893	214,873	79.41%
			CONTRACTUAL SERVICES						
100	55420	210	Telephone	1,118	900	450	900	2,000	122.22%
100	55420	212	Seminars and Conferences	0	0	0	0	1,850	100.00%
100	55420	218	Cell/Radio	0	0	0	0	0	0.00%
100	55420	219	Data	206	126	99	200	525	316.67%
100	55420	220	Utilities	30,451	24,000	3,520	24,000	45,000	87.50%
100	55420	240	Equipment Maintenance	11,117	15,000	7,217	15,000	28,000	86.67%
			Subtotal	42,891	40,026	11,285	40,100	77,375	93.31%
			SUPPLIES AND EXPENSE						
100	55420	320	Memberships/Subscriptions	0	0	0	0	40	100.00%
100	55420	340	Operating Supplies	4,956	5,000	2,022	5,000	16,905	238.10%
100	55420	385	Pool Chemicals	13,750	14,300	10,729	14,300	28,000	95.80%
100	55420	386	Concession Purchases	6,283	7,000	0	0	20,000	185.71%
			Subtotal	24,988	26,300	12,750	19,300	64,945	146.94%
			CAPITAL OUTLAY						
100	55420	810	Capital Equipment	278,028	6,000	295,960	295,960	0	-100.00%
			Subtotal	278,028	6,000	295,960	295,960	0	-100.00%
			TOTAL	\$ 452,806	\$ 192,092	\$ 348,086	\$ 475,253	\$ 357,193	85.95%

TOTAL CULTURE, EDUCATION AND RECREATION

**City of De Pere
2021 General Fund
Adopted Budget**

**CULTURE, EDUCATION & RECREATION
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
Total Culture, Education & Recreation						
PERSONAL SERVICES						
110 Salaries	\$ 318,423	\$ 327,560	\$ 148,748	\$ 327,560	\$ 392,135	19.71%
120 Hourly Wages	461,968	497,787	202,907	462,750	558,818	12.26%
122 Hourly Wages PT	87,163	90,815	33,568	83,111	0	-100.00%
125 Overtime Wages	7,860	7,110	1,262	4,288	7,221	1.56%
126 Seasonal Wages	320,836	355,803	60,509	264,748	429,041	20.58%
150 FICA	66,064	74,500	31,140	69,091	79,521	6.74%
151 Retirement	55,575	60,917	23,457	57,841	64,677	6.17%
152 Health, Dental & Life Ins	288,719	307,091	148,089	298,649	320,720	4.44%
190 Training	3,957	4,650	1,201	2,700	4,650	0.00%
Subtotal	1,610,565	1,726,233	650,880	1,570,738	1,856,782	7.56%
CONTRACTUAL SERVICES						
210 Telephone	11,657	10,700	5,439	10,700	11,800	10.28%
211 Postage	269	1,000	15	200	750	-25.00%
212 Seminars and Conference	6,150	7,400	1,043	1,148	9,250	25.00%
213 Rentals	4,909	5,765	1,504	2,400	5,500	-4.60%
215 Consulting	31,086	50,100	3,954	22,478	55,100	9.98%
217 Cleaning Service Contract	24,494	25,000	8,850	25,000	31,890	27.56%
218 Cell/Radio	2,013	2,610	799	2,380	2,610	0.00%
219 Data	1,453	414	263	532	981	136.96%
220 Utilities	129,066	120,122	41,201	114,900	140,310	16.81%
240 Equipment Maintenance	23,411	32,750	16,903	27,050	46,300	41.37%
290 Other Contractual Services	36,755	38,365	11,799	28,900	38,435	0.18%
Subtotal	271,265	294,226	91,769	235,688	342,926	16.55%
SUPPLIES AND EXPENSE						
310 Office Supplies	2,581	4,300	218	3,450	3,800	-11.63%
320 Memberships/Subscriptions	2,865	3,800	1,556	3,774	4,020	5.79%
330 Mileage Reimbursement	401	500	0	0	500	0.00%

City of De Pere
2021 General Fund
Adopted Budget

**CULTURE, EDUCATION & RECREATION
EXPENDITURES**

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
Total Culture, Education & Recreation						
331 Transportation	25,603	24,620	14,372	27,150	26,022	5.69%
340 Operating Supplies	106,620	142,417	27,556	94,950	140,392	-1.42%
345 Turf Chemicals	7,450	10,000	3,843	10,000	10,000	0.00%
346 Trees	12,982	10,000	3,401	10,000	10,000	0.00%
347 Tree Chemicals	335	300	0	300	300	0.00%
348 Playground Supply and Expense	3,273	3,250	0	0	3,250	0.00%
351 Safety Equipment	2,506	2,800	2,196	2,800	2,800	0.00%
361 League Support	9,447	9,447	0	9,447	9,447	0.00%
362 Adult League Supplies	1,750	3,500	1,781	2,500	3,000	-14.29%
363 Youth Program Supplies	0	0	0	0	0	0.00%
364 Adult Program Supplies	0	0	0	0	0	0.00%
365 Family Program Supplies	0	0	0	0	0	0.00%
373 Summer Band	1,061	1,250	105	105	1,250	0.00%
385 Pool Chemicals	13,750	14,300	10,729	14,300	28,000	95.80%
386 Concessions Purchases	6,283	7,000	0	0	20,000	185.71%
391 Historic Preservation Supplies	0	0	0	0	0	0.00%
Subtotal	196,905	237,484	65,756	178,776	262,781	10.65%
CONTRIBUTIONS						
701 Historical Society	5,050	5,050	0	5,050	5,050	0.00%
Subtotal	5,050	5,050	0	5,050	5,050	0.00%
CAPITAL OUTLAY						
810 Capital Equipment	431,371	89,500	334,443	379,460	26,927	-69.91%
Subtotal	431,371	89,500	334,443	379,460	26,927	-69.91%
TOTAL	\$ 2,515,157	\$ 2,352,493	\$ 1,142,848	\$ 2,369,712	\$ 2,494,467	6.04%

TOTAL GENERAL FUND EXPENDITURES

**City of De Pere
2021 General Fund
Adopted Budget**

EXPENDITURES

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$ 2,806,504	\$ 3,081,075	\$ 1,376,209	\$ 2,960,159	\$ 3,264,440	5.95%
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 9,405,955	\$ 9,744,635	\$ 4,301,440	\$ 9,689,974	\$ 9,677,115	-0.69%
TOTAL PUBLIC WORKS EXPENDITURES	\$ 3,127,628	\$ 2,981,249	\$ 1,284,472	\$ 3,141,993	\$ 3,068,571	2.93%
TOTAL CULTURE, ED & REC EXPENDITURES	\$ 2,515,156	\$ 2,352,493	\$ 1,142,848	\$ 2,369,714	\$ 2,494,467	6.04%
TOTAL GENERAL FUND EXPENDITURES	\$ 17,855,244	\$ 18,159,452	\$ 8,104,969	\$ 18,161,840	\$ 18,504,593	1.90%

**CITY OF DE PERE
2021 ACTUAL SALARIES**

Grade	Job Title	Salary	Grade	Job Title	Salary
NA	City Administrator	\$ 152,000.00	I	Deputy Clerk/Treasurer	\$ 59,321.60
U	City Attorney/Assistant City Administrator	\$ 137,886.40	I	Mechanic	\$ 65,665.60
T	Development Services Director	\$ 112,860.80	I	Mechanic	\$ 62,628.80
T	Public Works Director	\$ 122,595.20	I	Mechanic	\$ 59,321.60
S	City Engineer	\$ 111,862.40	I	Paralegal	\$ 57,844.80
S	Finance Director/Treasurer	\$ 110,760.00	I	Payroll Specialist	\$ 59,321.60
S	Fire Chief	\$ 110,760.00	H	Arborist	\$ 53,102.40
S	Human Resources Director	\$ 125,964.80	H	Arborist	\$ 51,750.40
S	Parks, Recreation & Forestry Director	\$ 111,862.40	H	DPW Leadperson/Public Works Equipment Operator	\$ 62,732.80
S	Police Chief	\$ 114,212.80	H	GIS Technician	\$ 51,750.40
R	Information Technology Director	\$ 100,817.60	H	Police Technical Support Analyst	\$ 50,398.40
Q	Health Officer/Director	\$ 98,529.60	H	Public Works Equipment Operator	\$ 60,070.40
Q	Police Captain	\$ 104,083.20	H	Public Works Equipment Operator	\$ 59,467.20
Q	Police Captain	\$ 104,083.20	H	Public Works Equipment Operator	\$ 59,467.20
P	Assistant Fire Chief	\$ 93,600.00	H	Public Works Equipment Operator	\$ 59,467.20
O	Assistant City Engineer	\$ 88,712.00	H	Public Works Equipment Operator	\$ 59,467.20
O	Battalion Chief	\$ 92,252.16	H	Public Works Equipment Operator	\$ 59,467.20
O	Battalion Chief**	\$ 88,699.52	H	Public Works Equipment Operator	\$ 59,467.20
O	Battalion Chief**	\$ 88,699.52	H	Video Production/IT Support Specialist	\$ 53,102.40
N	Assistant City Attorney	\$ 83,824.00	H	Water Maintenance Worker	\$ 63,107.20
N	Public Works Superintendent	\$ 93,849.60	H	Water Maintenance Worker	\$ 63,107.20
M	City Clerk	\$ 73,028.80	H	Water Maintenance Worker	\$ 51,750.40
M	Maintenance Supervisor	\$ 78,915.20	G	Accounts Payable Clerk	\$ 51,043.20
M	Park Superintendent/ Forester	\$ 79,726.40	G	Administrative Assistant	\$ 49,545.60
M	Recreation Superintendent	\$ 80,496.00	G	Administrative Assistant	\$ 49,545.60
L	GIS Manager/Project Manger	\$ 76,876.80	G	Administrative Assistant	\$ 49,545.60
L	Senior Building Inspector	\$ 77,563.20	G	Administrative Assistant	\$ 45,822.40
L	Senior Planner	\$ 74,027.20	G	Administrative Assistant	\$ 44,595.20
L	Water Department Supervisor	\$ 74,027.20	G	Municipal Court Clerk	\$ 47,091.20
K	Public Health Nurse	\$ 69,160.00	G	Park Leadperson/Park Maintenance Worker	\$ 49,171.20
K	Public Health Nurse	\$ 67,412.80	G	Park Maintenance Worker	\$ 56,222.40
K	Sanitarian	\$ 69,160.00	G	Park Maintenance Worker	\$ 56,118.40
J	Building Inspector	\$ 61,048.00	G	Park Maintenance Worker	\$ 45,822.40
J	Engineering Senior Technician	\$ 70,928.00	G	Park Maintenance Worker	\$ 44,595.20
J	Engineering Senior Technician	\$ 68,161.60	G	Public Works Maintenance Worker	\$ 49,545.60
J	Engineering Senior Technician	\$ 64,251.20	G	Public Works Maintenance Worker	\$ 49,545.60
J	Engineering Senior Technician	\$ 64,251.20	G	Public Works Maintenance Worker	\$ 49,545.60
J	Engineering Senior Technician	\$ 64,251.20	G	Public Works Maintenance Worker	\$ 49,545.60
J	Human Resources Generalist	\$ 64,251.20	F	Office Assistant	\$ 49,046.40
J	Maintenance Specialist	\$ 61,048.00	F	Office Assistant	\$ 44,636.80
J	Maintenance Specialist	\$ 59,404.80	F	Office Assistant	\$ 44,636.80
J	Police Business Manager	\$ 73,507.20	F	Office Assistant	\$ 42,432.00
J	Recreation Supervisor	\$ 62,628.80	F	Office Assistant	\$ 27,898.00
J	Recreation Supervisor*	\$ 56,222.40	E	Police Officer Recruit	\$ 12,412.80
I	Communications Specialist/Administrative Assistant	\$ 57,844.80	Elected	Municipal Judge	\$ 22,689.38
Vacant	Public Works Maintenance Worker, Activity Coordinator		Elected	Mayor (effective 5/1/2021)	\$ 25,614.00
			Elected	Alderpersons (effective 5/1/2021)	\$ 7,342.00

*Reclassification from Recreation Specialist to Recreation Supervisor is contingent on Council approval

** Eligible for Paramedic pay; not included in base salary listed

2021 GRADE ORDER LIST
2.0% INCREASE

(Employees advance on pay scale one step per year of service if meeting expectations. Step 6 is equal to the market rate (avg. rate) for the position. Employees may advance beyond step 6 through pay for performance.)

GRADE	JOB TITLE	DEPARTMENT	FLSA	Minimum					Control Point	120.0% Maximum	Actual # of employees in position	
				87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Step 6			
U	CITY ATTORNEY/ASSISTANT CITY ADMINISTRATOR*	CITY ATTORNEY	E	\$50.70 \$105,456.00	\$52.16 \$108,492.80	\$53.62 \$111,529.60	\$55.06 \$114,524.80	\$56.52 \$117,561.60	\$57.95 \$120,536.00	➔	\$69.55 \$144,664.00	1
T	DEVELOPMENT SERVICES DIRECTOR	DEVELOPMENT SERVICES	E	\$49.04	\$50.29	\$51.58	\$52.91	\$54.26	\$55.65	➔	\$66.78	1
	PUBLIC WORKS DIRECTOR	PUBLIC WORKS	E	\$102,003.20	\$104,603.20	\$107,286.40	\$110,052.80	\$112,860.80	\$115,752.00		\$138,902.40	1
S	CITY ENGINEER	PUBLIC WORKS	E	\$46.60	\$47.93	\$49.27	\$50.58	\$51.93	\$53.25	➔	\$63.91	1
	FINANCE DIRECTOR/TREASURER	FINANCE	E	\$96,928.00	\$99,694.40	\$102,481.60	\$105,206.40	\$108,014.40	\$110,760.00		\$132,932.80	1
	FIRE CHIEF	FIRE	E									1
	HUMAN RESOURCES DIRECTOR	HUMAN RESOURCES	E									1
	PARKS, RECREATION & FORESTRY DIRECTOR	PARKS, REC & FORESTRY	E									1
	POLICE CHIEF	POLICE	E									1
R	INFORMATION TECHNOLOGY DIRECTOR	INFORMATION TECHNOLOGY	E	\$43.51 \$90,500.80	\$44.75 \$93,080.00	\$45.99 \$95,659.20	\$47.24 \$98,259.20	\$48.47 \$100,817.60	\$49.71 \$103,396.80	➔	\$59.66 \$124,092.80	1
Q	HEALTH OFFICER/DIRECTOR	HEALTH	E	\$41.44	\$42.63	\$43.79	\$44.99	\$46.17	\$47.37	➔	\$56.83	1
	POLICE CAPTAIN	POLICE	E	\$86,195.20	\$88,670.40	\$91,083.20	\$93,579.20	\$96,033.60	\$98,529.60		\$118,206.40	2
P	ASSISTANT FIRE CHIEF	FIRE	E	\$39.37 \$81,889.60	\$40.49 \$84,219.20	\$41.64 \$86,611.20	\$42.75 \$88,920.00	\$43.89 \$91,291.20	\$45.00 \$93,600.00	➔	\$53.99 \$112,299.20	1
O	ASSISTANT CITY ENGINEER	PUBLIC WORKS	E	\$37.32	\$38.39	\$39.44	\$40.50	\$41.60	\$42.65	➔	\$51.18	1
	BATTALION CHIEF***	FIRE	E	\$77,625.60	\$79,851.20	\$82,035.20	\$84,240.00	\$86,528.00	\$88,712.00		\$106,454.40	3
N	ASSISTANT CITY ATTORNEY	CITY ATTORNEY	E	\$35.26	\$36.28	\$37.28	\$38.31	\$39.30	\$40.30	➔	\$48.36	1
	STREET SUPERINTENDENT	PUBLIC WORKS	E	\$73,340.80	\$75,462.40	\$77,542.40	\$79,684.80	\$81,744.00	\$83,824.00		\$100,588.80	1
M	CITY CLERK	FINANCE	E	\$33.22	\$34.14	\$35.11	\$36.06	\$37.01	\$37.94	➔	\$45.53	1
	MAINTENANCE SUPERVISOR	PUBLIC WORKS	E	\$69,097.60	\$71,011.20	\$73,028.80	\$75,004.80	\$76,980.80	\$78,915.20		\$94,702.40	1
	PARK SUPERINTENDENT/CITY FORESTER	PARKS, REC & FORESTRY	E									1
	RECREATION SUPERINTENDENT	PARKS, REC & FORESTRY	E									1
L	GIS MANAGER/PROJECT MANAGER	DEVELOPMENT SERVICES	E	\$31.15	\$32.04	\$32.92	\$33.82	\$34.70	\$35.59	➔	\$42.71	1
	SENIOR BUILDING INSPECTOR	DEVELOPMENT SERVICES	E	\$64,792.00	\$66,643.20	\$68,473.60	\$70,345.60	\$72,176.00	\$74,027.20		\$88,836.80	1
	SENIOR PLANNER	DEVELOPMENT SERVICES	E									1
	WATER DEPARTMENT SUPERVISOR	PUBLIC WORKS	E									1
K	PUBLIC HEALTH NURSE	HEALTH	E	\$29.07	\$29.93	\$30.73	\$31.58	\$32.41	\$33.25	➔	\$39.88	2
	SANITARIAN	HEALTH	E	\$60,465.60	\$62,254.40	\$63,918.40	\$65,686.40	\$67,412.80	\$69,160.00		\$82,950.40	1
J	BUILDING INSPECTOR	DEVELOPMENT SERVICES	NE	\$27.03	\$27.80	\$28.56	\$29.35	\$30.11	\$30.89	➔	\$37.06	1
	BUSINESS MANAGER	POLICE	E	\$56,222.40	\$57,824.00	\$59,404.80	\$61,048.00	\$62,628.80	\$64,251.20		\$77,084.80	1
	ENGINEER SENIOR TECHNICIAN	PUBLIC WORKS	NE									5
	HUMAN RESOURCES GENERALIST	HUMAN RESOURCES	E									1
	MAINTENANCE SPECIALIST	PUBLIC WORKS	NE									2
	RECREATION SUPERVISOR	PARKS, REC & FORESTRY	E									2^

GRADE	JOB TITLE	DEPARTMENT	FLSA	Minimum					Control Point	120.0% Maximum	Actual # of employees in position	
				87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Step 6			
I	COMMUNICATIONS SPECIALIST/ADMINISTRATIVE ASSISTANT	ADMINISTRATION	E	\$24.97	\$25.66	\$26.39	\$27.10	\$27.81	\$28.52	➔	\$34.23	1
	DEPUTY CLERK/TREASURER	FINANCE	NE	\$51,937.60	\$53,372.80	\$54,891.20	\$56,368.00	\$57,844.80	\$59,321.60		\$71,198.40	1
	MECHANIC	PUBLIC WORKS	NE									3
	PARALEGAL	CITY ATTORNEY	NE									1
	PAYROLL SPECIALIST	FINANCE	NE									1
H	ARBORIST	PARKS, REC & FORESTRY	NE	\$22.90	\$23.57	\$24.23	\$24.88	\$25.53	\$26.17	➔	\$31.41	2
	DPW EQUIPMENT OPERATOR**	PUBLIC WORKS	NE	\$47,632.00	\$49,025.60	\$50,398.40	\$51,750.40	\$53,102.40	\$54,433.60		\$65,332.80	7
	ENGINEER TECHNICIAN	PUBLIC WORKS	NE									0
	GIS TECHNICIAN	DEVELOPMENT SERVICES	NE									1
	POLICE TECHNICAL SUPPORT ANALYST	POLICE	NE									1
	RECREATION SPECIALIST	PARKS, REC & FORESTRY	NE									0
	VIDEO PRODUCTION/IT SUPPORT SPECIALIST	INFORMATION TECHNOLOGY	NE									1
	WATER DEPARTMENT MAINTENANCE WORKER	PUBLIC WORKS	NE									3
G	ACCOUNTS PAYABLE CLERK	FINANCE	NE	\$20.84	\$21.44	\$22.03	\$22.64	\$23.23	\$23.82	➔	\$28.59	1
	ADMINISTRATIVE ASSISTANT (Fire, Dev Services, Health, PRF, PW)	VARIOUS	NE	\$43,347.20	\$44,595.20	\$45,822.40	\$47,091.20	\$48,318.40	\$49,545.60		\$59,467.20	5
	COMMUNITY CENTER ACTIVITY COORD	PARKS, REC & FORESTRY	NE									0
	DPW MAINTENANCE WORKER	PUBLIC WORKS	NE									4
	MUNICIPAL COURT CLERK	MUNICIPAL COURT	NE									1
	PARKS MAINTENANCE WORKER**	PARKS, REC & FORESTRY	NE									5
F	OFFICE ASSISTANT (PRF, Police, HR, PW)	VARIOUS	NE	\$18.80	\$19.33	\$19.87	\$20.40	\$20.94	\$21.46	➔	\$25.76	5
				\$39,104.00	\$40,206.40	\$41,329.60	\$42,432.00	\$43,555.20	\$44,636.80		\$53,580.80	
E	POLICE OFFICER RECRUIT			\$17.24	\$17.73	\$18.22	\$18.73	\$19.22	\$19.72	➔	\$23.65	1
D	vacant			\$15.97	\$16.43	\$16.88	\$17.34	\$17.80	\$18.24	➔	\$21.89	
C	vacant			\$14.79	\$15.21	\$15.63	\$16.05	\$16.48	\$16.89	➔	\$20.29	
B	vacant			\$13.70	\$14.09	\$14.48	\$14.86	\$15.25	\$15.65	➔	\$18.79	
Non-Graded Positions												
	CITY ADMINISTRATOR	ADMINISTRATION	E	\$	152,000							
	MUNICIPAL COURT JUDGE	ELECTED	E	\$	22,689							
	MAYOR (effective 5/1/2021)	ELECTED	E	\$	25,614							
	ALDERPERSONS (effective 5/1/2021)	ELECTED	E	\$	7,342							

* \$2,000 Yearly stipend to the position that assumes the role of Assistant City Administrator
** DPW Leadperson and Park Leadperson receives \$1.00/hour additional over current rate of pay
*** Battalion Chief salary is based on 2,912 annual hours, plus paramedic pay, if applicable
^Reclassification from Recreation Specialist to Recreation Supervisor is contingent on Council approval (one position)

**City of De Pere
2021 Salaries - Split Distribution**

	Annual Salaries	Gen Fund 100	Sewage Treat.Fund 201	Cable Access 209	Water 601	Stormwater 650	TID # 7 260	TID # 8 280	TID # 9 285	TID # 10 290	TID # 11 291	TID # 12 292	TID # 5 455	TID # 6 460
City Administrator	\$ 152,000	\$ 76,000	\$ 30,400	\$ 7,600	\$ 30,400	\$ 7,600								
City Attorney/Assistant City Administrator	\$ 137,886	\$ 68,943	\$ 34,472	\$ 6,894	\$ 20,683	\$ 6,894								
Human Resources Director	\$ 125,965	\$ 107,070	\$ 12,597		\$ 6,298									
Public Works Director	\$ 122,595	\$ 30,649	\$ 30,649		\$ 30,649	\$ 30,649								
Police Chief	\$ 114,213	\$ 114,213												
Development Services Director	\$ 112,861	\$ 56,431				\$ 5,643	\$ 7,900	\$ 5,643	\$ 6,772	\$ 6,772	\$ 9,029	\$ 6,772	\$ 3,386	\$ 4,514
City Engineer	\$ 111,862	\$ 27,966	\$ 27,966		\$ 27,966	\$ 27,966								
Parks, Recreation & Forestry Director	\$ 111,862	\$ 111,862												
Finance Director/Treasurer	\$ 110,760	\$ 55,380	\$ 44,304		\$ 11,076									
Fire Chief	\$ 110,760	\$ 110,760												
Police Captain (2)	\$ 104,083	\$ 104,083												
Information Technology Director	\$ 100,818	\$ 64,524	\$ 8,065	\$ 10,082	\$ 8,065	\$ 10,082								
Health Officer/Director	\$ 98,530	\$ 98,530												
Public Works Superintendent	\$ 93,850	\$ 23,463	\$ 23,463		\$ 23,463	\$ 23,463								
Assistant Fire Chief	\$ 93,600	\$ 93,600												
Battalion Chief	\$ 92,252	\$ 92,252												
Assistant City Engineer	\$ 88,712	\$ 22,178	\$ 22,178		\$ 22,178	\$ 22,178								
Battalion Chief (2)	\$ 88,700	\$ 88,700												
Assistant City Attorney	\$ 83,824	\$ 83,824												
Recreation Superintendent	\$ 80,496	\$ 80,496												
Park Superintendent/City Forester	\$ 79,726	\$ 79,726												
Maintenance Supervisor	\$ 78,915	\$ 47,349	\$ 5,919		\$ 5,919	\$ 19,729								
Senior Building Inspector	\$ 77,563	\$ 77,563												
GIS Manager/Project Manager	\$ 76,877	\$ 51,508	\$ 8,456		\$ 8,456	\$ 8,456								
Water Department Supervisor	\$ 74,027				\$ 74,027									
Senior Planner	\$ 74,027	\$ 49,598				\$ 3,701	\$ 2,221	\$ 2,221	\$ 3,701	\$ 3,701	\$ 2,961	\$ 2,221	\$ 1,481	\$ 2,221
Police Business Manager	\$ 73,507	\$ 73,507												
City Clerk	\$ 73,029	\$ 56,963	\$ 5,112	\$ 3,651	\$ 3,651	\$ 3,651								
Sanitarian	\$ 69,160	\$ 69,160												
Public Health Nurse	\$ 69,160	\$ 69,160												
Public Health Nurse	\$ 67,413	\$ 67,413												
Human Resources Generalist	\$ 64,251	\$ 54,613	\$ 6,425		\$ 3,213									
Recreation Supervisor	\$ 62,629	\$ 62,629												
Communications Specialist/Admin Assistant	\$ 57,845	\$ 20,246	\$ 4,338		\$ 4,338		\$ 3,615	\$ 3,615	\$ 3,615	\$ 3,615	\$ 3,615	\$ 3,615	\$ 3,615	\$ 3,615
Recreation Supervisor	\$ 56,222	\$ 56,222												

GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased \$138,307. The total property tax levy for all funds increased \$279,243.

	Actual 2020	Budgeted 2021	% of Change
General Fund Levy	\$ 8,146,890	\$ 8,285,197	1.70%
Debt Fund Levy	\$ 3,813,192	\$ 3,869,027	1.46%
Capital Projects Fund Levy	\$ 1,742,276	\$ 1,742,276	0.00%
Tax Increment District (TID) Levy	\$ 1,090,687	\$ 1,175,788	7.80%
TOTAL LEVY	\$14,793,045	\$15,072,288	1.89%

SIGNIFICANT REVENUE CHANGES:

TAXES:

- 1) Mobile Home Fees decreased \$1,500 to reflect trends.
- 2) Housing Authority increased \$2,000 to reflect trends.

INTERGOVERNMENTAL REVENUE:

- 1) Expenditure Restraint Shared Revenues decreased \$29,606 to reflect state estimates.
- 2) State Fire Insurance increased \$8,836 to reflect state estimates.
- 3) Rescue EMS Act 102 Grants increased \$3,642 to reflect expected amount to be received from state for Act 102.
- 4) Mass Transit State Aid decreased \$20,000 to reflect anticipated estimate.

LICENSES AND PERMITS:

- 1) Operator's Licenses decreased \$18,000 to reflect 2021 as the second year of two year license renewals.
- 2) Cable TV Franchise Licenses decreased \$20,000 to reflect trends.
- 3) Dog License decreased \$600 to reflect trends.
- 4) Building Permits and Fees increased \$200,000 to reflect anticipated construction activity in 2021,
- 5) Commercial Permit Review decreased \$15,000 to reflect anticipated construction activity in 2021.
- 6) Sanitary Sewer Excavation increased \$6,750 to reflect anticipated construction activity in 2021.
- 7) Electrical Permits increased \$40,000 to reflect anticipated construction activity in 2021.

- 8) Plumbing Permits increased \$15,000 to reflect anticipated construction activity in 2021.
- 9) HVAC Permits increased \$20,000 to reflect anticipated construction activity in 2021.
- 10) CSM Reviews increased \$5,000 to reflect department estimates.

FINES AND FORFEITURES:

- 1) Parking Violations decreased \$5,000 to reflect 2021 department estimate.

PUBLIC CHARGES FOR SERVICE:

- 1) Police Finger Prints decreased \$250 to reflect 2021 department estimate.
- 2) Public Health Revenue decreased \$2,500 to reflect department estimate.
- 3) Weights & Measures Fees increased \$2,564 to reflect departmental estimate.
- 4) Recreation increased \$3,646 to reflect departmental estimate.
- 5) Concessions increased \$16,915 to reflect departmental estimate.
- 6) Swimming increased \$81,398 to reflect departmental estimate.
- 7) Athletic Facility Fees decreased \$8,360 to reflect department estimate which includes beer garden revenue.
- 8) Ambulance Fees From Townships increased \$10,800 to reflect department estimate.

INTERGOVERNMENTAL CHARGES FOR SERVICE:

- 1) TID #5 Admin Allocation increased \$8,965 to reflect actual trends.

MISCELLANEOUS REVENUES:

- 1) Residential Lease increased \$8,000 to reflect department estimate.
- 2) Real Property sales decreased \$50,000 to reflect trends.
- 3) Fire and Rescue increased \$1,290 to reflect department estimate.

OTHER FINANCING SOURCES:

- 1) None.

**City of De Pere
2021 General Fund
Adopted Budget**

REVENUES

Account Title		2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change	
Account Number	TAXES							
100	41110	General Property	\$ 8,206,092	\$ 8,146,890	\$ 8,146,890	\$ 8,166,890	\$ 8,285,197	1.70%
100	41130	Mobile Home Fees	4,535	7,000	2,606	5,200	5,500	-21.43%
100	41150	Payments in Lieu of Taxes	1,409	1,800	1,403	1,800	1,800	0.00%
100	41200	Sales and Use	8,047	0	0	0	0	0.00%
100	41210	Public Accommodations	8,719	9,500	2,609	5,000	9,500	0.00%
100	41220	Retained Sales Tax	120	120	60	120	120	0.00%
100	41310	From Municipal Water Utility	518,677	495,000	297,500	495,000	495,000	0.00%
100	41320	Housing Authority	30,047	30,000	32,656	32,000	32,000	6.67%
100	41800	Interest Penalties & Taxes	498	1,400	235	500	1,400	0.00%
100	41810	Interest Penalties Specials & Deeds	15,788	20,000	5,335	10,000	20,000	0.00%
		Subtotal	8,793,932	8,711,710	8,489,295	8,716,510	8,850,517	1.59%

INTERGOVERNMENTAL REVENUE

100	43220	Mass Transit Federal Aid	0	0	0	0	0	0.00%
100	43410	State Shared Revenue	1,209,295	1,215,972	0	1,215,972	1,204,779	-0.92%
100	43411	State Shared Revenue - Expenditure Restraint	184,820	269,341	0	269,341	239,735	-10.99%
100	43420	State Fire Insurance	93,294	84,732	0	93,568	93,568	10.43%
100	43430	Other State Shared Taxes - Exempt Computer Aid	77,852	76,012	0	77,852	77,852	2.42%
100	43500	State Grants	90,633	96,539	96,539	96,539	96,539	0.00%
100	43505	Law Enforcement	16,585	0	(694)	0	0	0.00%
100	43507	K-9 Expenses and Donations	13,749	2,500	1,380	2,500	2,500	0.00%
100	43510	Rescue EMS Act 102	7,848	6,756	0	10,398	10,398	53.91%
100	43520	State Aid for Police Training	5,120	5,440	0	5,120	5,120	-5.88%
100	43530	State Aid for Connecting Highways	74,335	74,335	18,537	74,335	74,335	0.00%
100	43531	General Transportation Aids	1,081,038	1,189,142	310,798	1,189,142	1,129,685	-5.00%
100	43532	Mass Transit State Aid	294,790	294,790	147,395	294,790	274,790	-6.78%
100	43540	State Recycling Grants	97,611	97,611	97,563	97,563	97,563	-0.05%
100	43550	ACT 102 Ambulance Grant	0	0	0	0	0	0.00%
100	43551	Health Matching Grant	77,783	68,166	31,925	70,187	70,187	2.96%
100	43552	COVID 19 Grants	0	0	0	0	0	0.00%
100	43590	State Misc Grants	9,000	0	0	0	0	0.00%
100	43605	Payment in Lieu of Tax - DNR	0	0	0	0	0	0.00%
		Subtotal	3,333,751	3,481,336	703,443	3,497,307	3,377,051	-3.00%

LICENSES AND PERMITS

100	44100	Business & Occupational Licenses	0	0	0	0	0	0.00%
100	44105	Liquor and Malt Beverage Licenses	34,555	36,000	10,904	13,000	36,000	0.00%
100	44110	Operator's Licenses	15,186	31,000	9,690	13,000	13,000	-58.06%
100	44115	Cigarette Licenses	2,025	2,100	1,900	2,000	2,100	0.00%

**City of De Pere
2021 General Fund
Adopted Budget**

REVENUES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
100	44121	Food & Beverage Licenses	78,508	80,000	33,490	76,919	80,000	0.00%
100	44125	Cable Television Franchise License	146,681	145,000	32,005	128,000	125,000	-13.79%
100	44130	Trailer Park	100	100	50	100	100	0.00%
100	44140	Other Permits and Fees	7,303	11,500	4,236	7,300	11,500	0.00%
100	44210	Dog License	3,540	4,200	3,042	3,600	3,600	-14.29%
100	44300	Building Permits	190,021	150,000	236,587	375,000	350,000	133.33%
100	44301	Commercial Permit Review	10,000	25,000	6,250	10,000	10,000	-60.00%
100	44303	Flood Plain/Zoning Letters	330	600	0	300	600	0.00%
100	44305	Construction	0	0	50	0	0	0.00%
100	44307	Sanitary Sewer Excavation	11,025	5,250	9,375	16,000	12,000	128.57%
100	44910	Electrical Permits	53,019	60,000	102,028	180,000	100,000	66.67%
100	44920	Plumbing Permits	29,214	30,000	32,548	58,000	45,000	50.00%
100	44925	HVAC Permits	64,622	65,000	69,063	120,000	85,000	30.77%
100	48902	Zoning Permits and Fees	3,837	4,000	2,415	3,500	4,000	0.00%
100	48903	CSM Reviews	22,125	10,000	8,988	15,000	15,000	50.00%
100	48905	Bid Deposits & Refunds	0	0	368	400	0	0.00%
100	48906	Excavation Permits	20,805	18,900	16,840	20,000	20,000	5.82%
		Subtotal	692,896	678,650	579,829	1,042,119	912,900	34.52%

FINES AND FORFEITURES

100	45100	City Share of Fines and Forfeitures	(2,160)	0	(925)	0	0	0.00%
100	45110	Court Penalties and Costs	392,858	375,000	132,249	310,000	375,000	0.00%
100	45120	Crime Prevention/Policing Share	41	0	0	0	0	0.00%
100	45130	Parking Violations	34,899	40,000	18,165	25,000	35,000	-12.50%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0.00%
		Subtotal	425,638	415,000	149,489	335,000	410,000	-1.20%

PUBLIC CHARGES FOR SERVICE

100	46100	General Government	4,164	2,000	151	2,000	2,000	0.00%
100	46101	Clerk-Passports/Solicitors	6,224	5,000	2,205	3,000	5,000	0.00%
100	46102	Clerk's Office Admin Fees	1,012	1,000	60	1,000	1,000	0.00%
100	46110	Letters of No Specials	28,640	26,000	11,430	26,000	26,000	0.00%
100	46120	License Publication Fees	(1,210)	400	1,152	400	400	0.00%
100	46204	DMV Registration	1,461	0	0	0	0	0.00%
100	46205	Police CVR Fees	(1,432)	0	0	0	0	0.00%
100	46206	CVR Registrations	71	300	0	0	0	-100.00%
100	46207	Police Alarm Monitoring	4,976	10,000	13,773	14,000	10,000	0.00%
100	46208	Police Department Fees	618	1,000	355	1,000	1,000	0.00%
100	46210	Background Checks	258	300	136	150	300	0.00%
100	46220	Police Finger Prints	449	750	108	200	500	-33.33%

**City of De Pere
2021 General Fund
Adopted Budget**

REVENUES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
100	46225	Fire Hazmat	0	0	0	0	0	0.00%
100	46298	Ambulance Fees	833,139	772,201	242,436	825,463	785,608	1.74%
100	46340	Street Department Revenue	37,476	35,000	11,091	35,000	35,000	0.00%
100	46345	Garbage & Recycling Fees	0	12,000	0	12,000	12,000	0.00%
100	46350	Snow Removal Charges	8,747	6,600	2,624	6,600	6,600	0.00%
100	46360	Parking Permits	0	0	0	0	0	0.00%
100	46406	Weed & Nuisance Control	6,682	4,000	0	4,000	4,000	0.00%
100	46421	Recycling Containers	2,296	2,500	3,261	3,261	2,500	0.00%
100	46501	Public Health Revenue	2,179	3,000	190	500	500	-83.33%
100	46510	Weights & Measures Fees	21,171	19,000	17,113	21,564	21,564	13.49%
100	46521	Animal Control	139	0	52	52	0	0.00%
100	46700	Recreation Programs	360,957	355,495	117,395	203,000	349,874	-1.58%
100	46721	Recreation	15,300	8,354	0	5,820	12,000	43.64%
100	46722	Concessions	11,558	13,325	(230)	0	30,240	126.94%
100	46723	Swimming	91,823	86,677	23,413	35,000	168,075	93.91%
100	46724	Forestry	13,135	6,400	9,090	10,000	6,500	1.56%
100	46725	Community Center	40,314	37,264	5,699	16,780	37,284	0.05%
100	46727	Programs-Financial Assistance	3,131	4,000	2,372	2,500	4,000	0.00%
100	46747	Athletic Facility Fees	14,662	109,360	2,666	80,000	101,000	-7.64%
100	46747 010	Daily Boat Fees	48,574	0	40,948	0	0	0.00%
100	46747 020	Season Boat Fees	18,097	15,000	1,560	0	15,000	0.00%
100	46800	Payment In Lieu of Parkland	0	0	0	0	0	0.00%
100	47306	Ambulance Fees From Townships	182,530	185,000	115,674	195,800	195,800	5.84%
100	47401	Engineering Fees	700,000	700,000	350,000	700,000	700,000	0.00%
100	48901	Copies Maps Blueprints	985	1,100	695	1,100	1,100	0.00%
100	48908	Building Permits & Voter Report (Clerk)	0	550	0	550	550	0.00%
100	48909	Sundry	1,275	550	150	550	550	0.00%
100	48910	Retiree Insurance Admin Fee	759	1,000	251	1,000	1,000	0.00%
		Subtotal	2,460,161	2,425,126	975,818	2,208,290	2,536,945	4.61%

INTERGOVERNMENTAL CHARGES FOR SERVICE

100	47311	Crossing Guard Hours	17,592	20,000	5,072	12,000	20,000	0.00%
100	47320	Payment for Liason Officer	209,865	282,660	0	208,080	283,200	0.19%
100	47402	Data Processing Charges	14,730	15,000	7,586	15,600	15,600	4.00%
100	47405	TID 5 Admin Allocation	13,849	5,300	6,925	13,850	14,265	169.15%
100	47406	TID 6/7/8/9/10 Admin Allocation	110,792	116,600	55,400	110,800	114,125	-2.12%
100	47415	Equipment Rental	28,848	29,000	14,856	29,712	30,400	4.83%
100	47432	Space Rentals	46,121	47,500	16,754	49,300	49,300	3.79%
100	48208	Brown County Nutritionist	3,020	3,150	1,615	3,230	3,300	4.76%
		Subtotal	444,816	519,210	108,209	442,572	530,190	2.11%

**City of De Pere
2021 General Fund
Adopted Budget**

REVENUES

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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MISCELLANEOUS REVENUES

100	48100	Interest On Investments	656,087	525,000	310,213	525,000	525,000	0.00%
100	48103	Notes Receivable Interest	0	0	0	0	0	0.00%
100	48113	Interest On Personal Property Taxes	0	0	0	0	0	0.00%
100	48121	Land Contract Interest	0	0	0	0	0	0.00%
100	48200	Rents & Leases	2,641	0	0	0	0	0.00%
100	48201	Farm Leases	5,333	5,000	0	4,400	5,000	0.00%
100	48202	Brown County Fairgrounds	0	0	0	0	0	0.00%
100	48203	Residential Lease	14,149	7,000	7,888	15,000	15,000	114.29%
100	48300	Property Sales	21,320	1,500	2,557	3,000	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	3,837	15,000	3,004	5,000	15,000	0.00%
100	48303	Note Receivable Principal	0	0	0	0	0	0.00%
100	48305	Real Property	865	50,000	0	0	0	-100.00%
100	48306	Land Contract Principal	0	0	0	0	0	0.00%
100	48309	Other	5,550	5,000	0	0	5,000	0.00%
100	48500	Donations	229	0	0	0	0	0.00%
100	48510	Police Programs	0	0	0	0	0	0.00%
100	48515	Park and Rec	720	720	0	0	0	-100.00%
100	48520	Fire & Rescue	3,120	7,800	6,635	9,090	9,090	16.54%
		Subtotal	713,851	617,020	330,297	561,490	575,590	-6.71%

OTHER FINANCING SOURCES

100	49100	Proceeds From Long Term Notes	0	0	0	0	0	0.00%
100	49130	Installment Contracts	0	0	0	0	0	0.00%
100	49140	State Trust Fund Loans	0	0	0	0	0	0.00%
100	49200	Transfer From Special Fund	250,000	250,000	125,000	250,000	250,000	0.00%
100	49222	Transfer From TID #5	11,400	11,400	5,700	11,400	11,400	0.00%
100	49223	Transfer From TID #7	0	0	0	0	0	0.00%
100	49240	Transfer From Capital Projects Fund	1,050,000	1,050,000	525,000	1,050,000	1,050,000	0.00%
100	49260	Transfer From Enterprise Fund (Water Utility)	0	0	0	0	0	0.00%
100	49261	Transfer From Enterprise Fund (Wastewater)	0	0	0	0	0	0.00%
100	49271	Transfer From Parkland Dedication Fund	0	0	0	0	0	0.00%
		Subtotal	1,311,400	1,311,400	655,700	1,311,400	1,311,400	0.00%

		TOTAL GENERAL FUND REVENUES	18,176,445	18,159,452	11,992,079	18,114,688	18,504,593	1.90%
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100	49300	Fund Balances Applied	0	0	0	0	0	0.00%
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		TOTAL GENERAL FUND REVENUES	\$ 18,176,445	\$ 18,159,452	\$ 11,992,079	\$ 18,114,688	\$ 18,504,593	1.90%
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SPECIAL FUND

CITY OF DE PERE REVOLVING LOAN FUND

THIS FUND HAS REPLACED THE PRIOR DEVELOPMENT LOAN PROGRAM ADMINISTERED BY THE CITY THROUGH THE STATE OF WISCONSIN

Program Mission:

The specific purpose for the expenditure of the funds has been designated for economic development purposes according to City Council Resolution 19-85, with specific uses and objectives to be determined at a later date.

This fund will continue to collect principal and interest payments of balances on four remaining loans due the City from the prior development loan program fund. However, in response to the COVID-19 Pandemic, the City deferred loan payments for up to 120 days, upon request from any businesses with outstanding loans provided the company can demonstrate an income loss as a result of the Emergency Order #12, or the COVID-19 outbreak. Principal and interest payments will be deferred while the outstanding balance will continue to incur interest.

The Common Council also allocated \$500,000 from this account to seed fund the 2020 Small Business Pandemic Response Loan Program. The City of De Pere provided zero-interest loans, up to \$5,000 or \$10,000, for eligible small businesses that experienced significant financial hardship as a result of the COVID-19 pandemic. The program included up to 48 months of zero-interest loans, including 12 months of deferred payments. The City attempted to make the loan application as simple and as quick as possible. To date, 54 applicants applied for the program and 50 businesses have been awarded a total of \$295,000 in loans. The awarded businesses employed a total of 243 full-time employees and 291 part-time employees. The City also authorized a one-time \$25,000 grant to the De Pere Chamber of Commerce pandemic response grant. The City also authorized an up to \$50,000 matching grant to Definitely De Pere, to-date the City issued \$28,000 in matching grants.

The impact of these pandemic response actions is as follows. The December 31, 2019 fund balance was \$1,049,019, and the projected December 31, 2020 fund balance is expected to be \$701,019. This number could be reduced by up to \$200,000 if additional businesses request pandemic response loans. The City is expected to have \$251,704 in RLF loan balances remaining on December 31, 2020. The four-year paybacks on the Pandemic response loans will begin in April of 2021.

**City of De Pere
2021 Special Fund
Adopted Budget**

REVOLVING LOAN FUND

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % Of Change	
Expenditures									
Account Number									
206	82030		Rehabilitation Principal Loan	\$0	\$0	\$0	\$0	0.00%	
206	86600		Loan Administration	0	0	0	0	0.00%	
206	86700		Operating Supplies	0	0	0	0	0.00%	
206	50000	592	Transfer to Other Funds	0	0	500,000	350,000	0.00%	
TOTAL EXPENDITURES				\$0	\$0	\$500,000	\$350,000	\$0	0.00%

Revenues

206	48101		Interest on Investment	\$ 2,433	\$ 2,500	\$0	\$ 2,500	\$ 2,000	-20.00%
206	48121		Interest on Loans	5,465	4,609	1,931	4,493	3,411	-25.99%
206	48122		SBPRL - Interest	0	0	0	0	0	0.00%
206	48310		Repayment of Principal	109,954	61,513	73,487	58,916	59,391	-3.45%
206	48311		SBPRL - Principal	0	0	0	0	0	0.00%
TOTAL REVENUES				\$ 117,852	\$ 68,622	\$ 75,418	\$ 65,909	\$ 64,803	-5.57%

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 Ahlstrom-Munksjo, 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.

2021 Performance Measures:

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage.

2020 Performance Measurement Data: (July 2019 – June 2020):

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage.
 - a. Result: All calls were responded to within 45 minutes

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Capital Outlays:
 - a. Televising/Repair \$375,000
 - b. Sewer Lining and Repair \$266,000
 - c. Sewer Lining West Side Interceptor \$250,000
 - d. Manhole Rehabilitation and Pipe Joint Repair \$100,000
 - e. Sewer Relay – Street Reconstruction \$130,000
 - f. Box Culvert / Sanitary Sewer Review \$20,000
 - g. Inflow and Infiltration Study \$30,000
 - h. Sewer Utility Share for MSC Expansion Analysis and Design \$37,500
 - i. Sewer Utility Share for MSC Building Wash Bay Wall Repairs \$2,250
 - j. Sewer Utility Share for Fan Replacements for Shop 1,800
 - k. Sewer Utility Share for Welding Table Fan Replacement for Shop \$1,200
 - l. Debt Service Principle & Interest Payments \$417,569

**City of De Pere
2021 Special Fund
Adopted Budget**

WASTEWATER TREATMENT SERVICES

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
Expenditures								
Account Number								
201	53610	Wastewater Treatment Charges	\$ 6,493,297	\$ 6,834,920	\$ 3,428,479	\$ 6,856,958	\$ 6,856,958	0.32%
201	53611	Maintenance	1,634,271	1,681,040	840,520	1,681,040	1,631,319	-2.96%
201	53612	Billings & Collection	385,246	360,000	180,132	360,264	370,000	2.78%
201	53615	Administration	603,291	650,000	291,864	610,000	620,000	-4.62%
201	59200	Transfer To General Fund	250,000	250,000	125,000	250,000	250,000	0.00%
		TOTAL EXPENDITURES	\$ 9,366,105	\$ 9,775,960	\$ 4,865,995	\$ 9,758,262	\$ 9,728,277	-0.49%

Revenues

201	46900	Utility Billings	\$ 4,963,492	\$ 5,250,000	\$ 2,312,786	\$ 4,814,587	\$ 5,055,316	-3.71%
201	46900	Utility Billings-Paper Mills	4,170,005	4,600,000	2,176,404	4,352,808	4,483,392	-2.53%
201	48911	Forfeited Discounts	42,327	46,000	4,995	20,000	46,000	0.00%
201	49100	Proceeds of Debt	0	0	0	0	0	0.00%
		Fund Balance Applied	0	0	0	0	0	0.00%
201	49200	Transfer From Other Fund	160,485	80,243	160,845	160,845	160,845	
		TOTAL REVENUES	\$ 9,336,309	\$ 9,896,000	\$ 4,655,030	\$ 9,348,240	\$ 9,745,554	-1.52%

2021 Sanitary Sewer Capital Projects & Equipment	
Televiser/Repair	\$ 375,000
Sewer Lining and Repair	266,000
Sewer Lining West Side Interceptor	250,000
Manhole Rehabilitation and Pipe Joint Repair	100,000
Sewer Relay - Street Reconstruction	130,000
Box Culvert / Sanitary Sewer Review	20,000
Inflow and Infiltration Study	30,000
Sewer Utility Share for MSC Expansion and Analysis	37,500
Sewer Utility Share for MSC Building Wash Bay Wall Repairs	2,250
Sewer Utility Share for Fan Replacements for Shop	1,800
Sewer Utility Share for Welding Table Fan Replacement for Shop	1,200
Debt Service Principal & Interest Payments	417,569
Total Capital	\$ 1,631,319

2021 Cash Flow Analysis	
Estimated Cash Balance - 1/1/21	\$ 270,040
Estimated Expenditures	(9,728,277)
Estimated Revenues	9,745,554
Estimated Cash Balance - 12/31/21	\$ 287,317

Public Land Acquisition Fund

The Public Land Acquisition Fund was created to account for fees collected on building permits for residential construction that can be used by the City to acquire open space land for parks, recreational areas and other City operations necessary to meet the needs of the community. The estimated fund balance for the Public Land Acquisition Fund at December 31, 2020 is \$114,156.

**City of De Pere
2021 Special Fund
Adopted Budget**

PUBLIC LAND ACQUISITION FUND

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
Expenditures								
Account Number								
210	56720	Property Purchase	\$0	\$0	\$0	\$0	\$0	0.00%
210	56721	Operating Supplies	0	0	0	0	0	0.00%
210	56722	Consulting	270	0	0	0	0	0.00%
		TOTAL EXPENDITURES	\$270	\$0	\$0	\$0	\$0	0.00%

Revenues

210	46810	Park Dedication Fees	\$ 32,940	\$ 10,000	\$ 13,740	\$ 13,740	\$ 20,000	100.00%
210	48500	State Grants/Other	0	0	0	0	0	0.00%
210	49100	Debt Proceeds	0	0	0	0	0	0.00%
		TOTAL REVENUES	\$ 32,940	\$ 10,000	\$ 13,740	\$ 13,740	\$ 20,000	100.00%

Cable Access Fund

Program Full Time Equivalent: 1.25

Program Mission:

Make local government accessible to the citizens of De Pere to promote citizen access and exposure to local government and further government accountability. Produce and broadcast public information regarding City business and events. Assist City departments with audio/video projects and provide IT support. 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.
- 5) *Provide IT support* – Provide desktop, networking, and other technological support to staff. Assist the IT Director as needed.

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, Sustainability Commission, 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 channel content via an on demand internet presence.
- 6) *Internal Support* – Activity funded by Cable Access Fees. Make available audio and visual equipment and assistance to City departments. Provide IT support to staff. Deploy IT equipment.

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) Error free desktop equipment operation.
- 6) Employee effective use of technology.

2021 Performance Measures

- 1) Record 100% of scheduled televised public meetings.
- 2) Add Board of Health as a recorded and televised public meeting.
- 3) Respond to 100% of IT inquiries in the absence of the IT Director.
- 4) Expand IT support role for the organization to include IT infrastructure administration.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Record 100% of scheduled televised public meetings.
 - a. Result: All scheduled televised public meetings were recorded
- 2) Add Board of Health as a recorded and televised public meeting.
 - a. Result: Item was tabled at the November 18, 2019 Board of Health meeting. Item was referred back to staff at the March 16, 2020 Board of Health meeting.

- 3) Solicit channel sponsorships from 25 businesses by December 31, 2020.
 - a. Sponsorship solicitations were sidelined due to COVID-19 and additional IT support responsibilities.
- 4) Respond to 100% of IT inquiries in the absence of the IT Director.
 - a. Responded to all inquiries received.
- 5) Implement a closed captioning solution to increase accessibility.
 - a. Implementation anticipated by December 31, 2020.

Significant Program Achievements:

- 1) Maintained a perfect public meeting production record, over 800 meetings, since the channel was relocated from St. Norbert College to City Hall.
- 2) Sustainability Commission was formed by the City and added to the meetings scheduled to be recorded.
- 3) In response to COVID-19 transformed in-person public meeting platform to virtual meeting platform allowing safe meeting participation from anywhere.
- 4) Received Award of Excellence for the video “Work for the City of De Pere, WI” from the Best of the Midwest Media Fest
- 5) Created informational spots for upcoming and current City services.
- 6) Added 3rd party informational and educational programming.
- 7) Upgraded sound system in council chambers.
- 8) Increase in organizational IT support by 20% (July 1, 2018-June 30, 2019 compared to July 1, 2019-June 30, 2020. 722.75 hours and 874.25 respectively.)
- 9) Configured and deployed 18 workstations throughout City departments. Configured and deployed 12 PC’s as work from home devices due to COVID-19. (July 2019-June 2020)

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. Allows for complete re-viewing of past meetings above meeting minutes.
 - iii. 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.
 - iv. City information is displayed repeatedly to service the intermittent TV viewer.
 - v. Programs are providing insight into subjects not found elsewhere.

Costs and Benefits of Program and Services:

The adopted 2021 Cable Access Fund program cost is \$135,785. 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 program benefits the organization by providing IT support for City staff. The estimated fund balance of the Cable Access Fund at December 31, 2020 is (\$45,356).

2021 Program Objectives:

- 1) Promote increased government transparency.
- 2) Expand IT support role for the organization.
- 3) Increase audience through the TV channel and internet.
- 4) Promote the use of video to provide information to residents.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,396 due to decrease in health insurance premium.
- 2) Training includes \$500 for IT training yet to be determined.
- 3) Seminars and Conferences include annual Wisconsin Community Media spring conference and media fest totaling \$510.
- 4) Other Contractual Services decreased \$14,715 (-50.55%) with the removal of captioning encoder hardware.
- 5) Membership with the Wisconsin Community Media at \$290 annually.
- 6) Operating Supplies decreased \$3,000 (-64.63%) due to purchase of video encoder in 2020.

**City of De Pere
2021 Special Fund
Adopted Budget**

CABLE ACCESS FUND

				2019	2020	2020	2020	2021	2021 / 2020
				Year End	Adopted	6 mos	Year End	Adopted	Budget
				Actual	Budget	Actual	Estimate	Budget	% of Change
Expenditures									
Account Number	PERSONAL SERVICES								
209	50000	110	Salaries	26,510	\$ 27,163	\$ 12,480	\$ 27,163	\$ 28,267	4.06%
209	50000	120	Hourly Wages	48,729	50,731	23,009	50,731	53,102	4.67%
209	50000	125	Overtime Wages	479	0	91	0	0	0.00%
209	50000	126	Hourly Wages Part Time	2,422	3,000	1,346	3,000	3,000	0.00%
209	50000	150	FICA	5,239	6,002	2,797	6,002	6,268	4.43%
209	50000	151	Retirement	4,901	5,258	2,221	5,258	5,492	4.46%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	22,968	22,633	11,193	22,633	21,237	-6.17%
209	50000	190	Training	500	500	0	500	500	0.00%
			Subtotal	111,748	115,287	53,138	115,287	117,866	2.24%
			CONTRACTUAL SERVICES						
209	50000	212	Seminars and Conferences	468	510	60	200	510	0.00%
209	50000	215	Consulting	0	0	0	0	0	0.00%
209	50000	240	Equipment Maintenance	1,225	625	0	625	625	0.00%
209	50000	290	Other Contractual Services	13,457	29,109	12,497	29,109	14,394	-50.55%
			Subtotal	15,150	30,244	12,557	29,934	15,529	-48.65%
			SUPPLIES AND EXPENSE						
209	50000	310	Office Supplies	210	210	0	210	210	0.00%
209	50000	320	Memberships/Subscriptions	275	290	290	290	290	0.00%
209	50000	330	Mileage Reimbursement	223	248	0	100	248	0.00%
209	50000	340	Operating Supplies	2,996	4,642	86	4,642	1,642	-64.63%
			Subtotal	3,704	5,390	376	5,242	2,390	-55.66%

City of De Pere
2021 Special Fund
Adopted Budget

CABLE ACCESS FUND

Account Title				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
			OTHER						
209	50000	410-542	Transfer to General Fund	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			CAPITAL OUTLAY						
209	50000	810	Capital Equipment	31,626	0	0	0	0	0.00%
			Subtotal	31,626	0	0	0	0	0.00%
			TOTAL EXPENDITURES	\$ 162,229	\$ 150,921	\$ 66,071	\$ 150,463	\$ 135,785	-10.03%

Revenues

209	44125		Franchise Fees	\$ 90,429	\$ 90,000	\$ 21,337	\$ 90,429	\$ 90,429	0.48%
209	44126		Sponsorships	264	0	0	822	0	0.00%
209	49290		OT In	25,341	0	0	0	0	0.00%
			Fund Balance		60,921		76,503	45,356	-25.55%
			TOTAL REVENUES	\$ 116,033	\$ 150,921	\$ 21,337	\$ 167,754	\$ 135,785	-10.03%

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) 2011 Bond issue for \$2,245,000. Principal is \$160,000. Interest is \$26,042. Principal balance after 2021 payments are made is \$680,000. Interest balance after the 2021 payments are made is \$56,425. Bonds are scheduled to mature in 2025.
- 2) 2012 Bond issue for \$2,980,000. Principal is \$160,000. Interest is \$24,475. Principal balance after 2021 payments are made is \$1,025,000. Interest balance after the 2021 payments are made is \$81,005. Bonds are scheduled to mature in 2027.
- 3) 2012 Bond Issue for \$2,850,000. Principal is \$170,000. Interest is \$60,500. Principal balance after the 2021 payments are made is \$1,770,000. Interest balance after the 2021 payments are made is \$306,791. Bonds are scheduled to mature in 2031.
- 4) 2013 Bond Issue for \$5,650,000. Principal is \$220,000. Interest is \$53,694. Principal balance after the 2021 payments are made is \$1,430,000. Interest balance after the 2021 payments are made is \$182,658. Bonds are scheduled to mature in 2028.
- 5) 2013 Bond Issue for \$2,530,000. Principal is \$140,000. Interest is \$14,162. Principal balance after the 2021 payments are made is \$295,000. Interest balance after the 2021 payments are made is \$15,212. Bonds are scheduled to mature in 2023.
- 6) 2014 Bond Issue for \$2,935,000. Principal is \$70,000. Interest is \$18,300. Principal balance after the 2021 payments are made is \$610,000. Interest balance after the 2021 payments are made is \$82,700. Bonds are scheduled to mature in 2029.
- 7) 2017 Bond Issue for \$1,700,000. Principal is \$165,000. Interest is \$38,500. Principal balance after the 2021 payments are made is \$1,335,000. Interest balance after the 2021 payments are made is \$163,635. Bonds are scheduled to mature in 2027.

- 8) 2018 Bond Note Issue for \$5,545,000. Principal is \$170,000. Interest is \$193,513. Principal balance after the 2021 payments are made is \$5,005,000. Interest balance after the 2021 payments are made is \$1,239,899. Bonds are scheduled to mature in 2028.

Debt Service Fund – Notes:

- 1) 2014 Note issue for \$670,000. Principal is \$75,000. Interest is \$6,300. Principal balance after the 2021 payments are made is \$160,000. Interest balance after 2021 payments are made is \$7,200. Note is scheduled to mature in 2023.
- 2) 2015 Note issue for \$6,270,000. Principal is \$395,000. Interest is \$40,450. Principal balance after the 2021 payments are made is \$1,430,000. Interest balance after the 2021 payments are made is \$27,000. Note is scheduled to mature in 2025.
- 3) 2016 Note issue for \$5,900,000. Principal is \$710,000. Interest is \$63,876. Principal balance after the 2021 payments are made is \$2,750,000. Interest balance after 2021 payment is made is \$163,075. Note is scheduled to mature in 2026.
- 4) 2016 Note issue for \$890,000. Principal is \$95,000. Interest is \$11,060. Principal balance after the 2021 payments are made is \$440,000. Interest balance after the 2021 payments are made is \$28,365. Note is scheduled to mature in 2026.
- 5) 2017 Note issue for \$2,015,000. Principal is \$145,000. Interest is \$24,037. Principal balance after the 2021 payments are made is \$1,030,000. Interest balance after 2021 payments are made is \$84,176. Note is scheduled to mature in 2027.
- 6) 2018 Note issue for \$2,600,000. Principal is \$220,000. Interest is \$84,600. Principal balance after the 2021 payments are made is \$1,820,000. Interest balance after 2021 payments are made is \$275,450.
- 7) 2019 Note Issue for \$8,715,000. Principal is \$1,035,000. Interest is \$257,250. Principal balance after the 2021 payment is made is \$6,640,000. Interest balance after the 2021 payment is made is \$981,650. Note is scheduled to mature in 2029.
- 8) 2019 Note Issue for \$880,000. Principal is \$0. Interest is \$22,087. Principal balance after the 2021 payment is made is \$880,000. Interest balance after the 2021 payment is made is \$125,448. Note is scheduled to mature in 2029.
- 9) 2020 Note issue for \$250,000. Principal is \$250,000. Interest is \$1,250. Principal balance after the 2021 payment is made is \$0. Interest balance after 2021 payment is made is \$0. Note is scheduled to mature in 2021.

- 10) 2020 Estimated Note issue for \$880,000. Principal is \$880,000. Interest is \$20,000. Principal balance after the 2021 payment is made is \$0.00. Interest balance after 2021 payment is made is \$0.00. Note is scheduled to mature in 2022.
- 11) 2020 Note Issue for \$8,340,000. Principal is \$890,000. Interest is \$150,883. Principal balance after the 2021 payment is made is \$7,450,000. Interest balance after the 2020 payment is made is \$721,300. Note is scheduled to mature in 2030.
- 12) 2020 Note issue for \$2,670,000. Principal is \$110,000. Interest is \$21,079. Principal balance after the 2021 payment is made is \$2,560,000. Interest balance after the 2020 payment is made is \$135,404. Note is scheduled to mature in 2030.

Revenues:

- 1) Property tax levy is \$3,869,027
- 2) Transfer from Capital Projects Fund (TID #5) is \$5,063.
- 3) Transfer from Capital Projects Fund (TID #6) is \$264,677.
- 4) Transfer from Capital Projects Fund (TID #7) is \$486,302.
- 5) Transfer from Capital Projects Fund (TID #8) is \$356,309.
- 6) Transfer from Capital Projects Fund (TID #9) is \$168,909.
- 7) Transfer from Capital Projects Fund (TID #10) is \$534,061
- 8) Transfer from Capital Projects Fund (TID #11) is \$262,755.
- 9) Transfer from Capital Projects Fund (TID #12) is \$46,513.
- 10) Transfer from Capital Projects Fund (TID #13) is \$136,825.
- 11) Transfer from Capital Projects Fund (TID #14) is \$75,307.
- 12) Unappropriated Surplus Funds represents use of surplus funds in prior year levies.

**City of De Pere
2021 Debt Service Fund
Adopted Budget**

Debt Service				2019	2020	2020	2020	2021	2021 / 2020
Account Title				Year End	Adopted	6 mos	Year End	Adopted	Budget
Expenditures				Actual	Budget	Actual	Estimate	Budget	% of Change
Account Number	PRINCIPAL (G.O.)								
301	58100	610	Bonds	\$ 4,540,000	\$ 1,835,000	\$ 0	\$ 1,835,000	\$ 1,255,000	-31.61%
301	58100	611	Notes	3,466,933	4,530,000	400,000	4,530,000	4,805,000	6.07%
			Subtotal	8,006,933	6,365,000	400,000	6,365,000	6,060,000	-4.79%
			INTEREST (G.O.) AND DEBT SERVICE FEES						
301	58200	620	Bonds	693,684	481,489	216,670	481,489	429,186	-10.86%
301	58200	623	Notes	360,427	575,899	269,656	575,899	702,872	22.05%
301	58200	630	Debt Service Fees	44,242	2,600	277	2,600	2,600	0.00%
			Subtotal	1,098,353	1,059,988	486,603	1,059,988	1,134,658	7.04%
			TOTAL EXPENDITURES	\$ 9,105,286	\$ 7,424,988	\$ 886,603	\$ 7,424,988	\$ 7,194,658	-3.10%

Revenues

301	41110		Property Tax Levy	\$ 3,730,250	\$ 3,813,192	\$ 3,813,192	\$ 3,813,192	\$ 3,869,027	1.46%
301	48110		Interest On Investments	158	0	0	0	0	0.00%
301	49110		Special Assessments	125,000	0	0	0	0	0.00%
301	49120		Proceeds From Long Term Notes	2,793,376	0	0	0	0	0.00%
301	49210		Transfer From General Fund	0	0	0	0	0	0.00%
301	49220		Transfer From Special Fund	0	0	0	0	0	0.00%
301	49223		Transfer From TID #5	354,610	183,425	91,713	183,425	5,063	-97.24%
301	49224		Transfer From TID #6	1,588,285	1,350,807	675,404	1,350,807	264,677	-80.41%
301	49225		Transfer From TID #7	447,782	462,813	231,407	462,813	486,302	5.08%
301	49226		Transfer From TID #8	370,095	369,288	184,644	369,288	356,309	-3.51%
301	49227		Transfer From TID #9	157,452	170,583	85,292	170,583	168,909	-0.98%
301	49228		Transfer From TID #10	401,534	531,568	265,784	531,568	534,061	0.47%
301	49229		Transfer From TID #11	36,449	130,837	65,419	130,837	262,755	100.83%
301	49230		Transfer From TID #12	22,590	52,262	26,131	52,262	46,513	-11.00%
301	49231		Transfer From TID #13	105,923	111,825	55,913	111,825	136,825	22.36%
301	49232		Transfer From TID #14	0	0	0	0	75,307	100.00%
301	49235		Energy Center Shared Revenues	0	0	0	0	0	0.00%
301	49240		Transfer From Capital Projects Fund	0	0	0	0	0	0.00%
301	49260		Transfer From Water Fund	0	0	0	0	0	0.00%
301	49261		Transfer From Wastewater Fund	0	0	0	0	0	0.00%
301	49300		Unappropriated Surplus Funds	0	248,388	124,194	248,388	988,910	298.13%
			Subtotal	10,133,504	7,424,988	5,619,093	7,424,988	7,194,658	-3.10%
			TOTAL REVENUES	\$ 10,133,504	\$ 7,424,988	\$ 5,619,093	\$ 7,424,988	\$ 7,194,658	-3.10%

CAPITAL PROJECTS

City of De Pere, Wisconsin														
Projects	Cost	Street 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														
Municipal Court - Printer	200											200		
City Attorney - Standing Workstation for Assistant City Attorney	350											350		
City Attorney - Additional Computer Monitor for Paralegal	150											150		
City Administrator - Misc Equipment	200											200		
City Administrator - Office Furniture Replacement	8,000													8,000
IT - SAN/Backup Appliance Replenishment	100,000		100,000											
IT - CCTV Installation on Community Center, Fire Station #2 & MSC Exterior	50,000		50,000											
City Hall - Annual Maintenance	10,000											10,000		
City Hall - Replace 1st Floor Carpeting	35,000		35,000											
City Hall - Replace Windows	75,000													75,000
GIS - Drone Technology & FAA Testing	2,376								1,188			1,188		
Total General Government	281,276	0	185,000	0	0	0	0	0	1,188	0	0	12,088	0	83,000
Public Safety														
Police - NetMotion Server Setup	13,500													13,500
Police - Garage Architectural Study, Design & Drawings	140,000													140,000
Police - Police Vehicle Lease Payment	24,500											24,500		
Fire - Replace Personal Protective Equipment	35,000		35,000											
Fire - Portable and Mobile Radios	300,000													300,000
Fire - Station #1 Improvements	150,000													150,000
Fire - Resurface Station #2 Parking Lot	40,000		40,000											
Fire - Station #2 Generator/Storage Building	150,000													150,000
Fire - Replace Aerial Truck	420,000		420,000											
Fire - Scanning Hardware/Software	53,180						53,180							
Total Public Safety	1,326,180	0	495,000	0	0	0	53,180	0	0	0	0	24,500	0	753,500
Public Works														
Administration - Front Office Cubicle Replacement	30,000													30,000
Engineering - Assistant City Engineer Office Furniture Replacement	8,000													8,000
Engineering - Purchase Two Surface Pros	4,000													4,000
MSC - Building Expansion	3,000,000		137,500						37,500	37,500	37,500			2,750,000
MSC - Underground Fuel Tank Replacement	300,000													300,000
MSC - Wash Bay Steel Wall Repair	15,000								2,250	2,250	2,250	8,250		
Building Maintenance - Cordless Rotary Hammer Drill & Accessories	1,000											1,000		
Fleet Maintenance - Large Ceiling Fan for Shop	12,000								6,000	1,800	1,800	2,400		
Fleet Maintenance - Welding Table Exhaust Fan Replacement	8,000								4,000	1,200	1,200	1,600		
Traffic Signs & Markings - Line Stripe Machine Replacement	20,000		20,000											
Traffic Signs & Markings - Replace Sign Post Driver	2,000											2,000		
Traffic Signs & Markings - Aerial Truck #66 Replacement	150,000		125,000											25,000
Street Lighting - Decorative & Regular Street Lighting Replacement	50,000		50,000											
Traffic Lights - Main & 4th Traffic Signal Replacement	193,000		14,000				173,700					5,300		
Traffic Lights - Traffic Lights at Grant St and Allard St Intersection	384,000												384,000	
Garbage & Refuse Collection - Garbage Truck #84 Replacement	325,000		275,000											50,000
Weed Control - Front End Loader w/Tractor #77 Replacement	225,000		78,750						146,250					
Weed Control - Leaf Blower	500								325			175		
Water - Truck #29 Replacement	50,000										50,000			
Water - Leak Detection Survey	30,000										30,000			

City of De Pere, Wisconsin														
Projects	Cost	Street 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
Water - Scheuring Road Reservoir Mixer	35,000										35,000			
Water - Merrill Street Reservoir Mixer	35,000										35,000			
Water - SCADA Panel Upgrade	10,000										10,000			
Water - Chlorine Analyzer Installation at CBCWA Stations	40,000										40,000			
Water - Purchase Four Surface Pros	8,000													8,000
Planning - TID 7 Development Rebate	300,000				300,000									
Planning - TID 7 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 7 Economic Development Intern	1,715				1,715									
Planning - TID 7 Façade Grant Program	60,000				60,000									
Planning - TID 7 Comprehensive Plan Update	2,000				2,000									
Planning - TID 7 Noise Ordinance Study	5,000				5,000									
Planning - TID 7 Cultural District Master Plan Implementation	200,000													200,000
Planning - TID 7 Online Plan Submittal	2,700				2,700									
Planning - TID 8 Economic Development Intern	1,715				1,715									
Planning - TID 8 Comprehensive Plan Update	2,000				2,000									
Planning - TID 8 City Entry Sign	4,000				4,000									
Planning - TID 8 I-41 Interchange Design	157,500				157,500									
Planning - TID 8 Online Plan Submittal	2,700				2,700									
Planning - TID 9 Development Rebate	300,000				300,000									
Planning - TID 9 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 9 Downtown West Visioning Plan	40,000				40,000									
Planning - TID 9 Economic Development Intern	1,715				1,715									
Planning - TID 9 Façade Grant Program	60,000				60,000									
Planning - TID 9 Comprehensive Plan Update	2,000				2,000									
Planning - TID 9 Noise Ordinance Study	5,000				5,000									
Planning - TID 9 Main Ave Alley Reconstruction (North)	397,000													397,000
Planning - TID 9 Main Ave Alley Reconstruction (400 Block of Main and Reid)	735,800				735,800									
Planning - TID 9 Online Plan Submittal	2,700				2,700									
Planning - TID 10 Development Rebate	200,000				200,000									
Planning - TID 10 Economic Development Intern	1,715				1,715									
Planning - TID 10 Commerce Drive Extension	236,000				236,000									
Planning - TID 10 Comprehensive Plan Update	2,000				2,000									
Planning - TID 10 Online Plan Submittal	2,700				2,700									
Planning - TID 11 Development Rebate	300,000				300,000									
Planning - TID 11 Economic Development Intern	1,715				1,715									
Planning - TID 11 American Blvd Extension	375,000				375,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 11 Comprehensive Plan Update	2,000				2,000									
Planning - TID 11 Online Plan Submittal	2,700				2,700									
Planning - TID 12 Development Rebate	300,000				300,000									
Planning - TID 12 Economic Development Intern	1,715				1,715									
Planning - TID 12 American Blvd Extension	375,000				375,000									
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 12 Comprehensive Plan Update	2,000				2,000									
Planning - TID 12 Property Acquisition	300,000				300,000									
Planning - TID 12 Online Plan Submittal	2,700				2,700									
Planning - TID 13 Development Rebate	300,000				300,000									
Planning - TID 13 Economic Development Intern	1,715				1,715									

City of De Pere, Wisconsin														
Projects	Cost	Street 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
Planning - TID 13 Comprehensive Plan Update	2,000				2,000									
Planning - TID 13 Online Plan Submittal	2,700				2,700									
Planning - TID 14 Development Rebate & Site Assembly	436,000				436,000									
Planning - TID 15 Development Rebate	3,306,000				3,306,000									
Planning - TID 15 Southbridge Infrastructure Improvements	694,000				694,000									
Planning - TID 15 Comprehensive Plan Update	2,000				2,000									
Planning - TID 15 City Entry Sign	4,000				4,000									
Planning - TID 15 I-41 Interchange Design	157,500				157,500									
Planning - TID 15 Online Plan Submittal	2,700				2,700									
Planning - TID 16 Development Rebate	800,000				800,000									
Planning - TID 16 Alley Reconstruction	96,000				96,000									
Total Public Works	15,179,905	0	700,250	0	9,647,405	0	173,700	0	196,325	42,750	242,750	20,725	384,000	3,772,000
Parks & Recreation														
Community Center - Facility Improvements/Upgrades & Repairs	10,000											10,000		
Parks & Public Lands - Water Cooler Replacement Program	3,000											3,000		
Parks & Public Lands - Accessible Route Program	7,000											7,000		
Parks & Public Lands - Sidewalk & Hard Surface Replacement Program	20,000		20,000											
Parks & Public Lands - Open Shelter Repairs and Rehab	60,000		30,000											30,000
Parks & Public Lands - VFW Tennis Court Repair	40,000		40,000											
Parks & Public Lands - VFW Restroom/Score Shack Roof Replacement	10,000													10,000
Parks & Public Lands - Voyageur Park Western Parking Lot Resurfacing	70,000													70,000
Parks & Public Lands - Voyageur Park William Street Overlay	40,000													40,000
Parks & Public Lands - Voyageur Electrical Panel Upgrade & Repair	40,000		40,000											
Parks & Public Lands - Southwest Park Crackfill & Sealcoat	20,000		20,000											
Parks & Public Lands - Riverwalk Bollard Replacement	40,000		40,000											
Parks & Public Lands - Willems Park Playground Replacement	80,000													80,000
Parks & Public Lands - Legion Woods Playground Replacement	125,000													125,000
Parks & Public Lands - Urban Soccer Complex	150,000													150,000
Parks & Public Lands - Optimist Park Replace Crushed Rubber Fiber with PIP	17,000		17,000											
Parks & Public Lands - Jim Martin Parking Lot Addition	45,000													45,000
Parks & Public Lands - VFW Access Road	25,000		25,000											
Boat Ramps - James Street Boat Dock Extension	20,000		10,000				10,000							
Boat Ramps - Perkofski Boat Launch Dock Extension	7,000		3,500				3,500							
Boat Ramps - Perkofski Boat Launch Dock Section Refurbishment	10,000		5,000				5,000							
Boat Ramps - Fox Point Boat Launch Restroom Furnace Installation	7,000											6,927		73
Parks Equip/Veh Maintenance - Field Painter Replacement	16,000		16,000											
Parks Equip/Veh Maintenance - Truck 13 Replacement	30,000													30,000
Parks Equip/Veh Maintenance - Truck 28 Replacement	30,000		30,000											
Parks Equip/Veh Maintenance - Truck 4 Replacement (1 ton)	48,000													48,000
Total Parks & Recreation	970,000	0	296,500	0	0	0	18,500	0	0	0	0	26,927	0	628,073
Street Management														
Crackfilling/Patching - Various	410,000	166,276	243,724											
Resurfacing-Variou	775,000	775,000												
Sidewalks	144,500		84,500			60,000								
Ninth Street Concrete Rehabilitation	100,000		100,000											
Lewis Street Reconstruction	540,000		420,000			120,000								

City of De Pere, Wisconsin														
Projects	Cost	Street 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
Grant Street Pedestrian Bump-Outs	66,000		66,000											
Total Street Management	2,035,500	941,276	914,224	0	0	180,000	0	0	0	0	0	0	0	0
Sanitary Sewer														
Televising/ Repair	375,000									375,000				
Sewer Lining and Repair	266,000									266,000				
Sewer Lining West Side Interceptor	250,000									250,000				
Manhole Rehabilitation and Pipe Joint Repair	100,000									100,000				
Sewer Relay - Street Reconstruction	157,600					27,600				130,000				
Box Culvert/Sanitary Sewer Review	20,000									20,000				
Inflow and Infiltration Study	30,000									30,000				
Total Sanitary Sewer	1,198,600	0	0	0	0	27,600	0	0	0	1,171,000	0	0	0	0
Utility and Street Extensions														
LeBrun Street Extention	335,000					335,000								
Total Utility and Street Extensions	335,000	0	0	0	0	335,000	0	0	0	0	0	0	0	0
Water Utility														
Water Main Relay - Misc	1,140,000										1,140,000			
Hydrant Replacement	30,000										30,000			
LeBrun Street Extention - Water Main	60,000										60,000			
Total Water Utility	1,230,000	0	0	0	0	0	0	0	0	0	1,230,000	0	0	0
Storm Water Utility														
Storm Sewer Televising	50,000								50,000					
Storm Sewer Repair & Replacement	175,000								175,000					
New Storm Sewer Resurfacing	350,000								350,000					
Lewis Street Reconstruction	220,000								220,000					
Box Culvert/Sanitary Sewer Review	40,000								40,000					
Wet Pond Construction	274,300						137,150		137,150					
Pond Vegetation Removal	50,000								50,000					
Pond Rodent Control	20,000								20,000					
Total Storm Water Utility	1,179,300	0	0	0	0	0	137,150	0	1,042,150	0	0	0	0	0
TOTALS - CAPITAL PROJECTS	\$ 23,735,761	\$ 941,276	\$ 2,590,974	\$ -	\$ 9,647,405	\$ 542,600	\$ 382,530	\$ -	\$ 1,239,663	\$ 1,213,750	\$ 1,472,750	\$ 84,240	\$ 384,000	\$ 5,236,573

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.

2021 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.
- 3) Development of two new TIDs to account for the Front Street/Broadway redevelopment and extension of Commerce Drive.
- 4) Complete Comprehensive Plan Update by 2022.
- 5) Complete required audits for any TID above 30% of the planned project costs.
- 6) Close TID No. 5 by January 2021.
- 7) Extend TID No. 6 for one year for an affordable housing and/or housing stock improvement program by January 2021.

2020 Performance Measurement Data:

- 1) New development / redevelopment should have a projected return of 4 to 1 or better.
Results: Complete/Ongoing. Projects that have more redevelopment costs have a tendency to go below the 4-1 ratio.
123 N. Broadway is currently planned for a 3 to 1 project return.
- 2) Marketing of program to develop at least four projects per year.
Results: Complete.

Significant Program Achievements:

- 1) Increment growth over the previous year: \$21,641,300 (6.56%)
- 2) TID 7: Four successful façade grant awards between the fall of 2019 and Summer of 2020
- 3) TID 9: Three successful façade grant awards between the fall of 2019 and Summer of 2020
- 4) TID 12: Boundary amendment to include Garrity's Glen South and Infinity Machine. Infinity Machine expansion doubled their square footage with a 100,000 square foot addition.
- 5) TID 13: New ten unit apartment building contributing to the Development Agreement requirements with GB Real Estate LLC
- 6) TID No. 14: Completion of first stage of Irwin Park townhomes.
- 7) TID No. 15 Creation for South Bridge Properties II, LLC (United Health Group)
- 8) TID No. 16 Creation for 123 N. Broadway

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 2021 the administrative cost is approximately \$65,000/year per district. We had also planned for \$1,645,000 in new TID projects and planned for up to 7,834,000 in potential development incentives to require projects to the TIDs. This does not include development incentives. It is important to note two items:

1. While the City plans for projects during the budget process, it does not mean that project are bonded 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

TID Type: Blight post-95
Creation Valuation Year: 1996
Creation Date: 8/27/1996
Final Date of Allowable Expenditures: 8/27/2018
Mandated Closing Date: 8/27/2023

Location: Located on the west side of the City and overlays a large part of the downtown district.

TID Purpose: 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.

2020 TID Value: \$46,600,400
Base Value: \$11,540,700
Current Increment Value: \$35,059,700
Value Change Over Previous Year: \$388,400

Future Costs: \$3,495,351
Annual Increment Revenue: \$769,016

2021 Proposed Projects: Only administrative expenses can be charged to the TID after August 2018. TID #6 to contribute \$2M to TID #5 in 2020. TID #5 anticipated to close in 2021.

Development Driven Projects: None
(may occur if new projects proposed in district):

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

City of De Pere
2021 Capital Projects Fund
Adopted Budget

TID DISTRICT #5

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES						
455 56000 110	Salaries	\$ 7,885	\$ 8,275	\$ 3,453	\$ 8,275	\$ 8,481	2.49%
455 56000 120	Hourly Wages	0	0	0	0	0	0.00%
455 56000 125	Overtime Wages	0	0	0	0	0	0.00%
455 56000 126	Seasonal Labor	6,592	9,000	1,025	0	0	-100.00%
455 56000 150	FICA	568	764	279	633	649	-15.03%
455 56000 151	Retirement	514	559	205	559	572	2.49%
455 56000 152	Health, Dental, DIB, Life & Wks Cmp Ins	1,906	1,900	1,181	0	2,350	23.68%
	Subtotal	17,465	20,497	6,142	9,467	12,052	-41.20%
	CONTRACTUAL SERVICES						
455 56000 212	Seminars and Conferences	0	0	0	0	0	0.00%
455 56000 215	Consulting	2,325	7,000	6,750	0	0	-100.00%
455 56000 290	Other Contractual Services	0	13,510	0	0	0	-100.00%
	Subtotal	2,325	20,510	6,750	0	0	-100.00%
	SUPPLIES AND EXPENSE						
455 56000 330	Mileage Reimbursement	0	0	0	0	0	0.00%
455 56000 340	Operating Supplies	404	400	0	0	0	-100.00%
	Subtotal	404	400	0	0	0	-100.00%
455 50000 592	Transfer to Debt Service	354,610	183,425	91,713	183,425	5,063	-97.24%
455 59200	Transfer for Admin	11,400	13,510	5,700	0	0	-100.00%

City of De Pere
2021 Capital Projects Fund
Adopted Budget

TID DISTRICT #5

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
455	56000	810	General Administration	13,999	150	150	0	0	-100.00%
455	56100	810	Property Acquisition	0	0	0	0	0	0.00%
455	56200	810	Street Construction	0	0	0	0	0	0.00%
455	56300	810	Development Rebate	0	0	0	0	0	0.00%
455	56400	810	Storm Sewers	0	0	0	0	0	0.00%
455	56500	810	Sanitary Sewers	0	0	0	0	0	0.00%
455	56600	810	Water Mains	0	0	0	0	0	0.00%
455	56700	810	Industrial Land Purchase	0	0	0	0	0	0.00%
			Subtotal	13,999	150	150	0	0	-100.00%
			TOTAL EXPENDITURES	\$ 400,203	\$ 238,492	\$ 110,455	\$ 192,892	\$ 17,115	-92.82%

Revenues

455	41120		Tax Increments	\$ 757,571	\$ 779,298	\$ 742,513	\$ 779,298	\$ 769,016	-1.32%
455	43430		Tax Exempt Computer Aid	7,905	7,827	0	7,827	8,000	2.21%
455	43500		State Grants	7,827	0	649	649	0	0.00%
455	48100		Interest on Investment	0	0	0	0	0	0.00%
455	48210		Rent City Land	0	0	0	0	0	0.00%
455	48305		Property Sales	0	0	0	0	0	0.00%
455	49000		Transfer From TID 6 / Planning	0	0	0	0	0	0.00%
455	49100		Debt Proceeds/Premium	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 773,302	\$ 787,125	\$ 743,162	\$ 787,774	\$ 777,016	-1.28%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 6

TID Type:	Industrial post-95
Creation Valuation Year:	1998
Creation Date:	3/3/1998
Final Date of Allowable Expenditures:	12/31/2015
Mandated Closing Date:	3/3/2021
	Increment only collected to (2021)
Location:	Located on the west side and includes most of the original business park and the Southbridge expansion.
TID Purpose:	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.
2020 TID Value:	\$100,128,100
Base Value:	\$7,042,900
Current Increment Value:	\$93,085,200
Value Change Over Previous Year:	\$5,255,900
Future Costs:	\$1,769,794
Annual Increment Revenue:	\$2,041,775
2021 Proposed Projects:	Only administrative expenses can be charged to the TID after 2015 TID 6 may terminate one year early but also be utilized for the one year housing extension.
Development Driven Projects:	None
(may occur if new projects proposed in district):	

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #6

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES					
460 50000 110	Salaries	\$ 9,633	\$ 10,117	\$ 4,189	\$ 10,117	\$ 10,350 2.30%
460 50000 120	Hourly Wages	0	0	0	0	0 0.00%
460 50000 125	Overtime Wages	0	0	0	0	0 0.00%
460 50000 150	FICA	694	774	321	774	792 2.30%
460 50000 151	Retirement	628	683	247	683	699 2.30%
460 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,039	2,010	1,335	2,670	2,672 32.94%
	Subtotal	12,994	13,584	6,092	14,244	14,512 6.84%
	CONTRACTUAL SERVICES					
460 50000 212	Seminars and Conferences	0	0	0	0	0 0.00%
460 50000 215	Consulting	13,281	0	0	0	0 0.00%
460 50000 290	Other Contractual Services	0	0	0	0	0 0.00%
	Subtotal	13,281	0	0	0	0 0.00%
	SUPPLIES AND EXPENSE					
460 50000 330	Mileage Reimbursement	0	0	0	0	0 0.00%
460 50000 340	Operating Supplies	0	0	0	0	0 0.00%
	Subtotal	0	0	0	0	0 0.00%
460 50000 592	Transfer to Debt Service	1,588,285	1,350,807	675,404	1,350,807	264,677 -80.41%
460 56800 810	Transfer for Admin	0	13,510	0	0	0 -100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #6

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change	
Expenditures									
			CAPITAL OUTLAY						
460	50000	810	General Administration	13,999	150	7,075	0	0	-100.00%
460	50000	810	Street Administration (Engineering)	0	0	0	0	0	0.00%
460	50000	810	Development Rebate	0	0	0	0	0	0.00%
460	50000	810	Street Construction	0	0	0	0	0	0.00%
460	50000	810	Storm Sewers	0	0	0	0	0	0.00%
460	50000	810	Sanitary Sewers	0	0	0	0	0	0.00%
460	50000	810	Water Mains	0	0	0	0	0	0.00%
460	50000	577	Industrial Land Purchase	0	0	0	0	0	0.00%
460	50000	810	Transfer To TID 5	0	0	0	0	0	0.00%
			Subtotal	13,999	150	7,075	0	0	-100.00%
			TOTAL EXPENDITURES	\$ 1,628,559	\$ 1,378,051	\$ 688,571	\$ 1,365,051	\$ 279,189	-79.74%

Revenues

460	41120		Tax Increments	\$ 1,793,690	\$ 1,845,133	\$ 1,880,932	\$ 1,845,133	\$ 2,041,775	10.66%
460	43430		Tax Exempt Computer Aid	14,931	21,952	0	21,952	22,000	0.22%
460	43500		State Grants	21,952	0	17,632	17,632	0	0.00%
460	48100		Interest on Investment	0	0	0	0	0	0.00%
460	48210		Rent City Land	0	0	0	0	0	0.00%
460	48305		Property Sales	925	0	0	0	0	0.00%
460	49000		Transfer From General Fund	0	0	0	0	0	0.00%
460	49100		Debt Proceeds/Premium	0	0	0	0	0	0.00%
460	49400		Fund Balance Applied	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 1,831,498	\$ 1,867,085	\$ 1,898,564	\$ 1,884,717	\$ 2,063,775	10.53%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 7

TID Type: Reh/Cons post-95

Creation Valuation Year: 2007
Creation Date: 10/17/2006
Final Date of Allowable Expenditures: 10/17/2028
Mandated Closing Date: 10/17/2033

Location: Located on the east side of the City and overlays a large part of the downtown district.

TID Purpose: 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.

2020 TID Value: \$18,799,600
Base Value: \$12,056,000
Current Increment Value: \$6,743,600
Value Change Over Previous Year: \$313,200

Future Costs: \$5,481,159
Annual Increment Revenue: \$147,297

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	Noise Ordinance Study (Split between TID 7 and 9)	5,000
	Downtown Pots - Planting (Split between TID 7 and 9)	3,000
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	<u>2,700</u>
	TOTAL	\$ 14,415

Development Driven Projects:	TID 7 Developer Rebate	\$ 300,000
(may occur if new projects proposed in district):	Façade Improvement Program	<u>60,000</u>
	TOTAL	\$ 360,000

\$ 374,415

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #7

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES					
260 50000 110	Salaries	\$ 12,845	\$ 13,522	\$ 5,434	\$ 13,522	\$ 13,736 1.58%
260 50000 120	Hourly Wages	0	0	0	0	0 0.00%
260 50000 125	Overtime Wages	0	0	0	0	0 0.00%
260 50000 126	Seasonal Labor	803	2,000	0	0	1,715 -14.25%
260 50000 150	FICA	960	1,063	413	1,034	1,076 1.15%
260 50000 151	Retirement	839	913	314	913	927 1.58%
260 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,079	2,057	1,535	3,071	3,132 52.26%
	Subtotal	17,527	19,555	7,697	18,540	20,586 5.27%
	CONTRACTUAL SERVICES					
260 50000 212	Seminars and Conferences	0	0	0	0	0 0.00%
260 50000 215	Consulting	109,312	7,000	4,109	0	9,700 38.57%
260 50000 290	Other Contractual Services	0	0	0	0	0 0.00%
260 50000 582	Debt Issuance Costs	1,386	0	0	0	0 0.00%
	Subtotal	110,697	7,000	4,109	0	9,700 38.57%
	SUPPLIES AND EXPENSE					
260 50000 330	Mileage Reimbursement	0	0	0	0	0 0.00%
260 50000 340	Operating Supplies	0	0	0	0	0 0.00%
	Subtotal	0	0	0	0	0 0.00%
260 50000 592	Transfer To Debt Service	447,782	462,813	231,407	462,813	486,302 5.08%
260 50000 810	Transfer for Admin	0	13,510	0	0	0 -100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #7

	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
260	50000	583	General Administration	13,999	3,000	7,143	0	0	-100.00%
260	50000	810	Site Development	0	200,000	0	0	3,000	-98.50%
260	50000	810	Street Administration (Engineering)	0	0	0	0	0	0.00%
260	50000	810	Development Rebate	0	360,000	23,139	0	360,000	0.00%
260	50000	810	Street Construction	53,808	162,000	0	0	0	-100.00%
260	50000	810	Storm Sewers	0	0	0	0	0	0.00%
260	50000	810	Sanitary Sewers	0	0	0	0	0	0.00%
260	50000	810	Water Mains	0	0	0	0	0	0.00%
260	50000	810	Industrial Land Purchase	0	0	0	0	0	0.00%
260	50000	810	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	67,807	725,000	30,281	0	363,000	-49.93%
			TOTAL EXPENDITURES	\$ 643,813	\$ 1,227,878	\$ 273,494	\$ 481,353	\$ 879,588	-28.37%

Revenues

260	41120		Tax Increments	\$ 135,823	138,540	\$ 129,085	\$ 138,540	\$ 147,297	6.32%
260	43430		Tax Exempt Computer Aid	2,586	261	0	261	500	91.57%
260	43500		State Grants	261	0	4,412	4,412	0	0.00%
260	48100		Interest on Investment	0	0	0	0	0	0.00%
260	48210		Rent City Land	0	0	0	0	0	0.00%
260	48305		Property Sales	0	0	0	0	0	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0.00%
260	49100		Debt Proceeds/Premium	7,253	722,000	0	0	363,000	-49.72%
260	49290		OT In	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 145,923	\$ 860,801	\$ 133,497	\$ 143,213	\$ 510,797	-40.66%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 8

TID Type: Mixed-Use

Creation Valuation Year: 2007

Creation Date: 8/21/2007

Final Date of Allowable Expenditures: 8/21/2022

Mandated Closing Date: 8/21/2027

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.

TID Purpose: The project plan has identified HWY 41 visible 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

2020 TID Value: \$63,658,300

Base Value: \$36,633,200

Current Increment Value: \$27,025,100

Value Change Over Previous Year: \$12,766,800

Future Costs: \$3,122,821

Annual Increment Revenue: \$592,781

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	City Entry Sign (Split between TID 8, 15)	4,000
	I-41 Interchange Design (Split between TID 8, 15)	157,500
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	<u>\$ 167,915</u>

Development Driven Projects:
(may occur if new projects proposed in district):

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #8

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES					
280 50000 110	Salaries	\$ 10,704	\$ 11,252	\$ 4,604	\$ 11,252	\$ 11,479 2.02%
280 50000 120	Hourly Wages	0	0	0	0	0 0.00%
280 50000 125	Overtime Wages	0	0	0	0	0 0.00%
280 50000 126	Seasonal Labor	803	2,000	0	0	1,715 -14.25%
280 50000 150	FICA	790	890	351	861	903 1.49%
280 50000 151	Retirement	699	760	270	760	775 2.02%
280 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,052	2,025	1,402	2,025	2,826 39.56%
	Subtotal	15,048	16,926	6,627	14,897	17,698 4.56%
	CONTRACTUAL SERVICES					
280 50000 212	Seminars and Conferences	0	0	0	0	0 0.00%
280 50000 215	Consulting	2,325	2,000	0	0	162,200 8010.00%
280 50000 290	Other Contractual Services	0	50,000	50,000	0	4,000 -92.00%
	Subtotal	2,325	52,000	50,000	0	166,200 219.62%
	SUPPLIES AND EXPENSE					
280 50000 330	Mileage Reimbursement	0	0	0	0	0 0.00%
280 50000 340	Operating Supplies	0	0	0	0	0 0.00%
	Subtotal	0	0	0	0	0 0.00%
280 50000 592	Transfer To Debt Service	370,095	369,288	184,644	369,288	356,309 -3.51%
280 50000 810	Transfer for Admin	0	13,510	0	0	0 -100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #8

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
280	50000	583	General Administration	13,999	150	7,075	0	0	-100.00%
280	50000	583	Street Administration (Engineering)	0	0	0	0	0	0.00%
280	50000	810	Development Rebate	0	300,000	0	0	0	-100.00%
280	50000	810	Street Construction	0	0	0	0	0	0.00%
280	50000	810	Storm Sewers	0	0	0	0	0	0.00%
280	50000	810	Sanitary Sewers	0	0	0	0	0	0.00%
280	50000	810	Water Mains	0	0	0	0	0	0.00%
280	50000	810	Industrial Land Purchase	0	0	0	0	0	0.00%
280	50000	810	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	13,999	300,150	7,075	0	0	-100.00%
			TOTAL EXPENDITURES	\$ 401,467	\$ 751,874	\$ 248,346	\$ 384,185	\$ 540,207	-28.15%

Revenues

280	41120		Tax Increments	\$ 293,367	\$ 303,421	\$ 305,352	\$ 303,421	\$ 592,781	95.37%
280	41121		Payment in Lieu of Taxes	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	229,321	229,321	0	229,321	230,000	0.30%
280	43500		State Grants	2,552	2,552	851	0	0	-100.00%
280	48100		Interest on Investment	0	0	0	0	0	0.00%
280	48210		Rent City Land	0	0	0	0	0	0.00%
280	48305		Property Sales	0	0	0	0	0	0.00%
280	49000		Transfer From General Fund	0	0	0	0	0	0.00%
280	49100		Debt Proceeds/Premium	0	300,000	0	0	0	-100.00%
280	49290		Transfer from TID 7	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 525,240	\$ 835,294	\$ 306,204	\$ 532,742	\$ 822,781	-1.50%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 9

TID Type: Reh/Cons post-95

Creation Valuation Year: 2012

Creation Date: 8/7/2012

Final Date of Allowable Expenditures: 8/7/2034

Mandated Closing Date: 8/7/2039

Location: Located on the west side of the City in the downtown area.

TID 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

2020 TID Value: \$16,904,200

Base Value: \$14,776,100

Current Increment Value: \$2,128,100

Value Change Over Previous Year: \$222,400

Future Costs: \$3,115,048

Annual Increment Revenue: \$46,679

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	Downtown Pots - Planting (Split between TID 7 and 9)	3,000
	Noise Ordinance Study (Split between TID 7 and 9)	5,000
	Downtown West Visioning Plan	40,000
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	<u>\$ 54,415</u>

Development Driven Projects:	TID 9 Developer Rebates	\$ 300,000
(may occur if new projects proposed in district):	Main Ave Alley Reconstruction (400 Block of Main and Reid)	735,800
	Façade Improvement Program	60,000
	TOTAL	<u>\$1,095,800</u>

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #9

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES						
285 50000 110	Salaries	\$ 13,129	\$ 13,802	\$ 5,661	\$ 13,802	\$ 14,088	2.07%
285 50000 120	Hourly Wages	0	0	0	0	0	0.00%
285 50000 125	Overtime Wages	0	0	0	0	0	0.00%
285 50000 126	Seasonal Labor	803	2,000	0	0	1,715	-14.25%
285 50000 150	FICA	975	1,085	434	1,056	1,103	1.64%
285 50000 151	Retirement	857	932	332	932	951	2.07%
285 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,305	2,340	1,644	3,289	3,314	41.62%
	Subtotal	18,070	20,158	8,072	19,078	21,171	5.02%
	CONTRACTUAL SERVICES						
285 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
285 50000 215	Consulting	2,200	47,000	21	0	49,700	5.74%
285 50000 290	Other Contractual Services	40,110	0	0	0	0	0.00%
285 50000 582	Debt Issuance Costs	2,564	0	0	0	0	0.00%
	Subtotal	44,874	47,000	21	0	49,700	5.74%
	SUPPLIES AND EXPENSE						
285 50000 330	Mileage Reimbursement	0	0	0	0	0	0.00%
285 50000 340	Operating Supplies	0	0	0	0	0	0.00%
	Subtotal	0	0	0	0	0	0.00%
285 59230 930	Transfer To Debt Service	157,452	170,853	85,292	170,583	168,909	-1.14%
285 50000 810	Transfer for Admin	0	13,510	0	0	0	-100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #9

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
285	57120	820	General Administration	14,259	3,000	7,075	0	3,000	0.00%
285	57311	820	Street Administration (Engineering)		0	0	0	113,200	100.00%
285	57315	820	Development Rebate	37,123	360,000	70,000	800,000	360,000	0.00%
285	57330	820	Street Construction	57,513	0	670		622,600	100.00%
285	57340	820	Storm Sewers	0	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
285	57342	820	Water Mains	0	0	0	0	0	0.00%
285	57700	860	Industrial Land Purchase	0	0	114,586	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	108,896	363,000	192,331	800,000	1,098,800	202.70%
			TOTAL EXPENDITURES	\$ 329,291	\$ 614,521	\$ 285,716	\$ 989,661	\$ 1,338,580	117.82%

Revenues

285	41120		Tax Increments	\$ 35,056	\$ 36,257	\$ 40,812	\$ 40,812	\$ 46,679	28.74%
285	43430		Tax Exempt Computer Aid	3,246	290	0	290	350	20.52%
285	43500		State Grants	290	0	4,759	4,759		0.00%
285	48110		Interest on Investment	0	0	0	0	0	0.00%
285	48210		Rent City Land	0	0	0	0	0	0.00%
285	48300		Property Sales	0	0	0	0	0	0.00%
285	49000		Transfer From General Fund	0	0	0	0	0	0.00%
285	49100		Bonds/Notes	0	3,246	0	0	0	-100.00%
285	49300		Debt Proceeds/Premium	198,418	360,000	0	0	1,095,800	204.39%
			TOTAL REVENUES	\$ 237,010	\$ 399,793	\$ 45,571	\$ 45,862	\$ 1,142,829	185.85%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 10

TID Type: Industrial post-04

Creation Valuation Year: 2012

Creation Date: 8/7/2012

Final Date of Allowable Expenditures: 8/7/2027

Mandated Closing Date: 8/7/2032

Location: Located on the east side of the City for the East Industrial Park.

TID 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

2020 TID Value: \$31,698,000

Base Value: \$24,811,900

Current Increment Value: \$6,886,100

Value Change Over Previous Year: -\$3,471,900

Future Costs: \$8,355,262

Annual Increment Revenue: \$150,410

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	<u>\$ 6,415</u>

Development Driven Projects:	TID 10 Developer Rebates	\$ 200,000
(may occur if new projects proposed in district):	Commerce Drive Extension	236,000
	TOTAL	<u>\$ 436,000</u>

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #10

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES							
290	50000	110	Salaries	\$ 13,129	\$ 13,802	\$ 5,661	\$ 13,802	\$ 14,088	2.07%
290	50000	120	Hourly Wages	0	0	0	0	0	0.00%
290	50000	125	Overtime Wages	0	0	0	0	0	0.00%
290	50000	126	Seasonal Labor	803	2,000	0	0	1,715	-14.25%
290	50000	150	FICA	975	1,085	434	1,056	1,103	1.64%
290	50000	151	Retirement	857	932	332	932	951	2.07%
290	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,305	2,228	1,644	2,228	3,314	48.74%
			Subtotal	18,070	20,046	8,072	18,017	21,171	5.61%
			CONTRACTUAL SERVICES						
290	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
290	50000	215	Consulting	1,465	2,000	0	12,000	4,700	135.00%
290	50000	290	Other Contractual Services	0	50,000	50,000	50,000	0	-100.00%
290	50000	582	Debt Issuance Costs	23,419	0	0	0	0	0.00%
			Subtotal	24,884	52,000	50,000	62,000	4,700	-90.96%
			SUPPLIES AND EXPENSE						
290	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
290	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
290	59230	930	Transfer To Debt Service	401,534	531,568	265,784	531,568	534,061	0.47%
290	50000	810	Transfer for Admin	0	13,510	0	0	0	-100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #10

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
290	57120	820	General Administration	15,410	150	7,075	7,075	0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	39,000	100.00%
290	57315	820	Development Rebate	0	100,000	0	0	200,000	100.00%
290	57330	820	Street Construction	1,081,089	96,000	0	0	197,000	105.21%
290	57340	820	Storm Sewers	41,446	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	64,490	0	0	0	0	0.00%
290	57342	820	Water Mains	478,823	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	1,681,258	196,150	7,075	7,075	436,000	122.28%
			TOTAL EXPENDITURES	\$ 2,125,746	\$ 813,274	\$ 330,931	\$ 618,660	\$ 995,932	22.46%

Revenues

290	41120		Tax Increments	\$ 200,385	\$ 208,416	\$ 207,928	\$ 208,416	\$ 150,410	-27.83%
290	43430		Tax Exempt Computer Aid	2,486	0	0	0	2,500	100.00%
290	43500		State Grants	2,730	0	17,623	17,623	0	0.00%
290	48110		Interest on Investment	0	0	0	0	0	0.00%
290	48210		Rent City Land	0	0	0	0	0	0.00%
290	48300		Property Sales	0	0	0	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	0	0	0	0.00%
290	49300		Debt Proceeds/Premium	1,912,578	196,000	0	0	436,000	122.45%
			TOTAL REVENUES	\$ 2,118,179	\$ 404,416	\$ 225,551	\$ 226,039	\$ 588,910	45.62%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 11

TID Type: Mixed-use

Creation Valuation Year: 2015

Creation Date: 9/1/2015

Final Date of Allowable Expenditures: 9/1/2030

Mandated Closing Date: 9/1/2035

Location: Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

TID 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.

2020 TID Value: \$13,721,100

Base Value: \$6,079,500

Current Increment Value: \$7,641,600

Value Change Over Previous Year: \$1,209,800

Future Costs: \$2,810,830

Annual Increment Revenue: \$167,615

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	22,500
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	<u>\$ 28,915</u>

Development Driven Projects:	TID 11 Developer Rebates	\$ 300,000
(may occur if new projects proposed in district):	American Boulevard Extension (split between TID 11 and 12)	375,000
	TOTAL	<u>\$ 675,000</u>

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #11

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES								
291	50000	110	Salaries	\$ 14,594	\$ 15,364	\$ 6,170	\$ 15,364	\$ 15,605	1.57%	
291	50000	120	Hourly Wages	0	0	0	0	0	0.00%	
291	50000	125	Overtime Wages	0	0	0	0	0	0.00%	
291	50000	126	Seasonal Labor	803	2,000	0	0	1,715	-14.25%	
291	50000	150	FICA	1,094	1,204	470	1,175	1,219	1.19%	
291	50000	151	Retirement	954	1,037	357	1,037	1,053	1.57%	
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,212	2,166	1,690	2,166	3,454	59.46%	
			Subtotal	19,657	21,771	8,687	19,742	23,046	5.85%	
			CONTRACTUAL SERVICES							
291	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%	
291	50000	215	Consulting	325	2,000	0	0	4,700	135.00%	
291	50000	290	Other Contractual Services	16,848	122,355	122,355	0	0	0.00%	
291	50000	582	Debt Issuance Costs	12,472	0	0	0	0	0.00%	
			Subtotal	29,644	124,355	122,355	0	4,700	-96.22%	
			SUPPLIES AND EXPENSE							
291	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%	
291	50000	340	Operating Supplies	0	0	0	0	0	0.00%	
			Subtotal	0	0	0	0	0	0.00%	
291	59230	930	Transfer To Debt Service	36,449	130,837	65,419	130,837	262,755	100.83%	
291	50000	810	Transfer for Admin	0	13,510	0	0	0	-100.00%	

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #11

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
291	57120	820	General Administration	14,059	22,500	20,318	0	0	-100.00%
291	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
291	57315	820	Development Rebate	0	300,000	0	0	300,000	0.00%
291	57330	820	Street Construction	164,675	843,000	0	0	397,500	-52.85%
291	57340	820	Storm Sewers	362,350	650,000	0	0		-100.00%
291	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
291	57342	820	Water Mains	9,520	0	0	0	0	0.00%
291	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
291	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	550,604	1,815,500	20,318	0	697,500	-61.58%
			TOTAL EXPENDITURES	\$ 636,354	\$ 2,105,973	\$ 216,778	\$ 150,579	\$ 988,001	-53.09%

Revenues

291	41120		Tax Increments	\$ 40,691	\$ 41,858	\$ 137,742	\$ 137,742	\$ 167,615	300.44%
291	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
291	43500		State Grants	155	0	60	60	0	0.00%
291	48110		Interest on Investment	0	0	0	0	0	0.00%
291	48210		Rent City Land	0	0	0	0	0	0.00%
291	48300		Property Sales	0	0	0	0	0	0.00%
291	49000		Transfer From General Fund	0	0	0	0	0	0.00%
291	49100		Bonds/Notes	0	0	0	0	0	0.00%
291	49300		Debt Proceeds/Premium	965,278	1,793,000	0	0	697,500	-61.10%
			TOTAL REVENUES	\$ 1,006,124	\$ 1,834,858	\$ 137,802	\$ 137,802	\$ 865,115	-52.85%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 12

TID Type: Mixed-use

Creation Valuation Year: 2015
Creation Date: 9/1/2015
Final Date of Allowable Expenditures: 9/1/2030
Mandated Closing Date: 9/1/2035

Location: Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

TID 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.

2020 TID Value: \$1,663,900
Base Value: \$129,100
Current Increment Value: \$1,534,800
Value Change Over Previous Year: \$1,534,800

Future Costs: \$3,657,365
Annual Increment Revenue: \$33,665

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	22,500
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	<u>\$ 28,915</u>

Development Driven Projects:	TID 12 Developer Rebates	\$ 300,000
(may occur if new projects proposed in district):	Property Acquisition	300,000
	American Boulevard Extension (split between TID 11 and 12)	375,000
	TOTAL	<u>\$ 975,000</u>

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #12

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES						
292 50000 110	Salaries	\$ 11,774	\$ 12,387	\$ 5,019	\$ 12,387	\$ 12,607	1.78%
292 50000 120	Hourly Wages	0	0	0	0	0	0.00%
292 50000 125	Overtime Wages	0	0	0	0	0	0.00%
292 50000 126	Seasonal Labor	803	2,000	0	0	1,715	-14.25%
292 50000 150	FICA	875	977	382	948	989	1.30%
292 50000 151	Retirement	769	836	292	836	851	1.78%
292 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,065	2,041	1,469	2,041	2,978	45.91%
	Subtotal	16,287	18,241	7,162	16,212	19,140	4.93%
	CONTRACTUAL SERVICES						
292 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
292 50000 215	Consulting	1,254	2,000	6,750	0	4,700	135.00%
292 50000 290	Other Contractual Services	16,848	155,000	155,000	0	0	-100.00%
292 50000 582	Debt Issuance Costs	3,464	0	0	0	0	0.00%
	Subtotal	21,566	157,000	161,750	0	4,700	-97.01%
	SUPPLIES AND EXPENSE						
292 50000 330	Mileage Reimbursement	0	0	0	0	0	0.00%
292 50000 340	Operating Supplies	0	0	0	0	0	0.00%
	Subtotal	0	0	0	0	0	0.00%
292 59230 930	Transfer To Debt Service	22,590	52,262	26,131	52,262	46,513	-11.00%
292 50000 810	Transfer for Admin	0	13,510	0	0	0	-100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #12

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change	
Expenditures									
			CAPITAL OUTLAY						
292	57120	820	General Administration	22,410	22,500	23,270	0	0	-100.00%
292	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
292	57315	820	Development Rebate	0	300,000	242,000	0	300,000	0.00%
292	57330	820	Street Construction	0	375,000	0	0	397,500	6.00%
292	57340	820	Storm Sewers	0	0	0	0	0	0.00%
292	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
292	57342	820	Water Mains	0	0	0	0	0	0.00%
292	57700	860	Industrial Land Purchase	0	300,000	0	0	300,000	0.00%
292	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	22,410	997,500	265,270	0	997,500	0.00%
			TOTAL EXPENDITURES	\$ 82,853	\$ 1,238,513	\$ 460,313	\$ 68,474	\$ 1,067,853	-13.78%

Revenues

292	41120		Tax Increments	\$0	\$0	\$0	\$0	\$ 33,665	100.00%
292	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
292	43500		State Grants	5	0	0	0	0	0.00%
292	48110		Interest on Investment	0	0	0	0	0	0.00%
292	48210		Rent City Land	0	0	0	0	0	0.00%
292	48300		Property Sales	0	0	0	0	0	0.00%
292	49000		Transfer From General Fund	0	0	0	0	0	0.00%
292	49100		Bonds/Notes	0	0	0	0	0	0.00%
292	49300		Debt Proceeds/Premium	268,133	975,000	0	0	997,500	2.31%
			TOTAL REVENUES	\$ 268,138	\$ 975,000	\$0	\$0	\$ 1,031,165	5.76%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 13

TID Type: Mixed-use

Creation Valuation Year: 2017

Creation Date: 7/18/2017

Final Date of Allowable Expenditures: 7/18/2032

Mandated Closing Date: 7/18/2037

Location: Located around the Main Avenue and Lawrence Drive intersections, generally

TID Purpose: Primarily to fund the Main and Lawrence roundabout infrastructure project. Development and redevelopment incentive may be considered to increase density and add vitality to the district.

2020 TID Value: \$57,832,700

Base Value: \$53,361,100

Current Increment Value: \$4,471,600

Value Change Over Previous Year: \$3,427,300

Future Costs: \$2,201,043

Annual Increment Revenue: \$98,082

2021 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 1,715
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	<u>\$ 6,415</u>

Development Driven Projects:	TID 13 Developer Grants or Future Infrastructure	\$ 300,000
(may occur if new projects proposed in district):	TOTAL	<u>\$ 300,000</u>

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #13

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES					
293 50000 110	Salaries	\$0	\$0	\$0	\$0	0.00%
293 50000 120	Hourly Wages	0	0	0	0	0.00%
293 50000 125	Overtime Wages	0	0	0	0	0.00%
293 50000 126	Seasonal Labor	0	2,000	0	1,715	-14.25%
293 50000 150	FICA	0	29	0	25	-14.25%
293 50000 151	Retirement	0	0	0	0	0.00%
293 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0.00%
	Subtotal	0	2,029	0	1,740	-14.25%
	CONTRACTUAL SERVICES					
293 50000 212	Seminars and Conferences	0	0	0	0	0.00%
293 50000 215	Consulting	355	2,000	0	4,700	135.00%
293 50000 290	Other Contractual Services	0	0	0	0	0.00%
293 50000 582	Debt Issuance Costs	0	0	0	0	0.00%
	Subtotal	355	2,000	0	4,700	135.00%
	SUPPLIES AND EXPENSE					
293 50000 330	Mileage Reimbursement	0	0	0	0	0.00%
293 50000 340	Operating Supplies	0	0	0	0	0.00%
	Subtotal	0	0	0	0	0.00%
293 59230 930	Transfer To Debt Service	105,923	111,825	55,913	111,825	22.36%
292 50000 810	Transfer for Admin	0	13,510	0	0	-100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #13

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change	
Expenditures									
			CAPITAL OUTLAY						
293	57120	820	General Administration	13,999	200	7,075	0	0	-100.00%
293	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
293	57315	820	Development Rebate	0	300,000	0	0	300,000	0.00%
293	57330	820	Street Construction	0	0	0	0	0	0.00%
293	57340	820	Storm Sewers	0	0	0	0	0	0.00%
293	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
293	57342	820	Water Mains	0	0	0	0	0	0.00%
293	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
293	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	13,999	300,200	7,075	0	300,000	-0.07%
			TOTAL EXPENDITURES	\$ 120,277	\$ 429,564	\$ 62,988	\$ 111,825	\$ 443,265	3.19%

Revenues

293	41120		Tax Increments	\$0	\$0	\$ 22,364	\$ 22,364	\$ 98,082	100.00%
293	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
293	43580		State Grants	0	0	0	0	0	0.00%
293	48110		Interest on Investment	0	0	0	0	0	0.00%
293	48210		Rent City Land	0	0	0	0	0	0.00%
293	48300		Property Sales	0	0	0	0	0	0.00%
293	49000		Transfer From General Fund	0	0	0	0	0	0.00%
293	49100		Bonds/Notes	0	0	0	0	0	0.00%
293	49300		Debt Proceeds/Premium	0	300,000	0	0	300,000	0.00%
			TOTAL REVENUES	\$0	\$ 300,000	\$ 22,364	\$ 22,364	\$ 398,082	32.69%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 14

TID Type: Blight Elimination

Creation Valuation Year: 2019

Creation Date: 10/16/2018

Final Date of Allowable Expenditures: 10/16/2041

Mandated Closing Date: 10/16/2046

Location: Located at 428 Superior Street, the former Irwin School.

TID Purpose: To support the renovation and adaptive reuse of the historic Irwin School into residential units.

2020 TID Value: \$574,200

Base Value: \$579,600

Current Increment Value: -\$5,400

Value Change Over Previous Year: -\$5,400

Future Costs: Annual Admin

Annual Increment Revenue:(proposed) 109,000 (stabalized)

2021 Proposed Projects:

Development Driven Projects: TID 14 Developer Rebates & Site Assembly (\$1,090,000 original rebate)

(may occur if new projects proposed in district):

TOTAL \$ 436,000
\$ 436,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #14

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number	PERSONAL SERVICES					
294 50000 110	Salaries	\$0	\$0	\$0	\$0	0.00%
294 50000 120	Hourly Wages	0	0	0	0	0.00%
294 50000 125	Overtime Wages	0	0	0	0	0.00%
294 50000 126	Seasonal Labor	0	0	0	0	0.00%
294 50000 150	FICA	0	0	0	0	0.00%
294 50000 151	Retirement	0	0	0	0	0.00%
294 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0.00%
	Subtotal	0	0	0	0	0.00%
	CONTRACTUAL SERVICES					
294 50000 212	Seminars and Conferences	0	0	0	0	0.00%
294 50000 215	Consulting	0	0	0	0	0.00%
294 50000 290	Other Contractual Services	0	0	0	0	0.00%
294 50000 582	Debt Issuance Costs	18,074	0	0	0	0.00%
	Subtotal	18,074	0	0	0	0.00%
	SUPPLIES AND EXPENSE					
294 50000 330	Mileage Reimbursement	0	0	0	0	0.00%
294 50000 340	Operating Supplies	0	0	0	0	0.00%
	Subtotal	0	0	0	0	0.00%
294 59230 930	Transfer To Debt Service	0	0	0	75,307	100.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #14

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change	
Expenditures									
			CAPITAL OUTLAY						
294	57120	820	General Administration	1,000	0	159	0	0	0.00%
294	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
294	57315	820	Development Rebate	420,070	1,090,000	0	0	436,000	-60.00%
294	57330	820	Street Construction	0	0	0	0	0	0.00%
294	57340	820	Storm Sewers	0	0	0	0	0	0.00%
294	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
294	57342	820	Water Mains	0	0	0	0	0	0.00%
294	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
294	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	421,070	1,090,000	159	0	436,000	-60.00%
			TOTAL EXPENDITURES	\$ 439,144	\$ 1,090,000	\$ 159	\$0	\$ 511,307	-53.09%

Revenues

294	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	0.00%
294	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
294	43580		State Grants	0	0	0	0	0	0.00%
294	48110		Interest on Investment	0	0	0	0	0	0.00%
294	48210		Rent City Land	0	0	0	0	0	0.00%
294	48300		Property Sales	0	0	0	0	0	0.00%
294	49000		Transfer From General Fund	0	0	0	0	0	0.00%
294	49100		Bonds/Notes	0	0	0	0	0	0.00%
294	49300		Debt Proceeds/Premium	880,000	1,090,000	0	0	436,000	-60.00%
			TOTAL REVENUES	\$ 880,000	\$ 1,090,000	\$0	\$0	\$ 436,000	-60.00%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 15

TID Type: Mixed-Use

Creation Valuation Year: 2020

Creation Date: 2/18/2020

Final Date of Allowable Expenditures: 2/20/2035

Mandated Closing Date: 2/20/2040

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. This TID overlaps TID No. 8.

TID Purpose: 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.

2020 TID Value:

Base Value:

Current Increment Value: \$0

Value Change Over Previous Year: \$0

Future Costs: \$9,529,200

Annual Increment Revenue:(proposed): \$580,000 (stabilized)

2021 Proposed Projects:	Southbridge Infrastructure Improvements	\$ 694,000
	Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,000
	City Entry Sign (Split between TID 8, 15)	4,000
	I-41 Interchange Design (Split between TID 8, 15)	157,500
	Online Plan Submittal (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	2,700
	TOTAL	\$ 860,200

Development Driven Projects:	Developer Grant (\$4,000,000 less Southbridge Improvements)	\$ 3,306,000
(may occur if new projects proposed in district):	TOTAL	\$ 3,306,000

TID Application is currently under review by the State of Wisconsin for a proposed creation date of February 18, 2020 with an effective assessment date of January 1, 2020.

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

City of De Pere
2021 Capital Projects Fund
Adopted Budget

TID DISTRICT #15

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES							
295	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	0.00%
295	50000	120	Hourly Wages	0	0	0	0	0	0.00%
295	50000	125	Overtime Wages	0	0	0	0	0	0.00%
295	50000	126	Seasonal Labor	0	0	0	0	0	0.00%
295	50000	150	FICA	0	0	0	0	0	0.00%
295	50000	151	Retirement	0	0	0	0	0	0.00%
295	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			CONTRACTUAL SERVICES						
295	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
295	50000	215	Consulting	0	0	6,750	0	162,200	100.00%
295	50000	290	Other Contractual Services	0	0	0	0	4,000	100.00%
			Subtotal	0	0	6,750	0	166,200	100.00%
			SUPPLIES AND EXPENSE						
295	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
295	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
295	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #15

	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

			CAPITAL OUTLAY						
295	57120	820	General Administration	0	0	2,001	0	0	0.00%
295	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
295	57315	820	Development Rebate	0	0	0	0	3,306,000	100.00%
295	57330	820	Street Construction	0	0	0	0	694,000	100.00%
295	57340	820	Storm Sewers	0	0	0	0	0	0.00%
295	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
295	57342	820	Water Mains	0	0	0	0	0	0.00%
295	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
295	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	0	0	2,001	0	4,000,000	100.00%
			TOTAL EXPENDITURES	\$0	\$0	\$ 8,751	\$0	\$ 4,166,200	100.00%

Revenues

295	41120		Tax Increments	\$0	\$0	\$0	\$0	\$ 329,017	100.00%
295	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
295	43580		State Grants	0	0	0	0	0	0.00%
295	48110		Interest on Investment	0	0	0	0	0	0.00%
295	48210		Rent City Land	0	0	0	0	0	0.00%
295	48300		Property Sales	0	0	0	0	0	0.00%
295	49000		Transfer From General Fund	0	0	0	0	0	0.00%
295	49100		Bonds/Notes	0	0	0	0	0	0.00%
295	49300		Debt Proceeds/Premium	0	0	0	0	4,000,000	100.00%
			TOTAL REVENUES	\$0	\$0	\$0	\$0	\$ 4,329,017	100.00%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 16

TID Type: Rehabilitation and Conservation

Creation Valuation Year: 2020

Creation Date: 2/18/2020

Final Date of Allowable Expenditures: 2/18/2042

Mandated Closing Date: 2/18/2047

Location: 123 N. Broadway

TID Purpose: Redevelopment of an underutilized parcel in the Downtown. This is a single use TID.

2020 TID Value: \$0

Base Value: \$0

Current Increment Value: \$0

Value Change Over Previous Year: \$0

Future Costs: \$2,358,000

Annual Increment Revenue:(proposed) \$80,000 (stabilized)

2021 Proposed Projects: Alley reconstruction

	\$ 96,000
TOTAL	<u>\$ 96,000</u>

Development Driven Projects: 123 N Broadway Redevelopment Development Incentive (remainder in 2021)

(may occur if new projects proposed in district):

	\$ 800,000
TOTAL	<u>\$ 800,000</u>

TID Application is currently under review by the State of Wisconsin for a proposed creation date of February 18, 2020 with an effective assessment date of January 1, 2020.

Source: Wisconsin DOR Statement of Changes Preliminary Report 2020

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #16

Account Title	2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES							
296	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	0.00%
296	50000	120	Hourly Wages	0	0	0	0	0	0.00%
296	50000	125	Overtime Wages	0	0	0	0	0	0.00%
296	50000	150	FICA	0	0	0	0	0	0.00%
296	50000	151	Retirement	0	0	0	0	0	0.00%
296	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			CONTRACTUAL SERVICES						
296	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
296	50000	215	Consulting	0	0	6,750	0	0	0.00%
296	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			Subtotal	0	0	6,750	0	0	0.00%
			SUPPLIES AND EXPENSE						
296	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
296	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
296	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere
2021 Capital Projects Fund
Adopted Budget**

TID DISTRICT #16

Account Title			2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change	
Expenditures									
			CAPITAL OUTLAY						
296	57120	820	General Administration	0	0	1,999	0	0	0.00%
296	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
296	57315	820	Development Rebate	0	0	0	0	800,000	100.00%
296	57330	820	Street Construction	0	0	0	0	96,000	100.00%
296	57340	820	Storm Sewers	0	0	0	0	0	0.00%
296	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
296	57342	820	Water Mains	0	0	0	0	0	0.00%
296	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
296	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	0	0	1,999	0	896,000	100.00%
			TOTAL EXPENDITURES	\$0	\$0	\$ 8,749	\$0	\$ 896,000	100.00%

Revenues

296	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	0.00%
296	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
296	43580		State Grants	0	0	0	0	0	0.00%
296	48110		Interest on Investment	0	0	0	0	0	0.00%
296	48210		Rent City Land	0	0	0	0	0	0.00%
296	48300		Property Sales	0	0	0	0	0	0.00%
296	49000		Transfer From General Fund	0	0	0	0	0	0.00%
296	49100		Bonds/Notes	0	0	0	0	0	0.00%
296	49300		Debt Proceeds/Premium	0	0	0	0	896,000	100.00%
			TOTAL REVENUES	\$0	\$0	\$0	\$0	\$ 896,000	100.00%

WATER UTILITY

Water Utility

Program Full Time Equivalent: 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.

2021 Performance Measures:

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage.

2020 Performance Measurement Data: (July 2019 – June 2020):

- 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.
 - a. Result: All after hour calls were responded to within 45 minutes.

Significant Program Achievements:

- 1) Continued 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 2019 CCR as required.
- 6) Replaced old and undersized water mains where needed.
- 7) Complete Merrill Street reservoir inspection.
- 8) Complete Scheuring Road reservoir inspection.
- 9) Complete 9th Street reservoir inspection.
- 10) Install Matthew tower mixer.
- 11) Install Merrill tower mixer.

2021 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 2020 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Install Merrill Street reservoir mixer.
- 8) Install Scheuring Road reservoir mixer.
- 9) Perform City wide leak detection on water distribution system.

2021 Budget Significant Expenditure Changes:

- 1) Pumping – Fuel or Power increased \$2,000 to reflect actual costs.
- 2) Pumping – Maint. Structures & Imp decreased \$20,000 to reflect actual costs.
- 3) Water Treatment – Treatment – Maintain Equipment increased \$33,000 to reflect the costs to install secondary chlorine analyzers in the CBCWA stations.
- 4) Transmission & Distribution Maintenance – T & D Maintenance of Hydrants decreased \$20,000 to reflect actual costs.
- 5) Customer Accounts – Records- Collections – Shared 50% increased \$15,000 to reflect actual costs.
- 6) Administrative & General Operations – Office Supplies and Expenses increased \$3,500 to reflect actual costs from the CBCWA.
- 7) Administrative & General Operations – Outside Services decreased \$258,144 to reflect actual costs.
- 8) Administrative & General Operations – Employee Pension & Benefits decreased \$18,362 to reflect actual costs due to health insurance premiums decreasing 5%.
- 9) Utility Operating Income – Taxes increased \$80,797 to reflect actual costs.
- 10) Interest Charges – Interest on Long Term Debt decreased \$14,935 to reflect actual costs.
- 11) Capital Outlays:
 - a) Miscellaneous Relays \$1,140,000.
 - b) Le Brun Street Extension – Water Main Extension \$60,000.
 - c) Hydrant Replacements \$30,000.
 - d) Water Utility Share for MSC Expansion Design and Analysis \$37,500.

- e) Replace Pickup Truck \$50,000.
- f) Leak Detection Survey \$30,000.
- g) Scheuring Road Reservoir Mixer \$35,000.
- h) Merrill Street Reservoir Mixer \$35,000.
- i) SCADA Panel Upgrade \$10,000.
- j) Install Additional Chlorine Analyzers at CBCWA stations \$40,000.
- k) Water Utility Share for MSC Building Wash Bay Wall Repairs \$2,250.
- l) Water Utility Share for Fan Replacements for Shop \$1,800.
- m) Water Utility Share for Welding Table Fan Replacement for Shop \$1,200.

2021 Budget Significant Revenue Changes:

- 1) Metered Sales Industrial decreased \$85,000 to reflect a decrease over the actual 2019 sales.
- 2) Other Sales to Public Authorities increased \$34,016 to reflect actual trend.
- 3) Interest Income increased \$249 to reflect actual trend.
- 4) Other Operating Revenues – Other Water Revenue decreased \$36,881 to reflect actual trend.

**City of De Pere
2021 Water Fund Budget
Adopted Budget**

				2019	2020	2020	2020	2021	2021 / 2020
Expenditures				Year End	Adopted	6 mos	Year End	Adopted	Budget
Account Title				Actual	Budget	Actual	Estimate	Budget	% of Change
Account Number WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	\$ 284	\$ 5,000	\$ 156	\$ 5,000	\$ 5,000	0.00%
			Subtotal	284	5,000	156	5,000	5,000	0.00%
			PUMPING						
601	66230	220	Pumping--Fuel or Power	21,354	18,000	10,031	20,062	20,000	11.11%
601	66240	120	Pumping--Labor and Expense	23,678	25,000	17,199	24,000	25,000	0.00%
601	66260	340	Pumping--Miscellaneous	10,631	6,000	4,048	6,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	34,314	95,000	11,227	95,000	75,000	-21.05%
601	66330	340	Pumping--Maintenance of Equipment	22,800	40,000	21,128	40,000	40,000	0.00%
			Subtotal	112,777	184,000	63,633	185,062	166,000	-9.78%
			WATER TREATMENT						
601	66410	000	Treatment--Chemicals	26,713	36,000	10,261	36,000	36,000	0.00%
601	66520	340	Treatment--Maintain Equipment	8,891	2,000	3,468	5,000	45,000	2150.00%
			Subtotal	35,604	38,000	13,729	41,000	81,000	113.16%
			TRANSMISSION & DISTRIBUTION OPERATIONS						
601	66600	340	T & D Ops Supervision/Engineer	61,702	60,000	25,090	60,000	60,000	0.00%
601	66620	340	T & D --Line Expense	49,022	50,000	26,996	52,000	50,000	0.00%
601	66630	340	T & D -- Meters Shared 50%	23,328	30,000	13,890	30,000	30,000	0.00%
			Subtotal	134,052	140,000	65,976	142,000	140,000	0.00%
			TRANSMISSION & DISTRIBUTION MAINTENANCE						
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	30,280	104,000	9,808	104,000	104,000	0.00%
601	66730	340	T & D Maintenance of Mains	245,486	245,000	104,010	245,000	245,000	0.00%
601	66750	340	T & D Maintenance of Services	60,368	85,000	15,176	85,000	85,000	0.00%
601	66760	340	T & D Meter Maintenance--Shared 50%	27,601	40,000	5,821	40,000	40,000	0.00%
601	66770	340	T & D Maintenance of Hydrants	50,568	80,000	13,851	80,000	60,000	-25.00%
601	66780	340	T & D Maintenance Misc Plant	25,055	62,050	740	62,050	62,050	0.00%
			Subtotal	439,358	616,050	149,406	616,050	596,050	-3.25%

**City of De Pere
2021 Water Fund Budget
Adopted Budget**

Expenditures				2019 Year End Actual	2020 Adopted Budget	2020 6 mos Actual	2020 Year End Estimate	2021 Adopted Budget	2021 / 2020 Budget % of Change
Account Number CUSTOMER ACCOUNTS									
601	69020	120	Meter Reading-Shared 50%	96,123	100,000	45,400	100,000	100,000	0.00%
601	69030	340	Records- Collections--Shared 50%	223,611	210,000	112,068	224,136	225,000	7.14%
			Subtotal	319,734	310,000	157,468	324,136	325,000	4.84%
			ADMINISTRATIVE & GENERAL OPERATIONS						
601	69200	120	Admin and General Salaries	145,194	150,000	71,139	150,000	150,000	0.00%
601	69210	340	Office Supplies and Expense	48,587	41,500	37,481	45,000	45,000	8.43%
601	69230	290	Outside Services	3,763,001	4,233,964	2,000,464	4,000,928	3,975,820	-6.10%
601	69240	000	Property Insurance	13,424	13,827	6,913	13,827	14,242	3.00%
601	69250	000	Injuries and Damages--WC and Liability Insurance	21,317	21,957	10,978	21,957	22,615	3.00%
601	69260	151	Employee Pension & Benefits	189,550	208,362	82,082	208,362	190,000	-8.81%
601	69280	000	Regulatory Commission Expense	0	6,300	0	6,300	6,300	0.00%
			Subtotal	4,181,073	4,675,910	2,209,057	4,446,374	4,403,977	-5.82%
			ADMINISTRATIVE & GENERAL MAINTENANCE						
601	69270	000	Admin. & General Rents	15,060	15,503	7,756	15,503	15,968	3.00%
			Subtotal	15,060	15,503	7,756	15,503	15,968	3.00%
			UTILITY OPERATING INCOME						
601	66030	320	Depreciation Expense	655,797	650,000	325,000	650,000	650,000	0.00%
601	66080	250	Taxes	561,596	515,000	320,764	578,444	595,797	15.69%
			Subtotal	1,217,393	1,165,000	645,764	1,228,444	1,245,797	6.94%
			Total Operating Expenditures	6,455,335	7,149,463	3,312,945	7,003,569	6,978,792	-2.39%
			INTEREST CHARGES						
601	66040	427	Interest on Long Term Debt	51,156	40,682	27,250	54,500	25,747	-36.71%
			Subtotal	51,156	40,682	27,250	54,500	25,747	-36.71%
			TOTAL EXPENDITURES	\$ 6,506,491	\$ 7,190,145	\$ 3,340,195	\$ 7,058,069	\$ 7,004,539	-2.58%

**City of De Pere
2021 Water Fund Budget
Adopted Budget**

Water Revenues			2019	2020	2020	2020	2021	2021 / 2020
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget
			Actual	Budget	Actual	Estimate	Budget	% of Change
Account Number	SALES OF WATER							
601	46410	Metered Sales Residential	\$ 2,655,519	\$ 3,658,500	\$ 1,071,561	\$ 2,655,519	\$ 3,584,951	-2.01%
601	46420	Metered Sales Commercial	1,001,503	1,350,000	441,771	1,001,503	1,352,029	0.15%
601	46430	Metered Sales Industrial	502,037	762,750	253,366	502,037	677,750	-11.14%
601	46440	Fire Protection Residential	0	8,374	0	0	0	0.00%
601	46450	Private Fire Protection Commercial	126,264	168,750	63,364	126,264	170,456	1.01%
601	46460	Private Fire Protection Industrial	0	75,982	0	0	0	0.00%
601	46470	Public Fire Protection	1,267,871	1,713,207	550,251	1,267,871	1,520,000	-11.28%
601	46480	Other Sales to Public Authorities	209,908	217,985	53,724	209,908	252,000	15.60%
601	48100	Interest Income	1,839	1,590	408	1,839	1,839	15.66%
601	48914	Misc Non Operating Revenue	244,191	240,000	124,016	248,032	250,000	4.17%
		Subtotal	6,009,132	8,197,137	2,558,461	6,012,973	7,809,025	-2.01%
		OTHER OPERATING REVENUES						
601	48911	Forfeited Discounts	20,020	40,000	4,648	20,020	40,000	0.00%
601	48912	Miscellaneous Service Revenue	3,944	3,000	2,074	3,944	3,000	0.00%
601	48913	Other Water Revenue	31,119	68,000	0	31,119	31,119	-54.24%
		Subtotal	55,083	111,000	6,722	55,083	74,119	-33.23%
		TOTAL REVENUES	\$ 6,064,215	\$ 8,308,137	\$ 2,565,183	\$ 6,068,056	\$ 7,883,144	-2.43%

**City of De Pere
2021 Water Fund Budget
Adopted Budget**

Water Utility 2021 Capital Projects & Equipment		Account
Miscellaneous Relays	\$ 1,140,000	601-19060
Le Brun Street Extension - Water Main Extension	60,000	601-19060
Hydrant Replacements	30,000	601-19360
Water Utility Share for MSC Expansion Design and Analysis	37,500	601-19390
Replace Pickup Truck	50,000	601-19500
Leak Detection Survey	30,000	601-66730-215
Scheuring Road Reservoir Mixer	35,000	601-66720-215
Merrill Street Reservoir Mixer	35,000	601-66720-215
SCADA Panel Upgrade	10,000	601-66330-215
Install Additional Chlorine Analyzer at CBCWA Stations	40,000	601-66520-215
Water Utility Share for MSC Building Wash Bay Wall Repairs	2,250	601-66780-340
Water Utility Share for Fan Replacements for Shop	1,800	601-66780-340
Water Utility Share for Welding Table Fan Replacement for Shop	1,200	601-66780-340
Total Capital	\$ 1,472,750	

Source of Debt	Balance 12/31/2020	2021 Principal	Balance 12/31/2021
2007 Series--Original issue amount	\$ 370,000	\$ 370,000	\$0
New Borrowing - Meters: 2016 Series A	620,000	100,000	\$ 520,000
Total	\$ 990,000	\$ 470,000	\$ 520,000

2021 Cash Flow Analysis	
Estimated Cash Balance - 1/1/21	\$ (3,557,574)
Estimated Expenditures	(7,004,539)
Depreciation	650,000
Capital Outlays	(1,317,500)
Estimated Revenues	7,883,144
Debt Principal Repayments	(470,000)
Estimated Cash Balance/(Deficit) - 12/31/21	\$ (3,816,469)

STORM WATER UTILITY

Storm Water Utility

Program Mission:

To maintain and repair the storm water drainage system for the City of De Pere.

2021 Performance Measures:

- 1) Continue to evaluate the ERU to determine if there is significant revenue to cover the costs of the storm water utility. If there is not sufficient revenue to cover the operational costs then will make suggested changes for the 2022 budget.

2021 Budget Significant Expenditure Changes:

- 1) Residential revenue increased by \$118,679 due to increase of storm water utility fee from \$97 to \$102 per ERU.

Storm Water Utility Public Works Administration

Program Full Time Equivalent: 0.91

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 (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). 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 (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). 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 (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). 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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 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) Continued to work with Brown County Highway Department with construction projects.
- 3) Continued to work with DOT with construction projects.
- 4) Continue working with other communities to joint bid projects.
- 5) Worked with various wireless companies pertaining to installation on City water towers.
- 6) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 7) Contracted out dumpster services for Marquette Square.

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 2021 Storm Water Utility - Public Works Administration program cost is \$216,447. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following: 25% general property taxes, 25% water utility, and 25% sewer utility. 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.

2021 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to coordinate with Brown County Highway Department on construction projects.
- 3) Continue to work with CBCWA providing a Lake Michigan water source.
- 4) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
- 5) Continue to look at ways to bid projects with other communities to save money.
- 6) Continue to evaluate after hours emergency response policy.

2021 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$6,454 to reflect actual 2% cost of living adjustment and adding the wages of the GIS Technician.
- 2) Overtime Wages decreased \$300 to reflect actual costs.
- 3) FICA increased \$785 to reflect increases in hourly wages.
- 4) Retirement increased \$639 to reflect increase in hourly wages.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,203 to reflect adding the benefits of the GIS Technician.
- 6) Training is funding to provide for all department trainings and additional drone training.
- 7) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 8) Consulting is for copier lease, GIS (ERSI) software maintenance, drone expenses, and aerial mapping.
- 9) Cell/Radio decreased \$296 to reflect actual costs.
- 10) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers, Lake Area Public Works Association, and Wisconsin Department of Regulation and Licensing.
- 11) Transportation decreased \$116 to reflect actual costs.
- 12) Repair and Maintenance Supplies increased \$1,188 to reflect added maintenance costs for drone.
- 13) No Capital Equipment requested.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures			2019	2020	2020	2020	2021	2021 / 2020	
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget	
			Actual	Budget	Actual	Estimate	Budget	% of Change	
PUBLIC WORKS ADMINISTRATION									
Account Number PERSONAL SERVICES									
650	53000	110	Salaries	\$ 88,617	\$ 97,000	\$ 44,066	\$ 97,000	\$ 100,317	3.42%
650	53000	120	Hourly Wages	20,830	17,669	10,562	21,124	24,123	36.53%
650	53000	125	Overtime Wages	133	800	189	500	500	-37.50%
650	53000	126	Seasonal Labor	0	4,167	0	4,167	4,167	0.00%
650	53000	150	FICA	8,046	8,833	4,207	9,135	9,618	8.89%
650	53000	151	Retirement	7,325	7,794	3,405	8,007	8,433	8.20%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	35,232	26,774	14,829	29,658	29,977	11.96%
650	53000	190	Training	10	6,124	203	6,124	6,124	0.00%
			Subtotal	160,194	169,162	77,461	175,715	183,260	8.33%
			CONTRACTUAL SERVICES						
650	53000	210	Telephone	950	766	383	766	766	0.00%
650	53000	211	Postage	1,296	1,563	772	1,544	1,563	0.00%
650	53000	212	Seminars and Conferences	1,632	2,500	0	500	2,500	0.00%
650	53000	215	Consulting	8,992	21,820	9,175	21,820	21,820	0.00%
650	53000	218	Cell/Radio	861	2,096	304	1,618	1,800	-14.12%
			Subtotal	13,731	28,745	10,635	26,248	28,449	-1.03%
			SUPPLIES AND EXPENSE						
650	53000	310	Office Supplies	696	2,500	18	2,500	2,500	0.00%
650	53000	320	Memberships/Subscriptions	336	400	266	400	400	0.00%
650	53000	331	Transportation	283	766	51	650	650	-15.14%
650	53000	340	Operating Supplies	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	0	0	0	0	1,188	100.00%
			Subtotal	1,315	3,666	335	3,550	4,738	29.24%
			CAPITAL OUTLAY						
650	53000	810	Capital Equipment	2298	1,500	1,626	1,626	0	-100.00%
			Subtotal	2,298	1,500	1,626	1,626	0	-100.00%
			TOTAL	\$ 177,538	\$ 203,073	\$ 90,057	\$ 207,139	\$ 216,447	6.59%

Storm Water Utility Engineering

Program Full Time Equivalent: 1.75

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

- 1) *Administration of public works improvement projects*- Administration of this department is supported by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%).

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

Expected Outcomes:

- 1) Maintain existing street infrastructure so that the roads are safe to travel.
- 2) Maintain public awareness of public works improvement projects.
- 3) Maintain public works improvement programs in a cost effective manner in order to meet or exceed the needs of the community.
- 4) Maintain or decrease response time to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.
- 5) Develop long term infrastructure plans.
- 6) Provide recommendations on policies for City facilities.

2021 Performance Measures:

- 1) Respond to 100% of complaints within three (3) business days of receiving them.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Respond to complaints within three (3) business days of receiving them.
 - a. Result: Performance measure met

Significant Program Achievements:

- 1) Completed 2020 public works improvements program which included:
 - a. Relayed approximately 8,850 lineal feet of water main in preparation for street resurfacing and reconstruction.

- b. Completed construction on the new Garrity's Glen South subdivision off of Lawrence which is a 78 single/duplex family lot with two multi-family lot subdivision.
 - c. Constructed the Lawrence Drive sidewalk from Scheuring Road to Main Avenue.
 - d. Constructed the Front Street parking lot.
 - e. Constructed/reconstructed/lined 10,500 lineal feet of sanitary sewer.
 - f. Removed and replaced sanitary laterals in conjunction with water main/service relays.
 - g. Provided new sanitary sewer to condominiums off of Southbridge Road
 - h. Constructed sidewalk around the playground at Patriot Park.
 - i. Relocated 1000 lineal feet of 60" storm sewer for the West De Pere High school addition.
 - j. Completed pedestrian crossings with bumpouts and rapid rectangular flashing beacons on Ninth Street, Superior Street, and Main Avenue.
 - k. Completed the rehabilitation of concrete on Third Street from Marsh Street to Fourth Street and Enterprise Drive from Rockland Road to 700' south of Prosper Street.
- 2) Designed and bid on the Honeysuckle Acres Fourth Addition off of Red Maple Road which is 23 single family lot subdivision.
 - 3) Completed the re-bidding of the James Street Streetscaping Project
 - 4) Reviewed all public and private storm water management facilities.
 - 5) Reviewed all traffic signals and hand rails for maintenance. Coordinated repairs.
 - 6) Successfully obtained a grant from the Wisconsin Department of Transportation for the reconstruction of Lawrence Drive, south of Scheuring Road in 2025.

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 2021 Storm Water Utility - Engineering Program cost is \$236,937. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. 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.

2021 Program Objectives:

- 1) Complete the construction of the James Street Streetscaping project.
- 2) Complete the Honeysuckle Fourth Addition subdivision construction.
- 3) Complete the Lewis Street reconstruction in conjunction with Mulva development.
- 4) Complete several alley reconstructions in the downtown to coincide with ongoing development.
- 5) 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.
- 6) Continue to update engineering CADD standards and construction plans.
- 7) Monitor public and private storm water management facilities.
- 8) Update the City’s long term storm water management plan to meet Wisconsin Department of Natural Resources’ permit requirements.

2021 Budget Significant Expenditure Changes:

- 1) Seasonal Labor decreased \$675 to reflect actual costs.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,693 to reflect actual costs for additional family member participation in health insurance for engineering staff.
- 3) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 4) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 5) Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSC fees, Phosphorous study, bridge and sign bridge inspections, outside consultant services that are not able to be performed by City staff and lease payments for color printer.
- 6) Memberships/Subscriptions decreased \$63 to reflect actual costs. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 7) No Capital Equipment requested.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures			2019	2020	2020	2020	2021	2021 / 2020	
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget	
			Actual	Budget	Actual	Estimate	Budget	% of Change	
ENGINEERING STORMWATER UTILITY									
Account Number PERSONAL SERVICES									
650	53110	110	Salaries	\$ 47,182	\$ 48,624	\$ 22,057	\$ 48,624	\$ 50,144	3.13%
650	53110	120	Hourly Wages	78,572	81,053	35,486	81,053	83,081	2.50%
650	53110	125	Overtime Wages	9,029	12,000	5,417	12,000	12,000	0.00%
650	53110	126	Seasonal Labor	5,933	8,100	2,559	7,425	7,425	-8.33%
650	53110	150	FICA	9,999	10,956	5,237	10,946	11,217	2.39%
650	53110	151	Retirement	8,804	9,563	3,957	9,563	9,803	2.50%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,806	37,872	12,215	37,872	41,565	9.75%
650	53110	190	Training	888	3,125	875	3,125	3,125	0.00%
			Subtotal	185,212	211,293	87,802	210,608	218,360	3.34%
			CONTRACTUAL SERVICES						
650	53110	210	Telephone	1,205	970	485	970	970	0.00%
650	53110	212	Seminars and Conferences	142	1,000	73	500	1,000	0.00%
650	53110	215	Consulting	4,625	8,000	2,970	8,000	8,000	0.00%
650	53110	218	Cell/Radio	1,052	2,544	481	2,644	2,544	0.00%
			Subtotal	7,024	12,514	4,009	12,114	12,514	0.00%
			SUPPLIES AND EXPENSE						
650	53110	310	Office Supplies	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	228	313	44	250	250	-20.13%
650	53110	331	Transportation	887	2,500	410	2,500	2,500	0.00%
650	53110	340	Operating Supplies	1,743	2,813	865	2,813	2,813	0.00%
650	53110	350	Repair and Maintenance Supplies	43	500	19	500	500	0.00%
			Subtotal	2,901	6,126	1,337	6,063	6,063	-1.03%
			CAPITAL OUTLAY						
650	53110	810	Capital Equipment	7,893	8,750	7,381	8,750	0	-100.00%
			Subtotal	7,893	8,750	7,381	8,750	0	-100.00%
			TOTAL	\$ 203,030	\$ 238,683	\$ 100,530	\$ 237,535	\$ 236,937	-0.73%

Storm Water Utility Municipal Service Center

Program Full Time Equivalent: 0.32

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.

2021 Performance Measures:

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

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.
 - a. Result: Electricity costs January decreased 4.3%. Performance measure was met.

Significant Program Achievements:

- 1) Installed ductwork to large make up air unit in unit “B”.
- 2) Installed digital HVAC Controls for the MSC 12 individual zones.
- 3) Installed AC zone for fitness room.
- 4) Installed partition wall for soccer league in bike cage area as well as hooks to organize the bike cage area.
- 5) Replaced the two (2) primary garage doors, tracks and operators in unit “B”.
- 6) Installed garage door openers on four (4) secondary garage doors in unit “B”.
- 7) Installed Plexiglas around office areas for COVID.
- 8) Installed second fan in shop to help cool in summer and save heat in winter.
- 9) Installed new fuel dispensing software for Fuel Island.
- 10) Upgraded ceiling tiles in City Engineer, Street Superintendent and City Engineer’s offices.
- 11) Completed five (5) year inspection on building’s sprinkler system for fire protection.
- 12) Natural gas costs decreased 21.7% due to replacing the existing boilers with energy efficient modulating boilers.

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 2021 Storm Water Utility - Municipal Service Center program cost is \$61,574. This amount is only 15% of the total cost of the program. The other 85% costs for this program is spread out through the following: 55% general property taxes, 15% water utility, and 15% sewer utility. 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$108 to reflect decrease in health insurance premium.
- 2) Training includes various training for building maintenance staff.
- 3) Consulting includes analysis and design of MSC expansion, outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, building maintenance scheduling software, and perform backup generator study.
- 4) Capital Outlay includes the storm water utility share of \$2,250 for repair of existing steel wall in the MSC wash bay.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

MUNICIPAL SERVICE CENTER

Account Number	PERSONAL SERVICES								
650	53230	120	Hourly Wages	\$ 2,998	\$ 2,727	\$ 2,062	\$ 2,727	\$ 2,782	2.02%
650	53230	125	Overtime Wages	39	27	0	27	27	0.00%
650	53230	126	Seasonal Labor	334	751	82	751	751	0.00%
650	53230	150	FICA	223	222	153	222	226	1.90%
650	53230	151	Retirement	192	186	160	186	190	2.00%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,129	1,550	830	1,550	1,442	-6.97%
650	53230	190	Training	0	75	0	75	75	0.00%
			Subtotal	4,915	5,537	3,287	5,537	\$5,493	-0.80%
			CONTRACTUAL SERVICES						
650	53230	210	Telephone	52	35	17	35	35	0.00%
650	53230	211	Postage	0	0	0	0	0	0.00%
650	53230	215	Consulting	1,945	3,750	2329	3,750	41,250	1000.00%
650	53230	217	Cleaning Service Contract	2,025	2,045	844	2,045	2,045	0.00%
650	53230	220	Utilities	7,268	6,273	2,451	6,273	6,273	0.00%
			Subtotal	11,290	12,103	5,641	12,103	49,603	309.84%
			SUPPLIES AND EXPENSE						
650	53230	314	Cleaning and Maintenance	1,915	2,455	687	2,455	2,455	0.00%
650	53230	340	Operating Supplies	2,184	1,773	4,893	1,773	1,773	0.00%
			Subtotal	4,100	4,228	5,580	4,228	4,228	0.00%
			CAPITAL OUTLAY						
650	53230	810	Capital Equipment	26,351	14,250	0	14,250	2,250	-84.21%
			Subtotal	26,351	14,250	0	14,250	2,250	-84.21%
			TOTAL	\$ 46,656	\$ 36,118	\$ 14,507	\$ 36,118	\$ 61,574	70.48%

Storm Water Utility Fleet Maintenance

Program Full Time Equivalent: 2.04

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 (20%), water utility (15%), sewer utility (15%) and storm water utility (50%). 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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 173 pieces of equipment for the street, water, park, engineering, building inspections, health, 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 2021 Storm Water Utility - Fleet Maintenance cost is \$292,976. This amount is only 50% of the total cost of the program. The other 50% costs for this program is spread out through the following utilities: 20% general property taxes, 15% water utility, and 15% sewer utility. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2021 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.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$20,028 to reflect actual costs in addition to a decrease in health insurance premiums.
- 2) Training is for staff on fleet maintenance equipment.
- 3) Consulting includes tasks unable to perform in our mechanics shop.
- 4) Capital Equipment includes the storm water utility share of \$10,000 which is for: large ceiling fan for shop (\$6,000); and replace welding table exhaust fan (\$4,000).

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

FLEET MAINTENANCE

Account Number PERSONAL SERVICES

650	53240	110	Salaries	\$ 17,691	\$ 19,435	\$ 8,811	\$ 19,435	\$ 19,824	2.00%
650	53240	120	Hourly Wages	46,593	97,500	26,609	97,500	99,450	2.00%
650	53240	125	Overtime Wages	518	1,020	0	1,020	1,020	0.00%
650	53240	126	Seasonal Labor	0	0	116	116	0	0.00%
650	53240	150	FICA	4,542	9,024	2,762	9,025	9,202	1.98%
650	53240	151	Retirement	4,418	7,962	2,545	7,962	8,120	1.98%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,842	53,663	12,870	25,740	33,635	-37.32%
650	53240	190	Training		500	88	500	500	0.00%
			Subtotal	100,604	189,104	53,800	161,298	171,751	-9.18%
			CONTRACTUAL SERVICES						
650	53240	210	Telephone	153	105	53	105	105	0.00%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
650	53240	215	Consulting	31,411	27,970	2,691	27,970	27,970	0.00%
650	53240	218	Cell/Radio	0	255	0	255	255	0.00%
			Subtotal	31,564	28,330	2,744	28,330	28,330	0.00%
			SUPPLIES AND EXPENSE						
650	53240	331	Transportation	0	1,020	0	1,020	1,020	0.00%
650	53240	340	Operating Supplies	12,530	12,095	5,543	12,095	12,095	0.00%
650	53240	350	Repair and Maintenance Supplies	57,497	65,530	23,604	65,530	65,530	0.00%
650	53240	351	Safety Equipment and Uniforms	4,726	4,250	1,732	4,250	4,250	0.00%
			Subtotal	74,753	82,895	30,878	81,875	82,895	0.00%
			CAPITAL OUTLAY						
650	53240	810	Capital Equipment	14,502	46,903	20,915	46,903	10,000	-78.68%
			Subtotal	14,502	46,903	20,915	46,903	10,000	-78.68%
			TOTAL	\$ 221,423	\$ 347,232	\$ 108,337	\$ 318,406	\$ 292,976	-15.63%

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.

2021 Performance Measures:

- 1) Increase employee training 5% on sweeper operations.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase employee training 5% on sweeper operations.
 - a. Result: This was met with training two employees on sweeper.

Significant Program Achievements:

- 2) 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 2021 Storm Water Utility - Street Cleaning program cost is \$126,949. 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.

2021 Program Objectives:

- 1) Train additional employees on sweeping operations.
- 2) Continue to utilize two sweepers to help meet the DNR’s storm water requirements.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$2,121 to reflect decrease in health insurance premiums.
- 2) Consultant decreased \$10,000 to due relocating landfill fees to newly added storm water utility – landfill program.
- 3) No Capital Equipment requested.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

STREET CLEANING

Account Number GENERAL ADMINISTRATION

650	53300	120	Hourly Wages	\$ 40,875	\$ 72,000	\$ 28,352	\$ 72,000	\$ 72,000	0.00%
650	53300	125	Overtime Wages	82	400	315	400	400	0.00%
650	53300	126	Seasonal Labor	154	1,600	28	1,600	1,600	0.00%
650	53300	150	FICA	4,433	5,562	2,327	5,562	5,562	0.00%
650	53300	151	Retirement	3,933	4,887	1,851	4,887	4,887	0.00%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,634	29,021	11,886	29,021	26,900	-7.31%
650	53300	190	Training	0	0	0	0	0	0.00%
			Subtotal	72,111	113,470	44,760	113,470	111,349	-1.87%
			CONTRACTUAL SERVICES						
650	53300	215	Consulting	0	10,000	0	0	0	-100.00%
650	53300	220	Utilities	163	400	32	400	400	0.00%
			Subtotal	163	10,400	32	400	400	-96.15%
			SUPPLIES AND EXPENSE						
650	53300	331	Transportation	7,004	7,200	3,576	7,200	7,200	0.00%
650	53300	340	Operating Supplies	0	0	0	0	0	0.00%
650	53300	350	Repair and Maintenance Supplies	5,897	8,000	0	8,000	8,000	0.00%
			Subtotal	12,901	15,200	3,576	15,200	15,200	0.00%
			CAPITAL OUTLAY						
650	53300	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 85,175	\$ 139,070	\$ 48,368	\$ 129,070	\$ 126,949	-8.72%

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.

2021 Performance Measures:

- 1) Increase the volume of leaves hauled to farmers and City fields by 5% in order to decrease leaf disposal costs.

2020 Performance Measurement Date (July 2019 – June 2020):

- 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 not only hauled to farmers but to City fields increased over 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 2021 Storm Water Utility - Leaf Collection program cost is \$92,246. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2021 Program Objectives:

- 1) Continue to improve efficiencies with leaf collection operations.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$962 to reflect decrease in health insurance premiums.
- 2) Consulting used to fund disposal of leaves.
- 3) Transportation decreased \$4,000 to reflect actual costs.
- 4) No Capital Equipment requested.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

LEAF COLLECTION

Account Number PERSONAL SERVICES

650	53320	120	Hourly Wages	\$ 23,030	\$ 34,000	\$ 7,129	\$ 34,000	\$ 34,680	2.00%
650	53320	125	Overtime Wages	1,562	200	0	200	200	0.00%
650	53320	126	Seasonal Labor	3,895	10,000	47	10,000	10,000	0.00%
650	53320	150	FICA	1,647	2,761	677	2,761	2,813	1.88%
650	53320	151	Retirement	1,452	2,309	634	2,309	2,354	1.99%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	8,158	13,160	4,622	13,160	12,198	-7.31%
650	53320	190	Training	0	0	0	0	0	0.00%
			Subtotal	39,744	62,430	13,110	62,430	62,246	-0.29%
			CONTRACTUAL SERVICES						
650	53320	215	Consulting	0	10,000	0	10,000	10,000	0.00%
650	53320	218	Cell/Radio	0	0	0	0	0	0.00%
650	53320	219	Data	0	0	0	0	0	0.00%
			Subtotal	0	10,000	0	10,000	10,000	0.00%
			SUPPLIES AND EXPENSE						
650	53320	331	Transportation	8,581	14,000	2,349	10,000	10,000	-28.57%
650	53320	340	Operating Supplies	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	10,191	10,000	944	10,000	10,000	0.00%
			Subtotal	18,773	24,000	3,293	20,000	20,000	-16.67%
			CAPITAL OUTLAY						
650	53320	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 58,517	\$ 96,430	\$ 16,403	\$ 92,430	\$ 92,246	-4.34%

Storm Water Utility Storm Sewer Maintenance

Program Full Time Equivalents: 0.60

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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 1) Increase the number of inlets cleaned per year by 5%.
 - a. Result: This was met. 2020 = cleaned 201 inlets.

Significant Program Achievements:

- 1) Incorporated visual inspections of storm sewers using camera system.
- 2) Cleaned City swales along Charles Street, Brule Road, and Ridgeway Drive.

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 2021 Storm Water Utility – Storm Sewer Maintenance program cost is \$1,123,020. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2021 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.
- 3) Continue to clean swales to minimize flooding.

2021 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$498 due to decrease in health insurance premium.
- 2) Consulting decreased \$10,000 to reflect actual costs. Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
- 3) Capital outlay requested includes storm sewer televising \$50,000, storm sewer repair/replacement \$175,000, new storm sewer for resurfacing \$350,000, Lewis Street reconstruction \$220,000, box culvert/sanitary sewer review \$40,000, wet pond construction \$137,150, tree and shrub removal \$50,000, and pond rodent control \$20,000.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

STORM SEWER MAINTENANCE

Account Number PERSONAL SERVICES

650	53440	120	Hourly Wages	\$ 13,483	\$ 25,000	\$ 24,837	\$ 25,000	\$ 25,000	0.00%
650	53440	125	Overtime Wages	925	1,500	844	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	44	500	1,282	1,500	500	0.00%
650	53440	150	FICA	1,109	2,035	2,035	2,049	2,035	0.00%
650	53440	151	Retirement	1,000	1,789	1,607	1,789	1,789	0.00%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,568	6,830	6,482	6,830	6,332	-7.29%
650	53440	190	Training	0	0	0	0	0	0.00%
			Subtotal	21,130	37,653	37,087	38,668	37,155	-1.32%
			CONTRACTUAL SERVICES						
650	53440	215	Consulting	19,529	50,000	7,705	50,000	40,000	-20.00%
650	53440	218	Cell/Radio	0	0	0	0	0	0.00%
650	53440	219	Data	0	0	0	0	0	0.00%
			Subtotal	19,529	50,000	7,705	50,000	40,000	-20.00%
			SUPPLIES AND EXPENSE						
650	53440	340	Operating Supplies	212	3,715	364	3,715	3,715	0.00%
			Subtotal	212	3,715	364	3,715	3,715	0.00%
			CAPITAL OUTLAY						
650	53440	810	Capital Equipment	51,831	925,000	0	925,000	1,042,150	12.66%
			Subtotal	51,831	925,000	0	925,000	1,042,150	12.66%
			TOTAL	\$ 92,702	\$ 1,016,368	\$ 45,156	\$ 1,017,383	\$ 1,123,020	10.49%

Storm Water Utility Landfill

Program Full Time Equivalent: 0

Program Mission:

Provide funding for the disposal of street sweepings that is collected throughout the City.

List of Program Service(s) Descriptions:

- 1) *Landfill* – This is a new program for 2021 that was created to fund the tipping fees for street sweepings that was previously funded by the general fund landfill program.

Important Outputs:

- 1) *Landfill* - Activities and services by this program are supported 100% by the storm water utility. Funds the disposal of street sweepings collected by the City. The City hauls the street sweepings collected from the community to the Outagamie County Landfill in Little Chute. 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 the street sweepings collected from street sweeping the community.

Expected Outcomes:

- 1) Maintain disposal operations of street sweepings collected by the City.

2021 Performance Measures:

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

Significant Program Achievements:

- 1) The City delivered over 700 tons of sweepings to the landfill in 2020.

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 street sweepings collected throughout the City from sweeping the streets.

Costs and Benefits of Program and Services:

The adopted 2021 Landfill program cost is \$16,000. This program benefits the community by providing funding for disposal of street sweepings.

2021 Program Objectives:

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

2021 Budget Significant Expenditure Changes:

- 1) None.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

EXPENDITURES

	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% Of Change

LANDFILL

Account Number CONTRACTUAL SERVICES

650	53630	214	Landfill	\$ 10,655	\$0	\$ 7,692	\$ 15,384	\$ 16,000	100.00%
			Subtotal	10,655	0	7,692	15,384	16,000	100.00%
			TOTAL	\$ 10,655	\$0	\$ 7,692	\$ 15,384	\$ 16,000	100.00%

Storm Water Utility Weed Control

Program Full Time Equivalent: 0.10

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.

2021 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.

2020 Performance Measurement Data (July 2019 – June 2020):

- 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 2021 Storm Water Utility - Weed Control program cost is \$164,974. This amount is only 65% of the total cost of the program. The other 35% costs for this program are funded by the general fund. 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.

2021 Program Objectives:

- 1) Continue to cut weeds in business and industrial parks twice per year.
- 2) Continue to maintain safe vision triangle at intersections throughout the City.

2021 Budget Significant Expenditure Changes:

- 1) Seasonal Labor increased \$143 to reflect actual costs.
- 2) Capital Equipment includes the storm water utility fund share of \$146,575 includes \$146,250 for a tractor for ditch and swale cleaning; and \$325 for purchase of leaf blower.

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

WEED CONTROL

Account Number PERSONAL SERVICES

650	53640	120	Hourly Wages	\$ 12,206	\$ 9,286	\$ 3,354	\$ 9	\$ 9,286	0.00%
650	53640	125	Overtime Wages	199	0	10	0	0	0.00%
650	53640	126	Seasonal Labor	394	600	688	1,000	743	23.83%
650	53640	150	FICA	930	719	294	15	721	0.29%
650	53640	151	Retirement	842	627	177	1	627	0.00%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,586	6,342	1,033	6,342	6,465	1.94%
650	53640	190	Training	0	0	0	0	0	0.00%
			Subtotal	20,157	17,574	5,557	7,367	17,842	1.53%
			CONTRACTUAL SERVICES						
650	53640	210	Telephone	0	0	0	0	0	0.00%
650	53640	215	Consulting	0	0	0	0	0	0.00%
650	53640	218	Cell/Radio	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			SUPPLIES AND EXPENSE						
650	53640	331	Transportation	0	0	0	0	0	0.00%
650	53640	340	Operating Supplies	0	0	0	0	0	0.00%
650	53640	361	Fuel	502	557	42	557	557	0.00%
			Subtotal	502	557	42	557	557	0.00%
			CAPITAL OUTLAY						
650	53640	810	Capital Equipment	97,500	650	650	650	146,575	22450.00%
			Subtotal	97500	650	650	650	146,575	22450.00%
			TOTAL	\$ 118,159	\$ 18,781	\$ 6,250	\$ 8,574	\$ 164,974	778.41%

TOTAL STORM WATER UTILITY

City of De Pere
2021 Stormwater Utility
Adopted Budget

Expenditures	2019 Year End	2020 Adopted	2020 6 mos	2020 Year End	2021 Adopted	2021 / 2020 Budget	2021 / 2020 Budget
Account Title	Actual	Budget	Actual	Estimate	Budget	%	% of Change
TOTAL STORMWATER UTILITY							
110 Salaries	\$ 153,489	\$ 165,059	\$ 74,934	\$ 165,059	\$ 170,285		3.17%
120 Hourly Wages	238,587	339,235	138,392	333,413	350,402		3.29%
125 Overtime Wages	12,487	15,947	6,775	15,647	15,647		-1.88%
126 Seasonal Labor	10,753	25,718	4,802	26,559	25,186		-2.07%
150 FICA	30,930	40,111	17,692	39,715	41,395		3.20%
151 Retirement	27,968	35,116	14,336	34,703	36,203		3.09%
152 Health, Dental, DIB, Life & Wks Cmp Ins	128,956	175,212	64,767	150,173	158,514		-9.53%
190 Training	898	9,824	1,165	9,824	9,824		0.00%
Subtotal	604,067	806,222	322,863	775,093	807,456		0.15%
CONTRACTUAL SERVICES							
210 Telephone	2,360	1,876	938	1,876	1,876		0.00%
211 Postage	1,296	1,563	772	1,544	1,563		0.00%
212 Seminars and Conferences	1,774	3,500	73	1,000	3,500		0.00%
214 Landfill	10,655	0	7,692	15,384	16,000		100.00%
215 Consulting	66,503	131,540	24,871	121,540	149,040		13.30%
217 Cleaning Service Contract	2,025	2,045	844	2,045	2,045		0.00%
218 Cell/Radio	1,913	4,895	785	4,517	4,599		-6.05%
220 Utilities	7,431	6,673	2,483	6,673	6,673		0.00%
Subtotal	93,957	152,092	38,458	154,579	185,296		21.83%
SUPPLIES AND EXPENSE							
310 Office Supplies	696	2,500	18	2,500	2,500		0.00%
314 Cleaning and Maintenance	1,915	2,455	687	2,455	2,455		0.00%
320 Memberships/Subscriptions	564	713	310	650	650		-8.84%
331 Transportation	16,756	25,486	6,386	21,370	21,370		-16.15%
340 Operating Supplies	16,669	20,396	11,665	20,396	20,396		0.00%
350 Repair and Maintenance Supplies	73,628	84,030	24,566	84,030	85,218		1.41%
351 Safety Equipment and Uniforms	4,726	4,250	1,732	4,250	4,250		0.00%
361 Fuel	502	557	42	557	557		0.00%
Subtotal	115,456	141,687	45,406	137,508	137,396		-3.03%
CAPITAL OUTLAY							
810 Capital Equipment	200,376	997,053	30,572	997,179	1,200,975		20.45%
Subtotal	200,376	997,053	30,572	997,179	1,200,975		20.45%
TOTAL	\$ 1,013,856	\$ 2,097,054	\$ 437,299	\$ 2,064,359	\$ 2,331,123		11.16%

**City of De Pere
2021 Stormwater Utility
Adopted Budget**

Expenditures	2019	2020	2020	2020	2021	2021 / 2020
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

REVENUES

650	41000	000	Residential	\$ 770,861	\$ 816,994	\$ 812,947	\$ 812,947	\$ 855,033	4.66%
650	42000	000	Non-Residential-NR	734,181	785,038	791,146	791,146	848,111	8.03%
650	43000	000	Agricultural	0	0	0	0	0	0.00%
650	43500	000	State Grants	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	200,304	212,051	213,296	213,296	226,288	6.71%
650	45000	000	Underdeveloped & Other	20,991	21,000	24,330	24,330	24,330	15.86%
			Fund Balance		261,971		261,971	377,361	
TOTAL REVENUES				\$ 1,726,337	\$ 2,097,054	\$ 1,841,719	\$ 2,103,690	\$ 2,331,123	11.16%