

---

# City of De Pere, Wisconsin

---



2022 Adopted Budget



## TABLE OF CONTENTS

<b>BUDGET ITEM</b>	<b>PAGE</b>
<b>SPECIAL FUND EXPENDITURES AND REVENUES .....</b>	265
Revolving Loan Fund	266-268
Pandemic Response Fund	269-271
Wastewater Treatment Services	272-274
Public Land Acquisition	275-276
Cable Access Fund	277-282
<b>DEBT SERVICE EXPENDITURES AND REVENUES .....</b>	283-287
<b>CAPITAL PROJECTS EXPENDITURES AND REVENUES .....</b>	288-292
<b>TAX INCREMENT DISTRICT FUNDS</b>	293-295
Tax Increment District # 6	296-298
Tax Increment District # 7	299-301
Tax Increment District # 8	302-304
Tax Increment District # 9	305-307
Tax Increment District #10	308-310
Tax Increment District #11	311-313
Tax Increment District #12	314-316
Tax Increment District #13	317-319
Tax Increment District #14	320-322
Tax Increment District #15	323-325
Tax Increment District #16	326-328
Tax Increment District #17	329-331
<b>WATER EXPENDITURES AND REVENUES .....</b>	332-339
<b>STORMWATER EXPENDITURES AND REVENUES .....</b>	340-380

## MEMORANDUM

TO: Citizens of De Pere

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

DATE: December 21, 2021

SUBJECT: 2022 Adopted Budget

### INTRODUCTION

We are pleased to present the 2022 Adopted Budget. This budget is structured to meet the needs and expectations of our community as we continue to provide municipal services during the second and third years of the COVID-19 pandemic. This budget provides funding to focus on the continuous enhancement of the overall economic vitality of the community as we experience substantial economic development and growth in the downtown, business parks and residential neighborhoods. This budget is also structured to continue our commitment to inclusiveness and sustainable practices.

The following list identifies some of these initiatives; 1) Includes funding for a full time recruiter position in the Human Resources Department; 2) Includes funding to support the ongoing efforts of the Beautification Committee to enhance the appearance of our community; 3) Includes funding to conduct property tax collection at City Hall to offset Brown County's elimination of that service which was previously provided by the Brown County Treasurer's Office; 4) Includes funding to replace windows at City Hall; 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 support the community's Sister City program; 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 2022 Adopted Budget accomplishes these goals.

All city departments were directed to submit 2022 budget proposals with minimal increases in expenditures, excluding capital equipment and projects, to include a focus on reducing overtime expenditures and identifying opportunities to utilize technology to reduce expenditures wherever practical. Staff was also asked to focus on opportunities to promote sustainable practices, intergovernmental and private cooperation and to consider options to enhance diversity and inclusiveness in City operations and within the community as part of their budget proposals. Once again, the management staff did an excellent job of meeting these requirements 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 2022 Adopted Budget.

We anticipate the City will experience a moderately higher increase in tax base growth in 2022 vs. what was experienced in 2021. The equalized value of the City grew 6% in 2020 increasing \$143,491,300 from \$2,366,055,000 to \$2,509,546,300.

The State of Wisconsin continues to maintain local government property tax levy limits that restrict the City's ability to raise revenues for municipal services and infrastructure through the property tax. 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 2022 Adopted Budget continues to emphasize economic development throughout the community by including funding for infrastructure, developer grants, downtown building façade grants and funding for cultural enhancements throughout the downtown to promote our community. This budget continues to place an emphasis on upgrading or replacing existing infrastructure by including \$582,000 to replace the traffic lights at the intersection of Main Avenue and Fourth Street. In addition the Adopted Budget once again reinforces our emphasis on public safety by including \$74,000 for police vehicle leases, \$80,000 to replace portable Fire Department radios and \$29,000 to implement upgrades to fire/EMS alerting software to decrease response time. This budget also continues to emphasize the maintenance of the community's streets by including \$560,000 to reconstruct Lewis Street, \$160,000 for alley improvements 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 4.03% property tax mill rate decrease. The 2022 Adopted Budget's property tax levy is 2.09% higher than the 2021 budget. The proposed mill rate for 2022 is \$6.32. This is \$0.27 lower than the adopted 2021 mill rate of \$6.59.

The 2022 Adopted Budget includes an overall 3.9% increase in General Fund operating expenditures when compared to 2021. 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 2032. 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 2021 to be applied in 2022. 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, City Hall, Health Department/Board, Development Services and GIS. Significant expenditures in these programs include \$7,000 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; \$10,000 for ongoing branding materials and initiatives; \$6,000 for ongoing sustainability initiatives; \$14,000 to conduct a community survey regarding current and future municipal services; \$25,000 for a compensation study; \$10,000 for additional network storage; \$14,245 for Seamless Docs annual software agreement; \$87,000 for Accurate Appraisal and State of WI assessment services; \$241,100 for property and liability insurance coverage; \$33,584 for employee merit and performance based pay incentives; \$584,464 for public health services; \$24,000 contribution to Downtown De Pere, Inc. for Main Street program activities; and \$40,000 for a comprehensive housing study. Total General Government expenditures are 4.44% higher in 2022 vs. 2021.

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 \$25,000 for police body worn cameras; \$175,000 for Police Department overtime wages to meet minimum staffing and workload requirements; \$94,556 for crossing guards; \$110,000 for Fire Department overtime wages to meet minimum staffing and workload requirements; \$125,000 for part-time paid on premise employee wages to support permanent staff needs during peak service periods to meet operational requirements; \$287,514 for building inspection services; and \$6,250 for Brown County jail services. Total Public Safety expenditures are 3.5% higher in 2022 vs. 2021.

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, Snow & Ice Control, Street Maintenance, Traffic Signs, Street Lights, Traffic Lights, Brush Collection, Transit, Garbage/Refuse Collection, Landfill, Weed Control and Recycling. Significant expenditures in these programs include \$125,087 for administrative services; \$255,399 for engineering services; \$156,467 for building maintenance; \$113,300 for fleet maintenance services; \$275,108 for snow and ice removal; \$138,437 for street maintenance activities; \$2,000 to paint the back of four City entrance signs; \$403,940 to maintain street lights; \$102,525 for brush collection; \$424,663 to provide public transportation and para-transit services; \$339,125 for garbage collection; \$320,000 for Brown County landfill fees; and \$125,366 for recycling collection services. Total Public Works expenditures are 0.4% higher in 2022 vs. 2021.

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 \$340,967 to provide programming and facilities at the Community Center; \$23,560 for historic preservation; \$542,614 for parks and public lands; \$80,000 to remove trees impacted by emerald ash borer; \$24,591 for boat ramps; \$90,781 for park equipment maintenance; \$585,287 for recreation and recreation program activities; \$35,213 to support special events in the community; and \$483,127 to operate the Legion and VFW Park pools and maintain facilities associated with two outdoor pool sites. Total Culture, Education & Recreation expenditures are 9.06% higher in 2022 vs. 2021.

Total General Fund expenditures increase 3.9%. This includes a 4.44% increase in General Government, a 3.5% increase in Public Safety, a 0.4% increase in Public Works and a 9.06% increase in Culture, Education & Recreation expenditures.

## **GENERAL FUND REVENUES**

General Fund revenues increased 3.9%. The 2022 Adopted Budget includes a decrease of \$31,698 from the state expenditure restraint program and an increase of \$270,306 in transportation aids from the State. The 2022 Adopted Budget increases most fees for municipal services 5% over 2021 levels. The General Fund property tax levy accounts for approximately 45% of all General Fund revenues in 2022 which was approximately the same percentage (45%) in 2021.

## **SPECIAL FUND**

The Special Fund budget includes expenditures and revenues associated with the activities and operations of the Revolving Loan Fund, the Pandemic Response 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 will continue to manage this program as long as there is ongoing loan and/or payment activity. The City established a new fund for the portion of the revolving loan program that was previously dedicated for pandemic relief. The new fund is the Pandemic Response Fund. The revolving loan fund balance at the end of 2021 is estimated to be approximately \$549,325. The portion dedicated to this fund at the beginning of 2022 after the pandemic response fund is established is estimated to be \$277,235.

Pandemic Response Fund: The City established this fund as part of the 2022 Adopted Budget to separate and manage funding specifically designated for pandemic relief from funds previously dedicated for the revolving loan program. The fund balance at the end of 2021 is estimated to be \$0 due to the fund's 2022 creation date. The portion dedicated to this fund at the beginning of 2022 is estimated to be \$273,391.

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 2021 is estimated to be approximately \$22,207,844.

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 2021 is estimated to be approximately \$147,256.

Cable Access Fund: The Cable Access Fund is used to manage franchise fees and grants. Revenues are anticipated to be approximately \$140,225 in 2022 and are used to offset administrative, equipment and production costs. The fund balance at the end of 2021 is estimated to be approximately \$2,618.

## **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 2022 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 2022 is \$6,365,000. The total interest and service fees scheduled for payment in 2022 is \$1,064,766. The fund balance at the end of 2021 is estimated to be approximately \$1,276,705.

## **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 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 & 17. The 2022 Budget includes \$50,000 to install security cameras at the Riverwalk / Voyageur Park area; \$100,000 to replace windows in City Hall; \$40,000 for sanitary sewer repairs at City Hall; \$80,000 to replace portable fire department radios; \$43,750 to replace fire department personal protective equipment; \$450,000 to replace two dump trucks; \$582,000 to replace traffic signals at main avenue and fourth street; \$95,000 to replace heat pump system at the Community Center; \$144,000 to resurface the Voyageur Park and western Voyageur Park parking lots; \$540,000 for sanitary sewer televising and repair and; \$1,394,100 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 2021 is estimated to be approximately \$114,323.

## **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 2022 includes \$1,230,000 for miscellaneous relays; \$40,000 to replace water supervisor's vehicle; \$30,000 to replace the Sensus meter base station; and \$40,000 for a reservoir mixer for the Merrill Street reservoir. The Water Utility Fund also includes expenditures and revenues to fund debt service requirements. Total 2022 estimated principal and interest payments are \$110,400. The fund balance at the end of 2021 is estimated to be approximately \$23,643,337.

## **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 2022 is \$107 per ERU. This is a \$5 increase over the 2021 rate of \$102. 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 2023 and subsequent years to pay for these unfunded mandates. Significant expenditures in the 2022 Adopted Budget include \$134,895 for street cleaning, \$92,898 for leaf collection, \$50,000 for televising storm sewers; \$680,000 to repair and replace existing storm sewer; \$230,000 for new storm sewer as part of Lewis Street reconstruction; \$40,000 to review box culverts; \$150,000 for metal storm sewer lining; and \$210,600 for wet pond construction. Total storm water utility expenditures for 2022 are \$2,458,844. The fund balance at the end of 2021 is estimated to be approximately \$14,053,881.

## **SUMMARY**

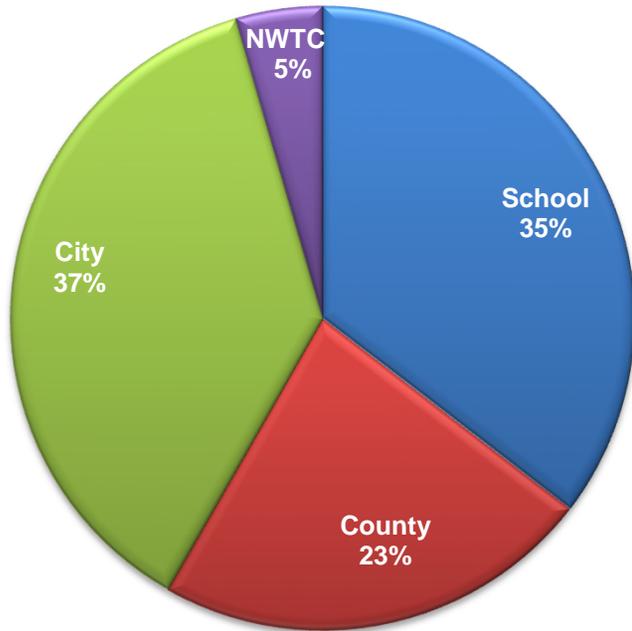
The 2022 Adopted Budget includes a 2.09% increase in the property tax levy and a 4.03% decrease in the property tax mill rate. This budget meets the existing municipal service level needs and expectations of our community. De Pere has a regional reputation as being one of the most desirable communities 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

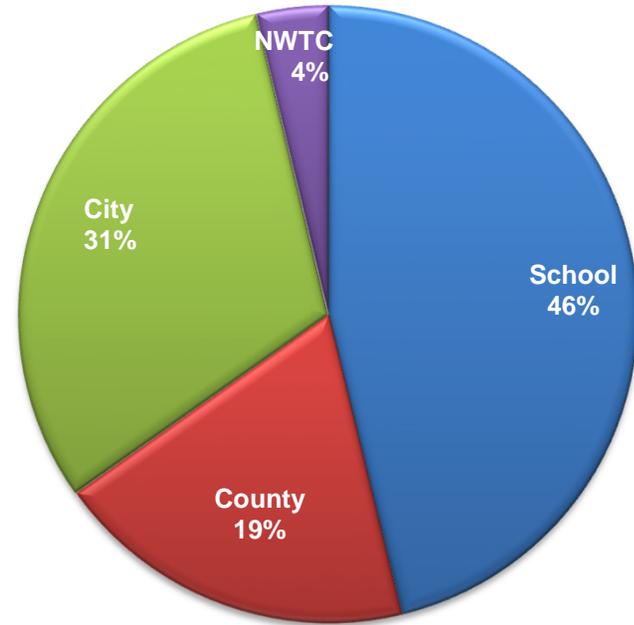
The following charts and tables identify trends in revenues, expenditures and other items that directly impact the budget and tax rates:

- ii **2021 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 37% 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 2012 through 2021 (2021 represents taxes paid for the 2022 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 2013 through 2022. 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 **2021 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 2010 through 2022. 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 2021 is \$1,823.15. 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 2022 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 2002 through 2021.

## 2021 Property Taxes Unified School District



## 2021 Property Taxes West School District



<b>2022 Adopted Budget</b>
<b>Unified School District</b>
<b>City of De Pere</b>

**TEN YEAR COMPARISON OF PROPERTY TAXES PAID**

<b>Taxing Jurisdiction</b>	<b>\$100,000 2012</b>	<b>\$100,000 2013</b>	<b>\$100,000 2014</b>	<b>\$100,000 2015</b>	<b>\$100,000 2016</b>	<b>\$100,000 2017</b>	<b>\$100,000 2018</b>	<b>\$100,000 2019</b>	<b>\$100,000 2020</b>	<b>\$100,000 2021</b>	<b>% Change 20 to 21</b>	<b>\$ Change 20 to 21</b>
<b>City of De Pere</b>	\$ 617.12	\$ 635.44	\$ 653.16	\$ 667.36	\$ 674.03	\$ 671.69	\$ 707.38	\$ 675.69	\$ 658.63	\$ 627.48	-4.73%	\$ (31.15)
<b>NWTC</b>	\$ 159.69	\$ 160.92	\$ 78.16	\$ 79.43	\$ 84.68	\$ 87.94	\$ 83.97	\$ 81.85	\$ 82.23	\$ 75.57	-8.10%	\$ (6.66)
<b>School</b>	\$ 1,059.26	\$ 1,060.38	\$ 1,058.33	\$ 1,104.78	\$ 1,060.78	\$ 1,034.00	\$ 972.04	\$ 838.25	\$ 674.17	\$ 596.35	-11.54%	\$ (77.82)
<b>County</b>	\$ 463.42	\$ 455.52	\$ 458.10	\$ 474.39	\$ 471.87	\$ 487.69	\$ 461.29	\$ 430.40	\$ 418.72	\$ 384.01	-8.29%	\$ (34.71)
<b>State</b>	\$ 16.36	\$ 16.45	\$ 16.89	\$ 17.33	\$ 17.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Sub-Total</b>	\$ 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	\$ 1,683.41	-8.20%	\$ (150.34)
<b>State School Credit</b>	\$ 173.09	\$ 171.95	\$ 167.83	\$ 187.19	\$ 180.75	\$ 196.66	\$ 180.77	\$ 169.23	\$ 157.20	\$ 139.17	-11.47%	\$ (18.03)
<b>Total Taxes</b>	\$ 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	\$ 1,544.24	-7.89%	\$ (132.31)

<b>Taxing Jurisdiction</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>City of De Pere</b>	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169	7.0738	6.7569	6.5863	6.2748
<b>NWTC</b>	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794	0.8397	0.8185	0.8223	0.7557
<b>School</b>	10.5926	10.6038	10.5833	11.0478	10.6078	10.3400	9.7204	8.3825	6.7417	5.9635
<b>County</b>	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769	4.6129	4.3040	4.1872	3.8401
<b>State</b>	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Sub-Total</b>	23.1585	23.2871	22.6464	23.4329	23.0846	22.8132	22.2468	20.2619	18.3375	16.8341
<b>State School Credit</b>	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666	1.8077	1.6923	1.5720	1.3917
<b>Total Taxes</b>	21.4276	21.5676	20.9681	21.5610	21.2771	20.8466	20.4391	18.5696	16.7655	15.4424

<b>2022 Adopted Budget</b>
<b>West School District</b>
<b>City of De Pere</b>

**TEN YEAR COMPARISON OF PROPERTY TAXES PAID**

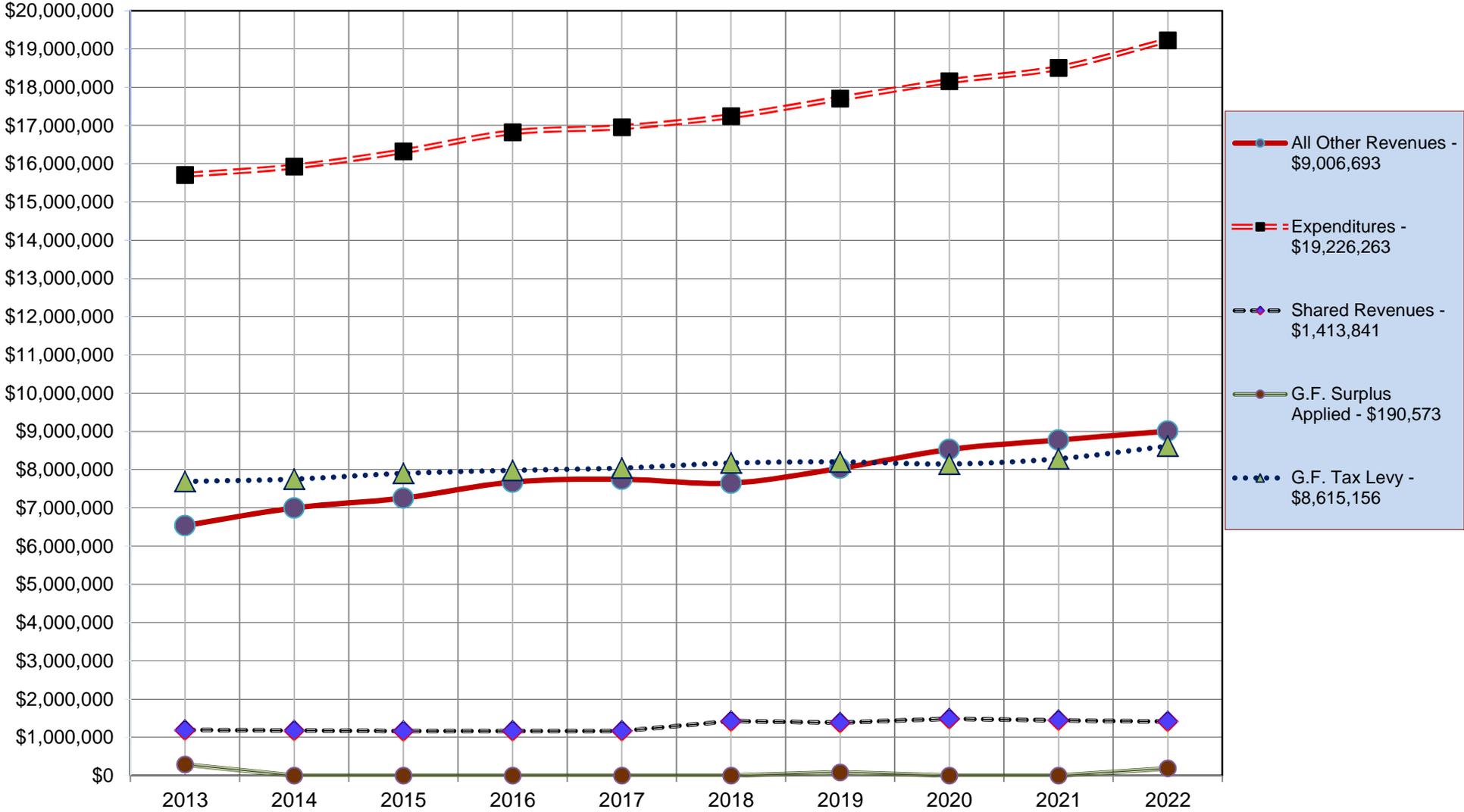
<b>Taxing Jurisdiction</b>	<b>\$100,000 2012</b>	<b>\$100,000 2013</b>	<b>\$100,000 2014</b>	<b>\$100,000 2015</b>	<b>\$100,000 2016</b>	<b>\$100,000 2017</b>	<b>\$100,000 2018</b>	<b>\$100,000 2019</b>	<b>\$100,000 2020</b>	<b>\$100,000 2021</b>	<b>% Change 20 to 21</b>	<b>\$ Change 20 to 21</b>
<b>City of De Pere</b>	\$ 617.12	\$ 635.44	\$ 653.16	\$ 667.36	\$ 674.03	\$ 671.69	\$ 707.38	\$ 675.69	\$ 658.63	\$ 627.48	-4.73%	\$ (31.15)
<b>NWTC</b>	\$ 159.69	\$ 160.92	\$ 78.16	\$ 79.43	\$ 84.68	\$ 87.94	\$ 83.97	\$ 81.85	\$ 82.23	\$ 75.57	-8.10%	\$ (6.66)
<b>School</b>	\$ 1,116.41	\$ 1,122.70	\$ 1,144.35	\$ 1,112.17	\$ 1,048.97	\$ 1,047.34	\$ 981.62	\$ 973.67	\$ 996.76	\$ 932.73	-6.42%	\$ (64.03)
<b>County</b>	\$ 463.42	\$ 455.52	\$ 458.10	\$ 474.39	\$ 471.87	\$ 487.69	\$ 461.29	\$ 430.40	\$ 418.72	\$ 384.01	-8.29%	\$ (34.71)
<b>State</b>	\$ 16.36	\$ 16.45	\$ 16.89	\$ 17.33	\$ 17.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Sub-Total</b>	\$ 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	\$ 2,019.79	-6.33%	\$ (136.55)
<b>State School Credit</b>	\$ 173.09	\$ 171.95	\$ 167.83	\$ 187.19	\$ 180.75	\$ 196.66	\$ 180.77	\$ 169.23	\$ 157.20	\$ 139.17	-11.47%	\$ (18.03)
<b>Total Taxes</b>	\$ 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	\$ 1,880.62	-5.93%	\$ (118.52)

<b>Taxing Jurisdiction</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>City of De Pere</b>	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169	7.0738	6.7569	6.5863	6.2748
<b>NWTC</b>	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794	0.8397	0.8185	0.8223	0.7557
<b>School</b>	11.1641	11.2270	11.4435	11.1217	10.4897	10.4734	9.8162	9.7367	9.9676	9.3273
<b>County</b>	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769	4.6129	4.3040	4.1872	3.8401
<b>State</b>	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Sub-Total</b>	23.7300	23.9103	23.5066	23.5068	22.9665	22.9466	22.3426	21.6161	21.5634	20.1979
<b>State School Credit</b>	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666	1.8077	1.6923	1.5720	1.3917
<b>Total Taxes</b>	21.9991	22.1908	21.8283	21.6349	21.1590	20.9800	20.5349	19.9238	19.9914	18.8062

**INCLUDING TID DISTRICTS**

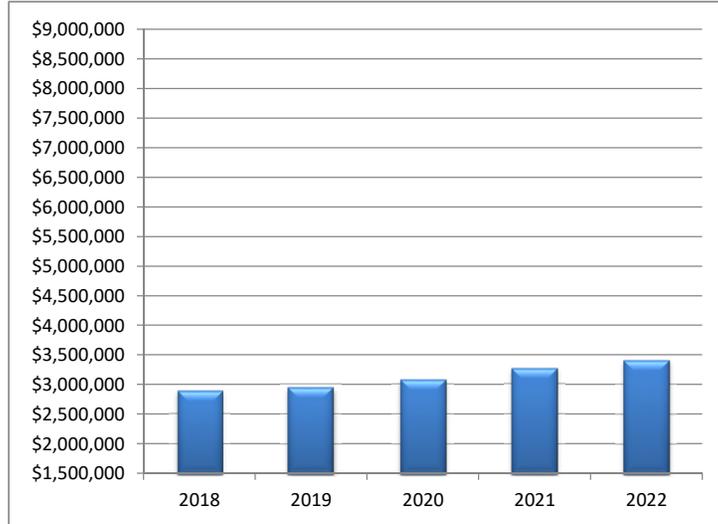
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
State Taxes	\$ 294,194	\$ 298,395	\$ 311,296	\$ 322,208	\$ 329,272	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
County Taxes	8,335,055	8,262,727	8,440,893	8,821,759	9,064,974	9,438,274	9,992,873	9,422,847	9,582,060	9,416,630
Local Property Taxes	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	15,386,809
NE Wisconsin Technical College	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	1,853,010
School District - 1414 (East)	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	7,086,342
School District - 6328 (West)	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	11,788,522
<b>Subtotal</b>	<b>\$ 42,200,449</b>	<b>\$ 42,841,331</b>	<b>\$ 42,575,970</b>	<b>\$ 43,649,127</b>	<b>\$ 44,226,944</b>	<b>\$ 44,288,323</b>	<b>\$ 47,139,574</b>	<b>\$ 45,901,088</b>	<b>\$ 45,790,420</b>	<b>\$ 45,531,313</b>
<b>Property Tax Credits</b>										
School District - 1414 (East)	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	1,854,299
School District - 6328 (West)	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	1,972,292
<b>Total</b>	<b>\$ 39,087,156</b>	<b>\$ 39,722,407</b>	<b>\$ 39,483,591</b>	<b>\$ 40,168,050</b>	<b>\$ 40,754,581</b>	<b>\$ 40,482,356</b>	<b>\$ 43,333,607</b>	<b>\$ 41,977,093</b>	<b>\$ 42,193,062</b>	<b>\$ 41,704,722</b>

# General Fund Revenue & Expenditure Trends

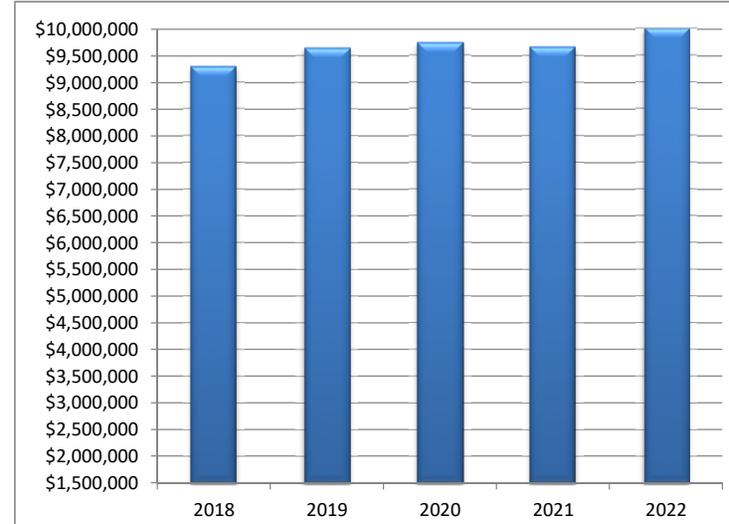


**CITY OF DE PERE  
GENERAL FUND EXPENDITURES  
FIVE-YEAR SUMMARY**

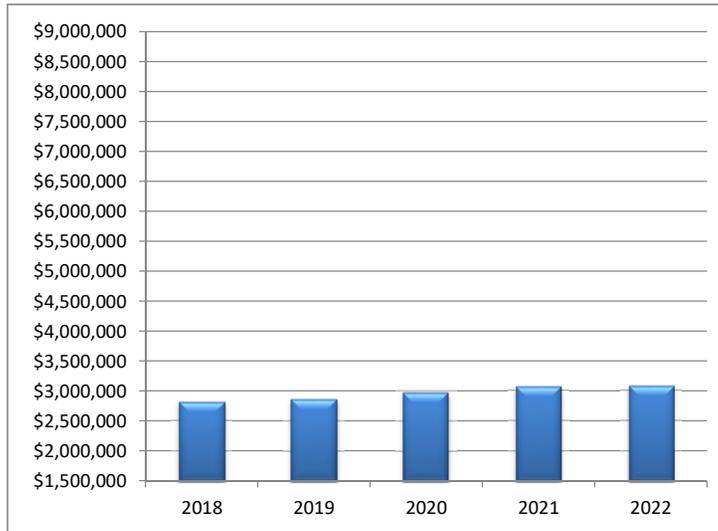
**GENERAL GOVERNMENT \$3,409,380 (2022)**  
*Increase of \$144,940 from 2021*



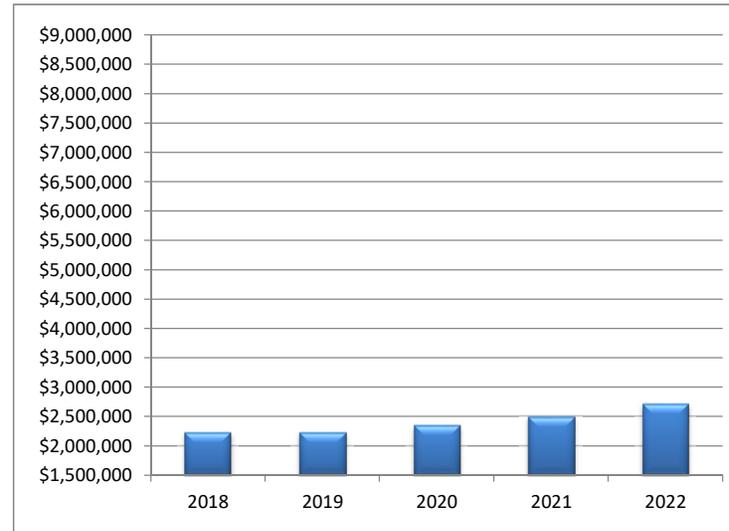
**PUBLIC SAFETY \$10,015,648 (2022)**  
*Increase of \$338,533 from 2021*



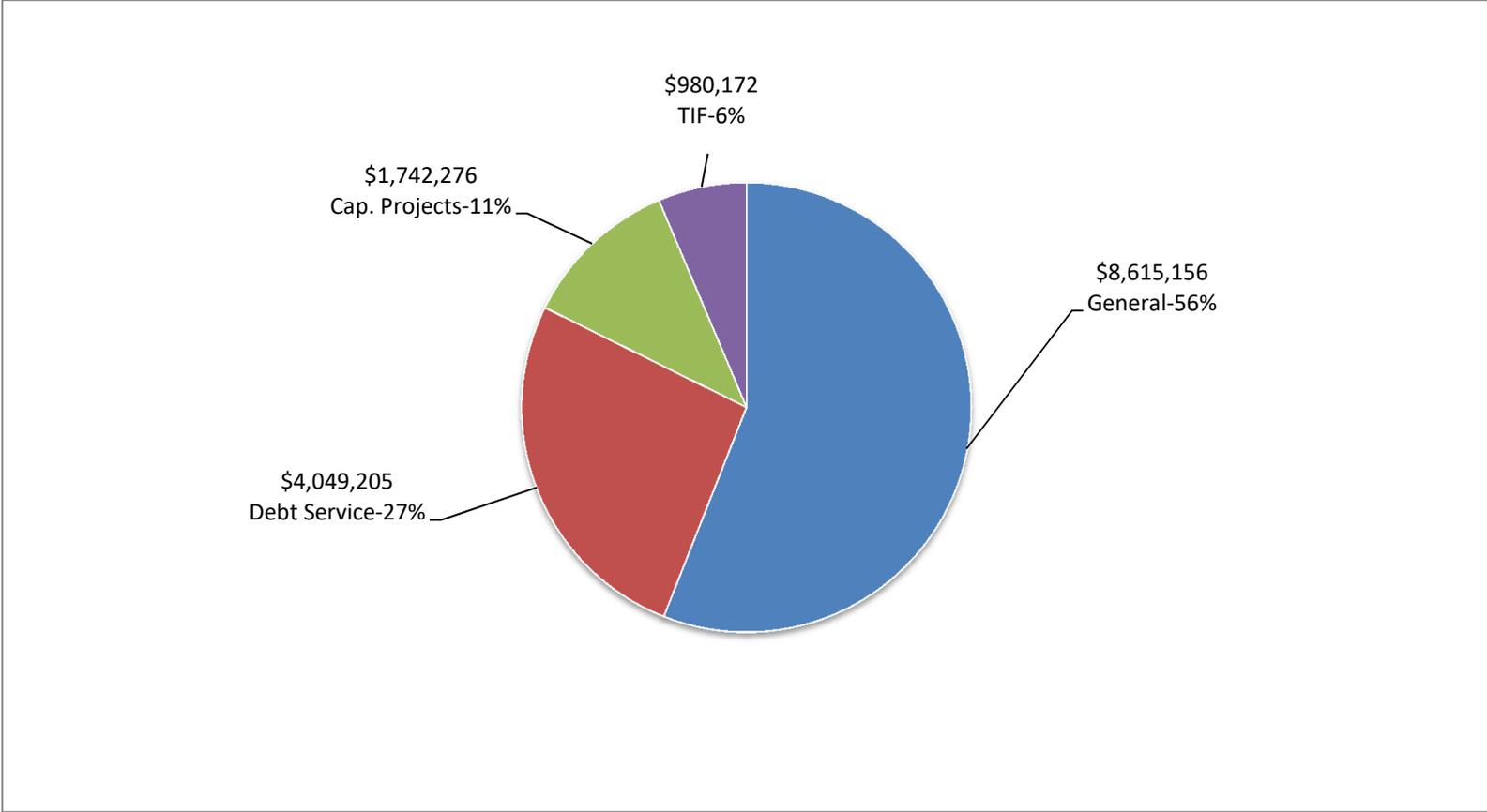
**PUBLIC WORKS \$3,080,860 (2022)**  
*Increase of \$12,289 from 2021*



**CULTURE & RECREATION \$2,720,374 (2022)**  
*Increase of \$225,907 from 2021*



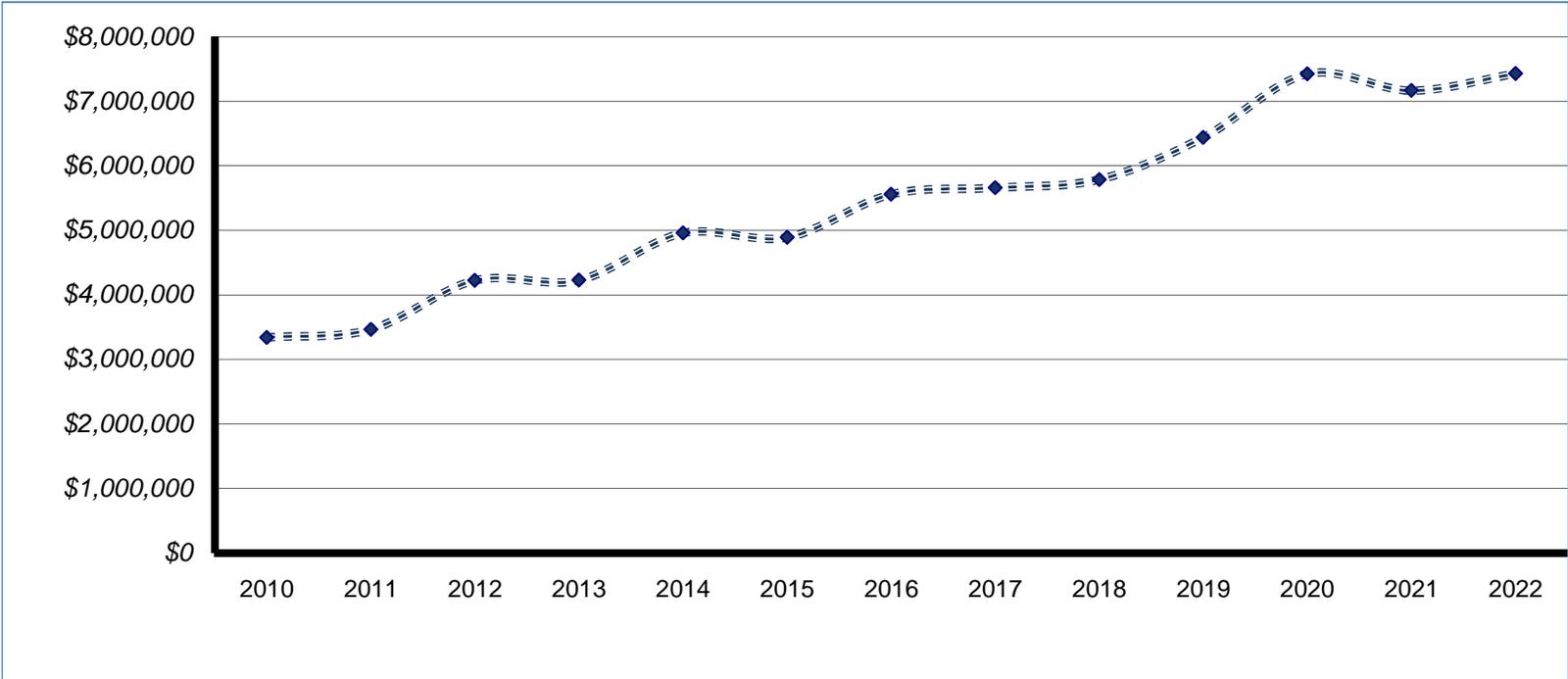
# CITY OF DE PERE 2021 PROPERTY TAX LEVY CHART



# Annual City of De Pere

## General Obligation Debt Service

2010-2022

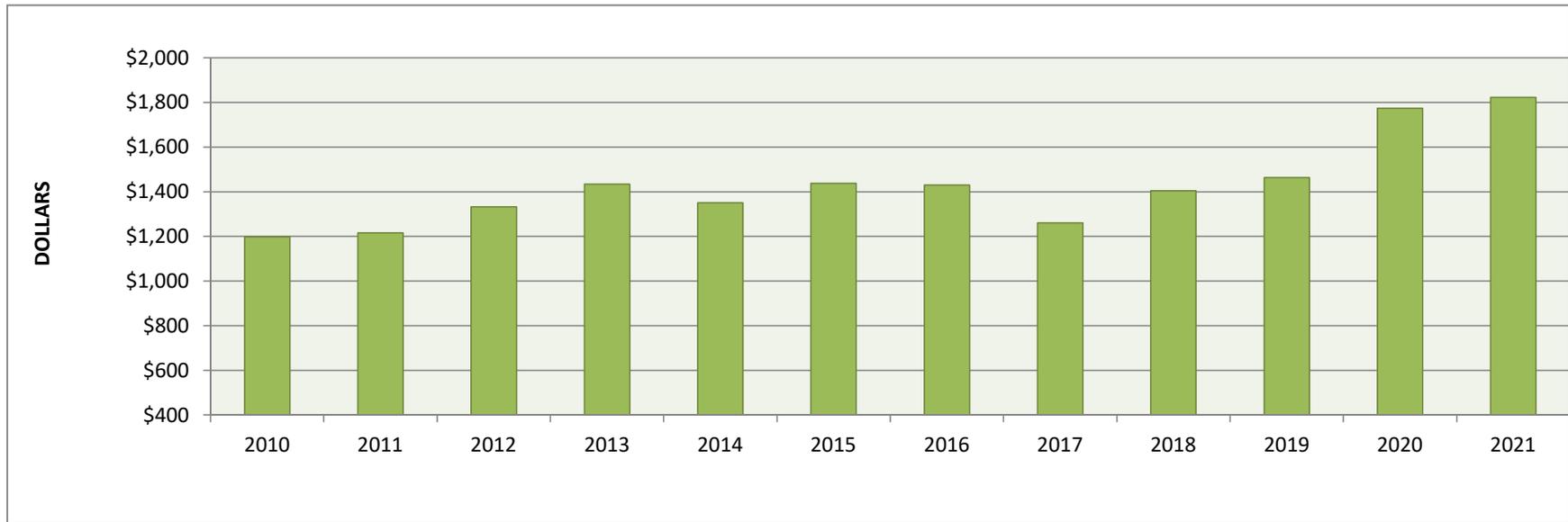


2010	\$3,339,286
2011	\$3,464,245
2012	\$4,224,144
2013	\$4,226,573
2014	\$4,957,385
2015	\$4,890,358

2016	\$5,557,866
2017	\$5,661,020
2018	\$5,788,351
2019	\$6,439,970
2020	\$7,424,988
2021	\$7,194,658
2022	\$7,429,766

# Debt Per Capita

2010 - 2021



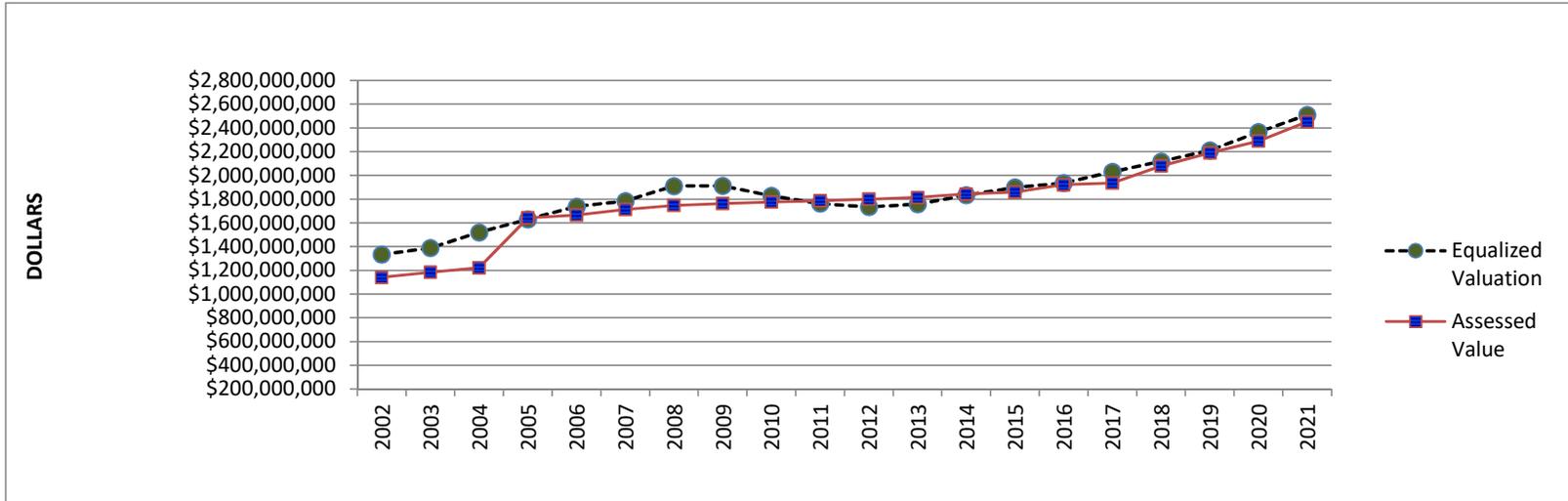
Year	Population	G. O. Debt Outstanding	Equalized Valuation	Debt as % of Equalized Value	Debt Per Capita
2010	23,020	\$27,469,407	\$1,827,411,900	1.51%	\$1,197.63
2011	23,925	\$29,110,521	\$1,763,330,300	1.65%	\$1,216.52
2012	23,925	\$31,900,474	\$1,733,547,000	1.84%	\$1,333.36
2013	24,047	\$34,480,000	\$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
2021	24,817	\$45,245,000	\$2,509,546,300	1.80%	\$1,823.15

**Long-Term Note and Bonded Indebtedness - December 31, 2021**  
**Governmental Funds**

	Year of Issue	Amount of Issue	Outstanding 12/31/2021	Principal Due - 2022
Community Development Bonds	2013	5,650,000	1,430,000	290,000
Community Development Bonds	2013	2,530,000	295,000	145,000
Promissory Note	2014	670,000	160,000	80,000
Community Development Bonds	2014	1,075,000	610,000	70,000
Promissory Note	2015	6,270,000	1,430,000	410,000
Promissory Note	2016	5,900,000	2,750,000	520,000
Promissory Note	2016	890,000	440,000	85,000
Community Development Bonds	2017	1,700,000	1,235,000	175,000
Promissory Note	2017	2,015,000	1,030,000	145,000
Community Development Bonds	2018	5,545,000	5,005,000	230,000
Promissory Note	2018	2,600,000	1,820,000	280,000
Promissory Note	2019	8,715,000	6,640,000	835,000
Promissory Note	2019	880,000	880,000	60,000
Promissory Note	2020	8,340,000	7,460,000	830,000
Promissory Note	2020	2,670,000	2,560,000	280,000
Promissory Note	2021	350,000	350,000	350,000
Promissory Note	2021	880,000	880,000	880,000
Promissory Note	2021	4,670,000	4,670,000	325,000
Promissory Note	2021	1,705,000	1,705,000	355,000
Promissory Note	2021	3,895,000	3,895,000	20,000
<b>Total General Obligation Bonds and Notes</b>		<b>\$66,950,000</b>	<b>\$45,245,000</b>	<b>\$6,365,000</b>

# Property Valuation

## 2002-2021



Year	Assessed Value	% Change	Equalized Valuation	% Change
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%
2021	\$2,452,153,379	7.15%	\$2,509,546,300	6.06%

# **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	2.85
Elections	0.00
Information Management	1.28
Finance	0.82
Assessor	0.10
City Hall	0.13
Other General Government	0.00
Health Department	5.00
Board of Health	0.00
Development Services	1.62
GIS	1.34
<hr/>	
<b>TOTAL</b>	<b>19.82</b>

## 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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 achieved. Population increased 3.3% from 24,595 to 25,410.
- 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 2021 mill rate decreased 2.52%.

***Significant Program Achievements:***

- 1) Adopted the 2021 Annual Budget.
- 2) Adopted 27 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 2022 City Council program cost is \$89,546. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Electronic Device Stipend increases \$750 to reflect election year for the Mayor's position.
- 2) Seminars and conferences include \$1,200 to accommodate miscellaneous training for alderpersons.
- 3) Public Notices decreases \$2,000 to reflect lower newspaper publication costs.
- 4) Memberships and Subscriptions include \$7,000 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance and \$500 for miscellaneous subscriptions.
- 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  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
CITY COUNCIL									
Account Number	PERSONAL SERVICES								
100	51100	122	Hourly Wages--Part Time	\$ 56,267	\$ 58,352	\$ 28,984	\$ 58,352	\$ 59,520	2.00%
100	51100	150	FICA	830	846	420	846	863	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	186	111	79	111	113	2.00%
			<b>Subtotal</b>	<b>57,283</b>	<b>59,309</b>	<b>29,483</b>	<b>59,309</b>	<b>60,496</b>	<b>2.00%</b>
			CONTRACTUAL SERVICES						
100	51100	210	Electronic Device Stipend	3,000	3,000	3000	3,000	3,750	25.00%
100	51100	211	Postage	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	750	1,200	70	1,200	1,200	0.00%
100	51100	215	Consulting	0	0	0	0	0	0.00%
100	51100	224	Public Notices	6,134	8,000	2,306	5,000	6,000	-25.00%
			<b>Subtotal</b>	<b>9,884</b>	<b>12,200</b>	<b>5,376</b>	<b>9,200</b>	<b>10,950</b>	<b>-10.25%</b>
			SUPPLIES AND EXPENSE						
100	51100	310	Office Supplies	1,949	1,500	108	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	6,730	7,200	6,767	7,200	7,500	4.17%
100	51100	330	Mileage Reimbursement	0	400	0	400	400	0.00%
			<b>Subtotal</b>	<b>8,679</b>	<b>9,100</b>	<b>6,875</b>	<b>9,100</b>	<b>9,400</b>	<b>3.30%</b>
			GRANTS, CONTRIBUTIONS, INDEM						
100	51100	720	Grants and Donations	7,500	8,700	2,800	8,700	8,700	0.00%
			<b>Subtotal</b>	<b>7,500</b>	<b>8,700</b>	<b>2,800</b>	<b>8,700</b>	<b>8,700</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51100	811	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 83,346</b>	<b>\$ 89,309</b>	<b>\$ 44,534</b>	<b>\$ 86,309</b>	<b>\$ 89,546</b>	<b>0.27%</b>

## **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 2<sup>nd</sup> & 4<sup>th</sup> 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.

***2022 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.

***2021 Performance Measurement Data (August 2020 – July 2021):***

- 1) From August, 2019 – July, 2020 intake of 2,870 citations with \$445,952.65 monies collected.  
Result: From August, 2020 – July, 2021 intake of 3,099 citations with \$510,799.75 monies collected.  
This represented increased collections by 14.5 % from the prior year.
- 2) Current with tax intercept, suspensions, and warrants. Collected \$7,794.51 in 2020 and \$8,058.18 in 2020 through tax intercept for the 2021 tax season.  
Result: This represents increased collections by 3.4 % 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 4,279 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2020-2021. (2019-2020 =3,705 proceedings). This is an increase of 15.5% more proceedings during 2020-2021.
- 3) Scheduling pretrial conferences with the Assistant City Attorney and holding them by phone or email has provided quicker resolution of cases to reduce the number of appearances for a defendant who pleads not guilty.
- 4) Plan to reopen in person court with COVID safety procedures on August 4, 2021 approved by the City of De Pere and by the Chief Judge for the 8<sup>th</sup> Judicial District of Wisconsin. Put on hold for 60 days due to increase in COVID infections; virtual court continues.

***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 2022 Municipal Court program cost is \$116,410. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly wages increase \$2,683 due to expected increases in 2021.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$2,028 due to a decrease in health insurance premium.
- 3) Telephone increased \$158 to reflect anticipated actual increased cost for fax line.
- 4) Seminars and Conferences include \$350 for Municipal Judge and \$300 for Court clerk to attend required continuing education classes.
- 5) Consulting includes \$4,773 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.
- 6) 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.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>MUNICIPAL COURT</b>									
Account Number      PERSONAL SERVICES									
100	51200	110	Salaries	\$ 22,423	\$ 22,689	\$ 10,123	\$ 22,689	\$ 23,370	3.00%
100	51200	120	Hourly Wages	56,108	47,091	20,990	47,091	49,774	5.70%
100	51200	125	Overtime Wages	150	1,200	0	0	1,200	0.00%
100	51200	150	FICA	5,876	5,430	2,387	5,338	5,687	4.74%
100	51200	151	Retirement	3,726	3,260	1,220	3,179	3,313	1.65%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	43,557	24,540	8,275	25,540	22,512	-8.26%
100	51200	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>131,840</b>	<b>104,210</b>	<b>42,995</b>	<b>103,837</b>	<b>105,857</b>	<b>1.58%</b>
CONTRACTUAL SERVICES									
100	51200	210	Telephone	71	72	115	230	230	219.44%
100	51200	211	Postage	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	0	650	0	650	650	0.00%
100	51200	215	Consulting	6,158	6,658	5,383	6,658	6,798	2.10%
			<b>Subtotal</b>	<b>6,229</b>	<b>7,380</b>	<b>5,498</b>	<b>7,538</b>	<b>7,678</b>	<b>4.04%</b>
SUPPLIES AND EXPENSE									
100	51200	310	Office Supplies	2,501	1,575	1,361	1,575	1,575	0.00%
100	51200	315	Publications	0	80	0	80	80	0.00%
100	51200	320	Memberships/Subscriptions	845	855	820	855	855	0.00%
100	51200	330	Mileage Reimbursement	59	365	0	365	365	0.00%
			<b>Subtotal</b>	<b>3,405</b>	<b>2,875</b>	<b>2,181</b>	<b>2,875</b>	<b>2,875</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	51200	810	Capital Equipment	0	0	0	0	0	0.00%
100	51200	811	Office Equipment	0	200	0	200	0	-100.00%
			<b>Subtotal</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 141,473</b>	<b>\$ 114,665</b>	<b>\$ 50,674</b>	<b>\$ 114,450</b>	<b>\$ 116,410</b>	<b>1.52%</b>

## 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 TID and 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.

***2022 Performance Measurements:***

**Measure #1: GENERAL LEGAL SERVICES**

Determine electronic signature standard for legal and sensitive documents to streamline legal document processing and filing to obtain 50% increased efficiency in document signing processes once signature platform is implemented.

***2021 Performance Measurements (Data 8/2020-8/2021):***

**Measure #1: GENERAL LEGAL SERVICES – Obtained – Council adopted ordinance on May 4, 2021**

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 2021 Program Achievements (8/2020 – 8/2021):***

- 1) Drafted and finalized 5 Land Sale and Development Agreements, including the De Pere Cultural Center, Green Bay Packaging Expansion, Office Harmony and Cobblestone Hotel projects providing for over \$150 million in investment in the city.
- 2) Provided wide-ranging legal response to COVID-19 Pandemic.
- 3) Negotiated 3 year labor contract with Police Union (2021, 2022, 2023) and 1 year contract extension with Fire Union.
- 4) Assistant City Attorney guided successful adoption of Park Eviction process and appeal thereof to the Board of Park Commissioners.
- 5) Paralegal developed process to and conducted virtual property sale closings.

***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. Community Importance.
    - i. Prevents conflicts of interest between city interests and private interests.
    - ii. 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. Community Importance.
    - i. Assures that decision maker on city commitments is the council.
    - ii. Provides opportunity for public input on the decision.
- 3) Encroachments on public property require a revocable occupancy permit under state law.
  - a. Community Importance.
    - i. Ensures public property remains available for public use when required.
    - ii. Requires the encroacher to be responsible for injuries/damages rather than the public.

***Costs and Benefits of Program and Services:***

The adopted 2022 City Attorney budget is \$293,061. 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.

***2022 Program Objectives:***

- 1) Select and implement electronic signature platform.
- 2) Draft innovative Developer’s Agreements for Redevelopment areas to attract Developers and protect City investment.
- 3) Complete a comprehensive update to Municipal Code (to be started in 4<sup>th</sup> quarter 2021).
- 4) Develop processes for an additional 10 department procedures to increase efficiency.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$7,866 due to projected step increases and performance awards.
- 2) Hourly wages increased \$2,286 due to projected step increases and performance awards.
- 3) FICA increased \$777 due to projected step increases and performance awards.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$3,439 due to decrease in health insurance premium.
- 5) Seminars and conferences include: Wisconsin Municipal Attorney’s Institute, various continuing legal education for city attorney, assistant city attorney and certified paralegal. One national conference included in 2022 budget.
- 6) 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). Decrease of \$26,000 due to municipal code update commencing in 2021.
- 7) Memberships/Subscriptions include: State Bar (\$1,100 – increase of 10% in 2021), Brown County Bar (\$100), International Municipal Lawyers Association (\$650) and Paralegal Certification (\$75).
- 8) Publications increased \$285 (8% due to increase in costs).
- 9) Capital Outlay Office Equipment includes \$1,000 for City Attorney Office conference table and chairs.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>CITY ATTORNEY</b>									
Account Number      PERSONAL SERVICES									
100	51300	110	Salaries	\$ 151,148	\$ 151,767	\$ 68,228	\$ 151,767	\$ 159,633	5.18%
100	51300	120	Hourly Wages	38,989	40,491	18,049	40,491	42,777	5.64%
100	51300	125	Overtime Wages	18	50	7	25	50	0.00%
100	51300	150	FICA	14,232	14,712	6,584	14,710	15,488	5.28%
100	51300	151	Retirement	13,225	12,981	5,025	12,498	13,160	1.38%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	42,429	42,657	14,380	32,000	39,218	-8.06%
100	51300	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>260,041</b>	<b>262,658</b>	<b>112,274</b>	<b>251,491</b>	<b>270,326</b>	<b>2.92%</b>
			CONTRACTUAL SERVICES						
100	51300	210	Telephone	450	450	120	450	450	0.00%
100	51300	211	Postage	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	893	3,500	709	3,500	3,500	0.00%
100	51300	215	Consulting	10,945	33,500	185	33,500	7,500	-77.61%
100	51300	218	Cell/Radio	832	960	448	960	960	0.00%
100	51300	219	Data	4,264	4,086	1,336	4,086	4,250	4.01%
			<b>Subtotal</b>	<b>17,384</b>	<b>42,496</b>	<b>2,798</b>	<b>42,496</b>	<b>16,660</b>	<b>-60.80%</b>
			SUPPLIES AND EXPENSE						
100	51300	310	Office Supplies	271	350	181	350	350	0.00%
100	51300	315	Publications	895	2,215	544	2,215	2,500	12.87%
100	51300	320	Memberships/Subscriptions	1,790	2,215	0	2,215	2,125	-4.06%
100	51300	330	Mileage Reimbursement	55	100	0	50	100	0.00%
			<b>Subtotal</b>	<b>3,012</b>	<b>4,880</b>	<b>725</b>	<b>4,830</b>	<b>5,075</b>	<b>4.00%</b>
			CAPITAL OUTLAY						
100	51300	810	Capital Equipment	0	500	0	0	1,000	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 280,437</b>	<b>\$ 310,534</b>	<b>\$ 115,797</b>	<b>\$ 298,817</b>	<b>\$ 293,061</b>	<b>-5.63%</b>

## 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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 10 new employees from July 1, 2020 through June 30, 2021. Four of the ten new employees matched the diversity definition identified in the performance measure. This is equivalent to increasing total staff diversity by 2.72%.

***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) Initiated a community based Diversity and Inclusiveness Team consisting of City, St. Norbert College, West De Pere School District and the De Pere Unified School District representatives.
- 7) Developed ongoing fiscal strategies for the City that enhances the overall quality of municipal services and quality of life in the community.
- 8) Managed, mentored and facilitated actions and steps necessary for the City to successfully maintain municipal services and operations throughout the ongoing COVID-19 pandemic.
- 9) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
- 10) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 11) Provided oversight management and promoted development throughout the community.

***Existing Program Standards Including Importance to Community:***

- 1) Maintain 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 check-in evaluations of department heads and Communications Specialist.
  - 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 2022 City Administrator program cost is \$162,513. 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. The program promotes diversity and inclusiveness within the City's workforce as well as throughout the community to enhance overall quality of life and economic vitality.

***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,454 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) Consulting includes \$14,000 for a Community Survey.
- 5) Memberships / Subscriptions includes \$1,300 ICMA; \$300 WCMA; \$1,000 for misc. memberships and publications for Communications Specialist and City Administrator.
- 6) Operating Supplies decreases \$10,000 and includes \$10,000 for Strategic Visioning & Branding Initiative supplies and \$6,000 for City sustainability initiatives.
- 7) Capital Outlay Office Equipment includes \$200 to purchase miscellaneous equipment for Communications Specialist and City Administrator.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>CITY ADMINISTRATOR</b>									
Account Number    PERSONAL SERVICES									
100	51410	110	Salaries	\$ 86,503	\$ 86,303	\$ 39,182	\$ 86,303	\$ 88,396	2.43%
100	51410	150	FICA	6,314	6,602	3,208	6,602	6,762	2.43%
100	51410	151	Retirement	6,180	5,825	2,351	5,825	5,746	-1.37%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,929	17,263	6,052	17,263	15,809	-8.42%
100	51410	190	Training	0	1,200	0	1,200	1,200	0.00%
			<b>Subtotal</b>	<b>116,925</b>	<b>117,193</b>	<b>50,793</b>	<b>117,194</b>	<b>117,913</b>	<b>0.61%</b>
			CONTRACTUAL SERVICES						
100	51410	210	Telephone	740	740	222	740	740	0.00%
100	51410	211	Postage	0	0	21	0	0	0.00%
100	51410	212	Seminars and Conferences	940	4,200	129	3,000	4,200	0.00%
100	51410	215	Consulting	0	0	0	0	14,000	100.00%
100	51410	218	Cell/Radio	912	960	448	960	960	0.00%
100	51410	219	Data	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>2,592</b>	<b>5,900</b>	<b>820</b>	<b>4,700</b>	<b>19,900</b>	<b>237.29%</b>
			SUPPLIES AND EXPENSE						
100	51410	310	Office Supplies	172	800	0	300	800	0.00%
100	51410	320	Memberships/Subscriptions	218	2,500	1,444	2,500	2,600	4.00%
100	51410	331	Mileage Reimbursement	3,990	5,100	1,960	4,500	5,100	0.00%
100	51410	340	Operating Supplies	24,392	26,000	11,831	26,000	16,000	-38.46%
			<b>Subtotal</b>	<b>28,771</b>	<b>34,400</b>	<b>15,235</b>	<b>33,300</b>	<b>24,500</b>	<b>-28.78%</b>
			CAPITAL OUTLAY						
100	51410	811	Office Equipment	0	200	0	200	200	0.00%
100	51410	830	Furniture	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 148,288</b>	<b>\$ 157,693</b>	<b>\$ 66,848</b>	<b>\$ 155,394</b>	<b>\$ 162,513</b>	<b>3.06%</b>

## 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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
  - a. Result: Performance measure was met. Completed 12 legislative contacts during this period.
- 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: Performance measure was met. 94% 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: Performance measure was met. Participated in 12 public appearances during this period.

***Significant Program Achievements:***

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2020 / 2021 and proposed the 2021 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 2022 Mayor program cost is \$47,575. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increase \$10,694 to reflect reapportioning salaries from Hourly Wages Part Time for Communications Specialist.
- 2) Hourly Wages Part Time decrease \$9,615 to reflect reapportioning to salaries from Hourly Wages Part Time for Communications Specialist.
- 3) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$382 due to decrease in health insurance premium.
- 4) Seminars and Conferences include \$1,500 to attend League of Municipalities and other misc. training sessions.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>MAYOR</b>									
Account Number	PERSONAL SERVICES								
100	51415	110	Salaries	\$ 0	\$ 0	\$ 4,665	\$ 10,122	\$ 10,694	100.00%
100	51415	122	Hourly Wages Part Time	34,285	35,570	12,487	25,448	25,955	-27.03%
100	51415	150	FICA	2,032	2,721	1,307	2,721	2,804	3.04%
100	51415	151	Retirement	671	683	260	683	695	1.73%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,045	4,399	1,284	4,399	4,017	-8.68%
			<b>Subtotal</b>	<b>41,033</b>	<b>43,373</b>	<b>20,003</b>	<b>43,373</b>	<b>44,165</b>	<b>1.83%</b>
			CONTRACTUAL SERVICES						
100	51415	210	Telephone	930	930	246	930	930	0.00%
100	51415	212	Seminars and Conferences	0	1,500	0	1,500	1,500	0.00%
100	51415	213	Inclusiveness Initiatives	0	20,000	0	20,000	0	-100.00%
100	51415	218	Cell/Radio	480	480	240	480	480	0.00%
			<b>Subtotal</b>	<b>1,410</b>	<b>22,910</b>	<b>486</b>	<b>22,910</b>	<b>2,910</b>	<b>-87.30%</b>
			SUPPLIES AND EXPENSE						
100	51415	310	Office Supplies	0	200	0	0	200	0.00%
100	51415	330	Mileage Reimbursement	0	300	0	300	300	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>300</b>	<b>500</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51415	830	Office Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 42,444</b>	<b>\$ 66,783</b>	<b>\$ 20,489</b>	<b>\$ 66,583</b>	<b>\$ 47,575</b>	<b>-28.76%</b>

## 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.

***2022 Performance Measures:***

- 1) Assist in the selection and implementation of an online records management system. Target to initiate implementation by the end of the first quarter 2022; and 20% implementation completed by June 30, 2022.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Measure: 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.
  - a. Result: Still in progress – 50% completed. Project hampered by the pandemic and the resulting strain on staff with 2020 elections.

***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.
- 4) Implemented SeamlessDocs (online forms submission and payment software).

***Existing Program Standards Including Importance to Community:***

- 1) Prepare timely minutes of Council and Committee proceedings available for public inspection.
  - a. Community Importance.
    - i. Allows public opportunity to review Council agenda and actions to provide them time to make contact regarding any concerns they may have.
    - ii. 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 2022 Clerk's Office program cost is \$242,893. 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.

***2022 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) Expand the City's offerings of online form submission and payment.

***2022 Budget Significant Expenditure Changes:***

- 1) A new line item for Seasonal Labor was added at a cost of \$1,200 to provide for 72 hours of part-time help during January tax collections.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,495 due to decrease in health insurance premium.
- 3) Seminars and Conferences decreased to \$400, due to the Deputy Clerk-Treasurer's graduation from the UWGB Clerk's Institute. 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.
- 4) Consulting increased \$5,000 with the new expense of an annual tax collection software licensing fee. Consulting also includes \$8,000 for Municipal Code update services and \$500 for paid county specials.
- 5) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - \$130; WMTA - \$55.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
CLERK									
Account Number	PERSONAL SERVICES								
100	51420	110	Salaries	\$ 54,728	\$ 56,962	\$ 25,389	\$ 56,962	\$ 60,256	5.78%
100	51420	120	Hourly Wages	102,967	103,116	45,996	103,116	106,213	3.00%
100	51420	122	Hourly Wages Part Time	7,851	6,474	2,834	6,474	6,555	1.25%
100	51420	125	Overtime Wages	4,246	0	395	0	0	0.00%
100	51420	126	Seasonal Labor	0	0	0	0	1,200	100.00%
100	51420	150	FICA	12,434	12,340	5,585	12,340	12,847	4.11%
100	51420	151	Retirement	11,236	10,805	4,178	10,805	10,820	0.14%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,478	24,688	8,135	24,688	23,193	-6.06%
100	51420	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>216,939</b>	<b>214,386</b>	<b>92,513</b>	<b>214,386</b>	<b>221,085</b>	<b>3.12%</b>
			CONTRACTUAL SERVICES						
100	51420	210	Telephone	2,538	2,538	732	2,538	2,538	0.00%
100	51420	211	Postage	3,421	3,800	3,720	3,720	3,800	0.00%
100	51420	212	Seminars and Conferences	0	900	489	750	400	-55.56%
100	51420	215	Consulting	7,199	8,500	4,314	8,000	13,500	58.82%
			<b>Subtotal</b>	<b>13,159</b>	<b>15,738</b>	<b>9,255</b>	<b>15,008</b>	<b>20,238</b>	<b>28.59%</b>
			SUPPLIES AND EXPENSE						
100	51420	310	Office Supplies	301	1,000	276	1,000	1,000	0.00%
100	51420	315	Publications	135	135	0	135	135	0.00%
100	51420	320	Memberships/Subscriptions	285	185	130	185	185	0.00%
100	51420	330	Mileage Reimbursement	0	250	0	140	250	0.00%
			<b>Subtotal</b>	<b>721</b>	<b>1,570</b>	<b>406</b>	<b>1,460</b>	<b>1,570</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51420	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 230,818</b>	<b>\$ 231,694</b>	<b>\$ 102,173</b>	<b>\$ 230,854</b>	<b>\$ 242,893</b>	<b>4.83%</b>

## Human Resources

***Program Full Time Equivalent: 2.85***

***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) *Risk Management Services*—Administration of City worker's compensation. Manage employee light duty/return to work program. Lead of City safety team efforts and administration. 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) *Risk Management Services*—Work with safety team to manage employee safety to ensure 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.

***2022 Performance Measures:***

- 1) 5% increase in distinct patients meeting with onsite health nurse by continued education and outreach (comparing 1<sup>st</sup> half of 2021 with first half of 2022)
- 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) 40 medical plan participants registered online with Teladoc by education and outreach

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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).
  - a. Result: 20% fewer distinct patients comparing 1st half of 2020 (24 district patients) with first half of 2021 (19 distinct patients)-Employees working remote in 2021 affected this and decreased nursing time.
- 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
  - a. Result: 89% of employee and spouse medical plan participants completed a health assessment and 82% completed all age appropriate screenings
- 3) 30 medical plan participants registered online with Teladoc by education and outreach
  - a. Result: 36 medical plan participants registered with Teladoc

***Significant Program Achievements (July 2020 to June 2021):***

- 1) Led the workforce through COVID-19; polices, incentive program, employee issues, etc.
- 2) Filled a significant amount of positions in an expedited timeframe
- 3) Managed a number of different employee issues effectively
- 4) Created a remote workforce policy and alternative work arrangement policy
- 5) Through various efforts, created \$2.3 million dollar surplus in health plan; implemented 8% decrease to 2021 rates, instituted 3 month premium holiday for City and employees
- 6) Negotiated 3 year police contract with bargaining team and 1 yr. contract extension with Fire union

- 7) Due to changes in return to work initiatives and other worker's compensation case management brought down MOD from 1.3 highest in 2010 to .77 in 2021 (lowest rate compared to any school or public sector entity) saving approximately \$300,000 per year.

***Existing Program Standards Including Importance to Community:***

- 1) Conduct all internal/external recruitments
  - a. Community Importance.
    - i. 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. Accurate information given to employees upon request.
  - a. Community Importance.
    - i. 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.
    - i. 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.
    - i. Safeguards the community from unnecessary liability and cost for non-compliance.

***Costs and Benefits of Program and Services:***

The adopted 2022 Personnel/Human Resources program cost is \$401,670. 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.

***2022 Program Objectives:***

- 1) Compensation Study for all benefit eligible position
- 2) Implement onboarding software and other recruitment enhancements
- 3) Establish a strategic plan to continue efforts to diversify workforce
- 4) Continue working to fill open positions in an expedited manner forecasting a large number retirements
- 5) Implement Direct Primary Care, Real Appeal, new pharmacy carrier, and other benefit plan design changes
- 6) Negotiate successor fire labor agreements

***2022 Significant Budget Expenditure Changes:***

- 1) Salaries increase a net \$20,160 due to reallocating part-time hourly wage position to salaries for HR Recruiter position. This total also includes a reduction for allocating 20% to the health fund for HR Director and HR Generalist.
- 2) Hourly decrease a net \$3,987 due to 15% allocation of the HR Assistant to the health fund.
- 3) Hourly wages part-time decrease a net \$19,500 due to allocating under salaries.
- 4) FICA increase a net \$955 due to yearly wage increases.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increase a net \$4,854 due to addition of HR Recruiter position.
- 6) Tuition Assistance increase a net \$825 due to more requests for tuition assistance.
- 7) Organizational Training includes various all employee training (harassment/workplace behavior training, diversity, etc.)
- 8) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, one out of state conference, and other employment seminars
- 9) Consulting increase a net \$33,100 (\$25,000) for a compensation study (less previously budgeted \$2,500 for compensation consultant) and (\$10,000) for onboarding software, and slight increase to other consulting programs; other consulting includes Employee Assistance Program Services (\$11,000), online recruitment system (\$5,500) online performance management system (\$6,100)
- 10) 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
- 11) Office equipment increase \$500 for new office chair.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>HUMAN RESOURCES</b>									
Account Number      PERSONAL SERVICES									
100	51430	110	Salaries	\$ 158,215	\$ 161,684	\$ 72,094	\$ 161,684	\$ 181,844	12.47%
100	51430	120	Hourly Wages	37,428	37,941	16,957	37,941	33,954	-10.51%
100	51430	122	Hourly Wages Part Time	11,725	19,500	8,443	8,443	0	-100.00%
100	51430	125	Overtime Wages	0	0	0	0	0	0.00%
100	51430	150	FICA	14,688	15,554	6,917	15,394	16,509	6.14%
100	51430	151	Retirement	13,573	13,475	5,182	13,475	14,027	4.10%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	50,169	50,304	16,803	50,304	55,158	9.65%
100	51430	192	Tuition Assistance	6,074	4,175	3,736	5,050	5,000	19.76%
100	51430	193	Organizational Training	300	2,700	0	0	2,700	0.00%
			<b>Subtotal</b>	<b>292,172</b>	<b>305,332</b>	<b>130,133</b>	<b>292,290</b>	<b>309,191</b>	<b>1.26%</b>
CONTRACTUAL SERVICES									
100	51430	210	Telephone	1,054	1,054	371	1,054	1,054	0.00%
100	51430	211	Postage	16	100	0	100	100	0.00%
100	51430	212	Seminars and Conferences	639	4,800	260	4,800	5,000	4.17%
100	51430	215	Consulting	10,716	26,400	14,507	26,400	59,500	125.38%
			<b>Subtotal</b>	<b>12,425</b>	<b>32,354</b>	<b>15,138</b>	<b>32,354</b>	<b>65,654</b>	<b>102.92%</b>
SUPPLIES AND EXPENSE									
100	51430	310	Office Supplies	715	930	138	900	950	2.15%
100	51430	315	Publications	140	200	0	200	200	0.00%
100	51430	320	Memberships/Subscriptions	804	1,030	770	1,030	1,075	4.37%
100	51430	330	Mileage Reimbursement	102	575	0	575	600	4.35%
100	51430	340	Recruiting	10,186	22,500	10,660	22,500	23,500	4.44%
			<b>Subtotal</b>	<b>11,947</b>	<b>25,235</b>	<b>11,568</b>	<b>25,205</b>	<b>26,325</b>	<b>4.32%</b>
CAPITAL OUTLAY									
100	51430	811	Office Equipment	0	0	0	0	500	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 316,544</b>	<b>\$ 362,922</b>	<b>\$ 156,839</b>	<b>\$ 349,849</b>	<b>\$ 401,670</b>	<b>10.68%</b>

## **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, April, August, and November 2022.
- 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 2020 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) *Four Certified and Canvassed Elections*–Activity funded by property tax. Four Elections conducted for local, county, state and federal offices to provide citizens an opportunity to elect candidates to represent their interests in governmental matters.
- 2) *Federal & State Compliance for 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 spring and fall elections by 2% compared with Elections in 2018.
- 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.

***2022 Performance Measures:***

- 1) Provide training on new equipment (Badger Book electronic poll books). Target to have 50% of election workers trained before the April 2022 election, and 100% trained before the November 2022 election.
- 2) Create two online training videos specific to electronic poll books – one for voter registration, and one for poll book management. Target completion by September 1, 2022.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Measure: Provide training prior to each election on new equipment (Badger Book electronic poll books).
  - a. Result: Unable to complete this measure because the Wisconsin Elections Commission halted Badger Book rollout due to the pandemic.
- 2) Measure: Create online training videos for poll workers.
  - a. Result: Created training videos on five different election topics that poll workers could access and view remotely.

***Significant Program Achievements:***

- 1) Completed all elections in compliance with federal and state regulations.
- 2) Complied 100% with new Photo ID laws.
- 3) Accurately processed a record number of absentee ballots in the November 2020 election.

***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 2022 Elections program cost is \$57,850. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Poll worker hourly wages increased \$22,500 due to handling four scheduled elections in 2022 versus two in 2021. The hourly rate of pay for poll workers and chief inspectors was also raised last fall.
- 2) Postage increased \$4,000 due to a planned mailing to all City households with decennial redistricting/polling place information.

- 3) Seminars and Conferences remained at \$300. Includes miscellaneous continuing education classes on election administration.
- 4) Consulting increased \$4,000 due to an increase in the number of scheduled elections. Includes voting machine software/hardware maintenance; Brown County support, supplies, and programming; and polling place rentals. Also includes printing costs for redistricting mailers.
- 5) Office Supplies increased \$2,000 due to an increase in the number of elections.
- 6) Capital Equipment includes \$2,500 to provide for the purchase of an electronic poll book (“Badger Book”) device for Central Count.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>ELECTIONS</b>									
Account Number PERSONAL SERVICES									
100	51440	120	Hourly Wages	\$ 280	\$ 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	32,797	14,500	10,912	10,912	37,000	155.17%
100	51440	150	FICA	37	0	5	0	0	0.00%
100	51440	151	Retirement	19	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	30	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>33,163</b>	<b>14,500</b>	<b>10,918</b>	<b>10,912</b>	<b>37,000</b>	<b>155.17%</b>
CONTRACTUAL SERVICES									
100	51440	210	Telephone	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	0	4,000	100.00%
100	51440	212	Seminars and Conferences	499	300	0	0	300	0.00%
100	51440	215	Consulting	11,674	6,000	5,256	5,500	10,000	66.67%
			<b>Subtotal</b>	<b>12,173</b>	<b>6,300</b>	<b>5,256</b>	<b>5,500</b>	<b>14,300</b>	<b>126.98%</b>
SUPPLIES AND EXPENSE									
100	51440	310	Office Supplies	15,680	2,000	2,957	2,957	4,000	100.00%
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	45	50	0	0	50	0.00%
			<b>Subtotal</b>	<b>15,725</b>	<b>2,050</b>	<b>2,957</b>	<b>2,957</b>	<b>4,050</b>	<b>97.56%</b>
CAPITAL OUTLAY									
100	51440	810	Capital Equipment	7,755	0	0	0	2,500	100.00%
100	51440	811	Office Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,755</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 68,816</b>	<b>\$ 22,850</b>	<b>\$ 19,131</b>	<b>\$ 19,369</b>	<b>\$ 57,850</b>	<b>153.17%</b>

## Information Management

***Program Full Time Equivalent: 1.28***

***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 IT resources from City owned facilities.
- 4) Secure access to IT resources from remote work locations.
- 5) Error free desktop equipment operation.
- 6) Employee effective use of technology.

***2022 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.

***2021 Performance Measurement Data (July 2020–June 2021):***

- 1) Limit system downtime to non-business hours, less than 1 hour per month average.
  - a. Result: 1 network outage during the implementation of new data center equipment due to a vendor misconfiguration. Outage was fully recovered in 45 minutes.
- 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: 1 network outage during the implementation of new data center equipment due to a vendor misconfiguration. Outage was fully recovered in 45 minutes.

***Significant Program Achievements:***

- 1) Replaced end of life backup, server and storage infrastructure. Monthly IT maintenance window reduced from 2 hours to 1 hour and overall system performance increased across the board.
- 2) Replaced end of life Wi-Fi infrastructure.
- 3) Replaced end of life core network switch.

- 4) Replaced 22 end of life end user computing devices.
- 5) Deployed 4 laptops for PD training.
- 6) In response to COVID-19 deployed 20 laptops for remote work initiative.
- 7) In response to COVID-19 maintained remote work initiative for 80+ users.
- 8) Implemented security cameras at the Art Alley and City Hall Complex.
- 9) Switched landline phone service provider resulting in lower monthly cost, improved quality of service and much better support options.
- 10) Switched cellular service provider resulting in better cell coverage throughout the City for all departments that rely on cellular data for day to day operations. Replacement of most mobile devices occurred when we switched service providers.
- 11) Assisted with implementation of cloud based online forms platform.
- 12) Implemented CJIS compliant cloud based remote support platform for PD.
- 13) Transitioned Video Production/IT Support Specialist position to fulltime IT Support Specialist position to provide better IT support to all City departments.
- 14) Hired fulltime Video Production Specialist.

***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 mobile devices.

***Costs and Benefits of Program and Services:***

The adopted 2022 Information Management program cost is \$215,841. 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.

***2022 Program Objectives:***

- 1) Create remote access to digital systems via cloud services.
- 2) Complete implementation of IT Helpdesk solution to better serve internal customers.
- 3) Implement document management system.
- 4) Migration of on-premise email system to cloud based email system.
- 5) Migration of remaining physical servers to highly available virtual server infrastructure.
- 6) Migration of remaining legacy clients/servers to current technology.
- 7) Refine cyber security posture to ensure a safe IT environment.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$3,634 due to projected 2022 salary increase.
- 2) Hourly wages increased \$35,889 due to addition of fulltime IT Support Specialist position.
- 3) FICA increased \$3,024 due to addition of fulltime IT Support Specialist position.
- 4) Retirement increased \$2,438 due to addition of fulltime IT Support Specialist position.
- 5) Health, Dental, DIB, Life & Wks Comp Ins increased \$8,489 due to addition of fulltime IT Support Specialist position.
- 6) Training includes \$3,500 to attend IT Operations/Cyber Security training.
- 7) Seminars & Conferences includes \$2,500 to attend Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences, Black Hills Information Security WWHF and the Wisconsin Governor's Cybersecurity Summit.
- 8) Other Contractual Services increased \$2,762. General Fund share is 28%. Increase is due to support costs associated with the addition of 30 remote work devices in response to COVID-19.
- 9) Office Supplies increased \$100 due to addition of fulltime IT Support Specialist position.
- 10) Membership/Subscriptions increased \$50 (100%) due to addition of fulltime IT Support Specialist position. 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).
- 11) Mileage Reimbursement increased \$55 due to addition of fulltime IT Support Specialist position.
- 12) Operating Supplies increased \$6,464. General Fund share is 28%. Increase is due to support costs associated with the addition of 30 remote work devices in response to COVID-19 and the need to implement a zero trust security platform.
- 13) Capital Outlay includes \$10,000 for storage network expansion.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>INFORMATION MANAGEMENT</b>									
Account Number	PERSONAL SERVICES								
100	51450	110	Salaries	\$ 62,131	\$ 64,523	\$ 28,761	\$ 64,523	\$ 68,157	5.63%
100	51450	120	Hourly Wages	0	0	2,614	22,000	35,889	100.00%
100	51450	125	Overtime Wages	0	0	0	0	0	0.00%
100	51450	150	FICA	4,377	4,936	2,326	6,619	7,960	61.25%
100	51450	151	Retirement	4,324	4,355	1,677	5,840	6,763	55.28%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	15,935	15,940	5,307	15,940	24,429	53.26%
100	51450	190	Training	987	3,500	2,434	3,000	3,500	0.00%
			<b>Subtotal</b>	<b>87,754</b>	<b>93,254</b>	<b>43,119</b>	<b>117,922</b>	<b>146,698</b>	<b>57.31%</b>
			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	561	2,500	0	2,000	2,500	0.00%
100	51450	215	Consulting	0	0	0	0	0	0.00%
100	51450	218	Cell/Radio	1,236	648	260	648	648	0.00%
100	51450	219	Data	1,342	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	0	1,251	0	0	0	0.00%
100	51450	290	Other Contractual Services	5,667	28,420	3,741	28,240	31,182	9.72%
			<b>Subtotal</b>	<b>8,806</b>	<b>32,819</b>	<b>4,001</b>	<b>30,888</b>	<b>34,330</b>	<b>4.60%</b>
			SUPPLIES AND EXPENSE						
100	51450	310	Office Supplies	77	300	212	300	400	33.33%
100	51450	320	Memberships/Subscriptions	50	50	50	50	100	100.00%
100	51450	330	Mileage Reimbursement	15	165	0	165	220	33.33%
100	51450	340	Operating Supplies	12,976	17,629	6,539	17,629	24,093	36.67%
			<b>Subtotal</b>	<b>13,118</b>	<b>18,144</b>	<b>6,801</b>	<b>18,144</b>	<b>24,813</b>	<b>36.76%</b>
			CAPITAL OUTLAY						
100	51450	810	Capital Equipment	21,041	0	0	0	10,000	100.00%
			<b>Subtotal</b>	<b>21,041</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 130,720</b>	<b>\$ 144,217</b>	<b>\$ 53,921</b>	<b>\$ 166,954</b>	<b>\$ 215,841</b>	<b>49.66%</b>

## 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.

***2022 Performance Measures:***

- 1) Implement first half property tax collection by the second full week of December 2021 which was transferred to the City from the Brown County Treasurer's Office for the 2021/2022 tax collection year.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 20<sup>th</sup> day of the month.
- 3) Measure: complete annual financial report by May 15<sup>th</sup> for the preceding fiscal year.
  - a. Result: completed the annual financial report by May 15<sup>th</sup>, 2021.

***Significant Program Achievements:***

- 1) Completed the 2021 Annual Budget Reports according to budget calendar.
- 2) Prepared Monthly Financial Reports by 20<sup>th</sup> day of succeeding month.
- 3) Completed annual financial reports by appropriate deadlines.
- 4) Completed 2021 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 2022 Finance Department program cost is \$143,381. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increases \$2,808 due to projected wage increase.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins decreases \$666 due to decrease in health insurance premium.
- 3) Seminars includes three GFOA finance seminars for \$700, including hotels, meals and travel.
- 4) Consulting includes INCODE software maintenance and credit card transaction fees and also \$14,245 for the annual maintenance on Seamless Docs forms and online payment software.
- 5) Memberships and Subscriptions includes WICPA \$325; AICPA \$325; Value Purchasing Group \$25; and GFOA \$50.
- 6) Capital Office Equipment includes \$500 for new office chair for Payroll Specialist.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>FINANCE</b>									
Account Number      PERSONAL SERVICES									
100	51500	110	Salaries	\$ 54,902	\$ 55,590	\$ 24,796	\$ 55,590	\$ 58,398	5.05%
100	51500	120	Hourly Wages	18,390	19,060	8,509	19,060	19,825	4.02%
100	51500	125	Overtime Wages	0	0	0	0	0	0.00%
100	51500	150	FICA	5,575	5,711	2,575	5,711	5,984	4.79%
100	51500	151	Retirement	5,093	5,039	1,937	5,039	5,084	0.91%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,270	12,960	4,221	12,960	12,294	-5.14%
100	51500	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>96,231</b>	<b>98,359</b>	<b>42,038</b>	<b>98,359</b>	<b>101,586</b>	<b>3.28%</b>
CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	2,400	720	2,400	2,400	0.00%
100	51500	211	Postage	0	0	0	0	0	0.00%
100	51500	212	Seminars and Conferences	25	700	0	350	700	0.00%
100	51500	215	Consulting	22,615	21,950	9,643	21,950	23,795	8.41%
100	51500	219	Auditing	12,175	12,500	11,980	12,500	12,750	2.00%
			<b>Subtotal</b>	<b>37,215</b>	<b>37,550</b>	<b>22,344</b>	<b>37,200</b>	<b>39,645</b>	<b>5.58%</b>
SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	271	775	38	775	775	0.00%
100	51500	320	Memberships/Subscriptions	595	725	380	725	725	0.00%
100	51500	330	Mileage Reimbursement	0	150	0	150	150	0.00%
			<b>Subtotal</b>	<b>866</b>	<b>1,650</b>	<b>418</b>	<b>1,650</b>	<b>1,650</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	51500	810	Capital Equipment	0	0	0	0	0	0.00%
100	51500	811	Office Equipment	0	0	0	0	500	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 134,311</b>	<b>\$ 137,559</b>	<b>\$ 64,800</b>	<b>\$ 137,209</b>	<b>\$ 143,381</b>	<b>4.23%</b>

## 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 1<sup>st</sup> 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.

***2022 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, 2022.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2022.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2022.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2020.
  - a. Result: 100% of businesses received personal property forms by December 31, 2020.
- 2) Inspect partially completed construction by January 15, 2021.
  - a. Result: 100% of partially completed construction inspections were completed on January 15, 2021.
- 3) Provide computer exemption reports to Department of Revenue by May 1, 2021.
  - a. Result: 100% of computer exemption reports were provided to Department of Revenue by May 1, 2021.
- 4) Review and revise parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2021.
  - a. Result: 100% of parcel splits, combinations, new subdivisions, and name changes were reviewed and revised by April 1, 2021.
- 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 14, 2021.

***Significant Program Achievements:***

- 1) Had educational assessment information placed on City of De Pere website.
- 2) Determined timely partial assessments on January 5, 2021.
- 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 March 31<sup>st</sup> and April 1, 2021.
- 6) Board of Review was held on May 6, 2021.

***Existing Program Standards Including Importance to Community:***

- 1) *Conduct an annual open book assessment review hearing.*
  - a. Community Importance
    - i. 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.*
  - a. Community Importance
    - i. 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 2022 Assessor budget is \$97,492. 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.

***2022 Significant Budget Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$205 due to decrease in health insurance premium.
- 2) Consulting increased \$36,700 due to the expiration of the current statutory assessor contract period. Fee amounts in the two proposals received were over 50% higher than 2021's rate. The Consulting budget includes \$11,000 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties, \$76,000 for Accurate Appraisal's annual assessment contract fee, and \$500 for stipends paid to Board of Review members and meeting publication costs.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>ASSESSOR</b>									
Account Number PERSONAL SERVICES									
100	51530	120	Hourly Wages	\$ 4,867	\$ 4,955	\$ 2,209	\$ 4,955	\$ 5,102	2.98%
100	51530	125	Overtime Wages	0	0	1	1	0	0.00%
100	51530	150	FICA	347	379	163	379	390	2.98%
100	51530	151	Retirement	338	334	128	334	332	-0.84%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,360	2,623	858	2,623	2,418	-7.82%
100	51530	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,911</b>	<b>8,291</b>	<b>3,358</b>	<b>8,292</b>	<b>8,242</b>	<b>-0.59%</b>
			CONTRACTUAL SERVICES						
100	51530	210	Telephone	1,500	1,500	397	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	51530	215	Consulting	52,663	50,800	50,784	60,834	87,500	72.24%
100	51530	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>54,163</b>	<b>52,300</b>	<b>51,181</b>	<b>62,334</b>	<b>89,000</b>	<b>70.17%</b>
			SUPPLIES AND EXPENSE						
100	51530	310	Office Supplies	0	250	0	100	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%
			<b>Subtotal</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>100</b>	<b>250</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51530	811	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 62,074</b>	<b>\$ 60,841</b>	<b>\$ 54,539</b>	<b>\$ 70,726</b>	<b>\$ 97,492</b>	<b>60.24%</b>

## City Hall

***Program Full Time Equivalent: 0.13***

***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* – Funded by property tax and provides assistance to departments based out of City Hall for general office care tasks including assembly, removals, reorganizing, or troubleshooting equipment or building related items.
- 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data:***

- 1) Reduce utility cost by 1% through improvements in energy efficiencies.
  - a. 2020 total utility expenses = \$42,034.54. 2021 total utility expenses = \$43,378.61. This is an increase of \$1,344.07. Performance measure not met.

***Significant Program Achievements:***

- 1) First floor carpet replacement.
- 2) LED lights installed in offices.
- 3) New motor upgrade for air handler from 10 HP to 15 HP.
- 4) New desks for Nicolet conference room.
- 5) Repair leaks on roof remodel section.
- 6) Added radiant heat in women's 2<sup>nd</sup> floor bathroom.

***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 2022 City Hall program budget is \$143,397. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly wages decreased \$3,960 to reflect change in allocation for building maintenance wages.
- 2) Seasonal labor decreased \$500 due to reflect anticipated position adjustments in 2022.
- 3) FICA decreased \$310 to reflect change in allocation for building maintenance wages.
- 4) Retirement decreased \$288 to reflect change in allocation for building maintenance wages.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,182 to reflect decrease in health insurance premiums.
- 6) Consulting includes landscaping services and HVAC services.
- 7) Cleaning Service Contract increased \$6,307 to reflect actual costs.
- 8) Capital outlay includes \$10,000 for City Hall Facility repair fund, \$2,000 replace City Hall bike rack and \$6,000 replace City Hall garbage and recycling containers.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
CITY HALL									
Account Number	PERSONAL SERVICES								
100	51600	120	Hourly Wages	\$ 14,125	\$ 12,240	\$ 5,032	\$ 12,240	\$ 8,280	-32.35%
100	51600	125	Overtime Wages	0	0	0	0	0	0.00%
100	51600	126	Seasonal Labor	297	500	0	500	0	-100.00%
100	51600	150	FICA	1,021	944	369	944	633	-32.87%
100	51600	151	Retirement	983	826	317	826	538	-34.86%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,872	4,419	1,367	4,419	3,237	-26.75%
			<b>Subtotal</b>	<b>22,298</b>	<b>18,929</b>	<b>7,086</b>	<b>18,929</b>	<b>12,689</b>	<b>-32.97%</b>
			CONTRACTUAL SERVICES						
100	51600	210	Telephone	1,900	1,900	570	1,900	1,900	0.00%
100	51600	215	Consulting	10,500	10,000	4,125	10000	10,000	0.00%
100	51600	217	Cleaning Service Contract	21,775	22,000	13,034	28,307	28,307	28.67%
100	51600	220	Utilities	43,974	48,500	20,485	48,500	48,500	0.00%
			<b>Subtotal</b>	<b>78,149</b>	<b>82,400</b>	<b>38,214</b>	<b>88,707</b>	<b>88,707</b>	<b>7.65%</b>
			SUPPLIES AND EXPENSE						
100	51600	314	Repairs and Maintenance	5,410	12,000	2,065	12,000	12,000	0.00%
100	51600	340	Operating Supplies	5,279	12,000	1,279	12,000	12,000	0.00%
			<b>Subtotal</b>	<b>10,689</b>	<b>24,000</b>	<b>3,344</b>	<b>24,000</b>	<b>24,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51600	810	Capital Equipment	22,198	10,000	641	10,000	18,000	80.00%
			<b>Subtotal</b>	<b>22,198</b>	<b>10,000</b>	<b>641</b>	<b>10,000</b>	<b>18,000</b>	<b>80.00%</b>
			<b>TOTAL</b>	<b>\$ 133,334</b>	<b>\$ 135,329</b>	<b>\$ 49,285</b>	<b>\$ 141,636</b>	<b>\$ 143,397</b>	<b>5.96%</b>

## **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 2022 Budget for the Other General Government program cost is \$406,254.

### ***2022 Budget Significant Expenditure Changes:***

Nothing noted

City of De Pere  
2022 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>OTHER GENERAL GOVERNMENT</b>									
Account Number    CONTRACTUAL SERVICES									
100	51900	215	Outside Services ADA	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
GENERAL INSURANCES									
100	51901	510	Property and Liability	165,475	236,380	42,823	236,380	241,100	2.00%
100	51901	524	Sundry Unclassified	31,055	30,000	18,285	30,000	30,000	0.00%
			<b>Subtotal</b>	<b>196,530</b>	<b>266,380</b>	<b>61,108</b>	<b>266,380</b>	<b>271,100</b>	<b>1.77%</b>
GRANTS, CONTRIBUTIONS, INDEM									
100	51901	710	Illegal Taxes/Refunds Uncollectables	799	7,000	1,230	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	1000	1,000	0	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>1,799</b>	<b>8,000</b>	<b>1,230</b>	<b>8,000</b>	<b>8,000</b>	<b>0.00%</b>
COST REALLOCATIONS									
100	51901	901	Employee Performance & Bonus Pay	0	32,605	0	0	33,584	3.00%
100	51901	911	Reserved Wage and Benefit Funds	0	176,065	0	0	93,570	-46.85%
			<b>Subtotal</b>	<b>0</b>	<b>208,670</b>	<b>0</b>	<b>0</b>	<b>127,154</b>	<b>-39.06%</b>
			<b>TOTAL</b>	<b>\$ 198,329</b>	<b>\$ 483,050</b>	<b>\$ 62,338</b>	<b>\$ 274,380</b>	<b>\$ 406,254</b>	<b>-15.90%</b>

## 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) *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. 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.
- 6) *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.
- 7) *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.
- 8) *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.
- 9) *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 provides 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.

- 10) *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.
- 11) *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.
- 12) *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.
- 13) *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.

***2022 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. Increased efforts are and will continue to be made in order to increase our city's immunization rates.
- 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. De Pere Health Department has been in close communication with our licensed establishments both by email and in person. Inspection efforts resumed in early 2021 however due to the back log of establishment inspections we are working on completing 100% of the inspections by end of fiscal year June 30, 2022.
  - b. Re-inspections will be conducted as necessary to verify compliance.
  - c. Establishment complaint investigation will be initiated within 72 hours of receipt.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 76% by 24 months of age. This lower rate is due to the pandemic and children not receiving routine medical care and/or clinics/health departments were closed for a period of time due to the Safer at Home order in 2020.
- 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: Investigations for establishment complaints were initiated within 72 hours.
  - b. Result: Due to the pandemic, all establishments did not get inspected within the fiscal year.

***Significant Program Achievements:***

This last budget year, the health department started with the first 2 ½ months of normal programming which consisted of focus on innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. **Due to the COVID-19 pandemic that began in March 2020 and has continued to date, we have not been able to resume all of our programs and services as indicated in the following narrative.** 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 were hoping to re-schedule for Fall 2021 however in light of the ongoing pandemic and health department response activities we have once again postponed this program. We work in conjunction with the Aging and Disabilities Resource Center with referrals for the Stay At Home Assistance Program and the Stepping On Program. We also give presentations to a woman's group focusing on women's health issues from the WI Well Women's Grapevine Program.

COVID-19 response activities have consumed most of the health department's time and efforts. We continue recommending and working with our schools, businesses and community at large promoting the mitigation strategies advised by the Center for Disease Control and WI Department of Health Services. Contact tracing continues to be a primary task of the health department with help from the State Contact Tracing team. Since the arrival of the COVID-19 vaccines, from 1/7/2021 through 8/17/2021 the health department has conducted (69) vaccine clinics and given (3,525) doses of vaccine. And efforts are being made to provide both influenza and COVID-19 vaccines at several clinics in the fall.

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.

The health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The health inspector works diligently to assure that rules and regulations are followed while being very accessible to business owners

to assist with questions and/or concerns that may arise throughout the license year. The health inspector is 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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. Community Importance
    - i. 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 2022 Health Department program cost is \$584,464. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective. (According to the Johns Hopkins Bloomberg School of Public Health every dollar spent on immunizations is projected to save \$44.00. Every dollar spent on community prevention is cited to save \$5.60 according to the American Public Health Association.) 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$16,121 due to projected step increases and performance awards.
- 2) Hourly wages increased \$3,640 due to projected step increase.
- 3) FICA increased \$1,512 due to projected step increases.

- 4) Seminars and Conferences: Regional and State WALHDAB meetings \$90; WALC conference \$214, Environmental Health Conferences \$400; required state conference for Weights and Measures program \$300; Public Health Operations Conference \$232, Governor's Conference \$200.
- 5) 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.
- 6) Maternal-Child Health Grant decreased \$3,742 due to projected grant estimates.
- 7) Childhood Lead Grant increased \$153 due to projected grant estimates
- 8) Prevention Grant decreased \$1,019 due to projected grant estimates.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>HEALTH DEPARTMENT</b>									
Account Number      PERSONAL SERVICES									
100	54100	110	Salaries	\$ 288,728	\$ 304,262	\$ 135,079	\$ 270,158	\$ 320,383	5.30%
100	54100	120	Hourly Wages	40,637	43,555	19,994	39,988	47,195	8.36%
100	54100	125	Overtime Wages	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	21,542	0	43,770	85,000	0	0.00%
100	54100	150	FICA	24,676	26,608	12,826	24,959	28,120	5.68%
100	54100	151	Retirement	22,688	23,478	9,014	20,935	23,893	1.77%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	91,138	88,840	35,186	70,372	88,075	-0.86%
100	54100	190	Training	30	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>489,440</b>	<b>486,744</b>	<b>255,869</b>	<b>511,412</b>	<b>507,665</b>	<b>4.30%</b>
			CONTRACTUAL SERVICES						
100	54100	210	Telephone	1,700	1,700	573	1,700	1,700	0.00%
100	54100	212	Seminars and Conferences	1,318	1,700	265	1,000	1,700	0.00%
100	54100	215	Consulting	0	0	0	0	0	0.00%
100	54100	218	Cell/Radio	1,012	800	511	782	800	0.00%
100	54100	240	Equipment Maintenance	1,288	800	14	800	800	0.00%
			<b>Subtotal</b>	<b>5,318</b>	<b>5,000</b>	<b>1,363</b>	<b>4,282</b>	<b>5,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	54100	310	Office Supplies	2,181	2,500	318	2,500	2,500	0.00%
100	54100	320	Memberships/Subscriptions	1,170	800	95	700	800	0.00%
100	54100	324	Medical Supplies	3,536	5,000	219	5,000	5,000	0.00%
100	54100	330	Mileage Reimbursement	289	1,800	0	500	1,800	0.00%
100	54100	331	Transportation	0	1,500	72	1,072	1,500	0.00%
100	54100	351	MCH Grant	361	12,675	0	8,933	8,933	-29.52%
100	54100	354	Childhood Lead Grant	0	1,724	522	1,877	1,877	8.87%
100	54100	355	Immunization Outreach Grant	4,585	7,339	1,398	7,458	7,458	1.62%
100	54100	358	Preparedness Grant	42,104	34,037	21,573	34,037	34,037	0.00%

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

<b>Account Title</b>				<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % Of Change</b>
<b>HEALTH DEPARTMENT</b>									
100	54100	359	Prevention Grant	0	5,313	0	4,294	4,294	-19.18%
100	54100	360	Communicable Disease Grant	2,144	3,600	212	3,600	3,600	0.00%
			<b>Subtotal</b>	<b>56,371</b>	<b>76,288</b>	<b>24,409</b>	<b>69,971</b>	<b>71,799</b>	<b>-5.88%</b>
			CAPITAL OUTLAY						
100	54100	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 551,129</b>	<b>\$ 568,032</b>	<b>\$ 281,641</b>	<b>\$ 585,665</b>	<b>\$ 584,464</b>	<b>2.89%</b>

## **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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 6/21/2021.
- 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 health department following the guidance of both the Center for Communicable Disease and the WI Department of Health Services for their direction with the COVID-19 response efforts.

***Significant Program Achievements:***

The Board of Health has been very support of the extensive and all-encompassing COVID-19 response efforts made by the health department during this past year. They have been kept informed of the progression of the response activities.

***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 2022 Board of Health program cost is \$100. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

There are none.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % Of Change</b>	
<b>BOARD OF HEALTH</b>									
Account Number	PERSONAL SERVICES								
100	54110	124	Hourly Wages Board of Health	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
100	54110	150	FICA	0	0	0	0	0	0.00%
100	54110	190	Training	0	100	0	0	100	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 100</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 100</b>	<b>0.00%</b>

## 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. Cultural District Master Plan: Responsible for the development, update, and implementation of the Downtown Master Plan.
  - d. Zoning Code: Functions as the Zoning Administrator and leading the update and implementation of the Zoning Code.
  - e. Annual Affordable Housing Analysis: Responsible for the development, update, and implementation of the annually required affordable housing analysis.
  - f. 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.
  - g. Intergovernmental Projects: Work with local agencies and units in government for project development and coordination (ie. WisDOT Projects, FEMA, local government coordination, etc).
  - h. Board of Appeals: Processes all variance requests and staffs monthly Board of Appeals (BOA) meetings.
  - i. Internal City Projects: Lead and coordination of internal City projects ranging from subarea plans to parking studies.
  - j. 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 and downtown redevelopment properties.
  - 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: Administration: Responsible for the management the City of De Pere local business pandemic response programs. The programs in the Small Business Pandemic Response Loan, Downtown Business Aid Grant, and Downtown Business Recruitment Grant.
- 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 business park properties. Creating and implementation of an Economic Development Strategy.

- 4) **Redevelopment Authority:** Preserving / enhancing the overall health of the City. Administration of the Façade Improvement Program. Implementation and update of the Downtown Master Plan, Cultural District Master Plan, and the forthcoming West Downtown Vision 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 and home affordability.
- 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.

***2022 Performance Measures:***

- 1) Complete a 2021 Comprehensive Plan Update by June 2022.
- 2) Complete and begin utilization of the updated Chapter 14 Zoning Code by March 31, 2022.
- 3) Update the internal in-depth TID analysis for TIDs No. 7 to 17. Determine the future viability of each TID and if/when the required audits should be completed by July 2022.
- 4) Complete a Comprehensive Housing Study by February 2023.
- 5) Successfully plan and implement the expansion of Commerce Drive by September 2022 (private development dependent).
- 6) Successfully plan and implement creation of a new TID for the redevelopment of Front Street/Broadway by December 2022 (private development dependent).

***2021 Performance Measurement Data:***

- 1) Complete a 2021 Comprehensive Plan Update by December 2021.  
Result: On going. Scheduled May 2022 completion.
- 2) Complete and begin utilization of the updated Chapter 14 Zoning Code by January 31, 2021.  
Result: On going. March 31, 2022 target completion date.
- 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.  
Result: Completed.
- 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 dependent).  
Result: On-going. Developer dependent.
- 5) Successfully plan and implement creation of a new TID for the redevelopment of Front Street/Broadway by December 2021 (private development dependent).  
Result: Awaiting development.

***Significant Program Achievements (July 2020 – July 2021):***

- 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 6 CSM's, 1 Plat, 5 Extraterritorial Plats/CSMs, 2 Rezoning Applications, 21 Site Plans and 14 other requests that required Plan Commission and/or additional approvals.
  - c. Processed 8 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. 17. Staff prepared the TID plan and process for the development of business park properties.
  - c. Amendment of TID No. 7. Staff internally prepared TID amendments for the development of the Mulva Cultural Center.
  - d. Amendment of TID No. 11. Staff internally prepared TID amendments for the future development of Robinson Metal.

- e. Amendment of TID No. 12. Staff internally prepared TID amendments the development Green Bay Packaging expansion and Scannell development.
- f. Facilitated Development/Sale agreements with the Law Department in both east and west industrial parks.
- g. Communication with Shopko ownership and interested parties as related to the future of the property.
- 3) Façade Grant Program: Processed three 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 (2021)
- 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 meeting of the Redevelopment Authority (RDA) on the fourth Monday of the month as necessary.
  - 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 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 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 2022 Economic Development and Planning portion of the Development Services Department cost is \$271,808. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins slightly decreased due to reduction in premium for the City health plan.
- 2) Telephone decreased due to actual trends
- 3) 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 Housing Study - \$40,000
- 4) Mileage Reimbursement decreased due to trends and results of less travel due to COVID.
- 5) Training. No changes. IEDC Economic Development Training (\$1,500), department training (\$300), administrative training (\$300), Webinars and events to maintain AICP certification (\$600), ULI exam preparation (\$300).
- 6) Seminars and Conferences. No change proposed: National APA Conference (virtual in 2021) (\$2,000), State APA (\$700), Local Events by NEW North, Greater Green Bay, Definitely De Pere (\$500).
- 7) Membership/Subscriptions. No change proposed: APA/AICP (\$800), IEDC (\$500), ICMA (\$200), Congress of New Urbanism (New - \$150), and WEDA (\$350)
- 8) Grants, Contributions, Indem: Increased by \$4,100 to comply with the 10% percent funding recommendations for Main Street programming funding.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>DEVELOPMENT SERVICES</b>									
Account Number      PERSONAL SERVICES									
100	56700	110	Salaries	\$ 98,429	\$ 106,029	\$ 47,262	\$ 106,029	\$ 110,702	4.41%
100	56700	120	Hourly Wages	21,900	22,296	9,938	22,296	22,960	2.98%
100	56700	125	Overtime Wages	0	0	4	0	0	0.00%
100	56700	126	Seasonal Labor	0	0	0	0	0	0.00%
100	56700	150	FICA	8,900	9,817	4,410	9,817	10,225	4.16%
100	56700	151	Retirement	8,197	8,662	3,326	8,662	8,688	0.30%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	29,471	30,431	9,978	\$ 30,431	27,933	-8.21%
100	56700	190	Training	0	3,000	1,155	\$ 3,000	3,000	0.00%
			<b>Subtotal</b>	<b>166,897</b>	<b>180,234</b>	<b>76,073</b>	<b>180,234</b>	<b>183,508</b>	<b>1.82%</b>
CONTRACTUAL SERVICES									
100	56700	210	Telephone	1,200	1,250	318	1,250	750	-40.00%
100	56700	212	Seminars and Conferences	2,170	3,200	0	1,500	3,200	0.00%
100	56700	215	Consulting	54,823	31,000	4	31,000	51,000	64.52%
			<b>Subtotal</b>	<b>58,192</b>	<b>35,450</b>	<b>321</b>	<b>33,750</b>	<b>54,950</b>	<b>55.01%</b>
SUPPLIES AND EXPENSE									
100	56700	310	Office Supplies	106	400	47	400	400	0.00%
100	56700	313	Promotions & Advertising	0	2,000	0	2,000	2,000	0.00%
100	56700	315	Publications	0	200	0	0	0	-100.00%
100	56700	320	Memberships/Subscriptions	1,107	2,200	900	2,200	2,200	0.00%
100	56700	330	Mileage Reimbursement	83	500	0	0	250	-50.00%
			<b>Subtotal</b>	<b>1,296</b>	<b>5,300</b>	<b>947</b>	<b>4,600</b>	<b>4,850</b>	<b>-8.49%</b>
GRANTS, CONTRIBUTIONS, INDEM									
100	56700	702	Contribution--Main Street Program	20,000	20,000	0	20,000	24,000	20.00%
100	56700	703	Contribution--Advance	3,906	4,000	4,010	4,010	4,100	2.50%
100	56700	704	Contribution--De Pere Chamber	1,942	400	0	400	400	0.00%
			<b>Subtotal</b>	<b>25,848</b>	<b>24,400</b>	<b>4,010</b>	<b>24,410</b>	<b>28,500</b>	<b>16.80%</b>
CAPITAL OUTLAY									
100	56700	811	Capital Equipment	11,004	0	0	0	0	0.00%
100	56700	830	Furniture	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>11,004</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 263,237</b>	<b>\$ 245,384</b>	<b>\$ 81,351</b>	<b>\$ 242,994</b>	<b>\$ 271,808</b>	<b>10.77%</b>

## 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 replacement of the West Business Gateway Sign and Wayfinding Node project.
- 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.

***2022 Performance Measures:***

- 1) Provide mapping project/data request confirmation to clients within 24 hours.
- 2) Develop 1 GIS operations dashboard each for Building Inspection, Engineering and Street Departments.
- 3) Conduct GIS needs assessment for Emergency Services (Police/Fire) by September 2022.
- 4) Develop GIS based process/procedure for attributing assessment building data to our existing parcel data (age, number of units, etc.) by August 2022.

***2021 Performance Measurement Data (July 2020-August 2021):***

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

***Significant Program Achievements:***

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,951,000 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 deployment of various web enabled inventory products for the accurate tracking of assets like City street trees and compliance operations like water system valve maintenance and hydrant flushing.
- 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)
- 2) City Drone Program/ Drone Program Administration.
  - a. Community Importance.
    - i. Provide life safety/emergency response support for Police and Fire operations such as, search and rescue operations, fire scene operations, Police critical incident support and natural disaster assessments.
    - ii. Provide aerial imagery for public relations and social media use.
    - iii. Provide inspections for City utility operations, traffic surveys, construction monitoring.
    - iv. Provide data and documentation for GIS/Planning systems.
    - v. Ensure program pilots are FAA licensed and comply with all safety policy procedures.
- 3) City Project Management.
  - a. Community Importance.
    - i. Provide public realm project management to meet City goals.
    - ii. Provide stakeholder, consultant and vendor management.
    - iii. Mentor colleagues on project management methodologies.
    - iv. Adds value with diversification of professional services.

***Costs and Benefits of Program and Services:***

The adopted 2022 GIS program cost is \$135,125. 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.

***2022 Program Objectives:***

- 1) Develop digital tools for Police and Fire Department based on user needs assessment.
- 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 the storm water utility.
- 4) Provide Project Management for assigned City initiatives.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$3,295 due to GIS Technician step increase.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,855 to reflect actual trends.
- 3) Training program funding remains at \$5,100 and includes, \$1,950 two days ESRI instructor lead training and \$750 Project Management professional development, \$2,100 ESRI User Conference San Diego, CA (cancelled in 2020 and 2021 due to Covid-19), \$300 for Development Services Team Building.
- 4) Seminar funding remains at \$2,195 and includes \$200 GIS Professional renewal for GIS Manager. \$200 PMP renewal. \$245 WLIA conference, \$500 EWUG conference, \$450 PMI-NEW Prof. development, \$600 ESRI User Conference expenses.
- 5) Memberships include Wisc. Land Information Association (2), Project Management Institute and PMI-NEW.
- 6) Capital Equipment includes \$1,075 (Down 9.51%. This cost is a 50/50 split general fund \$1,075/ storm utility \$1,075) 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  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>GIS</b>									
Account Number	PERSONAL SERVICES								
100	56900	110	Salaries	\$ 50,895	\$ 51,749	\$ 22,980	\$ 51,749	\$ 53,296	2.99%
100	56900	120	Hourly Wages	33,357	34,673	15,455	34,673	36,652	5.71%
100	56900	125	Overtime Wages	0	170	0	0	0	0.00%
100	56900	150	FICA	6,372	6,624	2,979	6,611	6,881	3.88%
100	56900	151	Retirement	5,852	5,845	2,235	5,833	5,847	0.03%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,169	21,659	6,925	21,659	19,804	-8.57%
100	56900	190	Training	1,669	5,100	322	3,500	5,100	0.00%
			<b>Subtotal</b>	<b>119,315</b>	<b>125,820</b>	<b>50,896</b>	<b>124,026</b>	<b>127,580</b>	<b>1.40%</b>
			CONTRACTUAL SERVICES						
100	56900	210	Telephone	400	400	106	400	400	0.00%
100	56900	211	Postage	0	0	0	0	0	0.00%
100	56900	212	Seminars and Conferences	683	2,195	740	2,195	2,195	0.00%
100	56900	215	Consulting	0	0	0	0	0	0.00%
100	56900	219	Data	0	180	0	180	180	0.00%
			<b>Subtotal</b>	<b>1,083</b>	<b>2,775</b>	<b>846</b>	<b>2,775</b>	<b>2,775</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	56900	310	Office Supplies	838	3,000	1,261	3,000	3,000	0.00%
100	56900	315	Publications	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	274	295	274	274	295	0.00%
100	56900	330	Mileage Reimbursement	210	400	0	200	400	0.00%
			<b>Subtotal</b>	<b>1,322</b>	<b>3,695</b>	<b>1,535</b>	<b>3,474</b>	<b>3,695</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	56900	811	Office Equipment	2,398	1,188	0	1,188	1,075	-9.51%
100	56900	830	Furniture	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>2,398</b>	<b>1,188</b>	<b>0</b>	<b>1,188</b>	<b>1,075</b>	<b>-9.51%</b>
			<b>TOTAL</b>	<b>\$ 124,119</b>	<b>\$ 133,478</b>	<b>\$ 53,277</b>	<b>\$ 131,463</b>	<b>\$ 135,125</b>	<b>1.23%</b>

# **TOTAL GENERAL GOVERNMENT**

**City of De Pere  
2022 General Fund  
Adopted Budget**

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>Total General Government</b>						
PERSONAL SERVICES						
110 Salaries	\$ 1,028,101	\$ 1,061,559	\$ 478,559	\$ 1,037,576	\$ 1,135,129	6.93%
120 Hourly Wages	369,047	365,418	165,743	383,850	408,621	11.82%
122 Hourly Wages Part Time	110,128	119,896	52,748	98,717	92,030	-23.24%
124 Hourly Wages Board of Health	0	0	0	0	0	0.00%
125 Overtime Wages	4,414	1,420	408	26	1,250	-11.97%
126 Seasonal Labor	21,839	500	43,770	85,500	1,200	140.00%
128 Hourly Wages--Poll Workers	32,797	14,500	10,912	10,912	37,000	155.17%
150 FICA	107,712	113,223	52,061	112,990	121,154	7.00%
151 Retirement	96,105	95,569	36,852	93,936	98,906	3.49%
152 Health, Dental, DIB, Life and Wks Comp Ins	360,039	340,835	118,851	312,710	338,210	-0.77%
190 Training	2,686	12,900	3,911	10,700	12,900	0.00%
192 Tuition Assistance	6,074	4,175	3,736	5,050	5,000	19.76%
193 Organizational Training	300	2,700	0	0	2,700	0.00%
<b>Subtotal</b>	<b>2,139,241</b>	<b>2,132,694</b>	<b>967,551</b>	<b>2,151,967</b>	<b>2,254,100</b>	<b>5.69%</b>

CONTRACTUAL SERVICES						
210 Telephone	17,883	17,934	7,489	18,092	18,342	2.28%
211 Postage	3,437	3,900	3,741	3,820	7,900	102.56%
212 Seminars and Conferences	8,478	27,345	2,662	22,445	27,045	-1.10%
213 Dignity and Respect Program	0	20,000	0	20,000	0	-100.00%
215 Consulting	187,292	194,808	94,201	203,842	283,593	45.58%
216 Auditing	12,175	12,500	11,980	12,500	12,750	2.00%
217 Cleaning Service Contract	21,775	22,000	13,034	28,307	28,307	28.67%
218 Cell/Radio	4,472	3,848	1,907	3,830	3,848	0.00%
219 Data	5,606	4,266	1,336	4,266	4,430	3.84%
220 Utilities	43,974	48,500	20,485	48,500	48,500	0.00%
224 Public Notices	6,134	8,000	2,306	5,000	6,000	-25.00%
240 Equipment Maintenance	1,288	2,051	14	800	800	-60.99%
290 Other Contractual Services	5,667	28,420	3,741	28,240	31,182	9.72%
<b>Subtotal</b>	<b>318,182</b>	<b>393,572</b>	<b>162,895</b>	<b>399,642</b>	<b>472,697</b>	<b>20.10%</b>

**City of De Pere  
2022 General Fund  
Adopted Budget**

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>Total General Government</b>						
SUPPLIES AND EXPENSE						
310 Office Supplies	25,062	15,580	6,896	15,657	17,700	13.61%
313 Promotions	0	2,000	0	2,000	2,000	0.00%
314 Cleaning and Maintenance	5,410	12,000	2,065	12,000	12,000	0.00%
315 Publications	1,170	2,830	544	2,630	2,915	3.00%
320 Memberships/Subscriptions	13,868	18,055	11,630	17,934	18,460	2.24%
324 Medical Supplies	3,536	5,000	219	5,000	5,000	0.00%
330 Mileage Reimbursement	858	5,055	0	2,845	4,885	-3.36%
331 Transportation	3,990	6,600	2,032	5,572	6,600	0.00%
340 Operating Supplies	52,832	78,129	30,310	78,129	75,593	-3.25%
351 MCH Grant	361	12,675	0	8,933	8,933	-29.52%
354 Childhood Lead Grant	0	1,724	522	1,877	1,877	8.87%
355 Immunization Outreach Grant	4,585	7,339	1,398	7,458	7,458	1.62%
358 Preparedness Grant	42,104	34,037	21,573	34,037	34,037	0.00%
359 Prevention Grant	0	5,313	0	4,294	4,294	-19.18%
360 Communicable Disease Grant	2,144	3,600	212	3,600	3,600	0.00%
<b>Subtotal</b>	<b>155,921</b>	<b>209,937</b>	<b>77,401</b>	<b>201,966</b>	<b>205,352</b>	<b>-2.18%</b>
FIXED CHARGES						
510 Property Insurance	165,475	236,380	42,823	236,380	241,100	2.00%
524 Misc General Expense	31,055	30,000	18,285	30,000	30,000	0.00%
<b>Subtotal</b>	<b>196,530</b>	<b>266,380</b>	<b>61,108</b>	<b>266,380</b>	<b>271,100</b>	<b>1.77%</b>
GRANTS, CONTRIBUTIONS, INDEM						
702 Contribution--Main Street Program	20,000	20,000	0	20,000	24,000	20.00%
703 Contribution--Advance	3,906	4,000	4,010	4,010	4,100	2.50%
704 Contribution--De Pere Chamber	1,942	400	0	400	400	0.00%
710 Illegal Taxes/Refunds	799	7,000	1,230	7,000	7,000	0.00%
720 Grants and Donations	8,500	9,700	2,800	9,700	9,700	0.00%
<b>Subtotal</b>	<b>35,148</b>	<b>41,100</b>	<b>8,040</b>	<b>41,110</b>	<b>45,200</b>	<b>9.98%</b>

City of De Pere  
2022 General Fund  
Adopted Budget

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>Total General Government</b>						
CAPITAL OUTLAY						
810 Capital Equipment	50,994	10,500	641	10,000	31,500	200.00%
811 Office Equipment	13,402	1,588	0	1,588	2,275	43.26%
830 Furniture	0	0	0	0	0	0.00%
<b>Subtotal</b>	<b>64,396</b>	<b>12,088</b>	<b>641</b>	<b>11,588</b>	<b>33,775</b>	<b>179.41%</b>
COST REALLOCATIONS						
901 Employee Merit Pay	0	32,605	0	0	33,584	3.00%
911 Reserved Wage and Benefit Funds	0	176,065	0	0	93,570	-46.85%
<b>Subtotal</b>	<b>0</b>	<b>208,670</b>	<b>0</b>	<b>0</b>	<b>127,154</b>	<b>-39.06%</b>
<b>Total</b>	<b>\$ 2,909,419</b>	<b>\$ 3,264,440</b>	<b>\$ 1,277,636</b>	<b>\$ 3,072,653</b>	<b>\$ 3,409,380</b>	<b>4.44%</b>

# **PUBLIC SAFETY**

## PUBLIC SAFETY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Police	41.00
Crossing Guards	2.84
Fire	30.00
Building Inspection	2.45
Jail	0.00
<hr/>	<hr/>
<b>TOTAL</b>	<b>76.29</b>

## Police

***Program Full Time Equivalent: 41.0***

***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 (July 2021 – June 2022):***

- 1) Continue to increase school resource officer programming in elementary and middle schools by another 25% in the 2020-2021 School Year. *Schools were not functioning at full capacity during COVID-19 outbreak thus this performance measure was not met.*

- 2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2021. *Officer was assigned to mountain bike patrol and performed for a short time. Needs of department to help combat drug problems took discretionary officer and put him into the drug task force temporarily for the summer to assist unit with De Pere drug problems.*

***2022 Performance Measurement:***

- 1) Increase the number of neighborhood watches in the city by 50% in 2022
- 2) Decrease individuals need for police service by 25% in 2022 after Police Social Worker interventions.

***Significant Program Achievements:***

- 1) Continued 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) 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 2022 Police program cost is \$5,384,344. 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.

***2022 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) Build neighborhood watch programs and commitment by police personnel in crime prevention
- 6) Continue Traffic Safety program involving a dedicated traffic enforcement officer

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$85,191 due to addition of the Social Worker position which was funded by a budget amendment.
- 2) Hourly Wages increased \$145,444 due to contractual wages increases.
- 3) Hourly Wages Part Time increased \$3,000 due to wage increase for the Community Service Officers.
- 4) FICA increased \$17,687 due to addition of Social Worker and wage increases.
- 5) Retirement increased \$28,869 due to the addition of the Social Worker position and wage increases.

- 6) Training expenditures include mandatory state law enforcement certification, recertification, technology training, legal updates, management training, training supplies, and performance improvement training as necessary. The department's training costs for mandatory training are approximately \$550 per person per year.
- 7) Telephone costs decreased \$2,000 in anticipation of lower land-line long distance phone costs.
- 8) Seminars/Conferences for 2022 include DOJ Technology Conference \$500, Open Records Updates \$600, Police Executive Group training \$700, FBI National Academy Alumni meetings \$500 and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences.
- 9) 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.
- 10) Cleaning and Maintenance (building maintenance) increased \$17,850 due to a sewer lining project for the police drain pipes.
- 11) 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, Ocean (undercover video recording) \$100, NetMotion \$4,000 (secure network connection) and Records Management \$18,000.
- 12) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief/Captains \$450, International Assoc. of Chief of Police – Chief/Captains \$450, 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.
- 13) Operating Supplies increased \$2,000 due to anticipated higher costs.
- 14) Guns and Ammunition increased \$1,000 as ammunition is expected to be higher costs

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022 / 2021</b>	
<b>Account Title</b>			<b>Year End Actual</b>	<b>Adopted Budget</b>	<b>6 mos Actual</b>	<b>Year End Estimate</b>	<b>Adopted Budget</b>	<b>Budget % Of Change</b>	
<b>POLICE</b>									
Account Number			PERSONAL SERVICES						
100	52100	110	Salaries	\$ 392,216	\$ 397,026	\$ 179,522	\$ 397,026	\$ 482,217	21.46%
100	52100	120	Hourly Wages	2,661,420	2,840,664	1,238,349	2,750,000	2,986,108	5.12%
100	52100	122	Hourly Wages Part Time	7,278	10,000	2,418	8,000	13,000	30.00%
100	52100	125	Overtime Wages	197,490	175,000	77,025	200,000	175,000	0.00%
100	52100	126	Seasonal Labor	11	0	0	0	0	0.00%
100	52100	150	FICA	248,859	261,216	116,689	256,163	278,903	6.77%
100	52100	151	Retirement	382,777	392,996	144,867	385,528	421,864	7.35%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	678,642	706,128	236,025	706,128	682,902	-3.29%
100	52100	190	Training	8,420	10,000	7,328	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>4,577,112</b>	<b>4,793,030</b>	<b>2,002,222</b>	<b>4,712,845</b>	<b>5,049,994</b>	<b>5.36%</b>
			CONTRACTUAL SERVICES						
100	52100	210	Telephone	12,000	12,000	3,350	10,000	10,000	-16.67%
100	52100	211	Postage	248	2,500	1,117	2,500	2,500	0.00%
100	52100	212	Seminars and Conferences	1,414	3,000	1,398	3,000	3,000	0.00%
100	52100	215	Consulting	7,025	37,000	32,795	37,000	37,000	0.00%
100	52100	217	Cleaning Service Contract	22,739	23,000	9,228	23,000	23,500	2.17%
100	52100	218	Cell/Radio	15,445	23,000	11,354	23,000	23,000	0.00%
100	52100	219	Data	2,976	4,000	1,599	4,000	4,000	0.00%
100	52100	220	Utilities	12,787	17,000	7,855	17,000	17,000	0.00%
100	52100	240	Equipment Maintenance	26,498	26,000	16,235	26,000	26,000	0.00%
100	52100	290	Other Contractual Services	7,537	37,000	10,682	36,500	36,500	-1.35%
			<b>Subtotal</b>	<b>108,670</b>	<b>184,500</b>	<b>95,614</b>	<b>182,000</b>	<b>182,500</b>	<b>-1.08%</b>

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			2020	2021	2021	2021	2022	2022 / 2021	
Account Title			Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Adopted Budget	Budget % Of Change	
<b>POLICE</b>									
			SUPPLIES AND EXPENSE						
100	52100	310	Office Supplies	3,043	7,000	2,004	7,000	7,000	0.00%
100	52100	312	Crime Prevention Program	2,526	2,000	128	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	9,894	10,000	2,583	10,000	27,850	178.50%
100	52100	315	Publications	72	200	74	200	200	0.00%
100	52100	320	Memberships/Subscriptions	1,100	1,100	1,065	1,500	1,500	36.36%
100	52100	330	Mileage Reimbursement	0	300	0	0	300	0.00%
100	52100	331	Transportation/Fuel	39,740	52,000	22,011	52,000	52,000	0.00%
100	52100	340	Operating Supplies	18,864	20,000	7,829	20,000	22,000	10.00%
100	52100	343	Guns and Ammo	8,668	9,000	1,422	9,000	10,000	11.11%
100	52100	349	Operating Supplies - Community Policing	0	0	0	0	0	0.00%
100	52100	360	Radar/Communications Equip	8,716	10,000	3,933	10,000	10,000	0.00%
100	52100	362	Emergency Voucher Program	0	0	81	0	0	0.00%
100	52100	390	MISC.	3	1,000	0	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	14,742	18,000	3,796	18,000	18,000	0.00%
100	52100	393	Parking Tickets - State	(562)	0	(294)	0	0	0.00%
			<b>Subtotal</b>	<b>106,806</b>	<b>130,600</b>	<b>44,633</b>	<b>130,700</b>	<b>151,850</b>	<b>16.27%</b>
			CAPITAL OUTLAY						
100	52100	810	Capital Equipment	15,305	24,500	70,306	70,306	0	-100.00%
			<b>Subtotal</b>	<b>15,305</b>	<b>24,500</b>	<b>70,306</b>	<b>70,306</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 4,807,893</b>	<b>\$ 5,132,630</b>	<b>\$ 2,212,774</b>	<b>\$ 5,095,851</b>	<b>\$ 5,384,344</b>	<b>4.90%</b>

## **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.

***2022 Performance Measures:***

- 1) Maintain job related injuries at 0% through June 2022 through use of training and specialized equipment.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Maintain job related injuries at 0% through June 2020 through use of training and specialized equipment.  
*Result: No reported job related injuries for 2020-2021 school year.*

***Significant Program Achievements:***

- 1) No injuries or deaths to school children in 2020-2021 school year
- 2) All crossing guards participated in specific traffic control training
- 3) Icy weather foot traction equipment 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 2022 Crossing Guard program cost is \$94,556. 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.

### ***2022 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.

### ***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life and Workers Comp increased \$279 due to increase in worker's compensation insurance premium.
- 2) Training - \$600 for mandatory training at the start of each year.
- 3) Mileage Reimbursement – Reduced \$1,460 due to less employees eligible for program (\$20/month has been discontinued for new employees but grandfathered for current eligible employees)

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>CROSSING GUARDS</b>									
Account Number PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	\$ 37,413	\$ 87,322	\$ 41,194	\$ 87,322	\$ 87,322	0.00%
100	52110	150	FICA	582	1,266	597	1,266	1,266	0.00%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,979	2,489	1,806	2,489	2,768	11.23%
100	52110	190	Training	0	600	0	600	600	0.00%
			<b>Subtotal</b>	<b>51,975</b>	<b>91,677</b>	<b>43,597</b>	<b>91,677</b>	<b>91,956</b>	<b>0.30%</b>
			SUPPLIES AND EXPENSE						
100	52110	330	Mileage Reimbursement	1,036	3,060	800	2,000	1,600	-47.71%
100	52110	340	Operating Supplies	630	1,000	113	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>1,666</b>	<b>4,060</b>	<b>913</b>	<b>3,000</b>	<b>2,600</b>	<b>-35.96%</b>
			<b>TOTAL</b>	<b>\$ 53,641</b>	<b>\$ 95,737</b>	<b>\$ 44,510</b>	<b>\$ 94,677</b>	<b>\$ 94,556</b>	<b>-1.23%</b>

## Fire Rescue Department

*Program Full Time Equivalent: 30.0*

*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.

### ***2022 Performance Measures:***

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city should be in accordance with NFPA Standard 1720. 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 1720. Response for the initial fire unit on scene should be one minute twenty seconds turnout time and on scene in four minutes or less, five minutes twenty seconds 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.

### ***2021 Performance Measurement Data (August 2020 – July 2021):***

#### *Fire and Emergency Medical Service Responses*

On scene emergency 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 8/1/20 through 7/31/21, The Department met the above initial response criteria 66% of the time.

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

- a) From 8/1/20 through 7/31/21, The Department met the above response criteria 96% of the time.

The non-emergent responses do not require the use of lights or siren during the response; therefore, response times are slower than emergent. The department averaged 5.8 minutes per non-emergent response.

### ***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 expanded our Standard Operating Guidelines (SOG's) to include Officer Expectations and Job Performance Review (JPR).
- 2) Implemented a system (ironDOR3) to provide continuous feedback to new employees regarding performance.
- 3) Dr. Bob Zemple continues the oversight program, which 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 planning efforts with the De Pere Development Services, along with inspection efforts with the De Pere Health Department and the Code Enforcement & Compliance Task Force.
- 6) The two 2021 fire prevention inspection cycles will be successfully completed.
- 7) Successfully on boarded 13 new Paid-on-Premise employees to support daytime operations.
- 8) Took delivery and placed in-service new ambulance. Developed and executed a process to secure a new ladder truck.

### ***Existing Program Standards Including Importance to Community:***

- 1) More than 83% 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 \$753,895 for 2022, 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 2022 budget for De Pere Fire Rescue is \$4,242,984. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) POC/POP FF increased \$15,000 due to additional staff and step increases.
- 2) Health, Dental, DIB, Life and Workers Comp decreased \$46,638 due to decrease in health insurance premium.
- 3) Data increased \$2,000 due to technology requirements of paperless systems.
- 4) Cleaning and Maintenance increased \$1,250 due to increased staffing and cleaning and disinfection practices post COVID.
- 5) Operating Supplies increased \$3,000 due to expansion of training and practice.
- 6) Repair and Maintenance Supplies increased \$10,000 due to age of facility.
- 7) Training is funding to provide for all department training.
- 8) Seminars/Conferences is funding for professional development.
- 9) Consulting includes annual ambulance billing/administrative fees, recurring maintenance fees for numerous software programs and \$18,000 for a departmental study.
- 10) Memberships/Subscriptions is for professional organizations.
- 11) Capital Equipment: Power DMS Policy Implementation Software \$6,500.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % Of Change</b>	
<b>FIRE</b>									
Account Number	PERSONAL SERVICES								
100	52200	110	Salaries	\$ 472,674	\$ 504,981	\$ 216,777	\$ 504,981	\$ 522,287	3.43%
100	52200	120	Hourly Wages	2,063,561	2,020,169	872,629	2,020,169	2,077,304	2.83%
100	52200	122	Hourly Wages Part Time	17,350	18,500	8,966	18,500	19,055	3.00%
100	52200	125	Overtime Wages	72,486	110,000	32,807	110,000	110,000	0.00%
100	52200	126	Seasonal Labor	0	0	0	0	0	0.00%
100	52200	129	Hourly Wages -- POC/POP FF	49,364	110,000	21,311	85,000	125,000	13.64%
100	52200	150	FICA	42,352	43,541	18,634	42,805	44,885	3.09%
100	52200	151	Retirement	425,812	412,411	151,957	412,995	423,985	2.81%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	704,628	623,326	236,320	623,326	576,688	-7.48%
100	52200	155	Vaccinations/Physicals	527	0	167	0	0	0.00%
100	52200	190	Training	1,673	4,000	358	4,000	4,000	0.00%
100	52200	191	Training Act 102	5,403	0	0	15,413	0	0.00%
			<b>Subtotal</b>	<b>3,855,829</b>	<b>3,846,928</b>	<b>1,559,925</b>	<b>3,837,189</b>	<b>3,903,204</b>	<b>1.46%</b>
			CONTRACTUAL SERVICES						
100	52200	210	Telephone	7,200	7,200	3,680	7,200	7,200	0.00%
100	52200	211	Postage	228	200	131	200	200	0.00%
100	52200	212	Seminars and Conferences	5,537	9,000	3,960	9,000	9,000	0.00%
100	52200	215	Consulting	75,111	73,080	10,514	73,080	91,080	24.63%
100	52200	219	Data	3,856	4,000	2,673	5,520	6,000	50.00%
100	52200	220	Utilities	14,535	17,000	8,313	17,000	17,000	0.00%
100	52200	240	Equipment Maintenance	49,969	53,000	14,393	53,000	53,000	0.00%
			<b>Subtotal</b>	<b>156,437</b>	<b>163,480</b>	<b>43,664</b>	<b>165,000</b>	<b>183,480</b>	<b>12.23%</b>

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
FIRE	Account Title								
			SUPPLIES AND EXPENSE						
100	52200	310	Office Supplies	1,677	4,000	1,037	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	2,117	3,000	1,526	4,000	4,250	41.67%
100	52200	320	Memberships/Subscriptions	1,656	2,000	725	2,000	2,000	0.00%
100	52200	324	Medical Supplies	36,591	40,000	19,207	40,000	40,000	0.00%
100	52200	328	Fire Prevention/Education Supplies	6,486	8,000	954	8,000	8,000	0.00%
100	52200	330	Mileage Reimbursement	1,062	7,000	802	7,000	7,000	0.00%
100	52200	331	Transportation	17,120	20,000	8,121	20,000	20,000	0.00%
100	52200	340	Operating Supplies	20,673	17,000	9,523	17,000	20,000	17.65%
100	52200	341	Fire-Emer. Operations Ctr	0	0	0	0	0	0.00%
100	52200	350	Repair and Maintenance Supplies	34,494	20,000	17,166	30,000	30,000	50.00%
100	52200	392	Clothing Allowance	14,412	14,000	3,840	14,000	14,550	3.93%
			<b>Subtotal</b>	<b>136,288</b>	<b>135,000</b>	<b>62,902</b>	<b>146,000</b>	<b>149,800</b>	<b>10.96%</b>
			CAPITAL OUTLAY						
100	52200	810	Capital Equipment	44,478	0	141	200	6,500	100.00%
100	52200	811	Office Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>44,478</b>	<b>0</b>	<b>141</b>	<b>200</b>	<b>6,500</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 4,193,032</b>	<b>\$ 4,145,408</b>	<b>\$ 1,666,632</b>	<b>\$ 4,148,389</b>	<b>\$ 4,242,984</b>	<b>2.35%</b>

## 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 2020 to July 2021)* – 1278 total building and mechanical permits were issued through July 2020 (over 20% increase from 2019/2020, over 40.2% increase from 2018/2019 and 61.4% from 2017/2018). In fact the City processed 629 Permits in the first half of 2020 and projecting to over 1,300 by year end. Over the past year the Department also issued 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 2021, the City has completed 17 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 68 new single-family and 12 duplex building permits. In 2020 alone the City issued 39 new single-family home permits, a 56% increase from 2020.
- 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. From July 2020 to July 2021, Building Inspection Division tracked 155 documented complaints, which totaling nearly 1300 hours of administrative, inspections, re-inspection, citations and resolution.

***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.

***2022 Performance Measures:***

- 1) Implement on-line plan submittal by July 2022.
- 2) Conduct at least four nuisance team meetings in order to provide an interdepartmental approach to challenged properties by November 2022.
- 3) Work with Planning to update the 2021 year end housing report in January of 2022.

- 4) Complete up to five (5) public informational videos to coincide with the updated webpage. Developed the format and script.

***2021 Performance Measurement Data (July 2020 – July 2021):***

- 1) Implement on-line plan submittal by July 2021.  
Result: Ongoing
- 2) Conduct at least four nuisance team meetings in order to provide an interdepartmental approach to challenged properties by November 2021.  
Result: Between 2020 and 2021, we had approximately 12 staff meetings with Police, Fire, Health, Building and Legal. The Code Enforcement and Compliance Task Force meets monthly to discuss various nuisance properties and other enforcement issues.
- 3) Begin cross training staff for better coverage for plan review and inspections by March 2021.  
Result: Began cross training with building inspector, Chelsea Myers for one and two-family plan review and permitting.
- 4) Work with Planning to update the 2020 year end housing report in January of 2021.  
Result: Completed
- 5) Complete up to five (5) public informational videos to coincide with the updated webpage. Developed the format and script.  
Result: On going
- 6) Implement use of Call Center to Track all inquiries into Building Division by December 2020.  
Result: Completed/Ongoing

***Significant Program Achievements:***

- 1) Significant increase in plan review. Plan review for one and two-family dwellings, alterations, additions, accessory buildings, decks, pools, fences and other small permits increased by 30 percent from 2020.
- 2) Expect to exceed revenue projections by \$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 2022 Building Inspection budget as part of the Development Services Department is \$287,514. 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.

***2022 Significant Budget Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$4,298 due to actual trends.
- 2) Training. No change. 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 decreased \$9,600 after the completion of the online plan submittal in 2021. The budget includes \$1,200 to cover legal department costs for building related items and \$3,000 to fund INCODE software maintenance.
- 5) Cell/Radio decreased \$626 due to actual trends.
- 6) 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  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>BUILDING INSPECTION</b>									
Account Number PERSONAL SERVICES									
100	52400	110	Salaries	\$ 76,862	\$ 77,803	\$ 34,703	\$ 77,803	\$ 80,133	2.99%
100	52400	120	Hourly Wages	82,062	83,344	37,494	83,344	87,461	4.94%
100	52400	125	Overtime Wages	21	0	4	0	0	0.00%
100	52400	126	Seasonal Labor	0	0	0	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	9,249	10,000	3,309	10,000	10,000	0.00%
100	52400	150	FICA	11,871	12,473	5,447	12,473	12,966	3.95%
100	52400	151	Retirement	11,050	10,877	4,202	10,877	10,894	0.15%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	75,054	74,893	25,416	74,893	70,595	-5.74%
100	52400	190	Training	821	2,000	175	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>266,991</b>	<b>271,390</b>	<b>110,751</b>	<b>271,390</b>	<b>274,049</b>	<b>0.98%</b>
CONTRACTUAL SERVICES									
100	52400	210	Telephone	1,400	1,400	464	950	1,391	-0.61%
100	52400	212	Seminars and Conferences	670	1,500	735	1,500	1,500	0.00%
100	52400	215	Consulting	2,717	13,800	2,918	12,500	4,200	-69.57%
100	52400	218	Cell/Radio	1,155	1,700	358	750	1,074	-36.84%
100	52400	240	Equipment Maintenance	4,449	1,000	468	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>10,392</b>	<b>19,400</b>	<b>4,942</b>	<b>16,700</b>	<b>9,165</b>	<b>-52.76%</b>
SUPPLIES AND EXPENSE									
100	52400	310	Office Supplies	1,861	1,500	897	1,500	1,500	0.00%
100	52400	320	Memberships/Subscriptions	562	800	161	800	800	0.00%
100	52400	331	Transportation	951	2,000	683	1,500	2,000	0.00%
			<b>Subtotal</b>	<b>3,374</b>	<b>4,300</b>	<b>1,740</b>	<b>3,800</b>	<b>4,300</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	52400	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 280,756</b>	<b>\$ 295,090</b>	<b>\$ 117,434</b>	<b>\$ 291,890</b>	<b>\$ 287,514</b>	<b>-2.57%</b>

## **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 is accomplished 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.

***2022 Performance Measures:***

- 1) Reduce jail costs by another 10% by further increasing the number of releases of low level offenders from custody to responsible persons in 2022.

***2021 Performance Measures:***

- 1) Reduce jail costs by 10% by increasing the number of releases of low level offenders from custody to responsible persons in 2021. *Continued restrictions for housing prisoners for much of 2020 and part of 2021 due to the COVID-19 outbreak has caused an artificially low cost because no booking fees were assessed during those times. The costs for the jail for 2021 are still about 40% 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 2022 Police program cost is \$6,250. 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.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Change:***

- 1) Jail housing fees reduced \$2,000 due to reduced prisoner housing trend.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

<b>JAIL</b>			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % Of Change</b>	
<b>Account Title</b>									
CONTRACTUAL SERVICES									
100	52700	219	Data	\$ 250	\$ 250	\$ 66	\$ 250	\$ 250	0.00%
100	52700	222	Jail	3,840	8,000	120	4,500	6,000	-25.00%
100	52700	240	Equipment Maintenance	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>4,090</b>	<b>8,250</b>	<b>186</b>	<b>4,750</b>	<b>6,250</b>	<b>-24.24%</b>
			<b>TOTAL</b>	<b>\$ 4,090</b>	<b>\$ 8,250</b>	<b>\$ 186</b>	<b>\$ 4,750</b>	<b>\$ 6,250</b>	<b>-24.24%</b>

# **TOTAL PUBLIC SAFETY**

City of De Pere  
2022 General Fund  
Adopted Budget

PUBLIC SAFETY  
EXPENDITURES

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>						
PERSONAL SERVICES						
110 Salaries	\$ 941,751	\$ 979,810	\$ 431,002	\$ 979,810	\$ 1,084,637	10.70%
120 Hourly Wages	4,807,043	4,944,177	2,148,472	4,853,513	5,150,873	4.18%
121 Hourly Wages Crossing Guards	37,413	87,322	41,194	87,322	87,322	0.00%
122 Hourly Wages Part Time	24,628	28,500	11,384	26,500	32,055	12.47%
125 Overtime Wages	269,996	285,000	109,836	310,000	285,000	0.00%
126 Seasonal Labor	11	0	0	0	0	0.00%
127 Hourly Wages Plumbing Inspector	9,249	10,000	3,309	10,000	10,000	0.00%
129 Hourly Wages POC FF	49,364	110,000	21,311	85,000	125,000	13.64%
150 FICA	303,664	318,495	141,367	312,707	338,020	6.13%
151 Retirement	819,639	816,285	301,027	809,400	856,743	4.96%
152 Health, Dental, DIB, Life & Wks Cmp Ins	1,472,303	1,406,836	499,566	1,406,836	1,332,953	-5.25%
190 Training	10,914	16,600	7,860	16,600	16,600	0.00%
191 Training Act 102	5,403	0	0	15,413	0	0.00%
<b>Subtotal</b>	<b>8,751,907</b>	<b>9,003,024</b>	<b>3,716,495</b>	<b>8,913,101</b>	<b>9,319,203</b>	<b>3.51%</b>
CONTRACTUAL SERVICES						
210 Telephone	20,600	20,600	7,494	18,150	18,591	-9.75%
211 Postage	477	2,700	1,248	2,700	2,700	0.00%
212 Seminars and Conferences	7,621	13,500	6,093	13,500	13,500	0.00%
215 Consulting	84,853	123,880	46,227	122,580	132,280	6.78%
217 Cleaning Service Contract	22,739	23,000	9,228	23,000	23,500	2.17%
218 Cell/Radio	16,600	24,700	11,712	23,750	24,074	-2.54%
219 Data	7,082	8,250	4,339	9,770	10,250	24.24%
220 Utilities	27,322	34,000	16,168	34,000	34,000	0.00%
222 Jail	3,840	8,000	120	4,500	6,000	-25.00%
240 Equipment Maintenance	80,917	80,000	31,096	80,000	80,000	0.00%
290 Other Contractual Services	7,537	37,000	10,682	36,500	36,500	-1.35%
<b>Subtotal</b>	<b>279,589</b>	<b>375,630</b>	<b>144,407</b>	<b>368,450</b>	<b>381,395</b>	<b>1.53%</b>

**City of De Pere  
2022 General Fund  
Adopted Budget**

**PUBLIC SAFETY  
EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>						
SUPPLIES AND EXPENSE						
310 Office Supplies	6,581	12,500	3,937	12,500	12,500	0.00%
312 Crime Prevention Program	2,526	2,000	128	2,000	2,000	0.00%
314 Cleaning and Maintenance	12,010	13,000	4,109	14,000	32,100	146.92%
315 Publications	72	200	74	200	200	0.00%
320 Memberships/Subscriptions	3,318	3,900	1,951	4,300	4,300	10.26%
324 Medical Supplies	36,591	40,000	19,207	40,000	40,000	0.00%
328 Fire Prevention/Education Supplies	6,486	8,000	954	8,000	8,000	0.00%
330 Mileage Reimbursement	2,098	10,360	1,602	9,000	8,900	-14.09%
331 Transportation	57,811	74,000	30,815	73,500	74,000	0.00%
340 Operating Supplies	40,167	38,000	17,466	38,000	43,000	13.16%
343 Guns and Ammo	8,668	9,000	1,422	9,000	10,000	11.11%
350 Repair and Maintenance Supplies	34,494	20,000	17,166	30,000	30,000	50.00%
360 Other Repairs and Maintenance	8,716	10,000	3,933	10,000	10,000	0.00%
362 Emergency Voucher Program	0	0	81	0	0	0.00%
390 MISC.	3	1,000	0	1,000	1,000	0.00%
392 Clothing Allowance	29,154	32,000	7,636	32,000	32,550	1.72%
393 Parking Tickets--State	(562)	0	(294)	0	0	0.00%
<b>Subtotal</b>	<b>248,134</b>	<b>273,960</b>	<b>110,188</b>	<b>283,500</b>	<b>308,550</b>	<b>12.63%</b>
CAPITAL OUTLAY						
810 Capital Equipment	59,783	24,500	70,447	70,506	6,500	-73.47%
811 Office Equipment	0	0	0	0	0	0.00%
<b>Subtotal</b>	<b>59,783</b>	<b>24,500</b>	<b>70,447</b>	<b>70,506</b>	<b>6,500</b>	<b>-73.47%</b>
<b>TOTAL</b>	<b>\$ 9,339,413</b>	<b>\$ 9,677,115</b>	<b>\$ 4,041,536</b>	<b>\$ 9,635,557</b>	<b>\$ 10,015,648</b>	<b>3.50%</b>

# **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	0.17
Building Maintenance	2.50
Fleet Maintenance	3.10
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
<b>TOTAL</b>	<b>15.72</b>

## 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) *Quarterly Sustainability Commission Meeting* - Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Send out quarterly and special meetings agenda and attachments to

Sustainability Commission members. Sustainability Commission explores sustainability initiatives that can be implemented in the City with the ultimate goal of providing a more sustainable, livable, and healthy community.

- 4) *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 Sustainability Commission meeting in order to provide formal discussions to discuss sustainable initiatives to promote a more sustainable, livable, and healthy community.
- 4) Maintain establishing a budget to be provided to the City Council for adoption in order to fund public works services.
- 5) Maintain or decrease response time to complaints received by the public regarding operations so adjustments to the operations can be made if warranted.
- 6) Maintain or increase obtaining funding for capital projects in order to minimize the property tax impact to the community.
- 7) 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.
- 8) Maintain long range planning of the capital improvements program so the City is able to plan and fund projects in the future.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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) Continue to look for a new yard waste site for the City.
- 8) Started working on the expansion plans for the MSC.

***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) Conduct a regular quarterly meeting of the Sustainability.
  - 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) 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.
- 4) 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 2022 Public Works Administration program cost is \$125,087. 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.

***2022 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.
- 7) Continue to evaluate new sites for the City's yard waste facility.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$1,275 to reflect employee wage increases.
- 2) FICA increased \$289 to reflect increase in wages.
- 3) Training is funding to provide for all department trainings.
- 4) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 5) Consulting is for copier lease.
- 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) No Capital Equipment requested.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>PUBLIC WORKS ADMINISTRATION</b>									
Account Number      PERSONAL SERVICES									
100	53000	110	Salaries	\$ 53,516	\$ 54,171	\$ 24,160	\$ 54,171	\$ 56,667	4.61%
100	53000	120	Hourly Wages	20,052	18,430	8,870	18,430	19,705	6.92%
100	53000	125	Overtime Wages	886	500	222	500	500	0.00%
100	53000	126	Seasonal Labor	0	0	0	0	0	0.00%
100	53000	150	FICA	5,379	5,592	2,511	5,592	5,881	5.16%
100	53000	151	Retirement	5,227	4,934	1,933	4,934	4,997	1.26%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,592	25,228	9,383	25,228	24,330	-3.56%
100	53000	190	Training	119	2,000	0	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>110,771</b>	<b>110,856</b>	<b>47,079</b>	<b>110,856</b>	<b>114,079</b>	<b>2.91%</b>
CONTRACTUAL SERVICES									
100	53000	210	Telephone	766	766	124	766	766	0.00%
100	53000	211	Postage	1,524	1,563	591	1,563	1,563	0.00%
100	53000	212	Seminars and Conferences	0	2,500	24	2,500	2,500	0.00%
100	53000	215	Consulting	978	829	227	829	829	0.00%
100	53000	218	Cell/Radio	1,874	1,800	524	1,800	1,800	0.00%
			<b>Subtotal</b>	<b>5,142</b>	<b>7,458</b>	<b>1,490</b>	<b>7,458</b>	<b>7,458</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	53000	310	Office Supplies	80	2,500	84	2,500	2,500	0.00%
100	53000	320	Memberships/Subscriptions	357	400	216	400	400	0.00%
100	53000	331	Transportation	151	650	129	650	650	0.00%
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%
			<b>Subtotal</b>	<b>589</b>	<b>3,550</b>	<b>429</b>	<b>3,550</b>	<b>3,550</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	53000	810	Capital Equipment	1,668	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,668</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 118,170</b>	<b>\$ 121,864</b>	<b>\$ 48,999</b>	<b>\$ 121,864</b>	<b>\$ 125,087</b>	<b>2.65%</b>

## 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

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

***Significant Program Achievements:***

- 1) Completed 2021 public works improvements program which included:
  - a. Relayed approximately 6,650 lineal feet of water main in preparation for street resurfacing and reconstruction.
  - b. Constructed/reconstructed/lined 11,800 lineal feet of sanitary sewer.
  - c. Removed and replaced sanitary laterals in conjunction with water main/service relays.
  - d. Completed pedestrian crossings with bumpouts and rapid rectangular flashing beacons on Grant Street between VFW Park and the West De Pere High School.
  - e. Completed the rehabilitation of concrete on Ninth Street from Scheuring Road to Carmen Court.
  - f. Completed the signal replacement on Main Avenue and 8<sup>th</sup> Street.
  - g. Managed the completion of the construction of the James Street Streetscape project.
  - h. Completed the Honeysuckle Fourth Addition subdivision construction.
- 2) Designed and bid American Boulevard extension to service new commercial/industrial development in the western business park.
- 3) Completed first pond trapping project to remove rodents that cause bank erosion from City ponds.
- 4) Completed first smoke testing project to identify inflow and infiltration.
- 5) Completed the rail spur removal within the west business park.
- 6) Reviewed all public and private storm water management facilities.
- 7) Reviewed all traffic signals and hand rails for maintenance. Coordinated repairs.

***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 2022 Engineering Program cost is \$255,399. 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.

***2022 Program Objectives:***

- 1) Complete reconstruction of the alley between Reid Street and Main Avenue from Fourth to Third Street.
- 2) Complete construction of American Boulevard to the south City limits
- 3) Complete construction of storm water management ponds off Matthew Drive and off of Front Street.
- 4) Finish the water relay on Ridgeway Boulevard.
- 5) Complete reconstruction of Lewis Street in conjunction with Mulva development.
- 6) Complete reconstruction of several alleys on the east side in conjunction with ongoing development and/or street reconstruction.
- 7) 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.
- 8) Monitor public and private storm water management facilities.

***2022 Budget Significant Expenditure Changes:***

- 1) Seasonal labor increased \$4,575 to reflect increase in wages as well as increase of hours due to engineering workload.
- 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 increased \$12,500 due to engineering work load. Instead of adding additional staff consultants will be utilized. 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.
- 5) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 6) Capital Equipment includes the general fund share of \$2,000 for replacing Assistant City Engineer's office furniture.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>ENGINEERING</b>									
Account Number PERSONAL SERVICES									
100	53110	110	Salaries	\$ 49,002	\$ 50,144	\$ 22,358	\$ 50,144	\$ 52,510	4.72%
100	53110	120	Hourly Wages	86,127	83,081	34,413	83,081	81,984	-1.32%
100	53110	125	Overtime Wages	11,228	12,000	782	12,000	12,000	0.00%
100	53110	126	Seasonal Labor	9,852	7,425	4,683	9,366	12,000	61.62%
100	53110	150	FICA	11,276	11,217	4,628	11,246	11,381	1.46%
100	53110	151	Retirement	10,180	9,803	3,433	9,803	9,522	-2.86%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	37,876	41,565	16,071	41,565	39,800	-4.25%
100	53110	190	Training	879	3,125	411	3,125	3,125	0.00%
			<b>Subtotal</b>	<b>216,418</b>	<b>218,359</b>	<b>86,778</b>	<b>220,329</b>	<b>222,322</b>	<b>1.81%</b>
			CONTRACTUAL SERVICES						
100	53110	210	Telephone	970	970	262	970	970	0.00%
100	53110	212	Seminars and Conferences	73	1,000	0	1,000	1,000	0.00%
100	53110	215	Consulting	6,092	8,000	2,709	8,000	20,500	156.25%
100	53110	218	Cell/Radio	2,448	2,544	1,020	2,544	2,544	0.00%
			<b>Subtotal</b>	<b>9,584</b>	<b>12,514</b>	<b>3,991</b>	<b>12,514</b>	<b>25,014</b>	<b>99.89%</b>
			SUPPLIES AND EXPENSE						
100	53110	310	Office Supplies	2	0	0	0	0	0.00%
100	53110	320	Memberships/Subscriptions	164	250	74	250	250	0.00%
100	53110	331	Transportation	1,126	2,500	384	2,500	2,500	0.00%
100	53110	340	Operating Supplies	1,908	2,813	1,051	2,813	2,813	0.00%
100	53110	350	Repair and Maintenance Supplies	126	500	5	500	500	0.00%
			<b>Subtotal</b>	<b>3,327</b>	<b>6,063</b>	<b>1,515</b>	<b>6,063</b>	<b>6,063</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	53110	810	Capital Equipment	7,381	0	0	0	2,000	100.00%
			<b>Subtotal</b>	<b>7381</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 236,709</b>	<b>\$ 236,936</b>	<b>\$ 92,284</b>	<b>\$ 238,906</b>	<b>\$ 255,399</b>	<b>7.79%</b>

## Municipal Service Center

***Program Full Time Equivalent: 0.17***

***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.

***2022 Performance Measures:***

- 1) Reduce the amount of electricity used by 1% through power management and LED lighting replacements.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.
  - a. Result: Electricity costs decreased 0.10%. Performance measure was not met.

***Significant Program Achievements:***

- 1) Remodeled the front office.
- 2) Installed LED lights in front office, engineering department, unit “A” and unit “B”.
- 3) Installed new logo on front office glass.
- 4) Repaired wash bay walls.
- 5) Replaced exhaust fan hood for shop.

***Existing Program Standards Including Importance to Community:***

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
  - a. Community Importance.
    - i. 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. Community Importance.
    - i. 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. Community Importance.
    - i. 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 2022 Municipal Service Center program cost is \$80,262. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$3,195 to reflect change in allocation for building maintenance wages.
- 2) FICA decreased \$244 to reflect change in allocation for building maintenance wages.
- 3) Retirement decreased \$233 to reflect change in allocation for building maintenance wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,865 to reflect decrease in health insurance premiums.
- 5) Training includes various training for building maintenance staff.
- 6) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, and building maintenance scheduling software.
- 7) Cleaning Service Contract increased \$2,466 to reflect actual costs.
- 8) Capital Outlay includes the general fund share of \$3,300 for new ice machine.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>MUNICIPAL SERVICE CENTER</b>									
Account Number PERSONAL SERVICES									
100	53230	110	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
100	53230	120	Hourly Wages	12,734	10,200	5,711	10,200	7,005	-31.32%
100	53230	125	Overtime Wages	47	100	0	100	100	0.00%
100	53230	126	Seasonal Labor	361	2,753	0	2,753	2,753	0.00%
100	53230	150	FICA	919	828	430	828	583	-29.52%
100	53230	151	Retirement	903	695	411	695	462	-33.57%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,500	5,303	2,226	5,303	3,438	-35.17%
100	53230	190	Training	0	275	0	275	275	0.00%
			<b>Subtotal</b>	<b>20,464</b>	<b>20,154</b>	<b>8,778</b>	<b>20,154</b>	<b>14,616</b>	<b>-27.48%</b>
CONTRACTUAL SERVICES									
100	53230	210	Telephone	130	130	34	130	130	0.00%
100	53230	215	Consulting	15,870	13,750	3,660	13,750	13,750	0.00%
100	53230	217	Cleaning Service Contract	7,746	7,500	5,187	9,405	9,966	32.88%
100	53230	220	Utilities	20,957	23,000	12,028	23,000	23,000	0.00%
			<b>Subtotal</b>	<b>44,702</b>	<b>44,380</b>	<b>20,910</b>	<b>46,285</b>	<b>46,846</b>	<b>5.56%</b>
SUPPLIES AND EXPENSE									
100	53230	314	Cleaning and Maintenance	6,260	9,000	194	9,000	9,000	0.00%
100	53230	340	Operating Supplies	6,106	6,500	2,260	6,500	6,500	0.00%
			<b>Subtotal</b>	<b>12,366</b>	<b>15,500</b>	<b>2,453</b>	<b>15,500</b>	<b>15,500</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	53230	810	Capital Equipment	19,754	8,250	0	8,250	3,300	-60.00%
			<b>Subtotal</b>	<b>19,754</b>	<b>8,250</b>	<b>0</b>	<b>8,250</b>	<b>3,300</b>	<b>-60.00%</b>
			<b>TOTAL</b>	<b>\$ 97,286</b>	<b>\$ 88,284</b>	<b>\$ 32,141</b>	<b>\$ 90,189</b>	<b>\$ 80,262</b>	<b>-9.09%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 2022 Building Maintenance program cost is \$156,467. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$1,996 to reflect increase in employee wages.
- 2) Hourly wages decreased \$14,066 to reflect change in allocation for building maintenance wages.
- 3) Seasonal labor decreased \$500 due to anticipated position adjustments in 2022.
- 4) FICA decreased \$931 to reflect change in allocation for building maintenance wages.
- 5) Retirement decreased \$1,025 to reflect change in allocation for building maintenance wages.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$8,208 to reflect decrease in health insurance premiums.
- 7) Training includes staff training on building maintenance.
- 8) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
- 9) Cell/Radio increased \$185 to reflect anticipated position adjustments in 2022.
- 10) Transportation increased \$1,000 to reflect anticipated position adjustments in 2022.
- 11) Safety Equipment and Uniforms increased \$500 to reflect anticipated position adjustments in 2022.
- 12) No Capital Equipment requested.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>BUILDING MAINTENANCE</b>									
Account Number      PERSONAL SERVICES									
100	53231	110	Salaries	\$ 39,153	\$ 39,638	\$ 17,681	\$ 39,638	\$ 41,634	5.04%
100	53231	120	Hourly Wages	41,866	56,100	12,437	56,100	42,034	-25.07%
100	53231	125	Overtime Wages	582	600	0	600	600	0.00%
100	53231	126	Seasonal Labor	0	500	0	500	0	-100.00%
100	53231	150	FICA	6,032	7,377	2,293	7,377	6,447	-12.61%
100	53231	151	Retirement	5,801	6,503	1,877	6,503	5,477	-15.77%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	43,721	43,224	11,686	43,224	35,016	-18.99%
100	53231	190	Training	190	6,500	270	6,500	6,500	0.00%
			<b>Subtotal</b>	<b>137,345</b>	<b>160,441</b>	<b>46,243</b>	<b>160,442</b>	<b>137,708</b>	<b>-14.17%</b>
			CONTRACTUAL SERVICES						
100	53231	210	Telephone	0	0	0	0	0	0.00%
100	53231	215	Consulting	0	500	0	500	500	0.00%
100	53231	218	Cell/Radio	1,364	2,074	753	1,506	2,259	8.92%
			<b>Subtotal</b>	<b>1,364</b>	<b>2,574</b>	<b>753</b>	<b>2,006</b>	<b>2,759</b>	<b>7.19%</b>
			SUPPLIES AND EXPENSE						
100	53231	310	Office Supplies	0	500	0	500	500	0.00%
100	53231	331	Transportation	4,201	6,000	975	6,000	7,000	16.67%
100	53231	340	Operating Supplies	1,651	3,000	19	3,000	3,000	0.00%
100	53231	350	Repair and Maintenance Supplies	0	4,000	300	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	846	1,000	375	1,000	1,500	50.00%
			<b>Subtotal</b>	<b>6,698</b>	<b>14,500</b>	<b>1,669</b>	<b>14,500</b>	<b>16,000</b>	<b>10.34%</b>
			CAPITAL OUTLAY						
100	53231	860	Capital Outlay	0	1,000	833	1,000	0	-100.00%
			<b>Subtotal</b>	<b>0</b>	<b>1,000</b>	<b>833</b>	<b>1,000</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 145,406</b>	<b>\$ 178,515</b>	<b>\$ 49,499</b>	<b>\$ 177,948</b>	<b>\$ 156,467</b>	<b>-12.35%</b>

## **Fleet Maintenance**

***Program Full Time Equivalent: 3.10***

***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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 2022 Fleet Maintenance cost is \$113,300. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$399 to reflect increase in employee wages.
- 2) Retirement decreased \$163 to reflect decrease in WRS contribution.
- 3) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$935 to reflect actual costs in addition to a decrease in health insurance premiums.
- 4) Training is for staff on fleet maintenance equipment.
- 5) Consulting includes tasks unable to perform in our mechanics shop.
- 6) Safety Equipment and Uniforms increased \$100 to reflect actual costs.
- 7) Capital Equipment includes the general fund share of \$1,592 which is for: replace band saw (\$992); and new straight brake equipment (\$600).

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>FLEET MAINTENANCE</b>									
Account Number PERSONAL SERVICES									
100	53240	110	Salaries	\$ 7,831	\$ 7,928	\$ 3,536	\$ 7,928	\$ 8,327	5.04%
100	53240	120	Hourly Wages	26,611	39,780	11,751	39,780	38,735	-2.63%
100	53240	125	Overtime Wages	1	408	0	400	400	-1.96%
100	53240	126	Seasonal Labor	46	0	0	0	0	0.00%
100	53240	150	FICA	2,363	3,681	1,160	3,680	3,631	-1.36%
100	53240	151	Retirement	2,823	3,248	746	3,247	3,085	-5.01%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,634	13,513	7,742	13,513	12,578	-6.92%
100	53240	190	Training	35	200	0	200	200	0.00%
			<b>Subtotal</b>	<b>54,344</b>	<b>68,757</b>	<b>24,936</b>	<b>68,749</b>	<b>66,956</b>	<b>-2.62%</b>
CONTRACTUAL SERVICES									
100	53240	210	Telephone	42	42	8	42	42	0.00%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	53240	215	Consulting	11,503	11,200	3,588	11,200	11,200	0.00%
100	53240	218	Cell/Radio	9	102	15	102	102	0.00%
			<b>Subtotal</b>	<b>11,554</b>	<b>11,344</b>	<b>3,612</b>	<b>11,344</b>	<b>11,344</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	53240	331	Transportation	0	408	289	408	408	0.00%
100	53240	340	Operating Supplies	4,074	4,838	2,639	5,000	5,000	3.35%
100	53240	350	Repair and Maintenance Supplies	25,513	26,200	6,594	26,200	26,200	0.00%
100	53240	351	Safety Equipment and Uniforms	1,815	1,700	525	1,800	1,800	5.88%
			<b>Subtotal</b>	<b>31,402</b>	<b>33,146</b>	<b>10,048</b>	<b>33,408</b>	<b>33,408</b>	<b>0.79%</b>
CAPITAL OUTLAY									
100	53240	810	Capital Equipment	13,177	4,000	12,098	12,098	1,592	-60.20%
			<b>Subtotal</b>	<b>13,177</b>	<b>4,000</b>	<b>12,098</b>	<b>12,098</b>	<b>1,592</b>	<b>-60.20%</b>
			<b>TOTAL</b>	<b>\$ 110,477</b>	<b>\$ 117,247</b>	<b>\$ 50,693</b>	<b>\$ 125,599</b>	<b>\$ 113,300</b>	<b>-3.37%</b>

## 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.

***2022 Performance Measures:***

- 1) Utilize social media providing at least one educational snow and ice removal, “Did you know” post in November, December, January, February and March.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 5 to 1. This is a decrease of 80%. 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 2022 Snow and Ice Control program cost is \$275,108. 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.

***2022 Program Objectives:***

- 1) Continue to train new staff on snow plow equipment. Train experienced staff on various pieces of snow removal equipment.
- 2) Plow all streets within 8 hours for most storms.
- 3) Incorporate tandem plowing during a full plow event to clear main streets first.
- 4) Update snow plow maps to improve efficiencies.
- 5) Continue to send staff to seminars/conferences on snow removal operations.
- 6) Continue to send staff to snow plow rodeo.

***2022 Budget Significant Expenditure Changes:***

- 1) Training includes training for operational training of salting and plowing.
- 2) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 3) Consulting is for the need to hire contractors as needed or rent equipment.
- 4) Salt, Sand, Chloride decreased \$10,000 to reflect actual costs due to the decrease in salt needs for the upcoming snow season.
- 5) No Capital Equipment requested.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>SNOW AND ICE CONTROL</b>									
PERSONAL SERVICES									
100	53310	120	Hourly Wages	\$ 36,706	\$ 71,400	\$ 25,799	\$ 71,400	\$ 73,542	3.00%
100	53310	125	Overtime Wages	12,814	40,000	4,643	40,000	40,000	0.00%
100	53310	150	FICA	3,523	8,522	2,394	8,522	8,686	1.92%
100	53310	151	Retirement	3,265	7,520	2,277	7,520	7,380	-1.85%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,468	27,261	11,696	27,261	26,000	-4.63%
100	53310	190	Training	25	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>77,801</b>	<b>155,203</b>	<b>46,808</b>	<b>155,203</b>	<b>156,108</b>	<b>0.58%</b>
CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	50	1,000	0	1,000	1,000	0.00%
100	53310	215	Consulting	4,180	4,000	391	4,000	4,000	0.00%
			<b>Subtotal</b>	<b>4,230</b>	<b>5,000</b>	<b>391</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	53310	331	Transportation	15,546	22,000	6,716	22,000	22,000	0.00%
100	53310	340	Operating Supplies	14,482	12,000	4,349	12,000	12,000	0.00%
100	53310	341	Salt, Sand, Chloride	50,561	90,000	67,896	80,000	80,000	-11.11%
			<b>Subtotal</b>	<b>80,589</b>	<b>124,000</b>	<b>78,961</b>	<b>114,000</b>	<b>114,000</b>	<b>-8.06%</b>
CAPITAL OUTLAY									
100	53310	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 162,620</b>	<b>\$ 284,203</b>	<b>\$ 126,160</b>	<b>\$ 274,203</b>	<b>\$ 275,108</b>	<b>-3.20%</b>

## 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

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

***Significant Program Achievements:***

- 1) Tracked pothole patching volume and locations.
- 2) Utilized Mastic One product to ramp manhole castings to eliminate damage during winter plow events.

***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 2022 Street Maintenance program cost is \$138,437. The program benefits the community by allowing the streets to be kept clear of road hazards.

***2022 Program Objectives:***

- 1) Continue road maintenance activities to improve road conditions.
- 2) Utilize Mastic One around manhole castings and areas prone to roadway patching to improve travel conditions.

***2022 Budget Significant Expenditure Changes:***

- 1) Training includes funding for street employees to attend road maintenance seminar/workshops.
- 2) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 3) Consulting include for blacktop patching.
- 4) Safety Equipment and Uniforms increased \$600 to reflect actual costs.
- 5) No Capital Outlay is being requested.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>STREET MAINTENANCE</b>									
Account Number PERSONAL SERVICES									
100	53330	120	Hourly Wages	\$ 48,612	\$ 67,830	\$ 22,962	\$ 67,830	\$ 69,865	3.00%
100	53330	125	Overtime Wages	409	2,000	25	2,000	2,000	0.00%
100	53330	126	Seasonal Labor	1,459	4,961	549	4,961	4,961	0.00%
100	53330	150	FICA	3,720	5,414	1,804	5,414	5,570	2.88%
100	53330	151	Retirement	3,431	4,714	1,368	4,714	4,671	-0.90%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,916	30,562	6,556	30,562	29,100	-4.78%
100	53330	190	Training	838	2,000	200	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>76,386</b>	<b>117,480</b>	<b>33,462</b>	<b>117,480</b>	<b>118,167</b>	<b>0.58%</b>
			CONTRACTUAL SERVICES						
100	53330	212	Seminars and Conferences	0	270	0	270	270	0.00%
100	53330	215	Consulting	2,000	2,000	(2,000)	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>2,000</b>	<b>2,270</b>	<b>(2,000)</b>	<b>2,270</b>	<b>2,270</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53330	331	Transportation	9,112	8,000	2,482	8,000	8,000	0.00%
100	53330	340	Operating Supplies	2,046	3,000	1,869	3,000	3,000	0.00%
100	53330	350	Repair and Maintenance Supplies	492	1,000	436	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,423	5,400	3,417	6,834	6,000	11.11%
			<b>Subtotal</b>	<b>17,072</b>	<b>17,400</b>	<b>8,203</b>	<b>18,834</b>	<b>18,000</b>	<b>3.45%</b>
			CAPITAL OUTLAY						
100	53330	810	Capital Outlay	29,382	0	516	516	0	0.00%
			<b>Subtotal</b>	<b>29,382</b>	<b>0</b>	<b>516</b>	<b>516</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 124,840</b>	<b>\$ 137,150</b>	<b>\$ 40,182</b>	<b>\$ 139,100</b>	<b>\$ 138,437</b>	<b>0.94%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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) Installed approximately 250 new street name signs with the new City of De Pere logo.

***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 2022 Traffic Signs and Markings program cost is \$165,702. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) Training is for training staff on sign maintenance and traffic markings.
- 2) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
- 3) Consulting increased \$4,000 to reflect actual costs. Consulting includes fees paid to City of Green Bay for street striping as well as for sign repairs the City cannot do.
- 4) Paint-Sign and Mark increased \$2,000 for actual costs due to additional pavement markings from additional streets being constructed as well as additional crosswalks being painted throughout the City.
- 5) Capital Equipment includes \$2,000 to paint the back of four (4) entrance signs and \$500 for solar lights for entrance signs.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>TRAFFIC SIGNS AND MARKINGS</b>									
Account Number      PERSONAL SERVICES									
100	53400	120	Hourly Wages	\$ 62,158	\$ 60,180	\$ 23,487	\$ 60,180	\$ 61,985	3.00%
100	53400	125	Overtime Wages	302	2,000	140	2,000	2,000	0.00%
100	53400	126	Seasonal Labor	5,676	5,000	1,148	5,000	5,000	0.00%
100	53400	150	FICA	4,736	4,829	1,795	4,829	4,967	2.86%
100	53400	151	Retirement	4,298	4,197	1,321	4,197	4,159	-0.91%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,787	20,736	5,782	20,736	19,856	-4.24%
100	53400	190	Training	0	400	0	400	400	0.00%
			<b>Subtotal</b>	<b>104,956</b>	<b>97,342</b>	<b>33,673</b>	<b>97,342</b>	<b>98,367</b>	<b>1.05%</b>
			CONTRACTUAL SERVICES						
100	53400	212	Seminars and Conferences	0	225	0	225	225	0.00%
100	53400	215	Consulting	4,147	6,000	2,335	10,000	10,000	66.67%
			<b>Subtotal</b>	<b>4,147</b>	<b>6,225</b>	<b>2,335</b>	<b>10,225</b>	<b>10,225</b>	<b>64.26%</b>
			SUPPLIES AND EXPENSE						
100	53400	331	Transportation	1,945	3,000	1,016	3,000	3,000	0.00%
100	53400	340	Operating Supplies	21,267	37,610	17,222	37,610	37,610	0.00%
100	53400	342	Paint--Sign and Mark	12,229	12,000	222	13,500	14,000	16.67%
			<b>Subtotal</b>	<b>35,442</b>	<b>52,610</b>	<b>18,461</b>	<b>54,110</b>	<b>54,610</b>	<b>3.80%</b>
			CAPITAL OUTLAY						
100	53400	810	Capital Equipment	18,000	2,000	4,765	4,765	2,500	25.00%
			<b>Subtotal</b>	<b>18,000</b>	<b>2,000</b>	<b>4,765</b>	<b>4,765</b>	<b>2,500</b>	<b>25.00%</b>
			<b>TOTAL</b>	<b>\$ 162,545</b>	<b>\$ 158,177</b>	<b>\$ 59,233</b>	<b>\$ 166,442</b>	<b>\$ 165,702</b>	<b>4.76%</b>

## 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 2022 Street Lighting program cost is \$403,940. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$1,523 due to increase in hourly wages.
- 2) FICA increased \$117 due to increase in hourly wages.
- 3) Retirement increased \$83 due to increase in hourly wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$1,095 to reflect change in employee insurance elections.
- 5) Consulting decreased \$5,000 to reflect anticipated position adjustments in 2022. Consulting is for contracting outside services for locates and to repair street and decorative lighting.
- 6) No Capital Equipment requested.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>STREET LIGHTING</b>									
Account Number      PERSONAL SERVICES									
100	53420	120	Hourly Wages	\$ 11,548	\$ 6,120	\$ 7,121	\$ 8,000	\$ 7,643	24.89%
100	53420	125	Overtime Wages	0	200	22	200	200	0.00%
100	53420	126	Seasonal Labor	242	1,000	22	1,000	1,000	0.00%
100	53420	150	FICA	865	498	543	642	614	23.40%
100	53420	151	Retirement	857	427	457	554	510	19.50%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,572	2,628	2,013	4,026	3,723	41.67%
100	53420	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>18,083</b>	<b>10,873</b>	<b>10,179</b>	<b>14,421</b>	<b>13,690</b>	<b>25.92%</b>
CONTRACTUAL SERVICES									
100	53420	215	Consulting	27,187	15,000	5,087	15,000	10,000	-33.33%
100	53420	220	Utilities	320,989	360,000	183,413	360,000	360,000	0.00%
			<b>Subtotal</b>	<b>348,176</b>	<b>375,000</b>	<b>188,500</b>	<b>375,000</b>	<b>370,000</b>	<b>-1.33%</b>
SUPPLIES AND EXPENSE									
100	53420	331	Transportation	0	250	65	250	250	0.00%
100	53420	340	Operating Supplies	9,177	20,000	2,033	20,000	20,000	0.00%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>9,177</b>	<b>20,250</b>	<b>2,098</b>	<b>20,250</b>	<b>20,250</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	53420	810	Capital Equipment	390,014	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>390,014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 765,450</b>	<b>\$ 406,123</b>	<b>\$ 200,777</b>	<b>\$ 409,671</b>	<b>\$ 403,940</b>	<b>-0.54%</b>

## **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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 2022 Traffic Lights program cost is \$41,000. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) Consulting fees include fees paid to City of Green Bay for maintenance of traffic signals and locates.
- 2) No capital equipment requested.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>TRAFFIC LIGHTS</b>									
Account Number PERSONAL SERVICES									
100	53450	120	Hourly Wages	\$ 0	\$ 0	\$ 15	\$ 15	\$ 0	0.00%
100	53450	122	Hourly Wages Part Time	0	0	0	0	0	0.00%
100	53450	125	Overtime Wages	85	0	0	0	0	0.00%
100	53450	150	FICA	6	0	1	1	0	0.00%
100	53450	151	Retirement	6	0	1	1	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	34	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>131</b>	<b>0</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>0.00%</b>
			CONTRACTUAL SERVICES						
100	53450	215	Consulting	10,196	12,000	(11,085)	12,000	12,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0.00%
100	53450	220	Utilities	28,681	28,000	12,914	28,000	28,000	0.00%
			<b>Subtotal</b>	<b>38,877</b>	<b>40,000</b>	<b>1,828</b>	<b>40,000</b>	<b>40,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53450	331	Transportation	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	0	1,000	0	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	53450	810	Capital Equipment	0	5,300	0	5,300	0	-100.00%
			<b>Subtotal</b>	<b>0</b>	<b>5,300</b>	<b>0</b>	<b>5,300</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 39,008</b>	<b>\$ 46,300</b>	<b>\$ 1,846</b>	<b>\$ 46,317</b>	<b>\$ 41,000</b>	<b>-11.45%</b>

## **Brush Collection**

***Program Full Time Equivalent: 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
  - a. Result: Household brush violations (358 in 2020, 339 in 2021). Decreased 5.4%. Performance measure was met.

***Significant Program Achievements:***

- 1) Reduced the number of brush violations.
- 2) Provided street department employees and seasonal staff with training and refreshers on the safe operation of the brush chipper.

***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 2022 Brush Collection program cost is \$102,525. 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.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) 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  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**BRUSH COLLECTION**

Account Number			PERSONAL SERVICES						
100	53460	120	Hourly Wages	\$ 46,898	\$ 42,656	\$ 13,563	\$ 42,656	\$ 43,936	3.00%
100	53460	125	Overtime Wages	673	100	0	100	100	0.00%
100	53460	126	Seasonal Labor	3,135	7,150	115	7,150	7,150	0.00%
100	53460	150	FICA	3,523	3,375	1,078	3,375	3,472	2.90%
100	53460	151	Retirement	3,273	2,886	640	2,886	2,862	-0.82%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,289	13,550	2,451	13,550	13,550	0.00%
			<b>Subtotal</b>	<b>72,791</b>	<b>69,717</b>	<b>17,847</b>	<b>69,717</b>	<b>71,071</b>	<b>1.94%</b>
			CONTRACTUAL SERVICES						
100	53460	215	Consulting	47,342	25,000	0	25,000	25,000	0.00%
100	53460	220	Utilities	312	354	169	354	354	0.00%
			<b>Subtotal</b>	<b>47,654</b>	<b>25,354</b>	<b>169</b>	<b>25,354</b>	<b>25,354</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53460	331	Transportation	5,022	5,800	2,343	5,800	5,800	0.00%
100	53460	340	Operating Supplies	0	300	124	300	300	0.00%
			<b>Subtotal</b>	<b>5,022</b>	<b>6,100</b>	<b>2,466</b>	<b>6,100</b>	<b>6,100</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	53460	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 125,467</b>	<b>\$ 101,171</b>	<b>\$ 20,482</b>	<b>\$ 101,171</b>	<b>\$ 102,525</b>	<b>1.34%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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: 43,405 to 21,249; Route 17: 26,384 to 9,225). Performance measure not met.

***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 2022 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.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) None.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>TRANSIT SYSTEM</b>									
Account Number			CONTRACTUAL SERVICES						
100	53520	213	Transit System	\$ 434,091	\$ 424,663	\$ (57,266)	\$ 424,663	\$ 424,663	0.00%
			<b>Subtotal</b>	<b>434,091</b>	<b>424,663</b>	<b>(57,266)</b>	<b>424,663</b>	<b>424,663</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 434,091</b>	<b>\$ 424,663</b>	<b>\$ (57,266)</b>	<b>\$ 424,663</b>	<b>\$ 424,663</b>	<b>0.00%</b>

## 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
  - a. Result: Violations are 289 for 2021 compared to 194 in 2020. This is a increase of 49%. Performance measure not met.

***Significant Program Achievements:***

- 1) Continued to monitor and reviewed routes to ensure peak efficiency.
- 2) Issues 72 violation notices for unacceptable items in garbage containers, ie. recycling, yard waste, motor oil etc.
- 3) Established Toter polycarts as sole garbage and recycling cart for consistent appearance and cost savings.

***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 2022 Garbage/Refuse Collection program cost is \$339,125. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Training for staff development in garbage truck operations. In addition, staff trained on new garbage trucks and controls.
- 2) Consulting 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.
- 3) Garbage Bags and Poly Cart Supplies increased \$4,000 to reflect actual costs due to new residential subdivisions being constructed and the need to replace existing garbage carts due to age and deterioration.
- 4) No Capital Equipment requested.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>GARBAGE/REFUSE COLLECTION</b>									
Account Number      PERSONAL SERVICES									
100	53620	120	Hourly Wages	\$ 187,766	\$ 180,000	\$ 63,413	\$ 180,000	\$ 185,400	3.00%
100	53620	125	Overtime Wages	3,629	2,000	5	2,000	2,000	0.00%
100	53620	126	Seasonal Labor	8,731	14,000	2,331	14,000	14,000	0.00%
100	53620	150	FICA	14,871	14,126	4,939	14,126	14,539	2.92%
100	53620	151	Retirement	13,284	12,285	3,636	12,285	12,181	-0.85%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	61,593	57,505	26,450	57,505	57,505	0.00%
100	53620	190	Training	206	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>290,079</b>	<b>280,416</b>	<b>100,773</b>	<b>280,416</b>	<b>286,125</b>	<b>2.04%</b>
CONTRACTUAL SERVICES									
100	53620	210	Telephone	0	0	0	0	0	0.00%
100	53620	215	Consulting	4,708	10,000	1,744	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>4,708</b>	<b>10,000</b>	<b>1,744</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	53620	331	Transportation	27,988	30,000	17,115	30,000	30,000	0.00%
100	53620	340	Operating Supplies	56	1,000	576	1,000	1,000	0.00%
100	53620	344	Garbage and Poly Cart Supplies	13,149	8,000	0	12,000	12,000	50.00%
			<b>Subtotal</b>	<b>41,192</b>	<b>39,000</b>	<b>17,691</b>	<b>43,000</b>	<b>43,000</b>	<b>10.26%</b>
CAPITAL OUTLAY									
100	53620	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 335,980</b>	<b>\$ 329,416</b>	<b>\$ 120,208</b>	<b>\$ 333,416</b>	<b>\$ 339,125</b>	<b>2.95%</b>

## 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 5,800 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 2022 Landfill program cost is \$320,000. This program benefits the community by providing funding for disposal of solid waste.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) None.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % Of Change</b>	
<b>Account Title</b>									
<b>LANDFILL</b>									
Account Number			CONTRACTUAL SERVICES						
100	53630	214	Landfill	\$ 320,848	\$ 320,000	\$ 77,816	\$ 320,000	\$ 320,000	0.00%
			<b>Subtotal</b>	<b>320,848</b>	<b>320,000</b>	<b>77,816</b>	<b>320,000</b>	<b>320,000</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 320,848</b>	<b>\$ 320,000</b>	<b>\$ 77,816</b>	<b>\$ 320,000</b>	<b>\$ 320,000</b>	<b>0.00%</b>

## **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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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.
- 2) Cut and maintained high traffic volume areas of litter.

***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 2022 Weed Control program cost is \$14,479. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$2,000 to reflect actual costs.
- 2) Seasonal Labor increased \$400 to reflect actual costs.
- 3) FICA increased \$159 to reflect increases in hourly wages and seasonal labor.
- 4) Retirement increased \$117 to reflect increases in hourly wages and seasonal labor.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$1,692 to reflect actual costs.
- 6) Fuel – City Vehicles/EQ increased \$200 to reflect actual costs.
- 7) No Capital Equipment requested.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>WEED CONTROL</b>									
Account Number			PERSONAL SERVICES						
100	53640	120	Hourly Wages	\$ 7,317	\$ 5,000	\$ 2,980	\$ 7,000	\$ 7,000	40.00%
100	53640	125	Overtime Wages	555	0	3	3	0	0.00%
100	53640	126	Seasonal Labor	1,283	400	188	800	800	100.00%
100	53640	150	FICA	627	388	279	547	547	40.90%
100	53640	151	Retirement	622	338	334	473	455	34.81%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,177	3,485	1,627	5,177	5,177	48.55%
			<b>Subtotal</b>	<b>15,582</b>	<b>9,611</b>	<b>5,410</b>	<b>14,000</b>	<b>13,979</b>	<b>45.45%</b>
			SUPPLIES AND EXPENSE						
100	53640	340	Operating Supplies	0	0	0	0	0	0.00%
100	53640	361	Fuel - City Vehicles/EQ	112	300	239	500	500	66.67%
			<b>Subtotal</b>	<b>112</b>	<b>300</b>	<b>239</b>	<b>500</b>	<b>500</b>	<b>66.67%</b>
			CAPITAL OUTLAY						
100	53640	810	Capital Equipment	336	175	175	175	0	-100.00%
			<b>Subtotal</b>	<b>336</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 16,029</b>	<b>\$ 10,086</b>	<b>\$ 5,825</b>	<b>\$ 14,675</b>	<b>\$ 14,479</b>	<b>43.56%</b>

## 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 2021 the grant received was \$97,975.24. 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Increase recycling tonnage collected by 1% by educating the community on recycling.
  - a. Result: Performance measure was not met. Tonnage for 2020 = 1,901 and 2021 = 1,826. This is a decrease of 3.9%. This is primarily due to less paper products such as newspapers being recycled.

***Significant Program Achievements:***

- 1) Increased efforts educate community and residents on the importance of recycling. Issued 930 violation notices of non-compliance of recycling. An increase of 176% from previous year.
- 2) Established Toter polycarts as sole garbage and recycling cart for consistent appearance and cost savings.

***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 2022 Recycling program cost is \$125,366. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$11,259 to reflect actual costs for health insurance for new employee.
- 2) Training to fund staff attending recycling seminars.
- 3) Consulting for private dumpster services in Marquette Square and Nicolet Square.
- 4) Poly Cart Supplies increased \$4,000 to reflect actual costs due to new residential subdivisions being constructed and the need to replace existing recycle carts due to age and deterioration.
- 5) No Capital Equipment requested.

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>RECYCLING</b>									
Account Number      PERSONAL SERVICES									
100	53650	120	Hourly Wages	\$ 45,546	\$ 49,540	\$ 22,631	\$ 49,540	\$ 51,026	3.00%
100	53650	125	Overtime Wages	654	200	0	200	200	0.00%
100	53650	126	Seasonal Labor	0	322	0	322	322	0.00%
100	53650	150	FICA	3,347	3,810	1,722	3,810	3,923	2.98%
100	53650	151	Retirement	3,189	3,258	1,312	3,357	3,330	2.20%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	31,951	19,421	12,085	24,170	30,680	57.97%
100	53650	190	Training	0	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>84,687</b>	<b>77,051</b>	<b>37,750</b>	<b>81,899</b>	<b>89,981</b>	<b>16.78%</b>
			CONTRACTUAL SERVICES						
100	53650	215	Consulting	3,139	6,000	1,163	6,000	6,000	0.00%
			<b>Subtotal</b>	<b>3,139</b>	<b>6,000</b>	<b>1,163</b>	<b>6,000</b>	<b>6,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53650	331	Transportation	12,602	16,885	5,813	16,885	16,885	0.00%
100	53650	340	Operating Supplies	51	500	175	500	500	0.00%
100	53650	344	Poly Cart Supplies	2,950	8,000	5,793	12,000	12,000	50.00%
			<b>Subtotal</b>	<b>15,602</b>	<b>25,385</b>	<b>11,781</b>	<b>29,385</b>	<b>29,385</b>	<b>15.76%</b>
			CAPITAL OUTLAY						
100	53650	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 103,427</b>	<b>\$ 108,436</b>	<b>\$ 50,695</b>	<b>\$ 117,284</b>	<b>\$ 125,366</b>	<b>15.61%</b>

# **TOTAL PUBLIC WORKS**

City of De Pere  
2022 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>						
PERSONAL SERVICES						
110 Salaries	\$ 149,501	\$ 151,880	\$ 67,735	\$ 151,881	\$ 159,138	4.78%
120 Hourly Wages	633,941	690,317	255,151	694,212	689,860	-0.07%
125 Overtime Wages	31,865	60,108	5,843	60,103	60,100	-0.01%
126 Seasonal Wages	30,785	43,511	9,035	45,852	47,986	10.28%
150 FICA	61,187	69,657	25,576	69,989	70,242	0.84%
151 Retirement	57,159	60,806	19,746	61,168	59,091	-2.82%
152 Health, Denal, DIB, Life & Wks Comp Ins	313,109	303,980	115,767	311,820	300,753	-1.06%
190 Training	2,292	16,000	881	16,000	16,000	0.00%
<b>Subtotal</b>	<b>1,279,839</b>	<b>1,396,260</b>	<b>499,734</b>	<b>1,411,025</b>	<b>1,403,170</b>	<b>0.49%</b>
CONTRACTUAL SERVICES						
210 Telephone	1,908	1,908	429	1,908	1,908	0.00%
211 Postage	1,524	1,563	591	1,563	1,563	0.00%
212 Seminars and Conference	123	4,995	24	4,995	4,995	0.00%
213 Transit System	434,091	424,663	(57,266)	424,663	424,663	0.00%
214 Landfill	320,848	320,000	77,816	320,000	320,000	0.00%
215 Consulting	137,341	114,279	7,818	118,279	125,779	10.06%
217 Cleaning Service Contract	7,746	7,500	5,187	9,405	9,966	32.88%
218 Cell/Radio	5,695	6,520	2,313	5,952	6,705	2.84%
219 Data	0	0	0	0	0	0.00%
220 Utilities	370,939	411,354	208,525	411,354	411,354	0.00%
<b>Subtotal</b>	<b>1,280,215</b>	<b>1,292,782</b>	<b>245,437</b>	<b>1,298,119</b>	<b>1,306,933</b>	<b>1.09%</b>

City of De Pere  
2022 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>TOTAL PUBLIC WORKS</b>							
	SUPPLIES AND EXPENSE						
310	Office Supplies	83	3,000	84	3,000	3,000	0.00%
314	Cleaning & Maintenance Supplies	6,260	9,000	194	9,000	9,000	0.00%
320	Memberships/Subscriptions	522	650	290	650	650	0.00%
331	Transportation	77,692	95,493	37,327	95,493	96,493	1.05%
340	Operating Supplies	60,817	92,561	32,317	92,723	92,723	0.18%
341	Salt, Sand and Chloride	50,561	90,000	67,896	80,000	80,000	-11.11%
342	Paint--Sign and Mark	12,229	12,000	222	13,500	14,000	16.67%
344	Garbage Bags and Poly Cart Supplies	16,099	16,000	5,793	24,000	24,000	50.00%
350	Repair and Maintenance	26,131	31,700	7,335	31,700	31,700	0.00%
351	Safety Equipment and Uniforms	8,083	8,100	4,317	9,634	9,300	14.81%
361	Fuel - Equipment	112	300	239	500	500	66.67%
	<b>Subtotal</b>	<b>258,588</b>	<b>358,804</b>	<b>156,015</b>	<b>360,200</b>	<b>361,366</b>	<b>0.71%</b>
	CAPITAL OUTLAY						
810	Capital Equipment	450,330	20,725	17,871	31,588	9,392	-54.68%
860	Capital Outlay	29,382	0	516	516	0	0.00%
	<b>Subtotal</b>	<b>479,712</b>	<b>20,725</b>	<b>18,387</b>	<b>32,104</b>	<b>9,392</b>	<b>-54.68%</b>
	<b>TOTAL</b>	<b>\$ 3,298,354</b>	<b>\$ 3,068,571</b>	<b>\$ 919,574</b>	<b>\$ 3,101,448</b>	<b>\$ 3,080,860</b>	<b>0.40%</b>

# **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/>
<b>TOTAL</b>	<b>15.00</b>

## 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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Obtain a 90% approval rating on patrons rental experience at the Community Center.
  - a. Result: Community Center rentals were limited due to the Covid pandemic. A true survey was not able to be developed in direct response to renter’s experience so this goal will be carried into the new year.

***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.
- 2) Completed roofing and insulation project. Also re-sealed gutters under warranty.
- 3) Research and acquire new tables for upper level of Community Center through donated funds.
- 4) Re-structured program offerings to house classes that were at the schools and also coordinated with the Health Dept. on hosing vaccine clinics at the Community Center along with pop up clinics at the Beer Gardens.
- 5) Prepared part-time maintenance schedules on a weekly basis (previously monthly) due to the fluidity of things changing from COVID; i.e. changes with the vaccine clinics and the necessity to rearrange and/or cancel recreation programs.

***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 2022 Community Center Program cost is \$340,967. 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.

***2022 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 continue to grow with increased rentals after 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$4,909 to reflect COLA and performance pay adjustments.
- 2) Seasonal Labor increased \$1,960 to reflect changes in wage rates.
- 3) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$15,403 due to elections and trends.
- 4) Training includes Management Training Seminar (1) \$125, Support Staff Training (2) \$150, First Aid/CPR Training (5) \$75.
- 5) Postage decreased by \$55 to reflect trends.
- 6) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$250).
- 7) Data increased by \$541 to reflect costs for Spectrum TV Service.
- 8) Memberships/Subscriptions include the following music and movie licenses: MPLC (\$603), ASCAP (\$371), SESAC (\$500), BMI (\$371).
- 9) No Capital Outlay

City of De Pere  
2022 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>COMMUNITY CENTER</b>									
Account Number PERSONAL SERVICES									
100	55140	110	Salaries	\$ 79,868	\$ 80,856	\$ 36,067	\$ 80,856	\$ 85,765	6.07%
100	55140	120	Hourly Wages	57,597	77,223	33,114	72,000	79,325	2.72%
100	55140	122	Hourly Wages Part Time	12,226	0	0	0	0	0.00%
100	55140	125	Overtime Wages	129	250	83	250	250	0.00%
100	55140	126	Seasonal Labor	8,390	10,160	4,369	9,950	12,120	19.29%
100	55140	150	FICA	11,274	12,259	5,402	11,857	12,824	4.61%
100	55140	151	Retirement	10,418	10,687	4,007	10,335	10,747	0.56%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	48,221	53,400	13,079	40,000	37,997	-28.85%
100	55140	190	Training	251	350	0	225	350	0.00%
			<b>Subtotal</b>	<b>228,373</b>	<b>245,186</b>	<b>96,120</b>	<b>225,473</b>	<b>239,378</b>	<b>-2.37%</b>
CONTRACTUAL SERVICES									
100	55140	210	Telephone	4,000	4,000	1,059	4,000	4,000	0.00%
100	55140	211	Postage	46	750	0	300	695	-7.33%
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	23,918	31,890	11,389	30,750	33,442	4.87%
100	55140	218	Cell/Radio	456	480	224	480	480	0.00%
100	55140	219	Data	194	216	105	400	757	250.46%
100	55140	220	Utilities	31,959	35,000	13,018	35,000	35,000	0.00%
100	55140	240	Equipment Maintenance	6,228	6,500	1,146	6,500	6,500	0.00%
100	55140	290	Other Contractual Services	12,037	11,685	2,058	11,340	11,870	1.58%
			<b>Subtotal</b>	<b>79,316</b>	<b>91,021</b>	<b>29,000</b>	<b>89,248</b>	<b>93,244</b>	<b>2.44%</b>
SUPPLIES AND EXPENSE									
100	55140	310	Office Supplies	939	2,750	1,091	2,750	2,750	0.00%
100	55140	320	Memberships/Subscriptions	2,139	1,815	483	1,500	1,845	1.65%
100	55140	331	Transportation	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	3,087	3,750	770	3,750	3,750	0.00%
			<b>Subtotal</b>	<b>6,165</b>	<b>8,315</b>	<b>2,343</b>	<b>8,000</b>	<b>8,345</b>	<b>0.36%</b>
CAPITAL OUTLAY									
100	55140	810	Capital Equipment	11,546	10,000	815	10,000	0	-100.00%
			<b>Subtotal</b>	<b>11,546</b>	<b>10,000</b>	<b>815</b>	<b>10,000</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 325,400</b>	<b>\$ 354,522</b>	<b>\$ 128,279</b>	<b>\$ 332,721</b>	<b>\$ 340,967</b>	<b>-3.82%</b>

## 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 district* – 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.

***2022 Performance Measures:***

- 1) Facilitate a \$12,000 Certified Local Government Sub-grant that was awarded to the City on February 22, 2021 to facilitate the state and federal designation of three specific residential properties as historic. The three properties were identified in the City's 2017 Historical & Architectural Resources Survey. Preparation of the nomination forms will begin in September 2021 and are expected to be completed by September 30, 2022.
- 2) Target three business buildings/properties, identified in the City's 2017 Historical & Architectural Resources Survey, to determine if there is an interest in becoming locally designated as historic. If there is an interest, assist each business through the local designation review/approval process by July 2022.
- 3) Target three residential properties, identified in the City's 2017 Historical & Architectural Resources Survey, to determine if there is an interest in becoming locally designated as historic. If there is an interest, assist each business through the local designation review/approval process by July 2022.
- 4) Continue implementation of the City's 2017 Historical & Architectural Resources Survey by working on State and National historic building/district designations. This is an ongoing work plan used through the 2022 calendar year.
- 5) 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.
- 6) Provide offers for historic district signage for two historic residential districts that were designated in July 2021. Signage would be prepared and offered to the two new historic districts by the spring of 2022.

***2020-2021 Performance Measurement Data: (July 2020-June 2021)***

- 1) Completed the approval process for the state and federal designation posed state/federal designation of two nominated residential historic districts in De Pere in September 2020. Two neighborhood meetings held and two State Review Board presentations were made in February-May 2021, which resulted in the state designation for both, and both receiving federal designations in July 2021.
  - a. Result: Nominations complete.
- 2) Targeted three specific business buildings/properties, identified in the City's 2017 Historical & Architectural Resources Survey, to determine if there is an interest in becoming locally designated as historic.
  - a. Result: Reached out to three businesses, but said business did not express interest in a local designation.

- 3) Obtained an additional \$12,000 Certified Local Government Sub-grant that was awarded to the City on February 22, 2021 to facilitate the state and federal designation of three specific residential properties as historic in 2021-2022.
  - a. Result: Obtained grant, nomination in progress.
- 4) 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.
  - a. Result: The awarding of a \$12,000 grant for the designation of three proposed state and federally recognized historic residential properties (referenced in #2, above); the designation of two new state and federally recognized historic residential historic districts. Outreach to businesses and residents seeking interest in local historic designations.
- 5) Along with the Wisconsin Historical Society, co-facilitated two virtual neighborhood meetings for the state and federal designation of historic districts.
  - a. Result: The neighborhoods gained a better understanding of the approval process and benefits of a designation benefits.
- 6) Continue offers for Historic District signage for the residential districts.
  - a. Result: Signage programming is targeted for the two new historic neighborhoods. Delayed state/federal approvals of the neighborhoods will cause this performance measure to be completed in 2021-2022.

***Significant Program Achievements:***

- 1) Assistance and education about Historic Tax Credit program on an one-on-one basis.
- 2) Completion of the nomination forms and completion of photographs for two proposed residential historic districts.
- 3) Outreach to businesses and residents to encourage local designation as historic buildings or properties.
- 4) Obtaining \$12,000 in addition grant dollars during a cycle that the City typically is not eligible.

***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, including the Certificate of Appropriateness (COA) permits, and review of photo-documenting of historic structures prior to demolition.
    - ii. Establishes a routine schedule for community involvement.

***Costs and Benefits of Program and Services:***

The adopted 2022 Historic Preservation program cost is \$23,560. This includes \$12,000 in pass through cost identified below.

The Historic Preservation Commission also obtained \$12,000 in grant funding in February 2021, which is intended to cover costs related to designating three residential properties as historic in the City during 2021-2022. 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.

***2022 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 three residential properties as historic, which are identified in the City's 2017 Historical & Architectural Resources Survey.
- 3) Continue implementation of the City's 2017 Historical & Architectural Resources Survey by working on State and National historic building / district designations by targeting potential local, state, and federal designations. The City's 2017 Historical & Architectural Resources 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.

***2022 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. Increased \$12,000 due to pass-through costs from a state-level grant.
  - a. \$3,200 for historic plaque program.
  - b. \$12,000 in additional potential consulting fees will be covered by a grant. No City match required.
- 3) Memberships/Subscriptions. No Change.
  - a. \$100 National Alliance of Preservation Commissions
  - b. \$250 Fox Wisconsin Heritage Parkway
  - c. \$40 WAHPC Annual Membership
  - d. \$20 National Trust for Historic Preservation
- 4) Grants and Contributions. Increased by \$1,450 at the request of the De Pere Historical Society

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>HISTORIC PRESERVATION COMMISSION</b>									
Account Number      CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	\$ 90	\$ 750	\$ 0	\$ 450	\$ 750	0.00%
100	55150	215	Consulting	10,000	3,200	0	0	15,200	375.00%
			<b>Subtotal</b>	<b>10,090</b>	<b>3,950</b>	<b>0</b>	<b>450</b>	<b>15,950</b>	<b>303.80%</b>
			SUPPLIES AND EXPENSE						
100	55150	310	Office Supplies	154	200	0	200	200	0.00%
100	55150	320	Memberships/Subscriptions	20	410	42	410	410	0.00%
100	55150	331	Mileage Reimbursement	0	500	0	0	500	0.00%
100	55150	391	Historic Preservation Supplies	40	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>214</b>	<b>1,110</b>	<b>42</b>	<b>610</b>	<b>1,110</b>	<b>0.00%</b>
			GRANTS, CONTRIBUTIONS, INDEM						
100	55150	701	Historical Society	5,050	5,050	0	5,050	6,500	28.71%
			<b>Subtotal</b>	<b>5,050</b>	<b>5,050</b>	<b>0</b>	<b>5,050</b>	<b>6,500</b>	<b>28.71%</b>
			<b>TOTAL</b>	<b>\$ 15,354</b>	<b>\$ 10,110</b>	<b>\$ 42</b>	<b>\$ 6,110</b>	<b>\$ 23,560</b>	<b>133.04%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Increase revenues by 5% for the De Pere Beer Gardens.
  - a. Currently there is not sufficient data to determine. Our first Beer Garden was rained out in 2021 and all the Beer Gardens were canceled for 2020.

***Significant Program Achievements:***

- 1) Awarded grants for Fox Point and Perkofski Boat Launches for second time.
- 2) Completed construction of VFW Aquatic Facility.
- 3) Completed grant administration for Fox Point and Perkofski Boat Launches.

- 4) Obtained \$500,000 pledge/grant from community foundation to construct and Multi-Use Facility in Voyageur Park.

***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 2022 Park and Rec Administration program cost is \$265,054. 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.

***2022 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) Evaluate Beer Gardens and methods for offering.

- 4) Review and refine policies related to our swimming pools.
- 5) Complete bidding and construction of VFW Tennis Courts.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased by \$6,802 to reflect actual wages.
- 2) Hourly wages increased by \$2,516 to reflect actual wages.
- 3) FICA increased by \$712 to reflect projected increase.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$3,696 due to reflect projected insurance costs.
- 5) Training includes department training \$1,000, customer service training for office assistant \$250.
- 6) Seminars and conferences includes WPRA State Conference \$1,400, Office Support Workshop \$150, NRPA National Conference \$2,250.
- 7) Consulting includes \$5,000 for general consulting needs.
- 8) Cell/Radio increased by \$716. A majority of the cost is related to providing a smart phone to our Park Lead Person.
- 9) Membership/Subscriptions includes \$375 - WPRA Membership, \$175 NRPA Membership.
- 10) No Capital Outlay.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>PARK AND REC ADMINISTRATION</b>									
Account Number      PERSONAL SERVICES									
100	55200	110	Salaries	\$ 111,186	\$ 112,102	50,224	\$ 112,102	\$ 118,904	6.07%
100	55200	120	Hourly Wages	58,395	49,546	24,208	49,546	52,062	5.08%
100	55200	125	Overtime Wages	657	700	0	400	700	0.00%
100	55200	126	Seasonal Labor	61	0	0	0	0	0.00%
100	55200	150	FICA	12,787	12,420	5,739	12,397	13,132	5.74%
100	55200	151	Retirement	11,835	10,958	4,332	10,938	11,158	1.82%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	51,293	54,107	17,622	54,107	50,411	-6.83%
100	55200	190	Training	429	1,250	175	1,250	1,250	0.00%
			<b>Subtotal</b>	<b>246,642</b>	<b>241,084</b>	<b>102,299</b>	<b>240,740</b>	<b>247,618</b>	<b>2.71%</b>
CONTRACTUAL SERVICES									
100	55200	210	Telephone	4,000	4,000	1,059	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	519	3,800	0	3,800	3,800	0.00%
100	55200	215	Consulting	53	15,000	0	10,000	5,000	-66.67%
100	55200	218	Cell/Radio	454	1,000	211	1,000	1,716	71.60%
100	55200	219	Data	137	120	99	120	120	0.00%
100	55200	240	Equipment Maintenance	0	200	0	200	200	0.00%
100	55200	290	Other Contractual Services	324	750	125	750	750	0.00%
			<b>Subtotal</b>	<b>5,488</b>	<b>24,870</b>	<b>1,494</b>	<b>19,870</b>	<b>15,586</b>	<b>-37.33%</b>
SUPPLIES AND EXPENSE									
100	55200	310	Office Supplies	311	850	0	800	850	0.00%
100	55200	320	Memberships/Subscriptions	475	550	0	550	550	0.00%
100	55200	331	Transportation	70	450	54	450	450	0.00%
100	55200	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>856</b>	<b>1,850</b>	<b>54</b>	<b>1,800</b>	<b>1,850</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	55200	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 252,986</b>	<b>\$ 267,804</b>	<b>\$ 103,847</b>	<b>\$ 262,410</b>	<b>\$ 265,054</b>	<b>-1.03%</b>

## 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.

***2022 Performance Measures:***

- 1) Increase Park Shelter rentals by 3 % through social media marketing and customer service.

***2021 Performance Measurement Data:***

- 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.
  - a. Result: Due to COVID restrictions and other unforeseen occurrences we were unable to move forward with this survey in 2021.

***Significant Program Achievements:***

- 1) Assisted with several local soccer tournaments (Select and Tony Litt Soccer).
- 2) Worked with Street Dept. to maintain and identify more waste and recycle containers in select parks and to schedule regular pick-ups by crews.
- 3) Worked with numerous families to obtain and install memorial benches in Voyageur Park and Bomier Boat Launch.
- 4) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.
- 5) 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.
- 6) Worked with various volunteers of community service individuals and service groups to help clean parks.

- 7) Continued to market the memorial bench/tree program to be more visible.
- 8) Worked with the Communication Specialist to ‘market’ more of our contributions and programs to the public.
- 9) Employees continued to work through the late stages of the COVID shutdown by using firmly established protocols, staggered work starting and ending times and City established policies.
- 10) Established a 5 day a week restroom cleaning schedule during the summer to help minimize exposures to the public and maintain a cleaner overall facility.
- 11) Replaced the recycled rubber mulch under the swings at Optimist Park with new Poured in Place surfacing to help minimize debris spread throughout the park and make the playground safer for users.
- 12) Install new furnace in Fox Point Boat Launch restroom facility. This will allow the facility to remain at a more constant temperature throughout the spring and fall. Sensitive equipment also is stored in the facility and this will allow the City to maintain a consistent temp all winter as well to protect the equipment.

***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 2022 Parks and Public Land program budget is \$542,614. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Seasonal Labor increased \$10,520 to reflect the approved 2022 Wage Rate increases.
- 2) Training: Playground Safety training (3 people) \$1,500; Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 3) Seminars and Conferences includes: Turf Management (1 person) \$100; WPRA Summer Park tour (1 person) \$300.
- 4) Consulting includes Cross Connection maintenance \$3,000 and general outside services \$400.
- 5) Transportation increased \$3,136 due to increased fuel costs.
- 6) Operating supplies increases \$2,000 to replace 5 line trimmers.
- 7) No Capital Outlay.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>PARKS AND PUBLIC LAND</b>									
Account Number	PERSONAL SERVICES								
100	55210	120	Hourly Wages	\$ 200,007	\$ 201,095	\$ 96,207	\$ 201,095	\$ 200,487	-0.30%
100	55210	125	Overtime Wages	1,481	4,000	552	2,000	4,000	0.00%
100	55210	126	Seasonal Labor	67,114	88,600	16,755	75,000	99,120	11.87%
100	55210	150	FICA	15,758	16,974	7,755	16,624	17,080	0.62%
100	55210	151	Retirement	13,779	13,844	5,649	13,709	13,292	-3.99%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	73,097	85,653	26,544	85,000	85,467	-0.22%
100	55210	190	Training	460	2,000	90	1,200	2,000	0.00%
			<b>Subtotal</b>	<b>371,695</b>	<b>412,166</b>	<b>153,552</b>	<b>394,628</b>	<b>421,446</b>	<b>2.25%</b>
			CONTRACTUAL SERVICES						
100	55210	212	Seminars and Conferences	279	400	0	150	400	0.00%
100	55210	215	Consulting	10,779	3,400	6,465	8,500	3,400	0.00%
100	55210	220	Utilities	30,264	43,560	16,202	38,000	43,560	0.00%
100	55210	240	Equipment Maintenance	7,683	10,000	1,936	9,500	10,000	0.00%
			<b>Subtotal</b>	<b>49,004</b>	<b>57,360</b>	<b>24,603</b>	<b>56,150</b>	<b>57,360</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	55210	331	Transportation	15,737	16,672	8,774	17,000	19,808	18.81%
100	55210	340	Operating Supplies	35,076	29,182	9,548	29,000	31,200	6.92%
100	55210	345	Turf Chemicals	9,964	10,000	3,218	9,800	10,000	0.00%
100	55210	351	Safety Equipment	2,647	2,800	1,252	2,700	2,800	0.00%
			<b>Subtotal</b>	<b>63,424</b>	<b>58,654</b>	<b>22,791</b>	<b>58,500</b>	<b>63,808</b>	<b>8.79%</b>
			CAPITAL OUTLAY						
100	55210	810	Capital Equipment	50,599	10,000	(4,664)	10,000	0	-100.00%
			<b>Subtotal</b>	<b>50,599</b>	<b>10,000</b>	<b>(4,664)</b>	<b>10,000</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 534,723</b>	<b>\$ 538,180</b>	<b>\$ 196,283</b>	<b>\$ 519,278</b>	<b>\$ 542,614</b>	<b>0.82%</b>

# 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 of Landscaping Plans* – Review and provide recommendations to proposed site plans of business developments.
- 9) *Unsafe Tree Condition Response* – 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 and 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 and shrubs in City parks and ROW* – Activity funded by property tax. Result in a more managed and maintained urban forest.
- 3) *Removal of trees and 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.

***2022 Performance Measures:***

- 1) Replant up to 60 replacement trees with the help of a grant extension through NEW Water & the US Forest Service by the end of the year. This grant will continue to help us replace removed ash trees at properties that have lost 2 or more ash trees from Emerald Ash Borer.

***2021 Performance Measurement Data:***

- 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.
  - a. Result: We anticipate that we will plant up to 75 trees this year.

***Significant Program Achievements:***

- 1) As part of our Arbor Day Program our department assisted 3 families in planting memorial trees for loved ones. We also worked with Wisconsin Public Service and American Transmission Company to plant 8 additional donated trees from them in our parks. 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 32 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) Continued to work with NEW Water and the US Forest Service to receive up to 200 bare root trees (100 trees in 2020 and 100 in 2021; due to COVID this grant will be extended into 2022) through a grant. 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 the loss of a valued staff member to an accident on the job.
- 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. Worked with a tree care company to prune an area in the NW corner 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 2022 Forestry program budget is \$329,180. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$4,847 to reflect wage changes in 2022.
- 2) Hourly wages increased \$4,745 to reflect wages changes in 2022.
- 3) FICA increased \$734 due to an increase in salary and wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$13,963 due to changes in insurance coverage for arborist.
- 5) Training includes Wisconsin Arborists Association conferences - Summer and Annual (2 staff) \$650.
- 6) Seminars and Conference includes Wisconsin Arborist Association conferences - Fall and Annual (1 person) \$550; Management Educational programs (1 person) \$100.

- 7) Consulting increased \$60,020 and includes \$80,000 for contracted tree removals; Invasive species control for Gypsy Moth & Emerald Ash Borer; and/or contracted stump grinding from EAB losses - \$3,020.
- 8) Memberships/Subscriptions includes Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$140; Society of Municipal Arborists - \$80; Tree care brochure - \$20.
- 9) Transportation increased \$380 due to projected increases in cost of fuel.
- 10) Operating Supplies increased \$1,200 due to the purchase of 2 new bucket chainsaws to replace the current saws.
- 11) No Capital Outlay.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>FORESTRY</b>									
Account Number	PERSONAL SERVICES								
100	55220	110	Salaries	\$ 79,113	\$ 80,086	\$ 35,724	\$ 80,086	\$ 84,933	6.05%
100	55220	120	Hourly Wages	77,068	68,155	32,231	60,000	72,900	6.96%
100	55220	125	Overtime Wages	779	583	0	400	583	0.00%
100	55220	126	Seasonal Labor	13,568	0	548	583	0	0.00%
100	55220	150	FICA	12,319	11,385	5,202	10,756	12,119	6.44%
100	55220	151	Retirement	10,987	10,046	4,102	9,483	10,297	2.50%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	56,419	28,600	13,193	25,000	42,563	48.82%
100	55220	190	Training	610	650	300	650	650	0.00%
			<b>Subtotal</b>	<b>250,863</b>	<b>199,505</b>	<b>91,300</b>	<b>186,957</b>	<b>224,045</b>	<b>12.30%</b>
			CONTRACTUAL SERVICES						
100	55220	212	Seminars and Conferences	254	650	130	200	650	0.00%
100	55220	215	Consulting	1,958	23,000	40,225	68,500	83,020	260.96%
100	55220	240	Equipment Maintenance	74	400	294	400	400	0.00%
			<b>Subtotal</b>	<b>2,285</b>	<b>24,050</b>	<b>40,649</b>	<b>69,100</b>	<b>84,070</b>	<b>249.56%</b>
			SUPPLIES AND EXPENSE						
100	55220	320	Memberships/Subscriptions	275	285	275	285	285	0.00%
100	55220	331	Transportation	5,641	5,500	2,453	5,500	5,880	6.91%
100	55220	340	Operating Supplies	2,879	3,400	1,633	3,400	4,600	35.29%
100	55220	346	Trees	16,372	10,000	2,192	15,000	10,000	0.00%
100	55220	347	Tree Chemicals	90	300	0	300	300	0.00%
			<b>Subtotal</b>	<b>25,257</b>	<b>19,485</b>	<b>6,553</b>	<b>24,485</b>	<b>21,065</b>	<b>8.11%</b>
			CAPITAL OUTLAY						
100	55220	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 278,405</b>	<b>\$ 243,040</b>	<b>\$ 138,502</b>	<b>\$ 280,542</b>	<b>\$ 329,180</b>	<b>35.44%</b>

## **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.

***2022 Performance Measures:***

- 1) Increase daily passes by 1% by increasing social media presence, especially during lulls in boating seasons.

***2021 Performance Measurement Data:***

- 1) Obtain a 90% approval rating on the quality of experience through customer satisfaction survey from people using our boat launches.
  - a. Result: Due to COVID and other restrictions our department did not undertake this project this year.

***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 3 new dock extensions for Perkofski 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 – 5 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 2022 Boat Ramps program budget is \$24,591. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

***2022 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) Secure funding for one dock refurbishment with the help of State grants.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$398 to reflect projected expenses.
- 2) FICA increased \$30 to reflect projected expenses.
- 3) Health, Dental, DIB, Life and Wks Cmp decreased by \$1,431 to reflect projected expenses.
- 4) No Capital Outlay.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>BOAT RAMPS</b>									
Account Number      PERSONAL SERVICES									
100	55230	120	Hourly Wages	\$ 10,010	\$ 7,704	\$ 4,693	\$ 7,704	\$ 8,102	5.17%
100	55230	125	Overtime Wages	318	150	203	203	150	0.00%
100	55230	126	Seasonal Labor	124	0	0	0	0	0.00%
100	55230	150	FICA	746	601	366	605	631	5.07%
100	55230	151	Retirement	700	530	196	534	536	1.18%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,044	2,306	973	2,300	3,222	39.70%
			<b>Subtotal</b>	<b>14,941</b>	<b>11,291</b>	<b>6,431</b>	<b>11,346</b>	<b>12,641</b>	<b>11.96%</b>
			CONTRACTUAL SERVICES						
100	55230	210	Telephone	1,800	1,800	783	1,800	1,800	0.00%
100	55230	220	Utilities	6,092	6,750	2,774	6,750	6,750	0.00%
100	55230	240	Equipment Maintenance	848	1,200	0	500	1,200	0.00%
			<b>Subtotal</b>	<b>8,740</b>	<b>9,750</b>	<b>3,557</b>	<b>9,050</b>	<b>9,750</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	55230	340	Operating Supplies	2,019	2,200	1,016	2,200	2,200	0.00%
			<b>Subtotal</b>	<b>2,019</b>	<b>2,200</b>	<b>1,016</b>	<b>2,200</b>	<b>2,200</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	55230	810	Capital Equipment	31,548	6,927	19,338	12,022	0	-100.00%
			<b>Subtotal</b>	<b>31,548</b>	<b>6,927</b>	<b>19,338</b>	<b>12,022</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 57,248</b>	<b>\$ 30,168</b>	<b>\$ 30,342</b>	<b>\$ 34,618</b>	<b>\$ 24,591</b>	<b>-18.49%</b>

## **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.

***2022 Performance Measures:***

- 1) Reduce fuel usage in Recreation Budget by 1% through acquisition of newer fuel efficient vehicle for Recreation Staff.

***2021 Performance Measurement Data (July 2020-June 2021):***

- 1) Reduce maintenance costs 2% by implementing standards related to equipment cleaning.
  - a. Result: We have not witnessed a 2% decrease in maintenance costs this past year. Although we continued with regular and preventative maintenance, the covid pandemic put a strain on our fleet. Due to social distancing and masking requirements, we made it a priority to only have one person per vehicle through the pandemic. This caused an unanticipated higher use of vehicles.

***Significant Program Achievements:***

- 1) Conducted repairs on Truck 16 bed which allows us to maintain the vehicle in our fleet.
- 2) Conducted routine maintenance checks every 3,000 miles on all vehicles.
- 3) 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 2022 Park Equipment/Vehicle Maintenance budget is \$90,781. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

***2022 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) Replace aging equipment in wood shop.
- 5) Develop standard operating procedures for cleaning of all equipment.

***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$5,305 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  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>PARKS EQUIPMENT/VEHICLE MAINTENANCE</b>									
Account Number      PERSONAL SERVICES									
100	55240	120	Hourly Wages	\$ 36,865	\$ 36,516	\$ 20,624	\$ 38,000	\$ 38,000	4.06%
100	55240	125	Overtime Wages	11	788	0	500	788	0.00%
100	55240	126	Seasonal Labor	171	0	0	0	0	0.00%
100	55240	150	FICA	2,696	2,854	1,536	2,945	2,967	3.98%
100	55240	151	Retirement	2,549	2,518	1,157	2,599	2,521	0.13%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,216	14,809	4,718	9,600	9,504	-35.82%
			<b>Subtotal</b>	<b>55,509</b>	<b>57,485</b>	<b>28,035</b>	<b>53,644</b>	<b>53,781</b>	<b>-6.44%</b>
CONTRACTUAL SERVICES									
100	55240	215	Consulting	(2,623)	10,000	(1,995)	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>(2,623)</b>	<b>10,000</b>	<b>(1,995)</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	23,030	27,000	10,893	27,000	27,000	0.00%
			<b>Subtotal</b>	<b>23,030</b>	<b>27,000</b>	<b>10,893</b>	<b>27,000</b>	<b>27,000</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	55240	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 75,916</b>	<b>\$ 94,485</b>	<b>\$ 36,933</b>	<b>\$ 90,644</b>	<b>\$ 90,781</b>	<b>-3.92%</b>

## Recreation and Recreation Programs

***Program Full Time Equivalent: 3.6***

***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, 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.
    - i. De Pere Area Baseball
    - ii. De Pere Rapides Soccer
    - iii. Youth Hockey
    - iv. 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.
    - i. Summer Softball: 3 leagues, 22 teams (Coed 4 teams, Copper 8 teams, Brass 10 teams)
    - ii. Fall Softball: 1 league, 8 teams
    - iii. Basketball: 7 leagues, 42 teams
    - iv. Kickball: 1 league, 4 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:
    - i. Department brochure w/ authentic pictures
    - ii. Cable Channel 4
    - iii. Flyers to local schools: elementary through college
    - iv. Press releases to local newspapers

- v. Information updates on the City website
  - vi. Social media outlets
  - vii. City Newsletter
  - viii. 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.

***2022 Performance Measure:***

- 1) Obtain a 90% approval rating from participants on the Kidz Zone Before/After School Program.

***2021 Performance Measures Data (July 2020 – June 2021):***

- 1) Obtain a 90% approval rating from customers on ease of registration for programs.
  - a. Result: Received an average of 86% approval rating ranging from good to excellent for ease of registration for recreation programs which included youth instructional based programs, workshops/special events, youth flag football, Summer Day Camp & Kidz Zone Before/After School Program, fitness programs and adult leagues.

***Significant Program Achievements:***

- 1) Re-structured Recreation Division staff – increased Rec Specialist’s position to full-time and re-classified to Recreation Supervisor with re-distribution of work duties; eliminated two part-time positions to create one full-time Recreation Coordinator position; successfully re-classified Office Assistant position to Admin Assistant; drafted new job descriptions for each position.
- 2) Took over management of leagues, pools, concessions, martial arts, Tai Chi, tennis, dance and events after the Recreation Supervisor left in the beginning of the summer. This was a extremely busy time for us where the Rec Superintendent put in countless hours to keep things running smoothly.
- 3) Worked with colleges and hired two recreation interns this year – one in winter/spring and another for the summer.
- 4) As a result of the Covid pandemic:
  - a. We were not allowed to hold any programming in the schools last summer and fall/winter which affected a multitude of summer programs, Dance, Twirl & Adult Basketball Leagues. However, staff was able to re-arrange programming at the Community Center to allow for many of these programs to be held.
  - b. Fitness programs offered hybrid classes (virtual and in-person) which have been popular and garnered additional interest in these programs.
  - c. Two new multi-generational virtual events were held for the community - the Snowman Contest and the 5K Walk/Run.
  - d. The annual Easter Egg Hunt was held as a “drive-thru” style. The Fire Department kindly gave out hats to the kids while the cars were waiting in line. Over 300 cars drove through to get goodie bags for each child which included goodie bags included stickers, candy, puzzles, and crafts.

- 5) Facilitated a Virtual Learner’s Camp when West De Pere and Our Lady of Lourdes went virtual during 2020-2021 school year related to COVID (increase in numbers, virtual after longer holiday breaks to prevent spread). Multi-age students, two school districts, two curriculums.
- 6) Had an extremely good retention rate of returning summer camp staff (only hired two new staff for this summer and modified staffing due to weeks where numbers were a bit low).
- 7) Offered a new, successful event this summer - Art in the Park outdoor programming at three parks which focused on utilizing our parks/outdoor space for an outdoor art program. Also brought awareness to parks people may not necessarily visit.
- 8) The department’s management staff collaborated on planning the 3<sup>rd</sup> Annual Beer Garden Community Events. Our first event in June was canceled due to bad weather but the July event was a huge success.
- 9) Renewed contractual agreements with Green Bay Tennis Inc., 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.
- 10) The seniors were finally welcomed back to play cards in May on a scheduled basis until restrictions were lifted. The lower level now has multiple cards groups playing Monday – Thursday. Monthly senior bingos have been held since January. We are trying to rebuild senior participation at our events.
- 11) Continued to receive donations and maintained a healthy balance in the Recreation Scholarship Fund. As a result of coming off of the pandemic, the scholarships awarded are down a little but still a nice amount was awarded. 22 scholarships were awarded for Family Swim Pool Passes while 12 scholarships were awarded for other recreation programs/workshops.

***Existing Program Standards Including Importance to Community:***

- 1) All registration-based programs shall financially sustain themselves.
  - a. Community Importance:
    - i. 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:
    - i. 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:
    - i. Strengthens partnerships and collaborations with organizations within the community.
    - ii. 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:
    - i. Meets a specific need and demand within our community while remaining cost-effective to our participants.
    - ii. Provides socially interactive, educational, and fun programming in a safe atmosphere.
    - iii. Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
    - iv. Programs financially sustain themselves and create a significant source of revenue for West De Pere School District and the City as well as fund the part-time Recreation Specialist position.
    - v. Utilizes facility during low traffic hours maximizing available times.

***Costs and Benefits of Program Services:***

The adopted 2022 Recreation and Recreation Programs cost is \$585,287. 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.

***2022 Objectives:***

- 1) Maintain a variety of recreational programs that expand to all age groups.
- 2) Expand on the revitalization of the Summer Park Playground Program adding more special events, specialized programming (i.e. Art in the Park) and trips. Continue to pursue getting water to Kiwanis Park for the benefit of the Park Playground Program and general park users.
- 3) Continue to explore and expand multi-generational programming.
- 4) 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. Work closely with Communications Specialist to build phot/video base to aid in promoting programs/events through various methods.

- 5) Focus on building/retaining staff and developing a solid sub list.
- 6) Implement a women's basketball league as part of the adult league offerings.
- 7) Offer Pickle Ball Clinic to build community pickle ball base and raise awareness for the sport and facilities.
- 8) Maintain collaborative partnerships with interdepartmental departments along with the schools, library and contracted businesses to provide programs and events to the community.
- 9) After the rebound of COVID, rebuild and expand senior groups that attend programming at the Community Center.
- 10) Grow Virtual 5K Walk/Run and Virtual Snowman contest participation.
- 11) Integrate cognitive health education into the senior programming.
- 12) In partnership with the Parks Dept. offer a volunteer clean-up and education day for Earth Day.
- 13) Research current contract with ActiveNet in efforts to reduce expenses and optimize services utilized.

***2022 Budget Significant Expenditure Changes:***

- 1) Seasonal Labor increased \$12,913 as a result of wage rate adjustments and increase in programs.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$7,552 as a result of staffing changes.
- 3) Training includes: Management training seminars (2 - \$150), Recreation staff & field maintenance staff training (\$100).
- 4) Seminars & Conferences includes: WPRC Conference (2 - \$1,100), WPRC Spring Workshop (1 - \$400), Meal reimbursement (\$300).
- 5) Rentals increased \$425 to reflect actual trends and addition of summer water aerobics at Syble Hopp Pool.
- 6) Cell/Radio increased \$210 to reflect city issued cell phone costs for Rec Supervisor and year round charges for 2 cell phones for Camp/Kidz Zone programs.
- 7) Other Contractual Services increased \$6,000 to reflect actual trends for ActiveNet transaction fees.
- 8) Memberships and Subscriptions include: WPRC Professional Memberships (3 - \$390), Survey Monkey (\$340), Sam's Club Membership (\$40) and Zoom Membership (\$150).
- 9) No Capital outlay.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>RECREATION AND RECREATION PROGRAMS</b>									
Account Number      PERSONAL SERVICES									
100	55300	110	Salaries	\$ 42,978	\$ 100,302	\$ 44,570	\$ 96,802	\$ 101,475	1.17%
100	55300	120	Hourly Wages	21,242	92,807	24,486	92,807	97,125	4.65%
100	55300	122	Hourly Wages Part Time	49,458	0	0	0	0	0.00%
100	55300	125	Overtime Wages	0	250	0	100	250	0.00%
100	55300	126	Seasonal Labor	87,592	181,170	35,572	155,000	194,083	7.13%
100	55300	150	FICA	9,222	17,419	5,815	16,760	18,026	3.49%
100	55300	151	Retirement	7,333	13,052	4,020	12,805	12,925	-0.97%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	30,055	57,327	12,257	40,000	49,776	-13.17%
100	55300	190	Training	109	250	50	150	250	0.00%
			<b>Subtotal</b>	<b>247,989</b>	<b>462,576</b>	<b>126,770</b>	<b>414,425</b>	<b>473,910</b>	<b>2.45%</b>
CONTRACTUAL SERVICES									
100	55300	210	Telephone	0	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	0	1,800	68	600	1,800	0.00%
100	55300	213	Rentals	6,572	5,500	571	3,250	5,925	7.73%
100	55300	218	Cell/Radio	1,010	1,130	599	1,290	1,340	18.58%
100	55300	219	Data	0	120	0	120	120	0.00%
100	55300	220	Utilities	6,716	10,000	2,092	7,500	10,000	0.00%
100	55300	240	Equipment Maintenance	0	0	0	0	0	0.00%
100	55300	290	Other Contractual Services	14,821	26,000	14,144	32,700	32,000	23.08%
			<b>Subtotal</b>	<b>29,118</b>	<b>44,550</b>	<b>17,473</b>	<b>45,460</b>	<b>51,185</b>	<b>14.89%</b>
SUPPLIES AND EXPENSE									
100	55300	320	Memberships/Subscriptions	703	920	376	915	920	0.00%
100	55300	331	Transportation	1,267	3,400	572	2,200	3,400	0.00%
100	55300	340	Operating Supplies	16,310	38,925	6,488	31,000	38,925	0.00%
100	55300	348	Playground Supply and Expense	0	3,250	160	2,100	3,250	0.00%
100	55300	361	League Support	9,447	9,447	0	9,447	9,447	0.00%

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>RECREATION AND RECREATION PROGRAMS</b>									
100	55300	362	Adult League Supplies	3,769	3,000	86	1,000	3,000	0.00%
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	105	1,250	0	350	1,250	0.00%
			<b>Subtotal</b>	<b>31,602</b>	<b>60,192</b>	<b>7,681</b>	<b>47,012</b>	<b>60,192</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	55300	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 308,709</b>	<b>\$ 567,318</b>	<b>\$ 151,924</b>	<b>\$ 506,897</b>	<b>\$ 585,287</b>	<b>3.17%</b>

## 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) *Beer Gardens* – Operate multiple Beer Gardens held throughout the summer.

***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.
- 6) Implement and run a holiday light display at Voyageur Park.

***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.

***2022 Performance Measures:***

- 1) Increase attendance at Holiday Light Display in Voyageur Park by 5 %.

***2021 Performance Measurement Data:***

- 1) Increase revenue of Beer Garden by 5% from 2019 events.
  - a. Result: Our June event was canceled twice due to weather, so our revenues will not compare evenly with 2019 events.

***Significant Program Achievements:***

- 1) Set up holiday decorations and banners.
- 2) Acquired donation from Fox Communities Credit Union to start up a Holiday Light Display in Voyageur Park.

***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. Community Importance.
    - i. 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 2022 Special Events/Celebrations program budget is \$35,213. The program/service benefits the community by creating more organized and positive participation in the activities.

***2022 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.
- 5) Host first even Holiday Light Display in Voyageur Park.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased by \$398 to accurately reflect 2022 wages.
- 2) Seasonal Labor increased by \$582 to include a site supervisor for the Holiday Light Display at Voyageur Park.
- 3) FICA increased by \$39 to accurately reflect 2022 expenses.
- 4) Operating Supplies increased by \$2,500 to reflect the acquisition of holiday lights for the Holiday Light Display in Voyageur Park.
- 5) No capital requested.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>SPECIAL EVENTS/CELEBRATIONS</b>									
Account Number      PERSONAL SERVICES									
100	55310	120	Hourly Wages	\$ 0	\$ 7,704	\$ 0	\$ 7,704	\$ 8,102	5.17%
100	55310	125	Overtime Wages	0	0	0	0	0	0.00%
100	55310	126	Seasonal Labor	0	1,476	0	2,000	2,058	39.43%
100	55310	150	FICA	0	611	0	618	650	6.37%
100	55310	151	Retirement	0	520	0	520	527	1.27%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	2,306	0	2,306	2,347	1.78%
			<b>Subtotal</b>	<b>0</b>	<b>12,617</b>	<b>0</b>	<b>13,148</b>	<b>13,683</b>	<b>8.45%</b>
			SUPPLIES AND EXPENSE						
100	55310	340	Operating Supplies	1,267	19,030	4,073	17,000	21,530	13.14%
			<b>Subtotal</b>	<b>1,267</b>	<b>19,030</b>	<b>4,073</b>	<b>17,000</b>	<b>21,530</b>	<b>13.14%</b>
			<b>TOTAL</b>	<b>\$ 1,267</b>	<b>\$ 31,647</b>	<b>\$ 4,073</b>	<b>\$ 30,148</b>	<b>\$ 35,213</b>	<b>11.27%</b>

## 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) *Junior Lifeguard Program* – Teach participants the foundational basics of being a lifeguard.
- 4) *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.
- 5) *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.
- 6) *Lap and Open Swims* – 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.
- 7) *Concessions* – provides refreshments for pool participants and secure location for sale of day passes for pool users.
- 8) *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) *Programming fees and pool admissions* – 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.

***2022 Performance Measure:***

- 1) Reduce chemical usage by 5 % through staff training and knowledge of pool systems.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Obtain a 90% approval rating for customer service at Legion Pool and VFW Aquatic Facility.
  - a. Results:
    - i. Received 85.5% approval rating for staff being friendly and helpful at the front counter.
    - ii. Received 56% approval rating for staff being helpful and friendly at the concession stand. (42% did not answer).
    - iii. Received a 95% approval rating (Good to Excellent) on how our Lifeguards performed their job.
    - iv. Received a 33% approval rating for our managers/Assistant managers being helpful. (64% did not answer question as they never interacted with them.)

***Significant Program Achievements:***

- 1) Hired staff to oversee Legion Pool and VFW Aquatic Facility during the summer.
- 2) Hired qualified staff to fully staff Syble Hopp Parent/Child swims lessons and water exercise classes.
- 3) Successfully completed the construction of VFW Aquatic Facility.
- 4) Successfully completed the planning and opening of VFW Aquatic Facility.
- 5) Completed swim lessons to community through private and semi-private lessons du to covid restrictions.
- 6) Collaborated with Assistant Fire Chief to offer water rescue training for Fire Department Staff.
- 7) Offered private pool rentals at each pool along with offering floatable obstacle course at Legion Pool.
- 8) Successfully integrated 15 year old lifeguards into work schedule and rotation while following labor laws.

***Existing Program Standards Including Importance to Community:***

- 1) All registration-based programs shall financially sustain themselves.
  - a. Community Importance:
    - i. 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:
    - i. 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:
    - i. Provides participants an opportunity to enjoy the pool in a safe environment.
    - ii. 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
    - i. Provide community ability to enjoy the pool in a safe environment.
    - ii. 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:
    - i. Site is safe for participating in programming for users.
- 6) Effective maintenance of health records.
  - a. Community Importance:
    - i. Site that is approved by the Health Department.
    - ii. All health records and operations are COVID-19 approved
- 7) Lifeguards must currently hold Lifeguard, First Aid/CPR and AED certifications.
  - a. Community Importance:
    - i. 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
    - i. 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 2022 Swimming Pool cost is \$483,127. 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.

***2022 Objectives:***

- 1) Implement Point of Sale system at pools to better track and inventory concession sales and admissions.
- 2) Continue to offer summer indoor water aerobics classes.
- 3) Hire and maintain adequate staffing at Legion Pool, VFW Aquatic Facility and at Syble Hopp.
- 4) Certify lifeguard staff in Waterpark Rescue Certification.
- 5) Certify managers and concessions staff in Food Handling and Safe Food practices.
- 6) Expand pool special events with the use of inflatables.
- 7) Increase publicity for hosting a Junior Lifeguard class at Legion Pool in order to increase participation.
- 8) Continue Pool Manager training for succession purposes.
- 9) Implement Parent/Child classes at Syble Hopp during summer months.
- 10) Erect security/surveillance systems to protect the facilities from vandalism and protect our customers.
- 11) Hire a Senior Pool Manager position to assist with the administrative functions of the pools.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased by \$17,598 to reflect wages allocated for Building Maintenance staff.
- 2) Seasonal Labor increased \$40,142 to reflect the approved increases in Seasonal Wages.
- 3) FICA increased \$1,858 to reflect increase in wages.
- 4) Retirement increased \$990 to reflect increase in wages.
- 5) Health, Dental, DIB, Life & Workers Compensation Insurance increased by \$12,271 to reflect projected insurance costs.
- 6) Training includes general aquatic related training for staff (\$150).
- 7) Seminars and Conferences includes \$1,850 for national conference through the Association of Aquatic Professionals - AOAP (1 - \$1,850).
- 8) Utilities increased by \$34,500 to reflect operations the increased cost of utilities for the VFW Aquatic Facility.
- 9) Equipment Maintenance increased by \$19,000. The increase is reflected by a reduction of general maintenance costs by \$10,000, and the addition of \$29,000 for contracting the start-up and winterizing of VFW Aquatic Facility.

- 10) Memberships and Subscriptions (new) increased by \$40 to reflect AOAP membership (\$40)
- 11) Operating Supplies decreased by \$1,500 to reflect a reduction in cost due to a one time purchase of mannequins in the 2021 Budget.
- 12) Concession Purchases increased by \$2,000 to better reflect the addition of VFW Aquatic Center.
- 13) No Capital Outlay.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
<b>SWIMMING POOLS</b>									
Account Number PERSONAL SERVICES									
100	55420	110	Salaries	\$ 18,093	\$ 18,789	\$ 8,375	\$ 16,000	\$ 17,865	-4.92%
100	55420	120	Hourly Wages	8,771	18,068	7,963	18,068	35,666	97.40%
100	55420	125	Overtime Wages	441	500	268	4,000	500	0.00%
100	55420	126	Seasonal Labor	47,261	147,635	12,529	185,000	187,777	27.19%
100	55420	150	FICA	2,729	4,998	1,447	5,595	6,856	37.16%
100	55420	151	Retirement	1,888	2,522	642	2,570	3,512	39.28%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,459	22,210	6,870	15,000	34,481	55.25%
100	55420	190	Training	0	150	0	150	150	0.00%
			<b>Subtotal</b>	<b>95,643</b>	<b>214,873</b>	<b>38,094</b>	<b>246,382</b>	<b>286,807</b>	<b>33.48%</b>
			CONTRACTUAL SERVICES						
100	55420	210	Telephone	900	2,000	337	2,000	2,000	0.00%
100	55420	212	Seminars and Conferences	0	1,850	0	500	1,850	0.00%
100	55420	218	Cell/Radio	0	0	0	0	0	0.00%
100	55420	219	Data	208	525	136	525	525	0.00%
100	55420	220	Utilities	20,772	45,000	15,039	70,000	79,500	76.67%
100	55420	240	Equipment Maintenance	10,527	28,000	1,596	18,000	47,000	67.86%
			<b>Subtotal</b>	<b>32,407</b>	<b>77,375</b>	<b>17,109</b>	<b>91,025</b>	<b>130,875</b>	<b>69.14%</b>
			SUPPLIES AND EXPENSE						
100	55420	320	Memberships/Subscriptions	(314)	40	0	40	40	0.00%
100	55420	340	Operating Supplies	4,451	16,905	8,265	17,000	15,405	-8.87%
100	55420	385	Pool Chemicals	14,205	28,000	20,734	34,000	28,000	0.00%
100	55420	386	Concession Purchases	0	20,000	2,682	23,000	22,000	10.00%
			<b>Subtotal</b>	<b>18,342</b>	<b>64,945</b>	<b>31,681</b>	<b>74,040</b>	<b>65,445</b>	<b>0.77%</b>
			CAPITAL OUTLAY						
100	55420	810	Capital Equipment	6,590	0	(11,704)	0	0	0.00%
			<b>Subtotal</b>	<b>6,590</b>	<b>0</b>	<b>(11,704)</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 152,981</b>	<b>\$ 357,193</b>	<b>\$ 75,180</b>	<b>\$ 411,447</b>	<b>\$ 483,127</b>	<b>35.26%</b>

# **TOTAL CULTURE, EDUCATION AND RECREATION**

**City of De Pere  
2022 General Fund  
Adopted Budget**

**CULTURE, EDUCATION & RECREATION  
EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>Total Culture, Education &amp; Recreation</b>						
PERSONAL SERVICES						
110 Salaries	\$ 331,239	\$ 392,135	\$ 174,959	\$ 385,846	\$ 408,942	4.29%
120 Hourly Wages	469,954	558,818	243,525	546,924	591,769	5.90%
122 Hourly Wages PT	61,685	0	0	0	0	0.00%
125 Overtime Wages	3,815	7,221	1,106	7,853	7,221	0.00%
126 Seasonal Wages	224,281	429,041	69,773	427,533	495,158	15.41%
150 FICA	67,530	79,521	33,262	78,157	84,287	5.99%
151 Retirement	59,489	64,677	24,105	63,492	65,516	1.30%
152 Health, Dental & Life Ins	291,804	320,720	95,257	273,313	315,768	-1.54%
190 Training	1,859	4,650	615	3,625	4,650	0.00%
<b>Subtotal</b>	<b>1,511,655</b>	<b>1,856,782</b>	<b>642,600</b>	<b>1,786,743</b>	<b>1,973,309</b>	<b>6.28%</b>
CONTRACTUAL SERVICES						
210 Telephone	10,700	11,800	3,238	11,800	11,800	0.00%
211 Postage	46	750	0	300	695	-7.33%
212 Seminars and Conference	1,141	9,250	198	5,700	9,250	0.00%
213 Rentals	6,572	5,500	571	3,250	5,925	7.73%
215 Consulting	20,645	55,100	44,695	97,478	117,120	112.56%
217 Cleaning Service Contract	23,918	31,890	11,389	30,750	33,442	4.87%
218 Cell/Radio	1,920	2,610	1,034	2,770	3,536	35.48%
219 Data	540	981	341	1,165	1,522	55.15%
220 Utilities	95,803	140,310	49,126	157,250	174,810	24.59%
240 Equipment Maintenance	25,359	46,300	4,972	35,100	65,300	41.04%
290 Other Contractual Services	27,182	38,435	16,327	44,790	44,620	16.09%
<b>Subtotal</b>	<b>213,826</b>	<b>342,926</b>	<b>131,891</b>	<b>390,353</b>	<b>468,020</b>	<b>36.48%</b>
SUPPLIES AND EXPENSE						
310 Office Supplies	1,404	3,800	1,091	3,750	3,800	0.00%
320 Memberships/Subscriptions	3,298	4,020	1,176	3,700	4,050	0.75%
330 Mileage Reimbursement	0	500	0	0	500	0.00%

City of De Pere  
2022 General Fund  
Adopted Budget

**CULTURE, EDUCATION & RECREATION  
EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
<b>Total Culture, Education &amp; Recreation</b>						
331 Transportation	22,716	26,022	11,852	25,150	29,538	13.51%
340 Operating Supplies	88,120	140,392	42,685	130,350	144,610	3.00%
345 Turf Chemicals	9,964	10,000	3,218	9,800	10,000	0.00%
346 Trees	16,372	10,000	2,192	15,000	10,000	0.00%
347 Tree Chemicals	90	300	0	300	300	0.00%
348 Playground Supply and Expense	0	3,250	160	2,100	3,250	0.00%
351 Safety Equipment	2,647	2,800	1,252	2,700	2,800	0.00%
361 League Support	9,447	9,447	0	9,447	9,447	0.00%
362 Adult League Supplies	3,769	3,000	86	1,000	3,000	0.00%
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	105	1,250	0	350	1,250	0.00%
385 Pool Chemicals	14,205	28,000	20,734	34,000	28,000	0.00%
386 Concessions Purchases	0	20,000	2,682	23,000	22,000	10.00%
391 Historic Preservation Supplies	40	0	0	0	0	0.00%
<b>Subtotal</b>	<b>172,176</b>	<b>262,781</b>	<b>87,128</b>	<b>260,647</b>	<b>272,545</b>	<b>3.72%</b>
CONTRIBUTIONS						
701 Historical Society	5,050	5,050	0	5,050	6,500	28.71%
<b>Subtotal</b>	<b>5,050</b>	<b>5,050</b>	<b>0</b>	<b>5,050</b>	<b>6,500</b>	<b>28.71%</b>
CAPITAL OUTLAY						
810 Capital Equipment	100,283	26,927	3,786	32,022	0	-100.00%
<b>Subtotal</b>	<b>100,283</b>	<b>26,927</b>	<b>3,786</b>	<b>32,022</b>	<b>0</b>	<b>-100.00%</b>
<b>TOTAL</b>	<b>\$ 2,002,990</b>	<b>\$ 2,494,467</b>	<b>\$ 865,405</b>	<b>\$ 2,474,815</b>	<b>\$ 2,720,374</b>	<b>9.06%</b>

# **TOTAL GENERAL FUND EXPENDITURES**

**City of De Pere  
2022 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$ 2,909,419	\$ 3,264,440	\$ 1,277,636	\$ 3,072,653	\$ 3,409,380	4.44%
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 9,339,413	\$ 9,677,115	\$ 4,041,536	\$ 9,635,557	\$ 10,015,648	3.50%
TOTAL PUBLIC WORKS EXPENDITURES	\$ 3,298,354	\$ 3,068,571	\$ 919,574	\$ 3,101,448	\$ 3,080,860	0.40%
TOTAL CULTURE, ED & REC EXPENDITURES	\$ 2,002,990	\$ 2,494,467	\$ 865,405	\$ 2,474,815	\$ 2,720,374	9.06%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 17,550,176</b>	<b>\$ 18,504,593</b>	<b>\$ 7,104,151</b>	<b>\$ 18,284,473</b>	<b>\$ 19,226,263</b>	<b>3.90%</b>

**CITY OF DE PERE  
2022 ACTUAL SALARIES**

Grade	Job Title	Salary	Grade	Job Title	Salary
NA	City Administrator	\$ 155,040.00	I	Mechanic	\$ 61,110.40
U	City Attorney/Assistant City Administrator	\$ 146,164.80	I	Mechanic	\$ 56,534.40
T	Development Services Director	\$ 119,225.60	I	Paralegal	\$ 61,110.40
T	Public Works Director	\$ 128,793.60	I	Payroll Specialist	\$ 61,713.60
S	City Engineer	\$ 118,664.00	H	Arborist	\$ 56,076.80
S	Finance Director/Treasurer	\$ 116,376.00	H	Arborist	\$ 56,076.80
S	Fire Chief	\$ 116,376.00	H	DPW Leadperson/Public Works Equipment Operator	\$ 65,790.40
S	Human Resources Director	\$ 132,329.60	H	Engineering Technician	\$ 50,502.40
S	Parks, Recreation & Forestry Director	\$ 118,664.00	H	GIS Technician	\$ 54,704.00
S	Police Chief	\$ 114,088.00	H	IT Support Specialist	\$ 56,076.80
R	Information Technology Director	\$ 106,496.00	H	Police Technical Support Analyst	\$ 53,310.40
Q	Health Officer/Director	\$ 104,520.00	H	Public Works Equipment Operator	\$ 62,462.40
Q	Police Captain	\$ 109,345.60	H	Public Works Equipment Operator	\$ 61,880.00
P	Assistant Fire Chief	\$ 96,408.00	H	Public Works Equipment Operator	\$ 61,256.00
O	Assistant City Engineer	\$ 91,374.40	H	Public Works Equipment Operator	\$ 61,256.00
O	Battalion Chief	\$ 95,018.56	H	Public Works Equipment Operator	\$ 61,256.00
O	Battalion Chief*	\$ 91,349.44	H	Public Works Equipment Operator	\$ 61,256.00
O	Battalion Chief*	\$ 91,349.44	H	Water Maintenance Worker	\$ 66,934.40
N	Assistant City Attorney	\$ 86,340.80	H	Water Maintenance Worker	\$ 66,934.40
N	Public Works Superintendent	\$ 97,635.20	H	Water Maintenance Worker	\$ 54,704.00
M	City Clerk	\$ 77,251.20	G	Accounts Payable Clerk	\$ 52,582.40
M	Maintenance Supervisor	\$ 82,908.80	G	Administrative Assistant	\$ 52,062.40
M	Park Superintendent/ Forester	\$ 84,572.80	G	Administrative Assistant	\$ 52,062.40
M	Recreation Superintendent	\$ 85,404.80	G	Administrative Assistant	\$ 52,062.40
L	GIS Manager/Project Manger	\$ 79,185.60	G	Administrative Assistant	\$ 51,022.40
L	Senior Building Inspector	\$ 79,892.80	G	Administrative Assistant	\$ 48,505.60
L	Senior Planner	\$ 76,252.80	G	Administrative Assistant	\$ 48,505.60
L	Social Worker	\$ 74,339.20	G	Administrative Assistant	\$ 48,505.60
L	Water Department Supervisor	\$ 77,771.20	G	Administrative Assistant	\$ 47,195.20
K	Public Health Nurse	\$ 73,382.40	G	Administrative Assistant	\$ 45,926.40
K	Public Health Nurse	\$ 71,240.00	G	Administrative Assistant	\$ 30,316.00
K	Sanitarian	\$ 71,240.00	G	Municipal Court Clerk	\$ 49,774.40
J	Building Inspector	\$ 64,500.80	G	Park Leadperson/Park Maintenance Worker	\$ 51,854.40
J	Engineering Senior Technician	\$ 73,049.60	G	Park Maintenance Worker	\$ 57,907.20
J	Engineering Senior Technician	\$ 70,200.00	G	Park Maintenance Worker	\$ 57,803.20
J	Engineering Senior Technician	\$ 67,516.80	G	Park Maintenance Worker	\$ 48,505.60
J	Engineering Senior Technician	\$ 66,185.60	G	Park Maintenance Worker	\$ 47,195.20
J	Human Resources Generalist	\$ 67,516.80	G	Public Works Maintenance Worker	\$ 51,022.40
J	Maintenance Specialist	\$ 64,500.80	G	Public Works Maintenance Worker	\$ 51,022.40
J	Police Business Manager	\$ 76,460.80	G	Public Works Maintenance Worker	\$ 51,022.40
J	Recreation Supervisor	\$ 59,550.40	G	Public Works Maintenance Worker	\$ 51,022.40
J	Recreation Supervisor	\$ 59,550.40	G	Public Works Maintenance Worker	\$ 47,195.20
I	Communications Specialist/Administrative Assistant	\$ 61,110.40	G	Recreation Coordinator	\$ 45,926.40
I	Deputy Clerk/Treasurer	\$ 61,110.40	F	Video Production Specialist	\$ 44,865.60
I	Mechanic	\$ 67,641.60	Elected	Municipal Judge	\$ 23,370.06
Vacant	<i>Maintenance Specialist, Police Captain, Talent Acquisition Specialist</i>		Elected	Mayor (effective 5/1/2022)	\$ 26,126.00
			Elected	Alderpersons (effective 5/1/2022)	\$ 7,489.00

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

**2022 GRADE ORDER LIST**  
**3.0% 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	# of ees budgeted per 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	\$52.22 \$108,617.60	\$53.72 \$111,737.60	\$55.23 \$114,878.40	\$56.71 \$117,956.80	\$58.22 \$121,097.60	\$59.69 \$124,155.20	➔	\$71.64 \$149,011.20	1
T	DEVELOPMENT SERVICES DIRECTOR	DEVELOPMENT SERVICES	E	\$50.51	\$51.80	\$53.13	\$54.50	\$55.89	\$57.32	➔	\$68.78	1
T	PUBLIC WORKS DIRECTOR	PUBLIC WORKS	E	\$105,060.80	\$107,744.00	\$110,510.40	\$113,360.00	\$116,251.20	\$119,225.60		\$143,062.40	1
S	CITY ENGINEER	PUBLIC WORKS	E	\$48.00	\$49.37	\$50.75	\$52.10	\$53.49	\$54.85	➔	\$65.83	1
S	FINANCE DIRECTOR/TREASURER	FINANCE	E	\$99,840.00	\$102,689.60	\$105,560.00	\$108,368.00	\$111,259.20	\$114,088.00		\$136,926.40	1
S	FIRE CHIEF	FIRE	E									1
S	HUMAN RESOURCES DIRECTOR	HUMAN RESOURCES	E									1
S	PARKS, RECREATION & FORESTRY DIRECTOR	PARKS, REC & FORESTRY	E									1
S	POLICE CHIEF	POLICE	E									1
R	INFORMATION TECHNOLOGY DIRECTOR	INFORMATION TECHNOLOGY	E	\$44.82 \$93,225.60	\$46.09 \$95,867.20	\$47.37 \$98,529.60	\$48.66 \$101,212.80	\$49.92 \$103,833.60	\$51.20 \$106,496.00	➔	\$61.45 \$127,816.00	1
Q	HEALTH OFFICER/DIRECTOR	HEALTH	E	\$42.68	\$43.91	\$45.10	\$46.34	\$47.56	\$48.79	➔	\$58.53	1
Q	POLICE CAPTAIN	POLICE	E	\$88,774.40	\$91,332.80	\$93,808.00	\$96,387.20	\$98,924.80	\$101,483.20		\$121,742.40	2
P	ASSISTANT FIRE CHIEF	FIRE	E	\$40.55 \$84,344.00	\$41.70 \$86,736.00	\$42.89 \$89,211.20	\$44.03 \$91,582.40	\$45.21 \$94,036.80	\$46.35 \$96,408.00	➔	\$55.61 \$115,668.80	1
O	ASSISTANT CITY ENGINEER	PUBLIC WORKS	E	\$38.44	\$39.54	\$40.62	\$41.72	\$42.85	\$43.93	➔	\$52.72	1
O	BATTALION CHIEF***	FIRE	E	\$79,955.20	\$82,243.20	\$84,489.60	\$86,777.60	\$89,128.00	\$91,374.40		\$109,657.60	3
N	ASSISTANT CITY ATTORNEY	CITY ATTORNEY	E	\$36.32	\$37.37	\$38.40	\$39.46	\$40.48	\$41.51	➔	\$49.81	1
N	STREET SUPERINTENDENT	PUBLIC WORKS	E	\$75,545.60	\$77,729.60	\$79,872.00	\$82,076.80	\$84,198.40	\$86,340.80		\$103,604.80	1
M	CITY CLERK	FINANCE	E	\$34.22	\$35.16	\$36.16	\$37.14	\$38.12	\$39.08	➔	\$46.90	1
M	MAINTENANCE SUPERVISOR	PUBLIC WORKS	E	\$71,177.60	\$73,132.80	\$75,212.80	\$77,251.20	\$79,289.60	\$81,286.40		\$97,552.00	1
M	PARK SUPERINTENDENT/CITY FORESTER	PARKS, REC & FORESTRY	E									1
M	RECREATION SUPERINTENDENT	PARKS, REC & FORESTRY	E									1
L	GIS MANAGER/PROJECT MANAGER	DEVELOPMENT SERVICES	E	\$32.08	\$33.00	\$33.91	\$34.83	\$35.74	\$36.66	➔	\$43.99	1
L	SENIOR BUILDING INSPECTOR	DEVELOPMENT SERVICES	E	\$66,726.40	\$68,640.00	\$70,532.80	\$72,446.40	\$74,339.20	\$76,252.80		\$91,499.20	1
L	SENIOR PLANNER	DEVELOPMENT SERVICES	E									1
L	SOCIAL WORKER (POLICE)	POLICE	E									1
L	WATER DEPARTMENT SUPERVISOR	PUBLIC WORKS	E									1
K	PUBLIC HEALTH NURSE	HEALTH	E	\$29.94	\$30.83	\$31.65	\$32.53	\$33.38	\$34.25	➔	\$41.08	2
K	SANITARIAN	HEALTH	E	\$62,275.20	\$64,126.40	\$65,832.00	\$67,662.40	\$69,430.40	\$71,240.00		\$85,446.40	1
J	BUILDING INSPECTOR	DEVELOPMENT SERVICES	NE	\$27.84	\$28.63	\$29.42	\$30.23	\$31.01	\$31.82	➔	\$38.17	1
J	BUSINESS MANAGER	POLICE	E	\$57,907.20	\$59,550.40	\$61,193.60	\$62,878.40	\$64,500.80	\$66,185.60		\$79,393.60	1
J	ENGINEER SENIOR TECHNICIAN	PUBLIC WORKS	NE									4
J	HUMAN RESOURCES GENERALIST	HUMAN RESOURCES	E									1
J	MAINTENANCE SPECIALIST	PUBLIC WORKS	NE									2
J	RECREATION SUPERVISOR	PARKS, REC & FORESTRY	E									2

GRADE	JOB TITLE	DEPARTMENT	FLSA	Minimum						Control Point	120.0% Maximum	# of ees budgeted per 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	\$25.72	\$26.43	\$27.18	\$27.91	\$28.64	\$29.38	→	\$35.26	1
I	DEPUTY CLERK/TREASURER	FINANCE	NE	\$53,497.60	\$54,974.40	\$56,534.40	\$58,052.80	\$59,571.20	\$61,110.40		\$73,340.80	1
I	MECHANIC	PUBLIC WORKS	NE									3
I	PARALEGAL	CITY ATTORNEY	NE									1
I	PAYROLL SPECIALIST	FINANCE	NE									1
I	TALENT ACQUISITION SPECIALIST	HUMAN RESOURCES	E									1
H	ARBORIST	PARKS, REC & FORESTRY	NE	\$23.59	\$24.28	\$24.96	\$25.63	\$26.30	\$26.96	→	\$32.35	2
H	DPW EQUIPMENT OPERATOR**	PUBLIC WORKS	NE	\$49,067.20	\$50,502.40	\$51,916.80	\$53,310.40	\$54,704.00	\$56,076.80		\$67,288.00	7
H	ENGINEER TECHNICIAN	PUBLIC WORKS	NE									1
H	GIS TECHNICIAN	DEVELOPMENT SERVICES	NE									1
H	POLICE TECHNICAL SUPPORT ANALYST	POLICE	NE									1
H	IT SUPPORT SPECIALIST	INFORMATION TECHNOLOGY	NE									1
H	WATER DEPARTMENT MAINTENANCE WORKER	PUBLIC WORKS	NE									3
G	ACCOUNTS PAYABLE CLERK	FINANCE	NE	\$21.47	\$22.08	\$22.69	\$23.32	\$23.93	\$24.53	→	\$29.45	1
G	ADMINISTRATIVE ASSISTANT	VARIOUS	NE	\$44,657.60	\$45,926.40	\$47,195.20	\$48,505.60	\$49,774.40	\$51,022.40		\$61,256.00	10
G	DPW MAINTENANCE WORKER	PUBLIC WORKS	NE									5
G	MUNICIPAL COURT CLERK	MUNICIPAL COURT	NE									1
G	PARKS MAINTENANCE WORKER**	PARKS, REC & FORESTRY	NE									5
G	RECREATION COORDINATOR	PARKS, REC & FORESTRY	NE									1
F	VIDEO PRODUCTION SPECIALIST	INFORMATION TECHNOLOGY	NE	\$19.36	\$19.91	\$20.47	\$21.01	\$21.57	\$22.10	→	\$26.53	1
				\$40,268.80	\$41,412.80	\$42,577.60	\$43,700.80	\$44,865.60	\$45,968.00		\$55,182.40	
E	POLICE OFFICER RECRUIT			\$17.76	\$18.26	\$18.77	\$19.29	\$19.80	\$20.31	→	\$24.36	0
D	vacant			\$16.45	\$16.92	\$17.39	\$17.86	\$18.33	\$18.79	→	\$22.55	
C	vacant			\$15.23	\$15.67	\$16.10	\$16.53	\$16.97	\$17.40	→	\$20.90	
B	vacant			\$14.11	\$14.51	\$14.91	\$15.31	\$15.71	\$16.12	→	\$19.35	
<b>Non-Graded Positions</b>												
	CITY ADMINISTRATOR	ADMINISTRATION	E	\$ 155,040								
	MUNICIPAL COURT JUDGE	ELECTED	E	\$ 23,370								
	MAYOR	ELECTED	E	\$ 25,614	(\$26,126 eff 5/1/2022)							
	ALDERPERSONS	ELECTED	E	\$ 7,342	(\$7,489 eff 5/1/2022)							

\* \$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

**City of De Pere  
2022 Salaries - Split Distribution**

	Annual Salaries	Gen Fund 100	Sewage Treat.Fund 201	Cable Access 209	Water 601	Stormwater 650	Health Fund 702	TID # 8 280	TID # 11 291	TID # 12 292	TID # 13 293	TID # 15 295
City Administrator	\$ 155,040	\$ 77,520	\$ 31,008	\$ 7,752	\$ 31,008	\$ 7,752						
City Attorney/Assistant City Administrator	\$ 146,165	\$ 73,083	\$ 36,541	\$ 7,308	\$ 21,925	\$ 7,308						
Human Resources Director	\$ 132,330	\$ 86,015	\$ 13,233		\$ 6,617		\$ 26,466					
Public Works Director	\$ 128,794	\$ 32,199	\$ 32,199		\$ 32,199	\$ 32,199						
Development Services Director	\$ 119,226	\$ 59,613				\$ 5,961	\$ 5,961	\$ 9,538	\$ 7,154	\$ 15,499	\$ 15,499	
City Engineer	\$ 118,664	\$ 29,666	\$ 29,666		\$ 29,666	\$ 29,666						
Parks, Recreation & Forestry Director	\$ 118,664	\$ 118,664										
Finance Director/Treasurer	\$ 116,376	\$ 58,188	\$ 46,550		\$ 11,638							
Fire Chief	\$ 116,376	\$ 116,376										
Police Chief	\$ 114,088	\$ 114,088										
Police Captain	\$ 109,346	\$ 109,346										
Police Captain	\$ 107,203	\$ 107,203										
Information Technology Director	\$ 106,496	\$ 68,157	\$ 8,520	\$ 10,650	\$ 8,520	\$ 10,650						
Health Officer/Director	\$ 104,520	\$ 104,520										
Public Works Superintendent	\$ 97,635	\$ 24,409	\$ 24,409		\$ 24,409	\$ 24,409						
Assistant Fire Chief	\$ 96,408	\$ 96,408										
Battalion Chief	\$ 95,021	\$ 95,021										
Assistant City Engineer	\$ 91,374	\$ 22,844	\$ 22,844		\$ 22,844	\$ 22,844						
Battalion Chief (2)	\$ 91,352	\$ 91,352										
Assistant City Attorney	\$ 86,341	\$ 86,341										
Recreation Superintendent	\$ 85,405	\$ 85,405										
Park Superintendent/City Forester	\$ 84,573	\$ 84,573										
Maintenance Supervisor	\$ 82,909	\$ 49,745	\$ 6,218		\$ 6,218	\$ 20,727						
Senior Building Inspector	\$ 79,893	\$ 79,893										
GIS Manager/Project Manager	\$ 79,186	\$ 53,055	\$ 8,710		\$ 8,710	\$ 8,710						
Water Department Supervisor	\$ 77,771				\$ 77,771							
City Clerk	\$ 77,251	\$ 60,256	\$ 5,408	\$ 3,863	\$ 3,863	\$ 3,863						
Police Business Manager	\$ 76,461	\$ 76,461										
Senior Planner	\$ 76,253	\$ 51,090				\$ 3,813	\$ 2,288	\$ 3,050	\$ 2,288	\$ 6,863	\$ 6,863	
Police Social Worker	\$ 74,339	\$ 74,339										
Public Health Nurse	\$ 73,382	\$ 73,382										
Public Health Nurse	\$ 71,240	\$ 71,240										
Sanitarian	\$ 71,240	\$ 71,240										
Human Resources Generalist	\$ 67,517	\$ 43,886	\$ 6,752		\$ 3,376		\$ 13,503					
Communications Specialist/Admin Assistant	\$ 61,110	\$ 21,389	\$ 4,583		\$ 4,583		\$ 6,111	\$ 6,111	\$ 6,111	\$ 6,111	\$ 6,111	\$ 6,111
Talent Acquisition Specialist	\$ 61,110	\$ 51,944	\$ 6,111		\$ 3,056							
Recreation Supervisor (2)	\$ 59,550	\$ 59,550										

# **GENERAL FUND REVENUES**

## General Fund Revenues

***PROPERTY TAX LEVY:***

General Property Tax Levy for General Fund purposes increased \$329,959. The total property tax levy for all funds increased \$314,521.

	Actual 2021	Budgeted 2022	% of Change
General Fund Levy	\$ 8,285,197	\$ 8,615,156	3.98%
Debt Fund Levy	\$ 3,869,027	\$ 4,049,205	4.66%
Capital Projects Fund Levy	\$ 1,742,276	\$ 1,742,276	0.00%
Tax Increment District (TID) Levy	\$ 1,175,788	\$ 980,172	-16.64%
<b>TOTAL LEVY</b>	<b>\$15,072,288</b>	<b>\$15,386,809</b>	<b>2.09%</b>

***SIGNIFICANT REVENUE CHANGES:***

***TAXES:***

- 1) Mobile Home Fees increased \$1,100 to reflect trends.
- 2) Payment in Lieu of Taxes increased \$19,865 to reflect trends.

***INTERGOVERNMENTAL REVENUE:***

- 1) State Shared Revenue – Expenditure Restraint decreased \$31,698 to reflect state estimates.
- 2) State Grants increased \$24,144 to reflect state estimates.
- 3) Rescue EMS Act 102 Grants increased \$4,602 to reflect expected amount to be received from state for Act 102.
- 4) General Transportation Aids increased \$270,306 to reflect state estimates.
- 5) Health Matching Grants decreased \$9,988 to reflect state estimates.
- 6) COVID Grants increased \$100,000 to reflect anticipated grants for 2022.

***LICENSES AND PERMITS: (Note: Other 5% increases not noted below are due to license & permit increases of 5%)***

- 1) Operator's Licenses increased \$19,550 to reflect 2022 as the first year of two year license renewals & 5% license increase.
- 2) Cable TV Franchise Licenses decreased \$15,000 to reflect trends.
- 3) Sanitary Sewer Excavation Permits increased \$2,385 to reflect trends & 5% permit increase.
- 4) Excavation Permits increased \$6,250 to reflect anticipated construction activity in 2022 & 5% permit increase.

***FINES AND FORFEITURES:***

- 1) Court Penalties & Costs increased \$18,750 due to 5% fine increase.

***PUBLIC CHARGES FOR SERVICE: (Note: Other 5% increases not noted below are due to 5% increase in charges)***

- 1) Clerk-Passports/Solicitor's Permits increased \$1,510 to reflect 2022 department estimate % 5% increase.
- 2) Police Alarm Monitoring decreased \$4,750 to reflect department estimate & 5% increase.
- 3) Recycling Containers increased \$1,700 to reflect department estimate & 5% increase.
- 4) Recreation Programs increased \$56,235 to reflect department estimate & 5% increase.
- 5) Recreation increased \$3,750 to reflect department estimate & 5% increase.
- 6) Concessions increased \$10,432 to reflect department estimate & 5% increase.
- 7) Swimming increased \$38,040 to reflect department estimate & 5% increase.
- 8) Forestry increased \$3,895 to reflect department estimate & 5% increase.
- 9) Athletic Facility Fees increased \$22,375 to reflect department estimate & 5% increase which includes beer garden revenue.
- 10) Ambulance Fees from Townships increased \$20,907 to reflect department estimate.

***INTERGOVERNMENTAL CHARGES FOR SERVICE:***

- 1) TID #5 Admin Allocation decreased \$14,265 to reflect the end of the fund in 2021.

***MISCELLANEOUS REVENUES:***

- 1) Interest on Investments decreased \$425,000 to reflect department estimate.

***OTHER FINANCING SOURCES:***

- 1) None.

**City of De Pere  
2022 General Fund  
Adopted Budget**

**REVENUES**

Account Title		2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
Account Number	<b>TAXES</b>							
100	41110	General Property	\$ 8,146,890	\$ 8,285,197	\$ 8,285,197	\$ 8,285,197	\$ 8,615,156	3.98%
100	41130	Mobile Home Fees	7,869	5,500	2,657	6,600	6,600	20.00%
100	41150	Payments in Lieu of Taxes	11,364	1,800	1,390	8,000	21,665	1103.61%
100	41200	Sales and Use	1,749	0	0	0	0	0.00%
100	41210	Public Accommodations	5,103	9,500	2,124	7,100	9,500	0.00%
100	41220	Retained Sales Tax	120	120	0	120	120	0.00%
100	41310	From Municipal Water Utility	509,506	495,000	247,500	510,000	515,000	4.04%
100	41320	Housing Authority	32,656	32,000	31,275	31,275	32,000	0.00%
100	41800	Interest Penalties & Taxes	524	1,400	388	525	1,400	0.00%
100	41810	Interest Penalties Specials & Deeds	9,599	20,000	1,821	20,000	20,000	0.00%
		<b>Subtotal</b>	<b>8,725,382</b>	<b>8,850,517</b>	<b>8,572,352</b>	<b>8,868,817</b>	<b>9,221,441</b>	<b>4.19%</b>

**INTERGOVERNMENTAL REVENUE**

100	43220	Mass Transit Federal Aid	0	0	0	0	0	0.00%
100	43410	State Shared Revenue	1,210,914	1,204,779	0	1,204,779	1,205,804	0.09%
100	43411	State Shared Revenue - Expenditure Restraint	269,341	239,735	0	239,735	208,037	-13.22%
100	43420	State Fire Insurance	93,568	93,568	0	100,264	97,800	4.52%
100	43430	Other State Shared Taxes - Exempt Computer Aid	77,852	77,852	0	77,852	77,852	0.00%
100	43500	State Grants	124,900	96,539	120,683	120,683	120,683	25.01%
100	43505	Law Enforcement	(7,994)	0	1,400	0	0	0.00%
100	43507	K-9 Expenses and Donations	2,770	2,500	3,270	4,000	2,500	0.00%
100	43510	Rescue EMS Act 102	7,265	10,398	0	15,413	15,000	44.26%
100	43520	State Aid for Police Training	6,440	5,120	0	5,120	5,120	0.00%
100	43530	State Aid for Connecting Highways	74,150	74,335	37,236	74,472	74,595	0.35%
100	43531	General Transportation Aids	1,243,193	1,129,685	657,602	1,315,204	1,399,991	23.93%
100	43532	Mass Transit State Aid	294,790	274,790	137,395	274,790	274,790	0.00%
100	43540	State Recycling Grants	97,563	97,563	97,975	97,975	97,975	0.42%
100	43550	ACT 102 Ambulance Grant	0	0	0	0	0	0.00%
100	43551	Health Matching Grant	73,208	70,187	35,304	60,199	60,199	-14.23%
100	43552	COVID 19 Grants	137,995	0	166,827	200,000	100,000	100.00%
100	43590	State Misc Grants	0	0	3,821	3,821	0	0.00%
100	43605	Payment in Lieu of Tax - DNR	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>3,705,955</b>	<b>3,377,051</b>	<b>1,261,512</b>	<b>3,794,307</b>	<b>3,740,346</b>	<b>10.76%</b>

**LICENSES AND PERMITS**

100	44100	Business & Occupational Licenses	0	0	0	0	0	0.00%
100	44105	Liquor and Malt Beverage Licenses	12,704	36,000	28,761	36,000	37,800	5.00%
100	44110	Operator's Licenses	15,328	13,000	5,315	13,000	32,550	150.38%
100	44115	Cigarette Licenses	2,100	2,100	2,128	2,300	2,205	5.00%

**City of De Pere  
2022 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
100	44121	Food & Beverage Licenses	75,794	80,000	73,678	82,079	86,415	8.02%
100	44125	Cable Television Franchise License	129,458	125,000	26,109	110,000	110,000	-12.00%
100	44130	Trailer Park	100	100	0	100	100	0.00%
100	44140	Other Permits and Fees	6,133	11,500	5,738	9,500	11,550	0.43%
100	44210	Dog License	3,183	3,600	3,224	3,600	3,780	5.00%
100	44300	Building Permits	333,155	350,000	91,700	316,700	367,500	5.00%
100	44301	Commercial Permit Review	7,300	10,000	5,350	10,000	10,500	5.00%
100	44303	Flood Plain/Zoning Letters	0	600	0	0	630	5.00%
100	44305	Construction	50	0	150	150	157	100.00%
100	44307	Sanitary Sewer Excavation	19,500	12,000	6,850	13,700	14,385	19.88%
100	44910	Electrical Permits	149,880	100,000	27,610	164,610	105,000	5.00%
100	44920	Plumbing Permits	54,988	45,000	19,083	45,000	47,250	5.00%
100	44925	HVAC Permits	121,080	85,000	56,907	110,000	89,250	5.00%
100	48902	Zoning Permits and Fees	3,928	4,000	1,245	2,500	4,200	5.00%
100	48903	CSM Reviews	12,900	15,000	14,780	20,000	15,750	5.00%
100	48905	Bid Deposits & Refunds	368	0	0	0	0	0.00%
100	48906	Excavation Permits	29,355	20,000	12,640	25,280	26,250	31.25%
		<b>Subtotal</b>	<b>977,304</b>	<b>912,900</b>	<b>381,269</b>	<b>964,519</b>	<b>965,272</b>	<b>5.74%</b>

**FINES AND FORFEITURES**

100	45100	City Share of Fines and Forfeitures	(3,938)	0	(2,501)	(3,500)	0	0.00%
100	45110	Court Penalties and Costs	313,676	375,000	196,241	375,000	393,750	5.00%
100	45120	Crime Prevention/Policing Share	(124)	0	0	0	0	0.00%
100	45130	Parking Violations	29,277	35,000	25,144	35,000	35,000	0.00%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>338,891</b>	<b>410,000</b>	<b>218,884</b>	<b>406,500</b>	<b>428,750</b>	<b>4.57%</b>

**PUBLIC CHARGES FOR SERVICE**

100	46100	General Government	484	2,000	290	2,000	2,100	5.00%
100	46101	Clerk-Passports/Solicitors	3,000	5,000	3,201	6,200	6,510	30.20%
100	46102	Clerk's Office Admin Fees	1,060	1,000	33	1,000	1,050	5.00%
100	46110	Letters of No Specials	26,685	26,000	14,185	26,000	27,300	5.00%
100	46120	License Publication Fees	(483)	400	1,100	400	420	5.00%
100	46204	DMV Registration	0	0	0	0	0	0.00%
100	46205	Police CVR Fees	0	0	0	0	0	0.00%
100	46206	CVR Registrations	0	0	0	0	0	0.00%
100	46207	Police Alarm Monitoring	13,773	10,000	750	2,500	5,250	-47.50%
100	46208	Police Department Fees	529	1,000	243	1,000	1,050	5.00%
100	46210	Background Checks	213	300	162	300	315	5.00%
100	46220	Police Finger Prints	108	500	24	200	525	5.00%

**City of De Pere  
2022 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
100	46225	Fire Hazmat	0	0	0	0	0	0.00%
100	46298	Ambulance Fees	770,301	785,608	373,164	771,869	791,590	0.76%
100	46340	Street Department Revenue	61,480	35,000	19,135	35,000	36,750	5.00%
100	46345	Garbage & Recycling Fees	0	12,000	0	12,000	12,600	5.00%
100	46350	Snow Removal Charges	2,175	6,600	5,640	6,600	6,930	5.00%
100	46360	Parking Permits	0	0	0	0	0	0.00%
100	46406	Weed & Nuisance Control	4,027	4,000	0	4,000	4,200	5.00%
100	46421	Recycling Containers	6,910	2,500	3,133	4,000	4,200	68.00%
100	46501	Public Health Revenue	2,344	500	280	400	525	5.00%
100	46510	Weights & Measures Fees	20,794	21,564	18,736	20,859	22,050	2.25%
100	46521	Animal Control	52	0	0	0	0	0.00%
100	46700	Recreation Programs	165,156	349,874	181,582	364,668	406,109	16.07%
100	46721	Recreation	7,740	12,000	0	17,000	15,750	31.25%
100	46722	Concessions	0	30,240	11,556	40,000	40,672	34.50%
100	46723	Swimming	38,006	168,075	95,942	201,000	206,115	22.63%
100	46724	Forestry	20,778	6,500	9,605	9,800	10,395	59.92%
100	46725	Community Center	10,079	37,284	20,268	37,000	39,127	4.94%
100	46727	Programs-Financial Assistance	2,803	4,000	2,929	3,500	4,200	5.00%
100	46747	Athletic Facility Fees	7,491	101,000	11,741	110,000	123,375	22.15%
100	46747 010	Daily Boat Fees	62,912	0	46,075	62,000	0	0.00%
100	46747 020	Season Boat Fees	22,649	15,000	3,640	18,000	0	0.00%
100	46800	Payment In Lieu of Parkland	0	0	0	0	0	0.00%
100	47306	Ambulance Fees From Townships	195,814	195,800	103,194	206,388	216,707	10.68%
100	47401	Engineering Fees	700,000	700,000	350,000	700,000	700,000	0.00%
100	48901	Copies Maps Blueprints	1,058	1,100	40	1,100	1,155	5.00%
100	48908	Building Permits & Voter Report (Clerk)	0	550	0	550	577	4.91%
100	48909	Sundry	605	550	0	550	578	5.09%
100	48910	Retiree Insurance Admin Fee	450	1,000	102	1,000	1,050	5.00%
		<b>Subtotal</b>	<b>2,148,991</b>	<b>2,536,945</b>	<b>1,276,748</b>	<b>2,666,884</b>	<b>2,689,175</b>	<b>6.00%</b>

**INTERGOVERNMENTAL CHARGES FOR SERVICE**

100	47311	Crossing Guard Hours	6,972	20,000	0	20,000	20,000	0.00%
100	47320	Payment for Liaison Officer	152,116	283,200	141,600	283,200	291,000	2.75%
100	47402	Data Processing Charges	15,172	15,600	7,814	15,628	16,097	3.19%
100	47405	TID 5 Admin Allocation	13,850	14,265	7,133	14,266	0	-100.00%
100	47406	TID 6/7/8/9/10 Admin Allocation	110,800	114,125	57,062	114,124	117,548	3.00%
100	47415	Equipment Rental	29,712	30,400	15,302	30,604	31,522	3.69%
100	47432	Space Rentals	50,693	49,300	17,481	49,300	49,300	0.00%
100	48208	Brown County Nutritionist	1,871	3,300	0	3,020	3,150	-4.55%
		<b>Subtotal</b>	<b>381,185</b>	<b>530,190</b>	<b>246,391</b>	<b>530,142</b>	<b>528,617</b>	<b>-0.30%</b>

**City of De Pere  
2022 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
<b>MISCELLANEOUS REVENUES</b>								
100	48100	Interest On Investments	357,734	525,000	19,500	50,000	100,000	-80.95%
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	0	0	0	0	0	0.00%
100	48201	Farm Leases	3,827	5,000	5,687	5,000	5,000	0.00%
100	48202	Brown County Fairgrounds	0	0	0	0	0	0.00%
100	48203	Residential Lease	15,701	15,000	8,162	15,000	15,000	0.00%
100	48300	Property Sales	2,557	1,500	0	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	9,232	15,000	3,886	15,000	15,000	0.00%
100	48303	Note Receivable Principal	0	0	0	0	0	0.00%
100	48305	Real Property	0	0	0	0	0	0.00%
100	48306	Land Contract Principal	0	0	0	0	0	0.00%
100	48309	Other	50	5,000	0	5,000	5,000	0.00%
100	48500	Donations	0	0	0	0	0	0.00%
100	48510	Police Programs	0	0	3,635	0	0	0.00%
100	48515	Park and Rec	0	0	0	0	0	0.00%
100	48520	Fire & Rescue	553	9,090	0	9,189	9,189	1.09%
		<b>Subtotal</b>	<b>389,654</b>	<b>575,590</b>	<b>40,871</b>	<b>100,689</b>	<b>150,689</b>	<b>-73.82%</b>
<b>OTHER FINANCING SOURCES</b>								
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	261,400	250,000	125,000	250,000	250,000	0.00%
100	49222	Transfer From TID #9	0	11,400	5,700	5,700	11,400	0.00%
100	49223	Transfer From TID #6-#17	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%
		<b>Subtotal</b>	<b>1,311,400</b>	<b>1,311,400</b>	<b>655,700</b>	<b>1,305,700</b>	<b>1,311,400</b>	<b>0.00%</b>
		<b>TOTAL GENERAL FUND REVENUES</b>	<b>17,978,762</b>	<b>18,504,593</b>	<b>12,653,726</b>	<b>18,637,558</b>	<b>19,035,690</b>	<b>2.87%</b>
100	49300	Fund Balances Applied	0	0	0	0	190,573	100.00%
		<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 17,978,762</b>	<b>\$ 18,504,593</b>	<b>\$ 12,653,726</b>	<b>\$ 18,637,558</b>	<b>\$ 19,226,263</b>	<b>3.90%</b>

# **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.

In 1986, the Wisconsin Development Fund awarded De Pere \$595,000 to administer as part of the CDBG-ED Revolving Loan Fund program. Since then the City issued loans to new and expanding businesses located in the City of De Pere. The loan program focused on job creation for low and moderate-income individuals. Over the past several years, the loan program required spring and fall reporting to confirm that the local loan program complied with federal requirements. In the spring of 2018, the Wisconsin DOA informed RLF governmental entities that spring reporting would be postponed due to a HUD monitoring scheduled for the week of May 14, 2018. The findings from that monitoring session resulted in a proposed Substantial Amendment that proposed CDBG-CLOSE. 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.

Therefore as of August 15, 2021, the RLF fund has a cash balance of \$700,091 and \$215,998 in outstanding revolving loan fund debt (\$217,747 including interest). The outstanding loans are all in good standing and held by the following:

Amerilux International	\$103,305 (\$101,733 including interest)
Black Honey Hashery, LLC	\$27,065 (\$27,438 including interest)
HZ Properties	\$58,302 (\$58,735 including interest and all due in 2012 per loan agreement)
Battle House GB, LLC	\$27,326 (\$29,842 including interest and 3 months of COVID deferred payments)

The impact of these pandemic response actions is as follows. The December 31, 2020 fund balance was \$659,025 and the projected December 31, 2021 fund balance is expected to be \$777,235. However, in 2020 and 2021 the City also authorized the following:

- Definitely De Pere pandemic response grant and downtown business marketing programs: \$50,000
- De Pere Chamber of Commerce Pandemic Response Grant: \$50,000
- Downtown Business Aid Grants: \$300,000
- Jump-Start Downtown De Pere Business Recruitment Grant Program: \$100,000

Therefore, the fund balance could be \$277,235 by December 31, 2021. This number could be increased by up to \$285,000 if the Common Council elected to reallocate a portion of the remaining COVID response loans and Downtown Business Aid Grants to the RLF fund.

**NOTE: CHANGE FROM 2021 Budget**

The City Created a separate fund for the pandemic response efforts. For budgetary purposes, the fund is now titled “De Pere Pandemic Response Fund”. See De Pere Pandemic Response Fund section of the budget document.

**City of De Pere  
2022 Special Fund  
Adopted Budget**

**REVOLVING LOAN FUND**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change	
Expenditures									
Account Number									
206	82030		Rehabilitation Principal Loan	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
206	86600		Loan Administration	0	0	0	0	0	0.00%
206	86700		Operating Supplies	0	0	0	0	0	0.00%
206	50000	592	Transfer to Other Funds	500,000	0	0	500,000	0	0.00%
<b>TOTAL EXPENDITURES</b>				<b>\$ 500,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 500,000</b>	<b>\$ 0</b>	<b>0.00%</b>

Revenues

206	48101		Interest on Investment	\$ 0	\$ 2,000	\$ 0	\$ 0	\$ 0	0.00%
206	48121		Interest on Loans	4,047	3,269	1,832	3,269	1,089	-66.69%
206	48122		SBPRL - Interest	0	0	0	0	0	0.00%
206	48310		Repayment of Principal	105,959	115,606	30,382	115,606	53,727	-53.53%
206	48311		SBPRL - Principal	0	0	0	0	0	0.00%
206	49200		OT In Dntown Business Aid Grant	0	0	0	85,000	0	0.00%
<b>TOTAL REVENUES</b>				<b>\$ 110,005</b>	<b>\$ 120,875</b>	<b>\$ 32,213</b>	<b>\$ 203,875</b>	<b>\$ 54,816</b>	<b>-54.65%</b>

## City of De Pere Pandemic Response Fund

### Program Mission:

The specific purpose for the expenditure of the funds has been designated for economic development purposes to save and support as many City of De Pere businesses as possible throughout the COVID-19 Pandemic the City created the following programs and authorized the use of the following funds.

The fund is anticipated to close in 2025 following the completion of the repayments of the Small Business Pandemic Response Loan Program.

### **Small Business Pandemic Response Loan Program.**

The Common Council initially allocated \$500,000 from the revolving loan fund 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. The program was reauthorized by the Common Council and remains open.

Results: To date, 55 business applicants applied for the program and 50 businesses have been awarded a total of \$310,000 in loans. The awarded businesses employed a total of 254 full-time employees and 300 part-time employees. A total of \$70,000 has been repaid or was never utilized by the awarded businesses. By December 31, 2021 the program should have \$273,391. The Common Council could elect to return some of the surplus funds to the Revolving Loan Fund Account for the creation of different Economic Development programs.

**Definitely De Pere pandemic response grant and downtown business marketing programs:** The City granted up to \$50,000 matching grant to Definitely De Pere pandemic response grant and downtown business marketing programs (2020).

Results: Worked with the De Pere Chamber of Commerce to grant \$57,500 in downtown business grants, gift card programs generating \$32,000 in downtown retail sales, and a Choose Local Holiday Campaign utilizing website, video, social medial marketing, and gift card incentive program.

**De Pere Chamber of Commerce Pandemic Response Grant:** The City granted \$50,000 to the De Pere Chamber of Commerce to create a grant program to assist businesses outside of the downtown.

Results: Worked with Definitely De Pere to approve grants to eligible businesses throughout the City.

**Downtown Business Aid Grants:** The City of De Pere created an aid program to provide financial assistance to the City's downtown small retail, restaurant, entertainment venue, businesses to assist them through the harsh winter months where outdoor dining and limited capacity requirements continue to impact business operations. The City allocated \$300,000 to the program from the Revolving Loan Fund. The aid program is targeted around the Downtown/Main Street District and is now closed.

Result: To date, 51 business applicants applied for the program and 43 businesses have been awarded a total of \$215,000 in grants. The ten remaining businesses applied did not meet the program edibility criteria. The awarded businesses employed a total of 106 full-time employees and 225 part-time employees. By December 31, 2021 the program should have \$85,000 remaining in the account. The program is now closed and the remaining funds should be transferred back to the Revolving Loan Fund. The Common Council could elect to return some of the surplus funds to the Revolving Loan Fund Account for the creation of different Economic Development programs in the City.

**Downtown Business Aid Grant Program:** The City authorized the creation of the Downtown Business Recruitment Grant program with an initial allocation of \$100,000. The "Jump-Start De Pere" Downtown Business Recruitment program is targeted at recruiting new businesses into the Main Street District to fill gaps or holes left by the pandemic. The program encourages business and property owners to revitalize downtown buildings and to add to our vibrant downtown experience through the inclusion of additional downtown retail, commercial, and entertainment-based businesses. More specifically, the program provides funding for projects that demonstrate the importance of marketing the community as a destination of choice for investment and promoting the attributes and assets of Downtown De Pere. To date, staff has reached out to building owners and new outlets to advertise the program. The City is working with two business regarding the program and expect to see applications by the end of the year.

**City of De Pere  
2022 Special Fund  
Adopted Budget**

**PANDEMIC RESPONSE FUND**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % Of Change
Expenditures								
Account Number								
212	86500	Grant Administration	\$ 99,992	\$ 0	\$ 215,000	\$ 215,000	\$ 0	0.00%
212	86600	Loan Administration	310,000	0	0	0	0	0.00%
212	86700	Operating Supplies	0	0	0	0	0	0.00%
212	50000	592 Transfer to Other Funds	0	0	0	85,000	0	0.00%
<b>TOTAL EXPENDITURES</b>			<b>\$ 409,992</b>	<b>\$ 0</b>	<b>\$ 215,000</b>	<b>\$ 300,000</b>	<b>\$ 0</b>	<b>0.00%</b>

Revenues

212	48101	Interest on Investment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
212	48121	Interest on Loans	0	0	0	0	0	0.00%
212	48310	Repayment of Principal	10,000	0	41,252	72,091	83,346	100.00%
212	49200	OT In Pandemic Loan	500,000	0	0	0	0	0.00%
212	49200	OT In DD and Chamber Grants	100,000	0	0	0	0	0.00%
212	49200	OT In Dntown Business Aid Grant	300,000	0	0	0	0	0.00%
212	49200	OT In Dntown Business Recruitment Grant	100,000	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>			<b>\$ 1,010,000</b>	<b>\$ 0</b>	<b>\$ 41,252</b>	<b>\$ 72,091</b>	<b>\$ 83,346</b>	<b>100.00%</b>

## **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. The estimated fund balance of the Wastewater Treatment Services Fund at December 31, 2021 is \$22,207,844.

### ***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.

### ***2022 Performance Measures:***

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

### ***2021 Performance Measurement Data: (July 2020 – June 2021):***

- 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

### ***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Capital Outlays:
  - a. Televising & Repairs \$540,000
  - b. Sewer Lining and Repair \$266,000
  - c. Sewer Lining Easements & Alleys \$160,000
  - d. Manhole Rehabilitation and Pipe Joint Repair \$90,000
  - e. Sewer Relay – Street Reconstruction \$152,000
  - f. Box Culvert & Sanitary Sewer Review \$20,000
  - g. Inflow and Infiltration Study \$30,000
  - h. Sewer Utility Share for Engineering Office Furniture \$2,000
  - i. Sewer Utility Share for MSC Ice Machine \$900
  - j. Sewer Utility Share for Band Saw Replacement for Shop \$744
  - k. Sewer Utility Share for Straight Brake Equipment for Shop \$450
  - l. Debt Service Principal & Interest Payments \$416,400

**City of De Pere  
2022 Special Fund  
Adopted Budget**

**WASTEWATER TREATMENT SERVICES**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
Expenditures								
Account Number								
201	53610	Wastewater Treatment Charges	\$ 6,411,774	\$ 6,856,958	\$ 3,638,648	\$ 7,277,296	\$ 6,856,958	0.00%
201	53611	Maintenance	1,525,717	1,631,319	815,660	1,631,320	1,678,494	2.89%
201	53612	Billings & Collection	477,533	370,000	131,870	370,000	370,000	0.00%
201	53615	Administration	771,688	620,000	248,576	620,000	638,600	3.00%
201	59200	Transfer To General Fund	250,000	250,000	125,000	250,000	250,000	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 9,436,712</b>	<b>\$ 9,728,277</b>	<b>\$ 4,959,754</b>	<b>\$ 10,148,616</b>	<b>\$ 9,794,052</b>	<b>0.68%</b>

Revenues

201	46900	Utility Billings	\$ 5,891,339	\$ 5,055,316	\$ 2,734,834	\$ 5,469,668	\$ 5,055,316	0.00%
201	46900	Utility Billings-Paper Mills	4,348,025	4,483,392	2,858,411	5,716,822	4,700,000	4.83%
201	48911	Forfeited Discounts	20,977	46,000	6,367	46,000	46,000	0.00%
201	49100	Proceeds of Debt	0	0	0	0	0	0.00%
		Fund Balance Applied		0	0	0	0	0.00%
201	49200	Transfer From Other Fund	481,455	160,845	80,243	160,845	160,845	
		<b>TOTAL REVENUES</b>	<b>\$ 10,741,796</b>	<b>\$ 9,745,554</b>	<b>\$ 5,679,855</b>	<b>\$ 11,393,335</b>	<b>\$ 9,962,161</b>	<b>2.22%</b>

2022 Sanitary Sewer Capital Projects & Equipment	
Televise & Repair	\$ 540,000
Sewer Lining & Repair	266,000
Sewer Lining Easements & Alleys	160,000
Manhole Rehabilitation & Pipe Joint Repair	90,000
Sewer Relay - Street Reconstruction	152,000
Box Culvert & Sanitary Sewer Review	20,000
Inflow and Infiltration Study	30,000
Sewer Utility Share for Engineering Office Furniture	2,000
Sewer Utility Share for MSC Ice Machine	900
Sewer Utility Share for Band Saw Replacement for Shop	744
Sewer Utility Share for Straight Brake Equipment for Shop	450
Debt Service Principal & Interest Payments	416,400
<b>Total Capital</b>	<b>\$ 1,678,494</b>

2022 Cash Flow Analysis	
Estimated Cash Balance - 1/1/22	\$ 2,669,696
Estimated Expenditures	(9,794,052)
Estimated Revenues	9,962,161
<b>Estimated Cash Balance - 12/31/22</b>	<b>\$ 2,837,805</b>

## **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, 2021 is \$147,256.

**City of De Pere  
2022 Special Fund  
Adopted Budget**

**PUBLIC LAND ACQUISITION FUND**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 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	0	0	0	0	0	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>

Revenues

210	46810	Park Dedication Fees	\$ 28,100	\$ 20,000	\$ 11,100	\$ 15,000	\$ 20,000	0.00%
210	48500	State Grants/Other	0	0	0	0	0	0.00%
210	49100	Debt Proceeds	0	0	0	0	0	0.00%
		<b>TOTAL REVENUES</b>	<b>\$ 28,100</b>	<b>\$ 20,000</b>	<b>\$ 11,100</b>	<b>\$ 15,000</b>	<b>\$ 20,000</b>	<b>0.00%</b>

## 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 the City departments with audio/video projects. Offset operational costs through donations and sponsorships.

***List of Program Service(s) Descriptions:***

- 1) *Disseminate Public Meetings* – Bring video/audio of public meetings and pertinent government business to the citizen’s television and internet enabled device.
- 2) *Bulletin Board* – Fill time slots with informational bulletins associated with government or community business and events.
- 3) *Produce Shows* – Produce, televise, and make available online shows and videos directed at the City’s current business or community projects.
- 4) *Produce sponsorship recognition content* – Create web and video content to support recognition of donors and sponsors.

***Important Outputs:***

- 1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel Committee, Plan Commission, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, 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.

***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) Employee effective use of technology.

***2022 Performance Measures***

- 1) Record 100% of scheduled televised public meetings.
- 2) Add Board of Health as a recorded and televised public meeting.
- 3) Expand programming by generating new City-focused content monthly.
- 4) Increase City social media video views by 5% by producing content for Cable Access and online platforms.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 referred back to staff at the March 16, 2020 Board of Health meeting.
- 3) Respond to 100% of IT inquiries in the absence of the IT Director.
  - a. Result: Responded to all inquiries received.
- 4) Expand IT support role for the organization to include IT infrastructure administration.
  - a. Result: Primary support role for new PC deployment and remote work initiative.

***Significant Program Achievements:***

- 1) Maintained a perfect public meeting production record, over 850 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) Continued to receive awards for the video production from the Best of the Midwest Media Fest.
- 5) Created informational spots for upcoming and current City services.
- 6) Added 3<sup>rd</sup> party informational and educational programming.

***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 2022 Cable Access Fund program cost is \$140,225. The program benefits the community by providing citizens with television and internet viewing access to public meetings and other City business information along with general interest content from their home or business. The estimated fund balance of the Cable Access Fund at December 31, 2021 is \$2,618.

***2022 Program Objectives:***

- 1) Promote increased government transparency.
- 2) Increase audience through the TV channel and internet.
- 3) Promote the use of video to provide information to residents.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages Part Time increased \$200 to reflect actual costs.
- 2) Retirement decreased \$286 due to decrease in contribution rate.
- 3) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$7,584 due to decrease in health insurance premium.
- 4) Training includes \$500 for training yet to be determined.
- 5) Seminars and Conferences include annual Wisconsin Community Media spring conference and media fest totaling \$510.
- 6) Membership to Wisconsin Community Media is \$290 annually, with a membership/subscription increase of \$198 with the addition of an Envato Elements subscription for faster creation of video production elements for Social Media and Cable Access video.
- 7) Mileage reimbursement increased \$110 to reflect actual anticipated costs.
- 8) Capital Outlay includes \$13,000 for Video/Production Field Equipment Replenishment.

**City of De Pere  
2022 Special Fund  
Adopted Budget**

**CABLE ACCESS FUND**

			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % of Change</b>	
<b>Account Title</b>									
<b>Expenditures</b>									
Account Number	PERSONAL SERVICES								
209	50000	110	Salaries	\$ 27,725	\$ 28,267	\$ 12,673	\$ 28,267	\$ 29,612	4.76%
209	50000	120	Hourly Wages	51,129	53,102	22,450	53,102	50,474	-4.95%
209	50000	125	Overtime Wages	91	0	0	0	0	0.00%
209	50000	126	Hourly Wages Part Time	3,218	3,000	1,305	3,000	3,200	6.67%
209	50000	150	FICA	5,796	6,268	2,656	6,268	6,173	-1.52%
209	50000	151	Retirement	5,555	5,492	2,105	5,492	5,206	-5.22%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	21,007	21,237	7,154	21,237	13,653	-35.71%
209	50000	190	Training	0	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>114,520</b>	<b>117,866</b>	<b>48,343</b>	<b>117,867</b>	<b>108,818</b>	<b>-7.68%</b>
			CONTRACTUAL SERVICES						
209	50000	212	Seminars and Conferences	60	510	0	510	510	0.00%
209	50000	215	Consulting	0	0	0	0	0	0.00%
209	50000	240	Equipment Maintenance	1,335	625	0	625	625	0.00%
209	50000	290	Other Contractual Services	13,419	14,394	12,699	14,394	14,574	1.25%
			<b>Subtotal</b>	<b>14,814</b>	<b>15,529</b>	<b>12,699</b>	<b>15,529</b>	<b>15,709</b>	<b>1.16%</b>
			SUPPLIES AND EXPENSE						
209	50000	310	Office Supplies	0	210	108	108	210	0.00%
209	50000	320	Memberships/Subscriptions	290	290	350	290	488	68.28%
209	50000	330	Mileage Reimbursement	76	248	0	358	358	44.35%
209	50000	340	Operating Supplies	3,886	1,642	104	1,642	1,642	0.00%
			<b>Subtotal</b>	<b>4,253</b>	<b>2,390</b>	<b>562</b>	<b>2,398</b>	<b>2,698</b>	<b>12.89%</b>

City of De Pere  
2022 Special Fund  
Adopted Budget

**CABLE ACCESS FUND**

Account Title				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
			OTHER						
209	50000	410-542	Transfer to General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			CAPITAL OUTLAY				0		
209	50000	810	Capital Equipment	0	0	0		13,000	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>100.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 133,587</b>	<b>\$ 135,785</b>	<b>\$ 61,604</b>	<b>\$ 135,794</b>	<b>\$ 140,225</b>	<b>3.27%</b>

**Revenues**

209	43430		State Shared Revenue	\$ 23,789	\$ 0	\$ 0	\$ 47,422	\$ 47,500	100.00%
209	44125		Franchise Fees	86,306	90,429	17,406	90,429	90,429	0.00%
209	44126		Sponsorships	250	0	311	561	561	100.00%
209	49290		OT In	94,779	0	0	0	0	0.00%
			Fund Balance		45,356			1,735	-96.17%
			<b>TOTAL REVENUES</b>	<b>\$ 205,124</b>	<b>\$ 135,785</b>	<b>\$ 17,717</b>	<b>\$ 138,412</b>	<b>\$ 140,225</b>	<b>3.27%</b>

# **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) 2013 Bond Issue for \$5,650,000. Principal is \$290,000. Interest is \$47,094. Principal balance after the 2022 payments are made is \$1,140,000. Interest balance after the 2022 payments are made is \$135,576. Bonds are scheduled to mature in 2028.
- 2) 2013 Bond Issue for \$2,530,000. Principal is \$145,000. Interest is \$9,963. Principal balance after the 2022 payments are made is \$150,000. Interest balance after the 2022 payments are made is \$5,250. Bonds are scheduled to mature in 2023.
- 3) 2014 Bond Issue for \$1,075,000. Principal is \$70,000. Interest is \$16,900. Principal balance after the 2022 payments are made is \$540,000. Interest balance after the 2022 payments are made is \$65,900. Bonds are scheduled to mature in 2029.
- 4) 2017 Bond Issue for \$1,700,000. Principal is \$175,000. Interest is \$33,963. Principal balance after the 2022 payments are made is \$1,060,000. Interest balance after the 2022 payments are made is \$91,164. Bonds are scheduled to mature in 2027.
- 5) 2018 Bond Issue for \$5,545,000. Principal is \$230,000. Interest is \$185,013. Principal balance after the 2022 payments are made is \$4,775,000. Interest balance after the 2022 payments are made is \$1,054,893. Bonds are scheduled to mature in 2033.

#### ***Notes:***

- 1) 2014 Note issue for \$670,000. Principal is \$80,000. Interest is \$4,800. Principal balance after the 2022 payments are made is \$80,000. Interest balance after 2022 payments are made is \$2,400. Note is scheduled to mature in 2023.
- 2) 2015 Note issue for \$6,270,000. Principal is \$410,000. Interest is \$28,600. Principal balance after the 2022 payments are made is \$1,020,000. Interest balance after the 2022 payments are made is \$36,000. Note is scheduled to mature in 2025.

- 3) 2016 Note issue for \$5,900,000. Principal is \$520,000. Interest is \$55,000. Principal balance after the 2022 payments are made is \$2,230,000. Interest balance after 2022 payments is made is \$107,100. Note is scheduled to mature in 2026.
- 4) 2016 Note issue for \$890,000. Principal is \$85,000. Interest is \$9,160. Principal balance after the 2022 payments are made is \$355,000. Interest balance after the 2022 payments are made is \$19,205. Note is scheduled to mature in 2026.
- 5) 2017 Note issue for \$2,015,000. Principal is \$145,000. Interest is \$21,138. Principal balance after the 2022 payments are made is \$885,000. Interest balance after 202 payments are made is \$62,990. Note is scheduled to mature in 2027.
- 6) 2018 Note issue for \$2,600,000. Principal is \$280,000. Interest is \$73,600. Principal balance after the 2022 payments are made is \$1,540,000. Interest balance after 2022 payments are made is \$201,850. Note is schedule to mature in 2028.
- 7) 2019 Note Issue for \$8,715,000. Principal is \$835,000. Interest is \$226,200. Principal balance after the 2022 payment is made is \$5,805,000. Interest balance after the 2022 payment is made is \$755,450. Note is scheduled to mature in 2029.
- 8) 2019 Note Issue for \$880,000. Principal is \$60,000. Interest is \$22,088. Principal balance after the 2022 payment is made is \$820,000. Interest balance after the 2022 payment is made is \$103,361. Note is scheduled to mature in 2029.
- 9) 2020 Note Issue for \$8,340,000. Principal is \$830,000. Interest is \$123,150. Principal balance after the 2022 payment is made is \$6,630,000. Interest balance after the 2020 payment is made is \$427,550. Note is scheduled to mature in 2030.
- 10) 2020 Note issue for \$2,670,000. Principal is \$280,000. Interest is \$23,553. Principal balance after the 2022 payment is made is \$2,280,000. Interest balance after the 2022 payment is made is \$111,854. Note is scheduled to mature in 2030.
- 11) 2021 Note issue for \$350,000. Principal is \$350,000. Interest is \$1,250. Principal balance after the 2022 payment is made is \$0. Interest balance after 2022 payment is made is \$0. Note is scheduled to mature in 2022.
- 12) 2021 Estimated Note issue for \$880,000. Principal is \$880,000. Interest is \$20,000. Principal balance after the 2022 payment is made is \$0. Interest balance after 2022 payment is made is \$0. Note is scheduled to mature in 2022.
- 13) 2021 Note issue for \$4,670,000. Principal is \$325,000. Interest is \$81,984. Principal balance after the 2022 payment is made is \$4,345,000. Interest balance after the 2022 payment is made is \$492,900. Note is scheduled to mature in 2031.

- 14) 2021 Note issue for \$1,705,000. Principal is \$355,000. Interest is \$30,022. Principal balance after the 2022 payment is made is \$1,350,000. Interest balance after the 2022 payment is made is \$69,810. Note is scheduled to mature in 2027.
- 15) 2021 Note issue for \$3,895,000. Principal is \$20,000. Interest is \$48,688. Principal balance after the 2022 payment is made is \$3,825,000. Interest balance after the 2022 payment is made is \$389,900. Note is scheduled to mature in 2031.

***Revenues:***

- 1) Property tax levy is \$4,049,205.
- 2) Transfer from Capital Projects Fund (TID #6) is \$324,560.
- 3) Transfer from Capital Projects Fund (TID #7) is \$216,812.
- 4) Transfer from Capital Projects Fund (TID #8) is \$417,792.
- 5) Transfer from Capital Projects Fund (TID #9) is \$248,836.
- 6) Transfer from Capital Projects Fund (TID #10) is \$556,558.
- 7) Transfer from Capital Projects Fund (TID #11) is \$259,075.
- 8) Transfer from Capital Projects Fund (TID #12) is \$89,046.
- 9) Transfer from Capital Projects Fund (TID #13) is \$185,575.
- 10) Transfer from Capital Projects Fund (TID #14) is \$152,750.
- 11) Transfer from Capital Projects Fund (TID #15) is \$55,008.
- 12) Transfer from Pool Capital Projects Fund is \$430,844.
- 13) Unappropriated Surplus Funds represents use of surplus funds in prior year levies.

**City of De Pere  
2022 Debt Service Fund  
Adopted Budget**

**Debt Service**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
Account Number	PRINCIPAL (G.O.)								
301	58100	610	Bonds	\$ 1,255,000	\$ 1,255,000	\$ 0	\$ 1,255,000	\$ 910,000	-27.49%
301	58100	611	Notes	5,624,885	4,805,000	250,000	4,805,000	5,455,000	13.53%
			<b>Subtotal</b>	<b>6,879,885</b>	<b>6,060,000</b>	<b>250,000</b>	<b>6,060,000</b>	<b>6,365,000</b>	<b>5.03%</b>
			<b>INTEREST (G.O.) AND DEBT SERVICE FEES</b>						
301	58200	620	Bonds	429,186	429,186	146,298	429,186	292,933	-31.75%
301	58200	623	Notes	638,724	702,872	358,917	702,872	769,233	9.44%
301	58200	630	Debt Service Fees	2,600	2,600	158	2,600	2,600	0.00%
			<b>Subtotal</b>	<b>1,070,510</b>	<b>1,134,658</b>	<b>505,373</b>	<b>1,134,658</b>	<b>1,064,766</b>	<b>-6.16%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 7,950,395</b>	<b>\$ 7,194,658</b>	<b>\$ 755,373</b>	<b>\$ 7,194,658</b>	<b>\$ 7,429,766</b>	<b>3.27%</b>

**Revenues**

301	41110		Property Tax Levy	\$ 3,813,192	\$ 3,869,027	\$ 3,869,027	\$ 3,869,027	\$ 4,049,205	4.66%
301	48110		Interest On Investments	0	0	0	0	0	0.00%
301	49110		Special Assessments	0	0	0	125,000	125,000	100.00%
301	49120		Proceeds From Long Term Notes	1,860,000	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	183,425	5,063	2,532	5,063	0	-100.00%
301	49224		Transfer From TID #6	1,350,807	264,677	132,339	264,677	324,560	22.62%
301	49225		Transfer From TID #7	462,813	486,302	243,151	486,302	216,812	-55.42%
301	49226		Transfer From TID #8	369,288	356,309	178,155	356,309	417,792	17.26%
301	49227		Transfer From TID #9	170,583	168,909	84,455	168,909	248,836	47.32%
301	49228		Transfer From TID #10	531,568	534,061	267,031	534,061	556,558	4.21%
301	49229		Transfer From TID #11	130,837	262,755	131,378	262,755	259,075	-1.40%
301	49230		Transfer From TID #12	52,262	46,513	23,257	46,513	89,046	91.44%
301	49231		Transfer From TID #13	111,825	136,825	68,413	136,825	185,575	35.63%
301	49232		Transfer From TID #14	0	75,307	37,654	75,307	152,750	102.84%
301	49233		Transfer From TID #15	0	0	0	0	55,008	100.00%
301	49235		Pool Referendum Fund	0	430,844	215,422	430,844	430,844	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	558,066	279,033	433,066	318,705	-42.89%
			<b>Subtotal</b>	<b>9,036,600</b>	<b>7,194,658</b>	<b>5,531,843</b>	<b>7,194,658</b>	<b>7,429,766</b>	<b>3.27%</b>
			<b>TOTAL REVENUES</b>	<b>\$ 9,036,600</b>	<b>\$ 7,194,658</b>	<b>\$ 5,531,843</b>	<b>\$ 7,194,658</b>	<b>\$ 7,429,766</b>	<b>3.27%</b>

# **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
<b>General Government</b>														
City Attorney - Office Conference Table and Chairs	1,000											1,000		
City Administrator - Misc Office Equipment	200											200		
City Administrator - Office Furniture Replacement	11,000		11,000											
Human Resources - Office Chair	500											500		
Elections - Electronic Poll Book	2,500											2,500		
IT - Disk Space Increase on Storage Network	10,000											10,000		
IT - Replace Network Switches at Community Center, MSC, Fire Station #1 & #2	15,000		15,000											
IT - Replace Fiber Optic Cable at City Hall	15,000		15,000											
IT - Install Security Cameras at Voyageur Park Parking Lot and Riverwalk	50,000		50,000											
Cable Access - Replace Video & Production Field Equipment	13,000							13,000						
Finance - Office Chair	500											500		
City Hall - Annual Maintenance	10,000											10,000		
City Hall - Engineering for Boiler Replacement	10,000		10,000											
City Hall - Fire Protection Replacement	45,000		45,000											
City Hall - Replace Windows	100,000		100,000											
City Hall - Replace Bike Rack	2,000											2,000		
City Hall - Replace Garbage & Recycling Containers	6,000											6,000		
City Hall - Sanitary Sewer Repairs	40,000		40,000											
Health - Replace Department Truck	31,000		31,000											
GIS - Drone Technology & FAA Testing	2,150								1,075			1,075		
<b>Total General Government</b>	<b>364,850</b>	<b>0</b>	<b>317,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>1,075</b>	<b>0</b>	<b>0</b>	<b>33,775</b>	<b>0</b>	<b>0</b>
<b>Public Safety</b>														
Police - Police Vehicle Lease Payment (4 Ford SUV Explorers)	74,000		74,000											
Police - Replace Conducted Electrical Weapons (Tasers)	10,661		10,661											
Fire - Keysecure 5 for Knox Box Security	13,294		13,294											
Fire - Portable and Mobile Radios	80,000		80,000											
Fire - Power DMS Policy Implementation Software	6,500											6,500		
Fire - Replace PPE	43,750		43,750											
Fire - Station #1 Improvements	150,000													150,000
Fire - Station #3 Plans and Permits	50,000													50,000
Fire - Station Alerting Software	29,000		29,000											
<b>Total Public Safety</b>	<b>457,205</b>	<b>0</b>	<b>250,705</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>200,000</b>
<b>Public Works</b>														
Engineering - Assistant City Engineer Office Furniture Replacement	8,000								2,000	2,000	2,000	2,000		
MSC - Purchase Ice Machine	6,000								900	900	900	3,300		
MSC - Replace Front Office Carpeting	35,000													35,000
MSC - Building Expansion	12,000,000													12,000,000
Building Maintenance - Vehicle for New Maintenance Specialist	55,000		27,500											27,500
Building Maintenance - Tools for New Maintenance Specialist	20,000		10,000											10,000
Fleet Maintenance - Replace Band Saw	4,960								2,480	744	744	992		
Fleet Maintenance - Straight Brake Equipment	3,000								1,500	450	450	600		
Snow & Ice - Replace Dump Truck #78	225,000		225,000											
Snow & Ice - Replace Dump Truck #79	225,000		225,000											
Snow & Ice - Brine Machine Repairs	12,000		12,000											
Traffic Signs & Markings - Raise Entrance Sign on Ashland Ave	2,500		2,500											
Traffic Signs & Markings - Painting Back of Entrance Signs (4)	2,000											2,000		

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
Traffic Signs & Markings - Solar Lights for Entrance Signs	500											500		
Traffic Lights - Main & 4th Traffic Signal Replacement	582,000						496,800						85,200	
Traffic Lights - Traffic Lights at Grant St and Allard St Intersection	384,000													384,000
Brush Collection - Wood Chipper Safety Shields	12,000		12,000											
Water - Replace Dump Truck #24	100,000													100,000
Water - Purchase SUV for Water Department Supervisor	40,000										40,000			
Water - Replace Valve Turner Controller	4,000										4,000			
Water - Replace Sensus Meter Base Stations	30,000										30,000			
Water - Merrill Street Reservoir Mixer	40,000										40,000			
Water - SCADA Panel Upgrade for Merrill Street	10,000													10,000
Planning - TID 7 Cultural District Master Plan Implementation	200,000				200,000									
Planning - TID 7 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 7 Development Rebate	300,000				300,000									
Planning - TID 7 Façade Grant Program	60,000				60,000									
Planning - TID 8 I-41 Interchange Design	157,500				157,500									
Planning - TID 9 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 9 Development Rebate	1,100,000				1,100,000									
Planning - TID 9 Main Ave Alley Reconstruction (400 Block of Main and Reid)	735,800				735,800									
Planning - TID 9 Façade Grant Program	60,000				60,000									
Planning - TID 10 Development Rebate	200,000				200,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 11 Development Rebate	300,000				300,000									
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 12 Development Rebate	300,000				300,000									
Planning - TID 12 American Blvd Extension	2,500,000				2,500,000									
Planning - TID 13 Development Rebate	300,000				300,000									
Planning - TID 14 Development Rebate & Site Assembly	654,000				654,000									
Planning - TID 15 I-41 Interchange Design	157,500				157,500									
Planning - TID 15 Development Rebate	3,000,000				3,000,000									
Planning - TID 16 Alley Reconstruction	120,000				120,000									
Planning - TID 16 Development Rebate	800,000				800,000									
Planning - TID 17 Southeast Area Comprehensive Plan Update	20,000				20,000									
Planning - TID 17 Development Rebate	500,000				500,000									
Planning - TID 17 Commerce Drive Pavement Extension	2,310,000				2,310,000									
<b>Total Public Works</b>	<b>27,626,760</b>	<b>0</b>	<b>514,000</b>	<b>0</b>	<b>13,825,800</b>	<b>0</b>	<b>496,800</b>	<b>0</b>	<b>6,880</b>	<b>4,094</b>	<b>118,094</b>	<b>9,392</b>	<b>122,700</b>	<b>12,529,000</b>
<b>Parks &amp; Recreation</b>														
Community Center - Facility Improvements/Upgrades & Repairs	10,000		10,000											
Community Center - Fire Alarm Panel Upgrade	10,000		10,000											
Community Center - Heating System Pump Replacement	95,000		95,000											
Parks & Public Lands - Sidewalk & Hard Surface Replacement Program	20,000		20,000											
Parks & Public Lands - VFW Restroom/Score Shack Roof Replacement	12,000		12,000											
Parks & Public Lands - Voyageur Park Western Parking Lot Resurfacing	75,000		75,000											
Parks & Public Lands - Patriot Park Basketball Court Resurfacing	12,000		12,000											
Parks & Public Lands - Kiwanis Parking Lot Resurfacing	17,000													17,000
Parks & Public Lands - Kelly Danen Drainage	15,000		15,000											
Parks & Public Lands - Legion Woods Playground Replacement	135,000													135,000
Parks & Public Lands - Willems Park Playground Replacement	85,000													85,000
Parks & Public Lands - Water Cooler Replacement Program	6,000		6,000											

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
Parks & Public Lands - Turf Baseball Field	75,000													75,000
Parks & Public Lands - Patriot Park Shelter Replacement	200,000													200,000
Parks & Public Lands - Voyageur Park Parking Lot Overlay	69,000		69,000											
Parks & Public Lands - Jim Martin Parking Lot Addition	100,000													100,000
Parks & Public Lands - Park Light Replacement Program	15,000		15,000											
Parks & Public Lands - VFW Access Road Reconstruction	120,000		120,000											
Parks & Public Lands - Southwest Park Irrigation System Update	15,000		15,000											
Parks & Public Lands - Roundabout Irrigation System Updates	6,000		6,000											
Parks & Public Lands - VFW Tennis Court Repair	22,000		22,000											
Boat Ramps - Perkofski Boat Launch Dock Section Refurbishment	10,000		5,000				5,000							
Boat Ramps - James Street Boat Dock Extension	40,000		15,000				25,000							
Parks Equip/Veh Maintenance - Truck 13 Replacement	35,000		35,000											
Parks Equip/Veh Maintenance - Car 9 Replacement	30,000		30,000											
Parks Equip/Veh Maintenance - Stumper 301 Replacement	45,000													45,000
Parks Equip/Veh Maintenance - Mower 306 Replacement	85,000		85,000											
Parks Equip/Veh Maintenance - Wood Shop Equipment Replacement	7,500		7,500											
Parks Equip/Veh Maintenance - Wood Chipper Safety Shields	5,000		5,000											
Parks Equip/Veh Maintenance - Enclosed Trailer Purchase	9,000													9,000
Swimming Pools - POS System for VFW and Legion	25,000		25,000											
Swimming Pools - Legion Storm Sewer Line Replacement	10,000		10,000											
Swimming Pools - Security/Surveillance Systems	25,000													25,000
Swimming Pools - Data Card Printer Replacement	7,500		7,500											
<b>Total Parks &amp; Recreation</b>	<b>1,448,000</b>	<b>0</b>	<b>727,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>691,000</b>
<b>Street Management</b>														
Crackfilling/Patching - Various	410,000	166,276	243,724											
Resurfacing-Variou	775,000	775,000												
Sidewalks	201,400		115,000			86,400								
Concrete Street Rehabilitation	350,000		350,000											
Lewis Street Reconstruction	560,000		560,000											
Grant Street Improvements - Apollo Way Closure	20,000													20,000
Broadway and Bomier Pedestrian Improvements	25,000		25,000											
De Pere Cultural Foundation Site Preparation	221,000		221,000											
Bridge Rehabilitation - Creamery Road and Parkview Road	170,000		170,000											
2025 Lawrence Drive Reconstruction Engineering	100,000		20,000				80,000							
Alley Reconstruction	160,000		160,000											
<b>Total Street Management</b>	<b>2,992,400</b>	<b>941,276</b>	<b>1,864,724</b>	<b>0</b>	<b>0</b>	<b>86,400</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
<b>Sanitary Sewer</b>														
Televising/ Repair	540,000									540,000				
Sewer Lining and Repair	266,000									266,000				
Sewer Lining Easements and Alleys	160,000									160,000				
Manhole Rehabilitation and Pipe Joint Repair	90,000									90,000				
Sewer Relay - Street Reconstruction	152,000									152,000				
Box Culvert/Sanitary Sewer Review	20,000									20,000				
Inflow and Infiltration Study	30,000									30,000				
<b>Total Sanitary Sewer</b>	<b>1,258,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,258,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
<b>Water Utility</b>														
Water Main Relay - Misc	1,230,000										1,230,000			
<b>Total Water Utility</b>	<b>1,230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Storm Water Utility</b>														
Storm Sewer Televising	50,000								50,000					
Storm Sewer Repair & Replacement	680,000								680,000					
Lewis Street Reconstruction	230,000								230,000					
Box Culvert/Sanitary Sewer Review	40,000								40,000					
Wet Pond Construction	210,600						105,300		105,300					
Corrugated Metal Storm Sewer Lining	150,000								150,000					
Pond Rodent Control	25,000								25,000					
Grapple Bucket for Toolcat	4,500								4,500					
Boat for Storm Water Pond Inspections	4,000								4,000					
<b>Total Storm Water Utility</b>	<b>1,394,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105,300</b>	<b>0</b>	<b>1,288,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS - CAPITAL PROJECTS</b>	<b>\$ 36,771,315</b>	<b>\$ 941,276</b>	<b>\$ 3,673,429</b>	<b>\$ 0</b>	<b>\$ 13,825,800</b>	<b>\$ 86,400</b>	<b>\$ 712,100</b>	<b>\$ 13,000</b>	<b>\$ 1,296,755</b>	<b>\$ 1,262,094</b>	<b>\$ 1,348,094</b>	<b>\$ 49,667</b>	<b>\$ 122,700</b>	<b>\$ 13,440,000</b>

## 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.

***2022 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) Create an affordable housing program by July 2022.

***2021 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: Approved 4 façade grant awards between the fall of 2020 and Summer of 2021
- 3) TID 9: Approved 3 façade grant awards between the fall of 2020 and Summer of 2021
- 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 the 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 the 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 \$5,125,000 in new TID infrastructure projects (Commerce Drive extension, American Blvd Extension, and Southern Bridge Planning), 122,500 in potential consulting for CSMs, studies, and other necessary development-related expenses, and planned for up to 7,356,000 in potential development incentives for projects to the TIDs. It is important to note two items:

1. While the City plans for projects during the budget process, it does not mean that projects 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 # 6

<b>TID Type:</b>	Industrial post-95
<b>Creation Valuation Year:</b>	1998
<b>Creation Date:</b>	3/3/1998
<b>Final Date of Allowable Expenditures:</b>	12/31/2015
<b>Mandated Closing Date:</b>	3/3/2021
	Increment only collected to (2021)
<b>Location:</b>	Located on the west side and includes most of the original business park and the Southbridge expansion.
<b>TID Purpose:</b>	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.
<b>2021 TID Value:</b>	\$106,786,300
<b>Base Value:</b>	\$7,042,900
<b>Current Increment Value:</b>	\$99,743,400
<b>Value Change Over Previous Year:</b>	\$6,658,200
<b>Future Costs:</b>	\$1,769,794
<b>Annual Increment Revenue:</b>	\$2,187,820
<b>2022 Proposed Projects:</b>	Creation of Affordable housing programs.
<b>Development Driven Projects:</b>	None
(may occur if new projects proposed in district):	

Source: Wisconsin DOR Statement of Changes Preliminary Report 2021

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #6**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES					
460 50000 110	Salaries	\$ 9,672	\$ 10,350	\$ 4,614	\$ 10,350	\$ 0 -100.00%
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	712	792	356	792	0 -100.00%
460 50000 151	Retirement	665	699	267	699	0 -100.00%
460 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,546	2,672	846	2,672	0 -100.00%
	<b>Subtotal</b>	<b>13,595</b>	<b>14,512</b>	<b>6,083</b>	<b>14,512</b>	<b>0 0.00%</b>
	CONTRACTUAL SERVICES					
460 50000 212	Seminars and Conferences	0	0	0	0	0 0.00%
460 50000 215	Consulting	4,096	0	150	0	0 0.00%
460 50000 290	Other Contractual Services	0	0	0	0	0 0.00%
	<b>Subtotal</b>	<b>4,096</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0 0.00%</b>
	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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
460 50000 592	Transfer to Debt Service	2,350,807	264,677	132,339	264,677	324,560 22.62%
460 56800 810	Transfer for Admin	0	0	0	0	0 0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #6**

			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % of Change</b>	
<b>Account Title</b>									
<b>Expenditures</b>									
			CAPITAL OUTLAY						
460	50000	810	General Administration	13,850	0	0	0	0.00%	
460	50000	810	Street Administration (Engineering)	0	0	0	0	0.00%	
460	50000	810	Development Rebate	0	0	0	0	0.00%	
460	50000	810	Street Construction	0	0	0	0	0.00%	
460	50000	810	Storm Sewers	0	0	0	0	0.00%	
460	50000	810	Sanitary Sewers	0	0	0	0	0.00%	
460	50000	810	Water Mains	0	0	0	0	0.00%	
460	50000	577	Industrial Land Purchase	0	0	0	0	0.00%	
460	50000	810	Transfer To TID 5	0	0	0	0	0.00%	
			<b>Subtotal</b>	<b>13,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
			<b>TOTAL EXPENDITURES</b>	<b>\$ 2,382,348</b>	<b>\$ 279,189</b>	<b>\$ 138,571</b>	<b>\$ 279,189</b>	<b>\$ 324,560</b>	<b>16.25%</b>

**Revenues**

460	41120		Tax Increments	\$ 1,880,932	\$ 2,041,775	\$ 1,941,383	\$ 0	\$ 0	-100.00%
460	43430		Tax Exempt Computer Aid	14,931	22,000	0	0	0	-100.00%
460	43500		State Grants	17,632	0	13,312	0	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%
			<b>TOTAL REVENUES</b>	<b>\$ 1,914,420</b>	<b>\$ 2,063,775</b>	<b>\$ 1,954,695</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>

**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.

**2021 TID Value:** \$17,388,600  
**Base Value:** \$12,056,000  
**Current Increment Value:** \$5,332,600  
**Value Change Over Previous Year:** -\$1,411,000

**Future Costs:** \$1,627,713  
**Annual Increment Revenue:** \$116,477

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
(may occur if new projects proposed in district):	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	Cultural District Implementation	200,000
	Downtown Pots - Planting (Split between TID 7 and 9)	<u>3,000</u>
	<b>TOTAL</b>	<b>\$ 214,875</b>
<b>Development Driven Projects:</b>	TID 7 Developer Rebate	\$ 300,000
(may occur if new projects proposed in district):	Façade Improvement Program	<u>60,000</u>
	<b>TOTAL</b>	<b>\$ 360,000</b>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #7**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES					
260 50000 110	Salaries	\$ 12,711	\$ 13,736	\$ 6,123	\$ 13,736	\$ 0 -100.00%
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	0	1,715	1,020	0	1,875 9.33%
260 50000 150	FICA	935	1,076	488	1,051	27 -97.47%
260 50000 151	Retirement	864	927	355	927	0 -100.00%
260 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,956	3,132	984	0	0 -100.00%
	<b>Subtotal</b>	<b>17,466</b>	<b>20,586</b>	<b>8,971</b>	<b>15,714</b>	<b>1,902 -90.76%</b>
	CONTRACTUAL SERVICES					
260 50000 212	Seminars and Conferences	0	0	0	0	0 0.00%
260 50000 215	Consulting	32,815	9,700	7,505	0	10,000 3.09%
260 50000 290	Other Contractual Services	0	0	0	0	0 0.00%
260 50000 582	Debt Issuance Costs	2,978	0	0	0	0 0.00%
	<b>Subtotal</b>	<b>35,793</b>	<b>9,700</b>	<b>7,505</b>	<b>0</b>	<b>10,000 3.09%</b>
	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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
260 50000 592	Transfer To Debt Service	462,813	486,302	243,151	486,302	216,812 -55.42%
260 50000 810	Transfer for Admin	0	0	0	0	0 0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #7**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

			CAPITAL OUTLAY						
260	50000	583	General Administration	14,000	0	612	3,000	3,000	100.00%
260	50000	810	Site Development		3,000	0		200,000	6566.67%
260	50000	810	Street Administration (Engineering)		0	0	0	0	0.00%
260	50000	810	Development Rebate	59,559	360,000	0	30,000	360,000	0.00%
260	50000	810	Street Construction		0	0	0	0	0.00%
260	50000	810	Storm Sewers		0	0	0	0	0.00%
260	50000	810	Sanitary Sewers		0	0	0	0	0.00%
260	50000	810	Water Mains		0	0	0	0	0.00%
260	50000	810	Industrial Land Purchase		0	0	0	0	0.00%
260	50000	810	Transfer To General Fund		0	0	0	0	0.00%
			<b>Subtotal</b>	<b>73,559</b>	<b>363,000</b>	<b>612</b>	<b>33,000</b>	<b>563,000</b>	<b>55.10%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 589,630</b>	<b>\$ 879,588</b>	<b>\$ 260,239</b>	<b>\$ 535,016</b>	<b>\$ 791,714</b>	<b>-9.99%</b>

**Revenues**

260	41120		Tax Increments	\$ 129,085	\$ 147,297	\$ 119,604	\$ 119,604	\$ 94,578	-35.79%
260	43430		Tax Exempt Computer Aid	2,586	500	0	0	0	-100.00%
260	43500		State Grants	4,412	0	8,563	0	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	227,780	363,000	0	0	560,000	54.27%
260	49290		OT In	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 363,862</b>	<b>\$ 510,797</b>	<b>\$ 128,167</b>	<b>\$ 119,604</b>	<b>\$ 654,578</b>	<b>28.15%</b>

**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

**2021 TID Value:** \$50,184,200  
**Base Value:** \$36,633,200  
**Current Increment Value:** \$13,551,000  
**Value Change Over Previous Year:** -\$13,474,100

**Future Costs:** \$3,526,419  
**Annual Increment Revenue:** \$297,234

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	I-41 Interchange Design (Split between TID 8, 15)	157,500
	<b>TOTAL</b>	<u>\$ 169,375</u>

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

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #8**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number			PERSONAL SERVICES						
280	50000	110	Salaries	\$ 10,685	\$ 11,479	\$ 5,117	\$ 11,479	\$ 14,360	25.10%
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	0	1,715	0	0	1,875	9.33%
280	50000	150	FICA	786	903	395	878	1,126	24.66%
280	50000	151	Retirement	732	775	297	775	933	20.46%
280	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,682	2,826	892		3,434	21.51%
			<b>Subtotal</b>	<b>14,886</b>	<b>17,698</b>	<b>6,700</b>	<b>13,132</b>	<b>21,728</b>	<b>22.77%</b>
			CONTRACTUAL SERVICES						
280	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
280	50000	215	Consulting	59,142	162,200	2,100	0	10,000	-93.83%
280	50000	290	Other Contractual Services	0	4,000	0	0	0	-100.00%
			<b>Subtotal</b>	<b>59,142</b>	<b>166,200</b>	<b>2,100</b>	<b>0</b>	<b>10,000</b>	<b>-93.98%</b>
			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%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
280	50000	592	Transfer To Debt Service	369,228	356,309	178,155	356,309	417,792	17.26%
280	50000	810	Transfer for Admin	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #8**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

			CAPITAL OUTLAY						
280	50000	583	General Administration	14,000	0	150	0	0	0.00%
280	50000	583	Street Administration (Engineering)	0	0	0	0	157,500	100.00%
280	50000	810	Development Rebate	0	0	0	0	0	0.00%
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%
			<b>Subtotal</b>	<b>14,000</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>157,500</b>	<b>100.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 457,255</b>	<b>\$ 540,207</b>	<b>\$ 187,105</b>	<b>\$ 369,441</b>	<b>\$ 607,020</b>	<b>12.37%</b>

**Revenues**

280	41120		Tax Increments	\$ 305,352	\$ 592,781	\$ 563,635	\$ 563,635	\$ 308,414	-47.97%
280	41121		Payment in Lieu of Taxes	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	229,321	230,000	0	0	0	-100.00%
280	43500		State Grants	851	0	850	0	0	0.00%
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	0	0	0	157,500	100.00%
			<b>TOTAL REVENUES</b>	<b>\$ 535,525</b>	<b>\$ 822,781</b>	<b>\$ 564,485</b>	<b>\$ 563,635</b>	<b>\$ 465,914</b>	<b>-43.37%</b>

**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

**2021 TID Value:** \$16,284,600

**Base Value:** \$14,776,100

**Current Increment Value:** \$1,508,500

**Value Change Over Previous Year:** -\$619,600

**Future Costs:** \$4,000,396

**Annual Increment Revenue:** \$33,088

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	Downtown Pots - Planting (Split between TID 7 and 9)	3,000
	<b>TOTAL</b>	<u>\$ 14,875</u>

<b>Development Driven Projects:</b>	TID 9 Developer Rebates	\$1,100,000
(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
	<b>TOTAL</b>	<u>\$1,895,800</u>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #9**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES					
285 50000 110	Salaries	\$ 13,125	\$ 14,088	\$ 6,280	\$ 14,088	\$ 0 -100.00%
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	0	1,715	1,020	0	1,875 9.33%
285 50000 150	FICA	969	1,103	500	1,078	27 -97.53%
285 50000 151	Retirement	895	951	364	951	0 -100.00%
285 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	3,150	3,314	1,052	0	0 -100.00%
	<b>Subtotal</b>	<b>18,139</b>	<b>21,171</b>	<b>9,216</b>	<b>16,117</b>	<b>1,902 -91.01%</b>
	CONTRACTUAL SERVICES					
285 50000 212	Seminars and Conferences	0	0	0	0	0 0.00%
285 50000 215	Consulting	6,690	49,700	7,924	0	10,000 -79.88%
285 50000 290	Other Contractual Services	0	0	0	0	0 0.00%
285 50000 582	Debt Issuance Costs	406	0	0	0	0 0.00%
	<b>Subtotal</b>	<b>7,096</b>	<b>49,700</b>	<b>7,924</b>	<b>0</b>	<b>10,000 -79.88%</b>
	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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
285 59230 930	Transfer To Debt Service	170,583	168,909	84,455	168,909	248,836 47.32%
285 50000 810	Transfer for Admin	0	0	0	0	0 0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #9**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

			CAPITAL OUTLAY						
285	57120	820	General Administration	14,767	3,000	150	3,000	3,000	0.00%
285	57311	820	Street Administration (Engineering)	0	113,200	0	0	0	-100.00%
285	57315	820	Development Rebate	70,000	360,000	0	0	1,160,000	222.22%
285	57330	820	Street Construction	335	622,600	(400)	0	735,800	18.18%
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	166,254	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>251,356</b>	<b>1,098,800</b>	<b>(250)</b>	<b>3,000</b>	<b>1,898,800</b>	<b>72.81%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 447,174</b>	<b>\$ 1,338,580</b>	<b>\$ 101,345</b>	<b>\$ 188,026</b>	<b>\$ 2,159,538</b>	<b>61.33%</b>

**Revenues**

285	41120		Tax Increments	\$ 40,812	\$ 46,679	\$ 44,384	\$ 44,384	\$ 42,753	-8.41%
285	43430		Tax Exempt Computer Aid	3,246	350	0	0	0	-100.00%
285	43500		State Grants	4,759		9,228	0	0	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	30,000	0	0	0	0	0.00%
285	49300		Debt Proceeds/Premium	1,153	1,095,800	0	0	1,895,800	73.01%
			<b>TOTAL REVENUES</b>	<b>\$ 79,970</b>	<b>\$ 1,142,829</b>	<b>\$ 53,611</b>	<b>\$ 44,384</b>	<b>\$ 1,938,553</b>	<b>69.63%</b>

**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

**2021 TID Value:** \$32,148,900

**Base Value:** \$24,811,900

**Current Increment Value:** \$7,337,000

**Value Change Over Previous Year:** \$450,900

**Future Costs:** \$6,313,062

**Annual Increment Revenue:** \$160,258

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	<b>TOTAL</b>	<b>\$ 11,875</b>

<b>Development Driven Projects:</b>	TID 10 Developer Rebates	\$ 200,000
<small>(may occur if new projects proposed in district):</small>		

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

City of De Pere  
2022 Capital Projects Fund  
Adopted Budget

TID DISTRICT #10

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

Expenditures

Account Number	PERSONAL SERVICES						
290 50000 110	Salaries	\$ 13,125	\$ 14,088	\$ 6,280	\$ 14,088	\$ 0	-100.00%
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	0	1,715	0	0	1,875	9.33%
290 50000 150	FICA	969	1,103	485	1,078	27	-97.53%
290 50000 151	Retirement	895	951	364	951	0	-100.00%
290 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	3,150	3,314	1,052		0	-100.00%
	<b>Subtotal</b>	<b>18,139</b>	<b>21,171</b>	<b>8,182</b>	<b>16,117</b>	<b>1,902</b>	<b>-91.01%</b>
	CONTRACTUAL SERVICES						
290 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
290 50000 215	Consulting	64,687	4,700	4,312	0	10,000	112.77%
290 50000 290	Other Contractual Services	0	0	0	0	0	0.00%
290 50000 582	Debt Issuance Costs	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>64,687</b>	<b>4,700</b>	<b>4,312</b>	<b>0</b>	<b>10,000</b>	<b>112.77%</b>
	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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
290 59230 930	Transfer To Debt Service	531,568	534,061	267,031	534,061	556,558	4.21%
290 50000 810	Transfer for Admin	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #10**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
			CAPITAL OUTLAY						
290	57120	820	General Administration	14,500	0	150	0	0.00%	
290	57311	820	Street Administration (Engineering)	0	39,000	0	0	-100.00%	
290	57315	820	Development Rebate	2,117	200,000	0	0	200,000	0.00%
290	57330	820	Street Construction	409,697	197,000	0	0	0	-100.00%
290	57340	820	Storm Sewers	0	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	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%
			<b>Subtotal</b>	<b>426,314</b>	<b>436,000</b>	<b>150</b>	<b>0</b>	<b>200,000</b>	<b>-54.13%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 1,040,709</b>	<b>\$ 995,932</b>	<b>\$ 279,674</b>	<b>\$ 550,178</b>	<b>\$ 768,460</b>	<b>-22.84%</b>

**Revenues**

290	41120		Tax Increments	\$ 207,928	\$ 150,410	\$ 122,131	\$ 122,131	\$ 130,538	-13.21%
290	43430		Tax Exempt Computer Aid	2,486	2,500	0	0	0	-100.00%
290	43500		State Grants	17,623	0	32,517	0	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	3,250	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	0	436,000	0	0	200,000	-54.13%
			<b>TOTAL REVENUES</b>	<b>\$ 228,037</b>	<b>\$ 588,910</b>	<b>\$ 157,898</b>	<b>\$ 122,131</b>	<b>\$ 330,538</b>	<b>-43.87%</b>

**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.

**2021 TID Value:** \$17,189,000

**Base Value:** \$6,079,500

**Current Increment Value:** \$11,109,500

**Value Change Over Previous Year:** \$3,467,900

**Future Costs:** \$12,587,502

**Annual Increment Revenue:** \$243,681

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	<u>22,500</u>
	<b>TOTAL</b>	<b>\$ 34,375</b>

**Development Driven Projects:** TID 11 Developer Rebates \$ 300,000  
(may occur if new projects proposed in district):

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

TID DISTRICT #11

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number		PERSONAL SERVICES							
291	50000	110	Salaries	\$ 14,437	\$ 15,605	\$ 6,956	\$ 15,605	\$ 18,699	19.83%
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	0	1,715	0	0	1,875	9.33%
291	50000	150	FICA	1,064	1,219	539	1,194	1,458	19.61%
291	50000	151	Retirement	979	1,053	404	1,053	1,215	15.39%
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,258	3,454	1,087	0	4,011	16.13%
			<b>Subtotal</b>	<b>19,738</b>	<b>23,046</b>	<b>8,985</b>	<b>17,852</b>	<b>27,258</b>	<b>18.28%</b>
			CONTRACTUAL SERVICES						
291	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
291	50000	215	Consulting	122,355	4,700	0	0	10,000	112.77%
291	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
291	50000	582	Debt Issuance Costs	18,441	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>140,796</b>	<b>4,700</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>112.77%</b>
			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%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
291	59230	930	Transfer To Debt Service	130,837	262,755	131,378	262,755	259,075	-1.40%
291	50000	810	Transfer for Admin	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

TID DISTRICT #11

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
			CAPITAL OUTLAY						
291	57120	820	General Administration	30,727	0	150	0	0	0.00%
291	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
291	57315	820	Development Rebate	30,000	300,000	39,918	39,918	300,000	0.00%
291	57330	820	Street Construction	333,316	397,500	5,550	5,550	22,500	-94.34%
291	57340	820	Storm Sewers	0		0	0	0	0.00%
291	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
291	57342	820	Water Mains	0	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%
			<b>Subtotal</b>	<b>394,043</b>	<b>697,500</b>	<b>45,618</b>	<b>45,468</b>	<b>322,500</b>	<b>-53.76%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 685,413</b>	<b>\$ 988,001</b>	<b>\$ 185,981</b>	<b>\$ 326,075</b>	<b>\$ 618,833</b>	<b>-37.37%</b>

**Revenues**

291	41120		Tax Increments	\$ 137,742	\$ 167,615	\$ 159,373	\$ 159,373	\$ 179,202	6.91%
291	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
291	43500		State Grants	60	0	36	0	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	57,500	0	0	0	100,000	100.00%
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	1,213,775	697,500	0	0	322,500	-53.76%
			<b>TOTAL REVENUES</b>	<b>\$ 1,409,076</b>	<b>\$ 865,115</b>	<b>\$ 159,409</b>	<b>\$ 159,373</b>	<b>\$ 601,702</b>	<b>-30.45%</b>

**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.

**2021 TID Value:** \$18,103,300

**Base Value:** \$129,100

**Current Increment Value:** \$17,974,200

**Value Change Over Previous Year:** \$16,439,400

**Future Costs:** \$20,084,629

**Annual Increment Revenue:** \$394,255

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	22,500
	<b>TOTAL</b>	<b>\$ 34,375</b>

<b>Development Driven Projects:</b>	TID 12 Developer Rebates	\$ 300,000
(may occur if new projects proposed in district):	American Boulevard Extension	2,500,000
	<b>TOTAL</b>	<b>\$ 2,800,000</b>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #12**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES						
292 50000 110	Salaries	\$ 11,699	\$ 12,607	\$ 5,620	\$ 12,607	\$ 15,552	23.36%
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	0	1,715	0	0	1,875	9.33%
292 50000 150	FICA	861	989	434	964	1,217	23.01%
292 50000 151	Retirement	798	851	326	851	1,011	18.79%
292 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	2,819	2,978	938	2,978	3,575	20.05%
	<b>Subtotal</b>	<b>16,176</b>	<b>19,140</b>	<b>7,318</b>	<b>17,400</b>	<b>23,230</b>	<b>21.37%</b>
	CONTRACTUAL SERVICES						
292 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
292 50000 215	Consulting	162,981	4,700	2,221	0	10,000	112.77%
292 50000 290	Other Contractual Services	0	0	0	0	0	0.00%
292 50000 582	Debt Issuance Costs	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>162,981</b>	<b>4,700</b>	<b>2,221</b>	<b>0</b>	<b>10,000</b>	<b>112.77%</b>
	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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
292 59230 930	Transfer To Debt Service	52,262	46,513	23,257	46,513	89,046	91.44%
292 50000 810	Transfer for Admin	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #12**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
			CAPITAL OUTLAY						
292	57120	820	General Administration	31,332	0	1,654	0	0	0.00%
292	57311	820	Street Administration (Engineering)	0	0	0	0	2,500,000	100.00%
292	57315	820	Development Rebate	242,000	300,000	0	0	300,000	0.00%
292	57330	820	Street Construction	72,990	397,500	5,550	0	22,500	-94.34%
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	0	-100.00%
292	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>346,322</b>	<b>997,500</b>	<b>7,204</b>	<b>0</b>	<b>2,822,500</b>	<b>182.96%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 577,741</b>	<b>\$ 1,067,853</b>	<b>\$ 40,000</b>	<b>\$ 63,913</b>	<b>\$ 2,944,776</b>	<b>175.77%</b>

**Revenues**

292	41120		Tax Increments	\$ 0	\$ 33,665	\$ 32,010	\$ 32,010	\$ 229,129	580.61%
292	43430		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
292	43500		State Grants	0	0	5	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	381,590	0	150,000	100.00%
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	0	997,500	0	0	2,822,500	182.96%
			<b>TOTAL REVENUES</b>	<b>\$ 0</b>	<b>\$ 1,031,165</b>	<b>\$ 413,605</b>	<b>\$ 32,010</b>	<b>\$ 3,201,629</b>	<b>210.49%</b>

**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.

**2021 TID Value:** \$60,915,300

**Base Value:** \$53,361,100

**Current Increment Value:** \$7,554,200

**Value Change Over Previous Year:** \$3,082,600

**Future Costs:** \$4,658,000

**Annual Increment Revenue:** \$165,697

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	<b>TOTAL</b>	<u>\$ 11,875</u>

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

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #13**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES						
293 50000 110	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 28,473	100.00%
293 50000 120	Hourly Wages	0	0	0	0	0	0.00%
293 50000 125	Overtime Wages	0	0	0	0	0	0.00%
293 50000 126	Seasonal Labor	0	1,715	0	0	1,875	9.33%
293 50000 150	FICA	0	25	0	0	2,205	8768.49%
293 50000 151	Retirement	0	0	0	0	1,851	100.00%
293 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	5,486	100.00%
	<b>Subtotal</b>	<b>0</b>	<b>1,740</b>	<b>0</b>	<b>0</b>	<b>39,890</b>	<b>2192.71%</b>
	CONTRACTUAL SERVICES						
293 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
293 50000 215	Consulting	0	4,700	2,100	0	10,000	112.77%
293 50000 290	Other Contractual Services	0	0	0	0	0	0.00%
293 50000 582	Debt Issuance Costs	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>4,700</b>	<b>2,100</b>	<b>0</b>	<b>10,000</b>	<b>112.77%</b>
	SUPPLIES AND EXPENSE						
293 50000 330	Mileage Reimbursement	0	0	0	0	0	0.00%
293 50000 340	Operating Supplies	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
293 59230 930	Transfer To Debt Service	111,825	136,825	68,413	136,825	185,575	35.63%
292 50000 810	Transfer for Admin	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #13**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
			CAPITAL OUTLAY						
293	57120	820	General Administration	14,000	0	150	0	0	0.00%
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%
			<b>Subtotal</b>	<b>14,000</b>	<b>300,000</b>	<b>150</b>	<b>0</b>	<b>300,000</b>	<b>0.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 125,825</b>	<b>\$ 443,265</b>	<b>\$ 70,663</b>	<b>\$ 136,825</b>	<b>\$ 535,465</b>	<b>20.80%</b>

**Revenues**

293	41120		Tax Increments	\$ 22,364	\$ 98,082	\$ 93,260	\$ 93,260	\$ 151,764	54.73%
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%
			<b>TOTAL REVENUES</b>	<b>\$ 22,364</b>	<b>\$ 398,082</b>	<b>\$ 93,260</b>	<b>\$ 93,260</b>	<b>\$ 451,764</b>	<b>13.48%</b>

**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.

**2021 TID Value:** \$2,906,800

**Base Value:** \$579,600

**Current Increment Value:** \$2,327,200

**Value Change Over Previous Year:** \$2,332,600

**Future Costs:** \$2,551,278

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

**2022 Proposed Projects:** Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.) \$ 2,500

**Development Driven Projects:** TID 14 Developer Rebates & Site Assembly (\$1,090,000 original rebate) \$ 654,000

(may occur if new projects proposed in district):

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #14**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES						
294 50000 110	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
294 50000 120	Hourly Wages	0	0	0	0	0	0.00%
294 50000 125	Overtime Wages	0	0	0	0	0	0.00%
294 50000 126	Seasonal Labor	0	0	0	0	0	0.00%
294 50000 150	FICA	0	0	0	0	0	0.00%
294 50000 151	Retirement	0	0	0	0	0	0.00%
294 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	CONTRACTUAL SERVICES						
294 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
294 50000 215	Consulting	0	0	0	0	2,500	100.00%
294 50000 290	Other Contractual Services	0	0	0	0	0	0.00%
294 50000 582	Debt Issuance Costs	7,714	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>7,714</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>100.00%</b>
	SUPPLIES AND EXPENSE						
294 50000 330	Mileage Reimbursement	0	0	0	0	0	0.00%
294 50000 340	Operating Supplies	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
294 59230 930	Transfer To Debt Service	0	75,307	37,654	75,307	152,750	102.84%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #14**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
			CAPITAL OUTLAY						
294	57120	820	General Administration	159	0	150	0	0	0.00%
294	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
294	57315	820	Development Rebate	436,000	436,000	0	0	654,000	50.00%
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%
			<b>Subtotal</b>	<b>436,159</b>	<b>436,000</b>	<b>150</b>	<b>0</b>	<b>654,000</b>	<b>50.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 443,873</b>	<b>\$ 511,307</b>	<b>\$ 37,804</b>	<b>\$ 75,307</b>	<b>\$ 809,250</b>	<b>58.27%</b>

**Revenues**

294	41120		Tax Increments	\$ 0	\$ 0	\$ 0	\$ 0	\$ 41,275	100.00%
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	665,000	436,000	0	0	654,000	50.00%
			<b>TOTAL REVENUES</b>	<b>\$ 665,000</b>	<b>\$ 436,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 695,275</b>	<b>59.47%</b>

**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.

**2021 TID Value:** \$15,504,700 (anticipated after assessor error correction)

**Base Value:** \$2,504,700

**Current Increment Value:** \$13,000,000

**Value Change Over Previous Year:** \$13,000,000

**Future Costs:** \$37,095,532

**Annual Increment Revenue:** \$299,850

<b>2022 Proposed Projects:</b>	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	\$	1,875
	I-41 Interchange Design (Split between TID 8, 15)		157,500
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		10,000
	<b>TOTAL</b>	\$	<b>169,375</b>

**Development Driven Projects:** Developer Grant \$ 3,000,000  
 (may occur if new projects proposed in district):

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #15**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number		PERSONAL SERVICES							
295	50000	110	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 28,473	100.00%
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	1,875	100.00%
295	50000	150	FICA	0	0	0	0	2,205	100.00%
295	50000	151	Retirement	0	0	0	0	1,851	100.00%
295	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	5,486	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,890</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
295	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
295	50000	215	Consulting	7,249	162,200	0	0	10,000	-93.83%
295	50000	290	Other Contractual Services	0	4,000	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,249</b>	<b>166,200</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>-93.98%</b>
			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%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
295	59230	930	Transfer To Debt Service	0	0	0	0	55,008	100.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #15**

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

			CAPITAL OUTLAY						
295	57120	820	General Administration	1,502	0	150	0	0	0.00%
295	57311	820	Street Administration (Engineering)	0	0	0	0	157,500	100.00%
295	57315	820	Development Rebate	0	3,306,000	3,536,016	3,536,016	3,000,000	-9.26%
295	57330	820	Street Construction	280,992	694,000	383,984	0	0	-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%
			<b>Subtotal</b>	<b>282,494</b>	<b>4,000,000</b>	<b>3,920,150</b>	<b>3,536,016</b>	<b>3,157,500</b>	<b>-21.06%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 289,743</b>	<b>\$ 4,166,200</b>	<b>\$ 3,920,150</b>	<b>\$ 3,536,016</b>	<b>\$ 3,262,398</b>	<b>-21.69%</b>

**Revenues**

295	41120		Tax Increments	\$ 0	\$ 329,017	\$ 0	\$ 0	\$ 299,850	-8.86%
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	4,000,000	0	0	3,157,500	-21.06%
			<b>TOTAL REVENUES</b>	<b>\$ 0</b>	<b>\$ 4,329,017</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,457,350</b>	<b>-20.14%</b>

**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.

**2021 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)

**2022 Proposed Projects:** Alley Reconstruction

Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.) \$ 120,000

**TOTAL** \$ 130,000

**Development Driven Projects:** 123 N Broadway Redevelopment Development Incentive \$ 800,000

(may occur if new projects proposed in district):

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

TID DISTRICT #16

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	CONTRACTUAL SERVICES						
296 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
296 50000 215	Consulting	39,423	0	0	0	10,000	100.00%
296 50000 290	Other Contractual Services	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>39,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>100.00%</b>
	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%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
296 59230 930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #16**

			<b>2020 Year End Actual</b>	<b>2021 Adopted Budget</b>	<b>2021 6 mos Actual</b>	<b>2021 Year End Estimate</b>	<b>2022 Adopted Budget</b>	<b>2022 / 2021 Budget % of Change</b>	
<b>Account Title</b>									
<b>Expenditures</b>									
			<b>CAPITAL OUTLAY</b>						
296	57120	820	General Administration	1,530	0	0	0	0.00%	
296	57311	820	Street Administration (Engineering)	0	0	0	0	0.00%	
296	57315	820	Development Rebate	0	800,000	0	800,000	0.00%	
296	57330	820	Street Construction	0	96,000	0	120,000	25.00%	
296	57340	820	Storm Sewers	0	0	0	0	0.00%	
296	57341	820	Sanitary Sewers	0	0	0	0	0.00%	
296	57342	820	Water Mains	0	0	0	0	0.00%	
296	57700	860	Industrial Land Purchase	0	0	0	0	0.00%	
296	59210	820	Transfer To General Fund	0	0	0	0	0.00%	
			<b>Subtotal</b>	<b>1,530</b>	<b>896,000</b>	<b>0</b>	<b>920,000</b>	<b>2.68%</b>	
			<b>TOTAL EXPENDITURES</b>	<b>\$ 40,953</b>	<b>\$ 896,000</b>	<b>\$ 0</b>	<b>\$ 930,000</b>	<b>3.79%</b>	

**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	896,000	0	920,000	2.68%	
			<b>TOTAL REVENUES</b>	<b>\$ 0</b>	<b>\$ 896,000</b>	<b>\$ 0</b>	<b>\$ 920,000</b>	<b>2.68%</b>	

**CAPITAL PROJECTS FUND**

TAX INCREMENT DISTRICT # 17

**TID Type:** Mixed Use

**Creation Valuation Year:** 2021

**Creation Date:** 3/16/2021

**Final Date of Allowable Expenditures:** 3/16/2036

**Mandated Closing Date:** 3/16/2043

**Location:** East Industrial Park (overlay of TID No. 10)

**TID Purpose:** To continue the development in the East Industrial Park. Our primary use will be infrastructure and possible development 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

**2021 TID Value:** \$0

**Base Value:** \$0

**Current Increment Value:** \$0

**Value Change Over Previous Year:** \$0

**Future Costs:** \$7,500,000

**Annual Increment Revenue:**

<b>2022 Proposed Projects:</b>	Comprehensive Plan - South East Area Development Plan	\$ 20,000
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	10,000
	<b>TOTAL</b>	<b>\$ 30,000</b>

<b>Development Driven Projects:</b>	Development Incentive	\$ 500,000
	Commerce Drive Extension	2,310,000
	<b>TOTAL</b>	<b>\$ 2,810,000</b>

(may occur if new projects proposed in district):

*TID Application is currently under review by the State of Wisconsin for a proposed creation date of March 16, 2021 with an effective assessment date of January 1, 2020.*

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2021*

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

TID DISTRICT #17

Account Title	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
---------------	----------------------------	---------------------------	-------------------------	------------------------------	---------------------------	--------------------------------------

**Expenditures**

Account Number	PERSONAL SERVICES						
297 50000 110	Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
297 50000 120	Hourly Wages	0	0	0	0	0	0.00%
297 50000 125	Overtime Wages	0	0	0	0	0	0.00%
297 50000 150	FICA	0	0	0	0	0	0.00%
297 50000 151	Retirement	0	0	0	0	0	0.00%
297 50000 152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	CONTRACTUAL SERVICES						
297 50000 212	Seminars and Conferences	0	0	0	0	0	0.00%
297 50000 215	Consulting	0	0	4,203	5,500	30,000	100.00%
297 50000 290	Other Contractual Services	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>4,203</b>	<b>5,500</b>	<b>30,000</b>	<b>100.00%</b>
	SUPPLIES AND EXPENSE						
297 50000 330	Mileage Reimbursement	0	0	0	0	0	0.00%
297 50000 340	Operating Supplies	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
297 59230 930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere  
2022 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #17**

Account Title			2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change	
<b>Expenditures</b>									
			CAPITAL OUTLAY						
297	57120	820	0	0	60	0	0	0.00%	
297	57311	820	0	0	0	0	2,310,000	100.00%	
297	57315	820	0	0	0	0	500,000	100.00%	
297	57330	820	0	0	0	0	0	0.00%	
297	57340	820	0	0	0	0	0	0.00%	
297	57341	820	0	0	0	0	0	0.00%	
297	57342	820	0	0	0	0	0	0.00%	
297	57700	860	0	0	0	0	0	0.00%	
297	59210	820	0	0	0	0	0	0.00%	
			<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>2,810,000</b>	<b>100.00%</b>	
			<b>TOTAL EXPENDITURES</b>						<b>100.00%</b>
			<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,263</b>	<b>\$ 5,500</b>	<b>\$ 2,840,000</b>		

**Revenues**

297	41120		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%	
297	43430		0	0	0	0	0	0.00%	
297	43580		0	0	0	0	0	0.00%	
297	48110		0	0	0	0	0	0.00%	
297	48210		0	0	0	0	0	0.00%	
297	48300		0	0	0	0	0	0.00%	
297	49000		0	0	0	0	0	0.00%	
297	49100		0	0	0	0	0	0.00%	
297	49300		0	0	0	0	2,810,000	100.00%	
			<b>TOTAL REVENUES</b>						<b>100.00%</b>
			<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,810,000</b>		

# **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. The estimated fund balance of the Water Utility at December 31, 2021 is \$23,643,337.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data: (July 2020 – June 2021):***

- 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 2020 CCR as required.
- 6) Replaced old and undersized water mains where needed.
- 7) Complete City wide leak detection on water distribution system.
- 8) Installed Scheuring Road reservoir mixer.
- 9) Installed 9<sup>th</sup> Street reservoir mixer.
- 10) Installed secondary chlorine analyzers at CBCWA stations.

### ***2022 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 2021 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Replace roof on Scheuring Road water station.
- 8) Replaced Sensus meter base station.
- 9) Install Merrill Street reservoir mixer.

### ***2022 Budget Significant Expenditure Changes:***

- 1) Well Operations & Maintenance – Maintenance of Wells decreased \$3,000 to reflect actual costs.
- 2) Pumping – Pumping – Maint. Structures & Imp decreased \$15,000 to reflect actual costs.
- 3) Water Treatment – Treatment – Chemicals decreased \$6,000 to reflect actual costs.
- 4) Water Treatment – Treatment – Maintain Equipment decreased \$37,000 to reflect actual costs.
- 5) Transmission & Distribution Maintenance – Reservoirs/Stand Pipes decreased \$20,000 to reflect actual costs.
- 6) Transmission & Distribution Maintenance – T & D Maintenance of Services decreased \$30,000 to reflect actual costs.
- 7) Transmission & Distribution Maintenance – T & D Maintenance of Hydrants decreased \$10,000 to reflect actual costs.
- 8) Transmission & Distribution Maintenance – T & D Maintenance of Misc Plant decreased \$57,300 to reflect actual costs.
- 9) Customer Accounts – Meter Reading – Shared 50% increased \$30,000 to reflect actual costs due to replacing Sensus meter base station.
- 10) Administrative & General Operations – Admin and General Salaries increased \$23,347 to reflect wage increases.
- 11) Administrative & General Operations – Outside Services decreased \$281,900 to reflect actual costs and a decrease in CBCWA rates.
- 12) Interest Charges – Interest on Long Term Debt decreased \$15,347 to reflect actual costs.
- 13) Capital Outlays:
  - a) Miscellaneous Relays \$1,230,000.
  - b) Purchase SUV for Water Department Supervisor \$40,000.
  - c) Replace Valve Turner Controller \$4,000.

- d) Replace Sensus Meter Base Station \$30,000.
- e) Merrill Street Reservoir Mixer \$40,000.
- f) Water Utility Share for Engineering Office Furniture \$2,000.
- g) Water Utility Share for MSC Ice Machine \$900.
- h) Water Utility Share for Band Saw Replacement for Shop \$744.
- i) Water Utility Share for Straight Brake Equipment for Shop \$450.

***2022 Budget Significant Revenue Changes:***

- 1) Meter Sales Residential decreased \$169,125 to reflect an over estimation for revenue in prior years and actual trends in decrease water consumption.
- 2) Meter Sales Commercial decreased \$198,976 125 to reflect an over estimation for revenue in prior years and actual trends in decrease water consumption.
- 3) Private Fire Protection Commercial decreased \$27,344 125 to reflect an over estimation for revenue in prior years and actual trends in decrease water consumption.
- 4) Public Fire Protection decreased \$76,349 125 to reflect an over estimation for revenue in prior years and actual trends in decrease water consumption.
- 5) Other Sales to Public Authorities decreased \$78,375 125 to reflect an over estimation for revenue in prior years and actual trends in decrease water consumption.
- 6) Interest Income decreased \$1,151 to reflect actual trend.
- 7) Other Operating Revenues – Forfeited Discounts decreased \$24,446 to reflect actual trend.
- 8) Other Operating Revenues – Miscellaneous Service Revenue increased \$1,034 to reflect actual trend.
- 9) Other Operating Revenues – Other Water Revenue decreased \$25,869 to reflect actual trend.

**City of De Pere  
2022 Water Fund Budget  
Adopted Budget**

Expenditures				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
Account Title									
Account Number WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	\$ 156	\$ 5,000	\$ 989	\$ 2,000	\$ 2,000	-60.00%
			<b>Subtotal</b>	<b>156</b>	<b>5,000</b>	<b>989</b>	<b>2,000</b>	<b>2,000</b>	<b>-60.00%</b>
			PUMPING						
601	66230	220	Pumping--Fuel or Power	20,835	20,000	10,578	20,000	20,000	0.00%
601	66240	120	Pumping--Labor and Expense	26,103	25,000	11,613	25,000	26,000	4.00%
601	66260	340	Pumping--Miscellaneous	7,781	6,000	5,032	6,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	32,866	75,000	20,594	60,000	60,000	-20.00%
601	66330	340	Pumping--Maintenance of Equipment	25,402	40,000	13,228	40,000	40,000	0.00%
			<b>Subtotal</b>	<b>112,985</b>	<b>166,000</b>	<b>61,045</b>	<b>151,000</b>	<b>152,000</b>	<b>-8.43%</b>
			WATER TREATMENT						
601	66410	000	Treatment--Chemicals	26,716	36,000	9,811	30,000	30,000	-16.67%
601	66520	340	Treatment--Maintain Equipment	6,834	45,000	4,641	50,000	8,000	-82.22%
			<b>Subtotal</b>	<b>33,551</b>	<b>81,000</b>	<b>14,452</b>	<b>80,000</b>	<b>38,000</b>	<b>-53.09%</b>
			TRANSMISSION & DISTRIBUTION OPERATIONS						
601	66600	340	T & D Ops Supervision/Engineer	57,683	60,000	26,756	60,000	61,800	3.00%
601	66620	340	T & D --Line Expense	64,700	50,000	29,185	52,000	52,000	4.00%
601	66630	340	T & D -- Meters Shared 50%	23,931	30,000	8,821	30,000	30,000	0.00%
			<b>Subtotal</b>	<b>146,314</b>	<b>140,000</b>	<b>64,762</b>	<b>142,000</b>	<b>143,800</b>	<b>2.71%</b>
			TRANSMISSION & DISTRIBUTION MAINTENANCE						
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	95,583	104,000	16,342	104,000	84,000	-19.23%
601	66730	340	T & D Maintenance of Mains	267,387	245,000	77,073	245,000	245,000	0.00%
601	66750	340	T & D Maintenance of Services	33,097	85,000	24,432	85,000	55,000	-35.29%
601	66760	340	T & D Meter Maintenance--Shared 50%	22,123	40,000	28,199	40,000	40,000	0.00%
601	66770	340	T & D Maintenance of Hydrants	35,187	60,000	13,622	50,000	50,000	-16.67%
601	66780	340	T & D Maintenance Misc Plant	825	62,050	61	10,000	4,750	-92.34%
			<b>Subtotal</b>	<b>454,203</b>	<b>596,050</b>	<b>159,729</b>	<b>534,000</b>	<b>478,750</b>	<b>-19.68%</b>

**City of De Pere  
2022 Water Fund Budget  
Adopted Budget**

Expenditures				2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
Account Number    CUSTOMER ACCOUNTS									
601	69020	120	Meter Reading-Shared 50%	97,256	100,000	27,642	100,000	130,000	30.00%
601	69030	340	Records- Collections--Shared 50%	249,032	225,000	105,490	235,000	235,000	4.44%
			<b>Subtotal</b>	<b>346,288</b>	<b>325,000</b>	<b>133,132</b>	<b>335,000</b>	<b>365,000</b>	<b>12.31%</b>
			ADMINISTRATIVE & GENERAL OPERATIONS						
601	69200	120	Admin and General Salaries	161,340	150,000	64,653	168,298	173,347	15.56%
601	69210	340	Office Supplies and Expense	59,136	45,000	9,324	45,000	45,000	0.00%
601	69230	290	Outside Services	3,646,204	3,975,820	1,968,344	3,750,000	3,693,920	-7.09%
601	69240	000	Property Insurance	13,826	14,242	7,120	14,242	14,669	3.00%
601	69250	000	Injuries and Damages--WC and Liability Insurance	21,956	22,615	11,307	22,614	23,292	2.99%
601	69260	151	Employee Pension & Benefits	210,014	190,000	64,066	190,000	190,000	0.00%
601	69280	000	Regulatory Commission Expense	6,171	6,300	3,100	6,200	6,200	-1.59%
			<b>Subtotal</b>	<b>4,118,648</b>	<b>4,403,977</b>	<b>2,127,914</b>	<b>4,196,354</b>	<b>4,146,428</b>	<b>-5.85%</b>
			ADMINISTRATIVE & GENERAL MAINTENANCE						
601	69270	000	Admin. & General Rents	15,503	15,968	7,984	15,968	16,447	3.00%
			<b>Subtotal</b>	<b>15,503</b>	<b>15,968</b>	<b>7,984</b>	<b>15,968</b>	<b>16,447</b>	<b>3.00%</b>
			UTILITY OPERATING INCOME						
601	66030	320	Depreciation Expense	615,311	650,000	325,000	635,000	650,000	0.00%
601	66080	250	Taxes	551,277	595,797	314,066	567,815	584,850	-1.84%
			<b>Subtotal</b>	<b>1,166,588</b>	<b>1,245,797</b>	<b>639,066</b>	<b>1,202,815</b>	<b>1,234,850</b>	<b>-0.88%</b>
			<b>Total Operating Expenditures</b>	<b>6,394,237</b>	<b>6,978,792</b>	<b>3,209,073</b>	<b>6,659,137</b>	<b>6,577,275</b>	<b>-5.75%</b>
			INTEREST CHARGES						
601	66040	427	Interest on Long Term Debt	36,907	25,747	13,349	26,698	10,400	-59.61%
			<b>Subtotal</b>	<b>36,907</b>	<b>25,747</b>	<b>13,349</b>	<b>26,698</b>	<b>10,400</b>	<b>-59.61%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 6,431,144</b>	<b>\$ 7,004,539</b>	<b>\$ 3,222,422</b>	<b>\$ 6,685,835</b>	<b>\$ 6,587,675</b>	<b>-5.95%</b>

**City of De Pere  
2022 Water Fund Budget  
Adopted Budget**

Water Revenues			2020	2021	2021	2021	2022	2022 / 2021
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget
Account Number			Actual	Budget	Actual	Estimate	Budget	% of Change
SALES OF WATER								
601	46410	Metered Sales Residential	\$ 3,050,718	\$ 3,584,951	\$ 1,549,054	\$ 3,415,826	\$ 3,415,826	-4.72%
601	46420	Metered Sales Commercial	1,005,954	1,352,029	563,363	1,153,053	1,153,053	-14.72%
601	46430	Metered Sales Industrial	584,996	677,750	332,159	678,476	678,476	0.11%
601	46440	Fire Protection Residential	0	0	0	0	0	0.00%
601	46450	Private Fire Protection Commercial	138,341	170,456	64,406	143,112	143,112	-16.04%
601	46460	Private Fire Protection Industrial	0	0	0	0	0	0.00%
601	46470	Public Fire Protection	1,381,608	1,520,000	640,635	1,443,651	1,443,651	-5.02%
601	46480	Other Sales to Public Authorities	143,621	252,000	55,593	173,625	173,625	-31.10%
601	48100	Interest Income	688	1,839	12	688	688	-62.59%
601	48914	Misc Non Operating Revenue	275,803	250,000	126,654	250,000	250,000	0.00%
		<b>Subtotal</b>	<b>6,581,730</b>	<b>7,809,025</b>	<b>3,331,876</b>	<b>7,258,431</b>	<b>7,258,431</b>	<b>-7.05%</b>
OTHER OPERATING REVENUES								
601	48911	Forfeited Discounts	18,880	40,000	7,777	15,554	15,554	-61.12%
601	48912	Miscellaneous Service Revenue	5,736	3,000	4,034	4,034	4,034	34.47%
601	48913	Other Water Revenue	28,374	31,119	2,625	5,250	5,250	-83.13%
		<b>Subtotal</b>	<b>52,990</b>	<b>74,119</b>	<b>14,436</b>	<b>24,838</b>	<b>24,838</b>	<b>-66.49%</b>
		<b>TOTAL REVENUES</b>	<b>\$ 6,634,720</b>	<b>\$ 7,883,144</b>	<b>\$ 3,346,312</b>	<b>\$ 7,283,269</b>	<b>\$ 7,283,269</b>	<b>-7.61%</b>

**City of De Pere  
2022 Water Fund Budget  
Adopted Budget**

Water Utility 2022 Capital Projects & Equipment		Account
Miscellaneous Relays	\$ 1,230,000	601-19060
Purchase SUV for Water Department Supervisor	40,000	601-19500
Replace Valve Turner Controller	4,000	601-66730-340
Replace Sensus Meter Base Station	30,000	601-69020-215
Merrill Street Reservoir Mixer	40,000	601-66720-215
Water Utility Share for Engineering Office Furniture	2,000	601-66780-340
Water Utility Share for MSC Ice Machine	900	601-66780-340
Water Utility Share for Band Saw Replacement for Shop	744	601-66780-340
Water Utility Share for Straight Brake Equipment for Shop	450	601-66780-340
<b>Total Capital</b>	<b>\$ 1,348,094</b>	

Source of Debt	Balance 12/31/2021	2022 Principal	Balance 12/31/2022
2016 Series A	\$ 520,000	\$ 100,000	\$ 420,000
<b>Total</b>	<b>\$ 520,000</b>	<b>\$ 100,000</b>	<b>\$ 420,000</b>

2022 Cash Flow Analysis	
Estimated Cash Balance - 1/1/22	\$ (5,192,732)
Estimated Expenditures	(6,587,675)
Depreciation	650,000
Capital Outlays	(1,270,000)
Estimated Revenues	7,283,269
Debt Principal Repayments	(100,000)
<b>Estimated Cash Balance/(Deficit) - 12/31/22</b>	<b>\$ (5,217,138)</b>

# **STORM WATER UTILITY**

## **Storm Water Utility**

### ***Program Mission:***

The City created a storm water utility as a more equitable way for funding needed maintenance and improvements to the City's storm water management system. The storm water funds storm water management operation and maintenance activities. Activities include cleaning and routine repair of ditches, detention basins, storm sewers, catch basins, manholes, street sweeping, leaf collection, and construction of storm water treatment, detention, and conveyance facilities serving a public purpose. The storm water utility funds the following programs: Public Works Administration, Engineering, Municipal Service Center, Fleet Maintenance, Street Cleaning, Leaf Collection, Storm Sewer Maintenance, Landfill, and Weed Control. The estimated fund balance of the Storm Water Utility at December 31, 2021 is \$14,053,881.

### ***2022 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 2023 budget.

### ***2022 Budget Significant Revenue Changes:***

- 1) Total revenues will increase by \$126,201 due to increase of storm water utility fee from \$102 to \$107 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) *Quarterly Sustainability Commission Meeting* – Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Send out quarterly and special meetings agenda and attachments to Sustainability Commission members. Sustainability Commission explores sustainability initiatives that can be implemented in the City with the ultimate goal of providing a more sustainable, livable, and healthy community.
- 4) *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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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) Continue to look for a new yard waste site for the City.
- 8) Started working on the expansion plans for the MSC.

***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) Conduct a regular quarterly meeting of the Sustainability.
  - 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) 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.
- 4) 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 2022 Storm Water Utility - Public Works Administration program cost is \$220,949. 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.

### ***2022 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.
- 7) Continue to evaluate new sites for the City's yard waste facility.

### ***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,665 to reflect the decrease in health insurance premiums.
- 2) Training is funding to provide for all department trainings and additional drone training.
- 3) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 4) Consulting is for copier lease, GIS (ERSI) software maintenance, drone expenses, and aerial mapping.
- 5) 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.
- 6) No Capital Equipment requested.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures			2020	2021	2021	2021	2022	2022 / 2021	
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget	
			Actual	Budget	Actual	Estimate	Budget	% of Change	
<b>PUBLIC WORKS ADMINISTRATION</b>									
Account Number PERSONAL SERVICES									
650	53000	110	Salaries	\$ 111,136	\$ 100,317	\$ 44,822	\$ 100,317	\$ 104,803	4.47%
650	53000	120	Hourly Wages	23,576	24,123	11,250	24,123	25,313	4.93%
650	53000	125	Overtime Wages	438	500	222	500	500	0.00%
650	53000	126	Seasonal Labor	0	4,167	0	4,167	4,167	0.00%
650	53000	150	FICA	8,840	9,618	4,257	9,618	10,053	4.51%
650	53000	151	Retirement	8,462	8,433	3,236	8,433	8,490	0.67%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,791	29,977	9,282	29,977	28,312	-5.55%
650	53000	190	Training	119	6,124	0	6,124	6,124	0.00%
			<b>Subtotal</b>	<b>180,362</b>	<b>183,260</b>	<b>73,070</b>	<b>183,260</b>	<b>187,762</b>	<b>2.46%</b>
			CONTRACTUAL SERVICES						
650	53000	210	Telephone	950	766	300	766	766	0.00%
650	53000	211	Postage	1,524	1,563	591	1,563	1,563	0.00%
650	53000	212	Seminars and Conferences	0	2,500	24	2,500	2,500	0.00%
650	53000	215	Consulting	23,396	21,820	505	21,820	21,820	0.00%
650	53000	218	Cell/Radio	709	1,800	150	1,800	1,800	0.00%
			<b>Subtotal</b>	<b>26,579</b>	<b>28,449</b>	<b>1,569</b>	<b>28,449</b>	<b>28,449</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53000	310	Office Supplies	65	2,500	84	2,500	2,500	0.00%
650	53000	320	Memberships/Subscriptions	357	400	216	400	400	0.00%
650	53000	331	Transportation	113	650	223	650	650	0.00%
650	53000	340	Operating Supplies	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	0	1,188	0	1,188	1,188	0.00%
			<b>Subtotal</b>	<b>536</b>	<b>4,738</b>	<b>523</b>	<b>4,738</b>	<b>4,738</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53000	810	Capital Equipment	1,626	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,626</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 209,102</b>	<b>\$ 216,447</b>	<b>\$ 75,162</b>	<b>\$ 216,447</b>	<b>\$ 220,949</b>	<b>2.08%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

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

***Significant Program Achievements:***

- 1) Completed 2021 public works improvements program which included:
  - a. Relayed approximately 6,650 lineal feet of water main in preparation for street resurfacing and reconstruction.

- b. Constructed/reconstructed/lined 11,800 lineal feet of sanitary sewer.
  - c. Removed and replaced sanitary laterals in conjunction with water main/service relays.
  - d. Completed pedestrian crossings with bumpouts and rapid rectangular flashing beacons on Grant Street between VFW Park and the West De Pere High School.
  - e. Completed the rehabilitation of concrete on Ninth Street from Scheuring Road to Carmen Court.
  - f. Completed the signal replacement on Main Avenue and 8<sup>th</sup> Street.
  - g. Managed the completion of the construction of the James Street Streetscape project.
  - h. Completed the Honeysuckle Fourth Addition subdivision construction.
- 2) Designed and bid American Boulevard extension to service new commercial/industrial development in the western business park.
  - 3) Completed first pond trapping project to remove rodents that cause bank erosion from City ponds.
  - 4) Completed first smoke testing project to identify inflow and infiltration.
  - 5) Completed the rail spur removal within the west business park.
  - 6) Reviewed all public and private storm water management facilities.
  - 7) Reviewed all traffic signals and hand rails for maintenance. Coordinated repairs.

***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 2022 Storm Water Utility - Engineering Program cost is \$255,399. 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.

***2022 Program Objectives:***

- 1) Complete reconstruction of the alley between Reid Street and Main Avenue from Fourth to Third Street.
- 2) Complete construction of American Boulevard to the south City limits
- 3) Complete construction of storm water management ponds off Matthew Drive and off of Front Street.
- 4) Finish the water relay on Ridgeway Boulevard.
- 5) Complete reconstruction of Lewis Street in conjunction with Mulva development.
- 6) Complete reconstruction of several alleys on the east side in conjunction with ongoing development and/or street reconstruction.
- 7) 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.
- 8) Monitor public and private storm water management facilities.

***2022 Budget Significant Expenditure Changes:***

- 1) Seasonal labor increased \$4,575 to reflect increase in wages as well as increase of hours due to engineering workload.
- 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 increased \$12,500 due to engineering work load. Instead of adding additional staff consultants will be utilized. 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 include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 6) Capital Equipment includes the storm water fund share of \$2,000 for replacing Assistant City Engineer's office furniture.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures			2020	2021	2021	2021	2022	2022 / 2021	
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget	
			Actual	Budget	Actual	Estimate	Budget	% of Change	
<b>ENGINEERING STORMWATER UTILITY</b>									
Account Number PERSONAL SERVICES									
650	53110	110	Salaries	\$ 49,002	\$ 50,144	\$ 22,358	\$ 50,144	\$ 52,510	4.72%
650	53110	120	Hourly Wages	81,341	83,081	32,371	83,081	81,984	-1.32%
650	53110	125	Overtime Wages	11,228	12,000	782	12,000	12,000	0.00%
650	53110	126	Seasonal Labor	9,852	7,425	4,683	7,425	12,000	61.62%
650	53110	150	FICA	11,017	11,217	4,475	11,217	11,381	1.46%
650	53110	151	Retirement	10,148	9,803	3,303	9,803	9,522	-2.86%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,313	41,565	10,493	41,565	39,800	-4.25%
650	53110	190	Training	879	3,125	411	3,125	3,125	0.00%
			<b>Subtotal</b>	<b>198,780</b>	<b>218,360</b>	<b>78,877</b>	<b>218,360</b>	<b>222,322</b>	<b>1.81%</b>
			CONTRACTUAL SERVICES						
650	53110	210	Telephone	1,205	970	381	970	970	0.00%
650	53110	212	Seminars and Conferences	73	1,000	0	1,000	1,000	0.00%
650	53110	215	Consulting	6,092	8,000	2,709	8,000	20,500	156.25%
650	53110	218	Cell/Radio	890	2,544	371	2,544	2,544	0.00%
			<b>Subtotal</b>	<b>8,261</b>	<b>12,514</b>	<b>3,461</b>	<b>12,514</b>	<b>25,014</b>	<b>99.89%</b>
			SUPPLIES AND EXPENSE						
650	53110	310	Office Supplies	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	164	250	74	250	250	0.00%
650	53110	331	Transportation	782	2,500	384	2,500	2,500	0.00%
650	53110	340	Operating Supplies	1,737	2,813	1,051	2,813	2,813	0.00%
650	53110	350	Repair and Maintenance Supplies	46	500	2	500	500	0.00%
			<b>Subtotal</b>	<b>2,729</b>	<b>6,063</b>	<b>1,511</b>	<b>6,063</b>	<b>6,063</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53110	810	Capital Equipment	7,381	0	0	0	2,000	100.00%
			<b>Subtotal</b>	<b>7,381</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 217,150</b>	<b>\$ 236,937</b>	<b>\$ 83,849</b>	<b>\$ 236,937</b>	<b>\$ 255,399</b>	<b>7.79%</b>

## **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.

***2022 Performance Measures:***

- 1) Reduce the amount of electricity used by 1% through power management and LED lighting replacements.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.
  - a. Result: Electricity costs January decreased 0.10%. Performance measure was met.

***Significant Program Achievements:***

- 1) Remodeled the front office.
- 2) Installed LED lights in front office, engineering department, unit “A” and unit “B”.
- 3) Installed new logo on front office glass.
- 4) Repaired wash bay walls.
- 5) Replaced exhaust fan hood for shop.

***Existing Program Standards Including Importance to Community:***

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
  - a. Community Importance.
    - i. 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. Community Importance.
    - i. 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. Community Importance.
    - i. 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 2022 Storm Water Utility - Municipal Service Center program cost is \$23,368. 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$131 to reflect decrease in health insurance premium.
- 2) Training includes various training for building maintenance staff.
- 3) Consulting decreased \$37,500 to reflect actual costs. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, and building maintenance scheduling software.
- 4) Cleaning Service Contract increased \$673 to reflect actual costs.
- 5) Capital Outlay includes the storm water utility share of \$900 for new ice machine.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
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	\$ 3,373	\$ 2,782	\$ 1,557	\$ 2,782	\$ 2,878	3.45%
650	53230	125	Overtime Wages	13	27	0	27	27	0.00%
650	53230	126	Seasonal Labor	98	751	0	751	751	0.00%
650	53230	150	FICA	251	226	117	226	233	3.25%
650	53230	151	Retirement	223	190	112	190	189	-0.41%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,158	1,442	461	1,442	1,311	-9.08%
650	53230	190	Training	0	75	0	75	75	0.00%
			<b>Subtotal</b>	<b>5,115</b>	<b>5,493</b>	<b>2,248</b>	<b>5,492</b>	<b>5,464</b>	<b>-0.54%</b>
			CONTRACTUAL SERVICES						
650	53230	210	Telephone	332	35	167	167	35	0.00%
650	53230	211	Postage	0	0	0	0	0	0.00%
650	53230	215	Consulting	4,329	41,250	998	41,250	3,750	-90.91%
650	53230	217	Cleaning Service Contract	2,112	2,045	1,083	2,045	2,718	32.91%
650	53230	220	Utilities	5,552	6,273	3,280	6,273	6,273	0.00%
			<b>Subtotal</b>	<b>12,325</b>	<b>49,603</b>	<b>5,528</b>	<b>49,735</b>	<b>12,776</b>	<b>-74.24%</b>
			SUPPLIES AND EXPENSE						
650	53230	314	Cleaning and Maintenance	1,504	2,455	53	2,455	2,455	0.00%
650	53230	340	Operating Supplies	5,447	1,773	516	1,773	1,773	0.00%
			<b>Subtotal</b>	<b>6,951</b>	<b>4,228</b>	<b>569</b>	<b>4,228</b>	<b>4,228</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53230	810	Capital Equipment	1,180	2,250	0	2,250	900	-60.00%
			<b>Subtotal</b>	<b>1,180</b>	<b>2,250</b>	<b>0</b>	<b>2,250</b>	<b>900</b>	<b>-60.00%</b>
			<b>TOTAL</b>	<b>\$ 25,571</b>	<b>\$ 61,574</b>	<b>\$ 8,345</b>	<b>\$ 61,705</b>	<b>\$ 23,368</b>	<b>-62.05%</b>

## **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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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 2022 Storm Water Utility - Fleet Maintenance cost is \$283,251. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$994 to reflect increase in employee wages.
- 2) Retirement decreased \$407 to reflect decrease in WRS contribution.
- 3) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$2,190 to reflect actual costs in addition to a decrease in health insurance premiums.
- 4) Training is for staff on fleet maintenance equipment.
- 5) Consulting includes tasks unable to perform in our mechanics shop.
- 6) Safety Equipment and Uniforms increased \$250 to reflect actual costs.
- 7) Capital Equipment includes the general fund share of \$3,980 which is for: replace band saw (\$2,480); and new straight brake equipment (\$1,500).

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
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	\$ 19,576	\$ 19,824	\$ 8,841	\$ 19,824	\$ 20,818	5.01%
650	53240	120	Hourly Wages	60,228	99,450	29,377	99,450	96,838	-2.63%
650	53240	125	Overtime Wages	0	1,020	1	1,020	1,000	-1.96%
650	53240	126	Seasonal Labor	116	0	0	0	0	0.00%
650	53240	150	FICA	5,907	9,202	2,900	9,202	9,077	-1.36%
650	53240	151	Retirement	5,262	8,120	2,379	8,120	7,713	-5.01%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,893	33,635	8,000	33,635	31,445	-6.51%
650	53240	190	Training	88	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>115,069</b>	<b>171,751</b>	<b>51,498</b>	<b>171,751</b>	<b>167,391</b>	<b>-2.54%</b>
			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	28,621	27,970	8,870	27,970	28,000	0.11%
650	53240	218	Cell/Radio	23	255	38	255	255	0.00%
			<b>Subtotal</b>	<b>28,796</b>	<b>28,330</b>	<b>8,960</b>	<b>28,330</b>	<b>28,360</b>	<b>0.11%</b>
			SUPPLIES AND EXPENSE						
650	53240	331	Transportation	0	1,020	724	1,020	1,020	0.00%
650	53240	340	Operating Supplies	10,100	12,095	6,597	12,095	12,500	3.35%
650	53240	350	Repair and Maintenance Supplies	59,268	65,530	16,478	65,530	65,500	-0.05%
650	53240	351	Safety Equipment and Uniforms	4,537	4,250	1504	4250	4,500	5.88%
			<b>Subtotal</b>	<b>73,906</b>	<b>82,895</b>	<b>25,303</b>	<b>82,895</b>	<b>83,520</b>	<b>0.75%</b>
			CAPITAL OUTLAY						
650	53240	810	Capital Equipment	22,762	10,000	30,269	30,269	3,980	-60.20%
			<b>Subtotal</b>	<b>22,762</b>	<b>10,000</b>	<b>30,269</b>	<b>30,269</b>	<b>3,980</b>	<b>-60.20%</b>
			<b>TOTAL</b>	<b>\$ 240,533</b>	<b>\$ 292,976</b>	<b>\$ 116,029</b>	<b>\$ 313,245</b>	<b>\$ 283,251</b>	<b>-3.32%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Data (July 2020 – June 2021):***

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

***Significant Program Achievements:***

- 1) 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 2022 Storm Water Utility - Street Cleaning program cost is \$134,895. 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.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$1,400 to reflect decrease in health insurance premiums.
- 2) Transportation increased \$1,370 to reflect actual costs.
- 3) Repair and Maintenance Supplies increased \$5,392 to reflect actual costs.
- 4) No Capital Equipment requested.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
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	\$ 78,029	\$ 72,000	\$ 33,098	\$ 72,000	\$ 74,160	3.00%
650	53300	125	Overtime Wages	944	400	14	400	400	0.00%
650	53300	126	Seasonal Labor	156	1,600	768	1,600	1,600	0.00%
650	53300	150	FICA	5,820	5,562	2,426	5,562	5,727	2.97%
650	53300	151	Retirement	5,268	4,887	1,121	4,887	4,846	-0.83%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,822	26,900	2,368	26,900	25,500	-5.20%
650	53300	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>116,039</b>	<b>111,349</b>	<b>39,795</b>	<b>111,349</b>	<b>112,233</b>	<b>0.79%</b>
			CONTRACTUAL SERVICES						
650	53300	215	Consulting	0	0	0	0	0	0.00%
650	53300	220	Utilities	98	400	25	400	400	0.00%
			<b>Subtotal</b>	<b>98</b>	<b>400</b>	<b>25</b>	<b>400</b>	<b>400</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53300	331	Transportation	9,023	7,200	4,285	8,570	8,570	19.03%
650	53300	340	Operating Supplies	0	0	235	235	300	100.00%
650	53300	350	Repair and Maintenance Supplies	7,468	8,000	6696	13,392	13,392	67.40%
			<b>Subtotal</b>	<b>16,491</b>	<b>15,200</b>	<b>11,216</b>	<b>22,197</b>	<b>22,262</b>	<b>46.46%</b>
			CAPITAL OUTLAY						
650	53300	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 132,628</b>	<b>\$ 126,949</b>	<b>\$ 51,036</b>	<b>\$ 133,946</b>	<b>\$ 134,895</b>	<b>6.26%</b>

## **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.

***2022 Performance Measures:***

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

***2021 Performance Measurement Date (July 2020 – June 2021):***

- 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 2022 Storm Water Utility - Leaf Collection program cost is \$92,898. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) Consulting used to fund disposal of leaves.
- 2) No Capital Equipment requested.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
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	\$ 32,246	\$ 34,680	\$ 3,779	\$ 34,680	\$ 35,720	3.00%
650	53320	125	Overtime Wages	0	200	0	200	200	0.00%
650	53320	126	Seasonal Labor	1,969	10,000	51	10,000	10,000	0.00%
650	53320	150	FICA	2,450	2,813	289	2,813	2,893	2.83%
650	53320	151	Retirement	2,390	2,354	256	2,354	2,335	-0.83%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,332	12,198	1,381	12,198	11,750	-3.67%
650	53320	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>50,388</b>	<b>62,246</b>	<b>5,757</b>	<b>62,246</b>	<b>62,898</b>	<b>1.05%</b>
			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%
			<b>Subtotal</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53320	331	Transportation	6,982	10,000	927	10,000	10,000	0.00%
650	53320	340	Operating Supplies	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	7133	10,000	3,180	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>14,115</b>	<b>20,000</b>	<b>4,107</b>	<b>20,000</b>	<b>20,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53320	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 64,503</b>	<b>\$ 92,246</b>	<b>\$ 9,863</b>	<b>\$ 92,246</b>	<b>\$ 92,898</b>	<b>0.71%</b>

## **Storm Water Utility Storm Sewer Maintenance**

***Program Full Time Equivalent: 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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 1) Increase the number of inlets cleaned per year by 5%.
  - a. Result: This was met. 2020 = cleaned 201 inlets; 2021 = cleaned 550 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 2022 Storm Water Utility – Storm Sewer Maintenance program cost is \$1,405,194 The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$10,000 to reflect employee wage increases as well as increase in inlet cleaning.
- 2) Seasonal Labor increased \$500 to reflect increase in inlet cleaning.
- 3) FICA increased \$772 to reflect increase in wages.
- 4) Retirement increased \$584 to reflect increase in wages.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,668 to reflect increase in labor for inlet cleaning.
- 6) Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer plus \$20,000 for phragmites eradication.
- 7) Capital outlay requested includes storm sewer televising \$50,000, storm sewer repair/replacement/installation \$680,000, Lewis Street reconstruction \$230,000, box culvert/sanitary sewer review \$40,000, wet pond construction \$105,300, corrugated metal storm sewer lining \$150,000, pond rodent control \$25,000, \$4,500 grapple bucket for toolcat, and \$4,000 for new boat for storm water pond inspections.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
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	\$ 35,727	\$ 25,000	\$ 27,213	\$ 35,000	\$ 35,000	40.00%
650	53440	125	Overtime Wages	844	1,500	0	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	2,046	500	322	1,000	1,000	100.00%
650	53440	150	FICA	2,839	2,035	2,020	2,807	2,807	37.96%
650	53440	151	Retirement	2,601	1,789	1,635	2,464	2,373	32.63%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	9,632	6,332	5,081	10,162	10,000	57.93%
650	53440	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>53,688</b>	<b>37,155</b>	<b>36,271</b>	<b>52,933</b>	<b>52,679</b>	<b>41.78%</b>
			CONTRACTUAL SERVICES						
650	53440	215	Consulting	43,603	40,000	4,118	40,000	60,000	50.00%
650	53440	218	Cell/Radio	0	0	0	0	0	0.00%
650	53440	219	Data	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>43,603</b>	<b>40,000</b>	<b>4,118</b>	<b>40,000</b>	<b>60,000</b>	<b>50.00%</b>
			SUPPLIES AND EXPENSE						
650	53440	340	Operating Supplies	1,424	3,715	1,013	3,715	3,715	0.00%
			<b>Subtotal</b>	<b>1,424</b>	<b>3,715</b>	<b>1,013</b>	<b>3,715</b>	<b>3,715</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53440	810	Capital Equipment	847,844	1,042,150	0	1,042,150	1,288,800	23.67%
			<b>Subtotal</b>	<b>847,844</b>	<b>1,042,150</b>	<b>0</b>	<b>1,042,150</b>	<b>1,288,800</b>	<b>23.67%</b>
			<b>TOTAL</b>						
				<b>\$ 946,559</b>	<b>\$ 1,123,020</b>	<b>\$ 41,401</b>	<b>\$ 1,138,798</b>	<b>\$ 1,405,194</b>	<b>25.13%</b>

## **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 program created in 2021 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.

***2022 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 400 tons of sweepings to the landfill in 2021.

***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 2022 Landfill program cost is \$16,000. This program benefits the community by providing funding for disposal of street sweepings.

***2022 Program Objectives:***

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

***2022 Budget Significant Expenditure Changes:***

- 1) None.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

**EXPENDITURES**

	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022 / 2021</b>
<b>Account Title</b>	<b>Year End</b>	<b>Adopted</b>	<b>6 mos</b>	<b>Year End</b>	<b>Adopted</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>% Of Change</b>

**LANDFILL**

Account Number      CONTRACTUAL SERVICES

650	53630	214						
			Landfill	\$ 15,298	\$ 16,000	\$ 2,929	\$ 16,000	\$ 16,000
			<b>Subtotal</b>	<b>15,298</b>	<b>16,000</b>	<b>2,929</b>	<b>16,000</b>	<b>16,000</b>
			<b>TOTAL</b>	<b>\$ 15,298</b>	<b>\$ 16,000</b>	<b>\$ 2,929</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>
								<b>0.00%</b>

## **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.

***2022 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.

***2021 Performance Measurement Data (July 2020 – June 2021):***

- 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.
- 2) Cut and maintained high traffic volume areas of litter.

***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 2022 Storm Water Utility - Weed Control program cost is \$26,890. 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.

***2022 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.

***2022 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$3,714 to reflect actual costs.
- 2) Seasonal Labor increased \$743 to reflect actual costs.
- 3) FICA increased \$295 to reflect increases in hourly wages and seasonal labor.
- 4) Retirement increased \$218 to reflect increases in hourly wages and seasonal labor.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,149 to reflect actual costs.
- 6) Fuel – City Vehicles/EQ increased \$372 to reflect actual costs.
- 7) No Capital Equipment requested.

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
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	\$ 13,897	\$ 9,286	\$ 5,534	\$ 9,286	\$ 13,000	40.00%
650	53640	125	Overtime Wages	1,030	0	6	6	0	0.00%
650	53640	126	Seasonal Labor	2,383	743	349	743	1,486	100.00%
650	53640	150	FICA	1,164	721	518	722	1,016	40.89%
650	53640	151	Retirement	1,035	627	620	627	845	34.81%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,914	6,465	4,908	6,465	9,614	48.71%
650	53640	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>24,423</b>	<b>17,842</b>	<b>11,934</b>	<b>17,849</b>	<b>25,961</b>	<b>45.51%</b>
			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%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			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	208	557	444	929	929	66.79%
			<b>Subtotal</b>	<b>208</b>	<b>557</b>	<b>444</b>	<b>929</b>	<b>929</b>	<b>66.79%</b>
			CAPITAL OUTLAY						
650	53640	810	Capital Equipment	650	146,575	325	146,575	0	-100.00%
			<b>Subtotal</b>	<b>650</b>	<b>146,575</b>	<b>325</b>	<b>146,575</b>	<b>0</b>	<b>-100.00%</b>
			<b>TOTAL</b>	<b>\$ 25,281</b>	<b>\$ 164,974</b>	<b>\$ 12,704</b>	<b>\$ 165,353</b>	<b>\$ 26,890</b>	<b>-83.70%</b>

# **TOTAL STORM WATER UTILITY**

City of De Pere  
2022 Stormwater Utility  
Adopted Budget

Expenditures	2020 Year End Actual	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Estimate	2022 Adopted Budget	2022 / 2021 Budget % of Change
Account Title						
<b>TOTAL STORMWATER UTILITY</b>						
110 Salaries	\$ 179,714	\$ 170,285	\$ 76,021	\$ 170,285	\$ 178,131	4.61%
120 Hourly Wages	328,418	350,402	144,179	360,402	364,893	4.14%
125 Overtime Wages	14,497	15,647	1,025	15,653	15,627	-0.13%
126 Seasonal Labor	16,620	25,186	6,172	25,686	31,004	23.10%
150 FICA	38,288	41,395	17,004	42,167	43,186	4.33%
151 Retirement	35,387	36,203	12,663	36,878	36,312	0.30%
152 Health, Dental, DIB, Life & Wks Cmp Ins	129,855	158,514	41,974	162,344	157,732	-0.49%
190 Training	1,085	9,824	411	9,824	9,824	0.00%
<b>Subtotal</b>	<b>743,864</b>	<b>807,456</b>	<b>299,449</b>	<b>823,239</b>	<b>836,710</b>	<b>3.62%</b>
CONTRACTUAL SERVICES						
210 Telephone	2,640	1,876	900	2,008	1,876	0.00%
211 Postage	1,524	1,563	591	1,563	1,563	0.00%
212 Seminars and Conferences	73	3,500	24	3,500	3,500	0.00%
214 Landfill	15,298	16,000	2,929	16,000	16,000	0.00%
215 Consulting	106,040	149,040	17,199	149,040	144,070	-3.33%
217 Cleaning Service Contract	2,112	2,045	1,083	2,045	2,718	32.91%
218 Cell/Radio	1,622	4,599	559	4,599	4,599	0.00%
220 Utilities	5,650	6,673	3,305	6,673	6,673	0.00%
<b>Subtotal</b>	<b>134,960</b>	<b>185,296</b>	<b>26,590</b>	<b>185,428</b>	<b>180,999</b>	<b>-2.32%</b>
SUPPLIES AND EXPENSE						
310 Office Supplies	65	2,500	84	2,500	2,500	0.00%
314 Cleaning and Maintenance	1,504	2,455	53	2,455	2,455	0.00%
320 Memberships/Subscriptions	522	650	290	650	650	0.00%
331 Transportation	16,901	21,370	6,542	22,740	22,740	6.41%
340 Operating Supplies	18,708	20,396	9,412	20,631	21,101	3.46%
350 Repair and Maintenance Supplies	73,915	85,218	26,355	90,610	90,580	6.29%
351 Safety Equipment and Uniforms	4,537	4,250	1,504	4,250	4,500	5.88%
361 Fuel	208	557	444	929	929	66.79%
<b>Subtotal</b>	<b>116,359</b>	<b>137,396</b>	<b>44,685</b>	<b>144,765</b>	<b>145,455</b>	<b>5.87%</b>
CAPITAL OUTLAY						
810 Capital Equipment	881,442	1,200,975	30,594	1,221,244	1,295,680	7.89%
<b>Subtotal</b>	<b>881,442</b>	<b>1,200,975</b>	<b>30,594</b>	<b>1,221,244</b>	<b>1,295,680</b>	<b>7.89%</b>
<b>TOTAL</b>	<b>\$ 1,876,625</b>	<b>\$ 2,331,123</b>	<b>\$ 401,318</b>	<b>\$ 2,374,676</b>	<b>\$ 2,458,844</b>	<b>5.48%</b>

**City of De Pere  
2022 Stormwater Utility  
Adopted Budget**

Expenditures	2020	2021	2021	2021	2022	2022 / 2021
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

**REVENUES**

650	41000	000	Residential	\$ 812,947	\$ 855,033	\$ 860,238	\$ 860,238	\$ 894,365	4.60%
650	42000	000	Non-Residential-NR	791,146	848,111	837,073	837,073	915,960	8.00%
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	213,296	226,288	226,079	226,079	241,449	6.70%
650	45000	000	Underdeveloped & Other	24,330	24,330	27,846	27,846	28,189	15.86%
			Fund Balance		377,361		377,361	378,881	0.40%
<b>TOTAL REVENUES</b>				<b>\$ 1,841,719</b>	<b>\$ 2,331,123</b>	<b>\$ 1,951,236</b>	<b>\$ 2,328,597</b>	<b>\$ 2,458,844</b>	<b>5.48%</b>