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# City of De Pere, Wisconsin

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2020 Executive Budget

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## **MEMORANDUM**

**TO:** Citizens of De Pere

**FROM:** Mayor Michael J. Walsh  
Lawrence M. Delo, City Administrator  
Joe Zegers, Finance Director

**DATE:** November 19, 2019

**SUBJECT:** 2020 Executive Budget

### **INTRODUCTION**

We are pleased to present the 2020 Executive Budget. This budget is structured with initiatives to enhance the efficiency and effectiveness of municipal services and to improve the overall quality of place in our community. The following list identifies some of these initiatives; 1) Added one Parks Department position to enhance overall park maintenance; 2) Includes funding to replace an ambulance to maintain adequate EMS response capability; 3) Includes funding for ongoing community brand launch initiatives; 4) Includes funding to replace the Police Department's portable radios to maintain adequate communication capabilities within the department; 5) Includes funding for financial incentives to promote additional economic development opportunities throughout the community; 6) Includes funding for ongoing improvements to various parks and recreational facilities; 7) Includes funding to replace water reservoir equipment to maintain a safe potable water supply; 8) Includes funding to upgrade various storm water facilities to decrease the impact of significant rainfall in certain areas of the City; 9) Includes funding to replace numerous pieces of equipment and vehicles to support municipal services throughout the community; 10) Includes funding to improve pedestrian safety by adding bump-outs to Grant and Ninth Streets; 11) Includes funding to continue the implementation of the downtown cultural district plan; 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 proposed 2020 Executive Budget accomplishes these goals.

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All city departments were directed to submit 2020 budget proposals with minimal increases in expenditures, excluding capital equipment and projects, and also directed to identify an option to not exceed the previous year's operating expenditure level and increase revenues by an additional 3%. Once again, the management staff did an excellent job of meeting this requirement while maintaining the integrity of municipal services.

We continued our past practice of approaching the development of the Executive 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 2020 Executive Budget.

We anticipate the City will experience a moderately higher increase in tax base growth in 2020 vs. what was experienced in 2019. The equalized value of the City grew 4.3% in 2018 increasing \$92,199,700 from \$2,117,615,700 to \$2,209,815,400.

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

The 2020 Executive Budget continues to emphasize the implementation of the cultural district plan developed for the downtown by including \$200,000 for cultural district master plan implementation objectives. This budget also continues to place an emphasis on implementing the strategies of community branding study by including an additional \$30,000 for City logo and brand signs and banners and to acquire and develop additional marketing materials. This budget reinforces our emphasis on public safety by including \$420,000 to fund one-third of a new Fire Department ladder truck scheduled for replacement in 2022.

The 2020 Executive Budget also continues to emphasize maintaining the community's infrastructure by including \$218,000 to reconstruct a portion of College Street, \$800,000 to reconstruct James Street and \$775,000 for numerous street resurfacing projects throughout the City.

The Executive Budget maintains the existing level of municipal services provided to the community with a 4.48% property tax mill rate decrease. The 2020 Executive Budget's property tax levy is 0.59% higher than the 2019 budget. The proposed mill rate for 2020 is \$6.76. This is \$0.31 lower than the adopted 2019 mill rate of \$7.07.

The 2020 Executive Budget includes an overall 2.56% increase in General Fund operating expenditures when compared to 2019. 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 2030. 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 2019 to be applied in 2020. We recognize the need to closely align municipal service levels with community needs while meeting State mandated levy limits and matching the community's overall willingness to fund municipal services. We believe this can be accomplished by soliciting information from the community and utilizing that data to supplement an overall service level and funding strategy.

## **GENERAL FUND EXPENDITURES**

General Government: General Government includes expenditures associated with the activities and operations of the Common Council, Municipal Court, City Attorney, City Administrator, Mayor, Clerk, Human Resources, Elections, Information Management, Finance Department, Assessor, Health Department/Board, Development Services and GIS. Significant expenditures in these programs include \$6,631 membership fee for the Wisconsin League of Municipalities; \$5,000 to support the Beautification Committee; \$2,500 to support the De Pere Sister City program; \$1,200 for community service grants; \$10,000 to replace a virtual server; \$15,000 to replace Wi-Fi network infrastructure; \$50,800 for Accurate Appraisal general assessment services; \$223,000 for property and liability insurance coverage; \$20,000 contribution to Downtown De Pere, Inc. for Main Street program activities; \$29,604 for employee merit and performance based pay incentives; \$6,000 to maintain sustainability program initiatives; \$10,000 to complete annual maintenance to the City Hall building and; \$1,400 as the general fund share of acquiring additional drone equipment to support field work, public relations media and search and rescue efforts. Total General Government expenditures are 4.43% higher in 2020 vs. 2019.

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 \$102,206 for police department vehicle lease; \$25,272 to fund the second year of police officer body cameras; \$175,000 for Police Department overtime wages to meet minimum staffing and workload requirements; \$95,885 for crossing guards; \$110,000 for Fire Department overtime

wages to meet minimum staffing and workload requirements; \$35,000 to replace firefighter protective clothing; \$285,658 for building inspection services; and \$8,750 for Brown County jail services. Total Public Safety expenditures are 0.91% higher in 2020 vs. 2019.

**Public Works:** Public Works includes all of the expenditures associated with the operations and activities of Public Works Administration, Engineering, Municipal Service Center, Building Maintenance, Fleet Maintenance, Street Cleaning and Maintenance, Snow Control, Leaf Removal, Traffic Signs, Street Lights, Storm Sewers, Traffic Lights, Brush Collection, Transit, Garbage/Refuse Collection, Landfill, Weed Control and Recycling. Significant expenditures in these programs include \$1,500 to replace worn Street Superintendent office furniture; \$284,678 for snow and ice removal; \$425,796 to maintain street lights; \$8,750 to replace outdated survey equipment; \$5,500 to replace HVAC duct work; \$5,500 to replace overhead garage doors; \$13,750 to replace HVAC controls; \$18,000 to replace wooden City entrance welcome signs; \$93,535 for brush collection; \$421,305 to provide public bus and para-transit services and; \$240,000 for Brown County landfill fees. Total Public Works expenditures are 4.00% higher in 2020 vs. 2019.

**Culture, Education & Recreation:** Culture, Education & Recreation includes all of the expenditures associated with the operations and activities of the Community Center, Historic Preservation Committee, Park & Recreation Administration, Parks & Public Land, Forestry, Boat Ramps, Parks Equipment/Vehicle Maintenance, Recreation Programs, Events/Celebrations and Swimming Pools. Significant expenditures in these programs include \$354,861 to provide programming and facilities at the Community Center; \$10,110 for historic preservation; \$3,000 to replace water drinking fountains in parks; \$7,000 to improve accessible routes to park facilities; \$24,500 to fill and seal cracks in various vehicle and pedestrian access areas; \$10,000 for video security system enhancements; \$51,209 for boat launches; \$541,628 for recreation programs; \$47,515 to support community events and; \$192,092 to operate the Legion Park pool and maintain facilities associated with two outdoor pool sites. Total Culture, Education & Recreation expenditures are 5.37% higher in 2020 vs. 2019.

Total General Fund expenditures increase 2.56% This includes a 4.43% increase in General Government, a 0.91% increase in Public Safety, a 4.00% increase in Public Works and a 5.37% increase in Culture, Education & Recreation expenditures.

## **GENERAL FUND REVENUES**

General Fund revenues increased 2.56%. The 2020 Executive Budget includes an additional \$84,517 from the state expenditure restraint program and additional \$107,608 in transportation aids from the State. The 2020 executive Budget maintains most fees for municipal services at 2019 levels. Property taxes account for approximately 45% of all General Fund revenues vs. 46% in 2019.

## **SPECIAL FUND**

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

Revolving Loan Fund: The Revolving Loan Fund previously provided economic development loans to local businesses. The program has been terminated by the State of Wisconsin. However, the City continues to collect payments from outstanding loans. The fund balance at the end of 2019 is estimated to be approximately \$1,046,587.

Wastewater Treatment Services Fund: The Wastewater Treatment Services Fund has an estimated fund balance of approximately \$17,648,564 at the end of 2019. This 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.

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 2019 is estimated to be approximately \$70,000.

Cable Access Fund: The Cable Access Fund is used to manage franchise fees and grants. Revenues are anticipated to be approximately \$90,000 in 2020 and are used to offset \$150,921 in administrative, equipment and production costs. The fund balance at the end of 2019 is estimated to be approximately -\$60,921. The City's General Fund revenues are utilized to subsidize this municipal service.

## **DEBT SERVICE FUND**

The Debt Service Fund includes expenditures and revenues associated with managing the City's debt program. The fund identifies all existing bonds and notes and indicates principal and interest payments scheduled for 2020 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 2020 is \$6,365,000. The total interest and service fees scheduled for payment in 2020 is \$1,059,988.

## **CAPITAL PROJECTS FUND**

The Capital Projects Fund includes expenditures and revenues associated with the purchase of equipment, funding for major projects and is used to manage revenues and expenditures associated with TID's 5, 6, 7, 8, 9, 10, 11, 12, 13 & 14. The 2020 Budget includes \$275,000 to replace an ambulance ; \$65,000 for a new Fire Department utility vehicle; \$240,000 for traffic lights at Allard and Grant Streets; \$360,000 to replace the existing traffic lights at Main Ave. and Eighth Street; \$250,000 to replace a garbage truck; \$100,000 to replace the insulation and fix the community center roof; \$135,000 for the Legion Park restroom facility; \$185,000 to reconstruct the Fox Point Boat Launch parking lot; \$625,000 for sanitary sewer televising and repair and; \$1,995,000 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.

## **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 2020 includes \$1,200,000 for miscellaneous relays; \$35,000 for a Matthew Tower mixer; \$35,000 for a Merrill Tower mixer and; \$30,000 for hydrant replacements. The Water Utility Fund also includes expenditures and revenues to fund debt service requirements. Total 2020 estimated principal and interest payments are \$498,192.

## **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 2020 is \$97 per ERU. This is a \$5 increase over the 2019 rate of \$92. 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 may need to increase the ERU fee again in 2021 and subsequent years to pay for these unfunded mandates. Significant expenditures in the 2020 Budget include \$139,070 for street cleaning, \$96,430 for leaf collection, \$50,000 for televising storm sewers; \$175,000 to replace existing storm sewer; \$350,000 for new storm sewer as part of street resurfacing projects and; \$280,000 for wet pond construction. Total storm water utility expenditures for 2020 are \$2,097,054.

## **SUMMARY**

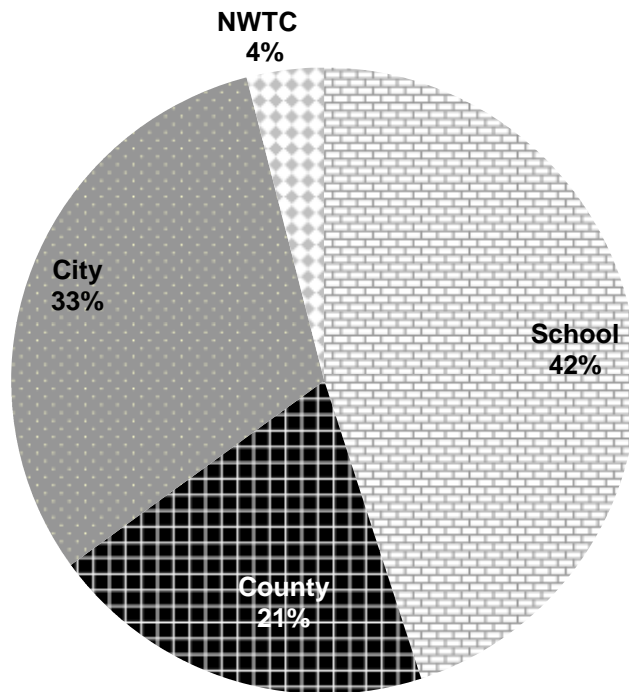
The 2020 Executive Budget includes a 0.59% increase in the property tax levy and a 4.48% decrease in the property tax mill rate. This budget meets the existing municipal service level needs and expectations of our community. De Pere has a regional reputation as being one of the most desirable communities 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, 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

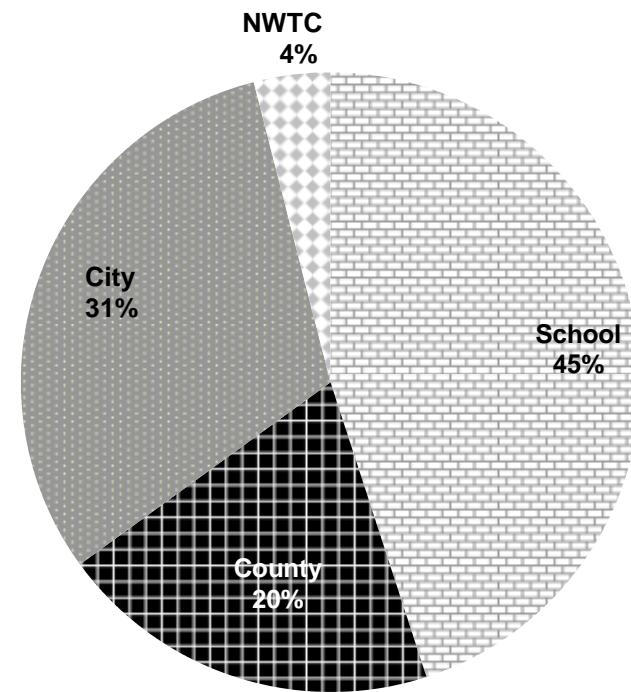
The following charts and tables identify trends in revenues, expenditures and other items that directly impact the budget and tax rates:

- ii      **2019 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 32% for each chart.
- 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 2010 through 2019 (2019 represents taxes paid for the 2020 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 2011 through 2020. 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      **2019 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 2020. 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 2019 is \$1,463.71. 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 2020 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 2000 through 2019.

## 2019 Property Taxes Unified School District



## 2019 Property Taxes West School District





<b>2020 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 2010</b>	<b>\$100,000 2011</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>% Change 18 to 19</b>	<b>\$ Change 18 to 19</b>
<b>City of De Pere</b>	\$ 607.81	\$ 609.39	\$ 617.12	\$ 635.44	\$ 653.16	\$ 667.36	\$ 674.03	\$ 671.69	\$ 707.38	\$ 675.69	-4.48%	\$ (31.69)
<b>NWTC (Estimated)</b>	\$ 165.66	\$ 160.77	\$ 159.69	\$ 160.92	\$ 78.16	\$ 79.43	\$ 84.68	\$ 87.94	\$ 83.97	\$ 81.85	-2.52%	\$ (2.12)
<b>School (Estimated)</b>	\$ 1,088.68	\$ 1,122.71	\$ 1,059.26	\$ 1,060.38	\$ 1,058.33	\$ 1,104.78	\$ 1,060.78	\$ 1,034.00	\$ 972.04	\$ 838.25	-13.76%	\$ (133.79)
<b>County (Estimated)</b>	\$ 485.20	\$ 464.87	\$ 463.42	\$ 455.52	\$ 458.10	\$ 474.39	\$ 471.87	\$ 487.69	\$ 461.29	\$ 431.00	-6.57%	\$ (30.29)
<b>State (Estimated)</b>	\$ 17.45	\$ 16.75	\$ 16.36	\$ 16.45	\$ 16.89	\$ 17.33	\$ 17.10	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Sub-Total</b>	\$ 2,364.80	\$ 2,374.49	\$ 2,315.85	\$ 2,328.71	\$ 2,264.64	\$ 2,343.29	\$ 2,308.46	\$ 2,281.32	\$ 2,224.68	\$ 2,026.79	-8.90%	\$ (197.89)
<b>State School Credit (Est)</b>	\$ 178.18	\$ 174.47	\$ 173.09	\$ 171.95	\$ 167.83	\$ 187.19	\$ 180.75	\$ 196.66	\$ 180.77	\$ 180.77	0.00%	\$ 0.00
<b>Total Estimated Taxes</b>	\$ 2,186.62	\$ 2,200.02	\$ 2,142.76	\$ 2,156.76	\$ 2,096.81	\$ 2,156.10	\$ 2,127.71	\$ 2,084.66	\$ 2,043.91	\$ 1,846.02	-9.68%	\$ (197.89)

<b>Taxing Jurisdiction</b>	<b>2010</b>	<b>2011</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>City of De Pere</b>	6.0781	6.0939	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169	7.0738	6.7569
<b>NWTC (Estimated)</b>	1.6566	1.6077	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794	0.8397	0.8185
<b>School (Estimated)</b>	10.8868	11.2271	10.5926	10.6038	10.5833	11.0478	10.6078	10.3400	9.7204	8.3825
<b>County (Estimated)</b>	4.8520	4.6487	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769	4.6129	4.3100
<b>State (Estimated)</b>	0.1745	0.1675	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000	0.0000	0.0000
<b>Sub-Total</b>	23.6480	23.7449	23.1585	23.2871	22.6464	23.4329	23.0846	22.8132	22.2468	20.2679
<b>State School Credit (Est)</b>	1.7818	1.7447	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666	1.8077	1.8077
<b>Total Estimated Taxes</b>	21.8662	22.0002	21.4276	21.5676	20.9681	21.5610	21.2771	20.8466	20.4391	18.4602

<b>2020 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 2010</b>	<b>\$100,000 2011</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>% Change 18 to 19</b>	<b>\$ Change 18 to 19</b>
<b>City of De Pere</b>	\$ 607.81	\$ 609.39	\$ 617.12	\$ 635.44	\$ 653.16	\$ 667.36	\$ 674.03	\$ 671.69	\$ 707.38	\$ 675.69	-4.48%	\$ (31.69)
<b>NWTC (Estimated)</b>	\$ 165.66	\$ 160.77	\$ 159.69	\$ 160.92	\$ 78.16	\$ 79.43	\$ 84.68	\$ 87.94	\$ 83.97	\$ 81.85	-2.52%	\$ (2.12)
<b>School (Estimated)</b>	\$ 1,164.00	\$ 1,156.51	\$ 1,116.41	\$ 1,122.70	\$ 1,144.35	\$ 1,112.17	\$ 1,048.97	\$ 1,047.34	\$ 981.62	\$ 973.67	-0.81%	\$ (7.95)
<b>County (Estimated)</b>	\$ 485.20	\$ 464.87	\$ 463.42	\$ 455.52	\$ 458.10	\$ 474.39	\$ 471.87	\$ 487.69	\$ 461.29	\$ 431.00	-6.57%	\$ (30.29)
<b>State (Estimated)</b>	\$ 17.45	\$ 16.75	\$ 16.36	\$ 16.45	\$ 16.89	\$ 17.33	\$ 17.10	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Sub-Total</b>	\$ 2,440.12	\$ 2,408.29	\$ 2,373.00	\$ 2,391.03	\$ 2,350.66	\$ 2,350.68	\$ 2,296.65	\$ 2,294.66	\$ 2,234.26	\$ 2,162.21	-3.22%	\$ (72.05)
<b>State School Credit (Est)</b>	\$ 178.18	\$ 174.47	\$ 173.09	\$ 171.95	\$ 167.83	\$ 187.19	\$ 180.75	\$ 196.66	\$ 180.77	\$ 180.77	0.00%	\$ 0.00
<b>Total Estimated Taxes</b>	\$ 2,261.94	\$ 2,233.82	\$ 2,199.91	\$ 2,219.08	\$ 2,182.83	\$ 2,163.49	\$ 2,115.90	\$ 2,098.00	\$ 2,053.49	\$ 1,981.44	-3.51%	\$ (72.05)

<b>Taxing Jurisdiction</b>	<b>2010</b>	<b>2011</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>City of De Pere</b>	6.0781	6.0939	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169	7.0738	6.7569
<b>NWTC (Estimated)</b>	1.6566	1.6077	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794	0.8397	0.8185
<b>School (Estimated)</b>	11.6400	11.5651	11.1641	11.2270	11.4435	11.1217	10.4897	10.4734	9.8162	9.7367
<b>County (Estimated)</b>	4.8520	4.6487	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769	4.6129	4.3100
<b>State (Estimated)</b>	0.1745	0.1675	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000	0.0000	0.0000
<b>Sub-Total</b>	24.4012	24.0829	23.7300	23.9103	23.5066	23.5068	22.9665	22.9466	22.3426	21.6221
<b>State School Credit (Est)</b>	1.7818	1.7447	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666	1.8077	1.8077
<b>Total Estimated Taxes</b>	22.6194	22.3382	21.9991	22.1908	21.8283	21.6349	21.1590	20.9800	20.5349	19.8144

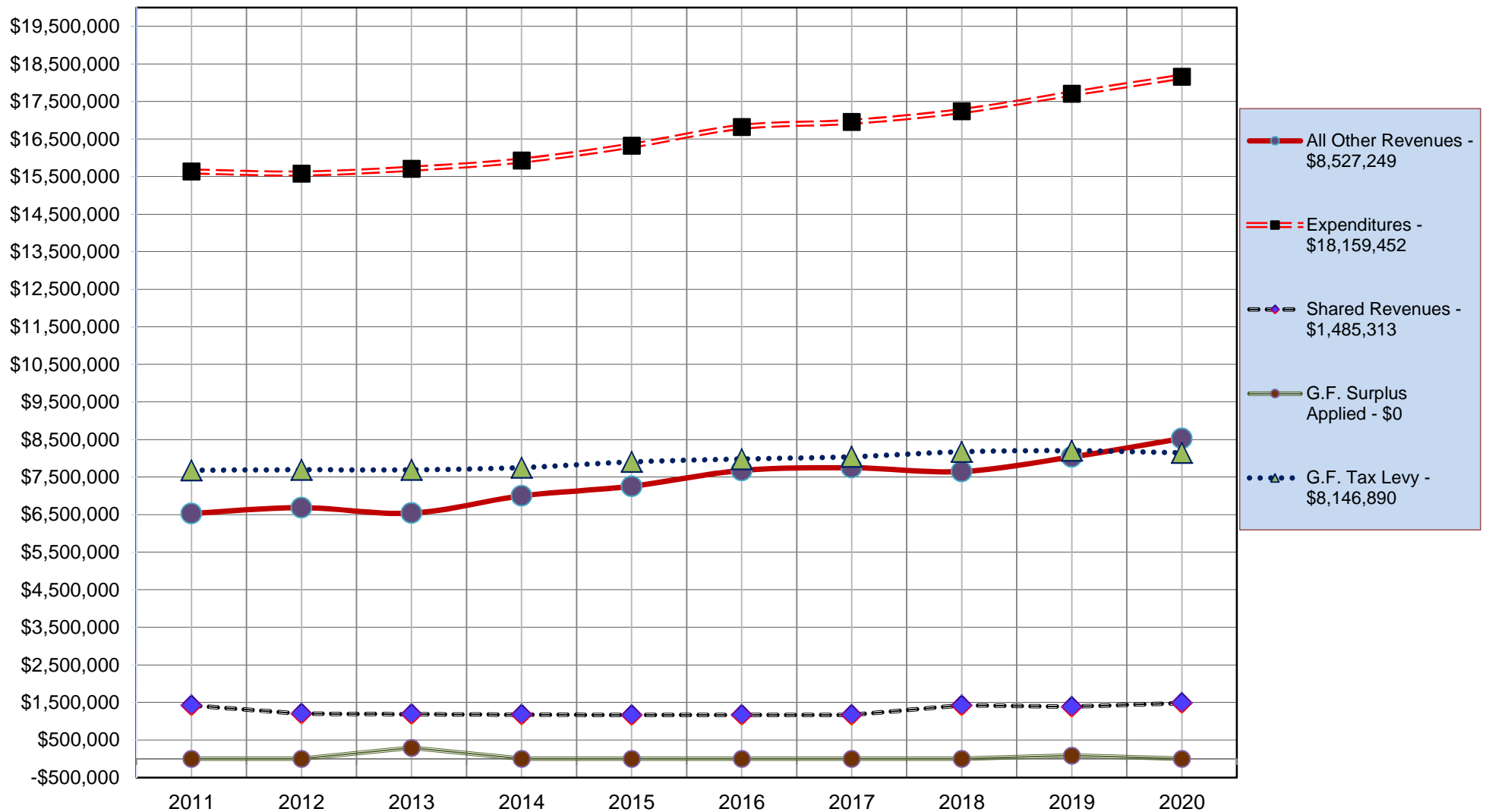
# INCLUDING TID DISTRICTS

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
State Taxes	\$ 310,123	\$ 299,248	\$ 294,194	\$ 298,395	\$ 311,296	\$ 322,208	\$ 329,272	\$0	\$0	\$0
County Taxes	8,620,702	8,303,279	8,335,055	8,262,727	8,440,893	8,821,759	9,064,974	9,438,274	9,992,873	9,435,992
Local Property Taxes	10,799,169	10,884,764	11,100,454	11,526,195	12,034,964	12,410,259	12,948,633	12,999,283	14,706,621	14,793,045
NE Wisconsin Technical College	2,943,271	2,871,562	2,872,115	2,918,841	1,440,118	1,477,153	1,626,772	1,701,914	1,803,507	1,791,946
School District - 1414 (East)	9,107,279	9,442,886	8,918,254	9,009,958	9,065,226	9,602,632	9,509,506	9,342,332	9,647,744	8,813,347
School District - 6328 (West)	10,943,617	10,930,022	10,680,377	10,825,215	11,283,473	11,015,116	10,747,787	10,806,520	10,988,829	11,079,903
<b>Subtotal</b>	<b>\$ 42,724,161</b>	<b>\$ 42,731,761</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>\$ 45,914,233</b>

## Property Tax Credits

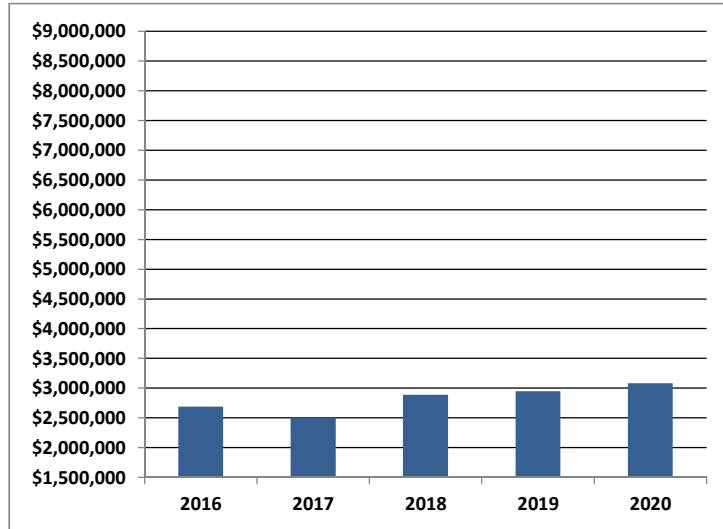
School District - 1414 (East)	1,490,580	1,467,462	1,457,344	1,461,002	1,437,551	1,627,073	1,620,372	1,776,830	1,776,830	1,900,552
School District - 6328 (West)	1,675,227	1,648,929	1,655,949	1,657,922	1,654,828	1,854,004	1,851,991	2,029,137	2,029,137	2,057,010
<b>Total</b>	<b>\$ 39,558,354</b>	<b>\$ 39,615,370</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>\$ 41,956,671</b>

# General Fund Revenue & Expenditure Trends

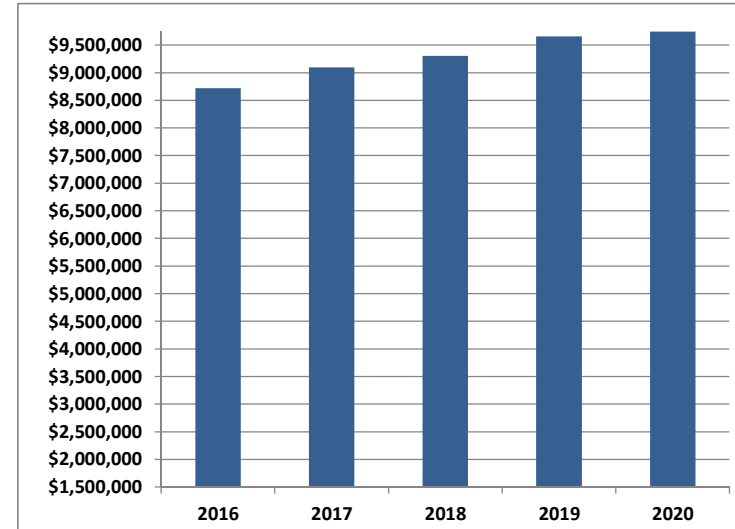


**CITY OF DE PERE  
GENERAL FUND EXPENDITURES  
FIVE-YEAR SUMMARY**

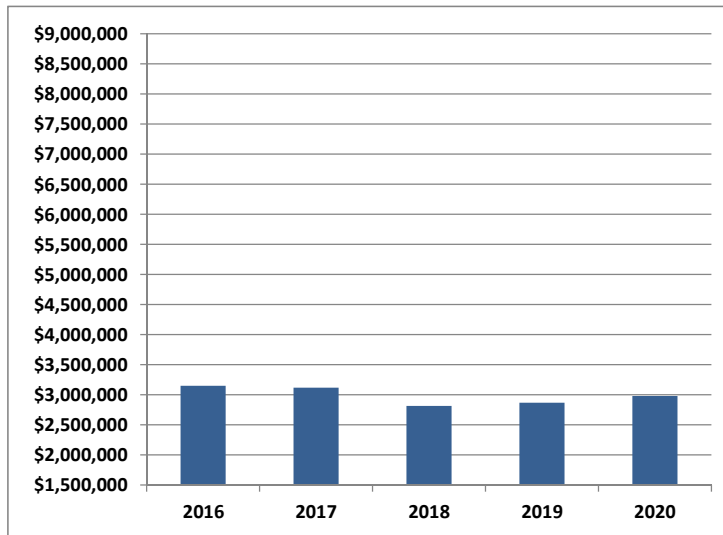
**GENERAL GOVERNMENT \$3,081,075 (2020)**  
*Increase of \$130,631 from 2019*



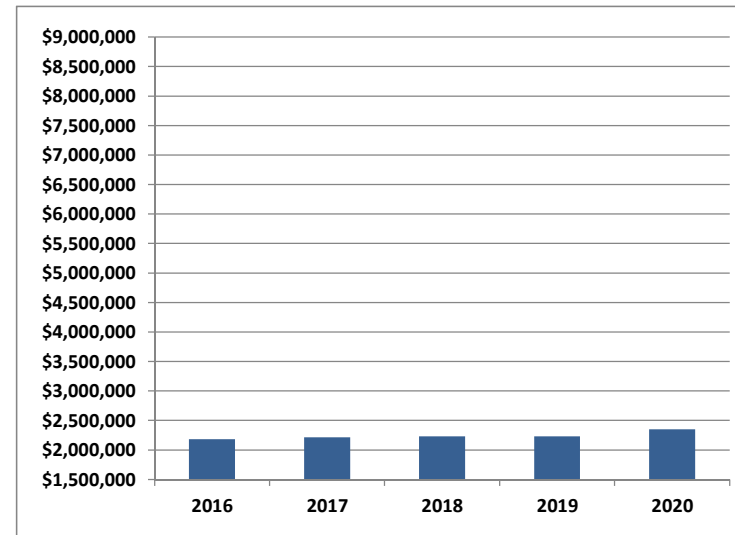
**PUBLIC SAFETY \$9,744,635 (2020)**  
*Increase of \$87,746 from 2019*



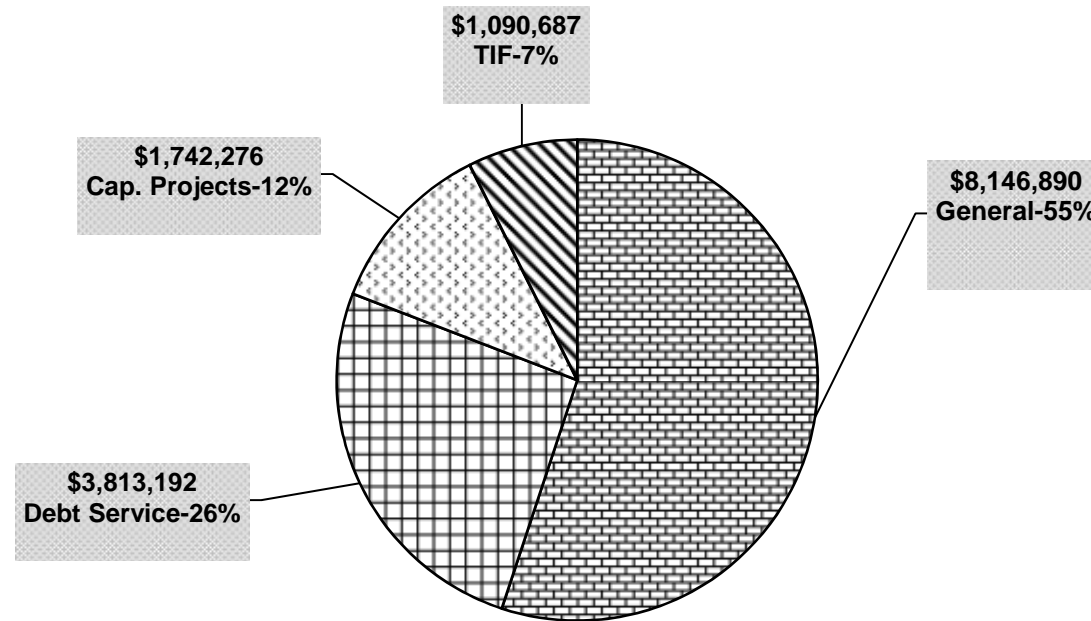
**PUBLIC WORKS \$2,981,249 (2020)**  
*Increase of \$114,583 from 2019*



**CULTURE & RECREATION \$2,352,493 (2020)**  
*Increase of \$119,956 from 2019*



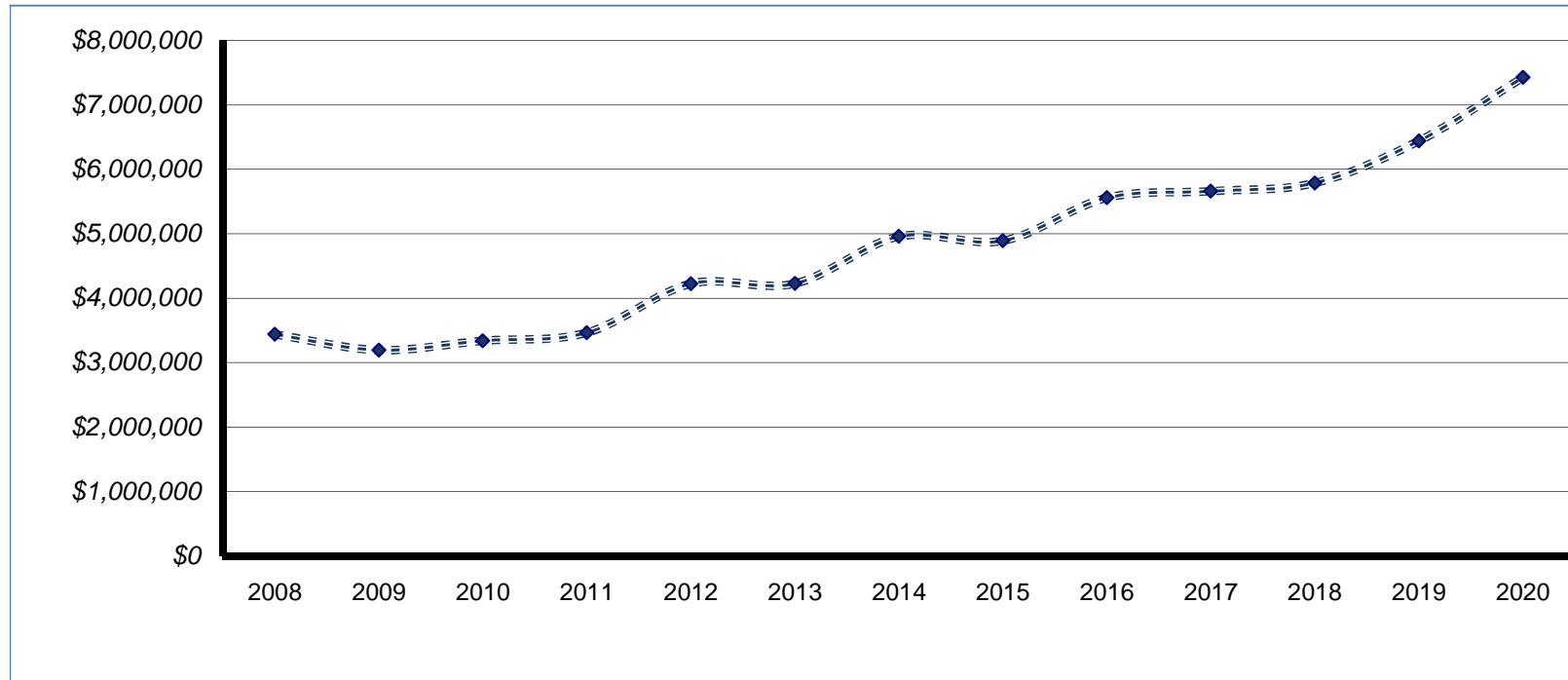
# CITY OF DE PERE 2019 PROPERTY TAX LEVY CHART



# Annual City of De Pere

## General Obligation Debt Service

2008-2020

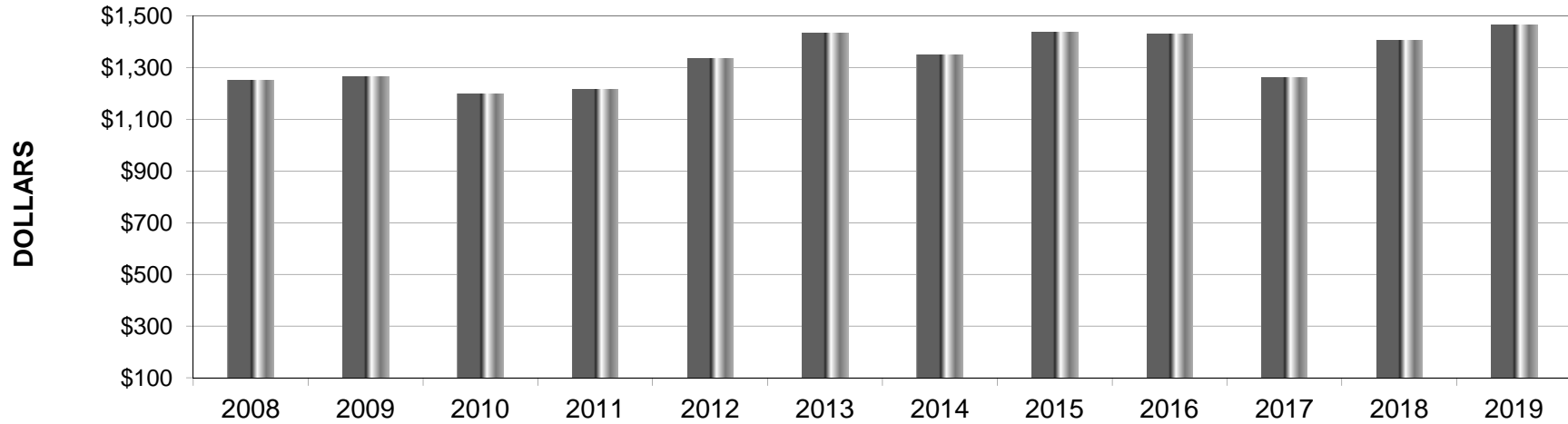


2008	\$3,439,119
2009	\$3,194,052
2010	\$3,339,286
2011	\$3,464,245
2012	\$4,224,144
2013	\$4,226,573

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

# Debt Per Capita

2008 - 2019



Year	Population	G. O. Debt Outstanding	Equalized Valuation	Debt as % of Equalized Value	Debt Per Capita
2008	22,645	\$28,283,875	\$1,910,620,200	1.48%	\$1,249.01
2009	22,780	\$28,857,178	\$1,912,611,300	1.51%	\$1,266.78
2010	23,020	\$27,469,407	\$1,827,411,900	1.51%	\$1,197.63
2011	23,925	\$29,110,521	\$1,763,330,300	1.65%	\$1,216.52
2012	23,925	\$31,900,474	\$1,733,547,000	1.84%	\$1,333.36
2013	24,047	\$34,480,000	\$1,758,302,800	1.96%	\$1,433.86
2014	24,180	\$32,660,000	\$1,834,327,100	1.78%	\$1,350.70
2015	24,447	\$35,170,000	\$1,898,625,300	1.85%	\$1,438.63
2016	24,592	\$35,185,000	\$1,935,469,700	1.82%	\$1,430.75
2017	24,721	\$31,170,000	\$2,030,690,600	1.53%	\$1,260.87
2018	24,699	\$34,680,000	\$2,117,615,700	1.64%	\$1,404.11
2019	24,742	\$36,215,000	\$2,209,815,400	1.64%	\$1,463.71

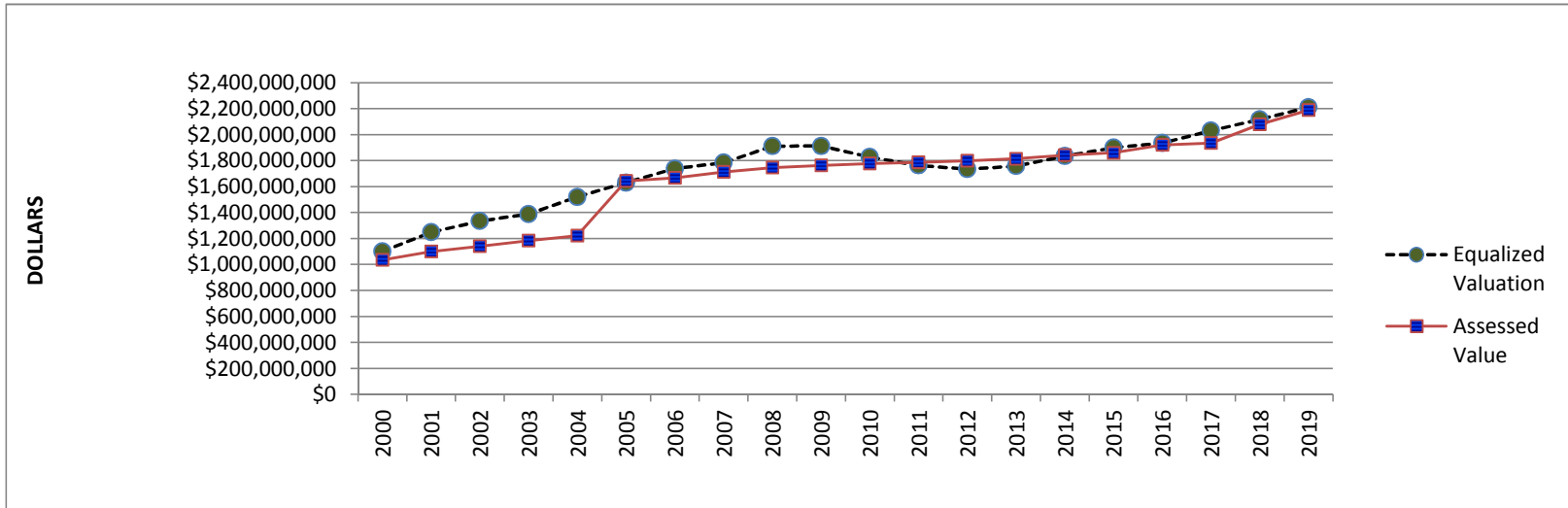


**Long-Term Note and Bonded Indebtedness - December 31, 2019**  
**Governmental Funds**

	Year of Issue	Amount of Issue	Outstanding 12/31/2019	Principal Due - 2020
Community Development Bonds	2010	2,985,000	210,000	210,000
Community Development Bonds	2011	2,245,000	995,000	155,000
Promissory Note	2011	1,565,000	80,000	80,000
Community Development Bonds	2012	2,980,000	1,340,000	155,000
Community Development Bonds	2012	2,850,000	2,105,000	165,000
Community Development Bonds	2013	5,650,000	2,170,000	520,000
Community Development Bonds	2013	2,530,000	690,000	255,000
Promissory Note	2014	670,000	310,000	75,000
Community Development Bonds	2014	2,935,000	750,000	70,000
Promissory Note	2015	6,270,000	2,725,000	900,000
Promissory Note	2016	5,900,000	3,995,000	535,000
Promissory Note	2016	890,000	630,000	95,000
Community Development Bonds	2017	1,700,000	1,555,000	155,000
Promissory Note	2017	2,015,000	1,440,000	265,000
Community Development Bonds	2018	5,545,000	5,325,000	150,000
Promissory Note	2018	2,600,000	2,300,000	260,000
Promissory Note	2019	8,715,000	8,715,000	1,040,000
Promissory Note	2019	880,000	880,000	0
Promissory Note	2019	400,000	400,000	400,000
<b>Total General Obligation Bonds and Notes</b>		<b>\$59,325,000</b>	<b>\$36,615,000</b>	<b>\$5,485,000</b>

# Property Valuation

## 2000-2019



Year	Assessed Value	% Change	Equalized Valuation	% Change
2000	\$1,035,677,078	5.28%	\$1,099,480,800	6.89%
2001	\$1,099,382,539	6.15%	\$1,248,731,000	13.57%
2002	\$1,140,561,584	3.75%	\$1,333,904,500	6.82%
2003	\$1,183,302,700	3.75%	\$1,388,262,800	4.08%
2004	\$1,221,451,849	3.25%	\$1,520,102,000	9.50%
2005	\$1,643,083,200	34.52%	\$1,630,026,617	7.23%
2006	\$1,666,685,300	1.44%	\$1,737,873,600	6.62%
2007	\$1,712,980,400	-0.52%	\$1,784,703,900	2.69%
2008	\$1,746,674,100	1.97%	\$1,910,620,200	7.06%
2009	\$1,762,565,900	1.84%	\$1,912,611,300	0.10%
2010	\$1,776,722,000	0.80%	\$1,827,411,900	-4.45%
2011	\$1,786,169,500	0.53%	\$1,763,330,300	-3.51%
2012	\$1,798,609,100	0.11%	\$1,733,547,000	-0.17%
2013	\$1,813,900,500	0.79%	\$1,758,302,800	1.43%
2014	\$1,842,589,100	1.58%	\$1,834,327,100	4.32%
2015	\$1,859,601,900	0.92%	\$1,898,625,300	3.51%
2016	\$1,921,074,199	3.31%	\$1,935,469,700	1.94%
2017	\$1,935,315,899	0.01%	\$2,030,690,600	4.92%
2018	\$2,079,027,999	0.07%	\$2,117,615,700	4.28%
2019	\$2,189,337,669	5.31%	\$2,209,815,400	4.36%

# **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-Treasurer	2.63
Human Resources	2.55
Elections	0.00
Information Management	0.64
Finance	0.82
Assessor	0.10
City Hall	0.20
Other General Government	0.00
Health Department	4.60
Board of Health	0.00
Development Services	1.62
GIS	1.34
<hr/>	
<b>TOTAL</b>	<b>18.55</b>

## City Council

***Program Full Time Equivalents: 0***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 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.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Maintain or reduce the number of citizen complaints regarding inability to contact an elected official to three or fewer per year per elected official.
  - a. Result: The performance measure goal was achieved. The Administration did not receive any complaints regarding a citizen's inability to contact an alderperson.
- 2) Increase the population of the community by 1% or more annually to reflect ongoing quality of life attributes remain attractive.
  - a. Result: The performance measure goal was not achieved. Population increased 0.17% from 24,699 to 24,742.
- 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 not achieved. The 2019 mill rate increased 5.31% to reflect the city council's approval of an advisory citizen referendum to add \$900,000 to the property tax levy for swimming pools.

***Significant Program Achievements:***

- 1) Adopted the 2019 Annual Budget.
- 2) Adopted 32 ordinances and 143 resolutions in prior year.

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

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

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

The proposed 2020 City Council program cost is \$87,902. 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Electronic Device Stipend increases \$750 to reflect additional stipend for the Mayor's position.
- 2) Seminars and conferences include \$400 to accommodate miscellaneous training for alderpersons.
- 3) Public Notices increases \$1,000 to reflect expenditure trends.
- 4) Memberships and Subscriptions include \$6,631 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance and \$569 for miscellaneous subscriptions.
- 5) Mileage Reimbursement increases \$200 to support alderperson training opportunities.
- 6) 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  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

CITY COUNCIL			Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51100	122	Hourly Wages--Part Time	\$ 54,989	\$ 27,313	\$ 55,450	\$ 56,088	\$ 27,399	\$ 56,088	\$ 57,208	\$ 57,208	2.00%
100	51100	150	FICA	797	495	897	813	404	813	830	830	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	132	51	76	118	53	118	114	114	-2.86%
			<b>Subtotal</b>	<b>55,919</b>	<b>27,860</b>	<b>56,423</b>	<b>57,019</b>	<b>27,856</b>	<b>57,019</b>	<b>58,152</b>	<b>58,152</b>	<b>1.99%</b>
			CONTRACTUAL SERVICES									
100	51100	210	Electronic Device Stipend	3,750	0	3,750	3,000	3000	3,000	3,750	3,750	25.00%
100	51100	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	400	0	0	400	0	400	400	400	0.00%
100	51100	224	Public Notices	8,000	2,605	7,672	7,000	3,235	7,000	8,000	8,000	14.29%
			<b>Subtotal</b>	<b>12,150</b>	<b>2,605</b>	<b>11,422</b>	<b>10,400</b>	<b>6,235</b>	<b>10,400</b>	<b>12,150</b>	<b>12,150</b>	<b>16.83%</b>
			SUPPLIES AND EXPENSE									
100	51100	310	Office Supplies	1,500	452	1,562	1,500	472	1,500	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	14,500	12,781	12,881	7,000	7,007	7,007	7,200	7,200	2.86%
100	51100	330	Mileage Reimbursement	0	0	0	0	0	0	200	200	100.00%
			<b>Subtotal</b>	<b>16,000</b>	<b>13,233</b>	<b>14,443</b>	<b>8,500</b>	<b>7,478</b>	<b>8,507</b>	<b>8,900</b>	<b>8,900</b>	<b>4.71%</b>
			GRANTS, CONTRIBUTIONS, INDEM									
100	51100	720	Grants and Donations	0	0	0	8,700	2,500	8,700	8,700	8,700	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,700</b>	<b>2,500</b>	<b>8,700</b>	<b>8,700</b>	<b>8,700</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
100	51100	811	Capital Equipment	5,200	3,690	4,740	7,200	7,556	7,556	0	0	0.00%
			<b>Subtotal</b>	<b>5,200</b>	<b>3,690</b>	<b>4,740</b>	<b>7,200</b>	<b>7,556</b>	<b>7,556</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 89,269</b>	<b>\$ 47,388</b>	<b>\$ 87,028</b>	<b>\$ 91,819</b>	<b>\$ 51,624</b>	<b>\$ 92,182</b>	<b>\$ 87,902</b>	<b>\$ 87,902</b>	<b>-4.27%</b>

## **Municipal Court**

***Program Full Time Equivalents: 1.0***

***Program Mission:***

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

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

- 1) Process all citations written for De Pere/Ledgeview Municipal Court.
- 2) Hold adult court on each Wednesday of the month, juvenile court & trials on 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.

***2020 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.

***2019 Performance Measurement Data (August 2018 – July 2019):***

- 1) From August, 2017 – July, 2018 intake 3023 citations with \$446,238 monies collected.  
Result: From August, 2018 – July, 2019 intake of 3387 citations with \$533,633 monies collected.  
This represented increased collections by 20 % from the prior year.
- 2) Current with tax intercept, suspensions, and warrants. Collected \$7,997 in 2018 and \$8,031 in 2019 through tax intercept for the 2019 tax season.  
Result: This represents increased collections by .01 % 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 4,547 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2018-2019. (2017-2018 =4,068 proceedings)
- 3) This is an increase of 12% more proceedings during 2018-2019.
- 4) Have Assistant City Attorney available for pretrial conferences on Wednesdays during adult court, initial appearances to provide quicker resolution of cases to reduce the number of appearances for a defendant who pleads not guilty.

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

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

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

The proposed 2020 Municipal Court program cost is \$125,384. 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.

### ***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Hourly wages increase \$5,349 due to an additional employee for training overlap in 2020.
- 2) FICA increases \$443 due to an additional employee for training overlap in 2020.
- 3) Retirement increases \$458 due to an additional employee for training overlap in 2020.
- 4) Insurance increases \$10,194 due to an additional employee for training overlap in 2020.
- 5) Seminars and Conferences include \$350 for Municipal Judge and \$300 for Court clerk to attend required continuing education classes.
- 6) Consulting includes \$4,633 for TIPSS court computer program and support; \$1,200 WI Dept. of Justice for access to e-Time software; \$300 for interpreter costs and \$225 for substitute judge if needed.
- 7) Office supplies increase \$300 to purchase gift certificates for Volunteers in Police Service (VIPS) (\$50 x 6 volunteers)
- 8) Publications increase \$4 to reflect actual cost of statute books.
- 9) 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  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
MUNICIPAL COURT											
Account Number PERSONAL SERVICES											
100	51200	110	Salaries	\$ 20,808	\$ 9,820	\$ 21,360	\$ 21,755	\$ 9,957	\$ 21,755	\$ 22,244	\$ 22,244 2.25%
100	51200	120	Hourly Wages	47,405	22,308	48,085	48,466	22,159	48,466	53,815	53,815 11.04%
100	51200	125	Overtime Wages	1,241	2	265	1,241	226	1,241	1,200	1,200 -3.30%
100	51200	150	FICA	5,313	2,544	5,082	5,467	2,582	5,467	5,910	5,910 8.11%
100	51200	151	Retirement	3,259	1,371	3,224	3,256	1,340	3,256	3,714	3,714 14.06%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,811	8,582	16,981	18,353	8,614	18,353	29,293	28,547 55.54%
100	51200	190	Training	0	0	0	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>95,838</b>	<b>44,627</b>	<b>94,996</b>	<b>98,538</b>	<b>44,878</b>	<b>98,538</b>	<b>116,176</b>	<b>115,430 17.14%</b>
			CONTRACTUAL SERVICES								
100	51200	210	Telephone	72	36	72	72	35	72	72	72 0.00%
100	51200	211	Postage	0	0	0	0	0	0	0	0 0.00%
100	51200	212	Seminars and Conferences	650	0	457	650	10	650	650	650 0.00%
100	51200	215	Consulting	6,075	5,061	5,726	6,207	5,186	6,207	6,358	6,358 2.43%
			<b>Subtotal</b>	<b>6,797</b>	<b>5,097</b>	<b>6,255</b>	<b>6,929</b>	<b>5,231</b>	<b>6,929</b>	<b>7,080</b>	<b>7,080 2.18%</b>
			SUPPLIES AND EXPENSE								
100	51200	310	Office Supplies	1,275	748	1,264	1,275	765	1,275	1,575	1,575 23.53%
100	51200	315	Publications	75	0	0	75	79	79	79	79 5.33%
100	51200	320	Memberships/Subscriptions	840	740	840	840	845	845	855	855 1.79%
100	51200	330	Mileage Reimbursement	350	0	317	350	12	350	365	365 4.29%
			<b>Subtotal</b>	<b>2,540</b>	<b>1,488</b>	<b>2,422</b>	<b>2,540</b>	<b>1,702</b>	<b>2,549</b>	<b>2,874</b>	<b>2,874 13.15%</b>
			CAPITAL OUTLAY								
100	51200	810	Capital Equipment	0	0	1,470	2,000	1,990	0	0	0 0.00%
100	51200	811	Office Equipment	800	210	0	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>800</b>	<b>210</b>	<b>1,470</b>	<b>2,000</b>	<b>1,990</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
			<b>TOTAL</b>	<b>\$ 105,974</b>	<b>\$ 51,422</b>	<b>\$ 105,143</b>	<b>\$ 110,007</b>	<b>\$ 53,801</b>	<b>\$ 108,016</b>	<b>\$ 126,130</b>	<b>\$ 125,384 13.98%</b>

## City Attorney

### ***Program Full Time Equivalents: 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, smart-growth compliance and other miscellaneous zoning issues; variances and conditional use applications and permits questions, loss of conditional use status; familiarity with federal and constitutional property regulations; advises Board of Appeals on as needed basis.
- (c) *Annexations:* review of annexation petitions for compliance with statutory requirements; advises council on validity of annexation; defends city in challenges to annexations.

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



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

**(5) LITIGATION**

- (a) *Represents city in non-insurance covered litigation*: files all necessary documents in compliance with court rules; appears before tribunal and advances written and oral arguments; appeal of adverse decisions; explanation of processes and results to elected officials and department heads.
- (b) *Assist outside counsel*: 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.
- (d) *Collections*: makes contact on un-collectible checks/ delinquent account balances for payment; can include filing of action where appropriate; represents city in bankruptcy proceedings.

**(6) PUBLIC SAFETY**

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

***Expected Outcomes:***

- (1) **GENERAL LEGAL SERVICES**  
Provide understanding of legal requirements to each organization component of the organization of legal requirements.

**(2) REAL PROPERTY TRANSACTIONS AND PUBLIC WORKS**

Compliance with legal requirements allows city services to be provided/expanded uninterrupted.

**(3) LABOR RELATIONS**

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

**(4) LITIGATION**

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

**(5) PUBLIC SAFETY**

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

**(6) ASSISTANT CITY ADMINISTRATOR**

Maintain consistent administration of services.

***2020 Performance Measurements:***

**Measure #1: GENERAL LEGAL SERVICES**

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

***2019 Performance Measurements (Data 7/2018-7/2019):***

**Measure #1: GENERAL LEGAL SERVICES – Not Obtained**

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

**Measure #2: GENERAL LEGAL SERVICES- Partially Obtained – developed three (3) department policies**

Develop processes and procedures for 10 department procedures to increase efficiency by providing staff access to written instruction.

***Significant 2019 Program Achievements (8/1/18 – 8/1/19):***

- A) Drafted innovative Developer's Agreement for redevelopment of the former Irwin School in TID #14.
- B) Drafted and distributed form licenses for use with City Logo; Coordinated outside legal counsel for successful service mark of city Logo
- C) Drafted Agreements providing for infrastructure improvements for new Garrity's Glen South residential development
- D) Successful recruitment for Assistant City Attorney
- E) Assistant City attorney coordinated the multi-department code enforcement response on seven problem properties.
- F) Hosted legal intern from St. Norbert College State and Local Government Class

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

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

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

The proposed 2020 City Attorney budget is \$308,907. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- (1) Salaries increased \$18,005 due to staff wage increases.
- (2) Hourly Wages increased \$1,856 due to staff wage increases.
- (3) FICA increased \$1,512 due to staff wage increases.
- (4) Retirement increased \$1,672 due to increase in required employer contribution and staff wage increases.
- (5) Insurance decreased \$3,508 due to cost center distribution and 3% decrease in premium.
- (6) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing legal education for city attorney, assistant city attorney and certified paralegal. Decrease due to no national conference budgeting in 2020.
- (7) 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); increase due to comprehensive update of municipal code (\$26,000).
- (8) Data includes Lexis/Nexis computerized legal research (\$3,936) (increase due to addition of ACA) and League Legal Resources CD (\$150).
- (9) Office supplies decreased \$50 to reflect trends.
- (10) Memberships/Subscriptions include: State Bar (\$1,000), Brown County Bar (\$100), International Municipal Lawyers Association (\$650) and Paralegal Certification (\$75).
- (11) Capital Outlay Office Equipment includes \$750 for purchase of a lap top computer for the assistant city attorney and \$1,000 for office conference table and chairs for the City Attorney.

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

			Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>CITY ATTORNEY</b>												
Account Number			PERSONAL SERVICES									
100	51300	110	Salaries	\$ 97,548	\$ 45,203	\$ 85,306	\$ 131,996	\$ 42,117	\$ 131,996	\$ 150,001	\$ 150,001	13.64%
100	51300	120	Hourly Wages	34,857	16,246	35,155	36,837	16,853	36,837	38,693	38,693	5.04%
100	51300	125	Overtime Wages	150	13	44	100	7	50	0	0	0.00%
100	51300	150	FICA	10,140	4,859	8,842	12,923	4,525	12,920	14,435	14,435	11.70%
100	51300	151	Retirement	8,881	3,767	8,135	11,065	3,221	11,059	12,737	12,737	15.11%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,738	13,566	26,921	49,033	16,723	49,033	46,667	45,525	-7.15%
100	51300	190	Training	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>179,315</b>	<b>83,653</b>	<b>164,405</b>	<b>241,955</b>	<b>83,447</b>	<b>241,894</b>	<b>262,533</b>	<b>261,391</b>	<b>8.03%</b>
			CONTRACTUAL SERVICES									
100	51300	210	Telephone	458	224	448	450	220	450	450	450	0.00%
100	51300	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	3,500	782	1,584	3,500	2,336	3,500	2,500	2,500	-28.57%
100	51300	215	Consulting	7,500	2,355	22,024	7,500	15,692	20,000	33,500	33,500	346.67%
100	51300	218	Cell/Radio	480	200	480	480	200	480	480	480	0.00%
100	51300	219	Data	2,700	1,916	3,239	3,000	1,719	3,000	3,200	4,086	36.20%
			<b>Subtotal</b>	<b>14,638</b>	<b>5,477</b>	<b>27,774</b>	<b>14,930</b>	<b>20,168</b>	<b>27,430</b>	<b>40,130</b>	<b>41,016</b>	<b>174.72%</b>
			SUPPLIES AND EXPENSE									
100	51300	310	Office Supplies	325	253	388	400	160	350	350	350	-12.50%
100	51300	315	Publications	1,850	258	723	2,150	911	2,000	2,150	2,150	0.00%
100	51300	320	Memberships/Subscriptions	1,850	956	1,581	2,150	731	2,150	2,150	2,150	0.00%
100	51300	330	Mileage Reimbursement	100	75	219	100	31	100	100	100	0.00%
			<b>Subtotal</b>	<b>4,125</b>	<b>1,542</b>	<b>2,910</b>	<b>4,800</b>	<b>1,833</b>	<b>4,600</b>	<b>4,750</b>	<b>4,750</b>	<b>-1.04%</b>
			CAPITAL OUTLAY									
100	51300	810	Capital Equipment	900	0	340	350	0	0	1,750	1,750	400.00%
			<b>Subtotal</b>	<b>900</b>	<b>0</b>	<b>340</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	<b>1,750</b>	<b>400.00%</b>
			<b>TOTAL</b>	<b>\$ 198,978</b>	<b>\$ 90,672</b>	<b>\$ 195,429</b>	<b>\$ 262,034</b>	<b>\$ 105,447</b>	<b>\$ 273,924</b>	<b>\$ 309,163</b>	<b>\$ 308,907</b>	<b>17.89%</b>

## City Administrator

***Program Full Time Equivalents: 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.

#### ***2020 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.



***2019 Performance Measurement Data (July 2018 – June 2019):***

- 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 achieved. The City hired 13 new employees from July 1, 2018 through June 30, 2019. Two of the 13 or 15% of the new employees matched the diversity definition identified in the performance measure.

***Significant Program Achievements:***

- 1) Provided overall management of daily municipal services to meet the needs of the community.
- 2) Managed the ongoing implementation of municipal policies and codes adopted by the City Council and/or committees, commissions and boards to achieve the intended outcome of the adopted policies and codes.
- 3) Managed pay for performance policy and awarded non-COLA wage incentives to employees based on performance.
- 4) Provided oversight and assistance with numerous economic development projects.
- 5) Continued to provide oversight and direct assistance to employee teams working on issues associated with sustainable practices, diversity and inclusiveness, employee pay and performance, health benefits and urban orchards.
- 6) Developed ongoing fiscal strategies for the City that enhances the overall quality of municipal services and quality of life in the community.
- 7) Served as project manager for the Nicolet Art Alley.
- 8) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
- 9) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 10) Provided oversight management and promoted development throughout the community.

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

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

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

The proposed 2020 City Administrator program cost is \$163,880. 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Retirement increases \$359 to reflect State mandated increases.
- 2) Health, Dental, DIB, Life and Workers Compensation Insurance increases \$1,886 to reflect actual trends.
- 3) Training increases \$300 and includes \$1,200 for miscellaneous seminars and webinars throughout the year.
- 4) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 5) Office Supplies increases \$500 to reflect additional activities of Communications Specialist.
- 6) Memberships / Subscriptions increases \$260 and includes \$1,160 ICMA; \$250 WCMA; \$590 for misc. memberships and publications.
- 7) Operating Supplies decreases \$10,000 and includes \$30,000 for Strategic Visioning & Branding Initiative supplies and \$6,000 for City sustainability initiatives.
- 8) Capital Outlay Office Equipment includes \$200 to purchase miscellaneous equipment for Communications Specialist and replacement floor mat for City Administrator.

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>CITY ADMINISTRATOR</b>											
Account Number PERSONAL SERVICES											
100	51410	110	Salaries	\$ 66,490	\$ 33,562	\$ 76,382	\$ 79,391	\$ 37,471	\$ 79,391	\$ 82,351	\$ 82,351 3.73%
100	51410	150	FICA	5,626	2,831	5,550	6,073	3,123	6,073	6,300	6,300 3.73%
100	51410	151	Retirement	5,065	2,074	5,224	5,200	2,331	5,200	5,559	5,559 6.90%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,068	8,050	17,427	16,584	9,617	16,584	18,947	18,470 11.37%
100	51410	190	Training	900	14	104	900	19	900	1,200	1,200 33.33%
			<b>Subtotal</b>	<b>101,261</b>	<b>46,531</b>	<b>104,686</b>	<b>108,149</b>	<b>52,561</b>	<b>108,149</b>	<b>114,357</b>	<b>113,880 5.30%</b>
			CONTRACTUAL SERVICES								
100	51410	210	Telephone	740	367	727	740	740	740	740	740 0.00%
100	51410	211	Postage	0	0	0	0	0	0	0	0 0.00%
100	51410	212	Seminars and Conferences	4,200	1,067	1,867	4,200	694	3,000	4,200	4,200 0.00%
100	51410	218	Cell/Radio	480	200	760	960	400	960	960	960 0.00%
100	51410	219	Data	0	0	0	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>5,420</b>	<b>1,634</b>	<b>3,353</b>	<b>5,900</b>	<b>1,834</b>	<b>4,700</b>	<b>5,900</b>	<b>5,900 0.00%</b>
			SUPPLIES AND EXPENSE								
100	51410	310	Office Supplies	300	66	228	300	364	700	800	800 166.67%
100	51410	320	Memberships/Subscriptions	1,500	1,410	1,410	1,740	1,330	1,740	2,000	2,000 14.94%
100	51410	331	Mileage Reimbursement	5,100	2,059	4,556	5,100	1,825	5,100	5,100	5,100 0.00%
100	51410	340	Operating Supplies	6,000	0	4,288	46,000	1,715	46,000	36,000	36,000 -21.74%
			<b>Subtotal</b>	<b>12,900</b>	<b>3,535</b>	<b>10,482</b>	<b>53,140</b>	<b>5,235</b>	<b>53,540</b>	<b>43,900</b>	<b>43,900 -17.39%</b>
			CAPITAL OUTLAY								
100	51410	811	Office Equipment	0	0	0	100	600	100	200	200 100.00%
100	51410	830	Furniture	1,200	99	439	0	0	600	0	0 0.00%
			<b>Subtotal</b>	<b>1,200</b>	<b>99</b>	<b>439</b>	<b>100</b>	<b>600</b>	<b>700</b>	<b>200</b>	<b>200 100.00%</b>
			<b>TOTAL</b>	<b>\$ 120,781</b>	<b>\$ 51,799</b>	<b>\$ 118,960</b>	<b>\$ 167,289</b>	<b>\$ 60,230</b>	<b>\$ 167,089</b>	<b>\$ 164,357</b>	<b>\$ 163,880 -2.04%</b>

## Mayor

***Program Full Time Equivalents: 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.

### ***2020 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.

### ***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
  - a. Result: Completed 46 legislative contacts in 2018 / 2019 and 40 legislative contacts in 2017 / 2018.
- 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: 95% of meetings were completed in less than three hours.
- 3) Increase or maintain the overall quality of the community by participating in six or more public appearances to provide municipal service information or to gather constituent preferences.
  - a. Result: Attended 144 public appearances.

### ***Significant Program Achievements:***

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2018 / 2019 and proposed the 2019 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 proposed 2020 Mayor program cost is \$46,147. 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.

***2019 Budget Significant Expenditure Changes:***

- 1) Retirement increases \$50 to reflect State mandated increase.
- 2) Health, Dental, DIB, Life & Workers Comp increases \$2,243 to reflect a change in insurance elections by Communication Specialist/Administrative Assistant.
- 3) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.
- 4) Mileage Reimbursement increases \$100 to reflect anticipated mileage associated with attending various League and other training sessions.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>MAYOR</b>												
Account Number PERSONAL SERVICES												
100	51415	122	Hourly Wages Part Time	\$ 33,091	\$ 13,090	\$ 30,113	\$ 33,668	\$ 16,161	\$ 33,668	\$ 34,621	\$ 34,621	2.83%
100	51415	150	FICA	2,531	987	2,213	2,576	1,214	2,576	2,649	2,649	2.83%
100	51415	151	Retirement	611	34	370	603	252	603	653	653	8.25%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	369	742	2,871	2,472	2,220	2,472	4,838	4,715	90.70%
			<b>Subtotal</b>	<b>36,602</b>	<b>14,853</b>	<b>35,566</b>	<b>39,319</b>	<b>19,847</b>	<b>39,319</b>	<b>42,760</b>	<b>42,637</b>	<b>8.44%</b>
			CONTRACTUAL SERVICES									
100	51415	210	Telephone	930	465	867	930	459	930	930	930	0.00%
100	51415	212	Seminars and Conferences	1,500	0	645	1,500	0	1,500	1,500	1,500	0.00%
100	51415	218	Cell/Radio	480	240	480	480	240	480	480	480	0.00%
100	51415	219	Data	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>2,910</b>	<b>705</b>	<b>1,992</b>	<b>2,910</b>	<b>699</b>	<b>2,910</b>	<b>2,910</b>	<b>2,910</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
100	51415	310	Office Supplies	300	0	92	300	0	300	300	300	0.00%
100	51415	330	Mileage Reimbursement	200	0	149	200	147	300	300	300	50.00%
			<b>Subtotal</b>	<b>500</b>	<b>0</b>	<b>241</b>	<b>500</b>	<b>147</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>20.00%</b>
			CAPITAL OUTLAY									
100	51415	830	Office Equipment	0	0	0	0	357	357	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>357</b>	<b>357</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 40,012</b>	<b>\$ 15,558</b>	<b>\$ 37,799</b>	<b>\$ 42,729</b>	<b>\$ 21,051</b>	<b>\$ 43,186</b>	<b>\$ 46,270</b>	<b>\$ 46,147</b>	<b>8.00%</b>



## **Clerk**

### ***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

- 1) Continue digitizing resolutions and ordinances from years prior to 2005, either utilizing the current process or through the implementation of a document management system. Documents from the years 2000 – 2004 will be completed by June 2020.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Measure: Digitize resolutions and ordinances from 2000 – 2004 by June 2019.
  - a. Result: Still in progress; delayed by staff shortage in the Clerk's office due to turnover and placement of a new Deputy Clerk-Treasurer. Resolutions and ordinances from 2005-2018 have been scanned and saved to a shared network drive accessible to all employees.

***Significant Program Achievements:***

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

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

- 1) Prepare timely minutes of Council and Committee proceedings available for public inspection.
  - i. Community Importance.
  - ii. Allows public opportunity to review Council agenda and actions to provide them time to make contact regarding any concerns they may have.
  - iii. Establishes a routine schedule for community involvement.

- 2) Establish Licensing Requirements to City business community.
  - a. Community Importance.
    - i. Provides the public with assurance that businesses that are operating within the City are properly licensed and conform to applicable licensing laws and regulations.
    - ii. Provides City staff the ability to respond to community concerns regarding businesses within the City.
- 3) Prepare tax documents that ensure proper collection of City tax revenues.
  - a. Community Importance.
    - i. Provides an accurate tax bill that is fair to each taxpayer according to their assessment and is informative for them so they know the cost of service for each taxing jurisdiction.

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

The proposed 2020 Clerk's Office program cost is \$227,906. 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.

***2020 Program Objectives:***

- 1) Continue to work with all city departments to collect outstanding debt owed to the City prior to issuance of any city licenses or permits.
- 2) Continue improving on the electronic agenda process.
- 3) Continue to improve overall process for issuing Special Event Permits.
- 4) Continue working on the implementation of online permit/application acceptance and payment.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$6,629 due to Clerk position changing from 80% to 100%.
- 2) Hourly wages increased \$11,442 due to step increases and the reclassification of the Deputy Clerk-Treasurer position.
- 3) Hourly part-time wages decreased \$6,365 due to reallocation of accounting assistant wages.
- 4) FICA increased \$1,290 due to Clerk position changing from 80% to 100%, and the reclassification of the Deputy Clerk-Treasurer position.
- 5) Retirement increased \$1,495 due to Clerk position changing from 80% to 100%, and the reclassification of the Deputy Clerk-Treasurer position.
- 6) Seminars and Conferences remained at \$900. Includes miscellaneous continuing clerk/treasurer education courses, conferences of the League of WI Municipalities, WI Municipal Clerk's Association, and WI Municipal Treasurer's Association totaling \$400. Also includes \$500 for tuition to the UWGB Clerk's Institute for the Deputy Clerk-Treasurer position.
- 7) Consulting includes \$8,000 for Municipal Code update services and \$500 for paid county specials.
- 8) Publications remained at \$135 for the Wisconsin Taxpayers Alliance monthly Focus publication.
- 9) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - \$130; WMTA - \$55.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

CLERK

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
Account Number PERSONAL SERVICES											
100	51420	110	Salaries	\$ 58,277	\$ 21,713	\$ 47,001	\$ 47,673	\$ 21,603	\$ 47,440	\$ 54,302	13.91%
100	51420	120	Hourly Wages	86,761	41,227	88,812	89,660	39,482	88,309	101,102	12.76%
100	51420	122	Hourly Wages Part Time	0	0	5,212	12,761	5,307	10,614	6,396	-49.88%
100	51420	125	Overtime Wages	0	0	78	0	252	252	0	0.00%
100	51420	150	FICA	11,095	4,984	9,962	10,691	4,997	10,404	11,981	12.07%
100	51420	151	Retirement	9,718	3,878	9,075	8,995	3,474	8,908	10,490	16.61%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	46,538	13,023	26,575	26,592	11,852	26,592	26,828	-1.37%
100	51420	190	Training	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>212,389</b>	<b>84,826</b>	<b>186,715</b>	<b>196,372</b>	<b>86,966</b>	<b>192,519</b>	<b>211,099</b>	<b>7.19%</b>
CONTRACTUAL SERVICES											
100	51420	210	Telephone	2,538	1,254	2,508	2,538	1,264	2,538	2,538	0.00%
100	51420	211	Postage	3,900	3,694	3,694	3,900	3,722	3,722	3,900	0.00%
100	51420	212	Seminars and Conferences	900	602	602	900	475	675	900	0.00%
100	51420	215	Consulting	5,500	2,033	8,355	5,500	2,001	5,500	5,500	54.55%
			<b>Subtotal</b>	<b>12,838</b>	<b>7,583</b>	<b>15,159</b>	<b>12,838</b>	<b>7,462</b>	<b>12,435</b>	<b>12,838</b>	<b>23.37%</b>
SUPPLIES AND EXPENSE											
100	51420	310	Office Supplies	1,000	452	535	1,000	312	700	1,000	0.00%
100	51420	315	Publications	135	135	135	135	0	135	135	0.00%
100	51420	320	Memberships/Subscriptions	185	185	185	185	185	185	185	0.00%
100	51420	330	Mileage Reimbursement	250	0	0	250	0	0	250	0.00%
			<b>Subtotal</b>	<b>1,570</b>	<b>772</b>	<b>855</b>	<b>1,570</b>	<b>497</b>	<b>1,020</b>	<b>1,570</b>	<b>0.00%</b>
CAPITAL OUTLAY											
100	51420	810	Capital Equipment	0	0	185	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 226,797</b>	<b>\$ 93,181</b>	<b>\$ 202,913</b>	<b>\$ 210,780</b>	<b>\$ 94,925</b>	<b>\$ 205,974</b>	<b>\$ 225,507</b>	<b>8.12%</b>

## Human Resources

***Program Full Time Equivalents: 2.55***

***Program Mission:***

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

***List of Program Service Descriptions:***

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

### ***Important Outputs:***

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

### ***Expected Outcomes:***

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

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

***2020 Performance Measures:***

- 1) 5% Increase in amount of medical participants filling prescription drugs through CVS or Target Pharmacy by added education and outreach
- 2) 5% increase in new employees meeting with onsite health nurse
- 3) 80% employee medical plan participants participating in health assessment and 70% complete all age appropriate screenings and exams through health assessment incentive and education

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Measure: 10% Increase in amount of medical participants filling prescription drugs through CVS or Target Pharmacy by added education and outreach.
  - a. Result: 13% increase in the amount of prescriptions filled through CVS/Target (comparing 1<sup>st</sup> half of 2018 to first half of 2019).
- 2) Measure: 10% Increase in participants receiving a colonoscopy by education and changing plan design to cover exam as preventative regardless if polyps are found.
  - a. Result: Had similar number of colonoscopies each year. (around 12 total per year)
- 3) Measure: 85% employee participation in Health Assessments and 70% complete all age appropriate screenings and exam through health assessment incentive and education.
  - a. Result: 75% of medical plan participants completed the health assessment and 66% complete all age appropriate screenings and exams.

***Significant Program Achievements (July 2018 to June 2019):***

- 1) Significant pharmacy plan design changes (specialty cost share-saved \$12,000, advanced control formulary-saved \$17,000 and oral specialty formulary-undermined savings)
- 2) Filled a significant amount of positions in an expedited timeframe
- 3) Implemented a new performance management process
- 4) Managed a classification and compensation study for all non-represented positions
- 5) Managed a number of different employee issues effectively



- 6) Created Public Safety Recruitment Team; condensed hiring processes for candidates; created lateral hire program as well as sponsorship program
- 7) Initiatives to develop employee engagement with onsite health for need to increase onsite time to 1 day per week
- 8) Worked with Fire department on the restructure of creating Battalion Chief positions and elimination of Captain positions
- 9) Created the NEW WPELRA team made up of HR Directors and Supervisors from contiguous counties/city of Brown County to meet for the purpose of collaboration

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

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

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

The proposed 2020 Personnel/Human Resources program cost is \$356,197. 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.

***2020 Program Objectives:***

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

***Significant Budget Expenditure Changes:***

- 1) Hourly Wages Part-time increases \$1,900; \$1,900 in funds being moved from overtime account to this account
- 2) Overtime Wages decreases \$1,900; see above
- 3) Retirement increases \$753 due to state increasing retirement amount for 2020
- 4) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health care reform updates, one out of state conference, and other employment seminars
- 5) Consulting includes Employee Assistance Program Services (\$11,000), online recruitment system(\$5,500) online performance management system (\$5,000), and Compensation Consultant (\$2,500)
- 6) Publications decreased \$1,250 due to discontinuing a publication
- 7) Memberships/Subscriptions decreased \$175 due less expensive memberships; 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
- 8) Mileage Reimbursement increases \$125 due to two employees attending conferences

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>HUMAN RESOURCES</b>											
PERSONAL SERVICES											
100	51430	110	Salaries	\$ 98,902	\$ 67,453	\$ 146,107	\$ 151,394	\$ 69,078	\$ 151,394	\$ 157,157	\$ 157,157 3.81%
100	51430	120	Hourly Wages	77,245	11,156	28,903	35,501	16,182	35,501	37,204	37,204 4.80%
100	51430	122	Hourly Wages Part Time	17,000	4,430	16,962	17,000	8,775	17,000	18,900	18,900 11.18%
100	51430	125	Overtime Wages	2,000	0	0	2,000	0	500	100	100 -95.00%
100	51430	150	FICA	13,875	6,045	12,608	14,697	6,778	14,336	15,150	15,150 3.08%
100	51430	151	Retirement	11,936	4,718	11,597	12,373	5,137	12,274	13,126	13,126 6.09%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	67,665	25,864	52,460	55,242	27,394	55,242	55,225	53,826 -2.56%
100	51430	192	Tuition Assistance	4,000	137	1,359	4,000	2,243	3,000	4,000	4,000 0.00%
100	51430	193	Organizational Training	2,600	0	2,313	2,700	1,210	2,700	2,700	2,700 0.00%
			<b>Subtotal</b>	<b>295,223</b>	<b>119,802</b>	<b>272,308</b>	<b>294,907</b>	<b>136,797</b>	<b>291,947</b>	<b>303,562</b>	<b>302,163 2.46%</b>
CONTRACTUAL SERVICES											
100	51430	210	Telephone	1,054	324	1,009	1,054	485	1,054	1,054	1,054 0.00%
100	51430	211	Postage	150	27	35	100	18	100	100	100 0.00%
100	51430	212	Seminars and Conferences	4,500	1,312	2,014	4,700	2,365	4,700	4,700	4,700 0.00%
100	51430	215	Consulting	39,000	8,256	31,576	24,000	7,350	20,000	24,000	24,000 0.00%
			<b>Subtotal</b>	<b>44,704</b>	<b>9,920</b>	<b>34,634</b>	<b>29,854</b>	<b>10,219</b>	<b>25,854</b>	<b>29,854</b>	<b>29,854 0.00%</b>
SUPPLIES AND EXPENSE											
100	51430	310	Office Supplies	930	318	986	930	438	930	930	930 0.00%
100	51430	315	Publications	1,480	0	997	1,450	155	200	200	200 -86.21%
100	51430	320	Memberships/Subscriptions	1,125	435	894	1,175	1,542	1,000	1,000	1,000 -14.89%
100	51430	330	Mileage Reimbursement	405	0	547	425	0	550	550	550 29.41%
100	51430	340	Recruiting	20,600	4,083	11,983	20,600	12,604	21,000	21,500	21,500 4.37%
			<b>Subtotal</b>	<b>24,540</b>	<b>4,835</b>	<b>15,407</b>	<b>24,580</b>	<b>14,738</b>	<b>23,680</b>	<b>24,180</b>	<b>24,180 -1.63%</b>
CAPITAL OUTLAY											
100	51430	811	Office Equipment	1,200	0	680	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>1,200</b>	<b>0</b>	<b>680</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
			<b>TOTAL</b>	<b>\$ 365,667</b>	<b>\$ 134,557</b>	<b>\$ 323,029</b>	<b>\$ 349,341</b>	<b>\$ 161,754</b>	<b>\$ 341,481</b>	<b>\$ 357,596</b>	<b>\$ 356,197 1.96%</b>

## **Elections**

***Program Full Time Equivalents: 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 2020.
- 2) *Records Management* – Prepare and maintain all voter registration records, absentee applications and ballots, districts and offices, GIS map records, election setup, poll books, post-election activities, canvass, Wisconsin Election Data Collection, and update data according to the 2010 Redistricting, in accordance with HAVA regulations including electronic file and voting machine updates.
- 3) *Election Training* – Attend election update and training sessions; develop & provide training to election inspectors for the purpose of running efficient elections in compliance with state and federal requirements; and maintain certification and re-certification requirements.

***Important Outputs:***

- 1) *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 primary and general elections compared with Elections in 2016.
- 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.

***2020 Performance Measures:***

- 1) Provide training prior to each election on new equipment (ExpressVote ADA compliant ballot marking equipment) and to maintain required certifications for 100% of election inspectors scheduled to work each election.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Measure: Comply 100% with new Post-Election Reporting requirements.
  - a. Result: All reports related to election reconciliation in WisVote were submitted on time.

***Significant Program Achievements:***

- 1) Completed the spring primary and spring elections in compliance with federal and state regulations.
- 2) Complied 100% with new Photo ID laws.
- 3) All City staff completed WisVote Security training.

***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 proposed 2020 Elections program cost is \$66,650. 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.

***2020 Program Objectives***

- 1) Continue to work with nursing homes to continue conducting voting on-site with improved registration and turnout.
- 2) Continue to increase absentee voter returns and decrease the number of absentee ballots going to non-responsive voters.
- 3) Continue to encourage online voter registration.
- 4) Complete training and begin rollout of electronic poll books.

***2020 Budget Significant Expenditure Changes:***

- 1) Poll worker hourly wages increased \$35,500 due to handling four scheduled elections in 2020.
- 2) Seminars and conferences remained at \$300. Includes miscellaneous continuing education classes on election administration.
- 3) Consulting increased \$6,000 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.
- 4) Office supplies increased \$1,500 due to an increased number of elections.
- 5) Capital equipment includes \$800 for a “get out the vote” banner over Reid Street.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Carey Danen

**DATE PREPARED:** August 9, 2019

**DESCRIPTION OF PROJECT:**

Purchase an over-the-street banner for Reid Street to increase voter participation by reminding voters of upcoming elections.

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$800

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND     \$800  
CAPITAL IMPROVEMENTS FUND  
GENERAL OBLIGATION DEBT  
SPECIAL ASSESSMENT  
GRANTS  
OTHER\*

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

Staff time would be required before and after each election to place and remove the banner.

The banner could contain a generic "Remember to Vote" message, but the possibility exists to purchase a customizable banner with interchangeable months and dates. In this case, there could be ongoing costs for vinyl numerals to reflect new election dates, but these costs would be minimal.

**PROJECT JUSTIFICATION**

The Reid Street banner has proven to be very successful in raising awareness of and participation in other events (for example the Health Department's immunization campaign). In the past five years, voter turnout in the City has averaged 10.7% for primaries, 29.4% for spring elections, and 76.9% for fall elections. The Reid St banner would be an effective way to improve voter turnout for a relatively small expense. Life expectancy of the banner is approximately four years, but could easily be longer since it would only be used 2-4 times per year.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Carey Danen

**DATE PREPARED:** August 9, 2019

**DESCRIPTION OF PROJECT:**

Deleted

**Purchase 21 Electronic Poll Books (five units per polling location plus one unit for Central Count).**

Cost per unit:	\$1,880	x 21 =	\$39,480
Cost per polling location:	\$228	x 5 =	<u>\$1,140</u>
			\$40,620

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$40,620

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND     \$40,620  
CAPITAL IMPROVEMENTS FUND  
GENERAL OBLIGATION DEBT  
SPECIAL ASSESSMENT  
GRANTS  
OTHER\*

\*As an alternative, electronic poll books could be purchased in phases and implemented at one polling place over each of the next four years. The annual budget cost would then be approximately \$10,155 (this figure does not take into consideration any potential price increases imposed by WEC in future years).

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

Four years of manufacturer break/fix services are included in the price of the hardware. After four years, there will be offerings available for extended warranties. There may be additional maintenance costs associated with Badger books during their life span. The WEC provides many of the software updates for free, but bigger items such as possible onsite software upgrade services may have an additional cost.

**PROJECT JUSTIFICATION**

Electronic poll books will improve efficiency and reduce errors at the polls. Lines at the polls will be alleviated by speeding up the check-in process, and the ability to auto-assign voter numbers will reduce errors.

Staff in the Clerk's office spends hours assembling and preparing paper copies of the poll books prior to all elections. Electronic poll books will eliminate staff preparation time.

The implementation of electronic poll books will also nearly eliminate the amount of post-election work required by staff to tabulate votes and enter voter registrations. After the last gubernatorial election, an election inspector spent over 92 hours completing this work; this is in addition to the hours spent by City staff as well.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>ELECTIONS</b>											
Account Number	PERSONAL SERVICES										
100	51440	120	Hourly Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
100	51440	125	Overtime Wages	0	0	0	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	34,000	20,438	40,848	14,500	5,939	5,939	50,000	244.83%
100	51440	150	FICA	0	10	148	0	1	1	0	0.00%
100	51440	151	Retirement	0	0	0	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>34,000</b>	<b>20,448</b>	<b>40,996</b>	<b>14,500</b>	<b>5,940</b>	<b>5,940</b>	<b>50,000</b>	<b>244.83%</b>
			CONTRACTUAL SERVICES								
100	51440	210	Telephone	0	0	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	600	0	0	300	0	300	300	0.00%
100	51440	215	Consulting	8,000	5,241	15,361	6,000	5,838	6,678	12,000	100.00%
			<b>Subtotal</b>	<b>8,600</b>	<b>5,241</b>	<b>15,361</b>	<b>6,300</b>	<b>5,838</b>	<b>6,978</b>	<b>12,300</b>	<b>95.24%</b>
			SUPPLIES AND EXPENSE								
100	51440	310	Office Supplies	3,000	2,167	4,316	2,000	1,058	1,600	3,500	75.00%
100	51440	315	Publications	0	0	0	0	0	0	0	0.00%
100	51440	320	Memberships/Subscriptions	0	0	0	0	0	0	0	0.00%
100	51440	330	Mileage Reimbursement	50	12	12	50	0	50	50	0.00%
			<b>Subtotal</b>	<b>3,050</b>	<b>2,179</b>	<b>4,327</b>	<b>2,050</b>	<b>1,058</b>	<b>1,650</b>	<b>3,550</b>	<b>73.17%</b>
			CAPITAL OUTLAY								
100	51440	810	Capital Equipment	7,600	0	0	14,284	0	0	40,620	-94.40%
100	51440	811	Office Equipment	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,600</b>	<b>0</b>	<b>0</b>	<b>14,284</b>	<b>0</b>	<b>0</b>	<b>40,620</b>	<b>-94.40%</b>
			<b>TOTAL</b>	<b>\$ 53,250</b>	<b>\$ 27,868</b>	<b>\$ 60,684</b>	<b>\$ 37,134</b>	<b>\$ 12,836</b>	<b>\$ 14,568</b>	<b>\$ 106,470</b>	<b>\$ 66,650 79.49%</b>

## Information Management

***Program Full Time Equivalents: 0.64***

***Program Mission:***

Support the Information Technology (IT) environment associated with general business operations.

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

- 1) *Build and maintain digital operations infrastructure* – For all buildings this includes the cable plant and network edge devices.
- 2) *Plan, purchase and implement new applications* – Applications are software programs that users interact with directly.
- 3) *Provide system administration services* – Create and maintain data and record storage along with organized secure access.
- 4) *Provide network administration services* – Design and maintain secure connectivity of devices and equipment throughout the organization and external environment.
- 5) *Provide desktop support services* – Purchase, install and maintain digital desktop equipment.
- 6) *Provide employee assistance services* – Serve as a point of contact for questions and training for a majority of information systems within the organization.
- 7) *Manage public access station* – Supervise operations of the City’s Public Access TV Station.

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 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.

***2019 Performance Measurement Data (July 2018– June 2019):***

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

***Significant Program Achievements:***

- 1) Assisted Fire Rescue and Police with CAD upgrade and rollback to existing CAD system.
- 2) Implemented INTERNAL ALERT phone notification solution.
- 3) Upgraded end of life secure door access controllers at City Hall, Community Center, MSC and Fire 2.
- 4) Upgraded Internet bandwidth from 10 Mbps to 1 Gbps.
- 5) Implemented 3 secure access doors to safe guard critical IT infrastructure and Police records.
- 6) Implemented a mobile friendly and ADA compliant re-designed City of De Pere website.

- 7) Implemented drone photo/video storage and backup solution.
- 8) Implemented network device configuration backup solution.
- 9) Replaced 4 network copiers/printers.
- 10) Migrated legacy applications/data from end of life equipment including 1 edge router, 7 network attached storage devices and 6 servers.

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

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

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

The proposed 2020 Information Management program cost is \$165,132. 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.

***2020 Program Objectives:***

- 1) Create remote access to digital systems via cloud services.
- 2) Complete implementation of IT Helpdesk solution to better service customers.
- 3) Migration of remaining physical servers to highly available virtual server infrastructure.
- 4) Migration of remaining legacy clients/servers to current technology.
- 5) Refine cyber security posture to ensure a safe IT environment.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$2,942 (5.01%) due to projected 2020 salary increase.
- 2) FICA increased \$225 (5.01%) due to projected 2020 salary increase.
- 3) Retirement increased \$313 (8.22%) due to WRS contribution rate increase and projected 2020 salary increase.
- 4) Training includes \$3,500 to attend cyber security training.
- 5) Seminars & Conferences include Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences, Multi-State Information Sharing & Analysis Center (MS-ISAC) annual meeting and the Wisconsin Governor's Cybersecurity Summit.
- 6) Other Contractual Services increased \$9,404 (50.07%). General Fund share is 28%. Increase is due to the addition of an Enterprise Content Management (ECM) system to streamline day to day operations.
- 7) 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).
- 8) Capital Outlay of \$25,000 includes virtual server replacement (\$10,000) and Wi-Fi network infrastructure replacement (\$15,000).

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Steve Massey

**DATE PREPARED:** 8-8-19

**DESCRIPTION OF PROJECT:**

Virtual Server Replacement

NEW:    or    REPLACEMENT:    X

**PROJECTED COST:** \$10,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

Server will be purchased with 3 years of support. Support for years 4 and 5 will cost \$1,200 per year.

**PROJECT JUSTIFICATION**

The City of De Pere virtual server infrastructure consists of two servers. One of the servers will be 5 years old on February 16, 2020. Industry standard for virtual server replacement is every 3-5 years depending on the work load. The server should be replaced to maintain high availability of critical IT systems.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Steve Massey

**DATE PREPARED:** 8-7-19

**DESCRIPTION OF PROJECT:**

Replace Wi-Fi Network Infrastructure at City Hall Complex, Community Center, Fire 2 and MSC

NEW:    or    REPLACEMENT:    X

**PROJECTED COST:** \$15,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The current City Wi-Fi network infrastructure was installed in February 2014. The current Wi-Fi infrastructure controller reached the end of sale date in April 2018. Industry standard for replacing Wi-Fi network infrastructure is every 5-7 years to maintain reliable and secure operations.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Steve Massey

**DATE PREPARED:** 8-8-19

**DESCRIPTION OF PROJECT:**

Install Security Cameras on Exterior of City Hall Complex

Deleted

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$ 50,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City currently does not have exterior security cameras on any of the municipal buildings. The proposed security system would provide a live feed for all cameras accessible by police officers in the police department and while driving police department vehicles 24/7 via the laptop computers located in each vehicle. The proposed system will provide a very high quality picture that meets the standards necessary to clearly identify faces and license plate numbers within the vision cones of the cameras. The proposed layout will cover all of the proposed building pedestrian entrances, main walkways and vehicle parking lots and drive areas. To offset cost the plan is install security cameras at the City Hall Complex in 2020 and the Community Center, Fire 2 and MSC in 2021.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
INFORMATION MANAGEMENT												
Account Number		PERSONAL SERVICES										
100	51450	110	Salaries	\$ 56,736	\$ 26,346	\$ 57,121	\$ 58,706	\$ 26,862	\$ 58,706	\$ 61,648	\$ 61,648	5.01%
100	51450	150	FICA	4,340	1,894	3,779	4,491	1,950	4,491	4,716	4,716	5.01%
100	51450	151	Retirement	3,801	1,620	3,820	3,845	1,626	3,845	4,161	4,161	8.22%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	17,062	8,627	17,420	17,516	8,681	17,516	17,530	17,078	-2.50%
100	51450	190	Training	3,500	3,490	3,490	3,500	0	2,000	3,500	3,500	0.00%
			Subtotal	85,440	41,977	85,630	88,058	39,119	86,558	91,555	91,103	3.46%
			CONTRACTUAL SERVICES									
100	51450	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51450	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51450	212	Seminars and Conferences	2,500	1,387	2,157	2,500	1,481	2,500	2,500	2,500	0.00%
100	51450	215	Consulting	0	0	0	0	0	0	0	0	0.00%
100	51450	218	Cell/Radio	624	211	565	624	275	624	624	624	0.00%
100	51450	219	Data	0	0	0	0	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	1,251	0	1,251	1,251	0	1,251	1,251	1,251	0.00%
100	51450	290	Other Contractual Services	5,842	2,027	6,724	18,781	2,103	18,000	28,185	28,185	50.07%
			Subtotal	10,217	3,625	10,696	23,156	3,860	22,375	32,560	32,560	40.61%
			SUPPLIES AND EXPENSE									
100	51450	310	Office Supplies	300	78	301	300	94	300	300	300	0.00%
100	51450	320	Memberships/Subscriptions	50	50	50	50	50	50	50	50	0.00%
100	51450	330	Mileage Reimbursement	165	15	47	165	29	100	165	165	0.00%
100	51450	340	Operating Supplies	12,797	9,352	13,440	16,168	8,180	16,168	15,954	15,954	-1.32%
			Subtotal	13,312	9,495	13,838	16,683	8,353	16,618	16,469	16,469	-1.28%
			CAPITAL OUTLAY									
100	51450	810	Capital Equipment	41,200	0	30,736	36,750	0	36,750	75,000	25,000	-31.97%
			Subtotal	41,200	0	30,736	36,750	0	36,750	75,000	25,000	-31.97%
			TOTAL	\$ 150,169	\$ 55,097	\$ 140,900	\$ 164,647	\$ 51,332	\$ 162,301	\$ 215,584	\$ 165,132	0.29%

## Finance Department

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

- 1) Implement on-line payment of licensing, and other public charges for service by the end of 2020 which will enhance customer satisfaction and enable office staff to streamline the collection process.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 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>, 2019.

***Significant Program Achievements:***

- 1) Completed the 2019 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.

***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 proposed 2020 Finance Department program cost is \$134,234. 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.

***2019 Budget Significant Expenditure Changes:***

- 1) Retirement increased \$279 to reflect projected wage increases and increase in required employer contribution.
- 2) Seminars includes three GFOA finance seminars for \$700, including hotels, meals and travel.
- 3) Consulting includes INCODE software maintenance and credit card transaction fees and also \$10,925 for the purchase of OpenGov software.
- 4) Office Supplies decreased \$175 to reflect actual trends.
- 5) Memberships and Subscriptions includes WICPA \$325; AICPA \$325; Value Purchasing Group \$25; and GFOA \$50.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

FINANCE

			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change	
FINANCE												
Account Number		PERSONAL SERVICES										
100	51500	110	Salaries	\$ 52,148	\$ 24,059	\$ 52,351	\$ 53,312	\$ 24,388	\$ 53,312	\$ 54,508	\$ 54,508	2.24%
100	51500	120	Hourly Wages	16,783	7,735	16,842	17,376	7,939	17,376	18,221	18,221	4.86%
100	51500	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51500	150	FICA	5,273	2,469	5,018	5,408	2,590	5,408	5,564	5,564	2.89%
100	51500	151	Retirement	4,618	1,884	4,548	4,630	1,954	4,630	4,909	4,909	6.03%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,827	6,717	13,293	14,185	6,734	14,185	14,212	13,857	-2.31%
100	51500	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	92,650	42,864	92,053	94,911	43,605	94,911	97,414	97,059	2.26%
			CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	1,178	2,403	2,400	1,212	2,400	2,400	2,400	0.00%
100	51500	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51500	212	Seminars and Conferences	700	120	426	700	95	700	700	700	0.00%
100	51500	215	Consulting	22,625	23,550	22,214	19,925	21,441	19,925	19,925	19,925	0.00%
100	51500	219	Auditing	12,250	8,250	12,250	12,500	10,700	12,500	12,500	12,500	0.00%
			Subtotal	37,975	33,098	37,293	35,525	33,449	35,525	35,525	35,525	0.00%
			SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	950	118	249	950	124	575	775	775	-18.42%
100	51500	320	Memberships/Subscriptions	550	375	695	550	330	675	725	725	31.82%
100	51500	330	Mileage Reimbursement	150	0	259	150	114	400	150	150	0.00%
			Subtotal	1,650	493	1,203	1,650	567	1,650	1,650	1,650	0.00%
			CAPITAL OUTLAY									
100	51500	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
100	51500	811	Office Equipment	4,300	0	3,562	0	0	0	0	0	0.00%
			Subtotal	4,300	0	3,562	0	0	0	0	0	0.00%
			TOTAL	\$ 136,575	\$ 76,455	\$ 134,111	\$ 132,086	\$ 77,621	\$ 132,086	\$ 134,589	\$ 134,234	1.63%

## Assessor

### ***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2020.
- 2) Physical inspection of 100% of partially completed construction will be completed by January 15, 2020.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2020.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2020.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2019.
  - a. Result: 100% of businesses received personal property forms by December 31, 2019.
- 2) Inspect partially completed construction by January 15, 2019.
  - a. Result: 100% of partially completed construction inspections were completed on January 15, 2019.
- 3) Provide computer exemption reports to Department of Revenue by May 1, 2019.
  - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2019.
- 4) Review and revise parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2019.
  - a. Result: 100% of parcel splits, combinations, new subdivisions, and name changes were reviewed and revised by April 1, 2019.
- 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 May 23, 2019.

### ***Significant Program Achievements:***

- 1) Had educational assessment information placed on City of De Pere website.
- 2) Determined timely partial assessments on January 5, 2019.
- 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 meeting was held March 27 and March 28, 2019.
- 6) Board of Review was held on May 2 and May 10, 2019.

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

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

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

The 2020 Assessor budget is \$60,773. 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.

### ***2020 Significant Budget Expenditure Changes:***

- 1) Retirement increased \$24 due to increase in required employer contribution and employee step increase.
- 2) Health, Dental, DIB, Life and Workers Comp increased \$1,615 due to change in employee benefit election.
- 3) Consulting includes an estimated \$11,000 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$39,800 for Accurate Appraisal LLC's assessment maintenance contract fee.



**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>ASSESSOR</b>											
Account Number	PERSONAL SERVICES										
100 51530 120	Hourly Wages		\$ 4,297	\$ 2,006	\$ 4,337	\$ 4,516	\$ 2,119	\$ 4,238	\$ 4,738	\$ 4,738	4.92%
100 51530 125	Overtime Wages		0	0	0	0	1	1	0	0	0.00%
100 51530 150	FICA		329	153	307	345	151	324	362	362	4.92%
100 51530 151	Retirement		288	120	286	296	128	278	320	320	8.12%
100 51530 152	Health, Dental, DIB, Life & Wks Cmp Ins		1,161	524	1,049	1,188	1,287	2,574	2,873	2,803	135.94%
100 51530 190	Training		0	0	0	0	0	0	0	0	0.00%
	<b>Subtotal</b>		<b>6,075</b>	<b>2,803</b>	<b>5,979</b>	<b>6,345</b>	<b>3,686</b>	<b>7,415</b>	<b>8,293</b>	<b>8,223</b>	<b>29.60%</b>
	CONTRACTUAL SERVICES										
100 51530 210	Telephone		1,500	725	1,500	1,500	740	1,500	1,500	1,500	0.00%
100 51530 212	Seminars and Conferences		0	0	0	0	0	0	0	0	0.00%
100 51530 215	Consulting		50,064	50,886	58,846	50,800	42,701	50,836	50,800	50,800	0.00%
100 51530 290	Other Contractual Services		0	0	0	0	0	0	0	0	0.00%
	<b>Subtotal</b>		<b>51,564</b>	<b>51,611</b>	<b>60,346</b>	<b>52,300</b>	<b>43,441</b>	<b>52,336</b>	<b>52,300</b>	<b>52,300</b>	<b>0.00%</b>
	SUPPLIES AND EXPENSE										
100 51530 310	Office Supplies		250	58	58	250	65	200	250	250	0.00%
100 51530 320	Memberships/Subscriptions		0	0	0	0	0	0	0	0	0.00%
100 51530 330	Mileage Reimbursement		0	0	0	0	0	0	0	0	0.00%
	<b>Subtotal</b>		<b>250</b>	<b>58</b>	<b>58</b>	<b>250</b>	<b>65</b>	<b>200</b>	<b>250</b>	<b>250</b>	<b>0.00%</b>
	CAPITAL OUTLAY										
100 51530 811	Capital Equipment		0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>TOTAL</b>		<b>\$ 57,889</b>	<b>\$ 54,472</b>	<b>\$ 66,383</b>	<b>\$ 58,895</b>	<b>\$ 47,193</b>	<b>\$ 59,951</b>	<b>\$ 60,843</b>	<b>\$ 60,773</b>	<b>3.19%</b>

## **City Hall**

***Program Full Time Equivalents: 0.20***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

- 1) Reduce utility cost by 1% through improvements in energy efficiencies.

***2019 Performance Measurement Data:***

- 1) Obtain 3% savings in utility costs to determine effectiveness of Green Roof.
  - a. 2017 total utility expenses = \$46,560.54. 2018 total utility expenses = \$45,653.07. This is a decrease of \$907.47 or 1.94%. Performance measure met.

***Significant Program Achievements:***

- 1) Constructed IT office.
- 2) Installed EOC doors on 2<sup>nd</sup> floor.
- 3) Upgraded six (6) HVAC zones on first floor to digital controls.
- 4) Installed HVAC to two (2) rooms.
- 5) Replaced Variable Frequency Drive (VFD) for rooftop air handler.

***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 proposed 2020 City Hall program budget is \$133,395. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

***2020 Budget Significant Expenditure Changes:***

- 1) Consulting includes landscaping services and HVAC services.
- 2) Capital outlay includes \$10,000 for City Hall Facility repair fund.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 21, 2019

**DESCRIPTION OF PROJECT:**

Replace carpeting on 1<sup>st</sup> floor City Hall.

Deleted

NEW:    or    REPLACEMENT: X

**PROJECTED COST: \$ 30,000**

**PROPOSED METHOD OF FINANCING:**

\$                      %

GENERAL FUND

\$30,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The existing carpeting on 1<sup>st</sup> floor City Hall needs to be replaced due to condition of the carpet in the high traffic areas.

**PROJECT RANKINGS\_1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
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CITY HALL

Account Number			PERSONAL SERVICES									
100	51600	120	Hourly Wages	\$ 10,730	\$ 8,334	\$ 13,148	\$ 12,000	\$ 3,796	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
100	51600	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51600	126	Seasonal Labor	0	483	887	500	88	500	500	500	0.00%
100	51600	150	FICA	821	637	967	918	282	918	918	918	0.00%
100	51600	151	Retirement	719	552	926	786	227	786	810	810	3.05%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,963	2,443	4,010	4,886	1,590	4,886	4,886	4,767	-2.44%
			<b>Subtotal</b>	<b>16,233</b>	<b>12,449</b>	<b>19,937</b>	<b>19,090</b>	<b>5,982</b>	<b>19,090</b>	<b>19,114</b>	<b>18,995</b>	<b>-0.50%</b>
			CONTRACTUAL SERVICES									
100	51600	210	Telephone	1,900	770	1,901	1,900	963	1,900	1,900	1,900	0.00%
100	51600	215	Consulting	7,650	2,220	3390	10,000	1,650	10000	10,000	10,000	0.00%
100	51600	217	Cleaning Service Contract	20,000	6,481	17,949	20,000	10,803	20,000	20,000	20,000	0.00%
100	51600	220	Utilities	48,500	18,898	51,086	48,500	15,098	48,500	48,500	48,500	0.00%
			<b>Subtotal</b>	<b>78,050</b>	<b>28,370</b>	<b>74,326</b>	<b>80,400</b>	<b>28,514</b>	<b>80,400</b>	<b>80,400</b>	<b>80,400</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
100	51600	314	Repairs and Maintenance	12,000	1,463	4,059	12,000	2,045	12,000	12,000	12,000	0.00%
100	51600	340	Operating Supplies	10,000	6,633	15,169	12,000	5,862	12,000	12,000	12,000	0.00%
			<b>Subtotal</b>	<b>22,000</b>	<b>8,097</b>	<b>19,228</b>	<b>24,000</b>	<b>7,907</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
100	51600	810	Capital Equipment	10,000	2,097	9,253	19,915	6,846	19,915	10,000	10,000	-49.79%
			<b>Subtotal</b>	<b>10,000</b>	<b>2,097</b>	<b>9,253</b>	<b>19,915</b>	<b>6,846</b>	<b>19,915</b>	<b>10,000</b>	<b>10,000</b>	<b>-49.79%</b>
			<b>TOTAL</b>	<b>\$ 126,283</b>	<b>\$ 51,012</b>	<b>\$ 122,745</b>	<b>\$ 143,405</b>	<b>\$ 49,249</b>	<b>\$ 143,405</b>	<b>\$ 133,514</b>	<b>\$ 133,395</b>	<b>-6.98%</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 proposed 2020 Budget for the Other General Government program cost is \$317,966.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Outside Services ADA of \$25,000 is for consultant fees to perform comprehensive evaluation of City buildings and facilities to determine compliance with the Americans with Disabilities Act (ADA).
- 2) Employee performance and bonus pay program decreased \$11,565 due to changes made to the pay for performance program in 2019.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
OTHER GENERAL GOVERNMENT											
Account Number CONTRACTUAL SERVICES											
100	51900	215	Outside Services AOA	\$0	\$0	\$0	\$0	\$0	\$ 25,000	\$ 25,000	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>100.00%</b>
			GENERAL INSURANCES								
100	51901	510	Property and Liability	210,000	101,102	208,585	223,000	143,438	223,000	223,000	0.00%
100	51901	524	Sundry Unclassified	30,000	15,854	28,654	30,000	18,382	30,000	30,000	0.00%
			<b>Subtotal</b>	<b>240,000</b>	<b>116,956</b>	<b>237,239</b>	<b>253,000</b>	<b>161,820</b>	<b>253,000</b>	<b>253,000</b>	<b>0.00%</b>
			GRANTS, CONTRIBUTIONS, INDEM								
100	51901	710	Illegal Taxes/Refunds Uncollectables	7,000	110,089	41,443	7,000	50,927	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	1,000	0	0	1,000	0	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>8,000</b>	<b>110,089</b>	<b>41,443</b>	<b>8,000</b>	<b>50,927</b>	<b>8,000</b>	<b>8,000</b>	<b>0.00%</b>
			COST REALLOCATIONS								
100	51901	900	Contingency fund	0	0	0	0	0	0	0	0.00%
100	51901	901	Employee Performance & Bonus Pay	40,345	0	0	43,531	0	29,604	31,966	-26.57%
100	51901	911	Reserved Wage and Benefit Funds	132,137	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>172,482</b>	<b>0</b>	<b>0</b>	<b>43,531</b>	<b>0</b>	<b>29,604</b>	<b>31,966</b>	<b>-26.57%</b>
			<b>TOTAL</b>	<b>\$ 420,482</b>	<b>\$ 227,045</b>	<b>\$ 278,681</b>	<b>\$ 304,531</b>	<b>\$ 212,747</b>	<b>\$ 315,604</b>	<b>\$ 317,966</b>	<b>4.41%</b>



## Health Department

***Program Full Time Equivalents: 4.6***

***Program Mission:***

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

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

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

***Important Outputs:***

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

passenger safety: an inspection and education are provided for families of children less than eight years of age to ensure child safety while transported in a motor vehicle. Benefit to the residents is to ensure the safety of individual children and prevent injuries and fatalities. The adult prevention programs are the Stay At Home Assistance to help the older adult be able to stay in their home safely and Stepping On is a falls prevention program.

- 4) Childhood and Adult Immunizations – Activity funded by grant funding, Wisconsin Immunization Program, fee for service revenue, and property tax. Childhood immunization programming is *required by state statute*. Vaccines are available at no charge for all children through 18 years of age who do not have insurance coverage for immunizations through the Wisconsin Immunization Program or who are Medicaid eligible. Vaccine can also be provided to adults depending on the type of vaccine and eligibility. If an adult is not eligible, private pay vaccine may be available. Increased vaccination of residents (children and adults) prevents the spread of vaccine preventable diseases. The health department also assures population health by monitoring vaccine compliance for children less than 24 months of age. Families are encouraged by several methods to complete the initial vaccination series. Completion of the initial vaccine series prevents the spread of vaccine preventable diseases.
- 5) Blood Pressure Screenings – Activity funded by property tax. Blood pressure screenings are provided bi-weekly at the De Pere Community Center and by appointment as needed. Resident benefit from this free screening service at a convenient location.
- 6) Communicable Disease Investigation and Follow-up – Activity funded by property tax and grant funding. Communicable disease programming is *required by state statute*. There are over 100 diseases that are required to be reported to local health departments by statute. Various levels of investigation and follow-up are required for each of the diseases or outbreak by the local health department to prevent the spread in our community. This output also includes tuberculosis control and prevention. Tuberculosis (TB) skin testing is available to the general public for a minimal fee. Local health departments are required by state statute to provide distribution of treatment for latent TB infection and follow-up for any active TB Infections to prevent the spread in the community.
- 7) Employee Health-Activity funded by property tax. Mandatory education is provided to all employees identified to be at risk for exposure to blood borne pathogens. TB skin testing, vaccinations, and wellness coaching are now being provided through the city's contract with Bellin Health.
- 8) Public Health Preparedness – Activity funded by grant dollars. Programs and planning are completed each year to meet the requirements of the Department of Health Services Contract. This program benefits the community by ensuring the health department's ability to respond to urgent public health matters and be a partner in the City's Emergency Management.
- 9) Resident Complaint Investigation and Resolution -- Activity funded by property tax. Human health hazards investigation and resolution *required by state statute and city ordinances*. Resident concerns/issues are received and follow-up is completed in a timely manner.

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

***Expected Outcomes:***

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

### ***2020 Performance Measures:***

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 83% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 4 Pneumococcal and 1 varicella for De Pere children turning 24 months.
- 2) Health Department nursing staff will initiate the investigation of 100% of suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.
- 3) Conduct education and follow-up to assure that food establishments are compliant with the state/local laws.
  - a. 100% of licensed establishments will be inspected at least once annually as required by the DATCP Agent Contract.
  - b. Reinspections will be conducted as necessary to verify compliance.
  - c. Establishment complaint investigation will be initiated within 72 hours of receipt.

### ***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 83% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.
  - a. Result: The immunization rate for this age group is at 83% by 24 months of age.
- 2) Health Department nursing staff will initiate the investigation of 100% of reported suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.
  - a. Result: Health department staff investigated 99% of disease reports within 72 hours. With the average time being 8.2 hours. (A weekend accounted for the investigation delay in the 1% that was investigated greater than 72 hours.)
- 3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
  - a. Result: 88% of licensed establishments did not require more than one reinspection to obtain compliance.
  - b. Result: Investigations for establishment complaints were initiated within 72 hours.

### ***Significant Program Achievements:***

This last budget year, the health department continued to focus on innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. The Urban Orchard initiative of which the health department is the chair added (1) orchards in 2019 which was planted at Foxview School with the help of the De Pere High School FFA students and Foxview Middle School Eco Club. This project is cited as a promising practice to increase the access to healthy food options and links with a community health priority within the health improvement plan. The health department is doing

educating and 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 continued being a part of 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. We are focusing on the older adult through groups at the De Pere Community Center, continuing with the Stay At Home Assistance program and will be initiating the Stepping On program in fall. We work in conjunction with the Aging and Disabilities Resource Center during our blood pressure clinics educating on various topics pertinent to their needs. We also give presentations to a woman's group focusing on women's health issues from the WI Well Women's Grapevine Program.

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

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

The health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The health inspectors of our consortium work diligently to assure that rules and regulations are followed while being very accessible to business owners to assist with questions and/or concerns that may arise throughout the license year. The health inspectors are also involved in the monitoring of all special events being held within the city.

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

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

- 1) Monitor health status to identify and solve community health problems (i.e. Community Health Improvement Plan, maintain, advocate for and utilize vaccine and disease registries).
  - a. Allows for a common set of measures for the community to prioritize the health issues that will be addresses through strategic planning and action, to allocate and align resources and to monitor population-based health status improvement over time.
- 2) Diagnose and investigate health problems and health hazards in the community (i.e. investigations of disease outbreaks, coordinate activities for fee exempt Wisconsin State Lab of Hygiene testing in accordance with standing orders and state recommendations).
  - a. Allows for trending illness/disease, identification of changes or patterns and investigation of underlying causes or factors. Ready access to this information can curtail an outbreak if a common source is identified.
- 3) Inform, educate, and empower people about health issues (i.e. health education and health promotion partnerships with schools, churches, and work-sites. This could include media/social media outlets).
  - a. Allows residents make better informed healthy choices throughout their lives. Health promotion activities give individuals groups and communities greater control over conditions affecting their health.
- 4) Mobilize community partnerships and action to identify and solve health problems (i.e. coalition activities associated with the community health improvement plan. The three health issues that the partnerships are working on currently include: alcohol, nutrition (and physical activity) and oral health).
  - a. Allows for the sharing of resources and accountability in undertaking community health improvement. Relationships among private, public and non-profit institutions allow for networking, coordination, cooperation and collaboration achieving a common purpose).
- 5) Develop policies and plans that support individual and community health efforts (i.e. health department policies and plans as well as community policies and plans. This could include, but is not limited to: ordinances, codes, smoke-free policies, health department strategic plan, emergency preparedness plans and community health improvement plan).
  - a. Allows for an effective governmental presence at the local level. The development of policy to protect the health of the public assures public health practice aligns with the needs of the community.
- 6) Enforce laws and regulations that protect health and ensure safety (i.e. restaurant/hotel/tattoo inspections, health hazard enforcement, isolation /quarantine, school immunization requirements, communicable disease reporting/follow-up, etc.).
  - a. Protects the health and ensures safety for the residents and visitors.
- 7) Link people to needed personal health services and assure the provision of health care when otherwise unavailable (i.e. working with community partners in identifying populations with barriers to personal health services, knowing community resources and linking people to needed resources and providing “gap filling” services (as appropriate). Some gap filling services provided include: care coordination for children and youth with special health care needs, immunizations, home visitation, and car seat education/installation).
  - a. Allows for those with identified barriers, access needed community programming and health services.

- 8) Assure competent public and personal health care workforce (i.e. workforce certifications, licenses and education required by law/policy guidelines needed to provide public health services, provide mentoring opportunities for students/new graduates)
  - a. Allows for a competent workforce. The complexity of promoting health and preventing disease in a diverse society requires the public health workforce to continually learn and apply this new knowledge. Emerging needs are continuously changing and with that competencies and trainings will forever be evolving.
- 9) Evaluate effectiveness, accessibility, and quality of personal and population-based health services (i.e. at least every 3-5 years the local health department evaluates the accessibility and effectiveness of population-based health services collaboratively on a local level and state level (Community Health Improvement Plan and Healthiest Wisconsin 2020). At this time, documented progress towards goals are reviewed and discussed and revised as needed. Informal satisfaction surveys have also been implemented to improve upon gap filling personal health services provided within the local health department).
  - a. Evaluation of the accessibility/quality of services delivered allows for re-allocation of resources and re-shaping programs as needed within the health department and within the community.
- 10) Research for new insights and innovative solutions to health problems (i.e. linkages with UW systems that conduct research and obtain best practice and evidence-based recommendations for programming, monitor and research best practice information from other agencies and organizations on a local, state and federal level).
  - a. Innovation and the implementation of research-based programming within the health department or within the community, strengthens public health practice and ultimately benefits the health of the community.

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

The proposed 2020 Health Department program cost is \$552,767. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective (i.e. every dollar spent on immunizations is projected to save \$18.40). Every dollar spent on community prevention is cited to save \$5.60~Robert Wood Johnson Foundation). Investing early and wisely in both clinical and community preventive services is essential if we are to successfully address the leading causes of death and disability, namely, chronic diseases and their risk factors. Essential services ensure the public's safety. The investment in primary prevention programming and services, decreases chronic disease and increases the quality of life for those who live, work and play in the City of De Pere.

### ***2020 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.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$15,754 due to projected step increases.
- 2) FICA increased \$1,326 due to projected step increases.
- 3) Retirement increased \$1,776 due to projected step increases and increase in required employer contribution.
- 4) Health, Dental, DIB, Life and Workers Comp decreased \$15,417 due to changes in employee benefit election.
- 5) Seminars and Conferences: Regional and State WALHDAB meetings \$90; WALC conference \$200, Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food conferences \$100; and required state conference for Weights and Measures program \$300. The STD Summit and TB Summit will now be paid for under the Communicable Disease grant. The Prevent Suicide Conference will now be paid for under the MCH grant.
- 6) Cell/Radio account has been redistributed. Cell phone for the sanitarian will be under “Cell/Radio account” along with health director’s. The addition of the nurses’ phone is needed for their clients to be able to reach them via call or text for communicable disease follow-up and home visits will be reimbursed under the Communicable Disease grant dollars. Radios will be reimbursed under the Preparedness grant dollars.
- 7) Memberships/Subscriptions: Wisconsin Public Health Association \$275, Wisconsin Association of Local Health Departments and Boards (WALHDAB) \$410, Wisconsin Environmental Health Association \$40, and Wisconsin Association of Weights and Measures \$30, Wisconsin Certified Lactation Counselors Association (WALC) \$25.
- 8) Office supplies increased \$500 due to increased cost of supplies.
- 9) Mileage reimbursement will be withdrawn from the perspective grant when applicable which will help offset the increased mileage expenses we are experiencing due to more travel needed for meetings.
- 10) Grants: Prevention grant increased \$987 and Maternal Child Health grant increased \$2,002 due to expected grant activity.
- 11) Consulting: Represents the annual payment to the City of Menasha for the Fox River Consortium agent contract program for licensed establishment inspections.



**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>HEALTH DEPARTMENT</b>											
Account Number PERSONAL SERVICES											
100	54100	110	Salaries	\$ 269,605	\$ 103,966	\$ 238,445	\$ 271,369	\$ 118,076	\$ 236,152	\$ 287,123	\$ 287,123 5.81%
100	54100	120	Hourly Wages	30,150	13,916	32,575	31,699	14,502	29,004	33,280	33,280 4.99%
100	54100	125	Overtime Wages	0	0	0	0	0	0	0	0 0.00%
100	54100	126	Seasonal Labor	0	0	0	0	0	0	0	0 0.00%
100	54100	150	FICA	22,931	9,462	18,908	23,185	10,056	20,284	24,511	24,511 5.72%
100	54100	151	Retirement	20,084	7,782	18,549	19,851	7,959	17,368	21,627	21,627 8.95%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	118,678	64,959	114,122	120,375	42,436	84,872	108,029	104,958 -12.81%
100	54100	190	Training	0	60	75	0	45	45	0	0 0.00%
			<b>Subtotal</b>	<b>461,448</b>	<b>200,144</b>	<b>422,673</b>	<b>466,479</b>	<b>193,074</b>	<b>387,725</b>	<b>474,570</b>	<b>471,499 1.08%</b>
			CONTRACTUAL SERVICES								
100	54100	210	Telephone	1,710	804	1,703	1,700	848	1,696	1,700	1,700 0.00%
100	54100	211	Postage	0	0	0	0	0	0	0	0 0.00%
100	54100	212	Seminars and Conferences	1,700	755	1,828	1,700	944	1,700	1,700	1,700 0.00%
100	54100	215	Consulting	0	0	113	0	0	0	0	0 0.00%
100	54100	218	Cell/Radio	400	200	593	1,260	493	712	800	800 -36.51%
100	54100	240	Equipment Maintenance	900	196	1,392	800	91	200	800	800 0.00%
			<b>Subtotal</b>	<b>4,710</b>	<b>1,955</b>	<b>5,629</b>	<b>5,460</b>	<b>2,376</b>	<b>4,308</b>	<b>5,000</b>	<b>5,000 -8.42%</b>
			SUPPLIES AND EXPENSE								
100	54100	310	Office Supplies	2,000	1,222	2,155	2,000	1,642	2,000	2,500	2,500 25.00%
100	54100	320	Memberships/Subscriptions	658	0	610	705	173	780	780	780 10.64%
100	54100	324	Medical Supplies	8,000	3,587	5,981	6,000	(1,747)	6,000	5,000	5,000 -16.67%
100	54100	330	Mileage Reimbursement	2,200	2,103	3,252	1,700	1,035	1,800	1,800	1,800 5.88%
100	54100	331	Transportation	1,500	328	510	1,500	294	750	1,500	1,500 0.00%
100	54100	351	MCH Grant	11,000	157	2,002	10,673	270	12,675	12,675	12,675 18.76%
100	54100	354	Childhood Lead Grant	1,700	71	595	1,724	0	1,724	1,724	1,724 0.00%
100	54100	355	Immunization Outreach Grant	8,000	60	1,791	7,237	402	7,339	7,339	7,339 1.41%
100	54100	358	Preparedness Grant	12,057	21,984	39,033	33,933	25,477	34,037	34,037	34,037 0.31%
100	54100	359	Prevention Grant	4,000	0	95	4,326	779	5,313	5,313	5,313 22.82%
100	54100	360	Communicable Disease Grant	0	2,174	3,198	3,600	2,919	3,600	3,600	3,600 0.00%
			<b>Subtotal</b>	<b>51,115</b>	<b>31,686</b>	<b>59,223</b>	<b>73,398</b>	<b>31,244</b>	<b>76,018</b>	<b>76,268</b>	<b>76,268 3.91%</b>

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
HEALTH DEPARTMENT												
			CAPITAL OUTLAY									
100	54100	810	Capital Equipment	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 517,273</b>	<b>\$ 233,785</b>	<b>\$ 487,524</b>	<b>\$ 545,337</b>	<b>\$ 226,694</b>	<b>\$ 468,051</b>	<b>\$ 555,838</b>	<b>\$ 552,767</b>	<b>1.36%</b>

## **Board of Health**

***Program Full Time Equivalents: 0***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 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.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
  - a. Result: The board of health reviewed the agency's policy/procedures on 3/18/2019.
- 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 modification of Sec. 8-3. under smoking, vapor product and tobacco regulations which prohibits minors less than 18 years of age from possessing a vaping product. This modification was approved by the Common Council on 5-21-2019.

***Significant Program Achievements:***

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

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

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

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

The proposed 2020 Board of Health program cost is \$1,622. 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.

***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Reduce training expenses to reflect prior trends of training dollars used in the past.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>BOARD OF HEALTH</b>												
Account Number PERSONAL SERVICES												
100	54110	124	Hourly Wages Board of Health	\$ 1,500	\$ 750	\$ 1,513	\$ 1,500	\$ 738	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
100	54110	150	FICA	22	13	24	22	11	22	22	22	0.00%
100	54110	190	Training	300	0	0	200	0	0	100	100	-50.00%
			<b>Subtotal</b>	<b>1,822</b>	<b>763</b>	<b>1,537</b>	<b>1,722</b>	<b>748</b>	<b>1,522</b>	<b>1,622</b>	<b>1,622</b>	<b>-5.81%</b>
			<b>TOTAL</b>	<b>\$ 1,822</b>	<b>\$ 763</b>	<b>\$ 1,537</b>	<b>\$ 1,722</b>	<b>\$ 748</b>	<b>\$ 1,522</b>	<b>\$ 1,622</b>	<b>\$ 1,622</b>	<b>-5.81%</b>

## Development Services

***Program Full Time Equivalents: 1.62***

***Program Mission:***

The work of the Development Services Department promotes and improves the quality of life and economic health of the City of De Pere. That mission is pursued with work in Planning, Economic Development, Redevelopment, and Historic Preservation. Responsive and thorough customer service provided in all areas.

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

- 1) ***Citizen / Customer Contact*** – Respond to multiple and diverse inquiries on projects related to the areas of responsibility.
- 2) ***Planning*** –
  - a. Comprehensive Plan: Responsible for the development, update and implementation of the City Comprehensive Plan.
  - b. Downtown Master Plan: Responsible for the development, update and implementation of the Downtown Master Plan.
  - c. Zoning Code: Functions as zoning administrator and leading the update and implementation of the Zoning Code.
  - d. Plan Commission: Staff support to the Plan Commission, which oversees plan approval, rezoning, annexation, site plan review and land subdivision requests. Staff reviews and prepares material for all meetings.
  - e. Intergovernmental Projects: Work with local agencies and units in government for project development and coordination (ie. WISDOT Projects, FEMA, local government coordination, etc).
  - f. Board of Appeals: Processes all variance requests and staffs monthly Board of Appeals (BOA) meetings.
  - g. Internal City Projects: Lead and coordination of internal City projects ranging from subarea plans to parking studies.
  - h. Staff serves as City's appointee on the Brown County Plan Commission, the Brown County Job Center Steering Committee, Committees within the Greater Green Bay Chamber, Definitely De Pere and the De Pere Chamber and other groups as needed.
- 3) ***Economic Development*** –
  - a. Retention: Work with the existing businesses in the City to help retain or expand their operations.
  - b. Recruitment: Supports and fosters a high quality of life and healthy business climate in order to attract new business to the industrial / business parks and the business districts.
  - c. Land Sales: Market and negotiate City-owned land in the industrial parks.
  - d. 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 annual meeting, budget and assessments. Staff prepares agenda and supporting material for all meetings.
- 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 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 TID Districts. Administration Revolving Loan Fund programs. Rapid response to site selection inquiries. Marketing and Negotiating City Industrial Park properties. Creating and implementation of an Economic Development Strategy.
- 4) **Redevelopment Authority:** Preserving / enhancing the overall health of the downtown. Administration of the Façade Improvement Program. Implementation and update of the Downtown Master Plan.
- 5) **Main Street Program:** Coordination and staffing for the BID Board. Staff support to Definitely De Pere.

#### ***Expected Outcomes:***

- 1) **Citizen / Customer Contact:** Citizens will understand the short and long-term planning and economic development goals for the City of De Pere. Citizens will easily be able to gather information about planning and economic development projects. Citizens will feel valued for the role they play in maintaining a high quality of life.



- 2) **Planning:** De Pere will be a regional leader in planning best practices and policies. Those practices will support the effort to maintain and increase the quality of life in the City.
- 3) **Economic Development:** Business owners and real estate professionals will promote De Pere as a great place to own and operate a business. De Pere will have a reputation for commitment to quality standards balanced with efficient processes and collaborative staff.
- 4) **Redevelopment Authority:** The Downtown De Pere aesthetic will include a mix of old and new buildings, thoughtfully designed, balanced with active and beautiful public spaces. The Downtown De Pere experience will be walkable and include multiple choices for living, playing and working.
- 5) **Main Street Program:** A dynamic and diverse downtown, unified by art and culture, that is a destination for residents and visitors. Downtown events will draw residents and visitors from the region.

#### ***2020 Performance Measures:***

- 1) Implementation of Economic Development initiatives funded from former CDBG-ED RLF program by December 2020.
- 2) RFP and consultant selection for Comprehensive Plan Update by December 2020.
- 3) Facilitation of Mulva Cultural Center project in order to achieve construction by spring of 2020.

#### ***2019 Performance Measurement Data:***

- 1) Completion of Downtown West Visioning Plan by August 2019.
  - a. Project on hold due to shifting priorities for other project. Budgeted amount also low for services requested. Project included as part of 2020 budget.
- 2) Substantial completion of the Zoning Code overhaul project by December 2019
  - a. Project underway and Public Comment Draft anticipated in the Fall of 2019.
- 3) Economic Development initiatives related to future growth and incentive policy adopted by Council by December 2019.
  - a. Initial outline drafted but project not complete.
- 4) Coordination and management of RLF CLOSE program by June 2019.
  - a. Complete.

#### ***Significant Program Achievements (July 2018 – July 2019):***

- 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. Took over responsibilities as zoning administrator and administering the Board of Appeals meetings.
- c. Processed 5 CSM's, 2 Plats, 9 Extraterritorial Plats/CSMs, 6 Rezoning Applications, 12 Site Plans and 19 other requests that required Plan Commission and/or additional approvals.
- d. Processed 9 variance requests for the Board of Appeals.
- 2) Economic Development:
  - a. Issued RFP for 123 N Broadway parking lot and began redevelopment negotiations with TIP, LLC.
  - b. Termination of RLF program via CDBG Close and subsequent program options to utilize account funds.
  - c. Partnered with Definitely De Pere and De Pere Chamber on Economic Development events like the Business Walk and State of De Pere luncheon.
  - d. Managed a consultant in the creation of a Hotel Feasibility study for Downtown De Pere.
  - e. Submittal of TID #14 application and work with developer in order to begin renovation and redevelopment on the Irwin School site.
  - f. Communication with Shopko ownership and interested parties as related to the future of the property.
- 3) Façade Grant Program: Processed six façade grant applications and 2 budget amendments to increase program funding.
- 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) Successfully administered the annexation and rezoning of approximately 180 acres in the southeast quadrant of the City.
- 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.

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

- 1) Conduct a regular meeting of the Plan Commission on the fourth Monday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 2) Conduct a regular meeting of the Redevelopment Authority (RDA) on the fourth Monday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.

- 3) Conduct a regular meeting of the Historic Preservation Commission (HPC) on the third Monday of the month.
  - a. Community Importance.
    - i. The HPC promotes preservation of the City's history and culture.
- 4) Conduct an annual meeting of the Joint Review Board (JRB) and other JRB meetings as needed for Tax Increment District related items.
  - a. Community Importance.
    - i. TID Districts provide funding in order to support business growth and development.
- 5) Conduct a regular meeting of the Board of Appeals (BOA) on the fourth Monday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 6) Conduct at least of the Business Improvement District (BID) board in the late summer/fall of every year.
  - a. Community Importance.
    - i. The BID Operating Plan sets out funding allocation and activities in order to maintain and grow a dynamic downtown environment.
- 7) Participate as needed in meetings of the Common Council, Finance/Personnel Committee and the Board of Public Works Committees.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 8) Represent the community on a regular basis for regional programs
  - a. Community Importance.
    - i. Provides an opportunity for the community interests to be expressed on issues or activities that may impact the community on a regional level.
- 9) Participate in regular committee meetings of the Main Street District (Economic Enhancement and Design) and De Pere Chamber Economic Development Committee.
  - a. Community Importance.
    - i. Assisting partner organizations in their economic development efforts.
- 10) Participate in monthly Brown County Plan Commission Board of Directors meetings, monthly Greater Green Bay Chamber BEAR and Strategic Plan Committee meetings and quarterly Brown County Job Center Community Steering Committee meetings.
  - a. Community Importance.
    - i. Representation and input in these groups ensures De Pere's participation in County and regional issues that impact the City.

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

The proposed 2019 Economic Development and Planning portion of the Development Services Department cost is \$210,307. 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.

### ***2019 Budget Significant Expenditure Changes:***

- 1) Retirement increased by \$633 due to actual trends.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins increased by \$6,939 due to additional participant in City health plan.
- 3) Training. No change proposed: IEDC Economic Development Training (\$1,500), department training (\$300), administrative training (\$300), Webinars and events to maintain AICP certification (\$600) AICP exam preparation (\$300).
- 4) Seminars and Conferences. No change proposed: for National APA Conference (\$2,000), State APA (\$700), Local Events by NEW North, Greater Green Bay, Definitely De Pere (\$500).
- 5) Consulting. Decreased by \$8,000.
  - a. Brown County Recording Fees - \$1,000
  - b. Misc. Economic Development CSM's and Environmental Reviews - \$8,000
- 6) Membership/Subscriptions. Increased by \$700 APA/AICP (\$800), IEDC (\$500-new), ICMA (\$200-new), CLARB (\$200), WEDC (\$300), RLA (\$100).

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>DEVELOPMENT SERVICES</b>											
Account Number PERSONAL SERVICES											
100	56700	110	Salaries	\$ 95,390	\$ 44,748	\$ 96,492	\$ 99,306	\$ 45,438	\$ 99,306	\$ 104,153	\$ 104,153 4.88%
100	56700	120	Hourly Wages	19,338	9,026	19,542	20,321	9,297	20,321	21,313	21,313 4.88%
100	56700	125	Overtime Wages	150	0	0	0	4	4	0	0 0.00%
100	56700	126	Seasonal Labor	0	0	0	0	0	0	0	0 0.00%
100	56700	150	FICA	8,788	4,364	8,672	9,151	4,414	9,152	9,598	9,598 4.88%
100	56700	151	Retirement	7,697	3,298	7,744	7,836	3,308	7,836	8,469	8,469 8.08%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,947	4,762	10,375	12,236	9,269	12,236	19,848	19,175 56.71%
100	56700	190	Training	2,000	1,091	1,556	3,000	107	3,000	3,000	3,000 0.00%
			<b>Subtotal</b>	<b>145,310</b>	<b>67,290</b>	<b>144,382</b>	<b>151,850</b>	<b>71,837</b>	<b>151,855</b>	<b>166,381</b>	<b>165,708 9.13%</b>
			CONTRACTUAL SERVICES								
100	56700	210	Telephone	1,200	384	1,167	1,200	604	1,200	1,200	1,200 0.00%
100	56700	212	Seminars and Conferences	3,000	1,686	2,164	3,200	32	3,200	3,200	3,200 0.00%
100	56700	215	Consulting	27,878	48,381	178,062	17,000	23,342	10,000	17,000	9,000 -47.06%
			<b>Subtotal</b>	<b>32,078</b>	<b>50,451</b>	<b>181,393</b>	<b>21,400</b>	<b>23,978</b>	<b>14,400</b>	<b>21,400</b>	<b>13,400 -37.38%</b>
			SUPPLIES AND EXPENSE								
100	56700	310	Office Supplies	400	13	3,511	400	42	400	400	400 0.00%
100	56700	313	Promotions & Advertising	1,000	445	445	3,000	395	3,000	3,000	3,000 0.00%
100	56700	315	Publications	155	141	141	200	0	200	200	200 0.00%
100	56700	320	Memberships/Subscriptions	1,400	525	1,324	1,400	530	1,400	1,900	2,100 50.00%
100	56700	330	Mileage Reimbursement	1,100	200	799	1,100	0	1,100	1,100	1,100 0.00%
			<b>Subtotal</b>	<b>4,055</b>	<b>1,324</b>	<b>6,221</b>	<b>6,100</b>	<b>967</b>	<b>6,100</b>	<b>6,600</b>	<b>6,800 11.48%</b>
			GRANTS, CONTRIBUTIONS, INDEM								
100	56700	702	Contribution--Main Street Program	20,000	0	18,000	20,000	0	20,000	20,000	20,000 0.00%
100	56700	703	Contribution--Advance	4,000	3,810	3,810	4,000	3,893	3,893	4,000	4,000 0.00%
100	56700	704	Contribution--De Pere Chamber	0	0	0	399	0	399	399	399 0.00%
			<b>Subtotal</b>	<b>24,000</b>	<b>3,810</b>	<b>21,810</b>	<b>24,399</b>	<b>3,893</b>	<b>24,292</b>	<b>24,399</b>	<b>24,399 0.00%</b>
			CAPITAL OUTLAY								
100	56700	811	Office Equipment	375	529	529	0	0	0	0	0 0.00%
100	56700	830	Furniture	0	0	0	500	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>375</b>	<b>529</b>	<b>529</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
			<b>TOTAL</b>	<b>\$ 205,818</b>	<b>\$ 123,404</b>	<b>\$ 354,334</b>	<b>\$ 204,249</b>	<b>\$ 100,675</b>	<b>\$ 196,647</b>	<b>\$ 218,780</b>	<b>\$ 210,307 2.97%</b>

## **Geographic Information System (GIS) Services**

***Program Full Time Equivalents: 1.34***

***Program Mission:***

Develop, implement and maintain a City wide GIS program.

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

- 1) *Citizen / Customer Contact* - Receive requests from citizens which can vary from a map request to information on land records (FEMA, Parcel Dimensions, etc).
- 2) *Stormwater Utility* – Develop the stormwater billing for the City and maintain the stormwater utility mapping.
- 3) *Water / Wastewater Utility* – Maintain the water and wastewater utility mapping.
- 4) *City Web Mapping* – Develop and maintain the city mapping web site for internal and external use.
- 5) *Citywide Mapping*– Develop and maintain citywide database, which is used by citizens and the city departments.
- 6) *Training* – Provide citywide GIS training to departments so users can access and work with City data.
- 7) *Maintenance* -- Maintain custom GIS applications and GIS infrastructure.
- 8) *Project Management*—As the City’s first certified Project Management Professional (PMP), provide project management services for the City in conjunction with Econ. Dev. & Planning Department. Currently managing the James Streetscape design and construction plan, MSC; roofing and boiler replacement projects. City Hall; ramp/hand railing, window replacement research, emergency power replacement research and possible solar installation.

***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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018-August 2019):***

- 1) Provide mapping project/data request conformation to client within 24 hours.  
Result: Achieved.
- 2) Complete construction of James Streetscape by fourth quarter.  
Result: Streetscape completed through BID documents. Construction BID's denied by Common Council due to cost, which postponed the project to a future date.
- 3) Depoly resources and trian key staff on ESRI ELA resources by December 2019.  
Result: Achieved. New version of ArcGIS Server functional. Additional resources deployed. Anticipated training completion end of 2019.

***Significant Program Achievements:***

- 1) Completed analysis and generated the City storm water utility billing database generating \$1,727,000 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) Successfully implemented new version of ArcGIS Server and SQL server database on VM server in cooperation with City IT department. Project possible with our ESRI “ELA” licensing. Project positions the department for continued success.
- 4) Successfully started the City Drone program, including certification of five FAA commercial drone pilots, development and adoption of program policy and operating procedures.

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

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

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

The proposed 2020 GIS program cost is \$121,906. 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.

***2020 Program Objectives:***

- 1) 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.
- 2) Build on the success of the City sUAS (Drone) program by applying for FAA night flight waiver and Certificate of Authorization (COA) allowing quicker deployment of UAS while still complying with FAA airspace requirements.
- 3) Manage the acquisition of new aerial photos and LiDAR elevation data in cooperation with Brown County, FEMA and USGS.
- 4) Complete calculations and billing for the storm water utility.
- 5) Provide Project Management for assigned City initiatives.



***2020 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$1,603 due to GIS Technician step increase.
- 2) Retirement increased \$346 due to GIS Technician step increase.
- 3) Training decreased \$1,667 due to new completion of pilot training for UAV program. Funding includes, \$1,950 three days ESRI instructor lead training and \$750 Project Management professional development, \$2,100 ESRI User Conference San Diego, CA, \$300 for Development Services Team Building.
- 4) Seminar funding includes \$500 WLIA Annual conference, \$450 EWUG conference, \$450 PMI-NEW Prof. development, \$600 ESRI User Conference expenses.
- 5) Consulting for coding of specialty apps/tools for new GIS web mapping.
- 6) Memberships include Wisc. Land Information Association (2), Project Management Institute and PMI-NEW.
- 7) Capital Equipment includes \$2,400 for two new probooks for GIS department replacing one obsolete 2012 machine adding a second for Mobile mapping, EOC preparedness, improved efficiency etc. and \$2,800 (50/50 split general fund \$1,400/storm utility \$1,400) for Technology related to the UAV (drone), including data storage and archival related expenses, accessories necessary for safe flight, software and contingency fund for unanticipated parts/repairs.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Bill Boyle

**DATE PREPARED:** 8/1/19

**DESCRIPTION OF PROJECT:**

Project will procure two new notebook computers, one to replace an existing obsolete laptop, the second for GIS technician.

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$ 2,400

**PROPOSED METHOD OF FINANCING:**

**\$ %**

GENERAL FUND

\$2,400 100%

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Notebooks are needed for; preparedness and mobile mapping for Emergency operations, GIS mobile mapping updates and field work, drone field operations and remote work.

Replaces obsolete 2012 laptop that cannot meet the January 2020 Windows 10 requirement set forth by IT.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Bill Boyle

**DATE PREPARED:** 8/1/19

**DESCRIPTION OF PROJECT:**

Drone related expenses for year two of City Drone Program.

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$ 2,800

**PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	\$1,400	50%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	Storm Utility \$1,400	50%

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

**\$2,300- Technology upgrades:** To support the Drone program for peripheral equipment (additional batteries, cords), software, data storage and archival related expenses.

**\$500 for maintenance contingency.**

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title

2018  
Adopted  
Budget

2018  
6 mos  
Actual

2018  
Year End  
Actual

2019  
Adopted  
Budget

2019  
6 mos  
Actual

2019  
Year End  
Estimate

2020  
Dept Head  
Proposed

2020  
Executive  
Proposed

2020 / 2019  
Budget  
% Of Change

GIS

Account Number PERSONAL SERVICES

100	56900	110	Salaries	\$ 47,345	\$ 22,379	\$ 48,465	\$ 49,630	\$ 22,599	\$ 49,630	\$ 50,745	\$ 50,745	2.25%
100	56900	120	Hourly Wages	0	0	23,378	31,495	14,410	31,495	33,098	33,098	5.09%
100	56900	125	Overtime Wages	0	0	0	170	0	170	170	170	0.00%
100	56900	150	FICA	3,622	1,847	5,265	6,219	2,903	6,219	6,427	6,427	3.34%
100	56900	151	Retirement	3,172	1,371	4,669	5,325	2,034	5,325	5,671	5,671	6.50%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	399	174	5,887	6,743	3,189	6,743	6,760	6,605	-2.05%
100	56900	190	Training	1,960	0	2,048	6,767	770	6,767	5,100	5,100	-24.63%
			<b>Subtotal</b>	<b>56,498</b>	<b>25,771</b>	<b>89,711</b>	<b>106,349</b>	<b>45,905</b>	<b>106,349</b>	<b>107,971</b>	<b>107,816</b>	<b>1.38%</b>
			CONTRACTUAL SERVICES									
100	56900	210	Telephone	400	180	400	400	200	400	400	400	0.00%
100	56900	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	56900	212	Seminars and Conferences	1,450	1,184	1,446	2,195	745	2,000	2,195	2,195	0.00%
100	56900	215	Consulting	5,750	128	416	4,000	0	0	4,000	4,000	0.00%
100	56900	219	Data	3,100	1,537	3,075	0	(26)	0	0	0	0.00%
			<b>Subtotal</b>	<b>10,700</b>	<b>3,029</b>	<b>5,336</b>	<b>6,595</b>	<b>919</b>	<b>2,400</b>	<b>6,595</b>	<b>6,595</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
100	56900	310	Office Supplies	3,000	1,475	4,269	3,000	506	3,000	3,000	3,000	0.00%
100	56900	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	215	209	209	295	264	264	295	295	0.00%
100	56900	330	Mileage Reimbursement	400	0	112	400	105	400	400	400	0.00%
			<b>Subtotal</b>	<b>3,615</b>	<b>1,684</b>	<b>4,590</b>	<b>3,695</b>	<b>876</b>	<b>3,664</b>	<b>3,695</b>	<b>3,695</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
100	56900	811	Office Equipment	0	0	0	7,800	7,107	7,800	3,800	3,800	-51.28%
100	56900	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,800</b>	<b>7,107</b>	<b>7,800</b>	<b>3,800</b>	<b>3,800</b>	<b>-51.28%</b>
			<b>TOTAL</b>	<b>\$ 70,813</b>	<b>\$ 30,484</b>	<b>\$ 99,638</b>	<b>\$ 124,439</b>	<b>\$ 54,807</b>	<b>\$ 120,213</b>	<b>\$ 122,061</b>	<b>\$ 121,906</b>	<b>-2.04%</b>

# **TOTAL GENERAL GOVERNMENT**

**City of De Pere  
2020 General Fund  
Adopted Budget**

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>Total General Government</b>										
PERSONAL SERVICES										
110	Salaries	\$ 863,249	\$ 399,248	\$ 869,029	\$ 964,532	\$ 417,591	\$ 929,082	\$ 1,024,232	\$ 1,024,232	6.19%
120	Hourly Wages	327,566	131,954	310,776	327,871	146,739	323,547	353,464	353,464	7.81%
122	Hourly Wages Part Time	114,193	44,834	107,737	119,517	57,641	106,756	117,125	117,125	-2.00%
124	Hourly Wages Board of Health	1,500	750	1,513	1,500	738	1,500	1,500	1,500	0.00%
125	Overtime Wages	3,541	14	387	3,511	489	2,218	1,470	1,470	-58.13%
126	Seasonal Labor	0	483	887	500	88	500	500	500	0.00%
128	Hourly Wages--Poll Workers	34,000	20,438	40,848	14,500	5,939	5,939	50,000	50,000	244.83%
150	FICA	95,505	43,594	88,240	102,980	45,981	99,407	109,373	109,373	6.21%
151	Retirement	79,849	32,470	78,168	84,061	32,991	81,367	92,245	92,245	9.74%
152	Health, Dental, DIB, Life and Wks Comp Ins	341,358	158,083	309,467	345,523	149,660	311,406	356,050	346,667	0.33%
190	Training	8,660	4,655	7,273	14,367	941	12,712	12,900	12,900	-10.21%
192	Tuition Assistance	4,000	137	1,359	4,000	2,243	3,000	4,000	4,000	0.00%
193	Organizational Training	2,600	0	2,313	2,700	1,210	2,700	2,700	2,700	0.00%
	<b>Subtotal</b>	<b>1,876,020</b>	<b>836,660</b>	<b>1,817,996</b>	<b>1,985,562</b>	<b>862,250</b>	<b>1,880,135</b>	<b>2,125,559</b>	<b>2,116,176</b>	<b>6.58%</b>

CONTRACTUAL SERVICES										
210	Telephone	18,652	6,711	18,454	17,884	10,772	17,880	18,634	18,634	4.19%
211	Postage	4,050	3,721	3,728	4,000	3,740	3,822	4,000	4,000	0.00%
212	Seminars and Conferences	25,600	8,897	15,189	26,445	9,177	24,825	25,445	25,445	-3.78%
215	Consulting	180,042	148,112	346,083	150,932	125,202	183,083	208,083	203,083	34.55%
216	Auditing	12,250	8,250	12,250	12,500	10,700	12,500	12,500	12,500	0.00%
217	Cleaning Service Contract	20,000	6,481	17,949	20,000	10,803	20,000	20,000	20,000	0.00%
218	Cell/Radio	2,464	1,051	2,878	3,804	1,608	3,256	3,344	3,344	-12.09%
219	Data	5,800	3,453	6,313	3,000	1,694	3,000	3,200	4,086	36.20%
220	Utilities	48,500	18,898	51,086	48,500	15,098	48,500	48,500	48,500	0.00%
224	Public Notices	8,000	2,605	7,672	7,000	3,235	7,000	8,000	8,000	14.29%
240	Equipment Maintenance	2,151	196	2,643	2,051	91	1,451	2,051	2,051	0.00%
290	Other Contractual Services	5,842	2,027	6,724	18,781	2,103	18,000	28,185	28,185	50.07%
	<b>Subtotal</b>	<b>333,351</b>	<b>210,402</b>	<b>490,970</b>	<b>314,897</b>	<b>194,222</b>	<b>343,317</b>	<b>381,942</b>	<b>377,828</b>	<b>19.98%</b>

**City of De Pere  
2020 General Fund  
Adopted Budget**

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>Total General Government</b>										
<b>SUPPLIES AND EXPENSE</b>										
310	Office Supplies	15,530	7,420	19,915	14,605	6,041	13,830	17,180	17,180	17.63%
313	Promotions	1,000	445	445	3,000	395	3,000	3,000	3,000	0.00%
314	Cleaning and Maintenance	12,000	1,463	4,059	12,000	2,045	12,000	12,000	12,000	0.00%
315	Publications	3,695	534	1,996	4,010	1,145	2,614	2,764	2,764	-31.07%
320	Memberships/Subscriptions	22,873	17,665	20,678	16,090	12,987	16,096	17,140	17,340	7.77%
324	Medical Supplies	8,000	3,587	5,981	6,000	(1,747)	6,000	5,000	5,000	-16.67%
330	Mileage Reimbursement	5,370	2,404	5,713	4,890	1,474	5,150	5,430	5,430	11.04%
331	Transportation	6,600	2,387	5,066	6,600	2,120	5,850	6,600	6,600	0.00%
340	Operating Supplies	49,397	20,068	44,880	94,768	28,362	95,168	85,454	85,454	-9.83%
351	MCH Grant	11,000	157	2,002	10,673	270	12,675	12,675	12,675	18.76%
354	Childhood Lead Grant	1,700	71	595	1,724	0	1,724	1,724	1,724	0.00%
355	Immunization Outreach Grant	8,000	60	1,791	7,237	402	7,339	7,339	7,339	1.41%
358	Preparedness Grant	12,057	21,984	39,033	33,933	25,477	34,037	34,037	34,037	0.31%
359	Prevention Grant	4,000	0	95	4,326	779	5,313	5,313	5,313	22.82%
360	Communicable Disease Grant	0	2,174	3,198	3,600	2,919	3,600	3,600	3,600	0.00%
	<b>Subtotal</b>	<b>161,222</b>	<b>80,421</b>	<b>155,447</b>	<b>223,456</b>	<b>82,668</b>	<b>224,396</b>	<b>219,256</b>	<b>219,456</b>	<b>-1.79%</b>
<b>FIXED CHARGES</b>										
510	Property Insurance	210,000	101,102	208,585	223,000	143,438	223,000	223,000	223,000	0.00%
524	Misc General Expense	30,000	15,854	28,654	30,000	18,382	30,000	30,000	30,000	0.00%
	<b>Subtotal</b>	<b>240,000</b>	<b>116,956</b>	<b>237,239</b>	<b>253,000</b>	<b>161,820</b>	<b>253,000</b>	<b>253,000</b>	<b>253,000</b>	<b>0.00%</b>
<b>GRANTS, CONTRIBUTIONS, INDEM</b>										
702	Contribution--Main Street Program	20,000	0	18,000	20,000	0	20,000	20,000	20,000	0.00%
703	Contribution--Advance	4,000	3,810	3,810	4,000	3,893	3,893	4,000	4,000	0.00%
704	Contribution--De Pere Chamber	0	0	0	399	0	399	399	399	0.00%
710	Illegal Taxes/Refunds	7,000	110,089	41,443	7,000	50,927	50,927	7,000	7,000	0.00%
720	Grants and Donations	1,000	0	0	9,700	2,500	1,000	9,700	9,700	0.00%
	<b>Subtotal</b>	<b>32,000</b>	<b>113,899</b>	<b>63,252</b>	<b>41,099</b>	<b>57,320</b>	<b>76,219</b>	<b>41,099</b>	<b>41,099</b>	<b>0.00%</b>

City of De Pere  
2020 General Fund  
Adopted Budget

GENERAL GOVERNMENT  
EXPENDITURES

Account Title		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>Total General Government</b>										
CAPITAL OUTLAY										
810	Capital Equipment	64,000	5,787	46,385	80,149	16,391	64,221	125,620	35,800	-55.33%
811	Office Equipment	7,575	739	5,111	8,250	7,707	7,900	5,750	5,750	-30.30%
830	Furniture	1,200	99	439	500	357	957	0	0	0.00%
	<b>Subtotal</b>	<b>72,775</b>	<b>6,625</b>	<b>51,935</b>	<b>88,899</b>	<b>24,456</b>	<b>73,078</b>	<b>131,370</b>	<b>41,550</b>	<b>-53.26%</b>
COST REALLOCATIONS										
900	Contingency	0	0	0	0	0	0	0	0	0.00%
901	Employee Merit Pay	40,345	0	0	43,531	0	0	29,604	31,966	-26.57%
911	Reserved Wage and Benefit Funds	132,137	0	0	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>172,482</b>	<b>0</b>	<b>0</b>	<b>43,531</b>	<b>0</b>	<b>0</b>	<b>29,604</b>	<b>31,966</b>	<b>-26.57%</b>
	<b>Total</b>	<b>\$ 2,887,852</b>	<b>\$ 1,364,962</b>	<b>\$ 2,816,839</b>	<b>\$ 2,950,444</b>	<b>\$ 1,382,735</b>	<b>\$ 2,850,145</b>	<b>\$ 3,181,830</b>	<b>\$ 3,081,075</b>	<b>4.43%</b>



# **PUBLIC SAFETY**

## PUBLIC SAFETY EXPENDITURES

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

## **Police**

***Program Full Time Equivalents: 41.50***

***Program Mission:***

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

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

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

***Important Outputs:***

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

services. Traffic safety is funded through property taxes and small grants for specialized traffic enforcement (drunk driving, seat belts, pedestrian crossings, etc.). Funding is through general property taxes. Additionally, revenue generated through fines and forfeitures increases the general fund.

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

### ***Expected Outcomes:***

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

### ***2020 Performance Measures:***

- 1) Increase school resource officer programming in elementary and middle schools by 25% in 2019-2020 School Year.
- 2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2020.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase school resource officer programming in elementary and middle schools by 25% in 2019-2020 School Year. *This is an ongoing project expected to last through next year. Results will be compiled and presented in next year's budget.*
- 2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2019. *In order to complete this performance measure, specialized training in police bike patrol is needed. When officers were scheduled to attend a nearby class it seems the class gets cancelled due to low enrollment thus no officers are trained on the aspects of police bicycle patrol.*
- 3) Increase the directed follow up on citizen drug tips by 50% in 2019. *Tips come to the department through several sources; most common are Crime Stoppers and the Drug Task Force briefing bulletins. All tips are reviewed and when deemed appropriate the tips are sent to the corresponding team officer or drug task force agent for follow-up.*

***Significant Program Achievements:***

- 1) Use of Body Worn Cameras to document officer/citizen actions, collect evidence, and to ensure unbiased records and one sided views
- 2) Maintained training of staff through formal hands-on scenario based training and outside advanced trainings
- 3) Continue team policing through the community policing philosophy
- 4) Increased contacts with citizens and businesses through neighborhood watches
- 5) Trained all school district staff on active threat response.

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

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

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

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

The proposed 2020 Police program cost is \$5,034,195. 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.

#### ***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Overtime increased \$15,000 in anticipation of officer shortages and continual increasing special events and charity runs.
- 2) Retirement increased \$30,995 due to increase in WRS contribution rate.
- 3) Health, Dental, DIB, Life and Workers Comp decreasing \$86,075 due to changes in employee benefit election.
- 4) 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.
- 5) Seminars/Conferences for 2020 include DOJ Technology Conference \$500, Open Records Updates \$600, Police Executive Group \$700, FBI National Academy Alumni \$500 and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences.
- 6) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, animal care (Humane Society, veterinarian. etc.), etc. in 2020.
- 7) Cell/Radio account savings by switching carriers is anticipated to reduce spending by at least \$4,000
- 8) Other Contractual Services are for software maintenance agreements. This includes Tyler Works (scheduling) at \$1,600, Lantern (phone data recovery program) \$500, and Ocean (undercover video recording) \$100.
- 9) Cleaning and Maintenance increased \$1,000 due to anticipated increase in cleaning contract.
- 10) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief/Captains \$375, International Assoc. of Chief of Police - Chief \$100, WI Juvenile Officers Assoc.- Liaison Officers \$60, FBI National Academy – 2 Captains \$200, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75.
- 11) Repairs and Maintenance increased \$1,000 in anticipation of higher building repair costs.
- 12) Transportation/Fuel increased \$8,000 to reflect cost trend.
- 13) Capital Equipment includes \$2,973 for replacement of forensic software for mobile devices.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Captain Chad Opicka (Police)

**DATE PREPARED:** August 14, 2019

**DESCRIPTION OF PROJECT:**

Replace forensic software for mobile devices.

NEW:     or     REPLACEMENT: X

**PROJECTED COST:** \$2,973

**PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	\$2,973	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

Projected Cost includes 3-year Subscription.

**PROJECT JUSTIFICATION**

Mobile Device Investigator (MDI) from ADF is a forensic software tool used to capture evidence from iOS and Android mobile devices. It is designed to be used as a tool during front line investigations. The software is contained on a USB which makes it mobile and simple enough that the target mobile device can be quickly connected via a USB port to perform an acquisition on a laptop or pc.

MDI is a replacement for the current forensic software in use at the police department that was purchased in 2014. Due to advances and changes in mobile device technology and data needed to be obtained from mobile devices, the current software is in need of replacement and upgrade. All ADF Software Subscriptions include support, maintenance and upgrades for the duration of subscription.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Chief Derek Beiderwieden

**DATE PREPARED:** 08/13/2019

Deleted

**DESCRIPTION OF PROJECT:**

Architectural work for a proposed addition to the police department to house parked vehicles, store long-term evidence and wash vehicles.

NEW: ☒ or REPLACEMENT:

**PROJECTED COST:** \$ 125,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

125,000

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

If the architectural designs are approved, building costs may be up to \$1,500,000

**PROJECT JUSTIFICATION**

The police department continues to struggle with Wisconsin winters, inclement weather, and widely fluctuating temperatures and the storage of equipment in vehicles like computers, weapons, fire extinguishers, radios and temperature sensitive medicine like Narcan. Dead batteries and non-starting vehicles creates a time management issue for administration, MSC mechanics and other staff. Snow removal is a hassle around parked vehicles especially when there is a high volume of snow at one time. Moving vehicles inside does several things: It creates an environment where starting vehicles is consistent, vehicles are secure, temperatures are stable and there is a reduction of elemental damage. The proposal would also include a "cat walk" that would be used for storage of long-term evidence such as that required to be kept for 75 years and a wash bay for keeping vehicles looking good and getting the salt and mud off of them for a professional appearance and increasing the longevity of the vehicles.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

Goal No. 1

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

POLICE

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
PERSONAL SERVICES											
100	52100	110	Salaries	\$ 371,880	\$ 172,065	\$ 373,837	\$ 381,219	\$ 177,489	\$ 381,219	\$ 389,268	2.11%
100	52100	120	Hourly Wages	2,641,153	1,160,741	2,529,689	2,835,268	1,174,316	2,835,268	2,797,914	-1.32%
100	52100	122	Hourly Wages Part Time	10,000	7,205	12,451	10,000	3,378	8,000	23,000	0.00%
100	52100	125	Overtime Wages	150,000	78,082	184,946	160,000	96,731	200,000	175,000	9.38%
100	52100	126	Seasonal Labor	0	16	58	0	0	0	0	0.00%
100	52100	150	FICA	242,117	113,492	228,206	258,446	116,345	261,477	255,383	-0.42%
100	52100	151	Retirement	337,649	137,753	329,379	353,503	138,034	358,291	381,653	8.77%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	769,828	364,840	778,671	823,365	306,728	823,365	831,142	-10.45%
100	52100	190	Training	10,000	6,533	11,420	10,000	4,136	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>4,532,627</b>	<b>2,040,726</b>	<b>4,448,657</b>	<b>4,831,801</b>	<b>2,017,156</b>	<b>4,877,620</b>	<b>4,835,163</b>	<b>-1.46%</b>
CONTRACTUAL SERVICES											
100	52100	210	Telephone	13,000	5,793	13,312	12,000	6,046	12,000	12,000	0.00%
100	52100	211	Postage	3,000	833	1,895	2,500	1,210	2,500	2,500	0.00%
100	52100	212	Seminars and Conferences	3,000	1,390	5,237	3,000	553	3,000	3,000	0.00%
100	52100	215	Consulting	16,500	4,772	13,191	12,000	4,683	12,000	12,000	0.00%
100	52100	217	Cleaning Service Contract	21,000	7,818	21,441	21,000	5,740	22,000	22,000	4.76%
100	52100	218	Cell/Radio	25,000	6,628	15,637	24,000	11,458	20,000	20,000	-16.67%
100	52100	219	Data	3,000	1,536	3,072	3,000	1,874	3,000	3,000	0.00%
100	52100	220	Utilities	20,000	7,659	16,544	17,000	8,466	17,000	17,000	0.00%
100	52100	240	Equipment Maintenance	23,000	2,007	27,682	23,000	(6,983)	23,000	23,000	0.00%
100	52100	290	Other Contractual Services	10,000	3,682	7,249	9,000	1,858	9,000	9,000	0.00%
			<b>Subtotal</b>	<b>137,500</b>	<b>42,118</b>	<b>125,259</b>	<b>126,500</b>	<b>34,906</b>	<b>123,500</b>	<b>123,500</b>	<b>-2.37%</b>

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

**POLICE**

				2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title				Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % Of Change
POLICE												
			SUPPLIES AND EXPENSE									
100	52100	310	Office Supplies	8,000	2,729	8,284	7,000	1,669	7,000	7,000	7,000	0.00%
100	52100	312	Crime Prevention Program	2,000	1,000	2,425	2,000	1,050	2,000	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	9,000	1,850	9,842	9,000	251	9,000	10,000	10,000	11.11%
100	52100	315	Publications	230	72	72	200	72	200	200	200	0.00%
100	52100	320	Memberships/Subscriptions	900	725	725	900	765	900	900	900	0.00%
100	52100	330	Mileage Reimbursement	300	0	0	300	0	300	300	300	0.00%
100	52100	331	Transportation/Fuel	45,000	23,693	50,931	48,000	27,647	55,000	56,000	56,000	16.67%
100	52100	340	Operating Supplies	36,000	6,417	23,251	32,000	3,246	32,000	32,000	32,000	0.00%
100	52100	343	Guns and Ammo	9,000	1,370	7,149	9,000	0	9,000	9,000	9,000	0.00%
100	52100	349	Operating Supplies - Community Policing	0	0	0	0	0	0	0	0	0.00%
100	52100	360	Radar/Communications Equip	13,000	1,891	5,161	10,000	4,543	10,000	10,000	10,000	0.00%
100	52100	390	MISC.	1,000	0	0	1,000	0	1,000	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	18,000	7,909	14,999	18,000	5,779	18,000	18,000	18,000	0.00%
100	52100	393	Parking Tickets - State	0	570	65	0	(355)	0	0	0	0.00%
			Subtotal	142,430	48,225	122,905	137,400	44,668	144,400	146,400	146,400	6.55%
			CAPITAL OUTLAY									
100	52100	810	Capital Equipment	131,640	67,812	91,461	66,250	62,044	66,250	443,557	2,973	-95.51%
			Subtotal	131,640	67,812	91,461	66,250	62,044	66,250	443,557	2,973	-95.51%
			TOTAL	\$ 4,944,197	\$ 2,198,882	\$ 4,788,282	\$ 5,161,951	\$ 2,158,774	\$ 5,211,770	\$ 5,548,620	\$ 5,034,195	-2.47%

## **Crossing Guards**

***Program Full Time Equivalents: 2.84***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

- 1) Maintain job related injuries at 0% through June 2020 through use of training and specialized equipment.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Reduce job related injuries by 25% by June 2018 through use of training and specialized equipment.  
*Result: No reported job related injuries for school year.*

### ***Significant Program Achievements:***

- 1) No injuries or deaths to school children in 2018-2019 school year
- 2) All crossing guards participated in specific traffic control training
- 3) Icy weather foot traction equipment was distributed and used by guards

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

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

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

The proposed 2020 Crossing Guard program cost is \$95,885. 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.

### ***2020 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.

### ***2020 Budget Significant Expenditure Changes:***

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

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>CROSSING GUARDS</b>												
Account Number PERSONAL SERVICES												
100	52110	121	Hourly Wages Crossing Guards	\$ 87,322	\$ 44,639	\$ 78,574	\$ 87,322	\$ 44,799	\$ 87,322	\$ 87,322	\$ 87,322	0.00%
100	52110	150	FICA	1,266	847	1,302	1,266	688	1,266	1,266	1,266	-0.01%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,362	0	3,362	2,759	4	2,759	2,637	2,637	-4.43%
100	52110	190	Training	600	0	0	600	0	600	600	600	0.00%
			<b>Subtotal</b>	<b>92,550</b>	<b>45,486</b>	<b>83,238</b>	<b>91,948</b>	<b>45,491</b>	<b>91,947</b>	<b>91,825</b>	<b>91,825</b>	<b>-0.13%</b>
			SUPPLIES AND EXPENSE									
100	52110	330	Mileage Reimbursement	3,060	1,500	2,800	3,060	1,600	3,060	3,060	3,060	0.00%
100	52110	340	Operating Supplies	1,000	135	471	1,000	355	1,000	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>4,060</b>	<b>1,635</b>	<b>3,271</b>	<b>4,060</b>	<b>1,955</b>	<b>4,060</b>	<b>4,060</b>	<b>4,060</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 96,610</b>	<b>\$ 47,121</b>	<b>\$ 86,509</b>	<b>\$ 96,008</b>	<b>\$ 47,446</b>	<b>\$ 96,007</b>	<b>\$ 95,885</b>	<b>\$ 95,885</b>	<b>-0.13%</b>

## **Fire Rescue Department**

***Program Full Time Equivalents: 30.25***

***Paid on Call: 20***

### ***Program Mission:***

De Pere Fire Rescue Department exists to serve our community. We are committed to providing a superior level of emergency service that continually improves the quality of life, health and safety of the community we serve. The Department's mission includes prevention, education, emergency response, incident management, planning and coordination to prevent harm in our community.

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

- 1) *Emergency Medical Services* – Provide quality response of emergency medical personnel trained in basic and advanced life support. These personnel provide on scene evidence-based emergency medical care and hospital transportation. Each department vehicle is equipped with basic medical care equipment. Ambulances have advance life support equipment and transporting capabilities.
- 2) *Fire and Rescue Responses* – Well trained firefighters respond to a wide range of calls for service from structure fires, hazardous materials, physical entrapment, carbon monoxide alarms and a variety of requests for services.
- 3) *Station and Vehicle Maintenance* – The vehicle maintenance program is designed to sustain the fleet of emergency vehicles through all types of repair, preventative maintenance and testing. When extensive vehicle maintenance is needed, on-duty members facilitate the needed repairs with the Municipal Service Center and/or other outside resources. The buildings and grounds maintenance program is designed to maintain our fire stations in a professional and appropriate manner.
- 4) *Accident Prevention, Public Education and Fire Investigations* – The goals of these prevention programs are to reduce the risk of harm to our citizens and visitors. The in-school educational programs, along with our annual open house day, are the core of our preventive services. The smoke and carbon monoxide detector installation program has been very effective in providing home safety for our citizens. The department established, in conjunction with the Health Department, a Community Paramedicine Program. The focus of the program is accident prevention and community risk reduction.
- 5) *Administration and External Relations* – Provide for planning, administration, budgeting, invoicing, purchasing, payroll, external relations and management of the Fire Rescue Department.



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

***Important Outputs:***

- 1) Improve the quality of emergency medical services through enhanced medical direction, hospital staff support and evidence-based medical training. De Pere Fire Rescue will continue to strive to achieve industry metrics and standards continuing as a statewide leader in the delivery of prehospital emergency medical services.
- 2) The department will continue to provide incident scene management for the command and control at all events to include but not limited to: fire, medical, hazardous materials and rescue events.
- 3) Provide a comprehensive training plan to improve the effective and efficient handling of all types of incident responses.
- 4) Provide an effective vehicle, equipment and facilities maintenance program and coordination with the Municipal Service Center.
- 5) Through coordinated accident prevention, education and investigation programs reduce the potential for significant incidents within the City of De Pere.
- 6) Provide responsible oversight, comprehensive administration and effective management of the department, which includes planning, organizing, budgeting, supervising, coordinating and improved internal and external relationships.

***Expected Outcomes:***

- 1) *Emergency Medical Services* – Provide high quality, critical emergency pre-hospital lifesaving care in high stress environments.
- 2) *Fire Rescue Response* – Provide high quality incident management and coordinated response to all fire and rescue incidents within the City; contracted response areas, auto-aid partners and to mutual aid locations.
- 3) *Training* – Provide a comprehensive training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they may encounter in their pursuit to protect the citizens and themselves, as well as conserving property.
- 4) *Maintenance* – Maintain response readiness through preventive maintenance; routine and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire rescue department pumps, ladders, hoses and station equipment.
- 5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, fire and life safety code violations and public education.
- 6) *Administration, Operations and External Relations* – Provide comprehensive administration and management of the fire rescue department.

- 7) *Communications* – Implement standard operating guidelines for improved communications and coordination during incident responses. Coordinate with Brown County Communications Center to improve our Mobile Data Computer (MDC) system and incorporate the County’s new Computer Aided Dispatch (CAD) system into our department.

#### ***2020 Performance Measures:***

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city should be in accordance with NFPA Standard 1710. Emergency medical care providers should have a turnout time of not more than one minute and an on scene time of four minutes, five minutes total response time, or less at least 90% of the time. Advanced life support capabilities should arrive on scene within nine minutes of initial dispatch time.
- 2) *Fire Rescue Response* – De Pere Fire Rescue should respond to all structure fire alarms in accordance with NFPA Standard 1710. Response for the initial fire unit on scene should be one minute turnout time and on scene in four minutes or less, five minutes total response time. The full fire alarm assignment should arrive on scene within nine minutes of initial dispatch time with a minimum of 17 personnel.

#### ***2019 Performance Measurement Data (August 2018 – July 2019):***

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

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

- a) From 8/1/18 through 7/31/19, The Department met the above initial response criteria 48% of the time.

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

- a) From 8/1/18 through 7/31/19, The Department met the above response criteria 94% of the time.

#### ***Significant Program Achievements:***

- 1) De Pere Fire Rescue, administratively has established and continues to improve upon clear and concise Standard Operating Guidelines (SOG’s).
- 2) Expanded and improved training program to address all hazards. Continuing to develop and implement an inclusive and accurate fire inspection program.

- 3) Implementation of department reorganization, including the addition of the Battalion Chief positions allowing for 24-hour shift supervision. Maintained a Duty Chief program to provide field supervision and support.
- 4) Medical Direction by Drs. Steven Stroman and Bob Zemple continues to be outstanding. This oversight program includes response preparation, on-line and off-line medical direction, as well as continuing education and service delivery.
- 5) 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. A core component of this program is the award winning National Fire Protection Association's program known as "Remembering When."
- 6) Continued to improve inspection efforts with the De Pere Development Services and Health Departments, assisting in the development of the City's Property Management Team. The two 2019 fire prevention inspection cycles will be successfully completed.
- 7) In 2019, the department transitioned to a paperless scheduling program, CrewSense. This program greatly increases the efficiency, documentation, and accuracy of the organization.
- 8) Implemented an organizational change utilizing part-time staff to augment full-time employees during high volume times.

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

- 1) More than 80% 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 \$772,201 for 2020, 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 proposed 2020 budget for De Pere Fire Rescue is \$4,320,147. 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$278,459 due to the Battalion Chiefs being reclassified to Salaries from Hourly Wages.
- 2) Hourly Wages decreased \$183,958 due to the reclassification mentioned above and a decrease in the number of senior staff in hourly positions.
- 3) Part-Time Training and Safety Officer hourly wages increased \$6,800 due to demand for training and utilizing part-time staff.
- 4) Overtime Wages increased \$15,000 due to staffing replacement.
- 5) FICA increased \$2,109 due to salary increases.
- 6) Retirement increase \$48,281 to due salary increases and increase in required employer contribution rate.
- 7) Seminars and Conferences increased \$3,000 to improve professional development.
- 8) Consulting increased \$12,000 due to dollars being reappropriated from Equipment Maintenance in the same amount to Consulting. Overall budget not impacted.
- 9) Data increased \$1,000 due to market increase and inflation.
- 10) Equipment Maintenance decreased \$12,000 due to dollars being reappropriated to Consulting in the same amount. Overall budget not impacted.
- 11) Cleaning and Maintenance increased \$500 due to market increase and inflation.
- 12) Medical Supplies increased \$8,500 due to market increase and inflation.
- 13) Fire Prevention/Education Supplies increased \$5,000 because the department will no longer solicit local businesses to support this program.
- 14) Mileage Reimbursement increased \$1,500 due to market increase and inflation.
- 15) Capital Equipment: Protective Safety Equipment \$35,000 and Dry Hydrant Installation \$14,960 (\$7,480 general fund/\$7,480 grant), totaling \$42,480.

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:** Replace fire protective safety equipment (reoccurring line item). Based on the manufacturer's recommendation, Personal Protective Equipment (turn out gear) should be replaced every 10-years. Our department closely monitors the condition of all turn out gear and has set-up a replacement cycle.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$35,000

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
GENERAL FUND	35,000	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None identified.

### PROJECT JUSTIFICATION

This is an amount set aside for annual replacement of fire turnout gear. The NFPA standard recommends replacement every 10-years.

### PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 2

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** September 4, 2019

**DESCRIPTION OF PROJECT: Dry Hydrant** – This project proposes the installation of five (5) dry fire hydrants along the banks of the Fox River. Three (3) hydrants are proposed on the east side below the current bridge, two (2) hydrants are proposed on the west side in front of Ahlstrom Munksjo. The total cost of this proposal is \$14,960. We will apply for a Wisconsin Forest Fire Protection Grant. The grant would consider funding 50% of this project.

NEW: ☒ or REPLACEMENT:

**PROJECTED COST: \$14,960**

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

\$7,480

50%

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

\$7,480

50%

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A.

**PROJECT JUSTIFICATION**

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No. 3**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:** Station #1 improvements.

Deleted

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$220,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

\$220,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The Station #1 facility housing the staff of De Pere Fire Rescue is approaching its 20-year anniversary. The building is in need of cosmetic improvements, including but not limited to cabinetry, paint, windows, floor covering, roof, etc.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

Goal No. 5

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:** Resurface Station #2 parking lot.

Deleted

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$36,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

\$36,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The site was renovated in 2015; however, one half of the parking lot was not upgraded. The surface is damaged from salt and time and has become uneven. This condition may prove hazardous to pedestrians, as well as impeding snow removal during snow plow operations.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.   6**



**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>FIRE</b>											
Account Number			PERSONAL SERVICES								
100	52200	110	Salaries	\$ 181,423	\$ 85,072	\$ 185,014	\$ 191,464	\$ 129,270	\$ 366,805	\$ 469,923	\$ 469,923 145.44%
100	52200	120	Hourly Wages	2,129,103	907,393	2,122,307	2,298,003	918,880	1,838,000	2,114,045	2,114,045 -8.01%
100	52200	122	Hourly Wages Part Time	10,600	3,225	4,163	11,700	5,782	11,700	18,500	18,500 58.12%
100	52200	125	Overtime Wages	95,000	48,165	95,828	95,000	30,374	100,000	120,000	110,000 15.79%
100	52200	126	Seasonal Labor	0	11	32	0	121	121	0	0 0.00%
100	52200	129	Hourly Wages -- POC FF	60,000	9,478	22,556	60,000	23,821	50,000	114,000	60,000 0.00%
100	52200	150	FICA	38,815	17,677	37,221	41,489	18,589	37,291	44,526	43,598 5.08%
100	52200	151	Retirement	359,998	136,978	345,807	386,659	140,656	344,374	436,574	434,940 12.49%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	725,752	306,311	686,342	714,733	251,188	714,733	739,449	725,261 1.47%
100	52200	155	Vaccinations/Physicals	0	0	0	0	0	0	0	0 0.00%
100	52200	190	Training	10,000	4,106	5,296	4,000	2,280	4,000	4,000	4,000 0.00%
100	52200	191	Training Act 102	0	1,988	2,077	0	4,755	4,755	0	0 0.00%
			<b>Subtotal</b>	<b>3,610,691</b>	<b>1,520,402</b>	<b>3,506,642</b>	<b>3,803,048</b>	<b>1,525,716</b>	<b>3,471,779</b>	<b>4,061,017</b>	<b>3,980,267 4.66%</b>
			CONTRACTUAL SERVICES								
100	52200	210	Telephone	7,200	3,265	6,355	7,200	3,366	7,200	7,200	7,200 0.00%
100	52200	211	Postage	300	55	74	200	179	200	200	200 0.00%
100	52200	212	Seminars and Conferences	3,000	3,610	3,670	6,000	3,709	6,000	9,000	9,000 50.00%
100	52200	215	Consulting	60,000	6,417	61,281	60,000	9,977	60,000	72,000	72,000 20.00%
100	52200	219	Data	3,000	996	2,357	3,000	3,088	4,000	4,000	4,000 33.33%
100	52200	220	Utilities	27,600	8,109	18,272	17,000	8,930	17,000	17,000	17,000 0.00%
100	52200	240	Equipment Maintenance	65,000	23,940	66,912	65,000	34,585	65,000	53,000	53,000 -18.46%
			<b>Subtotal</b>	<b>166,100</b>	<b>46,392</b>	<b>158,921</b>	<b>158,400</b>	<b>63,834</b>	<b>159,400</b>	<b>162,400</b>	<b>162,400 2.53%</b>

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

FIRE

			SUPPLIES AND EXPENSE									
100	52200	310	Office Supplies	4,000	1,996	3,633	4,000	2,731	4,000	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	2,500	1,702	2,824	2,500	1,351	2,700	3,000	3,000	20.00%
100	52200	320	Memberships/Subscriptions	2,000	1,638	1,828	2,000	989	2,000	2,000	2,000	0.00%
100	52200	324	Medical Supplies	30,000	10,422	30,906	31,500	23,858	40,000	40,000	40,000	26.98%
100	52200	328	Fire Prevention/Education Supplies	3,000	36	2,870	3,000	0	3,000	8,000	8,000	166.67%
100	52200	330	Mileage Reimbursement	2,500	1,092	4,490	5,500	3,035	5,500	7,000	7,000	27.27%
100	52200	331	Transportation	29,000	9,613	20,409	20,000	11,352	20,000	20,000	20,000	0.00%
100	52200	340	Operating Supplies	17,000	11,783	18,948	17,000	5,367	17,000	17,000	17,000	0.00%
100	52200	341	Fire-Emer. Operations Ctr	0	0	0	0	0	0	0	0	0.00%
100	52200	350	Repair and Maintenance Supplies	20,000	10,023	29,672	20,000	10,332	25,000	20,000	20,000	0.00%
100	52200	392	Clothing Allowance	14,000	1,533	10,849	14,000	4,568	16,000	14,000	14,000	0.00%
			Subtotal	124,000	49,838	126,431	119,500	63,582	135,200	135,000	135,000	12.97%
			CAPITAL OUTLAY									
100	52200	810	Capital Equipment	65,000	22,904	56,940	40,000	28,233	40,000	1,891,000	42,480	6.20%
100	52200	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	65,000	22,904	56,940	40,000	28,233	40,000	1,891,000	42,480	6.20%
			TOTAL	\$ 3,965,791	\$ 1,639,536	\$ 3,848,934	\$ 4,120,948	\$ 1,681,365	\$ 3,806,379	\$ 6,249,417	\$ 4,320,147	4.83%

## **Building Inspection**

***Program Full Time Equivalents: 2.45***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) *Number of Permits Issued / Development (July 2018 to July 2019)* – 796 total building and mechanical permits were issued through July 2019 (23% increase from 2017/8). 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. In 2019, the City has completed 36 plan reviews yielding permit fee revenue of \$13,150.
- 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 2018 and July 2019, the City issued 21 new single family and 4 duplex building permits

- 4) *Public Education*– Numerous building permits and construction information funded through permit fees have been prepared and/or revised for dissemination on the city web site, in the office and on via the City newsletter.
- 5) *Code Enforcement*- Complaint initiated response and follow up in order to preserve and maintain public health, safety and welfare of community in the area of building and zoning code.

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – July 2019):***

- 1) Finalize process and begin reviewing smaller commercial permit plan sets by January 2019
  - a) Commercial plan review began in January 2019 and been very successful in reducing the time required to receive a permit, minimize the number of projects that begin without permits and generate revenue for the City.

- 2) Work with IT Director and Finance Director towards receiving payments for building permit applications electronically via the computer by December 1, 2019.
  - a) Not implemented at this time, but ready to implement when the City website is structured for payment.

***Significant Program Achievements:***

- 1) Significant increase in code enforcement activity due to increased complaints. Approximately 848 hours dedicated to Code enforcement in 2019.
- 2) Successful implementation of Commercial Permit review for projects under 50,000 cubic feet.
- 3) Issued appropriate building and mechanical permits and completed inspections.
- 4) Hired and trained new electrical inspector and building inspector.
- 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.
- 8) Professional and timely administration of all needs related to the downtown Turba building fire.

***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 proposed 2019 Building Inspection budget as part of the Development Services Department is \$285,658. The program benefits the community by providing citizens with safe and code compliant housing and commercial development. The program also benefits the community by supporting stable residential, commercial and industrial properties that provide citizens the opportunity to live and work within the same community.

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

- 1) Hourly Wages increased by \$3,807 due to actual trends.
- 2) Hourly Wages – Elec/Plmb Inspector increased by \$900 due to actual trends.
- 3) Retirement increased by \$671 due to actual trends.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased by \$9,094 due to actual trends.
- 5) Training decreased by \$200 and includes attendance at the commercial permit class (\$1,000), certification training and exams (\$400), department training (\$300) and administrative training (\$300).
- 6) Seminars and Conferences. No change. League of WI Municipalities Building Inspectors Institute (\$1,000). Various Building Inspectors Association of Northeast Wisconsin (BIANEW) events (\$500).
- 7) Consulting increased by \$2,100 in order to cover legal department costs for building related items (\$2,000) and to fund INCODE software maintenance (\$2,600).
- 8) Equipment Maintenance increased by \$2,200 to reflect necessary repair and body work for building inspector vehicle.
- 9) Office Supplies increased by \$200 in order to fund steel toe shoes and uniform shirts for building inspectors.
- 10) Memberships and Subscriptions increased by \$300 and 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  
2020 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>BUILDING INSPECTION</b>											
Account Number PERSONAL SERVICES											
100	52400	110	Salaries	\$ 88,256	\$ 47,667	\$ 87,069	\$ 74,621	\$ 34,137	\$ 74,621	\$ 76,294	2.24%
100	52400	120	Hourly Wages	88,509	19,421	58,655	75,753	34,997	75,753	79,560	5.03%
100	52400	125	Overtime Wages	0	0	0	0	4	4	0	0.00%
100	52400	126	Seasonal Labor	0	32	32	0	0	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	8,100	3,784	9,801	8,100	4,518	8,100	9,000	11.11%
100	52400	150	FICA	13,640	5,394	10,574	11,621	5,193	11,621	12,053	3.72%
100	52400	151	Retirement	11,843	3,536	9,140	9,849	4,166	9,850	10,520	6.81%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	71,185	28,085	107,956	70,737	37,268	70,737	81,563	12.86%
100	52400	190	Training	0	310	831	2,200	184	2,200	2,000	-9.09%
			<b>Subtotal</b>	<b>281,533</b>	<b>108,229</b>	<b>284,057</b>	<b>252,882</b>	<b>120,466</b>	<b>252,886</b>	<b>270,990</b>	<b>6.48%</b>
CONTRACTUAL SERVICES											
100	52400	210	Telephone	1,400	481	1,398	1,400	709	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	870	388	757	1,500	575	1,500	1,500	0.00%
100	52400	215	Consulting	2,300	2,464	2,464	2,500	2,588	2,588	4,600	84.00%
100	52400	218	Cell/Radio	1,500	662	1,348	1,500	710	1,500	1,500	0.00%
100	52400	240	Equipment Maintenance	600	0	0	600	178	600	2,800	366.67%
			<b>Subtotal</b>	<b>6,670</b>	<b>3,995</b>	<b>5,968</b>	<b>7,500</b>	<b>4,760</b>	<b>7,588</b>	<b>11,800</b>	<b>57.33%</b>
SUPPLIES AND EXPENSE											
100	52400	310	Office Supplies	1,600	1,063	1,789	1,600	956	1,600	1,800	12.50%
100	52400	320	Memberships/Subscriptions	315	282	312	500	415	500	800	60.00%
100	52400	331	Transportation	1,300	1,211	3,159	2,000	886	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>3,215</b>	<b>2,557</b>	<b>5,261</b>	<b>4,100</b>	<b>2,257</b>	<b>4,100</b>	<b>4,600</b>	<b>12.20%</b>
CAPITAL OUTLAY											
100	52400	810	Capital Equipment	0	0	0	4,500	0	4,500	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL</b>			<b>\$ 291,418</b>	<b>\$ 114,781</b>	<b>\$ 295,285</b>	<b>\$ 268,982</b>	<b>\$ 127,483</b>	<b>\$ 269,074</b>	<b>\$ 287,390</b>	<b>\$ 285,658</b>	<b>6.20%</b>

## **Jail**

***Program Full Time Equivalents: 0***

***Program Mission:***

House prisoners in a secure environment

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

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



***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Reduce costs for jail by 10% in 2019 by releasing an OWI first offense arrest to a responsible party from the hospital or police department versus transporting to jail.  
*Result: July 2018 Jail Costs: \$2,650. January 2019 – July 2019 Jail Costs: \$1,880. Overall, looking at projected jail costs for the end of 2019, it appears it will be decreased about 40%.*

***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 proposed 2020 Police program cost is \$8,750. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Change:***

- 1) Data charges reduces \$250 to reflect anticipated lower costs

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

JAIL

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
CONTRACTUAL SERVICES												
100	52700	219	Data	\$ 500	\$ 225	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	-50.00%
100	52700	222	Jail	8,000	2,560	7,400	8,000	1,880	8,000	8,000	8,000	0.00%
100	52700	240	Equipment Maintenance	500	0	500	500	0	500	500	500	0.00%
			<b>Subtotal</b>	<b>9,000</b>	<b>2,785</b>	<b>8,400</b>	<b>9,000</b>	<b>2,130</b>	<b>8,750</b>	<b>8,750</b>	<b>8,750</b>	<b>-2.78%</b>
			<b>TOTAL</b>	<b>\$ 9,000</b>	<b>\$ 2,785</b>	<b>\$ 8,400</b>	<b>\$ 9,000</b>	<b>\$ 2,130</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>	<b>-2.78%</b>

## **TOTAL PUBLIC SAFETY**

City of De Pere  
2020 General Fund  
Adopted Budget

**PUBLIC SAFETY  
EXPENDITURES**

Account Title		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>										
PERSONAL SERVICES										
110	Salaries	\$ 641,559	\$ 304,804	\$ 645,919	\$ 647,304	\$ 340,896	\$ 822,645	\$ 935,485	\$ 935,485	44.52%
120	Hourly Wages	4,858,765	2,087,554	4,710,651	5,209,024	2,128,193	4,749,021	4,963,322	4,991,519	-4.18%
121	Hourly Wages Crossing Guards	87,322	44,639	78,574	87,322	44,799	87,322	87,322	87,322	0.00%
122	Hourly Wages Part Time	20,600	10,430	16,613	21,700	9,160	19,700	41,500	28,500	31.34%
125	Overtime Wages	245,000	126,247	280,774	255,000	127,108	300,004	295,000	285,000	11.76%
126	Seasonal Labor	0	58	121	0	121	121	0	0	0.00%
127	Hourly Wages Plumbing Inspector	8,100	3,784	9,801	8,100	4,518	8,100	9,000	9,000	11.11%
129	Hourly Wages POC FF	60,000	9,478	22,556	60,000	23,821	50,000	114,000	60,000	0.00%
150	FICA	295,838	137,410	277,303	312,822	140,815	311,656	313,229	314,269	0.46%
151	Retirement	709,490	278,267	684,327	750,012	282,856	712,515	828,747	829,958	10.66%
152	Health, Dental, DIB, Life & Wks Cmp Ins	1,570,127	699,235	1,576,331	1,611,594	595,188	1,611,594	1,654,791	1,545,019	-4.13%
190	Training	20,600	10,949	17,547	16,800	6,599	16,800	16,600	16,600	-1.19%
191	Training Act 102	0	1,988	2,077	0	4,755	4,755	0	0	0.00%
	<b>Subtotal</b>	<b>8,517,401</b>	<b>3,714,843</b>	<b>8,322,594</b>	<b>8,979,678</b>	<b>3,708,829</b>	<b>8,694,233</b>	<b>9,258,996</b>	<b>9,102,673</b>	<b>1.37%</b>
CONTRACTUAL SERVICES										
210	Telephone	21,600	9,539	21,064	20,600	10,121	20,600	20,600	20,600	0.00%
211	Postage	3,300	888	1,969	2,700	1,389	2,700	2,700	2,700	0.00%
212	Seminars and Conferences	6,870	5,388	9,664	10,500	4,837	10,500	13,500	13,500	28.57%
215	Consulting	78,800	13,654	76,936	74,500	17,248	74,588	88,600	88,600	18.93%
217	Cleaning Service Contract	21,000	7,818	21,441	21,000	5,740	22,000	22,000	22,000	4.76%
218	Cell/Radio	26,500	7,290	16,985	25,500	12,168	21,500	21,500	21,500	-15.69%
219	Data	6,500	2,757	5,929	6,500	5,212	7,250	7,250	7,250	11.54%
220	Utilities	47,600	15,768	34,816	34,000	17,397	34,000	34,000	34,000	0.00%
222	Jail	8,000	2,560	7,400	8,000	1,880	8,000	8,000	8,000	0.00%
240	Equipment Maintenance	89,100	25,948	95,094	89,100	27,781	89,100	79,300	79,300	-11.00%
290	Other Contractual Services	10,000	3,682	7,249	9,000	1,858	9,000	9,000	9,000	0.00%
	<b>Subtotal</b>	<b>319,270</b>	<b>95,291</b>	<b>298,548</b>	<b>301,400</b>	<b>105,630</b>	<b>299,238</b>	<b>306,450</b>	<b>306,450</b>	<b>1.68%</b>

City of De Pere  
2020 General Fund  
Adopted Budget

**PUBLIC SAFETY  
EXPENDITURES**

Account Title		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>										
	SUPPLIES AND EXPENSE									
310	Office Supplies	13,600	5,788	13,707	12,600	5,356	12,600	12,800	12,800	1.59%
312	Crime Prevention Program	2,000	1,000	2,425	2,000	1,050	2,000	2,000	2,000	0.00%
314	Cleaning and Maintenance	11,500	3,552	12,666	11,500	1,602	11,700	13,000	13,000	13.04%
315	Publications	230	72	72	200	72	200	200	200	0.00%
320	Memberships/Subscriptions	3,215	2,645	2,865	3,400	2,169	3,400	3,700	3,700	8.82%
324	Medical Supplies	30,000	10,422	30,906	31,500	23,858	40,000	40,000	40,000	26.98%
328	Fire Prevention/Education Supplies	3,000	36	2,870	3,000	0	3,000	8,000	8,000	166.67%
330	Mileage Reimbursement	5,860	2,592	7,290	8,860	4,635	8,860	10,360	10,360	16.93%
331	Transportation	75,300	34,517	74,500	70,000	39,884	77,000	78,000	78,000	11.43%
340	Operating Supplies	54,000	18,335	42,670	50,000	8,968	50,000	50,000	50,000	0.00%
343	Guns and Ammo	9,000	1,370	7,149	9,000	0	9,000	9,000	9,000	0.00%
350	Repair and Maintenance Supplies	20,000	10,023	29,672	20,000	10,332	25,000	20,000	20,000	0.00%
360	Other Repairs and Maintenance	13,000	1,891	5,161	10,000	4,543	10,000	10,000	10,000	0.00%
390	MISC.	1,000	0	0	1,000	0	1,000	1,000	1,000	0.00%
392	Clothing Allowance	32,000	9,442	25,847	32,000	10,347	34,000	32,000	32,000	0.00%
393	Parking Tickets--State	0	570	65	0	(355)	0	0	0	0.00%
	<b>Subtotal</b>	<b>273,705</b>	<b>102,255</b>	<b>257,867</b>	<b>265,060</b>	<b>112,462</b>	<b>287,760</b>	<b>290,060</b>	<b>290,060</b>	<b>9.43%</b>
	CAPITAL OUTLAY									
810	Capital Equipment	196,640	90,716	148,401	110,750	90,277	110,750	2,334,557	45,453	-58.96%
811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>196,640</b>	<b>90,716</b>	<b>148,401</b>	<b>110,750</b>	<b>90,277</b>	<b>110,750</b>	<b>2,334,557</b>	<b>45,453</b>	<b>-58.96%</b>
	<b>TOTAL</b>	<b>\$ 9,307,016</b>	<b>\$ 4,003,104</b>	<b>\$ 9,027,410</b>	<b>\$ 9,656,889</b>	<b>\$ 4,017,198</b>	<b>\$ 9,391,981</b>	<b>\$ 12,190,063</b>	<b>\$ 9,744,635</b>	<b>0.91%</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	0.11
Building Maintenance	2.50
Fleet Maintenance	3.00
Snow and Ice Control	0.96
Street Maintenance	0.99
Traffic Signs and Marking	0.98
Street Lighting	0.12
Traffic Lights	0.00
Brush Collection	0.39
Transit System	0.00
Garbage and Refuse Collection	2.66
Landfill	0.00
Weed Control	0.10
Recycling	1.10
<hr/>	<hr/>
<b>TOTAL</b>	<b>15.57</b>

## **Public Works Administration**

***Program Full Time Equivalents: 0.91***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) *Departmental Budget*- Activities and services by the department are supported by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Develop and manage the annual budget for all public works services. The public works annual budget provides funding for all public works services provided to the community.
- 2) *Monthly Board of Public Works Meeting (BOPW)* – Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Send out monthly agenda and attachments to Board of Public Works members. BOPW establishes policies pertaining to the public works operations and also makes various recommendations to Council regarding public works operations that will meet the needs of the community.



- 3) *Monitoring Public Works Operations* - Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Overseeing the operations of the public works department to make certain the services being performed are being done in a manner that are in the best interest of the community. This is important to the community to make certain the services provided by the public works department are done so in an efficient and cost effective manner.

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

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

***Significant Program Achievements:***

- 1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.

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

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

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

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

The proposed 2020 Public Works Administration program cost is \$123,582. 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.

***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$3,744 to reflect actual costs due to hiring new street superintendent, 2.25% cost of living adjustment and 1% salary increase for director of public works for pay for performance award.
- 2) Hourly wages decreased \$4,206 to reflect actual costs.
- 3) Health, Dental, DIB, Life & Wks Cmp Ins increased \$7,902 to reflect actual costs due to hiring a new street superintendent.
- 4) Training increased \$750 to reflect additional training for the street superintendent. Training is funding to provide for all department trainings.
- 5) Seminars and Conferences increased \$875 to reflect additional conferences the street superintendent will attend. Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 6) Consulting is for copier lease.
- 7) Cell/Radio increased \$846 to reflect actual costs.
- 8) 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.
- 9) Transportation increased \$194 to reflect actual costs.
- 10) Capital Equipment includes the general fund share of \$1,500 for replacing street superintendent office furniture.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:**

Replace existing furniture in street superintendent's office

**NEW:    or X    REPLACEMENT:**

**PROJECTED COST: \$ 6,000**

**PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	= \$1,500	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
Storm Water Utility	= \$1,500	
Water Utility	= \$1,500	
Sewer Utility	= \$1,500	

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The existing office furniture in the street superintendent's office is the original furniture when the MSC was built. It is in need of replacement not only for ergonomics for the employee but to better fit the way the office is utilized for today's street operations.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>PUBLIC WORKS ADMINISTRATION</b>												
Account Number PERSONAL SERVICES												
100	53000	110	Salaries	\$ 48,040	\$ 24,630	\$ 50,748	\$ 49,367	\$ 22,345	\$ 49,367	\$ 53,111	\$ 53,111	7.58%
100	53000	120	Hourly Wages	21,875	12,692	26,174	21,875	10,166	20,332	17,669	17,669	-19.23%
100	53000	125	Overtime Wages	250	669	776	800	36	800	800	800	0.00%
100	53000	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	53000	150	FICA	5,368	2,989	5,594	5,511	2,485	5,393	5,476	5,476	-0.64%
100	53000	151	Retirement	4,701	2,443	5,293	4,719	1,713	4,618	4,832	4,832	2.39%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,148	14,081	29,167	18,872	9,425	18,850	27,296	26,774	41.87%
100	53000	190	Training	1,250	0	0	1,250	0	1,500	2,000	2,000	60.00%
			<b>Subtotal</b>	<b>100,631</b>	<b>57,505</b>	<b>117,754</b>	<b>102,394</b>	<b>46,169</b>	<b>100,860</b>	<b>111,184</b>	<b>110,662</b>	<b>8.07%</b>
CONTRACTUAL SERVICES												
100	53000	210	Telephone	766	306	761	766	366	766	766	766	0.00%
100	53000	211	Postage	1,563	559	1,249	1,563	788	1,563	1,563	1,563	0.00%
100	53000	212	Seminars and Conferences	1,625	282	660	1,625	301	2,000	2,500	2,500	53.85%
100	53000	215	Consulting	829	343	707	829	365	829	829	829	0.00%
100	53000	218	Cell/Radio	1,250	665	1,550	1,250	1,048	2,096	2,096	2,096	67.68%
			<b>Subtotal</b>	<b>6,033</b>	<b>2,155</b>	<b>4,928</b>	<b>6,033</b>	<b>2,868</b>	<b>7,254</b>	<b>7,754</b>	<b>7,754</b>	<b>28.53%</b>
SUPPLIES AND EXPENSE												
100	53000	310	Office Supplies	2,500	189	439	2,500	325	2,500	2,500	2,500	0.00%
100	53000	320	Memberships/Subscriptions	219	214	235	400	326	400	400	400	0.00%
100	53000	331	Transportation	500	286	849	572	383	766	766	766	33.92%
100	53000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	188	0	0	188	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>3,406</b>	<b>688</b>	<b>1,523</b>	<b>3,660</b>	<b>1,035</b>	<b>3,666</b>	<b>3,666</b>	<b>3,666</b>	<b>0.16%</b>
CAPITAL OUTLAY												
100	53000	810	Capital Equipment	0	0	0	0	0	0	1,500	1,500	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>100.00%</b>
<b>TOTAL</b>				<b>\$ 110,070</b>	<b>\$ 60,347</b>	<b>\$ 124,204</b>	<b>\$ 112,087</b>	<b>\$ 50,072</b>	<b>\$ 111,780</b>	<b>\$ 124,104</b>	<b>\$ 123,582</b>	<b>10.26%</b>

## Engineering

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.
  - a. Result: Staff is currently working on the plan at the time of the budget preparation.
- 2) Develop a crossing guard policy for analyzing existing crossing guard locations as well as requests for new locations.
  - a. Result: Staff is currently working on the policy at the time of budget preparation.

***Significant Program Achievements:***

- 1) Completed 2019 public works improvements program which included:
  - a. Relayed approximately 9,850 lineal feet of water main in preparation for street resurfacing and reconstruction.
  - b. Completed construction on the new Pine Trail Crossing off of Ryan Road which is a 60 single/duplex family lot with one multi-family lot subdivision
  - c. Reconstructed Ryan Road from 450 feet south of Diversity Drive to 200 feet south of South Melcorn Circle.
  - d. Reconstructed Enterprise Drive from Prosper Street to 700 feet south of Prosper Street and Prosper Street from Enterprise Drive to CTH PP.
  - e. Constructed/reconstructed/lined 11,050 lineal feet of sanitary sewer.
  - f. Removed and replaced sanitary laterals in conjunction with water main/service relays.
  - g. Provided new water main to condominiums off of Broadway Street
  - h. Completed construction on the Southbridge and Honeysuckle pond improvements to minimize flooding in the Bridgeport Street area.
  - i. Constructed a new parking lot at Optimist Park and relocated the basketball court.
  - j. Reconstructed the pedestrian alley off of Main Avenue in preparation for the public art display.
  - k. Constructed sidewalk around the playground at VFW Park.
- 2) Designed and bid multiple streetscaping proposals for various downtown improvements.
- 3) Designed and bid the Lawrence Drive sidewalk project from Scheuring Road to Main Avenue. The project completion was extended to July 1, 2020 due to the lack of contractors to complete in 2019.
- 4) Reviewed all public and private storm water management facilities.
- 5) 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 proposed 2020 Engineering Program cost is \$237,998. 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.

***2020 Program Objectives:***

- 1) Complete the construction of the Lawrence Drive sidewalk from Scheuring Road to Main Avenue. This was bid in 2019 with a July 1, 2020 completion date.
- 2) 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.
- 3) Continue to update engineering CADD standards and construction plans.
- 4) Monitor public and private storm water management facilities.
- 5) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.

***2020 Budget Significant Expenditure Changes:***

- 1) Overtime Wages increased \$2,000 to reflect actual costs due to completing design and construction projects.
- 2) Seasonal Labor increased \$3,050 to reflect actual costs for increasing hourly wage rates from \$14.00/hour to \$16.50/hour in order to find qualified engineering aide staff.
- 3) FICA increased \$523 to reflect actual costs due to increase salaries, seasonal labor and overtime wages.
- 4) Retirement increased \$693 to reflect actual costs due to increase salaries and overtime wages.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$8,503 to reflect actual costs for additional family member participation in health insurance for engineering staff.
- 6) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 7) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 8) Consulting increased \$2,000 to reflect increase for required bridge and sign bridge inspections. 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.
- 9) Cell/Radio increased \$784 to reflect actual costs for additional Ipads.
- 10) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 11) Transportation increased \$625 to reflect actual costs.
- 12) Capital Equipment includes the general fund share of \$8,750 for replacing survey equipment.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN**

**2020 – 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 25, 2019**

**DESCRIPTION OF PROJECT:**

**Engineering – Replace Total Station**

<u>ITEM</u>	<u>COST</u>
Replace robotic total station	\$35,000

**NEW:      or      REPLACEMENT: X**

**PROJECTED COST: \$35,000**

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
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<b>GENERAL FUND</b>	<b>\$8,750</b>	
<b>CAPITAL IMPROVEMENTS FUND</b>		
<b>GENERAL OBLIGATION DEBT</b>		
<b>SPECIAL ASSESSMENT</b>		
<b>GRANTS</b>		
<b>OTHER</b>		
Storm Water Utility	\$8,750	
Sewer Utility	\$8,750	
Water Utility	\$8,750	

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The engineering department has a robotic total station that was purchased in 2006. This is used throughout the year for surveying. Staff has been notified by the City's service vendor that if there are any major issues with the total station, it cannot be repaired. This piece of equipment is critical for daily activities in the department and used in design surveys and construction staking. Without this, survey work will not be completed.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>ENGINEERING</b>											
Account Number			PERSONAL SERVICES								
100	53110	110	Salaries	\$ 43,763	\$ 22,697	\$ 46,838	\$ 46,748	\$ 21,388	\$ 46,748	\$ 48,624	\$ 48,624 4.01%
100	53110	120	Hourly Wages	74,802	39,695	82,790	78,676	36,395	78,676	81,053	81,053 3.02%
100	53110	125	Overtime Wages	5,625	4,615	11,919	10,000	2,994	12,000	12,000	12,000 20.00%
100	53110	126	Seasonal Labor	4,375	1,511	4,989	4,375	1,724	4,375	8,100	7,425 69.71%
100	53110	150	FICA	9,564	5,514	10,704	10,423	4,892	10,576	10,956	10,946 5.01%
100	53110	151	Retirement	8,321	4,215	9,606	8,870	3,665	9,001	9,563	9,563 7.81%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	34,191	16,601	34,178	29,369	15,019	30,038	38,497	37,872 28.95%
100	53110	190	Training	3,125	903	933	3,125	358	3,125	3,125	3,125 0.00%
			<b>Subtotal</b>	<b>183,766</b>	<b>95,750</b>	<b>201,956</b>	<b>191,587</b>	<b>86,435</b>	<b>194,540</b>	<b>211,918</b>	<b>210,608 9.93%</b>
			CONTRACTUAL SERVICES								
100	53110	210	Telephone	970	452	958	970	493	970	970	970 0.00%
100	53110	212	Seminars and Conferences	1,000	154	154	1,000	36	1,000	1,000	1,000 0.00%
100	53110	215	Consulting	5,313	1,806	5,565	6,000	1,898	6,000	8,000	8,000 33.33%
100	53110	218	Cell/Radio	1,579	880	2,311	1,760	1,272	2,544	2,544	2,544 44.55%
			<b>Subtotal</b>	<b>8,862</b>	<b>3,292</b>	<b>8,988</b>	<b>9,730</b>	<b>3,699</b>	<b>10,514</b>	<b>12,514</b>	<b>12,514 28.61%</b>
			SUPPLIES AND EXPENSE								
100	53110	310	Office Supplies	0	0	0	0	0	0	0	0 0.00%
100	53110	320	Memberships/Subscriptions	313	0	88	313	80	313	313	313 0.00%
100	53110	331	Transportation	1,875	858	2,549	1,875	1,147	2,294	2,500	2,500 33.33%
100	53110	340	Operating Supplies	2,813	733	2,309	2,813	738	2,813	2,813	2,813 0.00%
100	53110	350	Repair and Maintenance Supplies	500	10	57	500	37	500	500	500 0.00%
			<b>Subtotal</b>	<b>5,501</b>	<b>1,602</b>	<b>5,002</b>	<b>5,501</b>	<b>2,002</b>	<b>5,920</b>	<b>6,126</b>	<b>6,126 11.36%</b>
			CAPITAL OUTLAY								
100	53110	810	Capital Equipment	3,000	2,497	2,497	10,000	951	10,000	8,750	8,750 -12.50%
			<b>Subtotal</b>	<b>3,000</b>	<b>2,497</b>	<b>2,497</b>	<b>10,000</b>	<b>951</b>	<b>10,000</b>	<b>8,750</b>	<b>8,750 -12.50%</b>
			<b>TOTAL</b>	<b>\$ 201,129</b>	<b>\$ 103,140</b>	<b>\$ 218,443</b>	<b>\$ 216,818</b>	<b>\$ 93,088</b>	<b>\$ 220,974</b>	<b>\$ 239,308</b>	<b>\$ 237,998 9.77%</b>

## **Municipal Service Center**

***Program Full Time Equivalents: 0.11***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) Distribution of fuel to all city departments – Funded by the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) and serves as a vital support service to all departments requiring fuel.
- 2) Storage space for public work and park department fleets – Funded by the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) and serves as a vital location to house the City's public work and park department's fleets.
- 3) Storage area for public work and park department equipment and supplies – Funded by the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) and serves as a vital location to house the City's public work and park department's equipment.
- 4) Customer service response to residents and client – Funded by the property tax (55%), storm water utility (15%), water utility (15%), and the sewer utility (15%) and provides service and response to citizen questions or concerns.

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Reduce utility cost by 1% through power management and LED lighting replacements.
  - a. Result: Our analysis of comparable data showed an increase of gas/electric expenses. Further analysis would need to be conducted to determine if LED lighting was effective or not.

***Significant Program Achievements:***

- 1) Installed a power gate and access tags for all City equipment/vehicles.
- 2) Replaced exterior lights with LED lighting.
- 3) Replaced 1/3 of Unit “B” lights with LED lighting.
- 4) Replaced water fountain with a bottle re-fill fountain.
- 5) Repaired roof.
- 6) Installed large fan in mechanic’s shop to improve air flow.
- 7) Continued installation of LED lighting in the mechanics bay.
- 8) Conducted annual preventative maintenance for HVAC in spring and fall.

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

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
  - a. Serves as a central location for all city vehicles to obtain fuel in an efficient manner.

- 2) Conduct preventative maintenance on HVAC of building in the spring and fall months.
  - a. Preventative maintenance ensures the community that our HVAC are used to its maximum potential both in utilizing energy, as well as its operational life.
- 3) Cleaning of MSC.
  - a. Regular cleaning of MSC is conducted to ensure the facility stays in good condition to maximize its operational life, as well as create a clean work atmosphere.

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

The proposed 2020 Municipal Service Center program cost is \$104,955. 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Overtime Wages decreased \$44 to reflect actual costs.
- 2) Training includes various training for building maintenance staff.
- 3) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, building maintenance scheduling software, and perform backup generator study.
- 4) Cleaning and Maintenance increased \$2,675 to reflect actual costs.
- 5) Operating Supplies increased \$3,475 to reflect actual costs.
- 6) Capital Outlay includes the general fund share of \$24,750 for: repair HVAC duct work (\$5,500); replace overhead garage doors (\$5,500); and replace HVAC controls (\$13,750).

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 26, 2019

**DESCRIPTION OF PROJECT:**

Repair MSC HVAC duct work.

NEW:    or    REPLACEMENT: X

**PROJECTED COST: \$ 10,000**

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

= \$5,500

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

Storm Water Utility = \$1,500

Water Utility = \$1,500

Sewer Utility = \$1,500

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The make-up air handler was replaced two years ago and is outside the warranty. The air flow is discharging directly into a steel beam causing the insulation from the roof to be damaged. The duct work needs to be repaired to redirect the air flow so it eliminates the damage to the roof insulation.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 26, 2019

**DESCRIPTION OF PROJECT:**

Replace MSC overhead garage doors.

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

**PROJECTED COST: \$ 10,000**

**PROPOSED METHOD OF FINANCING:**

\$ %

## GENERAL FUND

$$= \$5,500$$

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

## OTHER

**Storm Water Utility = \$1,500**

**Water Utility = \$1,500**

**Sewer Utility = \$1,500**

### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

## PROJECT JUSTIFICATION

The MSC has two (2) overhead garage doors that need to be replaced due to their condition. Both doors are auto controlled doors that open/close 70-80 times per day. The door tracks are rusting through and need to be replaced. The cost of replacing the track and operator is approximately the same price to have new doors installed.

## PROJECT RANKINGS 1

CITY COUNCIL

## STAFF RECOMMENDATION

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 26, 2019

**DESCRIPTION OF PROJECT:**

Replace HVAC controls.

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

**PROJECTED COST: \$ 25,000**

**PROPOSED METHOD OF FINANCING:**

\$ %

## GENERAL FUND

**= \$13,750**

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

## OTHER

**Storm Water Utility = \$3,750**

**Water Utility = \$3,750**

**Sewer Utility = \$3,750**

### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

## PROJECT JUSTIFICATION

The MSC has currently two separate HVAC control systems that at times will not operate properly which results in a very inefficient system. Our existing system is relying on the accuracy of the pneumatic system to cycle the AC unit in summer which is causing some areas to be hot while other areas are cold. This results with employees turning on electric heaters in summer because the rooms are too cold. The intent is to upgrade to one system so the HVAC system is more energy efficient with keeping areas closer in temperature instead of having one area hot and the other areas cold. The system will gain a 2 to 3 % increase in efficiency for the front office area of the MSC.

## PROJECT RANKINGS 1

CITY COUNCIL

## STAFF RECOMMENDATION

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 1, 2019

**DESCRIPTION OF PROJECT:**

Deleted

Replace underground fuel tanks at the MSC.

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

**PROJECTED COST: \$ 400,000**

**PROPOSED METHOD OF FINANCING:**

\$	%
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## GENERAL FUND

**\$220,000**

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

**OTHER**

**Storm Water Utility = \$60,000**

**Water Utility = \$60,000**

**Sewer Utility = \$60,000**

[illegible]

## PROJECT JUSTIFICATION

The MSC underground fuel tanks need to be replaced because of their age and concerns for leaking and contaminating the soils.

## PROJECT RANKINGS 1

**CITY COUNCIL**

## STAFF RECOMMENDATION

**Goal No.**

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>MUNICIPAL SERVICE CENTER</b>											
Account Number PERSONAL SERVICES											
100	53230	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
100	53230	120	Hourly Wages	5,902	4,731	8,791	10,000	3,988	10,000	10,000	0.00%
100	53230	125	Overtime Wages	144	10	15	144	6	100	100	-30.56%
100	53230	126	Seasonal Labor	2,753	133	347	2,753	323	2,753	2,753	0.00%
100	53230	150	FICA	502	403	663	816	313	813	813	-0.41%
100	53230	151	Retirement	405	343	660	664	218	662	682	2.61%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,179	2,796	4,054	5,828	2,168	5,828	5,703	-2.14%
100	53230	190	Training	275	0		275	0	275	275	0.00%
			<b>Subtotal</b>	<b>12,161</b>	<b>8,417</b>	<b>14,530</b>	<b>20,480</b>	<b>7,015</b>	<b>20,430</b>	<b>20,450</b>	<b>-0.76%</b>
			CONTRACTUAL SERVICES								
100	53230	210	Telephone	132	65	130	130	70	130	130	0.00%
100	53230	215	Consulting	5,445	2,291	6,568	13,750	3,417	13,750	13,750	0.00%
100	53230	217	Cleaning Service Contract	7,700	3,094	7,425	7,700	3,094	7,500	7,500	-2.60%
100	53230	220	Utilities	22,000	22,550	43,446	23,000	14,210	23,000	23,000	0.00%
			<b>Subtotal</b>	<b>35,277</b>	<b>28,000</b>	<b>57,569</b>	<b>44,580</b>	<b>20,790</b>	<b>44,380</b>	<b>44,380</b>	<b>-0.45%</b>
			SUPPLIES AND EXPENSE								
100	53230	314	Cleaning and Maintenance	6,325	1,912	8,922	6,325	4,733	9,000	9,000	42.29%
100	53230	340	Operating Supplies	3,025	4,296	4,978	3,025	3,020	6,500	6,500	114.88%
			<b>Subtotal</b>	<b>9,350</b>	<b>6,208</b>	<b>13,900</b>	<b>9,350</b>	<b>7,754</b>	<b>15,500</b>	<b>15,500</b>	<b>65.78%</b>
			CAPITAL OUTLAY								
100	53230	810	Capital Equipment	9,075	3,907	4,911	13,750	0	13,750	250,250	80.00%
			<b>Subtotal</b>	<b>9,075</b>	<b>3,907</b>	<b>4,911</b>	<b>13,750</b>	<b>0</b>	<b>13,750</b>	<b>250,250</b>	<b>80.00%</b>
			<b>TOTAL</b>	<b>\$ 65,863</b>	<b>\$ 46,533</b>	<b>\$ 90,910</b>	<b>\$ 88,160</b>	<b>\$ 35,559</b>	<b>\$ 94,060</b>	<b>\$ 330,580</b>	<b>19.05%</b>

## **Building Maintenance**

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 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 proposed 2020 Building Maintenance program cost is \$170,254. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$7,642 to reflect actual costs.
- 2) Seasonal Labor increased \$500 to reflect actual costs.
- 3) FICA decreased \$441 to reflect actual costs.
- 4) Training includes staff training on building maintenance.
- 5) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
- 6) Transportation increased \$1,500 to reflect actual costs.
- 7) No Capital Outlay requested.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>BUILDING MAINTENANCE</b>											
Account Number PERSONAL SERVICES											
100	53231	110	Salaries	\$0	\$ 6,524	\$ 24,351	\$ 37,079	\$ 15,538	\$ 37,079	\$ 38,868	\$ 38,868 4.82%
100	53231	120	Hourly Wages	61,841	21,561	52,499	62,642	24,017	50,000	55,000	55,000 -12.20%
100	53231	125	Overtime Wages	600	85	156	600	448	600	600	600 0.00%
100	53231	126	Seasonal Labor	0	21	137	0	0	500	500	500 100.00%
100	53231	150	FICA	4,777	2,186	5,073	7,675	3,269	6,715	7,234	7,234 -5.74%
100	53231	151	Retirement	4,184	1,839	5,071	6,571	2,435	5,743	6,377	6,377 -2.96%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	39,636	20,312	44,723	45,000	21,722	45,000	45,000	44,101 -2.00%
100	53231	190	Training	500	204	204	500	290	500	500	500 0.00%
			<b>Subtotal</b>	<b>111,537</b>	<b>52,732</b>	<b>132,213</b>	<b>160,067</b>	<b>67,719</b>	<b>146,137</b>	<b>154,079</b>	<b>153,180 -4.30%</b>
CONTRACTUAL SERVICES											
100	53231	210	Telephone	0	0	0	0	0	0	0	0 0.00%
100	53231	215	Consulting	500	0	0	500	0	500	500	500 0.00%
100	53231	218	Cell/Radio	2,074	746	1,567	2,074	719	2,074	2,074	2,074 0.00%
			<b>Subtotal</b>	<b>2,574</b>	<b>746</b>	<b>1,567</b>	<b>2,574</b>	<b>719</b>	<b>2,574</b>	<b>2,574</b>	<b>2,574 0.00%</b>
SUPPLIES AND EXPENSE											
100	53231	310	Office Supplies	500	0	0	500	0	500	500	500 0.00%
100	53231	331	Transportation	4,000	2,048	7,330	4,500	2,257	6,000	6,000	6,000 33.33%
100	53231	340	Operating Supplies	3,000	444	635	3,000	256	3,000	3,000	3,000 0.00%
100	53231	350	Repair and Maintenance Supplies	4,000	-	0	4,000	0	4,000	4,000	4,000 0.00%
100	53231	351	Safety Equipment and Uniforms	1,000	654	668	1,000	712	1,000	1,000	1,000 0.00%
			<b>Subtotal</b>	<b>12,500</b>	<b>3,146</b>	<b>8,634</b>	<b>13,000</b>	<b>3,225</b>	<b>14,500</b>	<b>14,500</b>	<b>14,500 11.54%</b>
CAPITAL OUTLAY											
100	53231	860	Capital Outlay	0	0	0	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</b>	<b>0</b>	<b>0 0.00%</b>
<b>TOTAL</b>											
			<b>TOTAL</b>	<b>\$ 126,611</b>	<b>\$ 56,625</b>	<b>\$ 142,414</b>	<b>\$ 175,641</b>	<b>\$ 71,663</b>	<b>\$ 163,211</b>	<b>\$ 171,153</b>	<b>\$ 170,254 -3.07%</b>

## **Fleet Maintenance**

***Program Full Time Equivalents: 3.0***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) *Maintain and Repair Equipment*- Activities and services by the department is supported by the property tax (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.



### ***2020 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.

### ***2019 Performance Measurement Data (July 2018 – June 2019):***

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

### ***Significant Program Achievements:***

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

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

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

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

The proposed 2020 Fleet Maintenance cost is \$138,952. 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.

### ***2020 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.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Training is for staff on fleet maintenance equipment.
- 2) Consulting increased \$5,200 to reflect actual costs due to increase in equipment repairs with delaying equipment replacement. Consulting includes tasks unable to perform in our mechanics shop.
- 3) Repair and Maintenance Supplies increased \$6,200 to reflect actual costs due to higher maintenance with delaying equipment replacement.
- 4) Safety Equipment and Uniforms increased \$476 to reflect actual costs.
- 5) Capital Equipment includes the general fund share of \$18,761 which is for: new vehicle for maintenance supervisor (\$5,000); replace 2004 pick-up truck (\$9,000); large ceiling fan for shop (\$2,000); replace welding table exhaust fan (\$1,600); 1/2" cordless impact wrench (\$197); cordless hammer drill and kit (\$174), 3/8" cordless impact wrench (\$178); 1/4" hex cordless screw driver (\$51); 3/8" drive metric impact drive (\$59); 3/4" ratchet torque wrench (\$96); Cummins engines update software (\$80), and miscellaneous tools (\$326).

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 – 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 31, 2019

**DESCRIPTION OF PROJECT:**

New all-wheel drive SUV for new maintenance supervisor position

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST: \$ 25,000**

**PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	= \$5,000	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
Storm Water Utility	= \$12,500	
Sewer Utility	= \$3,750	
Water Utility	= \$3,750	

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City created a new maintenance supervisor position in the public works department. As a result, this position needs a vehicle in order to perform the duties throughout the City.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Replace #67 - 2004 Pickup Truck with lift gate

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

**PROJECTED COST: \$ 45,000**

**PROPOSED METHOD OF FINANCING:**

\$

**%**

## GENERAL FUND

**= \$9,000**

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

## OTHER

**Storm Water Utility = \$22,500**

**Water Utility** = \$ 6,750

**Sewer Utility** = \$ 6,750

### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

## PROJECT JUSTIFICATION

The MSC fleet team reviewed the vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

Under 18 points –	Excellent condition
18 to 22 points -	Good condition
23 to 27 points -	Qualifies for replacement
28 points and above -	Needs immediate consideration for replacement

The existing pickup truck is currently rated at 31 in 2019 qualifies for consideration for replacement. The truck is used all year round.

The MSC fleet team reviewed the required repairs that are currently needed for this truck which are:

Both left and right wheel well fenders rusted through.

Driver's side floor board rusted through

Quote to complete all the body work = \$6,749.88

Rebuild lift gate pump	= \$500
------------------------	---------

**Total = \$7,249.88**

**The MSC fleet team recommends replacing the existing truck.**

## PROJECT RANKINGS 1

## CITY COUNCIL

## STAFF RECOMMENDATION

## Goal No 1

[RETURN TO TABLE OF CONTENTS](#)

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

New ceiling fans for shop.

**NEW: X or REPLACEMENT:**

**PROJECTED COST: \$ 10,000**

**PROPOSED METHOD OF FINANCING:**

**GENERAL FUND**

**\$**

**%**

**= \$2,000**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**OTHER**

**Storm Water Utility = \$5,000**

**Water Utility = \$1,500**

**Sewer Utility = \$1,500**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The intent is to install one (1) large ceiling fan to improve air circulation in the shop for fleet maintenance.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Replace welding table exhaust fan.

**NEW: X or REPLACEMENT:**

**PROJECTED COST: \$ 8,000**

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$ %  
= \$1,600

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

Storm Water Utility = \$4,000

Water Utility = \$1,200

Sewer Utility = \$1,200

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The intent is to replace existing welding table exhaust fan to provide better air ventilation for staff when welding.

**PROJECT RANKINGS\_1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>FLEET MAINTENANCE</b>												
Account Number PERSONAL SERVICES												
100	53240	110	Salaries	\$0	\$ 1,305	\$ 4,870	\$ 7,416	\$ 3,108	\$ 7,416	\$ 7,774	\$ 7,774	4.83%
100	53240	120	Hourly Wages	41,000	8,318	20,506	39,000	8,918	39,000	39,000	39,000	0.00%
100	53240	125	Overtime Wages	408	23	204	408	207	408	408	408	0.00%
100	53240	126	Seasonal Labor	0	58	58	0	0	0	0	0	0.00%
100	53240	150	FICA	3,168	748	1,765	3,582	903	3,582	3,609	3,609	0.76%
100	53240	151	Retirement	2,774	620	1,956	3,067	222	3,067	3,185	3,185	3.84%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,512	6,195	10,811	22,000	7,225	22,000	22,000	21,525	-2.16%
100	53240	190	Training	204	0	0	200	0	200	200	200	0.00%
			<b>Subtotal</b>	<b>71,066</b>	<b>17,267</b>	<b>40,170</b>	<b>75,673</b>	<b>20,583</b>	<b>75,673</b>	<b>76,176</b>	<b>75,701</b>	<b>0.04%</b>
CONTRACTUAL SERVICES												
100	53240	210	Telephone	41	17	42	41	20	42	42	42	2.44%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
100	53240	215	Consulting	6,531	1,491	9,829	6,000	5,029	10,058	10,000	11,200	86.67%
100	53240	218	Cell/Radio	102	0	0	102	0	102	102	102	0.00%
			<b>Subtotal</b>	<b>6,673</b>	<b>1,508</b>	<b>9,871</b>	<b>6,143</b>	<b>5,049</b>	<b>10,202</b>	<b>10,144</b>	<b>11,344</b>	<b>84.67%</b>
SUPPLIES AND EXPENSE												
100	53240	331	Transportation	408	0	0	408	0	408	408	408	0.00%
100	53240	340	Operating Supplies	4,838	2,232	4,319	4,838	2,314	4,838	4,838	4,838	0.00%
100	53240	350	Repair and Maintenance Supplies	16,327	11,237	21,514	20,000	11,433	22,866	23,000	26,200	31.00%
100	53240	351	Safety Equipment and Uniforms	1,224	325	920	1,224	852	1,704	1,700	1,700	38.89%
			<b>Subtotal</b>	<b>22,798</b>	<b>13,795</b>	<b>26,753</b>	<b>26,470</b>	<b>14,599</b>	<b>29,816</b>	<b>29,946</b>	<b>33,146</b>	<b>25.22%</b>
CAPITAL OUTLAY												
100	53240	810	Capital Equipment	3,723	2,165	6,710	4,168	3,313	4,168	20,761	18,761	350.12%
			<b>Subtotal</b>	<b>3,723</b>	<b>2,165</b>	<b>6,710</b>	<b>4,168</b>	<b>3,313</b>	<b>4,168</b>	<b>20,761</b>	<b>18,761</b>	<b>350.12%</b>
<b>TOTAL</b>				<b>\$ 104,260</b>	<b>\$ 34,734</b>	<b>\$ 83,505</b>	<b>\$ 112,454</b>	<b>\$ 43,544</b>	<b>\$ 119,859</b>	<b>\$ 137,027</b>	<b>\$ 138,952</b>	<b>23.56%</b>

## **Snow and Ice Control**

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 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 40 to 26. This is a decrease of 35%. Performance measure was met.

***Significant Program Achievements:***

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

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

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

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

The proposed 2020 Snow and Ice Control program cost is \$284,678. 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.

### ***2020 Program Objectives:***

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

### ***2020 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$5,445 to reflect actual costs.
- 2) Training includes training for operational training of salting and plowing.
- 3) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 4) Consulting is for the need to hire contractors as needed or rent equipment.
- 5) Transportation increased \$2,000 to reflect actual costs.
- 6) Operating Supplies increased \$2,000 to reflect actual costs for cutting blades for snow plows.
- 7) Salt, Sand, Chloride increased \$35,000 to reflect actual costs and increases in cost per ton for salt. In 2017 the DOT salt price was \$56.22 per ton. In 2019 the DOT salt price is \$72.13 per ton.
- 8) No capital outlay requested.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2018 – 2024**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Deleted

Replacement of 2001 front end loader #107

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

**PROJECTED COST: \$ 175,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 175,000

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The MSC fleet team reviewed the vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

Under 18 points –	Excellent condition
18 to 22 points -	Good condition
23 to 27 points -	Qualifies for replacement
28 points and above -	Needs immediate consideration for replacement

The existing 2001 front end loader is currently rated at 28 in 2019 and needs immediate consideration for replacement. The loader has been proposed to be replaced in previous budgets but has been cut. The loader is used all year round for various public works activities.

The MSC fleet team reviewed the required repairs that are currently needed for this loader which are:

Loader bushings	= \$ 3,871.58
Center Pivot bushings	= \$1,300.00
Rear Hood assemble	= \$ 4,858.42
<b>Total</b>	<b>= \$10,030.00</b>

**The MSC fleet team recommends this loader be replaced.**

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
SNOW AND ICE CONTROL												
Account Number		PERSONAL SERVICES										
100	53310	120	Hourly Wages	\$ 73,000	\$ 41,500	\$ 49,395	\$ 70,000	\$ 74,428	\$ 85,000	\$ 70,000	\$ 70,000	0.00%
100	53310	125	Overtime Wages	50,000	23,539	25,266	40,000	28,061	40,000	40,000	40,000	0.00%
100	53310	150	FICA	9,410	5,146	5,732	8,415	7,560	9,563	8,415	8,415	0.00%
100	53310	151	Retirement	8,241	4,773	5,323	7,205	6,834	8,188	7,425	7,425	3.05%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,893	26,631	28,585	23,893	34,774	34,774	30,000	29,338	22.79%
100	53310	190	Training	500	0	244	500	0	500	500	500	0.00%
			Subtotal	165,044	101,588	114,546	150,013	151,657	178,024	156,340	155,678	3.78%
			CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	1,000	0	190	1,000	0	1,000	1,000	1,000	0.00%
100	53310	215	Consulting	0	2,805	2,805	4,000	0	4,000	4,000	4,000	0.00%
			Subtotal	1,000	2,805	2,995	5,000	0	5,000	5,000	5,000	0.00%
			SUPPLIES AND EXPENSE									
100	53310	331	Transportation	25,000	15,105	19,811	20,000	35,828	40,000	22,000	22,000	10.00%
100	53310	340	Operating Supplies	4,000	10,988	11,375	10,000	14,083	18,000	12,000	12,000	20.00%
100	53310	341	Salt, Sand, Chloride	50,000	40,624	38,656	55,000	85,991	90,000	90,000	90,000	63.64%
			Subtotal	79,000	66,717	69,842	85,000	135,902	148,000	124,000	124,000	45.88%
			CAPITAL OUTLAY									
100	53310	810	Capital Equipment	0	0	0	0	0	0	175,000	0	0.00%
			Subtotal	0	0	0	0	0	0	175,000	0	0.00%
			TOTAL	\$ 245,044	\$ 171,111	\$ 187,383	\$ 240,013	\$ 287,559	\$ 331,024	\$ 460,340	\$ 284,678	18.61%

## **Street Maintenance**

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

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

***Significant Program Achievements:***

- 1) Increased road-patching to reduce potholes.

***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 proposed 2020 Street Maintenance program cost is \$137,912. The program benefits the community by allowing the streets to be kept clear of road hazards.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$8,500 to reflect actual costs due to shift of labor to other programs.
- 2) FICA increased \$650 to reflect the increase in hourly wages.
- 3) Retirement increased \$694 to reflect the increase in hourly wages.
- 4) Training decreased \$500 to reflect actual costs. Training includes funding for street employees to attend road maintenance seminar/workshops.
- 5) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 6) Consulting include for blacktop patching.
- 7) No Capital Outlay is being requested.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>STREET MAINTENANCE</b>												
Account Number PERSONAL SERVICES												
100	53330	120	Hourly Wages	\$ 50,420	\$ 37,417	\$ 72,157	\$ 58,000	\$ 30,287	\$ 65,000	\$ 66,500	\$ 66,500	14.66%
100	53330	125	Overtime Wages	2,000	917	2,512	2,000	774	2,000	2,000	2,000	0.00%
100	53330	126	Seasonal Labor	4,961	942	1,707	4,961	413	4,961	4,961	4,961	0.00%
100	53330	150	FICA	4,082	2,946	5,241	4,662	2,612	5,197	5,312	5,312	13.95%
100	53330	151	Retirement	3,512	2,257	4,827	3,930	1,881	4,389	4,624	4,624	17.65%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,803	16,771	30,254	33,542	13,789	33,542	33,542	32,845	-2.08%
100	53330	190	Training	2,500	515	515	2,500	0	2,000	2,000	2,000	-20.00%
			<b>Subtotal</b>	<b>93,278</b>	<b>61,765</b>	<b>117,212</b>	<b>109,595</b>	<b>49,756</b>	<b>117,089</b>	<b>118,939</b>	<b>118,242</b>	<b>7.89%</b>
			CONTRACTUAL SERVICES									
100	53330	212	Seminars and Conferences	270	0	0	270	0	270	270	270	0.00%
100	53330	215	Consulting	2,000	0	0	2,000	0	2,000	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>2,270</b>	<b>0</b>	<b>0</b>	<b>2,270</b>	<b>0</b>	<b>2,270</b>	<b>2,270</b>	<b>2,270</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
100	53330	331	Transportation	10,000	3,268	7,833	8,000	3,528	8,000	8,000	8,000	0.00%
100	53330	340	Operating Supplies	4,000	(1,310)	1,012	3,000	(28)	3,000	3,000	3,000	0.00%
100	53330	350	Repair and Maintenance Supplies	1,000	607	607	1,000	0	1,000	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,400	1,352	5,291	5,400	2,593	5,400	5,400	5,400	0.00%
			<b>Subtotal</b>	<b>20,400</b>	<b>3,917</b>	<b>14,743</b>	<b>17,400</b>	<b>6,093</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
100	53330	860	Capital Outlay	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 115,948</b>	<b>\$ 65,682</b>	<b>\$ 131,955</b>	<b>\$ 129,265</b>	<b>\$ 55,849</b>	<b>\$ 136,759</b>	<b>\$ 138,609</b>	<b>\$ 137,912</b>	<b>6.69%</b>

## **Traffic Signs and Markings**

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

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

***Significant Program Achievements:***

- 1) Met 100% of standards of WisDot sign reflectivity standards.

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

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

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

The proposed 2020 Traffic Signs and Markings program cost is \$149,098. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Training is for training staff on sign maintenance and traffic markings.
- 2) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
- 3) Consulting includes fees paid to City of Green Bay for street striping.
- 4) Paint – Sign and Mark decreased \$1,000 to reflect actual costs.
- 5) Capital Equipment includes \$18,000 for replacing wooden entrance signs.

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 22, 2019

**DESCRIPTION OF PROJECT:**

Replace existing wooden entrance signs.

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

**PROJECTED COST: \$ 18,000**

**PROPOSED METHOD OF FINANCING:**

\$ %

## GENERAL FUND

**\$18,000**

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

OTHER

[illegible]

## PROJECT JUSTIFICATION

The City has six (6) existing decorative signs located at various entrances into the City that need to be replaced due to the age and weather deterioration. In addition, it would be the intent to replace these signs with the new City branding logo.

## PROJECT RANKINGS 1

CITY COUNCIL

## STAFF RECOMMENDATION

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Replace #66 - 2004 Aerial Truck

Deleted

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

**PROJECTED COST: \$ 125,000**

**PROPOSED METHOD OF FINANCING:**

**\$**                      **%**

GENERAL FUND

\$125,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The MSC fleet team reviewed the vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

Under 18 points –	Excellent condition
18 to 22 points -	Good condition
23 to 27 points -	Qualifies for replacement
28 points and above -	Needs immediate consideration for replacement

The existing aerial truck is currently rated at 27 in 2019 qualifies for consideration for replacement. The truck is used all year round.

The MSC fleet team reviewed the required repairs that are currently needed for this truck which are:

The engine mounted Air compressor	= \$4,200
Replace Alternator and Batteries undersized	= \$1,000
Rebuild the post puller on the front of the truck	= \$2,000
<b>Total</b>	<b>= \$7,200</b>

**The MSC fleet team recommends replacing the existing truck.**

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
TRAFFIC SIGNS AND MARKINGS												
Account Number		PERSONAL SERVICES										
100	53400	120	Hourly Wages	\$ 64,193	\$ 21,777	\$ 47,805	\$ 59,000	\$ 21,449	\$ 59,000	\$ 59,000	\$ 59,000	0.00%
100	53400	125	Overtime Wages	2,500	80	712	2,000	1,981	2,500	2,000	2,000	0.00%
100	53400	126	Seasonal Labor	4,650	1,292	5,471	5,000	1,144	5,000	5,000	5,000	0.00%
100	53400	150	FICA	5,169	1,708	3,531	4,739	1,876	4,777	4,739	4,739	0.00%
100	53400	151	Retirement	4,468	1,277	3,198	3,996	1,322	4,028	4,118	4,118	3.05%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,547	6,528	14,550	18,000	7,739	18,000	18,000	17,616	-2.13%
100	53400	190	Training	400	0	0	400	0	400	400	400	0.00%
			Subtotal	103,928	32,662	75,267	93,135	35,511	93,706	93,257	92,873	-0.28%
			CONTRACTUAL SERVICES									
100	53400	212	Seminars and Conferences	225	0	0	225	0	225	225	225	0.00%
100	53400	215	Consulting	6,000	0	5,715	6,000	0	6,000	6,000	6,000	0.00%
			Subtotal	6,225	0	5,715	6,225	0	6,225	6,225	6,225	0.00%
			SUPPLIES AND EXPENSE									
100	53400	331	Transportation	3,000	1,221	2,764	3,000	1,513	3,000	3,000	3,000	0.00%
100	53400	340	Operating Supplies	18,000	5,101	16,791	18,000	3,426	18,000	18,000	18,000	0.00%
100	53400	342	Paint--Sign and Mark	12,000	6,785	7,784	12,000	7,601	11,000	11,000	11,000	-8.33%
			Subtotal	33,000	13,107	27,339	33,000	12,540	32,000	32,000	32,000	-3.03%
			CAPITAL OUTLAY									
100	53400	810	Capital Equipment	1,500	0	1,133	0	0	0	165,000	18,000	100.00%
			Subtotal	1,500	0	1,133	0	0	0	165,000	18,000	100.00%
			TOTAL	\$ 144,653	\$ 45,769	\$ 109,453	\$ 132,360	\$ 48,051	\$ 131,931	\$ 296,482	\$ 149,098	12.65%

## Street Lighting

***Program Full Time Equivalents: 0.12***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

- 1) Respond to 100% of burnt out street lights within 24 hours of being notified. Determine if adequate response is being done or whether other options should be evaluated to address street light replacements in a timely manner.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Respond and repair all burnt out street lights within 24 hours of notification.
  - a. Result: This was not met due to staffing.

***Significant Program Achievements:***

- 1) Continue lamp and ballast replacement program.

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

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

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

The proposed 2020 Street Lighting program cost is \$425,796. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Seasonal Labor increased \$1,000 to reflect actual costs of having seasonal staff perform maintenance on street lights.
- 2) Consulting is for contracting outside services for locates and to repair street and decorative lighting.
- 3) Capital Equipment includes \$25,000 for annual replacement of street light poles, fixtures, and bases.

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: Department of Public Works**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:** Replacing existing both decorative and regular street light poles and fixtures.

**NEW: \_\_\_\_\_ or REPLACEMENT:\_\_\_X\_\_**

**PROJECTED COST: \$50,000**

**PROPOSED METHOD OF FINANCING:**

\$

**%**

<b>X</b>	<b>GENERAL FUND</b>	<b>\$25,000</b>	<b>.</b>
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<b>CAPITAL IMPROVEMENTS FUND</b>	
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<b>GENERAL OBLIGATION DEBT</b>	<b>\$25,000</b>	<b>.</b>
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**SPECIAL ASSESSMENT**

## GRANTS

**OTHER**\_\_\_\_\_.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

## PROJECT JUSTIFICATION

Staff is proposing to budget annually to start replacing eight (8) to ten (10) both decorative and regular street light poles and fixtures per year due to deterioration of poles and fixtures. The priorities for replacing the poles and fixtures will be based on street lighting inventory assessment report completed in 2019.

## PROJECT RANKINGS

# CITY COUNCIL

## STAFF RECOMMENDATION

**Goal No.**



City of De Pere  
2020 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
STREET LIGHTING												
Account Number		PERSONAL SERVICES										
100	53420	120	Hourly Wages	\$ 6,000	\$ 787	\$ 6,488	\$ 6,000	\$ 1,626	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
100	53420	125	Overtime Wages	100	74	84	200	377	400	200	200	0.00%
100	53420	126	Seasonal Labor	0	0	84	0	377	1,000	1,000	1,000	100.00%
100	53420	150	FICA	467	79	460	474	151	504	489	489	3.06%
100	53420	151	Retirement	409	74	448	406	125	419	419	419	3.05%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,119	548	1,625	2,500	1,274	2,500	2,500	2,439	-2.44%
100	53420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	9,094	1,562	9,188	9,580	3,929	10,823	10,607	10,546	10.08%
			CONTRACTUAL SERVICES									
100	53420	215	Consulting	10,000	7,892	12,081	10,000	1,494	10,000	10,000	10,000	0.00%
100	53420	220	Utilities	380,000	155,316	363,717	370,000	160,982	360,000	360,000	360,000	-2.70%
			Subtotal	390,000	163,209	375,798	380,000	162,476	370,000	370,000	370,000	-2.63%
			SUPPLIES AND EXPENSE									
100	53420	331	Transportation	500	0	0	250	0	250	250	250	0.00%
100	53420	340	Operating Supplies	20,000	5,178	26,180	20,000	452	20,000	20,000	20,000	0.00%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	20,500	5,178	26,180	20,250	452	20,250	20,250	20,250	0.00%
			CAPITAL OUTLAY									
100	53420	810	Capital Equipment	0	0	0	25,000	0	25,000	25,000	25,000	0.00%
			Subtotal	0	0	0	25,000	0	25,000	25,000	25,000	0.00%
			TOTAL	\$ 419,594	\$ 169,948	\$ 411,167	\$ 434,830	\$ 166,857	\$ 426,073	\$ 425,857	\$ 425,796	-2.08%

## **Traffic Lights**

***Program Full Time Equivalents: 0***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 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.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 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 proposed 2020 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Consulting fees increased \$2,000 to reflect actual costs of repairing existing traffic signals. 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  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
TRAFFIC LIGHTS											
Account Number			PERSONAL SERVICES								
100	53450	120	Hourly Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
100	53450	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0.00%
100	53450	125	Overtime Wages	0	0	41	0	0	0	0	0.00%
100	53450	150	FICA	0	0	3	0	0	0	0	0.00%
100	53450	151	Retirement	0	0	3	0	0	0	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	15	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			CONTRACTUAL SERVICES								
100	53450	215	Consulting	10,000	1,003	12,826	10,000	3,662	12,000	12,000	20.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0	0	0.00%
100	53450	220	Utilities	30,500	12,613	27,266	28,000	14,889	28,000	28,000	0.00%
			<b>Subtotal</b>	<b>40,500</b>	<b>13,616</b>	<b>40,092</b>	<b>38,000</b>	<b>18,551</b>	<b>40,000</b>	<b>40,000</b>	<b>5.26%</b>
			SUPPLIES AND EXPENSE								
100	53450	331	Transportation	0	0	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	1,500	0	0	1,000	102	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>102</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY								
100	53450	810	Capital Equipment	40,000	2,428	2,428	20,000	0	20,000	132,000	0.00%
			<b>Subtotal</b>	<b>40,000</b>	<b>2,428</b>	<b>2,428</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>132,000</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 82,000</b>	<b>\$ 16,044</b>	<b>\$ 42,582</b>	<b>\$ 59,000</b>	<b>\$ 18,653</b>	<b>\$ 61,000</b>	<b>\$ 173,000</b>	<b>\$ 41,000 -30.51%</b>

## **Brush Collection**

***Program Full Time Equivalents: 0.39***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) *Brush Collection* - Activities and services by this program are supported by the property tax. The City picks up brush at the curb three times per year for the residents. The brush is picked up during these weeks on the designated garbage day for the residents. Brush is either collected with a truck and loader or the brush is chipped if the piles of brush are small. The brush collected in trucks or chipped is then hauled to the compost site. This service is a value to the community because not everyone has the means to be able to haul their brush to the compost facility so by having curbside pickup they are able to dispose of their brush.
- 2) *Compost Facility* - Activities and services by this program are supported by a combination of the property tax and the Town of Ledgeview. Currently funding is 75% City and 25% Ledgeview. Operations of the compost facility allow residents a site to bring their brush and yard waste to. Weekly the City stockpiles the brush and yard waste. The yard waste is hauled away on a weekly basis. Also once the brush piles are large enough, the City hires a contractor to chip the brush into wood chips, which are provided to the residents at no charge. The compost facility is a value to the community because it provides wood chips at no charge. The facility also provides the community a place to dispose of their yard waste the residents create when maintaining their properties.

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
  - a. Result: Household brush violations (448 in 2018, 628 in 2019). Performance measure was not met.

***Significant Program Achievements:***

- 1) Reduced the number of commercial contractors illegally using the compost site.
- 2) Reduced the number of brush violations.

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

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

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

The proposed 2020 Brush Collection program cost is \$93,535. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Retirement increased \$144 to reflect actual costs.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$923 to reflect actual costs.
- 3) Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
- 4) No Capital Equipment requested.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
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BRUSH COLLECTION

Account Number PERSONAL SERVICES

100	53460	120	Hourly Wages	\$ 40,900	\$ 15,146	\$ 37,419	\$ 40,900	\$ 12,308	\$ 40,900	\$ 41,820	\$ 41,820	2.25%
100	53460	125	Overtime Wages	100	0	102	100	0	100	100	100	0.00%
100	53460	126	Seasonal Labor	7,505	471	2,698	7,505	446	7,200	7,150	7,150	-4.73%
100	53460	150	FICA	3,245	1,135	2,736	3,245	931	3,241	3,311	3,311	2.01%
100	53460	151	Retirement	2,747	888	2,526	2,686	746	2,686	2,830	2,830	5.37%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,794	5,554	12,966	14,794	6,054	14,000	14,200	13,871	-6.24%
			<b>Subtotal</b>	<b>69,291</b>	<b>23,193</b>	<b>58,446</b>	<b>69,230</b>	<b>20,484</b>	<b>68,126</b>	<b>69,410</b>	<b>69,081</b>	<b>-0.21%</b>
			CONTRACTUAL SERVICES									
100	53460	215	Consulting	18,000	0	18,700	18,000	0	18,000	18,000	18,000	0.00%
100	53460	220	Utilities	354	139	323	354	138	354	354	354	0.00%
			<b>Subtotal</b>	<b>18,354</b>	<b>139</b>	<b>19,023</b>	<b>18,354</b>	<b>138</b>	<b>18,354</b>	<b>18,354</b>	<b>18,354</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
100	53460	331	Transportation	6,000	1,517	3,817	6,000	1,219	5,750	5,800	5,800	-3.33%
100	53460	340	Operating Supplies	300	0	0	300	0	300	300	300	0.00%
			<b>Subtotal</b>	<b>6,300</b>	<b>1,517</b>	<b>3,817</b>	<b>6,300</b>	<b>1,219</b>	<b>6,050</b>	<b>6,100</b>	<b>6,100</b>	<b>-3.17%</b>
			CAPITAL OUTLAY									
100	53460	810	Capital Equipment	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 93,945</b>	<b>\$ 24,849</b>	<b>\$ 81,286</b>	<b>\$ 93,884</b>	<b>\$ 21,842</b>	<b>\$ 92,530</b>	<b>\$ 93,864</b>	<b>\$ 93,535</b>	<b>-0.37%</b>



## **Transit System**

***Program Full Time Equivalents: 0***

***Program Mission:***

Provide funding for mass transit throughout the City.

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

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

***Important Outputs:***

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

***Expected Outcomes:***

- 1) Maintain bus service for the residents.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership increased: Route 11: 65,605 to 65,680; Route 17: 39,469 to 41,670)

***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 proposed 2020 Transit System program cost is \$421,305. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

None

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
TRANSIT SYSTEM									

Account Number			CONTRACTUAL SERVICES									
100	53520	213	Transit System	\$ 435,510	\$ 182,288	\$ 399,113	\$ 435,510	\$ 69,681	\$ 435,510	\$ 435,510	\$ 421,305	-3.26%
			Subtotal	435,510	182,288	399,113	435,510	69,681	435,510	435,510	421,305	-3.26%
			TOTAL	\$ 435,510	\$ 182,288	\$ 399,113	\$ 435,510	\$ 69,681	\$ 435,510	\$ 435,510	\$ 421,305	-3.26%

## **Garbage and Refuse Collection**

***Program Full Time Equivalents: 2.66***

***Program Mission:***

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

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

- 1) *Garbage Collection* – Provide weekly curbside pickup of garbage throughout the City.
- 2) *Rubbish Collection* – Provide curbside pickup of large bulky trash items twice a year throughout the City.
- 3) *Rubbish Drop Off Site*- This provides an option for residents to haul their rubbish and large bulky items to the City's Municipal Service Center (MSC) throughout the entire year.

***Important Outputs:***

- 1) *Garbage Collection* - Activities and services by this program are supported by the property tax. The City collects garbage by using one-person automatic garbage trucks. Garbage is collected Monday thru Thursday by specific routes. Once route is completed for the day the garbage trucks then haul garbage to the landfill transfer station in Hobart. The residents benefit from this service because it provides them a means to dispose of their household waste. If the City did not provide this service then the residents would need to hire a private service to pick up their household waste.
- 2) *Rubbish Collection* - Activities and services by this program are supported by the property tax. Providing curbside pickup of large bulky trash items twice a year for residents throughout the City allows for a means for residents to dispose of their large bulky trash items. Collection is done on the designated garbage day. Rubbish is collected using a loader and dump truck for non-metal items. Once truck is full it is hauled to the landfill transfer station in Hobart. Metal items are separated and picked up with a one-ton dump truck and hauled to the Municipal Service Center. Once the City has a large quantity of metal items, a company that salvages metal items will be called to pick up all the metal items that have been collected. This service is a value to the community because not everyone has the means to dispose of their large bulky trash items so by having curbside pickup they are able to dispose of these items.

- 3) *Rubbish drop off site*-Activities and services by this program are supported by the property tax. This provides an option for residents to haul their rubbish and large bulky items to the City's Municipal Service Center (MSC) throughout the 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
  - a. Result: Violations are 321 for 2019 compared to 194 in 2018. Performance measure not met.

***Significant Program Achievements:***

- 1) Realigned garbage maps/routes to gain greater efficiency.
- 2) Significantly reduced overtime.
- 3) Revised MSC rubbish drop off operations.

***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 proposed 2020 Garbage/Refuse Collection program cost is \$297,460. 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.

***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Training for staff development in garbage truck operation.
- 2) Consulting increased \$7,500 for adding additional garbage dumpster services for Marquette 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) No Capital Equipment requested.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
GARBAGE/REFUSE COLLECTION												
Account Number		PERSONAL SERVICES										
100	53620	120	Hourly Wages	\$ 175,186	\$ 85,513	\$ 195,639	\$ 160,000	\$ 93,358	\$ 165,000	\$ 158,000	\$ 158,000	-1.25%
100	53620	125	Overtime Wages	2,000	1,480	4,248	2,000	510	2,000	2,000	2,000	0.00%
100	53620	126	Seasonal Labor	5,256	1,166	7,221	14,000	3,036	14,000	14,000	14,000	0.00%
100	53620	150	FICA	13,631	6,965	14,612	12,596	7,667	12,979	12,443	12,443	-1.21%
100	53620	151	Retirement	11,871	5,087	13,258	10,611	5,469	10,939	10,800	10,800	1.78%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	53,202	30,773	57,014	56,000	25,750	56,000	56,000	54,717	-2.29%
100	53620	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	261,646	130,983	291,991	255,707	135,790	261,417	253,743	252,460	-1.27%
			CONTRACTUAL SERVICES									
100	53620	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53620	215	Consulting	7,500	618	2,628	7,500	1,053	7,500	15,000	15,000	100.00%
			Subtotal	7,500	618	2,628	7,500	1,053	7,500	15,000	15,000	100.00%
			SUPPLIES AND EXPENSE									
100	53620	331	Transportation	28,800	13,069	32,676	24,000	11,548	24,000	24,000	24,000	0.00%
100	53620	340	Operating Supplies	1,000	0	230	1,000	0	1,000	1,000	1,000	0.00%
100	53620	344	Garbage Bags and Poly Cart Supplies	6,000	0	5,728	5,000	0	5,000	5,000	5,000	0.00%
			Subtotal	35,800	13,069	38,634	30,000	11,548	30,000	30,000	30,000	0.00%
			CAPITAL OUTLAY									
100	53620	810	Capital Equipment	0	0	0	0	0	0	300,000	0	0.00%
			Subtotal	0	0	0	0	0	0	300,000	0	0.00%
			TOTAL	\$ 304,946	\$ 144,670	\$ 333,252	\$ 293,207	\$ 148,391	\$ 298,917	\$ 598,743	\$ 297,460	1.45%

## Landfill

***Program Full Time Equivalents: 0***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

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



***Significant Program Achievements:***

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

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

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

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

The proposed 2020 Landfill program cost is \$240,000. This program benefits the community by providing funding for disposal of solid waste.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) None.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
LANDFILL												
Account Number CONTRACTUAL SERVICES												
100	53630	214	Landfill	\$ 260,000	\$ 82,341	\$ 304,865	\$ 245,000	\$ 120,327	\$ 240,000	\$ 240,000	\$ 240,000	-2.04%
			Subtotal	260,000	82,341	304,865	245,000	120,327	240,000	240,000	240,000	-2.04%
			TOTAL	\$ 260,000	\$ 82,341	\$ 304,865	\$ 245,000	\$ 120,327	\$ 240,000	\$ 240,000	\$ 240,000	-2.04%

## **Weed Control**

***Program Full Time Equivalents: 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.

***2020 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.

***2019 Performance Measurement Data (July 2018 – June 2019):***

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

***Significant Program Achievements:***

- 1) Maintained safe vision triangles throughout the City.

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

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

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

The proposed 2020 Weed Control program cost is \$9,880. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increased \$509 to reflect actual costs.
- 2) Capital Equipment includes general fund share of \$350 for replacing two (2) line trimmers.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
WEED CONTROL												
Account Number		PERSONAL SERVICES										
100	53640	120	Hourly Wages	\$ 4,974	\$ 781	\$ 2,831	\$ 5,000	\$ 1,172	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
100	53640	125	Overtime Wages	0	6	214	0	9	0	0	0	0.00%
100	53640	126	Seasonal Labor	91	0	80	91	0	91	91	91	0.00%
100	53640	150	FICA	382	61	158	384	140	384	384	384	0.00%
100	53640	151	Retirement	333	68	264	328	72	328	338	338	3.05%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,804	1,863	3,793	2,909	1,717	3,500	3,500	3,418	17.50%
			Subtotal	8,584	2,779	7,340	8,711	3,110	9,302	9,312	9,230	5.96%
			SUPLIES AND EXPENSE									
100	53640	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
100	53640	361	Fuel - City Vehicles/EQ	536	132	252	300	143	300	300	300	0.00%
			Subtotal	536	132	252	300	143	300	300	300	0.00%
			CAPITAL OUTLAY									
100	53640	810	Capital Equipment	0	0	0	0	0	0	350	350	100.00%
			Subtotal	0	0	0	0	0	0	350	350	100.00%
			TOTAL	\$ 9,120	\$ 2,911	\$ 7,592	\$ 9,011	\$ 3,253	\$ 9,602	\$ 9,962	\$ 9,880	9.64%

## **Recycling**

### ***Program Full Time Equivalents: 1.10***

### ***Program Mission:***

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

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

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

### ***Important Outputs:***

- 1) *Recycling Collection* - Activities and services by this program are supported by the property tax and DNR grants. In 2019 the grant received was \$97,610.82. 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.

### ***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase recycling tonnage collected by 1% by educating the community on recycling.
  - a. Result: Performance measure was not met. Tonnage for 2018 = 2,017 and 2019 = 1,905. This is a decrease of 5.55%. This is primarily due to less paper products such as newspapers being recycled.

***Significant Program Achievements:***

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

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

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

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

The proposed 2020 Recycling program cost is \$104,844. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$3,578 to reflect actual costs of hiring a new employee along with a 2.25% cost of living adjustment.
- 2) FICA increased \$273 to reflect increase in hourly wages.

- 3) Retirement increased \$234 to reflect increase in hourly wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$2,939 to reflect actual costs for health insurance for new employee.
- 5) Training \$500 to fund staff attending recycling seminars.
- 6) Consulting increased \$5,500 for adding private dumpster services in Marquette Square. Consulting for private dumpster services in Marquette Square and Nicolet Square.
- 7) Transportation increase \$2,893 to reflect actual costs.
- 8) No Capital Equipment requested.



**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

			Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>RECYCLING</b>												
Account Number			PERSONAL SERVICES									
100	53650	120	Hourly Wages	\$ 44,990	\$ 21,282	\$ 47,375	\$ 44,990	\$ 21,904	\$ 44,990	\$ 48,568	\$ 48,568	7.95%
100	53650	125	Overtime Wages	200	10	69	200	0	200	200	200	0.00%
100	53650	126	Seasonal Labor	322	10	102	322	0	322	322	322	0.00%
100	53650	150	FICA	3,462	1,714	3,549	3,462	1,736	3,462	3,735	3,735	7.91%
100	53650	151	Retirement	3,028	1,311	3,171	2,960	1,270	3,028	3,194	3,194	7.92%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,971	5,100	16,812	12,000	5,637	14,000	15,000	14,939	24.49%
100	53650	190	Training	500	0	0	500	0	500	500	500	0.00%
			<b>Subtotal</b>	<b>72,472</b>	<b>29,426</b>	<b>71,078</b>	<b>64,434</b>	<b>30,546</b>	<b>66,501</b>	<b>71,520</b>	<b>71,459</b>	<b>10.90%</b>
			CONTRACTUAL SERVICES									
100	53650	215	Consulting	5,500	556	1,404	5,500	696	5,500	11,000	11,000	100.00%
			<b>Subtotal</b>	<b>5,500</b>	<b>556</b>	<b>1,404</b>	<b>5,500</b>	<b>696</b>	<b>5,500</b>	<b>11,000</b>	<b>11,000</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE									
100	53650	331	Transportation	13,992	6,505	18,312	13,992	5,856	15,000	16,885	16,885	20.68%
100	53650	340	Operating Supplies	500	0	0	500	0	500	500	500	0.00%
100	53650	344	Poly Cart Supplies	6,000	4,096	4,096	5,000	0	5,000	5,000	5,000	0.00%
			<b>Subtotal</b>	<b>20,492</b>	<b>10,602</b>	<b>22,408</b>	<b>19,492</b>	<b>5,856</b>	<b>20,500</b>	<b>22,385</b>	<b>22,385</b>	<b>14.84%</b>
			CAPITAL OUTLAY									
100	53650	810	Capital Equipment	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 98,464</b>	<b>\$ 40,584</b>	<b>\$ 94,890</b>	<b>\$ 89,426</b>	<b>\$ 37,099</b>	<b>\$ 92,501</b>	<b>\$ 104,905</b>	<b>\$ 104,844</b>	<b>17.24%</b>

## **TOTAL PUBLIC WORKS**

City of De Pere  
2020 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>									
PERSONAL SERVICES									
110 Salaries	\$ 91,803	\$ 55,155	\$ 126,807	\$ 140,610	\$ 62,379	\$ 96,115	\$ 148,377	\$ 148,377	5.52%
120 Hourly Wages	665,083	311,201	649,869	656,083	340,014	668,898	657,610	657,610	0.23%
125 Overtime Wages	63,927	31,509	46,319	58,452	35,401	61,108	60,408	60,408	3.35%
126 Seasonal Wages	29,913	5,603	22,893	39,007	7,462	40,202	43,877	43,202	10.75%
150 FICA	63,226	31,593	59,821	65,984	34,536	66,801	66,915	66,906	1.40%
151 Retirement	54,994	25,195	55,603	56,012	25,971	57,149	58,384	58,384	4.24%
152 Health, Denal, DIB, Life & Wks Comp Ins	283,799	153,753	288,545	284,707	152,294	298,032	311,363	305,158	7.18%
190 Training	9,754	1,622	1,896	9,750	648	9,500	10,000	10,000	2.56%
<b>Subtotal</b>	<b>1,262,500</b>	<b>615,631</b>	<b>1,251,753</b>	<b>1,310,605</b>	<b>658,705</b>	<b>1,297,806</b>	<b>1,356,935</b>	<b>1,350,045</b>	<b>3.01%</b>
CONTRACTUAL SERVICES									
210 Telephone	1,909	839	1,891	1,907	949	1,908	1,908	1,908	0.05%
211 Postage	1,563	559	1,249	1,563	788	1,563	1,563	1,563	0.00%
212 Seminars and Conference	4,120	436	1,004	4,120	337	4,495	4,995	4,995	21.24%
213 Transit System	435,510	182,288	399,113	435,510	69,681	435,510	435,510	421,305	-3.26%
214 Landfill	260,000	82,341	304,865	245,000	120,327	240,000	240,000	240,000	-2.04%
215 Consulting	77,617	18,805	78,827	90,079	17,615	96,137	111,079	112,279	24.65%
217 Cleaning Service Contract	7,700	3,094	7,425	7,700	3,094	7,500	7,500	7,500	-2.60%
218 Cell/Radio	5,005	2,291	5,429	5,186	3,039	6,816	6,816	6,816	31.43%
219 Data	0	0	0	0	0	0	0	0	0.00%
220 Utilities	432,854	190,619	434,752	421,354	190,219	411,354	411,354	411,354	-2.37%
<b>Subtotal</b>	<b>1,226,278</b>	<b>481,274</b>	<b>1,234,555</b>	<b>1,212,419</b>	<b>406,048</b>	<b>1,205,283</b>	<b>1,220,725</b>	<b>1,207,720</b>	<b>-0.39%</b>

City of De Pere  
2020 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>									
SUPPLIES AND EXPENSE									
310 Office Supplies	3,000	189	439	3,000	325	3,000	3,000	3,000	0.00%
314 Cleaning & Maintenance Supplies	6,325	1,912	8,922	6,325	4,733	9,000	9,000	9,000	42.29%
320 Memberships/Subscriptions	532	214	323	713	406	713	713	713	0.00%
331 Transportation	94,075	43,877	95,939	82,597	63,280	105,468	89,609	89,609	8.49%
340 Operating Supplies	62,976	27,662	67,829	67,476	24,363	78,951	72,951	72,951	8.11%
341 Salt, Sand and Chloride	50,000	40,624	38,656	55,000	85,991	90,000	90,000	90,000	63.64%
342 Paint--Sign and Mark	12,000	6,785	7,784	12,000	7,601	11,000	11,000	11,000	-8.33%
344 Garbage Bags and Poly Cart Supplies	12,000	4,096	9,824	10,000	0	10,000	10,000	10,000	0.00%
350 Repair and Maintenance	22,014	11,854	22,178	25,688	11,469	28,366	28,500	31,700	23.40%
351 Safety Equipment and Uniforms	7,624	2,331	6,879	7,624	4,157	8,104	8,100	8,100	6.24%
361 Fuel - Equipment	536	132	252	300	143	300	300	300	0.00%
<b>Subtotal</b>	<b>271,083</b>	<b>139,677</b>	<b>259,026</b>	<b>270,723</b>	<b>202,470</b>	<b>344,902</b>	<b>323,173</b>	<b>326,373</b>	<b>20.56%</b>
CAPITAL OUTLAY									
810 Captial Equipment	57,298	10,996	17,679	72,918	4,264	72,918	1,078,611	97,111	33.18%
860 Capital Outlay	0	0	0	0	0	0	0	0	0.00%
<b>Subtotal</b>	<b>57,298</b>	<b>10,996</b>	<b>17,679</b>	<b>72,918</b>	<b>4,264</b>	<b>72,918</b>	<b>1,078,611</b>	<b>97,111</b>	<b>33.18%</b>
<b>TOTAL</b>	<b>\$ 2,817,157</b>	<b>\$ 1,247,576</b>	<b>\$ 2,763,014</b>	<b>\$ 2,866,666</b>	<b>\$ 1,271,487</b>	<b>\$ 2,920,909</b>	<b>\$ 3,979,444</b>	<b>\$ 2,981,249</b>	<b>4.00%</b>

## **CULTURE, EDUCATION & RECREATION**

## CULTURE, EDUCATION AND RECREATION EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Community Center	2.60
Historic Preservation Commission	0.00
Park and Rec Administration	2.00
Parks & Public Land	2.50
Forestry	2.30
Boat Ramps	0.15
Parks Equipment/Vehicle Maintenance	0.50
Recreation and Recreation Programs	3.43
Events/Celebrations	0.15
Swimming Pools	0.30
<hr/>	<hr/>
<b>TOTAL</b>	<b>13.93</b>

## Community Center

***Program Full Time Equivalents: 2.6***

***Program Mission:***

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

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

- 1) *Facility Reservations* – Provide a variety of multi-purpose rooms and audio/visual equipment available for rent to resident and non-resident groups, organizations and businesses for public or private functions. Rooms provided free of charge for city departments, service organizations and school youth groups through high school within the community.
- 2) *Nutrition Program* – In cooperation with the Aging and Disability Resource Center of Brown County, a nutrition program is offered at the Community Center for those that are disabled and senior citizens who live in and around De Pere.

***Important Outputs:***

- 1) *Room Rentals.* Activity funded by property tax and private funds. Facility provides a convenient location, affordable rates, community service for non-profit and youth organizations and city departments, enhanced relationships within the community.
- 2) *Senior Citizens and Disabled Participants Served Nutritious Meals.* Activity federally subsidized by the Aging & Disability Resource Center of Brown County. Senior citizens and disabled participants are served a nutritious meal and gain daily interaction with community members while checking on their well-being.

***Expected Outcomes:***

- 1) Continue to keep Community Center well-maintained, operating efficiently and increasing overall revenues.
- 2) Promote sustainability practices with users of the Community Center.
- 3) Maintain a good relationship and cooperative agreement with the ADRC to provide home delivered meals daily and increase the amount of congregate meals served daily at our facility.

### ***2020 Performance Measures:***

- 1) Increase publicity for Community Center rentals to target the business sector with a goal of increasing the number of companies utilizing our facility by 3%.

### ***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Restructure fees and policies for Community Center rentals to increase overall rental revenues by 3% to include reservations, equipment, storage, miscellaneous and b-day rentals.
  - a. Result: Rental fees will be proposed to be increased for 2020. Policies to be reviewed and revised in Fall. Without instituting a percentage increase, overall revenues increased by 9.5% \$38,147 (*July 2018 – June 2019*) compared to \$34,849 (*July 2017 – June 2018*).

### ***Significant Program Achievements:***

- 1) Renewed agreements with SESAC, BMI, ASCAP & MPLC licensing companies, the Aging & Disability Resource Center, Cleaning Solution Services for janitorial services, and numerous building maintenance agreements.
- 2) Received new copier and entered into new copier agreement with Badger Office City.
- 3) In cooperation with Building Maintenance Supervisor, upgraded panic button system. Entered into new agreement with CEC who was already monitoring our security, fire and elevator so saved \$375 per year in monitoring of panic buttons.
- 4) Internet connection service was absorbed within the City's connection service upgrade so saved \$840 yearly.
- 5) Pursued amendment to contract with MultiMedia Channels to eliminate postcards and mail out brochures to residents of De Pere. This was well-received by the community. It served as a cost savings for MMC and helped increased publicity about our programs, volunteer opportunities, facility rentals, etc.
- 6) Hired landscaping company to prune and provide mulch around Community Center.
- 7) Installed new carpeting in the Oak Rm. and main office on upper level and painted all trim work on upper level. Coordinated moving of all office spaces and set up temporary workstations for the duration of the installation.
- 8) Solicited donations to cover the costs of installing new vinyl plank flooring for the upper level of the Community Center. Thus far, raised \$7,460 of \$22,000 for total cost of the project.
- 9) In Fall, staff will recommend revisions to policies and fee structure for Community Center facility rentals.



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

- 1) Provide a broad-based facility with a variety of uses and activities for the community.
  - a. Community Importance:
    - i. Serves as an easily accessible location for a variety of recreation programs and activities for people of all ages of our community. These programs, which financially sustain themselves, facilitate social interaction that are critical to community cohesion and pride; enhance a sense of wellness; provide organized, structured, cognitively stimulating and enjoyable activities for all ages as well as provide a refuge of safety and care for all participants.
    - ii. Serves as a site location in cooperation with the Brown County Aging and Disability Resource Center offering nutritious meals to senior citizens and disabled persons within our community.
    - iii. Provides customer service, serving as a resource contact.
    - iv. Creates a source of revenue.
- 2) Provide 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 proposed 2020 Community Center Program cost is \$354,861. 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.

### ***2020 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, especially targeting the business sector.
- 3) Solicit donations to cover full costs for replacing flooring on upper level of Community Center.

- 4) Research and solicit donations to acquire replacement tables for upper level furniture.
- 5) Replace Community Center roof, insulation and fix ventilation issues.

***2020 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased by \$6,807 to reflect allocating 5% of building maintenance wages.
- 2) Hourly Wages Part-Time increased by \$1,346 to reflect wage step increases along with market adjustments.
- 3) FICA increased by \$758 to reflect projected changes and increases.
- 4) Retirement increased by \$970 to reflect projected increases.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$6,503 to reflect trends and projected increases.
- 6) Training includes Management Training Seminar (1) \$125, Support Staff Training (2) \$150, First Aid/CPR Training (6) \$75.
- 7) Postage decreased by \$2,500 to reflect eliminating costs of mailing out postcards due to agreement with MMC.
- 8) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$250).
- 9) Cell/Radio decreased by \$60 to reflect changing to reimbursement of personal phone.
- 10) Data increased by \$18 to reflect actual trends.
- 11) Utilities decreased by \$5,160 to reflect projected changes in utilities due to roof insulation project.
- 12) Other Contractual Services decreased by \$4,345 due to the panic button system upgrade for 2019, elimination of Martin Security Systems monitoring our panic button system, savings in pruning & landscaping, switching to new companies for Preventative Maintenance and copy machine. Includes Fire Alarm and Security System Inspection and full system replacement & parts coverage (\$425), Fire Extinguisher Inspection/Service/Maintenance (\$60), Sprinkler Inspection (\$223), Backflow Preventer Testing (\$290), Quarterly & Yearly Elevator Inspections (\$801), Access Control Parts & Emergency Hardware Labor Coverage (\$875), Copy Machine (\$2,555), Preventative Maintenance (\$2,291), Boiler Permit fee (\$200), and Pruning/Landscaping (\$3,500).
- 13) Office Supplies decreased by \$750 to reflect eliminating toner costs for small color printer.
- 14) Memberships/Subscriptions include the following music and movie licenses: MPLC (\$597), ASCAP (\$378), SESAC (\$460), BMI (\$365).
- 15) Operating Supplies decreased \$2,350 to reflect the purchase of 2 AED's in 2019.
- 16) Capital Outlay includes: CC Improvements/Upgrades & Repairs (\$10,000)

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

**Replace HVAC Controls at the Community Center**

Deleted

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$30,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

30,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

There are several reasons for replacing the digital controls at the Community Center. First, the controls are approximately 19 years old and we have encountered some failures over the past few years. Secondly, the controls are KMC controls and can only be managed by a certified KMC Control representative. There is currently only one contractor we are able to work with in the area and we have encountered several problems with their level and quality of service. Changing to a universal digital control software would allow for the City to have multiple sources/vendors to reach out to for managing the software.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

4

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change	
COMMUNITY CENTER												
Account Number PERSONAL SERVICES												
100	55140	110	Salaries	\$ 74,366	\$ 35,288	\$ 76,439	\$ 77,549	\$ 35,473	\$ 77,549	\$ 79,275	\$ 79,275	2.23%
100	55140	120	Hourly Wages	46,469	26,428	57,671	47,509	24,412	54,000	54,316	54,316	14.33%
100	55140	122	Hourly Wages Part Time	25,097	10,567	23,691	26,358	11,019	26,358	27,704	27,704	5.11%
100	55140	125	Overtime Wages	250	74	382	250	65	250	250	250	0.00%
100	55140	126	Seasonal Labor	6,250	1,355	7,041	9,930	4,098	9,800	10,030	10,030	1.01%
100	55140	150	FICA	11,274	5,682	11,365	11,746	5,474	12,241	12,504	12,504	6.45%
100	55140	151	Retirement	8,113	4,448	10,573	9,934	4,253	10,359	10,904	10,904	9.77%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	49,779	26,834	58,072	51,012	26,915	57,500	58,869	57,515	12.75%
100	55140	190	Training	350	0	300	350	228	350	350	350	0.00%
			Subtotal	221,947	110,676	245,534	234,639	111,937	248,407	254,202	252,848	7.76%
			CONTRACTUAL SERVICES									
100	55140	210	Telephone	4,000	1,992	4,003	4,000	1,990	4,000	4,000	4,000	0.00%
100	55140	211	Postage	3,500	245	870	3,500	32	1,000	1,000	1,000	-71.43%
100	55140	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
100	55140	215	Consulting	500	0	478	500	0	500	500	500	0.00%
100	55140	217	Cleaning Service Contract	25,740	8,045	23,782	25,000	10,818	25,000	25,000	25,000	0.00%
100	55140	218	Cell/Radio	636	197	464	540	262	480	480	480	-11.11%
100	55140	219	Data	840	404	907	150	318	398	168	168	12.00%
100	55140	220	Utilities	37,000	20,754	43,927	40,160	17,947	40,200	41,536	35,000	-12.85%
100	55140	240	Equipment Maintenance	5,950	1,451	5,133	5,950	3,394	5,950	5,950	5,950	0.00%
100	55140	290	Other Contractual Services	8,485	23,247	14,956	15,960	5,372	12,500	11,615	11,615	-27.22%
			Subtotal	86,651	56,336	94,520	95,760	40,131	90,028	90,249	83,713	-12.58%
			SUPPLIES AND EXPENSE									
100	55140	310	Office Supplies	5,000	795	3,144	4,000	536	3,000	3,250	3,250	-18.75%
100	55140	320	Memberships/Subscriptions	1,700	765	1,739	1,745	795	1,750	1,800	1,800	3.15%
100	55140	331	Transportation	0		114	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	2,000	1,970	3,086	5,600	3,143	5,000	3,250	3,250	-41.96%
			Subtotal	8,700	3,530	8,083	11,345	4,474	9,750	8,300	8,300	-26.84%
			CAPITAL OUTLAY									
100	55140	810	Capital Equipment	10,000	2,485	15,343	10,000	4,612	10,000	162,000	10,000	0.00%
			Subtotal	10,000	2,485	15,343	10,000	4,612	10,000	162,000	10,000	0.00%
			TOTAL	\$ 327,298	\$ 173,027	\$ 363,479	\$ 351,744	\$ 161,154	\$ 358,185	\$ 514,751	\$ 354,861	0.89%

## Historic Preservation Commission

***Program Full Time Equivalents: 0***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

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

***2020 Performance Measures:***

- 1) Facilitate a \$12,000 Certified Local Government Sub-grant that was awarded to the City in 2019 to facilitate the designation of two residential historic districts that were identified in the City's 2017 Historical & Architectural Resources Survey. Preparation of the nomination forms began in Fall 2019 and are expected to be completed by August 2020.
- 2) Continue implementation of the City Historical & Architectural Resources Survey by working on State and National historic building / district designations. This is an ongoing work plan used through the 2020 calendar year.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City. One or both of the programs occurs in May 2020, which is historic preservation month.
- 4) Continue offers for Historic District signage for the residential districts. Signage would be prepared and offered to two new potential historic districts in fall of 2020 or 2021 if the state and federal nomination approvals are completed by 2020.

***2018-2019 Performance Measurement Data: (July 2018-June 2019)***

- 1) Completed requests for Historic District Signage for the North Broadway Historic District for fall 2018.
  - a. Result: Unfortunately, no residents were interested in the district in 2018.
- 2) The 2017 Historical & Architectural Resources Survey was utilized to identify two potential residential historic districts.
  - a. Result: In spring 2019 a \$12,000 grant was obtained to assist in the costs to prepare documentation for the nomination of two historic districts on the City's east side in 2020.
- 3) The Historical Preservation Commission worked with the residents of potential historic districts to identify that the neighbors were interested in pursuing the designation.
  - a. Result: Neighbors of two potential districts were interested with no objections.
- 4) The Historic Preservation Commission provided education programs.
  - a. Result: Public information about historic tax credits provided by the Wisconsin Historical Society.
  - b. Result: Public information and education about the contents of the Historical & Architectural Resources Survey and benefits that designations can provide residents.

### ***Significant Program Achievements:***

- Assistance and education about Historic Tax Credit program.
- Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
- Updated GIS historic district maps to include newly designated historic districts.

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

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

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

The proposed 2020 Historic Preservation program cost is \$10,110. The Historic Preservation Commission also obtained \$12,000 in grant funding in early 2019, which is intended to cover costs related to designating two new historical districts in the City during 2019-2020. 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.

### ***2020 Program Objectives:***

- 1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
- 2) Facilitate a \$12,000 Certified Local Government Sub-grant to designate two new residential historic districts that are identified in the Historical & Architectural Resources Survey 2017.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

***2020 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.
  - a. \$3,200 for historic plaque program
- 3) Memberships/Subscriptions. No Change.
  - a. \$100 National Alliance of Preservation Commissions
  - b. \$250 Fox Wisconsin Heritage Parkway
  - c. \$40 WA HPC Annual Membership
  - d. \$20 National Trust for Historic Preservation



City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>HISTORIC PRESERVATION COMMISSION</b>												
Account Number CONTRACTUAL SERVICES												
100	55150	212	Seminars and Conferences	\$ 360	\$ 451	\$ 839	\$ 750	\$0	\$ 750	\$ 750	\$ 750	0.00%
100	55150	215	Consulting	3,200	0	0	3,200	0	0	3,200	3,200	0.00%
			<b>Subtotal</b>	<b>3,560</b>	<b>451</b>	<b>839</b>	<b>3,950</b>	<b>0</b>	<b>750</b>	<b>3,950</b>	<b>3,950</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
100	55150	310	Office Supplies	240	0	0	200	0	200	200	200	0.00%
100	55150	320	Memberships/Subscriptions	310	310	310	410	40	100	410	410	0.00%
100	55150	330	Mileage Reimbursement	950	234	291	500	19	321	500	500	0.00%
100	55150	331	Transportation	0	0	0	0	0	0	0	0	0.00%
100	55150	391	Historic Preservation Supplies	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,500</b>	<b>544</b>	<b>601</b>	<b>1,110</b>	<b>59</b>	<b>621</b>	<b>1,110</b>	<b>1,110</b>	<b>0.00%</b>
			GRANTS, CONTRIBUTIONS, INDEM									
100	55150	701	Historical Society	5,050	5,050	5,050	5,050	0	5,050	5,050	5,050	0.00%
			<b>Subtotal</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>0</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 10,110</b>	<b>\$ 6,045</b>	<b>\$ 6,490</b>	<b>\$ 10,110</b>	<b>\$ 59</b>	<b>\$ 6,421</b>	<b>\$ 10,110</b>	<b>\$ 10,110</b>	<b>0.00%</b>

## **Park and Rec Administration**

***Program Full Time Equivalents: 2.0***

***Program Mission:***

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

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

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

***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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Obtain a 3% increase in Recreation Scholarship applicants to determine if revisions to marketing plan have worked
  - a. As of July 2019 our number of awarded scholarships decreased by 10% from the previous year. This is not necessarily an indication of an unsuccessful year for the Scholarship program however. The previous year was an extremely high year for scholarships

### ***Significant Program Achievements:***

- 1) Started and completed Bomier Boat Launch and grant funding.
- 2) Completed designs of VFW and Legion Aquatic Facilities.
- 3) Developed and conducted Seasonal Staff Training Day.

### ***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 proposed 2020 Park and Rec Administration program cost is \$262,761. 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.

***2020 Objectives:***

- 1) Provide timely and accurate meeting Park Board meeting agendas.
- 2) Continue to review and coordinate tasks as identified from the ADA Access Audit.
- 3) Conduct study of Voyageur Park break wall (this was postponed due to high water levels).
- 4) Coordinate bidding of VFW Aquatic Facility.
- 5) Evaluate Beer Gardens and methods for offering.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$6,531 to reflect projected wages.
- 2) FICA increased \$672 to reflect projected increase.
- 3) Retirement increased \$893 to reflect projected increase.
- 4) Training includes department training \$1,000, customer service training for office assistant \$250.
- 5) Seminars and conferences includes WPRA State Conference \$1,400, Office Support Workshop \$150, NRPA National Conference \$2,250.
- 6) Consulting decreased by \$23,800. The proposed budget includes general consulting for outside engineering for various projects including Furnace replacement at Bomier, Voyageur Restroom replacement, Legion Bathroom replacement, etc.
- 7) Other Contractual Services includes \$750 for GPS Vehicle Tracking service.
- 8) Membership/Subscriptions includes \$375 - WPRA Membership, \$175 NRPA Membership.
- 9) No Capital Outlay.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>PARK AND REC ADMINISTRATION</b>												
Account Number PERSONAL SERVICES												
100	55200	110	Salaries	\$ 98,187	47,010	\$ 102,106	\$ 103,387	47,502	\$ 103,387	\$ 109,918	\$ 109,918	6.32%
100	55200	120	Hourly Wages	44,158	24,914	55,197	46,322	26,185	46,322	48,568	48,568	4.85%
100	55200	125	Overtime Wages	700	16	323	700	15	500	700	700	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55200	150	FICA	10,943	5,658	11,319	11,506	5,857	11,491	12,178	12,178	5.84%
100	55200	151	Retirement	9,584	4,476	10,489	9,852	4,460	9,839	10,745	10,745	9.07%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,863	28,883	57,661	59,308	26,939	59,308	59,096	57,682	-2.74%
100	55200	190	Training	1,250	444	621	1,250	408	1,250	1,250	1,250	0.00%
			<b>Subtotal</b>	<b>222,685</b>	<b>111,401</b>	<b>237,715</b>	<b>232,325</b>	<b>111,365</b>	<b>232,097</b>	<b>242,455</b>	<b>241,041</b>	<b>3.75%</b>
CONTRACTUAL SERVICES												
100	55200	210	Telephone	4,000	1,760	3,970	4,000	2,002	4,000	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	3,700	90	1,903	3,700	1,229	3,700	3,800	3,800	2.70%
100	55200	215	Consulting	0	0	0	33,800	13,084	13,084	10,000	10,000	-70.41%
100	55200	218	Cell/Radio	1,590	494	740	1,000	239	1,000	1,000	1,000	0.00%
100	55200	219	Data	0	0	0	120	0	40	120	120	0.00%
100	55200	240	Equipment Maintenance	200	0	0	200	0	200	200	200	0.00%
100	55200	290	Other Contractual Services	1,150	100	200	750	150	750	750	750	0.00%
			<b>Subtotal</b>	<b>10,640</b>	<b>2,444</b>	<b>6,813</b>	<b>43,570</b>	<b>16,704</b>	<b>22,774</b>	<b>19,870</b>	<b>19,870</b>	<b>-54.40%</b>
SUPPLIES AND EXPENSE												
100	55200	310	Office Supplies	850	0	0	850	59	850	850	850	0.00%
100	55200	320	Memberships/Subscriptions	415	170	415	545	0	545	550	550	0.92%
100	55200	331	Transportation	450	126	257	450	64	400	450	450	0.00%
100	55200	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,715</b>	<b>296</b>	<b>672</b>	<b>1,845</b>	<b>123</b>	<b>1,795</b>	<b>1,850</b>	<b>1,850</b>	<b>0.27%</b>
CAPITAL OUTLAY												
100	55200	810	Capital Equipment	0	0	0	1,000	0	1,000	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 235,040</b>	<b>\$ 114,141</b>	<b>\$ 245,201</b>	<b>\$ 278,740</b>	<b>\$ 128,192</b>	<b>\$ 257,666</b>	<b>\$ 264,175</b>	<b>\$ 262,761</b>	<b>-5.73%</b>

## **Parks and Public Lands**

***Program Full Time Equivalents: 2.5***

***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.

***2020 Performance Measures:***

- 1) Have no injuries or falls from City Playgrounds as a result of faulty and/or damaged equipment by performing a minimum of 9 full and 3 visual (1x/month) playground inspections.

***2019 Performance Measurement Data:***

- 1) Reduce utility costs in park buildings 3% by implementing LED lighting and motion sensor switches.  
Result: Based on current projections the department will spend 30-35% less of the available budget. This can be attributed to many factors including newer LED lighting and motion sensor switches.

***Significant Program Achievements:***

- 1) Assisted with several local softball/baseball tournaments (Pony League, Mystery Ball, Pink Flamingo, Buggy, DGSA) and 1 large soccer tournament (Tony Litt County Tournament).
- 2) Completed the replacement of the playground and surfacing at VFW Park.
- 3) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.
- 4) Acquired new Optimist Park sign; installed new ticket machine for Fox Point Boat Launch; new park shelter grills; acquired new iPad for use in park/forestry departments; researched new playground equipment and surfacing for Patriot Park.
- 5) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.



- 6) Park Superintendent became re-certified as a Certified Pesticide applicator and Certified Playground Safety Inspector.
- 7) 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.
- 8) Worked with various volunteers from local high schools, SNC, Eagle Scouts, community service individuals and service groups to help clean parks.
- 9) Continued to market the memorial bench/tree program to be more visible.
- 10) Worked with the Communication Specialist to ‘market’ more of our contributions and programs to the public.

***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.

### ***2020 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.

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

The proposed 2020 Parks and Public Land program budget is \$553,339. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$48,635 to reflect project wage increases for current staff and adding Lead Person position.
- 2) FICA increased \$3,687 to reflect projected increases from staff and adding position.
- 3) Retirement increased \$3,568 to reflect projected increases.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$21,532 to reflect projected increases from current staff and adding new position.
- 5) Training decreased \$1,000 due to reduction of Playground Safety Institute training for one person (required every 3 years). Playground Safety training (3 people) \$1,500; Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 6) Seminars and Conferences includes: Turf Management (1 person) \$100; WPRA Summer Park tour (1 person) \$300.
- 7) Consulting includes Cross Connection maintenance \$3,000, and general outside services \$400.
- 8) Transportation increased \$1,772 based on current trends and projected increase in fuel.
- 9) Turf Chemicals increased \$2,500 due to increase in chemical and contractor cost, and growing public concern.
- 10) Capital Equipment includes: Water Cooler Replacement program \$3,000, Accessible Route program \$7,000, Patriot Park Crack fill/seal - \$3,000, Kiwanis Park Crack fill/seal - \$5,000, Jim Martin Park Crack fill/seal parking lot and basketball court - \$14,000, Crack fill Voyageur Park Walking Path - \$2,500, Video security systems - \$10,000.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN****2020 - 2026****CAPITAL PROJECTS WORKSHEET****PROPOSED BY: Marty Kosobucki****DATE PREPARED: August 5, 2019****DESCRIPTION OF PROJECT:**

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

**NEW:    or    REPLACEMENT:X****PROJECTED COST: \$3,000****PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	3,000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

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

To date we have replaced water coolers at Southwest Park, Optimist Park, Bomier Boat Launch, Voyageur Park, and Legion Park.

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

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Staff

**DATE PREPARED:** 8-5-18

**DESCRIPTION OF PROJECT:**

Accessible Route Program

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST:** \$7,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

7,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to place accessible routes to public facilities (ie. basketball courts, fields, shelters, diamonds, etc...) throughout the entire park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will provide for 1-3 (approximately) small routes to be constructed, with a long term goal to incrementally have accessible routes to every facility/amenity.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

2

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Crackfill and sealcoat Patriot Parking Lot

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$3,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

3,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Our Engineering Department has identified Patriot Park for maintenance. The parking lot was last overlaid in 2003 and is need of crackfilling and sealcoating to preserve its life.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

11

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Crackfill and seal coat parking lot at Kiwanis Park.

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$5,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

5,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Kiwanis Parking lot was constructed in 2006. The Engineering Department has identified Kiwanis Parking lot to be crackfilled and seal coated in order to maintain and preserve its life.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

12

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

**Crackfill and sealcoat Jim Martin Park basketball court and Parking Lot**

**NEW:    or    REPLACEMENT:X**

**PROJECTED COST: \$14,000**

**PROPOSED METHOD OF FINANCING:**

**GENERAL FUND**

**\$**

**%**

**14,000**

**100**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**OTHER**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

**Our Engineering Department has identified Jim Martin Park Basketball court and parking lot to be in need of maintenance. It is recommended to crackfill, seal coat both the parking lot and court, and restripe the Basketball Court to preserve the integrity of the pavement and extend their life.**

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**13**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Crackfill Voyageur Park walking path

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$2,500

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

2,500

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Our Engineering Department is recommending that we crackfill the walking path through Voyageur Park to preserve its life. The last know maintenance/overlay was done in 1997.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**14**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Purchase portable security camera systems.

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST:** \$10,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

10,000

%

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Our parks have continually been subject to vandalism of which has become very costly at times. Fires have been started in bathrooms, bollards have been purposely damaged, trees have been snapped, building have incurred damage to soffits and gutters, lights have been busted, and the list continues. Presently we have one game camera that is used in our arsenal in an attempt to catch vandalism however it has its limitations. We would like to purchase two semi-portable video security systems that have up to a 30 day loop on its recordings. While there would be some labor/installation required the intent is to keep the system somewhat portable to use at other parks if needed. In being a contained system, we do not have to worry about wi-fi or internet connections...we just need power, which can be easily accommodated in many of our parks.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**18**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Southwest Park paving of entryway

Deleted

**NEW: X   or   REPLACEMENT:**

**PROJECTED COST:** \$35,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

35,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City approved funding in 2019 to pave the entry way at Southwest Park. This was being done because of drainage and ADA concerns. Upon getting estimates for construction from our Engineering Department the cost of the project would be significantly higher due to the increase in construction costs this year. The Board of Park Commissioners decided to postpone the project till 2020 and ask for additional funds to complete the project.

The City budgeted \$16,000 in 2019 for paving the entryway at Southwest Park. Estimates from this year's constructions costs approximate the cost to be approximately \$51,000.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION      5**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Replace playground at Carney Park.

Deleted

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$75,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

75,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Carney Park is as mini park that serves a remote area on the west side of the City. The playground was constructed in 1994 making it approximately 25 years old and one of our oldest in the City.

Because the park serves a small area of our residents (mini-park), the playground is planned to be substantially smaller than our typical playground you see at our larger neighborhood or community parks.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

8

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Installation of Soccer Field lights at Southwest Park.

Deleted

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST:** \$80,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

35,000

43

SPECIAL ASSESSMENT

GRANTS

45,000

57

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

In 2019 the City had decided to re-purpose the lights from the softball diamond at Optimist Park and place them at the main soccer field at Southwest Park. De Pere Select Soccer proposed offering a donation to fund the installation. As with other projects in 2019, the estimates came in much higher than anticipated due to the rise in construction and labor costs. The Park Board decided to postpone the project and ask for additional funding to partner with the De Pere Select donation for installing the lights. Approximately \$35,000 would be needed to complete the project along with the \$45,000 donation from De Pere Select Soccer.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**      9

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Replace crushed rubber fiber at Optimist Park Playground with Poured in Place material to match rest of playground.

Deleted

NEW:    or    REPLACEMENT: ☒

**PROJECTED COST:** \$15,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

15,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

When the City replaced the Optimist Playground we installed Poured in Place throughout most of the playground however used crushed rubber fiber around the swings (approx. 1,000 square feet). This has not panned out like we had hoped and we have received several complaints about the crushed rubber fiber. The crushed rubber fiber does not stay contained and has caused multiple issues with children throwing the rubber fiber. In order to replace the rubber fiber with poured in place surfacing it is estimated to be \$15,000.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION      16**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
PARKS AND PUBLIC LAND												
Account Number		PERSONAL SERVICES										
100	55210	120	Hourly Wages	\$ 130,677	\$ 73,838	\$ 170,057	\$ 138,361	\$ 76,589	\$ 145,000	\$ 149,010	\$ 186,996	35.15%
100	55210	125	Overtime Wages	4,000	1,600	4,786	4,000	1,501	4,000	4,000	4,000	0.00%
100	55210	126	Seasonal Labor	85,860	15,507	57,672	90,930	23,066	91,000	96,640	88,600	-2.56%
100	55210	150	FICA	11,548	6,148	13,509	12,209	6,285	12,718	13,107	15,896	30.20%
100	55210	151	Retirement	9,023	4,323	11,679	9,325	4,373	9,760	10,328	12,892	38.26%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,289	29,883	61,963	60,910	30,369	60,910	64,790	82,442	35.35%
100	55210	190	Training	1,500	259	409	3,000	1,694	2,500	2,000	2,000	-33.33%
			Subtotal	299,897	131,558	320,074	318,735	143,878	325,888	339,875	392,826	23.25%
			CONTRACTUAL SERVICES									
100	55210	212	Seminars and Conferences	400	273	302	400	30	400	400	400	0.00%
100	55210	215	Consulting	8,400	3,625	6,052	3,400	1,847	3,400	3,400	3,400	0.00%
100	55210	220	Utilities	42,000	11,860	42,178	42,300	11,774	42,300	43,560	43,560	2.98%
100	55210	240	Equipment Maintenance	9,800	4,421	10,172	10,000	(1,973)	10,000	10,000	10,000	0.00%
			Subtotal	60,600	20,178	58,704	56,100	11,678	56,100	57,360	57,360	2.25%
			SUPPLIES AND EXPENSE									
100	55210	331	Transportation	14,900	6,374	16,868	14,900	10,318	16,000	16,672	16,672	11.89%
100	55210	340	Operating Supplies	27,282	5,649	25,979	30,182	9,850	30,182	29,182	29,182	-3.31%
100	55210	345	Turf Chemicals	7,500	0	7,881	7,500	0	7,500	10,000	10,000	33.33%
100	55210	351	Safety Equipment	2,800	911	2,319	2,800	1,724	2,800	2,800	2,800	0.00%
			Subtotal	52,482	12,934	53,047	55,382	21,893	56,482	58,654	58,654	5.91%
			CAPITAL OUTLAY									
100	55210	810	Capital Equipment	95,000	12,237	380,983	48,000	87,160	87,160	669,500	44,500	-7.29%
			Subtotal	95,000	12,237	380,983	48,000	87,160	87,160	669,500	44,500	-7.29%
			TOTAL	\$ 507,979	\$ 176,906	\$ 812,807	\$ 478,217	\$ 264,609	\$ 525,630	\$ 1,125,389	\$ 553,339	15.71%

# Forestry

***Program Full Time Equivalents: 2.3***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) Planting of trees & shrubs in City parks and ROW – Activity funded by property tax and fees. Result in a younger, rejuvenated urban forest long-term.
- 2) Pruning of trees & shrubs in City parks and ROW – Activity funded by property tax. Result in a more managed and maintained urban forest.
- 3) Removal of trees & shrubs in City parks and ROW - Activity funded by property tax. Results in less risk trees in the urban forest.

- 4) Community Presentations to school and service groups – Activity funded by property tax. Contributes to community education regarding Forestry matters.

***Expected Outcomes:***

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

***2020 Performance Measures:***

- 1) Remove a minimum of 75% of Ash trees identified to be in poor condition or impacted by Emerald Ash Borer. Information shall be used to analyze data of number of trees lost to Emerald Ash Borer and need for replacement trees.

***2019 Performance Measurement Data:***

- 1) Remove a minimum of 75% of Ash trees identified to be in poor condition or impacted by Emerald Ash Borer. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.
  - a. Result: Through our visual assessments we have currently identified in excess of 150 ash trees and continue to identify others in all portions of the City. We have to this point removed approximately 70% of the infested ash trees on the street and parks.



### ***Significant Program Achievements:***

- 1) As part of the Arbor Day Program and in conjunction with the De Pere Health Dept and students from De Pere High School we planted 1 new Urban Orchard and expanded 3 others. Through this program we planted a new orchard at Foxview School and expanded Samantha, VFW and Voyageur orchards. We utilized grant funding to help pay for the projects.
- 2) Received Tree City, USA award.
- 3) Partnered with the GB Packers, National Forest Service and WDNR to obtain 39 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) Participated in School Career Days, Big Rig Gig and Community Career Day with our vehicles.
- 7) Completed and received a \$9,000 grant from the Wisconsin Regional Planning Commission and Wisconsin Department of Natural Resources to remove small ash trees and replace them with other species not impacted by Emerald Ash Borer.
- 8) Continued work on the training of the new Arborist.
- 9) Assisted in the purchase, placement and planting of new concrete flower planters on George St.
- 10) Contracted with a consultant to update the City's tree inventory as part of the departments WDNR Urban Forestry grant. Also worked on contracting with a tree care company to prune some areas of the City as part of the same grant.

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

- 1) Regular community education through presentations and media.
  - a. Community Importance
    - i. Helps citizens become more informed about our services and many environmental concerns found throughout our community.
    - ii. Assists in developing grass roots support in maintaining and developing a healthy urban forest.
- 2) Scheduled tree maintenance and removal.
  - a. Community Importance
    - i. Aids in our urban forest remaining healthy by eliminating risks in terraces and other ROWs. By maintaining a healthy urban forest it also increases the value of the City's infrastructure. The department has a goal of a pruning every tree approximately every 5 years. The department also has a goal of removing high risk trees w/in one working day and risk trees within one month.

- 3) Yearly insect and disease monitoring and control.
  - a. Community Importance
    - i. Provides consistent monitoring of threats to our urban forest, that left unmonitored could have a catastrophic effect on our urban forest. Two of the newest include monitoring for Emerald Ash Borer and Japanese Beetle.
- 4) Spring and Fall Tree Planting Program for residents and in parks/ROWs.
  - a. Community Importance
    - i. Provides home owners with the opportunity to enhance their property value at a minimal cost. Many economic and social importances follow a healthy, increasing, well maintained, urban forest.
- 5) Respond to resident tree issues w/in one working day.
  - a. Community Importance
    - i. Provides quick response to potential threats of our urban forest, and sets a high standard for customer service. This allows our department to diagnose threats and the urgency of the threat.

***2020 Objectives:***

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

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

The proposed 2020 Forestry program budget is \$244,274. 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Retirement increased by \$625 to reflect projected changes.
- 2) Health, Dental, DIB, Wks Comp Insurance decreased \$10,317 to reflect projected costs for staff insurance.
- 3) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 staff) \$650.
- 4) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) \$550; Management Educational programs (1 person) \$100.
- 5) Consulting reduced by \$10,000 to correlate with the hiring of a full time person in Parks Division. \$20,000 allocated to contract pruning, and Invasive species control for Gypsy Moth & Emerald Ash Borer and/or contracted stump grinding from EAB losses - \$3,000.
- 6) Memberships/Subscriptions includes Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$140; Society of Municipal Arborists - \$80; Tree care brochure - \$20.
- 7) Transportation increased \$298 to better reflect projected cost per gallon of fuel.
- 8) No Capital Outlay.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
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FORESTRY

Account Number		PERSONAL SERVICES																			
100	55220	110	Salaries	\$	74,366	\$	34,902	\$	75,659	\$	76,800	\$	35,130	\$	76,800	\$	78,526	\$	78,526		2.25%
100	55220	120	Hourly Wages		63,034		34,865		64,382		66,982		31,525		66,982		70,241		70,241		4.87%
100	55220	125	Overtime Wages		583		268		3,528		583		0		583		583		583		0.00%
100	55220	126	Seasonal Labor		0		1,003		4,767		0		1,585		1,585		0		0		0.00%
100	55220	150	FICA		10,556		5,593		10,493		11,044		5,542		11,067		11,425		11,425		3.45%
100	55220	151	Retirement		9,245		4,377		9,499		9,456		4,175		9,456		10,081		10,081		6.61%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins		33,687		16,920		28,208		40,752		15,550		30,000		30,866		30,435		-25.32%
100	55220	190	Training		650		460		650		650		490		650		650		650		0.00%
			Subtotal		192,121		98,389		197,185		206,267		93,997		197,123		202,372		201,941		-2.10%
			CONTRACTUAL SERVICES																		
100	55220	212	Seminars and Conferences		650		242		322		650		355		650		650		650		0.00%
100	55220	215	Consulting		3,020		0		3,020		33,000		32		33,000		38,000		23,000		-30.30%
100	55220	240	Equipment Maintenance		400		222		236		400		0		400		400		400		0.00%
			Subtotal		4,070		464		3,578		34,050		387		34,050		39,050		24,050		-29.37%
			SUPPLIES AND EXPENSE																		
100	55220	320	Memberships/Subscriptions		285		265		285		285		260		285		285		285		0.00%
100	55220	331	Transportation		4,000		2,458		6,041		4,002		2,280		4,200		4,298		4,298		7.40%
100	55220	340	Operating Supplies		3,400		640		3,228		3,400		1,645		3,400		3,400		3,400		0.00%
100	55220	346	Trees		10,000		1,122		14,351		10,000		(403)		10,000		10,000		10,000		0.00%
100	55220	347	Tree Chemicals		300		0		202		300		0		300		300		300		0.00%
			Subtotal		17,985		4,485		24,107		17,987		3,782		18,185		18,283		18,283		1.65%
			CAPITAL OUTLAY																		
100	55220	810	Capital Equipment		5,000		0		95		0		0		0		0		0		0.00%
			Subtotal		5,000		0		95		0		0		0		0		0		0.00%
			TOTAL	\$	219,176	\$	103,338	\$	224,966	\$	258,304	\$	98,166	\$	249,358	\$	259,705	\$	244,274		-5.43%

## **Boat Ramps**

***Program Full Time Equivalents: 0.15***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

- 1) Decrease overtime call outs for ticket machine problems by 50% due to new machine at Fox Point BL and new/refurbished parts in machine at Perkofski BL.

***2019 Performance Measurement Data:***

- 1) Increase daily boat launch sales by 3% through social media and marketing campaign in the Spring/Fall.
  - a. Result: As of the end of July we are approximately 4% less than a year ago. Part of this reason can be contributed to higher water levels and less than ideal weather conditions keeping boaters from utilizing the river/lake.

***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) Replaced ticket machine at Fox Point Boat Launch and updated machine with new parts at Perkofski Boat Launch.

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

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

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

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

The proposed 2020 Boat Ramps program budget is \$51,209. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

***2020 Objectives:***

- 1) Maintain clean and safe boat launches for our users.
- 2) Put in docks at Fox Point and Perkofski Boat Launches as soon as possible in the spring to maximize use during spring walleye run.
- 3) Provide daily and at times hourly updates on boat launch conditions in the spring.
- 4) Improve Bomier Boat Launch with the help of State and Federal grants.

***2020 Budget Significant Expenditure Changes:***

- 1) Retirement increased by \$35 to reflect projected changes.
- 2) Health, Dental, DIB, Life and Wks Cmp decreased by \$492 to reflect projected expenses.
- 3) Telephone increased by \$1,200 due to changing providers for ticket machines.
- 4) Equipment Maintenance increased by \$300 to reflect trends.
- 5) Capital Outlay includes Repair to sidewalk at Perkofski Boat Launch - \$15,000, Replace furnace at Bomier Boat Launch - \$5,000, Dock extensions for Fox Point - \$8,000 (\$4,000 general fund/\$4,000 grant), Perkofski Boat launch refurbish Phase I - \$10,000 (\$5,000 general fund/\$5,000 grant).

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Repair sidewalk in Perkofski Boat Launch.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$ 15,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

15,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

There is a stretch of sidewalk along the shoreline that is cracked and showing signs of sinking. The sidewalk is along the steel wall that secures the transient boat docking slips. The sidewalk is a safety and structural concern.



**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

2

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Replace furnace in Bomier Boat Launch restroom building.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$5,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

5,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Our supervisor in charge of Building Maintenance has informed us the furnace in Bomier Restroom building is in need of replacement. It is the original furnace of the building and required a fair amount of attention from our Building Maintenance technicians, and encountered a fair amount of repair costs last year. Bomier is one of a handful of restroom buildings that we leave operational year round so having an updated furnace is vital to the operation of the building.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

3

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Staff

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Purchase four 10' floating dock sections for Fox Point Boat Launch

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$8,000

**PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	4,000	50
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	4,000	50
OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

These new sections would go between the lake floating section and ramp section allowing ramp to be moved inland enough for transition plate to be out of the water in high water situations. It also would be utilized in low water situations to extend the docks to help avoid boats bottoming out.

In periods of high water we are not able to simply move our docks inward to accommodate the water levels. While we have some adjustments we are able to accommodate, we are limited to how much we can adjust due to how we secure the docks in the river bed. If we move the docks inward too much we run into the paved ramp.

The WDNR has a small grant program that allows municipalities to apply quickly and without a long administration process.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION      5                      Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Staff

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Refurbish one dock section at Perkofski Boat Launch.

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$10,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

5,000

50

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

5,000

50

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

There are three sections of docks and one section of transient docks that are in need of refurbishing over the next 4-5 years. These sections have deteriorating boards and floats and will need to be addressed in the near future. In order to not have it be a large maintenance project, we would like to incrementally refurbish the docks over the next 3-4 years. The WDNR has a small grant program that fits nicely for this project which allows us to apply with limited administration. This project would refurbish one section of our docks by using recycled boards.

Our goal would be to completely refurbish all the docks over the next 5 years.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

6

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:**

Install heating in restroom building at Fox Point Boat Launch.

Deleted

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$ 7,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

7,000

%

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The Fox Point Boat Launch is currently one of our highest used restrooms in our park system. A large reason for its high use is that it is on the Fox River Trail and also serves patrons using the boat launch. Because of the people using the trail and the boat launch in early spring and late fall, we have often struggled with keeping the facility open because it is not heated. Because its not heated, we run the risk of pipes freezing in early spring/late fall if we continue to run the facility. For the past several years we have ran portable heaters in the mechanical chase to help prevent pipes from freezing, however this is not an efficient and effective way of accomplishing the task. The intent would be to install a gas furnace into the facility (similar to Bomier Boat Launch restrooms), however we would also look at alternative methods.

By installing heat into the Fox Point Restroom building we will be able to keep the facility open longer and not have the threat of pipes freezing.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**4**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
BOAT RAMPS												
Account Number		PERSONAL SERVICES										
100	55230	120	Hourly Wages	\$ 6,940	\$ 3,437	7,696	\$ 7,359	\$ 3,804	\$ 7,359	\$ 7,653	\$ 7,653	4.00%
100	55230	125	Overtime Wages	150	920	920	150	81	150	150	150	0.00%
100	55230	126	Seasonal Labor	0	182	441	0	308	0	0	0	0.00%
100	55230	150	FICA	542	328	636	574	288	574	597	597	3.92%
100	55230	151	Retirement	475	263	587	492	222	492	527	527	7.09%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,699	1,152	2,548	3,012	1,029	2,500	2,576	2,520	-16.33%
			Subtotal	10,806	6,281	12,827	11,587	5,732	11,075	11,503	11,447	-1.21%
			CONTRACTUAL SERVICES									
100	55230	210	Telephone	600	275	600	600	300	600	1,800	1,800	200.00%
100	55230	220	Utilities	5,400	2,631	6,262	5,400	2,276	5,400	5,562	5,562	3.00%
100	55230	240	Equipment Maintenance	900	(3,000)	900	900	926	1,200	1,200	1,200	33.33%
			Subtotal	6,900	(94)	7,762	6,900	3,503	7,200	8,562	8,562	24.09%
			SUPPLIES AND EXPENSE									
100	55230	340	Operating Supplies	2,200	720	2,200	2,200	837	2,200	2,200	2,200	0.00%
			Subtotal	2,200	720	2,200	2,200	837	2,200	2,200	2,200	0.00%
			CAPITAL OUTLAY									
100	55230	810	Capital Equipment	0	0	0	0	945	945	101,000	29,000	100.00%
			Subtotal	0	0	0	0	945	945	101,000	29,000	100.00%
			TOTAL	\$ 19,906	\$ 6,907	\$ 22,789	\$ 20,687	\$ 11,017	\$ 21,420	\$ 123,265	\$ 51,209	147.54%

## **Parks Equipment/Vehicle Maintenance**

***Program Full Time Equivalents: 0.5***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018-June 2019):***

- 1) Reduce maintenance costs 2% by implementing standards related to equipment cleaning.
  - a. While we implemented standards related to cleaning (ie. Requiring equipment to be cleaned on established timeline), our equipment repair costs have increased by approximately 20%. We had one large repair bill (\$10,000) to replace a motor on a lawn mower which caused a majority of the increase, however as we continue to run our equipment/vehicles longer our maintenance costs have continued to climb.

***Significant Program Achievements:***

- 1) Analyzed and ordered replacement of Forestry lift truck.
- 2) Analyzed and ordered replacement of chipper.

***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 proposed 2020 Park Equipment/Vehicle Maintenance budget is \$94,704. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

***2020 Objectives:***

- 1) Use of slope mower on high risk areas for mowing.
- 2) Provide regular maintenance on fleet vehicles to ensure maximum efficiency and usage.
- 3) Maintain database of fleet equipment and vehicles in an effort to identify condition.
- 4) Develop standard operating procedures for cleaning of all equipment.
- 5) Replace painter.

***2020 Budget Significant Expenditure Changes:***

- 1) Retirement increased \$126 to reflect trends.
- 2) Consulting increased \$1,400 to reflect higher maintenance costs related to keeping vehicles/equipment longer. Includes repair and maintenance work on vehicles/equipment to outside vendors.
- 3) Operating supplies increased \$5,000 to reflect higher/maintenance costs related to keeping vehicles/equipment longer.
- 4) No Capital Outlay.



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** July 23, 2019

**DESCRIPTION OF PROJECT:**

Replace Line sprayer/Field Painter

Deleted

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$ 15,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

15,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Our line sprayer is used extensively to spray lines for soccer fields and ball diamonds. It is 10 years old and has been given a score of 29 which is classified as "immediate replacement". A picture shown below is consistent with the machine we have



**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION      2**

**Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
PARKS EQUIPMENT/VEHICLE MAINTENANCE												
Account Number		PERSONAL SERVICES										
100	55240	120	Hourly Wages	\$ 35,000	\$ 23,576	46,392	\$ 35,000	\$ 25,814	\$ 50,000	\$ 35,800	\$ 35,800	2.29%
100	55240	125	Overtime Wages	788	83	972	788	120	788	788	788	0.00%
100	55240	126	Seasonal Labor	0	544	657	0	144	144	0	0	0.00%
100	55240	150	FICA	2,738	1,736	3,264	2,738	1,966	3,887	2,799	2,799	2.24%
100	55240	151	Retirement	2,398	1,445	3,103	2,344	1,593	3,403	2,470	2,470	5.36%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,684	7,857	16,090	15,684	9,059	18,000	16,043	15,847	1.04%
			Subtotal	56,608	35,240	70,477	56,554	38,696	76,222	57,900	57,704	2.03%
			CONTRACTUAL SERVICES									
100	55240	215	Consulting	5,500	20	7,283	8,600	10,440	18,500	10,000	10,000	16.28%
			Subtotal	5,500	20	7,283	8,600	10,440	18,500	10,000	10,000	16.28%
			SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	19,000	16,253	25,646	22,000	13,754	27,500	27,000	27,000	22.73%
			Subtotal	19,000	16,253	25,646	22,000	13,754	27,500	27,000	27,000	22.73%
			CAPITAL OUTLAY									
100	55240	810	Capital Equipment	1,800	1,800	1,800	0	0	0	103,000	0	0.00%
			Subtotal	1,800	1,800	1,800	0	0	0	103,000	0	0.00%
			TOTAL	\$ 82,908	\$ 53,313	\$ 105,207	\$ 87,154	\$ 62,890	\$ 122,222	\$ 197,900	\$ 94,704	8.66%

## **Recreation and Recreation Programs**

***Program Full Time Equivalents: 3.43***

### ***Program Mission:***

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

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

- 1) *Recreation Programs/Services*– Provide a wide variety of recreation programs, events and services to people of all ages – resident and non-resident youth to adults and senior citizens.
- 2) *Summer Day Camps, Playgrounds & Kid Zone Programs* – Safe, fun, socially interactive, educational and cost-effective recreation programs and activities offered during the summer and before/after school hours for families in cooperation with local schools and the City.
- 3) *League Support* - Subsidies offered to 4 major user groups in the City: De Pere Area Baseball; De Pere Rapides Youth Soccer; Youth Hockey; De Pere Girls Softball Association.
- 4) *Adult Leagues* - Leagues include adult softball (summer and fall leagues), basketball, and kickball leagues.
- 5) *Recreation Scholarship Fund* - Established to provide recreational opportunities for youth and families who have demonstrated financial need.

### ***Important Outputs:***

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

- 2) Summer Day Camps, Kidz Zone & Playground Programs:
  - A) Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds.
  - B) Programs are community-based, economical, socially interactive, educational, safe and fun.
  - C) Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children.
  - D) A strong, collaborative partnership is established with the school districts and the City.
- 3) Financial Assistance to Youth User Groups:
  - A) Funding provided through property tax.
  - B) Assisting with the offering of youth user groups increases the quality of life in the community and creates a healthier community.
    - a) De Pere Area Baseball
    - b) De Pere Rapides Soccer
    - c) Youth Hockey
    - d) De Pere Girls Softball Association
- 4) Adult Leagues:
  - A) Funded through team/player registration fees. Maintenance of fields funded by property tax.
  - B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
    - a) Summer Softball: 3 leagues, 22 teams
    - b) Fall Softball: 1 league, 8 teams
    - c) Basketball: 7 leagues, 40 teams
    - d) Kickball: 1 league, 5 teams
- 5) Marketing, Advertising and Publicity of Programs and Services:
  - A) Funding for the department brochure is provided through property taxes, private advertising sales; other avenues are at no cost.
  - B) Ensuring quality marketing and publicity of programs and services helps maintain an informed community and increases participation in programs:
    - a) Department brochure w/ authentic pictures
    - b) Cable Channel 4
    - c) Flyers to local schools: elementary through college
    - d) Press releases to local newspapers
    - e) Information updates on the City website
    - f) Social media outlets
    - g) City Newsletter

- 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.

***2020 Performance Measure:***

- 1) Increase recreation revenue comprised of senior, adult, youth and family activities by 1% to aid in making programs more self-sustaining.

***2019 Performance Measures Data (July 2018 – June 2019):***

- 2) Increase online registration by 3% in order to make a future management decision regarding transaction fee costs, hosted solution registration software and staffing.
  - a) Result: Increased online registration by an average of 1% (2,906 registrations from July 2018-June 2019 compared to 2,784 from July 2017-June 2018). Overall we are averaging 38% online registrations compared to 62% front desk including phone registrations. Factors that attribute to the higher in house percentages include programs that require registration at the front desk, i.e. semi-private and private swim lessons, KZ & Summer Camp (due to payment plans) and the fact that many participants come in after class to register for the next session. Net revenue increased from \$340,203.80 compared to \$326,685.07.

***Significant Program Achievements:***

- 1) Hired a summer recreation intern this year along with many seasonal instructors and personnel.
- 2) In cooperation with Recreation Dept. and Unified School District of De Pere, continued a Summer Nutrition Lunch program at Optimist Park managed by Unified School District Food Service personnel and aided by the Summer Playground Program staff. Fed an average of 150 children per day, M-F. A lunch event sponsored by the Recreation Dept. and Zesty's Frozen Custard drew record numbers with 435 lunches served.
- 3) Offered 31 new programs/events for youth to adult/senior citizens this year, while enhancing many current programs to increase participation; this included expanding multi-age offerings for the community.
- 4) Worked with the Communications Specialist to increase social media posts and videos for our programs and special events; increased utilization of Facebook events feature to better promote and share our events; developed a brochure for Summer Park Playground Program to highlight the program and events.
- 5) The Community Center served as a site for Syble Hopp's School Learning in Community Development Program. 4-5 students volunteered every other week during the school year to learn and enhance their vocational skills.
- 6) The department's management staff collaborated on offering the areas first ever Beer Garden Community Event on 3 select dates in the summer. Events featured craft beers, food trucks, live music and activities at Voyageur Park. Proceeds to benefit park improvement projects.
- 7) Partnered with Definitely De Pere on two multi-aged community based events – Yoga and Movie in the Park event and the Downtown De Pere Trick-or-Treat Halloween event.

- 8) Offered new 5<sup>th</sup> & 6<sup>th</sup> grade Flag Football Program that maxed out with 72 kids registered. Developed a color coordinated system with wrist bands and playbooks having 8 designated plays for 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> grades. Also added an “Under the Lights” Program for 5<sup>th</sup>/6<sup>th</sup> grade partnering with De Pere High School to host the event and a 7<sup>th</sup>/8<sup>th</sup> grade Flag Football Program for 2019.
- 9) Increased participation in Adult Kickball and Softball Coed Teams that showed a steady decline.
- 10) Obtained qualified staff for the Adult Basketball League that typically incurred staffing shortfalls. Also successfully hired seasonal staff throughout the year to instruct fitness, youth, and adult programs as well as Camp, Kidz Zone and Playground personnel.
- 11) Garnered donations and sponsorships for various special events and programs throughout the year. Through July, received \$5,348 in monetary donations and significant in-kind donations.
- 12) Continued to increase attendance at senior events. Popular events include bingo luncheons and music performances.
- 13) Received donations and maintained a sufficient balance in the Recreation Scholarship Fund. For seven months of the year, the fund has awarded 54 scholarships totaling \$3,086.50.
- 14) Entered into new contractual agreements with Starz Gymnastics Academy to take over instruction for City’s evening tumbling program. The City retains 30% of revenue received including the full non-resident fee of \$15 per participant. Also entered into a new agreement with YEL to instruct various summer specialty youth camps. Renewed other contractual agreements with Green Bay Tennis to instruct summer tennis lessons; De Pere Unified School District, West De Pere School District, & Our Lady of Lourdes School for cooperative programming in the schools, Action DJ’s for music at the Summer Carnival, Fun Flicks Movie Agreement and Criterion-Global Eagle Agreement for the Movie in the Park event.

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

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

- 4) Provides opportunities for youth to participate in sport-related activities outside of a school setting. Implement and maintain cost-effective Summer Day Camp and Kidz Zone Programs
  - A) Community Importance:
    - a) Meets a specific need and demand within our community while remaining cost-effective to our participants.
    - b) Provides socially interactive, educational, and fun programming in a safe atmosphere.
    - c) Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
    - d) Programs financially sustain themselves and create a significant source of revenue for West De Pere School District and the City as well as fund the part-time Recreation Specialist position.
    - e) Utilizes facility during low traffic hours maximizing available times.

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

The proposed 2020 Recreation and Recreation Programs cost is \$541,628. 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.

***2020 Objectives:***

- 1) Maintain a variety of recreational programs that expand to all ages groups.
- 2) Continue to develop programming and events that enhance the Summer Park Playground Program and meet the needs of families and children during the summer months. Pursue getting water to Kiwanis Park for the benefit of not only the Summer Park Playground Program but park users in general.
- 3) In cooperation with the Communications Specialist, continue to enhance marketing efforts through different social media outlets with the goal of increasing attendance at our recreation programs and events.
- 4) In conjunction with department staff, expand frequency of Beer Garden events to increase community involvement and raise additional funding for park improvement projects.
- 5) Continue to implement multi-age and community programming events and also focus on offering more large scale events and humanities programs for our community.
- 6) Focus on building/retaining staff and developing a solid sub list.



- 7) Maintain collaborative partnerships with interdepartmental departments along with the schools, library and contracted businesses to provide programs and events to the community. Foster and build stronger relationship with Adult Leagues to meet needs of participants and create partnerships for possible funding of revitalization projects for fields system.
- 8) Work closely with youth athletic groups to ensure proper field reservations, operations for events and improve reporting system with our department.
- 9) Continue efforts for improving Youth and Adult Leagues – increasing participation and promoting a sense of community and fair play. Some efforts will include but not limited to: improving flag football plays and structure to teach the game on a fundamental level; increase qualified staff and volunteer coaches. Also focus on increasing the amount of female players within Adult Basketball League.
- 10) Expand Dance Program adding a new day and new genre for dance lessons; add a Daddy/Daughter Dance to foster parent/child relationships and incorporate solo/duo dance routines with Dance Program for recital.
- 11) Offer after school speciality programming through YEL (Youth Enrichment Learning).
- 12) Review Recreation Scholarship guidelines and work with school districts to further expand the Recreation Scholarship Program to reach more families in need in our community.
- 13) Continue to develop programs to meet the needs of the older adults in the community and maintain strong interest levels.
- 14) Develop long range plan for the Recreation Division.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$2,024 to reflect wage scale step increase.
- 2) Retirement increased by \$726 to reflect projected changes.
- 3) Training includes: Management training seminars (2 - \$150), Recreation staff & field maintenance staff training (\$100).
- 4) Seminars & Conferences includes: WPRA Conference (2 - \$1,100), WPRA Spring Workshop (\$400), Meal reimbursement (\$300 ).
- 5) Rentals increased \$390 to reflect increase in facility usage at Syble Hopp School during the summer months.
- 6) Cell/Radio increased by \$338 to reflect projected costs and adding Cell phone reimbursement for Recreation Specialist.
- 7) Utilities decreased \$2,000 to reflect actual trends.
- 8) Memberships and Subscriptions increased \$45 to reflect increase in fees for Survey Monkey and includes: WPRA Professional Memberships (3 - \$375), Survey Monkey (\$340), and Sam's Club Membership (\$40).
- 9) Transportation increased \$600 to reflect actual trends for park vehicles and equipment.
- 10) No Capital outlay.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
RECREATION AND RECREATION PROGRAMS												
Account Number PERSONAL SERVICES												
100	55300	110	Salaries	\$ 37,948	\$ 17,512	\$ 38,096	\$ 39,865	\$ 18,239	\$ 39,865	\$ 41,889	\$ 41,889	5.08%
100	55300	120	Hourly Wages	63,234	12,377	27,465	66,961	14,945	66,961	69,322	69,322	3.53%
100	55300	122	Hourly Wages Part Time	56,650	25,848	56,055	60,120	26,148	60,120	63,111	63,111	4.98%
100	55300	125	Overtime Wages	250	12	28	250	0	250	250	250	0.00%
100	55300	126	Seasonal Labor	186,287	52,907	162,776	187,989	49,333	163,500	187,787	187,787	-0.11%
100	55300	150	FICA	14,794	5,463	11,317	15,516	4,738	15,161	14,788	14,788	-4.69%
100	55300	151	Retirement	9,329	2,882	6,985	9,654	2,897	10,951	10,380	10,380	7.52%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	61,213	16,097	30,104	45,666	14,479	45,666	47,406	46,829	2.55%
100	55300	190	Training	250	0	99	250	0	250	250	250	0.00%
			Subtotal	429,955	133,099	332,925	426,271	130,779	402,725	435,183	434,606	1.96%
			CONTRACTUAL SERVICES									
100	55300	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	1,800	54	1,093	1,800	632	1,800	1,800	1,800	0.00%
100	55300	213	Rentals	5,375	798	4,221	5,375	2,518	5,000	5,765	5,765	7.26%
100	55300	218	Cell/Radio	700	271	807	792	560	965	1,130	1,130	42.68%
100	55300	220	Utilities	14,000	2,512	8,930	14,000	1,676	8,100	12,000	12,000	-14.29%
100	55300	240	Equipment Maintenance	0	0	0	0	0	0	0	0	0.00%
100	55300	290	Other Contractual Services	21,000	0	25,048	26,000	13,369	25,300	26,000	26,000	0.00%
			Subtotal	42,875	3,635	40,099	47,967	18,754	41,165	46,695	46,695	-2.65%
			SUPPLIES AND EXPENSE									
100	55300	320	Memberships/Subscriptions	680	0	663	710	0	751	755	755	6.34%
100	55300	331	Transportation	2,600	973	3,420	2,600	1,791	3,000	3,200	3,200	23.08%
100	55300	340	Operating Supplies	37,380	9,384	33,815	37,380	9,037	37,380	38,925	38,925	4.13%
100	55300	348	Playground Supply and Expense	3,250	599	3,492	3,250	953	3,250	3,250	3,250	0.00%
100	55300	361	League Support	9,447	0	9,447	9,447	0	9,447	9,447	9,447	0.00%
100	55300	362	Adult League Supplies	3,500	1,292	2,214	3,500	940	2,800	3,500	3,500	0.00%
100	55300	363	Youth Program Supplies	0	0	0	0	0	0	0	0	0.00%
100	55300	364	Adult Program Supplies	0	0	0	0	0	0	0	0	0.00%
100	55300	365	Family Program Supplies	0	0	0	0	0	0	0	0	0.00%
100	55300	373	Summer Band	1,000	462	1,202	1,250	969	1,065	1,250	1,250	0.00%
			Subtotal	57,857	12,710	54,253	58,137	13,690	57,693	60,327	60,327	3.77%

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>RECREATION AND RECREATION PROGRAMS</b>												
			CAPITAL OUTLAY									
100	55300	810	Capital Equipment	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 530,687</b>	<b>\$ 149,445</b>	<b>\$ 427,278</b>	<b>\$ 532,375</b>	<b>\$ 163,223</b>	<b>\$ 501,583</b>	<b>\$ 542,205</b>	<b>\$ 541,628</b>	<b>1.74%</b>

## **Special Events/ Celebrations**

***Program Full Time Equivalents: 0.15***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data:***

- 1) Perform a site analysis after each special event/celebration within 1 working day to determine condition of park and needed repairs. Data collected shall be used to determine if rental procedures are adequate.
  - a. Result: Staff visited each event location within 1 working day after thirteen different events and found no concerns.

***Significant Program Achievements:***

- 1) Worked with school districts and soccer groups to mow specific areas, line fields for soccer, and haul equipment for special activities.
- 2) Helped set up various large functions including: Tony Litt County Soccer Tournament, Pony League year end tournament, Buggy Tournament, Kickin it with the Cows Run, DGSA tournament & the Pink Flamingo tournament.
- 3) Set up holiday decorations and banners.
- 4) Organized and ran Beer Garden 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. 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 proposed 2020 Special Events/Celebrations program budget is \$47,515. The program/service benefits the community by creating more organized and positive participation in the activities.

### ***2020 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.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Seasonal Labor increased by \$2,740 to included wages for the Beer Gardens.
- 2) FICA increased \$8 to reflect project increases.
- 3) Retirement increased \$23 to reflect projected changes.
- 4) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$492 due to reflect projected costs.
- 5) Operating Supplies increased by \$33,260 to accommodate expenses and supplies need to run the Beer Gardens.
- 6) No capital requested.

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>SPECIAL EVENTS/CELEBRATIONS</b>											
Account Number PERSONAL SERVICES											
100	55310	120	Hourly Wages	\$ 6,940	\$0	\$0	\$ 7,359	\$0	\$ 7,539	\$ 7,653	\$ 7,653 4.00%
100	55310	125	Overtime Wages	0	0	0	0	0	0	0	0 0.00%
100	55310	126	Seasonal Labor	0	0	0	0	0	2,740	2,740	2,740 100.00%
100	55310	150	FICA	531	0	0	563	0	577	625	625 11.05%
100	55310	151	Retirement	465	0	0	482	0	494	517	517 7.17%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,699	0	0	3,012	0	2,500	2,576	2,520 -16.33%
			<b>Subtotal</b>	<b>10,635</b>	<b>0</b>	<b>0</b>	<b>11,416</b>	<b>0</b>	<b>11,110</b>	<b>14,111</b>	<b>14,055 23.11%</b>
			SUPPLIES AND EXPENSE								
100	55310	340	Operating Supplies	200	47	229	200	0	200	33,460	33,460 16630.00%
			<b>Subtotal</b>	<b>200</b>	<b>47</b>	<b>229</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>33,460</b>	<b>33,460 16630.00%</b>
			<b>TOTAL</b>	<b>\$ 10,835</b>	<b>\$ 47</b>	<b>\$229</b>	<b>\$ 11,616</b>	<b>\$0</b>	<b>\$ 11,310</b>	<b>\$ 47,571</b>	<b>\$ 47,515 309.05%</b>

## Swimming Pools

***Program Full Time Equivalents: 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 pool during the mornings and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
- 2) Junior Lifeguard Program – Teach participants the foundational basics of being a lifeguard.
- 3) Water Aerobics-water fitness classes offered for adults Monday-Thursday at Legion pool and during the school year at Syble Hopp School. One session of Water Fitness classes were offered at Syble Hopp during summer season.
- 4) Family Swims and Youth Nights-scheduled programs for families and youth to use the pool outside of the scheduled Open Swim hours, special activities, games and events are planned for both events.
- 5) 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.
- 6) Concessions-provides refreshments for pool participants and secure location for sale of day passes for pool users.

***Important Outputs:***

- 1) Progressive Swim Lesson Program: 92 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: 410 hours of open swim offered during the summer, one pool open seven days a week.
  - A) Funded through user day pass/seasonal membership fees, and department budget.
  - B) Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 4) Varied aquatic programming includes: family swim, lap swim, and water aerobics.
  - A) Funded through participant registration fees and user day pass/seasonal membership fees.
  - B) Multiple aquatic program offerings ensure efficient use of the pool facility and maximize pool usage. Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 5) Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.
  - A) Offering convenient and affordable programming increases opportunities for participation for the community.
  - B) Funded through user fees.
- 6) Memberships: Summer seasonal memberships are sold to residents and non-residents for use of 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 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.
- 3) Programs offered reduce juvenile issues in the community.

- 4) Swimming pools will maintain a staffing level that provides a safe environment and quality programming.
- 5) Program offerings will increase learning of life-long and life-saving skills.
- 6) Locations will maintain a safe and entertaining environment.

***2020 Performance Measure: Come up with new one***

- 1) Increase Family Swim attendance by 5% through increased marketing initiatives. (i.e. – six pre-season Facebook posts, creating new events and/or enhancing already successful events.)

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase semi-private lesson revenue by 5% through increased marketing initiatives. (i.e. – six pre-season Facebook posts, revamping current flyer and posting in library and three local businesses).
  - a. Semi Private Lesson revenue decreased by 10%. 2018 hosted a total of 43 semi-private lessons at both VFW and Legion Pools. 2019 hosted 33 semi-private and private lessons at only Legion pool. Decrease was due to only having one pool space and one set of staff.

***Significant Program Achievements: 2019***

- 1) Hired qualified staff to oversee Legion Pool during the summer.
- 2) Hired qualified staff to fully staff Syble Hopp Parent/Child swims lessons and water exercise classes.
- 3) Hired qualified staff to teach new Water Fitness Class at Syble Hopp during summer months.
- 4) Offered eight fun specials at the pools to creatively market them and increase attendance.
- 5) Collaborated with City of De Pere Police Departments and Fire Departments for seasonal staff training.
- 6) Offered three new Special Events for Legion Pool to increase Family Swim attendance and community involvement or continue to enhance already successful events.
- 7) Successfully partnered with Ashwaubenon Park and Recreation to co-host lifeguard course to attain qualified staff.
- 8) Implemented revenue generating Sensory Swim program for persons with disabilities on Sunday mornings.

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

- 1) All registration-based programs shall financially sustain themselves.  
A) Community Importance:
  - a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
- 2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.  
A) Community Importance:
  - a) Programs offered are based on feedback from the users and reflective of current needs and wants.
- 3) Swimming pool has Open Swim-1-4:30 pm and 6-8:30 pm (M-F) throughout the summer and 1-6 pm (Sa & Su) which equates to (40 hours of open, recreational swim each week).  
A) Community Importance:
  - a) Provides participants an opportunity to enjoy the pool in a safe environment.
  - b) Helps decrease juvenile issues in the community.
- 4) Swimming pool is staffed at a level that provides a safe environment and quality programming.  
A) Community Importance:
  - a) Site is safe for participating in programming for users.
- 5) Effective maintenance of health records.  
A) Community Importance:
  - a) Site that is approved by the Health Department.
- 6) Lifeguards must currently hold Lifeguard, First Aid, CPR and AED certifications.  
A) Community Importance:
  - a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.

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

The proposed 2020 Swimming Pool cost is \$192,092. The Legion swimming pool 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.

***2020 Objectives:***

- 1) Continue to offer summer indoor water aerobics classes.
- 2) Hire and maintain adequate staffing at Legion Pool and at Syble Hopp.
- 3) Create better tracking and payment system for semi-private and private swim lessons.
- 4) Improve concessions inventory reporting process.
- 5) Expand pool special events.
- 6) Increase family swim attendance.
- 7) Increase publicity for hosting a Junior Lifeguard class at Legion Pool in order to increase participation.
- 8) Implement Pool Manager training for succession purposes.
- 9) Offer more Sensory Swims for the community.
- 10) Implement Parent/Child classes at Syble Hopp during summer months.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased by \$867 to reflect wage scale step increases and market adjustments.
- 2) Hourly wages decreased by \$10,993 to reflect change in allocation of Building Maintenance hours.
- 3) FICA decreased by \$762 to reflect changes in reducing to one pool.
- 4) Retirement decreased by \$592 to reflect projected changes.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins decreased by \$6,469 to reflect projected insurance costs.
- 6) Training includes \$150 for aquatic and maintenance staff training.
- 7) Operating Supplies decreased \$1,400 due to purchase of AED in 2019.
- 8) Pool Chemicals increased \$1,000 to reflect an increase in delivery charges.
- 9) Capital Outlay includes; \$12,000 for Inflatable Obstacle Course (\$6,000 – City, \$6,000 – Sponsorship).

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN****2020 - 2026****CAPITAL PROJECTS WORKSHEET****PROPOSED BY: John McDonald****DATE PREPARED: August 7, 2019****DESCRIPTION OF PROJECT:****Inflatable Obstacle Course****NEW: X    or    REPLACEMENT:****PROJECTED COST: \$12,000****PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	\$6,000	50%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	\$6,000	50%

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)****All maintenance, set up/take down time, is incorporated into cost.****PROJECT JUSTIFICATION**

The inflatable obstacle courses are a unique and intrinsic way to attract patrons to our pool(s). These inflatables would be used to specifically increase attendance during Family Swim and weekend open swim hours. Set up, take down, and storage is minimal.

**PROJECT RANKINGS****CITY COUNCIL****STAFF RECOMMENDATION****2****Goal No.**

City of De Pere  
2020 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>SWIMMING POOLS</b>											
Account Number PERSONAL SERVICES											
100	55420	110	Salaries	\$ 16,264	\$ 7,505	\$ 16,327	\$ 17,085	\$ 7,817	\$ 17,085	\$ 17,952	\$ 17,952 5.07%
100	55420	120	Hourly Wages	26,827	5,441	11,547	28,231	5,605	17,000	17,238	17,238 -38.94%
100	55420	125	Overtime Wages	389	241	241	389	0	250	389	389 0.00%
100	55420	126	Seasonal Labor	103,205	17,661	103,633	65,795	10,482	64,250	66,646	66,646 1.29%
100	55420	150	FICA	4,823	1,409	3,686	4,450	1,172	3,558	3,688	3,688 -17.13%
100	55420	151	Retirement	2,913	620	1,878	2,994	703	2,249	2,402	2,402 -19.78%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,616	4,604	16,944	17,770	3,434	11,000	11,531	11,301 -36.40%
100	55420	190	Training	150	125	125	150	0	150	150	150 0.00%
			<b>Subtotal</b>	<b>177,187</b>	<b>37,606</b>	<b>154,381</b>	<b>136,864</b>	<b>29,214</b>	<b>115,542</b>	<b>119,996</b>	<b>119,766 -12.49%</b>
			CONTRACTUAL SERVICES								
100	55420	210	Telephone	1,800	800	1,800	900	450	900	900	900 0.00%
100	55420	218	Cell/Radio	0	0	0	0	0	0	0	0 0.00%
100	55420	219	Data	250	0	122	126	89	126	126	126 0.00%
100	55420	220	Utilities	41,500	4,900	35,251	24,000	4,713	23,500	24,000	24,000 0.00%
100	55420	240	Equipment Maintenance	25,000	4,562	29,019	15,000	1,545	14,500	15,000	15,000 0.00%
			<b>Subtotal</b>	<b>68,550</b>	<b>10,262</b>	<b>66,192</b>	<b>40,026</b>	<b>6,797</b>	<b>39,026</b>	<b>40,026</b>	<b>40,026 0.00%</b>
			SUPPLIES AND EXPENSE								
100	55420	340	Operating Supplies	5,700	3,576	5,697	6,400	3,614	4,800	5,000	5,000 -21.88%
100	55420	385	Pool Chemicals	23,000	16,000	21,725	13,300	10,375	13,750	14,300	14,300 7.52%
100	55420	386	Concession Purchases	14,000	3,681	11,120	7,000	1,634	6,500	7,000	7,000 0.00%
			<b>Subtotal</b>	<b>42,700</b>	<b>23,258</b>	<b>38,542</b>	<b>26,700</b>	<b>15,623</b>	<b>25,050</b>	<b>26,300</b>	<b>26,300 -1.50%</b>
			CAPITAL OUTLAY								
100	55420	810	Capital Equipment	0	16,748	16,748	0	86,490	96,222	7,147,000	6,000 100.00%
			<b>Subtotal</b>	<b>0</b>	<b>16,748</b>	<b>16,748</b>	<b>0</b>	<b>86,490</b>	<b>96,222</b>	<b>7,147,000</b>	<b>6,000 100.00%</b>
			<b>TOTAL</b>	<b>\$ 288,437</b>	<b>\$ 87,874</b>	<b>\$ 275,863</b>	<b>\$ 203,590</b>	<b>\$ 138,124</b>	<b>\$ 275,840</b>	<b>\$ 7,333,322</b>	<b>\$ 192,092 -5.65%</b>

# **TOTAL CULTURE, EDUCATION AND RECREATION**

City of De Pere  
2020 General Fund  
Adopted Budget

CULTURE, EDUCATION & RECREATION  
EXPENDITURES

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>Total Culture, Education &amp; Recreation</b>									
PERSONAL SERVICES									
110 Salaries	\$ 301,131	\$ 142,218	\$ 308,627	\$ 314,686	\$ 144,161	\$ 314,686	\$ 327,560	\$ 327,560	4.09%
120 Hourly Wages	423,279	204,876	440,406	444,084	208,878	461,163	459,801	497,787	12.09%
122 Hourly Wages PT	81,747	36,416	79,746	86,478	37,168	86,478	90,815	90,815	5.02%
125 Overtime Wages	7,110	3,214	11,179	7,110	1,782	6,771	7,110	7,110	0.00%
126 Seasonal Wages	381,602	89,159	336,986	354,644	89,016	330,279	363,843	355,803	0.33%
150 FICA	67,748	32,016	65,588	70,348	31,323	71,275	71,711	74,500	5.90%
151 Retirement	51,545	22,833	54,792	54,532	22,677	57,002	58,353	60,917	11.71%
152 Health, Dental & Life Ins	303,529	132,230	271,589	297,126	127,774	287,384	293,753	307,091	3.35%
190 Training	4,150	1,288	2,204	5,650	2,820	5,150	4,650	4,650	-17.70%
<b>Subtotal</b>	<b>1,621,841</b>	<b>664,250</b>	<b>1,571,118</b>	<b>1,634,657</b>	<b>665,597</b>	<b>1,620,188</b>	<b>1,677,595</b>	<b>1,726,233</b>	<b>5.60%</b>
CONTRACTUAL SERVICES									
210 Telephone	10,400	4,827	10,373	9,500	4,741	9,500	10,700	10,700	12.63%
211 Postage	3,500	245	870	3,500	32	1,000	1,000	1,000	-71.43%
212 Seminars and Conference	6,910	1,109	4,458	7,300	2,246	7,300	7,400	7,400	1.37%
213 Rentals	5,375	798	4,221	5,375	2,518	5,000	5,765	5,765	7.26%
215 Consulting	20,620	3,644	16,834	82,500	25,403	68,484	65,100	50,100	-21.09%
217 Cleaning Service Contract	25,740	8,045	23,782	25,000	10,818	25,000	25,000	25,000	0.00%
218 Cell/Radio	2,926	962	2,011	2,332	1,061	2,445	2,610	2,610	11.92%
219 Data	1,090	404	1,029	396	407	564	414	414	4.55%
220 Utilities	139,900	42,657	136,549	125,860	38,386	119,500	126,658	120,122	0.63%
240 Equipment Maintenance	42,250	7,657	45,459	32,450	3,893	32,250	32,750	32,750	0.92%
290 Other Contractual Services	30,635	23,347	40,204	42,710	18,890	38,550	38,365	38,365	-10.17%
<b>Subtotal</b>	<b>289,346</b>	<b>93,696</b>	<b>285,789</b>	<b>336,923</b>	<b>108,394</b>	<b>309,593</b>	<b>315,762</b>	<b>294,226</b>	<b>-12.67%</b>
SUPPLIES AND EXPENSE									
310 Office Supplies	6,090	795	3,144	5,050	595	4,050	4,300	4,300	-14.85%
320 Memberships/Subscriptions	3,390	1,510	3,412	3,695	1,095	3,431	3,800	3,800	2.84%
330 Mileage Reimbursement	950	234	291	500	19	321	500	500	0.00%
331 Transportation	21,950	9,932	26,701	21,952	14,453	23,600	24,620	24,620	12.15%
340 Operating Supplies	97,162	38,240	99,882	107,362	41,880	110,662	142,417	142,417	32.65%
345 Turf Chemicals	7,500	0	7,881	7,500	0	7,500	10,000	10,000	33.33%



City of De Pere  
2020 General Fund  
Adopted Budget

CULTURE, EDUCATION & RECREATION  
EXPENDITURES

Account Title		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
<b>Total Culture, Education &amp; Recreation</b>										
346	Trees	10,000	1,122	14,351	10,000	(403)	10,000	10,000	10,000	0.00%
347	Tree Chemicals	300	0	202	300	0	300	300	300	0.00%
348	Playground Supply and Expense	3,250	599	3,492	3,250	953	3,250	3,250	3,250	0.00%
351	Safety Equipment	2,800	911	2,319	2,800	1,724	2,800	2,800	2,800	0.00%
361	League Support	9,447	0	9,447	9,447	0	9,447	9,447	9,447	0.00%
362	Adult League Supplies	3,500	1,292	2,214	3,500	940	2,800	3,500	3,500	0.00%
363	Youth Program Supplies	0	0	0	0	0	0	0	0	0.00%
364	Adult Program Supplies	0	0	0	0	0	0	0	0	0.00%
365	Family Program Supplies	0	0	0	0	0	0	0	0	0.00%
373	Summer Band	1,000	462	1,202	1,250	969	1,065	1,250	1,250	0.00%
385	Pool Chemicals	23,000	16,000	21,725	13,300	10,375	13,750	14,300	14,300	7.52%
386	Concessions Purchases	14,000	3,681	11,120	7,000	1,634	6,500	7,000	7,000	0.00%
391	Historic Preservation Supplies	0	0	0	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>204,339</b>	<b>74,778</b>	<b>207,382</b>	<b>196,906</b>	<b>74,235</b>	<b>199,476</b>	<b>237,484</b>	<b>237,484</b>	<b>20.61%</b>
	CONTRIBUTIONS									
701	Historical Society	5,050	5,050	5,050	5,050	0	5,050	5,050	5,050	0.00%
	<b>Subtotal</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>0</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>0.00%</b>
	CAPITAL OUTLAY									
810	Capital Equipment	111,800	33,269	414,968	59,000	179,207	195,327	8,182,500	89,500	13768.64%
	<b>Subtotal</b>	<b>111,800</b>	<b>33,269</b>	<b>414,968</b>	<b>59,000</b>	<b>179,207</b>	<b>195,327</b>	<b>8,182,500</b>	<b>89,500</b>	<b>51.69%</b>
	<b>TOTAL</b>	<b>\$ 2,232,376</b>	<b>\$ 871,043</b>	<b>\$ 2,484,308</b>	<b>\$ 2,232,537</b>	<b>\$ 1,027,433</b>	<b>\$ 2,329,634</b>	<b>\$ 10,418,393</b>	<b>\$ 2,352,493</b>	<b>5.37%</b>

## **TOTAL GENERAL FUND EXPENDITURES**

**City of De Pere  
2020 General Fund  
Adopted Budget**

**EXPENDITURES**

<b>Account Title</b>	<b>2018 Adopted Budget</b>	<b>2018 6 mos Actual</b>	<b>2018 Year End Actual</b>	<b>2019 Adopted Budget</b>	<b>2019 6 mos Actual</b>	<b>2019 Year End Estimate</b>	<b>2020 Dept Head Proposed</b>	<b>2020 Executive Proposed</b>	<b>2020 / 2019 Budget % Of Change</b>
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$ 2,887,852	\$ 1,364,962	\$ 2,816,838	\$ 2,950,444	\$ 1,447,734	\$ 2,850,145	\$ 3,181,830	\$ 3,081,075	4.43%
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 9,307,016	\$ 4,003,104	\$ 9,027,408	\$ 9,656,889	\$ 4,017,198	\$ 9,391,981	\$ 12,190,063	\$ 9,744,635	0.91%
TOTAL PUBLIC WORKS EXPENDITURES	\$ 2,817,157	\$ 1,247,576	\$ 2,763,004	\$ 2,866,666	\$ 1,271,189	\$ 2,920,909	\$ 3,979,444	\$ 2,981,249	4.00%
TOTAL CULTURE, ED & REC EXPENDITURES	\$ 2,232,376	\$ 871,043	\$ 2,484,308	\$ 2,232,537	\$ 1,027,434	\$ 2,329,634	\$ 10,418,393	\$ 2,352,493	5.37%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 17,244,401</b>	<b>\$ 7,486,685</b>	<b>\$ 17,091,558</b>	<b>\$ 17,706,536</b>	<b>\$ 7,763,555</b>	<b>\$ 17,492,669</b>	<b>\$ 29,769,730</b>	<b>\$ 18,159,452</b>	<b>2.56%</b>

**City of De Pere  
2020 Salaries - Split Distribution**

	Annual Salaries	Gen Fund 100	Sewage Treat.Fund 201	Cable Access 209	Water 601	Stormwater 650	TID # 7 260	TID # 8 280	TID # 9 285	TID # 10 290	TID # 11 291	TID # 12 292	TID # 5 455	TID # 6 460
City Administrator	\$ 145,000	\$ 72,500	\$ 29,000	\$ 7,250	\$ 29,000	\$ 7,250								
City Attorney/Assistant City Administrator	\$ 135,224	\$ 67,612	\$ 33,806	\$ 6,761	\$ 20,284	\$ 6,761								
Human Resources Director	\$ 123,490	\$ 104,967	\$ 12,349		\$ 6,175									
Public Works Director	\$ 120,182	\$ 30,046	\$ 30,046		\$ 30,046	\$ 30,046								
Development Services Director	\$ 113,485	\$ 56,743				\$ 5,674	\$ 7,943.95	\$ 5,674	\$ 6,809	\$ 6,809	\$ 9,079	\$ 6,809	\$ 3,405	\$ 4,539
Police Chief	\$ 111,966	\$ 111,966												
City Engineer	\$ 109,678	\$ 27,420	\$ 27,420		\$ 27,420	\$ 27,420								
Parks, Recreation & Forestry Director	\$ 109,678	\$ 109,678												
Finance Director/Treasurer	\$ 108,597	\$ 54,299	\$ 43,439		\$ 10,860									
Fire Chief	\$ 108,597	\$ 108,597												
Police Captain (2)	\$ 102,045	\$ 102,045												
Health Officer/Director	\$ 96,595	\$ 96,595												
Information Technology Director	\$ 96,325	\$ 61,648	\$ 7,706	\$ 9,633	\$ 7,706	\$ 9,633								
Public Works Superintendent	\$ 92,019	\$ 23,005	\$ 23,005		\$ 23,005	\$ 23,005								
Assistant Fire Chief	\$ 89,502	\$ 89,502												
Battalion Chief (3)	\$ 86,952	\$ 86,952												
Assistant City Engineer	\$ 84,822	\$ 21,206	\$ 21,206		\$ 21,206	\$ 21,206								
Assistant City Attorney	\$ 82,181	\$ 82,181												
Recreation Superintendent	\$ 78,915	\$ 78,915												
Park Superintendent/City Forester	\$ 78,166	\$ 78,166												
Maintenance Supervisor	\$ 77,376	\$ 46,426	\$ 5,803		\$ 5,803	\$ 19,344								
Senior Building Inspector	\$ 76,045	\$ 76,045												
GIS Manager/Project Manager	\$ 75,379	\$ 50,504	\$ 8,292		\$ 8,292	\$ 8,292								
Water Department Supervisor	\$ 72,571				\$ 72,571									
Police Business Manager	\$ 72,072	\$ 72,072												
Senior Planner	\$ 70,762	\$ 47,411				\$ 3,538	\$ 2,123	\$ 2,123	\$ 3,538	\$ 3,538	\$ 2,830	\$ 2,123	\$ 1,415	\$ 2,123
City Clerk	\$ 69,618	\$ 54,302	\$ 4,873	\$ 3,481	\$ 3,481	\$ 3,481								
Public Health Nurse	\$ 68,474	\$ 68,474												
Sanitarian	\$ 67,808	\$ 67,808												
Human Resources Generalist	\$ 61,402	\$ 52,192	\$ 6,140		\$ 3,070									
Recreation Supervisor	\$ 59,842	\$ 59,842												
Communications Specialist/Admin Assistant	\$ 55,266	\$ 19,343	\$ 4,145		\$ 4,145		\$ 3,454	\$ 3,454	\$ 3,454	\$ 3,454	\$ 3,454	\$ 3,454	\$ 3,454	\$ 3,454
Public Health Nurse 80%	\$ 54,246	\$ 54,246												

## **GENERAL FUND REVENUES**

## General Fund Revenues

### ***PROPERTY TAX LEVY:***

General Property Tax Levy for General Fund purposes decreased \$55,657. The total property tax levy for all funds increased \$86,424.

	Actual 2019	Budgeted 2020	% of Change
General Fund Levy	\$ 8,202,547	\$ 8,146,890	-0.68%
Debt Fund Levy	\$ 3,730,250	\$ 3,813,192	2.22%
Capital Projects Fund Levy	\$ 1,742,276	\$ 1,742,276	0.00%
Tax Increment District (TID) Levy	\$ 1,031,548	\$ 1,090,687	5.73%
TOTAL LEVY	\$14,706,621	\$14,793,045	0.01%

### ***SIGNIFICANT REVENUE CHANGES:***

#### ***TAXES:***

- 1) Payment in Lieu of Taxes increased \$100 to reflect trends.
- 2) Public Accommodations increased \$1,600 to reflect trends.
- 3) Interest Penalties & Taxes increased \$200 to reflect trends.

#### ***INTERGOVERNMENTAL REVENUE:***

- 1) Expenditure Restraint Shared Revenue increased \$84,517 to reflect state estimates.
- 2) State Grants increased \$16,260 to reflect expected amount to be received from state for personal property aid.
- 3) General Transportation Grants increased \$161,659 to reflect state estimates.
- 4) Health Matching Grant decreased \$10,237 to reflect department estimates.

#### ***LICENSES AND PERMITS:***

- 1) Operator's Licenses increased \$18,800 to reflect 2020 as the first year of two year license renewals.
- 2) Food & Beverage Licenses were reclassified from DHFS to DATCP.
- 3) Commercial Permit Review increased \$5,000 to reflect department estimates.
- 4) CSM Reviews increased \$1,000 to reflect department estimates.

***FINES AND FORFEITURES:***

- 1) Court Penalties increased \$25,000 to reflect 2020 department estimate.

***PUBLIC CHARGES FOR SERVICE:***

- 1) General Government Fees increased \$500 to reflect 2020 estimate.
- 2) CVR Registrations decreased \$400 to reflect 2020 estimate.
- 3) Street Department Revenue decreased \$28,000 to reflect department 2020 estimate.
- 4) Weed & Nuisance Control decreased \$6,000 to reflect trends.
- 5) Recycling Containers decreased \$800 to reflect trends.
- 6) Public Health Revenue decreased \$3,000 to reflect trends.
- 7) Weights & Measures Fees decreased \$5,942 to reflect departmental estimate.
- 8) Community Center increased \$2,004 to reflect department estimate.
- 9) Programs/Financial Assistance increased \$250 to reflect grant assistance.
- 10) Athletic Facility Fees increased \$36,860 to reflect department estimate which includes beer garden revenue of \$36,860 (\$3,400 profit).
- 11) Ambulance Fees From Townships increased \$15,000 to reflect department estimate.
- 12) Building Permits & Voter Reports increased \$50 to reflect trends.

***INTERGOVERNMENTAL CHARGES FOR SERVICE:***

- 1) Brown County Nutritionist increased \$170 to reflect department estimate.

***MISCELLANEOUS REVENUES:***

- 1) Interest on Investments increased \$263,000 to reflect trends.
- 2) Residential Lease decreased \$10,000 to reflect department estimate.
- 3) Park and Recreation increased \$720 to reflect department estimate.
- 1) Fire and Rescue increased \$7,800 to reflect department estimate.

***OTHER FINANCING SOURCES:***

- 1) There is no Fund Balance applied to the General Fund in the 2020 Budget.

**City of De Pere  
2020 General Fund  
Adopted Budget**

REVENUES		2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Account Title										
Account Number	<b>TAXES</b>									
100 41110	General Property	\$ 8,173,527	\$ 8,173,473	\$ 8,173,457	\$ 8,202,547	\$ 8,200,397	\$ 8,200,397	\$ 8,200,397	\$ 8,146,890	-0.68%
100 41130	Mobile Home Fees	6,300	4,420	7,077	7,000	1,978	7,000	7,000	7,000	0.00%
100 41150	Payments in Lieu of Taxes	1,300	1,692	1,692	1,700	507	1,800	1,800	1,800	5.88%
100 41200	Sales and Use	0	0	22,025	0	0	0	0	0	0.00%
100 41210	Public Accommodations	7,900	3,417	9,428	7,900	3,589	9,500	9,500	9,500	20.25%
100 41220	Retained Sales Tax	120	60	120	120	0	120	120	120	0.00%
100 41310	From Municipal Water Utility	500,000	250,000	486,869	480,000	0	490,000	495,000	495,000	3.13%
100 41320	Housing Authority	30,000	29,593	29,593	30,000	30,047	30,000	30,000	30,000	0.00%
100 41800	Interest Penalties & Taxes	1,200	924	1,478	1,200	409	1,400	1,400	1,400	16.67%
100 41810	Interest Penalties Specials & Deeds	21,000	6,822	14,511	20,000	9,366	20,000	20,000	20,000	0.00%
	<b>Subtotal</b>	<b>8,741,347</b>	<b>8,470,401</b>	<b>8,746,249</b>	<b>8,750,467</b>	<b>8,246,294</b>	<b>8,760,217</b>	<b>8,765,217</b>	<b>8,711,710</b>	<b>-0.44%</b>

INTERGOVERNMENTAL REVENUE										
100 43220	Mass Transit Federal Aid	0	0	0	0	0	0	0	0	0.00%
100 43410	State Shared Revenue	1,203,465	0	1,203,358	1,200,175	0	1,200,175	1,200,175	1,215,972	1.32%
100 43411	State Shared Revenue - Expenditure Restraint	218,534	0	218,534	184,824	0	184,824	184,824	269,341	45.73%
100 43420	State Fire Insurance	86,000	0	84,732	84,732	0	84,732	84,732	84,732	0.00%
100 43430	Other State Shared Taxes - Exempt Computer Aid	76,012	0	76,012	76,012	0	76,012	76,012	76,012	0.00%
100 43500	State Grants	0	0	6,083	80,279	90,633	90,633	90,633	96,539	20.25%
100 43505	Law Enforcement	0	0	7,155	0	5,991	20,000	0	0	0.00%
100 43507	K-9 Expenses and Donations	0	4,870	2,379	2,500	8,510	11,500	2,500	2,500	0.00%
100 43510	Rescue EMS Act 102	7,000	0	6,756	7,000	0	6,756	6,756	6,756	-3.49%
100 43520	State Aid for Police Training	5,440	0	5,280	5,440	0	5,440	5,440	5,440	0.00%
100 43530	State Aid for Connecting Highways	74,386	37,193	74,386	74,335	37,167	74,335	74,335	74,335	0.00%
100 43531	General Transportation Aids	1,035,430	517,715	1,035,430	1,081,534	540,519	1,081,038	1,081,038	1,189,142	9.95%
100 43532	Mass Transit State Aid	294,790	147,395	294,790	294,790	0	294,790	294,790	294,790	0.00%
100 43540	State Recycling Grants	97,510	97,568	97,568	97,568	97,611	97,611	97,611	97,611	0.04%
100 43550	ACT 102 Ambulance Grant	0	0	0	0	0	0	0	0	0.00%
100 43551	Health Matching Grant	56,757	47,648	75,600	57,929	38,143	71,766	68,166	68,166	17.67%
100 43590	State Misc Grants	0	0	2,000	0	0	0	0	0	0.00%
100 43605	Payment in Lieu of Tax - DNR	0	0	0	0	901	0	0	0	0.00%
	<b>Subtotal</b>	<b>3,155,324</b>	<b>852,389</b>	<b>3,190,064</b>	<b>3,247,118</b>	<b>819,475</b>	<b>3,299,612</b>	<b>3,267,012</b>	<b>3,481,336</b>	<b>7.21%</b>

LICENSES AND PERMITS										
100 44100	Business & Occupational Licenses	0	0	0	0	0	0	0	0	0.00%
100 44105	Liquor and Malt Beverage Licenses	35,000	32,973	36,315	35,000	33,385	36,000	36,000	36,000	2.86%
100 44110	Operator's Licenses	32,000	22,531	31,171	12,200	9,280	15,000	31,000	31,000	154.10%
100 44115	Cigarette Licenses	2,100	2,000	2,100	2,100	2,025	2,025	2,100	2,100	0.00%
100 44120	Food & Beverage Licenses-DHFS	72,000	64,959	65,193	0	50,643	0	0	0	0.00%
100 44121	Food & Beverage Licenses-DATCP	0	0	6,179	72,022	7,871	84,353	80,000	80,000	11.08%
100 44125	Cable Television Franchise License	150,000	35,790	142,734	145,000	39,732	150,000	150,000	145,000	0.00%
100 44130	Trailer Park	100	100	100	100	0	100	100	100	0.00%
100 44140	Other Permits and Fees	11,500	7,153	10,255	11,500	5,084	11,500	11,500	11,500	0.00%
100 44210	Dog License	4,200	3,560	3,617	4,200	3,426	4,200	4,200	4,200	0.00%
100 44300	Building Permits	140,000	70,280	138,530	150,000	91,234	140,000	150,000	150,000	0.00%
100 44301	Commercial Permit Review	0	0	0	20,000	0	25,000	25,000	25,000	25.00%



**City of De Pere  
2020 General Fund  
Adopted Budget**

REVENUES			2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title			Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % of Change
100	44303	Flood Plain/Zoning Letters	300	660	660	600	165	600	600	600	0.00%
100	44305	Construction	0	0	0	0	0	0	0	0	0.00%
100	44307	Sanitary Sewer Excavation	5,250	3,950	6,925	5,250	2,950	5,250	5,250	5,250	0.00%
100	44910	Electrical Permits	60,000	22,243	58,635	60,000	18,132	60,000	60,000	60,000	0.00%
100	44920	Plumbing Permits	30,000	11,866	19,751	30,000	10,194	30,000	30,000	30,000	0.00%
100	44925	HVAC Permits	60,000	39,608	65,969	65,000	25,781	65,000	65,000	65,000	0.00%
100	48902	Zoning Permits and Fees	3,675	1,886	4,165	4,000	2,678	4,000	4,000	4,000	0.00%
100	48903	CSM Reviews	7,000	8,186	22,849	9,000	13,377	15,000	10,000	10,000	11.11%
100	48905	Bid Deposits & Refunds	0	10	42	0	0	0	0	0	0.00%
100	48906	Excavation Permits	18,900	5,135	17,849	18,900	9,700	18,900	18,900	18,900	0.00%
		<b>Subtotal</b>	<b>632,025</b>	<b>332,890</b>	<b>633,041</b>	<b>644,872</b>	<b>325,657</b>	<b>666,928</b>	<b>683,650</b>	<b>678,650</b>	<b>5.24%</b>

**FINES AND FORFEITURES**

100	45100	City Share of Fines and Forfeitures	0	0	(2,418)	0	(538)	0	0	0	0.00%
100	45110	Court Penalties and Costs	300,000	175,013	365,596	350,000	200,585	350,000	350,000	375,000	7.14%
100	45120	Crime Prevention/Policing Share	0	0	0	0	41	0	0	0	0.00%
100	45130	Parking Violations	45,000	23,063	40,837	40,000	16,341	40,000	40,000	40,000	0.00%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>345,000</b>	<b>198,076</b>	<b>404,014</b>	<b>390,000</b>	<b>216,429</b>	<b>390,000</b>	<b>390,000</b>	<b>415,000</b>	<b>6.41%</b>

**PUBLIC CHARGES FOR SERVICE**

100	46100	General Government	1,000	849	1,311	1,500	2,005	2,000	2,000	2,000	33.33%
100	46101	Clerk-Passports/Solicitors	4,500	2,394	4,833	5,000	3,679	5,000	5,000	5,000	0.00%
100	46102	Clerk's Office Admin Fees	0		948	0	500	1,000	1,000	1,000	100.00%
100	46110	Letters of No Specials	31,500	12,895	25,700	26,000	13,265	26,000	26,000	26,000	0.00%
100	46120	License Publication Fees	400	1,094	(1,459)	400	1,204	400	400	400	0.00%
100	46204	DMV Registration	0	0	3,773	0	1,461	3,500	0	0	0.00%
100	46205	Police CVR Fees	0	0	(3,717)	0	(1,423)	(3,500)	0	0	0.00%
100	46206	CVR Registrations	700	271	198	700	71	300	300	300	-57.14%
100	46207	Police Alarm Monitoring	10,000	4,477	8,177	10,000	4,026	10,000	10,000	10,000	0.00%
100	46208	Police Department Fees	1,000	616	952	1,000	370	1,000	1,000	1,000	0.00%
100	46210	Background Checks	200	224	386	300	155	300	300	300	0.00%
100	46220	Police Finger Prints	750	336	576	750	287	750	750	750	0.00%
100	46225	Fire Hazmat	1,000	0	0	0	0	0	0	0	0.00%
100	46298	Ambulance Fees	800,000	274,866	747,157	805,835	248,339	757,201	772,201	772,201	-4.17%
100	46340	Street Department Revenue	63,000	21,013	31,562	63,000	19,716	35,000	35,000	35,000	-44.44%
100	46345	Garbage & Recycling Fees	12,000	0	0	12,000	0	12,000	12,000	12,000	0.00%
100	46350	Snow Removal Charges	6,600	1,994	2,497	6,600	8,353	8,353	6,600	6,600	0.00%
100	46360	Parking Permits	0	0	0	0	0	0	0	0	0.00%
100	46406	Weed & Nuisance Control	10,000	0	6,232	10,000	1,176	4,000	4,000	4,000	-60.00%
100	46421	Recycling Containers	3,300	1,415	2,810	3,300	1,020	2,500	2,500	2,500	-24.24%
100	46501	Public Health Revenue	8,000	485	1,259	6,000	727	1,000	3,000	3,000	-50.00%
100	46510	Weights & Measures Fees	17,000	16,955	16,935	24,942	18,679	19,278	19,000	19,000	-23.82%
100	46521	Animal Control	0	0	2	0	0	0	0	0	0.00%
100	46700	Recreation Programs	338,409	194,902	357,655	344,399	195,207	334,546	340,495	355,495	3.22%
100	46721	Recreation	0	0	8,880	0	0	8,340	8,354	8,354	100.00%
100	46722	Concessions	22,800	6,249	17,581	12,757	2,264	13,750	13,325	13,325	4.45%

**City of De Pere  
2020 General Fund  
Adopted Budget**

REVENUES			2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title			Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % of Change
100	46723	Swimming	117,821	62,796	122,113	84,556	44,564	78,900	86,677	86,677	2.51%
100	46724	Forestry	6,615	3,078	6,141	6,400	4,516	6,400	6,400	6,400	0.00%
100	46725	Community Center	33,280	17,863	35,697	35,260	19,049	37,616	37,264	37,264	5.68%
100	46727	Programs-Financial Assistance	3,500	2,594	3,840	3,750	986	4,650	4,000	4,000	6.67%
100	46747	Athletic Facility Fees	72,500	8,420	14,486	72,500	8,323	72,000	109,360	109,360	50.84%
100	46747 010	Daily Boat Fees	0	36,218	48,499	0	34,411	48,000	0	0	0.00%
100	46747 020	Season Boat Fees	0	2,127	16,986	0	2,250	17,000	0	0	0.00%
100	46800	Payment In Lieu of Parkland	0	0	0	0	0	9,000	15,000	15,000	100.00%
100	47306	Ambulance Fees From Townships	170,000	102,829	174,787	170,000	107,467	182,530	185,000	185,000	8.82%
100	47401	Engineering Fees	700,000	350,000	700,000	700,000	0	700,000	700,000	700,000	0.00%
100	48901	Copies Maps Blueprints	1,100	446	792	1,100	569	1,100	1,100	1,100	0.00%
100	48908	Building Permits & Voter Report (Clerk)	500	0	0	500	0	550	550	550	10.00%
100	48909	Sundry	550	2	2	550	0	550	550	550	0.00%
100	48910	Retiree Insurance Admin Fee	1,000	519	1,010	1,000	437	1,000	1,000	1,000	0.00%
		<b>Subtotal</b>	<b>2,439,025</b>	<b>1,127,927</b>	<b>2,358,600</b>	<b>2,410,099</b>	<b>743,654</b>	<b>2,402,014</b>	<b>2,410,126</b>	<b>2,425,126</b>	<b>0.62%</b>

**INTERGOVERNMENTAL CHARGES FOR SERVICE**

100	47311	Crossing Guard Hours	19,500	0	17,477	20,000	0	20,000	20,000	20,000	0.00%
100	47320	Payment for Liason Officer	170,000	(5,266)	164,984	277,000	0	277,000	282,660	282,660	2.04%
100	47402	Data Processing Charges	14,300	7,151	14,301	14,700	0	14,700	15,000	15,000	2.04%
100	47405	TID 5 Admin Allocation	5,300	2,650	5,300	5,300	0	5,300	5,300	5,300	0.00%
100	47406	TID 6/7/8/9/10 Admin Allocation	116,600	58,300	116,600	116,600	0	116,600	116,600	116,600	0.00%
100	47415	Equipment Rental	28,000	14,004	28,008	29,000	0	29,000	29,000	29,000	0.00%
100	47432	Space Rentals	46,000	23,064	37,220	47,500	13,529	47,500	47,500	47,500	0.00%
100	48208	Brown County Nutritionist	2,980	1,490	2,980	2,980	1,490	3,020	3,150	3,150	5.70%
		<b>Subtotal</b>	<b>402,680</b>	<b>101,393</b>	<b>386,870</b>	<b>513,080</b>	<b>15,019</b>	<b>513,120</b>	<b>519,210</b>	<b>519,210</b>	<b>1.19%</b>

**MISCELLANEOUS REVENUES**

100	48100	Interest On Investments	120,000	59,078	225,115	262,000	344,258	500,000	500,000	525,000	100.38%
100	48103	Notes Receivable Interest	0	0	0	0	0	0	0	0	0.00%
100	48113	Interest On Personal Property Taxes	0	0	0	0	0	0	0	0	0.00%
100	48121	Land Contract Interest	0	0	0	0	0	0	0	0	0.00%
100	48200	Rents & Leases	0	0	10,444	0	2,641	0	0	0	0.00%
100	48201	Farm Leases	7,500	3,597	2,614	5,000	1,122	2,200	5,000	5,000	0.00%
100	48202	Brown County Fairgrounds	0	0	0	0	0	0	0	0	0.00%
100	48203	Residential Lease	17,000	8,522	17,043	17,000	6,973	7,000	7,000	7,000	-58.82%
100	48300	Property Sales	1,500	0	0	1,500	0	1,500	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	15,000	1,767	3,333	15,000	1,621	15,000	15,000	15,000	0.00%
100	48303	Note Receivable Principal	0	0	0	0	0	0	0	0	0.00%
100	48305	Real Property	50,000	1,000	1,000	50,000	0	50,000	50,000	50,000	0.00%
100	48306	Land Contract Principal	0	0	787	0	0	0	0	0	0.00%
100	48309	Other	5,000	0	0	5,000	5,550	5,000	5,000	5,000	0.00%
100	48500	Donations	0	0	0	0	0	0	0	0	0.00%
100	48510	Police Programs	0	0	0	0	0	0	0	0	0.00%
100	48515	Park and Rec	0	200	720	0	200	720	720	720	100.00%
100	48520	Fire & Rescue	1,600	3,770	3,490	0	550	7,000	7,800	7,800	100.00%
		<b>Subtotal</b>	<b>217,600</b>	<b>77,934</b>	<b>264,547</b>	<b>355,500</b>	<b>362,915</b>	<b>588,420</b>	<b>592,020</b>	<b>617,020</b>	<b>73.56%</b>

City of De Pere  
2020 General Fund  
Adopted Budget

REVENUES			2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title			Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % of Change
OTHER FINANCING SOURCES											
100	49100	Proceeds From Long Term Notes	0	0	0	0	0	0	0	0	0.00%
100	49130	Installment Contracts	0	0	0	0	0	0	0	0	0.00%
100	49140	State Trust Fund Loans	0	0	0	0	0	0	0	0	0.00%
100	49200	Transfer From Special Fund	250,000	125,000	261,400	250,000	125,000	250,000	250,000	250,000	0.00%
100	49222	Transfer From TID #5	11,400	5,700	0	11,400	5,700	11,400	11,400	11,400	0.00%
100	49223	Transfer From TID #7	0	0	0	0	0	0	0	0	0.00%
100	49240	Transfer From Capital Projects Fund	1,050,000	525,000	1,050,000	1,050,000	0	1,050,000	1,050,000	1,050,000	0.00%
100	49260	Transfer From Enterprise Fund (Water Utility)	0	0	0	0	0	0	0	0	0.00%
100	49261	Transfer From Enterprise Fund (Wastewater)	0	0	0	0	0	0	0	0	0.00%
100	49271	Transfer From Parkland Dedication Fund	0	0	0	0	0	0	0	0	0.00%
		Subtotal	1,311,400	655,700	1,311,400	1,311,400	130,700	1,311,400	1,311,400	1,311,400	0.00%
		TOTAL GENERAL FUND REVENUES	17,244,401	11,816,710	17,294,784	17,622,536	10,860,141	17,931,711	17,938,635	18,159,452	3.05%
100	49300	Fund Balances Applied	0	0	0	84,000	0	0	0	0	0.00%
		TOTAL GENERAL FUND REVENUES	\$ 17,244,401	\$ 11,816,710	\$ 17,294,784	\$ 17,706,536	\$ 10,860,141	\$ 17,931,711	\$ 17,938,635	\$ 18,159,452	2.56%

## **SPECIAL FUND**

## **CITY OF DE PERE REVOLVING LOAN FUND**

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

#### **Program Mission:**

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

This fund will continue to collect principal and interest payments of balances on five remaining loans due the City from the prior development loan program fund. The December 31, 2018 fund balance was \$931,168 and the projected December 31, 2019 fund balance is expected to be \$1,046,587. In addition to the fund balance at December 31 of \$1,046,587, the City is expected to have \$357,674 in loan balances remaining at December 31, 2019.

**City of De Pere  
2020 Special Fund  
Adopted Budget**

**REVOLVING LOAN FUND**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % Of Change
Expenditures												
Account Number												
205	82030		Rehabilitation Principal Loan	\$ 350,000	\$0	\$ 40,000	\$0	\$0	\$0	\$0	\$0	0.00%
205	86600		Loan Administration	9,000	0	0	0	0	0	0	0	0.00%
205	86700		Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$ 359,000</b>	<b>\$0</b>	<b>\$ 40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

Revenues

205	48101		Interest on Investment	\$ 2,700	\$ 896	\$ 3,641	\$ 2,000	\$ 1,201	\$ 2,500	\$ 2,500	\$ 2,500	25.00%
205	48121		Interest on Loans	10,000	4,352	7,217	8,000	2,886	5,416	4,609	4,609	-42.39%
205	48310		Repayment of Principal	120,000	53,064	98,315	120,000	79,522	100,126	61,513	61,513	-48.74%
			<b>TOTAL REVENUES</b>	<b>\$ 132,700</b>	<b>\$ 58,312</b>	<b>\$ 109,173</b>	<b>\$ 130,000</b>	<b>\$ 83,608</b>	<b>\$ 108,042</b>	<b>\$ 68,622</b>	<b>\$ 68,622</b>	<b>-47.21%</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 Expera, SC Acquisition, Fox River Fiber, and Sonoco Products, located within the City are invoiced directly by this fund. The fund is also used to account for transactions pertaining to the collection system.

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

- 1) Performed regular flushing of City's sewer mains.
- 2) Repaired broken sewer mains as needed.
- 3) Repaired sewer manholes as needed.

### ***2020 Performance Measures:***

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

### ***2019 Performance Measurement Data: (July 2018 – June 2019):***

- 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

### ***2019 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Wastewater treatment charges increased \$434,920 to reflect the actual costs.
- 2) Maintenance increased \$135,396 to reflect actual costs for capital projects.
- 3) Capital Outlays:
  - a. Televising/Repair \$625,000
  - b. Sewer Lining and Repair \$266,000
  - c. Manhole Rehabilitation and Pipe Joint Repair \$100,000
  - d. Sewer Relay – Street Reconstruction \$188,000
  - e. Box Culvert / Sanitary Sewer Review \$20,000
  - f. Inflow and Infiltration Study \$30,000
  - g. Sewer Utility Share for MSC Office Furniture \$1,500
  - h. Sewer Utility Share for Survey Equipment \$8,750
  - i. Sewer Utility Share for MSC Fuel Dispensing System Replacement \$7,500
  - j. Sewer Utility Share for Building Maintenance \$6,750
  - k. Sewer Utility Share for New Fleet Maintenance Vehicle \$3,750
  - l. Sewer Utility Share for Replacing Fleet Maintenance Vehicle \$6,750
  - m. Sewer Utility Share for Fan Replacements for Shop \$2,700
  - n. Sewer Utility Share for Misc Tools for Shop \$871
  - o. Debt Service Principle & Interest Payments \$413,469



**City of De Pere  
2020 Special Fund  
Adopted Budget**

**WASTEWATER TREATMENT SERVICES**

			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Expenditures											
Account Number											
201	53610	Wastewater Treatment Charges	\$ 6,701,518	\$ 3,133,297	\$ 6,900,476	\$ 6,400,000	\$ 3,133,267	\$ 6,266,534	\$ 6,834,920	\$ 6,834,920	6.80%
201	53611	Maintenance	1,698,544	818,047	1,456,383	1,545,644	772,822	1,545,644	1,681,040	1,681,040	8.76%
201	53612	Billings & Collection	353,496	129,888	345,959	360,000	157,145	360,000	360,000	360,000	0.00%
201	53615	Administration	680,685	230,785	614,847	680,685	252,429	620,000	650,000	650,000	-4.51%
201	59200	Transfer To General Fund	250,000	125,000	250,000	250,000	125,000	250,000	250,000	250,000	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 9,684,243</b>	<b>\$ 4,437,017</b>	<b>\$ 9,567,665</b>	<b>\$ 9,236,329</b>	<b>\$ 4,440,663</b>	<b>\$ 9,042,178</b>	<b>\$ 9,775,960</b>	<b>\$ 9,775,960</b>	<b>5.84%</b>

Revenues

201	46900	Utility Billings	\$ 5,193,245	\$ 2,514,519	\$ 5,046,633	\$ 5,029,038	\$ 2,452,118	\$ 4,904,236	\$ 5,250,000	\$ 5,250,000	4.39%
201	46900	Utility Billings-Paper Mills	4,596,058	2,198,887	4,963,107	4,397,774	2,160,856	4,321,712	4,600,000	4,600,000	4.60%
201	48911	Forfeited Discounts	48,000	13,001	45,255	48,000	9,186	46,000	46,000	46,000	-4.17%
201	49100	Proceeds of Debt	0	0	0	0	0	0	0	0	0.00%
		Fund Balance Applied	0	0	0	0	0	0	0	0	0.00%
201	49200	Transfer From Other Fund	0	80,243	0	160,485	0	0	0	0	
		<b>TOTAL REVENUES</b>	<b>\$ 9,837,303</b>	<b>\$ 4,806,650</b>	<b>\$ 10,054,995</b>	<b>\$ 9,474,812</b>	<b>\$ 4,622,160</b>	<b>\$ 9,271,948</b>	<b>\$ 9,896,000</b>	<b>\$ 9,896,000</b>	<b>4.45%</b>

2020 Sanitary Sewer Capital Projects & Equipment	
Televised/Repair	\$ 625,000
Sewer Lining and Repair	266,000
Manhole Rehabilitation and Pipe Joint Repair	100,000
Sewer Relay - Street Reconstruction	188,000
Box Culvert / Sanitary Sewer Review	20,000
Inflow and Infiltration Study	30,000
Sewer Utility Share for MSC Office Furniture	1,500
Sewer Utility Share for Survey Equipment	8,750
Sewer Utility Share for MSC Fuel Dispensing System Replacement	7,500
Sewer Utility Share for MSC Building Maintenance	6,750
Sewer Utility Share for New Fleet Maintenance Vehicle	3,750
Sewer Utility Share for Replacing Fleet Maintenance Vehicle	6,750
Sewer Utility Share for Fan Replacements for Shop	2,700
Sewer Utility Share for Misc Tools for Shop	871
Debt Service Principal & Interest Payments	413,469
<b>Total Capital</b>	<b>\$ 1,681,040</b>

2020 Cash Flow Analysis	
Estimated Cash Balance - 1/1/20	\$ (4,457)
Estimated Expenditures	(9,775,960)
Estimated Revenues	9,896,000
<b>Estimated Cash Balance - 12/31/20</b>	<b>\$ 115,583</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, 2019 is \$70,000.

**City of De Pere  
2020 Special Fund  
Adopted Budget**

**PUBLIC LAND ACQUISITION FUND**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Expenditures												
Account Number												
210	56720		Property Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
210	56721		Operating Supplies	0	0	0	0	0	0	0	0	0.00%
210	56722		Consulting	0	2,805	2,805	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$2,805</b>	<b>\$2,805</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	\$10,000	\$4,200	\$5,400	\$10,000	\$4,200	\$6,000	\$10,000	\$10,000	0.00%
210	48500		State Grants/Other	0	0	0	0	0	0	0	0	0.00%
210	49100		Debt Proceeds	0	0	0	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$10,000</b>	<b>\$4,200</b>	<b>\$5,400</b>	<b>\$10,000</b>	<b>\$4,200</b>	<b>\$6,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>0.00%</b>

## **Cable Access Fund**

***Program Full Time Equivalents: 1.98***

***Program Mission:***

Make local government accessible to the citizens of De Pere to promote citizen access and exposure to local government and further government accountability. Produce and broadcast public information regarding City business and events. Assist City departments with audio/video projects and provide IT support. Offset operational costs through donations and sponsorships.

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

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

***Important Outputs:***

- 1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel Committee, Plan Commission, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, Redevelopment Authority, and Board of Appeals meetings are recorded and televised multiple times per week on a rotating schedule to service viewers on all work shifts. Meetings are digitally streamed live and available for on demand viewing online. Eventually all meetings will be televised allowing viewers to follow legislative items from committee through Common Council.
- 2) *Bulletin Board* – Activity funded by Cable Access Fees. A slideshow of pertinent information related to City business. The content contains brochure, news and general information keeping residents informed on a routine basis.

- 3) *Shows* – Activity funded by Cable Access Fees. 15 to 30 minute television shows addressing specific government business or public events are produced to extend discussion of pertinent issues facing the community beyond what public meetings provide.
- 4) *Video Content* - Activity funded by Cable Access Fees. Serving the needs of the City organization to create videos of specific training or promotional events. Creating short segments of informational programs.
- 5) *Internet Presence* – Activity funded by Cable Access Fees. Make available channel content via an on demand internet presence.
- 6) *Internal Support* – Activity funded by Cable Access Fees. Make available audio and visual equipment and assistance to City departments. Provide IT support to staff. Deploy IT equipment.

***Expected Outcomes:***

- 1) Up-to-date citizen knowledge of current government business, services and community projects.
- 2) Public awareness of recreational activities and events.
- 3) Citizen’s in-depth understanding of specific government programs and related organizations’ activities.
- 4) Citizen knowledge of local business community.
- 5) Error free desktop equipment operation.
- 6) Employee effective use of technology.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Record 100% of scheduled televised public meetings.
  - a. Result: All scheduled televised public meetings were recorded
- 2) Solicit channel sponsorships from 25 businesses by December 31, 2019.
  - a. Result: Ongoing efforts will accomplish this by December 31, 2019.
- 3) Respond to 100% of IT inquiries in the absence of the IT Director.
  - a. Result: Responded to all inquiries received.
- 4) Implement technology to reduce meeting video post-production.
  - a. Result: Implemented a new video server and an overlay video player to streamline the post-production process for meeting videos.

### ***2020 Performance Measures***

- 1) Record 100% of scheduled televised public meetings.
- 2) Add Board of Health as a recorded and televised public meeting.
- 3) Solicit channel sponsorships from 25 businesses by December 31, 2020.
- 4) Respond to 100% of IT inquiries in the absence of the IT Director.
- 5) Implement a closed captioning solution to increase accessibility.

### ***Significant Program Achievements:***

- 1) Maintained a perfect public meeting production record, over 725 meetings, since the channel was relocated from St. Norbert College to City Hall.
- 2) Online viewership of meetings decreased 1.7% compared to previous period. (07/01/2018-06/30/2019 compared to 07/01/2017-06/30/2018)
- 3) Received Award of Excellence for a Central Brown County Water Authority documentary
- 4) Created timely informational spots for upcoming City services.
- 5) Added 3<sup>rd</sup> party informational and educational programming.
- 6) Increase in organizational IT support.
- 7) Deployed 19 workstations throughout City departments (July 2018-June 2019)

### ***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 proposed 2020 Cable Access Fund program cost is \$150,921. The program benefits the community by providing citizens with television and internet viewing access to public meetings and other City business information along with general interest content from their home or business. The program benefits the organization by providing IT support for City staff. The estimated fund balance of the Cable Access Fund at December 31, 2019 is (\$60,921).

### ***2020 Program Objectives:***

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

### ***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$1,345 (5.21%) due to projected 2020 salary increase.
- 2) FICA increased \$287 (5.03%) due to projected 2020 salary increase.
- 3) Retirement increased \$402 (8.28%) due to WRS contribution increase and projected 2020 salary increase.
- 4) Memberships/Subscription increased \$15 (5.45%) as annual dues for WCM membership increased in 2019.
- 5) Operating Supplies increased \$3,000 (182.7%) to replace end-of-life video encoder.
- 6) Training includes \$500 for IT training yet to be determined.
- 7) Seminars and Conferences include annual Wisconsin Community Media spring conference and media fest totaling \$510.
- 8) Membership with the Wisconsin Community Media (WCM) at \$290 annually.

**City of De Pere  
2020 Special Fund  
Adopted Budget**

**CABLE ACCESS FUND**

			Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
<b>Expenditures</b>												
Account Number			PERSONAL SERVICES									
209	50000	110	Salaries	\$ 25,396	\$ 11,684	25,355	\$ 25,818	\$ 11,914	\$ 25,818	\$ 27,163	\$ 27,163	5.21%
209	50000	120	Hourly Wages	46,467	21,709	46,952	48,318	22,325	48,318	50,731	50,731	4.99%
209	50000	125	Overtime Wages	0		0	0	479	479	0	0	0.00%
209	50000	126	Hourly Wages Part Time	2,789	1,209	2,589	3,000	964	2,500	3,000	3,000	0.00%
209	50000	150	FICA	5,538	2,547	5,039	5,715	2,640	5,708	6,002	6,002	5.03%
209	50000	151	Retirement	4,815	2,036	4,795	4,856	2,077	4,856	5,258	5,258	8.28%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	23,934	11,424	22,616	23,207	11,483	23,207	23,192	22,633	-2.47%
209	50000	190	Training	400	0	0	500	0	500	500	500	0.00%
			<b>Subtotal</b>	<b>109,339</b>	<b>50,608</b>	<b>107,346</b>	<b>111,414</b>	<b>51,882</b>	<b>111,386</b>	<b>115,846</b>	<b>115,287</b>	<b>3.48%</b>
			CONTRACTUAL SERVICES									
209	50000	212	Seminars and Conferences	510	452	452	510	468	510	510	510	0.00%
209	50000	215	Consulting	0		1,000	0	0	0	0	0	0.00%
209	50000	240	Equipment Maintenance	625	0	0	625	667	625	625	625	0.00%
209	50000	290	Other Contractual Services	12,214	11,400	12,214	27,909	12,546	27,909	29,109	29,109	4.30%
			<b>Subtotal</b>	<b>13,349</b>	<b>11,852</b>	<b>13,666</b>	<b>29,044</b>	<b>13,681</b>	<b>29,044</b>	<b>30,244</b>	<b>30,244</b>	<b>4.13%</b>
			SUPPLIES AND EXPENSE									
209	50000	310	Office Supplies	210	36	47	210	0	210	210	210	0.00%
209	50000	320	Memberships/Subscriptions	275	275	275	275	275	275	290	290	5.45%
209	50000	330	Mileage Reimbursement	358	111	145	248	192	248	248	248	0.00%
209	50000	340	Operating Supplies	1,712	414	667	1,642	1,244	1,642	4,642	4,642	182.70%
			<b>Subtotal</b>	<b>2,555</b>	<b>837</b>	<b>1,135</b>	<b>2,375</b>	<b>1,711</b>	<b>2,375</b>	<b>5,390</b>	<b>5,390</b>	<b>126.95%</b>



City of De Pere  
2020 Special Fund  
Adopted Budget

**CABLE ACCESS FUND**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
			OTHER									
209	50000	410-542	Transfer to General Fund	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
209	50000	810	Capital Equipment	0	0	0	34,000	0	34,000	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 125,243</b>	<b>\$ 63,297</b>	<b>\$ 122,147</b>	<b>\$ 176,833</b>	<b>\$ 67,274</b>	<b>\$ 142,805</b>	<b>\$ 151,480</b>	<b>\$ 150,921</b>	<b>-14.65%</b>

**Revenues**

209	44125		Franchise Fees	\$ 120,000	\$ 23,860	\$ 95,156	\$ 120,000	\$ 19,129	\$ 90,000	\$ 90,000	\$ 90,000	-25.00%
209	44126		Sponsorships	0	1,650	1,650	0	0	0	0	0	0.00%
209	49290		OT In	0		45,932	0	0	0	0	0	0.00%
			Fund Balance	5,243			56,833				60,921	7.19%
			<b>TOTAL REVENUES</b>	<b>\$ 125,243</b>	<b>\$ 25,510</b>	<b>\$ 142,738</b>	<b>\$ 176,833</b>	<b>\$ 19,129</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 150,921</b>	<b>-14.65%</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) 2010 Bond issue for \$2,985,000. Principal is \$210,000. Interest is \$6,300. Principal balance after 2020 payments are made is \$0. Interest balance after the 2020 payments are made is \$0. Bonds are scheduled to mature in 2020.
- 2) 2011 Bond issue for \$2,245,000. Principal is \$155,000. Interest is \$29,995. Principal balance after 2020 payments are made is \$840,000. Interest balance after the 2020 payments are made is \$82,467. Bonds are scheduled to mature in 2025.
- 3) 2012 Bond issue for \$2,980,000. Principal is \$155,000. Interest is \$26,645. Principal balance after 2020 payments are made is \$1,185,000. Interest balance after the 2020 payments are made is \$105,480. Bonds are scheduled to mature in 2027.
- 4) 2012 Bond Issue for \$2,850,000. Principal is \$165,000. Interest is \$63,965. Principal balance after the 2020 payments are made is \$1,940,000. Interest balance after the 2020 payments are made is \$367,291. Bonds are scheduled to mature in 2031.
- 5) 2013 Bond Issue for \$5,650,000. Principal is \$520,000. Interest is \$69,294. Principal balance after the 2020 payments are made is \$1,650,000. Interest balance after the 2020 payments are made is \$236,352. Bonds are scheduled to mature in 2028.
- 6) 2013 Bond Issue for \$2,530,000. Principal is \$255,000. Interest is \$21,813. Principal balance after the 2020 payments are made is \$435,000. Interest balance after the 2020 payments are made is \$29,374. Bonds are scheduled to mature in 2023.
- 7) 2014 Bond Issue for \$2,935,000. Principal is \$70,000. Interest is \$19,700. Principal balance after the 2020 payments are made is \$680,000. Interest balance after the 2020 payments are made is \$101,000. Bonds are scheduled to mature in 2029.
- 8) 2017 Bond Issue for \$1,700,000. Principal is \$155,000. Interest is \$42,763. Principal balance after the 2020 payments are made is \$1,400,000. Interest balance after the 2020 payments are made is \$163,635. Bonds are scheduled to mature in 2027.

- 9) 2018 Bond Note Issue for \$5,545,000. Principal is \$150,000. Interest is \$201,013. Principal balance after the 2020 payments are made is \$5,175,000. Interest balance after the 2020 payments are made is \$1,433,412. Bonds are scheduled to mature in 2028.

***Debt Service Fund – Notes:***

- 1) 2011 Note issue for \$1,565,000. Principal is \$80,000. Interest is \$2,160. Principal balance after the 2020 payments are made is \$0. Interest balance after 2020 payments are made is \$0. Note is scheduled to mature in 2020.
- 2) 2014 Note issue for \$670,000. Principal is \$75,000. Interest is \$7,800. Principal balance after the 2020 payments are made is \$235,000. Interest balance after 2020 payments are made is \$13,500. Note is scheduled to mature in 2023.
- 3) 2015 Note issue for \$6,270,000. Principal is \$900,000. Interest is \$67,450. Principal balance after the 2020 payments are made is \$1,825,000. Interest balance after the 2020 payments are made is \$105,050. Note is scheduled to mature in 2025.
- 4) 2016 Note issue for \$5,900,000. Principal is \$535,000. Interest is \$69,588. Principal balance after the 2020 payments are made is \$3,460,000. Interest balance after 2020 payment is made is \$226,951. Note is scheduled to mature in 2026.
- 5) 2016 Note issue for \$890,000. Principal is \$95,000. Interest is \$12,960. Principal balance after the 2020 payments are made is \$535,000. Interest balance after the 2020 payments are made is \$39,425. Note is scheduled to mature in 2026.
- 6) 2017 Note issue for \$2,015,000. Principal is \$265,000. Interest is \$29,338. Principal balance after the 2020 payments are made is \$1,175,000. Interest balance after 2020 payments are made is \$108,163. Note is scheduled to mature in 2027.
- 7) 2018 Note issue for \$2,600,000. Principal is \$260,000. Interest is \$97,600. Principal balance after the 2020 payments are made is \$2,040,000. Interest balance after 2020 payments are made is \$360,050.
- 8) 2019 Note issue for \$400,000. Principal is \$400,000. Interest is \$1,595. Principal balance after the 2020 payment is made is \$0. Interest balance after 2020 payment is made is \$0. Note is scheduled to mature in 2020.
- 9) 2019 Estimated Note issue for \$1,500,000. Principal is \$880,000. Interest is \$20,000. Principal balance after the 2020 payment is made is \$620,000. Interest balance after 2020 payment is made is \$23,250. Note is scheduled to mature in 2021.

- 10) 2019 Note Issue for \$8,715,000. Principal is \$1,040,000. Interest is \$248,388. Principal balance after the 2020 payment is made is \$7,675,000. Interest balance after the 2020 payment is made is \$1,238,900. Note is scheduled to mature in 2029.
- 11) 2019 Note Issue for \$880,000. Principal is \$0. Interest is \$19,020. Principal balance after the 2020 payment is made is \$880,000. Interest balance after the 2020 payment is made is \$147,535. Note is scheduled to mature in 2029.

***Revenues:***

- 1) Property tax levy is \$3,813,192
- 2) Transfer from Capital Projects Fund (TID #5) is \$183,425.
- 3) Transfer from Capital Projects Fund (TID #6) is \$1,350,807.
- 4) Transfer from Capital Projects Fund (TID #7) is \$462,813.
- 5) Transfer from Capital Projects Fund (TID #8) is \$369,288.
- 6) Transfer from Capital Projects Fund (TID #9) is \$170,583.
- 7) Transfer from Capital Projects Fund (TID #10) is \$531,568
- 8) Transfer from Capital Projects Fund (TID #11) is \$130,837.
- 9) Transfer from Capital Projects Fund (TID #12) is \$52,262.
- 10) Transfer from Capital Projects Fund (TID #13) is \$111,825.
- 11) Unappropriated Surplus Funds represents debt premiums received in 2019 to be used to pay interest.

**City of De Pere  
2020 Debt Service Fund  
Adopted Budget**

Debt Service				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Account Title												
<b>Expenditures</b>												
Account Number	PRINCIPAL (G.O.)											
301 58100 610	Bonds			\$ 2,700,000	\$0	\$ 2,700,000	\$ 2,515,000	\$0	\$ 2,515,000	\$ 1,835,000	\$ 1,835,000	-27.04%
301 58100 611	Notes			2,270,000	250,000	2,270,000	3,820,000	570,000	1,841,933	4,530,000	4,530,000	18.59%
	<b>Subtotal</b>			<b>4,970,000</b>	<b>250,000</b>	<b>4,970,000</b>	<b>6,335,000</b>	<b>570,000</b>	<b>4,356,933</b>	<b>6,365,000</b>	<b>6,365,000</b>	<b>0.47%</b>
	INTEREST (G.O.) AND DEBT SERVICE FEES											
301 58200 620	Bonds			560,906	275,414	560,906	641,933	317,171	2,620,000	481,489	481,489	-24.99%
301 58200 623	Notes			254,845	181,509	254,845	360,437	173,758	360,437	575,899	575,899	59.78%
301 58200 630	Debt Service Fees			2,600	1,300	2,600	2,600	1,300	2,600	2,600	2,600	0.00%
	<b>Subtotal</b>			<b>818,351</b>	<b>458,223</b>	<b>818,351</b>	<b>1,004,970</b>	<b>492,229</b>	<b>2,983,037</b>	<b>1,059,988</b>	<b>1,059,988</b>	<b>5.47%</b>
	<b>TOTAL EXPENDITURES</b>			<b>\$ 5,788,351</b>	<b>\$ 708,223</b>	<b>\$ 5,788,351</b>	<b>\$ 7,339,970</b>	<b>\$ 1,062,229</b>	<b>\$ 7,339,970</b>	<b>\$ 7,424,988</b>	<b>\$ 7,424,988</b>	<b>1.16%</b>
<b>Revenues</b>												
301 41110	Property Tax Levy			\$ 2,286,357	\$ 2,286,357	\$ 2,286,357	\$ 3,730,250	\$ 3,730,250	\$ 3,730,250	\$ 3,813,192	\$ 3,813,192	2.22%
301 48110	Interest On Investments			0	0	0	0	0	0	0	0	0.00%
301 49110	Special Assessments			125,000	62,500	125,000	125,000	62,500	125,000	0	0	0.00%
301 49120	Proceeds From Long Term Notes			0	0	0	0	0	0	0	0	0.00%
301 49210	Transfer From General Fund			0	0	0	0	0	0	0	0	0.00%
301 49220	Transfer From Special Fund			0	0	0	0	0	0	0	0	0.00%
301 49223	Transfer From TID #5			568,678	283,839	568,678	354,610	177,305	354,610	183,425	183,425	-48.27%
301 49224	Transfer From TID #6			1,651,540	825,770	1,651,540	1,588,285	794,143	1,588,285	1,350,807	1,350,807	-14.95%
301 49225	Transfer From TID #7			486,368	243,184	486,368	447,782	223,891	447,782	462,813	462,813	3.36%
301 49226	Transfer From TID #8			358,368	179,184	358,368	370,095	185,048	370,095	369,288	369,288	-0.22%
301 49227	Transfer From TID #9			134,655	67,328	134,655	157,452	78,726	157,452	170,583	170,583	8.34%
301 49228	Transfer From TID #10			177,385	88,693	177,385	401,534	200,767	401,534	531,568	531,568	32.38%
301 49229	Transfer From TID #11			0	0	0	36,449	18,225	36,449	130,837	130,837	258.96%
301 49230	Transfer From TID #12			0	0	0	22,590	11,295	22,590	52,262	52,262	131.35%
301 49231	Transfer From TID #13			0	0	0	105,923	52,962	105,923	111,825	111,825	5.57%
301 49235	Energy Center Shared Revenues			0	0	0	0	0	0	0	0	0.00%
301 49240	Transfer From Capital Projects Fund			0	0	0	0	0	0	0	0	0.00%
301 49260	Transfer From Water Fund			0	0	0	0	0	0	0	0	0.00%
301 49261	Transfer From Wastewater Fund			0	0	0	0	0	0	0	0	0.00%
301 49300	Unappropriated Surplus Funds			0	0	0	0	0	0	248,388	248,388	100.00%
	<b>Subtotal</b>			<b>5,788,351</b>	<b>4,036,855</b>	<b>5,788,351</b>	<b>7,339,970</b>	<b>5,535,110</b>	<b>7,339,970</b>	<b>7,424,988</b>	<b>7,424,988</b>	<b>1.16%</b>
	<b>TOTAL REVENUES</b>			<b>\$ 5,788,351</b>	<b>\$ 4,036,855</b>	<b>\$ 5,788,351</b>	<b>\$ 7,339,970</b>	<b>\$ 5,535,110</b>	<b>\$ 7,339,970</b>	<b>\$ 7,424,988</b>	<b>\$ 7,424,988</b>	<b>1.16%</b>

# **CAPITAL PROJECTS**

<b>City of De Pere, Wisconsin</b>															
<b>Projects</b>	<b>Cost</b>	<b>Street Property Tax</b>	<b>Pools Property Tax/ Referendum</b>	<b>10 Year Note</b>	<b>15 Year Bond</b>	<b>Bonds - TIF</b>	<b>SA</b>	<b>Donations and Grants</b>	<b>Special Rev Fund</b>	<b>Storm Water Fund</b>	<b>Waste Water Fund</b>	<b>Water Utility</b>	<b>General Fund</b>	<b>Other</b>	<b>Deleted</b>
<b>General Government</b>															
City Attorney - Laptop for Assistant City Attorney	750												750		
City Attorney - Conference Table & Chairs for City Attorney's Office	1,000												1,000		
City Administrator - Floor Mat & Misc Equipment	200												200		
Elections - Electronic Poll Books (21)	40,620														40,620
Elections - Get Out the Vote Reid Street Banner	800												800		
IT - Virtual Server Replacement	10,000												10,000		
IT - Wi-Fi Network Infrastructure Replacement	15,000												15,000		
IT - Security Camera Installation on City Hall Exterior	50,000														50,000
City Hall - Annual Maintenance	10,000												10,000		
City Hall - Replace 1st Floor Carpeting	30,000														30,000
GIS - Notebook Computers (2)	2,400												2,400		
GIS - Drone Technology Upgrade & Maintenance	2,800									1,400			1,400		
<b>Total General Government</b>	<b>163,570</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>1,400</b>	<b>0</b>	<b>0</b>	<b>41,550</b>	<b>0</b>	<b>120,620</b>
<b>Public Safety</b>															
Police - Body Cameras	25,272			25,272											
Police - Patrol Vehicle Replacement (2) Lease Payment	32,100			32,100											
Police - Squad Replacement (3) Lease Payment	70,306			70,306											
Police - Forensic Software for Mobile Devices Replacement	2,973												2,973		
Police - Portable & Mobile Radio Replacement	187,906			187,906											
Police - Architectural Study & Fesibility of Extension to Building/Garage	125,000														125,000
Fire - Replace Aerial Truck	1,260,000			420,000											840,000
Fire - Replace Personal Protective Equipment	35,000												35,000		
Fire - Replace Ambulance	275,000			275,000											
Fire - Replace Utility Vehicle	65,000			65,000											
Fire - Station #1 Cosmetic Improvements	220,000														220,000
Fire - Resurface Station #2 Parking Lot	36,000														36,000
Fire - Dry Hydrant Project	14,960							7,480					7,480		
<b>Total Public Safety</b>	<b>2,349,517</b>	<b>0</b>	<b>0</b>	<b>1,075,584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,480</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,453</b>	<b>0</b>	<b>1,221,000</b>
<b>Public Works</b>															
Administration - Street Superintendent Furniture Replacement	6,000									1,500	1,500	1,500	1,500		
Engineering - Robotic Total Station Replacement	35,000									8,750	8,750	8,750	8,750		
MSC - Repair HVAC Duct Work	20,000									1,500	1,500	1,500	5,500		10,000
MSC - Overhead Garage Door Replacement	10,000									1,500	1,500	1,500	5,500		
MSC - HVAC Control Replacement	25,000									3,750	3,750	3,750	13,750		
MSC - Underground Fuel Tank Replacement	400,000														400,000
MSC - Fuel Dispensing System Replacement	50,000			27,500						7,500	7,500	7,500			
Fleet Maintenance - SUV for Maintenance Supervisor	25,000									12,500	3,750	3,750	5,000		
Fleet Maintenance - Pick Up Truck #74 Replacement	45,000									22,500	6,750	6,750	9,000		
Fleet Maintenance - Large Ceiling Fans for Shop	20,000									5,000	1,500	1,500	2,000		10,000
Fleet Maintenance - Welding Table Exhaust Fan Replacement	8,000									4,000	1,200	1,200	1,600		
Fleet Maintenance - Cordless Impact Wrench 1/2"	986									493	148	148	197		
Fleet Maintenance - Cordless Hammer Drill & Kit	870									435	131	131	174		
Fleet Maintenance - Cordless Impact Wrench 3/8"	890									445	134	134	178		
Fleet Maintenance - Hex Cordless Screwdriver 1/4"	256									128	38	38	51		
Fleet Maintenance - Metric Impact Drive 3/8"	296									148	44	44	59		
Fleet Maintenance - Ratchet Torque Wrench 3/4"	480									240	72	72	96		
Fleet Maintenance - Cummins Engines Update Software	400									200	60	60	80		
Fleet Maintenance - Misc Tools	1,628									814	244	244	326		
Snow & Ice Control - Front End Loader #107 Replacement	175,000														175,000



City of De Pere, Wisconsin															
Projects	Cost	Street Property Tax	Pools Property Tax/ Referendum	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 - Sign Shop Plotter & Software Replacement	40,000			40,000											
Traffic Signs & Markings - Aerial Truck #66 Replacement	125,000														125,000
Traffic Signs & Markings - Replace Existing Wooden Entrance Signs	18,000												18,000		
Street Lighting - Decorative & Regular Street Lighting Replacement	50,000			25,000									25,000		
Traffic Lights - Traffic Lights at Grant St and Allard St Intersection	240,000			60,000										180,000	
Traffic Lights - Main & 8th Traffic Signal Replacement	360,000			72,000				288,000							
Garbage & Refuse Collection - Garbage Truck #89 Replacement	300,000			250,000											50,000
Weed Control - Line Trimmer Replacement (2)	1,000									650			350		
Water - Merrill Street Reservoir Inspection	5,000											5,000			
Water - Scheuring Road Reservoir Inspection	5,000											5,000			
Water - Matthew Tower Mixer	35,000											35,000			
Water - Merrill Tower Mixer	35,000											35,000			
Water - Trailer Replacement	6,000											6,000			
Water - Water Supervisor Office Furniture Replacement	6,000											6,000			
Main Avenue Alley Bumpout Tables and Chairs	10,000			10,000											
Planning - TID 7 Development Rebate	300,000					300,000									
Planning - TID 7 Downtown Pots - Landscaping	3,000					3,000									
Planning - TID 7 Façade Grant Program	60,000					60,000									
Planning - TID 7 Front St Parking Lot Extension	162,000					162,000									
Planning - TID 7 Cultural District Master Plan Implementation	200,000					200,000									
Planning - TID 8 Development Rebate	300,000					300,000									
Planning - TID 9 Development Rebate	300,000					300,000									
Planning - TID 9 Downtown Pots - Landscaping	3,000					3,000									
Planning - TID 9 Façade Grant Program	60,000					60,000									
Planning - TID 10 Development Rebate	100,000					100,000									
Planning - TID 10 Enterprise Drive Rehabilitation	96,000					96,000									
Planning - TID 11 Development Rebate	300,000					300,000									
Planning - TID 11 Future Infrastructure - American Blvd Extension	375,000					375,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	22,500					22,500									
Planning - TID 11 West Industrial Park Regional Pond Design & Construction	650,000					650,000									
Planning - TID 11 Red Maple Road Reconditioning	468,000					468,000									
Planning - TID 12 Development Rebate	300,000					300,000									
Planning - TID 12 Future Infrastructure - American Blvd Extension	375,000					375,000									
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500					22,500									
Planning - TID 12 Property Acquisition	300,000					300,000									
Planning - TID 13 Development Rebate	300,000					300,000									
Planning - TID 14 Development Rebate	1,090,000					1,090,000									
<b>Total Public Works</b>	<b>7,847,806</b>	<b>0</b>	<b>0</b>	<b>484,500</b>	<b>0</b>	<b>5,787,000</b>	<b>0</b>	<b>288,000</b>	<b>0</b>	<b>72,053</b>	<b>38,571</b>	<b>130,571</b>	<b>97,111</b>	<b>180,000</b>	<b>770,000</b>
<b>Parks &amp; Recreation</b>															
Community Center - Replace Insulation/Fix Ventilation on Roof	100,000			100,000											
Community Center - Crackfill & Sealcoat Parking Lots	22,000			22,000											
Community Center - HVAC Control Replacement	30,000														30,000
Community Center - Facility Maintenance	10,000												10,000		
Parks & Public Lands - Water Cooler Replacement Program	3,000												3,000		
Parks & Public Lands - Accessible Route Program	7,000												7,000		
Parks & Public Lands - Sidewalk Replacement Program	20,000			20,000											
Parks & Public Lands - Patriot Park Playground Replacement Addt'l Funding	25,000			25,000											
Parks & Public Lands - Southwest Park Entryway Paving	35,000														35,000
Parks & Public Lands - Voyageur Park Restroom Facility Replacement	55,000			55,000											
Parks & Public Lands - Legion Park Restroom Facility Replacement	135,000			135,000											
Parks & Public Lands - Carney Park Playground Replacement	75,000														75,000

<b>City of De Pere, Wisconsin</b>															
<b>Projects</b>	<b>Cost</b>	<b>Street Property Tax</b>	<b>Pools Property Tax/ Referendum</b>	<b>10 Year Note</b>	<b>15 Year Bond</b>	<b>Bonds - TIF</b>	<b>SA</b>	<b>Donations and Grants</b>	<b>Special Rev Fund</b>	<b>Storm Water Fund</b>	<b>Waste Water Fund</b>	<b>Water Utility</b>	<b>General Fund</b>	<b>Other</b>	<b>Deleted</b>
Parks & Public Lands - Southwest Park Soccer Field Light Installation	80,000														80,000
Parks & Public Lands - Fox Point Parking Lot Reconstruction	185,000			185,000											
Parks & Public Lands - Crackfill & Sealcoat Patriot Park Parking Lot	3,000												3,000		
Parks & Public Lands - Crackfill & Sealcoat Kiwanis Park Parking Lot	5,000												5,000		
Parks & Public Lands - Crackfill & Sealcoat Jim Martin Basketball Court & Parking L	14,000												14,000		
Parks & Public Lands - Crackfill Voyageur Park Walking Path	2,500												2,500		
Parks & Public Lands - Optimist Park Replace Crushed Rubber Fiber & PIP	15,000														15,000
Parks & Public Lands - VFW Softball Diamond Repair	50,000			50,000											
Parks & Public Lands - Kelly Danen Fence Repair	15,000			15,000											
Parks & Public Lands - Ice Arena Water, Heating & Holding Tank Replacement	15,000			15,000											
Parks & Public Lands - Portable Security System	10,000												10,000		
Boat Ramps - Perkofski Boat Launch Parking Lot Repair, Crackfill & Sealcoat	65,000			65,000											
Boat Ramps - Perkofski Boat Launch Sidewalk Repair	15,000												15,000		
Boat Ramps - Bomier Boat Launch Restroom Furnace Replacement	5,000												5,000		
Boat Ramps - Fox Point Boat Launch Restroom Furnace Installation	7,000														7,000
Boat Ramps - Fox Point Boat Launch Floating Dock Sections (4)	8,000							4,000					4,000		
Boat Ramps - Perkofski Boat Launch Dock Section Refurbishment	10,000							5,000					5,000		
Parks Equip/Veh Maintenance - 11 ft Mower #304 Replacement	75,000			75,000											
Parks Equip/Veh Maintenance - Line Sprayer/Field Painter Replacement	15,000														15,000
Parks Equip/Veh Maintenance - UTV #302 Replacement	13,000			13,000											
Swimming Pools - Inflatable Obsctacle Course	12,000							6,000					6,000		
Swimming Pools - VFW Aquatic Center Design & Construction	7,141,000		7,141,000												
<b>Total Parks &amp; Recreation</b>	<b>8,277,500</b>	<b>0</b>	<b>7,141,000</b>	<b>775,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,500</b>	<b>0</b>	<b>257,000</b>
<b>Street Management</b>															
Crackfilling/Patching - Various	410,000	166,276		243,724											
Resurfacing-Variou	775,000	775,000													
Sidewalks	144,500			84,500			60,000								
Third Street Concrete Rehabilitation	100,000			100,000											
Northeast Street Reconstruction	725,000														725,000
College Avenue Reconstruction	218,000			218,000											
James Streetscape	800,000			800,000											
Hand Rail Repair	50,000			50,000											
Alley Reconstruction - Various	40,000			40,000											
Apollo Drive Closure	20,000			20,000											
Grant Street Pedestrian Bump-Outs	120,000													66,000	54,000
Ninth Street Pedestrian Bump-Outs	120,000													72,000	48,000
Superior Street Improvements	120,000													120,000	
<b>Total Street Management</b>	<b>3,642,500</b>	<b>941,276</b>	<b>0</b>	<b>1,556,224</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>258,000</b>	<b>827,000</b>
<b>Sanitary Sewer</b>															
Televising/ Repair	625,000										625,000				
Sewer Lining and Repair	266,000										266,000				
Manhole Rehabilitation and Pipe Joint Repair	100,000										100,000				
Sewer Relay - Street Reconstruction	188,000										188,000				
Box Culvert/Sanitary Sewer Review	20,000										20,000				
Inflow and Infiltration Study	30,000										30,000				
<b>Total Sanitary Sewer</b>	<b>1,229,000</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>1,229,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

City of De Pere, Wisconsin															
Projects	Cost	Street Property Tax	Pools Property Tax/ Referendum	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
Utility and Street Extensions															
Southbridge Condominimums	79,200						79,200								
Pine Trail Crossing Surface Course	82,000						82,000								
Total Utility and Street Extensions	161,200	0	0	0	0	0	161,200	0	0	0	0	0	0	0	0
Water Utility															
Water Main Relay - Misc	1,125,000											1,125,000			
Water Main Relay - Renkens Court	135,000						60,000					75,000			
Hydrant Replacement	30,000											30,000			
Total Water Utility	1,290,000	0	0	0	0	0	60,000	0	0	0	0	1,230,000	0	0	0
Storm Water Utility															
Storm Sewer Televising	50,000									50,000					
Storm Sewer Repair & Replacement	175,000									175,000					
New Storm Sewer Resurfacing	350,000									350,000					
Box Culvert/Sanitary Sewer Review	40,000									40,000					
Storm Sewer Relocation	625,000													625,000	
Wet Pond Construction	280,000									280,000					
Basin FE 030 Pond Design	30,000									30,000					
Northeast Street Reconstruction - Rerouting Storm Sewer	445,000														445,000
Total Storm Water Utility	1,995,000	0	0	0	0	0	0	0	0	925,000	0	0	0	625,000	445,000
TOTALS - CAPITAL PROJECTS	\$ 26,956,093	\$ 941,276	\$ 7,141,000	\$ 3,891,308	\$ -	\$ 5,787,000	\$ 281,200	\$ 310,480	\$ -	\$ 998,453	\$ 1,267,571	\$ 1,360,571	\$ 273,614	\$ 1,063,000	\$ 3,640,620

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** D Beiderwieden

**DATE PREPARED:** 8/13/19

**DESCRIPTION OF PROJECT:** Replacement of portable (handheld) and mobile (vehicle) radios.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$ 187,906

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
GENERAL FUND	\$187,906	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

No ongoing or additional costs initially due to warranty. In future there will be tuning and testing required every 2 years to keep radios in proper channel alignment and there may be additional repair costs as the radios age (projected in 5 years before repair costs are realized).

**PROJECT JUSTIFICATION**

Radios are a vital communication medium for officers and dispatchers. Without modern radios police work would look much different than it does today. Radios, like all electronic equipment, require occasional replacement to ensure up-to-date and compatible systems. The current radios were purchased and placed into use in 2011 making those 9 years old by the time they are replaced in late 2020. It is proposed to replace 8 of the 22 vehicle radios. Those radios are in the patrol squads and prone to much more use than other radios. It is also proposed to replace all of the hand held radios while keeping a few of the better ones in reserve in case there is a need to outfit officers with radios than there are currently in the department. On special assignments or an emergency there would be a shortage of radios with current inventory.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No. 1**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:** **Replace 1993 Pierce Aerial Truck** – The existing vehicle has been in service for 26-years and has reached its life expectancy. This vehicle represents a critical resource in fire response within the City and our Auto Aid members.

**NEW:   or   REPLACEMENT: X**

**PROJECTED COST:** \$1,260,000 (\$420,000 in 2020 / \$420,000 in 2021 / \$420,000 in 2022)

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$420,000 (2020)	33.33%
	\$420,000 (2021)	33.33%
	\$420,000 (2022)	33.33%
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

This vehicle currently has a City of De Pere fleet rating of 30.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No. 1**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:** Replace 2010 ambulance.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$275,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$275,000

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

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

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

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

**PROJECT JUSTIFICATION**

Ambulance 112 was purchased in 2009 (11-years ago). This vehicle is approaching 108,000 road miles. Vehicle reliability is mission critical in public safety and it is of concern. Finally, general maintenance costs are continuing to increase as this vehicle ages.

This vehicle has been plagued with maintenance issues and has cost more than twice as much to maintain as any other ambulance in the fire rescue fleet. In spite of extremely high maintenance costs, this vehicle has been out of service for a significant time period this year. This vehicle has proved itself to be costly, but more importantly unreliable for our citizens in their time of need.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No. 3**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Fire Rescue Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:** Replace 2006 utility vehicle.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$65,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$65,000

SPECIAL ASSESSMENT

GRANTS

OTHER

### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Standard fleet operation costs.

### PROJECT JUSTIFICATION

This vehicle serves as our brush/fire response vehicle carrying a mobile water supply and pumping system. This vehicle also provides snow removal and emergency response during snow emergencies for fire and EMS staff. The final function of this vehicle is utility support for the organization.

### PROJECT RANKINGS

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.    4**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 28, 2019

**DESCRIPTION OF PROJECT:**

Replace existing fuel dispensing system.

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

**PROJECTED COST: \$ 50,000**

**PROPOSED METHOD OF FINANCING:**

\$ \_\_\_\_\_ %

## GENERAL FUND

**\$27,500**

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

## OTHER

**Storm Water Utility = \$7,500**

**Water Utility = \$7,500**

**Sewer Utility = \$7,500**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS** (Identify)

## PROJECT JUSTIFICATION

The MSC fuel dispensing system needs to be replaced because the fueling system software is outdated and needs to be updated to a newer version to eliminate the human error for keeping track of mileage and equipment hours. In addition the updated system will have the existing pedestal and controls replaced at the fuel pumps.

## PROJECT RANKINGS 1

CITY COUNCIL

## STAFF RECOMMENDATION

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 26, 2019

**DESCRIPTION OF PROJECT:**

Replace sign shop plotter & software.

NEW:    or    REPLACEMENT: X

**PROJECTED COST: \$ 40,000**

**PROPOSED METHOD OF FINANCING:**

**\$                      %**

GENERAL FUND

**\$40,000**

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The sign shop plotter & software needs to be replaced and upgraded due to the difficulty of getting replacement parts due to its age. In addition, the current plotter and software does not allow for making custom signs that have colored graphics.

**PROJECT RANKINGS\_1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Department of Public Works

**DATE PREPARED:** July 29, 2019

**DESCRIPTION OF PROJECT:** Replacing existing both decorative and regular street light poles and fixtures.

NEW: \_\_\_\_\_ or REPLACEMENT:   X  

**PROJECTED COST:** \$50,000

<b>PROPOSED METHOD OF FINANCING:</b>		\$	%
<input checked="" type="checkbox"/>	GENERAL FUND	\$25,000	.
	CAPITAL IMPROVEMENTS FUND		.
	GENERAL OBLIGATION DEBT	\$25,000	.
	SPECIAL ASSESSMENT		.
	GRANTS		.
	OTHER		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_.

**PROJECT JUSTIFICATION**

Staff is proposing to budget annually to start replacing eight (8) to ten (10) both decorative and regular street light poles and fixtures per year due to deterioration of poles and fixtures. The priorities for replacing the poles and fixtures will be bases on street lighting inventory assessment report completed in 2019.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION** \_\_\_\_\_ **Goal No.** \_\_\_\_\_.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 4, 2019**

**DESCRIPTION OF PROJECT:**

**Traffic Lights – Grant Street and Allard Street** – The project involves modifications to Grant Street to accommodate proposed high school improvements.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
New Traffic Signal Installation	\$200,000	\$40,000

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST: \$240,000**

**PROPOSED METHOD OF FINANCING:**

	<u>\$</u>	<u>%</u>
<b>X    GENERAL FUND</b>	<b>\$60,000</b>	<b>25%</b>
<b>     CAPITAL IMPROVEMENTS FUND</b>		
<b>     GENERAL OBLIGATION DEBT</b>		
<b>     SPECIAL ASSESSMENT</b>		
<b>     GRANTS</b>		
<b>X    OTHER – West De Pere School District</b>	<b>\$60,000</b>	<b>25%</b>
<b>X    OTHER – Brown County</b>	<b>\$120,000</b>	<b>50%</b>

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The West De Pere School District is proposing a major expansion to the high school. A traffic study was completed by their consultant for Grant Street. Grant Street is the primary access to the school. Due to the volume of school traffic and unique street pattern, it has been a chronic source of complaints. The study was reviewed by the City's traffic consultant who concurred with the results of the study.

Several modifications to Grant Street were recommended in the report. One recommendation is to improve the Grant/Suburban/Apollo Way intersection by closing Apollo Way. This recommendation is included in a separate worksheet. A second part of this change is to install traffic signals at Allard and Grant Street. Closing Apollo Way will increase traffic at the Allard and Grant Street intersection. The signal will improve access onto Grant Street from Allard, improve pedestrian access at the intersection, and finally improve the ability to make left turns from Suburban onto Grant by creating gaps in the Grant Street traffic.

Grant Street is a County Highway. Any changes will require County approval. Funding for certain types of improvements on county highways are split 50/50 with the local municipality. The City's share is proposed to be split with the School District because school traffic creates the warrants for a signal at this location. The percent split on the funding has not been finalized with the other entities.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 4, 2019**

**DESCRIPTION OF PROJECT:**

**Traffic Lights – Main and Eighth Signal Replacement** – This was included in the 2018 budget. The City received a WisDOT grant to complete the work. The project was postponed to 2019 to accommodate the grant schedule. This project will replace signals for the entire intersection.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
-------------	-------------	------------------

Traffic Signal Replacement	\$300,000	\$60,000
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**NEW:    or    REPLACEMENT: X**

**PROJECTED COST: \$360,000**

**PROPOSED METHOD OF FINANCING:**

		\$	%
X	GENERAL FUND	\$72,000	
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
X	GRANTS - WisDOT	\$288,000	
	OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The De Pere 2018 Traffic Signal Inspection Report recommended replacing the signals at the Main and Eighth Street intersection. The installation date at the signal is not known, although the majority of the components are old, with several signal bases being deteriorated. Additionally, we have had several signals damaged due to truck turning movements, including the signal on the northwest corner being knocked down this year, and signals being damaged in 2017 and 16. A traffic signal fell over in 2016 due to deterioration. Finally, the new signals will be constructed based on the traffic signal study to be completed, and designed to improve the left turning movement from eastbound Main to northbound Eighth.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** July 30, 2019

**DESCRIPTION OF PROJECT:**

Replace #89, 2009 Peterbilt with Wittke body automated garbage truck.

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

**PROJECTED COST: \$ 250,000**

**PROPOSED METHOD OF FINANCING:**

\$

**%**

## GENERAL FUND

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

**\$250,000**

## SPECIAL ASSESSMENT

## GRANTS

## OTHER

### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

## PROJECT JUSTIFICATION

The MSC fleet team reviewed the vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

Under 18 points –	Excellent condition
18 to 22 points -	Good condition
23 to 27 points -	Qualifies for replacement
28 points and above -	Needs immediate consideration for replacement

The existing 2009 garbage truck will be rated at 26 in 2019 qualifies for consideration for replacement. The garbage truck is used all year round.

In the past the garbage and recycle trucks are replaced on a five (5) year cycle due to every day usage with all the mechanical moving parts. The truck is needed in order for the City to continue to pick up garbage.

The MSC fleet team also evaluated a diesel vs. CNG. The CNG engine is approximately \$50,000 more than diesel. The CNG engine will save on fuel and maintenance costs but there may not be the full payback in the life of the truck. However, for sustainability purposes, the CNG engine is recommended.

The MSC fleet team reviewed the required repairs that are currently needed for this truck which are:

- |  |           |
|--|-----------|
| 1) Packer and plates need replacement              | = \$6,000 |
| 2) Lift cylinders leaking                          | = \$1,800 |
| 3) Tailgate rusted, fabricate new lights and paint | = \$4,000 |
| 4) Replace hydraulic tank that is rusted through   | = \$1,500 |
| 5) Rebuild arm assembly                            | = \$5,000 |
| 6) Replace two(2) hydraulic pumps                  | = \$3,000 |

**Total repairs needed = \$21,300**

The MSC fleet team recommends replacing the existing garbage truck with a CNG engine.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

<b>STAFF RECOMMENDATION</b>	<b>Goal No.</b>
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**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**  
Development Incentive – TID 7

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

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

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 7 (Downtown East). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**Downtown Pots - Landscaping**

**NEW: X or REPLACEMENT:**

**PROJECTED COST: \$6,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      Split between TID 7 and 9 (\$3,000 each)

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Downtown De Pere is decorated by a number of hanging planters that help beautify and unify the downtown. These pots generally cost approximately \$6,000/year for planting.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**Façade Grant Program – TID 7 (Downtown East)**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$60,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 7

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

The Façade Grant Program helps encourage investment that improves the exterior of Downtown Buildings.. This program was an important component of the Downtown Master Plan and is administered by the Development Services Department and Redevelopment Authority. It supports reinvestment in property by rebating eligible costs for building improvements.

Program changes approved in 2018 have made the program more desirable, which has led to a budget recommendation of \$60,000 for 2020 (compared to \$30,000 as approved in previous years).

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 – 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**TID 7 – Front Street Parking Lot** – Construct a new parking lot in the Front Street right of way from the existing parking lot north of Williams Street to Cass Street

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Parking Lot Construction	\$135,000	\$ 27,000

NEW: X or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$162,000**

<b>PROPOSED METHOD OF FINANCING:</b>	\$	%
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
<b>X OTHER - TID 7</b>	<b>\$162,000</b>	
OTHER		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT JUSTIFICATION**

The purpose of this project is to add parking stalls in the Front Street right of way. There are several new businesses in the area that are creating a demand for parking. This project will add 20 stalls. The project will improve connectivity between Williams Street and Cass Street.

**PROJECT RANKINGS**

**CITY COUNCIL**

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

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Development Incentive – TID 7**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$200,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 7

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Funds to support implementation of Cultural District Master Plan. To be planned for and utilized pending downtown east development and following anticipated increment for specific projects.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**  
Development Incentive – TID 8

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

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

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 8 (Southbridge Business Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

Development Incentive – TID 9

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 9

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 9 (Downtown West). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**Downtown Pots - Landscaping**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$6,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      Split between TID 7 and 9 (\$3,000 each)

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Downtown De Pere is decorated by a number of hanging planters that help beautify and unify the downtown. These pots generally cost approximately \$6,000/year for planting.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**Façade Grant Program – TID 9 (Downtown West)**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$60,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 9

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

The Façade Grant Program helps encourage investment that improves the exterior of Downtown Buildings.. This program was an important component of the Downtown Master Plan and is administered by the Development Services Department and Redevelopment Authority. It supports reinvestment in property by rebating eligible costs for building improvements.

Program changes approved in 2018 have made the program more desirable, which has led to a budget recommendation of \$60,000 for 2020 (compared to \$30,000 as approved in previous years).

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**  
Development Incentive – TID 10

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$100,000

**PROPOSED METHOD OF FINANCING:**

\$

%

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

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 10 (East Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 – 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**TID 10 – Enterprise Drive Rehabilitation** – Concrete pavement repairs including full panel patches, partial depth patching, and cross stitching cracks.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Concrete Pavement Rehabilitation	\$80,000	\$ 16,000

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$96,000**

<b>PROPOSED METHOD OF FINANCING:</b>	\$	%
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
<b>X OTHER - TID 10</b>	<b>\$96,000</b>	
OTHER		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT JUSTIFICATION**

The purpose of this project is to maintain the concrete pavement on Enterprise Drive thereby extending its maximum useful life. On Enterprise Drive, the pavement will be rehabilitated from Rockland Road to the new pavement constructed in 2019. A major rehabilitation of concrete streets is completed around 25 years after construction. Enterprise Drive was constructed in 1986 and even though it is older, it is still in good condition. The goal is to extend the overall pavement life to over 40 years.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION** \_\_\_\_\_ **Goal No.** \_\_\_\_\_

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Development Incentive – TID 11**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 11

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 11 (West Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 8/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Future Infrastructure – American Boulevard Extension**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$750,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      Split between TID 11 and TID 12

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

While not currently planned as a project, future development interest may require the extension of American Boulevard. This item is a placeholder to accommodate future infrastructure needed to support business that is not under review, but may be proposed in 2019.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 – 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**TID 11 and 12 – West Business Park Railroad Maintenance** – Annual maintenance on City owned railroad lines which includes repairs ordered by Canadian National Railroad and snow removal. This is a two year program.

**ITEM**

**COST**

Railroad Spur Maintenance

\$45,000

NEW: \_\_\_\_\_ or REPLACEMENT: X

**PROJECTED COST: \$45,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

**GENERAL FUND**

.

**CAPITAL IMPROVEMENTS FUND**

.

**GENERAL OBLIGATION DEBT**

.

**SPECIAL ASSESSMENT**

.

**GRANTS**

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**X OTHER - TID 11 & 12**

**\$45,000 (Split between TID's)**

**OTHER**

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**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

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**PROJECT JUSTIFICATION**

Work includes inspection and repairs as ordered by Canadian National Railroad and snow and ice removal in the winter of the City owned railroad spurs in the West Industrial Park. This is a two year cycle (\$22,500/year)

**PROJECT RANKINGS**

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**CITY COUNCIL**

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**STAFF RECOMMENDATION**

**Goal No.**

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**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020-2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services / Public Works

**DATE PREPARED:** 8/15/2019

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Regional Pond Design and Construction – TID 11 (West Industrial Park)**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$650,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND Possible partial funding

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT Possible partial funding

GRANTS

OTHER 100% Funded by TID

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

The City may have an opportunity to work with the owner of a private detention facility in the West Industrial Park that may result in better developable sites and increased tax base. VHC owns a rectangular shaped pond near the curve of Venture and Fortune. The City owns a parcel that includes a nearly unusable acute angle triangle. A new regional pond could be designed between the two properties that would, accommodate regional stormwater, result in more developable land, and possible relocate a narrow wetland area that currently bisects the city-owned property.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 – 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 2, 2019**

**DESCRIPTION OF PROJECT:**

**TID 11 – Red Maple Road Reconditioning** – Pulverize the existing asphaltic concrete pavement and resurface with 4” of asphaltic concrete pavement.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Road Reconditioning	\$390,000	\$ 78,000

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$468,000**

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
<b>X OTHER - TID 11</b>	<b>\$468,000</b>	
OTHER		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_.

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**PROJECT JUSTIFICATION**

Sections of Red Maple Road have deteriorated to a rating of four. The purpose for this project will be to pulverize the existing pavement and resurface with 4” of asphaltic concrete pavement. This technique has been used on several rural roadways over the last few years. It is approximately half the cost of a street reconstruction and has is very effective extending the life of the road. Even though Red Maple is part of the South Bridge Corridor, the project has been added due to the uncertainty of when the project will occur.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION** \_\_\_\_\_ **Goal No.** \_\_\_\_\_

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**  
Development Incentive – TID 12

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

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

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 12 (West Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 8/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Future Infrastructure – American Boulevard Extension**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$750,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      Split between TID 11 and TID 12

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

While not currently planned as a project, future development interest may require the extension of American Boulevard. This item is a placeholder to accommodate future infrastructure needed to support business that is not under review, but may be proposed in 2019.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN**  
**2020 – 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**TID 11 and 12 – West Business Park Railroad Maintenance** – Annual maintenance on City owned railroad lines which includes repairs ordered by Canadian National Railroad and snow removal. This is a two year program.

<u>ITEM</u>	<u>COST</u>
Railroad Spur Maintenance	\$45,000

NEW: \_\_\_\_\_ or REPLACEMENT: X

**PROJECTED COST: \$45,000**

<b>PROPOSED METHOD OF FINANCING:</b>	\$	%
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
<b>X OTHER - TID 11 &amp; 12</b>	<b>\$45,000 (Split between TID's)</b>	.
OTHER		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

**PROJECT JUSTIFICATION**

Work includes inspection and repairs as ordered by Canadian National Railroad and snow and ice removal in the winter of the City owned railroad spurs in the West Industrial Park. This is a two year cycle (\$22,500/year)

**PROJECT RANKINGS**

**CITY COUNCIL** \_\_\_\_\_.

**STAFF RECOMMENDATION** \_\_\_\_\_ **Goal No.** \_\_\_\_\_.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020-2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services / Public Works

**DATE PREPARED:** 8/15/2019

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Property Acquisition**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND Possible partial funding

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT Possible partial funding

GRANTS

OTHER 100% Funded by TID 12

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Strategic property acquisition that would further development of the vacant land in TID #12.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

**DEVELOPMENT DRIVEN**

**Development Incentive – TID 13**

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$300,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 13

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive to support development of TID 13 (Main/Lawrence Area). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Development Services

**DATE PREPARED:** 5/15/19

**DESCRIPTION OF PROJECT:**

Development Rebate – TID 14

**NEW: X or REPLACEMENT:**

**PROJECTED COST:** \$1,090,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER      100% Funded by TID 14

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

N/A

**PROJECT JUSTIFICATION**

Development Incentive payment per approved Developers Agreement with Irwin School Development, LLC. Developers agreement awarded a \$420,000 in land assembly costs (incurred in 2019) and \$1,090,000 for redevelopment expenses.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Paula Rahn

**DATE PREPARED:** 8/5/19

**DESCRIPTION OF PROJECT:**

Replace Insulation & Fix Ventilation Issues on Roof at Community Center (\$100,000)

NEW:    or    REPLACEMENT:    **X**

**PROJECTED COST:** \$100,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$100,000

100%

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The Community Center was built with an ineffective insulation design which has led to a substantial amount of uncontrolled air leakage and the development of large icicles over the sidewalks causing a dangerous situation every year. This project proposes installing spray foam insulation to the roof deck of the building (R42 insulation) which will reduce ice damming and building heat loss significantly. This is projected to save approximately 1/3 in utility costs annually (\$11,000).



**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**    2

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Crackfill and sealcoat Community Center parking lots (Upper and lower lots)

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$22,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

22,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The parking lots at the Community Center were last overlayed in 2014. The Engineering Department are recommending the parking lots be crackfilled and sealcoated to preserve their life.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

3

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

ADA Sidewalk and hard surface replacement program.

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$20,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

20,000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to replace sidewalks throughout the park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will incrementally replace current sections of sidewalk (in our park system) that do not have an appropriate cross or running slope. In addition we will also use this program to replace sidewalk or hard surface areas identified by our Engineering Department for repair/replacement.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION      3                      Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

**Additional funding to replace Patriot Park Playground.**

**NEW:    or    REPLACEMENT:X**

**PROJECTED COST: \$25,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**25,000**

**100**

**SPECIAL ASSESSMENT**

**GRANTS**

**OTHER**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

**The City budgeted money in 2019 to fund the replacement of Patriot Park Playground. A decision was made to postpone the project because the cost of the project was estimated to rise much higher than the budgeted amount.**

**The city budgeted \$115,000 in 2019 for the Patriot Park playground replacement. With the rise in construction costs, staff estimated the planned playground would cost approximately \$140,000.**

**Patriot Park Playground is over 20 years old and in need of replacement.**

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**4**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Funding the replacement of Voyageur Park bathroom (4<sup>th</sup> installment).

**NEW:    or    REPLACEMENT:**

**PROJECTED COST:** \$55,000

**PROPOSED METHOD OF FINANCING:**

	\$	%
GENERAL FUND	55,000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The bathroom facility/building was constructed in 1989. As part of the ADA Access Audit that was performed in 2014, this building was identified as having numerous violations. Staff investigated the option of renovating the facility; however this does not appear to be financially sensible after consulting with contractors. Width and spacing concerns are prevalent inside of the building, and there are multiple concerns/issues outside the building in relation to slope and grade of the accessible routes.

A fund was created in 2016 to incrementally fund the replacement of the bathroom facility. In 2016 \$35,000 was placed into the fund as the first installment. In 2017 \$40,000, and in 2018 an additional \$40,000 was placed in the fund. The fourth and final installment was not approved in 2019.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION                  6                  Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Replace Legion restroom building.

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$135,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

135,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

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

This project was originally postponed because of the planning process of our pools. Now that the planning has been completed, it is recommended we pursue the replacement of this facility as the building continues to deteriorate and we have been getting a fair amount of negative public feedback on the facilities condition.

The budgeted amount includes engineering and design expenses.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

7

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Overlay for Fox Point Parking Lot

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$185,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

185,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The parking lot at Fox Point received its last overlay in 1992 (27 years ago). Our Engineering Department is recommending to mill and pave the parking lot.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

10

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

**Repairs to VFW Softball Diamond**

**NEW:    or    REPLACEMENT:X**

**PROJECTED COST: \$50,000**

**PROPOSED METHOD OF FINANCING:**

**GENERAL FUND**

**\$**

**%**

**CAPITAL IMPROVEMENTS FUND**

**\$50,000**

**100**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**OTHER**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The diamond at VFW has not been renovated in over 15 years that we are aware of (likely longer). Over the years a number of issues have occurred that are creating safety concerns along with drainage issues. First, many of the posts were poured in concrete and have heaved out of the ground. In many locations, the concrete is exposed and in the field of play. In addition, over the years there has been several layers of diamond material placed on the field. This has eventually caused drainage issues within the field and park. Tasks that need to be undertaken include; strip the field and regrade, remove and replace all heaved fence posts and repair lip to outfield. Home base, pitching mound and base pegs would be replaced as well.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**15**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Repair fencing at Kelly Danen

NEW:    or    REPLACEMENT:X

**PROJECTED COST:** \$15,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

15,000

%

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The fencing around both diamonds at Kelly Danen are in need of attention. There are sections of fence leaning, many posts that have heaved out of the ground causing safety concerns with exposed concrete, and many areas where the fence is not at ground level allowing baseballs to exit the diamond.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION    17**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Replace Hot water and Heating Tanks

NEW:    or    REPLACEMENT: ☒

**PROJECTED COST:** \$15,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

15,000

100

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Brown County Ice Management has indicated the hot water, heating and holding tanks are in need of replacement. The piping for the tanks were already replaced due to deterioration and leaking. The tanks are now beginning to leak indicating the tanks have deteriorated. The hot water is used tanks and heater are used in the process of making ice and resurfacing the ice as it sets up better. Funding for the project would come from the Ice Arena fund.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION      19**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

Repair, crackfill and sealcoat parking lot of Perkofski Boat Launch.

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$65,000

**PROPOSED METHOD OF FINANCING:**

GENERAL FUND

\$

%

CAPITAL IMPROVEMENTS FUND

65,000

100

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The parking lot in Perkofski Boat Launch has a large sink hole which is causing concern. The sinkhole creates a water pocket that ultimately will continue to breakdown the integrity of the overall parking lot. We are also concerned as to why the sinkhole has occurred. In addition the parking lot is due for crackfilling and sealcoating according to our Engineering staff.



**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION    1**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** July 23, 2019

**DESCRIPTION OF PROJECT:**

Replace #304 - 11 foot mower

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$ 75,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

75,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

Our 11 Foot Mower (#304) is a 2007 model with over 4,000 hours on it. Our Mechanics division currently has given it a score of 28, which means it is identified for immediate replacement. The mechanics are projecting that repair/maintenance costs will be between \$10,000-\$12,000 within the next year as there are several issues with the machine (ie. Wing decks are in need of repair) and the number of hours of the machine lends itself to high maintenance.

**PROJECT JUSTIFICATION**

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

1

Goal No.



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** July 23, 2019

**DESCRIPTION OF PROJECT:**

Replace #302 UTV. (Four wheel drive utility vehicle with dump box.)

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$ 13,000

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$13,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The Park Department currently owns a Kawasaki Mule UTV. Due to maintenance issues (clutch failing and drive belt burnt up), the score of the UTV jumped to a 27 (recommended for immediate replacement) and is currently not operational. The Mechanics division has identified the vehicles value is not worth investing the repair dollars (\$1,000) into the unit. While not used extensively the UTV has many valuable functions within our department such as back up diamond groomer, used for jobs on Riverwalk due to weight restrictions crossing the bridge, convenience of use for projects on our trails, used in setting up and winterizing sprinkler system at Southwest Park.



**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

3

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Marty Kosobucki

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

**VFW Aquatic Facility (Technical Design, Construction and Construction Administration)**

**NEW:    or    REPLACEMENT:X**

**PROJECTED COST: \$7,141,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**7,141,000**

**100**

**SPECIAL ASSESSMENT**

**GRANTS**

**OTHER**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City Council approved a budget of \$7,141,000 (subject to bid fluctuation) for the construction of a new pool facility in VFW Park. This budget includes technical design, development of bid specifications, bidding, construction, and construction administration.

We anticipate up to \$100,000 to be expended in 2019 as the project will begin as soon as possible with a consultant developing the Technical Design and bid specifications. We anticipate most of the cost to be incurred in 2020 which will include bidding, most of the construction and construction administration by our consultant. We anticipate another \$50,000-\$100,000 to be expended in 2021 to finish up the project.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**1**

**Goal No.**

## 2020 BUDGET SUMMARY

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Street Management	\$60,000	\$2,497,500	\$258,000	\$2,815,500
Sewer Management	\$0	\$1,229,000	\$0	\$1,229,000
Utility and Street Extensions	\$161,200	\$0	\$0	\$161,200
Water System Mgmt.	\$60,000	\$1,235,000	\$0	\$1,295,000
Storm Water Mgmt.	\$0	\$925,000	\$625,000	\$1,550,000
TOTAL	\$281,200	\$5,886,500	\$883,000	\$7,050,700

## 2020 STREET MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON-ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Crackfill/Patch/Repair	\$0	\$410,000	\$0	\$410,000
Resurfacing	\$0	\$775,000	\$0	\$775,000
Sidewalk	\$60,000	\$84,500	\$0	\$144,500
Third Street Concrete Rehabilitation	\$0	\$100,000	\$0	\$100,000
College Avenue Reconstruction	\$0	\$218,000	\$0	\$218,000
James Street Streetscaping	\$0	\$800,000	\$0	\$800,000
Hand Rail Repair	\$0	\$50,000	\$0	\$50,000
Alley Reconstruction	\$0	\$40,000	\$0	\$40,000
Apollo Drive Closure	\$0	\$20,000	\$0	\$20,000
Grant Street Pedestrian Bump-Outs	\$0	\$0	\$66,000	\$66,000
Ninth Street Pedestrian Bump-Outs	\$0	\$0	\$72,000	\$72,000

Superior Street Improvements	\$0	\$0	\$120,000	\$120,000
Total	\$60,000	\$2,497,500	\$258,000	\$2,815,500

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

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

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

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$410,000**

**PROPOSED METHOD OF FINANCING:**

**\$                      %**

	<b>GENERAL FUND</b>	
	<b>CAPITAL IMPROVEMENTS FUND</b>	
<b>X</b>	<b>GENERAL OBLIGATION DEBT</b>	<b>\$243,724</b>
	<b>SPECIAL ASSESSMENT</b>	
	<b>GRANTS</b>	
<b>X</b>	<b>OTHER - General Property Tax</b>	<b>\$166,276</b>

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The purpose of this project is to maintain the existing street system, thereby extending its maximum useful life. The amount of the proposed maintenance work and corresponding dollar amount conforms to the recommendations of the City of De Pere Pavement Management Plan. Crackfilling is intended to be done at the 3<sup>rd</sup> and 9<sup>th</sup> year on streets that have been resurfaced and the 6<sup>th</sup> and 12<sup>th</sup> year on streets that have been reconstructed. Additional crackfilling is done on streets that are in the six year rotation and rated 7 above. Colored concrete sealing is completed around 5 years after the previous sealing.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

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

<u>STREET</u>	<u>FROM</u>	<u>TO</u>	<u>LENGTH</u>	<u>LAST OVERLAY</u>	<u>RATING</u>
Eighth Street	Ried Street	Main Avenue	378	2011	5
Fox Croft Drive (N)	Fox River Drive	Fox Croft (S)	877	2001	6
Fox Croft Drive (S)	Fox River Drive	Fox Croft (N)	898	2001	6
Horseshoe Court	Horseshoe Lane	Termini	950	2001	6
Horseshoe Lane	Swan Road	Horseshoe Court	845	2002	6
Horseshoe Lane	Horseshoe Lane	Paint Horse Trail	1162	2002	5
Mallard Court	Merrill Street	Termini	211	2001	6
Merrill Street	S Erie St	Jordan Rd	370	2006	6
Merrill Street	Jordan Rd	Knoll Ter	1742	2003	6
Merrill Street	Knoll Ter	Widgeon Ct	317	2006	6
Merrill Street	Widgeon Ct	Mallard Ct	317	2006	6
Merrill Street	Mallard Ct	Teal Ct	370	2006	6
Merrill Street	Teal Ct	Lone Oak	317	2006	6
Morris Street	N Broadway / STH 57	N Wisconsin St	370	2001	6
Morris Street	N Wisconsin St	N Michigan St	317	2001	6
Morris Street	N Michigan St	N Superior St	370	2001	6
Paint Horse Trail	Swan Road	Palomino Ct	317	2003	5
Paint Horse Trail	Palomino Ct	Horseshoe Lane	317	2003	6
Paint Horse Trail	Horseshoe Lane	Termini	634	2003	6
Palomino Court	Paint Horse Trail	Termini	264	2002	6
Park Street	Allard Street	Twilight Drive	528	2008	7
Park Street	Twilight Drive	Sunrise Court	317	2008	5
Park Street	Sunrise Court	Ninth Street	390	2008	6
Patriot Way	Revere Trail	76th Place	581	2000	6
Patriot Way	76th Place	Patrick Henry Avenue	686	2000	6
Patriot Way	Patrick Henry Avenue	Scheuring Road	317	2012	6
Patrick Henry Avenue	Revere Trail	76th Place	317	2000	4
Patrick Henry Avenue	76th Place	Patriot Way	317	2000	5
Quinnette Lane	Knoll Terrace	Jordan Road	1320	2008	6
Reid Street	Eighth Street	Allard Street	438	2008	6
76th Place	Patrick Henry Avenue	Patriot Way	686	2000	5
Sunrise Court	Termini	Park Street	158	2008	6
Swan Rd	170' S/O Paint Horse Trail	Paint Horse Trail	170	2001	6
Swan Rd	Paint Horse Trail	Horseshoe Lane	686	2001	6
Swan Rd	Horseshoe Lane	Ledgeview Road	315	2001	6
Twilight Dr.	Lois St.	Termini	381	2008	6

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Teal Court	Merrill Street	Termini	211	2001	6
Voelker Drive	Ridgeway Drive	LeBrun	1109	2006	5
Widgeon Court	Merrill Street	Termini	211	2001	6
<b>TOTAL</b>			20734		

NEW:    or    REPLACEMENT:

PROJECTED COST: \$775,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND  
CAPITAL IMPROVEMENTS FUND  
GENERAL OBLIGATION DEBT  
SPECIAL ASSESSMENT  
GRANTS  
X    OTHER – Property Tax

\$775,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing street system, thereby extending the maximum useful life. The amount of the proposed resurfacing and the corresponding dollar amount conform to the recommendations of the City of De Pere Pavement Management Plan. The City is responsible for the maintenance of approximately 460,000 feet of streets and parking lots. Figuring a typical life of 15-22 years between resurfacing the goal is to resurface over 21,000 linear feet per year.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

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

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>ENG. &amp; ADMIN.</u>
New Sidewalk	8 Walks	\$12,000	\$2,000
Ramps	64	\$27,500	\$0
Repair	----	\$90,000	\$13,000
	<b>TOTAL COST</b>	<b>\$144,500</b>	

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$144,500**

**PROPOSED METHOD OF FINANCING:**

	<b>\$</b>	<b>%</b>
<b>GENERAL FUND</b>		
<b>CAPITAL IMPROVEMENTS FUND</b>		
<b>X GENERAL OBLIGATION DEBT</b>	<b>\$84,500</b>	
<b>X SPECIAL ASSESSMENT</b>	<b>\$60,000</b>	
<b>GRANTS</b>		
<b>OTHER</b>		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The proposed construction includes the construction of new sidewalks and ramps at various locations, plus the replacement of defective walks and ramps in the repair area. The new construction is the complete construction of sidewalks in areas that the Common Council has ordered new installation. The ramps will be installed at various intersections where adjacent development has occurred. The replacement of defective walks is part of an ongoing 8-year program cycle for the entire City. The 2020 repair area is east of Webster Avenue and north of Charles Street.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 30, 2019**

**DESCRIPTION OF PROJECT:**

**Street Management – Third Street Concrete Rehabilitation** - Concrete pavement repairs including full panel patches, partial depth patching, and cross stitching cracks.

**ITEM**

Concrete Pavement Rehabilitation

**COST**

\$100,000

**NEW:    or    REPLACEMENT: X**

**PROJECTED COST: \$100,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**X    GENERAL OBLIGATION DEBT**

**\$100,000**

**SPECIAL ASSESSMENT**

**GRANTS**

**OTHER**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The purpose of this project is to maintain the concrete pavement on Third Street, thereby extending its maximum useful life. This project will extend from Fourth Street to Riverview Avenue. This section of Third Street was reconstructed in 1995. A major rehabilitation of concrete streets is completed around 25 years after construction. The goal is to extend the overall pavement life to approximately 40 years.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Street Management –College Avenue Reconstruction** –This work involves reconstructing College Street from the westerly cul de sac to Fourth Street

**ITEM**

**COST**

Street Reconstruction with Storm Upgrades                      \$218,000

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$218,000**

<b>PROPOSED METHOD OF FINANCING:</b>		\$	%
GENERAL FUND			.
CAPITAL IMPROVEMENTS FUND			.
<b>X</b>	GENERAL OBLIGATION DEBT	<b>\$218,000</b>	.
SPECIAL ASSESSMENT			.
GRANTS			.
OTHER			.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

**PROJECT JUSTIFICATION**

College Avenue was rated a 4 in the last pavement review. The utilities in the area are deteriorated and require replacement, including cast iron water main, clay sanitary sewer, and some deteriorated storm sewer. The work was postponed due to the construction time frame of completing when St Norbert School is not in session.

**PROJECT RANKINGS**

**CITY COUNCIL**

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

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

<b>CAPITAL PROJECTS WORKSHEET</b>	
<b>PROPOSED BY: DEPARTMENT OF PUBLIC WORKS</b>	
<b>DATE PREPARED: August 1, 2019</b>	
<b>DESCRIPTION OF PROJECT:</b>	
<b>Street Management –Streetscape – James Street</b> –The project involves the reconstruction of James Street with the installation of streetscape amenities.	
<b><u>ITEM</u></b>	<b><u>COST</u></b>
Streetscape Work	\$800,000
NEW: _____ or REPLACEMENT: _____	
<b>PROJECTED COST: \$800,000</b>	
<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$                      %</b>
<b>GENERAL FUND</b>	.
<b>CAPITAL IMPROVEMENTS FUND</b>	.
<b>X GENERAL OBLIGATION DEBT</b>	<b>\$800,000</b>
<b>SPECIAL ASSESSMENT</b>	.
<b>GRANTS</b>	.
<b>OTHER</b>	.
<b>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</b>	
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.	
<b>PROJECT JUSTIFICATION</b>	
The City has identified the need to improve the streetscape on James Street through stakeholder engagement over several years. These improvements are particularly important with the repair of the existing fountain becoming unfeasible and ultimately being filled due to safety concerns.	
A consultant completed the design in 2019. The project was bid and came in over budget. The project is being rebid in 2020 with hopes to secure lower bid prices.	
<b>PROJECT RANKINGS</b>	
<b>CITY COUNCIL</b>	
<b>STAFF RECOMMENDATION</b>	<b>Goal No.</b>

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 31, 2019**

**DESCRIPTION OF PROJECT:**

**Street Management – Hand Rail Repair** – Repair deteriorated hand rail along Main Avenue:

<u>ITEM</u>	<u>COST</u>
Hand Rail Repair	\$50,000

NEW:    or    REPLACEMENT: X

**PROJECTED COST: \$50,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

	GENERAL FUND	
	CAPITAL IMPROVEMENTS FUND	
X	GENERAL OBLIGATION DEBT	\$50,000
	SPECIAL ASSESSMENT	
	GRANTS	
	OTHER	

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The purpose of this project is to repair the deteriorated hand rail along the sidewalk on Main Avenue between Seventh Street and the railroad tracks. There is rust on the rail with some severe corrosion at several locations. The rail will be repainted and new rail welded in areas of deterioration.



**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 – 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 25, 2019**

**DESCRIPTION OF PROJECT:**

**Street Management – Alley Reconstruction** – Work anticipated includes reconstructing alleys to improve drainage and the pavement structure.

<b>ALLEY</b>	<b>FROM</b>	<b>TO</b>	<b>LENGTH</b>	<b>RATING</b>
Ontario & Winnebago	George	290' North	290 Ft	3

<u>ITEM</u>	<u>COST</u>
Alley Reconstruction	\$40,000

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$40,000**

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

**GENERAL FUND** \_\_\_\_\_.

**X CAPITAL IMPROVEMENTS FUND** **\$40,000** \_\_\_\_\_.

**GENERAL OBLIGATION DEBT** \_\_\_\_\_.

**SPECIAL ASSESSMENT** \_\_\_\_\_.

**GRANTS** \_\_\_\_\_.

**OTHER** \_\_\_\_\_.

**OTHER** \_\_\_\_\_.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_.

**PROJECT JUSTIFICATION**

The purpose of this project is to maintain the existing alley system. The alleys are used for access to residents. This alley has been included because it has deteriorated to a rating of 3.

**PROJECT RANKINGS**

**CITY COUNCIL** \_\_\_\_\_.

**STAFF RECOMMENDATION** \_\_\_\_\_ **Goal No.** \_\_\_\_\_.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

<b>CAPITAL PROJECTS WORKSHEET</b>	
<b>PROPOSED BY: DEPARTMENT OF PUBLIC WORKS</b>	
<b>DATE PREPARED: August 4, 2019</b>	
<b>DESCRIPTION OF PROJECT:</b>	
Street Management –Grant Street Improvements –The project involves modifications to Grant Street to accommodate proposed high school improvements.	
<u><b>ITEM</b></u>	<u><b>COST</b></u>
Apollo Drive Closure	\$20,000
NEW: _____ or REPLACEMENT: <b>X</b>	
<b>PROJECTED COST: \$20,000</b>	
<b>PROPOSED METHOD OF FINANCING:</b>	
GENERAL FUND	\$ _____ %
CAPITAL IMPROVEMENTS FUND	_____ .
<b>X</b> GENERAL OBLIGATION DEBT	<b>\$20,000</b> _____ .
SPECIAL ASSESSMENT	_____ .
GRANTS	_____ .
OTHER	_____ .
<b>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</b> _____ .	
_____ .	
_____ .	
<b>PROJECT JUSTIFICATION</b> _____ .	
The West De Pere School District is proposing a major expansion to the high school. A traffic study was completed by their consultant for Grant Street. Grant Street is the primary access to the school. Due to the volume of school traffic and unique street pattern, it has been a chronic source of complaints. The study was reviewed by the City’s traffic consultant who concurred with the results of the study.	
Several modifications to Grant Street were recommended in the report. One recommendation is to improve the Grant/Suburban/Apollo Way intersection by closing Apollo Way. Under current traffic conditions, this intersection performs poorly. This modification should improve the traffic delays on Suburban. A second part of this change is to install traffic signals at Allard and Grant Street. This recommendation is included in a separate worksheet.	
Grant Street is a County Highway. Any changes will require County approval. Because the proposal is to close a local street, the project is being funded by the City.	
<b>PROJECT RANKINGS</b> _____ .	
<b>CITY COUNCIL</b> _____ .	
<b>STAFF RECOMMENDATION</b>	<b>Goal No.</b> _____ .

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

<b>CAPITAL PROJECTS WORKSHEET</b>		
<b>PROPOSED BY: DEPARTMENT OF PUBLIC WORKS</b>		
<b>DATE PREPARED: August 4, 2019</b>		
<b>DESCRIPTION OF PROJECT:</b>		
Street Management –Grant Street Pedestrian Bump-outs – The project involves modifications to Grant Street to accommodate proposed high school improvements.		
<u><b>ITEM</b></u>	<u><b>COST</b></u>	<u><b>ENGINEERING</b></u>
Pedestrian Bumpout w/RRFB	\$55,000	\$11,000
NEW: <u>X</u> or REPLACEMENT: _____		
<b>PROJECTED COST: \$66,000</b>		
<b>PROPOSED METHOD OF FINANCING:</b>		
	\$	%
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
<b>X OTHER - West De Pere School District</b>	<b>\$66,000</b>	.
<b>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</b>		
<b>PROJECT JUSTIFICATION</b>		
The West De Pere School District is proposing a major expansion to the high school. A traffic study was completed by their consultant for Grant Street. Grant Street is the primary access to the school. Due to the volume of school traffic and unique street pattern, it has been a chronic source of complaints. The study was reviewed by the City's traffic consultant who concurred with the results of the study.		
The proposed expansion will increase the number of students by approximately 50%. With the expansion, the report recommends that a pedestrian bump-out with pedestrian activated rapid rectangular flashing beacons (RRFB's) be constructed at the high school on Grant Street.		
Grant Street is a County Highway. Any changes will require County approval. The County does not participate in pedestrian driven projects and would not participate in the funding for this. Because this recommendation is due to the expansion of the school, the funding is listed at the School District.		
<b>PROJECT RANKINGS</b>		
<b>CITY COUNCIL</b>		
<b>STAFF RECOMMENDATION</b>	<b>Goal No.</b>	



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

<b>CAPITAL PROJECTS WORKSHEET</b>		
<b>PROPOSED BY: DEPARTMENT OF PUBLIC WORKS</b>		
<b>DATE PREPARED: August 27, 2019</b>		
<b>DESCRIPTION OF PROJECT:</b>		
Street Management –Ninth Street Pedestrian Bump-outs – The project involves modifications to Grant Street to accommodate proposed high school improvements.		
<b><u>ITEM</u></b>	<b><u>COST</u></b>	<b><u>ENGINEERING</u></b>
Pedestrian Bumpout w/RRFB	\$60,000	\$12,000
NEW: <u>X</u> or REPLACEMENT: _____		
<b>PROJECTED COST: \$72,000</b>		
<b>PROPOSED METHOD OF FINANCING:</b>		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
<b>X OTHER - West De Pere School District</b>	<b>\$72,000</b>	.
<b>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</b>		
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<b>PROJECT JUSTIFICATION</b>		
The West De Pere School District is proposing a major expansion to the elementary and middle schools. The District is proposing to make Westwood Elementary School a K through 4 <sup>th</sup> grade facility, grades 5 and 6 will be at the middle school, and a new school will be constructed for 7 <sup>th</sup> and 8 <sup>th</sup> grades. The new school will be north of the current middle school on Ninth Street. A traffic study with traffic counts was conducted by the District's consultant. A large number of students are crossing Ninth Street midblock at the school driveways. This is like due to the extremely long block on Ninth from Westwood Drive to Westwind Court (2,200 feet) and the large number of duplexes on the west side.		
The proposed expansion will increase the number of students by approximately 25%. Staff recommends a pedestrian bump-out with pedestrian activated rapid rectangular flashing beacons (RRFB's) be constructed across the Ninth Street near the new schools.		
<b>PROJECT RANKINGS</b>		
<b>CITY COUNCIL</b>		
<b>STAFF RECOMMENDATION</b>	<b>Goal No.</b>	

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

<b>CAPITAL PROJECTS WORKSHEET</b>		
<b>PROPOSED BY: DEPARTMENT OF PUBLIC WORKS</b>		
<b>DATE PREPARED: August 27, 2019</b>		
<b>DESCRIPTION OF PROJECT:</b>		
Street Management –Superior Street Improvements –The project involves modifications to Superior Street to accommodate proposed Notre Dame School.		
<b><u>ITEM</u></b>	<b><u>COST</u></b>	<b><u>ENGINEERING</u></b>
Superior Street Improvements	\$100,000	\$20,000
NEW: _____ or REPLACEMENT: <b>X</b>		
<b>PROJECTED COST: \$120,000</b>		
<b>PROPOSED METHOD OF FINANCING:</b>		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		.
<b>X</b> GENERAL OBLIGATION DEBT	\$120,000	.
SPECIAL ASSESSMENT		.
GRANTS		.
OTHER		.
<b>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</b>		
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<b>PROJECT JUSTIFICATION</b>		
Notre Dame School is being reconstructed as an elementary and middle school at the current elementary school location. Notre Dame has requested that Superior Street be modified from a two way to a one way traffic (southbound). To accommodate the changes, three modifications are being made to the Superior Street as follows:		
1) Install bump outs at Charles Street.		
2) Construct a mid-block crossing with bump outs at the new school entrance. This entrance will include rapid rectangular flashing red beacons (RRFB's).		
3) Modifications to the bump outs at George Street.		
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<b>PROJECT RANKINGS</b>		
<b>CITY COUNCIL</b>		
<b>STAFF RECOMMENDATION</b>	<b>Goal No.</b>	
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**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 5, 2019**

**DESCRIPTION OF PROJECT:**

**Street Management –Northeast Street Reconstruction** –This work involves reconstructing the following streets on the northeast side of De Pere:

Randall Street – Broadway Street to Glenwood Avenue  
Oakdale Avenue – Ridgeway Boulevard to the Cul de Sac  
Talbot Avenue – Ridgeway Boulevard to Glenwood Avenue

Deleted

**ITEM**

**COST**

Street Reconstruction with Storm Upgrades                      \$725,000

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$725,000**

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
<b>X</b> GENERAL OBLIGATION DEBT	<b>\$725,000</b>	.
SPECIAL ASSESSMENT		.
GRANTS		.
OTHER		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT JUSTIFICATION**

Randall Street, Oakdale Avenue, and Talbot Avenue are rated 4. The utilities in the area are deteriorated and require replacement, including cast iron water main that has had multiple breaks. Additionally, this is an area where there are wastewater flows during rain events, which indicates high inflow and infiltration of clear water into the sewer system. Storm sewer and/or laterals will be constructed as part of the project to collect sump pump and storm water runoff.

**PROJECT RANKINGS**

**CITY COUNCIL** \_\_\_\_\_  
**STAFF RECOMMENDATION** \_\_\_\_\_ **Goal No.** \_\_\_\_\_

## 2020 SEWER MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Televise/Repair	\$0	\$625,000	\$0	\$625,000
Sewer Lining and Repair	\$0	\$266,000	\$0	\$266,000
Manhole Rehabilitation and Pipe Joint Repair	\$0	\$100,000	\$0	\$100,000
Sewer Relay – Street Reconstruction	\$0	\$188,000	\$0	\$188,000
Box Culvert/Sanitary Sewer Review	\$0	\$20,000	\$0	\$20,000
Inflow and Infiltration Study	\$0	\$30,000	\$0	\$30,000
TOTAL	\$0	\$1,229,000	\$0	\$1,229,000

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Sewer Management – Televising/Repair** – Repair is completed at various locations, most of which will correlate to the 2019 and future street maintenance program. This work will include televising, and after review, performing necessary to the sewers and structures that are located on streets scheduled for overlay and/or reconstruction. This work includes rehabilitation on sewers and structures that are identified during daily operation of the sewer systems and may be outside of the future street maintenance program. Televising is completed on streets that are in the 5-year capital improvement program and other sanitary sewers in the City. Construction activities anticipated includes the following types of work, approximate quantities and costs:

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>
Televising and Cleaning	25,000 LF	\$25,000
Sewer and Manhole Repair	Resurfacing	\$500,000
Sewer and Manhole Repair	Miscellaneous/Spot Repairs	\$100,000

**NEW:     or     REPLACEMENT: X**

**PROJECTED COST: \$625,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X     OTHER - Sewage Revenue Fund**

**\$625,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

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

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Sewer Management – Sewer Lining and Repair** - Sanitary sewer lining or relay as determined by televising program and street resurfacing program. Emphasis is placed on lining sewers that are in the proposed street resurfacing for the next two years.

<u>ITEM</u>	<u>COST</u>
Sanitary Sewer Lining or Repair – Various Locations	\$266,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$266,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND  
CAPITAL IMPROVEMENTS FUND  
GENERAL OBLIGATION DEBT  
SPECIAL ASSESSMENT  
GRANTS

<b>X</b>	<b>OTHER – Sewage Revenue Fund</b>	<b>\$266,000</b>
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**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Sanitary sewers are televised prior to street resurfacing. Sewers sections determined to be in poor quality are to be lined/replaced prior to resurfacing the street. Additionally, sewers that are found to be deteriorated in areas where pavement is not being replaced or access is difficult are lined. The cost of sewer lining is significantly less than replacing the sewer when restoration costs are included.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

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

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

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$100,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X    OTHER – Sewage Revenue Fund**

**\$100,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

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

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 5, 2019**

**DESCRIPTION OF PROJECT:**

**Sewer Management – Sewer Relay – Street Reconstruction** - Work anticipated includes sanitary sewer main and lateral relay in preparation for street reconstruction of Randall Street (Broadway to Glenwood), Oakdale Avenue (Ridgeway to cul de sac), Talbot Avenue (Ridgeway to Glenwood) and on College Avenue (Cul de Sac to Fourth).

**ITEM**

**COST**

Sewer Relay

\$188,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$188,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X    OTHER – Sewage Revenue Fund**

**\$188,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Randall Street, Oakdale Avenue, Talbot Avenue, and College Avenue are proposed for street reconstruction in 2020. The street pavement is rated between 4 and 5. In addition to the condition of the pavement, existing utilities on these streets is deteriorated.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Sewer Management – Box Culvert/Sanitary Sewer Review – *Funding for this project was in the 2019 capital improvement program. It could not be completed due to the high water levels of the Fox River with water in the culvert.*** Televis and evaluate the condition of a box culvert (storm) and sanitary sewer (in the box culvert) on the west side.

**ITEM**

**COST**

Televising, Evaluation, and Engineering

\$ 20,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$20,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X    OTHER - Sewage Revenue Fund**

**\$20,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City has a box culvert (5'x7') that extends from the Community Center to the Fox River. There is a 12" sanitary sewer that is constructed inside the box culvert. The box culvert with the sanitary sewer extends under the railroad tracks, Reid Street, Main Avenue, and the condominiums at 555 Main Avenue. The culverts were last repaired in 1997. Due to accessibility issues, the pipes have not been inspected in many years. A consultant will be hired to evaluate the condition of the both facilities and to develop plans for rehabilitating.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Sewer Management – Basin Inflow and Infiltration Study** – Complete and inflow and infiltration study for the sanitary sewer system. Recommend system improvements

ITEM

COST

Engineering Study

\$30,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$30,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

**X    OTHER - Sewage Revenue Fund**

**\$30,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

An overall study of the sanitary sewer basins was completed in 2019. This study will focus on the basins with the highest infiltration and inflow that were identified in the 2019 study. The goal will be to identify sources of inflow and infiltration and identify improvements to eliminate. These may include ordinance changes to address inflow and infiltration on the private side of the sewer system.

The outcome of this detailed study will save the City money into two different areas. First, the City pays the Green Bay Metropolitan Sewerage District (GBMSD) for all water that is treated. This includes clear water from inflow and infiltration (I&I). Reducing I&I will reduce the City's annual cost for wastewater treatment. Second, GBMSD is completing a study of their interceptor sewers. The study includes an analysis of I&I in the sewer systems and resizing interceptors to account for high I&I. Based on the preliminary recommendations, there are sections of the interceptors that GBMSD will be upsizing due to large amounts of I&I. The upsizing of the pipes will likely be charged back to the municipalities that contribute the I&I. There are some sewer segments in the Northeast Interceptor that GBMSD have identified that the City needs extra capacity due to I&I.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

## 2020 UTILITY AND STREET EXTENSIONS

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
New Development – Southbridge Condominiums	\$79,200	\$0	\$0	\$79,200
New Development – Pine Trail Crossing Surface Course	\$82,000	\$0	\$0	\$82,000
TOTAL	\$161,200	\$0	\$0	\$161,200

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 – 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Utility and Street Extensions – Southbridge Condominiums** – Extend sanitary sewer and water services to condominium development on Southbridge Road

<u>ITEM</u>	<u>COST</u>	<u>ENG &amp; ADMIN</u>
Sanitary Sewer and Water Main	\$66,000	\$13,200

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$79,200**

**PROPOSED METHOD OF FINANCING:**

\$ %

GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
X SPECIAL ASSESSMENT	\$79,200	
GRANTS		.
OTHER -		.

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

This project will create eight condominium units on Southbridge Road, just west of Lawrence Drive. Payment is intended to be by letter of credit posted by the developer.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 – 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Street and Utility Extensions – Pine Trail Crossing Surface Course** – Sanitary sewer, water main, storm sewer, curb and gutter and the binder course of asphaltic concrete pavement was completed in 2019. Final surface course is scheduled for 2020.

<u>ITEM</u>	<u>COST</u>	<u>ENG &amp; ADMIN</u>
2020 Final Asphaltic Concrete Pavement	\$ 68,000	\$14,000

NEW: \_\_\_\_\_ or REPLACEMENT: \_\_\_\_\_

**PROJECTED COST: \$82,000**

<u>PROPOSED METHOD OF FINANCING:</u>	<u>\$</u>	<u>%</u>
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
X SPECIAL ASSESSMENT	\$82,000	
GRANTS		
OTHER - Storm Water Utility		
OTHER – Sewage Revenue Fund		
OTHER – Water Utility		

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The final surface course of asphaltic concrete pavement will be placed after the majority of the home construction is completed.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

## 2020 WATER SYSTEM MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Water Main Relay	\$0	\$1,125,000	\$0	\$1,125,000
Hydrant Replacement	\$0	\$30,000	\$0	\$30,000
Water Main Relay – Renkens Court	\$60,000	\$75,000	\$0	\$135,000
TOTAL	\$60,000	\$1,230,000	\$0	\$1,290,000

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Water Department

**DATE PREPARED:** August 1, 2019

**DESCRIPTION OF PROJECT:**

**Water Distribution Management – Water Main Relay** –Water main relay is completed at various locations in the City based on age of pipe, materials, poor performance (breaks, poor flow characteristics) and street resurfacing and reconstruction. Anticipated work for 2019 is as follows:

Street	From	To	Water Main Construction Year	Size	Pipe Materials
College Ave	Cul de Sac	Fourth Street	1957	6"	CI
Eighth Street	Ried Street	Main Avenue	1950	6"	CI
Merrill Street	S Erie St	Jordan Rd	1971	10"	DI
Merrill Street	Jordan Rd	Knoll Ter	1959/1971	10"	DI
Park Street	Allard Street	Twilight Drive	1972	6"	CI
Park Street	Twilight Drive	Sunrise Court	1972	6"	CI
Park Street	Sunrise Court	Ninth Street	1972	6"	CI
Quinnette Lane	Knoll Terrace	Jordan Road	1958/1960	6"	CI
Reid Street	Eighth Street	Allard Street	Late 60's/Early 70's	6"	CI
Ridgeway Boulevard	Lawton Place	Webster Street	Various Years	6"	CI
Sunrise Court	Termini	Park Street	1975	6"	CI
Twilight Dr.	Lois St.	Termini	1979	6"	CI
Voelker Drive	Ridgeway Drive	LeBrun	1959	6"	DI/CI

**NEW:    or    REPLACEMENT: X**

**PROJECTED COST: \$1,125,000**

**PROPOSED METHOD OF FINANCING:**

**\$                      %**

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

**X    OTHER – Water Utility**

**\$1,125,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Project involves water main relay at various locations throughout the City which are determined by amount of breaks reported by the Water Department and street reconstruction and resurfacing projects. Water main replacement is emphasized in areas where street reconstruction/resurfacing are proposed.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

Goal No. 405

**RETURN TO TABLE OF CONTENTS**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Water Department

**DATE PREPARED:** August 1, 2019

**DESCRIPTION OF PROJECT:**

**Water Distribution Management – Hydrant Replacement** – Project consists of replacing old hydrants around the City.

ITEM

COST

Hydrant Replacement

\$30,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$30,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X    OTHER – Water Utility

\$30,000

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Project involves replacing hydrants around the City. Hydrant replacements are generally completed in the areas of water main replacement.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Water Department

**DATE PREPARED:** August 1, 2019

**DESCRIPTION OF PROJECT:**

**Water Distribution Management – Water Main Relocation – Renkens Court** – Project consists of relocating water main from Renkens Court.

<u>ITEM</u>	<u>COST</u>	<u>ENGINEERING</u>
Water Main Relocation	\$125,000	\$10,000

NEW:    or    REPLACEMENT: X

**PROJECTED COST:** \$135,000

**PROPOSED METHOD OF FINANCING:**

\$                      %

	<b>GENERAL FUND</b>	
	<b>CAPITAL IMPROVEMENTS FUND</b>	
	<b>GENERAL OBLIGATION DEBT</b>	
X	<b>SPECIAL ASSESSMENT</b>	<b>\$60,000</b>
	<b>GRANTS</b>	
X	<b>OTHER – Water Utility</b>	<b>\$75,000</b>

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Project involves relocating water main from the vacated Renkens Court to accommodate development. The existing water main is cast iron pipe which the City policy is to replace when construction occurs. The section in Renkens Court is in conflict with the development and will be funded by the developer. The water main is looped on the north end back to Lawrence Drive. This is not in conflict with the development, but is older cast iron pipe. The entire water system will be moved from the easements to Lawrence Drive right of way with the developer paying for the segment that was in conflict and the City paying the remainder.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

## 2020 STORM WATER MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON-ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Storm Sewer Televising	\$0	\$50,000	\$0	\$50,000
Storm Sewer Repair/Replacement	\$0	\$175,000	\$0	\$175,000
New Storm Sewer - Resurfacing	\$0	\$350,000	\$0	\$350,000
Box Culvert/Sanitary Sewer Review	\$0	\$40,000	\$0	\$40,000
Storm Sewer Relocation	\$0	\$0	\$625,000	\$625,000
Wet Pond Construction	\$0	\$280,000	\$0	\$280,000
Basin FE 030 Pond Design	\$0	\$30,000	\$0	\$30,000
TOTAL	\$0	\$925,000	\$625,000	\$1,550,000

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED:** August 5, 2019

**DESCRIPTION OF PROJECT:**

**Storm Water Management – Televising** –Televising is completed on streets that are in the 5-year capital improvement program and storm sewers. There are also storm sewer segments that have not been televised for many years. A storm sewer televising program has been created to televise the storm sewer on a 10-year rotational basis. Construction activities anticipated includes the following types of work, approximate quantities and costs:

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>
Televising and Cleaning	40,000 LF	\$ 50,000

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

**PROJECTED COST: \$50,000**

<b>PROPOSED METHOD OF FINANCING:</b>	<b>\$</b>	<b>%</b>
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**GENERAL FUND**  
**CAPITAL IMPROVEMENTS FUND**  
**GENERAL OBLIGATION DEBT**  
**SPECIAL ASSESSMENT**  
**GRANTS**

<b>X OTHER – Storm Water Utility</b>	<b>\$50,000</b>
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### **ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

## PROJECT JUSTIFICATION

The storm sewer televising program will identify maintenance issues in the storm sewer to better allocate construction dollars and minimize storm sewer blockages and backups.

## PROJECT RANKINGS

## CITY COUNCIL

STAFF RECOMMENDATION	Goal No.
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# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED:** August 1, 2019

**DESCRIPTION OF PROJECT:**

**Storm Water Management – Storm Sewer Repair/Replacement** – Various locations, most of which will correlate to the 2019 and future street maintenance program. Work will include repairs/replacement to sewers and structures that are located on streets scheduled for overlay or reconstructed.

<u>ITEM</u>	<u>COST</u>
Storm Sewer Repair and Replacement	\$175,000

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

**PROJECTED COST: \$175,000**

**PROPOSED METHOD OF FINANCING:**

\$

**%**

## GENERAL FUND

## CAPITAL IMPROVEMENTS FUND

## GENERAL OBLIGATION DEBT

## SPECIAL ASSESSMENT

## GRANTS

<b>X</b>	<b>OTHER – Storm Water Utility</b>	<b>\$175,000</b>
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### ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

## PROJECT JUSTIFICATION

Sewer repair is an integral part of street maintenance. By performing repairs to deteriorated pipes and structures prior to street resurfacing and reconstruction, or structure failure, emergency repair excavations into new street surfaces should be minimized.

## PROJECT RANKINGS

**CITY COUNCIL**

## STAFF RECOMMENDATION

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**Storm Water Management – New Storm Sewer –Resurfacing** – Construct storm sewer and structures and provide storm laterals at various locations to eliminate drainage problems.

**ITEM**

**COST**

Storm Sewer Installation

\$350,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$350,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X    OTHER – Storm Water Utility**

**\$350,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

Storm sewer and structures are an integral part of street maintenance. Poor drainage is an important factor in the premature deterioration of the streets. Providing storm sewer and associated structures in areas identified as having poor drainage should increase the longevity of the street system. Additionally, storm sewer and/or storm laterals are located in areas having problem drainage where there is increased erosion and/or backyard drainage issues/complaints.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: July 29, 2019**

**DESCRIPTION OF PROJECT:**

**Storm Water Management – Box Culvert/Sanitary Sewer Review – *Funding for this project was in the 2019 capital improvement program. It could not be completed due to the high water levels of the Fox River with water in the culvert.*** Televis and evaluate the condition of a box culvert (storm) and sanitary sewer (in the box culvert) on the west side.

**ITEM**

**COST**

Televising, Evaluation, and Engineering

\$ 40,000

**NEW:    or    REPLACEMENT:**

**PROJECTED COST: \$40,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X    OTHER – Storm Water Utility**

**\$40,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City has a box culvert (5'x7') that extends from the Community Center to the Fox River. There is a 12" sanitary sewer that is constructed inside the box culvert. The box culvert with the sanitary sewer extends under the railroad tracks, Reid Street, Main Avenue, and the condominiums at 555 Main Avenue. The culverts were last repaired in 1997. Due to accessibility issues, the pipes have not been inspected in many years. A consultant will be hired to evaluate the condition of the both facilities and to develop plans for rehabilitating.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**Storm Water Management – Storm Sewer Relocation – West De Pere High School – Relocate storm sewer for West De Pere Expansion.**

<u>ITEM</u>	<u>COST</u>	<u>ENGINEERING</u>
Storm Sewer Relocation	\$520,000	\$105,000

NEW:    or    REPLACEMENT: X

**PROJECTED COST: \$625,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X	OTHER – West De Pere School District	\$625,000
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**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

West De Pere High School will be constructing a large expansion in 2020. The proposed expansion is over an existing 60” storm sewer. The storm sewer has to be relocated prior to the start of construction. Sewer repair is an integral part of street maintenance. By performing repairs to deteriorated pipes and structures prior to street resurfacing and reconstruction, or structure failure, emergency repair excavations into new street surfaces should be minimized.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

# CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2020 - 2026

## CAPITAL PROJECTS WORKSHEET

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 1, 2019**

**DESCRIPTION OF PROJECT:**

**Storm Water Management – Wet Pond Construction** – Convert existing dry pond to a wet pond for storm water treatment. Reroute storm sewer at existing wet pond to improve wet pond treatment efficiency.

**ITEM**

**COST**

Wet Pond Construction	\$224,000
Storm Sewer Construction	\$56,000

**NEW: X   or   REPLACEMENT:**

**PROJECTED COST: \$280,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

**X   OTHER – Storm Water Utility**

**\$280,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

These projects are included in the City's TMDL Long Term Plan from 2018 for meeting the Wisconsin Department of Natural Resources' requirements for the City's MS4 permit. This project consists of two components. Part one of the project is to convert dry detention ponds off of Matthew Drive into wet ponds for storm water management treatment. Part two of the project is to route water from the newly constructed pond around the existing wet pond at Scheuring Road. By doing this, storm water treatment in the existing pond will improve significantly for the remaining areas draining to it.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY: DEPARTMENT OF PUBLIC WORKS**

**DATE PREPARED: August 27, 2019**

**DESCRIPTION OF PROJECT:**

**Storm Water Management – Basin FE 030 Pond Design** – Evaluate and design a storm water management pond to treat existing development in Basin FE 030 which is located on the northeast side of the City.

**ITEM**

**COST**

Pond Evaluation and Design

\$ 30,000

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST: \$30,000**

**PROPOSED METHOD OF FINANCING:**

**\$**

**%**

**GENERAL FUND**

**CAPITAL IMPROVEMENTS FUND**

**GENERAL OBLIGATION DEBT**

**SPECIAL ASSESSMENT**

**GRANTS**

**X    OTHER – Storm Water Utility**

**\$30,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The City's storm water management plan recommends a pond be constructed north Randall Avenue and east of Broadway. The proposed pond will treat ultimately treat over 200 acres of developed area and help meet the City's storm water permit requirements. This project involves the evaluation and design of a storm water management pond to treat storm water from Basin FE 030 and potentially Basin FE 050 on the City's northeast side. These are existing developed areas of primarily single family residential areas.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

<b>CAPITAL PROJECTS WORKSHEET</b>	
<b>PROPOSED BY: DEPARTMENT OF PUBLIC WORKS</b>	
<b>DATE PREPARED: August 5, 2019</b>	
<b>DESCRIPTION OF PROJECT:</b>	
<b>Street Management –Northeast Street Reconstruction</b> –This work involves rerouting a storm sewer for future pond construction: Oakdale Avenue – Ridgeway Boulevard to the Cul de Sac	
<b><u>ITEM</u></b>	<b><u>COST</u></b>
Storm Sewer Relocation	\$445,000
Deleted	
NEW: _____ or REPLACEMENT: _____	
<b>PROJECTED COST: \$445,000</b>	
<b>PROPOSED METHOD OF FINANCING:</b>	\$                      %
GENERAL FUND	.
CAPITAL IMPROVEMENTS FUND	.
GENERAL OBLIGATION DEBT	.
SPECIAL ASSESSMENT	.
GRANTS	.
<b>X OTHER – Storm Water Utility</b>	<b>\$445,000</b>
.	
<b>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</b>	
.	
.	
.	
<b>PROJECT JUSTIFICATION</b>	
Randall Street, Oakdale Avenue, and Talbot Avenue are proposed to be reconstructed. The City’s storm water management plan recommends a pond be constructed just north of this area to treat existing developed areas. In order to maximize treatment in the area, storm sewer will be rerouted on Oakdale Avenue from Ridgeway Boulevard to a future pond. This pond will treat ultimately treat over 200 acres of developed area and help meet the City’s storm water permit requirements.	
.	
<b>PROJECT RANKINGS</b>	
.	
<b>CITY COUNCIL</b>	
.	
<b>STAFF RECOMMENDATION</b>	<b>Goal No.</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.

***2020 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.

***2019 Performance Measurement Data:***

- 1) New development / redevelopment should have a projected return of 4 to 1 or better.
  - a. Result: 2019 projects did meet City criteria.
- 2) Marketing of program to develop at least four projects per year.
  - a. Results: Complete.

***Significant Program Achievements:***

- 1) TID 7: Increased utilization of Façade Grant Program due to funding changes.
- 2) TID 9: Increased utilization of Façade Grant Program due to funding changes.
- 3) TID 12: Garrity's Glen South Subdivision approved.
- 4) TID 13: Main and Lawrence Roundabout completed on time and within budget.

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

- 1) Expenditures must match the specifications of the Project Plan.
- 2) Debt from funded project must be paid off within the life of the TID.

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

The cost of the TID program is shown in two areas – administration costs and also the impact on the mill rate based on the existing bonding and the new planned bonding for the fiscal year. In 2019 the administrative cost is approximately \$65,000/year per district. We had also planned for \$5,787,000 in new TID projects. It is important to note two items:

1. While the City plans for projects during the budget process, it does not mean that project are bonded in the next fiscal year. The project must be ready to go in that year otherwise it will be deferred.
2. While the TID programs have a cost, the program is designed to pay back the related costs through the life of the individual TID life.

The TID program is a critical economic development tool for the City to use to help spur development that would not occur without the support of the program. This development is critical for creating jobs and increasing the overall tax base in the community.

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 5

**TID Type:** Blight post-95

**Year Created:** January 1, 1996 (Base Value: \$11,540,700)

**Final Year of Allowable Expenditures:** December 31, 2017

**Scheduled to Close:** August 27, 2023

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

**Purpose:** TID has been used to spur development in the downtown. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

**2019 TID Value:** \$46,078,600 - 0% Change from 2018

**TID Increment Value:** \$34,537,900

**Future Costs:** \$3,495,351

**Annual Increment:** \$596,084

**2020 Proposed Projects:**

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

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

None

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #5**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES																			
455	56000	110	Salaries	\$	4,413	\$	2,728	\$	6,820	\$	7,801	\$	3,608	\$	7,801	\$	8,275	\$	8,275		6.08%	
455	56000	120	Hourly Wages		7,000		0		188		0		0		0		0		0		0.00%	
455	56000	125	Overtime Wages		0		0		0		0		0		0		0		0		0.00%	
455	56000	126	Seasonal Labor		0		2,134		8,668		9,000		1,370		9,000		9,000		9,000		0.00%	
455	56000	150	FICA		873		255		638		727		275		727		764		764		4.99%	
455	56000	151	Retirement		765		163		465		511		216		511		559		559		9.32%	
455	56000	152	Health, Dental, DIB, Life & Wks Cmp Ins		236		556		1,519		1,105		927		1,105		1,949		1,900		71.95%	
			Subtotal		13,287		5,836		18,297		19,144		6,396		19,144		20,546		20,497		7.07%	
			CONTRACTUAL SERVICES																			
455	56000	212	Seminars and Conferences		0		0		0		0		0		0		0		0		0.00%	
455	56000	215	Consulting		14,575		0		7,000		0		2,000		7,000		7,000		7,000		100.00%	
455	56000	290	Other Contractual Services		5,300		2,650		5,300		0		2,650		13,510		13,510		13,510		100.00%	
			Subtotal		19,875		2,650		12,300		0		4,650		20,510		20,510		20,510		100.00%	
			SUPPLIES AND EXPENSE																			
455	56000	330	Mileage Reimbursement		0		0		0		0		0		0		0		0		0.00%	
455	56000	340	Operating Supplies		0		403		404		0		404		404		400		400		100.00%	
			Subtotal		0		403		404		0		404		404		400		400		100.00%	
455	50000	592	Transfer to Debt Service		568,678		284,339		568,678		354,610		0		177,305		183,425		183,425		-48.27%	
455	56800	810	Transfer for Admin		0		5,700		11,400		11,400		6,755		13,510		13,510		13,510		18.51%	

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #5**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
455	56000	810	General Administration	31,000	150	150	0	150	150	150	100.00%	
455	56100	810	Property Acquisition	0	0	0	0	0	0	0	0.00%	
455	56200	810	Street Construction	0	5,428	5,428	0	0	0	0	0.00%	
455	56300	810	Development Rebate	0	0	0	0	0	0	0	0.00%	
455	56400	810	Storm Sewers	0	0	0	0	0	0	0	0.00%	
455	56500	810	Sanitary Sewers	0	0	0	0	0	0	0	0.00%	
455	56600	810	Water Mains	0	0	0	0	0	0	0	0.00%	
455	56700	810	Industrial Land Purchase	0	0	0	0	0	0	0	0.00%	
			Subtotal	31,000	5,578	5,578	0	150	150	150	100.00%	
			TOTAL EXPENDITURES	\$ 632,840	\$ 304,506	\$ 616,657	\$ 385,154	\$ 18,355	\$ 231,023	\$ 238,541	\$ 238,492	-38.08%

**Revenues**

455	41120		Tax Increments	\$ 593,696	\$ 595,688	\$ 595,688	\$ 595,688	\$ 756,600	\$ 756,600	\$ 779,298	\$ 779,298	30.82%
455	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
455	43430		Tax Exempt Computer Aid	7,606	0	7,718	7,718	7,827	7,827	7,827	7,827	1.41%
455	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
455	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
455	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
455	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
455	49000		Transfer From TID 6 / Planning	0	0	0	0	2,100,000	0	0	0	0.00%
455	49100		Debt Proceeds/Premium	0	0	0	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 601,302</b>	<b>\$ 595,688</b>	<b>\$ 603,406</b>	<b>\$ 603,406</b>	<b>\$ 2,864,426</b>	<b>\$ 764,426</b>	<b>\$ 787,125</b>	<b>\$ 787,125</b>	<b>30.45%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 6

**TID Type:** Industrial post-95

**Year Created:** January 1, 1998 (Base Value: \$7,042,900)

**Final Year of Allowable Expenditures:** December 31, 2015

**Scheduled to Close:** March 3, 2021 (increment only collected through 2020)

**Location:** Located on the west side and includes most of the original business park and the Southbridge expansion.

**Purpose:** TID has been used to spur development in the west business park. Our primary use has been for property acquisition and the installation of base infrastructure. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

**2019 TID Value:** \$94,872,200 - 7% Increase from 2018

**TID Increment Value:** \$87,829,300

**Future Costs:** \$1,769,794

**Annual Increment:** \$1,671,926

**2020 Proposed Projects:**

*Only administrative expenses can be charged to the TID after 2015*

*TID 6 may terminate one year early but also be utilized for the one year housing extension.*

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

None

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*



**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #6**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES									
460	50000	110	Salaries	\$ 6,101	\$ 3,384	\$ 8,391	\$ 9,537	\$ 4,411	\$ 9,537	\$ 10,117	\$ 10,117	6.08%
460	50000	120	Hourly Wages	7,000	58,300	0	0	0	0	0	0	0.00%
460	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
460	50000	150	FICA	1,002	271	610	730	341	730	774	774	6.08%
460	50000	151	Retirement	878	198	553	625	265	625	683	683	9.32%
460	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	346	666	1,633	1,218	981	1,218	2,061	2,010	65.02%
			Subtotal	15,327	62,819	11,186	12,109	5,998	12,109	13,635	13,584	12.18%
			CONTRACTUAL SERVICES									
460	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
460	50000	215	Consulting	65,000	1,188	8,050	7,000	3,700	7,000	0	0	0.00%
460	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	65,000	1,188	8,050	7,000	3,700	7,000	0	0	0.00%
			SUPPLIES AND EXPENSE									
460	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
460	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
460	50000	592	Transfer to Debt Service	1,651,540	825,770	1,651,540	1,588,285	794,143	1,588,285	1,350,807	1,350,807	-14.95%
460	56800	810	Transfer for Admin	0	58,300	116,600	116,600	6,755	13,510	13,510	13,510	-88.41%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #6**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
460	50000	810	General Administration	25,000	150	150	0	150	150	150	150	100.00%
460	50000	810	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Development Rebate	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Street Construction	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Water Mains	0	0	0	0	0	0	0	0	0.00%
460	50000	577	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Transfer To TID 5	0	0	0	2,100,000	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>25,000</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>2,100,150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>100.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 1,756,867</b>	<b>\$ 948,226</b>	<b>\$ 1,787,526</b>	<b>\$ 1,723,994</b>	<b>\$ 2,910,746</b>	<b>\$ 1,621,054</b>	<b>\$ 1,386,635</b>	<b>\$ 1,386,584</b>	<b>-19.57%</b>

**Revenues**

460	41120		Tax Increments	\$ 1,665,228	\$ 1,671,021	\$ 1,671,021	\$ 1,672,108	\$ 1,791,391	\$ 1,791,391	\$ 1,845,133	\$ 1,845,133	10.35%
460	42031		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
460	43430		Tax Exempt Computer Aid	14,367	0	14,578	14,578	21,952	21,952	21,952	21,952	50.59%
460	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
460	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
460	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
460	48305		Property Sales	0	0	925	0	0	0	0	0	0.00%
460	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
460	49100		Debt Proceeds	0	0	0	0	0	0	0	0	0.00%
460	49400		Fund Balance Applied	0	0	0	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 1,679,595</b>	<b>\$ 1,671,021</b>	<b>\$ 1,686,524</b>	<b>\$ 1,686,686</b>	<b>\$ 1,813,343</b>	<b>\$ 1,813,343</b>	<b>\$ 1,867,085</b>	<b>\$ 1,867,085</b>	<b>10.70%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 7

**TID Type:** Reh/Cons post-95

**Year Created:** January 1, 2007 (Base Value: \$12,056,000)

**Final Year of Allowable Expenditures:** December 31, 2028

**Scheduled to Close:** December 31, 2033

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

**Purpose:** 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.

**2019 TID Value:** \$18,486,400- 1% Increase from 2018

**TID Increment Value:** \$6,430,400

**Future Costs:** \$5,481,159

**Annual Increment:** \$19,768

**2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 2,000
Downtown Pots - Planting (Split between TID 7 and 9)	3,000
Noise Ordinance Study (Split between TID 7 and 9)	5,000
Front Street Parking Lot Extension	162,000
Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)	2,000
	<hr/>
	\$ 174,000

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

TID 7 Developer Rebate	\$ 300,000
Façade Improvement Program	60,000
Cultural District Master Plan Implementation	200,000
	<hr/>
TOTAL	\$ 560,000

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #7**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number		PERSONAL SERVICES										
260	50000	110	Salaries	\$ 9,217	\$ 4,589	\$ 11,286	\$ 12,713	\$ 5,897	\$ 12,713	\$ 13,522	\$ 13,522	6.36%
260	50000	120	Hourly Wages	7,000	0	0	0	0	0	0	0	0.00%
260	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
260	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	2,000	0.00%
260	50000	150	FICA	1,241	363	820	1,002	465	1,002	1,063	1,063	6.18%
260	50000	151	Retirement	1,087	262	737	833	354	833	913	913	9.61%
260	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	395	603	1,590	1,267	1,001	1,267	2,108	2,057	62.35%
			Subtotal	20,939	5,818	14,434	17,814	7,809	17,814	19,606	19,555	9.77%
			CONTRACTUAL SERVICES									
260	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
260	50000	215	Consulting	14,575	0	42,717	85,000	0	35,000	2,000	7,000	-91.76%
260	50000	290	Other Contractual Services	0	0	4,370	153,000	0	75,000	0	0	0.00%
260	50000	582	Debt Issuance Costs	0	0	366	0	0	0	0	0	0.00%
			Subtotal	14,575	0	47,454	238,000	0	110,000	2,000	7,000	-97.06%
			SUPPLIES AND EXPENSE									
260	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
260	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
260	50000	592	Transfer To Debt Service	486,368	243,184	486,368	447,782	223,891	447,782	462,813	462,813	3.36%
260	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	13,510	100.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #7**

TID DISTRICT #7				2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title				Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
260	50000	583	General Administration	126,000	150	150	22,500	2,850	22,500	3,000	3,000	-86.67%
260	50000	810	Site Development	500,000	0	0	1,130,000	67,834	140,834	200,000	200,000	-82.30%
260	50000	810	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Development Rebate	230,000	10,290	10,290	230,000	0	30,000	360,000	360,000	56.52%
260	50000	810	Street Construction	350,000	0	0	0	0	0	162,000	162,000	100.00%
260	50000	810	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Water Mains	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	1,206,000	10,440	10,440	1,382,500	70,684	193,334	725,000	725,000	-47.56%
			TOTAL EXPENDITURES	\$ 1,727,882	\$ 259,442	\$ 558,695	\$ 2,086,096	\$ 309,139	\$ 782,440	\$ 1,212,929	\$ 1,217,878	-41.62%

**Revenues**

260	41120		Tax Increments	\$ 19,688	\$ 17,940	\$ 17,940	19,883	\$ 135,823	\$ 135,823	138,540	138,540	596.77%
260	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
260	43430		Tax Exempt Computer Aid	2,488	0	2,524	2,524	261	261	261	261	-89.66%
260	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
260	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
260	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
260	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
260	49100		Debt Proceeds/Premium	1,206,000	0	37,782	1,382,500	0	100,000	722,000	722,000	-47.78%
260	49290		OT In	0	0	0	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 1,228,176</b>	<b>\$ 17,940</b>	<b>\$ 58,246</b>	<b>\$ 1,404,907</b>	<b>\$ 136,084</b>	<b>\$ 236,084</b>	<b>\$ 860,801</b>	<b>\$ 860,801</b>	<b>-38.73%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 8

**TID Type:** Mixed Use

**Year Created:** January 1, 2007 (Base Value: \$36,633,200)

**Final Year of Allowable Expenditures:** December 31, 2021

**Scheduled to Close:** December 31, 2026

**Location:** Located on the west side of the City and it is bounded by HWY 41 to the west, Lawrence to the east, Scheuring to the north and Southbridge to the south.

**Purpose:** 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 expenditures with the TID.

**2019 TID Value:** \$50,891,500 - 2% Increase from 2018

**TID Increment Value:** \$14,258,300

**Future Costs:** \$3,122,821

**Annual Increment:** \$194,387

#### **2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 2,000
Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)	2,000
HWY 41/Southbridge Interchange Study (Split between TID 8, 10, 11, 12)	50,000
TOTAL	<u>\$ 54,000</u>

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

TID 8 Developer Rebates	\$ 300,000
TOTAL	<u>\$ 300,000</u>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #8**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number		PERSONAL SERVICES										
280	50000	110	Salaries	\$ 7,140	\$ 3,786	\$ 9,356	\$ 10,589	\$ 4,907	\$ 10,589	\$ 11,252	\$ 11,252	6.26%
280	50000	120	Hourly Wages	7,000	0	0	0	0	0	0	0	0.00%
280	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
280	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	2,000	0.00%
280	50000	150	FICA	1,082	302	680	839	383	839	890	890	6.04%
280	50000	151	Retirement	947	219	614	694	295	694	760	760	9.51%
280	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	362	595	1,569	1,234	988	1,234	2,076	2,025	64.10%
			<b>Subtotal</b>	<b>18,531</b>	<b>4,902</b>	<b>12,219</b>	<b>15,356</b>	<b>6,664</b>	<b>15,356</b>	<b>16,977</b>	<b>16,926</b>	<b>10.23%</b>
			CONTRACTUAL SERVICES									
280	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
280	50000	215	Consulting	14,575	0	7,000	0	2,000	0	2,000	2,000	100.00%
280	50000	290	Other Contractual Services	0	0	0	0	0	0	0	50,000	100.00%
			<b>Subtotal</b>	<b>14,575</b>	<b>0</b>	<b>7,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>52,000</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE									
280	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
280	50000	340	Operating Supplies	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
280	50000	592	Transfer To Debt Service	358,368	179,184	358,368	370,095	185,048	370,095	369,288	369,288	-0.22%
280	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	13,510	100.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #8**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
280	50000	583	General Administration	25,000	150	150	0	150	150	150	150	100.00%
280	50000	583	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Development Rebate	300,000	0	0	300,000	0	300,000	300,000	0	0.00%
280	50000	810	Street Construction	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Water Mains	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>325,000</b>	<b>150</b>	<b>150</b>	<b>300,000</b>	<b>150</b>	<b>150</b>	<b>300,150</b>	<b>300,150</b>	<b>0.05%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 716,474</b>	<b>\$ 184,236</b>	<b>\$ 377,737</b>	<b>\$ 685,451</b>	<b>\$ 200,617</b>	<b>\$ 399,111</b>	<b>\$ 703,698</b>	<b>\$ 753,647</b>	<b>9.95%</b>

**Revenues**

280	41120		Tax Increments	\$ 193,608	\$ 194,403	\$ 194,403	\$ 194,403	\$ 294,583	\$ 294,583	\$ 303,421	\$ 303,421	56.08%
280	41121		Payment in Lieu of Taxes	0	0	0	0	0	0	0	0	0.00%
280	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	220,659	0	223,903	223,903	0	229,321	229,321	229,321	2.42%
280	43500		State Grants - CDBG/TEAA	0	0	0	0	2,552	2,552	2,552	2,552	100.00%
280	48100		Interest on Investment	0	2,361	2,361	0	0	0	0	0	0.00%
280	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
280	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
280	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
280	49100		Debt Proceeds/Premium	300,000	0	0	300,000	0	0	300,000	300,000	0.00%
280	49290		Transfer from TID 7	0	0		0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 714,267</b>	<b>\$ 196,764</b>	<b>\$ 420,667</b>	<b>\$ 718,306</b>	<b>\$ 297,135</b>	<b>\$ 526,456</b>	<b>\$ 835,294</b>	<b>\$ 835,294</b>	<b>16.29%</b>



## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 9

**TID Type:** Reh/Cons post-95

**Year Created:** January 1, 2012 (Base Value: \$144,776,100)

**Final Year of Allowable Expenditures:** December 31, 2033

**Scheduled to Close:** December 31, 2038

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

**Purpose:** To continue the redevelopment in the downtown. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

**2019 TID Value:** \$16,681,800 - 2% Increase from 2018

**TID Increment Value:** \$1,905,700

**Future Costs:** \$3,115,048

**Annual Increment:** \$22,119

#### **2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$	2,000
Downtown Pots - Planting (Split between TID 7 and 9)		3,000
Noise Ordinance Study (Split between TID 7 and 9)		5,000
Downtown West Visioning Plan		40,000
Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)		2,000
TOTAL	\$	52,000

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

TID 9 Developer Rebates	\$	300,000
Façade Improvement Program		60,000
TOTAL	\$	360,000

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #9**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number		PERSONAL SERVICES										
285	50000	110	Salaries	\$ 9,476	\$ 4,698	\$ 11,535	\$ 12,977	\$ 6,019	\$ 12,977	\$ 13,802	\$ 13,802	6.36%
285	50000	120	Hourly Wages	7,000	0	0	0	0	0	0	0	0.00%
285	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
285	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	2,000	0.00%
285	50000	150	FICA	1,260	370	836	1,022	474	1,022	1,085	1,085	6.18%
285	50000	151	Retirement	1,104	268	753	850	362	850	932	932	9.60%
285	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	567	660	1,732	1,442	1,089	1,442	2,284	2,340	62.27%
			Subtotal	21,407	5,996	14,857	18,291	8,036	18,291	20,102	20,158	10.21%
			CONTRACTUAL SERVICES									
285	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
285	50000	215	Consulting	14,575	0	5,000	60,000	1,875	35,000	42,000	47,000	-21.67%
285	50000	290	Other Contractual Services	0	0	0	3,000	0	0	0	0	0.00%
285	50000	582	Debt Issuance Costs	0	0	411	0	0	0	0	0	0.00%
			Subtotal	14,575	0	5,411	63,000	1,875	35,000	42,000	47,000	-25.40%
			SUPPLIES AND EXPENSE									
285	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
285	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
285	59230	930	Transfer To Debt Service	134,655	67,328	134,655	157,452	78,726	157,452	170,583	170,583	8.34%
285	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	13,510	100.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #9**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
285	57120	820	General Administration	131,000	150	150	22,500	2,910	22,500	3,000	3,000	-86.67%
285	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
285	57315	820	Development Rebate	130,000	8,673	10,989	130,000	0	60,000	360,000	360,000	176.92%
285	57330	820	Street Construction	468,000	0	0	195,000	25,000	150,000	0	0	0.00%
285	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
285	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
285	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	729,000	8,823	11,139	347,500	27,910	232,500	363,000	363,000	4.46%
			TOTAL EXPENDITURES	\$ 899,637	\$ 82,146	\$ 166,062	\$ 586,243	\$ 123,302	\$ 456,753	\$ 589,195	\$ 614,251	4.78%

**Revenues**

285	41120		Tax Increments	\$ 22,030	\$ 22,210	\$ 22,210	\$ 22,210	\$ 35,201	\$ 35,201	\$ 36,257	\$ 36,257	63.24%
285	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
285	43580		State Grants - CDBG/TEAA	0	0	0	0	290	290	290	290	100.00%
285	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
285	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
285	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
285	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
285	49100		Bonds/Notes	0	0	80,000	0	0	0	0	0	0.00%
285	49120		Tax Exempt Computer Aid	3,123	0	3,169	3,169	0	3,246	3,246	3,246	2.43%
285	49300		Debt Proceeds	598,000	0	6,400	347,500	0	185,000	360,000	360,000	3.60%
			<b>TOTAL REVENUES</b>	<b>\$ 623,153</b>	<b>\$ 22,210</b>	<b>\$ 111,780</b>	<b>\$ 372,879</b>	<b>\$ 35,491</b>	<b>\$ 223,737</b>	<b>\$ 399,793</b>	<b>\$ 399,793</b>	<b>7.22%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 10

**TID Type:** Industrial post-04

**Year Created:** January 1, 2012 (Base Value: \$24,811,900)

**Final Year of Allowable Expenditures:** December 31, 2026

**Scheduled to Close:** December 31, 2031

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

**Purpose:** To continue the development in the East Industrial Park. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

**2019 TID Value:** \$35,169,900 - 3% Increase from 2018

**TID Increment Value:** \$10,358,000

**Future Costs:** \$8,355,262

**Annual Increment:** \$206,690

#### **2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 2,000
HWY 41/Southbridge Interchange Study (Split between TID 8, 10, 11, 12)	50,000
Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)	2,000
Enterprise Drive Pavement Project	96,000
TOTAL	<u>\$ 150,000</u>

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

TID 10 Developer Rebates	\$ 100,000
TOTAL	<u>\$ 100,000</u>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #10**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES									
290	50000	110	Salaries	\$ 9,476	\$ 4,697	\$ 11,535	\$ 12,977	\$ 6,019	\$ 12,977	\$ 13,802	\$ 13,802	6.36%
290	50000	120	Hourly Wages	7,000	0	0	0	0	0	0	0	0.00%
290	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
290	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	2,000	0.00%
290	50000	150	FICA	1,260	370	836	1,022	474	1,022	1,085	1,085	6.18%
290	50000	151	Retirement	1,104	268	753	850	362	850	932	932	9.60%
290	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	567	659	1,732	1,442	1,089	1,442	2,284	2,228	54.51%
			Subtotal	21,407	5,995	14,856	18,291	8,036	18,291	20,102	20,046	9.60%
			CONTRACTUAL SERVICES									
290	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
290	50000	215	Consulting	14,575	0	5,769	0	1,140	0	2,000	2,000	100.00%
290	50000	290	Other Contractual Services	0	0	0	0	0	0	0	50,000	100.00%
290	50000	582	Debt Issuance Costs	0	0	9,380	0	0	0	0	0	0.00%
			Subtotal	14,575	0	15,149	0	1,140	0	2,000	52,000	100.00%
			SUPPLIES AND EXPENSE									
290	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
290	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
290	59230	930	Transfer To Debt Service	177,385	88,693	177,385	401,534	200,767	401,534	531,568	531,568	32.38%
290	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	13,510	100.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #10**

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
<b>Expenditures</b>												
			CAPITAL OUTLAY									
290	57120	820	General Administration	100,000	150	1,670	0	150	150	150	150	100.00%
290	57311	820	Street Administration (Engineering)	15,000	0	0	0	0	0	0	0	0.00%
290	57315	820	Development Rebate	300,000	0		300,000	0	0	100,000	100,000	-66.67%
290	57330	820	Street Construction	2,450,000	0	644,665	1,630,000	0	1,688,665	96,000	96,000	-94.11%
290	57340	820	Storm Sewers	0	0	76,923	0	961	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	16,887	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	628,915	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>2,865,000</b>	<b>150</b>	<b>1,369,061</b>	<b>1,930,000</b>	<b>1,111</b>	<b>1,688,815</b>	<b>196,150</b>	<b>196,150</b>	<b>-89.84%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 3,078,367</b>	<b>\$ 94,838</b>	<b>\$ 1,576,451</b>	<b>\$ 2,349,825</b>	<b>\$ 217,809</b>	<b>\$ 2,122,150</b>	<b>\$ 573,330</b>	<b>\$ 623,274</b>	<b>-73.48%</b>

**Revenues**

290	41120		Tax Increments	\$ 205,857	\$ 209,721	\$ 209,721	\$ 206,690	\$ 202,346	\$ 202,346	\$ 208,416	\$ 208,416	0.84%
290	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
290	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
290	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
290	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
290	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	1,825,000	0	0	0	0	0	0.00%
290	49120		Tax Exempt Computer Aid	2,393	0	2,428	2,428	2,730	2,730	2,730	2,730	12.43%
290	49300		Debt Proceeds/Premium	2,765,000	0	116,970	1,930,000	0	1,688,665	196,000	196,000	-89.84%
			<b>TOTAL REVENUES</b>	<b>\$ 2,973,250</b>	<b>\$ 209,721</b>	<b>\$ 2,154,119</b>	<b>\$ 2,139,118</b>	<b>\$ 205,075</b>	<b>\$ 1,893,740</b>	<b>\$ 407,146</b>	<b>\$ 407,146</b>	<b>-80.97%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 11

**TID Type:** Mixed Use

**Year Created:** January 1, 2015 (Base Value: \$6,079,500)

**Final Year of Allowable Expenditures:** December 31, 2029

**Scheduled to Close:** December 31, 2034

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

**Purpose:** To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

**2019 TID Value:** \$12,511,300 - 58% Increase from 2018

**TID Increment Value:** \$6,431,800

**Future Costs:** \$2,810,830

**Annual Increment:** \$11,831

#### **2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 2,000
Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)	2,000
HWY 41/Southbridge Interchange Study (Split between TID 8, 10, 11, 12)	122,355
Red Maple Road Reconditioning	468,000
Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	22,500
TOTAL	<u>\$ 616,855</u>

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

TID 11 Developer Rebates	\$ 300,000
West Business Park Fortune/Venture Pond Design and Relocation	650,000
American Boulevard Extension (split between TID 11 and 12)	375,000
TOTAL	<u>\$ 1,325,000</u>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #11**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES									
291	50000	110	Salaries	\$ 10,904	\$ 5,246	\$ 12,858	\$ 14,438	\$ 6,701	\$ 14,438	\$ 15,364	\$ 15,364	6.41%
291	50000	120	Hourly Wages	7,000	0	0	0	0	0	0	0	0.00%
291	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
291	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	2,000	0.00%
291	50000	150	FICA	1,370	412	933	1,134	531	1,134	1,204	1,204	6.25%
291	50000	151	Retirement	1,200	297	837	946	402	946	1,037	1,037	9.66%
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	505	638	1,678	1,379	1,055	1,379	2,219	2,166	57.07%
			Subtotal	22,978	6,593	16,306	19,896	8,781	19,896	21,824	21,771	9.43%
			CONTRACTUAL SERVICES									
291	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
291	50000	215	Consulting	0	0	2,218	0	0	0	2,000	2,000	100.00%
291	50000	290	Other Contractual Services	0	0	0	16,350	7,523	16,350	0	122,355	648.35%
291	50000	582	Debt Issuance Costs	0	0	1,610	0	0	0	0	0	0.00%
			Subtotal	0	0	3,828	16,350	7,523	16,350	2,000	124,355	660.58%
			SUPPLIES AND EXPENSE									
291	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
291	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
291	59230	930	Transfer To Debt Service	0	0	0	36,499	18,250	36,499	130,837	130,837	258.47%
291	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	13,510	100.00%



**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #11**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
291	57120	820	General Administration	80,000	211	180	0	210	210	22,500	22,500	100.00%
291	57311	820	Street Administration (Engineering)	650,000	0	0	0	0	0	0	0	0.00%
291	57315	820	Development Rebate	300,000	138,315	138,315	0	0	0	300,000	300,000	100.00%
291	57330	820	Site Development	0	0	0	0	0	0	0	0	0.00%
291	57330	820	Street Construction	375,000	0	0	375,000	0	0	843,000	843,000	124.80%
291	57340	820	Storm Sewers	0	0	0	1,220,000	0	900,000	650,000	650,000	-46.72%
291	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
291	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
291	57700	860	Industrial Land Purchase	0	1,694	1,724	0	0	0	0	0	0.00%
291	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	1,405,000	140,220	140,219	1,595,000	210	900,210	1,815,500	1,815,500	13.82%
			TOTAL EXPENDITURES	\$ 1,427,978	\$ 146,813	\$ 160,353	\$ 1,667,745	\$ 41,518	\$ 986,465	\$ 1,883,671	\$ 2,005,973	20.28%

**Revenues**

291	41120		Tax Increments	\$ 11,784	\$ 11,729	\$11,729	\$ 11,729	\$ 40,639	\$ 40,639	\$ 41,858	\$ 41,858	256.87%
291	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
291	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
291	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
291	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
291	48300		Property Sales	0	0	713,800	0	0	0	0	0	0.00%
291	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
291	49100		Bonds/Notes	0	0	300,000	0	0	0	0	0	0.00%
291	49120		Tax Exempt Computer Aid	0	0	0	0	155	0	0	0	0.00%
291	49300		Debt Proceeds/Premium	1,405,000	0	17,524	1,595,000	0	900,000	1,793,000	1,793,000	12.41%
			<b>TOTAL REVENUES</b>	<b>\$ 1,416,784</b>	<b>\$ 11,729</b>	<b>\$1,043,053</b>	<b>\$ 1,606,729</b>	<b>\$ 40,794</b>	<b>\$ 940,639</b>	<b>\$ 1,834,858</b>	<b>\$ 1,834,858</b>	<b>14.20%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 12

**TID Type:** Mixed Use

**Year Created:** January 1, 2015 (Base Value: \$129,100)

**Final Year of Allowable Expenditures:** December 31, 2029

**Scheduled to Close:** December 31, 2034

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

**Purpose:** To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

**2019 TID Value:** \$123,100 - 3% Decrease from 2018

**TID Increment Value:** -\$6,000

**Future Costs:** \$3,657,365

**Annual Increment:** \$407

#### **2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)	\$ 2,000
HWY 41/Southbridge Interchange Study (Split between TID 8, 10, 11, 12)	155,000
Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)	2,000
Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	22,500
TOTAL	<u>\$ 181,500</u>

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

TID 12 Developer Rebates	\$ 300,000
Property Acquisition	300,000
American Boulevard Extension (split between TID 11 and 12)	375,000
TOTAL	<u>\$ 975,000</u>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #12**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES									
292	50000	110	Salaries	\$ 8,179	\$ 4,187	\$ 10,321	\$ 11,651	\$ 5,402	\$ 11,651	\$ 12,387	\$ 12,387	6.32%
292	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
292	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
292	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	2,000	0.00%
292	50000	150	FICA	626	332	750	920	424	920	977	977	6.12%
292	50000	151	Retirement	548	241	676	763	324	763	836	836	9.56%
292	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	379	599	1,579	1,250	994	1,250	2,092	2,041	63.28%
			Subtotal	11,732	5,359	13,326	16,584	7,237	16,584	18,292	18,241	9.99%
			CONTRACTUAL SERVICES									
292	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
292	50000	215	Consulting	0	0	5,343	0	7,916	0	2,000	2,000	100.00%
292	50000	290	Other Contractual Services	0	0	0	16,350	536	16,350	0	155,000	848.01%
292	50000	582	Debt Issuance Costs	0	0	1,145	0	0	0	0	0	0.00%
			Subtotal	0	0	6,488	16,350	8,452	16,350	2,000	157,000	860.24%
			SUPPLIES AND EXPENSE									
292	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
292	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
292	59230	930	Transfer To Debt Service	0	0	0	22,590	11,295	22,590	52,262	52,262	131.35%
292	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	13,510	100.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #12**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
292	57120	820	General Administration	80,000	150	150	0	150	150	22,500	22,500	100.00%
292	57311	820	Street Administration (Engineering)	120,000	0	0	0	0	0	0	0	0.00%
292	57315	820	Development Rebate	300,000	0	0	300,000	0	0	300,000	300,000	0.00%
292	57330	820	Site Development	0	0	0	0	0	0	0	0	0.00%
292	57330	820	Street Construction	375,000	0	0	375,000	0	0	375,000	375,000	0.00%
292	57340	820	Storm Sewers	0	0	8,088	270,000	2,015	250,000	0	0	0.00%
292	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
292	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
292	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	300,000	100.00%
292	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	875,000	150	8,238	945,000	2,165	250,150	697,500	997,500	5.56%
			TOTAL EXPENDITURES	\$ 886,732	\$ 5,509	\$ 28,051	\$ 1,000,524	\$ 35,903	\$ 319,184	\$ 753,564	\$ 1,208,513	20.79%

**Revenues**

292	41120		Tax Increments	\$ 405	\$ 499	\$ 499	\$ 499	\$0	\$0	\$0	\$0	0.00%
292	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
292	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
292	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
292	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
292	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
292	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
292	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
292	49120		Tax Exempt Computer Aid	0	0	200,000	0	5	0	0	0	0.00%
292	49300		Debt Proceeds/Premium	795,000	0	11,542	945,000	0	250,000	675,000	975,000	3.17%
			<b>TOTAL REVENUES</b>	<b>\$ 795,405</b>	<b>\$ 499</b>	<b>\$ 212,042</b>	<b>\$ 945,499</b>	<b>\$ 5</b>	<b>\$ 250,000</b>	<b>\$ 675,000</b>	<b>\$ 975,000</b>	<b>3.12%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 13

**TID Type:** Mixed Use

**Year Created:** January 1, 2017 (Base Value: \$53,361,100)

**Final Year of Allowable Expenditures:** December 31, 2032

**Scheduled to Close:** December 31, 2037

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

**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.

**2019 TID Value:** \$54,405,400 - 4% Increase from 2018

**TID Increment Value:** \$1,044,300

**Future Costs:** \$2,201,043

**Annual Increment:** \$0

**2020 Proposed Projects:**

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13)

Comprehensive Plan Update (Split between TID 7, 8, 9, 10, 11, 12, 13, 14)

	2,000
	2,000
TOTAL	<u>\$ 4,000</u>

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

TID 13 Developer Grants or Future Infrastructure

	<u>\$ 300,000</u>
TOTAL	<u>\$ 300,000</u>

*Source: Wisconsin DOR Statement of Changes Preliminary Report 2019*

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #13**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

Account Number		PERSONAL SERVICES									
293	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
293	50000	120	Hourly Wages	0	0	0	0	0	0	0	0.00%
293	50000	125	Overtime Wages	0	0	0	0	0	0	0	0.00%
293	50000	126	Seasonal Labor	2,000	0	0	2,000	92	2,000	2,000	0.00%
293	50000	150	FICA	0	0	0	0	1	29	29	100.00%
293	50000	151	Retirement	0	0	0	0	0	0	0	0.00%
293	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>93</b>	<b>2,029</b>	<b>2,029</b>	<b>1.45%</b>
			CONTRACTUAL SERVICES								
293	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0.00%
293	50000	215	Consulting	0	6,929	4,909	0	0	0	2,000	100.00%
293	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0.00%
293	50000	582	Debt Issuance Costs	0	0	21,785	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>6,929</b>	<b>26,694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE								
293	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0.00%
293	50000	340	Operating Supplies	0	0	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</b>	<b>0</b>	<b>0.00%</b>
293	59230	930	Transfer To Debt Service	0	0	0	105,923	52,962	105,923	111,825	5.57%
292	50000	810	Transfer for Admin	0	0	0	0	6,755	13,510	13,510	100.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #13**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY								
293	57120	820	General Administration	0	423	177	0	180	200	200	100.00%
293	57311	820	Street Administration (Engineering)	0	0	166,902	0	0	0	0	0.00%
293	57315	820	Development Rebate	100,000	0	0	100,000	0	0	300,000	200.00%
293	57330	820	Street Construction	3,753,500	213,633	1,541,448	0	0	0	0	0.00%
293	57340	820	Storm Sewers	0	0	213,287	0	0	0	0	0.00%
293	57341	820	Sanitary Sewers	0	0	130,970	0	0	0	0	0.00%
293	57342	820	Water Mains	0	0	156,226	0	0	0	0	0.00%
293	57700	860	Industrial Land Purchase	0	90,900	90,900	0	0	0	0	0.00%
293	59210	820	Transfer To General Fund	0	0		0	0	0	0	0.00%
			<b>Subtotal</b>	<b>3,853,500</b>	<b>304,955</b>	<b>2,299,910</b>	<b>100,000</b>	<b>180</b>	<b>200</b>	<b>300,200</b>	<b>200.20%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 3,855,500</b>	<b>\$ 311,884</b>	<b>\$ 2,326,604</b>	<b>\$ 207,923</b>	<b>\$ 59,990</b>	<b>\$ 121,662</b>	<b>\$ 429,564</b>	<b>\$ 429,564 106.60%</b>

**Revenues**

293	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
293	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0.00%
293	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0.00%
293	48110		Interest on Investment	0	0	0	0	0	0	0	0.00%
293	48210		Rent City Land	0	0	0	0	0	0	0	0.00%
293	48300		Property Sales	0	0	0	0	0	0	0	0.00%
293	49000		Transfer From General Fund	0	0	0	0	0	0	0	0.00%
293	49100		Bonds/Notes	0	0	3,105,000	0	0	0	0	0.00%
293	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0.00%
293	49300		Debt Proceeds/Premium	3,853,000	0	143,569	100,000	0	0	300,000	200.00%
			<b>TOTAL REVENUES</b>	<b>\$ 3,853,000</b>	<b>\$0</b>	<b>\$ 3,248,569</b>	<b>\$ 100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 300,000</b>	<b>\$ 300,000 200.00%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 14

**TID Type:** Blight

**Year Created:** January 1, 2019

**Final Year of Allowable Expenditures:** December 31,

**Scheduled to Close:** December 31,

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

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

**2019 TID Value:**

**TID Increment Value:**

**Future Costs:**

**Annual Increment:**

**2020 Proposed Projects:**

TID 14 Developer Rebates & Site Assembly

	\$ 1,090,000
TOTAL	<u>\$ 1,090,000</u>

*TID Application is currently under review by the State of Wisconsin for a proposed creation date of January 1, 2019.*



City of De Pere  
2020 Capital Projects Fund  
Adopted Budget

TID DISTRICT #14

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
294	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
294	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
294	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
294	50000	150	FICA	0	0	0	0	0	0	0	0	0.00%
294	50000	151	Retirement	0	0	0	0	0	0	0	0	0.00%
294	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	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</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	0	0	0.00%
294	50000	215	Consulting	0	0	6,750	0	0	0	2,000	0	100.00%
294	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>6,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE									
294	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
294	50000	340	Operating Supplies	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
294	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0	0	0.00%

**City of De Pere  
2020 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #14**

Account Title	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY									
294	57120	820	General Administration	0	0	0	0	1,040	0	0	0	0.00%
294	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
294	57315	820	Site Development	0	0	0	410,000	420,000	420,000	420,000	0	0.00%
294	57315	820	Development Rebate	0	0	0	1,090,000	0	400,000	1,090,000	1,090,000	0.00%
294	57330	820	Street Construction	0	0	0	0	0	0	0	0	0.00%
294	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
294	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
294	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
294	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
294	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	1,500,000	421,040	820,000	1,510,000	1,090,000	-27.33%
			TOTAL EXPENDITURES	\$0	\$0	\$ 6,750	\$ 1,500,000	\$ 421,040	\$ 820,000	\$ 1,512,000	\$ 1,090,000	-27.33%

**Revenues**

294	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
294	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
294	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
294	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
294	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
294	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
294	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
294	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
294	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
294	49300		Debt Proceeds	3,853,000	0	0	1,500,000	0	820,000	1,510,000	1,090,000	-27.33%
			<b>TOTAL REVENUES</b>	<b>\$ 3,853,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 1,500,000</b>	<b>\$0</b>	<b>\$ 820,000</b>	<b>\$ 1,510,000</b>	<b>\$ 1,090,000</b>	<b>-27.33%</b>

# **WATER UTILITY**

## **Water Utility**

***Program Full Time Equivalents:*** 4.00

***Program Mission:***

Provide a safe, adequate and reliable supply of water with appropriate and efficient management and maintenance of the pumping, storage and distribution system. Also provide timely and accurate reports to the WPSC, WDNR and City Administration.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data: (July 2018 – June 2019):***

- 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 2018 CCR as required.
- 6) Replaced old and undersized water mains where needed.
- 7) Complete Merrill tower inspection.
- 8) Complete Matthew tower inspection.
- 9) Complete 9<sup>th</sup> Street reservoir inspection.
- 10) Complete Matthew tower cleaning.
- 11) Complete leak detection survey.

- 12) Replaced hydrant flags.
- 13) Implementation of AquaHawk.

***2020 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 2019 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Perform Merrill Street reservoir inspection.
- 8) Perform Scheuring Road reservoir inspection.
- 9) Install Matthew tower mixer.
- 10) Install Merrill tower mixer.

***2020 Budget Significant Expenditure Changes:***

- 1) Well Operations & Maintenance – Maintenance of Wells decreased \$25,000 to reflect actual costs.
- 2) Transmission & Distribution Operations – T&D Ops Supervision/Engineer increased \$30,000 to reflect actual costs.
- 3) Transmission & Distribution Operations – T&D Line Expenses decreased \$15,000 to reflect actual costs.
- 4) Transmission & Distribution Operations – T&D Meters Shared 50% decreased \$10,000 to reflect actual costs due to the meter installations being completed.
- 5) Transmission & Distribution Maintenance – T&D Maintenance – Reservoirs/Stand Pipes increased \$20,000 to reflect included costs for Merrill Street tower mixer \$35,000, Matthew tower mixer \$35,000, Merrill reservoir inspection \$5,000, and Scheuring Road reservoir inspection \$5,000.
- 6) Transmission & Distribution Maintenance – T&D Maintenance– Maintenance Misc Plant increased \$29,800 to reflect included costs for water utility share of \$7,500 for MSC office furniture; \$6,750 for MSC building maintenance; \$2,700 for fan replacements for shop; \$871 for misc tools for shop and \$7,500 for fuel dispensing system replacement.
- 7) Customer Accounts – Meter Reading – Shared 50% increased \$47,500 to reflect actual costs.
- 8) Customer Accounts – Records- Collections – Shared 50% increased \$35,000 to reflect actual costs.
- 9) Administrative & General Operations – Admin and General Salaries decreased \$70,000 to reflect actual costs.

- 10) Administrative & General Operations – Outside Services increased \$319,964 to reflect increase in CBCWA charges.
- 11) Administrative & General Operations – Property Insurance increased \$1,175 to reflect actual costs.
- 12) Administrative & General Operations – Injuries and Damages – WC and Liability Insurance increased \$1,863 to reflect actual costs.
- 13) Administrative & General Operations – Employee Pension & Benefits increased \$8,362 to reflect actual costs.
- 14) Administrative & General Maintenance – Admin. & General Rents increased \$1,315 to reflect actual costs.
- 15) Utility Operating Income – Depreciation Expense increased \$110,000 to reflect actual costs due to increased replacement of infrastructure.
- 16) Interest Charges – Interest on Long Term Debt decreased \$56,818 to reflect actual costs.
- 17) Capital Outlays:
  - a) Miscellaneous Relays \$1,200,000.
  - b) Hydrant Replacements \$30,000.
  - c) Merrill Street Reservoir Inspection \$5,000.
  - d) Scheuring Road reservoir inspection \$5,000.
  - e) Matthew Tower Mixer \$35,000.
  - f) Merrill Tower Mixer \$35,000
  - g) Replace trailer \$6,000.
  - h) Water Utility Share for MSC Office Furniture \$7,500 which includes \$6,000 for Water Supervisor’s office and \$1,500 for Street Superintendent’s office.
  - i) Water Utility Share for Survey Equipment \$8,750.
  - j) Water Utility Share for MSC Building Maintenance \$6,750.
  - k) Water Utility Share for New Fleet Maintenance Vehicle \$3,750.
  - l) Water Utility Share for Replacing Fleet Maintenance Vehicle \$6,750.
  - m) Water Utility Share for Fan Replacements for Shop \$2,700.
  - n) Water Utility Share for Misc Tools for Shop \$871.
  - o) Water Utility Share for MSC Fuel Dispensing System Replacement \$7,500

***2020 Budget Significant Revenue Changes:***

- 1) Metered Sales Residential increased \$265,610 to reflect a 35% rate increase over the actual 2019 sales.
- 2) Metered Sales Industrial increased \$127,578 to reflect a 35% rate increase over the actual 2019 sales.
- 3) Fire Protection Residential increased \$2,171 to reflect a 35% rate increase over the actual 2019 sales.
- 4) Private Fire Protection Commercial increased \$61,555 to reflect a 35% rate increase over the actual 2019 sales.

- 5) Private Fire Protection Industrial increased \$19,699 to reflect a 35% rate increase over the actual 2019 sales.
- 6) Other Sales to Public Authorities decreased \$30,986 to reflect actual trend.
- 7) Interest Income increased \$1,045 to reflect actual trend.
- 8) Other Operating Revenue – Forfeited Discounts decreased \$25,000 to reflect actual trend.
- 9) Other Operating Revenues – Miscellaneous Service Revenue increased \$1,500 to reflect actual trend.
- 10) Other Operating Revenues – Other Water Revenue increased \$18,000 to reflect actual trend.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 9, 2019

**DESCRIPTION OF PROJECT:**

Installation of a mixer for the Matthew Street tower

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST: \$ 35,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER                      Water Utility

**\$35,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The installation of a water mixer in Matthew Street tower ensures uniform temperatures and disinfection residual results in reducing disinfection byproducts and eliminates ice damage in the tank.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**



**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 9, 2019

**DESCRIPTION OF PROJECT:**

Installation of a mixer for the Merrill Street tower

**NEW: X    or    REPLACEMENT:**

**PROJECTED COST: \$ 35,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER                      Water Utility

**\$35,000**

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The installation of a water mixer in Merrill Street tower ensures uniform temperatures and disinfection residual results in reducing disinfection byproducts and eliminates ice damage in the tank.

**PROJECT RANKINGS**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:**

Replace existing water department trailer

NEW:    or X    REPLACEMENT:

**PROJECTED COST: \$ 6,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

Water Utility       =    \$6,000

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The existing trailer needs to be replaced due to the deterioration of the trailer.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN  
2020 - 2026**

**CAPITAL PROJECTS WORKSHEET**

**PROPOSED BY:** Public Works Department

**DATE PREPARED:** August 8, 2019

**DESCRIPTION OF PROJECT:**

Replace existing furniture in water supervisor's office

NEW:    or **X**    REPLACEMENT:

**PROJECTED COST: \$ 6,000**

**PROPOSED METHOD OF FINANCING:**

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

Water Utility            =    \$6,000

**ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)**

**PROJECT JUSTIFICATION**

The existing office furniture in the water supervisor's office is the original furniture when the MSC was built. It is in need of replacement not only for ergonomics for the employee but to better fit the way the office is utilized for today's water department operations.

**PROJECT RANKINGS 1**

**CITY COUNCIL**

**STAFF RECOMMENDATION**

**Goal No.**

City of De Pere  
2020 Water Fund Budget  
Adopted Budget

Account Title				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
<b>Expenditures</b>												
Account Number WELL OPERATIONS & MAINTENANCE												
601	66140	340	Maintenance of Wells	\$ 30,000	\$0	\$ 3,247	\$ 30,000	\$284	\$ 5,000	\$ 5,000	\$ 5,000	-83.33%
			<b>Subtotal</b>	<b>30,000</b>	<b>0</b>	<b>3,247</b>	<b>30,000</b>	<b>284</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-83.33%</b>
			PUMPING									
601	66230	220	Pumping--Fuel or Power	18,000	6,194	20,670	18,000	7,935	18,000	18,000	18,000	0.00%
601	66240	120	Pumping--Labor and Expense	25,000	14,547	21,094	25,000	10,362	25,000	25,000	25,000	0.00%
601	66260	340	Pumping--Miscellaneous	6,000	1,848	0	6,000	5,073	6,000	6,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	40,000	1,501	8,182	95,000	1,597	95,000	95,000	95,000	0.00%
601	66330	340	Pumping--Maintenance of Equipment	40,000	6,262	10,635	40,000	15,574	40,000	40,000	40,000	0.00%
			<b>Subtotal</b>	<b>129,000</b>	<b>30,352</b>	<b>60,581</b>	<b>184,000</b>	<b>40,541</b>	<b>184,000</b>	<b>184,000</b>	<b>184,000</b>	<b>0.00%</b>
			WATER TREATMENT									
601	66410	000	Treatment--Chemicals	35,000	10,874	33,846	36,000	13,438	36,000	36,000	36,000	0.00%
601	66520	340	Treatment--Maintain Equipment	2,000	690	1,134	2,000	2,277	4,554	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>37,000</b>	<b>11,564</b>	<b>34,980</b>	<b>38,000</b>	<b>15,714</b>	<b>40,554</b>	<b>38,000</b>	<b>38,000</b>	<b>0.00%</b>
			TRANSMISSION & DISTRIBUTION OPERATIONS									
601	66600	340	T & D Ops Supervision/Engineer	30,000	1,643	52,824	30,000	29,762	59,524	60,000	60,000	100.00%
601	66620	340	T & D --Line Expense	42,000	34,776	48,461	65,000	19,102	38,204	50,000	50,000	-23.08%
601	66630	340	T & D -- Meters Shared 50%	60,000	43,538	52,928	40,000	11,636	23,272	30,000	30,000	-25.00%
			<b>Subtotal</b>	<b>132,000</b>	<b>79,957</b>	<b>154,213</b>	<b>135,000</b>	<b>60,500</b>	<b>121,000</b>	<b>140,000</b>	<b>140,000</b>	<b>3.70%</b>
			TRANSMISSION & DISTRIBUTION MAINTENANCE									
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	54,000	4,227	11,554	84,000	2,870	84,000	104,000	104,000	23.81%
601	66730	340	T & D Maintenance of Mains	215,000	94,197	212,438	245,000	70,655	245,000	245,000	245,000	0.00%
601	66750	340	T & D Maintenace of Services	60,000	20,041	37,552	85,000	16,655	85,000	85,000	85,000	0.00%
601	66760	340	T & D Meter Maintenance--Shared 50%	60,000	17,325	20,074	40,000	26,001	40,000	40,000	40,000	0.00%
601	66770	340	T & D Maintenance of Hydrants	55,000	14,260	45,914	80,000	28,976	80,000	80,000	80,000	0.00%
601	66780	340	T & D Maintenance Misc Plant	6,000	173	764	32,250	1,098	32,250	85,000	62,050	163.57%
			<b>Subtotal</b>	<b>450,000</b>	<b>150,223</b>	<b>328,296</b>	<b>566,250</b>	<b>146,253</b>	<b>566,250</b>	<b>639,000</b>	<b>616,050</b>	<b>12.85%</b>

City of De Pere  
2020 Water Fund Budget  
Adopted Budget

Expenditures				2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Account Number CUSTOMER ACCOUNTS												
601	69020	120	Meter Reading-Shared 50%	52,500	34,177	70,958	52,500	47,980	95,960	100,000	100,000	90.48%
601	69030	340	Records- Collections--Shared 50%	170,000	124,886	206,793	175,000	103,464	206,928	210,000	210,000	20.00%
			<b>Subtotal</b>	<b>222,500</b>	<b>159,063</b>	<b>277,751</b>	<b>227,500</b>	<b>151,444</b>	<b>302,888</b>	<b>310,000</b>	<b>310,000</b>	<b>36.26%</b>
			ADMINISTRATIVE & GENERAL OPERATIONS									
601	69200	120	Admin and General Salaries	220,210	85,366	143,678	220,000	62,253	145,000	150,000	150,000	-31.82%
601	69210	340	Office Supplies and Expense	40,000	21,712	44,140	41,500	13,010	41,500	41,500	41,500	0.00%
601	69230	290	Outside Services	3,914,000	1,876,211	3,874,219	3,914,000	2,036,482	4,072,964	4,233,964	4,233,964	8.17%
601	69240	000	Property Insurance	12,652	2,436	13,033	12,652	6,712	13,424	13,827	13,827	9.29%
601	69250	000	Injuries and Damages--WC and Liability Insurance	20,094	6,516	20,696	20,094	10,658	21,317	21,957	21,957	9.27%
601	69260	151	Employee Pension & Benefits	200,000	76,427	211,151	200,000	81,031	210,000	210,000	208,362	5.00%
601	69280	000	Regulatory Commission Expense	6,149	0	6,222	6,149	0	6,300	6,300	6,300	2.46%
			<b>Subtotal</b>	<b>4,413,105</b>	<b>2,068,668</b>	<b>4,313,139</b>	<b>4,414,395</b>	<b>2,210,146</b>	<b>4,510,505</b>	<b>4,677,548</b>	<b>4,675,910</b>	<b>5.96%</b>
			ADMINISTRATIVE & GENERAL MAINTENANCE									
601	69270	000	Admin. & General Rents	14,188	4,871	14,613	14,188	7,526	15,051	15,503	15,503	9.27%
			<b>Subtotal</b>	<b>14,188</b>	<b>4,871</b>	<b>14,613</b>	<b>14,188</b>	<b>7,526</b>	<b>15,051</b>	<b>15,503</b>	<b>15,503</b>	<b>9.27%</b>
			UTILITY OPERATING INCOME									
601	66030	320	Depreciation Expense	520,000	260,000	648,497	540,000	325,000	650,000	650,000	650,000	20.37%
601	66080	250	Taxes	530,000	269,248	508,032	530,000	255,000	510,000	515,000	515,000	-2.83%
			<b>Subtotal</b>	<b>1,050,000</b>	<b>529,248</b>	<b>1,156,528</b>	<b>1,070,000</b>	<b>580,000</b>	<b>1,160,000</b>	<b>1,165,000</b>	<b>1,165,000</b>	<b>8.88%</b>
			<b>Total Operating Expenditures</b>	<b>6,477,793</b>	<b>3,033,946</b>	<b>6,343,347</b>	<b>6,679,333</b>	<b>3,212,408</b>	<b>6,905,248</b>	<b>7,174,051</b>	<b>7,149,463</b>	<b>7.41%</b>
			INTEREST CHARGES									
601	66040	427	Interest on Long Term Debt	68,515	27,336	64,910	97,500	27,876	60,000	40,682	40,682	-58.27%
			<b>Subtotal</b>	<b>68,515</b>	<b>27,336</b>	<b>64,910</b>	<b>97,500</b>	<b>27,876</b>	<b>60,000</b>	<b>40,682</b>	<b>40,682</b>	<b>-58.27%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 6,546,308</b>	<b>\$ 3,061,282</b>	<b>\$ 6,408,257</b>	<b>\$ 6,776,833</b>	<b>\$ 3,240,284</b>	<b>\$ 6,965,248</b>	<b>\$ 7,214,733</b>	<b>\$ 7,190,145</b>	<b>6.46%</b>

City of De Pere  
2020 Water Fund Budget  
Adopted Budget

Water Revenues			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Account Title											
Account Number	SALES OF WATER										
601 46410		Metered Sales Residential	\$ 2,975,037	\$ 1,294,996	\$ 2,709,460	\$ 3,392,890	\$ 1,300,676	\$ 2,710,000	\$ 3,658,500	\$ 3,658,500	7.83%
601 46420		Metered Sales Commercial	1,049,836	492,067	1,000,689	1,289,216	478,297	1,000,000	\$ 1,350,000	1,350,000	4.71%
601 46430		Metered Sales Industrial	508,550	242,432	564,277	635,172	247,379	565,000	\$ 762,750	762,750	20.09%
601 46440		Fire Protection Residential	4,735	0	0	6,203	0	6,203	\$ 8,374	8,374	35.00%
601 46450		Private Fire Protection Commercial	85,885	40,914	124,601	107,195	59,174	125,000	\$ 168,750	168,750	57.42%
601 46460		Private Fire Protection Industrial	46,831	21,482	0	56,283	0	56,283	\$ 75,982	75,982	35.00%
601 46470		Public Fire Protection	1,376,517	632,765	1,266,167	1,657,844	634,521	1,269,042	\$ 1,713,207	1,713,207	3.34%
601 46480		Other Sales to Public Authorities	153,045	95,027	197,100	248,971	80,735	161,470	\$ 217,985	217,985	-12.45%
601 48100		Interest Income	0	545	1,682	545	795	1,590	1,590	1,590	191.74%
601 48914		Misc Non Operating Revenue	230,000	106,921	237,622	230,000	112,351	235,000	240,000	240,000	4.35%
		<b>Subtotal</b>	<b>6,430,437</b>	<b>2,927,149</b>	<b>6,101,597</b>	<b>7,624,317</b>	<b>2,913,928</b>	<b>6,129,588</b>	<b>8,197,137</b>	<b>8,197,137</b>	<b>7.51%</b>
		OTHER OPERATING REVENUES									
601 48911		Forfeited Discounts	65,000	10,124	38,934	65,000	9,071	40,000	40,000	40,000	-38.46%
601 48912		Miscellaneous Service Revenue	1,500	4,051	5,912	1,500	1,381	3,000	3,000	3,000	100.00%
601 48913		Other Water Revenue	50,000	250	66,053	50,000	250	68,000	68,000	68,000	36.00%
		<b>Subtotal</b>	<b>116,500</b>	<b>14,425</b>	<b>110,898</b>	<b>116,500</b>	<b>10,702</b>	<b>111,000</b>	<b>111,000</b>	<b>111,000</b>	<b>-4.72%</b>
		<b>TOTAL REVENUES</b>	<b>\$ 6,546,937</b>	<b>\$ 2,941,574</b>	<b>\$ 6,212,495</b>	<b>\$ 7,740,817</b>	<b>\$ 2,924,630</b>	<b>\$ 6,240,588</b>	<b>\$ 8,308,137</b>	<b>\$ 8,308,137</b>	<b>7.33%</b>

City of De Pere  
2020 Water Fund Budget  
Adopted Budget

Water Utility 2020 Capital Projects & Equipment		Account
Miscellaneous Relays	\$ 1,200,000	601-19060
Hydrant Replacements	30,000	601-19360
Merrill Street Reservoir Inspection	5,000	601-66720-215
Scheuring Road Reservoir Inspection	5,000	601-66720-215
Matthew Tower Mixer	35,000	601-66720-215
Merrill Tower Mixer	35,000	601-66720-215
Replace trailer	6,000	601-19500
Water Utility Share for MSC Office Furniture	7,500	601-66780-340
Water Utility Share for Survey Equipment	8,750	601-19500
Water Utility Share for MSC Building Maintenance	6,750	601-66780-340
Water Utility Share for New Fleet Maintenance Vehicle	3,750	601-19500
Water Utility Share for Replacing Fleet Maintenance Vehicle	6,750	601-19500
Water Utility Share for Fan Replacements for Shop	2,700	601-66780-340
Water Utility Share for Misc Tools for Shop	871	601-66780-340
Water Utility Share for MSC Fuel Dispensing System Replacement	7,500	601-66780-340
<b>Total Capital</b>	<b>\$ 1,360,571</b>	

Source of Debt	Balance 12/31/2019	2020 Principal	Balance 12/31/2020
2007 Series--Original issue amount	\$ 730,000	\$ 360,000	\$ 370,000
New Borrowing - Meters: 2016 Series A	717,500	97,500	\$ 620,000
<b>Total</b>	<b>\$ 1,447,500</b>	<b>\$ 457,500</b>	<b>\$ 990,000</b>

2020 Cash Flow Analysis	
Estimated Cash Balance - 1/1/20	\$ (1,995,997)
Estimated Expenditures	(7,190,145)
Depreciation	650,000
Capital Outlays	(1,255,250)
Estimated Revenues	8,308,137
Debt Principal Repayments	(457,500)
<b>Estimated Cash Balance/(Deficit) - 12/31/20</b>	<b>\$ (1,940,755)</b>

# **STORM WATER UTILITY**



## **Storm Water Utility**

### ***Program Mission:***

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

### ***2020 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 2021 budget.

### ***2019 Budget Significant Expenditure Changes:***

Residential revenue increased by \$112,032 due to increase of storm water utility fee from \$92 to \$97 per ERU.

## **Storm Water Utility Public Works Administration**

***Program Full Time Equivalents: 0.91***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) *Departmental Budget*- Activities and services by the department are supported by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Develop and manage the annual budget for all public works services. The public works annual budget provides funding for all public works services provided to the community.
- 2) *Monthly Board of Public Works Meeting (BOPW)* – Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Send out monthly agenda to Board of Public Works member. BOPW establishes policies pertaining to the public works operations and also makes various recommendations to Council regarding public works operations that will meet the needs of the community.

- 3) *Monitoring Public Works Operations* - Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Overseeing the operations of the public works department to make sure the services being performed are being done in a manner that are in the best interest of the community. This is important to the community to make sure the services provided by the public works department are done so in an efficient and cost effective manner.

***Expected Outcomes:***

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

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

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

### ***Significant Program Achievements:***

- 1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.
- 2) Continued to work with Brown County Highway Department with construction projects.
- 3) Continued to work with DOT with construction projects.
- 4) Continue working with other communities to joint bid projects.
- 5) Worked with various wireless companies pertaining to installation on City water towers.
- 6) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 7) Contracted out dumpster services for Marquette Square.
- 8) Implementation of new rubbish drop operational hours and location.

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

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

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

The proposed 2020 Storm Water Utility - Public Works Administration program cost is \$203,073. 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.

***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$7,000 to reflect actual costs due to hiring new street superintendent, 2.25% cost of living adjustment and 1% salary increase for director of public works for pay for performance award.
- 2) Hourly wages decreased \$4,206 to reflect actual costs.
- 3) Retirement increased \$414 to reflect increase in salaries.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$7,902 to reflect actual costs due to hiring a new street superintendent.
- 5) Training increased \$4,874 to reflect additional training for the street superintendent and additional training for drone. Training is funding to provide for all department trainings and additional drone training.
- 6) Seminars and Conferences increased \$875 to reflect additional conferences the street superintendent will attend. Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 7) Consulting increased \$11,624 for increased costs for drone and aerial mapping. Consulting is for copier lease, GIS (ERSI) software maintenance, drone expenses, and aerial mapping.
- 8) Cell/Radio increased \$471 to reflect actual costs.
- 9) 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.
- 10) Transportation increased \$194 to reflect actual costs.
- 11) Capital Equipment includes the storm water utility share of \$1,500 for replacing street superintendent office furniture.

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures			2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title			Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
			Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
<b>PUBLIC WORKS ADMINISTRATION</b>											
Account Number PERSONAL SERVICES											
650	53000	110	Salaries	\$ 90,000	\$ 41,024	\$ 89,730	\$ 90,000	\$ 42,039	\$ 90,000	\$ 97,000	\$ 97,000 7.78%
650	53000	120	Hourly Wages	21,875	8,654	17,689	21,875	8,586	20,332	17,669	17,669 -19.23%
650	53000	125	Overtime Wages	250	0	0	800	36	800	800	800 0.00%
650	53000	126	Seasonal Labor	4,167	0	0	4,167	0	4,167	4,167	4,167 0.00%
650	53000	150	FICA	8,578	3,742	7,595	8,620	3,910	8,502	8,833	8,833 2.48%
650	53000	151	Retirement	7,512	2,967	7,109	7,380	2,903	7,279	7,794	7,794 5.61%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,148	9,413	20,043	18,872	9,938	18,850	27,296	26,774 41.87%
650	53000	190	Training	1,250	0	0	1,250	0	1,500	6,124	6,124 389.92%
			<b>Subtotal</b>	<b>152,780</b>	<b>65,800</b>	<b>142,166</b>	<b>152,964</b>	<b>67,412</b>	<b>151,430</b>	<b>169,684</b>	<b>169,162 10.59%</b>
			CONTRACTUAL SERVICES								
650	53000	210	Telephone	766	0	0	766	385	766	766	766 0.00%
650	53000	211	Postage	1,563	474	1,164	1,563	788	1,563	1,563	1,563 0.00%
650	53000	212	Seminars and Conferences	1,625	282	660	1,625	301	2,000	2,500	2,500 53.85%
650	53000	215	Consulting	10,196	7,821	8,003	10,196	8,516	10,196	21,820	21,820 114.01%
650	53000	218	Cell/Radio	1,625	332	635	1,625	441	2,096	2,096	2,096 28.98%
			<b>Subtotal</b>	<b>15,775</b>	<b>8,910</b>	<b>10,462</b>	<b>15,775</b>	<b>10,431</b>	<b>16,621</b>	<b>28,745</b>	<b>28,745 82.22%</b>
			SUPPLIES AND EXPENSE								
650	53000	310	Office Supplies	2,500	178	429	2,500	325	2,500	2,500	2,500 0.00%
650	53000	320	Memberships/Subscriptions	219	205	226	400	326	400	400	400 0.00%
650	53000	331	Transportation	500	143	652	572	197	766	766	766 33.92%
650	53000	340	Operating Supplies	0	0	0	0	0	0	0	0 0.00%
650	53000	350	Repair and Maintenance Supplies	188	0	0	188	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>3,407</b>	<b>526</b>	<b>1,307</b>	<b>3,660</b>	<b>848</b>	<b>3,666</b>	<b>3,666</b>	<b>3,666 0.16%</b>
			CAPITAL OUTLAY								
650	53000	810	Capital Equipment	0	0	0	4,124	2,298	4,124	1,500	1,500 -63.63%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,124</b>	<b>2,298</b>	<b>4,124</b>	<b>1,500</b>	<b>1,500 -63.63%</b>
			<b>TOTAL</b>	<b>\$ 171,962</b>	<b>\$ 75,235</b>	<b>\$ 153,936</b>	<b>\$ 176,523</b>	<b>\$ 80,989</b>	<b>\$ 175,841</b>	<b>\$ 203,595</b>	<b>\$ 203,073 15.04%</b>

## **Storm Water Utility Engineering**

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.
  - a. Result: Staff is currently working on the plan at the time of the budget preparation.
- 2) Develop a crossing guard policy for analyzing existing crossing guard locations as well as requests for new locations.
  - a. Result: Staff is currently working on the policy at the time of budget preparation.



### ***Significant Program Achievements:***

- 1) Completed 2019 public works improvements program which included:
  - a. Relayed approximately 9,850 lineal feet of water main in preparation for street resurfacing and reconstruction.
  - b. Completed construction on the new Pine Trail Crossing off of Ryan Road which is a 60 single/duplex family lot with one multi-family lot subdivision
  - c. Reconstructed Ryan Road from 450 feet south of Diversity Drive to 200 feet south of South Melcorn Circle.
  - d. Reconstructed Enterprise Drive from Prosper Street to 700 feet south of Prosper Street and Prosper Street from Enterprise Drive to CTH PP.
  - e. Constructed/reconstructed/lined 11,050 lineal feet of sanitary sewer.
  - f. Removed and replaced sanitary laterals in conjunction with water main/service relays.
  - g. Provided new water main to condominiums off of Broadway Street
  - h. Completed construction on the Southbridge and Honeysuckle pond improvements to minimize flooding in the Bridgeport Street area.
  - i. Constructed a new parking lot at Optimist Park and relocated the basketball court.
  - j. Reconstructed the pedestrian alley off of Main Avenue in preparation for the public art display.
  - k. Constructed sidewalk around the playground at VFW Park.
- 2) Designed and bid multiple streetscaping proposals for various downtown improvements.
- 3) Designed and bid the Lawrence Drive sidewalk project from Scheuring Road to Main Avenue. The project completion was extended to July 1, 2020 due to the lack of contractors to complete in 2019.
- 4) Reviewed all public and private storm water management facilities.
- 5) 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 proposed 2020 Storm Water Utility - Engineering Program cost is \$238,683. 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.

#### ***2020 Program Objectives:***

- 1) Complete the construction of the Lawrence Drive sidewalk from Scheuring Road to Main Avenue. This was bid in 2019 with a July 1, 2020 completion date.
- 2) 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.
- 3) Continue to update engineering CADD standards and construction plans.
- 4) Monitor public and private storm water management facilities.
- 5) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.

***2020 Budget Significant Expenditure Changes:***

- 1) Overtime Wages increased \$2,000 to reflect actual costs due to completing design and construction projects.
- 2) Seasonal Labor increased \$3,725 to reflect actual costs for increasing hourly wage rates from \$14.00/hour to \$18.00/hour in order to find qualified engineering aide staff.
- 3) FICA increased \$533 to reflect actual costs due to increase salaries and overtime wages.
- 4) Retirement increased \$693 to reflect actual costs due to increase seasonal labor and overtime wages.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$10,752 to reflect actual costs for additional family member participation in health insurance for engineering staff.
- 6) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 7) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 8) Consulting increased \$2,000 to reflect increase for required bridge and sign bridge inspections. 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.
- 9) Cell/Radio increased \$784 to reflect actual costs for additional Ipads.
- 10) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 11) Transportation increased \$625 to reflect actual costs.
- 12) Capital Equipment includes the storm water utility share of \$8,750 for replacing survey equipment.

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures				2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
<b>ENGINEERING STORMWATER UTILITY</b>												
Account Number PERSONAL SERVICES												
650	53110	110	Salaries	\$ 43,763	\$ 20,003	\$ 44,145	\$ 46,748	\$ 21,388	\$ 46,748	\$ 48,624	\$ 48,624	4.01%
650	53110	120	Hourly Wages	74,802	34,021	75,796	78,677	34,447	78,676	81,053	81,053	3.02%
650	53110	125	Overtime Wages	5,625	3,914	11,218	10,000	2,934	12,000	12,000	12,000	20.00%
650	53110	126	Seasonal Labor	4,375	1,120	4,599	4,375	1,724	4,375	8,100	8,100	85.14%
650	53110	150	FICA	9,564	4,575	9,677	10,423	4,747	10,576	10,956	10,956	5.11%
650	53110	151	Retirement	8,321	3,406	8,689	8,870	3,546	9,001	9,563	9,563	7.81%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	34,191	9,396	20,454	27,120	12,387	30,038	38,497	37,872	39.65%
650	53110	190	Training	3,125	903	933	3,125	358	3,125	3,125	3,125	0.00%
			<b>Subtotal</b>	<b>183,766</b>	<b>77,338</b>	<b>175,510</b>	<b>189,339</b>	<b>81,531</b>	<b>194,540</b>	<b>211,918</b>	<b>211,293</b>	<b>11.60%</b>
			CONTRACTUAL SERVICES									
650	53110	210	Telephone	970	475	950	970	485	970	970	970	0.00%
650	53110	212	Seminars and Conferences	1,000	138	138	1,000	36	1,000	1,000	1,000	0.00%
650	53110	215	Consulting	5,313	3,806	7,565	6,000	1,898	6,000	8,000	8,000	33.33%
650	53110	218	Cell/Radio	1,579	320	841	1,760	462	2,544	2,544	2,544	44.55%
			<b>Subtotal</b>	<b>8,862</b>	<b>4,739</b>	<b>9,493</b>	<b>9,730</b>	<b>2,882</b>	<b>10,514</b>	<b>12,514</b>	<b>12,514</b>	<b>28.61%</b>
			SUPPLIES AND EXPENSE									
650	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	313	0	88	313	80	313	313	313	0.00%
650	53110	331	Transportation	1,875	301	1,117	1,875	417	2,294	2,500	2,500	33.33%
650	53110	340	Operating Supplies	2,813	710	2,285	2,813	738	2,813	2,813	2,813	0.00%
650	53110	350	Repair and Maintenance Supplies	500	4	21	500	13	500	500	500	0.00%
			<b>Subtotal</b>	<b>5,501</b>	<b>1,015</b>	<b>3,511</b>	<b>5,501</b>	<b>1,249</b>	<b>5,920</b>	<b>6,126</b>	<b>6,126</b>	<b>11.36%</b>
			CAPITAL OUTLAY									
650	53110	810	Capital Equipment	3,000	2,497	2,497	10,000	951	10,000	8,750	8,750	-12.50%
			<b>Subtotal</b>	<b>3,000</b>	<b>2,497</b>	<b>2,497</b>	<b>10,000</b>	<b>951</b>	<b>10,000</b>	<b>8,750</b>	<b>8,750</b>	<b>-12.50%</b>
			<b>TOTAL</b>	<b>\$ 201,129</b>	<b>\$ 85,588</b>	<b>\$ 191,010</b>	<b>\$ 214,570</b>	<b>\$ 86,613</b>	<b>\$ 220,974</b>	<b>\$ 239,308</b>	<b>\$ 238,683</b>	<b>11.24%</b>

## **Storm Water Utility Municipal Service Center**

***Program Full Time Equivalents: 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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Reduce utility cost by 1% through power management and LED lighting replacements.
  - a. Result: Our analysis of comparable data showed an increase of gas/electric expenses. Further analysis would need to be conducted to determine if LED lighting was effective or not.

***Significant Program Achievements:***

- 1) Installed a power gate and access tags for all City equipment/vehicles.
- 2) Replaced exterior lights with LED lighting.
- 3) Replaced 1/3 of Unit “B” lights with LED lighting.
- 4) Replaced water fountain with a bottle re-fill fountain.
- 5) Repaired roof.
- 6) Installed large fan in mechanic’s shop to improve air flow.
- 7) Continued installation of LED lighting in the mechanics bay.
- 8) Conducted annual preventative maintenance for HVAC in spring and fall.

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

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

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

The proposed 2020 Storm Water Utility - Municipal Service Center program cost is \$36,118. 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.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Overtime Wages decreased \$12 to reflect actual costs.
- 2) Training includes various training for building maintenance staff.
- 3) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, building maintenance scheduling software, and perform backup generator study.
- 4) Cleaning and Maintenance increased \$730 to reflect actual costs.
- 5) Operating Supplies increased \$948 to reflect actual costs.
- 6) Capital Outlay includes the storm water utility share of \$14,250 for: repair HVAC duct work (\$1,500); replace overhead garage doors (\$1,500); replace HVAC controls (\$3,750); and replace fuel dispensing system (\$7,500).

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures			2018 Adopted Budget	2018 6 mos Actual	2018 Year End Actual	2019 Adopted Budget	2019 6 mos Actual	2019 Year End Estimate	2020 Dept Head Proposed	2020 Executive Proposed	2020 / 2019 Budget % of Change
Account Title											
<b>MUNICIPAL SERVICE CENTER</b>											
Account Number			PERSONAL SERVICES								
650	53230	120	Hourly Wages	\$ 1,610	\$0	\$ 2,362	\$ 2,727	\$ 1,088	\$ 2,727	\$ 2,727	0.00%
650	53230	125	Overtime Wages	39	0	4	39	2	27	27	-30.77%
650	53230	126	Seasonal Labor	751	0	95	751	88	751	751	0.00%
650	53230	150	FICA	137	0	163	222	85	222	222	-0.41%
650	53230	151	Retirement	110	0	144	181	88	180	186	2.61%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	594	0	671	1,589	496	1,589	1,550	-2.45%
650	53230	190	Training	75	0	0	75	0	75	75	0.00%
			<b>Subtotal</b>	<b>3,316</b>	<b>0</b>	<b>3,439</b>	<b>5,585</b>	<b>1,847</b>	<b>5,571</b>	<b>5,576</b>	<b>-0.85%</b>
			CONTRACTUAL SERVICES								
650	53230	210	Telephone	36	0	0	35	0	35	35	0.00%
650	53230	211	Postage	0	0	0	0	0	0	0	0.00%
650	53230	215	Consulting	1,485	0	0	3,750	73	3,750	3,750	0.00%
650	53230	217	Cleaning Service Contract	2,100	844	2,025	2,100	844	2,045	2,045	-2.62%
650	53230	220	Utilities	6,000	0	2,092	6,273	3,305	6,273	6,273	0.00%
			<b>Subtotal</b>	<b>9,621</b>	<b>844</b>	<b>4,117</b>	<b>12,158</b>	<b>4,221</b>	<b>12,103</b>	<b>12,103</b>	<b>-0.45%</b>
			SUPPLIES AND EXPENSE								
650	53230	314	Cleaning and Maintenance	1,725	499	2,352	1,725	1,291	2,182	2,455	42.32%
650	53230	340	Operating Supplies	825	1,133	1,768	825	661	1,636	1,773	114.91%
			<b>Subtotal</b>	<b>2,550</b>	<b>1,632</b>	<b>4,120</b>	<b>2,550</b>	<b>1,953</b>	<b>3,818</b>	<b>4,228</b>	<b>65.80%</b>
			CAPITAL OUTLAY								
650	53230	810	Capital Equipment	30,225	0	0	26,250	0	26,250	68,250	-45.71%
			<b>Subtotal</b>	<b>30,225</b>	<b>0</b>	<b>0</b>	<b>26,250</b>	<b>0</b>	<b>26,250</b>	<b>68,250</b>	<b>-45.71%</b>
			<b>TOTAL</b>	<b>\$ 45,712</b>	<b>\$ 2,475</b>	<b>\$ 11,676</b>	<b>\$ 46,543</b>	<b>\$ 8,021</b>	<b>\$ 47,742</b>	<b>\$ 90,157</b>	<b>-22.40%</b>



## **Storm Water Utility Fleet Maintenance**

***Program Full Time Equivalents: 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.

### ***2020 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.

### ***2019 Performance Measurement Data (July 2018 – June 2019):***

- 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 accomplished on all loaders and dump trucks.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles.
  - a. Result: This was accomplished.

### ***Significant Program Achievements:***

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

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

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

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

The proposed 2020 Storm Water Utility - Fleet Maintenance cost is \$347,232. 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.

### ***2020 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.

### ***2020 Budget Significant Expenditure Changes:***

- 1) Training is for staff on fleet maintenance equipment.
- 2) Consulting increased \$12,970 to reflect actual costs due to increase in equipment repairs with delaying equipment replacement. Consulting includes tasks unable to perform in our mechanics shop.
- 3) Repair and Maintenance Supplies increased \$15,530 to reflect actual costs due to higher maintenance with delaying equipment replacement.
- 4) Safety Equipment and Uniforms increased \$1,190 to reflect actual costs.
- 5) Capital Equipment includes the storm water utility share of \$46,903 which is for: new vehicle for maintenance supervisor (\$12,500); replace 2004 pick-up truck (\$22,500); large ceiling fan for shop (\$5,000); replace welding table exhaust fan (\$4,000); 1/2" cordless impact wrench (\$493); cordless hammer drill and kit (\$435), 3/8" cordless impact wrench (\$445); 1/4" hex cordless screw driver (\$128); 3/8" drive metric impact drive (\$148); 3/4" ratchet torque wrench (\$240); Cummins engines update software (\$200), and miscellaneous tools (\$814).

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures			2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title			Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
			Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
<b>FLEET MAINTENANCE</b>											
Account Number PERSONAL SERVICES											
650	53240	110	Salaries	\$0	\$ 3,262	\$ 12,176	\$ 18,540	\$ 7,769	\$ 18,540	\$ 19,435	\$ 19,435 4.83%
650	53240	120	Hourly Wages	102,500	24,517	53,867	97,500	22,294	97,500	97,500	97,500 0.00%
650	53240	125	Overtime Wages	1,021	57	511	1,020	518	1,020	1,020	1,020 0.00%
650	53240	126	Seasonal Labor	0	144	144	0	0	0	0	0 0.00%
650	53240	150	FICA	7,919	2,071	4,516	8,955	2,355	8,955	9,024	9,024 0.76%
650	53240	151	Retirement	6,936	1,692	4,311	7,667	2,330	7,667	7,962	7,962 3.84%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	58,781	11,623	27,556	55,000	14,814	55,000	55,000	53,663 -2.43%
650	53240	190	Training	510	0	0	500	0	500	500	500 0.00%
			<b>Subtotal</b>	<b>177,667</b>	<b>43,367</b>	<b>103,081</b>	<b>189,182</b>	<b>50,080</b>	<b>189,183</b>	<b>190,441</b>	<b>189,104 -0.04%</b>
CONTRACTUAL SERVICES											
650	53240	210	Telephone	102	0	0	103	0	105	105	105 1.94%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0 0.00%
650	53240	215	Consulting	16,327	3,727	24,422	15,000	12,505	25,000	25,000	27,970 86.47%
650	53240	218	Cell/Radio	255	0	0	255	0	255	255	255 0.00%
			<b>Subtotal</b>	<b>16,684</b>	<b>3,727</b>	<b>24,422</b>	<b>15,358</b>	<b>12,505</b>	<b>25,360</b>	<b>25,360</b>	<b>28,330 84.46%</b>
SUPPLIES AND EXPENSE											
650	53240	331	Transportation	1,021	0	0	1,020	0	1,020	1,020	1,020 0.00%
650	53240	340	Operating Supplies	12,096	5,996	11,214	12,095	5,785	12,095	12,095	12,095 0.00%
650	53240	350	Repair and Maintenance Supplies	40,817	26,811	50,082	50,000	28,570	57,500	57,500	65,530 31.06%
650	53240	351	Safety Equipment and Uniforms	3,061	583	2,857	3,060	2130	4,260	4,250	4,250 38.89%
			<b>Subtotal</b>	<b>56,995</b>	<b>33,390</b>	<b>64,153</b>	<b>66,175</b>	<b>36,486</b>	<b>73,855</b>	<b>74,865</b>	<b>82,895 25.27%</b>
CAPITAL OUTLAY											
650	53240	810	Capital Equipment	9,309	5,189	8,616	10,420	8,282	10,420	51,903	46,903 350.12%
			<b>Subtotal</b>	<b>9,309</b>	<b>5,189</b>	<b>8,616</b>	<b>10,420</b>	<b>8,282</b>	<b>10,420</b>	<b>51,903</b>	<b>46,903 350.12%</b>
			<b>TOTAL</b>	<b>\$ 260,655</b>	<b>\$ 85,673</b>	<b>\$ 200,272</b>	<b>\$ 281,135</b>	<b>\$ 107,353</b>	<b>\$ 298,818</b>	<b>\$ 342,569</b>	<b>\$ 347,232 23.51%</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.

***2020 Performance Measures:***

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

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase employee training 5% on sweeper operations.
  - a. Result: This was not met due to staffing limitations.

***Significant Program Achievements:***

- 2) Continued City wide sweeping to meet City's MS4 permitting requirements.

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

- 1) Utilizing industry standards for equipment to sweep streets and parking lots.
  - a. Community Importance.
    - i. Keeps City streets and parking lots clean of dirt and debris.

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

The proposed 2020 Storm Water Utility - Street Cleaning program cost is \$139,070. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Consulting increased \$10,000 to reflect costs for landfill disposal of street sweepings. Consulting is for landfill costs for street sweepings.
- 2) No Capital Equipment requested.

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures	2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change

**STREET CLEANING**

Account Number GENERAL ADMINISTRATION

650	53300	120	Hourly Wages	\$ 72,000	\$ 19,804	\$ 54,700	\$ 72,000	\$ 24,564	\$ 72,000	\$ 72,000	\$ 72,000	0.00%
650	53300	125	Overtime Wages	400	0	101	400	0	400	400	400	0.00%
650	53300	126	Seasonal Labor	1,600	1,484	2,931	1,600	0	1,600	1,600	1,600	0.00%
650	53300	150	FICA	5,562	1,538	3,970	5,562	1,820	5,562	5,562	5,562	0.00%
650	53300	151	Retirement	4,851	1,136	3,722	4,742	1,215	4,742	4,887	4,887	3.05%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	29,744	9,982	26,876	29,744	9,336	29,744	29,744	29,021	-2.43%
650	53300	190	Training	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>114,157</b>	<b>33,943</b>	<b>92,299</b>	<b>114,048</b>	<b>36,935</b>	<b>114,048</b>	<b>114,193</b>	<b>113,470</b>	<b>-0.51%</b>
			CONTRACTUAL SERVICES									
650	53300	215	Consulting	0	0	0	0	0	0	10,000	10,000	100.00%
650	53300	220	Utilities	500	22	448	400	22	400	400	400	0.00%
			<b>Subtotal</b>	<b>500</b>	<b>22</b>	<b>448</b>	<b>400</b>	<b>22</b>	<b>400</b>	<b>10,400</b>	<b>10,400</b>	<b>2500.00%</b>
			SUPPLIES AND EXPENSE									
650	53300	331	Transportation	7,200	1,537	6,319	7,200	2,154	7,200	7,200	7,200	0.00%
650	53300	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53300	350	Repair and Maintenance Supplies	10,000	305	2,490	8,000	1,498	8,000	8,000	8,000	0.00%
			<b>Subtotal</b>	<b>17,200</b>	<b>1,843</b>	<b>8,809</b>	<b>15,200</b>	<b>3,652</b>	<b>15,200</b>	<b>15,200</b>	<b>15,200</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
650	53300	810	Capital Equipment	341,000	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>341,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 472,857</b>	<b>\$ 35,807</b>	<b>\$ 101,557</b>	<b>\$ 129,648</b>	<b>\$ 40,609</b>	<b>\$ 129,648</b>	<b>\$ 139,793</b>	<b>\$ 139,070</b>	<b>7.27%</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.

***2020 Performance Measures:***

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



***2019 Performance Measurement Date (July 2018 – June 2019):***

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
  - a. Result: This was met. The volume of leaves hauled to farmers increased 5%.

***Significant Program Achievements:***

- 1) Implemented an additional single leaf loader into operation to improve the efficiencies for fall leaf collection.

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

- 1) Utilize industry standard for collection leaf and yard waste.
  - a. Community Importance.
    - i. Provides an easier alternative for residents to dispose of leaves and yard waste.
    - ii. Improves storm water quality by keeping the leaves out of the storm sewers.

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

The proposed 2020 Storm Water Utility - Leaf Collection program cost is \$96,430. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$2,000 to reflect actual costs.
- 2) FICA increased \$153 to reflect increase in hourly wages.
- 3) Retirement increased \$200 to reflect increase in hourly wages.
- 4) Consulting used to fund disposal of leaves.
- 5) Repair and Maintenance Supplies increased \$2,000 to reflect actual costs.
- 6) No Capital Equipment requested.

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures	2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change

**LEAF COLLECTION**

Account Number PERSONAL SERVICES

650	53320	120	Hourly Wages	\$ 32,000	\$ 4,025	\$ 34,025	\$ 32,000	\$ 3,514	\$ 34,000	\$ 34,000	\$ 34,000	6.25%
650	53320	125	Overtime Wages	200	83	83	200	0	200	200	200	0.00%
650	53320	126	Seasonal Labor	10,000	0	0	10,000	0	10,000	10,000	10,000	0.00%
650	53320	150	FICA	2,608	304	2,412	2,608	253	2,761	2,761	2,761	5.87%
650	53320	151	Retirement	2,157	226	2,252	2,109	228	2,240	2,309	2,309	9.45%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,488	3,099	11,931	13,488	2,923	13,488	13,488	13,160	-2.43%
650	53320	190	Training	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>60,454</b>	<b>7,737</b>	<b>50,704</b>	<b>60,405</b>	<b>6,919</b>	<b>62,689</b>	<b>62,758</b>	<b>62,430</b>	<b>3.35%</b>
			CONTRACTUAL SERVICES									
650	53320	215	Consulting	12,000	0	0	10,000	0	10,000	10,000	10,000	0.00%
650	53320	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53320	219	Data	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
650	53320	331	Transportation	15,000	1,680	11,905	14,000	1,616	14,000	14,000	14,000	0.00%
650	53320	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	10,000	0	6089	8,000	7,598	10,000	10,000	10,000	25.00%
			<b>Subtotal</b>	<b>25,000</b>	<b>1,680</b>	<b>17,995</b>	<b>22,000</b>	<b>9,213</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>9.09%</b>
			CAPITAL OUTLAY									
650	53320	810	Capital Equipment	0	0	0	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</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 97,454</b>	<b>\$ 9,417</b>	<b>\$ 68,699</b>	<b>\$ 92,405</b>	<b>\$ 16,132</b>	<b>\$ 96,689</b>	<b>\$ 96,758</b>	<b>\$ 96,430</b>	<b>4.36%</b>

## **Storm Water Utility Storm Sewer Maintenance**

***Program Full Time Equivalents: 0.60***

***Program Mission:***

To maintain and repair storm sewer system and curb inlets.

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

- 1) *Storm Sewer Maintenance* – Perform storm sewer maintenance throughout the City by flushing, jetting, root cutting, physical inspections, televising, and rebuilding to prevent flooding and/or backups.

***Important Outputs:***

- 1) *Storm Sewer Maintenance* – Activities and services by this program are supported 100% by the storm water utility fees. Maintenance of storm sewer is necessary to ensure the storm sewer is functioning in order to prevent flooding throughout the City. Maintenance includes cleaning debris from inlet, flushing and cleaning storm sewer mains, and repairing or replacing storm sewer infrastructure.

***Expected Outcomes:***

- 1) Decrease flooding.
- 2) Increase life expectancy of storm sewer infrastructure.

***2020 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.

***2019 Performance Measurement Data (July 2018 – June 2019):***

- 1) Increase the number of inlets cleaned per year by 5%.
  - a. Result: Inlet cleaning was not tracked.

***Significant Program Achievements:***

- 1) Incorporated visual inspections of storm sewers using camera system.

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

- 1) Utilize industry standards for cleaning and televising storm sewer infrastructure.
  - a. Community Importance.
    - i. Reduction of flooding by keeping storm sewers cleaned and maintained.

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

The proposed 2020 Storm Water Utility – Storm Sewer Maintenance program cost is \$1,016,368. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

***2020 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.

***2020 Budget Significant Expenditure Changes:***

- 1) Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
- 2) Capital outlay requested includes storm sewer televising \$50,000, storm sewer repair/replacement \$175,000, new storm sewer for resurfacing \$350,000, box culvert/sanitary sewer review \$40,000, wet pond construction \$280,000, Basin FE 030 Pond Design \$30,000.

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures				2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
<b>STORM SEWER MAINTENANCE</b>												
Account Number PERSONAL SERVICES												
650	53440	120	Hourly Wages	\$ 35,000	\$ 5,851	\$ 18,051	\$ 25,000	\$ 5,801	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
650	53440	125	Overtime Wages	1,500	111	532	1,500	425	1,500	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	500	10	658	500	0	500	500	500	0.00%
650	53440	150	FICA	2,800	437	1,214	2,035	594	2,035	2,035	2,035	0.00%
650	53440	151	Retirement	2,446	381	1,119	1,736	531	1,736	1,789	1,789	3.05%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	10,000	1,821	5,104	7,000	2,854	7,000	7,000	6,830	-2.43%
650	53440	190	Training	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>52,245</b>	<b>8,610</b>	<b>26,677</b>	<b>37,770</b>	<b>10,205</b>	<b>37,770</b>	<b>37,823</b>	<b>37,653</b>	<b>-0.31%</b>
			CONTRACTUAL SERVICES									
650	53440	215	Consulting	50,000	7,641	17,745	50,000	4,860	50,000	50,000	50,000	0.00%
650	53440	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53440	219	Data	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>50,000</b>	<b>7,641</b>	<b>17,745</b>	<b>50,000</b>	<b>4,860</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE									
650	53440	340	Operating Supplies	3,715	0	423	3,715	212	3,715	3,715	3,715	0.00%
			<b>Subtotal</b>	<b>3,715</b>	<b>0</b>	<b>423</b>	<b>3,715</b>	<b>212</b>	<b>3,715</b>	<b>3,715</b>	<b>3,715</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
650	53440	810	Capital Equipment	405,000	0	0	895,000	0	895,000	1,060,000	925,000	3.35%
			<b>Subtotal</b>	<b>405,000</b>	<b>0</b>	<b>0</b>	<b>895,000</b>	<b>0</b>	<b>895,000</b>	<b>1,060,000</b>	<b>925,000</b>	<b>3.35%</b>
			<b>TOTAL</b>	<b>\$ 510,960</b>	<b>\$ 16,251</b>	<b>\$ 44,845</b>	<b>\$ 986,485</b>	<b>\$ 15,277</b>	<b>\$ 986,485</b>	<b>\$ 1,151,538</b>	<b>\$ 1,016,368</b>	<b>3.03%</b>

## **Storm Water Utility Weed Control**

***Program Full Time Equivalents: 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.

***2020 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.

***2019 Performance Measurement Data (July 2018 – June 2019):***

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

***Significant Program Achievements:***

- 1) Maintained safe vision triangles throughout the City.

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

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

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

The proposed 2020 Storm Water Utility - Weed Control program cost is \$18,781. 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.

***2020 Program Objectives:***

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

***2020 Budget Significant Expenditure Changes:***

- 1) Seasonal Labor increased \$431 to reflect actual costs.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins increased \$940 to reflect actual costs.
- 3) Capital Equipment includes the storm water utility fund share of \$650 for replacing two (2) line trimmers.

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures	2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change

**WEED CONTROL**

Account Number PERSONAL SERVICES

650	53640	120	Hourly Wages	\$ 9,237	\$ 3,144	\$ 15,321	\$ 9,286	\$ 2,176	\$ 9,286	\$ 9,286	\$ 9,286	0.00%
650	53640	125	Overtime Wages	0	12	398	0	16	0	0	0	0.00%
650	53640	126	Seasonal Labor	169	0	574	169	22	500	600	600	255.03%
650	53640	150	FICA	709	233	1,029	713	260	718	719	719	0.88%
650	53640	151	Retirement	619	121	857	608	268	608	627	627	3.05%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,208	1,045	5,927	5,402	1,705	5,402	6,500	6,342	17.40%
650	53640	190	Training	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>15,942</b>	<b>4,555</b>	<b>24,106</b>	<b>16,178</b>	<b>4,448</b>	<b>16,514</b>	<b>17,732</b>	<b>17,574</b>	<b>8.63%</b>
			CONTRACTUAL SERVICES									
650	53640	210	Telephone	0	0	0	0	0	0	0	0	0.00%
650	53640	215	Consulting	0	0	0	0	0	0	0	0	0.00%
650	53640	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
			<b>Subtotal</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>0.00%</b>
			SUPPLIES AND EXPENSE									
650	53640	331	Transportation	0	0	0	0	0	0	0	0	0.00%
650	53640	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53640	361	Fuel	995	245	796	557	266	557	557	557	0.00%
			<b>Subtotal</b>	<b>995</b>	<b>245</b>	<b>796</b>	<b>557</b>	<b>266</b>	<b>557</b>	<b>557</b>	<b>557</b>	<b>0.00%</b>
			CAPITAL OUTLAY									
650	53640	810	Capital Equipment	0	0	0	97,500	0	0	650	650	-99.33%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97,500</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>650</b>	<b>-99.33%</b>
			<b>TOTAL</b>	<b>\$ 16,937</b>	<b>\$ 4,800</b>	<b>\$ 24,902</b>	<b>\$ 114,235</b>	<b>\$ 4,714</b>	<b>\$ 17,071</b>	<b>\$ 18,939</b>	<b>\$ 18,781</b>	<b>-83.56%</b>



## **TOTAL STORM WATER UTILITY**

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures	2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
<b>TOTAL STORMWATER UTILITY</b>									
110 Salaries	\$ 133,763	\$ 64,289	\$ 146,050	\$ 155,288	\$ 71,197	\$ 155,288	\$ 165,059	\$ 165,059	6.29%
120 Hourly Wages	349,024	100,016	271,811	339,065	102,470	339,521	339,235	339,235	0.05%
125 Overtime Wages	9,035	4,177	12,847	13,959	3,930	15,947	15,947	15,947	14.24%
126 Seasonal Labor	21,562	2,758	9,001	21,562	1,834	21,893	25,718	25,718	19.27%
150 FICA	37,877	12,899	30,576	39,138	14,025	39,330	40,111	40,111	2.49%
151 Retirement	32,952	9,929	28,203	33,294	11,110	33,455	35,116	35,116	5.47%
152 Health, Dental, DIB, Life & Wks Cmp Ins	171,154	46,379	118,563	158,215	54,454	161,111	179,114	175,212	10.74%
190 Training	4,960	903	933	4,950	358	5,200	9,824	9,824	98.46%
<b>Subtotal</b>	<b>760,327</b>	<b>241,351</b>	<b>617,983</b>	<b>765,472</b>	<b>259,378</b>	<b>771,744</b>	<b>810,124</b>	<b>806,222</b>	<b>5.32%</b>
CONTRACTUAL SERVICES									
210 Telephone	1,874	475	950	1,874	870	1,876	1,876	1,876	0.11%
211 Postage	1,563	474	1,164	1,563	788	1,563	1,563	1,563	0.00%
212 Seminars and Conferences	2,625	420	798	2,625	337	3,000	3,500	3,500	33.33%
215 Consulting	95,321	22,995	57,735	94,946	27,852	104,946	128,570	131,540	38.54%
217 Cleaning Service Contract	2,100	844	2,025	2,100	844	2,045	2,045	2,045	-2.62%
218 Cell/Radio	3,459	652	1,476	3,640	904	4,895	4,895	4,895	34.48%
220 Utilities	6,500	22	2,540	6,673	3,326	6,673	6,673	6,673	0.00%
<b>Subtotal</b>	<b>113,442</b>	<b>25,882</b>	<b>66,687</b>	<b>113,421</b>	<b>34,920</b>	<b>124,998</b>	<b>149,122</b>	<b>152,092</b>	<b>34.10%</b>
SUPPLIES AND EXPENSE									
310 Office Supplies	2,500	178	429	2,500	325	2,500	2,500	2,500	0.00%
314 Cleaning and Maintenance	1,725	499	2,352	1,725	1,291	2,182	2,455	2,455	42.32%
320 Memberships/Subscriptions	532	205	314	713	406	713	713	713	0.00%
331 Transportation	25,596	3,662	19,993	24,667	4,384	25,280	25,486	25,486	3.32%
340 Operating Supplies	19,449	7,839	15,690	19,448	7,397	20,259	20,396	20,396	4.87%
350 Repair and Maintenance Supplies	61,505	27,120	58,683	66,688	37,679	76,000	76,000	84,030	26.00%
351 Safety Equipment and Uniforms	3,061	583	2,857	3,060	2,130	4,260	4,250	4,250	38.89%
361 Fuel	995	245	796	557	266	557	557	557	0.00%
<b>Subtotal</b>	<b>115,363</b>	<b>40,330</b>	<b>101,115</b>	<b>119,358</b>	<b>53,880</b>	<b>131,751</b>	<b>132,357</b>	<b>141,687</b>	<b>18.71%</b>
CAPITAL OUTLAY									
810 Capital Equipment	788,534	7,686	11,113	1,043,294	11,531	945,794	1,191,053	997,053	-4.43%
<b>Subtotal</b>	<b>788,534</b>	<b>7,686</b>	<b>11,113</b>	<b>1,043,294</b>	<b>11,531</b>	<b>945,794</b>	<b>1,191,053</b>	<b>997,053</b>	<b>-4.43%</b>
<b>TOTAL</b>	<b>\$ 1,777,666</b>	<b>\$ 315,248</b>	<b>\$ 796,897</b>	<b>\$ 2,041,545</b>	<b>\$ 359,709</b>	<b>\$ 1,974,287</b>	<b>\$ 2,282,656</b>	<b>\$ 2,097,054</b>	<b>2.72%</b>

**City of De Pere  
2020 Stormwater Utility  
Adopted Budget**

Expenditures	2018	2018	2018	2019	2019	2019	2020	2020	2020 / 2019
Account Title	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change

**REVENUES**

650	41000	000	Residential	\$ 766,656	\$ 727,607	\$ 727,607	\$ 795,000	\$ 771,006	\$ 771,006	\$ 816,994	\$ 816,994	2.77%
650	42000	000	Non-Residential-NR	634,720	686,619	686,619	695,000	734,181	734,181	785,038	785,038	12.96%
650	43000	000	Agricultural	0	0	0	0	0	0	0	0	0.00%
650	43500	000	State Grants	0		94,612	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	188,309	94,612	189,208	200,000	200,304	200,304	212,051	212,051	6.03%
650	45000	000	Underdeveloped & Other	22,215	189,208	21,227	22,215	20,991	20,991	21,000	21,000	-5.47%
			Fund Balance	165,766	21,227		329,329		329,329	447,573	261,971	
<b>TOTAL REVENUES</b>				<b>\$ 1,777,666</b>	<b>\$ 1,719,272</b>	<b>\$ 1,719,272</b>	<b>\$ 2,041,544</b>	<b>\$ 1,726,483</b>	<b>\$ 2,055,811</b>	<b>\$ 2,282,656</b>	<b>\$ 2,097,054</b>	<b>2.72%</b>