Board of Public Works

Regular Meeting

335 South Broadway

De Pere, WI 54115
http://www.de-pere.org

Revised Agenda

Monday, December 7, 2015 | 7:30 PM | De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **December 7, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Public Comment

III. Items

1. Approval of Board of Public Works November 9, 2015 Meeting Minutes.
2. 2015 - 2016 Sewer Rate Study*
3. Consider Resolution for Mailbox Reimbursement*
4. Consider 2016 Standard Specifications
5. Consider Change in Overnight Parking Rules for Weekday Holidays.*
6. Resolution #BOPW 15-01: Declaring public emergency exception to public bid requirements for boiler replacement at the Community Center.* ADDITIONAL ITEM

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday December 7, 2015 so that arrangements can be made.

Agenda Sent To:

Mayor	Mike Konecny, Schenk
Alderpersons	Brian Hesprich, Fox River Fiber
Department Heads	Lee Hammen, Thilmany
TV, Newspapers & Radio Stations	Mark Velicer, Sonoco
Kress Family Library	
De Pere Chamber of Commerce	

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2015

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Approval of Board of Public Works November 9, 2015 Meeting Minutes.

ATTACHMENTS:

- BOPW November 9, 2015 Draft Meeting Minutes (PDF)

Board of Public Works

335 South Broadway

De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Draft Minutes

Monday, November 9, 2015 **7:30 PM** **De Pere City Hall Council Chambers**

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Kevin Bauer	Alderperson	Present	
James Boyd	Alderperson	Present	
Jim Kneiszel	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, and Pam Denis, Recording Secretary.

II. Public Comment

None

III. Items

1. Approval of BOPW October 12, 2015 Meeting Minutes.

Mayor Walsh moved to approve the minutes from the Board of Public Works October 12, 2015 meeting, Alderperson Kneiszel seconded the motion. Upon vote the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Bauer, Boyd, Kneiszel, Raasch, Walsh

2. Consider Parking Restrictions on Old Ivy Court. *

Eric Rakers, City Engineer, explained that parking on Ivy Court had been discussed at the last meeting and was being brought back to the Board of Public Works as a recommendation to eliminate parking on the north side of Ivy Court. Letters had been sent to the residents on Ivy Court advising them of this meeting. City Engineer Rakers stated that the parking restrictions were for safety reasons due to the 30 ft. wide street, the Kiwanis Park traffic and cars parked on both sides of Ivy Court. He stated that this was a one way in one way out road which made for congested traffic when cars are parked on both sides of the street.

Mayor Walsh moved at 7:38pm to open the meeting to allow residents to speak, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed. Dale Rottier stated that he has lived on Ivy Court for 14 years and suggested that signage could include certain hours restricting parking so that the residents' visitors could still park in front of their houses. Heidi Rastall shared that the congestion is for 6 weeks only during the summer and requested temporary signage for those weeks, allowing regular parking throughout the rest of the year.

Mayor Walsh moved at 7:47pm to return to regular session, Alderperson Boyd seconded the motion. Upon vote the motion passed.

Discussion followed concerning the inconvenience to the property owners, working with the soccer leagues in regard to scheduling, the use of temporary signage, and safety issues such as emergency vehicles access with cars parking on both sides of the street. Alderperson Bauer suggested working with the Parks Department and Kiwanis to see what other options might be available to address the issue.

Mayor Walsh moved to refer this back to staff to research other options, Alderperson Raasch seconded the motion. Upon vote, the motion passed. City Engineer Rakers stated that the residents on Ivy Court would be advised of any future meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Bauer, Boyd, Kneiszel, Raasch, Walsh

3. Consider Driveway Policy.

Scott Thoresen, Director of Public Works, stated that the resident at 1964 Lost Dauphin Road had requested a second driveway for his property at a previous Board of Public Works meeting. The Board had sent the request back to staff in order to survey what other communities' policies were in regard to second driveways. Director Thoresen reviewed the results of the driveway policy survey of municipalities from four counties. The survey indicated that most communities allowed only one driveway, but that policies varied in specifications and conditions. He stated that the driveway ordinance for the City of De Pere is also a zoning ordinance so that any changes to the policy would have to go through the Planning Commission first and then be approved by the Common Council. Director Thoresen also presented suggestions to consider based on the survey results if the Board decided to make a change in the driveway ordinance. Discussion followed. The majority of the Board was in favor of no change to the driveway ordinance. The Director of Public Works stated that he would take the discussion to the Planning Commission for consideration.

4. Consider Mailbox Replacement Policy.

Director of Public Works, Scott Thoresen, stated that Alderperson Donovan had requested a review of the mailbox replacement policy. Director Thoresen shared that the mailbox policy was originally discussed in 1992 but did not go forward to the Common Council at that time. A resolution was passed in March 2002 establishing $50.00 as the replacement cost fee for mailboxes damaged by the City's operations. He also stated that research showed the current day actual cost to replace a mailbox was $30.59 for which reason the staff recommendation was to maintain the current rate of reimbursement.

Alderperson Boyd moved to open the meeting at 8:23pm to allow residents to speak, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed. Michael Vanrooy stated that he had spoken to the Common Council in regard to mailbox replacement. He stated that "our" City should pay for the damage that it causes and that labor should also be included in the replacement cost with no cap on maximum reimbursement. Alderperson Kneiszel moved to return to regular session at 8:32pm, Alderperson Raasch seconded the motion. Upon vote, the motion passed. Discussion followed. Alderperson Bauer moved to refer this back to staff to draft a resolution to increase the amount of reimbursement for mailbox replacement not to exceed $75.00, including material and labor, and also for staff to research comparative reimbursement costs in other municipalities, Alderperson Raasch seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Kevin Bauer, James Boyd, Dean Raasch, Michael J. Walsh
NAYS:	Jim Kneiszel

5. Consider WISCORS Agreement with WisDOT.*

Eric Rakers, City Engineer, stated that in 2006 the City of De Pere entered into an agreement with the Wisconsin Department of Transportation (WisDOT) to establish a Wisconsin Continuously Operating Reference Station (WISCORS) on the City's wastewater treatment plant. Engineer Rakers reported that since that time the treatment plant has been sold to the Green Bay Metropolitan Sewerage District. Even though the City no longer owns the facility where the WISCORS system is located, the City GIS Coordinator does still provide assistance for the WISCORS system. Thus staff recommended approval of the agreement which could eliminate future fees to the City. Mayor Walsh moved to approve the WISCORS agreement with the Wisconsin Department of Transportation, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderperson
AYES:	Bauer, Boyd, Kneiszel, Raasch, Walsh

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Raasch seconded the motion. Upon vote the motion passed and the meeting was adjourned at 8:47pm.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: **December 7, 2015**

DEPARTMENT: **Public Works**

FROM: **Scott Thoresen**

SUBJECT: **2015 - 2016 Sewer Rate Study***

ATTACHMENTS:

- Joe Zegers memo (PDF)
- Summary of proposed rates (PDF)
- 2016 Adopted Budget (PDF)
- City of De Pere Wastewater proposed rates (PDF)

To: Honorable Mayor and Members of Public Works Committee
From: Joe Zegers, Finance Director
Date: December 4, 2015
Subject: 2015-2016 Sewer Rate Study

I have attached the Wastewater Rate Study prepared by Schenck for your consideration for the December 7, 2015 Public Works Committee meeting. Mike Konecny will attend the meeting and go through the details of the report for you. The report includes the recent Green Bay Metropolitan Sewerage District(GBMSD) rate increases which increases the total city treatment rates by approximately 8.97%.

The attached projected operating statements reflect the need for a City sewer rate increase targeting the 1st quarter billing mailed to general customers in the billing received in late March 2015. The statements reflect the rate increase for billings to the paper mill customers beginning with their January 2016 invoice since they are billed monthly. The analysis indicates that an estimated $77,304 surplus for 2015 and a projected $56,071 surplus for 2016. The 2016 estimated figures account for the GBMSD treatment rate increase of 8.97% which we will pass on to our general and paper mill customers beginning January 1st, 2016. The largest part of the increase was roughly 19% for the treatment of BOD's which particularly effects our industrial customers.

The model with the increased 2016 City rate increase shows the need to increase our general customer rate for an **average** quarterly residential bill by $11.71 from $117.39 to $129.10 for the 1st quarter of 2016 which is shown on page 5 of the report. This is a 9.98% increase from the prior 2015 rates. The report also shows on page 6 & 7 the increases for the three operating paper mills. The new rates directly pass on the GBMSD treatment and daily monitoring rates to the paper mills and also include a treatment administrative fee of $13,200 per year as well as revising the collection fee for the Sonoco and Thilmany mills that do not have their own dedicated pipe that goes directly to the treatment plant as in the case of Fox River Fiber. Their rate increases vary due to this and their particular usage factors and ranges from 9.28% to 13.56 % from the 2015 rates and are larger due to the larger BOD treatment increase.

The study assumes the revised sewer rates would be effective for the late November to late February billing cycle sent to general customers in late March and to the paper mills as of January 1st 2016. The study incorporates the rates included the GBMSD budget which was adjusted from their preliminary budget and approved yesterday on December 2nd, 2015. The GBMSD budget revised rates are attached for your review and includes an increased fixed charge rate of 14.28% or $141,185 to $1,129,838 for 2016 for the City of De Pere and Fox River Fiber of which $398,390 is allocated to general customer billings on a quarterly basis and $730,626 to our industrial customers on a monthly basis as seen on page 1 of the report.

You will also find an additional page at the end of the attachment of a calculation of the additional increase needed on the water bills to generate additional cash to address our cash deficit situation that has been noted in the audit management letter over the last few years. The table shows the additional percent increase above the 9.98% indicated in the study that would be required to generate additional cash in $50,000 increments. This is presented for your review and consideration if you want to propose raising the sewer rates to further address the cash deficit situation. The cash deficit at December 31, 2014 was $1,011,230 which would be affected by the projected 2015 and 2016 results on page 1 of the report but still in a projected deficit position of over $880,000 at December 31, 2016.

Feel free to contact me should you have any questions on this and I will also be at the Board of Public Works meeting on December 7th.

City of DePere
Summary of Proposed Wastewater Rates - 2016

Collection Fixed Charges

General Customers	
Meter Size	**Quarterly Rate**
.75 Inch	$ 28.00
1 Inch	$ 70.00
1.5 Inch	$ 140.00
2 Inch	$ 224.00
3 Inch	$ 420.00
4 Inch	$ 1,260.00

Paper Mills

Charges are a direct pass through from NEW Water - estimated at $3,000 per month

Collection Volume Charge - All Customers

$ 2.000 per 1,000 gallons

Note: Paper Mills volume charge is up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2016: $136,600

Treatment Fixed Charges

General Customers	
Meter Size	**Quarterly Rate**
3/4 Inch	$ 3.30
1 Inch	$ 8.25
1.5 Inch	$ 16.50
2 Inch	$ 26.40
3 Inch	$ 49.50
4 Inch	$ 148.50

Paper Mills

Monthly Administrative Fee $ 1,100

Annual Fixed Charge $ 385,869

The annual fixed charge will be allocated to the paper mills (not including Fox River Fiber) on a monthly basis based upon actual units each month

Treatment Variable Charges

General Customers

$ 4.52 per 1,000 gallons

Paper Mills- direct pass through from NEW Water

Flow	$0.79357/ thousand gallons
BOD	$0.43068/ pound
TSS	$0.41292/ pound
Phosphorus	$0.60597/ pound
TKN	$0.64043/ pound

City of DePere
Analysis of Collection Volume Charge with Additional Surcharge Amounts

Collection Volume Charge- All Customers

Incremental revenue generated	Volume Charge	% increase in total charges to general customers
$ -	$ 2.000 per 1,000 gallons	9.98%
$ 50,000.00	$ 2.082 per 1,000 gallons	11.02%
$ 100,000.00	$ 2.164 per 1,000 gallons	12.07%
$ 150,000.00	$ 2.246 per 1,000 gallons	13.12%
$ 200,000.00	$ 2.327 per 1,000 gallons	14.15%
$ 250,000.00	$ 2.409 per 1,000 gallons	15.20%

2016

Adopted

Budget

December 2, 2015

NEW Water

The brand of the Green Bay Metropolitan Sewerage District

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2016 Budget - Adopted December 2, 2015
TABLE OF CONTENTS

NEW Water

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

2016 Budget - Adopted December 2, 2015

DATES AND EVENTS

Wednesday, July 22, 2015	First Discussion of 2016 Budget with Commission
Wednesday, August 26, 2015	2016 Budget First Budget Workshop
September 2, 2015	2016 Budget Meeting with Customers
Wednesday, September 30, 2015	2016 Tax Abatement Schedule and Second Budget Workshop
September & October 2015	Elected Officials Board Meetings
Wednesday, December 2, 2015	2016 Budget Public Hearing and Adoption
Thursday, December 3, 2015	**2016 Adopted Budget Distributed to Customers**

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015

Municipal Rate Comparison

Parameter	2015 COS Rate (FRF Adjusted)	2016 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	$0.80448	$0.79357
Biochemical Oxygen Demand (LBS)	$0.39331	$0.43068
Suspended Solids (LBS)	$0.34822	$0.41292
Phosphorus (LBS)	$0.56768	$0.60597
Total Kjeldahl Nitrogen (LBS)	$0.65358	$0.64043
Fixed Charge	$0.52659	$0.54580
Total Combined Rate (1,000 GALS)	$2.89731	$3.07421

Procter & Gamble Rate Comparison

Parameter	2015 COS Rate	2016 COS Rate
Volume (1,000 GALS)	$0.52549	$0.53420
Biochemical Oxygen Demand (LBS)	$0.26270	$0.25789
Suspended Solids (LBS)	$0.19420	$0.18371
Phosphorus (LBS)	$0.40750	$0.38906
Total Kjeldahl Nitrogen (LBS)	$0.50956	$0.49819

Fox River Fiber Rate Comparison - Excluding Fixed Charge Parameter	2015 COS Rate New 2015 (FRF Adjusted)	2016 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	0.59821	$0.63165
Biochemical Oxygen Demand (LBS)	0.38082	$0.41777
Suspended Solids (LBS)	0.33967	$0.40379
Phosphorus (LBS)	0.55008	$0.58647
Total Kjeldahl Nitrogen (LBS)	0.63145	$0.61550

Note: The Fixed Charge to be billed by City of De Pere.

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Summary of Revenues and Expenses

						2015 Actual vs. 2015 Budget			2015 & 2016 Budget	
Revenues	2014 Budget	2014 Actual	2015 Budget	% of Overall Expenses	Projected 2015 Year End	Favorable/(Unfavorable) Variance	2016 Budget	% of Overall Expenses	Favorable/(Unfavorable) Variance	% Variance
Municipal User Fees	$ 27,894,196	$ 31,035,943	$ 29,636,171	83.9%	$ 31,568,630	$ 1,932,459	$32,499,871	85.4%	$2,863,700	9.7%
Mill User Fees	1,278,729	1,249,018	1,275,465	3.6%	1,176,070	(99,395)	$1,268,082	3.3%	(7,383)	-0.6%
Mill Direct Charges	116,054	95,787	110,782	0.3%	58,925	(51,857)	110,809	0.3%	27	0.0%
Mill Capital Charges	1,534,112	1,534,112	945,617	2.7%	945,617	-	1,232,508	3.2%	286,891	30.3%
General Reserve Interest	5,540	2,411	4,303	0.0%	2,482	(1,821)	4,447	0.0%	144	3.4%
Other Revenues (3)	316,035	494,075	353,737	1.0%	447,478	93,741	844,152	2.2%	490,415	138.6%
	$ 31,144,665	$ 34,411,346	$ 32,326,076	91.5%	$ 34,199,202	$ 1,873,127	$ 35,959,870	94.5%	$ 3,633,795	11.2%
PERF Reserve Transfers	-	-	-	0.0%	-	-	-	-	-	0.0%
DEBT and ICR Reserve Transfers	2,622,830	2,622,830	3,000,710	8.5%	3,000,710	-	2,107,863	5.5%	(892,847)	-29.8%
Transfer From Rate Stabilization Fund	-	-	-	0.0%	-	-	-	0.0%	-	0.0%
General Fund Transfers	-	(4,433,376)	-	0.0%	(2,099,042)	(2,099,042)	-	0.0%	-	0.0%
	$ 2,622,830	$ (1,810,546)	$ 3,000,710	8.5%	$ 901,668	$ (2,099,042)	$ 2,107,863	5.54%	$ (892,847)	-29.8%
Total Revenues	$ 33,767,495	$ 32,600,800	$ 35,326,785	100.0%	$ 35,100,870	$ (225,915)	$ 38,067,733	100.0%	$ 2,740,948	7.8%
Expenses										
Salaries & Benefits	$ 9,626,812	$ 9,507,999	$ 9,630,415	27.3%	$ 9,340,096	$ 290,319	$ 9,739,319	25.58%	(108,904)	-1.1%
Power	2,481,056	2,305,933	2,310,982	6.5%	2,331,928	(20,946)	2,396,434	6.30%	(85,452)	-3.7%
Contracted Services	1,851,641	1,760,813	1,783,677	5.1%	1,670,431	113,246	2,372,322	6.23%	(588,645)	-33.0%
Maintenance & Repairs	1,613,648	1,447,452	1,542,043	4.4%	1,696,426	(154,383)	1,580,896	4.15%	(38,853)	-2.5%
Chemicals	624,910	586,295	587,696	1.7%	483,496	104,200	564,123	1.48%	23,573	4.0%
Natural Gas & Fuel Oil	1,339,918	1,412,685	1,229,821	3.5%	1,100,654	129,167	1,079,183	2.83%	150,638	12.2%
Solid Waste Disposal	276,028	224,172	273,702	0.8%	168,712	104,990	256,315	0.67%	17,387	6.4%
Interceptor System (1)	574,549	398,276	578,512	1.6%	571,378	7,134	514,560	1.35%	63,952	11.1%
Office & Administrative	362,158	294,994	358,743	1.0%	401,570	(42,827)	476,555	1.25%	(117,812)	-32.8%
Insurance	207,597	203,471	208,271	0.5%	200,410	7,861	202,995	0.53%	5,276	2.5%
Supplies	154,004	164,864	160,128	0.5%	173,351	(13,223)	130,626	0.34%	29,502	18.4%
Employee Training & Development	126,323	114,595	123,913	0.4%	107,388	16,525	123,078	0.32%	835	0.7%
Travel and Meetings	75,230	49,085	71,635	0.2%	72,565	(930)	71,343	0.19%	292	0.4%
DNR Environmental Fees	155,000	143,118	155,000	0.4%	143,118	11,882	145,000	0.38%	10,000	6.5%
Total O & M Expenses	$ 19,468,874	$ 18,613,751	$ 19,014,538	53.8%	$ 18,461,524	$ 553,014	$ 19,652,749	51.63%	$ (638,211)	-3.4%
Debt Service (2)	$ 9,852,572	$ 9,852,572	$ 12,751,248	36.1%	$ 12,751,248	-	$ 10,993,983	28.9%	$1,757,265	13.8%
Annual Capital	2,009,400	1,697,827	2,132,851	6.0%	2,459,951	(327,100)	1,971,000	5.2%	161,851	7.6%
R2E2 Construction (Rate Stabilization)	2,436,650	2,436,650	1,428,148	4.0%	1,428,148	-	5,450,000	14.3%	(4,021,852)	-281.6%
Total Debt Service, Annual Capital & Rate Stabilization	$ 14,298,621	$ 13,987,049	$ 16,312,247	46.2%	$ 16,639,346	(327,100)	$ 18,414,983	48.4%	($2,102,736)	-12.9%
Total Expenses	$ 33,767,495	$ 32,600,800	$ 35,326,785	100.0%	$ 35,100,870	$ 225,915	$ 38,067,733	100.0%	($2,740,948)	-7.8%

Notes:
(1) Interceptor System includes all expenses related to Interceptors, Meter and Lift Stations, including chemicals, power, phones, pretreatment program, and water.
(2) Debt Service for 2016 reflects collection and payments for 2017 Debt Payments.
(3) Other Revenues includes pretreatment permit fees and charges, hauled waste truck fees, O & M and Capital grants, laboratory and metering sampling.

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Flow and Load Projections - with FRF Adjustment

	1,000 gal	VOLUME		BOD		TSS		PHOS		TKN		Fixed Charge		
	Gallons	Total	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Allocation	Amount	Total Amount
City of Green Bay	4,869,350	4,869,350	$3,864,844	6,387,833	$2,751,393	6,204,091	$2,561,922	184,546	$111,845	1,423,289	$911,654	39.84%	$2,274,933	$12,476,590
City of De Pere	1,262,000	1,262,000	$1,001,660	4,756,000	$2,048,523	2,343,000	$967,520	39,500	$23,939	308,000	$197,282	13.73%	$784,259	$5,023,184
Fox River Fiber	348,000	348,000	$219,813	1,300,000	$543,103	1,075,000	$434,071	31,500	$18,474	220,000	$135,410	6.04%	$344,757	$1,695,629
Village of Allouez	740,000	740,000	$587,344	910,439	$392,148	1,094,679	$452,038	24,076	$14,591	166,317	$106,530	5.67%	$324,028	$1,876,680
Village of Ashwaubenon	1,427,500	1,427,500	$1,133,019	2,241,110	$965,300	2,460,558	$1,016,065	68,689	$41,629	331,999	$212,654	12.93%	$738,467	$4,107,133
Village of Bellevue	650,000	650,000	$515,911	937,192	$403,671	908,469	$375,144	24,095	$14,603	173,432	$111,088	5.37%	$306,823	$1,727,240
Village of Hobart	118,500	118,500	$94,054	196,044	$84,441	195,885	$80,889	4,858	$2,944	37,718	$24,159	1.10%	$62,837	$349,325
Village of Howard	820,000	820,000	$650,841	724,593	$312,100	1,579,967	$652,433	25,961	$15,734	248,871	$159,408	6.78%	$387,132	$2,177,647
Village of Luxemburg	113,000	113,000	$89,689	26,551	$11,436	33,485	$13,827	3,440	$2,085	14,196	$9,093	0.51%	$29,198	$155,329
Village of Pulaski	195,000	195,000	$154,773	53,120	$22,880	66,707	$27,546	7,804	$4,730	36,140	$23,149	1.06%	$60,355	$293,432
Village of Suamico	192,500	192,500	$152,789	482,850	$207,975	470,944	$194,472	12,250	$7,424	72,446	$46,404	2.40%	$137,304	$746,367
Town of Ledgeview Sanitary District #2	193,000	193,000	$153,186	308,131	$132,719	345,135	$142,520	8,568	$5,193	68,047	$43,586	1.88%	$107,422	$584,626
Town of Lawrence - Utility District	94,000	94,000	$74,609	161,595	$69,603	238,737	$98,584	4,722	$2,862	37,475	$24,004	1.06%	$60,628	$330,289
Pittsfield Sanitary District	13,218	13,218	$10,491	16,211	$6,982	27,074	$11,180	544	$330	4,257	$2,727	0.12%	$7,031	$38,741
Town of Scott Sanitary District #1	90,000	90,000	$71,434	83,770	$36,082	92,460	$38,181	2,441	$1,479	19,768	$12,662	0.59%	$33,675	$193,512
Dyckesville Sanitary District	24,250	24,250	$19,247	36,597	$15,763	61,097	$25,229	1,227	$744	9,623	$6,164	0.27%	$15,304	$82,451
New Franken Sanitary District	15,422	15,422	$12,241	18,922	$8,150	31,579	$13,040	644	$390	4,977	$3,188	0.14%	$8,231	$45,240
Royal Scott Sanitary District	29,000	29,000	$23,018	34,573	$14,891	57,724	$23,837	1,160	$703	9,085	$5,819	0.26%	$15,078	$83,346
Bayshore Sanitary District	19,500	19,500	$15,477	30,515	$13,144	50,944	$21,037	1,028	$623	8,019	$5,136	0.22%	$12,698	$68,115
Hauled Waste	29,200	29,200	$52,076	442,000	$186,916	448,000	$172,993	4,650	$3,964	38,511	$29,045	0.00%	$0	$444,995
Total Municipal	**11,243,440**	**11,243,440**	**$8,896,516**	**19,148,046**	**$8,227,220**	**17,785,535**	**$7,322,528**	**451,703**	**$274,285**	**3,232,170**	**$2,069,162**	**100%**	**$5,710,160**	**$32,499,871**
Procter & Gamble	1,500,000	1,500,000	$801,304	450,000	$116,050	1,800,000	$330,684	3,500	$1,362	37,500	$18,682	0.00%	$0	$1,268,082
Total Mill	**1,500,000**	**1,500,000**	**$801,304**	**450,000**	**$116,050**	**1,800,000**	**$330,684**	**3,500**	**$1,362**	**37,500**	**$18,682**	**0%**	**$0**	**$1,268,082**
Grand Total														
Units	**12,743,440**	**12,743,440**		**19,598,046**		**19,585,535**		**455,203**		**3,269,670**				
Costs			**$9,697,820**		**$8,343,271**		**$7,653,211**		**$275,647**		**$2,087,844**	**$5,710,160**	**$0**	**$33,767,953**

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
User Fees by Source

	2016 Budget	2015 Budget	Actual 2014	Actual 2013	Actual 2012
City of Green Bay	$12,476,590	$11,350,691	$11,665,027	$9,302,442	$8,232,577
City of De Pere	5,023,184	4,760,820	5,936,369	6,337,668	5,418,387
Fox River Fiber *	1,695,629	1,155,458	N/A	N/A	N/A
Village of Allouez	1,876,680	1,738,347	1,680,020	1,485,641	1,228,407
Village of Ashwaubenon	4,107,133	4,046,707	3,550,124	3,167,739	3,067,970
Village of Bellevue	1,727,240	1,609,323	1,508,969	1,406,755	1,146,931
Village of Hobart	349,325	317,059	317,342	263,565	181,821
Village of Howard	2,177,647	1,838,756	1,953,137	1,571,810	1,734,545
Village of Luxemburg	155,329	137,131	202,835	118,683	112,277
Village of Pulaski	293,432	278,295	299,117	241,253	206,424
Village of Suamico	746,367	657,974	641,215	550,497	421,482
Town of Ledgeview Sanitary District #2	584,626	596,453	522,144	511,793	453,093
Town of Lawrence - Utility District	330,289	287,303	295,328	232,075	191,114
Pittsfield Sanitary District	38,741	39,120	35,568	31,338	28,461
Town of Scott Sanitary District #1	193,512	197,047	198,283	173,984	152,232
Dyckesville Sanitary District	82,451	69,151	69,362	56,679	46,494
New Franken Sanitary District	45,240	47,878	43,026	38,355	34,815
Royal Scott Sanitary District	83,346	85,110	89,538	70,969	53,548
Bayshore Sanitary District	68,115	54,715	58,437	45,661	34,843
Hauled Waste **	444,995	368,834	1,970,099	875,578	383,150
Total Municipal	**$32,499,871**	**$29,636,171**	**$31,035,940**	**$26,482,485**	**$23,128,571**
Georgia-Pacific	$0	$0	$0	$0	$0
Procter & Gamble	1,268,082	1,275,465	1,249,018	1,084,461	1,060,209
Total Mills	**$1,268,082**	**$1,275,465**	**$1,249,018**	**$1,084,461**	**$1,060,209**
Total User Fees	**$33,767,953**	**$30,911,637**	**$32,284,958**	**$27,566,946**	**$24,188,780**

* Fox River Fiber Units and Cost were included in 2014 Budget and prior with City of De Pere.
** Hauled Waste for 2013 & 2014 was significantly higher due to a special projects with the Three Cheese Facilities.

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Municipal Cost of Service

	Total	VOLUME	BOD	TSS	PHOS	TKN	Fixed Charge
Unit Value		1,000 gal	pounds	pounds	pounds	pounds	N/A
Units (2)		11,214,240	18,706,046	17,337,535	447,053	3,193,659	11,214,240
Cost of Service							
Municipal							
Operating Cost	$17,216,986	$7,435,891	$4,827,485	$3,187,391	$174,077	$1,592,142	$0
Pretreatment Cost Allocation	153,648	0	75,518	50,388	3,310	24,431	0
Capital Cost (2)	5,061,745	1,339,884	927,458	454,913	24,128	347,151	1,968,211
Solids Project	9,623,354	68,812	2,210,232	3,457,090	68,812	76,458	3,741,949
Total Cost	**$32,055,732**	**$8,844,587**	**$8,040,693**	**$7,149,782**	**$270,327**	**$2,040,183**	**$5,710,160**
Unit Operating Cost		$0.66308	$0.26211	$0.18675	$0.39679	$0.50618	$0.00000
Unit Capital Cost		$0.12562	$0.16774	$0.22564	$0.20789	$0.13264	$0.54580
Unit Combined Cost (1)	**$3.06625**	**$0.78869**	**$0.42984**	**$0.41239**	**$0.60469**	**$0.63882**	**$0.54580**
Fox River Fiber (FRF) Adjustment (3)	**$0.00796**	**$0.00487**	**$0.00084**	**$0.00053**	**$0.00128**	**$0.00161**	**$0.00000**
Adjusted Unit Combined Cost	**$3.07421**	**$0.79357**	**$0.43068**	**$0.41292**	**$0.60597**	**$0.64043**	**$0.54580**
(1) Combined rate based on a standard parts/million.			200.00	200.00	12.00	50.00	

(2) Excludes Hauled Waste flows and loads.
(3) FRF Adjustment removes interceptor costs.

BUDGET RATE HISTORY	UNIT COMBINED COST (1)	VOLUME	BOD	SS	PHOS	TKN	Fixed Charge
2015	$2.89731	$0.80448	$0.39331	$0.34822	$0.56768	$0.65358	$0.52659
2014	$2.63618	$0.76333	$0.33466	$0.29867	$0.62124	$0.68741	$0.46763
2013	$2.34449	$0.85682	$0.30901	$0.34795	$0.62393	$0.78995	0
2012	$2.14312	$0.84274	$0.26511	$0.29365	$0.48596	$0.76674	0

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Hauled Waste Cost of Service

	Total	VOLUME	BOD	TSS	PHOS	TKN	Fixed Charge
Unit Value		1,000 gal	pounds	pounds	pounds	pounds	N/A
Units		29,200	442,000	448,000	4,650	38,511	0
Cost of Service							
Operating Cost	$236,648	$19,362	$113,987	$82,303	$1,809	$19,186	$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	71,520	30,977	21,442	10,517	558	8,026	0
Solids Project	135,973	1,591	51,098	79,925	1,591	1,768	0
Direct Charges	0	0	0	0	0	0	0
FRF Adjustment	855	146	389	248	6	66	0
Total Cost	**$444,995**	**$52,076**	**$186,916**	**$172,993**	**$3,964**	**$29,045**	**$0**

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Procter & Gamble Cost of Service

	Total	VOLUME	BOD	TSS	PHOS	TKN	Capital Charge
Unit Value		1,000 gal	pounds	pounds	pounds	pounds	N/A
Units		1,500,000	450,000	1,800,000	3,500	37,500	1,500,000
Cost of Service							
Operating Cost	$1,268,082	$801,304	$116,050	$330,684	$1,362	$18,682	$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	317,570	0	0	0	0	0	317,570
Solids Project	914,938	0	0	0	0	0	914,938
Direct Charges	71,808	0	0	0	0	0	0
Total Cost	**$2,572,398**	**$801,304**	**$116,050**	**$330,684**	**$1,362**	**$18,682**	**$1,232,508**
Unit Cost		$0.53420	$0.25789	$0.18371	$0.38906	$0.49819	$0.00000

BUDGET RATE HISTORY	VOLUME	BOD	SS	PHOS	TKN
2015	$0.52549	$0.26270	$0.19420	$0.40750	$0.50956
2014	$0.51836	$0.24896	$0.19362	$0.50636	$0.56970
2013	$0.50944	$0.20116	$0.19775	$0.44714	$0.57453
2012	$0.47128	$0.18786	$0.20413	$0.36372	$0.55581

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Fox River Fiber Cost of Service

		Total		VOLUME		BOD		TSS		PHOS		TKN		Fixed Charge
Unit Value				1,000 gal		pounds		pounds		pounds		pounds		N/A
Units				348,000		1,300,000		1,075,000		31,500		220,000		-
Total Municipal Units				11,214,240		18,706,046		17,337,535		447,053		3,193,659		-
Cost of Service														
Operating Cost	$	885,817	$	230,750	$	335,492	$	197,632	$	12,266	$	109,677	$	-
Pretreatment Cost Allocation		10,289		-		5,248		3,124		233		1,683		-
Capital Cost		884,820		43,715		218,058		242,561		6,549		29,181		344,757
Solids Project		-		-		-		-		-		-		-
Subtotal Cost of Service	$	1,780,925	$	274,465	$	558,798	$	443,317	$	19,048	$	140,541	$	344,757
Direct Charges		39,001		-		-		-		-		-		-
Less FRF Adjustment		(85,296)		(54,652)		(15,695)		(9,245)		(574)		(5,131)		-
Total Cost	**$**	**1,734,630**	**$**	**219,813**	**$**	**543,103**	**$**	**434,071**	**$**	**18,474**	**$**	**135,410**	**$**	**344,757**
Unit Cost (New for 2015)				$0.78869		$0.42984		$0.41239		$0.60469		$0.63882		6.03761%
FRF Adjustment				(0.1570)		(0.0121)		(0.0086)		(0.0182)		(0.0233)		0.00000%
Unit Cost (with FRF Adjustment)				**$0.63165**		**$0.41777**		**$0.40379**		**$0.58647**		**$0.61550**		**6.03761%**

BUDGET RATE HISTORY	VOLUME	BOD	SS	PHOS	TKN	Fixed Charge
2015	$0.59821	$0.38082	$0.33967	$0.55008	$0.63145	$0.52659

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2016 Budget - Adopted December 2, 2015
Allocation of Capital and Debt Service Costs (1)

Debt Service	FY2016	Allocations Municipal	Allocations Procter & Gamble (1)
Debt Service - Municipal Only			
Clean Water Fund Loans			
4198-12 West Fox River Interceptor	142,928	142,928	0
4198-16 East River Lift Station	132,555	132,555	0
4198-18 Scott Bayshore Interceptor	45,787	45,787	0
4198-21 East Tower Drive Interceptor	182,954	182,954	0
4345-06 De Pere Ashwaubenon Creek Interceptor	217,518	217,518	0
4198-29 Phase Two Interceptor Rehabilitation	216,350	216,350	0
4198-45 De Pere Facility East Service Area Interceptor Rehabilitation	186,957	186,957	0
Dutchman Creek Interceptor Upgrade & Scott Bayshore Interceptor Rehabilitation (2014 New) *	0	0	0
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	$519,192	$519,192	$0
Total Debt Service - Municipal Only (2)	**$1,644,240**	**$1,644,240**	**$0**
Debt Service - Common to All			
Clean Water Fund Loans			
4198-02 Bar Screen Replacement	$100,799	$95,096	$5,703
4198-09 Service Water System	64,771	61,107	3,665
4198-15 Treated Cooling Water System - Metro Header	182,774	172,432	10,341
4198-24 Electrical Generation Facility	208,409	196,618	11,792
4198-25 RAS/WAS Improvements	663,525	625,983	37,542
4198-27 Solids Process Improvement	352,770	332,810	19,960
4198- 32 GBF: Administration & Maintenance Building HVAC Replacement	206,571	194,883	11,688
4198-35 Combined Treatment Facilities Projects	300,957	283,929	17,028
4198-37 Consolidation/Conveyance Project	881,858	831,962	49,896
4198-44 R2E2 Solids Management (2014 New)	1,052,107	992,579	59,528
4198-48 DPF: UV Disinfection System Upgrade	271,219	255,873	15,346
4345-03 De Pere Treatment Facility	59,851	56,464	3,386
4345-04 De Pere Facility	257,938	243,344	14,594
4198-99 Green Bay Facility Solids Management Plan Construction (R2E2) (2015 New) *	3,165,207	2,883,820	281,387
4198-52 GBF: Disinfection System Upgrade (2015 New) *	176,298	166,323	9,975
DPF: Blower Replacement Project (2016 New)	237,255	223,831	13,424
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	302,965	276,031	26,934
Promissory Note to City of De Pere	160,485	151,405	9,080
Green Bay Facility Solids Management Plan - Design	703,985	641,401	62,584
Total Debt Service - Common to All (2)	**$9,349,743**	**$8,685,890**	**$663,854**
OFFSETS TO DEBT SERVICE PAYMENTS			
Georgia-Pacific - Capital Payment	$ (463,623)	$ (463,623)	$0
4198-29 City of De Pere Rehabilitation Interceptor Ashwaubenon Creek Payment	(53,472)	(53,472)	0
Less Debt Payments Funded from ICR Reserve **	(772,320)	(772,320)	0
City of Green Bay Interceptors Payment	(596,928)	(596,928)	0
Town of Lawrence Interceptors Payment ((9th Street Seg 5 Ext., Ashw. Creek 2,3,4,6,7 and Ashw. Interceptor 2,3 & 4)	(197,077)	(197,077)	0
New Franken Sanitary District Interceptor Payment	(21,621)	(21,621)	0
Royal Scott Sanitary District #1 Interceptor Payment	(2,822)	(2,822)	0
Total Debt Service Offsets	**($2,107,863)**	**($2,107,863)**	**$0**
TOTAL DEBT SERVICE	**$8,886,120**	**$8,222,267**	**$663,854**
ANNUAL CAPITAL OUTLAY			
Regular			
2016 Requests - Allocated to All	$1,841,000	$1,746,803	$94,197
2016 Requests - Allocated to Municipal from Rate Stabilization Reserve Offset	0	0	0
2016 Requests - Allocated to Municipal Only	130,000	130,000	0
Solids			
2016 Requests - Transfer to R2E2 Rate Stabilization Reserves	5,450,000	4,965,495	484,505
TOTAL ANNUAL CAPITAL OUTLAY	**$7,421,000**	**$6,842,298**	**$578,702**
	$16,307,120	**$15,064,565**	**$1,242,556**
TOTAL ANNUAL CAPITAL AND DEBT SERVICE			
Interest Income	($4,447)	($4,447)	$0
Hauled Waste Truck Fees	($37,627)	($35,498)	($2,129)
Miscellaneous Revenue - O & M	$0	$0	$0
Miscellaneous Revenue - Capital ***	($139,948)	($132,030)	($7,918)
Transfer From Rate Stabilization Fund	$0	$0	$0
Using/(Building) Rate Reserves	$0	$0	$0
Total Non-Rate Revenues (Capital-Related)	**($182,022)**	**($171,974)**	**($10,047)**
Net Annual Capital and Debt Service	**$16,125,099**	**$14,892,590**	**$1,232,508**

(1) Based on Revised Cost of Service Allocations from Camp Dresser & McKee Inc. May 2011 (Table 5). Debt Collection is for 2017 debt service payments.
(2) Total Debt Collected in 2016 Budget for 2017 Debt payments. Metropolitan Sewerage Districts are permitted to abate taxation by having sufficient funds available in its designated debt service fund to pay those debt obligations for the following year.
Metropolitan Sewerage Districts Subchapter I 200.13(2),(5) permits Sewerage Districts to levy a tax upon property for its performance of duties.
* Note: 2015 and 2016 Payments for Debt Service over collected or under collected for these three projects due to timing on submitting loan.
** Note: Less Debt Payments funded from ICR Reserve (excluding debt payments of 2014 Budget new loans and forward).
*** Note: Miscellaneous Revenues are from Sampling & Lab Analysis from De Pere, Village of Ashwaubenon, Village of Hobart, Village of Suamico, Yacht Club, West Shore Pipeline and ICR Leases.

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Summary of Debt Service Schedule

Issue	Description	Original Amount	2016 Budget for 2017 Debt Payments	Loan Date	Last Payment
4345-03	De Pere Treatment Facility	890,037	59,851	12/31/2007	May 2017
4198-15	Treated Cooling Water System - Metro Header	2,737,735	182,774	4/14/1999	May 2018
4198-16	East River Lift Station	1,924,428	132,555	10/25/2000	May 2020
4198-12	West Fox River Interceptor	2,159,850	142,928	10/25/2000	May 2020
4345-06	De Pere Ashwaubenon Creek Interceptor	3,222,103	217,518	12/31/2007	May 2020
4198-09	Service Water System	946,212	64,771	7/11/2001	May 2021
4198-02	Bar Screens Replacement	1,490,715	100,799	7/11/2001	May 2021
4198-18	Scott Bayshore Interceptor	695,592	45,787	2/27/2002	May 2021
4345-04	De Pere Facility	3,881,879	257,938	12/31/2007	May 2021
4198-27	Solids Process Improvement	5,347,693	352,770	12/8/2004	May 2024
4198-21	East Tower Drive Interceptor	2,761,526	182,954	4/13/2005	May 2024
Dec. 2007	Promissory Note to City of De Pere	2,000,000	160,485	12/28/2007	Dec 2027
Sept. 2008	2008 General Obligation - Sewerage System Improvement Bond	10,000,000	822,156	9/15/2008	May 2028
4198-25	RAS/WAS Improvements	10,460,782	663,525	3/11/2009	May 2028
4198-35	Combined Treatment Facilities Projects	4,211,341	300,957	12/9/2009	May 2029
4198-37	Consolidation/Conveyance Project	12,821,922	881,858	12/9/2009	May 2029
4198-29	Phase Two Interceptor Rehabilitation	3,421,382	216,350	11/10/2010	May 2030
4198-24	Electrical Generator Project	3,246,148	208,409	12/22/2010	May 2030
4198-32	GBF: Administration & Maintenance Building HVAC Replacement	3,133,312	206,571	4/10/2013	May 2032
4198-45	De Pere Facility East Service Area Interceptor Rehabilitation	3,146,593	186,957	12/12/2012	May 2032
4198-48	DPF: Disinfection System Upgrade (2013 New)	4,272,020	271,219	1/8/2014	May 2033
July 2013	General Obligation Bond Green Bay Facility Solids Management Plan - Design (R2E2) *	20,000,000	703,985	8/20/2013	May 2038
4198-44	Green Bay Facility Solids Management Plan Construction (R2E2) (2014 New) *	16,337,158	1,052,107	8/1/2014	May 2035
	Total Existing Debt	**$119,108,427**	**$7,415,223**		
(New)	Dutchman Creek Interceptor Upgrade & Scott Bayshore Interceptor Rehabilitation (2014 New)	4,475,960	-	9/1/2016	May 2036
(New)	4198-99 Green Bay Facility Solids Management Plan Construction (R2E2) (2015 New) *	112,219,874	3,165,207	10/14/2015	May 2035
(New)	4198-52 GBF: Disinfection System Upgrade (2015 New)	2,784,000	176,298	12/23/2015	May 2035
(New)	DPF: Blower Replacement Project (2016 New)	3,500,000	237,255	6/1/2016	May 2036
	Total New Debt	**$122,979,834**	**$3,578,760**		
	Grand Total with New Debt	**$242,088,261**	**$10,993,983**		

* Solids Management - R2E2 Project Loans

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Annual Capital

Item Description	Common to All - Municipal Only		Amount
Business Services			
Information Technology			
GBF: Wireless Network Communication Phase II	Common to All	$	120,000
DPF: Wireless Network Communication	Common to All		40,000
DPF: Fiber Optic Network Enhancement/Upgrade	Common to All		60,000
GBF: Audio/Visual RM Equipment Replacement	Common to All		40,000
GBF & DPF: Disaster Recovery/Backup System	Common to All		60,000
Total Business Services		**$**	**320,000**
Operations			
Maintenance			
GBF: Replace Air Handling Units	Common to All	$	215,000
GBF: Replace roof - Maintenance Building	Common to All		1,100,000
DPF: Replace roof - Influent Pump Station	Common to All		152,000
Total Operations		**$**	**1,467,000**
Technical Services			
Engineering			
MS 6, 8, & 9 Rehabilitation	Municipal Only	$	80,000
Annual Manhole Rehabilitation	Municipal Only		50,000
Total Technical Services		**$**	**130,000**
Environmental Programs			
Watershed Management			
Environmental Lands Easement or Title Purchase - Pilot Demonstration Project	Common to All	$	54,000
Total Environmental Programs		**$**	**54,000**
Total Annual Capital Items		**$**	**1,971,000**
Solids Project (R2E2)			
2016 Requests - Transfer to R2E2 Rate Stabilization Reserves	Solids	$	5,450,000
Total Solids Project (R2E2)		**$**	**5,450,000**

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Allocation of Operation and Maintenance Costs

Expenses are first allocated to cost components (Flow, BOD, SS, Phos., TKN) and then allocated to Municipal and Mill customers based on projected annual wastewater flows and loadings.

ITEM	Total	Common to All					Municipal Only		Mill Only	
		Flow	BOD	TSS	PHOS	TKN	Flow	Industry	Flow	Direct
Salaries & Benefits										
Laboratory Services & Environmental Services										
Operational Testing	$480,446	$67,262	$57,654	$43,240	$28,827	$33,631	$100,894	$115,307	$0	$33,631
Water Quality Testing	657,534	657,534	0	0	0	0	0	0	0	0
Total Laboratory Services	**1,137,980**	**724,797**	**57,654**	**43,240**	**28,827**	**33,631**	**100,894**	**115,307**	**0**	**33,631**
Treatment										
Pump Station	108,229	108,229	0	0	0	0	0	0	0	0
Primary Treatment	143,454	143,454	0	0	0	0	0	0	0	0
Aeration	299,501	0	149,750	0	0	149,750	0	0	0	0
Final & Chlorine Contact Basins	233,723	233,723	0	0	0	0	0	0	0	0
Primary Thickeners	143,454	3,586	18,893	116,671	3,586	717	0	0	0	0
Waste Activated Sludge Thickeners	167,363	0	99,012	65,004	0	3,347	0	0	0	0
Dewatering - Belt Presses/Incineration	*478,180*	*4,782*	*194,925*	*266,997*	*4,782*	*6,695*	*0*	*0*	*0*	*0*
Primary Sludge	191,272	4,782	25,191	155,562	4,782	956	0	0	0	0
Secondary Sludge	286,908	0	169,735	111,435	0	5,738	0	0	0	0
Incineration	*621,634*	*7,173*	*235,810*	*363,350*	*7,173*	*8,129*	*0*	*0*	*0*	*0*
Primary Sludge	286,908	7,173	37,786	233,342	7,173	1,435	0	0	0	0
Secondary Sludge	334,726	0	198,024	130,008	0	6,695	0	0	0	0
Solids, General	251,683	2,736	98,570	144,249	2,736	3,391	0	0	0	0
Grit Removal	10,378	0	0	10,378	0	0	0	0	0	0
Filtration	14,808	14,808	0	0	0	0	0	0	0	0
Total Treatment	**2,472,407**	**518,491**	**796,961**	**966,649**	**18,277**	**172,029**	**0**	**0**	**0**	**0**
Maintenance/Engineering										0
Maintenance	2,362,098	885,786	695,166	368,488	17,479	256,524	119,522	0	19,133	0
Engineering	710,895	266,585	209,216	110,900	5,261	77,203	35,971	0	5,758	0
Total All Above	**6,683,380**	**2,395,659**	**1,758,996**	**1,489,276**	**69,844**	**539,388**	**256,387**	**115,307**	**24,891**	**33,631**
Business Services & Information Systems	1,971,337	719,031	527,944	446,990	20,963	161,892	76,952	0	6,880	10,684
Total Salaries & Benefit Costs	**8,654,717**	**3,114,690**	**2,286,941**	**1,936,267**	**90,807**	**701,279**	**333,339**	**115,307**	**31,772**	**44,316**
Power										
Metro Pump	331,553	0	0	0	0	0	331,553	0	0	0
Mill Pump	20,430	0	0	0	0	0	0	0	20,430	0
Secondary Effluent Pump (SEP)	21,860	21,860	0	0	0	0	0	0	0	0
Process Air Compressors	846,846	0	550,450	0	0	296,396	0	0	0	0
Solids Building	*257,520*	*2,575*	*104,975*	*143,789*	*2,575*	*3,605*	*0*	*0*	*0*	*0*
Primary Sludge (40)	103,008	2,575	13,566	83,776	2,575	515	0	0	0	0
Secondary Sludge (60)	154,512	0	91,409	60,012	0	3,090	0	0	0	0
All Other Plant	918,225	344,334	270,234	143,243	6,795	99,719	46,462	0	7,438	0
Total Power	**2,396,434**	**368,769**	**925,659**	**287,032**	**9,370**	**399,721**	**378,015**	**0**	**27,868**	**0**
Fuel										
Fuel - Diesel for Generators	69,504	69,504	0	0	0	0	0	0	0	0
Building	513,952	192,732	151,256	80,177	3,803	55,815	26,006	0	4,163	0
Incineration	*495,727*	*4,957*	*202,078*	*276,794*	*4,957*	*6,940*	*0*	*0*	*0*	*0*
Primary Sludge (40)	198,291	4,957	26,115	161,270	4,957	991	0	0	0	0
Secondary Sludge (60)	297,436	0	175,963	115,524	0	5,949	0	0	0	0
Total Fuel	**1,079,183**	**267,193**	**353,334**	**356,971**	**8,761**	**62,755**	**26,006**	**0**	**4,163**	**0**

Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Allocation of Operation and Maintenance Costs

Expenses are first allocated to cost components (Flow, BOD, SS, Phos., TKN) and then allocated to Municipal and Mill customers based on projected annual wastewater flows and loadings.

ITEM	Total	Common to All					Municipal Only		Mill Only	
		Flow	BOD	TSS	PHOS	TKN	Flow	Industry	Flow	Direct
Chemicals										
Sodium Hypochlorite	$87,600	$87,600	$0	$0	$0	$0	$0	$0	$0	$0
Gravity Belt Polymer	42,372	0	25,067	16,457	0	847	0	0	0	0
Gravity Thickener Polymer	0	0	0	0	0	0	0	0	0	0
Belt Press Polymer	*228,600*	*2,286*	*93,187*	*127,641*	*2,286*	*3,200*	*0*	*0*	*0*	*0*
Primary Sludge (40)	91,440	2,286	12,043	74,368	2,286	457	0	0	0	0
Secondary Sludge (60)	137,160	0	81,144	53,273	0	2,743	0	0	0	0
Lime and Clay	*53,343*	*533*	*21,745*	*29,785*	*533*	*747*	*0*	*0*	*0*	*0*
Primary Sludge (40)	21,337	533	2,810	17,354	533	107	0	0	0	0
Secondary Sludge (60)	32,006	0	18,935	12,431	0	640	0	0	0	0
Sodium Bisulfite	54,200	54,200	0	0	0	0	0	0	0	0
Ferric Chloride	46,750	23,375	0	0	23,375	0	0	0	0	0
Ferric Chloride - odor control	4,002	4,002	0	0	0	0	0	0	0	0
Other Chemicals	47,256	47,256	0	0	0	0	0	0	0	0
Total Chemicals	**564,123**	**219,252**	**139,999**	**173,883**	**26,194**	**4,795**	**0**	**0**	**0**	**0**
Maintenance & Repairs										
Maintenance & Repairs	1,526,783	572,543	449,332	238,178	11,298	165,809	77,255	0	12,367	0
All Other Expenses										
Solid Waste	*256,315*	*3,007*	*96,327*	*150,652*	*3,007*	*3,322*	*0*	*0*	*0*	*0*
Primary Sludge (40)	120,263	3,007	15,839	97,810	3,007	601	0	0	0	0
Secondary Sludge (60)	136,052	0	80,488	52,843	0	2,721	0	0	0	0
DNR Environmental Fees	145,000	1,058	48,814	51,500	32,742	10,885	0	0	0	0
Other Miscellaneous	3,439,890	1,289,958	1,012,360	536,623	25,455	373,573	174,058	0	27,863	0
Total All Other	**3,841,205**	**1,294,023**	**1,157,501**	**738,776**	**61,204**	**387,780**	**174,058**	**0**	**27,863**	**0**
Total Treatment Plant O & M	**18,062,445**	**5,836,470**	**5,312,766**	**3,731,107**	**207,634**	**1,722,139**	**988,674**	**115,307**	**104,032**	**44,316**
Field Services O & M										
Pretreatment	164,688	0	0	0	0	0	0	164,688	0	0
Municipal Interceptors	330,598	0	0	0	0	0	330,598	0	0	0
Mill Interceptors	2,587	0	0	0	0	0	0	0	2,587	0
Fox River Fiber Force Main	22,161	0	0	0	0	0	0	0	0	22,161
Municipal Metering Stations	242,336	0	0	0	0	0	242,336	0	0	0
Mill Metering Stations	25,675	0	0	0	0	0	0	0	0	25,675
Municipal Lift Stations	356,027	0	0	0	0	0	356,027	0	0	0
Subtotal	*1,144,072*	*0*	*0*	*0*	*0*	*0*	*928,961*	*164,688*	*2,587*	*47,836*
All Other (Field Services Salaries after distribution)	446,232	0	0	0	0	0	362,330	64,235	1,009	18,658
Total Interceptor System O & M	**1,590,304**	**0**	**0**	**0**	**0**	**0**	**1,291,291**	**228,923**	**3,596**	**66,493**
Total O & M Costs	**$19,652,749**	**$5,836,470**	**$5,312,766**	**$3,731,107**	**$207,634**	**$1,722,139**	**$2,279,965**	**$344,230**	**$107,629**	**$110,809**
Distribution to Participants										
MUNICIPAL	18,261,071	5,149,473	5,190,777	3,388,201	206,037	1,702,388	2,279,965	344,230		
FOX RIVER FIBER	39,001	0	0	0	0	0				39,001
PROCTER & GAMBLE	1,352,677	686,997	121,989	342,906	1,596	19,751	0	0	107,629	71,808
Total	**$19,652,749**	**$5,836,470**	**$5,312,766**	**$3,731,107**	**$207,634**	**$1,722,139**	**$2,279,965**	**$344,230**	**$107,629**	**$110,809**

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Interceptor System O & M

Account Name	Maintenance	Field Services	Procter & Gamble Meter Station	Procter & Gamble Interceptor	Fox River Fiber Force Main
Salaries - Procter & Gamble (P&G) Interceptor	$0	$1,164		$1,164	
Benefits - P&G Interceptor	0	423		423	
Salaries - P&G Meter Station	7,008	10,479	17,487		
Benefits - P&G Meter Station	2,544	3,804	6,348		
Salaries - Fox River Fiber - Force Main	0	4,657			4,657
Benefits - Fox River Fiber - Force Main	0	1,691			1,691
Salaries - Fox River Fiber - Meter Station	4,000	5,822			9,822
Benefits - Fox River Fiber - Meter Station	1,452	2,114			3,566
Repair & Maintenance (R & M) - P&G Interceptor			0	1,000	
R & M - P&G Meter Station			1,000		
Phones - P&G			840		
Power - P&G			0		
R & M - Force Main					2170
R & M - Meter Station					255
Chemicals					
Total			$25,675	$2,587	$22,161

Account Name	Maintenance	Field Services	GBMSD Meter Stations	GBMSD Interceptors	Lift Station	Pretreatment
Salaries Pretreatment	$0	$118,167				$ 118,167
Salaries - GBMSD Interceptors	5,100	89,652		94,752		
Salaries - GBMSD Meter Stations	0	97,802	97,802			
Salaries - East Bayshore Lift Stations	21,876	44,244			66,120	
Salaries - East River Lift Station	14,880	13,972			28,852	
Salaries - Old Plank Lift Station	3,900	8,150			12,050	
Salaries - Interplant Force Main	0	13,972		13,972		
Salaries - Chemical Feed Building	0	3,493	3,493			
Benefits - Pretreatment	0	42,901				42,901
Benefits - GBMSD Interceptors	1,852	32,549		32,549		
Benefits - GBMSD Meter Stations	0	35,508	35,508			
Benefits - East Bayshore Lift Stations	7,942	16,063			24,005	
Benefits - East River Lift Station	5,402	5,073			10,475	
Benefits - Old Plank Lift Station	1,416	2,959			4,375	
Benefits - Interplant Force Main	0	5,073		5,073		
Benefits - Chemical Feed Building	0	1,268	1,268			
Pretreatment Program						3,620
R & M - East Bayshore System Lift Stations					20,700	
R & M - East Bayshore Force Main					1,200	
R & M - East River Lift Station					39,550	
R & M - GBMSD Interceptors - Field Services				50,000		
R & M - GBMSD Interceptors - Engineering				125,000		
R & M - Old Plank Lift Station					3,800	
R & M - Interplant Force Main				7,400		
R & M - GBMSD Meter Stations			67,635			
R & M - Chemical Feed Building			1,580			
Phones - Meter/Lift Stations			31,160			
Phones - Chemical Feed Building			0			
Power - Meter Stations			11,150			
Power - Chemical Feed Building			1,600			
Power - Old Plank Lift Station					1250	
Power - East Bayshore Lift Stations					25,250	
Power - East River Lift Station					34,000	
Water - East River Lift Station					1,600	
Chemicals - Old Plank Lift Station					4,000	
Chemicals - De Pere Conveyance					46,000	
Chemicals - Chemical Feed Building					9,200	
Chemicals - Bayshore Interceptor					23,600	
Total			$251,196	$328,746	$356,027	$164,688

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Salaries and Benefits before Distribution

Description	Commission	Business Services	Laboratory Services	Treatment	Maintenance	Engineering	Information Technology	Field Services	Environmental Programs	Total
Gross Salaries	$2,500	$993,668	$464,138	$1,771,891	$1,729,027	$503,526	$484,928	$728,864	$403,352	$7,081,894
Long Term Disability	0	4,884	2,574	10,137	9,466	3,501	2,896	3,875	2,024	39,357
Dental Insurance	0	7,536	4,091	16,925	20,563	5,986	5,685	5,986	2,497	69,269
Health Insurance	0	167,568	75,240	308,112	375,240	99,216	85,440	143,592	47,952	1,302,360
Life Insurance	0	3,172	1,105	4,855	6,730	2,337	2,159	1,853	1,083	23,294
Wisconsin Retirement	0	60,408	29,513	118,826	110,610	39,557	33,129	46,648	22,791	461,482
FICA & Medicare	191	71,060	35,507	141,761	132,271	46,415	38,866	55,758	30,856	552,685
Worker's Compensation	5	3,253	11,279	45,326	42,015	10,357	965	17,711	2,658	133,569
Uniforms	0	0	1,320	9,444	13,548	0	0	2,945	0	27,257
Employee Assistance	0	3,024	0	0	0	0	0	0	0	3,024
Wellness Program	0	0	0	45,128	0	0	0	0	0	45,128
Totals	**$2,696**	**$1,314,573**	**$624,767**	**$2,472,405**	**$2,439,470**	**$710,895**	**$654,068**	**$1,007,232**	**$513,213**	**$9,739,319**

Note: Engineering, Treatment and Information Technology Salaries were decreased by $220K for re-allocation of salaries to Solids Management Capital Loan Amount.

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Salaries and Benefits after Distribution to Interceptors & Meter Stations

Description	Commission	Business Services	Laboratory Services	Treatment	Maintenance	Engineering	Information Technology	Field Services	Environmental Programs	Total
Gross Salaries	$2,500	$993,668	$464,138	$1,771,891	$1,672,263	$503,526	$484,928	$317,290	$403,352	$6,613,556
Long Term Disability	0	4,884	2,574	10,137	9,150	3,501	2,896	1,587	2,024	36,753
Dental Insurance	0	7,536	4,091	16,925	20,008	5,986	5,685	1,960	2,497	64,688
Health Insurance	0	167,568	75,240	308,112	364,801	99,216	85,440	67,904	47,952	1,216,233
Life Insurance	0	3,172	1,105	4,855	6,543	2,337	2,159	499	1,083	21,753
Wisconsin Retirement	0	60,408	29,513	118,826	106,912	39,557	33,129	8,113	22,791	419,249
FICA & Medicare	191	71,060	35,507	141,761	127,929	46,415	38,866	33,669	30,856	526,253
Worker's Compensation	5	3,253	11,279	45,326	40,944	10,357	965	12,265	2,658	127,052
Uniforms	0	0	1,320	9,444	13,548	0	0	2,945	0	27,257
Employee Assistance	0	3,024	0	0	0	0	0	0	0	3,024
Wellness Program	0	0	0	45,128	0	0	0	0	0	45,128
Totals	**$2,696**	**$1,314,573**	**$624,767**	**$2,472,405**	**$2,362,098**	**$710,895**	**$654,068**	**$446,232**	**$513,213**	**$9,100,947**

Note: Engineering, Treatment and Information Technology Salaries were decreased by $220K for re-allocation of salaries to Solids Management Capital Loan Amount.

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
Employees Headcount Report

Divisions and Department	**PROPOSED 2015 BUDGET HEADCOUNT**	**PROPOSED 2016 BUDGET HEADCOUNT**
Business Services including Non-Departmental *	12	12
Laboratory Services	7	7
Treatment including Health and Safety	26	26
Maintenance	23	24
Engineering	7	7
Information Technology	6	6
Field Services	9	9
Watershed Management	3	3
Regulatory Compliance	1	1
Total Headcount without Commissioners **	94	95
Commissioners	5	5

New Positions

Division	Department	2015 BUDGET	2016 BUDGET
Technical Services	Engineering		
Technical Services	Engineering		
Technical Services	Engineering		
Environmental Programs	Laboratory		
Non-Departmental	Executive Director & HR	Payroll/HR Specialist	
Operations	Maintenance	Mechanic Apprentice	
Operations	Treatment	Warehouse Technician to Maintenance from Accounting	Asset Reliability Coordinator

Notes:
* Non-Departmental Division includes Executive Director & Human Resources
** Total Full-Time and Part-Time positions

Divisions and Departments classification for referencing

BUSINESS SERVICES	TECHNICAL SERVICES	OPERATIONS	ENVIRONMENTAL PROGRAMS	NON-DEPARTMENTAL
Accounting	Engineering	Maintenance	Watershed Management	Commission
Communication & Education	Field Services	Treatment	Regulatory Compliance	District Wide
Information Technology		Health and Safety	Laboratory	Executive Director & Human Resources
Support Services			Sustainability	

NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Adopted December 2, 2015
OUT-OF-AREA TRAVEL - Outside EPA Region 5 (Wisconsin, Minnesota, Illinois, Ohio, Indiana, Michigan)

Title	Division	Event
Director of Business Services	Business Services	NACWA Legal Seminar, TBD
Accounting Manager	Business Services	IMA Conference, TBD
Communication & Education Coordinator	Business Services	PRSA, New York, NY
Information Technology Manager	Business Services	Microsoft Convergence, New Orleans, LA
System Technician - GIS	Business Services	ESRI GIS User Conference, Palm Springs, CA
Director of Technical Services	Technical Services	WEFTEC, New Orleans, LA
Project Manager	Technical Services	Thermal Oxidation Meeting, TBD
To be Determined	Operations	WEFTEC, New Orleans, LA
Maintenance Manager	Operations	SMRP Annual Conference, Jacksonville, FL
Director of Operations	Operations	WEFTEC, New Orleans, LA
Executive Director	Non-Departmental	NACWA Winter, San Diego, CA
Executive Director	Non-Departmental	NACWA Summer, Denver, CO
Executive Director	Non-Departmental	WEFTEC, New Orleans, LA
Commissioner	Non-Departmental	NACWA Summer, Denver, CO
Commissioner	Non-Departmental	NACWA Winter, San Diego, CA
Director of Environmental Programs	Environmental Programs	Wastewater Conference, TBD
Watershed Programs Manager	Environmental Programs	IAGLR, Canada
Water Resources Specialist	Environmental Programs	IAGLR, Canada
Analytical Chemist	Environmental Programs	PITTCON, Atlanta, GA

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2016 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2016 Budget - Adopted	2016	2017	2018	2019	2020
MAJOR CAPITAL: WASTEWATER TREATMENT FACILITIES					
GBF: Disinfection System Upgrade	972,000	-	-	-	-
GBF: Blower System Efficiency Upgrade	-	-	-	400,000	2,413,000
GBF: R2E2 Solids Management Project	66,750,000	53,658,000	16,319,000	1,387,000	-
GBF: Metro & Mill Pumping and Plant Drain Systems Upgrades	-	-	240,000	3,480,000	1,620,000
GBF: Primary Clarifier Odor Control	-	-	250,000	2,750,000	-
GBF: Gravity Belt Thickener Replacement	-	-	-	-	400,000
DPF: Service Water System Rehabilitation/Replacement	-	-	160,000	2,160,000	-
DPF: Primary Substation & Emergency Generator	-	240,000	2,700,000	540,000	-
DPF: Blower Replacement Project	250,000	3,250,000	-	-	-
GBF & DPF: Clarifier Rehabilitation	-	-	400,000	2,160,000	2,160,000
GBF & DPF: Headworks Upgrades	-	-	-	-	400,000
Interplant Wastewater Force Main - Phase 2	-	360,000	3,960,000	-	-
GBF Phosphorus Upgrade	-	-	-	-	3,814,000
DPF Phosphorus Upgrade	-	-	-	-	1,384,000
TOTAL WASTEWATER TREATMENT FACILITIES	**67,972,000**	**57,508,000**	**24,029,000**	**12,877,000**	**12,191,000**
MAJOR CAPITAL: INTERCEPTORS					
Dutchman Creek Interceptor Upgrade & Rehabilitation	2,549,000	-	-	-	-
Scott Bayshore Interceptor Rehabilitation	704,000	-	-	-	-
Tunnel Interceptor Rehabilitations (QSI, ERI, EFRI, WFRI)	-	-	280,000	4,060,000	4,060,000
Ninth Street Interceptor Extension - American Drive	-	-	1,250,000	-	-
East Tower Drive Interceptor Rehabilitation - Phase 1	-	-	-	179,000	2,562,000
Bayview Interceptor Upsizing	-	-	-	130,000	1,430,000
Bayview Interceptor Replacement	-	3,629,000	-	-	-
Charles Street Interceptor Upsizing	-	37,000	499,000	-	-
TOTAL INTERCEPTORS, METER STATIONS & LIFT STATIONS	**3,253,000**	**3,666,000**	**2,029,000**	**4,369,000**	**8,052,000**
DEPARTMENT ANNUAL CAPITAL INVESTMENTS					
MAINTENANCE SECTION					
GBF: Replace MCC - Center Mechanical MCC-B2, -B2A, -B2B	-	616,000	-	-	-
GBF: Replace MCC - Administration Building ADP-1,-2; MCC-A1, -A2	-	308,000	-	-	-
GBF: Replace MCC - Compressor Building MCC-C1	-	-	-	171,000	-
DPF: Replace outdated MCCs	-	-	-	-	125,000
GBF: Replace Air Handling Units	215,000	263,000	214,000	217,000	312,000
GBF: Replace roof - Maintenance Building	1,100,000	-	-	-	-
DPF: Replace roof - Influent Pump Station	152,000	-	-	-	-
DPF: Replace roof - Service Building	-	-	57,000	-	-
DPF: Replace roof - Blower Building No. 2	-	-	178,000	-	-
Vehicle ID# 105 Replacement	-	-	35,000	-	-
Vehicle ID# 111 Replacement	-	-	-	-	40,000
IFM: Air Relief Vault Painting	-	55,000	-	-	-
DPF: Air Handling Unit Replacement	-	-	-	250,000	-
GBF: Power Roof Vent Replacement	-	-	-	375,000	-
DPF: Power Roof Vent Replacement	-	-	-	-	125,000
GBF: Tunnel Unit Heater Replacement Phase 1	-	-	50,000	-	-
GBF: Tunnel Unit Heater Replacement Phase 2	-	-	-	50,000	-
GBF: Tunnel Unit Heater Replacement Phase 3	-	-	-	-	50,000
GBF: Transformer Replacement Project	-	-	-	125,000	-
GBF: Administration Building Heat Loop Exchanger	-	150,000	-	-	-

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2016 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2016 Budget - Adopted	2016	2017	2018	2019	2020
Maintenance Section subtotal	1,467,000	1,392,000	534,000	1,188,000	652,000
INFORMATION TECHNOLOGY SECTION					
GBF: Wireless Network Communication Phase II	120,000	-	-	-	-
DPF: Wireless Network Communication	40,000	-	-	-	-
DPF: Fiber Optic Network Enhancement/Upgrade	60,000	-	-	-	-
GBF: Replace Headworks SLC Automation System	-	75,000	-	-	-
GBF: Replace PLC Input/Output Hardware	-	-	-	125,000	125,000
GBF: HR/Payroll Software System	-	-	50,000	-	-
GBF: & DPF: Time and Attendance System	-	-	40,000	-	-
GBF: Financial Software Replacement/Upgrade	-	-	250,000	-	-
GBF: Audio/Visual Rm Equipment Replacement	40,000	-	-	-	-
GBF & DPF: Telephone System	-	-	-	-	125,000
GBF: Campus Paging System	-	125,000	-	-	-
GBF & DPF: Disaster Recovery/Backup System	60,000	-	-	-	-
Information Technology Section subtotal	**320,000**	**200,000**	**340,000**	**125,000**	**250,000**
ENGINEERING SECTION					
Meter Station #1 Flow Tube and Flow Meter Replacement	-	-	-	90,000	-
DPF: Demolish Solids Building & MS11A	-	-	1,000,000	-	-
MS 6, 8, &9 Rehabilitation	80,000	300,000	-	-	-
Annual Manhole Rehabilitation	50,000	50,000	50,000	50,000	-
Engineering Services Section subtotal	**130,000**	**350,000**	**1,050,000**	**440,000**	**-**
WATERSHED MANAGEMENT SECTION					
Environmental lands easement or title purchase - Pilot Demonstration Project	54,000	54,000	-	-	-
Watershed Management Section subtotal	**54,000**	**54,000**	**-**	**-**	**-**
FIELD SERVICES SECTION					
MS-05 Flow Tube Replacement	-	-	-	100,000	-
Lift Station alarm notification system	-	250,000	-	-	-
ERLS – Grinder system	-	-	-	-	250,000
Field Services Section subtotal	**-**	**250,000**	**-**	**100,000**	**250,000**
LABORATORY SERVICES SECTION					
Metals Lab: PE ICP	-	80,000	-	-	-
High Performance Liquid Chromatography	-	-	60,000	-	-
Laboratory Services Section subtotal	**-**	**80,000**	**60,000**	**-**	**-**
TOTAL ANNUAL CAPITAL INVESTMENTS	**1,971,000**	**2,326,000**	**1,984,000**	**1,853,000**	**1,152,000**
TOTAL CAPITAL INVESTMENTS	73,196,000	63,500,000	28,042,000	19,099,000	21,396,000

Green Bay Metropolitan Sewerage District
2016 Budget – Adopted 12-2-2015
Summary of Revenues and Expenses Legends

Revenues:

Favorable Revenue Variances: *means more revenue than projected or budgeted. It is a positive occurrence to receive more revenues than anticipated.*

Unfavorable Revenue Variances: *means less revenue than projected or budgeted. It is usually a negative occurrence.*

Municipal User Fees:	Volume, Biochemical Oxygen Demand, Suspended Solids, Phosphorus, Kjeldahl Nitrogen, Direct Charges and Hauled Waste
Mill User Fees:	Volume, Biochemical Oxygen Demand, Suspended Solids, Phosphorus, Kjeldahl Nitrogen, Direct Charges from Procter & Gamble, and Fox River Fiber
Mill Direct Charges:	Daily Sample Pickup and Laboratory Testing, Inspection, Monitoring, Dewatering, O&M, and Diggers Hotline
Mill Capital Charges:	Capital and Debt Service Charges
General Reserve Interest:	Interest Income from General Fund Accounts (unrestrictive funds) other than Investment Accounts
Other Revenues:	Rate Stabilization Offsets, Interest Income Offsets, Hauled Waste Truck Fees, Sampling, Laboratory Analysis, Yacht Club Lease, and Interceptor Cost Recovery Leases
Rate Stabilization Reserve Transfers:	A designated expense allocated to rate stabilization funds due to prior year collection or expenses designated to be funded by this reserve
Interceptor Cost Recovery (ICR) Reserve Transfers:	GBMSD has agreements with various municipal customers in which the municipalities have agreed to reimburse GBMSD for the cost of interceptors owned by GBMSD whose capacity has been allocated to the municipalities. Annual repayments are sent to the municipalities. This transfer is to offset the debt payment of these interceptors

Green Bay Metropolitan Sewerage District
2016 Budget – Adopted 12-2-2015
Summary of Revenues and Expenses Legends

Plant and Equipment Replacement Fund Reserve Transfers (PERF):	Designated capital expenses allocated to be funded by this reserve
General Fund Transfers:	Designated expenses allocated to be paid by this fund

Expenses:

Favorable Expense Variances: *means less expense than budgeted or projected.*

Unfavorable Expense Variances: *means more expenses than budgeted or projected.*

Salaries & Benefits:	Salaries, Health, Dental, & Life Insurances, Retirement, Social Security, Fringe Benefits, Workers Compensation, Uniforms, Employee Referral Services, Long Term Disability, Wellness, Employee Assistance, and Uniforms
Power:	All Power related for the facilities
Contracted Services:	Contractors, Legal, Audits, Studies, Occupational Health, Custodial and Lawn Services, Environmental Programs, Sponsorship, Temporary Assistance, Recruitment, Consultants, Hazardous Waste Disposal, Class and Compensation, Household Hazardous Waste Disposal, Continuous Improvement/Lean, In District Sustainability, Risk Based Asset Management, Watershed Based Planning, Reg/Muni Environment Service, and Contingency
Maintenance & Repairs:	Repair and Maintenance Building and Equipments, Small Tools, Fuel for District Vehicles and Boats, Freight, Water, Fire Protection, Equipment Leases and Rentals
Chemicals:	Sodium Hypochlorite and Bisulfite, Polymer, Ferric Chloride, Lime, and Laboratory Chemicals for the facilities
Natural Gas & Fuel Oil:	Diesel, Fuel, Natural Gas for Generators, Incineration, and Heating for the facilities

Green Bay Metropolitan Sewerage District
2016 Budget – Adopted 12-2-2015
Summary of Revenues and Expenses Legends

Solid Waste Disposal:	Material (grit, screenings, ash, and dewatered sludge) hauled from GBMSD to landfill
Interceptor System:	Repair and Maintenance of Interceptors, Lift Stations, Meter Stations, Pretreatment, Power, Chemicals, Water, and Telephones
Office & Administrative:	Publishing, Postage, Data Processing, Employee Recognition, Public Information, Portable, Telephones, Safety Shoes and Glasses, Memberships and Dues, Publications and Subscriptions, Licenses and Permits, Meeting Expenses, Bank Service Charges, Bond Issuance Cost, Community Outreach, Education & Public Outreach (EPO)
Insurances:	Automobile, Property, Boiler and Machinery, Liability, Umbrella, Commercial Crime, and Public Officials
Supplies:	Employee Security Badges, Safety & First Aid Equipment and Supplies, Small Computer Hardware and Software, Other Office Supplies, such as: Calculators, Pens, Pencils, Paper, Binders, Folders, Dividers, Tape, Batteries, Toner & Ink Cartridges etc., Cleaning/Janitorial Supplies, Building/Grounds Supplies, Shipping Supplies, etc.
Employee Training & Development:	Employee Development (Registration), Training, and Tuition Fees
Travel and Meetings:	Travel Lodging, Transportation, Meals and Mileage Expenses
DNR Environmental Fees:	Annual Environmental Fee statement from the DNR, which includes: charges from our NR101 discharge (includes a charge for all pounds of parameters that have permit limits), Hazardous Waste Disposal Fees, Air Emission Fees, and Laboratory Certification Fee. Other Fees such as Tier 2 report fees (related to hazardous material management on site) and other license or permit application fees which may arise

Green Bay Metropolitan Sewerage District
2016 Budget – Adopted 12-2-2015
Summary of Revenues and Expenses Legends

Debt Service and Annual Capital

Debt Service:	Principal and Interest incurred for Long Term Capital projects from Clean Water Fund Loans, General Obligation Bonds, and Promissory Notes to financial institutions, such as: DNR, Associated Bank, Board of Commissioners of Public Lands, etc.
Annual Capital:	Maintenance Equipment and Interceptor repairs for less than a year expenses and completion
R2E2 Construction – Rate Stabilization:	An amount collected in advance of the debt service being due for the Solids Project to provide a transition to the overall rate impact on the financing for this project. The funds will be segregated and used to pay subsequent debt service on the Solids Project. The amount collected brings the overall 2013 rate increase to within the 9% amount estimated in the planning for the Solids Project (R2E2)

CITY OF DEPERE

WASTEWATER UTILITY

PROPOSED RATES

DECEMBER 2015

City of DePere Wastewater Utility

Proposed Rates

Table of Contents

City of DePere Wastewater Utility
Projected Operating Statements

		Actual 2013		Actual 2014		Projected 2015		with increase Estimated 2016
PROJECTED OPERATING STATEMENTS								
Revenues and Other Sources								
User charges - general customers	$	3,477,117	$	3,963,906	$	4,209,942	$	4,660,016
User charges- paper mills								
NEW Water treatment charges		4,397,695		3,870,155		4,090,137		4,441,480
Fixed administrative charges		36,000		36,000		37,800		39,600
Collection charges - variable		117,266		138,616		142,573		241,940
Forfeited discounts		36,061		39,369		42,000		42,000
Collection on receivable from NEW Water		-		-		-		160,485
Total Revenues Other Sources		8,064,139		8,048,046		8,522,452		9,585,521
Expenses and Other Uses								
Treatment charges								
General customers		1,998,260		1,876,989		1,994,534		2,169,270
Paper mills - pass through		4,397,695		3,309,421		3,448,927		3,710,854
Fixed Charge								
General customers		-		323,786		355,915		398,390
Paper mills - pass through		-		560,733		632,738		730,626
Operation and maintenance		791,162		952,520		981,096		1,010,500
Major maintenance projects		300,000		300,000		300,000		300,000
Sewer share of meter reading expenses		116,711		117,597		134,663		142,900
Capital replacement outlay		527,012		543,548		566,000		500,000
NEW Water annual debt service requirements		31,275		31,275		31,275		31,275
Current principal and interest payments		-		-		-		385,635
Future principal and interest payments		-		-		-		150,000
Total Expenses and Other Uses		8,162,115		8,015,869		8,445,148		9,529,450
Excess Revenues (Expenses)	$	(97,976)	$	32,177	$	77,304	$	56,071

City of DePere Wastewater Utility
Calculation of Revenue Requirement and Proposed Rates - Treatment

GENERAL CUSTOMERS

Costs to be recovered:	2016 Estimated Fixed	2016 Estimated Variable
Treatment charges	398,390	2,169,270
Fixed portion allocated to variable	(44,000)	44,000
Less: Collection on receivable from NEW Water	(160,485)	-
Less: Recovery of administrative expenses	(39,600)	-
Totals	$ 154,305	$ 2,213,270

FIXED CHARGES - GENERAL CUSTOMERS

Meter Size	Number of Customers	User Charge Factor	Per Quarter	Per Year	Annual Revenue
3/4"	8,422	1.00	$ 3.30	$ 13.20	$ 111,170
1"	136	2.50	8.25	33.00	4,488
1 1/2"	121	5.00	16.50	66.00	7,986
2"	82	8.00	26.40	105.60	8,659
3"	46	15.00	49.50	198.00	9,108
4"	22	45.00	148.50	594.00	13,068
	8,829				$ 154,480

VARIABLE CHARGES - GENERAL CUSTOMERS

Metered Water Flow	Actual 2014	Projected 2015	Estimated 2016
Water Gallons Sold	493,962,544	471,018,000	490,000,000

Proposed Treatment Rate - General Customers	Proposed Rate per thousand	Metered Water Flow	Recovery of Costs
Variable Costs	$ 4.52	490,000,000	$ 2,214,800

PAPER MILLS

	Actual 2013	Actual 2014	Projected 2015	Estimated 2016
Actual Expenses				
Wastewater treatment charges				
Paper Mills- variable charge	$ 4,397,695	$ 3,309,421	$ 3,448,927	$ 3,710,854
Paper Mills- fixed charge			$ 632,738	$ 730,626

Treatment Rates - Paper Mills

Variable treatment charges will be a direct pass-through from NEW Water

Fox River Fiber is now included in the NEW Water budget as a separate customer. Fixed treatment charges of $344,757 have been directly allocated tothem. In addition $385,869 of the fixed charge to the City has been allocated to the remaining paper mills.

Treatment Fixed Administrative Fee	Allocation of Costs
Allocation of 10% of 2016 budgeted administrative costs - total $396,000	
Charged equally to three paper mills - rate of $1,100 per month	$ 39,600

City of DePere Wastewater Utility
Projected Expenses and Calculation of Revenue Requirement - Collection System

PROJECTED EXPENSES AND OTHER USES	Actual 2013	Actual 2014	Projected 2015	Projected 2016	Allocation of Expenses Fixed	Allocation of Expenses Variable
Operation and maintenance	$ 1,091,162	$ 1,252,520	$ 1,281,096	$ 1,310,500	$ 400,000	$ 910,500
Sewer share of meter reading expenses	116,711	117,597	134,663	142,900	94,000	48,900
Capital replacement outlay	527,012	543,548	566,000	500,000	250,000	250,000
NEW Water annual debt service requirements	31,275	31,275	31,275	31,275	31,275	-
Current principal and interest payments	-	-	-	385,635	385,635	-
Future principal and interest payments	-	-	-	150,000	150,000	-
Total Expenses and Other Uses	$ 1,766,160	$ 1,944,940	$ 2,013,034	$ 2,520,310	$ 1,310,910	$ 1,209,400

REVENUE REQUIREMENT- COLLECTION SYSTEM

Expenditures and Other Uses	
Recovered through fixed charges to general customers	$ 1,310,910
Recovered through volume charges to all customers	1,209,400
Total Revenue Requirement - Collection System	$ 2,520,310

City of DePere Wastewater Utility
Proposed Rates - Fixed and Volume Charges - Collection System

FIXED CHARGES - GENERAL CUSTOMERS

	2016 Estimated
Costs to be recovered:	
Operation and maintenance - fixed portion	400,000
Sewer share of meter reading expenses	94,000
Capital replacement outlay	250,000
NEW Water annual debt service requirements	31,275
Current principal and interest payments	385,635
Future principal and interest payments	150,000
Total	$ 1,310,910

Meter Size	Number of Customers	User Charge Factor	Per Quarter	Per Year	Annual Revenue
3/4"	8,422	1.00	$ 28.00	$ 112.00	$ 943,264
1"	136	2.50	70.00	280.00	38,080
1 1/2"	121	5.00	140.00	560.00	67,760
2"	82	8.00	224.00	896.00	73,472
3"	46	15.00	420.00	1,680.00	77,280
4"	22	45.00	1,260.00	5,040.00	110,880
	8,829				$ 1,310,736

FIXED CHARGE - PAPER MILLS

Charges are a direct pass through from NEW Water - estimated at $3,000 per month

VOLUME CHARGE- ALL CUSTOMERS

Costs to be Recovered	2016 Estimated
Operation and maintenance - variable portion	$ 1,209,400
Less: Allocated to customers where calculated charges exceed 15% of revenue requirement	(136,600)
Additional deficit recovery charge	150,000
Net to be Recovered through Volume Charges	$ 1,222,800

Gallons sold and wastewater flows	2016 Estimated
General customers - water gallons sold	490,000,000
Paper Mills with < 15% (wastewater)	120,970,000
Total	610,970,000

Proposed Rates	Proposed Rate	Billable Flows	Recovery of Costs
Variable Costs	$ 2.000	610,970,000	$ 1,221,940

City of DePere Wastewater Utility
Proposed Rate Increase - General Customers Summary

WASTEWATER RATES

	Current Rates			Proposed Rates - 2016		
Volume charge- treatment						
Treatment		$4.45/ thousand gallons		Treatment		$4.52/ thousand gallons
Treatment Fixed charge- quarterly						
3/4"	$	3.15		3/4"	$	3.30
1"		7.88		1"		8.25
1 1/2"		15.75		1 1/2"		16.50
2"		25.20		2"		26.40
3"		47.25		3"		49.50
4"		141.75		4"		148.50
Volume charge- collection -quarterly						
Collection		$1.366/ thousand gallons		Collection		$2/ thousand gallons
Collection Fixed charge - quarterly						
3/4"	$	27.00		3/4"	$	28.00
1"		67.50		1"		70.00
1 1/2"		135.00		1 1/2"		140.00
2"		216.00		2"		224.00
3"		405.00		3"		420.00
4"		1,215.00		4"		1,260.00

AVERAGE RESIDENTIAL BILL

	In thousand gallons	
	Per Year	Per Quarter
Average water use	60.00	15.00

	Current Rates		Proposed Rates - 2015		Quarterly Increase
	Per Year	Per Quarter	Per Year	Per Quarter	
Wastewater	$ 469.56	$ 117.39	$ 516.40	$ 129.10	$ 11.71

City of DePere Wastewater Utility
Proposed Rate Increase - Paper Mill Summary

	Current Rates		Proposed Rates - 2016	
COLLECTION RATES	**Volume charge- collection- monthly**		**Volume charge- collection- monthly**	
	Collection	$1.366/ thousand gallons	Collection	$2.00/ thousand gallons
	Up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2015:	$96,200	Up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2016:	$136,600
	NEW Water Daily Monitoring Fixed Charge - monthly		**NEW Water Daily Monitoring Fixed Charge - monthly**	
	Direct pass-through from NEW Water	$2,300 per month estimate	Direct pass-through from NEW Water	$2,400 per month estimate
TREATMENT RATES				
Administrative fee	**City of DePere - Fixed Treatment Administrative Fee**		**City of DePere - Fixed Treatment Administrative Fee**	
		$1,050 per month		$1,100 per month
Variable rates	**NEW Water unit charges - pass through**		**NEW Water unit charges - pass through**	
	Flow	$0.80448/ thousand gallons	Flow	$0.79357/ thousand gallons
	BOD	$0.39331/ pound	BOD	$0.43068/ pound
	TSS	$0.34822/ pound	TSS	$0.41292/ pound
	Phosphorus	$0.56768/ pound	Phosphorus	$0.60597/ pound
	TKN	$0.65358/ pound	TKN	$0.64043/ pound
Fixed rates	**NEW Water fixed charge - pass through**		**NEW Water fixed charge - pass through**	
	Allocated to Paper Mills based upon actual units each month	$ 632,738	Allocated to Paper Mills (not including Fox River Fiber) based upon actual units each month	$ 385,869

Proposed Rate Increase - Paper Mill Average Bills

SONOCO US MILLS

Average units	Per Year	Per Month
Flow (in thousand gallons)	34,795	2,900
BOD (in pounds)	1,347,634	112,303
TSS (in pounds)	371,706	30,976
Phosphorus (in pounds)	374	31
TKN (in pounds)	6,560	547

	Current Rates		Proposed Rates - 2016		Monthly Increase
	Per Year	Per Month	Per Year	Per Month	
Treatment variable charges	$ 691,985	$ 57,664	$ 768,280	$ 64,023	$ 6,360
Treatment fixed charges	141,551	11,796	144,645	12,054	258
Treatment fixed administrative fee	12,600	1,050	15,600	1,300	250
Collection	47,530	3,961	69,590	5,799	1,838
NEW Water daily monitoring charge	27,643	2,304	28,000	2,333	30
Total	$ 921,288	$ 76,774	$ 1,026,115	$ 85,510	$ 8,736

EXPERA

Average units	Per Year	Per Month
Flow (in thousand gallons)	406,033	33,836
BOD (in pounds)	1,972,961	164,413
TSS (in pounds)	372,380	31,032
Phosphorus (in pounds)	769	64
TKN (in pounds)	38,187	3,182

	Current Rates		Proposed Rates - 2016		Monthly Increase
	Per Year	Per Month	Per Year	Per Month	
Treatment variable charges	$ 1,257,696	$ 104,808	$ 1,352,279	$ 112,690	$ 7,882
Treatment fixed charges	220,656	18,388	232,255	19,355	967
Treatment fixed administrative fee	12,600	1,050	15,600	1,300	250
Collection	96,200	8,017	136,600	11,383	3,367
NEW Water daily monitoring charge	27,756	2,313	28,000	2,333	20
Total	$ 1,614,908	$ 134,576	$ 1,764,734	$ 147,061	$ 12,486

FOX RIVER FIBER

Average units	Per Year	Per Month
Flow (in thousand gallons)	340,935	28,411
BOD (in pounds)	1,721,644	143,470
TSS (in pounds)	974,999	81,250
Phosphorus (in pounds)	30,114	2,510
TKN (in pounds)	215,228	17,936

	Current Rates		Proposed Rates - 2016		Monthly Increase
	Per Year	Per Month	Per Year	Per Month	
Treatment variable charges	$ 1,343,236	$ 111,936	$ 1,482,651	$ 123,554	$ 11,618
Treatment fixed charges	267,164	22,264	344,757	28,730	6,466
Treatment fixed administrative fee	12,600	1,050	15,600	1,300	250
Collection	-	-	-	-	-
NEW Water daily monitoring charge	-	-	-	-	-
Total	$ 1,623,000	$ 135,250	$ 1,843,008	$ 153,584	$ 18,334

U C Acquisition

	Per Year	Per Month
Average units		
Flow (In thousand gallons)	17,178	1,432
BOD (In pounds)	26,838	2,237
TSS (In pounds)	38,784	3,232
Phosphorus (In pounds)	108	9
TKN (In pounds)	648	54

	Current Rates		Proposed Rates - 2016		Monthly Increase
	Per Year	Per Month	Per Year	Per Month	
Treatment variable charges	$ 38,365	$ 3,197	$ 41,747	$ 3,479	$ 282
Treatment fixed charges	3,367	281	8,969	747	467
Treatment fixed administrative fee	-	-	-	-	-
Collection	23,465	1,955	34,356	2,863	908
NEW Water daily monitoring charge	11,922	994	12,000	1,000	7
Total	$ 77,120	$ 6,427	$ 97,072	$ 8,089	$ 1,663

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE:	**December 7, 2015**
DEPARTMENT:	**Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Consider Resolution for Mailbox Reimbursement***

At the November 9, 2015 BOPW meeting, the BOPW recommended revising the mailbox reimbursement policy to increase the reimbursement from $50 to $75 and also to include labor as part of the policy.

In addition, the BOPW requested staff survey what other communities have for a mailbox reimbursement policy. See attached results.

Staff recommends approval of the revised resolution.

ATTACHMENTS:

- Draft of Mailbox Resolution (PDF)
- 2015 Mail Box Survey(PDF)

RESOLUTION #15- ____

RESOLUTION REGARDING DAMAGE
TO MAIL RECEPTACLES PLACED IN THE PUBLIC WAY

WHEREAS, in the interests of promoting effective and efficient postal service, the City has permitted the practice of allowing its citizens to improve a portion of city-owned public way in front of private residences by constructing and maintaining mail receptacles (mailboxes) therein without first obtaining occupancy permits; and

WHEREAS, the placement of such improvements in close proximity to the traveled portion of the public way occasionally results in the inadvertent damage to such privately owned property by city crews when undertaking snow removal or other public services; and

WHEREAS, the City acknowledges that because the mailboxes are placed in city right-of-way without express permit, the City may take the position that any damage to such mail receptacles is not the legal responsibility of the City; and

WHEREAS, the City also believes that notions of fairness and equity compel the City to accept reasonable responsibility for damages caused by City crews in providing services; and

WHEREAS, by this resolution the City wishes to set reasonable limits to its responsibilities in regard to damage to mail receptacles placed on public way and to put the citizenry on notice of such limits;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the Common Council of the City of De Pere hereby establishes as its official policy that it shall pay an amount not to exceed Seventy five ($75.00) Dollars and no cents for the entire actual costs to replace and/or repair a mail receptacle located on public way damaged by city crews in the course of providing services upon submission of a written voucher by the owner of such mail receptacle delineating all expenditures including labor and materials for such repair or replacement, the approximate time and date of the damage, and, where possible, the circumstances of such incident. The Director of Public Works shall be responsible to review such vouchers for accuracy and compliance with the intent of this resolution. Upon appeal to the Board of Public Works, a citizen may request, and the Board of Public Works may grant, payment in excess of $75 for any such repair or replacement upon good cause shown in a circumstance which would otherwise result in undue hardship or unreasonable application of this policy.

Adopted by the Common Council of the City of De Pere, Wisconsin, this __15th__ day of

__December__, 2015.

APPROVED:

____

Michael J. Walsh, Mayor

ATTEST:

____

Shana D. Ledvina, Clerk-Treasurer

Ayes:______

Nays:______

Reso. 02-35

2015 Mailbox Survey of Municipalities

Municipality	Comments
Green Bay	Green Bay has a repair or replace policy. DPW will only replace if the box cannot be repaired back to usable condition. They will not replace a post if it is rotted/rusted to the point it is not structually sound. DPW will not repair/replace mailbox hardware beyond the standard USPS design. Posts will be replaced with a 4x4 treated wood post and cross support. Mailboxes will be replaced with a black or white light sheet metal mailbox. If a property owner chooses to repair/replace their own mailbox, then they must install the new mailbox in accordance with City and USPS guidelines above . If the property owner chooses not to have the mailbox replaced as noted, then DPW will reimbursement up to $75 after receiving a receipt identifying actual replacement costs. DPW will not repair or replace custom mailboxes, posts, enclosures, or structures. Mailbox posts and structures made of anything other than noted above are considered custom. As such, repairs and replacements must be made by the property owner. Plastic mailboxes will be replaced only if the post is also damaged beyond repair.
Appleton	Appleton will not be responsible for any mailbox damaged in the course of City operations that does not meet the UPS regulations for placement. 42-48 inches from the road surface to the bottom of the mailbox or point of mail entry and set back 8 inches from the front face of the curb or road edge to the mailbox door. Where there is no curb, the height of the mailbox should be 48 inches from the top of the ground to the bottom of the mailbox. Appleton reimburses up to $125 for mail box damage that meets this policy language.
Two Rivers	In the event that the mail box is or was in compliance with US Postal Service criteria, the DPW Foreman will contact the owner and inform that the City will reimburse the owner for replacement of damaged components up to a maximum amount of $50.00 for comparable materials. The City will only reimburse for the amount of actual receipts and in no case more than $50.00

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: **December 7, 2015**

DEPARTMENT: **Public Works**

FROM: **Eric Rakers**

SUBJECT: **Consider 2016 Standard Specifications**

Listed in the memo are proposed updates to the City of De Pere's 2016 General Conditions and Standard Specifications. Specifications need to be updated on a regular basis to accommodate changes in the industry, as well as improving the clarity of the documents. The last update was completed in 2015. There are several changes to this document.

Section 00 70 00 - General Conditions

(1) The insurance requirements were updated based on input from the City insurance provider. Pages 00 70 00-12 thru 14 showing the changes have been attached.

(2) The section "OVERTIME WORK" has been modified with the following language added:
"The Contractor may request overtime and shift work periodically to accommodate sequencing and/or weather delays. The Engineer shall evaluate the request and make a determination on approval. If approved, the Engineer will issue written approval."

(3) Two modifications are proposed under DETERMINATION AND EXTENSION OF CONTRACT TIME.
   a. Added reference to completion date contracts. Currently, we have contracts that must be completed by either a certain number of calendar days or by a certain completion date. The specifications only cover calendar day contracts.
   b. Changed the approval for extension to the Engineer from the Board of Public Works.

Section 01 45 23.10 - Testing and Inspection of Pipeline & Appurtenances

(1) Updated the reference of AWWA C651 to AWWA C651-14. The standard for Disinfecting Water Mains was updated in 2014.

Section 32 13 13 - Portland Cement Concrete Pavement

(1) Under Section 3.3 OPENING ROADWAY TO TRAFFIC, inserted the following so that concrete patches are opened to traffic in a timely fashion:
"B. For concrete patches completed with high early strength concrete, the Engineer will complete a 3-day cylinder break to check strength prior to opening the roadway to

traffic."

Section 32 16 13 - Concrete Curb and Gutter

(1) Under 3.7, H., inserted "and driveways" for where the Contractor is required to place depressions in the curb head.

Section 33 00 02 - PVC Pipe and Fittings

(1) Change bolts from Cor-Blue to Stainless Steel Grade AISI 304.

Section 33 00 03 - HDPE Pipe and Fittings

(1) Changed pipe material from PE 3408 to PE 3608 for HDPE up to a 3" diameter.

Section 33 11 00 - Water Distribution Systems

(1) Change water main bolts from Cor-Blue to Stainless Steel Grade AISI 304
(2) Add "Romac" saddles to the list of acceptable products for use as a tapping or service saddle.
(3) Changed bury depth from 7 ½ to 7 foot for curb boxes.
(4) Added note "or other connections approved by Engineer" for splice connections on tracer wire.
(5) Updated Section 3.11 DISINFECTION AND BACTERIOLOGICAL TESTING for changes made to AWWA C651-14.
(6) Updated specification so that the Contractor is required to take safe samples for disinfection.

Section 33 31 00 - Sanitary Sewer Systems

(1) Eliminated the use of tees or saddles for large diameter sanitary sewer.
(2) Eliminated the use of tees for sanitary sewer unless approved by the Engineer for existing sanitary sewers.
(3) Added language allowing a maximum of 12" of adjusting rings.

Section 33 41 00 - Storm Sewer Systems

(1) Eliminated the section addressing connection between manhole structures and pipes other than storm sewers.
(2) Added language allowing a maximum of 12" of adjusting rings.

Staff is requesting approval of the 2016 Standard Specification.

ATTACHMENTS:

- Insurance (PDF)

claims for damages resulting in bodily injury, including but not limited to death, and property damage and arising out of or resulting from the Contractor's direct or indirect operations under this contract, whether such operations be performed by himself/herself or by a Subcontractor or anyone directly or indirectly employed by any of them.

This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is the greater, notwithstanding that the policy may have lower limits of liability applying elsewhere in the policy, and shall include contractual liability insurance as applicable to the Contractor's obligations.

The Contractor's and Subcontractor's insurance shall always be primary with respect to the City's responsibilities under this contract. Contractor shall name the City as an additional insured under all policies required hereunder (except Worker's Compensation).

The Contractor's and Subcontractor's insurance shall contain a provision that provides 30 days written notice of cancellation or change to the City.

No insurance required under the Contract shall be carried with an insurer not authorized to do business in Wisconsin by the Office of the Insurance Commissioner. All insurance providers must have an AM Best Rating of A-VII or ~~The~~higher. The City reserves the right to disapprove any insurance company.

The Contractor shall provide the City with a certificate of insurance outlining the required coverage and naming the City as an additional insured thereunder for purposes of the Contract.

TYPES OF INSURANCE

(a) General Liability

(1) Coverage Form must be the most recent version of the Commercial General "Occurrence" policy, including:

- (a) Premises and Operations
- (b) Products and Completed Operations
- (c) Advertising and Personal Injury
- (d) Explosion, Collapse and Underground Hazard Coverage
- (e) Contractual Insurance
- (f) Broad Form Property Damage
- (g) Coverage for Independent Contractors
- (h) Care, Custody and Control coverages for City-owned materials at the worksite
- (i) Endorsement naming the City of De Pere, its employees, agents and assigns as Additional Insureds as respects work performed by the Contractor/Subcontractor for the City/Owner.

(2) Limits of Liability:

Bodily Injury/Property Damage Combined Single Limits:

Per Occurrence	$~~2~~1,000,000
Products/Completed Operations Aggregate	$~~2~~1,000,000
Personal Injury/ Advertising Injury	$~~2~~1,000,000
Medical Payments Limits	$10,000
General Aggregate	$~~4~~1,000,000
Excess or Umbrella Liability	$5,000,000

(b) Automobile Liability

(1) Coverages must include the following extensions:

Comprehensive Form

(a) All Owned Autos
(b) All Hired Autos
(c) All Non-Owned Autos
(d) Mobile Equipment
(e) Specialized Equipment
(f) Contractual Liability
(g) Uninsured Motorists to Limit of Policy
(h) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(2) Limits of Liability:

Combined Single Limit/Bodily Injury and Property Damage:

$~~2~~1,000,000 per person/per accident

Uninsured/Underinsured –Motorists: Limits Equal to Above Combined Single Limit

Formatted: Indent: Left: 1.31", Tab stops: Not at 0.99" + 2.5" + 3"

$25,000 per person
$50,000 per person

(c) Aircraft Insurance

When Contractors or Subcontractors use their own, non-owned or hired aircrafts in operations of their business, they must provide evidence of Aircraft Liability and Property Damage Insurance equal to $1,000,000 in limits per aircraft seat. The City/Owner, its employees, agents and assigns must be named as Additional Insured's as respects the particular project for which the craft is flown.

(d) Worker's Compensation and Employers' Liability Insurance

Limits of Liability: Statutory

~~Worker's Compensation $500,000 per employee or per disease~~

~~Employers' Liability $1,000,000~~

Formatted: Indent: Left: 0", Hanging: 3.5"

(e) Professional Liability: (Errors and Omissions) $3,000,000

(f) Product Liability $3,000,000

All required liability insurances shall be written on an "occurrence" policy form. Any deductibles or self-insured retentions shall be identified to the City and shall not exceed $10,000 per occurrence.

Indemnification. The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a part indemnified hereunder.

In any and all claims against the City, its officers, agents and employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or fore the Contractor or any Subcontractor under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

Builders' Risk Insurance. (This does not apply to additions and/or alterations on existing structures.)

Unless otherwise provided, the City shall purchase and maintain fire insurance, extended coverage, vandalism and malicious mischief upon the entire structure on which the work of this contract is to be done equal to 100% of the insurable value (Builders' Risk-Completed Value).

The City may at its discretion, purchase All Risk Builders' Risk Coverage.

Waiver of Subrogation. The City, Contractor and Subcontractor waive all rights of subrogation against each other for damages caused by fire and other perils covered by insurance provided for under the terms of the Contract, except such rights as they may have to the proceeds of the insurance held by the City as trustee. The loss, if any, is to be made adjustable with and payable to the City as trustee for the insured Contractor and

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE:	**December 7, 2015**
DEPARTMENT:	**Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Consider Change in Overnight Parking Rules for Weekday Holidays.***

Alderperson Kneiszel requested on behalf of Alderperson Rafferty to put on the BOPW agenda the discussion of overnight parking for on street parking on holidays when the holidays fall on a weekday.

Normally, this would go to the Parking & Traffic Team for discussion with the team making a recommendation for the BOPW. Since it did not go to the Parking & Traffic Team, staff has had little time to research or discuss this item to come up with a recommendation for the BOPW. However, I did email the Police Chief on this matter prior to putting this memo together and the Chief is not opposed to making changes to the existing ordinance to allow for overnight parking on holidays that fall on a weekday.

City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE:	**December 7, 2015**
DEPARTMENT:	**Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Resolution #BOPW 15-01: Declaring public emergency exception to public bid requirements for boiler replacement at the Community Center.* ADDITIONAL ITEM**

ATTACHMENTS:

- ResoBOPW15-01 (DOCX)

BOARD OF PUBLIC WORKS
RESOLUTION #BOPW 15-01

DECLARING PUBLIC EMERGENCY EXCEPTION TO PUBLIC BID REQUIREMENTS FOR BOILER REPLACEMENT AT THE COMMUNITY CENTER

WHEREAS, the Community Center, built in 2000, is served by two boiler units to supply heat and hot water to the center, with both boilers designed to operate on an alternating schedule; and

WHEREAS, City staff discovered in early November that one boiler unit was inoperable, leading to reliance on the other boiler unit for all heating requirements; and

WHEREAS, on December 1, 2015, while City staff was researching repair and/or replacement options for the boiler(s), the circulation unit in the one operable boiler unit malfunctioned; and

WHEREAS, although the circulation unit has been repaired, it is now known that replacement parts for the two boiler units are no longer available, leaving the Community Center in the position of no heat or hot water and the facility open to probable damage caused by cold weather should the remaining operable boiler again malfunction or need repair; and

WHEREAS, replacement of one or both boilers will exceed $25,000, necessitating at least a two week delay caused by mandatory advertisement for bids under Wis. Stats.§62.15, which, due to weather conditions, would threaten damage to the Community Center.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Board of Public Works of the City of De Pere, Wisconsin, that:

> The Community Center is threatened with damage caused by cold weather due to the loss of one boiler and the failing of the other boiler; and an emergency exists necessitating an exception to the public bid requirements of Wis. Stats. §62.15 *et seq.* It is determined therefore that the requirements of Wis. Stats. §62.15 *et seq.* need not be complied with for the replacement of one or both boilers.

Adopted by the Board of Public Works of the City of De Pere, Wisconsin, this 7th day of December, 2015.

APPROVED:

____
Michael J. Walsh, Mayor
Chair, Board of Public Works

Ayes:______

Nays:______