Finance/Personnel Committee

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

Regular Meeting

Agenda

Tuesday, November 14, 2017 | **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 **Finance/Personnel Committee** of the City of De Pere will be held on **November 14, 2017** 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.

Call to Order

1. Roll Call
2. Approval of the Minutes of the October 10, 2017 Regular Meeting of the Finance/Personnel Committee.
3. Approval of Police Overtime Report for October 2017
4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2017.
5. Consider Amendment to Contract With Accurate Appraisal for Full Assessment Services*
6. Consideration of an Initial Resolution Regarding Industrial Development Revenue Bond Financing for Midland Plastics, Inc. Project. Information with respect to the job impact of the project will be available at the time of consideration of the Initial Resolution." *
7. Consider Amendments to Room Tax Ordinance Regarding Short-Term Rentals of Residential Dwellings*
8. Consideration of 2018 Wastewater Study. *
9. Public Comment and announcements.
10. Future agenda items.
11. Adjournment

Notice is also given that a majority of the members of the Common Council of the City of De Pere will attend this meeting to gather information about a subject(s) over which they have decision-making responsibility. As such, this committee meeting is also considered a meeting of the Common Council.

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, the previous day so that arrangements can be made.

Agenda Sent To:
Alderpersons

City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**November 14, 2017**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Approval of the Minutes of the October 10, 2017 Regular Meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- October 10, 2017 DRAFT Minutes (PDF)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, October 10, 2017 | 7:30 PM | De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on October 10, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Larry Lueck	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Assistant Fire Chief Rich Annen, Finance Director Joseph Zegers, Human Resource Director Shannon Metzler and Members of the Public.

2. Approval of the Minutes of the September 12, 2017, Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

3. Approval of Police Overtime Report for September 2017.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

4. Fire Department Overtime and LifeQuest Medical Billing Reports for September, 2017.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

5. Consideration of Shared Master Calendar of Events with Definitely De Pere, De Pere Chamber of Commerce and the City of De Pere (Requested by Alderperson Hansen).

Alderperson Jennings indicated that it was brought up at the De Pere Business Walk that businesses desired a shared calendar to provide a single location for businesses and visitors to locate events occurring in De Pere and he offered, on behalf of Definitely De Pere, a willingness to share events but not facilitate management of the calendar. Mayor Walsh indicated that while the idea of a share calendar is a good one, it would be difficult to implement, and although the City is looking to add a part-time communications position, given the number of events for the school districts and St. Norbert College alone, coordinating a calendar and screening events would be very time consuming for the City to take on, as the City position would be part-time. Administrator Delo shared that the Chamber does currently have a Community Calendar available for event submissions, shared following Chamber approval. Alderperson Crevier also commented on the effort that would be required for maintaining a calendar and that perhaps links could be provided on the City website to other calendars. The Mayor indicated he supports the Chamber maintaining a shared calendar. Alderpersons Nelson and Jennings both support the idea of links being provided for other calendars, as part of the City's website redesign. The Mayor made a Motion that the City not create/maintain a shared calendar, which was seconded by Alderperson Crevier. Upon vote, motion carried unanimously.

RESULT:	**DISCUSSED**

6. Consider Request to Purchase New Self Contained Breathing Apparatus (SCBA) for the Fire Department.*

Alderperson Crevier requested clarification on Chief Matzke's request to increase the SCBAs for paid on call staff from 10 to 20 and whether this would create additional cost. Assistant Fire Chief Annen advised that the actual cost of replacing this system was significantly less than budgeted, such that the cost would increase slightly, to approximately $180,000, but not up to the original projected amount and is sufficient to provide for the 20 SCBAs requested.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

7. Acceptance of $1,100 Donation from WI Public Service to Police Department.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

8. Acceptance of $500 Donation from Shopko Foundation to Police Department.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

9. Acceptance of $1,500 Donation from WalMart to Police Department.*

Alderperson Jennings commended the generosity of local businesses and Wisconsin Public Service.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

10. Police Request to Adopt Certain Commercial Motor Vehicle Rules into City Ordinance*

In response to Alderperson Crevier's question, Chief Beiderwieden explained that this item would not change officer activity, it changes the structure of tickets and where the fine goes. Officers can currently enforce under state law in circuit court through the district attorney's office. If the City were to adopt Chapter 194, officers could then issue municipal citations to enforce the ordinance, and it would be a convenience to the City to handle tickets and payments through municipal court. In response to Alderperson Nelson's question on whether other municipalities are doing the same, Chief Beiderwieden indicated that most municipalities adopt typical traffic laws and rules, and the City currently has an officer dedicated to traffic enforcement.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

11. Consideration of 2018 Benefit Renewal and Plan Design Changes*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

12. Consider Creation of Chapter 9 DPMC Non-Discrimination in Housing, Accommodation and Employment*

Alderperson Nelson explained that this item was tabled at the last meeting to allow local businesses to be contacted for input. Definitely De Pere, the De Pere Chamber and the Green Bay Chamber were sent the draft ordinance and cover letter. The Green Bay Chamber provided one feedback response to the City Attorney. Alderperson Nelson received support of the proposed ordinance, some of which is included in the Agenda packet, some by way of phone calls and signatures which were collected from residents and businesses by audience members. Due to the support he has received, Alderperson Nelson believes the community would benefit from approval.

Mayor Walsh asked if anyone present would like to speak on the item; no one came forward.

Alderperson Lueck commended the City Attorney for providing answers to his questions quickly, and while he is not concerned with merits, he expressed concerns with jurisdiction, how the ordinance will apply as drafted, the City's ability to designate protected classes, practical implementation and applicability of the ordinance, complaints being handled by the City Administrator, and that the City could only impose a fine and no other remedial measures. City Attorney Schmidt-Lehman answered Alderperson Lueck's questions on these issues by explaining the ADA complaint process for City facilities in Chapter 102 of the City's ordinances, the authority by which the City can designate protected classes, that under the proposed ordinance, complaints are handled by the City Administrator, with the City Attorney's office making the determination as to when the City would have jurisdiction to handle or when a complainant would be referred to state or federal agencies, and explained that the City would only have the authority to impose a fine, issued as a municipal court citation. Administrator Delo clarified with the City Attorney that the City Administrator would have the ability to attempt voluntary informal resolution and that the City Attorney's office would make the ordinance enforcement determination.

Alderperson Crevier asked about progress of efforts at state level initiated by Representative Mark Spreitzer and Senator Tim Carpenter, as well as feedback received from the City's larger employers such as the college, Humana, Shopko or other organizations. City Attorney Schmidt-Lehman advised she was not aware of the efforts and the state level, and despite sending the request out twice for feedback, no responses were received from those employers.

Mayor Walsh made a Motion to open the meeting, seconded by Alderperson Crevier. Upon vote, motion carried unanimously. John Grunseth came forward and indicated that he has been in contact with Spreitzer's office and was advised that the matter is at committee. Lane Morein, a graduate student who worked on this project, concurred with the comments provided by Mr.Grunseth, expressed support of the ordinance and advised that Assembly Bill 418 has been sent to committee and is not progressing. Misty Gudlinski commented that Stevens Point recently added a gender identity clause to its discrimination ordinance and that Portage County is considering adding it countywide; that Appleton has a transgender individual on its City Council; expressed support of this ordinance and is taking notes for consideration of bringing this matter to Fond du Lac. Stacy Mallete commented that everyone should have the ability to work without fearing discrimination and that until there is action at the state and federal level, the local level should lead the way by allowing individuals to make their voice heard. Jonathon Gigot voiced support as a De Pere resident, since others that spoke were from out of town and encouraged the City to lead. Mayor Walsh moved to go back to regular order, seconded by Alderperson Nelson. Upon vote, motion carried unanimously.

Alderperson Nelson advised that he has spoken to the Mayor of Appleton and his proposal was modeled after Appleton's ordinance. Appleton has handled two complaints, which were resolved by the Mayor's office. Alderperson Nelson further indicated that his proposal is not meant to be punitive, it is meant to show that the community is accepting and will not discriminate. Alderperson Jennings expressed his support of stepping up at the local level. Alderperson Crevier expressed that he has more to learn on this issue and appreciates Alderperson Lueck's legal approach. Alderperson Lueck commended Alderperson Nelson on his efforts and the quality of the draft ordinance. Alderperson Lueck asked City Attorney Schmidt-Lehman about speaking to Alderperson Nelson individually after the meeting, and she advised that under the circumstances given, she did not believe such a discussion would be contrary to open meetings laws.

RESULT:	**ADOPTED [3 TO 2]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Ryan Jennings, Casey Nelson, Michael J. Walsh
NAYS:	Scott Crevier, Larry Lueck

13. Procedures for Post Issuance Tax Compliance for Tax –Exempt Borrowings.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

14. TIF 5, 6, 7, & 8 Audit Agreement with Schenck, SC.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

15. Public Comment and announcements.

The Mayor offered anyone in the audience to speak on any item not on the Agenda; no one came forward.

16. Future agenda items.

None.

17. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:17 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **November 14, 2017**

DEPARTMENT: **Police**

FROM: **Derek Beiderwieden**

SUBJECT: **Approval of Police Overtime Report for October 2017**

The overtime (OT) report covers a four-week period. Two previous years of overtime report summaries are attached for comparison.

The largest portion of overtime this month is comprised of 203 hours of training that includes mandatory Emergency Vehicle Operations for all officers.

Miscellaneous OT of 35.5hours is comprised of 15.75 hours of Patrol fraction allotments, 1.5 fraction allotments, 7.5 hours for an ERU (SWAT) Callout, 4 hours for the Police/SNC Mentoring Program, and 8.25 hours for Field Training Daily Observation Reports.

Reimbursed Miscellaneous OT of 42.5 hours is comprised of 7.5 K-9 hours and 35 Drug Task Force Hours.

Please let me know if you have any questions about this overtime report.

ATTACHMENTS:

- 2015 PD OT Report Summary (PDF)
- 2016 PD OT Report Summary (PDF)
- October 2017 PD OT Report (PDF)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00	28.00	524.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00	233.25	634.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00	11.50	147.00
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25	75.50	1036.50
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50	18.00	118.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00	119.00	1012.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50	37.00	473.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50		9.00	214.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00			38.50	279.00
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50	22.00	215.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00	71.50	444.75
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	663.25	5207.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	(119.00)	(938.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	544.25	4269.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget:	**$150,000.00**
Est. Expenditures through 1/06/2016	**$122,227.00**
Percent of Total Budget:	**81.48%**

NOTES:

* Period 1/3/2015 - 1/30/2015
**Period 1/31/2015 - 2/27/2015
***Period 2/28/2015 - 3/27/2015
+Period 3/28/2015 - 4/24/2015
++Period 4/25/2015 - 5/22/2015
^Period 5/23/2015 - 7/03/2015
#Period 7/4/2015 - 7/31/2015
##Period 8/1/2015 - 8/28/2015
^^Period 8/29/2015 - 9/25/2015
^^^Period 9/26/2015 - 10/23/2015
*+Period 10/24/2015 - 11/20/2015
*+*Period 11/21/2015 - 1/1/2016

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: **$140,000**
Expenditures through 12/23/2016 **$173,667**
Percent of Total Budget: **124.05%**

NOTES:

* Period 01/02/2016 - 01/29/2016
**Period 1/30/2016 - 02/26/2016
***Period 02/27/2016 - 03/25/2016
+Period 3/26/2016 - 4/22/2016
++Period 4/23/2016 - 6/3/2016
^Period 6/4/2016 - 7/1/2016
#Period 7/2/2016 - 7/29/2016
##Period 7/30/2016 - 8/26/2016
^^Period 8/27/2016 - 9/23/2016
^^^Period 9/24/2016 - 10/21/2016
*+Period 10/22/2016 - 12/2/2016
*+*Period 12/3/2016 - 12/30/2016

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00	37.00	18.00	32.75			305.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00			461.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00			112.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00			1175.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00			119.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50			941.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50			465.50
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00		5.00	41.00	61.00			227.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50			294.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50			215.50
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50			654.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	0.00	0.00	5012.50
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	0.00	0.00	(1175.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	0.00	0.00	3836.75

Total Overtime Budget: **$145,000.00**
Expenditures through 10/27/2017 **$151,922.18**
Percent of Total Budget: **104.77%**

11/08/2017
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017
**Period 1/28/2017 - 2/24/2017
***Period 02/25/2017 - 3/24/2017
+Period 03/25/2017 - 4/21/2017
++Period 4/22/2017 - 6/02/2017
^Period 6/03/2017 - 6/30/2017
#Period 7/1/2017 - 7/28/2017
##Period 7/29/2017 - 8/25/2017
^^Period 8/26/2017 - 9/22/2017
^^^Period 9/23/2017 - 11/3/2017
*+Period
*+*Period

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**November 14, 2017**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Fire Department Overtime and LifeQuest Services Billing Reports for October, 2017.**

ATTACHMENTS:

- OCT 2017 FIRE DEPT OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	124.25	126.00	168.00	126.00	108.75	137.75	186.00	101.25	170.00	239.75	221.50	203.75	1,913.0
EMS TRAINING	84.00	86.50	66.25	74.25	17.50	2.25	0.00	27.00	90.00	72.75	67.50	67.50	655.50
FIRE TRAINING	0.00	368.50	357.25	61.50	31.25	4.25	4.50	28.50	18.00	86.50	57.25	0.00	1,017.5
RESCUE CALLS	7.50	7.50	8.00	9.00	4.50	6.25	16.00	9.25	9.50	8.25	26.50	4.00	116.25
FIRE CALLS	7.25	0.00	0.00	0.00	5.50	0.00	0.00	0.00	3.25	7.50	0.00	3.50	27.00
MEETINGS	89.00	33.25	29.25	60.75	57.75	24.25	11.50	156.50	47.25	40.50	85.50	43.25	678.75
STAFFING REP.	0.00	4.50	0.00	132.75	0.00	0.00	144.00	231.00	13.50	43.00	734.25	144.00	1,447.0
MAINTENANCE	0.00	0.00	3.00	20.25	9.50	11.00	0.00	0.00	0.00	0.00	0.00	0.00	43.75
PUB. ED.	9.00	59.25	2.75	7.50	38.75	3.00	0.00	27.00	105.50	13.50	22.50	1.50	290.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	235.00	0.00	0.00	26.50	73.50	0.00	0.00	0.00	335.00
# FIRE RUNS	34.00	31.00	42.00	22.00	23.00	49.00	36.00	35.00	33.00	30.00	25.00	51.00	411.00
# of EMS RUNS	137.00	115.00	130.00	169.00	182.00	153.00	178.00	154.00	175.00	145.00	148.00	170.00	1,856.0
DISPATCH ERRORS	6.00	3.00	11.00	11.00	8.00	5.00	3.00	11.00	1.00	2.00	2.00	3.00	66.00
TOTAL HRS.	321.00	685.50	634.50	492.00	508.50	188.75	362.00	607.00	530.50	511.75	1,215.00	467.50	6,524.0

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar. *	Apr.**	May***	June+	July++	Aug.+++	Sept.^	Oct.^^	Nov.^^^	Dec.*+	TOTAL
DUTY CREW	219.75	184.50	154.50	147.00	184.75	75.00	132.00	78.00	51.00	100.25			1,326.7
EMS TRAINING	24.00	257.50	72.00	40.50	89.00	0.00	0.00	0.00	75.00	81.00			639.00
FIRE TRAINING	35.00	0.00	10.50	89.50	316.25	21.25	12.75	0.00	3.75	54.25			543.25
RESCUE CALLS	5.50	6.75	39.25	8.50	6.00	9.25	0.00	19.50	7.25	18.00			120.00
FIRE CALLS	0.00	0.00	8.75	0.00	0.00	0.00	6.00	0.00	1.25	0.00			16.00
MEETINGS	37.00	55.25	60.00	53.00	16.75	22.50	5.25	0.00	15.00	32.00			296.75
STAFFING REP.	34.50	0.00	0.00	72.00	99.75	72.00	64.25	0.00	20.25	11.00			373.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.75	14.25	0.00	0.00	0.00	16.50			31.50
PUB. ED.	9.75	0.00	9.00	15.00	3.75	5.00	0.00	3.75	9.00	81.25			136.50
SPECIAL EVENTS	0.00	0.00	0.00	0.00	274.00	0.00	0.00	29.50	66.00	22.50			392.00
# FIRE RUNS	42.00	32.00	33.00	15.00	35.00	31.00	41.00	41.00	22.00	31.00			323.00
# of EMS RUNS	174.00	163.00	172.00	178.00	187.00	180.00	170.00	182.00	161.00	180.00			1,747.0
DISPATCH ERRORS	2.00	5.00	7.00	7.00	0.00	6.00	4.00	1.00	1.00	3.00			36.00
TOTAL HRS.	365.50	504.00	354.00	425.50	991.00	219.25	220.25	130.75	248.50	416.75	0.00	0.00	3,875.5

Special Events included in Overtime
Total Overtime Budget $95,000, Expenditures through November 3, 2017 $53,395, 56%

Notes: Effective March, 2017

*Period: 02/25/17-03/24/17
**Period: 03/25/17-04/21/17
***Period: 04/22/17-06/02/17
+Period: 06/03/17-06/30/17
++Period: 07/01/17-07/28/17
+++Period: 07/29/17-08/25/17
^Period: 08/26/17-09/22/17
^^Period: 09/23/17-11/03/17
^^^Period:
*+Period:

DE PERE FIRE RESCUE
OCTOBER, 2017
***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
10/10/2017	3.25	5
10/24/2017	4	6
TOTAL	**7.25**	**11**

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

LIFEQUEST MEDICAL BILLING - 2017
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	155,297	111,851	117,957	107,123	147,335	111,145
PAYMENTS	65,035	53,532	79,615	47,651	37,737	60,272
CREDIT ADJUSTMENTS	70,467	39,304	53,476	37,865	50,331	45,957

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	151,958	110,021	127,032	108,119		
PAYMENTS	73,959	61,576	52,414	50,923		
CREDIT ADJUSTMENTS	87,127	56,791	52,076	62,746		

Payments to LifeQuest	
Jan. 2017	2,927
Feb. 2017	2,409
March 2017	3,535
April 2017	2,177
May 2017	1,757
June 2017	2,771
July 2017	3,336
Aug. 2017	3,044
Sept. 2017	2,668
Oct. 2017	2,462
Nov. 2017	
Dec. 2017	
Total Paid	$27,084

**See attached details

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De Pere Fire Rescue

Income and Expenditures 252

October 2017

All Phases

Charges			Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges			$85,859.20	$22,259.76	$108,118.96
Interest on Delinquent Accounts			$0.00	$0.00	$0.00
Insurance Interest			$0.00	$0.00	$0.00
Transaction Fees			$0.00	$0.00	$0.00
Probate Fees			$0.00	$0.00	$0.00
Subtotal of Charges			$85,859.20	$22,259.76	$108,118.96
Account Transfers			$16,371.40	$5,888.36	$22,259.76
Credit Summary					
Total Credits - All Types			$113,263.20	$856.66	$114,119.86
Total Credit Adjustments			$62,746.05	$0.00	$62,746.05
Total Closed Account Adjustments			$0.00	$0.00	$0.00
Total Payments Received (Applied to Acct Bal's)			$50,517.15	$856.66	$51,373.81
Total Overpayments (OP)			$(249.62)	$(443.50)	$(693.12)
Total Payments Received (plus overpayments)			$50,766.77	$1,300.16	$52,066.93
Total Overpayment Returns ($ not deposited)			$0.00	$(443.50)	$(443.50)
Total Payments Received (less OP returns)			$50,766.77	$856.66	$51,623.43
Less Payment Kept By (PKB, $ kept by service)			$700.47	$0.00	$700.47
Total Deposits			$50,066.30	$856.66	$50,922.96
Summary of Disbursement					
Total Deposits & Payments Kept By			$50,766.77	$856.66	$51,623.43
Less Overpayment Refunds (patient / ins reimbursement)			$(249.62)	$0.00	$(249.62)
Gross Revenue			$50,517.15	$856.66	$51,373.81
Total LifeQuest Fee			$2,273.27	$188.46	$2,461.73
Probate Fees			$0.00	$0.00	$0.00
Other / Fees					$0.00
Total Due LifeQuest	Check #	EFT			$2,461.73
Total Service Revenue			$48,243.88	$668.20	$48,912.08
Total Payment Kept By			$700.47	$0.00	$700.47
Total Service Payable			$0.00	$0.00	$0.00
Probate Fees			$0.00	$0.00	$0.00
Other / Fees		$0.00	$0.00	$0.00	$0.00
Total Due Service	Check #	EFT	$47,543.41	$668.20	$48,211.61

Messages:

Total Deposits EOM differ from bank statement by $1385.64 due to 10.20 $.74 test deposit, and 10.30 $941.40 cigna not posted. blt 11.2.17

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De Pere Fire Rescue

Billing Summary 252

October 2017

Phase 1 - 4.500%

Charges			
Charges		$85,859.20	
Interest on Delinquent Accounts		$0.00	
Insurance Interest		$0.00	
Transaction Fees		$0.00	
Probate Fees		$0.00	
Subtotal of Charges			$85,859.20
Account Transfers			
Transferred out of Phase 1	$16,371.40		
Credit Summary			
Total Credits - All Types		$113,263.20	
Total Credit Adjustments		$62,746.05	
Total Closed Account Adjustments		$0.00	
Total Payments Received (Applied to Acct Bal's)		$50,517.15	
Total Overpayments (OP)		$(249.62)	
Total Payments Received (plus overpayments)		$50,766.77	
Less Overpayment Returns ($ not deposited)		$0.00	
Total Payments Received (less OP returns)		$50,766.77	
Net Monthly Activity			$(27,404.00)
Summary of Disbursement			
Total Deposits & Payments Kept By		$50,766.77	
Less Overpayment Refunds (patient / ins reimbursement)		$(249.62)	
Gross Revenue		$50,517.15	
Total LifeQuest Fee		$2,273.27	
Probate Fees		$0.00	
Total Due LifeQuest		$2,273.27	
Total Service Revenue		$48,243.88	
Total Payment Kept By		$700.47	
Total Service Payable		$0.00	
Probate Fees		$0.00	
Other / Fees		$0.00	
Total Due Service		$47,543.41	

Messages:

Date : 11/01/2017
Time : 15:37:42

Receivables Distribution Report

Receivables Cash

All Companies **All Directories**

Charges	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017		Totals
Nov 2016	531	15227	19568	6287	2859	1264	318	476	768	700	30	30	$	48059
89502	0.6	17	21.9	7	3.2	1.4	0.4	0.5	0.9	0.8	0	0	%	53.7
Dec 2016		272	22826	21099	10483	2516	742	1239	1028	1080	-60	10	$	61236
106304		0.3	21.5	19.8	9.9	2.4	0.7	1.2	1	1	-0.1	0	%	57.6
Jan 2017			1058	17240	24091	10789	1553	4176	854	92	169	963	$	60985
113717			0.9	15.2	21.2	9.5	1.4	3.7	0.8	0.1	0.1	0.8	%	53.6
Feb 2017				0	24766	11607	5859	1544	3858	2486	205	0	$	50326
110798				0	22.4	10.5	5.3	1.4	3.5	2.2	0.2	0	%	45.4
Mar 2017					6291	15478	13033	8750	4355	2979	218	231	$	51334
109191					5.8	14.2	11.9	8	4	2.7	0.2	0.2	%	47
Apr 2017						0	8066	20412	7986	8243	5244	1233	$	51184
107626						0	7.5	19	7.4	7.7	4.9	1.1	%	47.6
May 2017							1798	22826	23795	7792	3294	1657	$	61162
133686							1.3	17.1	17.8	5.8	2.5	1.2	%	45.8
Jun 2017								3377	21992	14962	2548	563	$	43443
105523								3.2	20.8	14.2	2.4	0.5	%	41.2
Jul 2017									728	22797	13962	9092	$	46579
103344									0.7	22.1	13.5	8.8	%	45.1
Aug 2017										2988	24116	14116	$	41220
110742										2.7	21.8	12.7	%	37.2
Sep 2017											2844	20242	$	23086
100120											2.8	20.2	%	23.1
Oct 2017												0	$	0
49209												0	%	0

Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo
Extended	1.6	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	1.6	18.1	16.2	7.1	2.8	2.6	1	0.4	0.5	0.5	0	0

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report

DE PERE FIRE RESCUE

ID	Description	Credits	QTY %	Amount	Amount %
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	150	27.17	18039.38	15.93
9	A--MEDICAL ASSIST ADJUST	23	4.17	6018.80	5.31
11	A--DECEASED NO ESTATE	1	0.18	997.00	0.88
223	A--MC 2% SEQUESTERED AMT ADJ	33	5.98	166.65	0.15
234	A--BILLED IN ERROR	1	0.18	865.00	0.76
466	A--W/COMP ADJUSTMENT	1	0.18	11.25	0.01
667	A--NOT MEDICALLY NECESSARY	2	0.36	1450.40	1.28
778	A--OTHER MC/MA MANDATORY ADJ	43	7.79	18826.36	16.62
IO	A--INTEREST OFFSET	5	0.91	-0.19	0.00
LC	A--LIFEQUEST COLLECTIONS	30	5.43	16371.40	14.45
		289		62746.05	

Aging Summary

Phase 1 Aging Report

Report As Of October 31, 2017

Grouped By Schedule on Call

DE PERE FIRE RESCUE

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
ATTY-EMS	Attorney (EMS)	2	793.20	0.00	0.00	0.00	0.00	0.00	1007.20	1800.40
CONT	CONTRACT SCHEDUL	4	2643.60	0.00	0.00	714.80	0.00	0.00	0.00	3358.40
DENY	PAYOR DENIED/NOT	22	2463.40	2976.00	2565.60	2287.60	0.00	1070.60	255.00	11618.20
IE	Insurance (Electronic)	34	8688.24	10203.20	6639.40	1011.00	849.40	646.00	3169.20	31206.44
IE2	Insurance 2ndary (Ele	1	101.74	0.00	0.00	0.00	0.00	0.00	0.00	101.74
IMA	INSURANCE/MA	5	2521.00	2252.40	0.00	0.00	0.00	0.00	0.00	4773.40
IP	INSURANCE (PAPER)	6	0.00	0.00	1143.80	0.00	997.00	550.00	2761.00	5451.80
IP2	Insurance 2ndary (Pa	1	0.00	0.00	275.00	0.00	0.00	0.00	0.00	275.00
IPAY	Ins May Pay Pt (Elec) -	7	2278.40	2590.20	996.40	0.00	0.00	0.00	0.00	5865.00
Lat	Latitude - Export to	2	0.00	0.00	175.00	0.00	275.00	0.00	0.00	450.00
MAHO	MA HMO/OUT OF STA	3	872.60	962.80	0.00	0.00	1203.80	0.00	0.00	3039.20
MAHOR	MA HMO/Out of State	3	0.00	0.00	0.00	0.00	974.80	159.20	255.00	1389.00
MAWI	MEDICAID - WISCONSI	5	3161.40	0.00	0.00	0.00	0.00	0.00	0.00	3161.40
MCB	Medicare Part B	17	13575.00	1654.80	0.00	0.00	0.00	0.00	0.00	15229.80
MRR	Medical Records Requ	3	0.00	2317.20	0.00	0.00	0.00	0.00	0.00	2317.20
NOMATCH	Innvois Returned No M	13	0.00	250.00	3606.00	917.40	3075.40	0.00	4201.00	12049.80
NOUPDATE	Innovis Returned No U	7	0.00	275.00	0.00	1012.20	0.00	0.00	3507.40	4794.60
NSA	NO SCHEDULE ASSIG	2	1105.09	0.00	0.00	0.00	0.00	0.00	0.00	1105.09
OPMT	OVERPAYMENT SCHE	4	-185.10	0.00	-257.05	0.00	0.00	0.00	-112.88	-555.03
OPMTL	OVERPAYMENT - NEE	1	0.00	0.00	0.00	0.00	0.00	-1066.00	0.00	-1066.00
PCV	PreCollection Validatio	1	0.00	0.00	0.00	0.00	1026.80	0.00	0.00	1026.80
PRIV	Private (Self) Pay - EM	54	12884.80	12668.60	6894.00	10009.20	1727.80	742.00	2039.80	46966.20
PRIV2	PRIM PAYOR PD PRIV	87	16438.73	7109.05	4673.72	4524.71	1792.31	0.00	275.00	34813.52
PRMX	Ins 2ndary (Auto X-O	26	1940.18	821.04	188.74	0.00	0.00	0.00	0.00	2949.96
PSMA	PRIMARY PAID - HOL	3	271.68	0.00	0.00	0.00	0.00	0.00	0.00	271.68
RCP	RECOUPMENT SCHED	3	0.00	0.00	-206.88	0.00	103.40	0.00	-75.65	-179.13
SIG	SIGNATURE NEEDED (	13	6426.00	2605.40	947.20	0.00	0.00	0.00	979.80	10958.40
T1	TIME PAY PHASE 1	19	4969.54	2284.26	461.91	0.00	0.00	0.00	0.00	7715.71
UHC	UHC DO NOT USE A0	4	0.00	0.00	1470.00	1123.80	0.00	1336.20	2010.00	5940.00
UPDATED	Innovis Returned with	1	0.00	0.00	0.00	0.00	0.00	928.00	0.00	928.00
VA	Veterans Admin Ins	4	1050.80	1013.40	0.00	0.00	0.00	320.84	849.20	3234.24
Company Totals: 252	DE PERE FIRE RESCUE									
		357	**82000.30**	**49983.35**	**29572.84**	**21600.71**	**12025.71**	**4686.84**	**21121.07**	**220990.82**

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DE PERE FIRE RESCUE

Billing Reconciliation Summary — 252
October 2017

Charges		
Prior Month's Balance	$248,394.82	
October Charges	$85,859.20	
Subtotal of Charges		**$334,254.02**
Adjustments		
Intercept	$0.00	
Credit Tagged	$0.00	
Per Contract	$0.00	
LifeQuest Collections	$16,371.40	
Closed	$0.00	
Other	$46,374.65	
Total Adjustments for the Month		**$62,746.05**
Credits		
Cash / Check	$9,145.62	
Contract Payments	$907.81	
Credit Card	$0.00	
Direct Deposit	$31,476.91	
Hospital	$0.00	
Insurance	$8,535.96	
Payment Kept By	$700.47	
Total Payments Received for the Month		**$50,766.77**
Overpayment		
Recoupment	$0.00	
Refunds	$-249.62	
Returns	$0.00	
Service Payable	$0.00	
Other	$0.00	
Total Overpayments for the Month		**-$249.62**
Total for Reconciliation Summary		**$220,990.82**
Ending Balance of Accounts Receivables		**$220,990.82**

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR OCTOBER 2017

Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
10/02/2017	1743 Burgoyne Court	C	Fire alarm sounding	E111, L111	Investigate, unintentional
10/03/2017	1745 Surburban Drive	A	Lightning strike	C101, A111, E111, E121, L111	Investigate, no evidence of strike
10/06/2017	2084 Terry Lane	C	Fire alarm sounding	E121	Investigate, boiler alarm sounding
10/09/2017	520 Redbird Circle	C	Steam/Gas mistaken for smoke	C190, L111	Investigate
10/12/2017	1600 Lost Dauphin Road	A	Fire alarm sounding	C102, A111, E111	Investigate, unintentional
10/12/2017	1717 Lawrence Drive	A	Fire alarm sounding	E111, E121	Investigate, unintentional
10/14/2017	801 Virginia	A	Electrical Odor	A111, E111	Investigate, defective light bulb
10/15/2017	2115 Shady Lane (City of Green Bay)	A	Excessive heat	C190, L111	Investigate, overheated sump pump motor
10/16/2017	1501 Main Avenue	B	Gas leak	E121	Investigate
10/16/2017	852 Lone Oak Road	A	Carbon monoxide detector sounding	E111	Investigate
10/19/2017	1861 Allouez Avenue (Village of Bellevue)	B	Building fire	C190, E111	Extinguishment by fire service personnel
10/22/2017	1756 Highview	C	Oven fire	C190, E111, E121, L111	Investigate, no fire found
10/27/2017	633 Heritage Road	C	Water flow alarm sounding	A111, E111, E121, L111	Investigate
10/29/2017	1901 Ridgeway Drive	C	Fire alarm sounding	C190, A111, E111, L111	Investigate, malfunction
10/29/2017	401 Scotchwood	C	Cooking fire	C190, A111, E111, L111	Investigate, ventilate
10/30/2017	Franklin/N. Huron Streets	A	Chemical spill/leak	E111	Investigate, remove hazard
10/31/2017	812 Helena Street	C	Smoke/Odor removal	E111, E121	Remove hazard, ventilate

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**November 14, 2017**
DEPARTMENT:	**City Attorney**
FROM:	**Judith Schmidt-Lehman**
SUBJECT:	**Consider Amendment to Contract With Accurate Appraisal for Full Assessment Services***

This Amendment will augment the services Accurate Appraisals provides under our current maintenance contract to include full valuation assessments for 2018. The cost of this additional service is $19,800. Without the full valuation services, the cost of assessment maintenance services under the existing contract for 2018 is $20,000.

ATTACHMENTS:

- Accurate Amend add Full Valuation Services 2018 Draft (10-18-17) (PDF)

AMENDMENT TO AGREEMENT FOR REVALUATION AND STATUTORY ASSESSMENT SERVICES (January 1, 2016 – December 31, 2018)

WHEREAS, the City of De Pere ("City") and Accurate Appraisal, LLC ("Contractor") (hereinafter "the Parties") entered into the Agreement For Revaluation and Statutory Assessor Services ("the Agreement) on January 6,, 2016, incorporated herein by reference; and

WHEREAS, the Parties wish to amend the Agreement to include Full Value Maintenance services for the year 2018, as described in the attached Exhibit 1; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee, which recommends approval thereof.

NOW, THEREFORE, upon the mutual promises and obligations contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. The Agreement is revised to cover Full Value Maintenance Services, Option A, which entail the services described in Exhibit 1, together with the De Pere Regular Maintenance Details outlined in Exhibit A to the Agreement.
2. The compensation for the Full Maintenance Services for 2018 shall be Thirty-Nine Thousand Eight Hundred and no/100 Dollars ($39,800.00), which shall be paid to Contractor quarterly as set forth in paragraph II.B.2. of the Agreement.
3. All other terms and conditions of the Agreement remain in full effect and unchanged by this Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed as of the ___________ day of ___________________, 2017.

Accurate Appraisal, LLC
By:

____
Print Name: Lee T. De Groot
Title: Member

City of De Pere
By:

____
Michael J. Walsh, Mayor

____
Shana D. Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **November 14, 2017**

DEPARTMENT: **City Attorney**

FROM: **Judith Schmidt-Lehman**

SUBJECT: **Consideration of an Initial Resolution Regarding Industrial Development Revenue Bond Financing for Midland Plastics, Inc. Project. Information with respect to the job impact of the project will be available at the time of consideration of the Initial Resolution." ***

ATTACHMENTS:

- Mayor&F-P-Midland Plastics IRB-11-14-17-194-003-17 (PDF)
- IRB-Initial -Midland Plastics draft #1 11-2017 (DOCX)
- IRB-Midland Plastics Dev summary memo (DOCX)

CITY OF DE PERE MEMO

To:	Michael J. Walsh, Mayor
	Members of the Finance/Personnel Committee
From:	Judith Schmidt-Lehman, City Attorney
RE:	Industrial Revenue Bond Financing Request of Midland Plastics, Inc.
Date:	November 14, 2017

City Clerk-Treasurer Shana Ledvina received a request from Midland Plastics' legal team that the City issue Industrial Development Revenue Bonds (IRB) to assist in the financing for the project. The purpose of this memo is to briefly explain what IRB Financing is under state statute and a brief explanation of the City approval process for issuing the same. Most technical requirements of the process (such as publication requirements and clerk receipt of documents from Developer) are omitted from this memo.

The City is authorized by Wis. Stats. §66.1103 to acquire, construct, equip, reconstruct, improve, maintain, repair, enlarge or remodel industrial projects; to enter into revenue producing agreements for same in order to promote the right to gainful employment, business opportunities and general welfare of its inhabitants; and to preserve and finance costs related to such industrial projects. The City issues the bonds and lends the money to the developer for the project; repayment of the bonds is then made by the developer out of the revenues derived by the project financed by the bonds. The bonds are limited obligations of the City, with payment of principal and interest on the bonds payable solely out of the revenues derived under the project financing agreement. The financing agreement will be in place when the final resolution is approved. IRBs are also not a charge against the City's general credit or taxing powers.

Assuming the Finance/Personnel Committee recommends moving forward with the IRBs, the attached Initial Resolution will go to the Common Council on November 21, 2017. This resolution will also authorize the project to be completed without compliance with public bidding laws since the City will have no element of control over the project. However, non-discrimination requirements in the construction contracts are still required under the language in this initial resolution. I have requested certain language changes to the Initial Resolution submitted on behalf of Midland Plastics, Inc. Hopefully those changes will be incorporated and ready for the November 14, 2017 Committee meeting.

Assuming approval of this resolution on November 21, 2017, the developer and financial institution will negotiate the project financing agreement, which must conform with requirements outlined in the initial resolution. The final bond resolution (also needing council approval) is accomplished after the project financing agreement is agreed upon, and is subject to City approval of the financing documents.

If there are questions regarding this matter, please feel free to call me at 339-4042. Otherwise, I look forward to discussing this issue with you on November 14, 2017.

JSL:amz
Attachment
cc: Lawrence A. Delo, City Administrator
Kimberly T. Flom, Economic Development & Planning Director
Alderpersons Boyd, Hansen, Raasch and Carpenter

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COMMON COUNCIL OF
CITY OF DE PERE, WISCONSIN

RESOLUTION NO. 2017 - __________

INITIAL RESOLUTION
REGARDING INDUSTRIAL DEVELOPMENT
REVENUE BOND FINANCING FOR
MIDLAND PLASTICS, INC. PROJECT

WHEREAS, Section 66.1103 of the Wisconsin Statutes (the "Act") authorizes the City of De Pere, Wisconsin (the "Issuer"), to authorize the issuance and sale of bonds by the Issuer to construct, equip, re-equip, acquire by gift, lease or purchase, install, reconstruct, rebuild, rehabilitate, improve, supplement, replace, maintain, repair, enlarge, extend or remodel industrial projects; and

WHEREAS, Midland Plastics, Inc., a Wisconsin corporation, and/or a related entity, and/or a limited liability entity to be formed (collectively, the "Borrower"), desires to complete a project to be owned by the Borrower consisting of financing the (i) acquisition of 6.23 acres of land on American Boulevard located in the West Industrial Park in the City of De Pere, Wisconsin (the "Project Site"), (ii) construction of an approximately 40,200 square foot facility located on the Project Site (the "Facility") to be operated by Midland Plastics, Inc. which specializes in manufacturing custom plastic products, (iii) acquisition and installation of equipment at the Facility, and (iv) payment of certain professional costs and costs of issuance (collectively, the "Project"), all of which would contribute to the well-being of the City of De Pere, Wisconsin; and

WHEREAS, the cost of the Project is presently estimated to be $3,000,000 and the amount proposed to be financed with one or more issues or series of tax-exempt and/or taxable industrial development revenue bonds (the "Bonds") issued under the Act does not exceed $3,000,000; and

WHEREAS, it is the public interest of the Issuer to promote, attract, stimulate, rehabilitate and revitalize commerce, industry and manufacturing, to promote the betterment of the economy of the Issuer; and

WHEREAS, the Borrower has requested that the Issuer now approve an initial resolution (the "Initial Resolution") providing for the financing of the Project in an amount not to exceed $3,000,000; and

WHEREAS, the Issuer is a municipality organized and existing under and pursuant to the laws of the State of Wisconsin, and is authorized to enter into revenue agreements with eligible participants with respect to the Project whereby eligible participants agree to cause said Project to be constructed and to pay the Issuer an amount of funds sufficient to provide for the prompt payment when due of the principal and interest on said industrial development revenue bonds.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of De Pere, Wisconsin, as follows:

1. Based upon representations of the Borrower, it is the finding and determination of the Common Council that the Project is a qualified "project" within the meaning of the Act and that the Borrower is an "eligible participant" within the meaning of the Act. The Issuer shall:

(a) Finance the Project in an amount not to exceed $3,000,000; and

(b) Issue industrial development revenue bonds in one or more series of tax-exempt and/or taxable bonds (the "Bond(s)"), in an amount not to exceed $3,000,000 in order to finance costs of the Project.

2. The aforesaid plan of financing contemplates, and is conditioned upon, the following:

(a) The Bonds shall never constitute an indebtedness of the Issuer within the meaning of any state constitutional provision or statutory limitation;

(b) The Bonds shall not constitute or give rise to a pecuniary liability of the Issuer or a charge against its general credit or taxing powers;

(c) The Project shall be subject to property taxation in the same amount and to the same extent as though the Project were not financed with industrial development revenue bonds;

(d) The Borrower shall find a purchaser for all of the Bonds;

(e) The City's out-of-pocket costs, including but not limited to legal fees and Trustee's fees, in connection with the issuance and sale of the Bonds shall be paid by the Borrower; and

(f) A notice of public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, shall be published in a newspaper of general circulation in the City of De Pere and a public hearing shall be held to provide interested individuals or parties the opportunity to testify as to the Project and the issuance of the Bonds.

3. The aforesaid plan of financing shall not be legally binding upon the Issuer nor be finally implemented unless and until:

(a) The details and mechanics of the same are authorized and approved by a further resolution of the Common Council which shall be solely within the discretion of the Common Council;

(b) The City Clerk shall cause notice of adoption of this Initial Resolution, in the form attached hereto as Exhibit A, to be published once in a newspaper of general circulation in the City of De Pere, and the electors of the City of De Pere shall have been given the opportunity to petition for a referendum on the matter of the aforesaid Bond issue, all as required by law;

(c) Either no such petition shall be timely filed or such petition shall have been filed and said referendum shall have approved the Bond issue;

(d) The City Clerk shall have received an employment impact estimate issued under Section 238.11 of the Wisconsin Statutes;

(e) All documents required to consummate the financing have been duly authorized and delivered; and

(f) The Issuer and the Borrower have resolved all land use and special use issues with respect to the affected property and the Project.

4. Pursuant to the Act, all requirements that the Project be subject to the contracting requirements contained in Section 66.1103 are waived, the Borrower having represented that it is able to negotiate satisfactory arrangements for completing the Project and that the Issuer's interests are not prejudiced thereby.

5. The City Clerk is directed, following adoption of this Initial Resolution (i) to publish notice of such adoption not less than one time in the official newspaper of the City of De Pere, Wisconsin, such notice to be in substantially the form attached hereto as Exhibit A and (ii) to file a copy of this Initial Resolution, together with a statement indicating the date the Notice to Electors was published, with the Wisconsin Economic Development Corporation within twenty (20) days following the date of publication of such notice.

6. This Initial Resolution is an "initial resolution" within the meaning of the Act and official action toward issuance of the Bonds for purposes of Sections 103 and 144 of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder. Furthermore, it is the reasonable expectation of the Issuer that proceeds of the Bonds may be used to reimburse expenditures made on the Project prior to the issuance of the Bonds. The maximum principal amount of debt expected to be issued for the Project on the date hereof is $3,000,000. This statement of official intent is made pursuant to Treasury Regulations §1.150-2.

Passed and adopted at a regular meeting of the Common Council of the City of De Pere, Wisconsin this 21st day of November, 2017.

APPROVED:

____

Michael J. Walsh, Mayor

ATTEST:

____

Shana Ledvina, City Clerk

EXHIBIT A

NOTICE TO ELECTORS OF THE CITY OF DE PERE, WISCONSIN

TAKE NOTICE that the Common Council of the City of De Pere, Wisconsin (the "Issuer"), at a regular meeting held at City Hall, 335 South Broadway, De Pere, Wisconsin, on November 21, 2017, adopted an Initial Resolution pursuant to Section 66.1103 of the Wisconsin Statutes, as amended, expressing the intention to issue not to exceed $3,000,000 of industrial development revenue bonds of the Issuer (the "Bonds") on behalf of Midland Plastics, Inc., a Wisconsin corporation, and/or a related entity, and/or a limited liability entity to be formed (collectively, the "Borrower"). The Borrower desires to complete a project consisting of financing the (i) acquisition of 6.23 acres of land on American Boulevard located in the West Industrial Park in the City of De Pere, Wisconsin (the "Project Site"), (ii) construction of an approximately 40,200 square foot facility located on the Project Site (the "Facility") to be operated by Midland Plastics, Inc. which specializes in manufacturing custom plastic products, (iii) acquisition and installation of equipment at the Facility, and (iv) payment of certain professional costs and costs of issuance (collectively, the "Project"). The Borrower has represented that the net number of full-time equivalent jobs which the Project is expected to create on the Project site within three years is 10.

Pursuant to the terms of Section 66.1103 of the Wisconsin Statutes, all requirements that the Project be subject to the contracting requirements contained in Section 66.1103 are waived, the Borrower having represented that it is able to negotiate satisfactory arrangements for completing the Project and that the Issuer's interests are not prejudiced thereby.

THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OF THE ISSUER, NOR SHALL THE BONDS GIVE RISE TO ANY PECUNIARY LIABILITY OF THE ISSUER, NOR SHALL THE BONDS BE A CHARGE AGAINST THE GENERAL CREDIT OR TAXING POWERS OF THE ISSUER. RATHER, THE BONDS SHALL BE PAYABLE SOLELY FROM THE REVENUES AND OTHER AMOUNTS TO BE DERIVED PURSUANT TO THE REVENUE AGREEMENT RELATING TO SAID PROJECT TO BE ENTERED INTO BETWEEN THE ISSUER AND THE BORROWER.

The Initial Resolution may be inspected in the office of the City Clerk at 335 South Broadway, De Pere, Wisconsin, during business hours.

TAKE FURTHER NOTICE THAT THE ELECTORS OF THE CITY OF DE PERE MAY PETITION FOR A REFERENDUM ON THE QUESTION OF THE BOND ISSUE. Unless within thirty (30) days from the date of the publication of this Notice a petition signed by not less than five percent (5%) of the registered electors of the City of De Pere is filed with the City Clerk requesting a referendum on the question of the issuance of the Bonds, the Issuer will issue the Bonds without submitting the proposition for the electors' approval. If such petition is filed as aforesaid, then the Bonds shall not be issued until approved by a majority of the electors of the City of De Pere voting thereon at a general or special election.

Shana Ledvina, City Clerk
City of De Pere, Wisconsin

CERTIFICATION BY CITY CLERK

I, Shana Ledvina, duly sworn, hereby certify that I am the duly qualified and acting City Clerk of the City of De Pere, Wisconsin (the "City"), and as such I have in my possession, or have access to, the complete corporate records of the City and of its Common Council; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. ___________ entitled: INITIAL RESOLUTION REGARDING INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING FOR MIDLAND PLASTICS, INC. PROJECT

I hereby further certify as follows:

1. Said Initial Resolution was considered for adoption by the Common Council at a meeting held at City Hall, 335 South Broadway, De Pere, Wisconsin, at ____ p.m. on November 21, 2017. Said meeting was a meeting of the Common Council and was held in open session.

2. Said Initial Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the City Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the City.

3. Said meeting was called to order by ____________, who chaired the meeting. Upon roll, I noted and recorded that the following alderpersons were present:

________________________________	________________________________
________________________________	________________________________
________________________________	________________________________
________________________________	________________________________

and that the following alderpersons were absent:

________________________________	________________________________
________________________________	________________________________

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Initial Resolution, which was introduced, and its adoption was moved by _______________________ and seconded by _______________________. Following discussion and after all alderpersons who desired to do so had expressed their views for or against said Initial Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

NAY:

ABSTAINED:

Whereupon the meeting chairperson declared said Initial Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City hereto on this 21st day of November, 2017.

[SEAL]

Shana Ledvina, City Clerk

Summary
Request for City of De Pere, Wisconsin to Serve as Conduit Issuer
for
Not to Exceed $3,000,000 Industrial Development Revenue Bonds
to Benefit Midland Plastics, Inc. Project

This will summarize the request of Midland Plastics, Inc., a Wisconsin corporation, and/or a related entity, and/or a limited liability entity to be formed (collectively, the "Company"), asking that the City of De Pere, Wisconsin (the "City") consider an Initial Resolution to benefit the Company through the conduit issuance of industrial development revenue bonds ("IRBs") to finance a project located in the City consisting of the (i) acquisition of 6.23 acres of land on American Boulevard located in the West Industrial Park in the City of De Pere, Wisconsin (the "Project Site"), (ii) construction of an approximately 40,200 square foot facility located on the Project Site (the "Facility") to be operated by Midland Plastics, Inc. which specializes in manufacturing custom plastic products, (iii) acquisition and installation of equipment at the Facility, and (iv) payment of certain professional costs and costs of issuance (collectively, the "Project"). In an IRB transaction, a state or local governmental entity issues bonds and loans the proceeds from the sale of the bonds to a private entity for an authorized project. In Wisconsin, cities, villages and towns, as well as duly constituted redevelopment authorities and community development authorities may issue IRBs.

These IRBs are municipal bonds; however, they are not general obligations of the City. If the City agrees to issue bonds to benefit the proposed Project:

1. The City will not be liable for payment of the principal and interest on the bonds;

2. The City will not have ongoing responsibilities of monitoring or reporting with regard to the bonds or the Project.

3. The bonds do not count against the City's borrowing capacity. The City will not levy a tax for payment of the bonds.

The City acts strictly as a conduit, which enables the Company to borrow at a lower rate of interest.

Because the bonds are issued by a governmental entity, the holder of the bond may exclude the interest on the bonds from gross income for federal tax purposes.

Inducement/Reimbursement

Companies considering IRB financing must obtain an Initial Resolution, also sometimes referred to as an "inducement resolution" or "qualified reimbursement resolution" from the municipality in which the Project being financed is located in order to preserve the option to use IRBs. The Initial Resolution is preliminary approval only and is non-binding as to the City or the Company but is required by Federal tax law and State law. If the Initial Resolution is adopted by the City, this will assure that <u>when and if</u> bonds are issued, all eligible project costs incurred no more than 60 days prior to the date of the Initial Resolution (including reimbursement of equity contributions or refunding of conventional financing), may be included in the ultimate IRB financing. Failure to have a qualified resolution may result in disqualifying certain costs.

The Company will benefit from the tax-exempt financing by owning and/or using the bond financed-facilities and will enjoy a lower interest rate as a result of using a bond structure. A lending institution will directly purchase the bonds. The lender for the bonds will look solely to the Company for repayment. Bondholders will not look to the City for payment. The City will assign all of its rights, liability and responsibilities under the bonds to the lender as the bondholder. The Company will be fully responsible for repaying the loan and must make the arrangements with the lender for the payment on the bonds. If the Company is not able to meet its payment obligations, the lender will realize on its collateral and enforce its rights against the Company. The City is not liable for payment.

The foregoing is just a brief discussion of tax-exempt financing. By issuing the bonds, the City will give the Company an interest rate benefit, because the tax-exempt bonds will be tax-exempt in the hands of the bondholders and, therefore, the cost savings passed along to the Company. It must be emphasized that the City will not be liable in any way on the bonds; the bonds are special, limited obligations of the City.

The Company respectfully asks that the Common Council consider the Initial Resolution at its meeting on November 21, 2017. For agenda purposes, the City should please describe the Initial Resolution as follows:

"Consideration of an Initial Resolution Regarding Industrial Development Revenue Bond Financing for Midland Plastics, Inc. Project. Information with respect to the job impact of the project will be available at the time of consideration of the Initial Resolution."

Someone from the Company will attend the Common Council meeting on November 21, 2017 to answer any questions regarding the proposed Project.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **November 14, 2017**

DEPARTMENT: **City Attorney**

FROM: **Judith Schmidt-Lehman**

SUBJECT: **Consider Amendments to Room Tax Ordinance Regarding Short-Term Rentals of Residential Dwellings***

The State Budget Bill included language restricting municipal regulation of short-term rentals. This legislation affects both the City's Room Tax and Zoning Ordinances. The item before the Committee concerns changes to the Room Tax Ordinance made necessary by the state legislation. Changes to the City's Zoning Ordinance will go before the City Plan Commission in the future.

ATTACHMENTS:

- Administrator-ED&P Director-Sanitarian-C-T-Short term rental memo10-3-17-130-001-10 (PDF)
- Room Tax Ord red-lined 2017 changes(DOCX)

CITY OF DE PERE MEMO

To: Larry Delo, City Administrator
Kim Flom, Director of Economic Development and Planning
Dale Schmit, Sanitarian
Shana Ledvina, City Clerk-Treasurer
From: Judith Schmidt-Lehman, City Attorney Judy
RE: State Budget Bill Impact on Municipal Regulation of Short-Term Rentals
Date: October 9, 2017

We have been involved recently in the issue of short-term rentals of residential dwellings, from zoning, room tax and Agriculture, Trade and Consumer Protection (ATCP) licensure perspectives. The State Budget Bill (2017 Wisconsin Act 59) included legislation limiting municipal authority over short-term rental of residential dwellings. Attached is a copy of that part of the Budget Bill pertaining to short term rentals.

The purpose of this memo is to outline the legislative changes and suggest next steps.

The new legislation is not comprehensive; rather it targets various features of short term rentals. Under the new legislation (effective September 23, 2017):

- "Short-term rental" is defined as a residential dwelling that is offered for rent for a fee for fewer than 29 consecutive days;
- Municipalities may not prohibit the rental of any residential dwelling for 7 consecutive days or longer;
- If a residential dwelling is rented for periods of time between 7 and 28 consecutive days, a municipality may not limit the total number of days rented within 365 days to fewer than 180 days;
- A municipality may not specify a time period during which a residential dwelling may be rented; it may however require that the maximum number of days allowable run consecutively within a 365 day period;
- Persons who rent out their residential dwellings to others must notify the municipal clerk as to the date the first rental occurred;
- One who operates a short-term rental for more than 10 nights each year must obtain an ATCP tourist rooming house license and any similar municipal license;
- Municipalities may by ordinance impose room tax obligations on owners of short-term rentals and lodging marketplaces (Airbnb, etc.);
- Lodging marketplaces (defined as an entity that shares a platform through which an unaffiliated 3rd party offers to rent a short-term rental to an occupant and collects the consideration for the rental from the occupant) are required to register with the State Department of Revenue and collect all sales and room taxes imposed related to the short-term rental, and forward the same to the respective jurisdictions.

As you can see, these legislative changes affect the operations of multiple departments in different ways.

Suggested next steps include:

1. Amend Room Tax Ordinance (Chapter 134 De Pere Municipal Code [DPMC]) to specifically:

   A. List lodging marketplaces and owners of short-term rentals not utilizing lodging marketplace as obligated to collect and remit room tax;
   B. Require people who own short-term rental residential dwellings to notify the City Clerk of first rental date.
   C. Require tourist rooming house licensure for short-term rentals of more than 10/year.

2. Address zoning code changes to conform to legislative changes. The legislative changes allow different options to be considered with zoning, including:

   A. Whether to prohibit rentals of less than 7 days and if so, in what zoning classifications;
   B. Whether to limit the maximum number of rental days to 180 days or some higher number.

3. Create materials similar to the Brown County Health Department materials developed for owners of short-term rental properties to navigate short term rental requirements.

Shana; please let me know when you believe suggested changes to the Room tax ordinance should go to the Finance/Personnel Committee for review and I will draft the same. As for zoning code changes, Kim should determine when to bring the short-term rental issue to the Plan Commission. The law department will then draft whatever ordinance changes the Commission wishes to recommend to the Council. Finally, once the new requirements are in place, it would be helpful for the Health Department to assemble a "how-to" set of materials for owners of short-term rental properties to assist them in complying with city regulations and collecting the associated room tax.

Please let me know if you have any questions or would like additional information.

JSL
H:\azills\Memos\2017\Administrator-ED&P Director-Sanitarian-C-T-Short Term Rental Memo10-3-17-130-001-10.docx

effective 9/23/17 (published 9/22/17)

7.a

the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

SECTION 985k. 66.0603 (3) (d) of the statutes is created to read:

66.0603 **(3)** (d) 1. In addition to the authority granted under sub. (2), a technical college district may delegate the investment authority over the funds described under sub. (1m) (g) to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b–3.

2. If a technical college district has established a trust described in sub. (1m) (g), it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

SECTION 985L. 66.0615 (1) (bs) of the statutes is created to read:

66.0615 **(1)** (bs) "Lodging marketplace" means an entity that provides a platform through which an unaffiliated 3rd party offers to rent a short–term rental to an occupant and collects the consideration for the rental from the occupant.

SECTION 985m. 66.0615 (1) (de) of the statutes is created to read:

66.0615 **(1)** (de) "Occupant" means a person who rents a short–term rental through a lodging marketplace.

SECTION 985n. 66.0615 (1) (df) of the statutes is created to read:

66.0615 **(1)** (df) "Owner" means the person who owns the residential dwelling that has been rented.

SECTION 985o. 66.0615 (1) (di) of the statutes is created to read:

66.0615 **(1)** (di) "Residential dwelling" means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

SECTION 985p. 66.0615 (1) (dk) of the statutes is created to read:

66.0615 **(1)** (dk) "Short–term rental" means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

SECTION 985q. 66.0615 (1m) (a) of the statutes is amended to read:

66.0615 **(1m)** (a) The governing body of a municipality may enact an ordinance, and a district, under par. (e), may adopt a resolution, imposing a tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients by hotelkeepers, motel operators, <u>lodging marketplaces, owners of short–term rentals,</u> and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for use of the accommodations. A tax imposed under this paragraph may be collected from the consumer or user, but may not be imposed on sales to the federal government and persons listed under s. 77.54 (9a). A tax imposed under this paragraph by a municipality shall be paid to the municipality and, with regard to any tax revenue that may not be retained by the municipality, shall be forwarded to a tourism entity or a commission if one is created under par. (c), as provided in par. (d). Except as provided in par. (am), a tax imposed under this paragraph by a municipality may not exceed 8 percent. Except as provided in par. (am), if a tax greater than 8 percent under this paragraph is in effect on May 13, 1994, the municipality imposing the tax shall reduce the tax to 8 percent, effective on June 1, 1994.

SECTION 985r. 66.0615 (5) of the statutes is created to read:

66.0615 **(5)** (a) A lodging marketplace shall register with the department of revenue, on forms prepared by the department, for a license to collect taxes imposed by the state related to a short–term rental and to collect room taxes imposed by a municipality. After a lodging marketplace applies for and receives such a license, it shall do all of the following:

1. If a short–term rental is rented through the lodging marketplace, collect sales and use taxes from the occupant and forward such amounts to the department of revenue.

2. If a short–term rental that is rented through the lodging marketplace is located in a municipality that imposes a room tax, collect the room tax from the occupant and forward it to the municipality.

3. Notify the owner of a short–term rental that the lodging marketplace has collected and forwarded the taxes described in subds. 1. and 2.

(b) A municipality may not impose and collect a room tax from the owner of a short–term rental if the municipality collects the room tax on the residential dwelling under par. (a) 2.

SECTION 993. 66.0903 (1) (c) of the statutes is amended to read:

66.0903 **(1)** (c) "Hourly basic rate of pay" has the meaning given in s. 16.856 (1) (b)<u>, 2015 stats</u>.

SECTION 994. 66.0903 (1) (f) of the statutes is amended to read:

66.0903 **(1)** (f) "Prevailing hours of labor" has the meaning given in s. 16.856 (1) (e)<u>, 2015 stats</u>.

SECTION 995. 66.0903 (1) (g) of the statutes is amended to read:

over

66.0903 **(1)** (g) "Prevailing wage rate" includes the meanings given under s. 66.0903 (1) (g), 2013 stats., and s. 16.856 (1) (f), 2015 stats.

SECTION **996.** 66.0903 (1) (j) of the statutes is amended to read:

66.0903 **(1)** (j) "Truck driver" ~~has the meaning given in s. 16.856 (1) (j)~~ includes an owner–operator of a truck.

SECTION **996g.** 66.1014 of the statutes is created to read:

66.1014 Limits on residential dwelling rental prohibited. **(1)** In this section:

(a) "Political subdivision" means any city, village, town, or county.

(b) "Residential dwelling" means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

(2) (a) Subject par. (d), a political subdivision may not enact or enforce an ordinance that prohibits the rental of a residential dwelling for 7 consecutive days or longer.

(b) If a political subdivision has in effect on the effective date of this paragraph .... [LRB inserts date], an ordinance that is inconsistent with par. (a) or (d), the ordinance does not apply and may not be enforced.

(c) Nothing in this subsection limits the authority of a political subdivision to enact an ordinance regulating the rental of a residential dwelling in a manner that is not inconsistent with the provisions of pars. (a) and (d).

(d) 1. If a residential dwelling is rented for periods of more than 6 but fewer than 29 consecutive days, a political subdivision may limit the total number of days within any consecutive 365–day period that the dwelling may be rented to no fewer than 180 days. The political subdivision may not specify the period of time during which the residential dwelling may be rented, but the political subdivision may require that the maximum number of allowable rental days within a 365–day period must run consecutively. A person who rents the person's residential dwelling shall notify the clerk of the political subdivision in writing when the first rental within a 365–day period begins.

2. Any person who maintains, manages, or operates a short–term rental, as defined in s. 66.0615 (1) (dk), for more than 10 nights each year, shall do all of the following:

a. Obtain from the department of agriculture, trade and consumer protection a license as a tourist rooming house, as defined in s. 97.01 (15k).

b. Obtain from a political subdivision a license for conducting such activities, if a political subdivision enacts an ordinance requiring such a person to obtain a license.

SECTION **996h.** 66.1105 (2) (f) 2. e. of the statutes is created to read:

66.1105 **(2)** (f) 2. e. For a tax incremental district in the city of Milwaukee, direct or indirect expenses related to operating a rail fixed guideway transportation system, as defined in s. 85.066 (1), in the city of Milwaukee.

SECTION **996j.** 66.1105 (5) (h) 5. of the statutes is created to read:

66.1105 **(5)** (h) 5. Notwithstanding the 2 consecutive year provision described in subd. 1., the village of Kimberly may adopt a resolution and proceed under this paragraph with regard to Tax Incremental District Number 6, which was created on September 12, 2016. To act under this subdivision, the village of Kimberly must adopt a resolution under subd. 1. not later than September 30, 2017, and shall provide the department of revenue with all required materials no later than October 31, 2017.

SECTION **996p.** 66.1109 (5) (d) of the statutes is created to read:

66.1109 **(5)** (d) If real property that is specially assessed as authorized under this section is of mixed use such that part of the real property is exempted from general property taxes under s. 70.11 or is residential, or both, and part of the real property is taxable, the municipality may specially assess as authorized under this section only the percentage of the real property that is not tax–exempt or residential. This paragraph applies only to a 1st class city.

SECTION **996pm.** 67.05 (6a) (a) 2. (intro.) of the statutes is amended to read:

67.05 **(6a)** (a) 2. (intro.) Except as provided under pars. (b) and (c) and subs. (7) and (15), and subject to the limit on the number of referendums that may be called in any calendar year under subd. 2. a., if the board of any school district, or the electors at a regularly called school district meeting, by a majority vote adopt an initial resolution to raise an amount of money by a bond issue, the school district clerk shall, within 10 days, publish notice of such adoption as a class 1 notice under ch. 985 or post the notice as provided under s. 10.05. The notice shall state the maximum amount proposed to be borrowed, the purpose of the borrowing, that the resolution was adopted under this subdivision and the place where and the hours during which the resolution may be inspected. The school board shall also do one of the following:

SECTION **996pr.** 67.05 (6a) (a) 2. a. of the statutes is amended to read:

67.05 **(6a)** (a) 2. a. Direct the school district clerk to ~~call a special election for the purpose of submitting~~ submit the resolution to the electors for approval or rejection~~,~~ ~~or direct that the resolution be submitted~~ at the next regularly scheduled spring primary or election or partisan primary or general election, provided such election is to be held not earlier than 70 days after the adoption of the resolution. The school board may direct the school district clerk to call a special election on the Tuesday after the first Monday in November in an odd–numbered year for

Vetoed In Part

Chapter 134 – ROOM TAX ~~– HOTEL AND MOTEL~~

Sec. 134-1. - Regulations.

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning. The definitions in Wis. Stats. § 66.0615 ~~66.75~~ are adopted by reference in this section as if fully set forth and shall apply to this section.

Customer means any person residing for a continuous period of time less than one month in a hotel, motel or furnished accommodation available to the public.

Gross receipts means, insofar as applicable, as defined in Wis. Stats. § 77.51(3) and (4)(a), (b).

Lodging marketplace means an entity that provides a platform through which an unaffiliated 3rd party offers to rent a short-term rental to an occupant and collects the consideration for the rental from the occupant.

Formatted: Superscript

Occupant means a person who rents a short-term rental through a lodging marketplace.

Owner means the person who owns the residential dwelling that has been rented.

Person responsible means the sole owner of the business subject to this chapter, the partners, if a partnership owns the business subject to this chapter, the corporate president, or designated general manager or agent, if a corporation owns the business subject to this chapter.

Residential dwelling means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

Short-term rental means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

(b) *Room tax imposed.*

(1) Pursuant to Wis. Stats. § 66.0615 ~~66.75~~, a tax is imposed on the privilege of furnishing, at retail, rooms or lodging to customers by hotel keepers, motel operators, lodging marketplaces, owners of short-term rentals and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodations. Such tax shall be at the rate of ten percent of the gross receipts from such retail furnishing of rooms or lodging. Such tax shall be collected from the customer when the customer's bill is paid, and shall be paid by the person responsible to the city clerk-treasurer on a monthly basis or as otherwise directed by Resolution of the Common Council. Such tax shall not be subject to the selective sales tax imposed by Wis. Stats. § 77.52(2). The proceeds of such tax shall be remitted to, and received by, the city clerk-treasurer monthly on or before the 20th day of the following month.

(2) Such tax shall be distributed as provided by resolution of the council.

(c) *Permit.* Every person furnishing rooms or lodging under subsection (b) of this section shall file with the city clerk-treasurer an application for a room tax identification number for each location where such rooms or lodging is provided (“lodging”)~~place of business~~. Every application shall be made upon a form prescribed by the city clerk-treasurer and shall set forth the name under which the applicant intends to provide lodging~~transact business~~, location of the lodging~~place of business~~, and such other information as the city clerk-treasurer requires. The application shall be signed by the owner if residential property ~~a sole proprietor~~ and, if not a residential property~~sole proprietor~~, by the person responsible who is authorized to act on behalf of the entity owing the lodging. ~~business~~.

(d) *Tax number.* The city clerk-treasurer shall issue to each applicant a separate number for each lodging location~~place of business~~ within the city. Such number is not assignable and is valid only for the ~~person in whose~~ name in which it is issued and for the collection of the room tax at the place designated therein.

(e) *Recordkeeping.* Every person liable for the tax imposed by this section shall keep or cause to be kept such records, receipts, invoices and other pertinent papers in such form as the city clerk-treasurer requires.

(f) *Notification by Owner.* Every owner who rents their residential dwelling shall notify the city clerk-treasurer, in writing, when the first rental within a 365 day period began.

(g) *Tourist rooming house license.* Any person who maintains, manages or operates a short=term rental as defined herein for more than 10 nights each year shall obtain a tourist rooming house license as defined in Wis. Stats. 97.01(15k).

~~(f)~~(h) *Filing of returns.*

(1) *Required.* A return shall be filed with the city clerk-treasurer, by each person responsible subject to subsection (b) of this section, on or before the day on which such tax is due and payable. Such return shall show the gross receipts of the preceding calendar month from such retail furnishing of rooms or lodging, and the amount of tax imposed for such period, and such other information as the city clerk-treasurer deems necessary to administer this section. An annual return shall be filed within 90 days of the close of each calendar or fiscal year and shall contain certain such information as the city clerk-treasurer requires to administer this section. Each return shall be signed by the person required to file a return, or an authorized agent, but need not be verified by oath. The city clerk-treasurer may, for good cause, extend the time of filing any return, but not longer than 30 days from the filing date.

(2) *Failure to file.* If any person required to make a return fails, neglects or refuses to do so for the amount and in the manner, form and time prescribed in this section, the city clerk-treasurer, according to his or her best judgment, shall determine the amount of the tax due the city and make a doomage assessment upon the person who fails to file and pay on a timely basis. Each person whose tax is determined by the city clerk-treasurer shall pay the amount determined, plus interest at the rate of one percent per month on the unpaid balance. No refund or modification of the payment, as determined by the city clerk-treasurer, may be granted until the person files a correct room tax return and permits the city clerk-treasurer or an authorized agent to inspect and audit the records of the business required to be kept in subsection (e) of this section.

(3) *Late filing fee.* In addition of any other forfeiture provided in this section, whether imposed or not, a forfeiture in such amount as determined by Resolution of the Common Council ~~of $100.00~~ shall be imposed upon and collected from any person each time such person fails to file the return required in subsection (f)(1) of this section on a timely basis.

~~(g)~~(i) *City clerk-treasurer's right of inspection and audit.*

(1) Whenever the city clerk-treasurer has probable cause to believe that the correct amount of room tax has not been assessed upon and collected from customers, or that the tax return is not correct, the city clerk-treasurer may cause an inspection and audit of the financial records of any person subject to subsection (b) of this section, to determine whether or not the correct amount of room tax is assessed, collected and paid according to subsections (b) and (f) of this section.

(2) If any person subject to subsection (b) of this section, fails to comply with a request by the city clerk-treasurer or an authorized agent to inspect and audit the person's financial records as in subsection (g)(1) of this section, such person shall be subject to a forfeiture in the amount of five percent of the tax due the city at the time of the audit.

~~(h)~~(j) *Confidentiality.* Information obtained under this section shall be confidential, except the city clerk-treasurer may provide information to persons using the information in the discharge of duties imposed by law, the duties of their office, such as the duties of the office of room tax commissioner, or by order of a court. The city clerk-treasurer may publish statistics classified so as not to disclose the identity of particular returns. Any person who violates any provision of this subsection shall be subject to a forfeiture in such amount as determined by Resolutiom of the Common Council ~~forfeit not less than $100.00 nor more than $300.00~~.

~~(i)~~(k) *Administration and payment of taxes.* This chapter shall be administered by the city clerk-treasurer ~~and the finance committee~~. The tax imposed for the month is due and payable on the 20th day of the month following the collection of the tax from the customer under subsection (b) of this section.

~~(j)~~(l) *Failure to pay tax when due.*

(1) *Forfeitures.* In addition to the forfeitures provided in this chapter, and the tax due under this chapter, a forfeiture of 25 percent of the room tax due for the previous year under subsection (b) of this section, or $5,000.00, whichever is less, shall be imposed upon any person or business that allows the monthly tax imposed to be delinquent under this chapter.

(2) *Delinquent taxes.* The tax imposed by the section shall become delinquent if not paid within 30 days after the due date of the return, or within 30 days after the expiration of an extension prior if one has been granted. If a return is filed late, or there is no return filed, the due date for the taxes imposed is the due date of the return.

(3) *Security may be required.* In order to protect the revenue of the city, the city clerk-treasurer shall require any person liable for the tax imposed by this section who fails to pay the tax as required in this section, to file with the city clerk-treasurer, before or after the permit is issued, such security, not in excess of $5,000.00 cash or a surety bond equal to the prior month's tax, as the city clerk-treasurer determines. If any taxpayer fails or refuses to place such security, the city clerk-treasurer may refuse or revoke its permit. If any taxpayer is delinquent in the payment of the taxes imposed by this section, the city clerk-treasurer may, upon ten days' notice after giving the taxpayer an opportunity to confer, recover the taxes, interest and penalties from the security or surety placed with the city clerk-treasurer by such taxpayer. No interest shall be paid or allowed by the city to any person for the deposit of such security.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**November 14, 2017**
DEPARTMENT:	**Finance/Personnel Committee**
FROM:	**Joe Zegers**
SUBJECT:	**Consideration of 2018 Wastewater Study. ***

ATTACHMENTS:

- Sewer Rate Study Memo-November 7 2017 (DOC)
- 201711080750 Proposal (PDF)
- 201711080749 Draft Budget (PDF)

To: Honorable Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Joe Zegers, Finance Director
RE: Consideration of Bid from Schenck SC for Sewer Utility Rate Study
Date: November 7, 2017

NEW Water (formerly known as the Green Bay Metropolitan Sewerage District) just completed their preliminary draft 2018 budget. I have included their schedule of budget dates and events as well as their rate comparisons from 2017 to 2018 from their preliminary draft document. NEW Water plans to formally adopt their budget it on December 6th. Since we now have their preliminary draft of the 2018 budget, we can now proceed to include this in our 2018 Sewer Rate Study. In prior years we have retained our auditing firm Schenck SC to prepare the sewer rate study because of their expertise and familiarity with both the City's and NEW Water's operations and their fees appear lower than other firms that have bid in the past. I have attached Schenck's bid for your consideration and review and it should also be noted that their cost of $5,500 to $6,400 is $100-$200 more than the last two year's bid amounts of $5,400 to $6,200.

We are expecting them to start preparing their report during the second half of November and present it to the Public Works Committee on December 11th, 2017. With this timeline we can fully implement the new rates for the general City customers quarterly billed for the 1st quarter at the end of March 2018 and for our monthly industrial customers for their January 2018 billing. I would ask you to approve the attached so we can timely proceed with determining and implementing the 2018 sewer rate structure.

If you have any questions feel free to contact me prior to the meeting.

Schenck
ADVISORY | TAX | ASSURANCE

November 3, 2017

Joe Zegers, Finance Director
City of De Pere
335 S. Broadway
De Pere, WI 54115

Dear Joe:

In accordance with your request, outlined below is a proposal to provide assistance to the City of De Pere in regard to cash flows and user charges of the wastewater collection utility enterprise fund.

Engagement Scope and Objectives

The scope of our engagement will be to prepare an analysis of current operating costs, capital expenditures, debt service payments and the present customer rate structure. As part of the analysis, we will project future cash inflows and outflows of the wastewater collection utility and provide recommendations for rate changes. We will also present our report and rate recommendations to the Public Works Committee and the City Council. Specifically, we will complete the following:

- Allocate costs of the wastewater utility between fixed and variable; including determining all costs applicable to treatment of high strength dischargers
- Assist the City in determining future capital expenditures of the wastewater utility including proposed methods of financing and rate recovery
- Preparation of a projection of wastewater utility operating cash flows
- Preparation of a recommendation for wastewater user charges, including understanding the rate methodology used by the Green Bay Metropolitan Sewerage District and the District's 2018 approved budget

Fees

The assistance will be provided by experienced Schenck Government & Not-for-Profit staff. It is expected that David Maccoux, Scott Sternhagen and Kyle Pockat will provide the majority of the hours in regard to this proposal. Dave has over 20 years of experience in consulting and auditing of Wisconsin utility operations. Scott Sternhagen completes utility rate analyzes for many utilities each year. Fees for services will be based on the number of hours worked at our standard rates. We estimate the cost of the proposed services will range from $5,500 to $6,400.

Acceptance

If the foregoing is acceptable to you, please return a signed copy of this proposal to me to confirm the engagement. We appreciate the opportunity to present our proposal for your consideration.

Sincerely,

David R. Maccoux

David Maccoux, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of De Pere.

____
Signature

____
Title

____
Date

2018

Draft Budget

August 23, 2017

NEW Water

The brand of the Green Bay
Metropolitan Sewerage District

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 Budget - First Budget Worshop - August 23, 2017
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NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 Budget - First Budget Worshop - August 23, 2017
DATES AND EVENTS

Thursday, July 27, 2017	First Discussion of 2018 Budget with Commission
August 2017	2018 Budget Meeting with Customers
Wednesday, August 23, 2017	**2018 Budget First Budget Workshop and 2018 Tax Abatement Schedule**
September 2017	2018 Budget Meeting with Customers
Wednesday, September 27, 2017	Second Budget Workshop
September & October 2017	Elected Officials Board Meetings
Wednesday, October 25, 2017	2018 Budget Third Budget Workshop as needed
Wednesday, December 6, 2017	2018 Budget Public Hearing and Adoption
Thursday, December 7, 2017	2018 Adopted Budget Distributed to Customers

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Municipal Rate Comparison

Parameter	2017 COS Rate (FRF Adjusted)	2018 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	$0.72126	$0.74475
Biochemical Oxygen Demand (LBS)	$0.41913	$0.34628
Suspended Solids (LBS)	$0.36651	$0.28116
Phosphorus (LBS)	$0.58901	$0.75652
Total Kjeldahl Nitrogen (LBS)	$0.76448	$0.68979
Fixed Charge	$0.78834	$0.89812
Total Combined Rate (1,000 GALS)	$3.19780	$3.05279

Procter & Gamble Rate Comparison

Parameter	2017 COS Rate (FRF Adjusted)	2018 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	$0.58553	$0.53420
Biochemical Oxygen Demand (LBS)	$0.26840	$0.25789
Suspended Solids (LBS)	$0.20301	$0.18371
Phosphorus (LBS)	$0.43617	$0.38906
Total Kjeldahl Nitrogen (LBS)	$0.64142	$0.49819

Fox River Fiber Rate Comparison - Excluding Fixed Charge

Parameter	2017 COS Rate (FRF Adjusted)	2018 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	$0.53436	$0.49507
Biochemical Oxygen Demand (LBS)	$0.40685	$0.33250
Suspended Solids (LBS)	$0.35735	$0.27071
Phosphorus (LBS)	$0.56875	$0.72371
Total Kjeldahl Nitrogen (LBS)	$0.73482	$0.65949

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

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Summary of Revenues and Expenses

	2016 Budget	% of Overall Expenses	Projected 2016 Year-End	2016 Actual	2017 Budget	% of Overall Expenses	2018 Budget Preliminary	% of Overall Expenses	2018 Budget Favorable/ (Unfavorable) Variance	% Variance
Revenues										
Municipal User Fees	$32,499,871	85.4%	$ 33,768,234	$ 33,927,996	$ 33,599,315	85.9%	$ 34,098,086	85.7%	$ 498,771	1.5%
Mill User Fees	1,268,082	3.3%	1,214,723	1,275,812	1,360,778	3.5%	1,436,614	3.6%	75,836	5.6%
Mill Direct Charges	110,809	0.3%	151,080	140,042	233,462	0.6%	105,325	0.3%	(128,137)	-54.9%
Mill Capital Charges	1,232,508	3.2%	1,232,508	1,232,508	1,044,650	2.7%	1,037,677	2.6%	(6,973)	-0.7%
General Reserve Interest	4,447	0.0%	17,921	13,921	4,682	0.0%	2,175	0.0%	(2,507)	-53.5%
Other Revenues	844,152	2.2%	871,041	843,887	769,457	2.0%	767,024	1.9%	(2,433)	-0.3%
	$35,959,870	**94.5%**	**$ 37,255,507**	**$ 37,434,167**	**$ 37,012,344**	**94.6%**	**$ 37,446,901**	**94.1%**	**$ 434,557**	**1.2%**
DEBT and ICR Reserve Transfers	2,107,863	5.5%	2,107,863	2,107,863	2,095,257	5.4%	2,334,123	5.9%	238,866	11.4%
Transfer From Rate Stabilization Fund	-	0.0%				-	-	-	-	0.0%
General Fund Transfers	-	0.0%	(2,419,354)	(1,955,128)	-	-	-	-	-	0.0%
	$ 2,107,862	**5.54%**	**$ (311,491)**	**$ 152,735**	**$ 2,095,257**	**5.36%**	**$ 2,334,123**	**5.87%**	**$ 238,866**	**11.4%**
Total Revenues	**$ 38,067,732**	**100.0%**	**$ 36,944,016**	**$ 37,586,902**	**$ 39,107,601**	**100.0%**	**$ 39,781,024**	**100.0%**	$ 673,423	1.7%
Expenses										
Salaries & Benefits	$ 9,739,319	25.58%	$ 9,656,426	$ 10,303,254	$ 10,236,902	26.2%	$ 10,553,231	26.5%	$ (316,329)	-3.1%
Power	2,396,434	6.30%	2,336,381	2,322,538	2,409,473	6.1%	1,710,448	4.3%	699,025	29.0%
Contracted Services	2,372,322	6.23%	2,230,612	2,111,795	2,788,143	7.0%	3,555,317	8.9%	(767,174)	-27.5%
Maintenance & Repairs	1,580,896	4.15%	1,532,967	1,561,665	1,582,415	4.0%	1,922,737	4.8%	(340,322)	-21.5%
Chemicals	564,123	1.48%	525,546	557,429	548,890	1.4%	1,044,435	2.6%	(495,545)	-90.3%
Natural Gas & Fuel Oil	1,079,183	2.83%	932,894	908,605	961,931	2.4%	551,117	1.4%	410,814	42.7%
Solid Waste Disposal	256,315	0.67%	168,846	173,739	211,325	0.5%	156,677	0.4%	54,648	25.9%
Interceptor System (1)	514,560	1.35%	424,375	428,684	652,855	1.6%	1,290,490	3.2%	(637,635)	-97.7%
Office & Administrative	476,555	1.25%	542,501	451,045	529,641	1.3%	620,611	1.6%	(90,970)	-17.2%
Insurance	202,995	0.53%	225,666	232,200	237,593	0.6%	250,375	0.6%	(12,782)	-5.4%
Supplies	130,626	0.34%	184,603	189,145	149,838	0.4%	191,078	0.5%	(41,240)	-27.5%
Employee Training & Development	123,078	0.32%	115,815	114,624	152,673	0.4%	171,349	0.4%	(18,676)	-12.2%
Travel and Meetings	71,343	0.19%	65,768	61,578	80,868	0.2%	77,720	0.2%	3,148	3.9%
DNR Environmental Fees	145,000	0.38%	143,118	143,118	146,000	0.4%	136,000	0.3%	10,000	6.8%
Total O & M Expenses	**19,652,749**	**51.63%**	**$ 19,085,518**	**$ 19,559,418**	**$ 20,688,547**	**52.5%**	**22,231,585**	**55.9%**	**(1,543,038)**	**-7.5%**
Debt Service (2)	$ 10,993,983	28.9%	$ 10,993,983	$ 10,993,983	$ 16,457,706	42.1%	15,253,439	38.3%	$ 1,204,267	7.3%
Annual Capital	1,971,000	5.2%	1,414,515	1,583,501	1,961,348	5.0%	2,296,000	5.8%	(334,652)	-17.1%
R2E2 Construction (Rate Stabilization)	5,450,000	14.3%	5,450,000	5,450,000	-	0.0%	-	0.0%	-	0.0%
Total Debt Service, Annual Capital & Rate Stabilization	**$ 18,414,983**	**48.4%**	**$ 17,858,498**	**$ 18,027,484**	**$ 18,419,054**	**47.1%**	**$ 17,549,439**	**44.1%**	**$ 869,615**	**4.7%**
Total Expenses	**$ 38,067,732**	**100.0%**	**$ 36,944,016**	**$ 37,586,902**	**$ 39,107,601**	**98.7%**	**$ 39,781,024**	**100.0%**	**$ (673,423)**	**-1.7%**

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 2018 reflects collection and payments for 2019 Debt Payments.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Flow and Load Projections - with FRF Adjustment

	1,000 gal	1,000 gal	VOLUME		BOD		TSS		PHOS		TKN		65.0% Fixed Charge			
	I/I	Gallons	Total	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Allocation	Amount	% of Bill	Total Amount
City of Green Bay	0	4,900,000	4,900,000	$3,650,070	7,908,168	$2,738,709	7,045,361	$1,980,948	187,671	$141,986	1,401,479	$ 966,855	43.17%	$ 4,924,434	34.19%	$ 14,403,001
City of De Pere	0	1,325,000	1,325,000	987,009	3,685,004	1,276,168	2,277,122	640,260	26,966	20,402	269,101	185,648	11.90%	1,357,102	30.38%	4,466,588
Fox River Fiber	0	310,000	310,000	153,471	1,138,072	378,411	700,072	189,519	20,232	14,642	204,572	134,913	4.85%	553,538	38.86%	1,424,494
Village of Allouez	0	738,000	738,000	549,745	706,269	244,591	992,515	279,066	21,085	15,952	153,233	105,713	5.18%	590,945	33.09%	1,786,012
Village of Ashwaubenon	0	1,432,500	1,432,500	1,067,087	2,081,630	720,897	2,480,799	697,528	55,612	42,074	299,917	206,907	12.18%	1,389,619	33.69%	4,124,112
Village of Bellevue	0	635,000	635,000	473,019	812,282	281,305	840,005	236,185	22,672	17,153	174,318	120,259	5.16%	588,084	34.27%	1,716,005
Village of Hobart	0	182,000	182,000	135,574	272,027	94,207	342,932	96,422	7,643	5,782	62,144	42,872	1.77%	201,679	34.98%	576,536
Village of Howard	0	870,000	870,000	648,074	773,692	267,940	1,753,448	493,018	24,567	18,587	307,043	211,823	7.48%	853,813	34.24%	2,493,254
Village of Luxemburg	0	170,000	170,000	126,635	47,780	16,547	45,104	12,682	1,988	1,504	17,342	11,964	0.61%	69,429	29.08%	238,761
Village of Pulaski	0	195,000	195,000	145,258	40,940	14,178	50,688	14,252	8,772	6,637	46,128	31,823	1.17%	133,178	38.57%	345,325
Village of Suamico	0	192,000	192,000	143,023	392,833	136,044	440,253	123,786	10,453	7,908	64,151	44,257	2.18%	248,216	35.30%	703,234
Town of Ledgeview Sanitary District #2	0	167,000	167,000	124,400	224,608	77,785	256,715	72,181	7,537	5,702	57,994	40,009	1.56%	178,213	35.76%	498,290
Town of Lawrence - Utility District	0	102,000	102,000	75,981	197,548	68,414	314,205	88,345	5,743	4,345	44,042	30,384	1.31%	149,025	35.78%	416,493
Pittsfield Sanitary District	0	12,600	12,600	9,386	15,690	5,434	24,831	6,982	467	353	3,594	2,479	0.11%	12,852	34.29%	37,486
Town of Scott Sanitary District #1	0	57,500	57,500	42,832	71,260	24,678	112,776	31,709	2,119	1,603	16,324	11,262	0.51%	58,416	34.26%	170,501
Dyckesville Sanitary District	0	29,000	29,000	21,602	35,412	12,264	56,043	15,758	1,053	797	8,112	5,596	0.26%	29,115	34.20%	85,131
New Franken Sanitary District	0	14,784	14,784	11,013	18,414	6,377	29,142	8,194	548	415	4,218	2,910	0.13%	15,083	34.29%	43,991
Royal Scott Sanitary District	0	29,000	29,000	21,602	35,182	12,184	61,570	17,312	1,136	859	8,552	5,900	0.27%	30,576	34.58%	88,433
Bayshore Sanitary District	0	22,250	22,250	16,574	29,419	10,188	46,559	13,091	875	662	6,739	4,649	0.21%	23,819	34.53%	68,984
Hauled Waste	0	31,090	31,090	47,230	311,500	155,896	425,000	161,397	6,965	6,214	49,000	40,714	0.00%	-	0.00%	411,452
Total Municipal	0	11,414,724	11,414,724	$8,449,588	18,797,730	$6,542,216	18,295,140	$5,178,633	414,104	$313,577	3,198,003	$2,206,937	100%	$ 11,407,136		$ 34,098,086
Procter & Gamble	0	1,550,000	1,550,000	$ 903,939	500,000	$ 144,471	1,600,000	$ 358,307	2,000	$ 1,392	45,000	$ 28,505	0.00%	$ -		$ 1,436,614
Fox River Fiber-Direct Bill	0	0	0	-	0	-	0	-	0	-	0	-	0.00%	-		-
Total Mill	0	1,550,000	1,550,000	$ 903,939	500,000	$ 144,471	1,600,000	$ 358,307	2,000	$ 1,392	45,000	$ 28,505	0%	$ -		$ 1,436,614
Grand Total																
Units	0	12,964,724	12,964,724		19,297,730		19,895,140		416,104		3,243,003					
Costs				$9,353,527		$6,686,687		$5,536,940		$314,969		$2,235,442	0%	$ 11,407,136		$ 35,534,700

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
User Fees by Source

	2018 Budget	2017 Budget	2016 Actual	2015 Actual	2014 Actual
City of Green Bay	$14,403,001	$13,663,407	$13,827,312	$12,487,909	$11,665,027
City of De Pere	4,466,588	4,962,153	5,037,348	4,977,851	5,936,369
Fox River Fiber *	1,424,494	1,585,824	1,084,874	1,391,549	N/A
Village of Allouez	1,786,012	1,856,262	1,749,897	1,707,690	1,680,020
Village of Ashwaubenon	4,124,112	4,059,492	3,977,249	3,739,334	3,550,124
Village of Bellevue	1,716,005	1,699,626	1,593,290	1,637,450	1,508,969
Village of Hobart	576,536	470,722	459,957	383,540	317,342
Village of Howard	2,493,254	2,366,053	2,408,423	1,992,062	1,953,137
Village of Luxemburg	238,761	213,126	174,364	159,572	202,835
Village of Pulaski	345,325	328,416	317,468	281,687	299,117
Village of Suamico	703,234	710,252	669,926	668,187	641,215
Town of Ledgeview Sanitary District #2	498,290	480,081	469,136	565,832	522,144
Town of Lawrence - Utility District	416,493	359,804	374,940	311,614	295,328
Pittsfield Sanitary District	37,486	37,351	38,741	39,288	35,568
Town of Scott Sanitary District #1	170,501	170,733	178,443	181,977	198,283
Dyckesville Sanitary District	85,131	85,251	87,100	67,928	69,362
New Franken Sanitary District	43,991	43,353	45,153	46,422	43,026
Royal Scott Sanitary District	88,433	81,494	84,184	75,002	89,538
Bayshore Sanitary District	68,984	70,618	70,015	54,530	58,437
Hauled Waste **	411,452	355,296	1,280,178	2,485,872	1,970,099
Total Municipal	**$34,098,086**	**$33,599,315**	**$33,927,998**	**$33,255,295**	**$31,035,940**
Procter & Gamble	1,436,614	1,360,778	1,275,813	1,149,433	1,249,018
Total Mill	**$1,436,614**	**$1,360,778**	**$1,275,813**	**$1,149,433**	**$1,249,018**
Total User Fees	**$35,534,700**	**$34,960,093**	**$35,203,811**	**$34,404,729**	**$32,284,958**

* Fox River Fiber Units and Cost were included in 2014 Budget and prior with City of De Pere.
** Hauled Waste for 2014, 2015, & 2016 was significantly higher due to a special projects with the Three Cheese Facilities.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
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)		11,383,634	18,486,230	17,870,140	407,139	3,149,003	11,383,634
Cost of Service							
Municipal							
Operating Cost	$ 19,664,802	$ 8,044,548	$ 5,340,895	$ 4,001,510	$283,276	$ 1,994,573	$ -
Pretreatment Cost Allocation	219,001	0	107,639	71,821	4,718	34,823	0
Capital Cost (2)	5,415,643	344,546	289,724	186,135	5,423	114,383	4,475,431
Solids Project	8,387,937	13,474	648,322	757,940	13,958	22,539	6,931,704
Total Cost	$ 33,687,383	$ 8,402,568	$ 6,386,580	$ 5,017,406	$307,375	$ 2,166,318	$ 11,407,136
Unit Operating Cost		$0.70668	$0.29473	$0.22794	$0.70736	$0.64446	$0.00000
Unit Capital Cost		$0.03145	$0.05074	$0.05283	$0.04760	$0.04348	$0.89812
Unit Combined Cost (1)	$3.04325	$0.73813	$0.34548	$0.28077	$0.75496	$0.68794	$0.89812
Fox River Fiber (FRF) Adjustment (3)	$0.00953	$0.00662	$0.00080	$0.00039	$0.00155	$0.00185	$0.00000
Adjusted Unit Combined Cost	$3.05279	$0.74475	$0.34628	$0.28116	$0.75652	$0.68979	$0.89812
(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.

GBMSD MUNICIPAL BUDGET RATE HISTORY	UNIT COMBINED COST (1)	VOLUME	BOD	SS	PHOS	TKN	Fixed Charge
2017	$3.19780	$0.72126	$0.41913	$0.36651	$0.58901	$0.76448	$0.78834
2016	$3.07421	$0.79357	$0.43068	$0.41292	$0.60597	$0.64043	$0.54580
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

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
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		31,090	311,500	425,000	6,965	49,000	0
Cost of Service							
Operating Cost	$243,037	$21,971	$90,005	$95,175	$4,846	$31,039	$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	65,782	24,106	20,271	13,023	379	8,003	0
Solids Project	101,885	943	45,360	53,029	977	1,577	0
Direct Charges	0	0	0	0	0	0	0
FRF Adjustment	748	211	260	170	11	95	0
Total Cost	**$411,452**	**$47,230**	**$155,896**	**$161,397**	**$6,214**	**$40,714**	**$0**

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
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		1,550,000	500,000	1,600,000	2,000	45,000	1,550,000
Cost of Service							
Operating Cost	$1,436,614	$903,939	$144,471	$358,307	$1,392	$28,505	$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	379,586	0	0	0	0	0	379,586
Solids Project	658,090	0	0	0	0	0	658,090
Direct Charges	64,111	0	0	0	0	0	0
Total Cost	**$2,538,402**	**$903,939**	**$144,471**	**$358,307**	**$1,392**	**$28,505**	**$1,037,677**
Unit Cost		$0.58319	$0.28894	$0.22394	$0.69583	$0.63345	$0.00000
Unit Capital Cost		$0.000	$0.000	$0.000	$0.000	$0.000	$0.669
Unit Combined Cost		**$0.583**	**$0.289**	**$0.224**	**$0.696**	**$0.633**	**$0.669**

BUDGET RATE HISTORY	VOLUME	BOD	TSS	PHOS	TKN
2017	$0.58553	$0.26840	$0.20301	$0.43617	$0.64104
2016	$0.05342	$0.25789	$0.18371	$0.38906	$0.49819
2015	$0.52549	$0.26270	$0.19420	$0.40750	$0.50956
2014	$0.51836	$0.24896	$0.19362	$0.50636	$0.56970

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
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		310,000	1,138,072	700,072	20,232	204,572	-
Total Municipal Units		11,383,634	18,486,230	17,870,140	407,139	3,149,003	-
Cost of Service							
Operating Cost	$ 848,286	$ 219,070	$ 328,803	$ 156,761	$ 14,077	$ 129,576	$ -
Pretreatment Cost Allocation	11,937	-	6,627	2,814	234	2,262	-
Capital Cost	667,880	9,750	57,749	36,985	963	8,895	553,538
Solids Project	-	-	-	-	-	-	-
Subtotal Cost of Service	$ 1,528,103	$ 228,819	$ 393,179	$ 196,559	$ 15,274	$ 140,733	$ 553,538
Direct Charges	41,215	-	-	-	-	-	-
Less FRF Adjustment	(103,609)	(75,349)	(14,767)	(7,041)	(632)	(5,820)	-
Total Cost	**$ 1,465,708**	**$ 153,471**	**$ 378,411**	**$ 189,519**	**$ 14,642**	**$ 134,913**	**$ 553,538**
Unit Cost (New for 2015)		$0.73813	$0.34548	$0.28077	$0.75496	$0.68794	$0.04853
FRF Adjustment		(0.2431)	(0.0130)	(0.0101)	(0.0312)	(0.0284)	0.0000
Unit Cost (with FRF Adjustment)		**$0.49507**	**$0.33250**	**$0.27071**	**$0.72371**	**$0.65949**	**$0.04853**

BUDGET RATE HISTORY	VOLUME	BOD	TSS	PHOS	TKN	Fixed Charge
2017	$0.53436	$0.40685	$0.35735	$0.56875	$0.73482	$0.05707
2016	$0.63165	$0.41777	$0.40379	$0.58647	$0.61550	$0.60376
2015	$0.59821	$0.38082	$0.33967	$0.55008	$0.63145	$0.52659

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 Budget - First Budget Worshop - August 23, 2017
Allocation of Capital and Debt Service Costs (1)

		Allocations	
Debt Service	FY2018	Municipal	Procter & Gamble (1
Debt Service - Municipal Only			
Clean Water Fund Loans			
4198-12 West Fox River Interceptor	$142,813	$142,813	$0
4198-16 East River Lift Station	132,414	132,414	
4198-18 Scott Bayshore Interceptor	45,753	45,753	
4198-21 East Tower Drive Interceptor	182,867	182,867	
4345-06 De Pere Ashwaubenon Creek Interceptor	217,321	217,321	
4198-29 Phase Two Interceptor Rehabilitation	216,259	216,259	
4198-45 De Pere Facility East Service Area Interceptor Rehabilitation	186,870	186,870	
East River Interceptor Rehabilitation (New 2018)	259,014	259,014	
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	$521,102	$521,102	
Total Debt Service - Municipal Only (2)	**$1,904,413**	**$1,904,413**	
Debt Service - Common to All			
Clean Water Fund Loans			
4198-02 Bar Screen Replacement	$100,709	$94,167	$6,5
4198-09 Service Water System	64,708	60,504	4,2
4198-24 Electrical Generation Facility	208,322	194,789	13,5
4198-25 RAS/WAS Improvements	663,173	620,093	43,0
4198-27 Solids Process Improvement	352,602	329,697	22,9
4198- 32 GBF: Administration & Maintenance Building HVAC Replacement *	211,428	197,693	13,7
4198-35 Combined Treatment Facilities Projects	300,777	281,239	19,5
4198-37 Consolidation/Conveyance Project	881,330	824,079	57,2
4198-44 R2E2 Solids Management (2014 New) *	603,519	560,102	43,4
4198-48 DPF: UV Disinfection System Upgrade *	98,662	92,253	6,4
4345-04 De Pere Facility	257,741	240,998	16,7
4198-99 Green Bay Facility Solids Management Plan Construction (R2E2) (2015 New)	7,676,144	7,123,931	552,2
4198-52 GBF: Disinfection System Upgrade (2015 New) *	0	0	
DPF: Primary Substation & Emergency Generator (2017 New)	337,431	315,512	21,9
GBF & DPF: Clarifier Rehabilitation and Odor Control (2018 New)	102,400	95,748	6,6
DPF: Service Water System Rehabilitation/Replacement (2018)	157,266	147,050	10,2
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	304,079	284,326	19,7
Promissory Note to City of De Pere	160,485	150,060	10,4
Green Bay Facility Solids Management Plan - Design	868,250	805,789	62,4
Total Debt Service - Common to All (2)	**$13,349,027**	**$12,418,031**	**$930,9**
Debt Service Offsets			
Georgia-Pacific - Capital Payment	($429,710)	($429,710)	
4198-29 City of De Pere Rehabilitation Interceptor Ashwaubenon Creek Payment	(53,472)	(53,472)	
Less Debt Payments Funded from ICR Reserve **	(1,210,840)	(1,210,840)	
City of Green Bay Interceptors Payment	(292,430)	(292,430)	
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)	
New Franken Sanitary District Interceptors Payment	(21,621)	(21,621)	
Royal Scott Sanitary District #1 Intereceptor Payment	(8,902)	(8,902)	
4198-45 De Pere Eastside Interceptor Rehabilitation	(120,071)	(120,071)	
Total Debt Service Offsets	**($2,334,123)**	**($2,334,123)**	
TOTAL DEBT SERVICE	**$12,919,316**	**$11,988,321**	**$930,9**
ANNUAL CAPITAL OUTLAY			
2018 Requests - Allocated to All	$1,936,000	$1,816,053	$119,9
2018 Requests - Allocated to Municipal Only	360,000	360,000	
TOTAL ANNUAL CAPITAL OUTLAY	**$2,296,000**	**$2,176,053**	**$119,9**
TOTAL ANNUAL CAPITAL AND DEBT SERVICE	**$15,215,316**	**$14,164,374**	**$1,050,9**
REVENUES AND TRANSFERS			
Interest Income	($2,175)	($2,175)	
Hauled Waste Truck Fees	($40,517)	($37,885)	($2,6
Miscellaneous Revenue - Capital ***	($163,701)	($153,067)	($10,6
Total Non-Rate Revenues (Capital-Related)	**($206,393)**	**($193,127)**	**($13,2**
Net Annual Capital and Debt Service	**$15,008,923**	**$13,971,247**	**$1,037,67**

(1) Based on Revised Cost of Service Allocations from Camp Dresser & McKee Inc. June 2016 (Table 5). Debt Collection is for 2019 debt service payments.
(2) Total Debt Collected in 2018 Budget for 2019 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, 2016 and 2017 Payments for Debt Service over/under collected for these 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.

Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Summary of Debt Service Schedule

Issue	Description	Original Amount	2018 Budget for 2019 Debt Payments	Loan Date	Last Payment
4198-16	East River Lift Station	1,924,428	132,414	10/25/2000	May 2020
4198-12	West Fox River Interceptor	2,159,850	142,813	10/25/2000	May 2020
4345-06	De Pere Ashwaubenon Creek Interceptor	3,222,103	217,321	12/31/2007	May 2020
4198-09	Service Water System	946,212	64,708	7/11/2001	May 2021
4198-02	Bar Screens Replacement	1,490,715	100,709	7/11/2001	May 2021
4198-18	Scott Bayshore Interceptor	695,592	45,753	2/27/2002	May 2021
4345-04	De Pere Facility	3,881,879	257,741	12/31/2007	May 2021
4198-27	Solids Process Improvement	5,347,693	352,602	12/8/2004	May 2024
4198-21	East Tower Drive Interceptor	2,761,526	182,867	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	825,181	9/15/2008	May 2028
4198-25	RAS/WAS Improvements	10,460,782	663,173	3/11/2009	May 2028
4198-35	Combined Treatment Facilities Projects	4,211,341	300,777	12/9/2009	May 2029
4198-37	Consolidation/Conveyance Project	12,821,922	881,330	12/9/2009	May 2029
4198-29	Phase Two Interceptor Rehabilitation	3,421,382	216,259	11/10/2010	May 2030
4198-24	Electrical Generator Project	3,246,148	208,322	12/22/2010	May 2030
4198-32	GBF: Administration & Maintenance Building HVAC Replacement **	3,133,312	211,428	4/10/2013	May 2032
4198-45	De Pere Facility East Service Area Interceptor Rehabilitation	3,146,593	186,870	12/12/2012	May 2032
4198-48	DPF: Disinfection System Upgrade (2013 New) **	4,272,020	98,662	1/8/2014	May 2033
4198-44	Green Bay Facility Solids Management Plan Construction (R2E2) (2014 New) * **	15,209,242	603,519	8/13/2014	May 2034
4198-52	GBF: Disinfection System Upgrade (2015 New) **	1,850,000	-	12/23/2015	May 2035
4198-99	Green Bay Facility Solids Management Plan Construction (R2E2) (2015 New) *	122,936,166	7,676,144	10/14/2015	May 2035
July 2013	General Obligation Bond Green Bay Facility Solids Management Plan - Design (R2E2) *	20,000,000	868,250	8/20/2013	May 2038
	Total Existing Debt	**$242,766,677**	**$14,397,327**		
(New)	DPF: Primary Substation & Emergency Generator (2017 New) **	3,480,000	337,431	3/1/2018	May 2038
(New)	GBF & DPF: Clarifier Rehabilitation and Odor Control (2018 New)	12,040,000	102,400	6/30/2019	May 2039
(New)	DPF: Service Water System Rehabilitation/Replacement (2018)	2,320,000	157,266	6/30/2019	May 2039
(New)	East River Interceptor Rehabilitation (New 2018)	3,821,000	259,014	6/30/2019	May 2039
	Total New Debt	**$21,661,000**	**$856,112**		
	Grand Total with New Debt	**$264,427,677**	**$15,253,439**		
			$ 9,147,912		

Notes:
* Solids Management - R2E2 Project Loans.
** Over collected debt payment from prior years due to timing of project expenditure projection.

Attachment: 201711080749 Draft Budget (6374 : Consideration of 2018 Wastewater Study. *)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Annual Capital

Item Description	Common to All - Municipal Only	Amount
Business Services		
Information Technology		
GBF: HR/Payroll Software System	Common to All	$ 50,000.00
GBF & DPF: Time and Attendance System	Common to All	40,000
GBF: Financial Software Replacement/Upgrade	Common to All	250,000
GBF: Campus Paging System	Common to All	$ 125,000
Total Business Services		**$ 465,000**
Operations		
Maintenance		
DPF: Replace roof - Service Building	Common to All	$ 113,000
DPF: Replace roof - Blower Building No. 2	Common to All	158,000
GBF: Tunnel Unit Heater Replacement Phase 1	Common to All	50,000
DPF: Process Air Blowers - HST Upgrades Phase 2 (HST #4, 6)	Common to All	100,000
Total Operations		**$ 421,000**
Technical Services		
Engineering		
DPF: Demolish Solids Building & MS11A	Common to All	$ 1,000,000
Annual Manhole Rehabilitation	Municipal Only	50,000
Total Engineering		**$ 1,050,000**
Field Services		
Lift Station alarm notification system	Municipal Only	$ 250,000
ERLS - Ozone unit replacement	Municipal Only	60,000
Total Field Services		**$ 310,000**
Total Technical Services		**$ 1,360,000**
Environmental Programs		
Laboratory		
Ion Chromatography	Common to All	$ 50,000
Total Laboratory		**$ 50,000**
Total Environmental Programs		**$ 50,000**
Total Annual Capital Items		**$ 2,296,000**

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Allocation of Operation and Maintenance Costs

Expenses are first allocated to cost components (Flow, BOD, TSS, 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 & Research & Environmental Services										
Operational Testing	$ 561,897	$ 78,666	$ 67,428	$ 50,570	$ 33,714	$ 39,333	$ 117,998	$ 134,855	$ -	$ 39,333
Water Quality Testing	770,313	770,313	0	0	0	0	0	0	0	0
Total Laboratory Services	$ 1,332,210	$ 848,979	$ 67,428	$ 50,570	$ 33,714	$ 39,333	$ 117,998	$ 134,855	$ -	$ 39,333
Treatment										
Pump Station	$ 117,883	$ 117,883	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Primary Treatment	158,390	158,390	0	0	0	0	0	0	0	0
Grit Removal	20,628	0	0	20,628	0	0	0	0	0	0
Aeration	227,223	0	113,611	0	0	113,611	0	0	0	0
Final & Chlorine Contact Basins	202,533	202,533	0	0	0	0	0	0	0	0
Filtration	30,180	30,180	0	0	0	0	0	0	0	0
Primary Thickeners	78,684	1,967	10,363	63,994	1,967	393	0	0	0	0
Waste Activated Sludge Thickeners	168,608	0	99,749	65,487	0	3,372	0	0	0	0
Dewatering - Belt Presses/Incineration	*438,381*	*4,777*	*171,464*	*251,461*	*4,777*	*5,901*	*0*	*0*	*0*	*0*
Primary Sludge	191,089	4,777	25,166	155,413	4,777	955	0	0	0	0
Secondary Sludge	247,292	0	146,298	96,048	0	4,946	0	0	0	0
Incineration	*525,240*	*5,978*	*200,762*	*305,604*	*5,978*	*6,918*	*0*	*0*	*0*	*0*
Primary Sludge	239,117	5,978	31,492	194,474	5,978	1,196	0	0	0	0
Secondary Sludge	286,123	0	169,270	111,130	0	5,722	0	0	0	0
Digestion	243,205	2,768	92,960	141,505	2,768	3,203	0	0	0	0
Struvite Harvesting	160,433	913	30,661	46,673	81,130	1,057	0	0	0	0
Power Generation	204,374	2,326	78,118	118,912	2,326	2,692	0	0	0	0
Solids, General	230,288	2,504	90,191	131,987	2,504	3,102	0	0	0	0
Total Treatment	$ 2,806,050	$ 530,218	$ 887,879	$ 1,146,252	$ 101,450	$ 140,251	$ -	$ -	$ -	$ -
Maintenance/Engineering										0
Maintenance	$ 2,464,468	$ 773,320	$ 709,347	$ 451,378	$ 16,491	$ 339,448	$ 128,152	$ -	$ 46,332	$ -
Engineering	842,586	264,393	242,521	154,323	5,638	116,055	43,814	0	15,841	0
Total All Above	$ 7,445,315	$ 2,416,910	$ 1,907,176	$ 1,802,524	$ 157,293	$ 635,086	$ 289,965	$ 134,855	$ 62,173	$ 39,333
Business Services & Information Systems	$ 2,026,910	$ 670,117	$ 528,787	$ 499,771	$ 43,611	$ 176,085	$ 80,396	$ -	$ 12,027	$ 16,116
Total Salaries & Benefit Costs	$ 9,472,225	$ 3,087,027	$ 2,435,962	$ 2,302,295	$ 200,904	$ 811,171	$ 370,361	$ 134,855	$ 74,200	$ 55,449
Power										
Metro Pump	$ 332,318	$ -	$ -	$ -	$ -	$ -	$ 332,318	$ -	$ -	$ -
Mill Pump	21,360	0	0	0	0	0	0	0	21,360	0
Secondary Effluent Pump	22,290	22,290	0	0	0	0	0	0	0	0
Process Air Compressors	820,414	0	533,269	0	0	287,145	0	0	0	0
Solids Building	*363,550*	*3,636*	*148,198*	*202,992*	*3,636*	*5,090*	*0*	*0*	*0*	*0*
Primary Sludge (40)	145,420	3,636	19,152	118,270	3,636	727	0	0	0	0
Secondary Sludge (60)	218,130	0	129,046	84,722	0	4,363	0	0	0	0
All Other Plant	150,516	47,230	43,323	27,568	1,007	20,732	7,827	0	2,830	0
Total Power	$ 1,710,448	$ 73,156	$ 724,790	$ 230,559	$ 4,643	$ 312,966	$ 340,145	$ -	$ 24,190	$ -
Fuel										
Fuel - Diesel for Generators	$ 33,000	$ 33,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Building	151,236	47,456	43,530	27,700	1,012	20,831	7,864	0	2,843	0
Incineration & Process	*366,881*	*3,669*	*149,555*	*204,852*	*3,669*	*5,136*	*0*	*0*	*0*	*0*
Primary Sludge (40)	146,752	3,669	19,327	119,354	3,669	734	0	0	0	0
Secondary Sludge (60)	220,129	0	130,228	85,498	0	4,403	0	0	0	0
Total Fuel	$ 551,117	$ 84,125	$ 193,086	$ 232,551	$ 4,681	$ 25,967	$ 7,864	$ -	$ 2,843	$ -

Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Allocation of Operation and Maintenance Costs

Expenses are first allocated to cost components (Flow, BOD, TSS, 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	$ 92,630	$ 92,630	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Gravity Belt Polymer	74,712	0	44,200	29,018	0	1,494	0	0	0	0
Gravity Thickener Polymer	0	0	0	0	0	0	0	0	0	0
Belt Press Polymer	*356,112*	*3,561*	*145,165*	*198,839*	*3,561*	*4,986*	*0*	*0*	*0*	*0*
Primary Sludge (40)	142,445	3,561	18,760	115,850	3,561	712	0	0	0	0
Secondary Sludge (60)	213,667	0	126,406	82,988	0	4,273	0	0	0	0
Lime and Clay	*3,632*	*36*	*1,481*	*2,028*	*36*	*51*	*0*	*0*	*0*	*0*
Primary Sludge (40)	1,453	36	191	1,182	36	7	0	0	0	0
Secondary Sludge (60)	2,179	0	1,289	846	0	44	0	0	0	0
Sodium Bisulfite	54,200	54,200	0	0	0	0	0	0	0	0
Ferric Chloride	26,630	13,315	0	0	13,315	0	0	0	0	0
Odor Control	10,000	2,955	2,921	2,013	126	1,319	489	0	177	0
Magnesium Chloride	121,248	690	23,172	35,273	61,314	798	0	0	0	0
Sodium Hydroxide – Air Pollution	39,061	445	14,930	22,727	445	514	0	0	0	0
Sodium Hydroxide – Nutrient Removal	60,750	346	11,610	17,673	30,721	400	0	0	0	0
Activated Carbon	0	0	0	0	0	0	0	0	0	0
Aqua Ammonia	119,628	1,362	45,725	69,604	1,362	1,576	0	0	0	0
Other Chemicals	85,832	85,832	0	0	0	0	0	0	0	0
Total Chemicals	$ 1,044,435	$ 255,372	$ 289,205	$ 377,176	$110,879	$ 11,138	$ 489	$ -	$ 177	$ -
Maintenance & Repairs										
Maintenance & Repairs	$ 1,884,110	$ 591,211	$ 542,303	$ 345,083	$ 12,608	$ 259,511	$ 97,974	$ -	$ 35,421	$ -
All Other Expenses										
Solid Waste	*$ 156,677*	*$ 1,838*	*$ 58,882*	*$ 92,089*	*$ 1,838*	*$ 2,031*	*$ -*	*$ -*	*$ -*	*$ -*
Primary Sludge (40)	73,513	1,838	9,682	59,788	1,838	368	0	0	0	0
Secondary Sludge (60)	83,164	0	49,200	32,301	0	1,663	0	0	0	0
DNR Enviromental Fees	136,000	993	45,785	48,304	30,710	10,209	0	0	0	0
Other Miscellaneous	4,885,577	1,533,034	1,406,214	894,815	32,692	672,923	254,050	0	91,849	0
Biogas Treatment	19,500	222	7,453	11,346	222	257	0	0	0	0
Total All Other	$ 5,197,754	$ 1,536,086	$ 1,518,334	$ 1,046,553	$ 65,461	$ 685,420	$ 254,050	$ -	$ 91,849	$ -
Total Treatment Plant O & M	$19,860,089	$ 5,626,976	$ 5,703,679	$ 4,534,218	$399,175	$ 2,106,174	$ 1,070,883	$ 134,855	$ 228,680	$ 55,449
Field Services O & M										
Pretreatment	$ 215,440	$ -	$ -	$ -	$ -	$ -	$ -	$ 215,440	$ -	$ -
Municipal Interceptors	915,948	0	0	0	0	0	915,948	0	0	0
Mill Interceptors	2,294	0	0	0	0	0	0	0	2,294	0
Fox River Fiber Force Main	20,144	0	0	0	0	0	0	0	0	20,144
Municipal Metering Stations	340,981	0	0	0	0	0	340,981	0	0	0
Mill Metering Stations	20,353	0	0	0	0	0	0	0	0	20,353
Municipal Lift Stations	410,366	0	0	0	0	0	410,366	0	0	0
Subtotal	*$ 1,925,526*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 1,667,295*	*$ 215,440*	*$ 2,294*	*$ 40,497*
All Other (Field Services Salaries after distribution	445,970	0	0	0	0	0	386,161	49,898	531	9,379
Total Interceptor System O & M	$ 2,371,496	$ -	$ -	$ -	$ -	$ -	$ 2,053,456	$ 265,338	$ 2,825	$ 49,876
Total O & M Costs	$22,231,585	$ 5,626,976	$ 5,703,679	$ 4,534,218	$399,175	$ 2,106,174	$ 3,124,339	$ 400,193	$ 231,505	$ 105,325
Distribution to Participants										
MUNICIPAL	$20,678,446	$ 4,954,242	$ 5,555,898	$ 4,169,568	$397,257	$ 2,076,949	$ 3,124,339	$ 400,193	$ -	$ -
FOX RIVER FIBER	41,215	0	0	0	0	0	0	0	0	41,215
PROCTER & GAMBLE	1,511,924	672,734	147,781	364,649	1,919	29,225	0	0	231,505	64,111
Total	$22,231,585	$ 5,626,976	$ 5,703,679	$ 4,534,218	$399,175	$ 2,106,174	$ 3,124,339	$ 400,193	$ 231,505	$ 105,325

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Interceptor System O & M

Account Name	Maintenance	Field Services	Procter & Gamble Meter Station	Procter & Gamble Interceptor	Fox River Fiber Force Main	Total
Salaries - Procter & Gamble (P&G) Interceptor	$ -	$ 1,142		$ 1,142		$ 1,142
Benefits - P&G Interceptor	-	402		402		402
Salaries - P&G Meter Station	2,945	10,279	13,224			13,224
Benefits - P&G Meter Station	1,038	3,621	4,659			4,659
Salaries - Fox River Fiber - Force Main	-	4,569			4,569	4,569
Benefits - Fox River Fiber - Force Main	-	1,610			1,610	1,610
Salaries - Fox River Fiber - Meter Station	1,000	7,995			8,995	8,995
Benefits - Fox River Fiber - Meter Station	352	2,817			3,169	3,169
Repair & Maintenance (R & M) - P&G Interceptor			-	750		750
R & M - P&G Meter Station			1,030			1,030
Phones - P&G			1,440			1,440
Power - P&G			-			-
R & M - Force Main					1,606	1,606
R & M - Meter Station					195	195
Chemicals					-	-
Total	$ 5,335	$ 32,435	$ 20,353	$ 2,294	$ 20,144	$ 42,791

Account Name	Maintenance	Field Services	GBMSD Meter Stations	GBMSD Interceptors	Lift Station	Pretreatment
Salaries Pretreatment	$ -	$ 147,143				$ 147,143
Salaries - GBMSD Interceptors	3,687	85,203		88,890		
Salaries - GBMSD Meter Stations	-	89,086	89,086			
Salaries - East Bayshore Lift Stations	26,150	38,376			64,526	
Salaries - East River Lift Station	13,231	13,706			26,937	
Salaries - Old Plank Lift Station	3,844	7,081			10,925	
Salaries - Interplant Force Main	-	11,878		11,878		
Salaries - Chemical Feed Building	-	2,284	2,284			
Benefits - Pretreatment	-	51,837				51,837
Benefits - GBMSD Interceptors	1,299	30,016		31,315		
Benefits - GBMSD Meter Stations	-	31,384	31,384			
Benefits - East Bayshore Lift Stations	9,212	13,520			22,732	
Benefits - East River Lift Station	4,661	4,829			9,490	
Benefits - Old Plank Lift Station	1,354	2,495			3,849	
Benefits - Interplant Force Main	-	4,185		4,185		
Benefits - Chemical Feed Building	-	805	805			
Pretreatment Program						16,460
R & M - East Bayshore System Lift Stations					63,950	
R & M - East Bayshore Force Main					1,660	
R & M - East River Lift Station					62,700	
R & M - GBMSD Interceptors - Field Services				56,155		
R & M - GBMSD Interceptors - Engineering				720,000		
R & M - Old Plank Lift Station					4,307	
R & M - Interplant Force Main				3,525		
R & M - GBMSD Meter Stations			161,730			
R & M - Chemical Feed Building			1,432			
Phones - Meter/Lift Stations			36,860			
Phones - Chemical Feed Building			-			
Power - Meter Stations			16,000			
Power - Chemical Feed Building			1,400			
Power - Old Plank Lift Station					1,550	
Power - East Bayshore Lift Stations					25,500	
Power - East River Lift Station					33,000	
Water - East River Lift Station					1,500	
Chemicals - Old Plank Lift Station					4,500	
Chemicals - De Pere Conveyance					47,320	
Chemicals - Chemical Feed Building					-	
Chemicals - Bayshore Interceptor					25,920	
Total			$ 340,981	$ 915,948	$ 410,366	$ 215,440

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Salaries and Benefits before Distribution

Description	Commission	Business Services	Laboratory & Research	Treatment	Maintenance	Engineering	Information Technology	Field Services	Environmental Programs	Total
Gross Salaries	$ 2,500	$ 1,068,772	$ 532,523	$ 2,029,401	$ 1,807,538	$ 620,153	$ 439,719	$ 742,084	$ 490,755	$ 7,733,445
Long Term Disability	-	6,078	3,293	12,391	10,897	4,058	3,181	4,287	2,862	47,047
Dental Insurance	-	10,844	5,793	18,369	22,084	6,883	5,447	6,486	1,783	77,689
Health Insurance	-	184,702	97,717	326,475	372,795	105,060	72,300	130,478	32,761	1,322,288
Life Insurance	-	3,518	853	5,731	5,965	2,431	2,415	1,968	1,289	24,170
Wisconsin Retirement	-	67,532	33,721	133,532	115,678	42,638	33,014	47,470	29,652	503,237
FICA & Medicare	191	78,187	40,738	160,855	138,277	50,073	38,945	56,769	37,542	601,577
Worker's Compensation	5	5,333	14,059	54,430	47,719	11,290	1,069	19,591	4,881	158,377
Uniforms	-	-	1,988	12,480	12,288	-	-	3,100	-	29,856
Employee Assistance	-	3,158	-	-	-	-	-	-	-	3,158
Wellness Program	-	-	-	52,386	-	-	-	-	-	52,386
Totals	**$ 2,696**	**$ 1,428,124**	**$ 730,685**	**$ 2,806,050**	**$ 2,533,241**	**$ 842,586**	**$ 596,090**	**$ 1,012,233**	**$ 601,525**	**$ 10,553,231**

Note: Engineering, Treatment and Information Technology Salaries were decreased by $191K for re-allocation of salaries to Solids Management Capital Loan Amount.

Table 116
NEW Water

Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
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	$ 1,068,772	$ 532,523	$ 2,029,401	$ 1,756,681	$ 620,153	$ 439,719	$ 323,342	$ 490,755	$ 7,263,846
Long Term Disability	-	6,078	3,293	12,391	10,588	4,058	3,181	1,739	2,862	44,189
Dental Insurance	-	10,844	5,793	18,369	21,573	6,883	5,447	2,279	1,783	72,971
Health Insurance	-	184,702	97,717	326,475	364,099	105,060	72,300	58,880	32,761	1,241,994
Life Insurance	-	3,518	853	5,731	5,806	2,431	2,415	659	1,289	22,702
Wisconsin Retirement	-	67,532	33,721	133,532	112,370	42,638	33,014	5,507	29,652	457,965
FICA & Medicare	191	78,187	40,738	160,855	134,386	50,073	38,945	36,341	37,542	577,259
Worker's Compensation	5	5,333	14,059	54,430	46,677	11,290	1,069	14,122	4,881	151,867
Uniforms	-	-	1,988	12,480	12,288	-	-	3,100	-	29,856
Employee Assistance	-	3,158	-	-	-	-	-	-	-	3,158
Wellness Program	-	-	-	52,386	-	-	-	-	-	52,386
Totals	**$ 2,696**	**$ 1,428,124**	**$ 730,685**	**$ 2,806,050**	**$ 2,464,468**	**$ 842,586**	**$ 596,090**	**$ 445,970**	**$ 601,525**	**$ 9,918,194**

Note: Engineering, Treatment and Information Technology Salaries were decreased by $191K for re-allocation of salaries to Solids Management Capital Loan Amount.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
Employees Headcount Report

Divisions and Department	Department	2017 BUDGET HEADCOUNT	PROPOSED 2018 BUDGET HEADCOUNT
Business Services including Non-Departmental *		13	13
Laboratory & Research		8	8
Treatment including Health and Safety		26	26
Maintenance		24	24
Engineering		7	7
Information Technology		6	6
Field Services		9	9
Watershed Management		4	4
Regulatory Compliance		1	1
Total Headcount without Commissioners **		**98**	**98**
Commissioners		5	5

New Positions

Business Services	Administrative Services Assistant (Approved April 2016)
Environmental Programs	Lab Analyst II
Environmental Programs	Watershed Specialist

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
Accounting	Engineering	Maintenance	Watershed Management
Public Affairs and Education	Field Services	Treatment	Regulatory Compliance
Information Technology		Health and Safety	Laboratory & Research
Administrative Services			Sustainability

Definition of Positions
Regular Full-time Employee – Individuals who work 40 hours per week for an extended period of time and have successfully completed a probationary period.
Regular Part-time Employee – Individuals who work less than 40 hours per week for an extended period of time.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Budget - First Budget Worshop - August 23, 2017
OUT-OF-AREA TRAVEL - Outside EPA Region 5 (Wisconsin, Minnesota, Illinois, Ohio, Indiana, Michigan)

Title	Division	Event
Accounting Manager	Business Services	Institute of Management Accountants (IMA) Conference, TBD
Information Technology Manager	Business Services	Microsoft Envision Conference, TBD
System Technician - GIS	Business Services	Microsoft Ignite Conference, TBD
Director of Technical Services	Technical Services	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Project Manager	Technical Services	Water Environment Federagion (WEF Residuals & Biosolids) Conference, TBD
Staff Engineer	Technical Services	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Director of Operations	Operations	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Treatment Manager	Operations	WEF Residuals & Biosolids Conference, TBD
TBD	Operations	WEF Residuals & Biosolids Conference, TBD
Executive Director	Non-Departmental	National Association of Clean Water Agencies (NACWA) Summer, Boston, MA
Executive Director	Non-Departmental	National Association of Clean Water Agencies (NACWA) Winter, Napa, CA
Executive Director	Non-Departmental	US Water Alliance, TBD
Executive Director	Non-Departmental	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Commissioner	Non-Departmental	National Association of Clean Water Agencies (NACWA) Summer, Boston, MA
Commissioner	Non-Departmental	National Association of Clean Water Agencies (NACWA) Winter, Napa, CA
Director of Environmental Programs	Environmental Programs	International Association of Great Lakes Research, (IAGLR), Toronto, On
Watershed Programs Manager	Environmental Programs	International Association of Great Lakes Research, (IAGLR), Toronto, On
Analytical Chemist	Environmental Programs	The Pittsburg Conference of Analytical Chemistry and Applied Spectroscopy, (PITTCON), Orlando, F
Water Resources Specialist	Environmental Programs	International Association of Great Lakes Research, (IAGLR), Toronto, On
Laboratory and Research Manager	Environmental Programs	Water Environment Federation (WEFTEC) Conference, New Orleans, LA

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2018 Budget - First Budget Workshop - August 23, 2017	2018	2019	2020	2021	2022
MAJOR CAPITAL: WASTEWATER TREATMENT FACILITIES					
GBF: Blower System Efficiency Upgrade	-	-	400,000	2,413,000	4,016,000
GBF: R2E2 Solids Management Project	17,198,000	3,135,000	-	-	-
GBF: Metro & Mill Pumping and Plant Drain Systems Upgrades	-	100,000	1,460,000	4,860,000	1,620,000
GBF: Gravity Belt Thickener Replacement	-	-	400,000	5,400,000	-
DPF: Service Water System Rehabilitation/Replacement	160,000	2,160,000	-	-	-
DPF: Primary Substation & Emergency Generator	3,760,000	1,220,000	-	-	-
GBF & DPF: Clarifier Rehabilitation	400,000	2,160,000	2,160,000	2,160,000	2,160,000
GBF: Primary Clarifier Odor Control	250,000	2,750,000	-	-	-
GBF & DPF: Headworks Upgrades	-	-	400,000	3,250,000	3,430,000
Interplant Wastewater Force Main - Phase 2	-	-	-	-	36,000
GBF Phosphorus Upgrade	-	750,000	7,628,000	7,628,000	68,649,000
DPF Phosphorus Upgrade	-	500,000	2,768,000	2,768,000	24,912,000
TOTAL WASTEWATER TREATMENT FACILITIES	**21,768,000**	**12,775,000**	**15,216,000**	**28,479,000**	**104,823,000**
MAJOR CAPITAL: INTERCEPTORS					
Dutchman Creek Interceptor Upgrade & Rehabilitation ** See Notes **	2,500,000	-	-	-	-
Ninth Street Interceptor Rehabilitation ** See Notes **	7,000	118,000	2,966,000	-	-
East River Interceptor Rehabilitation	155,000	3,666,000	-	-	-
West Fox River Interceptor Relay and Rehabilitation	-	-	-	-	209,000
Ninth Street Interceptor Extension - American Drive	-	-	1,250,000	-	-
Fox River Crossing Rehabilitation	-	-	67,000	1,588,000	-
East Fox River Interceptor Rehabilitation	-	-	119,000	2,815,000	-
Bayview Interceptor Replacement ** See Notes **	4,123,000	-	-	-	-
Charles Street Interceptor Upsizing ** See Notes **	1,512,000	-	-	-	-
East River Lift Station - Upsizing & Rehabilitation	-	-	-	77,000	1,823,000
East Bayshore Lift Stations - Replacement	-	-	-	35,000	520,000
TOTAL INTERCEPTORS, METER STATIONS & LIFT STATIONS	**8,297,000**	**3,784,000**	**4,402,000**	**4,515,000**	**2,552,000**
DEPARTMENT ANNUAL CAPITAL INVESTMENTS					
MAINTENANCE SECTION					
DPF: Replace outdated MCCs	-	-	125,000	-	-
DPF: Replace diffuser socks in aeration system (10-year rotation)	-	-	-	57,000	-
GBF: Replace Air Handling Units	-	432,000	527,000	230,000	-
DPF: Replace roof - Sludge Control Tank Building	-	-	-	79,000	-
DPF: Replace roof - Service Building	113,000	-	-	-	-
DPF: Replace roof - Blower Building No. 2	158,000	-	-	-	-
Vehicle ID# 103 Replacement	-	50,000	-	-	-
Vehicle ID# 111 Replacement	-	-	-	40,000	-
DPF: Actuated Slide Gates & Basin Drains	-	-	-	200,000	-
GBF: Air Compressor Replacement	-	-	-	400,000	-
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	-	-
DPF: Tunnel Unit Heater Replacement	-	-	-	50,000	-
GBF: Transformer Replacement Project	-	125,000	-	-	-
GBF: SW Pump Replacement	-	-	-	400,000	-

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2018 Budget - First Budget Workshop - August 23, 2017	2018	2019	2020	2021	2022
GBF: Basin Complex Walkway Concrete Rehabilitation	-	224,000	200,000	-	-
DPF: Process Air Blowers - HST Upgrades Phase 2 (HST #4,6)	100,000	-	-	-	-
Maintenance Section subtotal	**421,000**	**1,506,000**	**1,027,000**	**1,456,000**	**-**
INFORMATION TECHNOLOGY SECTION					
GBF: Fiber Optic Network Enhancement/Upgrade	-	-	-	80,000	-
GBF: Building Network Cabling Enhance/Upgrade	-	-	-	45,000	-
GBF: Replace PLC Input/Output Hardware	-	125,000	125,000	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 & DPF: Telephone System	-	-	125,000	-	-
GBF: Campus Paging System	125,000	-	-	-	-
GBF: eDocs. Imaging/ Management/Collaboration	-	-	-	90,000	-
Information Technology Section subtotal	**465,000**	**125,000**	**250,000**	**340,000**	**125,000**
ENGINEERING SECTION					
Meter Station #1 Flow Tube and Flow Meter Replacement	-	90,000	-	-	-
DPF: Demolish Solids Building & MS11A	1,000,000	-	-	-	-
ERLS: HVAC Improvements	-	300,000	-	-	-
Annual Manhole Rehabilitation	50,000	50,000	50,000	50,000	50,000
Engineering Services Section subtotal	**1,050,000**	**440,000**	**50,000**	**50,000**	**50,000**
WATERSHED MANAGEMENT SECTION					
Watershed Management Section subtotal	**-**	**-**	**-**	**-**	**-**
FIELD SERVICES SECTION					
MS-05 Flow Tube Replacement	-	100,000	-	-	-
Lift Station alarm notification system	250,000	-	-	-	-
ERLS - Grinder system	-	-	250,000	-	-
ERLS - Ozone unit replacement	60,000	-	-	-	-
Field Services Section subtotal	**310,000**	**100,000**	**250,000**	**-**	**-**
LABORATORY SERVICES SECTION					
Laboratory Information System	-	-	-	350,000	-
Ion Chromatography System	50,000	-	-	-	-
Laboratory Services Section subtotal	**50,000**	**-**	**-**	**350,000**	**-**
TOTAL ANNUAL CAPITAL INVESTMENTS	**2,296,000**	**2,171,000**	**1,577,000**	**2,196,000**	**175,000**
TOTAL CAPITAL INVESTMENTS	**32,361,000**	**18,730,000**	**21,195,000**	**35,190,000**	**107,550,000**

Notes:
Major Capital - Interceptors: Dutchman Creek Interceptor Upgrade & Rehabilitation project: Funded via $390,719 from Debt Service Reserve and balance from Interceptor Cost Recovery Reserve.
Major Capital - Interceptors: Bayview Interceptor Replacement project anticipated to be funded from Interceptor Cost Recovery Reserve and no debt service collected.
Major Capital - Interceptors: Ninth Street Interceptor Rehabilitation project: $100,000 overcollected in 2015 for anticipated Annual Capital project.
Major Capital - Interceptors: Charles Street Interceptor Upgrades project: To be funded through the Interceptor Cost Recovery Reserve.

This 5-year report projects costs going forward. It does not capture actual expenditures from previous years and the totals do not accurately reflect the total capital costs of projects that are in progress.

Green Bay Metropolitan Sewerage District
2018 Budget – Draft
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
2018 Budget – Draft
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 expenses than budgeted or projected.*

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

Salaries & Benefits:	Salaries, Opt-Out Incentive Payout, 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 GBMSD 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
2018 Budget – Draft
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
2018 Budget – Draft
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 (R2E2) 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 R2E2 Project. The amount collected brings the overall 2013 rate increase to within the 9% amount estimated in the planning for R2E2 Project