



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, November 12, 2019

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 12, 2019** 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 Spectrum 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 8, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2019.
5. Approval of the October 2019 Police Overtime
6. Consideration and acceptance of donation from Ogan Restaurant, LLC in the amount of \$1,000 to the Fire Department.*
7. Consideration of Approval of Nsight Teleservices Quotation to Change Voice Carrier *
8. Consideration and possible action regarding hiring a consultant for a boundary amendment to TID #12. *
9. Consideration and possible action regarding hiring a consultant for the creation of TID #15. *
10. Consideration and possible action regarding hiring a consultant for the creation of TID #16. *
11. Consideration and possible action regarding Purchase/Sale Agreement terms for a proposed business expansion at 2257 American Blvd and on a portion of Parcel WD-1138-1. *
12. Consideration and possible action regarding Development Agreement Terms for a proposed office development in the Southbridge Business Park (Parcel WD-D0036 and WD-D0035-1-1).
13. Request of Alderperson Nelson to Reallocate Certain Stadium Tax Surplus Funds to Construct a Concession Area in Voyageur Park.*
14. Consideration and Possible Action on Proposed Changes to Sec. 106-6(a) DPMC Regarding Special Events*
15. Consideration of proposal from CLA LLP for sewer utility rate study.*
16. Review and possible action on City of De Pere Investments and Cash Detail for September 2019

17. Future agenda items.

18. Adjournment

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Jeff Weyers, Commercial Horizons

Rob Salesky, Bayside Machine

Justin Fischer, Baird

Brian Ruechel, Baird



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the October 8, 2019 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- October 8, 2019 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, October 8, 2019

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 Tuesday, October 8, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Ryan Jennings	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Assistant Fire Chief Richard Annen, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Finance Director-Treasurer Joe Zegers, Police Chief Derek Beiderwieden and members of the public.

2. Approval of the Minutes of the September 10, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

3. Public Comment Period and other announcements.

No announcements were made. Mayor Walsh offered the audience the opportunity to speak on any item not on the Agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Aldersperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

5. Approval of the September 2019 Police Overtime.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

6. Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department.*

In response to Aldersperson Crevier, Police Chief Beiderwieden indicated that while the Fire Department has thermal imaging capabilities, the Police Department currently does not.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

7. Consideration of 2020 Benefit Renewal and Plan Design Changes.*

In response to Alderperson Nelson, Human Resources Director Metzler explained that the proposed changes move the City's plan more in line with industry standard, and this is the last set of changes that move the plan 99% in line with industry standard and how the plan pays. The only exception is that the City allows 60 days to add a newborn to the plan. The proposed change to the plan language on abortion is more of a national standard as compared to the State of Wisconsin, no history was located to determine why the City's plan pays the way it currently does, and language is compared against industry standard in both private and public sector plans. Ald. Nelson expressed his concern that small changes over time that cut benefits may affect the City's ability to recruit, and if the plan is in a good financial shape, cutting coverage doesn't seem necessary. HR Director Metzler added the plan design covers item such as deductible amounts, out of pocket max and coinsurance versus matching industry standard, which is for the plan language for the level of benefits. In response to Ald. Nelson, HR Director Metzler explained that the CRS Benchmark will have little impact on the plan, as less than 1% of City's members go out of network, but this will allow UMR to negotiate with providers outside of the plan for a discounted rate.

Mayor Walsh asked whether the limitation of 60 maximum home health care visits would ultimately cost the plan more due to a member being admitted to a nursing home or assisted living facility, and HR Director Metzler explained the City doesn't provide long term care coverage, nor does the industry standard; however, City's plan does provide coverage for assisted living temporarily for rehab for 60 days or in a skilled nursing facility. The current plan language for home health care provides for 60 visits per calendar year, with additional visits allowed for medical necessity; a visit is defined as care for up to 4 hours per day, and the industry standard has 60 visit limit cap. If an individual requires 24-hour care, they would likely be sent to a skilled nursing facility.

Alderperson Chandik Kunding asked if there is a way to determine what percentage of the plan is changing versus what is staying the same, to which HR Director Metzler advised that her best estimate is less than 1% of decisions are made to match industry standard. In further questioning, HR Director Metzler confirmed that current language changes regarding abortion would not compromise the care of the mother or the child after delivery in situations of lethal or significant abnormalities. The plan would no longer cover an abortion procedure if a mother chose to end the pregnancy under those circumstances. Alderperson Jennings asked whether the proposals to align with industry standard are due to cost savings, to which HR Director Metzler explained they are suggested for best practices in the insurance industry to maintain a standard. In further questioning, HR Director Metzler confirmed that it is possible for someone to still be employed with the City following the 60 home health care visits. Ald. Jennings further expressed his concern that both proposed language changes on abortion and home health care visits could potentially cost the City more than simply leaving the current language unchanged.

Ald. Jennings made a Motion to Amend this item to retain the current plan language regarding abortions, seconded Ald. Nelson. Upon further discussion, Alderperson Crevier indicated that he supported the direction of the language change, for the value of the life, no matter how conceived. Upon vote, Motion carried by a 4-1 vote, with Ald. Crevier voting nay.

Upon further discussion on the Motion as Amended, Ald. Jennings made a Motion to further Amend this item to retain current plan language on home health care visits, seconded by Ald. Nelson. Upon further discussion, Ald. Nelson asked whether anyone has exhausted the 60 day maximum, to which HR Director Metzler indicated she is not aware that anyone has exhausted the limit. She added in response to Ald. Jennings' earlier question, that skilled nursing care would be doctor-ordered on medical necessity. Administrator Delo added that in connection with becoming more in line with national industry standards, while the plan cap is currently unlimited, the City, as a self-insured, does have the ability to manipulate the number of visits and could make the max a number greater than 60. Upon vote, Motion carried by a 4-1 vote, with Ald. Crevier voting nay.

Upon further discussion, it was confirmed that the next vote would be on the Motion as Amended, and HR Director Metzler would provide an update to her original proposal with the action of this Committee on the Council Agenda. Adm. Delo added that on Tuesday's Council meeting, this item would go forward as a recommendation from the Finance/Personnel Committee; it is no longer a staff recommendation.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kunderling, Nelson, Walsh

8. Consideration of Recommended Changes to 2020 Seasonal Wage Schedule.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kunderling, Nelson, Walsh

9. Review and possible action on City of De Pere Investments and Cash Detail for August 31, 2019.

Finance Director-Treasurer Zegers pointed out an error on page 37 of the packet for the "LGIP" column; the amount is noted the same for July and August. He will have the August amount corrected, and further advised the Committee that both the Associated and Schwab investments are performing well as compared to the 2019 budget.

Upon further discussion, Alderperson Nelson expressed his appreciation of the monthly reports to keep informed on changes. In response to Alderperson Nelson's question on rebalancing, Finance Director-Treasurer Zegers advised that Schwab has a plan in place to stagger investments on a 12-, 18-, and 24-month ladder to keep investments stable and Associated has a similar investment flow strategy.

The Mayor then acknowledged two UWGB Accounting students observing the meeting in the audience.

RESULT: DISCUSSED

10. Future agenda items.

None.

11. Discussion and Review of Participation in Opioid Litigation.*

Mayor Walsh made a motion to go into closed session at 8:04 PM, seconded by Alderperson Crevier. Upon roll call vote, motion carried unanimously.

Mayor Walsh made a motion to return to regular order at 8:14 PM, seconded by Alderperson Nelson. Upon roll call vote, motion carried unanimously.

RESULT: NO ACTION

12. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Chandik Kunding, the Finance/Personnel Committee unanimously adjourned at 8:15 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for October, 2019.

ATTACHMENTS:

- FIRE DEPT_OCT OT REPORT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2018

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2019, \$93,505, 98%

*Period: 12/30/17-01/26/18 +Period: 03/24/18-04/20/18 ^Period: 06/30/18-07/27/18 #Period: 09/22/18-11/02/18
 **Period: 01/27/18-02/23/18 ++Period: 04/21/18-06/01/18 ^^Period: 07/28/18-08/24/18 ##Period: 11/03/18-11/30/18
 ***Period: 02/24/18-03/23/18 +++Period: 06/02/18-06/29/18 ^^^Period: 08/25/18-09/21/18 ####Period: 12/01/18-12/28/18

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00	52.00	46.75			401.00
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00	139.50			622.50
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25	18.50			252.25
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25	13.00			65.00
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00	0.00			60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75	9.50			142.50
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50	169.25			2,168.25
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00	0.00			12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00	59.50			110.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00	28.50			305.50
# FIRE RUNS	56	31	50	52	40	32	44	33	46	37			421
# EMS RUNS	191	178	167	223	191	186	196	196	204	217			1,949
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5	4			53
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	484.50	0.00	0.00	4,140.00

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through November 1, 2019, \$80,972, 85%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period: 09/21/19-11/01/19
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: 07/27/19-08/23/19 ##Period:
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^^Period: 08/24/19-09/20/19 ###Period:

**DE PERE FIRE RESCUE
OCTOBER, 2019
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
09/30/2019	6	9
10/21/2019	24	36
10/26/2019	45	67.5
TOTAL	75	112.5

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR OCTOBER, 2019



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
10/03/2019	200 S. Ninth Street	Gas leak	BC105, E111, E121	Investigate	N/A
10/03/2019	918 Hickory Avenue	Smoke or odor removal	E111	Investigate, fire out on arrival, ventilate	N/A
10/04/2019	305 N. Tenth Street	Incinerator overload or malfunction	BC104, E111, E121	Investigate	Cty Rescue, Hobart, Lawrence
10/05/2019	2121 American Blvd.	Arcing, shorted electrical equipment	C102, BC105, E111, E121	Investigate	Ashwaubenor Hobart, Lawrence
10/05/2019	803 Suburban Drive	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
10/07/2019	633 Heritage Road	Alarm system sounded due to malfunction	A121, E111, E121	Investigate, incident command	N/A
10/08/2019	520 N. Michigan Street	Carbon monoxide	E111	Investigate	N/A
10/11/2019	2534 Steffens Way (Village of Bellevue)	Fire & smoke in building	BC105, L111	Dispatched/Canceled en route	N/A
10/14/2019	1858 S. Sunkist Circle	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
10/17/2019	1725 Burgoyne Court	Smoke detector activation, no fire, unintentional	BC105, E121, E111, E121	Investigate	N/A
10/17/2019	544 Acme Street (City of Green Bay)	Chemical spill/leak	E111	Decontaminate persons/equipment provide manpower	N/A
10/18/2019	3280 Old Jansen Trail	Heavy equipment fire	BC103, A121, L111, E111, E121	Investigate, extinguishment, incident command, salvage, overhaul	Ashwaubenor Cty Rescue, Greenleaf, Lawrence, Ledgeview
10/19/2019	1131 Meadowview Lane	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
10/20/2019	NB I-41 & Moonglow	Steam, vapor or fog thought to be smoke	BC103, A111, E111, E121	Investigate	N/A
10/21/2019	1023 Coral Street, #7	Carbon monoxide detector activation, no CO	E111	Investigate	N/A

Attachment: FIRE DEPT _OCT OT REPORT (8892 : Fire Department Overtime and LifeQuest Services Billing Reports for October, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
10/21/2019	201 James Street	Alarm system sounded due to malfunction	E111, E121	Investigate, restore fire alarm system	N/A
10/21/2019	1212 Enterprise Drive	Alarm system activation, no fire, unintentional	E111, E121	Investigate	N/A
10/21/2019	1192 Morris Street (Village of Ashwaubenon)	Possible structure fire	BC102, L111	Dispatched/Canceled en route	N/A
10/27/2019	150 S. Wisconsin Street	Smoke or odor removal	E111	Investigate	N/A
10/27/2019	446 N. Fox Croft Drive	Gas leak	E111	Investigate	N/A
10/29/2019	1897 Horseshoe Lane	Hazmat release investigation with no hazmat	BC105, E111, E121	Investigate, medical assistance	N/A
10/29/2019	528 N. Washington Street	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
10/29/2019	525 N. Tenth Street	Smoke detector activation, no fire, unintentional	BC105, E111, E121	Investigate, incident command	N/A
10/29/2019	845 Prosper Street	Alarm system activation, no fire, unintentional	BC105, E111, E121	Investigate	N/A

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785	152,178	84,427	163,643
PAYMENTS	55,433	56,668	75,702	53,535	65,318	52,157
CREDIT ADJUSTMENTS	63,699	48,843	69,520	52,183	52,374	33,099

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	211,284	123,787	143,496	145,006		
PAYMENTS	74,156	68,797	60,290	69,765		
CREDIT ADJUSTMENTS	102,100	80,649	58,494	67,188		

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	3,661
June	3,277
July	4,079
August	4,314
September	3,554
October	4,178
November	
December	
Total Paid	\$38,141

**See attached details

City Of De Pere
Income and Expenditures
October 2019
All Phases

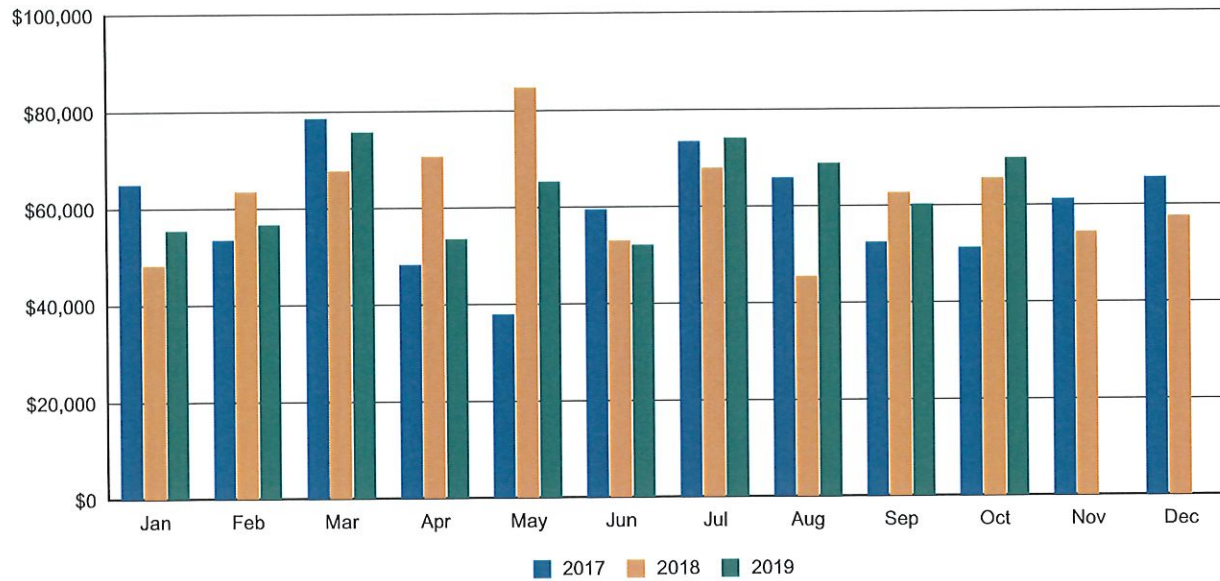
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$119,527.80	\$25,478.28	\$145,006.08
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$119,527.80	\$25,478.28	\$145,006.08
 Account Transfers		 \$13,490.70	 \$11,987.58	 \$25,478.28
Credit Summary				
Total Credits		\$130,541.14	\$7,734.45	\$138,275.59
Less Adjustments	-	\$66,711.57	\$476.54	\$67,188.11
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,322.42	\$1,322.42
Less Overpayments	-	\$(401.20)	\$(100.00)	\$(501.20)
Gross Payments Received		\$64,230.77	\$6,035.49	\$70,266.26
Plus Overpayment Returns	+	\$(192.34)	\$0.00	\$(192.34)
Net Payments Received		\$64,038.43	\$6,035.49	\$70,073.92
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$64,038.43	\$6,035.49	\$70,073.92
Summary of Disbursement				
Total Deposits & Payments Kept By		\$64,038.43	\$6,035.49	\$70,073.92
Plus Overpayment Refunds	+	\$(208.86)	\$(100.00)	\$(308.86)
Gross Revenue		\$63,829.57	\$5,935.49	\$69,765.06
LifeQuest Fee		\$2,872.33	\$1,305.81	\$4,178.14
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,872.33	\$1,305.81	\$4,178.14
Service Revenue		\$60,957.24	\$4,629.68	\$65,586.92
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$60,957.24	\$4,629.68	\$65,586.92

Messages:

Total Deposits EOM differ from bank statement by \$1124.28 due to 9/11 \$94.43 WPS now posted, 10/8 \$.01 & \$.01 Humana DD test's and 10/30 \$1218.69 NHIC not posted eli 11.1.19

All Phases Gross Revenue

City of De Pere
January 2017 to October 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$75,702
April	\$48,367	\$70,664	\$53,535
May	\$38,017	\$84,800	\$65,318
June	\$59,532	\$53,162	\$52,157
July	\$73,500	\$67,954	\$74,156
August	\$65,845	\$45,566	\$68,797
September	\$52,557	\$62,667	\$60,290
October	\$51,374	\$65,610	\$69,765
November	\$61,219	\$54,498	\$0
December	\$65,635	\$57,599	\$0
Total Gross Revenue	\$713,180	\$742,207	\$631,822

City Of De Pere

Billing Summary

October 2019

Phase 1

Charges

Billing Charges		\$119,527.80	
Other	+	\$0.00	
Subtotal of Charges			\$119,527.80

Account Transfers

Billing to Collections Transfer Total			\$13,490.70
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Credit Summary

Total Credits		\$130,541.14	
Less Adjustments	-	\$66,711.57	
Less Overpayments	-	\$(401.20)	
Gross Payments Received			\$64,230.77
Plus Overpayment Returns	-	\$(192.34)	
Net Payments Received			\$64,038.43
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$64,038.43

Summary of Disbursement

Total Deposits & Payments Kept By		\$64,038.43	
Plus Overpayment Refunds	+	\$(208.86)	
Gross Revenue			\$63,829.57
LifeQuest Fee		\$2,872.33	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,872.33
Service Revenue		\$60,957.24	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$60,957.24

Messages:**Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

11/1/2019

Page 2 of 4

252.10.2019.M001

Attachment: FIRE DEPT_OCT OT REPORT (8892 : Fire Department Overtime and LifeQuest Services Billing Reports for October, 2019.)

Billing Reconciliation Summary

City of De Pere

For the month of October 2019

Beginning Balance of Accounts Receivables			\$200,447.59
Total Charges entered for the Month	+		\$119,527.80
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$13,490.70	
Other		\$53,220.87	
Total Adjustments for the Month		\$66,711.57	
	-		\$66,711.57
Payments			
Cash		\$11,056.48	
Contract Payments		\$0	
Credit Card		\$0	
Direct Deposit		\$48,478.36	
Hospital		\$0	
Insurance		\$4,695.93	
Payment Kept By		\$0	
Other		\$0	
		\$64,230.77	
	-		\$64,230.77
Overpayment			
Recoupment		\$0	
Refunds		\$(208.86)	
Returns		\$(192.34)	
Service Payable		\$0	
Other		\$0	
		\$(401.20)	
	-		\$(401.20)
Total for Reconciliation Summary			\$189,434.25
Ending Balance of Accounts Receivables			\$189,434.25



(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

10/31/2019
Page 1 of 1
252.10.2019.M105

Attachment: FIRE DEPT _ OCT OT REPORT (8892 : Fire Department Overtime and LifeQuest Services Billing Reports for October, 2019.)

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Totals
Nov 2018	223	24640	14380	9451	2818	232	0	-157	0	0	0	0 \$	51586
106478	0.2	23.1	13.5	8.9	2.6	0.2	0	-0.1	0	0	0	0 %	48.4
Dec 2018		831	22268	14799	8020	2832	3152	1863	-649	66	150	150 \$	53483
107646		0.8	20.7	13.7	7.5	2.6	2.9	1.7	-0.6	0.1	0.1	0.1 %	49.7
Jan 2019			0	17895	24350	7265	2742	2194	392	626	251	563 \$	56277
121031			0	14.8	20.1	6	2.3	1.8	0.3	0.5	0.2	0.5 %	46.5
Feb 2019				360	27858	15532	7822	6557	795	0	0	498 \$	59421
109224				0.3	25.5	14.2	7.2	6	0.7	0	0	0.5 %	54.4
Mar 2019					0	18625	14767	2190	2220	1205	1097	1350 \$	41454
96217					0	19.4	15.3	2.3	2.3	1.3	1.1	1.4 %	43.1
Apr 2019						2228	30061	21238	4950	2988	1268	276 \$	63008
116914						1.9	25.7	18.2	4.2	2.6	1.1	0.2 %	53.9
May 2019							186	17726	23851	5330	3230	1200 \$	51523
108279							0.2	16.4	22	4.9	3	1.1 %	47.6
Jun 2019								0	27853	14633	4964	3377 \$	50826
107254								0	26	13.6	4.6	3.1 %	47.4
Jul 2019									5997	33097	10788	2603 \$	52485
128342									4.7	25.8	8.4	2 %	40.9
Aug 2019										3616	29399	17250 \$	50265
117136										3.1	25.1	14.7 %	42.9
Sep 2019											3589	34751 \$	38340
129705											2.8	26.8 %	29.6
Oct 2019												996 \$	996
75217												1.3 %	1.3
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	1.4	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.4	22.8	15.3	5.3	3.1	1.3	0.6	0.2	0.2	0.2	0.1	0	

Attachment: FIRE DEPT_OT REPORT (8892 : Fire Department Overtime and LifeQuest Services Billing Reports for October, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of the October 2019 Police Overtime

Please note the overtime (OT) report covers a six (6)-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 43.75 total hours is comprised of 18.25 hours of patrol fraction allotments, 1.75 hours for field training Daily Observation Reports, 4 hours for SWAT call out, 14.5 hours for employee background investigations, 3 hours for Community Service Officer interviews and 2.25 hours for on-shift field sobriety training for new officer.

Reimbursable Miscellaneous OT of 3.5 total hours for the Drug Task Force assigned officer.

Our staffing overtime continues to plague the department due to new officers in training and their inability to work yet on their own. The training for new officers in the department is between 16 and 19 weeks. Our officers starting in August and September will be finishing training in December and January. That should relieve some of the overtime stress on the budget. However, note that the officer positions that were unfilled for a period of time also did not pay out salary and therefore the salary account will have enough to cover the overtime overage.

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

ATTACHMENTS:

- 2017 PD OT Report Summary (PDF)
- 2018 PD OT Report Summary (PDF)
- October 2019 PD OT Report (PDF)

**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	4.00	23.00	332.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00	87.00	614.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00	4.00	131.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25	97.00	1323.25
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	2.00	14.00	135.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00	69.00	1108.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50	57.50	551.50
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	10.00	16.00	253.00
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	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00	20.25	252.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00	19.00	699.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	406.75	5766.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	(35.00)	(1275.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	371.75	4490.25

Total Overtime Budget: **\$145,000.00**
Expenditures through 1/02/2018 **\$182,422.00**
Percent of Total Budget: **125.81%**

01/02/2018
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 11/4/2017 - 12/1/2017

*+*Period 12/2/2017- 12/29/2017

Attachment: 2017 PD OT Report Summary (8877 : Police October 2019 Overtime)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50	10.00	15.50	23.00	14.00	20.00	97.50	33.00	29.00	19.50	8.50	331.00
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00	98.25	22.00	70.50	4.00	114.00	12.00	51.75	98.75	639.00
OFFICER FOR COURT	4.00	14.00	13.00	12.00	18.00	12.00	23.50	6.00	14.00	53.50	9.00	26.00	205.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50	28.00	1534.00
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00	0.50		7.50		10.00	12.00		21.00	80.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50	85.25	1115.50
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25	74.50	690.00
HONOR GUARD FOR FUNERAL						15.50		3.00					18.50
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00	33.75	27.50		15.00	61.00	41.50	7.00	22.00	274.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50		4.00	25.00
SPECIAL ASSIGNMENT						6.50				46.00			52.50
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50		212.75		26.50		13.50		30.75		310.50
MISCELLANEOUS	16.00	19.00	10.75	25.75	35.00	10.75	9.00	18.50	19.75	37.75	18.75	19.00	240.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00	19.00	404.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	859.00	417.50	408.50	382.75	635.50	772.00	382.00	406.00	5924.75
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	(279.00)	(51.00)	(51.50)	(49.00)	(106.50)	(84.50)	(59.75)	(41.00)	(989.75)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	580.00	366.50	357.00	333.75	529.00	687.50	322.25	365.00	4935.00

Total Overtime Budget: **\$150,000.00**
Expenditures through 3/1/2019 **\$190,045.02**
Percent of Total Budget: **126.70%**

NOTES:

* Period 12/30/2017 - 1/26/2018

**Period 1/27/2018 - 2/23/2018

***Period 2/24/2018 - 3/23/2018

+Period 3/24/2018 - 4/20/2018

++Period 4/21/2018 - 6/1/2018

^Period 6/2/2018 - 6/29/2018

#Period 6/30/2018 - 7/27/18

##Period 7/28/2018 - 8/24/2018

^^Period 8/25/2018 - 09/21/2018

^^^Period 9/22/2018 - 11/2/2018

*+Period 11/3/2018 - 11/30/2018

*+*Period 12/01/2018 - 12/28/2018

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00	21.00	76.75			290.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25	15.25			472.50
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00	2.00			109.50
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25	200.25			1037.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00		20.00			61.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00	406.50			1741.75
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75	44.00			333.75
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50	78.00			250.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50				50.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00		15.00			53.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75	43.75			260.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50	3.50			218.50
Gross OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	905.00	0.00	0.00	4891.50
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	(96.50)	0.00	0.00	(521.50)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	808.50	0.00	0.00	4370.00

Total Overtime Budget: **\$160,000.00**

Expenditures through 10/25/2019 **\$219,612.95**

Percent of Total Budget: **137.26%**

NOTES:

* Period 12/29/2018 - 1/25/2019

**Period 1/26/2019 - 2/22/2019

***Period 02/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/03/2019

++Period 5/4/2019 - 5/31/2019

^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019

##Period 07/27/2019 - 08/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/01/2019

*+Period

*+*Period

Attachment: October 2019 PD OT Report (8877 : Police October 2019 Overtime)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and acceptance of donation from Ogan Restaurant, LLC in the amount of \$1,000 to the Fire Department.*

ATTACHMENTS:

- FIRE DEPT DONATION_OGAN RESTAURANT (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief

Date: November 1, 2019

RE: Consider Donation from Ogan Restaurant, LLC

The Fire Department is requesting acceptance of a donation from Ogan Restaurant, LLC. They have graciously donated \$1,000.00 to the Fire Department. The accepted donation would be placed in the Fire Department donation account.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

Attachment: FIRE DEPT DONATION_OGAN RESTAURANT (8891 : Consideration and acceptance of donation from Ogan Restaurant to Fire



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Finance/Personnel Committee

FROM: Steve Massey

SUBJECT: Consideration of Approval of Nsight Teleservices Quotation to Change Voice Carrier *

ATTACHMENTS:

- Mayor & Finance - Approval of Nsight Teleservices Quotation to Change Voice Carrier_v1 (DOCX)
- Quote - Nsight Voice v2 (PDF)
- Quote - Spectrum DE PERE CITY OF -Analog voice proposal 3-28-19 (PDF)
- Quote - Spectrum CITY OF DE PERE - Proposal-PRI service-5-3-19 (PDF)
- Quote - TDS Voice (PDF)
- Quote - AT&T Analog (PDF)
- Quote - AT&T PRI Proposal- City of De Pere (PDF)

CITY OF DE PERE

MEMO

TO: Mayor Michael J. Walsh
 Finance/Personnel Committee Members
 FROM: Steve Massey, City IT Director
 DATE: November 6, 2019
 RE: Approval of Nsight Teleservices Quotation to Change Voice Carrier

The current City of De Pere voice carrier is AT&T. Over the past 3 years the cost of voice services has increased 25% without adding additional services. Voice services with AT&T have been mostly stable but we have averaged 1 outage per year. During outages it has been very challenging to obtain timely support to restore voice services. The average time to restore voice services over the past 3 years has been 6+ hours per incident. To control cost and improve support services staff is seeking approval to change voice carriers.

The City is currently paying approximately \$2,500 per month for voice services. Staff received quotes from AT&T, Nsight Teleservices, Spectrum and TDS. Based on cost, target service level agreement (SLA) and target mean time to restore (MTTR) staff is seeking the approval of the Nsight Teleservices quotation at the cost of approximately \$1,000 per month depending on long distance usage. Changing carriers requires a one-time setup fee of \$560 and \$4,000 for consulting fees to assist with the cutover. Nsight's proposal is significantly lower than any other carrier. The agreement is for 36 months with the option to disconnect analog lines without incurring early termination fees. Analog lines make up a significant portion of monthly charges and will be phased out as technology permits in the years to come. Analog lines are currently being used for credit card machines, elevators, faxing, fire alarms systems and panic button systems. Please review the cost matrix below for a detailed breakdown (Please note: the table below doesn't include non-exempt taxes or service charges).

Voice Service Proposal Matrix									
Provider	Contract Term	Service	Quantity	Per Item	Monthly	Year 1	Year 2	Year 3	3 Year Total
AT&T	36 Months	PRI Voice Service	1	\$550.00	\$550.00	\$6,600.00	\$6,600.00	\$6,600.00	\$19,800.00
		Long Distance - 6000 Min Included	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Analog Service	23	\$65.00	\$1,495.00	\$17,940.00	\$17,940.00	\$17,940.00	\$53,820.00
		One-Time Installation Fee	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				Total	\$2,045.00	\$24,540.00	\$24,540.00	\$24,540.00	\$73,620.00
NSIGHT	36 Months	PRI Voice Service	1	\$379.95	\$379.95	\$4,559.40	\$4,559.40	\$4,559.40	\$13,678.20
		Long Distance	5000	\$0.029	\$145.00	\$1,740.00	\$1,740.00	\$1,740.00	\$5,220.00
		No Early Term Fee Analog Service	23	\$18.00	\$414.00	\$4,968.00	\$4,968.00	\$4,968.00	\$14,904.00
		One-Time Installation Fee	1	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00
				Total	\$938.95	\$11,827.40	\$11,827.40	\$11,827.40	\$35,482.20
SPECTRUM	36 Months	PRI Voice Service	1	\$348.00	\$348.00	\$4,176.00	\$4,176.00	\$4,176.00	\$12,528.00
		Long Distance - 5000 Min Included	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Month to Month	Analog Service	23	\$29.99	\$689.77	\$8,277.24	\$8,277.24	\$8,277.24	\$24,831.72
		One-Time Installation Fee	1	\$594.00	\$594.00	\$594.00	\$594.00	\$594.00	\$594.00
				Total	\$1,037.77	\$13,047.24	\$13,047.24	\$13,047.24	\$39,141.72
TDS	36 Months	PRI Voice Service	1	\$325.00	\$325.00	\$3,900.00	\$3,900.00	\$3,900.00	\$11,700.00
		Long Distance	5000	\$0.039	\$195.00	\$2,340.00	\$2,340.00	\$2,340.00	\$7,020.00
		Analog Service	23	\$29.99	\$689.77	\$8,277.24	\$8,277.24	\$8,277.24	\$24,831.72
		One-Time Installation Fee	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				Total	\$1,209.77	\$14,517.24	\$14,517.24	\$14,517.24	\$43,551.72

If you have any questions or concerns, please let me know.

SDM

Attachment

J:\IT\Project\Internet Upgrade\Mayor & Finance - Approval of Nsight Teleservices Quotation to Change Voice Carrier_v1.docx

Attachment: Mayor & Finance - Approval of Nsight Teleservices Quotation to Change Voice Carrier_v1 (8898 : Consideration of Approval of

**SERVICE SCHEDULE**470 Security Blvd
Green Bay, WI 54313Prepared By: Nancy Loberger
Email: nancy.loberger@nsight.com
Created Date: November 7, 2019Number: 1041
MSA: 2777
Term (Months): 36Service Address:

,,

Account Name: CITY OF DEPERE
Contact Name: STEVE MASSEY
Phone: 920 339-4072 x1255
Email: smassey@mail.de-pere.org**MONTHLY RECURRING CHARGES**

QTY	PRODUCT	LINE ITEM DESCRIPTION	UNIT PRICE	LINE TOTAL
1	PRI SERVICE		\$320.00	\$320.00
5	DID(S)	Block of 20	\$1.40	\$7.00
23	BUSINESS LINE		\$18.00	\$414.00
1	CALLER ID NAME & NUMBER - FOR PRI OR SIP TRUNKS		\$52.95	\$52.95
MONTHLY RECURRING CHARGE (MRC):				\$793.95

NON-RECURRING CHARGES

1	INSTALLATION		\$560.00	\$560.00
NON-RECURRING CHARGES:				\$560.00

NOTES:

~Services to be provided on copper loops.
~Local calls included on PRI
~Local calls on business lines are billed at \$0.06 each.
~Long distance is \$0.029 per minute
~Analog Business Lines cancelled prior to 36 month term will not be charged an early termination charge.
~Target SLA is 99.99%
~Target MTTR is 2 hours

Attachment: Quote - Nsight Voice v2 (8898 : Consideration of Approval of Nsight Teleservices Quotation to Change Voice Carrier)

SERVICE SCHEDULE

470 Security Blvd
Green Bay, WI 54313

TV DISCLAIMER: In the event Business TV services are contracted under this service schedule, they will be subject to annual increases, based on programmers' annual rate increase. Calls are billed in 6-second increments, rounded to the nearest cent; international calls do not apply. State, Local, Federal, and E911 charges may apply. FCC Access & Arc charges apply and are subject to change. This service schedule is void unless signed by customer within 90 days of the created date mentioned above.

Customer acknowledges and understands that, in the event the equipment provided hereunder is utilized at a location other than the business location identified above, incomplete or incorrect call-origination location information may be transmitted to call recipients (including, but not limited to, 911 and other emergency service providers). Customer, on its own behalf and on the behalf of its employees, agents, affiliates, successors, assigns, and relatives of all the foregoing, waives and releases Nsight and its employees, agents, affiliates, successors, and assigns from and against any and all claims, damages, actions, or liabilities arising at any time hereafter, which may result from, in whole or in part, the transmission of incomplete or incorrect call-origination location information by the equipment provided hereunder if such equipment is utilized at any location other than the business location identified above.

This Service Schedule is not effective until signed by both the Customer and Nsight Telservices.

By signing below, each party, warrants and represents that the person signing this Agreement on its behalf has authority to bind that the party and that the party's execution of this Agreement is not in violation of any by-law, covenants and/or other restrictions placed upon them by their respective entities.

THANK YOU FOR YOUR BUSINESS!

Authorized Signature for CITY OF DEPERE

Authorized Signature for Nsight Telservices

Print Name

Print Name

Date

Date

Attachment: Quote - Nsight Voice v2 (8898 : Consideration of Approval of Nsight Telservices Quotation to Change Voice Carrier)

Communications Solution Proposal

For DE PERE CITY OF - MASTER999 Sub2

Prepared by:

Anthony Fargo

MAE - Government & Education

Phone: (414) 908-4745

Cell:

Email: anthony.fargo@charter.com

The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law. If you and/or your agents or representative make any unauthorized disclosure, Charter shall be entitled to revoke this proposal, terminate any associated agreement without liability and to seek damages and/or injunctive relief arising from such unauthorized disclosure. This proposal is an estimate for discussion purposes only and is not intended to give rise to binding obligations for either party.

Attachment: Quote - Spectrum DE PERE CITY OF - Analog voice proposal 3-28-19 (8898 : Consideration of Approval of Nsight Teleservices

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Executive Summary

Thank you, DE PERE CITY OF - MASTER999 Sub2, for considering Spectrum Business for your communications needs.

I appreciate the opportunity to submit this proposal, which is a customized solution addressing the following needs you identified:

- **Reliability**
- **Cost Savings**
- **Customer Service**

This proposal outlines our solution, benefits and pricing, and takes into account the requirements you provided (please refer to 'Product Descriptions' for detailed descriptions of our services).

I look forward to discussing this proposal with you in detail and addressing any questions you might have. On behalf of the entire Spectrum Business team, thank you for the opportunity to compete for your business. We want to earn your business and are confident we have the right solutions to meet your needs both now and in the future.

Network Overview

A unique, competitive advantage of Spectrum is our carrier-class and fiber-rich network. (Figure 2).

Local Exchange Carrier (ILEC) network infrastructure. Unlike the CLECs who resell the ILEC network, we own

Competitive Local Exchange Carriers (CLECs) use the Incumbent and operate our own network, including the critical “last mile” into your business.

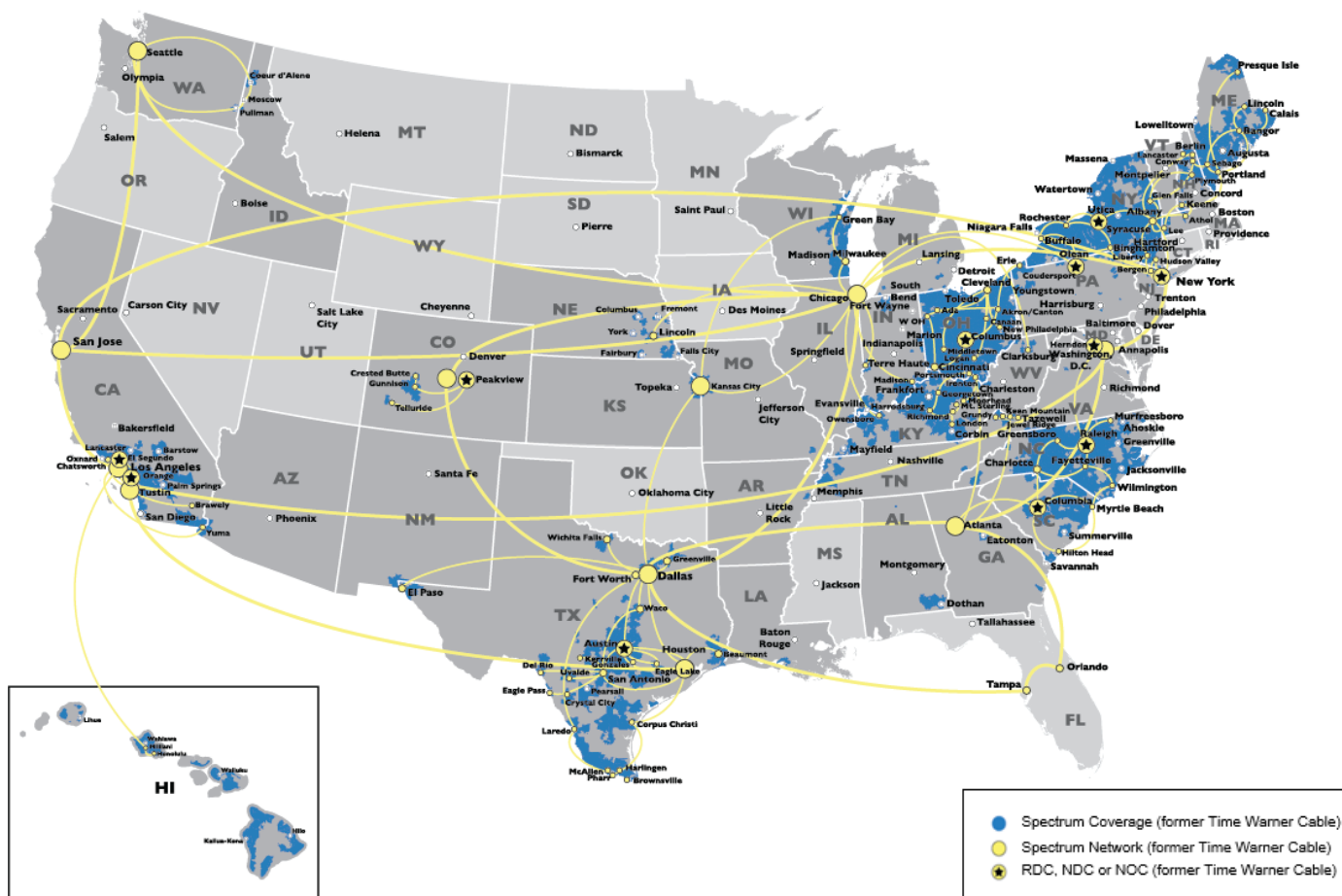


Figure 2.

Spectrum National Presence Map

As a result, our network gives clients true route diversity, thus offering a cost-effective primary service or an alternate network for disaster recovery/network outage insurance.

Spectrum is a facilities-based provider with a fully monitored and resilient network across the U.S. It provides carrier-class reliability, scalability and capacity necessary for Carrier Solutions, Internet, Network Access, TV, and Voice Services.

Proposed Pricing

Proposal#: 11176509

Proposed Pricing Good Until: 4/27/2019 12:00:00 AM

Account Executive: Anthony Fargo

Telephone: (414) 908-4745
 Email: anthony.fargo@charter.com

Ext:

Fax:

Customer Information:

Authorized Contact:

Steve Massey

Contact Phone:

(920) 339-4078

Contact Fax:

+1.920.330.4049

New and Revised Services and Monthly Charges At: 600 Grant St , De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
SBPP Voice Unlimited Local & LD (Only) #248	3	\$29.99	Month to Month		\$89.97
Monthly Total:*					\$89.97

*Prices do not include taxes, surcharges, and/or fees

New and Revised Services and Monthly Charges At: 1180 Grant St , De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
SBPP Voice Unlimited Local & LD (Only) #248	2	\$29.99	Month to Month		\$59.98
Monthly Total:*					\$59.98

*Prices do not include taxes, surcharges, and/or fees

New and Revised Services and Monthly Charges At: 325 S Broadway Unit City Hall, De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
SBPP Voice Unlimited Local & LD (Only) #248	13	\$29.99	Month to Month		\$389.87
Monthly Total:*					\$389.87

*Prices do not include taxes, surcharges, and/or fees

New and Revised Services and Monthly Charges At: 1212 Charles St Unit Fire Station 2, De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
SBPP Voice Unlimited Local & LD (Only) #248	1	\$29.99	Month to Month		\$29.99

Attachment: Quote - Spectrum DE PERE CITY OF - Analog voice proposal 3-28-19 (8898 : Consideration of Approval of Nsight Teleservices

Monthly Total:* **\$29.99**

*Prices do not include taxes, surcharges, and/or fees

New and Revised Services and Monthly Charges At: 325 S Broadway Unit De Pere Ice Center, De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
SBPP Voice Unlimited Local & LD (Only) #248	1	\$29.99	Month to Month		\$29.99
Monthly Total:*					\$29.99

*Prices do not include taxes, surcharges, and/or fees

New and Revised Services and Monthly Charges At: 925 S 6th St Unit Municipal Service Center, De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
SBPP Voice Unlimited Local & LD (Only) #248	3	\$29.99	Month to Month		\$89.97
Monthly Total:*					\$89.97

*Prices do not include taxes, surcharges, and/or fees

One-Time Charges at: 600 Grant St , De Pere WI 54115

Product	Quantity	Sales Price	Price
Spectrum Business Voice Change of Service Truck Roll - Single Play	1	99	99
Total*:			\$99.00

*Prices do not include taxes, surcharges, and/or fees

One-Time Charges at: 1180 Grant St , De Pere WI 54115

Product	Quantity	Sales Price	Price
Single Play Voice	1	0	0
Spectrum Business Voice Installation - Single Play	1	99	99
Total*:			\$99.00

*Prices do not include taxes, surcharges, and/or fees

One-Time Charges at: 325 S Broadway Unit City Hall, De Pere WI 54115

Product	Quantity	Sales Price	Price
Single Play Voice	1	0	0

Attachment: Quote - Spectrum DE PERE CITY OF - Analog voice proposal 3-28-19 (8898 : Consideration of Approval of Nsight Teleservices

Spectrum Business Voice Installation - Single Play	1	99	99
Total*:			\$99.00
*Prices do not include taxes, surcharges, and/or fees			

One-Time Charges at: 1212 Charles St Unit Fire Station 2, De Pere WI 54115

Product	Quantity	Sales Price	Price
Single Play Voice	1	0	0
Spectrum Business Voice Installation - Single Play	1	99	99
Total*:			\$99.00
*Prices do not include taxes, surcharges, and/or fees			

One-Time Charges at: 325 S Broadway Unit De Pere Ice Center, De Pere WI 54115

Product	Quantity	Sales Price	Price
Single Play Voice	1	0	0
Spectrum Business Voice Installation - Single Play	1	99	99
Total*:			\$99.00
*Prices do not include taxes, surcharges, and/or fees			

One-Time Charges at: 925 S 6th St Unit Municipal Service Center, De Pere WI 54115

Product	Quantity	Sales Price	Price
Single Play Voice	1	0	0
Spectrum Business Voice Installation - Single Play	1	99	99
Total*:			\$99.00
*Prices do not include taxes, surcharges, and/or fees			

*Prices quoted are subject to change. Applicable taxes, surcharges, and/or fees are not included in the quoted price. Additional Terms and Conditions may apply.

Product Descriptions

Spectrum Business Voice

Spectrum offers a reliable, cost-efficient phone service and more than 25 free features, such as Voice Manager, Account Codes, Hunting, Call Forwarding, and Custom Caller ID – all delivered over our secure, fiber-rich network at a convenient, flat monthly fee.

We offer unlimited local, intrastate and long-distance calling within the United States, Canada, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan. And, you can add our Mobility Package with productivity-enhancing features that let you conduct business wherever you are.

FEATURES	BENEFITS
More than 25 advanced features are included with the service, such as: Call Forwarding, Three-Way Calling, Hunting, Custom Caller ID, Voicemail to Email, Call Return, and Call Logs.	Use any of the included features to communicate more effectively – without paying extra.
Voice Manager Portal. Manage your calling features 24x7 with this online portal. The Call Scheduler option enables you to turn on certain calling features based on time of day and day of week.	Easily manage phone features from any Internet-connected device. Calls can be forwarded, last number redialed, voice mails sent by email, long distance usage monitored, and more. Use Voice Manager to redirect incoming calls in case your office is closed.
Optional features include: Voicemail, Auto Attendant, Business Group Feature Package, Mobility Package, Custom Ring, Toll Free Service, and Remote Call Forwarding.	Manage incoming and outgoing calls more effectively with these value-added features.
Mobility Package includes four features: Sequential Ring, Simultaneous Ring, Office Anywhere and Personal Attendant.	Be reachable wherever you are. Sequential / Simultaneous Ring help you to never miss calls by ringing up to 5 additional numbers; Office Anywhere lets you make calls from a remote phone using your office number; and Personal Attendant lets you give callers a variety of ways to reach you.
Additional Calling Plans available: Global Calling Plan.	Our Global Calling Plan allows you to make calls to 50+ countries. Dial international locations directly – no access codes, PINs, or additional dialing required.
Toll Free Service	Enhance sales and service by letting your customers call you free of charge.
Installation and setup requires no new equipment and you can keep your existing telephone number(s)	Transitioning from your current phone provider to BCP is easy and can be done without interrupting your business or paying for expensive equipment.
Discounts offered for bundling with other Spectrum products and services	You can increase your savings by bundling Business Internet, TV and Business Class Phone services into one service package and receive one Spectrum invoice for all services.
Spectrum's private, reliable and secure network is used to deliver phone service to customers. You receive crystal-clear digital connections for all voice communications.	

Spectrum Enterprise – PRI

The Spectrum Enterprise PRI service is an IP-enabled voice solution that provides businesses a highly reliable and cost-effective ISDN PRI voice service, delivered over a private, secure, and reliable fiber-rich network.

FEATURES*	BENEFITS
Standard PRI configuration of 23 simultaneous voice channels and one control channel (23B+D) as well as fractional option of 12B+D channel	Choose the trunk configuration that is the best fit for your business, so you only pay for the voice services that you need.
Unlimited Local Service Calling Plan	Simple price structure that includes unlimited local calling. You can increase your savings and improve profitability by bundling your data services in one service package from one provider, Spectrum Enterprise. Get one invoice for all services.
Optional Minutes of Use Packages	Control inbound and outbound long distance with optional Minutes of Use packages. Optional packages are scalable from 10,000 to 500,000 minutes per month and include domestic long distance, toll-free, and international calling to a selected list of many popular worldwide calling destinations.
Manage Voice Services in Real Time	A web portal enables secure access to usage details and reporting capabilities and allows you to configure failover and overflow features in real time.
Inbound and outbound call blocking options	Enables you to block unwanted types of calls such as incoming collect calls and outgoing calls to international numbers.
Call overflow for business continuity	Enables you to reroute inbound calls to a new destination when all trunks are in use.
Failover routing for business continuity	Allows you to reroute calls to a new destination if a location becomes unreachable.
Call Detail Reporting	Better manage your long distance costs. Web-based portal displays call detail history. On-demand analysis reports track day-of-week and time-of-day long distance usage, as well as highest cost calls.
Service delivered over Spectrum Enterprise's fiber-based private, secure, and reliable network	Offers a true alternative to relying on the local phone company for the last-mile access to your business.
Robust Service Level Agreement	Spectrum Enterprise PRI service is backed by a strong Service Level Agreement with a competitive service availability target.
*Subject to availability. Please consult your Sales Representative for details.	

Communications Solution Proposal

For CITY OF DE PERE

Prepared by:

Anthony Fargo

MAE - Government & Education

Phone: (414) 908-4745

Cell:

Email: anthony.fargo@charter.com

The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law. If you and/or your agents or representative make any unauthorized disclosure, Charter shall be entitled to revoke this proposal, terminate any associated agreement without liability and to seek damages and/or injunctive relief arising from such unauthorized disclosure. This proposal is an estimate for discussion purposes only and is not intended to give rise to binding obligations for either party.

Attachment: Quote - Spectrum CITY OF DE PERE - Proposal-PRI service-5-3-19 (8898 : Consideration of Approval of Nsight Teleservices

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Proposed Pricing

Proposal#: 11172776

Proposed Pricing Good Until: 6/2/2019 12:00:00 AM

Account Executive: Anthony Fargo

Telephone: (414) 908-4745

Ext:

Fax:

Email: anthony.fargo@charter.com

Customer Information:

Authorized Contact:

Contact Phone:

Contact Fax:

Steve Massey

(920) 339-4078

+1.920.330.4049

New and Revised Services and Monthly Charges At: 335 S Broadway , De Pere WI 54115

Product	Quantity	Sales Price	Contract Term	Bandwidth	Monthly Price
Enterprise Trunking 23 (DOCSIS)	1	\$345.00	36 Months		\$345.00
PRI - LD 5,000 Minutes (DOCSIS)	1	\$0.00	36 Months		\$0.00
PRI DID Block 20 Numbers (DOCSIS)	1	\$3.00	36 Months		\$3.00
PRI DID Block 100 Numbers (DOCSIS) (To be included with certain PRI offerings)	1	\$0.00	36 Months		\$0.00
Monthly Total:*					\$348.00

*Prices do not include taxes, surcharges, and/or fees

*Prices quoted are subject to change. Applicable taxes, surcharges, and/or fees are not included in the quoted price. Additional Terms and Conditions may apply.

Attachment: Quote - Spectrum CITY OF DE PERE - Proposal-PRI service-5-3-19 (8898 : Consideration of Approval of Nsight Teleservices

Product Descriptions

Spectrum Business Voice

Spectrum offers a reliable, cost-efficient phone service and more than 25 free features, such as Voice Manager, Account Codes, Hunting, Call Forwarding, and Custom Caller ID – all delivered over our secure, fiber-rich network at a convenient, flat monthly fee.

We offer unlimited local, intrastate and long-distance calling within the United States, Canada, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan. And, you can add our Mobility Package with productivity-enhancing features that let you conduct business wherever you are.

FEATURES	BENEFITS
More than 25 advanced features are included with the service, such as: Call Forwarding, Three-Way Calling, Hunting, Custom Caller ID, Voicemail to Email, Call Return, and Call Logs.	Use any of the included features to communicate more effectively – without paying extra.
Voice Manager Portal. Manage your calling features 24x7 with this online portal. The Call Scheduler option enables you to turn on certain calling features based on time of day and day of week.	Easily manage phone features from any Internet-connected device. Calls can be forwarded, last number redialed, voice mails sent by email, long distance usage monitored, and more. Use Voice Manager to redirect incoming calls in case your office is closed.
Optional features include: Voicemail, Auto Attendant, Business Group Feature Package, Mobility Package, Custom Ring, Toll Free Service, and Remote Call Forwarding.	Manage incoming and outgoing calls more effectively with these value-added features.
Mobility Package includes four features: Sequential Ring, Simultaneous Ring, Office Anywhere and Personal Attendant.	Be reachable wherever you are. Sequential / Simultaneous Ring help you to never miss calls by ringing up to 5 additional numbers; Office Anywhere lets you make calls from a remote phone using your office number; and Personal Attendant lets you give callers a variety of ways to reach you.
Additional Calling Plans available: Global Calling Plan.	Our Global Calling Plan allows you to make calls to 50+ countries. Dial international locations directly – no access codes, PINs, or additional dialing required.
Toll Free Service	Enhance sales and service by letting your customers call you free of charge.
Installation and setup requires no new equipment and you can keep your existing telephone number(s)	Transitioning from your current phone provider to BCP is easy and can be done without interrupting your business or paying for expensive equipment.
Discounts offered for bundling with other Spectrum products and services	You can increase your savings by bundling Business Internet, TV and Business Class Phone services into one service package and receive one Spectrum invoice for all services.
Spectrum's private, reliable and secure network is used to deliver phone service to customers. You receive crystal-clear digital connections for all voice communications.	

Spectrum Enterprise – PRI

The Spectrum Enterprise PRI service is an IP-enabled voice solution that provides businesses a highly reliable and cost-effective ISDN PRI voice service, delivered over a private, secure, and reliable fiber-rich network.

FEATURES*	BENEFITS
Standard PRI configuration of 23 simultaneous voice channels and one control channel (23B+D) as well as fractional option of 12B+D channel	Choose the trunk configuration that is the best fit for your business, so you only pay for the voice services that you need.
Unlimited Local Service Calling Plan	Simple price structure that includes unlimited local calling. You can increase your savings and improve profitability by bundling your data services in one service package from one provider, Spectrum Enterprise. Get one invoice for all services.
Optional Minutes of Use Packages	Control inbound and outbound long distance with optional Minutes of Use packages. Optional packages are scalable from 10,000 to 500,000 minutes per month and include domestic long distance, toll-free, and international calling to a selected list of many popular worldwide calling destinations.
Manage Voice Services in Real Time	A web portal enables secure access to usage details and reporting capabilities and allows you to configure failover and overflow features in real time.
Inbound and outbound call blocking options	Enables you to block unwanted types of calls such as incoming collect calls and outgoing calls to international numbers.
Call overflow for business continuity	Enables you to reroute inbound calls to a new destination when all trunks are in use.
Failover routing for business continuity	Allows you to reroute calls to a new destination if a location becomes unreachable.
Call Detail Reporting	Better manage your long distance costs. Web-based portal displays call detail history. On-demand analysis reports track day-of-week and time-of-day long distance usage, as well as highest cost calls.
Service delivered over Spectrum Enterprise's fiber-based private, secure, and reliable network	Offers a true alternative to relying on the local phone company for the last-mile access to your business.
Robust Service Level Agreement	Spectrum Enterprise PRI service is backed by a strong Service Level Agreement with a competitive service availability target.
*Subject to availability. Please consult your Sales Representative for details.	



City of De Pere

ISDN PRI & Analog Lines

36 Month Service Agreement		Proposed Services	
Qty	Voice and Data Services	Unit	Monthly
1	23 Channel ISDN PRI	\$ 300.00	\$ 300.00
	Unlimited Local Calls	Included	Included
	Caller ID Name & Number	Included	Included
5	Block of 20 DID Numbers	\$ 5.00	\$ 25.00
1	Enhanced Flex Long Distance \$0.039/Min		
23	Analog Lines - Unlimited Local & Long Distance	\$ 29.99	\$ 689.77
	Call forward Variable, Remote Access to Call Frwd (DR)		
1	Preferred Customer Discount	\$ (180.00)	\$ (180.00)
Additional Features & Local/Long Distance Calling			
	Unlimited Local Calls		Included
	Disaster Recovery Options - Voice		Included
	24/7/365 Customer Support - Madison WI		Included
	Local Technicians		Included
	99.999% Network Availability		Included
	Local Account Manager		Included
Subtotal			
Subtotal			\$ 834.77
Monthly Price			\$ 834.77
Friday, September 20, 2019		36 Month Pricing	

The above quote provided is a good faith estimate of the actual total monthly cost of the services provided.

Quoted Pricing Expires After 30 days

Installation Cost & Equipment Purchase		
1	Install Fees Waived	\$ - Waived
1	Total Install & Set Up Fees	Waived

Attachment: Quote - TDS Voice (8898 : Consideration of Approval of Nsight Teleservices Quotation to Change Voice Carrier)

Archived: Thursday, November 7, 2019 11:47:17 AM

From: CUNDIFF, RAISHA

Sent: Wed, 6 Nov 2019 15:18:19

To: Steve Massey

Subject: AT&T

Sensitivity: Normal

Attachments:

[city of de pere 2.docx](#) 

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender know the content is safe.

Hello Steve,

Per our conversation I did some digging and found the accounts attached with the phone numbers as well. These are on a Centrex account, I spoke with my Customer Service Manager and they are considered analog lines in their own sense. If we were to put them on actual Unlimited business local calling a or b lines individually then you are looking at anywhere between \$65.00-\$70.00 per line. I hope this helps if you need any further assistance please reach out to me.

Thank You,

Ra'Isha Cundiff

AT&T Account Manager for

Local Government and Education

P. 866.484.4507

Monday – Friday 0930-1830 (930am-630pm) EST

Rc254d@att.com

Keep your eyes on the road, not your phone.

Take the pledge...[It Can Wait](#)

Attachment: Quote - AT&T Analog (8898 : Consideration of Approval of Nsight Teleservices Quotation to Change Voice Carrier)

**Proposal prepared for:****Business Name:** CITY OF DE PERE**Billing Telephone Number:** 920.339.4072**Email:** SMASSEY@DEPEREWI.GOV**Proposal prepared by:****TAM:** Gregory Guest**Office:** 855.406.0257**Email:** gg746b@att.com

AT&T Dedicated Voice and Internet Bundle (IP Flex)	Quantity	MRC	NRC
10mb 23 Call Paths	1	\$555.00	\$0.00
AT&T Manged Router	1	\$0.00	\$0.00

AT&T IP Flexible Reach Enhanced Features Package-includes:**Telephone Number User features**

- Anonymous Call Rejection
- Call Transfer
- Call Forwarding
- Sequential Ringing
- Simultaneous Ringing
- Selective Call Acceptance
- Selective Call Rejection
- Max DID Policing

Trunk Call Routing Features

- Percent Allocation
- Linear
- Round Robin
- Most Idle

Customer Portal

Enhanced Features are \$1.60 per call path
and not included in the proposed price.

AT&T Proprietary (Internal Use Only)
Not for use or disclosure outside the AT&T companies
except under written agreement

AT&T Proprietary (Internal Use Only)
Not for use or disclosure outside the AT&T companies
except under written agreement



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding hiring a consultant for a boundary amendment to TID #12. *

ATTACHMENTS:

- FP Baird Memo 11-12-19 (DOCX)
- General Consulting Services Agreement-DePere 2019 - TIF 12 (PDF)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
From: Kim Flom, Development Services Director
Date: November 12, 2019

RE: **TID #12 Boundary Amendment Contract with Baird ***

TID Project Summary

The City proposed a series of TID amendments/creations for 2020 and would like to coordinate their schedules in order to maximize the efficiency of the review process with the Joint Review Board. The TID projects include the following, all with a proposed creation date of January 1, 2020.

1. TID #12 – Boundary amendment in order to include two TID #6 Industrial properties that have expansion plans and one parcel near Garrity's Glen South that may redevelop in the future.
2. TID #15 – Overlay district to TID #8 in order to facilitate a large corporate office building development and permit more time for development of other vacant parcels.
3. TID #16 – New downtown district to accommodate the development of the 123 N Broadway parking lot project.

TID #12 Boundary Amendment

TID #12 is a Mixed-Use TID with an expiration date of December 31, 2034. Two existing businesses are currently in TID #6, but are adjacent to property in TID #12. Both businesses seek to acquire City property for expansion. Doing so requires combination of the existing parcels with the City owned parcel. Per State Statute, TID Boundaries must follow property lines and cannot bisect a parcel.



Draft TID #12 Boundary Diagram

The City has been using Baird as their consultant to draft the required Project Plan and help administer the TID creation process. We propose utilizing them for all three TID projects proposed. A copy of their scope of work for TID #12 is attached, and would be paired with the City's standard contract.

The TID #12 Boundary Amendment is anticipated to occur per the below schedule:

1. Project Plan and Mapping Preparation – November-December 2019
2. Notifications and Public Hearings – January/February 2020
3. Council and Joint Review Board Resolution – February/March 2020
4. Submittal to State – April/May 2020

Staff recommends that the City contract with Baird for the TID #12 Boundary Amendment as specified in the attached scope of work, and to be funded by TID #12. The scope of work will become an attachment to the standard City Contract prepared by the Legal Department. The Finance/Personnel recommendation on this item will be forwarded to the Common Council for review.

GENERAL CONSULTING SERVICES AGREEMENT

THIS GENERAL CONSULTING SERVICES AGREEMENT (this “Agreement”) is entered as of this ____ day of _____, 20__ by and between City of De Pere, Wisconsin (“Client”) and Robert W. Baird & Co. Incorporated (“Baird”).

RECITALS:

WHEREAS, Client seeks to retain Baird to provide general consulting services and Baird desires to provide such services, on the terms set forth in this Agreement;

WHEREAS, Client understands and acknowledges that the services to be provided under this Agreement are regarding the development of a TIF district and does not contemplate or relate to a future issuance of municipal securities; and

WHEREAS, Client’s decision to retain Baird to provide general consulting services and Client’s execution and delivery of this Agreement have been approved by all necessary action on the part of Client.

NOW THEREFORE, the parties hereto agree as follows:

I. Scope of Work

Baird shall provide the following general consulting services to Client, if and when requested by Client:

- Assist in discussions with potential developers
- Evaluate economic feasibility of various TIF District scenarios
- Develop TIF District #12 amendment timeline
- Draft TIF District #12 project plan amendment (with the exception of mapping)
- Meet with City staff (in person or electronically) to facilitate analysis/discussion of the TIF District #12 project plan
- Attend public meetings (in person or electronically) to present the TIF District #12 project plan amendment
- Assist the City in compiling the necessary documents for submission to DOR.

II. Financial Advisory or Underwriting Services

This Agreement pertains only to general consulting services and expressly does not cover any financial advisory, underwriting or other services that are directly related to any specific financings or offerings. Client understands that the term “financial advisory services” means any financial advisory or consultant services with respect to an issuance of securities, including advice with respect to the structure, timing, terms and other similar matters concerning such issuance.

If Client proposes, determines or undertakes to effect an issuance of municipal securities at any time during the term of this Agreement, Client may engage Baird as financial advisor or underwriter with respect to such issuance. If Client determines to so engage Baird and Baird determines to accept such engagement, Client and Baird would enter into a separate written financial advisory or underwriting engagement letter. Client understands that if Baird serves as financial advisor in connection with an offering to be sold at competitive bid Baird will not be able to bid or otherwise underwrite or serve as agent for the placement of the securities. Client also understands that if Baird acts as underwriter on an offering sold on a negotiated basis Baird may not also serve as financial advisor on that offering but, in the course of acting as underwriter, may render advice to Client, including advice with respect to the structure, timing, terms and other similar matters concerning the offering. Client further understands that Baird’s primary role as underwriter would be to purchase, or arrange the placement of, securities in an arm’s-length commercial transaction between Client and Baird and that Baird, as underwriter, would have financial and other interests that differ from those of Client.

III. Compensation and Terms of Payment

For the general consulting services provided hereunder, Baird shall receive the following compensation:

A fixed fee equal to \$6,750, payable within 10 business days upon completion of the Scope of Work as outlined above.

Baird will be responsible for paying all out-of-pocket costs and expenses it incurs that relate to the general consulting services it provides hereunder.

IV. Information to Be Furnished to Baird

All information, data, reports and records necessary for performing under this Agreement shall be furnished to Baird without charge by Client, and Client shall provide such cooperation as Baird may reasonably request to assist Baird in providing the services hereunder.

V. Limitation of Liability

Client agrees that neither Baird nor its employees, officers, agents or affiliates shall have any liability to Client for the Services provided hereunder except to the extent it is judicially determined that Baird engaged in gross negligence or willful misconduct.

VI. Term of the Agreement

This Agreement shall become effective on the date hereof and shall continue unless and until terminated by either party upon at least 30 days written notice to the other party.

Upon termination of this Agreement, Baird shall be entitled to just and equitable compensation for any services provided prior to such termination for which Baird has not previously received compensation.

VII. Non-Discrimination

Baird, as the supplier of general consulting services covered by this Agreement, will not discriminate in any way in connection with the Agreement in the employment of persons, or refuse to continue the employment of any person, on account of the race, creed, color, sex, national origin, or other protected class of such person or persons.

VIII. Miscellaneous

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party. This Agreement represents the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes any prior or contemporaneous agreements, arrangements, understandings, negotiations and discussions between the parties involving such subject matter. Baird is registered as a municipal advisor with the Securities Exchange Commission and Municipal Securities Rulemaking Board.

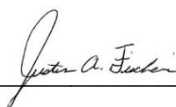
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

City of De Pere

Robert W. Baird & Co. Incorporated

By: _____

Ms. Kimberly Flom, Director of Economic Development and Planning

By:  _____

Mr. Justin A. Fischer, Senior Vice President



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding hiring a consultant for the creation of TID #15. *

ATTACHMENTS:

- TID 15 FP Baird Memo 11-12-19 (PDF)
- General Consulting Services Agreement-DePere 2019 - TIF 15 (PDF)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
 From: Kim Flom, Development Services Director
 Date: November 12, 2019
 RE: **TID #15 Creation Contract with Baird ***

TID Project Summary

The City proposed a series of TID amendments/creations for 2020 and would like to coordinate their schedules in order to maximize the efficiency of the review process with the Joint Review Board. The TID projects include the following, all with a proposed creation date of January 1, 2020.

1. TID #12 – Boundary amendment in order to include two TID #6 Industrial properties that have expansion plans and one parcel near Garrity's Glen South that may redevelop in the future.
2. TID #15 – Overlay district to TID #8 in order to facilitate a large corporate office building development and permit more time for development of other vacant parcels.
3. TID #16 – New downtown district to accommodate the development of the 123 N Broadway parking lot project.

TID #15 Creation

TID #15 is proposed to be a Mixed Use Overlay TID for existing TID # 8, which expires in 2026. The creation of TID #15 is paired with a proposed Developer Agreement with Commercial Horizons in order to construct a large office building that will be assessed at approximately \$27 million.



Draft TID #15 Boundary Diagram

The City has been using Baird as their consultant to draft the required Project Plan and help administer the TID creation process. We propose utilizing them for all three TID projects proposed. A copy of their scope of work for TID #15 is attached, and would be paired with the City's standard contract.

The TID #15 Creation is anticipated to occur per the below schedule:

1. Project Plan and Mapping Preparation – November-December 2019
2. Notifications and Public Hearings – January/February 2020
3. Council and Joint Review Board Resolution – February/March 2020
4. Submittal to State – April/May 2020

Staff recommends that the City contract with Baird for the TID #15 Creation as specified in the attached scope of work, and to be funded by future TID #15. The scope of work will become an attachment to the standard City Contract prepared by the Legal Department. The Finance/Personnel recommendation on this item will be forwarded to the Common Council for review.

GENERAL CONSULTING SERVICES AGREEMENT

THIS GENERAL CONSULTING SERVICES AGREEMENT (this "Agreement") is entered as of this ____ day of _____, 20__ by and between City of De Pere, Wisconsin ("Client") and Robert W. Baird & Co. Incorporated ("Baird").

RECITALS:

WHEREAS, Client seeks to retain Baird to provide general consulting services and Baird desires to provide such services, on the terms set forth in this Agreement;

WHEREAS, Client understands and acknowledges that the services to be provided under this Agreement are regarding the development of a TIF district and does not contemplate or relate to a future issuance of municipal securities; and

WHEREAS, Client's decision to retain Baird to provide general consulting services and Client's execution and delivery of this Agreement have been approved by all necessary action on the part of Client.

NOW THEREFORE, the parties hereto agree as follows:

I. Scope of Work

Baird shall provide the following general consulting services to Client, if and when requested by Client:

- Assist in discussions with potential developers
- Assist in the evaluation of the type of TIF District
- Evaluate economic feasibility of various TIF District scenarios
- Develop TIF District #15 creation timeline
- Draft TIF District #15 project plan (with the exception of mapping)
- Meet with City staff (in person or electronically) to facilitate analysis/discussion of the TIF District #15 project plan
- Attend public meetings (in person or electronically) to present the TIF District #15 project plan
- Assist the City in compiling the necessary documents for submission to DOR.

II. Financial Advisory or Underwriting Services

This Agreement pertains only to general consulting services and expressly does not cover any financial advisory, underwriting or other services that are directly related to any specific financings or offerings. Client understands that the term "financial advisory services" means any financial advisory or consultant services with respect to an issuance of securities, including advice with respect to the structure, timing, terms and other similar matters concerning such issuance.

If Client proposes, determines or undertakes to effect an issuance of municipal securities at any time during the term of this Agreement, Client may engage Baird as financial advisor or underwriter with respect to such issuance. If Client determines to so engage Baird and Baird determines to accept such engagement, Client and Baird would enter into a separate written financial advisory or underwriting engagement letter. Client understands that if Baird serves as financial advisor in connection with an offering to be sold at competitive bid Baird will not be able to bid or otherwise underwrite or serve as agent for the placement of the securities. Client also understands that if Baird acts as underwriter on an offering sold on a negotiated basis Baird may not also serve as financial advisor on that offering but, in the course of acting as underwriter, may render advice to Client, including advice with respect to the structure, timing, terms and other similar matters concerning the offering. Client further understands that Baird's primary role as underwriter would be to purchase, or arrange the placement of, securities in an arm's-length commercial transaction between Client and Baird and that Baird, as underwriter, would have financial and other interests that differ from those of Client.

III. Compensation and Terms of Payment

For the general consulting services provided hereunder, Baird shall receive the following compensation:

A fixed fee equal to \$6,750, payable within 10 business days upon completion of the Scope of Work as outlined above.

Baird will be responsible for paying all out-of-pocket costs and expenses it incurs that relate to the general consulting services it provides hereunder.

IV. Information to Be Furnished to Baird

All information, data, reports and records necessary for performing under this Agreement shall be furnished to Baird without charge by Client, and Client shall provide such cooperation as Baird may reasonably request to assist Baird in providing the services hereunder.

V. Limitation of Liability

Client agrees that neither Baird nor its employees, officers, agents or affiliates shall have any liability to Client for the Services provided hereunder except to the extent it is judicially determined that Baird engaged in gross negligence or willful misconduct.

VI. Term of the Agreement

This Agreement shall become effective on the date hereof and shall continue unless and until terminated by either party upon at least 30 days written notice to the other party.

Upon termination of this Agreement, Baird shall be entitled to just and equitable compensation for any services provided prior to such termination for which Baird has not previously received compensation.

VII. Non-Discrimination

Baird, as the supplier of general consulting services covered by this Agreement, will not discriminate in any way in connection with the Agreement in the employment of persons, or refuse to continue the employment of any person, on account of the race, creed, color, sex, national origin, or other protected class of such person or persons.

VIII. Miscellaneous

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party. This Agreement represents the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes any prior or contemporaneous agreements, arrangements, understandings, negotiations and discussions between the parties involving such subject matter. Baird is registered as a municipal advisor with the Securities Exchange Commission and Municipal Securities Rulemaking Board.

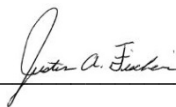
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

City of De Pere

Robert W. Baird & Co. Incorporated

By: _____

Ms. Kimberly Flom, Director of Economic Development and Planning

By:  _____

Mr. Justin A. Fischer, Senior Vice President



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding hiring a consultant for the creation of TID #16. *

ATTACHMENTS:

- TID 16 FP Baird Memo 11-12-19 (DOCX)
- General Consulting Services Agreement-DePere 2019 - TIF 16 (PDF)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
 From: Kim Flom, Development Services Director
 Date: November 12, 2019
 RE: **TID #16 Creation Contract with Baird ***

TID Project Summary

The City proposed a series of TID amendments/creations for 2020 and would like to coordinate their schedules in order to maximize the efficiency of the review process with the Joint Review Board. The TID projects include the following, all with a proposed creation date of January 1, 2020.

1. TID #12 – Boundary amendment in order to include two TID #6 Industrial properties that have expansion plans and one parcel near Garrity's Glen South that may redevelop in the future.
2. TID #15 – Overlay district to TID #8 in order to facilitate a large corporate office building development and permit more time for development of other vacant parcels.
3. TID #16 – New downtown district to accommodate the development of the 123 N Broadway parking lot project.

TID #16 Creation

TID #16 is proposed to be a Blight District in Downtown De Pere. The TID will help support the redevelopment of the 123 N. Broadway parking lot into a mixed use building per the Request for Proposal response reviewed by Council in early 2019.

The City has been using Baird as their consultant to draft the required Project Plan and help administer the TID creation process. We propose utilizing them for all three TID projects proposed. A copy of their scope of work for TID #16 is attached, and would be paired with the City's standard contract.

The TID #16 Creation is anticipated to occur per the below schedule:

1. Project Plan and Mapping Preparation – November-December 2019
2. Notifications and Public Hearings – January/February 2020
3. Council and Joint Review Board Resolution – February/March 2020
4. Submittal to State – April/May 2020

Staff recommends that the City contract with Baird for the TID #16 Creation as specified in the attached scope of work, and to be funded by future TID #16. The scope of work will become an attachment to the standard City Contract prepared by the Legal Department. The Finance/Personnel recommendation on this item will be forwarded to the Common Council for review.

GENERAL CONSULTING SERVICES AGREEMENT

THIS GENERAL CONSULTING SERVICES AGREEMENT (this "Agreement") is entered as of this ____ day of _____, 20__ by and between City of De Pere, Wisconsin ("Client") and Robert W. Baird & Co. Incorporated ("Baird").

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WHEREAS, Client understands and acknowledges that the services to be provided under this Agreement are regarding the development of a TIF district and does not contemplate or relate to a future issuance of municipal securities; and

WHEREAS, Client's decision to retain Baird to provide general consulting services and Client's execution and delivery of this Agreement have been approved by all necessary action on the part of Client.

NOW THEREFORE, the parties hereto agree as follows:

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Baird shall provide the following general consulting services to Client, if and when requested by Client:

- Assist in discussions with potential developers
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- Evaluate economic feasibility of various TIF District scenarios
- Develop TIF District #16 creation timeline
- Draft TIF District #16 project plan (with the exception of mapping)
- Meet with City staff (in person or electronically) to facilitate analysis/discussion of the TIF District #16 project plan
- Attend public meetings (in person or electronically) to present the TIF District #16 project plan
- Assist the City in compiling the necessary documents for submission to DOR.

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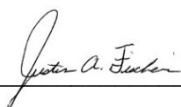
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

City of De Pere

Robert W. Baird & Co. Incorporated

By: _____

Ms. Kimberly Flom, Director of Economic Development and Planning

By:  _____

Mr. Justin A. Fischer, Senior Vice President



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding Purchase/Sale Agreement terms for a proposed business expansion at 2257 American Blvd and on a portion of Parcel WD-1138-1. *

ATTACHMENTS:

- Bayside FP Memo 11-12-19 (PDF)

CITY OF DE PERE MEMO



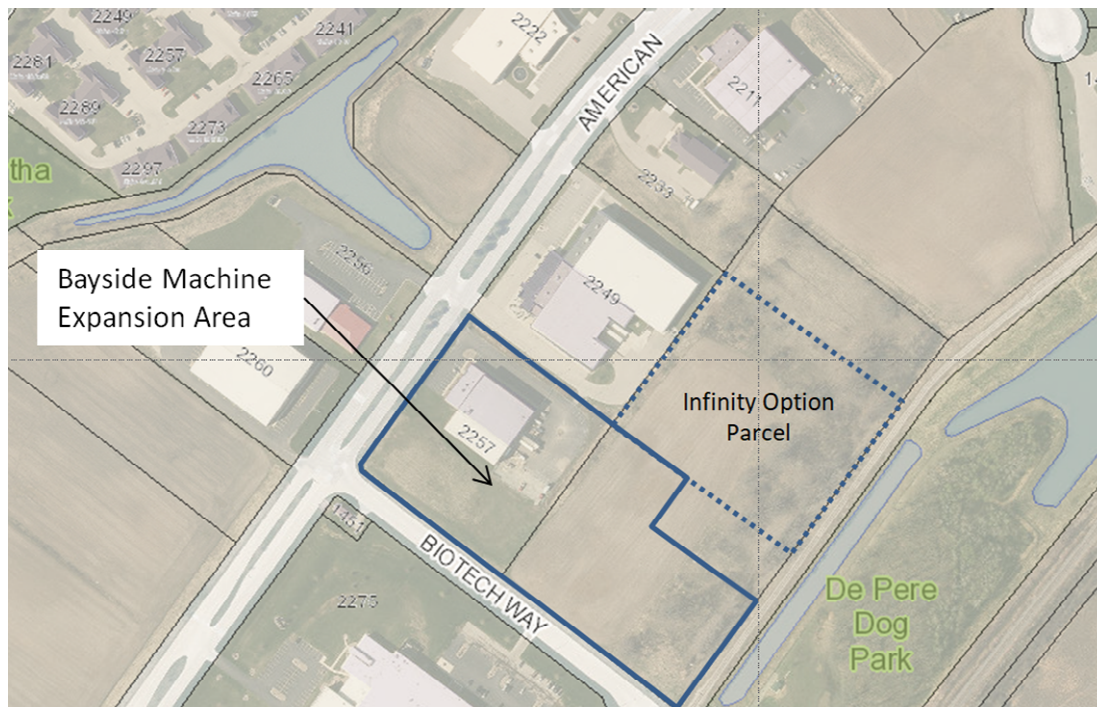
To: Finance and Personnel Committee
From: Kim Flom, Development Services Director
Date: November 12, 2019

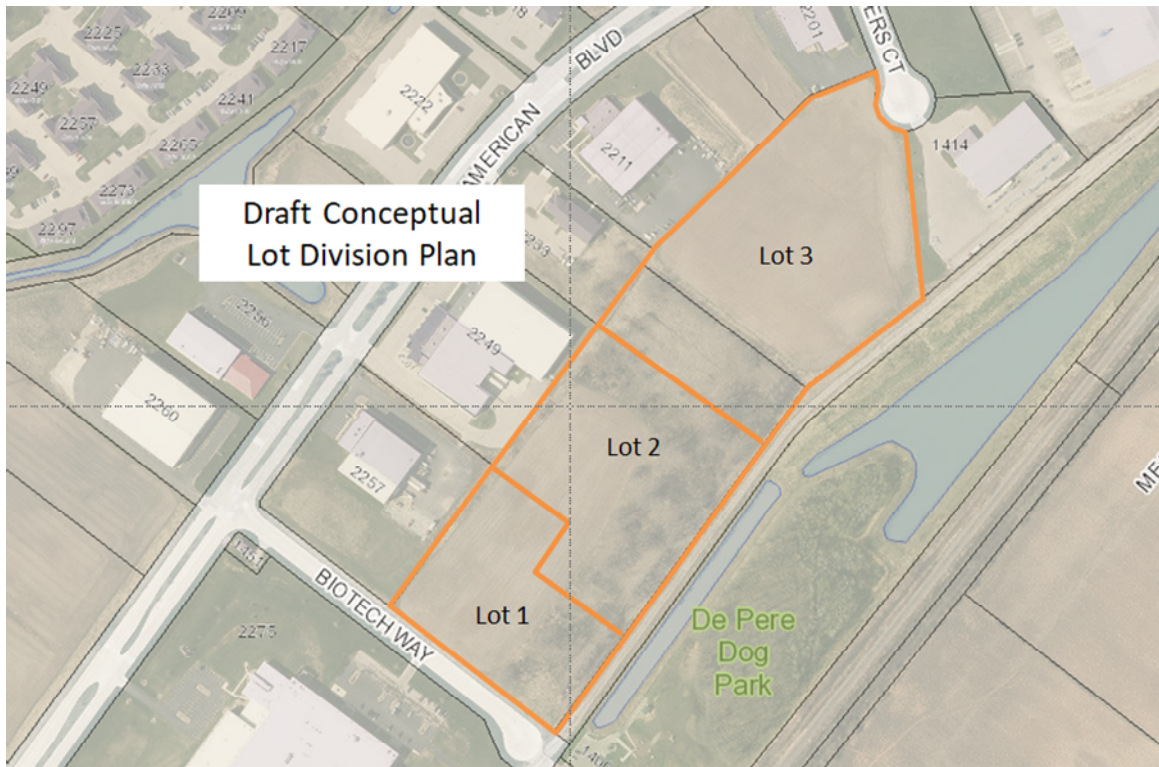
RE: **Proposed Purchase/Sale Agreement Terms for WD-1138-1 (generally located just west of the De Pere Dog Park on Biotech Way).**

Bayside Machine, represented by Rob Salesky, would like to acquire approximately 4 acres of a 12-acre parcel in the West De Pere Industrial Park (Parcel WD-1138-1). The acquisition will accommodate an expansion of the existing Bayside Machine location at 2257 American Boulevard.

Part of Parcel WD-1138-1 is already under option with the adjacent owners of Infinity Machine. They have been working with Bayside Machine to come to a mutual agreement on the dimensions of the property dividing line. The City will work with both parties to create a CSM that will divide the 12-acre parcel into three separate developable parcels.

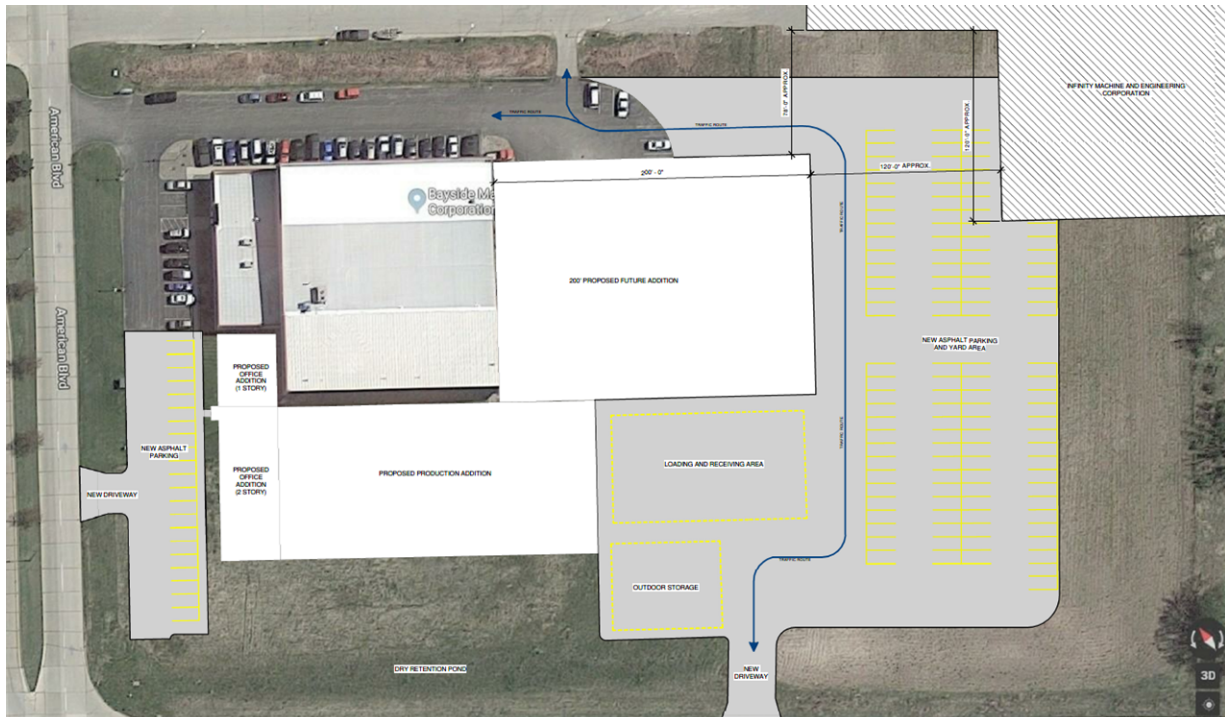
The expansion requires the acquisition of City property and subsequent land combination to create one parcel. The current Bayside Machine building is located in TID #6 and the WD-1138-1 is located in TID #12. Therefore, a TID #12 Boundary amendment is required in order to include the existing building. The Boundary amendment will also include the Infinity Machine property at 2249 American Boulevard in order to facilitate their future expansion plans.





The City and the applicant have come to agreement on the below purchase/sale terms. The proposed Project terms are based on a number of assumptions including:

1. A proposed expansion of Bayside Machine's De Pere location that includes acquisition of City property located in TID #12. Expansion to include 27,000 s.f. manufacturing space and 6,000 s.f. office space.
2. Net new Guaranteed Assessed Value of \$2,046,575. Total Assessed value at \$3,703,775 when combined with existing value.
3. Compliance with City codes. Plan Commission approval of Site Plan and Building Elevations. Corner building location includes two street facing facades.
4. Acquisition of a portion of City-owned parcel WD-1138-1. Currently estimated at 4 acres. Boundary to be refined through land division process. Acquisition at listed price of \$40,000/acre.
5. Completion of a CSM Subdivision of WD-1138-1 into 3 lots. Rezoning of the 2 smaller lots to I-B-2. City responsibility with direction provided by applicant.
6. Consolidate the acquired parcel with the existing lot (WD-1371) prior to building permit issuance. There will be a condition in the Agreement that requires that the parcel being conveyed is to be combined with the existing lot (WD-1371).
7. TID #12 Project Plan Update to remove existing parcel from TID #6 to TID #12. City responsibility.
8. Final project and purchase/sale agreement details to be reviewed and decided upon by City Council.
9. Easement required for any vehicular access between the Bayside Machine property and the Infinity property.
10. Project completion (full assessment) by **January 1, 2021**.



Bayside Expansion – Conceptual Site Plan

Project 'But For' Statement

The financial assistance for the project is required due to the various costs of the following:

1. Cost to purchase the land behind our current property.
2. De Pere requirements to uphold building design standards.
3. Developing parking area on purchased property.
4. Removal of exempt wetlands in various areas to allow for adequate parking.
5. Development of storm water retaining ponds along Biotech Way to be in compliance with code.
6. West building wall of our current facility will have to be transformed from an expandable sheet panel wall to a permanent structure wall.

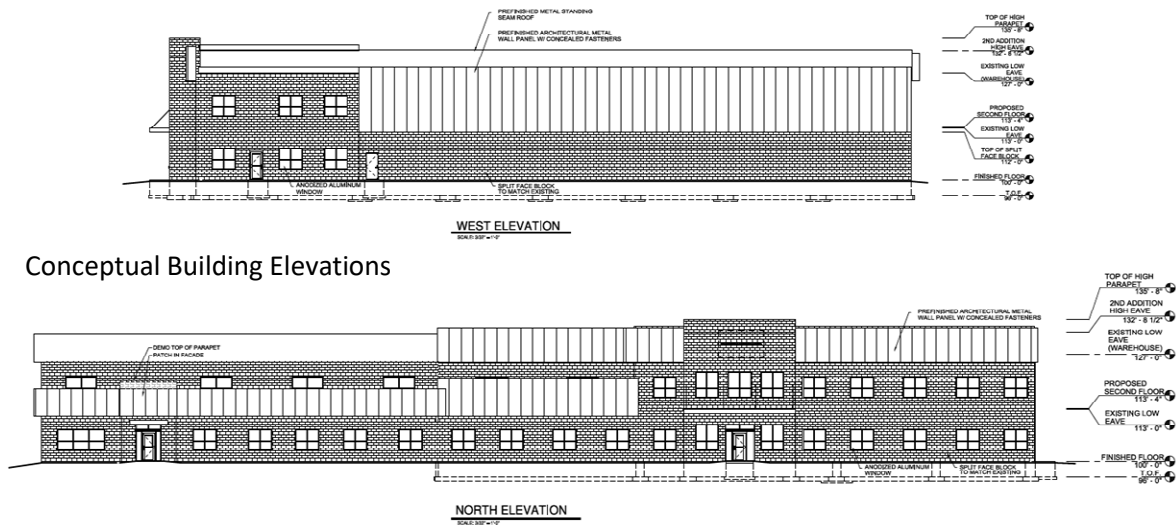
The offered project incentive is based on the following factors:

- o 'But For' statement as provided above.
- o Consideration of wetlands on the City owned parcel.
- o Consideration of two street facing facades, requiring upgraded building materials.

TIF Terms for Bayside Machine Expansion – Land Rebate and Pay Go

10% Incentive (\$204,658)

- \$160,000 Land Rebate- repaid through TID #12 increment. Amount will adjust based on actual land acquired.
- \$44,658 Property Tax Rebate paid in 2 installments after project completion after submittal of property tax receipt. Amount will adjust based on land rebate amount in order to total \$204,658.
- Payment in Lieu of Taxes (PILOT) required if Assessed Value falls below guaranteed amount during life of TID.



Conceptual Building Elevations

Approved TIF West Industrial Park agreements over the past few years generally range from 9% to 12% of guaranteed assessed value. Factors that influenced the terms proposed for this project include:

1. 'But For' statement as provided above.
2. Consideration of wetlands on the City owned parcel.
3. Consideration of two street facing facades, requiring upgraded building materials.

The following reviews anticipated for this project:

- Purchase/Sale Agreement Terms (Finance/Personnel Committee)
- TID #12 Boundary Amendment (Joint Review Board)
- Site Plan (Plan Commission)
- Purchase Sale Agreement (Common Council)

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. Please contact me with any questions regarding this item.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding Development Agreement Terms for a proposed office development in the Southbridge Business Park (Parcel WD-D0036 and WD-D0035-1-1).

ATTACHMENTS:

- Com Horizons FP Memo 11-12-19 (PDF)

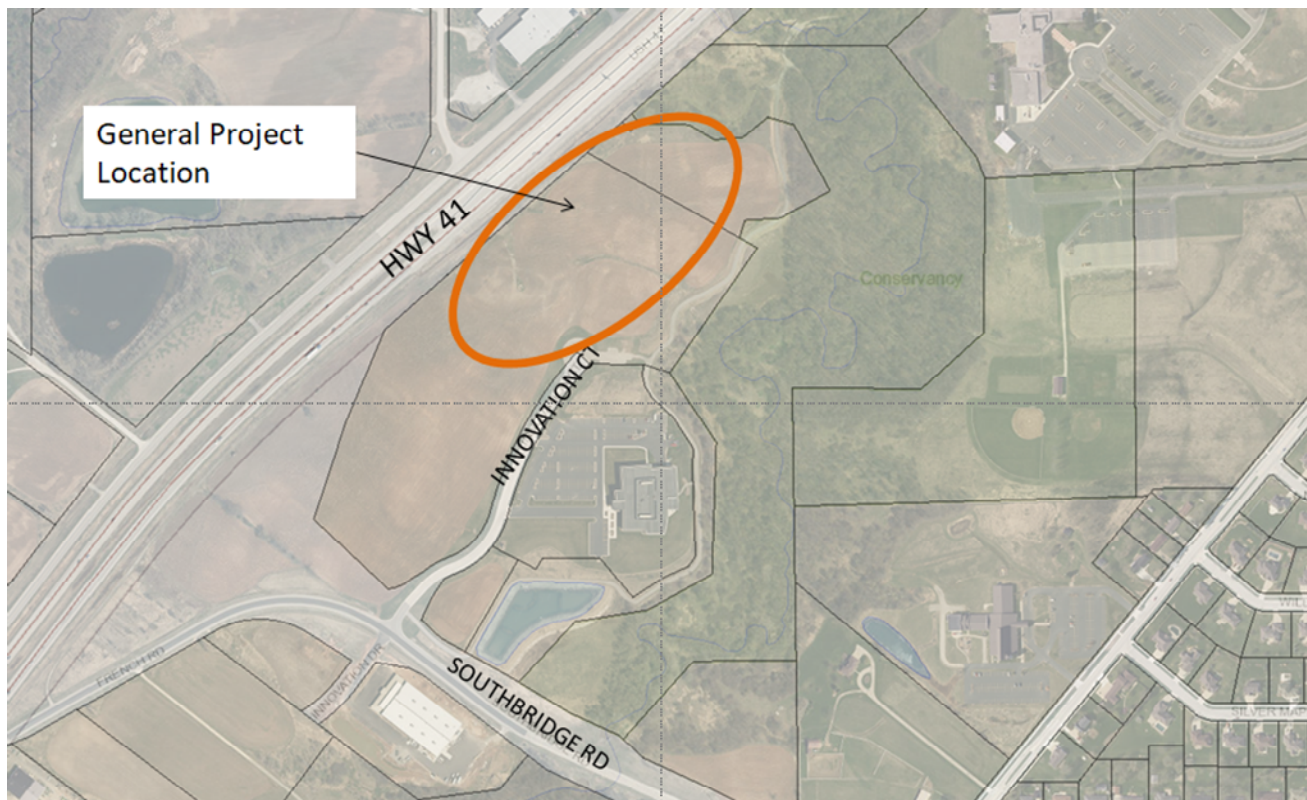
CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Kim Flom, Development Services Director
 Date: November 12, 2019

RE: **Development Agreement Terms with Commercial Horizons for a proposed office development in Southbridge Business Park (Parcel WD-D0036 and WD-D0035-1-1).**

Commercial Horizons proposes to build a \$35 million dollar corporate office building in the De Pere Southbridge Business Park. The project scope includes an approximately 174,000 square foot, four-story office building with over 900 surface parking stalls on an almost 18-acre site. The development requires the acquisition of city property and subsequent land divisions in order to create the subject property. The property that makes up the site is primarily privately owned by Commercial Horizons (WD-D0036), but does include a portion of a City owned land (WD-D0035-1-1). A new TID #15, which will be an overlay of existing TID #8, is also required in order to support the financial incentive needed for the project.





CHI Office Building
SCHEMATIC DESIGN

Northwest View

Performer
ARCHITECTS + ENGINEERS
October 25, 2019

The project requires TIF assistance and the following terms are proposed:

PROJECT ASSUMPTIONS

1. Development of an approximately 174,000 s.f. corporate office building, on 16-18 acres and approximately 900 surface parking spaces.
2. Property to be owned by Innovation Properties Two, LLC and leased and office user or series of users.
3. Project cost estimated at \$35,000,000. Guaranteed Assessed Value of \$27,000,000 as of January 1, 2022.
4. Site Preparation to begin in late 2019. Building construction to occur from first quarter 2020 through first quarter of 2021.
5. Mutual agreement of land division in order to result in:
 - a. Developer acquisition of approximately 3.8 acres of City owned property (Parcel WD-D0035-1-1. exact dimension/size to be determined) proposed to be used for surface parking. Previous Option granted by City to be released by Developer.
 - b. City acquisition of approximately 2.07 acres of Developer owned property (Parcel WD-D0036. Exact dimension to be determined) for City trail and public trail-access parking lot.
6. Execution of appropriate easements to provide City access needed to maintain the existing HWY 41 pole sign (Parcel SD-D0035-1-2), trail system and the stormwater management facility.

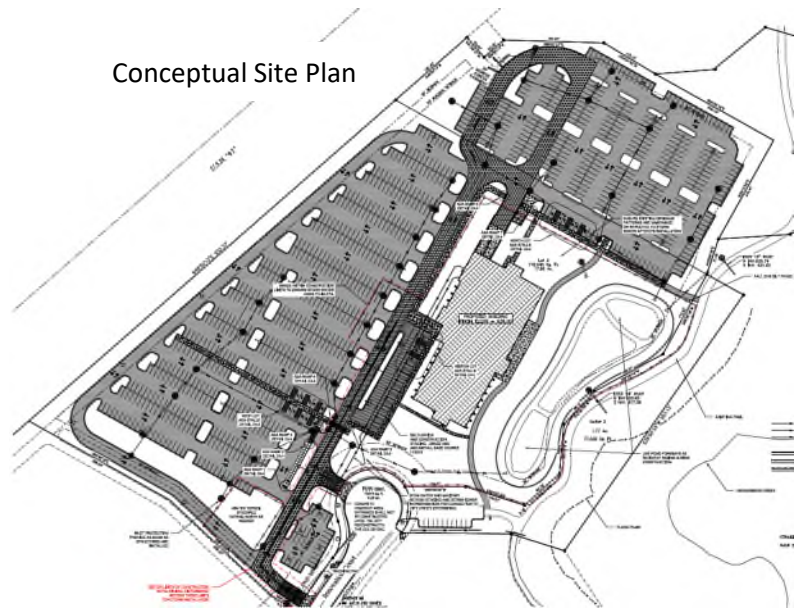
7. City design and construction of the following infrastructure improvements necessary to support the proposed development (exact scope and costs may change as project moves forward):
 - a. Southbridge & Lawrence Drive Intersection Improvements - \$334,000
 - b. Southbridge and Innovation Court Improvements - \$60,000
 - c. Innovation Court & Proposed Driveway Improvements - \$300,000
8. Agreement contingent on approval of new/overlay TID District #15 with an effective creation date of January 1, 2020. TID Creation resolution will likely not be passed until first quarter 2020. City Council review and approval of project and agreement terms.
9. Detention facility to remain private and to be designed and constructed by applicant.
10. Acknowledgement that the intersection of Innovation Court and Southbridge Road may be shifted and renovated into a roundabout to accommodate the future Southern Bridge project.

TID 'But For' Statement: *The financial assistance for the Project is required in order to pay for offsite public infrastructure (stormwater pond, cul-de-sac and two right-of-way intersection improvements) and to maintain a rent structure that does not exceed the upper end of market levels.*

TIF PROPOSAL

City Infrastructure, Land Rebate and Pay Go (Total Project Rebate – 14.8%/\$4,000,000)

- Land acquisition/Rebate – Developer to acquire approximately 3.8 acres of City owned property (Parcel WD-D0035-1-1) to be used for surface parking and City to acquire approximately 2.07 acres Developer owned property (Parcel WD-D0036) for a stormwater management facility. Land to be acquired at previous option price of \$40,000. Developer land acquisition cost currently estimated at \$69,200 (for 1.73 acres) with a land rebate provided by the City. Exact land area to be refined as project progresses. Survey work to facilitate land division/easements to be completed by applicant.
- City designed and constructed infrastructure – Estimated at \$694,000. Any cost savings realized as part of infrastructure work to be shifted to developer incentive. Any cost overruns incurred as part of work to be funded by developer incentive. Total incentive amount not to exceed 14.8% of guaranteed assessed value. Payment in lieu of taxes (PILOT) required if property falls below assessed value threshold.
- Pay Go TIF as a rebate on annual property taxes to total \$3,236,800. Payment period estimated at nine years. Actual payout scenario to be refined as part of the Development Agreement.
- Payment in Lieu of Taxes (PILOT) required if the property falls below \$27,000,000 in assessed value during the life of the TID.



Approved TIF West Industrial Park and business park projects over the past few years generally range from 9% to 12% of guaranteed assessed value. Factors that influenced the terms proposed for this project include:

1. But for statement as provided above.
2. Substantial number of employees.
3. Development of a Class 'A' office building.

Several reviews are required for this project as outlined below:

- Purchase/Sale Agreement Terms (Finance/Personnel Committee) – Anticipated November 12, 2019
- Site Plan (Plan Commission) – Anticipated November 25, 2019
- CSM (Plan Commission) – Initial review November 25, 2019
- Purchase Sale Agreement (Common Council) Anticipated December 2019-January 2020 (project dependent and will not be executed until TID approval).
- TID #15 Creation (Joint Review Board) – Anticipated January-February 2020



CHI Office Building
SCHEMATIC DESIGN

Southeast View

Performa
ARCHITECTURE & INTERIORS
October 26, 2019

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. The Developer's Agreement will not be finalized until the site plan and TID #15 have been approved. Please contact me with any questions regarding this item.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Request of Alderperson Nelson to Reallocate Certain Stadium Tax Surplus Funds to Construct a Concession Area in Voyageur Park.*

ATTACHMENTS:

- Prop1 (DOCX)
- Excess Stadium Tax Revenue Resolution 2017 (PDF)

PROPOSAL TO REALLOCATE CERTAIN STADIUM TAX SURPLUS FUNDS

The City of De Pere received a total of \$1,287,474 in 2015 and 2016 as our community's share of the excess stadium sales tax rebate. The funds were distributed to all Brown County municipalities as part of a State law that requires municipalities to utilize the funds for one or more of the following purposes: 1) debt payments; 2) property tax relief; or 3) to promote economic development.

At a special Common Council meeting on February 28, 2017 the funds were designated for specific projects/initiatives, many of which have since been completed. A portion of the excess stadium sales tax rebate (\$125,000) was designated for a project titled "Voyageur Park amphitheater/stage" with description "to be used for City Band and summer concert series. Would also enhance riverfront and special events."

There has been significant discussion regarding this project over the past 2½ years at both the Board of Park Commissioners and Common Council. Several complications have arisen including location of a potential amphitheater or stage (including parking issues with City Band members/residents who attend City Band concerts), whether a "summer concert series" would be feasible/economical, and how much money in excess of the \$125k that was allotted to this project would need to be raised in order to construct an amphitheater or stage.

Per recent discussions with staff members, this project is on hold and there has been little movement or progress in recent months. In light of issues noted above, I ask the Finance Committee and Common Council to consider reassigning \$125k from the stadium sales tax rebate from the "Voyageur Park amphitheater/stage" project to construction of a concession area adjacent to and coinciding with construction of the new bathrooms at Voyageur Park.

Construction of a concession area adjacent to the new bathrooms at Voyageur Park would provide residents and visitors access to beverages, snacks and potentially special items (i.e. ice cream) while enjoying our flagship park. This would also help further the idea of Voyageur as a destination- a place people congregate not necessarily because of a special event but because it is a wonderful place to spend an afternoon or evening. A concession area could also be utilized for many of our special events at the park (Yoga, Beer Garden, 5k events, etc.). If approved, design and construction could coincide with that of the new bathrooms at Voyageur Park to minimize cost (possible construction of one structure vs two separate structures). Thank you for considering this proposal.

Casey Nelson
District 4 Alderperson

Attachment: Prop1 (8885 : Request of Alderperson Nelson to Reallocate Certain Stadium Tax Surplus Funds.*)

RESOLUTION #17-27
REGARDING EXPENDITURE OF EXCESS
STADIUM TAX REVENUE

WHEREAS, pursuant to 2015 Wisconsin Act 114 (the Act), the State of Wisconsin authorized the return of excess stadium tax revenue collected between April 1, 2015 and September 30, 2015 to Brown County and municipalities located within Brown County; and

WHEREAS, under the Act, municipalities receiving such revenue are required to:

1. Deposit the revenue into a segregated account to use only for the purpose of providing property tax relief, tax levy supported debt relief, or economic development; and
2. Adopt a resolution specifying the purpose(s) for which the revenue will be spent and the amount of the revenue(s) to be spent for that purpose; and

WHEREAS, the State forwarded to the City its share of the revenue in the amount of \$1,287,473.72, which has earned \$12,874.74 in interest since its receipt, for a total current revenue amount of \$1,300,348.46; and

WHEREAS, on February 28, 2017, the Council, meeting in special session, evaluated various project proposals (more particularly described in Exhibit A, attached and incorporated by reference) for use of said revenues and determined to fund such projects as more fully set forth below.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Council hereby approves the following projects in the amounts and for the purposes set forth below:

Project Title	2015 Wis. Act Purpose	Expenditure Not to Exceed
Re-write of City Zoning Code	Property Tax Relief	\$ 45,000
Establish City vision/brand	Economic Development	\$ 100,000
De Pere public art initiative	Economic Development	100,000
De Pere streetscape project	Economic Development	\$ 150,000
Aquatic center design	Property Tax Relief/ Economic Development	\$ 200,000
Southwest Park playground equipment	Property Tax Relief/ Economic Development	\$ 80,000
Splashpad	Economic Development	\$ 300,000
Voyageur Park amphitheater/stage	Economic Development	\$ 125,000
Voyageur Park playground equipment	Property Tax Relief/ Economic Development	\$ 200,000
		\$1,300,000

BE IT FURTHER RESOLVED THAT:

All revenue not used through the above expenditure and all interest earned on the revenue shall be applied to future City debt payments as determined by the City Administrator and Finance Director.

BE IT FURTHER RESOLVED THAT:

Insofar as the Public Art and Streetscape Projects involve collaboration between City staff and Downtown De Pere, Inc. (d/b/a Definitely De Pere), the process for disbursement of such funds for said projects shall be as determined by the Finance/Personnel Committee.

BE IT FURTHER RESOLVED THAT:

The disbursement of funds processes for the remaining projects listed above shall be as set forth in the City's Purchasing Policy.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5th day of April, 2017.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey Danen, Deputy Clerk

Ayes: _____

Nays: _____



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration and Possible Action on Proposed Changes to Sec. 106-6(a) DPMC Regarding Special Events*

City staff has debriefed the 2019 Special Event process. Additionally, several other ordinance revisions were identified by the Law Department in the ordinance review process. All suggested process changes are noted in the attached memo and red-lined ordinance language.

ATTACHMENTS:

- Mayor F-P -Special Event Permit Revisions 2019 (PDF)
- special event ord 2019 updates red-lined (PDF)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 Members of the Common Council

From: Judith Schmidt-Lehman, City Attorney

RE: Proposed Updates to Special Event Ordinance

Date: November 12, 2019 (meeting date)

City staff has debriefed the 2019 Special Event process and wishes to present the following proposed ordinance amendments to the Committee and Council for your consideration. The proposed language changes can be found on the attached red-lined version of the ordinance amendments.

1. Add a "Special Hazard" event category and revise the current definition of High Hazard Event. Creating the Special Hazard category will better differentiate the event risks by separating out those with the higher risks.
2. Revise the permit fee schedule (by Council Resolution) to better reflect costs of processing permit:
 - Low hazard Event - \$25 (current fee)
 - Medium Hazard Event - \$50 (current fee)
 - High Hazard Event - \$250 (current fee \$50)
 - Special Hazard Event - \$500 (new fee)

In order to maintain the goal of recouping costs associated with the permit, the effective date for the proposed permit fee increase is suggested to be November 12, 2019. All other ordinance changes would be effective for events occurring on and after January 1, 2020.

3. Clarify city service costs language to include actual city personnel costs.
4. Revise the governmental agency exception in §106-6(a)(3) from one of needing a permit without fee to no permit and no fee provided the event is within the scope of the of the governmental agency function. This exception will apply to the City beer gardens.
5. Revise the 50% city service fee reduction for charitable/501(c)3 events [§106-6(a)(4)C.3] to be applicable only to events which start and end in the City. Staff time spent on events for which the city receives little economic benefit far exceed the reduced fees charged for city services expended on the event.
6. Add a cancellation charge for events cancelled within 14 days of the event. The charge will be based upon actual city costs incurred in preparing for the event (minimum \$100) and be deducted from the service fee deposit or billed to the event if no deposit required.

2019 was the first year the City experienced an event cancellation. This language will help recoup costs already incurred as of the date of cancellation.

7. Revise the 50% service fee deposit requirement §106-6(a)(4)C.3 to apply to only cost estimates in excess of \$200, with actual costs of those low service fee events to be billed after the event. This will eliminate excessive bookkeeping requirements for small events with little city service requirements.
8. Add language to the ordinance [§106-6(a)(5)c] allowing city public safety personnel to
 - reject any outside public safety service vendor for any reason or for no reason or
 - require a City public safety presence in addition to the outside public safety presence for City personnel to manage any public safety event that may occur.

City public safety agencies are willing to allow some private vendor services but need to ensure a city presence in scene management if needed.

9. Delete the requirement in §106-6(a)(9) that the Clerk's Office provide elected officials and department heads of all permits issued. The engineering department provides a weekly map of scheduled events that can be made accessible on social media and the city's website.
10. Notify past special event permit holders that in 2020 the Clerk's office will be enforcing the late application fee provision (double permit fee for non-charitable events and regular permit fee for charitable events). Applications submitted less than 60 days before an event place tremendous pressure on the clerk's office and the other departments that process the application. Enforcement of the late payment penalty will help compensate the city for the extra costs expended on processing the late application.

Additionally, although not part of the departmental special event debriefing, the law department is recommending that §106-2(l), a provision relating to the general granting, denial and removal of licenses and permits. The ordinance already contains language regarding the suspension or revocation of licenses; however this language does not include permits. Therefore, in order to provide for an orderly process for the suspension or revocation of permits, this language is being suggested for inclusion in the ordinance.

Finally, a couple of errors and one "miss" from an earlier ordinance amendment were caught in the review process. Those changes are also noted in the attached red-lined document.

If you have any questions or would like additional information on these proposed changes, feel free to contact me or City Clerk Carey Danen in advance of the November 12, 2019 Finance/Personnel meeting.

Sec. 106-6. - Permits required under this chapter.

- (a) *Special events.* This section applies to any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, athletic event, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds.

(1) *Definitions.*

- A. *Low hazard event.* Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.
- B. *Medium hazard event.* Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.
- C. ~~—High hazard event.~~ Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of ~~over~~ 10,000 to 25,000 persons. High hazard events shall include, but not be limited to, events with more than 20 pounds of propane, and/or liquid petroleum (LP), and/or deep fat fryers, circuses and carnivals with rides, parades with floats, marathons or similar races, ~~vehicle races and fireworks displays and team or individual sporting events.~~
- D. *Special hazard events.* Special events involving severe exposure of spectators to hazards and /or crowd sizes in excess of 25,000 persons. Special hazard events shall include, but not be limited to, professional or collegiate sporting events, vehicle races and fireworks displays.
- ~~D~~E. *—Person.* Any person, firm, partnership, association, corporation, company, or organization of any kind.

- (2) *Permit required.* No person, organization or entity shall conduct, manage, engage in, or participate in a special event unless a permit has been obtained from the city clerk. The special event permit shall be in addition to any underlying permit requirement (i.e. parade permit; park use agreement).

- (3) *Exceptions.* This section shall not apply to funeral processions, ~~or~~ to neighborhood block parties in compliance with section 22-8 of this Code, or to a governmental agency acting within the scope of their governmental function. ~~Any event sponsored by a governmental agency or entity shall be required to obtain all necessary permits required for the activity sponsored, but no permit fee shall be required.~~

(4) *Application.*

- A. *Filing and contents.* An application for a special event permit shall be filed with the clerk not less than 60 days before the proposed date of the event on a form to be provided by the clerk unless the permit request is for First Amendment expression purposes, in which case the application shall be filed within seven calendar days of the event. The application shall set forth the following information:

1. The name, addresses, and contact information of the person seeking to conduct such event.
 2. The name, addresses, and contact information of the event coordinator and the on-site contact.
 3. The date when the event is to be conducted.
 4. The hours such event will start and terminate, including set-up and take-down times.
 5. The event location or route to be traveled, the starting point, and the termination point, if applicable.
 6. The approximate number of persons who, and animals and vehicles which, will constitute such event; the type of animals; and description of the vehicles, if applicable.
 7. A statement as to whether the event will occupy all or a portion of the width of any streets, including the names of the streets so affected.
 8. Whether any alcoholic beverages and/or food will be served and/or consumed in conjunction with the event, the locations of such activities, and whether the necessary licenses have been obtained.
 9. Any additional information which the clerk finds reasonably necessary to a fair determination as to whether a permit should be issued.
- B. *Late applications.* The clerk, where good cause is shown, may consider any application which is filed less than 60 days before the date such event is proposed to be conducted. Permit fees for processing late applications shall be doubled. Late application fees for IRS 501(c) organizations shall be the regular special event application fee.
- C. *Fees.*
1. A nonrefundable application fee to cover the administrative costs of processing the permit shall be paid to the city by the applicant when the application is filed according to the schedule of fees adopted by resolution of the common council.
 2. The timely application fee and underlying permit fees other than park rental fees (unless earlier waived by the park board) are waived for events sponsored by charitable organizations which have IRS section 501(c) status.
 3. Fees for services provided by the city for the event will be estimated by the city at the time of application. Events for which the estimated service fees are \$200 or less shall be billed for the services at the conclusion of the event. Events for which the estimated service fees are more than \$200 shall ~~The applicant shall~~ pay 50 percent of the estimated fees to the city clerk as a down payment at least 14 days prior to the start of the event. After the event, the city shall determine the actual service fees incurred and bill the applicant for those service fees less the deposit paid. The permit applicant shall pay such service fee bill within 30 days of receipt thereof.
 4. A cancellation charge shall be paid for events that are cancelled within 14 days of the scheduled start day of the event. The cancellation charge shall be based upon city costs incurred in preparing for the event prior to cancellation and shall be

deducted from the service fee down payment referenced in the preceding paragraph. The minimum cancellation charge shall be \$100.

D. *Insurance and indemnification.*

1. *Insurance.* Proof of general liability insurance in the amounts listed below shall be provided by the applicant. All such insurance policies shall name the City of De Pere as an additional insured for purposes of the special event. All policies of insurance shall provide the city not less than 30 days' notice of policy cancellation.

Low ~~and medium~~ hazard events: \$1,000,000.00 per occurrence.

~~Medium and high~~ hazard ~~and special hazard~~ events: \$2,000,000.00 per occurrence. Higher insurance limits may be required for particular high hazard events as determined necessary by the city attorney.

2. *Indemnification.* Permit holder shall indemnify and save and hold the City of De Pere and all of its officers, employees and agents harmless from any and all injury that may occur to any party as the result of the event permitted. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement, permit holder shall maintain a general liability insurance policy on its event/operations as required in paragraph 1 above.

(5) *Additional city services.*

- a. If the special event will require more than the minimal use of any city equipment or services, the applicant shall pay a fee for such services. This may include, but is not limited to, police services, fire/rescue services, barricades and the like. The fee for such equipment or services shall be the actual city personnel costs expended and/or fees as determined by resolution of the common council. Charitable organizations which have IRS section 501(c) status shall be charged 50 percent of the established fee for events which start and stop within the corporate limits of the city; events which do not start and stop in the city are not eligible for a service fee reduction. As a condition of the approval of any application, the applicant shall agree to pay, within 30 days of billing, the costs of any additional city services.
- b. ~~Paragraph a. shall not apply~~ No service fees shall be charged to IRS 501(c) applicants who do not collect any form of revenue, payment, entrance fee, application fee or cost sharing arrangement, whether in the form of money, in-kind benefit, or repayment deferment or forgiveness from event participants, patrons or event sponsors. This exception shall apply to all events occurring in 2016 and after.
- c. To ensure public safety for the event and the city, the city reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event (see guidelines), but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined in the sole discretion of the police/fire chief or their respective designee. Outside vendors may be retained for such services; however,

city approval of such vendors and services shall be obtained prior to the event. If the use of outside public safety vendors is approved, the city may require that, in addition to the outside public safety presence, City personnel and/or equipment be present to manage any public safety event that may occur. The city reserves the right to reject any or all outside vendors for any reason or no reason.

- (6) *Standards for issuance.* The clerk shall issue the permit when, from a consideration of the application, consultation with other city departments as necessary, and from such other information as may otherwise be obtained, it appears that:
 - A. The applicant has complied with all of the application requirements of subsection (4).
 - B. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
 - C. The conduct of the event will not require the diversion of so great a number of police officers or emergency medical personnel as to prevent normal public safety police protection to the city.
 - D. The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
 - E. The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
 - F. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays in route.
 - G. The special event will not conflict or interfere with another special event for which a permit has already been granted.
 - H. There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
 - I. Adequate sanitation or other necessary health facilities will be available at the event.
 - J. The conduct of the event is not reasonably likely to cause injury to persons or property.
 - K. The applicant has no history of non-compliance with any city or state regulation pertaining to the activities covered by this section.
- (7) *Action upon application.* The clerk shall provide written notice of the issuance or denial of the permit within 30 days of receipt of an application, unless the permit request is for First Amendment expression purposes within a public forum, in which case the written notification shall be provided within three days of application. If the application is denied, the notice shall state the reasons for the denial.
- (8) *Appeal procedure.* Any person aggrieved may appeal the denial of a special event permit as provided in subsection 106-2(g) of this Code.
- ~~(9) *Notice to city and other officials.* Immediately upon the issuance of a special event permit, the clerk shall send a copy thereof to the mayor, common council members, and city departments involved in the permitting process.~~
- ~~9)(10)~~ *Duties of permittee.* A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

Revise §106-2(l) regarding suspension or revocation of licenses to include permits.

(l) *Suspension or revocation of license or permit.*

(1) Except as otherwise provided by state law or this Code, any license or permit issued by the city may be revoked or suspended for any of the following reasons:

A. a violation of any term, condition or requirement of the license or permit;

B. a violation of any federal, state or city law, regulation or ordinance pertaining to the license or permit whenever such violation is substantially related to the licensed or permitted activity.

~~a violation by the licensee of any ordinance, rule, regulation adopted by the city or any state law violation whenever such violation is substantially related to the licensed activity.~~

(2) ~~Requests~~ Except as provided in paragraph (3) below, upon the filing of a complaint alleging any violation identified in paragraph (l)(1) and requesting the ~~for~~ suspension or revocation of a license or permit, the common council shall schedule a hearing on the same. Any complaint filed under this paragraph other than a license issued under subsection 106-4(a) or (b) of this chapter [weights and measures and DATCP/SPS] shall be made by the department head of the department issuing such license or permit to the common council. ~~Requests for a suspension or revocation of a license issued under subsection 106-4(a) or (b) of this chapter shall be made to the board of health.~~

(3) Upon the filing by the city health officer/director of a complaint requesting the suspension or revocation of a license or permit issued under subsection 106-4(a) or (b) of this chapter [weights and measures and DATCP/SPS], the board of health shall schedule a hearing thereon.

(4) All hearings conducted under this section ~~The suspension or revocation hearing~~ shall substantially comply with the provisions of Wis. Stats. § 68.11. Judicial review of the decision on suspension or revocation shall be governed by Wis. Stats. § 68.13.

(4) A license or permit suspension shall be for not less than ten days and not more than 90 days. A license or permit revocation shall be for 12 months during which time the licensee or permittee shall be ineligible to apply for reinstatement of a license or permit that has been revoked.

(5) No hearing shall be required or held for the revocation of a revocable occupancy permit issued under section 106-6(b) or (c) of this chapter if such revocation is made pursuant to the terms of said permit.

Other General Language clean-up:

106-6(b)(1)(A) - Request for a revocable occupancy permit shall be in writing and made to the ~~director of planning and economic development~~ **development services director**, or in the director's absence the city administrator/assistant city administrator (director).

106-6(b)(2)(A) - *Newsboxes*. In addition to meeting the requirements of (a**b**)(1) above, requests for placement of newsboxes upon city right-of-way or other city property (non-park) shall meet the following:

106-6(b)(2)(B) - *Sidewalk café permit*. In addition to the requirements of (a**b**)(1) above, requests for a café permit for use of city right-of-way or other city property (non-park) shall meet the following:



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of proposal from CLA LLP for sewer utility rate study.*

ATTACHMENTS:

- Sewer Rate Study Memo-November6 2019 (PDF)
- De Pere City of wastewater collection 2020 (PDF)
- NEW Water 2020 draft budget (PDF)

To: Honorable Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Joe Zegers, Finance Director
 RE: Consideration of Proposal from CLA LLP for Sewer Utility Rate Study
 Date: November 8, 2019

NEW Water (formerly known as the Green Bay Metropolitan Sewerage District) just completed their preliminary draft 2020 budget which I have attached which includes their rate comparisons from 2019 to 2020. Page four of their draft budget indicates De Pere's share of costs increasing from \$4,646,056 in 2019 to \$5,042,677 in 2020 or a 8.54% increase for the City of De Pere. NEW Water plans to formally adopt their budget on December 4th. Since we now have their preliminary draft of the 2020 budget, we can now proceed to include this in our 2020 Sewer Rate Study in order to determine the proper rates for our general and industrial customers. In prior years we have retained our auditing firm Schenck SC (they merged into CLA LLP on January 1st) 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 CLA's proposal for your consideration and review. Their cost is \$5,800 to \$6,700 which is slightly higher than their last two year's proposals of \$5,500 to \$6,400. I would expect our final charge to be only slightly higher than last year's charge of \$5,350 due to familiarity efficiencies in completing the study.

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 9th, 2019. 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 2020 and for our monthly industrial customers for their January 2020 billing. I would ask you to approve the attached so we can timely proceed with determining and implementing the 2020 sewer rate structure.

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



CLA (CliftonLarsonAllen LLP)
 2200 Riverside Drive
 P.O. Box 23819
 Green Bay, WI 54305-3819
 920-436-7800 | fax 920-436-7808
 CLAAconnect.com

November 6, 2019

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 2020 approved budget

Fees

The assistance will be provided by experienced CLA Government & Not-for-Profit staff. It is expected that David Maccoux, Scott Sternhagen and Dan Fochs 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 and Dan Fochs 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 \$5,800 to \$6,700.

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 Maccoux, CPA

RESPONSE:

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

 Signature

 Title

 Date

2020 Draft Budget October 23, 2019



Table 129

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Municipal, Procter & Gamble, Green Bay Packaging and Fox River Fiber Rate Comparisons

Municipal Rate Comparison

Parameter	COS Title	2019 COS Rate (FRF Adjusted)	2020 COS Rate (FRF Adjusted)	2020 Budget Comparison with 2019 Adopted Budget
Volume (1,000 GALS)	Flow	\$0.72428	\$0.71771	(\$0.0066)
Biochemical Oxygen Demand (LBS)	BOD	\$0.29558	\$0.33495	\$0.0394
Suspended Solids (LBS)	TSS	\$0.26732	\$0.27939	\$0.0121
Phosphorus (LBS)	PHOS	\$0.44398	\$0.71622	\$0.2722
Total Kjeldahl Nitrogen (LBS)	TKN	\$0.74148	\$0.82303	\$0.0816

Note: Fixed Charge is billed separately as shown on page 3, Flow and Load Projections.

Procter & Gamble Operation & Maintenance Rate Comparison

Parameter	COS Title	2019 COS Rate (FRF Adjusted)	2020 COS Rate (FRF Adjusted)	2020 Budget Comparison with 2019 Adopted Budget
Volume (1,000 GALS)	Flow	\$0.58964	\$0.56140	(\$0.0282)
Biochemical Oxygen Demand (LBS)	BOD	\$0.23376	\$0.25878	\$0.0250
Suspended Solids (LBS)	TSS	\$0.20216	\$0.20415	\$0.0020
Phosphorus (LBS)	PHOS	\$0.29866	\$0.56971	\$0.2711
Total Kjeldahl Nitrogen (LBS)	TKN	\$0.67460	\$0.74809	\$0.0735

Note: Capital Charges for P&G to be billed separately.

Fox River Fiber Operation & Maintenance Rate Comparison

Parameter	COS Title	2019 COS Rate (FRF Adjusted)	2020 COS Rate (FRF Adjusted)	2020 Budget Comparison with 2019 Adopted Budget
Volume (1,000 GALS)	Flow	\$0.48322	\$0.53918	\$0.0560
Biochemical Oxygen Demand (LBS)	BOD	\$0.28558	\$0.32249	\$0.0369
Suspended Solids (LBS)	TSS	\$0.25893	\$0.26977	\$0.0108
Phosphorus (LBS)	PHOS	\$0.43155	\$0.68871	\$0.2572
Total Kjeldahl Nitrogen (LBS)	TKN	\$0.71272	\$0.78615	\$0.0734

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Summary of Revenues and Expenses

	2018 Budget	2018 Actual	2019 Budget	% of Overall Expenses	Projected 2019 Year-End	2020 Budget	% of Overall Expenses	2020 Budget Favorable/ (Unfavorable) Variance	% Variance
Revenues									
Municipal User Fees (3)	\$ 34,221,844	\$ 34,174,012	\$ 33,799,675	83.7%	\$ 34,341,032	\$ 35,549,256	85.4%	\$ 1,749,581	5.2%
P&G User Fees	1,441,121	1,492,900	1,342,045	3.3%	1,342,045	1,508,400	3.6%	166,355	12.4%
Hauled Waste User Fees	416,872	800,773	541,357	1.3%	541,357	531,538	1.3%	(9,819)	-1.8%
Mills Direct Charges	109,756	117,559	117,200	0.3%	117,200	117,200	0.3%	-	0.0%
P&G Capital Charges	1,037,677	1,033,729	1,163,822	2.9%	1,163,822	1,204,467	2.9%	40,645	3.5%
General Reserve Interest	2,175	175,606	14,019	0.0%	14,019	21,855	0.1%	7,836	55.9%
Other Revenues	350,152	142,662	1,177,704	2.9%	636,345	664,240	1.6%	(513,464)	-43.6%
	\$ 37,579,597	37,937,241	38,155,822	94.5%	38,155,820	\$ 39,596,956	95.2%	\$ 1,441,134	3.8%
DEBT and ICR Reserve Transfers	2,334,123	2,334,123	2,027,034	5.0%	2,027,034	1,536,616	3.7%	(490,418)	-24.2%
General Fund Transfers	-	(173,431)	175,000	-	(525,000)	480,000	268.8%	305,000	174.3%
	\$ 2,334,123	\$ 2,160,692	\$ 2,202,034	5.5%	\$ 1,502,034	\$ 2,016,616	4.8%	\$ (185,418)	-8.4%
Total Revenues	\$ 39,913,720	\$ 40,097,933	\$ 40,357,855	100.0%	\$ 39,657,854	\$ 41,613,572	100.0%	\$ 1,255,717	3.1%
Expenses									
Salaries & Benefits	\$ 10,401,955	\$ 9,997,075	\$ 10,741,619	26.6%	\$ 10,741,619	\$ 11,382,923	27.4%	\$ (641,304)	-6.0%
Power	1,923,964	2,678,554	1,537,400	3.8%	1,537,400	1,598,677	3.8%	(61,277)	-4.0%
Contracted Services	3,588,058	3,423,259	2,966,020	7.3%	2,966,020	3,863,924	9.3%	(897,904)	-30.3%
Maintenance & Repairs	1,942,867	1,523,139	1,688,721	4.2%	1,688,721	1,634,541	3.9%	54,180	3.2%
Chemicals	945,239	802,577	1,045,447	2.6%	1,045,447	968,403	2.3%	77,044	7.4%
Natural Gas & Fuel Oil	487,404	1,208,015	327,449	0.8%	327,449	702,907	1.7%	(375,458)	-114.7%
Solid Waste Disposal	180,686	133,001	283,828	0.7%	283,828	254,828	0.6%	29,000	10.2%
Interceptor System (1)	690,490	801,429	1,106,301	2.7%	1,106,301	631,136	1.5%	475,165	43.0%
Office & Administrative	631,146	570,076	614,468	1.5%	614,468	659,991	1.6%	(45,523)	-7.4%
Insurance	250,375	222,145	274,830	0.7%	274,830	276,490	0.7%	(1,660)	-0.6%
Supplies	220,187	127,681	218,826	0.5%	218,826	221,774	0.5%	(2,948)	-1.3%
Employee Training & Development	175,094	143,911	186,978	0.5%	186,978	178,562	0.4%	8,416	4.5%
Travel and Meetings	75,815	77,657	70,791	0.2%	70,791	88,493	0.2%	(17,702)	-25.0%
DNR Environmental Fees	136,000	124,975	131,000	0.3%	131,000	131,000	0.3%	-	0.0%
Contingency	-	-	-	-	-	-	-	-	0.0%
Total O & M Expenses	\$ 21,649,280	\$ 21,833,494	\$ 21,193,678	52.5%	\$ 21,193,678	\$ 22,593,649	54.3%	\$ (1,399,971)	-6.1%
Debt Service (2)	\$ 15,253,439	\$ 15,253,439	\$ 16,216,177	40.2%	\$ 16,216,177	\$ 17,248,923	41.5%	\$ (1,032,746)	-6.4%
Annual Capital	3,011,000	3,011,000	2,948,000	7.3%	2,248,000	1,771,000	4.3%	1,177,000	39.9%
Total Debt Service, Annual Capital & Rate Stabilization	\$ 18,264,439	\$ 18,264,439	\$ 19,164,177	47.5%	\$ 18,464,177	\$ 19,019,923	45.7%	\$ 144,254	0.8%
Total Expenses	\$ 39,913,719	\$ 40,097,933	\$ 40,357,855	100.0%	\$ 39,657,855	\$ 41,613,572	100.0%	\$ (1,255,717)	-3.1%

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 2020 reflects collection and payments for 2021 Debt Payments.

(3) Municipal User Fees equal municipal customers plus Fox River Fiber.

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Flow and Load Projections - with FRF Adjustment

	VOLUME		BOD		TSS		PHOS		TKN		65.0% Fixed Charge	Total Amount
	(1000 gallon)	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Amount	
City of Green Bay	5,300,000	\$ 3,803,872	7,234,423	\$ 2,423,189	8,562,010	\$ 2,392,128	181,746	\$ 130,171	1,222,327	\$ 1,006,014	\$ 5,064,568	\$ 14,819,940
City of De Pere	1,280,000	918,671	4,002,900	1,340,782	2,432,099	679,501	27,285	19,542	282,837	232,784	1,851,398	5,042,677
Fox River Fiber	300,000	161,755	1,235,846	398,552	908,069	244,971	28,511	19,636	266,079	209,178	641,891	1,675,984
Village of Allouez	710,000	509,575	747,792	250,475	1,003,800	280,450	21,372	15,307	154,164	126,882	585,594	1,768,283
Village of Ashwaubenon	1,410,000	1,011,973	2,486,484	832,854	2,674,376	747,190	64,164	45,956	317,143	261,019	1,588,579	4,487,571
Village of Bellevue	650,000	466,513	846,660	283,591	900,840	251,684	23,136	16,571	179,244	147,523	580,364	1,746,246
Village of Hobart	200,000	143,542	304,464	101,981	360,708	100,778	7,452	5,337	60,420	49,728	211,362	612,728
Village of Howard	830,000	595,701	777,446	260,408	1,841,147	514,395	25,264	18,095	299,253	246,295	852,585	2,487,478
Village of Luxemburg	175,000	125,600	31,000	10,384	46,000	12,852	1,800	1,289	10,000	8,230	49,415	207,770
Village of Pulaski	196,000	140,671	55,080	18,449	53,796	15,030	7,224	5,174	38,616	31,782	68,889	279,996
Village of Suamico	203,000	145,695	549,083	183,917	544,641	152,166	11,927	8,542	72,555	59,715	321,758	871,794
Town of Ledgeview Sanitary District #2	185,000	132,777	234,996	78,713	254,844	71,200	7,512	5,380	55,608	45,767	164,714	498,551
Town of Lawrence - Utility District	120,000	86,125	254,676	85,304	447,516	125,031	6,204	4,443	48,000	39,506	205,292	545,702
Pittsfield Sanitary District	12,500	8,971	16,697	5,593	27,524	7,690	456	327	3,451	2,840	13,818	39,239
Scott Municipal Utility	120,000	86,125	156,648	52,470	260,254	72,712	4,846	3,471	37,332	30,725	131,857	377,360
Dyckesville Sanitary District	28,500	20,455	37,167	12,449	61,269	17,118	1,014	726	7,683	6,323	30,866	87,937
Total Municipal	11,720,000	\$ 8,358,022	18,971,362	\$ 6,339,109	20,378,893	\$ 5,684,897	419,913	\$ 299,967	3,054,712	\$ 2,504,311	\$ 12,362,950	\$ 35,549,256
Hauled Waste	28,752	20,265	322,368	180,767	539,471	265,063	7,714	8,958	56,090	56,485	-	531,538
Procter & Gamble	1,550,000	\$ 870,165	589,068	\$ 152,440	2,224,572	\$ 454,152	2,172	\$ 1,237	40,644	\$ 30,405	\$ -	\$ 1,508,400
Total Mill	1,550,000	\$ 870,165	589,068	\$ 152,440	2,224,572	\$ 454,152	2,172	\$ 1,237	40,644	\$ 30,405	\$ -	\$ 1,508,400
Grand Total												
Units	13,298,752		19,882,798		23,142,936		429,799		3,151,446			
Costs		\$ 9,248,452		\$ 6,672,316		\$ 6,404,112		\$ 310,162		\$ 2,591,201	\$ 12,362,950	\$ 37,589,193

Note: Fixed Charge is billed 1/12 of annual amount each month.

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
User Fees by Source

	2020 Budget	2019 Budget	2018 Actual	2017 Actual	2016 Actual
City of Green Bay	\$14,819,940	\$14,476,493	\$14,057,433	\$14,974,753	\$13,827,312
City of De Pere	5,042,677	4,646,056	4,480,750	5,434,550	5,037,348
Fox River Fiber	1,675,984	1,450,323	1,829,527	1,163,311	1,084,874
Village of Allouez	1,768,283	1,741,047	1,653,805	1,780,075	1,749,897
Village of Ashwaubenon	4,487,571	4,044,325	3,817,487	4,069,542	3,977,249
Village of Bellevue	1,746,246	1,663,872	1,649,952	1,740,876	1,593,290
Village of Hobart	612,728	597,697	545,071	568,425	459,957
Village of Howard	2,487,478	2,459,531	1,819,469	2,410,582	2,408,423
Village of Luxemburg	207,770	264,432	239,987	225,721	174,364
Village of Pulaski	279,996	285,720	303,684	318,328	317,468
Village of Suamico	871,794	692,384	709,620	725,354	669,926
Town of Ledgeview Sanitary District #2	498,551	489,169	463,003	505,389	469,136
Town of Lawrence - Utility District	545,702	482,198	457,110	455,156	374,940
Pittsfield Sanitary District	39,239	38,331	32,991	37,351	38,741
Scott Municipal Utility **	377,360	381,073	0	0	0
Dyckesville Sanitary District	87,937	87,024	75,008	84,852	87,100
New Franken Sanitary District **	0	0	38,850	43,742	45,153
Royal Scott Sanitary District **	0	0	75,347	90,566	84,184
Town of Scott Sanitary District #1 **	0	0	150,671	169,977	178,443
Bayshore Sanitary District **	0	0	59,011	67,899	70,015
Hauled Waste *	531,538	541,357	1,895,252	1,823,820	1,280,178
Total Municipal	\$36,080,793	\$34,341,032	\$34,354,027	\$36,690,269	\$33,927,997
Procter & Gamble	1,508,400	1,342,045	1,492,757	1,425,552	1,275,813
Total Mill	\$1,508,400	\$1,342,045	\$1,492,757	\$1,425,552	\$1,275,813
Total User Fees	\$37,589,193	\$35,683,077	\$35,846,784	\$38,115,821	\$35,203,811

* Hauled Waste for 2016, 2017, & 2018 was significantly higher due to special projects with the three cheese facilities.

** Scott Municipal Utility is a consolidation of New Franken Sanitary District, Royal Scott Sanitary District, Town of Scott Sanitary District #1, and Bayshore Sanitary District.

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Municipal Cost of Service

	<u>Total</u>	<u>VOLUME</u> 1,000 gal	<u>BOD</u> pounds	<u>TSS</u> pounds	<u>PHOS</u> pounds	<u>TKN</u> pounds	<u>Fixed Charge</u> N/A
Unit Value							
Units (1)		11,720,000	18,971,362	20,378,893	419,913	3,054,712	11,720,000
Cost of Service							
Municipal							
Operating Cost	\$19,435,836	\$ 7,838,900	\$ 4,910,761	\$ 4,161,277	\$ 239,286	\$ 2,285,612	\$ -
Pretreatment Cost Allocation	266,308	0	130,890	87,335	5,737	42,346	0
Capital Cost	6,427,413	514,404	407,791	292,111	50,185	148,645	5,014,276
Solids Project - Capital Cost	9,419,699	4,718	889,666	1,144,174	4,758	27,709	7,348,674
Total Cost	\$35,549,256	\$ 8,358,022	\$ 6,339,109	\$ 5,684,897	\$ 299,967	\$ 2,504,311	\$12,362,950
Unit Operating Cost		\$0.66885	\$0.26575	\$0.20848	\$0.58351	\$0.76209	
Unit Capital Cost		\$0.04429	\$0.06839	\$0.07048	\$0.13084	\$0.05773	
Unit Combined Cost		\$0.71314	\$0.33414	\$0.27896	\$0.71435	\$0.81982	
Fox River Fiber (FRF) Adjustment (2)		\$0.00457	\$0.00081	\$0.00043	\$0.00187	\$0.00321	
Adjusted Unit Combined Cost		\$0.71771	\$0.33495	\$0.27939	\$0.71622	\$0.82303	

(1) Exclude Hauled Waste flows and loads.

(2) FRF Adjustment removes interceptor costs from FRF Cost of Service

GBMSD MUNICIPAL BUDGET RATE
HISTORY

	<u>VOLUME</u>	<u>BOD</u>	<u>SS</u>	<u>PHOS</u>	<u>TKN</u>
2020	\$0.71771	\$0.33495	\$0.27939	\$0.71622	\$0.82303
2019	\$0.72428	\$0.29558	\$0.26732	\$0.44398	\$0.74148
2018	\$0.69897	\$0.35126	\$0.28304	\$0.75833	\$0.70556
2017	\$0.72126	\$0.41913	\$0.36651	\$0.58901	\$0.76448
2016	\$0.79357	\$0.43068	\$0.41292	\$0.60597	\$0.64043
2015	\$0.80448	\$0.39331	\$0.34822	\$0.56768	\$0.65358

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Hauled Waste Cost of Service

	<u>Total</u>	<u>VOLUME</u> 1,000 gal	<u>BOD</u> pounds	<u>TSS</u> pounds	<u>PHOS</u> pounds	<u>TKN</u> pounds	<u>Fixed Charge</u> N/A
Unit Value							
Units		28,752	322,368	539,471	7,714	56,090	0
Cost of Service							
Operating Cost	\$255,898	\$15,985	\$83,423	\$110,134	\$4,395	\$41,960	\$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	105,412	2,287	37,528	55,949	2,360	7,287	0
Solids Project - Capital cost	170,228	1,993	59,816	98,979	2,203	7,237	0
Direct Charges	0	0	0	0	0	0	0
FRF Adjustment	0	0	0	0	0	0	0
Total Cost	\$531,538	\$20,265	\$180,767	\$265,063	\$8,958	\$56,485	\$0
Unit Operating Cost		\$0.55597	\$0.25878	\$0.20415	\$0.56971	\$0.74809	\$0.00000
Unit Capital Cost		\$0.149	\$0.302	\$0.287	\$0.592	\$0.259	\$0.000
Unit Combined Cost		\$0.705	\$0.561	\$0.491	\$1.161	\$1.007	\$0.000

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Procter & Gamble Cost of Service

	<u>Total</u>	<u>VOLUME</u> 1,000 gal	<u>BOD</u> pounds	<u>TSS</u> pounds	<u>PHOS</u> pounds	<u>TKN</u> pounds	<u>Capital Charge</u> N/A
Unit Value		1,550,000	589,068	2,224,572	2,172	40,644	1,550,000
Units							
Cost of Service							
Operating Cost	\$1,508,400	\$870,165	\$152,440	\$454,152	\$1,237	\$30,405	\$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	436,490	0	0	0	0	0	436,490
Solids Project - Capital Cost	767,977	0	0	0	0	0	767,977
Direct Charges	73,074	0	0	0	0	0	0
Total Cost	\$2,785,941	\$870,165	\$152,440	\$454,152	\$1,237	\$30,405	\$1,204,467
Unit Cost		\$0.56140	\$0.25878	\$0.20415	\$0.56971	\$0.74809	
Unit Capital Cost (1)		\$0.00000	\$0.00000	\$0.00000	\$0.00000	\$0.00000	
Unit Combined Cost		\$0.56140	\$0.25878	\$0.20415	\$0.56971	\$0.74809	

BUDGET RATE HISTORY	VOLUME	BOD	TSS	PHOS	TKN
2020	\$0.56140	\$0.25878	\$0.20415	\$0.56971	\$0.74809
2019	\$0.58964	\$0.23376	\$0.20216	\$0.29866	\$0.67460
2018	\$0.58847	\$0.28878	\$0.22148	\$0.69239	\$0.64105
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

Note: (1) Capital Charges for P&G to be billed separately.

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Fox River Fiber Cost of Service

Unit Value	<u>Total</u>	<u>VOLUME</u> 1,000 gal	<u>BOD</u> pounds	<u>TSS</u> pounds	<u>PHOS</u> pounds	<u>TKN</u> pounds	<u>Fixed Charge (1)</u> N/A
Units		300,000	1,235,846	908,069	28,511	266,079	-
Cost of Service							
Operating Cost	\$ 921,312	\$ 200,654	\$ 319,900	\$ 185,424	\$ 16,247	\$ 199,087	\$ -
Pretreatment Cost Allocation	16,496	-	8,527	3,892	390	3,688	-
Capital Cost	822,791	13,288	84,520	64,000	3,730	15,361	641,891
Solids Project	-	-	-	-	-	-	-
Subtotal Cost of Service	\$ 1,760,599	\$ 213,943	\$ 412,947	\$ 253,315	\$ 20,367	\$ 218,137	\$ 641,891
Direct Charges	49,589	-	-	-	-	-	-
Less FRF Adjustment	(84,615)	(52,188)	(14,395)	(8,343)	(731)	(8,958)	-
Total Cost	\$ 1,725,573	\$ 161,755	\$ 398,552	\$ 244,971	\$ 19,636	\$ 209,178	\$ 641,891
Unit Cost		\$0.71314	\$0.33414	\$0.27896	\$0.71435	\$0.81982	
FRF Adjustment		(0.17396)	(0.01165)	(0.00919)	(0.02564)	(0.03367)	
Unit Cost (with FRF Adjustment)		\$0.53918	\$0.32249	\$0.26977	\$0.68871	\$0.78615	

BUDGET RATE HISTORY	VOLUME	BOD	TSS	PHOS	TKN
2020	\$0.53918	\$0.32249	\$0.26977	\$0.68871	\$0.78615
2019	\$0.48322	\$0.28558	\$0.25893	\$0.43155	\$0.71272
2018	\$0.44504	\$0.33742	\$0.27266	\$0.72553	\$0.67474
2017	\$0.53436	\$0.40685	\$0.35735	\$0.56875	\$0.73482
2016	\$0.63165	\$0.41777	\$0.40379	\$0.58647	\$0.61550
2015	\$0.59821	\$0.38082	\$0.33967	\$0.55008	\$0.63145

Note (1): The Fixed Charge for Fox River Fiver to be billed separately by the City of DePere.

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2020 Proposed Budget - October 23, 2019
Allocation of Capital and Debt Service Costs (1)

		Allocations	
		Procter & Gamble	
Debt Service	FY2020	Municipal	(1)
Debt Service - Municipal Only			
Clean Water Fund Loans			
4198-18 Scott Bayshore Interceptor	45,717	45,717	0
4198-21 East Tower Drive Interceptor	182,776	182,776	0
4198-29 Phase Two Interceptor Rehabilitation	216,163	216,163	0
4198-45 De Pere Facility East Service Area Interceptor Rehabilitation	186,778	186,778	0
East River Interceptor Rehabilitation (2018 New)*	265,793	265,793	0
Ninth Street Interceptor Rehabilitation (2019 New)	201,056	201,056	0
East Fox River Interceptor Rehabilitation	47,400	47,400	0
Fox River Crossing Rehabilitation	26,200	26,200	0
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	475,488	475,488	0
Total Debt Service - Municipal Only (2)	\$1,647,371	\$1,647,371	\$0
Debt Service - Common to All			
4198-02 Bar Screen Replacement	100,614	94,057	6,557
4198-09 Service Water System	64,640	60,427	4,212
4198-24 Electrical Generation Facility	208,229	194,660	13,569
4198-25 RAS/WAS Improvements	662,801	619,609	43,192
4198-27 Solids Process Improvement	352,427	329,461	22,966
4198-32 GBF: Administration & Maintenance Building HVAC Replacement *	206,374	192,925	13,448
4198-35 Combined Treatment Facilities Projects	300,587	280,999	19,588
4198-37 Consolidation/Conveyance Project	880,772	823,376	57,396
4198-44 R2E2 Solids Management *	981,045	908,261	72,784
4198-48 DPF: UV Disinfection System Upgrade *	270,966	253,309	17,658
4345-04 De Pere Facility	257,532	240,750	16,782
4198-99 Green Bay Facility Solids Management Plan Construction (R2E2)	8,502,224	7,871,446	630,779
4198-52 Green Bay Disinfection Project *	112,991	104,608	8,383
4198-53 DPF Substation & Emergency Generator (2019 Budget)	718,437	665,136	53,301
GBF & DPF: Clarifier Rehabilitation (2018 New)*	204,867	191,517	13,350
GBF: Gravity Belt Thickener Replacement	111,849	104,560	7,289
DPF: Tertiary Filter Replacement (2019 New)	297,000	277,646	19,354
GBF: Maintenance Building Addition (2021 New)	62,000	57,960	4,040
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	277,462	259,381	18,081
Promissory Note to City of De Pere	160,485	150,027	10,458
Green Bay Facility Solids Management Plan - Design	868,250	803,835	64,415
Total Debt Service - Common to All (2)	\$15,601,551	\$14,483,949	\$1,117,603
Debt Service Offsets			
Georgia-Pacific - Capital Payment	(429,694)	(429,694)	0
4198-29 City of De Pere Rehabilitation Interceptor Ashwaubenon Creek Payment	(53,472)	(53,472)	0
Less Debt Payments Funded from ICR Reserve **	(413,349)	(413,349)	0
City of Green Bay Interceptors Payment	(292,431)	(292,431)	0
Town of Lawrence Interceptors Payment ((9th Street Seg 5 Ext., Ashw. Creek 2,3,4,6,7	(197,077)	(197,077)	0
New Franken Sanitary District Interceptors Payment	(21,621)	(21,621)	0
Royal Scott Sanitary District #1 Interceptor Payment	(8,902)	(8,902)	0
4198-45 De Pere Eastside Interceptor Rehabilitation	(120,071)	(120,071)	0
Total Debt Service Offsets	(\$1,536,616)	(\$1,536,616)	\$0
TOTAL DEBT SERVICE	\$15,712,307	\$14,594,705	\$1,117,603
ANNUAL CAPITAL OUTLAY			
Regular			
2020 Requests - Allocated to All	1,531,000	1,435,388	95,612
2020 Requests - Allocated to Municipal Only	240,000	240,000	0
TOTAL ANNUAL CAPITAL OUTLAY	\$1,771,000	\$1,675,388	\$95,612
TOTAL ANNUAL CAPITAL AND DEBT SERVICE	\$17,483,307	\$16,270,092	\$1,213,215
REVENUES AND TRANSFERS			
Interest Income	(\$21,855)	(\$21,855)	\$0
Miscellaneous Revenue - Capital ***	(\$134,233)	(\$125,486)	(\$8,747)
Total Non-Rate Revenues (Capital-Related)	(\$156,088)	(\$147,341)	(\$8,747)
Net Annual Capital and Debt Service	\$17,327,219	\$16,122,751	\$1,204,467

(1) Based on Revised Cost of Service Allocations from CDM Smith, Inc. June 2016 (Table 5). Debt Collection is for 2021 debt service payments.

(2) Total Debt Collected in 2020 Budget for 2021 Debt payments. Metropolitan Sewerage Districts are permitted to abate taxation by having sufficient fun 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: 2018 & 2019 Payments for Debt Service over collected for these projects due to timing on submitting loan. The 2008 Improvement Bond Re-Is:

** Note: Less Debt Payments funded from ICR Reserve.

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Summary of Debt Service Schedule

Issue	Description	Original Amount	2020 Budget for 2021 Debt Payments	Loan Date	Last Payment
4198-09	Service Water System	946,212	64,640	7/11/2001	May 2021
4198-02	Bar Screens Replacement	1,490,715	100,614	7/11/2001	May 2021
4198-18	Scott Bayshore Interceptor	695,592	45,717	2/27/2002	May 2021
4345-04	De Pere Facility	3,881,879	257,532	12/31/2007	May 2021
4198-27	Solids Process Improvement	5,347,693	352,427	12/8/2004	May 2024
4198-21	East Tower Drive Interceptor	2,761,526	182,776	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 Re Issue 03/2018	6,505,000	752,950	3/15/2028	May 2028
4198-25	RAS/WAS Improvements	10,460,782	662,801	3/19/2018	May 2028
4198-35	Combined Treatment Facilities Projects	4,211,341	300,587	12/9/2009	May 2029
4198-37	Consolidation/Conveyance Project	12,821,922	880,772	12/9/2009	May 2029
4198-29	Phase Two Interceptor Rehabilitation	3,421,382	216,163	11/10/2010	May 2030
4198-24	Electrical Generator Project	3,246,148	208,229	12/22/2010	May 2030
4198-32	GBF: Administration & Maintenance Building HVAC Replacement *	3,133,312	206,374	4/10/2013	May 2032
July 2013	Green Bay Facility Solids Management Plan - Design	20,000,000	868,250	8/20/2013	May 2038
4198-45	De Pere Facility East Service Area Interceptor Rehabilitation	3,146,593	186,778	12/12/2012	May 2032
4198-48	DPF: Disinfection System Upgrade *	4,272,020	270,966	1/8/2014	May 2033
4198-44	Green Bay Facility Solids Management Plan Construction (R2E2)	15,209,242	981,045	8/13/2014	May 2034
4198-52	GBF: Disinfection System Upgrade *	1,850,000	112,991	12/23/2015	May 2035
4198-53	DPF Substation & Emergency Generator	14,847,867	718,437	6/30/2019	Jun 2039
4198-99	Green Bay Facility Solids Management Plan Construction (R2E2)*	130,000,000	8,502,224	10/14/2015	May 2035
Total Existing Debt		\$250,249,225	\$16,032,758		
(New)	GBF: Gravity Belt Thickener Replacement	4,919,311	111,849	8/31/2021	Aug 2041
(New)	GBF & DPF: Clarifier Rehabilitation (2018 New)*	42,000,000	204,867	3/31/2021	Mar 2041
(New)	Ninth Street Interceptor Rehabilitation (2019 New)	3,000,000	201,056	5/30/2020	May 2040
(New)	East River Interceptor Rehabilitation (2018 New)*	3,106,000	265,793	8/31/2021	Aug 2041
(New)	Fox River Crossing Rehabilitation	1,779,325	26,200	8/31/2021	Aug 2041
(New)	East Fox River Interceptor Rehabilitation	3,035,320	47,400	5/30/2020	May 2040
(New)	DPF: Tertiary Filter Replacement (2019 New)	8,350,000	297,000	10/31/2020	Oct 2040
(New)	GBF: Maintenance Building Addition (2021 New)	3,663,317	62,000	5/30/2021	May 2041
Total New Debt		115,149,273	\$1,216,165		
Grand Total with New Debt		\$365,398,498	\$17,248,923		

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Annual Capital

Item Description	Common to All - Municipal Only Amount	
Business Services		
<u>Information Technology</u>		
GBF: Replace PLC Input/Output Hardware	Common to All	\$ 125,000
Total Business Services		\$ 125,000
Operations		
<u>Maintenance</u>		
DPF: Replace outdated MCCs	Common to All	\$ 125,000
Vehicle ID# 111 Replacement	Common to All	40,000
GPF: Air Compressor Replacement	Common to All	400,000
GPF: Power Roof Vent Replacement	Common to All	275,000
GBF: Transformer Replacement Project	Common to All	125,000
DPF: Pump Station HVAC Improvements	Common to All	300,000
GBF: Perimeter Fence Replacement	Common to All	141,000
Total Operations		\$ 1,406,000
Technical Services		
<u>Engineering</u>		
Meter Station #1 Flow Tube and Flow Meter Replacement	Municipal Only	\$ 90,000
Annual Manhole Rehabilitation	Municipal Only	50,000
MS-05 Flow Tube Replacement	Municipal Only	100,000
Total Engineering		\$ 240,000
Total Technical Services		\$ 240,000
Environmental Programs		
<u>Laboratory</u>		
	Common to All	\$ -
Total Laboratory		\$ -
Total Environmental Programs		\$ -
	Solids	\$ -
Total Annual Capital Items		\$ 1,771,000

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Allocation of Operation and Maintenance Costs

15.c

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	\$ 646,936	\$ 90,571	\$ 77,633	\$ 58,224	\$ 38,816	\$ 45,286	\$ 135,857	\$ 155,265	\$ -	\$ 45,286
Water Quality Testing	911,140	911,140	0	0	0	0	0	0	0	0
Total Laboratory Services	\$ 1,558,076	\$ 1,001,711	\$ 77,633	\$ 58,224	\$ 38,816	\$ 45,286	\$ 135,857	\$ 155,265	\$ -	\$ 45,286
Treatment										
Pump Station	\$ 121,017	\$ 121,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Primary Treatment	162,601	162,601	0	0	0	0	0	0	0	0
Grit Removal	21,176	0	0	21,176	0	0	0	0	0	0
Aeration	233,264	0	116,632	0	0	116,632	0	0	0	0
Final & Chlorine Contact Basins	207,918	207,918	0	0	0	0	0	0	0	0
Filtration	30,982	30,982	0	0	0	0	0	0	0	0
Primary Thickeners	80,776	485	7,270	72,537	485	0	0	0	0	0
Waste Activated Sludge Thickeners	173,091	0	103,855	65,775	0	3,462	0	0	0	0
Dewatering - Belt Presses/Incineration	450,037	1,177	169,975	272,630	1,177	5,077	0	0	0	0
Primary Sludge	196,170	1,177	17,655	176,161	1,177	0	0	0	0	0
Secondary Sludge	253,867	0	152,320	96,469	0	5,077	0	0	0	0
Incineration	539,205	1,473	198,331	332,054	1,473	5,875	0	0	0	0
Primary Sludge	245,475	1,473	22,093	220,436	1,473	0	0	0	0	0
Secondary Sludge	293,730	0	176,238	111,617	0	5,875	0	0	0	0
Digestion	249,671	682	91,834	153,753	682	2,720	0	0	0	0
Struvite Harvesting	164,699	225	30,290	50,713	82,574	897	0	0	0	0
Power Generation	209,807	573	77,171	129,204	573	2,286	0	0	0	0
Solids, General	236,411	633	88,019	144,509	633	2,617	0	0	0	0
Total Treatment	\$ 2,880,655	\$ 527,766	\$ 883,377	\$ 1,242,349	\$ 87,597	\$ 139,566	\$ -	\$ -	\$ -	\$ -
Maintenance/Engineering										
Maintenance	\$ 2,487,711	\$ 780,534	\$ 649,841	\$ 482,158	\$ 11,253	\$ 403,716	\$ 130,356	\$ -	\$ 29,853	\$ -
Engineering	958,335	300,684	250,337	185,741	4,335	155,522	50,217	0	11,500	0
Total All Above	\$ 7,884,777	\$ 2,610,695	\$ 1,861,187	\$ 1,968,472	\$ 142,002	\$ 744,090	\$ 316,429	\$ 155,265	\$ 41,353	\$ 45,286
Business Services & Information Systems	\$ 2,305,080	\$ 778,556	\$ 555,039	\$ 587,034	\$ 42,348	\$ 221,901	\$ 94,365	\$ -	\$ 10,377	\$ 15,461
Total Salaries & Benefit Costs	\$ 10,189,857	\$ 3,389,251	\$ 2,416,226	\$ 2,555,505	\$ 184,350	\$ 965,991	\$ 410,794	\$ 155,265	\$ 51,729	\$ 60,746
Power										
Metro Pump	\$ 227,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227,285	\$ -	\$ -	\$ -
Mill Pump	11,899	0	0	0	0	0	0	0	11,899	0
Secondary Effluent Pump	12,892	12,892	0	0	0	0	0	0	0	0
Process Air Compressors	616,551	0	400,758	0	0	215,793	0	0	0	0
Solids Building	151,405	423	54,906	94,034	423	1,619	0	0	0	0
Primary Sludge (40)	70,464	423	6,342	63,277	423	0	0	0	0	0
Secondary Sludge (60)	80,941	0	48,565	30,758	0	1,619	0	0	0	0
All Other Plant	578,645	181,553	151,154	112,151	2,618	93,905	30,321	0	6,944	0
Total Power	\$ 1,598,677	\$ 194,868	\$ 606,818	\$ 206,185	\$ 3,040	\$ 311,316	\$ 257,606	\$ -	\$ 18,843	\$ -
Fuel										
Fuel - Diesel for Generators	\$ 22,800	\$ 22,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building	278,132	87,266	72,654	53,906	1,258	45,136	14,574	0	3,338	0
Incineration & Process	401,975	1,122	145,775	249,658	1,122	4,298	0	0	0	0
Primary Sludge (40)	187,079	1,122	16,837	167,997	1,122	0	0	0	0	0
Secondary Sludge (60)	214,896	0	128,938	81,660	0	4,298	0	0	0	0
Total Fuel	\$ 702,907	\$ 111,188	\$ 218,428	\$ 303,564	\$ 2,381	\$ 49,434	\$ 14,574	\$ -	\$ 3,338	\$ -

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Allocation of Operation and Maintenance Costs

15.c

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	\$ 114,100	\$ 114,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gravity Belt Polymer	81,276	0	48,766	30,885	0	1,626	0	0	0	0
Gravity Thickener Polymer	0	0	0	0	0	0	0	0	0	0
Belt Press Polymer	387,396	1,082	140,488	240,603	1,082	4,142	0	0	0	0
Primary Sludge (40)	180,294	1,082	16,226	161,904	1,082	0	0	0	0	0
Secondary Sludge (60)	207,102	0	124,261	78,699	0	4,142	0	0	0	0
Lime and Clay	0	0	0	0	0	0	0	0	0	0
Primary Sludge (40)	0	0	0	0	0	0	0	0	0	0
Secondary Sludge (60)	0	0	0	0	0	0	0	0	0	0
Sodium Bisulfite	57,700	57,700	0	0	0	0	0	0	0	0
Ferric Chloride	62,500	31,250	0	0	31,250	0	0	0	0	0
Odor Control	15,000	4,376	4,018	3,271	143	2,295	730	0	167	0
Magnesium Chloride	82,758	113	15,220	25,482	41,492	451	0	0	0	0
Sodium Hydroxide – Air Pollution	58,255	159	21,427	35,875	159	635	0	0	0	0
Sodium Hydroxide – Nutrient Removal	0	0	0	0	0	0	0	0	0	0
Activated Carbon	0	0	0	0	0	0	0	0	0	0
Aqua Ammonia	0	0	0	0	0	0	0	0	0	0
Other Chemicals	129,006	129,006	0	0	0	0	0	0	0	0
Total Chemicals	\$ 987,991	\$ 337,786	\$ 229,919	\$ 336,116	\$ 74,126	\$ 9,148	\$ 730	\$ -	\$ 167	\$ -
Maintenance & Repairs										
Maintenance & Repairs	\$ 1,595,453	\$ 500,583	\$ 416,765	\$ 309,224	\$ 7,217	\$ 258,916	\$ 83,602	\$ -	\$ 19,145	\$ -
All Other Expenses										
Solid Waste	\$ 254,828	\$ 712	\$ 92,412	\$ 158,268	\$ 712	\$ 2,725	\$ -	\$ -	\$ -	\$ -
Primary Sludge (40)	118,597	712	10,674	106,500	712	0	0	0	0	0
Secondary Sludge (60)	136,231	0	81,739	51,768	0	2,725	0	0	0	0
DNR Environmental Fees	131,000	956	44,101	46,528	29,581	9,834	0	0	0	0
Other Miscellaneous	5,289,234	1,659,529	1,381,656	1,025,138	23,926	858,358	277,156	0	63,471	0
Biogas Treatment	19,500	53	7,173	12,009	53	212	0	0	0	0
Total All Other	\$ 5,694,562	\$ 1,661,250	\$ 1,525,342	\$ 1,241,942	\$ 54,272	\$ 871,129	\$ 277,156	\$ -	\$ 63,471	\$ -
Total Treatment Plant O & M	\$20,769,447	\$ 6,194,926	\$5,413,498	\$4,952,536	\$325,385	\$2,465,935	\$ 1,044,462	\$ 155,265	\$ 156,693	\$ 60,746
Field Services O & M										
Pretreatment	\$ 215,789	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,789	\$ -	\$ -
Municipal Interceptors	393,821	0	0	0	0	0	393,821	0	0	0
Mill Interceptors	2,547	0	0	0	0	0	0	0	2,547	0
Fox River Fiber Force Main	26,505	0	0	0	0	0	0	0	0	26,505
Municipal Metering Stations	243,210	0	0	0	0	0	243,210	0	0	0
Mill Metering Stations	17,339	0	0	0	0	0	0	0	0	17,339
Municipal Lift Stations	392,531	0	0	0	0	0	392,531	0	0	0
Subtotal	\$ 1,291,741	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,029,562	\$ 215,789	\$ 2,547	\$ 43,844
All Other (Field Services Salaries after distribution)	532,461	0	0	0	0	0	424,389	88,949	1,050	18,073
Total Interceptor System O & M	\$ 1,824,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,453,951	\$ 304,738	\$ 3,597	\$ 61,917
Total O & M Costs	\$22,593,649	\$ 6,194,926	\$5,413,498	\$4,952,536	\$325,385	\$2,465,935	\$ 2,498,413	\$ 460,002	\$ 160,289	\$ 122,663
Distribution to Participants										
MUNICIPAL	\$20,652,438	\$ 5,459,500	\$5,165,341	\$4,361,037	\$317,901	\$2,390,243	\$ 2,498,413	\$ 460,002	\$ -	\$ -
FOX RIVER FIBER	49,589	0	0	0	0	0	0	0	0	49,589
GREEN BAY PACKAGING	0	0	0	0	0	0	0	0	0	0
PROCTER & GAMBLE	1,891,622	735,426	248,157	591,499	7,484	75,692	0	0	160,289	73,074
Total	\$22,593,649	\$ 6,194,926	\$5,413,498	\$4,952,536	\$325,385	\$2,465,935	\$ 2,498,413	\$ 460,002	\$ 160,289	\$ 122,663

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
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	\$ -	\$ 1,240		\$ 1,240		\$ 1,240
Benefits - P&G Interceptor	-	407		407		407
Salaries - P&G Meter Station	2,328	9,919	12,246			12,246
Benefits - P&G Meter Station	764	3,257	4,021			4,021
Salaries - Fox River Fiber - Force Main	-	9,919			9,919	9,919
Benefits - Fox River Fiber - Force Main	-	3,257			3,257	3,257
Salaries - Fox River Fiber - Meter Station	-	8,679			8,679	8,679
Benefits - Fox River Fiber - Meter Station	-	2,850			2,850	2,850
Repair & Maintenance (R & M) - P&G Interceptor			-	900		900
R & M - P&G Meter Station			1,071			1,071
Phones - P&G			-			-
Power - P&G			-			-
R & M - Force Main					1,710	1,710
R & M - Meter Station					91	91
Chemicals					-	-
Total	\$ 3,092	\$ 39,527	\$ 17,338	\$ 2,547	\$ 26,505	\$ 46,391

Account Name	Maintenance	Field Services	GBMSD Meter Stations	GBMSD Interceptors	Lift Station	Pretreatment
Salaries - Pretreatment	\$ -	\$ 148,060				\$ 148,060
Salaries - GBMSD Interceptors	3,016	92,491		95,507		
Salaries - GBMSD Meter Stations	-	96,706	96,706			
Salaries - East Bayshore Lift Stations	29,251	44,634			73,884	
Salaries - East River Lift Station	11,595	13,638			25,233	
Salaries - Old Plank Lift Station	3,020	7,687			10,707	
Salaries - Interplant Force Main	-	14,878		14,878		
Salaries - Chemical Feed Building	-	248	248			
Benefits - Pretreatment	-	48,619				48,619
Benefits - GBMSD Interceptors	990	30,371		31,361		
Benefits - GBMSD Meter Stations	-	31,756	31,756			
Benefits - East Bayshore Lift Stations	9,605	14,656			24,261	
Benefits - East River Lift Station	3,807	4,478			8,285	
Benefits - Old Plank Lift Station	992	2,524			3,516	
Benefits - Interplant Force Main	-	4,885		4,885		
Benefits - Chemical Feed Building	-	81	81			
Pretreatment Program						1,445
R & M - East Bayshore System Lift Stations					19,408	
R & M - East Bayshore Force Main					-	
R & M - East River Lift Station					-	
R & M - GBMSD Interceptors - Field Services				60,515		
R & M - GBMSD Interceptors - Engineering				(56,267)		
R & M - Old Plank Lift Station					-	
R & M - Interplant Force Main				31,600		
R & M - GBMSD Meter Stations			235,644			
R & M - Chemical Feed Building			4,500			
Phones - Meter/Lift Stations			58,450			
Phones - Chemical Feed Building			19,110			
Power - Meter Stations			33,000			
Power - Chemical Feed Building			1,360			
Power - Old Plank Lift Station					18,000	
Power - East Bayshore Lift Stations					35,800	
Power - East River Lift Station					-	
Water - East River Lift Station					25,500	
Chemicals - Old Plank Lift Station					1,500	
Chemicals - De Pere Conveyance					-	
Chemicals - Chemical Feed Building					1,880	
Chemicals - Bayshore Interceptor					91	
Total			\$ 480,855	\$ 182,479	\$ 248,065	\$ 198,124

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
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	\$ 1,180,479	\$ 614,126	\$ 2,102,309	\$ 1,850,036	\$ 743,666	\$ 578,289	\$ 855,277	\$ 587,240	\$ 8,513,920
Long Term Disability	-	5,239	2,973	9,701	9,171	3,545	2,893	4,016	2,839	40,378
Dental Insurance	-	11,372	7,582	23,018	22,963	6,318	6,777	7,454	4,595	90,079
Health Insurance	-	180,216	106,773	324,005	327,102	80,227	73,443	106,773	30,232	1,228,771
Life Insurance	-	4,422	1,023	4,865	6,441	4,122	2,748	1,971	511	26,103
Wisconsin Retirement	-	77,807	40,026	138,516	124,627	50,478	40,079	57,520	37,702	566,755
FICA & Medicare	191	85,089	46,981	158,478	141,528	55,693	44,238	65,429	44,923	642,550
Worker's Compensation	5	4,737	18,485	63,279	55,686	14,286	1,330	25,744	8,764	192,316
Uniforms	-	-	3,300	12,492	15,524	-	-	3,515	-	34,831
Employee Assistance	-	3,226	-	-	-	-	-	-	-	3,226
Wellness Program	-	-	-	43,992	-	-	-	-	-	43,992
Totals	\$ 2,696	\$ 1,552,587	\$ 841,269	\$ 2,880,655	\$ 2,553,078	\$ 958,335	\$ 749,797	\$ 1,127,699	\$ 716,806	\$ 11,382,924

Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
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	\$ 1,180,479	\$ 614,126	\$ 2,102,309	\$ 1,800,827	\$ 743,666	\$ 578,289	\$ 407,180	\$ 587,240	\$ 8,016,616
Long Term Disability	-	5,239	2,973	9,701	8,938	3,545	2,893	1,890	2,839	38,018
Dental Insurance	-	11,372	7,582	23,018	22,442	6,318	6,777	2,713	4,595	84,817
Health Insurance	-	180,216	106,773	324,005	320,000	80,227	73,443	42,101	30,232	1,156,997
Life Insurance	-	4,422	1,023	4,865	6,290	4,122	2,748	597	511	24,578
Wisconsin Retirement	-	77,807	40,026	138,516	121,352	50,478	40,079	12,038	37,702	518,000
FICA & Medicare	191	85,089	46,981	158,478	137,763	55,693	44,238	43,235	44,923	616,591
Worker's Compensation	5	4,737	18,485	63,279	54,574	14,286	1,330	19,191	8,764	184,651
Uniforms	-	-	3,300	12,492	15,524	-	-	3,515	-	34,831
Employee Assistance	-	3,226	-	-	-	-	-	-	-	3,226
Wellness Program	-	-	-	43,992	-	-	-	-	-	43,992
Totals	\$ 2,696	\$ 1,552,587	\$ 841,269	\$ 2,880,655	\$ 2,487,711	\$ 958,335	\$ 749,797	\$ 532,461	\$ 716,806	\$ 10,722,318

NEW Water
Green Bay Metropolitan Sewerage District
2020 Proposed Budget - October 23, 2019
Employees Headcount Report

DIVISIONS AND DEPARTMENTS	DEPARTMENT	2019 BUDGET HEADCOUNT	2020 BUDGET HEADCOUNT
Business Services including Non-Departmental *		13	13
Laboratory & Research		8	8
Treatment including Health and Safety		24	26
Maintenance		23	24
Engineering		7	7
Information Technology		6	6
Field Services		9	10
Watershed Management		5	5
Regulatory Compliance		1	1
Total Headcount without Commissioners **		96	100
Commissioners		5	5

Positions Changes

Division	Department	
Technical Services	Engineering	
Technical Services	Field Services	Add Field Services Technician
Operations	Maintenance	Delete Maintenance Mechanic Add E & I Apprentice
Operations	Treatment	Delete Operations Project Coordinator Add (2) Operator in Training
Environmental Programs	Watershed Management	Add Grant and Contract Specialist

Notes:

* Non-Departmental Division includes Executive Director & Human Resources

** Total Full-Time and Part-Time positions

Divisions and Departments classification for referencing

<u>BUSINESS SERVICES</u>	<u>TECHNICAL SERVICES</u>	<u>OPERATIONS</u>	<u>ENVIRONMENTAL PROGRAMS</u>	<u>NON-DEPARTMENTAL</u>
Accounting	Engineering	Maintenance	Watershed Management	Commission
Public Affairs and Education	Field Services	Treatment	Regulatory Compliance	District Wide
Information Technology		Health and Safety	Laboratory & Research	Executive Director and HR
Administrative Services			Sustainability	Procter & Gamble
				Fox River Fiber

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
2020 Proposed Budget - October 23, 2019
OUT-OF-AREA TRAVEL - Outside EPA Region 5 (Wisconsin, Minnesota, Illinois, Ohio, Indiana, Michigan)

Account	Title	Division	Event
5020	Director of Business Services	Business Services	Government Finance Officers Assoc (GFOA) Conference - BV (New Orleans 5/17/20-5/20/20)
5020	Public Affairs & Education Coordinator	Business Services	PR / Comms conference - TG
5020	System Administrator	Business Services	Microsoft Ignite Conf., Orlando, FL - MP
5020	System Administrator	Business Services	Microsoft Ignite Conf., Orlando, FL - MW
5020	System Administrator	Business Services	SANS SCADA Cybersecurity Trning, TBD - TBD
5020	Director Of Technical Services	Technical Services	WEFTEC- 2020 New Orleans, LA - NRQ
5020	Director Of Technical Services	Technical Services	NACWA Winter Conf, Atlanta, GA - NRQ
5020	Director Of Technical Services	Technical Services	NACWA Summer Conf, Seattle, WA - NRQ
5020	Engineer	Technical Services	WEF Residuals & Biosolids Conf.- TBD - WIA
5020	Engineer	Technical Services	WEFTEC- 2020 New Orleans, LA - SE1
5020	Field Services Manager	Technical Services	WEF Collections System Conference - ST , TBD
5020	Pretreatment Coordinator	Technical Services	NACWA Pretreatment Seminar - SG, TBD
5020	Maintenance	Operations	CMMS Conference Maximo World Orlando
5020	Executive Director	Non-Departmental	NACWA Winter Conf, Atlanta, GA - TWS
5020	Executive Director	Non-Departmental	NACWA Summer Conf, Seattle, WA - TWS
5020	Executive Director	Non-Departmental	WEFTEC, New Orleans, LA - TWS
5020	Executive Director	Non-Departmental	Water Reuse Association Conference, Denver - TWS
5079	Executive Director	Non-Departmental	National Association of Clean Water Agencies (NACWA) Environmental Policy, Washington DC
5079	Executive Director	Non-Departmental	National Association of Clean Water Agencies (NACWA) Leadership meeting, Miami, FL
5079	Executive Director	Non-Departmental	EPA Meeting, Washington DC
5020	Commissioner	Non-Departmental	National Association of Clean Water Agencies (NACWA) Summer Conference, Seattle, WA
5020	Lab Analyst	Environmental Programs	Metrohm IC Training- Tampa -AC

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2020 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN**

2020 Budget - Rev 3 - October 4, 2019	2020	2021	2022	2023	2024
<u>MAJOR CAPITAL: WASTEWATER TREATMENT FACILITIES</u>					
GBF: Blower System Efficiency Upgrade	-	-	205,000	4,635,000	-
GBF: R2E2 Solids Management Project	2,700,000	-	-	-	-
GBF: Metro & Mill Pumping and Plant Drain Systems Upgrades	-	100,000	340,000	5,905,000	5,925,000
GBF: Gravity Belt Thickener Replacement	100,000	1,550,000	3,250,000	-	-
GBF: Reclaimed Water System ** See Notes **	1,700,000	-	-	-	-
DPF: Service Water System Rehabilitation/Replacement	-	-	-	-	-
DPF: Primary Substation & Emergency Generator	-	-	-	-	-
DPF: Blower Replacement Project	-	-	-	-	-
DPF: 1st Stage RAS Pumping System Replacement	-	-	-	-	-
DPF: 2nd Stage Secondary System Upgrade	-	-	-	-	-
DPF: Scum Handling Improvements	-	-	-	-	-
GBF & DPF: Clarifier Rehabilitation	600,000	5,700,000	8,500,000	10,500,000	10,500,000
GBF: Primary Clarifier Odor Control	-	330,000	5,875,000	-	-
GBF & DPF: Headworks Upgrades	-	-	340,000	3,850,000	5,750,000
GBF: Maintenance Building Addition	300,000	1,250,000	2,110,000	-	-
Interplant Wastewater Force Main - Phase 2	-	-	36,000	848,000	-
GBF: Phosphorus Upgrade (60 mgd Ballasted Flocculation)	-	-	-	-	1,480,000
DPF: Tertiary Filter Replacement	500,000	9,400,000	-	-	-
DPF: Tertiary Enhancement - Chemical Coagulation and Sedimentation	-	-	-	-	-
DPF: Phosphorus Upgrade	-	-	-	-	-
TOTAL WASTEWATER TREATMENT FACILITIES	5,900,000	18,330,000	20,656,000	25,738,000	23,655,000
<u>MAJOR CAPITAL: INTERCEPTORS</u>					
Dutchman Creek Interceptor Upgrade & Rehabilitation ** See Notes **	4,500,000	-	-	-	-
Scott Bayshore Interceptor Rehabilitation	-	-	-	-	-
Ninth Street Interceptor Rehabilitation ** See Notes **	2,966,000	-	-	-	-
East River Interceptor Rehabilitation ** See Notes **	3,766,000	-	-	-	-
West Fox River Interceptor Relay and Rehabilitation	-	-	209,000	4,956,000	-
Ninth Street Interceptor Extension - American Drive	-	1,250,000	-	-	-
Fox River Crossing Rehabilitation	35,000	585,000	1,150,000	-	-
East Fox River Interceptor Rehabilitation	50,000	1,055,000	1,930,000	-	-
Quincy Street Interceptor Improvements	-	-	-	-	-
Northeast Interceptor Rehabilitation	-	-	-	-	2,000
Southeast Interceptor Rehabilitation	-	-	-	-	-
West Tower Drive Interceptor Rehabilitation	-	-	-	70,000	1,647,000
Quincy Street 2 Interceptor Rehabilitation	-	-	-	-	-
East River Bellevue Interceptor Rehabilitation	-	-	-	-	-
East Tower Drive Interceptor Rehabilitation Phase 3	-	-	-	-	-

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2020 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN**

2020 Budget - Rev 3 - October 4, 2019	2020	2021	2022	2023	2024
Scott-Bayshore Interceptor Rehabilitation	-	-	-	-	-
Duck Creek Interceptor Rehabilitation	-	-	-	-	-
Lawrence Sewers Upsizing	-	-	-	-	150,000
East Bayshore System Relief & Replacement	-	-	-	150,000	2,000,000
East Tower Drive Interceptor Rehabilitation - Phase 1	-	-	-	60,000	1,422,000
East Tower Drive Interceptor Rehabilitation - Phase 2	-	-	-	-	-
Bayview Interceptor Upsizing	-	-	-	-	-
Bayview Interceptor Replacement	-	-	-	-	-
Charles Street Interceptor Upsizing	-	-	-	-	-
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	11,317,000	3,002,000	5,632,000	5,236,000	5,221,000
DEPARTMENT ANNUAL CAPITAL INVESTMENTS					
MAINTENANCE SECTION					
GBF: Replace MCC - Center Mechanical MCC-B2, -B2A, -B2B	-	-	-	-	-
GBF: Replace MCC - West Mechanical MCC-B1, -B1A	-	-	-	-	-
GBF: Replace MCC - Administration Building ADP-1,-2; MCC-A1, -A2	-	-	-	-	-
GBF: Replace MCC - South Plant MCC-N1, -N2, -N3	-	-	-	-	-
GBF: Replace MCC - Compressor Building MCC-C1	-	-	-	-	-
GBF: Replace UPS-A1 systems (3 units)	-	-	-	-	-
GBF: Replace UPS systems plantwide	-	-	-	-	-
GBF & DPF: Liquids Instrumentation Package Replacement	-	-	-	-	-
GBF: Solids Instrumentation Package Replacement	-	-	-	-	-
DPF: Replace outdated MCCs	125,000	-	-	-	-
DPF: Install online sulfide monitoring of Fox River Fiber discharge	-	-	-	-	-
DPF: Replace first stage RAS pump bases in Blower Building #2	-	-	-	-	-
DPF: Upgrade fluorescent lighting in offices and plant	-	-	-	-	-
DPF: Replace diffuser socks in aeration system (10-year rotation)	-	57,000	-	-	-
DPF: Move polymer pumps to BFP garage for hook up to tote tanks	-	-	-	-	-
DPF: Replace security & process cameras (10-year rotation)	-	-	-	-	-
DPF: Replace control air compressors & dryers	-	-	-	-	-
DPF: Install odor controls for PTU and clarifier basins	-	-	-	-	-
GBF: Overhaul gravity belt thickeners	-	-	-	-	-
GBF: Replace Air Handling Units	-	959,000	230,000	-	-
GBF: Replace Air Handling Units installed in 1994	-	-	-	-	-
GBF: Replace roof - Administration Building	-	-	-	-	-
GBF: Replace roof - Thickening Building	-	-	-	-	-
GBF: Replace roof - Compressor Building	-	-	-	-	-
GBF: Replace roof - Pump Station	-	-	-	-	-
GBF: Replace roof - South Complex Buildings	-	-	-	-	-
GBF: Replace roof - Mechanical Building (3)	-	-	-	-	-
GBF: Replace roof - Main Substation, Pole Building, N&S	-	-	-	-	-
GBF: Replace roof - Maintenance Building	-	-	-	-	-
GBF: Replace roof - Headworks Building	-	-	-	-	-
DPF: Replace roof - Blower Building No. 1	-	-	-	-	-
DPF: Replace roof - Gravity Filter Building	-	-	-	-	-
DPF: Replace roof - Sludge Control Tank Building	-	79,000	-	-	-
DPF: Replace roof - Maintenance Building	-	-	-	-	-
DPF: Replace roof - Electrical Building 1	-	-	-	-	-
DPF: Replace roof - Electrical Building 2	-	-	-	-	-
DPF: Replace roof - Electrical Building 3	-	-	-	-	-
DPF: Replace roof - Electrical Building 4	-	-	-	-	-
DPF: Replace roof - Influent Pump Station	-	-	-	-	-
DPF: Replace roof - Service Building	-	-	-	-	-
DPF: Replace roof - Grit Building 2	-	-	-	-	-
DPF: Replace roof - Blower Building No. 2	-	-	-	-	-
DPF: Replace roof - Administration Building	-	-	-	-	53,000
CFB: Replace roof - Intermediate Chemical Feed Building	-	-	-	-	-
MS: Replace roof - MS 1	-	-	-	-	-
MS: Replace roof - MS 2	-	-	-	-	-
MS: Replace roof - MS 3 (East River Lift Station)	-	-	-	-	-
MS: Replace roof - MS 4	-	-	-	-	-
MS: Replace roof - MS 5	-	-	-	-	-
MS: Replace roof - MS 6	-	-	-	-	-

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2020 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2020 Budget - Rev 3 - October 4, 2019	2020	2021	2022	2023	2024
MS: Replace roof - MS 9	-	-	-	-	-
MS: Replace roof - MS 14	-	-	-	-	-
MS: Replace roof - MS 14A (Royal Scott Sanitary District)	-	-	-	-	-
MS: Replace roof - MS 14C (Village of Luxemburg)	-	-	-	-	-
MS: Replace roof - MS 15	-	-	-	-	-
MS: Replace roof - MS P&G	-	-	-	-	-
GBF: Replace Thickening Building Skylights	-	-	-	-	-
Vehicle ID# 101 Replacement (Utilities)	-	-	-	-	-
Vehicle ID# 102 Replacement (Admin)	-	-	-	-	-
Vehicle ID# 107 Replacement (Field Services)	-	-	63,000	-	-
Vehicle ID# 109 Replacement (E&I)	-	-	-	-	-
Vehicle ID# 111 Replacement (Field Services)	40,000	-	-	-	-
Vehicle ID# 112 Replacement (Mechanics)	-	-	-	-	-
Vehicle ID# 113 Replacement (Utilities)	-	-	-	-	-
Vehicle ID# 115 Replacement (Field Services)	-	-	-	-	-
GBF: Replace North Final Clarifier Lighting	-	-	-	-	-
GBF: Simplex Access Control Basin Complex	-	-	-	-	-
GBF: TEF Line Repainting	-	-	-	-	-
Air Relief Vault Repainting	-	-	-	-	-
DPF: Actuated Slide Gates & Basin Drains	-	-	-	200,000	-
GBF: Aeration Compressor Controls Upgrade	-	-	-	-	-
GBF: Replace South Complex RAS Pump VFDs	-	-	-	-	-
EBS: Lift Station Painting	-	-	-	-	-
GBF: Rewind influent pump magnetic couplings	-	-	-	-	-
GBF Replace 3 Mill Waste Pump suction valves	-	-	-	-	-
GBF: Air Compressor Replacement	400,000	-	-	-	-
DPF: Air Handling Unit Replacement	-	-	-	-	-
GBF: Power Roof Vent Replacement	275,000	275,000	275,000	-	-
DPF: Power Roof Vent Replacement	-	-	-	-	-
GBF: Tunnel Unit Heater Replacement Phase 1	-	-	-	-	-
GBF: Tunnel Unit Heater Replacement Phase 2	-	-	-	-	-
GBF: Tunnel Unit Heater Replacement	-	50,000	-	-	-
DPF: Tunnel Unit Heater Replacement	-	-	50,000	-	-
GBF: Transformer Replacement Project	125,000	-	-	-	-
GBF: SW Pump Replacement	-	-	400,000	-	-
DPF: Process Air Blowers - HST Upgrades	-	-	-	-	-
GBF: Aeration Basin Access Ladders	-	-	-	-	-
GBF: Tunnel Lighting Upgrades	-	-	-	-	-
DPF: Process Air Blowers - HST Upgrades Phase 2 (HST #4,6)	-	-	-	-	-
DPF: Pump Station HVAC Improvements	300,000	-	-	-	-
GBF: Perimeter Fence Replacement	141,000	-	-	-	-
Maintenance Section subtotal	1,406,000	1,420,000	1,018,000	200,000	53,000
INFORMATION TECHNOLOGY SECTION					
GBF: Wireless Network Communication	-	-	-	-	50,000
GBF: Wireless Network Communication Phase II	-	-	-	-	-
DPF: Wireless Network Communication	-	-	-	-	-
DPF: Fiber Optic Network Enhancement/Upgrade	-	-	-	-	-
GBF: Fiber Optic Network Enhancement/Upgrade	-	80,000	-	-	-
GBF: Building Network Cabling Enhance/Upgrade	-	45,000	-	-	-
GBF: County Wide Radio Communications	-	-	-	50,000	-
GBF: County Wide Radio Communications Phase II	-	-	-	50,000	-
GBF: Replace PLC Input/Output Hardware	125,000	125,000	125,000	-	-
GBF & DPF: SCADA HMI Software Replacement	-	-	-	-	-
GBF & DPF: SCADA Historian Software Replacement	-	-	-	-	-
GBF: Continuous Emissions Monitoring (CEM)	-	-	-	-	-
GBF: RBAM - Computerized Maintenance Management System	-	-	-	-	-
GBF: Laboratory Information Management System	-	-	-	-	450,000
GBF: HR/Payroll Software System	-	-	-	-	-
GBF & DPF: Time and Attendance System	-	-	-	-	-
GBF: Financial Software Replacement/Upgrade	-	-	-	-	-
GBF: Audio/Visual Rm Equipment Replacement	-	-	-	-	-
GBF & DPF: Telephone System	-	-	150,000	-	-
GBF: Campus Paging System	-	-	-	-	-
GBF & DPF: Disaster Recovery/Backup System	-	-	-	75,000	-
GBF: eDocs. Imaging/ Management/Collaboration	-	-	-	90,000	-
DPF: MCC DevicNet Upgrade	-	240,000	-	-	-
Information Technology Section subtotal	125,000	490,000	275,000	265,000	500,000
ENGINEERING SECTION					
Highway 41 Accommodations - WTD & BVI Relocations (10% of total project cost after DOT reimbursement)	-	-	-	-	-
Manhole Castings Replacement - De Pere Basin	-	-	-	-	-
Meter Station #1 Flow Tube and Flow Meter Replacement	90,000	-	-	-	-
Ninth Street Interceptor, 30-inch lining section near Suburban Drive	-	-	-	-	-
DPF: Abandon Old West Side Interceptor	-	-	-	-	-

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2020 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN**

2020 Budget - Rev 3 - October 4, 2019	2020	2021	2022	2023	2024
Duck Creek Interceptor-North Leg Relocation (5% of total project cost after DOT reimbursement)	-	-	-	-	-
DPF: Demolish Solids Building & MS11A	-	-	-	-	-
DPF: Effluent Filter Rehab & Upgrades	-	-	-	-	-
GBF: Pump Station Duct Bank	-	-	-	-	-
MS 6, 8, & 9 Rehabilitation	-	-	-	-	-
Annual Manhole Rehabilitation	50,000	50,000	50,000	50,000	50,000
East River Interceptor Abandoned Segments	-	-	-	-	-
Administration Building Office Space Upgrades	-	-	-	-	-
0	-	-	-	-	-
Engineering Services Section subtotal	140,000	50,000	50,000	50,000	50,000
WATERSHED MANAGEMENT SECTION					
Environmental lands easement or title purchase - Pilot Demonstration Project	-	-	-	-	-
Replace "Bay Guardian" workboat (Delivered In 2011; 30-year service life)	-	-	-	-	-
Watershed Management Section subtotal	-	-	-	-	-
FIELD SERVICES SECTION					
MS-01 Flow Tube Replacement	-	-	-	-	-
MS-02 Flow Tube Replacement	-	-	-	-	-
MS-04 Flow Tube Replacement	-	-	-	-	-
MS-05 Flow Tube Replacement	100,000	-	-	-	-
MS-13 Flow Tube Replacement	-	-	-	-	-
MS-14 Flow Tube Replacement	-	-	-	-	100,000
MS-15 Flow Tube Replacement	-	-	-	-	-
MS-06 Flume Replacement	-	-	-	-	-
MS-08 Flume Replacement	-	-	-	-	-
MS-09 Flume Replacement	-	-	-	-	-
P&G Flume Replacement	-	-	-	-	-
Lift Station alarm notification system	-	-	-	200,000	-
Billing Program Design & Implementation	-	-	-	-	-
ERLS - Ozone unit replacement	-	-	-	-	-
Cellular Telemetry for Air Relief Vaults	-	-	-	-	-
Replace Godwin 6-inch Dri-Prime Bypass Pump	-	-	-	-	-
Field Services Section subtotal	100,000	-	-	200,000	100,000
LABORATORY & RESEARCH SECTION					
Laboratory Information System	-	-	-	-	-
Ion Chromatography System	-	-	-	-	-
Lachat Auto Analyzer 1 (TP, TKN)	-	-	-	-	-
Lachat Auto Analyzer 2 (NH3, OP, NO3)	-	-	-	-	-
Lachat Auto Analyzer 3 (Low level P)	-	-	-	-	-
Metals Lab: PE ICP	-	-	-	-	-
BOD Incubator	-	-	-	-	-
Lachat Auto Analyzer Upgrade	-	-	-	-	-
Automated BOD Analyzers	-	-	-	-	-
Laboratory Services Section subtotal	-	-	-	-	-
ANNUAL CAPITAL RENEWAL & REPLACEMENT					
Wastewater Treatment Facility Renewal & Replacement (See Tab R&R 6-20)	-	-	-	-	-
Interceptor Renewal & Replacement (See Tab R&R 6-20)	-	-	-	-	-
TOTAL ANNUAL CAPITAL INVESTMENTS	1,771,000	1,960,000	1,343,000	715,000	703,000
TOTAL CAPITAL INVESTMENTS	18,988,000	23,292,000	27,631,000	31,689,000	29,579,000

Notes:

Major Capital - Treatment Facilities GBF Reclaimed Water System project: Funded via contributed capital from Brown County and/or Industrial Customer.

Major Capital - Interceptors Dutchman Creek Interceptor project: Funded via ICR reserve.

Major Capital - Interceptors: Ninth Street Interceptor Rehabilitation project: \$100,000 overcollected in 2015 for anticipated Annual Capital project.

Major Capital - Interceptors: East River Interceptor Rehabilitation project: \$715,000 collected in 2018 Budget for anticipated project.

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.

Attachment: NEW Water 2020 draft budget (8895 : Consideration of proposal from CLA LLP for sewer rate utility study*)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2019

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for September 2019

ATTACHMENTS:

- Sept. Cash & Inv. Reports (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: November 6, 2019
Subject: Cash and Investments Report for September 30, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of September 30, 2019. I have also attached a monthly summary of the accounts from January 1 to September 30, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments are performing well compared to the 2019 budget. The 2019 investment income budget was conservatively estimated based on 2018 results at the time the budget was prepared. As mentioned in last month's memo, the City is no longer required to have a separate bank account for the revolving loan fund since the program is now under City control. As a result, the revolving loan account has been closed and that balance of \$813,513.61 has been moved into the money market account at the beginning of September 2019 which will allow for a higher rate of return going forward.

Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

September 30, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 735,827.64
HEALTH CHECKING	\$ 1,568,755.39
DENTAL CHECKING	\$ 36,811.43
SUBTOTAL	\$ 2,341,394.46
RESTRICTED	
WATER BOND MM	\$ 211,992.94
SUBTOTAL	\$ 211,992.94
TOTAL CASH	\$ 2,553,387.40

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 3,568,424.04	\$ 190,638.25	2.39%
ASSOCIATED BANK TRUST	\$ 4,955,580.76	\$ 109,111.72	3.00%
CHARLES SCHWAB INVESTMENTS	\$ 6,186,727.81	\$ 225,727.53	5.05%
MONEY MARKET	\$ 2,880,835.35	\$ 35,785.86	2.27%
TOTAL INVESTMENTS	\$ 17,591,567.96	\$ 561,263.36	
TOTAL CASH AND INVESTMENTS	\$ 20,144,955.36		

NOTE: The City budgeted \$262,000 for general fund revenues in the 2019 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

11/7/2019

16.a

	31-Jan-2019	28-Feb-2019	31-Mar-2019	30-Apr-2019	31-May-2019	30-Jun-2019
CHECKING ACCOUNTS						
CITY CHECKING	\$ 825,289.48	\$ 553,303.45	\$ 204,276.91	\$ 1,016,068.70	\$ 655,555.09	\$ 727,308.78
HEALTH CHECKING	\$ 951,100.75	\$ 963,398.81	\$ 1,054,752.12	\$ 1,130,092.06	\$ 1,222,398.04	\$ 1,288,692.56
DENTAL CHECKING	\$ 25,718.97	\$ 27,095.40	\$ 28,528.22	\$ 29,472.36	\$ 31,203.17	\$ 32,415.90
SUBTOTAL	\$ 1,802,109.20	\$ 1,543,797.66	\$ 1,287,557.25	\$ 2,175,633.12	\$ 1,909,156.30	\$ 2,048,417.24
RESTRICTED						
REVOLVING LOAN	\$ 811,350.56	\$ 811,630.64	\$ 811,940.83	\$ 812,241.13	\$ 812,551.56	\$ 812,852.09
WATER BOND MM	\$ 211,361.51	\$ 211,434.47	\$ 211,515.28	\$ 211,593.51	\$ 211,674.38	\$ 211,752.67
SUBTOTAL	\$ 1,022,712.07	\$ 1,023,065.11	\$ 1,023,456.11	\$ 1,023,834.64	\$ 1,024,225.94	\$ 1,024,604.76
TOTAL CASH	\$ 2,824,821.27	\$ 2,566,862.77	\$ 2,311,013.36	\$ 3,199,467.76	\$ 2,933,382.24	\$ 3,073,022.00
INVESTMENTS						
LGIP	\$14,391,367.90	\$12,008,510.91	\$11,933,482.05	\$10,670,625.37	\$9,064,527.52	\$ 6,943,714.70
ASSOCIATED BANK TRUST	\$ 4,852,594.23	\$ 4,858,078.63	\$ 4,876,516.60	\$ 4,886,737.64	\$4,922,508.25	\$ 4,933,830.69
CHARLES SCHWAB INVESTMENTS	\$ 6,000,316.76	\$ 6,015,896.39	\$ 6,043,494.20	\$ 6,076,140.99	\$6,087,574.21	\$ 6,119,076.89
MONEY MARKET	\$ 2,034,996.72	\$ 2,038,118.90	\$ 2,041,580.90	\$ 2,045,541.00	\$2,049,710.53	\$ 2,053,753.79
TOTAL INVESTMENTS	\$ 27,279,275.61	\$ 24,920,604.83	\$ 24,895,073.75	\$ 23,679,045.00	\$ 22,124,320.51	\$ 20,050,376.07
TOTAL CASH AND INVESTMENTS	\$ 30,104,096.88	\$ 27,487,467.60	\$ 27,206,087.11	\$ 26,878,512.76	\$ 25,057,702.75	\$ 23,123,398.07

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	426,041.63	735,827.64	-	-	-
HEALTH CHECKING	1,353,881.40	1,490,067.36	1,568,755.39	-	-	-
DENTAL CHECKING	29,314.13	30,520.16	36,811.43	-	-	-
SUBTOTAL	\$ 2,288,222.34	\$ 1,946,629.15	\$ 2,341,394.46	\$ -	\$ -	\$ -
RESTRICTED						
REVOLVING LOAN	813,162.75	813,473.53	-	-	-	-
WATER BOND MM	211,833.60	211,914.56	211,992.94	-	-	-
SUBTOTAL	\$ 1,024,996.35	\$ 1,025,388.09	\$ 211,992.94	\$ -	\$ -	\$ -
TOTAL CASH	\$ 3,313,218.69	\$ 2,972,017.24	\$ 2,553,387.40	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	\$12,354,986.31	\$ 6,769,355.45	\$ 3,568,424.04			
ASSOCIATED BANK TRUST	\$ 4,931,169.73	\$ 4,954,939.21	\$ 4,955,580.76			
CHARLES SCHWAB INVESTMENTS	\$ 6,141,231.12	\$ 6,173,193.84	\$ 6,186,727.81			
MONEY MARKET	\$ 2,057,940.06	\$ 2,062,134.87	\$ 2,880,835.35			
TOTAL INVESTMENTS	\$ 25,485,327.22	\$ 19,959,623.37	\$ 17,591,567.96	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 28,798,545.91	\$ 22,931,640.61	\$ 20,144,955.36	\$ -	\$ -	\$ -

Attachment: Sept. Cash & Inv. Reports (8896 : Review and possible action on City of De Pere Investments and Cash Detail for September 2019)