# Finance/Personnel Committee

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

## Regular Meeting

## Agenda

**Wednesday, November 9, 2016** | **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 9, 2016** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of Minutes of the October 11, 2016 Regular Meeting of the Finance/Personnel Committee
3. Police Department Overtime Report for October 2016.
4. Fire Department Overtime and EMS/LifeQuest Billing Report for October, 2016.
5. Approve expense of $3,150 for asbestos removal at Fairgrounds House.*
6. Consideration of 2017 Wastewater Study. *
7. Public Comment and announcements.
8. Future agenda items.
9. Adjournment

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

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

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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|---|---|
| **MEETING DATE:** | **November 9, 2016** |
| **DEPARTMENT:** | **City Attorney** |
| **FROM:** | **Angela Zills** |
| **SUBJECT:** | **Approval of Minutes of the October 11, 2016 Regular Meeting of the Finance/Personnel Committee** |

**ATTACHMENTS:**

- October 2016 DRAFT (PDF)

# Finance/Personnel Committee

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

## Regular Meeting

## Draft Minutes

**Tuesday, October 11, 2016 — 7:30 PM — De Pere City Hall Council Chambers**

Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on October 11, 2016, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

| Attendee Name | Title | Status | Arrived |
|---|---|---|---|
| Scott Crevier | Alderperson | Present | |
| Michael Donovan | Alderperson | Present | |
| Larry Lueck | Alderperson | Excused | |
| Lisa Rafferty | Alderperson | Present | |
| Michael J. Walsh | Mayor | Present | |

Also Present: Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Assistant Fire Chief Alan Matzke, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Finance Director Joe Zegers, Public Works Director Scott Thoresen, Economic and Planning Director Kim Flom, Robert Terhar and representatives of Black Honey Hashery L.L.C.

2. Approval of Minutes of the September 13, 2016 Regular Meeting of the Finance/Personnel Committee

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|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael Donovan, Alderperson |
| **SECONDER:** | Scott Crevier, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

3. Fire Department Overtime and EMS Billing Report for September, 2016.

Alderperson Rafferty asked how things have gone with the conversion for EMS billing. Chief Rubin reported that the new billing company has been responsive and the Department has been pleased. While early in the process, transition has been going well, but there is a period of time required for the previous company to close out billings and the new company to take over. A secondary training process is planned for January to help the City collect more money. Alderperson Donovan asked about the escalation of duty crew overtime for the last few months. Chief Rubin expects that to continue as overtime for duty crews increases based on emergency calls that occur.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Scott Crevier, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

4. Approval of Police Overtime for September 2016

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Scott Crevier, Alderperson |
| **SECONDER:** | Lisa Rafferty, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

5. Consideration of Robert Terhar Claim for Tax Refund (Years 2005-2015)*

City Attorney Schmidt-Lehman reported that Mr. Terhar sent Administrator Delo a claim for tax overpayment due to an error he discovered in property acreage size after the City acquired a sliver of property along Lawrence Drive for sidewalk purposes. Mr. Terhar confirmed with Brown County Land Records that the property acreage had been changed in 2005 to an acre-size lot, and it had previously been .92 acres. Mr. Terhar has filed a claim for tax overpayment due to the .08 acreage difference for that ten-year period (2005-2015). Mr. Terhar missed statutory requirements in claiming his tax refund as his claim needed to be filed with the taxing jurisdiction on or before January 31 of the year in which the tax is due, in this instance January 31, 2016 for the 2015 tax bill. Additionally, the claim should have been served on the City Clerk and the assessment needing a palpable error. Attorney Schmidt-Lehman further indicated that the lot size error here is likely a palpable error. State law requires property owners to be responsible to confirm that their tax bills are accurate and offers the short window to make a claim in order to prevent an error from perpetuating year after year. Mr. Terhar's claim is deficient for not following the statutory process and City Attorney Schmidt-Lehman recommends that the claim be denied. Alderperson questions were answered regarding the error and clarification of the claim process. Attorney Schmidt-Lehman did verify that as of today's date Mr. Terhar's acreage has been corrected per Brown County Land Records. Discussion followed.

Mayor Walsh made a Motion, seconded by Alderperson Donovan, to open the meeting to allow Mr. Terhar to speak. Upon vote, Motion carried unanimously.

Mr. Terhar contacted Dave Hongisto and Brown County to discuss this issue within days of discovering the error last summer. The County's memo indicates that the lot size was .92 acres until 1998 when the property was annexed to the City. The assessment (until 2005) was based on what it was in Lawrence, which was based on purchase price, not acreage. In 2005 the assessor utilized a number that County had on record that related back to 1998. Mr. Terhar came to City Hall and obtained some information from staff as to claim procedure. After being advised by Attorney Schmidt-Lehman that she would have a conflict in providing information to assist him with filing a claim, he went ahead and filed a claim on his own which was sent to City Administrator and it was forwarded on. He doesn't know exactly how or when the error occurred.

Alderperson Donovan moved, second by Alderperson Crevier, to go back to regular order. Upon vote, Motion carried unanimously.

Discussion followed with Alderperson Rafferty confirming with Mayor Walsh that the Committee recommendation from this meeting will move forward to Council.

Alderperson Crevier made a Motion, seconded by Alderperson Donovan to deny the claim. Mayor Walsh indicated that whether it is the City's fault or the County's, Mr. Terhar paid more than he should have, even at .08 acres, and recommends that Mr. Terhar be reimbursed for two years and indicated he would vote against the denial of claim. Alderperson Rafferty agreed. Discussion followed. Attorney Schmidt-Lehman clarified that while no state law allows tax refunds to go back two years, following the 2005 revaluation, several property owners filed claims that were entertained by committee and council at that time; however, that was not precedent setting. Attorney Schmidt-Lehman further indicated that if a claim is entertained for Mr. Terhar, the Committee would have to look at anyone else who would potentially come forward after the time frame expires. Discussion followed. Alderperson Crevier confirmed that his Motion to deny the claim would stand.

Alderperson Donovan then called the question. Mayor Walsh asked Attorney Schmidt-Lehman to clarify calling the question usage and intent and whether there can be discussion on calling the question and if debate should stop. Following Attorney Schmidt-Lehman's explanation, there was no further discussion.

Motion to deny claim failed with Alperson Crevier voting aye and all others voting nay.

Mayor Walsh then made a Motion that the City grant two years' worth of refund to Mr. Terhar. Administrator Delo asked for clarification whether the Motion moving forward to Council would be for the full mil rate or just the City portion. Administrator Delo indicated that for 2014 the full amount is $104.78 and the city portion is $31.35. For 2015, the full amount is $103.85 and the city portion is $32.00. The city portion total is $63.35 and the full amount is $208.63 for those two years. Attorney Schmidt-Lehman indicated that the City would be prohibited by statute to attempt to recoup any part of the refund reimbursement from another taxing jurisdiction. Mayor Walsh then clarified that his Motion is for the City to grant two years' worth of refund to Mr. Terhar for the full amount. Motion was seconded by Alderperson Rafferty.

Mayor Walsh's Motion carried with Alderperson Crevier voting nay.

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| **RESULT:** | **DEFEATED [1 TO 3]** |
| **MOVER:** | Scott Crevier, Alderperson |
| **SECONDER:** | Michael Donovan, Alderperson |
| **AYES:** | Scott Crevier |
| **NAYS:** | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

6. Consideration of Revolving Loan Fund documents for Honey Court Hashery, LLC (1104 Honey Court)

Economic and Planning Director Flom advised that City Council authorized staff to negotiate a loan with Black Honey Hashery in August of 2016. Business is proposed to be a high quality coffee shop with pastry and breakfast offerings on the east side at the former Kimco Engraving location on Honey Court. Loan of $65,500 has been requested to help with business start-up.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael Donovan, Alderperson |
| **SECONDER:** | Lisa Rafferty, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

7. Consideration of adjusting pay grade level for five positions

Human Resources Director Shannon Metzler advised that Carlson Dettmann Consulting was requested to take a look at five positions noted in the memo, because of changes ranging in adjustments of responsibilities, Fair Labor Standards minimum salary threshhold and difficulty filling positions due to changes in market. Recommending change in grade for all five positions for the new budget year of 2017. Human Resources Director answered Alderperson questions regarding the Carlson Dettmann analysis and further explained that the current analysis was requested for these positions only as a band-aid approach to keep City's costs down until the next market review of all positions occurs and give some attention to positions that are currently difficult for recruiting and/or maintaining employees.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Scott Crevier, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

8. Review Community Service Grant Distributions.

Memo from City Clerk-Treasurer indicates that Community Service grants are currently capped at $300, with a total of $600 available for disbursement twice yearly. Clerk-Treasurer is recommending that the $300 barrier be removed so that any amount up to the $600 for one grant could be requested to allow for more flexibility for applicants and in an effort to get more potential applicants. Council would then have authority to issue any amount up to $600 as deemed appropriate. Alderperson Crevier recommends updating the website to promote the grants and give more information to market the grants. Alderperson Donovan suggests that if there is difficulty in getting applicants, perhaps the grant money should be put into the budget for those items instead of offering the application for a service grant. Mayor Walsh commented that this is something that could be considered down the road if the current change does not promote more applicants. The money could get to recipients faster if the current process is kept. Alderperson Rafferty also commented on getting the word out and promoting the grant to high school community service groups. City Administrator Delo advised that marketing the grants is something that could be looked at to see if there is a way to better promote.

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| **RESULT:** | **ADOPTED [3 TO 1]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Lisa Rafferty, Alderperson |
| **AYES:** | Scott Crevier, Lisa Rafferty, Michael J. Walsh |
| **NAYS:** | Michael Donovan |
| **EXCUSED:** | Larry Lueck |

9. Consider request by City IT Administrator to transfer funds from Unassigned Reserves.*

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|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael Donovan, Alderperson |
| **SECONDER:** | Lisa Rafferty, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| **EXCUSED:** | Larry Lueck |

10. Public Comment and announcements.

None.

11. Future agenda items.

None.

12. Adjournment

Upon motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:22 PM.

Respectfully submitted,
Angela Zills

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

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|---|---|
| **MEETING DATE:** | **November 9, 2016** |
| **DEPARTMENT:** | **Police** |
| **FROM:** | **Derek Beiderwieden** |
| **SUBJECT:** | **Police Department Overtime Report for October 2016.** |

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

Training hours for October were for SWAT training and the required annual physical testing, K-9 training in New Mexico, Community Intervention Techniques training (dealing with mentally disturbed persons), and TraCs training (new state Traffic Accident report forms).

Staffing hours remains high due to two officers still in field training In October and not available for staffing infill. One has just recently completed the training and is working a staffed position. One remains in training until about the end of December.

Miscellaneous OT of 21.75 hours is comprised of 10.75 Patrol 1.5 fraction allotments, 5 hours for SWAT call out, and 6 hours of miscellaneous where no additional narrative was given (but was approved by a supervisor at the time of the earning of the OT).

The Reimbursed Miscellaneous OT of 31 hours is comprised of 25 Drug Task Force investigation hours and 6 hours for the OWI Task Force.

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

**ATTACHMENTS:**

- 2014 PD OT Report Summary (PDF)
- 2015 PD OT Report Summary (PDF)
- October 2016 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT**
**OVERTIME BY REASON**
**2014**

| REASON | JAN* | FEB** | MAR*** | APR+ | MAY++ | JUN ^ | JUL # | AUG ## | SEPT^^ | OCT^^^ | NOV*+ | DEC*+* | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OFFICER SICK RELIEF | 35.25 | 82.50 | 83.25 | 53.25 | 62.25 | 52.50 | 63.75 | 54.75 | 62.25 | 159.00 | 39.75 | 51.75 | 800.25 |
| OFFICER WORKED ON HOLIDAY | 4.00 | 4.00 | 8.00 | 41.25 | 18.50 | 54.25 | 60.50 | 16.00 | 116.00 | 22.00 | 8.00 | 227.00 | 579.50 |
| OFFICER FOR COURT | 36.00 | 12.00 | 15.00 | 9.00 | 18.50 | 21.00 | 27.00 | 18.75 | 3.00 | 9.00 | 14.25 | 6.00 | 189.50 |
| OFFICER TRAINING | | 13.00 | 32.25 | 90.50 | 19.75 | 59.75 | 42.25 | 12.50 | 59.00 | 64.75 | 141.50 | 29.50 | 564.75 |
| OFFICER RELIEF FOR FUNERAL | | | | | | | 29.25 | | 16.50 | | 30.00 | | 75.75 |
| OFFICER ATTEND MEETING | 40.50 | | 6.00 | 9.75 | 11.25 | | | 17.25 | | 2.25 | 38.75 | | 125.75 |
| STAFFING LEVEL | 27.75 | 16.50 | 35.50 | 51.75 | 142.00 | 221.25 | 341.50 | 199.50 | 208.50 | 211.50 | 255.50 | 319.00 | 2030.25 |
| INVESTIGATION | 34.75 | 22.25 | 8.25 | 37.50 | 64.75 | 18.75 | 85.25 | 56.00 | 53.25 | 22.75 | 34.25 | 87.75 | 525.50 |
| HONOR GUARD FOR FUNERAL | | | | | | | | | | | | | 0.00 |
| SCHOOL LIAISON REIMBURSED | 24.00 | 49.50 | 21.75 | 34.50 | 24.75 | 32.25 | | 18.75 | 48.00 | 79.50 | 22.50 | 27.75 | 383.25 |
| COMMUNITY RELATIONS | | | | | | | | | 3.00 | 8.25 | | | 11.25 |
| SPECIAL ASSIGNMENT | | | | | | | | | | | | | 0.00 |
| SPECIAL ASSIGNMENT REIMBURSED | | 15.00 | | | 34.00 | 255.25 | 6.75 | | 36.75 | 9.00 | | 55.50 | 412.25 |
| MISCELLANEOUS | 14.00 | 25.25 | 28.50 | 5.50 | 26.50 | 62.75 | 25.75 | 17.25 | 26.25 | 34.50 | 17.75 | 31.75 | 315.75 |
| MISCELLANEOUS REIMBURSED | 107.25 | 102.00 | 119.25 | 107.00 | 93.00 | 141.75 | 203.25 | 96.00 | 110.25 | 97.50 | 66.75 | 104.25 | 1348.25 |
| **Gross OFFICER OVERTIME** | 323.50 | 342.00 | 357.75 | 440.00 | 515.25 | 919.50 | 885.25 | 506.75 | 742.75 | 720.00 | 669.00 | 940.25 | 7362.00 |
| SUBTOTAL REIMBURSED OVERTIME | (131.25) | (166.50) | (141.00) | (141.50) | (151.75) | (429.25) | (210.00) | (114.75) | (195.00) | (186.00) | (89.25) | (187.50) | (2143.75) |
| **NET OFFICER OVERTIME** | 192.25 | 175.50 | 216.75 | 298.50 | 363.50 | 490.25 | 675.25 | 392.00 | 547.75 | 534.00 | 579.75 | 752.75 | 5218.25 |
| **SECRETARY OVERTIME** | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | |
| **Community Service Officer** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Total Overtime Budget:** **$133,357.00**
**Expenditures through 1/02/2015** **$145,016.00**
**Percent of Total Budget:** **108.74%**

***NOTES:***

* Period 1/4/2014 - 1/31/2014
** Period 2/1/2014 - 2/28/2014
*** Period 03/01/2014 - 03/28/2014
+Period 3/29/2014 - 4/25/2014
++Period 4/26/2014 - 5/23/2014
^Period 5/24/2014 - 6/20/2014
#Period 6/21/2014 - 08/01/2014
##Period 8/2/2014 - 8/29/2014
^^Period 8/30/2014 - 9/26/2014
^^^Period 9/27/2014 - 10/24/2014
*+Period 10/25/2014 - 11/21/2014
*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015

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

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

***NOTES:***

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

# DE PERE POLICE DEPARTMENT
## OVERTIME BY REASON
## 2016

| REASON | JAN* | FEB** | MAR*** | APR+ | MAY++ | JUN ^ | JUL # | AUG ## | SEPT^^ | OCT^^^ | NOV*+ | DEC*+* | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OFFICER SICK RELIEF | 42.00 | 8.00 | 21.00 | 29.00 | 71.50 | 12.50 | 30.50 | 71.75 | 60.50 | 119.50 | | | 466.25 |
| OFFICER WORKED ON HOLIDAY | 8.00 | 8.00 | 36.00 | 4.00 | 80.75 | 20.00 | 60.00 | 2.25 | 121.75 | 4.00 | | | 344.75 |
| OFFICER FOR COURT | 13.00 | 10.50 | 12.00 | | 22.00 | 34.00 | 8.00 | 2.00 | 48.25 | 29.50 | | | 179.25 |
| OFFICER TRAINING | 40.50 | 42.50 | 155.75 | 227.50 | 132.25 | 191.00 | 35.00 | 90.25 | 45.25 | 131.00 | | | 1091.00 |
| OFFICER RELIEF FOR FUNERAL | | 7.50 | | 7.50 | 4.00 | | | | | | | | 19.00 |
| OFFICER ATTEND MEETING | 14.00 | 10.00 | 20.00 | 14.00 | 4.50 | 15.50 | 10.00 | 7.50 | 16.00 | 7.00 | | | 118.50 |
| STAFFING LEVEL | 8.00 | 19.00 | 34.50 | 28.50 | 135.50 | 142.50 | 159.00 | 172.00 | 131.00 | 173.00 | | | 1003.00 |
| INVESTIGATION | 39.50 | 25.50 | 18.25 | 49.50 | 47.00 | 28.75 | 55.00 | 41.00 | 26.00 | 37.75 | | | 368.25 |
| HONOR GUARD FOR FUNERAL | | 7.50 | | | | | | 3.00 | | | | | 10.50 |
| SCHOOL LIAISON REIMBURSED | 21.50 | 20.00 | 7.00 | 17.50 | 26.00 | 13.50 | | 9.50 | 56.50 | 39.00 | | | 210.50 |
| COMMUNITY RELATIONS | | | | | | | | | | 16.50 | | | 16.50 |
| SPECIAL ASSIGNMENT | | | | | | 9.00 | 2.00 | | 4.00 | 4.00 | | | 19.00 |
| SPECIAL ASSIGNMENT REIMBURSED | | 12.50 | | | 197.75 | | | | | | | | 210.25 |
| MISCELLANEOUS | 8.00 | 17.25 | 46.00 | 15.50 | 36.75 | 18.00 | 11.25 | 27.50 | 23.25 | 21.75 | | | 225.25 |
| MISCELLANEOUS REIMBURSED | 76.50 | 42.00 | 112.00 | 89.00 | 43.00 | 24.00 | 14.00 | 19.50 | 7.00 | 25.00 | | | 452.00 |
| **Gross OFFICER OVERTIME** | 271.00 | 230.25 | 462.50 | 482.00 | 801.00 | 508.75 | 384.75 | 446.25 | 539.50 | 608.00 | 0.00 | 0.00 | 4734.00 |
| SUBTOTAL REIMBURSED OVERTIME | (98.00) | (74.50) | (119.00) | (106.50) | (266.75) | (37.50) | (14.00) | (29.00) | (63.50) | (64.00) | 0.00 | 0.00 | (872.75) |
| **NET OFFICER OVERTIME** | 173.00 | 155.75 | 343.50 | 375.50 | 534.25 | 471.25 | 370.75 | 417.25 | 476.00 | 544.00 | 0.00 | 0.00 | 3861.25 |
| **Community Service Officer** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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|---|---|
| **Total Overtime Budget:** | **$140,000** |
| **Expenditures through 10/31/2016** | **$142,841** |
| **Percent of Total Budget:** | **102.03%** |

***NOTES:***

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

**City of De Pere, Wisconsin**

## Request For Finance/Personnel Committee Action

| | |
|---|---|
| **MEETING DATE:** | **November 9, 2016** |
| **DEPARTMENT:** | **Fire Department** |
| **FROM:** | **Lea Taylor** |
| **SUBJECT:** | **Fire Department Overtime and EMS/LifeQuest Billing Report for October, 2016.** |

**ATTACHMENTS:**

- FIRE DEPT OCT OT REPORT (PDF)

## DE PERE FIRE RESCUE
## OVERTIME BREAKDOWN BY REASON
## FOR THE YEAR OF 2015

| REASON | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DUTY CREW | 120.00 | 87.00 | 165.00 | 154.25 | 177.00 | 112.25 | 110.25 | 62.50 | 242.25 | 57.75 | 36.00 | 218.00 | 1,542.2 |
| EMS TRAINING | 63.00 | 301.50 | 91.00 | 89.50 | 59.00 | 12.00 | 4.75 | 4.50 | 78.00 | 52.00 | 85.50 | 75.50 | 916.2 |
| FIRE TRAINING | 0.00 | 6.75 | 30.75 | 0.00 | 16.50 | 147.75 | 57.00 | 39.75 | 14.50 | 41.00 | 35.75 | 12.00 | 401.7 |
| RESCUE CALLS | 11.50 | 8.50 | 23.25 | 7.00 | 14.25 | 11.00 | 13.75 | 2.00 | 7.75 | 9.25 | 3.00 | 7.50 | 118.7 |
| FIRE CALLS | 0.00 | 0.00 | 3.75 | 0.75 | 0.00 | 0.00 | 0.75 | 0.00 | 0.00 | 0.75 | 0.00 | 1.00 | 7.00 |
| MEETINGS | 141.50 | 132.75 | 65.50 | 90.50 | 56.00 | 56.50 | 147.00 | 20.75 | 12.50 | 46.00 | 52.75 | 33.25 | 855.0 |
| STAFFING REP. | 216.00 | 43.50 | 65.25 | 36.00 | 105.50 | 72.50 | 118.25 | 276.00 | 85.50 | 55.50 | 107.25 | 81.00 | 1,262.2 |
| MAINTENANCE | 4.50 | 1.00 | 5.25 | 3.00 | 16.50 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 | 3.00 | 0.00 | 45.25 |
| PUB. ED. | 0.00 | 19.25 | 37.50 | 14.00 | 24.50 | 38.25 | 14.25 | 3.50 | 7.00 | 64.50 | 3.00 | 12.00 | 237.7 |
| SPECIAL EVENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 168.50 | 101.00 | 0.00 | 97.25 | 0.00 | 0.00 | 0.00 | 366.7 |
| # FIRE RUNS | 28.00 | 25.00 | 14.00 | 28.00 | 22.00 | 32.00 | 37.00 | 30.00 | 25.00 | 25.00 | 19.00 | 41.00 | 326.0 |
| # of EMS RUNS | 170.00 | 156.00 | 184.00 | 165.00 | 173.00 | 197.00 | 138.00 | 161.00 | 166.00 | 142.00 | 142.00 | 144.00 | 1,938.0 |
| DISPATCH ERRORS | 4.00 | 0.00 | 5.00 | 5.00 | 6.00 | 7.00 | 5.00 | 12.00 | 10.00 | 5.00 | 4.00 | 3.00 | 66.00 |
| TOTAL HRS. | 556.50 | 600.25 | 487.25 | 395.00 | 469.25 | 618.75 | 567.00 | 409.00 | 544.75 | 338.75 | 326.25 | 440.25 | 5,753.0 |

## OVERTIME BREAKDOWN BY REASON
## FOR THE YEAR OF 2016

| REASON | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DUTY CREW | 124.25 | 126.00 | 168.00 | 126.00 | 108.75 | 137.75 | 186.00 | 101.25 | 170.00 | 239.75 | | | 1,487.7 |
| EMS TRAINING | 84.00 | 86.50 | 66.25 | 74.25 | 17.50 | 2.25 | 0.00 | 27.00 | 90.00 | 72.75 | | | 520.50 |
| FIRE TRAINING | 0.00 | 368.50 | 357.25 | 61.50 | 31.25 | 4.25 | 4.50 | 28.50 | 18.00 | 86.50 | | | 960.25 |
| RESCUE CALLS | 7.50 | 7.50 | 8.00 | 9.00 | 4.50 | 6.25 | 16.00 | 9.25 | 9.50 | 8.25 | | | 85.75 |
| FIRE CALLS | 7.25 | 0.00 | 0.00 | 0.00 | 5.50 | 0.00 | 0.00 | 0.00 | 3.25 | 7.50 | | | 23.50 |
| MEETINGS | 89.00 | 33.25 | 29.25 | 60.75 | 57.75 | 24.25 | 11.50 | 156.50 | 47.25 | 40.50 | | | 550.00 |
| STAFFING REP. | 0.00 | 4.50 | 0.00 | 132.75 | 0.00 | 0.00 | 144.00 | 231.00 | 13.50 | 43.00 | | | 568.75 |
| MAINTENANCE | 0.00 | 0.00 | 3.00 | 20.25 | 9.50 | 11.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 43.75 |
| PUB. ED. | 9.00 | 59.25 | 2.75 | 7.50 | 38.75 | 3.00 | 0.00 | 27.00 | 105.50 | 13.50 | | | 266.25 |
| SPECIAL EVENTS | 0.00 | 0.00 | 0.00 | 0.00 | 235.00 | 0.00 | 0.00 | 26.50 | 73.50 | 0.00 | | | 335.00 |
| # FIRE RUNS | 34.00 | 31.00 | 42.00 | 22.00 | 23.00 | 49.00 | 36.00 | *29.00 | ** | ** | | | 237.00 |
| # of EMS RUNS | 137.00 | 115.00 | 130.00 | 169.00 | 182.00 | 153.00 | 178.00 | *137.00 | ** | ** | | | 1,064.0 |
| DISPATCH ERRORS | 6.00 | 3.00 | 11.00 | 11.00 | 8.00 | 5.00 | 3.00 | *11.00 | ** | ** | | | 47.00 |
| TOTAL HRS. | 321.00 | 685.50 | 634.50 | 492.00 | 508.50 | 188.75 | 362.00 | 607.00 | 530.50 | 511.75 | 0.00 | 0.00 | 4,841.5 |

**Special Events included in Overtime**

**Total Overtime Budget $100,000, Expenditures through November 1, 2016 $76,433, 76%**

# DE PERE FIRE RESCUE
## OCTOBER, 2016
## *OVERTIME CAUSED BY SICK LEAVE

| DATE | HOURS OF SICK LEAVE | OVERTIME PAID |
|---|---|---|
| | | |
| | | |
| **TOTAL** | **0** | **0** |

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

# DE PERE FIRE RESCUE
## STRUCTURAL FIRE "STILL" ALARMS FOR OCTOBER 2016

| Incident Date | Incident Location | Shift | Reported Situation | Units Dispatched | Disposition |
|---|---|---|---|---|---|
| 10/01/2016 | 452 S. St. Bernard Drive | A | Building fire | C102, E111, E121, L111, C1890, C390, C504, E1811, E521, L311 | Extinguishment |
| 10/03/2013 | 555 Main Avenue | A | Smoke in building | C102, E111, E121 | Investigate |
| 10/03/2016 | 800 E. River Drive | A | Carbon monoxide alarm sounding | E111 | Investigate, install new detector |
| 10/04/2016 | 2217 Rygar Court | B | Smoke in building | C104, C190, E111, E121 | Investigate, dryer overheated |
| 10/04/2016 | 4198 North Overland (Village of Hobart) | B | Building fire | C102, L111 | Extinguishment |
| 10/04/2016 | 500 Fortune Avenue | B | Fire alarm sounding | A111, E111, E121 | Investigate, malfunction |
| 10/05/2016 | 1213 S. Erie Street | C | Carbon monoxide alarm sounding | E111 | Investigate |
| 10/08/2016 | 2227 Rygar Court | A | Fire alarm sounding | E121, E111, L111, E621, L311, E1821, CR, A111 | Investigate, malfunction |
| 10/09/2016 | 655 Rockland Road | C | Leaves smoldering at compost site | E111 | Investigate |

| Incident Date | Incident Location | Shift | Reported Situation | Units Dispatched | Disposition |
|---|---|---|---|---|---|
| 10/09/2016 | 3986 Three Penny Court (Village of Ledgeview) | C | Building fire | L111 | Provide water |
| 10/12/2016 | 201 James Street | A | Building fire | C102, C390, C504, C1890, E111, E121, E521, E1811, A6011 | Extinguishment, Ventilate, Search |
| 10/12/2016 | 1290 N. Crown Court | A | Fire alarm sounding | E121, E111, L111, E621, L311, E1821, CR, A111 | Investigate, resident smoking |
| 10/16/2016 | 1319 Morris Avenue (Village of Ashwaubenon) | C | Cooking fire | C190, L111 | Dispatched/Canceled en route |
| 10/17/2016 | 514 Lewis Street | A | Fire alarm sounding | E121 | Investigate, malfunction |
| 10/19/2016 | 1331 Bellevue Street, #1 (Village of Bellevue) | A | Building fire | C102, E111 | Search |
| 10/20/2016 | 1180 Grant Street | B | Smoke detector | E111 | Cooking sounded alarm |
| 10/21/2016 | 1723 Sunnyside Lane | A | Carbon monoxide alarm sounding | E111 | Investigate, replaced batteries |
| 10/22/2016 | 850 Morning Glory Road | B | Cooking fire | E111, E121 | Ventilate, burnt food |
| 10/23/2016 | 1316 Angels Path (Village of Ledgeview) | C | Structure Fire | C190, L111 | Provide manpower, ventilate, tenant fell asleep while cooking |
| 10/24/2016 | 540 Lande Street | B | Cooking fire | C104, E121 | Investigate, oven malfunctioned |

| Incident Date | Incident Location | Shift | Reported Situation | Units Dispatched | Disposition |
|---|---|---|---|---|---|
| 10/24/2016 | 2000 American Blvd. | B | Fire alarm sounding | E111, E121 | Investigate, system error |
| 10/24/2016 | 2094 Charles Street | B | Carbon monoxide alarm sounding | E111 | Investigate, replaced batteries |
| 10/24/2016 | 1700 Chicago Street | B | Fire alarm sounding | E111, E121 | Investigate, alarm head defective |
| 10/25/2016 | 969 Waube Lane (Village of Ashwaubenon) | C | Commercial Compactor Fire | C102, L111 | Ventilate |
| 10/30/2016 | 1840 Verlin Road, #2 (Village of Bellevue) | A | Building fire | C190, E111 | Provide manpower |

# EMS MEDICAL BILLING
# MONTHLY REPORT

| | JAN. '16 | FEB. '16 | MAR. '16 | APR. '16 | MAY '16 | JUNE '16 |
|---|---|---|---|---|---|---|
| CHARGES | 94,535 | 89,639 | 87,567 | 104,417 | 98,089 | 93,720 |
| PAYMENTS | 51,525 | 50,957 | 53,968 | 62,433 | 47,681 | 50,854 |
| ADJUSTMENTS | 34,515 | 30,457 | 35,733 | 37,088 | 39,421 | 35,671 |
| WRITE OFFS | 8,542 | 50,513 | 84 | 10,521 | 7,842 | 2,673 |

| | JULY '16 | AUG. '16 | SEPT. '16 | OCT. '16 | NOV. '16 | DEC. '16 |
|---|---|---|---|---|---|---|
| CHARGES | 131,310 | 80,686 | 46 | | | |
| PAYMENTS | 58,072 | 57,230 | 63,879 | | | |
| ADJUSTMENTS | 44,824 | 35,856 | 4,616 | | | |
| WRITE OFFS | 5,255 | 10,755 | 9,166 | | | |

| Payments to EMS | |
|---|---|
| Jan. 2016 | 4,307 |
| Feb. 2016 | 3,986 |
| March 2016 | 4,270 |
| April 2016 | 5,771 |
| May 2016 | 3,954 |
| June 2016 | 4,122 |
| July 2016 | 4,734 |
| Aug. 2016 | 4,640 |
| Sept. 2016 | 5,361 |
| Oct. 2016 | |
| Nov. 2016 | |
| Dec. 2016 | |
| Total Paid | $41,145 |

# LIFEQUEST MEDICAL BILLING
## MONTHLY REPORT

| | JAN. '16 | FEB. '16 | MAR. '16 | APR. '16 | MAY '16 | JUNE '16 |
|---|---|---|---|---|---|---|
| CHARGES | | | | | | |
| PAYMENTS | | | | | | |
| ADJUSTMENTS | | | | | | |
| WRITE OFFS | | | | | | |

| | JULY '16 | AUG. '16 | SEPT. '16 | OCT. '16 | NOV. '16 | DEC. '16 |
|---|---|---|---|---|---|---|
| CHARGES | | | 72,313 | | | |
| PAYMENTS | | | 0 | | | |
| ADJUSTMENTS | | | 0 | | | |
| WRITE OFFS | | | 0 | | | |

| Payments to EMS | |
|---|---|
| Jan. 2016 | |
| Feb. 2016 | |
| March 2016 | |
| April 2016 | |
| May 2016 | |
| June 2016 | |
| July 2016 | |
| Aug. 2016 | |
| Sept. 2016 | 0 |
| Oct. 2016 | |
| Nov. 2016 | |
| Dec. 2016 | |
| Total Paid | $0 |

# City of De Pere, Wisconsin

## Request For Finance/Personnel Committee Action

| | |
|---|---|
| **MEETING DATE:** | **November 9, 2016** |
| **DEPARTMENT:** | **Parks, Recreation & Forestry** |
| **FROM:** | **Marty Kosobucki** |
| **SUBJECT:** | **Approve expense of $3,150 for asbestos removal at Fairgrounds House.*** |

This past summer, the Board of Park Commissioners and the City Council approved a donation from the Brown County Fair Board to have the house at the Fairgrounds property (owned by the City) razed. Shortly before the house was to be razed, the Brown County Fair was informed of an unanticipated cost related to asbestos removal. Due to the urgency of the request/expense, our City Administrator gave approval to cover the cost of asbestos removal. Cost of asbestos removal was $3150 and shall be taken from undesignated reserves.

**ATTACHMENTS:**

- doc036383 (PDF)

# Asbestos Removal, Inc.

3142 S. Ridge Road, P.O. Box 11742 • Green Bay, WI 54307-1742 • Phone (920) 336-2002 • Fax (920) 337-2626 • Toll Free (888) 209-6579

INVOICE DATE: 08-31-2016
INVOICE NO. : 9731

JOB: 161190
TERMS: NET30 DAYS
P.O. NO:

TO:
BROWN COUNTY FAIR GROUNDS
ATTN: STEVE CORRIGAN
GREEN BAY, WI

JOB SITE:
1500 FORT HOWARD DR.
DE PERE, WI 54115

| Item | Description | Amount |
|---|---|---|
| | ASBESTOS REMOVAL OF TAN SHEET FLOORING IN THE KITCHEN AND ENTRY HALLWAY. DUCT WRAP AND SEAM TAPE IN THE BASEMENT AND FLOOR TILE AND MASTIC IN THE EAST BASEMENT ROOM. | |
| | CONTRACT AMOUNT: | 3,150.00 |
| | LESS PREVIOUS BILLING: | |
| | BALANCE TO BILL: | |
| | TOTAL THIS FIRST AND FINAL INVOICE | 3,150.00 |

# City of De Pere, Wisconsin

## Request For Finance/Personnel Committee Action

**MEETING DATE:** **November 9, 2016**

**DEPARTMENT:** **Finance Department**

**FROM:** **Joe Zegers**

**SUBJECT:** **Consideration of 2017 Wastewater Study. ***

**ATTACHMENTS:**

- Sewer Rate Study Memo-November 3 2016 11-9-16 (DOC)
- 2017 Sewer Rate Study Proposal 11-9-16 (PDF)
- NEW Draft Budget Docement 11-9-16 (PDF)

# Memo City of De Pere

To: Honorable Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Joe Zegers, Finance Director
Subject: Consideration of Bid from Schenck SC for Sewer Utility Rate Study
Date: November 3, 2016

---

NEW Water (formerly known as the Green Bay Metropolitan Sewerage District) just completed their preliminary draft 2017 budget. I have included their schedule of budget dates and events as well as their rate comparisons from 2016 to 2017 from their preliminary draft document. NEW Water plans to formally adopt their budget on December 7th. Since we now have their preliminary draft of the 2017 budget, we can now proceed to include this in our 2017 Sewer Rate Study. In prior years we have retained our auditing firm Schenck SC to prepare the sewer rate study because of their expertise and familiarity with both the City's and NEW Water's operations and their fees appear lower than other firms that have bid in the past. I have attached Schenck's bid for your consideration and review and it should also be noted that their cost of $5,400 to $6,200 is just $200 more than the last two year's bid amounts of $5,200 to $6,000.

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 12th, 2016. 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 2017 and for our monthly industrial customers for their January 2017 billing. I would ask you to approve the attached so we can timely proceed with determining and implementing the 2017 sewer rate structure.

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

Schenck
ADVISORY | TAX | ASSURANCE

October 31, 2016

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. 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
- Preparation of a recommendation for 2017 wastewater user charges including developing projections of future rate increases to achieve a higher rate of return and, accordingly, an increase in resources available for wastewater replacement outlays

**Fees**

The assistance will be provided by experienced Schenck Government & Not-for-Profit staff. It is expected that Dave Maccoux and Scott Sternhagen will provide the majority of the hours in regard to this proposal. 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 $5,400 to $6,200.

**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

# 2017
# Draft Budget
## August 24, 2016

NEW Water
*The brand of the Green Bay Metropolitan Sewerage District*

**NEW Water**
**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**
**2017 Budget - First Budget Workshop - August 24, 2016**
**DATES AND EVENTS**

| | |
|---|---|
| Wednesday, July 27, 2016 | First Discussion of 2017 Budget with Commission |
| **Wednesday, August 24, 2016** | **2017 Budget First Budget Workshop** |
| Friday, September 9, 2016 | 2017 Budget Meeting with Customers |
| Thursday, September 29, 2016 | 2017 Tax Abatement Schedule and Second Budget Workshop |
| September & October 2016 | Elected Officials Board Meetings |
| Wednesday, December 7, 2016 | 2017 Budget Public Hearing and Adoption |
| Thursday, December 8, 2016 | 2017 Adopted Budget Distributed to Customers |

NEW Water
Green Bay Metropolitan Sewerage District
2017 Budget - First Budget Workshop - August 24, 2016

**Municipal Rate Comparison**

| Parameter | 2016 COS Rate (FRF Adjusted) | 2017 COS Rate (FRF Adjusted) |
|---|---|---|
| Volume ( 1,000 GALS ) | $0.79357 | $0.72073 |
| Biochemical Oxygen Demand ( LBS ) | $0.43068 | $0.41746 |
| Suspended Solids ( LBS ) | $0.41292 | $0.36632 |
| Phosphorus ( LBS ) | $0.60597 | $0.58783 |
| Total Kjeldahl Nitrogen ( LBS ) | $0.64043 | $0.75750 |
| Fixed Charge | $0.54580 | $0.78838 |
| Total Combined Rate ( 1,000 GALS ) | $3.07421 | $3.19115 |

**Procter & Gamble Rate Comparison**

| Parameter | 2016 COS Rate (FRF Adjusted) | 2017 COS Rate (FRF Adjusted) |
|---|---|---|
| Volume ( 1,000 GALS ) | $0.53420 | $0.58395 |
| Biochemical Oxygen Demand ( LBS ) | $0.25789 | $0.26785 |
| Suspended Solids ( LBS ) | $0.18371 | $0.20387 |
| Phosphorus ( LBS ) | $0.38906 | $0.43597 |
| Total Kjeldahl Nitrogen ( LBS ) | $0.49819 | $0.63603 |

**Fox River Fiber Rate Comparison - Excluding Fixed Charge**

| Parameter | 2016 COS Rate (FRF Adjusted) | 2017 COS Rate (FRF Adjusted) |
|---|---|---|
| Volume ( 1,000 GALS ) | $0.63165 | $0.51160 |
| Biochemical Oxygen Demand ( LBS ) | $0.41777 | $0.40557 |
| Suspended Solids ( LBS ) | $0.40379 | $0.35739 |
| Phosphorus ( LBS ) | $0.58647 | $0.56818 |
| Total Kjeldahl Nitrogen ( LBS ) | $0.61550 | $0.72898 |

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

# NEW Water
## Green Bay Metropolitan Sewerage District
### 2017 Budget - First Budget Workshop - August 24, 2016
### Summary of Revenues and Expenses

| | 2015 Budget | 2015 Actual | 2015 Budget Favorable /(Unfavorable) Variance | 2016 Budget | % of Overall Expenses | Projected 2016 Year-End | 2017 Budget Preliminary | % of Overall Expenses | 2017 Budget Favorable/ (Unfavorable) Variance | % Variance |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | | | |
| Municipal User Fees | $ 29,636,171 | $33,255,295 | $3,619,124 | $32,499,871 | 85.4% | $ 33,421,278 | $ 33,530,907 | 85.8% | $ 1,031,036 | 3.2% |
| Mill User Fees | 1,275,465 | 1,149,432 | (126,033) | 1,268,082 | 3.3% | 1,234,694 | 1,359,382 | 3.5% | 91,301 | 7.2% |
| Mill Direct Charges | 110,782 | 91,660 | (19,122) | 110,809 | 0.3% | 152,267 | 234,159 | 0.6% | 123,350 | 111.3% |
| Mill Capital Charges | 945,617 | 945,617 | - | 1,232,508 | 3.2% | 1,232,508 | 1,107,243 | 2.8% | (125,265) | -10.2% |
| General Reserve Interest | 4,303 | 3,091 | (1,212) | 4,447 | 0.0% | 8,832 | 4,680 | 0.0% | 232 | 5.2% |
| Other Revenues | 353,737 | 479,165 | 125,428 | 844,152 | 2.2% | 629,054 | 769,457 | 2.0% | (74,695) | -8.8% |
| | $ 32,326,076 | $ 35,924,260 | $ 3,598,185 | $35,959,870 | 94.5% | $ 36,678,633 | $ 37,005,829 | 94.6% | $ 1,045,959 | 2.9% |
| PERF Reserve Transfers | - | - | | - | - | | - | - | - | 0.0% |
| DEBT and ICR Reserve Transfers | 3,000,710 | 3,000,710 | - | 2,107,863 | 5.5% | 2,107,863 | 2,095,257 | 5.4% | (12,606.22) | -0.6% |
| Transfer From Rate Stabilization Fund | - | - | | - | - | | - | - | - | 0.0% |
| General Fund Transfers | - | (4,281,907) | (4,281,907) | - | - | (1,063,450) | - | - | - | 0.0% |
| | $ 3,000,710 | $ (1,281,197) | $ (4,281,907) | $ 2,107,862 | 5.5% | $ 1,044,413 | $ 2,095,257 | 5.36% | $ (12,606) | -0.6% |
| Total Revenues | $ 35,326,785 | $ 34,643,063 | $ (683,722) | $ 38,067,732 | 100.0% | $ 37,723,047 | $ 39,101,086 | 100.0% | $ 1,033,353 | 2.7% |
| **Expenses** | | | | | | | | | | |
| Salaries & Benefits | $ 9,630,415 | $ 9,565,426 | $ 64,989 | $ 9,739,319 | 25.6% | $ 9,767,821 | $ 10,379,874 | 26.5% | (640,556) | -6.6% |
| Power | 2,310,982 | 2,342,773 | (31,791) | 2,396,434 | 6.3% | 2,369,306 | 2,414,867 | 6.2% | (18,433) | -0.8% |
| Contracted Services | 1,783,677 | 1,583,811 | 199,866 | 2,372,322 | 6.2% | 2,156,151 | 2,623,793 | 6.7% | (251,471) | -10.6% |
| Maintenance & Repairs | 1,542,043 | 1,721,302 | (179,259) | 1,580,896 | 4.2% | 1,572,680 | 1,582,915 | 4.0% | (2,019) | -0.1% |
| Chemicals | 587,696 | 472,627 | 115,069 | 564,123 | 1.5% | 480,613 | 556,250 | 1.4% | 7,873 | 1.4% |
| Natural Gas & Fuel Oil | 1,229,821 | 1,064,849 | 164,972 | 1,079,183 | 2.8% | 955,394 | 994,979 | 2.5% | 84,204 | 7.8% |
| Solid Waste Disposal | 273,702 | 169,058 | 104,644 | 256,315 | 0.7% | 204,795 | 219,471 | 0.6% | 36,844 | 14.4% |
| Interceptor System (1) | 578,512 | 514,338 | 64,174 | 514,560 | 1.4% | 506,151 | 652,855 | 1.7% | (138,295) | -26.9% |
| Office & Administrative | 358,743 | 418,120 | (59,377) | 476,555 | 1.3% | 529,811 | 529,641 | 1.4% | (53,086) | -11.1% |
| Insurance | 208,271 | 200,410 | 7,861 | 202,995 | 0.5% | 225,666 | 237,593 | 0.6% | (34,598) | -17.0% |
| Supplies | 160,128 | 159,787 | 341 | 130,626 | 0.3% | 135,696 | 134,838 | 0.3% | (4,212) | -3.2% |
| Employee Training & Development | 123,913 | 108,644 | 15,269 | 123,078 | 0.3% | 107,234 | 126,088 | 0.3% | (3,010) | -2.4% |
| Travel and Meetings | 71,635 | 60,753 | 10,882 | 71,343 | 0.2% | 60,095 | 80,868 | 0.2% | (9,525) | -13.4% |
| DNR Environmental Fees | 155,000 | 142,737 | 12,263 | 145,000 | 0.4% | 143,118 | 146,000 | 0.4% | (1,000) | -0.7% |
| **Total O & M Expenses** | $ 19,014,538 | $ 18,524,635 | $ 489,903 | 19,652,749 | 51.6% | $ 19,214,532 | $ 20,680,032 | 52.9% | $(1,027,283) | -5.2% |
| Debt Service (2) | $ 12,751,248 | 12,751,248 | - | $ 10,993,983 | 28.9% | $ 10,993,983 | $ 16,457,706 | 42.1% | (5,463,723) | -49.7% |
| Annual Capital | 2,132,851 | 1,939,032 | 193,819 | 1,971,000 | 5.2% | 2,064,532 | 1,963,348 | 5.0% | 7,652 | 0.4% |
| R2E2 Construction (Rate Stabilization) | 1,428,148 | 1,428,148 | - | 5,450,000 | 14.3% | 5,450,000 | - | 0.0% | 5,450,000 | 100.0% |
| Total Debt Service, Annual Capital & Rate Stabilization | $ 16,312,247 | 16,118,428 | 193,819 | $ 18,414,983 | 48.4% | $ 18,508,515 | $ 18,421,054 | 47.1% | ($6,071) | 0.0% |
| **Total Expenses** | $ 35,326,785 | $ 34,643,063 | $ 683,722 | $ 38,067,732 | 100.0% | $ 37,723,047 | $ 39,101,086 | 100.0% | ($1,033,353) | -2.7% |

**Notes:**
(1) Interceptor System includes all expenses related to Interceptors, Meter and Lift Stations, including chemicals, power, phones, pretreatment program, and water.
(2) Debt Service for 2017 reflects collection and payments for 2018 Debt Payments.

NEW Water
Green Bay Metropolitan Sewerage District
2017 Budget - First Budget Workshop - August 24, 2016
Flow and Load Projections - with FRF Adjustment

| | 1,000 gal | VOLUME | | BOD | | TSS | | PHOS | | TKN | | 45.0% Fixed Charge | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Gallons | Total | Amount | Pounds | Amount | Pounds | Amount | Pounds | Amount | Pounds | Amount | Allocation | Amount | Total Amount |
| City of Green Bay | 4,900,000 | 4,900,000 | $3,532,439 | 7,365,053 | $3,074,834 | 6,337,741 | $2,321,678 | 179,512 | $105,538 | 1,412,324 | $1,070,002 | 41.75% | $3,460,540 | $13,565,031 |
| City of De Pere | 1,268,000 | 1,268,000 | $914,109 | 4,325,064 | $1,805,670 | 2,429,880 | $890,128 | 31,812 | $18,703 | 304,704 | $230,849 | 13.18% | $1,092,260 | $4,951,718 |
| Fox River Fiber | 340,000 | 340,000 | $173,946 | 1,134,240 | $460,012 | 809,916 | $289,457 | 31,192 | $17,723 | 221,118 | $161,190 | 5.71% | $473,079 | $1,575,406 |
| Village of Allouez | 738,000 | 738,000 | $532,029 | 812,272 | $339,115 | 1,104,089 | $404,456 | 22,644 | $13,313 | 159,378 | $120,748 | 5.58% | $462,346 | $1,872,006 |
| Village of Ashwaubenon | 1,437,000 | 1,437,000 | $1,035,942 | 2,104,796 | $878,731 | 2,493,266 | $913,347 | 50,268 | $29,553 | 276,255 | $209,296 | 11.89% | $985,983 | $4,052,852 |
| Village of Bellevue | 642,500 | 642,500 | $463,182 | 850,864 | $355,227 | 929,512 | $340,504 | 22,222 | $13,065 | 164,956 | $124,974 | 5.27% | $436,607 | $1,733,559 |
| Village of Hobart | 150,000 | 150,000 | $108,136 | 232,997 | $97,274 | 289,497 | $106,050 | 6,194 | $3,642 | 45,977 | $34,833 | 1.45% | $119,947 | $469,882 |
| Village of Howard | 875,000 | 875,000 | $630,793 | 749,956 | $313,099 | 1,724,088 | $631,578 | 23,066 | $13,561 | 248,468 | $188,244 | 7.06% | $585,034 | $2,362,308 |
| Village of Luxemburg | 165,000 | 165,000 | $118,949 | 41,295 | $17,240 | 42,592 | $15,603 | 2,612 | $1,536 | 13,188 | $9,991 | 0.60% | $49,555 | $212,875 |
| Village of Pulaski | 192,500 | 192,500 | $138,774 | 56,007 | $23,382 | 84,280 | $30,874 | 8,407 | $4,943 | 39,018 | $29,561 | 1.16% | $96,367 | $323,901 |
| Village of Suamico | 195,000 | 195,000 | $140,577 | 416,204 | $173,761 | 475,134 | $174,054 | 10,593 | $6,228 | 62,972 | $47,709 | 2.26% | $187,406 | $729,734 |
| Town of Ledgeview Sanitary District #2 | 182,500 | 182,500 | $131,565 | 226,508 | $94,565 | 262,100 | $96,014 | 6,186 | $3,637 | 43,770 | $33,161 | 1.45% | $120,314 | $479,256 |
| Town of Lawrence - Utility District | 95,000 | 95,000 | $68,486 | 173,058 | $72,250 | 247,637 | $90,716 | 5,168 | $3,038 | 39,317 | $29,787 | 1.14% | $94,868 | $359,145 |
| Pittsfield Sanitary District | 12,390 | 12,390 | $8,932 | 15,204 | $6,348 | 25,212 | $9,236 | 480 | $282 | 3,852 | $2,918 | 0.12% | $9,572 | $37,288 |
| Town of Scott Sanitary District #1 | 56,600 | 56,600 | $40,803 | 69,480 | $29,007 | 115,200 | $42,201 | 2,208 | $1,298 | 17,604 | $13,337 | 0.53% | $43,797 | $170,444 |
| Dyckesville Sanitary District | 29,000 | 29,000 | $20,906 | 34,320 | $14,328 | 56,904 | $20,845 | 1,092 | $642 | 8,700 | $6,591 | 0.26% | $21,794 | $85,107 |
| New Franken Sanitary District | 14,369 | 14,369 | $10,359 | 17,640 | $7,365 | 29,244 | $10,713 | 564 | $332 | 4,464 | $3,382 | 0.13% | $11,130 | $43,280 |
| Royal Scott Sanitary District | 28,500 | 28,500 | $20,546 | 32,424 | $13,537 | 53,748 | $19,689 | 1,032 | $607 | 8,220 | $6,228 | 0.25% | $20,752 | $81,358 |
| Bayshore Sanitary District | 23,250 | 23,250 | $16,761 | 28,824 | $12,034 | 47,796 | $17,509 | 912 | $536 | 7,308 | $5,537 | 0.22% | $18,123 | $70,499 |
| Hauled Waste | 28,100 | 28,100 | $37,747 | 270,162 | $136,271 | 370,169 | $141,916 | 6,112 | $4,002 | 43,112 | $35,322 | 0.00% | $0 | $355,258 |
| **Total Municipal** | **11,372,709** | **11,372,709** | **$8,144,981** | **18,956,368** | **$7,924,050** | **17,928,005** | **$6,566,566** | **412,276** | **$242,178** | **3,124,705** | **$2,363,659** | **100%** | **$8,289,474** | **$33,530,907** |
| Procter & Gamble | 1,500,000 | 1,500,000 | $875,928 | 450,000 | $120,533 | 1,650,000 | $336,391 | 2,500 | $1,090 | 40,000 | $25,441 | 0.00% | $0 | $1,359,382 |
| **Total Mill** | **1,500,000** | **1,500,000** | **$875,928** | **450,000** | **$120,533** | **1,650,000** | **$336,391** | **2,500** | **$1,090** | **40,000** | **$25,441** | **0%** | **$0** | **$1,359,382** |
| **Grand Total** | | | | | | | | | | | | | | |
| **Units** | 12,872,709 | 12,872,709 | | 19,406,368 | | 19,578,005 | | 414,776 | | 3,164,705 | | | | |
| **Costs** | | | $9,020,909 | | $8,044,583 | | $6,902,957 | | $243,268 | | $2,389,100 | 0% | $8,289,474 | $34,890,290 |

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**User Fees by Source**

| | 2017 Budget | 2016 Budget | 2015 Actual | 2014 Actual | 2013 Actual |
|---|---|---|---|---|---|
| City of Green Bay | $13,565,031 | $12,476,590 | $12,487,909 | $11,665,027 | $9,302,442 |
| City of De Pere | 4,951,718 | 5,023,184 | 4,977,851 | 5,936,369 | 6,337,668 |
| Fox River Fiber * | 1,575,406 | 1,695,629 | 1,391,549 | N/A | N/A |
| Village of Allouez | 1,872,006 | 1,876,680 | 1,707,690 | 1,680,020 | 1,485,641 |
| Village of Ashwaubenon | 4,052,852 | 4,107,133 | 3,739,334 | 3,550,124 | 3,167,739 |
| Village of Bellevue | 1,733,559 | 1,727,240 | 1,637,450 | 1,508,969 | 1,406,755 |
| Village of Hobart | 469,882 | 349,325 | 383,540 | 317,342 | 263,565 |
| Village of Howard | 2,362,308 | 2,177,647 | 1,992,062 | 1,953,137 | 1,571,810 |
| Village of Luxemburg | 212,875 | 155,329 | 159,572 | 202,835 | 118,683 |
| Village of Pulaski | 323,901 | 293,432 | 281,687 | 299,117 | 241,253 |
| Village of Suamico | 729,734 | 746,367 | 668,187 | 641,215 | 550,497 |
| Town of Ledgeview Sanitary District #2 | 479,256 | 584,626 | 565,832 | 522,144 | 511,793 |
| Town of Lawrence - Utility District | 359,145 | 330,289 | 311,614 | 295,328 | 232,075 |
| Pittsfield Sanitary District | 37,288 | 38,741 | 39,288 | 35,568 | 31,338 |
| Town of Scott Sanitary District #1 | 170,444 | 193,512 | 181,977 | 198,283 | 173,984 |
| Dyckesville Sanitary District | 85,107 | 82,451 | 67,928 | 69,362 | 56,679 |
| New Franken Sanitary District | 43,280 | 45,240 | 46,422 | 43,026 | 38,355 |
| Royal Scott Sanitary District | 81,358 | 83,346 | 75,002 | 89,538 | 70,969 |
| Bayshore Sanitary District | 70,499 | 68,115 | 54,530 | 58,437 | 45,661 |
| Hauled Waste ** | 355,258 | 444,995 | 2,485,872 | 1,970,099 | 875,578 |
| **Total Municipal** | **$33,530,907** | **$32,499,871** | **$33,255,295** | **$31,035,940** | **$26,482,485** |
| | | | | | |
| Procter & Gamble | 1,359,382 | 1,268,082 | 1,149,433 | 1,249,018 | 1,084,461 |
| **Total Mill** | **$1,359,382** | **$1,268,082** | **$1,149,433** | **$1,249,018** | **$1,084,461** |
| | | | | | |
| **Total User Fees** | **$34,890,290** | **$33,767,953** | **$34,404,729** | **$32,284,958** | **$27,566,946** |

* Fox River Fiber Units and Cost were included in 2014 Budget and prior with City of De Pere.
** Hauled Waste for 2013, 2014, & 2015 was significantly higher due to a special projects with the Three Cheese Facilities.

NEW Water
Green Bay Metropolitan Sewerage District
2017 Budget - First Budget Workshop - August 24, 2016
Municipal Cost of Service

| | Total | VOLUME | BOD | TSS | PHOS | TKN | Fixed Charge |
|---|---|---|---|---|---|---|---|
| Unit Value | | 1,000 gal | pounds | pounds | pounds | pounds | N/A |
| Units (2) | | 11,344,609 | 18,686,206 | 17,557,836 | 406,164 | 3,081,593 | 11,344,609 |
| Cost of Service | | | | | | | |
| Municipal | | | | | | | |
| Operating Cost | $18,014,820 | $7,297,243 | $5,003,066 | $3,578,211 | $176,985 | $1,959,315 | $0 |
| Pretreatment Cost Allocation | 279,093 | 0 | 137,174 | 91,527 | 6,013 | 44,378 | 0 |
| Capital Cost (2) | 4,734,328 | 768,571 | 646,281 | 415,208 | 12,096 | 255,151 | 2,637,022 |
| Solids Project | 10,148,023 | 41,596 | 2,001,450 | 2,339,854 | 43,091 | 69,580 | 5,652,452 |
| **Total Cost** | **$33,176,264** | **$8,107,410** | **$7,787,971** | **$6,424,800** | **$238,185** | **$2,328,424** | **$8,289,474** |
| Unit Operating Cost | | $0.64323 | $0.27508 | $0.20901 | $0.45055 | $0.65021 | $0.00000 |
| Unit Capital Cost | | $0.07141 | $0.14169 | $0.15691 | $0.13587 | $0.10538 | $0.78838 |
| **Unit Combined Cost (1)** | **$3.18234** | **$0.71465** | **$0.41678** | **$0.36592** | **$0.58643** | **$0.75559** | **$0.78838** |
| **Fox River Fiber (FRF) Adjustment (3)** | **$0.00881** | **$0.00609** | **$0.00068** | **$0.00039** | **$0.00140** | **$0.00191** | **$0.00000** |
| **Adjusted Unit Combined Cost** | **$3.19115** | **$0.72073** | **$0.41746** | **$0.36632** | **$0.58783** | **$0.75750** | **$0.78838** |
| (1) Combined rate based on a standard parts/million. | | | 200.00 | 200.00 | 12.00 | 50.00 | |

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

| BUDGET RATE HISTORY | UNIT COMBINED COST (1) | VOLUME | BOD | SS | PHOS | TKN | Fixed Charge |
|---|---|---|---|---|---|---|---|
| 2016 | $3.07421 | $0.79357 | $0.43068 | $0.41292 | $0.60597 | $0.64043 | $0.54580 |
| 2015 | $2.89731 | $0.80448 | $0.39331 | $0.34822 | $0.56768 | $0.65358 | $0.52659 |
| 2014 | $2.63618 | $0.76333 | $0.33466 | $0.29867 | $0.62124 | $0.68741 | $0.46763 |
| 2013 | $2.34449 | $0.85682 | $0.30901 | $0.34795 | $0.62393 | $0.78995 | 0 |

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Hauled Waste Cost of Service**

| | Total | VOLUME | BOD | TSS | PHOS | TKN | Fixed Charge |
|---|---|---|---|---|---|---|---|
| Unit Value | | 1,000 gal | pounds | pounds | pounds | pounds | N/A |
| Units | | 28,100 | 270,162 | 370,169 | 6,112 | 43,112 | 0 |
| Cost of Service | | | | | | | |
| Operating Cost | $195,990 | $18,075 | $72,363 | $75,468 | $2,665 | $27,420 | $0 |
| Pretreatment Cost Allocation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Cost | 50,470 | 18,495 | 15,552 | 9,992 | 291 | 6,140 | 0 |
| Solids Project | 108,183 | 1,001 | 48,163 | 56,307 | 1,037 | 1,674 | 0 |
| Direct Charges | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FRF Adjustment | 614 | 176 | 193 | 149 | 9 | 87 | 0 |
| **Total Cost** | **$355,258** | **$37,747** | **$136,271** | **$141,916** | **$4,002** | **$35,322** | **$0** |

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Procter & Gamble Cost of Service**

| | Total | VOLUME | BOD | TSS | PHOS | TKN | Capital Charge |
|---|---|---|---|---|---|---|---|
| Unit Value | | 1,000 gal | pounds | pounds | pounds | pounds | N/A |
| Units | | 1,500,000 | 450,000 | 1,650,000 | 2,500 | 40,000 | 1,500,000 |
| Cost of Service | | | | | | | |
| Operating Cost | $1,359,382 | $875,928 | $120,533 | $336,391 | $1,090 | $25,441 | $0 |
| Pretreatment Cost Allocation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Cost | 314,509 | 0 | 0 | 0 | 0 | 0 | 314,509 |
| Solids Project | 792,734 | 0 | 0 | 0 | 0 | 0 | 792,734 |
| Direct Charges | 137,398 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Cost** | **$2,604,023** | **$875,928** | **$120,533** | **$336,391** | **$1,090** | **$25,441** | **$1,107,243** |
| Unit Cost | | $0.58395 | $0.26785 | $0.20387 | $0.43597 | $0.63603 | $0.00000 |

| BUDGET RATE HISTORY | VOLUME | BOD | SS | PHOS | TKN |
|---|---|---|---|---|---|
| 2016 | $0.05342 | $0.25789 | $0.18371 | $0.38906 | $0.49819 |
| 2015 | $0.52549 | $0.26270 | $0.19420 | $0.40750 | $0.50956 |
| 2014 | $0.51836 | $0.24896 | $0.19362 | $0.50636 | $0.56970 |
| 2013 | $0.50944 | $0.20116 | $0.19775 | $0.44714 | $0.57453 |

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Fox River Fiber Cost of Service**

| | Total | VOLUME | BOD | TSS | PHOS | TKN | Fixed Charge |
|---|---|---|---|---|---|---|---|
| Unit Value | | 1,000 gal | pounds | pounds | pounds | pounds | N/A |
| Units | | 340,000 | 1,134,240 | 809,916 | 31,192 | 221,118 | - |
| Total Municipal Units | | 11,344,609 | 18,686,206 | 17,557,836 | 406,164 | 3,081,593 | - |
| Cost of Service | | | | | | | |
| Operating Cost | $ 841,621 | $ 218,700 | $ 303,683 | $ 165,057 | $ 13,592 | $ 140,590 | $ - |
| Pretreatment Cost Allocation | 16,194 | - | 8,326 | 4,222 | 462 | 3,184 | - |
| Capital Cost | 812,701 | 24,281 | 160,715 | 127,087 | 4,238 | 23,301 | 473,079 |
| Solids Project | - | - | - | - | - | - | - |
| Subtotal Cost of Service | $ 1,670,516 | $ 242,981 | $ 472,725 | $ 296,366 | $ 18,292 | $ 167,075 | $ 473,079 |
| Direct Charges | 96,762 | - | - | - | - | - | - |
| Less FRF Adjustment | (95,111) | (69,035) | (12,712) | (6,909) | (569) | (5,885) | - |
| **Total Cost** | **$ 1,672,168** | **$ 173,946** | **$ 460,012** | **$ 289,457** | **$ 17,723** | **$ 161,190** | **$ 473,079** |
| Unit Cost (New for 2015) | | $0.71465 | $0.41678 | $0.36592 | $0.58643 | $0.75559 | $0.05707 |
| FRF Adjustment | | (0.2030) | (0.0112) | (0.0085) | (0.0182) | (0.0266) | 0.0000 |
| **Unit Cost (with FRF Adjustment)** | | **$0.51160** | **$0.40557** | **$0.35739** | **$0.56818** | **$0.72898** | **$0.05707** |

| BUDGET RATE HISTORY | VOLUME | BOD | SS | PHOS | TKN | Fixed Charge |
|---|---|---|---|---|---|---|
| 2016 | $0.63165 | $0.41777 | $0.40379 | $0.58647 | $0.61550 | $0.60376 |
| 2015 | $0.59821 | $0.38082 | $0.33967 | $0.55008 | $0.63145 | $0.52659 |

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2017 Budget - First Budget Workshop - August 24, 2016
Allocation of Capital and Debt Service Costs (1)

| | | Allocations | |
|---|---|---|---|
| **Debt Service** | **FY2017** | **Municipal** | **Procter & Gamble (1)** |
| Debt Service - Municipal Only | | | |
| **Clean Water Fund Loans** | | | |
| 4198-12 West Fox River Interceptor | 142,871 | 142,871 | 0 |
| 4198-16 East River Lift Station | 132,486 | 132,486 | 0 |
| 4198-18 Scott Bayshore Interceptor | 45,770 | 45,770 | 0 |
| 4198-21 East Tower Drive Interceptor | 182,911 | 182,911 | 0 |
| 4345-06 De Pere Ashwaubenon Creek Interceptor | 217,421 | 217,421 | 0 |
| 4198-29 Phase Two Interceptor Rehabilitation | 216,305 | 216,305 | 0 |
| 4198-45 De Pere Facility East Service Area Interceptor Rehabilitation | 186,914 | 186,914 | 0 |
| Dutchman Creek Interceptor Upgrade & Scott Bayshore Interceptor Rehabilitation (2014 New) * | (0) | (0) | 0 |
| Bayview Interceptor Replacement (2017 New) Funded by ICR Reserves | 0 | 0 | 0 |
| Charles Street Interceptor Upsizing (2017 New) | 113,936 | 113,936 | 0 |
| **Other General Obligation Debt** | | | |
| 2008 Sewerage System Improvement Bond | $519,065 | $519,065 | 0 |
| **Total Debt Service - Municipal Only (2)** | **$1,757,679** | **$1,757,679** | **$0** |
| Debt Service - Common to All | | | |
| **Clean Water Fund Loans** | | | |
| 4198-02 Bar Screen Replacement | $100,755 | $94,210 | $6,545 |
| 4198-09 Service Water System | 64,740 | 60,535 | 4,206 |
| 4198-15 Treated Cooling Water System - Metro Header | 182,713 | 170,844 | 11,869 |
| 4198-24 Electrical Generation Facility | 208,366 | 194,830 | 13,535 |
| 4198-25 RAS/WAS Improvements | 663,351 | 620,260 | 43,091 |
| 4198-27 Solids Process Improvement | 352,687 | 329,776 | 22,911 |
| 4198- 32 GBF: Administration & Maintenance Building HVAC Replacement | 206,524 | 193,108 | 13,416 |
| 4198-35 Combined Treatment Facilities Projects | 300,869 | 281,324 | 19,544 |
| 4198-37 Consolidation/Conveyance Project | 881,598 | 824,329 | 57,269 |
| 4198-44 R2E2 Solids Management (2014 New) | 986,976 | 915,974 | 71,002 |
| 4198-48 DPF: UV Disinfection System Upgrade * | 271,158 | 253,544 | 17,614 |
| 4345-04 De Pere Facility | 257,841 | 241,092 | 16,749 |
| 4198-99 Green Bay Facility Solids Management Plan Construction (R2E2) (2015 New) * | 8,782,637 | 8,150,824 | 631,813 |
| 4198-52 GBF: Disinfection System Upgrade (2015 New) * | 0 | 0 | 0 |
| DPF: Primary Substation & Emergency Generator (2017 New) **** | 108,187 | 100,404 | 7,783 |
| DPF: Blower Replacement Project (2016 New)**** | 0 | 0 | 0 |
| **Other General Obligation Debt** | | | |
| 2008 Sewerage System Improvement Bond | 302,891 | 283,215 | 19,676 |
| Promissory Note to City of De Pere | 160,485 | 150,060 | 10,425 |
| Green Bay Facility Solids Management Plan - Design | 868,250 | 805,789 | 62,461 |
| **Total Debt Service - Common to All (2)** | **$14,700,027** | **$13,670,117** | **$1,029,910** |
| **OFFSETS TO DEBT SERVICE PAYMENTS** | | | |
| Georgia-Pacific - Capital Payment | $ (451,514) | $ (451,514) | $0 |
| 4198-45 De Pere Eastside Interceptor Rehabilitation | (120,071) | (120,071) | 0 |
| 4198-29 City of De Pere Rehabilitation Interceptor Ashwaubenon Creek Payment | (53,472) | (53,472) | 0 |
| Less Debt Payments Funded from ICR Reserve ** | (651,753) | (651,753) | 0 |
| City of Green Bay Interceptors Payment | (596,928) | (596,928) | 0 |
| Town of Lawrence Interceptors Payment ((9th Street Seg 5 Ext., Ashw. Creek 2,3,4,6,7 and Ashw. Interceptor 2,3 & 4) | (197,077) | (197,077) | 0 |
| New Franken Sanitary District Interceptor Payment | (21,621) | (21,621) | 0 |
| Royal Scott Sanitary District #1 Interceptor Payment | (2,822) | (2,822) | 0 |
| **Total Debt Service Offsets** | **($2,095,257)** | **($2,095,257)** | **$0** |
| **TOTAL DEBT SERVICE** | **$14,362,449** | **$13,332,540** | **$1,029,910** |
| **ANNUAL CAPITAL OUTLAY** | | | |
| Regular | | | |
| 2017 Requests - Allocated to All | $1,363,348 | $1,274,785 | $88,563 |
| 2017 Requests - Allocated to Municipal from Rate Stabilization Reserve Offset | 0 | 0 | 0 |
| 2017 Requests - Allocated to Municipal Only | 600,000 | 600,000 | 0 |
| Solids | | | |
| 2017 Requests - Transfer to R2E2 Rate Stabilization Reserves | 0 | 0 | 0 |
| TOTAL ANNUAL CAPITAL OUTLAY | **$1,963,348** | **$1,874,785** | **$88,563** |
| | **$16,325,797** | **$15,207,324** | **$1,118,473** |
| TOTAL ANNUAL CAPITAL AND DEBT SERVICE | | | |
| Interest Income | ($4,680) | ($4,680) | $0 |
| Hauled Waste Truck Fees | ($37,050) | ($34,643) | ($2,407) |
| Miscellaneous Revenue - O & M | $0 | $0 | $0 |
| Miscellaneous Revenue - Capital *** | ($135,820) | ($126,997) | ($8,823) |
| Transfer From Rate Stabilization Fund | $0 | $0 | $0 |
| Using/(Building) Rate Reserves | ($0) | ($0) | $0 |
| **Total Non-Rate Revenues (Capital-Related)** | **($177,550)** | **($166,320)** | **($11,230)** |
| **Net Annual Capital and Debt Service** | **$16,148,247** | **$15,041,004** | **$1,107,243** |

( 1 ) Based on Revised Cost of Service Allocations from Camp Dresser & McKee Inc. June 2016 (Table 5). Debt Collection is for 2017 debt service payments.
( 2 ) Total Debt Collected in 2017 Budget for 2018 Debt payments. Metropolitan Sewerage Districts are permitted to abate taxation by having sufficient funds available in its designated debt service fund to pay those debt obligations for the following year.
Metropolitan Sewerage Districts Subchapter I 200.13(2),(5) permits Sewerage Districts to levy a tax upon property for its performance of duties.
* Note: 2016 and 2017 Payments for Debt Service over collected for these projects due to timing on submitting loan.
** Note: Less Debt Payments funded from ICR Reserve (excluding debt payments of 2014 Budget new loans and forward).
*** Note: Miscellaneous Revenues are from Sampling & Lab Analysis from De Pere, Village of Ashwaubenon, Village of Hobart, Village of Suamico, Yacht Club, West Shore Pipeline, and ICR Leases.
**** DPF: Blower Replacement Project (2016 NEW) was determined not to be needed at this time and a much less costly equipment upgrade was pursued. The 2016 Budget debt service collection of $237,255 will fund equipment upgrade of $46K, annual capital for DPF: Process Blowers - HST Upgrades of $100K and remaining collected debt service will offset 2017 Budget debt service collection for the DPF: Primary Substation & Emergency Generator project.

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Summary of Debt Service Schedule**

| Issue | Description | Original Amount | 2017 Budget for 2018 Debt Payments | Loan Date | Last Payment |
|---|---|---|---|---|---|
| 4198-15 | Treated Cooling Water System - Metro Header | 2,737,735 | 182,713 | 4/14/1999 | May 2018 |
| 4198-16 | East River Lift Station | 1,924,428 | 132,486 | 10/25/2000 | May 2020 |
| 4198-12 | West Fox River Interceptor | 2,159,850 | 142,871 | 10/25/2000 | May 2020 |
| 4345-06 | De Pere Ashwaubenon Creek Interceptor | 3,222,103 | 217,421 | 12/31/2007 | May 2020 |
| 4198-09 | Service Water System | 946,212 | 64,740 | 7/11/2001 | May 2021 |
| 4198-02 | Bar Screens Replacement | 1,490,715 | 100,755 | 7/11/2001 | May 2021 |
| 4198-18 | Scott Bayshore Interceptor | 695,592 | 45,770 | 2/27/2002 | May 2021 |
| 4345-04 | De Pere Facility | 3,881,879 | 257,841 | 12/31/2007 | May 2021 |
| 4198-27 | Solids Process Improvement | 5,347,693 | 352,687 | 12/8/2004 | May 2024 |
| 4198-21 | East Tower Drive Interceptor | 2,761,526 | 182,911 | 4/13/2005 | May 2024 |
| Dec. 2007 | Promissory Note to City of De Pere | 2,000,000 | 160,485 | 12/28/2007 | Dec 2027 |
| Sept. 2008 | 2008 General Obligation - Sewerage System Improvement Bond | 10,000,000 | 821,956 | 9/15/2008 | May 2028 |
| 4198-25 | RAS/WAS Improvements | 10,460,782 | 663,351 | 3/11/2009 | May 2028 |
| 4198-35 | Combined Treatment Facilities Projects | 4,211,341 | 300,869 | 12/9/2009 | May 2029 |
| 4198-37 | Consolidation/Conveyance Project | 12,821,922 | 881,598 | 12/9/2009 | May 2029 |
| 4198-29 | Phase Two Interceptor Rehabilitation | 3,421,382 | 216,305 | 11/10/2010 | May 2030 |
| 4198-24 | Electrical Generator Project | 3,246,148 | 208,366 | 12/22/2010 | May 2030 |
| 4198-32 | GBF: Administration & Maintenance Building HVAC Replacement | 3,133,312 | 206,524 | 4/10/2013 | May 2032 |
| 4198-45 | De Pere Facility East Service Area Interceptor Rehabilitation | 3,146,593 | 186,914 | 12/12/2012 | May 2032 |
| 4198-48 | DPF: Disinfection System Upgrade (2013 New) | 4,272,020 | 271,158 | 1/8/2014 | May 2033 |
| 4198-44 | Green Bay Facility Solids Management Plan Construction (R2E2) (2014 New) * | 15,206,000 | 986,976 | 8/13/2014 | May 2034 |
| 4198-52 | GBF: Disinfection System Upgrade (2015 New) ** | 1,850,000 | 0 | 12/23/2015 | May 2035 |
| 4198-99 | Green Bay Facility Solids Management Plan Construction (R2E2) (2015 New) * | 130,380,511 | 8,782,637 | 10/14/2015 | May 2035 |
| July 2013 | General Obligation Bond Green Bay Facility Solids Management Plan - Design (R2E2) * | 20,000,000 | 868,250 | 8/20/2013 | May 2038 |
| | **Total Existing Debt** | **$250,207,779** | **$16,235,583** | | |
| (New) | Dutchman Creek Interceptor Upgrade & Scott Bayshore Interceptor Rehabilitation (2014 New) ** | 3,500,000 | (0) | 7/1/2017 | May 2037 |
| (New) | Charles Street Interceptor Upsizing (2017 New) | 1,680,000 | 113,936 | 1/1/2018 | May 2038 |
| (New) | DPF: Primary Substation & Emergency Generator (2017 New) ** | 3,480,000 | 108,187 | 3/1/2018 | May 2038 |
| | **Total New Debt** | **$8,660,000** | **$222,123** | | |
| | **Grand Total with New Debt** | **$258,867,779** | **$16,457,706** | | |
| Notes: | * Solids Management - R2E2 Project Loans. | | $ 10,637,863 | | |

** Over collected debt payment from prior years due to timing of project expenditure projection.

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Annual Capital**

| Item Description | Common to All - Municipal Only | | Amount |
|---|---|---|---|
| **Business Services** | | | |
| Information Technology | | | |
| GBF: Campus Paging System | Common to All | $ | 125,000 |
| **Total Business Services** | | $ | **125,000** |
| **Operations** | | | |
| Maintenance | | | |
| GBF: Replace MCC - Center Mechanical MCC-B2, -B2A, -B2B | Common to All | $ | 616,000 |
| GBF: Replace MCC - Administration Building ADP-1,-2; MCC-A1, -A2 | Common to All | | 308,000 |
| GBF: Aeration Basin Access Ladders | Common to All | | 110,000 |
| DPF: Process Air Blowers - HST Upgrades * | Common to All | | - |
| **Total Operations** | | $ | **1,034,000** |
| **Technical Services** | | | |
| Engineering | | | |
| MS 6, 8, & 9 Rehabilitation | Municipal Only | $ | 300,000 |
| Annual Manhole Rehabilitation | Municipal Only | | 50,000 |
| **Total Engineering** | | $ | **350,000** |
| Field Services | | | |
| Lift Station alarm notification system | Municipal Only | $ | 250,000 |
| **Total Field Services** | | $ | **250,000** |
| **Total Technical Services** | | $ | **600,000** |
| **Environmental Programs** | | | |
| Watershed Management | | | |
| Environmental Lands Easement or Title Purchase - Pilot Demonstration Project | Common to All | $ | 54,000 |
| **Total Environmental Programs** | | $ | **54,000** |
| Laboratory | | | |
| Lachat Auto Analyzer 3 (Low level P) | Common to All | $ | 42,348 |
| Metals Lab: PE ICP | Common to All | $ | 108,000 |
| **Total Laboratory** | | $ | **150,348** |
| **Total Environmental Programs** | | $ | **204,348** |
| **Total Annual Capital Items** | | $ | **1,963,348** |
| Solids Project (R2E2) | | | |
| 2017 Requests - Transfer to R2E2 Rate Stabilization Reserves | Solids | $ | - |
| **Total Solids Project (R2E2)** | | $ | - |

Note: * DPF: Process Air Blowers - HST Upgrades of $100K will be funded through previous debt service that was collected in 2016 Budget for the DPF: Blower Replacement Project.

Green Bay Metropolitan Sewerage District
2017 Budget - First Budget Workshop - August 24, 2016
Allocation of Operation and Maintenance Costs

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

| ITEM | Total | Common to All | | | | | Municipal Only | | Mill Only | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Flow | BOD | TSS | PHOS | TKN | Flow | Industry | Flow | Direct |
| **Salaries & Benefits** | | | | | | | | | | |
| **Laboratory Services & Environmental Services** | | | | | | | | | | |
| Operational Testing | $565,303 | $79,142 | $67,837 | $50,877 | $33,918 | $39,571 | $118,714 | $135,673 | $0 | $39,571 |
| Water Quality Testing | 779,874 | 779,874 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Laboratory Services | **1,345,178** | **859,017** | **67,837** | **50,877** | **33,918** | **39,571** | **118,714** | **135,673** | **0** | **39,571** |
| **Treatment** | | | | | | | | | | |
| Pump Station | 114,114 | 114,114 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Primary Treatment | 151,253 | 151,253 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aeration | 315,785 | 0 | 157,892 | 0 | 0 | 157,892 | 0 | 0 | 0 | 0 |
| Final & Chlorine Contact Basins | 246,430 | 246,430 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Primary Thickeners | 151,253 | 3,781 | 19,920 | 123,014 | 3,781 | 756 | 0 | 0 | 0 | 0 |
| Waste Activated Sludge Thickeners | 176,462 | 0 | 104,395 | 68,538 | 0 | 3,529 | 0 | 0 | 0 | 0 |
| Dewatering - Belt Presses/Incineration | *504,178* | *5,042* | *205,523* | *281,513* | *5,042* | *7,058* | *0* | *0* | *0* | *0* |
| Primary Sludge | 201,671 | 5,042 | 26,560 | 164,019 | 5,042 | 1,008 | 0 | 0 | 0 | 0 |
| Secondary Sludge | 302,507 | 0 | 178,963 | 117,494 | 0 | 6,050 | 0 | 0 | 0 | 0 |
| Incineration | *655,432* | *7,563* | *248,631* | *383,105* | *7,563* | *8,571* | *0* | *0* | *0* | *0* |
| Primary Sludge | 302,507 | 7,563 | 39,840 | 246,029 | 7,563 | 1,513 | 0 | 0 | 0 | 0 |
| Secondary Sludge | 352,925 | 0 | 208,790 | 137,076 | 0 | 7,059 | 0 | 0 | 0 | 0 |
| Solids, General | 265,367 | 2,885 | 103,930 | 152,092 | 2,885 | 3,575 | 0 | 0 | 0 | 0 |
| Grit Removal | 10,943 | 0 | 0 | 10,943 | 0 | 0 | 0 | 0 | 0 | 0 |
| Filtration | 15,613 | 15,613 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Treatment | **2,606,830** | **546,681** | **840,291** | **1,019,205** | **19,271** | **181,382** | **0** | **0** | **0** | **0** |
| **Maintenance/Engineering** | | | | | | | | | | 0 |
| Maintenance | 2,455,576 | 770,529 | 706,788 | 449,749 | 16,431 | 338,223 | 127,690 | 0 | 46,165 | 0 |
| Engineering | 847,663 | 265,986 | 243,983 | 155,253 | 5,672 | 116,754 | 44,078 | 0 | 15,936 | 0 |
| **Total All Above** | **7,255,246** | **2,442,213** | **1,858,898** | **1,675,084** | **75,293** | **675,931** | **290,482** | **135,673** | **62,101** | **39,571** |
| **Business Services & Information Systems** | 2,007,165 | 688,514 | 524,064 | 472,243 | 21,227 | 190,560 | 81,893 | 0 | 12,240 | 16,423 |
| **Total Salaries & Benefit Costs** | **9,262,411** | **3,130,727** | **2,382,962** | **2,147,327** | **96,519** | **866,491** | **372,375** | **135,673** | **74,341** | **55,994** |
| **Power** | | | | | | | | | | |
| Metro Pump | 333,484 | 0 | 0 | 0 | 0 | 0 | 333,484 | 0 | 0 | 0 |
| Mill Pump | 20,760 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20,760 | 0 |
| Secondary Effluent Pump | 22,220 | 22,220 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Process Air Compressors | 849,598 | 0 | 552,239 | 0 | 0 | 297,359 | 0 | 0 | 0 | 0 |
| Solids Building | *262,170* | *2,622* | *106,871* | *146,385* | *2,622* | *3,670* | *0* | *0* | *0* | *0* |
| Primary Sludge (40) | 104,868 | 2,622 | 13,811 | 85,289 | 2,622 | 524 | 0 | 0 | 0 | 0 |
| Secondary Sludge (60) | 157,302 | 0 | 93,060 | 61,096 | 0 | 3,146 | 0 | 0 | 0 | 0 |
| All Other Plant | 926,635 | 290,767 | 266,713 | 169,717 | 6,201 | 127,632 | 48,185 | 0 | 17,421 | 0 |
| **Total Power** | **2,414,867** | **315,608** | **925,823** | **316,102** | **8,822** | **428,661** | **381,669** | **0** | **38,181** | **0** |
| **Fuel** | | | | | | | | | | |
| Fuel - Diesel for Generators | 46,332 | 46,332 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building | 489,326 | 153,544 | 140,843 | 89,622 | 3,274 | 67,398 | 25,445 | 0 | 9,199 | 0 |
| Incineration | *459,321* | *4,593* | *187,238* | *256,466* | *4,593* | *6,430* | *0* | *0* | *0* | *0* |
| Primary Sludge (40) | 183,728 | 4,593 | 24,197 | 149,426 | 4,593 | 919 | 0 | 0 | 0 | 0 |
| Secondary Sludge (60) | 275,593 | 0 | 163,041 | 107,040 | 0 | 5,512 | 0 | 0 | 0 | 0 |
| **Total Fuel** | **994,979** | **204,470** | **328,080** | **346,089** | **7,868** | **73,829** | **25,445** | **0** | **9,199** | **0** |

**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Allocation of Operation and Maintenance Costs**

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

| ITEM | Total | Common to All | | | | | Municipal Only | | Mill Only | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Flow | BOD | TSS | PHOS | TKN | Flow | Industry | Flow | Direct |
| **Chemicals** | | | | | | | | | | |
| Sodium Hypochlorite | $92,820 | $92,820 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Gravity Belt Polymer | 43,370 | 0 | 25,658 | 16,845 | 0 | 867 | 0 | 0 | 0 | 0 |
| Gravity Thickener Polymer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Belt Press Polymer | *229,100* | *2,291* | *93,390* | *127,920* | *2,291* | *3,207* | *0* | *0* | *0* | *0* |
| Primary Sludge (40) | 91,640 | 2,291 | 12,069 | 74,531 | 2,291 | 458 | 0 | 0 | 0 | 0 |
| Secondary Sludge (60) | 137,460 | 0 | 81,321 | 53,389 | 0 | 2,749 | 0 | 0 | 0 | 0 |
| Lime and Clay | *57,870* | *579* | *23,590* | *32,312* | *579* | *810* | *0* | *0* | *0* | *0* |
| Primary Sludge (40) | 23,148 | 579 | 3,049 | 18,826 | 579 | 116 | 0 | 0 | 0 | 0 |
| Secondary Sludge (60) | 34,722 | 0 | 20,542 | 13,486 | 0 | 694 | 0 | 0 | 0 | 0 |
| Sodium Bisulfite | 53,700 | 53,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ferric Chloride | 26,630 | 13,315 | 0 | 0 | 13,315 | 0 | 0 | 0 | 0 | 0 |
| Ferric Chloride - odor control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Chemicals | 52,760 | 52,760 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Chemicals** | **556,250** | **215,465** | **142,638** | **177,077** | **16,185** | **4,885** | **0** | **0** | **0** | **0** |
| **Maintenance & Repairs** | | | | | | | | | | |
| Maintenance & Repairs | 1,582,915 | 496,699 | 455,610 | 289,918 | 10,592 | 218,026 | 82,312 | 0 | 29,759 | 0 |
| **All Other Expenses** | | | | | | | | | | |
| Solid Waste | *219,471* | *2,574* | *82,480* | *128,997* | *2,574* | *2,845* | *0* | *0* | *0* | *0* |
| Primary Sludge (40) | 102,976 | 2,574 | 13,562 | 83,750 | 2,574 | 515 | 0 | 0 | 0 | 0 |
| Secondary Sludge (60) | 116,495 | 0 | 68,919 | 45,247 | 0 | 2,330 | 0 | 0 | 0 | 0 |
| DNR Enviromental Fees | 146,000 | 1,066 | 49,151 | 51,856 | 32,968 | 10,960 | 0 | 0 | 0 | 0 |
| Other Miscellaneous | 3,732,821 | 1,171,313 | 1,074,417 | 683,682 | 24,978 | 514,147 | 194,107 | 0 | 70,177 | 0 |
| **Total All Other** | **4,098,292** | **1,174,953** | **1,206,048** | **864,535** | **60,520** | **527,951** | **194,107** | **0** | **70,177** | **0** |
| **Total Treatment Plant O & M** | **18,909,714** | **5,537,923** | **5,441,161** | **4,141,049** | **200,506** | **2,119,843** | **1,055,908** | **135,673** | **221,657** | **55,994** |
| **Field Services O & M** | | | | | | | | | | |
| Pretreatment | 220,921 | 0 | 0 | 0 | 0 | 0 | 0 | 220,921 | 0 | 0 |
| Municipal Interceptors | 316,579 | 0 | 0 | 0 | 0 | 0 | 316,579 | 0 | 0 | 0 |
| Mill Interceptors | 2,574 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,574 | 0 |
| Fox River Fiber Force Main | 75,484 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 75,484 |
| Municipal Metering Stations | 269,520 | 0 | 0 | 0 | 0 | 0 | 269,520 | 0 | 0 | 0 |
| Mill Metering Stations | 57,078 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 57,078 |
| Municipal Lift Stations | 375,029 | 0 | 0 | 0 | 0 | 0 | 375,029 | 0 | 0 | 0 |
| *Subtotal* | *1,317,185* | *0* | *0* | *0* | *0* | *0* | *961,129* | *220,921* | *2,574* | *132,561* |
| All Other (Field Services Salaries after distribution) | 453,134 | 0 | 0 | 0 | 0 | 0 | 330,644 | 76,000 | 885 | 45,603 |
| **Total Interceptor System O & M** | **1,770,319** | **0** | **0** | **0** | **0** | **0** | **1,291,773** | **296,921** | **3,459** | **178,165** |
| **Total O & M Costs** | **$20,680,032** | **$5,537,923** | **$5,441,161** | **$4,141,049** | **$200,506** | **$2,119,843** | **$2,347,681** | **$432,594** | **$225,116** | **$234,159** |
| **Distribution to Participants** | | | | | | | | | | |
| MUNICIPAL | 19,072,274 | 4,892,613 | 5,314,990 | 3,792,048 | 199,298 | 2,093,049 | 2,347,681 | 432,594 | 0 | 0 |
| FOX RIVER FIBER | 96,762 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 96,762 |
| PROCTER & GAMBLE | 1,510,997 | 645,310 | 126,171 | 349,000 | 1,209 | 26,794 | 0 | 0 | 225,116 | 137,398 |
| **Total** | **$20,680,032** | **$5,537,923** | **$5,441,161** | **$4,141,049** | **$200,506** | **$2,119,843** | **$2,347,681** | **$432,594** | **$225,116** | **$234,159** |

NEW Water
Green Bay Metropolitan Sewerage District
2017 Budget - First Budget Workshop - August 24, 2016
Interceptor System O & M

| Account Name | Maintenance | Field Services | Procter & Gamble Meter Station | Procter & Gamble Interceptor | Fox River Fiber Force Main |
|---|---|---|---|---|---|
| Salaries - Procter & Gamble (P&G) Interceptor | $0 | $1,148 | | $1,148 | |
| Benefits - P&G Interceptor | 0 | 426 | | 426 | |
| Salaries - P&G Meter Station | 10,008 | 10,331 | 20,339 | | |
| Benefits - P&G Meter Station | 3,714 | 3,834 | 7,548 | | |
| Salaries - Fox River Fiber - Force Main | 0 | 4,591 | | | 4,591 |
| Benefits - Fox River Fiber - Force Main | 0 | 1,704 | | | 1,704 |
| Salaries - Fox River Fiber - Meter Station | 996 | 8,035 | | | 9,031 |
| Benefits - Fox River Fiber - Meter Station | 370 | 2,982 | | | 3,352 |
| Repair & Maintenance (R & M) - P&G Interceptor | | | 0 | 1,000 | |
| R & M - P&G Meter Station | | | 28,350 | | |
| Phones - P&G | | | 840 | | |
| Power - P&G | | | 0 | | |
| R & M - Force Main | | | | | 56,550 |
| R & M - Meter Station | | | | | 255 |
| Chemicals | | | | | |
| **Total** | | | $57,077 | $2,574 | $75,483 |

| Account Name | Maintenance | Field Services | GBMSD Meter Stations | GBMSD Interceptors | Lift Station | Pretreatment |
|---|---|---|---|---|---|---|
| Salaries Pretreatment | $0 | $154,488 | | | | $154,488 |
| Salaries - GBMSD Interceptors | 3,264 | 82,645 | | 85,909 | | |
| Salaries - GBMSD Meter Stations | 0 | 90,680 | 90,680 | | | |
| Salaries - East Bayshore Lift Stations | 28,200 | 40,175 | | | 68,375 | |
| Salaries - East River Lift Station | 14,004 | 12,626 | | | 26,630 | |
| Salaries - Old Plank Lift Station | 2,664 | 6,887 | | | 9,551 | |
| Salaries - Interplant Force Main | 0 | 11,478 | | 11,478 | | |
| Salaries - Chemical Feed Building | 0 | 2,296 | 2,296 | | | |
| Benefits - Pretreatment | 0 | 57,333 | | | | 57,333 |
| Benefits - GBMSD Interceptors | 1,211 | 30,671 | | 31,882 | | |
| Benefits - GBMSD Meter Stations | 0 | 33,653 | 33,653 | | | |
| Benefits - East Bayshore Lift Stations | 10,465 | 14,910 | | | 25,375 | |
| Benefits - East River Lift Station | 5,197 | 4,686 | | | 9,883 | |
| Benefits - Old Plank Lift Station | 989 | 2,556 | | | 3,545 | |
| Benefits - Interplant Force Main | 0 | 4,260 | | 4,260 | | |
| Benefits - Chemical Feed Building | 0 | 852 | 852 | | | |
| Pretreatment Program | | | | | | 9,100 |
| R & M - East Bayshore System Lift Stations | | | | | 47,700 | |
| R & M - East Bayshore Force Main | | | | | 1,100 | |
| R & M - East River Lift Station | | | | | 34,620 | |
| R & M - GBMSD Interceptors - Field Services | | | | 54,150 | | |
| R & M - GBMSD Interceptors - Engineering | | | | 125,001 | | |
| R & M - Old Plank Lift Station | | | | | 5,950 | |
| R & M - Interplant Force Main | | | | 3,900 | | |
| R & M - GBMSD Meter Stations | | | 88,140 | | | |
| R & M - Chemical Feed Building | | | 1,340 | | | |
| Phones - Meter/Lift Stations | | | 35,660 | | | |
| Phones - Chemical Feed Building | | | 0 | | | |
| Power - Meter Stations | | | 15,500 | | | |
| Power - Chemical Feed Building | | | 1,400 | | | |
| Power - Old Plank Lift Station | | | | | 1500 | |
| Power - East Bayshore Lift Stations | | | | | 27,000 | |
| Power - East River Lift Station | | | | | 35,000 | |
| Water - East River Lift Station | | | | | 1,400 | |
| Chemicals - Old Plank Lift Station | | | | | 4,480 | |
| Chemicals - De Pere Conveyance | | | | | 47,120 | |
| Chemicals - Chemical Feed Building | | | | | - | |
| Chemicals - Bayshore Interceptor | | | | | 25,800 | |
| **Total** | | | $269,520 | $316,580 | $375,029 | $220,921 |

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**Salaries and Benefits before Distribution**

| Description | Commission | Business Services | Laboratory Services | Treatment | Maintenance | Engineering | Information Technology | Field Services | Environmental Programs | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Gross Salaries | $2,500 | $1,010,968 | $537,845 | $1,834,312 | $1,786,572 | $629,942 | $479,596 | $745,574 | $474,629 | $7,501,938 |
| Long Term Disability | 0 | 5,526 | 3,305 | 12,219 | 10,810 | 3,950 | 3,288 | 4,356 | 2,795 | 46,249 |
| Dental Insurance | 0 | 9,077 | 5,391 | 19,814 | 22,256 | 6,405 | 6,082 | 6,405 | 2,996 | 78,426 |
| Health Insurance | 0 | 175,443 | 96,648 | 334,237 | 397,063 | 104,030 | 89,266 | 150,207 | 57,853 | 1,404,747 |
| Life Insurance | 0 | 3,467 | 1,222 | 5,577 | 6,635 | 2,553 | 2,618 | 1,886 | 1,224 | 25,182 |
| Wisconsin Retirement | 0 | 64,489 | 35,064 | 133,210 | 117,902 | 42,234 | 35,177 | 49,104 | 29,743 | 506,923 |
| FICA & Medicare | 191 | 71,766 | 41,145 | 155,948 | 136,673 | 48,191 | 40,227 | 57,036 | 36,185 | 587,362 |
| Worker's Compensation | 5 | 3,348 | 13,607 | 51,663 | 45,200 | 10,358 | 973 | 18,863 | 4,638 | 148,655 |
| Uniforms | 0 | 0 | 888 | 12,480 | 13,548 | 0 | 0 | 2,950 | 0 | 29,866 |
| Employee Assistance | 0 | 3,158 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,158 |
| Wellness Program | 0 | 0 | 0 | 47,370 | 0 | 0 | 0 | 0 | 0 | 47,370 |
| **Totals** | **$2,696** | **$1,347,242** | **$735,115** | **$2,606,830** | **$2,536,659** | **$847,663** | **$657,227** | **$1,036,381** | **$610,063** | **$10,379,874** |

Note: Engineering, Treatment and Information Technology Salaries were decreased by $267K for re-allocation of salaries to Solids Management Capital Loan Amount.

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**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 | $1,010,968 | $537,845 | $1,834,312 | $1,727,436 | $629,942 | $479,596 | $320,194 | $474,629 | $7,017,422 |
| Long Term Disability | 0 | 5,526 | 3,305 | 12,219 | 10,445 | 3,950 | 3,288 | 1,733 | 2,795 | 43,261 |
| Dental Insurance | 0 | 9,077 | 5,391 | 19,814 | 21,638 | 6,405 | 6,082 | 1,958 | 2,996 | 73,361 |
| Health Insurance | 0 | 175,443 | 96,648 | 334,237 | 385,990 | 104,030 | 89,266 | 70,554 | 57,853 | 1,314,021 |
| Life Insurance | 0 | 3,467 | 1,222 | 5,577 | 6,436 | 2,553 | 2,618 | 458 | 1,224 | 23,555 |
| Wisconsin Retirement | 0 | 64,489 | 35,064 | 133,210 | 113,906 | 42,234 | 35,177 | 5,037 | 29,743 | 458,860 |
| FICA & Medicare | 191 | 71,766 | 41,145 | 155,948 | 132,149 | 48,191 | 40,227 | 36,664 | 36,185 | 562,466 |
| Worker's Compensation | 5 | 3,348 | 13,607 | 51,663 | 44,028 | 10,358 | 973 | 13,586 | 4,638 | 142,206 |
| Uniforms | 0 | 0 | 888 | 12,480 | 13,548 | 0 | 0 | 2,950 | 0 | 29,866 |
| Employee Assistance | 0 | 3,158 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,158 |
| Wellness Program | 0 | 0 | 0 | 47,370 | 0 | 0 | 0 | 0 | 0 | 47,370 |
| **Totals** | **$2,696** | **$1,347,242** | **$735,115** | **$2,606,830** | **$2,455,576** | **$847,663** | **$657,227** | **$453,134** | **$610,063** | **$9,715,546** |

Note: Engineering, Treatment and Information Technology Salaries were decreased by $267K for re-allocation of salaries to Solids Management Capital Loan Amount.

# NEW Water
## Green Bay Metropolitan Sewerage District
## 2017 Budget - First Budget Workshop - August 24, 2016
## Employees Headcount Report

| Divisions and Department | ADOPTED 2016 BUDGET HEADCOUNT | PROPOSED 2017 BUDGET HEADCOUNT |
|---|---|---|
| Business Services including Non-Departmental * | 12 | 13 |
| Laboratory Services | 7 | 8 |
| Treatment including Health and Safety | 26 | 26 |
| Maintenance | 24 | 24 |
| Engineering | 7 | 8 |
| Information Technology | 6 | 6 |
| Field Services | 9 | 9 |
| Watershed Management | 3 | 4 |
| Regulatory Compliance | 1 | 1 |
| Total Headcount without Commissioners ** | 95 | 99 |
| Commissioners | 5 | 5 |

New Positions

| Division | Department | 2016 BUDGET | 2017 BUDGET |
|---|---|---|---|
| Business Services | Support Services | | Support Services Assistant (Approved April 2016) |
| Environmental Programs | Laboratory | | Lab Analyst II |
| Technical Services | Engineering | | Process Engineer |
| Environmental Programs | Watershed Management | | Watershed Specialist |
| Operations | Treatment | Asset Reliability Coordinator | |

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

**Divisions and Departments classification for referencing**

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

**NEW Water**
**Green Bay Metropolitan Sewerage District**
**2017 Budget - First Budget Workshop - August 24, 2016**
**OUT-OF-AREA TRAVEL - Outside EPA Region 5 (Wisconsin, Minnesota, Illinois, Ohio, Indiana, Michigan)**

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

8/15/2016

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2017 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

| 2017 Budget - First Budget Workshop - August 24, 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|---|---|---|---|---|
| **MAJOR CAPITAL: WASTEWATER TREATMENT FACILITIES** | | | | | |
| GBF: Blower System Efficiency Upgrade | - | - | 400,000 | 2,413,000 | 4,016,000 |
| GBF: R2E2 Solids Management Project | 50,282,000 | 19,964,000 | 3,135,000 | - | - |
| GBF: Metro & Mill Pumping and Plant Drain Systems Upgrades | - | 240,000 | 3,480,000 | 1,620,000 | 2,700,000 |
| GBF: Primary Clarifier Odor Control | - | 250,000 | 2,750,000 | - | - |
| GBF: Gravity Belt Thickener Replacement | - | - | - | 400,000 | 5,400,000 |
| DPF: Service Water System Rehabilitation/Replacement | - | 160,000 | 2,160,000 | - | - |
| DPF: Primary Substation & Emergency Generator | 240,000 | 2,700,000 | 540,000 | - | - |
| GBF & DPF: Clarifier Rehabilitation | - | 400,000 | 2,160,000 | 2,160,000 | 2,160,000 |
| GBF & DPF: Headworks Upgrades | - | - | - | 400,000 | 3,250,000 |
| Interplant Wastewater Force Main - Phase 2 | - | 360,000 | 3,960,000 | - | - |
| GBF Phosphorus Upgrade | - | - | 750,000 | 7,628,000 | 7,628,000 |
| DPF Phosphorus Upgrade | - | - | 500,000 | 2,768,000 | 2,768,000 |
| **TOTAL WASTEWATER TREATMENT FACILITIES** | **50,522,000** | **24,074,000** | **19,835,000** | **17,389,000** | **27,922,000** |
| **MAJOR CAPITAL: INTERCEPTORS** | | | | | |
| Dutchman Creek Interceptor Upgrade & Rehabilitation ** See Notes ** | 2,240,000 | - | - | - | - |
| Scott Bayshore Interceptor Rehabilitation ** See Notes ** | 770,000 | - | - | - | - |
| Tunnel Interceptor Rehabilitations (QSI, ERI, EFRI, WFRI) | - | - | 280,000 | 4,060,000 | 4,060,000 |
| Ninth Street Interceptor Extension - American Drive | - | - | 1,250,000 | - | - |
| East Tower Drive Interceptor Rehabilitation - Phase 1 | - | - | 179,000 | 2,562,000 | - |
| Bayview Interceptor Upsizing | - | - | 130,000 | 1,430,000 | - |
| Bayview Interceptor Replacement ** See Notes ** | 3,790,000 | - | - | - | - |
| Charles Street Interceptor Upsizing | 168,000 | 1,512,000 | - | - | - |
| East Bayshore Lift Stations - Replacement | - | - | - | - | 35,000 |
| **TOTAL INTERCEPTORS, METER STATIONS & LIFT STATIONS** | **6,968,000** | **1,512,000** | **1,839,000** | **8,052,000** | **4,095,000** |
| **DEPARTMENT ANNUAL CAPITAL INVESTMENTS** | | | | | |
| **MAINTENANCE SECTION** | | | | | |
| GBF: Replace MCC - Center Mechanical MCC-B2, -B2A, -B2B | 616,000 | - | - | - | - |
| GBF: Replace MCC - Administration Building ADP-1,-2; MCC-A1, -A2 | 308,000 | - | - | - | - |
| DPF: Replace outdated MCCs | - | - | - | 125,000 | - |
| DPF: Replace diffuser socks in aeration system (10-year rotation) | - | - | - | - | 57,000 |
| GBF: Replace Air Handling Units | - | 263,000 | 214,000 | 217,000 | 312,000 |
| DPF: Replace roof - Sludge Control Tank Building | - | - | - | - | 79,000 |
| DPF: Replace roof - Service Building | - | 107,000 | - | - | - |
| DPF: Replace roof - Blower Building No. 2 | - | 150,000 | - | - | - |
| Vehicle ID# 105 Replacement | - | 35,000 | - | - | - |
| Vehicle ID# 107 Replacement | - | - | - | - | 70,000 |
| Vehicle ID# 109 Replacement | - | - | - | - | 45,000 |
| Vehicle ID# 111 Replacement | - | - | - | 40,000 | - |
| Vehicle ID# 112 Replacement | - | - | - | - | 45,000 |
| DPF: Actuated Slide Gates & Basin Drains | - | - | - | - | 200,000 |
| GBF: Air Compressor Replacement | - | - | - | - | 400,000 |
| DPF: Air Handling Unit Replacement | - | - | 250,000 | - | - |
| GBF: Power Roof Vent Replacement | - | - | 375,000 | - | - |
| DPF: Power Roof Vent Replacement | - | - | - | 125,000 | - |
| GBF: Tunnel Unit Heater Replacement Phase 1 | - | 50,000 | - | - | - |
| GBF: Tunnel Unit Heater Replacement Phase 2 | - | - | 50,000 | - | - |
| GBF: Tunnel Unit Heater Replacement Phase 3 | - | - | - | 50,000 | - |
| DPF: Tunnel Unit Heater Replacement | - | - | - | - | 50,000 |
| GBF: Transformer Replacement Project | - | - | 125,000 | - | - |

8/15/2016

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2017 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

| 2017 Budget - First Budget Workshop - August 24, 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|---|---|---|---|---|
| GBF: SW Pump Replacement | - | - | - | - | 400,000 |
| DPF: Process Air Blowers - HST Upgrades ** See Notes ** | 100,000 | - | - | - | - |
| GBF: Aeration Basin Access Ladders | 110,000 | - | - | - | - |
| GBF: Tunnel Lighting Upgrades | - | 248,000 | - | - | - |
| GBF: Basin Complex Walkway Concrete Rehabilitation | - | - | 224,000 | 200,000 | - |
| **Maintenance Section subtotal** | **1,134,000** | **853,000** | **1,238,000** | **757,000** | **1,658,000** |
| | | | | | |
| **INFORMATION TECHNOLOGY SECTION** | | | | | |
| GBF: Fiber Optic Network Enhancement/Upgrade | - | - | - | - | 80,000 |
| GBF: Building Network Cabling Enhance/Upgrade | - | - | - | - | 45,000 |
| GBF: County Wide Radio Communications | - | - | - | - | - |
| GBF: County Wide Radio Communications Phase II | - | - | - | - | - |
| 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: Laboratory Information Management System | - | - | - | - | - |
| GBF: HR/Payroll Software System | - | 50,000 | - | - | - |
| GBF: & DPF: Time and Attendance System | - | 40,000 | - | - | - |
| GBF: Financial Software Replacement/Upgrade | - | 250,000 | - | - | - |
| GBF & DPF: Telephone System | - | - | - | 125,000 | - |
| GBF: Campus Paging System | 125,000 | - | - | - | - |
| GBF: eDocs. Imaging/ Management/Collaboration | - | - | - | - | 90,000 |
| **Information Technology Section subtotal** | **125,000** | **340,000** | **125,000** | **250,000** | **340,000** |
| | | | | | |
| **ENGINEERING SECTION** | | | | | |
| Meter Station #1 Flow Tube and Flow Meter Replacement | - | - | 90,000 | - | - |
| DPF: Demolish Solids Building & MS11A | - | 1,000,000 | - | - | - |
| MS 6, 8, & 9 Rehabilitation | 300,000 | - | - | - | - |
| ERLS: HVAC Improvements | - | - | 300,000 | - | - |
| Annual Manhole Rehabilitation | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| **Engineering Services Section subtotal** | **350,000** | **1,050,000** | **440,000** | **50,000** | **50,000** |
| | | | | | |
| **WATERSHED MANAGEMENT SECTION** | | | | | |
| Environmental lands easement or title purchase - Pilot Demonstration Project | 54,000 | - | - | - | - |
| **Watershed Management Section subtotal** | **54,000** | **-** | **-** | **-** | **-** |
| | | | | | |
| **FIELD SERVICES SECTION** | | | | | |
| MS-05 Flow Tube Replacement | - | - | 100,000 | - | - |
| Lift Station alarm notification system | 250,000 | - | - | - | - |
| ERLS - Grinder system | - | - | - | 250,000 | - |
| ERLS - Ozone unit replacement | - | - | 60,000 | - | - |
| **Field Services Section subtotal** | **250,000** | **-** | **160,000** | **250,000** | **-** |
| | | | | | |
| **LABORATORY SERVICES SECTION** | | | | | |
| Laboratory Information System | - | - | - | - | 350,000 |
| Lachat Auto Analyzer 3 (Low level P) | 42,000 | - | - | - | - |
| Metals Lab: PE ICP | 108,000 | - | - | - | - |
| **Laboratory Services Section subtotal** | **150,000** | **-** | **-** | **-** | **350,000** |
| | | | | | |
| | | | | | |
| **TOTAL ANNUAL CAPITAL INVESTMENTS** | **2,063,000** | **2,243,000** | **1,963,000** | **1,307,000** | **2,398,000** |
| | | | | | |
| **TOTAL CAPITAL INVESTMENTS** | **59,553,000** | **27,829,000** | **23,637,000** | **26,748,000** | **34,415,000** |

Notes:
Major Capital - Interceptors: Dutchman Creek and Scott-Bayshore Interceptor Projects anticipated to be combined into one loan.
Major Capital - Interceptors: Bayview Interceptor Replacement project anticipated to be funded from Interceptor Cost Recovery Reserve and no debt service collected.
Annual Capital - Maintenance: the DPF: Process Air Blowers - HST Upgrades will be funded through previous debt service that was collected in 2016 budget.

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

# Green Bay Metropolitan Sewerage District
## 2017 Budget – Proposed
### Summary of Revenues and Expenses Legends

## Revenues:

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

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

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

# Green Bay Metropolitan Sewerage District
## 2017 Budget – Proposed
### Summary of Revenues and Expenses Legends

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

**Expenses:**

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

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

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

# Green Bay Metropolitan Sewerage District

## 2017 Budget – Proposed

### Summary of Revenues and Expenses Legends

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

# Green Bay Metropolitan Sewerage District
## 2017 Budget – Proposed
### Summary of Revenues and Expenses Legends

**Debt Service and Annual Capital**

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