Finance/Personnel Committee

Special Untelevised

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Agenda

Wednesday, October 11, 2023 **5:00 PM** **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statute 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 **October 11, 2023** at **5:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

2. 2024 Budget Study Session.

3. Adjournment.

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

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

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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **October 11, 2023**

DEPARTMENT: **Administration**

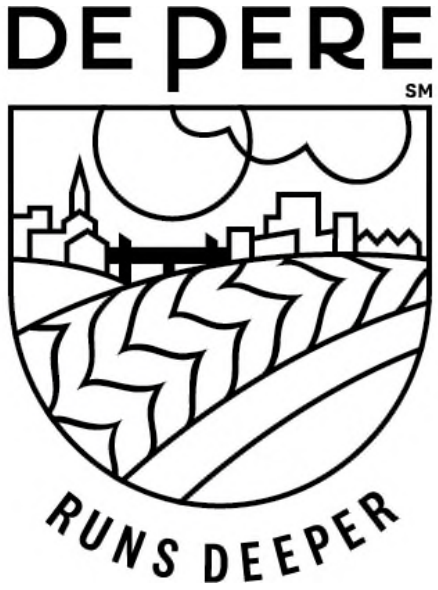
FROM: **Lawrence Delo**

SUBJECT: **2024 Budget Study Session.**

ATTACHMENTS:

- 2024 DRAFT EXECUTIVE BUDGET(PDF)

City of De Pere, Wisconsin



Draft 2024 Executive Budget

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GENERAL GOVERNMENT

GENERAL GOVERNMENT EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
City Council	0.00
Municipal Court	1.00
City Attorney	2.35
City Administrator	0.83
Mayor	0.38
Clerk	2.48
Human Resources	2.80
Elections	0.00
Information Management	1.23
Finance	0.77
Assessor	0.10
City Hall	0.15
Other General Government	0.00
Health Department	4.95
Board of Health	0.00
Development Services	1.71
GIS	1.29
TOTAL	**20.03**

City Council

Program Full Time Equivalents: 0

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Maintain or reduce the number of citizen complaints regarding inability to contact an elected official to three or fewer per year per elected official.
2) Increase the population of the community by 1% or more annually to reflect ongoing quality of life attributes remain attractive.
3) Maintain a 3% or lower increase in property tax mill rate for municipal service operations excluding impacts to the mill rate due to Federal, State or citizen imposed fee increases or revenue reductions.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Maintain or reduce the number of citizen complaints regarding inability to contact an elected official to three or fewer per year per elected official.
   a. Result: The performance measure goal was achieved. The Administration did not receive any complaints regarding a citizen's inability to contact an alderperson.
2) Increase the population of the community by 1% or more annually to reflect ongoing quality of life attributes remain attractive.
   a. Result: Population decreased 0.91% (From 25,525 to estimated 25,293). Performance measure not met.
3) Maintain a 3% or lower increase in property tax mill rate for municipal service operations excluding impacts to the mill rate due to federal, state or citizen imposed fee increases or revenue reductions.
   a. Result: the performance measure goal was achieved. The 2023 mill rate decreased 6.85%.

Significant Program Achievements:

1) Adopted the 2023 Annual Budget.
2) Adopted 15 ordinances and 105 resolutions in prior year.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 City Council program cost is $103,022. The program benefits the community by providing citizens with representation in the discussion and implementation of municipal policies and codes as well as to develop an annual budget that includes adopted property tax rates and fees for municipal services. The program services which provide constituency contact, policy development and fiscal control benefit the community by providing citizens with the ability to influence short and long term service levels and community development.

2024 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life & Wks Cmp Ins increases $31 to reflect actual premium adjustments.
2) Electronic Device Stipend increases $750 to reflect election year for the Mayor's position.
3) Seminars and conferences include $1,200 to accommodate miscellaneous training for alderpersons.
4) Memberships and Subscriptions include $8,700 for membership in the League of Wisconsin Municipalities and $500 for miscellaneous subscriptions.
5) Grants and Donations include $10,000 for the Beautification Committee, $6,000 for Sister Cities and $2,000 for community service grants.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

CITY COUNCIL

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES								
100	51100	122	Hourly Wages--Part Time	$ 59,520	$ 29,564	$ 60,712	$ 30,156	$ 60,712	$ 61,928	$ 61,928	2.00%
100	51100	150	FICA	863	429	880	437	880	898	898	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	113	83	115	79	115	105	146	26.81%
			Subtotal	**60,496**	**30,076**	**61,708**	**30,672**	**61,708**	**62,931**	**62,972**	**2.05%**
			CONTRACTUAL SERVICES								
100	51100	210	Electronic Device Stipend	3,750	3,750	3,000	3,000	3,000	3,750	3,750	25.00%
100	51100	211	Postage	0	0	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	1,200	0	1,200	44	1,200	1,200	1,200	0.00%
100	51100	215	Consulting	0	0	0	0	0	0	0	0.00%
100	51100	224	Public Notices	6,000	1,433	6,000	1,947	5,000	6,000	6,000	0.00%
			Subtotal	**10,950**	**5,183**	**10,200**	**4,991**	**9,200**	**10,950**	**10,950**	**7.35%**
			SUPPLIES AND EXPENSE								
100	51100	310	Office Supplies	1,500	286	1,500	147	1,200	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	7,500	7,230	8,000	8,052	8,052	8,200	9,200	15.00%
100	51100	330	Mileage Reimbursement	400	0	400	0	400	400	400	0.00%
			Subtotal	**9,400**	**7,517**	**9,900**	**8,199**	**9,652**	**10,100**	**11,100**	**12.12%**
			GRANTS, CONTRIBUTIONS, INDEM								
100	51100	720	Grants and Donations	8,700	2,939	13,200	13,199	13,200	16,200	18,000	36.36%
			Subtotal	**8,700**	**2,939**	**13,200**	**13,199**	**13,200**	**16,200**	**18,000**	**36.36%**
			CAPITAL OUTLAY								
100	51100	811	Capital Equipment	0	0	0	1,133	1,133	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**1,133**	**1,133**	**0**	**0**	**0.00%**
			TOTAL	**$ 89,546**	**$ 45,714**	**$ 95,008**	**$ 58,194**	**$ 94,893**	**$ 100,181**	**$ 103,022**	**8.44%**

Municipal Court

Program Full Time Equivalents: 1.0

Program Mission:

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

List of Program Service(s) Descriptions:

1) Process all citations written for De Pere/Ledgeview Municipal Court.
2) Hold adult court on each Wednesday of the month, juvenile court & trials on 2nd & 4th Thursdays of each month. Process all dispositions from initial appearances & trials.
3) Help defendants and general public with questions; provide them with needed and helpful information.
4) Maintain office hours for defendants to conduct business with the court.
5) Set up video conference with jail for defendants who were picked up on our warrants, out-of-state residents, or initial appearances.
6) Follow through with post-conviction collection remedies and efforts.

Important Outputs:

1) *Citations* – Process all received from De Pere officers, city officials, Ledgeview enforcement officers & Brown County Sheriff's Department for Ledgeview.
2) *Court* – Defendants who appear in court for initial appearances treated with respect, court held efficiently and timely, defendant given all information needed to make informed decision for plea, prepare dispositions with all needed information and give to defendants before they leave court, prepare and give to defendants notice of trial before they leave court if not guilty plea entered, collect forfeitures from defendants who wish to pay at court and give a receipt for payment. Work with juveniles to reduce recidivism through available means and allow them to comply with orders imposed.
3) *Dispositions* – Collect & receipt for all money paid towards forfeitures and mandatory costs, send required information to the DOT, send all paperwork and information to defendants or their attorneys from trials. Return all adult dispositions to the police department to enter and store, file juvenile dispositions in locked secure location in court office.

4) *Enforcement* – Order suspension of driving privileges for defendants who have not paid forfeitures for traffic violations, issue summons to appear for defendants who have not paid forfeitures for non-traffic violations or who do not have a valid license to suspend, issue warrants & writs of commitment for defendants who do not appear at summons or do not pay forfeitures after given extensions. If time allows send a last letter to defendants who have not paid traffic forfeitures who have a valid license to attempt to collect before suspending.

Expected Outcomes:

1) Maintain a fair and efficient court and office so defendants feel they were treated fair and equitably, return all phone calls in a timely manner.
2) Use all measures available to collect forfeitures in a timely manner.
3) Schedule trials within 30 days of initial appearance date.
4) Use all means available to reduce incidents and truancy in the schools.

2024 Performance Measures:

1) Reduce past due traffic forfeitures by 5% by sending letter before suspending.
2) Reduce all past due forfeitures by 5% by using collection options.
3) Annually review 100% of open juvenile cases to determine compliance or need to suspend DL.

2023 Performance Measurement Data (August 2022 – July 2023):

1) From August 2021 – July 2022 intake of 2,255 citations with $379,254.79 monies collected.
   a. Result: From August 2022 – July 2023 intake of 2097 citations with $316,969.12 monies collected. This represented decreased collections by 16.4 % from the prior year.
2) Current with tax intercept, suspensions, and warrants. Collected $7,641.01 through tax intercept for the 2023 tax season.
   a. Result: This represents decreased collections by 22.6 % from prior year.
3) Annually review open juvenile cases to determine compliance or need to suspend driver's license.
   a. Result: 100% reviewed.

Significant Program Achievements:

1) Follow up juvenile truancy with return court dates and petitions to circuit court for additional sanctions.
2) Scheduled 2593 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2022-2023. (2021-2022 =3247 proceedings). This is a decrease of 20.1% less proceedings during 2022-2023.
3) Scheduling pretrial conferences with the Assistant City Attorney and holding them by phone or email has provided quicker resolution of cases to reduce the number of appearances for a defendant who pleads not guilty.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Municipal Court program cost is $132,129. Court continues to provide public with a quality municipal court procedurally and economically. Public benefits from the municipal judge being able to handle video conferencing and other issues outside of the times that court is normally scheduled.

2024 Program Objectives:

1) Maintain the time between initial appearances and trial dates at approximately 30 days.
2) Use alternative penalties for non-payment of forfeitures.
3) Continue to keep the office efficient and customer friendly.
4) Provide flexible payment options to defendants unable to pay in full immediately.

2024 Budget Significant Expenditure Changes:

1) Salaries wages increases $1,227 due to expected increases in 2023.
2) Hourly wages increase $4,097 due to expected increases in 2023.
3) FICA increases $407 due to expected increases in 2023.
4) Retirement increases $337 due to expected increases in 2023.
5) Health, Dental, DIB, Life & Wks Cmp Ins increases $2,022 due to an increase in health insurance premium.
6) Telephone increases $270 to reflect actual cost.
7) Seminars and Conferences include $350 for Municipal Judge and $300 for Court clerk to attend required continuing education classes.
8) Consulting includes $5,397 for TIPSS court computer program and support; $1,500 WI Dept. of Justice for access to e-Time software; $300 for interpreter costs and $225 for substitute judge if needed. This is due to expected increases.
9) Memberships and Subscriptions include $700 for WI Supreme Court Office of Judicial Education; $100 Municipal Judges Association dues and $50 for Municipal Court Clerks Association.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

MUNICIPAL COURT

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51200	110	Salaries	$ 23,370	$ 10,337	$ 23,393	$ 24,539	$ 11,797	$ 24,539	$ 25,765	$ 25,765	5.00%
100	51200	120	Hourly Wages	49,774	21,990	49,785	53,581	25,723	53,581	57,678	57,678	7.65%
100	51200	125	Overtime Wages	1,200	0	0	1,200	0	0	1,200	1,200	0.00%
100	51200	150	FICA	5,687	2,499	5,418	6,068	2,892	5,976	6,475	6,475	6.71%
100	51200	151	Retirement	3,313	1,241	3,232	3,725	1,396	3,644	4,063	4,063	9.06%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,512	11,290	22,853	23,479	11,814	23,479	25,472	25,501	8.61%
100	51200	190	Training	0	0	119	0	0	0	0	0	0.00%
			Subtotal	**105,857**	**47,357**	**104,800**	**112,592**	**53,623**	**111,219**	**120,653**	**120,682**	**7.19%**
			CONTRACTUAL SERVICES									
100	51200	210	Telephone	230	100	230	230	115	500	500	500	117.39%
100	51200	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	650	0	148	650	0	650	650	650	0.00%
100	51200	215	Consulting	6,798	7,027	7,902	7,265	6,150	7,265	7,422	7,422	2.16%
			Subtotal	**7,678**	**7,127**	**8,280**	**8,145**	**6,265**	**8,415**	**8,572**	**8,572**	**5.24%**
			SUPPLIES AND EXPENSE									
100	51200	310	Office Supplies	1,575	928	1,870	1,575	1,115	1,575	1,575	1,575	0.00%
100	51200	315	Publications	80	0	0	80	0	80	80	80	0.00%
100	51200	320	Memberships/Subscriptions	855	890	890	855	845	855	855	855	0.00%
100	51200	330	Mileage Reimbursement	365	0	178	365	0	365	365	365	0.00%
			Subtotal	**2,875**	**1,818**	**2,938**	**2,875**	**1,960**	**2,875**	**2,875**	**2,875**	**0.00%**
			CAPITAL OUTLAY									
100	51200	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
100	51200	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 116,410**	**$ 56,302**	**$ 116,017**	**$ 123,612**	**$ 61,848**	**$ 122,509**	**$ 132,100**	**$ 132,129**	**6.89%**

City Attorney

Program Full Time Equivalents: 2.35

Program Mission: To provide legal services to the entire City as a municipal corporation in an effective, protective, and efficient manner. The City as a municipal corporation includes: the Common Council, its standing Committees (Finance/Personnel, License, Board of Public Works), its Boards (e.g., Board of Park Commissioners, Zoning Board of Appeals, Board of Review, Board of Health) and its Commissions (e.g., Police & Fire Commission, City Plan Commission, Historic Preservation Commission, Commission on Aging), Authorities (Redevelopment Authority, Housing Authority) and City officials and staff.

List of Program Service(s) Descriptions:

1) **GENERAL LEGAL SERVICES**
   a) *Departmental Inquiries*: daily phone calls, emails, and meetings regarding departmental activities and provide legal advice pertaining to the same.
   b) *Legal Research and Writing*: legal research of state and federal statutes, regulations and case law; draft ordinances, memoranda and/or opinions on topics researched; review and keep up to date on legal changes and case law
   c) *Public Records/Open Meetings*: review of and/or advise on compliance with public record and open meetings regulations; answer questions on open meetings and public records; assist in responding to complex public records release issues.
   d) *Service Contract/Agreement Drafting/Review*: draft, review, and revise a variety of agreements, amendments, and similar or related documents; determine if breach has occurred; advise on remedies.
   e) *Parliamentarian*: advises on Roberts's Rules of Order during and outside of meetings to ensure formalities followed.
2) **REAL PROPERTY MATTERS**
   a) *Development Agreements*: drafting, review, revise, and ensure proper recording all sale and option of City property agreements, TID development agreements, and drafting of private land development agreements for which public infrastructure is needed; researching past agreements to determine compliance.
   b) *Zoning*: advise on zoning interpretations, rezoning requests, zoning amendments, protest petitions, moratoria, super-majority requirements and other miscellaneous zoning issues; variances and conditional use applications and permits, loss of conditional use status; familiarity with federal and constitutional property regulations; advises Board of Appeals on as needed basis.
   c) *Annexations*: review of annexation petitions for compliance with statutory requirements; research and advise City staff and Council on validity of annexation; defends City in challenges to annexations.

d) *Property Transfers*: performs all tasks for sale and/or purchase of City property including obtaining title insurance; minimizing exceptions/issues identified in title insurance; drafting and properly recording closing documents.
e) *Condemnation (eminent domain)*: ensuring compliance with complex statutory requirements to acquire property under condemnation; represents City in legal challenges to property taking.
f) *Right-of-Way Vacation*: ensures statutory process followed resulting in recording of final resolution of vacation to the benefit of the adjoining property owners.
g) *Easements*: includes all work necessary to obtain easements for City purposes and includes drafting paperwork for grant of easement for the benefit of others; also includes research of old facilities and corrective easement documentation when necessary.
h) *Revocable Occupancy Permits*: includes drafting necessary paperwork as required by state law for all use of City right of way or as otherwise allowed by City.
i) *Special Assessments*: advise on legal requirements; drafting final assessment resolution; follow-up with omitted property owners to obtain voluntary agreement.
j) *Leases*: comply with state law and contain provisions favorable to City.
k) *Tax Increment Districts*: review project plan; ensure statutory criteria met; drafts necessary resolutions and provide opinion of compliance; draft and enforce developer's agreement.
l) *Restrictive Covenants*: draft, record, monitor and release restrictions on properties.
m) *Property Assessments:* advises the Board of Review on assessment issues and challenges.

3) **PUBLIC WORKS**

a) Public Works Contracts: advise on applicability of public bidding statutes, irregularities in bid process and proper award procedures; review contracts as to form; file notices of claim in cases of contractor non-compliance; provide legal advice to city clerk on lien claims filed with city for non-payment on public works contracts.
b) Water Utility: advise on statutory and City regulations, including CBCWA, well-permitting and well-abandonment.
c) Wastewater Utility: provide legal advice and contract interpretation regarding GBMSD matters.
d) Stormwater Utility: provide advice on DNR requirements, drainage and water trespass issues.

4) **LABOR RELATIONS**

a) *Policy Development and Enforcement*: with HR director, drafting policies required by state or federal laws or City; assists department supervisors with consistent interpretation and enforcement.
b) *Collective Bargaining*: with department head and HR Director, negotiate with police and fire units to preserve interests of the City as employer.
c) *Contract Enforcement and Interpretation*: assist departments with interpreting and enforcing collective bargaining agreements.
d) *Grievance Arbitration*: represents City's interests in employee grievance arbitrations.

e) *Employee Relations Matters*: provide advice on employment actions; assists counsel provided by insurance carrier as needed; represents City in unemployment compensation matters.
f) *Employee Resignation Agreements*: negotiates and drafts separation agreements in compliance with federal/state laws.

5) **LITIGATION**
   a) *Represents City in Non-insurance Covered Litigation*: files all necessary documents in compliance with court rules; appears before tribunal and advances written and oral arguments; appeal of adverse decisions; explanation of processes and results to elected officials and department heads.
   b) *Assist Outside Legal Counsel*: including counsel retained by insurance company; acts as liaison to outside counsel.
   c) *Claims Review*: reviews substantial notices of claim; reviews insurance company decisions on claim; draft notices of claim denial; assists clerk in questions on claims; advises city employees on protecting city's interests.

6) **PUBLIC SAFETY**
   a) *Nuisance Abatement*: coordinates code enforcement departments addressing problem properties; provides assistance to departments in drafting, serving and ordering the abatement of nuisances affecting the public; assists building inspection in raze and repair orders for dilapidated structures.
   b) *Municipal Prosecution*: prosecutes all contested municipal citations on behalf of city; advises and counsels departments and law enforcement officers on enforcement of city ordinances and ordinance interpretation; assists enforcement departments with code compliance strategies.
   c) *Liquor License matters:* Advises on liquor license issues; represents police department in license suspension hearings; arranges for substitute legal counsel to advise Committee or Council during said hearings.

Important Outputs:

1) **GENERAL LEGAL SERVICES** – Funded by property tax.
   Competent legal services to guide actions of the organization to conform to legal requirements and to avoid legal pitfalls.
2) **REAL PROPERTY MATTERS** – Part funded by TID and fees paid to Planning Department; remainder by property tax.
   Compliance with complex land transaction requirements keeps property interests intact and serves to advance economic development and serves to provide City with property interests necessary to perform essential City functions.
3) **PUBLIC WORKS -** Utility work (water, sewer, storm water) funded by user charges; remainder funded by property tax.
   Compliance with statutory and code regulations protects the public; compliance with public bidding laws maintains integrity of infrastructure and the methods by which it is constructed and installed.
4) **LABOR RELATIONS** – Funded by property tax.
   Comprehensive labor relations services allows City to treat its employees fairly and to comply with legal requirements.

5) **LITIGATION -** Funded by property tax.
Protection of the public interest by advocating the City's interests in litigation.

6) **PUBLIC SAFETY** – Funded by property tax.
Compliance with legal requirements of abatement processes allows for quick and proper nuisance elimination. Ordinance enforcement also preserves and protects the public safety while collecting revenue for the general fund.

Expected Outcomes:

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

2) **REAL PROPERTY MATTERS AND PUBLIC WORKS**
Compliance with legal requirements allows City services to be provided/expanded uninterrupted.

3) **LABOR RELATIONS**
Maintain labor relations within legal parameters with both union and non-union employees to avoid prolonged labor division and challenges.

4) **LITIGATION**
Maintain and protect the City's interests in legal disputes.

5) **PUBLIC SAFETY**
Reduce threats to public by reducing public nuisances and by enforcing ordinances and regulations designed to protect the public.

***2024 Performance Measurements*:**

Measure #1: GENERAL LEGAL SERVICES

Provide greater internal departmental direction on frequent legal processes and Council Agenda process as well as review and creation of existing and new internal and external policies to be shared with other departments to increase communication, streamline workload, ensure greater responsiveness, and provide consistency throughout the organization. Metrics will include providing at least four trainings (quarterly) a year for at least one City Department and/or other generalized trainings on topic of general applicability to City staff, such as public records law, Council Agenda process, and other legal requirements or compliance issues.

2023 Performance Measurements (Data 8/2022-8/2023):

Measure #1: GENERAL LEGAL SERVICES – Not achieved; continued evaluation of electronic software management and process efficiencies anticipated to occur in remainder of 2023 into 2024.

1) Explore implementation of electronic file management systems to streamline work product and increase efficiency.
2) Implement e-recording software to allow for automatic payments and immediate correction of documents with Register of Deeds, which will increase efficiency.

Measure #2: DRAFT INNOVATIVE DEVELOPER'S AGREEMENTS - In progress; currently incorporating new or innovative provisions into drafting of pending Development Agreement in conjunction with Development Services Department.

Draft innovative Developer's Agreements for Redevelopment areas to attract Developers and protect City investment.

Measure #3: COMPLETE COMPRENSIVE REVIEW AND FINALIZE UPDATES TO MUNICIPAL CODE – Measure satisfied; met with adoption of Recodification of Municipal Code in August 2023.

Significant 2023 Program Achievements (8/2022 – 8/2023):

1) Drafted, reviewed, and revised various real estate documents and development agreements related to redevelopment and development projects within the City, including Shopko redevelopment, Belmark expansion, vacant land acquisitions, Planning Options (Musket Corp., Smet Construction), Wolter Inc. expansion, City Housing programs, Mystic Creek subdivision, Preserve Housing Development, and other pending economic development and real estate developments.
2) Provided counsel concerning various personnel related matters and investigations including interpretation of collective bargaining agreements.
3) Participate, manage and coordinate potential claims and litigation under FLSA concerning De Pere Fire Rescue and rates of pay.
4) Drafted, reviewed, revised, and finalized numerous agreements for various City departments, including Police, Fire, Development Services, Parks Recreation and Forestry, Finance, Human Resources, and Health.

5) Comprehensive review and revisions for Recodification of De Pere Municipal Code along with review and counsel for adoption of new Zoning and Shoreland-Wetland Zoning Chapters of the Municipal Code
6) Substantial involvement, review and guidance for revisions and updates to Social Media Policy.
7) Paralegal assisted various departments in document drafting and agenda preparation.
8) Manage transition of City Attorney office staff turnover along with addition of Administrative Assistant employee.

Existing Program Standards Including Importance to Community:

1) City Attorney impartiality and independence; can only provide legal advice to the City as a municipal corporation and its components.
   a. Community Importance.
      i. Prevents conflicts of interest between City interests and private interests.
      ii. Ensures legal advice and legal work is fair and impartial.
2) Agreements that impose responsibility upon City other than the payment of budgeted expense require approval by the Council.
   a. Community Importance.
      i. Assures that decision maker on City commitments is the Council.
      ii. Provides opportunity for public input on the decision.
3) Encroachments on public property require a revocable occupancy permit under state law.
   a. Community Importance.
      i. Ensures public property remains available for public use when required.
      ii. Requires the encroacher to be responsible for injuries/damages rather than the public.

Costs and Benefits of Program and Services:

The proposed 2024 City Attorney budget is $332,574. This program benefits the community by enabling the organization to provide services in the manner allowed and authorized by state and federal laws. Proactive compliance with legal requirements is less costly and less disruptive than response to litigation. This program is cost-effective as an in-house program; retaining outside legal counsel to perform all services currently provided would be more costly and untimely.

2024 Program Objectives:

3) Explore implementation of electronic file management systems to streamline work product and increase efficiency.

4) Draft creative Developer's Agreements for Redevelopment areas to attract Developers and protect City investment.
5) Continue review and revisions to De Pere Municipal Code for general maintenance, corrections, and updates.
6) Develop processes for department and public meeting procedures to increase efficiency and communication amongst all departments and governmental bodies.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $18,316 due to projected wage and step increases and performance awards.
2) Hourly wages increased $3,363 due to the addition of the administrative assistant, projected wage and step increases and performance awards.
3) FICA increased $1,658 due to projected wage and step increases and performance awards.
4) Retirement increased $1,685 due to increase in WRS contribution rate.
5) Health, Dental, DIB, Life & Wks Cmp Insurance decreased $28,029 due to the turnover of departmental staff and reduced need for benefits.
6) Seminars and conferences include the Wisconsin Municipal Attorney's Institute ($1000), State of Wisconsin DOJ OWI Seminar ($250), various continuing legal education for city attorney, assistant city attorney and certified paralegal ($250). One national conference included in 2024 budget ($2,500). Increase of $250 to account for increase in travel costs.
7) Consulting account consists of costs expended for outside assistance such as register of deeds, title insurance, title reports ($3,500), and outside legal counsel on specialized matters such as collective bargaining negotiations and anticipated mediation/arbitration, or complicated real estate, condemnation, and environmental issues ($46,500). Decrease of $18,500 to account for resolution or settlement of specialized matters resulting in 2023 increase.
8) Data account includes current legal research software subscription with Lexis-Nexis. Increase of $550 based upon expiration of subscription at the end of 2023 and anticipated minimum 4% increase ($4,800), which is consistent with previous annual increases under contract terms. Alternatively evaluating switching to more comprehensive, but similarly priced, subscription with Westlaw.
9) Memberships/Subscriptions (approximate amounts) include State Bar ($1,100), Brown County Bar ($100), International Municipal Lawyers Association ($656) and Paralegal Certification ($75).
10) Mileage reimbursement increased $250 to accurately reflect travel costs for attendance at League of Wisconsin Municipalities and DOJ OWI seminars and conferences for continuing legal education.
11) Capital Equipment request of $1,200 to provide two new office chairs (estimated $600 for each) for Assistant City Attorney and Administrative Assistant.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

CITY ATTORNEY

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51300	110	Salaries	$ 159,633	$ 70,546	$ 151,334	$ 134,419	$ 69,571	$ 134,419	$ 152,735	$ 152,735	13.63%
100	51300	120	Hourly Wages	42,777	18,899	42,776	55,106	23,301	55,106	58,469	58,469	6.10%
100	51300	125	Overtime Wages	50	0	15	50	8	50	50	50	0.00%
100	51300	150	FICA	15,488	6,876	13,258	14,502	6,598	14,502	16,161	16,161	11.44%
100	51300	151	Retirement	13,160	5,056	10,919	12,891	4,433	12,891	14,577	14,577	13.07%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	39,218	19,669	106,493	52,262	11,603	30,000	24,194	24,233	-53.63%
100	51300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**270,326**	**121,045**	**324,795**	**269,231**	**115,513**	**246,969**	**266,185**	**266,224**	**-1.12%**
			CONTRACTUAL SERVICES									
100	51300	210	Telephone	450	156	478	450	183	450	450	450	0.00%
100	51300	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	3,500	751	1,186	3,750	445	3,750	4,000	4,000	6.67%
100	51300	215	Consulting	7,500	1,412	30,726	68,500	3,819	55,000	50,000	50,000	-27.01%
100	51300	218	Cell/Radio	960	440	640	960	199	960	1,000	1,000	4.17%
100	51300	219	Data	4,250	1,992	4,288	4,250	1,680	4,250	4,800	4,800	12.94%
			Subtotal	**16,660**	**4,750**	**37,317**	**77,910**	**6,326**	**64,410**	**60,250**	**60,250**	**-22.67%**
			SUPPLIES AND EXPENSE									
100	51300	310	Office Supplies	350	189	287	450	19	450	450	450	0.00%
100	51300	315	Publications	2,500	775	1,227	2,000	229	2,000	2,000	2,000	0.00%
100	51300	320	Memberships/Subscriptions	2,125	787	1,995	2,125	1,741	2,125	2,200	2,200	3.53%
100	51300	330	Mileage Reimbursement	100	0	247	100	0	100	250	250	150.00%
			Subtotal	**5,075**	**1,751**	**3,756**	**4,675**	**1,989**	**4,675**	**4,900**	**4,900**	**4.81%**
			CAPITAL OUTLAY									
100	51300	810	Capital Equipment	1,000	0	1,412	500	0	500	1,000	1,200	140.00%
			Subtotal	**1,000**	**0**	**1,412**	**500**	**0**	**500**	**1,000**	**1,200**	**140.00%**
			TOTAL	**$ 293,061**	**$ 127,547**	**$ 367,280**	**$ 352,316**	**$ 123,828**	**$ 316,554**	**$ 332,335**	**$ 332,574**	**-5.60%**

City Administrator

Program Full Time Equivalents: 0.83

Program Mission:

Implement municipal policies established by the City Council and Mayor. Ensure municipal services are provided in a responsive, cost effective manner. Promote short and long term policies and development that maintain and improve the overall quality of life throughout the community.

List of Program Service(s) Descriptions:

1) *Manage Daily Municipal Operations* – Manage the overall operations of the City through the direct supervision of all department heads.
2) *Recommend Municipal Policies Directing Operations and Other Municipal Services* – Recommend policies to make daily operations effective and efficient and to promote the short and long term interests of the community.
3) *Comptroller* – Direct the financial policies of the City and recommend strategies to the Mayor and City Council to plan for the long-term financial security of the City.
4) *Promote and Support Intergovernmental Activities* – Advise Mayor and City Council on proposed local, state and federal legislation and promote and participate in dialog with other governmental entities to maintain or enhance the quality of life in the community and the region.

Important Outputs:

1) *Municipal Services* – Activity funded by property tax and water and wastewater utility rates, as well as Stormwater Utility and Cable Television Fund. Manage the provision of daily municipal services by directing and/or monitoring how departments provide services and interact with the community. This level of oversight is valuable to the community by making sure City Council policies are consistently implemented in a professional manner to meet the needs of the community per City Council discretion and to ensure services are provided as efficiently and effectively as possible to the community per the policy guidelines of the City Council.
2) *Municipal Policy Recommendations* – Activity funded by property tax and water and wastewater utility rates, as well as Stormwater Utility and Cable Television Fund. Develop municipal policy recommendations to elected officials to increase

the effectiveness and efficiency of municipal services that decrease costs for the community and increases quality of life throughout the community.

3) *Budget & Strategic Financial Reports* – Activity funded by property tax and water and wastewater utility rates, as well as Stormwater Utility and Cable Television Fund. Develop an annual budget and strategic financial reports that provide fiscal support and control for municipal services. The budget and strategic reports are supported by financial data that identify revenue and expenditure trends that allows the community to make informed decisions when soliciting their elected representatives for municipal service adjustments.
4) *Intergovernmental Cooperation* – Activity funded by property tax and water and wastewater utility rates as well as Stormwater Utility and Cable Television Fund. Establish dialog between governmental entities to develop cooperation and implement policies that improve the overall quality of life in the community and region by mitigating municipal service costs through cooperation or by improving the effectiveness of municipal services through cooperation.

Expected Outcomes:

1) Maintain or increase the percentage of residents that believe municipal services are provided in an effective and efficient manner.
2) Maintain the percentage of residents that believe the overall quality of life in De Pere is good or excellent by consistently reviewing services and recommending policies that meet the short-term and long-term needs of the community.
3) Maintain the fiscal integrity of municipal programs to allow for the continuation of municipal services as required by the community per the direction of a majority of the City Council.
4) Maintain or increase opportunities for the City Council to make informed decisions to consider or influence cooperative agreements or legislation to enhance the overall quality of life in the community and the region.

2024 Performance Measures:

1) Increase overall diversity of newly hired municipal staff by 15% through implementation of initiatives and policies implemented or adopted by the City's Diversity and Inclusiveness Team or City Council. The intent is to more appropriately balance the ratio of male to female employees in what are typically male or female dominated fields and to increase the racial, ethnic and cultural diversity of our workforce.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Increase diversity of municipal staff by three percent through implementation of initiatives and policies implemented or adopted by the City's Diversity and Inclusiveness Team or City Council. The intent is to more appropriately balance the ratio of male to female employees in what are typically male or female dominated fields and to increase the racial, ethnic and cultural diversity of our workforce.
   a. Result: Performance measure was achieved. The City hired 18 new employees from July 1, 2022 through June 30, 2023. Four of the 18 new employees matched the diversity definition identified in the performance measure. This is equivalent to increasing new staff diversity by 22%.

Significant Program Achievements:

1) Provided overall management of daily municipal services to meet the needs of the community.
2) Managed the ongoing implementation of municipal policies and codes adopted by the City Council and/or committees, commissions and boards to achieve the intended outcome of the adopted policies and codes.
3) Managed pay for performance policy and awarded non-COLA wage incentives to employees based on performance.
4) Provided oversight and assistance with numerous economic development projects.
5) Continued to provide oversight and direct assistance to employee teams working on issues associated with sustainable practices, diversity and inclusiveness, employee pay and performance, health benefits and urban orchards.
6) Continued to manage and develop ongoing fiscal strategies for the City that enhances the overall quality of municipal services and quality of life in the community.
7) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
8) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
9) Provided oversight management and promoted development throughout the community.
10) Managed acquisition of routes to recovery funding and initial use of ARPA funding.
11) Managed ongoing grant solicitation and management services from private firm (MSA) for all City departments.

Existing Program Standards Including Importance to Community:

1) Maintain accessibility for the community via virtual, on-line and in-person platforms.
   a. Community Importance.
      i. Provides employees and citizens with multiple methods to seek assistance, direction or to address community issues.
2) Respond to Citizen requests as needed.
   a. Community Importance.
      i. Provides an opportunity for citizens to have requests for information or action responded to in a timely manner.
3) Conduct performance check-in evaluations of department heads and Communications Specialist.
   a. Community Importance.
      i. Establishes performance expectations for employees that are required to meet the needs of the community.
      ii. Identifies strengths and weaknesses for employees to direct their training efforts to better meet the needs of the community.
4) Conduct routine staff meetings.
   a. Community Importance.
      i. Enhances communication between departments to promote ongoing efficiencies in municipal services by eliminating duplication of services or efforts thus maximizing services while minimizing costs to the community.

Costs and Benefits of Program and Services:

The proposed 2024 City Administrator program cost is $185,669. The program benefits the community by providing strategic management of municipal services. The program promotes the short and long term quality of life in the community through the ongoing evaluation of services and development of strategies for City Council consideration. The program provides professional management in a manner that minimizes service fluctuations due to political influences. The program promotes and develops intergovernmental relationships with surrounding communities that enhance quality of life in the community by controlling costs for services through cooperation or consolidation. The program promotes economic development that creates jobs throughout the community and increases the value of the community's tax base that mitigates the need for ongoing property tax increases. The program promotes diversity and inclusiveness within the City's workforce as well as throughout the community to enhance overall quality of life and economic vitality.

2024 Budget Significant Expenditure Changes:

1) Salaries increase $4,588 to reflect latest salary adjustments.
2) FICA increases $347 to reflect latest salary adjustments.
3) Retirement increases $406 to reflect increase in WRS contribution rate.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,711 due to increase in health insurance premium.
5) Training includes $4,500 for miscellaneous seminars and webinars for the Communications Specialist, Video Production Specialist and City Administrator throughout the year.
6) Telephone increases $370 to fund Video Production Specialist telephone.
7) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
8) Consulting decreases $560 to reflect transfer of 2023 subscription services to memberships / subscriptions line item in 2024.
9) Cell / Radio increases $480 to fund telephone stipend for Video Production Specialist.
10) Office Supplies increase $1,650 to accommodate additional ongoing expenditures for communication and video production activities.
11) Memberships / Subscriptions includes $1,400 ICMA; $400 WCMA; $1,200 for misc. memberships and publications for Communications Specialist, Video Production Specialist and City Administrator, and $1,430 for Loomly subscription, $120 for Aftershoot subscription, $150 for Canva Pro subscription and $360 for Storyblocks subscription.
12) Operating Supplies includes $1,250 portable event podium, $800 for a television screen and software for the Community Center entrance and $20,000 for additional community branding initiatives and miscellaneous supplies for Strategic Visioning & Branding, and $6,000 for City sustainability initiatives.
13) No Capital Outlay requested.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

CITY ADMINISTRATOR

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51410	110	Salaries	$ 88,396	$ 40,899	$ 92,536	$ 83,478	$ 42,974	$ 83,800	$ 88,066	$ 88,066	5.50%
100	51410	120	Hourly Wages	0	0	0	10,188	1,727	10,188	10,130	10,130	-0.57%
100	51410	150	FICA	6,762	3,349	6,710	7,165	3,721	7,190	7,512	7,512	4.84%
100	51410	151	Retirement	5,746	2,385	6,112	6,369	2,559	6,391	6,776	6,776	6.38%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,809	8,230	16,709	19,964	8,556	19,964	21,639	21,675	8.57%
100	51410	190	Training	1,200	895	895	3,000	449	3,000	4,500	4,500	50.00%
			Subtotal	**117,913**	**55,758**	**122,962**	**130,165**	**59,985**	**130,533**	**138,623**	**138,659**	**6.53%**
			CONTRACTUAL SERVICES									
100	51410	210	Telephone	740	320	740	740	371	740	1,110	1,110	50.00%
100	51410	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51410	212	Seminars and Conferences	4,200	2,116	2,682	4,200	473	4,200	4,500	4,500	7.14%
100	51410	215	Consulting	14,000	6,250	12,500	560	0	560	0	0	0.00%
100	51410	218	Cell/Radio	960	440	960	960	440	1,200	1,440	1,440	50.00%
100	51410	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**19,900**	**9,126**	**16,882**	**6,460**	**1,284**	**6,700**	**7,050**	**7,050**	**9.13%**
			SUPPLIES AND EXPENSE									
100	51410	310	Office Supplies	800	887	1,124	1,000	0	1,000	2,650	2,650	165.00%
100	51410	320	Memberships/Subscriptions	2,600	1,473	1,473	3,000	1,664	3,000	4,060	4,060	35.33%
100	51410	331	Mileage Reimbursement	5,100	1,925	4,200	5,100	1,975	5,100	5,200	5,200	1.96%
100	51410	340	Operating Supplies	16,000	5,812	10,761	9,000	692	9,000	9,250	28,050	211.67%
			Subtotal	**24,500**	**10,096**	**17,557**	**18,100**	**4,331**	**18,100**	**21,160**	**39,960**	**120.77%**
			CAPITAL OUTLAY									
100	51410	811	Office Equipment	200	0	0	3,200	3,967	4,500	0	0	0.00%
100	51410	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**200**	**0**	**0**	**3,200**	**3,967**	**4,500**	**0**	**0**	**0.00%**
			TOTAL	**$ 162,513**	**$ 74,981**	**$ 157,401**	**$ 157,925**	**$ 69,567**	**$ 159,833**	**$ 166,833**	**$ 185,669**	**17.57%**

Mayor

Program Full Time Equivalents: 0.38

Program Mission:

Ensure City ordinances and State laws are observed and enforced and that all City officers and employees discharge their duties. Preside over council meetings, sign legal documents, appoint committee members and fulfill the duties of the Chairperson of the Plan Commission. Act as a member of various committees as needed.

List of Program Service(s) Descriptions:

1) *Constituency Contact* - Receive input/comments from citizens.
2) *Recommend Policies* – Recommend policies to provide municipal services and to promote the short and long term interests of the community.
3) *Chief Executive Officer* – Perform the duties of the Chief Executive Officer (CEO) to preside over council & committee meetings, promote the City's legislative agenda, sign legal documents and ensure City ordinances and State laws are observed and enforced by the City.

Important Outputs:

1) *Number of Meetings Presided Over* – Activity funded by property tax. Meetings provide formal discussion to discuss issues and enact policies to meet the short and long term needs of the community.
2) *Public Appearances* – Activity funded by property tax. Public appearances serve to promote the community and provide information about municipal services.
3) *Propose Executive Budget* – Activity funded by property tax. The Executive Budget is the proposed Annual Budget that provides funding for all municipal services and activities.

Expected Outcomes:

1) Maintain constituent contact levels in a manner that meets or exceeds the needs of the community.
2) Maintain or increase the overall quality of life of residents and visitors.
3) Maintain municipal enforcement of City ordinances and State laws.

2024 Performance Measures:

1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
2) Manage the productivity and quality of City Council and Committee meetings by managing presentations and discussions to the extent that all business is completed in three hours or less for 90 percent or more of all meetings.
3) Increase or maintain the overall quality of the community by participating in 25 or more public appearances to provide municipal service information or to gather constituent preferences.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
   a. Result: Performance measure was met. Completed 15 legislative contacts during this period.
2) Manage the productivity and quality of City Council and Committee meetings by managing presentations and discussions to the extent that all business is completed in three hours or less for 90% percent or more of all meetings.
   a. Result: Performance measure was met. 97% of meetings were completed in less than three hours.
3) Increase or maintain the overall quality of the community by participating in 25 or more public appearances to provide municipal service information or to gather constituent preferences.
   a. Result: Performance measure was not met. Participated in 27 public appearances during this period.
4) Attend a minimum of two conferences or training sessions annually that provide continuing education opportunities and foster intergovernmental relationships.
   a. Result: Performance Measure was met. Attended 3 conferences and training sessions.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 50 City Council and Committee meetings in 2022 / 2023 and proposed the 2023 Executive Budget.

Existing Program Standards Including Importance to Community:

1) Maintain routine office hours on a monthly basis.
   a. Community Importance.
      i. Provides citizens with a routine schedule that establishes an opportunity to discuss issues with the Mayor.
2) Respond to Citizen requests as needed.
   a. Community Importance.
      i. Provides an opportunity for citizens to have requests for information or action responded to in a timely manner.
      ii. Establishes trust between the community and the City and diminishes constituent apathy.
3) Promote the community through public appearances.
   a. Community Importance.
      i. Markets the positive attributes of the community to promote economic development opportunities and the overall quality of life throughout the community.

Costs and Benefits of Program and Services:

The proposed 2024 Mayor program cost is $69,896. The program benefits the community by providing citizens with representation in the discussion and recommendation of municipal policies and codes as well as to develop an executive budget that includes adopted property tax rates and fees for municipal services. The program services which provide constituency contact, policy recommendations and chief executive officer responsibilities benefit the community by providing citizens with the ability to influence short and long term service levels and community development.

2024 Budget Significant Expenditure Changes:

1) Salaries increase $994 to reflect proposed annual salary adjustment (COLA).
2) Retirement increases $86 to reflect State required adjustment and wage allocation for administrative assistant.
3) Health, Dental, DIB, Life & Wks Cmp Ins increases $726 due to increase in health insurance premium and wage allocation for administrative assistant.
4) Seminars and Conferences include $2,500 to attend League of Municipalities and other misc. training sessions.
5) Mileage Reimbursement increases $600 to reflect additional travel associated with attending more intergovernmental meetings.

City of De Pere
2024 General Fund
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EXPENDITURES

MAYOR

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51415	110	Salaries	$ 10,694	$ 4,725	$ 10,696	$ 11,455	$ 5,500	$ 11,455	$ 12,449	$ 12,449	8.68%
100	51415	120	Hourly Wages	0	0	0	10,188	1,727	10,188	10,130	10,130	-0.57%
100	51415	122	Hourly Wages Part Time	25,955	12,892	25,955	26,475	13,150	26,475	27,004	27,004	2.00%
100	51415	150	FICA	2,804	1,345	2,765	3,681	1,546	3,681	3,793	3,793	3.05%
100	51415	151	Retirement	695	264	689	1,472	340	1,472	1,558	1,558	5.86%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,017	2,019	4,103	9,126	2,623	9,126	9,643	9,852	7.95%
			Subtotal	**44,165**	**21,246**	**44,209**	**62,397**	**24,885**	**62,397**	**64,577**	**64,786**	**3.83%**
			CONTRACTUAL SERVICES									
100	51415	210	Telephone	930	322	(254)	930	442	930	930	930	0.00%
100	51415	212	Seminars and Conferences	1,500	222	2,514	1,500	434	1,500	2,500	2,500	66.67%
100	51415	213	Inclusiveness Initiatives	0	0	0	0	0	0	0	0	0.00%
100	51415	218	Cell/Radio	480	200	440	480	160	480	480	480	0.00%
			Subtotal	**2,910**	**744**	**2,700**	**2,910**	**1,036**	**2,910**	**3,910**	**3,910**	**34.36%**
			SUPPLIES AND EXPENSE									
100	51415	310	Office Supplies	200	0	108	200	39	200	200	200	0.00%
100	51415	330	Mileage Reimbursement	300	153	713	400	343	800	1,000	1,000	150.00%
			Subtotal	**500**	**153**	**822**	**600**	**382**	**1,000**	**1,200**	**1,200**	**100.00%**
			CAPITAL OUTLAY									
100	51415	830	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 47,575**	**$ 22,143**	**$ 47,730**	**$ 65,907**	**$ 26,303**	**$ 66,307**	**$ 69,687**	**$ 69,896**	**6.05%**

City Clerk

Program Full Time Equivalents: 2.48

Program Mission:

To maintain official Council Proceedings, committee agendas & minutes and act as the custodian of all City records; satisfy customers with prompt, courteous, and professional service; issue various City licenses; publish all legal notices required by law; and make sure all programs are delivered in a manner that assures public confidence in accuracy, productivity, and fairness. The City Clerk's Office also ensures that all city taxes are collected.

List of Program Service(s) Descriptions:

1) *Records Management* – Prepare and maintain all City Council and Committee Meeting records and other official City documents and provide appropriate accessibility to internal and external users.
2) *Licensing Agent* – Issue liquor, bartender, special event permits, boat launch permits, cigarette, solicitor, taxi, chicken, and pet licenses for various individuals and businesses in the community.
3) *Tax Collection*– Collect as well as prepare and review tax documents in accordance with Department of Revenue mandates.

Important Outputs:

1) *Council and Committee Agendas, Minutes, Resolutions and Ordinances* –Activity funded by property tax. Provide necessary public notification and appropriate accessibility to internal and external users. This ensures City actions comply with approved Council and related Committee recommendations.
2) *Licensing Documents* – Activity funded by property tax and license collections. Individual and business information is gathered, reviewed, and maintained to assure all licensees are eligible and comply with City requirements. Documents help insure the safety of the general public using these services.

Expected Outcomes:

1) Maintain official City documents so that they are available for review by the public in a timely fashion.

2) Maintain documents and collect fees for licensing requirements to help ensure the public is properly protected when using these services.
3) Increase tax collections and return on the investment of City funds.

2024 Performance Measures:

1) Measure: Assist in the identification and selection of next generation web-based agenda and minutes software. Identify 3-4 potential vendors and demo their products by June 30, 2024.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Measure: Create and deploy four new online licensing applications by June 30, 2023.
   a. Result: Created and deployed nine new online licensing applications by June 30, 2023.
2) Measure: Collaborate with Brown County Parks and City staff to establish and implement a joint special events application and review process for events held at the Brown County Fairgrounds, by April 1, 2023.
   a. Result: County and City Parks Department staff determined that a joint application was not needed.

Significant Program Achievements:

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

Existing Program Standards Including Importance to Community:

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

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

Costs and Benefits of Program and Services:

The proposed 2024 City Clerk's Office program cost is $300,819. The program benefits the community by providing citizens with timely agendas and minutes of Council and Committee proceedings. Programs are administered in a manner that assures public confidence in accuracy, productivity, and fairness with work performed in accordance with Wisconsin State Statutes, De Pere Municipal Ordinances, Department of Revenue mandates, and related case law. The program also ensures that businesses operating within the City are properly licensed and compliant with applicable laws and regulations for the public's safety. The program also collects the taxes required for the City's operation.

2024 Program Objectives:

1) Continue to work with all city departments to collect outstanding debt owed to the City prior to issuance of any city licenses or permits.
2) Continue improving on the electronic agenda process.
3) Continue to improve overall process for issuing Special Event Permits.
4) Expand the City's offerings of online form submission and payment.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $4,631 due to expected wage increase.
2) Hourly wages increased $4,033 due to expected wage increases, and a $2,656 overhire request for the Deputy Clerk-Treasurer position.

3) Hourly wages Part Time increased $7,488 due to request to increase hours from 624 to 936 per year. This position is split 50% City Clerk, 25% Water, and 25% Sewer; however the entire amount of the proposed increase is being applied to the City Clerk budget.
4) Overtime wages increased $1,500 to account for the increased number of elections in 2024.
5) Seasonal labor increased $4,200 due to request to staff the temporary tax collection position full time for nine weeks.
6) FICA increased $947 due to expected wage increases.
7) Retirement increased $876 due to expected wages increases.
8) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,078 due to expected insurance premium increases.
9) Seminars and Conferences increased $400 due to anticipated attendance of new staff at the UWGB Clerk's Institute; also includes miscellaneous continuing clerk/treasurer education courses, conferences of the League of WI Municipalities, WI Municipal Clerk's Association, and WI Municipal Treasurer's Association.
10) Consulting decreased $3,500 and includes $8,000 for Municipal Code update services, $1,500 for annual tax collection software licensing fees, and $500 for paid county specials.
11) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - $130; WMTA - $55.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

CITY CLERK

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51420	110	Salaries	$ 60,256	$ 26,620	$ 61,049	$ 60,782	$ 29,257	$ 60,782	$ 65,413	$ 65,413	7.62%
100	51420	120	Hourly Wages	106,213	46,948	107,268	112,453	53,995	112,453	116,486	116,486	3.59%
100	51420	122	Hourly Wages Part Time	6,555	4,671	10,134	7,488	5,092	11,000	14,976	14,976	100.00%
100	51420	125	Overtime Wages	0	1,395	2,861	1,500	358	1,500	3,000	3,000	100.00%
100	51420	126	Seasonal Labor	1,200	169	729	1,200	369	1,200	5,400	5,400	350.00%
100	51420	150	FICA	12,847	5,756	12,550	13,493	6,356	13,544	14,440	14,440	7.02%
100	51420	151	Retirement	10,820	4,293	11,164	11,882	4,553	11,882	12,758	12,758	7.37%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,193	20,600	42,682	45,955	22,907	45,955	48,527	49,033	6.70%
100	51420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**221,085**	**110,452**	**248,439**	**254,753**	**122,887**	**258,316**	**281,000**	**281,506**	**10.50%**
			CONTRACTUAL SERVICES									
100	51420	210	Telephone	2,538	1,179	2,573	2,538	1,338	2,538	2,538	2,538	0.00%
100	51420	211	Postage	3,800	5,406	5,420	4,200	4,158	4,158	4,400	4,400	4.76%
100	51420	212	Seminars and Conferences	400	100	308	400	399	399	800	800	100.00%
100	51420	215	Consulting	13,500	2,351	4,408	13,500	6,724	13,500	10,000	10,000	-25.93%
			Subtotal	**20,238**	**9,036**	**12,710**	**20,638**	**12,619**	**20,595**	**17,738**	**17,738**	**-14.05%**
			SUPPLIES AND EXPENSE									
100	51420	310	Office Supplies	1,000	203	588	1,000	198	600	1,000	1,000	0.00%
100	51420	315	Publications	135	135	135	140	135	135	140	140	0.00%
100	51420	320	Memberships/Subscriptions	185	130	130	185	130	130	185	185	0.00%
100	51420	330	Mileage Reimbursement	250	0	0	250	0	0	250	250	0.00%
			Subtotal	**1,570**	**468**	**853**	**1,575**	**463**	**865**	**1,575**	**1,575**	**0.00%**
			CAPITAL OUTLAY									
100	51420	810	Capital Equipment	0	0	0	900	0	900	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**900**	**0**	**900**	**0**	**0**	**0.00%**
			TOTAL	**$ 242,893**	**$ 119,956**	**$ 262,001**	**$ 277,866**	**$ 135,969**	**$ 280,676**	**$ 300,313**	**$ 300,819**	**8.26%**

Human Resources

Program Full-Time Equivalents: 2.8

Program Mission:

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

List of Program Service Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

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

2024 Performance Measures (July 2023-June 2024):

1) 5% increase in distinct patients meeting with onsite health nurse by continued education and outreach and more nursing access
2) 4 employees receiving a referral bonus by recommending a new hire through continued education and program incentive
3) 82 medical plan participants registered online with Teladoc through education and outreach

2023 Performance Measurement Data (July 2022 – June 2023):

1) 5% increase in distinct patients meeting with onsite health nurse by continued education and outreach (comparing 1st half of 2022 with the first half of 2023)
   a. Result: 2.4% decrease of unique patients (26 unique patients in 2022 versus 21 unique patients in 2023); but overall had 11 more patient visits during that time period
2) 8 candidates noting they were referred for a city open position by another benefit-eligible city employee by education and incentive
   a. Result: 41 candidates noted they were referred by another city employee.
3) 60 medical plan participants registered online with Teladoc through education and outreach.
   a. Result: 75 participants have registered with Teladoc

Significant Program Achievements (July 2022 to June 2023):

1) Filled a significant number of positions in an expedited timeframe including a national search for a Finance Director
2) Managed numerous employee issues effectively
3) Made numerous changes to the health plan
4) Implement a new compensation plan for all benefit-eligible employees (non-union)
5) Rolled out Onboard for all benefit eligible positions
6) Changes to the policy changes
7) Drafted and rolled out a benefit survey to employees and spouses
8) Created an employee referral program

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Human Resources program cost is $437,140. The program benefits the community by providing the internal support structure for human resource functions. This includes the administration of benefits, compensation, recruitment, liability services, labor, and employee relations. The program also establishes, administers and effectively communicates sound policies, rules and practices while maintaining compliance with employment and labor laws, organizational directives, and labor agreements. This allows the departments and their employees to operate as effectively and efficiently as possible and better serve the residents of De Pere.

2024 Program Objectives:

1) Continue working to fill open positions in an expedited manner
2) Implement benefit plan design changes including implementing STD plan
3) Policy Changes

4) Negotiate successor fire and police labor agreements
5) Research HRIS systems
6) Implement security alert system city wide
7) Establish a strategic plan to continue efforts to diversify the workforce
8) Update all job descriptions including physical demands
9) Implement E-forms and make all Human Resources' forms fillable

2024 Significant Budget Expenditure Changes:

1) Salaries increased a net $15,565 due to two employees stepping up in the pay plan and market adjustment
2) Hourly Wages increased a net $2,796 due to an employee stepping up in the pay plan and market adjustment
3) FICA increased a net $1,405 due to salary increases
4) Retirement increased a net $1,489 due to salary increases and retirement rates increasing
5) Health, dental, DIB, Life & Wks Cmp Ins increase a net $4,753 due to health insurance rates increasing
6) Organizational Training includes $2,000 for various City-wide training
7) Seminars and conferences includes state and local SHRM conferences, legal updates, WPELRA conferences, one out-of-state conference, and other employment seminars
8) Consulting increased a net $12,600 due to adding an electronic forms software program as well as consulting costs increases; includes compensation consultant for position changes/new positions ($6,000), Employee Assistance Program Services ($15,000), Halogen online performance management system ($7,500), and company for office painting ($600) NeoGov software modules to include: online recruitment system ($8,000) onboarding ($7,500) and electronic forms ($6,000)
9) Memberships and subscriptions includes Society for Human Resources Management (SHRM), Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals
10) Office equipment decreased a net $700 due to no need for purchases.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

HUMAN RESOURCES

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51430	110	Salaries	$ 181,844	$ 75,313	$ 178,053	$ 185,646	$ 91,171	$ 185,646	$ 201,211	$ 201,211	8.38%
100	51430	120	Hourly Wages	33,954	15,000	34,107	36,589	17,566	36,589	39,385	39,385	7.64%
100	51430	122	Hourly Wages Part Time	0	214	214	0	0	0	0	0	0.00%
100	51430	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51430	150	FICA	16,509	6,953	15,644	17,001	8,368	17,001	18,406	18,406	8.26%
100	51430	151	Retirement	14,027	4,709	13,516	15,112	5,947	15,112	16,601	16,601	9.85%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	55,158	22,223	46,277	56,275	25,287	56,275	60,970	61,028	8.45%
100	51430	192	Tuition Assistance	5,000	3,962	5,145	7,000	1,350	2,000	7,000	7,000	0.00%
100	51430	193	Organizational Training	2,700	0	2,548	2,825	0	2,000	2,900	2,900	2.65%
			Subtotal	**309,191**	**128,373**	**295,504**	**320,448**	**149,689**	**314,623**	**346,473**	**346,531**	**8.14%**
			CONTRACTUAL SERVICES									
100	51430	210	Telephone	1,054	410	1,103	1,054	444	1,054	1,054	1,054	0.00%
100	51430	211	Postage	100	55	133	125	25	125	130	130	4.00%
100	51430	212	Seminars and Conferences	5,000	804	4,519	6,000	821	6,000	6,275	6,275	4.58%
100	51430	215	Consulting	59,500	15,951	48,555	38,000	10,646	38,000	50,600	50,600	33.16%
			Subtotal	**65,654**	**17,221**	**54,309**	**45,179**	**11,936**	**45,179**	**58,059**	**58,059**	**28.51%**
			SUPPLIES AND EXPENSE									
100	51430	310	Office Supplies	950	381	979	950	694	950	975	975	2.63%
100	51430	315	Publications	200	75	75	200	15	100	200	200	0.00%
100	51430	320	Memberships/Subscriptions	1,075	889	1,752	2,500	273	2,500	2,500	2,500	0.00%
100	51430	330	Mileage Reimbursement	600	2	542	625	0	625	650	650	4.00%
100	51430	340	Recruiting	23,500	9,822	25,301	27,000	10,887	27,000	28,225	28,225	4.54%
			Subtotal	**26,325**	**11,168**	**28,649**	**31,275**	**11,868**	**31,175**	**32,550**	**32,550**	**4.08%**
			CAPITAL OUTLAY									
100	51430	811	Office Equipment	500	614	6,895	700	0	0	0	0	0.00%
			Subtotal	**500**	**614**	**6,895**	**700**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 401,670**	**$ 157,376**	**$ 385,356**	**$ 397,602**	**$ 173,493**	**$ 390,977**	**$ 437,082**	**$ 437,140**	**9.94%**

Elections

Program Full Time Equivalents: 0

Program Mission:

To coordinate, conduct, and administer elections pursuant to federal and state regulations including the Help America Vote Act (HAVA) regulations, Military and Overseas Voting Empowerment (MOVE) regulations, utilizing the Statewide Voter Registration System (WisVote) for maintaining voter records and absentee records, maintaining and updating districts & offices, make ongoing necessary WisVote changes in accordance with the 2021 Redistricting, along with on-going clerk certification and election inspector training, as required by law.

List of Program Service(s) Descriptions:

1) *Conduct Elections* – Conduct primary and general elections in February, April, August, and November 2024.
2) *Records Management* – Prepare and maintain all voter registration records, absentee applications and ballots, districts and offices, GIS map records, election setup, poll books, post-election activities, canvass, Wisconsin Election Data Collection, and update data according to the 2021 Redistricting, in accordance with HAVA regulations including electronic file and voting machine updates.
3) *Election Training* – Attend election update and training sessions; develop & provide training to election inspectors for the purpose of running efficient elections in compliance with state and federal requirements; and maintain certification and re-certification requirements.

Important Outputs:

1) *Four Certified and Canvassed Elections*–Activity funded by property tax. Four Elections conducted for local, county, state and federal offices to provide citizens an opportunity to elect candidates to represent their interests in governmental matters.
2) *Federal & State Compliance for WisVote* – Activity funded by property tax. Voter registration, absentee, and GIS Map records maintained in accordance with computerized on-line Statewide Voter Registration System (WisVote) regulations and requirements to ensure that all electors are qualified and have an equal voice in electing their representatives in government offices.

3) *Election Inspector Training* – Activity funded by property tax. All election inspectors are trained, as required by state law, on election procedures prior to their participation in the required elections to ensure that elections are fairly and accurately executed.

Expected Outcomes:

1) Increase voter turnout for the spring elections by 2% compared with Elections in 2020.
2) Maintain 100% compliance with Statewide Voter Registration System (WisVote) for voter registration, the HAVA & MOVE regulations, Voter Photo ID regulations and proof of residence regulations.
3) Maintain 100% certification and recertification requirements for chief election inspectors and election inspectors.

2024 Performance Measures:

1) Measure: Successfully implement electronic poll books for Central Count processing of absentee ballots for 2024 elections. 100% of absentee participation will be recorded via electronic poll book rather than paper ballot logs in the 2024 elections.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Measure: Successfully implement electronic poll books for Central Count processing of absentee ballots for the February and April 2023 elections.
   a. Result: Did not meet; will retain as a 2024 performance measure.

Significant Program Achievements:

1) Completed all elections in compliance with federal and state regulations.
2) 100% of election inspectors and chief inspectors attended refresher training prior to working elections to maintain certification level.
3) Completed four-year maintenance on voter records; eliminated over 500 obsolete voter registrations.

Existing Program Standards Including Importance to Community:

1) Conduct Elections in accordance with federal and state regulations including the Help America Vote Act and the Military and Overseas Voting Empowerment Act.
   a. Community Importance.
      i. Allows the voting public to elect representatives at the local, state, and federal level with a minimum level of effort.
2) Maintain voter registration, absentee records, and voting history in full compliance with WisVote.
   a. Community Importance.
      i. Provides the public with assurance that only qualified electors participate in the election process.
3) Train election inspectors prior to each election and maintain required certification.
   a. Community Importance.
      i. Provides the public with an efficiently run election process at the four polling locations within the city.

Costs and Benefits of Program and Services:

The proposed 2024 Elections program cost is $85,810. The program benefits the community by providing citizens the opportunity to elect their representatives in government on the local, state, and federal level in an efficient manner and provides 100% compliance with federal and state mandatory regulations.

2024 Program Objectives

1) Continue to increase absentee voter returns and decrease the number of absentee ballots going to non-responsive voters.
2) Continue to encourage online voter registration.
3) Continue training and promotion of electronic poll books.

2024 Budget Significant Expenditure Changes:

1) Poll worker hourly wages increased $27,000 due to handling four scheduled elections in 2024 versus two in 2023. Includes $30,000 for election day wages for poll workers and chief inspectors at four polling locations plus Central Count; $6,200 for training wages (calculating at four hours per poll worker and six hours per chief inspector); $4,300 in wages for in-

person absentee voting for the April and November elections; $1,500 in wages for absentee ballot pre-numbering; and $3,000 in wages for poll worker assistance with office activities during the April and November elections.

2) Seminars and Conferences increased by $50. Includes miscellaneous continuing education classes through UW-Green Bay and WMCA for Clerk and Deputy Clerk on election administration.
3) Consulting increased $6,660 due to an increase in the number of scheduled elections. Includes $1,500 for voting machine software/hardware maintenance; $9,000 for Brown County support, supplies, and programming; and $3,960 for polling place rentals ($330 per location per election).
4) Office Supplies increased $12,000 due to the increase in the number of scheduled elections. Includes $8,000 for printing costs (anticipated to be higher than in the past due to WEC-mandated changes to absentee ballots which now include multiple colors); $3,000 for general office supplies, $3,000 for food for poll workers; and $1,500 for polling place equipment and storage materials.
5) Capital Equipment includes $10,000 for the purchase of a replacement voting tabulator.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Carey Danen, City Clerk

DATE PREPARED: August 10, 2023

DESCRIPTION OF PROJECT

Purchase of a DS-200 ballot tabulator machine from Electronic Systems & Software.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 10,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	10,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual maintenance costs for voting equipment are already included within the Elections budget under 100-51440-215.

PROJECT JUSTIFICATION

The City owns six DS-200s (and has possession of one additional machine on loan from the County). All but one of these machines were purchased in 2013. Information provided by the vendor indicates that the expected lifespan for this equipment is 12-15 years; we have already experienced issues with one of the machines in recent elections. I am proposing to begin budgeting the funds for one machine each year, rather than wait until they must all be replaced.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

ELECTIONS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51440	120	Hourly Wages	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
100	51440	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	37,000	10,435	36,658	18,000	15,242	15,242	45,000	45,000	150.00%
100	51440	150	FICA	0	8	22	0	23	23	0	0	0.00%
100	51440	151	Retirement	0	0	0	0	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	(7)	(7)	0	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**37,000**	**10,436**	**36,672**	**18,000**	**15,265**	**15,265**	**45,000**	**45,000**	**150.00%**
			CONTRACTUAL SERVICES									
100	51440	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51440	211	Postage	4,000	2,570	2,588	0	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	300	0	0	300	268	337	350	350	16.67%
100	51440	215	Consulting	10,000	5,923	10,622	7,800	4,330	6,000	14,460	14,460	85.38%
			Subtotal	**14,300**	**8,493**	**13,209**	**8,100**	**4,598**	**6,337**	**14,810**	**14,810**	**82.84%**
			SUPPLIES AND EXPENSE									
100	51440	310	Office Supplies	4,000	2,386	7,299	4,000	3,905	3,905	16,000	16,000	300.00%
100	51440	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	51440	320	Memberships/Subscriptions	0	0	0	0	0	0	0	0	0.00%
100	51440	330	Mileage Reimbursement	50	0	0	50	0	0	0	0	0.00%
			Subtotal	**4,050**	**2,386**	**7,299**	**4,050**	**3,905**	**3,905**	**16,000**	**16,000**	**295.06%**
			CAPITAL OUTLAY									
100	51440	810	Capital Equipment	2,500	41,160	41,160	5,000	0	5,000	10,000	10,000	100.00%
			Subtotal	**2,500**	**41,160**	**41,160**	**5,000**	**0**	**5,000**	**10,000**	**10,000**	**100.00%**
			TOTAL	**$ 57,850**	**$ 62,475**	**$ 98,340**	**$ 35,150**	**$ 23,768**	**$ 30,507**	**$ 85,810**	**$ 85,810**	**144.13%**

Information Management

Program Full Time Equivalents: 1.23

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Limit system downtime to non-business hours while providing 99.99% uptime of core business systems.
2) Complete system change requests within 72 hours.
3) Attend to network system outages within 60 minutes, 24/7.

2023 Performance Measurement Data (July 2022–June 2023):

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

Significant Program Achievements:

1) Replaced NextGen Antivirus platform with Managed Endpoint Detection and Response (MEDR) platform that includes 24/7 incident monitoring to improve IT cybersecurity posture.
2) Implemented Privileged Access Management (PAM) system to improve IT cybersecurity posture.
3) Implemented Multi Factor Authentication (MFA) for email and remote access to improve IT cybersecurity posture.
4) Implemented Zero Trust Network Access (ZTNA) for remote access to improve IT cybersecurity posture.
5) Implemented cybersecurity awareness training to improve IT cybersecurity posture.

6) Implemented helpdesk ticketing system to improve IT issue resolution process.
7) Replaced fiber optic network at City Hall to prepare for future network speed requirements.
8) Replaced 36 end of life end user computing devices (20 desktops/workstations and 16 laptops).

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Information Management program cost is $291,579. This program benefits the community directly by creating a secure internal digital environment to service customers. This program funds a minimum infrastructure needed to securely support operations associated with general business activities.

2024 Program Objectives:

1) Implement document management system.
2) Implement phase 4 security cameras.
3) Implement least privilege access across all end user computing devices to improve IT cybersecurity posture.
4) Refine cybersecurity posture to ensure a safe IT environment.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $5,289 to reflect actual costs.
2) Hourly wages increased $2,969 to reflect actual costs.
3) FICA increased $632 to reflect actual costs.
4) Retirement increased $677 to reflect actual costs.

5) Health, Dental, DIB, Life & Wks Comp Ins increased $2,484 to reflect actual costs.
6) Training includes $3,500 to attend IT Operations/Cybersecurity training.
7) Seminars & Conferences includes $3,000 to attend Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences, Black Hills Information Security WWHF and the Multi State Information Sharing and Analysis Center (MS-ISAC) annual meeting.
8) Consulting includes $14,976 for CivicPlus complaint management tracking software.
9) Cell/Radio increased $252 to fund a cellular hotspot for IT testing and secure remote support.
10) Memberships include Wisconsin Cyber Response Team (CRT), Governmental Information Processing Association of Wisconsin (GIPAW), Multi-State Information Sharing and Analysis Center (MS-ISAC) and Sourcewell Cooperative Purchasing (formerly NJPA).
11) Operating Supplies decreased $2,125. General Fund share is 28%. The decrease is due to the removal a significant software purchase that was funded by the 2023 adopted budget.
12) Capital Outlay includes $10,000 for data center network switch replacement and $33,000 for general fund share of phone system replacement.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8/7/2023

DESCRIPTION OF PROJECT

Replacement of data center network switches.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: **$** 10,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	10,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

NA

PROJECT JUSTIFICATION

The current data center network switches will be five years old in 2024. To ensure reliability of the City's IT Infrastructure the data center network switches should be replaced before system failures occur. If the current data center network switches fail it should be expected that downtime will occur. This would have a major impact on City operations.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.** 2

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8/7/2023

DESCRIPTION OF PROJECT

Replacement of phone system infrastructure and phones.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: **$** 60,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	33,000	55%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	27,000	45%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual support contract for core phone system - $3,000

PROJECT JUSTIFICATION

The current phone system will be seven years old in 2024. To ensure reliable voice communications with City staff the phone system should be replaced before system failures occur. If the current phone system fails it should be expected that phone system downtime will occur. This would have a major impact on City operations.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.** 1

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

INFORMATION MANAGEMENT

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51450	110	Salaries	$ 68,157	$ 30,112	$ 68,186	$ 68,920	$ 33,183	$ 68,920	$ 74,209	$ 74,209	7.67%
100	51450	120	Hourly Wages	35,889	15,856	35,892	37,992	18,245	37,992	40,961	40,961	7.81%
100	51450	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51450	150	FICA	7,960	3,508	7,600	8,179	3,878	8,179	8,811	8,811	7.72%
100	51450	151	Retirement	6,763	2,599	6,767	7,270	2,809	7,270	7,947	7,947	9.31%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	24,429	12,207	28,227	29,232	14,670	29,232	31,682	31,716	8.50%
100	51450	190	Training	3,500	278	286	3,500	375	1,500	3,500	3,500	0.00%
			Subtotal	**146,698**	**64,560**	**146,958**	**155,093**	**73,160**	**153,093**	**167,109**	**167,143**	**7.77%**
			CONTRACTUAL SERVICES									
100	51450	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51450	212	Seminars and Conferences	2,500	1,098	2,066	3,000	841	3,000	3,000	3,000	0.00%
100	51450	215	Consulting	0	0	0	0	0	0	0	14,471	100.00%
100	51450	218	Cell/Radio	648	220	480	1,128	445	1,128	1,380	1,380	22.34%
100	51450	219	Data	0	0	0	0	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	0	0	0	0	0	0	0	0	0.00%
100	51450	290	Other Contractual Services	31,182	9,388	26,517	36,888	7,300	28,000	37,242	37,242	0.96%
			Subtotal	**34,330**	**10,706**	**29,063**	**41,016**	**8,586**	**32,128**	**41,622**	**56,093**	**36.76%**
			SUPPLIES AND EXPENSE									
100	51450	310	Office Supplies	400	156	205	400	0	400	400	400	0.00%
100	51450	320	Memberships/Subscriptions	100	50	50	100	50	100	100	100	0.00%
100	51450	330	Mileage Reimbursement	220	21	21	220	133	220	220	220	0.00%
100	51450	340	Operating Supplies	24,093	5,782	21,229	26,748	9,210	25,800	24,623	24,623	-7.94%
			Subtotal	**24,813**	**6,009**	**21,504**	**27,468**	**9,393**	**26,520**	**25,343**	**25,343**	**-7.74%**
			CAPITAL OUTLAY									
100	51450	811	Capital Equipment	10,000	372	18,358	0	13,243	10,000	70,000	43,000	100.00%
			Subtotal	**10,000**	**372**	**18,358**	**0**	**13,243**	**10,000**	**70,000**	**43,000**	**100.00%**
			TOTAL	**$ 215,841**	**$ 81,647**	**$ 215,883**	**$ 223,577**	**$ 104,383**	**$ 221,741**	**$ 304,074**	**$ 291,579**	**30.42%**

Sustainability Programming

Program Full Time Equivalents: 0.0

Program Mission:

The sustainability commission is established to explore sustainability initiatives that can be implemented in the City, with the ultimate goal of providing a more sustainable, livable, and healthy community.

List of Program Service(s) Descriptions:

1) Citizen Contact – Provide a forum for addressing public concerns related to sustainable policies and practices.
2) Sustainable Projects – Work on sustainability related projects as directed by City Council and City Administrator.
3) Identify and recommend sustainable policies and programs to the City Council for consideration.

Important Outputs:

1) The Commission meets monthly to discuss sustainability initiatives.

Expected Outcomes:

1) Provide formal discussions to discuss sustainable initiatives to promote a more sustainable, livable, and healthy community.

2024 Performance Measures:

1) Provide at least one (1) educational sustainability initiative program that impacts the community.

Significant Program Achievements:

1) Created planned natural landscape ordinance.
2) Worked on clean air initiative.
3) Attended farmer's market to promote sustainable practices.
4) No Mow May to create habitat and provide resources for early season pollinators.

Existing program Standards Including Importance to Community:

1) Conduct a regular meeting of the Sustainability Commission on the first Tuesday after the first Council meeting every month.
    a. Community Importance
        i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
        ii. Establishes a routine schedule for community involvement.

Costs and Benefits of Program and Services:

The proposed 2024 Sustainability Programming budget is $24,700. The program benefits the community by providing citizens the opportunity to have input regarding sustainable initiatives to promote a more sustainable, livable, and healthy community. This program also develops policies and practices pertaining to sustainable initiatives.

2024 Program Objectives:

1) Create rain barrel program.
2) Create a public/private partnership for food waste composting.
3) Continue with clean air initiative program.

2024 Budget Significant Expenditure Changes:

1) Postage of $500 for mailings pertaining to Commissions sustainable initiatives.
2) Seminars and Conferences of $1,000 to provide funding for the Commissioners to attend various seminars or conferences pertaining to sustainability.
3) Consulting of $10,000 is for partnering with Greener Bay Compost for food waste composting.
4) Office Supplies of $3,000 is for purchasing air monitors for clean air initiative for school and miscellaneous items for farmer's market etc.
5) Mileage Reimbursement of $200 is for Commissioners who may travel to training or conference pertaining to sustainability.
6) Operating Supplies of $10,000 is for community sustainability initiatives.
7) No Capital Equipment requested.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

SUSTAINABILITY PROGRAMMING

Account Number			Account Title	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			CONTRACTUAL SERVICES							
100	51460	210	Telephone	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
100	51460	211	Postage	0	0	0	0	500	500	100.00%
100	51460	212	Seminars and Conferences	0	0	0	0	1,000	1,000	100.00%
100	51460	215	Consulting	0	0	0	0	10,000	10,000	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**11,500**	**11,500**	**100.00%**
			SUPPLIES AND EXPENSE							
100	51460	310	Office Supplies	0	0	0	0	3,000	3,000	100.00%
100	51460	315	Publications	0	0	0	0	0	0	0.00%
100	51460	320	Memberships/Subscriptions	0	0	0	0	0	0	0.00%
100	51460	330	Mileage Reimbursement	0	0	0	0	200	200	100.00%
100	51200	340	Operating Supplies	0	0	0	0	0	10,000	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**3,200**	**13,200**	**100.00%**
			CAPITAL OUTLAY							
100	51460	810	Capital Equipment	0	0	0	0	10,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**10,000**	**0**	**0.00%**
			TOTAL	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 24,700**	**$ 24,700**	**100.00%**

Finance Department

Program Full Time Equivalents: 0.77

Program Mission:

To direct the maintenance of the municipal accounting system and the procedures governing receipt and expenditure of municipal funds as well as plan, organize, control, direct, and evaluate the work of staff involved with various fiscal activities. The Finance Department also ensures that City funds are invested as to optimize return in accordance with state statutes.

List of Program Service(s) Descriptions:

1) *Budget Management* – Assist Elected Officials and Administrator in establishing and evaluating performance of City budgets and developing financial strategies compatible with overall needs of City.
2) *Adherence to Internal Control Policies* – Implement and monitor departmental adherence to City internal controls to safeguard and maximize the use of City resources.
3) *Financial Reporting* – Prepare financial reports in adherence to generally accepted accounting principles (GAAP) and state statutes that fairly state the City's financial position useful to both internal and external users.
4) *Investment Recordkeeping* – Invest and account for City funds to provide the maximum return in accordance with state statutes.

Important Outputs:

1) *Preparation of Annual Budget* –Activity funded by property tax. The Annual Budget provides funding for all municipal services and activities.
2) *Daily Financial Reports* – Activity funded by property tax. Authorized users can review activity in relation to the Annual Budget to ensure that City resources are collected and spent to comply with the Council-approved budget.
3) *Annual Financial Reports* – Activity funded by property tax. Taxpayers and financial consultants can review the Annual Financial Report that accurately discloses the City's financial position and annual operating revenue and expense detail to determine the City's financial strength to provide future goods and services for the community.
4) *Tax and Investment Revenues* – Activity funded by property tax. Property taxes are collected and invested in compliance with state statutes and Council-approved financial institutions to provide the safest and maximum return on available financial resources. These revenues secure funding for municipal services and activities.

Expected Outcomes:

1) Maintain timely budget reports that accurately reflect adherence to current City Council spending directives and prior financial results.
2) Maintain financial data available to all authorized users of City's financial systems to assist them in reviewing compliance with applicable internal controls.
3) Maintain timely and accurate annual financial reports to assist internal and external users in evaluating historical data to assist in future decision-making processes.

2024 Performance Measures:

1) Reduce by 50% the number of adjusting journal entries done by the auditors for the 2023 audit.
2) Create a Team to evaluate the financial system and explore a new ERP (enterprise resource planning) software system by April 2024.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Complete first half property tax collection by the first full week of February 2023 to the Brown County Treasurer's Office for the 2022/2023 tax collection year.
    a. Result: Performance measure was met.

Significant Program Achievements:

1) Completed the 2023 Annual Budget Reports according to budget calendar.
2) Completed annual financial reports by appropriate deadlines.

Existing Program Standards Including Importance to Community:

1) Prepare timely budget reports in accordance with generally accepted accounting principles.
    a. Community Importance.
        i. Allows financial actions required or requested on behalf of the community to be acted upon in a timely manner.
        ii. Establishes a routine schedule for community involvement.

2) Provide Financial Data to Internal Users of City's financial system daily.
   a. Community Importance.
      i. Provides the financial system that allows anyone in the community an opportunity to provide or purchase services to or from the City on an immediate basis.
      ii. Provides the municipality the ability to respond to community inquiries regarding financial information daily.
3) Prepare annual financial reports in accordance with generally accepted accounting principles.
   a. Community Importance.
      i. Provides an accurate, reliable financial report that the community can rely upon to ensure that their resources through their payment of taxes or user fees are properly spent or safeguarded according to their elected officials' directives.

Costs and Benefits of Program and Services:

The proposed 2024 Finance Department program cost is $260,985. The program benefits the community by providing citizens with timely financial data and reports that indicate the City resources are spent in accordance with elected official directives and are safeguarded against any unauthorized use or disposition. The program also invests City funds in compliance with state statutes.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $2,834 due to the cost-of-living adjustment for the new Finance Director.
2) Wages increased $1,491 due to the changes in the City's pay scale, adding additional steps.
3) FICA increased $331 due to the salary and wage increases.
4) Retirement increased $375 due to the salary and wage increases and an increase in the employer WRS rate by .1%.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $685 due to an increase in health insurance costs.
6) Telephone increased $480 for the Finance Director's cell phone stipend.
7) Seminars and conferences increased $450 to cover 3 WGFOA Conference registrations and hotels, WGFOA accounting seminars, APA meetings and other governmental accounting trainings.
8) Consulting includes INCODE software annual maintenance fees ($11,540), credit card transaction fees ($23,000), Seamless Docs ($19,960) and MSA Professional Services ($9,000).
9) Auditing increased $14,300 to distribute the audit costs more adequately between funds and to cover additional services including GASB 87-Leases, GASB 96-SBITA's, a Tax 16 report ($3,000), and a single audit ($4,500).
10) Memberships and Subscriptions includes GFOA ($225), WGFOA ($25), MTAW ($60), and APA ($55). This is a decrease of $360 due to the CPA licensure costs that were previously included.

11) Mileage reimbursement increased $600 for the seminars and conferences listed above.
12) Capital Outlay includes $60,000 to hire a consultant to assist with an RFP for a replacement ERP software system.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Finance

DATE PREPARED: 08/10/2023

DESCRIPTION OF PROJECT

To help the City choose the correct ERP software I would like to hire a consultant to assist with the process. This includes doing a needs assessment by meeting with department heads and core users, issuing a RFI to gather what options the City may have from vendors, issue a RFP using the City's needs and wants as well as system requirements, and eventually help the City select a vendor by setting up demonstrations and reviewing the proposals.

NEW: ✘ or REPLACEMENT:

PROJECTED COST: $ 60,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$60,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

2025 request for purchase and implementation of ERP replacement software ($500,000est.) Final costs estimates will be determined through this process.

PROJECT JUSTIFICATION

The current software (Incode) is outdated and not meeting department's needs. A new software could include financial management, procurement, human capital management, licensing and permitting, etc.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

FINANCE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51500	110	Salaries	$ 58,398	$ 25,806	$ 58,399	$ 55,179	$ 33,846	$ 61,835	$ 58,013	$ 58,013	5.14%
100	51500	120	Hourly Wages	19,825	8,763	19,842	21,223	10,188	21,600	22,714	22,714	7.03%
100	51500	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51500	150	FICA	5,984	2,693	5,841	5,845	3,444	6,383	6,176	6,176	5.66%
100	51500	151	Retirement	5,084	1,952	5,081	5,195	1,803	5,674	5,570	5,570	7.21%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,294	5,934	11,972	11,582	4,799	12,700	12,227	12,267	5.91%
100	51500	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**101,586**	**45,148**	**101,135**	**99,024**	**54,080**	**108,191**	**104,700**	**104,740**	**5.77%**
			CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	1,000	2,400	2,400	1,375	2,748	2,880	2,880	20.00%
100	51500	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51500	212	Seminars and Conferences	700	110	110	700	240	920	1,150	1,150	64.29%
100	51500	215	Consulting	23,795	20,258	57,137	38,125	33,464	68,506	63,500	63,500	66.56%
100	51500	219	Auditing	12,750	12,911	12,911	13,000	13,905	44,820	27,300	27,300	110.00%
			Subtotal	**39,645**	**34,279**	**72,558**	**54,225**	**48,984**	**116,994**	**94,830**	**94,830**	**74.88%**
			SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	775	137	346	300	114	300	300	300	0.00%
100	51500	320	Memberships/Subscriptions	725	380	380	725	0	285	365	365	-49.66%
100	51500	330	Mileage Reimbursement	150	0	0	150	64	228	750	750	400.00%
			Subtotal	**1,650**	**517**	**726**	**1,175**	**178**	**813**	**1,415**	**1,415**	**20.43%**
			CAPITAL OUTLAY									
100	51500	810	Capital Equipment	0	0	0	0	0	0	50,000	60,000	100.00%
100	51500	811	Office Equipment	500	0	195	0	0	0	0	0	0.00%
100	51500	830	Furniture			0	0	0	500	0	0	0.00%
			Subtotal	**500**	**0**	**195**	**0**	**0**	**500**	**50,000**	**60,000**	**100.00%**
			TOTAL	**$ 143,381**	**$ 79,945**	**$ 174,614**	**$ 154,424**	**$ 103,242**	**$ 226,498**	**$ 250,945**	**$ 260,985**	**69.01%**

Assessor

Program Full Time Equivalents: 0.10

Program Mission:

Create and maintain equitable and uniform valuations of real property for assessment purposes (personal property is exempted effective January 1, 2024 pursuant to 2023 Wisconsin Act 12).

List of Program Service(s) Descriptions:

1) *Property Owner Contact* - Answer assessment questions and provide assessment information to property owners, appraisers, realtors etc.
2) *Residential/Commercial Property Assessment* – Wisconsin Statutes, Chapter 70 requires that new construction be physically inspected, listed and measured after the assessment date of January 1st on an annual basis. Building permits are reviewed from the prior year and uniform and equitable property values are established for new and altered structures to be used as a base for tax purposes.
3) *Manufacturing Assessment* – Provide building permit and sales information of industrial properties to the State of Wisconsin, Department of Revenue to assist in the establishment of uniform and equitable property values.
4) *Open Book / Board of Review* - Informational open book hearings are held on an annual basis to assist the general public in understanding assessment procedures and property values. Board of Review meetings are held on an annual basis as per Wisconsin State Statute to afford property owners the opportunity to contest property values established by the assessor.

Important Outputs:

1) *Uniform Residential/Commercial Property Values* – The assessor's office, funded by property tax, meets Wisconsin State Statute requirements to have an appointed statutory assessor establish and maintain uniform and equitable assessments. Equitable assessments benefit the community in assuring that property owners will pay their fair share of taxes.

Expected Outcomes:

1) The establishment of uniform and equitable assessments for real property provides community value in maintaining and ensuring fair taxation of all residential, commercial, and industrial property owners along with businesses subject to personal property taxation.
2) Open Book and Board of Review hearings (required by Wisconsin State Statute) are held to provide property owners an opportunity to challenge their property's assessed value and to solicit adjustments when compared to similar properties thus ensuring fair taxation.
3) Increase the knowledge of the general public on assessment procedures through increased property owner contacts via office, phone and city web site that is funded by property tax.

2024 Performance Measures:

1) Provide 100% computer exemption reports to Department of Revenue by May 1, 2024.
2) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2024.
3) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

2023 Performance Measurement Data (July 2022 – June 2023):

1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2022.
   a. Result: 100% of businesses received personal property forms by December 31, 2022.
2) Inspect partially completed construction by January 15, 2023.
   a. Result: 100% of partially completed construction inspections were completed on January 15, 2023.
3) Provide computer exemption reports to Department of Revenue by May 1, 2023.
   a. Result: 100% of computer exemption reports were provided to Department of Revenue by May 1, 2023.
4) Review and revise parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2023.
   a. Result: 100% of parcel splits, combinations, new subdivisions, and name changes were reviewed and revised by April 1, 2023.
5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.
   a. Result: 100% of real estate value reports were submitted to the Department of Revenue by June 12, 2023.

Significant Program Achievements:

1) Updated educational assessment information placed on City of De Pere website.
2) Determined timely partial assessments on January 5, 2023.
3) Provided building permit applications to Accurate Appraisal LLC via computer.
4) Worked closely with Accurate Appraisal LLC and general public answering property/construction valuation questions.
5) Open Book meeting was held in-person on March 23, 2023; telephonic appointments were available through April 18, 2023.
6) Board of Review was held on June 7, 2023.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The 2024 Assessor budget is $97,975. The program benefits the community by providing citizens with the opportunity to discuss, offer input, and challenge property values in the community. The program also benefits the community by providing uniform and equitable assessment methodology.

2024 Significant Budget Expenditure Changes:

1) Hourly Wages increased $1,548 due to expected wage increases and reallocation from Development Services Administrative Assistant to Deputy Clerk/Treasurer.
2) FICA increased $118 due to expected wage increases and reallocation from Development Services Administrative Assistant to Deputy Clerk/Treasurer.
3) Retirement increased $109 due to expected wage increases and reallocation from Development Services Administrative Assistant to Deputy Clerk/Treasurer.

4) Health, Dental, DIB, Life & Wks Cmp Ins increased $243 due to reallocation from Development Services Administrative Assistant to Deputy Clerk/Treasurer.
5) The Consulting budget includes $13,000 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties, $72,000 for Accurate Appraisal's annual assessment contract fee, and $500 for stipends paid to Board of Review members and meeting publication costs.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

ASSESSOR

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51530	120	Hourly Wages	$ 5,102	$ 2,254	$ 5,127	$ 5,358	$ 2,573	$ 5,358	$ 6,906	$ 6,906	28.89%
100	51530	125	Overtime Wages	0	33	33	50	0	50	50	50	0.00%
100	51530	150	FICA	390	169	364	410	187	414	532	532	29.82%
100	51530	151	Retirement	332	131	337	368	140	368	480	480	30.52%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,418	1,189	2,417	2,514	1,218	2,514	2,732	2,757	9.67%
100	51530	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**8,242**	**3,777**	**8,278**	**8,700**	**4,118**	**8,703**	**10,700**	**10,725**	**23.28%**
			CONTRACTUAL SERVICES									
100	51530	210	Telephone	1,500	520	1,527	1,500	616	1,500	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
100	51530	215	Consulting	87,500	87,536	87,536	88,000	88,823	88,823	85,500	85,500	-2.84%
100	51530	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**89,000**	**88,056**	**89,063**	**89,500**	**89,439**	**90,323**	**87,000**	**87,000**	**-2.79%**
			SUPPLIES AND EXPENSE									
100	51530	310	Office Supplies	250	0	0	250	25	25	250	250	0.00%
100	51530	320	Memberships/Subscriptions	0	0	0	0	0	0	0	0	0.00%
100	51530	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**250**	**0**	**0**	**250**	**25**	**25**	**250**	**250**	**0.00%**
			CAPITAL OUTLAY									
100	51530	811	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 97,492**	**$ 91,833**	**$ 97,341**	**$ 98,450**	**$ 93,582**	**$ 99,051**	**$ 97,950**	**$ 97,975**	**-0.48%**

City Hall

Program Full Time Equivalents: 0.15

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Reduce energy used for both electric and gas by 1% through improvements in energy efficiencies.

2023 Performance Measurement Data:

1) Reduce energy use by 1% through improvements in energy efficiencies.
   a. Result: 2022 total electrical use = 612,400 kWh. 2023 total electrical use = 660,400 kWh. This is an increase of 48,000 kWh or 7.84%. Performance measure for electricity use was not met. 2022 gas use = 39,230.3. 2023 gas use = 44,358.5 Therms. This is an increase of 1,803 Therms or 4.82%. Performance measure for gas use was not met.

Significant Program Achievements:

1) Remodel the health department offices and front lobby area to add in a new conference room and new office for the city nurse.
2) Replace the boilers with high efficiency modulating units.
3) Replace the heating circulation pumps with new units that operate off variable frequency drives (VFD) to save energy.
4) Design and bid out the installation of safety railing around the green roof so staff can maintain the green roof.
5) Paint the City Clerk's, new Finance Director's and GIS Manager's office.

Existing program Standards Including Importance to Community:

1) Conduct yearly preventative maintenance on air conditioning and heating units.
   a. Community Importance
      i. Ensures HVAC equipment runs as efficient as possible, reduces the amount of repairs, and maximizes the life expectancy of the equipment.
2) Regular scheduled cleaning of City Hall.
   a. Community Importance
      i. Ensures a clean and sanitary building that is open for large amounts of public use.

Costs and Benefits of Program and Services:

The proposed 2024 City Hall program budget is $144,770. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2024 Budget Significant Expenditure Changes:

1) Hourly wages decreased $7,163 to reflect change in allocation for building maintenance wages as detailed in the building maintenance program.
2) FICA decreased $548 to reflect change in allocation for building maintenance wages.
3) Retirement increased $476 to reflect change in allocation for building maintenance wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins decreased $2,572 to reflect change in allocation for building maintenance wages.
5) Consulting includes landscaping services and HVAC services.
6) Memberships/Subscriptions includes $240 for OptiSigns signage software platform subscription.
7) Capital equipment includes $10,000 for general miscellaneous repairs as needed.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

CITY HALL

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	51600	120	Hourly Wages	$ 8,280	$ 5,367	$ 14,381	$ 18,356	$ 12,328	$ 15,000	$ 11,193	$ 11,193	-39.02%
100	51600	125	Overtime Wages	0	0	189	0	201	201	0	0	0.00%
100	51600	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	51600	150	FICA	633	402	1,056	1,404	950	1,163	856	856	-39.02%
100	51600	151	Retirement	538	370	968	1,248	821	1,034	772	772	-38.13%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,237	2,115	4,305	6,763	4,318	4,318	4,191	4,191	-38.03%
			Subtotal	**12,689**	**8,253**	**20,899**	**27,771**	**18,619**	**21,716**	**17,013**	**17,013**	**-38.74%**
			CONTRACTUAL SERVICES									
100	51600	210	Telephone	1,900	850	1,900	1,900	950	1,900	1,900	1,900	0.00%
100	51600	215	Consulting	10,000	4,220	12,924	10,000	1,732	10000	10,000	10,000	0.00%
100	51600	217	Cleaning Service Contract	28,307	12,504	23,770	29,722	12,212	29,722	29,722	29,722	0.00%
100	51600	220	Utilities	48,500	18,743	56,117	51,895	21,114	51,895	51,895	51,895	0.00%
			Subtotal	**88,707**	**36,317**	**94,710**	**93,517**	**36,007**	**93,517**	**93,517**	**93,517**	**0.00%**
			SUPPLIES AND EXPENSE									
100	51600	314	Repairs and Maintenance	12,000	3,556	8,723	12,000	6,746	12,000	12,000	12,000	0.00%
100	51600	320	Memberships/Subscriptions	0	0	0	0	0	0	0	240	100.00%
100	51600	340	Operating Supplies	12,000	2,941	5,036	12,000	6,551	12,000	12,000	12,000	0.00%
			Subtotal	**24,000**	**6,497**	**13,758**	**24,000**	**13,297**	**24,000**	**24,000**	**24,240**	**1.00%**
			CAPITAL OUTLAY									
100	51600	810	Capital Equipment	18,000	6,579	24,376	0	13,904	13,904	110,000	10,000	100.00%
			Subtotal	**18,000**	**6,579**	**24,376**	**0**	**13,904**	**13,904**	**110,000**	**10,000**	**100.00%**
			TOTAL	**$ 143,397**	**$ 57,646**	**$ 153,744**	**$ 145,288**	**$ 81,828**	**$ 153,137**	**$ 244,530**	**$ 144,770**	**-0.36%**

Other General Government

Program Mission:

This program provides funding for illegal taxes, refunds, contributions and non-collectables, and also funds general insurances, sundry and the contingency fund and employee performance and bonus pay program.

Costs and Benefits of Program and Services:

The proposed 2024 Budget for the Other General Government program cost is $408,916.

2024 Budget Significant Expenditure Changes:

1) Property & Liability Insurance decreased $180,737 due to the allocation of the insurance premiums.
2) Sundry Unclassified increased $19,000 to account for the OPEB valuation needed in 2024 and the increase in postage due to two additional elections in 2024.
3) Employee Performance & Bonus Pay increased by $1,730 due to the 5% COLA included in this budget.
4) Reserved Wage & Benefit Funds increased $108,187 to provide funding for staff covered by pending collective bargaining agreement adjustments and for proposed salary and benefit adjustments for the City Administrator as well as a proposed change to the short-term disability plan.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

OTHER GENERAL GOVERNMENT

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			CONTRACTUAL SERVICES									
100	51900	215	Outside Services ADA	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			GENERAL INSURANCES									
100	51901	510	Property and Liability	241,100	98,048	95,693	286,737	1,410	103,000	106,000	106,000	-63.03%
100	51901	524	Sundry Unclassified	30,000	30,125	67,259	30,000	14,219	40,000	49,000	49,000	63.33%
			Subtotal	**271,100**	**128,173**	**162,952**	**316,737**	**15,630**	**143,000**	**155,000**	**155,000**	**-51.06%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	51901	710	Illegal Taxes/Refunds Uncollectables	7,000	3,589	5,785	7,000	62,657	62,657	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	1,000	0	0	1,000	0	0	1,000	1,000	0.00%
			Subtotal	**8,000**	**3,589**	**5,785**	**8,000**	**62,657**	**62,657**	**8,000**	**8,000**	**0.00%**
			COST REALLOCATIONS									
100	51901	900	Contingency fund	0	0	0	0	(6,020)	0	0	0	0.00%
100	51901	901	Employee Performance & Bonus Pay	33,584	0	0	34,592	0	0	36,322	36,322	5.00%
100	51901	911	Reserved Wage and Benefit Funds	93,570	3,360	0	101,407	0	0	207,162	209,594	106.69%
			Subtotal	**127,154**	**3,360**	**0**	**135,999**	**(6,020)**	**0**	**243,484**	**245,916**	**80.82%**
			TOTAL	**$ 406,254**	**$ 135,122**	**$ 168,737**	**$ 460,736**	**$ 72,267**	**$ 205,657**	**$ 406,484**	**$ 408,916**	**-11.25%**

Health Department

Program Full Time Equivalents: 4.95

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

1) *Maternal child health programming/services* – Activity funded by tax levy and grant funding. Maternal child health programming is *required by state statute*. Services include but are not limited to: community planning for coordination of service delivery, education to groups and individuals regarding development and health issues, linking individuals to essential community resources and gap filling services to include home visitation when needed. Public Health Nurse home visits are completed based on medical provider referral, self-referral or need for lactation counselling.
2) *Community Health Assessment/Improvement Planning* – Time and effort is funded by tax levy and is *required by state statute*. Together with community partners, conduct assessment of leading health data indicators, choose priorities to focus efforts on and develop evidence-based community strategies to achieve measurable outcomes.
3) *Injury prevention education/assurance:* Activities funded by tax levy and grant funding. The assurance of injury prevention programming *required by state statute*. This includes child passenger safety and prevention programs for the older adult. Strengthens community infrastructure to provide a cross-section of services based on current data. For child passenger safety: an inspection and education are provided for families of children less than eight years of age to ensure child safety while transported in a motor vehicle. The benefit to the residents is to ensure the safety of individual children

and prevent injuries and fatalities. The adult prevention programs are the Stay At Home Assistance to help the older adult be able to stay in their home safely and falls prevention programs such as Bingocize.

4) *Childhood and Adult Immunizations* – Activity funded by grant funding, Wisconsin Immunization Program, fee for service revenue, and property tax. Childhood immunization programming is *required by state statute*. Vaccines are available at no charge for all children through 18 years of age who do not have insurance coverage for immunizations through the Wisconsin Immunization Program or who are Medicaid eligible. Vaccine can also be provided to adults depending on the type of vaccine and eligibility. Increased vaccination of residents (children and adults) prevents the spread of vaccine preventable diseases. The health department also assures population health by monitoring vaccine compliance for children less than 24 months of age. Families are encouraged by several methods to complete the initial vaccination series. Completion of the initial vaccine series prevents the spread of vaccine preventable diseases.
5) *Communicable Disease Investigation and Follow-up* – Activity funded by tax levy and grant funding. Communicable disease programming is *required by state statute*. There are over 100 diseases that are required to be reported to local health departments by statute. Various levels of investigation and follow-up are required for each of the diseases or outbreak by the local health department to prevent the spread in our community. This output also includes tuberculosis control and prevention. Local health departments are *required by state statute* to provide distribution of treatment for latent TB infection and follow-up for any active TB Infections to prevent the spread in the community.
6) *Public Health Preparedness* – Activity funded by grant dollars. Programs and planning are completed each year to meet the requirements of the Department of Health Services Contract. This program benefits the community by ensuring the health department's ability to respond to urgent public health matters and be a partner in the City's Emergency Management.
7) *Resident Complaint Investigation and Resolution* – Activity funded by tax levy. Human health hazards investigation and resolution *required by state statute and city ordinances*. Resident concerns/issues are received and follow-up is completed in a timely manner.
8) *Weights and Measure Inspections* – Activity funded by program revenue. State statute requires municipalities to permit and inspect all businesses for compliance with weights and measures equipment ensuring consumer protection for weights and measures devices.
9) *Establishment Licensing and Inspections (Department of Health Services and Department of Agriculture and Consumer Protection)* – Activity funded by program revenue. The agent contract for the City of De Pere provides licensing and inspections for all restaurants, temporary restaurants, hotel/motels, campgrounds, swimming pools, spas, tattoo & body piercing, school kitchens, recreational education camp establishments and temporary/permanent retail establishments. This program provides the community with establishments that are compliant with the Wisconsin state code ensuring the health and safety of those who patronize them.

10) *Rabies Control* – Activity funded by tax levy. Follow-up is completed on all reported animal bites and exposures as *required by state statute and city ordinance* for the victim of the bite and the animal who bit. Benefit to the community is the prevention of rabies infection.
11) *Childhood Lead Poisoning Prevention* – Activity funded by grant funding. Blood lead levels of children are monitored and follow-up is provided to all families of children with elevated levels as *required by state statute*. Public education on lead also provided.
12) *Public Health Education* – Activity funded by tax levy and grant funding. Education is provided to residents in a variety of ways including direct mailings to households, monthly articles, city-wide newsletter contributions, social media, up-to-date website, channel 4 contributions, educational presentations in the community, press releases, media interviews and individual education.
13) *Radon Testing Program* – Activity is funded by program revenue. Kits are provided to city residents at a nominal fee to allow residents access to test kits and education.

Expected Outcomes:

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

2024 Performance Measures:

1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 80% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 4 Pneumococcal and 1 varicella for De Pere children turning 24 months. Increased efforts are and will continue to be made in order to increase our city's immunization rates.
2) Health Department nursing staff will initiate the investigation of 100% of suspect, probable and confirmed cases of illness and disease within 72 hours in *accordance with state statute*.
3) Conduct education and follow-up to assure that food establishments are compliant with the state/local laws.
   a. 100% of licensed establishments will be inspected at least once annually as required by the DATCP Agent Contract.
   b. Re-inspections will be conducted as necessary to verify compliance.
   c. Establishment complaint investigation will be initiated within 72 hours of receipt.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 80% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.
   a. Result: The immunization rate for this age group is at **76**% by 24 months of age. This decreased rate is likely due to vaccine hesitancy by parents due to the COVID-19 vaccine efforts and perceived mistrust of these efforts. The health department continues to make significant efforts to emphasize the importance of and need for childhood immunizations.
2) Health Department nursing staff will initiate the investigation of 100% of reported suspect, probable and confirmed cases of illness and disease within 72 hours in *accordance with state statute.*
   a. Result: Health department staff investigated all disease reports within 72 hours.
3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
   a. Result: Investigations for establishment complaints were all initiated within 72 hours.
   b. Result: All establishments were inspected within the fiscal year.

Significant Program Achievements:

We have welcomed 2023 with open arms for many reasons. We have been able to get beyond the pressure of the pandemic and have made significant strides in a number of areas with the greatest efforts on injury prevention. For our youth we have continued our car seat installation clinics here which have been well attended. The nurses have been fitting bike helmets at bike rodeos at the schools and at the bike rodeo held at Lambeau field. Our team continues follow-up on all elevated blood lead levels. We are in the process of working on a WI Lead-in-Water Testing and Remediation Initiative to assess all interested daycare/childcare facilities' water outlets for lead. We are on committees addressing the drug and alcohol issues in Brown County as well as harm reduction efforts. This year we obtained a grant for localizing efforts to address falls from the WI Institute for Health Aging and used these funds to develop a Bingocize program to help reduce falls in our older population which has been a huge success. We continue with our Stay At Home Assistance program as well in conjunction with the De Pere Fire dept. The nurses conduct educational programming for women on many health related topics through the Grapevine program which is sponsored through the WI Well Woman Program.

There have been great efforts made to do outreach by going out to where our community is at. Through the Healthcare Infrastructure grant we were awarded, we purchased and renovated a recreational vehicle for the purpose of doing community outreach in conjunction with our fire and police departments. This is a great tool for doing outreach and for being recognized in the community.

We attend the farmers markets, beer gardens, National Night Out to name a few events with this vehicle. It is part of our drive through vaccination clinics as well.

We have continued to follow our Strategic Plan which is to increase De Pere Health Department visibility and awareness with the community and maintain current funding levels. Our outreach efforts are many. We have received a number of positive remarks from the community which we are more than pleased about as public health's reputation during the pandemic was in jeopardy. We continue to utilize social, digital, news, and print media to educate our community on various other topics i.e. lead toxicity, injury prevention, immunizations, family preparedness, health promotion, and wellness topics.
We have obtained not only COVID-19 related grants but have secured other grants which has allowed us to increase our abilities to develop more programming and address community health needs.

We have a Public Health Workforce Development grant for which we have used to update our Workforce Competency Development plan. Each staff person has identified and sought educational opportunities to build a stronger workforce for our health department.

We continue to respond to COVID-19 mitigation efforts such as continuing vaccination clinics for COVID-19 vaccine, offer test kits and masks to those who request them. We will give both Influenza and COVID-19 vaccines at our fall clinics. The health department continues to be a significant resource for our community members and for our businesses, long-term care and assisted care facilities and for our schools. We continue to make great efforts to ensure our community has access to the right information at the right time.

Our commitments to our committees and coalitions continued are in full swing with the addition of the Overdose Coalition in the recent months. The Communicable Disease Surveillance Committee for Brown County, the Breastfeeding Coalition, Safe Kids Initiative, the Coalition for Suicide Prevention, the Brown County Falls Prevention Committee, Alcohol and Drug Coalition for Change, Lead Coalition, Northeast WI Immunization Coalition we remain active in.

We continue to partner with the Medical College of WI and St. Norbert College on various projects as well as mentoring their students to public health. We continue to mentor nursing students from the various institutions of higher education. We are working with St. Norbert on an Annual Community Health and Safety events in conjunction with De Pere Police Dept. for situational awareness of active threats and on the opioid crisis.

The Public Health Emergency Preparedness coordination for the City of De Pere led by the De Pere Health Department has been an important partner in conjunction with Emergency Management to keep our community safe and healthy. The COVID-19 response has proven what vital role preparedness has in a crisis event. We continue to be a board member of the Northeast WI Healthcare Emergency Readiness Coalition (NEW HERC) and a board member of the Regional Northeast WI Regional Trauma Advisory Council (RTAC). We are also a member of the State of WI work group working on updating the Public Health Emergency

Preparedness plan.

The Agent program continues to grow. In the last two years, there was a 19% increase in the total number of licensed establishments. The two areas where we are seeing the increase are retail food establishments (restaurants) and short-term rentals (tourist rooming houses). With continued development throughout the city, it is expected that the number of licensed establishments will increase as well. In addition to growth, we've seen improved compliance from the operators and a reduction in the number of re-inspections conducted which we attribute to the effective working relationships we have developed with our establishments.
Also in the last two years, there has been increased communication and coordination with other city departments when responding to environmental health and nuisance complaints. This has resulted in a more efficient and effective approach to resolving these situations. As a result, we continue to provide excellent customer service to the residents, businesses, and visitors of the City of De Pere while balancing an increased workload.

Existing Program Standards Including Importance to Community:

The health department's 10 essential services are the model program standards set forth by the U.S. Department of Health and Human Services and Centers for Disease Control and Prevention (CDC) for local public health departments. These essential services have been revised in 2020 and provide a framework for public health to protect and promote the health of all people in all communities thus creating a healthier place to live, work and play. The services are outlined below:

1) **Assess and monitor population health status, factors that influence health, and community needs and assets.** This includes: Maintaining an ongoing understanding of health in the jurisdiction by collecting, monitoring, and analyzing data on health and factors that influence health to identify threats, patterns, and emerging issues. Using data and information to determine the root causes of health disparities and inequities.
2) **Investigate, diagnose, and address health problems and hazards affecting the population.**
This includes: Anticipating, preventing, and mitigating emerging health threats through epidemiologic identification. Using real-time data to identify and respond to acute outbreaks, emergencies, and other health hazards.
3) **Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it.**
This includes: Developing and disseminating accessible health information and resources. Employing the principles of risk communication, health literacy, and health education.
4) **Strengthen, support, and mobilize communities and partnerships to improve health.** This includes:
Convening and facilitating multisector partnerships and coalitions that include sectors that influence health. Authentically engaging with community members and organizations to develop public health solutions.
5) **Create, champion, and implement policies, plans, and laws that impact health.** This includes: Developing and championing policies, plans, and laws that guide the practice of public health and achieve optimal health. Providing input

and continuously monitoring and developing policies, plans, and laws that improve public health and preparedness and strengthen community resilience.

6) **Utilize legal and regulatory actions designed to improve and protect the public's health.** This includes: Ensuring that applicable laws are equitably applied to protect the public's health. Conducting enforcement activities including sanitary codes especially in the food industry; full protection of drinking water supplies; and timely follow-up on hazards, preventable injuries, and exposure-related diseases.
7) **Assure an effective system that enables equitable access to the individual services and care needed to be healthy.** This includes: Connecting the population to needed health and social services that support the whole person, including preventive services. Addressing and removing barriers to care.
8) **Build and support a diverse and skilled public health workforce.** This includes: Building a culturally competent public health workforce and leadership.
9) **Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement.** This includes: Building and fostering a culture of quality in public health organizations and activities. Using research, evidence, practice-based insights, and other forms of information to inform decision-making.
10) **Build and maintain a strong organizational infrastructure for public health.** This includes: Exhibiting effective and ethical leadership, decision-making, and governance. Being accountable, transparent, and inclusive with all partners and the community in all aspects of practice.

Costs and Benefits of Program and Services:

The proposed 2024 Health Department program cost is $745,466. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective. (According to the Johns Hopkins Bloomberg School of Public Health every dollar spent on immunizations is projected to save $44.00. Every dollar spent on community prevention is cited to save $5.60 according to the American Public Health Association.) Investing early and wisely in both clinical and community preventive services is essential if we are to successfully address the leading causes of death and disability, namely, chronic diseases and their risk factors. Essential services ensure the public's safety. The investment in primary prevention programming and services decreases chronic disease and increases the quality of life for those who live, work and play in the City of De Pere.

2024 Program Goals:

1) Increase vaccination rates toward the long-term goal of 90% for all children completing primary vaccination series by two years of age.

2) Monitor, prevent, suppress and control communicable diseases in accordance with federal and state recommendations/guidelines.
3) Conduct timely inspections of licensed establishments to decrease environmental public health risks.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $25,361 due to step increases, performance awards and salary grade increase.
2) Hourly wages increased $3,911 due to projected step increases.
3) Seasonal labor decreased to $50,930 for ongoing COVID-19 response and funded by state grants.
4) Retirement increased $2,460 due to projected increases.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $31,323 due to projected increases.
6) Seminars and Conferences: Regional WALHDAB meetings $120, WALC conference $230; Public Health Operations Conference $200. Lead Refresher Course $300.
   Mental Health and Substance Use Conference $491, Suicide Prevention Conference $25 (paid for through MCH grant)
   APIC conference $269 (paid for through Communicable Disease grant)
   Environmental Health Conferences $1,930 (paid for through Agent Program)
   Governor's Conference for Emergency Management $931 and NACCHO Preparedness conference $4,498 (paid for through Preparedness Grant)
7) Memberships/Subscriptions: Wisconsin Public Health Association $200, Wisconsin Association of Local Health Departments and Boards (WALHDAB) $410, Wisconsin Environmental Health Association $40, and Wisconsin Association of Weights and Measures $30, Wisconsin Certified Lactation Counselors Association (WALC) $85, Association for Professionals in Infection Control $220.
8) Mileage reimbursement has decreased $500 due to several meetings now being held virtually.
9) Childhood Lead grant through DHS increased to $2,161.
10) The Agent Program is projected to use $4,000 from the balance of its previous funds.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

HEALTH DEPARTMENT

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	54100	110	Salaries	$ 320,383	$ 135,220	$ 310,032	$ 335,300	$ 153,468	$ 306,936	$ 360,661	$ 360,661	7.56%
100	54100	120	Hourly Wages	47,195	20,850	47,246	50,939	24,493	48,986	54,850	54,850	7.68%
100	54100	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	0	55,465	115,412	110,930	40,292	80,584	60,000	60,000	-45.91%
100	54100	150	FICA	28,120	14,502	31,547	34,509	15,930	28,397	36,010	36,010	4.35%
100	54100	151	Retirement	23,893	10,103	26,701	29,942	10,953	24,203	32,402	32,402	8.22%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	88,075	38,967	80,213	90,805	49,404	98,808	119,744	122,128	34.49%
100	54100	190	Training	0	0	20	0	0	0	0	0	0.00%
			Subtotal	**507,665**	**275,107**	**611,170**	**652,424**	**294,539**	**587,913**	**663,666**	**666,050**	**2.09%**
			CONTRACTUAL SERVICES									
100	54100	210	Telephone	1,700	1,163	1,700	1,700	849	1,700	1,700	1,700	0.00%
100	54100	212	Seminars and Conferences	1,700	352	854	1,700	781	1,700	1,775	1,775	4.41%
100	54100	215	Consulting	0	0	1,995	0	0	0	0	0	0.00%
100	54100	218	Cell/Radio	800	561	1,141	800	523	825	835	835	4.38%
100	54100	240	Equipment Maintenance	800	500	1,706	800	165	800	800	800	0.00%
			Subtotal	**5,000**	**2,575**	**7,396**	**5,000**	**2,317**	**5,025**	**5,110**	**5,110**	**2.20%**
			SUPPLIES AND EXPENSE									
100	54100	310	Office Supplies	2,500	467	2,124	2,500	1,201	2,500	2,500	2,500	0.00%
100	54100	320	Memberships/Subscriptions	800	300	730	800	280	800	800	800	0.00%
100	54100	324	Medical Supplies	5,000	729	3,639	5,000	2,296	5,000	5,000	5,000	0.00%
100	54100	330	Mileage Reimbursement	1,800	130	257	1,500	58	500	1,000	1,000	-33.33%
100	54100	331	Transportation	1,500	411	986	1,500	835	1,500	1,500	1,500	0.00%
100	54100	351	MCH Grant	8,933	166	3,223	8,933	403	9,229	9,229	9,229	3.31%
100	54100	352	Radon Grant	0	0	0	0	0	0	0	0	0.00%
100	54100	354	Childhood Lead Grant	1,877	47	107	1,877	1,477	2,161	2,161	2,161	15.13%
100	54100	355	Immunization Outreach Grant	7,458	442	2,291	7,458	720	7,799	7,799	7,799	4.57%
100	54100	358	Preparedness Grant	34,037	32,117	64,825	34,037	32,011	34,417	34,417	34,417	1.12%
100	54100	359	Prevention Grant	4,294	0	0	4,294	0	4,300	4,300	4,300	0.14%
100	54100	360	Communicable Disease Grant	3,600	360	3,474	3,600	0	3,600	3,600	3,600	0.00%
100	54100	361	Agent Program	0	730	6,374	0	2,697	4,000	4,000	4,000	100.00%
100	54100	370	Leaf Grant	0	0	0	0	5,521	0	0	0	0.00%
			Subtotal	**71,799**	**35,899**	**88,029**	**71,499**	**47,499**	**75,806**	**76,306**	**76,306**	**6.72%**
			CAPITAL OUTLAY									
100	54100	810	Capital Equipment	0	0	207,367	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**207,367**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 584,464**	**$ 313,581**	**$ 913,961**	**$ 728,923**	**$ 344,355**	**$ 668,744**	**$ 745,082**	**$ 747,466**	**2.54%**

Board of Health

Program Full Time Equivalents: 0

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
2) Recommend at least 1 health policy to the City Council for consideration/adoption.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
    a. Result: The board of health reviewed the agency's policy/procedures on 5/1/2023.
2) Recommend at least (1) health policy to the City Council for consideration/adoption.
    a. Result: The Board of Health gave their recommendation to use City ARPA funds to support mental health outreach and services. Elected officials on the Board of Health to present this recommendation to the City Council.

Significant Program Achievements:

The Board of Health has been very supportive of the COVID-19 response efforts and is in agreement that we will continue maintenance follow-up with COVID-19 no longer have COVID-19 as an agenda item going forward unless there is a significant change in this disease.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Board of Health program cost is $100. The program benefits the community by allowing for resident involvement of board members in the policy development and public health programming. In addition, the Board supports health department programming that promotes healthy lifestyles and protects health through health education, policy development and valued services.

2024 Program Objectives:

1) Develop policy and provide leadership that emphasizes public health needs and that advocates for equitable distribution of public health resources and/or environmental changes improving health and quality of life.
2) Regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status and community health needs.

2024 Budget Significant Expenditure Changes:

There are none.

City of De Pere
2024 General Fund
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EXPENDITURES

BOARD OF HEALTH

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	54110	124	Hourly Wages Board of Health	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
100	54110	150	FICA	0	0	0	0	0	0	0	0	0.00%
100	54110	190	Training	100	20	20	100	0	40	100	100	0.00%
			Subtotal	**100**	**20**	**20**	**100**	**0**	**40**	**100**	**100**	**0.00%**
			TOTAL	**$ 100**	**$ 20**	**$ 20**	**$ 100**	**$ 0**	**$ 40**	**$ 100**	**$ 100**	**0.00%**

Development Services

Program Full Time Equivalents: 1.71

Program Mission:

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

List of Program Service(s) Descriptions:

1) ***Citizen / Customer Contact*** – Respond to multiple and diverse inquiries on projects related to the areas of responsibility.
2) ***Planning*** –
   a. Comprehensive Plan: Responsible for the development, update, and implementation of the City Comprehensive Plan.
   b. Downtown Master Plan: Responsible for the development, update, and implementation of the Downtown Master Plan.
   c. Cultural District Master Plan: Responsible for the development, update, and implementation of the Downtown Master Plan.
   d. West Downtown Vision Plan: Responsible for the development, update, and implementation of the West Downtown Vision Plan.
   e. Zoning Code: Functions as the Zoning Administrator and leading the update and implementation of the Zoning Code.
   f. Annual Affordable Housing Analysis: Responsible for the development, update, and implementation of the annually required affordable housing analysis.
   g. Plan Commission: Staff support to the Plan Commission, which oversees plan approval, rezoning, annexation, site plan review, and land subdivision requests. Staff reviews and prepares material for all meetings.
   h. Intergovernmental Projects: Work with local agencies and units in government for project development and coordination (ie. WisDOT Projects, FEMA, local government coordination, etc).
   i. Board of Appeals: Processes all variance requests and staffs monthly Board of Appeals (BOA) meetings.
   j. Internal City Projects: Lead and coordinate internal City projects ranging from subarea plans to parking studies.
   k. Staff serves as City's appointee on the Brown County Board of Planning Commissioners, the Brown County Job Center Steering Committee, Committees within the Greater Green Bay Chamber, Definitely De Pere and the De Pere Area Chamber and other groups as needed.

3) ***Economic Development*** –
   a. Retention: Work with the existing businesses in the City to help retain or expand their operations.
   b. Recruitment: Support and foster a high quality of life and a healthy business climate to attract new business to the industrial / business parks and the business districts.
   c. Land Sales: Market and negotiate City-owned land in the industrial parks and downtown redevelopment properties.
   d. Tax Finance District (TID) Administration: Responsible for the management of the TID districts and individual TID plans, including the annual Joint Review Board (JRB) review meeting for both the East and West side. Staff prepares spreadsheet analysis, agenda, and supporting material for all meetings.
   e. Business Improvement District (BID) Administration: Staff contact to the Business Improvement District Board. Staff facilitates and prepares materials for the annual meeting, budget, and assessments. Staff prepares agenda and supporting material for all meetings.
   f. Small Business Pandemic Response Program Administration: Responsible for the management of the City of De Pere local business pandemic response programs. The programs in the Small Business Pandemic Response Loan, Downtown Business Aid Grant, and Downtown Business Recruitment Grant.
   g. Affordable Housing Programs administration: Responsible for the management of the City of De Pere affordable housing programs.
4) ***Redevelopment*** –
   a. Redevelopment Authority: Staff support for the Redevelopment Authority which oversees redevelopment and management of RDA-owned property in Downtown De Pere. Staff prepares agenda and supporting material for all meetings.
   b. Façade Grants: Responsible for the administration of the City Façade Grant Program.
   c. Development Guidelines: Responsible for the development, updates, and implementation of the development guidelines (i.e. building guidelines, signage, streetscape, etc).
5) ***Historic Preservation*** –
   a. Historic Preservation Commission: Staff support to the Historic Preservation Commission. Staff reviews and prepares material for all meetings. Please see the separate Historic Preservation budget narrative for more detail.
6) ***Definitely De Pere - Main Street Program*** – The City provides direct support to the City of De Pere Main Street Program. In addition to the financial support, staff also serves on various committees of the Main Street Program.

Important Outputs:

1) ***Citizen / Customer Contact:*** Provide timely, helpful and thorough responses to inquiries. Maintain business and citizen contact levels in a manner that meets or exceeds the needs of the community.

2) ***Planning:*** Process applications for planning department functions. Coordinate and staff key meetings. Create and implement long-term and short-term plans.
3) ***Economic Development:*** Creation and administration of the TIF Districts. Administration of the Revolving Loan Fund programs. Rapid response to site selection inquiries. Market and negotiate city business park properties. Create and implement an economic development strategy.
4) ***Redevelopment Authority:*** Preserve / enhance the overall health of the City. Administration of the Façade Improvement Program. Implementation and update of the Downtown Master Plan, Cultural District Master Plan, and the forthcoming West Downtown Vision Plan.
5) ***Main Street Program:*** Coordination and staffing for the BID Board. Staff support to Definitely De Pere.

Expected Outcomes:

1) ***Citizen / Customer Contact:*** Citizens will understand the short and long-term planning and economic development goals for the City of De Pere. Citizens will easily be able to gather information about planning and economic development projects. Citizens will feel valued for the role they play in maintaining a high quality of life.
2) ***Planning:*** De Pere will be a regional leader in planning best practices and policies. Those practices will support the effort to maintain and increase the quality of life in the City and home affordability.
3) ***Economic Development:*** Business owners and real estate professionals will promote De Pere as a great place to own and operate a business. De Pere will have a reputation for commitment to quality standards balanced with efficient processes and collaborative staff.
4) ***Redevelopment Authority:*** The Downtown De Pere aesthetic will include a mix of old and new buildings, thoughtfully designed, and balanced with active and beautiful public spaces. The Downtown De Pere experience will be walkable and include multiple choices for living, playing and working.
5) ***Main Street Program:*** A dynamic and diverse downtown, unified by art and culture that is a destination for residents and visitors. Downtown events will draw residents and visitors from the region.

2024 Performance Measures:

1) Planning/Zoning/Community
   a. Complete a Comprehensive Housing Study by May 31, 2024.
   b. Prepare staff or a consultant to begin rewriting the Platting and Division of Land Ordinance by December 31, 2024.
   c. Complete an online status map and information page for Plan Commission reviewed zoning map amendment, PUD, conditional use, land division, major design exception, and variance requests by April 1, 2024.

2) Economic Development
   a. Complete periodic audits for all TIDs to understand the baseline of each TID and the impact of future projected projects and mill rates by May 2024.
   b. Successfully plan and implement the creation of a new TID for the first phase of redevelopment of Shopko Redevelopment by December 1, 2023 (private development dependent). And Complete WEDC CDI and Idle Site Grants related to former ShopKo redevelopment by March 30, 2024.
   c. Complete an Economic Development Strategic Plan by October 1, 2024. (staff availability dependent).

2023 Performance Measurement Data:

1) Complete a Zoning Code Update by January 1, 2023
   a. Result: Completed.
2) Complete website updates and developer consultant outreach regarding the updated Chapter 14 Zoning Code by March 1, 2023.
   a. Result: Completed.
3) Update the internal in-depth TID analysis for TIDs No. 7 to 17. Determine the future viability of each TID and if/when the required audits should be completed by July 1, 2023.
   a. Result: Completed.
4) Complete a Comprehensive Housing Study by July 31, 2023.
   a. Result: Ongoing. The rollout of the new zoning code delayed the Housing Study until Q3 of 2023.
5) Successfully plan and implement the creation of a new TID for the redevelopment of Front Street/Broadway and Shopko Redevelopment by December 1, 2023 (private development dependent).
   a. Shopko Redevelopment Result: Term sheet approved.
   b. Front Street Result: Ongoing. Staff continues to work with the Owner of 126 S Broadway to facilitate a relocation of the business to a new location in the downtown.
6) Close out CDBG project and complete final audit by July 1, 2023
   a. Result: Ongoing
7) Break ground on the development of 360 Main Ave by Sept 1, 2023
   a. Result: Ongoing. Due to market changes staff continues to evaluate the possibility of including affordable housing at 360 Main Ave.

Significant Program Achievements (July 2022 – July 2023):

1) Planning:
   a. Approved a new zoning code by January 1, 2023 and completed two rounds of edits to address identified issues.
   b. Successfully processed a number of pre-application inquiries, site plan and zoning applications while maintaining a high level of customer service.
   c. Processed 3 CSM's, 1 Plat, 9 Extraterritorial Plats/CSMs, 2 zoning map amendments, 8 Site Plans and 17 other requests that required Plan Commission and/or additional approvals.
   d. Processed 0 variance requests for the Board of Appeals.
   e. Processed 1 sign variance applications with the Plan Commission and Building Inspection Division
   f. Zoning Code implementation project management.
2) Economic Development:
   a. Worked with New North Greater Green Bay Chamber, and site selectors to respond to site selection inquiries.
   b. Partnered with Definitely De Pere and De Pere Chamber on Economic Development events like the Business Walk and State of De Pere luncheon.
   c. Facilitated Development/Sale agreements with the Law Department in both east and west industrial parks.
   d. Approved a term sheet for the redevelopment of the former downtown Shopko.
   e. Approved Option for Infinity Machine to expand to an additional 200,000 square foot facility.
   f. Approved development of One Source Technology for a new facility in the west business park.
   g. Organized and participated in the 2023 Business Walk
   h. Coordinated and facilitated regular meetings with Definitely De Pere and the De Pere Chamber in order to coordinate initiatives and promote collaboration.
   i. Conducted 25 Business Retention and Expansion (BRE) visits or phone calls.
   j. Communicated/recruited with over 50+ businesses looking to locate in De Pere or the region.
   k. Created four new affordable housing programs or funds
      i. Housing stock improvement program
      ii. Downtown upper story activation program
      iii. Affordable housing in multi-family development projects
      iv. Affordable lots in subdivision
   l. Created three new economic development program funding sources
      i. Locally funded revolving loan
      ii. Downtown business recruitment grant program
      iii. Brownfield funding pool

3) Façade Grant Program: Processed four façade grant applications.
4) Implementation of initiatives related to the newly adopted City brand standards and imagery.
5) Presentations and special events to promote and represent De Pere including, but not limited to, Leadership Green Bay Economic Development Panel, the De Pere Chamber Business Walk, Greater Green Bay Chamber Business Recruitment and Retention Task Force, St. Norbert College, UWGB, Sister Cities, De Pere Mens Club and Unified School District of De Pere Facilities Committee, and assisted with the planning and presentations for the State of the County and State of De Pere addresses.

Existing Program Standards Including Importance to Community:

1) Conduct a regular meeting of the Plan Commission on the fourth Monday of the month.
   a. Community Importance.
      i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
      ii. Establishes a routine schedule for community involvement.
2) Conduct a meeting of the Redevelopment Authority (RDA) on the fourth Monday of the month as necessary.
   a. Community Importance.
      i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
      ii. Establishes a routine schedule for community involvement.
3) Conduct a regular meeting of the Historic Preservation Commission (HPC) on the third Monday of the month.
   a. Community Importance.
      i. The HPC promotes preservation of the City's history and culture.
4) Conduct an annual meeting of the Joint Review Board (JRB) and other JRB meetings as needed for Tax Increment District related items.
   a. Community Importance.
      i. TID Districts provide funding in order to support business growth and development.
5) Conduct a regular meeting of the Board of Appeals (BOA) on the fourth Monday of the month.
   a. Community Importance.
      i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
      ii. Establishes a routine schedule for community involvement.
6) Conduct at least one Business Improvement District (BID) board meeting in the late summer/fall of every year.
   a. Community Importance.
      i. The BID Operating Plan sets out funding allocation and activities in order to maintain and grow a dynamic downtown environment.

7) Participate as needed in meetings of the Common Council, Finance/Personnel Committee and the Board of Public Works Committees.
   a. Community Importance.
      i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
      ii. Establishes a routine schedule for community involvement.
8) Represent the community on a regular basis for regional programs
   a. Community Importance.
      i. Provides an opportunity for the community interests to be expressed on issues or activities that may impact the community on a regional level.
9) Participate in regular committee meetings of the Main Street District and De Pere Chamber Economic Development Committee.
   a. Community Importance.
      i. Assisting partner organizations in their economic development efforts.
10) Participate in monthly Brown County Plan Commission Board of Directors meetings and quarterly Brown County Job Center Community Steering Committee meetings.
   a. Community Importance.
      i. Representation and input in these groups ensure De Pere's participation in County and regional issues that impact the City.

Costs and Benefits of Program and Services:

The proposed 2024 Economic Development and Planning portion of the Development Services Department cost is $305,132. The program benefits the community by providing citizens with representation in the discussion and implementation of the long-term growth and development of the community. The program also benefits the community by providing a strong economic program that provides the ability for citizens to work within their community, which also helps balance the cost of municipal services. Overall, the Proposed Development Services Department 2024 budget represents a $49,147 increase over the 2023 budget.

2024 Budget Significant Expenditure Changes:

1) Salaries increased by $18,518 due to step increases, COLA increases and the addition of an Economic Development/Housing Planner.
2) Hourly wages increased by $4,728 due to step increases and COLA increases.

3) FICA increased by $1,778 due to step increases, COLA increases and the addition of an Economic Development/Housing Planner.
4) Retirement increased by $1,735 due to step increases, COLA increases, the change in WRS contribution rates and the addition of an Economic Development/Housing Planner.
5) Health, Dental, DIB, Life & retirement, FICA, Wks Cmp Ins) increased by $7,486 due to actual trends, a 10% increase in premium rates and the addition of an Economic Development/Housing Planner.
6) Training. Training remained unchanged.
   IEDC Economic Development Training ($1,500), department training ($300), administrative training ($300), Webinars and events to maintain AICP certification ($300), ULI exam preparation ($300).
7) Seminars and Conferences. The total remained unchanged but included increases some travel and offsetting with removing an online webinar platform.
   National APA Conference ($2,500), Wisconsin APA ($800), WEDA training ($150), WEDA Governor's Conference or Best Practices Conference ($900), and local events by NEW North, Greater Green Bay, Definitely De Pere ($250).
8) Consulting increased by $30,000. The consulting breakdown is as follows:
   a. Brown County Recording Fees - $1,000
   b. Misc. Economic Development CSM's and Environmental Reviews, wetland delineations - $9,000
   c. Parking Utility creation consulting (split between TID No. 7, TID No. 9, future Shopko TID, and Development Services)
9) Office supplies increased by $1,113 due to new computer monitors for the senior planner, new design software required for economic development (Sketchup Pro, Adobe InDesign, and Adobe Illustrator).
10) Membership/Subscriptions increased by $134: APA/AICP ($1,200), IEDC ($450), ICMA ($200), Congress of New Urbanism (New - $150), and WEDA ($350).
11) Mileage increased by $156 due to annual state conference not located in Green Bay in 2024.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

DEVELOPMENT SERVICES

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	56700	110	Salaries	$ 110,702	$ 48,919	$ 111,466	$ 106,527	$ 51,354	$ 106,527	$ 114,049	$ 125,045	17.38%
100	56700	120	Hourly Wages	22,960	10,145	23,074	24,111	11,581	$ 23,162	28,839	28,839	19.61%
100	56700	125	Overtime Wages	0	149	149	300	0	300	300	300	0.00%
100	56700	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	56700	150	FICA	10,225	4,582	9,978	10,017	4,852	9,944	10,954	11,795	17.75%
100	56700	151	Retirement	8,688	3,353	8,755	8,904	3,434	8,839	9,880	10,639	19.49%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,933	16,233	33,062	31,665	15,934	31,665	35,496	39,151	23.64%
100	56700	190	Training	3,000	579	1,959	2,700	265	2,700	2,700	2,700	0.00%
			Subtotal	**183,508**	**83,960**	**188,444**	**184,224**	**87,420**	**183,137**	**202,218**	**218,469**	**18.59%**
			CONTRACTUAL SERVICES									
100	56700	210	Telephone	750	415	778	850	362	850	850	892	4.94%
100	56700	212	Seminars and Conferences	3,200	2,858	2,858	4,600	448	3,100	4,600	4,768	3.65%
100	56700	215	Consulting	51,000	6,322	62,832	10,000	10,125	13,000	40,000	40,000	300.00%
				54,950	**9,595**	**66,468**	**15,450**	**10,936**	**16,950**	**45,450**	**45,660**	**195.53%**
			SUPPLIES AND EXPENSE									
100	56700	310	Office Supplies	400	389	602	650	344	750	1,553	1,763	171.19%
100	56700	313	Promotions & Advertising	2,000	75	1,739	1,500	33	1,500	1,500	1,500	0.00%
100	56700	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	56700	320	Memberships/Subscriptions	2,200	1,379	1,751	2,300	973	2,300	2,350	2,434	5.83%
100	56700	330	Mileage Reimbursement	250	0	469	250	0	250	350	406	62.40%
			Subtotal	**4,850**	**1,843**	**4,561**	**4,700**	**1,350**	**4,800**	**5,753**	**6,103**	**29.85%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	56700	702	Contribution--BID/Definitely De Pere	24,000	0	24,000	30,000	30,000	30,000	30,000	30,000	0.00%
100	56700	703	Contribution--Advance	4,100	4,211	4,211	4,300	4,347	4,347	4,400	4,400	2.33%
100	56700	704	Contribution--De Pere Chamber	400	0	0	500	0	500	500	500	0.00%
			Subtotal	**28,500**	**4,211**	**28,211**	**34,800**	**34,347**	**34,847**	**34,900**	**34,900**	**0.29%**
			CAPITAL OUTLAY									
100	56700	811	Capital Equipment	0	1,528	2,260	0	0	0	0	0	0.00%
100	56700	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**1528**	**2,260**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 271,808**	**$ 101,138**	**$ 289,945**	**$ 239,174**	**$ 134,053**	**$ 239,734**	**$ 288,321**	**$ 305,132**	**27.58%**

Geographic Information System (GIS) Services

Program Full Time Equivalents: 1.29

Program Mission:

Develop, implement and maintain a City wide GIS program.

List of Program Service(s) Descriptions:

1) *Citizen / Customer Contact* - Receive requests from citizens which can vary from a map request to information on land records (FEMA, Parcel Dimensions, etc).
2) *Stormwater Utility* – Develop the stormwater billing for the City and maintain the stormwater utility mapping.
3) *Water / Wastewater Utility* – Maintain the water and wastewater utility mapping.
4) *City Web Mapping* – Develop and maintain the city mapping web site for internal and external use.
5) *Citywide Mapping*– Develop and maintain citywide database, which is used by citizens and the city departments.
6) *Training* – Provide citywide GIS training to departments so users can access and work with City data.
7) *Maintenance* -- Maintain custom GIS applications and GIS infrastructure.
8) *Project Management*—As the City's first certified Project Management Professional (PMP), provide project management services for the City in conjunction with Econ. Dev. & Planning Department. Currently managing City-wide ADA Audit.
9) *Drone Program*- Provide comprehensive program administration to the City Drone program.

Important Outputs:

1) *Utilities* – Yearly updates to the City utility network (water, sewer and stormwater). This work also includes the stormwater billing calculations. The utility programs fund this output. The utilities are important to the community for the provision of basic services (water, sewer, and stormwater drainage).
2) *Data Updates:* The department is responsible for maintaining all of the City GIS data, which is used by other departments. Data updates are funded through the tax levy. Data maintenance is critical to the community since many of the City programs functions are tied to the master database.
3) *Departmental Mapping* – Department averages 225 project requests per year. This work is primarily funded through the tax levy. Mapping is important to the community since these maps are used to help complete maintenance of services provided to citizens.

Expected Outcomes:

1) Maintain the Citywide GIS Library.
2) Maintain or increase the access of public land record information to the departments and the community.
3) Provide a centralized source for City data while eliminating data redundancy.

2024 Performance Measures:

1) Provide mapping project/data request confirmation to clients within 24 hours.
2) Implement migration plan phasing out ArcMap for ArcGIS Pro for GIS deparement by December 2024.
3) Database Migration to new version of SQL server by April 2024.
4) Fully impement indoor & tethered drones (team flight training/ PD FD critial process education) by Feb 2024.

2023 Performance Measurement Data (July 2022-August 2023):

1) Provide mapping project/data request confirmation to clients within 24 hours.
   a. Result: Achieved
2) Establish plan for seamless migration from ArcMap to ArcGIS Pro for GIS deparement by December 2023.
   a. Result: Underway. Expected migration plan completed during 4th quarter.
3) Contract procurement for impervious surface data by December 2023.
   a. Result: Underway. Expected procurement completed by December.
4) Conduct ADA Tier II facilities audit by December 2023.
   a. Result: Scheduled for second half of 2023.

Significant Program Achievements:

1) Completed analysis and generated the City storm water utility billing database generating over $2,259,000 in revenue.
2) Completed updates to GIS utility data for storm sewer, sanitary sewer and water distribution systems, totaling over 1 million pieces of data. System supports construction, maintenance, location and planning processes in the City.
3) Completed Water Department mobile data collection app to comply with DNR cross connection inspection requirements.
4) Completed Police Department “Directed Patrol” mobile mapping application.

5) Successfully trained pilots on new aircraft and for FAA Part 107 license exam. Sought and migrated to new FAA airspace authorization provider, saving over $2,400.

Existing Program Standards Including Importance to Community:

1) Maintain / Develop Citywide GIS Infrastructure.
   a. Community Importance.
      i. Allow citizens to access data for information related to their community.
      ii. Allow departments to access data for information related to the departmental needs. (Utilities being a critical service)
2) City Drone Program/ Drone Program Administration.
   a. Community Importance.
      i. Provide life safety/emergency response support for Police and Fire operations such as, search and rescue operations, fire scene operations, Police critical incident support and natural disaster assessments.
      ii. Provide aerial imagery for public relations and social media use.
      iii. Provide inspections for City utility operations, traffic surveys, construction monitoring.
      iv. Provide data and documentation for GIS/Planning systems.
      v. Ensure program pilots are FAA licensed and comply with all safety policy procedures.
3) City Project Management.
   a. Community Importance.
      i. Provide public realm project management to meet City goals.
      ii. Provide stakeholder, consultant and vendor management.
      iii. Mentor colleagues on project management methodologies.
      iv. Adds value with diversification of professional services.

Costs and Benefits of Program and Services:

The proposed 2024 GIS program cost is $156,003. The program benefits the community by providing accurate land information data to citizens and internal departments. GIS applications increase productivity, allowing staff to complete daily business more efficiently resulting in enhanced customer service and better decision-making.

2024 Program Objectives:

1) Migrate GIS Department to ArcGIS Pro software.
2) Develop digital tools for Police and Fire Department to increase public safety.
3) Leverage ESRI ELA licensing to deploy GIS solutions more visible to the public, including new web mapping and story mapping of community interest/benefit. We will further improve efficiency through the use of mobile systems and GIS technology.
4) Complete calculations and billing for the storm water utility.
5) Provide Project Management for assigned City initiatives.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $4,037 due to COLA and GIS Manager/Project Manager step increase.
2) Hourly wages increased $3,108 due to COLA and GIS Technician step increase.
3) FICA increased $547 to reflect actual trends.
4) Retirement increased $586 to reflect actual trends.
5) Health, Dental, DIB, Life & Workers Comp Ins increased $1,714.
6) Training program funding remains at $5,100 and includes, $4,050 five days ESRI instructor led training to support ArcGIS Pro migration and $750 Project Management professional development, $300 for Development Services Team Building.
7) Seminar and Funding remains at $2,195 and includes $945 WLIA conferences, $215 EWUG conference, $285 for GISP, $750 PMI-NEW Prof. development.
8) Memberships increased $30 and include Wisc. Land Information Assoc. (2), Project Management Institute and PMI-NEW.
9) Mileage increased $200 to reflect trends and anticipated location of 2023 conferences.
10) Capital Equipment include:
$1,125 (This cost is a 50/50 split general fund $1,125/storm utility $1,125) for Technology and FAA testing related to the UAV (drone). Cost includes Aircraft registration, data storage and archival related expenses, accessories necessary for safe flight, software, and contingency fund for unanticipated parts/repairs. $4,485 (This cost is a 50/50 split general fund $4,485 /storm utility $4,485) for SQL Server. $3,400 for replacement GIS desktop computer and peripherals maintaining IT 5-year replenishment schedule. That is a reduction of $765 over the previous year.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Dan Lindstrom

DATE PREPARED: 7/24/23

DESCRIPTION OF PROJECT

Drone related expenses for year six of our City Drone Program.

NEW: X or REPLACEMENT:

PROJECTED COST: $2,250

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**50% Storm Utility $1,125**	**50% General Fund $1,125**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

$1,750- Technology expenses. Costs to support the Drone program for peripheral equipment (additional batteries, cords, propellers), software, data storage and archival related expenses.

$500 for maintenance contingency.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle / Dan Lindstrom

DATE PREPARED: 8/8/23

DESCRIPTION OF PROJECT

Project replaces SQL Server version 2017.

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

PROJECTED COST: $8,970

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$4,485 Storm Utility / $4,485 General Fund	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Project replaces SQL Server version 2017, for all enterprise data housed in City GIS. Update enables latest database enhancements and ensures SQL update prior to end of support for the existing version.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Dan Lindstrom

DATE PREPARED: 7/24/23

DESCRIPTION OF PROJECT

Project will procure one new desktop computer for the GIS department maintaining the five-year replacement schedule established by IT.

NEW: or REPLACEMENT: X

PROJECTED COST: $3,400

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**100%**	**$3,400**
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Desktop computers are the primary tool of the GIS department. Replenishment needed for creation and maintenance of all mapping data.

Project replaces 1 workstation computer and peripheral equipment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

GIS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	56900	110	Salaries	$ 53,296	$ 23,457	$ 53,082	$ 53,135	$ 25,579	$ 53,135	$ 57,172	$ 57,172	7.60%
100	56900	120	Hourly Wages	36,652	16,192	37,668	39,773	19,092	39,733	42,881	42,881	7.81%
100	56900	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	56900	150	FICA	6,881	3,093	6,783	7,107	3,480	7,104	7,654	7,654	7.69%
100	56900	151	Retirement	5,847	2,239	5,892	6,318	2,431	6,315	6,904	6,904	9.27%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,804	9,696	19,670	19,568	9,639	19,568	21,254	21,282	8.76%
100	56900	190	Training	5,100	1,747	5,911	5,100	0	5,100	5,100	5,100	0.00%
			Subtotal	**127,580**	**56,424**	**129,005**	**131,001**	**60,221**	**130,955**	**140,965**	**140,993**	**7.63%**
			CONTRACTUAL SERVICES									
100	56900	210	Telephone	400	139	428	400	167	400	400	400	0.00%
100	56900	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	56900	212	Seminars and Conferences	2,195	775	1,305	2,195	540	2,195	2,195	2,195	0.00%
100	56900	215	Consulting	0	0	0	0	0	0	0	0	0.00%
100	56900	219	Data	180	0	0	180	0	180	180	180	0.00%
			Subtotal	**2,775**	**914**	**1,733**	**2,775**	**707**	**2,775**	**2,775**	**2,775**	**0.00%**
			SUPPLIES AND EXPENSE									
100	56900	310	Office Supplies	3,000	607	3,168	2,200	80	2,000	2,200	2,200	0.00%
100	56900	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	295	274	513	295	65	304	325	325	10.17%
100	56900	330	Mileage Reimbursement	400	78	175	500	248	450	700	700	40.00%
			Subtotal	**3,695**	**959**	**3,856**	**2,995**	**393**	**2,754**	**3,225**	**3,225**	**7.68%**
			CAPITAL OUTLAY									
100	56900	811	Capital Equipment	1,075	0	0	9,775	5,255	9,255	9,010	9,010	-7.83%
100	56900	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,075**	**0**	**0**	**9,775**	**5,255**	**9,255**	**9,010**	**9,010**	**-7.83%**
			TOTAL	**$ 135,125**	**$ 58,296**	**$ 134,594**	**$ 146,546**	**$ 66,575**	**$ 145,739**	**$ 155,975**	**$ 156,003**	**6.45%**

TOTAL GENERAL GOVERNMENT

City of De Pere
2024 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

Account	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 1,135,129	$ 491,953	$ 1,118,226	$ 1,119,380	$ 547,700	$ 1,097,994	$ 1,209,743	$ 1,220,739	9.05%
120	Hourly Wages	408,621	182,264	417,166	475,857	222,540	469,936	500,622	500,622	5.20%
122	Hourly Wages Part Time	92,030	47,341	95,823	94,675	48,398	98,187	103,908	103,908	9.75%
124	Hourly Wages Board of Health	0	0	0	0	0	0	0	0	0.00%
125	Overtime Wages	1,250	1,577	3,248	3,100	568	2,101	4,600	4,600	48.39%
126	Seasonal Labor	1,200	55,633	116,141	112,130	40,661	81,784	65,400	65,400	-41.67%
128	Hourly Wages--Poll Workers	37,000	10,435	36,658	18,000	15,242	15,242	45,000	45,000	150.00%
150	FICA	121,154	56,166	120,397	130,262	62,660	124,381	138,677	139,518	7.11%
151	Retirement	98,906	38,696	100,133	110,696	41,620	105,093	120,286	121,045	9.35%
152	Health, Dental, DIB, Life and Wks Comp Ins	338,210	170,447	419,152	399,306	182,849	383,719	417,876	424,960	6.42%
190	Training	12,900	3,519	9,211	14,400	1,089	12,340	15,900	15,900	10.42%
192	Tuition Assistance	5,000	3,962	5,145	7,000	1,350	2,000	7,000	7,000	0.00%
193	Organizational Training	2,700	0	2,548	2,825	0	2,000	2,900	2,900	2.65%
	Subtotal	**2,254,100**	**1,061,992**	**2,443,847**	**2,487,629**	**1,164,678**	**2,394,778**	**2,631,913**	**2,651,593**	**6.59%**
	CONTRACTUAL SERVICES									
210	Telephone	18,342	10,323	17,353	17,692	10,212	18,310	19,562	19,604	10.81%
211	Postage	7,900	8,031	8,140	4,325	4,183	4,283	5,030	5,030	16.30%
212	Seminars and Conferences	27,045	9,186	18,550	30,195	5,734	28,951	33,995	34,163	13.14%
213	Inclusiveness Initiatives	0	0	0	0	0	0	0	0	0.00%
215	Consulting	283,593	157,250	337,135	281,750	165,814	300,654	341,482	355,953	26.34%
216	Auditing	12,750	12,911	12,911	13,000	13,905	44,820	27,300	27,300	110.00%
217	Cleaning Service Contract	28,307	12,504	23,770	29,722	12,212	29,722	29,722	29,722	0.00%
218	Cell/Radio	3,848	1,861	3,661	4,328	1,766	4,593	5,135	5,135	18.65%
219	Data	4,430	1,992	4,288	4,430	1,680	4,430	4,980	4,980	12.42%
220	Utilities	48,500	18,743	56,117	51,895	21,114	51,895	51,895	51,895	0.00%
224	Public Notices	6,000	1,433	3,561	6,000	1,947	5,000	6,000	6,000	0.00%
240	Equipment Maintenance	800	500	1,706	800	165	800	800	800	0.00%
290	Other Contractual Services	31,182	9,388	26,517	36,888	7,300	28,000	37,242	37,242	0.96%
	Subtotal	**472,697**	**244,122**	**513,709**	**481,025**	**246,031**	**521,458**	**563,143**	**577,824**	**20.12%**

City of De Pere
2024 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

Account	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	17,700	7,016	19,869	16,975	7,881	15,855	34,553	34,763	104.79%
313	Promotions	2,000	75	1,739	1,500	33	1,500	1,500	1,500	0.00%
314	Cleaning and Maintenance	12,000	3,556	8,723	12,000	6,746	12,000	12,000	12,000	0.00%
315	Publications	2,915	985	1,437	2,420	379	2,315	2,420	2,420	0.00%
320	Memberships/Subscriptions	18,460	13,783	16,894	20,885	14,072	20,451	21,940	23,264	11.39%
324	Medical Supplies	5,000	729	3,639	5,000	2,296	5,000	5,000	5,000	0.00%
330	Mileage Reimbursement	4,885	384	2,601	4,810	846	3,938	6,135	6,191	28.71%
331	Transportation	6,600	2,336	5,186	6,600	2,810	6,600	6,700	6,700	1.52%
340	Operating Suppllies	75,593	24,356	62,326	74,748	27,340	73,800	74,098	102,898	37.66%
351	MCH Grant	8,933	166	3,223	8,933	403	9,229	9,229	9,229	3.31%
352	Radon Grant	0	0	0	0	0	0	0	0	0.00%
354	Childhood Lead Grant	1,877	47	107	1,877	1,477	2,161	2,161	2,161	15.13%
355	Immunization Outreach Grant	7,458	442	2,291	7,458	720	7,799	7,799	7,799	4.57%
358	Preparedness Grant	34,037	32,117	64,825	34,037	32,011	34,417	34,417	34,417	1.12%
359	Prevention Grant	4,294	0	0	4,294	0	4,300	4,300	4,300	0.14%
360	Communicable Disease Grant	3,600	360	3,474	3,600	0	3,600	3,600	3,600	0.00%
361	Agent Record	0	730	6,374	0	2,697	4,000	4,000	4,000	100.00%
370	Leaf Grant			0	0	5,521	0	0	0	0.00%
	Subtotal	**205,352**	**87,083**	**202,706**	**205,137**	**105,232**	**206,965**	**229,852**	**260,242**	**26.86%**
	FIXED CHARGES									
510	Property Insurance	241,100	98,048	95,693	286,737	1,410	103,000	106,000	106,000	-63.03%
524	Misc General Expense	30,000	30,125	67,259	30,000	14,219	40,000	49,000	49,000	63.33%
	Subtotal	**271,100**	**128,173**	**162,952**	**316,737**	**15,630**	**143,000**	**155,000**	**155,000**	**-51.06%**
	GRANTS, CONTRIBUTIONS, INDEM									
702	Contribution--Main Street Program	24,000	0	24,000	30,000	30,000	30,000	30,000	30,000	0.00%
703	Contribution--Advance	4,100	4,211	4,211	4,300	4,347	4,347	4,400	4,400	2.33%
704	Contribution--De Pere Chamber	400	0	0	500	0	500	500	500	0.00%
710	Illegal Taxes/Refunds	7,000	3,589	5,785	7,000	62,657	62,657	7,000	7,000	0.00%
720	Grants and Donations	9,700	2,939	9,925	14,200	13,199	13,200	17,200	19,000	33.80%
	Subtotal	**45,200**	**10,739**	**43,920**	**56,000**	**110,203**	**110,704**	**59,100**	**60,900**	**8.75%**

City of De Pere
2024 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	CAPITAL OUTLAY									
810	Capital Equipment	31,500	48,111	292,673	6,400	28,280	31,437	251,000	124,200	1840.63%
811	Office Equipment	2,275	2,142	9,349	13,675	9,222	13,755	9,010	9,010	-34.11%
830	Furniture	0	0	0	0	0	500	0	0	0.00%
	Subtotal	**33,775**	**50,253**	**302,022**	**20,075**	**37,502**	**45,692**	**260,010**	**133,210**	**563.56%**
	COST REALLOCATIONS									
900	Contingency	0	0	0	0	(6,020)	0	0	0	0.00%
901	Employee Merit Pay	33,584	0	0	34,592	0	0	36,322	36,322	5.00%
911	Reserved Wage and Benefit Funds	93,570	3,360	0	101,407	0	0	207,162	209,594	106.69%
	Subtotal	**127,154**	**3,360**	**0**	**135,999**	**(6,020)**	**0**	**243,484**	**245,916**	**80.82%**
	Total	**$ 3,409,380**	**$ 1,585,722**	**$ 3,669,157**	**$ 3,702,602**	**$ 1,673,255**	**$ 3,422,597**	**$ 4,142,502**	**$ 4,084,685**	**10.32%**

PUBLIC SAFETY

PUBLIC SAFETY EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Police	43.00
Crossing Guards	2.84
Fire	29.90
Building Inspection	2.45
Jail	0.00
TOTAL	**78.19**

Police

Program Full Time Equivalents: 43.0

Program Mission:

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

List of Program Service(s) Descriptions:

1) Provide law enforcement services to community 24 hours per day, 365 days per year
2) Engage community through team policing and community interactions
3) Prevent crime through special initiatives, proactive patrol, and evidence-based best policing practices
4) Ensure motoring safety through traffic enforcement, education, and speed-calming
5) Make arrests through self initiation or court order; process and prosecute suspects
6) Document and store policing events through electronic and conventional means and retrieve upon request
7) Collect, store and dispose of case evidence and found property
8) Conduct case follow-up through specialized investigations and assist District Attorney's office with case management
9) Engage school children and provide visible deterrent and quick response through specialized school resource personnel
10) Improve quality of life through Police Social Worker position and other mental health initiatives

Important Outputs:

1) *Crime Prevention* – Although it is hard to measure crimes that were prevented, it is directly related to criminal activity below. The better the prevention the lower the crime rate. This benefits the community in lower insurance rates, increased well-being and an increase in satisfaction in government. Crime prevention is funded through property tax and small grants.
2) *Criminal Activity* – The reduction of crimes in the City, especially those serious crimes like burglary, assault, etc. is a direct reflection of the desirability for people wanting to live and work in De Pere. Increased development and a steady tax base benefit a highly desirable community. Policing services are funded through property taxes and small grants to fund specific enforcement overtime.

3) *Traffic Safety* – Reduced traffic crashes and the severity of damage and injuries for those involved in crashes is a huge benefit to the greater community as reduced injury and death is so important, but also lowers insurance rates and reduced damages to property. Additionally, increased positive interaction with citizens increases overall satisfaction with policing services. Traffic safety is funded through property taxes and small grants for specialized traffic enforcement (drunk driving, seat belts, pedestrian crossings, etc.). Funding is through general property taxes. The department also participates in several traffic safety overtime operations funded by Wisconsin DOT Grants including OWI Task Force, Click it or Ticket, and Speedwave. Additionally, revenue generated through fines and forfeitures increases the general fund.
4) *Case management* – Increased closure rates and clearance of criminal cases is beneficial to the department and to the community for the purpose of accountability. Criminal or ordinance violation prosecution is an important step in the criminal justice system and without it the other steps leading to it are wasted. The closure of a case allows the victim to have peace of mind and the community to continue faith in city policing abilities. The funding for detectives and police officers for case management is through property taxes.

Expected Outcomes:

1) Continue law enforcement services in the community on 24/7/365 basis to maintain an orderly and safe community
2) Increased engagement with the community through the use of community policing and other interactions while continuing to develop citizen relationships and increased department transparency to build and maintain trust
3) Maintain crime prevention efforts through special initiatives and proactive patrol concentrating on preventable negative activity and working closely with neighborhood groups to ensure two-way communication and responsiveness
4) Increased motorist and pedestrian safety through traffic enforcement and education efforts while concentrating on reducing both the volume and severity of traffic crashes and injuries
5) Maintain community safety by identifying prolific offenders, making arrests through self-initiation or court order, and processing and prosecuting criminal suspects. Through this a decrease in measurable criminal activity should be realized
6) Documenting, storing, and retrieving police incident data while increasing efficiency in handling the information
7) Collection, storage and disposal of case evidence and found property. Attempting to increase efficiency through data driven reports to allow purging of evidence once no longer needed for court processes.
8) To increase crime clearance rates, case follow-up through specialized investigations and assistance to the District Attorney's office with case management will be conducted
9) Increase engagement with area school children and provide the visible deterrent and quick response to a problem through specialized school resource personnel
10) Increased quality of life through service referrals and welfare checks completed by the Police Social Worker

2024 Performance Measurement:

1) Increase personal interactions between the department and the community, particularly neighborhood watch groups by 50%.

2023 Performance Measures (July 2022 – June 2023):

1) Increase the number of active and organized neighborhood watches in the city by 50% in 2023
   a. Result: The Department successfully recruited 15 new neighborhood watch groups going from 28 to 43, an increase of just over 50%. We look forward to sharing information with the new groups to have even more awareness of neighborhood concerns.
2) Decrease individuals need for police service by 25% in 2023 after Police Social Worker interventions.
   a. Result: It is very difficult to measure mean time between events when it comes to social worker interactions. The Social Worker, John Bushmaker received 213 referrals in 2022 resulting in 365 separate interactions. Some individuals had multiple referrals or interactions. For those with ongoing risks the PSW assisted the department with developing response plans and engaging outside service agencies.

Significant Program Achievements:

1) Decreased fuel usage and costs through use of Hybrid squads, police motorcycle, and bicycles.
2) Continued use of Body Worn Cameras to document officer/citizen actions, collect evidence, and to ensure unbiased records and one-sided views
3) Increased staff preparedness through mass casualty and active shooter response trainings
4) Continue team policing through the community policing philosophy
5) Continued training school district staff on active threat response.

Existing Program Standards Including Importance to Community:

1) The police department responds to all calls for service in the City of De Pere and assists other agencies as requested. Response to calls for service for emergency situations are done immediately, non-emergency but high priority calls are with 5 minutes and non-emergency low priority situations within a maximum of 30 minutes. It is important to the community because requests are handled in a timely manner, citizens are safer, injury can be minimized, lives can be saved, property safeguarded and law enforcement can engage in enforcement action on behalf of the victims and suspects.

2) Criminal case investigations are mandatory in cases where identifiable solvability factors are present. Cases that do not have a possibility of being solved are documented and filed for later use or follow-up. The resolution of criminal cases through suspect identification and arrest follow-up by quality criminal investigations increases victim satisfaction and prosecutable cases resulting in positive community satisfaction.
3) Nearly 100% of all school age children in nine public schools in two school districts have personal contact with school resource officers during the school year. School interaction by police increases positive reinforcement and prevents crime through presence, counseling and enforcement action and provides police/teacher/student role modeling.
4) Crime prevention is a required segment of a patrol officer's day. The department requires at least four personal contacts with a person per day through traffic enforcement, field interviews, meet and greets, business talks, presentations, etc. Crime Prevention reduces or eliminates criminal activity thereby increasing community satisfaction and reducing investigative and personnel costs.
5) As part of Team Policing, department personnel regularly participate in individual and group specialized enforcement for traffic, criminal, surveillance, task forces, etc. As a result, the community should experience a reduction of criminal and municipal violations, an increase in citizen contact, increased safety of citizens and motoring public, and suspect identification and victim resolution.
6) Record keeping is an important and necessary element of policing services. The department must maintain a 100% accuracy rate for stored information. It is important because documents and evidence stored in a safe manner are available for later retrieval, aid in the follow up and prosecution of various cases, a timely response to citizen, insurance, and attorney requests and as an institutional memory for significant events. The department responds to all requests for records.

Costs and Benefits of Program and Services:

The proposed 2024 Police program cost is $6,377,417. The program benefits the community by providing citizens with a wide range of high-quality policing and administrative services performed by highly trained, well equipped, and prepared officers and staff.

2024 Program Objectives:

1) Implement Community Policing Officers (CPs)
2) Continue to enhance officer preparedness for active shooter / mass casualty criminal events
3) Continue efforts to become more paperless, leveraging IT resources and digital storage, while enhancing efficiency
4) Continue bicycle safety program throughout jurisdiction
5) Continue mountain bike patrol program

6) Enhance the department's efforts at recruitment and retention to avoid future potential staffing shortfalls
7) Improve police department facilities and catch up on overdue maintenance such as painting exterior doors
8) Enhance officer wellness initiatives including the Peer Officer Support Team (POST)
9) Continue policy and procedure updates
10) Continue building morale and camaraderie in various work groups and in personnel overall
11) Build neighborhood watch programs and commitment by police personnel in crime prevention

2024 Budget Significant Expenditure Changes:

1) Salaries increased by $131,082 due to stepping increases among salaries personnel and the addition of a Captain position.
2) Hourly Wages Part Time increased $19,200 due to the addition of two Community Services Officers.
3) Overtime increased by $69,000 due to hourly wage increases, an increase in arrests, overtime from new special events and 50 percent event overtime billing.
4) FICA increased $22,227 due to wage increases and the addition of a Captain position.
5) Retirement increased $78,425 due to wage increases, increase in WRS contribution and the addition of a Captain position.
6) Health and Dental Insurance increased $88,086 due to higher costs and the addition of a Captain position.
7) Training expenditures include mandatory state law enforcement certification, recertification, technology training, legal updates, management training, training supplies, and performance improvement training as necessary. The department's training costs for mandatory training are approximately $550 per person per year. In addition, the department wishes to enhance its level of preparedness for active shooter / mass casualty events.
8) Seminars/Conferences for 2024 include DOJ Technology Conference $500, Wisconsin Chiefs of Police Conference $460, Open Records Updates $600, Police Executive Group training $700, FBI National Academy Association meetings $600 and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences.
9) Consulting includes the cost of the Body Worn Camera payment, which increased by $2,650 over 2023 rates in order to activate GPS display of officer locations during high-risk calls. This feature is in use county-wide, except for De Pere Police as it was not included in our 5 year contract. Consulting also includes: Jotform electronic mobile forms processing for Parking and Crossing Guards at $750, OWI blood draw costs at hospitals $1,500, language line translators $500, LexisNexis data services $4,650, vehicle evidence towing fees $500, animal care (Humane Society, veterinarian. etc.) $5,000, Personnel Evaluations $500, PEP testing for Officer Candidates $500, and Background Investigations and associated travel for new officers $1200, and for other related testing and services in this category $350.
10) Cell/Radio Services increased $1,500 due to adding connectivity for 2 additional City Surveillance Camera Systems in parks with no internet connectivity.

11) Other Contractual Services is for software maintenance agreements, Copier and Printer Lease and maintenance, HVAC systems in the department and a new item – costs associated with records management connected to the City of Green Bay through the Brown County Sheriff Department. The costs include Tyler Works (scheduling) $6,421, Ocean (undercover video recording) $100, NetMotion increased to $5,300 (secure network connections for mobile users) and Records Management $18,500.
12) Office Supplies increased to $2,250 for a computer, monitor and scanner for new Captain position.
13) Crime Prevention Program increased by $400 due to an increase in the number of neighborhood watch programs and higher costs of crime prevention related materials.
14) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief/Captains $450, International Assoc. of Chief of Police – Chief/Captains $450, WI Juvenile Officers Assoc.- Liaison Officers $60, FBI National Academy – 2 Captains $220, WI Assoc. for Identification - D/SGT $20, National Assoc. of Working Dogs - K-9 Officer $35, NAWLEE - Business Manager $75.
15) Operating Supplies increased $6,200 because we have a total of 11 officers whose ballistic vests will expire and require replacement in 2024. This is an unusually high number for one year. Most years we have 4-5 scheduled replacements.
16) Guns and Ammo increased $2,550 to allow the department to purchase less lethal “pepperball” launchers for use in situations similar to the barricaded subject in the store restroom, or other areas where Tasers or other less lethal options are not possible and firearm for new Captain position.
17) Operating Supplies – Community Policing increased from $0 to $2,000. We are implementing 2 community policing officer assignments and will need funds to support a more active community policing program for items like brochures, business cards, and to hold more community meetings and events.
18) Uniform Allowances increased $2,050 due to the addition of a Captain and two Community Service Officers.
19) Capital Outlay of $42,500 includes the replacement external ballistic rifle vest plates ($24,500) and honor guard uniforms ($18,000).

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police Jeremy A. Muraski

DATE PREPARED: 08/08/2023

DESCRIPTION OF PROJECT

Replacement of external ballistic rifle vest plates

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

PROJECTED COST: $24,500

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$24,500**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Periodic cleaning and inspection, performed by on duty staff.

PROJECT JUSTIFICATION

These ballistic vest plates are staged in every police vehicle to be worn over an officer's existing ballistic vest to provide an extra layer of protection in high-risk scenarios such as weapons calls or active shooters. Officer's standard vests do not afford completed protection from high-powered rifles. These plates expire after 5 years and lose their certification and need to be replaced regularly every 5 years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police Jeremy A. Muraski

DATE PREPARED: 08/08/2023

DESCRIPTION OF PROJECT

Replacement of Police Honor Guard Uniforms

NEW: or **REPLACEMENT: X**

PROJECTED COST: $18,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$18,000**	**100%**
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Routine cleaning / dry cleaning. Depends on the frequency of use and environment. Expected to be minimal except for use during rain or snow if present at an outdoor funeral in inclement weather.

PROJECT JUSTIFICATION

The Police Department Honor Guard represents the city during important functions such as parades, presentations, and presents the city, state, and national flags during formal events. Further, they attend funerals of police officers, firefighters, and dignitaries lost in the line of duty. They are one of the most visible representations of our department during those tragic events. The current uniforms of the Honor Guard have not been replaced in almost 2 decades. Most have been handed down and altered or re-altered multiple times in an effort to make them fit well enough to present a relatively polished look. They are in dire need of replacement. Further, a more modern design and more durable materials will enhance their look and professionalism, and should also withstand another generation of honor guard members and alterations.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

POLICE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	52100	110	Salaries	$ 482,217	$ 201,912	$ 469,506	$ 504,576	$ 242,434	$ 504,576	$ 537,794	$ 635,658	25.98%
100	52100	120	Hourly Wages	2,986,108	1,237,680	2,825,411	3,157,395	1,420,879	3,157,395	3,244,228	3,244,228	2.75%
100	52100	122	Hourly Wages Part Time	13,000	6,755	15,177	20,000	11,119	20,000	20,000	39,200	96.00%
100	52100	125	Overtime Wages	175,000	105,888	252,778	181,000	137,528	266,000	250,000	250,000	38.12%
100	52100	126	Seasonal Labor	0	0	4,158	0	1,035	1,035	0	0	0.00%
100	52100	150	FICA	278,903	120,369	266,290	294,277	140,744	300,795	308,740	316,505	7.55%
100	52100	151	Retirement	421,864	154,135	406,352	486,736	180,748	497,973	551,146	565,161	16.11%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	682,902	339,059	686,321	761,130	370,874	761,130	816,529	849,216	11.57%
100	52100	190	Training	10,000	6,484	23,092	10,400	6,469	10,400	10,900	10,900	4.81%
			Subtotal	**5,049,994**	**2,172,283**	**4,949,085**	**5,415,514**	**2,511,830**	**5,519,303**	**5,739,337**	**5,910,867**	**9.15%**
			CONTRACTUAL SERVICES									
100	52100	210	Telephone	10,000	4,549	10,110	10,400	5,199	10,400	10,400	10,400	0.00%
100	52100	211	Postage	2,500	866	2,093	2,600	575	2,600	2,600	2,600	0.00%
100	52100	212	Seminars and Conferences	3,000	488	3,220	3,000	2,208	3,000	3,100	3,100	3.33%
100	52100	215	Consulting	37,000	22,250	55,376	66,650	9,251	66,650	72,300	72,300	8.48%
100	52100	217	Cleaning Service Contract	23,500	9,792	24,233	24,900	11,727	23,454	24,900	24,900	0.00%
100	52100	218	Cell/Radio	23,000	8,326	16,588	23,000	11,494	23,000	24,500	24,500	6.52%
100	52100	219	Data	4,000	1,650	3,300	6,000	1,650	6,000	6,000	6,000	0.00%
100	52100	220	Utilities	17,000	13,130	25,263	18,400	13,030	18,400	18,050	18,050	-1.90%
100	52100	240	Equipment Maintenance	26,000	19,666	43,311	26,800	12,158	26,800	28,000	28,000	4.48%
100	52100	290	Other Contractual Services	36,500	26,619	35,978	38,100	31,594	38,100	41,100	41,100	7.87%
			Subtotal	**182,500**	**107,336**	**219,472**	**219,850**	**98,885**	**218,404**	**230,950**	**230,950**	**5.05%**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

POLICE

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			SUPPLIES AND EXPENSE									
100	52100	310	Office Supplies	7,000	3,594	6,490	7,200	2,784	7,200	7,450	9,450	31.25%
100	52100	312	Crime Prevention Program	2,000	91	1,692	2,000	22	2,000	2,400	2,400	20.00%
100	52100	314	Cleaning and Maintenance	27,850	5,509	8,698	28,850	1,871	28,850	30,000	30,000	3.99%
100	52100	315	Publications	200	91	165	200	0	0	200	200	0.00%
100	52100	320	Memberships/Subscriptions	1,500	720	1,715	1,500	565	1,500	1,500	1,500	0.00%
100	52100	330	Mileage Reimbursement	300	0	177	0	0	0	0	0	0.00%
100	52100	331	Transportation/Fuel	52,000	41,102	74,081	77,500	32,629	73,650	73,650	73,650	-4.97%
100	52100	340	Operating Supplies	22,000	8,639	24,552	22,800	6,476	22,800	28,000	29,000	27.19%
100	52100	343	Guns and Ammo	10,000	3,479	11,085	10,400	2,135	10,400	12,500	12,950	24.52%
100	52100	349	Operating Supplies - Community Policing	0	0	1,655	0	0	0	2,000	2,000	100.00%
100	52100	360	Radar/Communications Equip	10,000	4,045	8,431	10,400	1,533	10,400	10,900	10,900	4.81%
100	52100	362	Emergency Voucher Program	0	162	(677)	0	162	162	0	0	0.00%
100	52100	390	MISC.	1,000	19	469	1,000	9,359	1,000	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	18,000	4,485	17,061	18,000	7,303	18,000	18,500	20,050	11.39%
100	52100	393	Parking Tickets - State	0	(102)	14	0	(196)		0	0	0.00%
			Subtotal	**151,850**	**71,834**	**155,609**	**179,850**	**64,643**	**175,962**	**188,100**	**193,100**	**7.37%**
			CAPITAL OUTLAY									
100	52100	810	Capital Equipment	0	9,974	225,735	3,500	5,745	5,745	423,901	42,500	1114.29%
			Subtotal	**0**	**9,974**	**225,735**	**3,500**	**5,745**	**5,745**	**423,901**	**42,500**	**1114.29%**
			TOTAL	**$ 5,384,344**	**$ 2,361,427**	**$ 5,549,901**	**$ 5,818,714**	**$ 2,681,103**	**$ 5,919,414**	**$ 6,582,288**	**$ 6,377,417**	**9.60%**

Crossing Guards

Program Full Time Equivalents: 2.84

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Maintain job related injuries at 0% through June 2024 through use of training and specialized equipment.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Maintain job related injuries at 0% through June 2023 through use of training and specialized equipment.
   a. Result: We had zero reported job-related injuries for 2022-2023 school year.

Significant Program Achievements:

1) No injuries or deaths to school children in 2022-2023 school year
2) All crossing guards participated in specific traffic control training
3) Icy weather foot traction equipment distributed and used by guards

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Crossing Guard program cost is $98,013. The program benefits the community by providing young citizens with a safe place to cross specific busy intersections to and from public and private schools.

2024 Program Objectives

1) Continue safety priority of students utilizing crossing guard assisted locations
2) Maintain adequate substitute guard pool to supplement existing regular guard locations when regular guard unable to perform crossing duties.
3) Police patrol monitoring of crossing locations to assist guards.

2024 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life and Workers Comp decreased $197 to reflect actual costs.
2) Training - $600 for mandatory training at the start of each year.
3) Mileage Reimbursement decreased $400 to reflect
4) Operating Supplies increased $1,750 to reflect

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

CROSSING GUARDS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	$ 87,322	$ 41,135	$ 73,064	$ 89,764	$ 41,497	$ 83,000	$ 89,764	$ 89,764	0.00%
100	52110	150	FICA	1,266	611	1,059	1,302	617	1,234	1,302	1,302	0.03%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,768	(9,887)	(8,043)	2,594	1,553	2,399	2,397	2,397	-7.61%
100	52110	190	Training	600	0	0	600	0	600	600	600	0.00%
			Subtotal	**91,956**	**31,859**	**66,080**	**94,260**	**43,667**	**87,233**	**94,063**	**94,063**	**-0.21%**
			SUPPLIES AND EXPENSE									
100	52110	330	Mileage Reimbursement	1,600	580	1,180	1,600	600	1,200	1,200	1,200	-25.00%
100	52110	340	Operating Supplies	1,000	175	175	1,000	0	1,000	2,750	2,750	175.00%
			Subtotal	**2,600**	**755**	**1,355**	**2,600**	**600**	**2,200**	**3,950**	**3,950**	**51.92%**
			TOTAL	**$ 94,556**	**$ 32,614**	**$ 67,435**	**$ 96,860**	**$ 44,267**	**$ 89,433**	**$ 98,013**	**$ 98,013**	**1.19%**

Fire Rescue Department

Program Full Time Equivalents: 29.90

Paid on Call: 24

Program Mission:

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

List of Program Service(s) Descriptions:

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

is yet to be determined. The department's staff needs to be trained in all aspects of communication. This program must include maintenance, coordination and systems updates.

Important Outputs:

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

Expected Outcomes:

1) *Emergency Medical Services* – Provide high quality, critical emergency pre-hospital lifesaving care in high stress environments.
2) *Fire Rescue Response* – Provide high quality incident management and coordinated response to all fire and rescue incidents within the City; contracted response areas, auto-aid partners and to mutual aid locations.
3) *Training* – Provide a comprehensive training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they may encounter in their pursuit to protect the citizens and themselves, as well as conserving property.
4) *Maintenance* – Maintain response readiness through preventive maintenance; routine and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire rescue department pumps, ladders, hoses and station equipment.
5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, fire and life safety code violations and public education.
6) *Administration, Operations and External Relations* – Provide comprehensive administration and management of the fire rescue department.
7) *Communications* – Implement standard operating guidelines for improved communications and coordination during incident responses. Coordinate with Brown County Communications Center to improve our Mobile Data Computer (MDC) system and incorporate the County's new Computer Aided Dispatch (CAD) system into our department.

2024 Performance Measures:

1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city should be in accordance with NFPA Standard 1720. Emergency medical care providers should have a turnout time of not more than one minute and an on-scene time of four minutes, five minutes total response time or less, at least 90% of the time. Advanced life support capabilities should arrive on scene within nine minutes of initial dispatch time.
2) *Fire Rescue Response* – De Pere Fire Rescue should respond to all structure fire alarms in accordance with NFPA Standard 1720. Response for the initial fire unit on scene should be one minute twenty seconds turnout time and on scene in four minutes or less, five minutes twenty seconds total response time. The full fire alarm assignment should arrive on scene within nine minutes of initial dispatch time with a minimum of 17 personnel.

2023 Performance Measurement Data (August 2022 – July 2023):

Fire and Emergency Medical Service Responses

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

a) From 8/1/22 through 7/31/23, The department met the above initial response criteria 87% of the time.

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

a) From 8/1/22 through 7/31/23, The department met the above response criteria 98% of the time.

The non-emergent responses do not require the use of lights or siren during the response; therefore, response times are slower than emergent. The department averaged 5.5 minutes per non-emergent response.

Significant Program Achievements:

1) Continued to lead and collaborated multi-jurisdictional public safety entities in integrated threat preparation and training.
2) Update and implemented department wide policy management software (Lexipol).
3) Dr. Bob Zemple continues the oversight program, which includes; response preparation, on-line and off-line medical direction, as well as continuing education, which included training at start of the art simulation lab.
4) Our Stay-at-Home Assistance Program continues to support a comprehensive approach to assist our elderly citizens to safely and securely remain in their own homes as long as possible in conjunction with the Health Department.
5) We were again awarded the Coverdell grant supporting post stroke patient follow-up in conjunction with the Health Department.
6) The two 2023 fire prevention inspection cycles will be successfully completed. We conducted approximately 1,900 inspections.
7) Successfully on boarded 7 new Paid-on-Premise employees to support daytime operations.
8) Implemented therapy dog program.

Existing Program Standards Including Importance to Community:

1) More than 82% of all alarms for De Pere Fire Rescue are for emergency medical services. It is estimated that the revenue collected from emergency transports will be approximately $950,000 for 2024, which includes contracts with the Towns of Lawrence, Ledgeview, and the Village of Ashwaubenon.
2) De Pere Fire Rescue also provides fire protection and related services to our citizens and visitors.
3) De Pere Fire Rescue maintains fire department facilities and equipment to effectively support our mission. We are a workforce assigned to 24-hour shifts and prioritize maintenance of Stations #1 and #2, as well as all department equipment when not involved in emergency medical and fire protection response.

Costs and Benefits of Program and Services:

The proposed 2024 budget for De Pere Fire Rescue is $4,666,996. The program benefits the community by providing citizens with a wide range of high-quality fire and rescue services by highly trained and prepared staff.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $35,344 due to cost of living and market increase.
2) Retirement increased $44,629 due to market increase.
3) Vaccinations increased $30,000 due to the fact that the department should complete NFPA firefighter physicals annually.
4) Training is funding to provide for all department training.

5) Seminars/Conferences is funding for professional development. These include FDIC, Image Trend annual conference, Wisconsin Fire Chief's Annual Conference, Wisconsin Association of Emergency Vehicles, LifeQuest Services CADS Conference, WI DOJ Active Shooter Conference, etc.
6) Consulting is funding for outside services. This includes annual ambulance billing/administrative fees from LifeQuest Services, and recurring maintenance fees for numerous software programs, i.e.Image Trend, CrewSense, Lexipol, KNOX BOX and PS Tracks.
7) Data increased $1,000 due to the device wireless connectivity charges.
8) Utilities increased $10,000 due to actual increase.
9) Memberships/Subscriptions is for professional organizations. These include Brown County Fire Chief's Association, Brown County MABAS 112, Wisconsin State Fire Chief's Association, International Association of Fire Chiefs, Wisconsin EMS Association, International Association of Arson Investigators.
10) Transportation increased $12,000 due to actual increase.
11) Capital Equipment: replace three (3) Toughbooks and docking stations - $11,000.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT

Replace three (3) Mobile Data Terminals (MDT) and docking stations in our emergency response vehicles.

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

PROJECTED COST: $11,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$11,000**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The IT Department recommends replacing our existing hardware that are currently 4-5 years old. We've seen a high failure rate over the last few months in specific vehicles and currently have zero spares.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 4**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

FIRE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	52200	110	Salaries	$ 522,287	$ 206,662	$ 515,367	$ 551,940	$ 262,069	$ 551,940	$ 587,284	$ 587,284	6.40%
100	52200	120	Hourly Wages	2,077,304	871,191	2,053,726	2,060,621	931,377	2,060,621	2,125,477	2,125,477	3.15%
100	52200	122	Hourly Wages Part Time	19,055	9,161	12,070	19,055	0	0	0	0	0.00%
100	52200	125	Overtime Wages	110,000	60,779	173,525	115,000	50,324	115,000	115,000	115,000	0.00%
100	52200	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	52200	129	Hourly Wages -- POC/POP FF	125,000	48,166	106,019	135,000	49,549	100,000	135,000	135,000	0.00%
100	52200	150	FICA	44,885	19,524	44,770	45,643	20,920	44,859	47,415	47,415	3.88%
100	52200	151	Retirement	423,985	157,640	443,334	487,187	175,212	487,187	531,816	531,816	9.16%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	576,688	317,327	712,073	653,333	314,486	653,333	667,717	684,554	4.78%
100	52200	155	Vaccinations/Physicals	0	194	611	0	457	500	30,000	30,000	100.00%
100	52200	190	Training	4,000	3,923	10,038	14,000	5,438	14,000	14,000	14,000	0.00%
100	52200	191	Training Act 102	0	(8,420)	3,077	0	(11,118)	0	0	0	0.00%
			Subtotal	**3,903,204**	**1,686,147**	**4,074,610**	**4,081,779**	**1,798,714**	**4,027,440**	**4,253,709**	**4,270,546**	**4.62%**
			CONTRACTUAL SERVICES									
100	52200	210	Telephone	7,200	4,066	7,200	9,000	4,091	9,000	9,000	9,000	0.00%
100	52200	211	Postage	200	92	152	200	177	200	200	200	0.00%
100	52200	212	Seminars and Conferences	9,000	4,815	6,690	9,000	3,250	9,000	9,000	9,000	0.00%
100	52200	215	Consulting	91,080	6,338	91,583	115,000	61,163	115,000	115,000	115,000	0.00%
100	52200	219	Data	6,000	2,807	5,492	6,000	2,612	6,000	7,000	7,000	16.67%
100	52200	220	Utilities	17,000	13,589	27,111	17,000	13,483	27,000	27,000	27,000	58.82%
100	52200	240	Equipment Maintenance	53,000	19,832	66,068	53,000	34,737	53,000	55,000	55,000	3.77%
			Subtotal	**183,480**	**51,541**	**204,297**	**209,200**	**119,514**	**219,200**	**222,200**	**222,200**	**6.21%**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

FIRE

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			SUPPLIES AND EXPENSE									
100	52200	310	Office Supplies	4,000	671	2,701	4,000	1,135	4,000	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	4,250	1,143	3,577	4,250	1,506	4,250	4,250	4,250	0.00%
100	52200	320	Memberships/Subscriptions	2,000	1,238	1,540	2,000	1,366	2,000	2,000	2,000	0.00%
100	52200	324	Medical Supplies	40,000	7,820	46,660	40,000	28,795	40,000	40,000	40,000	0.00%
100	52200	328	Fire Prevention/Education Supplies	8,000	2,237	5,748	8,000	1,127	8,000	8,000	8,000	0.00%
100	52200	330	Mileage Reimbursement	7,000	2,306	3,031	7,000	3,229	7,000	7,000	7,000	0.00%
100	52200	331	Transportation	20,000	17,470	28,481	20,000	16,414	32,000	32,000	32,000	60.00%
100	52200	340	Operating Supplies	20,000	8,843	18,855	20,000	5,808	20,000	20,000	20,000	0.00%
100	52200	341	Fire-Emer. Operations Ctr	0	0	0	0	0	0	0	0	0.00%
100	52200	350	Repair and Maintenance Supplies	30,000	15,025	27,053	30,000	8,167	30,000	30,000	30,000	0.00%
100	52200	392	Clothing Allowance	14,550	5,873	24,179	16,000	8,160	16,000	16,000	16,000	0.00%
			Subtotal	**149,800**	**62,627**	**161,826**	**151,250**	**75,707**	**163,250**	**163,250**	**163,250**	**7.93%**
			CAPITAL OUTLAY									
100	52200	810	Capital Equipment	6,500	9,714	34,962	0	0	178,131	605,660	11,000	100.00%
100	52200	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**6,500**	**9,714**	**34,962**	**0**	**0**	**178,131**	**605,660**	**11,000**	**100.00%**
			TOTAL	**$ 4,242,984**	**$ 1,810,029**	**$ 4,475,695**	**$ 4,442,229**	**$ 1,993,935**	**$ 4,588,021**	**$ 5,244,819**	**$ 4,666,996**	**5.06%**

Building Inspection

Program Full Time Equivalents: 2.45

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

1) *Number of Permits Issued / Development (July 2022 to July 2023)* – 1,732 total building and mechanical permits were issued through July 2021 (28% increase from 2021/2022). Over the past year the Department also issued additional permits for driveways, fences, pools, change of use, wrecking, and other items. Permits issued benefit the city by assuring that construction projects meet code.
2) *Commercial Permit Review* – De Pere received commercial permit delegation for projects up to 50,000 cubic feet in 2018. In-house plan review typically yields a permit in 3-5 days. Projects submitted to the State often wait 4-6 weeks before the plan set is even reviewed. So far in 2023, the City has completed 19 plan reviews.
3) *Consistent Development* – The City of De Pere continues to be a progressive and desirable community in which to build and live. Recent annexations and subdivision approvals will help meet the demand for single-family lots. Businesses

continue to build and expand in the business parks. Between July 2022 and July 2023, the City issued 41 new single-family and 3 two-family building permits.

4) *Public Education*– Numerous building permits and construction information funded through permit fees have been prepared and/or revised for dissemination on the city website, in the office and on via the City social media pages.
5) *Code Enforcement*- Complaint initiated response and follow-up in order to preserve and maintain public health, safety and welfare of community in the area of building and zoning code. From July 2022 to July 2023, Building Inspection Division tracked 199 documented complaints, which totaled over 1600 hours of administrative, inspections, re-inspection, citations and resolution.

Expected Outcomes:

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

2024 Performance Measures:

1) Conduct at least ten code enforcement and nuisance property team meetings in order to provide an interdepartmental approach to challenged properties by November 2024.
2) Implement new departmental structure with code enforcement/compliance position (July 2024).
3) Work with Law Department, Police Department, and Development Services Director to draft and approve code enforcement policy to present to the Common Council for approval (April 2024).

2023 Performance Measurement Data (July 2022 – July 2023):

1) Implement on-line plan submittal by September 2023.
   a. Result: Ongoing
2) Conduct at least ten code enforcement and nuisance property team meetings in order to provide an interdepartmental approach to challenged properties by December 2023.
   a. Result: Between 2022 and 2023, we had approximately 10 staff meetings with Police, Fire, Health, Building, Street Department and Legal. The Code Enforcement and Compliance Task Force meets monthly to discuss various nuisance properties and other enforcement issues.
3) Work with Planning to update the 2022-year end housing report in January of 2023.
   a. Result: Completed
4) Complete Sign reformat for the website and public information page and social media for the new sign ordinance.
   a. Result: Completed

Significant Program Achievements:

1) Significant increase in plan review. Plan review for one and two-family dwellings, alterations, additions, accessory buildings, decks, pools, fences and other small permits increased by 30+ percent from 2022.
2) Started training programs at the building sites for contractors and trades people.
3) Issued appropriate building and mechanical permits and completed inspections.
4) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.
5) Provide on-site code training in association with the Brown County Home Builders Association.
6) Provide state-wide code training to the all the Associations and trades people (Winter Code Updates).

Existing Program Standards Including Importance to Community:

1) Review and issue permit for small commercial projects.
   a. Community Importance.
      i. Allows permit applications that previously were reviewed by the state to be reviewed internally, on a much shorter timeline.
      ii. Increases the amount of small commercial projects that begin with a permit.

2) Permits are required for residential and commercial projects.
   a. Community Importance.
      i. Provides for safe and healthy buildings.
      ii. Establishes a routine schedule for community involvement.
3) Sign permits are required for replacement or new signage.
   a. Community Importance.
      i. Provides for orderly signage display within the community.
4) Complaint initiated Code Enforcement and necessary follow up.
   a. Community Importance.
      i. Addresses property maintenance and other Code issues in the community.
      ii. Opportunity to engage with property owners to educate and strive for compliance.

Costs and Benefits of Program and Services:

The proposed 2024 Building Inspection budget as part of the Development Services Department is $333,559. The program benefits the community by providing citizens with safe and code-compliant housing and commercial development. The program also benefits the community by supporting stable residential, commercial and industrial properties that provide citizens the opportunity to live and work within the same community. The 2024 budget represents a $26,326 or 8.57% increase over the previous budget, and all was directly related to wages, salary, retirement, and benefits. The rest of the budget was balanced with other anticipated cost increases and decreases.

2024 Significant Budget Expenditure Changes:

1) Salary wages increased $5,671 due to COLA and trends.
2) Hourly wages increased $10,427 due to COLA and Building Inspector reclassification.
3) FICA increased by $1,231 due to reflect actual trends.
4) Retirement increased $1,290 due to reflect actual trends.
5) Health, Dental, DIB, Life & retirement, FICA, Wks Cmp Ins) increased by $7,507 due to actual trends and a 10% increase in premium rates.
6) Training. No change. Training includes attendance at the commercial permit class ($2,000), certification training and exams ($400), department training ($300) and administrative training ($300).
7) Seminars and Conferences. No change. League of WI Municipalities Building Inspectors Institute ($1,000). Various Building Inspectors Association of Northeast Wisconsin (BIANEW) events ($500).

8) Consulting. No change. $3,500 for INCODE maintenance for online plan submittal and content manager. The budget also includes $1,000 to cover legal department costs for building related items and $3,000 to fund INCODE software maintenance.
9) Office Supplies increased by $600 due to 2023 deferred costs.
10) Memberships and Subscriptions. No change. Includes membership in the Building Inspector's Association of Northeast Wisconsin for 2 Inspectors ($100), International Association of Electrical Inspector Association ($160), International Code Council (ICC) membership ($100), and subscription to the Journal of Light Construction ($120) and plan review/inspection reference books ($410).
11) Transportation decreased by $400 due to anticipated fuel costs trends.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

BUILDING INSPECTION

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	52400	110	Salaries	$ 80,133	$ 35,425	$ 80,149	$ 79,920	$ 40,402	$ 80,803	$ 85,591	$ 85,591	7.10%
100	52400	120	Hourly Wages	87,461	38,758	91,663	98,908	48,249	98,908	109,335	109,335	10.54%
100	52400	125	Overtime Wages	0	161	395	0	13	0	0	0	0.00%
100	52400	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	10,000	3,325	8,643	10,000	3,713	8,000	10,000	10,000	0.00%
100	52400	150	FICA	12,966	5,675	12,601	13,825	6,827	13,864	15,057	15,057	8.91%
100	52400	151	Retirement	10,894	4,208	11,182	12,160	4,832	12,220	13,450	13,450	10.60%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	70,595	32,576	69,221	71,954	34,320	71,954	77,938	79,461	10.43%
100	52400	190	Training	2,000	2,568	1,784	3,000	480	2,500	3,000	3,000	0.00%
			Subtotal	**274,049**	**122,695**	**275,639**	**289,768**	**138,835**	**288,249**	**314,371**	**315,894**	**9.02%**
			CONTRACTUAL SERVICES									
100	52400	210	Telephone	1,391	531	1,446	1,200	586	1,200	1,200	1,200	0.00%
100	52400	212	Seminars and Conferences	1,500	164	164	1,500	693	1,500	1,500	1,500	0.00%
100	52400	215	Consulting	4,200	5,100	6,154	7,500	0	7,000	7,500	7,500	0.00%
100	52400	218	Cell/Radio	1,074	487	1,011	1,075	481	1,075	1,075	1,075	0.00%
100	52400	240	Equipment Maintenance	1,000	81	716	1,000	832	1,000	1,000	1,000	0.00%
			Subtotal	**9,165**	**6,363**	**9,490**	**12,275**	**2,593**	**11,775**	**12,275**	**12,275**	**0.00%**
			SUPPLIES AND EXPENSE									
100	52400	310	Office Supplies	1,500	274	1,418	900	1,444	1,600	1,500	1,500	66.67%
100	52400	320	Memberships/Subscriptions	800	344	566	890	316	890	890	890	0.00%
100	52400	331	Transportation	2,000	1,657	2,850	3,400	1,607	3,215	3,000	3,000	-11.76%
			Subtotal	**4,300**	**2,275**	**4,833**	**5,190**	**3,367**	**5,705**	**5,390**	**5,390**	**3.85%**
			CAPITAL OUTLAY									
100	52400	810	Capital Equipment	0	0	0	0	0	0	40,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**	**0**	**0.00%**
			TOTAL	**$ 287,514**	**$ 131,334**	**$ 289,963**	**$ 307,233**	**$ 144,796**	**$ 305,729**	**$ 372,036**	**$ 333,559**	**8.57%**

Jail

Program Full Time Equivalents: 0

Program Mission:

House prisoners in a secure environment

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Reduce jail costs by 10% by attempting to increase the number of releases of low-level, non-violent offenders from custody to responsible persons in 2023.

2023 Performance Measures:

1) Reduce jail costs by 10% by increasing the number of releases of low level offenders from custody to responsible persons in 2023.
   a. Result: The lull in the number of in-custody arrests and longer term jail placements due to the COVID-19 outbreak has ended and our arrest numbers have continued to climb since. The costs for the jail for 2023 are still slightly higher than the average over the past few years. We are on pace to be closer to $7,500.

Significant Program Achievements:

1) Satisfactorily provided a secure housing environment for persons arrested in the City of De Pere

Existing Program Standards Including Importance to Community:

In each call for service an officer must first make a decision to either arrest a person or issue a citation based on the issue at hand, the demeanor of the person, the ability to post a bond, an outstanding court order, or other factors like intoxication, injury, seriousness of offense, etc. A person may be arrested but able to post bond and the person is thus transported to the police station. However, in some cases the person must be transported to the county jail for holding on municipal charges based on the factors previously stated. In misdemeanor or felony cases, particularly violent felonies, there is very little discretion. Having the ability to house disorderly persons is important to the safety of the community.

Costs and Benefits of Program and Services:

The proposed 2024 Police program cost is $7,750. The program benefits the community by providing citizens and the police a safer place to house court ordered and self-initiated arrestees awaiting adjudication through the court systems.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Change:

1) Jail housing fees increased by $2,500 due to increased arrests / prisoner housing trends.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

JAIL

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			CONTRACTUAL SERVICES									
100	52700	219	Data	$ 250	$ 87	$ 280	$ 250	$ 103	$ 250	$ 250	$ 250	0.00%
100	52700	222	Jail	6,000	1,120	2,360	5,000	3,960	7,920	7,500	7,500	50.00%
100	52700	240	Equipment Maintenance	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**6,250**	**1,207**	**2,640**	**5,250**	**4,063**	**8,170**	**7,750**	**7,750**	**47.62%**
			TOTAL	**$ 6,250**	**$ 1,207**	**$ 2,640**	**$ 5,250**	**$ 4,063**	**$ 8,170**	**$ 7,750**	**$ 7,750**	**47.62%**

TOTAL PUBLIC SAFETY

City of De Pere
2024 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

TOTAL PUBLIC SAFETY

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 1,084,637	$ 443,999	$ 1,065,022	$ 1,136,436	$ 544,905	$ 1,137,319	$ 1,210,669	$ 1,308,533	15.14%
120	Hourly Wages	5,150,873	2,147,629	4,970,801	5,316,924	2,400,505	5,316,924	5,479,040	5,479,040	3.05%
121	Hourly Wages Crossing Guards	87,322	41,135	73,064	89,764	41,497	83,000	89,764	89,764	0.00%
122	Hourly Wages Part Time	32,055	15,915	27,247	39,055	11,119	20,000	20,000	39,200	0.37%
125	Overtime Wages	285,000	166,829	426,698	296,000	187,865	381,000	365,000	365,000	23.31%
126	Seasonal Labor	0	0	4,158	0	1035	1,035	0	0	0.00%
127	Hourly Wages Plumbing Inspector	10,000	3,325	8,643	10,000	3,713	8,000	10,000	10,000	0.00%
129	Hourly Wages POC FF	125,000	48,166	106,019	135,000	49,549	100,000	135,000	135,000	0.00%
150	FICA	338,020	146,178	324,720	355,047	169,108	360,752	372,513	380,278	7.11%
151	Retirement	856,743	315,984	860,867	986,083	360,792	997,380	1,096,412	1,110,426	12.61%
152	Health, Dental, DIB, Life & Wks Cmp Ins	1,332,953	679,074	1,459,572	1,489,011	721,233	1,488,816	1,564,581	1,615,628	8.50%
155	Vaccinations	0	194	611	0	457	500	30,000	30,000	100.00%
190	Training	16,600	12,975	34,915	28,000	12,387	27,500	28,500	28,500	1.79%
191	Training Act 102	0	(8,420)	3,077	0	(11,118)	0	0	0	0.00%
	Subtotal	**9,319,203**	**4,012,984**	**9,365,414**	**9,881,320**	**4,493,047**	**9,922,226**	**10,401,479**	**10,591,369**	**7.19%**
	CONTRACTUAL SERVICES									
210	Telephone	18,591	9,146	18,756	20,600	9,876	20,600	20,600	20,600	0.00%
211	Postage	2,700	958	2,245	2,800	752	2,800	2,800	2,800	0.00%
212	Seminars and Conferences	13,500	5,467	10,074	13,500	6,151	13,500	13,600	13,600	0.74%
215	Consulting	132,280	33,688	153,112	189,150	70,414	188,650	194,800	194,800	2.99%
217	Cleaning Service Contract	23,500	9,792	24,233	24,900	11,727	23,454	24,900	24,900	0.00%
218	Cell/Radio	24,074	8,813	17,599	24,075	11,975	24,075	25,575	25,575	6.23%
219	Data	10,250	4,544	9,073	12,250	4,365	12,250	13,250	13,250	8.16%
220	Utilities	34,000	26,720	52,374	35,400	26,513	45,400	45,050	45,050	27.26%
222	Jail	6,000	1,120	2,360	5,000	3,960	7,920	7,500	7,500	50.00%
240	Equipment Maintenance	80,000	39,579	110,095	80,800	47,727	80,800	84,000	84,000	3.96%
290	Other Contractual Services	36,500	26,619	35,978	38,100	31,594	38,100	41,100	41,100	7.87%
	Subtotal	**381,395**	**166,447**	**435,900**	**446,575**	**225,055**	**457,549**	**473,175**	**473,175**	**5.96%**

City of De Pere
2024 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

TOTAL PUBLIC SAFETY

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	12,500	4,539	10,609	12,100	5,363	12,800	12,950	14,950	23.55%
312	Crime Prevention Program	2,000	91	1,692	2,000	22	2,000	2,400	2,400	20.00%
314	Cleaning and Maintenance	32,100	6,652	12,275	33,100	3,377	33,100	34,250	34,250	3.47%
315	Publications	200	91	165	200	0	0	200	200	0.00%
320	Memberships/Subscriptions	4,300	2,302	3,821	4,390	2,247	4,390	4,390	4,390	0.00%
324	Medical Supplies	40,000	7,820	46,660	40,000	28,795	40,000	40,000	40,000	0.00%
328	Fire Prevention/Education Supplies	8,000	2,237	5,748	8,000	1,127	8,000	8,000	8,000	0.00%
330	Mileage Reimbursement	8,900	2,886	4,388	8,600	3,829	8,200	8,200	8,200	-4.65%
331	Transportation	74,000	60,229	105,413	100,900	50,651	108,865	108,650	108,650	7.68%
340	Operating Supplies	43,000	17,658	43,582	43,800	12,284	43,800	50,750	51,750	18.15%
343	Guns and Ammo	10,000	3,479	11,085	10,400	2,135	10,400	12,500	12,950	24.52%
349	Operating Supplies-Community Policing	-	0	1,655	0	0	0	2,000	2,000	100.00%
350	Repair and Maintenance Supplies	30,000	15,025	27,053	30,000	8,167	30,000	30,000	30,000	0.00%
360	Other Repairs and Maintenance	10,000	4,045	8,431	10,400	1,533	10,400	10,900	10,900	4.81%
362	Emergency Voucher Program	0	162	(677)	0	162	162	0	0	0.00%
390	MISC.	1,000	19	469	1,000	9,359	1,000	1,000	1,000	0.00%
392	Clothing Allowance	32,550	10,358	41,240	34,000	15,463	34,000	34,500	36,050	6.03%
393	Parking Tickets--State	0	(102)	14	0	(196)	0	0	0	0.00%
	Subtotal	**308,550**	**137,492**	**323,624**	**338,890**	**144,318**	**347,117**	**360,690**	**365,690**	**7.91%**
	CAPITAL OUTLAY									
810	Capital Equipment	6,500	19,688	260,697	3,500	5,745	183,876	1,069,561	53,500	1428.57%
811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
	Subtotal	**6,500**	**19,688**	**260,697**	**3,500**	**5,745**	**183,876**	**1,069,561**	**53,500**	**1428.57%**
	TOTAL	**$ 10,015,648**	**$ 4,336,611**	**$ 10,385,634**	**$ 10,670,286**	**$ 4,868,164**	**$ 10,910,768**	**$ 12,304,906**	**$ 11,483,735**	**7.62%**

PUBLIC WORKS

PUBLIC WORKS EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Public Works Administration	0.81
Engineering	1.90
Municipal Service Center	0.30
Building Maintenance	1.25
Fleet Maintenance	0.90
Snow and Ice Control	0.96
Street Maintenance	0.99
Traffic Signs and Marking	0.98
Street Lighting	0.12
Traffic Lights	0.00
Brush Collection	0.39
Transit System	0.00
Garbage and Refuse Collection	2.66
Landfill	0.00
Weed Control	0.10
Recycling	1.10
TOTAL	**12.46**

Public Works Administration

Program Full Time Equivalents: 0.81

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Sustainability Commission members. Sustainability Commission explores sustainability initiatives that can be implemented in the City with the ultimate goal of providing a more sustainable, livable, and healthy community.

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

Expected Outcomes:

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

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

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

Significant Program Achievements:

1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.
2) Continued to work with Brown County Highway Department with construction projects.
3) Continued to work with DOT with construction projects.
4) Continue working with other communities to joint bid projects.
5) Worked with various wireless companies pertaining to installation on City water towers.
6) Continue to look for a new yard waste site for the City.
7) Continued working on the expansion plans for the MSC.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Public Works Administration program cost is $137,797. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25%

sewer utility. The program benefits the community by providing citizens the opportunity to have input regarding the public works operations. This program also develops policies and codes pertaining to the public works operations. This program is also responsible for developing and maintaining the public works budget so that services are delivered to the community in a fiscal and responsible manner.

2024 Program Objectives:

1) Continue to coordinate with DOT on construction projects.
2) Continue to coordinate with Brown County Highway Department on construction projects.
3) Continue to work with CBCWA providing a Lake Michigan water source.
4) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
5) Continue to look at ways to bid projects with other communities to save money.
6) Continue to evaluate new sites for the City's yard waste facility.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $3,443 to reflect employee wage increases.
2) Hourly Wages increased $1,622 to reflect employee wage increases.
3) FICA increased $387 to reflect change in employee wages.
4) Retirement increased $419 to reflect change in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $2,168 to reflect increases in health insurance.
6) Training increased $1,000 to reflect increase in safety and other training. Training is funding to provide for all department trainings.
7) Postage increased $591 to reflect increase in mailings.
8) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
9) Consulting increased $10,000 for hiring a consultant to evaluate transportation utility. Consulting is for copier lease and hiring consultant for evaluating a transportation utility.
10) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers, Lake Area Public Works Association, and Wisconsin Department of Regulation and Licensing.
11) Capital Equipment includes general fund share of $3,300 for mail folder/inserter machine ($3,000) and for two new office chairs ($300).

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-27-2023

DESCRIPTION OF PROJECT

New mail folder/inserter machine

NEW: X or REPLACEMENT:

PROJECTED COST: $ 12,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$ 3,000**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 3,000**	
	Water Utility	**= $ 3,000**	
	Wastewater Utility	**= $ 3,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent purchasing a mail folder/inserter machine is to assist staff with mass mailings to the community. Over the past few years more and more mailings have been done to inform the community of projects and other things occurring within the operations. An example of this are the mass mailings for cross connection letters, sidewalk letters, construction project letters, brush/yard waste/ rubbish violation letters, new playground equipment, surveys, meter testing, lead service line inventories, private/hydrant letters, public informational meetings, special assessments, agendas, and sidewalk program. These letters will increase with the I & I program that will begin in the next couple of years. Just recently, 2,400 sump pump letters needed to go out and the City paid Mail Haus $1,100 to fold/insert to send out the letters. With the new machine, we could have done this in house. In addition, recently 686 letters were sent out notifying residents of the start of construction on Ridgeway and East River Drive. It took four (4) employees to fold and insert letters in envelopes so the letters could be sent out timely. With the new machine, very little staff time would have been needed to send out these letters.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

PUBLIC WORKS ADMINISTRATION

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53000	110	Salaries	$ 56,667	$ 25,041	$ 57,298	$ 47,756	$ 23,182	$ 47,756	$ 51,199	$ 51,199	7.21%
100	53000	120	Hourly Wages	19,705	9,855	22,882	21,235	11,125	22,250	22,857	22,857	7.64%
100	53000	125	Overtime Wages	500	107	168	500	134	500	500	500	0.00%
100	53000	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	53000	150	FICA	5,881	2,611	5,742	5,316	2,581	5,394	5,704	5,704	7.29%
100	53000	151	Retirement	4,997	1,959	5,247	4,725	1,912	4,794	5,144	5,144	8.87%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,330	11,942	24,421	22,326	11,347	22,326	23,598	24,494	9.71%
100	53000	190	Training	2,000	49	505	2,000	193	2,000	3,000	3,000	50.00%
			Subtotal	**114,079**	**51,565**	**116,264**	**103,858**	**50,475**	**105,020**	**112,002**	**112,898**	**8.70%**
			CONTRACTUAL SERVICES									
100	53000	210	Telephone	766	155	797	766	304	766	766	766	0.00%
100	53000	211	Postage	1,563	587	1,618	1,563	1,077	2,154	2,154	2,154	37.81%
100	53000	212	Seminars and Conferences	2,500	699	1,242	2,500	490	2,500	2,500	2,500	0.00%
100	53000	215	Consulting	829	276	804	829	228	829	10,829	10,829	1206.27%
100	53000	218	Cell/Radio	1,800	605	1,258	1,800	610	1,800	1,800	1,800	0.00%
			Subtotal	**7,458**	**2,322**	**5,719**	**7,458**	**2,708**	**8,049**	**18,049**	**18,049**	**142.01%**
			SUPPLIES AND EXPENSE									
100	53000	310	Office Supplies	2,500	323	1,759	2,500	505	2,500	2,500	2,500	0.00%
100	53000	320	Memberships/Subscriptions	400	281	372	400	276	400	400	400	0.00%
100	53000	331	Transportation	650	208	894	650	302	650	650	650	0.00%
100	53000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**3,550**	**812**	**3,024**	**3,550**	**1,083**	**3,550**	**3,550**	**3,550**	**0.00%**
			CAPITAL OUTLAY									
100	53000	810	Capital Equipment	0	0	0	0	0	0	3,300	3,300	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**3,300**	**3,300**	**100.00%**
			TOTAL	**$ 125,087**	**$ 54,698**	**$ 125,006**	**$ 114,866**	**$ 54,265**	**$ 116,619**	**$ 136,901**	**$ 137,797**	**19.96%**

Engineering

Program Full Time Equivalents: 1.90

Program Mission:

Provide engineering, including design, and construction administration for public works improvement projects in the City. Ensure that that the City receives a high quality project that adheres to standards for construction. Coordinate and review future development and land use with the City Planner. Address residents questions and concerns related to engineering and City infrastructure.

List of Program Service(s) Descriptions:

1) *Plan public works improvement projects* –Work with planning to determine long term development plans and the required location and size of infrastructure to service the development.
2) *Develop and maintain the capital improvements program*- Based on the condition and age of infrastructure, develop and maintain the capital improvement program.
3) *Design public works improvement projects* – Design public works improvement projects. Design includes surveying, drafting, writing specifications, obtaining regulatory permits for projects, and bidding.
4) *Administer construction oversight for public works improvement projects* – Oversee and manage public works improvement projects. This includes construction updates for elected officials and informing the public of upcoming construction projects.
5) *Respond to complaints* – Respond to complaints and concerns of the general public regarding construction, drainage issues, street improvements, sidewalk concerns, traffic, or other public works issues.
6) *Create and submit annual storm water permits* – As part of the City's storm water discharge permit to the Wisconsin Department of Natural Resources (WDNR), an annual submittal is required. Engineering develops the annual submittal and oversees storm water management practices throughout the year to meet the WDNR permit requirements.
7) *Coordinate with private utility working in public right of way* – Coordinate City construction projects with private utility companies. Review and approve street excavation permits. Review final restoration.

Important Outputs:

1) *Administration of public works improvement projects*- Administration of this department is supported by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%).

2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
3) *Generate construction records* - Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed during the calendar year.
5) *Plan future growth (new and redevelopment)* – Staff plans future improvements for the City to address growth. This includes utility extensions and upsizing, storm water management facilities, and traffic facilities (vehicle, bicycle, and pedestrian).
6) *Inspect various City facilities* – Staff annually inspects the City's storm water management ponds, traffic signals, and pedestrian hand rails. Staff works with other departments or contractors for required maintenance.

Expected Outcomes:

1) Maintain existing street infrastructure so that the roads are safe to travel.
2) Maintain public awareness of public works improvement projects.
3) Maintain public works improvement programs in a cost-effective manner in order to meet or exceed the needs of the community.
4) Respond in a timely matter to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.
5) Develop long term infrastructure plans.
6) Provide recommendations on policies and improvements for City facilities.

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

1) Respond to complaints within three (3) business days of receiving them.
   a. Result: Performance measure met

Significant Program Achievements:

1) Completed 2023 public works improvements program which included:
   a. Relayed approximately 4,000 lineal feet of water main in preparation for street resurfacing and reconstruction.
   b. Constructed/reconstructed/lined approximately 10,000 lineal feet of sanitary sewer.
   c. Removed and replaced sanitary laterals in conjunction with water main/service relays.
   d. Completed the rehabilitation of concrete on American Boulevard from Fortune Avenue to Southbridge Road.
   e. Reconstructed the pedestrian crosswalk at the intersection of Bomier Street and S. Broadway to improve pedestrian visibility and include a median refuge island.
   f. Constructed a new pedestrian bumpout and crosswalk on Ryan Road in front of the Altmayer Elementary School in coordination with the Unified School District of De Pere.
   g. Completed the reconstruction of three alleys off of Lewis Street.
   h. Completed the signal replacement on Main Avenue and Fourth Street, Reid Street and Fourth Street, and Reid Street and Fifth Street.
   i. Managed the completion of the alley reconstruction from Charles Street to George Street between S. Wisconsin Street and S. Michigan Street in coordination with the Mulva Cultural Center Development.
   j. Constructed a new cul-de-sac at the western end of Charles Street in coordination with the Mulva Cultural Center Development.
   k. Completed the Mystic Creek Subdivision Construction.
   l. Completed the Waterview Heights Fifth Addition Subdivision Construction.
   m. Completed the Kingston Preserve Subdivision Construction.
   n. Completed the restriping of the Claude Allouez Bridge roundabout pavement markings and sybmols.
2) Wrapped up construction work carried over from 2022 due to supply chain issues resulting from the pandemic.
3) Completed pond trapping project to remove rodents that cause bank erosion from City ponds.
4) Completed chemical treatment of phragmites around City ponds.
5) Reviewed all public and private storm water management facilities.
6) Reviewed all traffic signals and hand rails for maintenance. Coordinated repairs.
7) Further coordinated the reconstruction around the Mulva Development.
8) Further coordinated the TDS fiber installation project throughout the City.
9) Started the implementation of the Foundation Drain Disconnection program to promote the installation of sump pumps throughout the City.
10) Completed the construction of a storm water management pond off Front Street.

Existing Program Standards Including Importance to Community:

1) Utilize existing computer software to generate construction plans.
   a. Community Importance.
      i. Quality plans, from a legibility standpoint, and design data, improve bidding (cost) on projects because contractors have a clear expectation of what is included when they bid the project.
2) Maintain construction specifications for infrastructure improvement projects.
   a. Community Importance.
      i. Construction inspection throughout project ensures contractors are constructing streets per the City's construction specifications. Similar to plans, clear and concise specifications improve bidding (cost) on projects. When contractors have a clear understanding on how the project is to be built, and how work is to be paid, bidding prices are generally lower.
3) Provide public information and updates for construction projects.
   a. Community importance.
      i. Construction activities can have a direct and significant impact on residents. Providing information to residents on upcoming construction projects allows them to plan their activities in an attempt to minimize disruption to them.
4) Maintain and improve information on the GIS system.
   a. Community Importance.
      i. The GIS system has become a very important tool for maintaining and tracking City facilities such as sewers, water main, signs and street lights. Engineering receives requests from residents and businesses on almost a daily basis for information on existing infrastructure. The use of GIS greatly improves the efficiency in getting this information. Engineering works with planning to maintain this information.

Costs and Benefits of Program and Services:

The proposed 2024 Engineering Program cost is $325,960. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. The program benefits the community by ensuring that the City's public works improvement projects are built per City standards and specifications as well as making sure everything is done within budget.

2024 Program Objectives:

1) Complete the design and construction on the next phase of the Waterview Heights subdivision construction.
2) Continue to review, inspect and coordinate the TDS City-wide fiber installation project.
3) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
4) Continue to update engineering CAD standards and construction plans.
5) Monitor public and private storm water management facilities.
6) Progress the City's inflow and infiltration program sump pump installation and full-length lateral replacement policies.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $25,111 to reflect increase in employee wages and the addition of new staff engineer position.
2) FICA increased $2,195 to reflect change in employee wages and addition of new staff engineer position.
3) Retirement increased $2,126 to reflect in employee wages and addition of new staff engineer position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $11,721 to reflect increase health insurance and addition of new staff engineer position.
5) Training increased $875 to reflect added training for new staff engineer position. Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
6) Seminars and Conferences increased $200 to reflect added seminars and conferences for new staff engineer position. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
7) Consulting decreased $10,500 to reflect addition of new staff engineer position. Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSC fees, Phosphorous study, bridge and sign bridge inspections, outside consultant services that are not able to be performed by City staff and lease payments for color printer.
8) Cell/Radio increased $456 to reflect added cell phone for new staff engineer position.
9) Memberships/Subscriptions increased $50 to reflect added memberships for new staff engineer position. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
10) Transportation increased $1,000 to reflect for new staff engineer position.
11) Operating Supplies increased $687 for added supplies for new staff engineer position.
12) Repair and Maintenance Supplies increased $100 to reflect for new staff engineer position.

13) Capital Equipment includes the general fund share of $31,750 for upgrading existing office cubicles ($16,250), replacing GPS equipment ($10,000), new office for new staff engineer ($5,000) and replacing existing surface pro computer ($500).

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-18-2023

DESCRIPTION OF PROJECT

Upgrade existing office cubicles for the engineering technician staff.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 65,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**= $ 16,250**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 16,250**	
	Water Utility	**= $ 16,250**	
	Wastewater Utility	**= $ 16,250**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing engineering technician office cubicles is in need of replacement not only for ergonomics for the employees but to better fit the way the office area is utilized for today's MSC engineering operations.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-18-2023

DESCRIPTION OF PROJECT

Replace existing GPS survey equipment.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 40,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**= $ 10,000**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 10,000**	
	Water Utility	**= $ 10,000**	
	Wastewater Utility	**= $ 10,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing GPS equipment survey equipment is failing. This equipment is used throughout the spring, summer and fall for design survey, construction survey, and record construction survey. We only have GPS survey equipment that is in almost constant use during construction season. Staff has been working extra hours to coordinate the limited access to the survey equipment by coming in early or staying late to get construction surveys completed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-18-2023

DESCRIPTION OF PROJECT

New office for new staff engineer position.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 20,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$ 5,000**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 5,000**	
	Water Utility	**= $ 5,000**	
	Wastewater Utility	**= $ 5,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The engineering department added a new staff engineer. As a result, the engineering department needs a new office set up for this position.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 28, 2023

DESCRIPTION OF PROJECT

Engineering – Surface Pro Replacement

Replace older surface pro computers.

NEW: or REPLACEMENT: X

PROJECTED COST: $2,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$500**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**$500**	
	Water Utility	**$500**	
	Sewer Utility	**$500**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Engineering staff uses Surface Pro's extensively in the field during the summer for construction management. IT has recommended replacing the older Surface Pro's due to the age and the need for battery replacement. One Surface Pro is proposed for replacement in 2024 with four in 2025.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

ENGINEERING

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53110	110	Salaries	$ 52,510	$ 22,885	$ 52,398	$ 46,729	$ 22,234	$ 46,729	$ 73,091	$ 71,840	53.74%
100	53110	120	Hourly Wages	81,984	37,364	84,569	87,043	36,435	87,043	90,631	90,631	4.12%
100	53110	125	Overtime Wages	12,000	3,990	10,681	12,000	6,529	12,000	12,000	12,000	0.00%
100	53110	126	Seasonal Labor	12,000	2,574	9,858	15,000	4,024	15,000	15,000	15,000	0.00%
100	53110	150	FICA	11,381	5,052	11,160	11,369	5,112	11,369	13,660	13,565	19.31%
100	53110	151	Retirement	9,522	3,642	9,583	9,912	3,179	9,912	12,125	12,038	21.45%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	39,800	19,938	40,987	40,345	17,581	40,345	50,241	52,066	29.05%
100	53110	190	Training	3,125	828	915	3,125	159	3,125	4,000	4,000	28.00%
			Subtotal	**222,322**	**96,273**	**220,151**	**225,524**	**95,252**	**225,524**	**270,748**	**271,140**	**20.23%**
			CONTRACTUAL SERVICES									
100	53110	210	Telephone	970	340	1,005	970	400	970	970	970	0.00%
100	53110	212	Seminars and Conferences	1,000	160	160	1,000	0	1,000	1,200	1,200	20.00%
100	53110	215	Consulting	20,500	2,133	8,013	20,500	4,475	20,500	10,000	10,000	-51.22%
100	53110	218	Cell/Radio	2,544	1,370	2,819	2,544	1,130	2,544	3,000	3,000	17.92%
			Subtotal	**25,014**	**4,002**	**11,997**	**25,014**	**6,005**	**25,014**	**15,170**	**15,170**	**-39.35%**
			SUPPLIES AND EXPENSE									
100	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
100	53110	320	Memberships/Subscriptions	250	0	181	250	0	250	300	300	20.00%
100	53110	331	Transportation	2,500	856	3,438	2,500	763	2,500	3,500	3,500	40.00%
100	53110	340	Operating Supplies	2,813	1,048	2,821	2,813	1,234	2,813	3,500	3,500	24.42%
100	53110	350	Repair and Maintenance Supplies	500	114	226	500	73	500	600	600	20.00%
			Subtotal	**6,063**	**2,018**	**6,665**	**6,063**	**2,070**	**6,063**	**7,900**	**7,900**	**30.30%**
			CAPITAL OUTLAY									
100	53110	810	Capital Equipment	2,000	1,549	2,010	5,250	5,695	5,695	41,750	31,750	504.76%
			Subtotal	**2,000**	**1,549**	**2,010**	**5,250**	**5,695**	**5,695**	**41,750**	**31,750**	**504.76%**
			TOTAL	**$ 255,399**	**$ 103,843**	**$ 240,823**	**$ 261,851**	**$ 109,022**	**$ 262,296**	**$ 335,568**	**$ 325,960**	**24.48%**

Municipal Service Center

Program Full Time Equivalents: 0.30

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Reduce the amount of electricity used by 1% through power management with the installation of timer switches and installation of LED lighting.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Reduce electric cost by 1% through power management and LED lighting replacements.
   a. Result: Electricity used 2022 = 196,920 KW; 2023=215,280 KW. Increased 9.32%. Performance measure was not met.

Significant Program Achievements:

1) Replace carpet throughout the MSC office areas.
2) Replace the gutters and repair the roof sections throughout the MSC Complex.
3) Upgrade the assistant engineer's office furniture and paint the room.
4) Install EV charging stations for the upgrade to EV vehicles for future purchases.
5) Design and bid out the replacement of 3 fuel tanks to be installed in spring of 2024.

Existing Program Standards Including Importance to Community:

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

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

Costs and Benefits of Program and Services:

The proposed 2024 Municipal Service Center program cost is $146,365. This amount is only 55% of the total cost of the program. The other 45% is spread out through the following utilities: 15% Water Utility, 15% Sewer Utility, and 15% Storm Water Utility. The program benefits the community by providing a support facility for mainly the Public Works and Park Departments. The support facility allows the departments to conduct city operations in an effective and efficient manner.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,907 to reflect change in allocation for building maintenance wages and increase in employee wages as detailed in the building maintenance program.
2) FICA increased $222 to reflect change in allocation for building maintenance wages and increase in employee wages.
3) Retirement increased $220 to reflect change in allocation for building maintenance wages and increase in employee wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,442 to reflect increase in health insurance premiums.
5) Training includes various training for building maintenance staff.
6) Consulting increased $4,500 to reflect actual costs. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitoring fire alarm system, pressure washer maintenance, pest control, emergency generator maintenance, building maintenance scheduling software, and fuel tracking software.
7) Cleaning Service Contract increased $13,326 to reflect actual costs for new cleaning contract.
8) Utilities increased $4,000 to reflect actual costs.
9) Capital Equipment includes the general fund share of $19,250 for replacing existing backup generator transfer switch ($5,500), and replacing existing building alarm system ($13,750)

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 8-8-2023

DESCRIPTION OF PROJECT

Replace existing backup generator transfer switch.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 10,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$ 5,500**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 1,500**	
	Water Utility	**= $ 1,500**	
	Wastewater Utility	**= $ 1,500**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing backup generator transfer switch is obsolete, and parts cannot be obtained. Therefore, the transfer switch needs to be replaced so the MSC has a reliable backup source of power through the generator.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-19-2023

DESCRIPTION OF PROJECT

Replace existing building alarm system.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 25,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$ 13,750**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 3,750**	
	Water Utility	**= $ 3,750**	
	Wastewater Utility	**= $ 3,750**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing alarm system is failing and getting replacement parts to fix has proven difficult due to the age of the equipment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

MUNICIPAL SERVICE CENTER

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53230	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
100	53230	120	Hourly Wages	7,005	9,688	19,025	19,478	7,550	19,478	22,385	22,385	14.92%
100	53230	125	Overtime Wages	100	32	217	100	130	100	100	100	0.00%
100	53230	126	Seasonal Labor	2,753	191	376	3,441	56	3,441	3,441	3,441	0.00%
100	53230	150	FICA	583	738	1,415	1,548	586	1,548	1,770	1,770	14.37%
100	53230	151	Retirement	462	570	1,388	1,331	488	1,331	1,551	1,551	16.54%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,438	3,605	6,145	7,961	3,592	7,961	9,167	9,403	18.11%
100	53230	190	Training	275	0	0	275	0	275	275	275	0.00%
			Subtotal	**14,616**	**14,824**	**28,566**	**34,135**	**12,401**	**34,134**	**38,689**	**38,925**	**14.03%**
			CONTRACTUAL SERVICES									
100	53230	210	Telephone	130	45	159	130	54	130	130	130	0.00%
100	53230	215	Consulting	13,750	6,009	15,062	14,000	11,531	16,000	18,500	18,500	32.14%
100	53230	217	Cleaning Service Contract	9,966	4,569	9,497	10,734	2,718	10,734	11,200	24,060	124.15%
100	53230	220	Utilities	23,000	16,387	32,032	26,000	19,173	30,000	30,000	30,000	15.38%
			Subtotal	**46,846**	**27,011**	**56,750**	**50,864**	**33,477**	**56,864**	**59,830**	**72,690**	**42.91%**
			SUPPLIES AND EXPENSE									
100	53230	314	Cleaning and Maintenance	9,000	3,051	8,818	9,000	1,514	9,000	9,000	9,000	0.00%
100	53230	340	Operating Supplies	6,500	2,279	8,109	6,500	1,754	6,500	6,500	6,500	0.00%
			Subtotal	**15,500**	**5,330**	**16,926**	**15,500**	**3,269**	**15,500**	**15,500**	**15,500**	**0.00%**
			CAPITAL OUTLAY									
100	53230	810	Capital Equipment	3,300	11,302	11,302	0	0	0	57,750	19,250	100.00%
			Subtotal	**3,300**	**11,302**	**11,302**	**0**	**0**	**0**	**57,750**	**19,250**	**100.00%**
			TOTAL	**$ 80,262**	**$ 58,466**	**$ 113,544**	**$ 100,499**	**$ 49,146**	**$ 106,498**	**$ 171,769**	**$ 146,365**	**45.64%**

Building Maintenance

Program Full Time Equivalents: 0.94

Program Mission:

Reduce disruption and lower maintenance / repair costs through an organized maintenance program established by the careful operation and timely service of the City's buildings and equipment. The principles upon which the maintenance programs are based include the systematic inspection, detection, and correction of potential equipment failure before major defects develop.

List of Program Service(s) Descriptions:

1) *City Facility Maintenance* – Perform building maintenance for the City's various owned buildings.
2) *City Facility Repairs* – Perform necessary repairs to the various City owned buildings.

Important Outputs:

1) *Maintain and Repair City facilities* - Activities and services by this program are supported by the property tax. The maintenance and repair of the City's facilities is necessary so that municipal services that are expected from the community can be done. Repairs are requested by various departments and then scheduled. Preventative maintenance is scheduled based on industry standards of building equipment. Maintenance and repairs are done for the following programs and facilities: City Hall, Police Department, Fire Department, Municipal Service Center, Street Lighting, Community Center, Parks & Public Land, Boat Ramps, and Swimming Pools. The allocated wages for building maintenance for each of these programs will vary year to year depending on the amount of maintenance and repairs required. The 2024 budget allocates the maintenance staff wages as follows: City Hall ($11,193); Police Department ($11,193); Fire Department ($11,193); Municipal Service Center ($22,385); Building Maintenance ($55,963); Street Lighting ($11,193), Community Center ($11,193); Parks & Public Land ($33,578); and Swimming Pools ($55,963).

Expected Outcomes:

1) Reduce the number of unnecessary facility repairs through preventative maintenance.
2) Maintain repairs of building facilities so that they are safe for the public.

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

1) Perform 100% of preventative maintenance for City buildings on an annual basis.
   a. Result: Preventative maintenance was 100% accomplished on all City buildings.

Significant Program Achievements:

1) Maintained City buildings and facilities.
2) Upgrade HVAC components at the community center, and city hall departments to allow for more efficient operations.
3) Replaced the aging Clock on main street with a new version of the same design.

Existing Program Standards Including Importance to Community:

1) Perform preventative maintenance on City facilities as per industry standards.
   a. Community Importance.
      i. Allows safe facilities to be utilized by the public.

Costs and Benefits of Program and Services:

The proposed 2024 Building Maintenance program cost is $182,533. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Changes:

1) Salaries increased $2,641 to reflect increase in employee wages.
2) Hourly wages increased $25,761 to reflect increase in employee wages and change in allocation for building maintenance wages.

3) FICA increased $2,173 to reflect increase in wages and change in allocation for building maintenance wages.
4) Retirement increased $2,035 to reflect increase in wages and change in allocation for building maintenance wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $11,551 to reflect increase in health insurance and change in allocation for building maintenance wages.
6) Training includes staff training on building maintenance.
7) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
8) Cell/Radio increased $173 to reflect actual costs.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

BUILDING MAINTENANCE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53231	110	Salaries	$ 41,634	$ 18,399	$ 41,644	$ 44,578	$ 21,399	$ 44,578	$ 47,219	$ 47,219	5.92%
100	53231	120	Hourly Wages	42,034	7,813	31,450	30,202	22,317	30,202	55,963	55,963	85.30%
100	53231	125	Overtime Wages	600	86	1,517	600	99	600	600	600	0.00%
100	53231	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	53231	150	FICA	6,447	2,028	5,310	5,767	3,368	5,767	7,939	7,939	37.68%
100	53231	151	Retirement	5,477	1,540	4,776	5,126	2,676	5,126	7,161	7,161	39.70%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	35,016	12,646	27,292	26,240	18,201	26,240	36,357	37,791	44.02%
100	53231	190	Training	6,500	465	3,182	6,500	2,955	6,500	6,500	6,500	0.00%
			Subtotal	**137,708**	**42,977**	**115,171**	**119,012**	**71,015**	**119,012**	**161,739**	**163,173**	**37.11%**
			CONTRACTUAL SERVICES									
100	53231	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53231	215	Consulting	500	0	0	500	0	500	500	500	0.00%
100	53231	218	Cell/Radio	2,259	903	2,298	2,259	1,216	2,432	2,432	2,432	7.66%
			Subtotal	**2,759**	**903**	**2,298**	**2,759**	**1,216**	**2,932**	**2,932**	**2,932**	**6.27%**
			SUPPLIES AND EXPENSE									
100	53231	310	Office Supplies	500	0	0	500	0	500	500	500	0.00%
100	53231	331	Transportation	7,000	1,572	9,625	7,000	1,815	7,000	7,000	7,000	0.00%
100	53231	340	Operating Supplies	3,000	923	2,696	3,000	421	3,000	3,000	3,000	0.00%
100	53231	350	Repair and Maintenance Supplies	4,000	944	3,335	4,000	116	4,000	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	1,500	964	1,534	1,928	481	1,928	1,928	1,928	0.00%
			Subtotal	**16,000**	**4,404**	**17,191**	**16,428**	**2,834**	**16,428**	**16,428**	**16,428**	**0.00%**
			CAPITAL OUTLAY									
100	53231	860	Capital Outlay	0	0	0	0	0	0	277,753	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**277,753**	**0**	**0.00%**
			TOTAL	**$ 156,467**	**$ 48,284**	**$ 134,660**	**$ 138,199**	**$ 75,065**	**$ 138,372**	**$ 458,852**	**$ 182,533**	**32.08%**

Fleet Maintenance

Program Full Time Equivalents: 0.90

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

1) *Maintain and Repair Equipment*- Activities and services by the department is supported by the property tax (20%), water utility (15%), sewer utility (15%) and storm water utility (50%). The maintenance and repair of equipment is necessary so that municipal services that are expected from the community can be done. The repairs and maintenance are performed at the Municipal Service Center. Repairs are requested by the employees and then scheduled. Maintenance is scheduled based on the hours and miles of equipment.

Expected Outcomes:

1) Maintain equipment and perform preventative maintenance so the City can prevent unnecessary repairs.
2) Maintain repairs so the equipment is capable of operating in a safe and efficient manner.

2024 Performance Measures:

1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
3) Perform equipment maintenance every 300 hours on 100% of the front-end loaders and dump trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
4) Perform equipment maintenance on every police vehicle every 6,000 miles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
5) Perform equipment and vehicle maintenance on every fire department equipment or vehicle as recommended by industry standards. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
   a. Result: 75% of vehicles and equipment with 4,000-mile maintenance requirement were completed. This performance measure was not met due to staffing.
2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
   a. Result: 90% of all garbage/recycling trucks were maintained every 500 hours. This performance measure was not met due to staffing.
3) Perform equipment maintenance every 300 hours on 100% of the front-end loaders and dump trucks.
   a. Result: 80% of the front-end loaders and dump trucks were maintained every 300 hours. This performance measure was not met due to staffing.
4) Perform equipment maintenance on every police vehicle every 6,000 miles.
   a. Result: This was accomplished.

Significant Program Achievements:

1) Maintained 261 pieces of equipment for the street, water, park, engineering, building inspections, health, police and fire departments.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Fleet Maintenance cost is $186,601. This amount is only 20% of the total cost of the program. The other 80% costs for this program is spread out through the following utilities: 50% storm water utility, 15% water utility, and 15% sewer utility. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2024 Program Objectives:

1) Continue to maintain high standards of equipment repair.
2) Ensure adequate training for mechanics for new equipment.
3) Continue to reduce consulting costs by reducing outsourcing repairs by training staff to be able to perform repairs in house.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $528 to reflect increase in employee wages.
2) Hourly Wages increased $16,610 to reflect increase in employee wages and the addition of a new lead mechanic position.
3) FICA increased $1,311 to reflect increase in employee wages and the addition of a new lead mechanic position.
4) Retirement increased $1,233 to reflect increase in employee wages and the addition of a new lead mechanic position.
5) Health, Dental, DIB, Life & Wks Cmp Ins decreased $2,241 to reflect change in employee insurance elections.
6) Training is for staff on fleet maintenance equipment.

7) Consulting increased $6,800 for adding GPS/AVL to the City's equipment and vehicles. Consulting includes tasks unable to perform in our fleet maintenance shop and for GPS/AVL on equipment.
8) Transportation increased $120 to reflect increase actual costs.
9) Operating Supplies increased $2,468 to reflect actual costs.
10) Safety Equipment and Uniforms increased $600 for the addition of a new lead mechanic position.
11) Capital Equipment includes the general fund share of $35,540 for new tool box for new lead mechanic position ($6,400), replace existing radio system ($20,000), replace existing exhaust fans in the shop ($1,400), replace existing air condition refrigerant equipment ($1,600), installation of two new arrow boards on trucks ($1,600), installation of GPS/AVL equipment ($3,000), replace existing heavy duty scanner ($700), replace existing bench grinder ($500) and miscellaneous tools for shop ($340).

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-20-2023

DESCRIPTION OF PROJECT

New tools and toolbox for new mechanic.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 32,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**$6,400**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 16,000**	
	Water Utility	**= $ 4,800**	
	Wastewater Utility	**= $ 4,800**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The new mechanic will need a set of tools and toolbox in order to perform their job.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-20-2023

DESCRIPTION OF PROJECT

Upgrade and replace existing radio system.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 100,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**$20,000**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 50,000**	
	Water Utility	**= $ 15,000**	
	Wastewater Utility	**= $ 15,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City's radio system installed in all vehicles and equipment for use of communicating for the operations at the MSC need to be upgraded and replaced. As the City has grown, the existing radio system has issues reaching many areas of the City making communication difficult with staff. In addition, there are many handheld radios where the batteries and radios are not functioning and need to be replaced.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-20-2023

DESCRIPTION OF PROJECT

Replace equipment exhaust fans.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 7,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**$1,400**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 3,500**	
	Water Utility	**= $ 1,050**	
	Wastewater Utility	**= $ 1,050**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing equipment for exhaust fans used to vent exhaust when equipment is running in the shop, the reels are damaged and needs replacement.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-20-2023

DESCRIPTION OF PROJECT

Replace existing air condition refrigerant equipment.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 8,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**$1,600**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 4,000**	
	Water Utility	**= $ 1,200**	
	Wastewater Utility	**= $ 1,200**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing air conditioning refrigerant equipment used to recharge vehicle and equipment air conditioning units no longer is working and needs to be replaced. Currently, the City has to outsource this work because the equipment is not working.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 07-24-23

DESCRIPTION OF PROJECT

Purchase of two (2) new arrow boards to be installed on vehicles.

NEW: X or REPLACEMENT:

PROJECTED COST: $8,000

PROPOSED METHOD OF FINANCING		$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		=$1,600	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	Storm Water Utility	= $4,000	
	Water Utility	= $1,200	
	Wastewater Utility	= $1,200	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The arrow boards will provide additional safety for our safety as well as better inform the traveling public of a hazard.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 07-24-23

DESCRIPTION OF PROJECT

Purchase and install AVL hardware on 37 street assigned vehicles.

NEW: X or REPLACEMENT:

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	= $3,000	
SPECIAL ASSESSMENT		
GRANTS		
OTHER — Storm Water Utility	= $7,500	
Water Utility	= $2,250	
Wastewater Utility	= $2,250	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The AVL (Automated Vehicle Locating) will provide route tracking, time stamped tracking to ensure most efficient operations, all streets have been plowed, garbage/brush/rubbish/leaves collected, hazards located. The information can also be used in city liability claims tracking location, speed, direction of travel etc.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

FLEET MAINTENANCE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53240	110	Salaries	$ 8,327	$ 3,680	$ 8,329	$ 8,916	$ 4,280	$ 8,916	$ 9,444	$ 9,444	5.92%
100	53240	120	Hourly Wages	38,735	14,332	33,714	40,675	15,167	40,675	57,284	57,285	40.84%
100	53240	125	Overtime Wages	400	729	1,967	400	543	2,000	400	400	0.00%
100	53240	126	Seasonal Labor	0	0	12	0	3	3	0	0	0.00%
100	53240	150	FICA	3,631	1,447	3,044	3,824	1,561	3,947	5,135	5,135	34.28%
100	53240	151	Retirement	3,085	119	2,864	3,399	1,202	3,508	4,632	4,632	36.26%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,578	7,103	14,438	16,348	6,594	16,348	18,150	18,589	13.71%
100	53240	190	Training	200	0	0	200	0	200	200	200	0.00%
			Subtotal	**66,956**	**27,410**	**64,368**	**73,763**	**29,351**	**75,597**	**95,245**	**95,685**	**29.72%**
			CONTRACTUAL SERVICES									
100	53240	210	Telephone	42	11	42	42	160	160	42	42	0.00%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
100	53240	215	Consulting	11,200	2,455	11,935	11,200	3,176	11,200	18,000	18,000	60.71%
100	53240	218	Cell/Radio	102	15	48	102	48	102	102	102	0.00%
			Subtotal	**11,344**	**2,481**	**12,024**	**11,344**	**3,384**	**11,462**	**18,144**	**18,144**	**59.94%**
			SUPPLIES AND EXPENSE									
100	53240	331	Transportation	408	269	524	538	329	658	658	658	22.30%
100	53240	340	Operating Supplies	5,000	2,753	6,472	5,506	3,987	7,974	7,974	7,974	44.82%
100	53240	350	Repair and Maintenance Supplies	26,200	11,221	26,433	26,200	9,813	26,200	26,200	26,200	0.00%
100	53240	351	Safety Equipment and Uniforms	1,800	608	1,875	1,800	410	1,800	2,400	2,400	33.33%
			Subtotal	**33,408**	**14,851**	**35,304**	**34,044**	**14,540**	**36,632**	**37,232**	**37,232**	**9.36%**
			CAPITAL OUTLAY									
100	53240	810	Capital Equipment	1,592	2,888	2,888	2,260	1,527	2,260	45,540	35,540	1472.57%
			Subtotal	**1,592**	**2,888**	**2,888**	**2,260**	**1,527**	**2,260**	**45,540**	**35,540**	**1472.57%**
			TOTAL	**$ 113,300**	**$ 47,630**	**$ 114,584**	**$ 121,411**	**$ 48,802**	**$ 125,951**	**$ 196,161**	**$ 186,601**	**53.69%**

Snow and Ice Control

Program Full Time Equivalents: 0.96

Program Mission:

Ensure the safe movement of vehicular and pedestrian traffic throughout the City during and after snow and ice events.

List of Program Service(s) Descriptions:

1) *Snow plowing* – Perform snow plowing throughout the City during the winter months.
2) *Salting / Sanding* – Perform salting / sanding operations throughout the City during the winter months.

Important Outputs:

1) *Removing Snow from City Streets*- Activities and services by this program is supported by the property tax. Snow plowing is necessary during the winter months to ensure the streets are cleared of snow so the traveling motorists can safely travel throughout the City. The City will schedule a snowplow operation when a minimum of 3" of snow has accumulated. There are sixteen (16) different plow routes throughout the City that employees are assigned to. It takes approximately seven (7) hours to plow a 3" event. This program is important to the community because if the streets are not cleared of accumulating snowfalls it would be difficult for the public to travel safely throughout the City.
2) *Applying Salt / Sand to City Streets* - Activities and services by this program are supported by the property tax. Salting / sanding is necessary during the winter months to ensure that all the main City streets, intersections, hills, and curves are kept clear of ice so that traveling motorists can safely travel throughout the City. The police department will notify public works when they feel the roads are becoming slippery. Once public works is notified, employees are called in to salt. There are six (6) different routes throughout the City that employees are assigned to. It takes approximately three (3) hours to go through the City once the salt operations begin. Salting operations will include salting for snow accumulations of less than 3" of snow. This program is important to the community because road conditions throughout the City would become hazardous to the traveling public without the application of salt.

Expected Outcomes:

1) Maintain the condition of all City streets, alleys, and parking lots so that traffic can safely travel throughout the City.
2) Reduce slippery conditions on roads so that traffic can travel safely through the City.

2024 Performance Measures:

1) Utilize social media providing at least one educational snow and ice removal post in November, December, January, February and March.

2023 Performance Measures:

1) Utilize social media providing at least one educational snow and ice removal, "Did you know" post in November, December, January, February, and March.
    a. Result: Performance Measure Met.

Significant Program Achievements:

1) Increased pre-wetting and anti-icing in snowplow operations that have reduced salt usage and improved road conditions during the winter season.
2) Utilized snow blower on toolcat in alleys after heavier snowfalls to create a wider path.
3) Cross trained multiple employees on snow removal operations due to retirement and future retirements.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Snow and Ice Control program cost is $337,281. The program benefits the community by allowing the streets to be kept clear of snow and ice so that the community can safely travel throughout the City during the winter months.

2024 Program Objectives:

1) Continue to train new staff on snowplow equipment. Train experienced staff on various pieces of snow removal equipment.
2) Plow all streets within 8 hours for most storms.
3) Incorporate tandem plowing during a full plow event to clear main streets first.
4) Update snowplow maps to improve efficiencies.
5) Continue to send staff to seminars/conferences on snow removal operations.
6) Continue to send staff to snowplow rodeo.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $7,602 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $582 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $644 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $4,585 to reflect health insurance increase and allocations of a new dpw operator position.
5) Training includes training for operational training of salting and plowing.
6) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
7) Consulting is for the need to hire contractors as needed or rent equipment.
8) Transportation increased $7,500 to reflect actual costs.
9) Operating Supplies increased $17,554 to reflect actual costs and for set up for brine tank on truck #22.
10) Salt, Sand, Chloride increased $10,000 to reflect actual costs.
11) No Capital Equipment requested.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

SNOW AND ICE CONTROL

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53310	120	Hourly Wages	$ 73,542	$ 24,123	$ 41,476	$ 79,000	$ 48,252	$ 79,000	$ 89,385	$ 86,602	9.62%
100	53310	125	Overtime Wages	40,000	4,132	8,785	40,000	20,718	40,000	40,000	40,000	0.00%
100	53310	150	FICA	8,686	2,445	3,734	9,104	5,534	9,104	9,898	9,685	6.39%
100	53310	151	Retirement	7,380	2,094	3,263	8,092	5,045	8,092	8,928	8,736	7.95%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,000	12,394	16,379	27,173	20,716	27,173	32,622	31,758	16.87%
100	53310	190	Training	500	0	405	500	0	500	500	500	0.00%
			Subtotal	**156,108**	**45,188**	**74,043**	**163,869**	**100,265**	**163,869**	**181,333**	**177,281**	**8.18%**
			CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	1,000	0	0	1,000	0	1,000	1,000	1,000	0.00%
100	53310	215	Consulting	4,000	675	2,315	4,000	945	4,000	4,000	4,000	0.00%
			Subtotal	**5,000**	**675**	**2,315**	**5,000**	**945**	**5,000**	**5,000**	**5,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53310	331	Transportation	22,000	10,554	31,350	27,500	20,962	41,924	35,000	35,000	27.27%
100	53310	340	Operating Supplies	12,000	6,223	17,375	12,446	26,451	26,451	30,000	30,000	141.04%
100	53310	341	Salt, Sand, Chloride	80,000	48,750	46,171	80,000	82,064	90,000	90,000	90,000	12.50%
			Subtotal	**114,000**	**65,527**	**94,895**	**119,946**	**129,477**	**158,375**	**155,000**	**155,000**	**29.22%**
			CAPITAL OUTLAY									
100	53310	810	Capital Equipment	0	0	0	0	0	0	230,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**230,000**	**0**	**0.00%**
			TOTAL	**$ 275,108**	**$ 111,389**	**$ 171,253**	**$ 288,815**	**$ 230,687**	**$ 327,244**	**$ 571,333**	**$ 337,281**	**16.78%**

Street Maintenance

Program Full Time Equivalents: 0.99

Program Mission:

Maintain and repair all City streets, parking lots, and alleys in a safe and timely manner to ensure the safe travel of motorist, bicyclists, and pedestrians.

List of Program Service(s) Descriptions:

1) *Street Maintenance* – Perform street, parking lot, and alley maintenance throughout the City.

Important Outputs:

1) *Street, parking lot, and alley maintenance* – Activities and services by this program are supported by the property tax. Maintenance of streets, parking lots, and alleys to reduce or eliminate hazards are necessary to ensure the traveling motorists can safely travel throughout the City.

Expected Outcomes:

1) Reduce hazards on all City streets, alleys, and parking lots so that traffic can safely travel throughout the City.

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

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

Significant Program Achievements:

1) Tracked pothole patching volume and locations.
2) Utilize Mastic One to make a longer lasting patch repair to roadways to improve road conditions. Used Mastic One on Main Ave and the Tour De Pere bike race route to improve road conditions.

Existing Program Standards Including Importance to Community:

1) Patch potholes per industry standards to keep all streets, alleys, and parking lots maintained so that hazards are reduced throughout the City.
    a. Community Importance.
        i. Reduce road hazards so motorists to travel throughout the City in a safe manner.

Costs and Benefits of Program and Services:

The proposed 2024 Street Maintenance program cost is $207,084. The program benefits the community by allowing the streets to be kept clear of road hazards.

2024 Program Objectives:

1) Continue road maintenance activities to improve road conditions.
2) Utilize Mastic One around manhole castings and areas prone to roadway patching to improve travel conditions.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $10,083 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $776 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $772 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $6,928 to reflect increase in health insurance and allocations of a new dpw operator position.
5) Training includes funding for street employees to attend road maintenance seminar/workshops.
6) Seminars and Conferences include funding for staff participation to attend APWA training.
7) Consulting includes $10,000 for blacktop patching.

8) Repair and Maintenance Supplies increased $30,000 to reflect purchase of mastic for new mastic machine.
9) Safety Equipment and Uniforms increased $854 for a new dpw operator position.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

STREET MAINTENANCE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53330	120	Hourly Wages	$ 69,865	$ 26,835	$ 50,426	$ 74,057	$ 29,267	$ 74,057	$ 89,706	$ 84,140	13.62%
100	53330	125	Overtime Wages	2,000	63	821	2,000	448	2,000	2,000	2,000	0.00%
100	53330	126	Seasonal Labor	4,961	294	1,588	6,201	2,020	6,201	6,500	6,500	4.82%
100	53330	150	FICA	5,570	2,076	3,853	5,908	2,315	5,908	7,110	6,684	13.13%
100	53330	151	Retirement	4,671	1,518	3,326	5,172	1,196	5,172	6,328	5,944	14.92%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	29,100	9,632	40,847	31,118	7,327	31,118	39,693	38,046	22.26%
100	53330	190	Training	2,000	299	659	2,000	625	2,000	2,000	2,000	0.00%
			Subtotal	**118,167**	**40,717**	**101,520**	**126,456**	**43,198**	**126,456**	**153,336**	**145,314**	**14.91%**
			CONTRACTUAL SERVICES									
100	53330	212	Seminars and Conferences	270	0	0	270	0	270	270	270	0.00%
100	53330	215	Consulting	2,000	0	1,432	10,000	10,452	10,452	10,000	10,000	0.00%
			Subtotal	**2,270**	**0**	**1,432**	**10,270**	**10,452**	**10,722**	**10,270**	**10,270**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53330	331	Transportation	8,000	3,542	11,400	10,000	3,946	10,000	10,000	10,000	0.00%
100	53330	340	Operating Supplies	3,000	(87)	148	3,000	463	3,000	3,000	3,000	0.00%
100	53330	350	Repair and Maintenance Supplies	1,000	345	527	1,000	0	1,000	31,000	31,000	3000.00%
100	53330	351	Safety Equipment and Uniforms	6,000	3,323	6,219	6,646	1,879	6,646	7,500	7,500	12.85%
			Subtotal	**18,000**	**7,123**	**18,294**	**20,646**	**6,288**	**20,646**	**51,500**	**51,500**	**149.44%**
			CAPITAL OUTLAY									
100	53330	810	Capital Outlay	0	1,254	39,349	0	0	0	125,000	0	0.00%
			Subtotal	**0**	**1,254**	**39,349**	**0**	**0**	**0**	**125,000**	**0**	**0.00%**
			TOTAL	**$ 138,437**	**$ 49,094**	**$ 160,594**	**$ 157,372**	**$ 59,938**	**$ 157,824**	**$ 340,106**	**$ 207,084**	**31.59%**

Traffic Signs and Markings

Program Full Time Equivalents: 0.98

Program Mission:

Provide the public a safe and orderly flow of vehicular and pedestrian traffic by means of pavement markings and signage as required by the Manual of Uniform Traffic Control Devices.

List of Program Service(s) Descriptions:

1) *Maintenance of Traffic Signs* – Maintain existing street signs throughout the City. Maintenance includes repairing damage signs caused by traffic or replacing signs because of reflectivity requirements.
2) *Maintenance of Traffic Pavement Markings* – Maintain existing pavement markings throughout the City. Maintenance includes repainting all pavement markings throughout the City on an annual basis. Pavement markings include stop bars, lane striping, and parking stall striping.
3) *Maintenance of Street Marker Signs* – Maintain existing street marker signs throughout the City. Maintenance includes repairing damage signs caused by traffic or replacing signs because of reflectivity requirements.

Important Outputs:

1) *Traffic Signs* – Activities and services by this program are supported by the property tax and State shared revenues. Maintenance of existing street signs to provide vehicular and pedestrian traffic necessary information so to ensure the traveling public can safely travel throughout the City.
2) *Traffic Pavement Markings* – Activities and services by this program are supported by the property tax and State shared revenues. Maintenance of existing pavement markings to provide vehicular and pedestrian traffic the necessary lane delineations and stop bars so to ensure the traveling public can safely travel throughout the City.
3) *Street Marker Signs* – Activities and services by this program are supported by the property tax and State shared revenues. Maintenance of existing street marker signs to identify the names of the streets throughout the City so that the traveling public can identify streets they need to travel.

Expected Outcomes:

1) Maintain all traffic signs to ensure vehicular and pedestrian traffic can safely travel throughout the City.
2) Maintain all traffic pavement markings to ensure vehicular and pedestrian traffic can safely travel throughout the City.
3) Maintain all street marker signs to ensure that all streets are identified so that motorists can find their destination.

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

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

Significant Program Achievements:

1) Installed approximately 250 new street name signs with the new City of De Pere logo.
2) Streets and Parks staff attended UW Madison Transportation Information Center training on MUTCD-Work Zone Safety. Staff became certified to conduct flagging operations on State highways.
3) Conducted multiple barricading special events for Definitely De Pere, Pink Flamingo, Celebrate De Pere, Tour De Pere and other special events.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Traffic Signs and Markings program cost is $189,417. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $3,254 to reflect increase in employee wages.
2) Retirement increased $292 to reflect increase in employee wages.
3) Health, Dental, DIB, Life & Wks Cmp Ins increased $2,718 to reflect increase in health insurance premiums.
4) Training is for training staff on sign maintenance and traffic markings.
5) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
6) Consulting includes fees paid to City of Green Bay for street striping as well as for sign repairs the City cannot do.
7) Capital Equipment includes $12,000 to replace existing traffic control devices.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 8-22-2023

DESCRIPTION OF PROJECT

Replace existing traffic control devices.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 12,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$12,000**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City provides traffic control for various activities from construction to special events. The existing traffic control devices to provide traffic control needs to be replaced because of age and condition.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

TRAFFIC SIGNS AND MARKINGS

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53400	120	Hourly Wages	$ 61,985	$ 23,795	$ 48,540	$ 65,084	$ 24,478	$ 65,084	$ 68,338	$ 68,338	5.00%
100	53400	125	Overtime Wages	2,000	1,181	1,952	2,000	1,398	2,000	2,000	2,000	0.00%
100	53400	126	Seasonal Labor	5,000	1,802	9,256	6,250	1,423	6,250	6,500	6,500	4.00%
100	53400	150	FICA	4,967	1,880	3,831	5,223	1,941	5,223	5,475	5,475	4.84%
100	53400	151	Retirement	4,159	1,297	3,288	4,562	1,336	4,562	4,853	4,853	6.39%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,856	6,986	14,596	21,158	7,185	21,158	23,274	23,876	12.85%
100	53400	190	Training	400	0	0	400	90	400	400	400	0.00%
			Subtotal	**98,367**	**36,940**	**81,464**	**104,676**	**37,851**	**104,676**	**110,840**	**111,442**	**6.46%**
			CONTRACTUAL SERVICES									
100	53400	212	Seminars and Conferences	225	0	0	225	0	225	225	225	0.00%
100	53400	215	Consulting	10,000	0	5,824	10,000	2,708	10,000	10,000	10,000	0.00%
			Subtotal	**10,225**	**0**	**5,824**	**10,225**	**2,708**	**10,225**	**10,225**	**10,225**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53400	331	Transportation	3,000	1,077	4,125	3,750	1,492	3,750	3,750	3,750	0.00%
100	53400	340	Operating Supplies	37,610	18,924	30,102	38,000	23,820	38,000	50,000	38,000	0.00%
100	53400	342	Paint--Sign and Mark	14,000	0	12,905	14,000	13,264	14,000	14,000	14,000	0.00%
			Subtotal	**54,610**	**20,001**	**47,132**	**55,750**	**38,576**	**55,750**	**67,750**	**55,750**	**0.00%**
			CAPITAL OUTLAY									
100	53400	810	Capital Equipment	2,500	184	2,080	0	0	0	0	12,000	100.00%
			Subtotal	**2,500**	**184**	**2,080**	**0**	**0**	**0**	**0**	**12,000**	**100.00%**
			TOTAL	**$ 165,702**	**$ 57,125**	**$ 136,500**	**$ 170,651**	**$ 79,135**	**$ 170,651**	**$ 188,815**	**$ 189,417**	**11.00%**

Street Lighting

Program Full Time Equivalents: 0.12

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Respond to 100% of burnt out streetlights within three (3) business days of being notified.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Respond to 100% of burnt out street lights within 24 hours of being notified.
   a. Result: This was not met due to staff being on extended leave.

Significant Program Achievements:

1) Continue lamp and ballast replacement program.
2) Completed the LED head replacement program for all decorator light poles that are city owned.
3) Received a grant to help fund the upgrade to LED light heads throughout the city.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Street Lighting program cost is $433,282. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Changes:

1) Hourly wages increased $2,977 to reflect the increase in employee wages and change in allocation for building maintenance wages.
2) Overtime Wages increased $100 to reflect actual costs.
3) FICA increased $236 to reflect the increase in wages and change in allocation for building maintenance wages.
4) Retirement increased $221 to reflect increase in wages and change in allocation for building maintenance wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,103 to reflect increase in health insurance and change in allocation for building maintenance wages.
6) Consulting is for contracting outside services for locates and to repair street and decorative lighting.
7) No Capital Equipment requested.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

STREET LIGHTING

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53420	120	Hourly Wages	$ 7,643	$ 1,031	$ 7,624	$ 8,216	$ 3,693	$ 8,216	$ 11,193	$ 11,193	36.23%
100	53420	125	Overtime Wages	200	24	140	200	231	300	300	300	50.00%
100	53420	126	Seasonal Labor	1,000	0	0	1,250	0	1,250	1,300	1,300	4.00%
100	53420	150	FICA	614	81	569	662	287	670	898	898	35.67%
100	53420	151	Retirement	510	92	534	572	237	579	793	793	38.57%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,723	726	2,581	3,983	1,269	3,983	4,926	5,086	27.68%
100	53420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**13,690**	**1,953**	**11,448**	**14,883**	**5,716**	**14,998**	**19,410**	**19,570**	**31.49%**
			CONTRACTUAL SERVICES									
100	53420	215	Consulting	10,000	(391)	7,973	10,000	1,578	10,000	10,000	10,000	0.00%
100	53420	220	Utilities	360,000	162,271	388,424	383,400	163,182	383,400	383,400	383,400	0.00%
			Subtotal	**370,000**	**161,880**	**396,397**	**393,400**	**164,760**	**393,400**	**393,400**	**393,400**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53420	331	Transportation	250	105	344	312	121	312	312	312	0.00%
100	53420	340	Operating Supplies	20,000	956	12,063	20,000	4,808	20,000	20,000	20,000	0.00%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**20,250**	**1,061**	**12,407**	**20,312**	**4,929**	**20,312**	**20,312**	**20,312**	**0.00%**
			CAPITAL OUTLAY									
100	53420	810	Capital Equipment	0	9,450	9,450	0	0	0	50,000	0	0.00%
			Subtotal	**0**	**9,450**	**9,450**	**0**	**0**	**0**	**50,000**	**0**	**0.00%**
			TOTAL	**$ 403,940**	**$ 174,345**	**$ 429,702**	**$ 428,595**	**$ 175,405**	**$ 428,710**	**$ 483,122**	**$ 433,282**	**1.09%**

Traffic Lights

Program Full Time Equivalents: 0

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Respond to 100% of malfunctioning or damage signals within 24 hours of being notified. Determine if adequate response is being done or whether other options should be evaluated to address signal repairs in a timely manner.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Respond to 100% of malfunctioning or damages signals within 24 hours of being notified.
    a. Result: Responded to 100% of malfunctioning or damages signals within 24 hours of being notified.

Significant Program Achievements:

1) Maintained signalization at intersections.

Existing Program Standards Including Importance to Community:

1) Maintain existing traffic lights throughout the City per industry standards as well as the Manual of Uniform Traffic Control Devices.
    a. Community Importance.
        i. Provide traffic lights to ensure safe and orderly flow of vehicles.

Costs and Benefits of Program and Services:

The proposed 2024 Traffic Lights program cost is $40,820. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Changes:

1) Consulting decreased $2,000 to reflect actual costs. Consulting fees include fees paid to City of Green Bay for maintenance of traffic signals and locates.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

TRAFFIC LIGHTS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53450	120	Hourly Wages	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
100	53450	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0	0.00%
100	53450	125	Overtime Wages	0	0	0	0	85	85	0	0	0.00%
100	53450	150	FICA	0	0	0	0	7	7	0	0	0.00%
100	53450	151	Retirement	0	0	0	0	0	6	0	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	22	22	0	0	0	0	0	0.00%
			Subtotal	**0**	**22**	**22**	**0**	**92**	**97**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
100	53450	215	Consulting	12,000	766	4,085	12,000	561	12,000	12,000	10,000	-16.67%
100	53450	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	53450	220	Utilities	28,000	12,772	30,028	29,820	12,893	29,820	29,820	29,820	0.00%
			Subtotal	**40,000**	**13,538**	**34,113**	**41,820**	**13,454**	**41,820**	**41,820**	**39,820**	**-4.78%**
			SUPPLIES AND EXPENSE									
100	53450	331	Transportation	0	0	0	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	1,000	0	0	1,000	28	1,000	1,000	1,000	0.00%
			Subtotal	**1,000**	**0**	**0**	**1,000**	**28**	**1,000**	**1,000**	**1,000**	**0.00%**
			CAPITAL OUTLAY									
100	53450	810	Capital Equipment	0	0	0	0	0	0	40,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**40,000**	**0**	**0.00%**
			TOTAL	**$ 41,000**	**$ 13,560**	**$ 34,135**	**$ 42,820**	**$ 13,573**	**$ 42,917**	**$ 82,820**	**$ 40,820**	**-4.67%**

Brush Collection

Program Full Time Equivalents: 0.39

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Decrease number of household brush violations by 1% by educating the community on City policy and location of where to dispose of brush during non-collection periods via website/social media.

2023 Performance Measures:

1) Decrease number of household brush violations by 1% by educating the community on City policy.
   a. Result: Household brush violations (407 in 2022, 450 in 2023). Increased 11%. Performance measure not met.

Significant Program Achievements:

1) Provided street department employees and seasonal staff with training and refreshers on the safe operation of the brush chipper.
2) Maintained Woodchipper Safety Shield on wood chippers for added safety for staff.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Brush Collection program cost is $137,032. The program benefits the community by allowing curbside collection of brush three times per year. It also allows for the operations of the compost facility, which gives residents a site to dispose of their brush and yard waste. The compost operations also provide mulch for the residents to utilize.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $6,243 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $483 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $477 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,229 to reflect increase in health insurance and allocations of a new dpw operator position.
5) Consulting increased $7,000 to reflect actual costs. Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
6) Repair and Maintenance Supplies increased $5,150 for the cost to repair the 2002 brush chipper.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

BRUSH COLLECTION

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53460	120	Hourly Wages	$ 43,936	$ 14,737	$ 43,632	$ 46,133	$ 20,682	$ 46,133	$ 55,159	$ 52,376	13.53%
100	53460	125	Overtime Wages	100	0	47	100	0	100	100	100	0.00%
100	53460	126	Seasonal Labor	7,150	801	3,413	8,938	253	8,938	9,300	9,300	4.05%
100	53460	150	FICA	3,472	1,143	3,311	3,666	1,583	3,666	4,362	4,149	13.17%
100	53460	151	Retirement	2,862	735	2,929	3,144	1,074	3,144	3,813	3,621	15.17%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,550	4,663	13,864	14,430	6,278	14,430	18,605	17,659	22.37%
			Subtotal	**71,071**	**22,080**	**67,195**	**76,411**	**29,870**	**76,411**	**91,339**	**87,205**	**14.13%**
			CONTRACTUAL SERVICES									
100	53460	215	Consulting	25,000	0	32,900	25,000	0	32,000	32,000	32,000	28.00%
100	53460	220	Utilities	354	167	401	377	163	377	377	377	0.00%
			Subtotal	**25,354**	**167**	**33,300**	**25,377**	**163**	**32,377**	**32,377**	**32,377**	**27.58%**
			SUPPLIES AND EXPENSE									
100	53460	331	Transportation	5,800	7,792	8,265	12,000	3,525	12,000	12,000	12,000	0.00%
100	53460	340	Operating Supplies	300	296	507	300	205	300	300	300	0.00%
100	53460	350	Repair and Maintenance Supplies			0	0	0	0	0	5,150	100.00%
			Subtotal	**6,100**	**8,088**	**8,772**	**12,300**	**3,730**	**12,300**	**12,300**	**17,450**	**41.87%**
			CAPITAL OUTLAY									
100	53460	810	Capital Equipment	0	0	0	0	0	0	100,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**100,000**	**0**	**0.00%**
			TOTAL	**$ 102,525**	**$ 30,334**	**$ 109,267**	**$ 114,088**	**$ 33,764**	**$ 121,088**	**$ 236,016**	**$ 137,032**	**20.11%**

Transit System

Program Full Time Equivalents: 0

Program Mission:

Provide funding for mass transit throughout the City.

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

1) Maintain bus service for the residents.

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

1) Increase value of the service to the community and see a 1% increase in ridership.
   a. Result: Fixed Route Ridership: 2021=211,928; 2022=304,021. This is an increase of 43.5%. Performance measure met.

Significant Program Achievements:

1) Provide a transportation alternative to driving a vehicle of residents and visitors of the community.

Existing Program Standards Including Importance to Community:

1) Identify required funding through discussions with Green Bay Metro prior to City budget development.
   a. Community Importance.
      i. Provides an alternative transportation for residents.

Costs and Benefits of Program and Services:

The proposed 2024 Transit System program cost is $147,973. This cost includes the City of De Pere's local share of the program as well as the City's portion of facilities and maintenance capital costs. The program benefits the community by an alternative transportation mode. This program provides funding to the Green Bay Transit Authority to provide the City this bus services.

2024 Program Objectives:

1) Continue to maintain bus services for the community.

2024 Budget Significant Expenditure Changes:

1) The City of De Pere's local share decreased by $8,226 from $138,199 in 2023 to $129,973 in 2024. This expense line includes an estimated $18,000 for annual facilities and maintenance expenses related to the City's share of capital depreciation costs. The total operating cost of capital without any federal or state grants for 2024 would be $489,901.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

TRANSIT SYSTEM

Account Number			CONTRACTUAL SERVICES	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
100	53520	213	Transit System	$ 424,663	$ 93,795	$ 341,641	$ 408,100	$ 73,399	$ 408,100	$ 408,100	$ 147,973	-63.74%
			Subtotal	**424,663**	**93,795**	**341,641**	**408,100**	**73,399**	**408,100**	**408,100**	**147,973**	**-63.74%**
			TOTAL	**$ 424,663**	**$ 93,795**	**$ 341,641**	**$ 408,100**	**$ 73,399**	**$ 408,100**	**$ 408,100**	**$ 147,973**	**-63.74%**

Garbage and Refuse Collection

Program Full Time Equivalents: 2.66

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

3) *Rubbish drop off site* – Activities and services by this program are supported by the property tax. This provides an option for residents to haul their rubbish and large bulky items to the City's Municipal Service Center (MSC) throughout the months of April through November. Residents will bring their items to the MSC during these months on Wednesdays from 3:00 PM to 7:00 PM and Saturdays 8:00 AM to 4:00 PM. Items will be stockpiled until such time there are quantities large enough to haul to the landfill transfer station. This service benefits the residents of the City by giving them another alternative to dispose of their bulky trash items.

Expected Outcomes:

1) Maintain residential garbage collection on a weekly basis keeps properties clean.
2) Maintain a means for residents to dispose of large bulky trash items either by curbside pickup or a drop off location in order to keep properties looking neat and clean.

2024 Performance Measures:

1) Decrease the number of rubbish violations letters by 1% by educating the community on city policy through the use of social media, website, and violation tags.

2023 Performance Measures:

1) Decrease the number of rubbish violation letters 1% by educating the community on City policy.
   a. Result: 325 violations in 2023, 250 violations in 2022. This is a increase of 30%. Performance measure was not met.

Significant Program Achievements:

1) Continued to monitor and reviewed routes to ensure peak efficiency. Modified/updated routes to ensure remaining at peak efficiency
2) Issued 1,347 violation notices for unacceptable items in garbage containers, ie. recycling, yard waste, motor oil etc.
3) Established Toter polycarts as sole garbage and recycling cart for consistent appearance and cost savings.

Existing Program Standards Including Importance to Community:

1) Curbside garbage collection using automated garbage trucks.
   a. Community Importance.
      i. Provides the residents with a means to dispose of their household garbage on a weekly basis.

2) Rubbish curbside collection twice per year.
   a. Community Importance.
      i. Provides the residents with a means to dispose of their large bulky trash items twice per year.
3) Provide rubbish drop off site year-round at the Municipal Service Center.
   a. Community Importance.
      i. Provides the residents with a means for residents to drop off their large bulky trash items on a weekly basis instead of relying on the twice per year curbside pickup.

Costs and Benefits of Program and Services:

The proposed 2024 Garbage/Refuse Collection program cost is $433,820. The program benefits the community by giving the residents a means to dispose of their household waste on a weekly basis. It also benefits the residents by giving them options to dispose of their larger bulky trash items.

2024 Program Objectives:

1) Continue to maintain level of service with continued City growth
2) Continue to update route maps to improve the efficiencies of the operation.
3) Continue to investigate eliminating commercial garbage collection.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $20,673 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $1,592 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $1,631 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $10,449 to reflect increase in health insurance and allocations of a new dpw operator position.
5) Training for staff development in garbage truck operations. In addition, staff trained on new garbage trucks and controls.
6) Consulting for garbage dumpster services for Marquette Square, Nicolet Square, and alley of 400 Block of Main Avenue. Consulting also includes $1,000 funding for WDNR and Brown County for solid waste operations.
7) No Capital Equipment requested.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

GARBAGE/REFUSE COLLECTION

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53620	120	Hourly Wages	$ 185,400	$ 68,571	$ 184,815	$ 201,421	$ 88,871	$ 201,421	$ 227,660	$ 222,094	10.26%
100	53620	125	Overtime Wages	2,000	1,424	6,753	3,000	220	3,000	3,000	3,000	0.00%
100	53620	126	Seasonal Labor	14,000	4,160	16,825	17,500	6,892	17,500	18,200	18,200	4.00%
100	53620	150	FICA	14,539	5,624	14,277	15,892	7,058	15,892	17,909	17,484	10.02%
100	53620	151	Retirement	12,181	3,966	11,965	13,901	4,616	13,901	15,916	15,531	11.73%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,505	30,768	73,576	65,562	38,179	65,562	77,581	76,011	15.94%
100	53620	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**286,125**	**114,513**	**308,211**	**317,776**	**145,836**	**317,776**	**360,766**	**352,820**	**11.03%**
			CONTRACTUAL SERVICES									
100	53620	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53620	215	Consulting	10,000	2,093	4,783	10,000	4,013	10,000	10,000	10,000	0.00%
			Subtotal	**10,000**	**2,093**	**4,783**	**10,000**	**4,013**	**10,000**	**10,000**	**10,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53620	331	Transportation	30,000	24,005	42,750	48,010	31,846	50,000	50,000	50,000	4.14%
100	53620	340	Operating Supplies	1,000	149	994	1,000	0	1,000	1,000	1,000	0.00%
100	53620	344	Garbage and Poly Cart Supplies	12,000	14,095	1,175	20,000	0	20,000	20,000	20,000	0.00%
			Subtotal	**43,000**	**38,249**	**44,919**	**69,010**	**31,846**	**71,000**	**71,000**	**71,000**	**2.88%**
			CAPITAL OUTLAY									
100	53620	810	Capital Equipment	0	0	0	0	0	0	350,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**350,000**	**0**	**0.00%**
			TOTAL	**$ 339,125**	**$ 154,856**	**$ 357,913**	**$ 396,786**	**$ 181,694**	**$ 398,776**	**$ 791,766**	**$ 433,820**	**9.33%**

Landfill

Program Full Time Equivalents: 0

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

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

2024 Performance Measures:

1) Monitor 100% of the weight slips from the transfer station to make sure the County invoices the City properly for landfill charges.

2023 Performance Measures:

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

Significant Program Achievements:

1) The City delivered 5,692 tons of garbage to the landfill from weekly household collection and 504 tons of garbage from curbside collection and rubbish drop off site to the transfer station.
2) Utilized a direct haul to the South Landfill periodically while on the east side of city.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Landfill program cost is $320,000. This program benefits the community by providing funding for disposal of solid waste.

2024 Program Objectives:

1) Continue to monitor volume of material going to landfill.

2024 Budget Significant Expenditure Changes:

1) None.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

LANDFILL

Account Number CONTRACTUAL SERVICES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
100	53630	214	Landfill	$ 320,000	$ 60,514	$ 240,147	$ 320,000	$ 130,364	$ 320,000	$ 320,000	$ 320,000	0.00%
			Subtotal	**320,000**	**60,514**	**240,147**	**320,000**	**130,364**	**320,000**	**320,000**	**320,000**	**0.00%**
			TOTAL	**$ 320,000**	**$ 60,514**	**$ 240,147**	**$ 320,000**	**$ 130,364**	**$ 320,000**	**$ 320,000**	**$ 320,000**	**0.00%**

Weed Control

Program Full Time Equivalents: 0.10

Program Mission:

The management of noxious and unsightly weeds throughout the community.

List of Program Service(s) Descriptions:

1) *Weed control* – Perform mowing / cutting operations to control grass and weeds in undeveloped lots, City property, and along roadways.

Important Outputs:

1) *Cutting weeds and grass* – Activities and services by this program is supported by the property tax (35%) and storm water utility (65%). Maintenance along roadways and City properties to keep grass and weeds mowed to acceptable heights. This service is valuable to the community because it improves visibility at intersections as well as preventing the spread of noxious weeds.

Expected Outcomes:

1) Decrease the spread of noxious weeds.
2) Increase visibility at intersections for the traveling public.

2024 Performance Measures:

1) Cut high visibility locations a minimum of 3 times during the cutting season to maintain vision and aesthetics.

2023 Performance Measures:

1) Respond to 100% of weed complaints within 72 hours of receiving them. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to respond to weed complaints in a timely manner.
   a. Result: This was accomplished.

Significant Program Achievements:

1) Maintained safe vision triangles throughout the City.
2) Cut and maintained high traffic volume areas of litter.
3) Cut growth around storm sewer drainage areas within the city during winter months
4) Cut growth around city owned RR spurs annually per CN RR requirements.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Weed Control program cost is $21,247. This amount is only 35% of the total cost of the program. The other 65% costs for this program are spread out through the following utilities: 65% storm water utility. The program benefits the community by allowing the streets to be kept clear of road hazards at intersections. It also benefits the community by allowing City owned properties to be maintained for grass and weeds.

2024 Program Objectives:

1) Continue to cut weeds in business and industrial parks twice per year.
2) Continue to maintain safe vision triangle at intersections throughout the City.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $3,298 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $253 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $235 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,979 to reflect increase in health insurance and allocations of a new dpw operator position.
5) No capital equipment requested.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

WEED CONTROL

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53640	120	Hourly Wages	$ 7,000	$ 1,943	$ 8,144	$ 7,350	$ 2,898	$ 7,350	$ 13,431	$ 10,648	44.87%
100	53640	125	Overtime Wages	0	4	471	0	4	4	0	0	0.00%
100	53640	126	Seasonal Labor	800	112	466	1,000	435	1,000	1,040	1,040	4.00%
100	53640	150	FICA	547	146	662	577	221	577	1,043	830	43.84%
100	53640	151	Retirement	455	30	640	500	75	500	927	735	47.00%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,177	1,934	6,010	5,515	1,818	5,515	8,799	7,494	35.89%
			Subtotal	**13,979**	**4,170**	**16,392**	**14,942**	**5,450**	**14,946**	**25,239**	**20,747**	**38.85%**
			SUPPLIES AND EXPENSE									
100	53640	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
100	53640	361	Fuel - City Vehicles/EQ	500	247	881	500	131	500	500	500	0.00%
			Subtotal	**500**	**247**	**881**	**500**	**131**	**500**	**500**	**500**	**0.00%**
			CAPITAL OUTLAY									
100	53640	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 14,479**	**$ 4,416**	**$ 17,273**	**$ 15,442**	**$ 5,581**	**$ 15,446**	**$ 25,739**	**$ 21,247**	**66.69%**

Recycling

Program Full Time Equivalents: 1.10

Program Mission:

Provide an efficient and effective service of collection and disposal of recycling material throughout the City in a timely manner.

List of Program Service(s) Descriptions:

1) *Recycling Collection* – Provide biweekly curbside pickup of recycling throughout the City.

Important Outputs:

1) *Recycling Collection* – Activities and services by this program are supported by the property tax and DNR grants. In 2023 the grant received was $97,719.56. Providing biweekly recycling collection for residents throughout the City. The City collects recyclables by using one-person automatic recycling trucks. Recycling is collected Monday thru Thursday by specific routes. Once route is completed for the day the recycling trucks haul recyclable materials to the County transfer station in Ashwaubenon. The weights of every truck are recorded and the County will include these weights as part of the overall invoice for the landfill. The City will either pay or be paid for the recyclable materials depending on the market rate for recyclable materials. The residents benefit from this service because it provides them a means to dispose of their recyclable materials. If the City did not provide this service, the residents would need to hire a private service to pick up their recyclables.

Expected Outcomes:

1) Increase the amount of recycling collected so that less material goes into the landfill.

2024 Performance Measures:

1) Maintain a 0% rejection of loads with Brown County Port and Resource Recovery due to contamination.

2023 Performance Measures:

1) Increase recycling tonnage collected by 1% by educating the community on recycling.
   a. Result: Performance measure was not met. Tonnage for 2023 was 1,636 and 2022 was 1,693. This is a decrease of 3%. This is primarily due to less paper products being recycled in household waste. Excess cardboard has been delivered to 3rd party recycler for resident benefit.

Significant Program Achievements:

1) Increased efforts to educate community and residents on the importance of recycling. Issued 230 violation notices of non-compliance of recycling.
2) Established Toter polycarts as sole garbage and recycling cart for consistent appearance and cost savings.
3) Place educational stickers on recycling carts with Tri-County Recycling QR code on recycling carts

Existing Program Standards Including Importance to Community:

1) Curbside recycling collection using automated recycling trucks.
   a. Community Importance.
      i. Provides the residents with a means to dispose of their household recycling on a biweekly basis.
      ii. Reduces the amount of material that goes into the landfills.

Costs and Benefits of Program and Services:

The proposed 2024 Recycling program cost is $164,144. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2024 Program Objectives:

1) Continue to maintain level of service with continued City growth
2) Continue to update route maps to improve the efficiencies of the operation.
3) Continue to investigate eliminating commercial recycle collection.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $13,150 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $1,006 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $963 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $7,226 to reflect increase in health insurance and allocations of a new dpw operator position.
5) Training to fund staff attending recycling seminars.
6) Consulting for private dumpster services in Marquette Square, Nicolet Square, and alley of 400 block of Main Avenue.
7) No Capital Equipment requested.

City of De Pere
2024 General Fund
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EXPENDITURES

RECYCLING

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	53650	120	Hourly Wages	$ 51,026	$ 24,466	$ 54,387	$ 55,852	$ 26,208	$ 55,852	$ 65,607	$ 69,002	23.54%
100	53650	125	Overtime Wages	200	0	284	200	105	200	200	200	0.00%
100	53650	126	Seasonal Labor	322	0	0	403	0	403	420	420	4.22%
100	53650	150	FICA	3,923	1,874	4,044	4,294	2,035	4,294	5,040	5,300	23.43%
100	53650	151	Retirement	3,330	1,364	3,590	3,812	1,381	3,812	4,541	4,775	25.28%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	30,680	17,059	35,974	33,336	17,288	33,336	39,401	40,562	21.68%
100	53650	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**89,981**	**44,763**	**98,279**	**98,396**	**47,018**	**98,396**	**115,709**	**120,759**	**22.73%**
			CONTRACTUAL SERVICES									
100	53650	215	Consulting	6,000	1,395	3,192	6,000	3,053	6,000	6,000	6,000	0.00%
			Subtotal	**6,000**	**1,395**	**3,192**	**6,000**	**3,053**	**6,000**	**6,000**	**6,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53650	331	Transportation	16,885	3,378	15,259	16,885	1,363	16,885	16,885	16,885	0.00%
100	53650	340	Operating Supplies	500	232	232	500	0	500	500	500	0.00%
100	53650	344	Poly Cart Supplies	12,000	15,428	15,428	20,000	0	20,000	20,000	20,000	0.00%
			Subtotal	**29,385**	**19,038**	**30,919**	**37,385**	**1,363**	**37,385**	**37,385**	**37,385**	**0.00%**
			CAPITAL OUTLAY									
100	53650	810	Capital Equipment	0	0	0	0	0	0	70,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**70,000**	**0**	**0.00%**
			TOTAL	**$ 125,366**	**$ 65,197**	**$ 132,391**	**$ 141,781**	**$ 51,434**	**$ 141,781**	**$ 229,094**	**$ 164,144**	**15.77%**

TOTAL PUBLIC WORKS

City of De Pere
2024 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

TOTAL PUBLIC WORKS

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 159,138	$ 70,005	$ 159,668	$ 147,979	$ 71,095	$ 147,979	$ 180,953	$ 179,702	21.44%
120	Hourly Wages	689,860	264,553	630,684	735,746	336,943	736,761	869,599	853,514	16.01%
125	Overtime Wages	60,100	11,772	33,802	61,100	30,644	62,889	61,200	61,200	0.16%
126	Seasonal Wages	47,986	9,933	41,794	59,983	15,106	59,986	61,701	61,701	2.86%
150	FICA	70,242	27,146	60,953	73,149	34,188	73,363	85,944	84,617	15.68%
151	Retirement	59,091	18,927	53,393	64,248	24,418	64,439	76,711	75,515	17.54%
152	Health, Denal, DIB, Life & Wks Comp Ins	300,753	139,417	317,131	315,495	157,376	315,495	382,414	382,835	21.34%
190	Training	16,000	1,640	5,666	16,000	4,021	16,000	17,875	17,875	11.72%
	Subtotal	**1,403,170**	**543,394**	**1,303,091**	**1,473,701**	**673,790**	**1,476,912**	**1,736,397**	**1,716,960**	**16.51%**
	CONTRACTUAL SERVICES									
210	Telephone	1,908	551	2,003	1,908	918	2,026	1,908	1,908	0.00%
211	Postage	1,563	587	1,618	1,563	1,077	2,154	2,154	2,154	37.81%
212	Seminars and Conference	4,995	858	1,402	4,995	490	4,995	5,195	5,195	4.00%
213	Transit System	424,663	93,795	341,641	408,100	73,399	408,100	408,100	147,973	-63.74%
214	Landfill	320,000	60,514	240,147	320,000	130,364	320,000	320,000	320,000	0.00%
215	Consulting	125,779	15,412	98,316	134,029	42,718	143,481	151,829	149,829	11.79%
217	Cleaning Service Contract	9,966	4,569	9,497	10,734	2,718	10,734	11,200	24,060	124.15%
218	Cell/Radio	6,705	2,893	6,423	6,705	3,004	6,878	7,334	7,334	9.38%
219	Data	0	0	0	0	0	0	0	0	0.00%
220	Utilities	411,354	191,598	450,885	439,597	195,412	443,597	443,597	443,597	0.91%
	Subtotal	**1,306,933**	**370,777**	**1,151,933**	**1,327,631**	**450,100**	**1,341,965**	**1,351,317**	**1,102,050**	**-16.99%**

City of De Pere
2024 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

TOTAL PUBLIC WORKS

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	3,000	323	1,759	3,000	505	3,000	3,000	3,000	0.00%
314	Cleaning & Maintenance Supplies	9,000	3,051	8,818	9,000	1,514	9,000	9,000	9,000	0.00%
320	Memberships/Subscriptions	650	281	552	650	276	650	700	700	7.69%
331	Transportation	96,493	53,358	127,973	129,145	66,465	145,679	139,755	139,755	8.22%
340	Operating Supplies	92,723	33,698	81,519	94,065	63,173	110,538	126,774	114,774	22.02%
341	Salt, Sand and Chloride	80,000	48,750	46,171	80,000	82,064	90,000	90,000	90,000	12.50%
342	Paint--Sign and Mark	14,000	0	12,905	14,000	13,264	14,000	14,000	14,000	0.00%
344	Garbage Bags and Poly Cart Supplies	24,000	29,523	16,603	40,000	0	40,000	40,000	40,000	0.00%
350	Repair and Maintenance	31,700	12,623	30,521	31,700	10,002	31,700	61,800	66,950	111.20%
351	Safety Equipment and Uniforms	9,300	4,895	9,628	10,374	2,770	10,374	11,828	11,828	14.02%
361	Fuel - Equipment	500	247	881	500	131	500	500	500	0.00%
	Subtotal	**361,366**	**186,748**	**337,329**	**412,434**	**240,164**	**455,441**	**497,357**	**490,507**	**18.93%**
	CAPITAL OUTLAY									
810	Captial Equipment	9,392	25,373	27,730	7,510	7,222	7,955	1,391,093	101,840	1256.06%
	Subtotal	**9,392**	**26,627**	**67,079**	**7,510**	**7,222**	**7,955**	**1,391,093**	**101,840**	**1256.06%**
	TOTAL	**$ 3,080,860**	**$ 1,127,546**	**$ 2,859,433**	**$ 3,221,276**	**$ 1,371,276**	**$ 3,282,273**	**$ 4,976,164**	**$ 3,411,357**	**5.90%**

CULTURE, EDUCATION & RECREATION

CULTURE, EDUCATION AND RECREATION EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Community Center	2.65
Historic Preservation Commission	0.00
Park and Rec Administration	2.00
Parks & Public Land	3.95
Forestry	2.25
Boat Ramps	0.15
Parks Equipment/Vehicle Maintenance	0.50
Recreation and Recreation Programs	3.60
Events/Celebrations	0.15
Swimming Pools	1.05
TOTAL	**16.30**

Community Center

Program Full Time Equivalents: 2.65

Program Mission:

To maintain the Community Center as a broad-based facility with the intent to provide a wide variety of uses, high quality services and varied recreational opportunities at affordable costs for the entire community in a safe and pleasurable atmosphere.

List of Program Service(s) Descriptions:

1) *Facility Reservations* – Provide a variety of multi-purpose rooms and audio/visual equipment available for rent to resident and non-resident groups, organizations and businesses for public or private functions. Rooms provided free of charge for city departments, service organizations and school youth groups through high school within the community.

Important Outputs:

1) *Room Rentals.* Activity funded by property tax and private funds. Facility provides a convenient location, affordable rates, community service for non-profit and youth organizations and city departments, enhanced relationships within the community.

Expected Outcomes:

1) Continue to keep Community Center well-maintained, operating efficiently and increasing overall revenues.
2) Promote sustainability practices with users of the Community Center.

2024 Performance Measures:

1) Increase number of paid rentals at Community Center by 2%.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Reduce the amount of call-ins associated with rentals by 5%.
   a. Result: Call-ins actually increased 20%, from 20 (July ’21-June ‘22) to 24 (July ’22-June ’23), at the Community Center. Typical call-ins from rental issues ranged from the doors wouldn’t lock because renter went beyond rental time, or the renter left something behind or couldn’t find garbage liners/lights, etc. to staff or building related calls such as key card not working, alarms going off, exterior side doors keyed unlocked and renter unable to lock which was an issue caused by city staff or cleaning service.

2023 Significant Program Achievements:

1) Revised and implemented new fee structure for Community Center rentals and rental policies/regulations.
2) Completed first phase of branding project initiative for the Community Center. From conceptual design to installation of mural graphics on lower-level hallway and upper-level atrium, painted accent walls and installation of city branded logos, the Community Center has a new, refreshed look. The second phase of the project will be completed this fall and will include installation of the city’s mission statement, new magnetic bulletin boards, new signage, digital monitor for announcements, replacement of all pictures with canvas prints, and possible outdoor signage.
3) Hired and trained new Administrative Assistant and Community Center Facility Attendant.
4) Researched and acquired new tables for upper level of Community Center through donated funds.
5) In collaboration with the Finance Dept., implemented improved system on separate revenue and expenditure accounts for Community Center projects/upgrades, established sub accounts for CC revenues for easier tracking and separation of multiple donation accounts which has improved tracking and accountability and decreased staff time.
6) Renewed agreements with SESAC, BMI, ASCAP & MPLC licensing companies, extended agreement with MultiMedia Channels for our department brochures and numerous other building maintenance agreements. Entered into new or revised 3-5-year agreements for the Access Control & Security System, Fire Alarm Testing/Inspection & Full Service Agreement, and Janitorial Services Contract.
7) Collaborated with the Beautification Committee on the ordering and planting of our flowerpots, which was a savings in staff time and city funds.
8) Finalize installation of new Fire Alarm Panel upgrade and Heating Pump System Replacement projects.

Existing Program Standards Including Importance to Community:

1) Provide a broad-based facility with a variety of uses and activities for the community.
    a. Community Importance:
        i. Serves as an easily accessible location for a variety of recreation programs and activities for people of all ages of our community. These programs, which financially sustain themselves, facilitate social interaction that are critical to community cohesion and pride; enhance a sense of wellness; provide organized, structured, cognitively stimulating and enjoyable activities for all ages as well as provide a refuge of safety and care for all participants.
        ii. Provides customer service, serving as a resource contact.
        iii. Creates a source of revenue.
2) Provide five economically priced multi-purpose rooms available for rent or free to City Departments as requested and non-profit organizations or school youth groups, Monday thru Thursday.
    a. Community Importance:
        i. Provides a central-based meeting place for all entities whether public, private or corporate such as social gatherings, showers, receptions, parties for any occasion, training sessions, meetings, etc.
        ii. Creates a source of revenue.

Costs and Benefits of Program and Services:

The proposed 2024 Community Center Program cost is $430,339. The program benefits the community by providing the citizens with a centrally located meeting place offering varied recreation programs, events and services while serving a wide-age range of participants. The programs are offered at affordable rates to promote physical activity, social interaction, cohesion, and pride as well as enhance their health and well-being and aide in acquiring lifelong skills. The Community Center also serves as a rental facility for public, private, corporate and city functions, providing five economically priced multi-purpose rooms.

2024 Objectives:

1) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.
2) Reduce number of call-ins for Community Center.
3) Increase marketing efforts for Community Center rentals.
4) Pursue renewing multi-year agreement with Multi-Media Channels to cover brochure costs.

5) Pursue CC improvements to include replacing chairs in upper-level meeting rooms, countertops and sills throughout facility.
6) Complete approved capital improvement projects to potentially include: fan replacement for air handler, patio furniture replacement, construction of dumpster enclosure, and LED lighting installation.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $5,679 to reflect COLA and performance pay adjustments.
2) FICA increased by $708 to reflect projected costs.
3) Retirement increased $818 as a result of the changes in wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $21,818 to reflect staff elections and trends.
5) Training includes Management Training Seminar (1) $125, Support Staff Training (2) $150, First Aid/CPR Training (5) $75.
6) Consulting includes $420 - Security/Fire/Elevator Monitoring Service, $3,600 Dumpster collection.
7) Data increased $120 to reflect increased costs.
8) Utilities increased $3,400 to reflect actual trends.
9) Equipment Maintenance increased $1,500 to include general increase in maintenance costs and addition of routine maintenance on humidifier.
10) Memberships/Subscriptions increased $238 to reflect trends and includes the following music and movie licenses: MPLC ($790), ASCAP ($465), SESAC ($590), BMI ($430).
11) Capital Outlay includes $15,000 – CC General Improvements.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: July 20, 2023

DESCRIPTION OF PROJECT

Community Center Improvements/Upgrades & Repairs Fund

NEW: or REPLACEMENT: X

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$15,000**	**100%**
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As the Community Center ages, (24 years) we continue to experience unexpected repairs and updates to our facility and equipment. This yearly fund helps cover those unexpected mechanical repairs as well as miscellaneous upgrades to the facility (i.e. replacing countertops/sills, tables, chairs, blinds, digital signage, basic mechanical systems repairs, etc.)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
COMMUNITY CENTER												
Account Number			PERSONAL SERVICES									
100	55140	110	Salaries	$ 85,765	$ 37,893	$ 88,184	$ 94,126	$ 45,185	$ 94,126	$ 99,805	$ 99,805	6.03%
100	55140	120	Hourly Wages	79,325	40,061	82,956	86,105	33,235	86,105	89,671	89,671	4.14%
100	55140	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0	0.00%
100	55140	125	Overtime Wages	250	535	1,481	500	48	500	500	500	0.00%
100	55140	126	Seasonal Labor	12,120	6,016	13,682	15,280	6,871	14,800	15,280	15,280	0.00%
100	55140	150	FICA	12,824	6,209	13,162	14,047	6,109	14,041	14,755	14,755	5.03%
100	55140	151	Retirement	10,747	4,240	11,007	12,290	4,138	12,290	13,108	13,108	6.66%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	37,997	18,737	62,795	41,613	21,657	62,795	62,028	63,431	52.43%
100	55140	190	Training	350	351	223	350	120	300	350	350	0.00%
			Subtotal	**239,378**	**114,042**	**273,490**	**264,311**	**117,364**	**284,956**	**295,497**	**296,900**	**12.33%**
			CONTRACTUAL SERVICES									
100	55140	210	Telephone	4,000	1,453	4,027	4,000	1,822	4,000	4,000	4,000	0.00%
100	55140	211	Postage	695	35	624	695	13	450	695	695	0.00%
100	55140	212	Seminars and Conferences	0	0	46	0	0	0	0	0	0.00%
100	55140	215	Consulting	500	0	478	4,300	0	478	4,100	4,100	-4.65%
100	55140	217	Cleaning Service Contract	33,442	15,055	32,498	34,592	13,194	34,000	34,595	34,595	0.01%
100	55140	218	Cell/Radio	480	220	480	480	220	480	480	480	0.00%
100	55140	219	Data	757	146	849	996	456	1,107	1,116	1,116	12.05%
100	55140	220	Utilities	35,000	16,461	44,358	40,000	17,670	44,000	43,400	43,400	8.50%
100	55140	240	Equipment Maintenance	6,500	2,621	8,275	6,500	2,530	6,500	8,000	8,000	23.08%
100	55140	290	Other Contractual Services	11,870	1,378	8,015	13,150	6,347	13,100	13,278	13,278	0.97%
			Subtotal	**93,244**	**37,370**	**99,649**	**104,713**	**42,252**	**104,115**	**109,664**	**109,664**	**4.73%**
			SUPPLIES AND EXPENSE									
100	55140	310	Office Supplies	2,750	899	2,604	2,750	178	2,500	2,750	2,750	0.00%
100	55140	320	Memberships/Subscriptions	1,845	513	1,598	2,037	973	2,120	2,275	2,275	11.68%
100	55140	331	Transportation	0	0	0	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	3,750	1,416	3,655	3,750	1,321	3,750	3,750	3,750	0.00%
			Subtotal	**8,345**	**2,828**	**7,857**	**8,537**	**2,472**	**8,370**	**8,775**	**8,775**	**2.79%**
			CAPITAL OUTLAY									
100	55140	810	Capital Equipment	0	0	0	0	0	0	112,000	15,000	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**112,000**	**15,000**	**100.00%**
			TOTAL	**$ 340,967**	**$ 154,240**	**$ 380,996**	**$ 377,561**	**$ 162,088**	**$ 397,441**	**$ 525,936**	**$ 430,339**	**13.98%**

Historic Preservation Commission

Program Full Time Equivalents: 0

Program Mission:

The purpose of the Commission is to affect and accomplish the protection, enhancement, perpetuation, and use or improvement of sites, which represent or reflect elements of the City's cultural, social, economic, political or architectural history. The Commission serves to foster civic pride in the notable accomplishments of the past.

List of Program Service(s) Descriptions:

1) *Citizen Contact* – Receive input/questions from citizens on projects related to the areas of responsibility.
2) *Historic Districts / Places* – Responsible for the creation and maintenance of historic sites and districts.
3) *Historic District Plans* – Responsible for the development, update and implementation of historic district plans for each district.
4) *Historic District Education* – Responsible for the continuing education of the citizens about the historical heritage of the city and the historic properties designated.

Important Outputs:

1) *Preservation of historic structures, site and district* – Funding provided through tax levy and state/federal grants. Preservation is important since the City of De Pere is known for its historic heritage, sites and districts.
2) *Creation of new historic sites and districts* – Funding provided through tax levy and state/federal grants. Studying and creating new districts is important since more building and areas qualify as the City ages.
3) *Education programs related to the program* – Funding provided primarily through grants. Education is important to help maintain and increase the overall quality of the City's historic background.

Expected Outcomes:

1) Maintain citizen contact levels in a manner that meets or exceeds the needs of the community.
2) Maintain or increase the overall quality of life of residents and visitors though the implementation of the City's historic preservation policies.

3) Maintain or increase the overall quality of life for the citizens in De Pere with a historic preservation program that enhances the historical heritage of the City.
4) Increase the awareness on the City's heritage and provide education to maintain the historic sites and districts in the City.

2024 Performance Measures:

1) Follow up on a 2023 application to Wisconsin Historical Society for a 2024 Certified Local Government Sub-grant. A August 14, 2023 Notice of Intent was submitted for $4,500 in grant dollars for the potential Federal Register and State Register designation of a commercial building. A formal application was due by December 18, 2023. (January 2024 through September 2025).
2) Target three residential properties and three commercial properties, identified in the City's 2017 Historical & Architectural Resources Survey, to determine if there is an interest in becoming either federal and state designated, or locally designated, as historic (July 2024).
3) Provide at least two education programs that continue the education on the historical heritage of the City. (May 2024 - Historic Preservation Month, and December 2024)

2023 Performance Measurement Data:

1) Apply to Wisconsin Historical Society for a 2024 Certified Local Government Sub-grant with a Letter of Intent by August 15, 2023, and a formal application by December 19, 2023. The grant application will be for residential/commercial nominations to the state and federal registry. If there are no valid nomination candidates in 2023, a grant may be linked to historic related surveys, educational projects, planning documents, and Commission Assistance and Mentoring Programs (CAMP). If obtained, the grant will begin September 2024 will be expected to be completed by September 30, 2025.
   a. Result: The letter of intent is being written and a formal application is expected to be submitted on schedule.
2) Update the Certificate of Occupancy application form by May 2023 with an emphasis on simplifying the understandability of qualifying criteria from Section 38-5 of the Historic Preservation Ordinance.
   a. Result: The certificate of Occupancy application was revised in June 2023. A Digital version has also been created to be ready for future City website online application submittals.
3) Target three residential properties and three commercial properties, identified in the City's 2017 Historical & Architectural Resources Survey, to determine if there is an interest in becoming locally designated as historic. If there is an interest, assist each business through the local designation review/approval process by July 2023.
   a. Result: The George E. Bowman House at 933 Oakdale AV was designated as a local historic structure in 2022. Additional local designations were not established in 2023.

4) Continue implementation of the City's 2017 Historical & Architectural Resources Survey by identifying three potential candidates for State and National historic building/district designations by June 2023. Work with property owners to determine interest in being designated and ensure the property owners understand the benefits and restrictions related to a designation. This is an ongoing work plan that will be used through the 2023 calendar year.
   a. Result: Two residential properties were state designated in April 2023 and are awaiting federal designation. Three commercial properties were inquired about interest in designation in July 2023.
5) Provide at least two education programs that continue the education on the historical heritage of the City. At least one of the programs occurs in May 2023, which is historic preservation month.
   a. Result: In collaboration with Definitely De Pere, a downtown virtual walking tour, with interactive map, photographs, and text, was completed in January 2023.
6) Provide offers for historic district signage for two historic residential districts that were state and federally designated in July 2021. Signage would be prepared and offered to the two new historic districts by the spring of 2023.
   a. Result: Signage was designed and prepared with a De Pere based sign company. A total of 55 signs are being printed for distribution to property owners in 2023.

Significant Program Achievements (August 2022 – July 2023):

1) In August 2022, completed and closed a $12,000 Certified Local Government Sub-grant that was awarded to the City on February 22, 2021. The grant allowed two De Pere houses to be federal and state recognized as historic. The grant also established a virtual walking tour for downtown De Pere, which was released in January 2023 and is housed on the new Definitely De Pere website.
2) In October 2022, designated the George E. Bowman House at 933 Oakdale AV as a local historic structure.
3) In October 2022, worked with WisDOT to remove three outdated heritage signs from Broadway ST.
4) In June 2023, completed a review of the Historic Preservation Ordinance for necessary updates and determined the ordinance was up-to-date.
5) In June 2023, completed a review of the Certificate of Appropriateness application and review process to improve user-friendliness.
6) In July 2023, completed the preparation of 55 federal and state designation signs for distribution to two residential neighborhoods in August 2023. Secured a competitive sign printing bid that eliminated the need for residents to share the printing costs with the city in 2023.
7) Assistance and education about the Historic Tax Credit program on an one-on-one basis.
8) Outreach to 3 businesses and 3 residents to encourage local, state, and/or federal designation as historic buildings or properties.

Existing Program Standards Including Importance to Community:

1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month.
   a. Community Importance.
      i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner, including the Certificate of Appropriateness (COA) permits, and review of photo-documenting of historic structures prior to demolition.
      ii. Establishes a routine schedule for community involvement.
      iii. In 2023 the HPC held meetings every two months, which allowed additional time to complete tasks between meetings. Bi-monthly meetings may be repeated in 2024.

Costs and Benefits of Program and Services:

The proposed 2024 Historic Preservation program cost is $14,860. The program benefits the community by providing citizens with access to an online database that identifies historically designated properties and districts, educational information about preserving and restoring a property, and connections to state and federal level funding sources for restorations of historic properties. The program benefits the community by providing citizens with representation in the discussion and implementation of the City's historic preservation program. The program also benefits the community by providing education on the historical heritage of the city.

2024 Program Objectives:

1) Continue Historic District signage for the residential districts. Signage is important for the identification of historic buildings and educates the community about the historic districts.
2) Facilitate a Certified Local Government Sub-grant to designate residential, commercial, and institutional properties as historic, which are identified in the City's 2017 Historical & Architectural Resources Survey.
3) Continue implementation of the City's 2017 Historical & Architectural Resources Survey by working on State and National historic building/district designations by targeting potential local, state, and federal designations. The City's 2017 Historical & Architectural Resources Survey provides a work plan for the establishment of future historic buildings in the City.
4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and the programs that are available to historic properties.

2024 Budget Significant Expenditure Changes:

1) Seminars and Conferences. No Change. WAHPC Spring Conference ($450), Local History Conference ($200), National Trust for Historic designation travel to Madison ($100).
2) Consulting. Remaining 2023 Consulting funds will be rolled over to 2024 due to the revitalization of the historic plaque program ($3,200).
3) Memberships/Subscriptions. No Change. Fox Wisconsin Heritage Parkway ($250). National Alliance of Preservation Commissions ($100). WAHPC Membership ($40). National Trust for Historic Preservation ($20).
4) Grants and Contributions. Donation to Historical Society increased to $10,000 from $7,000.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
HISTORIC PRESERVATION COMMISSION												
Account Number			CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	$ 750	$ 1,125	$ 429	$ 750	$ 234	$ 750	$ 750	$ 750	0.00%
100	55150	215	Consulting	15,200	2,000	10,610	3,200	0	0	3,200	3,200	0.00%
			Subtotal	**15,950**	**3,125**	**11,039**	**3,950**	**234**	**750**	**3,950**	**3,950**	**0.00%**
			SUPPLIES AND EXPENSE									
100	55150	310	Office Supplies	200	0	42	200	0	200	200	200	0.00%
100	55150	320	Memberships/Subscriptions	410	0	120	410	0	410	410	410	0.00%
100	55150	331	Mileage Reimbursement	500	0	0	300	186	300	300	300	0.00%
100	55150	391	Historic Preservation Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,110**	**0**	**162**	**910**	**186**	**910**	**910**	**910**	**0.00%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	55150	701	Historical Society	6,500	6,500	6,500	7,000	7,000	7,000	7,000	10,000	42.86%
			Subtotal	**6,500**	**6,500**	**6,500**	**7,000**	**7,000**	**7,000**	**7,000**	**10,000**	**42.86%**
			TOTAL	**$ 23,560**	**$ 9,625**	**$ 17,701**	**$ 11,860**	**$ 7,420**	**$ 8,660**	**$ 11,860**	**$ 14,860**	**25.30%**

Park and Rec Administration

Program Full Time Equivalents: 2.0

Program Mission:

To collaborate with the Board of Park Commissioners in developing policies as well as developing long term plans for quality park, recreation and forestry services to the residents of De Pere. The program is also responsible for overseeing and managing all other operations of the department.

List of Program Service(s) Descriptions:

1) *Development of Park Board Agenda* – Creates monthly agenda of items that require action by the Park Board.
2) *Future planning of park, recreation and forestry service* – Develops short and long term plans to help guide the department in offering applicable and beneficial programs and services to the community.
3) *Review, change and establish needed Policies* – Annual review of policies to provide municipal services and to promote the short and long term interests of the community.
4) *Department Budget Maintenance*– Develops the yearly capital and operational budgets in a fiscally responsible manner.
5) *Community feedback* – Receives community input and evaluates programs and services (i.e., Survey monkey, De Pere Parks Reach Out).
6) *Park Design* – Works with Board of Park Commissioners revising and developing park design and layout.
7) *Supervision and leadership of management staff* –Evaluates and supervises management staff and skilled laborers.

Important Outputs:

1) *Comprehensive Park and Outdoor Recreation Plan* – Long range planning document that is funded by the Park Special Revenue Fund and guides the department in appropriately servicing the community with park and recreation services.
2) *Departmental Budget Proposal* – Activity and services by the department supported by property tax. This service is valuable to the City because it develops a structured and cost conscious plan for fiscal spending.
3) *Monthly Park Board agenda* – Program funded by property tax dollars. This service provides a structured monthly agenda to the Park Board and provides notification to the community on these topics.
4) *Park or facility development* – Program funded by property tax dollars. Provides professional insight and design to facilities to maximize safety, efficiency, and effectiveness for their proposed use.

5) *Park or facility changes* – Program funded by property tax dollars. Provides professional knowledge and guidance in revising current park layouts and amenities to ensure efficiency and effectiveness.
6) *Staff Communication and Supervision* – Program funded by property tax dollars. Conduct weekly staff meetings and quarterly all-department meetings, in addition to guidance and supervision of department managers. Ensures department mission and tasks are kept on track.

Expected Outcomes:

1) Maintain an updated Comprehensive Park and Outdoor Recreation Plan every five years.
2) Maintain clear and informative Park Board agendas.
3) Maintain clear and up to date policies.
4) Maintain the development of the proposed budget by August of each year.
5) Maintain a highly knowledgeable, skilled, and motivated work force.
6) Ensure City facilities and buildings operate efficiently and effectively.
7) Increased program and citizen satisfaction as a result of adapting programs and services based on community feedback.
8) Maintain high quality, safe, efficient parks that meet community and neighborhood needs through the design of new parks and restructuring of current parks.

2024 Performance Measures:

1) Receive a 90% acceptable rating for department service through user survey.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Respond to all citizen complaints within 1 business day.
    a. Result: We had a number of complaints over the past year and all complaints received a call back within 1 business day.

Significant Program Achievements:

1) Completed fundraising for Nelson Family Pavilion.
2) Completed technical design for the Nelson Family Pavilion.
3) Hired consultants for Wilson Park Master Plan and Comprehensive Outdoor Recreation Plan.

4) Submitted grants for James Street and Bomier Boat Launch.
5) Grew Holiday Light Show at Voyageur Park.

Existing Program Standards Including Importance to Community:

1) Conduct a regular meeting of the Board of Park Commissioners the third Thursday of the month.
    a. Community Importance.
        i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
        ii. Establishes a routine schedule for community involvement.
2) Draft budget proposed by August of each year to the Park Board.
    a. Community Importance.
        i. Provides community input and guidance to the department budgetary proposal.
3) Conduct weekly staff meetings and quarterly all department meetings.
    a. Community Importance.
        i. Provides a cohesive, knowledgeable, and motivated workforce.
4) Revision of long range Comprehensive Outdoor Plan every five years for parks, open space and leisure based programming.
    a. Community Importance.
        i. Provides coordinated plan to the City in an effort to accommodate park and open space needs of a growing De Pere.
        ii. Provides professional analysis and input on revising or changing current park or leisure programs to better fit community needs and trends.

Costs and Benefits of Program and Services:

The proposed 2024 Park and Rec Administration program cost is $321,038. The program benefits the community by providing the community with leadership and supervision to front line services within the department. In addition, this program is key to developing short and long term strategic planning for parks and open space, as well as develops the annual budget proposal.

2024 Objectives:

1) Provide timely and accurate meeting Park Board meeting agendas.
2) Conduct a departmental survey on customer service and services.

3) Complete revision to Comprehensive Outdoor Recreation and Open Space Plan.
4) Work with Brown County to generate a cooperative agreement for operations of Fairgrounds property.

2024 Budget Significant Expenditure Changes:

1) Salaries increased by $8,994 to reflect actual wages.
2) Hourly wages increased by $3,016 to reflect actual wages.
3) FICA increased by $915 to reflect projected increase.
4) Retirement increased by $1,007 to reflect projected increase in retirement funding.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $4,895 due to reflect projected insurance costs.
6) Training includes department training $1,000, customer service training for office assistant $250, and $500 for increased departmental wide safety training.
7) Seminars and conferences includes WPRA State Conference $1,500, Office Support Workshop $200, NRPA National Conference $2,400.
8) Consulting increased by $25,000. Includes $3,000 for general consulting needs, $20,000 for Ice Arena Condition Analysis and $5,000 for aerial deer survey.
9) Data increased by $15 to reflect projected data charges.
10) Membership/Subscriptions includes $405 - WPRA Membership, $175 NRPA Membership.
11) Transportation decreased by $100 to reflect projected in fuel costs.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
PARK AND REC ADMINISTRATION												
Account Number			PERSONAL SERVICES									
100	55200	110	Salaries	$ 118,904	52,751	$ 121,388	$ 126,080	60,521	$ 126,080	$ 135,024	$ 135,024	7.09%
100	55200	120	Hourly Wages	52,062	25,334	62,893	54,662	29,445	54,662	57,678	57,678	5.52%
100	55200	125	Overtime Wages	700	0	563	700	49	500	700	700	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55200	150	FICA	13,132	6,069	13,690	13,880	7,011	13,865	14,795	14,795	6.59%
100	55200	151	Retirement	11,158	4,401	11,955	12,338	4,917	12,324	13,345	13,345	8.16%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	50,411	24,359	49,607	52,340	24,893	52,340	56,321	57,235	9.35%
100	55200	190	Training	1,250	515	1,800	1,250	53	1,250	1,750	1,750	40.00%
			Subtotal	**247,618**	**113,429**	**261,896**	**261,250**	**126,889**	**261,021**	**279,613**	**280,527**	**7.38%**
			CONTRACTUAL SERVICES									
100	55200	210	Telephone	4,000	1,453	4,028	4,000	1,822	4,000	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	3,800	2,763	3,815	3,950	419	3,950	4,100	4,100	3.80%
100	55200	215	Consulting	5,000	26	26	3,000	0	3,000	8,000	28,000	833.33%
100	55200	218	Cell/Radio	1,716	253	498	1,716	478	1,716	1,716	1,716	0.00%
100	55200	219	Data	120	92	212	200	109	215	215	215	7.50%
100	55200	240	Equipment Maintenance	200	0	34	200	0	200	200	200	0.00%
100	55200	290	Other Contractual Services	750	26	183	325	132	325	325	325	0.00%
			Subtotal	**15,586**	**4,614**	**8,796**	**13,391**	**2,960**	**13,406**	**18,556**	**38,556**	**187.92%**
			SUPPLIES AND EXPENSE									
100	55200	310	Office Supplies	850	349	16,583	850	119	850	875	875	2.94%
100	55200	320	Memberships/Subscriptions	550	0	388	565	0	565	580	580	2.65%
100	55200	331	Transportation	450	117	688	600	78	550	500	500	-16.67%
100	55200	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,850**	**466**	**17,659**	**2,015**	**197**	**1,965**	**1,955**	**1,955**	**-2.98%**
			CAPITAL OUTLAY									
100	55200	810	Capital Equipment	0	0	0	0	0	0	20,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**20,000**	**0**	**0.00%**
			TOTAL	**$ 265,054**	**$ 118,509**	**$ 288,351**	**$ 276,656**	**$ 130,047**	**$ 276,392**	**$ 320,124**	**$ 321,038**	**16.04%**

Parks and Public Lands

Program Full Time Equivalents: 3.95

Program Mission:

Develop and maintain parks, recreational areas and leisure facilities that are equally available to all citizens and to enhance their well-being and environment. It is also to help protect our resources for future generations.

List of Program Service(s) Descriptions:

1) *Turf Maintenance* – Mowing, fertilizing, aerating, planting, replacement, and restoration.
2) *Landscape Projects* – Including restoration of flower or shrub beds.
3) *Park Maintenance* – Maintenance on all park facilities (i.e. Tennis courts, playgrounds, etc)
4) *Recreational Field Maintenance* – Includes prepping and restoring baseball, softball, football, soccer and other recreational fields for scheduled usage.
5) *Snow Removal* – Includes park facilities, city maintained sidewalks and select other facilities.
6) *Assist Other Departments* – Assisting other departments as necessary to help maximize City needs and/or emergencies.
7) *Geese Removal* – Program designed to use volunteers to discourage geese from using high use park areas.

Important Outputs:

1) *Maintain Turf/Grass* – Activity funded by property tax. Creates usable & aesthetically pleasing park and open spaces.
2) *Park Maintenance* – Activity funded by property tax. Results in clean, safe, & functional park facilities.
3) *Recreation Field Maintenance* – Activity funded by property tax. Results in safe & playable field conditions for youth & adult athletic programs.
4) *Snow Removal* – Activity funded by property tax. Clear City sidewalks and parking lots. Results in a safer and more usable condition for the public.
5) *Ice Rinks* – Activity funded by property tax. Installation and maintenance of five rinks in the City. These rinks allow children and adults the opportunity for inexpensive outdoor recreational activity during the winter.
6) *Maintained flower and shrub beds* – Activity funded by a combination of property tax funds and Beautification Committee funds. Prepare and install various locations throughout the City. These beds beautify numerous areas of the City and give citizens a better sense of community.

Expected Outcomes:

1) Maintain safe, playable & well-maintained sport facilities that provide a quality experience during athletic events.
2) Maintain clean and safe parks and open spaces that meet community expectations.
3) Maintain aesthetically pleasing park areas that enhance our community's quality of life and promote healthy lifestyles.
4) Increase inter-departmental cooperation and sharing to decrease costs. Share knowledge and investigate inter-governmental purchasing and sharing of equipment to decrease costs.
5) Increase response time for snow removal with better weather monitoring and increased cooperation with other departments in use of equipment.
6) Decrease number of geese in select parks, which results in less waste from the waterfowl and a more usable park.
7) Maintain the number of shrub/flower beds in the City roundabouts.

2024 Performance Measurement Data:

1) Remove all snow from sidewalks within 48 hours of a snowfall.

2023 Performance Measures:

1) Increase Park Shelter rentals by 3% through social media marketing and customer service.
   a. Result: The department saw an 8% increase in total revenue for rentals.

Significant Program Achievements:

1) Assisted with several local soccer tournaments (Select Soccer President's Cup and Tony Litt Soccer).
2) Worked with Street Dept. to maintain and identify more waste and recycle containers in select parks and to schedule regular pick-ups by crews.
3) Worked with numerous families to obtain and install memorial benches in Voyageur Park, VFW Park, Ice Center and Perkofski Boat Launch.
4) Installed City banners and hanging pots in early spring. Banners and pots were installed within 3 weeks of Memorial Day. Hanging pots have continued a more intensive watering schedule again this year – 6 days a week and 1x/week they are fertilized.
5) Worked with various volunteers of community service individuals and service groups to help clean parks.
6) Continued to market the memorial bench/tree program to be more visible.
7) Worked with the Communication Specialist to 'market' more of our contributions and programs to the public.

8) Continued a 5 day a week restroom cleaning schedule during the summer to help minimize exposures to the public and maintain a cleaner overall facility.
9) Installed new playground equipment at Kelly Danen, Legion and Lawton Parks.
10) Worked with Department of Public Works to tentatively remove mowing/trimming of much of the underpass to reduce exposures to dangerous conditions.
11) Worked with Department of Public Works to eliminate sidewalk through the underpass area, thus reducing exposure of staff during sidewalk snow clearing in this area.
12) Worked with a contractor to assist in maintenance of two roundabouts and two large beds on Main Ave to reduce weed growth and garbage buildup.

Existing program Standards Including Importance to Community:

1) Bi-weekly line trimming of parks & open spaces.
    a. Community Importance
        i. Ensures park areas are kept clean and aesthetically acceptable to the community.
2) Daily sport facility maintenance.
    a. Community Importance
        i. Provides safe and playable field conditions for thousands of youth and adults that participate in athletic events on a daily basis.
3) Weekly grass cutting.
    a. Community Importance
        i. Ensures grass is cut to an acceptable standard set forth by city ordinance, as well as community response.
        ii. Creates an atmosphere within parks and open spaces that encourages use.
4) Garbage removal from parks and facilities approximately 2 times/week.
    a. Community Importance
        i. Maintains a clean park by removing unsanitary refuse.
5) Maintenance of flower and shrub beds.
    a. Community Importance
        i. Creates aesthetically pleasing areas around the City and enhances tourism.
6) Weekly maintenance of playgrounds.
    a. Community Importance
        i. Ensures the community that playgrounds are safe.

Costs and Benefits of Program and Services:

The proposed 2024 Parks and Public Land program budget is $705,487. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2024 Objectives:

1) Improve park maintenance operations and efficiency during the spring and fall months.
2) Emphasis on safety with FTE and Seasonal staff through Wednesday Safety Talks.
3) Maintain clean and safe park areas that are aesthetically pleasing to users.
4) Remove snow from City sidewalks within 48 hours after snow has fallen.
5) Maintain and prepare game fields/diamonds in accordance with league schedules.
6) Check on condition of park facilities within 1 working day of any larger events taking place in parks.
7) Create and develop a safe work atmosphere.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $15,164 to reflect projected 2023 wages rates.
2) Seasonal labor increased $9,560 to reflect seasonal wage rate increases.
3) FICA increased $1,299 to reflect projected increases.
4) Retirement increased $1,281 to reflect proposed increases in retirement funding.
5) Health, Dental, DIB, Life and Wrkrs Comp increased $12,841 to reflect projected increases.
6) Training: Playground Safety training (3 people) $1,500; Turf Equip/Main. (2 people) $200; Safety programs (4 people) $100; Turf training (2 people) $200.
7) Seminars and Conferences includes: Turf Management (1 person) $100; WPRA Summer Park tour (1 person) $300.
8) Consulting increased by $1,000. $3,000 for preventative maintenance of Park Building HVAC, $9,000 for Roundabout Maintenance, $3,000 for Cross Connection maintenance, and $400 for general outside services. $1,000 was added to Roundabout Maintenance to include Ice Arena/Fairgrounds.
9) Equipment Maintenance increased $5,000 to include funding for repairs to aging playgrounds throughout the City and inclusion of maintenance expenses related to the Water Wall.
10) Operating supplies increases $2,500 to include assist in replacement of flags.
11) Turf Chemicals increased $2,000 to accommodate general increase in costs.
12) Safety equipment increased by $1,000 to acquire workplace signage as recommended from our insurance consultant.
13) Capital Outlay includes $30,000 – Crackfilling and Sealcoat Program and $3,500 – Knox Box installation.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Crackfilling and Sealcoating program

NEW: or **REPLACEMENT: X**

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	30,000	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In an effort to extend the life of our parking lots and blacktopped surfaces, we would like to begin a yearly program that works with our Engineering Division to crackfill and/or sealcoat a portion of our surfaces on a regular basis. The project would be integrated into the Engineering Divisions City yearly wide crackfill and sealcoat project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Installation of Knox Boxes at seven park buildings.

NEW: X or REPLACEMENT:

PROJECTED COST: $3,500

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$3,500	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This past summer Southwest Park was vandalized and caught on fire. Our Fire Department responded and was unable to gain access due to not having a key. Therefore a number of the doors were damaged due to the necessity of our staff to gain entry. Our Fire Chief has recommended the installation of Know Boxes at a number of our enclosed park buildings to aid in their ability to enter the building due to an emergency. Knox Boxes are approximately $500 per box and we would request our staff install them.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 13 **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

PARKS AND PUBLIC LAND

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	55210	120	Hourly Wages	$ 200,487	$ 94,848	$ 249,049	$ 230,397	$ 117,360	$ 230,397	$ 245,562	$ 245,562	6.58%
100	55210	125	Overtime Wages	4,000	808	3,871	4,000	(241)	2,000	4,000	4,000	0.00%
100	55210	126	Seasonal Labor	99,120	21,590	75,891	118,000	31,578	118,000	127,560	127,560	8.10%
100	55210	150	FICA	17,080	7,685	19,421	19,642	9,738	19,489	20,941	20,941	6.61%
100	55210	151	Retirement	13,292	5,171	16,313	15,939	6,145	15,803	17,220	17,220	8.04%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	85,467	35,350	81,885	88,903	42,849	88,903	95,920	101,744	14.44%
100	55210	190	Training	2,000	1,572	1,959	2,000	613	1,800	2,000	2,000	0.00%
			Subtotal	**421,446**	**167,023**	**448,389**	**478,881**	**208,041**	**476,392**	**513,203**	**519,027**	**8.38%**
			CONTRACTUAL SERVICES									
100	55210	212	Seminars and Conferences	400	37	239	400	62	200	400	400	0.00%
100	55210	215	Consulting	3,400	161	3,171	14,400	1,625	14,000	15,400	15,400	6.94%
100	55210	220	Utilities	43,560	13,988	45,181	45,560	13,308	38,000	45,060	45,060	-1.10%
100	55210	240	Equipment Maintenance	10,000	1,425	7,570	10,000	841	10,000	15,000	15,000	50.00%
			Subtotal	**57,360**	**15,611**	**56,162**	**70,360**	**15,836**	**62,200**	**75,860**	**75,860**	**7.82%**
			SUPPLIES AND EXPENSE									
100	55210	331	Transportation	19,808	13,865	28,226	23,808	10,969	23,000	23,000	23,000	-3.39%
100	55210	340	Operating Supplies	31,200	10,889	34,548	35,700	15,495	35,700	38,200	38,200	7.00%
100	55210	345	Turf Chemicals	10,000	7,075	10,265	10,000	7,049	10,000	12,000	12,000	20.00%
100	55210	351	Safety Equipment	2,800	1,594	2,690	3,800	1,185	3,700	3,900	3,900	2.63%
			Subtotal	**63,808**	**33,422**	**75,729**	**73,308**	**34,697**	**72,400**	**77,100**	**77,100**	**5.17%**
			CAPITAL OUTLAY									
100	55210	810	Capital Equipment	0	1,614	25,369	11,000	73,654	73,654	2,250,400	33,500	204.55%
			Subtotal	**0**	**1,614**	**25,369**	**11,000**	**73,654**	**73,654**	**2,250,400**	**33,500**	**204.55%**
			TOTAL	**$ 542,614**	**$ 217,671**	**$ 605,648**	**$ 633,549**	**$ 332,228**	**$ 684,646**	**$ 2,916,563**	**$ 705,487**	**11.35%**

Forestry

Program Full Time Equivalents: 2.25

Program Mission:

Expand and upgrade our successful urban forestry program. Preserve, protect and improve our environment and enhance the aesthetics of our community. Work together with other departments to form alliances to better serve the public.

List of Program Service(s) Descriptions:

1) *Insect and Disease Control* – Help monitor and control native and invasive pests of trees and shrubs in the City of De Pere.
2) *Prune Trees and Shrubs* – Continue to train and safety prune trees and shrubs on all City grounds.
3) *Removal of Trees and Shrubs* – Remove undesirable, unsafe or unwanted trees, shrubs and plants on all City owned properties including ROWs.
4) *Plant Trees, Shrubs and Flowers* – Continue to offer our tree planting program in spring and fall. Plant shrubs and flowers where needed and desirable.
5) *Landscaping Projects* – Install and maintain various beds on City grounds and ROWs.
6) *Assist Other Departments* – Assisting other departments as necessary to help maximize City needs and/or emergencies.
7) *Community Education* – Educate the community on matters of insect and disease concerns and control. Educate members of the community on proper pruning and other matters of Forestry.
8) *Review of Landscaping Plans* – Review and provide recommendations to proposed site plans of business developments.
9) *Unsafe Tree Condition Response* – Respond in a timely manner to all unsafe tree conditions created when adverse storms move into our immediate area or other contributing factors exist that cause damage.

Important Outputs:

1) *Planting of trees and shrubs in City parks and ROW* – Activity funded by property tax and fees. Result in a younger, rejuvenated urban forest long-term.
2) *Pruning of trees and shrubs in City parks and ROW* – Activity funded by property tax. Result in a more managed and maintained urban forest.
3) *Removal of trees and shrubs in City parks and ROW* - Activity funded by property tax. Results in less risk trees in the urban forest.

4) *Community Presentations to school and service groups* – Activity funded by property tax. Contributes to community education regarding Forestry matters.

Expected Outcomes:

1) Maintain a healthy urban forest that enhances quality of life and increases property values.
2) Decrease the number of calls about insects and diseases by educating residents of identification and control measures.
3) Maintain or increase number of trees pruned in the City.
4) Maintain the amount of risk trees removed.
5) Maintain a healthier urban forest in Gypsy Moth infested areas.
6) Increase the number of trees planted in the parks to help maintain the City's canopy cover and to begin replacing anticipated losses that are occurring due to Emerald Ash Borer and other insects or diseases.
7) Maintain the amount of shrub and/or flowerbeds in the City to continue to beautify select areas.
8) Maintain our assistance of other departments to help minimize costs and contribute to a healthy relationship between the departments.

2024 Performance Measures:

1) Plant up to 125 trees in 2024 from a grant secured from NEW Water. The grant will be for 250 trees with the additional 125 being planted in 2025.

2023 Performance Measurement Data:

1) Remove 400 dead and/or dying Ash Trees by December 2023 through staff and contracted services
   a. Result: The City has hired a contractor to remove the remaining 220 street trees. Staff will have completed over 200 street and park trees by the end of the year.

Significant Program Achievements:

1) As part of our Arbor Day Program our department assisted 5 families in planting memorial trees for loved ones. We also planted 8 trees with the help of Altmayer Elementary School students and with financial assistance from Wisconsin Public Service, in front of the school.
2) Received Tree City, USA award.

3) Partnering with the GB Packers, National Forest Service and WDNR to obtain up to 35 donated trees in a program called 'First Downs for Trees'.
4) Worked with De Pere Beautification Committee to prep and plant various beds, pots and roundabouts in the City.
5) Assisted with installation of banners and hanging baskets in the downtown areas of the city.
6) Assisted in the purchase, placement, and planting of new concrete flower planters in front of VFW Pool, the Municipal Service Center and City Hall.
7) Worked with a contractor to remove over 200 ash trees on the east and west side of the city.
8) Worked with a contractor to remove over 200 stumps in the city.

Existing program Standards Including Importance to Community:

1) Regular community education through presentations and media.
   a. Community Importance
      i. Helps citizens become more informed about our services and many environmental concerns found throughout our community.
      ii. Assists in developing grass roots support in maintaining and developing a healthy urban forest.
2) Scheduled tree maintenance and removal.
   a. Community Importance
      i. Aids in our urban forest remaining healthy by eliminating risks in terraces and other ROWs. By maintaining a healthy urban forest it also increases the value of the City's infrastructure. The department has a goal of a pruning every tree approximately every 5 years. The department also has a goal of removing high risk trees w/in one working day and risk trees within one month.
3) Yearly insect and disease monitoring and control.
   a. Community Importance
      i. Provides consistent monitoring of threats to our urban forest, that left unmonitored could have a catastrophic effect on our urban forest. Two of the newest include monitoring for Emerald Ash Borer and Japanese Beetle.
4) Spring and Fall Tree Planting Program for residents and in parks/ROWs.
   a. Community Importance
      i. Provides home owners with the opportunity to enhance their property value at a minimal cost. Many economic and social importances follow a healthy, increasing, well maintained, urban forest.

5) Respond to resident tree issues w/in one working day.
   a. Community Importance
      i. Provides quick response to potential threats of our urban forest and sets a high standard for customer service. This allows our department to diagnose threats and the urgency of the threat.

Costs and Benefits of Program and Services:

The proposed 2024 Forestry program budget is $282,684. The program benefits the community by providing an urban forest that is continuously maintained. By maintaining the urban forest the City helps to eliminate risk trees in the terrace, in parks and other ROW areas. The program also helps to minimize damages to all trees in the city by identifying and helping to control pests of those trees. By maintaining a healthier, managed urban forest the community benefits from reduced air pollution, rainwater filtration, noise pollution, heat reduction, increased property values and reduced storm water run off. A healthy, managed urban forest contributes to dozens of other social and economic benefits as well.

2024 Objectives:

1) Address all weed complaint issues in a timely manner within the City.
2) Receive Tree City USA award.
3) Monitor Emerald Ash Borer population and continue to educate residents of options and consequences.
4) Continue to replant trees in parks and ROWs where ash have been removed to help mitigate stormwater and return health, social economic and environmental benefits to the areas.
5) Complete removal of all City inventoried, right of way and park lands dead/dying ash to help reduce risk to the public.
6) Remove all stumps within one year of tree removal.

2024 Budget Significant Expenditure Changes:

1) Hourly wages increased $6,030 to reflect proposed wage increases.
2) Seasonal Labor increased $9,880 due to the addition of a summer Laborer/Arborist Intern position.
3) FICA increased by $934 to reflect proposed increases.
4) Retirement increased by $877 to reflect proposed increases in retirement funding.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $7,736 to reflect projected insurance coverage for arborists.
6) Training includes Wisconsin Arborists Association conferences - Summer and Annual (2 staff) $850.

7) Seminars and Conference includes Wisconsin Arborist Association conferences - Fall and Annual (1 person) $550; Management Educational programs (1 person) $300.
8) Consulting includes $1,000 for Invasive Species Control, and $2,020 for General Consulting.
9) Memberships/Subscriptions includes Wisconsin Arborist Association - $65; International Society of Arboriculture - $160; Society of Municipal Arborists - $80; NAA Safety Brochure - $60.
10) Transportation decreased by $2,420 to reflect projected fuel consumption.
11) No Capital Outlay.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

FORESTRY

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	55220	110	Salaries	$ 84,933	$ 37,526	$ 85,944	$ 86,377	$ 43,647	$ 86,377	$ 90,685	$ 90,685	4.99%
100	55220	120	Hourly Wages	72,900	40,981	83,103	77,172	48,842	77,172	83,202	83,202	7.81%
100	55220	125	Overtime Wages	583	54	665	583	0	500	583	583	0.00%
100	55220	126	Seasonal Labor	0	1,193	1,715	0	1,197	2,000	0	9,880	100.00%
100	55220	150	FICA	12,119	6,057	12,740	12,556	7,121	12,579	13,347	13,490	7.44%
100	55220	151	Retirement	10,297	4,537	11,020	11,161	5,295	11,155	12,038	12,038	7.86%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	42,563	17,459	34,593	34,484	18,918	34,484	40,757	42,220	22.43%
100	55220	190	Training	650	520	640	850	0	300	850	850	0.00%
			Subtotal	**224,045**	**108,327**	**230,419**	**223,183**	**125,021**	**224,567**	**241,462**	**252,949**	**13.34%**
			CONTRACTUAL SERVICES									
100	55220	212	Seminars and Conferences	650	490	790	850	289	750	850	850	0.00%
100	55220	215	Consulting	83,020	266	103,374	3,020	2,488	3,020	3,020	3,020	0.00%
100	55220	240	Equipment Maintenance	400	20	111	400	0	150	400	400	0.00%
			Subtotal	**84,070**	**776**	**104,275**	**4,270**	**2,777**	**3,920**	**4,270**	**4,270**	**0.00%**
			SUPPLIES AND EXPENSE									
100	55220	320	Memberships/Subscriptions	285	275	550	365	0	150	365	365	0.00%
100	55220	331	Transportation	5,880	5,982	8,379	12,420	4,566	8,500	10,000	10,000	-19.48%
100	55220	340	Operating Supplies	4,600	1,721	3,709	4,800	1,827	4,000	4,800	4,800	0.00%
100	55220	346	Trees	10,000	10,010	23,303	10,000	(2,184)	8,000	10,000	10,000	0.00%
100	55220	347	Tree Chemicals	300	0	300	300	0	300	300	300	0.00%
			Subtotal	**21,065**	**17,989**	**36,241**	**27,885**	**4,209**	**20,950**	**25,465**	**25,465**	**-8.68%**
			CAPITAL OUTLAY									
100	55220	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 329,180**	**$ 127,091**	**$ 370,936**	**$ 255,338**	**$ 132,007**	**$ 249,437**	**$ 271,197**	**$ 282,684**	**10.71%**

Boat Ramps

Program Full Time Equivalents: 0.15

Program Mission:

Provide safe and efficient facilities to launch watercraft, while enhancing boater access to the Fox River.

List of Program Service(s) Descriptions:

1) Maintain park and launch facilities on a weekly basis.
2) Sale of day passes on site and season passes at City Hall and the Municipal Service Center.
3) Thirteen total boat ramps for launching.
4) Bathroom facilities and parking for 150 boats/trailers at 3 launches.

Important Outputs:

1) *Daily to weekly maintenance and cleaning of the facility* – Activity funded by property tax and boat launch fees. Provides for safe and sanitary launch conditions, in addition to prolonging the life expectancy of the facility and reducing capital costs.
2) *Posting of launch conditions on website* – Activity funded by property tax. This allows both residents and tourists to monitor the condition of the launch.
3) *Sell day and season passes* – Activity funded by property tax. The sale of daily passes on site allows one-time users the flexibility to only purchase for their use. The sale of season passes allows a user to purchase passes once and use all launches in Brown County.

Expected Outcomes:

1) Increased quality of life to community through access to Fox River for recreational activities which include fishing, water skiing, special event participation, sight-seeing, etc.
2) Maintain clean and safe boat ramps through routine maintenance.
3) Increase revenue generated from the sale of day and season passes.
4) Reduce waterfowl population at all ramps.

2024 Performance Measures:

1) Increase daily passes by 1% by increasing social media presence, especially during lulls in boating seasons.

2023 Performance Measurement Data:

1) Increase daily passes by 1% by increasing social media presence, especially during lulls in boating seasons.
   a. Result: We are on track to show an increase of 8-10% based on historical data. This certainly can be a result of more favorable weather and other factors, but our department and our Social Media department has made a concerted effort to inform potential boaters with a more intense media presence.

Significant Program Achievements:

1) Maintained clean and safe boat launches.
2) Conducted preventative maintenance on ticket machines.
3) Posted daily boat launch conditions on City website in the spring.
4) In the process of quoting 3 new dock extensions for Perkofski Boat Launch and refurbishing one section of dock at Perkofski Boat Launch with a grant share from the WDNR.

Existing program Standards Including Importance to Community:

1) Clean launch sites 1 – 2 times/week. This helps to maintain a safe launch site for users.
   a. Community Importance
      i. Reduces and or eliminates unsanitary conditions from occurring.
2) Maintain bathroom facilities 1 – 5 times/week.
   a. Community Importance
      i. Reduces and or eliminates unsanitary conditions from occurring.
3) Monitor launch conditions in the spring on a daily basis.
   a. Community Importance
      i. Allows users of the facilities to better plan and prepare when they can use the facility. Eventually will lead to more people using the facility sooner and increasing tourism.

4) Sell season passes at the MSC and City Hall.
   a. Community Importance
      i. Provides alternate locations for out of area visitors and community residents to purchase season passes in a convenient location. This increases revenue for the City and allows users to have flexibility when purchasing their passes.
5) Offer automated ticket machines at 2 of the 3 city boat launches.
   a. Community Importance
      i. Allows the users of the facility flexibility for payment options. This system also saves City department's time and energy with a more efficient collection system.

Costs and Benefits of Program and Services:

The proposed 2024 Boat Ramps program budget is $27,297. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2024 Objectives:

1) Maintain clean and safe boat launches for our users.
2) Put in docks at Fox Point and Perkofski Boat Launches as soon as possible in the spring to maximize use during spring walleye run.
3) Provide daily and at times hourly updates on boat launch conditions in the spring.
4) Secure grant funding for the continuance of our dock refurbishment and extensions at Perkofski Boat Launch, and replacement of older ticket machine with new, updated machine.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $656 to reflect projected expenses.
2) Overtime wages increased $50 to reflect trends for after hour calls.
3) FICA increased $54 to reflect projected expenses.
4) Retirement increased $57 to reflect increases in retirement funding.
5) Health, Dental, DIB, Life & Wks Comp Ins increased $500 to reflect projected insurance costs.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

BOAT RAMPS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	55230	120	Hourly Wages	$ 8,102	$ 4,201	$ 7,834	$ 8,556	$ 4,149	$ 8,556	$ 9,212	$ 9,212	7.67%
100	55230	125	Overtime Wages	150	321	602	150	203	250	200	200	33.33%
100	55230	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55230	150	FICA	631	335	626	666	321	674	720	720	8.11%
100	55230	151	Retirement	536	233	556	592	175	599	649	649	9.70%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,222	1,239	2,589	3,351	881	3,351	3,711	3,851	14.92%
			Subtotal	**12,641**	**6,329**	**12,207**	**13,315**	**5,728**	**13,429**	**14,492**	**14,632**	**9.89%**
			CONTRACTUAL SERVICES									
100	55230	210	Telephone	1,800	801	1,829	1,800	838	1,650	1,800	1,800	0.00%
100	55230	220	Utilities	6,750	2,917	6,399	6,750	1,909	6,000	6,615	6,615	-2.00%
100	55230	240	Equipment Maintenance	1,200	0	1,211	1,750	0	1,200	1,750	1,750	0.00%
			Subtotal	**9,750**	**3,718**	**9,439**	**10,300**	**2,747**	**8,850**	**10,165**	**10,165**	**-1.31%**
			SUPPLIES AND EXPENSE									
100	55230	340	Operating Supplies	2,200	26	2,213	2,500	394	2,200	2,500	2,500	0.00%
			Subtotal	**2,200**	**26**	**2,213**	**2,500**	**394**	**2,200**	**2,500**	**2,500**	**0.00%**
			CAPITAL OUTLAY									
100	55230	810	Capital Equipment	0	8,034	8,034	0	0	0	21,000	0	0.00%
			Subtotal	**0**	**8,034**	**8,034**	**0**	**0**	**0**	**21,000**	**0**	**0.00%**
			TOTAL	**$ 24,591**	**$ 18,106**	**$ 31,892**	**$ 26,115**	**$ 8,870**	**$ 24,479**	**$ 48,157**	**$ 27,297**	**4.53%**

Parks Equipment/Vehicle Maintenance

Program Full Time Equivalents: 0.5

Program Mission:

Provide proper maintenance to all equipment and vehicles assigned to department. Provide equipment and vehicles that are safe and dependable to be operated on a day-to-day basis.

List of Program Service(s) Descriptions:

1) *Maintenance and repairs to all park equipment and vehicles* – Staff conduct routine maintenance (Oil changes, rotate tire, seasonal tune-ups, etc.) on all vehicles and equipment in addition to repairing broken or malfunctioning items on vehicles and equipment.

Important Outputs:

1) *Conduct preventative maintenance on all vehicles and equipment* – Activity funded by property tax and ensures all vehicles and equipment maintains their life expectancy as well as run efficiently.
2) *Repairs to all department vehicles and equipment* – Activity funded by property tax and ensures the departments fleet are operational with minimal down time.

Expected Outcomes:

1) Maintain all equipment and vehicles are running at their highest level of fuel efficiency possible.
2) Decrease equipment down time through preventative maintenance.
3) Repair equipment and vehicles in a quick and efficient manner to reduce or eliminate staff down time.

2024 Performance Measures:

1) Reduce fuel usage in Recreation Budget by 1% through acquisition of newer fuel efficient vehicle for Recreation Staff.

2023 Performance Measurement Data (July 2021-June 2022):

1) Reduce fuel usage in Recreation Budget by 1% through acquisition of newer fuel-efficient vehicle for Recreation Staff.
   a. Result: Overall number of gallons was up for the program by 8% or 29 gallons. However, during the past year we replaced our old Car 9 with a hybrid vehicle. In comparison, the old Car 9 was averaging 19 mpg, whereas the new Hybrid is averaging 29 mpg. Cost to operate the hybrid vehicle is running .166/mile where the old Car 9 averaged .21/mile.

Significant Program Achievements:

1) Conducted routine maintenance checks every 3,000 miles on all vehicles.
2) Replaced Truck 4.
3) Replaced bed on Truck 16.
4) Replaced Car 9 with hybrid SUV.
5) Rebuilt Goosen Vac.

Existing program Standards Including Importance to Community:

1) Tune ups conducted on all mowers and equipment prior to being put into use for their season.
   a. Community Importance
      i. Ensures equipment is running efficiently, and minimizes breakdowns over the season.
2) Oil changes conducted every 3,000 miles on all vehicles.
   a. Community Importance
      i. Prolongs the life of the vehicle and aids in the prevention of major repair costs and/or breakdowns.
3) Repairs to vehicles and equipment.
   a. Community Importance
      i. Allows staff to perform tasks needed in maintaining parks and open spaces.
4) Routine maintenance on all vehicles.
   a. Community Importance
      i. Ensures the life expectancy of the vehicle is maximized and becomes less of a burden to the tax payer, by not having unnecessary high replacement costs.

Costs and Benefits of Program and Services:

The proposed 2024 Park Equipment/Vehicle Maintenance budget is $107,821. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2023 Objectives:

1) Extend the longevity of our slope mower by converting the Main Avenue Underpass to a no mow area.
2) Provide regular maintenance on fleet vehicles to ensure maximum efficiency and usage.
3) Maintain database of fleet equipment and vehicles in an effort to identify condition.
4) Continue investigating aging fleet with hybrid, EV or fuel efficient options.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,157 to reflect actual wages.
2) FICA increased $165 to reflect changes.
3) Retirement increased by $188 to reflect the projected increase in retirement funding.
4) Health, Dental, DIB, Life & Wks Cmp Ins decreased $2,363 due to reflect projected insurance costs.
5) Consulting increased by $1,000 to reflect growing expenses in keeping our fleet operating. This account accommodates charges for when vehicles or equipment need to be sent out for service.
6) Operating supplies increased by $11,000 to reflect growing expenses in maintaining aging fleet and equipment.

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

PARKS EQUIPMENT/VEHICLE MAINTENANCE

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	55240	120	Hourly Wages	$ 38,000	$ 20,812	$ 39,255	$ 38,536	$ 29,232	$ 38,536	$ 40,693	$ 40,693	5.60%
100	55240	125	Overtime Wages	788	0	1,585	788	132	500	788	788	0.00%
100	55240	126	Seasonal Labor	0	0	0	0	36	36	0	0	0.00%
100	55240	150	FICA	2,967	1,549	3,004	3,008	2,234	2,987	3,173	3,173	5.49%
100	55240	151	Retirement	2,521	1,179	2,647	2,674	1,773	2,654	2,862	2,862	7.04%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	9,504	5,130	9,739	8,942	6,552	11,000	11,165	11,305	26.43%
			Subtotal	**53,781**	**28,670**	**56,229**	**53,948**	**39,960**	**55,713**	**58,681**	**58,821**	**9.03%**
			CONTRACTUAL SERVICES									
100	55240	215	Consulting	10,000	2,867	13,376	10,000	6,669	11,000	11,000	11,000	10.00%
			Subtotal	**10,000**	**2,867**	**13,376**	**10,000**	**6,669**	**11,000**	**11,000**	**11,000**	**10.00%**
			SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	27,000	11,804	31,515	27,000	28,425	38,000	38,000	38,000	40.74%
			Subtotal	**27,000**	**11,804**	**31,515**	**27,000**	**28,425**	**38,000**	**38,000**	**38,000**	**40.74%**
			CAPITAL OUTLAY									
100	55240	810	Capital Equipment	0	0	0	0	0	0	348,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**348,000**	**0**	**0.00%**
			TOTAL	**$ 90,781**	**$ 43,341**	**$ 101,120**	**$ 90,948**	**$ 75,054**	**$ 104,713**	**$ 455,681**	**$ 107,821**	**18.55%**

Recreation and Recreation Programs

Program Full Time Equivalents: 3.6

Program Mission:

Establish and maintain City-wide recreational activities that will be economically provided to City of De Pere residents of all ages with adequate, convenient, equitable and high quality recreational opportunities on a year-round basis.

List of Program Service(s) Descriptions:

1) *Recreation Programs/Services*– Provide a wide variety of recreation programs, events and services to people of all ages – resident and non-resident youth to adults and senior citizens.
2) *Summer Day Camps, Playgrounds & Kid Zone Programs* – Safe, fun, socially interactive, educational and cost-effective recreation programs and activities offered during the summer and before/after school hours for families in cooperation with local schools and the City.
3) *League Support* - Subsidies offered to 4 major user groups in the City: De Pere Area Baseball; De Pere Rapides Youth Soccer; Youth Hockey; De Pere Girls Softball Association.
4) *Adult Leagues* - Leagues include adult softball (summer and fall leagues), basketball, and kickball leagues.
5) *Recreation Scholarship Fund* - Established to provide recreational opportunities for youth and families who have demonstrated financial need.

Important Outputs:

1) Leisure/Recreation Programs:
   A) Activity funded by property tax and private funds.
   B) A variety of well-rounded programs are offered for all ages in and around our community, which include recreational, educational, socially interactive, health & wellness, arts, enrichment, humanities and public service.
   C) Offering and participating in recreation programs increases the quality of life in the community, decreases juvenile issues in the community, creates a healthier community, increases socialization and promotes learning of life-long skills.
   D) Provide programs for the community that are affordable.
   E) Internal and external programming offered in conjunction with AARP, City Health, Police & Fire Departments and the schools promote cooperation and a cost savings.

2) Summer Day Camps, Kidz Zone & Playground Programs:
   A) Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds.
   B) Programs are community-based, economical, socially interactive, educational, safe and fun.
   C) Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children.
   D) A strong, collaborative partnership is established with the school districts and the City.
3) Financial Assistance to Youth User Groups:
   A) Funding provided through property taxes.
   B) Assisting with the offering of youth user groups increases the quality of life in the community and creates a healthier community.
      a) De Pere Area Baseball
      b) De Pere Rapides Soccer
      c) Youth Hockey
      d) De Pere Girls Softball Association
4) Adult Leagues:
   A) Funded through team/player registration fees. Maintenance of fields funded by property tax.
   B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
      a) Summer Softball: 3 leagues, 20 teams (Coed 4 teams, Copper 6 teams, Brass 10 teams)
      b) Fall Softball: 1 league, 7 teams
      c) Basketball: 7 leagues, 42 teams
      d) Kickball: 0 leagues, 0 teams
5) Marketing, Advertising and Publicity of Programs and Services:
   A) Funding for the department brochure is provided through property taxes, private advertising sales; other avenues are at no cost.
   B) Ensuring quality marketing and publicity of programs and services helps maintain an informed community and increases participation in programs:
      a) Department brochure w/ authentic pictures
      b) Cable Channel 4
      c) Flyers to local schools: elementary through college
      d) Press releases to local newspapers
      e) Information updates on the City website
      f) Social media outlets
      g) City Newsletter
      h) Personal Communications with community throughout recreational program services

6) Recreation Scholarship Fund:
   A) Funded through support of local service organizations and community members.
   B) Established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.
   C) Scholarships are available only for instructional programs, special events, pool passes, swim lessons, City sponsored youth leagues, Summer Playgrounds, Kidz Zone and Summer Camp Programs.
   D) Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds.
7) Staff Recruitment & Retention:
   A) By raising pay rates for employees in a variety of roles, staff retention and recruitment was greatly increased.

Expected Outcomes:

1) Sponsored programs enhance the quality of life through partnering with other organizations and reducing the financial impact on the City.
2) Youth, Family, Adult and Senior programs enhance the quality of life by reducing juvenile issues in the community, provide family bonding time, increase social interaction with community members, create a healthier community, and increase the learning of lifelong skills.
3) Programs offered increase exposure to and participation in arts, enrichment and humanities programs.
4) Programs offered increase opportunities for participants and staff to strengthen relationships and connections within the community.
5) Adult Athletic Leagues enhance the quality of life for adults and create a healthier community.
6) Maintain varied recreation programs & services for people of all ages in our community at the lowest possible costs and continue to provide recreation scholarships to those who are financially burdened.
7) Increase and promote online registration as the preferred method of registration versus other methods.
8) Maintain capacities in Summer Day Camp and Kidz Zone Programs that are profitable and near or at maximum capacity.
9) Increase overall participation in Summer Playground Program to aid in the reduction of program expenses and determine validity of program. Obtain financial donations to help fund and support playground program.
10) Continue to stay competitive with the job market to attract and retain qualified seasonal, part-time and full-time staff.

2024 Performance Measure:

1) Increase participation numbers for youth and senior special events/workshops by 10%.

2023 Performance Measures Data (July 2022 – June 2023):

1) Increase participation numbers for Senior Programs and Events by 10%.
   a. Result: Instructional based and senior enrichment programs increased by 1% while attendance at senior events increased by 27%.

Significant Program Achievements:

1) Fully staffed all programs (high percentage of returning staff) and maintained a solid sub list for programs/summer camp/playgrounds. Hired Rec Office Assistant for summer.
2) Collaborated with Finance Dept. on restructuring donations/revenues accounts with the corresponding program/event expenditures to make tracking of funds more accountable and eliminate additional spreadsheet tracking. Created three separate donations accounts to make tracking of funds easier.
3) Resolved issues with prior ActiveNet billing; successfully received new pricing tiers for ActiveNet but due to legal concerns with contract did not pursue.
4) Researched and demoed Activity Messenger and other companies that provide SMS reminders, alerts, and notifications for programs and events.
5) Implemented QuickScores (digital scheduling system) for leagues reducing staff time spent on scheduling, allowing for quicker communication with team members through email/text and reducing schedule errors overall.
6) Offered new Meditative Fusion and Guided Meditation classes, which were very well received.
7) Restructured Daddy Daughter Dance to a Parent Child Dance to allow for more inclusivity for families to attend.
8) Planned and held the first outdoor Easter Egg Hunt since before the pandemic. Volunteers filled over 7000 eggs and over 300 people attended the event.
9) Kept momentum of 2022 new programs going in 2023 including Art in the Park, etc.; expanded some one day preschool workshops with tremendous success. A total of 8 new programs/events were offered this year.
10) Tweaked Kids Night to Rule the Pool to focus on Intermediate/Middle School aged students with great success. Added a Park Playground sponsored evening Bingo Event.
11) Implemented weekly park hosted activities into our Park Playground Program, which included water games, tennis tournament, capture the flag, slime making, and handmaking ice cream floats.
12) Collaborated with OLOL to publicize Kidz Zone for their new families including attending their Back to School Night.
13) Renewed contractual agreements with Green Bay Tennis Inc., YEL (Youth Enrichment League); De Pere Unified School District, West De Pere School District, & Our Lady of Lourdes School for cooperative programming in the schools. Established new agreement with Inner Dimensions Wellness for Guided Meditation and Meditative Fusion classes.
14) Senior Programming continued to see consistency in card group attendance, ticket sales, and programming attendance since post-Covid.

a. Held two Partner Cribbage Tournaments with 108 participants total.
b. Held two Luncheon Bingo's with 65 participants after numerous cancellations during Covid.
c. Held 9 Friday Bingo's with 15-22 participants each month.
d. We have seen an increase in card groups coming to play at the center with three (3) new groups, and some groups have begun to come more than once a week.

15) Continued to receive donations and maintained a healthy balance in the Recreation Scholarship Fund. In 2022, a total of 34 scholarships were awarded for Family Swim Pool Passes and other recreation programs/workshops. As of July 2023, 60 scholarships have been awarded.

Existing Program Standards Including Importance to Community:

1) All registration-based programs shall financially sustain themselves.
   A) Community Importance:
      a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
   A) Community Importance:
      a) Programs offered are based on feedback from the users and reflective of current needs and wants.
3) Provide financial support annually to youth user groups to assist in offering an economically affordable program.
   A) Community Importance:
      a) Strengthens partnerships and collaborations with organizations within the community.
      b) Strengthens communication with citizens in what we do and what we have to offer.
4) Provides opportunities for youth to participate in sport-related activities outside of a school setting. Implement and maintain cost-effective Summer Day Camp and Kidz Zone Programs
   A) Community Importance:
      a) Meets a specific need and demand within our community while remaining cost-effective to our participants.
      b) Provides socially interactive, educational, and fun programming in a safe atmosphere.
      c) Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
      d) Programs financially sustain themselves and create a significant source of revenue for West De Pere School District and the City as well as fund the part-time Recreation Specialist position.
      e) Utilizes facility during low traffic hours maximizing available times.

Costs and Benefits of Program Services:

The proposed 2024 Recreation and Recreation Programs cost is $723,745. The program benefits the community by providing residents an opportunity to participate in programs that enhance their health and well-being, promote family cohesiveness and positively impact their sense of community. The Recreation Programs are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City. In addition, Recreation Programs provide financial support to youth groups to encourage and enhance participation in the activities.

2024 Objectives:

1) Maintain a variety of recreational programs that expand to all age groups.
2) Continue exploring the possibility of contracting programs that are more specialized and hard to find/retain instructors.
3) Expand on the revitalization of the Summer Park Playground Program adding more special events, specialized programming (i.e. Art in the Park) and trips. Continue to pursue getting water to Kiwanis Park for the benefit of the Park Playground Program and general park users. Explore moving Braisher Park Playground Program to Jim Martin Park.
4) In cooperation with the Communications Specialist, continue to enhance marketing efforts through different social media outlets with the goal of increasing attendance at our recreation programs and events. Work closely with Communications Specialist to build photo/video base to aid in promoting programs/events through various methods.
5) Increase number of women's self defense classes to accommodate the interest levels.
6) Offer Pickle Ball Clinic and/or league to build community pickle ball base and raise awareness for the sport and facilities.
7) Streamline registration process for adult leagues and pursue transition to online registration options.
8) Pursue and implement new registration/reservation/POS software programs to reduce expenses and optimize services utilized.
9) Collaborate with recreation staff, videographer, Health, Police and Fire to streamline common training for summer seasonal staff. Specific material would still be covered by Recreation Supervisor of program.
10) By community request, add school-age holiday workshops.
11) In collaboration with the HR department, transition new employees hiring processes to a digital system.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $8,195 to reflect new staff wages, pay grade adjustments and COLA.
2) Hourly Wages increased $7,995 to reflect COLA and performance pay adjustments.
3) Hourly Wages Part Time increased $19,000 to reflect addition of non-benefit eligible, part-time Office Assistant.
4) Seasonal Labor decreased $12,975 due to elimination of Summer Recreation Assistant/Intern position.
5) FICA increased $1,326 as a result of the changes in wages.

6) Retirement increased $1,345 as a result of the changes in wages.
7) Health, Dental, DIB, Life & Wks Cmp Ins increased $11,907 to reflect staff elections and trends.
8) Training includes: Management training seminars ($150), Recreational staff training ($100).
9) Seminars & Conferences includes: WPRA Conference (2 - $1,100), NRPA Conference (1 - $450), Meal reimbursement ($250).
10) Utilities increased $2,500 to reflect actual trends.
11) Memberships and Subscriptions increased by $680. This includes WPRA Professional Memberships (3 - $390), Survey Monkey ($380), Sam's Club Membership ($120) and Zoom Membership ($150), and Activity Messenger ($600). Increase is mostly due to addition of Activey Messenger.
12) Transportation increased by $1,600 to reflect projected fuel usage.
13) Operating Supplies increased $2,860 to reflect increases in costs for supplies and bussing.
14) No Capital Outlay.

City of De Pere
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EXPENDITURES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
RECREATION AND RECREATION PROGRAMS												
Account Number			PERSONAL SERVICES									
100	55300	110	Salaries	$ 101,475	$ 45,012	$ 109,138	$ 123,991	$ 59,523	$ 123,991	$ 132,186	$ 132,186	6.61%
100	55300	120	Hourly Wages	97,125	28,940	60,273	103,992	30,131	103,992	111,987	111,987	7.69%
100	55300	122	Hourly Wages Part Time	0	0	0	0	0	0	0	19,000	100.00%
100	55300	125	Overtime Wages	250	0	2	250	98	200	250	250	0.00%
100	55300	126	Seasonal Labor	194,083	51,622	214,054	245,118	86,959	230,000	241,805	232,143	-5.29%
100	55300	150	FICA	18,026	6,463	15,542	21,014	8,118	20,791	22,205	22,340	6.31%
100	55300	151	Retirement	12,925	4,187	10,999	15,520	4,773	15,516	16,865	16,865	8.67%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	49,776	13,918	32,554	52,739	17,586	52,739	56,127	64,646	22.58%
100	55300	190	Training	250	0	103	250	41	150	250	250	0.00%
			Subtotal	**473,910**	**150,144**	**442,667**	**562,874**	**207,230**	**547,379**	**581,675**	**599,668**	**6.54%**
			CONTRACTUAL SERVICES									
100	55300	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	1,800	607	1,604	1,800	58	1,800	1,800	1,800	0.00%
100	55300	213	Rentals	5,925	1,166	2,770	6,220	4,520	6,735	6,220	6,220	0.00%
100	55300	218	Cell/Radio	1,340	635	1,257	1,340	561	1,260	1,280	1,280	-4.48%
100	55300	219	Data	120	0	292	300	145	292	300	300	0.00%
100	55300	220	Utilities	10,000	2,455	13,945	11,000	2,107	13,500	13,500	13,500	22.73%
100	55300	240	Equipment Maintenance	0	0	0	0	0	0	0	0	0.00%
100	55300	290	Other Contractual Services	32,000	16,645	31,761	31,000	21,250	35,000	32,000	32,000	3.23%
			Subtotal	**51,185**	**21,508**	**51,629**	**51,660**	**28,642**	**58,587**	**55,100**	**55,100**	**6.66%**
			SUPPLIES AND EXPENSE									
100	55300	320	Memberships/Subscriptions	920	412	1,321	960	116	1,025	1,640	1,640	70.83%
100	55300	331	Transportation	3,400	779	5,656	3,400	1,126	5,200	5,000	5,000	47.06%
100	55300	340	Operating Supplies	38,925	9,031	37,675	41,780	8,260	41,250	44,640	44,640	6.85%
100	55300	348	Playground Supply and Expense	3,250	482	3,007	3,250	1,198	3,250	3,250	3,250	0.00%
100	55300	361	League Support	9,447	0	9,447	9,447	377	9,447	9,447	9,447	0.00%

City of De Pere
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EXPENDITURES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
RECREATION AND RECREATION PROGRAMS												
100	55300	362	Adult League Supplies	3,000	1,085	6,480	3,750	653	3,750	3,750	3,750	0.00%
100	55300	363	Youth Program Supplies	0	0	0	0	0	0	0	0	0.00%
100	55300	364	Adult Program Supplies	0	0	0	0	0	0	0	0	0.00%
100	55300	365	Family Program Supplies	0	0	0	0	0	0	0	0	0.00%
100	55300	373	Summer Band	1,250	228	228	1,250	245	1,200	1,250	1,250	0.00%
			Subtotal	**60,192**	**12,018**	**63,815**	**63,837**	**11,975**	**65,122**	**68,977**	**68,977**	**8.05%**
			CAPITAL OUTLAY									
100	55300	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 585,287**	**$ 183,670**	**$ 558,111**	**$ 678,371**	**$ 247,846**	**$ 671,088**	**$ 705,752**	**$ 723,745**	**6.69%**

Special Events/Celebrations

Program Full Time Equivalents: 0.15

Program Mission:

Assist various service and civic organizations, business groups and school districts in providing special activities and/or events for our citizens.

List of Program Service(s) Descriptions:

1) Program/Event Set Up – Assist organizations with event set up on public grounds.
2) Banner/Decoration Set Up & Take Down – Install and removal of banners and decorations at various locations in De Pere.
3) Operation of Beer Gardens.

Important Outputs:

1) Install decorations during the winter season at select locations in De Pere (lights, trees, banners). Activity funded by property tax. Decorations provide residents a sense of community, as well as creating a comfortable and welcoming feeling to visitors and residents.
2) Continue to work with organizations, groups and the School Districts to better serve the community. This collaboration generates community pride as well as better and more cost effective special events for the community. Activity funded by property tax.
3) Install large banners over Reid St as needed. Activity funded by property tax or user group. Allows community or city related events to utilize a prime marketing location for special events.
4) Assist in set up of large community events, which provides for a more cost-effective event and experience for the community. Activity funded by property tax.
5) Operate multiple Beer Gardens.

Expected Outcomes:

1) Maintain successful special events that aid in community pride, enhance quality of life, and promote tourism in the community.

2) Increased communication with organizations, groups and School Districts when helping to set up for events and celebrations. This helps increase operational efficiencies and decrease site concerns.
3) Maintain or increase amount of locations with decorations.
4) Maintain festive atmosphere during select seasons.

2024 Performance Measures:

1) Increase attendance of Holiday Light show by 5%.

2023 Performance Measurement Data:

1) Increase revenue of Beer Garden by 5% from 2022 events.
   a. Result: In anlayzing the data from the first two events in 2022 to 2023, we have witnessed a 97% increase in sales/revenue from the Beer Garden. However, in 2022 our first event in June was rained out and resulted in a loss of $260.

Significant Program Achievements:

1) Set up holiday decorations and banners.

Existing program Standards Including Importance to Community:

1) Provide labor and planning assistance to various groups, organizations and School Districts for large community events in the City of De Pere.
   a. Community Importance.
      i. This benefits the community by having efficient, safe and well-run events and celebrations take place in the City and to create positive messages and experiences for participants.

Costs and Benefits of Program and Services:

The proposed 2024 Special Events/Celebrations program budget is $34,772. The program/service benefits the community by creating more organized and positive participation in the activities.

2024 Objectives:

1) Maintain relationship with local schools to continue use of community parks for school special events (ie. Cross country runs).
2) Investigate cooperative effort with Brown County to create lease agreement for Fairgrounds property
3) Cooperate with organizations to carry out successful Holiday Light Show.
4) Implement Nelson pavilion into Beer Gardens.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $655 to reflect projected costs.
2) FICA increased $49 to reflect projected costs.
3) Retirement increased $54 to reflect projected costs.
4) Health, Dental, DIB, Life and Wks Comp Ins increased $411 to reflect projected costs.
5) Operating Supplies increased $3,367 to accommodate expenses for grand opening of Nelson Pavilion.
6) No capital requested.

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EXPENDITURES

SPECIAL EVENTS/CELEBRATIONS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	55310	120	Hourly Wages	$ 8,102	$ 0	$ 0	$ 8,556	$ 0	$ 8,500	$ 9,211	$ 9,211	7.66%
100	55310	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	55310	126	Seasonal Labor	2,058	76	770	1,655	132	1,200	1,608	1,608	-2.84%
100	55310	150	FICA	650	2	11	679	3	668	728	728	7.28%
100	55310	151	Retirement	527	0	0	582	0	578	636	636	9.24%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,347	0	0	2,476	0	2,400	2,836	2,887	16.62%
			Subtotal	**13,683**	**78**	**781**	**13,947**	**134**	**13,346**	**15,019**	**15,070**	**8.05%**
			SUPPLIES AND EXPENSE									
100	55310	340	Operating Supplies	21,530	2,893	9,325	16,335	6,661	16,335	19,702	19,702	20.61%
			Subtotal	**21,530**	**2,893**	**9,325**	**16,335**	**6,661**	**16,335**	**19,702**	**19,702**	**20.61%**
			TOTAL	**$ 35,213**	**$ 2,971**	**$ 10,106**	**$ 30,282**	**$ 6,795**	**$ 29,681**	**$ 34,721**	**$ 34,772**	**14.83%**

Swimming

Program Full Time Equivalents: 1.05

Program Mission:

Provide a safe facility for the opportunity to learn proper swimming skills and to enjoy water-related facilities.

List of Program Service(s) Descriptions:

1) Lessons – provides swimming and diving lessons for participants six months old to adult. During the summer months progressive swim lessons are offered at Legion and VFW pool during the mornings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
2) Private Swim Lessons – One-on-one for individualized swim lessons to better meet the participant's skill levels and flexibility of families' schedules. Offered in the summer at Legion and VFW pools and in the school year at Syble Hopp School.
3) Future Lifeguard Program – Recruitment event that teach participants the foundational basics of being a lifeguard.
4) Water Aerobics – water fitness classes offered for adults Monday-Thursday at Legion pool and during the school year at Syble Hopp School. Water Fitness classes offered at Syble Hopp during summer season.
5) Youth Nights with inflatables – scheduled programs youth to use the pool outside of the scheduled Open Swim hours, special activities, games and events are planned for the events.
6) Adult Master Swim Program – new in 2023, a competitive masters swim program offered at VFW on Monday evenings.
7) Lap Swim 6:45 – 8:30am (M/W (Legion); T/TH (VFW)); Open Swim – 1-5pm and 5:45-7:45pm* (M-F) and 1-6pm (Sat & Sun) throughout the summer provides participants an opportunity to enjoy the pool in a safe environment.
   **Mondays at VFW and Wednesdays at Legion alternative programing offered during those time slots.*
8) Concessions – provides refreshments for pool participants.
9) Pool Rentals – use of aquatic facilities that cater to private events with use of inflatables, toys, and modified pool usage.

Important Outputs:

1) Progressive Swim Lesson Program: 126 lessons offered for participants six months old to adult.
   A) Funded through user fees.

B) Offering swim lessons is a significant way we protect our community from preventable tragedy, drowning, and encourages healthy methods of exercise for all ages.
C) Offering and participating in swim lessons increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.

2) Future Lifeguard Program –Used as a tool to help increase staffing at each pool for future.
3) Open Swim: 784 hours of open swim offered during the summer, two pools open seven days a week.
   A) Funded through user day pass/seasonal membership fees, and department budget.
   B) Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
4) Varied aquatic programming includes: family swim, lap swim, and water aerobics.
   A) Funded through participant registration fees and user day pass/seasonal membership fees.
   B) Multiple aquatic program offerings ensure efficient use of the pool facility and maximize pool usage. Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
5) Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.
   A) Offering convenient and affordable programming increases opportunities for participation for the community.
   B) Funded through user fees.
6) Pool Passes: Summer seasonal passes are sold to residents and non-residents for use of VFW Aquatic Center & Legion pool. Passes are purchased for the Main Pool, Family, or Lap Swim. Passes can apply to both pools or just Legion Pool.
   A) Funded through user fees and property tax dollars.
   B) Offering seasonal passes increases convenience and opportunities for participation and attendance for the purchaser.
7) Day Passes: Same daily admission fee for residents and non-residents for either the Tot or Main pool. Passes are good for the afternoon and evening for one set rate.
   A) Funded through user fees.
   B) Offering day passes increases convenience and opportunities for participation and attendance for the purchaser.
8) Pool Rentals: Pools are available for rent to residents and non-residents at VFW Aquatic Center & Legion Pool during non-programming and non-open swim hours.
   A) Funded through user fees.
   B) Offering pool rentals helps increase revenue and adds a special opportunity for private parties for any occasion or for work events.

Expected Outcomes:

1) Programs offered will maintain a “break even” or better cost basis.
2) Programs offered shall increase the quality of life in the community through a community survey.
3) Programs offered reduce juvenile issues in the community.
4) Swimming pools will maintain a staffing level that provides a safe environment and quality programming.
5) Program offerings will increase learning of life-long and life-saving skills.
6) Locations will maintain a safe and entertaining family friendly environment.

2024 Performance Measure:

1) Increase swim lesson participation by 5% through increased marketing efforts and social media presence.

2023 Performance Measurement Data (August 2022 – July 2023):

1) Increase swim lesson participation by 5% through increased marketing efforts and social media presence.
   a. Result: Saw a 32% increase in swim lesson participation in the 2023 season.
      2022 ~ 486 group lesson participants vs 2023 ~ 643 group lesson participants
      2022 ~ 76 private lesson participants vs 2023 ~ 76 private lesson participants

Significant Program Achievements:

1) Hired qualified staff to fully staff Syble Hopp Parent/Child swims lessons and water exercise classes. More qualified applicants were received than positions were available for the following positions: Pool Manager, Assistant Pool Manager, and Lifeguard.
2) Added limited private swim lesson options during the school year at Syble Hopp School during parent child classes.
3) Revised operating hours, rental times, swim lessons and events at the pools to accommodate families in need of evening lesson times, family swim events, and an adult masters swim program. Planning for 2024 implementation of evening group swim lessons without a reduction in open swim times.
4) 493 participants were served in the summer group swim lesson programs over 6 sessions at two locations.
5) Certified 6 staff in CPR for the Professional Rescuer and 13 staff as Lifeguards internally.
6) Collaborated with the Health Department and Police Department for pool staff in-service.

7) Collaborated with Green Bay and Ashwaubenon to hold the NEWPRO Lifeguard Competition. Two teams of lifeguards from De Pere competed in the competition demonstrating their lifeguarding skills and physical fitness.
8) Increased pool rentals by 20% from 2022 with 9 additional rentals in 2023 while limited rentals to 9 total weekends. This amounts to an additional $4,365 in revenue.
9) Added a bulk storage location at VFW for concessions items, reducing the cost of deliveries and allowing for bulk pre-season shopping at discounted prices.
10) Implemented digital timekeeping and scheduling software for staff.
11) Certified all facility attendants in Food Handling and Safe Practices.
12) Certified all Pool Managers in Lifeguard Management (through the American Red Cross).

Existing Program Standards Including Importance to Community:

1) All registration-based programs shall financially sustain themselves.
   A) Community Importance:
      a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
   A) Community Importance:
      a) Programs offered are based on feedback from the users and reflective of current needs and wants.
3) Swimming pools have Open Swim – 1-4:30 pm and 6-8:30 pm (M-F) throughout the summer and 1-6 pm (Sa & Su) which equates to (40 hours of open, recreational swim each week).
   A) Community Importance:
      a) Provides participants an opportunity to enjoy the pool in a safe environment.
      b) Helps decrease juvenile issues in the community.
4) Swimming pools have morning lap swim two times a week at each pool; Legion (M/W), VFW (T/TH) 6:00 am – 8:00 am.
   A) Community Importance
      a) Provide community ability to enjoy the pool in a safe environment.
      b) Provide ability for community to have time to use pool for fitness to improve on physical, emotional, spiritual, and mental well-being.
5) Swimming pool is staffed at a level that provides a safe environment and quality programming.
   A) Community Importance:
      a) Site is safe for participating in programming for users.

6) Effective maintenance of health records.
   A) Community Importance:
      a) Site that is approved by the Health Department.
      b) All health records and operations are COVID-19 approved
7) Lifeguards must currently hold Lifeguard, First Aid/CPR and AED certifications.
   A) Community Importance:
      a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.
8) Concessions, Admissions, Bathhouse, Slide Attendants/Basket Attendants and Concessionaires must be certified in First Aid/ CPR & AED for the Professional Rescuer
   A) Community Importance
      a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.

Costs and Benefits of Program Services:

The proposed 2024 Swimming Pool cost is $639,551. The Legion Pool and VFW Aquatic Facility and aquatic programming at Syble Hopp School benefit the community by providing residents an opportunity to participate in aquatic programs that enhance their health and well-being, promote family cohesiveness and positively impact their sense of community. Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.

2024 Objectives:

1) Offer expand rental options at VFW and Legion Pool to include additional time slots and services.
2) Streamline rental process for rentals at VFW Pool and Legion Pool to include online booking options once possible.
3) Increase interdepartmental collaboration with the Health Department, Police Department, and Fire Department when planning seasonal training.
4) Transition to digital staff onboarding processes in collaboration with the HR Department.
5) Hire and maintain adequate staffing at Legion Pool, VFW Aquatic Facility and at Syble Hopp.
   Schedule Lifeguard Certification and CPR certification courses in spring to make use of our facilities & reduce class costs.
6) Certify managers and concessions staff in Food Handling and Safe Food practices.
7) Update certification reimbursement processes for staff to remain competitive with other local municipalities.
8) Expand and reimagine pool special events to make best use of existing equipment, facilities, and staff skills.

9) Continue Pool Manager training for succession purposes.
10) Implement Parent/Child classes at Syble Hopp during summer months or determine alternative at outdoor pools.
11) Research security/surveillance systems to protect the facilities from vandalism and protect our customers.

2024 Budget Significant Expenditure Changes:

1) Overtime increased by $1,200 to reflect the recommended change for providing overtime pay for seasonal employees working at the pools.
2) Retirement increased by $316 to reflect projected increases.
3) Health, Dental, DIB, Life and Wks Comp Ins increased $11,368 to reflect projected costs.
4) Training increased $3,000 to reflect reallocation of some training from 340 account and addition of trainings and the addition of All-Staff Training expenses. $350 – LGI Training for Senior Pool Manager, $500 LG Management certification for Pool Managers, $920 – LG Certifications and recertifications, $330 – CPR certifications and recertifications, $450 – Certified Food Manager training/certification, $80 – Worker Permits for 15 year old employees, $120 – Food Handler certifications, $450 – CPO Training, All Staff Training - $800.
5) Seminars and Conferences increased by $133 for national conference through the Association of Aquatic Professionals – AOAP ($2,166).
6) Data increased by $225 to reflect projected increase.
7) Equipment Maintenance decreased by a total of $10,000. Includes the elimination of contracted pool start-up and winterizing for $36,000, and additions of $3,500 - UV Strainer repair, $2,500 - UV annual maintenance, $7,200 – Slide maintenance and conditioning.
8) Memberships and Subscriptions includes $45 for Association of Professional Aquatics membership.
9) Operating Supplies increased by $1,190. Reflects the reallocated trainings (Certified Food Manager, LG Certifications, First Aid/CPR certifications), and additions of SNC Pool rental and Rec Desk POS System Software fees.
10) Concession Purchases increased by $4,500 to reflect rising costs in concession purchases.
11) Capital Outlay – $13,600 – Vacuum replacement.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: **Chelsea Moberg**

DATE PREPARED: **7/31/2023**

DESCRIPTION OF PROJECT

Wave 200XL Robotic Cleaner:

- MMI-interface control, operation modes and analyzing
- Dual direction brushes
- Remote control manual maneuvering
- Serial two layer system
- Line-by-line cleaning process
- Auto cable release
- Multipurpose caddy
- Clever-clean technology
- In-house assembly, quality control, and diagnostics
- Delivery to facility
- Three-year limited warranty with on-site vacuum warranty administration and repair program
- Three-year labor warranty—from date of purchase on necessary repairs
- Onsite and on-going training of your staff for a two year period
- On-going 24/7 phone support
- Custom on-site programming specific for the pool
- Repairs that cannot be completed on the pool deck, a no-charge loaner will be provided

NEW: X or REPLACEMENT:

PROJECTED COST: $13,600

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**$13,600**	**100%**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

NA – replacing existing equipment. No new ongoing costs should be incurred.

PROJECT JUSTIFICATION

Existing equipment is not reliable (in 2022 and 2023 was broken down 50% of the season). Attempts to repair were made, but parts keep breaking. Purchase necessary to maintain clean facilities.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **1** **Goal No.**

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

SWIMMING POOLS

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
			PERSONAL SERVICES									
100	55420	110	Salaries	$ 17,865	$ 7,969	$ 20,496	$ 25,010	$ 12,013	$ 25,010	$ 26,258	$ 26,258	4.99%
100	55420	120	Hourly Wages	35,666	11,697	38,135	54,993	27,279	54,993	55,963	55,963	1.76%
100	55420	125	Overtime Wages	500	345	2,795	500	721	750	1,700	1,700	240.00%
100	55420	126	Seasonal Labor	187,777	20,923	227,301	258,218	67,020	257,418	257,461	257,461	-0.29%
100	55420	150	FICA	6,856	1,832	7,855	9,903	3,982	9,910	10,153	10,153	2.53%
100	55420	151	Retirement	3,512	766	4,011	5,474	1,757	5,491	5,791	5,791	5.78%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	34,481	9,807	28,909	39,001	14,453	39,000	40,029	50,369	29.15%
100	55420	190	Training	150	192	983	1,000	226	1,008	4,000	4,000	300.00%
			Subtotal	**286,807**	**53,531**	**330,485**	**394,099**	**127,450**	**393,580**	**401,355**	**411,695**	**4.47%**
			CONTRACTUAL SERVICES									
100	55420	210	Telephone	2,000	789	2,028	2,000	944	2,025	2,050	2,050	2.50%
100	55420	212	Seminars and Conferences	1,850	56	1,192	2,033	686	2,000	2,166	2,166	6.54%
100	55420	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	55420	219	Data	525	0	0	525	0	750	750	750	42.86%
100	55420	220	Utilities	79,500	14,969	71,294	83,475	12,010	79,000	79,500	79,500	-4.76%
100	55420	240	Equipment Maintenance	47,000	15,049	49,832	54,000	12,498	36,000	44,000	44,000	-18.52%
			Subtotal	**130,875**	**30,862**	**124,346**	**142,033**	**26,138**	**119,775**	**128,466**	**128,466**	**-9.55%**
			SUPPLIES AND EXPENSE									
100	55420	320	Memberships/Subscriptions	40	0	40	40	0	45	45	45	12.50%
100	55420	340	Operating Supplies	15,405	8,209	16,202	16,555	14,409	17,200	17,745	17,745	7.19%
100	55420	385	Pool Chemicals	28,000	26,135	39,038	40,900	16,364	40,900	40,000	40,000	-2.20%
100	55420	386	Concession Purchases	22,000	10,173	24,326	23,500	14,504	27,000	28,000	28,000	19.15%
			Subtotal	**65,445**	**44,517**	**79,607**	**80,995**	**45,277**	**85,145**	**85,790**	**85,790**	**5.92%**
			CAPITAL OUTLAY									
100	55420	810	Capital Equipment	0	28,747	(4,503)	0	13,560	13,650	13,600	13,600	100.00%
			Subtotal	**0**	**28,747**	**(4,503)**	**0**	**13,560**	**13,650**	**13,600**	**13,600**	**100.00%**
			TOTAL	**$ 483,127**	**$ 157,658**	**$ 529,935**	**$ 617,127**	**$ 212,425**	**$ 612,150**	**$ 629,211**	**$ 639,551**	**3.63%**

TOTAL CULTURE, EDUCATION AND RECREATION

City of De Pere
2024 General Fund
Adopted Budget

CULTURE, EDUCATION & RECREATION
EXPENDITURES

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Total Culture, Education & Recreation										
	PERSONAL SERVICES									
110	Salaries	$ 408,942	$ 181,150	$ 425,149	$ 455,584	$ 220,889	$ 455,584	$ 483,958	$ 483,958	6.23%
120	Hourly Wages	591,769	266,875	623,499	662,969	319,674	662,913	703,179	703,179	6.07%
122	Hourly Wages PT	0	0	0	0	0	0	0	19,000	100.00%
125	Overtime Wages	7,221	2,064	11,564	7,471	1,010	5,200	8,721	8,721	16.73%
126	Seasonal Wages	495,158	101,419	533,413	638,271	193,791	623,454	643,714	643,932	0.89%
150	FICA	84,287	36,203	86,050	95,396	44,637	95,003	100,817	101,096	5.97%
151	Retirement	65,516	24,714	68,508	76,570	28,973	76,411	82,514	82,514	7.76%
152	Health, Dental & Life Ins	315,768	125,998	302,672	323,849	147,790	347,012	368,894	397,688	22.80%
190	Training	4,650	3,150	5,708	5,700	1,052	4,808	9,200	9,200	61.40%
	Subtotal	**1,973,309**	**741,574**	**2,056,562**	**2,265,809**	**957,817**	**2,270,385**	**2,400,997**	**2,449,288**	**8.10%**
	CONTRACTUAL SERVICES									
210	Telephone	11,800	4,496	11,912	11,800	5,426	11,675	11,850	11,850	0.42%
211	Postage	695	35	624	695	13	450	695	695	0.00%
212	Seminars and Conference	9,250	5,078	8,115	9,783	1,748	9,450	10,066	10,066	2.89%
213	Rentals	5,925	1,166	2,770	6,220	4,520	6,735	6,220	6,220	0.00%
215	Consulting	117,120	5,319	131,036	37,920	10,782	31,498	44,720	64,720	70.68%
217	Cleaning Service Contract	33,442	15,055	32,498	34,592	13,194	34,000	34,595	34,595	0.01%
218	Cell/Radio	3,536	1,108	2,235	3,536	1,259	3,456	3,476	3,476	-1.70%
219	Data	1,522	238	1,353	2,021	711	2,364	2,381	2,381	17.81%
220	Utilities	174,810	50,790	181,177	186,785	47,005	180,500	188,075	188,075	0.69%
240	Equipment Maintenance	65,300	19,115	67,034	72,850	15,869	54,050	69,350	69,350	-4.80%
290	Other Contractual Services	44,620	18,049	39,959	44,475	27,729	48,425	45,603	45,603	2.54%
	Subtotal	**468,020**	**120,449**	**478,711**	**410,677**	**128,256**	**382,603**	**417,031**	**437,031**	**6.42%**
	SUPPLIES AND EXPENSE									
310	Office Supplies	3,800	1,248	19,229	3,800	297	3,550	3,825	3,825	0.66%
320	Memberships/Subscriptions	4,050	1,200	4,017	4,377	1,089	4,315	5,315	5,315	21.43%
330	Mileage Reimbursement	500	0	0	300	186	300	300	300	0.00%
331	Transportation	29,538	20,743	42,949	40,228	16,740	37,250	38,500	38,500	-4.30%
340	Operating Supplies	144,610	45,989	138,842	148,420	76,792	158,435	169,337	169,337	14.09%
345	Turf Chemicals	10,000	7,075	10,265	10,000	7,049	10,000	12,000	12,000	20.00%
346	Trees	10,000	10,010	23,303	10,000	(2,184)	8,000	10,000	10,000	0.00%
347	Tree Chemicals	300	0	300	300	0	300	300	300	0.00%
348	Playground Supply and Expense	3,250	482	3,007	3,250	1,198	3,250	3,250	3,250	0.00%

City of De Pere
2024 General Fund
Adopted Budget

CULTURE, EDUCATION & RECREATION
EXPENDITURES

Total Culture, Education & Recreation

	Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
351	Safety Equipment	2,800	1,594	2,690	3,800	1,185	3,700	3,900	3,900	2.63%
361	League Support	9,447	0	9,447	9,447	377	9,447	9,447	9,447	0.00%
362	Adult League Supplies	3,000	1,085	6,480	3,750	653	3,750	3,750	3,750	0.00%
363	Youth Program Supplies	0	0	0	0	0	0	0	0	0.00%
364	Adult Program Supplies	0	0	0	0	0	0	0	0	0.00%
365	Family Program Supplies	0	0	0	0	0	0	0	0	0.00%
373	Summer Band	1,250	228	228	1,250	245	1,200	1,250	1,250	0.00%
385	Pool Chemicals	28,000	26,135	39,038	40,900	16,364	40,900	40,000	40,000	-2.20%
386	Concessions Purchases	22,000	10,173	24,326	23,500	14,504	27,000	28,000	28,000	19.15%
391	Historic Preservation Supplies	0	0	0	0	0	0	0	0	0.00%
	Subtotal	**272,545**	**125,963**	**324,123**	**303,322**	**134,494**	**311,397**	**329,174**	**329,174**	**8.52%**
	CONTRIBUTIONS									
701	Historical Society	6,500	6,500	6,500	7,000	7,000	7,000	7,000	10,000	42.86%
	Subtotal	**6,500**	**6,500**	**6,500**	**7,000**	**7,000**	**7,000**	**7,000**	**10,000**	**42.86%**
	CAPITAL OUTLAY									
810	Capital Equipment	0	38,395	28,900	11,000	87,214	87,304	2,765,000	62,100	464.55%
	Subtotal	**0**	**38,395**	**28,900**	**11,000**	**87,214**	**87,304**	**2,765,000**	**62,100**	**464.55%**
	TOTAL	**$ 2,720,374**	**$ 1,032,881**	**$ 2,894,796**	**$ 2,997,808**	**$ 1,314,780**	**$ 3,058,689**	**$ 5,919,202**	**$ 3,287,594**	**9.67%**

TOTAL GENERAL FUND EXPENDITURES

City of De Pere
2024 General Fund
Adopted Budget

EXPENDITURES

Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	$ 3,409,380	$ 1,585,722	$ 3,669,157	$ 3,702,602	$ 1,673,255	$ 3,422,597	$ 4,142,502	$ 4,084,685	10.32%
TOTAL PUBLIC SAFETY EXPENDITURES	$ 10,015,648	$ 4,336,611	$ 10,385,634	$ 10,670,286	$ 4,868,164	$ 10,910,768	$ 12,304,906	$ 11,483,735	7.62%
TOTAL PUBLIC WORKS EXPENDITURES	$ 3,080,860	$ 1,127,546	$ 2,859,433	$ 3,221,276	$ 1,371,276	$ 3,282,273	$ 4,976,164	$ 3,411,357	5.90%
TOTAL CULTURE, ED & REC EXPENDITURES	$ 2,720,374	$ 1,032,881	$ 2,894,796	$ 2,997,808	$ 1,314,780	$ 3,058,689	$ 5,919,202	$ 3,287,594	9.67%
TOTAL GENERAL FUND EXPENDITURES	**$ 19,226,263**	**$ 8,082,760**	**$ 19,809,020**	**$ 20,591,972**	**$ 9,227,475**	**$ 20,674,327**	**$ 27,342,774**	**$ 22,267,371**	**8.14%**

GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased $1,202,560. The total property tax levy for all funds increased $1,972,506.

	Actual 2023	Budgeted 2024	% of Change
General Fund Levy	$ 9,216,557	$10,419,117	13.05%
Debt Fund Levy	$ 4,438,614	$ 4,239,593	-4.48%
Capital Projects Fund Levy	$ 1,742,276	$ 1,841,276	5.68%
Tax Increment District (TID) Levy	$ 773,821	$ 1,643,788	112.42%
TOTAL LEVY	$16,171,268	$18,143,774	12.20%

SIGNIFICANT REVENUE CHANGES:

TAXES:

1) General Fund Levy increased $1,202,560 to support general fund expenditures not supported by other revenues.
2) Mobile Home Fees decreased $1,450 due to reflect trends.
3) Payment in Lieu of Taxes decreased $8,650 to reflect trends.
4) Public Accommodations increased $1,500 to reflect trends.
5) From Municipal Water Utility decreased $65,000 to reflect trends with decrease in tax rate.
6) Interest Penalties & Taxes decreased $900 to reflect trends.

INTERGOVERNMENTAL REVENUE:

1) State Shared Revenue increased $857,815 due to the supplemental municipal aid and where utility aids are budgeted.
2) State Shared Revenue-Expenditure Restraint decreased $70,913 to reflect state estimates due to lower tax rate.
3) State Fire Insurance increased $15,500 to reflect trends.
4) Other State Shared Taxes-Exempt Computer Aid increased $6,740 to reflect trends.
5) State Grants decreased $18,734 to reflect state estimates for personal property aid.
6) K-9 Expenses and Donations decreased $2,500 as no expense line is included in the budget for donations.
7) State Aid for Connecting Highways increased $18,107 to reflect state budget increase.

8) Mass Transit State Aid decreased $274,790 as these grants are not received by the City but by Green Bay Metro. The Transit expense reflects this decrease as well.
9) COVID Grants increased $41,961 to reflect anticipated grants for 2024.

LICENSES AND PERMITS:

1) Liquor and Malt Beverage Licenses decreased $6,800 to offset the previous year's increase as most licenses are at the state maximum already. This also includes a $100 increase for Class A Combo licenses.
2) Operator's Licenses increased $14,185 to reflect 2024 as the first year of two-year license renewals.
3) Food & Beverage Licenses increased $8,940 to reflect department estimates.
4) Cable Television Franchise License decreased $8,200 to reflect trends.
5) Trailer Park decreased $100 to reflect trends.
6) Building Permits decreased $84,750 to reflect department estimates and includes a 3% increase.
7) Commercial Permit Review increased $4,425 to reflect department estimates and includes a 3% increase.
8) Flood Plain/Zoning Letters increased $200 to reflect department estimates and includes a 3% increase.
9) Construction fees decreased $168 to reflect department estimates.
10) Electrical Permits decreased $27,750 to reflect department estimates and includes a 3% increase.
11) Plumbing Permits decreased $6,250 to reflect department estimates and includes a 3% increase.
12) HVAC Permits decreased $44,000 to reflect department estimates and includes a 3% increase.
13) CSM Reviews decreased $5,550 to reflect department estimates and includes a 3% increase.

FINES AND FORFEITURES:

1) Court Penalties & Costs decreased $60,000 due to department estimates.
2) Parking Violations decreased $5,000 due to department estimates.

PUBLIC CHARGES FOR SERVICE:

1) General Government decreased $2,205 to reflect department estimates.
2) Clerk-Passports decreased $825 to reflect department estimates.
3) Letter of No Specials decreased $4,665 to reflect department estimates.
4) License Publication Fees decreased $900 to reflect department estimates.
5) Police Alarm Monitoring decreased $1,140 to reflect department estimates.
6) Police Department Fees increased $235 to reflect department estimates.
7) Background Checks increased $469 to reflect department estimates.
8) Police Fingerprints increased $79 to reflect department estimates.

9) Street Department Revenue increased $24,888 to reflect department estimates.
10) Public Health Revenue increased $1,085 to reflect department estimates.
11) Recreation Revenues decreased $1,164 to reflect department estimates and a 3% increase.
12) Concessions increased $8,909 to reflect department estimates and includes a 3% increase.
13) Swimming Revenues increased $26,560 to reflect department estimates and includes a 3% increase.
14) Community Center Revenues increased $10,490 to reflect department estimates and includes a 3% increase.
15) Programs-Financial Assistance increased $930 to reflect department estimates and includes a 3% increase.
16) Athletic Facility Fees decreased $110,620 to reflect a change in accounting using different revenue accounts to record boat fees, beer gardens and holiday lights. This also includes a 3% increase.
17) Daily Boat Fees increased $60,000 to reflect a change in accounting to budget here instead of Athletic Facility Fees.
18) Season Boat Fees increased $29,000 to reflect a change in accounting to budget here instead of Athletic Facility Fees.
19) Beer Gardens increased $20,000 to reflect a change in accounting to budget here instead of Athletic Facility Fees.
20) Holiday Lights increased $2,500 to reflect a change in accounting to budget here instead of Athletic Facility Fees.
21) Ambulance Fees from Townships increased $30,000 to reflect department estimates.
22) Building Permits & Voter Report (Clerk) decreased $606 to reflect trends.
23) Sundry decreased $607 to reflect trends.
24) Retiree Insurance Admin Fee decreased $652 to reflect trends.

INTERGOVERNMENTAL CHARGES FOR SERVICE:

1) Crossing Guard Hours decreased $1,061 to reflect department estimates.
2) Space Rentals increased $10,262 to reflect the contract increase and department estimates.

MISCELLANEOUS REVENUES:

3) Interest On Investments increased $1,075,000 to reflect department estimates with current market rates.
4) Farm Leases decreased $1,678 to reflect department estimates.
5) Property Sales decreased $50,000 to reflect department estimates.
6) Refuse Garbage Equipment & Property decreased $5,000 to reflect trends.
7) Other decreased $5,000 to reflect department estimates.
8) Fire and Rescue decreased $5,750 to reflect department estimates.

OTHER FINANCING SOURCES:

1) Transfers from Capital Projects Fund decreased $868,393 to reflect the change in budgeting.

City of De Pere
2024 General Fund
Adopted Budget

REVENUES

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			TAXES									
100	41110		General Property	$ 8,615,156	$ 8,615,155	$ 8,615,155	$ 9,216,557	$ 9,216,564	$ 9,216,564	$ 10,212,949	$ 10,419,117	13.05%
100	41130		Mobile Home Fees	6,600	2,657	5,315	6,600	2,628	5,195	5,150	5,150	-21.97%
100	41150		Payments in Lieu of Taxes	21,665	1,395	1,395	10,000	1,358	10,000	1,350	1,350	-86.50%
100	41200		Sales and Use	0	0	261	0	0	200	0	0	0.00%
100	41210		Public Accommodations	9,500	4,411	10,626	12,500	6,679	13,000	14,000	14,000	12.00%
100	41220		Retained Sales Tax	120	60	120	120	0	120	120	120	0.00%
100	41310		From Municipal Water Utility	515,000	250,000	419,466	515,000	0	450,000	450,000	450,000	-12.62%
100	41320		Housing Authority	32,000	33,922	33,922	34,000	37,103	37,103	35,000	35,000	2.94%
100	41800		Interest Penalties & Taxes	1,400	603	1,018	1,400	124	700	500	500	-64.29%
100	41810		Interest Penalties Specials & Deeds	20,000	4,000	10,780	10,000	4,200	10,000	10,000	10,000	0.00%
			Subtotal	**9,221,441**	**8,912,203**	**9,098,057**	**9,806,177**	**9,268,656**	**9,742,882**	**10,729,069**	**10,935,237**	**11.51%**
			INTERGOVERNMENTAL REVENUE									
100	43220		Mass Transit Federal Aid	0	0	0	0	0	0	0	0	0.00%
100	43410		State Shared Revenue	1,205,804	0	1,205,515	1,202,342	0	1,465,946	2,060,157	2,060,157	71.35%
100	43411		State Shared Revenue - Expenditure Restraint	208,037	0	208,038	197,288	0	197,289	126,375	126,375	-35.94%
100	43420		State Fire Insurance	97,800	96,788	103,800	103,800	0	119,300	119,300	119,300	14.93%
100	43430		Other State Shared Taxes - Exempt Computer Aid	77,852	0	80,185	77,852	0	84,592	84,592	84,592	8.66%
100	43500		State Grants	120,683	0	115,188	120,683	101,949	101,949	101,949	101,949	-15.52%
100	43505		Law Enforcement	0	(300)	2,887	0	(5,063)	12,000	0	0	0.00%
100	43507	363	K-9 Expenses and Donations	2,500	9,898	10,153	2,500	19,637	38,000	0	0	-100.00%
100	43507	364	Police Misc Grants			0	0	1,880	1,880	0	0	0.00%
100	43510		Rescue EMS Act 102	15,000	0	76,240	15,000	47,618	12,195	15,000	15,000	0.00%
100	43520		State Aid for Police Training	5,120	0	6,498	5,120	0	5,120	5,120	5,120	0.00%
100	43530		State Aid for Connecting Highways	74,595	37,297	74,595	72,426	36,213	72,426	90,533	90,533	25.00%
100	43531		General Transportation Aids	1,399,991	698,057	1,396,114	1,385,117	692,649	1,385,298	1,413,004	1,413,004	2.01%
100	43532		Mass Transit State Aid	274,790	137,395	274,790	274,790	0	274,790	0	0	-100.00%
100	43540		State Recycling Grants	97,975	97,691	97,691	97,691	97,720	97,720	97,720	97,720	0.03%
100	43550		ACT 102 Ambulance Grant	0	0	0	0	0	0	0	0	0.00%
100	43551		Health Matching Grant	60,199	16,250	66,789	60,199	36,401	61,506	61,506	61,506	2.17%
100	43552		COVID 19 Grants	100,000	93,295	288,090	167,124	142,677	178,504	209,085	209,085	25.11%
100	43590		State Misc Grants	0	0	206,831	0	0	0	0	0	0.00%
100	43600		Other State Payments	0	0	14,605	0	0	0	0	0	0.00%
100	43605		Payment in Lieu of Tax - DNR	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**3,740,346**	**1,186,371**	**4,228,007**	**3,781,932**	**1,171,679**	**4,108,515**	**4,384,341**	**4,384,341**	**15.93%**
			LICENSES AND PERMITS									
100	44105		Liquor and Malt Beverage Licenses	37,800	28,198	29,295	39,800	27,124	29,500	33,000	33,000	-17.09%
100	44110		Operator's Licenses	32,550	17,865	25,604	10,815	5,176	10,000	25,000	25,000	131.16%
100	44115		Cigarette Licenses	2,205	2,090	2,248	2,415	2,100	2,300	2,300	2,300	-4.76%
100	44121		Food & Beverage Licenses	86,415	71,860	91,958	86,806	71,076	88,500	95,746	95,746	10.30%
100	44125		Cable Television Franchise License	110,000	27,486	113,673	112,200	26,220	104,000	104,000	104,000	-7.31%
100	44130		Trailer Park	100	0	0	100	0	0	0	0	-100.00%
100	44140		Other Permits and Fees	11,550	5,049	11,799	9,455	5,772	9,000	9,455	9,455	0.00%
100	44210		Dog License	3,780	4,083	4,363	4,672	3,498	4,500	4,500	4,500	-3.68%
100	44300		Building Permits	367,500	208,514	304,729	393,750	87,485	180,000	300,000	309,000	-21.52%
100	44301		Commercial Permit Review	10,500	2,900	8,700	11,025	8,400	16,000	15,000	15,450	40.14%
100	44303		Flood Plain/Zoning Letters	630	0	0	315	350	500	500	515	63.49%
100	44305		Construction	157	0	50	168	0	0	0	0	-100.00%
100	44307		Sanitary Sewer Excavation	14,385	3,950	9,400	12,600	5,275	12,600	12,600	12,978	3.00%

City of De Pere
2024 General Fund
Adopted Budget

REVENUES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
100	44910		Electrical Permits	105,000	40,202	58,609	105,000	20,376	55,000	75,000	77,250	-26.43%
100	44920		Plumbing Permits	47,250	21,195	30,597	57,750	18,062	40,000	50,000	51,500	-10.82%
100	44925		HVAC Permits	89,250	75,733	129,350	147,000	24,862	70,000	100,000	103,000	-29.93%
100	48902		Zoning Permits and Fees	4,200	810	1,383	3,150	650	3,000	3,150	3,150	0.00%
100	48903		CSM Reviews	15,750	9,985	22,064	21,000	5,292	12,000	15,000	15,450	-26.43%
100	48906		Excavation Permits	26,250	12,285	23,330	27,563	8,620	27,563	27,563	27,563	0.00%
			Subtotal	**965,272**	**532,205**	**867,152**	**1,045,584**	**320,337**	**664,463**	**872,814**	**889,857**	**-14.89%**
			FINES AND FORFEITURES									
100	45100		City Share of Fines and Forfeitures	0	0	(4,297)	0	(1,267)	0	0	0	0.00%
100	45110		Court Penalties and Costs	393,750	114,686	216,442	300,000	119,808	240,000	240,000	240,000	-20.00%
100	45130		Parking Violations	35,000	20,257	38,203	35,000	10,734	21,500	30,000	30,000	-14.29%
			Subtotal	**428,750**	**134,943**	**250,348**	**335,000**	**129,275**	**261,500**	**270,000**	**270,000**	**-19.40%**
			PUBLIC CHARGES FOR SERVICE									
100	46100		General Government	2,100	0	1,799	2,205	(400)	0	0	0	-100.00%
100	46101		Clerk-Passports	6,510	2,022	4,157	6,825	2,164	5,800	6,000	6,000	-12.09%
100	46102		Clerk's Office Admin Fees	1,050	1,261	2,479	2,100	549	2,100	2,100	2,100	0.00%
100	46110		Letters of No Specials	27,300	13,020	23,265	28,665	10,950	24,000	24,000	24,000	-16.27%
100	46120		License Publication Fees	420	1,563	1,230	2,400	1,424	1,305	1,500	1,500	-37.50%
100	46207		Police Alarm Monitoring	5,250	3,850	11,100	7,140	2,925	6,000	6,000	6,000	-15.97%
100	46208		Police Department Fees	1,050	191	569	315	279	550	550	550	74.60%
100	46210		Background Checks	315	330	1,078	331	668	800	800	800	141.69%
100	46220		Police Fingerprints	525	144	457	551	315	630	630	630	14.34%
100	46298		Ambulance Fees	791,590	313,990	1,028,163	1,025,000	405,743	990,068	950,000	1,025,000	0.00%
100	46340		Street Department Revenue	36,750	25,184	59,297	38,588	31,738	63,476	63,476	63,476	64.50%
100	46345		Garbage & Recycling Fees	12,600	0	0	12,600	18,639	20,000	12,600	12,600	0.00%
100	46350		Snow Removal Charges	6,930	6,013	4,842	7,276	3,554	7,276	7,276	7,276	0.00%
100	46360		Parking Permits	0	0	0	0	0	0	0	0	0.00%
100	46406		Weed & Nuisance Control	4,200	0	8,085	0	1,637	0	0	0	0.00%
100	46421		Recycling Containers	4,200	2,360	3,687	4,450	2,886	4,450	4,450	4,450	0.00%
100	46501		Public Health Revenue	525	240	1,379	315	11,131	17,800	1,400	1,400	344.44%
100	46510		Weights & Measures Fees	22,050	21,481	21,661	21,600	19,656	21,661	21,661	21,661	0.28%
100	46521		Animal Control	0	0	0	0	2	0	0	0	0.00%
100	46700		Recreation Programs	406,109	215,468	401,633	426,458	255,194	429,000	430,962	443,778	4.06%
100	46721		Recreation	15,750	0	17,380	17,850	(35)	16,200	16,200	16,686	-6.52%
100	46722		Concessions	40,672	20,040	50,738	44,625	14,551	49,000	51,975	53,534	19.96%
100	46723		Swimming	206,115	113,361	255,548	227,850	141,725	245,000	247,000	254,410	11.66%
100	46724		Forestry	10,395	17,280	26,752	12,495	10,469	13,000	12,495	12,870	3.00%
100	46725		Community Center	39,127	33,445	65,899	53,550	37,233	60,000	62,175	64,040	19.59%
100	46727		Programs-Financial Assistance	4,200	2,661	5,629	5,250	3,237	5,500	6,000	6,180	17.71%
100	46747		Athletic Facility Fees	123,375	9,634	19,972	129,675	12,873	19,500	18,500	19,055	-85.31%
100	46747	010	Daily Boat Fees	0	40,612	67,028	0	48,868	62,000	60,000	60,000	100.00%
100	46747	020	Season Boat Fees	0	10,828	28,243	0	4,300	28,000	29,000	29,000	100.00%
100	46747	030	Beer Gardens	0	0	0	0	0	18,000	20,000	20,000	100.00%
100	46747	040	Holiday Lights	0	0	0	0	0	2,500	2,500	2,500	100.00%
100	46800		Payment In Lieu of Parkland	0	0	0	0	0	0	0	0	0.00%
100	47306		Ambulance Fees From Townships	216,707	112,017	224,035	230,000	128,484	256,968	260,000	260,000	13.04%
100	47401		Engineering Fees	700,000	350,000	700,000	700,000	0	700,000	700,000	700,000	0.00%
100	48901		Copies Maps Blueprints	1,155	149	593	525	64	350	500	500	-4.76%
100	48908		Building Permits & Voter Report (Clerk)	577	0	0	606	0	0	0	0	-100.00%

City of De Pere
2024 General Fund
Adopted Budget

REVENUES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
100	48909		Sundry	578	300	0	607	0	0	0	0	-100.00%
100	48910		Retiree Insurance Admin Fee	1,050	65	225	1,102	222	450	450	450	-59.17%
			Subtotal	**2,689,175**	**1,317,509**	**3,036,925**	**3,010,954**	**1,171,046**	**3,071,384**	**3,020,200**	**3,120,446**	**3.64%**
			INTERGOVERNMENTAL CHARGES FOR SERVICE									
100	47311		Crossing Guard Hours	20,000	10,318	16,935	20,000	0	18,939	18,939	18,939	-5.31%
100	47320		Payment for Liaison Officer	291,000	154,139	295,390	291,000	0	291,000	295,390	295,390	1.51%
100	47402		Data Processing Charges	16,097	8,049	16,096	16,580	0	16,579	17,076	17,076	2.99%
100	47406		TID Admin Allocation	117,548	58,774	117,548	117,548	0	117,548	121,074	121,074	3.00%
100	47415		Equipment Rental	31,522	14,561	31,521	32,468	0	32,468	33,442	33,442	3.00%
100	47432		Space Rentals	49,300	18,036	54,587	49,300	9,993	57,490	59,562	59,562	20.82%
			Subtotal	**528,617**	**263,877**	**532,077**	**526,896**	**9,993**	**534,024**	**545,483**	**545,483**	**3.53%**
			MISCELLANEOUS REVENUES									
100	48100		Interest On Investments	100,000	(279,360)	(131,792)	325,000	911,591	1,820,000	1,000,000	1,400,000	330.77%
100	48200		Rents & Leases	0	0	0	0	525	675	0	0	0.00%
100	48201		Farm Leases	5,000	1,815	7,642	4,678	1,815	3,000	3,000	3,000	-35.87%
100	48202		Brown County Fairgrounds	0	0	0	0	0	0	0	0	0.00%
100	48203		Residental Lease	15,000	8,423	17,330	16,000	8,149	16,000	16,000	16,000	0.00%
100	48300		Property Sales	1,500	0	0	150,000	16,823	30,000	100,000	100,000	-33.33%
100	48301		Refuse Garbage Equipment & Property	15,000	2,884	5,214	15,000	3,891	7,100	10,000	10,000	-33.33%
100	48309		Other	5,000	0	298,918	5,000	278,512	0	0	0	-100.00%
100	48500		Donations	0	0	0	0	0	0	0	0	0.00%
100	48510		Police Programs	0	2,005	0	0	0	0	0	0	0.00%
100	48515		Park and Rec	0	279,686	100,000	0	0	0	0	0	0.00%
100	48520		Fire & Rescue	9,189	5,500	5,260	5,750	(2,503)	14,800	0	0	-100.00%
100	48800		Other			300	0	0	0	0	0	0.00%
			Subtotal	**150,689**	**20,953**	**369,074**	**521,428**	**1,218,803**	**1,891,575**	**1,129,000**	**1,529,000**	**193.23%**
			OTHER FINANCING SOURCES									
100	49100		Proceeds From Long Term Notes	0	0	0	0	0	0	0	0	0.00%
100	49130		Installment Contracts	0	0	0	0	0	0	0	0	0.00%
100	49140		State Trust Fund Loans	0	0	0	0	0	0	0	0	0.00%
100	49200		Transfer From Special Fund	250,000	125,000	0	250,000	0	250,000	250,000	250,000	0.00%
100	49222		Transfer From TID #9	11,400	5,700	0	11,400	0	11,400	11,400	11,400	0.00%
100	49223		Transfer From TID #6-#17	0	0	0	0	0	0	0	0	0.00%
100	49240		Transfer From Capital Projects Fund	1,050,000	525,000	1,534,929	1,200,000	0	0	340,576	331,607	-72.37%
100	49260		Transfer From Enterprise Fund (Water Utility)	0	0	0	0	0	0	0	0	0.00%
100	49261		Transfer From Enterprise Fund (Wastewater)	0	0	0	0	0	0	0	0	0.00%
100	49271		Transfer From Parkland Dedication Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,311,400**	**655,700**	**1,534,929**	**1,461,400**	**0**	**261,400**	**601,976**	**593,007**	**-59.42%**
			TOTAL GENERAL FUND REVENUES	**19,035,690**	**13,023,761**	**19,916,571**	**20,489,371**	**13,289,790**	**20,535,743**	**21,552,884**	**22,267,371**	**8.68%**
100	49300		Fund Balances Applied	**190,573**	**0**	**0**	**102,601**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL GENERAL FUND REVENUES	**$ 19,226,263**	**$ 13,023,761**	**$ 19,916,571**	**$ 20,591,972**	**$ 13,289,790**	**$ 20,535,743**	**$ 21,552,884**	**$ 22,267,371**	**8.14%**

SPECIAL FUND

City of De Pere Revolving Loan Fund

THIS FUND HAS REPLACED THE PRIOR DEVELOPMENT LOAN PROGRAM ADMINISTERED BY THE CITY THROUGH THE STATE OF WISCONSIN

Program Mission:

The specific purpose for the expenditure of the funds has been designated for economic development purposes according to City Council Resolution 19-85, with specific uses and objectives to be determined at a later date.

In 1986, the Wisconsin Development Fund awarded De Pere $595,000 to administer as part of the CDBG-ED Revolving Loan Fund program. Since then the City issued loans to new and expanding businesses located in the City of De Pere. The loan program focused on job creation for low and moderate-income individuals. Over the past several years, the loan program required spring and fall reporting to confirm that the local loan program complied with federal requirements. In the spring of 2018, the Wisconsin DOA informed RLF governmental entities that spring reporting would be postponed due to a HUD monitoring scheduled for the week of May 14, 2018. The findings from that monitoring session resulted in a proposed Substantial Amendment that proposed CDBG-CLOSE. This fund will continue to collect principal and interest payments of balances on four remaining loans due the City from the prior development loan program fund. However, in response to the COVID-19 Pandemic, the City deferred loan payments for up to 120 days upon request from any businesses with outstanding loans provided the company can demonstrate an income loss as a result of the Emergency Order #12, or the COVID-19 outbreak. Principal and interest payments will be deferred while the outstanding balance will continue to incur interest. In March 2022, the Common Council elected to return tha balance and therefore as of May 1, 2023, the RLF fund has an equity balance of $936,736 and $64,819 in outstanding revolving loan fund debt (including interest).

The outstanding loans are all in good standing and held by the following:

Amerilux International	$27,630 ($27,745 including interest)
Black Honey Hashery, LLC	$8,040 ($8,077 including interest)
Battle House GB, LLC	$11,444 ($11,530 including interest and 3 months of COVID deferred payments)

Including to-date repayments of the Pandemic Response Small Business Loans, the fund could have an equity balance of $1,170,228. Staff anticipates an additional $79,890 by the end of 2023 for a total fund balance of $1,250,117. By February 2025 all outstanding funds should be paid back to the RLF account for a total balance of approximately $1,360,000.

NOTE:
The City Created a separate fund for the pandemic response efforts. For budgetary purposes, the fund is now titled “De Pere Pandemic Response Fund”. See De Pere Pandemic Response Fund section of the budget document.

Additionally the Common Council created three programs with the anticipated $1,360,000. In 2023 and 2024 the Finance Department will create separate account profiles for each programs

1) Locally Funded Revolving Loan Program - $800,000.

2) Downtown Business Recruitment Grant – “Experience De Pere” - $150,000.

3) Brownfield Property Acquisition and Remediation Program - $410,000.

The Common Council approved the initial funding of the program; however, the funding should be reviewed and adjusted annually based on utilization or availability of other federal or state funds. All actions from this program would require Finance and Personnel Committee review and Common Council authorization prior to expenditures.

City of De Pere
2024 Special Fund
Adopted Budget

REVOLVING LOAN FUND

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Expenditures												
Account Number												
206	82030		Rehabilitation Principal Loan	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
206	86600		Loan Administration	0	0	0	0	0	0	0	0	0.00%
206	86700		Operating Supplies	0	0	0	0	0	0	0	0	0.00%
206	50000	592	Transfer to Other Funds	0	0	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**0.00%**
Revenues												
206	48101		Interest on Investment	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
206	48121		Interest on Loans	1,089	1,302	3,276	138	348	138	99	99	-28.34%
206	48122		SBPRL - Interest	0	0	0	0	0	0	0	0	0.00%
206	48310		Repayment of Principal	53,727	82,360	109,926	18,944	27,102	18,944	27,492	27,492	45.12%
206	48311		SBPRL - Principal	0	0	0	0	0	0	0	0	0.00%
206	49200		OT In Dntown Business Aid Grant	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 54,816**	**$ 83,661**	**$ 113,202**	**$ 19,083**	**$ 27,451**	**$ 19,083**	**$ 27,591**	**$ 27,591**	**44.59%**

City of De Pere Pandemic Response Fund

Program Mission:

The specific purpose for the expenditure of the funds has been designated for economic development purposes to save and support as many City of De Pere businesses as possible throughout the COVID-19 Pandemic the City created the following programs and authorized the use of the following funds.

The fund is anticipated to close in 2025 following the completion of the repayments of the Small Business Pandemic Response Loan Program.

Small Business Pandemic Response Loan Program.
The Common Council initially allocated $500,000 from the revolving loan fund to seed fund the 2020 Small Business Pandemic Response Loan Program. The City of De Pere provided zero-interest loans, up to $5,000 or $10,000, for eligible small businesses that experienced significant financial hardship as a result of the COVID-19 pandemic. The program included up to 48 months of zero-interest loans, including 12 months of deferred payments. Fifty-five business applicants applied for the program and 50 businesses have been awarded a total of $310,000 in loans. The awarded businesses employed a total of 254 full-time employees and 300 part-time employees. In 2022, The Common Council elected to return the surplus funds to the Revolving Loan Fund Account for the creation of different Economic Development programs. As of the budget draft a total of $256,827 has been returned to the fund and by the end of 2023 a total of $283,220 should be returned to the fund. By October 2024, the program should the original $315,000 returned and placed into the newly created locally funded revolving loan program, the brownfield program, and the downtown business recruitment grant program and available for additional program development. The program should be closed and final audits conducted following closing every loan.

Definitely De Pere pandemic response grant and downtown business marketing programs: The City granted up to $50,000 matching grant to Definitely De Pere pandemic response grant and downtown business marketing programs (2020). The program worked with the De Pere Chamber of Commerce to grant $57,500 in downtown business grants, gift card programs generating $32,000 in downtown retail sales, and a Choose Local Holiday Campaign utilizing website, video, social medial marketing, and gift card incentive program.

De Pere Chamber of Commerce Pandemic Response Grant: The City granted $50,000 to the De Pere Chamber of Commerce to create a grant program to assist businesses outside of the downtown. The program worked with Definitely De Pere to approve grants to eligible businesses throughout the City.

Downtown Business Aid Grants: The City of De Pere created an aid program to provide financial assistance to the City's downtown small retail, restaurant, entertainment venue businesses to assist them through the harsh winter months where outdoor dining and limited capacity requirements continue to impact business operations. The City allocated $300,000 to the program from the Revolving Loan Fund. The aid program was targeted around the Downtown/Main Street District and is now closed. A total of 51 business applicants applied for the program and 43 businesses were awarded a total of $215,000 in grants. The ten remaining businesses that applied did not meet the program edibility criteria. The awarded businesses employed a total of 106 full-time employees and 225 part-time employees. In 2022, The Common Council elected to return the $85,000 in surplus funds to the Revolving Loan Fund Account for the creation of different Economic Development programs.

Downtown Business Aid Grant Program: The City authorized the creation of the Downtown Business Recruitment Grant program with an initial allocation of $100,000. The "Jump-Start De Pere" Downtown Business Recruitment program is targeted at recruiting new businesses into the Main Street District to fill gaps or holes left by the pandemic. The program encouraged business and property owners to revitalize downtown buildings and to add to our vibrant downtown experience through the inclusion of additional downtown retail, commercial, and entertainment-based businesses. Staff reached out to building owners and new outlets to advertise the program and were working with several businesses regarding the program and had expected to see applications by 2022. However, the businesses did not move forward and in 2022, the Common Council elected to return the $100,000 in funds to the Revolving Loan Fund Account for the recreation of different economic development programs.

City of De Pere
2024 Special Fund
Adopted Budget

PANDEMIC RESPONSE FUND

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
Expenditures												
Account Number												
212	86500		Grant Administration	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
212	86600		Loan Administration	0	0	0	0	0	0	0	0	0.00%
212	86700		Operating Supplies	0	0	0	0	0	0	0	0	0.00%
212	50000	592	Transfer to Other Funds	0	0	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**0.00%**
Revenues												
212	48101		Interest on Investment	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
212	48121		Interest on Loans	0	0	0	0	0	0	0	0	0.00%
212	48310		Repayment of Principal	83,346	54,449	91,120	64,176	34,587	73,065	31,780	31,780	-50.48%
212	49200		OT In Pandemic Loan	0	0	0	0	0	0	0	0	0.00%
212	49200		OT In DD and Chamber Grants	0	0	0	0	0	0	0	0	0.00%
212	49200		OT In Dntown Business Aid Grant	0	0	0	0	0	0	0	0	0.00%
212	49200		OT In Dntown Business Recruitment Grant	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 83,346**	**$ 54,449**	**$ 91,120**	**$ 64,176**	**$ 34,587**	**$ 73,065**	**$ 31,780**	**$ 31,780**	**-50.48%**

Wastewater Treatment Services Fund

Program Mission:

The Wastewater Treatment Services Fund is used to account for transactions pertaining to wastewater treatment services provided to City customers by the Green Bay Metropolitan Sewage District. Wastewater treatment services provided to Ahlstrom-Munksjo, SC Acquisition, Fox River Fiber, and Sonoco Products, located within the City are invoiced directly by this fund. The fund is also used to account for transactions pertaining to the collection system. The estimated fund balance and assets of the Wastewater Treatment Services Fund at December 31, 2023 is $26,357,015.

List of Program Service(s) Descriptions:

1) Performed regular flushing of City's sewer mains.
2) Repaired broken sewer mains as needed.
3) Repaired sewer manholes as needed.

2024 Performance Measures:

1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage**.**

2023 Performance Measurement Data: (July 2022 – June 2023):

1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage**.**
   a. Result: All calls were responded to within 45 minutes

2024 Program Objectives:

1) Continue regular flushing of City’s sewer mains.
2) Continue televising of City’s sewer mains.
3) Repair sewer mains and manholes as needed.

2024 Budget Significant Expenditure Changes:

1) Wastewater treatment charges decreased $1,321,230 to reflect actual costs. This also includes a proposed 5.93% increase by GBMSD.
2) Maintenance decreased $136,240 to reflect actual capital project and equipment costs.
3) Administration increased $95,410 to reflect increase in employee wages, health insurance premiums and addition of staff engineer, dpw operators, and lead mechanic positions.
4) Capital Outlays:
   a. Televising & Repairs $710,000.
   b. Sewer Lining and Repair $266,000.
   c. Sewer Lining Easements & Alleys $160,000.
   d. Manhole Rehabilitation and Pipe Joint Repair $90,000.
   e. Replacing Existing Sewer Camera $85,000.
   f. Sewer Utility Share for Replacing Phones and Phone System Infrastructure $9,000.
   g. Sewer Utility Share for Office Chairs $300.
   h. Sewer Utility Share for MSC Mail Folder/Inserter Machine $3,000.
   i. Sewer Utility Share for Engineering for New Vehicle for New Staff Engineer $10,000.
   j. Sewer Utility Share for Engineering for New Office for New Staff Engineer $5,000.
   k. Sewer Utility Share for Engineering for Upgrading Technician Cubicles $16,250.
   l. Sewer Utility Share for Engineering GPS Survey Equipment $10,000.
   m. Sewer Utility Share for Engineering Surface Pro Computer $500.
   n. Sewer Utility Share for MSC Undercarriage Wash System $6,750.
   o. Sewer Utility Share for MSC Replacing Existing Pressure Washer $3,750.
   p. Sewer Utility Share for MSC Replacing Existing Backup Generator Transfer Switch $1,500.
   q. Sewer Utility Share for MSC Replacing Existing Fire Alarm System $3,750.
   r. Sewer Utility Share for Fleet for New Tools for New Mechanic Position $4,800.
   s. Sewer Utility Share for Fleet for Replacing Existing Radio System $15,000.
   t. Sewer Utility Share for Fleet for Replacing Existing Exhaust Fans for Shop $1,050.
   u. Sewer Utility Share for Fleet for Replacing Existing Air Condition Equipment for Shop $1,200
   v. Sewer Utility Share for Fleet for Replacing Forklift for Shop $7,500.
   w. Sewer Utility Share for Fleet for GPS Equipment $2,250.
   x. Sewer Utility Share for Fleet for Arrow Boards $1,200.
   y. Sewer Utility Share for Fleet for Replacing Heavy Duty Scanner for Shop $525.

z. Sewer Utility Share for Fleet for Replacing Bench Grinder for Shop $375.
aa. Sewer Utility Share for Fleet for Miscellaneous Tool Replacement for Shop $255
bb. Debt Service Principal & Interest Payments $110,900

2024 Budget Significant Revenue Changes:

1) Utility Billings – Paper Mills decreased $834,339 to reflect actual trends.
2) Forfeited Discounts decreased $12,877 to reflect actual trends.

City of De Pere
2024 Special Fund
Adopted Budget

WASTEWATER TREATMENT SERVICES

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
Account Number												
201	53610		Wastewater Treatment Charges	$ 6,856,958	$ 3,241,116	$ 6,516,751	$ 7,371,230	$ 2,304,668	$ 5,500,000	$ 6,050,000	$ 6,050,000	-17.92%
201	53611		Maintenance	1,678,494	54,154	1,123,532	1,662,095	800,000	1,662,095	1,525,855	1,525,855	-8.20%
201	53612		Billings & Collection	370,000	117,906	315,365	388,500	145,853	388,500	400,000	400,000	2.96%
201	53615		Administration	638,600	345,519	686,733	729,590	389,797	779,594	825,000	825,000	13.08%
201	59200		Transfer To General Fund	250,000	125,000	250,000	250,000	125,000	250,000	250,000	250,000	0.00%
			TOTAL EXPENDITURES	**$ 9,794,052**	**$ 3,883,695**	**$ 8,892,381**	**$ 10,401,415**	**$ 3,765,317**	**$ 8,580,189**	**$ 9,050,855**	**$ 9,050,855**	**-12.98%**
Revenues												
201	46900		Utility Billings	$ 5,055,316	$ 2,730,045	$ 5,488,155	$ 5,460,090	$ 2,739,268	$ 5,478,535	$ 5,478,535	$ 5,478,535	0.34%
201	46900		Utility Billings-Paper Mills	4,700,000	2,484,706	4,888,577	4,969,412	2,067,537	4,135,073	4,135,073	4,135,073	-16.79%
201	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
201	48911		Forfeited Discounts	46,000	8,522	36,677	35,000	11,062	22,123	22,123	22,123	-36.79%
201	49100		Proceeds of Debt	0	0	0	0	0	0	0	0	0.00%
			Fund Balance Applied	0	0	0	0	0	0	0	0	0.00%
201	49200		Transfer From Other Fund	160,845	80,423	0	160,845	0	160,845	160,845	160,845	0.00%
			TOTAL REVENUES	**$ 9,962,161**	**$ 5,303,696**	**$ 10,413,409**	**$ 10,625,347**	**$ 4,817,866**	**$ 9,796,577**	**$ 9,796,577**	**$ 9,796,577**	**-7.80%**

2024 Sanitary Sewer Capital Projects & Equipment	
Televise & Repair	$ 710,000
Sewer Lining & Repair	266,000
Sewer Lining Easements & Alleys	160,000
Manhole Rehabilitation & Pipe Joint Repair	90,000
Replace Existing Sewer Camera	85,000
Sewer Utility Share for Replacing Phones and Phone System Infrastructure	9,000
Sewer Utility Share for Office Chairs	300
Sewer Utility Share for MSC Mail Folder/Inserter Machine	3,000
Sewer Utility Share for Engineering New Vehicle for New Staff Engineer	10,000
Sewer Utility Share for Engineering New Office for New Staff Engineer	5,000
Sewer Utility Share for Engineering Upgrading Technician Cubicles	16,250
Sewer Utility Share for Engineering GPS Survey Equipment	10,000
Sewer Utility Share for Engineering Surface Pro Computer	500
Sewer Utility Share for MSC Undercarriage Wash System	6,750
Sewer Utility Share for MSC Replacing Existing Pressure Washer	3,750
Sewer Utility Share for MSC Replacing Existing Backup Generator Transfer Switch	1,500
Sewer Utility Share for MSC Replacing Existing Fire Alarm System	3,750
Sewer Utility Share for Fleet for New Tools for New Mechanic Position	4,800
Sewer Utility Share for Fleet for Replacing Existing Radio System	15,000
Sewer Utility Share for Fleet for Replacing Existing Exhaust Fans for Shop	1,050
Sewer Utility Share for Fleet for Replacing Air Condition Equipment for Shop	1,200
Sewer Utility Share for Fleet for Replacing Forklift for Shop	7,500
Sewer Utility Share for Fleet for GPS Equipment	2,250
Sewer Utility Share for Fleet for Arrow Boards	1,200
Sewer Utility Share for Fleet for Replacing Heavy Duty Scanner for Shop	525
Sewer Utility Share for Fleet for Replacing Bench Grinder for Shop	375
Water Utility Share for Fleet for Miscellaneous Tool Replacement for Shop	255
Debt Service Principal & Interest Payments	110,900
Total Capital	**$ 1,525,855**

2024 Cash Flow Analysis	
Estimated Cash Balance - 1/1/24	$ 3,860,597
Estimated Expenditures	(9,050,855)
Estimated Revenues	9,796,577
Estimated Cash Balance - 12/31/24	**$ 4,606,319**

Source of Debt	**Balance 12/31/2023**	**2024 Principal**	**Balance 12/31/2024**
2016 Series A	$ 317,500	$ 105,000	$ 212,500
Total	**$ 317,500**	**$ 105,000**	**$ 212,500**

Public Land Acquisition Fund

The Public Land Acquisition Fund was created to account for fees collected on building permits for residential construction that can be used by the City to acquire open space land for parks, recreational areas and other City operations necessary to meet the needs of the community. The estimated fund balance for the Public Land Acquisition Fund at December 31, 2023 is projected to be $115,905.

City of De Pere
2024 Special Fund
Adopted Budget

PUBLIC LAND ACQUISITION FUND

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
Account Number												
210	56720		Property Purchase	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
210	56721		Operating Supplies	0	0	0	25,000	0	36,550	0	0	-100.00%
210	56722		Consulting	0	0	0	10,000	0	10,000	0	0	-100.00%
			TOTAL EXPENDITURES	**$ 0**	**$ 0**	**$ 0**	**$ 35,000**	**$ 0**	**$ 46,550**	**$ 0**	**$ 0**	**0.00%**
Revenues												
210	46810		Park Dedication Fees	$ 20,000	$ 4,500	$ 9,900	$ 15,000	$ 5,400	$ 10,000	$ 15,000	$ 15,000	0.00%
210	48500		State Grants/Other	0	0	0	0	0	0	0	0	0.00%
210	49100		Debt Proceeds	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 20,000**	**$ 4,500**	**$ 9,900**	**$ 15,000**	**$ 5,400**	**$ 10,000**	**$ 15,000**	**$ 15,000**	**0.00%**

Cable Access Fund

Program Full Time Equivalents: 1.35

Program Mission:

Make local government accessible to the citizens of De Pere to promote citizen access and exposure to local government and further government accountability. Produce and broadcast public information regarding City business and events. Assist the City departments with audio/video projects. Offset operational costs through donations and sponsorships.

List of Program Service(s) Descriptions:

1) *Disseminate Public Meetings* – Bring video/audio of public meetings and pertinent government business to the citizen's television and internet enabled device.
2) *Bulletin Board* – Fill time slots with informational bulletins associated with government or community business and events.
3) *Produce Shows* – Produce, televise, and make available online shows and videos directed at the City's current business or community projects.
4) *Produce sponsorship recognition content* – Create web and video content to support recognition of donors and sponsors.

Important Outputs:

1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel Committee, Plan Commission, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, Sustainability Commission, Redevelopment Authority, License Committee, Board of Appeals, and Board of Health meetings are recorded and televised multiple times per week on a rotating schedule to service viewers on all work shifts. Meetings are digitally streamed live and available for on demand viewing online. Eventually all meetings will be televised allowing viewers to follow legislative items from committee through Common Council.
2) *Bulletin Board* – Activity funded by Cable Access Fees. A slideshow of pertinent information related to City business. The content contains brochure, news and general information keeping residents informed on a routine basis.
3) *Shows* – Activity funded by Cable Access Fees. 15-to-30-minute television shows addressing specific government business or public events are produced to extend discussion of pertinent issues facing the community beyond what public meetings provide.

4) *Video Content* - Activity funded by Cable Access Fees. Serving the needs of the City organization to create videos of specific training or promotional events. Creating short segments of informational programs.
5) *Internet Presence* – Activity funded by Cable Access Fees. Make available channel content via an on-demand internet presence.
6) *Internal Support* – Activity funded by Cable Access Fees. Make available audio and visual equipment and assistance to City departments.

Expected Outcomes:

1) Up-to-date citizen knowledge of current government business, services and community projects.
2) Public awareness of recreational activities and events.
3) Citizen's in-depth understanding of specific government programs and related organizations' activities.
4) Citizen knowledge of local business community.
5) Employee effective use of technology.

2024 Performance Measures

1) Record 100% of scheduled televised public meetings.
2) Increase public meetings views by 5% via YouTube.
3) Increase fund revenue by $500 by creating underwriting for The Mayor's Corner.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Record 100% of scheduled televised public meetings.
   a. Result: All scheduled televised public meetings were recorded and made available.
2) Increase public meetings views by 5% via YouTube.
   a. Result: Public meetings were first made available on YouTube in July 2022. No previous data available for comparison.
3) Increase fund revenue by $500 by creating underwriting for The Mayor's Corner.
   a. Result: Underwriting was not completed for The Mayor's Corner in 2023.

Significant Program Achievements:

1) Maintained a perfect public meeting production record, more than 1,030 meetings since the channel was relocated from St. Norbert College to City Hall.
2) The Sustainability Commission was formed by the City and added to the meetings scheduled to be recorded.
3) In response to COVID-19, transformed in-person public meeting platform to virtual meeting platform allowing safe meeting participation from anywhere.
4) Continue to receive awards for video production from the Best of the Midwest Media Fest.
5) Created informational spots for upcoming and current City services.
6) Added 3rd party informational and educational programming, including two weekly government education programs via WisconsinEye.

Existing Program Standards Including Importance to Community:

1) Professionally produce and broadcast public meetings and City business content 24/7.
   a. Community Importance
      i. Eliminates the time and distance requirement along with the costs associated with attending meetings.
      ii. Allows for complete re-viewing of past meetings above meeting minutes.
      iii. Meetings are broadcast during three different segments of the day, 24/7, so TV viewers on all work shifts receive programming. In addition, meetings are available on demand via internet presence.
      iv. City information is displayed repeatedly to service the intermittent TV viewer.
      v. Programs are providing insight into subjects not found elsewhere.

Costs and Benefits of Program and Services:

The proposed 2024 Cable Access Fund program cost is $173,867. The program benefits the community by providing citizens with television and internet viewing access to public meetings and other City business information along with general interest content from their home or business. The estimated fund balance of the Cable Access Fund at December 31, 2023 is $0.

2024 Program Objectives:

1) Promote increased government transparency.
2) Increase audience through the TV channel and internet.
3) Promote the use of video to provide information to residents.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $2,931 to reflect actual costs.
2) Hourly Wages increased $2,960 to reflect actual costs.
3) Hourly Wages Part Time increased $300 to reflect actual costs.
4) FICA increased $455 to reflect actual costs.
5) Retirement increased $492 to reflect actual costs.
6) Other Contractual Services is seeing a $1,135 increase due to the cost of MinuteTraq.
7) Training includes $500 for professional development opportunities related to video editing and production.
8) Seminars and Conferences include Wisconsin Community Media (WCM) Annual Spring Conference for $510.
9) Office Supplies decreased $110 due to past underutilization.
10) Memberships & Subscriptions include WCM membership for $310.
11) Operating Supplies decreased $142 to reflect expected usage.
12) Capital Outlay includes $30,000 for Council Chambers Video Upgrade – Upgrade cameras, projectors, camera switcher, A/V mixer, and recording hardware - 7 yr.

2024 Significant Revenue Changes:

1) Sponsorships increased by $189 to reflect upcoming focus on obtaining new content sponsorships.

City of De Pere
2024 Special Fund
Adopted Budget

CABLE ACCESS FUND

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
209	50000	110	Salaries	$ 29,612	$ 13,267	$ 30,540	$ 29,696	$ 14,943	$ 29,696	$ 32,627	$ 32,627	9.87%
209	50000	120	Hourly Wages	50,474	22,298	51,495	55,482	20,171	55,482	58,442	58,442	5.34%
209	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
209	50000	126	Hourly Wages Part Time	3,200	1,439	3,215	3,200	1,718	3,200	3,500	3,500	9.38%
209	50000	150	FICA	6,173	2,786	6,223	6,563	2,804	6,563	7,018	7,018	6.93%
209	50000	151	Retirement	5,206	2,000	5,275	5,792	2,197	5,792	6,284	6,284	8.49%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	13,653	6,795	14,502	14,985	6,639	14,985	15,361	15,361	2.51%
209	50000	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**108,818**	**48,585**	**111,250**	**116,218**	**48,470**	**116,218**	**123,731**	**123,731**	**6.47%**
			CONTRACTUAL SERVICES									
209	50000	212	Seminars and Conferences	510	365	524	510	0	510	510	510	0.00%
209	50000	215	Consulting	0	0	0	0	0	0	0	0	0.00%
209	50000	240	Equipment Maintenance	625	0	0	625	0	625	625	625	0.00%
209	50000	290	Other Contractual Services	14,574	13,080	15,260	15,598	13,472	15,598	16,733	16,733	7.28%
			Subtotal	**15,709**	**13,445**	**15,784**	**16,733**	**13,472**	**16,733**	**17,868**	**17,868**	**6.78%**
			SUPPLIES AND EXPENSE									
209	50000	310	Office Supplies	210	27	27	210	0	210	100	100	-52.38%
209	50000	320	Memberships/Subscriptions	488	310	869	310	0	310	310	310	0.00%
209	50000	330	Mileage Reimbursement	358	0	111	358	25	358	358	358	0.00%
209	50000	340	Operating Supplies	1,642	170	640	1,642	0	1,642	1,500	1,500	-8.65%
			Subtotal	**2,698**	**507**	**1,647**	**2,520**	**25**	**2,520**	**2,268**	**2,268**	**-10.00%**

City of De Pere
2024 Special Fund
Adopted Budget

CABLE ACCESS FUND

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			OTHER									
209	50000	592	Transfer to General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			CAPITAL OUTLAY									
209	50000	810	Capital Equipment	13,000	12,940	12,983	31,000	0	31,000	30,000	30,000	-3.23%
			Subtotal	**13,000**	**12,940**	**12,983**	**31,000**	**0**	**31,000**	**30,000**	**30,000**	**-3.23%**
			TOTAL EXPENDITURES	**$ 140,225**	**$ 75,477**	**$ 141,663**	**$ 166,471**	**$ 61,968**	**$ 166,471**	**$ 173,867**	**$ 173,867**	**4.44%**

Revenues

209	43430		State Shared Revenue	$ 47,500	$ 0	$ 47,422	$ 47,500	$ 0	$ 47,500	$ 47,500	$ 47,500	0.00%
209	44125		Franchise Fees	90,429	18,324	75,778	90,429	17,480	90,429	90,429	90,429	0.00%
209	44126		Sponsorships	561	948	948	561	250	561	750	750	33.69%
209	49290		OT In	0	0	0	0	0	0	0	0	0.00%
			General Fund Balance Transfer	1,735	0	0	27,981	0	27,981	35,188	35,188	25.76%
			TOTAL REVENUES	**$ 140,225**	**$ 19,272**	**$ 124,148**	**$ 166,471**	**$ 17,730**	**$ 166,471**	**$ 173,867**	**$ 173,867**	**4.44%**

DEBT SERVICE FUND

Debt Service Fund

The Debt Service Fund is used to record revenues and expenditures for the payment of general fund long term debt principal and interest for all City operations excluding revenue bond principal and interest for the water and wastewater utilities. Debt for the water and wastewater utilities is accounted for in the water and wastewater fund budgets.

EXPENDITURES

Bonds:

1) 2013 Bond Issue for $5,650,000. Principal is $150,000. Interest is $29,844. Principal balance after the 2024 payments are made is $705,000. Interest balance after the 2024 payments are made is $67,337. Bonds are scheduled to mature in 2028.

2) 2014 Bond Issue for $1,075,000. Principal is $75,000. Interest is $14,100. Principal balance after the 2024 payments are made is $395,000. Interest balance after the 2024 payments are made is $36,300. Bonds are scheduled to mature in 2029.

3) 2017 Bond Issue for $1,700,000. Principal is $200,000. Interest is $24,063. Principal balance after the 2024 payments are made is $675,000. Interest balance after the 2024 payments are made is $37,951. Bonds are scheduled to mature in 2027.

4) 2018 Bond Issue for $5,545,000. Principal is $300,000. Interest is $159,013. Principal balance after the 2024 payments are made is $4,185,000. Interest balance after the 2024 payments are made is $722,362. Bonds are scheduled to mature in 2033.

Notes:

1) 2015 Note issue for $6,270,000. Principal is $420,000. Interest is $20,400. Principal balance after the 2024 payments are made is $180,000. Interest balance after the 2024 payments are made is $3,600. Note is scheduled to mature in 2025.

2) 2016 Note issue for $5,900,000. Principal is $695,000. Interest is $34,500. Principal balance after the 2024 payments are made is $1,030,000. Interest balance after 2024 payments is made is $28,000. Note is scheduled to mature in 2026.

3) 2016 Note issue for $890,000. Principal is $90,000. Interest is $5,760. Principal balance after the 2024 payments are made is $180,000. Interest balance after the 2024 payments are made is $5,985. Note is scheduled to mature in 2026.

4) 2017 Note issue for $2,015,000. Principal is $145,000. Interest is $16,238. Principal balance after the 2024 payments are made is $640,000. Interest balance after 2024 payments are made is $28,514. Note is scheduled to mature in 2027.

5) 2018 Note issue for $2,600,000. Principal is $205,000. Interest is $49,850. Principal balance after the 2024 payments are made is $1,140,000. Interest balance after 2024 payments are made is $92,400. Note is schedule to mature in 2028.

6) 2019 Note Issue for $8,715,000. Principal is $860,000. Interest is $175,950. Principal balance after the 2024 payments are made is $4,105,000. Interest balance after the 2024 payments are made is $378,350. Note is scheduled to mature in 2029.

7) 2019 Note Issue for $880,000. Principal is $65,000. Interest is $19,243. Principal balance after the 2024 payments are made is $690,000. Interest balance after the 2024 payments are made is $63,379. Note is scheduled to mature in 2029.

8) 2020 Note Issue for $8,340,000. Principal is $785,000. Interest is $91,150. Principal balance after the 2024 payments are made is $5,075,000. Interest balance after the 2024 payments are made is $229,850. Note is scheduled to mature in 2030.

9) 2020 Note Issue for $2,670,000. Principal is $295,000. Interest is $20,698. Principal balance after the 2024 payments are made is $1,695,000. Interest balance after the 2024 payments are made is $68,862. Note is scheduled to mature in 2030.

10) 2021 Note Issue for $6,375,000. Principal is $675,000. Interest is $100,300. Principal balance after the 2024 payments are made is $4,340,000. Interest balance after the 2024 payments are made is $348,600. Note is scheduled to mature in 2031.

11) 2021 Note Issue for $3,895,000. Principal is $290,000. Interest is $55,298. Principal balance after the 2024 payments are made is $3,565,000. Interest balance after the 2024 payments are made is $279,104. Note is scheduled to mature in 2031.

12) 2022 Note Issue for $10,100,000. Principal is $695,000. Interest is $370,200. Principal balance after the 2024 payments are made is $8,560,000. Interest balance after the 2024 payments are made in $1,760,000. Note is scheduled to mater in 2032.

13) 2022 Note Issue for $885,000. Principal is $0. Interest is $32,600. Principal balance after the 2024 payments are made is $885,000. Interest balance after the 2024 payments are made is $154,645. Note is scheduled to mature in 2032.

14) 2023 Note Issue for $8,350,000. Principal is $710,000. Interest is $380,698. Principal balance after the 2024 payments are made is $7,640,000. Interest balance after the 2024 payments are made is $2,012,450. Note is scheduled to mature in 2033.

15) 2023 Note Issue for $6,670,000. Principal is $70,000. Interest is $323,091. Principal balance after the 2024 payments are made is $6,600,000. Interest balance after the 2024 payments are made is $1,962,745. Note is scheduled to mature in 2033.

Revenues:

1) Property tax levy is $4,239,594.
2) Transfer from Capital Projects Fund (TID #7) is $197,708.
3) Transfer from Capital Projects Fund (TID #8) is $309,906.
4) Transfer from Capital Projects Fund (TID #9) is $278,680.
5) Transfer from Capital Projects Fund (TID #10) is $523,383.
6) Transfer from Capital Projects Fund (TID #11) is $374,371.
7) Transfer from Capital Projects Fund (TID #12) is $605,173.
8) Transfer from Capital Projects Fund (TID #13) is $255,325.
9) Transfer from Capital Projects Fund (TID #14) is $154,255.
10) Transfer from Capital Projects Fund (TID #15) is $613,649.
11) Transfer from Capital Projects Fund (TID #17) is $66,600.
12) Transfer from Pool Capital Projects Fund is $381,047.
13) Unappropriated Surplus Funds represents use of surplus funds in prior year levies.

City of De Pere
2024 Debt Service Fund
Adopted Budget

Debt Service			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
Account Number			PRINCIPAL (G.O.)									
301	58100	610	Bonds	$ 910,000	$ 0	$ 2,155,699	$ 980,000	$ 0	$ 980,000	$ 725,000	$ 725,000	-26.02%
301	58100	611	Notes	5,455,000	350,000	5,370,000	6,125,000	991,342	5,245,000	6,000,000	6,000,000	-2.04%
			Subtotal	**6,365,000**	**350,000**	**7,525,699**	**7,105,000**	**991,342**	**6,225,000**	**6,725,000**	**6,725,000**	**-5.35%**
			INTEREST (G.O.) AND DEBT SERVICE FEES									
301	58200	620	Bonds	292,933	146,467	429,186	261,807	0	261,807	227,020	227,020	-13.29%
301	58200	623	Notes	769,233	364,493	598,815	1,124,384	49,588	1,106,080	1,687,573	1,687,573	50.09%
301	58200	630	Debt Service Fees	2,600	125	9,475	2,600	0	9,975	9,975	9,975	283.65%
			Subtotal	**1,064,766**	**511,085**	**1,037,476**	**1,388,791**	**49,588**	**1,377,862**	**1,924,568**	**1,924,568**	**38.58%**
			TOTAL EXPENDITURES	**$ 7,429,766**	**$ 861,085**	**$ 8,563,175**	**$ 8,493,791**	**$ 1,040,930**	**$ 7,602,862**	**$ 8,649,568**	**$ 8,649,568**	**1.83%**
Revenues												
301	41110		Property Tax Levy	$ 4,049,205	$ 4,049,205	$ 4,049,205	$ 4,438,614	$ 4,438,614	$ 4,438,614	$ 4,239,594	$ 4,239,594	-4.48%
301	48110		Interest On Investments	0	0	0	0	0	0	0	0	0.00%
301	49110		Special Assessments	125,000	62,500	0	125,000	0	0	0	0	0.00%
301	49120		Proceeds From Long Term Notes	0	0	0	0	0	0	0	0	0.00%
301	49210		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
301	49220		Transfer From Special Fund	0	0	0	0	0	0	0	0	0.00%
301	49223		Transfer From TID #5	0	0	0	0	0	0	0	0	0.00%
301	49224		Transfer From TID #6	324,560	162,280	324,560	0	0	0	0	0	0.00%
301	49225		Transfer From TID #7	216,812	108,406	216,812	224,570	0	224,570	197,708	197,708	-11.96%
301	49226		Transfer From TID #8	417,792	208,896	274,754	319,964	0	319,964	309,906	309,906	-3.14%
301	49227		Transfer From TID #9	248,836	124,418	200,028	268,295	0	268,294	278,680	278,680	3.87%
301	49228		Transfer From TID #10	556,558	278,279	516,872	520,850	0	520,850	523,383	523,383	0.49%
301	49229		Transfer From TID #11	259,075	129,538	259,075	275,467	0	275,467	374,371	374,371	35.90%
301	49230		Transfer From TID #12	89,046	44,523	89,046	470,556	0	470,556	605,173	605,173	28.61%
301	49231		Transfer From TID #13	185,575	92,788	185,575	236,825	0	236,825	255,325	255,325	7.81%
301	49232		Transfer From TID #14	152,750	76,375	152,750	156,108	0	156,108	154,255	154,255	-1.19%
301	49233		Transfer From TID #15	55,008	27,504	55,008	95,338	0	95,338	613,649	613,649	543.66%
301	49234		Transfer From TID #16	0	0	0	0	0	0	0	0	0.00%
301	49235		Transfer From TID #17	0	0	0	65,490	0	65,490	66,600	66,600	1.69%
301	49236		Pool Referendum Fund	430,844	215,422	430,844	380,078	0	380,078	381,047	381,047	0.25%
301	49240		Transfer From Capital Projects Fund	0	0	0	0	0	0	0	0	0.00%
301	49260		Transfer From Water Fund	0	0	0	0	0	0	0	0	0.00%
301	49261		Transfer From Wastewater Fund	0	0	0	0	0	0	0	0	0.00%
301	49300		Unappropriated Surplus Funds	318,705	159,353	0	916,636	0	0	649,878	649,878	-29.10%
			Subtotal	**7,429,766**	**5,739,486**	**6,754,529**	**8,493,791**	**4,438,614**	**7,452,154**	**8,649,568**	**8,649,568**	**1.83%**
			TOTAL REVENUES	**$ 7,429,766**	**$ 5,739,486**	**$ 6,754,529**	**$ 8,493,791**	**$ 4,438,614**	**$ 7,452,154**	**$ 8,649,568**	**$ 8,649,568**	**1.83%**

CAPITAL PROJECTS

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TIF**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
General Government														
City Attorney - Office Chairs for Assistant City Attorney and Administrative Assistant	1,000											1,200		
Cable Access - Council Chambers Video Upgrade	30,000							30,000						
Elections - Replace Ballot Tabulator Machine	10,000											10,000		
IT - Replace Data Center Network Switches	10,000											10,000		
IT - Replace Phones and Phone System Infrastructure	60,000								9,000	9,000	9,000	33,000		
Sustainability Programming - Community Sustainabilty Initiatives	10,000													10,000
Finance - Consultant for RFP for ERP Replacement Software	60,000											60,000		
City Hall - Annual Maintenance	10,000											10,000		
City Hall - Replace 2nd floor City Hall Carpeting	100,000		100,000											
City Hall - Install HVAC Return Air Transfer Grates and Ductwork	10,800		10,800											
GIS - Drone Technology & FAA Registration	2,250								1,125			1,125		
GIS - SQL Server	8,970								4,485			4,485		
GIS - Replace GIS Desktop Computer	3,400											3,400		
GIS - Enterprise Licensing Agreement (ELA) Software Maintenance	30,141								10,047	10,047	10,047			
Total General Government	**346,561**	**0**	**110,800**	**0**	**0**	**0**	**0**	**30,000**	**24,657**	**19,047**	**19,047**	**133,210**	**0**	**10,000**
Public Safety														
Police - Replace Garage Furnace	6,000		6,000											
Police - Replace Rooftop HVAC Unit	14,000		14,000											
Police - Replace Patrol Officer Vehicles (4 SUV Hybrids)	174,401		174,401											
Police - Replace Administrative Vehicle	90,000		57,000											33,000
Police - Replace Rear Entry, Stairwell and Basement Flooring	20,000		20,000											
Police - Replace External Ballistic Rifle Vest Plates	24,500											24,500		
Police - Replace Honor Guard Uniforms	18,000											18,000		
Police - Replace Motorcycle	15,000		15,000											
Police - Replace K-9 Patrol Squad	62,000		62,000											
Police - Truck & Accessories for Community Service Officers	48,300		48,300											
Fire - Replace PPE	50,000		50,000											
Fire - Portable and Mobile Radios	26,000		26,000											
Fire - Replace 2017 Ambulance	175,000		175,000											
Fire - Replace Moble Data Terminals and Docking Stations (3)	11,000											11,000		
Fire - Replace Station #2 Furnace	57,500		57,500											
Fire - Replace Station #1 Roof Section 1	46,160		46,160											
Fire - Purchase Rescue Boat	90,000													90,000
Fire - Station #2 Storage Building	150,000		150,000											
Building Inspection - Replace Truck	40,000		40,000											
Total Public Safety	**1,117,861**	**0**	**941,361**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**	**0**	**123,000**
Public Works														
Administration - Purchase Mail Folder/Inserter Machine	12,000								3,000	3,000	3,000	3,000		
Administration - Office Chairs (2)	1,200								300	300	300	300		
Engineering - Engineering Tech Staff Workstation Upgrades	65,000								16,250	16,250	16,250	16,250		
Engineering - Replace GPS Survey Equipment	40,000								10,000	10,000	10,000	10,000		
Engineering - Office for New Staff Engineer	20,000								5,000	5,000	5,000	5,000		
Engineering - Vehicle for New Staff Engineer	40,000		10,000						10,000	10,000	10,000			
Engineering - Replace Surface Pro Computer	2,000								500	500	500	500		
MSC - Install New Undercarriage Wash System	45,000		24,750						6,750	6,750	6,750			
MSC - Replace Equipment Pressure Washer	25,000		13,750						3,750	3,750	3,750			
MSC - Replace Backup Generator Transfer Switch	10,000								1,500	1,500	1,500	5,500		
MSC - Replace Building Alarm System	25,000								3,750	3,750	3,750	13,750		
Building Maintenance - Trailer for Scissors Lift	17,000		17,000											
Building Maintenance - Replace Truck #64	260,753		260,753											
Fleet Maintenance - New Tools and Toolbox for New Lead Mechanic	32,000								16,000	4,800	4,800	6,400		
Fleet Maintenance - Upgrade and Replace Radio System	100,000								50,000	15,000	15,000	20,000		

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TIF**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
Fleet Maintenance - Replace Equipment Exhaust Fans	7,000								3,500	1,050	1,050	1,400		
Fleet Maintenance - Replace Air Condition Refrigerant Equipment	8,000								4,000	1,200	1,200	1,600		
Fleet Maintenance - Replace 2001 Forklift	50,000		35,000							7,500	7,500			
Fleet Maintenance - New Arrow Boards (2)	8,000								4,000	1,200	1,200	1,600		
Fleet Maintenance - Purchase and Install Automated Vehicle Locating (AVL) Hardware	15,000								7,500	2,250	2,250	3,000		
Fleet Maintenance - Replace Heavy Duty Scanner	3,500								1,750	525	525	700		
Fleet Maintenance - Replace Bench Grinder	2,500								1,250	375	375	500		
Fleet Maintenance - Replace Misc Tools	1,700								850	255	255	340		
Snow & Ice - Replace Salt Brine Equipment	150,000		150,000											
Snow & Ice - Replace Truck #51	80,000		80,000											
Street Maintenance - Mastic Patcher	125,000		125,000											
Traffic Signs & Markings - Replace Traffic Control Devices	12,000											12,000		
Street Lighting - Replace Decorative and Regular Street Light Poles and Fixtures	50,000		50,000											
Traffic Lights - Repair of Traffic Signal Controls at Merrill and Broadway	40,000		40,000											
Brush Collection - Replace Brush Chipper #111	100,000													100,000
Garbage/Refuse Collection - Replace Garbage Truck #88	350,000		350,000											
Recycling - Mission Square Parking Lot Dumpster Enclosure	70,000		70,000											
Water - Merrill Street Tower Inspection	5,000										5,000			
Water - Matthew Tower Inspection	5,000										5,000			
Water - 9th Street Reservoir Inspection	5,000										5,000			
Water - 9th Street Reservoir Repairs	40,000										40,000			
Water - Scheuring Road Reservoir Clean and Overcoat	30,000										30,000			
Water - Leak Detection Equipment	25,000										25,000			
Planning - Parking Utility Creation	90,000		30,000										60,000	
Planning - Southbridge Interchange Segment 4	80,960		80,960											
Planning - Southbridge Interchange Segment 5	216,300		216,300											
Planning - TID 7 Parking Utility Creation	30,000				30,000									
Planning - TID 7 Development Rebate	300,000				300,000									
Planning - TID 7 Façade Grant Program	60,000				60,000									
Planning - TID 9 Parking Utility Creation	30,000				30,000									
Planning - TID 9 Development Rebate	300,000				300,000									
Planning - TID 9 Façade Grant Program	60,000				60,000									
Planning - TID 10 Whitebox Designs	50,000				50,000									
Planning - TID 10 Development Rebate	200,000				200,000									
Planning - TID 11 Southbridge Interchange Segment 2	50,000				50,000									
Planning - TID 11 Southbridge Interchange Segment 3	194,000				194,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	15,000				15,000									
Planning - TID 11 Development Rebate	350,000				350,000									
Planning - TID 12 American Boulevard Extension	1,879,700				1,879,700									
Planning - TID 12 American Boulevard Extension (Garroman Drive)	204,000				204,000									
Planning - TID 12 Southbridge Interchange Segment 2	150,000				150,000									
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 12 Development Rebate	300,000				300,000									
Planning - TID 13 Development Rebate	300,000				300,000									
Planning - TID 14 Development Rebate	300,000				300,000									
Planning - TID 15 Development Rebate	500,000				500,000									
Planning - TID 17 Southbridge Interchange Segment 3	206,000				206,000									
Planning - TID 17 Southbridge Interchange Segment 4	121,440				121,440									
Planning - TID 17 Development Rebate	500,000				500,000									
Total Public Works	**8,387,553**	**0**	**1,553,513**	**0**	**6,122,640**	**0**	**0**	**0**	**149,650**	**94,955**	**204,955**	**101,840**	**60,000**	**100,000**
Parks & Recreation														
Community Center - Facility Improvements/Upgrades & Repairs	15,000											15,000		
Community Center - Replace Return Air Fan for Air Handler Unit	12,000		12,000											
Community Center - Replace Concrete Tables & Seating on Patios	25,000		12,500				12,500							

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TIF**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
Community Center - Dumpster Enclosure	30,000		30,000											
Community Center - Replace Lighting with LED Lighting	30,000		30,000											
Park and Rec Administration - De Pere Ice Arena Condition Analysis	20,000													20,000
Parks & Public Lands - Nelson Family Pavillion Construction	1,636,989												1,636,989	
Parks & Public Lands - ADA Sidewalk & Hard Surface Replacement Program	25,000		25,000											
Parks & Public Lands - Crackfilling and Sealcoating Program	30,000											30,000		
Parks & Public Lands - Optimist Park Upgrades	60,000		60,000											
Parks & Public Lands - VFW Park Basketball Court Resurfacing	30,000		30,000											
Parks & Public Lands - Kiwanis Park Water Line Installation	30,000		30,000											
Parks & Public Lands - Legion Open Shelter Roof Replacement	10,000													10,000
Parks & Public Lands - Braisher Park Shelter Roof Replacement	10,000													10,000
Parks & Public Lands - Kelly Danen Park Playground Fence Installation	5,000		5,000											
Parks & Public Lands - VFW Park Octagon Building Repair	10,000													10,000
Parks & Public Lands - Riverwalk Updates and Repairs	50,000												50,000	
Parks & Public Lands - Optimist Scoreboard Replacement	11,250		11,250											
Parks & Public Lands - Kelly Danen Scoreboard Replacement (2)	22,500		22,500											
Parks & Public Lands - VFW Scoreboard Replacement	11,250		11,250											
Parks & Public Lands - Willems Park Playground Replacement	80,000		80,000											
Parks & Public Lands - Rainbow Park Playground Replacement	135,000													135,000
Parks & Public Lands - Knox Box Installation	3,500											3,500		
Parks & Public Lands - Sand Volleyball Pit Renovation	6,900													6,900
Parks & Public Lands - De Pere Ice Arena Ceiling Insulation Replacement	50,000													50,000
Parks & Public Lands - Wilson Park Phase I Development	50,000													50,000
Parks & Public Lands - LED Light Replacement Program	15,000		15,000											
Parks & Public Lands - Jim Martin Park Parking Lot Extension	105,000													105,000
Boat Ramps - Perkofski Boat Launch Dock Extension	21,000		10,000				7,500						3,500	
Parks Equip/Veh Maintenance - Utility Vehicle Replacement (Additional Funding)	60,000		35,000											25,000
Parks Equip/Veh Maintenance - Stump Grinder Replacement	120,000		85,000											35,000
Parks Equip/Veh Maintenance - Dump Truck #18 Replacement	95,000		95,000											
Parks Equip/Veh Maintenance - Van #34 Replacement	60,000		60,000											
Parks Equip/Veh Maintenance - Single Unit Trailer Replacement	5,000		5,000											
Parks Equip/Veh Maintenance - John Deere Tractor Loader Frame Replacement	8,000		8,000											
Swimming Pools - Replace Pool Vacuum	13,600											13,600		
Total Parks & Recreation	**2,901,989**	**0**	**672,500**	**0**	**0**	**0**	**20,000**	**0**	**0**	**0**	**0**	**62,100**	**1,690,489**	**456,900**
Street Management														
Crackfilling/Patching - Various	260,000		260,000											
Resurfacing-Various	941,276	941,276												
Sidewalks	237,400		115,000			122,400								
Concrete Street Rehabilitation	470,000		470,000											
Pulverize and Pave	350,000		350,000											
2025 Lawrence Drive Reconstruction Design	3,048,950		726,210				2,322,740							
Main Avenue and Reid Street Pavement Replacement Design	500,000		125,000										375,000	
Broadway Pavement Resurface	78,200		19,550										58,650	
Alley Reconstruction	190,000		190,000											
Total Street Management	**6,075,826**	**941,276**	**2,255,760**	**0**	**0**	**122,400**	**2,322,740**	**0**	**0**	**0**	**0**	**0**	**433,650**	**0**
Sanitary Sewer														
Televising/ Repair	710,000									710,000				
Sewer Lining and Repair	266,000									266,000				
Sewer Lining Easements and Alleys	160,000									160,000				
Manhole Rehabilitation and Pipe Joint Repair	90,000									90,000				
Replace Sewer Camera Equipment	85,000									85,000				
Total Sanitary Sewer	**1,311,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,311,000**	**0**	**0**	**0**	**0**

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TIF**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
Utility and Street Extensions														
Waterview Heights 6th Addition														
Total Utility and Street Extensions	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Water Utility														
Water Main Relay - Misc	1,230,000										1,230,000			
Total Water Utility	**1,230,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,230,000**	**0**	**0**	**0**
Storm Water Utility														
Storm Sewer Televising	60,000								60,000					
Storm Sewer Repair & Replacement	955,000								955,000					
Swale Restoration	75,000								75,000					
Box Culvert Repairs	195,600								195,600					
Total Storm Water Utility	**1,285,600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,285,600**	**0**	**0**	**0**	**0**	**0**
TOTALS - CAPITAL PROJECTS	**$ 22,656,390**	**$ 941,276**	**$ 5,533,934**	**$ 0**	**$ 6,122,640**	**$ 122,400**	**$ 2,342,740**	**$ 30,000**	**$ 1,459,907**	**$ 1,425,002**	**$ 1,454,002**	**$ 350,650**	**$ 2,184,139**	**$ 689,900**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Andrew Pantzlaff

DATE PREPARED: 08/10/2023

DESCRIPTION OF PROJECT

Council Chambers Video Upgrade – Upgrade cameras, projectors, camera switcher, A/V mixer, and recording hardware.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: **$** 30,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	30,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Minimal adjustments, if necessary.

PROJECT JUSTIFICATION

The current equipment will be 7 years old in 2024. If equipment fails, public meeting recording and dissemination may be not be possible.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.** 1

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Public Works

DATE PREPARED: 08-3-23

DESCRIPTION OF PROJECT

Purchase rain barrels to provide to the residents of the City.

NEW: X or REPLACEMENT:

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	= $10,000	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent of this project is for the City to purchase rain barrels to provide to the residents of the City. Rain barrels are used for the collection and storage of rainwater from the rooftops by capturing water from a downspout. The water collected in a rain barrel may then be used later for watering plants, lawns, and gardens. This technique of rainwater harvesting is greener and cheaper alternative to using tap water. Rainwater barrels offer opportunities to learn about water conservation and amount of stormwater that is shed from roof surfaces. Rainwater harvesting is a quick and easy way to improve the water quality and reduce stormwater runoff.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: 7-20-2023

DESCRIPTION OF PROJECT:

Replace carpeting on 2nd floor City Hall.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 100,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$100,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing carpeting on 2nd floor City Hall needs to be replaced due to condition of the carpet in the high traffic areas.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: 8-22-2023

DESCRIPTION OF PROJECT:

Install new HVAC return air transfer grates and ductwork to reduce conversations being heard outside the door.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 10,800

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$10,800**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There have been complaints of hearing confidential conversations through the doors in a few of the offices on second floor. The repair is to install a solid panel where the transfer grate is in the door. Also install ceiling grates and ductwork to prevent sound transfer. There are 7 offices that should have this work done. We will use one office to ensure this is the solution before completing all the work.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle / Dan Lindstrom

DATE PREPARED: 7/24/23

DESCRIPTION OF PROJECT

Project continues software maintenance for GIS (ESRI) small government Enterprise Licensing Agreement (ELA).

2024 is the seventh year we have utilized the ELA licensing model.
Each ELA term lasts three years. 2024 will be the first year of the new three-year licensing agreement.

NEW: X or REPLACEMENT:

PROJECTED COST: $30,141

PROPOSED METHOD OF FINANCING		$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	Storm/Sanitary/Water Utility	$30,141	33.3% Each Utility

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Project will provide unlimited number of ESRI software seats to support City-wide GIS functions for Planning, Engineering and others. Additionally, the City will have the ability to expand its GIS service via online and mobile mapping for field crews while providing increased service to our residents. Year over year use of the software suite has greatly increased. More online mapping and update efficiencies are being leveraged by more City Departments than at any time in our GIS Department history.

The ELA will maintain critical new software releases & patches. It also provides the right to call technical support for desktop and server software.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police, Jeremy A. Muraski

DATE PREPARED: 08/09/2023

DESCRIPTION OF PROJECT

Replacement of 4 Stall Garage furnace

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

PROJECTED COST: $ 6,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$6,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Normal utilities budget for gas and electricity.

PROJECT JUSTIFICATION

The existing 4 stall garage heater suffered a major failure and has a large gas leak. It is at the end of life, and cannot be operated at all due to the manifold failure. We had to shut off the gas supply to it completely until it can be replaced. Squads and equipment stored in the garage need to be keep in a moderately warm, climate controlled environment in order to prolong the life of the vehicles, the batteries, and other associated devices such as defibrillators, computers, radar units, Narcan, etc. The recommendation from City HVAC specialist is to replace the unit versus trying to repair based on its age and condition.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police, Jeremy A. Muraski

DATE PREPARED: 08/09/2023

DESCRIPTION OF PROJECT

Replacement of rooftop HVAC AC Unit

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

PROJECTED COST: $ 14,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$14,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Normal utilities budget for electricity.

PROJECT JUSTIFICATION

The existing rooftop large AC unit is marginally operational and has needed a number of repairs. City Maintenance HVAC staff recommends replacement due to age and marginal condition. The system is expected to fail or become inoperative in the very near future so they recommend replacing it before the summer of 2024.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Jeremy A. Muraski, Chief of Police

DATE PREPARED: 8/8/2023

DESCRIPTION OF PROJECT Purchase of 4 Police Squads

****This is a carryover of the 2023 request for 4 replacement Police SUV Patrol vehicles. These would be vehicles that would be used by Patrol Officers and Sergeants for 24/7/365 Patrol in the City of De Pere.**

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

PROJECTED COST: $ $174,401

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$174,4019 (Plus 2023's $85,990)**	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Ongoing costs of operation include fuel, preventative maintenance, and repairs. New vehicles would be under warranty for any major repairs however.

PROJECT JUSTIFICATION

Due to emergency response needs, we have a tremendous need for acquiring new and reliable police patrol vehicles. These squads are needed due to the age and condition of the squads they are replacing many of which have well over 100,000 miles and high maintenance costs. Because we ran squads longer than we normally would due to supply chain issues they have experienced a higher than normal rate of needing to be serviced, or repaired and they have been taken out of service for extended periods of time, leaving us short on squads on a weekly or sometimes daily basis. The vehicles are no longer covered by warranty. The vehicles to be replaced are selected based on their high scores on the city's vehicle condition and repair cost matrix spreadsheet.
The vehicles to be replaced are:
Squad 131 – Matrix Score 30
Squad 136 - Matrix Score 28
Squad 138 - Matrix Score 28
Squad 139 - Matrix Score 27

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police Jeremy A. Muraski

DATE PREPARED: 08/08/2023

DESCRIPTION OF PROJECT

Replacement of 1 Admin Vehicles. Patrol Captain SUV.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $90,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$57,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel, and routine vehicle maintenance. Any major work would be covered under the new vehicle's warranty.

PROJECT JUSTIFICATION

The above vehicle is at its end of life and ranks poorly on the city's vehicle matrix. It is not under warranty, and has started to rust and is starting to exhibit more and more repair needs. The Patrol Captain responds to active scenes and the SUV would need to be classified for daily Patrol use. A hybrid SUV could be utilized.

Vehicle #5138 – Score 27 (SUV)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police Jeremy A. Muraski

DATE PREPARED: 08/08/2023

DESCRIPTION OF PROJECT

Replacement of rear entry, stairwell, and basement flooring

NEW: or **REPLACEMENT: X**

PROJECTED COST: $20,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$20,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Routine cleaning performed under cleaning contract

PROJECT JUSTIFICATION

The floor in the rear stairwell and basement areas is among the most highest traffic flooring in the entire police department. It has become damaged, brittle in places, hard to clean, and worn down. Much of it has water damage from previous flooding which contributed to its current state. It needs to be replaced with a modern, durable flooring that is easy to clean, resistant to moisture, snow, salt, and brine.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police Jeremy A. Muraski

DATE PREPARED: 08/08/2023

DESCRIPTION OF PROJECT

Replacement of Police Motorcycle

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

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$15,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Routine vehicle maintenance. Any major repairs would be covered under warranty. The above cost would be the year one cost. Every 2 years the motorcycle would be swapped out with a renewed lease for approximately $2,400. The lights, siren, computer, radio, etc. would be transferred from the old bike to the new one each iteration, but the year one cost includes those items.

PROJECT JUSTIFICATION

The Police Department Motorcycle is approximately 19 years old (2004 Model Year). The motorcycle is used for special events, park patrols, parades, and for daily patrol and traffic enforcement during the decent weather months. It is wonderful for promoting citizen interaction and can go places a patrol squad cannot. Due to improvements in technology and manufacturing, the current old cycle lacks many of the safety features of modern police motorcycles. The most notable area of concern is that the cycle does not have anti-lock brakes, which are considered a best practice for police motorcycle safety, particularly during police cycle certification trainings. I also want to add a computer and improved high visibility lighting. I am proposing a lease approach as it is relatively inexpensive, and allows us to get a new police motorcycle every two years, thus ensuring we can remain current with safety and technology improvements. I believe this is a better approach than purchasing a new motorcycle outright and having it for 12-15 years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief of Police Jeremy A. Muraski

DATE PREPARED: 08/08/2023

DESCRIPTION OF PROJECT

Replacement of K-9 Patrol Squad

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

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$62,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Routine vehicle maintenance and cleaning. Any major repairs would be covered under warranty.

PROJECT JUSTIFICATION

The Police Department K-9 squad is a take-home squad assigned to the K-9 handler and their four-legged partner. The current squad, #147 is nearing its end of life. It will start to need more repairs, and there are also concerns with the reliability of some of the K-9 related safety equipment as it gets older. I want to ensure that supplemental heating, cooling, and temperature alerting systems are reliable and replaced in a timely manner along with the vehicle itself.

It is currently rated 25 on the vehicle matrix.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT: Replace personal protective equipment (reoccurring line item). Structural firefighting gear should be replaced every 10-years. Our department closely monitors the condition of all structural firefighting gear and has set-up a replacement cycle. Personal protective equipment also includes items to protect our personnel during incident response, including technical rescue, body armor, hearing and eye protection.

NEW: or REPLACEMENT: X

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND	**50,000**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)
None identified.

PROJECT JUSTIFICATION
This is an amount set aside for annual replacement of personal protective equipment (PPE). The NFPA standard replacement every 10-years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 1**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT

Replace final 1/3 of Mobile and Portable Radios.

NEW: or REPLACEMENT: X

PROJECTED COST: $26,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$26,000**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The current mobile and portable radios the department is using were part of a 2012 county-wide upgrade of all communications. At that time, the projected life expectancy of these radios was approximately 10-years. Per conversation with our vendor, they stated the radios are nearing their end of life; therefore, in need of replacement. Radios currently work, the plan is to spread the replacement over three years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 2**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 7, 2023

DESCRIPTION OF PROJECT

Replace 2017 Ambulance.

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

PROJECTED COST: $175,000 **(TOTAL COST OF $350,000 DIVIDED BETWEEN 2023 & 2024)**

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$175,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel costs - approximately 10,000 road miles per year.
Preventative maintenance cost – four (4) oil changes per year.
Basic operational equipment (motor, drive train, etc.) will be under manufacturer's warranty.

PROJECT JUSTIFICATION

This vehicle has 97,297 road miles. Vehicle reliability is mission critical in public safety and is of concern. Finally, general maintenance costs are continuing to increase as the vehicle ages. According to the Fleet Maintenance program, the vehicle scores a 22.

-The trade in value of the 2017 International is estimated at $40,000 in year 2024. (The revenue from 2017 Ambulance sale isn't factored in to projected cost.)

-The approximate maintenance cost of 2017 Ambulance is 3-5 thousand per year.

-The value decreases each year by approximately 6-8 thousand.

-There is currently a two-year waiting period for a new vehicle.

-There is no longer any pre-pay discount. We will be able to pay in two yearly installments if that option is chosen.

-The option to not pay for the vehicle until delivered does exist.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 3**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT

Replace furnace at Station #2 per recommendation of Tom Blohowiak at MSC.

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

PROJECTED COST: $57,500

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$57,500**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

During the renovation in 2015, the decision was made to replace one (1) of the two (2) furnaces supporting the building. The furnace that was not replaced is now at end of life.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 5**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT

Station #1 roof section 1.

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

PROJECTED COST: $46,160

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$46,160**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Per the City's contractor, Security Luebke Roofing.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 6**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT

Purchase new rescue boat.

NEW: X or REPLACEMENT:

PROJECTED COST: $90,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$90,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Fire Department currently maintains one boat, which needs to be tailored to the launch creating lengthy response times. Adding a boat to the fleet would allow both boats to be in the water and rapidly deployable regardless of incident location in critical times.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 7**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 1, 2023

DESCRIPTION OF PROJECT

Station #2 storage building.

NEW: X or REPLACEMENT:

PROJECTED COST: $150,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$150,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This proposal offers a solution for our current storage constraints.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 6**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Vehicle replacement for Building Inspection Truck. Current truck doors and fenders have been replaced and the vehicle continues to rust.

NEW: or REPLACEMENT:

PROJECTED COST: $

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$40,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Vehicle replacement for Building Inspection Truck. The current truck was a re-purposed Fire Department truck. The doors and fenders have been replaced over the past few years due to penetrating rust; however, the vehicle continues to rust and has become too costly to continue to maintain. Building Inspection is a form of Economic Development and Inspection Department staff our vehicles are sometimes our first introduction to new builders and developers and therefore we need to have a quality vehicle for staff when inspecting multi-million dollar commercial projects and single family homes.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-18-2023

DESCRIPTION OF PROJECT

New vehicle for new staff engineer position.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 40,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**= $ 10,000**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 10,000**	
	Water Utility	**= $ 10,000**	
	Wastewater Utility	**= $ 10,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The engineering department added a new staff engineer. As a result, the engineering department needs vehicle for this position. The vehicle will be a hybrid SUV.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-19-2023

DESCRIPTION OF PROJECT

Install new undercarriage wash system.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 45,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$ 24,750**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 6,750**	
	Water Utility	**= $ 6,750**	
	Wastewater Utility	**= $ 6,750**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent of installing a new undercarriage wash system is currently the City has no way to wash underneath vehicles and equipment. By being able to wash vehicles and equipment especially in the winter season we are able to wash off salt which is a major factor with vehicles and equipment rusting and deteriorating. This will prolong the life of our vehicles and equipment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-19-2023

DESCRIPTION OF PROJECT

Replace existing equipment pressure washer.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 25,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND		**$ 13,750**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $ 3,750**	
	Water Utility	**= $ 3,750**	
	Wastewater Utility	**= $ 3,750**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing equipment pressure washer has reached it's life span and is failing. The equipment is broken down on a regular basis and needs repairs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-19-2023

DESCRIPTION OF PROJECT

New Trailer.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 17,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$17,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The building maintenance department uses a scissors lift to repair and maintain lighting throughout the City. The City does not have a trailer that is specific to hauling the scissors lift so purchasing a trailer that can do so is needed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-19-2023

DESCRIPTION OF PROJECT

Replace truck #64.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 260,753

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$260,753**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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

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

The existing vehicle will be rated at 24 in 2024 and qualifies for consideration for replacement. The vehicle is used by the building maintenance department on a weekly basis year-round. The key job this truck does is repair streetlights. The current truck does not have the ability to lift off the light pole for wiring repairs or pole replacements. Staff must bring in a contractor or other community to lift or set light poles. We have several poles in the downtown that are aged and will need to be replaced. This vehicle does have life left to it. The Park department is requesting to retain this truck to do tree trimming, banner installs and raise and lower flags throughout the city for the park department.

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

1) Brakes need full replacement = $ 3,000

Total repairs = $ 3,000

The MSC fleet team recommends upgrading to a new truck and retaining the existing vehicle for the Park Department.

This new truck was placed on order under the new city purchasing policy with delivery at the end of 2024 or beginning of 2025.

PROJECT RANKINGS

CITY COUNCIL
STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-19-2023

DESCRIPTION OF PROJECT

Replace 2001 forklift.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 50,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		**$ 10,000**	
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**= $25,000**	
	Water Utility	**= $ 7,500**	
	Wastewater Utility	**= $ 7,500**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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

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

The existing vehicle will be rated at 24 in 2024 and qualifies for consideration for replacement. The vehicle is used by the fleet maintenance department on a weekly basis year-round.

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

1) Transmission needs to be replaced = $ 8,123

The MSC fleet team recommends replacing the existing forklift.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-21-2023

DESCRIPTION OF PROJECT

Replace existing salt brine equipment.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 150,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$150,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City started using salt brine in the snow & ice operations in 2008 when we purchased brine from the County. We found when using salt brine the City was able to reduce the amount of salt by 30%. In 2011, the City purchased the existing salt brine equipment because the County informed the City that they were no longer going to provide salt brine to area communities. In addition, the City found that purchasing salt brine from the County was cost prohibitive and the quality of the salt brine was not consistent. Once the City purchased the salt brine equipment, we were able to consistently able to control the quality of the salt brine in addition to blending mixes when road temperatures drop below 15 degrees. Also, the City does sell brine to area communities and contractors.

The existing salt brine machine needs to be replaced due to the deterioration of the equipment due to the corrosiveness of the salt.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-20-2023

DESCRIPTION OF PROJECT

Replace truck #51 - 1992 ¾ ton 4 x 4 truck with plow.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 80,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$80,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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

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

The existing vehicle will be rated at 24 in 2024 and qualifies for consideration for replacement. The vehicle is used by the engineering department on a weekly basis year round.

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

1) Fuel lines rusted out and needs replacement	= $800
2) Brake lines are rust and can burst under panic braking	= $1000
3) Engine oil leaks	=$300
4) Front drive axle needs rebuild	=$2000

Total repairs = $ 4,100

The MSC fleet team recommends replacing the existing vehicle.

PROJECT RANKINGS

CITY COUNCIL
STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 07-24-23

DESCRIPTION OF PROJECT

Purchase Patcher for Mastic installation for pothole and road maintenance repairs.

NEW: X or REPLACEMENT:

PROJECTED COST: $125,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$125,000	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Mastic Patcher is utilized for longer term road patching. The City has used the City of Green Bay's and rented City of Appleton's to make patching repairs, (at those two cities terms). With construction projects being reviewed, road maintenance repairs will increase. This product has been used by the City of De Pere and it provides a long term repair to a roadway to extend the life of the road.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Works

DATE PREPARED: 7/20/2023

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

NEW: _____ or REPLACEMENT:___X__

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$50,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Works

DATE PREPARED: 8/16/2023

DESCRIPTION OF PROJECT: Replacing existing Merrill Street signal traffic controls.

NEW: _____ or REPLACEMENT:___X__

PROJECTED COST: $40,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$40,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The signal controls at Merrill Street and S. Broadway Street and Fifth Street are deteriorated and need repair. The majority of the components are old and the City cannot get replacement parts which creates issues when the signal malfunctions.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Public Works

DATE PREPARED: 7-21-2023

DESCRIPTION OF PROJECT

Replace 2002 brush chipper #111.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 100,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$100,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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

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

The brush chipper will be rated at 24 in 2024 and qualifies for consideration for replacement. The chipper is used for brush collection services provided to the community.

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

1) Drum and rollers bearings need replacement =$ 2,100
2) Clutch assembly need replacement = $2,250
3) Hydraulic drive motor needs replacement =$800

Total repairs = $ 5,150

The MSC fleet team recommends replacing the chipper.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: 7-21-2023

DESCRIPTION OF PROJECT:

Replace #88, 2014 Peterbilt automated garbage truck.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 350,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$350,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

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

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

The existing 2014 garbage truck will be rated at 26 in 2024 qualifies for consideration for replacement. The garbage truck is used all year round.

In the past garbage and recycle trucks are replaced on a five (5) year cycle due to everyday usage with all the mechanical moving parts. The truck is needed in order for the City to continue to pick up garbage.

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

1) Packer and plates need replacement = $8,000
2) Lift cylinders leaking = $1,800
3) Tailgate rusted, fabricate new lights and paint = $4,000
4) the side fenders are rusted through = $6,000
4) Replace hydraulic tank that is rusted through = $1,500
5) Rebuild arm assembly = $28,000
6) Replace hydraulic valve assembly = $9,000

Total repairs needed = $58,300

This vehicle was placed on order as a demo unit with the intention of being purchased in 2024 around January under the city's new purchasing policy.

The MSC fleet team recommends replacing the existing garbage.

PROJECT RANKINGS

CITY COUNCIL
STAFF RECOMMENDATION 1 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-21-2023

DESCRIPTION OF PROJECT

Construct new dumpster enclosures in Mission Square parking lot.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 70,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$70,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As part of the downtown area garbage and recycling collection, the City is providing dumpster collection services for garbage and recycling to eliminate the use of carts which results in improving the overall appearance in the downtown.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-22-2023

DESCRIPTION OF PROJECT

9th Street Reservoir Repairs.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 40,000

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER **Water Utility = $40,000**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The DNR is requiring the City to make repairs to the 9th Street reservoir for the existing overflow per the DNR's 2020 Sanitary Survey Report. Per the DNR, the overflow from the Ninth Street ground storage reservoir does not terminate through the sidewall in a visible, downward opening, with a free air break of 12 to 24-inches above a splashpad, and a 24-mesh screen between two flanges as required in s. NR 811.64(4)(a), Wis. Adm Code. Vertical drop overflow pipes must be located outside of the structure in accordance with s. NR 811.64(4)(d), Wis. Adm. Code. The DNR is requiring the work to be done by December 31, 2024, by modifying the Ninth Street ground storage reservoir overflow such that it terminates through the sidewall in a visible, downward opening free air break, 12 to 24-inches above a splashpad. This project will be designed and constructed to meet the DNR requirements.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-22-2023

DESCRIPTION OF PROJECT

Scheuring Road Reservoir Clean and Overcoat.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 30,000

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER **Water Utility = $30,000**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The project is to clean and overcoat the City's above ground reservoir at Scheuring Road. This was last done in 2014 and needs cleaning and overcoating.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-22-2023

DESCRIPTION OF PROJECT

Leak detection equipment.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 25,000

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER **Water Utility = $25,000**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City has been hiring a contractor to perform a leak detection survey every two years on the water distribution system. In 2023 the City is paying a contractor $27,075 to perform the leak detection survey. The intent of purchasing the leak detection equipment is to do the leak survey every year with City staff instead of contracting it out.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: dlindstrom@deperewi.gov

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Creation of a parking utility, LPR cameras for lands in and around downtown and complete the parking garage analysis

NEW: ✗ or REPLACEMENT:

PROJECTED COST: $

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$30,000	20%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	New TID $60,000	40%
OTHER	TID No. 7 & 9 $30,000	60%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Future management would be completed through the parking utility fund.

PROJECT JUSTIFICATION

The City of De Pere is working with partners to redevelop the former Shopko site east of North Broadway and north of James Street in Downtown De Pere. Planning is ongoing relative to the composition of the development program and parking. The City intends to fund most of the project through the creation of a Tax Increment District ("TID"). Parking creation and management is a key and vital part of the redevelopment project.

The City anticipates owning and operating the proposed redevelopment site parking garage, with a public-private partnership in place allowing for the private use of the garage by development tenants, as well as public use of the garage. The evaluation work needed includes an updated parking needs study to right-size the proposed redevelopment site parking garage, consulting related to project finances and the redevelopment agreement, the development of a garage operations and management plan, and assistance with procurement of the equipment and technology needed to manage the garage.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 4 (GV-17)- Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 5,745,400 (segment 4) – 2024 Cost $202,400

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$80,960	40%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 17: $121,440	60%
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 5 (GV-18) - Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ $4,284,000 (segment 5) – 2024 Cost $216,300

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$216,300	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: dlindstrom@deperewi.gov

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Creation of a parking utility, LPR cameras for lands in and around downtown and complete the parking garage analysis

NEW: ✘ or REPLACEMENT:

PROJECTED COST: $

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$30,000	20%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	New TID $60,000	40%
OTHER	TID No. 7 & 9 $30,000	60%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Future management would be completed through the parking utility fund.

PROJECT JUSTIFICATION

The City of De Pere is working with partners to redevelop the former Shopko site east of North Broadway and north of James Street in Downtown De Pere. Planning is ongoing relative to the composition of the development program and parking. The City intends to fund most of the project through the creation of a Tax Increment District ("TID"). Parking creation and management is a key and vital part of the redevelopment project.

The City anticipates owning and operating the proposed redevelopment site parking garage, with a public-private partnership in place allowing for the private use of the garage by development tenants, as well as public use of the garage. The evaluation work needed includes an updated parking needs study to right-size the proposed redevelopment site parking garage, consulting related to project finances and the redevelopment agreement, the development of a garage operations and management plan, and assistance with procurement of the equipment and technology needed to manage the garage.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive

NEW: or REPLACEMENT: ✘

PROJECTED COST: $ 300,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$300,000 TID 7	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 7 (Downtown East). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Façade Grant Program – TID 7 (Downtown East)

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: **$** 10,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$60,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Façade Grant Program helps encourage investment that improves the exterior of Downtown Buildings. This program was an important component of the Downtown Master Plan and is administered by the Development Services Department and Redevelopment Authority. It supports reinvestment in property by rebating eligible costs for building improvements

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: dlindstrom@deperewi.gov

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Creation of a parking utility, LPR cameras for lands in and around downtown and complete the parking garage analysis

NEW: ✗ or REPLACEMENT:

PROJECTED COST: $

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$30,000	20%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	New TID $60,000	40%
OTHER	TID No. 7 & 9 $30,000	60%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Future management would be completed through the parking utility fund.

PROJECT JUSTIFICATION

The City of De Pere is working with partners to redevelop the former Shopko site east of North Broadway and north of James Street in Downtown De Pere. Planning is ongoing relative to the composition of the development program and parking. The City intends to fund most of the project through the creation of a Tax Increment District ("TID"). Parking creation and management is a key and vital part of the redevelopment project.

The City anticipates owning and operating the proposed redevelopment site parking garage, with a public-private partnership in place allowing for the private use of the garage by development tenants, as well as public use of the garage. The evaluation work needed includes an updated parking needs study to right-size the proposed redevelopment site parking garage, consulting related to project finances and the redevelopment agreement, the development of a garage operations and management plan, and assistance with procurement of the equipment and technology needed to manage the garage.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 9

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 300,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	300,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 9 (Downtown West). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/10/2023

DESCRIPTION OF PROJECT

Façade Grant Program – TID 9 (Downtown West)

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 60,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$60,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Façade Grant Program helps encourage investment that improves the exterior of Downtown Buildings. This program was an important component of the Downtown Master Plan and is administered by the Development Services Department and Redevelopment Authority. It supports reinvestment in property by rebating eligible costs for building improvements

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: dlindstrom@deperewi.gov

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Completion of whitebox/Spec building design

NEW: ✗ **or** **REPLACEMENT:**

PROJECTED COST: $ 50,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TID No. 10 $50,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City of De Pere is interested in contracting with a consultant to complete preliminary/whitebox designs in the Business Park which could lead to the working with a developer to construct a spec building in the future that could house multiple tenants. This is necessary to build out the business park as soon as possible to gain as much increment revenue as possible. The area would be focused around the Rockland Road Corridor to ensure future development does not impact the further SB Connector Project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 10

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 200,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$200,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 10 (East Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 2 (GV-15) - Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ $11,800,000 (segment 2) – 2024 Cost $200,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 11: $50,000	25%
OTHER	TID 12: $150,000	75%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 3 (GV-16)- Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 1,400,000 (segment 3) – 2024 Cost $400,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 11: $194,000	48.5%
OTHER	TID 17: $206,000	51.5%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Work and Development Services Department

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

TID 11 and 12 – West Business Park Railroad Maintenance – Annual maintenance on City owned railroad lines which includes repairs ordered by Canadian National Railroad and snow removal. This is a two year program.

Railroad Spur Maintenance $30,000

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ $30,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID No. 11 $15,000	50%
OTHER	TID No. 12 $15,000	50%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Work includes inspection and repairs as ordered by Canadian National Railroad and snow and ice removal in the winter of the City owned railroad spurs in the West Industrial Park. This is a two year cycle ($15,000/year)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 11

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 350,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$350,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 11 (West Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Work and Development Services Department

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Future Infrastructure – American Blvd Extension

NEW: ✘ **or** **REPLACEMENT:**

PROJECTED COST: $ 1,879,700

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TID 12: $1,879,700	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This is the future extension on American Blvd to extend from the current terminus through L-481 and L-480 to be annexed into the CIty in 2023/2024. Construction is scheduled to start in the 2024.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Work and Development Services Department

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Future Infrastructure – American Blvd Extension

NEW: ✘ or REPLACEMENT:

PROJECTED COST: $

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 12: 204,000	
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This is the completion of Garroman Dr for the road that was partially completed in 2020. Construction is scheduled to start in the 2024. The completion street extension will be vital to reroute traffic during the South Bridge Construction.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 2 (GV-15) - Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ $11,800,000 (segment 2) – 2024 Cost $200,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 11: $50,000	25%
OTHER	TID 12: $150,000	75%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Work and Development Services Department

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

TID 11 and 12 – West Business Park Railroad Maintenance – Annual maintenance on City owned railroad lines which includes repairs ordered by Canadian National Railroad and snow removal. This is a two year program.

Railroad Spur Maintenance $30,000

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ $30,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID No. 11 $15,000	50%
OTHER	TID No. 12 $15,000	50%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Work includes inspection and repairs as ordered by Canadian National Railroad and snow and ice removal in the winter of the City owned railroad spurs in the West Industrial Park. This is a two year cycle ($15,000/year)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 12

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 300,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$300,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 12 (West Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 13

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 300,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TID13 $300,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 12 (West Industrial Park). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 14

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 300,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TID14 $300,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive payment per approved Developers Agreement with Irwin School Development, LLC.
Developers agreement awarded:
- $420,000 in land assembly costs (incurred in 2019)
- $1,090,000 for redevelopment expenses ($436,000 in 2020 and anticipated 654,000 in 2023 and 2024)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 15

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 500,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$500,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 15 (Southbridge Business Park). The actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 3 (GV-16)- Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 1,400,000 (segment 3) – 2024 Cost $400,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 11: $194,000	48.5%
OTHER	TID 17: $206,000	51.5%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom

DATE PREPARED: 8/10/2023

DESCRIPTION OF PROJECT

Segment 4 (GV-17)- Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement as attached.

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 5,745,400 (segment 4) – 2024 Cost $202,400

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	$80,960	40%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	TID 17: $121,440	60%
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The STH 32 bridge (Claude Allouez Bridge) in the City of De Pere is the only bridge over the Fox River between the STH 172 bridge and the STH 96 bridge, and experiences congestion and backups at the roundabout on the east side of the bridge. A second, "southern bridge" (south of the Claude Allouez Bridge) in the City of De Pere has been discussed and planned for many years to alleviate the congestion of traffic in De Pere. The proposed South Bridge Connector will connect CTH EB at CTH F to CTH GV at CTH X, connecting to I-41 and constructing a new bridge across the Fox River. The first phase of the "southern bridge project" will connect CTH GV from the northbound ramps of the new I-41 interchange to Lawrence Drive. While not all the design details have been determined at the time, in general both the City and County anticipate CTH GV from I-41 to Lawrence Drive will be designed and built as a four-lane urban arterial per WisDOT FDM design standards and the Brown County standard urban CTH section. This includes 30-inch curb and gutter, 14' wide outside lanes, 12' wide inside lanes, a raised boulevard median (width to be determined during design), 10' wide sign and snow storage zone, and a 10' wide asphalt sidewalk on the north side of the roadway. French Road and Innovative Court will be connected to CTH GV at the proper distance from the new I-41 interchange that WisDOT plans to build. Roundabouts are proposed at the intersection of French Road/Innovation Court and the intersection of Lawrence Drive. It is the intent the County and City will share the design, right of way acquisition, and construction costs from French Road/Innovation Court to Lawrence Drive. The City's anticipated costs per the Brown County Municipal

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/10/2023

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 17

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 500,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$500,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 17 (East Industrial Park - overlay). Actual amount to be determined and reviewed by Council based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: July 20, 2023

DESCRIPTION OF PROJECT

Replacement of Return Air Fan for Air Handler Unit @ Community Center

NEW: or REPLACEMENT: X

PROJECTED COST: $12,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$12,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Maintenance has identified the return air fan for the air handler in the mechanical room is not operating properly and is highly recommended for replacement. The fan is vibrating causing loud noises which has been distracting to renters and the vibration is causing concern for additional damage to the HVAC. Because of the vibration the blower wheel has come loose twice and damaged the internal blower housing. The only way to repair this is to replace the assembly.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: July 20, 2023

DESCRIPTION OF PROJECT

Replacement of Concrete Tables & Seating on upper & lower-level patios @ Community Center

NEW: or REPLACEMENT: X

PROJECTED COST: $25,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$12,500**	**50%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**$12,500**	**50%**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

The concrete tables and seating on both patios at the Community Center are cracked, chipped, stained and have been deteriorating over time with some cracks in the concrete bases. The furniture was originally installed in 2000 so it is 23 years old. The tops of the tables and seats have been sealed numerous times, but the tops now have chips out of them and are cracked beyond what re-sealing could fix. Staff recommend replacing these tables with recycled plastic tables and benches like what is in the Community Center entrances on both levels. These recycled plastic benches and garbage receptacles are also 23 years old and still look almost brand new and are maintenance-free.

We are proposing having the City Fund 50% of the project and we attempt to find sponsors/donors for the other half.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: July 20, 2023

DESCRIPTION OF PROJECT

Construction & Installation of a New Dumpster Enclosure for Recycling/Garbage Collection @ Community Center

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$30,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

No additional operating/maintenance costs on the enclosure but there will be a new contract with a garbage collection company to service our dumpster on a weekly basis. Estimate and budgeted amount for that service is $3,600 per year.

PROJECT JUSTIFICATION

Due to the increase in rentals and usage of the Community Center, staff have noticed that the current amount of garbage and recycling carts are over-flowing on numerous occasions. After consultation with our Street and Engineering Departments, it is recommended that an enclosure be constructed for a large garbage dumpster and a recycling dumpster. Staff have been working with the Engineering Dept. on design/construction estimates and with Building Inspection on code compliance for this project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works/Paula Rahn – Community Center

DATE PREPARED: 7-21-2023

DESCRIPTION OF PROJECT

Replace existing Community Center Lighting with LED Lighting

NEW: or REPLACEMENT: X

PROJECTED COST: $ 30,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$30,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent of the project is to replace the existing lighting in the Community Center with LED lighting. According to data supplied by NCLED Company, the impact of the new LED Lighting should result in a 65% energy reduction, average annual maintenance savings of 100% and an average annual operating savings of 70%. Financially, the average annual return is 21%, boasting a 10 yr. operating savings of approximately $50k thus reducing our electric costs.

Our Grant consultant has shared a potential grant program we will search out, but as with all grants we are not assured of receiving the grant. The funding submitted for capital is for full funding of the project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Condition Analysis if De Pere Ice Arena

NEW: X or REPLACEMENT:

PROJECTED COST: $20,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER (Ice Arena Fund)	$20,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There have been some growing concerns related to the condition and rising maintenance costs of the Ice Arena and how that relates to its long term sustainability. In order to get a true understanding of its condition and long term sustainability, staff recommends having a consultant do a thorough inspection of the facility to determine is current condition and costs related to improving the facility to ensure its long term sustainability.

We recommend the expense comes from the Ice Arena Fund.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept. Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Construction of the Nelson Family Pavilion

NEW: X or REPLACEMENT:

PROJECTED COST: $1,636,989

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	1,636,989	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Nelson Pavilion is a unique outdoor venue being constructed in Voyageur Park. The facility will feature a multi-purpose room designed for handing special events to private rentals, and also feature a unique patio designed to embrace the natural settings and scenery offered by the park. The facility also is designed to provide flexible uses for entertainment. The facility will also be home to 9 universal single stall restrooms.

Expected/known costs of the project are:

Base bid –	$1,518,281
Change Order 1 (Material Mark up) -	$ 5,823
Change Order 2 (Geo Piers)	$ 112,885
	$1,636,989

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept. Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

ADA Sidewalk and Hard Surface replacement program

NEW: or **REPLACEMENT: X**

PROJECTED COST: $ 25,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$25,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to replace sidewalks throughout the park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will incrementally replace current sections of sidewalk (in our park system) that do not have an appropriate cross or running slope.

In addition, we will also use this program to replace sidewalk or hard surface areas identified by our Engineering Department for repair/replacement.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Optimist Park upgrades – ADA accessible route continued and repairs to electric/storage shed

NEW: or REPLACEMENT:

PROJECTED COST: $60,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$60,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

There is a large section of trail that needs to be constructed at Optimist Park to provide an accessible route to the lower field. This project will take a fair amount of grading and is being treated separately from the ADA Accessible route money. In addition, the small building located next to the lower diamond is in poor condition and needs to be repaired. It currently is a small storage facility but more importantly houses our electrical service for the lower diamond.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

VFW Basketball Court resurfacing

NEW: or REPLACEMENT: X

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$30,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The basketball court at VFW is in need of repair as cracking and shifting has occurred. Our engineering department has recommended a sealing of cracks and resurface of the facility court to provide longevity.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Installation of water line, spigot and fountain at Kiwanis Park.

NEW: X or REPLACEMENT:

PROJECTED COST: $30,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$30,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

cost of seasonal water meter and water usage

PROJECT JUSTIFICATION

Kiwanis park is a rather popular neighborhood park on the west side of the City. It features a small soccer field and playground. In addition, the department runs a playground program at this site that remains one of our more popular locations. The park currently does not have any water access or fountain. We would propose the installation of an outdoor water fountain for general park users, and the ability for our Playground Program to utilize water for their program.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **6** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replacement of roof's on Legion Open Shelter and Braiser Park Shelter

NEW: or **REPLACEMENT: X**

PROJECTED COST: $20,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$20,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Our maintenance staff have recommended the replacement of our roof at Legion Open Shelter and Braiser Park Shelter. Both roofs we recommend placing metal roofs due to their durability and lifespan compared to shingles.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 7 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Installation of fence next to playground at Kelly Danen Park.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $5,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$5,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We will be installing a playground at Kelly Danen Park through the support of a very generous donor. The playground is being located in the corner of the park where Cedar Street and Tenth Street meet in order to preserve as much green space as possible for De Pere Baseball. With the playground being so close to the sidewalk and road, we would recommend the placement of a short fence to prevent young children from unintentionally running out into the road.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 8 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Repairs and improvements to VFW Octagon Building.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$10,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Since the VFW Pool was constructed the concessions operation for the pool has been moved to be inside of the new facility. The room where the concessions operated out of in the Octagon building could become a beneficial room for rentals, however would need some modifications and protections put in place.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 17 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

General updates and repairs to the Riverwalk.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$50,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Riverwalk is now over 10 years old, and starting to show signs of age. In order to maintain its long term health and sustainability, it is recommended to conduct some regular maintenance on the facility. There are three major tasks staff is recommending. The first task would be sandblasting and/or grinding the rust showing on the railing and then repainting. The second major task would be repairing many of the boards along the boardwalk portion. And last, re-staining the teak wood railing on the bridge.

The City currently has a maintenance fund with over $200k in to handle such tasks and maintenance.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 10 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Scoreboard replacements at Optimist (1), Kelly Danen (2), and VFW (1).

NEW: or **REPLACEMENT: X**

PROJECTED COST: $45,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$45,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We were informed this past summer that four of our scoreboards should be strongly considered for replacement. Two scoreboards are at Kelly Danen, one at VFW Park, and one at the lower level field of Optimist have similar aged scoreboards. Three of them experienced problems this past spring. Upon contacting the manufacturer, they indicated they are no longer making some parts for the four scoreboards we have. While we were able to get the three scoreboards up and running, it is suggested to have our aging scoreboards replaced because they are old and are continuing to provide staff and users issues with their operation.
It is estimated that scoreboards will run about $10,000 each, with about $5,000 additional cost for S/H and installation materials.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 14 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replacement of playground at Willems Park

NEW: or **REPLACEMENT: X**

PROJECTED COST: $80,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$80,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The playground at Willems Park was constructed in 1995 and is now 28 years old. Commercial playground equipment is recommended to last about 20 years. We recommend replacing the playground and create an ADA accessible route to the facility. We would also recommend the use of engineered wood fiber versus Poured in Place due to cost and the amount of use the facility receives.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 11 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replacement of playground at Rainbow Park.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $135,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$135,000	100%
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The playground at Rainbow Park was constructed in 1998 and is now 25 years old. Commercial playground equipment is recommended to last about 20 years. We recommend replacing the playground and create an ADA accessible route to the facility. We would also recommend the use of Poured in Place or Turf fall surface versus engineered wood fiber due to the high volume of use the facility receives.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 12 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Renovate sand volleyball pits

NEW: or REPLACEMENT: X

PROJECTED COST: $6,900

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$6,900	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Our sand pit volley ball courts are in need of attention. The poles were originally installed as steel poles and have begun to rust thus becoming unsightly. We have received calls of their unsightliness. In addition, all the courts are in need of additional sand. The expense would be to replace the poles at the three sand pit volleyball courts throughout the City and bring in sand to appropriate levels.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 15 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replace ceiling insulation at De Pere Ice Arena.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$50,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Ice Arena has insulation along its roof line that is beginning to deteriorate and in some cases fall. It is unknown how long the insulation has been there but it is likely well over 20 years old. The insulation should be replaced as its an important factor in maintaining temperature in the building. In addition, we have received a number of complaints regarding the issue. Funding for the project can come from the Ice Arena Fund.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 16 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Phase I development of Wilson Park

NEW: or REPLACEMENT:

PROJECTED COST: $150,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$150,000	100%
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Board of Park Commissioners went through a lengthy process to develop a master plan for Wilson Park. Total improvements to the park is estimated to be $150,000.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 9 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: **Park Dept. Staff**

DATE PREPARED: **August 11, 2023**

DESCRIPTION OF PROJECT

LED Replacement program in Parks

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

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$15,000**	**100%**
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In an effort to improve our energy efficiency through the park system, we have created a yearly investment into switching over standard park lighting to LED lighting.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **18** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Park Dept Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Add extension onto Jim Martin Parking Lot.

NEW: X or REPLACEMENT:

PROJECTED COST: $105,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$105,000	100%
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We have received some criticism over the years related to the lack of parking at Jim Martin parking lot. At times the park can be very active as the park can have three active soccer fields, along with the other park amenities (ie. Basketball court, sandpit volleyball and playground).

The current park has stalls for 89 vehicles of which 4 are handicap accessible stalls. An auxiliary lot would be constructed off the main parking lot and adjacent to the playground and sandpit volleyball court. This would help with additional parking and make it easier for parents with young children visiting the playground.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 19 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Additional funding for Dock Extensions

NEW: X or REPLACEMENT:

PROJECTED COST: $21,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$10,000	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	$ 7,500	
OTHER (2023 City Allocation)	$ 3,500	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We received funding to construct dock extensions for Perkofski Boat Launch back in 2021. The total project was to cost $7,000 with a WDNR Recreational Boating Grant to cover $3,500. Fast forward to 2023, the company we contracted with indicated they had difficulty obtaining the supplies and eventually informed us they can no longer build the extensions. Staff recently searched for a company to construct the extensions and eventually found one willing to construct them, however the price has now grown to a total of $21,000.

In speaking with the WDNR we can request a grant amendment to request up to an additional $4,000 for a total of $7,500 in reimbursement for the project. That would leave the City to pay $13,500. Below is a breakdown.

Total Project Cost			$21,000
2021 WDNR Grant:	$3,500		
2021 City Allocation:	$3,500		
2023 Grant Amendment Request		$ 4,000	
2024 City Budget Request		$10,000	
Total			$21,000

The extensions are used during sustained periods of high water on the Fox River.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Additional funding for Utility Vehicle replacement (Holder #1)

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

PROJECTED COST: $ 35,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$35,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In 2023 we received funding ($150,000) for the replacement of our utility vehicle that is used for clearing sidewalks during the winter. Upon getting estimates from various vendors, the cost of these unique vehicles has risen substantially. The cost for the vehicles are now ranging between $200,000 - $250,000 (including attachments). In talking with our maintenance supervisor, it was felt we could keep the current utility vehicle running for a short period of time, which would allow us to request additional funding in 2024.

Staff have researched replacement utility vehicles and have opted for a unit called the Multi-Hog. The unit has all the same capabilities as our Holder. The approximate cost of the unit, with trade in is $185,000.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replacement of Stumper (stump grinder)

NEW: or **REPLACEMENT: X**

PROJECTED COST: $85,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$85,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Stumper is 26 years old and is rated from our mechanics as a 26, which is on the upper end of the scale for recommended for replacement. A score of 28 indicates a recommendation from our mechanics for immediate replacement. Our Maintenance supervisor has indicated the hydraulic motor and hydraulics need to be rebuilt in order for the machine to last. This was estimated at around $20,000-$25,000 for the rebuild.

Eliminating the Stumper is not recommended for several reasons. First, we have not proposed money for contracting stump removal because with all the stumps being removed/accounted for in the EAB process, we believe our staff will be able to regain some normalcy in operations. Second, if we contract out the removal of stumps…we should still have a stumper for emergency stump removal as this occurs for construction reasons. Renting or leasing a machine on a moments notice is not always possible. In addition, we use the stumper extensively for planting in the spring and fall. Leasing a stumper in the caliber we would require would cost between $3,000-$4,000 per week.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replace Truck 18 – 5 yard dump truck

NEW: or REPLACEMENT:X

PROJECTED COST: $95,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$95,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This vehicle is used mostly in our Forestry operations as a chipper truck and is used extensively throughout the year. It is a 2004 International Dump truck and has a maintenance score of 26. This is at the high end of recommended to be replaced and two points off (28) from being recommended as immediate replacement. If the truck would be kept we would need to replace the box ($25,000) as it is rusted through and the engine would need new injectors ($6,000 with labor).

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11, 2023

DESCRIPTION OF PROJECT

Replace #34

NEW: or **REPLACEMENT: X**

PROJECTED COST: $60,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$60,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Van #34 will be 20 years old and is a vehicle we received from Water Division. Which they received from the Waste Water Treatment plant. The van is old and not in good condition, would need new brakes, and does not have a suitable use. We used to use the vehicle for watering hanging pots, however water leakage presented problems with mold forming. The truck was then used for pulling a lawn mower, however considering its size and limited visibility it created safety concerns with transporting. Additionally we considered using the van for servicing our restrooms, however we haul garbage and this would cause sanitary concerns. We are requesting the vehicle gets replaced with a ¾ Ton truck suitable for towing our mowers and/or diamond groomer.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11

DESCRIPTION OF PROJECT

Replacement of Single Unit Trailer

NEW: or **REPLACEMENT: X**

PROJECTED COST: $5, 000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$5,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Our current trailer is in need of repair and TLC. Instead of repairing the trailer we would like to replace the trailer that is more conducive to our operation and people operating. We would like to replace the trailer with an aluminum trailer equipped with electric brakes that would be large enough to fit our front mount mowers. In doing so, our seasonal staff are now more apt to handle as steel trailers have very heavy tailgates. The electric brakes also allow us to utilize our smaller ½ ton trucks to tow and not create significant wear and tear on the vehicle.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park Staff

DATE PREPARED: August 11

DESCRIPTION OF PROJECT

Replace Loader Frame on John Deer Tractor

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

PROJECTED COST: $8, 000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$8,000	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Maintenance staff has recommended the replacement of the loader frame for the Park John Deere Tractor. The tractor and other attachments are still in good operating condition, however the loader frame (which controls the lifting and snow plowing) has deteriorated to a point it should be replaced.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 6 **Goal No.**

2024 STREET MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Crackfill/Patch/Repair	$0	$260,000	$0	$260,000
Resurfacing	$0	$941,276	$0	$941,276
Sidewalk	$122,400	$115,000	$0	$237,400
Concrete Street Rehabilitation	$0	$470,000	$0	$470,000
Pulverize and Pave	$0	$350,000	$0	$350,000
2025 Lawrence Drive Reconstruction Design	$0	$726,210	$2,322,740	$3,048,950
Main Avenue and Reid Street Pavement Replacement Design	$0	$125,000	$375,000	$500,000
Broadway Pavement Resurface	$0	$19,550	$58,650	$78,200
Alley Reconstruction	$0	$190,000	$0	$190,000
Total	$122,400	$3,197,036	$2,756,390	$6,075,826

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Street Management – Street Maintenance and Repair – Crackfilling/Concrete Patching/Asphalt Patching/Curb Repair at various locations. Work anticipated includes the following types of work, approximate quantities, and costs:

Crackfilling	80,000 LF	$120,000
Concrete Patching	1,200 SY	$40,000
Asphalt Patching	1,500 SY	$30,000
Curb Repair	6,000 LF	$30,000
Colored Concrete Sealing	50,000 SF	$50,000

NEW: or REPLACEMENT: X

PROJECTED COST: $260,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$260,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing street system, thereby extending its maximum useful life. The amount of the proposed maintenance work and corresponding dollar amount conforms to the recommendations of the City of De Pere Pavement Management Plan. Crackfilling is intended to be done at the 3rd and 9th year on streets that have been resurfaced and the 6th and 12th year on streets that have been reconstructed. Additional crackfilling is done on streets that are in the six year rotation and rated 7 above. Colored concrete sealing is completed around 5 years after the previous sealing.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 28, 2023

DESCRIPTION OF PROJECT

Street Management – Resurfacing – Various locations. Work anticipated includes overlay of the following streets, the length, and year of last overlay:

Street	From	To	Length	Last Overlay	Rating
Bomier Street	Broadway Street	Erie Street	1338	2002	5
Superior Street	Cul de Sac	Merrill Street	1478	2005	5, 6
Virginia Drive	Superior Street	Erie Street	994	2002	5
Total					

Additional locations to be determined.

NEW: or REPLACEMENT: X

PROJECTED COST: $941,276

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER **Property Tax** **$941,276**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing street system, thereby extending the maximum useful life. The amount of the proposed resurfacing corresponds to the and the corresponding dollar amount conform to the recommendations of the City of De Pere Pavement Management Plan.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Street Management – Sidewalks – Various locations. Work anticipated includes the following types of work and costs:

Item	Cost	Engineering & Admin
New Sidewalk Orders-special charge	$12,000	$2,400
Sidewalk Repairs-special charge	$90,000	$18,000
City Repairs – Ramps, Tree impacts (Includes Mudjacking and Grinding)	$115,000	

NEW: or REPLACEMENT: X

PROJECTED COST: $237,400

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$115,000**	
SPECIAL ASSESSMENT	**$122,400**	
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The proposed construction includes the construction of new sidewalks and ramps at various locations, plus the replacement of defective walks and ramps in the repair area. The new construction is the complete construction of sidewalks in areas that the Common Council has ordered new installation. The ramps will be installed at various intersections where adjacent development has occurred. The replacement of defective walks is part of an ongoing 8-year program cycle for the entire City. The 2025 repair area is on the west side and bounded by the railroad tracks on the West, Fox River on the North and East, and Grant Street on the South.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED:

DESCRIPTION OF PROJECT

Street Management – 2024 Concrete Street Rehabilitation – Concrete pavement repairs including full panel patches, partial depth patching, and cross-stitching cracks.

Street	From	To	Age
Enterprise Drive	Heritage Road	Cul de Sac	26
O'Keefe Road	Enterprise Drive	CTH PP	26
Millennium Court	Enterprise Drive	Cul de Sac	25

NEW: or REPLACEMENT: X

PROJECTED COST: $470,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$470,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the concrete pavement on streets in the City, thereby extending its maximum useful life. A major rehabilitation of concrete streets is completed approximately 25 years after construction. The goal is to extend the overall pavement life to 40 years or greater.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED:

DESCRIPTION OF PROJECT

Street Management – Pulverize and Pave – Project involves spot curb repair and pulverizing the existing asphaltic concrete pavement and repaving with 4" to 5" of asphaltic concrete pavement.

Location	From	To	Rating
Ridgeway Drive	Webster Avenue	Libal Street	4, 5, and 6

NEW: or REPLACEMENT: X

PROJECTED COST: $350,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$350,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to improve asphaltic concrete pavement roads that generally have concrete curb and gutter in good condition but where the asphaltic concrete pavement has many cracks that will result in premature reflective cracking. There will be more extensive curb and gutter replacement in on this project from Webster Avenue to Voelker Street.

The project involves grinding the existing pavement and mixing with the gravel below to a depth of 8 to 10 inches (pulverizing). After pulverizing, 4 to 5 inches of material is removed and the street paved with the corresponding depth of asphalt. This process has been used successfully on several streets including LeBrun from Webster Avenue to Libal Street and on Libal Street from Ridgeway Boulevard to LeBrun Street.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 26, 2023

DESCRIPTION OF PROJECT

Street Management – 2024 Lawrence Drive Reconstruction -WisDOT Grant – Project involves the reconstruction of Lawrence Drive from 500 feet south of Fortune Avenue to 300 feet south of Scheuring Road. The majority of Lawrence Drive will be converted from four lanes to two lanes with a two way left turn lane in the middle and bike lanes throughout.

NEW: or REPLACEMENT:

PROJECTED COST: $3,048,950 (2024)

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$726,210 (See note 1 below)**	
SPECIAL ASSESSMENT		
GRANTS	**$2,322,740**	
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City of De Pere has an STP-Urban Grant to reconstruct Lawrence Drive in 2024. There is an 80-20 match for the project. The City entered into a State/Municipal Agreement for the project in June of 2020. The lead design time on WisDOT projects is several years. The City hired Mead & Hunt to complete the design. The overall project estimate in the SMA is $3,634,050. The most recent estimate construction estimate is $172,000 which increases the total project cost to $3,806,050. The City is responsible for 100% of the construction cost overage. The above numbers are the anticipated 2024 construction, engineering, and WisDOT review expenses.

(1) The amount of above is the 2024 allocation. $175,000 has already been allocated for the project in 2022 and 2023 for engineering fees.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Street Management – Main Avenue and Reid Street Pavement Replacement -WisDOT Project – Partial Engineering for the pavement replacement project on Main Avenue and Reid Street being led by WisDOT.

NEW: or REPLACEMENT: X

PROJECTED COST: $500,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$125,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**$375,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

WisDOT and the City have entered into a State/Municipal Agreement for the pavement replacement of Main Avenue and Reid Street. As part of the agreement, there is a 75-25 match for the Preliminary Engineering. The lead design time on WisDOT projects is several years. The overall preliminary design engineering is estimated to be $1,394,000 with a $1,045,500 in State funding and $348,500 in City funding. The City did bond for $175,000 since 2022 for partial design. The amount included in the worksheet is estimate for the City's 2024 fiscal year.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Street Management – Broadway Street Pavement Resurfacing from Cook Street to Merrill Street -WisDOT Project – Partial Engineering for the pavement resurfacing project on Broadway Street being led by WisDOT. This project is scheduled for 2027 construction.

NEW: or REPLACEMENT: X

PROJECTED COST: $78,200

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$19,550**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**$58,650**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

WisDOT and the City have entered into a State/Municipal Agreement in 2023 for the pavement resurfacing of Broadway Street from Cook Street to Merrill Street. The construction work is scheduled for 2027. As part of the agreement, there is a 75-25 match for the Preliminary Engineering. The lead design time on WisDOT projects is several years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 28, 2023

DESCRIPTION OF PROJECT

Street Management – Alley Reconstruction – Various locations. Work anticipated involves reconstructing alleys to improve drainage and pavement structure.

Alley (Between)	From	To	Length	Rating
Michigan and Superior	James Street	Williams Street	363	3
Huron and Erie	James Street	Franklin Street	496	3
Erie and Ontario	Charles Street	George Street	361	3

NEW: or REPLACEMENT: X

PROJECTED COST: $190,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$190,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to maintain the existing alley system. The alleys are used for access to residents and businesses. These alleys have been included because they have deteriorated to a rating of 3.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2024 SEWER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Televise/Repair	$0	$710,000	$0	$710,000
Sewer Lining and Repair	$0	$266,000	$0	$266,000
Sewer Lining Easements and Alleys	$0	$160,000	$0	$160,000
Manhole Rehabilitation and Pipe Joint Repair	$0	$90,000	$0	$90,000
Replace Sewer Camera Equipment	$0	$85,000	$0	$85,000
TOTAL	$0	$1,311,000	$0	$1,311,000

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 27, 2023

DESCRIPTION OF PROJECT

Sewer Management – Televising/Repair – Repair is completed at various locations, most of which will correlate to the current and future street maintenance program. This work will include televising, and after review, performing necessary repairs to the sewers and structures that are located on streets scheduled for overlay and/or reconstruction. This work includes rehabilitation on sewers and structures that are identified during daily operation of the sewer systems and may be outside of the future street maintenance program. Televising is completed on streets that are in the 5-year capital improvement program and other sanitary sewers in the City. Construction activities anticipated includes the following types of work, approximate quantities, and costs:

Televising and Cleaning	10,000 LF	$20,000
Sewer and Manhole Repair	Resurfacing and Pulverizing – Water streets	$650,000
Sewer and Manhole Repair	Resurfacing Only	$20,000
Sewer and Manhole Repair	Alley Reconstruction	$20,000

NEW: or REPLACEMENT: X

PROJECTED COST: $710,000

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER **Sewage Revenue Fund $710,000**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sewer repair is an integral part of street maintenance. By performing repairs of deteriorated pipes and structures prior to the resurfacing, or structure failure, emergency repair excavations into new street surfaces should be minimized. Additionally, repairs may be made to sewers outside of the street maintenance program. Repairing deteriorated pipes and structures is important to prevent sewer system failure. The sanitary sewer televising program will identify maintenance issues in the sanitary sewer to better allocate construction dollars and minimize sanitary sewer blockages and backups. A big component of this worksheet is repairing sanitary laterals in conjunction with the water main/service relay.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Sewer Management – Sewer Lining and Repair – Sanitary sewer lining or relay as determined by televising program and street resurfacing program. Emphasis is placed on lining sewers that are in the proposed street resurfacing program for the next two years.

NEW: or REPLACEMENT: X

PROJECTED COST: $266,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**Sewage Revenue Fund $266,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sanitary sewers are televised prior to street resurfacing. Sewer sections determined to be in poor quality are to be lined/replaced prior to resurfacing the street. Additionally, sewers that are found to be deteriorated in areas where pavement is not being replaced or access is difficult are lined. The cost of sewer lining is significantly less than replacing the sewer when restoration costs are included.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Sewer Management – Sewer Lining of Easements and Alleys – Line sanitary sewers in easements and alleys

NEW: or REPLACEMENT: X

PROJECTED COST: $160,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**Sewage Revenue Fund $160,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City has approximately 53,000 feet of clay and concrete pipe located in alleys and easements. Over the last several years, we have allocated additional funds to line some of these areas. Because many of these sewers are located outside of the street resurfacing program, they have not been lined. The goal of this project is to allocate additional sewer funds over the next ten years to line these sewers. Many of these sewers are located in areas that are extremely difficult to relay through traditional techniques such as open cut construction.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Sewer Management – Manhole Rehabilitation and Pipe Joint Repair – Work anticipated includes Manhole Rehabilitation and Pipe Joint Repair of the following types:

Manhole Rehab (spray on liner, grout, replace rings and castings) - $50,000
Pipe Joint Repair - $40,000

NEW: or REPLACEMENT: X

PROJECTED COST: $90,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**Sewage Revenue Fund $90,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Deteriorated and leaking manholes are identified during sewer system review each year that require repair. Deteriorated manholes can lead to street failures, while deteriorated and leaking manholes and pipes contribute to clear water infiltration in the sanitary sewer system. There is a significant amount of inflow and infiltration into the City's sanitary sewer which increases the City's wastewater treatment costs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works

DATE PREPARED: 7-24-2023

DESCRIPTION OF PROJECT

Replace existing sewer camera equipment.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 85,000

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER **Wastewater Utility = $ 85,000**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing sewer camera was purchased in 2009. It is utilized on a regular basis to televise and inspect our sanitary sewers. The existing camera has been breaking down on a regular basis the past couple of years due to its age and we have experience delays getting the camera repaired due to the unavailability to get parts. In addition, we need to upgrade the existing computer system for the sewer camera.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2024 UTILITY AND STREET EXTENSIONS

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Waterview Heights 6th Addition	$0	$0	$???	$???
TOTAL	$0	$0	$???	$???

2024 WATER SYSTEM MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Water Main Relay	$0	$1,230,000	$0	$1,230,000
TOTAL	$0	$1,230,000	$0	$1,230,000

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 26, 2023

DESCRIPTION OF PROJECT

Water Distribution Management – Water Main System Relay – Water main relay is completed at various locations in the City based on age of pipe, materials, poor performance (breaks, poor flow characteristics) and street resurfacing and reconstruction.

Anticipated work for 2024 is as follows:

Street	From	To	Size	Material
Ridgeway Drive	Webster Avenue	Mandalay Terrace	6" and 10"	CI
Bomier Street	Michigan Street	Erie Street	6"	CI
Superior Street	Cul de Sac	Bomier Street	6"	CI
Superior Street	Bolles Street	Merrill Street	6"	ABS
Virginia Drive	Superior Street	Erie Street	6"	CI

Additional water main relay to be added.

NEW: or REPLACEMENT: X

PROJECTED COST: $1,230,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Water Utility**	**$1,230,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Project involves water main relay at various locations throughout the City which are determined by amount of breaks reported by the Water Department and street reconstruction and resurfacing projects. Water main replacement is emphasized in areas where street reconstruction/resurfacing are proposed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2024 STORM WATER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Storm Sewer Televising	$0	$60,000	$0	$60,000
Storm Sewer Repair/Replacement/Installation	$0	$955,000	$0	$955,000
Swale Restoration	$0	$75,000	$0	$75,000
Box Culvert Repairs	$0	$195,600	$0	$195,600
TOTAL	$0	$1,285,600	$0	$1,285,600

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 24, 2023

DESCRIPTION OF PROJECT

Storm Water Management – Televising – Televising is completed on streets that are in the 5-year capital improvement program and storm sewers. There are also storm sewer segments that have not been televised for many years. A storm sewer televising program has been created to televise the storm sewer on a 10-year rotational basis. Construction activities anticipated includes the following types or work, approximate quantities, and costs:

Televising and Cleaning	40,000 LF	$60,000

NEW: or REPLACEMENT: X

PROJECTED COST: $60,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**$60,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The storm sewer televising program will identify maintenance issues in the storm sewer to better allocate construction dollars and minimize storm sewer blockages and backups.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 28, 2023

DESCRIPTION OF PROJECT

Storm Water Management – Storm Sewer Repair/Replacement/Installation – Work includes:
1) Repair and replace storm sewer at various locations around the City with emphasis on the street resurfacing program area ($175,000).
2) Install new storm sewer and storm laterals at various locations to eliminate private property drainage problems for existing development ($740,000).
3) Install storm sewer for alley reconstruction to improve drainage ($40,000).

NEW: X or REPLACEMENT: X

PROJECTED COST: $955,000

PROPOSED METHOD OF FINANCING		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**$955,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sewer repair is an integral part of street maintenance and drainage around the City. By performing repairs to deteriorated pipes and structures prior to street resurfacing or structure failure, emergency repair excavations into new street surfaces should be minimized. Additionally, new storm sewer and/or storm laterals are installed on resurfacing streets when requested by property owners or in areas of known private property drainage issues. Over the last several years storm laterals have been installed on several streets being resurfaced due to private property drainage issues. The locations are determined based on past drainage issues known to City staff or when requested by property owners. Generally property owners make requests as part of the public notification process in December and January. Current streets identified in 2023 for new storm sewer main and/or laterals include the following:

Ridgeway Drive – Webster Street to Mandalay Terrace
Bomier Street – Michigan Street to Erie Street
Superior Street – Cul de Sac to Merrill Street
Virginia Drive – Superior Street to Erie Street.

This program has helped to alleviate significant private property drainage issues over the last few years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 27, 2023

DESCRIPTION OF PROJECT

Storm Water Management – Swale Restoration – Restore an eroding swale from CTH PP at Prosper Street to a Ledgeview owned and maintained storm water pond with riprap.

NEW: or REPLACEMENT: X

PROJECTED COST: $75,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER **Storm Water Utility**	**$75,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City storm sewer at Prosper Street and CTH PP discharges to swale that ultimately drains to a storm water pond owned and maintained by Ledgeview. The City has a 20 foot easement over this swale. The swale has been eroding through the years and in some places has meandered outside of the easement. Additionally, there is significant erosion at the pond discharge. Without restoration, this pond will continue to erode. The swale will be stabilized with rip rap.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2024 - 2030

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 28, 2023

DESCRIPTION OF PROJECT

Storm Water Management – Box Culvert – Storm Repairs – Work includes grouting joints and cracks in the pipe, repair connections in culvert, and repair delamination on the roof or at connections.

Construction	Engineering	Total
$163,000	$32,600	$195,600

NEW: or REPLACEMENT: X

PROJECTED COST: $195,600

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**Storm Water Utility**	**$195,600**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City's consultant completed inspection on the large storm sewer system that extends from Grant Street to the Fox River in 2022 and provide a report in 2023 for recommended repairs. This system includes a 5'x7' tunnel, 48" storm sewer, and 12" sanitary sewer in part of the tunnel and immediately adjacent to the 48" storm sewer. A 400-foot section of the tunnel was partially removed in 1997 and replaced with a 48" storm sewer pipe. This section of pipe was found to be failing and is being replaced with the 2023 budget. The repairs included in this item were recommended for completion in 2023 and 2024.

The design and construction of the project will be completed by a consultant.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

Tax Increment District Funds

Program Mission:

The mission of the Tax Increment Districts (TIDs) is to create jobs and increase the City tax base.

Note: Tax Incremental Finance, or TIF, is a financing tool that allows municipalities to invest in infrastructure and other improvements, and pay for these investments by capturing property tax revenue from the newly developed property. An area is identified (the tax incremental district, or TID) as appropriate for a certain type of development, and projects are identified to encourage and facilitate the desired development.

List of Program Service(s) Descriptions:

1) *Project Plan* – The project plan is the document for each district which outlines the activities/project in each district that are planned during the life of the district.
2) *Financing* – Based on the items identified in the Tax Increment District (TID) Plan; funds are provided to those projects.
3) *Increment Collection* – The tax increment is collected by the City and captured within the TID fund. The dollars are used to pay of the financing and debt created by funding TID projects.

Important Outputs:

1) *Project Financing / Funding New Development* – The City bonds to provide funding for new development. The new development is important to the community since the use of the funds helps to create jobs or increase the tax base. The principal and interest on the bonds is paid by the new tax increment from the project.
2) *Project Financing / Funding Re-Development* – The City bonds to provide funding for re-development. The re-development is important to the community since the use of the funds helps to create jobs, increases the tax base and improves the quality of the district. The principal and interest on the bonds is paid by the new tax increment from the project.

Expected Outcomes:

1) Projects identified in the project plan are implemented and the plan would be analyzed to determine if future projects shall be maintained or modified.
2) New development and re-development provides growth in the tax base and creates new and retained jobs in the community.
3) Increased tax increment pays off the debt from the bonded projects.

2024 Performance Measures:

1) New development /redevelopment should have a projected return of 4 to 1 or better.
2) Marketing of program to develop at least four projects per year.
3) Development of new TID for Shopko redevelopment (developer driven).
4) Complete periodic audits for all TIDs to understand the baseline of each TID and the impact of future projected projects and mill rates.

2023 Performance Measurement Data:

1) New development /redevelopment should have a projected return of 4 to 1 or better.
   a. Result: Ongoing
2) Marketing of program to develop at least four projects per year (August to August)
   a. Result: Completed
3) Development of new TID for Shopko redevelopment (developer driven)
   a. Result: Ongoing
4) Complete required audits for any TID above 30% of the planned project costs.
   a. Result: Completed

Significant Program Achievements:

1) Increment growth over the previous year: $162,197,800. That accounts for approximately 54% of the total TID increment value.
2) TID 7: Approved 1 façade grant awards between the fall of 2022 and the Summer of 2023.
3) TID 9: Approved 3 façade grant awards between the fall of 2022 and the Summer of 2023.
4) Completed comprehensive historical analysis of Façade Grant Program.
5) Completed comprehensive annual TID report.

Existing Program Standards Including Importance to Community:

1) Expenditures must match the specifications of the Project Plan.
2) Debt from the funded project must be paid off within the life of the TID.

Costs and Benefits of Program and Services:

The cost of the TID program is shown in two areas – administration costs and also the impact on the mill rate based on the existing bonding and the new planned bonding for the fiscal year. In 2024 the planned administrative cost is approximately $30,000/year per district that can support. We are planning for $2,477,700 in new TID infrastructure projects extending American Blvd, Garroman DR, and the design for several of the South Bridge Connector segments. $162,500 in possible consulting for CSMs, studies, and other necessary development-related expenses, and planned for up to $3,150,000 in potential development incentives for projects to the TIDs. It is important to note two items:

1. While the City plans for projects during the budget process, it does not mean that projects are bonded in the next fiscal year. The project must be ready to go in that year otherwise it will be deferred.

2. While the TID programs have a cost, the program is designed to pay back the related costs through the life of the individual TID life.

The TID program is a critical economic development tool for the City to use to help spur development that would not occur without the support of the program. This development is critical for creating jobs and increasing the overall tax base in the community.

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 7

TID Type: Reh/Cons post-95

Creation Valuation Year: 2007
Creation Date: 10/17/2006
Final Date of Allowable Expenditures: 10/17/2028
Mandated Closing Date: 10/17/2033

Location: Located on the east side of the City and overlays a large part of the downtown district.

TID Purpose:

TID has been used to spur re-development in the downtown. Tax finance districts are used to account for long-term debt proceeds and tax increment and project revenues used to finance project expenditures within the TID.

2023 TID Value: $19,873,300
Base Value: $12,056,000
Current Increment Value: $7,817,300
Value Change Over Previous Year: $2,088,400

Future Costs: $1,013,515
Annual Increment Revenue: $112,429

2024 Proposed Projects:	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	20,000
	Parking Utility Creation	30,000
	TOTAL	$ 50,000

Development Driven Projects:	TID 7 Developer Rebate	$ 300,000
(may occur if new projects proposed in district):	Façade Improvement Program (Developer Rebates)	$ 60,000
	TOTAL	$ 360,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #7

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
260	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
260	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
260	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
260	50000	126	Seasonal Labor	1,875	1,140	5,968	2,143	2,448	4,896	0	0	0.00%
260	50000	150	FICA	27	17	86	31	36	71	0	0	0.00%
260	50000	151	Retirement	0	0	10	0	0	0	0	0	0.00%
260	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,902**	**1,157**	**6,065**	**2,174**	**2,484**	**4,967**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
260	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
260	50000	215	Consulting	10,000	6,097	9,008	15,000	29,224	35,000	50,000	50,000	233.33%
260	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
260	50000	582	Debt Issuance Costs	0	0	819	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**6,097**	**9,827**	**15,000**	**29,224**	**35,000**	**50,000**	**50,000**	**233.33%**
			SUPPLIES AND EXPENSE									
260	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
260	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
260	50000	592	Transfer To Debt Service	216,812	0	216,812	224,570	0	224,570	184,610	197,708	-11.96%
260	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #7

Expenditures

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			CAPITAL OUTLAY									
260	50000	583	General Administration	3,000	150	11,935	3,000	150	150	3,000	3,000	0.00%
260	50000	810	Site Development	200,000	30	0	200,000	0	0	0	0	0.00%
260	50000	810	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
260	50000	560	Development Rebate	360,000	90,000	140,000	360,000	0	0	360,000	360,000	0.00%
260	50000	810	Street Construction	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Water Mains	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**563,000**	**90,180**	**151,935**	**563,000**	**150**	**150**	**363,000**	**363,000**	**-35.52%**
			TOTAL EXPENDITURES	**$ 791,714**	**$ 97,434**	**$ 384,639**	**$ 804,744**	**$ 31,857**	**$ 264,687**	**$ 597,610**	**$ 610,708**	**-24.11%**

Revenues

260	41120		Tax Increments	$ 94,578	$ 87,717	$ 87,717	$ 88,738	$ 86,546	$ 88,000	$ 112,429	$ 112,429	26.70%
260	43430		Tax Exempt Computer Aid	0	4,412	6,998	4,500	4,412	4,412	4,500	4,500	0.00%
260	43500		State Grants	0	0	0	0	0	0	0	0	0.00%
260	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
260	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
260	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
260	49100		Debt Proceeds/Premium	560,000	0	64,278	560,000	0	0	360,000	360,000	-35.71%
260	49290		OT In	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 654,578**	**$ 92,129**	**$ 158,993**	**$ 653,238**	**$ 90,959**	**$ 92,412**	**$ 476,929**	**$ 476,929**	**-26.99%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 8

TID Type: Mixed-Use

Creation Valuation Year: 2007
Creation Date: 8/21/2007
Final Date of Allowable Expenditures: 8/21/2022
Mandated Closing Date: 8/21/2027

Location: Located on the west side of the City and it is bounded by HWY 41 to the west, Lawrence to the east, Scheuring to the north and Southbridge to the south.

TID Purpose: The project plan has identified HWY 41 visible business development within this district. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

2023 TID Value: $61,345,300
Base Value: $36,633,200
Current Increment Value: $24,712,100
Value Change Over Previous Year: $2,487,500

Future Costs: $2,288,080
Annual Increment Revenue: $418,241

2024 Proposed Projects: None

TOTAL	$	-

Development Driven Projects: None
(may occur if new projects proposed in district):

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #8

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
280	50000	110	Salaries	$ 14,360	$ 6,345	$ 14,438	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
280	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
280	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
280	50000	126	Seasonal Labor	1,875	0	0	0	0	0	0	0	0.00%
280	50000	150	FICA	1,126	490	1,068	0	0	0	0	0	0.00%
280	50000	151	Retirement	933	343	910	0	0	0	0	0	0.00%
280	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,434	1,937	3,936	0	0	0	0	0	0.00%
			Subtotal	**21,728**	**9,116**	**20,352**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
280	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
280	50000	215	Consulting	10,000	2,924	4,342	0	0	0	0	0	0.00%
280	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
280	50000	582	Debt Issuance Costs			2,679	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**2,924**	**7,021**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			SUPPLIES AND EXPENSE									
280	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
280	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
280	50000	592	Transfer To Debt Service	417,792	0	417,792	319,964	0	319,964	309,906	309,906	-3.14%
280	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #8

Expenditures

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			CAPITAL OUTLAY									
280	50000	583	General Administration	0	150	11,905	0	150	0	0	0	0.00%
280	50000	583	Street Administration (Engineering)	157,500	0	0	0	0	0	0	0	0.00%
280	50000	810	Development Rebate	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Street Construction	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Water Mains	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
280	50000	810	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**157,500**	**150**	**11,905**	**0**	**150**	**0**	**0**	**0**	**0.00%**
			TOTAL EXPENDITURES	**$ 607,020**	**$ 12,190**	**$ 457,069**	**$ 319,964**	**$ 150**	**$ 319,964**	**$ 309,906**	**$ 309,906**	**-3.14%**

Revenues

280	41120		Tax Increments	$ 308,414	$ 267,442	$ 267,442	$ 275,000	$ 390,355	$ 390,355	$ 418,241	$ 418,241	52.09%
280	41121		Payment in Lieu of Taxes	0	0	4,027	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	0	851	230,172	0	851	0	115,000	115,000	100.00%
280	43500		State Grants	0	0	0	0	0	0	0	0	0.00%
280	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
280	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
280	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
280	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
280	49100		Debt Proceeds/Premium	157,500	0	208,995	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 465,914**	**$ 268,293**	**$ 710,635**	**$ 275,000**	**$ 391,206**	**$ 390,355**	**$ 533,241**	**$ 533,241**	**93.91%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 9

TID Type: Reh/Cons post-95

Creation Valuation Year: 2012
Creation Date: 8/7/2012
Final Date of Allowable Expenditures: 8/7/2034
Mandated Closing Date: 8/7/2039

Location: Located on the west side of the City in the downtown area.

TID Purpose: To continue the redevelopment in the downtown. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

2023 TID Value: $24,339,400
Base Value: $14,776,100
Current Increment Value: $9,563,300
Value Change Over Previous Year: $7,007,300

Future Costs: $7,365,209
Annual Increment Revenue: $161,854

2024 Proposed Projects:

Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		20,000
Parking Utility Creation		30,000
	TOTAL	$ 50,000

Development Driven Projects:
(may occur if new projects proposed in district):

TID 9 Developer Rebates		$ 300,000
Façade Improvement Program (Developer Rebates)		60,000
	TOTAL	$ 360,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #9

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
285	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
285	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
285	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
285	50000	126	Seasonal Labor	1,875	1,140	5,968	2,143	2,448	4,896	0	0	0.00%
285	50000	150	FICA	27	17	87	31	36	71	0	0	0.00%
285	50000	151	Retirement	0	0	11	0	0	0	0	0	0.00%
285	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,902**	**1,157**	**6,065**	**2,174**	**2,484**	**4,967**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
285	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
285	50000	215	Consulting	10,000	7,435	22,559	15,000	6,341	12,682	50,000	50,000	233.33%
285	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
285	50000	582	Debt Issuance Costs	0	0	30,130	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**7,435**	**52,689**	**15,000**	**6,341**	**12,682**	**50,000**	**50,000**	**233.33%**
			SUPPLIES AND EXPENSE									
285	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
285	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
285	59230	930	Transfer To Debt Service	248,836	0	248,836	268,295	0	268,295	225,673	278,680	3.87%
285	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #9

Expenditures

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			CAPITAL OUTLAY									
285	57120	820	General Administration	3,000	150	11,905	3,000	150	1,000	3,000	3,000	0.00%
285	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
285	57315	820	Development Rebate	1,160,000	5,944	5,944	360,000	1,050,000	1,050,000	360,000	360,000	0.00%
285	57330	820	Street Construction	735,800	444	625,827	0	30	0	0	0	0.00%
285	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
285	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
285	57700	860	Industrial Land Purchase	0	81,500	81,500	0	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	11,400	11,400	0				0.00%
			Subtotal	**1,898,800**	**88,038**	**736,576**	**374,400**	**1,050,180**	**1,051,000**	**363,000**	**363,000**	**-3.04%**
			TOTAL EXPENDITURES	**$ 2,159,538**	**$ 96,629**	**$ 1,044,166**	**$ 659,869**	**$ 1,059,005**	**$ 1,336,944**	**$ 638,673**	**$ 691,680**	**4.82%**

Revenues

285	41120		Tax Increments	$ 42,753	$ 29,772	$ 33,244	$ 50,873	$ 49,282	$ 50,000	$ 161,854	$ 161,854	218.15%
285	43430		Tax Exempt Computer Aid	0	4,759	8,005	5,000	4,759	4,759	5,000	5,000	0.00%
285	43500		State Grants	0	0	0	0	250,000	250,000	0	0	0.00%
285	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
285	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
285	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
285	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
285	49100		Bonds/Notes	0	0	1,725,000	0	0	0	0	0	0.00%
285	49300		Debt Proceeds/Premium	1,895,800	0	60,257	360,000	0	0	360,000	360,000	0.00%
			TOTAL REVENUES	**$ 1,938,553**	**$ 34,531**	**$ 1,826,506**	**$ 415,873**	**$ 304,041**	**$ 304,759**	**$ 526,854**	**$ 526,854**	**26.69%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 10

TID Type: Industrial post-04

Creation Valuation Year: 2012
Creation Date: 8/7/2012
Final Date of Allowable Expenditures: 8/7/2027
Mandated Closing Date: 8/7/2032

Location: Located on the east side of the City for the East Industrial Park.

TID Purpose: To continue the development in the East Industrial Park. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

2023 TID Value: $40,167,100
Base Value: $24,811,900
Current Increment Value: $15,355,200
Value Change Over Previous Year: $4,079,100

Future Costs: $4,158,188
Annual Increment Revenue: $220,841

2024 Proposed Projects:

Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	20,000
Consulting costs related to building and site plan preparation for an example site	50,000
South Bridge Segment 3 (GV-16) Design, Acquisition, Construction	-
South Bridge Segment 4 (GV-17) Design, Acquisition, Construction	-
South Bridge Segment 5 (GV-18) Design, Acquisition, Construction	-
TOTAL	$ 70,000

Development Driven Projects: (may occur if new projects proposed in district):

TID 10 Developer Rebates	$ 200,000
TOTAL	$ 200,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #10

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			PERSONAL SERVICES									
290	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
290	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
290	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
290	50000	126	Seasonal Labor	1,875	0	0	2,143	0	2,500	0	0	0.00%
290	50000	150	FICA	27	0	0	31	0	36	0	0	0.00%
290	50000	151	Retirement	0	0	11	0	0	0	0	0	0.00%
290	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,902**	**0**	**11**	**2,174**	**0**	**2,536**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
290	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
290	50000	215	Consulting	10,000	17,026	21,239	15,000	0	0	70,000	70,000	366.67%
290	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
290	50000	582	Debt Issuance Costs	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**17,026**	**21,239**	**15,000**	**0**	**0**	**70,000**	**70,000**	**366.67%**
			SUPPLIES AND EXPENSE									
290	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
290	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
290	59230	930	Transfer To Debt Service	556,558	0	556,558	520,850	0	520,850	493,258	523,383	0.49%
290	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #10

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
290	57120	820	General Administration	0	150	11,905	0	150	150	0	0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	0		0	0	0.00%
290	57315	820	Development Rebate	200,000	0	0	200,000	1,086	1,086	200,000	200,000	0.00%
290	57330	820	Street Construction	0	0	0	0	0	0	0		0.00%
290	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**200,000**	**150**	**11,905**	**200,000**	**1,236**	**1,236**	**200,000**	**200,000**	**0.00%**
			TOTAL EXPENDITURES	**$ 768,460**	**$ 17,176**	**$ 589,712**	**$ 738,024**	**$ 1,236**	**$ 524,622**	**$ 763,258**	**$ 793,383**	**7.50%**
Revenues												
290	41120		Tax Increments	$ 130,538	$ 120,688	$ 120,688	$ 187,642	$ 189,436	$ 190,000	$ 220,841	$ 220,841	17.69%
290	43430		Tax Exempt Computer Aid	0	17,623	0	0	0	0	0	0	0.00%
290	43500		State Grants	0	0	20,110	0	17,623	17,623	18,000	18,000	100.00%
290	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
290	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
290	48300		Property Sales	0	0	1	0	0	0	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
290	49300		Debt Proceeds/Premium	200,000	0	0	200,000	0	0	200,000	200,000	0.00%
			TOTAL REVENUES	**$ 330,538**	**$ 138,311**	**$ 140,798**	**$ 387,642**	**$ 207,059**	**$ 207,623**	**$ 438,841**	**$ 438,841**	**13.21%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 11

TID Type: Mixed-use

Creation Valuation Year: 2015
Creation Date: 9/1/2015
Final Date of Allowable Expenditures: 9/1/2030
Mandated Closing Date: 9/1/2035

Location: Located on the west side of the City for the West Industrial Park.

TID Purpose: To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

2023 TID Value: $56,065,400
Base Value: $13,014,000
Current Increment Value: $43,051,400
Value Change Over Previous Year: $24,230,100

Future Costs: $10,066,517
Annual Increment Revenue: $728,624

2024 Proposed Projects:	South Bridge Segment 2 (GV-15) Design	50,000
	South Bridge Segment 2 (GV-15) Acquisition	-
	South Bridge Segment 2 (GV-15) Construction	-
	South Bridge Segment 3 (GV-16) Design	194,000
	South Bridge Segment 3 (GV-16) Acquisition	-
	South Bridge Segment 3 (GV-16) Construction	-
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	20,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	15,000
	TOTAL	$ 279,000

Development Driven Projects:	TID 11 Developer Rebates	$ 350,000
(may occur if new projects proposed in district):	TOTAL	$ 350,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #11

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
291	50000	110	Salaries	$ 18,699	$ 8,263	$ 18,822	$ 37,495	$ 16,686	$ 37,495	$ 40,323	$ 51,319	36.87%
291	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
291	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
291	50000	126	Seasonal Labor	1,875	0	0	2,143	0	0	0	0	0.00%
291	50000	150	FICA	1,458	640	1,396	2,899	1,267	2,868	3,085	3,926	35.40%
291	50000	151	Retirement	1,215	443	1,184	2,550	874	2,550	2,782	3,541	38.88%
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,011	2,414	4,847	8,623	3,588	8,623	9,360	12,955	50.24%
			Subtotal	**27,258**	**11,759**	**26,250**	**53,710**	**22,415**	**51,536**	**55,550**	**71,741**	**33.57%**
			CONTRACTUAL SERVICES									
291	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	168	100.00%
291	50000	215	Consulting	10,000	582	2,107	65,000	0	0	20,000	20,000	-69.23%
291	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
291	50000	582	Debt Issuance Costs	0	0	2,332	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**582**	**4,439**	**65,000**	**0**	**0**	**20,000**	**20,168**	**-68.97%**
			SUPPLIES AND EXPENSE									
291	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	56	100.00%
291	50000	340	Operating Supplies	0	0	0	0	0	0	0	336	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**392**	**100.00%**
291	59230	930	Transfer To Debt Service	259,075	0	259,075	275,467	0	275,467	264,648	374,371	35.90%
291	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #11

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
291	57120	820	General Administration	0	150	11,905	0	150	150	150	150	100.00%
291	57311	820	Street Administration (Engineering)	0	0	0	22,500	28,845	51,345	259,000	259,000	1051.11%
291	57315	820	Development Rebate	300,000	0	0	300,000	32,495	32,495	350,000	350,000	16.67%
291	57330	820	Street Construction	22,500	2,975	10,053	400,000	2,085	2,085	0	0	0.00%
291	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
291	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
291	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
291	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
291	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**322,500**	**3,125**	**21,958**	**722,500**	**63,574**	**86,074**	**609,150**	**609,150**	**-15.69%**
			TOTAL EXPENDITURES	**$ 618,833**	**$ 15,466**	**$ 311,721**	**$ 1,116,677**	**$ 85,989**	**$ 413,077**	**$ 949,347**	**$ 1,075,822**	**-3.66%**
Revenues												
291	41120		Tax Increments	$ 179,202	$ 219,256	$ 219,256	$ 224,434	$ 333,066	$ 335,000	$ 728,624	$ 728,624	224.65%
291	43430		Tax Exempt Computer Aid	0	60	0	0	0	0	0		0.00%
291	43500		State Grants	0	0	60	0	60	0	0	0	0.00%
291	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
291	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
291	48300		Property Sales	100,000	0	0	0	1,971	1,971	0	0	0.00%
291	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
291	49100		Bonds/Notes	0	0	170,000	0	0	0	0	0	0.00%
291	49300		Debt Proceeds/Premium	322,500	0	12,182	722,500	0	0	609,000	609,000	-15.71%
			TOTAL REVENUES	**$ 601,702**	**$ 219,316**	**$ 401,498**	**$ 946,934**	**$ 335,097**	**$ 336,971**	**$ 1,337,624**	**$ 1,337,624**	**41.26%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 12

TID Type: Mixed-use

Creation Valuation Year: 2015
Creation Date: 9/1/2015
Final Date of Allowable Expenditures: 9/1/2030
Mandated Closing Date: 9/1/2035

Location: Located on the west side of the City for the West Industrial Park.

TID Purpose: To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

2023 TID Value: $145,398,000
Base Value: $23,440,300
Current Increment Value: $121,957,700
Value Change Over Previous Year: $82,140,900

Future Costs: $29,345,381
Annual Increment Revenue: $2,064,076

2024 Proposed Projects:	Amerivan BLVD Extension		1,879,700
	Garroman DR Extension		204,000
	South Bridge Segment 2 (GV-15) Design		150,000
	South Bridge Segment 2 (GV-15) Acquisition		-
	South Bridge Segment 2 (GV-15) Construction		-
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		20,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)		15,000
		TOTAL	$ 2,268,700
Development Driven Projects:	TID 12 Developer Rebates		$ 300,000
(may occur if new projects proposed in district):		TOTAL	$ 300,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #12

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			PERSONAL SERVICES									
292	50000	110	Salaries	$ 15,552	$ 6,872	$ 15,645	$ 56,517	$ 22,438	$ 44,876	$ 60,947	$ 71,943	27.29%
292	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
292	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
292	50000	126	Seasonal Labor	1,875	0	0	2,143	0	0	0	0	0.00%
292	50000	150	FICA	1,217	531	1,159	4,355	1,692	3,433	4,662	5,504	26.39%
292	50000	151	Retirement	1,011	370	985	3,843	1,141	3,052	4,205	4,964	29.17%
292	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,575	2,070	4,187	11,030	3,897	7,795	12,031	15,626	41.67%
			Subtotal	**23,230**	**9,844**	**21,975**	**77,888**	**29,169**	**59,156**	**81,846**	**98,037**	**25.87%**
			CONTRACTUAL SERVICES									
292	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	168	100.00%
292	50000	215	Consulting	10,000	576	3,441	65,000	3,870	7,500	20,000	20,000	-69.23%
292	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
292	50000	582	Debt Issuance Costs	0	0	39,311	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**576**	**42,752**	**65,000**	**3,870**	**7,500**	**20,000**	**20,168**	**-68.97%**
			SUPPLIES AND EXPENSE									
292	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	56	100.00%
292	50000	340	Operating Supplies	0	0	0	0	0	0	0	336	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**392**	**100.00%**
292	59230	930	Transfer To Debt Service	89,046	0	89,046	470,556	0	470,556	409,763	605,173	28.61%
292	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #12

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
292	57120	820	General Administration	0	150	11,905	0	150	150	150	150	100.00%
292	57311	820	Street Administration (Engineering)	2,500,000	3	2,823,276	22,500	6,188	12,000	497,200	497,200	2109.78%
292	57315	820	Development Rebate	300,000	0	0	300,000	0	0	300,000	300,000	0.00%
292	57330	820	Street Construction	22,500	3,066	10,053	0	127	127	1,760,500	1,760,500	100.00%
292	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
292	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
292	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
292	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
292	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**2,822,500**	**3,219**	**2,845,234**	**322,500**	**6,465**	**12,277**	**2,557,850**	**2,557,850**	**693.13%**
			TOTAL EXPENDITURES	**$ 2,944,776**	**$ 13,639**	**$ 2,999,007**	**$ 935,944**	**$ 39,504**	**$ 549,489**	**$ 3,069,458**	**$ 3,281,620**	**250.62%**
Revenues												
292	41120		Tax Increments	$ 229,129	$ 224,990	$ 224,990	$ 792,493	$ 699,346	$ 750,000	$ 2,064,076	$ 2,064,076	160.45%
292	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
292	43500		State Grants	0	0	0	0	0	0	0	0	0.00%
292	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
292	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
292	48300		Property Sales	150,000	21,030	21,030	275,000	0	750,000	234,000	234,000	-14.91%
292	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
292	49100		Bonds/Notes	0	0	2,860,000	0	0	0	0	0	0.00%
292	49300		Debt Proceeds/Premium	2,822,500	0	205,353	322,500	0	12,277	2,557,700	2,557,700	693.09%
			TOTAL REVENUES	**$ 3,201,629**	**$ 246,020**	**$ 3,311,373**	**$ 1,389,993**	**$ 699,346**	**$ 1,512,277**	**$ 4,855,776**	**$ 4,855,776**	**249.34%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 13

TID Type: Mixed-use

Creation Valuation Year: 2017
Creation Date: 7/18/2017
Final Date of Allowable Expenditures: 7/18/2032
Mandated Closing Date: 7/18/2037

Location: Located around the Main Avenue and Lawrence Drive intersections, generally

TID Purpose: Primarily to fund the Main and Lawrence roundabout infrastructure project. Development and redevelopment incentive may be considered to increase density and add vitality to the district.

2023 TID Value: $70,357,600
Base Value: $53,361,100
Current Increment Value: $16,996,500
Value Change Over Previous Year: $7,459,100

Future Costs: $4,140,600
Annual Increment Revenue: $287,658

2024 Proposed Projects:

Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		20,000
	TOTAL	$ 20,000

Development Driven Projects: (may occur if new projects proposed in district):

TID 13 Developer Grants or Future Infrastructure		$ 300,000
	TOTAL	$ 300,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #13

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
293	50000	110	Salaries	$ 28,473	$ 12,933	$ 29,024	$ 30,186	$ 14,781	$ 29,562	$ 32,384	$ 43,380	43.71%
293	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
293	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
293	50000	126	Seasonal Labor	1,875	0	0	2,143	0	0	0	0	0.00%
293	50000	150	FICA	2,205	987	2,144	2,340	1,164	2,261	2,477	3,319	41.80%
293	50000	151	Retirement	1,851	675	1,787	2,053	824	2,010	2,234	2,993	45.82%
293	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,486	2,861	6,289	6,909	4,196	6,909	7,477	11,072	60.25%
			Subtotal	**39,890**	**17,457**	**39,244**	**43,631**	**20,966**	**40,743**	**44,573**	**60,764**	**39.27%**
			CONTRACTUAL SERVICES									
293	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	168	100.00%
293	50000	215	Consulting	10,000	8,100	20,775	15,000	6,250	9,000	20,000	20,000	33.33%
293	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
293	50000	582	Debt Issuance Costs	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**8,100**	**20,775**	**15,000**	**6,250**	**9,000**	**20,000**	**20,168**	**34.45%**
			SUPPLIES AND EXPENSE									
293	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	56	100.00%
293	50000	340	Operating Supplies	0	0	0	0	0	0	0	336	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**392**	**100.00%**
293	59230	930	Transfer To Debt Service	185,575	0	185,575	236,825	0	236,825	255,325	255,325	7.81%
293	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #13

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
293	57120	820	General Administration	0	150	11,906	0	150	150	0	0	0.00%
293	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
293	57315	820	Development Rebate	300,000	0	0	300,000	0	0	300,000	300,000	0.00%
293	57330	820	Street Construction	0	0	0	0	0	0	0	0	0.00%
293	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
293	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
293	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
293	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
293	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**300,000**	**150**	**11,906**	**300,000**	**150**	**150**	**300,000**	**300,000**	**0.00%**
			TOTAL EXPENDITURES	**$ 535,465**	**$ 25,707**	**$ 257,500**	**$ 595,456**	**$ 27,366**	**$ 286,718**	**$ 619,898**	**$ 636,649**	**6.92%**
Revenues												
293	41120		Tax Increments	$ 151,764	$ 149,089	$ 149,089	$ 189,827	$ 167,516	$ 185,000	$ 287,658	$ 287,658	51.54%
293	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
293	43580		State Grants	0	0	12,702	0	0	0	0	0	0.00%
293	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
293	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
293	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
293	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
293	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
293	49300		Debt Proceeds/Premium	300,000	0	0	300,000	0	0	300,000	300,000	0.00%
			TOTAL REVENUES	**$ 451,764**	**$ 149,089**	**$ 161,791**	**$ 489,827**	**$ 167,516**	**$ 185,000**	**$ 587,658**	**$ 587,658**	**19.97%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 14

TID Type: Blight Elimination

Creation Valuation Year: 2019
Creation Date: 10/16/2018
Final Date of Allowable Expenditures: 10/16/2041
Mandated Closing Date: 10/16/2046

Location: Located at 428 Superior Street, the former Irwin School.

TID Purpose: To support the renovation and adaptive reuse of the historic Irwin School into residential units.

2023 TID Value: $2,506,400
Base Value: $579,600
Current Increment Value: $1,926,800
Value Change Over Previous Year: $143,600

Future Costs: $2,417,120
Annual Increment Revenue:(proposed) $ 27,711.50

2024 Proposed Projects:

Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	$	2,500
TOTAL	$	2,500

Development Driven Projects:
(may occur if new projects proposed in district):

TID 14 Developer Rebates & Site Assembly ($1,090,000 original rebate)	$	300,000
TOTAL	$	300,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #14

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
294	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
294	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
294	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
294	50000	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
294	50000	150	FICA	0	0	0	0	0	0	0	0	0.00%
294	50000	151	Retirement	0	0	0	0	0	0	0	0	0.00%
294	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
294	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
294	50000	215	Consulting	2,500	576	1,918	2,500	0	0	2,500	2,500	0.00%
294	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
294	50000	582	Debt Issuance Costs	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**2,500**	**576**	**1,918**	**2,500**	**0**	**0**	**2,500**	**2,500**	**0.00%**
			SUPPLIES AND EXPENSE									
294	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
294	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
294	59230	930	Transfer To Debt Service	152,750	0	152,750	156,108	0	156,108	154,255	154,255	-1.19%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #14

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
294	57120	820	General Administration	0	150	11,912	0	150	150	150	150	100.00%
294	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
294	57315	820	Development Rebate	654,000	0	0	654,000	0	0	300,000	300,000	-54.13%
294	57330	820	Street Construction	0	0	0	0	0	0	0	0	0.00%
294	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
294	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
294	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
294	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
294	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**654,000**	**150**	**11,912**	**654,000**	**150**	**150**	**300,150**	**300,150**	**-54.11%**
			TOTAL EXPENDITURES	**$ 809,250**	**$ 726**	**$ 166,580**	**$ 812,608**	**$ 150**	**$ 156,258**	**$ 456,905**	**$ 456,905**	**-43.77%**
Revenues												
294	41120		Tax Increments	$ 41,275	$ 38,281	$ 38,281	$ 29,674	$ 26,939	$ 26,939	$ 27,711	$ 27,711	-6.61%
294	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
294	43580		State Grants	0	0	0	0	0	0	0	0	0.00%
294	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
294	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
294	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
294	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
294	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
294	49300		Debt Proceeds/Premium	654,000	0	0	654,000	0		300,000	300,000	-54.13%
			TOTAL REVENUES	**$ 695,275**	**$ 38,281**	**$ 38,281**	**$ 683,674**	**$ 26,939**	**$ 26,939**	**$ 327,711**	**$ 327,711**	**-52.07%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 15

TID Type: Mixed-Use

Creation Valuation Year: 2020
Creation Date: 2/18/2020
Final Date of Allowable Expenditures: 2/20/2035
Mandated Closing Date: 2/20/2040

Location: Located on the west side of the City and it is bounded by HWY 41 to the west, Lawrence to the east, Scheuring to the north and Southbridge to the south. This TID overlaps TID No. 8.

TID Purpose: Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

2023 TID Value: $40,963,200
Base Value: $2,616,000
Current Increment Value: $38,347,200
Value Change Over Previous Year: $11,929,200

Future Costs: $21,176,665
Annual Increment Revenue: $649,008

2024 Proposed Projects:	South Bridge Segment 1 (GV-14) Design	$	-
	South Bridge Segment 1 (GV-14) Acquisition	$	-
	South Bridge Segment 1 (GV-14) Construction	$	-
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		20,000
	TOTAL	$	20,000
Development Driven Projects: (may occur if new projects proposed in district):	TID 15 Developer Grant	$	500,000
	TOTAL	$	500,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #15

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			PERSONAL SERVICES									
295	50000	110	Salaries	$ 28,473	$ 12,933	$ 29,024	$ 87,801	$ 36,143	$ 72,287	$ 94,420	$ 105,416	20.06%
295	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
295	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
295	50000	126	Seasonal Labor	1,875	0	0	2,143	0	0	0	0	0.00%
295	50000	150	FICA	2,205	987	2,144	6,748	2,734	5,530	7,223	8,064	19.51%
295	50000	151	Retirement	1,851	675	1,787	5,970	1,854	4,916	6,515	7,274	21.83%
295	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,486	2,861	6,289	17,371	6,126	12,251	18,913	22,508	29.57%
			Subtotal	**39,890**	**17,457**	**39,244**	**120,033**	**46,857**	**94,984**	**127,071**	**143,262**	**19.35%**
			CONTRACTUAL SERVICES									
295	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	168	100.00%
295	50000	215	Consulting	10,000	448	1,320	15,000	0	5,000	20,000	20,000	33.33%
295	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
295	50000	582	Debt Issuance Costs	0	0	2,679	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**448**	**3,999**	**15,000**	**0**	**5,000**	**20,000**	**20,168**	**34.45%**
			SUPPLIES AND EXPENSE									
295	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	56	100.00%
295	50000	340	Operating Supplies	0	0	0	0	0	0	0	336	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**392**	**100.00%**
295	59230	930	Transfer To Debt Service	55,008	0	55,008	95,338	0	95,338	419,468	613,649	543.66%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #15

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
295	57120	820	General Administration	0	150	11,905	0	150	150	150	150	100.00%
295	57311	820	Street Administration (Engineering)	157,500	0	0	0	0	0	0	0	0.00%
295	57315	820	Development Rebate	3,000,000	0	0	2,000,000	0	0	500,000	500,000	-75.00%
295	57330	820	Street Construction	0	0	0	2,375,000	22,657	2,375,000	0		0.00%
295	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
295	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
295	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
295	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
295	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**3,157,500**	**150**	**11,905**	**4,375,000**	**22,807**	**2,375,150**	**500,150**	**500,150**	**-88.57%**
			TOTAL EXPENDITURES	**$ 3,262,398**	**$ 18,055**	**$ 110,156**	**$ 4,605,371**	**$ 69,664**	**$ 2,570,472**	**$ 1,066,689**	**$ 1,277,621**	**-72.26%**
Revenues												
295	41120		Tax Increments	$ 299,850	$ 0	$ 0	$ 525,810	$ 464,007	$ 500,000	$ 649,008	$ 649,008	23.43%
295	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
295	43580		State Grants	0	0	0	0	0	0	0	0	0.00%
295	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
295	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
295	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
295	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
295	49100		Bonds/Notes	0	0	195,000	0	0	0	0	0	0.00%
295	49300		Debt Proceeds/Premium	3,157,500	0	13,995	4,375,000	0	0	500,000	500,000	-88.57%
			TOTAL REVENUES	**$ 3,457,350**	**$ 0**	**$ 208,995**	**$ 4,900,810**	**$ 464,007**	**$ 500,000**	**$ 1,149,008**	**$ 1,149,008**	**-76.55%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 16

TID Type: Rehabilitation and Conservation

Creation Valuation Year: 2020
Creation Date: 2/18/2020
Final Date of Allowable Expenditures: 2/18/2042
Mandated Closing Date: 2/18/2047

Location: 123 N. Broadway

TID Purpose: Redevelopment of an underutilized parcel in the Downtown. This is a single use TID.

2023 TID Value: $0
Base Value: $0
Current Increment Value: $0
Value Change Over Previous Year: $0

Future Costs: $0
Annual Increment Revenue: $0

2024 Proposed Projects: None

TOTAL	$	-

Development Driven Projects: None
(may occur if new projects proposed in district):

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #16

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
296	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
296	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
296	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
296	50000	150	FICA	0	0	0	0	0	0	0	0	0.00%
296	50000	151	Retirement	0	0	0	0	0	0	0	0	0.00%
296	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
296	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
296	50000	215	Consulting	10,000	0	735	2,500	0	0	0	0	0.00%
296	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**0**	**735**	**2,500**	**0**	**0**	**0**	**0**	**0.00%**
			SUPPLIES AND EXPENSE									
296	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
296	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
296	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #16

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
296	57120	820	General Administration	0	150	11,905	0	150	150	150	150	100.00%
296	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
296	57315	820	Development Rebate	800,000	0	0	0	0	0	0	0	0.00%
296	57330	820	Street Construction	120,000	0	0	0	0	0	0	0	0.00%
296	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
296	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
296	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
296	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
296	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**920,000**	**150**	**11,905**	**0**	**150**	**150**	**150**	**150**	**100.00%**
			TOTAL EXPENDITURES	**$ 930,000**	**$ 150**	**$ 12,640**	**$ 2,500**	**$ 150**	**$ 150**	**$ 150**	**$ 150**	**-94.00%**
Revenues												
296	41120		Tax Increments	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
296	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
296	43580		State Grants	0	0	0	0	0	0	0	0	0.00%
296	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
296	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
296	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
296	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
296	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
296	49300		Debt Proceeds/Premium	920,000	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 920,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**0.00%**

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 17

TID Type: Mixed Use

Creation Valuation Year: 2021
Creation Date: 3/16/2021
Final Date of Allowable Expenditures: 3/16/2036
Mandated Closing Date: 3/16/2043

Location: East Industrial Park (overlay of TID No. 10)

TID Purpose: To continue the development in the East Industrial Park. Our primary use will be infrastructure and possible development grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

2023 TID Value: $0
Base Value: $0
Current Increment Value: $0
Value Change Over Previous Year: $0

Future Costs: $8,895,812
Annual Increment Revenue: $349,197

2024 Proposed Projects:	South Bridge Segment 3 (GV-16) Design		206,000
	South Bridge Segment 3 (GV-16) Acquisition		-
	South Bridge Segment 3 (GV-16) Construction		-
	South Bridge Segment 4 (GV-17) Design		121,440
	South Bridge Segment 4 (GV-17) Acquisition		-
	South Bridge Segment 4 (GV-17) Construction		-
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		20,000
	TOTAL	$	347,440
Development Driven Projects:	Development Incentive	$	500,000
(may occur if new projects proposed in district):	TOTAL	$	500,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2023

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #17

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
297	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 10,996	100.00%
297	50000	120	Hourly Wages	0	0	0	0	0	0	0	0	0.00%
297	50000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
297	50000	150	FICA	0	0	0	0	0	0	0	841	100.00%
297	50000	151	Retirement	0	0	0	0	0	0	0	759	100.00%
297	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	3,595	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,191**	**100.00%**
			CONTRACTUAL SERVICES									
297	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	168	100.00%
297	50000	215	Consulting	30,000	261	20,279	65,000	1,072	2,500	70,000	70,000	7.69%
297	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
297	50000	582	Debt Issuance Costs			22,890	0	0	0	0	0	0.00%
			Subtotal	**30,000**	**261**	**43,169**	**65,000**	**1,072**	**2,500**	**70,000**	**70,168**	**7.95%**
			SUPPLIES AND EXPENSE									
297	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	56	100.00%
297	50000	340	Operating Supplies	0	0	0	0	0	0	0	336	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**392**	**100.00%**
297	59230	930	Transfer To Debt Service	0	0	0	65,490	0	66,600	141,600	66,600	1.69%

City of De Pere
2024 Capital Projects Fund
Adopted Budget

TID DISTRICT #17

			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
297	57120	820	General Administration	0	0	30	0	150	0	0	0	0.00%
297	57311	820	Street Administration (Engineering)	2,310,000	234	1,556,515	0	0	0	0	0	0.00%
297	57315	820	Development Rebate	500,000	0	0	500,000	0	0	500,000	500,000	0.00%
297	57330	820	Street Construction	0	0	0	0	21,706	0	327,440	327,440	100.00%
297	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
297	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
297	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
297	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
297	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**2,810,000**	**234**	**1,556,545**	**500,000**	**21,856**	**0**	**827,440**	**827,440**	**65.49%**
			TOTAL EXPENDITURES	**$ 2,840,000**	**$ 495**	**$ 1,599,714**	**$ 630,490**	**$ 22,928**	**$ 69,100**	**$ 1,039,040**	**$ 980,791**	**55.56%**
Revenues												
297	41120		Tax Increments	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 349,197	$ 349,197	100.00%
297	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
297	43580		State Grants	0	0	0	0	0	0	0	0	0.00%
297	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
297	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
297	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
297	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
297	49100		Bonds/Notes	0	0	1,665,000	0	0	0	0	0	0.00%
297	49300		Debt Proceeds/Premium	2,810,000	0	119,572	500,000	0	0	827,440	827,440	65.49%
			TOTAL REVENUES	**$ 2,810,000**	**$ 0**	**$ 1,784,572**	**$ 500,000**	**$ 0**	**$ 0**	**$ 1,176,637**	**$ 1,176,637**	**135.33%**

WATER UTILITY

Water Utility

Program Full Time Equivalents: 4.00

Program Mission:

Provide a safe, adequate and reliable supply of water with appropriate and efficient management and maintenance of the pumping, storage and distribution system. Also provide timely and accurate reports to the WPSC, WDNR and City Administration. The estimated fund balance and assets of the Water Utility at December 31, 2023 is $25,621,814.

2024 Performance Measures:

1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage.

2023 Performance Measurement Data: ***(July 2022 – June 2023):***

1) Responded to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate new after hour call in procedures to determine if all calls are responded to within 45 minutes.
   a. Result: All after hour calls were responded to within 45 minutes.

Significant Program Achievements:

1) Continued daily inspections at the eight water facilities locations, that include four well stations, three CBCWA stations, three towers and four reservoirs, to ensure reliable operations.
2) Collected 400+ water samples (construction bacteriological investigation samples, monthly bacteriological samples, quarterly well raw water, and distribution disinfection byproduct samples, PFAS and ucmr5 samples, annual nitrate, and lead and copper samples) according to the Safe Drinking Water Act Rules and Regulations with no violations.
3) All broken water mains and services were repaired.
4) 1,353 fire hydrants were flushed, with approximately 150 flushed twice, to evaluate them for proper operation and system hydraulics.
5) Turned 500+ valves in the system for required maintenance.
6) Prepared and distributed the 2022 CCR as required.
7) Replaced old and undersized water mains where needed.

8) Implemented the Lead Service Line (LSL) date base to survey all City and customer owned water service lines to comply with EPA rules for lead and copper. 6,021 customer owned service lines were surveyed, and 2,391 City owned service lines were surveyed.
9) Submitted all monthly eMOR, quarterly eDMR and annual eDMR reports to the DNR as required.
10) Completed all annual tank inspection as required.
11) Completed the DNR 5-year inspections of Enterprise reservoir and Ninth Street tower.
12) Upgraded the Enterprise pump station SCADA PLC controls to meet current and future needs.
13) Completed new tank mixer installation at the Enterprise reservoir.
14) Completed the Enterprise reservoir cleaning and painting project.
15) Completed City-wide leak detection on water distribution system.
16) Completed the upgrade to the Merrill Street reservoir overflow pipe and spillway project to meet DNR regulations.
17) Completed the Merrill pump station fence extension.
18) Completed the DNR sanitary survey.

2024 Program Objectives:

1) Continue daily inspections at the eight water facilities locations to ensure reliable operations.
2) Continue to collect all water samples in accordance with the Safe Drinking Water Act Rules and Regulations.
3) Repair all broken water mains and services.
4) Flush all fire hydrants annually, with approximately 150 flushed twice, to evaluate them for proper operation and system hydraulics.
5) Turn 500+ valves in the system for required maintenance.
6) Prepare and distribute the 2023 CCR as required.
7) Replace old and undersized water mains where needed.
8) Submit all monthly eMOR, quarterly eDMR and annual eDMR reports to the DNR as required.
9) Continue to perform all residential cross-connection inspections and submit the DNR annual report as required.
10) Continue to build the Lead Service Line (LSL) date base for all City and customer owned water service lines to comply with EPA rules for lead and Copper.
11) Complete all annual tank inspection as required.
12) DNR 5-Year Inspections at Matthew tower, Merrill tower, and Ninth Street reservoir.
13) Ninth Street reservoir overflow pipe re-construct for compliance with DNR regulations.
14) CBCWA DP stations PLC upgrade.
15) Maintenance and upgrade of the pilot controls for all Cla-vals at our water facilities.
16) City-wide leak detection by staff using new leak detection equipment.

2024 Budget Significant Expenditure Changes:

1) Pumping – Pumping – Maint. Structures & Imp. decreased $20,000 to reflect actual costs of building maintenance for water stations.
2) Pumping – Pumping – Maintenance of Equipment decreased $10,000 to reflect actual costs of maintenance of pumping equipment.
3) Transmission & Distribution Operations – T & D Ops Supervision/Engineer increased $2,750 to reflect increase in employee wages.
4) Transmission & Distribution Maintenance – T & D Maintenance - Reservoirs/Stand Pipes decreased $34,000 to reflect actual costs of proposed 2024 capital projects for Merrill tower inspection, Matthew tower inspection. 9th Street reservoir inspection, 9th Street reservoir repairs, and Scheuring Road reservoir clean and overcoat.
5) Transmission & Distribution Maintenance – T & D Meter Maintenance – Shared 50% increased $10,000 to reflect actual costs.
6) Transmission & Distribution Maintenance – T & D Maintenance of Misc Plant increased $49,405 to reflect actual costs for water utility's share for proposed 2023 capital projects as listed in the budget.
7) Customer Accounts – Meter Reading – Shared 50% increased $60,000 to reflect actual costs in Green Bay water utility charges for billing.
8) Administrative & General Operations – Admin and General Salaries increased $45,000 to reflect employee wage increases and addition of staff engineer and lead mechanic positions.
9) Administrative & General Operations – Office Supplies and Expense increased $5,000 to reflect actual costs.
10) Administrative & General Operations – Employee Pension & Benefits increased $26,000 to reflect increase in health insurance and addition of staff engineer and lead mechanic positions.
11) Utility Operating Income – Depreciation Expense increased $5,000 to reflect actual costs.
12) Utility Operating Income – Taxes decreased $159,850 to reflect actual costs.
13) Interest Charges – Interest on Long Term Debt decreased $2,050 to reflect actual costs.
14) Capital Outlays:
    a) Miscellaneous Relays $1,230,000.
    b) Merrill Street Tower Inspection $5,000.
    c) Matthew Tower Inspection $5,000.
    d) 9th Street Reservoir Inspection $5,000.
    e) 9th Street Reservoir Repairs $40,000.
    f) Scheuring Road Reservoir Clean and Overcoat $30,000.
    g) Leak Detection Equipment $25,000.
    h) Water Utility Share for Replacing Phone and Phone System Infrastructure $9,000.

i) Water Utility Share for Office Chairs $300.
j) Water Utility Share for MSC Mail Folder/Inserter Machine $3,000.
k) Water Utility Share for Engineering for New Vehicle for New Staff Engineer $10,000.
l) Water Utility Share for Engineering for New Office for New Staff Engineer $5,000.
m) Water Utility Share for Engineering for Upgrading Technician Cubicles $16,250.
n) Water Utility Share for Engineering GPS Survey Equipment $10,000.
o) Water Utility Share for Engineering Surface Pro Computer $500.
p) Water Utility Share for MSC Undercarriage Wash System $6,750.
q) Water Utility Share for MSC Replacing Existing Pressure Washer $3,750.
r) Water Utility Share for MSC Replacing Existing Backup Generator Transfer Switch $1,500.
s) Water Utility Share for MSC Replacing Existing Fire Alarm System $3,750.
t) Water Utility Share for Fleet for New Tools for New Mechanic Position $4,800.
u) Water Utility Share for Fleet for Replacing Existing Radio System $15,000.
v) Water Utility Share for Fleet for Replacing Existing Exhaust Fans for Shop $1,050.
w) Water Utility Share for Fleet for Replacing Existing Air Condition Equipment for Shop $1,200
x) Water Utility Share for Fleet for Replacing Forklift for Shop $7,500.
y) Water Utility Share for Fleet for GPS Equipment $2,250.
z) Water Utility Share for Fleet for Arrow Boards $1,200.
aa) Water Utility Share for Fleet for Replacing Heavy Duty Scanner for Shop $525.
bb) Water Utility Share for Fleet for Replacing Bench Grinder for Shop $375.
cc) Water Utility Share for Fleet for Miscellaneous Tool Replacement for Shop $255.

2024 Budget Significant Revenue Changes:

1) Meter Sales Residential decreased $308,676 to reflect actual revenues received due to the PSC not allowing a simple water rate increase.
2) Meter Sales Commercial decreased $105,445 to reflect actual revenues received due to the PSC not allowing a simple water rate increase.
3) Other Sales to Public Authorities decreased $73,718 to reflect actual revenues received due to the PSC not allowing a simple water rate increase.
4) Interest Income increased $284 to reflect actual trend.
5) Other Operating Revenues – Transfer from Other Fund of $316,000 to reflect ARPA funding approved by Council.

City of De Pere
2024 Water Fund Budget
Adopted Budget

Expenditures

Account Number			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	$ 2,000	$ 0	$ 1,252	$ 2,000	$ 0	$ 2,000	$ 2,000	$ 2,000	0.00%
			Subtotal	**2,000**	**0**	**1,252**	**2,000**	**0**	**2,000**	**2,000**	**2,000**	**0.00%**
			PUMPING									
601	66230	220	Pumping--Fuel or Power	20,000	11,738	27,298	25,000	12,142	25,000	25,000	25,000	0.00%
601	66240	120	Pumping--Labor and Expense	26,000	13,033	31,112	26,000	19,880	27,000	27,000	27,000	3.85%
601	66260	220	Pumping--Miscellaneous	6,000	7,114	13,257	8,000	7,917	8,000	8,000	8,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	60,000	1,793	19,362	60,000	2,981	40,000	40,000	40,000	-33.33%
601	66330	340	Pumping--Maintenance of Equipment	40,000	21,101	31,541	40,000	7,379	30,000	30,000	30,000	-25.00%
			Subtotal	**152,000**	**54,779**	**122,571**	**159,000**	**50,299**	**130,000**	**130,000**	**130,000**	**-18.24%**
			WATER TREATMENT									
601	66410	000	Treatment--Chemicals	30,000	11,840	29,128	25,000	20,366	25,000	25,000	25,000	0.00%
601	66520	340	Treatment--Maintain Equipment	8,000	4,748	8,993	8,000	3,029	8,000	8,000	8,000	0.00%
			Subtotal	**38,000**	**16,588**	**38,122**	**33,000**	**23,395**	**33,000**	**33,000**	**33,000**	**0.00%**
			TRANSMISSION & DISTRIBUTION OPERATIONS									
601	66600	340	T& D Ops Supervision/Engineer	61,800	24,577	57,101	55,000	24,317	55,000	57,750	57,750	5.00%
601	66620	340	T & D --Line Expense	52,000	33,174	56,005	68,000	45,964	68,000	68,000	68,000	0.00%
601	66630	340	T & D -- Meters Shared 50%	30,000	13,714	24,040	30,000	18,032	30,000	30,000	30,000	0.00%
			Subtotal	**143,800**	**71,465**	**137,146**	**153,000**	**88,313**	**153,000**	**155,750**	**155,750**	**1.80%**
			TRANSMISSION & DISTRIBUTION MAINTENANCE									
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	84,000	22,629	38,828	214,000	22,760	214,000	180,000	180,000	-15.89%
601	66730	340	T & D Maintenance of Mains	245,000	137,212	298,987	275,000	147,074	275,000	275,000	275,000	0.00%
601	66750	340	T & D Maintenace of Services	55,000	5,932	14,231	70,000	9,693	60,000	70,000	70,000	0.00%
601	66760	340	T & D Meter Maintenance--Shared 50%	40,000	32,554	20,815	40,000	39,345	50,000	50,000	50,000	25.00%
601	66770	340	T & D Maintenance of Hydrants	50,000	1,931	34,083	50,000	5,480	50,000	50,000	50,000	0.00%
601	66780	340	T & D Maintenance Misc Plant	4,750	754	717	30,595	2,337	30,595	80,000	80,000	161.48%
			Subtotal	**478,750**	**201,012**	**407,661**	**679,595**	**226,689**	**679,595**	**705,000**	**705,000**	**3.74%**

City of De Pere
2024 Water Fund Budget
Adopted Budget

Expenditures				2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Account Number			CUSTOMER ACCOUNTS									
601	69020	120	Meter Reading-Shared 50%	130,000	76,156	147,257	100,000	89,975	150,000	160,000	160,000	60.00%
601	69030	340	Records- Collections--Shared 50%	235,000	154,032	261,045	257,250	140,155	265,000	270,000	270,000	4.96%
			Subtotal	**365,000**	**230,188**	**408,302**	**357,250**	**230,130**	**415,000**	**430,000**	**430,000**	**20.36%**
			ADMINISTRATIVE & GENERAL OPERATIONS									
601	69200	120	Admin and General Salaries	173,347	97,911	172,671	205,000	99,410	205,000	250,000	250,000	21.95%
601	69210	340	Office Supplies and Expense	45,000	15,026	50,977	45,000	16,460	50,000	50,000	50,000	11.11%
601	69230	290	Outside Services	3,693,920	1,925,015	3,687,585	3,729,029	1,269,362	3,729,029	3,729,029	3,729,029	0.00%
601	69240	000	Property Insurance	14,669	7,120	14,241	15,108	7,334	15,108	15,108	15,108	0.00%
601	69250	000	Injuries and Damages--WC and Liability Insurance	23,292	11,647	23,293	23,992	12,320	23,992	25,000	25,000	4.20%
601	69260	151	Employee Pension & Benefits	190,000	84,389	234,813	194,000	119,691	194,000	220,000	220,000	13.40%
601	69280	000	Regulatory Commission Expense	6,200	0	7,146	6,200	0	6,200	6,200	6,200	0.00%
			Subtotal	**4,146,428**	**2,141,108**	**4,190,726**	**4,218,329**	**1,524,578**	**4,223,329**	**4,295,337**	**4,295,337**	**1.83%**
			ADMINISTRATIVE & GENERAL MAINTENANCE									
601	69270	000	Admin. & General Rents	16,447	7,984	15,968	16,000	0	16,000	16,000	16,000	0.00%
			Subtotal	**16,447**	**7,984**	**15,968**	**16,000**	**0**	**16,000**	**16,000**	**16,000**	**0.00%**
			UTILITY OPERATING INCOME									
601	66030	320	Depreciation Expense	650,000	350,000	770,604	700,000	0	775,000	775,000	775,000	10.71%
601	66080	250	Taxes	584,850	23,578	471,753	584,850	0	425,000	425,000	425,000	-27.33%
			Subtotal	**1,234,850**	**373,578**	**1,242,357**	**1,284,850**	**0**	**1,200,000**	**1,200,000**	**1,200,000**	**-6.60%**
			Total Operating Expenditures	**6,577,275**	**3,096,702**	**6,564,105**	**6,903,024**	**2,143,405**	**6,851,924**	**6,967,087**	**6,967,087**	**0.93%**
			INTEREST CHARGES									
601	66040	427	Interest on Long Term Debt	10,400	5,200	7,516	8,400	4,200	6,350	6,350	6,350	-24.40%
			Subtotal	**10,400**	**5,200**	**7,516**	**8,400**	**4,200**	**6,350**	**6,350**	**6,350**	**-24.40%**
			TOTAL EXPENDITURES	**$ 6,587,675**	**$ 3,101,902**	**$ 6,571,621**	**$ 6,911,424**	**$ 2,147,605**	**$ 6,858,274**	**$ 6,973,437**	**$ 6,973,437**	**0.90%**

City of De Pere
2024 Water Fund Budget
Adopted Budget

Water Revenues			Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Account Number			SALES OF WATER									
601	46410		Metered Sales Residential	$ 3,415,826	$ 1,648,992	$ 3,418,121	$ 3,605,000	$ 1,631,844	$ 3,263,687	$ 3,296,324	$ 3,296,324	-8.56%
601	46420		Metered Sales Commercial	1,153,053	608,487	1,242,815	1,266,900	574,977	$ 1,149,955	$ 1,161,455	$ 1,161,455	-8.32%
601	46430		Metered Sales Industrial	678,476	288,243	669,670	659,200	323,065	$ 646,129	$ 652,591	$ 652,591	-1.00%
601	46440		Fire Protection Residential	0	0	0	0	0	0	0	0	0.00%
601	46445		Private Fire Protection			0	0	0	0	0	0	0.00%
601	46450		Private Fire Protection Commercial	143,112	65,278	131,842	139,050	66,477	$ 132,954	$ 134,284	$ 134,284	-3.43%
601	46460		Private Fire Protection Industrial	0	0	0	0	0	0	0	0	0.00%
601	46470		Public Fire Protection	1,443,651	647,783	1,299,510	1,339,000	651250	$ 1,302,500	$ 1,315,525	$ 1,315,525	-1.75%
601	46480		Other Sales to Public Authorities	173,625	96,544	186,213	198,881	61,962	$ 123,923	$ 125,163	$ 125,163	-37.07%
601	48100		Interest Income	688	74	649	688	972	$ 972	972	972	41.28%
601	48914		Misc Non Operating Revenue	250,000	111,916	252,793	257,500	111,907	257,500	250,000	250,000	-2.91%
			Subtotal	**7,258,431**	**3,467,317**	**7,201,613**	**7,466,219**	**3,422,453**	**6,877,621**	**6,936,312**	**6,936,312**	**-7.10%**
			OTHER OPERATING REVENUES									
601	48911		Forfeited Discounts	15,554	10,073	40,675	36,000	11,858	36,000	36,000	36,000	0.00%
601	48912		Miscellaneous Service Revenue	4,034	3,008	4,940	7,000	2,930	7,000	7,000	7,000	0.00%
601	48913		Other Water Revenue	5,250	1,650	23,422	32,000	116	32,000	32,000	32,000	0.00%
601	49200		Transfer from Other Fund			0	0	0	0	0	316,000	100.00%
			Subtotal	**24,838**	**14,731**	**69,037**	**75,000**	**14,904**	**75,000**	**75,000**	**391,000**	**421.33%**
			TOTAL REVENUES	**$ 7,283,269**	**$ 3,482,048**	**$ 7,270,650**	**$ 7,541,219**	**$ 3,437,357**	**$ 6,952,621**	**$ 7,011,312**	**$ 7,327,312**	**-2.84%**

City of De Pere
2024 Water Fund Budget
Adopted Budget

Water Utility 2024 Capital Projects & Equipment		Account
Miscellaneous Relays	$ 1,230,000	601-19060
Merrill Street Tower Inspection	5,000	601-66720-215
Matthew Tower Inspection	5,000	601-66720-215
9th Street Reservoir Inspection	5,000	601-66720-215
9th Street Reservoir Repairs	40,000	601-66720-215
Scheuring Road Reservoir Clean and Overcoat	30,000	601-66720-215
Leak Detection Equipment	25,000	601-66730-215
Water Utility Share for Replacing Phones and Phone System Infrastructure	9,000	601-66780-340
Water Utility Share for Office Chairs	300	601-66780-340
Water Utility Share for MSC Mail Folder/Inserter Machine	3,000	601-66780-340
Water Utility Share for Engineering New Vehicle for New Staff Engineer	10,000	601-19500
Water Utility Share for Engineering New Office for New Staff Engineer	5,000	601-66780-340
Water Utility Share for Engineering Upgrading Technician Cubicles	16,250	601-66780-340
Water Utility Share for Engineering GPS Survey Equipment	10,000	601-66780-340
Water Utility Share for Engineering Surface Pro Computer	500	601-66780-340
Water Utility Share for MSC Undercarriage Wash System	6,750	601-66780-340
Water Utility Share for MSC Replacing Existing Pressure Washer	3,750	601-66780-340
Water Utility Share for MSC Replacing Existing Backup Generator Transfer Sw	1,500	601-66780-340
Water Utility Share for MSC Replacing Existing Fire Alarm System	3,750	601-66780-340
Water Utility Share for Fleet for New Tools for New Mechanic Position	4,800	601-66780-340
Water Utility Share for Fleet for Replacing Existing Radio System	15,000	601-66780-340
Water Utility Share for Fleet for Replacing Existing Exhaust Fans for Shop	1,050	601-66780-340
Water Utility Share for Fleet for Replacing Air Condition Equipment for Shop	1,200	601-66780-340
Water Utility Share for Fleet for Replacing Forklift for Shop	7,500	601-66780-340
Water Utility Share for Fleet for GPS Equipment	2,250	601-66780-340
Water Utility Share for Fleet for Arrow Boards	1,200	601-66780-340
Water Utility Share for Fleet for Replacing Heavy Duty Scanner for Shop	525	601-66780-340
Water Utility Share for Fleet for Replacing Bench Grinder for Shop	375	601-66780-340
Water Utility Share for Fleet for Miscellaneous Tool Replacement for Shop	255	601-66780-340
Total Capital	**$ 1,443,955**	

Source of Debt	Balance 12/31/2023	2024 Principal	Balance 12/31/2024
2016 Series A	$ 317,500	$ 105,000	$ 212,500
Total	**$ 317,500**	**$ 105,000**	**$ 212,500**

2024 Cash Flow Analysis	
Estimated Cash Balance - 1/1/24	$ (4,679,237)
Estimated Expenditures	(6,973,437)
Depreciation	775,000
Capital Outlays - Miscellaneous Water Main Relays	(1,230,000)
Estimated Revenues	7,327,312
Debt Principal Repayments	(105,000)
Estimated Cash Balance/(Deficit) - 12/31/24	**$ (4,885,362)**

STORM WATER UTILITY

Storm Water Utility

Program Mission:

The City created a storm water utility as a more equitable way for funding needed maintenance and improvements to the City's storm water management system. The storm water funds storm water management operation and maintenance activities. Activities include cleaning and routine repair of ditches, detention basins, storm sewers, catch basins, manholes, street sweeping, leaf collection, and construction of storm water treatment, detention, and conveyance facilities serving a public purpose. The storm water utility funds the following programs: Public Works Administration, Engineering, Municipal Service Center, Fleet Maintenance, Street Cleaning, Leaf Collection, Storm Sewer Maintenance, Landfill, and Weed Control. The estimated fund balance and assets of the Storm Water Utility at December 31, 2023 is $16,683,843. The 2022 audit showed the fund balance is $1,081,252 as of December 31, 2022.

2024 Performance Measures:

1) Continue to evaluate the ERU to determine if there is significant revenue to cover the costs of the storm water utility. If there is not sufficient revenue to cover the operational costs then will make suggested changes for the 2025 budget.

2024 Budget Significant Revenue Changes:

1) Total revenues will increase by $200,300 due to increase of storm water utility fee from $112 to $122 per ERU.

Storm Water Utility
Public Works Administration

Program Full Time Equivalents: 0.91

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

3) *Quarterly Sustainability Commission Meeting* – Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Send out quarterly and special meetings agenda and attachments to Sustainability Commission members. Sustainability Commission explores sustainability initiatives that can be implemented in the City with the ultimate goal of providing a more sustainable, livable, and healthy community.
4) *Monitoring Public Works Operations* – Activity funded by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%). Overseeing the operations of the public works department to make sure the services being performed are being done in a manner that are in the best interest of the community. This is important to the community to make sure the services provided by the public works department are done so in an efficient and cost effective manner.

Expected Outcomes:

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

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

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

Significant Program Achievements:

1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.
2) Continued to work with Brown County Highway Department with construction projects.
3) Continued to work with DOT with construction projects.
4) Continue working with other communities to joint bid projects.
5) Worked with various wireless companies pertaining to installation on City water towers.
6) Continue to look for a new yard waste site for the City.
7) Continued working on the expansion plans for the MSC.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Public Works Administration program cost is $314,989. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following: 25% general property taxes, 25% water utility, and 25% sewer utility. The program benefits the community by providing citizens the opportunity to have input regarding the public works operations. This program also develops policies and codes pertaining to the public works operations. This program is also responsible for developing and maintaining the public works budget so that services are delivered to the community in a fiscal and responsible manner.

2024 Program Objectives:

1) Continue to coordinate with DOT on construction projects.
2) Continue to coordinate with Brown County Highway Department on construction projects.
3) Continue to work with CBCWA providing a Lake Michigan water source.
4) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
5) Continue to look at ways to bid projects with other communities to save money.
6) Continue to evaluate new sites for the City's yard waste facility.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $15,385 to reflect employee wage increases.
2) Hourly Wages increased $3,244 to reflect employee wage increases.
3) FICA increased $1,425 to reflect change in employee wages.
4) Retirement increased $1,438 to reflect change in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,450 to reflect increases in health insurance.
6) Training increased $1,000 to reflect increase in safety and other training. Training is funding to provide for all department trainings.
7) Postage increased $591 to reflect increase in mailings.
8) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
9) Consulting increased $16,516 to reflect actual costs and for hiring a consultant ($10,000) to evaluate transportation utility. Consulting is for copier lease and hiring consultant for evaluating a transportation utility and software maintenance for GIS (ESRI).

10) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers, Lake Area Public Works Association, and Wisconsin Department of Regulation and Licensing.
11) Capital Equipment includes storm water utility share of $16,785 for replacing phone and phone system infrastructure ($9,000), mail folder/inserter machine ($3,000), for two new office chairs ($300), and replacing SQL server ($4,485).

City of De Pere
2024 Stormwater Utility
Adopted Budget

			Expenditures	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			Account Title									
PUBLIC WORKS ADMINISTRATION												
Account Number			PERSONAL SERVICES									
650	53000	110	Salaries	$ 104,803	$ 46,531	$ 112,510	$ 102,429	$ 53,125	$ 102,429	$ 117,814	$ 117,814	15.02%
650	53000	120	Hourly Wages	25,313	13,843	32,054	49,756	17,941	49,756	53,000	53,000	6.52%
650	53000	125	Overtime Wages	500	107	168	500	134	500	500	500	0.00%
650	53000	126	Seasonal Labor	4,167	0	0	4,250	0	4,250	4,250	4,250	0.00%
650	53000	150	FICA	10,053	4,563	10,117	11,742	5,420	11,742	13,167	13,167	12.14%
650	53000	151	Retirement	8,490	3,390	9,002	10,383	3,869	10,383	11,821	11,821	13.85%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	28,312	13,826	28,612	34,906	14,930	34,906	38,356	38,356	9.88%
650	53000	190	Training	6,124	49	505	6,124	193	6,124	7,124	7,124	16.33%
			Subtotal	**187,762**	**82,309**	**192,968**	**220,090**	**95,612**	**220,090**	**246,032**	**246,032**	**11.79%**
			CONTRACTUAL SERVICES									
650	53000	210	Telephone	766	393	816	786	404	808	808	808	2.80%
650	53000	211	Postage	1,563	587	1,618	1,563	1,077	2,154	2,154	2,154	37.81%
650	53000	212	Seminars and Conferences	2,500	699	1,242	2,500	490	2,500	2,500	2,500	0.00%
650	53000	215	Consulting	21,820	9,305	11,616	21,820	14,168	28,336	38,336	38,336	75.69%
650	53000	218	Cell/Radio	1,800	193	389	1,800	195	1,800	1,800	1,800	0.00%
			Subtotal	**28,449**	**11,177**	**15,681**	**28,469**	**16,334**	**35,598**	**45,598**	**45,598**	**60.17%**
			SUPPLIES AND EXPENSE									
650	53000	310	Office Supplies	2,500	323	1,759	2,500	505	2,500	2,500	2,500	0.00%
650	53000	320	Memberships/Subscriptions	400	281	372	400	276	400	400	400	0.00%
650	53000	331	Transportation	650	2,486	926	2,486	428	2,486	2,486	2,486	0.00%
650	53000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	1,188	0	0	1,188	0	1,188	1,188	1,188	0.00%
			Subtotal	**4,738**	**3,090**	**3,056**	**6,574**	**1,209**	**6,574**	**6,574**	**6,574**	**0.00%**
			CAPITAL OUTLAY									
650	53000	810	Capital Equipment	0	0	0	21,365	0	21,365	7,785	16,785	-21.44%
			Subtotal	**0**	**0**	**0**	**21,365**	**0**	**21,365**	**7,785**	**16,785**	**-21.44%**
			TOTAL	**$ 220,949**	**$ 96,576**	**$ 211,705**	**$ 276,498**	**$ 113,155**	**$ 283,627**	**$ 305,989**	**$ 314,989**	**13.92%**

Storm Water Utility
Engineering

Program Full Time Equivalents: 2.0

Program Mission:

Provide engineering, including design, and construction administration for public works improvement projects in the City. Ensure that that the City receives a high quality project that adheres to standards for construction. Coordinate future development and land use with the City Planner. Address residents questions and concerns related to engineering and City infrastructure.

List of Program Service(s) Descriptions:

1) *Plan public works improvement projects* – Work with planning to determine long term development plans and the required location and size of infrastructure to service the development.
2) *Develop and maintain the capital improvements program* – Based on the condition and age of infrastructure, develop and maintain the capital improvement program.
3) *Design public works improvement projects* – Design public works improvement projects. Design includes surveying, drafting, writing specifications, obtaining regulatory permits for projects, and bidding.
4) *Administer construction oversight for public works improvement projects* – Oversee and manage public works improvement projects. This includes construction updates for elected officials and informing the public of upcoming construction projects.
5) *Respond to complaints* – Respond to complaints and concerns of the general public regarding construction, drainage issues, street improvements, sidewalk concerns, traffic, or other public works issues.
6) *Create and submit annual storm water permits* – As part of the City's storm water discharge permit to the Wisconsin Department of Natural Resources (WDNR), an annual submittal is required. Engineering develops the annual submittal and oversees storm water management practices throughout the year to guarantee conformance to the (WDNR) permit requirements.

Important Outputs:

1) *Administration of public works improvement projects* – Administration of this department is supported by the property tax (25%), storm water utility (25%), water utility (25%), and the sewer utility (25%).

2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
3) *Generate construction records* – Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed druing the calendar year.

Expected Outcomes:

1) Maintain existing street infrastructure so that the roads are safe to travel.
2) Maintain public awareness of public works improvement projects.
3) Maintain public works improvement programs in a cost effective manner in order to meet or exceed the needs of the community.
4) Maintain or decrease response time to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.
5) Develop long term infrastructure plans.
6) Provide recommendations on policies for City facilities.

2024 Performance Measures:

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

2023 Performance Measurement Data (July 2022 – June 2023):

1) Respond to complaints within three (3) business days of receiving them.
   a. Result: Performance measure met

Significant Program Achievements:

1) Completed 2023 public works improvements program which included:
   a. Relayed approximately 4,000 lineal feet of water main in preparation for street resurfacing and reconstruction.
   b. Constructed/reconstructed/lined approximately 10,000 lineal feet of sanitary sewer.
   c. Removed and replaced sanitary laterals in conjunction with water main/service relays.
   d. Completed the rehabilitation of concrete on American Boulevard from Fortune Avenue to Southbridge Road.
   e. Reconstructed the pedestrian crosswalk at the intersection of Bomier Street and S. Broadway to improve pedestrian visibility and include a median refuge island.
   f. Constructed a new pedestrian bumpout and crosswalk on Ryan Road in front of the Altmayer Elementary School in coordination with the Unified School District of De Pere.
   g. Completed the reconstruction of three alleys off of Lewis Street.
   h. Completed the signal replacement on Main Avenue and Fourth Street, Reid Street and Fourth Street, and Reid Street and Fifth Street.
   i. Managed the completion of the alley reconstruction from Charles Street to George Street between S. Wisconsin Street and S. Michigan Street in coordination with the Mulva Cultural Center Development.
   j. Constructed a new cul-de-sac at the western end of Charles Street in coordination with the Mulva Cultural Center Development.
   k. Completed the Mystic Creek Subdivision Construction.
   l. Completed the Waterview Heights Fifth Addition Subdivision Construction.
   m. Completed the Kingston Preserve Subdivision Construction.
   n. Completed the restriping of the Claude Allouez Bridge roundabout pavement markings and sybmols.
2) Wrapped up construction work carried over from 2022 due to supply chain issues resulting from the pandemic.
3) Completed pond trapping project to remove rodents that cause bank erosion from City ponds.
4) Completed chemical treatment of phragmites around City ponds.
5) Reviewed all public and private storm water management facilities.
6) Reviewed all traffic signals and hand rails for maintenance. Coordinated repairs.
7) Further coordinated the reconstruction around the Mulva Development.
8) Further coordinated the TDS fiber installation project throughout the City.
9) Started the implementation of the Foundation Drain Disconnection program to promote the installation of sump pumps throughout the City.
10) Completed the construction of a storm water management pond off Front Street.

Existing Program Standards Including Importance to Community:

1) Utilize existing computer software to generate construction plans.
    a. Community Importance.
        i. Quality plans, from a legibility standpoint, and design data, improve bidding (cost) on projects because contractors have a clear expectation of what is included when they bid the project.
2) Maintain construction specifications for infrastructure improvement projects.
    a. Community Importance.
        i. Construction inspection throughout project ensures contractors are constructing streets per the City's construction specifications. Similar to plans, clear and concise specifications improve bidding (cost) on projects. When contractors have a clear understanding on how the project is to be built, and how work is to be paid, bidding prices are generally lower.
3) Provide public information and updates for construction projects.
    a. Community importance.
        i. Construction activities can have a direct and significant impact on residents. Providing information to residents on upcoming construction projects allows them to plan their activities in an attempt to minimize disruption to them.
4) Maintain and improve information on the GIS system.
    a. Community Importance.
        i. The GIS system has become a very important tool for maintaining and tracking City facilities such as sewers, water main, signs and street lights. Engineering receives requests from residents and businesses on almost a daily basis for information on existing infrastructure. The use of GIS greatly improves the efficiency in getting this information. Engineering works with planning to maintain this information.

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Engineering Program cost is $355,068. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. The program benefits the community by ensuring that the City's public works improvement projects are built per City standards and specifications as well as making sure everything is done within budget.

2024 Program Objectives:

1) Complete the design and construction on the next phase of the Waterview Heights subdivision construction.
2) Continue to review, inspect and coordinate the TDS City-wide fiber installation project.
3) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
4) Continue to update engineering CAD standards and construction plans.
5) Monitor public and private storm water management facilities.
6) Progress the City's inflow and infiltration program sump pump installation and full-length lateral replacement policies.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $31,701 to reflect increase in employee wages and the addition of new staff engineer position.
2) FICA increased $2,700 to reflect change in employee wages and addition of new staff engineer position.
3) Retirement increased $2,592 to reflect in employee wages and addition of new staff engineer position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $15,539 to reflect increase health insurance and addition of new staff engineer position.
5) Training increased $875 to reflect added training for new staff engineer position. Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
6) Seminars and Conferences increased $200 to reflect added seminars and conferences for new staff engineer position. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
7) Consulting decreased $10,500 to reflect addition of new staff engineer position. Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSC fees, Phosphorous study, bridge and sign bridge inspections, outside consultant services that are not able to be performed by City staff and lease payments for color printer.
8) Cell/Radio increased $456 to reflect added cell phone for new staff engineer position.
9) Memberships/Subscriptions increased $50 to reflect added memberships for new staff engineer position. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
10) Transportation increased $1,000 to reflect for new staff engineer position.
11) Operating Supplies increased $687 for added supplies for new staff engineer position.
12) Repair and Maintenance Supplies increased $100 to reflect for new staff engineer position.

13) Capital Equipment includes the general fund share of $41,750 for upgrading existing office cubicles ($16,250), replacing GPS equipment ($10,000), new office for new staff engineer ($5,000), new vehicle for new staff engineer ($10,000), and replacing existing surface pro computer ($500).

City of De Pere
2024 Stormwater Utility
Adopted Budget

			Expenditures	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			Account Title									
ENGINEERING STORMWATER UTILITY												
Account Number			PERSONAL SERVICES									
650	53110	110	Salaries	$ 52,510	$ 22,885	$ 52,398	$ 58,412	$ 27,626	$ 58,412	$ 91,364	$ 90,113	54.27%
650	53110	120	Hourly Wages	81,984	36,335	82,517	87,043	34,988	87,043	90,631	90,631	4.12%
650	53110	125	Overtime Wages	12,000	3,942	10,632	12,000	6,478	12,000	12,000	12,000	0.00%
650	53110	126	Seasonal Labor	12,000	2,574	9,858	15,000	4,024	15,000	15,000	15,000	0.00%
650	53110	150	FICA	11,381	4,951	10,980	12,263	5,404	12,263	15,058	14,962	22.01%
650	53110	151	Retirement	9,522	3,555	9,263	10,707	3,413	10,707	13,386	13,299	24.21%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	39,800	13,954	28,346	34,703	12,781	34,703	50,241	50,242	44.78%
650	53110	190	Training	3,125	828	915	3,125	159	3,125	4,000	4,000	28.00%
			Subtotal	**222,322**	**89,024**	**204,910**	**233,253**	**94,870**	**233,253**	**291,680**	**290,248**	**24.43%**
			CONTRACTUAL SERVICES									
650	53110	210	Telephone	970	499	1,026	970	480	970	970	970	0.00%
650	53110	212	Seminars and Conferences	1,000	160	160	1,000	0	1,000	1,200	1,200	20.00%
650	53110	215	Consulting	20,500	3,733	7,645	20,500	5,075	20,500	10,000	10,000	-51.22%
650	53110	218	Cell/Radio	2,544	498	1,025	2,544	411	2,544	3,000	3,000	17.92%
			Subtotal	**25,014**	**4,890**	**9,855**	**25,014**	**5,966**	**25,014**	**15,170**	**15,170**	**-39.35%**
			SUPPLIES AND EXPENSE									
650	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	250	0	181	250	0	250	300	300	20.00%
650	53110	331	Transportation	2,500	856	3,438	2,500	763	2,500	3,500	3,500	40.00%
650	53110	340	Operating Supplies	2,813	1,048	2,821	2,813	1,234	2,813	3,500	3,500	24.42%
650	53110	350	Repair and Maintenance Supplies	500	41	96	500	26	500	600	600	20.00%
			Subtotal	**6,063**	**1,945**	**6,535**	**6,063**	**2,024**	**6,063**	**7,900**	**7,900**	**30.30%**
			CAPITAL OUTLAY									
650	53110	810	Capital Equipment	2,000	1548	2,010	5,250	5,695	5,695	41,750	41,750	695.24%
			Subtotal	**2,000**	**1,548**	**2,010**	**5,250**	**5,695**	**5,695**	**41,750**	**41,750**	**695.24%**
			TOTAL	**$ 255,399**	**$ 97,407**	**$ 223,310**	**$ 269,580**	**$ 108,556**	**$ 270,025**	**$ 356,500**	**$ 355,068**	**31.71%**

Storm Water Utility
Municipal Service Center

Program Full Time Equivalents: 0.32

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

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

Expected Outcomes:

1) Efficient and safe functioning facility to support the operations of the public works and parks departments.
2) Quality customer service to residents and clients.

3) Efficient and effective running HVAC.
4) Fuel distribution to all city departments.

2024 Performance Measures:

1) Reduce the amount of electricity used by 1% through power management with the installation of timer switches and installation of LED lighting.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Reduce electric cost by 1% through power management and LED lighting replacements.
   a. Result: Electricity used 2022 = 196,920 KW; 2023=215,280 KW. Increased 9.32%. Performance measure was not met.

Significant Program Achievements:

1) Replace carpet throughout the MSC office areas.
2) Replace the gutters and repair the roof sections throughout the MSC Complex.
3) Upgrade the assistant engineer's office furniture and paint the room.
4) Install EV charging stations for the upgrade to EV vehicles for future purchases.
5) Design and bid out the replacement of 3 fuel tanks to be installed in spring of 2024.

Existing Program Standards Including Importance to Community:

1) Fuel pumps operation 24 hours a day, 7 days a week.
   a. Community Importance.
      i. Serves as a central location for all city vehicles to obtain fuel in an efficient manner.
2) Conduct preventative maintenance on HVAC of building in the spring and fall months.
   a. Community Importance.
      i. Preventative maintenance ensures the community that our HVAC are used to its maximum potential both in utilizing energy, as well as its operational life.

3) Cleaning of MSC.
    a. Community Importance.
        i. Regular cleaning of MSC is conducted to ensure the facility stays in good condition to maximize its operational life, as well as create a clean work atmosphere.

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Municipal Service Center program cost is $46,632. This amount is only 15% of the total cost of the program. The other 85% costs for this program is spread out through the following: 55% general property taxes, 15% water utility, and 15% sewer utility. The program benefits the community by providing a support facility for mainly the Public Works and Park Departments. The support facility allows the departments to conduct city operations in an effective and efficient manner.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $793 to reflect change in allocation for building maintenance wages and increase in employee wages as detailed in the building maintenance program.
2) FICA increased $61 to reflect change in allocation for building maintenance wages and increase in employee wages.
3) Retirement increased $60 to reflect change in allocation for building maintenance wages and increase in employee wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $329 to reflect increase in health insurance premiums.
5) Training includes various training for building maintenance staff.
6) Consulting increased $1,227 to reflect increased costs in consulted fees. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, and building maintenance scheduling software.
7) Utilities increased $1,091 to reflect actual costs.
8) Capital Equipment includes the storm water utility share of $15,750 for installation of new undercarriage wash system ($6,750), replacing existing pressure wash system ($3,750), replacing existing backup generator transfer switch ($1,500), and replacing existing building alarm system ($3,750)

City of De Pere
2024 Stormwater Utility
Adopted Budget

			Expenditures	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			Account Title									
MUNICIPAL SERVICE CENTER												
Account Number			PERSONAL SERVICES									
650	53230	120	Hourly Wages	$ 2,878	$ 2,642	$ 5,070	$ 5,312	$ 2,059	$ 5,312	$ 6,105	$ 6,105	14.92%
650	53230	125	Overtime Wages	27	9	51	27	35	27	27	27	0.00%
650	53230	126	Seasonal Labor	751	52	103	938	15	938	938	938	0.00%
650	53230	150	FICA	233	201	386	422	160	422	483	483	14.37%
650	53230	151	Retirement	189	184	303	363	133	363	423	423	16.54%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,311	829	1,348	1,957	833	1,957	2,286	2,286	16.80%
650	53230	190	Training	75	0	0	75	0	75	75	75	0.00%
			Subtotal	**5,464**	**3,917**	**7,260**	**9,095**	**3,235**	**9,094**	**10,337**	**10,337**	**13.66%**
			CONTRACTUAL SERVICES									
650	53230	210	Telephone	35	218	413	35	259	259	35	35	0.00%
650	53230	211	Postage	0	0	0	0	0	0	0	0	0.00%
650	53230	215	Consulting	3,750	1,639	4,108	3,818	3,145	5,045	5,045	5,045	32.14%
650	53230	217	Cleaning Service Contract	2,718	1,246	2,590	2,927	741	2,927	3,055	3,055	4.37%
650	53230	220	Utilities	6,273	4,370	8,636	7,091	5,002	8,182	8,182	8,182	15.39%
			Subtotal	**12,776**	**7,473**	**15,748**	**13,871**	**9,147**	**16,413**	**16,317**	**16,317**	**17.63%**
			SUPPLIES AND EXPENSE									
650	53230	314	Cleaning and Maintenance	2,455	832	2,405	2,455	413	2,455	2,455	2,455	0.00%
650	53230	340	Operating Supplies	1,773	472	956	1,773	171	1,773	1,773	1,773	0.00%
			Subtotal	**4,228**	**1,304**	**3,361**	**4,228**	**584**	**4,228**	**4,228**	**4,228**	**0.00%**
			CAPITAL OUTLAY									
650	53230	810	Capital Equipment	900	3,082	3,082	20,250	0	20,250	15,750	15,750	-22.22%
			Subtotal	**900**	**3,082**	**3,082**	**20,250**	**0**	**20,250**	**15,750**	**15,750**	**-22.22%**
			TOTAL	**$ 23,368**	**$ 15,776**	**$ 29,451**	**$ 47,444**	**$ 12,966**	**$ 49,985**	**$ 46,632**	**$ 46,632**	**-1.71%**

Storm Water Utility
Fleet Maintenance

Program Full Time Equivalents: 2.04

Program Mission:

Provide preventative and emergency repairs for the street department, water department, parks department, and engineering department so as to minimize the costs of operations and maximize the availability of equipment for municipal services provide to the community.

List of Program Service(s) Descriptions:

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

Important Outputs:

1) *Maintain and Repair Equipment* – Activities and services by the department is supported by the property tax (20%), water utility (15%), sewer utility (15%) and storm water utility (50%). The maintenance and repair of equipment is necessary so that municipal services that are expected from the community can be done. The repairs and maintenance are performed at the Municipal Service Center. Repairs are requested by the employees and then scheduled. Maintenance is scheduled based on the hours and miles of equipment.

Expected Outcomes:

1) Maintain equipment and perform preventative maintenance so the City can prevent unnecessary repairs.
2) Maintain repairs so the equipment is capable of operating in a safe and efficient manner.

2024 Performance Measures:

1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
3) Perform equipment maintenance every 300 hours on 100% of the front-end loaders and dump trucks. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
4) Perform equipment maintenance on every police vehicle every 6,000 miles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.
5) Perform equipment and vehicle maintenance on every fire department equipment or vehicle as recommended by industry standards. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the workload in order to have preventative maintenance done 100% as required.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
   a. Result: 75% of vehicles and equipment with 4,000-mile maintenance requirement were completed. This performance measure was not met due to staffing.
2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
   a. Result: 90% of all garbage/recycling trucks were maintained every 500 hours. This performance measure was not met due to staffing.
3) Perform equipment maintenance every 300 hours on 100% of the front-end loaders and dump trucks.
   a. Result: 80% of the front-end loaders and dump trucks were maintained every 300 hours. This performance measure was not met due to staffing.
4) Perform equipment maintenance on every police vehicle every 6,000 miles.
   a. Result: This was accomplished.

Significant Program Achievements:

1) Maintained 261 pieces of equipment for the street, water, park, engineering, building inspections, health, police and fire departments.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Fleet Maintenance cost is $490,403. This amount is only 50% of the total cost of the program. The other 50% costs for this program is spread out through the following utilities: 20% general property taxes, 15% water utility, and 15% sewer utility. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2024 Program Objectives:

1) Continue to maintain high standards of equipment repair.
2) Ensure adequate training for mechanics for new equipment.
3) Continue to reduce consulting costs by reducing outsourcing repairs by training staff to be able to perform repairs in house.

2024 Budget Significant Expenditure Changes:

1) Salaries increased $1,320 to reflect increase in employee wages.
2) Hourly Wages increased $41,522 to reflect increase in employee wages and the addition of a new lead mechanic position.
3) FICA increased $3,277 to reflect increase in employee wages and the addition of a new lead mechanic position.
4) Retirement increased $3,081 to reflect increase in employee wages and the addition of a new lead mechanic position.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $10,422 to reflect increase in health insurance premiums and the addition of a new lead mechanic position.
6) Training is for staff on fleet maintenance equipment.

7) Consulting increased $17,000 for adding GPS/AVL to the City's equipment and vehicles. Consulting includes tasks unable to perform in our fleet maintenance shop and for GPS/AVL on equipment.
8) Transportation increased $300 to reflect increase actual costs.
9) Operating Supplies increased $6,170 to reflect actual costs.
10) Safety Equipment and Uniforms increased $1,500 for the addition of a new lead mechanic position.
11) Capital Equipment includes the storm water utility share of $113,850 for new tool box for new lead mechanic position ($16,000), replace existing radio system ($50,000), replace existing exhaust fans in the shop ($3,500), replace existing air condition refrigerant equipment ($4,000), replace existing fork lift ($25,000), installation of two new arrow boards on trucks ($4,000), installation of GPS/AVL equipment ($7,500), replace existing heavy duty scanner (1,750), replace existing bench grinder ($1,250) and miscellaneous tools for shop ($850).

City of De Pere
2024 Stormwater Utility
Adopted Budget

			Expenditures	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			Account Title									
FLEET MAINTENANCE												
Account Number			PERSONAL SERVICES									
650	53240	110	Salaries	$ 20,818	$ 9,199	$ 20,822	$ 22,290	$ 10,700	$ 22,290	$ 23,610	$ 23,610	5.92%
650	53240	120	Hourly Wages	96,838	35,830	75,672	101,688	37,917	101,688	143,210	143,210	40.83%
650	53240	125	Overtime Wages	1,000	1,840	4822	1,000	1,358	1,000	1,000	1,000	0.00%
650	53240	126	Seasonal Labor	0	0	30	0	8	8	0	0	0.00%
650	53240	150	FICA	9,077	3,617	7,610	9,561	3,903	9,561	12,838	12,838	34.28%
650	53240	151	Retirement	7,713	3,324	6,332	8,499	2,696	8,499	11,580	11,580	36.25%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	31,445	7,941	14,223	34,953	7,244	34,953	45,375	45,375	29.82%
650	53240	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**167,391**	**61,751**	**129,510**	**178,490**	**63,826**	**178,498**	**238,113**	**238,113**	**33.40%**
			CONTRACTUAL SERVICES									
650	53240	210	Telephone	105	69	198	105	82	105	105	105	0.00%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
650	53240	215	Consulting	28,000	5,959	29,429	28,000	7,723	28,000	45,000	45,000	60.71%
650	53240	218	Cell/Radio	255	44	126	255	119	255	255	255	0.00%
			Subtotal	**28,360**	**6,072**	**29,753**	**28,360**	**7,924**	**28,360**	**45,360**	**45,360**	**59.94%**
			SUPPLIES AND EXPENSE									
650	53240	331	Transportation	1,020	673	1,453	1,345	823	1,645	1,645	1,645	22.30%
650	53240	340	Operating Supplies	12,500	7,256	16,553	13,765	9,818	19,935	19,935	19,935	44.82%
650	53240	350	Repair and Maintenance Supplies	65,500	36,799	74,828	65,500	39,881	65,500	65,500	65,500	0.00%
650	53240	351	Safety Equipment and Uniforms	4,500	1,157	4,253	4,500	1,026	4,500	6,000	6,000	33.33%
			Subtotal	**83,520**	**45,885**	**97,087**	**85,110**	**51,549**	**91,580**	**93,080**	**93,080**	**9.36%**
			CAPITAL OUTLAY									
650	53240	810	Capital Equipment	3,980	7,220	7,221	5,650	3,818	5,650	113,850	113,850	1915.04%
			Subtotal	**3,980**	**7,220**	**7,221**	**5,650**	**3,818**	**5,650**	**113,850**	**113,850**	**1915.04%**
			TOTAL	**$ 283,251**	**$ 120,928**	**$ 263,572**	**$ 297,610**	**$ 127,117**	**$ 304,088**	**$ 490,403**	**$ 490,403**	**64.78%**

Storm Water Utility
Street Cleaning

Program Full Time Equivalent: 1.35

Program Mission:

To thoroughly sweep and remove all foreign material from residential streets, downtown business areas, parking malls, parks parking lots and construction zones which may inhibit and/or alter public safety.

List of Program Service(s) Descriptions:

1) *Street Sweeping* – Sweep all City streets using street sweepers from April through November.
2) *Parking Lot Sweeping* – Sweep City owned parking lots using street sweepers from April through November.

Important Outputs:

1) *Street Sweeping* – Activities and services by this program are supported 100% by the storm water utility. Street sweeping is done throughout the months of April thru October. The City has two street sweepers that are assigned areas to sweep. The initial spring street sweeping takes approximately three weeks to sweep the entire City. After the initial sweeping it takes approximately two weeks to go through the entire City. This benefits the community by keeping the streets clean and keep sediment and debris from draining into the Fox River.
2) *Parking Lot Sweeping* – Activities and services by this program are supported 100% by the storm water utility. Parking lot cleaning is done on City owned parking lots throughout the City. This benefits the community by keeping the parking lots clean and keep sediment and debris from draining into the Fox River.

Expected Outcomes:

1) Maintain the City's ability to meet DNR mandates for storm water requirements.
2) Decrease the amount of dirt and debris from entering the storm sewers that eventually discharge into the Fox River.

2024 Performance Measures:

1) Complete a minimum of 10 sweeping rotations of the city annually.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Increase employee training 5% on sweeper operations.
   a. Result: This was met with training two employees on sweeper.

Significant Program Achievements:

1) Continued City wide sweeping to meet City's MS4 permitting requirements.

Existing Program Standards Including Importance to Community:

1) Utilizing industry standards for equipment to sweep streets and parking lots.
   a. Community Importance.
      i. Keeps City streets and parking lots clean of dirt and debris.

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Street Cleaning program cost is $170,469. The program benefits the community by keeping all City streets and City owned parking lots cleaned from dirt and debris. It also assists in meeting some of the storm water requirements mandated by the DNR.

2024 Program Objectives:

1) Train additional employees on sweeping operations. (10 Street employees currently trained)
2) Continue to utilize two sweepers to help meet the DNR's storm water requirements.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $13,145 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $1,006 to reflect increase in employee wages and allocations of a new dpw operator position.
3) Retirement increased $986 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $7,126 to reflect increase in insurance premiums and allocations of a new dpw operator position.
5) Transportation increased $1,430 to reflect allocations of a new dpw operator position.
6) Repair and Maintenance Supplies increased $1,608 to reflect allocations of a new dpw operator position.
7) No Capital Equipment requested.

City of De Pere
2024 Stormwater Utility
Adopted Budget

			Expenditures	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			Account Title									
STREET CLEANING												
Account Number			GENERAL ADMINISTRATION									
650	53300	120	Hourly Wages	$ 74,160	$ 37,003	$ 82,368	$ 78,610	$ 33,963	$ 78,610	$ 100,103	$ 91,755	16.72%
650	53300	125	Overtime Wages	400	4	334	400	91	400	400	400	0.00%
650	53300	126	Seasonal Labor	1,600	300	300	2,000	0	2,000	2,000	2,000	0.00%
650	53300	150	FICA	5,727	2,811	6,148	6,073	2,597	6,073	7,717	7,079	16.56%
650	53300	151	Retirement	4,846	1,924	5,326	5,373	1,587	5,373	6,935	6,359	18.35%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,500	10,689	22,748	30,050	9,701	30,050	41,250	37,176	23.71%
650	53300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**112,233**	**52,731**	**117,224**	**122,506**	**47,938**	**122,506**	**158,405**	**144,769**	**18.17%**
			CONTRACTUAL SERVICES									
650	53300	215	Consulting	0	0	0	0	0	0	0	0	0.00%
650	53300	220	Utilities	400	27	107	400	27	400	400	400	0.00%
			Subtotal	**400**	**27**	**107**	**400**	**27**	**400**	**400**	**400**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53300	331	Transportation	8,570	3,158	9,335	8,570	5,477	8,570	10,000	10,000	16.69%
650	53300	340	Operating Supplies	300	0	95	300	0	300	300	300	0.00%
650	53300	350	Repair and Maintenance Supplies	13,392	4,863	8,731	13,392	6072	13,392	15,000	15,000	12.01%
			Subtotal	**22,262**	**8,021**	**18,161**	**22,262**	**11,549**	**22,262**	**25,300**	**25,300**	**13.65%**
			CAPITAL OUTLAY									
650	53300	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 134,895**	**$ 60,779**	**$ 135,493**	**$ 145,168**	**$ 59,514**	**$ 145,168**	**$ 184,105**	**$ 170,469**	**17.43%**

Storm Water Utility
Leaf Collection

Program Full Time Equivalent: 0.57

Program Mission:

To effectively and efficiently collect and dispose of all yard and garden waste from City streets during spring and fall collection periods.

List of Program Service(s) Descriptions:

1) *Leaf and Yard Waste Collection* – Collect residents' leaves and yard waste in the spring and the fall.

Important Outputs:

1) *Leaf and Yard Waste Collection* – Activities and services by this program are supported 100% by the storm water utility. Collection of leaves and yard waste is done in the early spring and late fall. During the spring collection the City picks up leaves and yard waste with three single leaf loaders. This equipment is a vacuum leaf loader mounted on dump truck frame. The three trucks are assigned areas of the City and will collect yard waste for approximately one month. The City will normally go through the entire community at least four times during this period. In the fall the City again utilizes the same single leaf loaders. The City will normally go through the entire community at least four times in the five week period. The majority of the leaves are brought to local farmers that use them for their farming operations. This service is a value to the community because not everyone has the means to be able to haul their leaves to the compost facility so by having curbside pickup they are able to dispose of their leaves. It is also a benefit for the community by disposing of the leaves it keeps the storm sewers from being blocked and plugged and as a result will prevent flooding and improves storm water quality.

Expected Outcomes:

1) Increases storm water quality by keeping leaves out of the storm sewers.

2024 Performance Measures:

1) Increase the volume of leaves hauled to farmers or landowners by 5%.

2023 Performance Measurement Date (July 2022 – June 2023):

1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
   a. Result: This was met. Minimal loads to the compost site-great fall weather assisted in this.

Significant Program Achievements:

1) Implemented an additional single leaf loader into operation to improve the efficiencies for fall leaf collection.

Existing Program Standards Including Importance to Community:

1) Utilize industry standard for collection leaf and yard waste.
   a. Community Importance.
      i. Provides an easier alternative for residents to dispose of leaves and yard waste.
      ii. Improves storm water quality by keeping the leaves out of the storm sewers.

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Leaf Collection program cost is $111,304. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2024 Program Objectives:

1) Continue to improve efficiencies with leaf collection operations.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $10,692 to reflect increase in employee wages and allocations of a new dpw operator position.
2) FICA increased $818 to reflect increase in employee wages and allocations of a new dpw operator position.

3) Retirement increased $777 to reflect increase in employee wages and allocations of a new dpw operator position.
4) Health, Dental, DIB, Life & Wks Cmp Ins decreased $2,681 to reflect actual costs.
5) Consulting ($10,000) used to fund disposal of leaves.
6) No Capital Equipment requested.

City of De Pere
2024 Stormwater Utility
Adopted Budget

Expenditures Account Title				2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
LEAF COLLECTION												
Account Number			PERSONAL SERVICES									
650	53320	120	Hourly Wages	$ 35,720	$ 6,715	$ 29,770	$ 38,399	$ 3,009	$ 38,399	$ 57,439	$ 49,091	27.84%
650	53320	125	Overtime Wages	200	0	5,012	1,000	0	1,000	1,000	1,000	0.00%
650	53320	126	Seasonal Labor	10,000	108	108	12,500	0	12,500	12,500	12,500	0.00%
650	53320	150	FICA	2,893	499	2,589	3,195	222	3,195	4,652	4,013	25.60%
650	53320	151	Retirement	2,335	401	2,273	2,679	204	2,679	4,032	3,456	29.01%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,750	5,359	10,423	13,925	2,948	13,925	15,318	11,244	-19.25%
650	53320	190	Training	0		0	0	0	0	0	0	0.00%
			Subtotal	**62,898**	**13,082**	**50,175**	**71,698**	**6,384**	**71,698**	**94,941**	**81,304**	**13.40%**
			CONTRACTUAL SERVICES									
650	53320	215	Consulting	10,000	0	11,044	10,000	1,000	10,000	10,000	10,000	0.00%
650	53320	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53320	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**10,000**	**0**	**11,044**	**10,000**	**1,000**	**10,000**	**10,000**	**10,000**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53320	331	Transportation	10,000	3,061	15,409	10,000	1,543	10,000	10,000	10,000	0.00%
650	53320	340	Operating Supplies	0	0	429	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	10,000	2,990	9500	10,000	536	10,000	10,000	10,000	0.00%
			Subtotal	**20,000**	**6,051**	**25,337**	**20,000**	**2,079**	**20,000**	**20,000**	**20,000**	**0.00%**
			CAPITAL OUTLAY									
650	53320	810	Capital Equipment	0	0	27,680	150,000	24,947	150,000	0	0	0.00%
			Subtotal	**0**	**0**	**27,680**	**150,000**	**24,947**	**150,000**	**0**	**0**	**0.00%**
			TOTAL	**$ 92,898**	**$ 19,133**	**$ 114,235**	**$ 251,698**	**$ 34,411**	**$ 251,698**	**$ 124,941**	**$ 111,304**	**-55.78%**

Storm Water Utility
Storm Sewer Maintenance

Program Full Time Equivalents: 0.60

Program Mission:

To maintain and repair storm sewer system and curb inlets.

List of Program Service(s) Descriptions:

1) *Storm Sewer Maintenance* – Perform storm sewer maintenance throughout the City by flushing, jetting, root cutting, physical inspections, televising, and rebuilding to prevent flooding and/or backups.

Important Outputs:

1) *Storm Sewer Maintenance* – Activities and services by this program are supported 100% by the storm water utility fees. Maintenance of storm sewer is necessary to ensure the storm sewer is functioning in order to prevent flooding throughout the City. Maintenance includes cleaning debris from inlet, flushing and cleaning storm sewer mains, and repairing or replacing storm sewer infrastructure.

Expected Outcomes:

1) Decrease flooding.
2) Increase life expectancy of storm sewer infrastructure.

2024 Performance Measures:

1) Increase the number of inlets cleaned per year by 5%. Data will be tracked in a spreadsheet to determine if this was accomplished with the existing staff or decide whether additional staff is needed or this operation needs to be contracted out.

2023 Performance Measurement Data (July 2022 – June 2023):

1) Increase the number of inlets cleaned per year by 5%.
   a. Result: This was met. 2022 = cleaned 57 inlets, 2023=cleaned 222 inlets

Significant Program Achievements:

1) Continued to utilize tractor with cutting boom to cut brush and phragmites throughout city storm water ponds and swales.
2) Cut and removed trees from ponds to reduce amount of phosphorus contamination.
3) Contracted Phragmities treatment around storm pond/swales

Existing Program Standards Including Importance to Community:

1) Utilize industry standards for cleaning and televising storm sewer infrastructure.
    a. Community Importance.
        i. Reduction of flooding by keeping storm sewers cleaned and maintained.

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility – Storm Sewer Maintenance program cost is $1,461,622 The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2024 Program Objectives:

1) Continue to clean storm sewer inlets to minimize flooding.
2) Continue to televise storm sewer lines to determine conditions of storm sewer.
3) Continue to clean swales to minimize flooding.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,440 to reflect increase in employee wages.
2) FICA increased $187 to reflect increase in employee wages.
3) Retirement increased $210 to reflect increase in employee wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,425 to reflect increase in insurance premiums.
5) Consulting ($105,000) is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, pond rodent control, phragmites treatment, and contractor locating storm sewer.
6) Capital outlay requested includes storm sewer televising $60,000, storm sewer repair/replacement/installation $955,000, swale restoration $75,000, and box culvert repairs $195,600.

City of De Pere
2024 Stormwater Utility
Adopted Budget

STORM SEWER MAINTENANCE

Account Number			Expenditures / Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
			PERSONAL SERVICES									
650	53440	120	Hourly Wages	$ 35,000	$ 20,692	$ 30,580	$ 40,000	$ 10,844	$ 40,000	$ 42,440	$ 42,440	6.10%
650	53440	125	Overtime Wages	1,500	88	177	1,500	95	1,500	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	1,000	60	765	1,250	0	1,250	1,250	1,250	0.00%
650	53440	150	FICA	2,807	1,540	2,274	3,193	847	3,193	3,380	3,380	5.85%
650	53440	151	Retirement	2,373	1,286	1,985	2,822	706	2,822	3,032	3,032	7.44%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	10,000	6,021	7,869	14,246	2,795	14,246	15,671	15,671	10.00%
650	53440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**52,679**	**29,687**	**43,650**	**63,011**	**15,287**	**63,011**	**67,272**	**67,272**	**6.76%**
			CONTRACTUAL SERVICES									
650	53440	215	Consulting	60,000	5,829	60,925	105,000	6,034	105,000	105,000	105,000	0.00%
650	53440	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53440	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**60,000**	**5,829**	**60,925**	**105,000**	**6,034**	**105,000**	**105,000**	**105,000**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53440	340	Operating Supplies	3,715	680	1,718	3,750	(36)	3,750	3,750	3,750	0.00%
			Subtotal	**3,715**	**680**	**1,718**	**3,750**	**(36)**	**3,750**	**3,750**	**3,750**	**0.00%**
			CAPITAL OUTLAY									
650	53440	810	Capital Equipment	1,288,800	0	0	1,384,700	0	1,384,700	1,285,600	1,285,600	-7.16%
			Subtotal	**1,288,800**	**0**	**0**	**1,384,700**	**0**	**1,384,700**	**1,285,600**	**1,285,600**	**-7.16%**
			TOTAL	**$ 1,405,194**	**$ 36,196**	**$ 106,293**	**$ 1,556,461**	**$ 21,285**	**$ 1,556,461**	**$ 1,461,622**	**$ 1,461,622**	**-6.09%**

Storm Water Utility
Landfill

Program Full Time Equivalents: 0

Program Mission:

Provide funding for the disposal of street sweepings that is collected throughout the City.

List of Program Service(s) Descriptions:

1) *Landfill* – This is a program created in 2021 to fund the tipping fees for street sweepings that was previously funded by the general fund landfill program.

Important Outputs:

1) *Landfill* – Activities and services by this program are supported 100% by the storm water utility. Funds the disposal of street sweepings collected by the City. The City hauls the street sweepings collected from the community to the Outagamie County Landfill in Little Chute. The weights of the material are collected from each City truck and then recorded. This weight is then converted to tons and the County will then invoice the City based on the tons collected. This program is valuable to the community because it funds the tipping fees required to dispose of all the street sweepings collected from street sweeping the community.

Expected Outcomes:

1) Maintain disposal operations of street sweepings collected by the City.

2024 Performance Measures:

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

Significant Program Achievements:

1) The City delivered 298.38 tons of sweepings to the landfill in 2022.

Existing Program Standards Including Importance to Community:

1) Review Brown County tonnage and fee reports monthly to identify expenditure trends to develop annual funding requirements.
    a. Community Importance.
        i. Provides funding for disposal of street sweepings collected throughout the City from sweeping the streets.

Costs and Benefits of Program and Services:

The proposed 2024 Landfill program cost is $16,000. This program benefits the community by providing funding for disposal of street sweepings.

2024 Program Objectives:

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

2024 Budget Significant Expenditure Changes:

1) None.

City of De Pere
2024 Stormwater Utility
Adopted Budget

EXPENDITURES

LANDFILL

Account Number			CONTRACTUAL SERVICES	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % Of Change
650	53630	214	Landfill	$ 16,000	$ 5,433	$ 14,269	$ 16,000	$ 3,760	$ 16,000	$ 16,000	$ 16,000	0.00%
			Subtotal	**16,000**	**5,433**	**14,269**	**16,000**	**3,760**	**16,000**	**16,000**	**16,000**	**0.00%**
			TOTAL	**$ 16,000**	**$ 5,433**	**$ 14,269**	**$ 16,000**	**$ 3,760**	**$ 16,000**	**$ 16,000**	**$ 16,000**	**0.00%**

Storm Water Utility
Weed Control

Program Full Time Equivalents: 0.10

Program Mission:

The management of noxious and unsightly weeds throughout the community.

List of Program Service(s) Descriptions:

1) *Weed control* – Perform mowing / cutting operations to control grass and weeds in undeveloped lots, City property, and along roadways.

Important Outputs:

1) *Cutting weeds and grass* – Activities and services by this program is supported by the property tax (35%) and storm water utility (65%). Maintenance along roadways and City properties to keep grass and weeds mowed to acceptable heights. This service is valuable to the community because it improves visibility at intersections as well as preventing the spread of noxious weeds.

Expected Outcomes:

1) Decrease the spread of noxious weeds.
2) Increase visibility at intersections for the traveling public.

2024 Performance Measures:

1) Cut high visibility locations a minimum of 3 times during the cutting season to maintain vision and aesthetics.

2023 Performance Measurement Data (July 2022 – June 2023):

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

Significant Program Achievements:

1) Maintained safe vision triangles throughout the City.
2) Cut and maintained high traffic volume areas of litter.
3) Cut growth around storm sewer drainage areas within the city during winter months
4) Cut growth around city owned RR spurs annually per CN RR requirements.

Existing Program Standards Including Importance to Community:

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

Costs and Benefits of Program and Services:

The proposed 2024 Storm Water Utility - Weed Control program cost is $34,165. This amount is only 65% of the total cost of the program. The other 35% costs for this program are funded by the general fund. The program benefits the community by allowing the streets to be kept clear of road hazards at intersections. It also benefits the community by allowing City owned properties to be maintained for grass and weeds.

2024 Program Objectives:

1) Continue to cut weeds in business and industrial parks twice per year.
2) Continue to maintain safe vision triangle at intersections throughout the City.

2024 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,945 to reflect change in employee wage allocations and allocations of a new dpw operator position.
2) FICA increased $226 to reflect change in employee wage allocations and allocations of a new dpw operator position.
3) Retirement increased $217 to reflect change in employee wage allocations and allocations of a new dpw operator position.
1) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,681 to reflect increase in insurance premiums and allocations of a new dpw operator position.
4) No capital equipment requested.

City of De Pere
2024 Stormwater Utility
Adopted Budget

WEED CONTROL

			Expenditures / Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
Account Number			PERSONAL SERVICES									
650	53640	120	Hourly Wages	$ 13,000	$ 3,797	$ 15,225	$ 13,650	$ 5,382	$ 13,650	$ 24,943	$ 16,595	21.58%
650	53640	125	Overtime Wages	0	8	894	0	4	4	0	0	0.00%
650	53640	126	Seasonal Labor	1,486	207	865	1,857	807	1,857	1,931	1,931	3.98%
650	53640	150	FICA	1,016	284	1,241	1,071	410	1,071	1,936	1,298	21.13%
650	53640	151	Retirement	845	110	1,021	928	139	928	1,721	1,145	23.36%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	9,614	672	4,930	10,586	1,141	10,586	16,341	12,267	15.88%
650	53640	190	Training	0	458	0	0	0	0	0	0	0.00%
			Subtotal	**25,961**	**5,536**	**24,177**	**28,092**	**7,884**	**28,097**	**46,872**	**33,236**	**18.31%**
			CONTRACTUAL SERVICES									
650	53640	210	Telephone	0	0	0	0	0	0	0	0	0.00%
650	53640	215	Consulting	0	0	0	0	0	0	0	0	0.00%
650	53640	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53640	331	Transportation	0	0	1,636	0	243	243	0	0	0.00%
650	53640	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53640	361	Fuel	929	0	0	929	0	929	929	929	0.00%
			Subtotal	**929**	**0**	**1,636**	**929**	**243**	**1,172**	**929**	**929**	**0.00%**
			CAPITAL OUTLAY									
650	53640	810	Capital Equipment	0	0	0	11,700	11,700	11,700	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**11,700**	**11,700**	**11,700**	**0**	**0**	**0.00%**
			TOTAL	**$ 26,890**	**$ 5,536**	**$ 25,813**	**$ 40,721**	**$ 19,827**	**$ 40,969**	**$ 47,801**	**$ 34,165**	**-16.10%**

TOTAL STORM WATER UTILITY

City of De Pere
2024 Stormwater Utility
Adopted Budget

TOTAL STORMWATER UTILITY

Expenditures Account Title		2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
110	Salaries	$ 178,131	$ 78,615	$ 185,729	$ 183,131	$ 91,450	$ 183,131	$ 232,788	$ 231,537	26.43%
120	Hourly Wages	364,893	156,857	353,255	414,458	146,104	414,458	517,871	492,827	18.91%
125	Overtime Wages	15,627	5,998	22,091	16,427	8,195	16,431	16,427	16,427	0.00%
126	Seasonal Labor	31,004	3,301	12,029	37,795	4,854	37,803	37,869	37,869	0.20%
150	FICA	43,186	18,466	41,345	47,520	18,963	47,521	59,231	57,220	20.41%
151	Retirement	36,312	14,174	35,504	41,753	12,747	41,753	52,929	51,115	22.42%
152	Health, Dental, DIB, Life & Wks Cmp Ins	157,732	59,291	118,500	175,326	52,373	175,326	224,838	212,617	21.27%
190	Training	9,824	1,335	1,420	9,824	351	9,824	11,699	11,699	19.09%
	Subtotal	**836,710**	**338,037**	**769,873**	**926,235**	**335,037**	**926,247**	**1,153,652**	**1,111,310**	**19.98%**
	CONTRACTUAL SERVICES									
210	Telephone	1,876	1,179	2,453	1,896	1,225	2,142	1,918	1,918	1.16%
211	Postage	1,563	587	1,618	1,563	1,077	2,154	2,154	2,154	37.81%
212	Seminars and Conferences	3,500	859	1,402	3,500	490	3,500	3,700	3,700	5.71%
214	Landfill	16,000	5,433	14,269	16,000	3,760	16,000	16,000	16,000	0.00%
215	Consulting	144,070	26,465	124,767	189,138	37,145	196,881	213,381	213,381	12.82%
217	Cleaning Service Contract	2,718	1,246	2,590	2,927	741	2,927	3,055	3,055	4.37%
218	Cell/Radio	4,599	735	1,541	4,599	725	4,599	5,055	5,055	9.92%
220	Utilities	6,673	4,397	8,744	7,491	5,029	8,582	8,582	8,582	14.56%
	Subtotal	**180,999**	**40,901**	**157,382**	**227,114**	**50,193**	**236,785**	**253,845**	**253,845**	**11.77%**
	SUPPLIES AND EXPENSE									
310	Office Supplies	2,500	323	1,759	2,500	505	2,500	2,500	2,500	0.00%
314	Cleaning and Maintenance	2,455	832	2,405	2,455	413	2,455	2,455	2,455	0.00%
320	Memberships/Subscriptions	650	281	552	650	276	650	700	700	7.69%
331	Transportation	22,740	10,234	32,197	24,901	9,278	25,444	27,631	27,631	10.96%
340	Operating Supplies	21,101	9,456	22,572	22,401	11,187	28,571	29,258	29,258	30.61%
350	Repair and Maintenance Supplies	90,580	44,693	93,155	90,580	46,515	90,580	92,288	92,288	1.89%
351	Safety Equipment and Uniforms	4,500	1,157	4,253	4,500	1,026	4,500	6,000	6,000	33.33%
361	Fuel	929	0	0	929	0	929	929	929	0.00%
	Subtotal	**145,455**	**66,976**	**156,892**	**148,916**	**69,201**	**155,629**	**161,761**	**161,761**	**8.63%**
	CAPITAL OUTLAY									
810	Capital Equipment	1,295,680	11,850	39,993	1,598,915	46,160	1,599,360	1,464,735	1,473,735	-7.83%
	Subtotal	**1,295,680**	**11,850**	**39,993**	**1,598,915**	**46,160**	**1,599,360**	**1,464,735**	**1,473,735**	**-7.83%**
	TOTAL	**$ 2,458,844**	**$ 457,764**	**$ 1,124,140**	**$ 2,901,180**	**$ 500,591**	**$ 2,918,021**	**$ 3,033,993**	**$ 3,000,651**	**3.43%**

City of De Pere
2024 Stormwater Utility
Adopted Budget

			Expenditures Account Title	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Actual	2023 Adopted Budget	2023 6 mos Actual	2023 Year End Estimate	2024 Dept Head Proposed	2024 Executive Proposed	2024 / 2023 Budget % of Change
REVENUES												
650	41000	000	Residential	$ 894,365	$ 908,950	$ 908,587	$ 943,282	$ 956,541	$ 956,541	$ 1,156,541	$ 1,056,541	12.01%
650	42000	000	Non-Residential-NR	915,960	900,429	900,429	963,785	1,018,780	1,018,780	1,219,080	1,119,080	16.11%
650	43000	000	Agricultural	0	0	0	0	0	0	0	0	0.00%
650	43500	000	State Grants	0	0	0	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	241,449	248,247	248,247	263,617	262,787	262,787	320,949	320,949	21.75%
650	45000	000	Underdeveloped & Other	28,189	28,145	28,145	28,488	21,676	21,676	21,676	21,676	-23.91%
			Fund Balance	378,881			702,008		702,008	315,747	482,405	-31.28%
TOTAL REVENUES				**$ 2,458,844**	**$ 2,085,771**	**$ 2,085,407**	**$ 2,901,180**	**$ 2,259,784**	**$ 2,961,792**	**$ 3,033,993**	**$ 3,000,651**	**3.43%**