Finance/Personnel Committee

Special Untelevised

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

Agenda

Wednesday, October 5, 2022 **5:00 PM** **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **October 5, 2022** 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. 2023 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 5, 2022**
DEPARTMENT:	**Administration**
FROM:	**Lawrence Delo**
SUBJECT:	**2023 Budget Study Session.**

ATTACHMENTS:

- 2023 DRAFT EXECUTIVE BUDGET(PDF)

City of De Pere, Wisconsin

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Draft 2023 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	2.58
Human Resources	2.80
Elections	0.00
Information Management	1.23
Finance	0.77
Assessor	0.10
City Hall	0.27
Other General Government	0.00
Health Department	4.95
Board of Health	0.00
Development Services	1.52
GIS	1.29
TOTAL	**20.06**

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.

2023 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.

2022 Performance Measurement Data (July 2021 – June 2022):

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 increased 0.45% (From 25,410 to estimated 25,525). 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 2022 mill rate decreased 4.73%.

Significant Program Achievements:

1) Adopted the 2022 Annual Budget.
2) Adopted 20 ordinances and 118 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 2023 City Council program cost is $95,008. 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.

2023 Budget Significant Expenditure Changes:

1) Electronic Device Stipend decreases $750 to reflect non-election year for the Mayor's position.
2) Seminars and conferences include $1,200 to accommodate miscellaneous training for alderpersons.
3) Memberships and Subscriptions include $7,500 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance and $500 for miscellaneous subscriptions.
4) Grants and Donations include $7,000 for the Beautification Committee, $5,000 for Sister Cities and $1,200 for community service grants.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

CITY COUNCIL

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51100	122	Hourly Wages--Part Time	$ 58,352	$ 28,984	$ 58,352	$ 59,520	$ 29,564	$ 59,520	$ 60,712	$ 60,712	2.00%
100	51100	150	FICA	846	420	846	863	429	863	880	880	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	111	79	162	113	83	113	115	115	2.00%
			Subtotal	**59,309**	**29,483**	**59,360**	**60,496**	**30,076**	**60,496**	**61,708**	**61,708**	**2.00%**
			CONTRACTUAL SERVICES									
100	51100	210	Electronic Device Stipend	3,000	3000	3,000	3,750	3,750	3,750	3,000	3,000	-20.00%
100	51100	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	1,200	70	70	1,200	0	600	1,200	1,200	0.00%
100	51100	215	Consulting	0	0	0	0	0	0	0	0	0.00%
100	51100	224	Public Notices	8,000	2,306	6,364	6,000	1,433	6,000	6,000	6,000	0.00%
			Subtotal	**12,200**	**5,376**	**9,434**	**10,950**	**5,183**	**10,350**	**10,200**	**10,200**	**-6.85%**
			SUPPLIES AND EXPENSE									
100	51100	310	Office Supplies	1,500	108	1,327	1,500	286	1,500	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	7,200	6,767	6,817	7,500	7,230	7,500	8,000	8,000	6.67%
100	51100	330	Mileage Reimbursement	400	0	0	400	0	200	400	400	0.00%
			Subtotal	**9,100**	**6,875**	**8,144**	**9,400**	**7,517**	**9,200**	**9,900**	**9,900**	**5.32%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	51100	720	Grants and Donations	8,700	2,800	7,800	8,700	2,939	8,700	10,700	13,200	22.99%
			Subtotal	**8,700**	**2,800**	**7,800**	**8,700**	**2,939**	**8,700**	**10,700**	**13,200**	**51.72%**
			CAPITAL OUTLAY									
100	51100	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	**$ 89,309**	**$ 44,534**	**$ 84,738**	**$ 89,546**	**$ 45,714**	**$ 88,746**	**$ 92,508**	**$ 95,008**	**6.10%**

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.

2023 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.

2022 Performance Measurement Data (August 2021 – July 2022):

1) From August, 2020 – July, 2021 intake of 3,099 citations with $510,799.75 monies collected.
   Result: From August, 2021 – July, 2022 intake of 2,255 citations with $379,254.79 monies collected.
   This represented decreased collections by 25.8 % from the prior year.
2) Current with tax intercept, suspensions, and warrants. Collected $9,875.89 through tax intercept for the 2022 tax season.
   Result: This represents increased collections by 18.4 % from prior year.
3) Annually review open juvenile cases to determine compliance or need to suspend driver's license.
   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 3,247 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2021-2022. (2020-2021 =4,279 proceedings). This is a decrease of 24.1% less proceedings during 2021-2022.
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.
4) Reopened in person Court on May 1, 2022 approved by the City of De Pere and by the Chief Judge for the 8th Judicial District of Wisconsin.

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 2023 Municipal Court program cost is $123,612. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Salaries wages increases $1,169 due to expected increases in 2022.
2) Hourly wages increase $3,807 due to expected increases in 2022.
3) FICA increases $381 due to expected increases in 2022.
4) Retirement increases $412 due to expected increases in 2022.
5) Health, Dental, DIB, Life & Wks Cmp Ins increases $967 due to an increase in health insurance premium.
6) Seminars and Conferences include $350 for Municipal Judge and $300 for Court clerk to attend required continuing education classes.
7) Consulting includes $5,240 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.
8) 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
2023 General Fund
Adopted Budget

EXPENDITURES

MUNICIPAL COURT

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51200	110	Salaries	$ 22,689	$ 10,123	$ 22,790	$ 23,370	$ 10,337	$ 23,370	$ 24,539	$ 24,539	5.00%
100	51200	120	Hourly Wages	47,091	20,990	48,278	49,774	21,990	49,774	53,581	53,581	7.65%
100	51200	125	Overtime Wages	1,200	0	45	1,200	0	0	1,200	1,200	0.00%
100	51200	150	FICA	5,430	2,387	5,189	5,687	2,499	5,596	6,068	6,068	6.69%
100	51200	151	Retirement	3,260	1,220	3,247	3,313	1,241	3,235	3,725	3,725	12.43%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,540	8,275	19,045	22,512	11,290	22,512	24,236	23,479	4.30%
100	51200	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**104,210**	**42,995**	**98,594**	**105,857**	**47,357**	**104,487**	**113,349**	**112,592**	**6.36%**
			CONTRACTUAL SERVICES									
100	51200	210	Telephone	72	115	232	230	100	230	230	230	0.00%
100	51200	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	650	0	290	650	0	650	650	650	0.00%
100	51200	215	Consulting	6,658	5,383	6,133	6,798	7,027	7,027	7,265	7,265	6.87%
			Subtotal	**7,380**	**5,498**	**6,655**	**7,678**	**7,127**	**7,907**	**8,145**	**8,145**	**6.08%**
			SUPPLIES AND EXPENSE									
100	51200	310	Office Supplies	1,575	1,361	2,880	1,575	928	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	820	820	855	890	855	855	855	0.00%
100	51200	330	Mileage Reimbursement	365	0	0	365	0	365	365	365	0.00%
			Subtotal	**2,875**	**2,181**	**3,700**	**2,875**	**1,818**	**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	200	0	140	0	0	0	0	0	0.00%
			Subtotal	**200**	**0**	**140**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 114,665**	**$ 50,674**	**$ 109,089**	**$ 116,410**	**$ 56,302**	**$ 115,269**	**$ 124,369**	**$ 123,612**	**6.19%**

City Attorney

Program Full Time Equivalents: 2.35

Program Mission: To provide fair and impartial legal services to the entire City organization in an effective and efficient manner. The city organization includes: the Common Council, its standing committees (Finance/Personnel, License, Board of Public Works), its Boards (Board of Park Commissioners, Zoning Board of Appeals, Board of Review, Board of Health), its Commissions (Police & Fire Commission, City Plan Commission, Historic Preservation Commission, Commission on Aging) and Authorities (Redevelopment Authority, Housing Authority).

List of Program Service(s) Descriptions:

1) **GENERAL LEGAL SERVICES**
   a) *Legal research and writing*: legal research of state and federal statues, regulations and case law; draft ordinances, memoranda and/or opinions on topics researched.
   b) *Public records/open meetings*: review of and/or advise on compliance with open meetings regulations; answer questions on open meetings and public records; assist in responding to complex public records release issues.
   c) *Service contract/agreement drafting/review*: draft a variety of agreements and amendments; determine if breach has occurred; advise on remedies.
   d) *Parliamentarian*: advises on Roberts's Rules of Order during and outside of meetings to ensure formalities followed to avoid challenge.
   e) *Departmental inquiries*: daily phone calls, emails, and meetings regarding departmental activities and provide legal advice pertaining to the same.
2) **REAL PROPERTY TRANSACTIONS**
   a) *Development agreements*: drafting and properly 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 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; advises 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 city grant of easement for the benefit of others; also includes research of old facilities and corrective easement documentation where earlier installation of facilities were done without an easement or in cases of poor record keeping.
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 contract 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 officials; 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*: assist departments with interpreting and enforcing collective bargaining agreements.
d) *Grievance and 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 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 advice 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 TRANSACTIONS** – 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 not covered by insurance.

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 to each component of the organization.

2) **REAL PROPERTY TRANSACTIONS 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 disputes not covered by insurance.

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

***2023 Performance Measurements*:**

Measure #1: GENERAL LEGAL SERVICES
Develop policies to provide internal departmental direction on frequent legal processes as well as external policies to be shared with other departments to increase communication, streamline workload, and provide consistency throughout the organization.

2022 Performance Measurements (Data 8/2021-8/2022):

Measure #1: GENERAL LEGAL SERVICES – Ongoing
Determine electronic signature standard for legal and sensitive documents to streamline legal document processing and filing to obtain 50% increased efficiency in document signing processes once signature platform is implemented.

Significant 2022 Program Achievements (8/2021 – 8/2022):

1) Drafted agreements related to redevelopment and development projects within the city, including Community Development Block Grant for Oak Meadows Senior Apartments, Preserve Housing Development, and Waterview Heights Addition.
2) Drafted, obtained, and recorded six easements, two quit claim deeds, and successfully completed eminent domain proceedings on two properties to facilitate improvements to the public alley between Main Avenue and Reid Street.
3) Facilitated successful decennial redistricting of local electoral districts to account for shifts in population.
4) Drafted, reviewed, and finalized numerous agreements for various city departments, including Police, Fire, Information Technology, Development Services, and Health.
5) Paralegal assisted various departments in document drafting and agenda preparation.

Existing Program Standards Including Importance to Community:

1) City Attorney impartiality and independence; can only provide legal advice to the 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 2023 City Attorney budget is $352,316. 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.

2023 Program Objectives:

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.
3) Draft innovative Developer's Agreements for Redevelopment areas to attract Developers and protect City investment.
4) Complete a comprehensive review and finalize updates to Municipal Code (review expected to begin Fall 2022).
5) Develop processes for department procedures to increase efficiency and communication amongst all departments.

2023 Budget Significant Expenditure Changes:

1) Salaries decreased $25,214 due to changes in staffing, including the retirement of the former City Attorney.
2) Hourly wages increased $12,329 due to the addition of the administrative assistant, projected step increases and performance awards.
3) FICA decreased $986 due to changes in staffing, including the retirement of the former City Attorney.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $13,044 due to the addition of the administrative assistant.
5) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing legal education for city attorney, assistant city attorney and certified paralegal. One national conference included in 2023 budget. Increase of $250 to account for increase in travel costs.
6) Consulting account consists of costs expended for outside assistance such as register of deeds, title insurance, title reports ($3,500), and outside counsel on specialized matters ($65,000). Increase of $61,000 to account for e-recording software pursuant to Register of Deeds requirements and outside counsel on several time-intensive projects that require the use of specialized outside counsel, including but not limited to complex property issues, labor negotiations and restructuring of the police department.
7) Office Supplies increase $100 to reflect actual costs.
8) Publications decreased $500 to reflect actual costs of publications.
9) Memberships/Subscriptions include Wisconsin State Bar ($1,100), Brown County Bar ($100), International Municipal Lawyers Association ($650) and Paralegal Certification ($75).
10) Capital Equipment request of $500 to provide stand-up desk unit for new administrative assistant.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

CITY ATTORNEY

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51300	110	Salaries	$ 151,767	$ 68,228	$ 154,103	$ 159,633	$ 70,546	$ 159,633	$ 140,285	$ 134,419	-15.79%
100	51300	120	Hourly Wages	40,491	18,049	41,878	42,777	18,899	42,777	95,857	55,106	28.82%
100	51300	125	Overtime Wages	50	7	29	50	0	50	50	50	0.00%
100	51300	150	FICA	14,712	6,584	14,295	15,488	6,876	15,488	18,069	14,502	-6.36%
100	51300	151	Retirement	12,981	5,025	13,189	13,160	5,056	13,160	16,061	12,891	-2.04%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	42,657	14,380	32,832	39,218	19,669	39,218	74,196	52,262	33.26%
100	51300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**262,658**	**112,274**	**256,325**	**270,326**	**121,045**	**270,326**	**344,518**	**269,231**	**-0.41%**
			CONTRACTUAL SERVICES									
100	51300	210	Telephone	450	120	278	450	156	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	709	2,371	3,500	751	3,500	3,750	3,750	7.14%
100	51300	215	Consulting	33,500	185	5,159	7,500	1,412	7,500	68,500	68,500	813.33%
100	51300	218	Cell/Radio	960	448	1,296	960	440	960	960	960	0.00%
100	51300	219	Data	4,086	1,336	3,304	4,250	1,992	4,250	4,250	4,250	0.00%
			Subtotal	**42,496**	**2,798**	**12,408**	**16,660**	**4,750**	**16,660**	**77,910**	**77,910**	**367.65%**
			SUPPLIES AND EXPENSE									
100	51300	310	Office Supplies	350	181	181	350	189	350	450	450	28.57%
100	51300	315	Publications	2,215	544	1,412	2,500	775	2,500	2,000	2,000	-20.00%
100	51300	320	Memberships/Subscriptions	2,215	0	2,031	2,125	787	2,125	2,125	2,125	0.00%
100	51300	330	Mileage Reimbursement	100	0	0	100	0	100	100	100	0.00%
			Subtotal	**4,880**	**725**	**3,624**	**5,075**	**1,751**	**5,075**	**4,675**	**4,675**	**-7.88%**
			CAPITAL OUTLAY									
100	51300	810	Capital Equipment	500	0	0	1,000	0	1,000	500	500	-50.00%
			Subtotal	**500**	**0**	**0**	**1,000**	**0**	**1,000**	**500**	**500**	**-50.00%**
			TOTAL	**$ 310,534**	**$ 115,797**	**$ 272,357**	**$ 293,061**	**$ 127,547**	**$ 293,061**	**$ 427,603**	**$ 352,316**	**20.22%**

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.

2023 Performance Measures:

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.

2022 Performance Measurement Data (July 2021 – June 2022):

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 not achieved. The City hired 13 new employees from July 1, 2020 through June 30, 2021. None of the thirteen new employees matched the diversity definition identified in the performance measure. This is equivalent to increasing total staff diversity by 0%.

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) Worked with St Norbert College to develop and implement a community survey to identify community preferences and evaluation of municipal services to include future priorities for the City.
7) 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.
8) Managed, mentored and facilitated actions and steps necessary for the City to successfully maintain municipal services and operations throughout the ongoing COVID-19 pandemic.
9) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
10) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
11) Provided oversight management and promoted development throughout the community.
12) Onboarded newly elected alderpersons.
13) Managed acquisition of routes to recovery funding and initial use of ARPA funding.
14) Solicited 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 2023 City Administrator program cost is $157,925. 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.

2023 Budget Significant Expenditure Changes:

1) Salaries decreases $4,918 to reflect change in employee wage allocation.
2) Hourly Wages increases $10,188 to reflect wage allocation for administrative assistant.
3) FICA increases $403 to reflect wage allocation for administrative assistant.
4) Retirement increases $624 to reflect increase in WRS withholdings, wage adjustments and wage allocation for administrative assistant.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,800 due to increase in health insurance premium and wage allocation for administrative assistant.
6) Training includes $3,000 for miscellaneous seminars and webinars for the Communications Specialist and City Administrator throughout the year.
7) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
8) Consulting includes $560 for annual software licenses for Canva Pro and Photo Mechanic for Communication Specialist.
9) Office Supplies increase $200 to accommodate additional expenditures for communication activities.
10) Memberships / Subscriptions includes $1,400 ICMA; $400 WCMA; $1,200 for misc. memberships and publications for Communications Specialist and City Administrator.
11) Operating Supplies includes $2,000 for Strategic Visioning & Branding supplies and $6,000 for City sustainability initiatives.
12) Capital Outlay Office Equipment includes $3,200 in funding for miscellaneous equipment for Communications Specialist ($800 for GoPro Max action camera; $1,200 for Tamron SP 150-600 mm zoom lens; $100 for phone gimbal; and $900 for Tamron versatile camera lens) and $200 for miscellaneous equipment replacement throughout the year.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

CITY ADMINISTRATOR

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51410	110	Salaries	$ 86,303	$ 39,182	$ 88,338	$ 88,396	$ 40,899	$ 88,396	$ 91,481	$ 83,478	-5.56%
100	51410	120	Hourly Wages			0	0	0	0	0	10,188	100.00%
100	51410	150	FICA	6,602	3,208	6,499	6,762	3,349	6,762	6,998	7,165	5.96%
100	51410	151	Retirement	5,825	2,351	6,113	5,746	2,385	5,746	6,221	6,369	10.85%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,263	6,052	13,864	15,809	8,230	15,809	21,836	19,964	26.28%
100	51410	190	Training	1,200	0	0	1,200	895	1,200	3,000	3,000	150.00%
			Subtotal	**117,193**	**50,793**	**114,813**	**117,913**	**55,758**	**117,913**	**129,536**	**130,165**	**10.39%**
			CONTRACTUAL SERVICES									
100	51410	210	Telephone	740	222	739	740	320	740	740	740	0.00%
100	51410	211	Postage	0	21	21	0	0	0	0	0	0.00%
100	51410	212	Seminars and Conferences	4,200	129	1,163	4,200	2,116	4,200	4,200	4,200	0.00%
100	51410	215	Consulting	0	0	0	14,000	6,250	13,000	560	560	-96.00%
100	51410	218	Cell/Radio	960	448	968	960	440	960	960	960	0.00%
100	51410	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**5,900**	**820**	**2,891**	**19,900**	**9,126**	**18,900**	**6,460**	**6,460**	**-67.54%**
			SUPPLIES AND EXPENSE									
100	51410	310	Office Supplies	800	0	376	800	887	900	1,000	1,000	25.00%
100	51410	320	Memberships/Subscriptions	2,500	1,444	1,444	2,600	1,473	2,600	3,000	3,000	15.38%
100	51410	331	Mileage Reimbursement	5,100	1,960	4,443	5,100	1,925	4,700	5,100	5,100	0.00%
100	51410	340	Operating Supplies	26,000	11,831	13,089	16,000	5,812	16,000	16,000	9,000	-43.75%
			Subtotal	**34,400**	**15,235**	**19,352**	**24,500**	**10,096**	**24,200**	**25,100**	**18,100**	**-26.12%**
			CAPITAL OUTLAY									
100	51410	811	Office Equipment	200	0	0	200	0	200	3,000	3,200	1500.00%
100	51410	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**200**	**0**	**0**	**200**	**0**	**200**	**3,000**	**3,200**	**1500.00%**
			TOTAL	**$ 157,693**	**$ 66,848**	**$ 137,056**	**$ 162,513**	**$ 74,981**	**$ 161,213**	**$ 164,096**	**$ 157,925**	**-2.82%**

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.

2023 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.
4) Attend a minimum of two conferences or training sessions annually that provide continuing education opportunities and foster intergovernmental relationships.

2022 Performance Measurement Data (July 2021 – June 2022):

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 12 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. 94% of meetings were completed in less than three hours.
3) Increase or maintain the overall quality of the community by participating in six or more public appearances to provide municipal service information or to gather constituent preferences.
   a. Result: Performance measure was met. Participated in 12 public appearances during this period.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2021 / 2022 and proposed the 2022 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 2023 Mayor program cost is $65,907. 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.

2023 Budget Significant Expenditure Changes:

1) Salaries increase $761 to reflect proposed annual salary adjustment (COLA).
2) Hourly wages increase $10,188 to reflect wage allocation for administrative assistant.
3) FICA increases $877 to reflect wage allocation for administrative assistant.
4) Retirement increases $777 to reflect State required adjustment and wage allocation for administrative assistant.
5) Health, Dental, DIB, Life & Wks Cmp Ins decreases $5,109 due to increase in health insurance premium and wage allocation for administrative assistant.
6) Seminars and Conferences include $1,500 to attend League of Municipalities and other misc. training sessions.
7) Mileage Reimbursement increases $100 to reflect additional travel associated with attending more intergovernmental meetings and higher fuel prices.

City of De Pere
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EXPENDITURES

MAYOR

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51415	110	Salaries	$ 0	$ 4,665	$ 10,491	$ 10,694	$ 4,725	$ 10,694	$ 11,455	$ 11,455	7.12%
100	51415	120	Hourly Wages			0	0	0	0	0	10,188	100.00%
100	51415	122	Hourly Wages Part Time	35,570	12,487	25,294	25,955	12,892	25,955	26,475	26,475	2.00%
100	51415	150	FICA	2,721	1,307	2,687	2,804	1,345	2,804	2,902	3,681	31.29%
100	51415	151	Retirement	683	260	689	695	264	695	779	1,472	111.73%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,399	1,284	3,001	4,017	2,019	4,017	4,545	9,126	127.17%
			Subtotal	**43,373**	**20,003**	**42,162**	**44,165**	**21,246**	**44,165**	**46,156**	**62,397**	**41.28%**
			CONTRACTUAL SERVICES									
100	51415	210	Telephone	930	246	574	930	322	930	930	930	0.00%
100	51415	212	Seminars and Conferences	1,500	0	20	1,500	222	1,500	1,500	1,500	0.00%
100	51415	213	Inclusiveness Initiatives	20,000	0	0	0	0	0	0	0	0.00%
100	51415	218	Cell/Radio	480	240	480	480	200	480	480	480	0.00%
			Subtotal	**22,910**	**486**	**1,074**	**2,910**	**744**	**2,910**	**2,910**	**2,910**	**0.00%**
			SUPPLIES AND EXPENSE									
100	51415	310	Office Supplies	200	0	0	200	0	200	200	200	0.00%
100	51415	330	Mileage Reimbursement	300	0	0	300	153	300	400	400	33.33%
			Subtotal	**500**	**0**	**0**	**500**	**153**	**500**	**600**	**600**	**20.00%**
			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	**$ 66,783**	**$ 20,489**	**$ 43,235**	**$ 47,575**	**$ 22,143**	**$ 47,575**	**$ 49,666**	**$ 65,907**	**38.53%**

Clerk

Program Full Time Equivalents: 2.58

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 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.

2023 Performance Measures:

1) Create and deploy four new online licensing applications by June 30, 2023.
2) 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.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Measure: Assist in the selection and implementation of an online records management system. Target to initiate implementation by the end of the first quarter 2022; and 20% implementation completed by June 30, 2022.
    a. Result: no progress on this measure as of draft budget publication date.

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 2023 Clerk's Office program cost is $277,866. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased $6,240 due to expected wage increases.
2) Hourly wages Part Time increased $933 due to expected wage increases.
3) Overtime wages increased $1,500 to account for staff selection of overtime wages instead of comp time.
4) FICA increased $646 due to expected wage increases.
5) Retirement increased $1,061 due to expected wages increases.
6) Health, Dental, DIB, Life & Wks Cmp Ins increased $22,762 due to an employee electing to join the City's insurance program.

7) Seminars and Conferences 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.
8) Consulting includes $8,000 for Municipal Code update services, $5,000 for annual tax collection software licensing fees, and $500 for paid county specials.
9) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - $130; WMTA - $55.
10) Capital Equipment of $900 includes $400 to replace the Deputy Clerk-Treasurer's desk chair and $500 to repaint the Clerk's office.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

CLERK

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51420	110	Salaries	$ 56,962	$ 25,389	$ 58,359	$ 60,256	$ 26,620	$ 60,256	$ 64,945	$ 60,782	0.87%
100	51420	120	Hourly Wages	103,116	45,996	105,618	106,213	46,948	106,213	112,453	112,453	5.87%
100	51420	122	Hourly Wages Part Time	6,474	2,834	6,969	6,555	4,671	6,555	7,488	7,488	14.23%
100	51420	125	Overtime Wages	0	395	1,423	0	1,395	2,000	1,500	1,500	100.00%
100	51420	126	Seasonal Labor	0	0	308	1,200	169	1,200	1,200	1,200	0.00%
100	51420	150	FICA	12,340	5,585	12,286	12,847	5,756	12,983	13,812	13,493	5.03%
100	51420	151	Retirement	10,805	4,178	11,066	10,820	4,293	10,950	12,165	11,882	9.81%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,688	8,135	18,606	23,193	20,600	41,200	47,380	45,955	98.14%
100	51420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**214,386**	**92,513**	**214,635**	**221,085**	**110,452**	**241,357**	**260,943**	**254,753**	**15.23%**
			CONTRACTUAL SERVICES									
100	51420	210	Telephone	2,538	732	1,838	2,538	1,179	2,538	2,538	2,538	0.00%
100	51420	211	Postage	3,800	3,720	3,720	3,800	5,406	3,905	4,200	4,200	10.53%
100	51420	212	Seminars and Conferences	900	489	746	400	100	400	400	400	0.00%
100	51420	215	Consulting	8,500	4,314	11,540	13,500	2,351	11,000	14,000	13,500	0.00%
			Subtotal	**15,738**	**9,255**	**17,845**	**20,238**	**9,036**	**17,843**	**21,138**	**20,638**	**1.98%**
			SUPPLIES AND EXPENSE									
100	51420	310	Office Supplies	1,000	276	716	1,000	203	700	1,000	1,000	0.00%
100	51420	315	Publications	135	0	135	135	135	135	140	140	3.70%
100	51420	320	Memberships/Subscriptions	185	130	130	185	130	185	185	185	0.00%
100	51420	330	Mileage Reimbursement	250	0	137	250	0	100	250	250	0.00%
			Subtotal	**1,570**	**406**	**1,118**	**1,570**	**468**	**1,120**	**1,575**	**1,575**	**0.32%**
			CAPITAL OUTLAY									
100	51420	810	Capital Equipment	0	0	0	0	0	0	400	900	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**400**	**900**	**100.00%**
			TOTAL	**$ 231,694**	**$ 102,173**	**$ 233,597**	**$ 242,893**	**$ 119,956**	**$ 260,320**	**$ 284,056**	**$ 277,866**	**14.40%**

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.

2023 Performance Measures (July 2022-June 2023):

1) 5% increase in distinct patients meeting with onsite health nurse by continued education and outreach
2) 8 candidates noting they were referred for a city open position by another benefit-eligible city employee by education and program incentive
3) 60 medical plan participants registered online with Teladoc by education and outreach

2022 Performance Measurement Data (July 2021 – June 2022):

1) 5% increase in distinct patients meeting with onsite health nurse by continued education and outreach (comparing 1st half of 2021 with the first half of 2022)
   a. Result: 30% increase (2021 had 10 distinct patients and 2022 had 13)
2) 80% of employee and spouse medical plan participants completed a health assessment and 70% completion of all age-appropriate screenings and exams through health assessment incentive and education
   a. Result: 90% of employee and spouse medical plan participants completed a health assessment and 83% completed all age-appropriate screenings and exams
3) 40 medical plan participants registered online with Teladoc through education and outreach.
   a. Result: 52 participants have registered with Teladoc

Significant Program Achievements (July 2021 to June 2022):

1) Led the workforce through COVID-19; policy changes, incentive program, employee issues, etc.
2) Filled a significant number of positions in an expedited timeframe including a national search for a Police Chief and City Attorney
3) Managed several employee issues effectively
4) Through various initiatives created a significant health surplus allowing for a 15% decrease to 2022 premium rates; implemented direct primary care and Real Appeal
5) Worked to implement a new compensation plan for all benefit-eligible employees (non-union)
6) Implemented a new wellness tracking software 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 2023 Personnel/Human Resources program cost is $397,602. 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.

2023 Program Objectives:

1) Implement a new compensation plan for all benefit-eligible positions
2) Implement onboarding software and other recruitment enhancements
3) Implement police department reorganization

4) Policy changes
5) Create an employee referral program
6) Establish a strategic plan to continue efforts to diversify the workforce
7) Continue working to fill open positions in an expedited manner
8) Implement benefit plan design changes
9) Negotiate successor fire labor agreement

2023 Significant Budget Expenditure Changes:

1) Hourly increased a net $2,635 due to employee stepping up in the pay plan and market adjustment
2) Retirement increased a net $1,564 due to salary increases and retirement rates increasing
3) Tuition Assistance increased a net $2,000 due to more requests for tuition assistance and labor contract agreed to credit amounts increasing
4) Postage increased a net $25 due to postage rates increasing
5) Seminars and conferences increased a net $1,000 due to costs increasing and another exempt professional position attending training; includes state and local SHRM conferences, legal updates, WPELRA conferences, one out-of-state conference, and other employment seminars
6) Consulting decreased a net $21,500 due a compensation study not being needed in 2024; includes compensation consultant for position changes/new positions ($6,000), Employee Assistance Program Services ($10,000), online recruitment system ($7,500) online performance management system ($7,000), onboarding software ($7,500)
7) Memberships and subscriptions increased a net $1,425 due to costs increasing and SHRM membership for new position; includes Society for Human Resources Management (SHRM), Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals
8) Recruiting increased a net $3,500 due to implementing employee referral program ($2,500) and number of positions filled and cost increasing
9) Office equipment is $700 for a stand-up desk for new employee.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

HUMAN RESOURCES

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51430	110	Salaries	$ 161,684	$ 72,094	$ 162,767	$ 181,844	$ 75,313	$ 181,844	$ 192,693	$ 185,646	2.09%
100	51430	120	Hourly Wages	37,941	16,957	38,538	33,954	15,000	31,000	36,589	36,589	7.76%
100	51430	122	Hourly Wages Part Time	19,500	8,443	8,730	0	214	214	0	0	0.00%
100	51430	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51430	150	FICA	15,554	6,917	14,770	16,509	6,953	16,286	17,540	17,001	2.98%
100	51430	151	Retirement	13,475	5,182	13,531	14,027	4,709	13,835	15,591	15,112	7.74%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	50,304	16,803	38,570	55,158	22,223	55,158	59,273	56,275	2.03%
100	51430	192	Tuition Assistance	4,175	3,736	4,054	5,000	3,962	5,000	7,000	7,000	40.00%
100	51430	193	Organizational Training	2,700	0	0	2,700	0	2,700	2,825	2,825	4.63%
			Subtotal	**305,332**	**130,133**	**280,960**	**309,191**	**128,373**	**306,037**	**331,511**	**320,448**	**3.64%**
			CONTRACTUAL SERVICES									
100	51430	210	Telephone	1,054	371	824	1,054	410	1,054	1,054	1,054	0.00%
100	51430	211	Postage	100	0	0	100	55	125	125	125	25.00%
100	51430	212	Seminars and Conferences	4,800	260	1,783	5,000	804	5,000	6,000	6,000	20.00%
100	51430	215	Consulting	26,400	14,507	43,094	59,500	15,951	59,500	39,300	38,000	-36.13%
			Subtotal	**32,354**	**15,138**	**45,701**	**65,654**	**17,221**	**65,679**	**46,479**	**45,179**	**-31.19%**
			SUPPLIES AND EXPENSE									
100	51430	310	Office Supplies	930	138	370	950	381	950	950	950	0.00%
100	51430	315	Publications	200	0	0	200	75	200	200	200	0.00%
100	51430	320	Memberships/Subscriptions	1,030	770	1,348	1,075	889	1,075	2,500	2,500	132.56%
100	51430	330	Mileage Reimbursement	575	0	385	600	2	600	625	625	4.17%
100	51430	340	Recruiting	22,500	10,660	29,216	23,500	9,822	23,500	27,000	27,000	14.89%
			Subtotal	**25,235**	**11,568**	**31,319**	**26,325**	**11,168**	**26,325**	**31,275**	**31,275**	**18.80%**
			CAPITAL OUTLAY									
100	51430	811	Office Equipment	0	0	0	500	614	614	700	700	40.00%
			Subtotal	**0**	**0**	**0**	**500**	**614**	**614**	**700**	**700**	**40.00%**
			TOTAL	**$ 362,922**	**$ 156,839**	**$ 357,981**	**$ 401,670**	**$ 157,376**	**$ 398,655**	**$ 409,965**	**$ 397,602**	**-1.01%**

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 and April 2022.
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) *Two Certified and Canvassed Elections*–Activity funded by property tax. Two 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 2019.
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.

2023 Performance Measures:

1) Successfully implement electronic poll books for Central Count processing of absentee ballots for the February and April 2023 elections.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Measure: Provide training on new equipment (Badger Book electronic poll books). Target to have 50% of election workers trained before the April 2022 election, and 100% trained before the November 2022 election.
   a. Result: 100% of poll workers trained on Badger Books before the August 2022 election.
2) Measure: Create two online training videos specific to electronic poll books – one for voter registration, and one for poll book management. Target completion by September 1, 2022.
   a. Result: Still in progress as of draft budget submission deadline. Revised target completion date mid-October 2022.

Significant Program Achievements:

1) Completed all elections in compliance with federal and state regulations.
2) Successfully implemented electronic poll books for four polling locations.

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 2023 Elections program cost is $35,150. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Poll worker hourly wages decreased $19,000 due to handling two scheduled elections in 2023 versus four in 2022.
2) Postage decreased $4,000 because there are no planned City-wide mailings in 2023.
3) Seminars and Conferences remained at $300. Includes miscellaneous continuing education classes through UW-Green Bay for Clerk and Deputy Clerk on election administration.

4) Consulting decreased $2,200 due to a decrease in the number of scheduled elections. Includes $1,500 for voting machine software/hardware maintenance; $5,000 for Brown County support, supplies, and programming; and $1,800 for polling place rentals.
5) Capital Equipment is $5,000 for the purchase of two additional electronic poll books for Districts 1 and 4.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Carey Danen

DATE PREPARED: August 8, 2022

DESCRIPTION OF PROJECT

Purchase two (2) additional electronic poll books (Badger Books); one each for District 1 and District 4.

NEW: X or REPLACEMENT:

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)

Four years of manufacturer break/fix services are included in the price of the hardware. After four years, there will be offerings available for extended warranties. There may be additional maintenance costs associated with Badger Books during their life span. The WEC provides many of the software updates for free, but bigger items such as possible onsite software upgrade services may have an additional cost.

PROJECT JUSTIFICATION

WEC's recommendation is to deploy one Badger Book unit for every 800 registered voters. Since Badger Books were initially approved (2020 budget), the number of registered voters in Districts 1 and 4 have both increased to the point that we are exceeding this threshold.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

ELECTIONS

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 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	14,500	10,912	10,912	37,000	10,435	30,000	18,000	18,000	-51.35%
100	51440	150	FICA	0	5	5	0	8	0	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	0	0	0	(7)	(7)	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**14,500**	**10,918**	**10,918**	**37,000**	**10,436**	**29,993**	**18,000**	**18,000**	**-51.35%**
			CONTRACTUAL SERVICES									
100	51440	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	4,000	2,570	3,000	0	0	-100.00%
100	51440	212	Seminars and Conferences	300	0	0	300	0	300	300	300	0.00%
100	51440	215	Consulting	6,000	5,256	6,133	10,000	5,923	10,000	7,800	7,800	-22.00%
			Subtotal	**6,300**	**5,256**	**6,133**	**14,300**	**8,493**	**13,300**	**8,100**	**8,100**	**-43.36%**
			SUPPLIES AND EXPENSE									
100	51440	310	Office Supplies	2,000	2,957	3,112	4,000	2,386	5,000	4,000	4,000	0.00%
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	45	50	0	50	50	50	0.00%
			Subtotal	**2,050**	**2,957**	**3,157**	**4,050**	**2,386**	**5,050**	**4,050**	**4,050**	**0.00%**
			CAPITAL OUTLAY									
100	51440	810	Capital Equipment	0	0	0	2,500	41,160	0	5,000	5,000	100.00%
			Subtotal	**0**	**0**	**0**	**2,500**	**41,160**	**0**	**5,000**	**5,000**	**100.00%**
			TOTAL	**$ 22,850**	**$ 19,131**	**$ 20,208**	**$ 57,850**	**$ 62,475**	**$ 48,343**	**$ 35,150**	**$ 35,150**	**-39.24%**

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 a majority of information systems within the organization.
7) *Manage cable access station* – Supervise operations of the City's Cable Access TV Station.

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.

2023 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.

2022 Performance Measurement Data (July 2021–June 2022):

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) Migrated on-premises email platform to cloud hosted platform.
2) Implemented security cameras at the Community Center, Fire Station 2 and Municipal Service Center.
3) Implemented mobile surveillance trailer.
4) Implemented secure remote access solution for Fire Rescue and Police Department vehicles.
5) Implemented point of sale hardware at Legion and VFW pools.
6) Implemented endpoint management platform to allow for better end user support and increased cybersecurity.

7) Implemented QR Code platform for all city departments.
8) Replaced video conferencing system in emergency operations center.
9) Replaced 20 end of life end user computing devices (15 desktops and 5 laptops).

Existing Program Standards Including Importance to Community:

1) Maintain common industry standard equipment and services.
   a. Community Importance
      i. Allows staff to effectively and efficiently communicate with citizens 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 2023 Information Management program cost is $223,577. This program benefits the community indirectly by creating an internal digital environment that employees use to service customers on a daily basis. This program funds a minimum infrastructure needed to securely support operations associated with general business activities.

2023 Program Objectives:

1) Complete implementation of IT Helpdesk solution to better serve internal customers.
2) Implement document management system.
3) Implement phase 3 and 4 security cameras.
4) Implement new antivirus platform that includes 24/7 incident monitoring.
5) Refine cybersecurity posture to ensure a safe IT environment.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased $2,103 to reflect actual costs.
2) Retirement increased $507 to reflect actual costs.
3) Health, Dental, DIB, Life & Wks Comp Ins increased $4,803 to reflect actual costs.

4) Training includes $3,500 to attend IT Operations/Cybersecurity training.
5) Seminars and Conferences increased $500 to accommodate additional IT staff. Seminars & Conferences includes $3,500 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.
6) Cell/Radio increased $480 to fund IT Support Specialist cell phone stipend.
7) Other Contractual Services increased $5,706. General Fund share is 28%. Increase is due to support costs associated with additional city staff members, Office 365 security platform and the implementation of a 24/7 cybersecurity monitoring platform.
8) 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).
9) Operating Supplies increased $2,655. General Fund share is 28%. Increase is due to support costs associated with software implementation, software upgrades and cybersecurity enhancements.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

INFORMATION MANAGEMENT

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51450	110	Salaries	$ 64,523	$ 28,761	$ 66,060	$ 68,157	$ 30,112	$ 68,157	$ 72,990	$ 68,920	1.12%
100	51450	120	Hourly Wages	0	2,614	21,923	35,889	15,856	35,889	37,686	37,992	5.86%
100	51450	125	Overtime Wages	0	0	12	0	0	0	0	0	0.00%
100	51450	150	FICA	4,936	2,326	6,221	7,960	3,508	7,960	8,467	8,179	2.75%
100	51450	151	Retirement	4,355	1,677	5,885	6,763	2,599	6,763	7,526	7,270	7.50%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	15,940	5,307	19,012	24,429	12,207	24,429	31,159	29,232	19.66%
100	51450	190	Training	3,500	2,434	3,094	3,500	278	1,500	3,500	3,500	0.00%
			Subtotal	**93,254**	**43,119**	**122,207**	**146,698**	**64,560**	**144,698**	**161,328**	**155,093**	**5.72%**
			CONTRACTUAL SERVICES									
100	51450	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51450	212	Seminars and Conferences	2,500	0	1,134	2,500	1,098	2,500	3,000	3,000	20.00%
100	51450	215	Consulting	0	0	0	0	0	0	0	0	0.00%
100	51450	218	Cell/Radio	648	260	556	648	220	648	1,128	1,128	74.07%
100	51450	219	Data	0	0	0	0	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	1,251	0	0	0	0	0	0	0	0.00%
100	51450	290	Other Contractual Services	28,420	3,741	20,649	31,182	9,388	23,591	36,888	36,888	18.30%
			Subtotal	**32,819**	**4,001**	**22,339**	**34,330**	**10,706**	**26,739**	**41,016**	**41,016**	**19.48%**
			SUPPLIES AND EXPENSE									
100	51450	310	Office Supplies	300	212	357	400	156	400	400	400	0.00%
100	51450	320	Memberships/Subscriptions	50	50	50	100	50	50	100	100	0.00%
100	51450	330	Mileage Reimbursement	165	0	50	220	21	220	220	220	0.00%
100	51450	340	Operating Supplies	17,629	6,539	15,745	24,093	5,782	21,390	26,748	26,748	11.02%
			Subtotal	**18,144**	**6,801**	**16,201**	**24,813**	**6,009**	**22,060**	**27,468**	**27,468**	**10.70%**
			CAPITAL OUTLAY									
100	51450	810	Capital Equipment	0	0	0	10,000	372	10,000	60,000	0	-100.00%
			Subtotal	**0**	**0**	**0**	**10,000**	**372**	**10,000**	**60,000**	**0**	**-100.00%**
			TOTAL	**$ 144,217**	**$ 53,921**	**$ 160,748**	**$ 215,841**	**$ 81,647**	**$ 203,497**	**$ 289,812**	**$ 223,577**	**3.58%**

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 are able to 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.

2023 Performance Measures:

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.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Measure: complete 100% of budget reports by deadline dates set on the City budget calendar.
   a. Result: completed 100% of budget deadlines.
2) Measure: complete 100% of monthly financial reports by the 20th day of the following month for all 12 months of the year.
   a. Result: completed 100% of monthly reports by the 20th day of the month.
3) Measure: complete annual financial report by May 15th for the preceding fiscal year.
   a. Result: completed the annual financial report by May 15th, 2021.

Significant Program Achievements:

1) Completed the 2022 Annual Budget Reports according to budget calendar.
2) Prepared Monthly Financial Reports by 20th day of succeeding month.
3) 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 on a daily basis.
   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 on a daily basis.
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 2023 Finance Department program cost is $154,424. 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.

2023 Budget Significant Expenditure Changes:

1) Salaries decrease $3,219 due to change in employee wage allocation.
2) Hourly Wages increases $1,398 due to projected wage increases.
3) Health, Dental, DIB, Life & Wks Cmp Ins decreases $712 due to change in employee wage allocation.
4) Seminars includes three GFOA finance seminars for $700, including hotels, meals and travel.
5) Consulting includes INCODE software maintenance and credit card transaction fees and $14,700 for the annual maintenance on Seamless Docs forms and online payment software, $9,000 for MSA Professional Services and $4,890 for Tyler Technologies employee self-service portal for paperless paystubs.
6) Office Supplies decreases $475 due to actual trends.
7) Memberships and Subscriptions includes WICPA $325; AICPA $325; Value Purchasing Group $25; and GFOA $50.
8) Office Equipment: No new items for 2023.

City of De Pere
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EXPENDITURES

FINANCE

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51500	110	Salaries	$ 55,590	$ 24,796	$ 56,072	$ 58,398	$ 25,806	$ 58,398	$ 61,310	$ 55,179	-5.51%
100	51500	120	Hourly Wages	19,060	8,509	19,464	19,825	8,763	19,825	21,223	21,223	7.05%
100	51500	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51500	150	FICA	5,711	2,575	5,587	5,984	2,693	5,984	6,314	5,845	-2.33%
100	51500	151	Retirement	5,039	1,937	5,076	5,084	1,952	5,084	5,612	5,195	2.18%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,960	4,221	9,741	12,294	5,934	12,294	13,166	11,582	-5.79%
100	51500	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**98,359**	**42,038**	**95,940**	**101,586**	**45,148**	**101,586**	**107,625**	**99,024**	**-2.52%**
			CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	720	2,400	2,400	1,000	2,400	2,400	2,400	0.00%
100	51500	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51500	212	Seminars and Conferences	700	0	0	700	110	400	700	700	0.00%
100	51500	215	Consulting	21,950	9,643	35,548	23,795	20,258	23,795	33,235	38,125	60.22%
100	51500	219	Auditing	12,500	11,980	12,500	12,750	12,911	12,911	13,000	13,000	1.96%
			Subtotal	**37,550**	**22,344**	**50,448**	**39,645**	**34,279**	**39,506**	**49,335**	**54,225**	**36.78%**
			SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	775	38	129	775	137	300	300	300	-61.29%
100	51500	320	Memberships/Subscriptions	725	380	675	725	380	725	725	725	0.00%
100	51500	330	Mileage Reimbursement	150	0	0	150	0	75	150	150	0.00%
			Subtotal	**1,650**	**418**	**804**	**1,650**	**517**	**1,100**	**1,175**	**1,175**	**-28.79%**
			CAPITAL OUTLAY									
100	51500	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
100	51500	811	Office Equipment	0	0	0	500	0	500	0	0	-100.00%
			Subtotal	**0**	**0**	**0**	**500**	**0**	**500**	**0**	**0**	**0.00%**
			TOTAL	**$ 137,559**	**$ 64,800**	**$ 147,192**	**$ 143,381**	**$ 79,945**	**$ 142,692**	**$ 158,135**	**$ 154,424**	**7.70%**

Assessor

Program Full Time Equivalents: 0.10

Program Mission:

Create and maintain equitable and uniform valuations of real and personal property for assessment purposes.

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) *Personal Property Assessment* – Wisconsin Statutes, Chapter 70 requires that owners of businesses submit a self-reporting form identifying personal property associated with their business that is either in their ownership or leased. The forms are reviewed on an annual basis to establish uniform and equitable personal property values that are used as a base for tax purposes.
5) *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 both real and personal 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.

2023 Performance Measures:

1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2022.
2) Physical inspection of 100% of partially completed construction will be completed by January 15, 2023.
3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2023.
4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2023.
5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

2022 Performance Measurement Data (July 2021 – June 2022):

1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2021.
   a. Result: 100% of businesses received personal property forms by December 31, 2021.
2) Inspect partially completed construction by January 15, 2022.
   a. Result: 100% of partially completed construction inspections were completed on January 15, 2022.
3) Provide computer exemption reports to Department of Revenue by May 1, 2022.
   a. Result: 100% of computer exemption reports were provided to Department of Revenue by May 1, 2022.
4) Review and revise parcel splits, combinations, new subdivisions, and name changes on work roll by April 1, 2022.
   a. Result: 100% of parcel splits, combinations, new subdivisions, and name changes were reviewed and revised by April 1, 2022.
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 13, 2022.

Significant Program Achievements:

1) Updated educational assessment information placed on City of De Pere website.
2) Determined timely partial assessments on January 5, 2022.
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 24, 2022; telephonic appointments were available through May 2, 2022.
6) Board of Review was held on May 5, 2022.

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 2023 Assessor budget is $98,450. 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.

2023 Significant Budget Expenditure Changes:

1) Hourly Wages increased $256 due to expected wage increases.
2) Overtime Wages increased $50 to account for staff selection of overtime wages instead of comp time.
3) FICA increased $20 due to expected wage increases.
4) Retirement increased $36 due to expected wage increases.

5) The Consulting budget includes $11,500 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties, $76,000 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
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EXPENDITURES

ASSESSOR

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51530	120	Hourly Wages	$ 4,955	$ 2,209	$ 5,092	$ 5,102	$ 2,254	$ 5,102	$ 5,358	$ 5,358	5.02%
100	51530	125	Overtime Wages	0	1	30	0	33	33	50	50	100.00%
100	51530	150	FICA	379	163	355	390	169	390	410	410	5.02%
100	51530	151	Retirement	334	128	342	332	131	334	368	368	10.89%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,623	858	1,974	2,418	1,189	2,418	2,590	2,514	3.97%
100	51530	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**8,291**	**3,358**	**7,793**	**8,242**	**3,777**	**8,277**	**8,776**	**8,700**	**5.55%**
			CONTRACTUAL SERVICES									
100	51530	210	Telephone	1,500	397	926	1,500	520	520	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	50,800	50,784	50,926	87,500	87,536	87,536	88,000	88,000	0.57%
100	51530	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**52,300**	**51,181**	**51,852**	**89,000**	**88,056**	**88,056**	**89,500**	**89,500**	**0.56%**
			SUPPLIES AND EXPENSE									
100	51530	310	Office Supplies	250	0	0	250	0	250	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**	**0**	**250**	**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	**$ 60,841**	**$ 54,539**	**$ 59,645**	**$ 97,492**	**$ 91,833**	**$ 96,583**	**$ 98,526**	**$ 98,450**	**0.98%**

City Hall

Program Full Time Equivalents: 0.27

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.

2023 Performance Measures:

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

2022 Performance Measurement Data:

1) Reduce energy use by 1% through improvements in energy efficiencies.
   a. 2021 total electrical use = 552,320 kWh. 2022 total electrical use = 612,400 kWh. This is an increase of 60,080 kWh. Performance measure not met.

Significant Program Achievements:

1) Slip lining existing cast iron sanitary drain lines.
2) LED lights installed in offices.
3) Engineering for boiler replacement completed.
4) City Hall windows replaced.
5) Remodeled 2nd floor offices.
6) Painted walls with City's branding colors.

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 2023 City Hall program budget is $145,288. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased $10,076 to reflect change in allocation for building maintenance wages and increase in employee wages as detailed in the building maintenance program.
2) FICA increased $771 to reflect change in allocation for building maintenance wages and increase in employee wages.
3) Retirement increased $710 to reflect change in allocation for building maintenance wages and increase in employee wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,526 to reflect change in allocation for building maintenance wages and increase in health insurance premiums.
5) Consulting includes landscaping services and HVAC services.
6) Cleaning Service Contract increased $1,415 to reflect actual costs.
7) Utilities increased $3,395 to reflect increase in electricity costs.

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EXPENDITURES

CITY HALL

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	51600	120	Hourly Wages	$ 12,240	$ 5,032	$ 8,301	$ 8,280	$ 5,367	$ 10,734	$ 17,979	$ 18,356	121.69%
100	51600	125	Overtime Wages	0	0	88	0	0	0	0	0	0.00%
100	51600	126	Seasonal Labor	500	0	226	0	0	0	0	0	0.00%
100	51600	150	FICA	944	369	602	633	402	821	1,375	1,404	121.69%
100	51600	151	Retirement	826	317	564	538	370	698	1,223	1,248	131.92%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,419	1,367	1,972	3,237	2,115	4,230	6,950	6,763	108.93%
			Subtotal	**18,929**	**7,086**	**11,752**	**12,689**	**8,253**	**16,483**	**27,527**	**27,771**	**118.87%**
			CONTRACTUAL SERVICES									
100	51600	210	Telephone	1,900	570	1,900	1,900	850	1,900	1,900	1,900	0.00%
100	51600	215	Consulting	10,000	4,125	13,858	10,000	4,220	10000	10,000	10,000	0.00%
100	51600	217	Cleaning Service Contract	22,000	13,034	30,245	28,307	12,504	28,307	29,722	29,722	5.00%
100	51600	220	Utilities	48,500	20,485	48,249	48,500	18,743	48,500	51,895	51,895	7.00%
			Subtotal	**82,400**	**38,214**	**94,253**	**88,707**	**36,317**	**88,707**	**93,517**	**93,517**	**5.42%**
			SUPPLIES AND EXPENSE									
100	51600	314	Repairs and Maintenance	12,000	2,065	8,533	12,000	3,556	12,000	12,000	12,000	0.00%
100	51600	340	Operating Supplies	12,000	1,279	7,944	12,000	2,941	12,000	12,000	12,000	0.00%
			Subtotal	**24,000**	**3,344**	**16,476**	**24,000**	**6,497**	**24,000**	**24,000**	**24,000**	**0.00%**
			CAPITAL OUTLAY									
100	51600	810	Capital Equipment	10,000	641	8,361	18,000	6,579	18,000	335,000	0	-100.00%
			Subtotal	**10,000**	**641**	**8,361**	**18,000**	**6,579**	**18,000**	**335,000**	**0**	**-100.00%**
			TOTAL	**$ 135,329**	**$ 49,285**	**$ 130,842**	**$ 143,397**	**$ 57,646**	**$ 147,190**	**$ 480,044**	**$ 145,288**	**1.32%**

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 2023 Budget for the Other General Government program cost is $460,736.

2023 Budget Significant Expenditure Changes:

1) Property & Liability Insurance increased $45,637 due to increased insurance premiums.
2) Reserved Wage & Benefit Funds increased $7,837 to provide funding for staff covered by pending collective bargaining agreement adjustments and for proposed salary and benefit adjustments for the City Administrator.

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EXPENDITURES

OTHER GENERAL GOVERNMENT

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			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	236,380	42,823	115,051	241,100	98,048	24,100	298,737	286,737	18.93%
100	51901	524	Sundry Unclassified	30,000	18,285	52,676	30,000	30,125	35,000	30,000	30,000	0.00%
			Subtotal	**266,380**	**61,108**	**167,727**	**271,100**	**128,173**	**59,100**	**328,737**	**316,737**	**16.83%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	51901	710	Illegal Taxes/Refunds Uncollectables	7,000	1,230	18,942	7,000	3,589	7,000	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	1,000	0	0	1,000	0	1,000	1,000	1,000	0.00%
			Subtotal	**8,000**	**1,230**	**18,942**	**8,000**	**3,589**	**8,000**	**8,000**	**8,000**	**0.00%**
			COST REALLOCATIONS									
100	51901	901	Employee Performance & Bonus Pay	32,605	0	0	33,584	0	0	34,592	34,592	3.00%
100	51901	911	Reserved Wage and Benefit Funds	176,065	0	0	93,570	3,360	0	101,407	101,407	8.38%
			Subtotal	**208,670**	**0**	**0**	**127,154**	**3,360**	**0**	**135,999**	**135,999**	**6.96%**
			TOTAL	**$ 483,050**	**$ 62,338**	**$ 186,669**	**$ 406,254**	**$ 135,122**	**$ 67,100**	**$ 472,736**	**$ 460,736**	**13.41%**

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 property tax 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. Through the Community Partnership for children, visits are offered to all families at the time of their child's birth to provide early intervention health education, referral and follow-up as needed to increase healthy outcomes, promote school readiness and assure a positive trajectory along the life course. Public Health Nurse home visits are completed based on medical provider referral, self-referral or based on nursing staff evaluation of risk factors identified at the time of birth.
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: to include child passenger safety and prevention programs for the older adult* – Activities funded by grant funding and property tax. *The assurance of injury prevention programming required by state statute*. Strengthen 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. 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 Stepping On is a falls prevention program.

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. If an adult is not eligible, private pay vaccine may be available. 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 property tax 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 property tax. 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 property tax. 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 property tax and grant funding. Education is provided to residents in a variety of ways including direct mailings to households, monthly articles, city-wide newsletter contributions, 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.

2023 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. Due to the unforeseen pandemic which began at the beginning of 2020, inspections were halted per the authorization of

DATCAP. De Pere Health Department has been in close communication with our licensed establishments both by email and in person. Inspection efforts resumed in early 2021 however due to the back log of establishment inspections we are working on completing 100% of the inspections by end of fiscal year June 30, 2022.

b. Re-inspections will be conducted as necessary to verify compliance.
c. Establishment complaint investigation will be initiated within 72 hours of receipt.

2022 Performance Measurement Data (July 2021 – June 2022):

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 **82**% by 24 months of age. This increased rate is likely due to children receiving routine medical care after two years of the pandemic when children did not receive routine medical care. Also the health department has made significant efforts through a campaign to stress the 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 including our COVID-19 cases.
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 initiated within 72 hours.
   b. Result: All establishments were inspected within the fiscal year.

Significant Program Achievements:

This past budget year in many ways was a continuation of pandemic work started in 2020. 2021 saw appropriate and timely shifts in mitigation efforts as the pandemic continued to morph. COVID-19 vaccines were made available at the start of 2021 and planning for clinics began in December 2020 to make sure we were ready to give vaccine at its earliest availability. The vaccination clinics initially were hosted at the De Pere Fire Department then to the De Pere Community Center where the majority of clinics were held. There were several "pop-up" clinics also to meet the people where they are at for equitable access for all. De Pere High School, St. Anne's church, De Pere farmers markets, the Beer Gardens and a few businesses were used as vaccination sites and the response was very positive. In December 2021 we celebrated having our **100th** COVID vaccination clinic. Contact tracing was accomplished through the work of our limited term employees primarily. The health department continued 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 made great efforts to ensure our community had access to the right information at the right time.

Our "regular" programming continued to be put on hold during 2021 because of COVID-19 response efforts. Therefore we utilized social, digital, news, and print media to educate our community not only for COVID mitigation but on various other topics i.e. lead toxicity, injury prevention, immunizations, family preparedness, health promotion, and wellness topics.

Our commitments to our committees and coalitions continued as much as possible. 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 just to name a few.

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.

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).

Our environmental sanitarian continues to work diligently to assure that rules and regulations are followed while being very accessible to business owners to assist with questions and/or concerns that may arise throughout the license year. The health inspector is also involved in the monitoring of all special events being held within the city.

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 protect and promote the health of the community thus creating a healthier place to live, work and play. The standards are outlined below:

1) Monitor health status to identify and solve community health problems (i.e. Community Health Improvement Plan, maintain, advocate for and utilize vaccine and disease registries).
   a. Community Importance

i. Allows for a common set of measures for the community to prioritize the health issues that will be addresses through strategic planning and action, to allocate and align resources and to monitor population-based health status improvement over time.

2) Diagnose and investigate health problems and health hazards in the community (i.e. investigations of disease outbreaks, coordinate activities for fee exempt Wisconsin State Lab of Hygiene testing in accordance with standing orders and state recommendations).
   a. Community Importance
      i. Allows for trending illness/disease, identification of changes or patterns and investigation of underlying causes or factors. Ready access to this information can curtail an outbreak if a common source is identified.
3) Inform, educate, and empower people about health issues (i.e. health education and health promotion partnerships with schools, churches, and work-sites. This could include media/social media outlets).
   a. Community Importance
      i. Allows residents make better informed healthy choices throughout their lives. Health promotion activities give individuals groups and communities greater control over conditions affecting their health.
4) Mobilize community partnerships and action to identify and solve health problems (i.e. coalition activities associated with the community health improvement plan. The three health issues that the partnerships are working on currently include: alcohol, nutrition (and physical activity) and oral health).
   a. Community Importance
      i. Allows for the sharing of resources and accountability in undertaking community health improvement. Relationships among private, public and non-profit institutions allow for networking, coordination, cooperation and collaboration achieving a common purpose).
5) Develop policies and plans that support individual and community health efforts (i.e. health department policies and plans as well as community policies and plans. This could include, but is not limited to: ordinances, codes, smoke-free policies, health department strategic plan, emergency preparedness plans and community health improvement plan).
   a. Community Importance
      i. Allows for an effective governmental presence at the local level. The development of policy to protect the health of the public assures public health practice aligns with the needs of the community.
6) Enforce laws and regulations that protect health and ensure safety (i.e. restaurant/hotel/tattoo inspections, health hazard enforcement, isolation /quarantine, school immunization requirements, communicable disease reporting/follow-up, etc.).
   a. Community Importance
      i. Protects the health and ensures safety for the residents and visitors.
7) Link people to needed personal health services and assure the provision of health care when otherwise unavailable (i.e. working with community partners in identifying populations with barriers to personal health services, knowing community resources and linking people to needed resources and providing “gap filling” services (as appropriate). Some gap filling

services provided include: care coordination for children and youth with special health care needs, immunizations, home visitation, and car seat education/installation.

a. Community Importance
    i. Allows for those with identified barriers, access needed community programming and health services.

8) Assure competent public and personal health care workforce (i.e. workforce certifications, licenses and education required by law/policy guidelines needed to provide public health services, provide mentoring opportunities for students/new graduates)
    a. Community Importance
        i. Allows for a competent workforce. The complexity of promoting health and preventing disease in a diverse society requires the public health workforce to continually learn and apply this new knowledge. Emerging needs are continuously changing and with that competencies and trainings will forever be evolving.

9) Evaluate effectiveness, accessibility, and quality of personal and population-based health services (i.e. at least every 3-5 years the local health department evaluates the accessibility and effectiveness of population-based health services collaboratively on a local level and state level (Community Health Improvement Plan and Healthiest Wisconsin 2020). At this time, documented progress towards goals are reviewed and discussed and revised as needed. Informal satisfaction surveys have also been implemented to improve upon gap filling personal health services provided within the local health department).
    a. Community Importance
        i. Evaluation of the accessibility/quality of services delivered allows for re-allocation of resources and re-shaping programs as needed within the health department and within the community.

10) Research for new insights and innovative solutions to health problems (i.e. linkages with UW systems that conduct research and obtain best practice and evidence-based recommendations for programming, monitor and research best practice information from other agencies and organizations on a local, state and federal level).
    a. Community Importance
        i. Innovation and the implementation of research-based programming within the health department or within the community, strengthens public health practice and ultimately benefits the health of the community.

Costs and Benefits of Program and Services:

The proposed 2023 Health Department program cost is $728,923. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased $3,744 due to projected step increase.
2) Seasonal labor $110,930 due to COVID-19 response and funded by state grants.
3) FICA increased $6,389 due to projected step increases and budgeting for seasonal labor wages.
4) Retirement increased $6,049 due to projected increases.
5) Seminars and Conferences: Regional WALHDAB meetings $160 WALC conference $200, Environmental Health Conferences $675; Public Health Operations Conference $215, Governor's Conference for Emergency Management $950 (paid for with Preparedness Grant), Governor's Conference for Injury Prevention $520.
6) 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 (paid for with Immunization Grant).
7) Mileage reimbursement has decreased $300 due to several meetings now being held virtually.

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EXPENDITURES

HEALTH DEPARTMENT

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	54100	110	Salaries	$ 304,262	$ 135,079	$ 302,976	$ 320,383	$ 135,220	$ 270,440	$ 337,938	$ 335,300	4.66%
100	54100	120	Hourly Wages	43,555	19,994	46,140	47,195	20,850	41,700	50,939	50,939	7.93%
100	54100	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	0	43,770	105,340	0	55,465	110,930	110,930	110,930	100.00%
100	54100	150	FICA	26,608	12,826	28,654	28,120	14,502	25,487	34,711	34,509	22.72%
100	54100	151	Retirement	23,478	9,014	24,805	23,893	10,103	20,289	30,121	29,942	25.32%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	88,840	35,186	72,959	88,075	38,967	77,934	92,917	90,805	3.10%
100	54100	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**486,744**	**255,869**	**580,875**	**507,665**	**275,107**	**546,780**	**657,556**	**652,424**	**28.51%**
			CONTRACTUAL SERVICES									
100	54100	210	Telephone	1,700	573	1,525	1,700	1,163	1,726	1,700	1,700	0.00%
100	54100	212	Seminars and Conferences	1,700	265	1,289	1,700	352	1,302	1,700	1,700	0.00%
100	54100	215	Consulting	0	0	0	0	0	0	0	0	0.00%
100	54100	218	Cell/Radio	800	511	1,114	800	561	1,000	800	800	0.00%
100	54100	240	Equipment Maintenance	800	14	1,559	800	500	800	800	800	0.00%
			Subtotal	**5,000**	**1,363**	**5,488**	**5,000**	**2,575**	**4,828**	**5,000**	**5,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	54100	310	Office Supplies	2,500	318	1,028	2,500	467	2,500	2,500	2,500	0.00%
100	54100	320	Memberships/Subscriptions	800	95	925	800	300	725	800	800	0.00%
100	54100	324	Medical Supplies	5,000	219	1,671	5,000	729	5,000	5,000	5,000	0.00%
100	54100	330	Mileage Reimbursement	1,800	0	0	1,800	130	1,500	1,500	1,500	-16.67%
100	54100	331	Transportation	1,500	72	299	1,500	411	1,500	1,500	1,500	0.00%
100	54100	351	MCH Grant	12,675	0	1,700	8,933	166	8,933	8,933	8,933	0.00%
100	54100	354	Childhood Lead Grant	1,724	522	522	1,877	47	1,877	1,877	1,877	0.00%
100	54100	355	Immunization Outreach Grant	7,339	1,398	2,818	7,458	442	7,458	7,458	7,458	0.00%
100	54100	358	Preparedness Grant	34,037	21,573	57,573	34,037	32,117	34,037	34,037	34,037	0.00%
100	54100	359	Prevention Grant	5,313	0	0	4,294	0	4,294	4,294	4,294	0.00%
100	54100	360	Communicable Disease Grant	3,600	212	2,222	3,600	360	3,600	3,600	3,600	0.00%
100	54100	361	Agent Program			609	0	730	0	0	0	0.00%
			Subtotal	**76,288**	**24,409**	**69,367**	**71,799**	**35,899**	**71,424**	**71,499**	**71,499**	**-0.42%**
			CAPITAL OUTLAY									
100	54100	810	Capital Equipment	0	0	0	0	0	0	27,433	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**27,433**	**0**	**0.00%**
			TOTAL	**$ 568,032**	**$ 281,641**	**$ 655,729**	**$ 584,464**	**$ 313,581**	**$ 623,032**	**$ 761,488**	**$ 728,923**	**24.72%**

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.

2023 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.

2022 Performance Measurement Data (July 2021 – June 2022):

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 5/9/2022.
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 extensive and all-encompassing COVID-19 response efforts made by the health department during this past year. They have been kept informed of the progression of the response activities.

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 2023 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.

2023 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.

2023 Budget Significant Expenditure Changes:

There are none.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

BOARD OF HEALTH

Account Number			PERSONAL SERVICES									
			Account Title	**2021 Adopted Budget**	**2021 6 mos Actual**	**2021 Year End Actual**	**2022 Adopted Budget**	**2022 6 mos Actual**	**2022 Year End Estimate**	**2023 Dept Head Proposed**	**2023 Executive Proposed**	**2023 / 2022 Budget % Of Change**
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	0	0	100	20	100	100	100	0.00%
			Subtotal	**100**	**0**	**0**	**100**	**20**	**100**	**100**	**100**	**0.00%**
			TOTAL	**$ 100**	**$ 0**	**$ 0**	**$ 100**	**$ 20**	**$ 100**	**$ 100**	**$ 100**	**0.00%**

Development Services

Program Full Time Equivalents: 1.52

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.

2023 Performance Measures:

1) Complete a Zoning Code Update by January 1, 2023
2) Complete website updates and developer consultant outreach regarding the updated Chapter 14 Zoning Code by March 1, 2022.
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.

4) Complete a Comprehensive Housing Study by July 31, 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).
6) Close out CDBG project and complete final audit by July 1, 2023
7) Break ground on the development of 360 Main Ave by Sept 1, 2023

2022 Performance Measurement Data:

1) Complete a 2021 Comprehensive Plan Update by June 2022.
   Result: Ongoing. The project expanded to include SE Area Plan and extended the completion to December 2022.
2) Complete and begin utilization of the updated Chapter 14 Zoning Code by March 31, 2022.
   Result: rescheduled to Jan 1, 2023
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 2022.
   Result: Completed
4) Complete a Comprehensive Housing Study by February 2023
   Result: (ongoing)
5) Successfully plan and implement the expansion of Commerce Drive by September 2022 (private development dependent).
   Result: Ongoing. also included the planned expansion of American Blvd in the west business park.
6) Successfully plan and implement the creation of a new TID for the redevelopment of Front Street/Broadway by December 2022 (private development dependent).
   Result: Developer-driven project has not progressed.

Significant Program Achievements (July 2021 – July 2022):

1) Planning:
   a. Successfully processed a number of pre-application inquiries, site plan and zoning applications while maintaining a high level of customer service.
   b. Processed 6 CSM's, 1 Plat, 12 Extraterritorial Plats/CSMs, 4 Rezoning Applications, 16 Site Plans and 9 other requests that required Plan Commission and/or additional approvals.
   c. Processed 4 variance requests for the Board of Appeals.
   d. Processed 2 sign variance applications with the Building Inspection Division
   e. Zoning Code update 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. Worked with engineering division for the expansion of Commerce Drive, American Blvd, and 400 Block of Main/Reid Ave Alley construction.
   e. Communication with Shopko ownership and interested parties as related to the future of the property.
3) Façade Grant Program: Processed two façade grant applications.
4) Coordinated and facilitated regular meetings with Definitely De Pere and the De Pere Chamber in order to coordinate initiatives and promote collaboration.
5) Implementation of initiatives related to the newly adopted City brand standards and imagery.
6) Project management for the Zoning Code rewrite.
7) Project management for the Comprehensive Plan Update.
8) 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 City Address.

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 2023 Economic Development and Planning portion of the Development Services Department cost is $239,174. 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.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased by $1,151 due to step increases and COLA increases.
2) Overtime increased $300 due to actual trends.
3) FICA increased by $558 due to step increases and COLA increases.
4) Health, Dental, DIB, Life & retirement, FICA, Wks Cmp Ins) increased by $3,732 due to actual trends.
5) Training. Training budget reduced by $300 through the use of more online tools.
   IEDC Economic Development Training ($1,500), department training ($300), administrative training ($300), Webinars and events to maintain AICP certification ($600), ULI exam preparation ($300).
6) Telephone slightly increased by $100 due to actual trends.
7) Seminars and Conferences. Seminars and Conferences increased by $1,400 due to an additional economic development conference and the anticipated increased travel and lodging costs.
   National APA Conference (virtual in 2021) ($2,350), Wisconsin APA ($700), APA Webinar Training ($360), WEDA training ($150), WEDA Governor's Conference ($800), and local events by NEW North, Greater Green Bay, Definitely De Pere ($240).
8) Consulting decreased by $41,000. 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
9) Office supplies increased by $250 due to new design software.
10) Promotions & Advertising decreased by $500 due to trends.
11) Membership/Subscriptions increased by $100: APA/AICP ($1,100), IEDC ($500), ICMA ($200), Congress of New Urbanism (New - $150), and WEDA ($350)
12) Grants, Contributions, Indem: Increased by $6,300 to maintain membership contributions to the BID/Definitely De Pere, Green Bay Chamber, and the De Pere Chamber.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

DEVELOPMENT SERVICES

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	56700	110	Salaries	$ 106,029	$ 47,262	$ 107,438	$ 110,702	$ 48,919	$ 110,702	$ 116,851	$ 106,527	-3.77%
100	56700	120	Hourly Wages	22,296	9,938	22,913	22,960	10,145	22,960	24,111	24,111	5.01%
100	56700	125	Overtime Wages	0	4	136	0	149	200	300	300	100.00%
100	56700	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	56700	150	FICA	9,817	4,410	9,572	10,225	4,582	10,240	10,807	10,017	-2.04%
100	56700	151	Retirement	8,662	3,326	8,760	8,688	3,353	8,701	9,606	8,904	2.48%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	30,431	9,978	24,686	27,933	16,233	$ 27,933	34,687	31,665	13.36%
100	56700	190	Training	3,000	1,155	1,155	3,000	579	$ 2,500	2,700	2,700	-10.00%
			Subtotal	**180,234**	**76,073**	**174,662**	**183,508**	**83,960**	**183,236**	**199,061**	**184,224**	**0.39%**
			CONTRACTUAL SERVICES									
100	56700	210	Telephone	1,250	318	739	750	415	829	850	850	13.33%
100	56700	212	Seminars and Conferences	3,200	0	10	3,200	2,858	4,600	4,600	4,600	43.75%
100	56700	215	Consulting	31,000	4	40,847	51,000	6,322	48,000	66,000	10,000	-80.39%
				35,450	**321**	**41,597**	**54,950**	**9,595**	**53,429**	**71,450**	**15,450**	**-71.88%**
			SUPPLIES AND EXPENSE									
100	56700	310	Office Supplies	400	47	636	400	389	389	650	650	62.50%
100	56700	313	Promotions & Advertising	2,000	0	200	2,000	75	1,500	1,500	1,500	-25.00%
100	56700	315	Publications	200	0	0	0	0	0	0	0	0.00%
100	56700	320	Memberships/Subscriptions	2,200	900	2,052	2,200	1,379	2,000	2,200	2,300	4.55%
100	56700	330	Mileage Reimbursement	500	0	0	250	0	200	250	250	0.00%
			Subtotal	**5,300**	**947**	**2,888**	**4,850**	**1,843**	**4,089**	**4,600**	**4,700**	**-3.09%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	56700	702	Contribution--BID/Definitely De Pere	20,000	0	20,000	24,000	0	24,000	24,000	30,000	25.00%
100	56700	703	Contribution--Advance	4,000	4,010	4,010	4,100	4,211	4,100	4,300	4,300	4.88%
100	56700	704	Contribution--De Pere Chamber	400	0	157	400	0	400	500	500	25.00%
			Subtotal	**24,400**	**4,010**	**24,167**	**28,500**	**4,211**	**28,500**	**28,800**	**34,800**	**22.11%**
			CAPITAL OUTLAY									
100	56700	811	Capital Equipment	0	0	0	0	1,528	0	0	0	0.00%
100	56700	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**1528**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 245,384**	**$ 81,351**	**$ 243,314**	**$ 271,808**	**$ 101,138**	**$ 269,255**	**$ 303,911**	**$ 239,174**	**-12.01%**

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.

2023 Performance Measures:

1) Provide mapping project/data request confirmation to clients within 24 hours.
2) Establish plan for seamless migration from ArcMap to ArcGIS Pro for GIS deparement by December 2023.
3) Contract procurement for impervious surface data by December 2023.
4) Conduct ADA Tier II facilities audit by December 2023.

2022 Performance Measurement Data (July 2021-August 2022):

1) Provide mapping project/data request confirmation to clients within 24 hours.
   Result: Achieved
2) Develop 1 GIS operations dashboard each for Building Inspection, Engineering and Street Departments.
   Result: Underway. Expected completion of final dashboard 4th quarter.
3) Conduct GIS needs assessment for Emergency Services (Police/Fire) by September 2022.
   Result: Achieved
4) Develop GIS based process/procedure for attributing assessment building data to our existing parcel data (age, number of units, etc.) by August 2022. Result: Achieved

Significant Program Achievements:

1) Completed analysis and generated the City storm water utility billing database generating over $2,086,000 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 Lead Copper Rule Revision requirements.
4) Successfully trained new pilots for FAA Part 107 license exam. The additional pilots now cover all shifts for better drone program emergency response.
5) Provided mapping for City Comprehensive Plan in cooperation with Development Services.

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 2023 GIS program cost is $146,546. 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.

2023 Program Objectives:

1) Prepare for migration of data and procedures related 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.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased $3,121 due to COLA and GIS Technician step increase.
2) Retirement increased $471 to reflect actual trends.
3) 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.
4) Seminar funding remains at $2,195 and includes $400 for Leadership Green Bay expenses, $545 WLIA conference, $500 EWUG conference, $750 PMI-NEW Prof. development.
5) Office supplies decreased $800 due to retirement of GIS laser printer/new multifunction lease.
6) Memberships include Wisc. Land Information Association (2), Project Management Institute and PMI-NEW.
7) Mileage increased $100 to reflect trends and anticipated location of 2023 conferences.
8) Capital Equipment include:
   $1,125 ($50 Increase. 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 FAA 2023 remote ID requirements, Aircraft registration, data storage and archival related expenses, accessories necessary for safe flight, software, and contingency fund for unanticipated parts/repairs.
   $5,250 for replacement or our existing drone (This cost is a 50/50 split general fund $5,250/storm utility $5,250).
   $3,400 for replacement of two GIS notebook computers to maintain IT 5-year replenishment schedule.
   The City will not upgrade the 2023 orthographic photos from 6” to 3” as staff felt it was not worth the additional cost and opted for the additional impervious surface mapping included in the stormwater utility budget.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Dan Lindstrom

DATE PREPARED: 7/26/22

DESCRIPTION OF PROJECT

Drone related expenses for year five 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

$1740- Technology expenses: To support the Drone program for meeting the coming FAA "Remote ID" requirement. peripheral equipment (additional batteries, cords, propellers), software, data storage and archival related expenses.

$10 FAA 3-year drone registration.

$500 for maintenance contingency.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Dan Lindstrom

DATE PREPARED: 7/26/22

DESCRIPTION OF PROJECT

Drone replacement for year five of our City Drone Program.

Building on the success of the Drone Program, staff recommends replacing our current drone with an Autel Evo 2 Enterprise aircraft.

NEW: X or REPLACEMENT:

PROJECTED COST: $10,500

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	50% Storm Utility $5,250	50% General Fund $5,250

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Program costs will continue annually, allowing for FAA pilot training, aircraft registration and parts contingency.

PROJECT JUSTIFICATION

Considerable advances in technology have taken place since purchasing our entry level aircraft. Having experienced great success as a proof of concept, we recommend the Autel for the following reasons:

- **Longer flight times.**
- **Advanced optical camera and zoom functionality. (For all uses)**
- **Advanced thermal camera systems. (For fire, overwatch and search & rescue operations)**
- **Ability to deliver a payload (e.g. a cell phone or a life preserver).**
- **Far less cumbersome pilot unlock procedures than existing drone.**
- **Better controls for the pilot, removes problematic cable connection between the control and screen.**
- **Larger motors than our current aircraft, allowing more stable flight in gusty winds.**
- **Safety is the first priority of the program. Our existing aircraft has considerable wear and tear, serving as both the training and operational drone since program inception. Replacement is recommended.**
- **Our existing aircraft will require increased maintenance funding the longer it remains in service.**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Dan Lindstrom

DATE PREPARED: 7/28/22

DESCRIPTION OF PROJECT

Project will procure two new notebook computers 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

Notebooks are needed for, preparedness and mobile mapping for Emergency operations, GIS mobile mapping updates and field work, drone field operations and remote work.

Project replaces 2 GIS capable notebook computers.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

GIS

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	56900	110	Salaries	$ 51,749	$ 22,980	$ 51,722	$ 53,296	$ 23,457	$ 53,296	$ 57,058	$ 53,135	-0.30%
100	56900	120	Hourly Wages	34,673	15,455	35,481	36,652	16,192	36,652	39,453	39,773	8.52%
100	56900	125	Overtime Wages	170	0	0	0	0	0	0	0	0.00%
100	56900	150	FICA	6,624	2,979	6,448	6,881	3,093	6,881	7,383	7,107	3.29%
100	56900	151	Retirement	5,845	2,235	5,860	5,847	2,239	5,847	6,563	6,318	8.06%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,659	6,925	16,036	19,804	9,696	19,804	21,355	19,568	-1.19%
100	56900	190	Training	5,100	322	2,461	5,100	1,747	5,100	5,100	5,100	0.00%
			Subtotal	**125,820**	**50,896**	**118,007**	**127,580**	**56,424**	**127,580**	**136,912**	**131,001**	**2.68%**
			CONTRACTUAL SERVICES									
100	56900	210	Telephone	400	106	247	400	139	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	740	740	2,195	775	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**	**846**	**987**	**2,775**	**914**	**2,775**	**2,775**	**2,775**	**0.00%**
			SUPPLIES AND EXPENSE									
100	56900	310	Office Supplies	3,000	1,261	1,290	3,000	607	3,000	2,200	2,200	-26.67%
100	56900	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	295	274	274	295	274	274	295	295	0.00%
100	56900	330	Mileage Reimbursement	400	0	86	400	78	400	500	500	25.00%
			Subtotal	**3,695**	**1,535**	**1,650**	**3,695**	**959**	**3,674**	**2,995**	**2,995**	**-18.94%**
			CAPITAL OUTLAY									
100	56900	811	Office Equipment	1,188	0	0	1,075	0	1,075	9,775	9,775	809.30%
100	56900	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,188**	**0**	**0**	**1,075**	**0**	**1,075**	**9,775**	**9,775**	**809.30%**
			TOTAL	**$ 133,478**	**$ 53,277**	**$ 120,644**	**$ 135,125**	**$ 58,296**	**$ 135,104**	**$ 152,457**	**$ 146,546**	**8.45%**

TOTAL GENERAL GOVERNMENT

City of De Pere
2023 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Total General Government

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 1,061,559	$ 478,559	$ 1,081,116	$ 1,135,129	$ 491,953	$ 1,085,186	$ 1,171,545	$ 1,119,380	-1.39%
120	Hourly Wages	365,418	165,743	393,625	408,621	182,264	402,626	495,229	475,857	16.45%
122	Hourly Wages Part Time	119,896	52,748	99,344	92,030	47,341	92,244	94,675	94,675	2.87%
124	Hourly Wages Board of Health	0	0	0	0	0	0	0	0	0.00%
125	Overtime Wages	1,420	408	1,765	1,250	1,577	2,283	3,100	3,100	148.00%
126	Seasonal Labor	500	43,770	105,873	1,200	55,633	112,130	112,130	112,130	9244.17%
128	Hourly Wages--Poll Workers	14,500	10,912	10,912	37,000	10,435	30,000	18,000	18,000	-51.35%
150	FICA	113,223	52,061	114,016	121,154	56,166	118,545	135,735	130,262	7.52%
151	Retirement	95,569	36,852	99,128	98,906	38,696	95,337	115,560	110,696	11.92%
152	Health, Dental, DIB, Life and Wks Comp Ins	340,835	118,851	272,460	338,210	170,447	347,062	434,406	399,306	18.06%
190	Training	12,900	3,911	6,710	12,900	3,519	10,400	14,400	14,400	11.63%
192	Tuition Assistance	4,175	3,736	4,054	5,000	3,962	5,000	7,000	7,000	40.00%
193	Organizational Training	2,700	0	0	2,700	0	2,700	2,825	2,825	4.63%
	Subtotal	**2,132,694**	**967,551**	**2,189,004**	**2,254,100**	**1,061,992**	**2,303,513**	**2,604,604**	**2,487,629**	**10.36%**
	CONTRACTUAL SERVICES									
210	Telephone	17,934	7,489	15,222	18,342	10,323	17,467	17,692	17,692	-3.54%
211	Postage	3,900	3,741	3,741	7,900	8,031	7,030	4,325	4,325	-45.25%
212	Seminars and Conferences	27,345	2,662	9,617	27,045	9,186	27,147	30,195	30,195	11.65%
213	Dignity and Respect Program	20,000	0	0	0	0	0	0	0	0.00%
215	Consulting	194,808	94,201	213,238	283,593	157,250	277,358	334,660	281,750	-0.65%
216	Auditing	12,500	11,980	12,500	12,750	12,911	12,911	13,000	13,000	1.96%
217	Cleaning Service Contract	22,000	13,034	30,245	28,307	12,504	28,307	29,722	29,722	5.00%
218	Cell/Radio	3,848	1,907	4,414	3,848	1,861	4,048	4,328	4,328	12.47%
219	Data	4,266	1,336	3,304	4,430	1,992	4,430	4,430	4,430	0.00%
220	Utilities	48,500	20,485	48,249	48,500	18,743	48,500	51,895	51,895	7.00%
224	Public Notices	8,000	2,306	6,364	6,000	1,433	6,000	6,000	6,000	0.00%
240	Equipment Maintenance	2,051	14	1,559	800	500	800	800	800	0.00%
290	Other Contractual Services	28,420	3,741	20,649	31,182	9,388	23,591	36,888	36,888	18.30%
	Subtotal	**393,572**	**162,895**	**369,103**	**472,697**	**244,122**	**457,589**	**533,935**	**481,025**	**1.76%**

City of De Pere
2023 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Total General Government										
	SUPPLIES AND EXPENSE									
310	Office Supplies	15,580	6,896	12,402	17,700	7,016	18,014	16,975	16,975	-4.10%
313	Promotions	2,000	0	200	2,000	75	1,500	1,500	1,500	-25.00%
314	Cleaning and Maintenance	12,000	2,065	8,533	12,000	3,556	12,000	12,000	12,000	0.00%
315	Publications	2,830	544	1,547	2,915	985	2,915	2,420	2,420	-16.98%
320	Memberships/Subscriptions	18,055	11,630	16,566	18,460	13,783	18,114	20,785	20,885	13.14%
324	Medical Supplies	5,000	219	1,671	5,000	729	5,000	5,000	5,000	0.00%
330	Mileage Reimbursement	5,055	0	702	4,885	384	4,110	4,810	4,810	-1.54%
331	Transportation	6,600	2,032	4,743	6,600	2,336	6,200	6,600	6,600	0.00%
340	Operating Suppllies	78,129	30,310	65,994	75,593	24,356	72,890	81,748	74,748	-1.12%
351	MCH Grant	12,675	0	1,700	8,933	166	8,933	8,933	8,933	0.00%
354	Childhood Lead Grant	1,724	522	522	1,877	47	1,877	1,877	1,877	0.00%
355	Immunization Outreach Grant	7,339	1,398	2,818	7,458	442	7,458	7,458	7,458	0.00%
358	Preparedness Grant	34,037	21,573	57,573	34,037	32,117	34,037	34,037	34,037	0.00%
359	Prevention Grant	5,313	0	0	4,294	0	4,294	4,294	4,294	0.00%
360	Communicable Disease Grant	3,600	212	2,222	3,600	360	3,600	3,600	3,600	0.00%
361	Agent Record			609	0	730	0	0	0	0.00%
	Subtotal	**209,937**	**77,401**	**177,801**	**205,352**	**87,083**	**200,942**	**212,037**	**205,137**	**-0.10%**
	FIXED CHARGES									
510	Property Insurance	236,380	42,823	115,051	241,100	98,048	24,100	298,737	286,737	18.93%
524	Misc General Expense	30,000	18,285	52,676	30,000	30,125	35,000	30,000	30,000	0.00%
	Subtotal	**266,380**	**61,108**	**167,727**	**271,100**	**128,173**	**59,100**	**328,737**	**316,737**	**16.83%**
	GRANTS, CONTRIBUTIONS, INDEM									
702	Contribution--Main Street Program	20,000	0	20,000	24,000	0	24,000	24,000	30,000	25.00%
703	Contribution--Advance	4,000	4,010	4,010	4,100	4,211	4,100	4,300	4,300	4.88%
704	Contribution--De Pere Chamber	400	0	157	400	0	400	500	500	25.00%
710	Illegal Taxes/Refunds	7,000	1,230	18,942	7,000	3,589	7,000	7,000	7,000	0.00%
720	Grants and Donations	9,700	2,800	7,800	9,700	2,939	9,700	11,700	14,200	46.39%
	Subtotal	**41,100**	**8,040**	**50,909**	**45,200**	**10,739**	**45,200**	**47,500**	**56,000**	**23.89%**

City of De Pere
2023 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Total General Government										
	CAPITAL OUTLAY									
810	Capital Equipment	10,500	641	8,361	31,500	48,111	29,000	428,333	6,400	-79.68%
811	Office Equipment	1,588	0	140	2,275	2,142	2,389	13,475	13,675	501.10%
830	Furniture	0	0	0	0	0	0	0	0	0.00%
	Subtotal	**12,088**	**641**	**8,501**	**33,775**	**50,253**	**31,389**	**441,808**	**20,075**	**-40.56%**
	COST REALLOCATIONS									
901	Employee Merit Pay	32,605	0	0	33,584	0	0	34,592	34,592	3.00%
911	Reserved Wage and Benefit Funds	176,065	0	0	93,570	3,360	0	101,407	101,407	8.38%
	Subtotal	**208,670**	**0**	**0**	**127,154**	**3,360**	**0**	**135,999**	**135,999**	**6.96%**
	Total	**$ 3,264,440**	**$ 1,277,636**	**$ 2,963,044**	**$ 3,409,380**	**$ 1,585,722**	**$ 3,097,733**	**$ 4,304,620**	**$ 3,702,602**	**8.60%**

PUBLIC SAFETY

PUBLIC SAFETY EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Police	42.00
Crossing Guards	2.84
Fire	29.90
Building Inspection	2.40
Jail	0.00
TOTAL	**77.14**

Police

Program Full Time Equivalents: 42.0

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. 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 24/365 basis in order to maintain an orderly and safe community
2) Increased engagement with the community through the use of team 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
4) Increased motoring safety through traffic enforcement while concentrating on reducing traffic crashes and injuries
5) Maintain community safety by 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 and storing police events through electronic and conventional means and retrieving upon request will be maintained while increasing efficiency in handling the information
7) Collection, storage and disposal of case evidence and found property will be maintained at current levels but processed more efficiently through the use of bar coding
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 the 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

2022 Performance Measures (July 2022 – June 2023):

1) Continue to increase school resource officer programming in elementary and middle schools by another 25% in the 2022-2023 School Year. *Schools were not functioning at full capacity during COVID-19 outbreak thus this performance measure was not met. Schools have started to resume regular operations.*
2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2022. *Officer was assigned to mountain bike patrol and performed routine patrols. The department purchased E-bikes from grant money and trained all patrol personnel in their use. A number of officers rode the bikes during special events and on routine patrols.*

2023 Performance Measurement:

1) Increase the number of active and organized neighborhood watches in the city by 50% in 2023
2) Decrease individuals need for police service by 25% in 2023 after Police Social Worker interventions.

Significant Program Achievements:

1) Continued use of Body Worn Cameras to document officer/citizen actions, collect evidence, and to ensure unbiased records and one sided views
2) Maintained training of staff through formal hands-on scenario based training and outside advanced trainings
3) Continue team policing through the community policing philosophy
4) Trained all 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 will experience a reduction or elimination 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 2023 Police program cost is $5,818,714. 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.

2023 Program Objectives:

1) Enhance officer preparedness for active shooter / mass casualty criminal events
2) Continue bicycle safety program throughout jurisdiction
3) Continue mountain bike patrol program
4) Enhance the department's efforts at recruitment and retention to avoid future potential staffing shortfalls
5) Enhance officer wellness initiatives including the Peer Officer Support Team (POST)
6) Continue policy and procedure updates
7) Continue building morale and camaraderie in various work groups and in personnel overall
8) Build neighborhood watch programs and commitment by police personnel in crime prevention
9) Continue Traffic Safety program involving a dedicated traffic enforcement officer

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $171,287 due to contractual wages increases.
2) Hourly Wages Part Time increased $7,000 due to creating Park Patrol duty cycle for the Community Service Officers for 35 hours per week during 14 weeks of Spring and Summer.
3) FICA increased $15,374 due to wage increases.
4) Retirement increased $64,871 due to wage increases, increase in WRS contribution.
5) Health and Dental Insurance increased $78,228 due to higher costs.
6) 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.
7) Seminars/Conferences for 2023 include DOJ Technology Conference $500, Open Records Updates $600, Police Executive Group training $700, FBI National Academy Alumni meetings $500 and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences.
8) Consulting includes the cost of the Body Worn Camera payment, which increased by $28,145 to $53,145 due to an increase in the number of needed cameras, licensing fees, and additional video storage as part of a new 5 year contract renewal. Consulting also includes: Jotform electronic mobile forms processing for Parking Tickets $750, OWI blood draws at hospital $1,500, language line translators $500, LexisNexis data services $3,650, vehicle evidence towing fees $500, animal care (Humane Society, veterinarian. etc.) $5,000, Personnel Evaluations $500, for other services in this category $350.
9) Cleaning Service Contract increased by $1,400 due to an increase in contract service charges from the vendor.
10) Data Services increased $2,000 due to adding connectivity for 2 additional vehicles and the Community Service Officer vehicle.
11) Utilities increased $1,400 due to the increased costs of natural gas and electricity from our provider.
12) Other Contractual Services is for software maintenance agreements, 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) $5,937, Ocean (undercover video recording) $100, NetMotion $4,000 (secure network connection) and Records Management $18,000.
13) 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.

14) Transportation and Fuel increased $25,500 due to much higher gasoline costs. It is anticipated that some of the increase may be offset by the introduction of hybrid Police Squads into the fleet in late 2022.
15) Capital Outlay of $3,500 includes the replacement of valves in locker room showers.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: **Jeremy A. Muraski, Chief of Police**

DATE PREPARED: **9/6/2022**

DESCRIPTION OF PROJECT **Replace valves in Locker Room Showers**

The men's locker room as three showers, however, 2 of the 3 are experiencing issues with their old valves. One is completely nonfunctional, and the other has received a temporary repair to make it marginally functional for a time. The City Plumbing Specialist has recommended replacement of the two shower valves, which would also include valve hardware mounted outside the wall, allowing for much easier future maintenance and other work.

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

PROJECTED COST: $ **$3,500**

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Police Officers utilize the showers before and after shifts, or occasionally during their shift if they are exposed to blood, dirt, or other unclean situations. Because of our shift size, and during times when two shifts overpal, there are times when more than one officer needs to shower at a time.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

POLICE

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	52100	110	Salaries	$ 397,026	$ 179,522	$ 451,481	$ 482,217	$ 201,912	$ 482,217	$ 504,576	$ 504,576	4.64%
100	52100	120	Hourly Wages	2,840,664	1,238,349	2,781,838	2,986,108	1,237,680	2,986,108	3,157,152	3,157,395	5.74%
100	52100	122	Hourly Wages Part Time	10,000	2,418	11,264	13,000	6,755	13,000	20,000	20,000	53.85%
100	52100	125	Overtime Wages	175,000	77,025	180,924	175,000	105,888	177,500	181,000	181,000	3.43%
100	52100	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	52100	150	FICA	261,216	116,689	255,146	278,903	120,369	279,094	294,259	294,277	5.51%
100	52100	151	Retirement	392,996	144,867	394,316	421,864	154,135	427,246	486,719	486,736	15.38%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	706,128	236,025	592,255	682,902	339,059	682,902	809,576	761,130	11.46%
100	52100	190	Training	10,000	7,328	7,561	10,000	6,484	10,000	10,400	10,400	4.00%
			Subtotal	**4,793,030**	**2,002,222**	**4,674,785**	**5,049,994**	**2,172,283**	**5,058,067**	**5,463,682**	**5,415,514**	**7.24%**
			CONTRACTUAL SERVICES									
100	52100	210	Telephone	12,000	3,350	7,892	10,000	4,549	10,000	10,400	10,400	4.00%
100	52100	211	Postage	2,500	1,117	1,601	2,500	866	2,500	2,600	2,600	4.00%
100	52100	212	Seminars and Conferences	3,000	1,398	3,134	3,000	488	3,000	3,000	3,000	0.00%
100	52100	215	Consulting	37,000	32,795	38,874	37,000	22,250	37,000	66,650	66,650	80.14%
100	52100	217	Cleaning Service Contract	23,000	9,228	23,061	23,500	9,792	23,500	24,900	24,900	5.96%
100	52100	218	Cell/Radio	23,000	11,354	20,084	23,000	8,326	23,000	23,000	23,000	0.00%
100	52100	219	Data	4,000	1,599	3,198	4,000	1,650	4,000	6,000	6,000	50.00%
100	52100	220	Utilities	17,000	7,855	16,721	17,000	13,130	17,000	18,400	18,400	8.24%
100	52100	240	Equipment Maintenance	26,000	16,235	32,454	26,000	19,666	26,000	26,800	26,800	3.08%
100	52100	290	Other Contractual Services	37,000	10,682	39,526	36,500	26,619	36,500	38,100	38,100	4.38%
			Subtotal	**184,500**	**95,614**	**186,544**	**182,500**	**107,336**	**182,500**	**219,850**	**219,850**	**20.47%**

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

POLICE

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			SUPPLIES AND EXPENSE									
100	52100	310	Office Supplies	7,000	2,004	8,596	7,000	3,594	7,000	7,200	7,200	2.86%
100	52100	312	Crime Prevention Program	2,000	128	2,236	2,000	91	2,000	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	10,000	2,583	4,361	27,850	5,509	27,850	28,850	28,850	3.59%
100	52100	315	Publications	200	74	74	200	91	200	200	200	0.00%
100	52100	320	Memberships/Subscriptions	1,100	1,065	1,425	1,500	720	1,500	1,500	1,500	0.00%
100	52100	330	Mileage Reimbursement	300	0	0	300	0	0	0	0	0.00%
100	52100	331	Transportation/Fuel	52,000	22,011	53,579	52,000	41,102	82,000	77,500	77,500	49.04%
100	52100	340	Operating Supplies	20,000	7,829	24,778	22,000	8,639	22,000	22,800	22,800	3.64%
100	52100	343	Guns and Ammo	9,000	1,422	5,490	10,000	3,479	10,000	10,400	10,400	4.00%
100	52100	349	Operating Supplies - Community Policing	0	0	0	0	0	0	0	0	0.00%
100	52100	360	Radar/Communications Equip	10,000	3,933	5,582	10,000	4,045	10,000	10,400	10,400	4.00%
100	52100	362	Emergency Voucher Program	0	81	(1,319)	0	162	0	0	0	0.00%
100	52100	390	MISC.	1,000	0	0	1,000	19	1,000	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	18,000	3,796	14,976	18,000	4,485	18,000	18,000	18,000	0.00%
100	52100	393	Parking Tickets - State	0	(294)	586	0	(102)	0	0	0	0.00%
			Subtotal	**130,600**	**44,633**	**120,367**	**151,850**	**71,834**	**181,550**	**179,850**	**179,850**	**18.44%**
			CAPITAL OUTLAY									
100	52100	810	Capital Equipment	24,500	70,306	73,281	0	9,974	0	233,197	3,500	100.00%
			Subtotal	**24,500**	**70,306**	**73,281**	**0**	**9,974**	**0**	**233,197**	**3,500**	**100.00%**
			TOTAL	**$ 5,132,630**	**$ 2,212,774**	**$ 5,054,977**	**$ 5,384,344**	**$ 2,361,427**	**$ 5,422,117**	**$ 6,096,579**	**$ 5,818,714**	**8.07%**

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.

2023 Performance Measures:

1) Maintain job related injuries at 0% through June 2023 through use of training and specialized equipment.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Maintain job related injuries at 0% through June 2022 through use of training and specialized equipment.
   Result: One reported job-related injury for 2021-2022 school year.

Significant Program Achievements:

1) No injuries or deaths to school children in 2021-2022 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 2023 Crossing Guard program cost is $96,860. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Health, Dental, DIB, Life and Workers Comp decreased $174 due to reflect actual costs.
2) Training - $600 for mandatory training at the start of each year.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

CROSSING GUARDS

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	$ 87,322	$ 41,194	$ 74,507	$ 87,322	$ 41,135	$ 87,322	$ 89,764	$ 89,764	2.80%
100	52110	150	FICA	1,266	597	1,066	1,266	611	1,266	1,302	1,302	2.80%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,489	1,806	3,447	2,768	(9,887)	2,768	2,594	2,594	-6.28%
100	52110	190	Training	600	0	0	600	0	600	600	600	0.00%
			Subtotal	**91,677**	**43,597**	**79,020**	**91,956**	**31,859**	**91,956**	**94,260**	**94,260**	**2.50%**
			SUPPLIES AND EXPENSE									
100	52110	330	Mileage Reimbursement	3,060	800	1,280	1,600	580	1,600	1,600	1,600	0.00%
100	52110	340	Operating Supplies	1,000	113	637	1,000	175	1,000	1,000	1,000	0.00%
			Subtotal	**4,060**	**913**	**1,917**	**2,600**	**755**	**2,600**	**2,600**	**2,600**	**0.00%**
			TOTAL	**$ 95,737**	**$ 44,510**	**$ 80,937**	**$ 94,556**	**$ 32,614**	**$ 94,556**	**$ 96,860**	**$ 96,860**	**2.44%**

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.

2023 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.

2022 Performance Measurement Data (August 2021 – July 2022):

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 8/1/21 through 7/31/22, The department met the above initial response criteria 57% 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 8/1/21 through 7/31/22, 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 5.8 minutes per non-emergent response.

Significant Program Achievements:

1) Lead and collaborated multi-jurisdictional public safety entities in integrated threat preparation and training.
2) Implemented department wide leadership training and coaching.
3) We enhanced and updated our system for onboarding new employees ensuring they are compliant with policies, procedures and Standard Operating Guidelines.
4) Dr. Bob Zemple continues the oversight program, which includes; response preparation, on-line and off-line medical direction, as well as continuing education and service delivery.
5) 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.
6) We were awarded a Coverdell grant supporting post stroke patient follow-up in conjunction with the Health Department.
7) Enhanced fire inspection effectiveness with the partnership of Brycer Compliance Engine. We will eliminate field hours and provide a more effective compliance process.
8) The two 2022 fire prevention inspection cycles will be successfully completed. We conducted approximately 1,900 inspections.
9) Successfully on boarded 12 new Paid-on-Premise employees to support daytime operations.

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 $853,000 for 2023, 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 2023 budget for De Pere Fire Rescue is $4,442,229. 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.

2023 Budget Significant Expenditure Changes:

1) Salaries increased $29,653 due to cost of living and market increase.
2) POC/POP FF increased $10,000 due to additional staff and utilization.
3) Retirement increased $63,202 due to market increase.
4) Health, Dental, DIB, Life and Workers Comp increased $76,645 due to an increase in health insurance premium.
5) Training increased $10,000 due to department wide leadership training and coaching. Training is funding to provide for all department training.
6) Telephone increased $1,800 due to service cost increase, as well as cellular support for the drone program.
7) 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.
8) Consulting increased $23,920 due to the addition of several new software programs. 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.
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) Clothing allowance increased $1,450 due to increase in service costs and Collective Bargaining Agreement.

City of De Pere
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EXPENDITURES

FIRE

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	52200	110	Salaries	$ 504,981	$ 216,777	$ 508,006	$ 522,287	$ 206,662	$ 522,287	$ 560,549	$ 551,940	5.68%
100	52200	120	Hourly Wages	2,020,169	872,629	2,092,762	2,077,304	871,191	2,077,304	2,064,038	2,060,621	-0.80%
100	52200	122	Hourly Wages Part Time	18,500	8,966	13,309	19,055	9,161	9,161	19,055	19,055	0.00%
100	52200	125	Overtime Wages	110,000	32,807	116,904	110,000	60,779	125,000	115,000	115,000	4.55%
100	52200	126	Seasonal Labor	0	0	11	0	0	0	0	0	0.00%
100	52200	129	Hourly Wages -- POC/POP FF	110,000	21,311	66,236	125,000	48,166	100,000	135,000	135,000	8.00%
100	52200	150	FICA	43,541	18,634	43,092	44,885	19,524	44,184	45,808	45,643	1.69%
100	52200	151	Retirement	412,411	151,957	427,033	423,985	157,640	427,574	489,383	487,187	14.91%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	623,326	236,320	530,714	576,688	317,327	576,688	669,978	653,333	13.29%
100	52200	155	Vaccinations/Physicals	0	167	638	0	194	0	0	0	0.00%
100	52200	190	Training	4,000	358	1,020	4,000	3,923	4,000	14,000	14,000	250.00%
100	52200	191	Training Act 102	0	0	3,270	0	(8,420)	0	0	0	0.00%
			Subtotal	**3,846,928**	**1,559,925**	**3,802,996**	**3,903,204**	**1,686,147**	**3,886,198**	**4,112,811**	**4,081,779**	**4.58%**
			CONTRACTUAL SERVICES									
100	52200	210	Telephone	7,200	3,680	7,443	7,200	4,066	7,200	9,000	9,000	25.00%
100	52200	211	Postage	200	131	374	200	92	200	200	200	0.00%
100	52200	212	Seminars and Conferences	9,000	3,960	4,535	9,000	4,815	9,000	9,000	9,000	0.00%
100	52200	215	Consulting	73,080	10,514	80,981	91,080	6,338	91,080	91,080	115,000	26.26%
100	52200	219	Data	4,000	2,673	5,481	6,000	2,807	600	6,000	6,000	0.00%
100	52200	220	Utilities	17,000	8,313	18,535	17,000	13,589	17,000	17,000	17,000	0.00%
100	52200	240	Equipment Maintenance	53,000	14,393	49,629	53,000	19,832	53,000	53,000	53,000	0.00%
			Subtotal	**163,480**	**43,664**	**166,977**	**183,480**	**51,541**	**178,080**	**185,280**	**209,200**	**14.02%**

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

FIRE

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			SUPPLIES AND EXPENSE									
100	52200	310	Office Supplies	4,000	1,037	1,925	4,000	671	4,000	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	3,000	1,526	3,003	4,250	1,143	4,250	4,250	4,250	0.00%
100	52200	320	Memberships/Subscriptions	2,000	725	812	2,000	1,238	2,000	2,000	2,000	0.00%
100	52200	324	Medical Supplies	40,000	19,207	42,206	40,000	7,820	40,000	40,000	40,000	0.00%
100	52200	328	Fire Prevention/Education Supplies	8,000	954	2,920	8,000	2,237	8,000	8,000	8,000	0.00%
100	52200	330	Mileage Reimbursement	7,000	802	5,441	7,000	2,306	5,000	7,000	7,000	0.00%
100	52200	331	Transportation	20,000	8,121	17,656	20,000	17,470	20,000	20,000	20,000	0.00%
100	52200	340	Operating Supplies	17,000	9,523	15,537	20,000	8,843	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	20,000	17,166	38,424	30,000	15,025	30,000	30,000	30,000	0.00%
100	52200	392	Clothing Allowance	14,000	3,840	13,497	14,550	5,873	14,550	16,000	16,000	9.97%
			Subtotal	**135,000**	**62,902**	**141,423**	**149,800**	**62,627**	**147,800**	**151,250**	**151,250**	**0.97%**
			CAPITAL OUTLAY									
100	52200	810	Capital Equipment	0	141	2,626	6,500	9,714	6,500	1,686,763	0	0.00%
100	52200	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**141**	**2,626**	**6,500**	**9,714**	**6,500**	**1,686,763**	**0**	**0.00%**
			TOTAL	**$ 4,145,408**	**$ 1,666,632**	**$ 4,114,022**	**$ 4,242,984**	**$ 1,810,029**	**$ 4,218,578**	**$ 6,136,104**	**$ 4,442,229**	**4.70%**

Building Inspection

Program Full Time Equivalents: 2.4

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 2021 to July 2022)* – 1,636 total building and mechanical permits were issued through July 2021 (28% increase from 2020/2021). 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 2021. In-house plan review typically yields a permit in 2-3 weeks. Projects submitted to the State often wait 2-3 months before the plan set is even reviewed. So far in 2022, the City has completed 9 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 2021 and July 2022, the City issued 29 new single-family and 3 duplex 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 2021 to July 2022, Building Inspection Division tracked 194 documented complaints, which totaled over 1500 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.

2023 Performance Measures:

1) Implement on-line plan submittal by January 2023.
2) Conduct at least four nuisance team meetings in order to provide an interdepartmental approach to challenged properties by November 2023.
3) Work with Planning to update the 2022-year end housing report in January of 2023.
4) Complete up to five (5) public informational videos to coincide with the updated webpage. Developed the format and script, by October 31, 2023.

2022 Performance Measurement Data (July 2021 – July 2022):

1) Implement on-line plan submittal by July 2022.
   Result: Ongoing
2) Conduct at least four nuisance team meetings in order to provide an interdepartmental approach to challenged properties by November 2021.
   Result: Between 2021 and 2022, we had approximately 12 staff meetings with Police, Fire, Health, Building 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 2021 year end housing report in January of 2022.
   Result: Completed
4) Complete up to five (5) public informational videos to coincide with the updated webpage. Developed the format and script.
   Result: On going

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 2021.
2) Continue to led the region in COVID related inspection best practices.
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) Worked closely with new Chief and new state building inspector in the inspection of commercial properties.

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 2023 Building Inspection budget as part of the Development Services Department is $307,233. 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 2023 budget represents a $19,719 or 6.86% increase over the previous budget; however, $13,573.10 was directly related to wages, salary, retirement, and benefits.

2023 Significant Budget Expenditure Changes:

1) Hourly wages increased $11,447 due to COLA and Building Inspector step increase.
2) FICA increased by $859 due to the percent increase of salary and wages.
3) Retirement increased $1,2673 due to actual trends.
4) Training. Increased by $1,000 due to additional commercial training. Training includes attendance at the commercial permit class ($2,000), certification training and exams ($400), department training ($300) and administrative training ($300).
5) Telephone decreased by $191 due to market trends.
6) Seminars and Conferences. No change. League of WI Municipalities Building Inspectors Institute ($1,000). Various Building Inspectors Association of Northeast Wisconsin (BIANEW) events ($500).
7) Consulting increased by $3,300 for additional 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.

8) Office Supplies decreased by $600 due to department trends.
9) Memberships and Subscriptions. Increased by $90 due to trends. 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).
10) Transportation increased by $1,400 due to fuel trends and scheduled inspection car maintenance.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

BUILDING INSPECTION

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	52400	110	Salaries	$ 77,803	$ 34,703	$ 78,112	$ 80,133	$ 35,425	$ 70,850	$ 84,126	$ 79,920	-0.27%
100	52400	120	Hourly Wages	83,344	37,494	84,549	87,461	38,758	77,516	93,604	98,908	13.09%
100	52400	125	Overtime Wages	0	4	147	0	161	200	300	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	3,309	7,330	10,000	3,325	6,650	10,000	10,000	0.00%
100	52400	150	FICA	12,473	5,447	11,652	12,966	5,675	11,462	13,764	13,825	6.63%
100	52400	151	Retirement	10,877	4,202	10,933	10,894	4,208	9,657	12,106	12,160	11.63%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	74,893	25,416	57,410	70,595	32,576	65,152	74,938	71,954	1.93%
100	52400	190	Training	2,000	175	185	2,000	2,568	3,000	3,000	3,000	50.00%
			Subtotal	**271,390**	**110,751**	**250,318**	**274,049**	**122,695**	**244,486**	**291,838**	**289,768**	**5.74%**
			CONTRACTUAL SERVICES									
100	52400	210	Telephone	1,400	464	1,040	1,391	531	1,100	1,200	1,200	-13.76%
100	52400	212	Seminars and Conferences	1,500	735	762	1,500	164	400	1,500	1,500	0.00%
100	52400	215	Consulting	13,800	2,918	3,148	4,200	5,100	6,400	7,500	7,500	78.57%
100	52400	218	Cell/Radio	1,700	358	884	1,074	487	974	1,000	1,075	0.13%
100	52400	240	Equipment Maintenance	1,000	468	1,106	1,000	81	1,000	1,000	1,000	0.00%
			Subtotal	**19,400**	**4,942**	**6,940**	**9,165**	**6,363**	**9,874**	**12,200**	**12,275**	**33.93%**
			SUPPLIES AND EXPENSE									
100	52400	310	Office Supplies	1,500	897	316	1,500	274	900	900	900	-40.00%
100	52400	320	Memberships/Subscriptions	800	161	361	800	344	800	890	890	11.25%
100	52400	331	Transportation	2,000	683	2,100	2,000	1,657	2,900	3,400	3,400	70.00%
			Subtotal	**4,300**	**1,740**	**2,777**	**4,300**	**2,275**	**4,600**	**5,190**	**5,190**	**20.70%**
			CAPITAL OUTLAY									
100	52400	810	Capital Equipment	0	0	0	0	0	0	18,767	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**18,767**	**0**	**0.00%**
			TOTAL	**$ 295,090**	**$ 117,434**	**$ 260,035**	**$ 287,514**	**$ 131,334**	**$ 258,960**	**$ 327,995**	**$ 307,233**	**6.86%**

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.

2023 Performance Measures:

1) Reduce jail costs by another 10% by further increasing the number of releases of low level offenders from custody to responsible persons in 2022.

2022 Performance Measures:

1) Reduce jail costs by 10% by increasing the number of releases of low level offenders from custody to responsible persons in 2021. *Continued restrictions for housing prisoners for much of 2020 and part of 2021 due to the COVID-19 outbreak has caused an artificially low cost because no booking fees were assessed during those times. The costs for the jail for 2022 are still slightly lower than the average over the years prior to the pandemic.*

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. Having the ability to house disorderly persons is important to the safety of the community.

Costs and Benefits of Program and Services:

The proposed 2023 Police program cost is $5,250. 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.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Change:

1) Jail housing fees reduced $1,000 due to reduced prisoner housing trend.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

JAIL

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			CONTRACTUAL SERVICES									
100	52700	219	Data	$ 250	$ 66	$ 154	$ 250	$ 87	$ 250	$ 250	$ 250	0.00%
100	52700	222	Jail	8,000	120	3,760	6,000	1,120	3,800	5,000	5,000	-16.67%
100	52700	240	Equipment Maintenance	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**8,250**	**186**	**3,914**	**6,250**	**1,207**	**4,050**	**5,250**	**5,250**	**-16.00%**
			TOTAL	**$ 8,250**	**$ 186**	**$ 3,914**	**$ 6,250**	**$ 1,207**	**$ 4,050**	**$ 5,250**	**$ 5,250**	**-16.00%**

TOTAL PUBLIC SAFETY

City of De Pere
2023 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

TOTAL PUBLIC SAFETY

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 979,810	$ 431,002	$ 1,037,599	$ 1,084,637	$ 443,999	$ 1,075,354	$ 1,149,251	$ 1,136,436	4.78%
120	Hourly Wages	4,944,177	2,148,472	4,959,149	5,150,873	2,147,629	5,140,928	5,314,794	5,316,924	3.22%
121	Hourly Wages Crossing Guards	87,322	41,194	74,507	87,322	41,135	87,322	89,764	89,764	2.80%
122	Hourly Wages Part Time	28,500	11,384	24,573	32,055	15,915	22,161	39,055	39,055	21.84%
125	Overtime Wages	285,000	109,836	297,975	285,000	166,829	302,700	296,300	296,000	3.86%
126	Seasonal Labor	0	0	11	0	0	0	0	0	0.00%
127	Hourly Wages Plumbing Inspector	10,000	3,309	7,330	10,000	3,325	6,650	10,000	10,000	0.00%
129	Hourly Wages POC FF	110,000	21,311	66,236	125,000	48,166	100,000	135,000	135,000	8.00%
150	FICA	318,495	141,367	310,957	338,020	146,178	336,006	355,133	355,047	5.04%
151	Retirement	816,285	301,027	832,281	856,743	315,984	864,477	988,208	986,083	15.10%
152	Health, Dental, DIB, Life & Wks Cmp Ins	1,406,836	499,566	1,183,826	1,332,953	679,074	1,327,510	1,557,086	1,489,011	11.71%
190	Training	16,600	7,860	8,767	16,600	12,975	17,600	28,000	28,000	68.67%
191	Training Act 102	0	0	3,270	0	(8,420)	0	0	0	0.00%
	Subtotal	**9,003,024**	**3,716,495**	**8,807,119**	**9,319,203**	**4,012,984**	**9,280,707**	**9,962,591**	**9,881,320**	**6.03%**
	CONTRACTUAL SERVICES									
210	Telephone	20,600	7,494	16,375	18,591	9,146	18,300	20,600	20,600	10.80%
211	Postage	2,700	1,248	1,974	2,700	958	2,700	2,800	2,800	3.70%
212	Seminars and Conferences	13,500	6,093	8,430	13,500	5,467	12,400	13,500	13,500	0.00%
215	Consulting	123,880	46,227	123,003	132,280	33,688	134,480	165,230	189,150	42.99%
217	Cleaning Service Contract	23,000	9,228	23,061	23,500	9,792	23,500	24,900	24,900	5.96%
218	Cell/Radio	24,700	11,712	20,968	24,074	8,813	23,974	24,000	24,075	0.01%
219	Data	8,250	4,339	8,833	10,250	4,544	4,850	12,250	12,250	19.51%
220	Utilities	34,000	16,168	35,256	34,000	26,720	34,000	35,400	35,400	4.12%
222	Jail	8,000	120	3,760	6,000	1,120	3,800	5,000	5,000	-16.67%
240	Equipment Maintenance	80,000	31,096	83,190	80,000	39,579	80,000	80,800	80,800	1.00%
290	Other Contractual Services	37,000	10,682	39,526	36,500	26,619	36,500	38,100	38,100	4.38%
	Subtotal	**375,630**	**144,407**	**364,376**	**381,395**	**166,447**	**374,504**	**422,580**	**446,575**	**17.09%**

City of De Pere
2023 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

TOTAL PUBLIC SAFETY

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	12,500	3,937	10,838	12,500	4,539	11,900	12,100	12,100	-3.20%
312	Crime Prevention Program	2,000	128	2,236	2,000	91	2,000	2,000	2,000	0.00%
314	Cleaning and Maintenance	13,000	4,109	7,364	32,100	6,652	32,100	33,100	33,100	3.12%
315	Publications	200	74	74	200	91	200	200	200	0.00%
320	Memberships/Subscriptions	3,900	1,951	2,598	4,300	2,302	4,300	4,390	4,390	2.09%
324	Medical Supplies	40,000	19,207	42,206	40,000	7,820	40,000	40,000	40,000	0.00%
328	Fire Prevention/Education Supplies	8,000	954	2,920	8,000	2,237	8,000	8,000	8,000	0.00%
330	Mileage Reimbursement	10,360	1,602	6,721	8,900	2,886	6,600	8,600	8,600	-3.37%
331	Transportation	74,000	30,815	73,336	74,000	60,229	104,900	100,900	100,900	36.35%
340	Operating Supplies	38,000	17,466	40,953	43,000	17,658	43,000	43,800	43,800	1.86%
343	Guns and Ammo	9,000	1,422	5,490	10,000	3,479	10,000	10,400	10,400	4.00%
350	Repair and Maintenance Supplies	20,000	17,166	38,424	30,000	15,025	30,000	30,000	30,000	0.00%
360	Other Repairs and Maintenance	10,000	3,933	5,582	10,000	4,045	10,000	10,400	10,400	4.00%
362	Emergency Voucher Program	0	81	(1,319)	0	162	0	0	0	0.00%
390	MISC.	1,000	0	0	1,000	19	1,000	1,000	1,000	0.00%
392	Clothing Allowance	32,000	7,636	28,473	32,550	10,358	32,550	34,000	34,000	4.45%
393	Parking Tickets--State	0	(294)	586	0	(102)	0	0	0	0.00%
	Subtotal	**273,960**	**110,188**	**266,484**	**308,550**	**137,492**	**336,550**	**338,890**	**338,890**	**9.83%**
	CAPITAL OUTLAY									
810	Capital Equipment	24,500	70,447	75,907	6,500	19,688	6,500	1,938,727	3,500	-46.15%
811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
	Subtotal	**24,500**	**70,447**	**75,907**	**6,500**	**19,688**	**6,500**	**1,938,727**	**3,500**	**-46.15%**
	TOTAL	**$ 9,677,115**	**$ 4,041,536**	**$ 9,513,885**	**$ 10,015,648**	**$ 4,336,611**	**$ 9,998,261**	**$ 12,662,788**	**$ 10,670,286**	**6.54%**

PUBLIC WORKS

PUBLIC WORKS EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Public Works Administration	0.81
Engineering	1.65
Municipal Service Center	0.51
Building Maintenance	0.94
Fleet Maintenance	0.70
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	**11.91**

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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 2023 Public Works Administration program cost is $114,866. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Salaries decreased $8,911 to reflect change in employee wage allocations.
2) Hourly Wages increased $1,530 to reflect employee wage increases.
3) FICA decreased $565 to reflect change in employee wage allocations.
4) Retirement decreased $271 to reflect change in employee wage allocations.
5) Health, Dental, DIB, Life & Wks Cmp Ins decreased $2,004 to reflect change in employee wage allocations.
6) Training is funding to provide for all department trainings.
7) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
8) Consulting is for copier lease.
9) 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.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

PUBLIC WORKS ADMINISTRATION

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53000	110	Salaries	$ 54,171	$ 24,160	$ 54,769	$ 56,667	$ 25,041	$ 56,667	$ 59,756	$ 47,756	-15.73%
100	53000	120	Hourly Wages	18,430	8,870	21,711	19,705	9,855	19,705	21,235	21,235	7.76%
100	53000	125	Overtime Wages	500	222	272	500	107	500	500	500	0.00%
100	53000	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	53000	150	FICA	5,592	2,511	5,488	5,881	2,611	5,881	6,234	5,316	-9.60%
100	53000	151	Retirement	4,934	1,933	5,196	4,997	1,959	4,997	5,541	4,725	-5.43%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,228	9,383	20,830	24,330	11,942	24,330	25,641	22,326	-8.24%
100	53000	190	Training	2,000	0	60	2,000	49	2,000	2,000	2,000	0.00%
			Subtotal	**110,856**	**47,079**	**108,326**	**114,079**	**51,565**	**114,079**	**120,907**	**103,858**	**-8.96%**
			CONTRACTUAL SERVICES									
100	53000	210	Telephone	766	124	282	766	155	766	766	766	0.00%
100	53000	211	Postage	1,563	591	1,355	1,563	587	1,563	1,563	1,563	0.00%
100	53000	212	Seminars and Conferences	2,500	24	1,157	2,500	699	2,500	2,500	2,500	0.00%
100	53000	215	Consulting	829	227	996	829	276	829	829	829	0.00%
100	53000	218	Cell/Radio	1,800	524	1,174	1,800	605	1,800	1,800	1,800	0.00%
			Subtotal	**7,458**	**1,490**	**4,963**	**7,458**	**2,322**	**7,458**	**7,458**	**7,458**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53000	310	Office Supplies	2,500	84	246	2,500	323	2,500	2,500	2,500	0.00%
100	53000	320	Memberships/Subscriptions	400	216	290	400	281	400	400	400	0.00%
100	53000	331	Transportation	650	129	272	650	208	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**	**429**	**808**	**3,550**	**812**	**3,550**	**3,550**	**3,550**	**0.00%**
			CAPITAL OUTLAY									
100	53000	810	Capital Equipment	0	0	0	0	0	0	10,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**10,000**	**0**	**0.00%**
			TOTAL	**$ 121,864**	**$ 48,999**	**$ 114,097**	**$ 125,087**	**$ 54,698**	**$ 125,087**	**$ 141,915**	**$ 114,866**	**-8.17%**

Engineering

Program Full Time Equivalents: 1.65

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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

Significant Program Achievements:

1) Completed 2022 public works improvements program which included:
   a. Relayed approximately 7,000 lineal feet of water main in preparation for street resurfacing and reconstruction.
   b. Constructed/reconstructed/lined approximately 15,000 lineal feet of sanitary sewer.
   c. Removed and replaced sanitary laterals in conjunction with water main/service relays.
   d. Completed reconstruction of the VFW access road.
   e. Completed the rehabilitation of concrete on Fort Howard Avenue from Main Avenue to Parkview Road.
   f. Completed the reconstruction of the Fire Station 2 parking lot.
   g. Completed the signal replacement on Main Avenue and Fourth Street, Reid Street and Fourth Street, and Reid Street and Fifth Street.
   h. Managed the completion of the alley reconstruction from Fourth Street to Fifth Street between Main Avenue and Reid Street in coordination with the Cobblestone development.
   i. Completed the Mystic Creek Subdivision Construction.
   j. Completed the design for the Waterview Heights Fifth Addition Subdivision Construction.
2) Designed and bid Commerce Drive extension to service new commercial/industrial development in the eastern business park.
3) Inspected the 1,800 foot long box culvert storm sewer on the City's west side from the Fox River to Grant Street.
4) Completed pond trapping project to remove rodents that cause bank erosion from 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 sidewalk and lighting reconstruction around the Mulva Development.
8) Coordinated the resurfacing of Lone Oak Road and Ledgeview Road between the City and Town of Ledgeview.
9) Completed first chemical treatment project to mitigate the spread of phragmites around City ponds.
10) Completed the crossing guard policy in coordination with the De Pere Police Department to better determine which intersections to annually staff with crossing guards.
11) Completed the construction of a storm water management pond off Matthew Drive.

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 2023 Engineering Program cost is $261,851. 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.

2023 Program Objectives:

1) Complete the Lewis Street and alley reconstructions near the Mulva Development.
2) Complete the construction of the Waterview Heights Fifth Addition Subdivision.
3) Finish the water relay on Ridgeway Boulevard and St. Francis Road.

4) 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.
5) Monitor public and private storm water management facilities.
6) Complete repairs identified for the west side box culvert storm sewer between the Fox River and Grant Street.
7) Progress the City's inflow and infiltration program sump pump installation and full-length lateral replacement policies.

2023 Budget Significant Expenditure Changes:

1) Salaries decreased $5,781 to reflect change in employee wage allocations.
2) Hourly Wages increased $5,059 to reflect employee wage increases.
3) Seasonal labor increased $3,000 to reflect increase in seasonal wages.
4) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
5) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
6) 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.
7) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
8) Capital Equipment includes the storm water utility share of $5,250 for upgrading CAD workstations ($3,500) and replacing Trimble data collector ($1,750).

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT:

Engineering - Workstation Upgrades

Upgrade CAD Workstations (7 Total)

NEW: or REPLACEMENT: X

PROJECTED COST: $ 14,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Staff uses Civil 3d to generate all designs and plan sheets for construction. Civil3d is critical to the creation of projects for bidding. We have been operating off the 2018 version but will be upgrading to the latest version. There are no costs for the upgrade as it is part of our subscription. However, we have researched the requirements with the upgrade with the software manufacturing and the City IT Department and a computer upgrade is recommended.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT:

Engineering – Survey Data Collector

Replace the Trimble Data Collector $7,000

NEW: or REPLACEMENT: X

PROJECTED COST: $ 7,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
GENERAL FUND		**= $1,750**	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility =**	**$1,750**	
	Water Utility =	**$1,750**	
	Sewer Utility =	**$1,750**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The panel on one of our Trimble survey data collectors is failing. Both data collectors are used throughout the spring, summer and fall for design survey, construction survey, and record construction survey. We only have one collector that is operational. With only one controller, the equipment 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
2023 General Fund
Adopted Budget

EXPENDITURES

ENGINEERING

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53110	110	Salaries	$ 50,144	$ 22,358	$ 50,345	$ 52,510	$ 22,885	$ 52,510	$ 58,412	$ 46,729	-11.01%
100	53110	120	Hourly Wages	83,081	34,413	81,241	81,984	37,364	81,984	86,627	87,043	6.17%
100	53110	125	Overtime Wages	12,000	782	6,250	12,000	3,990	12,000	12,000	12,000	0.00%
100	53110	126	Seasonal Labor	7,425	4,683	10,691	12,000	2,574	12,000	15,000	15,000	25.00%
100	53110	150	FICA	11,217	4,628	10,336	11,381	5,052	11,381	12,231	11,369	-0.10%
100	53110	151	Retirement	9,803	3,433	9,268	9,522	3,642	9,522	10,679	9,912	4.10%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	41,565	16,071	35,372	39,800	19,938	39,800	43,944	40,345	1.37%
100	53110	190	Training	3,125	411	1,185	3,125	828	3,125	3,125	3,125	0.00%
			Subtotal	**218,359**	**86,778**	**204,687**	**222,322**	**96,273**	**222,322**	**242,018**	**225,524**	**1.44%**
			CONTRACTUAL SERVICES									
100	53110	210	Telephone	970	262	607	970	340	970	970	970	0.00%
100	53110	212	Seminars and Conferences	1,000	0	0	1,000	160	1,000	1,000	1,000	0.00%
100	53110	215	Consulting	8,000	2,709	6,877	20,500	2,133	20,500	20,500	20,500	0.00%
100	53110	218	Cell/Radio	2,544	1,020	2,331	2,544	1,370	2,544	2,544	2,544	0.00%
			Subtotal	**12,514**	**3,991**	**9,814**	**25,014**	**4,002**	**25,014**	**25,014**	**25,014**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53110	310	Office Supplies	0	0	9	0	0	0	0	0	0.00%
100	53110	320	Memberships/Subscriptions	250	74	371	250	0	250	250	250	0.00%
100	53110	331	Transportation	2,500	384	(179)	2,500	856	2,500	2,500	2,500	0.00%
100	53110	340	Operating Supplies	2,813	1,051	2,810	2,813	1,048	2,813	2,813	2,813	0.00%
100	53110	350	Repair and Maintenance Supplies	500	5	79	500	114	500	500	500	0.00%
			Subtotal	**6,063**	**1,515**	**3,091**	**6,063**	**2,018**	**6,063**	**6,063**	**6,063**	**0.00%**
			CAPITAL OUTLAY									
100	53110	810	Capital Equipment	0	0	0	2,000	1,549	2,000	5,250	5,250	162.50%
			Subtotal	**0**	**0**	**0**	**2,000**	**1,549**	**2,000**	**5,250**	**5,250**	**162.50%**
			TOTAL	**$ 236,936**	**$ 92,284**	**$ 217,592**	**$ 255,399**	**$ 103,843**	**$ 255,399**	**$ 278,345**	**$ 261,851**	**2.53%**

Municipal Service Center

Program Full Time Equivalents: 0.51

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.

2023 Performance Measures:

1) Reduce the amount of electricity used by 1% through power management and LED lighting replacements.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Reduce electric cost by 1% through power management and LED lighting replacements.
   a. Result: Electricity used 2021 = 215,559 KW; 2022=196,920 KW
      Decreased 8.65%. Performance measure was met.

Significant Program Achievements:

1) Remodeled the front office.
2) Installed LED lights in front office, engineering department, unit "B" and Mechanic's shop.
3) Installed new logo on front office glass and both conference room walls.
4) Repaired wash bay walls.
5) Replaced exhaust fan hood for shop.
6) Replace stair treads on both stairwells to the basement eliminating trip hazards

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 2023 Municipal Service Center program cost is $100,499. 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $12,473 to reflect change in allocation for building maintenance wages and increase in employee wages as detailed in the building maintenance program.
2) Seasonal Labor increased $688 to reflect increase in employee wages.
3) FICA increased $964 to reflect change in allocation for building maintenance wages and increase in employee wages.
4) Retirement increased $869 to reflect change in allocation for building maintenance wages and increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $4,523 to reflect increase in health insurance premiums.
6) Training includes various training for building maintenance staff.
7) 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.
8) Cleaning Service Contract increased $768 to reflect actual costs.
9) Utilities increased $3,000 to reflect increase in electricity costs.

City of De Pere
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EXPENDITURES

MUNICIPAL SERVICE CENTER

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53230	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
100	53230	120	Hourly Wages	10,200	5,711	7,895	7,005	9,688	18,000	19,078	19,478	178.06%
100	53230	125	Overtime Wages	100	0	3	100	32	100	100	100	0.00%
100	53230	126	Seasonal Labor	2,753	0	132	2,753	191	2,753	3,441	3,441	24.99%
100	53230	150	FICA	828	430	570	583	738	1,425	1,517	1,548	165.25%
100	53230	151	Retirement	695	411	602	462	570	1,177	1,304	1,331	188.27%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,303	2,226	3,140	3,438	3,605	7,210	7,850	7,961	131.57%
100	53230	190	Training	275	0	0	275	0	275	275	275	0.00%
			Subtotal	**20,154**	**8,778**	**12,342**	**14,616**	**14,824**	**30,939**	**33,565**	**34,135**	**133.54%**
			CONTRACTUAL SERVICES									
100	53230	210	Telephone	130	34	80	130	45	130	130	130	0.00%
100	53230	215	Consulting	13,750	3,660	9,637	13,750	6,009	13,750	14,000	14,000	1.82%
100	53230	217	Cleaning Service Contract	7,500	5,187	10,715	9,966	4,569	9,966	10,734	10,734	7.71%
100	53230	220	Utilities	23,000	12,028	25,705	23,000	16,387	26,000	26,000	26,000	13.04%
			Subtotal	**44,380**	**20,910**	**46,138**	**46,846**	**27,011**	**49,846**	**50,864**	**50,864**	**8.58%**
			SUPPLIES AND EXPENSE									
100	53230	314	Cleaning and Maintenance	9,000	194	3,632	9,000	3,051	9,000	9,000	9,000	0.00%
100	53230	340	Operating Supplies	6,500	2,260	9,691	6,500	2,279	6,500	6,500	6,500	0.00%
			Subtotal	**15,500**	**2,453**	**13,322**	**15,500**	**5,330**	**15,500**	**15,500**	**15,500**	**0.00%**
			CAPITAL OUTLAY									
100	53230	810	Capital Equipment	8,250	0	0	3,300	11,302	11,302	2,574,250	0	0.00%
			Subtotal	**8,250**	**0**	**0**	**3,300**	**11,302**	**11,302**	**2,574,250**	**0**	**0.00%**
			TOTAL	**$ 88,284**	**$ 32,141**	**$ 71,802**	**$ 80,262**	**$ 58,466**	**$ 107,587**	**$ 2,674,179**	**$ 100,499**	**25.21%**

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 2023 budget allocates the maintenance staff wages as follows: City Hall ($18,356); Police Department ($11,822); Fire Department ($7,233); Municipal Service Center ($35,415); Building Maintenance ($30,202); Street Lighting ($5,387), Community Center ($10,799); Parks & Public Land ($33,295); and Swimming Pools ($54,993).

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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, city hall, and fire departments to allow for more efficient operations.

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 2023 Building Maintenance program cost is $138,199. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) Salaries increased $2,944 to reflect increase in employee wages.
2) Hourly wages decreased $11,832 to reflect change in allocation for building maintenance wages.
3) FICA decreased $680 to reflect change in allocation for building maintenance wages.
4) Retirement decreased $352 to reflect change in allocation for building maintenance wages.

5) Health, Dental, DIB, Life & Wks Cmp Ins decreased $8,776 to reflect 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) Safety Equipment and Uniforms increased $428 to reflect actual costs.
9) No Capital Equipment requested.

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EXPENDITURES

BUILDING MAINTENANCE

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53231	110	Salaries	$ 39,638	$ 17,681	$ 40,053	$ 41,634	$ 18,399	$ 41,634	$ 44,578	$ 44,578	7.07%
100	53231	120	Hourly Wages	56,100	12,437	23,897	42,034	7,813	25,000	29,582	30,202	-28.15%
100	53231	125	Overtime Wages	600	0	3,129	600	86	600	600	600	0.00%
100	53231	126	Seasonal Labor	500	0	55	0	0	0	0	0	0.00%
100	53231	150	FICA	7,377	2,293	4,859	6,447	2,028	5,143	5,719	5,767	-10.55%
100	53231	151	Retirement	6,503	1,877	4,480	5,477	1,540	4,370	5,084	5,126	-6.42%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	43,224	11,686	21,518	35,016	12,646	25,000	17,712	26,240	-25.06%
100	53231	190	Training	6,500	270	5,956	6,500	465	6,500	6,500	6,500	0.00%
			Subtotal	**160,441**	**46,243**	**103,946**	**137,708**	**42,977**	**108,248**	**109,775**	**119,012**	**-13.58%**
			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	2,074	753	1,659	2,259	903	2,259	2,259	2,259	0.00%
			Subtotal	**2,574**	**753**	**1,659**	**2,759**	**903**	**2,759**	**2,759**	**2,759**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53231	310	Office Supplies	500	0	0	500	0	500	500	500	0.00%
100	53231	331	Transportation	6,000	975	(1,995)	7,000	1,572	7,000	7,000	7,000	0.00%
100	53231	340	Operating Supplies	3,000	19	1,038	3,000	923	3,000	3,000	3,000	0.00%
100	53231	350	Repair and Maintenance Supplies	4,000	300	1,112	4,000	944	4,000	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	1,000	375	548	1,500	964	1,928	1,928	1,928	28.53%
			Subtotal	**14,500**	**1,669**	**703**	**16,000**	**4,404**	**16,428**	**16,428**	**16,428**	**2.68%**
			CAPITAL OUTLAY									
100	53231	860	Capital Outlay	1,000	833	853	0	0	0	0	0	0.00%
			Subtotal	**1,000**	**833**	**853**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 178,515**	**$ 49,499**	**$ 107,162**	**$ 156,467**	**$ 48,284**	**$ 127,435**	**$ 128,962**	**$ 138,199**	**-11.67%**

Fleet Maintenance

Program Full Time Equivalents: 0.7

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.

2023 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.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
   a. Result: All vehicles and equipment with 4,000 mile maintenance requirement were completed.
2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
   a. Result: All garbage/recycling trucks were maintained every 500 hours.
3) Perform equipment maintenance every 300 hours on 100% of the front-end loaders and dump trucks.
   a. Result: This was accomplishing on all loaders and dump trucks.
4) Perform equipment maintenance on every police vehicle every 6,000 miles.
   a. Result: This was accomplished.

Significant Program Achievements:

1) Maintained 184 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 2023 Fleet Maintenance cost is $121,411. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Salaries increased $589 to reflect increase in employee wages.
2) Hourly Wages increased $1,940 to reflect increase in employee wages.
3) FICA increased $193 to reflect increase in employee wages.
4) Retirement increased $314 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,770 to reflect increase in health insurance premiums.
6) Training is for staff on fleet maintenance equipment.
7) Consulting includes tasks unable to perform in our fleet maintenance shop.
8) Transportation increased $130 to reflect increase in fuel costs.
9) Operating Supplies increased $506 to reflect actual costs.
10) Capital Equipment includes the general fund share of $2,260 which is for: replace frame press ($900); replace air compressor ($600); trailer light tester ($40); hydraulic body repair kit ($120); and miscellaneous tool replacement ($600).

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EXPENDITURES

FLEET MAINTENANCE

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53240	110	Salaries	$ 7,928	$ 3,536	$ 8,011	$ 8,327	$ 3,680	$ 8,327	$ 8,916	$ 8,916	7.07%
100	53240	120	Hourly Wages	39,780	11,751	26,902	38,735	14,332	38,735	40,675	40,675	5.01%
100	53240	125	Overtime Wages	408	0	123	400	729	800	400	400	0.00%
100	53240	126	Seasonal Labor	0	0	7	0	0	0	0	0	0.00%
100	53240	150	FICA	3,681	1,160	2,527	3,631	1,447	3,661	3,824	3,824	5.33%
100	53240	151	Retirement	3,248	746	3,111	3,085	119	3,111	3,399	3,399	10.19%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,513	7,742	24,259	12,578	7,103	12,578	13,981	16,348	29.97%
100	53240	190	Training	200	0	0	200	0	200	200	200	0.00%
			Subtotal	**68,757**	**24,936**	**64,938**	**66,956**	**27,410**	**67,412**	**71,396**	**73,763**	**10.17%**
			CONTRACTUAL SERVICES									
100	53240	210	Telephone	42	8	20	42	11	42	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	3,588	10,273	11,200	2,455	11,200	11,200	11,200	0.00%
100	53240	218	Cell/Radio	102	15	33	102	15	102	102	102	0.00%
			Subtotal	**11,344**	**3,612**	**10,326**	**11,344**	**2,481**	**11,344**	**11,344**	**11,344**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53240	331	Transportation	408	289	493	408	269	538	538	538	31.86%
100	53240	340	Operating Supplies	4,838	2,639	5,063	5,000	2,753	5,506	5,506	5,506	10.12%
100	53240	350	Repair and Maintenance Supplies	26,200	6,594	21,095	26,200	11,221	26,200	26,200	26,200	0.00%
100	53240	351	Safety Equipment and Uniforms	1,700	525	1,551	1,800	608	1,800	1,800	1,800	0.00%
			Subtotal	**33,146**	**10,048**	**28,201**	**33,408**	**14,851**	**34,044**	**34,044**	**34,044**	**1.90%**
			CAPITAL OUTLAY									
100	53240	810	Capital Equipment	4,000	12,098	12,098	1,592	2,888	2,888	2,260	2,260	41.96%
			Subtotal	**4,000**	**12,098**	**12,098**	**1,592**	**2,888**	**2,888**	**2,260**	**2,260**	**41.96%**
			TOTAL	**$ 117,247**	**$ 50,693**	**$ 115,562**	**$ 113,300**	**$ 47,630**	**$ 115,688**	**$ 119,044**	**$ 121,411**	**7.16%**

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.

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.

2022 Performance Measures:

2) 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: Did not meet measure as indicated.

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 new tractor with toolcat to increase efficiency in clearing city-maintained parking lots

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 2023 Snow and Ice Control program cost is $288,815. 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.

2023 Program Objectives:

1) Continue to train new staff on snow plow 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 snow plow maps to improve efficiencies.
5) Continue to send staff to seminars/conferences on snow removal operations.
6) Continue to send staff to snow plow rodeo.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $5,458 to reflect increase in employee wages.
2) Retirement increased $712 to reflect increase in employee wages.
3) Training includes training for operational training of salting and plowing.
4) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
5) Consulting is for the need to hire contractors as needed or rent equipment.
6) Transportation increased $5,500 to reflect increase in fuel costs.
7) No Capital Equipment is being requested.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

SNOW AND ICE CONTROL

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53310	120	Hourly Wages	$ 71,400	$ 25,799	$ 38,351	$ 73,542	$ 24,123	$ 73,542	$ 78,000	$ 79,000	7.42%
100	53310	125	Overtime Wages	40,000	4,643	7,676	40,000	4,132	40,000	40,000	40,000	0.00%
100	53310	150	FICA	8,522	2,394	3,195	8,686	2,445	8,686	9,027	9,104	4.81%
100	53310	151	Retirement	7,520	2,277	3,012	7,380	2,094	7,380	8,024	8,092	9.64%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,261	11,696	15,025	26,000	12,394	26,000	28,000	27,173	4.51%
100	53310	190	Training	500	0	95	500	0	500	500	500	0.00%
			Subtotal	**155,203**	**46,808**	**67,354**	**156,108**	**45,188**	**156,108**	**163,551**	**163,869**	**4.97%**
											27,422	
			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	391	771	4,000	675	4,000	4,000	4,000	0.00%
			Subtotal	**5,000**	**391**	**771**	**5,000**	**675**	**5,000**	**5,000**	**5,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53310	331	Transportation	22,000	6,716	4,667	22,000	10,554	22,000	27,500	27,500	25.00%
100	53310	340	Operating Supplies	12,000	4,349	12,444	12,000	6,223	12,446	12,446	12,446	3.72%
100	53310	341	Salt, Sand, Chloride	90,000	67,896	71,580	80,000	48,750	80,000	80,000	80,000	0.00%
			Subtotal	**124,000**	**78,961**	**88,691**	**114,000**	**65,527**	**114,446**	**119,946**	**119,946**	**5.22%**
			CAPITAL OUTLAY									
100	53310	810	Capital Equipment	0	0	0	0	0	0	625,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**625,000**	**0**	**0.00%**
			TOTAL	**$ 284,203**	**$ 126,160**	**$ 156,816**	**$ 275,108**	**$ 111,389**	**$ 275,554**	**$ 913,497**	**$ 288,815**	**4.98%**

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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) Utilized Mastic One product to ramp manhole castings to eliminate damage during winter plow events.

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 2023 Street Maintenance program cost is $157,372. The program benefits the community by allowing the streets to be kept clear of road hazards.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $4,192 to reflect increase in employee wages.
2) Seasonal Labor increased $1,240 to reflect increase in employee wages.
3) FICA increased $339 to reflect increase in employee wages.
4) Retirement increased $501 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $2,018 to reflect increase in health insurance premiums.
6) Training includes funding for street employees to attend road maintenance seminar/workshops.
7) Seminars and Conferences include funding for staff participation to attend APWA training.
8) Consulting increased $8,000 for increased costs for black top patching on Main Avenue. Consulting include for blacktop patching.

9) Transportation increased $2,000 to reflect increase in fuel costs.
10) Safety Equipment and Uniforms increased $646 to reflect actual costs.
11) No Capital Outlay is being requested.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

STREET MAINTENANCE

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53330	120	Hourly Wages	$ 67,830	$ 22,962	$ 57,499	$ 69,865	$ 26,835	$ 69,865	$ 74,057	$ 74,057	6.00%
100	53330	125	Overtime Wages	2,000	25	314	2,000	63	2,000	2,000	2,000	0.00%
100	53330	126	Seasonal Labor	4,961	549	1,689	4,961	294	4,961	6,201	6,201	24.99%
100	53330	150	FICA	5,414	1,804	4,325	5,570	2,076	5,570	5,908	5,908	6.08%
100	53330	151	Retirement	4,714	1,368	3,915	4,671	1,518	4,671	5,172	5,172	10.72%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	30,562	6,556	16,171	29,100	9,632	29,100	32,000	31,118	6.93%
100	53330	190	Training	2,000	200	147	2,000	299	2,000	2,000	2,000	0.00%
			Subtotal	**117,480**	**33,462**	**84,060**	**118,167**	**40,717**	**118,167**	**127,338**	**126,456**	**7.01%**
			CONTRACTUAL SERVICES									
100	53330	212	Seminars and Conferences	270	0	0	270	0	270	270	270	0.00%
100	53330	215	Consulting	2,000	(2,000)	(2,000)	2,000	0	2,000	2,000	10,000	400.00%
			Subtotal	**2,270**	**(2,000)**	**(2,000)**	**2,270**	**0**	**2,270**	**2,270**	**10,270**	**352.42%**
			SUPPLIES AND EXPENSE									
100	53330	331	Transportation	8,000	2,482	2,871	8,000	3,542	8,000	10,000	10,000	25.00%
100	53330	340	Operating Supplies	3,000	1,869	2,332	3,000	(87)	3,000	3,000	3,000	0.00%
100	53330	350	Repair and Maintenance Supplies	1,000	436	1,033	1,000	345	1,000	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,400	3,417	5,089	6,000	3,323	6,646	6,646	6,646	10.77%
			Subtotal	**17,400**	**8,203**	**11,325**	**18,000**	**7,123**	**18,646**	**20,646**	**20,646**	**14.70%**
			CAPITAL OUTLAY									
100	53330	810	Capital Outlay	0	516	516	0	1,254	1,254	40,000	0	0.00%
			Subtotal	**0**	**516**	**516**	**0**	**1,254**	**1,254**	**40,000**	**0**	**0.00%**
			TOTAL	**$ 137,150**	**$ 40,182**	**$ 93,902**	**$ 138,437**	**$ 49,094**	**$ 140,337**	**$ 190,254**	**$ 157,372**	**13.68%**

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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.

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 2023 Traffic Signs and Markings program cost is $170,651. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $3,099 to reflect increase in employee wages.
2) Seasonal Labor increased $1,250 to reflect increase in employee wages.
3) FICA increased $255 to reflect increase in employee wages.
4) Retirement increased $403 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,302 to reflect increase in health insurance premiums.
6) Training is for training staff on sign maintenance and traffic markings.
7) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
8) Consulting includes fees paid to City of Green Bay for street striping as well as for sign repairs the City cannot do.
9) Transportation increased $750 to reflect increase in fuel costs.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

TRAFFIC SIGNS AND MARKINGS

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53400	120	Hourly Wages	$ 60,180	$ 23,487	$ 46,791	$ 61,985	$ 23,795	$ 61,985	$ 65,084	$ 65,084	5.00%
100	53400	125	Overtime Wages	2,000	140	507	2,000	1,181	2,000	2,000	2,000	0.00%
100	53400	126	Seasonal Labor	5,000	1,148	5,865	5,000	1,802	5,000	6,250	6,250	25.00%
100	53400	150	FICA	4,829	1,795	3,616	4,967	1,880	4,967	5,223	5,223	5.14%
100	53400	151	Retirement	4,197	1,321	3,258	4,159	1,297	4,159	4,562	4,562	9.68%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,736	5,782	12,869	19,856	6,986	19,856	21,800	21,158	6.56%
100	53400	190	Training	400	0	253	400	0	400	400	400	0.00%
			Subtotal	**97,342**	**33,673**	**73,157**	**98,367**	**36,940**	**98,367**	**105,318**	**104,676**	**6.41%**
			CONTRACTUAL SERVICES									
100	53400	212	Seminars and Conferences	225	0	0	225	0	225	225	225	0.00%
100	53400	215	Consulting	6,000	2,335	10,035	10,000	0	10,000	10,000	10,000	0.00%
			Subtotal	**6,225**	**2,335**	**10,035**	**10,225**	**0**	**10,225**	**10,225**	**10,225**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53400	331	Transportation	3,000	1,016	1,614	3,000	1,077	3,000	3,750	3,750	25.00%
100	53400	340	Operating Supplies	37,610	17,222	36,111	37,610	18,924	37,848	38,000	38,000	1.04%
100	53400	342	Paint--Sign and Mark	12,000	222	11,148	14,000	0	14,000	14,000	14,000	0.00%
			Subtotal	**52,610**	**18,461**	**48,873**	**54,610**	**20,001**	**54,848**	**55,750**	**55,750**	**2.09%**
			CAPITAL OUTLAY									
100	53400	810	Capital Equipment	2,000	4,765	4,765	2,500	184	2,500	560,000	0	0.00%
			Subtotal	**2,000**	**4,765**	**4,765**	**2,500**	**184**	**2,500**	**560,000**	**0**	**0.00%**
			TOTAL	**$ 158,177**	**$ 59,233**	**$ 136,829**	**$ 165,702**	**$ 57,125**	**$ 165,940**	**$ 731,293**	**$ 170,651**	**2.99%**

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 street lights 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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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

Significant Program Achievements:

1) Continue lamp and ballast replacement program.

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 2023 Street Lighting program cost is $428,595. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $573 to reflect increase in employee wages.
2) Seasonal Labor increased $250 to reflect increase in employee wages.
3) FICA increased $47 to reflect increase in employee wages.
4) Retirement increased $62 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $260 to reflect increase in health insurance premiums.
6) Consulting is for contracting outside services for locates and to repair street and decorative lighting.
7) Utilities increased $23,400 to reflect increase in electricity costs.
8) Transportation increased $62 to reflect increase in fuel costs.
9) No Capital Equipment is being requested.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

STREET LIGHTING

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53420	120	Hourly Wages	$ 6,120	$ 7,121	$ 10,989	$ 7,643	$ 1,031	$ 7,643	$ 8,216	$ 8,216	7.50%
100	53420	125	Overtime Wages	200	22	90	200	24	200	200	200	0.00%
100	53420	126	Seasonal Labor	1,000	22	264	1,000	0	1,000	1,250	1,250	25.00%
100	53420	150	FICA	498	543	822	614	81	614	662	662	7.72%
100	53420	151	Retirement	427	457	790	510	92	510	572	572	12.26%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,628	2,013	3,168	3,723	726	3,723	4,095	3,983	6.98%
100	53420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**10,873**	**10,179**	**16,124**	**13,690**	**1,953**	**13,690**	**14,995**	**14,883**	**8.71%**
			CONTRACTUAL SERVICES									
100	53420	215	Consulting	15,000	5,087	4,437	10,000	(391)	10,000	10,000	10,000	0.00%
100	53420	220	Utilities	360,000	183,413	372,794	360,000	162,271	360,000	383,400	383,400	6.50%
			Subtotal	**375,000**	**188,500**	**377,230**	**370,000**	**161,880**	**370,000**	**393,400**	**393,400**	**6.32%**
			SUPPLIES AND EXPENSE									
100	53420	331	Transportation	250	65	133	250	105	250	312	312	24.80%
100	53420	340	Operating Supplies	20,000	2,033	23,685	20,000	956	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**	**2,098**	**23,818**	**20,250**	**1,061**	**20,250**	**20,312**	**20,312**	**0.31%**
			CAPITAL OUTLAY									
100	53420	810	Capital Equipment	0	0	0	0	9,450	9,450	50,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**9,450**	**9,450**	**50,000**	**0**	**0.00%**
			TOTAL	**$ 406,123**	**$ 200,777**	**$ 417,173**	**$ 403,940**	**$ 174,345**	**$ 413,390**	**$ 478,707**	**$ 428,595**	**6.10%**

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.

2023 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.

2022 Performance Measurement Data (July 2021 – June 2022):

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 2023 Traffic Lights program cost is $42,820. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) Consulting fees include fees paid to City of Green Bay for maintenance of traffic signals and locates.
2) Utilities increased $1,820 to reflect increase in electricity costs.
3) No capital equipment requested.

City of De Pere
2023 General Fund
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EXPENDITURES

TRAFFIC LIGHTS

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53450	120	Hourly Wages	$ 0	$ 15	$ 144	$ 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	11	0	0	0	0	0	0.00%
100	53450	150	FICA	0	1	12	0	0	0	0	0	0.00%
100	53450	151	Retirement	0	1	10	0	0	0	0	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	22	0	0	0	0.00%
			Subtotal	**0**	**17**	**177**	**0**	**22**	**0**	**0**	**0**	**0.00%**
			CONTRACTUAL SERVICES									
100	53450	215	Consulting	12,000	(11,085)	2,319	12,000	766	12,000	12,000	12,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	53450	220	Utilities	28,000	12,914	28,572	28,000	12,772	28,000	29,820	29,820	6.50%
			Subtotal	**40,000**	**1,828**	**30,891**	**40,000**	**13,538**	**40,000**	**41,820**	**41,820**	**4.55%**
			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	0	1,000	1,000	1,000	0.00%
			Subtotal	**1,000**	**0**	**0**	**1,000**	**0**	**1,000**	**1,000**	**1,000**	**0.00%**
			CAPITAL OUTLAY									
100	53450	810	Capital Equipment	5,300	0	0	0	0	0	0	0	0.00%
			Subtotal	**5,300**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
			TOTAL	**$ 46,300**	**$ 1,846**	**$ 31,067**	**$ 41,000**	**$ 13,560**	**$ 41,000**	**$ 42,820**	**$ 42,820**	**4.44%**

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.

2023 Performance Measures:

1) Decrease number of household brush violations by 5% by educating the community on City policy.

2022 Performance Measures:

1) Decrease number of household brush violations by 1% by educating the community on City policy.
    a. Result: Household brush violations (339 in 2021, 407 in 2022). Increased 20%. 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) Installed Wood Chipper 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 2023 Brush Collection program cost is $114,088. 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.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,197 to reflect increase in employee wages.
2) Seasonal Labor increased $1,788 to reflect increase in employee wages.
3) FICA increased $194 to reflect increase in employee wages.
4) Retirement increased $282 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $880 to reflect increase in health insurance premiums.
6) Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
7) Utilities increased $23 to reflect increase in electricity costs.
8) Transportation increased $6,200 to reflect increase in fuel costs.
9) No Capital Equipment requested.

City of De Pere
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EXPENDITURES

BRUSH COLLECTION

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53460	120	Hourly Wages	$ 42,656	$ 13,563	$ 39,424	$ 43,936	$ 14,737	$ 43,936	$ 46,133	$ 46,133	5.00%
100	53460	125	Overtime Wages	100	0	355	100	0	100	100	100	0.00%
100	53460	126	Seasonal Labor	7,150	115	1,590	7,150	801	7,150	8,938	8,938	25.01%
100	53460	150	FICA	3,375	1,078	3,002	3,472	1,143	3,472	3,666	3,666	5.59%
100	53460	151	Retirement	2,886	640	2,728	2,862	735	2,862	3,144	3,144	9.83%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,550	2,451	10,386	13,550	4,663	13,550	14,900	14,430	6.49%
			Subtotal	**69,717**	**17,847**	**57,484**	**71,071**	**22,080**	**71,071**	**76,881**	**76,411**	**7.51%**
			CONTRACTUAL SERVICES									
100	53460	215	Consulting	25,000	0	26,240	25,000	0	25,000	25,000	25,000	0.00%
100	53460	220	Utilities	354	169	355	354	167	354	377	377	6.50%
			Subtotal	**25,354**	**169**	**26,595**	**25,354**	**167**	**25,354**	**25,377**	**25,377**	**0.09%**
			SUPPLIES AND EXPENSE									
100	53460	331	Transportation	5,800	2,343	6,054	5,800	7,792	12,000	12,000	12,000	106.90%
100	53460	340	Operating Supplies	300	124	224	300	296	300	300	300	0.00%
			Subtotal	**6,100**	**2,466**	**6,278**	**6,100**	**8,088**	**12,300**	**12,300**	**12,300**	**101.64%**
			CAPITAL OUTLAY									
100	53460	810	Capital Equipment	0	0	0	0	0	0	500,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**500,000**	**0**	**0.00%**
			TOTAL	**$ 101,171**	**$ 20,482**	**$ 90,358**	**$ 102,525**	**$ 30,334**	**$ 108,725**	**$ 614,558**	**$ 114,088**	**11.28%**

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

1) Increase value of the service to the community and see a 1% increase in ridership. 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 2023 Transit System program cost is $408,100. 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.

2023 Program Objectives:

1) Continue to maintain bus services for the community.

2032 Budget Significant Expenditure Changes:

1) None.

City of De Pere
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EXPENDITURES

TRANSIT SYSTEM

Account Number			CONTRACTUAL SERVICES										
			Account Title	**2021 Adopted Budget**	**2021 6 mos Actual**	**2021 Year End Actual**	**2022 Adopted Budget**	**2022 6 mos Actual**	**2022 Year End Estimate**	**2023 Dept Head Proposed**	**2023 Executive Proposed**	**2023 / 2022 Budget % Of Change**
100	53520	213	Transit System	$ 424,663	$ (57,266)	$ 292,560	$ 424,663	$ 93,795	$ 424,663	$ 408,100	$ 408,100	-3.90%
			Subtotal	**424,663**	**(57,266)**	**292,560**	**424,663**	**93,795**	**424,663**	**408,100**	**408,100**	**-3.90%**
			TOTAL	**$ 424,663**	**$ (57,266)**	**$ 292,560**	**$ 424,663**	**$ 93,795**	**$ 424,663**	**$ 408,100**	**$ 408,100**	**-3.90%**

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.

2023 Performance Measures:

1) Decrease the number of rubbish violations letters by 1% by educating the community on city policy.

2022 Performance Measures:

1) Decrease the number of rubbish violation letters 1% by educating the community on City policy.
   a. Result: Violations are 250 in 2022 compared to 289 for 2021. This is a decrease of 16%. Performance measure was 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) Issues 72 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 2023 Garbage/Refuse Collection program cost is $396,786. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $16,021 to reflect increase in employee wages.
2) Overtime Wages increased $1,000 to reflect actual costs.
3) Seasonal Labor increased $3,500 to reflect increase in employee wages.
4) FICA increased $1,353 to reflect increase in employee wages.
5) Retirement increased $1,720 to reflect increase in employee wages.
6) Health, Dental, DIB, Life & Wks Cmp Ins increased $8,057 to reflect increase in health insurance premiums.
7) Training for staff development in garbage truck operations. In addition, staff trained on new garbage trucks and controls.
8) 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.
9) Transportation increased $18,010 to reflect increase in fuel costs.
10) Garbage Bags and Poly Cart Supplies increased $8,000 to reflect actual costs due to new residential subdivisions being constructed and the need to replace existing garbage carts due to age and deterioration.
11) No Capital Equipment requested.

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EXPENDITURES

GARBAGE/REFUSE COLLECTION

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53620	120	Hourly Wages	$ 180,000	$ 63,413	$ 179,464	$ 185,400	$ 68,571	$ 185,400	$ 199,305	$ 201,421	8.64%
100	53620	125	Overtime Wages	2,000	5	5,716	2,000	1,424	2,848	3,000	3,000	50.00%
100	53620	126	Seasonal Labor	14,000	2,331	9,742	14,000	4,160	14,000	17,500	17,500	25.00%
100	53620	150	FICA	14,126	4,939	13,552	14,539	5,624	14,604	15,730	15,892	9.30%
100	53620	151	Retirement	12,285	3,636	12,320	12,181	3,966	12,236	13,757	13,901	14.12%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,505	26,450	62,854	57,505	30,768	61,536	67,690	65,562	14.01%
100	53620	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**280,416**	**100,773**	**283,649**	**286,125**	**114,513**	**291,124**	**317,482**	**317,776**	**11.06%**
			CONTRACTUAL SERVICES									
100	53620	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53620	215	Consulting	10,000	1,744	3,838	10,000	2,093	10,000	10,000	10,000	0.00%
			Subtotal	**10,000**	**1,744**	**3,838**	**10,000**	**2,093**	**10,000**	**10,000**	**10,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53620	331	Transportation	30,000	17,115	35,473	30,000	24,005	48,010	48,010	48,010	60.03%
100	53620	340	Operating Supplies	1,000	576	576	1,000	149	1,000	1,000	1,000	0.00%
100	53620	344	Garbage and Poly Cart Supplies	8,000	0	8,477	12,000	14,095	14,095	20,000	20,000	66.67%
			Subtotal	**39,000**	**17,691**	**44,527**	**43,000**	**38,249**	**63,105**	**69,010**	**69,010**	**60.49%**
			CAPITAL OUTLAY									
100	53620	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	**$ 329,416**	**$ 120,208**	**$ 332,013**	**$ 339,125**	**$ 154,856**	**$ 364,229**	**$ 396,492**	**$ 396,786**	**17.00%**

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.

2023 Performance Measures:

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

2022 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 5,675 tons of garbage to the landfill from weekly household collection and 515 tons of garbage from curbside collection and rubbish drop off site to the transfer station.

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 2023 Landfill program cost is $320,000. This program benefits the community by providing funding for disposal of solid waste.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) None.

City of De Pere
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EXPENDITURES

LANDFILL

Account Number CONTRACTUAL SERVICES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
100	53630	214	Landfill	$ 320,000	$ 77,816	$ 205,096	$ 320,000	$ 60,514	$ 320,000	$ 320,000	$ 320,000	0.00%
			Subtotal	**320,000**	**77,816**	**205,096**	**320,000**	**60,514**	**320,000**	**320,000**	**320,000**	**0.00%**
			TOTAL	**$ 320,000**	**$ 77,816**	**$ 205,096**	**$ 320,000**	**$ 60,514**	**$ 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.

2023 Performance Measures:

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

2022 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

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 2023 Weed Control program cost is $15,442. This amount is only 35% of the total cost of the program. The other 65% costs for this program is 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $350 to reflect increase in employee wages.
2) Seasonal Labor increased $200 to reflect increase in employee wages.
3) FICA increased $30 to reflect increase in employee wages.
4) Retirement increased $45 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $338 to reflect increase in health insurance premiums.

City of De Pere
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EXPENDITURES

WEED CONTROL

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	53640	120	Hourly Wages	$ 5,000	$ 2,980	$ 8,985	$ 7,000	$ 1,943	$ 7,000	$ 7,350	$ 7,350	5.00%
100	53640	125	Overtime Wages	0	3	212	0	4	4	0	0	0.00%
100	53640	126	Seasonal Labor	400	188	732	800	112	800	1,000	1,000	25.00%
100	53640	150	FICA	388	279	732	547	146	547	577	577	5.42%
100	53640	151	Retirement	338	334	893	455	30	455	500	500	9.85%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,485	1,627	4,980	5,177	1,934	5,177	5,700	5,515	6.53%
			Subtotal	**9,611**	**5,410**	**16,532**	**13,979**	**4,170**	**13,983**	**15,127**	**14,942**	**6.89%**
			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	300	239	586	500	247	500	500	500	0.00%
			Subtotal	**300**	**239**	**586**	**500**	**247**	**500**	**500**	**500**	**0.00%**
			CAPITAL OUTLAY									
100	53640	810	Capital Equipment	175	175	175	0	0	0	6,300	0	100.00%
			Subtotal	**175**	**175**	**175**	**0**	**0**	**0**	**6,300**	**0**	**100.00%**
			TOTAL	**$ 10,086**	**$ 5,825**	**$ 17,293**	**$ 14,479**	**$ 4,416**	**$ 14,483**	**$ 21,927**	**$ 15,442**	**6.65%**

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 2022 the grant received was $97,690.71. 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.

2023 Performance Measures:

Increase recycling tonnage collected by 1% by educating the community on recycling

2022 Performance Measures:

1) Increase recycling tonnage collected by 1% by educating the community on recycling.
    a. Result: Performance measure was not met. Tonnage for 2021 was 1,826 and 2022 was 1,693. This is a decrease of 8%. 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 763 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 2023 Recycling program cost is $141,781. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $4,826 to reflect increase in employee wages.
2) Seasonal Labor increased $81 to reflect increase in employee wages.
3) FICA increased $370 to reflect increase in employee wages.
4) Retirement increased $482 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $2,656 to reflect increase in health insurance premiums.
6) Training to fund staff attending recycling seminars.
7) Consulting for private dumpster services in Marquette Square,Nicolet Square, and alley of 400 block of Main Avenue
8) Poly Cart Supplies increased $8,000 to reflect actual costs due to new residential subdivisions being constructed and the need to replace existing recycle carts due to age and deterioration.
9) No Capital Equipment requested.

City of De Pere
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EXPENDITURES

RECYCLING

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	53650	120	Hourly Wages	$ 49,540	$ 22,631	$ 47,913	$ 51,026	$ 24,466	$ 51,026	$ 54,852	$ 55,852	9.46%
100	53650	125	Overtime Wages	200	0	310	200	0	200	200	200	0.00%
100	53650	126	Seasonal Labor	322	0	11	322	0	322	403	403	25.16%
100	53650	150	FICA	3,810	1,722	3,496	3,923	1,874	3,923	4,217	4,294	9.44%
100	53650	151	Retirement	3,258	1,312	3,266	3,330	1,364	3,330	3,744	3,812	14.47%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,421	12,085	28,005	30,680	17,059	30,680	34,000	33,336	8.66%
100	53650	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**77,051**	**37,750**	**83,000**	**89,981**	**44,763**	**89,981**	**97,916**	**98,396**	**9.35%**
			CONTRACTUAL SERVICES									
100	53650	215	Consulting	6,000	1,163	2,558	6,000	1,395	6,000	6,000	6,000	0.00%
			Subtotal	**6,000**	**1,163**	**2,558**	**6,000**	**1,395**	**6,000**	**6,000**	**6,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	53650	331	Transportation	16,885	5,813	12,022	16,885	3,378	16,885	16,885	16,885	0.00%
100	53650	340	Operating Supplies	500	175	175	500	232	500	500	500	0.00%
100	53650	344	Poly Cart Supplies	8,000	5,793	13,780	12,000	15,428	15,428	20,000	20,000	66.67%
			Subtotal	**25,385**	**11,781**	**25,978**	**29,385**	**19,038**	**32,813**	**37,385**	**37,385**	**27.22%**
			CAPITAL OUTLAY									
100	53650	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	**$ 108,436**	**$ 50,695**	**$ 111,536**	**$ 125,366**	**$ 65,197**	**$ 128,794**	**$ 141,301**	**$ 141,781**	**13.09%**

TOTAL PUBLIC WORKS

City of De Pere
2023 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

TOTAL PUBLIC WORKS

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
	PERSONAL SERVICES									
110	Salaries	$ 151,880	$ 67,735	$ 153,178	$ 159,138	$ 70,005	$ 159,138	$ 171,662	$ 147,979	-7.01%
120	Hourly Wages	690,317	255,151	591,205	689,860	264,553	683,821	730,194	735,746	6.65%
125	Overtime Wages	60,108	5,843	24,965	60,100	11,772	61,352	61,100	61,100	1.66%
126	Seasonal Wages	43,511	9,035	30,776	47,986	9,933	47,986	59,983	59,983	25.00%
150	FICA	69,657	25,576	56,533	70,242	27,146	69,875	74,536	73,149	4.14%
151	Retirement	60,806	19,746	52,848	59,091	18,927	58,780	65,481	64,248	8.73%
152	Health, Denal, DIB, Life & Wks Comp Ins	303,980	115,767	258,577	300,753	139,417	298,540	317,313	315,495	4.90%
190	Training	16,000	881	7,696	16,000	1,640	16,000	16,000	16,000	0.00%
	Subtotal	**1,396,260**	**499,734**	**1,175,777**	**1,403,170**	**543,394**	**1,395,492**	**1,496,269**	**1,473,701**	**5.03%**
	CONTRACTUAL SERVICES									
210	Telephone	1,908	429	989	1,908	551	1,908	1,908	1,908	0.00%
211	Postage	1,563	591	1,355	1,563	587	1,563	1,563	1,563	0.00%
212	Seminars and Conference	4,995	24	1,157	4,995	858	4,995	4,995	4,995	0.00%
213	Transit System	424,663	(57,266)	292,560	424,663	93,795	424,663	408,100	408,100	-3.90%
214	Landfill	320,000	77,816	205,096	320,000	60,514	320,000	320,000	320,000	0.00%
215	Consulting	114,279	7,818	75,980	125,779	15,412	125,779	126,029	134,029	6.56%
217	Cleaning Service Contract	7,500	5,187	10,715	9,966	4,569	9,966	10,734	10,734	7.71%
218	Cell/Radio	6,520	2,313	5,197	6,705	2,893	6,705	6,705	6,705	0.00%
219	Data	0	0	0	0	0	0	0	0	0.00%
220	Utilities	411,354	208,525	427,426	411,354	191,598	414,354	439,597	439,597	6.87%
	Subtotal	**1,292,782**	**245,437**	**1,020,474**	**1,306,933**	**370,777**	**1,309,933**	**1,319,631**	**1,327,631**	**1.58%**

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PUBLIC WORKS
EXPENDITURES

TOTAL PUBLIC WORKS

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
	SUPPLIES AND EXPENSE									
310	Office Supplies	3,000	84	255	3,000	323	3,000	3,000	3,000	0.00%
314	Cleaning & Maintenance Supplies	9,000	194	3,632	9,000	3,051	9,000	9,000	9,000	0.00%
320	Memberships/Subscriptions	650	290	661	650	281	650	650	650	0.00%
331	Transportation	95,493	37,327	61,426	96,493	53,358	120,833	129,145	129,145	33.84%
340	Operating Supplies	92,561	32,317	94,150	92,723	33,698	93,913	94,065	94,065	1.45%
341	Salt, Sand and Chloride	90,000	67,896	71,580	80,000	48,750	80,000	80,000	80,000	0.00%
342	Paint--Sign and Mark	12,000	222	11,148	14,000	0	14,000	14,000	14,000	0.00%
344	Garbage Bags and Poly Cart Supplies	16,000	5,793	22,258	24,000	29,523	29,523	40,000	40,000	66.67%
350	Repair and Maintenance	31,700	7,335	23,319	31,700	12,623	31,700	31,700	31,700	0.00%
351	Safety Equipment and Uniforms	8,100	4,317	7,188	9,300	4,895	10,374	10,374	10,374	11.55%
361	Fuel - Equipment	300	239	586	500	247	500	500	500	0.00%
	Subtotal	**358,804**	**156,015**	**296,201**	**361,366**	**186,748**	**393,493**	**412,434**	**412,434**	**14.13%**
	CAPITAL OUTLAY									
810	Captial Equipment	20,725	17,871	17,890	9,392	25,373	28,140	4,333,060	7,510	-20.04%
860	Capital Outlay	0	516	516	0	1,254	1,254	40,000	0	0.00%
	Subtotal	**20,725**	**18,387**	**18,407**	**9,392**	**26,627**	**29,394**	**4,373,060**	**7,510**	**-20.04%**
	TOTAL	**$ 3,068,571**	**$ 919,574**	**$ 2,510,858**	**$ 3,080,860**	**$ 1,127,546**	**$ 3,128,312**	**$ 7,601,394**	**$ 3,221,276**	**4.56%**

CULTURE, EDUCATION & RECREATION

CULTURE, EDUCATION AND RECREATION EXPENDITURES

PROGRAM BUDGET	FULL TIME EQUIVALENTS
Community Center	2.50
Historic Preservation Commission	0.00
Park and Rec Administration	2.00
Parks & Public Land	3.50
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	0.30
TOTAL	**14.95**

Community Center

Program Full Time Equivalents: 2.5

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.

2023 Performance Measures:

1) Reduce the amount of call-ins associated with rentals by 5%.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Obtain an 85% approval rating on patrons rental experience at the Community Center.

a. Result: Received an 85.26% approval rating on patrons rental experience at the Community Center. Criteria included fees, hours, time increments, ease of reserving a room, rental process, renter expectations, facility clean and functional for rental purpose.

2022 Significant Program Achievements:

1) Implemented fee increases and revised rental policies.
2) Researched and acquired new tables for upper level of Community Center through donated funds.
3) Renewed agreements with SESAC, BMI, ASCAP & MPLC licensing companies, MultiMedia Channels for our department brochures, Cleaning Solution Services for janitorial services, and numerous building maintenance agreements.
4) Hired and trained new Community Center Facility Attendants and Part-time Maintenance staff person.
5) Completed installation of new Fire Alarm Panel upgrade, replacement of heating system pumps and added boiler pumps.

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 2023 Community Center Program cost is $373,961. 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.

2023 Objectives:

1) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.
2) Work with the Communications Specialist to implement branding initiatives and updates to the Community Center; research and start fundraising for suspended artwork in cupula.
3) Pursue renewing agreement with Multi-Media Channels to cover brochure costs.
4) Renew 5-year contractual agreements for the following: Yearly Fire Alarm Detection System Testing/Inspection, Fire & Security Full System Replacement & Parts Coverage, Elevator/Fire/Security Monitoring for Community Center.
5) Replace countertops and sills throughout facility.

2023 Budget Significant Expenditure Changes:

1) Salaries increased $8,361 to reflect COLA and performance pay adjustments.
2) Hourly Wages decreased $6,780 to reflect wages for new staff.
3) Overtime Wages increased $250 to reflect actual trends.
4) Seasonal Labor increased $3,160 to reflect increases in wage rates for seasonal employees.
5) FICA increased $1,224 to reflect new wages.
6) Retirement increased $1,543 as a result of the changes in wages.
7) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,616 to reflect staff elections and trends.
8) Training includes Management Training Seminar(1) $125, Support Staff Training(2) $150, First Aid/CPR Training(5) $75.
9) Consulting increased $200 and reflects new 5-year agreement for Security/Fire/Elevator Monitoring Service – CEC ($700)
10) Data increased $239 to reflect increased costs for Spectrum Cable TV Service & Digital Adapters.
11) Utilities increased $5,000 to reflect actual trends.
12) Other Contractual Services increased $1,280 to reflect increases in contractual agreements.
13) Memberships/Subscriptions increased $192 to reflect trends and includes the following music and movie licenses: MPLC ($667), ASCAP ($445), SESAC ($545), BMI ($380).

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EXPENDITURES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
COMMUNITY CENTER												
Account Number			PERSONAL SERVICES									
100	55140	110	Salaries	$ 80,856	$ 36,067	$ 81,201	$ 85,765	$ 37,893	$ 85,765	$ 94,126	$ 94,126	9.75%
100	55140	120	Hourly Wages	77,223	33,114	75,023	79,325	40,061	84,896	74,318	86,105	8.55%
100	55140	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0	0.00%
100	55140	125	Overtime Wages	250	83	885	250	535	700	500	500	100.00%
100	55140	126	Seasonal Labor	10,160	4,369	9,846	12,120	6,016	13,610	15,280	15,280	26.07%
100	55140	150	FICA	12,259	5,402	11,710	12,824	6,209	13,306	13,146	14,047	9.54%
100	55140	151	Retirement	10,687	4,007	10,532	10,747	4,240	11,138	11,488	12,290	14.35%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	53,400	13,079	29,723	37,997	18,737	37,997	42,723	41,613	9.52%
100	55140	190	Training	350	0	0	350	351	351	350	350	0.00%
			Subtotal	**245,186**	**96,120**	**218,921**	**239,378**	**114,042**	**247,764**	**251,931**	**264,311**	**10.42%**
			CONTRACTUAL SERVICES									
100	55140	210	Telephone	4,000	1,059	2,466	4,000	1,453	4,000	4,000	4,000	0.00%
100	55140	211	Postage	750	0	319	695	35	500	695	695	0.00%
100	55140	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
100	55140	215	Consulting	500	0	0	500	0	478	700	700	40.00%
100	55140	217	Cleaning Service Contract	31,890	11,389	29,263	33,442	15,055	32,800	34,592	34,592	3.44%
100	55140	218	Cell/Radio	480	224	484	480	220	480	480	480	0.00%
100	55140	219	Data	216	105	493	757	146	720	996	996	31.57%
100	55140	220	Utilities	35,000	13,018	36,714	35,000	16,461	38,500	40,000	40,000	14.29%
100	55140	240	Equipment Maintenance	6,500	1,146	4,628	6,500	2,621	6,500	6,500	6,500	0.00%
100	55140	290	Other Contractual Services	11,685	2,058	8,857	11,870	1,378	10,000	13,150	13,150	10.78%
			Subtotal	**91,021**	**29,000**	**83,223**	**93,244**	**37,370**	**93,978**	**101,113**	**101,113**	**8.44%**
			SUPPLIES AND EXPENSE									
100	55140	310	Office Supplies	2,750	1,091	2,235	2,750	899	2,500	2,750	2,750	0.00%
100	55140	320	Memberships/Subscriptions	1,815	483	1,843	1,845	513	1,900	2,037	2,037	10.41%
100	55140	331	Transportation	0	0	0	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	3,750	770	3,238	3,750	1,416	3,200	3,750	3,750	0.00%
			Subtotal	**8,315**	**2,343**	**7,316**	**8,345**	**2,828**	**7,600**	**8,537**	**8,537**	**2.30%**
			CAPITAL OUTLAY									
100	55140	810	Capital Equipment	10,000	815	950	0	0	0	10,000	0.00	0.00%
			Subtotal	**10,000**	**815**	**950**	**0**	**0**	**0**	**10,000**	**0.00**	**0.00%**
			TOTAL	**$ 354,522**	**$ 128,279**	**$ 310,410**	**$ 340,967**	**$ 154,240**	**$ 349,342**	**$ 371,581**	**$ 373,961**	**9.68%**

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.

2023 Performance Measures:

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.
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.
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.
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.
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.
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.

2022 Performance Measurement Data:

1) Facilitate a $12,000 Certified Local Government Sub-grant that was awarded to the City on February 22, 2021, to facilitate the state and federal designation of three specific residential properties as historic. The three properties were identified in the City's 2017 Historical & Architectural Resources Survey. Preparation of the nomination forms will begin in September 2021 and are expected to be completed by September 30, 2022.
    a. Result: Nomination paperwork and photographs were completed for two of the three residential properties. The third property no longer qualifies due to recent property renovations that were not completed in a manner that preserves a

historic status. The nomination paperwork and photographs were prepared for the remining two properties by May 2022 and submitted to the Wisconsin Historical Society in July 2022.

b. Result: The Historic Preservation utilized remaining grant dollars from this project to create a virtual downtown historic walking tour in collaboration with Definitely de Pere. The tour is expected to g o live in September 2022.

2) Target three residential and/or business buildings/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 2022.
   a. Result: Three residential property owners were contacted, and none expressed interest.
   b. Result: Four business property owners were contacted, and none expressed interest.
3) Target three residential properties, identified in the City's 2017 Historical & Architectural Resources Survey, to determine if there is an interest in becoming state and federally designated as historic. If there is an interest, assist each business through the local designation review/approval process by July 2022.
   a. Result: All three properties were interested, however one of the properties did not qualify after a review by the State Historical Society (due to recent property renovations). A grant described in Item #1, above, was utilized to facilitate the preparation of paperwork, research, and photographs that was submitted in July 2022.
4) Continue implementation of the City's 2017 Historical & Architectural Resources Survey by working on State and National historic building/district designations. This is an ongoing work plan used through the 2022 calendar year.
   a. Result: Established nomination paperwork for two state and federal nominations. Reached out to 7 additional properties, which were not interested in designations in 2022.
5) Provide at least two education programs that continue the education on the historical heritage of the city. One or both of the programs occurs in May 2022, which is historic preservation month.
   a. Result: Facilitated two seminars in May 2022. Invited De Pere, Allouez, and Green Bay residents and business/property owners to the seminars.
6) Provide offers for historic district signage for two historic residential districts that were designated in July 2021. Signage would be prepared and offered to the two new historic districts by the spring of 2022.
   a. Result: Pushed back to 2023, due to an opportunity to obtain $12,000 in grant dollars for two 2022 projects.

Significant Program Achievements (August 2021 – July 2022):

1) Assistance and education about the Historic Tax Credit program on an one-on-one basis.
2) Outreach to residents and businesses from De Pere, Allouez, and Green Bay about a 'Historic Tax Credit for Historic Building Rehabilitation' seminar and a 'Certified Local Government Program Overview' seminar that the Historic Preservation Commission co-hosted with the Wisconsin Historical Society. The seminars took place during historic preservation month on the St. Norbert College campus.

3) Completion of the nomination forms and completion of photographs for two proposed residential properties. This project utilizes $4,000 from a state/federal grant that requires a $0 city match.
4) Completion of a virtual downtown and neighborhood historic walking tour in collaboration with Definitely De Pere. This project utilizes $8,000 from a state/federal grant that requires a $0 city match.
5) Outreach to 4 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.

Costs and Benefits of Program and Services:

The proposed 2023 Historic Preservation program cost is $11,860. 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.

2023 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) Complete 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.

2023 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. Reduced by $12,000 because De Pere does not qualify for a state level no-match grant in 2023. 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) Mileage. Reduced by $200 in anticipating of one HPC chair or staff member attending the WAHPC spring conference.
5) Grants and Contributions. Increased donation to the De Pere Historical Society by $500 ($7,000).

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
HISTORIC PRESERVATION COMMISSION												
Account Number			CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	$ 750	$ 0	$ 200	$ 750	$ 1,125	$ 1,125	$ 1,125	$ 750	0.00%
100	55150	215	Consulting	3,200	0	0	15,200	2,000	12,000	3,200	3,200	-78.95%
			Subtotal	**3,950**	**0**	**200**	**15,950**	**3,125**	**13,125**	**4,325**	**3,950**	**-75.24%**
			SUPPLIES AND EXPENSE									
100	55150	310	Office Supplies	200	0	13	200	0	200	200	200	0.00%
100	55150	320	Memberships/Subscriptions	410	42	62	410	0	410	410	410	0.00%
100	55150	331	Mileage Reimbursement	500	0	0	500	0	0	200	300	-40.00%
100	55150	391	Historic Preservation Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,110**	**42**	**75**	**1,110**	**0**	**610**	**810**	**910**	**-18.02%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	55150	701	Historical Society	5,050	0	5,050	6,500	6,500	6,500	6,500	7,000	7.69%
			Subtotal	**5,050**	**0**	**5,050**	**6,500**	**6,500**	**6,500**	**6,500**	**7,000**	**7.69%**
			TOTAL	**$ 10,110**	**$ 42**	**$ 5,325**	**$ 23,560**	**$ 9,625**	**$ 20,235**	**$ 11,635**	**$ 11,860**	**-49.66%**

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 (ie. 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.

2023 Performance Measures:

1) Respond to all citizen complaints within 1 business day.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Increase revenues by 5% for the De Pere Beer Gardens.
    a. Based on profit/loss calculations from the first two events of 2021 to 2022, we are approximately 30% up in net profit from the events.

Significant Program Achievements:

1) Work with fundraising committee for Nelson Family Pavilion.
2) Completed grant administration for Fox Point and Perkofski Boat Launches.
3) Completed rehire of Recreation Supervisor.

4) Offered first ever 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 2023 Park and Rec Administration program cost is $276,656. 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.

2023 Objectives:

1) Provide timely and accurate meeting Park Board meeting agendas.
2) Conduct a departmental review of tasks and priorities.
3) Evaluate Beer Gardens and methods for offering.

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

2023 Budget Significant Expenditure Changes:

1) Salaries increased by $7,176 to reflect actual wages.
2) FICA increased by $748 to reflect projected increase.
3) Retirement increased by $1,180 to reflect projected increase in retirement funding.
4) Health, Dental, DIB, Life & Wks Cmp Ins decreased $1,929 due to reflect projected insurance costs.
5) Training includes department training $1,000, customer service training for office assistant $250.
6) Seminars and conferences includes WPRA State Conference $1,500, Office Support Workshop $150, NRPA National Conference $2,300.
7) Consulting includes $3,000 for general consulting needs.
8) Data increased by $80 to reflect projected data charges.
9) Other Contractual Services decreased by $425 to reflect the reduction of one GPS Tracking unit.
10) Membership/Subscriptions includes $390 - WPRA Membership, $175 NRPA Membership.
11) Transportation increased by $150 to reflect projected increases in fuel costs.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
PARK AND REC ADMINISTRATION												
Account Number			PERSONAL SERVICES									
100	55200	110	Salaries	$ 112,102	50,224	$ 113,064	$ 118,904	52,751	$ 118,904	$ 126,080	$ 126,080	6.04%
100	55200	120	Hourly Wages	49,546	24,208	60,590	52,062	25,334	52,062	54,662	54,662	4.99%
100	55200	125	Overtime Wages	700	0	258	700	0	500	700	700	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55200	150	FICA	12,420	5,739	12,641	13,132	6,069	13,117	13,880	13,880	5.69%
100	55200	151	Retirement	10,958	4,332	11,579	11,158	4,401	11,145	12,338	12,338	10.57%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	54,107	17,622	40,547	50,411	24,359	50,411	53,855	52,340	3.83%
100	55200	190	Training	1,250	175	787	1,250	515	1,200	1,250	1,250	0.00%
			Subtotal	**241,084**	**102,299**	**239,467**	**247,618**	**113,429**	**247,339**	**262,765**	**261,250**	**5.51%**
			CONTRACTUAL SERVICES									
100	55200	210	Telephone	4,000	1,059	2,510	4,000	1,453	4,000	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	3,800	0	407	3,800	2,763	3,800	3,950	3,950	3.95%
100	55200	215	Consulting	15,000	0	7,230	5,000	26	5,000	5,000	3,000	-40.00%
100	55200	218	Cell/Radio	1,000	211	465	1,716	253	1,700	1,716	1,716	0.00%
100	55200	219	Data	120	99	203	120	92	184	200	200	66.67%
100	55200	240	Equipment Maintenance	200	0	0	200	0	200	200	200	0.00%
100	55200	290	Other Contractual Services	750	125	301	750	26	750	325	325	-56.67%
			Subtotal	**24,870**	**1,494**	**11,116**	**15,586**	**4,614**	**15,634**	**15,391**	**13,391**	**-14.08%**
			SUPPLIES AND EXPENSE									
100	55200	310	Office Supplies	850	0	169	850	349	850	850	850	0.00%
100	55200	320	Memberships/Subscriptions	550	0	388	550	0	565	565	565	2.73%
100	55200	331	Transportation	450	54	261	450	117	550	600	600	33.33%
100	55200	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,850**	**54**	**818**	**1,850**	**466**	**1,965**	**2,015**	**2,015**	**8.92%**
			CAPITAL OUTLAY									
100	55200	810	Capital Equipment	0	0	0	0	0	0	30,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**30,000**	**0**	**0.00%**
			TOTAL	**$ 267,804**	**$ 103,847**	**$ 251,400**	**$ 265,054**	**$ 118,509**	**$ 264,938**	**$ 310,171**	**$ 276,656**	**4.38%**

Parks and Public Lands

Program Full Time Equivalents: 3.5

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.

2022 Performance Measures:

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

2023 Performance Measurement Data:

1) Increase Park Shelter rentals by 3% through social media marketing and customer service.
   a. Result:

Significant Program Achievements:

1) Assisted with several local soccer tournaments (Select 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 and Bomier Boat Launch.
4) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.
5) 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 also 1x/week they are fertilized.
6) Worked with various volunteers of community service individuals and service groups to help clean parks.
7) Continued to market the memorial bench/tree program to be more visible.
8) Worked with the Communication Specialist to 'market' more of our contributions and programs to the public.
9) Employees continued to work through the late stages of the COVID shutdown by using firmly established protocols, staggered work starting and ending times and City established policies.

10) Established a 5 day a week restroom cleaning schedule during the summer to help minimize exposures to the public and maintain a cleaner overall facility.
11) Replaced the recycled rubber mulch under the swings at Optimist Park with new Poured in Place surfacing to help minimize debris spread throughout the park and make the playground safer for users.
12) Install new furnace in Fox Point Boat Launch restroom facility. This will allow the facility to remain at a more constant temperature throughout the spring and fall. Sensitive equipment also is stored in the facility and this will allow the City to maintain a consistent temp all winter as well to protect the equipment.

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 2023 Parks and Public Land program budget is $633,549. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2023 Objectives:

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

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $29,910 to reflect projected 2023 wages rates.
2) Seasonal labor increased $18,880 to reflect seasonal wage rate increases.
3) FICA increased $2,562 to reflect projected increases.
4) Retirement increased $2,647to reflect proposed increases in retirement funding.
5) Training: Playground Safety training (3 people) $1,500; Turf Equip/Main. (2 people) $200; Safety programs (4 people) $100; Turf training (2 people) $200.
6) Seminars and Conferences includes: Turf Management (1 person) $100; WPRA Summer Park tour (1 person) $300.
7) Consulting increased by $11,000. $3,000 for preventative maintenance of Park Building HVAC and $8,000 for Roundabout Maintenance was added. This also includes $3,000 for Cross Connection maintenance, and $400 for general outside services.
8) Transportation increased $4,000 due to projected increases in fuel costs.
9) Operating supplies increases $4,500 to replace 2 line trimmers and cover increases in supply costs.
10) Safety equipment increased by $1,000 to acquire workplace signage as recommended from our insurance consultant.
11) Capital Outlay includes $6,000 for ADA Water Cooler replacement program and $5,000 for replacement of doors at Southwest Park Shelter.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT:

Water cooler replacement program. Funding to incrementally replace water coolers so they are ADA compliant.

NEW: or REPLACEMENT:X

PROJECTED COST: $6,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	6,000	100
CAPITAL IMPROVEMENTS FUND		
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 water coolers throughout the park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will incrementally replace 1 water coolers (in our park system) that does not meet ADA standards. We currently project about 3 more water coolers need replacement until we are done.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 10 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Replace doors at Southwest Park Shelter

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 maintenance staff has indicated we have several doors that are rotting at Southwest Park Shelter. It is recommended to replace the doors before they become a safety concern and/or do not allow for safe closing of the doors.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **4** **Goal No.**

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

PARKS AND PUBLIC LAND

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	55210	120	Hourly Wages	$ 201,095	$ 96,207	$ 236,820	$ 200,487	$ 94,848	$ 200,487	$ 211,584	$ 230,397	14.92%
100	55210	125	Overtime Wages	4,000	552	1,518	4,000	808	2,000	4,000	4,000	0.00%
100	55210	126	Seasonal Labor	88,600	16,755	48,383	99,120	21,590	75,000	118,000	118,000	19.05%
100	55210	150	FICA	16,974	7,755	18,111	17,080	7,685	16,578	18,203	19,642	15.00%
100	55210	151	Retirement	13,844	5,649	16,044	13,292	5,171	13,162	14,660	15,939	19.92%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	85,653	26,544	63,720	85,467	35,350	85,467	81,374	88,903	4.02%
100	55210	190	Training	2,000	90	1,669	2,000	1,572	2,000	2,000	2,000	0.00%
			Subtotal	**412,166**	**153,552**	**386,264**	**421,446**	**167,023**	**394,693**	**449,821**	**478,881**	**13.63%**
			CONTRACTUAL SERVICES									
100	55210	212	Seminars and Conferences	400	0	0	400	37	400	400	400	0.00%
100	55210	215	Consulting	3,400	6,465	4,205	3,400	161	3,400	14,400	14,400	323.53%
100	55210	220	Utilities	43,560	16,202	43,684	43,560	13,988	43,560	45,560	45,560	4.59%
100	55210	240	Equipment Maintenance	10,000	1,936	8,192	10,000	1,425	8,000	10,000	10,000	0.00%
			Subtotal	**57,360**	**24,603**	**56,081**	**57,360**	**15,611**	**55,360**	**70,360**	**70,360**	**22.66%**
			SUPPLIES AND EXPENSE									
100	55210	331	Transportation	16,672	8,774	20,578	19,808	13,865	23,000	23,808	23,808	20.19%
100	55210	340	Operating Supplies	29,182	9,548	33,890	31,200	10,889	32,000	35,700	35,700	14.42%
100	55210	345	Turf Chemicals	10,000	3,218	7,882	10,000	7,075	10,000	10,000	10,000	0.00%
100	55210	351	Safety Equipment	2,800	1,252	3,436	2,800	1,594	2,800	3,800	3,800	35.71%
			Subtotal	**58,654**	**22,791**	**65,787**	**63,808**	**33,422**	**67,800**	**73,308**	**73,308**	**14.89%**
			CAPITAL OUTLAY									
100	55210	810	Capital Equipment	10,000	(4,664)	2,393	0	1,614	0	1,056,000	11,000	100.00%
			Subtotal	**10,000**	**(4,664)**	**2,393**	**0**	**1,614**	**0**	**1,056,000**	**11,000**	**100.00%**
			TOTAL	**$ 538,180**	**$ 196,283**	**$ 510,526**	**$ 542,614**	**$ 217,671**	**$ 517,853**	**$ 1,649,489**	**$ 633,549**	**16.76%**

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.

2023 Performance Measures:

1) Remove 400 dead and/or dying Ash Trees by December 2023 through staff and contracted services.

2022 Performance Measurement Data:

1) Replant up to 60 replacement trees with the help of a grant extension through NEW Water and US Forest Service by the end of the year.
    a. We anticipate to have planted 60 trees by the end of 2022, which would complete the grant.

Significant Program Achievements:

1) As part of our Arbor Day Program our department assisted 5 families in planting memorial trees for loved ones. One of these families donated 22 trees that were planted along Ridgeway Blvd. We also planted 4 trees with West De Pere Intermediate School students 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 on Broadway St. and Main Ave.
7) Worked with a contractor to remove over 100 ash trees on the east side of the city.
8) Worked with a contractor to remove over 300 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 2023 Forestry program budget is $255,338. 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.

2023 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 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 dead/dying ash to help reduce risk to the public.
6) Remove all stumps within one year of tree removal.

2023 Budget Significant Expenditure Changes:

1) Hourly wages increased $4,272 to reflect proposed wage changes.
2) Retirement increased by $864 to reflect proposed increases in retirement funding.
3) Health, Dental, DIB, Life & Wks Cmp Ins decreased $8,079 to reflect actual insurance coverage for arborists.
4) Training includes Wisconsin Arborists Association conferences - Summer and Annual (2 staff) $650.
5) Seminars and Conference includes Wisconsin Arborist Association conferences - Fall and Annual (1 person) $550; Management Educational programs (1 person) $100.
6) Consulting decreased $80,000 and includes $1,000 for Invasive Species Control, and $2,020 for General Consulting.
7) Memberships/Subscriptions includes Wisconsin Arborist Association - $65; International Society of Arboriculture - $160; Society of Municipal Arborists - $80; Tree care brochure - $20.
8) Transportation increased $6,540 due to projected increases in cost of fuel and use of equipment/vehicles.
9) No Capital Outlay.

City of De Pere
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EXPENDITURES

FORESTRY

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	55220	110	Salaries	$ 80,086	$ 35,724	$ 80,428	$ 84,933	$ 37,526	$ 84,933	$ 90,923	$ 86,377	1.70%
100	55220	120	Hourly Wages	68,155	32,231	66,978	72,900	40,981	72,900	76,550	77,172	5.86%
100	55220	125	Overtime Wages	583	0	700	583	54	300	583	583	0.00%
100	55220	126	Seasonal Labor	0	548	7,291	0	1,193	1,200	0	0	0.00%
100	55220	150	FICA	11,385	5,202	11,096	12,119	6,057	12,115	12,856	12,556	3.61%
100	55220	151	Retirement	10,046	4,102	9,960	10,297	4,537	10,279	11,428	11,161	8.39%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	28,600	13,193	28,310	42,563	17,459	42,563	35,234	34,484	-18.98%
100	55220	190	Training	650	300	831	650	520	650	850	850	30.77%
			Subtotal	**199,505**	**91,300**	**205,594**	**224,045**	**108,327**	**224,939**	**228,424**	**223,183**	**-0.38%**
			CONTRACTUAL SERVICES									
100	55220	212	Seminars and Conferences	650	130	386	650	490	650	850	850	30.77%
100	55220	215	Consulting	23,000	40,225	68,735	83,020	266	83,020	190,520	3,020	-96.36%
100	55220	240	Equipment Maintenance	400	294	398	400	20	400	400	400	0.00%
			Subtotal	**24,050**	**40,649**	**69,519**	**84,070**	**776**	**84,070**	**191,770**	**4,270**	**-94.92%**
			SUPPLIES AND EXPENSE									
100	55220	320	Memberships/Subscriptions	285	275	275	285	275	300	365	365	28.07%
100	55220	331	Transportation	5,500	2,453	5,168	5,880	5,982	11,000	12,420	12,420	111.22%
100	55220	340	Operating Supplies	3,400	1,633	3,572	4,600	1,721	4,600	4,800	4,800	4.35%
100	55220	346	Trees	10,000	2,192	18,601	10,000	10,010	16,000	10,000	10,000	0.00%
100	55220	347	Tree Chemicals	300	0	300	300	0	300	300	300	0.00%
			Subtotal	**19,485**	**6,553**	**27,916**	**21,065**	**17,989**	**32,200**	**27,885**	**27,885**	**32.38%**
			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	**$ 243,040**	**$ 138,502**	**$ 303,029**	**$ 329,180**	**$ 127,091**	**$ 341,209**	**$ 448,079**	**$ 255,338**	**-22.43%**

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.

2023 Performance Measures:

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

2022 Performance Measurement Data:

1) Increase daily passes by 1% by increasing social media presence, especially during lulls in boating seasons.
   a. Result: We saw a 13% reduction in daily pass revenue for our boat launches. Even though we maintained our social media and marketing presence, we still saw a decrease in boat launch usage from a daily pass perspective. Outdoor park use and recreation was at an all-time high over the last two years, and its possible the usage will level off.

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) Ordered 3 new dock extensions for Perkofski Boat Launch and refurbished 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 2023 Boat Ramps program budget is $26,115. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2023 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) Restructure the Bomier and James Street docks in accordance with WDNR guidelines.
5) Secure grant funding for the continuance of our dock refurbishment at Perkofski Boat Launch, and the restructuring of docks at Bomier and James Street.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $454 to reflect projected expenses.
2) FICA increased $33 to reflect projected expenses.
3) Retirement increased $56 to reflect increases in retirement funding.
4) Equipment maintenance increased by $550 to include $550 yearly maintenance fee for new ticket machine.
5) Operating supplies increased by $300 to reflect increases in supply costs.

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EXPENDITURES

BOAT RAMPS

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	55230	120	Hourly Wages	$ 7,704	$ 4,693	$ 8,967	$ 8,102	$ 4,201	$ 8,102	$ 8,532	$ 8,556	5.60%
100	55230	125	Overtime Wages	150	203	470	150	321	321	150	150	0.00%
100	55230	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55230	150	FICA	601	366	696	631	335	644	664	666	5.50%
100	55230	151	Retirement	530	196	639	536	233	547	590	592	10.37%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,306	973	1,828	3,222	1,239	3,222	3,420	3,351	4.02%
			Subtotal	**11,291**	**6,431**	**12,600**	**12,641**	**6,329**	**12,837**	**13,357**	**13,315**	**5.33%**
			CONTRACTUAL SERVICES									
100	55230	210	Telephone	1,800	783	1,578	1,800	801	1,800	1,800	1,800	0.00%
100	55230	220	Utilities	6,750	2,774	5,778	6,750	2,917	5,700	6,750	6,750	0.00%
100	55230	240	Equipment Maintenance	1,200	0	752	1,200	0	1,200	1,750	1,750	45.83%
			Subtotal	**9,750**	**3,557**	**8,107**	**9,750**	**3,718**	**8,700**	**10,300**	**10,300**	**5.64%**
			SUPPLIES AND EXPENSE									
100	55230	340	Operating Supplies	2,200	1,016	1,496	2,200	26	2,200	2,500	2,500	13.64%
			Subtotal	**2,200**	**1,016**	**1,496**	**2,200**	**26**	**2,200**	**2,500**	**2,500**	**13.64%**
			CAPITAL OUTLAY									
100	55230	810	Capital Equipment	6,927	19,338	15,842	0	8,034	19,000	33,500	0	0.00%
			Subtotal	**6,927**	**19,338**	**15,842**	**0**	**8,034**	**19,000**	**33,500**	**0**	**0.00%**
			TOTAL	**$ 30,168**	**$ 30,342**	**$ 38,045**	**$ 24,591**	**$ 18,106**	**$ 42,737**	**$ 59,657**	**$ 26,115**	**6.20%**

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.

2023 Performance Measures:

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

2022 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: We were projecting to reduce our fuel usage through the acquisition of a hybrid vehicle. Even though the vehicles were ordered in December of 2021 we are still waiting for the delivery of the vehicles as of August 2022.

Significant Program Achievements:

1) Conducted routine maintenance checks every 3,000 miles on all vehicles.
2) Was able to maintain use of remote controlled slope mower.
3) Replaced aging equipment in wood shop and restructured room to be more user friendly.

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 2023 Park Equipment/Vehicle Maintenance budget is $90,948. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2023 Objectives:

1) Use of slope mower on high risk areas for mowing.
2) Develop alternative for open space by underpass.
3) Provide regular maintenance on fleet vehicles to ensure maximum efficiency and usage.
4) Maintain database of fleet equipment and vehicles in an effort to identify condition.

2023 Budget Significant Expenditure Changes:

1) Retirement increased by $153 to reflect the projected increase in retirement funding.
2) Health, Dental, DIB, Life & Wks Cmp Ins decreased $562 due to reflect projected insurance costs.
3) Consulting includes expenses for sending vehicles out for repairs and service that cannot be done with our own staff.

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			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
PARKS EQUIPMENT/VEHICLE MAINTENANCE												
Account Number			PERSONAL SERVICES									
100	55240	120	Hourly Wages	$ 36,516	$ 20,624	$ 33,886	$ 38,000	$ 20,812	$ 38,000	$ 38,488	$ 38,536	1.41%
100	55240	125	Overtime Wages	788	0	0	788	0	0	788	788	0.00%
100	55240	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	55240	150	FICA	2,854	1,536	2,486	2,967	1,549	2,907	3,005	3,008	1.38%
100	55240	151	Retirement	2,518	1,157	2,288	2,521	1,179	2,470	2,671	2,674	6.06%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,809	4,718	8,708	9,504	5,130	9,504	9,738	8,942	-5.91%
			Subtotal	**57,485**	**28,035**	**47,368**	**53,781**	**28,670**	**52,881**	**54,689**	**53,948**	**0.31%**
			CONTRACTUAL SERVICES									
100	55240	215	Consulting	10,000	(1,995)	10,650	10,000	2,867	10,000	10,000	10,000	0.00%
			Subtotal	**10,000**	**(1,995)**	**10,650**	**10,000**	**2,867**	**10,000**	**10,000**	**10,000**	**0.00%**
			SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	27,000	10,893	23,227	27,000	11,804	27,000	27,000	27,000	0.00%
			Subtotal	**27,000**	**10,893**	**23,227**	**27,000**	**11,804**	**27,000**	**27,000**	**27,000**	**0.00%**
			CAPITAL OUTLAY									
100	55240	810	Capital Equipment	0	0	0	0	0	0	240,000	0	0.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**240,000**	**0**	**0.00%**
			TOTAL	**$ 94,485**	**$ 36,933**	**$ 81,245**	**$ 90,781**	**$ 43,341**	**$ 89,881**	**$ 331,689**	**$ 90,948**	**0.18%**

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.

2023 Performance Measure:

1) Increase participation numbers for Senior Programs and Events by 10%.

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

1) Obtain a 90% approval rating from participants on the Kidz Zone Before/After School Program.

   Result: Of the 22 surveys sent out, 8 people responded. Received an 80% overall apporoval rating with highest rating given to the structure of program. Criteria evaluated: Operating hours, fees, registration process, communication received and structure of program.

Significant Program Achievements:

1) Interviewed, hired and trained for two key positions in the Recreation Division after the retirement of the Administrative Assistant in February and the unexpected resignation of the Recreation Supervisor for Aquatics & Athletics in June. Also successfully hired summer recreation intern this year along with seasonal staff for multiple positions, which filled many voids for our department. Fully staffed all programs (high percentage of returning staff) and maintained a solid sub list for programs/summer camp/playgrounds.
2) Managed all leagues, pools (shared duties with Director), concessions, martial arts, Tai Chi, tennis, dance and events after the Recreation Supervisor left in mid-June in addition to an already busy regular workload. This is the second summer in a row where the Recreation Supervisor (Aquatics & Athletics) left their position in June. This is always an extremely busy time for us with Summer Camp, summer programs, leagues and pools along with budget. Staff, especially the Rec Superintendent, put in a lot of extra hours each week to make sure things kept afloat and running smoothly.
3) Held first ever Daddy/Daughter Dance at the Community Center. Tickets sold out quickly with many more families being put on a waiting list. Besides dancing, participants enjoyed games, photo booth and snacks.
4) The second successful Easter Egg Hunt “drive-thru” style was held per the Health Department’s recommendation. The Fire Department helped hand out hats and greet cars while recreation staff handed out Easter themed goodie bags filled with candy, stickers, activities and crafts to over 300 children.
5) Kept momentum of 2021 new programs going in 2022 including Art in the Park, etc.; expanded some one day preschool workshops with tremendous success.
6) The department’s management staff collaborated on planning the 4th Annual Beer Garden Community Events.
7) Collaborated with OLOL to publicize Kidz Zone for their new families including attending their Back to School Night.
8) 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.
9) Restructured Adult Basketball Leagues format to non-officiated leagues after having issues not finding enough referees.
10) Senior Programming continued to see an increase in sign-ups since post-Covid.
    a. Held a successful Partner’s Cribbage Tournament with a lunch and 28 teams registered.
    b. A Music Show featuring a performance by Daddy D Productions was finally held after numerous cancellations.

c. Held 6 Friday bingo's with between 15-20 participants each month.
d. Senior card groups continue to return playing each M-TH, filling up most of the lower level tables every day.

11) Continued to receive donations and maintained a healthy balance in the Recreation Scholarship Fund. In 2021, a total of 35 scholarships were awarded for Family Swim Pool Passes and other recreation programs/workshops. As of July 2022, 31 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 2023 Recreation and Recreation Programs cost is $678,371. 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.

2023 Objectives:

1) Maintain a variety of recreational programs that expand to all age groups.
2) Explore the possibility of contracting programs that are more specialized and hard to find/retain instructors including but not limited to yoga classes, tumbling, basketball league officials.
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.
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) To meet demand, search for a new venue in order to offer more tickets available for the Parent/Child Dance. This will allow for more inclusivity for mothers, fathers, sons, and daughters to come and enjoy the dance with whom they are able.
6) Continue promotion of adult/senior events and programs to increase participation numbers after rebounding from the pandemic.
7) Poll community members on what barriers to competing in organized athletics are affecting women and what programs they would like to see occur.
8) Implement changes to format of Adult Basketball League – non-officiated/officiated games and secure enough officials to run the leagues requiring officials.
9) Offer Pickle Ball Clinic and/or league to build community pickle ball base and raise awareness for the sport and facilities.
10) Streamline registration process for adult leagues and pursure transition to online registration options.
11) Continue to pursue changes to the current ActiveNet contract and review new registration software programs to reduce expenses and optimize services utilized.

2023 Budget Significant Expenditure Changes:

1) Salaries increased $22,516 to reflect new staff wages, pay grade adjustments and COLA.
2) Hourly Wages increased $6,867 to reflect COLA and performance pay adjustments.
3) Seasonal Labor increased $51,035 to reflect increases in wage rates for seasonal employees.
4) FICA increased $2,988 as a result of the changes in wages.
5) Retirement increased $2,595 as a result of the changes in wages.
6) Health, Dental, DIB, Life & Wks Cmp Ins increased $2,963 to reflect staff elections and trends.

7) Training includes: Management training seminars (2 - $150), Recreational staff training ($100).
8) Seminars & Conferences includes: WPRA Conference (2 - $1,100), NRPA Conference (1 - $450), Meal reimbursement ($250).
9) Data increased $180 to reflect increases in costs of services.
10) Utilities increased $1,000 to reflect actual trends.
11) Memberships and Subscriptions include: WPRA Professional Memberships (3 - $390), Survey Monkey ($380), Sam's Club Membership ($40) and Zoom Membership ($150).
12) Operating Supplies increased $2,855 to reflect increases in costs for supplies and bussing.
13) Adult League Supplies increased $750 to reflect the costs to supply softballs for the adult softball leagues.

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
RECREATION AND RECREATION PROGRAMS												
Account Number			PERSONAL SERVICES									
100	55300	110	Salaries	$ 100,302	$ 44,570	$ 97,467	$ 101,475	$ 45,012	$ 101,475	$ 122,847	$ 123,991	22.19%
100	55300	120	Hourly Wages	92,807	24,486	51,788	97,125	28,940	97,125	106,006	103,992	7.07%
100	55300	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0	0.00%
100	55300	125	Overtime Wages	250	0	16	250	0	250	250	250	0.00%
100	55300	126	Seasonal Labor	181,170	35,572	139,632	194,083	51,622	212,156	245,118	245,118	26.30%
100	55300	150	FICA	17,419	5,815	12,897	18,026	6,463	18,288	21,081	21,014	16.57%
100	55300	151	Retirement	13,052	4,020	9,887	12,925	4,187	12,925	15,579	15,520	20.07%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,327	12,257	26,777	49,776	13,918	49,776	53,374	52,739	5.95%
100	55300	190	Training	250	50	50	250	0	250	250	250	0.00%
			Subtotal	**462,576**	**126,770**	**338,514**	**473,910**	**150,144**	**492,246**	**564,505**	**562,874**	**18.77%**
			CONTRACTUAL SERVICES									
100	55300	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	1,800	68	730	1,800	607	1,000	1,800	1,800	0.00%
100	55300	213	Rentals	5,500	571	2,191	5,925	1,166	4,810	6,220	6,220	4.98%
100	55300	218	Cell/Radio	1,130	599	1,198	1,340	635	1,265	1,340	1,340	0.00%
100	55300	219	Data	120	0	0	120	0	120	300	300	150.00%
100	55300	220	Utilities	10,000	2,092	13,483	10,000	2,455	10,900	11,000	11,000	10.00%
100	55300	240	Equipment Maintenance	0	0	0	0	0	0	0	0	0.00%
100	55300	290	Other Contractual Services	26,000	14,144	27,553	32,000	16,645	32,000	31,000	31,000	-3.13%
			Subtotal	**44,550**	**17,473**	**45,155**	**51,185**	**21,508**	**50,095**	**51,660**	**51,660**	**0.93%**
			SUPPLIES AND EXPENSE									
100	55300	320	Memberships/Subscriptions	920	376	913	920	412	950	960	960	4.35%
100	55300	331	Transportation	3,400	572	2,169	3,400	779	2,500	3,400	3,400	0.00%
100	55300	340	Operating Supplies	38,925	6,488	31,674	38,925	9,031	38,925	41,780	41,780	7.33%
100	55300	348	Playground Supply and Expense	3,250	160	1,461	3,250	482	1,800	3,250	3,250	0.00%
100	55300	361	League Support	9,447	0	9,447	9,447	0	9,447	9,447	9,447	0.00%

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EXPENDITURES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
RECREATION AND RECREATION PROGRAMS												
100	55300	362	Adult League Supplies	3,000	86	746	3,000	1,085	5,780	3,750	3,750	25.00%
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	0	67	1,250	228	500	1,250	1,250	0.00%
			Subtotal	**60,192**	**7,681**	**46,477**	**60,192**	**12,018**	**59,902**	**63,837**	**63,837**	**6.06%**
			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	**$ 567,318**	**$ 151,924**	**$ 430,145**	**$ 585,287**	**$ 183,670**	**$ 602,243**	**$ 680,002**	**$ 678,371**	**15.90%**

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) *Beer Gardens* – Operate multiple Beer Gardens held throughout the summer.

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 banner 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.
6) Implement and run a holiday light display at Voyageur Park.

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.

2023 Performance Measures:

1) Increase attendance at Holiday Light Display in Voyageur Park by 5 %.

2022 Performance Measurement Data:

1) Increase attendance at Holiday Light Display in Voyageur Park by 5%.
    a. Result: The year 2021 was the first year we help the holiday light display. We had approximately 3,500 cars go through the event.

Significant Program Achievements:

1) Ran first ever Holiday Light Display in Voyageur Park.
2) Set up holiday decorations and banners.
3) Received donation to continue Holiday Light Display in Voyageur Park.

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 2023 Special Events/Celebrations program budget is $30,282. The program/service benefits the community by creating more organized and positive participation in the activities.

2023 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 monitor and schedule rentals for Fairgrounds property.
3) Cooperate with business organizations to promote the downtown area.
4) Increase the number of Beer Gardens offered to promote a positive and social gathering for communities.
5) Continue the running of the Holiday Light Display in Voyageur Park.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased by $454 to accurately reflect 2023 wages.
2) Seasonal Labor decreased by $403 to reflect the reduction of planned Beer Gardens from four to three.
3) Retirement increased by $55 to accurately reflect 2023 wages.
4) Health, Dental, DIB, Life and Workers Comp increased by $129 to accurately reflect the 2023 wages.
5) Operating Supplies decreased by $5,195 reflecting changes in the reduction of Beer Gardens from four to three, and the reduction in expenses for the Holiday Light Show.
6) No capital requested.

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SPECIAL EVENTS/CELEBRATIONS

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
			PERSONAL SERVICES									
100	55310	120	Hourly Wages	$ 7,704	$ 0	$ 0	$ 8,102	$ 0	$ 8,102	$ 8,532	$ 8,556	5.60%
100	55310	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	55310	126	Seasonal Labor	1,476	0	326	2,058	76	1,500	1,655	1,655	-19.58%
100	55310	150	FICA	611	0	4	650	2	642	677	679	4.45%
100	55310	151	Retirement	520	0	0	527	0	527	580	582	10.48%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,306	0	0	2,347	0	2,347	2,545	2,476	5.50%
			Subtotal	**12,617**	**0**	**330**	**13,683**	**78**	**13,117**	**13,989**	**13,947**	**1.93%**
			SUPPLIES AND EXPENSE									
100	55310	340	Operating Supplies	19,030	4,073	17,365	21,530	2,893	19,000	16,335	16,335	-24.13%
			Subtotal	**19,030**	**4,073**	**17,365**	**21,530**	**2,893**	**19,000**	**16,335**	**16,335**	**-24.13%**
			TOTAL	**$ 31,647**	**$ 4,073**	**$ 17,695**	**$ 35,213**	**$ 2,971**	**$ 32,117**	**$ 30,324**	**$ 30,282**	**-14.00%**

Swimming

Program Full Time Equivalents: 0.30

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 and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
2) *Semi-Private/Private Swim Lessons* – One-on-one or family/group up to 3 participants for individualized swim lessons to better meet the participant's skill levels and flexibility of families' schedules.
3) *Junior Lifeguard Program* – 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) *Family Swims and Youth Nights with inflatables* – scheduled programs for families and youth to use the pool outside of the scheduled Open Swim hours, special activities, games and events are planned for both events.
6) *Lap and Open Swims* – Lap Swim 6:00 – 8:00am (M/W (Legion); T/TH (VFW)); Open Swim – 1-5:00pm 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.
7) *Concessions* – provides refreshments for pool participants and secure location for sale of day passes for pool users.
8) *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* – 120 lessons offered throughout the summer for participants six months old to adult.
   a. Funded through user fees.
   b. 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) *Open Swim* – 820 hours of open swim offered during the summer, one pool 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.

3) *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.
4) *Programming fees and pool admissions* – 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.
5) *Annual Passes* – Summer seasonal memberships are sold to residents and non-residents for use of VFW Aquatic Center & Legion pool. Passes are purchased for the Baby Pool, the Main Pool, Family, or Lap Swim.
   a. Funded through user fees and property tax dollars.
   b. Offering seasonal memberships increases convenience and opportunities for participation and attendance for the purchaser.
6) *Day Passes* – Daily admission for residents and non-residents for either the Baby or Main pool. Passes are sold for one time use.
   a. Funded through user fees.
   b. Offering day passes increases convenience and opportunities for participation and attendance for the purchaser.
7) *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 shall increase the quality of life.
2) Programs offered reduce juvenile issues in the community.
3) Swimming pools will maintain a staffing level that provides a safe environment and quality programming.
4) Program offerings will increase learning of life-long and life-saving skills.
5) Locations will maintain a safe and entertaining family friendly environment.

2023 Performance Measure:

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

2022 Performance Measurement Data:

1) Reduce chemical usage by 5% through staff training and knowledge of pool systems.
   a. Results: Due to VFW having chemical operational issues in 2021 and Legion Pool being emptied at the start of the season in 2022, our chemical comparison is difficult to judge. Our overall Chlorine consumption was up 13% although VFW saw a reduction in usage while Legion had a large increase due to the pool being emptied and starting over. Shock was reduced by 8% overall, Bisulfate was reduced by 36% overall although our CO2 consumption increased, and Bicarb was reduced by 52% overall.

Significant Program Achievements:

1) Raised wage rates for all pool positions for the purposes of retention and recruitment.
2) Was able to find and repair a major leak in Legion Pool at the beginning of the season.
3) Implemented Point of Sale System.
4) Successfully implemented Senior Pool Manager position.
5) Completed swim lessons to community through private and semi-private lessons du to covid restrictions.
6) Collaborated with Assistant Fire Chief to offer water rescue training for Fire Department Staff.
7) Offered private pool rentals at each pool along with offering floatable obstacle course at Legion Pool.
8) Revised operating hours and updated pool policies.

Existing Program Standards Including Importance to Community:

1) All registration-based programs shall financially sustain themselves.
   a. Community Importance:
      i. 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:
      i. 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:
      i. Provides participants an opportunity to enjoy the pool in a safe environment.
      ii. 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
      i. Provide community ability to enjoy the pool in a safe environment.
      ii. 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:
      i. Site is safe for participating in programming for users.
6) Effective maintenance of health records.
   a. Community Importance:
      i. Site that is approved by the Health Department.
      ii. All health records and operations are COVID-19 approved
7) Lifeguards must currently hold Lifeguard, First Aid/CPR and AED certifications.
   a. Community Importance:
      i. 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
      i. 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 2023 Swimming Pool cost is $617,127. The Legion and VFW swimming pools 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.

2023 Objectives:

1) Improve Point of Sale system and integration into operations.
2) Implement on-line staff scheduling software.
3) Hire and maintain adequate staffing at Legion Pool, VFW Aquatic Facility and at Syble Hopp.
4) Certify lifeguard staff in Waterpark Rescue Certification.
5) Certify managers and concessions staff in Food Handling and Safe Food practices.
6) Have a Certified Lifeguard Instructor on staff.
7) Coordinate with local municipalities to conduct lifeguard certification courses.
8) Implement Parent/Child classes at Syble Hopp during summer months.
9) Continue to evolve the position of Senior Pool Manager to best help the administration and day to day operations of the pools.

2023 Budget Significant Expenditure Changes:

1) Salaries increased by $7,145 to reflect proposed changes in wages.
2) Hourly Wages increased by $19,327 to reflect wages allocated for Building Maintenance staff. This includes the addition of an Additional Building Maintenance Staff approved in a Budget Amendment in 2022.
3) Seasonal Labor increased $70,441 to reflect the increase in seasonal wages and addition of Senior Pool Manager from the Budget Amendment in 2022.
4) FICA increased $3,047 to reflect projected increases.
5) Retirement increased $1,962 to reflect an increase in retirement funding.
6) Health, Dental, DIB, Life & Workers Compensation Insurance increased by $4,520 to reflect projected insurance costs.
7) Training increased by $850 and includes LGI Certification for Senior Pool Manager, $500 for LG Management Certification for Pool Managers, and $150 for General Training.
8) Seminars and Conferences includes $2,033 for national conference through the Association of Aquatic Professionals - AOAP (1 person).
9) Utilities increased by $3,975 to reflect a 5% increase in utility costs.
10) Equipment Maintenance increased by $7,000 to accommodate an increase in cost for opening/closing of VFW Aquatic Facility.
11) Memberships and Subscriptions includes $40 Association of Professional Aquatics membership.
12) Operating Supplies increased by $1,150 to reflect projected increases in the cost of supplies and implementation of staff scheduling software.

13) Chemicals increased by $12,900 to reflect rising costs in chemicals not covered under our aquatic contract. $33,000 – Carrico Chemical contract, $1,200 Chemical testing tablets, and $5,000 for emergency chemicals.
14) Concession Purchases increased by $1,500 to reflect concession sale trends.

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Adopted Budget

EXPENDITURES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
SWIMMING POOLS												
Account Number			PERSONAL SERVICES									
100	55420	110	Salaries	$ 18,789	$ 8,375	$ 17,109	$ 17,865	$ 7,969	$ 17,000	$ 25,010	$ 25,010	39.99%
100	55420	120	Hourly Wages	18,068	7,963	23,555	35,666	11,697	35,666	53,863	54,993	54.19%
100	55420	125	Overtime Wages	500	268	5,272	500	345	500	500	500	0.00%
100	55420	126	Seasonal Labor	147,635	12,529	155,685	187,777	20,923	250,000	258,218	258,218	37.51%
100	55420	150	FICA	4,998	1,447	5,614	6,856	1,832	7,692	9,816	9,903	44.43%
100	55420	151	Retirement	2,522	642	3,047	3,512	766	3,456	5,397	5,474	55.87%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,210	6,870	19,667	34,481	9,807	34,481	39,768	39,001	13.11%
100	55420	190	Training	150	0	28	150	192	200	1,000	1,000	566.67%
			Subtotal	**214,873**	**38,094**	**229,976**	**286,807**	**53,531**	**348,995**	**393,573**	**394,099**	**37.41%**
			CONTRACTUAL SERVICES									
100	55420	210	Telephone	2,000	337	1,127	2,000	789	2,000	2,000	2,000	0.00%
100	55420	212	Seminars and Conferences	1,850	0	34	1,850	56	2,000	2,033	2,033	9.89%
100	55420	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	55420	219	Data	525	136	323	525	0	525	525	525	0.00%
100	55420	220	Utilities	45,000	15,039	74,431	79,500	14,969	79,500	83,475	83,475	5.00%
100	55420	240	Equipment Maintenance	28,000	1,596	26,544	47,000	15,049	47,000	54,000	54,000	14.89%
			Subtotal	**77,375**	**17,109**	**102,458**	**130,875**	**30,862**	**131,025**	**142,033**	**142,033**	**8.53%**
			SUPPLIES AND EXPENSE									
100	55420	320	Memberships/Subscriptions	40	0	0	40	0	40	40	40	0.00%
100	55420	340	Operating Supplies	16,905	8,265	18,466	15,405	8,209	15,405	16,555	16,555	7.47%
100	55420	385	Pool Chemicals	28,000	20,734	31,194	28,000	26,135	38,000	40,900	40,900	46.07%
100	55420	386	Concession Purchases	20,000	2,682	23,787	22,000	10,173	23,000	23,500	23,500	6.82%
			Subtotal	**64,945**	**31,681**	**73,447**	**65,445**	**44,517**	**76,445**	**80,995**	**80,995**	**23.76%**
			CAPITAL OUTLAY									
100	55420	810	Capital Equipment	0	(11,704)	0	0	28,747	28,747	36,000	0	0.00%
			Subtotal	**0**	**(11,704)**	**0**	**0**	**28,747**	**28,747**	**36,000**	**0**	**0.00%**
			TOTAL	**$ 357,193**	**$ 75,180**	**$ 405,881**	**$ 483,127**	**$ 157,658**	**$ 585,212**	**$ 652,601**	**$ 617,127**	**27.74%**

TOTAL CULTURE, EDUCATION AND RECREATION

City of De Pere
2023 General Fund
Adopted Budget

CULTURE, EDUCATION & RECREATION
EXPENDITURES

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Total Culture, Education & Recreation										
	PERSONAL SERVICES									
110	Salaries	$ 392,135	$ 174,959	$ 389,270	$ 408,942	$ 181,150	$ 408,077	$ 458,986	$ 455,584	11.41%
120	Hourly Wages	558,818	243,525	557,608	591,769	266,875	597,340	632,535	662,969	12.03%
122	Hourly Wages PT	0	0	0	0	0	0	0	0	0.00%
125	Overtime Wages	7,221	1,106	9,120	7,221	2,064	4,571	7,471	7,471	3.46%
126	Seasonal Wages	429,041	69,773	361,162	495,158	101,419	553,466	638,271	638,271	28.90%
150	FICA	79,521	33,262	75,253	84,287	36,203	85,289	93,328	95,396	13.18%
151	Retirement	64,677	24,105	63,976	65,516	24,714	65,649	74,731	76,570	16.87%
152	Health, Dental & Life Ins	320,720	95,257	219,279	315,768	125,998	315,768	322,031	323,849	2.56%
190	Training	4,650	615	3,365	4,650	3,150	4,651	5,700	5,700	22.58%
	Subtotal	**1,856,782**	**642,600**	**1,679,034**	**1,973,309**	**741,574**	**2,034,812**	**2,233,053**	**2,265,809**	**14.82%**
	CONTRACTUAL SERVICES									
210	Telephone	11,800	3,238	7,680	11,800	4,496	11,800	11,800	11,800	0.00%
211	Postage	750	0	319	695	35	500	695	695	0.00%
212	Seminars and Conference	9,250	198	1,757	9,250	5,078	8,975	10,158	9,783	5.76%
213	Rentals	5,500	571	2,191	5,925	1,166	4,810	6,220	6,220	4.98%
215	Consulting	55,100	44,695	90,819	117,120	5,319	113,898	223,820	34,320	-70.70%
217	Cleaning Service Contract	31,890	11,389	29,263	33,442	15,055	32,800	34,592	34,592	3.44%
218	Cell/Radio	2,610	1,034	2,147	3,536	1,108	3,445	3,536	3,536	0.00%
219	Data	981	341	1,018	1,522	238	1,549	2,021	2,021	32.79%
220	Utilities	140,310	49,126	174,090	174,810	50,790	178,160	186,785	186,785	6.85%
240	Equipment Maintenance	46,300	4,972	40,514	65,300	19,115	63,300	72,850	72,850	11.56%
290	Other Contractual Services	38,435	16,327	36,711	44,620	18,049	42,750	44,475	44,475	-0.32%
	Subtotal	**342,926**	**131,891**	**386,509**	**468,020**	**120,449**	**461,987**	**596,952**	**407,077**	**-13.02%**
	SUPPLIES AND EXPENSE									
310	Office Supplies	3,800	1,091	2,417	3,800	1,248	3,550	3,800	3,800	0.00%
320	Memberships/Subscriptions	4,020	1,176	3,481	4,050	1,200	4,165	4,377	4,377	8.07%
330	Mileage Reimbursement	500	0	0	500	0	0	200	300	-40.00%
331	Transportation	26,022	11,852	28,176	29,538	20,743	37,050	40,228	40,228	36.19%
340	Operating Supplies	140,392	42,685	132,927	144,610	45,989	142,330	148,420	148,420	2.63%
345	Turf Chemicals	10,000	3,218	7,882	10,000	7,075	10,000	10,000	10,000	0.00%
346	Trees	10,000	2,192	18,601	10,000	10,010	16,000	10,000	10,000	0.00%

City of De Pere
2023 General Fund
Adopted Budget

CULTURE, EDUCATION & RECREATION
EXPENDITURES

	Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Total Culture, Education & Recreation										
347	Tree Chemicals	300	0	300	300	0	300	300	300	0.00%
348	Playground Supply and Expense	3,250	160	1,461	3,250	482	1,800	3,250	3,250	0.00%
351	Safety Equipment	2,800	1,252	3,436	2,800	1,594	2,800	3,800	3,800	35.71%
361	League Support	9,447	0	9,447	9,447	0	9,447	9,447	9,447	0.00%
362	Adult League Supplies	3,000	86	746	3,000	1,085	5,780	3,750	3,750	25.00%
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	0	67	1,250	228	500	1,250	1,250	0.00%
385	Pool Chemicals	28,000	20,734	31,194	28,000	26,135	38,000	40,900	40,900	46.07%
386	Concessions Purchases	20,000	2,682	23,787	22,000	10,173	23,000	23,500	23,500	6.82%
391	Historic Preservation Supplies	0	0	0	0	0	0	0	0	0.00%
	Subtotal	**262,781**	**87,128**	**263,922**	**272,545**	**125,963**	**294,722**	**303,222**	**303,322**	**11.29%**
	CONTRIBUTIONS									
701	Historical Society	5,050	0	5,050	6,500	6,500	6,500	6,500	7,000	7.69%
	Subtotal	**5,050**	**0**	**5,050**	**6,500**	**6,500**	**6,500**	**6,500**	**7,000**	**7.69%**
	CAPITAL OUTLAY									
810	Capital Equipment	26,927	3,786	19,186	0	38,395	47,747	1,405,500	11,000	100.00%
	Subtotal	**26,927**	**3,786**	**19,186**	**0**	**38,395**	**47,747**	**1,405,500**	**11,000**	**100.00%**
	TOTAL	**$ 2,494,467**	**$ 865,405**	**$ 2,353,701**	**$ 2,720,374**	**$ 1,032,881**	**$ 2,845,768**	**$ 4,545,227**	**$ 2,994,208**	**10.07%**

TOTAL GENERAL FUND EXPENDITURES

City of De Pere
2023 General Fund
Adopted Budget

EXPENDITURES

Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	$ 3,264,440	$ 1,277,636	$ 2,963,044	$ 3,409,380	$ 1,585,722	$ 3,097,733	$ 4,304,620	$ 3,702,602	8.60%
TOTAL PUBLIC SAFETY EXPENDITURES	$ 9,677,115	$ 4,041,536	$ 9,513,885	$ 10,015,648	$ 4,336,611	$ 9,998,261	$ 12,662,788	$ 10,670,286	6.54%
TOTAL PUBLIC WORKS EXPENDITURES	$ 3,068,571	$ 919,574	$ 2,510,858	$ 3,080,860	$ 1,127,546	$ 3,128,312	$ 7,601,394	$ 3,221,276	4.56%
TOTAL CULTURE, ED & REC EXPENDITURES	$ 2,494,467	$ 865,405	$ 2,353,701	$ 2,720,374	$ 1,032,881	$ 2,845,768	$ 4,545,227	$ 2,994,208	10.07%
TOTAL GENERAL FUND EXPENDITURES	**$ 18,504,593**	**$ 7,104,151**	**$ 17,341,488**	**$ 19,226,263**	**$ 8,082,760**	**$ 19,070,074**	**$ 29,114,029**	**$ 20,588,372**	**7.08%**

GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased $329,959. The total property tax levy for all funds increased $314,521.

	Actual 2022	Budgeted 2023	% of Change
General Fund Levy	$ 8,615,156	$ 9,216,557	4.62%
Debt Fund Levy	$ 4,049,205	$ 4,438,614	9.61%
Capital Projects Fund Levy	$ 1,742,276	$ 1,742,276	0.00%
Tax Increment District (TID) Levy	$ 980,172	$ 980,172	0.00%
TOTAL LEVY	$15,386,809	$16,377,619	6.43%

SIGNIFICANT REVENUE CHANGES:

TAXES:

1) General Fund Levy increased $601,401 to support general fund expenditures not supported by other revenues.
2) Payment in Lieu of Taxes decreased $11,665 to reflect trends.
3) Public Accommodations increased $3,000 to reflect trends.
4) Housing Authority increased $2,000 to reflect trends
5) Interest Penalties Specials & Deeds decreased $10,000 to reflect trends.

INTERGOVERNMENTAL REVENUE:

1) State Shared Revenue-Expenditure Restraint decreased $10,749 to reflect state estimates.
2) State Fire Insurance increased $6,000 to reflect state estimates.
3) COVID Grants increased $67,124 to reflect anticipated grants for 2023.

LICENSES AND PERMITS: (Note: Other 5% increases not noted below are due to license & permit increases of 5%)

1) Operator's Licenses decreased $21,735 to reflect 2023 as the second year of two-year license renewals.
2) Cigarette Licenses increased $210 due to trends and 5% increase.
3) Other Permits and Fees decreased $2,095 to reflect trends & includes a 5% increase.
4) Dog Licenses increased $892 to reflect trends and includes a 5% increase.

5) Flood Plain/Zoning Letters decreased $315 to reflect trends and includes a 5% increase.
6) Construction fees increased $11 to reflect trends & includes a 5% increase.
7) Sanitary Sewer Excavation Permits decreased $1,785 to reflect trends and includes a 5% increase.
8) Plumbing Permits increased $10,500 to reflect department estimates and includes a 5% increase.
9) HVAC Permits increased $57,750 to reflect department estimates and includes a 5% increase.
10) Zoning Permits decreased $1,050 to reflect department estimates and includes a 5% increase.
11) CSM Reviews increased $5,250 to reflect department estimates and includes a 5% increase.

FINES AND FORFEITURES:

1) Court Penalties & Costs decreased $93,750 due to department estimates.

PUBLIC CHARGES FOR SERVICE:

1) Clerk's Office Admin Fees increased $1,050 to reflect department estimates and includes a 5% increase.
2) License Publication Fees increased $1,980 to reflect department estimates.
3) Police Alarm Monitoring increased $1,890 to reflect department estimates and includes a 5% increase.
4) Ambulance Fees increased $233,410 to reflect department estimates.
5) Public Health Revenue decreased $210 to reflect department estimates and includes a 5% increase.
6) Recreation Revenues increased $2,100 to reflect department estimates and includes a 5% increase.
7) Concessions increased $3,953 to reflect department estimates and includes a 5% increase.
8) Swimming Revenues increased $21,735 to reflect department estimates and includes a 5% increase.
9) Forestry increased $2,100 to reflect department estimates.
10) Community Center Revenues increased $14,323 to reflect department estimates and includes a 5% increase.
11) Programs-Financial Assistance increased $1,050 to reflect department estimates and includes a 5% increase.
12) Athletic Facility Fees increased $6,300 to reflect department estimates and includes a 5% increase.
13) Ambulance Fees from Townships increased $13,293 to reflect department estimates
14) Copies Maps Blueprints decreased $630 to reflect department estimates and includes a 5% increase.

INTERGOVERNMENTAL CHARGES FOR SERVICE: There were no changes of more than 5%.

MISCELLANEOUS REVENUES:

1) Interest on investments increased $225,000 to reflect department estimates.
2) Farm Leases decreased $322 to reflect department estimates.
3) Residential Lease increased $1,000 to reflect department estimates.

4) Property Sales increased $148,500 to reflect department estimates.
5) Fire and Rescue decreased $3,439 to reflect department estimates.

OTHER FINANCING SOURCES:

1) Transfers from Capital Fund increased $150,000 to reflect Pool Fund operating deficit transfer to general fund.

City of De Pere
2023 General Fund
Adopted Budget

REVENUES

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			TAXES									
100	41110		General Property	$ 8,285,197	$ 8,285,197	$ 8,283,993	$ 8,615,156	$ 8,615,155	$ 8,615,155	$ 9,216,557	$ 9,216,557	6.98%
100	41130		Mobile Home Fees	5,500	2,657	6,577	6,600	2,657	6,600	6,600	6,600	0.00%
100	41150		Payments in Lieu of Taxes	1,800	1,390	8,401	21,665	1,395	10,000	10,000	10,000	-53.84%
100	41200		Sales and Use	0	0	208	0	0	0	0	0	0.00%
100	41210		Public Accommodations	9,500	2,124	7,716	9,500	4,411	12,500	12,500	12,500	31.58%
100	41220		Retained Sales Tax	120	0	120	120	60	120	120	120	0.00%
100	41310		From Municipal Water Utility	495,000	247,500	494,635	515,000	250,000	515,000	515,000	515,000	0.00%
100	41320		Housing Authority	32,000	31,275	31,275	32,000	33,922	33,922	34,000	34,000	6.25%
100	41800		Interest Penalties & Taxes	1,400	388	484	1,400	603	1,400	1,400	1,400	0.00%
100	41810		Interest Penalties Specials & Deeds	20,000	1,821	7,778	20,000	4,000	10,000	10,000	10,000	-50.00%
			Subtotal	**8,850,517**	**8,572,352**	**8,841,187**	**9,221,441**	**8,912,203**	**9,204,697**	**9,806,177**	**9,806,177**	**6.34%**
			INTERGOVERNMENTAL REVENUE									
100	43220		Mass Transit Federal Aid	0	0	0	0	0	0	0	0	0.00%
100	43410		State Shared Revenue	1,204,779	0	1,203,185	1,205,804	0	1,205,804	1,205,804	1,202,342	-0.29%
100	43411		State Shared Revenue - Expenditure Restraint	239,735	0	239,735	208,037	0	208,037	208,037	197,288	-5.17%
100	43420		State Fire Insurance	93,568	0	100,264	97,800	96,788	103,800	103,800	103,800	6.13%
100	43430		Other State Shared Taxes - Exempt Computer Aid	77,852	0	77,852	77,852	0	77,852	77,852	77,852	0.00%
100	43500		State Grants	96,539	120,683	120,683	120,683	0	120,683	120,683	120,683	0.00%
100	43505		Law Enforcement	0	1,400	1,430	0	(300)	0	0	0	0.00%
100	43507		K-9 Expenses and Donations	2,500	3,270	3,510	2,500	9,898	10,000	2,500	2,500	0.00%
100	43510		Rescue EMS Act 102	10,398	0	0	15,000	0	15,000	15,000	15,000	0.00%
100	43520		State Aid for Police Training	5,120	0	0	5,120	0	5,120	5,120	5,120	0.00%
100	43530		State Aid for Connecting Highways	74,335	37,236	74,472	74,595	37,297	74,594	74,594	74,594	0.00%
100	43531		General Transportation Aids	1,129,685	657,602	1,315,204	1,399,991	698,057	1,396,115	1,396,115	1,396,115	-0.28%
100	43532		Mass Transit State Aid	274,790	137,395	274,790	274,790	137,395	274,790	274,790	274,790	0.00%
100	43540		State Recycling Grants	97,563	97,975	97,975	97,975	97,691	97,691	97,691	97,691	-0.29%
100	43550		ACT 102 Ambulance Grant	0	0	0	0	0	0	0	0	0.00%
100	43551		Health Matching Grant	70,187	35,304	78,536	60,199	16,250	60,199	60,199	60,199	0.00%
100	43552		COVID 19 Grants	0	166,827	344,288	100,000	93,295	254,395	167,124	167,124	67.12%
100	43590		State Misc Grants	0	3,821	3,821	0	0	0	0	0	0.00%
100	43600		Other State Payments			409,963	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	**3,377,051**	**1,261,512**	**4,345,706**	**3,740,346**	**1,186,371**	**3,904,080**	**3,809,309**	**3,795,098**	**1.46%**
			LICENSES AND PERMITS									
100	44100		Business & Occupational Licenses	0	0	0	0	0	0	0	0	0.00%
100	44105		Liquor and Malt Beverage Licenses	36,000	28,761	32,798	37,800	28,198	32,300	37,800	39,800	5.29%
100	44110		Operator's Licenses	13,000	5,315	10,311	32,550	17,865	24,300	10,300	10,815	-66.77%
100	44115		Cigarette Licenses	2,100	2,128	2,728	2,205	2,090	2,300	2,300	2,415	9.52%
100	44121		Food & Beverage Licenses	80,000	73,678	93,883	86,415	71,860	86,806	86,806	86,806	0.45%
100	44125		Cable Television Franchise License	125,000	26,109	110,364	110,000	27,486	112,200	112,200	112,200	2.00%
100	44130		Trailer Park	100	0	0	100	0	100	100	100	0.00%
100	44140		Other Permits and Fees	11,500	5,738	8,910	11,550	5,049	9,000	9,000	9,455	-18.14%
100	44210		Dog License	3,600	3,224	3,349	3,780	4,083	4,450	4,450	4,672	23.60%
100	44300		Building Permits	350,000	91,700	318,643	367,500	208,514	417,028	375,000	393,750	7.14%

City of De Pere
2023 General Fund
Adopted Budget

REVENUES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
100	44301		Commercial Permit Review	10,000	5,350	8,750	10,500	2,900	5,500	10,500	11,025	5.00%
100	44303		Flood Plain/Zoning Letters	600	0	0	630	0	300	300	315	-50.00%
100	44305		Construction	0	150	200	157	0	160	160	168	7.01%
100	44307		Sanitary Sewer Excavation	12,000	6,850	12,000	14,385	3,950	12,000	12,000	12,600	-12.41%
100	44910		Electrical Permits	100,000	27,610	257,484	105,000	40,202	85,000	100,000	105,000	0.00%
100	44920		Plumbing Permits	45,000	19,083	40,169	47,250	21,195	45,000	55,000	57,750	22.22%
100	44925		HVAC Permits	85,000	56,907	94,651	89,250	75,733	150,000	140,000	147,000	64.71%
100	48902		Zoning Permits and Fees	4,000	1,245	2,946	4,200	810	3,000	3,000	3,150	-25.00%
100	48903		CSM Reviews	15,000	14,780	27,608	15,750	9,985	15,750	20,000	21,000	33.33%
100	48905		Bid Deposits & Refunds	0	0	0	0	0	0	0	0	0.00%
100	48906		Excavation Permits	20,000	12,640	21,530	26,250	12,285	26,250	26,250	27,563	5.00%
			Subtotal	**912,900**	**381,269**	**1,046,324**	**965,272**	**532,205**	**1,031,444**	**1,005,166**	**1,045,584**	**8.32%**
			FINES AND FORFEITURES									
100	45100		City Share of Fines and Forfeitures	0	(2,501)	(6,361)	0	0	0	0	0	0.00%
100	45110		Court Penalties and Costs	375,000	196,241	358,780	393,750	114,686	230,000	230,000	300,000	-23.81%
100	45120		Crime Prevention/Policing Share	0	0	0	0	0	0	0	0	0.00%
100	45130		Parking Violations	35,000	25,144	57,342	35,000	20,257	35,000	35,000	35,000	0.00%
100	45190		Other Law-Ordinance Violations	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**410,000**	**218,884**	**409,761**	**428,750**	**134,943**	**265,000**	**265,000**	**335,000**	**-21.87%**
			PUBLIC CHARGES FOR SERVICE									
100	46100		General Government	2,000	290	1,984	2,100	0	2,100	2,100	2,205	5.00%
100	46101		Clerk-Passports/Solicitors	5,000	3,201	6,036	6,510	2,022	6,500	6,500	6,825	4.84%
100	46102		Clerk's Office Admin Fees	1,000	33	750	1,050	1,261	2,000	2,000	2,100	100.00%
100	46110		Letters of No Specials	26,000	14,185	28,315	27,300	13,020	27,300	27,300	28,665	5.00%
100	46120		License Publication Fees	400	1,100	320	420	1,563	1,600	1,600	2,400	471.43%
100	46204		DMV Registration	0	0	0	0	0	0	0	0	0.00%
100	46205		Police CVR Fees	0	0	0	0	0	0	0	0	0.00%
100	46206		CVR Registrations	0	0	0	0	0	0	0	0	0.00%
100	46207		Police Alarm Monitoring	10,000	750	7,525	5,250	3,850	6,800	6,800	7,140	36.00%
100	46208		Police Department Fees	1,000	243	539	1,050	191	300	300	315	-70.00%
100	46210		Background Checks	300	162	279	315	330	441	315	331	5.08%
100	46220		Police Finger Prints	500	24	204	525	144	300	525	551	4.95%
100	46225		Fire Hazmat	0	0	0	0	0	0	0	0	0.00%
100	46298		Ambulance Fees	785,608	373,164	902,451	791,590	313,990	794,000	853,000	1,025,000	29.49%
100	46340		Street Department Revenue	35,000	19,135	71,014	36,750	25,184	36,750	36,750	38,588	5.00%
100	46345		Garbage & Recycling Fees	12,000	0	0	12,600	0	12,000	12,000	12,600	0.00%
100	46350		Snow Removal Charges	6,600	5,640	6,201	6,930	6,013	6,930	6,930	7,276	4.99%
100	46360		Parking Permits	0	0	0	0	0	0	0	0	0.00%
100	46406		Weed & Nuisance Control	4,000	0	4,077	4,200	0	0	0	0	0.00%
100	46421		Recycling Containers	2,500	3,133	8,503	4,200	2,360	4,200	4,200	4,450	5.95%
100	46501		Public Health Revenue	500	280	1,389	525	240	250	300	315	-40.00%
100	46510		Weights & Measures Fees	21,564	18,736	20,995	22,050	21,481	21,661	21,600	21,600	-2.04%
100	46521		Animal Control	0	0	50	0	0	0	0	0	0.00%
100	46700		Recreation Programs	349,874	181,582	338,890	406,109	215,468	390,500	406,150	426,458	5.01%
100	46721		Recreation	12,000	0	17,000	15,750	0	17,000	17,000	17,850	13.33%

City of De Pere
2023 General Fund
Adopted Budget

REVENUES			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
100	46722		Concessions	30,240	11,556	43,978	40,672	20,040	41,000	42,500	44,625	9.72%
100	46723		Swimming	168,075	95,942	245,659	206,115	113,361	215,000	217,000	227,850	10.55%
100	46724		Forestry	6,500	9,605	22,822	10,395	17,280	20,000	11,900	12,495	20.20%
100	46725		Community Center	37,284	20,268	47,786	39,127	33,445	49,000	51,000	53,550	36.86%
100	46727		Programs-Financial Assistance	4,000	2,929	5,804	4,200	2,661	4,000	5,000	5,250	25.00%
100	46747		Athletic Facility Fees	101,000	11,741	24,145	123,375	9,634	124,000	123,500	129,675	5.11%
100	46747	010	Daily Boat Fees	0	46,075	68,325	0	40,612	0	0	0	0.00%
100	46747	020	Season Boat Fees	15,000	3,640	31,526	0	10,828	0	0	0	0.00%
100	46800		Payment In Lieu of Parkland	0	0	0	0	0	0	0	0	0.00%
100	47306		Ambulance Fees From Townships	195,800	103,194	206,388	216,707	112,017	224,034	230,000	230,000	6.13%
100	47401		Engineering Fees	700,000	350,000	700,000	700,000	350,000	700,000	700,000	700,000	0.00%
100	48901		Copies Maps Blueprints	1,100	40	363	1,155	149	500	500	525	-54.55%
100	48908		Building Permits & Voter Report (Clerk)	550	0	0	577	0	500	577	606	5.03%
100	48909		Sundry	550	0	0	578	300	600	578	607	5.02%
100	48910		Retiree Insurance Admin Fee	1,000	102	287	1,050	65	300	1,050	1,102	4.95%
			Subtotal	**2,536,945**	**1,276,748**	**2,813,604**	**2,689,175**	**1,317,509**	**2,709,566**	**2,788,975**	**3,010,954**	**11.97%**
			INTERGOVERNMENTAL CHARGES FOR SERVICE									
100	47311		Crossing Guard Hours	20,000	0	16,995	20,000	10,318	20,000	20,000	20,000	0.00%
100	47320		Payment for Liaison Officer	283,200	141,600	283,200	291,000	154,139	291,000	291,000	291,000	0.00%
100	47402		Data Processing Charges	15,600	7,814	15,627	16,097	8,049	16,097	16,580	16,580	3.00%
100	47405		TID 5 Admin Allocation	14,265	7,133	14,265	0	0	0	0	0	0.00%
100	47406		TID Admin Allocation	114,125	57,062	114,128	117,548	58,774	117,548	117,548	117,548	0.00%
100	47415		Equipment Rental	30,400	15,302	30,603	31,522	14,561	31,522	32,468	32,468	3.00%
100	47432		Space Rentals	49,300	17,481	52,187	49,300	18,036	49,300	49,300	49,300	0.00%
100	48208		Brown County Nutritionist	3,300	0		3,150	0	0	0	0	0.00%
			Subtotal	**530,190**	**246,391**	**527,006**	**528,617**	**263,877**	**525,467**	**526,896**	**526,896**	**-0.33%**
			MISCELLANEOUS REVENUES									
100	48100		Interest On Investments	525,000	19,500	(16,109)	100,000	(279,360)	0	100,000	325,000	225.00%
100	48103		Notes Receivable Interest	0	0	(14,789)	0	0	0	0	0	0.00%
100	48113		Interest On Personal Property Taxes	0	0	0	0	0	0	0	0	0.00%
100	48121		Land Contract Interest	0	0	0	0	0	0	0	0	0.00%
100	48200		Rents & Leases	0	0	0	0	0	0	0	0	0.00%
100	48201		Farm Leases	5,000	5,687	6,594	5,000	1,815	7,642	4,678	4,678	-6.43%
100	48202		Brown County Fairgrounds	0	0	0	0	0	0	0	0	0.00%
100	48203		Residental Lease	15,000	8,162	16,311	15,000	8,423	16,000	16,000	16,000	6.67%
100	48300		Property Sales	1,500	0	0	1,500	0	180,000	150,000	150,000	9900.00%
100	48301		Refuse Garbage Equipment & Property	15,000	3,886	17,785	15,000	2,884	15,000	15,000	15,000	0.00%
100	48303		Note Receivable Principal	0	0	0	0	0	0	0	0	0.00%
100	48305		Real Property	0	0	0	0	0	0	0	0	0.00%
100	48306		Land Contract Principal	0	0	0	0	0	0	0	0	0.00%
100	48309		Other	5,000	0	0	5,000	0	5,000	5,000	5,000	0.00%
100	48500		Donations	0	0	11,704	0	0	0	0	0	0.00%
100	48510		Police Programs	0	3,635	918	0	2,005	0	0	0	0.00%
100	48515		Park and Rec	0	0	5,000	0	279,686	0	0	0	0.00%
100	48520		Fire & Rescue	9,090	0	0	9,189	5,500	5,750	5,750	5,750	-37.43%
			Subtotal	**575,590**	**40,871**	**27,415**	**150,689**	**20,953**	**229,392**	**296,428**	**521,428**	**246.03%**

City of De Pere
2023 General Fund
Adopted Budget

REVENUES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			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	125,000	125,000	250,000	250,000	0.00%
100	49222		Transfer From TID #9	11,400	5,700	0	11,400	5,700	5,700	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	1,903,602	1,050,000	525,000	1,200,000	1,200,000	1,200,000	14.29%
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**	**1,903,602**	**1,311,400**	**655,700**	**1,330,700**	**1,461,400**	**1,461,400**	**11.44%**
			TOTAL GENERAL FUND REVENUES	**18,504,593**	**12,653,726**	**19,914,606**	**19,035,690**	**13,023,761**	**19,200,346**	**19,959,351**	**20,502,537**	**4.85%**
100	49300		Fund Balances Applied	**0**	**0**	**0**	**190,573**	**0**	**0**	**0**	**85,835**	**0.00%**
			TOTAL GENERAL FUND REVENUES	**$ 18,504,593**	**$ 12,653,726**	**$ 19,914,606**	**$ 19,226,263**	**$ 13,023,761**	**$ 19,200,346**	**$ 19,959,351**	**$ 20,588,372**	**3.81%**

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 Therefore as of July 1, 2022, the RLF fund has a cash balance of 890,497 and $109,340.22 in outstanding revolving loan fund debt ($110,506.55 including interest). The outstanding loans are all in good standing and held by the following:

Amerilux International	$70,200.58 ($70,904.63 including interest)
Black Honey Hashery, LLC	$18,392.61 ($18,577.10 including interest)
Battle House GB, LLC	$20,747.03 ($21,024.82 including interest and 3 months of COVID deferred payments)

NOTE: CHANGE FROM 2021 Budget

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.

City of De Pere
2023 Special Fund
Adopted Budget

REVOLVING LOAN FUND

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 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	$ 2,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
206	48121		Interest on Loans	3,269	1,832	3,437	1,089	1,302	1,792	576	576	-47.11%
206	48122		SBPRL - Interest	0	0	0	0	0	0	0	0	0.00%
206	48310		Repayment of Principal	115,606	30,382	59,374	53,727	82,360	109,281	54,249	54,249	0.97%
206	48311		SBPRL - Principal	0	0	0	0	0	0	0	0	0.00%
206	49200		OT In Dntown Business Aid Grant	0	0	85,000	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 120,875**	**$ 32,213**	**$ 147,811**	**$ 54,816**	**$ 83,661**	**$ 111,074**	**$ 54,825**	**$ 54,825**	**0.02%**

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 $178,762.70 has been returned to the fund and by the end of 2022 a total of $207,933.80 should be returned to the fund. By December 2023, the program should have $266,276 returned and available for additional program development.

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
2023 Special Fund
Adopted Budget

PANDEMIC RESPONSE FUND

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
Expenditures												
Account Number												
212	86500		Grant Administration	$ 0	$ 215,000	$ 215,000	$ 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	85,000	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	**$ 0**	**$ 215,000**	**$ 300,000**	**$ 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	0	41,252	93,896	83,346	54,449	95,566.28	64,176	64,176	-23.00%
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	**$ 0**	**$ 41,252**	**$ 93,896**	**$ 83,346**	**$ 54,449**	**$ 95,566**	**$ 64,176**	**$ 64,176**	**-23.00%**

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 of the Wastewater Treatment Services Fund at December 31, 2022 is $23,591,126.

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.

2023 Performance Measures:

1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage**.**

2022 Performance Measurement Data: (July 2021 – June 2022):

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

2023 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.

2023 Budget Significant Expenditure Changes:

1) Wastewater treatment charges increased $514,272 to reflect a proposed 7.5% increase by GBMSD.
2) Billings & Collection increased $18,500 to reflect increase in employee wages and health insurance premiums.
3) Administration increased $90,990 to reflect increase in employee wages and health insurance premiums.
4) Capital Outlays:
   a. Televising & Repairs $351,000
   b. Sewer Lining and Repair $266,000
   c. Sewer Lining Easements & Alleys $160,000
   d. Manhole Rehabilitation and Pipe Joint Repair $90,000
   e. Box Culvert & Sanitary Sewer Repairs $100,000
   f. Smoke Testing Equipment $10,000
   g. Sewer Jet Truck Replacement $525,000
   h. Sewer Push Camera Replacement $12,000
   i. Sewer Utility Share for Street Superintendent Vehicle Replacement $10,000
   j. Sewer Utility Share for Engineering Upgrading CAD Workstations $3,500
   k. Sewer Utility Share for Engineering Trimble Date Collector Replacement $1,750
   l. Sewer Utility Share for MSC Building Rain Gutter Repairs $7,500
   m. Sewer Utility Share for MSC Building Carpet Replacement $9,000
   n. Sewer Utility Share for MSC EV Charging Stations $3,750
   o. Sewer Utility Share for Frame Press Replacement for Shop $675
   p. Sewer Utility Share for Air Compressor Replacement for Shop $450
   q. Sewer Utility Share for Trailer Light Tester for Shop $30
   r. Sewer Utility Share for Hydraulic Repair Kit for Shop $90
   s. Sewer Utility Share for Miscellaneous Tools for Shop $450
   t. Debt Service Principal & Interest Payments $110,900

2023 Budget Significant Revenue Changes:

1) Utility Billings increased $404,774 to reflect actual trends.
2) Utility Billings – Paper Mills increased $269,412 to reflect actual trends.
3) Forfeited Discounts decreased $11,000 to reflect actual trends.

City of De Pere
2023 Special Fund
Adopted Budget

WASTEWATER TREATMENT SERVICES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number												
201	53610		Wastewater Treatment Charges	$ 6,856,958	$ 3,638,648	$ 7,158,819	$ 6,856,958	$ 3,241,116	$ 6,856,958	$ 7,371,230	$ 7,371,230	7.50%
201	53611		Maintenance	1,631,319	815,660	1,183,413	1,678,494	54,154	1,678,494	1,662,095	1,662,095	-0.98%
201	53612		Billings & Collection	370,000	131,870	356,313	370,000	117,906	370,000	388,500	388,500	5.00%
201	53615		Administration	620,000	248,576	598,490	638,600	345,519	691,038	725,590	729,590	14.25%
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	**$ 9,728,277**	**$ 4,959,754**	**$ 9,547,035**	**$ 9,794,052**	**$ 3,883,695**	**$ 9,846,490**	**$ 10,397,415**	**$ 10,401,415**	**6.20%**
Revenues												
201	46900		Utility Billings	$ 5,055,316	$ 2,734,834	$ 5,547,679	$ 5,055,316	$ 2,730,045	$ 5,460,090	$ 5,460,090	$ 5,460,090	8.01%
201	46900		Utility Billings-Paper Mills	4,483,392	2,858,411	5,229,203	4,700,000	2,484,706	4,969,412	4,969,412	4,969,412	5.73%
201	48911		Forfeited Discounts	46,000	6,367	34,187	46,000	8,522	35,000	35,000	35,000	-23.91%
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	80,243	0	160,845	80,423	321,692	160,845	160,845	0.00%
			TOTAL REVENUES	**$ 9,745,554**	**$ 5,679,855**	**$ 10,811,070**	**$ 9,962,161**	**$ 5,303,696**	**$ 10,786,194**	**$ 10,625,347**	**$ 10,625,347**	**6.66%**

	2023 Sanitary Sewer Capital Projects &	Equipment
	Televise & Repair	$ 351,000
	Sewer Lining & Repair	266,000
	Sewer Lining Easements & Alleys	160,000
	Manhole Rehabilitation & Pipe Joint Repair	90,000
	Box Culvert & Sanitary Sewer Repairs	100,000
	Smoke Testing Equipment	10,000
	Sewer Jet Truck	525,000
	Sewer Push Camera	12,000
	Sewer Utility Share for Street Superintendent Vehicle	10,000
	Sewer Utility Share for Engineering Upgrading CAD Workstations	3,500
	Sewer Utility Share for Engineering Trimble Data Collector	1,750
	Sewer Utility Share for MSC Building Rain Gutter Repairs	7,500
	Sewer Utility Share for MSC Building Carpet Replacement	9,000
	Sewer Utility Share for MSC EV Charging Stations	3,750
	Sewer Utility Share for Frame Press Replacement for Shop	675
	Sewer Utility Share for Air Compressor Replacement for Shop	450
	Sewer Utility Share for Trailer Light Tester for Shop	30
	Sewer Utility Share for Hydraulic Repair Kit for Shop	90
	Sewer Utility Share for Miscellaneous Tool Replacement for Shop	450
	Debt Service Principal & Interest Payments	110,900
Total Capital		**$ 1,662,095**

2023 Cash Flow Analysis	
Estimated Cash Balance - 1/1/23	$ 2,364,681
Estimated Expenditures	(10,401,415)
Estimated Revenues	10,625,347
Estimated Cash Balance - 12/31/23	**$ 2,588,613**

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, 2022 is $153,556.

City of De Pere
2023 Special Fund
Adopted Budget

PUBLIC LAND ACQUISITION FUND

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 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	0	0	0	25,000	25,000	100.00%
210	56722		Consulting	0	0	0	0	0	0	10,000	10,000	100.00%
			TOTAL EXPENDITURES	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 35,000**	**$ 35,000**	**100.00%**
Revenues												
210	46810		Park Dedication Fees	$ 20,000	$ 11,100	$ 15,300	$ 20,000	$ 4,500	$ 10,000	$ 15,000	$ 15,000	-25.00%
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**	**$ 11,100**	**$ 15,300**	**$ 20,000**	**$ 4,500**	**$ 10,000**	**$ 15,000**	**$ 15,000**	**-25.00%**

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, and Board of Appeals 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.

2023 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

2022 Performance Measurement Data (July 2021 – June 2022):

1) Record 100% of scheduled televised public meetings.
    a. Result: All scheduled televised public meetings were recorded.
2) Add Board of Health as a recorded and televised public meeting.
    a. Result: All Board of Health meetings held have been recorded and televised.
3) Expand programming by generating new City-focused content monthly.
    a. Result: Programming was expanded via city-produced content like The Mayor's Corner, and via re-run syndicated programs shared from St. Norbert College, UW-Green Bay and Wisconsin Eye.
4) Increase City social media video views by 5% by producing content for Cable Access and online platforms.
    a. Result: Preliminary data from Facebook and YouTube show video views have increased by 135% and 42% respectively.

Significant Program Achievements:

1) Maintained a perfect public meeting production record, more than 950 meetings since the channel was relocated from St. Norbert College to City Hall.
2) 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) Continued to receive awards for the 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 2023 Cable Access Fund program cost is $166,471. 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, 2022 is $0.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $5,008 to reflect actual costs.
2) FICA increased $390 to reflect actual costs.
3) Retirement increased $587 to reflect actual costs.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $1,332 to reflect actual costs.
5) Seminars and Conferences include annual Wisconsin Community Media spring conference and media fest totaling $510.
6) Other Contractual Services is seeing a $1,024 increase due to the cost of MinuteTraq.
7) Membership to Wisconsin Community Media is $310 annually – an increase from $290 the previous year. An additional subscription to Envato Elements for $198 has been reevaluated and removed.
8) Capital Outlay includes $31,000 for Chambers Bench Mics - 7 yr and Chambers Broadcast Video Server Replenishment – 5 yr.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Justine Braun

DATE PREPARED: 08/02/2022

DESCRIPTION OF PROJECT Council Chambers Bench Mics - 7 yr.

NEW: or **REPLACEMENT: X**

PROJECTED COST: $6,000

PROPOSED METHOD OF FINANCING **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Project to replace bench mics in the Council Chambers as equipment has reached or is approaching end of life. Items to be replaced include 12 bench mics.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Justine Braun

DATE PREPARED: 08/02/2022

DESCRIPTION OF PROJECT Chambers Broadcast Video Server Replenishment - 5 yr.

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

PROJECTED COST: $25,000

PROPOSED METHOD OF FINANCING **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Project to replace current broadcast video server that is reaching or at the end of life. Replacement would allow for additional capabilities to give citizens more access to content.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2023 Special Fund
Adopted Budget

CABLE ACCESS FUND

Expenditures

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			PERSONAL SERVICES									
209	50000	110	Salaries	$ 28,267	$ 12,673	$ 28,808	$ 29,612	$ 13,267	$ 29,612	$ 29,420	$ 29,696	0.28%
209	50000	120	Hourly Wages	53,102	22,450	49,154	50,474	22,298	50,474	54,165	55,482	9.92%
209	50000	125	Overtime Wages	0	0	2	0	0	0	0	0	0.00%
209	50000	126	Hourly Wages Part Time	3,000	1,305	3,032	3,200	1,439	3,200	3,200	3,200	0.00%
209	50000	150	FICA	6,268	2,656	5,679	6,173	2,786	6,173	6,441	6,563	6.31%
209	50000	151	Retirement	5,492	2,105	5,239	5,206	2,000	5,206	5,684	5,792	11.27%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	21,237	7,154	14,263	13,653	6,795	13,653	15,439	14,985	9.76%
209	50000	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**117,866**	**48,343**	**106,177**	**108,818**	**48,585**	**108,818**	**114,848**	**116,218**	**6.80%**
			CONTRACTUAL SERVICES									
209	50000	212	Seminars and Conferences	510	0	325	510	365	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	14,394	12,699	14,444	14,574	13,080	14,574	15,598	15,598	7.03%
			Subtotal	**15,529**	**12,699**	**14,769**	**15,709**	**13,445**	**15,709**	**16,733**	**16,733**	**6.52%**
			SUPPLIES AND EXPENSE									
209	50000	310	Office Supplies	210	108	198	210	27	210	210	210	0.00%
209	50000	320	Memberships/Subscriptions	290	350	350	488	310	488	310	310	-36.48%
209	50000	330	Mileage Reimbursement	248	0	246	358	0	358	358	358	0.00%
209	50000	340	Operating Supplies	1,642	104	1,304	1,642	170	1,642	1,642	1,642	0.00%
			Subtotal	**2,390**	**562**	**2,098**	**2,698**	**507**	**2,698**	**2,520**	**2,520**	**-6.60%**

City of De Pere
2023 Special Fund
Adopted Budget

CABLE ACCESS FUND

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			OTHER									
209	50000	410-542	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	0	0	0	13,000	12,940	13,000	50,000	31,000	138.46%
			Subtotal	**0**	**0**	**0**	**13,000**	**12,940**	**13,000**	**50,000**	**31,000**	**138.46%**
			TOTAL EXPENDITURES	**$ 135,785**	**$ 61,604**	**$ 123,044**	**$ 140,225**	**$ 75,477**	**$ 140,225**	**$ 184,101**	**$ 166,471**	**18.72%**

Revenues

209	43430		State Shared Revenue	$ 0	$ 0	$ 47,422	$ 47,500	$ 0	$ 47,500	$ 47,500	$ 47,500	0.00%
209	44125		Franchise Fees	90,429	17,406	73,576	90,429	18,324	90,429	90,429	90,429	0.00%
209	44126		Sponsorships	0	311	311	561	948	561	561	561	0.00%
209	49290		OT In	0	0	1,735	0	0	0	0	0	0.00%
			General Fund Balance Transfer	45,356			1,735		1,735	45,611	27,981	1512.72%
			TOTAL REVENUES	**$ 135,785**	**$ 17,717**	**$ 123,044**	**$ 140,225**	**$ 19,272**	**$ 140,225**	**$ 184,101**	**$ 166,471**	**18.72%**

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 $285,000. Interest is $38,394. Principal balance after the 2023 payments are made is $855,000. Interest balance after the 2023 payments are made is $97,182. Bonds are scheduled to mature in 2028.

2) 2013 Bond Issue for $2,530,000. Principal is $150,000. Interest is $5,250. Principal balance after the 2023 payments are made is $0. Interest balance after the 2023 payments are made is $0. Bonds are scheduled to mature in 2023.

3) 2014 Bond Issue for $1,075,000. Principal is $70,000. Interest is $15,500. Principal balance after the 2023 payments are made is $470,000. Interest balance after the 2023 payments are made is $50,400. Bonds are scheduled to mature in 2029.

4) 2017 Bond Issue for $1,700,000. Principal is $185,000. Interest is $29,150. Principal balance after the 2023 payments are made is $875,000. Interest balance after the 2023 payments are made is $62,014. Bonds are scheduled to mature in 2027.

5) 2018 Bond Issue for $5,545,000. Principal is $290,000. Interest is $173,513. Principal balance after the 2023 payments are made is $4,485,000. Interest balance after the 2023 payments are made is $881,380. Bonds are scheduled to mature in 2033.

Notes:

1) 2014 Note issue for $670,000. Principal is $80,000. Interest is $2,400. Principal balance after the 2023 payments are made is $0. Interest balance after 2023 payments are made is $0. Note is scheduled to mature in 2023.

2) 2015 Note issue for $6,270,000. Principal is $420,000. Interest is $20,400. Principal balance after the 2023 payments are made is $600,000. Interest balance after the 2023 payments are made is $15,600. Note is scheduled to mature in 2025.

3) 2016 Note issue for $5,900,000. Principal is $505,000. Interest is $44,600. Principal balance after the 2023 payments are made is $1,725,000. Interest balance after 2023 payments is made is $62,500. Note is scheduled to mature in 2026.

4) 2016 Note issue for $890,000. Principal is $85,000. Interest is $7,460. Principal balance after the 2023 payments are made is $270,000. Interest balance after the 2023 payments are made is $11,745. Note is scheduled to mature in 2026.

5) 2017 Note issue for $2,015,000. Principal is $100,000. Interest is $18,238. Principal balance after the 2023 payments are made is $785,000. Interest balance after 2023 payments are made is $44,752. Note is scheduled to mature in 2027.

6) 2018 Note issue for $2,600,000. Principal is $195,000. Interest is $59,600. Principal balance after the 2023 payments are made is $1,345,000. Interest balance after 2023 payments are made is $142,250. Note is schedule to mature in 2028.

7) 2019 Note Issue for $8,715,000. Principal is $840,000. Interest is $201,150. Principal balance after the 2023 payment is made is $4,965,000. Interest balance after the 2023 payment is made is $554,300. Note is scheduled to mature in 2029.

8) 2019 Note Issue for $880,000. Principal is $65,000. Interest is $20,738. Principal balance after the 2023 payment is made is $755,000. Interest balance after the 2023 payment is made is $82,623. Note is scheduled to mature in 2029.

9) 2020 Note Issue for $8,340,000. Principal is $770,000. Interest is $106,550. Principal balance after the 2023 payment is made is $5,860,000. Interest balance after the 2023 payment is made is $321,000. Note is scheduled to mature in 2030.

10) 2020 Note Issue for $2,670,000. Principal is $290,000. Interest is $22,293. Principal balance after the 2023 payment is made is $1,990,000. Interest balance after the 2023 payment is made is $89,561. Note is scheduled to mature in 2030.

11) 2022 Note Issue for $350,000. Principal is $350,000. Interest is $2,333. Principal balance after the 2023 payment is made is $0. Interest balance after 2023 payment is made is $0. Note is scheduled to mature in 2023.

12) 2022 Estimated Note Issue for $880,000. Payment is $880,000. Interest is $20,000. Principal balance after the 2023 payment is made is $0. Interest balance after the 2023 payment is made is $0. Note scheduled to mature in 2023.

13) 2021 Note Issue for $6,375,000. Principal is $680,000. Interest is $113,900. Principal balance after the 2023 payment is made is $5,015,000. Interest balance after the 2023 payment is made is $448,900. Note is scheduled to mature in 2031.

14) 2021 Note Issue for $3,895,000. Principal is $20,000. Interest is $55,398. Principal balance after the 2023 payment is made is $3,855,000. Interest balance after the 2023 payment is made is $334,403. Note is scheduled to mature in 2031.

15) 2022 Note Issue for $10,100,000. Principal is $845,000. Interest is $397,267. Principal balance after the 2023 payment is made is $9,255,000. Interest balance after the 2023 payment is made in $2,130,200. Note is scheduled to mater in 2032.

16) 2022 Note Issue for $885,000. Principal is $0. Interest is $32,057. Principal balance after the 2022 payment is made is $885,000. Interest balance after the 2023 payment is made is $187,245. Note is scheduled to mature in 2032.

17) 2022 Note Issue for $10,100,000. Principal is $845,000. Interest is $397,267. Principal balance after the 2022 payment is made is $9,255,000. Interest balance after the 2023 payment is made is $2,130,200. Note is scheduled to mature in 2032.

18) 2022 Note Issue for $885,000. Principal is $0. Interest is $32,057. Principal balance after the 2022 payment is made is $885,000. Interest balance after the 2023 payment is made is $187,245. Note is scheduled to mature in 2032.

Revenues:

1) Property tax levy is $4,438,614.
2) Transfer from Capital Projects Fund (TID #7) is $224,570.
3) Transfer from Capital Projects Fund (TID #8) is $319,964.
4) Transfer from Capital Projects Fund (TID #9) is $268,295.
5) Transfer from Capital Projects Fund (TID #10) is $520,850.
6) Transfer from Capital Projects Fund (TID #11) is $275,467.
7) Transfer from Capital Projects Fund (TID #12) is $470,556.
8) Transfer from Capital Projects Fund (TID #13) is $236,825.
9) Transfer from Capital Projects Fund (TID #14) is $156,108.
10) Transfer from Capital Projects Fund (TID #15) is $95,338.
11) Transfer from Capital Projects Fund (TID #17) is $65,490.
12) Transfer from Pool Capital Projects Fund is $380,078.
13) Unappropriated Surplus Funds represents use of surplus funds in prior year levies.

City of De Pere
2023 Debt Service Fund
Adopted Budget

Debt Service			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PRINCIPAL (G.O.)									
301	58100	610	Bonds	$ 1,255,000	$ 0	$ 2,155,699	$ 910,000	$ 0	$ 910,000	$ 980,000	$ 980,000	7.69%
301	58100	611	Notes	4,805,000	250,000	5,370,000	5,455,000	350,000	5,455,000	6,125,000	6,125,000	12.28%
			Subtotal	**6,060,000**	**250,000**	**7,525,699**	**6,365,000**	**350,000**	**6,365,000**	**7,105,000**	**7,105,000**	**11.63%**
			INTEREST (G.O.) AND DEBT SERVICE FEES									
301	58200	620	Bonds	429,186	146,298	429,186	292,933	146,467	292,933	261,807	261,807	-10.63%
301	58200	623	Notes	702,872	358,917	598,815	769,233	364,493	769,233	1,124,384	1,124,384	46.17%
301	58200	630	Debt Service Fees	2,600	158	35,296	2,600	125	2,600	2,600	2,600	0.00%
			Subtotal	**1,134,658**	**505,373**	**1,063,297**	**1,064,766**	**511,085**	**1,064,766**	**1,388,791**	**1,388,791**	**30.43%**
			TOTAL EXPENDITURES	**$ 7,194,658**	**$ 755,373**	**$ 8,588,996**	**$ 7,429,766**	**$ 861,085**	**$ 7,429,766**	**$ 8,493,791**	**$ 8,493,791**	**14.32%**
Revenues												
301	41110		Property Tax Levy	$ 3,869,027	$ 3,869,027	$ 3,869,027	$ 4,049,205	$ 4,049,205	$ 4,049,205	$ 4,438,614	$ 4,438,614	9.62%
301	48110		Interest On Investments	0	0	0	0	0	0	0	0	0.00%
301	49110		Special Assessments	0	0	0	125,000	62,500	125,000	125,000	125,000	0.00%
301	49120		Proceeds From Long Term Notes	0	0	2,848,747	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	5,063	2,532	5,063	0	0	0	0	0	0.00%
301	49224		Transfer From TID #6	264,677	132,339	334,541	324,560	162,280	324,560	0	0	0.00%
301	49225		Transfer From TID #7	486,302	243,151	220,437	216,812	108,406	216,812	224,570	224,570	3.58%
301	49226		Transfer From TID #8	356,309	178,155	260,645	417,792	208,896	417,792	319,964	319,964	-23.42%
301	49227		Transfer From TID #9	168,909	84,455	123,097	248,836	124,418	248,836	268,295	268,295	7.82%
301	49228		Transfer From TID #10	534,061	267,031	527,604	556,558	278,279	556,558	520,850	520,850	-6.42%
301	49229		Transfer From TID #11	262,755	131,378	292,845	259,075	129,538	259,075	275,467	275,467	6.33%
301	49230		Transfer From TID #12	46,513	23,257	53,863	89,046	44,523	89,046	470,556	470,556	428.44%
301	49231		Transfer From TID #13	136,825	68,413	136,825	185,575	92,788	185,575	236,825	236,825	27.62%
301	49232		Transfer From TID #14	75,307	37,654	92,274	152,750	76,375	152,750	156,108	156,108	2.20%
301	49233		Transfer From TID #15	0	0	0	55,008	27,504	55,008	95,338	95,338	73.32%
301	49234		Transfer From TID #16			0	0	0	0	0	0	0.00%
301	49235		Transfer From TID #17			0	0	0	0	65,490	65,490	100.00%
301	49236		Pool Referendum Fund	430,844	215,422	432,903	430,844	215,422	430,844	380,078	380,078	-11.78%
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	558,066	279,033	0	318,705	159,353	318,705	916,636	916,636	187.61%
			Subtotal	**7,194,658**	**5,531,843**	**9,197,871**	**7,429,766**	**5,739,486**	**7,429,766**	**8,493,791**	**8,493,791**	**14.32%**
			TOTAL REVENUES	**$ 7,194,658**	**$ 5,531,843**	**$ 9,197,871**	**$ 7,429,766**	**$ 5,739,486**	**$ 7,429,766**	**$ 8,493,791**	**$ 8,493,791**	**14.32%**

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 - Stand up Desk for Administrative Assistant	500											500		
City Administrator - Misc Equipment for Communications Specialist	3,200											3,200		
Clerk - Office Chair for Deputy Clerk-Treasurer	400											400		
Clerk - Paint Clerk's Office	500											500		
Human Resources - Stand up Desk	700											700		
Elections - Electronic Poll Books (2)	5,000											5,000		
IT - Install Security Cameras at East Side Downtown Locations	50,000													50,000
IT - Replace Police Department Security Cameras	10,000		10,000											
Cable Access - Replace Council Chambers Bench Mics	25,000							6,000						19,000
Cable Access - Replace Council Chambers Video Server	25,000							25,000						
City Hall - Annual Maintenance	10,000		10,000											
City Hall - Boiler Replacement	250,000			250,000										
City Hall - Replace 2nd floor City Hall Carpeting	75,000													75,000
City Hall - Roof Safety Improvements	100,000			100,000										
Health - Replace Flooring, Paint and add Office	27,433		27,433											
GIS - Drone Technology & FAA Registration	2,250								1,125			1,125		
GIS - Replace Drone	10,500								5,250			5,250		
GIS - Purchase Two GIS Capable Notebook Computers	3,400											3,400		
GIS - Enterprise Licensing Agreement (ELA) Software Maintenance	27,500								9,167	9,167	9,167			
GIS - Impervious Surface Footprint for Annual Storm Water Utility Bill	9,000								9,000					
Total General Government	**635,383**	**0**	**47,433**	**350,000**	**0**	**0**	**0**	**31,000**	**24,542**	**9,167**	**9,167**	**20,075**	**0**	**144,000**
Public Safety														
Purchase Tethered Drone (Police/Fire/Storm Water)	34,095		22,730						11,365					
Scanning Hardware and Software (Police/Fire/Building Inspection)	56,300						56,300							
Police - Year 2 Vehicle Lease Payment (4 Ford SUV Explorers)	74,000		74,000											
Police - Replace Patrol Officer Vehicles (4 SUV Hybrids)	85,599		85,599											
Police - Lease Two Administrative Vehicles	26,667		26,667											
Police - Cell Phone Data Extraction System Renewal	3,299		3,299											
Police - Window Replacement	13,500		13,500											
Police - Shower Valve Replacement	3,500											3,500		
Fire - Replace PPE	45,000		45,000											
Fire - Portable and Mobile Radios	84,631		84,631											
Fire - Replace 2014 Ambulance	360,000													360,000
Fire - Replace 2017 Ambulance	350,000			175,000										175,000
Fire - Replace Station #1 Apparatus Floor	35,000			35,000										
Fire - Station #1 Apparatus Bay Painting	15,000													15,000
Fire - Replace 1995 Pumper	850,000			425,000										425,000
Fire - Replace Station #1 West Wing Office Windows	100,000			13,500										86,500
Fire - Hoze and Nozzle Replacement	167,000													167,000
Total Public Safety	**2,303,591**	**0**	**355,426**	**648,500**	**0**	**0**	**56,300**	**0**	**11,365**	**0**	**0**	**3,500**	**0**	**1,228,500**
Public Works														
Purchase of Property for New Compost Site	500,000			100,000										400,000
Replace Clock Tower at Third Street and Main Avenue	40,000													40,000
Streetscape Art Improvements - Alley between Nicolet Square and Main Avenue	10,000			10,000										
Administration - Replace Street Superintendent Vehicle #65	40,000		10,000						10,000	10,000	10,000			
Engineering - Workstation Upgrades	14,000								3,500	3,500	3,500	3,500		
Engineering - Replace Trimble Data Collector	7,000								1,750	1,750	1,750	1,750		
MSC - Replace Rain Gutters	50,000			27,500					7,500	7,500	7,500			
MSC - Install Four EV Charging Stations for Electric Fleet Vehicles	25,000		13,750						3,750	3,750	3,750			
MSC - Replace Front Office Carpeting	60,000			33,000					9,000	9,000	9,000			
MSC - Replace Fuel Tanks and Fuel System	2,500,000			400,000										2,100,000
Fleet Maintenance - Replace Frame Press	4,500								2,250	675	675	900		
Fleet Maintenance - Replace Air Compressor	3,000								1,500	450	450	600		
Fleet Maintenance - Replace Trailer Light Tester	200								100	30	30	40		
Fleet Maintenance - Replace Hydraulic Body Repair Kit	600								300	90	90	120		

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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 Misc Tools	3,000								1,500	450	450	600		
Snow & Ice - Replace Dump Truck #86	350,000			350,000										
Snow & Ice - Replace Front End Loader #103	275,000			275,000										
Traffic Signs & Markings - Fabrication and Installation of Wayfinding Signage	500,000													500,000
Traffic Signs & Markings - Thermplastic Pavement Markings on Claude Allouez roundabout	60,000		60,000											
Street Lighting - Replace Decorative and Regular Street Light Poles and Fixtures	50,000			50,000										
Weed Control - Purchase Flail Mower for Tool Cat	18,000		6,300						11,700					
Water - 9th Street Tower Inspection	5,000										5,000			
Water - Enterprise Reservoir Inspection	10,000										10,000			
Water - Enterprise Reservoir Cleaning and Painting	50,000										50,000			
Water - Enterprise Street Reservoir Mixer	30,000										30,000			
Water - Leak Detection Survey	40,000										40,000			
Water - Relocate Fencing at Merrill Tower	5,000										5,000			
Planning - TID 7 Cultural District Master Plan Implementation	200,000				200,000									
Planning - TID 7 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 7 Development Rebate	300,000				300,000									
Planning - TID 7 Façade Grant Program	60,000				60,000									
Planning - TID 8 South Bridge ROW Acquisition	93,750				93,750									
Planning - TID 9 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 9 Development Rebate	300,000				300,000									
Planning - TID 9 Façade Grant Program	60,000				60,000									
Planning - TID 10 Development Rebate	200,000				200,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 11 Development Rebate	300,000				300,000									
Planning - TID 11 Concrete Street Rehabiliation - American Boulevard	400,000				400,000									
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	654,000				654,000									
Planning - TID 15 South Bridge ROW Acquisition	281,250				281,250									
Planning - TID 15 Preserve Infrastructure Development	2,000,000				2,000,000									
Planning - TID 15 Development Rebate	2,000,000				2,000,000									
Planning - TID 17 Development Rebate	500,000				500,000									
Total Public Works	**12,650,300**	**0**	**90,050**	**1,245,500**	**8,000,000**	**0**	**0**	**0**	**52,850**	**37,195**	**177,195**	**7,510**	**0**	**3,040,000**
Parks & Recreation														
Community Center - Facility Improvements/Upgrades & Repairs	10,000		10,000											
Park and Rec Administration - Car 11 Replacement	30,000													30,000
Parks & Public Lands - ADA Sidewalk & Hard Surface Replacement Program	25,000		25,000											
Parks & Public Lands - VFW Park Octagon Building Repair	5,000													5,000
Parks & Public Lands - Braisher Park Sidewalk Repair	20,000		20,000											
Parks & Public Lands - Waterview Heights Grading and Seeding	35,000		35,000											
Parks & Public Lands - Legion Park Woods Playground Replacement	140,000													140,000
Parks & Public Lands - Park Light Replacement Program	15,000		15,000											
Parks & Public Lands - Water Cooler Replacement Program	6,000											6,000		
Parks & Public Lands - Southwest Park Shelter Door Replacement	5,000											5,000		
Parks & Public Lands - Lawton Park Playground Replacement	75,000													75,000
Parks & Public Lands - Legion Park Softball Field Restoration	60,000													60,000
Parks & Public Lands - Willems Park Playground Replacement	75,000													75,000
Parks & Public Lands - Preserve Park Sign Replacement	12,000			12,000										
Parks & Public Lands - Main Street Railroad Underpass Sustainable Planting Consultant	10,000		10,000											
Parks & Public Lands - Main Street Railroad Underpass Renovation	100,000													100,000
Parks & Public Lands - Voyageur Park Nelson Family Pavilion Construction	1,500,000						830,000						170,000	500,000
Parks & Public Lands - Wilson Park Conceptual Design Consultant	10,000												10,000	
Parks & Public Lands - Comprehensive Oudoor Recreation and Park Plan Update	25,000												25,000	
Boat Ramps - Perkofski Boat Launch Dock Section Refurbishment	12,000		6,000				6,000							
Boat Ramps - Perkofski Boat Launch Ticket Machine Replacement	15,000		7,500				7,500							
Boat Ramps - Bomier/Front Street Dock Repair and Restructure	12,000		6,000				6,000							

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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**
Boat Ramps - Bomier Boat Launch Canoe/Kayak Launch Infrastructure	10,000													10,000
Boat Ramps - Perkofski Boat Launch Canoe/Kayak Launch Installation	50,000			4,000			46,000							
Parks Equip/Veh Maintenance - Holder #1 Replacement	150,000			150,000										
Parks Equip/Veh Maintenance - Truck 4 Replacement	60,000			60,000										
Parks Equip/Veh Maintenance - Truck 15 Replacement	30,000			30,000										
Parks Equip/Veh Maintenance - Truck 16 Bed and Liftgate Replacement	20,000			20,000										
Swimming Pools - VFW Flow Meter Installation	7,500												7,500	
Swimming Pools - VFW Automated Alkalinity System Installation	8,500												8,500	
Swimming Pools - Remote Pool Vacuum	20,000												10,000	10,000
Total Parks & Recreation	**2,553,000**	**0**	**134,500**	**276,000**	**0**	**0**	**895,500**	**0**	**0**	**0**	**0**	**11,000**	**231,000**	**1,005,000**
Street Management														
Crackfilling/Patching - Various	250,000		250,000											
Resurfacing-Various	941,276	941,276												
Sidewalks	237,400		115,000			122,400								
Pulverize and Pave	860,000		860,000											
Bridge Rehabilitation - Creamery Road and Parkview Road	28,000		28,000											
2025 Lawrence Drive Reconstruction Partial Engineering	260,000		100,000				160,000							
Main Avenue and Reid Street Pavement Replacement Partial Engineering	500,000		125,000										375,000	
Alley Reconstruction	360,000		360,000											
123 North Broadway Parking Lot	175,000													175,000
Total Street Management	**3,611,676**	**941,276**	**1,838,000**	**0**	**0**	**122,400**	**160,000**	**0**	**0**	**0**	**0**	**0**	**375,000**	**175,000**
Sanitary Sewer														
Replace Sewer Jet	525,000									525,000				
Purchase Sewer System Push Camera	12,000									12,000				
Televising/ Repair	351,000									351,000				
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				
Box Culvert/Sanitary Sewer Repair	100,000									100,000				
Smoke Testing Equipment	10,000									10,000				
Total Sanitary Sewer	**977,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**977,000**	**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														
Leaf Collection - Single Leaf Loader	150,000								150,000					
Storm Sewer Televising	50,000								50,000					
Storm Sewer Repair & Replacement	575,000								575,000					
Wet Pond Construction	290,000						105,300		184,700					
Corrugated Metal Storm Sewer Lining	185,000								185,000					
Pond Dredging	100,000								100,000					
Storm Sewer Replacment - Near Community Center	290,000								290,000					
Total Storm Water Utility	**1,490,000**	**0**	**0**	**0**	**0**	**0**	**105,300**	**0**	**1,384,700**	**0**	**0**	**0**	**0**	**0**
TOTALS - CAPITAL PROJECTS	**$ 25,450,950**	**$ 941,276**	**$ 2,465,409**	**$ 2,520,000**	**$ 8,000,000**	**$ 122,400**	**$ 1,217,100**	**$ 31,000**	**$ 1,473,457**	**$ 1,023,362**	**$ 1,416,362**	**$ 42,085**	**$ 606,000**	**$ 5,592,500**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Steve Massey

DATE PREPARED: 8-5-2022

DESCRIPTION OF PROJECT

Install security cameras in east side downtown locations

NEW: X or REPLACEMENT:

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The proposed security camera additions would provide a live feed for east side downtown locations accessible by police officers while in the police department or department vehicles. The proposed cameras will provide a very high quality picture that meets the standards necessary to clearly identify faces and license plate numbers within the vision cones of the cameras. Specific locations have yet to be identified.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8-5-2022

DESCRIPTION OF PROJECT

Replace Police Department security cameras

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

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING **$** **%**

- GENERAL FUND
- CAPITAL IMPROVEMENTS FUND
- GENERAL OBLIGATION DEBT
- SPECIAL ASSESSMENT
- GRANTS
- OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Existing security cameras are nearly 12 years old. The quality of video being captured is low and the software running on the cameras is no longer supported. Outdated camera software could lead to a cybersecurity incident.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2022

DESCRIPTION OF PROJECT:

City Hall Boiler Replacement.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 250,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$250,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing boiler for City Hall needs to be replaced. The City hired a firm in 2022 to perform the engineering design and oversight of the project. The project will be bid and replaced in 2023.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2022

DESCRIPTION OF PROJECT:

Replace carpeting on 2nd floor City Hall.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 75,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$75,000**	
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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: September 6, 2022

DESCRIPTION OF PROJECT:

City Hall Roof Safety Improvements.

NEW: X or REPLACEMENT:

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 green roof on City Hall needs to have safety gear installed for those that need to be on the roof for maintenance purposes. It is yet to be determined whether this safety gear will be a safety railing around the perimeter of the roof or some type of harness system to prevent people from falling off the roof.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Debbie Armbruster, Health Director

DATE PREPARED: 07/21/2022

DESCRIPTION OF PROJECT

Addition of an enclosed office within the Health Department, flooring replacement and painting of entire department.

1. **Office addition** $ 9,492
2. **Flooring** $15,375
3. **Painting** $ 2,566

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

PROJECTED COST: $27,433

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	Short term note	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

NONE

PROJECT JUSTIFICATION

Due to the current small office for the (2) nurses and their inability to have privacy when talking on the phone and to create safe spacing between the (2) employees, another enclosed office is needed for the second nurse. The administrative assistant will then be moved to another area within the lobby to better visualize and work with clients. Painting of those areas will be needed and (the whole department has not been painted in many years) optimally the whole department to match. The carpeting in the department is very old and stained and was not replaced when the rest of the 1st floor of City Hall was replaced. Due to the type of work we do (which at times includes vomit due to upset or sick children, blood, saliva and fecal specimens obtained to send to State Lab of Hygiene, bugs to be identified when clients bring them in) flooring that can be easily cleaned is necessary.

PROJECT RANKINGS **HIGH**

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle / Dan Lindstrom

DATE PREPARED: 7/26/22

DESCRIPTION OF PROJECT

Project continues software maintenance for GIS (ESRI) small government Enterprise Licensing Agreement (ELA).

2023 is the sixth year we have utilized the ELA licensing model.
Each ELA term lasts three years. 2023 will be the third year of the three-year licensing agreement.

NEW: X or REPLACEMENT:

PROJECTED COST: $27,500

PROPOSED METHOD OF FINANCING		$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	Storm/Sanitary/Water Utility	$27,500	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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Dan Lindstrom

DATE PREPARED: 7/26/22

DESCRIPTION OF PROJECT

Impervious surface/building footprint GIS data for Storm Utility Bill.

NEW: X or REPLACEMENT:

PROJECTED COST: $9,000

PROPOSED METHOD OF FINANCING **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
OTHER 100 % Storm Utility $9,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

Project will produce city-wide GIS data of Building footprints and impervious surfaces which are used to calculate our annual Storm Water Utility bill. Utilizing new 2023 aerial photos (provided in cooperation with Brown County) this data is needed to ensure accurate assessments are produced.

Impervious surface data was last completed in 2014 and is now well beyond its useful life. The 2014 data will be used as a base layer, which will updated as part of this project. This is the most cost-conscious option available to complete the project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/ Chief Matzke/Chief Muraski/Scott Thoresen

DATE PREPARED: 7/26/22

DESCRIPTION OF PROJECT

Project would procure a tethered drone, for emergency response and survey uses providing a robust complement to the limitations of our traditional drone.

NEW: X or REPLACEMENT:

PROJECTED COST: $34,095

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**33.3% Police $11,365**	**33.3% Fire/Rescue $11,365** **33.3% Storm Utility $11,365**

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Remote video streaming service is free with purchase for one year. If and only if that service proves valuable after real world testing, the recurrent yearly cost is $3000.

PROJECT JUSTIFICATION

With the proven success of the City Drone program, Emergency Services/Public Works requests a tethered drone to fill an additional, vital role. This aircraft operates in a single, fixed location and is connected to its base by a tether (cable) allowing the following operations:

- **Any approved staff member can operate the FotoKite.**
- **No FAA Part 107 license is needed since the aircraft is physically connected to the ground.**
- **The aircraft can remain on overwatch (image and thermal) indefinitely since it operates on plug power.**
- **This greatly enhances operations at fire scenes, police matters and traffic studies by eliminating the need to land every ±25 minutes to refresh batteries.**
- **Simple one touch launch and recover operation.**
- **Robust operational awareness enhancing safety for City Personnel and the public.**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle/Al Matzke/Jeremy Muraski/Dan Lindstrom

DATE PREPARED: 7/18/22

DESCRIPTION OF PROJECT

Project will procure hardware and software necessary to scan City schools, commercial buildings and other high risk facilities providing accurate emergency response and event pre-planning data.

NEW: X or REPLACEMENT:

PROJECTED COST: $56,300

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND	**$18,767 each Police, Fire and Building**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Revit, tracker licensing, and Misc are expected to be recurrent costs.

PROJECT JUSTIFICATION

Project will increase safety of emergency personnel responding to critical events by improving situational awareness. Data to be used for building department and other City functions.

$48,000- Scanner to create accurate, current point cloud for building interiors and map production.
$5,800- Software and related Technology.
$1,500- IT related storage expenses.
$1,000- Year one maintenance and contingency.

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: 7/29/2022

DESCRIPTION OF PROJECT Lease Purchase of 4 Police Squads

This request is for 4 replacement Police SUV Hybrid 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: $ $85,599 per year over 3 years

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$85,599	
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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: **Jeremy A. Muraski, Chief of Police**

DATE PREPARED: **7/29/2022**

DESCRIPTION OF PROJECT **Lease Purchase of 2 Admin Vehicles**

This request is for 2 police department administrative vehicles. These would be vehicles that would be used by members of the administration including the Chief of Police, Captains, as well as for civilian use for the Department Social Worker.

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

PROJECTED COST: $ $26,667 per year over 3 years

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$26,667**	
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

The Department has grown to include a new Police Social Worker, however no vehicle was ever acquired for that role. Further, a year ago another admin vehicle was repurposed to the engineering department and was never replaced in our fleet. We currently have 2 fewer vehicles than administrative personnel and our existing administrative vehicles are old. Two of them are more than 12 years old and have significant rust issues. The vehicles are no longer covered by warranty. One of the vehicles to be replaced is selected based on the city's vehicle condition and repair cost matrix spreadsheet but there is also a definite need for the second (additional) vehicle as we have fewer vehicles than needed for the number of staff members who need them. The second vehicle is not replacing an existing vehicle, it would be replacing the vehicle that was repurposed to engineering a year ago that was not replaced.

Squad 100 – Matrix Score 27

2nd Vehicle – Replace a vehicle assigned to Engineering

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: 7/29/2022

DESCRIPTION OF PROJECT — **Cell Phone Data Extraction Utility**

This request is for a 3 year renewal of our Cell Phone Data Extraction hardware and software.

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

PROJECTED COST: $ $3,299

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	**$3,299**	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Department frequently encounters digital evidence and digital data, particularly as smartphones have become extremely popular. We utilize this technology, when appropriate based on consent or search warrants to retrieve and archive digital evidence from smart phones and similar devices we encounter. This has become a frequent occurrence for law enforcement agencies due to the prevalence of digital evidence. This also allows us to preserve digital evidence for assisting with the prosecution of criminal arrestees.

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: 7/29/2022

DESCRIPTION OF PROJECT — **Police Department Exterior Windows**

This request is for the replacement of all police department exterior windows.

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

PROJECTED COST: $ $3,299

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND	$13,500	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The exterior windows of the police department are very old, drafty, and not at all well sealed. During colder weather months, one can feel cold air pouring in to all of the offices. It gets so cold that every office on the outside wall now utilizes a space heater in an attempt to keep the working environment marginally comfortable. The replacement of the windows would eliminate the need for space heaters, and also reduce utility expenses for heating and cooling.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 2, 2022

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: $45,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND	**45,000**	
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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT

Replace 1/3 of Mobile and Portable Radios.

NEW: or REPLACEMENT: X

PROJECTED COST: $84,631

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$84,631	
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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT

Replace 2014 Ambulance.

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

PROJECTED COST: $360,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$360,000**	
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

Ambulance 112 was purchased in 2014. This vehicle is approaching 116,700 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 an .

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 3**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 17, 2022

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. 4**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT

Replace apparatus floor at Fire Station #1.

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

PROJECTED COST: **$**35,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$35,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The current floor finish was applied approximately 25-years ago and is at end of life. Its current condition presents a high hazard for slip and fall, as well as being aesthetically poor.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 5**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: De Pere Fire Recue

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT

Station #1 apparatus bay painting.

NEW: or REPLACEMENT: X

PROJECTED COST: $15,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The current apparatus bay painting was applied approximately 25-years ago and is at end of life. Our apparatus area is often times our welcoming center to the public, subsequently creating a lasting impression.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 5**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 17, 2022

DESCRIPTION OF PROJECT

Replace 1995 Pumper.

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

PROJECTED COST: **$**425,000 **(TOTAL COST OF $850,000 DIVIDED BETWEEN 2023 & 2024)**

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$425,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

NFPA recommendation for engine replacement is typically 18-20 years. Our 1995 pumper is rapidly approaching the 30-year mark and has well exceeded its service life. Maintenance costs continue to rise and general vehicle condition continues to deteriorate. According to the Fleet Maintenance Program, this vehicle scores a 31.

When a vehicle reaches this age, availability of parts becomes increasing more difficult. In the event of a mechanical failure, often times its signified end of life.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 3**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 2, 2022

DESCRIPTION OF PROJECT

Replace Office Windows at Station #1 – West Wing.

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

PROJECTED COST: **$**13,500

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$13,500**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The windows on the west wing of the building are original circa 1960. Some windows have lost their seal and are at end of life.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 6**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: De Pere Fire Rescue

DATE PREPARED: August 4, 2022

DESCRIPTION OF PROJECT

Hose and nozzle replacement.

NEW: or REPLACEMENT: X

PROJECTED COST: $167,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$167,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

To begin a replacement program for the current hose and nozzles. We've experienced hose failures at an increased rate as the equipment ages.

Consistency is imperative in the fire service warranting the request to transition all of the equipment at the same time.

We would like to proactively replace this mission critical equipment prior to experiencing failure.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No. 8**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 3, 2022

DESCRIPTION OF PROJECT:

Purchase property for new compost site.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 500,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$500,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City needs to relocate the existing compost site to a new location in order to accommodate the future YMCA. As part of this process the City will need to purchase property for the new compost site.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Department of Public Works

DATE PREPARED: August 8, 2022

DESCRIPTION OF PROJECT: Replacing existing clock tower located at 3rd Street and Main Avenue

NEW: _____ or REPLACEMENT:___X__

PROJECTED COST: $40,000

	PROPOSED METHOD OF FINANCING:	$	%
X	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT	$40,000	
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing clock tower located in the raised landscape area at 3rd Street and Main Avenue needs to be replaced.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: September 7, 2022

DESCRIPTION OF PROJECT:

Streetscape Art Improvements for Flamingoes in Alley.

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 existing flamingoes in the alley way between Nicolet Square and Main Avenue have been vandalized several times over the past couple years. The intent of this project is to design and build a new installation for the existing flamingoes so they are less susceptible to vandalism.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2022

DESCRIPTION OF PROJECT:

Replace Street Superintendent Vehicle #65

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	**Water Utility**	**$10,000**	
	Sewer Utility	**$10,000**	
	Storm Water Utility	**$10,000**	

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 2010 vehicle is rated at 28 in 2022 and qualifies for consideration for replacement. The vehicle is used by the Street Superintendent on a daily basis year-round. The vehicle has extreme rust and deterioration going on and is in need of $10,774.99 in repairs to the body and tailgate.

The MSC fleet team recommends replacing the existing vehicle.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 3, 2022

DESCRIPTION OF PROJECT:

Repair existing rain gutters at the MSC.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 50,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND	**$27,500**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**Storm Water Utility = $ 7,500**	
	Water Utility = $ 7,500	
	Sewer Utility = $ 7,500	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing rain gutters at the MSC need to be repaired due to rain flooding the existing inside of the building causing interior damages in high rain events.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 3, 2022

DESCRIPTION OF PROJECT:

Install four (4) EV charging stations at MSC for new electric fleet vehicles.

NEW: X or REPLACEMENT:

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	
	Sewer Utility = $3,750	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City needs to install electric vehicle charging stations at the MSC for electric vehicles as the City replaces the current fleet vehicles with electric fleet vehicles.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2022

DESCRIPTION OF PROJECT:

Replace carpeting in the front office.

NEW: or REPLACEMENT: X

PROJECTED COST: $ 60,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND	**$33,000**	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	**Storm Water Utility = $9,000**	
	Water Utility = $9,000	
	Sewer Utility = $9,000	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing carpeting at the MSC 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2022

DESCRIPTION OF PROJECT:

Replace existing fuel tanks and fuel system.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 400,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$400,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing fuel tanks and fuel system needs to be replaced due to their age and the ability to have insurance coverage for the fuel system. This was going to be done as part of the overall MSC expansion for storage of the City's equipment and vehicles. However, the costs of the MSC expansion is estimated at $15,000,000 and most likely will be delayed for an undetermined time frame due to other pressing capital expenditures the City faces. Therefore, the intent is to replace the underground fuel tanks to above ground tanks and replace the fuel system. It is proposed to install the new fuel system in the existing location and then relocate the fuel tanks in the future to where the existing rubbish drop off area is at the MSC when the City does the overall MSC expansion.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2022

DESCRIPTION OF PROJECT:

Replacement of 2004 12 yard tandem dump truck #86 with plow, wing, and sander. This also includes the truck being set up for purchasing equipment for anti-icing operations.

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 2004 dump truck is currently rated at 28 in 2022 and needs immediate consideration for replacement. The dump truck is used mainly for snow operations.

The MSC fleet team reviewed the required repairs that are currently needed for this truck which are:

1) Wing replacement = $10,000
2) Plow replacement = $16,500
3) Hydraulic hose replacement = $6,000
4) Control valve assembly replacement = $6,000

Total repairs needed = $38,500

The MSC fleet team recommends this truck be replaced.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2022

DESCRIPTION OF PROJECT:

Replacement of 2007 front end loader #103

NEW: or REPLACEMENT: X

PROJECTED COST: $ 275,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$ 275,000**	
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 2007 front end loader is currently rated at 28 in 2022 and needs immediate consideration for replacement. The loader is used all year round for various public works activities.

The MSC fleet team reviewed the required repairs that are currently needed for this loader which are:

1) Replace pins and bushings for loader frame = $8,000
3) Replace existing fenders = $15,316.24

Total repairs needed = $23,316.24

The MSC fleet team recommends this loader be replaced.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

Deleted

DATE PREPARED: July 27,2022

DESCRIPTION OF PROJECT:

Fabrication and installation of pedestrian and vehicle wayfinding signage

NEW: X or REPLACEMENT:

PROJECTED COST: $ 500,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$ 500,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The city hired a consultant in 2021 to determine need, placement and design of pedestrian and vehicle wayfinding signage. The consultant's plan consisted of 30 custom vehicle directional signs, 11 parking directional signs, and 21 pedestrian directional signs. The signage is intended to assist residents/visitors, pedestrians and vehicular traffic with directions to landmarks, government services, parking locations, etc.

The study included also included 7 pedestrian kiosk/nodes not currently included in this request at this time. (estimated $200,000)

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 3, 2022

DESCRIPTION OF PROJECT:

Install thermoplastic pavement markings in the Claude Allouez roundabout

NEW: or REPLACEMENT: X

PROJECTED COST: $ 60,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The existing pavement markings for the Claude Allouez roundabout are painted markings. Originally when the pavement markings were installed they were thermoplastic pavement markings which will last and not wear off the pavement like painted markings do. The City is not equipped to install thermoplastic markings so a contractor would need to be hired to do the work. The work would entail closing lanes down on the existing roundabout, grinding the existing paint and any remaining thermoplastic off the concrete, and then installing new thermoplastic pavement markings.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Works

DATE PREPARED: July 29, 2022

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:	$	%
X 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 FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 28, 2022

DESCRIPTION OF PROJECT:

New flail mower for tool cat.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 18,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	**$ 6,300**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER **Storm Water Utility**	**$11,700**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The new flail mower attachment for the tool cat will allow more flexibility when it comes to cutting weeds and grass in ditches and storm water ponds.

PROJECT RANKINGS: 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN

Cultural District Master Plan Implementation – Site Development – TID 7

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)

Depends on the project (park, plantings, infrastructure, etc.)

PROJECT JUSTIFICATION

Funds to support implementation of Cultural District Master Plan. To be planned for and utilized pending downtown east development and following anticipated increment for specific projects.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

Downtown Pots - Landscaping

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 6,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TIDs 7&9 Split	50% each

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Downtown De Pere is decorated by a number of hanging planters that help beautify and unify the downtown. These pots generally cost approximately $6,000/year for planting.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/1/2022

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY:	Daniel Lindstrom, Development Services Director
DATE PREPARED:	8/1/2022

DESCRIPTION OF PROJECT

Façade Grant Program – TID 7 (Downtown East)

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
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS and DEVELOPMENT SERVICES

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT:

ITEM

Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement is as follows:

~~2021 - $315,000 Design~~ (underway) (Street Administration (Engineering))
2022 - $315,000 Design (Street Administration (Engineering))
2023 - $375,000 Right of Way Acquisition (Street Administration (Engineering))
2025 - $1,557,000 Construction (Street Administration (Engineering))
2026 - $1,557,000 Construction (Street Administration (Engineering))

NEW: __x____ or REPLACEMENT:_____

PROJECTED COST: $3,489,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
X OTHER - TID 8, TID 11, TID 15	**$4,119,000**	_____
___ _____ OTHER__ _____		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) .

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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 Agreement is as follows:

- 2022 - $315,000 Design
- 2023 - $375,000 right of way acquisition
- 2025 - $1,557,000 Construction
- 2026 - $1,557,000 Construction

South Bridge Planning/Infrastructure Improvements - Phase 1 I-41 to Lawrence Drive										
	Project Plan Allocation		Phase 1 (I-41 to Lawrence Drive)					Project Plan Allocation Remaining	Anticiatped Proejct Funding Available	
		2021	2022	2023	2024	2025	2026			
TID No. 08 Project Plan (Page 4)	$ 4,200,000.00	$ 157,500.00	$ 157,500.00	$ 93,750.00	$ -	$ -	$ -	$ 3,791,250.00	$ 420,931.79	$ 169,681.79
TID No. 11 Project Plan (Page 4)	$ 1,305,000.00	$ -	$ -	$ -	$ -	$ -	$ 1,210,250.00	$ 94,750.00		
TID No. 12 Project Plan (Page 5)	$ 8,505,000.00	$ -	$ -	$ -	$ -			$ 8,505,000.00		
TID No. 15 Project Plan (Page 13)	$ 2,500,000.00	$ 157,500.00	$ 157,500.00	$ 281,250.00	$ -	$1,557,000	$ 346,750.00	$ -		
Total	$ 16,510,000.00	$ 315,000.00	$ 315,000.00	$ 375,000.00	$ -	$ 1,557,000.00	$ 1,557,000.00	$ 12,391,000.00		

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

Downtown Pots - Landscaping

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 6,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TIDs 7&9 Split	50% each

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Downtown De Pere is decorated by a number of hanging planters that help beautify and unify the downtown. These pots generally cost approximately $6,000/year for planting.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

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
2022 - 2028

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT:

Façade Grant Program – TID 9 (Downtown West)

NEW: or REPLACEMENT: X

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

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

2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED:

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 the second year of a two year program.

ITEM	COST
Railroad Spur Maintenance	$45,000

NEW: _____ or REPLACEMENT: X____

PROJECTED COST: $45,000

PROPOSED METHOD OF FINANCING: $ %

- **GENERAL FUND**
- **CAPITAL IMPROVEMENTS FUND**
- **GENERAL OBLIGATION DEBT**
- **SPECIAL ASSESSMENT**
- **GRANTS**
- **X OTHER - TID 11 & 12 $45,000 (Split between TID's)**
- **OTHER**

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 on the City owned railroad spurs in the West Industrial Park. This is a two year cycle ($22,500/year/TID)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 11

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 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management – 2023 Concrete Street Rehabilitation - Concrete pavement repairs including full panel patches, partial depth patching, and cross stitching cracks.

STREET	FROM	TO	LENGTH	CONSTRUCTION YEAR	RATING
American Boulevard	Red Maple Road	Fortune Avenue	2,842	1997	6

NEW: or REPLACEMENT: X

PROJECTED COST: $400,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER TID #11	$400,000	

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. The streets listed above were reconstructed in 1997. 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

2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED:

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 the second year of a two year program.

ITEM	COST
Railroad Spur Maintenance	$45,000

NEW: _____ or REPLACEMENT: X____

PROJECTED COST: $45,000

PROPOSED METHOD OF FINANCING: $ %

- **GENERAL FUND**
- **CAPITAL IMPROVEMENTS FUND**
- **GENERAL OBLIGATION DEBT**
- **SPECIAL ASSESSMENT**
- **GRANTS**
- **X OTHER - TID 11 & 12 $45,000 (Split between TID's)**
- **OTHER**

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 on the City owned railroad spurs in the West Industrial Park. This is a two year cycle ($22,500/year/TID)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 14

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 654,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	TID14 $654,000	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
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS and DEVELOPMENT SERVICES

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT:

ITEM

Southbridge Interchange to Lawrence Drive Improvements. The City's anticipated costs per the Brown County Municipal Agreement is as follows:

~~2021 - $315,000 Design~~ (underway) (Street Administration (Engineering))
2022 - $315,000 Design (Street Administration (Engineering))
2023 - $375,000 Right of Way Acquisition (Street Administration (Engineering))
2025 - $1,557,000 Construction (Street Administration (Engineering))
2026 - $1,557,000 Construction (Street Administration (Engineering))

NEW: __x____ or REPLACEMENT:_____

PROJECTED COST: $3,489,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
X OTHER - TID 8, TID 11, TID 15	**$4,119,000**	_____
___ _____ OTHER__ _____		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) .

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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 Agreement is as follows:

- 2022 - $315,000 Design
- 2023 - $375,000 right of way acquisition
- 2025 - $1,557,000 Construction
- 2026 - $1,557,000 Construction

South Bridge Planning/Infrastructure Improvements - Phase 1 I-41 to Lawrence Drive										
	Project Plan Allocation		Phase 1 (I-41 to Lawrence Drive)					Project Plan Allocation Remaining	Anticiatped Proejct Funding Available	
		2021	2022	2023	2024	2025	2026			
TID No. 08 Project Plan (Page 4)	$ 4,200,000.00	$ 157,500.00	$ 157,500.00	$ 93,750.00	$ -	$ -	$ -	$ 3,791,250.00	$ 420,931.79	$ 169,681.79
TID No. 11 Project Plan (Page 4)	$ 1,305,000.00	$ -	$ -	$ -	$ -	$ -	$ 1,210,250.00	$ 94,750.00		
TID No. 12 Project Plan (Page 5)	$ 8,505,000.00	$ -	$ -	$ -	$ -			$ 8,505,000.00		
TID No. 15 Project Plan (Page 13)	$ 2,500,000.00	$ 157,500.00	$ 157,500.00	$ 281,250.00	$ -	$1,557,000	$ 346,750.00	$ -		
Total	$ 16,510,000.00	$ 315,000.00	$ 315,000.00	$ 375,000.00	$ -	$ 1,557,000.00	$ 1,557,000.00	$ 12,391,000.00		

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 15

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 2,000,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$2,000,000	100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Incentive to support development of TID 15 (Southbridge Business Park), specifically, the Humana Campus to support infrastructure costs as part of other development expenses. Reimbursable through developer. 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

DESCRIPTION OF PROJECT

DEVELOPMENT DRIVEN
Development Incentive – TID 15

NEW: **or** **REPLACEMENT:** ✘

PROJECTED COST: $ 2,000,000

PROPOSED METHOD OF FINANCING	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$2,000,000	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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Daniel Lindstrom, Development Services Director

DATE PREPARED: 8/1/2022

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Paula Rahn

DATE PREPARED: July 29, 2022

DESCRIPTION OF PROJECT:

Community Center Improvements/Upgrades & Repairs Fund

NEW: or REPLACEMENT: X

PROJECTED COST: $10,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As the Community Center ages, (23 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 minor upgrades to the facility (i.e. replacing appliances, countertops, tables, chairs, patio furniture, digital signage, basic mechanical systems repairs, etc.)

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Replacement of Car #11

NEW: or REPLACEMENT: X

PROJECTED COST: $ 30,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	30,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Car #11 is a hybrid Toyota Prius used by administration. The vehicle currently has a condition score of 16, however the car is a 2008 and is now 14 years old. Batteries in the Toyota Prius are projected to last around 15 years or 80,000-100,000 miles. A battery pack replacement is expected to cost approximately $4,000.

Staff would recommend replacing the vehicle before the battery pack goes bad.

Mechanics Equipment/Vehicle Scoring System

under 18	**Condition I**	**Excellent**
18 to 22	**Condition II**	**Good**
23 to 27	**Condition III**	**Qualifies for Replacement**
28 and above	**Condition IV**	**Needs immediate consideration**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT:

ADA Sidewalk and hard surface replacement program.

NEW: or REPLACEMENT:X

PROJECTED COST: $25,000

PROPOSED METHOD OF FINANCING:	$	%
GENERAL FUND	25,000	100
CAPITAL IMPROVEMENTS FUND		
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 1 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET Deleted

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT:

VFW Park Octagon building repair/improvements

NEW: x or REPLACEMENT:

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

The Octagon building previously housed the pool concession stand, as well as provided rentals to the public. When the concession stand moved to the new pool building staff began converting the building to a more rentable facility that could utilize the area previously holding the concession stand.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 14 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Braisher Park sidewalk repair and drainage mitigation

NEW: x or REPLACEMENT:

PROJECTED COST: $ 20,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$20,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Drainage in Braisher Park has been poor and water pools up from the sidewalk to the east. Because of this and other factors the sidewalks have begun to crack and raise. Staff wishes to reduce concerns with the drainage and repair walks.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Grading and seeding of new park in Waterview Heights

NEW: X or REPLACEMENT:

PROJECTED COST: $ 35,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$35,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In 2022 Waterview Heights will be expanding their subdivision. As part of the subdivision expansion a new neighborhood park is part of the development. The street which includes the new park is proposed to start going in during 2022. While we do not propose developing the park until Phase II begins, we recommend creating a flat green space so that it will aesthetically pleasing to the neighborhood and will be easier to develop when the time comes.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **8** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: 7-27-22

DESCRIPTION OF PROJECT

Legion Park (Woods) Playground replacement.

NEW: or REPLACEMENT: x

PROJECTED COST: $140,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	140,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This playground was constructed in 1995 and is now 27 years old. The general life expectancy of a commercial playground is 20 years. Legion Park has two playgrounds – this is the smaller of the two. The other is located behind the pool. This playground is located close to the corner of Charles Street and Webster Avenue and near the open shelter that is often rented. The playground is used moderately on a daily basis. The playground is not as large as our structures in our community parks but is larger than our mini parks. We would anticipate putting in poured in place surfacing as well to reduce on maintenance and provide the best safety.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Park lighting replacement program to LED

NEW: or REPLACEMENT: x

PROJECTED COST: $15,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In an effort to reduce operating costs and upgrade to current technology staff will replace current, outdated lighting technologies with new, efficient LED technology. The amount will acquire approximately 8-9 light heads and are projected to be placed at Voyageur Park. This is the location we started the replacement in 2022.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 9 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Replacement of Lawton Park playground.

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

PROJECTED COST: $ 75,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$75,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The playground was constructed in 1995 and is now 27 years old. The general life expectancy of a commercial playground is 20 years. Because this is a smaller mini-park the playground does not require the size and scope of a playground in our community parks. Ideally we would like to continue our efforts of installing poured in place surfacing, however playgrounds in our mini-parks would be good candidates to utilize wood fiber and save on cost.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **11** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Legion Softball Field Restoration.

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

PROJECTED COST: $ 60,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The softball field at Legion Park is in need of renovation. While staff has done minor repairs and touch ups over the years, it is time to renovate the field. The field is in similar condition to VFW before it was improved.

Renovation tasks would include replacing the infield and regrading the field, removal and resodding of the outfield lip, replacing damaged fence fabric and fence posts, and replace backstop fabric.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **13** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Replacement of Willems Park playground.

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

PROJECTED COST: $ 75,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$75,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The playground was constructed in 1995 and is now 27 years old. The general life expectancy of a commercial playground is 20 years. Because this is a smaller mini-park the playground does not require the size and scope of a playground in our community parks. Ideally we would like to continue our efforts of installing poured in place surfacing, however playgrounds in our mini-parks would be good candidates to utilize wood fiber and save on cost.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **12** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Replace Preserve Sign

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

PROJECTED COST: $ 12,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	$12,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The sign along Lawrence Drive that illustrates The Preserve Park is in need of replacement. The sign is very old and staff has tired multiple times over the years to repair the sign. Unfortunately the interior of the sign has deteriorated to the point that repairing the sign is not feasible. We had a contractor come in to look at the sign and they verified the condition of the sign.

We are recommending a nice sign made of recycled materials that matches our City Branding.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **7** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Consultant to design a sustainable planting by the railroad underpass.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 10,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project develops a planting plan for the City property located by the Railroad Underpass on Main street. The underpass has always been a high concern and maintenance issue for us. Previous administration always wanted to have neat and maintenance turf in this area. Due to the slope and proximity to the traffic, this location is a very high safety concern for staff. While we purchased a remote controlled mower about 5-6 years ago, we still have staff required to maintain some areas on slopes considered to be a high risk.

We would like a consultant to develop a sustainable planting plan that would allow for minimal maintenance by staff.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **15** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Sustainable planting and safety amenities to railroad underpass.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 100,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project is to develop a sustainable and very low maintenance renovation to the railroad underpass on Main Street. The underpass has always been a challenge and safety risk to maintain over the years. Even with the purchase of a remote controlled slope mower, we still have staff that are required to line trim and mow some areas that are very steep and in close proximity to traffic. We would ideally like to do away with the current grass and plant/construct something that would be very low maintenance. In addition, to low maintenance plantings safety measures would be constructed for when staff would need to maintain.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **16** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-3-22

DESCRIPTION OF PROJECT

Construct Nelson Family Pavilion in Voyageur Park.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 1,500,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	500,000	33
SPECIAL ASSESSMENT		
GRANTS		
OTHER	$1,000,000	67

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Nelson Family Pavilion has started technical design and hopes to begin construction in 2022. The facility is a state of the art entertainment venue designed to host a wide variety of activities ranging from the De Pere Beer Gardens, Special Events, Music performances, Family outings, Business Outings and support to large scale events. In addition, the venue is replacing the old and non ADA Compliant restroom in Voyageur. A large sum of money has been fundraised for the facility and a volunteer committee is continuing its efforts. Funding for the facility is broken down by the following:

$500,000	**David and Rita Nelson Donation**
$170,000	**City funding allocated for restroom replacement**
$133,000	**Current Donations**
$200,000	**Projected future donation**
$500,000	**2022 City Funding**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **3** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-2022

DESCRIPTION OF PROJECT

Hire consulting firm to assist in developing conceptual design for Wilson Park.

NEW: X or REPLACEMENT:

PROJECTED COST: $10,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project is proposed to be paid out of the Park Land Dedication Fund.

It has been expressed that we come up with a game plan to determine the future and development of Wilson Park so that it can benefit the City and the surrounding area. The City conducted a short survey regarding the park and uncovered valuable information. A consultant is now needed to sift through the information and develop conceptual ideas for the park.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **17** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Update of the Comprehensive Outdoor Recreation and Park Plan

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

PROJECTED COST: $ 25,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER	25,000	100

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The department has a five-year strategic plan that focuses on parks and open spaces. This plan is an important planning tool for the department, as well as its important to have in applying for grants with the Wisconsin Department of Natural Resources.

The plan is due for being updated in 2023 and can be funded through the Park Land Dedication Fund.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **1** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-22

DESCRIPTION OF PROJECT

Refurbish dock section at Perkofski Boat Launch.

NEW: or REPLACEMENT: x

PROJECTED COST: $12,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$6,000	50
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	$6,000	50
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We have been refurbishing the dock sections at Perkofski over the last few years, with the intent to incrementally update the docks. This would be our third of four sections that need to be updated. Grant funding would come from WDNR program that allows for smaller grants under $10,000.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 7-27-22

DESCRIPTION OF PROJECT

Replace ticket machine at Perkofski Boat Launch.

NEW: or REPLACEMENT: x

PROJECTED COST: $15,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$7,500	50
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	$7,500	50
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The boat launch ticket machine current at Perkofski Boat launch is 17 years old and has outdated technology. Cost of upkeep and repair, lack of compatible parts, and increased call-outs due to malfunction have caused staff to recommend the replacement of the machine. We would like to move in the direction of other boat launches that have installed new machines.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 3 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-22

DESCRIPTION OF PROJECT

Dock repair/restructuring at Bomier and Front St

NEW: or REPLACEMENT: X

PROJECTED COST: $12,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND	$6,000	50
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	$6,000	50
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The current dock structure does not meet WDNR standards and needs to be reconfigured. The WDNR has given staff guidelines to follow to bring the current docks to code.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Installation of infrastructure for canoe/kayak launch at Bomier Boat Launch

NEW: X or REPLACEMENT:

PROJECTED COST: $ 10,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Park Board has agreed in principal to allowing Definitely De Pere organize and offer canoe and kayak rentals at Bomier Boat Launch. As part of the arrangement, Definitely De Pere has asked the City to install the infrastructure needed to host the rentals.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **4** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Purchase and installation of canoe/kayak launch at Perkofski Boat Launch.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 50,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	4,000	
SPECIAL ASSESSMENT		
GRANTS	46,000	
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As part of the effort to promote the Fox River and waterfront it has been supported to try and establish additional Canoe/kayak launches. Initial conversations with the NRDA and WDNR indicate that grant funding for a Canoe/Kayak launch is possible. We would recommend allocating money toward the project, which is important to both grant programs, and then applying for both grants in the spring cycle.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 5 **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Replacement of Holder #1

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

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

Holder #1 is a utility vehicle used by our Parks Division to mostly clear sidewalks and do brush cutting. The vehicle is unique in that it is thin enough to fit on sidewalks, yet heavy duty enough to withstand the rigors and challenges of snow removal. Presently, this type of vehicle is the only one that we are aware of that can handle the rigors of snow plowing and fit on some of the smaller City sidewalks.

The unit currently has a condition score of 26 and hosts a wide assortment of repair issues. Oil leaks, bearing concerns, air ride seat is broken, etc…

Mechanics Equipment/Vehicle Scoring System

under 18	**Condition I**	**Excellent**
18 to 22	**Condition II**	**Good**
23 to 27	**Condition III**	**Qualifies for Replacement**
28 and above	**Condition IV**	**Needs immediate consideration**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **3** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Replacement of Truck #4 Replacement

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

PROJECTED COST: $ 60,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Truck 4 is a 1-ton truck purchased in 2000 and used within our fleet for Parks. The mechanics division has provided the condition score of 27 for the vehicle and is highly recommended for replacement. A number of issues are impacting this truck including a box that has rotted out, broken fuel gauge and brakes in need of replacement.

Mechanics Equipment/Vehicle Scoring System

under 18	**Condition I**	**Excellent**
18 to 22	**Condition II**	**Good**
23 to 27	**Condition III**	**Qualifies for Replacement**
28 and above	**Condition IV**	**Needs immediate consideration**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **1** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Replacement of Truck #15

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

PROJECTED COST: $ 30,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	30,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Truck 15 is a ¾ ton truck purchased in 2003 and used within our fleet for Parks. The truck's bed was diagnosed as rotting and will be expensive to repair/replace. Combined with other issues with the vehicle, staff recommends the replacement of the vehicle. We believe the vehicle can be replaced with a ½ ton or compact pick up truck that is either a hybrid or all-electric vehicle (providing technology is adequate).

The mechanics division has provided the condition score of 21, however the truck bed issue was a recent issue and not factored into its condition score. The mechanics have recommended replacement of the vehicle since the bed has rotted out.

Mechanics Equipment/Vehicle Scoring System

under 18	**Condition I**	**Excellent**
18 to 22	**Condition II**	**Good**
23 to 27	**Condition III**	**Qualifies for Replacement**
28 and above	**Condition IV**	**Needs immediate consideration**

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **2** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT

Replacement of bed and liftgate on Truck 16

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

PROJECTED COST: $ 20,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	20,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Our mechanic staff have informed us that the bed on Truck 16 has been compromised through rust and deterioration. While we could possibly patch some of the issues, we do not believe this would be a long term fix. Other than the bed, Truck 16 is in fairly decent condition so we would not recommend full replacement of the truck. Staff is recommending replacing the bed with a stainless steel box and lift gate. An added benefit of a new box is that if Truck 16 does need replacement, we can transfer the bed and liftgate to a new truck.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **5** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 3, 2023

DESCRIPTION OF PROJECT

Installation of Flow meters on backwash and chemical lines

NEW: X or REPLACEMENT:

PROJECTED COST: $ 7,500

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER (Pool Referendum Funding)	7,500	100

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The flow meters are recommended by our maintenance staff to understand water flow in the chemical control loop. This helps in adjustment of our system to make it run more efficient as well as prevent pump failure. We lost 2 pumps the first year under warranty because of guessing the flow setting for the chemical loops.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **2** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 3, 2023

DESCRIPTION OF PROJECT

Installation of automated Alkalinity System

NEW: X or REPLACEMENT:

PROJECTED COST: $ 8,500

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER (Pool Referendum)	$8,500	100

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The alkalinity system is an improvement to our chemical system at VFW. The system would allow our system to automatically change between CO2 and Acid versus the current process of manually adjusting. The automated system would monitor PH and chemicals in our pools, then automatically adjust acid consumption and CO2 use. This ultimately makes for a more efficiently running chemical system and reduces the amount of sodium bicarbonate we will consume. It also prevents human error in the event we manually don't adjust Acid or CO2 use within our system.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **3** **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: August 3, 2023

DESCRIPTION OF PROJECT

Acquisition of remote pool vacuums.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 10,000

PROPOSED METHOD OF FINANCING	$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION		
SPECIAL ASSESSMENT		
GRANTS		
OTHER (Pool Referendum Funding)	10,000	100

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We finished the 2022 pool season without a remote vacuum. Both of the old vacuums at Legion failed and staff were unable to repair them. At the end of July, our new remote vacuum at VFW failed. We will be sending the unit in for repair and anticipate it will be available for use next season. A new vacuum is needed to replace the two vacuums that are no longer able to be repaired.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **1** **Goal No.**

2023 STREET MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Crackfill/Patch/Repair	$0	$250,000	$0	$250,000
Resurfacing	$0	$941,276	$0	$941,276
Sidewalk	$122,400	$115,000	$0	$237,400
Pulverize and Pave	$0	$860,000	$0	$860,000
Bridge Rehabilitation	$0	$28,000	$0	$28,000
2025 Lawrence Drive Reconstruction Design	$0	$100,000	$160,000	$260,000
Main Avenue and Reid Street Pavement Replacement Design	$0	$125,000	$375,000	$500,000
Alley Reconstruction	$0	$360,000	$0	$360,000
Total	$122,400	$2,779,276	$535,000	$3,436,676

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management – Street Maintenance & Repair - Crackfilling/Concrete Patching/Asphalt Patching/Curb Repair at various locations. Work anticipated includes the following types of work, approximate quantities and costs:

ITEM	QUANTITY	COST
Crackfilling	80,000 LF	$110,000
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:

PROJECTED COST: $250,000

	PROPOSED METHOD OF FINANCING:	**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	**GENERAL OBLIGATION DEBT**	**$250,000**	
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER - General Property Tax		

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

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
Alley (Reid and Main)	Allard Street	Seventh Street	234	1991	5
Aloysius Court	Lois Street	Termini	422	2000	6
Lois Street	Ninth Street	Aloysius Court	898	2000	6
Main Avenue Annex	Seventh Street	Reid Street	898	1996	6
Moonglow Drive	Seventh Street	Lois Street	475	2002	6
Reid Street	Allard Street	Main Avenue Annex	1,162	1996	5
Seventh Street	VFW Park	Main Avenue	580	1996	6
Wilcox Drive	Fox River Drive	Termini	1,848	2003/2008	5
TOTAL			**6,517**		

Additional streets will be added to the program (approximately 3,000 to 3,500 LF)

NEW: or REPLACEMENT:X

PROJECTED COST: $941,276

PROPOSED METHOD OF FINANCING: **$** **%**

- **GENERAL FUND**
- **CAPITAL IMPROVEMENTS FUND**
- **GENERAL OBLIGATION DEBT**
- **SPECIAL ASSESSMENT**
- **GRANTS**
- **X 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management – Sidewalks – Various locations. The work anticipated includes the following types of work, approximate quantities and costs:

ITEM	COST	ENG. & 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:

PROJECTED COST: $237,400

	PROPOSED METHOD OF FINANCING:	**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	**GENERAL OBLIGATION DEBT**	**$115,000**	
X	**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 2023 repair area is bounded by the Fox River on the West, Charles Street on the North, Jordan/Ontario/CTH PP on the East, and City limits on the South.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

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.

STREET	FROM	TO	LENGTH	RATING
Ridgeway Drive	Libal Street	East River Drive	3,537	4/5
East River Drive	Charles Street	Lebrun Street	3,326	5/6
TOTAL			**6,863**	

NEW: or REPLACEMENT:X

PROJECTED COST: $860,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	**$860,000**	
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 have concrete curb and gutter in good condition but where the asphaltic concrete pavement has many cracks that will result in premature reflective cracking. 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management - Bridge Rehabilitation. *This project is being carried over from 2022. The funding in 2022 was $170,000.* Rehabilitate the Creamery Road and Parkview Road bridges over Ashwaubenon Creek.

ITEM	COST	ENG. & ADMIN.
Creamery Road Bridge	$88,900	$22,100
Parkview Road Bridge	$69,500	$17,500

NEW: or REPLACEMENT:

PROJECTED COST: $198,000

	PROPOSED METHOD OF FINANCING:	**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	**GENERAL OBLIGATION DEBT**	**$28,000**	
	SPECIAL ASSESSMENT		
	GRANTS		
	OTHER - 2022 Borrowing	**$170,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The proposed construction includes the rehabilitation of the bridges. Work includes repair of concrete delamination and exposed rebar. The repairs are recommended based on the 2020 Bridge Inspection Reports.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management – 2024/2025 Lawrence Drive Reconstruction – WisDOT Grant – Partial Engineering for the 2025 Lawrence Drive Reconstruction grant that the City has received.

ITEM	COST
Design Engineering (Partial)	$260,000

NEW: _____ or REPLACEMENT:_____

PROJECTED COST: $260,000

	PROPOSED METHOD OF FINANCING:	$	%
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	GENERAL OBLIGATION DEBT	$100,000	
	SPECIAL ASSESSMENT		
X	GRANTS	$160,000	
	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 2024/2025. 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 design engineering and state review for the project is estimated to be $582,100 with a $465,680 in State funding and $116,420 in City funding. The amount included in the worksheet is estimate for the City's 2023 fiscal year.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management – Main Avenue and Reid Street Pavement Replacement – WisDOT Project – Partial engineer for the pavement replacement project on Main Avenue and Reid Street being led by WisDOT.

ITEM	COST
Design Engineering (Partial)	$500,000

NEW: _____ or REPLACEMENT:_____

PROJECTED COST: $500,000

	PROPOSED METHOD OF FINANCING:	$	%
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
X	GENERAL OBLIGATION DEBT	$125,000	
	SPECIAL ASSESSMENT		
	GRANTS		
X	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 $50,000 in 2022 for partial design. The amount included in the worksheet is estimate for the City's 2023 fiscal year.

PROJECT RANKINGS
CITY COUNCIL
STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Street Management – Alley Reconstruction – This item is being carried over from 2022 because the project was rejected due to bids being higher than anticipated and therefore was overbudget. The intent will be to rebid in 2023.

ALLEY (BETWEEN)	FROM	TO	LENGTH	RATING
Wisconsin and Michigan	Charles Street	George Street	361	3
Huron and Erie	Chicago Street	Lewis Street	421	3
Huron and Erie	Lewis Street	Charles Street	361	3
TOTAL			**1,143**	

NEW: or REPLACEMENT:X

PROJECTED COST: $360,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	**$360,000**	
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. These alleys have been included because they have deteriorated to a rating of 3. Two of the alleys are adjacent to the Lewis Street reconstruction project and the first alley is adjacent to the De Pere Cultural Center.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN

2023 – 2029

CAPITAL PROJECTS WORKSHEET

Deleted

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 3, 2022

DESCRIPTION OF PROJECT:

Street Management – 123 Broadway Parking Lot – Reconstruct the parking lot at 123 North Broadway Street. The lot will be reconfigured to improve circulation and connections onto the alley will be evaluated. Additionally, a city dumpster will be constructed to service the block.

Parking Lot and Dumpster Construction	$175,000

NEW: _____ or REPLACEMENT: _X___

PROJECTED COST: $175,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	**$175,000**	
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose of this project is to reconstruct the existing lot. The configuration will be modified to improve the parking angles. Access to the alley will be evaluated. Additionally, a city dumpster will be constructed to provide a location for business garbage disposal on the block.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT:

Replacement of a 2010 sewer jet truck.

NEW: _____ or REPLACEMENT: __X____

PROJECTED COST: $525,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER	**Sewer Utility = $525,000**	

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 2010 sewer jet truck is currently rated at 25 in 2022 and should be considered for replacement. The sewer jet truck is used to maintain our sewer lines which are required by the DNR and also the ability to respond timely when sewer backups do occur. The truck has been out of service the last several years on a regular basis due to breakdowns and repairs. When this occurs we have to rely on other communities and contractors for assistance with maintaining our sewer lines. In the event of a sewer back up, we are not able to respond as quickly when we do have to rely on other communities and contractors. In addition, the City now has two (2) lift stations we need to maintain. We need the sewer jet truck to do so. However, the existing truck is not set up to be able to maintain due to the depth of lift stations. The new truck would be equipped so we could maintain our lift stations.

The MSC fleet team reviewed the required repairs that are currently needed for this truck which are:

1) Rotter pump replacement = $23,636.36
2) Debris body repairs = $18,000
3) Brakes = $2,000
4) Tire replacement = $2,000
5) Inner tube weld = $1,823.01
6) Outer tube = $2,460.57

Total repairs needed = $49,919.94

PROJECT RANKINGS **1**

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 4, 2022

DESCRIPTION OF PROJECT:

Purchase of new sewer system push camera

NEW: or REPLACEMENT: X

PROJECTED COST: $ 12,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The current city owned push camera is 10 years old and in need of approximately $4,000 of repairs to the control panel to be made operational. The camera is used routinely by Engineering and Street Department that due to age and cost of repairs, replacement is necessary.

PROJECT RANKINGS: 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2023 SEWER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Televise/Repair	$0	$351,000	$0	$351,000
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
Box Culvert/Sanitary Sewer	$0	$100,000	$0	$100,000
Smoke Testing Equipment	$0	$10,000	$0	$10,000
TOTAL	$0	$977,000	$0	$977,000

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Sewer Management – Televising/Repair – Repair is completed at various locations, most of which will correlate to the 2023 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:

ITEM	QUANTITY	COST
Televising and Cleaning	10,000 LF	$ 10,000
Sewer and Manhole Repair	Resurfacing – Water Streets	$300,000
Sewer and Manhole Repair	Resurfacing Only	$ 20,000
Sewer and Manhole Repair	Alley Reconstruction	$ 21,000

NEW: or REPLACEMENT: X

PROJECTED COST: $351,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER - Sewage Revenue Fund	**$351,000**	

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

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 for the next two years.

ITEM	COST
Sanitary Sewer Lining or Repair – Various Locations	$266,000

NEW: or REPLACEMENT:

PROJECTED COST: $266,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Sewer Management – **Sewer Lining of Easements and Alley** – Line sewers in easements and alleys.

ITEM	COST
Sanitary Sewer Lining	$160,000

NEW: or REPLACEMENT:X

PROJECTED COST: $160,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Sewer Management – Manhole Rehabilitation and Pipe Joint Repair –Work anticipated includes Manhole Rehabilitation and Pipe Joint Repair of the following types:

ITEM	COST
Manhole Rehab (Spray on liner, grout, replace rings and casting	$ 50,000
Pipe Joint Repair	$ 40,000

NEW: or REPLACEMENT:

PROJECTED COST: $90,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 4, 2022

DESCRIPTION OF PROJECT:

Sewer Management – Box Culvert/Sanitary Sewer Repair –Repairs to the sanitary sewer recommended from consultant evaluation of the condition of a box culvert (storm) and sanitary sewer (in the box culvert) on the west side.

ITEM	COST
Repairs	$ 100,000

NEW: or REPLACEMENT:

PROJECTED COST: $100,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER - Sewage Revenue Fund		
$100,000		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City has a box culvert (5'x7') that extends from the Community Center to the Fox River. There is a 12" sanitary sewer that is constructed inside the box culvert. The box culvert with the sanitary sewer extends under the railroad tracks, Reid Street, Main Avenue, and the condominiums at 555 Main Avenue. The culverts were last repaired in 1997. Due to accessibility issues, the pipes have not been inspected in many years. A consultant was hired in 2022 and evaluated the condition of both facilities and to develop plans for rehabilitating. Repairs will be done based off recommendations from the consultant evaluation.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Sewer Management – Purchase Smoke Testing Equipment – Smoke testing is completed in the sanitary sewer system to identify sources of clear water.

ITEM	COST
Smoke Testing Equipment	$10,000

NEW: X or REPLACEMENT:

PROJECTED COST: $10,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER - Sewage Revenue Fund	**$10,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Smoke testing is used to identify sources of inflow and infiltration into the sanitary sewer system. Smoke testing was completed in 2021 with the aid of a consultant for a cost of $9,700. Staff will purchase the equipment and complete in house.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2023 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED:

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.

The annual amount allocated for water main relays is $1,230,000. In 2022, additional water main work was completed above the allocated amount with the overage to be covered from the 2023 budget. The additional amount is $450,000

The amount to be allocated for water main in 2023 will be reduced to $780,000.

Anticipated work for 2023 is as follows:

Street	From	To	Size	Pipe Materials
Main Avenue Annex	Reid Street	Main Avenue	6”	CI
Reid Street	Allard Street	Main Avenue Annex	6”	CI
Ridgeway Boulevard	Eau Claire Place	East River Drive	8”	DI
S. Seventh Street	Reid Street	Main Avenue	6”	CI
Wilcox Court	Fox River Drive	Termini	8” PVC	Replace water services only

NEW: or REPLACEMENT: X

PROJECTED COST: $780,000

PROPOSED METHOD OF FINANCING: **$** **%**

GENERAL FUND
CAPITAL IMPROVEMENTS FUND
GENERAL OBLIGATION DEBT
SPECIAL ASSESSMENT
GRANTS
X 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.

If projects come below the allocated amount, staff will add Butler Street, from Sixth Street to the east termini.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.** 410

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Works

DATE PREPARED: July 29, 2022

DESCRIPTION OF PROJECT: New single leaf loader

NEW: X or REPLACEMENT:

PROJECTED COST: $150,000

PROPOSED METHOD OF FINANCING:		**$**	**%**
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER	**Storm Water Utility**	**$150,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify).

PROJECT JUSTIFICATION

A new single leaf loader with used chassis is being requested to replace the existing truck #86 truck and leaf vacuum. Truck #86 is being replaced with a new snow plow truck without the capability of having the leaf vacuum accessories. The single leaf loader makes the operations more cost effective as well as efficient because of the ability to pack and haul more leaves before having to dump.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

2023 STORM WATER MANAGEMENT

IMPROVEMENT	ASSESSABLE	NON-ASSESSABLE	OUTSIDE FUNDING	TOTAL COST
Storm Sewer Televising	$0	$50,000	$0	$50,000
Storm Sewer Repair/Replacement/Installation	$0	$575,000	$0	$575,000
Wet Pond Construction	$0	$184,700	$105,300	$290,000
Corrugated Metal Storm Sewer Lining	$0	$185,000	$0	$185,000
Pond Dredging	$0	$100,000	$0	$100,000
Storm Sewer Replacement – Near Community Center	$0	$290,000	$0	$290,000
TOTAL	$0	$1,384,700	$105,300	$1,490,000

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

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 of work, approximate quantities and costs:

ITEM	QUANTITY	COST
Televising and Cleaning	40,000 LF	$ 50,000

NEW: or REPLACEMENT: X

PROJECTED COST: $50,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER – Storm Water Utility	**$50,000**	

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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

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 project area.
2) Install new storm sewer and storm laterals at various locations to eliminate private property drainage problems for existing development.

ITEM	COST
Storm Sewer Repair and Replacement	$175,000
New Storm Sewer Installation – Resurfacing	$400,000

NEW: X or REPLACEMENT: X

PROJECTED COST: $575,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER – Storm Water Utility	**$575,000**	

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 Reid Street and Seventh 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
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Storm Water Management – Wet Pond Construction – *Partial funding was included with this project in 2022 ($210,600). The project came in above the allocated amount.* Construct a new wet pond north of Front Street between Franklin and Fulton Street.

ITEM	COST	ENGINEERING
Wet Pond Construction	$275,000	$15,000

NEW: X or REPLACEMENT:

PROJECTED COST: $290,000

	PROPOSED METHOD OF FINANCING:	**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
X	**GRANTS**	**$105,300**	
X	**OTHER – Storm Water Utility**	**$184,700**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

These projects are included in the City's TMDL Long Term Plan from 2018 for meeting the Wisconsin Department of Natural Resources' requirements for the City's MS4 permit. This project consists of constructing a new wet pond for storm water management treatment north of Front Street between Franklin and Fulton Street. The City was awarded a WDNR grant for the project in 2020 to construct the pond in 2022. Staff obtained a grant extension to allow for construction in 2023. This pond will treat storm water from existing developed areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 8/3/2022

DESCRIPTION OF PROJECT:

Storm Sewer Management – **Sewer Lining of Easements**– Line corrugate metal storm sewers located in easements.

ITEM	COST
Corrugated Metal Storm Sewer Lining	$185,000

NEW: or REPLACEMENT:X

PROJECTED COST: $185,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER – Storm Water Utility	**$185,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City has approximately 7,500 feet of corrugated metal storm sewer of which, approximately half is in easements. Much of this pipe is old and based on age nearing the end of life. To make matters more challenging, some of these sewers are located in extremely tight areas with structures, including some with garages or pools over the top. The goal of this project is to allocate additional funds over the next few years to line these sewers. The project proposed for 2023 will be a 36" storm sewer running from Westwood Drive to Seventh Street that has a garage, shed, and house addition built on or immediately adjacent.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: July 19, 2023

DESCRIPTION OF PROJECT:

Storm Water Management – Pond Cleaning – Clean sediment from the storm water pond in Basin AC150 (NAZCR Trac subdivision).

ITEM	COST
Pond Dredging	$ 100,000

NEW: or REPLACEMENT:X

PROJECTED COST: $100,000

PROPOSED METHOD OF FINANCING:	**$**	**%**
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER – Storm Water Utility	**$100,000**	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Storm water ponds are designed to trap sediment from storm water runoff. The ponds are designed to have two feet of storage for sediment. Once that depth is reached, the sediment is to be removed from the pond. Staff inspected this pond over the winter. A few areas, particularly near the storm sewer discharge have over two feet of sediment. The WDNR recommends cleaning when the average depth of sediment is greater than two feet. Overall, the pond does not meet this criteria yet, but we have had complaints regarding algae growth.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 - 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: 9/1/2022

DESCRIPTION OF PROJECT:

Storm Water Management – Storm Sewer Replacement – Near Community Center – Work includes:
Relay a failing 48" storm sewer near the Community Center.

ITEM	COST
Storm Sewer Replacement	$290,000

NEW: or REPLACEMENT: X

PROJECTED COST: $290,000

	PROPOSED METHOD OF FINANCING:	**$**	**%**
	GENERAL FUND		
	CAPITAL IMPROVEMENTS FUND		
	GENERAL OBLIGATION DEBT		
	SPECIAL ASSESSMENT		
	GRANTS		
X	**OTHER – Storm Water Utility**	**$290,000**	

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. This system was inspected this year and 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 is failing and requires replacement in 2023. The storm sewer is located east of the Community Center and under a section of the driveway.

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.

2023 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 two new TID for Shopko redevelopment (developer drive)
4) Complete required audits for any TID above 30% of the planned project costs.

2022 Performance Measurement Data:

1) New development /redevelopment should have a projected return of 4 to 1 or better.
   Results: Ongoing
2) Marketing of program to develop at least four projects per year (August to August)
   Results: Ongoing
3) Development of two new TIDs to account for the Front Street/Broadway redevelopment and extension of Commerce Drive.
   Results: Partial. Front Street development is still outstanding.
4) Complete Comprehensive Plan Update by 2022.
   Results: Ongoing
5) Complete required audits for any TID above 30% of the planned project costs.
   Result: Completed
6) Create an affordable housing program by July 2022.
   Results: Ongoing

Significant Program Achievements:

1) Increment growth over the previous year: $78,105,000. That accounts for approximately 56.3% of the total TID increment value.
2) TID 7: Approved 2 façade grant awards between the fall of 2021 and the Summer of 2022
3) TID 9: Approved 1 façade grant awards between the fall of 2020 and the Summer of 2022
4) TID No. 17 Creation for Belmark and Commerce Drive Extension.
5) TID No. 12 expansion for Green Bay Packaging expansion
6) TID No. 11 expansion for future Robinson Metal expansion
7) Completed comprehensive historical analysis of Façade Grant Program
8) 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 2021 the administrative cost is approximately $50,000/year per district. We also planned for $1,80,000 in new TID infrastructure projects (Preserve Development – to be reimbursed with special assessment), $140,000 in possible consulting for CSMs, studies, and other necessary development-related expenses, and planned for up to $5,854,000 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.

2021 TID Value: $17,784,900
Base Value: $12,056,000
Current Increment Value: $5,728,900
Value Change Over Previous Year: $396,300

Future Costs: $2,592,896
Annual Increment Revenue: $95,333

2023 Proposed Projects: (may occur if new projects proposed in district):	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	$ 1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	15,000
	Cultural District Implementation	200,000
	Downtown Pots - Planting $6,000 (Split between TID 7 and 9)	3,000
	TOTAL	$ 219,875
Development Driven Projects: (may occur if new projects proposed in district):	TID 7 Developer Rebate	$ 300,000
	Façade Improvement Program	$ 60,000
	TOTAL	$ 360,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #7

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
260	50000	110	Salaries	$ 13,736	$ 6,123	$ 13,993	$ 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	1,715	1,020	4,276	1,875	1,140	0	1,875	1,875	0.00%
260	50000	150	FICA	1,076	488	1,120	27	17	0	27	27	0.00%
260	50000	151	Retirement	927	355	942	0	0	0	0	0	0.00%
260	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,132	984	2,526	0	0	0	0	0	0.00%
			Subtotal	**20,586**	**8,971**	**22,858**	**1,902**	**1,157**	**0**	**1,902**	**1,902**	**0.00%**
			CONTRACTUAL SERVICES									
260	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
260	50000	215	Consulting	9,700	7,505	30,251	10,000	6,097	8,000	15,000	15,000	50.00%
260	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
260	50000	582	Debt Issuance Costs	0	0	425	0	0	0	0	0	0.00%
			Subtotal	**9,700**	**7,505**	**30,676**	**10,000**	**6,097**	**8,000**	**15,000**	**15,000**	**50.00%**
			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	486,302	243,151	220,437	216,812	0	216,812	212,210	212,210	-2.12%
260	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #7

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
260	50000	583	General Administration	0	612	14,942	3,000	150	3,000	3,000	3,000	0.00%
260	50000	810	Site Development	3,000	0	0	200,000	30	30	200,000	200,000	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	0	90,000	360,000	90,000	30,000	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	**363,000**	**612**	**104,942**	**563,000**	**90,180**	**33,030**	**563,000**	**563,000**	**0.00%**
			TOTAL EXPENDITURES	**$ 879,588**	**$ 260,239**	**$ 378,912**	**$ 791,714**	**$ 97,434**	**$ 257,842**	**$ 792,112**	**$ 792,112**	**0.05%**
Revenues												
260	41120		Tax Increments	$ 147,297	$ 119,604	$ 119,604	$ 94,578	$ 87,717	$ 87,717	$ 88,738	$ 88,738	-6.17%
260	43430		Tax Exempt Computer Aid	500	0	2,586	0	4,412	0	4,500	4,500	100.00%
260	43500		State Grants	0	8,563	8,563	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	363,000	0	31,630	560,000	0	0	560,000	560,000	0.00%
260	49290		OT In	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 510,797**	**$ 128,167**	**$ 162,382**	**$ 654,578**	**$ 92,129**	**$ 87,717**	**$ 653,238**	**$ 653,238**	**-0.20%**

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

2021 TID Value: $58,857,800
Base Value: $36,633,200
Current Increment Value: $22,224,600
Value Change Over Previous Year: $8,673,600

Future Costs: $2,592,896
Annual Increment Revenue: $442,347

2023 Proposed Projects:

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	$	1,875
South Bridge ROW acquisition	$	93,750
Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
TOTAL	$	110,625

Development Driven Projects:
(may occur if new projects proposed in district): None

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #8

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
280	50000	110	Salaries	$ 11,479	$ 5,117	$ 11,687	$ 14,360	$ 6,345	$ 12,691	$ 15,269	$ 35,220	145.26%
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	1,715	0	0	1,875	0	0	1,875	1,875	0.00%
280	50000	150	FICA	903	395	858	1,126	490	971	1,195	2,722	141.76%
280	50000	151	Retirement	775	297	786	933	343	825	1,038	2,395	156.58%
280	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,826	892	2,241	3,434	1,937	3,875	4,166	7,416	115.96%
			Subtotal	**17,698**	**6,700**	**15,573**	**21,728**	**9,116**	**18,362**	**23,544**	**49,627**	**128.40%**
			CONTRACTUAL SERVICES									
280	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
280	50000	215	Consulting	162,200	2,100	2,805	10,000	2,924	3,500	15,000	15,000	50.00%
280	50000	290	Other Contractual Services	4,000	0	0	0	0	0	0	0	0.00%
			Subtotal	**166,200**	**2,100**	**2,805**	**10,000**	**2,924**	**3,500**	**15,000**	**15,000**	**50.00%**
			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	356,309	178,155	260,645	417,792	0	417,792	612,834	612,834	46.68%
280	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #8

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
280	50000	583	General Administration	0	150	14,416	0	150	0	0	0	0.00%
280	50000	583	Street Administration (Engineering)	0	0	0	157,500	0	157,500	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	93,750	93,750	100.00%
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	**0**	**150**	**14,416**	**157,500**	**150**	**157,500**	**93,750**	**93,750**	**-40.48%**
			TOTAL EXPENDITURES	**$ 540,207**	**$ 187,105**	**$ 293,439**	**$ 607,020**	**$ 12,190**	**$ 597,154**	**$ 745,128**	**$ 771,212**	**27.05%**
Revenues												
280	41120		Tax Increments	$ 592,781	$ 563,635	$ 563,635	$ 308,414	$ 267,442	$ 267,442	$ 275,000	$ 275,000	-10.83%
280	41121		Payment in Lieu of Taxes	0	0	0	0	0	0	0		0.00%
280	43430		Tax Exempt Computer Aid	230,000	0	229,321	0	851	0	0		0.00%
280	43500		State Grants	0	850	(850)	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	0	0	0	157,500	0	157,500	93,750	93,750	-40.48%
			TOTAL REVENUES	**$ 822,781**	**$ 564,485**	**$ 792,106**	**$ 465,914**	**$ 268,293**	**$ 424,942**	**$ 368,750**	**$ 368,750**	**-20.85%**

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

2021 TID Value: $17,332,100
Base Value: $14,776,100
Current Increment Value: $2,556,000
Value Change Over Previous Year: $1,047,500

Future Costs: $5,109,715
Annual Increment Revenue: $50,873

2023 Proposed Projects:

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)		$ 1,875
Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
Downtown Pots - Planting (Split between TID 7 and 9)		3,000
	TOTAL	$ 19,875

Development Driven Projects:
(may occur if new projects proposed in district):

TID 9 Developer Rebates		$ 300,000
Façade Improvement Program		60,000
	TOTAL	$ 360,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #9

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
285	50000	110	Salaries	$ 14,088	$ 6,280	$ 14,326	$ 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	1,715	1,020	4,276	1,875	1,140	0	1,875	1,875	0.00%
285	50000	150	FICA	1,103	500	1,116	27	17	0	27	27	0.00%
285	50000	151	Retirement	951	364	964	0	0	0	0	0	0.00%
285	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,314	1,052	2,643	0	0	0	0	0	0.00%
			Subtotal	**21,171**	**9,216**	**23,325**	**1,902**	**1,157**	**0**	**1,902**	**1,902**	**0.00%**
			CONTRACTUAL SERVICES									
285	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
285	50000	215	Consulting	49,700	7,924	55,019	10,000	7,435	10,000	15,000	15,000	50.00%
285	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
285	50000	582	Debt Issuance Costs	0	0	10,420	0	0	0	0	0	0.00%
			Subtotal	**49,700**	**7,924**	**65,439**	**10,000**	**7,435**	**10,000**	**15,000**	**15,000**	**50.00%**
			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	168,909	84,455	123,097	248,836	0	200,028	203,198	203,198	-18.34%
285	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #9

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
285	57120	820	General Administration	3,000	150	14,416	3,000	150	3,000	3,000	3,000	0.00%
285	57311	820	Street Administration (Engineering)	113,200	0	0	0	0	0	0	0	0.00%
285	57315	820	Development Rebate	360,000	0	10,000	1,160,000	5,944	860,000	360,000	360,000	-68.97%
285	57330	820	Street Construction	622,600	(400)	27,042	735,800	444	760,000	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	0	0	0	81,500	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**1,098,800**	**(250)**	**51,458**	**1,898,800**	**88,038**	**1,623,000**	**363,000**	**363,000**	**-80.88%**
			TOTAL EXPENDITURES	**$ 1,338,580**	**$ 101,345**	**$ 263,319**	**$ 2,159,538**	**$ 96,629**	**$ 1,833,028**	**$ 583,100**	**$ 583,100**	**-73.00%**
Revenues												
285	41120		Tax Increments	$ 46,679	$ 44,384	$ 44,384	$ 42,753	$ 29,772	$ 29,772	$ 50,873	$ 50,873	18.99%
285	43430		Tax Exempt Computer Aid	350	0	3,246	0	4,759	4,759	5,000	5,000	100.00%
285	43500		State Grants		9,228	9,228	0	0	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	735,800	0	0	0	0	0	0.00%
285	49300		Debt Proceeds/Premium	1,095,800	0	39,951	1,895,800	0	0	360,000	360,000	-81.01%
			TOTAL REVENUES	**$ 1,142,829**	**$ 53,611**	**$ 832,608**	**$ 1,938,553**	**$ 34,531**	**$ 34,531**	**$ 415,873**	**$ 415,873**	**-78.55%**

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

2021 TID Value: $36,088,000
Base Value: $24,811,900
Current Increment Value: $11,276,100
Value Change Over Previous Year: $3,939,100

Future Costs: $5,897,415
Annual Increment Revenue: $187,642

2023 Proposed Projects:

Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)		$ 1,875
Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
	TOTAL	$ 16,875

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 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #10

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
290	50000	110	Salaries	$ 14,088	$ 6,280	$ 14,326	$ 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	1,715	0	0	1,875	0	0	1,875	1,875	0.00%
290	50000	150	FICA	1,103	485	1,026	27	0	0	27	27	0.00%
290	50000	151	Retirement	951	364	964	0	0	0	0	0	0.00%
290	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,314	1,052	2,643	0	0	0	0	0	0.00%
			Subtotal	**21,171**	**8,182**	**18,959**	**1,902**	**0**	**0**	**1,902**	**1,902**	**0.00%**
			CONTRACTUAL SERVICES									
290	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
290	50000	215	Consulting	4,700	4,312	37,847	10,000	17,026	7,500	15,000	15,000	50.00%
290	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
290	50000	582	Debt Issuance Costs	0	0	6,343	0	0	0	0	0	0.00%
			Subtotal	**4,700**	**4,312**	**44,189**	**10,000**	**17,026**	**7,500**	**15,000**	**15,000**	**50.00%**
			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	534,061	267,031	527,604	556,558	0	516,872	520,850	520,850	-6.42%
290	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #10

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
290	57120	820	General Administration	0	150	14,416	0	150	150	0	0	0.00%
290	57311	820	Street Administration (Engineering)	39,000	0	0	0	0	0	0	0	0.00%
290	57315	820	Development Rebate	200,000	0	201,200	200,000	0	0	200,000	200,000	0.00%
290	57330	820	Street Construction	197,000	0	411,561	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	**436,000**	**150**	**627,177**	**200,000**	**150**	**150**	**200,000**	**200,000**	**0.00%**
			TOTAL EXPENDITURES	**$ 995,932**	**$ 279,674**	**$ 1,217,929**	**$ 768,460**	**$ 17,176**	**$ 524,522**	**$ 737,752**	**$ 737,752**	**-4.00%**
Revenues												
290	41120		Tax Increments	$ 150,410	$ 122,131	$ 122,131	$ 130,538	$ 120,688	$ 120,688	$ 187,642	$ 187,642	43.75%
290	43430		Tax Exempt Computer Aid	2,500	0	2,486	0	17,623	17,623	0	0	0.00%
290	43500		State Grants	0	32,517	32,516	0	0	0	0	0	0.00%
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	3,250	3,250	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	436,000	0	0	0	0	0	0.00%
290	49300		Debt Proceeds/Premium	436,000	0	12,762	200,000	0	0	200,000	200,000	0.00%
			TOTAL REVENUES	**$ 588,910**	**$ 157,898**	**$ 609,146**	**$ 330,538**	**$ 138,311**	**$ 138,311**	**$ 387,642**	**$ 387,642**	**17.28%**

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. An overlap with TID #6.

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.

2021 TID Value: $31,835,300
Base Value: $13,014,000
Current Increment Value: $18,821,300
Value Change Over Previous Year: $7,711,800

Future Costs: $11,673,957
Annual Increment Revenue: $374,609

2023 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)		$ 1,875
	American Blvd Repair		400,000
	Consulting costs related to building and site plan preparation for an example site		50,000
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)		22,500
		TOTAL	$ 489,375
Development Driven Projects:	TID 11 Developer Rebates		$ 300,000
(may occur if new projects proposed in district):		TOTAL	$ 300,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #11

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
291	50000	110	Salaries	$ 15,605	$ 6,956	$ 15,889	$ 18,699	$ 8,263	$ 18,699	$ 19,862	$ 19,862	6.22%
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	1,715	0	0	1,875	0	0	1,875	1,875	0.00%
291	50000	150	FICA	1,219	539	1,171	1,458	640	1,430	1,547	1,547	6.10%
291	50000	151	Retirement	1,053	404	1,070	1,215	443	1,215	1,351	1,351	11.12%
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,454	1,087	2,799	4,011	2,414		5,070	4,914	22.51%
			Subtotal	**23,046**	**8,985**	**20,929**	**27,258**	**11,759**	**21,345**	**29,704**	**29,548**	**8.40%**
			CONTRACTUAL SERVICES									
291	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
291	50000	215	Consulting	4,700	0	8,169	10,000	582	10,000	65,000	65,000	550.00%
291	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
291	50000	582	Debt Issuance Costs	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**4,700**	**0**	**8,169**	**10,000**	**582**	**10,000**	**65,000**	**65,000**	**550.00%**
			SUPPLIES AND EXPENSE									
291	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
291	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%**
291	59230	930	Transfer To Debt Service	262,755	131,378	292,845	259,075	0	259,075	248,780	248,780	-3.97%
291	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #11

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			CAPITAL OUTLAY									
291	57120	820	General Administration	0	150	15,427	0	150	150	0	0	0.00%
291	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	22,500	22,500	100.00%
291	57315	820	Development Rebate	300,000	39,918	78,536	300,000	0	0	300,000	300,000	0.00%
291	57330	820	Street Construction	397,500	5,550	8,800	22,500	2,975	2,975	400,000	400,000	1677.78%
291	57340	820	Storm Sewers		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	**697,500**	**45,618**	**102,763**	**322,500**	**3,125**	**3,125**	**722,500**	**722,500**	**124.03%**
			TOTAL EXPENDITURES	**$ 988,001**	**$ 185,981**	**$ 424,706**	**$ 618,833**	**$ 15,466**	**$ 293,545**	**$ 1,065,984**	**$ 1,065,828**	**72.23%**

Revenues

291	41120		Tax Increments	$ 167,615	$ 159,373	$ 159,373	$ 179,202	$ 219,256	$ 219,256	$ 224,434	$ 224,434	25.24%
291	43430		Tax Exempt Computer Aid	0	0	0	0	60	60	0	0	0.00%
291	43500		State Grants	0	36	(36)	0	0	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	0	0	0	100,000	0	0	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	0	0	0	0	0	0	0.00%
291	49300		Debt Proceeds/Premium	697,500	0	0	322,500	0	0	722,500	722,500	124.03%
			TOTAL REVENUES	**$ 865,115**	**$ 159,409**	**$ 159,337**	**$ 601,702**	**$ 219,316**	**$ 219,316**	**$ 946,934**	**$ 946,934**	**57.38%**

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. An overlap with TID #6.

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.

2021 TID Value: $63,257,100
Base Value: $23,440,300
Current Increment Value: $39,816,800
Value Change Over Previous Year: $28,416,800

Future Costs: $27,339,670
Annual Increment Revenue: $792,493

2023 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	$	1,875
	Consulting costs related to building and site plan preparation for an example site		50,000
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
	Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)		22,500
	TOTAL	$	89,375
Development Driven Projects: (may occur if new projects proposed in district):	TID 12 Developer Rebates	$	300,000
	TOTAL	$	300,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #12

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
292	50000	110	Salaries	$ 12,607	$ 5,620	$ 12,840	$ 15,552	$ 6,872	$ 15,552	$ 16,533	$ 56,439	262.91%
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	1,715	0	0	1,875	0	0	1,875	1,875	0.00%
292	50000	150	FICA	989	434	944	1,217	531	1,190	1,292	4,345	257.03%
292	50000	151	Retirement	851	326	864	1,011	370	1,011	1,124	3,838	279.65%
292	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,978	938	2,384	3,575	2,070	3,575	4,412	11,030	208.53%
			Subtotal	**19,140**	**7,318**	**17,032**	**23,230**	**9,844**	**21,328**	**25,236**	**77,527**	**233.74%**
			CONTRACTUAL SERVICES									
292	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
292	50000	215	Consulting	4,700	2,221	10,862	10,000	576	10,000	65,000	65,000	550.00%
292	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
292	50000	582	Debt Issuance Costs	0	0	5,319	0	0	0	0	0	0.00%
			Subtotal	**4,700**	**2,221**	**16,181**	**10,000**	**576**	**10,000**	**65,000**	**65,000**	**550.00%**
			SUPPLIES AND EXPENSE									
292	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
292	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%**
292	59230	930	Transfer To Debt Service	46,513	23,257	53,863	89,046	0	89,046	88,063	88,063	-1.10%
292	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #12

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			CAPITAL OUTLAY									
292	57120	820	General Administration	0	1,654	16,953	0	150	150	0	0	0.00%
292	57311	820	Street Administration (Engineering)	0	0	0	2,500,000	3	1,500	22,500	22,500	-99.10%
292	57315	820	Development Rebate	300,000	0	15,220	300,000	0	0	300,000	300,000	0.00%
292	57330	820	Street Construction	397,500	5,550	9,749	22,500	3,066	2,699,000	0	0	0.00%
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	300,000	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	**997,500**	**7,204**	**41,922**	**2,822,500**	**3,219**	**2,700,650**	**322,500**	**322,500**	**-88.57%**
			TOTAL EXPENDITURES	**$ 1,067,853**	**$ 40,000**	**$ 128,999**	**$ 2,944,776**	**$ 13,639**	**$ 2,821,024**	**$ 500,799**	**$ 553,089**	**-81.22%**

Revenues

292	41120		Tax Increments	$ 33,665	$ 32,010	$ 32,010	$ 229,129	$ 224,990	$ 224,990	$ 792,493	$ 792,493	245.87%
292	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
292	43500		State Grants	0	5	(5)	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	0	381,590	447,925	150,000	21,030	21,030	275,000	275,000	83.33%
292	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
292	49100		Bonds/Notes	0	0	375,000	0	0	0	0	0	0.00%
292	49300		Debt Proceeds/Premium	997,500	0	20,392	2,822,500	0	2,700,650	322,500	322,500	-88.57%
			TOTAL REVENUES	**$ 1,031,165**	**$ 413,605**	**$ 875,321**	**$ 3,201,629**	**$ 246,020**	**$ 2,946,670**	**$ 1,389,993**	**$ 1,389,993**	**-56.58%**

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.

2021 TID Value: $62,898,500
Base Value: $53,361,100
Current Increment Value: $9,537,400
Value Change Over Previous Year: $1,983,200

Future Costs: $6,008,175
Annual Increment Revenue: $189,827

2023 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	$	1,875
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
	TOTAL	$	16,875
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 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #13

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
293	50000	110	Salaries	$ 0	$ 0	$ 0	$ 28,473	$ 12,933	$ 28,473	$ 30,186	$ 30,186	6.02%
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	1,715	0	0	1,875	0	0	1,875	1,875	0.00%
293	50000	150	FICA	25	0	0	2,205	987	2,178	2,336	2,336	5.94%
293	50000	151	Retirement	0	0	0	1,851	675	1,851	2,053	2,053	10.91%
293	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	5,486	2,861	5,486	7,125	6,909	25.94%
			Subtotal	**1,740**	**0**	**0**	**39,890**	**17,457**	**37,988**	**43,575**	**43,359**	**8.70%**
			CONTRACTUAL SERVICES									
293	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
293	50000	215	Consulting	4,700	2,100	6,154	10,000	8,100	10,000	15,000	15,000	50.00%
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	**4,700**	**2,100**	**6,154**	**10,000**	**8,100**	**10,000**	**15,000**	**15,000**	**50.00%**
			SUPPLIES AND EXPENSE									
293	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
293	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%**
293	59230	930	Transfer To Debt Service	136,825	68,413	136,825	185,575	0	185,575	236,825	236,825	27.62%
292	50000	810	Transfer for Admin	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #13

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
293	57120	820	General Administration	0	150	14,416	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	1,890	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**	**16,306**	**300,000**	**150**	**150**	**300,000**	**300,000**	**0.00%**
			TOTAL EXPENDITURES	**$ 443,265**	**$ 70,663**	**$ 159,285**	**$ 535,465**	**$ 25,707**	**$ 233,713**	**$ 595,400**	**$ 595,184**	**11.15%**
Revenues												
293	41120		Tax Increments	$ 98,082	$ 93,260	$ 93,260	$ 151,764	$ 149,089	$ 149,089	$ 189,827	$ 189,827	25.08%
293	43430		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
293	43580		State Grants	0	0	0	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	**$ 398,082**	**$ 93,260**	**$ 93,260**	**$ 451,764**	**$ 149,089**	**$ 149,089**	**$ 489,827**	**$ 489,827**	**8.43%**

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.

2021 TID Value: $2,362,800
Base Value: $579,600
Current Increment Value: $1,783,200
Value Change Over Previous Year: -$544,000

Future Costs: $2,459,004
Annual Increment Revenue:(proposed) 109,000 (stabalized)

2023 Proposed Projects:	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	$	2,500
	TOTAL	$	2,500
Development Driven Projects:	TID 14 Developer Rebates & Site Assembly ($1,090,000 original rebate)	$	654,000
(may occur if new projects proposed in district):	TOTAL	$	654,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #14

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 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	0	0	1,299	2,500	576	2,500	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	**0**	**0**	**1,299**	**2,500**	**576**	**2,500**	**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	75,307	37,654	92,274	152,750	0	152,750	156,108	156,108	2.20%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #14

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			CAPITAL OUTLAY									
294	57120	820	General Administration	0	150	150	0	150	150	0	0	0.00%
294	57311	820	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
294	57315	820	Development Rebate	436,000	0	0	654,000	0	0	654,000	654,000	0.00%
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	**436,000**	**150**	**150**	**654,000**	**150**	**150**	**654,000**	**654,000**	**0.00%**
			TOTAL EXPENDITURES	**$ 511,307**	**$ 37,804**	**$ 93,723**	**$ 809,250**	**$ 726**	**$ 155,400**	**$ 812,608**	**$ 812,608**	**0.41%**

Revenues

294	41120		Tax Increments	$ 0	$ 0	$ 0	$ 41,275	$ 38,281	$ 38,281	$ 29,674	$ 29,674	-28.11%
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	436,000	0	0	654,000	0	0	654,000	654,000	0.00%
			TOTAL REVENUES	**$ 436,000**	**$ 0**	**$ 0**	**$ 695,275**	**$ 38,281**	**$ 38,281**	**$ 683,674**	**$ 683,674**	**-1.67%**

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.

2021 TID Value: $15,504,700 (anticipated after assessor error correction)
Base Value: $2,504,700
Current Increment Value: $13,000,000
Value Change Over Previous Year: $13,000,000

Future Costs: $41,634,142
Annual Increment Revenue: $299,850

2023 Proposed Projects:	Development Services Intern (Split between TID 7, 8, 9, 10, 11, 12, 13, 15)	$	1,875
	South Bridge ROW acquisition	$	281,250
	Preserve Infrastructure Development - (Special Assessment reimbursment)	$	2,000,000
	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
	TOTAL	$	2,298,125
Development Driven Projects: (may occur if new projects proposed in district):	Developer Grant	$	2,000,000
	TOTAL	$	2,000,000

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #15

Expenditures

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			PERSONAL SERVICES									
295	50000	110	Salaries	$ 0	$ 0	$ 0	$ 28,473	$ 12,933	$ 28,473	$ 30,186	$ 70,092	146.17%
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	0	0	0	1,875	0	0	1,875	1,875	0.00%
295	50000	150	FICA	0	0	0	2,205	987	2,178	2,336	5,389	144.37%
295	50000	151	Retirement	0	0	0	1,851	675	1,851	2,053	4,766	157.53%
295	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	5,486	2,861	5,486	7,125	13,662	149.03%
			Subtotal	**0**	**0**	**0**	**39,890**	**17,457**	**37,988**	**43,575**	**95,784**	**140.12%**
			CONTRACTUAL SERVICES									
295	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
295	50000	215	Consulting	162,200	0	1,299	10,000	448	3,500	15,000	15,000	50.00%
295	50000	290	Other Contractual Services	4,000	0	0	0	0	0	0	0	0.00%
295	50000	582	Debt Issuance Costs			60,909	0	0	0	0	0	
			Subtotal	**166,200**	**0**	**62,208**	**10,000**	**448**	**3,500**	**15,000**	**15,000**	**50.00%**
			SUPPLIES AND EXPENSE									
295	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
295	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%**
295	59230	930	Transfer To Debt Service	0	0	0	55,008	0	55,008	62,668	62,668	13.92%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #15

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			CAPITAL OUTLAY									
295	57120	820	General Administration	0	150	150	0	150	150	0	0	0.00%
295	57311	820	Street Administration (Engineering)	0	0	0	157,500	0	157,500	0	0	0.00%
295	57315	820	Development Rebate	3,306,000	3,536,016	3,536,016	3,000,000	0		2,000,000	2,000,000	-33.33%
295	57330	820	Street Construction	694,000	383,984		0	0	0	2,281,250	2,281,250	100.00%
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	**4,000,000**	**3,920,150**	**3,536,166**	**3,157,500**	**150**	**157,650**	**4,281,250**	**4,281,250**	**35.59%**
			TOTAL EXPENDITURES	**$ 4,166,200**	**$ 3,920,150**	**$ 3,598,373**	**$ 3,262,398**	**$ 18,055**	**$ 254,146**	**$ 4,402,493**	**$ 4,454,702**	**36.55%**

Revenues

295	41120		Tax Increments	$ 329,017	$ 0	$ 0	$ 299,850	$ 0	$ 0	$ 525,810	$ 525,810	75.36%
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	4,167,500	0	0	0	0	0	0.00%
295	49300		Debt Proceeds/Premium	4,000,000	0	25,837	3,157,500	0	0	4,281,250	4,281,250	35.59%
			TOTAL REVENUES	**$ 4,329,017**	**$ 0**	**$ 4,193,337**	**$ 3,457,350**	**$ 0**	**$ 0**	**$ 4,807,060**	**$ 4,807,060**	**39.04%**

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.

2021 TID Value: $0
Base Value: $0
Current Increment Value: $0
Value Change Over Previous Year: $0

Future Costs: $2,358,000
Annual Increment Revenue: Proposed $80,000 (stabilized)

2023 Proposed Projects:	Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)	$	2,500
	TOTAL	$	2,500
Development Driven Projects:	None		
(may occur if new projects proposed in district):	TOTAL	$	-

Source: Wisconsin DOR Statement of Changes Preliminary Report 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #16

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Account Number			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	0	0	70	10,000	0	0	2,500	2,500	-75.00%
296	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**0**	**70**	**10,000**	**0**	**0**	**2,500**	**2,500**	**-75.00%**
			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
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #16

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			CAPITAL OUTLAY									
296	57120	820	General Administration	0	0	0	0	150	150	0	0	0.00%
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	800,000	0	0	0	0	0.00%
296	57330	820	Street Construction	96,000	0	0	120,000	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	**896,000**	**0**	**0**	**920,000**	**150**	**150**	**0**	**0**	**0.00%**
			TOTAL EXPENDITURES	**$ 896,000**	**$ 0**	**$ 70**	**$ 930,000**	**$ 150**	**$ 150**	**$ 2,500**	**$ 2,500**	**-99.73%**

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	896,000	0	0	920,000	0	0	0	0	0.00%
			TOTAL REVENUES	**$ 896,000**	**$ 0**	**$ 0**	**$ 920,000**	**$ 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

2021 TID Value: $0
Base Value: $0
Current Increment Value: $0
Value Change Over Previous Year: $0

Future Costs: $7,500,000
Annual Increment Revenue:

2022 Proposed Projects:

Consulting costs related to building and site plan preparation for an example site		$ 50,000
Consulting costs related to potential development projects (CSM/Plat, Environ Studies, Soil Testing, etc.)		15,000
	TOTAL	$ 65,000

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 2022

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #17

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Account Number			PERSONAL SERVICES									
297	50000	110	Salaries	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
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	0	0.00%
297	50000	151	Retirement	0	0	0	0	0	0	0	0	0.00%
297	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									
297	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
297	50000	215	Consulting	0	4,203	5,931	30,000	261	30,000	65,000	65,000	116.67%
297	50000	290	Other Contractual Services	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**0**	**4,203**	**5,931**	**30,000**	**261**	**30,000**	**65,000**	**65,000**	**116.67%**
			SUPPLIES AND EXPENSE									
297	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
297	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%**
297	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0	0	0.00%

City of De Pere
2023 Capital Projects Fund
Adopted Budget

TID DISTRICT #17

Expenditures

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			CAPITAL OUTLAY									
297	57120	820	General Administration	0	60	2,060	0	0	0	0	0	0.00%
297	57311	820	Street Administration (Engineering)	0	0	0	2,310,000	234	0	0	0	0.00%
297	57315	820	Development Rebate	0	0	0	500,000	0	0	500,000	500,000	0.00%
297	57330	820	Street Construction	0	0	0	0	0	2,310,000	0	0	0.00%
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	**0**	**60**	**2,060**	**2,810,000**	**234**	**2,310,000**	**500,000**	**500,000**	**-82.21%**
			TOTAL EXPENDITURES	**$ 0**	**$ 4,263**	**$ 7,991**	**$ 2,840,000**	**$ 495**	**$ 2,340,000**	**$ 565,000**	**$ 565,000**	**-80.11%**

Revenues

297	41120		Tax Increments	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.00%
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	0	0	0	0	0	0	0.00%
297	49300		Debt Proceeds/Premium	0	0	0	2,810,000	0	2,310,000	500,000	500,000	-82.21%
			TOTAL REVENUES	**$ 0**	**$ 0**	**$ 0**	**$ 2,810,000**	**$ 0**	**$ 2,310,000**	**$ 500,000**	**$ 500,000**	**-82.21%**

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 of the Water Utility at December 31, 2022 is $24,715,231.

2023 Performance Measures:

1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage.

2022 Performance Measurement Data: ***(July 2021 – June 2022):***

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 inspection of the seven pump stations to assure reliable operations.
2) Continued to obtain 460 water samples that will be taken according to the Safe Drinking Water Act Rules and Regulations
3) All broken water mains and services were repaired.
4) All 1,360 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
5) Turned 500+ valves in the system for required maintenance.
6) Prepared and distribute 2021 CCR as required.
7) Replaced old and undersized water mains where needed.
8) Replaced old Sensus Tower Gateway Base Station (TGBs) with new upgraded system at Matthew Tower.
9) Upgraded Merrill Street SCADA PLC controls to meet current and future needs.
10) Upgraded Merrill Street electrical panel to meet current and future needs.

11) Installed Merrill Street reservoir mixer
12) Replaced roof on Scheuring Road water station.

2023 Program Objectives:

1) Continue the twice daily inspection of the seven pump stations to assure reliable operations.
2) Continue to obtain 460 water samples that will be taken according to the Safe Drinking Water Act Rules and Regulations
3) All broken water mains and services will be repaired.
4) All 1,360 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
5) Turn 500+ valves in the system for required maintenance
6) Prepare and distribute 2022 CCR as required.
7) Replace old and undersized water mains where needed.
8) Complete City-wide leak detection on water distribution system.
9) Enterprise station PLC upgrade.
10) Enterprise reservoir cleaning and painting.
11) Enterprise reservoir mixer installation.
12) Merrill fence extension.

2023 Budget Significant Expenditure Changes:

1) Pumping – Pumping - Fuel or Power increased $5,000 to reflect increase in electricity costs.
2) Pumping – Pumping – Miscellaneous increased $2,000 to reflect actual costs.
3) Water Treatment – Treatment – Chemicals decreased $5,000 to reflect actual costs.
4) Transmission & Distribution Operations – T & D Ops Supervision/Engineer decreased $6,800 to reflect actual costs.
5) Transmission & Distribution Operations – T & D - Line Expense increased $16,000 to reflect actual costs.
6) Transmission & Distribution Maintenance – T & D Maintenance - Reservoirs/Stand Pipes increased $130,000 to reflect actual costs of proposed 2023 capital projects for 9th Street tower inspection, Enterprise reservoir inspection, and Enterprise cleaning and painting.
7) Transmission & Distribution Maintenance – T & D Maintenance of Mains increased $30,000 to reflect actual costs for main repairs anticipated due to proposed 2023 leak detection survey.
8) Transmission & Distribution Maintenance – T & D Maintenance of Services increased $15,000 to reflect actual costs for lateral repairs anticipated due to proposed 2023 leak detection survey.

9) Transmission & Distribution Maintenance – T & D Maintenance of Misc Plant increased $25,845 to reflect actual costs for water utility's share for proposed 2023 capital projects as listed in the budget.
10) Customer Accounts – Meter Reading – Shared 50% decreased $30,000 to reflect actual costs.
11) Customer Accounts – Records – Collections – Shared 50% increased $22,250 to reflect actual increase in employee wages and health insurance.
12) Administrative & General Operations – Admin and General Salaries increased $31,653 to reflect employee wage increases.
13) Utility Operating Income – Depreciation Expense increased $50,000 to reflect actual costs.
14) Interest Charges – Interest on Long Term Debt decreased $2,000 to reflect actual costs.
15) Capital Outlays:
    a) Miscellaneous Relays $1,230,000.
    b) 9th Street Tower Inspection $5,000.
    c) Enterprise Reservoir Inspection $10,000.
    d) Enterprise Reservoir Cleaning and Painting $50,000
    e) Enterprise Reservoir Mixer $30,000.
    f) Leak Detection Survey $40,000.
    g) Merrill Tower Relocate Existing Fence $5,000
    h) Water Utility Share for Street Superintendent Vehicle $10,000.
    i) Water Utility Share for Engineering Upgrading CAD Workstations $3,500.
    j) Water Utility Share for Engineering Trimble Data Collector $1,750.
    k) Water Utility Share for MSC Building Rain Gutter Repairs $7,500.
    l) Water Utility Share for MSC Building Carpet Replacement $9,000.
    m) Water Utility Share for MSC Building EV Charging Stations $3,750.
    n) Water Utility Share for Frame Press Replacement for Shop $675.
    o) Water Utility Share for Air Compressor Replacement for Shop $450.
    p) Water Utility Share for Trailer Light Tester for Shop $30.
    q) Water Utility Share for Hydraulic Repair Kit for Shop $90.
    r) Water Utility Share for Miscellaneous Tool Replacement for Shop $450.

2023 Budget Significant Revenue Changes:

1) Meter Sales Residential increased $189,174 to reflect a 3% water rate increase.
2) Meter Sales Commercial increased $113,847 to reflect a 3% water rate increase.
3) Public Fire Protection decreased $104,651 to reflect actual trend.

4) Other Sales to Public Authorities increased $25,256 to reflect a 3% water rate increase.
5) Other Operating Revenues – Forfeited Discounts increased $20,446 to reflect actual trend.
6) Other Operating Revenues – Miscellaneous Service Revenue increased $2,966 to reflect actual trend.
7) Other Operating Revenues – Other Water Revenue increased $26,750 to reflect actual trend.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT:

Installation of a mixer for the Enterprise reservoir

NEW: X or REPLACEMENT:

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 installation of a water mixer in Enterprise reservoir ensures uniform temperatures and disinfection residual results in reducing disinfection byproducts and eliminates ice damage in the reservoir.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2023 – 2029

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 1, 2022

DESCRIPTION OF PROJECT:

Relocate existing fencing at Merrill tower so the building is totally enclosed within the fence.

NEW: X or REPLACEMENT:

PROJECTED COST: $ 5,000

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

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The intent is to relocate the existing fence at Merrill tower and add an additional 25 feet of fence, so the entire building is within the fence. This will improve the security of the facility by having everything within fencing.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

City of De Pere
2023 Water Fund Budget
Adopted Budget

Expenditures

Account Number			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	$ 5,000	$ 989	$ 989	$ 2,000	$ 0	$ 2,000	$ 2,000	$ 2,000	0.00%
			Subtotal	**5,000**	**989**	**989**	**2,000**	**0**	**2,000**	**2,000**	**2,000**	**0.00%**
			PUMPING									
601	66230	220	Pumping--Fuel or Power	20,000	10,578	24,423	20,000	11,738	23,476	25,000	25,000	25.00%
601	66240	120	Pumping--Labor and Expense	25,000	11,613	26,433	26,000	13,033	26,066	26,000	26,000	0.00%
601	66260	340	Pumping--Miscellaneous	6,000	5,032	9,996	6,000	7,114	10,000	8,000	8,000	33.33%
601	66310	340	Pumping--Maint. Structures & Imp	75,000	20,594	45,060	60,000	1,793	60,000	60,000	60,000	0.00%
601	66330	340	Pumping--Maintenance of Equipment	40,000	13,228	31,885	40,000	21,101	40,000	40,000	40,000	0.00%
			Subtotal	**166,000**	**61,045**	**137,797**	**152,000**	**54,779**	**159,542**	**159,000**	**159,000**	**4.61%**
			WATER TREATMENT									
601	66410	000	Treatment--Chemicals	36,000	9,811	22,952	30,000	11,840	23,680	25,000	25,000	-16.67%
601	66520	340	Treatment--Maintain Equipment	45,000	4,641	49,870	8,000	4,748	8,000	8,000	8,000	0.00%
			Subtotal	**81,000**	**14,452**	**72,822**	**38,000**	**16,588**	**31,680**	**33,000**	**33,000**	**-13.16%**
			TRANSMISSION & DISTRIBUTION OPERATIONS									
601	66600	340	T& D Ops Supervision/Engineer	60,000	26,756	46,764	61,800	24,577	49,154	55,000	55,000	-11.00%
601	66620	340	T & D --Line Expense	50,000	29,185	68,636	52,000	33,174	66,348	68,000	68,000	30.77%
601	66630	340	T & D -- Meters Shared 50%	30,000	8,821	18,078	30,000	13,714	30,000	30,000	30,000	0.00%
			Subtotal	**140,000**	**64,762**	**133,478**	**143,800**	**71,465**	**145,502**	**153,000**	**153,000**	**6.40%**
			TRANSMISSION & DISTRIBUTION MAINTENANCE									
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	104,000	16,342	94,711	84,000	22,629	84,000	214,000	214,000	154.76%
601	66730	340	T & D Maintenance of Mains	245,000	77,073	308,850	245,000	137,212	245,000	275,000	275,000	12.24%
601	66750	340	T & D Maintenace of Services	85,000	24,432	54,346	55,000	5,932	55,000	70,000	70,000	27.27%
601	66760	340	T & D Meter Maintenance--Shared 50%	40,000	28,199	37,776	40,000	32,554	40,000	40,000	40,000	0.00%
601	66770	340	T & D Maintenance of Hydrants	60,000	13,622	56,533	50,000	1,931	50,000	50,000	50,000	0.00%
601	66780	340	T & D Maintenance Misc Plant	62,050	61	247	4,750	754	4,750	30,595	30,595	544.11%
			Subtotal	**596,050**	**159,729**	**552,463**	**478,750**	**201,012**	**478,750**	**679,595**	**679,595**	**41.95%**

City of De Pere
2023 Water Fund Budget
Adopted Budget

Expenditures				2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Account Number			CUSTOMER ACCOUNTS									
601	69020	120	Meter Reading-Shared 50%	100,000	27,642	87,174	130,000	76,156	130,000	100,000	100,000	-23.08%
601	69030	340	Records- Collections--Shared 50%	225,000	105,490	238,433	235,000	154,032	245,000	257,250	257,250	9.47%
			Subtotal	**325,000**	**133,132**	**325,607**	**365,000**	**230,188**	**375,000**	**357,250**	**357,250**	**-2.12%**
			ADMINISTRATIVE & GENERAL OPERATIONS									
601	69200	120	Admin and General Salaries	150,000	64,653	154,894	173,347	97,911	195,822	205,000	205,000	18.26%
601	69210	340	Office Supplies and Expense	45,000	9,324	42,996	45,000	15,026	45,000	45,000	45,000	0.00%
601	69230	290	Outside Services	3,975,820	1,968,344	3,653,126	3,693,920	1,925,015	3,729,029	3,729,029	3,729,029	0.95%
601	69240	000	Property Insurance	14,242	7,120	14,241	14,669	7,120	14,240	15,108	15,108	2.99%
601	69250	000	Injuries and Damages--WC and Liability Insurance	22,615	11,307	22,615	23,292	11,647	23,294	23,992	23,992	3.00%
601	69260	151	Employee Pension & Benefits	190,000	64,066	96,047	190,000	84,389	168,778	190,000	194,000	2.11%
601	69280	000	Regulatory Commission Expense	6,300	3,100	6,536	6,200	0	6,200	6,200	6,200	0.00%
			Subtotal	**4,403,977**	**2,127,914**	**3,990,455**	**4,146,428**	**2,141,108**	**4,182,363**	**4,214,329**	**4,218,329**	**1.73%**
			ADMINISTRATIVE & GENERAL MAINTENANCE									
601	69270	000	Admin. & General Rents	15,968	7,984	15,503	16,447	7,984	15,968	16,000	16,000	-2.72%
			Subtotal	**15,968**	**7,984**	**15,503**	**16,447**	**7,984**	**15,968**	**16,000**	**16,000**	**-2.72%**
			UTILITY OPERATING INCOME									
601	66030	320	Depreciation Expense	650,000	325,000	742,558	650,000	350,000	700,000	700,000	700,000	7.69%
601	66080	250	Taxes	595,797	314,066	536,790	584,850	23,578	584,850	584,850	584,850	0.00%
			Subtotal	**1,245,797**	**639,066**	**1,279,348**	**1,234,850**	**373,578**	**1,284,850**	**1,284,850**	**1,284,850**	**4.05%**
			Total Operating Expenditures	**6,978,792**	**3,209,073**	**6,508,462**	**6,577,275**	**3,096,702**	**6,675,655**	**6,899,024**	**6,903,024**	**4.95%**
			INTEREST CHARGES									
601	66040	427	Interest on Long Term Debt	25,747	13,349	22,326	10,400	5,200	10,400	8,400	8,400	-19.23%
			Subtotal	**25,747**	**13,349**	**22,326**	**10,400**	**5,200**	**10,400**	**8,400**	**8,400**	**-19.23%**
			TOTAL EXPENDITURES	**$ 7,004,539**	**$ 3,222,422**	**$ 6,530,788**	**$ 6,587,675**	**$ 3,101,902**	**$ 6,686,055**	**$ 6,907,424**	**$ 6,911,424**	**4.91%**

City of De Pere
2023 Water Fund Budget
Adopted Budget

Water Revenues			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
Account Number			SALES OF WATER									
601	46410		Metered Sales Residential	$ 3,584,951	$ 1,549,054	$ 3,456,836	$ 3,415,826	$ 1,648,992	$ 3,500,000	$ 3,605,000	$ 3,605,000	5.54%
601	46420		Metered Sales Commercial	1,352,029	563,363	1,218,336	1,153,053	608,487	1,230,000	1,266,900	1,266,900	9.87%
601	46430		Metered Sales Industrial	677,750	332,159	622,361	678,476	288,243	640,000	659,200	659,200	-2.84%
601	46440		Fire Protection Residential	0	0	0	0	0	0	0	0	0.00%
601	46450		Private Fire Protection Commercial	170,456	64,406	129,731	143,112	65,278	135,000	139,050	139,050	-2.84%
601	46460		Private Fire Protection Industrial	0	0	0	0	0	0	0	0	0.00%
601	46470		Public Fire Protection	1,520,000	640,635	1,291,024	1,443,651	647,783	1,300,000	1,339,000	1,339,000	-7.25%
601	46480		Other Sales to Public Authorities	252,000	55,593	155,342	173,625	96,544	193,088	198,881	198,881	14.55%
601	48100		Interest Income	1,839	12	276	688	74	688	688	688	0.00%
601	48914		Misc Non Operating Revenue	250,000	126,654	262,507	250,000	111,916	250,000	257,500	257,500	3.00%
			Subtotal	**7,809,025**	**3,331,876**	**7,136,413**	**7,258,431**	**3,467,317**	**7,248,776**	**7,466,219**	**7,466,219**	**2.86%**
			OTHER OPERATING REVENUES									
601	48911		Forfeited Discounts	40,000	7,777	35,433	15,554	10,073	36,000	36,000	36,000	131.45%
601	48912		Miscellaneous Service Revenue	3,000	4,034	6,978	4,034	3,008	7,000	7,000	7,000	73.53%
601	48913		Other Water Revenue	31,119	2,625	30,989	5,250	1,650	32,000	32,000	32,000	509.52%
			Subtotal	**74,119**	**14,436**	**73,399**	**24,838**	**14,731**	**75,000**	**75,000**	**75,000**	**201.96%**
			TOTAL REVENUES	**$ 7,883,144**	**$ 3,346,312**	**$ 7,209,812**	**$ 7,283,269**	**$ 3,482,048**	**$ 7,323,776**	**$ 7,541,219**	**$ 7,541,219**	**3.54%**

City of De Pere
2023 Water Fund Budget
Adopted Budget

Water Utility 2023 Capital Projects & Equipment		Account
Miscellaneous Relays	$ 1,230,000	601-19060
9th Street Tower Inspection	5,000	601-66720-215
Enterprise Reservoir Inspection	10,000	601-66720-215
Enterprise Reservoir Cleaning & Painting	50,000	601-66720-215
Enterprise Reservoir Mixer	30,000	601-66720-215
Leak Detection Survey	40,000	601-66730-215
Merrill Tower Relocate Existing Fence	5,000	601-66720-215
Water Utility Share for Street Superintendent Vehicle	10,000	601-19500
Water Utility Share for Engineering Upgrading CAD Workstations	3,500	601-66780-340
Water Utility Share for Engineering Trimble Data Collector	1,750	601-66780-340
Water Utility Share for MSC Building Rain Gutter Repairs	7,500	601-66780-340
Water Utility Share for MSC Building Carpet Replacement	9,000	601-66780-340
Water Utility Share for MSC EV Charging Stations	3,750	601-66780-340
Water Utility Share for Frame Press Replacement for Shop	675	601-66780-340
Water Utility Share for Air Compressor Replacement for Shop	450	601-66780-340
Water Utility Share for Trailer Light Tester for Shop	30	601-66780-340
Water Utility Share for Hydraulic Repair Kit for Shop	90	601-66780-340
Water Utility Share for Miscellaneous Tool Replacement for Shop	450	601-66780-340
Total Capital	**$ 1,407,195**	

Source of Debt	Balance 12/31/2022	2023 Principal	Balance 12/31/2023
2016 Series A	$ 420,000	$ 102,500	$ 317,500
Total	**$ 420,000**	**$ 102,500**	**$ 317,500**

2023 Cash Flow Analysis	
Estimated Cash Balance - 1/1/23	$ (5,389,801)
Estimated Expenditures	(6,911,424)
Depreciation	700,000
Capital Outlays	(1,240,000)
Estimated Revenues	7,541,219
Debt Principal Repayments	(102,500)
Estimated Cash Balance/(Deficit) - 12/31/23	**$ (5,402,506)**

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 of the Storm Water Utility at December 31, 2022 is $15,047,877.

2023 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 2023 budget.

2023 Budget Significant Revenue Changes:

1) Total revenues will increase by $119,209 due to increase of storm water utility fee from $107 to $112 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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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 2023 Storm Water Utility - Public Works Administration program cost is $276,498. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $24,443 to reflect employee wage increases.
2) FICA increased $1,689 to reflect increase in wages.
3) Retirement increased $1,893 to reflect increase in wages.
4) Health, Dental, DIB, Life & Wks Cmp Ins increased $6,594 to reflect increase in health insurance premiums.
5) Training is funding to provide for all department trainings.
6) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
7) Consulting is for copier lease.
8) 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.
9) Capital Equipment includes $21,365 for the storm water utility share of $10,000 to replace Street Superintendent's vehicle and $11,365 for purchase of new drone.

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures / Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
PUBLIC WORKS ADMINISTRATION												
Account Number			PERSONAL SERVICES									
650	53000	110	Salaries	$ 100,317	$ 44,822	$ 104,050	$ 104,803	$ 46,531	$ 104,803	$ 110,000	$ 102,429	-2.27%
650	53000	120	Hourly Wages	24,123	11,250	28,449	25,313	13,843	27,686	33,600	49,756	96.56%
650	53000	125	Overtime Wages	500	222	274	500	107	500	500	500	0.00%
650	53000	126	Seasonal Labor	4,167	0	0	4,167	0	4,167	4,250	4,250	1.99%
650	53000	150	FICA	9,618	4,257	9,347	10,053	4,563	10,234	11,085	11,742	16.81%
650	53000	151	Retirement	8,433	3,236	8,742	8,490	3,390	8,644	9,799	10,383	22.29%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	29,977	9,282	22,161	28,312	13,826	28,312	32,544	34,906	23.29%
650	53000	190	Training	6,124	0	60	6,124	49	6,124	6,124	6,124	0.00%
			Subtotal	**183,260**	**73,070**	**173,083**	**187,762**	**82,309**	**190,470**	**207,902**	**220,090**	**17.22%**
			CONTRACTUAL SERVICES									
650	53000	210	Telephone	766	300	700	766	393	786	786	786	2.61%
650	53000	211	Postage	1,563	591	1,355	1,563	587	1,563	1,563	1,563	0.00%
650	53000	212	Seminars and Conferences	2,500	24	1,157	2,500	699	2,500	2,500	2,500	0.00%
650	53000	215	Consulting	21,820	505	781	21,820	9,305	21,820	21,820	21,820	0.00%
650	53000	218	Cell/Radio	1,800	150	345	1,800	193	1,800	1,800	1,800	0.00%
			Subtotal	**28,449**	**1,569**	**4,337**	**28,449**	**11,177**	**28,469**	**28,469**	**28,469**	**0.07%**
			SUPPLIES AND EXPENSE									
650	53000	310	Office Supplies	2,500	84	255	2,500	323	2,500	2,500	2,500	0.00%
650	53000	320	Memberships/Subscriptions	400	216	290	400	281	400	400	400	0.00%
650	53000	331	Transportation	650	223	383	650	2,486	2,486	2,486	2,486	282.46%
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**	**523**	**928**	**4,738**	**3,090**	**6,574**	**6,574**	**6,574**	**38.75%**
			CAPITAL OUTLAY									
650	53000	810	Capital Equipment	0	0	0	0	0	0	16,615	21,365	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**16,615**	**21,365**	**100.00%**
			TOTAL	**$ 216,447**	**$ 75,162**	**$ 178,348**	**$ 220,949**	**$ 96,576**	**$ 225,513**	**$ 259,560**	**$ 276,498**	**25.14%**

Storm Water Utility
Engineering

Program Full Time Equivalents: 1.75

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.

2023 Performance Measures:

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

2022 Performance Measurement Data (July 2021 – June 2022):

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

Significant Program Achievements:

1) Completed 2022 public works improvements program which included:
   a. Relayed approximately 7,000 lineal feet of water main in preparation for street resurfacing and reconstruction.

b. Constructed/reconstructed/lined approximately 15,000 lineal feet of sanitary sewer.
c. Removed and replaced sanitary laterals in conjunction with water main/service relays.
d. Completed reconstruction of the VFW access road.
e. Completed the rehabilitation of concrete on Fort Howard Avenue from Main Avenue to Parkview Road.
f. Completed the reconstruction of the Fire Station 2 parking lot.
g. Completed the signal replacement on Main Avenue and Fourth Street, Reid Street and Fourth Street, and Reid Street and Fifth Street.
h. Managed the completion of the alley reconstruction from Fourth Street to Fifth Street between Main Avenue and Reid Street in coordination with the Cobblestone development.
i. Completed the Mystic Creek Subdivision Construction.
j. Completed the design for the Waterview Heights Fifth Addition Subdivision Construction.

2) Designed and bid Commerce Drive extension to service new commercial/industrial development in the eastern business park.
3) Inspected the 1,800 foot long box culvert storm sewer on the City's west side from the Fox River to Grant Street.
4) Completed pond trapping project to remove rodents that cause bank erosion from 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 sidewalk and lighting reconstruction around the Mulva Development.
8) Coordinated the resurfacing of Lone Oak Road and Ledgeview Road between the City and Town of Ledgeview.
9) Completed first chemical treatment project to mitigate the spread of phragmites around City ponds.
10) Completed the crossing guard policy in coordination with the De Pere Police Department to better determine which intersections to annually staff with crossing guards.
11) Completed the construction of a storm water management pond off Matthew Drive.

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 2023 Storm Water Utility - Engineering Program cost is $269,580. 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.

2023 Program Objectives:

1) Complete the Lewis Street and alley reconstructions near the Mulva Development.
2) Complete the construction of the Waterview Heights Fifth Addition Subdivision.
3) Finish the water relay on Ridgeway Boulevard and St. Francis Road.
4) 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.
5) Monitor public and private storm water management facilities.
6) Complete repairs identified for the west side box culvert storm sewer between the Fox River and Grant Street.
7) Progress the City's inflow and infiltration program sump pump installation and full-length lateral replacement policies.

2023 Budget Significant Expenditure Changes:

1) Salaries increased $5,902 to reflect employee wage increases.
2) Hourly Wages increased $5,059 to reflect employee wage increases.
3) Seasonal labor increased $3,000 to reflect increase in seasonal wages.
4) FICA increased $882 to reflect increase in wages.
5) Retirement increased $1,185 to reflect increase in wages.
6) Health, Dental, DIB, Life & Wks Cmp Ins decreased $5,097 to reflect actual costs.
7) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
8) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
9) 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.
10) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
11) Capital Equipment includes the storm water utility share of $5,250 for upgrading CAD workstations ($3,500) and replacing Trimble data collector ($1,750).

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			Account Title									
ENGINEERING STORMWATER UTILITY												
Account Number PERSONAL SERVICES												
650	53110	110	Salaries	$ 50,144	$ 22,358	$ 50,345	$ 52,510	$ 22,885	$ 52,510	$ 58,412	$ 58,412	11.24%
650	53110	120	Hourly Wages	83,081	32,371	78,072	81,984	36,335	81,984	86,627	87,043	6.17%
650	53110	125	Overtime Wages	12,000	782	6,250	12,000	3,942	12,000	12,000	12,000	0.00%
650	53110	126	Seasonal Labor	7,425	4,683	10,691	12,000	2,574	12,000	15,000	15,000	25.00%
650	53110	150	FICA	11,217	4,475	10,118	11,381	4,951	11,381	12,231	12,263	7.75%
650	53110	151	Retirement	9,803	3,303	9,119	9,522	3,555	9,522	10,679	10,707	12.44%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	41,565	10,493	23,777	39,800	13,954	39,800	43,944	34,703	-12.81%
650	53110	190	Training	3,125	411	1,185	3,125	828	3,125	3,125	3,125	0.00%
			Subtotal	**218,360**	**78,877**	**189,557**	**222,322**	**89,024**	**222,322**	**242,018**	**233,253**	**4.92%**
			CONTRACTUAL SERVICES									
650	53110	210	Telephone	970	381	889	970	499	970	970	970	0.00%
650	53110	212	Seminars and Conferences	1,000	0	0	1,000	160	1,000	1,000	1,000	0.00%
650	53110	215	Consulting	8,000	2,709	6,877	20,500	3,733	20,500	20,500	20,500	0.00%
650	53110	218	Cell/Radio	2,544	371	848	2,544	498	2,544	2,544	2,544	0.00%
			Subtotal	**12,514**	**3,461**	**8,613**	**25,014**	**4,890**	**25,014**	**25,014**	**25,014**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	250	74	371	250	0	250	250	250	0.00%
650	53110	331	Transportation	2,500	384	1,160	2,500	856	2,500	2,500	2,500	0.00%
650	53110	340	Operating Supplies	2,813	1,051	2,810	2,813	1,048	2,813	2,813	2,813	0.00%
650	53110	350	Repair and Maintenance Supplies	500	2	29	500	41	500	500	500	0.00%
			Subtotal	**6,063**	**1,511**	**4,370**	**6,063**	**1,945**	**6,063**	**6,063**	**6,063**	**0.00%**
			CAPITAL OUTLAY									
650	53110	810	Capital Equipment	0	0	0	2,000	1548	2,000	5,250	5,250	162.50%
			Subtotal	**0**	**0**	**0**	**2,000**	**1,548**	**2,000**	**5,250**	**5,250**	**162.50%**
			TOTAL	**$ 236,937**	**$ 83,849**	**$ 202,540**	**$ 255,399**	**$ 97,407**	**$ 255,399**	**$ 278,345**	**$ 269,580**	**5.55%**

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.

2023 Performance Measures:

1) Reduce the amount of electricity used by 1% through power management and LED lighting replacements.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Reduce electric cost by 1% through power management and LED lighting replacements.
   a. Result: Electricity used 2021 = 215,559 KW; 2022=196,920 KW
      Decreased 8.65%. Performance measure was met.

Significant Program Achievements:

1) Remodeled the front office.
2) Installed LED lights in front office, engineering department, unit “A” and unit “B”.
3) Installed new logo on front office glass.
4) Repaired wash bay walls.
5) Replaced exhaust fan hood for shop.

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 2023 Storm Water Utility - Municipal Service Center program cost is $47,444. 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,434 to reflect change in allocation for building maintenance wages and increase in employee wages as detailed in the building maintenance program.
2) Seasonal Labor increased $187 to reflect increase in employee wages.
3) FICA increased $189 to reflect change in allocation for building maintenance wages and increase in employee wages.
4) Retirement increased $174 to reflect change in allocation for building maintenance wages and increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $646 to reflect increase in health insurance premiums.
6) Training includes various training for building maintenance staff.
7) 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.
8) Cleaning Service Contract increased $209 to reflect actual costs.
9) Utilities increased $818 to reflect increase in electricity costs.
10) Capital Outlay includes the storm water utility share of $20,250 for replacing existing rain gutters ($7,500), installation of electric vehicle charging stations ($3,750), and replacing front office carpeting ($9,000).

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			Account Title									
MUNICIPAL SERVICE CENTER												
Account Number			PERSONAL SERVICES									
650	53230	120	Hourly Wages	$ 2,782	$ 1,557	$ 2,153	$ 2,878	$ 2,642	$ 5,203	$ 5,203	$ 5,312	84.58%
650	53230	125	Overtime Wages	27	0	1	27	9	27	27	27	0.00%
650	53230	126	Seasonal Labor	751	0	36	751	52	751	938	938	24.90%
650	53230	150	FICA	226	117	156	233	201	411	414	422	81.04%
650	53230	151	Retirement	190	112	130	189	184	340	356	363	92.28%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,442	461	536	1,311	829	1,658	2,141	1,957	49.29%
650	53230	190	Training	75	0	0	75	0	75	75	75	0.00%
			Subtotal	**5,493**	**2,248**	**3,012**	**5,464**	**3,917**	**8,465**	**9,153**	**9,095**	**66.45%**
			CONTRACTUAL SERVICES									
650	53230	210	Telephone	35	167	389	35	218	218	35	35	0.00%
650	53230	211	Postage	0	0	0	0	0	0	0	0	0.00%
650	53230	215	Consulting	41,250	998	2,628	3,750	1,639	3,750	3,818	3,818	1.81%
650	53230	217	Cleaning Service Contract	2,045	1,083	2,259	2,718	1,246	2,718	2,927	2,927	7.69%
650	53230	220	Utilities	6,273	3,280	6,907	6,273	4,370	6,273	7,091	7,091	13.04%
			Subtotal	**49,603**	**5,528**	**12,183**	**12,776**	**7,473**	**12,959**	**13,871**	**13,871**	**8.57%**
			SUPPLIES AND EXPENSE									
650	53230	314	Cleaning and Maintenance	2,455	53	934	2,455	832	2,455	2,455	2,455	0.00%
650	53230	340	Operating Supplies	1,773	516	986	1,773	472	1,773	1,773	1,773	0.00%
			Subtotal	**4,228**	**569**	**1,919**	**4,228**	**1,304**	**4,228**	**4,228**	**4,228**	**0.00%**
			CAPITAL OUTLAY									
650	53230	810	Capital Equipment	2,250	0	0	900	3,082	3,082	20,250	20,250	2150.00%
			Subtotal	**2,250**	**0**	**0**	**900**	**3,082**	**3,082**	**20,250**	**20,250**	**2150.00%**
			TOTAL	**$ 61,574**	**$ 8,345**	**$ 17,115**	**$ 23,368**	**$ 15,776**	**$ 28,734**	**$ 47,502**	**$ 47,444**	**103.03%**

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.

2023 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 work load 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 work load 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 work load 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 work load in order to have preventative maintenance done 100% as required.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
   a. Result: All vehicles and equipment with 4,000 mile maintenance requirement were completed.
2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
   a. Result: All garbage/recycling trucks were maintained every 500 hours.
3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks.
   a. Result: This was accomplishing on all loaders and dump trucks.
4) Perform equipment maintenance on every police vehicle every 6,000 miles.
   a. Result: This was accomplished.

Significant Program Achievements:

1) Maintained 184 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 2023 Storm Water Utility - Fleet Maintenance cost is $297,610. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Salaries increased $1,472 to reflect increase in employee wages.
2) Hourly Wages increased $4,850 to reflect increase in employee wages.
3) FICA increased $484 to reflect increase in employee wages.
4) Retirement increased $786 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $3,508 to reflect increase in health insurance premiums.
6) Training is for staff on fleet maintenance equipment.
7) Consulting includes tasks unable to perform in our fleet maintenance shop.
8) Transportation increased $325 to reflect increase in fuel costs.
9) Operating Supplies increased $1,265 to reflect actual costs.

10) Capital Equipment includes the storm water utility share of $5,650 which is for: replace frame press ($2,250); replace air compressor ($1,500); trailer light tester ($100); hydraulic body repair kit ($300); and miscellaneous tool replacement ($1,500).

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
			Account Title									
FLEET MAINTENANCE												
Account Number			PERSONAL SERVICES									
650	53240	110	Salaries	$ 19,824	$ 8,841	$ 20,026	$ 20,818	$ 9,199	$ 20,818	$ 22,290	$ 22,290	7.07%
650	53240	120	Hourly Wages	99,450	29,377	67,254	96,838	35,830	96,838	101,688	101,688	5.01%
650	53240	125	Overtime Wages	1,020	1	307	1,000	1,840	2,500	1,000	1,000	0.00%
650	53240	126	Seasonal Labor	0	0	17	0	0	0	0	0	0.00%
650	53240	150	FICA	9,202	2,900	6,317	9,077	3,617	9,192	9,561	9,561	5.33%
650	53240	151	Retirement	8,120	2,379	5,264	7,713	3,324	7,810	8,499	8,499	10.19%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	33,635	8,000	15,383	31,445	7,941	31,445	34,953	34,953	11.16%
650	53240	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	**171,751**	**51,498**	**114,567**	**167,391**	**61,751**	**169,103**	**178,490**	**178,490**	**6.63%**
			CONTRACTUAL SERVICES									
650	53240	210	Telephone	105	53	123	105	69	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	27,970	8,870	25,453	28,000	5,959	28,000	28,000	28,000	0.00%
650	53240	218	Cell/Radio	255	38	83	255	44	255	255	255	0.00%
			Subtotal	**28,330**	**8,960**	**25,659**	**28,360**	**6,072**	**28,360**	**28,360**	**28,360**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53240	331	Transportation	1,020	724	1232	1,020	673	1,346	1,345	1,345	31.86%
650	53240	340	Operating Supplies	12,095	6,597	12,658	12,500	7,256	13,765	13,765	13,765	10.12%
650	53240	350	Repair and Maintenance Supplies	65,530	16,478	59,461	65,500	36,799	65,500	65,500	65,500	0.00%
650	53240	351	Safety Equipment and Uniforms	4,250	1504	6,656	4,500	1,157	4,500	4,500	4,500	0.00%
			Subtotal	**82,895**	**25,303**	**80,008**	**83,520**	**45,885**	**85,111**	**85,110**	**85,110**	**1.90%**
			CAPITAL OUTLAY									
650	53240	810	Capital Equipment	10,000	30,269	4,996	3,980	7,220	7,220	5,650	5,650	41.96%
			Subtotal	**10,000**	**30,269**	**4,996**	**3,980**	**7,220**	**7,220**	**5,650**	**5,650**	**41.96%**
			TOTAL	**$ 292,976**	**$ 116,029**	**$ 225,230**	**$ 283,251**	**$ 120,928**	**$ 289,794**	**$ 297,610**	**$ 297,610**	**5.07%**

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.

2023 Performance Measures:

1) Increase employee training 5% on sweeper operations.

2022 Performance Measurement Data (July 2021 – June 2022):

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 2023 Storm Water Utility - Street Cleaning program cost is $145,168. 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.

2023 Program Objectives:

1) Train additional employees on sweeping operations.
2) Continue to utilize two sweepers to help meet the DNR's storm water requirements.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $4,450 to reflect increase in employee wages.
2) Seasonal Wages increased $400 to reflect increase in employee wages.
3) FICA increased $346 to reflect increase in employee wages.
4) Retirement increased $527 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $4,550 to reflect increase in insurance premiums.
6) No Capital Equipment requested.

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures	**2021 Adopted Budget**	**2021 6 mos Actual**	**2021 Year End Actual**	**2022 Adopted Budget**	**2022 6 mos Actual**	**2022 Year End Estimate**	**2023 Dept Head Proposed**	**2023 Executive Proposed**	**2023 / 2022 Budget % of Change**
			Account Title									
STREET CLEANING												
Account Number			GENERAL ADMINISTRATION									
650	53300	120	Hourly Wages	$ 72,000	$ 33,098	$ 87,749	$ 74,160	$ 37,003	$ 74,160	$ 78,610	$ 78,610	6.00%
650	53300	125	Overtime Wages	400	14	579	400	4	400	400	400	0.00%
650	53300	126	Seasonal Labor	1,600	768	1,120	1,600	300	1,600	2,000	2,000	25.00%
650	53300	150	FICA	5,562	2,426	6,380	5,727	2,811	5,727	6,073	6,073	6.05%
650	53300	151	Retirement	4,887	1,121	5,381	4,846	1,924	4,846	5,373	5,373	10.86%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,900	2,368	18,023	25,500	10,689	25,500	28,050	30,050	17.84%
650	53300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**111,349**	**39,795**	**119,232**	**112,233**	**52,731**	**112,233**	**120,506**	**122,506**	**9.15%**
			CONTRACTUAL SERVICES									
650	53300	215	Consulting	0	0	0	0	0	0	0	0	0.00%
650	53300	220	Utilities	400	25	106	400	27	400	400	400	0.00%
			Subtotal	**400**	**25**	**106**	**400**	**27**	**400**	**400**	**400**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53300	331	Transportation	7,200	4,285	10,694	8,570	3,158	8,570	8,570	8,570	0.00%
650	53300	340	Operating Supplies	0	235	279	300	0	300	300	300	0.00%
650	53300	350	Repair and Maintenance Supplies	8,000	6696	9,712	13,392	4,863	13,392	13,392	13,392	0.00%
			Subtotal	**15,200**	**11,216**	**20,685**	**22,262**	**8,021**	**22,262**	**22,262**	**22,262**	**0.00%**
			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	**$ 126,949**	**$ 51,036**	**$ 140,023**	**$ 134,895**	**$ 60,779**	**$ 134,895**	**$ 143,168**	**$ 145,168**	**7.62%**

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.

2023 Performance Measures:

1) Increase the volume of leaves hauled to farmers and City fields by 5% in order to decrease leaf disposal costs.

2022 Performance Measurement Date (July 2021 – June 2022):

1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
   a. Result: This was met. The volume of leaves not only hauled to farmers but to City fields increased over 5%.

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 2023 Storm Water Utility - Leaf Collection program cost is $251,698. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2023 Program Objectives:

1) Continue to improve efficiencies with leaf collection operations.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $2,679 to reflect increase in employee wages.
2) Overtime Wages increased $800 to reflect increase in employee wages and actual costs.
3) Seasonal Wages increased $2,500 to reflect increase in employee wages.
4) FICA increased $302 to reflect increase in employee wages.
5) Retirement increased $344 to reflect increase in employee wages.
6) Health, Dental, DIB, Life & Wks Cmp Ins increased $2,175 to reflect increase in insurance premiums.
7) Consulting used to fund disposal of leaves.
8) Capital Equipment requested includes $150,000 for purchase of new single leaf loader.

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
LEAF COLLECTION												
Account Number PERSONAL SERVICES												
650	53320	120	Hourly Wages	$ 34,680	$ 3,779	$ 31,691	$ 35,720	$ 6,715	$ 35,720	$ 38,399	$ 38,399	7.50%
650	53320	125	Overtime Wages	200	0	2,223	200	0	1,000	1,000	1,000	400.00%
650	53320	126	Seasonal Labor	10,000	51	51	10,000	108	10,000	12,500	12,500	25.00%
650	53320	150	FICA	2,813	289	2,484	2,893	499	2,954	3,195	3,195	10.45%
650	53320	151	Retirement	2,354	256	2,293	2,335	401	2,387	2,679	2,679	14.75%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,198	1,381	6,161	11,750	5,359	11,750	12,925	13,925	18.51%
650	53320	190	Training	0	0		0		0	0	0	0.00%
			Subtotal	**62,246**	**5,757**	**44,904**	**62,898**	**13,082**	**63,811**	**70,698**	**71,698**	**13.99%**
			CONTRACTUAL SERVICES									
650	53320	215	Consulting	10,000	0	1,000	10,000	0	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**	**1,000**	**10,000**	**0**	**10,000**	**10,000**	**10,000**	**0.00%**
			SUPPLIES AND EXPENSE									
650	53320	331	Transportation	10,000	927	8,266	10,000	3,061	10,000	10,000	10,000	0.00%
650	53320	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	10,000	3,180	12262	10,000	2,990	10,000	10,000	10,000	0.00%
			Subtotal	**20,000**	**4,107**	**20,528**	**20,000**	**6,051**	**20,000**	**20,000**	**20,000**	**0.00%**
			CAPITAL OUTLAY									
650	53320	810	Capital Equipment	0	0	0	0	0	0	150,000	150,000	100.00%
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**150,000**	**150,000**	**100.00%**
			TOTAL	**$ 92,246**	**$ 9,863**	**$ 66,431**	**$ 92,898**	**$ 19,133**	**$ 93,811**	**$ 250,698**	**$ 251,698**	**170.94%**

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.

2023 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 operations needs to be contracted out.

2022 Performance Measurement Data (July 2021 – June 2022):

1) Increase the number of inlets cleaned per year by 5%.
   a. Result: This was not met. 2021 = cleaned 550 inlets; 2022 = cleaned 57 inlets

Significant Program Achievements:

1) Utilized new 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.

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 2023 Storm Water Utility – Storm Sewer Maintenance program cost is $1,556,461 The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $5,000 to reflect increase in employee wages.
2) Seasonal Labor increased $250 to reflect increase in employee wages.
3) FICA increased $386 to reflect increase in employee wages.
4) Retirement increased $449 to reflect increase in employee wages.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $4,246 to reflect increase in insurance premiums.
6) Consulting increased $45,000 for pond rodent control ($25,000) and for phragmites treatment ($20,000). Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform and contractor locating storm sewer.
7) Capital outlay requested includes storm sewer televising $50,000, storm sewer repair/replacement/installation $575,000, wet pond construction $184,700, corrugated metal storm sewer lining $185,000, pond dredging$100,000, and storm sewer replacement $290,000.

City of De Pere
2023 Stormwater Utility
Adopted Budget

Expenditures			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
STORM SEWER MAINTENANCE												
Account Number PERSONAL SERVICES												
650	53440	120	Hourly Wages	$ 25,000	$ 27,213	$ 35,590	$ 35,000	$ 20,692	$ 40,000	$ 40,000	$ 40,000	14.29%
650	53440	125	Overtime Wages	1,500	0	64	1,500	88	1,500	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	500	322	735	1,000	60	1,000	1,250	1,250	25.00%
650	53440	150	FICA	2,035	2,020	2,648	2,807	1,540	3,189	3,193	3,193	13.76%
650	53440	151	Retirement	1,789	1,635	2,358	2,373	1,286	2,698	2,822	2,822	18.95%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	6,332	5,081	6,955	10,000	6,021	12,042	13,246	14,246	42.46%
650	53440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	**37,155**	**36,271**	**48,350**	**52,679**	**29,687**	**60,429**	**62,011**	**63,011**	**19.61%**
			CONTRACTUAL SERVICES									
650	53440	215	Consulting	40,000	4,118	18,699	60,000	5,829	60,000	60,000	105,000	75.00%
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	**40,000**	**4,118**	**18,699**	**60,000**	**5,829**	**60,000**	**60,000**	**105,000**	**75.00%**
			SUPPLIES AND EXPENSE									
650	53440	340	Operating Supplies	3,715	1,013	7,815	3,715	680	3,750	3,750	3,750	0.94%
			Subtotal	**3,715**	**1,013**	**7,815**	**3,715**	**680**	**3,750**	**3,750**	**3,750**	**0.94%**
			CAPITAL OUTLAY									
650	53440	810	Capital Equipment	1,042,150	0	41,628	1,288,800	0	1,288,800	1,139,700	1,384,700	7.44%
			Subtotal	**1,042,150**	**0**	**41,628**	**1,288,800**	**0**	**1,288,800**	**1,139,700**	**1,384,700**	**7.44%**
			TOTAL	**$ 1,123,020**	**$ 41,401**	**$ 116,492**	**$ 1,405,194**	**$ 36,196**	**$ 1,412,979**	**$ 1,265,461**	**$ 1,556,461**	**10.76%**

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.

2023 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 over 300 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 2023 Landfill program cost is $16,000. This program benefits the community by providing funding for disposal of street sweepings.

2023 Program Objectives:

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

2023 Budget Significant Expenditure Changes:

1) None.

City of De Pere
2023 Stormwater Utility
Adopted Budget

EXPENDITURES

LANDFILL

Account Number CONTRACTUAL SERVICES

			Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % Of Change
650	53630	214	Landfill	$ 16,000	$ 2,929	$ 12,439	$ 16,000	$ 5,433	$ 16,000	$ 16,000	$ 16,000	0.00%
			Subtotal	**16,000**	**2,929**	**12,439**	**16,000**	**5,433**	**16,000**	**16,000**	**16,000**	**0.00%**
			TOTAL	**$ 16,000**	**$ 2,929**	**$ 12,439**	**$ 16,000**	**$ 5,433**	**$ 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.

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.

2022 Performance Measurement Data (July 2021 – June 2022):

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.

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 2023 Storm Water Utility - Weed Control program cost is $40,721. 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.

2023 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.

2023 Budget Significant Expenditure Changes:

1) Hourly Wages increased $650 to reflect actual costs.
2) Seasonal Labor increased $371 to reflect actual costs.
3) FICA increased $55 to reflect increases in hourly wages and seasonal labor.
4) Retirement increased $83 to reflect increases in hourly wages and seasonal labor.
5) Health, Dental, DIB, Life & Wks Cmp Ins increased $972 to reflect actual costs.
6) Capital Equipment includes the storm water utility share of $11,700 for flail mower for the ToolCat.

City of De Pere
2023 Stormwater Utility
Adopted Budget

			Expenditures	**2021 Adopted Budget**	**2021 6 mos Actual**	**2021 Year End Actual**	**2022 Adopted Budget**	**2022 6 mos Actual**	**2022 Year End Estimate**	**2023 Dept Head Proposed**	**2023 Executive Proposed**	**2023 / 2022 Budget % of Change**
			Account Title									
WEED CONTROL												
Account Number			PERSONAL SERVICES									
650	53640	120	Hourly Wages	$ 9,286	$ 5,534	$ 16,686	$ 13,000	$ 3,797	$ 13,000	$ 13,650	$ 13,650	5.00%
650	53640	125	Overtime Wages	0	6	393	0	8	8	0	0	0.00%
650	53640	126	Seasonal Labor	743	349	1,359	1,486	207	1,486	1,857	1,857	24.97%
650	53640	150	FICA	721	518	1,359	1,016	284	1,017	1,071	1,071	5.42%
650	53640	151	Retirement	627	620	1,534	845	110	846	928	928	9.85%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	6,465	4,908	8,742	9,614	672	9,614	10,586	10,586	10.11%
650	53640	190	Training	0	0	0	0	458	458	0	0	0.00%
			Subtotal	**17,842**	**11,934**	**30,072**	**25,961**	**5,536**	**26,428**	**28,092**	**28,092**	**8.21%**
			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	1,088	0	0	0	0	0	0.00%
650	53640	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53640	361	Fuel	557	444	0	929	0	929	929	929	0.00%
			Subtotal	**557**	**444**	**1,088**	**929**	**0**	**929**	**929**	**929**	**0.00%**
			CAPITAL OUTLAY									
650	53640	810	Capital Equipment	146,575	325	325	0	0	0	11,700	11,700	100.00%
			Subtotal	**146,575**	**325**	**325**	**0**	**0**	**0**	**11,700**	**11,700**	**100.00%**
			TOTAL	**$ 164,974**	**$ 12,704**	**$ 31,485**	**$ 26,890**	**$ 5,536**	**$ 27,357**	**$ 40,721**	**$ 40,721**	**51.44%**

TOTAL STORM WATER UTILITY

City of De Pere
2023 Stormwater Utility
Adopted Budget

TOTAL STORMWATER UTILITY

Expenditures Account Title	2021 Adopted Budget	2021 6 mos Actual	2021 Year End Actual	2022 Adopted Budget	2022 6 mos Actual	2022 Year End Estimate	2023 Dept Head Proposed	2023 Executive Proposed	2023 / 2022 Budget % of Change
110 Salaries	$ 170,285	$ 76,021	$ 174,422	$ 178,131	$ 78,615	$ 178,131	$ 190,702	$ 183,131	2.81%
120 Hourly Wages	350,402	144,179	347,644	364,893	156,857	374,591	397,777	414,458	13.58%
125 Overtime Wages	15,647	1,025	10,090	15,627	5,998	17,935	16,427	16,427	5.12%
126 Seasonal Labor	25,186	6,172	14,008	31,004	3,301	31,004	37,795	37,795	21.90%
150 FICA	41,395	17,004	38,807	43,186	18,466	44,105	46,823	47,520	10.04%
151 Retirement	36,203	12,663	34,822	36,312	14,174	37,093	41,134	41,753	14.98%
152 Health, Dental, DIB, Life & Wks Cmp Ins	158,514	41,974	101,739	157,732	59,291	160,121	178,389	175,326	11.15%
190 Training	9,824	411	1,245	9,824	1,335	10,282	9,824	9,824	0.00%
Subtotal	**807,456**	**299,449**	**722,777**	**836,710**	**338,037**	**853,262**	**918,871**	**926,235**	**10.70%**
CONTRACTUAL SERVICES									
210 Telephone	1,876	900	2,101	1,876	1,179	2,079	1,896	1,896	1.07%
211 Postage	1,563	591	1,355	1,563	587	1,563	1,563	1,563	0.00%
212 Seminars and Conferences	3,500	24	1,157	3,500	859	3,500	3,500	3,500	0.00%
214 Landfill	16,000	2,929	12,439	16,000	5,433	16,000	16,000	16,000	0.00%
215 Consulting	149,040	17,199	55,438	144,070	26,465	144,070	144,138	189,138	31.28%
217 Cleaning Service Contract	2,045	1,083	2,259	2,718	1,246	2,718	2,927	2,927	7.69%
218 Cell/Radio	4,599	559	1,275	4,599	735	4,599	4,599	4,599	0.00%
220 Utilities	6,673	3,305	7,013	6,673	4,397	6,673	7,491	7,491	12.26%
Subtotal	**185,296**	**26,590**	**83,036**	**180,999**	**40,901**	**181,202**	**182,114**	**227,114**	**25.48%**
SUPPLIES AND EXPENSE									
310 Office Supplies	2,500	84	255	2,500	323	2,500	2,500	2,500	0.00%
314 Cleaning and Maintenance	2,455	53	934	2,455	832	2,455	2,455	2,455	0.00%
320 Memberships/Subscriptions	650	290	661	650	281	650	650	650	0.00%
331 Transportation	21,370	6,542	22,822	22,740	10,234	24,902	24,901	24,901	9.50%
340 Operating Supplies	20,396	9,412	24,548	21,101	9,456	22,401	22,401	22,401	6.16%
350 Repair and Maintenance Supplies	85,218	26,355	81,465	90,580	44,693	90,580	90,580	90,580	0.00%
351 Safety Equipment and Uniforms	4,250	1,504	6,656	4,500	1,157	4,500	4,500	4,500	0.00%
361 Fuel	557	444	-	929	0	929	929	929	0.00%
Subtotal	**137,396**	**44,685**	**137,341**	**145,455**	**66,976**	**148,917**	**148,916**	**148,916**	**2.38%**
CAPITAL OUTLAY									
810 Capital Equipment	1,200,975	30,594	46,949	1,295,680	11,850	1,301,102	1,349,165	1,598,915	23.40%
Subtotal	**1,200,975**	**30,594**	**46,949**	**1,295,680**	**11,850**	**1,301,102**	**1,349,165**	**1,598,915**	**23.40%**
TOTAL	**$ 2,331,123**	**$ 401,318**	**$ 990,102**	**$ 2,458,844**	**$ 457,764**	**$ 2,484,483**	**$ 2,599,066**	**$ 2,901,180**	**17.99%**

City of De Pere
2023 Stormwater Utility
Adopted Budget

	Expenditures			2021 Adopted	2021 6 mos	2021 Year End	2022 Adopted	2022 6 mos	2022 Year End	2023 Dept Head	2023 Executive	2023 / 2022 Budget
	Account Title			Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
REVENUES												
650	41000	000	Residential	$ 855,033	$ 860,238	$ 860,033	$ 894,365	$ 908,950	$ 908,950	$ 943,282	$ 943,282	5.47%
650	42000	000	Non-Residential-NR	848,111	837,073	837,073	915,960	900,429	900,429	963,785	963,785	5.22%
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	226,288	226,079	226,079	241,449	248,247	248,247	263,617	263,617	9.18%
650	45000	000	Underdeveloped & Other	24,330	27,846	27,846	28,189	28,145	28,145	28,488	28,488	1.06%
			Fund Balance	377,361			378,881			399,894	702,008	85.28%
TOTAL REVENUES				**$ 2,331,123**	**$ 1,951,236**	**$ 1,951,032**	**$ 2,458,844**	**$ 2,085,771**	**$ 2,085,771**	**$ 2,599,066**	**$ 2,901,180**	**17.99%**