



Finance/Personnel Committee

Special Untelevised

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

Agenda

Wednesday, October 3, 2018	5:00 PM	De Pere Community Center, Lower Level
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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 3, 2018** at **5:00 PM** in the **De Pere Community Center, Lower Level, 600 Grant Street, De Pere, WI 54115**.

I. Call to Order

1. Roll Call
2. 2019 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-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
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 3, 2018
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: 2019 Budget Study Session.

ATTACHMENTS:

- 2019 DRAFT EXECUTIVE BUDGET(PDF)

City of De Pere, Wisconsin



Draft 2019 Executive Budget

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GENERAL GOVERNMENT

GENERAL GOVERNMENT EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
City Council	0.00
Municipal Court	1.00
City Attorney	2.20
City Administrator	0.68
Mayor	0.18
Clerk-Treasurer	2.47
Human Resources	2.55
Elections	0.00
Information Management	0.64
Finance	0.82
Assessor	0.10
City Hall	0.20
Other General Government	0.00
Health and Human Services	4.60
Board of Health	0.00
Development Services	1.62
GIS	1.34
TOTAL	18.39

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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: The performance measure goal was not achieved. Population decreased 0.10% from 24,721 to 24,699.
- 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 was achieved. The 2018 mill rate decreased 0.34%.

Significant Program Achievements:

- 1) Adopted the 2018 Annual Budget.
- 2) Adopted 20 ordinances and 103 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 2019 City Council program cost is \$91,819. 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.

2019 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life and Workers Compensation decreases \$14 to reflect actual cost.
- 2) Electronic Device Stipend decreases \$750 to reflect stipend without the Mayor's position.
- 3) Seminars and conferences include \$400 to accommodate miscellaneous training for alderpersons.
- 4) Public Notices decreases \$1,000 to reflect anticipated costs.
- 5) Memberships and Subscriptions include \$7,000 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance.
- 6) Grants and Donations include \$5,000 for the Beautification Committee, \$2,500 for Sister Cities and \$1,200 for community service grants.
- 7) Capital Outlay includes \$7,200 to replace 12 chairs for City Council dais area.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

			Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
CITY COUNCIL												
Account Number			PERSONAL SERVICES									
100	51100	122	Hourly Wages--Part Time	\$ 53,909	\$ 26,778	\$ 53,909	\$ 54,989	\$ 27,313	\$ 54,989	\$ 56,088	\$ 56,088	2.00%
100	51100	150	FICA	782	359	733	797	495	797	813	813	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	129	65	130	132	51	132	118	118	-10.75%
			Subtotal	54,820	27,202	54,772	55,919	27,860	55,918	57,019	57,019	1.97%
			CONTRACTUAL SERVICES									
100	51100	210	Electronic Device Stipend	3,000	3,000	3,000	3,750	0	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	400	0	0	400	0	400	400	400	0.00%
100	51100	224	Public Notices	7,000	2,297	5,905	8,000	2,605	6,000	7,000	7,000	-12.50%
			Subtotal	10,400	5,297	8,905	12,150	2,605	10,150	10,400	10,400	-14.40%
			SUPPLIES AND EXPENSE									
100	51100	310	Office Supplies	1,500	581	1,688	1,500	452	1,500	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	10,000	9,617	9,717	14,500	12,781	14,500	14,500	7,000	-51.72%
100	51100	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
			Subtotal	11,500	10,198	11,405	16,000	13,233	16,000	16,000	8,500	-46.88%
			GRANTS, CONTRIBUTIONS, INDEM									
100	51100	720	Grants and Donations	0	0	0	0	0	0	5,200	8,700	100.00%
			Subtotal	0	0	0	0	0	0	5,200	8,700	100.00%
			CAPITAL OUTLAY									
100	51100	810	Capital Equipment	3,000	300	3,648	5,200	3,690	5,200	7,200	7,200	38.46%
			Subtotal	3,000	300	3,648	5,200	3,690	5,200	7,200	7,200	38.46%
			TOTAL	\$ 79,720	\$ 42,997	\$ 78,731	\$ 89,269	\$ 47,388	\$ 87,268	\$ 95,819	\$ 91,819	2.86%

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.

2019 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.

2018 Performance Measurement Data (August 2017 – July 2018):

- 1) From August, 2016 – July, 2017 intake 1,870 citations with \$255,358 monies collected.
Result: From August, 2017 – July, 2018 intake of 3023 citations with \$446,238 monies collected.
This represented increased collections by 74.8 % from the prior year.
- 2) Current with tax intercept, suspensions, and warrants. Collected \$4,745 in 2017 and \$7,997 in 2018 through tax intercept for the 2018 tax season.
Result: This represents increased collections by 68.5 % 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 4,068 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2017-2018. (2016-2017 =2379 proceedings)
- 3) This is an increase of 59% more proceedings during 2017-2018.

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 2019 Municipal Court program cost is \$110,007. 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.

2018 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.

2018 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences – Court clerk required by state statute to attend conference bi-annually, judge required to attend annually. Judge must maintain education credits through seminars offered periodically. Additional conferences are available and beneficial. Cost increased to allow this training. These are scheduled around the state each year.

- 2) Consulting – \$6,207 includes \$4,498 TIPSS court computer program and support annual charge 3% increase; \$1,200 WI Dept. of Justice for access to e-Time to run 26 and 27's for defendants before court and during the year for additional information; and \$284 for interpreter costs at court appearances, \$225 for substitute judge if needed.
- 3) Memberships and Subscriptions – \$840 includes \$40 for Municipal Court Clerks Association dues; \$100 Municipal Judges Association dues; and \$700 WI Supreme Court Office of Judicial Education.
- 4) A new video camera for the Brown County Jail with a compatible TV monitor so that we may see defendants /arrestees by video when arrested on De Pere warrants. We cannot feasibly take an officer off the road or call in for overtime to go to the jail and bring them before the Judge and then bring them back to jail. The cost is a minimum of 2 hours call time for the officer, wear and tear on squad car and fuel for the vehicles would be extremely high and the Police Department is not in favor of doing that. We have been doing this already but our system has failed and needs replacement. We replaced the camera in the Judge's chambers in 2018 but now need to replace the jail camera. Total cost is \$3,760 with \$2,000 being requested in 2019.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: De Pere Municipal Court

DATE PREPARED: 8/1/18

DESCRIPTION OF PROJECT:

Replace the video camera and monitor at the jail

NEW: or **REPLACEMENT:**

PROJECTED COST: \$ 2000.00

PROPOSED METHOD OF FINANCING:

GENERAL FUND

\$

%

2000

100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

NONE

PROJECT JUSTIFICATION

It is not feasible to have the Police Dept go to the jail and pick up the inmate and bring back before the Judge. The cost would entail calling an officer in with at least 2 hr call time and fuel and wear and tear.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

			2017	2017	2017	2018	2018	2018	2018	2019	2019	2019 / 2018
Account Title			Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % Of Change	
MUNICIPAL COURT												
Account Number			PERSONAL SERVICES									
100	51200	110	Salaries	\$ 20,808	\$ 9,604	\$ 20,808	\$ 20,808	\$ 9,820	\$ 10,988	\$ 21,755	\$ 21,755	4.55%
100	51200	120	Hourly Wages	46,365	22,153	47,141	47,405	22,308	25,097	48,466	48,466	2.24%
100	51200	125	Overtime Wages	200	0	83	1,241	2	1,239	1,241	1,241	0.00%
100	51200	150	FICA	5,154	2,516	4,980	5,313	2,544	2,855	5,467	5,467	2.89%
100	51200	151	Retirement	3,166	1,384	3,209	3,259	1,371	1,765	3,256	3,256	-0.11%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,764	8,855	16,958	17,811	8,582	9,229	18,353	18,353	3.04%
100	51200	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	93,457	44,512	93,178	95,838	44,627	51,173	98,538	98,538	2.82%
			CONTRACTUAL SERVICES									
100	51200	210	Telephone	72	36	72	72	36	36	72	72	0.00%
100	51200	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	650	0	204	650	0	650	650	650	0.00%
100	51200	215	Consulting	6,075	5,056	5,656	6,075	5,061	1,014	6,207	6,207	2.17%
			Subtotal	6,797	5,092	5,932	6,797	5,097	1,700	6,929	6,929	1.94%
			SUPPLIES AND EXPENSE									
100	51200	310	Office Supplies	950	538	919	1,275	748	527	1,275	1,275	0.00%
100	51200	315	Publications	75	0	0	75	0	75	75	75	0.00%
100	51200	320	Memberships/Subscriptions	840	840	840	840	740	100	840	840	0.00%
100	51200	330	Mileage Reimbursement	350	0	154	350	0	350	350	350	0.00%
			Subtotal	2,215	1,378	1,913	2,540	1,488	1,052	2,540	2,540	0.00%
			CAPITAL OUTLAY									
100	51200	810	Capital Equipment	0	0	0	0	0	0	2,000	2,000	100.00%
100	51200	811	Office Equipment	0	0	0	800	210	590	0	0	0.00%
			Subtotal	0	0	0	800	210	590	2,000	2,000	150.00%
			TOTAL	\$ 102,469	\$ 50,982	\$ 101,023	\$ 105,974	\$ 51,422	\$ 54,515	\$ 110,007	\$ 110,007	3.81%

City Attorney

Program Full Time Equivalents: 2.2

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 statutes, regulations and case law; draft ordinances, memoranda and/or opinions on topics researched.
- (b) *Public records/open meetings:* review of/and/or advice 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; advice on remedies.
- (d) *Parliamentarian:* advises on Roberts's Rules of Order during and outside of meetings to ensure formalities followed to avoid challenge.
- (e) *Economic development revolving loan program;* draft all loan documents; ensure compliance with Fair Credit Reporting Act; record necessary documents; draft release documents once loan paid; represent city's interests in litigation over loans in default/mortgage foreclosure actions.
- (f) *Departmental inquiries:* daily phone calls, emails, meetings regarding departmental activities and 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:* advice on protest petitions, moratoria, super-majority requirements, smart-growth compliance and other miscellaneous zoning issues; variances and conditional use applications and permits questions, 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 related to sale and/or purchase of city property including obtaining title insurance; minimizing exceptions/issues identified in title insurance; drafting and properly recording closing documents; providing all needed documentation to title company for title policy.
- (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*: advice regarding 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*: drafts, records, monitor and releases restrictions on properties.
- (m) *Property assessments*: advises the Board of Review on assessment issues and challenges.

(3) PUBLIC WORKS

- (a) *Public Works Contracts*: provide advice 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*: provide advice 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 requirement, 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 heads 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 insurance provided counsel 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.
- (d) *Collections*: makes contact on un-collectible checks/ delinquent account balances for payment; can include filing of action where appropriate; represents city in bankruptcy proceedings.

(6) PUBLIC SAFETY

- (a) *Nuisance abatement*: 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.

(7) ASSISTANT CITY ADMINISTRATOR

- (a) Performs duties of city administrator in his/her absence.

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** – Funded partially by 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.
- (7) **ASSISTANT CITY ADMINISTRATOR** – Activity funded by property tax.
Maintains consistent administration activities during absence of City Administrator.

Expected Outcomes:

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

(6) ASSISTANT CITY ADMINISTRATOR

Maintain consistent administration of services.

2019 Performance Measurements:

Measure #1: GENERAL LEGAL SERVICES

Obtain approval of adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code to permit use of electronic documents as originals to assist in document storage and retrieval resulting in 10% increased efficiency in document storage.

Measure #2: GENERAL LEGAL SERVICES

Develop processes and procedures for 10 department procedures to increase efficiency by providing staff access to written instruction.

2018 Performance Measurements (Data 7/2017-7/2018):

Measure #1: GENERAL LEGAL SERVICES – Not Obtained

Obtain approval of adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code for ease of document storage and retrieval resulting in 10% increased efficiency in document storage.

Measure #2: GENERAL LEGAL SERVICES- DATA: staff atty. coordinated city response to 4 of 4 problem properties

Coordinate code enforcement activities for issues involving more than one code enforcement department to reduce enforcement response activities and increase code compliance.

Significant 2018 Program Achievements (8/1/17 – 8/1/18):

- A) Successfully negotiated the acquisition right of way from of all four properties at the intersection of Main Ave. and Lawrence Drive, which owners included two multi-national fast-food businesses and one state agency.

- B) Closed on three (3) property sales regarding agreements drafted in 2017 (8 Line Holdings; CMR LLC-Battlehouse; Midland Plastics) and drafted and closed on one additional land sale (Fox Star), all in TID #11
- C) Negotiated and settled both Police and Fire Union Contracts for 2018 – 2020.
- D) Assisted in maintaining the vibrancy in the west side business district through Council revocation of one bar manager operator's license and obtaining the voluntary non-renewal of a Class B tavern license on Main Ave. Also achieved the voluntary surrender of a Class B license for a different establishment which failed to abide by the terms of its conditional license.
- E) Staff attorney successfully coordinated the multi-department response on four of four problem properties.
- F) Worked with property owner attorney on Muchinski annexation of 25 acres into De Pere; drafted subdivision infrastructure agreement with developers for the same.

Existing Program Standards Including Importance to Community:

- (1) City Attorney cannot provide advice to citizens/private entities.
 - (a) Important to community because it prevents conflicts of interest between city interests and private interests.
 - (b) Important to community because it 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 resolution of the council.
 - (a) Important to community because it assures that decision maker on city commitments is the council.
 - (b) Important to community because it provides opportunity for public input on the decision.
- (3) Encroachments on public property require a revocable occupancy permit under state law.
 - (a) Important to community because it ensures public property remains available for public use when required.
 - (b) Important because it requires the encroacher to be responsible for injuries/damages rather than the public.

Costs and Benefits of Program and Services:

The proposed 2019 City Attorney budget is \$262,034, an approximate 31.69% increase (\$63,056) from the 2018 adopted budget. The increase is principally a result of the addition of a full time Assistant City Attorney, staff salary adjustments and increase in publications and electronic legal research costs. 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.

2019 Program Objectives:

- (1) Draft and have adopted an Electronic Record Retention and Retrieval Policy that conforms to Admin Code for use of electronic documents as originals.
- (2) Draft innovative Developer's Agreement for redevelopment of former Irwin School in TID #14.
- (3) Assist Fire Department in Intergovernmental Cooperative Agreement for Fire District.
- (4) Develop processes for 10 department procedures to increase efficiency by providing staff ready access to written assistance.

2019 Budget Significant Expenditure Changes:

- (1) Salaries (\$34,448), Hourly Wages (\$1,980), FICA (\$2,783), retirement (\$2,184), insurance (\$21,295) increased due to the addition of a full time Assistant City Attorney and staff wage increases.
- (2) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing legal education for City attorney and part-time staff attorney (part time attorney budgeted at 50% of required continuing education credits), and paralegal training course for administrative staff. Increase intended to support City Attorney attendance at International Municipal Lawyer Association (IMLA) annual conference – location not yet released. This annual conference was last attended in 2014.
- (3) Consulting account consists of costs expended for outside assistance such as register of deeds, title insurance, title reports (\$2,500) and outside counsel on specialized matters (\$5,000).
- (4) Data includes Lexis/Nexis computerized legal research (\$2,800) and League Legal Resources CD (\$150).
- (5) Publications increased \$250 (10%) to account for higher expenses in 2018 than anticipated together with anticipated 3% increase in 2019.
- (6) Memberships/Subscriptions include: State Bar (\$750), Brown County Bar (\$75), International Municipal Lawyers Association (\$650) and Paralegal Association (\$250). No increase in membership fees is expected for 2019. This budget line is increased \$200 to allow our paralegal to obtain paralegal certification through the State Bar [\$125 application fee (one-time) + \$75 annual certification fee.]
- (7) Capital Outlay Office Equipment includes \$350 for purchase of stand up workstation for staff attorney.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change	
CITY ATTORNEY												
Account Number		PERSONAL SERVICES										
100	51300	110	Salaries	\$ 76,370	\$ 27,968	\$ 73,701	\$ 97,548	\$ 45,203	\$ 97,548	\$ 101,654	\$ 131,996	35.31%
100	51300	120	Hourly Wages	33,226	15,371	33,274	34,857	16,246	34,857	36,837	36,837	5.68%
100	51300	125	Overtime Wages	150	0	42	150	13	50	100	100	-33.33%
100	51300	150	FICA	8,396	3,370	7,659	10,140	4,859	10,133	10,602	12,923	27.44%
100	51300	151	Retirement	7,463	2,700	7,199	8,881	3,767	8,871	9,078	11,065	24.59%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	32,165	13,735	27,172	27,738	13,566	27,738	28,473	49,033	76.77%
100	51300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	157,769	63,144	149,048	179,315	83,653	179,197	186,744	241,955	34.93%
			CONTRACTUAL SERVICES									
100	51300	210	Telephone	450	229	455	458	224	450	450	450	-1.75%
100	51300	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	2,500	883	851	3,500	782	2,000	4,000	3,500	0.00%
100	51300	215	Consulting	17,500	6,927	18,385	7,500	2,355	7,500	7,500	7,500	0.00%
100	51300	218	Cell/Radio	480	200	480	480	200	480	480	480	0.00%
100	51300	219	Data	3,520	0	1,498	2,700	1,916	3,000	3,000	3,000	11.11%
			Subtotal	24,450	8,239	21,669	14,638	5,477	13,430	15,430	14,930	1.99%
			SUPPLIES AND EXPENSE									
100	51300	310	Office Supplies	300	146	88	325	253	400	400	400	23.08%
100	51300	315	Publications	1,750	1,633	2,138	1,850	258	2,000	2,150	2,150	16.22%
100	51300	320	Memberships/Subscriptions	1,850	817	1,222	1,850	956	1,850	2,150	2,150	16.22%
100	51300	330	Mileage Reimbursement	100	0	26	100	75	125	100	100	0.00%
			Subtotal	4,000	2,596	3,474	4,125	1,542	4,375	4,800	4,800	16.36%
			CAPITAL OUTLAY									
100	51300	811	Office Equipment	750	0	451	900	0	340	350	350	-61.11%
			Subtotal	750	0	451	900	0	340	350	350	-61.11%
			TOTAL	\$ 186,969	\$ 73,979	\$ 174,642	\$ 198,978	\$ 90,672	\$ 197,342	\$ 207,324	\$ 262,034	31.69%

City Administrator

Program Full Time Equivalents: 0.68

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase employee sense of engagement in the workplace by implementing and maintaining employee team initiatives throughout the organization and requiring 100% of full time permanent employees to be involved with and participate on a minimum of one team by January 1, 2016. The measurement will be based on a composite score of all employees surveyed at the beginning of 2017 (benchmark measurement) as compared to additional surveys completed every six months.
 - a. Result: The City's first voluntary employee job satisfaction survey was completed in April, 2017. Approximately 73% of employees completed the survey. Additional surveys in 2018 have not been completed to accommodate Human Resource department workload.

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 merit pay and 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) Developed ongoing fiscal strategies for the City that enhances the overall quality of municipal services and quality of life in the community.
- 7) Participated in the recruitment and hiring of a new Communications Specialist.
- 8) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
- 9) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 10) Provided oversight management and promoted development throughout the community.

Existing Program Standards Including Importance to Community:

- 1) Maintain core office hours between 8:00 AM and 4:30 PM.
 - a. Community Importance.
 - i. Provides employees and citizens with a routine schedule 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 evaluations of department heads.
 - 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 2019 City Administrator program cost is \$160,179. 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.

2019 Budget Significant Expenditure Changes:

- 1) Salaries increases \$12,901 to reflect the implementation of a full time communications specialists position to replace a half-time administrative assistant position
- 2) FICA increases \$447 to reflect communications specialist position.
- 3) Health, Dental, DIB, Life and Workers Compensation Insurance increases \$2,516 to reflect communications specialist position.
- 4) Training includes \$900 for miscellaneous seminars and webinars throughout the year.
- 5) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 6) Memberships / Subscriptions include \$1,050 ICMA; \$250 WCMA; \$200 for misc. publications.
- 7) Operating Supplies includes \$32,890 for Strategic Visioning & Branding Initiative supplies.
- 8) Capital Outlay Furniture includes \$100 to purchase stand up workstation pad for communications specialist.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
CITY ADMINISTRATOR											
Account Number PERSONAL SERVICES											
100	51410	110	Salaries	\$ 65,525	\$ 30,680	\$ 66,490	\$ 66,490	\$ 33,562	\$ 66,490	\$ 79,391	\$ 79,391 19.40%
100	51410	122	Hourly Wages Part Time	8,912	4,149	8,926	9,112	0	0	0	0 0.00%
100	51410	150	FICA	5,306	2,949	5,761	5,626	2,831	5,086	6,073	6,073 7.95%
100	51410	151	Retirement	5,062	2,226	5,271	5,065	2,074	4,455	5,200	5,200 2.66%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,973	7,147	13,878	14,068	8,050	16,100	16,584	16,584 17.88%
100	51410	190	Training	900	0	472	900	14	900	900	900 0.00%
			Subtotal	99,677	47,151	100,798	101,261	46,531	93,031	108,149	108,149 6.80%
CONTRACTUAL SERVICES											
100	51410	210	Telephone	740	366	749	740	367	740	740	740 0.00%
100	51410	211	Postage	0	0	0	0	0	0	0	0 0.00%
100	51410	212	Seminars and Conferences	4,200	905	3,962	4,200	1,067	3,000	4,200	4,200 0.00%
100	51410	218	Cell/Radio	480	200	480	480	200	720	960	960 100.00%
100	51410	219	Data	0	0	0	0	0	0	0	0 0.00%
100	51410	240	Equipment Maintenance	0	0	0	0	0	0	0	0 0.00%
			Subtotal	5,420	1,471	5,191	5,420	1,634	4,460	5,900	5,900 8.86%
SUPPLIES AND EXPENSE											
100	51410	310	Office Supplies	400	31	73	300	66	250	300	300 0.00%
100	51410	320	Memberships/Subscriptions	1,500	1,260	1,260	1,500	1,410	1,500	1,500	1,740 16.00%
100	51410	331	Mileage Reimbursement	5,100	2,018	4,510	5,100	2,059	4,500	5,100	5,100 0.00%
100	51410	340	Operating Supplies	6,000	239	5,569	6,000	0	6,000	6,000	38,890 548.17%
			Subtotal	13,000	3,548	11,411	12,900	3,535	12,250	12,900	46,030 256.82%
CAPITAL OUTLAY											
100	51410	811	Office Equipment	0	0	0	0	0	0	100	100 100.00%
100	51410	830	Furniture	0	0	0	1,200	99	1,200	0	0 0.00%
			Subtotal	0	0	0	1,200	99	1,200	100	-91.67%
TOTAL											
				\$ 118,097	\$ 52,170	\$ 117,400	\$ 120,781	\$ 51,799	\$ 110,941	\$ 126,949	\$ 160,179 32.62%

Mayor

Program Full Time Equivalents: 0.18

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase the legislative influence of the City by completing six or more legislative contacts with State or Federal legislators per year.
 - a. Result: Completed 40 legislative contacts.
- 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: 99% 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: Attended 138 public appearances.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2017/2018 and proposed the 2018 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 2019 Mayor program cost is \$42,729. 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.

2019 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Workers Comp increases \$2,103 to reflect insurance elections by new Communication Specialist/Administrative Assistant.
- 2) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
MAYOR												
Account Number		PERSONAL SERVICES										
100	51415	122	Hourly Wages Part Time	\$ 32,421	\$ 15,826	\$ 32,435	\$ 33,091	\$ 13,090	\$ 33,091	\$ 33,668	\$ 33,668	1.74%
100	51415	150	FICA	2,480	1,223	2,483	2,531	987	2,531	2,576	2,576	1.74%
100	51415	151	Retirement	606	258	608	611	34	611	603	603	-1.20%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	340	169	334	369	742	1,500	2,472	2,472	570.84%
			Subtotal	35,848	17,476	35,860	36,602	14,853	37,733	39,319	39,319	7.42%
			CONTRACTUAL SERVICES									
100	51415	210	Telephone	930	462	923	930	465	930	930	930	0.00%
100	51415	212	Seminars and Conferences	1,500	0	937	1,500	0	1,500	1,500	1,500	0.00%
100	51415	218	Cell/Radio	480	0	480	480	240	480	480	480	0.00%
100	51415	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	2,910	462	2,340	2,910	705	2,910	2,910	2,910	0.00%
			SUPPLIES AND EXPENSE									
100	51415	310	Office Supplies	300	52	76	300	0	200	300	300	0.00%
100	51415	330	Mileage Reimbursement	0	0	196	200	0	200	200	200	0.00%
			Subtotal	300	52	272	500	0	400	500	500	0.00%
			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	\$ 39,058	\$ 17,990	\$ 38,472	\$ 40,012	\$ 15,558	\$ 41,043	\$ 42,729	\$ 42,729	6.79%

Clerk-Treasurer

Program Full Time Equivalents: 2.47

Program Mission:

To maintain official Council Proceedings, committee agenda & 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 insures that all city taxes are collected and city funds are invested as to optimize return in accordance with state statutes.

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 and Investment Recordkeeping* – Collect as well as prepare and review tax documents in accordance with Department of Revenue mandates and invest and account for City funds to provide the maximum return in accordance with state statutes.

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 insures 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.
- 3) *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 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 insure the public is properly protected when using these services.
- 3) Increase tax collections and return on the investment of City funds.

2019 Performance Measures:

- 1) Digitalize resolutions and ordinances from 2000 – 2004 by June 2019.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Measure: Identify at least 5 other applications from other departments for online processing and payment by June 2018.
 - a. Result: There is potential for online applications and/or payments for health department licenses, block party applications, road and sidewalk closures, and certain building inspection permit applications.

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.
 - i. Community Importance.
 - ii. Allows public opportunity to review Council agenda and actions to provide them time to make contact regarding any concerns they may have.
 - iii. 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 insure 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 2019 Clerk's Office program cost is \$210,780. 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 insures 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 and invests City funds in compliance with state statutes.

2019 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) Continue working on the implementation of online permit/application acceptance and payment.

2019 Budget Significant Expenditure Changes:

- 1) Salaries decreased \$10,604 due to changes in employee hours.
- 2) Hourly wages increased \$2,899 due to step increases.
- 3) Hourly part-time wages increased \$12,761 due to addition of a part-time accounting assistant.
- 4) Retirement decreased \$723 due to decrease in employee hours.
- 5) Health, Dental, DIB, Life & Workers Comp decreased \$19,946 due to changes in employee hours and benefit election.
- 6) Seminars and Conferences remained at \$900. 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. \$500 for tuition to the UWGB Clerk's Institute for the Deputy Clerk position.
- 7) Consulting includes \$5,000 for Municipal Code update services and \$500 for paid county specials.
- 8) Publications remained at \$135 for the Wisconsin Taxpayers Alliance monthly Focus publication.
- 9) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - \$130; WMTA - \$55.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change	
CLERK-TREASURER												
Account Number			PERSONAL SERVICES									
100	51420	110	Salaries	\$ 56,995	\$ 24,474	\$ 55,163	\$ 58,277	\$ 21,713	\$ 46,621	\$ 47,673	\$ 47,673	-18.20%
100	51420	120	Hourly Wages	83,714	40,058	84,703	86,761	41,227	86,761	89,660	89,660	3.34%
100	51420	122	Hourly Wages Part Time	0	0	0	0	0	6,465	12,761	12,761	100.00%
100	51420	125	Overtime Wages	0	0	85	0	0	0	0	0	0.00%
100	51420	150	FICA	10,764	4,784	9,558	11,095	4,984	10,204	10,691	10,691	-3.64%
100	51420	151	Retirement	9,568	4,011	9,517	9,718	3,878	8,937	8,995	8,995	-7.43%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	39,331	22,557	44,419	46,538	13,023	25,989	26,592	26,592	-42.86%
100	51420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	200,372	95,884	203,446	212,389	84,826	184,976	196,372	196,372	-7.54%
			CONTRACTUAL SERVICES									
100	51420	210	Telephone	2,538	1,229	2,455	2,538	1,254	2,538	2,538	2,538	0.00%
100	51420	211	Postage	3,718	3,832	3,846	3,900	3,694	3,694	3,900	3,900	0.00%
100	51420	212	Seminars and Conferences	900	472	472	900	602	800	900	900	0.00%
100	51420	215	Consulting	5,500	737	9,012	5,500	2,033	5,500	5,500	5,500	0.00%
			Subtotal	12,656	6,270	15,785	12,838	7,583	12,532	12,838	12,838	0.00%
			SUPPLIES AND EXPENSE									
100	51420	310	Office Supplies	1,000	196	340	1,000	452	1,000	1,000	1,000	0.00%
100	51420	315	Publications	0	0	0	135	135	135	135	135	0.00%
100	51420	320	Memberships/Subscriptions	185	185	185	185	185	185	185	185	0.00%
100	51420	330	Mileage Reimbursement	250	0	75	250	0	0	250	250	0.00%
			Subtotal	1,435	381	600	1,570	772	1,320	1,570	1,570	0.00%
			CAPITAL OUTLAY									
100	51420	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	\$ 214,463	\$ 102,535	\$ 219,831	\$ 226,797	\$ 93,181	\$ 198,828	\$ 210,780	\$ 210,780	-7.06%

Human Resources

Program Full Time Equivalents: 2.55

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 City. Programs include all benefit time off, pay for performance, self-insured health insurance, self-insured dental insurance, vision insurance, long term disability, life insurance, employee assistance program, identity theft, FMLA, employee development program, flexible spending, HRA funds, COBRA, health assessments, hand 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) *Liability/Risk Management Services*—Administration of City liability insurances to include worker's comp, general liability, umbrella liability, police professional, railroad, property, cyber, storage tank, auto and public officials liability. Negotiation of renewal of all policies and monitoring of claims. Lead of City safety team efforts and administration of return to work light duty policy for employees. 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 is 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 parameters of contracts. Activity funded by property tax.
- 4) *Liability Services*—Successfully insure the City's liability interests and property 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 community is not interrupted. Maintain 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 insurances 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.

2019 Performance Measures:

- 1) 10% Increase in amount of medical participants filling prescription drugs through CVS or Target Pharmacy by added education and outreach
- 2) 10% Increase in participants receiving a colonoscopy by education and changing plan design to cover exam as preventative regardless if polyps are found.
- 3) 85% employee medical plan participants participating in health assessment and all age appropriate screenings and exams through health assessment incentive and education

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Measure: 10% Increase in amount of medical participants filling prescription drugs through CVS or Target Pharmacy by added education and outreach.
 - a. Result: 31% increase in the amount of prescriptions filled through CVS/Target (comparing 1st half of 2017 to first half 2018-incencitve with CVS started January 2017).
- 2) Measure: 0% Eye injuries by creating a policy to supply prescription safety eyewear to employees and ensuring they are worn.
 - a. Result: Implemented policy and had no eye injuries; working with departments to require employees to wear them.
- 3) Measure: 75% employee participation in Health Assessments (which now includes medical and dental exams with age appropriate screenings) by appropriate education and incentives offered
 - a. Result: 80% of medical plan participants completed the health assessment and all age appropriate screenings and exams.

Significant Program Achievements (July 2017 to June 2018):

- 1) Implemented health insurance initiatives which equaled 0% increase in health insurance
- 2) Implemented mandatory preventative exams and screenings as part of the health assessments
- 3) Started on onsite nursing program available to employees and spouses
- 4) Performed employee investigations
- 5) No employment lawsuits or union grievances

- 6) Filled a significant amount of positions
- 7) Overhaul of City policy manual
- 8) Worked through numerous departmental issues including restructures
- 9) Labor negotiations with police and fire
- 10) Revamped seasonal compensation plan and combined all other pay schedules together into one

Existing Program Standards Including Importance to Community:

- 1) Conduct all internal/external recruitments
 - a. Community importance—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. 5-year renewal cycle for liability lines. Accurate information given to employees upon request.
 - a. Community importance—provides fair and equitable pay and benefits for retention of employees and in accordance with labor agreements. Successfully insure City’s interests for a safe working environment and reduced City liability.
- 3) Labor Relations—negotiate and follow bargaining agreements with 4 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—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—safeguards the community from unnecessary liability and cost for non-compliance.

Costs and Benefits of Program and Services:

The proposed 2019 Personnel/Human Resources program cost is \$349,341. The program benefits the community by providing the internal support structure for human resource functions. This includes 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.

2019 Program Objectives:

- 1) Pharmacy & other benefit plan design changes
- 2) Compensation market study/review
- 3) Revamp the performance management system/process
- 4) Organization changes to a department
- 5) Continued security enhancements (including notification alert system)

Significant Budget Expenditure Changes:

- 1) Salaries increases \$52,492 due to changing hourly employee to salaried and employee stepping up in pay plan (moved from hourly line item into salaries line item).
- 2) Hourly Wages decreases \$41,744 due changing hourly employee to salaried.
- 3) FICA increased \$822 due to wages being increased.
- 4) Health, Dental, DIB, Life & Wks. Comp Ins decreases \$12,423 due to employee electing single for health insurance plan.
- 5) Postage decreases \$50 due to sending more information electronically versus by mail.
- 6) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health care reform updates, one out of state conference, and other employment seminars.
- 7) Consulting decreases \$15,000 due to funds only needed in 2018 to conduct a compensation/market study (\$15,000); includes Employee Assistance Program Services (\$12,000), online recruitment system (\$5,000), and online performance management system (\$6,200).
- 8) Memberships and subscriptions include, Society for Human Resources Management (SHRM), Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

HUMAN RESOURCES			Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51430	110	Salaries	\$ 96,727	\$ 45,047	\$ 97,131	\$ 98,902	\$ 67,453	\$ 135,000	\$ 151,394	\$ 151,394	53.07%
100	51430	120	Hourly Wages	60,953	26,634	61,265	77,245	11,156	22,312	35,501	35,501	-54.04%
100	51430	122	Hourly Wages Part Time	0	0	0	17,000	4,430	17,000	17,000	17,000	0.00%
100	51430	125	Overtime Wages	2,000	246	357	2,000	0	200	2,000	2,000	0.00%
100	51430	150	FICA	11,009	4,978	10,037	13,875	6,045	12,050	14,697	14,697	5.93%
100	51430	151	Retirement	9,566	4,005	9,529	11,936	4,718	10,553	12,373	12,373	3.66%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	45,332	22,637	43,951	67,665	25,864	51,728	55,242	55,242	-18.36%
100	51430	190	Training	0	0	0	0	0	0	0	0	0.00%
100	51430	192	Tuition Assistance	4,000	0	0	4,000	137	900	4,000	4,000	0.00%
100	51430	193	Organizational Training	2,600	0	0	2,600	0	2,600	2,700	2,700	3.85%
			Subtotal	232,187	103,547	222,270	295,223	119,802	252,343	294,907	294,907	-0.11%
			CONTRACTUAL SERVICES									
100	51430	210	Telephone	1,054	504	1,086	1,054	324	650	1,054	1,054	0.00%
100	51430	211	Postage	150	24	24	150	27	80	100	100	-33.33%
100	51430	212	Seminars and Conferences	4,350	2,204	3,060	4,500	1,312	4,500	4,700	4,700	4.44%
100	51430	215	Consulting	24,000	9,263	17,447	39,000	8,256	39,000	24,000	24,000	-38.46%
			Subtotal	29,554	11,995	21,617	44,704	9,920	44,230	29,854	29,854	-33.22%
			SUPPLIES AND EXPENSE									
100	51430	310	Office Supplies	950	82	751	930	318	930	930	930	0.00%
100	51430	315	Publications	1,430	26	923	1,480	0	900	1,450	1,450	-2.03%
100	51430	320	Memberships/Subscriptions	1,125	402	1,591	1,125	435	1,200	1,175	1,175	4.44%
100	51430	330	Mileage Reimbursement	390	0	650	405	0	420	425	425	4.94%
100	51430	340	Recruiting	20,600	7,337	12,107	20,600	4,083	20,000	20,600	20,600	0.00%
			Subtotal	24,495	7,847	16,022	24,540	4,835	23,450	24,580	24,580	0.16%
			CAPITAL OUTLAY									
100	51430	811	Office Equipment	0	0	0	1,200	0	680	0	0	0.00%
100	51430	830	Office Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	1,200	0	0	0	0	0.00%
			TOTAL	\$ 286,236	\$ 123,389	\$ 259,910	\$ 365,667	\$ 134,557	\$ 320,023	\$ 349,341	\$ 349,341	-4.46%

Elections

Program Full Time Equivalents: 0

Program Mission:

To coordinate, conduct, and administer four elections pursuant to federal and state regulations including since the fall 2006 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 2010 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 spring elections in February and April, 2019.
- 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 2010 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 primary and general elections compared with Elections in 2017.
- 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.

2019 Performance Measures:

- 1) Measure: Comply 100% with new Post-Election Reporting requirements.

2018 Performance Measurement Data (July 2017 – June 2018):

- 2) Measure: Increase voter turnout by 5% by promoting voter registration and absentee voting in the first quarter water billing in 2018.
 - a. Result: Measure abandoned; did not budget for the cost of insertion though turnout in Spring Primary increased 5% and turnout for Spring General increased 12%.
- 2) Measure: Decrease polling place wait time to no more than 10 minutes (with the exception of 7:00 a.m. rush) with the implementation of electronic poll books for the April 2018 Election and all Elections after this date.
 - a. Result: State has significantly increased the cost of the electronic poll books from their original estimate; department to resubmit request for 2019 budget.

Significant Program Achievements:

- 1) Completed the spring primary and spring elections in compliance with federal and state regulations.
- 2) All 70 plus election inspectors and chief election inspectors attended training prior to their participation in the elections to maintain certification level.
- 3) Complied 100% with new Photo ID laws.

Existing Program Standards Including Importance to Community:

- 1) Conduct Elections in accordance with federal and state regulations including since 2006 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 2019 Elections program cost is \$37,134. 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.

2019 Program Objectives

- 1) Continue to work with nursing homes to continue conducting voting on-site with improved registration and turnout;
- 2) Continue to increase absentee voter returns and decrease the number of absentee ballots going to non-responsive voters;
- 3) Continue to encourage online voter registration.

2019 Budget Significant Expenditure Changes:

- 1) Poll Workers hourly wages decreased \$19,500 due to a decrease in the number of scheduled elections.
- 2) Seminars and Conferences decreased to \$300 for seminars or training opportunities.
- 3) Consulting decreased \$2,000 due to a decrease in the number of scheduled elections. Includes voting machine software/hardware maintenance, Brown County support, supplies, and programming, and polling place rentals.
- 4) Office supplies decreased \$1,000 due a decreased number of elections.
- 5) Capital equipment of \$14,284 is for the purchase of four ExpressVote machines.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Shana Ledvina

DATE PREPARED: 8/13/18

DESCRIPTION OF PROJECT: Purchase 4 ExpressVote machines to replace our 15-year old Automark machines.

NEW: or REPLACEMENT: X

PROJECTED COST: \$3,571/unit = \$14,284 total

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND \$14,284

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Annual maintenance fee of \$162.50 per unit.

PROJECT JUSTIFICATION

Municipalities are required by the HAVA Act to provide ADA ballot-marking equipment at each polling location. The machines we currently have are 15-years old and in need of replacement.

The Brown County Clerk has asked all municipalities to budget for replacement of these machines in 2019, with implementation in Spring 2020. ExpressVote equipment is priced at a substantial saving with a countywide purchase.

Please see the attached memo from the Brown County Clerk's office further justifying the upgrade.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.



305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498

juno_sl@co.brown.wi.us

MEMO

To: Municipal Clerks

From: Sandy Juno

Date: August 14, 2018

Re: *ExpressVote replacement of AutoMarks*

Brown County Clerk's Office would like all municipalities to purchase ExpressVote, ADA ballot marking equipment in 2019. ADA ballot marking equipment is not an option to provide to voters; this equipment is federally mandated.

These are reasons that replacement of AutoMarks with ExpressVote are critical preceding the 2020 elections.

- Automarks are at the end of their usability life. Costs for repair and replacement parts can increase as equipment ages. Our vendor will not continue to support hardware and software changes to old and outdated equipment. Vendor development efforts and certifications (from EAC) is dedicated to the ExpressVote.
- ExpressVote uses thermal paper; thus, no ink cartridges will need to be purchased, which will reduce your supplies cost.
- ExpressVote uses blank ballot shells for all in person absentee voting. Blank ballot shells are used for all ballot styles. This will be a cost reduction in ballot costs and unused stock is stored and used in future elections. Therefore, you will have a savings in ballot costs for absencing ballot printing.
- ExpressVote has dual-purpose usability including voting in the municipal clerks offices and at polling locations.
- ExpressVote uses USB drives that are more durable, have greater storage capacity, and consistent with DS-200 tabulators. The AutoMark uses a SanDisk card not commonly used for memory storage and requires separate hardware to burn election information on device.
- ExpressVote is substantially lighter making it easy for transport, set up, and storage.
- Brown County can update Electionware software to EVS 6.0.1.0 (the latest version) that has advanced features and capabilities for election programming and reporting.
 - o Includes DS-200 Write-In Review Report
 - o 2 Column display
 - o New reporting module that includes central count reporting units
 - o Electronic Adjudication/Write-In processing
 - o 4g modems
- EVS 6.0.1.0 software won't be upgraded unless all municipalities are upgrading to ExpressVote.
- ExpressVote equipment is priced at a substantial saving with countywide purchase. Cost is \$3,639.50 per unit with a \$68.75 trade-in on AutoMark equipment. After 1 year the annual maintenance fee and support is \$162.50 per unit.

I am in the process of scheduling an ExpressVote demonstration with our vendor mid-September and will let you know as soon as I have a date and time confirmed.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Shana Ledvina

DATE PREPARED: 8/13/18

DESCRIPTION OF PROJECT: Purchase 17 Electronic Poll Books.

NEW: or REPLACEMENT: X

PROJECTED COST: \$1,960/unit = \$33,320 total

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND \$33,320

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

n/a

PROJECT JUSTIFICATION

My original request for these machines for the 2018 budget was made using the state's preliminary estimates for electronic poll books. Due to security issues, they have required purchase of electronic poll books to be through one vendor, which increased the price per unit significantly.

The Wisconsin Elections Commission recommends one unit per 1,000 registered voters, plus one per polling place, bringing the total needed for the City up to 17 units.

The implementation of electronic poll books would greatly increase the City's ability to check in voters at the polls, while also nearly eliminating the amount of post-election work required to tabulate all of the votes and enter the voter registrations.

Poll books would be purchased for implementation for 2019 Spring Elections.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
ELECTIONS												
Account Number		PERSONAL SERVICES										
100	51440	120	Hourly Wages	\$0	\$165	\$165	\$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	11,324	8,954	8,954	34,000	20,438	44,000	14,500	14,500	-57.35%
100	51440	150	FICA	0	14	14	0	10	0	0	0	0.00%
100	51440	151	Retirement	0	12	11	0	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	1	0	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	11,324	9,145	9,145	34,000	20,448	44,000	14,500	14,500	-57.35%
			CONTRACTUAL SERVICES									
100	51440	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	400	0	0	600	0	300	300	300	-50.00%
100	51440	215	Consulting	6,200	3,439	4,924	8,000	5,241	11,000	6,000	6,000	-25.00%
100	51440	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	51440	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	6,600	3,439	4,924	8,600	5,241	11,300	6,300	6,300	-26.74%
			SUPPLIES AND EXPENSE									
100	51440	310	Office Supplies	1,500	2,325	2,333	3,000	2,167	4,000	2,000	2,000	-33.33%
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	0	4	4	50	12	50	50	50	0.00%
			Subtotal	1,500	2,329	2,338	3,050	2,179	4,050	2,050	2,050	-32.79%
			CAPITAL OUTLAY									
100	51440	810	Capital Equipment	0	0	0	7,600	0	0	47,604	14,284	87.95%
100	51440	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	7,600	0	0	47,604	14,284	87.95%
			TOTAL	\$ 19,424	\$ 14,913	\$ 16,407	\$ 53,250	\$ 27,868	\$ 59,350	\$ 70,454	\$ 37,134	-30.26%

Information Management

Program Full Time Equivalents: 0.64

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* – creating and maintaining 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 to the 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 Public Access Station* – Supervise operations of the City’s Public 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 records.
- 4) Secure access to devices on the physical network.
- 5) Error free desktop equipment operation.
- 6) Employee effective use of technology.

2019 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.

2018 Performance Measurement Data (July 2017– June 2018):

- 1) Limit system downtime to non-business hours, less than 1 hour per month average.
 - a. Result: No major unscheduled system downtime.
- 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.

Significant Program Achievements:

- 1) Implemented visibility platform for user behavior analysis and risk mitigation.
- 2) Implemented new virtual server to provide additional compute resources and redundancy.
- 3) Implemented next generation firewall to provide additional layers of security.
- 4) Replaced 3 Datacenter network switches.
- 5) Upgraded edge router to provide more secure remote access.

- 6) Upgraded financial system to latest version and retired old financial server.
- 7) Deployed 23 workstations throughout City Departments.
- 8) Assisted Police with body cam deployment.
- 9) Assisted Police with Interview room hardware and software upgrade.

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 phone.

Costs and Benefits of Program and Services:

The proposed 2019 Information Management program cost is \$164,647. 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 support operations associated with general business activities.

2019 Program Objectives:

- 1) Create remote access to digital systems via cloud services.
- 2) Complete implementation of IT Helpdesk solution to better service customers.
- 3) Migration of remaining physical servers to highly available virtual server infrastructure.
- 4) Migration of remaining legacy clients/servers to current technology.
- 5) Refine cyber security posture to ensure a safe IT environment.

2019 Budget Significant Expenditure Changes:

- 1) Training includes \$3,500 to attend cyber security training.
- 2) Seminars & Conferences include Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences, Multi-State Information Sharing & Analysis Center (MS-ISAC) annual meeting and the Wisconsin Governor's Cybersecurity Summit.
- 3) Other Contractual Services increased \$12,939. General Fund share is 28%. Increase is due to e-mail migration to the Cloud, data backup replication to the Cloud, hosted services licensing for additional devices added to the network, hosted security awareness platform and fiber optic facility inspection/testing.
- 4) Memberships include Governmental Information Processing Association of Wisconsin (GIPAW), Multi-State Information Sharing and Analysis Center (MS-ISAC) and Sourcewell Cooperative Purchasing (formerly NJPA)
- 5) Operating Supplies increased \$3,363. General Fund share is 28%. Increase is due to backup appliance/SAN maintenance renewal, datacenter equipment replenishment, emergency notification system installation, hardware to encrypt traffic to partner networks for CJIS compliance and software licensing.
- 6) Capital Outlay of \$34,750 includes adding three doors to the door access control system (\$11,750) and core network switch replacement (\$25,000).

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8-7-18

DESCRIPTION OF PROJECT:

Add City Hall Floor 1 IT Datacenter, City Hall Floor 2 IT Datacenter and Police Department State Records Room to the door access control system

NEW: X or REPLACEMENT:

PROJECTED COST: \$11,750

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

All three doors are currently opened with a physical key. Due to the highly sensitive nature of all 3 rooms they should be added to the door access control system to minimize the risk of unauthorized entry. The door access control system provides an additional layer of physical security and door entry auditing in the event that unauthorized access is made.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8-8-18

DESCRIPTION OF PROJECT:

Replace Core Network Switch

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)

PROJECT JUSTIFICATION

The core network switch provides network connectivity to the entire City IT infrastructure. If the core switch fails all IT resources will become unavailable until a replacement device can be obtained and installed. The current core network switch has been in service for 9 years. The industry standard for replacing a core network switch is 5-10 years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8-7-18

DESCRIPTION OF PROJECT:

Install security cameras on exterior of municipal buildings

NEW: X or REPLACEMENT:

PROJECTED COST: \$100,000

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 City currently does not have exterior security cameras on any of the municipal buildings. The proposed security system would provide a live feed for all cameras accessible by police officers in the police department and while driving police department vehicles 24/7 via the laptop computers located in each vehicle. The proposed system 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. The proposed layout will cover all of the proposed building pedestrian entrances, main walkways and vehicle parking lots and drive areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
INFORMATION MANAGEMENT											
Account Number PERSONAL SERVICES											
100	51450	110	Salaries	\$ 54,939	\$ 25,840	\$ 55,716	\$ 56,736	\$ 26,346	\$ 56,736	\$ 58,706	\$ 58,706 3.47%
100	51450	150	FICA	4,203	1,862	3,714	4,340	1,894	4,340	4,491	4,491 3.47%
100	51450	151	Retirement	3,736	1,609	3,793	3,801	1,620	3,801	3,845	3,845 1.16%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	17,049	8,542	16,587	17,062	8,627	17,062	17,516	17,516 2.66%
100	51450	190	Training	1,000	0	0	3,500	3,490	3,490	3,500	3,500 0.00%
			Subtotal	80,927	37,853	79,809	85,440	41,977	85,430	88,058	88,058 3.06%
			CONTRACTUAL SERVICES								
100	51450	210	Telephone	0	0	0	0	0	0	0	0 0.00%
100	51450	211	Postage	0	0	0	0	0	0	0	0 0.00%
100	51450	212	Seminars and Conferences	2,500	280	1,080	2,500	1,387	2,200	2,500	2,500 0.00%
100	51450	215	Consulting	0	0	0	0	0	0	0	0 0.00%
100	51450	218	Cell/Radio	720	200	660	624	211	624	624	624 0.00%
100	51450	219	Data	0	0	0	0	0	0	0	0 0.00%
100	51450	240	Equipment Maintenance	1,530	0	1,251	1,251	0	1,251	1,251	1,251 0.00%
100	51450	290	Other Contractual Services	19,383	1,225	21,276	5,842	2,027	5,842	18,781	18,781 221.48%
			Subtotal	24,133	1,705	24,267	10,217	3,625	9,917	23,156	23,156 126.64%
			SUPPLIES AND EXPENSE								
100	51450	310	Office Supplies	300	186	333	300	78	300	300	300 0.00%
100	51450	320	Memberships/Subscriptions	50	50	50	50	50	50	50	50 0.00%
100	51450	330	Mileage Reimbursement	165	70	93	165	15	50	165	165 0.00%
100	51450	340	Operating Supplies	9,163	1,782	8,974	12,797	9,352	12,797	16,168	16,168 26.34%
			Subtotal	9,678	2,088	9,449	13,312	9,495	13,197	16,683	16,683 25.32%
			CAPITAL OUTLAY								
100	51450	810	Capital Equipment	0	0	0	41,200	0	41,200	136,750	36,750 -10.80%
			Subtotal	0	0	0	41,200	0	41,200	136,750	36,750 -10.80%
			TOTAL	\$ 114,738	\$ 41,646	\$ 113,526	\$ 150,169	\$ 55,097	\$ 149,744	\$ 264,647	\$ 164,647 9.64%

Finance Department

Program Full Time Equivalents: 0.82

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.

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.

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.

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.

2018 Performance Measures:

- 1) Implement on-line payment of licensing, and other public charges for service by the end of 2018 which will enhance customer satisfaction and enable office staff to streamline the collection process.

2018 Performance Measurement Data (July 2018 – June 2019):

- 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, 2018.

Significant Program Achievements:

- 1) Completed the 2018 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 2019 Finance Department program cost is \$132,086. 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.

2017 Budget Significant Expenditure Changes:

- 1) Seminars includes three GFOA finance seminars for \$700, including hotels, meals and travel.
- 2) Consulting includes INCODE software maintenance and credit card transaction fees and also \$10,925 for the purchase of OpenGov software.
- 3) Memberships and Subscriptions includes WICPA \$265; AICPA \$220; Value Purchasing Group \$25; and GFOA \$40.
- 4) No capital outlay requested in 2019.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title

2017
Adopted
Budget

2017
6 mos
Actual

2017
Year End
Actual

2018
Adopted
Budget

2018
6 mos
Actual

2018
Year End
Estimate

2019
Dept Head
Proposed

2019
Executive
Proposed

2019 / 2018
Budget
% Of Change

FINANCE

Account Number PERSONAL SERVICES

100	51500	110	Salaries	\$ 51,004	\$ 24,131	\$ 50,627	\$ 52,148	\$ 24,059	\$ 52,148	\$ 53,312	\$ 53,312	2.23%
100	51500	120	Hourly Wages	16,417	7,735	16,390	16,783	7,735	16,783	17,376	17,376	3.53%
100	51500	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	51500	150	FICA	5,158	2,525	4,985	5,273	2,469	5,273	5,408	5,408	2.55%
100	51500	151	Retirement	4,585	1,985	4,617	4,618	1,884	4,618	4,630	4,630	0.25%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,753	6,919	13,278	13,827	6,717	13,827	14,185	14,185	2.59%
100	51500	190	Training	100	0	25	0	0	0	0	0	0.00%
			Subtotal	91,016	43,295	89,922	92,650	42,864	92,650	94,911	94,911	2.44%
			CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	1,202	2,384	2,400	1,178	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	116	490	700	120	700	700	700	0.00%
100	51500	215	Consulting	9,000	4,530	9,079	22,625	23,550	22,625	19,925	19,925	-11.93%
100	51500	216	Auditing	12,000	9,300	12,000	12,250	8,250	12,250	12,500	12,500	2.04%
			Subtotal	24,100	15,148	23,953	37,975	33,098	37,975	35,525	35,525	-6.45%
			SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	950	64	112	950	118	950	950	950	0.00%
100	51500	320	Memberships/Subscriptions	550	370	680	550	375	550	550	550	0.00%
100	51500	330	Mileage Reimbursement	150	291	456	150	0	150	150	150	0.00%
			Subtotal	1,650	725	1,248	1,650	493	1,650	1,650	1,650	0.00%
			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	4,300	0	3,900	0	0	0.00%
			Subtotal	0	0	0	4,300	0	3,900	0	0	0.00%
			TOTAL	\$ 116,766	\$ 59,168	\$ 115,123	\$ 136,575	\$ 76,455	\$ 136,175	\$ 132,086	\$ 132,086	-3.29%

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 insuring fair taxation of all residential, commercial, 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.

2019 Performance Measures:

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2019.
- 2) Physical inspection of 100% of partially completed construction will be completed by January 15, 2019.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2019.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2019.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2018.
 - a. Result: 100% of businesses received personal property forms by December 31, 2018.
- 2) Inspect partially completed construction by January 15, 2017.
 - a. Result: 100% of partially completed construction inspections were completed on January 15, 2018.
- 3) Provide computer exemption reports to Department of Revenue by May 1, 2018.
 - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2018.
- 4) Review and revise parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2018.
 - a. Result: 100% of parcel splits, combinations, new subdivisions and name changes were reviewed and revised by April 1, 2018.
- 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 11, 2018.

Significant Program Achievements:

- 1) Had educational assessment information placed on City of De Pere website.
- 2) Determined timely partial assessments on January 5, 2018.
- 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 April 9 and April 10, 2018.
- 6) Board of Review was held on May 17, 2018.

Existing Program Standards Including Importance to Community:

- 1) *Conduct an annual open book assessment review hearing.*
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.*
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 2019 Assessor budget is \$58,895. 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.

2019 Significant Budget Expenditure Changes:

- 1) Administrative assistant's hourly wage increased \$219 due to step increase.
- 2) Administrative assistant's FICA increased \$16 due to step increase.
- 3) Consulting includes an estimated \$11,000 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$39,800 for Accurate Appraisal LLC's assessment maintenance contract fee.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
ASSESSOR											
Account Number	PERSONAL SERVICES										
100	51530	120	Hourly Wages	\$ 4,091	\$ 1,891	\$ 4,052	\$ 4,297	\$ 2,006	\$ 4,297	\$ 4,516	5.10%
100	51530	125	Overtime Wages	0	0	0	0	0	0	0	0.00%
100	51530	150	FICA	313	148	296	329	153	329	345	5.10%
100	51530	151	Retirement	278	118	278	288	120	288	296	2.74%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,147	555	1,107	1,161	524	1,161	1,188	2.33%
100	51530	190	Training	0	0	0	0	0	0	0	0.00%
			Subtotal	5,829	2,712	5,733	6,075	2,803	6,075	6,345	4.46%
			CONTRACTUAL SERVICES								
100	51530	210	Telephone	1,500	750	1,500	1,500	725	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	150	0	0	0	0	0	0	0.00%
100	51530	215	Consulting	30,264	30,138	30,214	50,064	50,886	50,886	50,800	1.47%
100	51530	290	Other Contractual Services	0	0	0	0	0	0	0	0.00%
			Subtotal	31,914	30,888	31,714	51,564	51,611	52,386	52,300	1.43%
			SUPPLIES AND EXPENSE								
100	51530	310	Office Supplies	250	0	0	250	58	200	250	0.00%
100	51530	320	Memberships/Subscriptions	50	0	50	0	0	0	0	0.00%
100	51530	330	Mileage Reimbursement	0	0	0	0	0	0	0	0.00%
			Subtotal	300	0	50	250	58	200	250	0.00%
			CAPITAL OUTLAY								
100	51530	810	Capital Equipment	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 38,043	\$ 33,600	\$ 37,497	\$ 57,889	\$ 54,472	\$ 58,661	\$ 58,895	1.74%

City Hall

Program Full Time Equivalents: 0.20

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 provided for various tasks including assembly, removals, reorganizing, or troubleshooting equipment or building related items at City Hall – Funded by property tax and provides assistance to departments based out of City Hall for general office care tasks.
- 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.

2019 Performance Measures:

- 1) Reduce utility cost by 1% through improvements in energy efficiencies.

2018 Performance Measurement Data:

- 1) Obtain 3% savings in utility costs to determine effectiveness of Green Roof.
 - a. 2016 total utility expenses = \$50,730.57. 2017 total utility expenses = \$46,560.54. This is a decrease of \$4,170.03 or 8.22%. Performance measure met.

Significant Program Achievements:

- 1) Updated building inspector's office.
- 2) Moved Development Services Director down to first floor office.
- 3) Renovated City Attorney's office.
- 4) Installed sound proofing between Assistant City Attorney and Payroll Clerk's office.
- 5) Installed key pad on Council Chamber's doors for security purposes.
- 6) Painted Health Department office.
- 7) Balanced HVAC system for City Hall.

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 2019 City Hall program budget is \$133,490. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$1,270 to reflect actual costs.
- 2) Seasonal Labor increased \$500 to reflect actual costs due to adding seasonal labor to assist with City Hall maintenance.
- 3) FICA increased \$97 to reflect increases in hourly wages and seasonal labor.
- 4) Retirement increased \$67 to reflect increases in hourly wages.
- 5) Health, Dental, DIB, Life, Wks Comp increased by \$2,857 to reflect actual costs.
- 6) Consulting increased \$2,350 to reflect actual costs. Consulting includes landscaping services and HVAC services.
- 7) Operating Supplies increased \$2,000 to reflect actual costs.
- 8) Capital outlay includes \$10,000 for City Hall Facility repair fund.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
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CITY HALL

Account Number			PERSONAL SERVICES									
100	51600	120	Hourly Wages	\$ 10,614	\$ 5,316	\$ 11,781	\$ 10,730	\$ 8,334	\$ 16,668	\$ 12,000	\$ 12,000	11.84%
100	51600	125	Overtime Wages	0	9	99	0	0	0	0	0	0.00%
100	51600	126	Seasonal Labor	0	0	0	0	483	500	500	500	100.00%
100	51600	150	FICA	812	406	815	821	637	1,275	918	918	11.84%
100	51600	151	Retirement	722	361	797	719	552	1,117	786	786	9.33%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,316	1,738	3,436	3,963	2,443	4,886	4,886	4,886	23.29%
			Subtotal	14,464	7,830	16,928	16,233	12,449	24,446	19,090	19,090	17.60%
			CONTRACTUAL SERVICES									
100	51600	210	Telephone	1,900	949	1,945	1,900	770	1,540	1,900	1,900	0.00%
100	51600	215	Consulting	2,650	1,590	2650	7,650	2,220	7650	10,000	10,000	30.72%
100	51600	217	Cleaning Service Contract	17,750	8,499	16,999	20,000	6,481	20,000	20,000	20,000	0.00%
100	51600	220	Utilities	48,500	21,083	46,561	48,500	18,898	48,500	48,500	48,500	0.00%
			Subtotal	70,800	32,121	68,154	78,050	28,370	77,690	80,400	80,400	3.01%
			SUPPLIES AND EXPENSE									
100	51600	314	Repairs and Maintenance	11,600	8,700	12,349	12,000	1,463	12,000	12,000	12,000	0.00%
100	51600	340	Operating Supplies	10,000	5,227	12,250	10,000	6,633	13,266	12,000	12,000	20.00%
			Subtotal	21,600	13,927	24,599	22,000	8,097	25,266	24,000	24,000	9.09%
			CAPITAL OUTLAY									
100	51600	810	Capital Equipment	10,000	5,392	25,788	10,000	2,097	10,000	10,000	10,000	0.00%
			Subtotal	10,000	5,392	25,788	10,000	2,097	10,000	10,000	10,000	0.00%
			TOTAL	\$ 116,864	\$ 59,270	\$ 135,470	\$ 126,283	\$ 51,012	\$ 137,402	\$ 133,490	\$ 133,490	5.71%

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 merit pay program.

Costs and Benefits of Program and Services:

The proposed 2019 Budget for Other General Government program cost is \$302,255.

2018 Budget Significant Expenditure Changes:

- 1) Property and Liability increased \$13,000 to reflect actual costs.
- 2) Employee performance and merit pay program is \$41,255 for 2019.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
OTHER GENERAL GOVERNMENT									

Account Number ILLEGAL TAXES, REFUNDS, CONTRIBUTIONS, AND UNCOLLECTABLES

100	51901	510	Property and Liability	\$ 203,000	\$ 36,755	\$ 203,573	\$ 210,000	\$ 101,102	\$ 21,000	\$ 210,000	\$ 223,000	6.19%
100	51901	524	Sundry Unclassified	31,950	10,587	11,622	30,000	15,854	30,000	30,000	30,000	0.00%
			Subtotal	234,950	47,342	215,194	240,000	116,956	51,000	240,000	253,000	5.42%
			GRANTS, CONTRIBUTIONS, INDEM									
100	51901	710	Illegal Taxes/Refunds Uncollectables	7,000	364	8,836	7,000	110,089	31,700	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	364	8,836	8,000	110,089	32,700	8,000	8,000	0.00%
			COST REALLOCATIONS									
100	51901	900	Contingency fund	0	0	0	0	0	0	0	0	0.00%
100	51901	901	Employee Performance & Merit Pay	39,455	0	0	40,345	0	0	41,255	41,255	2.26%
100	51901	911	Reserved Wage and Benefit Funds	0	0	0	132,137	0	0	0	0	0.00%
			Subtotal	39,455	0	0	172,482	0	0	41,255	41,255	-76.08%
			TOTAL	\$ 282,405	\$ 47,706	\$ 224,030	\$ 420,482	\$ 227,045	\$ 83,700	\$ 289,255	\$ 302,255	-28.12%

Health & Human Services

Program Full Time Equivalent: 4.6

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 but not limited to child passenger safety – 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.

- 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) Blood Pressure Screenings – Activity funded by property tax. Blood pressure screenings are provided bi-weekly at the De Pere Community Center and by appointment as needed. Resident benefit from this free screening service at a convenient location.
- 6) 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. Tuberculosis (TB) skin testing is available to the general public for a minimal fee. 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.
- 7) Employee Health-Activity funded by property tax. Mandatory education is provided to all employees identified to be at risk for exposure to blood borne pathogens. TB skin testing, vaccinations, and wellness coaching are now being provided through the city's contract with Bellin Health.
- 8) 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.
- 9) 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.
- 10) 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.

- 11) Establishment Licensing and Inspections (Department of Health Services and Department of Agriculture and Consumer Protection) – Activity funded by program revenue. An agent contract is in place under the Bridges of Fox River Consortium with the City of Menasha to provide 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.
- 12) 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.
- 13) 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.
- 14) 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 De Pere Journal articles, city-wide newsletter contributions, up-to-date website, channel 4 contributions, educational presentations in the community, press releases, media interviews and individual education.
- 15) 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.

2019 Performance Measures:

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 84% 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.
- 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. 95% of the establishments' specified re-inspections will document that priority violations are corrected within the stated timeframe on the inspection report.
 - b. Establishment complaint investigation will be initiated within 72 hours of receipt.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 84% 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 84% by 24 months of age.
- 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 93% of disease reports within 72 hours. With the average time being 8.9 hours. (Weekends and holidays accounted for the investigation delay in the 7% that were investigated greater than 72 hours.)
- 3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
 - a. Result: Only (2) establishment had critical /priority violations and corrections with one was corrected, one is still pending.
 - b. Result: Investigations for establishment complaints were initiated within 72 hours.

Significant Program Achievements:

This last budget year, the health department continued to focus on innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. The Urban Orchard initiative of which the health department is the chair added (2) orchards in 2018. This project is cited as a promising practice to increase the access to healthy food options and links with a community health priority within the health improvement plan. One orchard was planted at De Pere High School. This orchard was planted by the students of De Pere High School Agriculture Club. The second orchard was planted by our parks department at Samantha Park in West De Pere. We continue to be a part of the "VERB-it's what you do" program which works to increase physical activity through tracking and incentives for tweens and their friends. The health department is doing educating and Ages and Stages developmental screenings at the Kress library during both Picnic and Play and Storytime. We are able to touch a large number of families during these programs educating them on lead poisoning, injury prevention, immunizations, family preparedness, health promotion and wellness topics. We were chair for the Northeast Wisconsin Immunization Coalition's Symposium this year held for 110 attendees at the Marq bringing in speakers from the Center for Disease Control, the State Immunization program and a personal

speaker, father of a young adult who died of a vaccine preventable disease. We also are chair for the Sexually Transmitted Infection workgroup for Northeast WI and have been instrumental in developing new interview documents and documents to share with medical providers to improve follow-up. We are chair of the Brown County Breastfeeding Coalition. We are focusing on the older adult through groups at the De Pere Community Center. We work in conjunction with the Aging and Disabilities Resource Center during our blood pressure clinics educating on various topics pertinent to their needs. We also give presentations to a woman's program on women's health issues.

There has been a change in our public health services in terms of emergency preparedness coordination. We no longer contract these services outside of the city. One of our public health nurses has taken on the responsibility of Emergency Preparedness Coordinator for the City of De Pere using Emergency Preparedness grant dollars. This allows for a direct working relationship with emergency management in De Pere and coordination efforts. We are now members of the Northeast WI Healthcare Emergency Readiness Coalition (NEW HERC).

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 health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The health inspectors of our consortium 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 inspectors are involved in the monitoring of all special events being held within the city as well.

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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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 2019 Health Department program cost is \$545,337. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective (i.e. every dollar spent on immunizations is projected to save \$18.40. Every dollar spent on community prevention is cited to save \$5.60~Robert Wood Johnson Foundation). 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.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages: This is the anticipated wage for the office assistant for 2019.
- 2) Seminars and Conferences: Regional and State WALHDAB meetings \$150; Public Health Nursing Conference \$100; WALC conference \$200, STD Summit \$50, TB Summit \$15, Alcohol Policy conference \$125, Prevent Suicide conference \$75, Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food conferences \$100; and required state conference for Weights and Measures program \$300.
- 3) Cell/Radio account has been redistributed. Cell phone for the sanitarian will be under “Cell/Radio account” along with health director’s. The addition of the nurses’ phone is needed for their clients to be able to reach them via call or text for communicable disease follow-up and home visits will be reimbursed under the Communicable Disease grant dollars. Radios will be reimbursed under the Preparedness grant dollars.
- 4) Equipment maintenance: This amount has been reduced to reflect prior trends of equipment maintenance needs in the past.
- 5) 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) \$25.
- 6) Medical supplies decreased \$2,000 due to cost trends and discontinuation of employee health activities.
- 7) Mileage reimbursement will be withdrawn from the perspective grant the mileage is used for, which will decrease the general mileage reimbursement expended by the department.
- 8) Grants: Immunization Outreach \$7,237, Preparedness \$33,933, Prevention \$4,326, Communicable Disease \$3,600, Maternal Child Health \$10,673, Lead \$1,724.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change	
HEALTH AND HUMAN SERVICES												
Account Number		PERSONAL SERVICES										
100	54100	110	Salaries	\$ 149,905	\$ 123,747	\$ 265,047	\$ 269,605	\$ 103,966	\$ 207,932	\$ 271,369	\$ 271,369	0.65%
100	54100	120	Hourly Wages	134,960	17,521	32,661	30,150	13,916	27,832	31,699	31,699	5.14%
100	54100	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
100	54100	150	FICA	21,792	9,964	19,543	22,931	9,462	18,036	23,185	23,185	1.11%
100	54100	151	Retirement	19,371	8,346	18,956	20,084	7,782	15,796	19,851	19,851	-1.16%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	105,245	41,806	99,403	118,678	64,959	129,918	120,375	120,375	1.43%
100	54100	190	Training	0	0	215	0	60	0	0	0	0.00%
			Subtotal	431,273	201,384	435,825	461,448	200,144	399,514	466,479	466,479	1.09%
			CONTRACTUAL SERVICES									
100	54100	210	Telephone	1,700	854	1,694	1,710	804	1,608	1,700	1,700	-0.58%
100	54100	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	54100	212	Seminars and Conferences	1,500	697	1,966	1,700	755	1,515	1,700	1,700	0.00%
100	54100	215	Consulting	4,000	0	(310)	0	0	0	0	0	0.00%
100	54100	218	Cell/Radio	480	200	480	400	200	480	1,260	1,260	215.00%
100	54100	240	Equipment Maintenance	900	140	290	900	196	496	800	800	-11.11%
			Subtotal	8,580	1,891	4,119	4,710	1,955	4,099	5,460	5,460	15.92%
			SUPPLIES AND EXPENSE									
100	54100	310	Office Supplies	2,000	955	2,278	2,000	1,222	2,000	2,000	2,000	0.00%
100	54100	320	Memberships/Subscriptions	633	125	855	658	0	705	705	705	7.14%
100	54100	324	Medical Supplies	8,525	775	3,701	8,000	3,587	6,000	6,000	6,000	-25.00%
100	54100	330	Mileage Reimbursement	2,200	916	2,578	2,200	2,103	2,500	1,700	1,700	-22.73%
100	54100	331	Transportation	1,200	755	1,331	1,500	328	1,500	1,500	1,500	0.00%
100	54100	351	MCH Grant	11,000	2,466	4,706	11,000	157	10,673	10,673	10,673	-2.97%
100	54100	352	Radon Grant	0	0	0	0	0	0	0	0	0.00%
100	54100	353	MA Outreach	0	0	0	0	0	0	0	0	0.00%
100	54100	354	Childhood Lead Grant	1,700	0	603	1,700	71	1,724	1,724	1,724	1.41%
100	54100	355	Immunization Outreach Grant	8,000	1,260	2,540	8,000	60	7,237	7,237	7,237	-9.54%
100	54100	356	Tobacco Cessation	0	0	0	0	0	0	0	0	0.00%
100	54100	357	EBOLA Grant	0	0	0	0	0	0	0	0	0.00%
100	54100	358	Preparedness Grant	32,000	14,849	26,179	12,057	21,984	33,933	33,933	33,933	181.44%

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
HEALTH AND HUMAN SERVICES												
100	54100	359	Prevention Grant	4,000	594	782	4,000	0	4,326	4,326	4,326	8.15%
100	54100	360	Communicable Disease Grant	0	0	0	0	2,174	3,600	3,600	3,600	100.00%
			Subtotal	71,258	22,695	45,553	51,115	31,686	74,198	73,398	73,398	43.59%
			CAPITAL OUTLAY									
100	54100	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	\$ 511,111	\$ 225,970	\$ 485,497	\$ 517,273	\$ 233,785	\$ 477,811	\$ 545,337	\$ 545,337	5.43%

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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 3/19/2018.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.
 - a. Result: The Board of Health gave their support to the new non-discrimination ordinance Section 9-1 that was passed in 2018. Also the Board gave their support for the Mental Health Initiative which will be started in August 2018 in conjunction with the Medical College of Wisconsin.

Significant Program Achievements:

The Board of Health has been very supportive of the agency's strategic plan and assisting with community connections to achieve success with the components of the plan. In addition, the Board of Health has been actively engaged and attending regional WALHDAB meetings to stay abreast of public health policy/program initiatives that are occurring regionally and across the State.

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 2019 Board of Health program cost is \$1,722. 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.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Reduce training expenses to reflect prior trends of training dollars used in the past.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
BOARD OF HEALTH												
Account Number PERSONAL SERVICES												
100	54110	124	Hourly Wages Board of Health	\$ 1,500	\$ 750	\$ 1,500	\$ 1,500	\$ 750	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
100	54110	150	FICA	22	10	20	22	13	22	22	22	0.00%
100	54110	190	Training	400	30	30	300	0	0	200	200	-33.33%
			Subtotal	1,922	790	1,550	1,822	763	1,522	1,722	1,722	-5.49%
			TOTAL	\$ 1,922	\$ 790	\$ 1,550	\$ 1,822	\$ 763	\$ 1,522	\$ 1,722	\$ 1,722	-5.49%

Development Services

Program Full Time Equivalents: 1.62

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. Zoning Code: Functions as zoning administrator and leading the update and implementation of the Zoning Code.
 - d. 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.
 - e. Intergovernmental Projects: Work with local agencies and units in government for project development and coordination (ie. WIDOT Projects, FEMA, local government coordination, etc).
 - f. Board of Appeals: Processes all variance requests and staffs monthly Board of Appeals (BOA) meetings.
 - g. Internal City Projects: Lead and coordination of internal City projects ranging from subarea plans to parking studies.
 - h. Staff serves as City's appointee on the Brown County Plan Commission, the Brown County Job Center Steering Committee and is active with the Southern Bridge Coalition.
- 3) ***Economic Development*** –
 - a. Retention: Work with the existing businesses in the City to help retain or expand their operations.
 - b. Recruitment: Supports and fosters a high quality of life and healthy business climate in order 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.
 - d. City Revolving Loan Program: Program that provides low interest loans to companies that create or retain jobs.
 - e. 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.

- f. Business Improvement District (BID) Administration: Staff contact to the Business Improvement District Board. Staff facilitates and prepares materials for annual meeting, budget and assessments. Staff prepares agenda and supporting material for all meetings.
- 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 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:** Processing applications for planning department functions. Coordinating and staffing key meetings. Creating and implementing long term and short term plans.
- 3) **Economic Development:** Administration of the TID Districts. Administration Revolving Loan Fund programs. Rapid response to site selection inquiries. Marketing and Negotiating City Industrial Park properties. Creating and implementation of an Economic Development Strategy.
- 4) **Redevelopment Authority:** Preserving / enhancing the overall health of the downtown. Administration of the Façade Improvement Program. Implementation and update of the Downtown Master 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.
- 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, 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.

2019 Performance Measures:

- 1) Completion of Downtown West Visioning Plan by August 2019.
- 2) Substantial completion of the Zoning Code overhaul project by December 2019
- 3) Economic Development initiatives related to future growth and incentive policy adopted by Council by December 2019.
- 4) Coordination and management of RLF CLOSE program by June 2019.

2018 Performance Measurement Data:

- 1) Completion of the Strategic Visioning and Branding Initiative.
 - a. Result: Project is substantially complete.
- 2) Substantial completion of the Zoning Code overhaul project.
 - a. Result: Project has begun but was slightly delayed due to the commencement and subsequent completion of the Cultural District Master Plan.
- 3) Successful transition of Zoning Administrator function from Building Department to Development Services Department.
 - a. Result: Complete

Significant Program Achievements (July 2017 – July 2018):

- 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. Took over responsibilities as zoning administrator and administering the Board of Appeals meetings.

- c. Processed 3 CSM's, 3 Plats, 8 Extraterritorial Plats/CSMs, 2 Rezoning Requests and 18 other requests that required Plan Commission and/or additional approvals.
- 2) Economic Development:
 - a. Began creation of TID #14 in order to facilitate redevelopment of the former Irwin School property.
 - b. Purchase and Sale Agreements in the West Industrial Park (including Midland Plastics and FoxStar).
 - c. City nomination, and subsequent award to Festival Foods (Greater Green Bay Chamber Business Recognition Cornerstone Award - 2018)).
- 3) RLF Program: Processed one application resulting in the approval of \$60,000 in revolving loans for City businesses.
- 4) Façade Grant Program: Façade grant program guidelines substantially revised and five approved grants.
- 5) Coordinated and facilitated regular meetings with Definitely De Pere and the De Pere Chamber in order to coordinate initiatives and promote collaboration.
- 6) Project management for the Cultural District Master Plan project.
- 7) Project management for the Strategic Visioning and Branding Initiative.
- 8) Successfully administered the annexation and rezoning of approximately 180 acres in the southeast quadrant of the City.
- 9) Presentations and special events to promote and represent De Pere including, but not limited to, Leadership Green Bay Economic Development Panel, Definitely De Pere Annual Meeting, the De Pere Chamber Business Walk, Greater Green Bay Chamber Business Recruitment and Retention Task Force, and Unified School District of De Pere Facilities Committee.

2019 Proposed Major Special Projects:

Funded by General Fund

- 1) Implementation Cultural District Master Plan.
- 2) Substantial completion of the Zoning Code overhaul project.
- 3) Economic Development initiatives related to future growth and incentive policy.
- 4) Coordination and management of RLF CLOSE program.
- 5) Completion of the Southeast Area Development Plan.

Funded by TID Districts or other sources

- 6) Public Realm implementation of the Cultural District Master Plan and Strategic Visioning & Branding Initiative
- 7) Downtown West Visioning Plan
- 8) Wayfinding Master Plan and Signage Design
- 9) George Street Woonerf Design

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 regular meeting of the Redevelopment Authority (RDA) 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.
- 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 of the Business Improvement District (BID) board 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 (Economic Enhancement and Design) and De Pere Chamber Economic Enhancement 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, monthly Greater Green Bay Chamber BEAR and Strategic Plan Committee meetings and quarterly Brown County Job Center Community Steering Committee meetings.
 - a. Community Importance.
 - i. Representation and input in these groups ensures De Pere’s participation in County and regional issues that impact the City.

Costs and Benefits of Program and Services:

The proposed 2019 Development Services program cost is \$204,249. 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased to \$20,321 due to reflect step increase for clerical staff.
- 2) Training increased to \$3,000 for IEDC Economic Development Training (\$1,300), department training (\$200), administrative training (\$200), AICP preparation and exam (\$800) and planning training for certification (\$500).
- 3) Seminars and Conferences increased to \$3,200 for National IEDC Conference (\$2,000), State APA (\$600) APA Webinars (\$300), Local Events by NEW North, Greater Green Bay, Definitely De Pere (\$300). Update this per spreadsheet.
- 4) Consulting decreased to \$17,000–
 - a. Brown County Recording Fees - \$1,000
 - b. Misc. Economic Development CSM’s and Environmental Reviews - \$8,000
 - c. Southeast Area Development Plan - \$8,000
- 5) Membership/Subscriptions \$1,400 for APA (2 memberships) - AICP (\$800), CLARB (\$200), WEDC (\$300), RLA (\$100).
- 6) Promotions & Advertising increased to \$3,000 in order to cover advertising efforts promoting new branding initiative.
- 7) Publications increased to \$200 in order for subscriptions to applicable trade journals and to purchase reference books.
- 8) Contributions - Main Street Program - contribution remains at \$20,000 (Definitely De Pere), ADVANCE– contribution remains at \$4,000 (Greater Green Bay Chamber), De Pere Chamber (\$399 membership).
- 9) Capital Outlay Furniture – increased to \$500 to purchase a new chair for Senior Planner.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
DEVELOPMENT SERVICES											
Account Number PERSONAL SERVICES											
100	56700	110	Salaries	\$ 96,508	\$ 45,599	\$ 97,565	\$ 95,390	\$ 44,748	\$ 95,390	\$ 99,306	4.11%
100	56700	120	Hourly Wages	18,411	8,511	18,232	19,338	9,026	19,338	20,321	5.08%
100	56700	125	Overtime Wages	0	0	0	150	0	150	0	0.00%
100	56700	126	Seasonal Labor	0	0	0	0	0	0	0	0.00%
100	56700	150	FICA	8,791	4,417	8,768	8,788	4,364	8,788	9,151	4.13%
100	56700	151	Retirement	7,814	3,366	7,877	7,697	3,298	7,697	7,836	1.80%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	6,318	3,048	6,073	11,947	4,762	11,947	12,236	2.42%
100	56700	190	Training	2,000	0	1,306	2,000	1,091	2,000	3,000	50.00%
			Subtotal	139,843	64,941	139,821	145,310	67,290	145,310	151,850	4.50%
			CONTRACTUAL SERVICES								
100	56700	210	Telephone	1,200	604	1,285	1,200	384	1,200	1,200	0.00%
100	56700	212	Seminars and Conferences	3,000	153	599	3,000	1,686	3,000	3,200	6.67%
100	56700	215	Consulting	33,000	6,146	32,639	27,878	48,381	25,000	17,000	-39.02%
			Subtotal	37,200	6,903	34,523	32,078	50,451	29,200	21,400	-33.29%
			SUPPLIES AND EXPENSE								
100	56700	310	Office Supplies	400	145	951	400	13	400	400	0.00%
100	56700	313	Promotions & Advertising	1,000	395	395	1,000	445	1,000	3,000	200.00%
100	56700	315	Publications	155	0	125	155	141	155	200	29.03%
100	56700	320	Memberships/Subscriptions	5,175	200	4,756	1,400	525	1,400	1,400	0.00%
100	56700	330	Mileage Reimbursement	1,100	399	1,346	1,100	200	1,000	1,100	0.00%
			Subtotal	7,830	1,139	7,573	4,055	1,324	3,955	6,100	50.43%
			GRANTS, CONTRIBUTIONS, INDEM								
100	56700	702	Contribution--Main Street Program	20,000	0	20,000	20,000	0	20,000	20,000	0.00%
100	56700	703	Contribution--Advance	0	0	0	4,000	3,810	3,810	4,000	0.00%
100	56700	704	Contribution--De Pere Chamber	0	0	0	0	0	10,399	399	100.00%
			Subtotal	20,000	0	20,000	24,000	3,810	23,810	34,399	1.66%
			CAPITAL OUTLAY								
100	56700	811	Office Equipment	0	0	490	375	529	375	500	0.00%
100	56700	830	Furniture	500	490	0	0	0	0	500	100.00%
			Subtotal	500	490	490	375	529	375	500	33.33%
			TOTAL	\$ 205,373	\$ 73,473	\$ 202,406	\$ 205,818	\$ 123,404	\$ 202,650	\$ 214,249	-0.76%

Geographic Information System (GIS) Services

Program Full Time Equivalents: 1.34

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 the James Streetscape design and construction plan, MSC; roofing and boiler replacement projects. City Hall; ramp/hand railing, window replacement research, emergency power replacement research and possible solar installation.

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.

2019 Performance Measures:

- 1) Provide mapping project/data request conformation to client within 24 hours.
- 2) Completion construction of James Streetscape by fourth quarter.
- 3) Deploy resources and train key staff on ESRI ELA resources by December 2019.

2018 Performance Measurement Data (July 2017-September 2018):

- 1) Maintain 98% up-time on ArcGIS server and DIME application. The DIME application and associated ArcGIS server is critical to GIS as well as Engineering departmental function. In addition the services provide our GIS web presence, serving our citizens, consultants and all city departments.
Result: GIS servers maintained 100% up-time.
- 2) Provide mapping project/data request conformation to client within 24 hours.
Result: Achieved.
- 3) Completion of bid or construction documents for James Streetscape project by fourth quarter.
Result: Achieved. Anticipated completion October 21, 2018

Significant Program Achievements:

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,624,000 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) Continued development to City GIS mobile map program to leverage efficiencies for field and locate crews in public works.
- 4) Provided Project Management for James Street Streetscape project as well as boiler replacement, roof repair program, ramp repair and other City facility updates.

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)

Costs and Benefits of Program and Services:

The proposed 2019 GIS program cost is \$124,439. 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.

2019 Program Objectives:

- 1) Leverage ESRI ELA licensing to deploy GIS software and grow GIS development within the organization. Our newly acquired software extensions will allow us to perform new analysis on our data to provide even better recommendations. We will further improve efficiency through the use of mobile systems and GIS technology.
- 2) Develop City sUAS program. This program will obtain a small unmanned aircraft system (sUAS, Drone) for use by many City business units for spatial data updates, marketing and land sales, infrastructure inspections, code enforcement and post emergency operations.
- 3) Complete calculations and billing for the storm water utility.
- 4) Provide Project Management for assigned City initiatives.

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$31,495 due to new GIS Technician position.
- 2) Overtime Wages increased \$170 due to new GIS Technician position.
- 3) FICA increased \$2,597 due to new GIS Technician position.
- 4) Retirement increased \$2,153 due to new GIS Technician position.
- 5) Health, Dental DIB, Life & Wks Cmp Ins increased \$6,344 due to new GIS Technician position.
- 6) Training increased \$4,807 to \$6,767 due to new a. GIS Technician position and b. multiple department pilot training for UAV program. Funding includes Development Services team building, four days ESRI instructor lead training and Project Management professional development. Training for at least 3 UAV pilots for; FAA remote pilot certification, FAA exam fees, Group UAV flight training. Department training. UAV (drone) training will include training of staff from other departments.
- 7) Seminars increased \$745 due to new GIS Technician position. Funding includes WLIA Annual conference, EWUG conference, PMI-NEW Prof. development, PMP re-certification, GISP renewal.
- 8) Consulting decreased \$1,750 to reflect trends. Funding includes \$2,500 for ArcGIS Server support, \$1,500 for ArcGIS Online enhancements.
- 9) Data decreased \$3,100 due to participation in WiscNet.
- 10) Memberships increased \$80 due to new GIS Technician position. Funding includes Project Management Institute (PMI) and Wisconsin Land Information Association.
- 11) Office Equipment includes new workstation for GIS Technician replacing obsolete 2011 machine \$2,000. Acquisition of Shared UAV (drone), including accessories necessary for safe flight, software and contingency fund for unanticipated parts \$5,800.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle

DATE PREPARED: 8/8/18

DESCRIPTION OF PROJECT:

Project will develop City sUAS program. This program will obtain a small unmanned aircraft system (UAS, Drone) for use by many City business units for spatial data updates, marketing and land sales, public works infrastructure inspections, code enforcement and post emergency operations.

NEW: X or REPLACEMENT:

PROJECTED COST: \$8,248

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Storm Utility/General Fund \$8,248 50% Each (\$4,124)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Anticipated annual expense of \$600 for batteries and aircraft maintenance.

PROJECT JUSTIFICATION

Project will train three staff to be certified as FAA UAS pilots, plus train on the safe and responsible operation of a UAS. The drone has been identified for a wide range of projects including; GIS spatial data updates, Storm pond and utility construction inspection, use by development services and administration for land sale and marketing related projects, use by the Fire Department for emergency operations and condition reporting after natural disasters, Engineering inspections of water towers and bridges, etc.

To maintain uniformity, the project budget is housed within the GIS program budget. If approved, a budget transfer from Storm Utility/General Fund will be made. Training for 2 of the proposed 3 pilots will be for non-GIS staff (Admin, Fire). Program budget breakdown as follows:

Drone Package	\$3,700.00	DJI Aircraft (Expected)
Part 107 Training	\$748.00	3 pilots- title town drones
Exam fee	\$450.00	3 pilots. FAA Exam fee
Group flight training	\$1,250.00	Title Town Drones
Landing Pad	\$100.00	Prevents dust & debris from damaging drone & camera on landing
Software	\$1,500.00	For GIS and Engineering Coordinate assignment, Flight path, etc...
Contingency Funds	\$500.00	Parts/Repairs etc...

Total Budget: \$8,248.00

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 97

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**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title

**2017
Adopted
Budget**

**2017
6 mos
Actual**

**2017
Year End
Actual**

**2018
Adopted
Budget**

**2018
6 mos
Actual**

**2018
Year End
Estimate**

**2019
Dept Head
Proposed**

**2019
Executive
Proposed**

**2019 / 2018
Budget
% Of Change**

GIS

Account Number			PERSONAL SERVICES									
100	56900	110	Salaries	\$ 46,314	\$ 21,594	\$ 46,432	\$ 47,345	\$ 22,379	\$ 47,345	\$ 49,630	\$ 49,630	4.83%
100	56900	120	Hourly Wages	0	0	0	0	0	23,198	31,495	31,495	100.00%
100	56900	125	Overtime Wages	0	0	0	0	0	0	170	170	100.00%
100	56900	150	FICA	3,543	1,785	3,547	3,622	1,847	5,397	6,219	6,219	71.71%
100	56900	151	Retirement	3,149	1,346	3,155	3,172	1,371	4,726	5,325	5,325	67.86%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	393	78	363	399	174	3,833	6,743	6,743	1589.97%
100	56900	190	Training	1,960	650	1,780	1,960	0	1,960	6,767	6,767	245.26%
			Subtotal	55,359	25,453	55,277	56,498	25,771	86,459	106,349	106,349	88.23%
			CONTRACTUAL SERVICES									
100	56900	210	Telephone	400	200	400	400	180	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	1,450	275	787	1,450	1,184	1,450	2,195	2,195	51.38%
100	56900	215	Consulting	5,750	0	0	5,750	128	1,000	4,000	4,000	-30.43%
100	56900	219	Data	3,100	1,531	3,071	3,100	1,537	3,084	0	0	-100.00%
			Subtotal	10,700	2,006	4,257	10,700	3,029	5,934	6,595	6,595	-38.36%
			SUPPLIES AND EXPENSE									
100	56900	310	Office Supplies	3,000	941	75	3,000	1,475	3,000	3,000	3,000	0.00%
100	56900	315	Publications	0	0	0	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	215	209	209	215	209	209	295	295	37.21%
100	56900	330	Mileage Reimbursement	400	112	157	400	0	100	400	400	0.00%
			Subtotal	3,615	1,262	441	3,615	1,684	3,309	3,695	3,695	2.21%
			CAPITAL OUTLAY									
100	56900	811	Office Equipment	3,045	2,051	2,827	0	0	0	7,800	7,800	100.00%
100	56900	830	Furniture	0	0	0	0	0	0	0	0	0.00%
			Subtotal	3,045	2,051	2,827	0	0	0	7,800	7,800	100.00%
			TOTAL	\$ 72,719	\$ 30,772	\$ 62,802	\$ 70,813	\$ 30,484	\$ 95,702	\$ 124,439	\$ 124,439	75.73%

TOTAL GENERAL GOVERNMENT

City of De Pere
2019 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2107 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Total General Government									
PERSONAL SERVICES									
110 Salaries	\$ 715,095	\$ 378,684	\$ 828,681	\$ 863,249	\$ 399,248	\$ 816,198	\$ 934,190	\$ 964,532	11.73%
120 Hourly Wages	408,751	145,355	309,664	327,566	131,954	277,143	327,871	327,871	0.09%
122 Hourly Wages Part Time	95,243	46,753	95,271	114,193	44,834	105,080	119,517	119,517	4.66%
124 Hourly Wages Board of Health	1,500	750	1,500	1,500	750	1,500	1,500	1,500	0.00%
125 Overtime Wages	2,350	255	666	3,541	14	1,639	3,511	3,511	-0.85%
126 Seasonal Labor	0	0	0	0	483	500	500	500	100.00%
128 Hourly Wages--Poll Workers	11,324	8,954	8,954	34,000	20,438	44,000	14,500	14,500	-57.35%
150 FICA	88,524	41,310	82,912	95,505	43,594	87,117	100,658	102,980	7.83%
151 Retirement	75,086	31,727	74,817	79,849	32,470	73,235	82,073	84,061	5.27%
152 Health, Dental, DIB, Life and Wks Comp Ins	295,256	137,851	287,089	341,358	158,083	315,050	324,963	345,523	1.22%
190 Training	6,360	680	3,828	8,660	4,655	8,350	14,367	14,367	65.90%
192 Tuition Assistance	4,000	0	0	4,000	137	900	4,000	4,000	0.00%
193 Organizational Training	2,600	0	0	2,600	0	2,600	2,700	2,700	3.85%
Subtotal	1,706,089	792,319	1,693,383	1,876,020	836,660	1,733,312	1,930,351	1,985,562	5.84%

CONTRACTUAL SERVICES

210 Telephone	17,884	10,385	17,949	18,652	6,711	17,742	17,884	17,884	-4.12%
211 Postage	3,868	3,856	3,869	4,050	3,721	3,774	4,000	4,000	-1.23%
212 Seminars and Conferences	24,200	5,985	14,408	25,600	8,897	22,015	26,945	26,445	3.30%
215 Consulting	143,939	67,826	129,696	180,042	148,112	171,175	150,932	150,932	-16.17%
216 Auditing	12,000	9,300	12,000	12,250	8,250	12,250	12,500	12,500	2.04%
217 Cleaning Service Contract	17,750	8,499	16,999	20,000	6,481	20,000	20,000	20,000	0.00%
218 Cell/Radio	2,640	800	2,580	2,464	1,051	2,784	3,804	3,804	54.38%
219 Data	6,620	1,531	4,569	5,800	3,453	6,084	3,000	3,000	-48.28%
220 Utilities	48,500	21,083	46,561	48,500	18,898	48,500	48,500	48,500	0.00%
224 Public Notices	7,000	2,297	5,905	8,000	2,605	6,000	7,000	7,000	-12.50%
240 Equipment Maintenance	2,430	140	1,541	2,151	196	1,747	2,051	2,051	-4.65%
290 Other Contractual Services	19,383	1,225	21,276	5,842	2,027	5,842	18,781	18,781	221.48%
Subtotal	306,214	132,927	277,351	333,351	210,402	317,913	315,397	314,897	-5.54%

City of De Pere
2019 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2107 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Total General Government									
SUPPLIES AND EXPENSE									
310 Office Supplies	13,800	6,242	10,018	15,530	7,420	15,657	14,605	14,605	-5.96%
313 Promotions	1,000	395	395	1,000	445	1,000	3,000	3,000	200.00%
314 Cleaning and Maintenance	11,600	8,700	12,349	12,000	1,463	12,000	12,000	12,000	0.00%
315 Publications	3,410	1,659	3,186	3,695	534	3,265	4,010	4,010	8.53%
320 Memberships/Subscriptions	22,173	14,075	21,416	22,873	17,665	22,249	23,350	16,090	-29.66%
324 Medical Supplies	8,525	775	3,701	8,000	3,587	6,000	6,000	6,000	-25.00%
330 Mileage Reimbursement	5,105	1,792	5,736	5,370	2,404	4,945	4,890	4,890	-8.94%
331 Transportation	6,300	2,773	5,841	6,600	2,387	6,000	6,600	6,600	0.00%
340 Operating Supplies	45,763	14,585	38,899	49,397	20,068	52,063	54,768	87,658	77.46%
351 MCH Grant	11,000	2,466	4,706	11,000	157	10,673	10,673	10,673	-2.97%
352 Radon Grant	0	0	0	0	0	0	0	0	0.00%
353 MA Outreach	0	0	0	0	0	0	0	0	0.00%
354 Childhood Lead Grant	1,700	0	603	1,700	71	1,724	1,724	1,724	1.41%
355 Immunization Outreach Grant	8,000	1,260	2,540	8,000	60	7,237	7,237	7,237	-9.54%
356 Tobacco Cessation	0	0	0	0	0	0	0	0	0.00%
357 Child w/spec needs Grant	0	0	0	0	0	0	0	0	0.00%
358 Preparedness Grant	32,000	14,849	26,179	12,057	21,984	33,933	33,933	33,933	181.44%
359 Prevention Grant	4,000	594	782	4,000	0	4,326	4,326	4,326	8.15%
360 Communicable Disease Grant			0	0	2,174	3,600	3,600	3,600	100.00%
Subtotal	174,376	70,165	136,350	161,222	80,421	184,672	190,716	216,346	34.19%

FIXED CHARGES

510 Property Insurance	203,000	36,755	203,573	210,000	101,102	21,000	210,000	223,000	6.19%
524 Misc General Expense	31,950	10,587	11,622	30,000	15,854	30,000	30,000	30,000	0.00%
Subtotal	234,950	47,342	215,194	240,000	116,956	51,000	240,000	253,000	5.42%

GRANTS, CONTRIBUTIONS, INDEM

702 Contribution--Main Street Program	20,000	0	20,000	20,000	0	20,000	20,000	20,000	0.00%
703 Contribution--Advance	0	0	0	4,000	3,810	3,810	4,000	4,000	0.00%
704 Contribution--De Pere Chamber			0	0	0	0	10,399	399	100.00%
710 Illegal Taxes/Refunds	7,000	364	8,836	7,000	110,089	31,700	7,000	7,000	0.00%
720 Grants and Donations	1,000	0	0	1,000	0	1,000	6,200	9,700	870.00%
Subtotal	28,000	364	28,836	32,000	113,899	56,510	47,599	41,099	28.43%

City of De Pere
2019 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Account Title		2017 Adopted Budget	2017 6 mos Actual	2107 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Total General Government										
CAPITAL OUTLAY										
810	Capital Equipment	13,000	5,692	29,436	64,000	5,787	56,400	203,554	70,234	9.74%
811	Office Equipment	3,795	2,051	3,768	7,575	739	5,885	8,650	8,250	8.91%
830	Furniture	500	490	0	1,200	99	1,200	0	500	-58.33%
	Subtotal	17,295	8,233	33,204	72,775	6,625	63,485	212,204	78,984	8.53%
COST REALLOCATIONS										
900	Contingency	0	0	0	0	0	0	0	0	0.00%
901	Employee Merit Pay	39,455	0	0	40,345	0	0	41,255	41,255	2.26%
911	Reserved Wage and Benefit Funds	0	0	0	132,137	0	0	0	0	0.00%
	Subtotal	39,455	0	0	172,482	0	0	41,255	41,255	-76.08%
	Total	\$ 2,506,377	\$ 1,051,350	\$ 2,384,318	\$ 2,887,852	\$ 1,364,962	\$ 2,406,892	\$ 2,977,523	\$ 2,931,143	1.50%

PUBLIC SAFETY

PUBLIC SAFETY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Police	40.75
Crossing Guards	2.84
Fire	30.25
Building Inspection	2.45
Jail	0.00
TOTAL	76.29

Police

Program Full Time Equivalents: 40.75

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 on 24/365 basis
- 2) Engage community through team policing
- 3) Prevent crime through special initiatives and proactive patrol efforts
- 4) Ensure motoring safety through traffic enforcement and education
- 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

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). 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 interactive scenarios while continuing to develop informed citizens
- 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

2019 Performance Measures:

- 1) Increase school resource officer programming in elementary and middle schools by 25% in 2019-2020 School Year.
- 2) Establish regular mountain bike patrol by officers in city and have regular patrols in downtown area, parks and trails by May 15, 2019.
- 3) Increase the directed follow up on citizen drug tips by 50% in 2019.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase designated traffic enforcement patrol hours by 20% in 2018
Results: Traffic enforcement hours have increased by about 66% due to specialized traffic officer position.
- 2) Seek training for team officers in specialized licensed establishment (tavern) inspections and conduct at least one specialized inspection for each bar/tavern in 2018.
Results: A team of officers were trained by the WI Department of Revenue in conducting specialized tavern inspections and conducted a series of inspections at random and selected bars. An inspection will be completed for each establishment by the end of the year.
- 3) Complete the closing out of 2010, 2011, 2012 case files in the records management system by June 2018
Results: All cases from 2010, 2011 and 2012 were closed out.

Significant Program Achievements:

- 1) Implemented the 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) Increased contacts with citizens and businesses through neighborhood watches
- 5) 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 2019 Police program cost is \$5,161,951. The program benefits the community by providing citizens with a wide range of high quality policing and administrative services by highly trained and prepared officers and staff.

2019 Program Objectives:

- 1) Continue bicycle safety program throughout jurisdiction
- 2) Implement mountain bike patrol program
- 3) Continue policy and procedure updates
- 4) Continue building morale and camaraderie in various work groups and in personnel overall
- 5) Continue building neighborhood watch programs and commitment by police personnel in crime prevention
- 6) Continue Traffic Safety program involving a dedicated traffic enforcement officer

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$194,115 due to contractual wage increases.
- 2) Overtime increases \$10,000 in anticipation of continual increasing special events and charity runs.
- 3) FICA increased \$16,391 due to increases in hourly wages for officers.
- 4) Health, Dental, DIB, Life and Workers Comp increasing \$53,537 due to increases in hourly wages for officers.
- 5) 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.
- 6) Seminars/Conferences for 2019 include DOJ Technology Conference \$500, Open Records Updates \$600, Police Executive Group \$700, and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences.
- 7) Telephone decreased \$1,000 due to anticipated lower costs.
- 8) Postage decreased \$500 due to anticipated lower costs.
- 9) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, animal care (Humane Society, veterinarian. etc.), etc. in 2019. It was decreased \$3,500 due to anticipated lower costs.
- 10) Utilities decreased \$3,000 due to anticipated lower costs.
- 11) Other Contractual Services are for software maintenance agreements. This includes Telestaff (scheduling) at \$1,200, Lantern (phone data recovery program) \$500, and Ocean (undercover video recording) \$100. It was reduced by \$1,000 in anticipation of lower costs.
- 12) Office Supplies decreased \$1,000 to reflect trends.
- 13) Publications decreased \$30 to reflect actual costs.
- 14) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief, Captains \$300, International Assoc. of Chief of Police - Chief \$100, WI Juvenile Officers Assoc.- Liaison Officers \$60, Firearms Range \$250, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75.
- 15) Operating Supplies decreased \$4,000 to reflect anticipated decrease in costs to replace 7 bullet resistant vests for patrol officers and other supplies for patrol vehicles/officers.
- 16) Other Repairs and Maintenance decreased \$3,000 in anticipation of lower building repair costs.
- 17) Transportation/Fuel increased \$3,000 to reflect cost trend.
- 18) Capital Equipment includes \$25,272 for second year of Body Worn Cameras, \$17,500 for first lease payment for replacement of detective sergeant vehicle and \$23,478 for integrated Tyler Works scheduling and payroll software.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Capt Dale Haagen

DATE PREPARED: August 10, 2018

DESCRIPTION OF PROJECT:

Replace one Detective/Sergeant Squad. The current Squad, a 2006 Ford Taurus (12 years old) has 45k miles, has required increased vehicle maintenance and is showing its age. Maintaining the vehicle would require bodywork to fix rust etc. that would create additional costs. Maintenance costs and reliability of a 12 year old vehicle are unknown however are anticipated to increase. A new vehicle will require updated equipment as well since the lighting and other equipment are dated and beyond life expectancy. Replacing one detective vehicle now will keep the vehicles on a rotation preventing several support vehicles (Detective and Liaison) from being replaced at the same time. The 2 other Detective vehicles are a 2007 Chevy Impala and a 2015 Dodge Caravan. Replacing one Detective vehicle and equipment is estimated to cost approximately \$35k.

NEW: or REPLACEMENT: X

PROJECTED COST: \$35,000

PROPOSED METHOD OF FINANCING: Municipal Lease \$ %

GENERAL FUND	35,000
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	2019 - \$17,500
SPECIAL ASSESSMENT	2020 - \$17,500
GRANTS	
OTHER	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Regular vehicle maintenance provided by the mechanics at MSC with the remainder covered by warranty.

PROJECT JUSTIFICATION

Replace one Detective/Sergeant vehicle to maintain a reliable and lower maintenance vehicle, and manage fleet rotation to prevent several vehicles requiring replacement in the same budget year. The current vehicle is 12 years old requiring additional maintenance and is showing its age. Keeping the car would require bodywork that could possibly come at a higher cost than the vehicle is worth.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Captain Chad Opicka

DATE PREPARED: August 09, 2018

DESCRIPTION OF PROJECT:

Replace scheduling software and purchase a VPN device.

NEW: or REPLACEMENT: X

PROJECTED COST: \$23,478

PROPOSED METHOD OF FINANCING:

GENERAL FUND

\$

%

23,478

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

2nd and subsequent years: \$7,158/year (maintenance / cloud hosting)

PROJECT JUSTIFICATION

Scheduling software is essential to managing operations. Our existing server needs to be upgraded to improve security and our scheduling software is being phased out. The city utilizes Tyler Technologies Incode for its financial systems. We propose Tyler Technologies ExecuTime Advanced Scheduling as our replacement. Being a Tyler solution, we will be able to automate, simplify and streamline our scheduling and payroll processes. This fully-integrated solution eliminates duplications, reduces time needed to complete time tracking for payroll purposes and eliminates paper vouchers. This proposal is for a cloud-based solution, eliminating the cost to upgrade or replace our server.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Chief Derek Beiderwieden

DATE PREPARED: 08/13/2018

DESCRIPTION OF PROJECT:

Architectural work for a proposed addition to the police department to house parked vehicles, store long-term evidence and wash vehicles.

NEW: X or REPLACEMENT:

PROJECTED COST: \$ 110,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

110,000

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

If the architectural designs are approved, building costs may be \$1,500,000

PROJECT JUSTIFICATION

The police department continues to struggle with Wisconsin winters, inclement weather, and widely fluctuating temperatures and the storage of equipment in vehicles like computers, weapons, fire extinguishers, radios and temperature sensitive medicine like Narcan. Dead batteries and non-starting vehicles creates a time management issue for administration, MSC mechanics and other staff. Snow removal is a hassle around parked vehicles especially when there is a high volume of snow at one time. Moving vehicles inside does several things: It creates an environment where starting vehicles is consistent, vehicles are secure, temperatures are stable and there is a reduction of elemental damage. The proposal would also include a "cat walk" that would be used for storage of long-term evidence such as that required to be kept for 75 years and a wash bay for keeping vehicles looking good and getting the salt and mud off of them for a professional appearance.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
POLICE											
Account Number PERSONAL SERVICES											
100	52100	110	Salaries	\$ 363,728	\$ 169,239	\$ 365,165	\$ 371,880	\$ 172,065	\$ 371,065	\$ 381,219	\$ 381,219 2.51%
100	52100	120	Hourly Wages	2,637,280	1,138,613	2,464,783	2,641,153	1,160,741	2,641,153	2,835,268	2,835,268 7.35%
100	52100	122	Hourly Wages Part Time	10,000	1,570	9,148	10,000	7,205	10,000	10,000	10,000 0.00%
100	52100	125	Overtime Wages	145,000	92,439	182,493	150,000	78,082	150,000	160,000	160,000 6.67%
100	52100	126	Seasonal Labor	0	376	376	0	16	0	0	0 0.00%
100	52100	150	FICA	240,815	112,479	224,474	242,117	113,492	242,055	258,446	258,446 6.74%
100	52100	151	Retirement	326,463	136,016	322,815	337,649	137,753	337,560	353,503	353,503 4.70%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	804,398	392,614	721,193	769,828	364,840	769,828	823,365	823,365 6.95%
100	52100	190	Training	10,000	7,595	13,209	10,000	6,533	10,000	10,000	10,000 0.00%
			Subtotal	4,537,683	2,050,941	4,303,656	4,532,627	2,040,726	4,531,660	4,831,801	4,831,801 6.60%
CONTRACTUAL SERVICES											
100	52100	210	Telephone	13,000	5,072	9,658	13,000	5,793	13,000	13,000	12,000 -7.69%
100	52100	211	Postage	2,500	1,480	2,167	3,000	833	3,000	3,000	2,500 -16.67%
100	52100	212	Seminars and Conferences	3,000	1,406	2,847	3,000	1,390	3,000	3,000	3,000 0.00%
100	52100	215	Consulting	16,500	6,497	10,099	16,500	4,772	16,500	16,500	12,000 -27.27%
100	52100	217	Cleaning Service Contract	20,000	10,074	18,235	21,000	7,818	21,000	21,000	21,000 0.00%
100	52100	218	Cell/Radio	22,700	9,497	23,180	25,000	6,628	25,000	25,000	24,000 -4.00%
100	52100	219	Data	3,000	1,407	2,814	3,000	1,536	3,000	3,000	3,000 0.00%
100	52100	220	Utilities	23,000	8,271	14,715	20,000	7,659	20,000	20,000	17,000 -15.00%
100	52100	240	Equipment Maintenance	20,000	11,806	28,195	23,000	2,007	28,000	23,000	23,000 0.00%
100	52100	290	Other Contractual Services	9,300	3,241	6,140	10,000	3,682	10,000	10,000	9,000 -10.00%
			Subtotal	133,000	58,751	118,052	137,500	42,118	142,500	137,500	126,500 -8.00%

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
POLICE											
			SUPPLIES AND EXPENSE								
100	52100	310	Office Supplies	8,000	2,833	6,686	8,000	2,729	6,500	7,000	-12.50%
100	52100	312	Crime Prevention Program	2,000	814	3,711	2,000	1,000	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	9,000	6,393	10,707	9,000	1,850	9,000	9,000	0.00%
100	52100	315	Publications	150	229	229	230	72	200	200	-13.04%
100	52100	320	Memberships/Subscriptions	900	645	1,025	900	725	900	900	0.00%
100	52100	330	Mileage Reimbursement	300	0	0	300	0	300	300	0.00%
100	52100	331	Transportation/Fuel	80,000	20,569	43,264	45,000	23,693	48,000	48,000	6.67%
100	52100	340	Operating Supplies	18,000	8,064	18,524	36,000	6,417	32,000	32,000	-11.11%
100	52100	343	Guns and Ammo	8,500	1,671	6,611	9,000	1,370	9,000	9,000	0.00%
100	52100	349	Operating Supplies - Community Policing	0	0	0	0	0	0	0	0.00%
100	52100	360	Other Repairs and Maintenance	13,000	4,717	13,396	13,000	1,891	13,000	10,000	-23.08%
100	52100	390	MISC.	1,000	300	300	1,000	0	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	17,500	6,844	14,915	18,000	7,909	18,000	18,000	0.00%
100	52100	393	Parking Tickets - State	0	683	133	0	570	0	0	0.00%
			Subtotal	158,350	53,762	119,501	142,430	48,225	139,900	137,400	-3.53%
			CAPITAL OUTLAY								
100	52100	810	Capital Equipment	58,000	33,465	60,385	131,640	67,812	131,640	314,450	-49.67%
			Subtotal	58,000	33,465	60,385	131,640	67,812	131,640	314,450	-49.67%
			TOTAL	\$ 4,887,033	\$ 2,196,919	\$ 4,601,594	\$ 4,944,197	\$ 2,198,882	\$ 4,945,700	\$ 5,421,151	\$ 5,161,951 4.40%

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.

2019 Performance Measures:

- 1) Reduce job related injuries by 10% by June 2019 through use of training and specialized equipment.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Reduce job related injuries by 25% by June 2018 through use of training and specialized equipment.
Result: No reported job related injuries for school year.

Significant Program Achievements:

- 1) No injuries or deaths to school children in 2017-2018 school year
- 2) All crossing guards participated in specific traffic control training
- 3) Icy weather foot traction equipment was 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 2019 Crossing Guard program cost is \$96,008. 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.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life and Workers Comp Insurance decreased \$603 to reflect lower costs.
- 2) Training - \$600 for mandatory training at the start of each year.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
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CROSSING GUARDS

Account Number PERSONAL SERVICES

100	52110	121	Hourly Wages Crossing Guards	\$ 87,322	\$ 45,006	\$ 78,318	\$ 87,322	\$ 44,639	\$ 87,322	\$ 87,322	\$ 87,322	0.00%
100	52110	150	FICA	1,266	634	1,063	1,266	847	1,266	1,266	1,266	0.00%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,362	0	0	3,362	0	3,362	2,759	2,759	-17.92%
100	52110	190	Training	600	0	0	600	0	600	600	600	0.00%
			Subtotal	92,550	45,640	79,381	92,550	45,486	92,550	91,948	91,948	-0.65%
			SUPPLIES AND EXPENSE									
100	52110	330	Mileage Reimbursement	3,060	2,000	3,280	3,060	1,500	3,060	3,060	3,060	0.00%
100	52110	340	Operating Supplies	1,000	181	752	1,000	135	1,000	1,000	1,000	0.00%
			Subtotal	4,060	2,181	4,032	4,060	1,635	4,060	4,060	4,060	0.00%
			TOTAL	\$ 96,610	\$ 47,821	\$ 83,413	\$ 96,610	\$ 47,121	\$ 96,610	\$ 96,008	\$ 96,008	-0.62%

Fire Rescue Department

Program Full Time Equivalents: 30.25

Paid on Call: 20

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.

2019 Performance Measures:

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city should be in accordance with NFPA Standard 1710. 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 1710. Response for the initial fire unit on scene should be one minute turnout time and on scene in four minutes or less, five minutes 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.

2018 Performance Measurement Data (August 2017 – July 2018):

Fire and Emergency Medical Service Responses

On scene 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 8/1/17 through 7/31/18, The Department met the above initial response criteria 42% of the time.

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

- a) From 8/1/17 through 7/31/18, The Department met the above response criteria 92% of the time.

Significant Program Achievements:

- 1) De Pere Fire Rescue, administratively has established clear and concise Standard Operating Guidelines (SOG’s). Completed and implemented training program to address all hazards. Developed and implemented an inclusive and accurate fire inspection program. Improved Duty Chief program by providing field supervision and support.
- 2) The 2001 fire engine completed its refurbishment and was placed in-service at Fire Station #2.

- 3) De Pere Fire Rescue developed and implemented training for integrated threat in conjunction with our Police Department. This training has become the standard response model for other agencies within Brown County.
- 4) Medical Direction by Dr. Steven Stroman continues to be outstanding. This oversight program includes response preparation, on-line and off-line medical direction, as well as continuing education and service delivery.
- 5) Our community paramedicine program has changed its name to the “Stay at Home Assistance Program” beginning in 2018. This program is in conjunction with the De Pere Health Department and continues to support a comprehensive approach to assist our elderly citizens to safely and securely remain in their own homes as long as possible. A core component of this program is the award winning National Fire Protection Association’s program known as “Remembering When.”
- 6) Continued to improve inspection efforts with the De Pere Building Inspection and Health Departments. The two 2018 fire prevention inspection cycles will be successfully completed.
- 7) In 2018, the Department transitioned to a paperless fire inspection program. This program greatly increases the efficiency, documentation, and accuracy of occupancy and fire inspection reports.

Existing Program Standards Including Importance to Community:

- 1) More than 81% 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 \$720,835 for 2019, 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 2019 budget for De Pere Fire Rescue is \$4,120,948. 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.

2019 Budget Significant Expenditure Changes:

- 1) Part-time Training and Safety Officer hourly wages increase of \$1,100 due to anticipation of position being filled for the entire calendar year.
- 2) Training decrease from \$10,000 to \$4,000, decrease of \$6,000. Monies were reappropriated to Seminars and Conferences (\$3,000) and Mileage Reimbursement (\$3,000).

- 3) Postage decrease of \$100 due to use of digitalized correspondence.
- 4) Seminars and Conferences increase of \$3,000 due to reappropriation from Training. No additional budget impact.
- 5) Utilities decrease of \$10,600 due to station improvements and energy saving technology.
- 6) Medical supplies increase of \$1,500 due to market increase and inflation.
- 7) Mileage Reimbursement increase of \$3,000 due to reappropriation from Training. No additional budget impact.
- 8) Transportation decrease of \$9,000 due to current trends and market impact.
- 9) Capital Equipment: Replace Personal Protective Safety Equipment \$30,000 and Replace Office Furniture \$10,000, totaling \$40,000.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: Replace fire protective safety equipment (reoccurring line item). Based on the manufacturer's recommendation, Personal Protective Equipment (turn out gear) should be replaced every 10-years. Our department closely monitors the condition of all turn out gear and has set-up a replacement cycle.

NEW: or REPLACEMENT: X

PROJECTED COST: \$30,000

PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND	30,000	100
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 fire turnout gear. The NFPA standard recommends replacement every 10-years.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 2

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: **Replace Office Furnishings** – This proposal includes six sets of office desks and chairs for the current work stations. Our current office furniture is greater than 35-years-old.

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

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND

\$

%

\$20,000

DELETED \$10,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Now, more than ever, the job requires us to perform significant amounts of administrative work. Ergonomics and comfort facilitate the ability to be more efficient and effective.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 8

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: **Replace 1993 Pierce Aerial Truck** – The existing vehicle has been in service for 25-years and has reached its life expectancy. This vehicle represents a critical resource in fire response within the City and our Auto Aid members.

NEW: or REPLACEMENT: X

PROJECTED COST: \$1,200,000

PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$1,200,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This vehicle currently has a City of De Pere fleet rating of “red.”

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 3

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: **Purchase Power Cot Loader** – De Pere Fire Rescue took delivery of a power cot loader with the purchase of our latest ambulance. We wish to install a similar device in the other front line ambulance. This device is imperative in reducing workplace injury by reducing the number of times our staff has to physically lift patients. Lifting patients exposes the City to a great deal of liability. This device reduces risk for the City, improves health and safety and is a staff satisfier.

NEW: X or REPLACEMENT:

PROJECTED COST: \$31,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

\$

31,000

%

100

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None identified.

PROJECT JUSTIFICATION

Staff health and safety, along with City risk management.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 4

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: Purchase Solar Energy System for Station #2 – The intent would be to cover the entire surface area of the roof of Fire Station #2 with solar panels.

NEW: X or REPLACEMENT:

PROJECTED COST: \$91,000

PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$91,000	100%
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

The initial investment in solar energy is significant at the time of purchase; however, there is little to no maintenance cost.

PROJECT JUSTIFICATION

This is an opportunity for the City to recognize the benefits of this green investment at a workable scale. This project will reduce the energy cost of this building significantly. In addition, any excess energy would be able to be sold back to the utility, also reducing tax payer burden. This project could serve as a model for all City buildings.

This system is proposed without capability of storing energy. In addition to the above benefits, a battery storage system could be installed in the future eliminating the need for a back-up fossil fuel generator.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 7

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
FIRE											
Account Number PERSONAL SERVICES											
100	52200	110	Salaries	\$ 206,718	\$ 68,674	\$ 163,193	\$ 181,423	\$ 85,072	\$ 181,423	\$ 191,464	5.53%
100	52200	120	Hourly Wages	2,070,156	886,822	2,058,702	2,129,103	907,393	1,814,786	2,186,713	7.93%
100	52200	122	Hourly Wages Part Time	6,000	1,204	3,204	10,600	3,225	5,225	11,700	10.38%
100	52200	125	Overtime Wages	95,000	44,072	69,197	95,000	48,165	95,000	95,000	0.00%
100	52200	126	Seasonal Labor	0	21	106	0	11	11	0	0.00%
100	52200	129	Hourly Wages -- POC FF	34,000	18,981	27,815	60,000	9,478	30,000	60,000	0.00%
100	52200	150	FICA	37,820	17,048	35,622	38,815	17,677	33,744	39,876	6.89%
100	52200	151	Retirement	349,689	135,165	337,285	359,998	136,978	312,442	369,832	7.41%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	683,146	331,304	623,503	725,752	306,311	612,622	690,554	-1.52%
100	52200	155	Vaccinations/Physicals	0	0	0	0	0	0	0	0.00%
100	52200	190	Training	9,275	2,624	8,008	10,000	4,106	10,000	10,000	0.00%
100	52200	191	Training Act 102	0	1,735	7,310	0	1,988	0	0	0.00%
			Subtotal	3,491,804	1,507,650	3,333,943	3,610,691	1,520,402	3,095,253	3,655,139	5.49%
			CONTRACTUAL SERVICES								
100	52200	210	Telephone	7,200	3,643	7,858	7,200	3,265	7,200	7,200	0.00%
100	52200	211	Postage	500	113	204	300	55	110	200	-33.33%
100	52200	212	Seminars and Conferences	3,000	2,913	3,893	3,000	3,610	3,610	3,000	0.00%
100	52200	215	Consulting	70,000	14,932	63,573	60,000	6,417	60,000	60,000	0.00%
100	52200	219	Data	3,000	451	1,413	3,000	996	2,000	3,000	0.00%
100	52200	220	Utilities	27,600	8,694	16,413	27,600	8,109	16,218	20,000	-38.41%
100	52200	240	Equipment Maintenance	70,000	17,525	68,729	65,000	23,940	65,000	65,000	0.00%
			Subtotal	181,300	48,271	162,082	166,100	46,392	154,138	158,400	-6.44%

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
FIRE												
			SUPPLIES AND EXPENSE									
100	52200	310	Office Supplies	4,000	1,823	3,538	4,000	1,996	4,000	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	3,500	724	2,706	2,500	1,702	2,500	2,500	2,500	0.00%
100	52200	320	Memberships/Subscriptions	2,000	1,359	1,464	2,000	1,638	2,000	2,000	2,000	0.00%
100	52200	324	Medical Supplies	25,000	9,390	37,731	30,000	10,422	30,000	31,500	31,500	5.00%
100	52200	328	Fire Prevention/Education Supplies	3,000	0	2,919	3,000	36	3,000	3,000	3,000	0.00%
100	52200	330	Mileage Reimbursement	2,500	2,172	2,794	2,500	1,092	2,500	2,500	2,500	0.00%
100	52200	331	Transportation	29,000	8,093	15,615	29,000	9,613	29,000	29,000	20,000	-31.03%
100	52200	340	Operating Supplies	17,000	4,262	14,633	17,000	11,783	17,000	17,000	17,000	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	15,340	31,530	20,000	10,023	20,000	20,000	20,000	0.00%
100	52200	392	Clothing Allowance	14,000	4,346	12,885	14,000	1,533	14,000	14,000	14,000	0.00%
			Subtotal	120,000	47,509	125,814	124,000	49,838	124,000	125,500	116,500	-6.05%
			CAPITAL OUTLAY									
100	52200	810	Capital Equipment	25,000	26,539	103,464	65,000	22,904	65,000	1,563,000	40,000	-38.46%
100	52200	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	25,000	26,539	103,464	65,000	22,904	65,000	1,563,000	40,000	-38.46%
			TOTAL	\$ 3,818,104	\$ 1,629,969	\$ 3,725,304	\$ 3,965,791	\$ 1,639,536	\$ 3,438,391	\$ 5,502,039	\$ 4,120,948	3.91%

Building Inspection

Program Full Time Equivalents: 2.45

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

- 1) *Number of Permits Issued / Development (July 2017 to July 2018)*– 647 total building and mechanical permits were issued through July 2018. Permits issued benefit the city by assuring that construction projects meet code.
- 2) *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 2017 and July 2018, the City issued 21 new single family and 0 duplex building permits
- 3) *Public Education*– Numerous building permits and construction information funded through permit fees have been prepared and/or revised for dissemination on the city web site, in the office and on via the City newsletter.

- 4) *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.

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.

2019 Performance Measures:

- 1) Finalize process and begin reviewing smaller commercial permit plan sets by January 2019
- 2) Work with IT Director and Finance Director towards receiving payments for building permit applications electronically via the computer by December 1, 2019.

2018 Performance Measurement Data (July 2017 – July 2018):

- 1) Have 1 & 2 family residence permit applications submitted via email effective January 1, 2018.
 - a) Result: 1 & 2 family resident permit applications are accepted via email.
- 2) Work with IT Director and Finance Director towards receiving payments for building permit applications electronically via the computer by December 1, 2018.
 - a) Result: Not implemented at this time.

Significant Program Achievements:

- 1) 150% increase in enforcement activity, resulting in improved properties and resolved complaints.
- 2) Integration into new Development Services department structure.
- 3) Granted Commercial Permit review delegation authority by the State of Wisconsin. Created and implemented plan review applications, fees and process.
- 4) Issued appropriate building and mechanical permits and completed inspections.
- 5) Hired and trained new electrical inspector and building inspector.
- 6) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.
- 7) 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.

Costs and Benefits of Program and Services:

The proposed 2019 Building Inspection Department Budget is \$268,982. 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.

Significant Budget Expenditure Changes:

- 1) Salaries decreased \$13,635 due to reorganization and anticipated actual costs.
- 2) Hourly Wages decreased \$12,756 due to reorganization and anticipated actual costs.
- 3) FICA decreased \$2,019 due to reorganization and anticipated actual costs.
- 4) Retirement decreased \$1,994 due to reorganization and anticipated actual costs.
- 5) Training increased to \$2,200 for attendance at the commercial permit class (\$1,000), certification training and exams (\$800), department training (\$200) and administrative training (\$200).
- 6) Seminars and Conferences increased to \$1,500 for attendance at annual State of Wisconsin Department of Safety and Professional Services re-certification (2 inspectors), Annual League of Municipalities Conference (LWM) (2 inspectors) and LWM Plumbing Institute (1 inspector).
- 7) Consulting increased \$200 to reflect current cost for INCODE software maintenance.
- 8) Memberships and Subscriptions increased to \$500 include membership in the Building Inspector's Association of Northeast Wisconsin for 2 Inspectors (\$70), International Association of Electrical Inspector Association (\$120), International Code Council (ICC) membership (\$50), subscription to Journal of Light Construction (\$75) and plan review/inspection reference books (\$185).
- 9) Transportation increased \$700 to reflect potential costs associated with updated vehicle (typically from the Police Department).
- 10) Capital Outlay increased to \$4,500 to purchase cubicle furniture and chair for Building Inspector.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change	
BUILDING INSPECTION												
Account Number			PERSONAL SERVICES									
100	52400	110	Salaries	\$ 86,322	\$ 40,219	\$ 86,482	\$ 88,256	\$ 47,667	\$ 86,128	\$ 74,621	\$ 74,621	-15.45%
100	52400	120	Hourly Wages	86,064	40,220	86,495	88,509	19,421	57,870	75,753	75,753	-14.41%
100	52400	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	52400	126	Seasonal Labor	0	0	0	0	32	0	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	8,100	6,046	12,586	8,100	3,784	8,100	8,100	8,100	0.00%
100	52400	150	FICA	13,305	6,233	12,426	13,640	5,394	11,133	11,621	11,621	-14.80%
100	52400	151	Retirement	11,722	4,995	11,766	11,843	3,536	9,648	9,849	9,849	-16.83%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	70,679	35,344	69,162	71,185	28,085	59,595	70,737	70,737	-0.63%
100	52400	190	Training	0	0	0	0	310	800	2,200	2,200	100.00%
			Subtotal	276,192	133,057	278,918	281,533	108,229	233,275	252,882	252,882	-10.18%
			CONTRACTUAL SERVICES									
100	52400	210	Telephone	1,400	706	1,429	1,400	481	1,400	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	870	950	875	870	388	870	1,500	1,500	72.41%
100	52400	215	Consulting	2,300	2,347	2,347	2,300	2,464	2,464	2,500	2,500	8.70%
100	52400	218	Cell/Radio	1,500	713	1,326	1,500	662	1,500	1,500	1,500	0.00%
100	52400	240	Equipment Maintenance	600	0	0	600	0	600	600	600	0.00%
			Subtotal	6,670	4,716	5,977	6,670	3,995	6,834	7,500	7,500	12.44%
			SUPPLIES AND EXPENSE									
100	52400	310	Office Supplies	1,600	691	1,193	1,600	1,063	1,600	1,600	1,600	0.00%
100	52400	320	Memberships/Subscriptions	315	441	611	315	282	315	500	500	58.73%
100	52400	331	Transportation	1,300	715	1,654	1,300	1,211	1,500	2,000	2,000	53.85%
			Subtotal	3,215	1,847	3,458	3,215	2,557	3,415	4,100	4,100	27.53%
			CAPITAL OUTLAY									
100	52400	810	Capital Equipment	500	0	383	0	0	4,500	4,500	4,500	100.00%
			Subtotal	500	0	383	0	0	4,500	4,500	4,500	100.00%
			TOTAL	\$ 286,577	\$ 139,620	\$ 288,735	\$ 291,418	\$ 114,781	\$ 243,524	\$ 268,982	\$ 268,982	-7.70%

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 through 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 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.

2019 Performance Measures:

- 1) Reduce jail costs by 10% by further increasing the number of releases of low level offenders from custody to responsible persons in 2019.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Reduce costs for jail by 10% in 2018 by releasing an OWI first offense arrest to a responsible party from the hospital or police department versus transporting to jail.
Result: July 2017 Jail Costs: \$7,760. January 2018 – July 2018 Jail Costs: \$2,560. Overall, looking at projected jail costs for the end of 2018, it appears it will be decreased 25%.

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 2019 Police program cost is \$9,000. 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.

2019 Program Objectives:

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

2019 Budget Significant Expenditure Changes:

- 1) None.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
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JAIL

CONTRACTUAL SERVICES

100	52700	219	Data	\$ 500	\$ 250	\$ 500	\$ 500	\$ 225	\$ 500	\$ 500	\$ 500	0.00%
100	52700	222	Jail	8,000	4,640	7,760	8,000	2,560	8,000	8,000	8,000	0.00%
100	52700	240	Equipment Maintenance	500	0	0	500	0	500	500	500	0.00%
			Subtotal	9,000	4,890	8,260	9,000	2,785	9,000	9,000	9,000	0.00%
			TOTAL	\$ 9,000	\$ 4,890	\$ 8,260	\$ 9,000	\$ 2,785	\$ 9,000	\$ 9,000	\$ 9,000	0.00%

TOTAL PUBLIC SAFETY

City of De Pere
2019 General Fund
Adopted Budget

**PUBLIC SAFETY
EXPENDITURES**

Account Title		2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
TOTAL PUBLIC SAFETY								
PERSONAL SERVICES								
110	Salaries	\$ 614,839	\$ 641,559	\$ 304,804	\$ 638,616	\$ 647,304	\$ 647,304	0.90%
120	Hourly Wages	4,609,980	4,858,765	2,087,554	4,513,809	5,097,734	5,209,024	7.21%
121	Hourly Wages Crossing Guards	78,318	87,322	44,639	87,322	87,322	87,322	0.00%
122	Hourly Wages Part Time	12,351	20,600	10,430	15,225	21,700	21,700	5.34%
125	Overtime Wages	251,690	245,000	126,247	245,000	255,000	255,000	4.08%
126	Seasonal Labor	482	0	58	11	0	0	0.00%
127	Hourly Wages Plumbing Inspector	12,586	8,100	3,784	8,100	8,100	8,100	0.00%
129	Hourly Wages POC FF	27,815	60,000	9,478	30,000	60,000	60,000	0.00%
150	FICA	273,585	295,838	137,410	288,198	311,209	312,822	5.74%
151	Retirement	671,866	709,490	278,267	659,650	733,185	750,012	5.71%
152	Health, Dental, DIB, Life & Wks Cmp Ins	1,413,859	1,570,127	699,235	1,445,407	1,587,415	1,611,594	2.64%
190	Training	21,217	20,600	10,949	21,400	22,800	22,800	10.68%
191	Training Act 102	7,310	0	1,988	0	0	0	0.00%
	Subtotal	7,995,898	8,517,401	3,714,843	7,952,739	8,831,769	8,985,678	5.50%
CONTRACTUAL SERVICES								
210	Telephone	18,945	21,600	9,539	21,600	21,600	20,600	-4.63%
211	Postage	2,371	3,300	888	3,110	3,200	2,700	-18.18%
212	Seminars and Conferences	7,615	6,870	5,388	7,480	7,500	7,500	9.17%
215	Consulting	76,019	78,800	13,654	78,964	79,000	74,500	-5.46%
217	Cleaning Service Contract	18,235	21,000	7,818	21,000	21,000	21,000	0.00%
218	Cell/Radio	24,506	26,500	7,290	26,500	26,500	25,500	-3.77%
219	Data	4,727	6,500	2,757	5,500	6,500	6,500	0.00%
220	Utilities	31,128	47,600	15,768	36,218	40,000	34,000	-28.57%
222	Jail	7,760	8,000	2,560	8,000	8,000	8,000	0.00%
240	Equipment Maintenance	96,924	89,100	25,948	94,100	89,100	89,100	0.00%
290	Other Contractual Services	6,140	10,000	3,682	10,000	10,000	9,000	-10.00%
	Subtotal	294,370	319,270	95,291	312,472	312,400	298,400	-6.54%

City of De Pere
2019 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

Account Title		2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
TOTAL PUBLIC SAFETY								
	SUPPLIES AND EXPENSE							
310	Office Supplies	11,417	13,600	5,788	12,100	12,600	12,600	-7.35%
312	Crime Prevention Program	3,711	2,000	1,000	2,000	2,000	2,000	0.00%
314	Cleaning and Maintenance	13,413	11,500	3,552	11,500	11,500	11,500	0.00%
315	Publications	229	230	72	200	200	200	-13.04%
320	Memberships/Subscriptions	3,100	3,215	2,645	3,215	3,400	3,400	5.75%
324	Medical Supplies	37,731	30,000	10,422	30,000	31,500	31,500	5.00%
328	Fire Prevention/Education Supplies	2,919	3,000	36	3,000	3,000	3,000	0.00%
330	Mileage Reimbursement	6,074	5,860	2,592	5,860	5,860	5,860	0.00%
331	Transportation	60,533	75,300	34,517	78,500	79,000	70,000	-7.04%
340	Operating Supplies	33,909	54,000	18,335	50,000	50,000	50,000	-7.41%
343	Guns and Ammo	6,611	9,000	1,370	9,000	9,000	9,000	0.00%
350	Repair and Maintenance Supplies	31,530	20,000	10,023	20,000.00	20,000.00	20,000	0.00%
360	Other Repairs and Maintenance	13,396	13,000	1,891	13,000	10,000	10,000	-23.08%
390	MISC.	300	1,000	0	1,000	1,000	1,000	0.00%
392	Clothing Allowance	27,800	32,000	9,442	32,000	32,000	32,000	0.00%
393	Parking Tickets--State	133	0	570	0	0	0	0.00%
	Subtotal	252,805	273,705	102,255	271,375	271,060	262,060	-4.25%
	CAPITAL OUTLAY							
810	Capital Equipment	164,232	196,640	90,716	196,640	1,881,950	110,750	-43.68%
811	Office Equipment	0	0	0	0	0	0	0.00%
	Subtotal	164,232	196,640	90,716	196,640	1,881,950	110,750	-43.68%
	TOTAL	\$ 8,707,304	\$ 9,307,016	\$ 4,003,104	\$ 8,733,226	\$ 11,297,179	\$ 9,656,889	3.76%

PUBLIC WORKS

PUBLIC WORKS EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	0.91
Engineering	1.75
Municipal Service Center	0.11
Building Maintenance	2.50
Fleet Maintenance	3.00
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	15.57

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 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) *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 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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 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) Continue coordination with DOT with Main Avenue and North Broadway projects.
- 3) Continued to work with Brown County Highway Department with construction projects.
- 4) Continued working with other communities on the purchasing of automated water meter reading systems for the water department.
- 5) Continue working with other communities to joint bid projects.
- 6) Worked with various wireless companies pertaining to installation on City water towers.
- 7) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 8) Major revisions to solid waste ordinance.
- 9) Contracted out dumpster services for Nicolet Square.

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) 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.
- 3) 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 2019 Public Works Administration program cost is \$112,087. 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 total cost for this program including the cost share with the above-mentioned utilities is \$513,698. 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.

2019 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to work with CBCWA providing a Lake Michigan water source.
- 3) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
- 4) Continue to look at ways to bid projects with other communities to save money.
- 5) Continue to evaluate after hours emergency response policy.

2019 Budget Significant Expenditure Changes:

- 1) Overtime Wages increased \$550 to reflect actual costs due to the need to work extra hours to complete project deadlines.
- 2) Training is funding to provide for all department trainings.
- 3) Seminars and Conferences provide funding for APWA conferences and other miscellaneous conferences.
- 4) Consulting is for copier lease.
- 5) Memberships/Subscriptions increased \$181 to reflect actual costs. 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.
- 6) Transportation increased \$72 to reflect actual costs.
- 7) No Capital Equipment requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
PUBLIC WORKS ADMINISTRATION											
Account Number PERSONAL SERVICES											
100	53000	110	Salaries	\$ 75,317	\$ 35,492	\$ 76,303	\$ 48,040	\$ 24,630	\$ 48,040	\$ 49,367	\$ 49,367 2.76%
100	53000	120	Hourly Wages	30,000	19,199	39,377	21,875	12,692	21,875	18,403	21,875 0.00%
100	53000	125	Overtime Wages	400	855	1,164	250	669	1,338	800	800 220.00%
100	53000	126	Seasonal Labor	0	0	0	0	0	0	0	0 0.00%
100	53000	150	FICA	8,087	4,398	8,172	5,368	2,989	5,451	5,246	5,511 2.68%
100	53000	151	Retirement	7,189	3,401	7,649	4,701	2,443	4,774	4,491	4,719 0.38%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	28,720	16,272	40,995	19,148	14,081	19,148	21,767	18,872 -1.44%
100	53000	190	Training	2,500	0	0	1,250	0	1,250	1,250	1,250 0.00%
			Subtotal	152,213	79,617	173,659	100,631	57,505	101,876	101,324	102,394 1.75%
			CONTRACTUAL SERVICES								
100	53000	210	Telephone	1,200	613	1,217	766	306	766	766	766 -0.03%
100	53000	211	Postage	2,500	775	2,068	1,563	559	1,563	1,563	1,563 0.03%
100	53000	212	Seminars and Conferences	2,600	640	1,415	1,625	282	1,625	1,625	1,625 0.00%
100	53000	215	Consulting	800	663	1,366	829	343	829	829	829 0.03%
100	53000	218	Cell/Radio	2,000	803	1,770	1,250	665	1,250	1,250	1,250 0.00%
			Subtotal	9,100	3,494	7,836	6,033	2,155	6,033	6,033	6,033 0.01%
			SUPPLIES AND EXPENSE								
100	53000	310	Office Supplies	4,000	1,457	2,622	2,500	189	2,500	2,500	2,500 0.00%
100	53000	320	Memberships/Subscriptions	350	280	388	219	214	400	400	400 82.86%
100	53000	331	Transportation	1,000	300	577	500	286	572	572	572 14.40%
100	53000	340	Operating Supplies	0	0	0	0	0	0	0	0 0.00%
100	53000	350	Repair and Maintenance Supplies	300	137	327	188	0	188	188	188 0.27%
			Subtotal	5,650	2,174	3,914	3,406	688	3,660	3,660	3,660 7.45%
			CAPITAL OUTLAY								
100	53000	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	\$ 166,963	\$ 85,285	\$ 185,409	\$ 110,070	\$ 60,347	\$ 111,569	\$ 111,017	\$ 112,087 1.83%

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 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 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).

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.

2019 Performance Measures:

- 1) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.
- 2) Develop a crossing guard policy for analyzing existing crossing guard locations as well as requests for new locations.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Develop the City's long term storm water management plan to meet the WDNR requirements.
 - a. Result: Work has begun on the long term storm water management plan. Staff has been identifying areas for potential facilities around the City. We anticipate being approximately 90% complete by the end of the year. The result of this will be to develop a long term capital improvement plan to meet the Wisconsin Department of Natural Resources' MS4 permit requirements.
- 2) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.
 - a. Result: This goal will not be met. We had more construction than anticipated in 2018 along with new design projects for 2019.

Significant Program Achievements:

- 1) Completed 2018 public works improvements program which included:
 - a. Relayed approximately 9,900 lineal feet of water main in preparation for street resurfacing and reconstruction.
 - b. Constructed 3400 lineal feet of water main on Rockland Road to provide a looped system of two large single served water main systems.
 - c. Reconstructed Charles Street from Wisconsin Street to Webster Avenue.
 - d. Reconstructed the Main and Lawrence intersection to a roundabout.
 - e. Reconstructed Enterprise Drive from Heritage Road to Prosper Street.
 - f. Constructed/reconstructed/lined 11,840 lineal feet of sanitary sewer.
 - g. Constructed a new subdivision off of Bridgeport Lane.
 - h. Provided new water main to condominiums off of Broadway Street
- 2) Designed and bid a new subdivision off of Ryan Road.
- 3) Began design of the Lawrence Drive sidewalk from Scheuring Road to Main Avenue for 2019 construction.
- 4) Reviewed all public and private storm water management facilities.

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 2019 Engineering Program cost is \$216,818. 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 total cost for this program including the cost share with the above-mentioned utilities is \$858,280. 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.

2019 Program Objectives:

- 1) Construct the Lawrence Drive sidewalk from Scheuring Road to Main Avenue.
- 2) 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.
- 3) Continue to update engineering CADD standards and construction plans.
- 4) Monitor public and private storm water management facilities.
- 5) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.
- 6) Create a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system.

2019 Budget Significant Expenditure Changes:

- 1) Salaries increased \$2,985 to reflect actual costs due to wage increases.
- 2) Hourly wages increased \$3,875 to reflect actual costs due to wage increases.
- 3) Overtime Wages increased \$4,375 to reflect actual costs due to completing design and construction projects.
- 4) FICA increased \$859 to reflect actual costs due to increase salaries and overtime wages.
- 5) Retirement increased \$549 to reflect actual costs due to increase salaries and overtime wages.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$4,822 to reflect actual costs for non-participation in health insurance for new engineering technician.
- 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 increased \$687 to reflect actual costs. Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSC fees, Phosphorous study, outside consultant services that are not able to be performed by City staff and lease payments for color printer.
- 10) Cell/Radio increased \$181 to reflect actual costs.
- 11) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 12) Capital Equipment includes the general fund share of \$10,000 for: replacing one (1) existing computer workstation (\$500), purchase of a surface pro (\$750), purchase of pickup truck for new engineering technician (\$8,750).

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 30, 2018

DESCRIPTION OF PROJECT:

New 4 x4 mid-size pickup truck for new engineering technician

NEW: X or REPLACEMENT:

PROJECTED COST: \$ 35,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	\$8,750	
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
Storm Water Utility	\$8,750	
Sewer Utility	\$8,750	
Water Utility	\$8,750	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The engineering department added a new engineering technician position. As a result, the engineering department needs a mid-size 4 x4 pickup truck with cap for use in the field. The cap is needed to protect all the engineering and survey gear.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
ENGINEERING											
Account Number PERSONAL SERVICES											
100	53110	110	Salaries	\$ 67,159	\$ 31,473	\$ 67,940	\$ 43,763	\$ 22,697	\$ 43,763	\$ 46,748	\$ 46,748 6.82%
100	53110	120	Hourly Wages	95,806	42,194	95,758	74,802	39,695	74,802	78,676	78,676 5.18%
100	53110	125	Overtime Wages	9,750	5,017	10,534	5,625	4,615	10,000	10,000	10,000 77.78%
100	53110	126	Seasonal Labor	8,600	3,579	10,584	4,375	1,511	4,375	4,375	4,375 0.00%
100	53110	150	FICA	13,337	6,295	12,956	9,564	5,514	9,899	10,423	10,423 8.99%
100	53110	151	Retirement	11,745	4,819	11,876	8,321	4,215	8,614	8,870	8,870 6.60%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	49,340	20,404	38,397	34,191	16,601	34,191	29,369	29,369 -14.10%
100	53110	190	Training	6,000	1,036	5,021	3,125	903	3,125	3,125	3,125 0.00%
			Subtotal	261,737	114,817	253,065	183,766	95,750	188,769	191,587	191,587 4.26%
			CONTRACTUAL SERVICES								
100	53110	210	Telephone	1,540	776	1,549	970	452	970	970	970 0.00%
100	53110	212	Seminars and Conferences	1,818	32	257	1,000	154	1,000	1,000	1,000 0.00%
100	53110	215	Consulting	8,500	415	6,849	5,313	1,806	6,000	6,000	6,000 12.93%
100	53110	218	Cell/Radio	2,500	1,263	2,368	1,579	880	1,760	1,760	1,760 11.46%
			Subtotal	14,358	2,486	11,022	8,862	3,292	9,730	9,730	9,730 9.79%
			SUPPLIES AND EXPENSE								
100	53110	310	Office Supplies	0	0	0	0	0	0	0	0 0.00%
100	53110	320	Memberships/Subscriptions	500	92	308	313	0	313	313	313 0.00%
100	53110	331	Transportation	3,200	967	2,170	1,875	858	1,875	1,875	1,875 0.00%
100	53110	340	Operating Supplies	4,500	393	1,937	2,813	733	2,813	2,813	2,813 0.00%
100	53110	350	Repair and Maintenance Supplies	800	0	6	500	10	500	500	500 0.00%
			Subtotal	9,000	1,452	4,421	5,501	1,602	5,501	5,501	5,501 0.00%
			CAPITAL OUTLAY								
100	53110	810	Capital Equipment	4,000	2,953	4,052	3,000	2,497	3,000	10,000	10,000 233.33%
			Subtotal	4,000	2,953	4052	3,000	2,497	3,000	10,000	10,000 233.33%
			TOTAL	\$ 289,095	\$ 121,708	\$ 272,560	\$ 201,129	\$ 103,140	\$ 207,000	\$ 216,818	\$ 216,818 7.80%

Municipal Service Center

Program Full Time Equivalents: 0.11

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.

2019 Performance Measures:

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Reduce utility cost by 1% through power management and LED lighting replacements.
 - a. Result: Our analysis of comparable data showed an increase of gas/electric expenses. Further analysis would need to be conducted to determine if LED lighting was effective or not.

Significant Program Achievements:

- 1) Installed LED lighting in the mechanics bay.
- 2) Conducted annual preventative maintenance for HVAC in spring and fall.

Existing Program Standards Including Importance to Community:

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
 - a. 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. 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. 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 2019 Municipal Service Center program cost is \$88,160. 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 total cost for this program including the cost share with the above mentioned utilities is \$310,292. 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$4,098 to reflect actual costs of increased labor required for MSC maintenance.
- 2) FICA increased \$313 to reflect actual costs due to increase in hourly wages.
- 3) Retirement increased \$259 to reflect actual costs due to increase in hourly wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$3,649 to reflect actual costs.
- 5) Training includes various training for building maintenance staff.
- 6) Consulting increased \$8,305 to reflect actual costs. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, building maintenance scheduling software, and perform backup generator study.
- 7) Capital Outlay includes the general fund share of \$13,750 for: installation of sliding gate for rubbish drop off site.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 30, 2018

DESCRIPTION OF PROJECT:

Replace MSC Gate.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 25,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$13,750

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 BOPW approved the rubbish drop off operations as follows:

- Change rubbish drop off site from the current location to the rear of the MSC.
- Install a new sliding gate to secure the side. This would be funded in the 2019 budget.
- Rubbish drop off site would have limited hours. Site would be open April 1st thru November 30th.
- Site would be open on Saturdays 8:00 AM to 4:00 PM and Wednesdays 3:00 PM to 7:00 PM.
- Site would be closed on holidays.
- Rubbish drop off site would be staffed. An additional seasonal employee would be added in the 2019 budget.
- These changes would start December 1, 2018.

In order to secure the site as mentioned above, a new sliding gate needs to be installed in order to prevent people from driving in back of the building during the hours the rubbish site is closed.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal 199

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City of De Pere
2019 General Fund
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EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
MUNICIPAL SERVICE CENTER											
Account Number PERSONAL SERVICES											
100	53230	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
100	53230	120	Hourly Wages	7,642	6,597	16,015	5,902	4,731	9,462	10,000	69.43%
100	53230	125	Overtime Wages	204	130	184	144	10	144	144	0.00%
100	53230	126	Seasonal Labor	3,604	39	39	2,753	133	2,753	2,753	0.00%
100	53230	150	FICA	652	513	1,063	502	403	775	816	62.40%
100	53230	151	Retirement	534	459	1,033	405	343	644	664	64.02%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,068	2,853	6,014	2,179	2,796	5,592	5,828	167.46%
100	53230	190	Training	360	190	190	275	0	275	275	0.00%
			Subtotal	15,064	10,781	24,537	12,161	8,417	19,644	20,480	68.42%
			CONTRACTUAL SERVICES								
100	53230	210	Telephone	173	85	170	132	65	130	130	-1.52%
100	53230	215	Consulting	8,280	7,962	13,886	5,445	2,291	5,445	13,750	152.53%
100	53230	217	Cleaning Service Contract	9,035	3,998	9,749	7,700	3,094	7,700	7,700	0.00%
100	53230	220	Utilities	38,160	21,787	46,383	22,000	22,550	22,388	23,000	4.55%
			Subtotal	55,648	33,832	70,188	35,277	28,000	35,663	44,580	26.37%
			SUPPLIES AND EXPENSE								
100	53230	314	Cleaning and Maintenance	8,136	2,776	9,994	6,325	1,912	6,325	6,325	0.00%
100	53230	340	Operating Supplies	2,988	6,410	9,416	3,025	4,296	8,592	3,025	0.00%
			Subtotal	11,124	9,186	19,410	9,350	6,208	14,917	9,350	0.00%
			CAPITAL OUTLAY								
100	53230	810	Capital Equipment	11,520	1,690	4,990	9,075	3,907	9,075	96,250	51.52%
			Subtotal	11,520	1,690	4,990	9,075	3,907	9,075	96,250	51.52%
			TOTAL	\$ 93,356	\$ 55,489	\$ 119,124	\$ 65,863	\$ 46,533	\$ 79,299	\$ 170,660	\$ 88,160 33.86%

Building Maintenance

Program Full Time Equivalents: 2.5

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.

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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 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.

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 2019 Building Maintenance program cost is \$175,641. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

2019 Program Objectives:

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

2019 Budget Significant Expenditure Changes:

- 1) Salary increased \$37,079 to reflect the new maintenance supervisor position.
- 2) FICA increased \$2,898 to reflect the new maintenance supervisor position.
- 3) Retirement increased \$2,387 to reflect the new maintenance supervisor position.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$5,364 to reflect the new maintenance supervisor position.
- 5) Training includes staff training on building maintenance.
- 6) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
- 7) Transportation increased \$500 to reflect the new maintenance supervisor position.
- 8) No Capital Outlay requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
BUILDING MAINTENANCE												
Account Number PERSONAL SERVICES												
100	53231	110	Salaries	\$0	\$0	\$0	\$0	\$ 6,524	\$ 35,162	\$ 37,079	\$ 37,079	100.00%
100	53231	120	Hourly Wages	\$ 70,000	\$ 30,240	63,447	61,841	21,561	61,841	62,642	62,642	1.30%
100	53231	125	Overtime Wages	600	210	2,145	600	85	600	600	600	0.00%
100	53231	126	Seasonal Labor			32	0	21	21	0	0	0.00%
100	53231	150	FICA	5,401	2,379	4,536	4,777	2,186	7,467	7,675	7,675	60.67%
100	53231	151	Retirement	4,801	1,881	4,510	4,184	1,839	6,539	6,571	6,571	57.07%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	30,515	20,282	38,830	39,636	20,312	40,624	45,000	45,000	13.53%
100	53231	190	Training	500		300	500	204	500	500	500	0.00%
			Subtotal	111,817	54,992	113,800	111,537	52,732	152,754	160,067	160,067	43.51%
			CONTRACTUAL SERVICES									
100	53231	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53231	215	Consulting	1,000	0	0	500	0	500	500	500	0.00%
100	53231	218	Cell/Radio	650	1,037	1,908	2,074	746	2,074	2,074	2,074	0.00%
			Subtotal	1,650	1,037	1,908	2,574	746	2,574	2,574	2,574	0.00%
			SUPPLIES AND EXPENSE									
100	53231	310	Office Supplies	500	192	192	500	0	500	500	500	0.00%
100	53231	331	Transportation	4,000	2,219	4,481	4,000	2,048	4,096	4,500	4,500	12.50%
100	53231	340	Operating Supplies	5,000	1,375	1,816	3,000	444	3,000	3,000	3,000	0.00%
100	53231	350	Repair and Maintenance Supplies	4,000	1,585	1,835	4,000	-	4,000	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	0	2,807	3,211	1,000	654	1,000	1,000	1,000	0.00%
			Subtotal	13,500	8,178	11,535	12,500	3,146	12,596	13,000	13,000	4.00%
			CAPITAL OUTLAY									
100	53231	860	Capital Outlay	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 126,967	\$ 64,207	\$ 127,243	\$ 126,611	\$ 56,625	\$ 167,924	\$ 175,641	\$ 175,641	38.72%

Fleet Maintenance

Program Full Time Equivalents: 3.0

Program Mission:

Provide preventative and emergency repairs for the street, water, park, engineering, 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, 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, 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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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 176 pieces of equipment for the street, water, park, engineering, 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 2019 Fleet Maintenance cost is \$112,454. 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 total cost for this program including the cost share with the above-mentioned utilities is \$562,271. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Salary increased \$7,416 to reflect the new maintenance supervisor position.
- 2) Health, Dental, DIB, Life & Wks Cmp decreased \$1,512 to reflect actual costs.
- 3) Training is for staff on fleet maintenance equipment.
- 4) Consulting decreased \$531 to reflect actual costs due to having additional mechanic. Consulting includes tasks unable to perform in our mechanics shop.
- 5) Repair and Maintenance Supplies increased \$3,673 to reflect actual costs due to higher maintenance with trying to keep equipment longer.
- 6) Capital Equipment includes the general fund share of \$4,168 which is for: portable welder (\$1,300), large shop fan (\$2,000), traffic advisor arrow light (\$160), small portable air compressor (\$20), and miscellaneous tools (\$688).

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EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
FLEET MAINTENANCE											
Account Number PERSONAL SERVICES											
100	53240	110	Salaries	\$0	\$0	\$0	\$ 1,305	\$ 7,032	\$ 7,416	\$ 7,416	100.00%
100	53240	120	Hourly Wages	76,500	20,418	44,478	8,318	34,000	35,000	39,000	-4.88%
100	53240	125	Overtime Wages	2,000	39	427	23	408	408	408	-0.05%
100	53240	126	Seasonal Labor	4,900	743	774	58	58	0	0	0.00%
100	53240	150	FICA	6,076	1,538	3,100	748	3,171	3,276	3,582	13.08%
100	53240	151	Retirement	5,338	1,384	3,430	620	2,776	2,805	3,067	10.55%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	42,010	10,286	21,261	6,195	22,000	22,000	22,000	-6.43%
100	53240	190	Training	500	0	0	0	204	200	200	-1.96%
			Subtotal	137,324	34,408	73,471	17,267	69,649	71,105	75,673	6.48%
			CONTRACTUAL SERVICES								
100	53240	210	Telephone	100	50	100	17	41	41	41	0.49%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0.00%
100	53240	215	Consulting	20,000	15,901	20,898	1,491	6,531	6,000	6,000	-8.12%
100	53240	218	Cell/Radio	250	0	0	0	102	102	102	0.00%
			Subtotal	20,350	15,951	20,998	1,508	6,674	6,143	6,143	-7.95%
			SUPPLIES AND EXPENSE								
100	53240	331	Transportation	1,000	0	0	0	408	408	408	-0.05%
100	53240	340	Operating Supplies	7,000	5,927	11,106	2,232	4,838	4,838	4,838	-0.01%
100	53240	350	Repair and Maintenance Supplies	36,000	19,609	35,920	11,237	22,474	20,000	20,000	22.50%
100	53240	351	Safety Equipment and Uniforms	3,000	0	2,453	325	1,224	1,224	1,224	-0.03%
			Subtotal	47,000	25,536	49,479	13,795	28,944	26,470	26,470	16.11%
			CAPITAL OUTLAY								
100	53240	810	Capital Equipment	26,950	20,935	22,513	2,165	3,723	4,168	4,168	11.95%
			Subtotal	26,950	20,935	22,513	2,165	3,723	4,168	4,168	11.95%
			TOTAL	\$ 231,624	\$ 96,830	\$ 166,460	\$ 34,734	\$ 108,990	\$ 107,886	\$ 112,454	7.86%

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.

2019 Performance Measures:

- 1) Decrease the number of mailboxes damaged by snowplows by 5% through educational programs based on inspections of mailbox locations.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Decrease the number of mailboxes damaged by snowplows by 5% through educational programs based on inspections of mailbox locations.
 - a. Result: Damages to mailboxes increased from 15 to 40. Met performance measure not met.

Significant Program Achievements:

- 1) Continued with pre-wetting and anti-icing in snow plow operations that have reduced salt usage and improved road conditions during the winter season.

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, alleys, 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 2019 Snow and Ice Control program cost is \$240,013. 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.

2019 Program Objectives:

- 1) Continue to train employees as well as train two new employees on various snow plow equipment.
- 2) Plow all streets within 8 hours for most storms.
- 3) Update snow plow maps to improve efficiencies.
- 4) Continue to send staff to seminars/conferences on snow removal operations.
- 5) Continue to send staff to snow plow rodeo.

2019 Budget Significant Expenditure Changes:

- 1) Overtime decreased by \$10,000 to reflect actual trends due to continued improvements in operational efficiencies.
- 2) FICA decreased \$995 due to overtime decreasing.
- 3) Retirement decreased \$1,036 due to overtime decreasing.
- 4) Training includes training for operational training of salting and plowing.
- 5) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 6) Consulting increased \$4,000 for the need to hire contractors as needed or rent equipment.
- 7) Transportation decreased \$5,000 to reflect actual costs due to improvements in operational efficiencies.
- 8) Operating Supplies increased \$6,000 to reflect actual costs for cutting blades for snow plows.
- 9) Salt, Sand, Chloride increased \$5,000 to reflect increase in cost per ton for salt.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
SNOW AND ICE CONTROL												
Account Number		PERSONAL SERVICES										
100	53310	120	Hourly Wages	\$ 71,400	\$ 48,800	\$ 65,046	\$ 73,000	\$ 41,500	\$ 70,000	\$ 70,000	\$ 70,000	-4.11%
100	53310	125	Overtime Wages	65,000	19,713	24,540	50,000	23,539	45,000	40,000	40,000	-20.00%
100	53310	150	FICA	10,435	6,323	7,424	9,410	5,146	8,798	8,415	8,415	-10.57%
100	53310	151	Retirement	9,275	5,858	6,975	8,241	4,773	7,705	7,205	7,205	-12.57%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,893	18,873	23,574	23,893	26,631	26,631	23,893	23,893	0.00%
100	53310	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	180,503	99,567	127,557	165,044	101,588	158,634	150,013	150,013	-9.11%
			CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	1,000	56	126	1,000	0	1,000	1,000	1,000	0.00%
100	53310	215	Consulting	0	0	0	0	2,805	2,805	4,000	4,000	100.00%
			Subtotal	1,000	56	126	1,000	2,805	3,805	5,000	5,000	400.00%
			SUPPLIES AND EXPENSE									
100	53310	331	Transportation	33,000	10,487	15,986	25,000	15,105	22,000	20,000	20,000	-20.00%
100	53310	340	Operating Supplies	18,000	14,805	16,618	4,000	10,988	12,000	10,000	10,000	150.00%
100	53310	341	Salt, Sand, Chloride	50,000	37,365	63,833	50,000	40,624	60,000	55,000	55,000	10.00%
			Subtotal	101,000	62,657	96,438	79,000	66,717	94,000	85,000	85,000	7.59%
			CAPITAL OUTLAY									
100	53310	810	Capital Equipment	0	0	0	0	0	0	400,000	0	0.00%
			Subtotal	0	0	0	0	0	0	400,000	0	0.00%
			TOTAL	\$ 282,503	\$ 162,280	\$ 224,121	\$ 245,044	\$ 171,111	\$ 256,439	\$ 640,013	\$ 240,013	-2.05%

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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Decrease the number of complaints received on a street by 1% by monitoring the conditions of the street.
 - a. Result: Staff felt the complaints were far less than previous years but did not track the data to accurately measure.

Significant Program Achievements:

- 1) Increased road-patching to reduce potholes.

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 2019 Street Maintenance program cost is \$129,265. The program benefits the community by allowing the streets to be kept clear of road hazards.

2019 Program Objectives:

- 1) Continue road maintenance activities to improve road conditions.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$7,580 to reflect actual costs due to shift of labor to other programs.
- 2) FICA increased \$580 to reflect the increase in hourly wages.
- 3) Retirement increased \$418 to reflect the increase in hourly wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$7,739 to reflect actual costs.
- 5) Training includes funding for street employees to attend road maintenance seminar/workshops.
- 6) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 7) Consulting include for blacktop patching.
- 8) Transportation decreased \$2,000 to reflect actual costs due to shift of labor to other programs.
- 9) Operating Supplies decreased \$1,000 to reflect actual costs due to shift of labor to other programs.
- 10) No Capital Outlay is being requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
STREET MAINTENANCE											
Account Number PERSONAL SERVICES											
100	53330	120	Hourly Wages	\$ 49,310	\$ 30,846	\$ 62,785	\$ 50,420	\$ 37,417	\$ 65,000	\$ 58,000	\$ 58,000 15.03%
100	53330	125	Overtime Wages	2,000	(392)	270	2,000	917	2,000	2,000	2,000 0.00%
100	53330	126	Seasonal Labor	4,961	195	916	4,961	942	4,961	4,961	4,961 0.00%
100	53330	150	FICA	3,997	2,287	4,460	4,082	2,946	5,197	4,662	4,662 14.21%
100	53330	151	Retirement	3,489	1,973	4,211	3,512	2,257	4,489	3,930	3,930 11.90%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	25,803	16,574	28,383	25,803	16,771	33,542	33,542	33,542 29.99%
100	53330	190	Training	2,500	0	0	2,500	515	2,500	2,500	2,500 0.00%
			Subtotal	92,060	51,483	101,025	93,278	61,765	117,689	109,595	109,595 17.49%
			CONTRACTUAL SERVICES								
100	53330	212	Seminars and Conferences	270	0	0	270	0	270	270	270 0.00%
100	53330	215	Consulting	2,000	0	1,800	2,000	0	2,000	2,000	2,000 0.00%
			Subtotal	2,270	0	1,800	2,270	0	2,270	2,270	2,270 0.00%
			SUPPLIES AND EXPENSE								
100	53330	331	Transportation	12,000	3,533	5,713	10,000	3,268	8,000	8,000	8,000 -20.00%
100	53330	340	Operating Supplies	4,000	2,259	2,436	4,000	(1,310)	3,000	3,000	3,000 -25.00%
100	53330	350	Repair and Maintenance Supplies	1,000	0	487	1,000	607	1,000	1,000	1,000 0.00%
100	53330	351	Safety Equipment and Uniforms	5,400	4,429	4,787	5,400	1,352	5,400	5,400	5,400 0.00%
			Subtotal	22,400	10,221	13,423	20,400	3,917	17,400	17,400	17,400 -14.71%
			CAPITAL OUTLAY								
100	53330	860	Capital Outlay	0	0	0	0	0	0	0	0 0.00%
			Subtotal	0	0	0	0	0	0	0	0 0.00%
			TOTAL	\$ 116,730	\$ 61,704	\$ 116,248	\$ 115,948	\$ 65,682	\$ 137,359	\$ 129,265	\$ 129,265 11.49%

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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Train at least one new person in how to manufacture street signs.
 - a. Result: This performance measure was met by training one new employee.

Significant Program Achievements:

- 1) Met 100% of standards of WisDot sign reflectivity standards.

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 2019 Traffic Signs and Markings program cost is \$132,360. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2019 Program Objectives:

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

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages decreased \$5,193 to reflect actual costs due to shift of labor to other programs.
- 2) Overtime Wages decreased \$500 to reflect actual costs due to shift of labor to other programs.
- 3) Seasonal Labor increased \$350 to reflect actual costs of having seasonal staff doing more in this program.
- 4) FICA decreased \$430 to reflect decrease in hourly wages.
- 5) Retirement decreased \$473 to reflect decrease in hourly wages.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$4,547 to reflect actual costs.
- 7) Training is for training staff on sign maintenance and traffic markings.
- 8) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
- 9) Consulting includes fees paid to City of Green Bay for street striping.
- 10) No Capital Equipment requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
TRAFFIC SIGNS AND MARKINGS												
Account Number		PERSONAL SERVICES										
100	53400	120	Hourly Wages	\$ 62,780	\$ 30,333	\$ 52,201	\$ 64,193	\$ 21,777	\$ 59,000	\$ 59,000	\$ 59,000	-8.09%
100	53400	125	Overtime Wages	2,500	1,308	1,972	2,500	80	2,000	2,000	2,000	-20.00%
100	53400	126	Seasonal Labor	4,650	1,120	4,875	4,650	1,292	4,800	5,000	5,000	7.53%
100	53400	150	FICA	5,061	2,464	4,056	5,169	1,708	4,736	4,739	4,739	-8.33%
100	53400	151	Retirement	4,439	1,917	3,724	4,468	1,277	4,087	3,996	3,996	-10.58%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	22,547	9,667	17,422	22,547	6,528	17,250	18,000	18,000	-20.17%
100	53400	190	Training	400	0	0	400	0	400	400	400	0.00%
			Subtotal	102,377	46,809	84,249	103,928	32,662	92,273	93,135	93,135	-10.39%
			CONTRACTUAL SERVICES									
100	53400	212	Seminars and Conferences	225	0	0	225	0	225	225	225	0.00%
100	53400	215	Consulting	6,000	949	5,821	6,000	0	6,000	6,000	6,000	0.00%
			Subtotal	6,225	949	5,821	6,225	0	6,225	6,225	6,225	0.00%
			SUPPLIES AND EXPENSE									
100	53400	331	Transportation	3,500	1,437	2,514	3,000	1,221	3,000	3,000	3,000	0.00%
100	53400	340	Operating Supplies	22,000	2,474	12,199	18,000	5,101	18,000	18,000	18,000	0.00%
100	53400	342	Paint--Sign and Mark	12,000	8,858	8,879	12,000	6,785	12,000	12,000	12,000	0.00%
			Subtotal	37,500	12,769	23,591	33,000	13,107	33,000	33,000	33,000	0.00%
			CAPITAL OUTLAY									
100	53400	810	Capital Equipment	15,000	0	7,382	1,500	0	1,500	0	0	0.00%
			Subtotal	15,000	0	7,382	1,500	0	1,500	0	0	0.00%
			TOTAL	\$ 161,102	\$ 60,527	\$ 121,044	\$ 144,653	\$ 45,769	\$ 132,998	\$ 132,360	\$ 132,360	-8.50%

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.

2019 Performance Measures:

- 1) Respond and repair all burnt out street lights within 24 hours of notification.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Respond and repair all street lighting issues within the downtown districts within 24 hours of notification.
 - 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 2019 Street Lighting program cost is \$434,830. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2019 Program Objectives:

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

2019 Budget Significant Expenditure Changes:

- 1) Overtime Wages increased \$100 to reflect actual costs for after hour emergency calls.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins increased \$381 to reflect actual costs.
- 3) Consulting is for contracting outside services for locates and to repair street and decorative lighting.
- 4) Transportation costs decreased \$250 to reflect actual fuel costs.
- 5) Capital Equipment includes \$25,000 for annual replacement of street light poles, fixtures, and bases.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: Department of Public Works	
DATE PREPARED: August 2, 2018	
DESCRIPTION OF PROJECT: Replacing existing both decorative and regular street light poles and fixtures.	
NEW: _____ or REPLACEMENT: <u> X </u>	
PROJECTED COST: \$50,000	
PROPOSED METHOD OF FINANCING:	
☒ GENERAL FUND	\$25,000
CAPITAL IMPROVEMENTS FUND	.
GENERAL OBLIGATION DEBT	.
SPECIAL ASSESSMENT	.
GRANTS	.
☒ OTHER	\$12,500 – TID 7
	\$12,500 – TID 9
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 replacement will be based off of condition assessment report done in 2018.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
STREET LIGHTING												
Account Number		PERSONAL SERVICES										
100	53420	120	Hourly Wages	\$ 9,000	\$ 2,196	\$ 6,253	\$ 6,000	\$ 787	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
100	53420	125	Overtime Wages	100	22	162	100	74	200	200	200	100.00%
100	53420	126	Seasonal Labor	0	0	22	0	0	0	0	0	0.00%
100	53420	150	FICA	696	159	429	467	79	474	474	474	1.64%
100	53420	151	Retirement	619	150	429	409	74	415	406	406	-0.64%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,119	838	2,585	2,119	548	2,500	2,500	2,500	17.98%
100	53420	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	12,534	3,365	9,880	9,094	1,562	9,590	9,580	9,580	5.34%
			CONTRACTUAL SERVICES									
100	53420	215	Consulting	10,000	4,907	8,062	10,000	7,892	10,000	10,000	10,000	0.00%
100	53420	220	Utilities	395,000	184,080	370,631	380,000	155,316	370,000	370,000	370,000	-2.63%
			Subtotal	405,000	188,987	378,693	390,000	163,209	380,000	380,000	380,000	-2.56%
			SUPPLIES AND EXPENSE									
100	53420	331	Transportation	500	0	0	500	0	250	250	250	-50.00%
100	53420	340	Operating Supplies	15,000	16,571	20,046	20,000	5,178	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	15,500	16,571	20,046	20,500	5,178	20,250	20,250	20,250	-1.22%
			CAPITAL OUTLAY									
100	53420	810	Capital Equipment	0	0	0	0	0	0	50,000	25,000	100.00%
			Subtotal	0	0	0	0	0	0	50,000	25,000	100.00%
			TOTAL	\$ 433,034	\$ 208,923	\$ 408,620	\$ 419,594	\$ 169,948	\$ 409,840	\$ 459,830	\$ 434,830	3.63%

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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 2019 Traffic Lights program cost is \$59,000. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2019 Program Objectives:

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

2019 Budget Significant Expenditure Changes:

- 1) Consulting fees include for fees paid to City of Green Bay for maintenance of traffic signals and locates.
- 2) Utilities decreased \$2,500 to reflect the elimination of the traffic signal at Main & Lawrence.
- 3) Operating Supplies decreased \$500 to reflect actual costs.
- 4) Capital Equipment includes \$20,000 for traffic signal study.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Traffic Lights – Traffic Signal Study – Complete a traffic signal study for the signals on the Main Avenue/Reid Street corridor

ITEM

COST

Traffic Signal Study

\$40,000

NEW: or REPLACEMENT:

PROJECTED COST: \$40,000

PROPOSED METHOD OF FINANCING:

\$

%

X GENERAL FUND

\$20,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER

\$10,000 TID 7

\$10,000 TID 9

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Complete a traffic signal study to analyze the traffic and timing of the existing signals on the Main Avenue and Reid Street corridor. Make recommendations for signal timing. A traffic signal study was last completed in 2009/2010. Since that time, there have been some significant changes in the corridor, including the removal of the traffic signals at Main and Lawrence with the installation of a roundabout, signal modification at Main and Tenth, and the addition of left turn lanes on Eighth Street at Main Avenue. Additionally, there has been a request to review improvements to the Main Avenue and Eighth Street signals/intersection to improve the eastbound left turn from Main Avenue to northbound Eighth Street.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change	
TRAFFIC LIGHTS												
Account Number			PERSONAL SERVICES									
100	53450	120	Hourly Wages	\$0	\$105	\$105	\$0	\$0	\$0	\$0	0.00%	
100	53450	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0.00%	
100	53450	125	Overtime Wages	0	0	0	0	0	0	0	0.00%	
100	53450	150	FICA	0	7	8	0	0	0	0	0.00%	
100	53450	151	Retirement	0	0	7	0	0	0	0	0.00%	
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	31	0	0	0	0	0.00%	
			Subtotal	0	112	151	0	0	0	0	0.00%	
			CONTRACTUAL SERVICES									
100	53450	215	Consulting	10,000	2,710	14,994	10,000	1,003	10,000	10,000	0.00%	
100	53450	218	Cell/Radio	0	0	0	0	0	0	0	0.00%	
100	53450	220	Utilities	31,362	14,307	29,914	30,500	12,613	28,000	28,000	-8.20%	
			Subtotal	41,362	17,017	44,907	40,500	13,616	38,000	38,000	-6.17%	
			SUPPLIES AND EXPENSE									
100	53450	331	Transportation	0	0	0	0	0	0	0	0.00%	
100	53450	340	Operating Supplies	1,500	0	242	1,500	0	1,000	1,000	-33.33%	
			Subtotal	1,500	0	242	1,500	0	1,000	1,000	-33.33%	
			CAPITAL OUTLAY									
100	53450	810	Capital Equipment	10,500	0	9,736	40,000	2,428	40,000	450,000	-50.00%	
			Subtotal	10,500	0	9,736	40,000	2,428	40,000	20,000	-50.00%	
			TOTAL	\$ 53,362	\$ 17,129	\$ 55,036	\$ 82,000	\$ 16,044	\$ 79,000	\$ 489,000	\$ 59,000	-28.05%

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. The brush is picked up during these weeks on the designated garbage day 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 76% City and 24% 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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
 - a. Result: Household brush violations (593 in 2017, 448 in 2018). Performance measure was met.

Significant Program Achievements:

- 1) Reduced the number of commercial contractors illegally using the compost site.
- 2) Reduced the number of brush violations.

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 2019 Brush Collection program cost is \$93,884. 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.

2019 Program Objectives:

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

2019 Budget Significant Expenditure Changes:

- 1) Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
- 2) No Capital Equipment requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
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BRUSH COLLECTION

Account Number PERSONAL SERVICES

100	53460	120	Hourly Wages	\$ 40,000	\$ 17,992	\$ 40,329	\$ 40,900	\$ 15,146	\$ 40,900	\$ 40,900	\$ 40,900	0.00%
100	53460	125	Overtime Wages	100	0	298	100	0	100	100	100	0.00%
100	53460	126	Seasonal Labor	7,505	900	3,161	7,505	471	7,505	7,505	7,505	0.00%
100	53460	150	FICA	3,176	1,388	3,040	3,245	1,135	3,245	3,245	3,245	0.00%
100	53460	151	Retirement	2,727	1,141	2,837	2,747	888	2,747	2,686	2,686	-2.24%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,156	6,834	16,127	14,794	5,554	14,794	14,794	14,794	0.00%
			Subtotal	67,664	28,255	65,792	69,291	23,193	69,291	69,230	69,230	-0.09%
			CONTRACTUAL SERVICES									
100	53460	215	Consulting	18,000	0	19,807	18,000	0	18,000	18,000	18,000	0.00%
100	53460	220	Utilities	354	174	361	354	139	354	354	354	0.00%
			Subtotal	18,354	174	20,168	18,354	139	18,354	18,354	18,354	0.00%
			SUPPLIES AND EXPENSE									
100	53460	331	Transportation	6,000	2,341	5,271	6,000	1,517	6,000	6,000	6,000	0.00%
100	53460	340	Operating Supplies	300	0	0	300	0	300	300	300	0.00%
			Subtotal	6,300	2,341	5,271	6,300	1,517	6,300	6,300	6,300	0.00%
			CAPITAL OUTLAY									
100	53460	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	\$ 92,318	\$ 30,770	\$ 91,231	\$ 93,945	\$ 24,849	\$ 93,945	\$ 93,884	\$ 93,884	-0.07%

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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership increased: Route 11: 65,605 to 65,680; Route 17: 39,469 to 41,670)

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 2019 Transit System program cost is \$435,510. 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.

2019 Program Objectives:

- 1) Continue to maintain bus services for the community.

2019 Budget Significant Expenditure Changes:

None

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
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TRANSIT SYSTEM

Account Number			CONTRACTUAL SERVICES									
100	53520	213	Transit System	\$ 436,943	\$ 234,257	\$ 395,186	\$ 435,510	\$ 182,288	\$ 435,510	\$ 435,510	\$ 435,510	0.00%
			Subtotal	436,943	234,257	395,186	435,510	182,288	435,510	435,510	435,510	0.00%
			TOTAL	\$ 436,943	\$ 234,257	\$ 395,186	\$ 435,510	\$ 182,288	\$ 435,510	\$ 435,510	\$ 435,510	0.00%

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.

2019 Performance Measures:

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
 - a. Result: Violations are 194 for 2018 compared to 131 in 2017. Performance measure not met.

Significant Program Achievements:

- 1) Realigned garbage maps/routes to gain greater efficiency.
- 2) Significantly reduced overtime.

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 2019 Garbage/Refuse Collection program cost is \$293,207. 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.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages decreased \$15,186 to reflect actual costs for reducing hours for rubbish drop off site.
- 2) Seasonal Labor increased \$8,744 to reflect actual cost for adding a seasonal employee to monitor rubbish drop off site.
- 3) FICA decreased \$1,035 to reflect actual costs for reducing hours for rubbish drop off site.
- 4) Retirement decreased \$1,260 to reflect actual costs for reducing hours for rubbish drop off site.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins increased \$2,798 to reflect actual costs.
- 6) Training for staff development in garbage truck operation.
- 7) Consulting for garbage dumpster services for Nicolet Square. Consulting also includes \$1,000 funding for WDNR and Brown County for solid waste operations.
- 8) Transportation decreased \$4,800 to reflect actual costs for reducing hours for rubbish drop off site.
- 9) Garbage Bags and Poly Cart Supplies decreased \$1,000 to reflect actual costs.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
GARBAGE/REFUSE COLLECTION											
Account Number PERSONAL SERVICES											
100	53620	120	Hourly Wages	\$ 153,766	\$ 87,593	\$ 190,370	\$ 175,186	\$ 85,513	\$ 175,186	\$ 160,000	\$ 160,000 -8.67%
100	53620	125	Overtime Wages	2,000	205	1,206	2,000	1,480	2,000	2,000	2,000 0.00%
100	53620	126	Seasonal Labor	5,256	1,388	3,167	5,256	1,166	5,256	14,000	14,000 166.36%
100	53620	150	FICA	11,992	6,907	13,852	13,631	6,965	13,631	12,596	12,596 -7.59%
100	53620	151	Retirement	10,592	5,172	13,020	11,871	5,087	11,871	10,611	10,611 -10.62%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	50,911	32,057	67,550	53,202	30,773	61,546	56,000	56,000 5.26%
100	53620	190	Training	500	0	0	500	0	500	500	500 0.00%
			Subtotal	235,018	133,322	289,165	261,646	130,983	269,990	255,707	255,707 -2.27%
			CONTRACTUAL SERVICES								
100	53620	210	Telephone	0	0	0	0	0	0	0	0 0.00%
100	53620	215	Consulting	7,500	0	288	7,500	618	7,500	7,500	7,500 0.00%
			Subtotal	7,500	0	288	7,500	618	7,500	7,500	7,500 0.00%
			SUPPLIES AND EXPENSE								
100	53620	331	Transportation	26,000	14,400	30,450	28,800	13,069	28,800	24,000	24,000 -16.67%
100	53620	340	Operating Supplies	1,000	0	65	1,000	0	1,000	1,000	1,000 0.00%
100	53620	344	Garbage Bags and Poly Cart Supplies	9,000	0	0	6,000	0	6,000	5,000	5,000 -16.67%
			Subtotal	36,000	14,400	30,515	35,800	13,069	35,800	30,000	30,000 -16.20%
			CAPITAL OUTLAY								
100	53620	810	Capital Equipment	0	0	0	0	0	280,000	0	0 0.00%
			Subtotal	0	0	0	0	0	280,000	0	0 0.00%
			TOTAL	\$ 278,518	\$ 147,722	\$ 319,969	\$ 304,946	\$ 144,670	\$ 313,290	\$ 573,207	\$ 293,207 -3.85%

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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Monitor 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 over 5,000 tons of garbage to the landfill 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 2019 Landfill program cost is \$245,000. This program benefits the community by providing funding for disposal of solid waste.

2019 Program Objectives:

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

2018 Budget Significant Expenditure Changes:

- 1) Landfill decreased \$15,000 to reflect actual costs for reducing hours for the rubbish drop off site.
- 2) No capital requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
LANDFILL												
Account Number			CONTRACTUAL SERVICES									
100	53630	214	Landfill	\$ 250,000	\$ 95,272	\$ 267,997	\$ 260,000	\$ 82,341	\$ 260,000	\$ 245,000	\$ 245,000	-5.77%
			Subtotal	250,000	95,272	267,997	260,000	82,341	260,000	245,000	245,000	-5.77%
			TOTAL	\$ 250,000	\$ 95,272	\$ 267,997	\$ 260,000	\$ 82,341	\$ 260,000	\$ 245,000	\$ 245,000	-5.77%

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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.

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 2019 Weed Control program cost is \$9,011. 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 total cost for this program, including the cost share with the above-mentioned utilities, is \$175,746. 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.

2019 Program Objectives:

- 1) Continue to cut weeds in business and industrial parks twice per year.
- 2) Train more employees in weed cutting operations.
- 3) Continue to maintain safe vision triangle at intersections throughout the City.

2019 Budget Significant Expenditure Changes:

- 1) Fuel – City Vehicles/EQ decreased \$236 to reflect actual costs.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
WEED CONTROL												
Account Number		PERSONAL SERVICES										
100	53640	120	Hourly Wages	\$ 4,864	\$ 1,867	\$ 6,188	\$ 4,974	\$ 781	\$ 5,000	\$ 5,000	\$ 5,000	0.52%
100	53640	125	Overtime Wages	0	13	138	0	6	6	0	0	0.00%
100	53640	126	Seasonal Labor	91	0	382	91	0	91	91	91	0.00%
100	53640	150	FICA	373	103	444	382	61	384	384	384	0.52%
100	53640	151	Retirement	331	76	468	333	68	335	328	328	-1.73%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,683	734	4,211	2,804	1,863	2,804	2,909	2,909	3.74%
			Subtotal	8,342	2,793	11,830	8,584	2,779	8,620	8,711	8,711	1.48%
			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	536	28	83	536	132	300	300	300	-44.03%
			Subtotal	536	28	83	536	132	300	300	300	-44.03%
			CAPITAL OUTLAY									
100	53640	810	Capital Equipment	0	0	0	0	0	0	52,500	0	0.00%
			Subtotal	0	0	0	0	0	0	52,500	0	0.00%
			TOTAL	\$ 8,878	\$ 2,821	\$ 11,914	\$ 9,120	\$ 2,911	\$ 8,920	\$ 61,511	\$ 9,011	-1.19%

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 2018 the grant received was \$97,568.39. 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.

2019 Performance Measures:

- 1) Increase recycling tonnage collected by 1% by educating the community on recycling.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase recycling tonnage collected by 1% by educating the community on recycling.
 - a. Result: Performance measure was not met. Tonnage for 2017 = 2,071 and 2018 = 2017. This is an decrease of 2.61%. This is primarily due to less paper products such as newspapers being recycled.

Significant Program Achievements:

- 1) Increased efforts to educate community and residents on the importance of recycling.

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 2019 Recycling program cost is \$89,426. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$7,971 to reflect actual costs.
- 2) Training \$500 to fund staff attending recycling seminars.
- 3) Consulting of \$5,500 for private dumpster services in Nicolet Square.
- 4) Poly Cart Supplies decreased \$1,000 to reflect actual costs.
- 5) No Capital Equipment requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% Of Change
RECYCLING												
Account Number		PERSONAL SERVICES										
100	53650	120	Hourly Wages	\$ 47,080	\$ 21,082	\$ 44,297	\$ 44,990	\$ 21,282	\$ 42,564	\$ 44,990	\$ 44,990	0.00%
100	53650	125	Overtime Wages	200	0	674	200	10	200	200	200	0.00%
100	53650	126	Seasonal Labor	322	425	455	322	10	322	322	322	0.00%
100	53650	150	FICA	3,622	1,763	3,442	3,462	1,714	3,276	3,462	3,462	0.00%
100	53650	151	Retirement	3,215	1,354	3,117	3,028	1,311	2,865	2,960	2,960	-2.24%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,971	4,979	10,171	19,971	5,100	12,000	12,000	12,000	-39.91%
100	53650	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	74,910	29,603	62,155	72,472	29,426	61,727	64,434	64,434	-11.09%
			CONTRACTUAL SERVICES									
100	53650	215	Consulting	5,500	0	288	5,500	556	5,500	5,500	5,500	0.00%
			Subtotal	5,500	0	288	5,500	556	5,500	5,500	5,500	0.00%
			SUPPLIES AND EXPENSE									
100	53650	331	Transportation	11,500	6,996	13,655	13,992	6,505	13,992	13,992	13,992	0.00%
100	53650	340	Operating Supplies	500	0	65	500	0	500	500	500	0.00%
100	53650	344	Poly Cart Supplies	6,000	0	0	6,000	4,096	5,000	5,000	5,000	-16.67%
			Subtotal	18,000	6,996	13,720	20,492	10,602	19,492	19,492	19,492	-4.88%
			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	\$ 98,410	\$ 36,599	\$ 76,164	\$ 98,464	\$ 40,584	\$ 86,719	\$ 89,426	\$ 89,426	-9.18%

TOTAL PUBLIC WORKS

City of De Pere
2019 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
TOTAL PUBLIC WORKS									
PERSONAL SERVICES									
110 Salaries	\$ 142,476	\$ 66,965	\$ 144,243	\$ 91,803	\$ 55,155	\$ 91,803	\$ 140,610	\$ 140,610	53.17%
120 Hourly Wages	718,148	359,462	726,649	665,083	311,201	665,630	648,611	656,083	-1.35%
125 Overtime Wages	84,854	27,120	43,715	63,927	31,509	63,996	58,452	58,452	-8.56%
126 Seasonal Wages	39,889	8,389	24,405	29,913	5,603	30,142	39,007	39,007	30.40%
150 FICA	72,907	36,524	66,980	63,226	31,593	66,120	65,413	65,984	4.36%
151 Retirement	64,293	29,585	63,285	54,994	25,195	57,911	55,523	56,012	1.85%
152 Health, Denal, DIB, Life & Wks Comp Ins	314,736	160,653	315,549	283,799	153,753	292,622	287,602	284,707	0.32%
190 Training	14,260	1,226	5,511	9,754	1,622	9,754	9,750	9,750	-0.04%
Subtotal	1,451,563	689,924	1,390,336	1,262,500	615,631	1,277,978	1,304,967	1,310,605	3.81%
CONTRACTUAL SERVICES									
210 Telephone	3,013	1,524	3,036	1,909	839	1,907	1,907	1,907	-0.11%
211 Postage	2,500	775	2,068	1,563	559	1,563	1,563	1,563	0.03%
212 Seminars and Conference	5,913	728	1,798	4,120	436	4,120	4,120	4,120	0.00%
213 Transit System	436,943	234,257	395,186	435,510	182,288	435,510	435,510	435,510	0.00%
214 Landfill	250,000	95,272	267,997	260,000	82,341	260,000	245,000	245,000	-5.77%
215 Consulting	97,580	33,507	94,058	77,617	18,805	81,110	90,079	90,079	16.06%
217 Cleaning Service Contract	9,035	3,998	9,749	7,700	3,094	7,700	7,700	7,700	0.00%
218 Cell/Radio	5,400	3,103	6,046	5,005	2,291	5,186	5,186	5,186	3.62%
219 Data	0	0	0	0	0	0	0	0	0.00%
220 Utilities	464,876	220,348	447,289	432,854	190,619	420,742	421,354	421,354	-2.66%
Subtotal	1,275,260	593,512	1,227,227	1,226,278	481,274	1,217,838	1,212,419	1,212,419	-1.13%

City of De Pere
2019 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
TOTAL PUBLIC WORKS									
SUPPLIES AND EXPENSE									
310 Office Supplies	4,500	1,649	2,814	3,000	189	3,000	3,000	3,000	0.00%
314 Cleaning & Maintenance Supplies	8,136	2,776	9,994	6,325	1,912	6,325	6,325	6,325	0.00%
320 Memberships/Subscriptions	850	372	696	532	214	713	713	713	34.09%
331 Transportation	101,700	42,680	80,818	94,075	43,877	88,993	82,597	82,597	-12.20%
340 Operating Supplies	81,788	50,214	75,948	62,976	27,662	75,043	67,476	67,476	7.14%
341 Salt, Sand and Chloride	50,000	37,365	63,833	50,000	40,624	60,000	55,000	55,000	10.00%
342 Paint--Sign and Mark	12,000	8,858	8,879	12,000	6,785	12,000	12,000	12,000	0.00%
344 Garbage Bags and Poly Cart Supplies	15,000	0	0	12,000	4,096	11,000	10,000	10,000	-16.67%
350 Repair and Maintenance	42,100	21,331	38,575	22,014	11,854	28,162	25,688	25,688	16.69%
351 Safety Equipment and Uniforms	8,400	7,236	10,451	7,624	2,331	7,624	7,624	7,624	-0.01%
361 Fuel - Equipment	536	28	83	536	132	300	300	300	-44.03%
Subtotal	325,010	172,509	292,090	271,083	139,677	293,160	270,723	270,723	-0.13%
CAPITAL OUTLAY									
810 Captial Equipment	67,970	25,578	48,673	57,298	10,996	57,298	1,342,918	72,918	27.26%
860 Capital Outlay	0	0	0	0	0	0	0	0	0.00%
Subtotal	67,970	25,578	48,673	57,298	10,996	57,298	1,342,918	72,918	27.26%
TOTAL	\$ 3,119,803	\$ 1,481,523	\$ 2,958,327	\$ 2,817,157	\$ 1,247,578	\$ 2,846,274	\$ 4,131,027	\$ 2,866,666	1.76%

CULTURE, EDUCATION & RECREATION

CULTURE, EDUCATION AND RECREATION EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Community Center	2.60
Historic Preservation Commission	0.00
Park and Rec Administration	2.00
Parks & Public Land	2.80
Forestry	2.30
Boat Ramps	0.15
Parks Equipment/Vehicle Maintenance	0.50
Recreation and Recreation Programs	3.43
Events/Celebrations	0.15
Swimming Pools	0.80
TOTAL	14.73

Community Center

Program Full Time Equivalents: 2.6

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.
- 2) *Nutrition Program* – In cooperation with the Aging and Disability Resource Center of Brown County, a nutrition program is offered at the Community Center for those that are disabled and senior citizens who live in and around De Pere.

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.
- 2) *Senior Citizens and Disabled Participants Served Nutritious Meals.* Activity federally subsidized by the Aging & Disability Resource Center of Brown County. Senior citizens and disabled participants are served a nutritious meal and gain daily interaction with community members while checking on their well-being.

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.
- 3) Maintain a good relationship and cooperative agreement with the ADRC to provide home delivered meals daily and increase the amount of congregate meals served daily at our facility.

2019 Performance Measures:

- 1) Restructure fees and policies for Community Center rentals to increase overall rental revenues by 3% to include reservations, equipment, storage, miscellaneous, and b-day rentals.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase general revenues by 5%.
 - a. Result: Revenues increased by 11.2%; \$34,849 (July 2017 – June 2018) compared to \$31,352 (July 2016 – June 2017).

Significant Program Achievements:

- 1) Entered into new contract with the Lifelong Learning Institute of UWGB to hold a variety of enrichment and continuing education courses; renewed agreements with SESAC, BMI, ASCAP & MPLC as well as the ADRC.
- 2) Eliminated costs associated with design, printing and mailing of our department brochures by entering into a renewed agreement with MultiMedia Channels, who solicits advertising to cover those costs, which has saved a significant amount of staff time and costs.
- 3) Installed new boiler; also installed new flooring on lower level of the Community Center in all rooms as well as stairwells.
- 4) Solicited donations to cover the costs of replacing round, rectangle and square tables in the Spruce Rm. & lounge area along with replacing the chairs and furniture in the lounge area. Received a \$25,000 anonymous donation plus \$3,500 from Wal*Mart, and \$1,000 each from BCCWC & De Pere Area Men's Club thus far.
- 5) Completed paver repair project.
- 6) Hired new part-time maintenance personnel and continued to train/oversee fairly new staff in part-time and full-time capacities.

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. Serves as a site location in cooperation with the Brown County Aging and Disability Resource Center offering nutritious meals to senior citizens and disabled persons within our community.
 - iii. Provides customer service, serving as a resource contact.
 - iv. 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 2019 Community Center Program cost is \$351,744. 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.

2019 Objectives:

- 1) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.
- 2) Enhance marketing efforts for the Community Center to increase facility rentals.
- 3) Install new flooring on the upper level of the Community Center and pursue reupholstering cushioned chairs.
- 4) Install new HVAC Controls at Community Center.
- 5) Reinstall pavers on lower level entrance. Hire landscaping company to prune and provide mulch around Community Center.
- 6) Research and acquire replacement tables and/or floor protectors for upper level furniture.
- 7) Analyze utilities use for Community Center.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages Part-Time increased by \$1,261 to reflect wage step increases along with market adjustments.
- 2) Seasonal Labor increased by \$3,680 to reflect reallocation of funds for PT Maintenance Custodian (6 hrs.) from Recreation budget, increases in wages and 10 additional hours for CC Facility Attendants due to increases in rentals.
- 3) Retirement increased by \$1,821 to reflect actual trends.
- 4) Training includes Management Training Seminar (1) \$125, Support Staff Training (2) \$150, First Aid/CPR Training (6) \$75.
- 5) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$250).
- 6) Cell/Radio decreased by \$96 to reflect actual trends.
- 7) Data decreased by \$690 due to the City internet connection upgrade.
- 8) Utilities increased by \$3,850 due to actual trends.
- 9) Other Contractual Services increased by \$7,475 due to implementing a panic button system upgrade (\$2,000), yearly pruning & landscaping (\$4,500), new color copier agreement (\$1,155) and minor increases/decreases in some of the other contractual services. Includes CEC Fire Alarm and Security System Inspection, Fire Extinguisher Inspection, Sprinkler Inspection Backflow Preventer Testing, Elevator Inspection Services, Panic Button monitoring & upgrade to system, Copy machine, HVAC Preventative Maintenance, Boiler Permit fee, Pruning/Landscaping.
- 10) Office Supplies decreased by \$1,000 as a result of reallocating funds to Operating Supplies.
- 11) Memberships/Subscriptions include the following music and movie licenses: MPLC (\$610), ASCAP (\$355), SESAC (\$425), BMI (\$355).
- 12) Operating Supplies increased \$3,600 to reflect reallocation of funds from Office Supplies (\$1,000) and replacements of 2 AED's (\$2,600).
- 13) Capital Outlay includes: CC Improvements/Upgrades & Repairs (\$10,000).

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Park and Recreation Department		
DATE PREPARED: 7/18/18		
DESCRIPTION OF PROJECT:		
Community Center Upgrades & Miscellaneous Repairs (\$10,000)		
NEW: <u> X </u> or REPLACEMENT: <u> </u>		
PROJECTED COST: \$10,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$10,000	100% .
CAPITAL IMPROVEMENTS FUND		. .
GENERAL OBLIGATION DEBT		. .
SPECIAL ASSESSMENT		. .
GRANTS		. .
OTHER		. .
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
Additional operating and maintenance costs will depend on type of project but for the most part there should be little additional costs, possibly future repairs or maintenance, but annual operating costs should be minimal.		
PROJECT JUSTIFICATION		
The Community Center is over 18 years old and we continue to experience unexpected repairs and updates to our facility and equipment. This yearly fund would continue to help cover those unexpected mechanical repairs as well as miscellaneous minor upgrades to the facility (i.e. cabinetry/storage lockers, replacing appliances, tables, chairs, TV's, adding digital signage, basic mechanical systems repairs, updates to workstations, grounds, etc.)		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No. 1	

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Park and Recreation Department		
DATE PREPARED: 7/18/18		
DESCRIPTION OF PROJECT: HVAC Control Replacement at Community Center (\$25,000)		
NEW: ____ or REPLACEMENT: <u>X</u>		
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		
There are several reasons for replacing the digital controls at the Community Center. First, the controls are approximately 18 years old and we have encountered some failures over the past few years. Secondly, the controls are KMC controls and can only be managed by a certified KMC Control representative. There is currently only one contractor we are able to work with in the area and we have encountered several problems with their level and quality of service. Changing to a more universal digital control software would allow for the City to have multiple sources/vendors to reach out to for managing the software.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No.	3

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
COMMUNITY CENTER											
Account Number PERSONAL SERVICES											
100	55140	110	Salaries	\$ 72,744	\$ 34,570	\$ 73,757	\$ 74,366	\$ 35,288	\$ 74,366	\$ 77,549	\$ 77,549 4.28%
100	55140	120	Hourly Wages	69,060	38,349	77,844	46,469	26,428	46,469	47,509	47,509 2.24%
100	55140	122	Hourly Wages Part Time	0	1,392	1,392	25,097	10,567	25,097	26,358	26,358 5.02%
100	55140	125	Overtime Wages	250	53	53	250	74	250	250	250 0.00%
100	55140	126	Seasonal Labor	6,575	5,323	5,788	6,250	1,355	6,250	9,930	9,930 58.88%
100	55140	150	FICA	10,962	6,111	11,427	11,274	5,682	11,274	11,746	11,746 4.19%
100	55140	151	Retirement	9,660	4,496	10,199	8,113	4,448	9,794	9,934	9,934 22.45%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	53,847	28,135	50,582	49,779	26,834	49,779	51,012	51,012 2.48%
100	55140	190	Training	350	0	350	350	0	250	350	350 0.00%
			Subtotal	223,448	118,429	231,391	221,947	110,676	223,529	234,639	234,639 5.72%
CONTRACTUAL SERVICES											
100	55140	210	Telephone	4,000	2,010	4,007	4,000	1,992	4,000	4,000	4,000 0.00%
100	55140	211	Postage	3,500	23	90	3,500	245	575	3,500	3,500 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	500	500 0.00%
100	55140	217	Cleaning Service Contract	25,400	9,860	24,107	25,740	8,045	22,000	25,000	25,000 -2.87%
100	55140	218	Cell/Radio	636	434	512	636	197	480	540	540 -15.09%
100	55140	219	Data	840	420	937	840	404	980	150	150 -82.14%
100	55140	220	Utilities	37,000	16,610	35,749	37,000	20,754	40,150	40,160	40,160 8.54%
100	55140	240	Equipment Maintenance	5,750	255	3,259	5,950	1,451	4,000	5,950	5,950 0.00%
100	55140	290	Other Contractual Services	7,205	15,535	19,732	8,485	23,247	15,600	15,960	15,960 88.10%
			Subtotal	84,831	45,147	88,395	86,651	56,336	88,263	95,760	95,760 10.51%
SUPPLIES AND EXPENSE											
100	55140	310	Office Supplies	5,000	1,044	3,118	5,000	795	3,500	4,000	4,000 -20.00%
100	55140	320	Memberships/Subscriptions	1,640	341	1,710	1,700	765	1,710	1,745	1,745 2.65%
100	55140	340	Operating Supplies	2,000	992	1,207	2,000	1,970	2,400	5,600	5,600 180.00%
100	55140	348	Playground Supply and Expense	0	0	0	0	0	0	0	0 0.00%
			Subtotal	8,640	2,377	6,034	8,700	3,530	7,610	11,345	11,345 30.40%
CAPITAL OUTLAY											
100	55140	810	Capital Equipment	15,800	7,323	8,183	10,000	2,485	10,000	70,000	10,000 0.00%
			Subtotal	15,800	7,323	8,183	10,000	2,485	10,000	70,000	10,000 0.00%
			TOTAL	\$ 332,719	\$ 173,276	\$ 334,003	\$ 327,298	\$ 173,027	\$ 329,402	\$ 411,744	\$ 351,744 7.47%

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 districts.* 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 through 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.

2018 Performance Measures:

- 1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
 - a. Result: North Broadway Historic District began in summer 2018 and will complete in Fall 2018.
- 2) Facilitate the Certified Local Government Sub-grant, obtained in 2016, to update the City's 2001 Intensive Survey.
 - a. Result: Grant criteria was completed ahead of schedule in Fall-Winter 2017.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City.
 - a. Result: Identified three potential historic Districts and numerous potential historic sites.
- 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 also the programs that are available to historic properties.
 - a. Result: Provided education regarding new survey, two potential historic districts, differences between local vs. state/federal designations, and submitted a State accepted Letter of Intent for two grants totaling \$12,000 in 2019.

2017-2018 Performance Measurement Data: (July 2017-June 2018)

- 1) Began preparation of Historic District Signage for the North Broadway Historic District for fall 2018.
- 2) The Historical & Architectural Resources Survey 2017 was completed on schedule in the fall of 2017.
 - a. Result: The Survey was approved by Common Council and accepted by the Wisconsin Historical Society at the end of 2017.
- 3) The Historical Preservation Commission worked with the residents of potential historic districts to identify that the neighbors were interested in pursuing the designation.
 - a. Result: Neighbors of two potential districts were interested with no objections.
 - b. Result: City staff applied for a \$12,000 grant to cover expenses related to the designation for two districts.
 - c. Result: Historic Preservation Commission reviewed and supported the addition of a new St. Norbert College Historic District in the winter of 2018.

- 4) The Historic Preservation Commission provided education programs.
 - a. Result: Public information about the relocation of the Marquette-Jolliet sign to the Fox River waterfront in the fall of 2017.
 - b. Result: Public information and education about the results of the Historical & Architectural Resources Survey, as part of the Survey approval process, in the fall of 2017.
 - c. Result: Public information and education provided specifically to 49 property owners were identified in the Historical & Architectural Resources Survey, to ensure the residents understood what local, state, and federal designations mean when altering property. Likewise, state and federal grant opportunities were explained to the property owners if property was repaired or altered.

Significant Program Achievements:

- Assistance and education about Historic Tax Credit program.
- Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
- Successful relocation of the Marquette-Jolliet state historical marker.
- Updated GIS historic district maps to include newly designated St. Norbert College Historic District.

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.
 - ii. Establishes a routine schedule for community involvement.

Costs and Benefits of Program and Services:

The proposed 2019 Historic Preservation program cost is \$10,110. There is a potential to obtain an additional \$12,000 in grant funding in early 2019 for a total of \$22,110. The grant is intended to cover costs related to designating two new historical districts in the City. 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.

2019 Program Objectives:

- 1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
- 2) Facilitate a \$12,000 Certified Local Government Sub-grant, if obtained in 2018, to designate two new residential historic districts that are identified in the Historical & Architectural Resources Survey 2017.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive 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 also the programs that are available to historic properties.

2019 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences for annual Historic Preservation conferences and other historic seminars was increased from \$350 to \$750 and Mileage Reimbursement was decreased from \$950 to \$500 to properly reflect reimbursable expenses for two conferences as well as for historic district designation related travel. WAHPC Spring Conference (\$450), Local History Conference (\$650), Historic District Designation travel to Madison (\$150).
- 2) Office Supplies was reduced from \$240 to \$200 in 2019 in order to accommodate proposed additional Mileage due to Historic District designations. Education Programs (\$100), Public Hearing Notices/Recording Fees (\$100).
- 3) Memberships increased from \$310 to \$410 due to a change in membership dues for the Fox-Wisconsin Heritage Parkway. WAHPC Membership (\$40), National Alliance of Preservation Commissions (\$100), Fox-Wisconsin Heritage Parkway (\$250), National Trust for Historic Preservation (\$20).
- 4) Consulting may have a \$12,000 grant applied if the city of De Pere wins the grant from the Wisconsin Historical Society to cover costs related to designating two new historic districts.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title

2017
Adopted
Budget

2017
6 mos
Actual

2017
Year End
Actual

2018
Adopted
Budget

2018
6 mos
Actual

2018
Year End
Estimate

2019
Dept Head
Proposed

2019
Executive
Proposed

2019 / 2018
Budget
% Of Change

HISTORIC PRESERVATION COMMISSION

Account Number			CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	\$ 360	\$ 180	\$ 805	\$ 360	\$ 451	\$ 750	\$ 750	\$ 750	108.33%
100	55150	215	Consulting	3,200	0	19,306	3,200	0	3,200	3,200	3,200	0.00%
			Subtotal	3,560	180	20,111	3,560	451	3,950	3,950	3,950	10.96%
			SUPPLIES AND EXPENSE									
100	55150	310	Office Supplies	240	88	119	240	0	200	200	200	-16.67%
100	55150	320	Memberships/Subscriptions	310	140	160	310	310	410	410	410	32.26%
100	55150	330	Mileage Reimbursement	950	162	0	950	234	500	500	500	-47.37%
100	55150	331	Transportation	0	0	375	0	0	0	0	0	0.00%
100	55150	391	Historic Preservation Supplies	0	0	127	0	0	0	0	0	0.00%
			Subtotal	1,500	390	781	1,500	544	1,110	1,110	1,110	-26.00%
			GRANTS, CONTRIBUTIONS, INDEM									
100	55150	701	Historical Society	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	0.00%
			Subtotal	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	0.00%
			TOTAL	\$ 10,110	\$ 5,620	\$ 25,942	\$ 10,110	\$ 6,045	\$ 10,110	\$ 10,110	\$ 10,110	0.00%

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.
- 8) Respond to maintenance request from City Facilities – Schedules maintenance requests from other City facility and departments.
- 9) Maintain safety and efficient operation of City Facilities – Coordinate preventative maintenance and repairs to all city facilities.

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.

2019 Performance Measures:

- 1) Obtain a 3% increase in Recreation Scholarship applicants to determine if revisions to the marketing plan have worked.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Obtain a 3% increase in Recreation Scholarship applicants to determine if revisions to marketing plan have worked.
 - a. As of July 2017 our number of awarded scholarships increased by 59%.

Significant Program Achievements:

- 1) Completed design of new aquatic center.
- 2) Completed design of Bomier Boat Launch and submitted to WDNR for grant funding.
- 3) Finalized five year Comprehensive Outdoor Recreation Plan.

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 2019 Park and Rec Administration program cost is \$278,740. 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.

2019 Objectives:

- 1) Provide timely and accurate meeting Park Board meeting agendas.
- 2) Continue to review and coordinate tasks as identified from the ADA Access Audit.
- 3) Conduct study of Voyageur Park break wall.
- 4) Apply and receive grant funding for Bomier Boat Launch.

2019 Budget Significant Expenditure Changes:

- 1) Salaries increased \$5,200 to reflect projected wages.
- 2) FICA increased \$563 to reflect projected increase.
- 3) Training includes department training \$1,000, customer service training for secretary \$250.
- 4) Seminars and conferences includes WPRA State Conference \$1,350, Office Support Workshop \$150, NRPA National Conference \$2,200.
- 5) Consulting is a new line item in the this budget and consists of \$3,800 - Design/Engineering of Southwest Park Soccer field lights, \$30,000 – Voyageur Break wall study.
- 6) Cell phone decreased \$590 to reflect projected decrease because of staff deciding to take reimbursement for cell phone use over City issued cell phone.
- 7) Data increased \$120 to cover costs related to department IPAD device.
- 8) Other Contractual Services decreased by \$400 in eliminating general contracting services. It now includes only \$750 – GPS Vehicle Tracking service.
- 9) Membership/Subscriptions includes \$375 - WPRA Membership, \$170 NRPA Membership.
- 10) Capital Outlay includes \$1,000 for IPAD.

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
PARK AND REC ADMINISTRATION											
Account Number	PERSONAL SERVICES										
100	55200	110	Salaries	\$ 95,067	\$ 44,808	\$ 96,524	\$ 98,187	47,010	\$ 98,187	\$ 103,387	\$ 103,387 5.30%
100	55200	120	Hourly Wages	45,928	25,008	63,431	44,158	24,914	44,158	46,322	46,322 4.90%
100	55200	125	Overtime Wages	700	2	304	700	16	500	700	700 0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0	0	0 0.00%
100	55200	150	FICA	10,840	5,460	11,512	10,943	5,658	10,928	11,506	11,506 5.15%
100	55200	151	Retirement	9,635	4,376	10,373	9,584	4,476	9,571	9,852	9,852 2.79%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	48,436	24,284	70,933	57,863	28,883	57,863	59,308	59,308 2.50%
100	55200	190	Training	1,250	571	692	1,250	444	1,250	1,250	1,250 0.00%
			Subtotal	211,856	104,509	253,770	222,685	111,401	222,456	232,325	232,325 4.33%
			CONTRACTUAL SERVICES								
100	55200	210	Telephone	4,000	2,010	4,014	4,000	1,760	4,000	4,000	4,000 0.00%
100	55200	212	Seminars and Conferences	3,600	1,072	2,075	3,700	90	3,700	3,700	3,700 0.00%
100	55200	215	Consulting		0	0	0	0	0	33,800	33,800 100.00%
100	55200	218	Cell/Radio	1,520	590	1,819	1,590	494	1,200	1,000	1,000 -37.11%
100	55200	219	Data	0	0	0	0	0	120	120	120 100.00%
100	55200	240	Equipment Maintenance	200	389	15	200	0	200	200	200 0.00%
100	55200	290	Other Contractual Services	1,150	0	1,014	1,150	100	1,150	34,550	34,550 -34.78%
			Subtotal	10,470	4,061	8,937	10,640	2,444	10,250	43,570	43,570 309.49%
			SUPPLIES AND EXPENSE								
100	55200	310	Office Supplies	850	741	1,058	850	0	850	850	850 0.00%
100	55200	320	Memberships/Subscriptions	400	0	375	415	170	415	545	545 31.33%
100	55200	331	Transportation	500	157	257	450	126	450	450	450 0.00%
100	55200	340	Operating Supplies	0	0	0	0	0	0	0	0 0.00%
			Subtotal	1,750	898	1,690	1,715	296	1,715	1,845	1,845 7.58%
			CAPITAL OUTLAY								
100	55200	810	Capital Equipment	0	0	1,000	0	0	0	1,000	1,000 100.00%
			Subtotal	0	0	1,000	0	0	0	1,000	1,000 100.00%
			TOTAL	\$ 224,076	\$ 109,468	\$ 265,397	\$ 235,040	\$ 114,141	\$ 234,421	\$ 278,740	\$ 278,740 18.59%

Parks and Public Lands

Program Full Time Equivalents: 2.8

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.

2019 Performance Measures:

- 1) Reduce utility costs in park buildings 3% by implementing LED lighting and motion sensor switches.

2018 Performance Measurement Data:

- 1) Perform a minimum of 9 full playground inspections to ensure playgrounds are safe for park attendees.
Result: As of July five complete inspections were performed on all playgrounds with the goal of performing one per month through November. We would also plan to follow up with a visual inspection of all playgrounds in December.

Significant Program Achievements:

- 1) Assisted with several local softball/baseball tournaments (Pony League, Mystery Ball, Pink Flamingo, Buggy, DGSA) and 1 large soccer tournament (Tony Litt County Tournament).
- 2) Completed the replacement of the playground and surfacing at Voyageur Park.
- 3) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.
- 4) Acquired new Optimist Park sign; new ticket machine for Fox Point Boat Launch; new mowers and trimmers for crew; researched and worked on acquiring new playground equipment and surfacing for VFW Park (may be completed in 2018).
- 5) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.
- 6) Continued work with citizen to raise funds for Southwest Park Playground and install playground.

- 7) 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 this year – 6 days a week.
- 8) Hired additional summer seasonal employee to assist in maintaining the downtown area.
- 9) Worked with various volunteers from local high schools, SNC and service groups to help clean parks.
- 10) Working with 3 different Eagle Scouts and 1 Girl Scout to begin/complete projects for De Pere parks, including installation of large nets at Southwest Park Soccer fields designed to stop balls from exiting play area.
- 11) Revamped the memorial bench/tree program to be more visible and include swinging benches.

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.

2019 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.

Costs and Benefits of Program and Services:

The proposed 2019 Parks and Public Land program budget is \$478,217. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$7,684 to reflect project wage increases.
- 2) Seasonal Labor increased \$5,070 to reflect projected wages and increases.
- 3) FICA increased \$661 to reflect projected increase.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$3,621 to reflect projected increases.
- 5) Training increased \$1,500 to include Playground Safety Institute training for 3 staff. Playground Safety training (3 people) \$2,500, 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 decreased by \$5,000. Current costs are Cross Connection maintenance \$3,000, general outside services - \$400.
- 8) Operating Supplies increased by \$2,900. The increase was generated by Two snow thrower replacements \$1,400, Replacement of steel charcoal grills in Parks \$1,500.
- 9) Capital Equipment includes: Water Cooler Replacement program - \$6,000; Accessible Route program - \$6,000; Sidewalk replacement program - \$5,000; Repair VFW walking path - \$15,000, Paving of Southwest Park Entryway - \$16,000.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

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 1-2 water coolers (in our park system) that do not meet ADA standards.

To date we have replaced water coolers at Southwest Park, Optimist Park, Bomier Boat Launch, Voyageur Park, and Legion Park.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1 Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Accessible Route Program

NEW: X or REPLACEMENT:

PROJECTED COST: \$6,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

\$

6,000

%

100

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 place accessible routes to public facilities (ie. basketball courts, fields, shelters, diamonds, etc...) throughout the entire park system in an effort to come into compliance with the American with Disabilities Act requirements. Funding will provide for 1-3 (approximately) small routes to be constructed, with a long term goal to incrementally have accessible routes to every facility/amenity.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

2

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Sidewalk replacement program.

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

As part of the City's Accessibility Audit conducted and completed in 2012, the City has identified the need to replace various sections of 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.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

3

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Repair VFW walking path.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 15,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	\$15,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Regular maintenance and repairs.

PROJECT JUSTIFICATION

Engineering staff conducts annual inspection of our paved areas and is recommending complete resurfacing of the walkway/pathway from the drive to the ball diamond. This accessible path for players, spectators and equipment has continued to deteriorate and break apart/heave/depress. It is a path that also offers park goers a shorter route to the pool/park/Community Center/school. The department plows this path in winter to continue to allow accessibility to community members.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 11 Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Southwest Park paving & landscaping

NEW: X or REPLACEMENT:

PROJECTED COST: \$16,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	16,000	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 place accessible routes to public facilities (i.e. basketball courts, fields, shelters, diamonds, etc...) throughout the entire park system in an effort to come into compliance with the American with Disabilities Act requirements. An area in SW Park near the main trail entrance has continued to cause drainage and accessibility problems. Water continues to puddle and the trail has deteriorated to a point that some resurfacing needs to be done. This paving and landscaping will allow better access to the main paths and help to alleviate some of the concerns with accessibility and drainage.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 12 Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Renovations to Optimist and Southwest Concession rooms.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 15,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	\$15,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Our Health Department informed us that our concession rooms in Optimist and Southwest Park Shelters are not compliant with the health codes related to commercial kitchens. Three basin wash sinks, a hand washing station and a utility sink must all be present in the concession rooms. Estimates for bringing both concessions stand up to compliance is \$15,000.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 4 Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace Voyageur Park Bathroom building

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 40,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$40,000

100%

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The bathroom facility/building was constructed in 1989. As part of the ADA Access Audit that was performed in 2014, this building was identified as having numerous violations. Staff investigated the option of renovating the facility; however this does not appear to be financially sensible after consulting with contractors. Width and spacing concerns are prevalent inside of the building, and there are multiple concerns/issues outside the building in relation to slope and grade of the accessible routes.

A fund was created in 2016 to incremental fund the replacement of the bathroom facility. In 2016 \$35,000 was placed into the fund as the first installment. In 2017 \$40,000, and in 2018 an additional \$40,000 was placed in the fund. This will be the fourth and final installment, which will allow us to move forward with replacing the bathroom facility.

As part of this project we have proposed \$10,000 in the Park Administration budget to aid in the Design of the facility.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

5

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace crushed rubber fall surfacing with Poured in Place fall surfacing.

NEW: or REPLACEMENT: X

PROJECTED COST: \$15,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	\$15,000	100%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

When the City replaced the Optimist Playground we installed Poured in Place throughout most of the playground however used crushed rubber fiber around the swings. This has not panned out like we had hoped and we have received several complaints about the crushed rubber fiber. The crushed rubber fiber does not stay contained and has caused multiple issues with children throwing the rubber fiber. In order to replace the rubber fiber with poured in place surfacing it is estimated to be \$15,000.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 8 Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace fencing and repair dugouts at Kelly Danen Park.

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 fencing at Kelly Danen Park is in need of repair and attention. As far as we can tell, the fence is as old as the park and is experiencing deterioration in many areas. Poles have heaved, and fence fabric is bent/twisted/damaged. Our department staff has worked on the fence many times over the years to help the usability of the fence but the fence's age and condition make it difficult to make an impact.

A continual problem the park encounters is the dugouts retain water after a rain. Due to landscaping and the elevations in and around the dugout, water has a very difficult time escaping the dugout. This makes for a challenging experience for the kids. We would like to appropriately design and execute a fix to this issue which may or will include raising the dugout floor, running a storm line and catch basin, and grading.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

9

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace VFW Bathroom facility.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 160,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$160,000

100%

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Regular maintenance and repairs.

PROJECT JUSTIFICATION

The building was built in 1978 and was constructed for the purpose of selling concessions in addition to providing bathroom facilities to the softball diamond. In addition to being 40 years old, the building is not ADA compliant and does not make sense to renovate. In addition, the concession stand has not been used for 15-20 years and is considered to be wasted space at this point. A new and smaller structure designed exclusively for providing bathroom services to the softball diamond would be a great improvement to the park system and the facility.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

10

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Ice Arena Lighting

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

The Ice Arena currently uses multiple 500 watt light fixtures to light the ice arena. To replace the arena lights with LED fixtures would be approximately \$22,000. Currently with Focus on Energy, we could obtain close to \$17,000 in rebates thus making the return on the investment approximately 2 years with energy savings.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

13

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
PARKS AND PUBLIC LAND												
Account Number PERSONAL SERVICES												
100	55210	120	Hourly Wages	144,794	86,143	\$ 187,959	\$ 130,677	\$ 73,838	\$ 140,000	\$ 138,361	\$ 138,361	5.88%
100	55210	125	Overtime Wages	4,000	3,090	4,316	4,000	1,600	4,000	4,000	4,000	0.00%
100	55210	126	Seasonal Labor	85,560	20,424	66,049	85,860	15,507	85,860	90,930	90,930	5.90%
100	55210	150	FICA	12,623	7,327	15,043	11,548	6,148	12,261	12,209	12,209	5.73%
100	55210	151	Retirement	10,118	5,008	12,873	9,023	4,323	9,648	9,325	9,325	3.34%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	61,889	32,371	88,091	57,289	29,883	58,000	60,910	60,910	6.32%
100	55210	190	Training	1,500	248	468	1,500	259	1,500	3,000	3,000	100.00%
			Subtotal	320,484	154,611	374,800	299,897	131,558	311,269	318,735	318,735	6.28%
			CONTRACTUAL SERVICES									
100	55210	212	Seminars and Conferences	400	31	344	400	273	400	400	400	0.00%
100	55210	215	Consulting	400	250	320	8,400	3,625	8,400	3,400	3,400	-59.52%
100	55210	220	Utilities	43,000	18,904	46,238	42,000	11,860	42,000	42,000	42,300	0.71%
100	55210	240	Equipment Maintenance	9,800	1,028	11,577	9,800	4,421	9,800	10,000	10,000	2.04%
			Subtotal	53,600	20,213	58,479	60,600	20,178	60,600	55,800	56,100	-7.43%
			SUPPLIES AND EXPENSE									
100	55210	331	Transportation	15,600	6,219	15,883	14,900	6,374	14,000	14,900	14,900	0.00%
100	55210	340	Operating Supplies	22,600	6,690	23,634	27,282	5,649	27,282	30,182	30,182	10.63%
100	55210	345	Turf Chemicals	7,500	0	7,484	7,500	0	7,500	7,500	7,500	0.00%
100	55210	351	Safety Equipment	2,800	1,479	2,709	2,800	911	2,800	2,800	2,800	0.00%
			Subtotal	48,500	14,388	49,710	52,482	12,934	51,582	55,382	55,382	5.53%
			CAPITAL OUTLAY									
100	55210	810	Capital Equipment	72,600	0	195,782	95,000	12,237	95,000	598,000	48,000	-49.47%
			Subtotal	72,600	0	195,782	95,000	12,237	95,000	598,000	48,000	-49.47%
			TOTAL	\$ 495,184	\$ 189,212	\$ 678,770	\$ 507,979	\$ 176,906	\$ 518,451	\$ 1,027,917	\$ 478,217	-5.86%

Forestry

Program Full Time Equivalents: 2.3

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 landscaping plans and provide recommendations to proposed site plans of business developments.

Important Outputs:

- 1) Planting of trees & 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 & shrubs in City parks and ROW – Activity funded by property tax. Result in a more managed and maintained urban forest.
- 3) Removal of trees & 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 will occur 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.

2019 Performance Measures:

- 1) Remove a minimum of 75% of Ash trees identified to be in poor condition or impacted by Emerald Ash Borer. Information shall be used to analyze data of number of trees lost to Emerald Ash Borer and need for replacement trees.

2018 Performance Measurement Data:

- 1) Remove a minimum of 75% at risk trees identified in the Hazard Tree Assessment. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.
 - a. Result: Through our assessments we identified 75 trees that are recommended for removal. By the end of the year we are projected to have 60 trees removed (80%).

Significant Program Achievements:

- 1) As part of the Arbor Day Program and in conjunction with the De Pere Health Dept. we planted 2 new Urban Orchards. Through this program we planted 12 fruit trees at 2 separate sites – Samantha Park and De Pere High School. We utilized a grant funding and donations to help fund the projects.
- 2) Received Tree City, USA award.
- 3) Partnered with the GB Packers, National Forest Service and WDNR to obtain 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) Participated in School Career Days, Big Rig Gig and Community Career Day with our vehicles.
- 7) Received a \$9,000 grant from the Wisconsin Regional Planning Commission and Wisconsin Department of Natural Resources to begin removing small ash trees and replacing them with other species not impacted by Emerald Ash Borer.
- 8) Assisted in the hiring of a new Arborist.

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.

2019 Objectives:

- 1) Address all weed complaint issues within the City.
- 2) Receive Tree City USA award.
- 3) Monitor Emerald Ash Borer population and educate residents of options and consequences.
- 4) Mentor and train new Arborist.

Costs and Benefits of Program and Services:

The proposed 2019 Forestry program budget is \$258,304. 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$3,946 to reflect projected increases.
- 2) Health, Dental, DIB, Wks Comp Insurance increased \$7,065 due to projections in staff insurance plan.
- 3) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 staff) \$650
- 4) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) \$550; Management Educational programs (1 person) \$100
- 5) Consulting includes Invasive species control for Gypsy Moth & Emerald Ash Borer - \$3,000, Contracted Tree Tree Trimming - \$30,000.
- 6) Memberships/Subscriptions includes Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$140; Society of Municipal Arborists - \$80; Tree care brochure - \$20.
- 7) Transportation decreased \$250 to reflect projected fuel costs.
- 8) Operating Supplies increased \$900 to include the purchase of a new chainsaw.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
FORESTRY											
Account Number PERSONAL SERVICES											
100	55220	110	Salaries	\$ 72,744	\$ 33,921	\$ 73,107	\$ 74,366	\$ 34,902	\$ 74,366	\$ 76,800	\$ 76,800 3.27%
100	55220	120	Hourly Wages	60,979	24,241	49,745	63,034	34,865	60,000	66,982	66,982 6.26%
100	55220	125	Overtime Wages	583	(184)	2,324	583	268	583	583	583 0.00%
100	55220	126	Seasonal Labor	0	40	872	0	1,003	1,003	0	0 0.00%
100	55220	150	FICA	10,274	4,616	9,107	10,556	5,593	10,338	11,044	11,044 4.63%
100	55220	151	Retirement	9,133	3,914	8,572	9,245	4,377	9,042	9,456	9,456 2.28%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	28,826	14,634	24,456	33,687	16,920	34,000	40,752	40,752 20.97%
100	55220	190	Training	650	450	575	650	460	650	650	650 0.00%
			Subtotal	183,189	81,632	168,756	192,121	98,389	189,982	206,267	206,267 7.36%
CONTRACTUAL SERVICES											
100	55220	212	Seminars and Conferences	650	260	1,567	650	242	650	650	650 0.00%
100	55220	215	Consulting	3,020	0	3,020	3,020	0	3,000	103,000	33,000 992.72%
100	55220	240	Equipment Maintenance	400	0	250	400	222	400	400	400 0.00%
			Subtotal	4,070	260	4,837	4,070	464	4,050	104,050	34,050 736.61%
SUPPLIES AND EXPENSE											
100	55220	320	Memberships/Subscriptions	285	265	285	285	265	265	285	285 0.00%
100	55220	331	Transportation	4,250	1,644	3,282	4,000	2,458	4,000	4,002	4,002 0.05%
100	55220	340	Operating Supplies	2,500	622	2,399	3,400	640	3,400	3,400	3,400 0.00%
100	55220	346	Trees	10,000	1,278	5,984	10,000	1,122	10,000	10,000	10,000 0.00%
100	55220	347	Tree Chemicals	300	138	275	300	0	300	300	300 0.00%
			Subtotal	17,335	3,947	12,226	17,985	4,485	17,965	17,987	17,987 0.01%
CAPITAL OUTLAY											
100	55220	810	Capital Equipment	0	0	0	5,000	0	0	0	0 0.00%
			Subtotal	0	0	0	5,000	0	0	0	0 0.00%
			TOTAL	\$ 204,594	\$ 85,839	\$ 185,819	\$ 219,176	\$ 103,338	\$ 211,997	\$ 328,304	\$ 258,304 49.79%

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.

2019 Performance Measures:

- 1) Increase daily boat launch sales by 3% through social media and marketing in Spring-Fall.

2018 Performance Measurement Data:

- 1) Increase boat launch season pass sales by 5% through marketing campaign in the Winter/Spring.
 - a. Result: As of 7-25-18 daily sales are projected to be 32% higher than 2017.

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) Completed renovation of stationary docks at Fox Point Boat Launch with Grant Funding.
- 5) Replaced ticket machine at Fox Point Boat Launch.

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 – 3 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 2019 Boat Ramps program budget is \$20,687. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2019 Objectives:

- 1) Maintain clean and safe boat launches for our users.
- 2) Put in docks at Fox Point Boat Launch 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) Improve Bomier Boat Launch with the help of State and Federal grants.

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages increased by \$419 to reflect projected wage increases.
- 2) FICA increased by \$32 to reflect projected increases.
- 3) Health, Dental, DIB, Life and Wks Cmp increased by \$313 to reflect projected expenses.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Reconstruction of Fox Point Boat Launch Parking lot.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 178,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$178,000

100%

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Our Engineering Department has recommended that Fox Point Boat Launch parking lot be reconstructed due to its condition. Our engineering department goes out yearly to assess our pavement surfaces and has identified Fox Point Boat Launch as the highest need. The reconstruction is for the parking lot only and not the entry road coming into the launch, which was recently updated.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

1

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
BOAT RAMPS											
Account Number PERSONAL SERVICES											
100	55230	120	Hourly Wages	\$ 7,616	\$ 3,237	7,829	\$ 6,940	\$ 3,437	\$ 6,940	\$ 7,359	\$ 7,359 6.04%
100	55230	125	Overtime Wages	0	157	236	150	920	920	150	150 0.00%
100	55230	126	Seasonal Labor	0	86	255	0	182	182	0	0 0.00%
100	55230	150	FICA	583	258	597	542	328	604	574	574 5.91%
100	55230	151	Retirement	518	212	559	475	263	527	492	492 3.54%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,961	852	2,359	2,699	1,152	2,300	3,012	3,012 11.60%
			Subtotal	11,678	4,802	11,835	10,806	6,281	11,473	11,587	11,587 7.23%
			CONTRACTUAL SERVICES								
100	55230	210	Telephone	600	300	300	600	275	600	600	600 0.00%
100	55230	220	Utilities	5,400	2,679	5,235	5,400	2,631	5,400	5,400	5,400 0.00%
100	55230	240	Equipment Maintenance	900	691	1,032	900	(3,000)	900	900	900 0.00%
			Subtotal	6,900	3,670	6,568	6,900	(94)	6,900	6,900	6,900 0.00%
			SUPPLIES AND EXPENSE								
100	55230	340	Operating Supplies	2,200	145	1,215	2,200	720	2,200	2,200	2,200 0.00%
			Subtotal	2,200	145	1,215	2,200	720	2,200	2,200	2,200 0.00%
			CAPITAL OUTLAY								
100	55230	810	Capital Equipment	7,040	0	0	0	0	0	740,225	0 0.00%
			Subtotal	7,040	0	0	0	0	0	740,225	0 0.00%
			TOTAL	\$ 27,818	\$ 8,617	\$ 19,617	\$ 19,906	\$ 6,907	\$ 20,573	\$ 760,912	\$ 20,687 3.92%

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 maintain 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.

2019 Performance Measures:

- 1) Reduce maintenance costs 2% by implementing standards related to equipment cleaning.

2018 Performance Measurement Data (July 2017-June 2018):

- 1) Calculate the number of man hours saved by using the slope mower on the Main Street underpass. While using the slope mower is a safety driven task, we believe there will be a cost savings as well.
 - a. Result: Unfortunately, the slope mower was not functional due to electrical problems that staff were dealing with for a majority of the mowing season so sufficient data is not available.

Significant Program Achievements:

- 1) Analyzed zero turn mower to determine value in mowing operations. It was ultimately decided to not pursue the purchase of a zero turn mower and instead acquire a rear turn mower.
- 2) Replaced Truck #309 (1 Ton vehicle).

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 2019 Park Equipment/Vehicle Maintenance budget is \$87,154. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2019 Objectives:

- 1) Use of slope mower on high risk areas for mowing.
- 2) Provide regular maintenance on fleet vehicles to ensure maximum efficiency and usage.
- 3) Maintain database of fleet equipment and vehicles in an effort to identify condition.
- 4) Develop standard operating procedures for cleaning of all equipment.
- 5) Replace Aerial Lift Truck.

2019 Budget Significant Expenditure Changes:

- 1) Consulting increased \$3,100 to reflect higher maintenance costs related to keeping vehicles/equipment longer. Includes repair and maintenance work on vehicles/equipment to outside vendors and a water connection in the Riverwalk island area.
- 2) Operating supplies increased \$3,000 to reflect higher/maintenance costs related to keeping vehicles/equipment longer.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace Kawasaki Mule UTV.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 59,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Regular maintenance and fuel

PROJECT JUSTIFICATION

The Park Department currently owns a Kawasaki Mule UTV. Due to recent maintenance issues (clutch failing and drive belt burnt up), the score of the UTV jumped to a 27 (recommended for immediate replacement) and is currently not operational. The Mechanics division has identified the vehicles value is not worth investing the repair dollars (\$1,000) into the unit.

After discussing the piece of equipment and issue at the Fleet Team, the Team has also recommended it for replacement. In talking with other departments we feel replacing the UTV with a multi-functioning UTV such as the Bobcat Toolcat would be advantageous to the City. The current UTV is strictly used for a variety of tasks throughout the City (ie. Diamond maintenance, spraying walkways, irrigation system maintenance, etc...). However, due to its limitations the UTV is not able to be used year round. Upgrading the replacement to a multi-dimensional UTV would allow the Street Department to use for weed cutting and snow plowing in alley ways and Engineering Department to use in new developments. In addition, the Park Department would also be able to use for landscaping, parking lot snow removal, blowing off trails, winter trail maintenance, and clearing snow from the Riverwalk.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

3

Goal No.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
PARKS EQUIPMENT/VEHICLE MAINTENANCE												
Account Number		PERSONAL SERVICES										
100	55240	120	Hourly Wages	\$ 25,774	\$ 21,400	37,135	\$ 35,000	\$ 23,576	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
100	55240	125	Overtime Wages	788	23	90	788	83	250	788	788	0.00%
100	55240	126	Seasonal Labor	0	376	470	0	544	544	0	0	0.00%
100	55240	150	FICA	2,032	1,635	2,705	2,738	1,736	2,705	2,738	2,738	0.00%
100	55240	151	Retirement	1,806	1,400	2,698	2,398	1,445	2,362	2,344	2,344	-2.24%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	10,273	7,842	15,144	15,684	7,857	15,684	15,684	15,684	0.00%
			Subtotal	40,673	32,676	58,241	56,608	35,240	56,544	56,554	56,554	-0.09%
			CONTRACTUAL SERVICES									
100	55240	215	Consulting	5,500	10,196	11,628	5,500	20	6,000	6,300	8,600	56.36%
			Subtotal	5,500	10,196	11,628	5,500	20	6,000	6,300	8,600	56.36%
			SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	19,000	14,857	23,151	19,000	16,253	25,000	22,000	22,000	15.79%
			Subtotal	19,000	14,857	23,151	19,000	16,253	25,000	22,000	22,000	15.79%
			CAPITAL OUTLAY									
100	55240	810	Capital Equipment	20,800	8,639	12,639	1,800	1,800	1,800	296,000	0	0.00%
			Subtotal	20,800	8,639	12,639	1,800	1,800	1,800	296,000	0	0.00%
			TOTAL	\$ 85,973	\$ 66,368	\$ 105,659	\$ 82,908	\$ 53,313	\$ 89,344	\$ 380,854	\$ 87,154	5.12%

Recreation and Recreation Programs

Program Full Time Equivalents: 3.43

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, 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 6 major user groups in the City: De Pere Area Baseball Babe Ruth League, Kelly Danen League and Pony Leagues; 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, ADRC, 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 tax.
 - 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 - includes Babe Ruth League, Kelly Danen League and De Pere Pony League
 - 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, 22 teams
 - b) Fall Softball: 1 league, 8 teams
 - c) Basketball: 8 leagues, 48 teams
 - d) Kickball: 1 league, 4 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 Green Bay Press Gazette

- e) Information updates on the City website
 - f) Social media outlets
 - g) City Newsletter
- 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.

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.

2019 Performance Measure:

- 1) Increase online registration by 3% in order to make a future management decision regarding transaction fee costs, hosted solution registration software and staffing.

2018 Performance Measures Data (July 2017 – June 2018):

- 2) Cooperate with De Pere School District to increase Summer Meal program by 5% from first year.
 - a) Result: Increased number of meals served by 70%. Average number of meals served per day last year was 10; this year averaged 170 per day.

Significant Program Achievements:

- 1) Hired two recreation interns this year – one in spring/one in summer along with many seasonal instructors and personnel. Also continued to train and guide fairly new staff – Activity Coordinator, Recreation Supervisor & PT Office Assistant.
- 2) In cooperation with Recreation Dept. and Unified School District of De Pere, continued a Summer Nutrition Lunch program at Optimist Park managed by Unified School District Food Service personnel and aided by the Summer Playground Program staff. Fed an average of 100 children per day, M-F.
- 3) Offered 22 new programs/events for youth to adult/senior citizens this year, while enhancing many current programs to increase participation.
- 4) Inter-departmental collaborations with the Recreation Department included the following: Health Department for Healthy Helpers pre-school program and for Picnic and Play at the library, which offers an avenue to promote our pre-school programs and events – attendance increasing each month; Police and Fire Departments hosted pre-school FireFighter Friends and Police Pals; Wellness Team, once again ran a very successful school supply drive and food drive to directly benefit our two school districts.
- 5) Partnered with Definitely De Pere to bring a multi-age community based Halloween event to the Community Center to help expand their reach on the west side.
- 6) Secured qualified staff for the Adult Basketball League that typically incurred staffing shortfalls. Also successfully hired seasonal staff throughout the year to instruct fitness, youth, and adult programs as well as Camp and Kidz Zone personnel.
- 7) Garnered donations and sponsorships for various special events throughout the year. Through July, received \$2,504 in monetary donations and numerous in-kind donations; some notable include Kiwanis Club providing a hot dog dinner for Summer Carnival, banners and yard signs by Creative Sign, Optimist Club monetary donations for Summer Camp t-shirts

and Easter Egg Hunt along with volunteers, De Pere Area Men's Club monetary donations for Summer Carnival, Senior Picnic and Easter Egg Hunt and volunteers to help with these events.

- 8) Continued to introduce new programs/events for senior community. Brought in first music venue which was well-received. Started Taste of De Pere for seniors in partnership with De Pere restaurants. Entered into agreement with UWGB Lifelong Learning Institute to offer continuing education and enrichment courses here at the Community Center.
- 9) Continued to maintain a successful Recreation Scholarship Fund. For seven months of the year, the fund has awarded 59 scholarships totaling \$4,157.50 which served a total of 48 different families encompassing 16 children's activities & 43 family/caregiver pool passes. This is the highest number of scholarships ever given out for this program.
- 10) Entered into new contractual agreement with Green Bay Tennis to take over instruction for City's tennis program. Overall, it went well and there was an increase in participation numbers. The City retained 30% of revenue received. Successfully hosted annual tennis tournament sponsored by De Pere Kiwanis. The event was cancelled last year due to low participation.
- 11) Successfully entered into new contractual agreements with Action DJ's Agreement for music at our Summer Carnival; De Pere Unified School District, West De Pere School District and Our Lady of Lourdes School to cooperate utilizing school facilities for recreation programs. Renewed Fun Flicks Movie Agreement and Criterion-Global Eagle Agreement for Swim-in-Cinema event.

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 with organizations within the community.
- 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 Activity Coordinator position.
- e) Utilizes facility during low traffic hours maximizing available times.

Costs and Benefits of Program Services:

The proposed 2018 Recreation and Recreation Programs cost is \$532,375. 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.

2019 Objectives:

- 1) Maintain a variety of recreational programs that reach all ages groups.
- 2) In cooperation with the Communications Specialist, enhance marketing efforts through different social media outlets with the goal of increasing attendance at our recreation programs and events.
- 3) Continue efforts for improving Youth and Adult Leagues and increasing participation as well as focus on increasing participation in our youth, adult and fitness programs.
- 4) Work closely with youth athletic groups to ensure proper field reservations.
- 5) Continue to implement intergenerational events and also focus on offering more large scale events and humanities programs for our community. Re-evaluate current special events and look at improving experiences.
- 6) Focus on building/retaining staff and developing a solid sub list.
- 7) Continue collaborative partnerships with Police, Fire, Health, and Public Works Departments along with the schools and the library to provide programs and events to the community.
- 8) Pursue Summer Lunch Program on west side of De Pere at VFW Park.
- 9) Continue to expand senior programming events and revenue base.

2019 Budget Significant Expenditure Changes:

- 1) Salaries increased \$1,917 to reflect wage scale step increase.
- 2) Hourly wages increased by \$3,727 to reflect projected increase in wages.
- 3) Hourly wages part time increased by \$3,470 to reflect wage scale step increase and market adjustment.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$15,547 to reflect projected insurance costs.
- 5) Training includes: Management training seminars (2 - \$150), Recreation staff & field maintenance staff training (\$100).
- 6) Seminars & Conferences includes: WPRA Conference (2 - \$1,100), WPRA Spring Workshop \$2 - \$400), Meal reimbursement (\$300).
- 7) Cell/Radio increased \$92 to reflect a cell phone for Kidz Zone and Summer Day Camp staff at off-site locations.
- 8) Other Contractual Services increased \$5,000 to reflect trends of registration software expenses.
- 9) Memberships and Subscriptions includes: Survey Monkey (\$290), WPRA Professional Memberships (3 - \$375), and Sam's Club Membership (\$45).
- 10) Summer Band increased \$250 to reflect increases in the costs of sheet music.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change	
RECREATION AND RECREATION PROGRAMS												
Account Number			PERSONAL SERVICES									
100	55300	110	Salaries	\$ 38,133	\$ 17,871	\$ 39,100	\$ 37,948	\$ 17,512	\$ 37,948	\$ 39,865	\$ 39,865	5.05%
100	55300	120	Hourly Wages	73,794	18,579	44,191	63,234	12,377	63,234	66,961	66,961	5.89%
100	55300	122	Hourly Wages Part Time	54,993	18,581	38,850	56,650	25,848	56,650	59,447	60,120	6.13%
100	55300	125	Overtime Wages	250	0	0	250	12	250	250	250	0.00%
100	55300	126	Seasonal Labor	175,870	51,646	160,957	186,287	52,907	175,600	187,989	187,989	0.91%
100	55300	150	FICA	15,339	4,972	11,074	14,794	5,463	14,639	15,465	15,516	4.88%
100	55300	151	Retirement	11,368	3,128	7,269	9,329	2,882	10,591	9,610	9,654	3.48%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	68,848	21,394	40,526	61,213	16,097	35,000	45,634	45,666	-25.40%
100	55300	190	Training	250	30	254	250	0	150	250	250	0.00%
			Subtotal	438,844	136,201	342,222	429,955	133,099	394,063	425,470	426,271	-0.86%
			CONTRACTUAL SERVICES									
100	55300	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	1,800	312	1,258	1,800	54	1,200	1,800	1,800	0.00%
100	55300	213	Rentals	5,375	2,728	5,249	5,375	798	4,400	5,375	5,375	0.00%
100	55300	218	Cell/Radio	700	200	729	700	271	650	792	792	13.14%
100	55300	220	Utilities	15,500	2,965	12,839	14,000	2,512	11,000	14,000	14,000	0.00%
100	55300	240	Equipment Maintenance	0	19	19	0	0	0	0	0	0.00%
100	55300	290	Other Contractual Services	20,000	0	13,699	21,000	0	25,000	26,000	26,000	23.81%
			Subtotal	43,375	6,224	33,793	42,875	3,635	42,250	47,967	47,967	11.88%
			SUPPLIES AND EXPENSE									
100	55300	320	Memberships/Subscriptions	800	0	663	680	0	708	710	710	4.41%
100	55300	331	Transportation	2,500	1,236	2,780	2,600	973	2,600	2,600	2,600	0.00%
100	55300	340	Operating Supplies	37,050	9,028	31,228	37,380	9,384	36,000	37,380	37,380	0.00%
100	55300	348	Playground Supply and Expense	3,250	212	2,957	3,250	599	3,250	3,250	3,250	0.00%
100	55300	361	League Support	9,447	26	7,437	9,447	0	9,447	9,447	9,447	0.00%
100	55300	362	Adult League Supplies	3,500	1,405	3,110	3,500	1,292	2,500	3,500	3,500	0.00%
100	55300	363	Youth Program Supplies	0	0	16	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	1,000	80	379	1,000	462	1,158	1,250	1,250	25.00%
			Subtotal	57,547	11,987	48,570	57,857	12,710	55,663	58,137	58,137	0.48%

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
RECREATION AND RECREATION PROGRAMS												
			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	\$ 539,766	\$ 154,412	\$ 424,585	\$ 530,687	\$ 149,445	\$ 491,976	\$ 531,574	\$ 532,375	0.32%

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.

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.

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.

2019 Performance Measures:

- 1) Perform a site analysis after each special event/celebration within 1 workday to determine condition of park and needed repairs. Data collected shall be used to determine if rental procedures are adequate.

2018 Performance Measurement Data:

- 1) Perform a site analysis after each special event/celebration within 1 working day to determine condition of park and needed repairs. Data collected shall be used to determine if rental procedures are adequate.
 - a. Result: Staff visited each event location within 1 working day after thirteen different events and found no concerns.

Significant Program Achievements:

- 1) Worked with school districts and soccer groups to mow specific areas, line fields for soccer, and haul equipment for special activities.
- 2) Helped set up various large functions including: Celebrate De Pere, Tony Litt County Soccer Tournament, Pony League year end tournament, Buggy Tournament, Kickin it with the Cows Run, DGSA tournament & the Pink Flamingo tournament.
- 3) Set up holiday decorations and banners.
- 4) Reid Street Sign Bridge was replaced.

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. 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 2019 Special Events/Celebrations program budget is \$11,616. The program/service benefits the community by creating more organized and positive participation in the activities.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$415 to reflect projected wage increases.
- 2) FICA increased \$32 to reflect project increases.
- 3) Health, Dental, DIB, Life and Workers Comp Insurance increased by \$313 due to reflect projected costs.
- 4) No capital requested.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
SPECIAL EVENTS/CELEBRATIONS												
Account Number PERSONAL SERVICES												
100	55310	120	Hourly Wages	\$ 7,616	\$0	\$0	\$ 6,940	\$0	\$ 6,940	\$ 7,359	\$ 7,359	6.04%
100	55310	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	55310	150	FICA	583	0	0	531	0	531	563	563	6.04%
100	55310	151	Retirement	518	0	0	465	0	465	482	482	3.66%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,961	0	0	2,699	0	2,699	3,012	3,012	11.60%
			Subtotal	11,678	0	0	10,635	0	10,635	11,416	11,416	7.34%
			SUPPLIES AND EXPENSE									
100	55310	340	Operating Supplies	200	0	0	200	47	200	200	200	0.00%
			Subtotal	200	0	0	200	47	200	200	200	0.00%
			TOTAL	\$ 11,878	\$0	\$0	\$ 10,835	\$ 47	\$ 10,835	\$ 11,616	\$ 11,616	7.21%

Swimming Pools

Program Full Time Equivalents: 0.32

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 pool during the mornings and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
- 2) Junior Lifeguard Program – Teach participants the foundational basics of being a lifeguard.
- 3) Water Aerobics-water fitness classes offered for adults Monday-Thursday at Legion pool and during the school year at Syble Hopp School.
- 4) Family Swims and Youth Nights-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.
- 5) Open Swim-1-4:30pm and 6-8:30pm (M-F) and 1-6pm (Sat & Sun) throughout the summer provides participants an opportunity to enjoy the pool in a safe environment.
- 6) Concessions-provides refreshments for pool participants and secure location for sale of day passes for pool users.

Important Outputs:

- 1) Progressive Swim Lesson Program: 83 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) Junior Lifeguard Program – To prepare for the real LG course. Used as a tool to help increase staffing at each pool for future.

- 3) Open Swim: 820 hours of open swim offered during the summer, both pools open seven days a week.
 - A) Funded through user day pass/seasonal membership fees, and department budget.
 - B) Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 4) Varied aquatic programming includes: family swim, lap swim, and water aerobics.
 - A) Funded through participant registration fees and user day pass/seasonal membership fees.
 - B) Multiple aquatic program offerings ensure efficient use of the pool facility and maximize pool usage. Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 5) Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.
 - A) Offering convenient and affordable programming increases opportunities for participation for the community.
 - B) Funded through user fees.
- 6) Memberships: Summer seasonal memberships are sold to residents and non-residents for use of Legion pool. Passes are purchased for the Baby Pool, the Main Pool, Family, Caregivers 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.
- 7) Day Passes: Daily admission for residents and non-residents for either the Baby or Main pool. Passes are sold for one time use in the afternoon or evening.
 - A) Funded through user fees.
 - B) Offering day passes increases convenience and opportunities for participation and attendance for the purchaser.
- 8) Pool Rentals: Pools are available for rent to residents and non-residents at Legion Pool during non-programming and non-open swim hours.
 - A) Funded through user fees.
 - B) Offering pool rentals helps increase revenue and adds a special opportunity for private parties for any occasion or for work events.

Expected Outcomes:

- 1) Programs offered will maintain a “break even” or better cost basis.
- 2) Programs offered shall increase the quality of life in the community.
- 3) Programs offered reduce juvenile issues in the community.

- 4) Swimming pools will maintain a staffing level that provides a safe environment and quality programming.
- 5) Program offerings will increase learning of life-long and life-saving skills.
- 6) Locations will maintain a safe and entertaining environment.

2019 Performance Measure:

- 1) Increase semi-private lesson revenue by 5% through increased marketing initiatives. (i.e. – six pre-season Facebook posts, revamping current flyer and posting in library and three local businesses).

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase water aerobics participants by 20%.
Result: July 2016 – June 2017 = 274 participants
July 2017 – June 2018 = 420 Participants
Resulting in over a 40% increase in program participants.

Significant Program Achievements:

- 1) Hired qualified staff to oversee both Legion and VFW Pools during the summer.
- 2) Hired qualified staff to fully staff Syble Hopp swim lesson and water exercise classes.
- 3) Offered eight fun specials at the pools to creatively market them and increase attendance.
- 4) Collaborated with City of De Pere Police Departments and Fire Departments for seasonal staff training.

Existing Program Standards Including Importance to Community:

- 1) All registration-based programs shall financially sustain themselves.
 - A) Community Importance:
 - a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
- 2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
 - A) Community Importance:
 - a) Programs offered are based on feedback from the users and reflective of current needs and wants.

- 3) Swimming pools have Open Swim-1-4:30 pm and 6-8:30 pm (M-F) throughout the summer and 1-6 pm (Sa & Su) which equates to (41 hours of open, recreational swim each week).
 - A) Community Importance:
 - a) Provides participants an opportunity to enjoy the pool in a safe environment.
 - b) Helps decrease juvenile issues in the community.
- 4) Swimming pools are staffed at a level that provides a safe environment and quality programming.
 - A) Community Importance:
 - a) Sites are safe for participating in programming for users.
- 5) Effective maintenance of health records.
 - A) Community Importance:
 - a) Sites that are approved by the Health Department.
- 6) Lifeguards must currently hold Lifeguard, First Aid, CPR and AED certifications.
 - A) Community Importance:
 - a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.

Costs and Benefits of Program Services:

The proposed 2019 Swimming Pools cost is \$203,590. The Legion swimming pool 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.

2019 Objectives:

- 1) Offer summer indoor water aerobics classes.
- 2) Continue to offer and increase promotion of semi-private and private swim lessons.
- 3) Expand pool special events.
- 4) Hire and maintain adequate staffing at Legion Pool and at Syble Hopp.
- 5) Add and successfully host a Junior Lifeguard class at Legion Pool.
- 6) Implement Pool Manager training for succession purposes.

2019 Budget Significant Expenditure Changes:

- 1) Salaries increased by \$821 to reflect wage scale step increases and market adjustments.
- 2) Hourly wages increased by \$1,404 to reflect projected wage increases.
- 3) Seasonal Labor decreased by \$37,410 to reflect only Legion Pool operating in 2019.
- 4) FICA decreased by \$373 to reflect changes in reducing to one pool.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins decreased by \$4,846 to reflect projected insurance costs.
- 6) Training includes \$150 for aquatic staff training.
- 7) Telephone reduced by \$900 to reflect only Legion Pool operating in 2019.
- 8) Data reduced by \$124 to reflect only Legion Pool operating in 2019.
- 9) Utilities decreased by \$17,500 to reflect Legion Pool operating and VFW not operating in 2019.
- 10) Equipment Maintenance decreased by \$10,000 to reflect Legion Pool operating and VFW not operating in 2019.
- 11) Operating Supplies increased by \$700 to reflect replacement of 2 AED's at the pools.
- 12) Pool Chemicals decreased by \$9,700 to reflect only Legion Pool operating in 2019.
- 13) Concession Purchases decreased by \$7,000 to reflect trends and savings by purchasing some supplies through Sam's Club and only Legion Pool operating in 2019.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
SWIMMING POOLS											
Account Number PERSONAL SERVICES											
100	55420	110	Salaries	\$ 16,343	\$ 7,659	\$ 16,757	\$ 16,264	\$ 7,505	\$ 16,264	\$ 17,085	\$ 17,085 5.05%
100	55420	120	Hourly Wages	26,536	9,669	17,826	26,827	5,441	26,827	28,231	28,231 5.23%
100	55420	125	Overtime Wages	389	0	405	389	241	389	389	389 0.00%
100	55420	126	Seasonal Labor	100,106	16,719	93,742	103,205	17,661	97,711	106,249	65,795 -36.25%
100	55420	150	FICA	4,762	1,506	3,768	4,823	1,409	4,743	5,037	4,450 -7.72%
100	55420	151	Retirement	2,942	882	2,322	2,913	620	2,913	2,994	2,994 2.76%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,898	8,629	16,534	22,616	4,604	22,616	17,770	17,770 -21.43%
100	55420	190	Training	150	45	131	150	125	125	150	150 0.00%
			Subtotal	170,126	45,109	151,485	177,187	37,606	171,588	177,905	136,864 -22.76%
			CONTRACTUAL SERVICES								
100	55420	210	Telephone	1,800	900	1,800	1,800	800	1,800	1,800	900 -50.00%
100	55420	218	Cell/Radio	0	0	0	0	0	0	0	0 0.00%
100	55420	219	Data	500	256	249	250	0	240	250	126 -49.60%
100	55420	220	Utilities	41,500	9,115	39,401	41,500	4,900	39,000	41,500	24,000 -42.17%
100	55420	240	Equipment Maintenance	25,000	3,491	21,070	25,000	4,562	25,000	25,000	15,000 -40.00%
			Subtotal	68,800	13,762	62,520	68,550	10,262	66,040	68,550	40,026 -41.61%
			SUPPLIES AND EXPENSE								
100	55420	340	Operating Supplies	5,700	2,153	4,600	5,700	3,576	5,700	8,300	6,400 12.28%
100	55420	385	Pool Chemicals	23,000	16,000	22,287	23,000	16,000	23,000	23,000	13,300 -42.17%
100	55420	386	Concession Purchases	14,000	5,324	11,173	14,000	3,681	11,000	11,800	7,000 -50.00%
			Subtotal	42,700	23,477	38,059	42,700	23,258	39,700	43,100	26,700 -37.47%
			CAPITAL OUTLAY								
100	55420	810	Capital Equipment	0	20,405	51,507	0	16,748	0	150,000	0 0.00%
			Subtotal	0	20,405	103,015	0	16,748	0	150,000	0 0.00%
			TOTAL	\$ 281,626	\$ 102,753	\$ 303,571	\$ 288,437	\$ 87,874	\$ 277,328	\$ 439,555	\$ 203,590 -29.42%

TOTAL CULTURE, EDUCATION AND RECREATION

City of De Pere
2019 General Fund
Adopted Budget

CULTURE, EDUCATION & RECREATION
EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Total Culture, Education & Recreation									
PERSONAL SERVICES									
110 Salaries	295,031	138,829	\$ 299,245	\$ 301,131	\$ 142,218	\$ 301,131	\$ 314,686	\$ 314,686	4.50%
120 Hourly Wages	462,097	226,626	485,961	423,279	204,876	429,568	444,084	444,084	4.92%
122 Hourly Wages PT	54,993	19,973	40,242	81,747	36,416	81,747	85,805	86,478	5.79%
125 Overtime Wages	6,960	3,141	7,728	7,110	3,214	7,142	7,110	7,110	0.00%
126 Seasonal Wages	368,111	94,614	328,132	381,602	89,159	367,150	395,098	354,644	-7.06%
150 FICA	67,997	31,885	65,234	67,748	32,016	68,022	70,883	70,348	3.84%
151 Retirement	55,698	23,416	54,864	51,545	22,833	54,912	54,488	54,532	5.79%
152 Health, Dental & Life Ins	296,939	116,747	308,624	303,529	132,230	242,941	297,094	297,126	-2.11%
190 Training	4,150	1,344	2,469	4,150	1,288	3,925	5,650	5,650	36.14%
Subtotal	1,611,976	656,575	1,592,499	1,621,841	664,250	1,556,539	1,674,898	1,634,657	0.79%
CONTRACTUAL SERVICES									
210 Telephone	10,400	5,220	10,122	10,400	4,827	10,400	10,400	9,500	-8.65%
211 Postage	3,500	23	90	3,500	245	575	3,500	3,500	0.00%
212 Seminars and Conference	6,810	1,855	6,049	6,910	1,109	6,700	7,300	7,300	5.64%
213 Rentals	5,375	2,728	5,249	5,375	798	4,400	5,375	5,375	0.00%
215 Consulting	12,620	10,446	34,274	20,620	3,644	21,078	116,400	82,500	300.10%
217 Cleaning Service Contract	25,400	9,860	24,107	25,740	8,045	22,000	25,000	25,000	-2.87%
218 Cell/Radio	2,856	1,224	3,059	2,926	962	2,330	2,332	2,332	-20.30%
219 Data	1,340	676	1,186	1,090	404	1,220	520	396	-63.67%
220 Utilities	142,400	50,273	139,463	139,900	42,657	137,550	143,060	125,860	-10.04%
240 Equipment Maintenance	42,050	5,873	37,221	42,250	7,657	40,300	42,450	32,450	-23.20%
290 Other Contractual Services	28,355	15,535	34,446	30,635	23,347	41,750	76,510	42,710	39.42%
Subtotal	281,106	103,713	295,266	289,346	93,696	288,303	432,847	336,923	16.44%
SUPPLIES AND EXPENSE									
310 Office Supplies	6,090	1,873	4,295	6,090	795	4,550	5,050	5,050	-17.08%
320 Memberships/Subscriptions	3,435	746	3,193	3,390	1,510	3,508	3,695	3,695	9.00%
330 Mileage Reimbursement	950	162	0	950	234	500	500	500	-47.37%
331 Transportation	22,850	8,020	22,577	21,950	9,932	18,450	21,952	21,952	0.01%
340 Operating Supplies	91,250	34,487	87,434	97,162	38,240	102,182	109,262	107,362	10.50%
345 Turf Chemicals	7,500	0	7,484	7,500	0	7,500	7,500	7,500	0.00%
346 Trees	10,000	1,278	5,984	10,000	1,122	10,000	10,000	10,000	0.00%
347 Tree Chemicals	300	138	275	300	0	300	300	300	0.00%

City of De Pere
2019 General Fund
Adopted Budget

CULTURE, EDUCATION & RECREATION
EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Total Culture, Education & Recreation									
348 Playground Supply and Expense	3,250	0	0	3,250	599	0	3,250	3,250	0.00%
351 Safety Equipment	2,800	1,479	2,709	2,800	911	2,800	2,800	2,800	0.00%
361 League Support	9,447	26	7,437	9,447	0	9,447	9,447	9,447	0.00%
362 Adult League Supplies	3,500	1,405	3,110	3,500	1,292	2,500	3,500	3,500	0.00%
363 Youth Program Supplies	0	0	16	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	1,000	80	379	1,000	462	1,158	1,250	1,250	25.00%
385 Pool Chemicals	23,000	16,000	22,287	23,000	16,000	23,000	23,000	13,300	-42.17%
386 Concessions Purchases	14,000	5,324	11,173	14,000	3,681	11,000	11,800	7,000	-50.00%
391 Historic Preservation Supplies	0	0	127	0	0	0	0	0	0.00%
Subtotal	199,372	71,018	178,479	204,339	74,778	196,895	213,306	196,906	-3.64%
CONTRIBUTIONS									
701 Historical Society	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	0.00%
Subtotal	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	0.00%
CAPITAL OUTLAY									
810 Capital Equipment	116,240	36,367	269,111	111,800	33,269	106,800	1,855,225	59,000	-47.23%
Subtotal	116,240	36,367	269,111	111,800	33,269	106,800	1,855,225	59,000	-47.23%
TOTAL	\$ 2,213,744	\$ 872,723	\$ 2,340,406	\$ 2,232,376	\$ 871,043	\$ 2,153,587	\$ 4,181,326	\$ 2,232,537	0.01%

TOTAL GENERAL FUND EXPENDITURES

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$2,506,377	\$ 1,051,350	\$ 2,384,318	\$2,887,852	\$ 1,378,510	\$ 2,406,892	\$ 2,977,523	\$ 2,931,143	1.50%
TOTAL PUBLIC SAFETY EXPENDITURES	\$9,097,324	\$ 4,019,219	\$ 8,620,532	\$9,307,016	\$ 4,003,104	\$ 8,733,226	\$ 11,297,179	\$ 9,656,889	3.76%
TOTAL PUBLIC WORKS EXPENDITURES	\$3,119,804	\$ 1,481,523	\$ 2,958,327	\$2,817,157	\$ 1,253,306	\$ 2,846,274	\$ 4,131,027	\$ 2,866,666	1.76%
TOTAL CULTURE, ED & REC EXPENDITURES	\$2,213,744	\$ 872,723	\$ 2,339,406	\$2,232,376	\$ 871,043	\$ 2,153,587	\$ 4,181,326	\$ 2,232,537	0.01%
TOTAL GENERAL FUND EXPENDITURES	\$ 16,937,249	\$ 7,424,815	\$ 16,302,583	\$ 17,244,401	\$ 7,505,963	\$ 16,139,979	\$ 22,587,055	\$ 17,687,235	2.57%

GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased \$134,820. The total property tax levy for all funds increased \$51,068.

	Actual 2018	Budgeted 2019	% of Change
General Fund Levy	\$ 8,173,527	\$ 8,189,976	0.21%
Debt Fund Levy	\$ 2,286,357	\$ 2,830,250	23.79%
Capital Projects Fund Levy	\$ 1,742,276	\$ 1,742,276	0.00%
Tax Increment District (TID) Levy	\$ 797,541	\$ 962,710	(20.71%)
TOTAL LEVY	\$12,999,701	\$13,725,712	5.58%

SIGNIFICANT REVENUE CHANGES:

TAXES:

- 1) Mobile Home Fees increased \$700 to reflect increased 2018 estimate.
- 2) Payment in Lieu of Taxes increased \$400 to reflect increased 2018 estimate.

INTERGOVERNMENTAL REVENUE:

- 1) State Shared Revenue - Expenditure Restraint decreased \$3,290 to reflect state estimate.
- 2) State Grants increased \$80,279 for new state program for personal property tax state aid.
- 3) K-9 Donations increased \$2,500 to reflect department estimates.

LICENSES AND PERMITS:

- 1) Operator's Licenses decreased \$19,800 to reflect 2019 as the second year of two year license renewals.
- 2) Food & Beverage Licenses were reclassified from DHFS to DATCP.
- 3) Commercial Permit Review increased \$20,000 to reflect a new fee.
- 4) Flood Plain/Zoning Letters increased \$300 to reflect actual trends.
- 5) HVAC Permits increased \$5,000 to reflect actual trends.
- 6) Zoning Permits & Fees increased \$325 to reflect actual trends.
- 7) CSM Reviews increased \$2,000 to reflect actual trends.

FINES AND FORFEITURES:

- 1) Court Penalties increased \$50,000 to reflect 2018 estimate.
- 2) Parking violations decreased to anticipated drop due to increasing parking limit to three from two hours.

PUBLIC CHARGES FOR SERVICE:

- 1) General Government Fees increased \$500 to reflect 2018 estimate.
- 2) Passport/Solicitors increased \$500 to reflect actual trends.
- 3) Letters of No Specials decreased \$5,500 to reflect actual trends.
- 4) Background Checks increased \$100 to reflect 2018 estimate.
- 5) Public Health Revenue decreased \$2,000 to reflect 2018 estimate.
- 6) Weights & Measures Fees \$7,942 to reflect departmental estimate.
- 7) Concessions/Recreation decreased \$10,043 due to VFW pool being closed.
- 8) Swimming Fees decreased \$33,265 due to VFW pool being closed.
- 9) Community Center increased \$1,980 to reflect actual trends.
- 10) Programs/Financial Assistance increased \$250 to reflect grant assistance.

INTERGOVERNMENTAL CHARGES FOR SERVICE:

- 1) Payment for Liaison Officers increased \$107,000 to reflect an additional ½ officer for each district starting July 1, 2019.

MISCELLANEOUS REVENUES:

- 1) Interest on Investments increased \$142,000 to reflect anticipated increased interest rates in 2019.
- 1) Farm Leases decreased \$2,500 due to decreased amount of acreage available for lease in 2019.

OTHER FINANCING SOURCES:

- 1) Fund balance applied of \$123,323 is being used to balance the budget for 2019.

**City of De Pere
2019 General Fund
Adopted Budget**

REVENUES			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title											
TAXES											
100	41110	General Property	\$ 8,040,775	\$ 8,039,782	\$ 8,039,833	\$ 8,173,527	\$ 8,173,473	\$ 8,173,473	\$ 8,189,976	\$ 8,189,976	0.20%
100	41130	Mobile Home Fees	6,500	2,342	5,738	6,300	4,420	7,000	7,000	7,000	11.11%
100	41150	Payments in Lieu of Taxes	1,300	1,332	1,332	1,300	1,692	1,700	1,700	1,700	30.77%
100	41170	Motor Vehicle Tax	0	0	0	0	0	0	0	0	0.00%
100	41200	Sales and Use	0	0	0	0	0	0	0	0	0.00%
100	41210	Public Accommodations	7,800	3,602	9,319	7,900	3,417	7,900	7,900	7,900	0.00%
100	41220	Retained Sales Tax	120	60	36,513	120	60	120	120	120	0.00%
100	41310	From Municipal Water Utility	520,000	260,000	469,406	500,000	250,000	480,000	480,000	480,000	-4.00%
100	41320	Housing Authority	30,000	28,919	28,919	30,000	29,593	30,000	30,000	30,000	0.00%
100	41800	Interest Penalties & Taxes	1,200	601	876	1,200	924	1,200	1,200	1,200	0.00%
100	41810	Interest Penalties Specials & Deeds	35,000	11,431	20,222	21,000	6,822	20,000	20,000	20,000	-4.76%
		Subtotal	8,642,695	8,348,069	8,612,158	8,741,347	8,470,401	8,721,393	8,737,896	8,737,896	-0.04%
INTERGOVERNMENTAL REVENUE											
100	43220	Mass Transit Federal Aid	0	0	0	0	0	0	0	0	0.00%
100	43410	State Shared Revenue	1,167,851	0	1,206,684	1,203,465	0	1,203,465	1,203,465	1,200,175	-0.27%
100	43411	State Shared Revenue - Expenditure Restraint	0	0	0	218,534	0	218,534	218,534	184,824	-15.43%
100	43420	State Fire Insurance	79,990	85,434	85,434	86,000	0	84,732	84,732	84,732	-1.47%
100	43430	Other State Shared Taxes - Exempt Computer Aid	154,361	0	74,911	76,012	0	76,012	76,012	76,012	0.00%
100	43500	State Grants	0	0	19,000	0	0	80,279	80,279	80,279	100.00%
100	43505	Law Enforcement	0	548	3,624	0	0	0	0	0	0.00%
100	43507	K-9 Expenses and Donations	0	12,669	16,848	0	4,870	8,000	2,500	2,500	100.00%
100	43510	Rescue EMS Act 102	7,000	0	7,193	7,000	0	7,000	7,000	7,000	0.00%
100	43520	State Aid for Police Training	5,440	0	7,670	5,440	0	5,440	5,440	5,440	0.00%
100	43530	State Aid for Connecting Highways	74,257	36,990	73,979	74,386	37,193	74,386	74,386	74,386	0.00%
100	43531	General Transportation Aids	949,884	450,187	900,374	1,035,430	517,715	1,035,430	1,035,430	1,035,430	0.00%
100	43532	Mass Transit State Aid	294,790	147,395	294,790	294,790	147,395	294,790	294,790	294,790	0.00%
100	43540	State Recycling Grants	92,993	97,510	97,510	97,510	97,568	97,568	97,568	97,568	0.06%
100	43550	ACT 102 Ambulance Grant	0	0	0	0	0	0	0	0	0.00%
100	43551	Health Matching Grant	56,700	25,528	62,523	56,757	47,648	57,929	57,929	57,929	2.06%
100	43590	State Misc Grants	3,600	0	0	0	0	0	0	0	0.00%
		Subtotal	2,886,866	856,261	2,850,541	3,155,324	852,389	3,243,565	3,238,065	3,201,065	1.45%
LICENSES AND PERMITS											
100	44100	Business & Occupational Licenses	50	0	0	0	0	0	0	0	0.00%
100	44105	Liquor and Malt Beverage Licenses	34,125	33,975	35,642	35,000	32,973	35,000	35,000	35,000	0.00%
100	44110	Operator's Licenses	15,540	5,904	12,201	32,000	22,531	32,000	12,200	12,200	-61.88%
100	44115	Cigarette Licenses	2,100	2,005	2,104	2,100	2,000	2,100	2,100	2,100	0.00%
100	44120	Food & Beverage Licenses-DHFS	0	53,379	66,987	72,000	64,959	0	0	0	0.00%
100	44121	Food & Beverage Licenses-DATCP	73,000	15,306	11,790	0	0	71,565	72,022	72,022	100.00%
100	44125	Cable Television Franchise License	163,000	35,126	138,564	150,000	35,790	145,000	145,000	145,000	-3.33%
100	44130	Trailer Park	100	100	100	100	100	100	100	100	0.00%
100	44140	Other Permits and Fees	8,400	6,237	10,523	11,500	7,153	11,500	11,500	11,500	0.00%
100	44210	Dog License	5,200	3,497	3,524	4,200	3,560	4,200	4,200	4,200	0.00%
100	44300	Building Permits	126,000	61,416	134,803	140,000	70,280	140,000	150,000	150,000	7.14%
100	44301	Commercial Permit Review	0	0	0	0	0	0	20,000	20,000	100.00%
100	44303	Flood Plain/Zoning Letters	150	330	660	300	660	800	600	600	100.00%
100	44305	Construction	0	0	0	0	0	0	0	0	0.00%

**City of De Pere
2019 General Fund
Adopted Budget**

REVENUES			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title											
100	44307	Sanitary Sewer Excavation	5,250	3,025	5,850	5,250	3,950	5,250	5,250	5,250	0.00%
100	44910	Electrical Permits	33,600	29,844	57,320	60,000	22,243	50,000	60,000	60,000	0.00%
100	44920	Plumbing Permits	26,250	14,448	25,905	30,000	11,866	30,000	30,000	30,000	0.00%
100	44925	HVAC Permits	44,100	36,779	62,286	60,000	39,608	60,000	65,000	65,000	8.33%
100	48905	Bid Deposits & Refunds	0	0	50	0	10	0	0	0	0.00%
100	48902	Zoning Permits and Fees	3,675	2,708	4,625	3,675	1,886	4,000	4,000	4,000	8.84%
100	48903	CSM Reviews	6,825	8,660	13,175	7,000	8,186	9,000	9,000	9,000	28.57%
100	48906	Excavation Permits	18,900	11,150	34,910	18,900	5,135	18,900	18,900	18,900	0.00%
		Subtotal	566,265	323,889	621,020	632,025	332,890	619,415	644,872	644,872	2.03%
FINES AND FORFEITURES											
100	45100	City Share of Fines and Forfeitures	0	0	(2,449)	0	0	0	0	0	0.00%
100	45110	Court Penalties and Costs	282,000	83,822	224,741	300,000	175,013	350,000	350,000	350,000	16.67%
100	45120	Crime Prevention/Policing Share	0	0	0	0	0	0	0	0	0.00%
100	45130	Parking Violations	45,000	21,074	46,129	45,000	23,063	45,000	40,000	40,000	-11.11%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0	0	0	0.00%
		Subtotal	327,000	104,896	268,421	345,000	198,076	395,000	390,000	390,000	13.04%
PUBLIC CHARGES FOR SERVICE											
100	46100	General Government	1,000	1,846	1,447	1,000	849	1,500	1,500	1,500	50.00%
100	46101	Clerk-Passports/Solicitors	4,500	3,017	5,686	4,500	2,394	5,000	5,000	5,000	11.11%
100	46110	Letters of No Specials	31,500	12,580	26,045	31,500	12,895	26,000	26,000	26,000	-17.46%
100	46120	License Publication Fees	2,900	671	(1,136)	400	1,094	400	400	400	0.00%
100	46204	DMV Registration	0	0	6,239	0	0	0	0	0	0.00%
100	46205	Police CVR Fees	0	0	(6,128)	0	0	0	0	0	0.00%
100	46206	CVR Registrations	700	202	289	700	271	700	700	700	0.00%
100	46207	Police Alarm Monitoring	10,000	5,850	8,900	10,000	4,477	10,000	10,000	10,000	0.00%
100	46208	Police Department Fees	1,000	419	798	1,000	616	1,000	1,000	1,000	0.00%
100	46210	Background Checks	300	100	336	200	224	300	300	300	50.00%
100	46220	Police Finger Prints	750	342	690	750	336	700	750	750	0.00%
100	46225	Fire Hazmat	1,000	0	1,109	1,000	0	0	0	0	0.00%
100	46298	Ambulance Fees	900,000	346,238	629,820	800,000	274,866	715,860	805,835	805,835	0.73%
100	46340	Street Department Revenue	63,000	17,685	109,780	63,000	21,013	63,000	63,000	63,000	0.00%
100	46345	Garbage & Recycling Fees	12,000	0	0	12,000	0	0	12,000	12,000	0.00%
100	46350	Snow Removal Charges	6,600	2,603	2,943	6,600	1,994	6,600	6,600	6,600	0.00%
100	46360	Parking Permits	0	0	0	0	0	0	0	0	0.00%
100	46406	Weed & Nuisance Control	600	1,641	3,115	10,000	0	10,000	10,000	10,000	0.00%
100	46421	Recycling Containers	1,100	2,790	4,725	3,300	1,415	3,300	3,300	3,300	0.00%
100	46501	Public Health Revenue	8,000	4,151	5,774	8,000	485	6,000	6,000	6,000	-25.00%
100	46510	Weights & Measures Fees	17,000	16,021	15,221	17,000	16,955	16,955	24,942	24,942	46.72%
100	46521	Animal Control	0	0	0	0	0	0	0	0	0.00%
100	46700	Recreation Programs	350,523	201,852	358,923	338,409	194,902	338,409	344,399	344,399	1.77%
100	46721	Recreation	0	0	16,101	0	0	0	0	0	0.00%
100	46722	Concessions/Recreation	22,942	5,572	18,413	22,800	6,249	18,200	12,757	12,757	-44.05%
100	46723	Swimming	120,798	69,369	119,868	117,821	62,796	117,500	84,556	84,556	-28.23%
100	46724	Forestry	6,615	5,327	7,185	6,615	3,078	6,200	6,400	6,400	-3.25%
100	46725	Community Center	38,955	18,411	34,810	33,280	17,863	35,000	35,260	35,260	5.95%
100	46727	Programs-Financial Assistance	3,500	562	3,792	3,500	2,594	4,100	3,750	3,750	7.14%
100	46733	Golf Lessons	0	0	0	0	0	0	0	0	0.00%

**City of De Pere
2019 General Fund
Adopted Budget**

REVENUES			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title											
100	46747	Athletic Facility Fees	72,450	48,827	21,942	72,500	8,420	72,500	72,500	72,500	0.00%
100	46747	010 Daily Boat Fees	0	0	45,122	0	36,218	0	0	0	0.00%
100	46747	020 Season Boat Fees	0	0	17,593	0	2,127	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	165,000	97,929	166,716	170,000	102,829	170,000	170,000	170,000	0.00%
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	(71)	251	1,100	446	1,100	1,100	1,100	0.00%
100	48908	Building Permits & Voter Report (Clerk)	500	0	0	500	0	500	500	500	0.00%
100	48909	Sundry	550	36	36	550	2	550	550	550	0.00%
100	48910	Retiree Insurance Admin Fee	5,500	444	938	1,000	519	1,000	1,000	1,000	0.00%
		Subtotal	2,550,383	1,214,414	2,327,342	2,439,025	1,127,927	2,332,374	2,410,099	2,410,099	-1.19%

INTERGOVERNMENTAL CHARGES FOR SERVICE

100	47311	Crossing Guard Hours	19,500	9,868	17,001	19,500	0	19,500	20,000	20,000	2.56%
100	47320	Payment for Liason Officer	167,000	82,015	169,296	170,000	(5,266)	180,000	277,000	277,000	62.94%
100	47402	Data Processing Charges	13,800	6,942	13,885	14,300	7,151	14,300	14,700	14,700	2.80%
100	47405	TID 5 Admin Allocation	5,300	2,650	5,300	5,300	2,650	5,300	5,300	5,300	0.00%
100	47406	TID 6/7/8/9/10 Admin Allocation	116,600	58,300	116,600	116,600	58,300	116,600	116,600	116,600	0.00%
100	47415	Equipment Rental	27,200	13,596	27,192	28,000	14,004	28,000	29,000	29,000	3.57%
100	47432	Space Rentals	34,000	23,742	43,980	46,000	23,064	46,000	47,500	47,500	3.26%
100	48208	Brown County Nutritionist	2,840	1,420	2,840	2,980	1,490	2,980	2,980	2,980	0.00%
		Subtotal	386,240	198,533	396,094	402,680	101,393	412,680	513,080	513,080	27.42%

MISCELLANEOUS REVENUES

100	48100	Interest On Investments	120,000	43,257	68,397	120,000	59,078	140,000	225,000	262,000	118.33%
100	48103	Notes Receivable Interest	0	0	0	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	9,900	9,530	14,059	7,500	3,597	4,000	5,000	5,000	-33.33%
100	48202	Brown County Fairgrounds	1,000	0	1,250	0	0	0	0	0	0.00%
100	48203	Residential Lease	17,000	7,903	13,487	17,000	8,522	17,000	17,000	17,000	0.00%
100	48300	Property Sales	1,500	0	0	1,500	0	1,500	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	15,000	3,150	5,358	15,000	1,767	15,000	15,000	15,000	0.00%
100	48305	Real Property	50,000	108	108	50,000	1,000	50,000	50,000	50,000	0.00%
100	48309	Other	0	1,668	1,616	5,000	0	5,000	5,000	5,000	0.00%
100	48310	Note Receivable Principal	0	0	0	0	0	0	0	0	0.00%
100	48311	Land Contract Principal	0	0	0	0	0	0	0	0	0.00%
100	48500	Donations	0	0	17,163	0	0	0	0	0	0.00%
100	48510	Police Programs	0	0	0	0	0	0	0	0	0.00%
100	48515	Park and Rec	0	(100)	(100)	0	200	0	0	0	0.00%
100	48520	Fire & Rescue	20,000	(812)	20,226	1,600	3,770	3,770	0	0	0.00%
		Subtotal	234,400	64,704	141,564	217,600	77,934	236,270	318,500	355,500	63.37%

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	261,400	250,000	125,000	250,000	250,000	250,000	0.00%

City of De Pere
2019 General Fund
Adopted Budget

REVENUES			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title											
100	49222	Transfer From TID #5	11,400	5,700	0	11,400	5,700	11,400	11,400	11,400	0.00%
100	49223	Transfer From TID #7	0	0	0	0	0	0	0	0	0.00%
100	49240	Transfer From Capital Projects Fund	1,082,000	541,000	1,082,000	1,050,000	525,000	1,025,000	1,050,000	1,050,000	0.00%
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	1,343,400	671,700	1,343,400	1,311,400	655,700	1,286,400	1,311,400	1,311,400	0.00%
		TOTAL GENERAL FUND REVENUES	16,937,249	11,782,466	16,560,540	17,244,401	11,816,710	17,247,097	17,563,912	17,563,912	1.85%
100	49300	Fund Balances Applied	0	0	0	0	0	0	0	123,323	100.00%
		TOTAL GENERAL FUND REVENUES	\$ 16,937,249	\$ 11,782,466	\$ 16,560,540	\$ 17,244,401	\$ 11,816,710	\$ 17,247,097	\$ 17,563,912	\$ 17,687,235	2.57%

SPECIAL FUND

Development Loan Program (RLF) Fund

Program Mission:

To assist in stimulating the economy of the City of De Pere and improving the overall quality of life in the community by providing gap financing from the City of De Pere Revolving Loan Fund (RLF) to both new and expanding businesses. The fund makes loans with the intention that such loans will be instrumental in the creation and/or retention of jobs within new and existing businesses.

List of Program Service(s) Descriptions:

- 1) *Loans*– Program loans shall be available to eligible applicants for the following activities:
 - a. The acquisition of land, buildings, and fixed equipment.
 - b. Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
 - c. Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
 - d. The payment of assessments for public utilities if the provision of the facilities will directly create or retain jobs.
 - e. Working capital (inventory and direct labor costs only).
- 2) *Business Assistance* –Economic Department and Planning Department staff provide business assistance to help a project come together or provide other business planning assistance.
- 3) *Bi-Annual Report*– The State Department of Revenue, through their CDBG program, requires loan report submittals twice a year.

Important Outputs:

- 1) *Project Financing / Funding* – The program provides gap financing for projects in the areas of site acquisition, equipment, construction and working capital. The funding is provided by a loan fund account that is segregated from the other City accounts (funds are not City funds). The funding is important to the community since the program is designed to spur development that would not occur without the assistance from the program.
- 2) *New or Retained Jobs*– The loan amount and approval directly link to the number of jobs created. The funding is provided by the loan program and it is important to the community since it is used to help to create jobs within the City.
- 3) *Low and Moderate Income (LMI) Benefits*– Loan recipients agree that a minimum of 51% of jobs created as part of the loan program be held or made available to low to moderate income individuals.

Expected Outcomes:

- 1) The program provides a financing and increases the number of viable businesses in the City. The funding is used increase the number of created or retained jobs within the City.
- 2) With business assistance, the number of successful business startups or expansions will increase.
- 3) The bi-annual reports allow the City to maintain the program as a tool for economic development.

2019 Performance Measures:

- 1) Successfully utilize the Revolving Loan Funds per the requirements of the proposed CDBG RLF-CLOSE program.

2017-2018 Performance Measurement Data (September 2017 to June 2018):

- 1) Loan Cycle: City staff will review and process loans within 60 days.
 - a. Result: Complete when loans packages were complete.
- 2) Marketing of program to develop at least six potential candidates.
 - a. Result: Partially Complete, program information provided as part of every new business or business expansion until mid-2018, when the State emailed units of government advising them not to issue any new loans due to a proposed program change.
 - b. Result: 1 Loan Applications processed in 2018
 - i. Battlehouse LLC. \$55,000 (also County RLF recipient). Funds distributed September 2017.
 - ii. Nardi LLC (Affogato). \$60,000. Loan Closed May 2018.
 - iii. New Leaf CoOp terminated loan application.
- 3) Account balance does not exceed State established maximum cap of \$941,337.
 - a. Result: Account balance is less than the cap amount.

Significant Program Achievements (September 2017 to June 2018):

- 1) Program successfully submitted semi-annual reporting.
- 2) Processed one applications through Council approval, resulting in use \$60,000 of loan funds to help advance De Pere businesses.
- 3) The State of Wisconsin has proposed a substantial amendment to the CDBG RLF program called CDBG-CLOSE. If approved, the amendment would eliminate the Revolving Loan Fund program for the City of De Pere. We are still

researching the implications of this program that may allow the City to keep the loan fund balance and use it for other things or require the City to remit the loan fund balance and future payments to the State for use in the proposed program.

Existing Program Standards Including Importance to Community:

- 1) Participate in meetings of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
 - a. Community Importance.
 - i. Increases employment and business creation and expansion in the City of De Pere.
 - ii. Offers employment for low to moderate income individuals.
- 2) The project must meet the specifications as defined by the Revolving Loan Fund manual as adopted by City Council in January of 2013.

Costs and Benefits of Program and Services:

The State has proposed eliminating this program starting in the fall of 2018. The fund balance of the Development Loan Program at the end of December 31, 2018 is estimated to be \$921,073.

City of De Pere
2019 Special Fund
Adopted Budget

DEVELOPMENT LOAN PROGRAM FUND

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % Of Change
Expenditures												
Account Number												
205	82030		Rehabilitation Principal Loan	\$ 350,000	\$ 315,500	\$ 370,500	\$ 350,000	\$0	\$ 60,000	\$0	\$0	0.00%
205	86600		Loan Administration	40,000	0	40	9,000	0	9,000	0	0	0.00%
205	86700		Operating Supplies	3,000	40	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	\$ 393,000	\$ 315,540	\$ 370,540	\$ 359,000	\$0	\$ 69,000	\$0	\$0	0.00%

Revenues

205	48101		Interest on Investment	\$ 500	\$ 1,315	\$ 2,866	\$ 2,700	\$ 896	\$ 2,000	\$ 2,000	\$ 2,000	-25.93%
205	48110		Interest on Loans	14,000	3,241	7,082	10,000	4,352	9,000	8,000	8,000	-20.00%
205	48310		Repayment of Principal	115,000	59,028	124,170	120,000	53,064	120,000	120,000	120,000	0.00%
			TOTAL REVENUES	\$ 129,500	\$ 63,584	\$ 134,117	\$ 132,700	\$ 58,312	\$ 131,000	\$ 130,000	\$ 130,000	-2.03%

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 Expera, 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.

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.

2019 Performance Measures:

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

2018 Performance Measurement Data: (July 2017 – June 2018):

- 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

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Wastewater treatment charges decreased \$301,518 to reflect the actual costs.
- 2) Maintenance decreased \$152,900 to reflect actual costs for capital projects.
- 3) Capital Outlays:
 - a. Televising/Repair \$200,000
 - b. Sewer Lining and Repair \$266,000
 - c. Manhole Rehabilitation and Pipe Joint Repair \$100,000
 - d. Sewer Relay – Street Reconstruction \$160,000
 - e. New Sewer – Parkview Road \$50,000
 - f. Box Culvert / Sanitary Sewer Review \$20,000
 - g. Inflow and Infiltration Study \$60,000
 - h. Ashwaubenon Creek Interceptor Sewer Abandonment \$ \$236,000
 - i. Sewer Utility Share for MSC Roof Repairs \$22,500
 - j. Sewer Utility Share for MSC Gate Replacement \$3,750
 - k. Sewer Utility Share for New Engineering Pickup \$8,750
 - l. Debt Service Principle & Interest Payments \$416,544

**City of De Pere
2019 Special Fund
Adopted Budget**

WASTEWATER TREATMENT SERVICES

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures											
Account Number											
201	53610	Wastewater Treatment Charges	\$ 7,235,057	\$ 3,350,759	\$ 6,635,413	\$ 6,701,518	\$ 3,133,297	\$ 6,266,594	\$ 6,400,000	\$ 6,400,000	-4.50%
201	53611	Maintenance	1,802,805	880,555	1,373,087	1,698,544	818,047	1,698,544	1,510,644	1,545,644	-9.00%
201	53612	Billings & Collection	352,457	171,600	379,482	353,496	129,888	353,496	360,000	360,000	1.84%
201	53615	Administration	504,840	244,564	381,774	680,685	230,785	680,685	680,685	680,685	0.00%
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	\$ 10,145,159	\$ 4,772,478	\$ 9,019,756	\$ 9,684,243	\$ 4,437,017	\$ 9,249,319	\$ 9,201,329	\$ 9,236,329	-4.63%

Revenues

201	46900	Utility Billings	\$ 5,170,842	\$ 2,501,006	\$ 4,933,192	\$ 5,193,245	\$ 2,514,519	\$ 5,029,038	\$ 5,029,038	\$ 5,029,038	-3.16%
201	46900	Utility Billings-Paper Mills	4,970,325	2,275,276	4,525,815	4,596,058	2,198,887	4,397,774	4,397,774	4,397,774	-4.31%
201	48911	Forfeited Discounts	48,000	12,213	46,722	48,000	13,001	48,000	48,000	48,000	0.00%
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			320,970	0	80,243	160,485	160,485	160,485	
		TOTAL REVENUES	\$ 10,189,167	\$ 4,788,495	\$ 9,826,699	\$ 9,837,303	\$ 4,806,650	\$ 9,474,812	\$ 9,474,812	\$ 9,474,812	-3.68%

2019 Sanitary Sewer Capital Projects & Equipment

Televised/Repair	\$ 200,000
Sewer Lining and Repair	266,000
Manhole Rehabilitation and Pipe Joint Repair	100,000
Sewer Relay - Street Reconstruction	160,000
New Sewer - Parkview Road	50,000
Box Culvert / Sanitary Sewer Review	20,000
Inflow and Infiltration Study	60,000
Ashwaubenon Creek Interceptor Sewer Abandonment	236,000
Sewer Utility Share for MSC Roof Repairs	22,500
Sewer Utility Share for MSC Gate Replacement	3,750
Sewer Utility Share for New Engineering Pickup	8,750
Debt Service Principal & Interest Payments	418,644
Total Capital	\$ 1,545,644

2019 Cash Flow Analysis

Estimated Cash Balance - 1/1/19	\$ 455,144
Estimated Expenditures	(9,236,329)
Estimated Revenues	\$ 9,474,812
Estimated Cash Balance - 12/31/19	\$ 693,627

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, 2018 is \$67,787.

City of De Pere
2019 Special Fund
Adopted Budget

PUBLIC LAND ACQUISITION FUND

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures												
Account Number												
210	57620		Property Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
210	57621		Operating Supplies	0	0	0	0	0	0	0	0	0.00%
210	56722		Consulting	55,000	1,870	15,895	0	2,805	17,605	0	0	0.00%
			TOTAL EXPENDITURES	\$55,000	\$1,870	\$15,895	\$0	\$2,805	\$17,605	\$0	\$0	0.00%

Revenues

210	46810		Park Dedication Fees	\$15,000	\$2,700	\$4,200	\$10,000	\$4,200	\$6,500	\$10,000	\$10,000	0.00%
210	43690		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	\$15,000	\$2,700	\$4,200	\$10,000	\$4,200	\$6,500	\$10,000	\$10,000	0.00%

Cable Access Fund

Program Full Time Equivalents: 1.24

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 City departments with audio/video projects and provide IT support. 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.
- 5) *Provide IT support* – Provide desktop, networking, and other technological support to staff. Assist the IT Administrator as needed.

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, 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. Provide IT support to staff. Deploy IT equipment.

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) Error free desktop equipment operation.
- 6) Employee effective use of technology.

2019 Performance Measures

- 1) Record 100% of scheduled televised public meetings.
- 2) Solicit channel sponsorships from 25 businesses by December 31, 2019.
- 3) Respond to 100% of IT inquiries in the absence of the IT Administrator.
- 4) Implement technology to reduce meeting video post-production.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Record 100% of scheduled televised public meetings.
 - a. Result: All scheduled televised public meetings were recorded.
- 2) Solicit channel sponsorships from 25 businesses by December 31, 2018.
 - a. Result: Ongoing efforts will accomplish this by December 31, 2018.

- 3) Respond to 100% of IT inquiries in the absence of the IT Administrator.
 - a. Result: Responded to all inquiries received.
- 4) Increase Facebook likes for the City's primary page 10% compared to previous period.
 - a. Result: Facebook likes increased 40% between July 2017 and April 2018. Social media responsibilities were reassigned to the Communications Specialist in April 2018.

Significant Program Achievements:

- 1) Maintained a perfect public meeting production record, over 650 meetings, since the channel was relocated from St. Norbert College to City Hall.
- 2) Online viewership of meetings increased 35% compared to previous period. (07/01/2017-06/30/2018 compared to 07/01/2016-06/30/2017)
- 3) Created timely informational spots for upcoming City services.
- 4) Added 3rd party informational and educational programming.
- 5) Increase in internal desktop support.
- 6) Earned CompTIA Network+ certification to provide additional support.
- 7) Deployed 7 workstations throughout City departments.

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 2019 Cable Access Fund program cost is \$176,833. 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, 2018 is \$(81,833).

2019 Program Objectives:

- 1) Promote increased government transparency.
- 2) Increase IT support for internal personnel.
- 3) Increase audience through the TV channel, websites, and social media.
- 4) Promote the use of video to provide information to residents.

2019 Budget Significant Expenditure Changes:

- 1) Training includes \$500 for subject matter yet to be determined.
- 2) Seminars and Conferences include annual Wisconsin Community Media spring conference and media fest totaling \$510.
- 3) Other Contractual Services increased by \$15,695 (128.5%) mainly for anticipated costs associated with hardware captioning solution (\$15,000).
- 4) Membership with the Wisconsin Community Media at \$275 annually.
- 5) Mileage Reimbursement decreased by \$110 (30.73%) to reflect actual costs.
- 6) Capital Outlay projects increased \$18,605 (120.85%) for council chambers audio enhancement (\$15,000) and to build a new office (\$19,000).

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Kevin Clark

DATE PREPARED: 07/27/2018

DESCRIPTION OF PROJECT:

Build a new office on the second floor of City Hall to house the Video Production and Marketing Coordinator. Project includes labor and materials to frame two new office walls including outlet and network conduits, HVAC return vent, and office furniture.

NEW: ☒ or REPLACEMENT: ☐

PROJECTED COST: \$

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

\$19,000

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

None

PROJECT JUSTIFICATION

This permanent addition to City Hall would create one office space across the hallway from the NNW council chambers doors where the IT staging cubicle is currently set up. The office will provide for a proper work environment for the Video Production and Marketing Coordinator position. The office can be locked when not in use to secure resources and equipment.

The current video production office is the room on the back wall inside the council chambers. That room also houses a server rack which includes the video server, distribution routers and additional equipment which generate noise and heat. The City's Sanitarian measured the ambient noise level in the room at 55 dB (normal conversation is around 60 dB). To reduce the room temperature a ceiling vent was installed in 2016 which connected to the cold air return. This was successful in lowering the room temperature overall, however since it's only connected to the cold air return the room is often cold during the winter months.

A newly constructed office will also allow for entry directly from the hallway without the need to go through the council chambers. The council chambers are occasionally used for meetings and court. Although rare, there have been instances where access into and out of the office was hindered or inaccessible due to a closed meetings session or juvenile court.

The video servers and audio/video production equipment would remain in the current video production office inside the council chambers. Additionally that room can also be used as IT overflow storage.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Kevin Clark

DATE PREPARED: 07/27/2018

DESCRIPTION OF PROJECT:

Council Chambers audio/sound upgrade to include individual control of audio levels, replacing inoperative wireless microphones, and implement a more effective phone integration solution.

NEW: or REPLACEMENT: X

PROJECTED COST: \$

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

\$15,000

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

No new annual operating or maintenance costs.

PROJECT JUSTIFICATION

This proposed project is mainly to provide more granular control over individual audio levels. Currently there is very little control staff has over the input and output audio levels, and no control of individual microphone levels. Having additional volume controls would increase the effectiveness of the sound system within the council chambers. This would also minimize the need for audio adjustments in post-production for recorded meetings. Additionally staff is looking to replace two wireless lapel microphones that have been inoperative and implement a more effective solution for phone integration into sound/recording system.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**City of De Pere
2019 Special Fund
Adopted Budget**

CABLE ACCESS FUND

			Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures												
Account Number			PERSONAL SERVICES									
209	50000	110	Salaries	\$ 24,703	\$ 13,846	27,300	\$ 25,396	\$ 11,684	\$ 25,396	\$ 25,818	\$ 25,818	1.66%
209	50000	120	Hourly Wages	44,304	20,765	44,662	46,467	21,709	46,467	48,318	48,318	3.98%
209	50000	126	Hourly Wages Part Time	2,700	1,322	2,957	2,789	1,209	2,789	3,000	3,000	7.57%
209	50000	150	FICA	5,318	2,624	5,026	5,538	2,547	5,538	5,715	5,715	3.20%
209	50000	151	Retirement	4,692	2,194	4,900	4,815	2,036	4,815	4,856	4,856	0.85%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	23,767	13,188	24,049	23,934	11,424	23,934	23,207	23,207	-3.04%
209	50000	190	Training	400	380	380	400	0	429	500	500	25.00%
			Subtotal	105,885	54,319	109,273	109,339	50,608	109,368	111,414	111,414	1.90%
			CONTRACTUAL SERVICES									
209	50000	212	Seminars and Conferences	435	494	499	510	452	452	510	510	0.00%
209	50000	240	Equipment Maintenance	625	0	559	625	0	625	625	625	0.00%
209	50000	290	Other Contractual Services	12,127	12,029	12,568	12,214	11,400	12,214	27,909	27,909	128.50%
			Subtotal	13,187	12,522	13,626	13,349	11,852	13,291	29,044	29,044	117.57%
			SUPPLIES AND EXPENSE									
209	50000	310	Office Supplies	640	0	595	210	36	210	210	210	0.00%
209	50000	320	Memberships/Subscriptions	275	0	0	275	275	275	275	275	0.00%
209	50000	330	Mileage Reimbursement	358	0	116	358	111	250	248	248	-30.73%
209	50000	340	Operating Supplies	4,537	3,079	4,238	1,712	414	1,712	1,642	1,642	-4.09%
			Subtotal	5,810	3,079	4,949	2,555	837	2,447	2,375	2,375	-7.05%

City of De Pere
2019 Special Fund
Adopted Budget

CABLE ACCESS FUND

Account Title				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 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	0	0	12,040	34,000	34,000	100.00%
			Subtotal	0	0	0	0	0	0	34,000	34000	100.00%
			TOTAL EXPENDITURES	\$ 124,882	\$ 69,920	\$ 127,847	\$ 125,243	\$ 63,297	\$ 125,106	\$ 176,833	\$ 176,833	41.19%

Revenues

209	44125		Franchise Fees	\$ 120,000	\$ 23,417	\$ 92,376	\$ 120,000	\$ 23,860	\$ 95,440	\$ 95,000	\$ 95,000	-20.83%
209	44126		Miscellaneous	0	795	795	0	1,650	2,000	3,750	0	100.00%
			Fund Balance	4,882			5,243				81,833	0.00%
			TOTAL REVENUES	\$ 124,882	\$ 24,212	\$ 93,171	\$ 125,243	\$ 25,510	\$ 97,440	\$ 98,750	\$ 176,833	41.19%

DEBT SERVICE FUND

**City of De Pere
2019 Debt Service Fund
Adopted Budget**

Debt Service				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title												
Expenditures												
Account Number	PRINCIPAL (G.O.)											
301 58100 610	Bonds			\$ 2,615,000	\$0	\$ 2,615,000	\$ 2,700,000	\$0	\$ 4,400,000	\$ 2,515,000	\$ 2,515,000	-6.85%
301 58100 611	Notes			2,131,292	275,000	1,820,000	2,270,000	250,000	2,270,000	641,933	961,933	-57.62%
	Subtotal			4,746,292	275,000	4,435,000	4,970,000	250,000	6,670,000	3,156,933	3,476,933	-30.04%
	INTEREST (G.O.) AND DEBT SERVICE FEES											
301 58200 620	Bonds			626,319	295,889	626,319	560,906	275,414	560,906	2,620,000	2,620,000	367.10%
301 58200 623	Notes			285,809	151,990	257,157	254,845	181,509	254,845	340,437	340,437	33.59%
301 58200 630	Debt Service Fees			2,600	1,300	15,121	2,600	1,300	2,600	2,600	2,600	0.00%
	Subtotal			914,728	449,179	898,597	818,351	458,223	818,351	2,963,037	2,963,037	262.07%
	TOTAL EXPENDITURES			\$ 5,661,020	\$ 724,179	\$ 5,333,597	\$ 5,788,351	\$ 708,223	\$ 7,488,351	\$ 6,119,970	\$ 6,439,970	11.26%
Revenues												
301 41110	Property Tax Levy			\$ 2,174,850	\$ 2,174,850	\$ 2,174,850	\$ 2,286,357	\$ 2,286,357	\$ 2,286,357	\$ 2,510,250	\$ 2,830,250	23.79%
301 48110	Interest On Investments			0	0	0	0	0	0	0	0	0.00%
301 49110	Special Assessments			125,000	62,500	125,000	125,000	62,500	125,000	125,000	125,000	0.00%
301 49120	Proceeds From Long Term Notes			0	0	1,745,764	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			563,433	281,717	563,433	568,678	283,839	568,678	354,610	354,610	-37.64%
301 49224	Transfer From TID #6			1,658,869	829,435	1,658,869	1,651,540	825,770	1,651,540	1,588,285	1,588,285	-3.83%
301 49225	Transfer From TID #7			477,094	238,547	477,094	486,368	243,184	486,368	447,782	447,782	-7.93%
301 49226	Transfer From TID #8			354,011	177,006	354,011	358,368	179,184	358,368	370,095	370,095	3.27%
301 49227	Transfer From TID #9			130,360	65,180	130,360	134,655	67,328	134,655	157,452	157,452	16.93%
301 49228	Transfer From TID #10			177,403	88,702	177,403	177,385	88,693	177,385	401,534	401,534	126.36%
301 49229	Transfer From TID #11					0	0	0	0	36,449	36,449	100.00%
301 49230	Transfer From TID #12					0	0	0	0	22,590	22,590	100.00%
301 49231	Transfer From TID #13					0	0	0	0	105,923	105,923	100.00%
301 49235	Energy Center Shared Revenues			0	0	0	0	0	0	0	0	0.00%
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			0	0	0	0	0	0	0	0	0.00%
	Subtotal			5,661,020	3,917,937	7,406,784	5,788,351	4,036,855	5,788,351	6,119,970	6,439,970	11.26%
	TOTAL REVENUES			\$ 5,661,020	\$ 3,917,937	\$ 7,406,784	\$ 5,788,351	\$ 4,036,855	\$ 5,788,351	\$ 6,119,970	\$ 6,439,970	11.26%

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) 2007 Bond issue for \$2,020,000. Principal is \$110,000. Interest is \$42,525. Principal balance after the 2019 payments are made is \$940,000. Interest balance after the 2019 payments are made is \$159,572. Bonds are scheduled to mature in 2026.
- 2) 2008 Bond issue for \$1,000,000. Principal is \$55,000. Interest is \$25,070. Principal balance after the 2019 payments are made is \$520,000. Interest balance after the 2019 payments are made is \$108,282. Bonds are scheduled to mature in 2027.
- 3) 2009 Bond issue for \$2,675,000. Principal is \$105,000. Interest is \$43,526. Principal balance after 2019 payments are made is \$1,145,000. Interest balance after the 2019 payments are made is \$217,812. Bonds are scheduled to mature in 2029.
- 4) 2010 Bond issue for \$2,985,000. Principal is \$205,000. Interest is \$11,937. Principal balance after 2019 payments are made is \$210,000. Interest balance after the 2019 payments are made is \$6,300. Bonds are scheduled to mature in 2020.
- 5) 2011 Bond issue for \$2,245,000. Principal is \$150,000. Interest is \$33,448. Principal balance after 2019 payments are made is \$995,000. Interest balance after the 2019 payments are made is \$112,462. Bonds are scheduled to mature in 2025.
- 6) 2012 Bond issue for \$2,980,000. Principal is \$155,000. Interest is \$28,505. Principal balance after 2019 payments are made is \$1,340,000. Interest balance after the 2019 payments are made is \$132,125. Bonds are scheduled to mature in 2027.
- 7) 2012 Bond Issue for \$2,850,000. Principal is \$160,000. Interest is \$66,845. Principal balance after the 2019 payments are made is \$2,105,000. Interest balance after the 2019 payments are made is \$431,256. Bonds are scheduled to mature in 2031.
- 8) 2013 Bond Issue for \$5,650,000. Principal is \$500,000. Interest is \$84,292. Principal balance after the 2019 payments are made is \$2,170,000. Interest balance after the 2019 payments are made is \$305,646. Bonds are scheduled to mature in 2028.

- 9) 2013 Bond Issue for \$2,530,000. Principal is \$250,000. Interest is \$29,312. Principal balance after the 2019 payments are made is \$690,000. Interest balance after the 2019 payments are made is \$51,187. Bonds are scheduled to mature in 2023.
- 10) 2014 Bond Issue for \$2,935,000. Principal is \$460,000. Interest is \$28,900. Principal balance after the 2019 payments are made is \$750,000. Interest balance after the 2019 payments are made is \$120,800. Bonds are scheduled to mature in 2029.
- 11) 2017 Bond Issue for \$1,700,000. Principal is \$145,000. Interest is \$46,750. Principal balance after the 2019 payments are made is \$1,555,000. Interest balance after the 2019 payments are made is \$206,398. Bonds are scheduled to mature in 2027.
- 12) 2018 Bond Note Issue for \$5,545,000. Principal is \$220,000. Interest is \$200,823. Principal balance after the 2019 payments are made is \$5,325,000. Interest balance after the 2019 payments are made is \$1,634,425. Note balance is scheduled to mature in 2028.

Debt Service Fund – Notes:

- 1) 2011 Note issue for \$1,565,000. Principal is \$80,000. Interest is \$4,320. Principal balance after the 2019 payments are made is \$80,000. Interest balance after 2019 payments are made is \$2,160. Note is scheduled to mature in 2020.
- 2) 2014 Note issue for \$670,000. Principal is \$75,000. Interest is \$9,300. Principal balance after the 2019 payments are made is \$310,000. Interest balance after 2019 payments are made is \$21,300. Note is scheduled to mature in 2023.
- 3) 2015 Note issue for \$6,240,000. Principal is \$870,000. Interest is \$93,550. Principal balance after the 2019 payments are made is \$2,725,000. Interest balance after the 2019 payments are made is \$172,500. Note is scheduled to mature in 2025.
- 4) 2016 Note issue for \$5,900,000. Principal is \$715,000. Interest is \$77,712. Principal balance after the 2019 payments are made is \$3,995,000. Interest balance after 2019 payment is made is \$296,539. Note is scheduled to mature in 2026.
- 5) 2016 Note issue for \$890,000. Principal is \$90,000. Interest is \$14,760. Principal balance after the 2019 payments are made is \$630,000. Interest balance after the 2019 payments are made is \$52,385. Note is scheduled to mature in 2026.
- 6) 2017 Note issue for \$2,015,000. Principal is \$240,000. Interest is \$34,138. Principal balance after the 2019 payments are made is \$1,440,000. Interest balance after 2019 payments are made is \$137,501.

- 7) 2018 Note issue for \$2,600,000. Principal is \$300,000. Interest is \$106,657. Principal balance after the 2019 payments are made is \$2,300,000. Interest balance after 2019 payments are made is \$457,650.
- 8) 2018 Note issue for \$570,000. Principal is \$570,000. Interest is \$625. Principal balance after the 2019 payment is made is \$0. Interest balance after 2019 payment is made is \$0. Note is scheduled to mature in 2019.

Revenues:

- 1) Property tax levy is \$2,830,250.
- 2) Special Assessments represent contractual amounts due to City for infrastructure in Melcorn and Garrity subdivisions.
- 3) Transfer from Capital Projects Fund (TID #5) is \$354,610.
- 4) Transfer from Capital Projects Fund (TID #6) is \$1,588,285.
- 5) Transfer from Capital Projects Fund (TID #7) is \$447,782.
- 6) Transfer from Capital Projects Fund (TID #8) is \$370,095.
- 7) Transfer from Capital Projects Fund (TID #9) is \$157,452.
- 8) Transfer from Capital Projects Fund (TID #10) is \$401,534
- 9) Transfer from Capital Projects Fund (TID #11) is \$36,499.
- 10) Transfer from Capital Projects Fund (TID #12) is \$22,590.
- 11) Transfer from Capital Projects Fund (TID #13) is \$105,923.

CAPITAL PROJECTS

City of De Pere, Wisconsin														
Projects	Cost	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 Council - Beautification Committee	4,000						4,000							
City Council - Community Service Grants	1,200						1,200							
City Council - Council Chambers Chair Replacement	7,200											7,200		
Municipal Court - Jail Camera	2,000											2,000		
City Attorney - Stand up Workstation	350											350		
City Administrator - Standing Mat	100											100		
Elections - Electronic Poll Books (17)	0													33,320
Elections - Express Vote Machines (4)	14,284											14,284		
IT - Door Access Controller Upgrade (3 doors)	11,750											11,750		
IT - Core Network Switch Replacement	25,000											25,000		
IT - Security Camera Installation on Municipal Building Exteriors	0													100,000
Cable Access Fund - Council Chambers Audio/Sound Upgrade	15,000							15,000						
Cable Access Fund - New Office Construction for Video Production/Mktg Coord.	19,000							19,000						
City Hall - Annual Maintenance	10,000											10,000		
City Hall - Solar Installation	0													130,000
City Hall - Window Replacement	0													68,000
City Hall - Generator Replacement	320,000		320,000											
City Hall - Front Ramp Replacement	65,000		65,000											
Economic Development - Chair for Senior Planner	500											500		
GIS - GIS Technician Workstation Replacement	2,000											2,000		
GIS - Drone	9,924								4,124			5,800		
Total General Government	507,308	0	385,000	0	0	0	5,200	34,000	4,124	0	0	78,984	0	331,320
Public Safety														
Police - Squad Lease Continuation (4)	72,200		72,200											
Police - Body Cameras	25,272											25,272		
Police - Detective Sergeant Squad Replacement	17,500											17,500		
Police - Squad Replacement (4)	66,000		66,000											
Police - Tyler Works Scheduling and Payroll Software	23,478											23,478		
Police - Garage Addition Architectural Designs	0													110,000
Fire - Replace Station #1 Boilers (2)	137,000		137,000											
Fire - Replace Personal Protective Equipment	30,000											30,000		
Fire - Replace Aerial Truck	0													1,200,000
Fire - Power Cot Loader	0													31,000
Fire - Replace Administrative Vehicle	42,000		42,000											
Fire - Replace Classroom Tables and Chairs	12,000						12,000							
Fire - Station #2 Renewable Energy System	0													91,000
Fire - Replace Office Furniture	20,000											10,000		10,000
Building Inspection - Office Furniture for Building Inspector	4,500											4,500		
Total Public Safety	449,950	0	317,200	0	0	0	12,000	0	0	0	0	110,750	0	1,442,000
Public Works														
Engineering - Workstation Replacement	2,000								500	500	500	500		
Engineering - Purchase Surface Pro	3,000								750	750	750	750		
Engineering - Engineering Technician Truck	35,000								8,750	8,750	8,750	8,750		
MSC - Install Sliding Gate	25,000								3,750	3,750	3,750	13,750		
MSC - Repair Roof	150,000		82,500						22,500	22,500	22,500	0		

City of De Pere, Wisconsin														
Projects	Cost	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 - Portable Welder	6,500								3,250	975	975	1,300		
Fleet Maintenance - Large Shop Fan	10,000								5,000	1,500	1,500	2,000		
Fleet Maintenance - Traffic Advisor Arrow Light	800								400	120	120	160		
Fleet Maintenance - Portable Air Compressor	100								50	15	15	20		
Fleet Maintenance - Misc Tools	3,440								1,720	516	516	688		
Snow & Ice Control - Dump Truck #74 Replacement	200,000		200,000											
Snow & Ice Control - Dump Truck #77 Replacement	200,000		200,000											
Street Lighting - Decorative & Regular Street Lighting Replacement	50,000				25,000							25,000		
Traffic Lights - Traffic Signal Study	40,000				20,000							20,000		
Traffic Lights - Main & 8th Traffic Signal Replacement	360,000		360,000											
Traffic Lights - Broadway/George and Broadway/James Pedestrian Signal Install.	50,000		50,000											
Garbage & Refuse Collection - Garbage Truck #85 Replacement			280,000											
Weed Control - Holder #101 Replacement	150,000		52,500						97,500					
Water - Riding Lawn Mower Replacement	10,000										10,000			
Water - Truck #26 Replacement	30,000										30,000			
Water - Truck #27 Replacement	30,000										30,000			
Planning - TID 6 O'Keefe Property Environmental	7,000				7,000									
Planning - TID 7 Development Rebate	200,000				200,000									
Planning - TID 7 Downtown Parking Education	10,000				10,000									
Planning - TID 7 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 7 Economic Development Intern	2,000				2,000									
Planning - TID 7 Façade Grant Program	30,000				30,000									
Planning - TID 7 Fox River Trail Nodes and Streetscape	200,000				200,000									
Planning - TID 7 Front St Parking Lot Extension	300,000				300,000									
Planning - TID 7 George Street Plaza Design	75,000				75,000									
Planning - TID 7 George Street Streetscape Conceptual Design	50,000				50,000									
Planning - TID 7 James Street Streetscape	375,000				375,000									
Planning - TID 7 Lee Square Dumpster Enclosures	70,000				70,000									
Planning - TID 7 Marquette Square Dumpster Enclosures	60,000				60,000									
Planning - TID 7 Wayfinding Master Plan and Preliminary Signage Design	25,000				25,000									
Planning - TID 7 Wells Park Plaza Design	75,000				75,000									
Planning - TID 8 Development Rebate	300,000				300,000									
Planning - TID 8 Economic Development Intern	2,000				2,000									
Planning - TID 9 Development Rebate	100,000				100,000									
Planning - TID 9 Downtown Parking Education	10,000				10,000									
Planning - TID 9 Downtown Pots - Landscaping	3,000				3,000									
Planning - TID 9 Downtown West Visioning Plan	25,000				25,000									
Planning - TID 9 Economic Development Intern	2,000				2,000									
Planning - TID 9 Façade Grant Program	30,000				30,000									
Planning - TID 9 Main Avenue Bump Outs	180,000				180,000									468,000
Planning - TID 9 Nicolet Square Lot Reconstruction	0				0									100,000
Planning - TID 9 Nicolet Square Master Plan Implement Pedestrian Realm	0				0									
Planning - TID 9 Wayfinding Master Plan and Preliminary Signage Design	25,000				25,000									
Planning - TID 10 Development Rebate	300,000				300,000									
Planning - TID 10 Economic Development Intern	2,000				2,000									
Planning - TID 10 Enterprise Drive Reconstruction	1,630,000				1,630,000									
Planning - TID 10 Future Infrastructure - Enterprise Drive Extension	750,000				750,000									
Planning - TID 11 Development Rebate	300,000				300,000									

City of De Pere, Wisconsin														
Projects	Cost	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
Planning - TID 11 Economic Development Intern	2,000				2,000									
Planning - TID 11 Future Infrastructure - American Blvd Extension	375,000				375,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	16,350				16,350									
Planning - TID 11 West Industrial Park Regional Pond Design & Construction	650,000				650,000									
Planning - TID 11 West Industrial Park Honeysuckle Pond Outfall Upgrade	270,000				270,000									
Planning - TID 12 Development Rebate	300,000				300,000									
Planning - TID 12 Economic Development Intern	2,000				2,000									
Planning - TID 12 Future Infrastructure - American Blvd Extension	375,000				375,000									
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	16,350				16,350									
Planning - TID 12 West Industrial Park Honeysuckle Pond Outfall Upgrade	270,000				270,000									
Planning - TID 13 Developer Grant or Future Infrastructure	100,000				100,000									
Planning - TID 14 TID Creation Consulting Fees	8,000				8,000									
Planning - TID 14 Development Rebate	1,500,000				1,500,000									
Total Public Works	10,661,540	0	1,225,000	0	9,070,700	0	0	0	144,170	39,376	109,376	72,918	0	568,000
Parks & Recreation														
Community Center - Upgrades & Misc Repairs	10,000											10,000		
Community Center - Upper Level Flooring Replacement	35,000						35,000							
Community Center - HVAC Control Replacement	0													25,000
Park & Recreation Administration - iPad	1,000											1,000		
Parks & Public Lands - Water Cooler Replacement Program	6,000											6,000		
Parks & Public Lands - Accessible Route Program	6,000											6,000		
Parks & Public Lands - Sidewalk Replacement Program	5,000											5,000		
Parks & Public Lands - Optimist/SW Park Concession Stand Renovations	0													15,000
Parks & Public Lands - Voyageur Park Restroom Facility Replacement	0													40,000
Parks & Public Lands - Patriot Park Playground Replacement	115,000		115,000											
Parks & Public Lands -Optimist Park Basketball Court Replacement & Parking Lot	125,000		125,000											
Parks & Public Lands -Optimist Park Playground PIP Surfacing Addition	0													15,000
Parks & Public Lands - Kelly Danen Fence Replacement & Dugout Repairs	0													75,000
Parks & Public Lands - VFW Bathroom Replacement	0													160,000
Parks & Public Lands - VFW Walking Path Repairs	15,000											15,000		
Parks & Public Lands - Southwest Park Entryway Paving	16,000											16,000		
Parks & Public Lands - Ice Arena Lighting Replacement	0													5,000
Boat Ramps - Fox Point Parking Lot Reconstruction	0													178,000
Boat Ramps - Bomier Boat Launch Renovation	562,225		144,628				361,797						55,800	
Parks Equip/Veh Maintenance - Aerial Lift Truck #12 Replacement	225,000		225,000											
Parks Equip/Veh Maintenance - Chipper Replacement	60,000		60,000											
Parks Equip/Veh Maintenance - UTV #302 Replacement	0													11,000
Swimming Pools - Aquatic Center Design	150,000												150,000	
Total Parks & Recreation	1,331,225	0	669,628	0	0	0	396,797	0	0	0	0	59,000	205,800	524,000
Street Management														
Crackfilling/Patching	410,000	166,276	243,724											
Resurfacing-Various	775,000	775,000												
Sidewalks	144,500		84,500			60,000								
Alley Reconstruction	0													165,000
Street Reconstruction - Northeast Street Reconstruction	0													842,000
Ryan Road Reconstruction	450,000		450,000											

City of De Pere, Wisconsin														
Projects	Cost	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
College Avenue Reconstruction	165,000		165,000											
James Street Reconstruction	100,000		100,000											
Lawrence Drive Sidewalk	531,300		229,500			301,800								
Lawrence Drive Development (Kaster)	1,117,200				10,000	1,107,200								
Waterview Heights	1,355,900		22,500			1,109,000			203,200	10,600	10,600			
Total Street Management	5,048,900	941,276	1,295,224	0	10,000	2,578,000	0	0	203,200	10,600	10,600	0	0	1,007,000
Sanitary Sewer														
Televising/ Repair	200,000									200,000				
Sewer Lining and Repair	266,000									266,000				
Manhole Rehabilitation and Pipe Joint Repair	100,000									100,000				
Sewer Relay - Street Reconstruction	160,000									160,000				
New Sewer - Parkview Road	50,000					6,800				43,200				
Box Culvert/Sanitary Sewer Review	20,000									20,000				
Inflow and Infiltration Study	60,000									60,000				
Ashwaubenon Creek Interceptor Sewer Abandonment	498,000									236,000			262,000	
Total Sanitary Sewer	1,354,000	0	0	0	0	6,800	0	0	0	1,085,200	0	0	262,000	0
Water Utility														
Water Main Relay	1,100,000										1,100,000			
Hydrant Replacement	30,000										30,000			
Total Water Utility	1,130,000	0	0	0	0	0	0	0	0	0	1,130,000	0	0	0
Storm Water Utility														
Storm Sewer Televising	50,000								50,000					
Storm Sewer Repair & Replacement	175,000								175,000					
New Storm Sewer Resurfacing	460,000								460,000					
Storm Water Pond Cleaning	100,000								100,000					
Box Culvert/Sanitary Sewer Review	40,000								40,000					
Pond Rodent Control	20,000								20,000					
Pond Vegetation Removal	50,000								50,000					
Total Storm Water Utility	895,000	0	0	0	0	0	0	0	895,000	0	0	0	0	0
TOTALS - CAPITAL PROJECTS	\$ 21,377,923	\$ 941,276	\$3,892,052	\$ -	\$ 9,080,700	\$ 2,584,800	\$ 413,997	\$ 34,000	\$ 1,246,494	\$1,135,176	\$ 1,249,976	\$ 321,652	\$ 467,800	\$ 3,872,320

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle\Larry Delo

DATE PREPARED: 8/9/18

DESCRIPTION OF PROJECT:

Project will supplement City power consumption at the City Hall Campus by installing a 63kW solar system.

NEW: X or REPLACEMENT:

PROJECTED COST: \$130,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

100%

\$130,000

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Project will install a 63 kW solar installation to provide partial power to City Hall campus. Project would further City Green Initiative, with possibility to be tied to a commercial emergency power battery cell in the future.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle\Larry Delo

DATE PREPARED: 8/9/18

DESCRIPTION OF PROJECT:

Project will replace obsolete windows at City Hall with high efficiency maintenance free windows.

NEW: or REPLACEMENT: X

PROJECTED COST: \$68,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT 100% \$68,000

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Project will procure and install a total of 25, 24" x 96" original windows with modern high efficiency windows. First and second floor 228" x 108" original glass and aluminum entrances (near the bottom of the front entrance ramp) will be replaced with high efficiency window systems to address air and water leaks.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Capt Dale Haagen

DATE PREPARED: August 10, 2018

DESCRIPTION OF PROJECT:

Replace 4 Ford SUV Explorer Patrol Vehicles for the 2019 budget year. Based on a matrix utilized by the mechanics at MSC, Sqds. 132, 133, 141, and 142 are due for replacement based on mileage, condition and maintenance records. The current vehicles are 2014 and 2015 Explorers and will be in use 4+ years, and have over 100k miles (Sergeant vehicles 132 and 133 slightly less). This is a partial replacement of the patrol fleet, 3 patrol vehicles were replaced in 2018 for similar reasons. By doing a partial fleet replacement from year-to-year, capital budget requests for police vehicles will remain relatively stable vs. a mass replacement creating high and low years for vehicle replacement costs. Splitting up the vehicle production years will also prevent the potential of having all the vehicles subject to a recall and impacting the entire fleet. Ford has completely redesigned the Ford Explorer SUV police vehicle.

There is also a request to add an additional School Resource Officer. If that request is approved, the PD will need to maintain one of the current squads due for replacement to be used as a liaison vehicle. If this occurs and equipment is maintained in the liaison vehicle, there will be additional costs to up fit a new patrol vehicle (equipment will be maintained in the liaison vehicle requiring new equipment be purchased for the new patrol vehicle).

The cost estimate for vehicle replacement including after-market up-fitting is \$45,000- per vehicle, plus \$16,600 for one vehicle, to purchase and install equipment if the Liaison position is approved

NEW: or REPLACEMENT: X

PROJECTED COST: \$196,600

PROPOSED METHOD OF FINANCING:	Municipal Lease	\$	%
GENERAL FUND		196,600	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT		2019 - \$66,000	
SPECIAL ASSESSMENT		2020 - \$66,000	
GRANTS		2021 - \$64,600	
OTHER			

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Regular vehicle maintenance provided by the mechanics at MSC with the remainder covered by warranty.

PROJECT JUSTIFICATION

Replace 4 Ford SUV Explorer Patrol Vehicles for the 2019 budget year. Based on a matrix utilized by the mechanics at MSC, Sqds. 132, 133, 141 and 142 are due for replacement based on mileage, condition and maintenance records. The current vehicles are 2014 and 2015 Explorers and will be in use 4-5 years, and have over 100k miles. Based on reliability and projected maintenance costs to keep the cars running beyond this time, it is the recommendation of the PD and mechanics to replace these vehicles as they have met/exceeded their use as police patrol vehicles.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 1, a must have

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: **Station #1 Boilers Replacement (2) and Controls** – The two (2) boilers at Fire Station #1 are 18-years-old. The pneumatic control system has been plagued with failures and needs to be replaced with an electronic control system. Due to continual increase of maintenance and repairs and per the recommendation of our HVAC Contractor, Tweet Garot, replacement is recommended.

NEW: or REPLACEMENT: X

PROJECTED COST: \$137,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	137,000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

\$1,000 annual preventative maintenance fees.

PROJECT JUSTIFICATION

The age of the boilers are causing maintenance fees twice that which has been projected. Significant downtime experienced. Increasing energy efficiency and reducing operating costs.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 1

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: Replace one (1) administrative vehicle with a 2018 Fleet/Non-Retail Ford Utility Police Interceptor, AWD, 4-door.

NEW: or REPLACEMENT: X

PROJECTED COST: \$42,000 (Price includes response lights and radio/MDC transfer)

PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$42,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Fuel costs – approximately 8,000 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

Currently the Assistant Fire Chief uses a full size pick-up truck to perform all of his assigned duties. This purchase would provide a much more economical and reliable vehicle for the executive staff.

The vehicle being requested to be replaced is a 2007 Dodge Ram pick-up truck. This vehicle has 68,000 road miles. This vehicle currently has a City of De Pere fleet rating of “orange.”

This vehicle has value to be repurposed to the DPW fleet. Tom Blohowiak would like to see this vehicle transferred to their fleet.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 5

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Fire Rescue Department

DATE PREPARED: August 9, 2018

DESCRIPTION OF PROJECT: **Replace Classroom Tables and Chairs** – This proposal includes 12 tables and 25 folding chairs. Our current furniture is greater than 20-years old and showing wear.

NEW: or REPLACEMENT: X

PROJECTED COST: \$12,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS/DONATIONS

\$12,000

100

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The department has elevated training to a higher priority than it has been in the past. In addition, we have through our Fox River Fire District, become a lead agency and hosted numerous regional training classes. The classroom environment sets the tone for professionalism.

Our organization demonstrates fiscal responsibility by providing the majority of our staff training in-house.

Our organization is rapidly becoming a regional resource for education, as we work with our Auto Aid partners. It is imperative to have a professional and positive learning environment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No. 6

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Public Works Department		
DATE PREPARED: July 30, 2018		
<u>DESCRIPTION OF PROJECT:</u>		
Repair MSC roof.		
NEW: or REPLACEMENT: X		
PROJECTED COST: \$ 150,000		
<u>PROPOSED METHOD OF FINANCING:</u>		
	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		\$82,500
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
	Storm Water Utility =	\$22,500
	Water Utility =	\$22,500
	Sewer Utility =	\$22,500
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
<u>PROJECT JUSTIFICATION</u>		
The MSC roof needs repairs due to leaks.		
<u>PROJECT RANKINGS_1</u>		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle\Larry Delo

DATE PREPARED: 8/9/18

DESCRIPTION OF PROJECT:

Project will replace/supplement the underpowered 19 year old natural gas emergency power generator with mobile diesel generators to serve the City Hall Campus and other facilities.

NEW: or REPLACEMENT: X

PROJECTED COST: \$320,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT 100% \$320,000

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Anticipated annual expense for maintenance and fuel. Both expenses dependent on frequency of use.

PROJECT JUSTIFICATION

Project will procure two new mobile 150 kW diesel generators with external building wiring and transfer switches to power City Hall and other critical locations (e.g. pump stations, at additional electrical service installation expense) in the event of an emergency situation. Mobility of generators and diesel fuel have both been identified as vital to ensure protective service/governmental operation in the event of an emergency.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Bill Boyle

DATE PREPARED: 8-30-18

DESCRIPTION OF PROJECT:

Replacement of front ramp at City hall

NEW: or REPLACEMENT: X

PROJECTED COST: \$65,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

65,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The front ramp at City Hall is deteriorating and has begun to weaken and crumble. In addition, the railing along this location has become a challenge to maintain and keep in good appearance. Because the railing is painted steel, it continues to rust and deteriorate due to the amount of salt we need to use to make the ramp safe during the winter months.

Staff investigated repairing the wall. We do believe the wall can be repaired, however the repair work cannot be guaranteed long term and would cost approximately \$10,000 - \$15,000. In order to not have the running maintenance concern, staff is recommending stainless steel railing.

The project was bid in 2018 with only one response for the concrete work and no bids for the railing. Since both the concrete repair and railing installation need to occur simultaneously, the concrete bid was rejected.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

1

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2018

DESCRIPTION OF PROJECT:

Replacement of 2004 dump truck #74 with plow, wing, and sander

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

PROJECTED COST: \$ 200,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 200,000

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 2018 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) Hydraulic hoses = \$5,500
- 2) Dump box and hoist = \$16,500
- 3) Salt spreader = \$5,000
- 4) Sandblast and paint frame = \$2,000
- 5) Lower plow blade frame cracked = \$1,000

Total repairs needed = \$30,000

The MSC fleet team recommends this truck be replaced.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

328

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**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2018

DESCRIPTION OF PROJECT:

Replacement of 2004 dump truck #77 with plow, wing, and sander

NEW: or REPLACEMENT: **X**

PROJECTED COST: \$ 200,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 200,000

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 2018 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) Hydraulic hoses = \$5,500
- 2) Dump box and hoist = \$16,500
- 3) Salt spreader = \$5,000
- 4) Sandblast and paint frame = \$2,000

Total repairs needed = \$29,000

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
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Traffic Lights – Main and Eighth Signal Replacement – Replace signals for the entire intersection.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
-------------	-------------	------------------

Traffic Signal Replacement	\$300,000	\$60,000
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NEW: or REPLACEMENT:

PROJECTED COST: \$360,000

<u>PROPOSED METHOD OF FINANCING:</u>	\$	%
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X	GENERAL FUND	\$360,000
	CAPITAL IMPROVEMENTS FUND	
	GENERAL OBLIGATION DEBT	
	SPECIAL ASSESSMENT	
	GRANTS	
	OTHER	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The De Pere 2018 Traffic Signal Inspection Report recommended replacing the signals at the Main and Eighth Street intersection. The installation date at the signal is not known, although the majority of the components are old, with several signal bases being deteriorated. Additionally, we have had several signals damaged due to truck turning movements, including the signal on the northwest corner being knocked down this year, and signals being damaged in 2017 and 16. A traffic signal fell over in 2016 due to deterioration. Finally, the new signals will be constructed based on the traffic signal study to be completed, and designed to improve the left turning movement from eastbound Main to northbound Eighth.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Traffic Lights – Pedestrian Signals – Install Rectangular Rapid Flashing Beacons (RRFB's) at Broadway and George Street and Broadway and James Street

ITEM

COST

RRFB Installation (4 Crosswalks)

\$50,000

NEW: or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$

%

X GENERAL FUND

\$50,000

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

A traffic and pedestrian study was completed at Broadway and George Street and Broadway and James Street in 2018. Both locations met the City's requirements per the Crosswalk Location Policy for the installation of RRFB's.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2018

DESCRIPTION OF PROJECT:

Replace #85, 2009 Peterbilt with Wittke body automated garbage truck.

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

PROJECTED COST: \$ 280,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$280,000

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 2009 garbage truck will be rated at 24 in 2018 qualifies for consideration for replacement. The garbage truck is used all year round.

In the past the garbage and recycle trucks are replaced on a five (5) year cycle due to every day usage with all the mechanical moving parts. The truck is needed in order for the City to continue to pick up garbage.

The MSC fleet team also evaluated a diesel vs. CNG. The CNG engine is approximately \$50,000 more than diesel. The CNG engine will save on fuel and maintenance costs but there may not be the full payback in the life of the truck. However, for sustainability purposes, the CNG engine is recommended.

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

- 1) Packer and plates need replacement = \$6,000
- 2) Lift cylinders leaking = \$1,800
- 3) Tailgate rusted, fabricate new lights and paint = \$4,000
- 4) Replace hydraulic tank that is rusted through = \$1,500
- 5) Rebuild arm assembly = \$5,000
- 6) Replace two(2) hydraulic pumps = \$3,000

Total repairs needed = \$21,300

The MSC fleet team recommends replacing the existing garbage truck with a CNG engine.

PROJECT RANKINGS_1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: July 29, 2018

DESCRIPTION OF PROJECT:

Replacement of 2006 Holder #101

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 150,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 52,500

SPECIAL ASSESSMENT

GRANTS

OTHER

Storm Water Utility = \$ 97,500

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The MSC fleet team reviewed the vehicle and equipment replacement ratings for all City vehicles and equipment. The replacement ratings are based on the American Public Works Association's guidelines for vehicle and equipment replacement. These guidelines rate vehicles and equipment based on condition, maintenance & repair costs, reliability, type of service, miles / hours, and age. Points are given for each criteria. Total point ranges rate the equipment as:

Under 18 points –	Excellent condition
18 to 22 points -	Good condition
23 to 27 points -	Qualifies for replacement
28 points and above -	Needs immediate consideration for replacement

The existing 2006 Holder is currently rated at 26 in 2018 and needs immediate consideration for replacement. The holder is used all year round for various public works activities.

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

- 1) Cab wire harness replacement = \$1,500
- 2) Hydraulic hoses under cab = \$1,000
- 3) AC compressor hoses = \$1,000
- 4) Oil leak around the drive motor = \$4,000
- 5) Throttle cable and controls = \$600
- 6) Wiper motor arm assembly = \$300

Total repairs needed = \$8,400

The MSC fleet team recommends the holder be replaced.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

334

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**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Park and Recreation Department		
DATE PREPARED: 7/10/18		
DESCRIPTION OF PROJECT:		
Flooring replacement on upper level of Community Center (\$35,000)		
NEW: ____ or REPLACEMENT: <u>X</u>		
PROJECTED COST: \$35,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND _____.		
CAPITAL IMPROVEMENTS FUND _____.		
GENERAL OBLIGATION DEBT _____.		
SPECIAL ASSESSMENT _____.		
GRANTS	\$35,000	100%
OTHER _____.		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify) _____.		
No special project work or special cleaning required. If divets or large gouges occur, planks can be replaced very easily. If carpet is stained or ripped, the carpet square tiles can be replaced. Carpet cleaning is already a yearly budgetary expense.		
PROJECT JUSTIFICATION _____.		
This year, the flooring on the lower level of the Community Center was approved to be replaced along with the stair treads in the stairwells and all vinyl wall bases. The second part of the project – the upper level is due for replacement. This project will consist of replacing the VCT tile in the large Pine Rm., Oak Rm., hallways and storage rooms with luxury vinyl plank flooring D10 technology – the same flooring that is being installed on the lower level. Carpeting and wall bases will be replaced in the Hickory Rm. as well as the office area. The vinyl plank flooring resembles natural hardwood and is proven to be scratch, stain and scuff resistant, resists spills and is used in many high traffic commercial settings and hospitals. It is very low maintenance - no waxing, scrubbing or stripping required - just mopping to clean it.		
Currently, we strip and re-finish our floors once per year and scrub and re-coat our floors 3 times per year. When this happens we usually book out the rooms for the entire weekend to complete the process and let it cure, thus losing potential revenue. Yearly, the special project work costs for the upper level cost an average of \$3,400. This cost would be eliminated from our cleaning service contract and we would also be able to take more rentals thus increasing our rental revenue.		
Special Project Work Annually for Upper Level	\$3,400	
Estimated Loss of Revenues Annually	<u>\$1,500</u>	
	\$4,900	
This project reflects a return on investment a little over 7 years. It would allow De Pere to stay competitive with other communities that have newer facilities as it will update and help modernize the Community Center, thus hoping to attract more rentals and users of our facility. This flooring has a life expectancy of 25-30 years. The entire facility will then have a complete, revamped look!		
PROJECT RANKINGS _____.		
CITY COUNCIL _____.		
STAFF RECOMMENDATION	Goal No. 2	_____.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED:8-1-18

DESCRIPTION OF PROJECT:

Replace Patriot Park Playground.

NEW: or REPLACEMENT: X

PROJECTED COST: \$115,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

115,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The original playground at Patriot Park was constructed in 1996. The playground is one of our oldest playgrounds and has generated concerns from staff with its condition based on monthly inspections. Patriot Park is a community park and the playground is used heavily by children participating in the City's playground program, shelter rental, etc...

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

6

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Staff

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Construct auxiliary parking lot and relocate basketball court in Optimist Park.

NEW: or REPLACEMENT: X

PROJECTED COST: \$125,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$125,000

100%

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As part of the master plan for Optimist Park, the plan calls for an auxiliary parking lot in the northeast corner of the park (same location as the current basketball court), and for a new basketball court to be constructed in the southeast corner of the park (corner of Erie and Cook Streets). The need for parking continues to grow as Girls Softball continues to have a large number of participants, and various special events use the facility (ie. Mystery Ball Tournament, DGSA Softball Tournaments). The limited parking in the current lot causes a large amount of cars parking on the street, which has caused some traffic concerns from users. The basketball court is currently in very poor condition, and we have received several complaints from the community. If we are going to pursue the Park Master Plan at some point, it would not be recommended to invest into the repairs of the basketball court....however, the basketball court is at a point that we need to either repair it or replace it.

The auxiliary parking lot is estimated to be around 40 cars.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

7

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Bomier Boat Launch renovation

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 562,225

PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$144,628	26%
SPECIAL ASSESSMENT		
GRANTS	\$361,797	64%
OTHER	\$ 55,800	10%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

We have received two different grants toward the renovation of Bomier Boat Launch. While the two grants will pay for the main portion of the renovation, the passive recreation area will still need assistance in funding. We have provided a breakdown below.

Expenses:

Boat Launch and parking lot expansion	- \$361,007
Canoe Kayak Launch	- \$ 30,000
Passive Recreation Area	- \$171,218

Our NRDA and WDNR grants have restrictions on them. The WDNR Grant can only be used the Boat Launch and Parking Lot expansion. The NRDA grant can only be used for the Boat Launch and Parking Lot Expansion, and the Canoe/kayak Launch. The City would be solely responsible for funding the passive recreation area, unless we can obtain a Stewardship grant which staff will be looking into. Our current funding is listed below...

NRDA Grant	- \$210,000
WDNR Grant	- \$151,797
City carry over from Parking Lot repair project	- \$ 41,000
Engineering/Design money still left from project	- \$ 14,800

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2 Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace Aerial Lift Truck.

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 225,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND

\$

%

CAPITAL IMPROVEMENTS FUND

\$225,000

100%

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Regular maintenance costs and fuel.

PROJECT JUSTIFICATION

Our current Aerial Lift Truck (Truck 12) is the main truck our Forestry division uses for their daily tree work and maintenance. The truck reaches a height of 55 feet, and is the only truck capable of reaching this height in our fleet. Our Mechanics have scored the truck a 35 and is the highest ranked vehicle and/or piece of equipment for replacement.

The truck is required to have the compensating chain replaced every 5 years, and is in need of this chain in 2019. In addition to the chain replacement which is estimated to be close to \$15,000, there are additional repair items (radiator, engine is burning oil, etc...) to the truck totaling \$10,000 if we attempted to keep it.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 1

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Replace Chipper

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)

Annual maintenance and fuel.

PROJECT JUSTIFICATION

This chipper is currently 12 years old and used by the Park Department almost on a daily basis. Of the three aging chippers the City owns (2 by Street Department, 1 by Park Department), this one has been identified as the highest rated for replacement (26). In the past three years the clutch has been replaced twice (\$2,000 each time) and bearings have regularly needed to be replaced. Due to the age, condition and type of use it receives we recommend trading in this chipper for a larger chipper capable of handling the rigors of daily chipping.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION 2

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Park and Recreation Department

DATE PREPARED: 8-1-18

DESCRIPTION OF PROJECT:

Design of Aquatic Center

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 150,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

\$150,000

100%

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project involves designing the technical specifications for the new aquatic center.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

1

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 9/6/18

DESCRIPTION OF PROJECT:

Environmental Remediation Costs for O’Keefe Property

NEW: X or REPLACEMENT:

PROJECTED COST: \$7,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER 100% Funded by TID 6

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Environmental remediation of the O’Keefe property began in 2010 and is nearing completion. Some small consultant costs and DNR review fees may remain in 2019 in order to secure case closure on the remaining three parcels.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/2018		
DESCRIPTION OF PROJECT:		
Development Rebate – 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 100% Funded by TID 7		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
Development Rebate to support development of TID 7(downtown east). Actual amount to be determined based on proposed project value and generated increment.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services Department

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Downtown Parking Education Program

NEW: X or REPLACEMENT:

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 7 and TID 9 (\$10,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

A marketing and education program as related to parking in Downtown De Pere, including information on street parking and employee parking.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Parks and Building / Development Services		
DATE PREPARED: 8/16/18		
DESCRIPTION OF PROJECT:		
Downtown Pots - Landscaping		
NEW: X or REPLACEMENT:		
PROJECTED COST: \$6,000		
PROPOSED METHOD OF FINANCING:		
	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER Split between TID 7 and TID 9 (\$3,000 each)		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
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.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Façade Grant Program – TID 7 (Downtown East)

NEW: X or REPLACEMENT:

PROJECTED COST: \$30,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER 100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Façade Grant Program is used to help maintain and improve Downtown Business Facades. This program was an important component of the Downtown Master Plan. It supports reinvestment in property that increases the overall tax base.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Fox River Trail pedestrian nodes and side streetscape improvements.

NEW: X or REPLACEMENT:

PROJECTED COST: \$200,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

100% Funded by TID 7 and/or fundraising

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Likely maintenance costs

PROJECT JUSTIFICATION

The Cultural District Master Plan recommended installing public realm improvements along the Fox River trail in order to draw trail users into to Downtown De Pere. Project proposes to design and install 2 to 3 of those nodes with accompanying minimal streetscape improvements as needed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Department of Public Works / Development Services Department

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Development Dependent: Front Street Parking Lot Extension & Trail Node/Seating Area. The design and construction of a public parking lot in the Front Street right of way behind the Brown County Library. Lot would be an extension of the existing parking lot that serves the 301 Broadway office building but would provide public long-term parking (with no overnight parking). This area has also been identified in the Cultural District Master Plan as a potential location for a trail node/seating area.

NEW: X or REPLACEMENT:

PROJECTED COST: \$300,000

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

Development Dependent: Original plans for this area showed a parking lot that extended all the way to Cass Street. The 301 Broadway property owner has indicated that the parking arrangements on site provide a challenge for their tenants. Additionally, this project would provide some additional Downtown parking spaces to mitigate the impact of stalls that are lost due to redevelopment of other City parcels.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Development Dependent: George Street Plaza Conceptual Design. Identified as a major public realm project in the Cultural District Master Plan project. Design would include George Street Landing area and streetscape of George Street from Broadway to Wisconsin. Likely paired with redevelopment potential in the surrounding area.

NEW: X or REPLACEMENT:

PROJECTED COST: \$75,000

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Development Dependent: Identified as a major project in the Cultural District Master Plan.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

George Street Streetscape Conceptual Design. Identified as a major public realm project in the Cultural District Master Plan project and the ‘heart’ of the east side of Downtown De Pere. Design would include be for streetscape improvements for a ‘Woonerf’ on George Street between Broadway and Wisconsin.

A woonerf is designed to allow drivers, cyclists, pedestrians and runners to share the same space, making the street much more welcoming and appealing for all. Instead of dividing a street with barriers like curbs, sidewalks and bike lanes, woonerfs open up the street and allow for every use simultaneously

NEW: X or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

100% Funded by TID 7

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Development Dependent: Identified as a major project in the Cultural District Master Plan.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services/Department of Public Works

DATE PREPARED: 8/7/18**DESCRIPTION OF PROJECT:**

James Street Streetscape – TID 7

NEW: X or REPLACEMENT:

PROJECTED COST: \$375,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER 100% Funded by TID 7.

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

City staff is working with our consultant to develop design and construction drawings that provide streetscape and placemaking improvements for the two block area of James Street in between Broadway and Wisconsin. The \$375,000 is anticipated to be used for the streetscape areas and the street reconstruction, and any accompanying utility work, will be estimated and completed by Public Works.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS	
DATE PREPARED: August 1, 2018	
DESCRIPTION OF PROJECT:	
TID 7 – Dumpster Enclosures – Project involves construction of dumpster enclosures for the Marquette Square parking area.	
NEW: <u> X </u> or REPLACEMENT: <u> </u>	
PROJECTED COST: \$60,000	
PROPOSED METHOD OF FINANCING:	\$ %
GENERAL FUND	.
CAPITAL IMPROVEMENTS FUND	.
GENERAL OBLIGATION DEBT	.
SPECIAL ASSESSMENT	.
GRANTS	.
X OTHER - TID 7	\$60,000
OTHER	.
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
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.	
PROJECT JUSTIFICATION	
As part of the downtown area garbage and recycling collection, the City is providing dumpster collection services for garbage and recycling to eliminate the use of carts which results in improving the overall appearance in the downtown.	
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PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Wayfinding Master Plan and Preliminary Signage Design

NEW: X or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 7 (\$25,000) and TID 9 (\$25,000)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Previous budgets included funding for updated wayfinding signage in the Downtown Area. With the completion of the Visioning/Branding Initiative and the Cultural District Master Plan, the tools are in place to begin implementation of an updated wayfinding system. Funds would be used to hire a consultant to complete a wayfinding and signage master plan for the downtown as well as to provide preliminary design for signage and key node identifying features.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Development Dependent: Wells Park Design

NEW: X or REPLACEMENT:

PROJECTED COST: \$75,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

100% Funded by TID 7 – Possible fundraising opportunity

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Likely maintenance costs – probably higher than typical parks or streetscape.

PROJECT JUSTIFICATION

Development Dependent: The Cultural District Master Plan recommended a redesign of Wells Park to create a public plaza, boat launch areas and other pedestrian amenities in order to provide an appropriate accompanying public space neighboring the proposed Mulva Center. Actual design costs and construction costs are unknown at this time.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/2018		
DESCRIPTION OF PROJECT:		
Development Rebate – TID 8		
NEW: X or REPLACEMENT:		
PROJECTED COST: \$300,000		
PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND CAPITAL IMPROVEMENTS FUND GENERAL OBLIGATION DEBT SPECIAL ASSESSMENT GRANTS OTHER 100% Funded by TID 8		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
Development Rebate to support development of TID 8(west industrial park). Actual amount to be determined based on proposed project value and generated increment.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/2018		
DESCRIPTION OF PROJECT:		
Development Rebate – TID 9		
		NEW: ☒ or REPLACEMENT: ☐
PROJECTED COST: \$100,000		
PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND CAPITAL IMPROVEMENTS FUND GENERAL OBLIGATION DEBT SPECIAL ASSESSMENT GRANTS OTHER 100% Funded by TID 9		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
Development Rebate to support development of TID 9(downtown west). Actual amount to be determined based on proposed project value and generated increment.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services Department

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Downtown Parking Education Program

NEW: X or REPLACEMENT:

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 7 and TID 9 (\$10,000 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

A marketing and education program as related to parking in Downtown De Pere, including information on street parking and employee parking.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN 2019-2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Parks and Building / Development Services

DATE PREPARED: 8/16/18**DESCRIPTION OF PROJECT:**

Downtown Pots - Landscaping

NEW: X or REPLACEMENT:

PROJECTED COST: \$6,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 7 and TID 9 (\$3,000 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
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Consulting or supporting work to complete a visioning plan or document that sets for goals for design guidelines, building height and massing, etc. This project is similar, but smaller in scope than the Cultural District Master Plan project completed for the east side of Downtown De Pere in 2018.

NEW: X or REPLACEMENT:

PROJECTED COST: \$25,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

100% Funded by TID 9

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

To have the same level of guidance as related to desired growth for the west side of Downtown De Pere. This plan will help inform the Zoning Code rewrite project.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Economic Development and Planning

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Façade Grant Program – TID 9 (Downtown West)

NEW: X or REPLACEMENT:

PROJECTED COST: \$30,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER 100% Funded by TID 9

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The Façade Grant Program is used to help maintain and improve Downtown Business Facades. This program was an important component of the Downtown Master Plan. It supports reinvestment in property that increases the overall tax base.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS		
DATE PREPARED: August 10, 2018		
DESCRIPTION OF PROJECT:		
TID 9 – Main Avenue Mid-Block Bumpout – Project involves eliminating 5-6 parking stalls on each side of Main Avenue between 3 rd & 4 th and building a bump out for pedestrian crossing as well as wider terrace areas for outdoor use such as seating etc. Project also includes the installation of pedestrian signals.		
<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Reconstruction and pedestrian signal	\$150,000	\$ 30,000
NEW: _____ or REPLACEMENT: _____		
PROJECTED COST: \$180,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
☒ OTHER - TID 9	\$180,000	
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Since the DOT keeps pushing out the reconstruction of Main Avenue there is a need to install a mid-block crossing on Main Avenue. Currently, the DOT has Main Avenue scheduled for reconstruction in 2030.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No.	

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019- 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Wayfinding Master Plan and Preliminary Signage Design

NEW: X or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 7 (\$25,000) and TID 9 (\$25,000)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Previous budgets included funding for updated wayfinding signage in the Downtown Area. With the completion of the Visioning/Branding Initiative and the Cultural District Master Plan, the tools are in place to begin implementation of an updated wayfinding system. Funds would be used to hire a consultant to complete a wayfinding and signage master plan for the downtown as well as to provide preliminary design for signage and key node identifying features.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS		
DATE PREPARED: August 1, 2018		
DESCRIPTION OF PROJECT:		
TID 9 – Nicolet Square Lot Reconstruction – Project involves the reconstruction of the Nicolet Square Parking Lot.		
<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Reconstruction and Utility Work	\$393,000	\$ 75,000
NEW: _____ or REPLACEMENT: _____		
PROJECTED COST: \$468,000		
PROPOSED METHOD OF FINANCING:		
<u>GENERAL FUND</u>	\$	%
<u>CAPITAL IMPROVEMENTS FUND</u>		
<u>GENERAL OBLIGATION DEBT</u>		
<u>SPECIAL ASSESSMENT</u>		
<u>GRANTS</u>		
☒ <u>OTHER - TID 9</u>	\$468,000	
<u>OTHER</u>		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
The Nicolet Square parking lot is deteriorated due to age. A study was completed in 2014 that included modifications to the parking lot to improve other uses such as pedestrian access throughout and to businesses off of the alley. The proposed reconstruction does not include all the amenities of the study due to the potential for redevelopment in the area in the future, but does include improvements for pedestrian access along the north side of the alley.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No.	

PROPOSED BY: Public Works / Development Services

DESCRIPTION OF PROJECT:

Pedestrian Realm, landscape and amenities for Nicolet Square Parking Lot.

NEW: X or REPLACEMENT:

PROPOSED METHOD OF FINANCING:

\$

%

CAPITAL IMPROVEMENTS FUND Possible partial funding

SPECIAL ASSESSMENT Possible partial funding

OTHER TID #9

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Parking lot reconstruction for Nicolet Square is scheduled for 2019. Base costs do not include landscaping or any amenities for the public realm areas.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/2018		
DESCRIPTION OF PROJECT:		
Development Rebate – TID 10		
		NEW: ☒ or REPLACEMENT: ☐
PROJECTED COST: \$300,000		
PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND CAPITAL IMPROVEMENTS FUND GENERAL OBLIGATION DEBT SPECIAL ASSESSMENT GRANTS OTHER 100% Funded by TID 10		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
Development Rebate to support development of TID 10 (east industrial park). Actual amount to be determined based on proposed project value and generated increment.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS		
DATE PREPARED: August 1, 2018		
<u>DESCRIPTION OF PROJECT:</u>		
TID 10 – Enterprise Drive and Prosper Street Reconstruction – Project involves the reconstruction of Enterprise Drive from 600 feet south of Prosper to Prosper Street and Prosper Street from Enterprise Drive to CTH PP. The project includes water main upsizing on Enterprise Drive, water main replacement on Prosper Street, sanitary sewer lining, and spot storm sewer repair.		
<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Reconstruction and Utility work	\$1,379,000	\$ 251,000
NEW: _____ or REPLACEMENT: _____		
PROJECTED COST: \$1,630,000		
<u>PROPOSED METHOD OF FINANCING:</u>		
	\$	%
GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
SPECIAL ASSESSMENT		.
GRANTS		.
X OTHER - TID 10	\$1,630,000	.
OTHER		.
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
<u>PROJECT JUSTIFICATION</u>		
Enterprise Drive from 600 feet south of Prosper to Prosper Street, and Prosper Street is deteriorated due to age and requires reconstruction. The street was originally constructed in 1970, 1971, and 1974. The street is currently rated a 3 and 4 on a scale to 10, with 10 being the highest. The Street Department is patching the deteriorated joints on an annual basis. In conjunction with the street reconstruction, the water main is being upsized to a 16" diameter on Enterprise Drive to accommodate future City expansion to the south. The water main in Prosper Street has had several breaks and will be replaced. Finally, the sanitary sewer will be lined.		
<u>PROJECT RANKINGS</u>		
<u>CITY COUNCIL</u>		
<u>STAFF RECOMMENDATION</u>	<u>Goal No.</u>	

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/18		
DESCRIPTION OF PROJECT:		
Future Infrastructure – Enterprise Drive Extension		
NEW: X or REPLACEMENT:		
PROJECTED COST: \$750,000		
PROPOSED METHOD OF FINANCING:		
	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER TID 10		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
While not currently planned as a project, future development interest may require the extension of Enterprise Drive. This item is a placeholder to accommodate future infrastructure needed to support business that is not under review, but may be proposed in 2019.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL		
STAFF RECOMMENDATION		
Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/18		
DESCRIPTION OF PROJECT:		
Development Rebate – 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 100% Funded by TID 11		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
Development Rebate to support development of TID 11 (west industrial park). Actual amount to be determined based on proposed project value and generated increment.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2018 - 2024**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/18		
DESCRIPTION OF PROJECT:		
Future Infrastructure – American Boulevard Extension		
		NEW: X or REPLACEMENT:
PROJECTED COST: \$750,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND \$ % CAPITAL IMPROVEMENTS FUND GENERAL OBLIGATION DEBT SPECIAL ASSESSMENT GRANTS OTHER Split between TID 11 and TID 12 		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
While not currently planned as a project, future development interest may require the extension of American Boulevard. This item is a placeholder to accommodate future infrastructure needed to support business that is not under review, but may be proposed in 2019.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2018 - 2024**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works / Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

West Industrial Park Railroad Maintenance

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

PROJECTED COST: \$32,700

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 11 and TID 12 (\$16,350 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Ongoing inspection and maintenance of the City's railroad spurs in the West Industrial Park.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019-2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services / Public Works

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Development Dependent: Regional Pond Design and Construction – TID 11 (West Industrial Park)

NEW: X or REPLACEMENT:

PROJECTED COST: \$650,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND Possible partial funding

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT Possible partial funding

GRANTS

OTHER 100% Funded by TID

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

The City has an opportunity to work with the owner of a private detention facility in the West Industrial Park that may result in better developable sites and increased tax base. VHC owns a rectangular shaped pond near the curve of Venture and Fortune. The City owns a parcel that includes a nearly unusable acute angle triangle. A new regional pond could be designed between the two properties that would, accommodate regional stormwater, result in more developable land, and possible relocate a narrow wetland area that currently bisects the city-owned property.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

TID 11 – West Business Park Pond Outfall Upgrade – *Part of the funding for this project was included in the 2018 Capital Improvement Program (\$80,000)* TID 12. The anticipated work is to upgrade install 30” storm sewer and modify the outfall swale to reduce street flooding under heavy rainfall events for the West Business Park Pond. The Honeysuckle Pond outfall swale and culverts will also be modified.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Pond Upgrades	\$454,000	\$86,000

NEW: or REPLACEMENT:

PROJECTED COST: \$540,000

PROPOSED METHOD OF FINANCING:	\$	%
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GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER - TID 11

\$540,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In December of 2015, the City received a large amount of rain after an already wet month. This resulted in flooding problems from the West Business Park Pond. The pond retained water for an extended period of time. The storm sewer throughout the area was surcharged due to this. Street flooding also occurred on Southbridge Road and Bridge Port Lane. Very little flow was going through the overflow swale. This past year, we hired a consultant to analyze not only the West Business Park Pond, but also the Honeysuckle Pond. The discharge from the West Business Park Pond flows to the Honeysuckle Pond and any changes to this pond could impact the Honeysuckle Pond. The evaluation showed that the outfalls from both ponds are significantly undersized. The proposed work includes

- Reconstruct and lower the ditch from Southbridge Road to the Honeysuckle Pond.
- Install a 30" storm sewer from Southbridge Road to Honeysuckle Pond.
- Reconstruct the ditch from Lawrence Drive to 1300 feet west (including culverts under the Humana driveway).
- Install five 29"x45" culverts under Lawrence Drive.

The modifications will correct deficiencies in the pond that impact storm water pond height.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/2018		
DESCRIPTION OF PROJECT:		
Development Rebate – TID 12		
NEW: X or REPLACEMENT:		
PROJECTED COST: \$300,000		
PROPOSED METHOD OF FINANCING:	\$	%
GENERAL FUND CAPITAL IMPROVEMENTS FUND GENERAL OBLIGATION DEBT SPECIAL ASSESSMENT GRANTS OTHER 100% Funded by TID 12		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
Development Rebate to support development of TID 12 (west industrial park). Actual amount to be determined based on proposed project value and generated increment.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL STAFF RECOMMENDATION Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2018 - 2024**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Development Services		
DATE PREPARED: 8/16/18		
DESCRIPTION OF PROJECT:		
Future Infrastructure – American Boulevard Extension		
NEW: X or REPLACEMENT:		
PROJECTED COST: \$750,000		
PROPOSED METHOD OF FINANCING:		
	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER Split between TID 11 and TID 12		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
N/A		
<u>PROJECT JUSTIFICATION</u>		
While not currently planned as a project, future development interest may require the extension of American Boulevard. This item is a placeholder to accommodate future infrastructure needed to support business that is not under review, but may be proposed in 2019.		
<u>PROJECT RANKINGS</u>		
CITY COUNCIL		
STAFF RECOMMENDATION		
Goal No.		

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2018 - 2024**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works / Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

West Industrial Park Railroad Maintenance

NEW: X or REPLACEMENT:

PROJECTED COST: \$32,700

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER Split between TID 11 and TID 12 (\$16,350 each)

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Ongoing inspection and maintenance of the City's railroad spurs in the West Industrial Park.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

TID 11 – West Business Park Pond Outfall Upgrade – *Part of the funding for this project was included in the 2018 Capital Improvement Program (\$80,000)* TID 12. The anticipated work is to upgrade install 30” storm sewer and modify the outfall swale to reduce street flooding under heavy rainfall events for the West Business Park Pond. The Honeysuckle Pond outfall swale and culverts will also be modified.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Pond Upgrades	\$454,000	\$86,000

NEW: or **REPLACEMENT:**

PROJECTED COST: \$540,000

PROPOSED METHOD OF FINANCING:	\$	%
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GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X	OTHER – TID 11	\$540,000
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ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

In December of 2015, the City received a large amount of rain after an already wet month. This resulted in flooding problems from the West Business Park Pond. The pond retained water for an extended period of time. The storm sewer throughout the area was surcharged due to this. Street flooding also occurred on Southbridge Road and Bridge Port Lane. Very little flow was going through the overflow swale. This past year, we hired a consultant to analyze not only the West Business Park Pond, but also the Honeysuckle Pond. The discharge from the West Business Park Pond flows to the Honeysuckle Pond and any changes to this pond could impact the Honeysuckle Pond. The evaluation showed that the outfalls from both ponds are significantly undersized. The proposed work includes

- Reconstruct and lower the ditch from Southbridge Road to the Honeysuckle Pond.
- Install a 30" storm sewer from Southbridge Road to Honeysuckle Pond.
- Reconstruct the ditch from Lawrence Drive to 1300 feet west (including culverts under the Humana driveway).
- Install five 29"x45" culverts under Lawrence Drive.

The modifications will correct deficiencies in the pond that impact storm water pond height.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION	Goal No.
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**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Development Rebate – TID 13

NEW: X or REPLACEMENT:

PROJECTED COST: \$100,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER 100% Funded by TID 13

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Rebate to support development of TID 13 (Main & Lawrence Commercial Area). Actual amount to be determined 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
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Development Services

DATE PREPARED: 8/16/2018

DESCRIPTION OF PROJECT:

Development Rebate – TID 14

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

PROJECTED COST: \$1,500,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER 100% Funded by TID 14

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

N/A

PROJECT JUSTIFICATION

Development Rebate to support development of TID 14 (Irwin School project). Actual amount to be determined based on proposed project value and generated increment.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2019 BUDGET SUMMARY

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Street Management	\$361,800	\$2,214,000	\$0	\$2,575,800
Sewer Management	\$6800	\$1,085,200	\$262,000	\$1,354,000
Street Extensions	\$2,216,200	\$0	\$256,900	\$2,473,100
Water System Mgmt.	\$0	\$1,130,000	\$0	\$1,130,000
Storm Water Mgmt.	\$0	\$895,000	\$0	\$895,000
TOTAL	\$2,584,800	\$5,674,200	\$518,900	\$8,777,900

2019 STREET MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Crackfill/Patch/Repair	\$0	\$410,000	\$0	\$410,000
Resurfacing	\$0	\$775,000	\$0	\$775,000
Sidewalk	\$60,000	\$84,500	\$0	\$144,500
Ryan Road Reconstruction	\$0	\$450,000	\$0	\$450,000
College Avenue Reconstruction	\$0	\$165,000	\$0	\$165,000
James Street Reconstruction	\$0	\$100,000	\$0	\$100,000
Lawrence Drive Sidewalk	\$301,800	\$229,500	\$0	\$531,300
Total	\$361,800	\$2,214,000	\$0	\$2,575,800

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

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:

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>
Crackfilling	80,000 LF	\$100,000
Concrete Patching	1,200 SY	\$ 80,000
Asphalt Patching	1,500 SY	\$ 30,000
Curb Repair	6,000 LF	\$150,000
Colored Concrete Sealing	50,000 SF	\$ 50,000

NEW: or REPLACEMENT:

PROJECTED COST: \$410,000

PROPOSED METHOD OF FINANCING:

\$

%

	GENERAL FUND	
	CAPITAL IMPROVEMENTS FUND	
X	GENERAL OBLIGATION DEBT	\$243,724
	SPECIAL ASSESSMENT	
	GRANTS	
X	OTHER - General Property Tax	\$166,276

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 of a 15 plus year pavement life. Colored concrete sealing is completed around 5 years after the previous sealing.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Street Management – Resurfacing – Various locations. Work anticipated includes overlay of the following streets, their length and year of last overlay:

[illegible]

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

PROJECTED COST: \$775,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Property Tax

\$775,000

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 and the corresponding dollar amount conform to the recommendations of the City of De Pere Pavement Management Plan. The City is responsible for the maintenance of approximately 460,000 feet of streets and parking lots. Figuring a typical life of 15-22 years between resurfacing the goal is to resurface over 21,000 linear feet per year.

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

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

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

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>ENG. & ADMIN.</u>
New Sidewalk	8 Walks	\$12,000	\$2,000
Ramps	64	\$27,500	\$0
Repair	----	\$90,000	\$13,000
	TOTAL COST	\$144,500	

NEW: or REPLACEMENT:

PROJECTED COST: \$144,500

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	\$84,500	
X SPECIAL ASSESSMENT	\$60,000	
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 2019 repair area is on the east side of the Fox River, north of Charles Street and west of Webster Avenue.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS	
DATE PREPARED: August 1, 2018	
DESCRIPTION OF PROJECT:	
Street Management – Ryan Road Reconstruction –This work involves reconstructing Ryan Road from a two lane rural roadway with ditches to an urban section concrete street with curb and gutter.	
<u>ITEM</u>	<u>COST</u>
Street Reconstruction	\$450,000
NEW: _____ or REPLACEMENT: _____	
PROJECTED COST: \$450,000	
PROPOSED METHOD OF FINANCING:	\$ %
GENERAL FUND	.
CAPITAL IMPROVEMENTS FUND	.
X GENERAL OBLIGATION DEBT	\$450,000 .
SPECIAL ASSESSMENT (Sidewalk)	.
GRANTS	.
OTHER	.
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
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PROJECT JUSTIFICATION	
Ryan Road is being reconstructed from a two lane rural roadway with ditches to a two lane urban section concrete street with curb and gutter. The existing street is an old town road that was constructed with a sealcoat surface over gravel. The street will be reconstructed to City standards for a collector street.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS	
DATE PREPARED: August 1, 2018	
DESCRIPTION OF PROJECT:	
Street Management –College Avenue Reconstruction –This work involves reconstructing College Street from the westerly cul de sac to Fourth Street	
<u>ITEM</u>	<u>COST</u>
Street Reconstruction with Storm Upgrades	\$165,000
NEW: _____ or REPLACEMENT: _____	
PROJECTED COST: \$165,000	
PROPOSED METHOD OF FINANCING:	\$ %
GENERAL FUND	.
CAPITAL IMPROVEMENTS FUND	.
X GENERAL OBLIGATION DEBT	\$165,000 .
SPECIAL ASSESSMENT	.
GRANTS	.
OTHER	.
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
.	
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PROJECT JUSTIFICATION	
College Avenue was rated a 4 in the last pavement review. With recent alligator cracking, it is now a 3. The utilities in the area are deteriorated and require replacement, including cast iron water main, clay sanitary sewer, and some deteriorated storm sewer.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Street Management – Lawrence Drive Sidewalk. The project involves the construction of sidewalk on Lawrence Drive from Grant Street to Main Avenue.

<u>ITEM</u>	<u>PROJECT COST</u>	<u>ENG. & ADMIN.</u>
Lawrence Drive Sidewalk	\$481,000	\$50,300
TOTAL COST	\$531,300	

NEW: or REPLACEMENT:

PROJECTED COST: \$531,300

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	\$229,500	
X SPECIAL ASSESSMENT	\$301,800	
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The proposed construction provides sidewalk on the east side of Lawrence Drive from Grant Street to Main Avenue. A survey was conducted in the area. There is strong support for the sidewalk from the neighborhood.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET										
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS										
DATE PREPARED: August 1, 2018										
DESCRIPTION OF PROJECT:										
Street Management – Alley Reconstruction – Various Locations. Work anticipated includes reconstructing alleys to improve drainage and the pavement structure.										
ALLEY	FROM	TO	LENGTH	RATING						
Erie & Ontario	George	Charles	370 Ft	4						
Ontario & Winnebago	George	Charles	370 Ft	4						
Ontario & Winnebago	George	280' North	280 Ft	4						
Huron & Erie	George	Charles	370 Ft	4						
<table style="width:100%; border: none;"> <tr> <td style="width:35%;"><u>ITEM</u></td> <td style="width:35%;"><u>COST</u></td> <td style="width:30%;"></td> </tr> <tr> <td>Alley Reconstruction</td> <td>\$165,000</td> <td></td> </tr> </table>					<u>ITEM</u>	<u>COST</u>		Alley Reconstruction	\$165,000	
<u>ITEM</u>	<u>COST</u>									
Alley Reconstruction	\$165,000									
NEW: _____ or REPLACEMENT: _____										
PROJECTED COST: \$165,000										
PROPOSED METHOD OF FINANCING:										
			\$	%						
GENERAL FUND _____.										
X CAPITAL IMPROVEMENTS FUND _____.										
GENERAL OBLIGATION DEBT			\$165,000	_____.						
SPECIAL ASSESSMENT _____.										
GRANTS _____.										
OTHER _____.										
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. The addition of the first four alleys is based on the pavement condition and grouping by area. Three of the four alleys are contiguous with the Charles Street reconstruction project.										
_____.										
PROJECT RANKINGS _____.										
CITY COUNCIL _____.										
STAFF RECOMMENDATION		Goal No.								

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS	
DATE PREPARED: August 1, 2018	
DESCRIPTION OF PROJECT:	
Street Management –Northeast Street Reconstruction –This work involves reconstructing the following streets on the northeast side of De Pere: Randall Street – Broadway Street to Glenwood Avenue Oakdale Avenue – Ridgeway Boulevard to the Cul de Sac Talbot Avenue – Ridgeway Boulevard to Glenwood Avenue	
<u>ITEM</u>	<u>COST</u>
Street Reconstruction with Storm Upgrades	\$842,000
NEW: _____ or REPLACEMENT: _____	
PROJECTED COST: \$842,000	
PROPOSED METHOD OF FINANCING:	\$ %
GENERAL FUND	.
CAPITAL IMPROVEMENTS FUND	.
X GENERAL OBLIGATION DEBT	\$842,000 .
SPECIAL ASSESSMENT	.
GRANTS	.
OTHER	.
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
.	
.	
.	
PROJECT JUSTIFICATION	
Randall Street, Oakdale Avenue, and Talbot Avenue are rated 4. The utilities in the area are deteriorated and require replacement, including cast iron water main that has had multiple breaks. Additionally, this is an area where there are wastewater flows during rain events, which indicates high inflow and infiltration of clear water into the sewer system. Storm sewer and/or laterals will be constructed as part of the project to collect sump pump and storm water runoff.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

2019 SEWER MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Televise/Repair	\$0	\$200,000	\$0	\$200,000
Sewer Lining and Repair	\$0	\$266,000	\$0	\$266,000
Manhole Rehabilitation and Pipe Joint Repair	\$0	\$100,000	\$0	\$100,000
Sewer Relay – Street Reconstruction	\$0	\$160,000	\$0	\$160,000
New Sewer – Parkview Road	\$6,800	\$43,200	\$0	\$50,000
Box Culvert/Sanitary Sewer Review	\$0	\$20,000	\$0	\$20,000
Inflow and Infiltration Study	\$0	\$60,000	\$0	\$60,000
Ashwaubenon Creek Interceptor Sewer Abandonment	\$0	\$236,000	\$262,000	\$498,000
TOTAL	\$6,800	\$1,085,200	\$262,000	\$1,354,000

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – Televising/Repair – Repair is completed at various locations, most of which will correlate to the 2018 and future street maintenance program. This work will include televising, and after review, performing necessary 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:

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>
Televising and Cleaning	25,000 LF	\$ 20,000
Sewer and Manhole Repair	Miscellaneous	\$180,000

NEW: or REPLACEMENT:

PROJECTED COST: \$200,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER - Sewage Revenue Fund

\$200,000

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.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET																							
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS																							
DATE PREPARED: August 1, 2018																							
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.																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 50%;"><u>ITEM</u></th> <th style="text-align: left; width: 50%;"><u>COST</u></th> </tr> <tr> <td style="padding: 5px;">Sanitary Sewer Lining or Repair – Various Locations</td> <td style="padding: 5px;">\$266,000</td> </tr> </table>	<u>ITEM</u>	<u>COST</u>	Sanitary Sewer Lining or Repair – Various Locations	\$266,000																			
<u>ITEM</u>	<u>COST</u>																						
Sanitary Sewer Lining or Repair – Various Locations	\$266,000																						
NEW: or REPLACEMENT:																							
PROJECTED COST: \$266,000																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 60%;">PROPOSED METHOD OF FINANCING:</th> <th style="text-align: center; width: 20%;">\$</th> <th style="text-align: center; width: 20%;">%</th> </tr> <tr> <td style="padding: 5px;">GENERAL FUND</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">CAPITAL IMPROVEMENTS FUND</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">GENERAL OBLIGATION DEBT</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">SPECIAL ASSESSMENT</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">GRANTS</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">X OTHER – Sewage Revenue Fund</td> <td style="padding: 5px; text-align: right;">\$266,000</td> <td></td> </tr> </table>			PROPOSED METHOD OF FINANCING:	\$	%	GENERAL FUND			CAPITAL IMPROVEMENTS FUND			GENERAL OBLIGATION DEBT			SPECIAL ASSESSMENT			GRANTS			X OTHER – Sewage Revenue Fund	\$266,000	
PROPOSED METHOD OF FINANCING:	\$	%																					
GENERAL FUND																							
CAPITAL IMPROVEMENTS FUND																							
GENERAL OBLIGATION DEBT																							
SPECIAL ASSESSMENT																							
GRANTS																							
X OTHER – Sewage Revenue Fund	\$266,000																						
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>																							
<u>PROJECT JUSTIFICATION</u>																							
Sanitary sewers are televised prior to street resurfacing. Sewers 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.																							
<u>PROJECT RANKINGS</u>																							
CITY COUNCIL																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">STAFF RECOMMENDATION</th> <th style="width: 60%;">Goal No.</th> </tr> </table>			STAFF RECOMMENDATION	Goal No.																			
STAFF RECOMMENDATION	Goal No.																						

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – Manhole Rehabilitation and Pipe Joint Repair –Work anticipated includes Manhole Rehabilitation and Pipe Joint Repair of the following types:

<u>ITEM</u>	<u>COST</u>
Sprayed on Liner	\$ 20,000
Replace Manhole Casting and Rings	\$ 10,000
Grout Manhole	\$ 20,000
Pipe Joint Repair	\$ 50,000

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

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 FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – Sewer Relay – Street Reconstruction - Work anticipated includes sanitary sewer main and lateral relay in preparation for street reconstruction of Randall Street (Broadway to Glenwood), Oakdale Avenue (Ridgeway to cul de sac), Talbot Avenue (Ridgeway to Glenwood) and on College Avenue (Cul de Sac to Fourth)

ITEM

COST

Sewer Relay

\$160,000

NEW: or REPLACEMENT:

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

Randall Street, Oakdale Avenue, Talbot Avenue, and College Avenue are proposed for street reconstruction in 2019. The street pavement is rated between 4 and 5. In addition to the condition of the pavement, existing utilities on these streets is deteriorated.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – New Sewer – Installation of new sewer on Parkview Road to service an existing house on the corner of Ashland Avenue and Parkview Road.

ITEM

New Sewer Installation

COST

\$50,000

NEW: or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

X SPECIAL ASSESSMENT

\$6,800

GRANTS

X OTHER – Sewage Revenue Fund

\$43,200

OTHER –

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The Wisconsin Department of Transportation is reconstructing Parkview Road in 2019. Prior to reconstruction, sanitary sewer will be installed to an existing house on a septic system. Part of the cost for the sewer installation will be assessed to the property owner.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – Box Culvert/Sanitary Sewer Review – Televisive and evaluate the condition of a box culvert (storm) and sanitary sewer (in the box culvert) on the west side.

ITEM

COST

Televising, Evaluation, and Engineering

\$ 20,000

NEW: or REPLACEMENT:

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER - Sewage Revenue Fund

\$20,000

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 extend 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 will be hired to evaluate the condition of the both facilities and to develop plans for rehabilitating.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – Inflow and Infiltration Study – Complete and inflow and infiltration study for the sanitary sewer system. Recommend system improvements

<u>ITEM</u>	<u>COST</u>
Engineering Study	\$60,000

NEW: or REPLACEMENT:

PROJECTED COST: \$60,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER - Sewage Revenue Fund	\$60,000
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ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The purpose for this study is review the existing sanitary sewer system for inflow (flow from rain events) and infiltration (groundwater). The study will also make recommendations for system improvements. The last study was completed in 2007. Since that time, the City has been lining or relaying approximately 10,000 linear feet of sewer a year, relaying laterals to the property line, repairing manholes, and sealing leaks in pipes. With that, the City sewer still experiences high flows during wet periods.

The outcome of this study will save the City money into two different areas. First, the City pays the Green Bay Metropolitan Sewerage District (GBMSD) for all water that is treated. This includes clear water from inflow and infiltration (I&I). Reducing I&I will reduce the City's annual cost for wastewater treatment. Second, GBMSD is completing a study of their interceptor sewers. The study includes an analysis of I&I in the sewer systems and resizing interceptors to account for high I&I. Based on the preliminary recommendations, there are sections of the interceptors that GBMSD will be upsizing due to large amounts of I&I. The upsizing of the pipes will likely be charged back to the municipalities that contribute the I&I. There are some sewer segments in the Northeast Interceptor that GBMSD have identified that the City needs extra capacity due to I&I.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Sewer Management – Sewer Abandonment – Ashwaubenon Creek Interceptor – In 1996, the Ashwaubenon Creek Interceptor was replaced and relocated by the City of De Pere and Green Bay Metropolitan Sewerage District. The old sewer was left in-place without being abandoned. This project will abandon the sewer and manholes with flowable fill.

<u>ITEM</u>	<u>COST</u>	<u>ENG/ADMIN</u>
Sewer Abandonment	\$415,000	\$83,000

NEW: or REPLACEMENT:

PROJECTED COST: \$498,000

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Sewage Revenue Fund \$236,000

X OTHER – Green Bay Metropolitan Sewerage District \$262,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

As noted above, when the Ashwaubenon Creek Interceptor was relaid, the old sewer was not abandoned. It is believed that the sewer was not abandoned because an industry had expressed in interest in using the old sewer. That did not occur. The old sewer needs to be properly abandoned so that the old pipes do not collapse and create issues. There is an agreement with the Green Bay Metropolitan Sewerage District (GBMSD) from 1999 that states the City maintained ownership of the old sewer, with a cost share for abandoning the sewer between GBMSD and the City. The cost share is based on sewer capacities in various segments and identified in the Agreement.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2019 STREET EXTENSIONS

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Lawrence Drive Development (Kaster)	\$1,107,200	\$0	\$10,000	\$1,117,200
Waterview Heights	\$1,109,000	\$0	\$246,900	\$1,355,900
TOTAL	\$2,216,200	\$0	\$256,900	\$2,473,100

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Street Extensions – Lawrence Drive Development (Kaster) – Construct new roads and utilities for a new subdivision off of Lawrence Drive, Kilrush Road, and Ballyvaughan Road.

<u>ITEM</u>	<u>COST</u>	<u>ENG & ADMIN</u>
Sanitary Sewer	\$180,000	\$ 36,000
Storm Sewer	\$180,000	\$ 36,000
Water Main	\$180,000	\$ 36,000
Storm Water Management Pond	\$70,000	\$ 14,000
2019 Street Grading and Gravelling	\$279,000	\$ 55,800
2019 Street Curb and Asphalt	\$ 41,400	\$ 9,000

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: \$1,117,200

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND		.
CAPITAL IMPROVEMENTS FUND		.
GENERAL OBLIGATION DEBT		.
X SPECIAL ASSESSMENT	\$1,107,200	.
GRANTS		.
X OTHER - TID 12	\$10,000	.

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project will create new streets off of Lawrence Drive and extend Kilrush Road and Ballyvaughan Road with 38 residential lots and several multi-family parcels. Payment is intended to be by letter of credit posted by the developer. The land for the pond will be charged back to TID 12.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION **Goal No.**

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 – 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Street Extensions – Waterview Heights – Construct new roads and utilities for a new subdivision off of Lost Dauphin:

<u>ITEM</u>	<u>COST</u>	<u>ENG & ADMIN</u>
Sanitary Sewer	\$180,900	\$36,200
Storm Sewer	\$180,900	\$36,200
Watermain	\$180,900	\$36,200
Storm Water Management Pond	\$200,000	\$40,000
2018 Street Grading and Graveling	\$336,500	\$67,300
2019 Street Curb and Asphalt	\$ 50,700	\$10,100

NEW: _____ or REPLACEMENT: _____

PROJECTED COST: \$1,355,900

PROPOSED METHOD OF FINANCING:

\$ %

	GENERAL FUND	.
	CAPITAL IMPROVEMENTS FUND	.
X	GENERAL OBLIGATION DEBT	\$ 22,500
X	SPECIAL ASSESSMENT	\$1,109,000
	GRANTS	
X	OTHER - Storm Water Utility	\$203,200
X	OTHER – Sewage Revenue Fund	\$ 10,600
X	OTHER – Water Utility	\$ 10,600

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project will create two new streets, one with access to Lost Dauphin and 25 lots for development. Payment is intended to be by letter of credit posted by the developer. A percentage of the storm water pond cost will be charged back to the developer based on percentage of development of the basin being treated. As additional development occurs within the basin, the pond costs will be recovered.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2019 WATER SYSTEM MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON-ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Water Main Relay	\$0	\$1,100,000	\$0	\$1,100,000
Hydrant Replacement	\$0	\$30,000	\$0	\$30,000
TOTAL	\$0	\$1,130,000	\$0	\$1,130,000

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Water Distribution Management – Water Main Relay –Water main relay is completed at various locations in the City based on age of pipe, materials, poor performance (breaks, poor flow characteristics) and street resurfacing and reconstruction. Anticipated work for 2019 is as follows:

Street	From	To	Water Main Construction Year	Size	Pipe Materials
Oakdale Avenue	Ridgeway	Cul de Sac		4"	Cast Iron
Randall Avenue	Broadway	Glenwood		4"	Cast Iron
Talbot Avenue	Ridgeway	Glenwood		6"	Cast Iron

NEW: or REPLACEMENT:

PROJECTED COST: \$1,100,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$1,100,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Project involves water main relay at various locations throughout the City which are determined by amount of breaks reported by the Water Department and street reconstruction and resurfacing projects. Water main replacement is emphasized in areas where street reconstruction/resurfacing are proposed.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Water Department

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Water Distribution Management – Hydrant Replacement – Project consists of replacing old hydrants around the City.

ITEM

COST

Hydrant Replacement

\$30,000

NEW: or REPLACEMENT:

PROJECTED COST: \$30,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Water Utility

\$30,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Project involves replacing hydrants around the City. Hydrant replacements are generally completed in the areas of water main replacement.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

2019 STORM WATER MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON-ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Storm Sewer Televising	\$0	\$50,000	\$0	\$50,000
Storm Sewer Repair/Replacement	\$0	\$175,000	\$0	\$175,000
New Storm Sewer - Resurfacing	\$0	\$460,000	\$0	\$460,000
Pond Cleaning	\$0	\$100,000	\$0	\$100,000
Box Culvert/Sanitary Sewer Review	\$0	\$40,000	\$0	\$40,000
Pond Rodent Control	\$0	\$20,000	\$0	\$20,000
Pond Vegetation Removal	\$0	\$50,000	\$0	\$50,000
TOTAL	\$0	\$895,000	\$0	\$895,000

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN 2019 - 2025

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

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:

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST</u>
Televising and Cleaning	40,000 LF	\$ 50,000

NEW: or REPLACEMENT:

PROJECTED COST: \$50,000

PROPOSED METHOD OF FINANCING:	\$	%
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GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility	\$50,000
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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 FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Storm Water Management – Storm Sewer Repair/Replacement – Various locations, most of which will correlate to the 2018 and future street maintenance program. Work will include repairs/replacement to sewers and structures that are located on streets scheduled for overlay or reconstructed.

<u>ITEM</u>	<u>COST</u>
Storm Sewer Repair and Replacement	\$175,000

NEW: or REPLACEMENT:

PROJECTED COST: \$175,000

<u>PROPOSED METHOD OF FINANCING:</u>	\$	%
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GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X	OTHER – Storm Water Utility	\$175,000
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ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Sewer repair is an integral part of street maintenance. By performing repairs to deteriorated pipes and structures prior to street resurfacing and reconstruction, or structure failure, emergency repair excavations into new street surfaces should be minimized.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Storm Water Management – New Storm Sewer –Resurfacing – Construct storm sewer and structures at various locations to eliminate drainage problems.

ITEM

COST

Storm Sewer Installation

\$460,000

NEW: or REPLACEMENT:

PROJECTED COST: \$460,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$460,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Storm sewer and structures are an integral part of street maintenance. Poor drainage is an important factor in the premature deterioration of the streets. Providing storm sewer and associated structures in areas identified as having poor drainage should increase the longevity of the street system. Additionally, storm sewer and structures are located in areas having problem drainage where there is increased erosion and/or backyard drainage issues/complaints.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Storm Water Management – Pond Cleaning – *Funding for this project was in the 2018 Capital Improvement Program (\$80,000)* Remove sediment from the storm water pond in Basin FW290 near Red Maple and Lost Dauphin Road.

ITEM

COST

Sediment Removal

\$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 – Storm Water Utility

\$100,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

A storm water management pond was constructed by the City near Red Maple and Lost Dauphin. This is one of the oldest ponds in the City. The City has been contacted by residents about cleaning the pond. Additionally, City staff maintains a gate at the pond outfall and has noted that sediment has built up to the gate. As part of the project, the City will test the sediment, and if required, place in a landfill.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Storm Water Management – Box Culvert/Sanitary Sewer Review – Televising and evaluate the condition of a box culvert (storm) and sanitary sewer (in the box culvert) on the west side.

ITEM

Televising, Evaluation, and Engineering

COST

\$ 40,000

NEW: or REPLACEMENT:

PROJECTED COST: \$40,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$40,000

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 extend 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 will be hired to evaluate the condition of the both facilities and to develop plans for rehabilitating.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Storm Water Management – Pond Rodent Control – Control muskrats in ponds.

ITEM

COST

Trapping

\$ 20,000

NEW: or REPLACEMENT:

PROJECTED COST: \$20,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

X OTHER – Storm Water Utility

\$20,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City owns storm water ponds all around the City. Many of the ponds are experiencing issues with muskrats. Muskrats on ponds need to be controlled due the borrowing into the pond embankments which can lead to side slope failures. Additionally, we receive complaints regarding muskrats on ponds.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 1, 2018

DESCRIPTION OF PROJECT:

Storm Water Management – Pond Vegetation Removal – Remove trees and shrubs from ponds.

ITEM

COST

Tree and shrub removal

\$ 50,000

NEW: or REPLACEMENT:

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

Some of the ponds have a large amount of deciduous trees and shrubs growing on the banks and at pond inlets and outlets. Staff has been maintaining ponds when available, however several ponds have a large number of trees growing on the banks. Tree removal will be completed on the West Business Park Pond in 2019.

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.

2019 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.

2018 Performance Measurement Data:

1. New development / redevelopment should have a projected return of 4 to 1 or better.
 - a. Result: 2018 projects did meet City criteria.
2. Marketing of program to develop at least four projects per year.
 - a. Results: Complete.

Significant Program Achievements:

- TID 7: The 102 on Broadway project is complete.
- TID 9: The Council approved three façade grants for TID 9.
- TID 11: 2 Purchase Agreements approved Midland Plastics and FoxStar.
- TID 13: Main and Lawrence Roundabout, Aldi and McDonalds rebuild are under construction.
- TID 14: New proposed TID to support redevelopment of Irwin School.

Existing Program Standards Including Importance to Community:

- 1) Expenditures must match the specifications of the Project Plan.
- 2) Debt from 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 2018 the administrative cost is approximately \$65,000/year per district. We had also planned for \$8,920,700 in new TID projects. It is important to note two items:

1. While the City plans for projects during the budget process, it does not mean that project 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 # 5

Year Created: January 1, 1996

Final Year of Allowable Expenditures: December 31, 2017

Scheduled to Close: August 27, 2023

Location: Located on the west side of the City and overlays a large part of the downtown district.

Purpose: Defined as a blighted District. TID has been used to spur development in the downtown. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

Financial Status: The fund liability as of December 31, 2017 is \$3,216,838. The increment value is \$34,537,900 and generates over \$595,688 increment annually.

2019 Proposed Projects:

Only administrative expenses can be charged to the TID after August 2018.

Development Driven (may occur if new projects proposed in district):

None

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #5

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
455	56000	110	Salaries	\$0	\$ 3,388	\$ 7,342	\$ 4,413	\$ 2,728	\$ 4,413	\$ 7,801	\$ 7,801	76.77%
455	56000	120	Hourly Wages	0	0	0	7,000	0	0	0	0	0.00%
455	56000	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
455	56000	126	Seasonal Labor	0	1,740	8,951	0	2,134	2,134	9,000	9,000	100.00%
455	56000	150	FICA	0	292	757	873	255	369	727	727	-16.70%
455	56000	151	Retirement	0	210	567	765	163	296	511	511	-33.18%
455	56000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	1,377	236	556	556	1,105	1,105	368.22%
			Subtotal	0	6,174	18,994	13,287	5,836	7,767	19,144	19,144	44.09%
			CONTRACTUAL SERVICES									
455	56000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
455	56000	215	Consulting	0	1,616	5,450	14,575	0	14,575	0	0	0.00%
455	56000	290	Other Contractual Services	0	2,650	5,300	5,300	2,650	5,300	0	0	0.00%
			Subtotal	0	4,266	10,750	19,875	2,650	19,875	0	0	0.00%
			SUPPLIES AND EXPENSE									
455	56000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
455	56000	340	Operating Supplies	0	404	404	0	403	0	0	0	0.00%
			Subtotal	0	404	404	0	403	0	0	0	0.00%
455	50000	592	Transfer To Debt Service	563,433	281,717	563,433	568,678	284,339	568,678	354,610	354,610	-37.64%
455	56800	810	Transfer To General Fund	11,400	0	11,400	0	5,700	11,400	11,400	11,400	100.00%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #5

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

			CAPITAL OUTLAY								
455	56000	810	General Administration	50,000	0	421	31,000	150	11,000	0	0.00%
455	56100	810	Property Acquisition	0	0	0	0	0	0	0	0.00%
455	56200	810	Street Construction	189,000	0	5,428	0	5,428	0	0	0.00%
455	56300	810	Development Rebate	50,000	0	0	0	0	0	0	0.00%
455	56400	810	Storm Sewers	0	0	0	0	0	0	0	0.00%
455	56500	810	Sanitary Sewers	0	0	0	0	0	0	0	0.00%
455	56600	810	Water Mains	0	0	0	0	0	0	0	0.00%
455	56700	810	Industrial Land Purchase	0	0	0	0	0	0	0	0.00%
			Subtotal	289,000	0	5,849	31,000	5,578	11,000	0	0.00%
			TOTAL EXPENDITURES	\$ 863,833	\$ 292,561	\$ 610,830	\$ 632,840	\$ 304,506	\$ 618,720	\$ 385,154	\$ 385,154 -39.14%

Revenues

455	41120		Tax Increments	\$ 929,058	\$ 921,139	\$ 921,139	\$ 593,696	\$ 595,688	\$ 595,688	\$ 595,688	\$ 595,688	0.34%
455	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
455	43430		Tax Exempt Computer Aid	3,000	0	7,606	7,606	0	7,718	7,718	7,718	1.47%
455	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
455	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
455	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
455	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
455	49000		Transfer From TID 6 / Planning	0	0	0	0	0	0	0	0	0.00%
455	49100		Debt Proceeds/Premium	239,000	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 1,171,058	\$ 921,139	\$ 928,745	\$ 601,302	\$ 595,688	\$ 603,406	\$ 603,406	\$ 603,406	0.35%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 6

Year Created: January 1, 1998

Final Year of Allowable Expenditures: December 31, 2015

Scheduled to Close: March 3, 2021 (increment only collected through 2020)

Location: Located on the west side and includes most of the original business park and the Southbridge expansion.

Purpose: Defined as an Industrial District. TID has been used to spur development in the west business park. Our primary use has been for property acquisition and the installation of base infrastructure. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

Financial Status: The fund liability as of December 31, 2017 is \$3,669,993. The increment value is \$81,774,800 and generates over \$1,672,108 increment annually.

2019 Proposed Projects:

Only administrative expenses can be charged to the TID after 2015

Consultant fees for final O'Keefe Property Environmental close outs	\$ 7,000
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Development Driven (may occur if new projects proposed in district):

None

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #6

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES										
460	50000	110	Salaries	\$0	\$ 3,388	\$ 7,339	\$ 6,101	\$ 3,384	\$ 6,101	\$ 9,527	\$ 9,537	56.32%
460	50000	120	Hourly Wages	0	0	0	7,000	58,300	0	0	-	0.00%
460	50000	125	Overtime Wages	0	0	0	0	0	0			0.00%
460	50000	150	FICA	0	272	545	1,002	271	467	729	730	-27.20%
460	50000	151	Retirement	0	210	767	878	198	415	624	625	-28.83%
460	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	1,674	346	666	666	1,218	1,218	252.02%
			Subtotal	0	4,414	10,325	15,327	62,819	7,649	12,098	12,109	-20.99%
			CONTRACTUAL SERVICES									
460	50000	212	Seminars and Conferences	0	0	600	0	0	0	0	0	0.00%
460	50000	215	Consulting	0	64,843	14,685	65,000	1,188	65,000	7,000	7,000	-89.23%
460	50000	290	Other Contractual Services	0	0	2,044	0	0	0	0	0	0.00%
			Subtotal	0	64,843	17,329	65,000	1,188	65,000	7,000	7,000	-89.23%
			SUPPLIES AND EXPENSE									
460	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
460	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%
460	50000	592	Transfer To Debt Service	1,658,869	829,435	1,658,869	1,651,540	825,770	1,651,540	1,588,285	1,588,285	-3.83%
455	56800	810	Transfer To General Fund		0	116,600	0	58,300	116,600	116,600	116,600	100.00%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #6

TID DISTRICT #6				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title				Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
460	50000	810	General Administration	56,000	0	240	25,000	150	5,000	0	0	0.00%
460	50000	810	Street Administration (Engineering)	5,000	0	0	0	0	0	0	0	0.00%
460	50000	810	Development Rebate	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Street Construction	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Water Mains	0	0	0	0	0	0	0	0	0.00%
460	50000	577	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
460	50000	810	Transfer To TID 5	0	0	0	0	0	0	0	0	0.00%
			Subtotal	61,000	0	240	25,000	150	5,000	0	0	0.00%
			TOTAL EXPENDITURES	\$ 1,719,869	\$ 898,692	\$ 1,803,363	\$ 1,756,867	\$ 948,226	\$ 1,845,789	\$ 1,723,983	\$ 1,607,394	-8.51%

Revenues

460	41120		Tax Increments	\$ 1,921,778	\$ 1,905,735	\$ 1,905,735	\$ 1,665,228	\$ 1,671,021	\$ 1,672,108	\$ 1,672,108	\$ 1,672,108	0.41%
460	42031		Special Assessments - Streets	0	0	92,509	0	0	0	0	0	0.00%
460	43430		Tax Exempt Computer Aid	9,500	0	14,367	14,367	0	14,578	14,578	14,578	1.47%
460	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
460	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
460	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
460	48305		Property Sales	0	4,500	9,925	0	0	0	0	0	0.00%
460	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
460	49100		Debt Proceeds	0	0	0	0	0	0	0	0	0.00%
460	49400		Fund Balance Applied	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 1,931,278	\$ 1,910,235	\$ 2,022,535	\$ 1,679,595	\$ 1,671,021	\$ 1,686,686	\$ 1,686,686	\$ 1,686,686	0.42%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 7

Year Created: January 1, 2007

Final Year of Allowable Expenditures: December 31, 2028

Scheduled to Close: December 31, 2033

Location: Located on the east side of the City and overlays a large part of the downtown district.

Purpose: Defined as a blighted District. 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.

Financial Status: The fund liability as of December 31, 2017 is \$3,615,865. The increment value is \$6,218,300 and generates \$19,833.

2019 Proposed Projects:

Downtown Parking Education Project (Split between TID 7 and 9)	\$	10,000
George Street Woonerf Street Design		50,000
Wayfinding Master Plan and Preliminary Signage Design (Split between TID 7 and 9)		25,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
TOTAL	\$	87,000
Lee Square Dumpster Enclosure	\$	70,000
Marquette Square Dumpster Enclosure		60,000
Fox River Trail Nodes		200,000
James Street Streetscape		375,000
Decorative Lighting Replacement (split between TID 7 and 9)		12,500
Traffic Signal Study (split between TID 7 and 9)		10,000
Downtown Pots - Planting (split between TID 7 and 9)		3,000
TOTAL	\$	730,500

Development Driven (may occur if new projects proposed in district):

TID 7 Developer Rebate	\$	200,000
Façade Improvement Program		30,000
Wells Park Plaza Design		75,000
George Street Plaza Design		75,000
Front Street Parking Lot Extension		300,000
TOTAL	\$	680,000

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #7

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES										
260	50000	110	Salaries	\$0	\$ 3,388	\$ 7,342	\$ 9,217	\$ 4,589	\$ 9,217	\$ 12,713	\$ 12,713	37.93%
260	50000	120	Hourly Wages	0	0	0	7,000	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	0	0	0	2,000	0	0	2,000	2,000	0.00%
260	50000	150	FICA	0	272	545	1,241	363	705	1,002	1,002	-19.27%
260	50000	151	Retirement	0	210	460	1,087	262	618	833	833	-23.36%
260	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	953	395	603	603	1,267	1,267	220.76%
			Subtotal	0	4,414	9,301	20,939	5,818	11,143	17,814	17,814	-14.92%
			CONTRACTUAL SERVICES									
260	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
260	50000	215	Consulting	0	180	600	14,575	0	14,575	85,000	85,000	483.19%
260	50000	290	Other Contractual Services	0	0	25,671	0	0	0	153,000	153,000	100.00%
			Subtotal	0	180	26,271	14,575	0	14,575	238,000	238,000	1532.93%
			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	477,094	238,547	477,094	486,368	243,184	486,368	447,782	447,782	-7.93%
260	50000	810	Transfer to TID 8	0	0	201,000	0	0	0	0	0	0.00%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #7

TID DISTRICT #7				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title				Adopted Budget	6 mos Actual	Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
260	50000	583	General Administration	0	0	180	126,000	150	150	22,500	22,500	-82.14%
260	50000	810	Site Development	119,000	0	0	500,000	0	0	1,005,000	1,005,000	101.00%
260	50000	810	Street Administration (Engineering)	0	0	0	0	0	0	0	0	0.00%
260	50000	810	Development Rebate	100,000	0	375,000	230,000	10,290	10,290	230,000	230,000	0.00%
260	50000	810	Street Construction	0	0	0	350,000	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	219,000	0	375,180	1,206,000	10,440	10,440	1,257,500	1,257,500	4.27%
			TOTAL EXPENDITURES	\$ 696,094	\$ 243,141	\$ 1,088,845	\$ 1,727,882	\$ 259,442	\$ 522,526	\$ 1,961,096	\$ 1,961,096	13.50%

Revenues

260	41120		Tax Increments	\$ 81,382	\$ 80,986	\$ 80,986	\$ 19,688	\$ 17,940	19,883	19,883	19,883	0.99%
260	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
260	43430		Tax Exempt Computer Aid	1,200	0	2,488	2,488	0	2,524	2,524	2,524	1.45%
260	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
260	48100		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
260	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
260	48305		Property Sales	0	0	0	0	0	0	0	0	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
260	49100		Debt Proceeds/Premium	219,000	0	0	1,206,000	0	0	1,257,500	1,257,500	4.27%
260	49290		OT In	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 301,582	\$ 80,986	\$ 83,474	\$ 1,228,176	\$ 17,940	\$ 22,407	\$ 1,279,907	\$ 1,279,907	4.21%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 8

Year Created: January 1, 2007

Final Year of Allowable Expenditures: December 31, 2021

Scheduled to Close: December 31, 2026

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.

Purpose: Defined as an Industrial District. The project plan has identified significant business development within this district. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

Financial Status: The fund liability as of December 31, 2017 is \$2,222,922. The increment value is \$13,374,700 and generates \$194,403.

2019 Proposed Projects:

Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)

	\$	2,000
TOTAL	\$	2,000

Development Driven (may occur if new projects proposed in district):

TID 8 Developer Rebates

	\$	300,000
TOTAL	\$	300,000

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #8

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
280	50000	110	Salaries	\$0	\$ 3,388	\$ 7,339	\$ 7,140	\$ 3,786	\$ 7,140	\$ 10,589	\$ 10,589	48.31%
280	50000	120	Hourly Wages	0	0	0	7,000	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	0	0	0	2,000	0	0	2,000	2,000	0.00%
280	50000	150	FICA	0	272	545	1,082	302	546	839	839	-22.43%
280	50000	151	Retirement	0	210	460	947	219	478	694	694	-26.79%
280	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	953	362	595	595	1,234	1,234	240.88%
			Subtotal	0	4,414	9,297	18,531	4,902	8,760	15,356	15,356	-17.14%
			CONTRACTUAL SERVICES									
280	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
280	50000	215	Consulting	0	150	600	14,575	0	14,575	0	0	0.00%
280	50000	290	Other Contractual Services	0	0	479	0	0	0	0	0	0.00%
			Subtotal	0	150	1,079	14,575	0	14,575	0	0	0.00%
			SUPPLIES AND EXPENSE									
280	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
280	50000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
280	50000	592	Transfer To Debt Service	354,011	177,005	354,011	358,368	179,184	358,368	370,095	370,095	3.27%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #8

Account Title			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures											
			CAPITAL OUTLAY								
280	50000	583	General Administration	10,000	0	150	25,000	150	5,000	0	0.00%
280	50000	583	Street Administration (Engineering)	5,000	0	0	0	0	0	0	0.00%
280	50000	810	Development Rebate	50,000	105,000	105,000	300,000	0	300,000	300,000	0.00%
280	50000	810	Street Construction	0	0	0	0	0	0	0	0.00%
280	50000	810	Storm Sewers	0	0	0	0	0	0	0	0.00%
280	50000	810	Sanitary Sewers	0	0	0	0	0	0	0	0.00%
280	50000	810	Water Mains	0	0	0	0	0	0	0	0.00%
280	50000	810	Industrial Land Purchase	0	0	0	0	0	0	0	0.00%
280	50000	810	Transfer To General Fund	0	0	0	0	0	0	0	0.00%
			Subtotal	65,000	105,000	105,150	325,000	150	5,000	300,000	-7.69%
			TOTAL EXPENDITURES	\$ 419,011	\$ 286,569	\$ 469,537	\$ 716,474	\$ 184,236	\$ 386,703	\$ 685,451	\$ 685,451 -4.33%

Revenues

280	41120		Tax Increments	\$ 225,977	\$ 253,857	\$ 253,857	\$ 193,608	\$ 194,403	\$ 194,403	\$ 194,403	\$ 194,403	0.41%
280	41121		Payment in Lieu of Taxes			177,040	0	0	0	0	0	0.00%
280	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	230,000	0	220,659	220,659	0	223,903	223,903	223,903	1.47%
280	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
280	48100		Interest on Investment	0	0	0	0	2,361	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	55,000	0	0	300,000	0	0	300,000	300,000	0.00%
280	49290		Transfer from TID 7	0	0	201,000	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 510,977	\$ 253,857	\$ 852,556	\$ 714,267	\$ 196,764	\$ 418,306	\$ 718,306	\$ 718,306	0.57%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 9

Year Created: January 1, 2012

Final Year of Allowable Expenditures: December 31, 2033

Scheduled to Close: December 31, 2038

Location: Located on the west side of the City in the downtown area.

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

Financial Status: The fund liability as of December 31, 2017 is \$746,717. The increment value is \$1,598,200 and generates \$22,210 increment annually.

2019 Proposed Projects:

Downtown Parking Education Project (Split between TID 7 and 9)	\$	10,000
Downtown West Visioning Plan		25,000
Wayfinding Master Plan and Preliminary Signage Design (Split between TID 7 and 9)		25,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
TOTAL	\$	62,000

Main Avenue Bump Outs	\$	180,000
Decorative Lighting Replacement (split between TID 7 and 9)		12,500
Traffic Signal Study (split between TID 7 and 9)		10,000
Downtown Pots - Planting (split between TID 7 and 9)		3,000
TOTAL	\$	205,500

Development Driven (may occur if new projects proposed in district):

TID 9 Developer Rebates	\$	100,000
Façade Improvement Program		30,000
TOTAL	\$	130,000

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #9

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number		PERSONAL SERVICES										
285	50000	110	Salaries	\$0	\$ 3,388	\$ 7,342	\$ 9,476	\$ 4,698	\$ 9,476	\$ 12,977	\$ 12,977	36.95%
285	50000	120	Hourly Wages	0	0	0	7,000	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	0	0	0	2,000	0	0	2,000	2,000	0.00%
285	50000	150	FICA	0	272	545	1,260	370	725	1,022	1,022	-18.94%
285	50000	151	Retirement	0	210	460	1,104	268	635	850	850	-23.00%
285	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	953	567	660	660	1,442	1,442	154.32%
			Subtotal	0	4,414	9,301	21,407	5,996	11,495	18,291	18,291	-14.56%
			CONTRACTUAL SERVICES									
285	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
285	50000	215	Consulting	0	150	600	14,575	0	14,575	60,000	60,000	311.66%
285	50000	290	Other Contractual Services	0	0	118	0	0	0	3,000	3,000	100.00%
			Subtotal	0	150	718	14,575	0	14,575	63,000	63,000	332.25%
			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	130,360	65,180	130,360	134,655	67,328	134,655	157,452	157,452	16.93%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #9

			Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
285	57120	820	General Administration	0	0	150	131,000	150	31,000	22,500	22,500	-82.82%
285	57311	820	Street Administration (Engineering)	179,000	0	0	0	0	0	0	0	0.00%
285	57315	820	Development Rebate	50,000	0	4,658	130,000	8,673	10,000	130,000	130,000	0.00%
285	57330	820	Street Construction	0	0	0	468,000	0	468,000	180,000	180,000	-61.54%
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	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	229,000	0	4,808	729,000	8,823	509,000	332,500	332,500	-54.39%
			TOTAL EXPENDITURES	\$ 359,360	\$ 69,744	\$ 145,187	\$ 899,637	\$ 82,146	\$ 669,725	\$ 571,243	\$ 571,243	-36.50%

Revenues

285	41120		Tax Increments	\$ 72,173	\$ 73,316	\$ 73,316	\$ 22,030	\$ 22,210	\$ 22,210	\$ 22,210	\$ 22,210	0.82%
285	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
285	43580		State Grants - CDBG/TEAA	0	0	0	0	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	0	0	0	0	0	0	0.00%
285	49120		Tax Exempt Computer Aid	2,800	0	3,123	3,123	0	3,169	3,169	3,169	1.47%
285	49300		Debt Proceeds	229,000	0	0	598,000	0	0	332,500	332,500	-44.40%
			TOTAL REVENUES	\$ 303,973	\$ 73,316	\$ 76,439	\$ 623,153	\$ 22,210	\$ 25,379	\$ 357,879	\$ 357,879	-42.57%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 10

Year Created: January 1, 2012

Final Year of Allowable Expenditures: December 31, 2026

Scheduled to Close: December 31, 2031

Location: Located on the east side of the City for the East Industrial Park.

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

Financial Status: The fund liability as of December 31, 2017 is \$816,833. The increment value is \$9,174,100 and generates over \$206,690 increment annually.

2019 Proposed Projects:

Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)	\$ 2,000
Enterprise Road Reconstruct	<u>1,630,000</u>
TOTAL	\$ <u>1,632,000</u>

Development Driven (may occur if new projects proposed in district):

TID 10 Developer Rebates	\$ 300,000
Enterprise Road Extension	<u>750,000</u>
TOTAL	\$ <u>1,050,000</u>

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #10

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
290	50000	110	Salaries	\$0	\$ 3,388	\$ 7,339	\$ 9,476	\$ 4,697	\$ 9,476	\$ 12,977	\$ 12,977	36.95%
290	50000	120	Hourly Wages	0	0	0	7,000	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	0	0	0	2,000	0	0	2,000	2,000	0.00%
290	50000	150	FICA	0	272	545	1,260	370	725	1,022	1,022	-18.94%
290	50000	151	Retirement	0	210	460	1,104	268	635	850	850	-23.00%
290	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	953	567	659	659	1,442	1,442	154.32%
			Subtotal	0	4,414	9,297	21,407	5,995	11,495	18,291	18,291	-14.56%
			CONTRACTUAL SERVICES									
290	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
290	50000	215	Consulting	0	1,601	600	14,575	0	14,575	0	0	0.00%
290	50000	290	Other Contractual Services	0	0	129	0	0	0	0	0	0.00%
			Subtotal	0	1,601	729	14,575	0	14,575	0	0	0.00%
			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	177,403	88,701	177,403	177,385	88,693	177,385	401,534	401,534	126.36%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #10

TID DISTRICT #10				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
Expenditures												
			CAPITAL OUTLAY									
290	57120	820	General Administration	0	0	3,187	100,000	150	80000	0	0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	15,000	0	15,000	0	0	0.00%
290	57315	820	Development Rebate	50,000	0	26,310	300,000	0	300,000	300,000	300,000	0.00%
290	57330	820	Street Construction	65,000	0	0	2,450,000	0	2,450,000	2,380,000	2,380,000	-2.86%
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	115,000	0	29,497	2,865,000	150	2,845,000	2,680,000	2,680,000	-6.46%
			TOTAL EXPENDITURES	\$ 292,403	\$ 94,716	\$ 216,926	\$ 3,078,367	\$ 94,838	\$ 3,048,455	\$ 3,099,825	\$ 3,099,825	0.70%

Revenues

290	41120		Tax Increments	\$ 125,552	\$ 124,947	\$ 124,947	\$ 205,857	\$ 209,721	\$ 206,690	\$ 206,690	\$ 206,690	0.40%
290	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
290	43580		State Grants - CDBG/TEAA	0	0	0	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	1,900	1,900	0	0	0	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
290	49120		Tax Exempt Computer Aid	3,500	0	2,393	2,393	0	2,428	2,428	2,428	1.46%
290	49300		Debt Proceeds/Premium	115,000	0	0	2,765,000	0	0	2,680,000	2,680,000	-3.07%
			TOTAL REVENUES	\$ 244,052	\$ 126,847	\$ 129,240	\$ 2,973,250	\$ 209,721	\$ 209,118	\$ 2,889,118	\$ 2,889,118	-2.83%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 11

Year Created: January 1, 2015

Final Year of Allowable Expenditures: December 31, 2029

Scheduled to Close: December 31, 2034

Location: Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

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.

Financial Status: The fund liability as of December 31, 2017 is \$1,169,997. The increment value is \$1,855,100 and generates \$11,729 increment annually.

2019 Proposed Projects:

Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)	\$ 2,000
West Business Park Honeysuckle Pond Outfall Upgrade (split between TID 11 and 12)	270,000
Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	16,350
TOTAL	<u>\$ 288,350</u>

Development Driven (may occur if new projects proposed in district):

TID 11 Developer Rebates	\$ 300,000
West Business Park Fortune/Venture Pond Design and Relocation	650,000
American Boulevard Extension (split between TID 11 and 12)	375,000
TOTAL	<u>\$ 1,325,000</u>

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #11

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
291	50000	110	Salaries	\$0	\$ 3,388	\$ 7,342	\$ 10,904	\$ 5,246	\$ 10,904	\$ 14,438	\$ 14,438	32.41%
291	50000	120	Hourly Wages	0	0	0	7,000	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	0	0	0	2,000	0	0	2,000	2,000	0.00%
291	50000	150	FICA	0	272	545	1,370	412	834	1,134	1,134	-17.24%
291	50000	151	Retirement	0	210	460	1,200	297	731	946	946	-21.16%
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	953	505	638	638	1,379	1,379	173.07%
			Subtotal	0	4,414	9,301	22,978	6,593	13,107	19,896	19,896	-13.41%
			CONTRACTUAL SERVICES									
291	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
291	50000	215	Consulting	0	150	600	0	0	0	0	0	0.00%
291	50000	290	Other Contractual Services	0	0	0	0	0	0	16,350	16,350	100.00%
			Subtotal	0	150	600	0	0	0	16,350	16,350	100.00%
			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	0	0	0	0	0	0	101,449	101,449	100.00%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #11

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

			CAPITAL OUTLAY									
291	57120	820	General Administration	0	0	150	80,000	211	80,000	0	0	0.00%
291	57311	820	Street Administration (Engineering)	0	0	0	650,000	0	650,000	0	0	0.00%
291	57315	820	Development Rebate	50,000	0	0	300,000	138,315	300,000	0	0	0.00%
291	57330	820	Site Development	0	0	0	0	0	0	0	0	0.00%
291	57330	820	Street Construction	4,500	13,192	13,192	375,000	0	375,000	375,000	375,000	0.00%
291	57340	820	Storm Sewers	0	0	0	0	0	0	1,220,000	1,220,000	100.00%
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	1,694	0	0	0	0.00%
291	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	54,500	13,192	13,342	1,405,000	140,220	1,405,000	1,595,000	1,595,000	13.52%
			TOTAL EXPENDITURES	\$ 54,500	\$ 17,755	\$ 23,242	\$ 1,427,978	\$ 146,813	\$ 1,418,107	\$ 1,732,695	\$ 1,732,695	21.34%

Revenues

291	41120		Tax Increments	\$0	\$0	\$0	\$ 11,784	\$ 11,729	\$ 11,729	\$ 11,729	\$ 11,729	-0.47%
291	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
291	43580		State Grants - CDBG/TEAA	0	0	0	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	0	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	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
291	49300		Debt Proceeds	0	0	0	1,405,000	0	0	1,595,000	1,595,000	13.52%
			TOTAL REVENUES	\$0	\$0	\$0	\$ 1,416,784	\$ 11,729	\$11,729	\$1,606,729	\$1,606,729	13.41%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 12

Year Created: January 1, 2015

Final Year of Allowable Expenditures: December 31, 2029

Scheduled to Close: December 31, 2034

Location: Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

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.

Financial Status: The fund balance as of December 31, 2017 is \$632,626. The increment value is \$18,600 and generates \$499 increment annually.

2019 Proposed Projects:

Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)	\$ 2,000
West Business Park Honeysuckle Pond Outfall Upgrade (split between TID 11 and 12)	270,000
Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)	16,350
TOTAL	<u>\$ 288,350</u>

Development Driven (may occur if new projects proposed in district):

TID 12 Developer Rebates	\$ 300,000
American Boulevard Extension (split between TID 11 and 12)	375,000
TOTAL	<u>\$ 675,000</u>

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #12

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
292	50000	110	Salaries	\$0	\$ 3,388	\$ 7,339	\$ 8,179	\$ 4,187	\$ 8,179	\$ 11,651	\$ 11,651	42.45%
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	0	0	0	2,000	0	0	2,000	2,000	0.00%
292	50000	150	FICA	0	272	545	626	332	626	920	920	47.09%
292	50000	151	Retirement	0	210	460	548	241	548	763	763	39.26%
292	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	543	953	379	599	599	1,250	1,250	229.82%
			Subtotal	0	4,414	9,297	11,732	5,359	9,952	16,584	16,584	41.36%
			CONTRACTUAL SERVICES									
292	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
292	50000	215	Consulting	0	150	600	0	0	0	0	0	0.00%
292	50000	290	Other Contractual Services	0	0	0	0	0	0	16,350	16,350	100.00%
			Subtotal	0	150	600	0	0	0	16,350	16,350	100.00%
			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	0	0	0	0	0	0	87,590	87,590	100.00%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #12

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

			CAPITAL OUTLAY									
292	57120	820	General Administration	0	0	180	80,000	150	80,000	0	0	0.00%
292	57311	820	Street Administration (Engineering)	0	0	0	120,000	0	120,000	0	0	0.00%
292	57315	820	Development Rebate	50,000	0	0	300,000	0	300,000	300,000	300,000	0.00%
292	57330	820	Site Development	0	0	0	0	0	0	0	0	0.00%
292	57330	820	Street Construction	104,500	0	0	375,000	0	0	375,000	375,000	0.00%
292	57340	820	Storm Sewers	0	0	0	0	0	0	270,000	270,000	100.00%
292	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
292	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
292	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
292	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	154,500	0	180	875,000	150	500,000	945,000	945,000	8.00%
			TOTAL EXPENDITURES	\$ 154,500	\$ 4,564	\$ 10,077	\$ 886,732	\$ 5,509	\$ 509,952	\$ 1,065,524	\$ 1,065,524	20.16%

Revenues

292	41120		Tax Increments	\$0	\$0	\$0	\$ 405	\$ 499	\$ 499	\$ 499	\$ 499	23.24%
292	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
292	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
292	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
292	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
292	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
292	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
292	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
292	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
292	49300		Debt Proceeds	0	0	0	795,000	0	0	945,000	945,000	18.87%
			TOTAL REVENUES	\$0	\$0	\$0	\$ 795,405	\$ 499	\$ 499	\$ 945,499	\$945,499	18.87%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 13

Year Created: January 1, 2017

District Type: Mixed Use

Final Year of Allowable Expenditures: December 31, 2032

Scheduled to Close: December 31, 2037

Location: Located around the Main Avenue and Lawrence Drive intersections, generally

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.

Financial Status: The fund liability as of December 31, 2017 is \$155,463.

2019 Proposed Projects:

Development Driven (may occur if new projects proposed in district):

TID 13 Developer Grants or Future Infrastructure

\$ 100,000

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #13

Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES									
293	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
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	150	FICA	0	0	0	0	0	0	0	0	0.00%
293	50000	151	Retirement	0	0	0	0	0	0	0	0	0.00%
293	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									
293	50000	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
293	50000	215	Consulting	0	0	16,775	0	6,929	6,929	0	0	0.00%
293	50000	290	Other Contractual Services	0	0	1,000	0	0	0	0	0	0.00%
			Subtotal	0	0	17,775	0	6,929	6,929	0	0	0.00%
			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	0	0	0	0	0	170,923	170,923		100.00%

City of De Pere
2019 Capital Projects Fund
Adopted Budget

TID DISTRICT #13

			Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures												
			CAPITAL OUTLAY									
293	57120	820	General Administration	0	0	3	0	423	0	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	0	0	0	100,000	0	100,000	100,000	100,000	0.00%
293	57330	820	Street Construction	0	0	136,555	3,753,500	213,633	3,600,000	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	1,130	0	90,900	0	0	0	0.00%
293	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	137,688	3,853,500	304,955	3,700,000	100,000	100,000	-97.40%
			TOTAL EXPENDITURES	\$0	\$0	\$155,463	\$3,853,500	\$311,884	\$3,706,929	\$270,923	\$270,923	-92.97%

Revenues

293	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
293	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
293	43580		State Grants - CDBG/TEAA	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	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
293	49300		Debt Proceeds	0	0	0	3,853,000	0	0	100,000	100,000	-97.40%
			TOTAL REVENUES	\$0	\$0	\$0	\$3,853,000	\$0	\$0	\$100,000	\$100,000	-97.40%

CAPITAL PROJECTS FUND

TAX INCREMENT DISTRICT # 14

Year Created: January 1, 2018

District Type: Blight

Final Year of Allowable Expenditures: December 31,

Scheduled to Close: December 31,

Location: Located at 428 Superior Street, the former Irwin School.

Purpose: To support the renovation and adaptive reuse of the historic Irwin School into residential units.

Financial Status: There is no fund liability as of December 31, 2017.

2019 Proposed Projects:

Consulting Fees for TID Creation	\$ 8,000
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Development Driven (may occur if new projects proposed in district):

TID 14 Developer Rebates & Site Assembly	\$ 1,500,000
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**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #14

Account Title	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
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Expenditures

Account Number			PERSONAL SERVICES							
294	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
294	50000	120	Hourly Wages	0	0	0	0	0	0	0.00%
294	50000	125	Overtime Wages	0	0	0	0	0	0	0.00%
294	50000	150	FICA	0	0	0	0	0	0	0.00%
294	50000	151	Retirement	0	0	0	0	0	0	0.00%
294	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0.00%
			CONTRACTUAL SERVICES							
294	50000	212	Seminars and Conferences	0	0	0	0	0	0	0.00%
294	50000	215	Consulting		0	0	7,000	0	0	0.00%
294	50000	290	Other Contractual Services	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	7,000	0	0	0.00%
			SUPPLIES AND EXPENSE							
294	50000	330	Mileage Reimbursement	0	0	0	0	0	0	0.00%
294	50000	340	Operating Supplies	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0.00%
294	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0.00%

**City of De Pere
2019 Capital Projects Fund
Adopted Budget**

TID DISTRICT #14

Account Title			2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures									
			CAPITAL OUTLAY						
294	57120	820	General Administration	3	0	0	0	0	0.00%
294	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
294	57315	820	Site Development	0	0	0	410,000	410,000	100.00%
294	57315	820	Development Rebate	0	0	0	1,090,000	1,090,000	100.00%
294	57330	820	Street Construction	0	0	0	0	0	0.00%
294	57340	820	Storm Sewers	0	0	0	0	0	0.00%
294	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
294	57342	820	Water Mains	0	0	0	0	0	0.00%
294	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
294	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			Subtotal	3	0	0	1,500,000	1,500,000	100.00%
			TOTAL EXPENDITURES	\$3	\$0	\$0	\$7,000	\$1,500,000	\$1,500,000 100.00%

Revenues

294	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	0.00%
294	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
294	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
294	48110		Interest on Investment	0	0	0	0	0	0.00%
294	48210		Rent City Land	0	0	0	0	0	0.00%
294	48300		Property Sales	0	0	0	0	0	0.00%
294	49000		Transfer From General Fund	0	0	0	0	0	0.00%
294	49100		Bonds/Notes	0	0	0	0	0	0.00%
294	49120		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
294	49300		Debt Proceeds	0	3,853,000	0	1,500,000	1,500,000	-61.07%
			TOTAL REVENUES	\$0	\$3,853,000	\$0	\$0	\$1,500,000	\$1,500,000 -61.07%

WATER UTILITY

WATER EXPENDITURES & REVENUES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Water	4.00

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.

2019 Performance Measures:

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

2018 Performance Measurement Data: (July 2017 – June 2018):

- 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 the twice 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 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 5) Prepared and distribute 2017 CCR as required.
- 6) Replaced old and undersized water mains where needed.
- 7) Completed installation of remote read water meter system.
- 8) Perform 9th Street tower inspection.
- 9) Perform Enterprise reservoir inspection.

2019 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 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 5) Prepare and distribute 2018 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Perform Merrill Street tower inspection.
- 8) Perform Matthew tower inspection.
- 9) Perform 9th Street reservoir inspection.
- 10) Perform City wide leak detection survey.
- 11) Perform Matthew tower cleaning.
- 12) Replace hydrant flags on all hydrants.

2019 Budget Significant Expenditure Changes:

- 1) Pumping – Maint. Structures & Imp. Increased \$55,000 to reflect costs for: replace scales at CBCWA stations \$15,000; upgrade security system at pump stations \$10,000; building station inspection & inventory \$30,000
- 2) Transmission & Distribution Operations – T&D Line Expenses increased \$23,000 to reflect actual costs.
- 3) Transmission & Distribution Operations – T&D Meters Shared 50% decreased \$20,000 to reflect actual costs due to the meter installations being completed.
- 4) Transmission & Distribution Maintenance – T&D – Reservoirs/Stand Pipes increased \$30,000 to reflect costs for: Merrill Street tower inspection \$5,000; Matthew tower inspection \$5,000; 9th Street reservoir inspection \$5,000; Matthew tower cleaning \$20,000.
- 5) Transmission & Distribution Maintenance – T&D – Maintenance of Mains increased \$30,000 to reflect costs for leak detection survey.
- 6) Transmission & Distribution Maintenance – T&D – Maintenance of Services increased \$25,000 to reflect actual costs due to replacing leaking services.
- 7) Transmission & Distribution Maintenance – T&D – Meter Maintenance – Shared 50% decreased \$20,000 to reflect actual costs due to meter installations being completed.
- 8) Transmission & Distribution Maintenance – T&D – Maintenance of Hydrants increased \$25,000 to reflect costs for replacing hydrant flags on all hydrants.

- 9) Transmission & Distribution Maintenance – T&D – Maintenance Misc Plant increased \$26,250 to reflect costs for water utility share of \$22,500 for MSC roof repairs and \$3,750 for MSC gate replacement.
- 10) Interest Charges – Interest on Long Term Debt increased \$28,985 to reflect actual costs.
- 11) Capital Outlays:
 - a) Miscellaneous Relays \$1,100,000.
 - b) Hydrant Replacements \$30,000.
 - c) Merrill Street Tower Inspection \$5,000.
 - d) Matthew Tower Inspection \$5,000.
 - e) 9th Street reservoir inspection \$5,000.
 - f) Matthew Tower Cleaning \$20,000.
 - g) Leak Detection Survey \$30,000.
 - h) Replace John Deer Riding Mower \$10,000.
 - i) Replace Pickup Truck \$30,000.
 - j) Replace Pickup Truck \$30,000.
 - k) Replace Hydrant Markers \$25,000.
 - l) Replace Scales at CBCWA Stations \$15,000.
 - m) Upgrade Security System at Pump Stations \$10,000.
 - n) Building Station Inspection & Inventory \$30,000.
 - o) Water Utility Share for MSC roof repairs \$22,500.
 - p) Water Utility Share for MSC gate replacement \$3,750.
 - q) Water Utility Share for New Engineering Pickup \$8,750.

2019 Budget Significant Revenue Changes:

- 1) Metered Sales Residential increased \$417,852 to reflect a 31% rate increase over the actual 2018 sales.
- 2) Metered Sales Commercial increased \$239,380 to reflect a 31% rate increase over the actual 2018 sales.
- 3) Metered Sales Industrial increased \$126,621 to reflect a 31% rate increase over the actual 2018 sales.
- 4) Fire Protection Residential increased \$1,468 to reflect a 31% rate increase over the actual 2018 sales.
- 5) Private Fire Protection Commercial increased \$21,309 to reflect a 31% rate increase over the actual 2018 sales.
- 6) Private Fire Protection Industrial increased \$9,452 to reflect a 31% rate increase over the actual 2018 sales.
- 7) Public Fire Protection increased \$281,327 to reflect a 31% rate increase over the actual 2018 sales.
- 8) Other Sales to Public Authorities increased \$95,926 to reflect a 31% rate increase over the actual 2018 sales.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2018

DESCRIPTION OF PROJECT:

Replace 1993 John Deere Riding Lawn Mower

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 10,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

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 pickup truck will be rated at 29 in 2018 qualifies for consideration for immediate consideration for replacement.

Repairs need to be made to replace mowing deck and hood. Due to the age of the mower repair parts are unavailable.

The MSC fleet team recommends replacing the riding lawn mower.

PROJECT RANKINGS_1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2018

DESCRIPTION OF PROJECT:

Replace 2008 Pickup Truck #26

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

PROJECTED COST: \$ 30,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

Water Utility = \$30,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The 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 pickup truck will be rated at 26 in 2018 qualifies for consideration for replacement. The truck is used all year round.

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

1) Box and floor boards rusted out = \$6,441.81

The MSC fleet team recommends replacing the existing truck.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2019 - 2025**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2018

DESCRIPTION OF PROJECT:

Replace 2007 Pickup Truck #27

NEW: or REPLACEMENT: X

PROJECTED COST: \$ 30,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

Water Utility = \$30,000

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The 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 pickup truck will be rated at 28 in 2018 qualifies for needing immediate consideration for replacement. The truck is used all year round.

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

1) Box and floor boards rusted out = \$4,749.88

The MSC fleet team recommends replacing the existing truck.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

**City of De Pere
2019 Water Fund Budget
Adopted Budget**

			Account Title	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Expenditures												
Account Number			WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	\$ 30,000	\$ 686	\$ 24,926	\$ 30,000	\$ 0	\$ 30,000	\$ 30,000	\$ 30,000	0.00%
			Subtotal	30,000	686	24,926	30,000	0	30,000	30,000	30,000	0.00%
			PUMPING									
601	66230	220	Pumping--Fuel or Power	18,000	5,666	14,497	18,000	6,194	18,000	18,000	18,000	0.00%
601	66240	120	Pumping--Labor and Expense	25,000	11,205	24,776	25,000	14,547	25,000	25,000	25,000	0.00%
601	66260	340	Pumping--Miscellaneous	6,000	1,392	2,515	6,000	1,848	6,000	6,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	40,000	5,283	8,603	40,000	1,501	40,000	95,000	95,000	137.50%
601	66330	340	Pumping--Maintenance of Equipment	40,000	34,861	57,726	40,000	6,262	40,000	40,000	40,000	0.00%
			Subtotal	129,000	58,407	108,117	129,000	30,352	129,000	184,000	184,000	42.64%
			WATER TREATMENT									
601	66410	000	Treatment--Chemicals	34,000	17,560	40,581	35,000	10,874	36,000	36,000	36,000	2.86%
601	66520	340	Treatment--Maintain Equipment	2,000	173	573	2,000	690	2,000	2,000	2,000	0.00%
			Subtotal	36,000	17,733	41,154	37,000	11,564	38,000	38,000	38,000	2.70%
			TRANSMISSION & DISTRIBUTION OPERATIONS									
601	66600	340	T & D Ops Supervision/Engineer	90,000	11,979	0	30,000	1,643	30,000	30,000	30,000	0.00%
601	66620	340	T & D --Line Expense	70,000	19,667	47,664	42,000	34,776	65,000	65,000	65,000	54.76%
601	66630	340	T & D -- Meters Shared 50%	70,000	34,097	63,771	60,000	43,538	60,000	40,000	40,000	-33.33%
			Subtotal	230,000	65,743	111,435	132,000	79,957	155,000	135,000	135,000	2.27%
			TRANSMISSION & DISTRIBUTION MAINTENANCE									
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	54,000	37,620	42,520	54,000	4,227	54,000	84,000	84,000	55.56%
601	66730	340	T & D Maintenance of Mains	215,000	76,344	170,494	215,000	94,197	215,000	245,000	245,000	13.95%
601	66750	340	T & D Maintenace of Services	60,000	38,081	99,473	60,000	20,041	65,000	85,000	85,000	41.67%
601	66760	340	T & D Meter Maintenance--Shared 50%	60,000	31,100	35,386	60,000	17,325	50,000	40,000	40,000	-33.33%
601	66770	340	T & D Maintenance of Hydrants	55,000	4,707	14,196	55,000	14,260	55,000	80,000	80,000	45.45%
601	66780	340	T & D Maintenance Misc Plant	6,000	1,943	2,939	6,000	173	6,000	6,000	32,250	437.50%
			Subtotal	450,000	189,795	365,008	450,000	150,223	445,000	540,000	566,250	25.83%

**City of De Pere
2019 Water Fund Budget
Adopted Budget**

Expenditures				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Number CUSTOMER ACCOUNTS												
601	69020	120	Meter Reading-Shared 50%	23,000	17,140	51,345	52,500	34,177	52,500	52,500	52,500	0.00%
601	69030	340	Records- Collections--Shared 50%	160,000	83,083	174,836	170,000	124,886	175,000	175,000	175,000	2.94%
			Subtotal	183,000	100,223	226,181	222,500	159,063	227,500	227,500	227,500	2.25%
			ADMINISTRATIVE & GENERAL OPERATIONS									
601	69200	120	Admin and General Salaries	85,000	39,195	88,674	220,210	85,366	200,000	220,000	220,000	-0.10%
601	69210	340	Office Supplies and Expense	39,000	19,873	47,481	40,000	21,712	41,500	41,500	41,500	3.75%
601	69230	290	Outside Services	3,700,000	1,958,432	3,777,433	3,914,000	1,876,211	3,914,000	3,914,000	3,914,000	0.00%
601	69240	000	Property Insurance	12,286	6,326	4,655	12,652	2,436	12,652	12,652	12,652	0.00%
601	69250	000	Injuries and Damages--WC and Liability Insurance	20,000	10,047	12,653	20,094	6,516	20,094	20,094	20,094	0.00%
601	69260	151	Employee Pension & Benefits	150,000	83,583	185,652	200,000	76,427	190,000	200,000	200,000	0.00%
601	69280	000	Regulatory Commission Expense	6,000	0	0	6,149	0	6,149	6,149	6,149	0.00%
			Subtotal	4,012,286	2,117,456	4,116,548	4,413,105	2,068,668	4,384,395	4,414,395	4,414,395	0.03%
			ADMINISTRATIVE & GENERAL MAINTENANCE									
601	69270	000	Admin. & General Rents	13,000	7,094	9,532	14,188	4,871	14,188	14,188	14,188	0.00%
			Subtotal	13,000	7,094	9,532	14,188	4,871	14,188	14,188	14,188	0.00%
			UTILITY OPERATING INCOME									
601	66030	320	Depreciation Expense	520,000	260,000	570,584	520,000	260,000	540,000	540,000	540,000	3.85%
601	66080	250	Taxes	491,000	262,170	488,826	530,000	269,248	530,000	530,000	530,000	0.00%
			Subtotal	1,011,000	522,170	1,059,410	1,050,000	529,248	1,070,000	1,070,000	1,070,000	1.90%
			Total Operating Expenditures	6,094,286	3,079,307	6,062,311	6,477,793	3,033,946	6,493,083	6,653,083	6,679,333	3.11%
			INTEREST CHARGES									
601	66040	427	Interest on Long Term Debt	77,724	33,320	78,242	68,515	27,336	68,515	97,500	97,500	42.30%
			Subtotal	77,724	33,320	78,242	68,515	27,336	68,515	97,500	97,500	42.30%
			TOTAL EXPENDITURES	\$ 6,172,010	\$ 3,112,627	\$ 6,140,553	\$ 6,546,308	\$ 3,061,282	\$ 6,561,598	\$ 6,750,583	\$ 6,776,833	3.52%

**City of De Pere
2019 Water Fund Budget
Adopted Budget**

Water Revenues				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title												
Account Number		SALES OF WATER										
601	46410		Metered Sales Residential	\$ 2,777,881	\$ 1,364,696	\$ 2,776,404	\$ 2,975,037	\$ 1,294,996	\$ 2,589,992	\$ 3,392,890	\$ 3,392,890	14.05%
601	46420		Metered Sales Commercial	934,636	481,576	959,557	1,049,836	492,067	984,134	1,289,216	\$ 1,289,216	22.80%
601	46430		Metered Sales Industrial	539,077	233,280	499,819	508,550	242,432	484,864	635,172	\$ 635,172	24.90%
601	46440		Fire Protection Residential	4,722	2,172	9,014	4,735	0	4,735	6,203	\$ 6,203	31.00%
601	46450		Private Fire Protection Commercial	85,659	39,397	83,095	85,885	40,914	81,828	107,195	\$ 107,195	24.81%
601	46460		Private Fire Protection Industrial	46,706	21,482	42,964	46,831	21,482	42,964	56,283	\$ 56,283	20.18%
601	46470		Public Fire Protection	1,292,938	631,430	1,264,176	1,376,517	632,765	1,265,530	1,657,844	\$ 1,657,844	20.44%
601	46480		Other Sales to Public Authorities	190,351	70,204	179,627	153,045	95,027	190,054	248,971	\$ 248,971	62.68%
601	48100		Interest Income	0	0	657	0	545	545	545	545	100.00%
601	48914		Misc Non Operating Revenue	242,050	95,192	225,871	230,000	106,921	230,000	230,000	230,000	0.00%
			Subtotal	6,114,020	2,939,429	6,041,184	6,430,437	2,927,149	5,874,646	7,624,317	7,624,317	18.57%
			OTHER OPERATING REVENUES									
601	48911		Forfeited Discounts	65,000	10,467	44,840	65,000	10,124	65,000	65,000	65,000	0.00%
601	48912		Miscellaneous Service Revenue	1,500	1,501	2,266	1,500	4,051	4,051	1,500	1,500	0.00%
601	48913		Other Water Revenue	50,000	25,225	60,343	50,000	250	50,000	50,000	50,000	0.00%
			Subtotal	116,500	37,193	107,449	116,500	14,425	119,051	116,500	116,500	0.00%
			TOTAL REVENUES	\$ 6,230,520	\$ 2,976,622	\$ 6,148,633	\$ 6,546,937	\$ 2,941,574	\$ 5,993,697	\$ 7,740,817	\$ 7,740,817	18.24%

City of De Pere
2019 Water Fund Budget
Adopted Budget

Water Utility 2019 Capital Projects & Equipment		Account
Miscellaneous Relays	\$ 1,100,000	601-19060
Hydrant Replacements	30,000	601-19360
Merrill Street Tower Inspection	5,000	601-66720-215
Matthew Tower Inspection	5,000	601-66720-215
9th Street Reservoir Inspection	5,000	601-66720-215
Matthew Tower Cleaning	25,000	601-66720-215
Leak Detection Survey	30,000	601-66730-215
Replace John Deere Mower	10,000	601-19500
Replace Pickup Truck	30,000	601-19500
Replace Pickup Truck	30,000	601-19500
Replace Hydrant Markers	25,000	601-66770-340
Replace Scales st CBCWA Stations	15,000	601-66310-215
Upgrade Security System at Pump Stations	10,000	601-66310-215
Building Station Inspection & Inventory	30,000	601-66310-215
Water Utility Share for MSC Roof Repairs	22,500	601-66780-340
Water Utility Share for MSC Gate Replacement	3,750	601-66780-340
Water Utility Share for New Engineering Pickup	8,750	601-19500
Total Capital	\$ 1,385,000	

Source of Debt	Balance 12/31/2018	2019 Principal	Balance 12/31/2019
2007 Series--Original issue amount	\$ 1,075,000	\$ 345,000	\$ 730,000
New Borrowing - Meters: 2016 Series A	\$ 815,000	97,500	\$ 717,500
Total	\$ 1,890,000	\$ 442,500	\$ 1,447,500

2019 Cash Flow Analysis	
Estimated Cash Balance - 1/1/19	\$ (1,116,277)
Estimated Expenditures	(6,776,833)
Depreciation	540,000
Capital Outlays	(1,208,750)
Estimated Revenues	7,740,817
Debt Principal Repayments	(442,500)
Estimated Cash Balance/(Deficit) - 12/31/19	\$ (1,263,543) *

*Note that an estimated \$1,200,000 in receivables is collected in the first month of 2020 to replenish this deficit.

STORM WATER UTILITY

Storm Water Utility

Program Mission:

To maintain and repair the storm water drainage system for the City of De Pere.

2019 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 2020 budget.

2019 Budget Significant Expenditure Changes:

Residential revenue increased by \$100,315 due to increase of storm water utility fee from \$87 to \$92 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) *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.

2019 Performance Measures:

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

2018 Performance Measurement Data (July 2017 – June 2018):

- 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) Continue coordination with DOT with Main Avenue and North Broadway projects.
- 3) Continued to work with Brown County Highway Department with construction projects.
- 4) Continued working with other communities on the purchasing of automated water meter reading systems for the water department.
- 5) Continue working with other communities to joint bid projects.
- 6) Worked with various wireless companies pertaining to installation on City water towers.
- 7) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 8) Major revisions to solid waste ordinance.
- 9) Contracted out dumpster services for Nicolet Square.

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) 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.
- 3) 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 2019 Storm Water Utility - Public Works Administration program cost is \$176,523. 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 total cost for this program including the cost share with the above-mentioned utilities is \$514,155. 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.

2019 Program Objectives:

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to work with CBCWA providing a Lake Michigan water source.
- 3) Investigate opportunities to improve the services we provide and keep expenditures to a minimum.
- 4) Continue to look at ways to bid projects with other communities to save money.
- 5) Continue to evaluate after hours emergency response policy.

2019 Budget Significant Expenditure Changes:

- 1) Overtime Wages increased \$550 to reflect actual costs due to the need to work extra hours to complete project deadlines.
- 2) Training is funding to provide for all-department trainings.
- 3) Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 4) Consulting is for copier lease and GIS (ESRI) software maintenance.
- 5) Memberships/Subscriptions increased \$181 to reflect actual costs. 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.
- 6) Transportation increased \$72 to reflect actual costs.
- 7) Capital Equipment includes \$4,124 for storm water utility share for purchase of new drone.

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures			2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title											
PUBLIC WORKS ADMINISTRATION											
Account Number PERSONAL SERVICES											
650	53000	110	Salaries	\$ 37,659	\$ 34,092	\$ 48,636	\$ 90,000	\$ 41,024	\$ 90,000	\$ 90,000	0.00%
650	53000	120	Hourly Wages	15,000	7,124	15,468	21,875	8,654	21,875	19,708	0.00%
650	53000	125	Overtime Wages	200	4	7	250	0	800	800	220.00%
650	53000	126	Seasonal Labor	0	980	981	4,167	0	4,167	4,167	0.00%
650	53000	150	FICA	4,044	3,295	3,466	8,578	3,742	8,620	8,454	0.49%
650	53000	151	Retirement	3,594	2,534	3,457	7,512	2,967	7,549	7,238	-1.76%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,360	6,589	13,711	19,148	9,413	19,148	18,865	-1.44%
650	53000	190	Training	1,250	0	0	1,250	0	1,250	1,250	0.00%
			Subtotal	76,107	54,618	85,725	152,780	65,800	153,409	150,482	0.12%
			CONTRACTUAL SERVICES								
650	53000	210	Telephone	600	300	0	766	0	766	766	0.00%
650	53000	211	Postage	1,250	775	1,621	1,563	474	1,563	1,563	0.00%
650	53000	212	Seminars and Conferences	1,300	320	630	1,625	282	1,625	1,625	0.00%
650	53000	215	Consulting	400	5,532	6,466	10,196	7,821	10,196	10,196	0.00%
650	53000	218	Cell/Radio	1,000	462	945	1,625	332	1,625	1,625	0.00%
			Subtotal	4,550	7,389	9,663	15,775	8,910	15,775	15,775	0.00%
			SUPPLIES AND EXPENSE								
650	53000	310	Office Supplies	2,000	729	1,289	2,500	178	2,500	2,500	0.00%
650	53000	320	Memberships/Subscriptions	175	140	194	219	205	400	400	82.65%
650	53000	331	Transportation	500	149	289	500	143	572	572	14.40%
650	53000	340	Operating Supplies	0	0	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	150	0	96	188	0	188	188	0.00%
			Subtotal	2,825	1,018	1,868	3,407	526	3,660	3,660	7.43%
			CAPITAL OUTLAY								
650	53000	810	Capital Equipment	0	0	0	0	0	4,124	4,124	100.00%
			Subtotal	0	0	0	0	0	4,124	4,124	100.00%
			TOTAL	\$ 83,482	\$ 63,025	\$ 97,256	\$ 171,962	\$ 75,235	\$ 172,844	\$ 174,041	2.65%

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 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 during 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.

2019 Performance Measures:

- 1) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.
- 2) Develop a crossing guard policy for analyzing existing crossing guard locations as well as requests for new locations.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Develop the City's long term storm water management plan to meet the WDNR requirements.
 - a. Result: Work has begun on the long term storm water management plan. Staff has been identifying areas for potential facilities around the City. We anticipate being approximately 90% complete by the end of the year. The result of this will be to develop a long term capital improvement plan to meet the Wisconsin Department of Natural Resources' MS4 permit requirements.

- 2) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.
 - a. Result: This goal will not be met. We had more construction than anticipated in 2018 along with new design projects for 2019.

Significant Program Achievements:

- 1) Completed 2018 public works improvements program which included:
 - a. Relayed approximately 9,900 lineal feet of water main in preparation for street resurfacing and reconstruction.
 - b. Constructed 3400 lineal feet of water main on Rockland Road to provide a looped system of two large single served water main systems.
 - c. Reconstructed Charles Street from Wisconsin Street to Webster Avenue.
 - d. Reconstructed the Main and Lawrence intersection to a roundabout.
 - e. Reconstructed Enterprise Drive from Heritage Road to Prosper Street.
 - f. Constructed/reconstructed/lined 11,840 lineal feet of sanitary sewer.
 - g. Constructed a new subdivision off of Bridgeport Lane.
 - h. Provided new water main to condominiums off of Broadway Street
- 2) Designed and bid a new subdivision off of Ryan Road.
- 3) Began design of the Lawrence Drive sidewalk from Scheuring Road to Main Avenue for 2019 construction.
- 4) Reviewed all public and private storm water management facilities.

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 2019 Storm Water Utility - Engineering Program cost is \$214,570. 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 total cost for this program including the cost share with the above-mentioned utilities is \$858,280. 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.

2019 Program Objectives:

- 1) Construct the Lawrence Drive sidewalk from Scheuring Road to Main Avenue.
- 2) 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.
- 3) Continue to update engineering CADD standards and construction plans.
- 4) Monitor public and private storm water management facilities.
- 5) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.
- 6) Create a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system.

2019 Budget Significant Expenditure Changes:

- 1) Salaries increased \$3,021 to reflect actual costs due to wage increases.
- 2) Hourly wages increased \$3,875 to reflect actual costs due to wage increases.
- 3) Overtime Wages increased \$4,375 to reflect actual costs due to completing design and construction projects.
- 4) FICA increased \$859 to reflect actual costs due to increase salaries and overtime wages.
- 5) Retirement increased \$549 to reflect actual costs due to increase salaries and overtime wages.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$7,071 to reflect actual costs for non-participation in health insurance for new engineering technician.
- 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 increased \$687 to reflect actual costs. Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSC fees, Phosphorous study, outside consultant services that are not able to be performed by City staff and lease payments for color printer.
- 10) Cell/Radio increased \$181 to reflect actual costs.
- 11) Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 12) Capital Equipment includes the storm water utility share of \$10,000 for: replacing one (1) existing computer workstation (\$500), purchase of a surface pro (\$750), purchase of pickup truck for new engineering technician (\$8,750).

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title												
ENGINEERING STORMWATER UTILITY												
Account Number PERSONAL SERVICES												
650	53110	110	Salaries	\$ 33,580	\$ 16,433	\$ 34,667	\$ 43,763	\$ 20,003	\$ 43,763	\$ 46,004	\$ 46,748	6.82%
650	53110	120	Hourly Wages	47,903	20,196	46,477	74,802	34,021	74,802	77,917	78,677	5.18%
650	53110	125	Overtime Wages	4,875	2,509	5,267	5,625	3,914	10,000	10,000	10,000	77.78%
650	53110	126	Seasonal Labor	4,300	1,784	5,286	4,375	1,120	4,375	4,375	4,375	0.00%
650	53110	150	FICA	6,669	3,081	6,380	9,564	4,575	9,899	10,308	10,423	8.99%
650	53110	151	Retirement	5,872	2,353	5,841	8,321	3,406	5,305	8,772	8,870	6.61%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,670	8,923	15,871	34,191	9,396	34,191	27,050	27,120	-20.68%
650	53110	190	Training	3,000	(82)	1,910	3,125	903	3,125	3,125	3,125	0.00%
			Subtotal	130,869	55,197	121,699	183,766	77,338	185,460	187,551	189,339	3.03%
			CONTRACTUAL SERVICES									
650	53110	210	Telephone	770	375	750	970	475	970	970	970	0.00%
650	53110	212	Seminars and Conferences	909	16	128	1,000	138	1,000	1,000	1,000	0.00%
650	53110	215	Consulting	4,250	208	3,380	5,313	3,806	6,000	6,000	6,000	12.93%
650	53110	218	Cell/Radio	1,250	459	861	1,579	320	1,760	1,760	1,760	11.46%
			Subtotal	7,179	1,058	5,120	8,862	4,739	9,730	9,730	9,730	9.79%
			SUPPLIES AND EXPENSE									
650	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	250	46	154	313	0	313	313	313	0.00%
650	53110	331	Transportation	1,600	352	789	1,875	301	1,875	1,875	1,875	0.00%
650	53110	340	Operating Supplies	2,250	197	969	2,813	710	2,813	2,813	2,813	0.00%
650	53110	350	Repair and Maintenance Supplies	400	600	602	500	4	500	500	500	0.00%
			Subtotal	4,500	1,195	2,514	5,501	1,015	5,501	5,501	5,501	0.00%
			CAPITAL OUTLAY									
650	53110	810	Capital Equipment	2,000	1,475	2,224	3,000	2,497	3,000	10,000	10,000	233.33%
			Subtotal	2,000	1,475	2,224	3,000	2,497	3,000	10,000	10,000	233.33%
			TOTAL	\$ 144,548	\$ 58,925	\$ 131,557	\$ 201,129	\$ 85,588	\$ 203,691	\$ 212,782	\$ 214,570	6.68%

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.

2019 Performance Measures:

- 1) Reduce electric cost by 1% through power management and LED lighting replacements.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Reduce utility cost by 1% through power management and LED lighting replacements.
 - a. Result: Our analysis of comparable data showed an increase of gas/electric expenses. Further analysis would need to be conducted to determine if LED lighting was effective or not.

Significant Program Achievements:

- 1) Installed LED lighting in the mechanics bay.
- 2) Conducted annual preventative maintenance for HVAC in spring and fall.

Existing Program Standards Including Importance to Community:

- 1) Fuel pumps operation 24 hours a day, 7 days a week.
 - a. 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. 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. 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 2018 Storm Water Utility - Municipal Service Center program cost is \$46,543. 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 total cost for this program including the cost share with the above-mentioned utilities is \$310,292. 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$1,117 to reflect actual costs
- 2) FICA increased \$85 to reflect actual costs due to increase in hourly wages.
- 3) Retirement increased \$71 to reflect actual costs due to increase in hourly wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$995 to reflect actual costs.
- 5) Training includes various training for building maintenance staff.
- 6) Consulting increased \$2,265 to reflect actual costs. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, emergency management, building maintenance scheduling software, and perform backup generator study.
- 7) Capital Outlay includes the storm water utility fund share of \$26,250 for: installation of sliding gate for rubbish drop off site (\$3,750) and MSC roof repairs (\$22,500).

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
Account Title				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
MUNICIPAL SERVICE CENTER												
Account Number		PERSONAL SERVICES										
650	53230	120	Hourly Wages	\$ 849	\$ 733	\$ 733	\$ 1,610	\$0	\$ 2,727	\$ 2,727	\$ 2,727	69.38%
650	53230	125	Overtime Wages	23	14	14	39	0	39	39	39	0.00%
650	53230	126	Seasonal Labor	400	4	4	751	0	751	751	751	0.00%
650	53230	150	FICA	73	57	57	137	0	222	222	222	62.36%
650	53230	151	Retirement	59	51	51	110	0	185	181	181	63.98%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	230	317	317	594	0	1,589	1,589	1,589	167.51%
650	53230	190	Training	40	0	0	75	0	75	75	75	0.00%
			Subtotal	1,674	1,176	1,176	3,316	0	5,589	5,585	5,585	68.44%
			CONTRACTUAL SERVICES									
650	53230	210	Telephone	19	10	10	36	0	35	35	35	-2.78%
650	53230	211	Postage	0	0	0	0	0	0	0	0	0.00%
650	53230	215	Consulting	920	0	185	1,485	0	1,485	3,750	3,750	152.53%
650	53230	217	Cleaning Service Contract	1,004	444	1083	2,100	844	2,100	2,100	2,100	0.00%
650	53230	220	Utilities	4,240	0	0	6,000	0	6,273	6,273	6,273	4.55%
			Subtotal	6,183	454	1,278	9,621	844	9,893	12,158	12,158	26.37%
			SUPPLIES AND EXPENSE									
650	53230	314	Cleaning and Maintenance	904	276	1006	1,725	499	1,725	1,725	1,725	0.00%
650	53230	340	Operating Supplies	332	647	975	825	1,133	1,133	825	825	0.00%
			Subtotal	1,236	923	1,981	2,550	1,632	2,858	2,550	2,550	0.00%
			CAPITAL OUTLAY									
650	53230	810	Capital Equipment	1,280	0	0	30,225	0	26,250	26,250	26,250	-13.15%
			Subtotal	1,280	0	0	30,225	0	26,250	26,250	26,250	-13.15%
			TOTAL	\$ 10,373	\$ 2,553	\$ 4,435	\$ 45,712	\$ 2,475	\$ 44,590	\$ 46,543	\$ 46,543	1.82%

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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 accomplished 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 176 pieces of equipment for the street, water, park, engineering, 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 2019 Fleet Maintenance cost is \$281,135. 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 total cost for this program including the cost share with the above-mentioned utilities is \$562,271. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Salary increased \$18,540 to reflect the new maintenance supervisor position.
- 2) Health, Dental, DIB, Life & Wks Cmp decreased \$3,781 to reflect actual costs.
- 3) Training is for staff on fleet maintenance equipment.
- 4) Consulting decreased \$1,327 to reflect actual costs due to having additional mechanic. Consulting includes tasks unable to perform in our mechanics shop.
- 5) Repair and Maintenance Supplies increased \$9,183 to reflect actual costs due to higher maintenance with trying to keep equipment longer.
- 6) Capital Equipment includes the storm water utility fund share of \$10,420 which is for: portable welder (\$3,250), large shop fan (\$5,000), traffic advisor arrow light (\$400), small portable air compressor (\$50), and miscellaneous tools (\$1,720).

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

			Expenditures	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
			Account Title									
FLEET MAINTENANCE												
Account Number PERSONAL SERVICES												
650	53240	110	Salaries	\$0	\$0	\$ 40,000	\$0	\$ 3,262	\$ 18,000	\$ 18,540	\$ 18,540	100.00%
650	53240	120	Hourly Wages	79,622	21,252	46,293	102,500	24,517	87,500	87,500	97,500	-14.63%
650	53240	125	Overtime Wages	2,082	40	445	1,021	57	1,020	1,020	1,020	-0.10%
650	53240	126	Seasonal Labor	5,100	773	805	0	144	144	0	0	0.00%
650	53240	150	FICA	6,324	1,601	6,286	7,919	2,071	8,151	8,190	8,955	3.42%
650	53240	151	Retirement	5,556	1,440	5,599	6,936	1,692	7,137	7,012	7,667	1.10%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	43,725	10,706	25,609	58,781	11,623	55,000	55,000	55,000	-6.43%
650	53240	190	Training	520	0	0	510	0	500	500	500	-1.96%
			Subtotal	142,929	35,812	125,038	177,667	43,367	177,452	177,763	189,182	0.05%
			CONTRACTUAL SERVICES									
650	53240	210	Telephone	104	52	52	102	0	103	103	103	0.98%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
650	53240	215	Consulting	20,816	13,424	18,289	16,327	3,727	15,000	15,000	15,000	-8.13%
650	53240	218	Cell/Radio	260	0	0	255	0	255	255	255	0.00%
			Subtotal	21,180	13,476	18,341	16,684	3,727	15,358	15,358	15,358	-7.95%
			SUPPLIES AND EXPENSE									
650	53240	331	Transportation	1,041	0	0	1,021	0	1,020	1,020	1,020	-0.10%
650	53240	340	Operating Supplies	7,286	6,761	11,907	12,096	5,996	12,095	12,095	12,095	-0.01%
650	53240	350	Repair and Maintenance Supplies	37,469	20,143	38,580	40,817	26,811	52,000	50,000	50,000	22.50%
650	53240	351	Safety Equipment and Uniforms	3,122	0	1,837	3,061	583	3060	3,060	3,060	-0.03%
			Subtotal	48,918	26,904	52,324	56,995	33,390	67,155	66,175	66,175	16.11%
			CAPITAL OUTLAY									
650	53240	810	Capital Equipment	28,050	20,935	22,778	9,309	5,189	9,309	10,420	10,420	11.93%
			Subtotal	28,050	20,935	22,778	9,309	5,189	9,309	10,420	10,420	11.93%
			TOTAL	\$ 241,077	\$ 97,127	\$ 218,480	\$ 260,655	\$ 85,673	\$ 269,274	\$ 269,716	\$ 281,135	3.48%

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.

2019 Performance Measures:

- 1) Increase employee training 5% on sweeper operations.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase employee training 5% on sweeper operations.
 - a. Result: This was not met due to staffing limitations.

Significant Program Achievements:

- 2) 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 2019 Storm Water Utility - Street Cleaning program cost is \$129,648. 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.

2019 Program Objectives:

- 1) Train additional employees on sweeping operations.
- 2) Continue to utilize two sweepers to help meet the DNR's storm water requirements.

2019 Budget Significant Expenditure Changes:

- 1) Utilities decreased \$100 to reflect actual costs.
- 2) Repair and Maintenance Supplies decreased \$2,000 to reflect actual costs.
- 3) No Capital Equipment requested.

City of De Pere
2019 Stormwater Utility
Adopted Budget

Expenditures				2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title												
STREET CLEANING												
Account Number GENERAL ADMINISTRATION												
650	53300	120	Hourly Wages	\$ 72,000	\$ 22,986	\$ 52,131	\$ 72,000	\$ 19,804	\$ 72,000	\$ 72,000	\$ 72,000	0.00%
650	53300	125	Overtime Wages	400	0	79	400	0	400	400	400	0.00%
650	53300	126	Seasonal Labor	1,600	0	58	1,600	1,484	1,600	1,600	1,600	0.00%
650	53300	150	FICA	5,562	1,767	3,693	5,562	1,538	5,562	5,562	5,562	0.00%
650	53300	151	Retirement	4,923	1,331	3,542	4,851	1,136	4,851	4,742	4,742	-2.24%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	29,744	9,660	22,235	29,744	9,982	29,744	29,744	29,744	0.00%
650	53300	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	114,229	35,744	81,737	114,157	33,943	114,157	114,048	114,048	-0.10%
			CONTRACTUAL SERVICES									
650	53300	220	Utilities	500	0	12	500	22	400	400	400	-20.00%
			Subtotal	500	0	12	500	22	400	400	400	-20.00%
			SUPPLIES AND EXPENSE									
650	53300	331	Transportation	7,200	2,616	7,125	7,200	1,537	7,200	7,200	7,200	0.00%
650	53300	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53300	350	Repair and Maintenance Supplies	10,000	1,099	2,493	10,000	305	8,000	8,000	8,000	-20.00%
			Subtotal	17,200	3,715	9,618	17,200	1,843	15,200	15,200	15,200	-11.63%
			CAPITAL OUTLAY									
650	53300	810	Capital Equipment	0	0	0	341,000	0	0	0	0	0.00%
			Subtotal	0	0	0	341,000	0	0	0	0	0.00%
			TOTAL	\$ 131,929	\$ 39,459	\$ 91,367	\$ 472,857	\$ 35,807	\$ 129,757	\$ 129,648	\$ 129,648	-72.58%

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.

2019 Performance Measures:

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.

2018 Performance Measurement Date (July 2017 – June 2018):

- 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 hauled to farmers increased 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 2019 Storm Water Utility - Leaf Collection program cost is \$92,405. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2019 Program Objectives:

- 1) Continue to improve efficiencies with leaf collection operations.

2019 Budget Significant Expenditure Changes:

- 1) Consulting decreased \$2,000 to reflect actual costs. Consulting used to fund disposal of leaves.
- 2) Transportation decreased \$1,000 to reflect actual costs due to improvement of operational efficiencies.
- 3) Repair and Maintenance Supplies decreased \$2,000 to reflect actual costs.
- 4) No Capital Equipment requested.

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures			2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title			Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
			Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
LEAF COLLECTION											
Account Number PERSONAL SERVICES											
650	53320	120	Hourly Wages	\$ 35,000	\$ 3,398	\$ 30,387	\$ 32,000	\$ 4,025	\$ 32,000	\$ 32,000	0.00%
650	53320	125	Overtime Wages	200	0	0	200	83	200	200	0.00%
650	53320	126	Seasonal Labor	10,000	10	10	10,000	0	10,000	10,000	0.00%
650	53320	150	FICA	2,838	244	2,100	2,608	304	2,608	2,608	0.00%
650	53320	151	Retirement	2,394	231	1,989	2,157	226	2,157	2,109	-2.24%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,488	2,414	10,275	13,488	3,099	13,488	13,488	0.00%
650	53320	190	Training	0	0	0	0	0	0	0	0.00%
			Subtotal	63,919	6,297	44,761	60,454	7,737	60,454	60,405	-0.08%
			CONTRACTUAL SERVICES								
650	53320	215	Consulting	12,000	0	1,099	12,000	0	10,000	10,000	-16.67%
650	53320	218	Cell/Radio	0	0	0	0	0	0	0	0.00%
650	53320	219	Data	0	0	0	0	0	0	0	0.00%
			Subtotal	12,000	0	1,099	12,000	0	10,000	10,000	-16.67%
			SUPPLIES AND EXPENSE								
650	53320	331	Transportation	25,000	1,563	10,564	15,000	1,680	14,000	14,000	-6.67%
650	53320	340	Operating Supplies	0	0	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	0	0	0	10,000	0	8,000	8,000	-20.00%
			Subtotal	25,000	1,563	10,564	25,000	1,680	22,000	22,000	-12.00%
			CAPITAL OUTLAY								
650	53320	810	Capital Equipment	0	0	8,509	0	0	0	0	0.00%
			Subtotal	0	0	8,509	0	0	0	0	0.00%
			TOTAL	\$ 100,919	\$ 7,860	\$ 64,932	\$ 97,454	\$ 9,417	\$ 92,454	\$ 92,405	-5.18%

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Increase the number of inlets cleaned per year by 5%.
 - a. Result: 45 inlets were cleaned this year. 300 inlets were cleaned the previous year.

Significant Program Achievements:

- 1) Incorporated visual inspections of storm sewers using camera system.

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 2019 Storm Water Utility – Storm Sewer Maintenance program cost is \$986,485. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2019 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.

2019 Budget Significant Expenditure Changes:

- 1) Hourly Wages decreased \$10,000 to reflect actual costs due to shift of labor to other programs.
- 2) FICA decreased \$765 to reflect decrease in Hourly Wages.
- 3) Retirement decreased \$710 to reflect decrease in Hourly Wages.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$3,000 to reflect actual costs due to shift of labor to other programs.
- 5) Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
- 6) Capital outlay requested includes storm sewer televising \$50,000, storm sewer repair/replacement \$175,000, new storm sewer for resurfacing \$460,000, pond cleaning \$100,000, box culvert/sanitary sewer review \$40,000, pond rodent control \$20,000, and pond vegetation removal \$50,000

City of De Pere
2019 Stormwater Utility
Adopted Budget

Expenditures				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
STORM SEWER MAINTENANCE												
Account Number PERSONAL SERVICES												
650	53440	120	Hourly Wages	\$ 40,000	\$ 6,248	\$ 15,609	\$ 35,000	\$ 5,851	\$ 30,000	\$ 30,000	\$ 25,000	-28.57%
650	53440	125	Overtime Wages	1,500	90	181	1,500	111	1,500	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	0	235	260	500	10	500	500	500	0.00%
650	53440	150	FICA	3,175	480	1,162	2,800	437	2,417	2,417	2,035	-27.33%
650	53440	151	Retirement	2,739	337	1,092	2,446	381	2,111	2,063	1,736	-29.02%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,244	2,139	5,639	10,000	1,821	8,000	8,000	7,000	-30.00%
650	53440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	68,658	9,529	23,943	52,245	8,610	44,528	44,480	37,770	-27.71%
			CONTRACTUAL SERVICES									
650	53440	215	Consulting	50,000	17,652	31,923	50,000	7,641	50,000	50,000	50,000	0.00%
650	53440	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53440	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	50,000	17,652	31,923	50,000	7,641	50,000	50,000	50,000	0.00%
			SUPPLIES AND EXPENSE									
650	53440	340	Operating Supplies	3,715	2,356	2,977	3,715	0	3,715	3,715	3,715	0.00%
			Subtotal	3,715	2,356	2,977	3,715	0	3,715	3,715	3,715	0.00%
			CAPITAL OUTLAY									
650	53440	810	Capital Equipment	942,000	0	68,328	405,000	0	405,000	895,000	895,000	120.99%
			Subtotal	942,000	0	68,328	405,000	0	405,000	895,000	895,000	120.99%
			TOTAL	\$ 1,064,373	\$ 29,537	\$ 127,172	\$ 510,960	\$ 16,251	\$ 503,243	\$ 993,195	\$ 986,485	93.07%

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.

2019 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.

2018 Performance Measurement Data (July 2017 – June 2018):

- 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.

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 2019 Weed Control program cost is \$114,235. 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 total cost for this program, including the cost share with the above-mentioned utilities, is \$175,746. 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.

2019 Program Objectives:

- 1) Continue to cut weeds in business and industrial parks twice per year.
- 2) Train more employees in weed cutting operations.
- 3) Continue to maintain safe vision triangle at intersections throughout the City.

2019 Budget Significant Expenditure Changes:

- 1) Fuel decreased \$438 to reflect actual costs.
- 2) Capital Equipment includes the storm water utility fund share of \$97,500 for replacing the holder.

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures				2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
				Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
Account Title				Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
WEED CONTROL												
Account Number PERSONAL SERVICES												
650	53640	120	Hourly Wages	\$ 9,033	\$ 3,466	\$ 11,493	\$ 9,237	\$ 3,144	\$ 8,286	\$ 9,286	\$ 9,286	0.53%
650	53640	125	Overtime Wages	0	0	256	0	12	12	0	0	0.00%
650	53640	126	Seasonal Labor	169	6	709	169	0	1,000	169	169	0.00%
650	53640	150	FICA	693	267	824	709	233	649	713	713	0.53%
650	53640	151	Retirement	614	140	740	619	121	556	608	608	-1.72%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,983	1,362	5,182	5,208	1,045	5,208	5,402	5,402	3.73%
650	53640	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	15,493	5,241	19,203	15,942	4,555	15,711	16,178	16,178	1.48%
			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	995	52	0	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	0	0	155	995	245	557	557	557	-44.02%
			Subtotal	995	52	155	995	245	557	557	557	-44.02%
			CAPITAL OUTLAY									
650	53640	810	Capital Equipment	0	0	0	0	0	0	97,500	97,500	100.00%
			Subtotal	0	0	0	0	0	0	97,500	97500	100.00%
			TOTAL	\$ 16,488	\$ 5,293	\$ 19,358	\$ 16,937	\$ 4,800	\$ 16,268	\$ 114,235	\$ 114,235	574.47%

TOTAL STORM WATER UTILITY

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures		2017	2017	2017	2018	2018	2018	2019	2019	2019 / 2018
Account Title		Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Executive	Budget
		Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	Proposed	% of Change
TOTAL STORMWATER UTILITY										
110	Salaries	\$ 71,239	\$ 50,525	\$ 123,303	\$ 133,763	\$ 64,289	\$ 151,763	\$ 154,544	\$ 155,288	15.54%
120	Hourly Wages	299,407	85,403	218,591	349,024	100,016	329,190	331,138	339,065	-5.12%
125	Overtime Wages	9,280	2,657	6,248	9,035	4,177	13,971	13,959	13,959	54.50%
126	Seasonal Labor	21,569	3,792	8,112	21,562	2,758	22,537	21,562	21,562	0.00%
150	FICA	29,377	10,792	23,968	37,877	12,899	38,128	38,475	39,138	1.58%
151	Retirement	25,752	8,417	22,311	32,952	9,929	29,851	32,726	33,294	-0.68%
152	Health, Dental, DIB, Life & Wks Cmp Ins	152,444	42,110	98,839	171,154	46,379	166,368	159,138	158,215	-7.02%
190	Training	4,810	(82)	1,910	4,960	903	4,950	4,950	4,950	-0.20%
	Subtotal	613,877	203,614	503,283	760,327	241,351	756,758	756,492	765,472	-0.50%
	CONTRACTUAL SERVICES									
210	Telephone	1,493	737	812	1,874	475	1,874	1,874	1,874	0.00%
211	Postage	1,250	775	1,621	1,563	474	1,563	1,563	1,563	0.00%
212	Seminars and Conferences	2,209	336	759	2,625	420	2,625	2,625	2,625	0.00%
215	Consulting	88,386	36,816	61,343	95,321	22,995	92,681	94,946	94,946	-0.39%
217	Cleaning Service Contract	1,004	444	1,083	2,100	844	2,100	2,100	2,100	0.00%
218	Cell/Radio	2,510	921	1,806	3,459	652	3,640	3,640	3,640	5.23%
220	Utilities	4,740	0	12	6,500	22	6,673	6,673	6,673	2.66%
	Subtotal	101,592	40,029	67,436	113,442	25,882	111,156	113,421	113,421	-0.02%
	SUPPLIES AND EXPENSE									
310	Office Supplies	2,000	729	1,289	2,500	178	2,500	2,500	2,500	0.00%
314	Cleaning and Maintenance	904	276	1,006	1,725	499	1,725	1,725	1,725	0.00%
320	Memberships/Subscriptions	425	186	348	532	205	713	713	713	34.02%
331	Transportation	36,336	4,732	18,766	25,596	3,662	24,667	24,667	24,667	-3.63%
340	Operating Supplies	13,583	9,961	16,828	19,449	7,839	19,756	19,448	19,448	-0.01%
350	Repair and Maintenance Supplies	48,019	21,842	41,771	61,505	27,120	68,688	66,688	66,688	8.43%
351	Safety Equipment and Uniforms	3,122	0	1,837	3,061	583	3,060	3,060	3,060	-0.03%
361	Fuel	0	0	155	995	245	557	557	557	-44.02%
	Subtotal	104,389	37,726	82,000	115,363	40,330	121,666	314,358	314,358	172.49%
	CAPITAL OUTLAY									
810	Capital Equipment	973,330	22,410	101,838	788,534	7,686	443,559	1,043,294	1,043,294	32.31%
	Subtotal	973,330	22,410	101,838	788,534	7,686	443,559	1,043,294	1,043,294	32.31%
	TOTAL	\$ 1,793,187	\$ 303,779	\$ 754,558	\$ 1,777,666	\$ 315,248	\$ 1,433,139	\$ 2,227,565	\$ 2,236,545	25.31%

**City of De Pere
2019 Stormwater Utility
Adopted Budget**

Expenditures	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 Executive Proposed	2019 / 2018 Budget % of Change
Account Title									

REVENUES

650	41000	000	Residential	\$ 662,000	\$ 682,371	\$ 682,371	\$ 766,656	\$ 727,607	\$ 727,607	\$ 795,000	\$ 795,000	3.70%
650	42000	000	Non-Residential-NR	623,294	637,330	637,330	634,720	686,619	686,619	695,000	695,000	9.50%
650	43000	000	Agricultural	0	0	0	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	174,654	177,228	177,228	188,309	94,612	94,612	200,000	200,000	6.21%
650	45000	000	Underdeveloped & Other	25,685	22,215	22,215	22,215	189,208	189,208	22,215	22,215	0.00%
			Fund Balance	365,449			165,766	21,227	165,766	320,350	329,329	
TOTAL REVENUES				\$ 1,851,082	\$ 1,519,144	\$ 1,519,144	\$ 1,777,666	\$ 1,719,272	\$ 1,863,812	\$ 2,032,565	\$ 2,041,544	14.84%