



Finance/Personnel Committee

335 South Broadway

Special Meeting

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

Revised Agenda

Wednesday, October 2, 2013

5:00 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Special Meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **October 2, 2013** at **5:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. 2014 Budget Study Session.
 1. Draft Budget Document
3. Adjournment.

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

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

Mayor
Alderspersons
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 2, 2013
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Defnet
SUBJECT: Draft Budget Document

ATTACHMENTS:

- 2014 Draft Exec Budget Bookmarked (PDF)

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City of De Pere, Wisconsin



Draft 2014 Executive Budget

GENERAL GOVERNMENT

GENERAL GOVERNMENT EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
City Council	0.00
Municipal Court	1.00
City Attorney	1.30
City Administrator	0.85
Mayor	0.00
Clerk	2.78
Human Resources	1.48
Elections	0.00
Information Management	1.00
Finance	0.82
Assessor	0.50
City Hall	0.00
Other General Government	0.00
Health and Human Services	4.40
Board of Health	0.00
Planning and Economic Development	1.20
GIS	1.00
TOTAL	16.33

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.

2014 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.

2013 Performance Measurement Data (July 2012 – June 2013):

- 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 Administration did not receive any complaints regarding a citizen's inability to contact an alderperson.
- 2) Increase the population of the community by 1% or more annually to reflect ongoing quality of life attributes remain attractive.
 - a. Result: Population increased 0.04%.
- 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: 2013 mill rate increase was 1.31%.

Significant Program Achievements:

Adopted the 2013 Annual Budget. Adopted 28 ordinances and 166 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, that 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 2014 City Council program cost is \$87,916. 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.

2014 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences include \$800 for alderpersons to attend training opportunities.
- 2) Memberships and Subscriptions include \$5,686 for membership in the League of Wisconsin Municipalities.

- 3) Electronic device stipend includes \$3,000 to provide stipends to non-incumbent alderpersons elected in 2014 to acquire an electronic device to access meeting agenda packets at meetings to reduce administrative time spent on producing and police officer time distributing hard copy documents as well as reducing paper and copying charges
- 4) Capital outlay includes \$3,000 for the Beautification Committee.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

CITY COUNCIL			Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51100	122	Hourly Wages--Part Time	\$ 51,136	\$ 25,567	\$ 51,136	\$ 51,136	\$ 25,568	\$51,136	\$51,136	\$51,136	0.00%
100	51100	150	FICA	741	343	685	741	342	741	741	741	0.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	153	76	153	153	0	153	153	153	0.00%
			Subtotal	52,030	25,986	51,974	52,030	25,910	52,030	52,030	52,030	0.00%
			CONTRACTUAL SERVICES									
100	51100	210	Electronic Device Stipend	0	0	0	0	0	0	3,000	3,000	#DIV/0!
100	51100	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	800	30	106	800	40	400	800	800	0.00%
100	51100	224	Public Notices	8,000	3,675	9,023	8,000	2,250	7,000	8,000	8,000	0.00%
			Subtotal	8,800	3,705	9,129	8,800	2,290	7,400	11,800	11,800	34.09%
			SUPPLIES AND EXPENSE									
100	51100	310	Office Supplies	15,000	11,382	15,795	15,000	10,863	15,000	15,000	15,000	0.00%
100	51100	320	Memberships/Subscriptions	6,300	0	76	5,589	5,949	5,949	5,686	5,686	1.74%
100	51100	330	Mileage Reimbursement	400	0	-	400	0	100	400	400	0.00%
			Subtotal	21,700	11,382	15,871	20,989	16,812	21,049	21,086	21,086	0.46%
			CAPITAL OUTLAY									
100	51100	810	Capital Equipment	3,000	0	3,000	13,000	150	9,750	3,000	3,000	0.00%
			Subtotal	3,000	0	3,000	13,000	150	9,750	3,000	3,000	-76.92%
			TOTAL	\$ 85,530	\$ 41,073	\$ 79,974	\$ 94,819	\$ 45,162	\$ 90,229	\$ 87,916	\$ 87,916	-7.28%

Municipal Court

Program Full Time Equivalents: 1.0

Program Mission:

Provide the City and defendants with a court that is fair and efficient. To make all defendants aware of their procedural and substantive rights. To use the rules of evidence at trials. To be fair in imposing sentences. To protect victim's rights to restitution. To 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.
- 3) Process all dispositions from initial appearances & trials.
- 4) Help defendants and general public with questions; provide them with needed and helpful information.
- 5) Maintain office hours for defendants to conduct business with the court.
- 6) Set up video conference with jail for defendants who were picked up on our warrants, out-of-state resident, or initial appearances.

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.

2014 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.

2013 Performance Measurement Data (Jan 2013 – August 2013):

- 1) Sent out 68 letters to past due traffic violations before suspending DL, 37 paid
- 2) Current with tax intercept, suspensions, and warrants. Collected \$11,150 through tax intercept.
- 3) Juveniles who wish to get driver licenses comply so the court releases suspensions

Significant Program Achievements:

- 1) Follow up juvenile truancy with return court dates and petitions to circuit court for additional sanctions.

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.

Costs and Benefits of Program and Services:

The adopted 2014 Municipal Court program cost is \$91,957. Amount of funds taken in by court exceeds the court expenses. 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreases \$2,821 to reflect impact of State budget to WRS.
- 2) Consulting - \$6,000 includes \$4,246 TIPSS court computer program and support annual charge; \$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 \$329 for interpreter costs at court appearances, \$225 for substitute judge if needed.
- 3) Memberships and Subscriptions - \$765 includes \$40 for Municipal Court Clerks Association dues; \$100 Municipal Judges Association dues; and \$625 WI Supreme Court Office of Judicial Education.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
MUNICIPAL COURT											
Account Number PERSONAL SERVICES											
100	51200	110	Salaries	\$ 18,884	\$ 9,078	\$ 19,041	\$ 19,451	\$ 8,928	\$ 19,451	\$ 19,451	0.00%
100	51200	120	Hourly Wages	40,119	19,176	40,302	42,101	21,090	42,101	42,101	0.00%
100	51200	125	Overtime Wages	0	15	36	0	9	0	0	0.00%
100	51200	150	FICA	3,344	2,172	4,346	4,709	2,254	4,709	4,709	0.00%
100	51200	151	Retirement	4,734	2,343	4,718	5,768	1,187	5,768	2,947	-48.91%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,633	6,088	15,134	14,437	6,136	14,437	14,437	0.00%
100	51200	190	Training	0	0	0	0	0	0	0	0.00%
			Subtotal	80,714	38,872	83,577	86,466	39,604	86,475	83,645	-3.26%
			CONTRACTUAL SERVICES								
100	51200	210	Telephone	72	36	72	72	37	72	72	0.00%
100	51200	211	Postage	0	0	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	500	0	109	350	0	350	350	0.00%
100	51200	215	Consulting	5,602	4,098	4,333	5,722	4,441	5,722	6,000	4.86%
100	51200	218	Cell/Radio	0	0	0	0	0	0	0	0.00%
100	51200	219	Data	0	0	0	0	0	0	0	0.00%
			Subtotal	6,174	4,134	4,514	6,144	4,478	6,144	6,422	4.52%
			SUPPLIES AND EXPENSE								
100	51200	310	Office Supplies	800	235	638	800	212	800	800	0.00%
100	51200	315	Publications	100	0	0	75	60	75	75	0.00%
100	51200	320	Memberships/Subscriptions	765	765	765	765	765	765	765	0.00%
100	51200	330	Mileage Reimbursement	150	11	145	250	0	250	250	0.00%
			Subtotal	1,815	1,011	1,548	1,890	1,037	1,890	1,890	0.00%
			CAPITAL OUTLAY								
100	51200	810	Capital Equipment	0	0	0	0	0	0	0	0.00%
100	51200	811	Office Equipment	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 88,703	\$ 44,017	\$ 89,639	\$ 94,500	\$ 45,119	\$ 94,509	\$ 91,957	-2.69%

City Attorney

Program Full Time Equivalents: 1.3

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 and writing affects all aspects of the legal services the City Attorney provides and includes researching state and federal statutes, regulations and case law pertaining to various issues as they arise, resulting in memoranda and/or opinions as to the law as applied to those facts or with the drafting of an ordinance or resolution.
- (b) *Public records/open meetings:* includes review of/and/or advice on agenda wording for compliance with open meetings regulations; responding to questions of elected officials and department heads on open meetings and public records; review and assistance in responding to complex public records release issues; routine review and production of requested police record requests with pending municipal court citations.
- (c) *Service contract/agreement drafting/review:* includes drafting of professional services agreements, review and negotiation of changes to professional services agreements proposed by vendors; review of current contracts to determine if breach has occurred and advice on remedy available; drafting of permits and hold harmless agreements; drafting of intergovernmental cooperation agreements.
- (d) *Parliamentarian:* advises council and its boards and commissions on Roberts's Rules of Order both during and outside of meetings to ensure formalities of procedure are followed so that action taken cannot be challenged on the basis of procedural irregularities.

- (e) *Economic development revolving loan program*; includes negotiating the best possible lien holder position for city and drafting Loan Agreement and all loan documents necessary under that agreement; includes ensuring compliance with federal Fair Credit Reporting Act requirements; recording mortgage and inter-creditor security agreements (if applicable); drafting of all release documents and advising city clerk on transmittal of the same to the borrower upon payment of obligation; represents the 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*: includes drafting all sale and option of city property agreements; negotiation and drafting of TID development agreements; negotiation and drafting of private land development agreements for which public infrastructure is needed (i.e. Wal-Mart and Festival Foods developments); researching past agreements to determine compliance; recording of agreements with register of deeds and recording releases when development obligations are fulfilled.
- (b) *Zoning*: includes 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.
- (c) *Annexations*: review of annexation petitions for compliance with statutory requirements; advises council on validity of annexation; defends city in challenges to annexations; assists clerk in computation of 5-year tax payment requirement.
- (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 closing documents (closing statement, deed, transfer return form, needed affidavits); recording documents with register of deeds; recording release documents when appropriate, providing all needed documentation to title company for title policy.
- (e) *Condemnation (eminent domain)*: involves ensuring compliance with statutory requirements of council resolution, retention of relocation expert for relocation plan, property appraisal, purchase negotiations, taking steps to remove occupants if applicable, recording correct documentation with register of deeds, represents city in legal challenges to property taking.
- (f) *Right-of-way vacation*: includes ensuring statutory process followed; obtaining legal description, recording lis pendens, advising clerk on publication and notice service requirements and recording of final resolution of vacation to the benefit of the adjoining property owners.

- (g) *Easements*: includes obtaining property legal description, drafting easement document, obtaining property owner signature (or going to condemnation if owner not cooperative), and recording the same for city use of other property (such as laying of sanitary sewer, storm sewer and water facilities in areas other than public right of way); 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 R-O-P and resolution authorizing the same, and follow-up with applicant as required by state law for all use of city right of way or as allowed by city for use of other city property; recording of instruments in circumstances where tracking required (such as ground water monitoring wells in city right-of-way.)
- (i) *Special assessments*: includes advising staff and council on legal requirements for assessments; drafting of final assessment resolution; follow-up in cases of omitted property owners to obtain voluntary agreement on assessment and recording of the same so subsequent purchasers are on notice of the assessment.
- (j) *Leases*: drafting of leases that comply with state law and contain provisions favorable to city. Examples include: farm leases, Water Tower Cell Antenna leases.
- (k) *Tax increment districts*: assists in review of project plan; advises as to statutory criteria for creation; drafts necessary resolutions for Plan Commission and Common Council; provides opinion of compliance to Dept of Admin; negotiates and drafts developer's agreement for development projects; reviews the same if compliance issues arise.
- (l) *Restrictive covenants*: drafts, records, monitor and releases restrictions on properties, generally requested by property owner to avoid initial compliance with city directive. Example: City consented to restrictive covenant on property where assessment paid but property owner wanted to delay hook-up until the occurrence of certain events, after which the restriction is removed.
- (m) *Property assessments*: advises the Board of Review on residential and commercial assessment issues; represents the city's interests in challenges to assessments, both residential/commercial and manufacturing.

(3) PUBLIC WORKS

- (a) *Public Works Contracts*: provide advice to department heads and city administration on applicability of public bidding statutes; advise common council and department heads on effects of irregularities in bidding processes; provide legal advice to council on proper award procedures; review contracts as to proper form; file notices of claim with performance and payment bond issuers in cases of non-compliance with contract; provide legal advice to city clerk on lien claims filed with city for non-payment on public works contracts.

- (b) *Water Utility*: provide advice to department heads and city administration on water department regulations, including use of private wells, well permitting and well abandonment; provide advice to council and city administration on contract issues with CBCWA; perform collection activities for water department delinquent billings; advise department on bankruptcy matters affecting delinquent water accounts.
- (c) *Wastewater Utility*: provide legal advice and contract interpretation regarding GBMSD matters to department head, city administration and council; review city ordinances for consistency with GBMSD ordinances and requirements.
- (d) *Stormwater Utility*: advise city staff and counsel on city rights and responsibilities with respect to drainage and water trespass issues.

(4) LABOR RELATIONS

- (a) *Policy development and enforcement*: includes, in conjunction with the human resources director, drafting policies required by state or federal laws or requested by city officials/department heads; enforcement of policies through assisting department heads with consistent interpretation and enforcement.
- (b) *Collective bargaining*: provides assistance to city's contracted negotiator to assist in preserving interests of the city as employer; obtains information from department heads on issues to be resolved and assists in drafting requests for authority in negotiation from finance/Personnel Committee; assists otherwise as needed.
- (c) *Contract enforcement*: assists department heads in elected officials in interpretation of and consistent enforcement of terms of the collective bargaining agreements with city's employee unions and with preservation of city's rights under collective bargaining agreements.
- (d) *Grievance and arbitration*: represents city's employer's interests in employee grievances and grievance arbitrations alleging city violation of the union contract
- (e) *Employee relations matters*: advises department heads and city administration on employment actions, including discipline and termination of employment; assists insurance provided counsel in employment matters filed with enforcement agencies; represents city in unemployment compensation matters.
- (f) *Employee resignation agreements*: includes negotiation and drafting of employee separation agreements; protection of city interests in possible federal or state law requirements regarding employee separation agreements

(5) LITIGATION

- (a) *Represents city in non-insurance covered litigation:* includes filing all necessary documents in court; compliance with rules of civil procedure; appearances before the tribunal; written and oral arguments; appeal of adverse decisions; explanation of processes and results to elected officials and department heads.
- (b) *Assist outside counsel:* includes assisting outside counsel retained by department or by insurance company; involves providing internal information, history; acts as liaison to counsel.
- (c) *Claims review:* includes review of potentially substantial notices of claim filed with city; review of insurance company decisions on claim; prepares notices of claim denial for common council; assists clerk in questions on claims; advises city employees on protecting city's interests.
- (d) *Collection activity:* includes contacting persons on un-collectible checks or with delinquent account balances for payment; can include filing of small claims or civil actions where appropriate, including obtaining money judgments or judgments of foreclosure in civil an small claims actions; represents city in bankruptcy proceedings.
- (e) *Housing Authority lease termination proceedings:* includes appearing on behalf of Housing Authority in Small Claims actions regarding termination of tenants lease.

(6) PUBLIC SAFETY

- (a) *Nuisance abatement:* includes assistance to health department in drafting, serving and ordering the abatement of nuisances affecting the public health, safety and welfare; assistance to building inspection in drafting, serving and recording raze and repair orders for dilapidated structures.
- (b) *Municipal prosecution:* responsible for municipal prosecution of ordinance violations that occur in city and for supervision of contract attorney providing those services; handles municipal court cases where conflict of interest exists in contract prosecutor's office; advises departments and law enforcement officers on enforcement of city ordinances and ordinance interpretation.
- (c) *Liquor license matters:* Advises license committee and council on liquor license issues; represents police department in council scheduled license suspension, revocation or non-renewal hearings; arranges for substitute legal counsel to advise council during said hearings.

(7) ASSISTANT CITY ADMINISTRATOR

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

Important Outputs:

- (1) **GENERAL LEGAL SERVICES** – Activity funded by property tax.
Competent legal advice and services intended to guide actions of the organization to conform to legal requirements and to avoid legal pitfalls.
- (2) **REAL PROPERTY TRANSACTIONS** – Activity funded partially by fees paid to Planning and Economic Development Department; remainder funded 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-** Activity funded by property tax.
Compliance with regulatory schemes involving infrastructure and with public bidding laws maintains integrity of infrastructure and the methods by which it is constructed, and installed.
- (4) **LABOR RELATIONS** – Activity funded by property tax.
Comprehensive labor relations services allows city, as an employer, to treat its employees fairly and to comply with legal requirements.
- (5) **LITIGATION** - Activity funded by property tax.
Protection of the public interest by advocating the city's interests in litigation not covered by insurance (generally monetary interests.)
- (6) **PUBLIC SAFETY** – Activity funded by property tax.
Preserving public safety through the elimination of health or building nuisances is accomplished by complying with legal requirements so that nuisance is quickly and properly eliminated. Additionally, enforcing the city's ordinances preserves and protects the public safety while also 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 by each component of the organization of legal requirements and of parameters of authority for actions.

(2) REAL PROPERTY TRANSACTIONS AND PUBLIC WORKS

Maintain compliance with legal requirements so that economic development occurs smoothly and so that city services are provided/expanded uninterrupted.

(3) LABOR RELATIONS

Maintain labor relations within legal requirements and parameters with both union and non-union employees while maintaining cost at a level the community will support.

(4) LITIGATION

Maintain and protect the city's interests in disputes not covered by insurance.

(5) PUBLIC SAFETY

Reduce threats to public safety by reducing public nuisances and by enforcing municipal regulations designed to protect the public.

(6) ASSISTANT CITY ADMINISTRATOR

Maintain consistent administration of services.

*2013 Performance Measures:***(1) GENERAL LEGAL SERVICES**

Maintain 24-hour turn-around for acknowledging requests for legal service.

- This performance measure was met.

(2) REAL PROPERTY TRANSACTIONS

Improve communication with prospective property purchasers by developing a process checklist to assist them through the process to reduce unnecessary lag time between approval of the sale and closing on the property.

- This performance measure was not met

2014 *Performance Measurement Data (July 2013 – June 2014):*

Measure #1:**ECONOMIC DEVELOPMENT**

Require 100% of Development Agreements to be signed by Developer prior to Council acting on Agreement to alleviate requested changes and lack of developer follow through with agreement.

Measure #2:**GENERAL LEGAL SERVICES**

Obtain document management software and transfer 25% of old paper documents to new system.

Significant Program Achievements:

- A) Assisted in negotiating and drafted the following Development Agreements:
 1. Green Bay Packaging expansion (TID #6);
 2. Walgreens (TID # 7)
 3. Dutch Boyz (TID #9)
 4. 313 Main in De Pere, LLC (TID#9)
- B) Conducted 5 liquor license suspension/revocation hearings as required by the Council; assisted Green Bay in one grievance hearing
- C) Ledgeview Water Service Intergovernmental Agreement
- D) Public Records assistance in response to recent Federal Driver Privacy and Protection Act court case;
- E) Representation of City before Public Service Commission in sewer rate complaint case
- F) Provided prompt daily legal assistance to entire organization.

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 requires 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
 - (a) important to community because it ensures public property remains available for public use when required
 - (b) important to community because it requires the encroacher to provide insurance, making the user responsible for injuries/damages caused by the use rather than the public;
 - (c) required under statute

Costs and Benefits of Program and Services:

The adopted 2013 City Attorney program cost is \$174,515. With the inclusion of outside counsel labor negotiation costs and document management software, the proposed 2014 budget is \$186,330. This program benefits the community by providing information and services to enable the organization to provide its services in the manner allowed and authorized by state and federal regulations. Proactive compliance with legal requirements is less costly and less disruptive than conforming with those requirements after the fact and/or in response to litigation. This program is more cost-effective as an in-house program; retaining outside legal counsel to perform all services currently provided would be more costly.

2014 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences costs increased \$500 to allow for National International Municipal Lawyers Association Conference in Baltimore in 2014. Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing education to satisfy Continuing Legal Education requirements, and paralegal training course for administrative staff.

- 2) Consulting increased \$9,500 to cover anticipated labor negotiation and arbitration appeal costs. Contract municipal prosecutor accounts for \$20,000 of budget amount.
- 3) Office Supplies decreased \$50 to reflect actual costs.
- 4) Data expenditures increased \$1,750 for purchase of document management system software for law department.
- 5) Memberships/Subscriptions include: State Bar of WI (\$500), Brown County Bar Association (\$50) and International Municipal Lawyers Association (\$650).

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
CITY ATTORNEY											
Account Number PERSONAL SERVICES											
100	51300	110	Salaries	\$ 64,139	\$ 30,834	\$ 64,948	\$ 65,424	\$ 31,809	\$ 65,424	\$ 65,424	0.00%
100	51300	120	Hourly Wages	32,239	15,505	32,878	32,762	16,311	32,762	32,762	0.00%
100	51300	125	Overtime Wages	500	0	0	250	0	250	250	0.00%
100	51300	150	FICA	7,411	3,532	7,115	7,511	3,741	7,511	7,511	0.00%
100	51300	151	Retirement	5,716	2,827	5,734	6,726	2,836	6,891	6,891	2.45%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,819	6,093	14,181	13,812	6,165	13,812	13,812	0.00%
100	51300	190	Training	0	0	0	0	0	0	0	0.00%
			Subtotal	123,824	58,791	124,856	126,485	60,862	126,650	126,650	0.13%
CONTRACTUAL SERVICES											
100	51300	210	Telephone	500	249	498	450	250	450	450	0.00%
100	51300	211	Postage	0	0	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	1,800	855	1,426	1,700	787	1,500	2,200	29.41%
100	51300	215	Consulting	27,000	7,894	19,586	35,500	25,886	40,000	45,000	26.76%
100	51300	218	Cell/Radio	480	160	428	480	212	480	480	0.00%
100	51300	219	Data	0	0	0	0	0	1,750	1,750	#DIV/0!
			Subtotal	29,780	9,158	21,938	38,130	27,135	42,430	49,880	30.82%
SUPPLIES AND EXPENSE											
100	51300	310	Office Supplies	1,000	149	597	950	139	450	900	-5.26%
100	51300	315	Publications	7,500	3,731	6,800	7,500	3,219	7,500	7,500	0.00%
100	51300	320	Memberships/Subscriptions	1,400	452	1,077	1,250	454	1,250	1,250	0.00%
100	51300	330	Mileage Reimbursement	200	20	49	200	26	150	150	-25.00%
			Subtotal	10,100	4,352	8,523	9,900	3,838	9,350	9,800	-1.01%
CAPITAL OUTLAY											
100	51300	811	Office Equipment	500	0	498	0	0	0	0	0.00%
100	51300	830	Furniture	0	0	0	0	0	0	0	0.00%
			Subtotal	500	0	498	0	0	0	0	0.00%
			TOTAL	\$ 164,204	\$ 72,301	\$ 155,815	\$ 174,515	\$ 91,835	\$ 178,430	\$ 186,330	6.77%

City Administrator

Program Full Time Equivalents: 0.85

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. 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. 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. 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. 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.

2014 Performance Measures:

- 1) Decrease overall employee sick leave benefit usage (excluding family medical leave act benefits) by 1% by implementing two management staff team building exercises and additional wellness initiatives for all employees.
- 2) Establish a minimum of one sustainable practice initiative for either the entire community or a specific district within the City by no later than January 2014.
- 3) Increase the level of property tax levy available to fund capital equipment purchases by \$100,000 or more over the previous year to reduce the future debt balance of the City to reduce or stabilize the amount of property tax levy required to fund principal and interest payments associated with capital equipment purchases.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Decrease non-FMLA employee sick leave benefit usage by 1% as a total of all hours worked by maintaining staff team building exercises and miscellaneous wellness initiatives for all employees.
 - a. Result: 2011 - 2012 = 9,464 non-FMLA sick hours; 2012 – 2013 = 7,961 non-FMLA sick hours; a 15.9% decrease.
- 2) Decrease the overall use of electricity and natural gas in City facilities by 2% through the organizational implementation of additional sustainable practices to reduce or stabilize energy expenditures.
 - a. Result: DATA PENDING
- 3) Increase the level of property tax levy available to fund capital equipment purchases by 10% over the previous year to reduce the future debt balance of the City to reduce or stabilize the amount of property tax levy required to fund principal and interest payments associated with capital equipment purchases.
 - a. Result: Increased property tax levy dedicated for capital equipment purchases 25%.

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) Participated in discussions to establish a new compensation plan for employees.
- 4) Managed the hiring of an interim fire chief and the overall proposal to solicit a study to determine the best strategy to provide ongoing fire/EMS and public safety services to the community.
- 5) Continued to provide oversight and direct assistance to an employee team to identify and implement sustainable practices within the City.
- 6) Represented the City as the president of the Central Brown County Water Authority and represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
- 7) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 8) 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 2014 City Administrator program cost is \$131,758. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training includes \$900 for miscellaneous seminars and webinars throughout the year.
- 2) Seminars and Conferences includes funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 3) Memberships / Subscriptions include \$935 ICMA; \$200 WCMA; \$365 for misc. publications.
- 4) Capital outlay includes \$6,500 for capital projects software.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
CITY ADMINISTRATOR											
Account Number	PERSONAL SERVICES										
100 51410 110	Salaries		\$ 67,473	\$ 32,423	\$ 68,022	\$ 68,892	\$ 32,547	\$ 68,892	\$ 68,892	\$ 68,892	0.00%
100 51410 122	Hourly Wages Part Time		9,457	3,911	8,239	9,494	3,944	9,494	9,494	9,494	0.00%
100 51410 150	FICA		5,625	2,948	5,820	5,893	3,010	5,893	5,893	5,893	0.00%
100 51410 151	Retirement		4,615	2,259	4,556	5,369	2,215	5,369	5,487	5,487	2.19%
100 51410 152	Health, Dental, DIB, Life & Wks Cmp Ins		13,389	6,147	14,260	13,712	6,229	13,712	13,712	13,712	0.00%
100 51410 190	Training		900	0	-	900	465	900	900	900	0.00%
	Subtotal		101,459	47,688	100,897	104,260	48,410	104,260	104,378	104,378	0.11%
	CONTRACTUAL SERVICES										
100 51410 210	Telephone		700	350	762	700	349	700	700	700	0.00%
100 51410 211	Postage		0	0	0	0	0	0	0	0	0.00%
100 51410 212	Seminars and Conferences		4,200	428	1,125	4,200	200	4,000	4,200	4,200	0.00%
100 51410 218	Cell/Radio		480	120	388	480	211	480	480	480	0.00%
100 51410 219	Data		0	0	0	0	0	0	0	0	0.00%
100 51410 240	Equipment Maintenance		100	0	0	0	0	0	0	0	0.00%
	Subtotal		5,480	898	2,275	5,380	760	5,180	5,380	5,380	0.00%
	SUPPLIES AND EXPENSE										
100 51410 310	Office Supplies		900	378	1,079	900	239	900	900	900	0.00%
100 51410 320	Memberships/Subscriptions		1,600	1,206	1,206	1,500	1,436	1,500	1,500	1,500	0.00%
100 51410 331	Transportation		5,200	2,207	4,693	5,100	1,871	4,900	5,100	5,100	0.00%
100 51410 340	Operating Supplies		10,000	1,734	4,214	8,000	1,921	7,000	8,000	8,000	0.00%
	Subtotal		17,700	5,525	11,192	15,500	5,467	14,300	15,500	15,500	0.00%
	CAPITAL OUTLAY										
100 51410 811	Office Equipment		0	0	0	0	0	0	6,500	6,500	#DIV/0!
100 51410 830	Furniture		450	450	450	0	0	0	0	0	100.00%
	Subtotal		450	450	450	0	0	0	6,500	6,500	100.00%
	TOTAL		\$ 125,089	\$ 54,561	\$ 114,814	\$ 125,140	\$ 54,637	\$ 123,740	\$ 131,758	\$ 131,758	5.29%

Mayor

Program Full Time Equivalents: 0

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.

2014 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.

2013 Performance Measurement Data (July 2012 – June 2013):

- 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 34 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: 95 % 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 105 public appearances.

Significant Program Achievements:

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2012 / 2013 and proposed the 2014 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 2014 Mayor program cost is \$38,059. 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.

2014 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.
- 2) Capital outlay includes \$500 for a storage cabinet

2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
MAYOR											
Account Number PERSONAL SERVICES											
100	51415	122	Hourly Wages Part Time	\$ 31,101	\$ 14,733	\$ 29,883	\$ 31,138	\$ 14,766	\$ 31,138	\$ 31,138	0.00%
100	51415	150	FICA	2,379	1,133	2,269	2,382	1,141	2,382	2,382	0.00%
100	51415	151	Retirement	567	236	478	650	232	650	670	3.13%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	157	55	107	159	24	159	159	0.00%
			Subtotal	34,205	16,157	32,737	34,329	16,163	34,329	34,349	0.06%
			CONTRACTUAL SERVICES								
100	51415	210	Telephone	925	465	919	930	465	930	930	0.00%
100	51415	212	Seminars and Conferences	1,500	0	450	1,500	20	750	1,500	0.00%
100	51415	218	Cell/Radio	480	0	0	480	0	160	480	0.00%
100	51415	219	Data	0	0	0	0	0	0	0	0.00%
			Subtotal	2,905	465	1,369	2,910	485	1,840	2,910	0.00%
			SUPPLIES AND EXPENSE								
100	51415	310	Office Supplies	300	28	203	300	100	300	300	0.00%
			Subtotal	300	28	203	300	100	300	300	0.00%
			CAPITAL OUTLAY								
100	51415	830	Office Equipment	0	0	0	0	0	500	500	#DIV/0!
			Subtotal	0	0	0	0	0	500	500	#DIV/0!
			TOTAL	\$ 37,410	\$ 16,650	\$ 34,309	\$ 37,539	\$ 16,748	\$ 36,469	\$ 38,059	1.39%

Clerk-Treasurer

Program Full Time Equivalents: 2.78

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, boat launch permits, cigarette, solicitor, taxi, 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.

2014 Performance Measures:

- 1) Complete 100% of City Council and Committee minutes within one week of the meeting dates.
- 2) Complete 100% all liquor licensing three days prior to the official deadline of June 30 each year.
- 3) Maintain tax collections to 99.75% of total possible collections and investment and special assessment interest to 100% of budgeted revenue total.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Completed 100% of City Council and Committee minutes within one week of the meeting dates
- 2) Completed 100% of all liquor licensing three days prior to the official deadline of June 30th.
- 3) Completed 99.75% of total possible collections and investment and special assessment interest to 100% of budgeted revenue total.

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) Completed automation of liquor license invoicing in Incode.
- 4) Tax collections fully collected prior to Department of Revenue deadlines.
- 5)

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 adopted 2014 Clerk's Office program cost is \$233,725. 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreases by \$5,129 to reflect decrease city contribution to WRS (union contract ending).
- 2) Seminars and Conferences - \$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.
- 3) Consulting includes \$7,200 for Municipal Code update services and \$2,800 for lottery credit chargebacks.
- 4) Postage - \$2,800 reflects postage for mailing of tax bills
- 5) Memberships/Subscriptions - WMCA - \$90; WMTA - \$40 – eliminated the IIMC - \$355 membership

City of De Pere
2014 General Fund
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EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
CLERK-TREASURER											
Account Number PERSONAL SERVICES											
100	51420	110	Salaries	\$ 67,563	\$ 23,550	\$ 54,394	\$ 61,026	\$ 28,818	\$ 61,026	\$ 61,026	0.00%
100	51420	120	Hourly Wages	74,220	35,486	75,119	77,928	38,911	77,928	77,928	0.00%
100	51420	125	Overtime Wages	0	5	13	0	212	0	0	0.00%
100	51420	150	FICA	11,236	4,154	8,677	10,630	4,788	10,630	10,630	0.00%
100	51420	151	Retirement	12,812	5,918	11,916	14,856	3,913	14,856	9,727	-34.53%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	53,214	21,646	49,904	56,218	21,560	56,218	56,218	0.00%
100	51420	190	Training	645	0	28	0	0	0	0	0.00%
			Subtotal	219,690	90,759	200,051	220,658	98,202	220,658	215,529	-2.32%
			CONTRACTUAL SERVICES								
100	51420	210	Telephone	2,538	1,226	2,480	2,538	1,237	2,538	2,538	0.00%
100	51420	211	Postage	0	0	0	0	2,729	0	2,729	#DIV/0!
100	51420	212	Seminars and Conferences	1,030	691	1,237	1,030	459	1,030	900	-12.62%
100	51420	215	Consulting	12,275	3,855	11,477	12,275	2,105	12,275	10,000	-18.53%
			Subtotal	15,843	5,772	15,194	15,843	6,530	15,843	16,167	2.05%
			SUPPLIES AND EXPENSE								
100	51420	310	Office Supplies	2,000	220	467	2,000	116	2,000	1,000	-50.00%
100	51420	315	Publications	29	29	29	29	29	29	29	0.00%
100	51420	320	Memberships/Subscriptions	485	110	195	485	100	485	300	-38.14%
100	51420	330	Mileage Reimbursement	900	201	781	900	0	900	700	-22.22%
			Subtotal	3,414	560	1,472	3,414	245	3,414	2,029	-40.57%
			CAPITAL OUTLAY								
100	51420	811	Office Equipment	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 238,947	\$ 97,091	\$ 216,717	\$ 239,915	\$ 104,977	\$ 239,915	\$ 233,725	-2.58%

Human Resources

Program Full Time Equivalents: 1.48

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, merit pay plan, health insurance, dental insurance, long term disability, life insurance, employee assistance program, FMLA, employee development program, flex spending, HRA funds, healthcare advocacy, and wellness benefits. Also acts as the plan administrator of both the health and dental self funded plans. Responsible for renewal of all insurance plans.
- 3) *Labor Relations*—Assists departments in consistent enforcement of contract language for 4 separate 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 Services*—Administration of City liability insurances to include worker's comp, general liability, umbrella liability, police professional, railroad, property, cyber, auto and public officials liability. Negotiation of renewal of all policies and monitoring of claims. Lead of City safety committee efforts and administration of return to work light duty policy for employees.
- 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 evaluations.
- 6) *Department Inquiries/Policy creation and enforcement.* Assist employees and departments on a broad range of employee/workplace issues or questions.

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 all 4 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. Activity funded by property tax.
- 5) *Employee Performance*—Assist departments on employee performance concerns. 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.

2014 Performance Measures

- 1) Implement a new Classification and Compensation system by April of 2014.
- 2) Implement a new electronic recruitment system by October of 2014 having 100% of applicants applying electronically.
- 3) Have 50% of job descriptions reviewed and updated by December of 2014. Currently approximately 5% are accurate.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Measure: Review benefits levels and maintain a 0% increase in health care costs comparing first 6 months in 2013 compared to first 6 months in 2012 by educating employees on ways to save themselves and the plan money and continuing with wellness initiatives.
 - a. Result: Benefit levels increased 18%.
- 1) Measure: Decrease our worker's compensation rate of increase to 4%. This can be done by having at least 6 productive safety meetings and working to decrease injuries while reporting our incidents faster.
 - b. Result: Decreased worker's compensation costs by 2.9%. Changed reporting process for reporting incidents. Had 5 safety meetings.
- 2) Measure: Update 60% of the policies in the rules and regulations to be compliant with our current practices to work towards creating a new manual for 2014.
 - c. Result: Updated 100% of our rules and regulations and created new employee manual with many new policies.

Significant Program Achievements:

- 1) Implemented furloughs; answered numerous questions and helped departments work through furlough issues; researched furlough cases for fire arbitration and participated in arbitration hearing
- 2) Drafted new City policy manual
- 3) Handled employee issues effectively for decreased liability to city
- 4) Filled a number of vacancies Approximately 23 positions and internal transfers in first 7 months of 2013.
- 5) Initiated Classification and Compensation Study

Existing Program Standards Including Importance to Community:

- 1) Conduct all internal/external recruitments

- 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 adopted 2014 Personnel/Human Resources program cost is \$211,925. 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.

Budget Significant Expenditure Changes:

- 1) Hourly wages decrease \$1,961 to reflect actual 2014 costs.
- 2) Health increases \$8,841 to reflect actual 2014 costs.
- 3) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health insurance training and various other employment seminars.
- 4) Consulting is used for contracting out for Employee Assistance Program Services, an on line recruitment system, hiring assistance to move to PTO benefits and for safety services.
- 5) Publications decreases \$300 due to reducing number of publications received and moving to on-line publications.
- 6) Memberships and subscriptions include SHRM & WPELRA.
- 7) No capital outlay is being requested.

City of De Pere
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EXPENDITURES

HUMAN RESOURCES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
PERSONAL SERVICES											
100	51430	110	Salaries	\$ 66,367	\$ 31,876	\$ 67,241	\$ 69,807	\$ 33,322	\$ 69,807	\$ 69,807	0.00%
100	51430	120	Hourly Wages	29,661	14,246	29,862	30,141	13,495	30,141	28,180	-6.51%
100	51430	125	Overtime Wages	1,890	583	1,712	1,890	735	1,890	1,890	0.00%
100	51430	150	FICA	7,376	3,382	6,823	7,791	3,584	7,791	7,641	-1.92%
100	51430	151	Retirement	5,689	2,810	5,772	6,976	2,808	6,976	6,992	0.24%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,580	10,443	24,886	24,064	10,704	24,064	32,905	36.74%
100	51430	190	Training	0	0	0	0	0	0	0	0.00%
100	51430	192	Tuition Assistance	8,000	0	2,967	3,000	1,976	3,000	3,000	0.00%
100	51430	193	Organizational Training	2,700	3,410	3,573	2,700	522	1,000	2,700	0.00%
			Subtotal	146,263	66,750	142,836	146,369	67,146	144,669	153,115	4.61%
CONTRACTUAL SERVICES											
100	51430	210	Telephone	650	320	649	650	323	650	650	0.00%
100	51430	211	Postage	35	0	0	35	0	35	35	0.00%
100	51430	212	Seminars and Conferences	1,575	209	1,054	1,575	283	1,200	1,575	0.00%
100	51430	215	Consulting	4,500	1,740	3,859	36,500	8,388	36,500	36,500	0.00%
			Subtotal	6,760	2,269	5,562	38,760	8,994	38,385	38,760	0.00%
SUPPLIES AND EXPENSE											
100	51430	310	Office Supplies	1,000	415	749	1,000	485	1,000	1,000	0.00%
100	51430	315	Publications	2,500	387	530	2,500	0	1,215	2,200	-12.00%
100	51430	320	Memberships/Subscriptions	520	205	400	500	235	400	500	0.00%
100	51430	330	Mileage Reimbursement	350	150	467	350	0	350	350	0.00%
100	51430	340	Recruiting	18,000	2,668	11,418	15,300	9,270	15,300	16,000	4.58%
			Subtotal	22,370	3,825	13,564	19,650	9,990	18,265	20,050	2.04%
CAPITAL OUTLAY											
100	51430	811	Office Equipment	0	0	0	0	0	0	0	0.00%
100	51430	830	Office Furniture	0	0	0	450	450	450	0	0.00%
			Subtotal	0	0	0	450	450	450	0	0.00%
			TOTAL	\$ 174,393	\$ 72,844	\$ 161,962	\$ 206,229	\$ 86,580	\$ 201,769	\$ 211,925	3.26%

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 (SVRS) for maintaining voter records and absentee records, maintaining and updating districts & offices, make ongoing necessary SVRS 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 primary and general elections in February, April, August and November of 2014.
- 2) *Records Management* – Prepare and maintain all voter registration records, absentee applications and ballots, districts and offices, address ranges, 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) *Four Certified and Canvassed Elections*–Activity funded by property tax. Two Elections conducted for local offices to provide citizens an opportunity to elect candidates to represent their interests in governmental matters.
- 2) *Federal & State Compliance for SVRS* – Activity funded by property tax. Voter registration, absentee, and GIS Map records maintained in accordance with computerized on-line Statewide Voter Registration System (SVRS) 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 on a percentage basis for each of the four elections held in 2014 compared to comparable elections in 2010.
- 2) Maintain 100% compliance with Statewide Voter Registration System (SVRS) for voter registration, the HAVA & MOVE regulations, and the new Voter Photo ID regulations (if applicable) and the elimination of Same Day Voter Registration (if applicable).
- 3) Maintain 100% certification and recertification requirements for chief election inspectors and election inspectors.

2014 Performance Measures:

- 1) Complete 100% of election canvasses within the time constraints of the law.
- 2) Complete 100% compliance with all procedures, record maintenance and reports in the State Voter Registration System.
- 3) Provide training prior to each election to maintain required certifications for all 100% of election inspectors.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Completed 100% of election canvasses within the time constraints of the law.
- 2) Completed 100% compliance with all procedures, record maintenance and reports in the State Voter Registration System.
- 3) Provided training prior to each election to maintain required certifications for all 100% of election inspectors.

Significant Program Achievements:

- 1) Completed the two elections in 2013 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.

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 State Voter Registration System.
 - 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 adopted 2014 Elections program cost is \$51,585. 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.

2013 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$20,176 due to an increased number of elections.
- 2) Seminars and Conferences - \$400 for seminars regarding anticipated changes in election laws and practices for 2014.
- 3) Consulting – increased \$6,700 due to an increased number of elections. Includes voting machine software/hardware Maintenance, Brown County support and programming, and polling place rentals.
- 4) Office supplies increased \$2,500 due to increased number of elections.
- 5) Publications decreased \$1,500 which is handled by Brown County through consulting line item.

City of De Pere
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EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2013 / 2012 2014 / 2013 % Of Change
ELECTIONS											
Account Number PERSONAL SERVICES											
100	51440	120	Hourly Wages	2,500	0	0	1,225	0	1,225	1,225	0.00%
100	51440	125	Overtime Wages	0	0	9	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	50,000	32,811	58,097	12,000	13,809	12,000	32,176	168.13%
100	51440	150	FICA	600	467	830	188	84	188	484	157.61%
100	51440	151	Retirement	0	0	0	0	0	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0	0	0.00%
100	51440	190	Training	600	168	168	400	0	400	400	0.00%
			Subtotal	53,700	33,446	59,104	13,813	13,893	13,813	34,285	148.21%
CONTRACTUAL SERVICES											
100	51440	210	Telephone	0	0	0	0	0	0	0	0.00%
100	51440	211	Postage	0	1,652	1,652	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	400	0	0	400	0	400	400	0.00%
100	51440	215	Consulting	9,000	4,451	12,778	5,000	3,375	5,000	11,700	134.00%
100	51440	218	Cell/Radio	0	0	0	0	0	0	0	0.00%
100	51440	219	Data	0	0	0	0	0	0	0	0.00%
			Subtotal	9,400	6,103	14,430	5,400	3,375	5,400	12,100	124.07%
SUPPLIES AND EXPENSE											
100	51440	310	Office Supplies	6,000	4,572	9,689	2,500	98	2,500	5,000	100.00%
100	51440	315	Publications	2,000	0	370	1,500	0	1,500	0	0.00%
100	51440	320	Memberships/Subscriptions	0	0	0	0	0	0	0	0.00%
100	51440	330	Mileage Reimbursement	400	135	179	0	0	0	200	#DIV/0!
			Subtotal	8,400	4,707	10,238	4,000	98	4,000	5,200	30.00%
CAPITAL OUTLAY											
100	51440	810	Capital Equipment	12,200	0	35	0	0	0	0	0.00%
100	51440	811	Office Equipment	1,050	0	0	0	0	0	0	0.00%
			Subtotal	13,250	0	35	0	0	0	0	0.00%
			TOTAL	\$ 84,750	\$ 44,256	\$ 83,807	\$ 23,213	\$ 17,366	\$ 23,213	\$ 51,585	122.23%

Information Management

Program Full Time Equivalents: 1.0

Program Mission:

To support the technical environment associated with general business operations.

List of Program Service(s) Descriptions:

- 1) *Build and maintain digital operations infrastructure* – for all buildings this includes a 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.

2014 Performance Measures:

- 1) Limit system downtime to non-business hours, less than 1 hour per month average.
- 2) Complete system change requests within 72 hours.
- 3) Attend to network system outage within 60 minutes, 24/7.
- 4) Attend to desktop service requests within 48 hours.
- 5) Same day availability for employee assistance and emergency desktop issues.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Limit system downtime to non-business hours, less than 1 hour per month average
 - a. Result: Phone system failed, replaced within 3 hours.
 - b. Result: Email system cutover, individual mailboxes down for approx. 1 hour.
Completed over a weekend.
- 2) Complete system change requests within 24 hours
 - a. Result: several instances of changes that were delayed due to absence or workload.
- 3) Attend to network system outage within 30 minutes, 24/7.
 - a. No network outages.

- 4) Attend to desktop service requests within 24 hours.
 - b. This is a commitment to User productivity, tracking is cost prohibitive.
- 5) Same day availability for employee assistance and emergency desktop issues.
 - a. This is another commitment, employee assistance has priority, tracking is cost prohibitive.

Significant Program Achievements:

Headed the implementation of MinuteTraq software. Installed new file and email server. Installed new network switching equipment.

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 2014 Information Management program cost is 153,181. 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.

2014 Budget Significant Expenditure Changes:

- 1) Equipment Maintenance: -125
 - Network router annual maintenance cost reduction.

- 2) Other Contractual Services: -10
 - Staff augmentation hours reduction.
 - Encryption security cost reduction.
 - Mobile device response software added.
- 3) Operating Supplies: -31,350
 - Contingency reduction.
 - PC replacement reduction.
 - One-time cost of the new mail/file server removed.
- 4) Capital Outlay: +49,100
 - One-time cost for new phone system added.
 - One-time cost for network hardware removed.

City of De Pere
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EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
INFORMATION MANAGEMENT											
Account Number			PERSONAL SERVICES								
100	51450	110	Salaries	\$ 49,047	\$ 23,677	\$ 50,255	\$ 50,031	\$ 23,916	\$ 50,031	\$ 50,031	0.00%
100	51450	150	FICA	3,752	1,883	3,791	3,827	1,934	3,827	3,827	0.00%
100	51450	151	Retirement	2,943	1,440	2,920	3,427	1,412	3,427	3,502	2.19%
100	51450	152	Health, Dental, DiB, Life & Wks Comp Ins	561	172	358	420	134	420	420	0.00%
100	51450	190	Training	1,250	0	0	0	0	0	0	0.00%
			Subtotal	57,553	27,172	57,324	57,706	27,396	57,706	57,781	0.13%
			CONTRACTUAL SERVICES								
100	51450	212	Seminars and Conferences	250	0	0	250	0	250	250	0.00%
100	51450	215	Consulting	0	0	921	0	0	0	0	0.00%
100	51450	218	Cell/Radio	960	506	926	960	781	960	960	0.00%
100	51450	219	Data	4,860	4,040	7,948	0	3,751	0	0	0.00%
100	51450	240	Equipment Maintenance	925	0	0	925	0	925	800	-13.51%
100	51450	290	Other Contractual Services	5,150	4,639	6,524	4,850	4,454	4,850	4,840	-0.21%
			Subtotal	12,145	9,185	16,319	6,985	8,986	6,985	6,850	-1.93%
			SUPPLIES AND EXPENSE								
100	51450	310	Office Supplies	300	1,089	12	300	0.00	300	300	0.00%
100	51450	340	Operating Supplies	43,000	33,014	66,893	44,600	56744.00	44,600	13,250	-70.29%
			Subtotal	43,300	34,103	66,905	44,900	56,744	44,900	13,550	-69.82%
			CAPITAL OUTLAY								
100	51450	810	Capital Equipment	0	0	0	25,900	0	25,900	75,000	189.58%
			Subtotal	0	0	0	25,900	0	25,900	75,000	189.58%
			TOTAL	\$ 112,998	\$ 70,460	\$ 140,548	\$ 135,491	\$ 93,126	\$ 135,491	\$ 153,181	13.06%

Finance Department

Program Full Time Equivalents: .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.

2014 Performance Measures:

- 1) Complete 100% of budget reports by dates set on budget calendar to assist City management and elected officials with budget decisions.
- 2) Complete monthly financial reports by the 20th day of the following month for all 12 months of the year.
- 3) Complete annual financial reports by May 15th for the preceding fiscal year.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Completed 100% of budget reports by dates set on budget calendar to assist City management and elected officials with budget decisions.
- 2) Completed monthly financial reports by the 20th day of the following month for all 12 months of the year.
- 3) Completed annual financial reports by May 15th for the preceding fiscal year.

Significant Program Achievements:

- 1) Completed the 2012 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 adopted 2014 Finance Department program cost is \$107,105. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training - \$100 for an EXCEL class.
- 2) Seminars includes 3 GFOA finance seminars for \$575, including hotels, meals and travel.
- 3) Consulting includes INCODE software maintenance and credit card transaction fees.
- 4) Memberships and Subscriptions - includes WICPA \$265; AICPA \$220; Value Purchasing Group \$25; and GFOA \$40.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

FINANCE			Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	51500	110	Salaries	\$ 41,670	\$ 20,020	\$ 42,007	\$ 42,505	\$ 20,636	\$ 42,505	\$ 42,505	\$ 42,505	0.00%
100	51500	120	Hourly Wages	13,779	6,735	14,340	14,056	7,207	14,056	14,056	14,056	0.00%
100	51500	125	Overtime Wages	390	0	0	390	0	390	390	390	0.00%
100	51500	150	FICA	4,271	2,001	4,020	4,357	2,131	4,357	4,357	4,357	0.00%
100	51500	151	Retirement	3,295	1,633	3,297	3,901	1,644	3,901	3,987	3,987	2.19%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,736	6,794	16,609	15,736	6,929	15,736	15,736	15,736	0.00%
100	51500	190	Training	200	0	0	100	0	100	100	100	0.00%
			Subtotal	79,341	37,183	80,273	81,045	38,547	81,045	81,130	81,130	0.11%
			CONTRACTUAL SERVICES									
100	51500	210	Telephone	2,400	1,200	2,383	2,400	1,200	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	600	0	302	575	325	575	575	575	0.00%
100	51500	215	Consulting	9,800	8,404	9,420	9,000	4,885	9,000	9,000	9,000	0.00%
100	51500	216	Auditing	12,350	4,120	12,350	12,350	4,720	12,350	12,350	12,350	0.00%
			Subtotal	25,150	13,724	24,455	24,325	11,130	24,325	24,325	24,325	0.00%
			SUPPLIES AND EXPENSE									
100	51500	310	Office Supplies	1,000	971	1,337	950	529	950	950	950	0.00%
100	51500	320	Memberships/Subscriptions	550	315	570	550	330	550	550	550	0.00%
100	51500	330	Mileage Reimbursement	200	-	150	150	31	150	150	150	0.00%
			Subtotal	1,750	1,286	2,057	1,650	890	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	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 106,241	\$ 52,193	\$ 106,785	\$ 107,020	\$ 50,567	\$ 107,020	\$ 107,105	\$ 107,105	0.08%

Assessor

Program Full Time Equivalents: .50

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.

2014 Performance Measures:

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2113.
- 2) Physically inspect 100% of partially completed construction by January 10, 2014.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2014.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2014.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Inspect partially completed construction by January 15, 2013.
 - a. Result: 100% of partially completed construction was completed by January 15, 2013.
- 2) Provide computer exemption reports to Department of Revenue by May 1, 2013.
 - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2013.
- 3) Review and revise parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2013.
 - a. Result: 100% of parcel splits, combinations, new subdivisions and name changes were reviewed/revised by April 1, 2013.

Significant Program Achievements:

- 1) Had additional educational assessment information placed on City of De Pere website.

- 2) Determined timely partial assessments in early January.
Conducted efficient open book and board of review hearings. June 5th Board of Review meeting was earliest compared to prior years.
- 3) Provided building permit applications to Accurate Appraisal LLC via computer.

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 adopted 2014 Assessor budget is \$58,624. 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.

2014 Budget Significant Expenditure Changes:

1. Seminars and Conferences - registration at the annual League of Municipalities Assessor's Conference was added for \$150.
2. Consulting - reflects actual costs of assessment services. An estimated \$10,000 is attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$18,500 is Accurate Appraisal LLC's assessment maintenance contract fee.
3. Memberships - reflects actual \$50 cost of membership in the Wisconsin Association of Assessing Officers.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
ASSESSOR											
Account Number			PERSONAL SERVICES								
100	51530	120	Hourly Wages	\$ 20,028	\$ 8,941	\$ 19,329	\$ 21,031	\$ 5,154	\$ 1,500	\$ 21,031	\$ 21,031 0.00%
100	51530	150	FICA	1,532	670	1,368	1,609	400	1,200	1,609	1,609 0.01%
100	51530	151	Retirement	2,363	1,097	2,268	2,881	231	1,000	1,472	1,472 -48.91%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,899	1,871	3,893	4,062	799	1,500	4,062	4,062 0.00%
100	51530	190	Training	0	0	0	0	0	0	0	0 0.00%
			Subtotal	27,822	12,579	26,858	29,583	6,584	5,200	28,174	28,174 -4.76%
			CONTRACTUAL SERVICES								
100	51530	210	Telephone	1,500	747	1,497	1,500	747	1,500	1,500	1,500 0.00%
100	51530	212	Seminars and Conferences	150	150	-	0	0	150	150	150 100.00%
100	51530	215	Consulting	28,500	23,066	28,616	28,500	18,850	28,500	28,500	28,500 0.00%
100	51530	290	Other Contractual Services	0	0	0	0	0	0	0	0 0.00%
			Subtotal	30,150	23,963	30,113	30,000	19,597	30,000	30,150	30,150 0.50%
			SUPPLIES AND EXPENSE								
100	51530	310	Office Supplies	250	0	-	250	0	250	250	250 0.00%
100	51530	320	Memberships/Subscriptions	50	0	-	50	0	50	50	50 0.00%
100	51530	330	Mileage Reimbursement	0	0	0	0	0	0	0	0 0.00%
			Subtotal	300	0	0	300	0	300	300	300 0.00%
			CAPITAL OUTLAY								
100	51530	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	\$ 58,272	\$ 36,542	\$ 56,971	\$ 59,883	\$ 26,181	\$ 35,500	\$ 58,624	\$ 58,624 -2.10%

City Hall

Program Full Time Equivalents: 0

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.

2014 Performance Measures:

1. Sustain utility costs through regular preventative maintenance of HVAC equipment and sustainable practices.
2. Repair outdoor lighting within 48 hours of reported failure.

2013 Performance Measurement Data:

1. Decrease utility costs by 3% through regular preventative maintenance of HVAC equipment.
The City Hall budget is projected to end the year with a \$1500 savings in utility costs from the proposed budget, or the equivalent of slightly more than 3%.
2. Repair outdoor lighting within 48 hours of reported failure.
All outdoor lighting was repaired in allotted schedule.

Significant Program Achievements:

1. Sidewalk repaired in front parking area.

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 adopted 2014 City Hall program budget is \$113,398. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

2014 Budget Significant Expenditure Changes:

- 1) Capital Outlay (\$10,000) is for general repairs and upkeep of the City Hall Building.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
CITY HALL											
Account Number PERSONAL SERVICES											
100	51600	120	Hourly Wages	\$ 10,679	\$ 5,739	\$ 10,168	\$ 10,999	\$ 5,366	\$ 10,999	\$ 10,999	0.00%
100	51600	125	Overtime Wages	0	20	20	0	20	20	0	0.00%
100	51600	150	FICA	816	415	719	841	372	372	841	-0.05%
100	51600	151	Retirement	1,267	695	1,192	1,507	328	1,507	770	-48.91%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,748	1,426	2,613	3,748	1,200	3,748	3,748	0.00%
			Subtotal	16,510	8,295	14,712	17,095	7,286	16,646	16,358	-4.31%
CONTRACTUAL SERVICES											
100	51600	210	Telephone	1,440	789	1,524	1,440	726	1,440	1,440	0.00%
100	51600	217	Cleaning Service Contract	16,500	5,454	17,726	16,500	6,901	16,500	16,500	0.00%
100	51600	218	Cell/Radlo	0	0	0	0	0	0	0	0.00%
100	51600	219	Data	0	0	0	0	0	0	0	0.00%
100	51600	220	Utilities	45,450	21,387	51,860	46,500	20,018	45,000	47,500	2.15%
			Subtotal	63,390	27,630	71,110	64,440	27,645	62,940	65,440	1.55%
SUPPLIES AND EXPENSE											
100	51600	314	Cleaning and Maintenance	11,600	4,312	9,427	11,600	1,505	11,600	11,600	0.00%
100	51600	340	Operating Supplies	10,000	5,905	15,831	10,000	4,092	10,000	10,000	0.00%
			Subtotal	21,600	10,217	25,258	21,600	5,597	21,600	21,600	0.00%
CAPITAL OUTLAY											
100	51600	810	Capital Equipment	10,000	2,664	8,787	10,000	2,641	5,000	10,000	0.00%
			Subtotal	10,000	2,664	8,787	10,000	2,641	5,000	10,000	0.00%
			TOTAL	\$ 111,500	\$ 48,806	\$ 119,867	\$ 113,135	\$ 43,169	\$ 106,186	\$ 113,398	0.23%

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.

Costs and Benefits of Program and Services:

The adopted Other General Government program cost is \$667,352.

2014 Budget Significant Expenditure Changes:

None Noted.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

EXPENDITURES				2012	2012	2012	2013	2013	2013	2014	2014	2014 / 2013
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
OTHER GENERAL GOVERNMENT												
Account Number				ILLEGAL TAXES, REFUNDS, CONTRIBUTIONS, AND UNCOLLECTABLES								
				GENERAL INSURANCES								
100	51900	510	Property and Liability	\$ 185,200	\$ 82,837	\$ 185,610	\$ 198,165	\$ 42,435	\$ 198,165	\$ 199,000	\$ 199,000	0.42%
100	51900	524	Sundry Unclassified	39,500	16,246	39,770	39,500	2,832	39,500	39,500	39,500	0.00%
			Subtotal	224,700	99,083	225,380	237,665	45,267	237,665	238,500	238,500	0.35%
			GRANTS, CONTRIBUTIONS, INDEM									
100	51900	710	Illegal Taxes/Refunds Uncollectables	7,000	24,525	43,181	7,000	518	7,000	7,000	7,000	0.00%
100	51900	720	Judgements, Lost-Awards, Indemnities	1,000	0	1000	1,000	0	1,000	1,000	1,000	0.00%
			Subtotal	8,000	24,525	44,181	8,000	518	8,000	8,000	8,000	0.00%
			COST REALLOCATIONS									
100	51900	900	Contingency fund	150,000	0	0	0	0	0	0	0	0.00%
100	51900	901	Employee Merit Pay	15,000	0	0	10,000	0	0	10,000	10,000	0.00%
100	51900	911	Reserved Wage and Benefit Funds	0	0	0	0	0	0	410,852	410,852	4108.52
			Subtotal	165,000	0	0	10,000	0	0	420,852	420,852	4108.52%
			TOTAL	\$ 397,700	\$ 123,608	\$ 269,561	\$ 255,665	\$ 45,785	\$ 245,665	\$ 667,352	\$ 667,352	161.03%

Health Department

Program Full Time Equivalents: 4.4

Program Mission:

The mission of the Health Department is to protect and promote the health of City of De Pere residents.

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.

Important Outputs:

- 1) Maternal child health programming/services – Activity funded by property tax and grant funding. Maternal child health programming 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. Home visits are offered to all families at the time of their child's birth to provide health education, referral and follow-up as needed to increase healthy outcomes and promote school readiness. 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 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 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. Communicable disease programming required by state statute. There are over 80 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. Mandatory TB skin testing is provided to those who are high risk. Wellness coaching is a voluntary program. Providing this service internally versus contracting with an outside vendor saves tax dollars.
- 8) Public Health Preparedness – Activity funded by grant revenue. 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. 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 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 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 property tax and 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.
- 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 web site, channel 4 contributions, educational presentations in the community, press releases, media interviews and individual education.
- 15) Radon Test Kits - Activity is funded by program revenue. Kits are provided to city residents at a nominal fee to allow residents access to affordable kits, education, and appropriate follow-up on test results that are obtained.

Expected Outcomes:

- 1) Increase compliance during inspections of establishments.
- 2) Increase vaccination rates toward the long-term goal of 90% for all children completing primary vaccination series by two years of age.
- 3) Monitor, prevent, suppress and control communicable diseases in accordance with federal and state recommendations/guidelines.

2014 Performance Measures:

- 1) Education and resources provided during regular inspections to Department of Health Services licensed facilities will result in a 2% reduction in the number of Center for Disease and Control risk factor violations found during the inspection process.

- 2) Health education and outreach provided by health department staff will achieve an 82% 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.
- 3) Health Department nursing staff will conduct surveillance and investigate 100% of suspect, probable and confirmed cases of illness and disease reported by state statute. Total #s of disease reports will be communicated quarterly at the Board of Health meetings.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Education and resources provided during regular inspections to Department of Health Services and Department of Agriculture Retail licensed facilities will result in a 2% reduction in the number of Center for Disease and Control risk factor violations found during the inspection process.
 - a. Result: Education and resources provided during regular inspections of licensed facilities resulted in a 15% reduction in the number of Center for Disease and Control risk factor violations found during the inspection process.
- 2) Health education and outreach provided by health department staff will increase the immunization rate of 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months by 2% during 2012 from baseline data.
 - a. Result: The immunization rate for this age group increased from the baseline data of 78% to approximately 81% with children turning 24 months before July 1, representing a 3% percent increase.
- 3) Education provided to parent/caregivers during child passenger inspections will result in a demonstration of proper installation by at least 90% of parents/caregivers.
 - a. Result: Education provided to parent/caregivers during child passenger inspections resulted in a demonstration of proper installation by 100% of parents/caregivers.

Significant Program Achievements:

During the July 2012-June 2013 period the health department experienced a major staff turn-over and a potential merger with Brown County. During this time, the staff remaining assured continuity of operations with some essential services with very limited resources.

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 2014 Health Department program cost is \$432,540. 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 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreases by \$3,161 to reflect decrease city contribution to WRS (union contract ending) as waiting until 4/1/2013 to staff the full-time Sanitarian position (license year: 4/1/2014-6/30/2015).
- 2) Health, Dental, DIB, and Life & Workers Comp Ins increases \$36,360 to reflect staffing i.e. current staff and projected staffing: 1 full-time Public Health Nurse and 1 Sanitarian from April 1st 2014 (**anticipated** full benefits).
- 3) FICA decreases by \$1,347 to reflect overall savings for planned staff as well as waiting until 4/1/2013 to staff the full-time Sanitarian position (license year: 7/1/2014-6/30/2015).
- 4) Salaries decrease by \$18,003 to reflect staff turnover (Health Director) as well as waiting until 4/1/2013 to staff the full-time Sanitarian position (license year: 7/1/2014-6/30/2015).
- 5) Seminars and Conferences: WPHA/WALHDAB Conference \$450; Regional and State WALHDAB meetings \$150; Public Health Nursing Conference \$100; Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food Conferences \$100; and required programming for Weights and Measures program \$300.
- 6) Memberships/Subscriptions: Wisconsin Public Health Association \$75, Wisconsin Association of Local Health Departments and Boards (WALHDAB) \$330, Wisconsin Environmental Health Association \$50, and National Conference on Weights and Measures \$75.
- 7) Consulting: Humane Society fees for taking in stray domesticated animals (cats/dogs)-\$14,000.
- 8) MCH Grant (expenditure/revenue) decreases by 8% (projected) to reflect decrease in the grant award.
- 9) Immunization Outreach Grant (expenditure/revenue) decreases by 8% (projected) to represent decrease in the grant award.
- 10) Lead Grant (expenditure/revenue) decreases by 8% (projected) to reflect decrease in the grant award.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change	
HEALTH AND HUMAN SERVICES												
PERSONAL SERVICES												
Account Number												
100	54100	110	Salaries	\$ 130,942	\$ 71,863	\$ 88,219	\$ 128,666	\$ 0	\$ 29,895	\$ 110,663	\$ 110,663	-13.99%
100	54100	120	Hourly Wages	121,733	34,588	132,198	124,026	56,674	105,779	124,404	124,404	0.30%
100	54100	125	Overtime Wages	0	0	326	0	1,153	1,153	0	0	0.00%
100	54100	150	FICA	19,329	7,856	15,814	19,331	4,401	10,465	17,984	17,984	-6.97%
100	54100	151	Retirement	17,029	7,339	14,409	19,618	3,235	8,506	16,449	16,449	-16.15%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	48,117	16,467	30,152	43,312	5,164	35,254	79,672	79,672	83.95%
			Subtotal	337,150	138,113	281,118	334,953	70,627	191,052	349,172	349,172	4.25%
			CONTRACTUAL SERVICES									
100	54100	210	Telephone	1,700	850	1,680	1,700	811	1,622	1,700	1,700	0.00%
100	54100	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	54100	212	Seminars and Conferences	1,500	481	1,170	1,500	0	500	1,500	1,500	0.00%
100	54100	215	Consulting	14,000	2,268	7,727	14,000	3,575	13,745	14,000	14,000	0.00%
100	54100	218	Cell/Radio	120	42	84	120	22	22	0	0	0.00%
100	54100	240	Equipment Maintenance	900	0	575	900	0	0	900	900	0.00%
			Subtotal	18,220	3,641	11,236	18,220	4,408	15,889	18,100	18,100	-0.66%
			SUPPLIES AND EXPENSE									
100	54100	310	Office Supplies	2,000	856	1,560	2,000	170	900	2,000	2,000	0.00%
100	54100	320	Memberships/Subscriptions	565	695	695	530	75	460	530	530	0.00%
100	54100	324	Medical Supplies	12,000	2,027	7,500	10,000	520	6,000	10,000	10,000	0.00%
100	54100	330	Mileage Reimbursement	1,800	1,055	1,713	2,200	209	800	2,200	2,200	0.00%
100	54100	331	Transportation	1,200	570	1,028	1,200	78	200	1,200	1,200	0.00%
100	54100	351	MCH Grant	6,500	154	553	7,900	474	7,900	7,268	7,268	-8.00%
100	54100	354	Childhood Lead Grant	1,900	0	0	1,980	0	1,980	1,820	1,820	-8.08%
100	54100	355	Immunization Outreach Grant	7,500	300	0	6,800	0	6,800	6,250	6,250	-8.09%
100	54100	356	Tobacco Cessation	0	0	732	0	0	0	0	0	0.00%
100	54100	357	Child w/spec needs Grant	0	0	0	0	0	0	0	0	0.00%
100	54100	358	Preparedness Grant	34,000	11,604	26,555	34,000	11,426	34,000	34,000	34,000	0.00%
100	54100	359	Prevention Grant	0	0	0	2,500	2,500	0	0	0	0.00%
100	54100	370	Pher Grant	0	0	0	0	0	0	0	0	0.00%
			Subtotal	67,465	17,261	40,336	69,110	15,452	59,040	65,268	65,268	-5.56%
			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	\$ 422,835	\$ 159,016	\$ 332,690	\$ 422,283	\$ 90,487	\$ 265,981	\$ 432,540	\$ 432,540	2.43%

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 providing public health services according to standing orders and established policy and procedures.
- 2) Maintain or increase the number of public health services provided to the community at the lowest possible cost.

2014 Performance Measures:

- 1) Ensure annual review of 100% of health department standing orders and policy and procedures with updates as needed by May of each year.
- 2) Review and approve a Strategic Plan for the Health Department.
- 3) Approves the annual report by March of each year, which includes a report of 100% of all services provided.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Ensure annual review of 100% of health department standing orders and policy and procedures with updates as needed by May of each year.
 - a. Result: The board of health approved policy/procedures May 21st 2013.
- 2) Ensure that the board of health meets at minimum of 4 times each calendar year.
 - a. Result: The Board of Health met on September 17, 2012, November 19, 2012, March 18, 2013, and May 20, 2013.
- 3) Approves the annual report by March of each year, which includes a report of 100% of all services provided.
 - a. Result: The Board of Health approved the annual report for 100% of health department activities on March 18, 2013.

Significant Program Achievements:

2012-2013 has been a year of transition for the agency. The Board of Health has spent a significant amount of time and effort strategizing for the future of public health in De Pere.

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 adopted 2014 Board of Health program cost is \$1,920. The program benefits the community by allowing for resident involvement of board members in the policy development of public health programming. In addition, it supports health department programming that promotes healthy lifestyles and protects health through health education, inspections and direct care to community members.

2014 Budget Significant Expenditure Changes:

- 1) Training includes amounts for board members to attend annual Wisconsin Association of Local Health Department and Boards (WALHDAB) Annual Conference and bi-monthly meetings.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
BOARD OF HEALTH												
Account Number PERSONAL SERVICES												
100	54110	124	Hourly Wages Board of Health	\$ 1,500	\$ 750	\$ 1,625	\$ 1,500	\$ 750	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
100	54110	150	FICA	20	10	22	20	10	20	20	20	0.00%
100	54110	190	Training	400	0	0	400	0	0	400	400	0.00%
			Subtotal	1,920	760	1,647	1,920	760	1,520	1,920	1,920	0.00%
			TOTAL	\$ 1,920	\$ 760	\$ 1,647	\$ 1,920	\$ 760	\$ 1,520	\$ 1,920	\$ 1,920	0.00%

Planning and Economic Development

Program Full Time Equivalents: 1.4

Program Mission:

The Planning and Economic Development office works with four primary areas: Planning, Economic Development, Redevelopment, and Historic Preservation. The office is directly responsible for carrying out the duties related to these programs to help the City achieve its goals.

List of Program Service(s) Descriptions:

- 1) ***Citizen / Customer Contact*** - Receive input/questions from citizens on projects related to the areas of responsibility.
- 2) ***Planning*** – Responsible for the following areas:
 - 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. Plan Commission: Responsible to the Plan Commission which oversees plan approval, rezoning, annexation, site plan review and land subdivision requests. Staff is responsible for the review and preparation of all material.
 - d. Plan Coordination: Responsible for working with local agencies and units in government for project development and coordination (ie. WIDOT Projects, FEMA, local government coordination, etc).
- 3) ***Economic Development*** – Responsible for the following areas:
 - a. Retention: Responsible for working with the existing businesses in the City to help retain or expand their operations.
 - b. Recruitment: Responsible for the recruitment of new business to the industrial / business parks and the business districts.
 - c. Land Sales: Responsible for the sale of City land for development.
 - 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 City TID districts and individual TID plans.
- 4) ***Redevelopment*** – Responsible for the following areas:
 - a. Redevelopment Authority: Responsible to the Redevelopment Authority which oversees redevelopment in the Downtown and properties it manages.
 - 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 (ie building guidelines, signage, streetscape, etc).

- 5) **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:** Activity funded by the tax levy. Provide timeline responses to citizen ideas and inquiries.
- 2) **Planning:** Activity funded by the tax levy and application fees. Projects completed related to the activities of the Plan Commission indicates the activity in the community and the overall implementation of items identified in the planning documents.
- 3) **Economic Development:** Funded by the tax levy, Tax Increment Districts and the Revolving Loan Program. The retention of existing businesses and recruitment of new businesses is a critical output.
- 4) **Redevelopment:** Funded by the tax levy and Tax Increment Districts. Preserving / enhancing the overall health of the downtown.
- 5) **Main Street Program:** Funded by the tax levy and Tax Increment Districts. Preserving / enhancing the overall health of the downtown.

Expected Outcomes:

- 1) **Citizen / Customer Contact:** Maintain business and citizen contact levels in a manner that meets or exceeds the needs of the community.
- 2) **Planning:** Maintain or increase the overall quality of life of residents and visitors through the implementation of the City's planning policies.
- 3) **Economic Development:** The retention of existing businesses and recruitment of new businesses which is critical to the economic health of the City.
- 4) **Redevelopment:** Implementation of the recommendations outlined by the City's Downtown Master Plan.
- 5) **Main Street Program:** Maintain or increase the overall business climate for existing and new business within the district.

2014 Performance Measures:

- 1) Reduce review internal review time by 20% for development projects.
- 2) Reduce the number of general calls by improving web site content.
- 3) Improve project approval response time to be within 5 business days.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Improve department customer applications for services to reduce missing items or questions by 25%.
 - a. Result: Process redesigned and questions were reduced by over 50%.
- 2) Provide client feedback within 5 business days on projects.
 - a. Result: Responses provided within 2 business days.
- 3) Improve RLF loan tracking to reduce audit reporting time to be reduce by 20%.
 - a. Result: Completed. New process implemented with Finance. Report generate time reduce by 30%.

Significant Program Achievements:

- Planning: Reviewed 11 site plans resulted in ~386,000 sq. ft. of new industrial / commercial / multi-family development. Conducted 8 reviews of Zoning Amendments, 3 Conditional Use Application, 1 vacation and 16 Certified Survey Maps.
- Economic Development: Implementation of TID 9 & 10. Expansions and new business in the East Industrial Park, West Business Park and 41 Business Park. Three property sales; purchase of 2 acres of new business park property. Redevelopment of 2 potential sites within the downtown and completed 2 façade grants.
- Main Street: Transitioned to the new Downtown De Pere. Completed incorporation and established the framework for the new Main Street organization.
- RLF Program: Completed the draft manual for the regional RLF program.
- Regional: Served on Brown County Committee for the Brown County Water Front Plan, Brown County Committee for the southern bypass corridor, Green Bay Chamber Advance Retention Committee, Brown County Plan Commission's, and Downtown De Pere Board of Directors. Also served on the Main Street sub committees and on the City's Sister City Committee and SEEDs Committee.

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 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) Participate in a regular meeting of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
 - 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.
- 4) Represent the community on a regular basis for regional program (ie. County Plan Commission, Advance, De Pere Chamber of Commerce, etc)
 - 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.
- 5) Participate in regular meetings of the Main Street Board of Directors.
 - a. Community Importance.
 - i. The Board of Directors develops the work plan each year for the Main Street program.

Costs and Benefits of Program and Services:

The adopted 2014 Planning and Economic Development program cost is \$156,410. 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.

2014 Budget Significant Expenditure Changes:

- 1) Health, Dental, DIB, Life & Wks Cmp Ins increases \$2,901 to reflect actual costs.
- 2) Training includes Programming \$800, Managers Training \$400.
- 3) Seminars: WAPA \$500, WEDA \$500, WLIA \$500, IDC \$1,500.
- 4) Consulting includes Advance \$3,850; and TID/Survey work \$8,400.
- 5) Memberships. WLIA \$200, WAPA \$250, WEDA \$120.
- 6) Contribution - Main Street Program remains at \$20,000 (Downtown De Pere Inc).

City of De Pere
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Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
PLANNING AND ECONOMIC DEVELOPMENT												
Account Number		PERSONAL SERVICES										
100	56700	110	Salaries	\$ 86,483	\$ 41,547	\$ 87,596	\$ 88,208	\$ 41,946	\$ 88,208	\$ 87,565	\$ 87,565	-0.73%
100	56700	120	Hourly Wages	9,887	6,562	11,687	10,049	4,428	8,800	10,049	10,049	0.00%
100	56700	125	Overtime Wages	500	192	562	500	241	500	500	500	0.00%
100	56700	150	FICA	7,372	3,704	7,428	7,555	3,748	7,459	7,506	7,506	-0.65%
100	56700	151	Retirement	5,686	2,816	5,728	6,765	2,757	6,679	6,868	6,868	1.52%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,392	988	2,021	2,515	983	2,515	5,416	5,416	115.35%
100	56700	190	Training	1,200	0	999	1,200	25	1,200	1,200	1,200	0.00%
			Subtotal	113,520	55,809	116,021	116,792	54,128	115,362	119,104	119,104	1.98%
			CONTRACTUAL SERVICES									
100	56700	210	Telephone	850	424	800	850	421	845	850	850	0.00%
100	56700	212	Seminars and Conferences	2,000	1,438	1,889	3,000	989	3,000	3,000	3,000	0.00%
100	56700	215	Consulting	12,500	3,851	4,356	12,500	3,869	12,000	12,250	12,250	-2.00%
			Subtotal	15,350	5,713	7,045	16,350	5,279	15,845	16,100	16,100	-1.53%
			SUPPLIES AND EXPENSE									
100	56700	310	Office Supplies	400	145	393	400	286	400	400	400	0.00%
100	56700	313	Promotions & Advertising	1,000	450	450	1,000	652	1,000	1,000	1,000	0.00%
100	56700	315	Publications	150	0	0	150	0	150	150	150	0.00%
100	56700	320	Memberships/Subscriptions	570	0	715	570	330	600	570	570	0.00%
100	56700	330	Mileage Reimbursement	1,000	656	1,405	1,000	867	1,200	1,250	1,250	25.00%
			Subtotal	3,120	1,251	2,963	3,120	2,135	3,350	3,370	3,370	8.01%
			GRANTS, CONTRIBUTIONS, INDEM									
100	56700	702	Contribution--Main Street Program	20,000	5,000	20,000	20,000	0	20,000	20,000	20,000	0.00%
			Subtotal	20,000	5,000	20,000	20,000	0	20,000	20,000	20,000	0.00%
			CAPITAL OUTLAY									
100	56700	811	Office Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 151,990	\$ 67,773	\$ 146,029	\$ 156,262	\$ 61,542	\$ 154,557	\$ 158,574	\$ 158,574	1.48%

Geographic Information System (GIS) Services

Program Full Time Equivalents: 1.0

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.

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 200 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 and eliminate data redundancy.

2014 Performance Measures:

- 1) Develop Alternate Mapping web site utilizing newly acquired ArcGIS online. Completed by the fourth quarter of 2014.
- 2) Hold one GIS/web map employee training session per quarter in 2014.
- 3) Provide mapping project/data request conformation to client within 24 hours.

2013 Performance Measurement Data (June 2012 – August 2013):

- 1) Migrate to ESRI version 10.1 GIS software to enhance server performance and productivity by the fourth quarter of 2013.
 - a. Result: Conversion to ESRI version 10.2 will be completed by December 2013.
- 2) Maintain 98% up-time on GIS Windows and Linux servers.
 - a. Result: GIS servers maintained 99.9% up-time, after one incident.
- 3) Complete mapping project/data requests within one week.
 - a. Result: 96% of project requests were successfully completed within one week.

Significant Program Achievements:

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,122,000 in revenue.
- 2) Completed updates to GIS utility data for storm sewer, sanitary sewer and water distribution systems, now totaling over 1 million pieces of data. System supports construction, maintenance, location and planning processes in the city.
- 3) Completed system enhancements to the DIME and public DIME applications. DIME system averages 1390 monthly visits a 26% increase over last year.
- 4) Completed field verification of tree inventory producing a robust GIS dataset. The project was complete 100% in-house with existing resources.
- 5) Successfully coordinated a multi-county consortium 2014 aerial photo flight project.

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 adopted 2014 GIS program cost is \$71,627. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training includes \$1,960 for five day ESRI International User Conference. No increase in 2014.
- 2) Seminars and conferences increased \$50 to include Wisconsin Land Records Association \$450; ESRI International Users Conference \$1,000.
- 3) Consulting expenditures, \$2,000 for ArcGIS Server support and \$4,250 for ArcGIS Online web enhancements. No increase in 2014.
- 4) Memberships/Subscriptions decreased \$50 to reflect actual costs.
- 5) Capital Outlay includes \$750 for server upgrade.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Ken Pabich / Bill Boyle		
DATE PREPARED: August 2013		
DESCRIPTION OF PROJECT: Server/peripheral uninterruptable power supply (UPS) upgrade.		
One new UPS will be replaced to provide adequate emergency power to GIS/Engineering servers and peripheral hardware. Current hardware is well past its expected functional life.		
	NEW:	or REPLACEMENT: X
PROJECTED COST: \$1,200		
PROPOSED METHOD OF FINANCING:		
X	GENERAL FUND	\$ 750 100%
	CAPITAL IMPROVEMENTS FUND	
	GENERAL OBLIGATION DEBT	
	SPECIAL ASSESSMENT	
	GRANTS	
	OTHER	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
	N/A	
PROJECT JUSTIFICATION		
Project would ensure hardware continues to run before generator power activates in the event of a catastrophic failure or power surge, in keeping with standard IT practices.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
GIS											
Account Number PERSONAL SERVICES											
100	56900	110	Salaries	\$ 41,389	\$ 19,717	\$ 41,618	\$ 42,053	\$ 20,431	\$ 42,053	\$ 42,053	0.00%
100	56900	120	Hourly Wages	0	0	0	0	0	0	0	0.00%
100	56900	125	Overtime Wages	0	0	0	0	0	0	0	0.00%
100	56900	150	FICA	3,166	1,403	2,827	3,217	1,492	3,217	3,217	0.00%
100	56900	151	Retirement	2,483	1,199	2,434	2,881	1,205	2,881	2,881	0.00%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,259	2,298	5,577	5,516	2,329	5,516	5,516	0.00%
100	56900	190	Training	1,960	0	3,535	1,960	86	1,631	1,960	0.00%
			Subtotal	54,257	24,617	55,991	55,627	25,543	55,298	55,627	0.00%
CONTRACTUAL SERVICES											
100	56900	210	Telephone	400	200	400	400	0	400	400	0.00%
100	56900	211	Postage	0	0	0	0	0	0	0	0.00%
100	56900	212	Seminars and Conferences	1,550	939	1,842	1,400	376	750	1,450	3.57%
100	56900	215	Consulting	6,250	45	45	6,250	66	6,000	6,250	0.00%
100	56900	219	Data	3,100	1,538	3,076	3,100	1,525	3,100	3,100	0.00%
			Subtotal	11,300	2,722	5,363	11,150	1,967	10,250	11,200	0.45%
SUPPLIES AND EXPENSE											
100	56900	310	Office Supplies	3,550	14	3,360	3,550	0	3,550	3,550	0.00%
100	56900	315	Publications	0	0	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	100	50	50	100	50	50	50	-50.00%
100	56900	330	Mileage Reimbursement	500	155	217	450	211	425	450	0.00%
			Subtotal	4,150	219	3,627	4,100	261	4,025	4,050	-1.22%
CAPITAL OUTLAY											
100	56900	811	Office Equipment	1,200	209	209	1,200	0	4,400	1,200	-37.50%
100	56900	830	Furniture	0	0	0	0	0	0	0	0.00%
			Subtotal	1,200	209	209	1,200	0	4,400	1,200	-37.50%
			TOTAL	\$ 70,907	\$ 27,767	\$ 65,190	\$ 72,077	\$ 27,771	\$ 73,973	\$ 72,077	-0.62%

TOTAL GENERAL GOVERNMENT

City of De Pere
2014 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 Month Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Total General Government									
PERSONAL SERVICES									
110 Salaries	\$ 633,956	\$ 304,585	\$ 583,341	\$ 636,063	\$ 242,353	\$ 537,292	\$ 617,417	\$ 617,417	-2.93%
120 Hourly Wages	354,845	146,978	365,883	364,318	168,636	325,291	362,735	362,735	-0.43%
122 Hourly Wages Part Time	91,694	44,211	89,258	91,768	44,278	91,768	91,768	91,768	0.00%
124 Hourly Wages Board of Health	1,500	750	1,625	1,500	750	1,500	1,500	1,500	0.00%
125 Overtime Wages	3,280	815	2,678	3,030	2,370	4,212	3,030	3,030	0.00%
128 Hourly Wages--Poll Workers	50,000	32,811	58,097	12,000	13,809	12,000	32,176	32,176	168.13%
150 FICA	78,971	36,073	72,554	80,602	33,432	70,763	79,352	79,352	-1.55%
151 Retirement	69,199	32,612	65,422	81,325	24,003	68,411	68,642	68,642	-15.60%
152 Health, Dental, DIB, Life and Wks Comp Ins	197,657	80,564	179,848	197,864	68,356	187,244	245,966	245,966	24.31%
190 Training	7,155	168	4,730	4,960	576	4,231	4,960	4,960	0.00%
192 Tuition Assistance	8,000	0	2,967	3,000	1,976	3,000	3,000	3,000	0.00%
193 Organizational Training	2,700	3,410	3,573	2,700	522	1,000	2,700	2,700	0.00%
Subtotal	1,498,957	682,977	1,429,976	1,479,131	601,060	1,306,713	1,513,248	1,513,248	2.31%

CONTRACTUAL SERVICES									
210 Telephone	13,675	6,856	13,664	13,630	6,566	13,547	16,630	16,630	22.01%
211 Postage	35	1,652	1,652	35	2,729	35	2,764	2,764	7797.14%
212 Seminars and Conferences	17,855	5,221	10,710	18,280	3,479	14,705	18,850	18,850	3.12%
215 Consulting	129,427	59,672	103,118	165,247	75,440	168,742	179,200	179,200	8.44%
216 Auditing	12,350	4,120	12,350	12,350	4,720	12,350	12,350	12,350	0.00%
217 Cleaning Service Contract	16,500	5,454	17,726	16,500	6,901	16,500	16,500	16,500	0.00%
218 Cell/Radio	2,520	828	1,826	2,520	1,226	2,102	2,400	2,400	-4.76%
219 Data	7,960	5,578	11,024	3,100	5,276	3,100	4,850	4,850	56.45%
220 Utilities	45,450	21,387	51,860	46,500	20,018	45,000	47,500	47,500	2.15%
224 Public Notices	8,000	3,675	9,023	8,000	2,250	7,000	8,000	8,000	0.00%
Subtotal	260,847	119,082	240,052	292,837	133,060	288,856	315,584	315,584	7.77%

City of De Pere
2014 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 Month Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Total General Government									

SUPPLIES AND EXPENSE

310	Office Supplies	34,500	20,454	35,879	30,900	13,237	29,300	32,350	32,350	4.69%
313	Promotions	1,000	450	450	1,000	652	1,000	1,000	1,000	0.00%
314	Cleaning and Maintenance	11,600	4,312	9,427	11,600	1,505	11,600	11,600	11,600	0.00%
315	Publications	12,279	4,147	7,729	11,754	3,308	10,469	9,954	9,954	-15.31%
320	Memberships/Subscriptions	12,905	3,798	5,749	11,889	9,724	12,059	11,751	11,751	-1.16%
324	Medical Supplies	12,000	2,027	7,500	10,000	520	6,000	10,000	10,000	0.00%
330	Mileage Reimbursement	5,900	2,383	5,106	5,900	1,344	4,325	6,100	6,100	3.39%
331	Transportation	6,400	2,777	5,721	6,300	1,949	5,100	6,300	6,300	0.00%
340	Operating Supplies	81,000	43,321	98,356	77,900	72,027	76,900	47,250	47,250	-39.35%
351	MCH Grant	6,500	154	553	7,900	474	7,900	7,268	7,268	-8.00%
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	1,900	0	0	1,980	0	1,980	1,820	1,820	-8.08%
355	Immunization Outreach Grant	7,500	300	0	6,800	0	6,800	6,250	6,250	-8.09%
356	Tobacco Cessation	0	0	732	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	34,000	11,604	26,555	34,000	11,426	34,000	34,000	34,000	0.00%
359	Prevention Grant	0	0	0	2,500	2,500	0	0	0	0.00%
370	Pher Grant	0	0	0	0	0	0	0	0	0.00%
	Subtotal	227,484	95,727	203,757	220,423	118,666	207,433	185,643	185,643	-15.78%

FIXED CHARGES

510	Property Insurance	185,200	82,837	185,610	198,165	42,435	198,165	199,000	199,000	0.42%
524	Misc General Expense	39,500	16,246	39,770	39,500	2,832	39,500	39,500	39,500	0.00%
	Subtotal	224,700	99,083	225,380	237,665	45,267	237,665	238,500	238,500	0.35%

City of De Pere
2014 General Fund
Adopted Budget

GENERAL GOVERNMENT
EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 Month Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Total General Government									
GRANTS, CONTRIBUTIONS, INDEM									
702 Contribution--Main Street Program	20,000	5,000	20,000	20,000	-	20,000	20,000	20,000	0.00%
710 Illegal Taxes/Refunds	7,000	24,525	43,181	7,000	518	7,000	7,000	7,000	0.00%
720 Grants and Donations	1,000	0	1,000	1,000	0	1,000	1,000	1,000	0.00%
Subtotal	28,000	29,525	64,181	28,000	518	28,000	28,000	28,000	0.00%
CAPITAL OUTLAY									
810 Capital Equipment	25,200	2,664	11,822	97,800	2,791	40,650	88,000	88,000	-10.02%
811 Office Equipment	2,750	209	707	1,200	0	4,400	7,700	7,250	504.17%
830 Furniture	450	450	450	0	0	0	500	500	100.00%
Subtotal	28,000	3,323	12,979	50,550	3,241	45,500	96,200	95,750	89.42%
COST REALLOCATIONS									
900 Contingency	150,000	0	0	0	0	0	0	0	0.00%
901 Employee Merit Pay	15,000	0	0	10,000	0	0	10,000	10,000	0.00%
Subtotal	165,000	0	0	10,000	0	0	420,852	420,852	4108.52%
Total	\$ 2,432,988	\$ 1,029,717	\$ 2,176,325	\$ 2,318,606	\$ 901,812	\$ 2,114,167	\$ 2,798,027	\$ 2,797,577	20.66%

PUBLIC SAFETY

PUBLIC SAFETY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Police	38.50
Crossing Guards	2.65
Fire	29.00
Building Inspection	2.50
Jail	0.00
TOTAL	72.65

Police

Program Full Time Equivalents: 39.5

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). Revenue generated through fines and forfeitures increases general fund revenues.

- 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) Department personnel will increase the 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

2014 Performance Measures:

- 1) Increase bicycle safety education in schools to 100% of all third grade students attending school in De Pere.
- 2) Reduce Warrant/Commitment processing times on repeat offenders by 60% (1 hour reduced to 20 minutes) by the elimination of duplicate data entry moving from a single entry system to a multiple-entry records management system and paperless transmission to the Public Safety Communications Center through shared software use and utilization of shared file locations.

- 3) Increase impaired driving arrests by 20% through increased patrols by utilizing individual grant opportunities and task force participation.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Underage Alcohol Sales – Reduce the illegal alcohol sales to minors by licensed establishments by 50% by end of 2013. 2012 failure rate was about 67%. Result: Current compliance failure rates are about 20%.
- 2) Report Processing - Implementation of National Incident Based Reporting System (NIBRS) reporting electronically to the Wisconsin Department of Justice on 100% of reports by end of 2013. Results: Transmitted 12 months of data electronically to State of Wisconsin. Certification pending, but should be received by year end of 2013.
- 3) Municipal Court Submissions – Reduce paper submissions of municipal ordinance violations to municipal court by 100% by implementing an electronic submission system as part of the sustainability efforts in City in 2013. Result: 100% of all police reports and accompanying documents are retrieved and reviewed electronically by the De Pere Municipal Court. The Department has also implemented paperless reporting to the Brown County District Attorney's office and all files are submitted electronically. 90% of our municipal traffic and ordinance violations are generated and processed electronically to the Municipal and Circuit Court systems. The remaining 10% are hand-written documents requiring manual entry.

Significant Program Achievements:

- 1) Increased use of technology to become efficient and increase patrol time
- 2) Maintained training of staff through formal hands-on scenario based training
- 3) Continue team policing through the community policing philosophy
- 4) Increased contacts with citizens and businesses through neighborhood watches
- 5) Maintain School Resource Officers in two school districts

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 adopted 2014 Police program cost is \$ \$4,350,375. 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.

2014 Budget Significant Expenditure Changes:

- 1) Hourly wages increased \$68,761 due to filling vacant officer positions and mandatory step increases for new officers in first five years of employment.
- 2) FICA increased \$15,101 to reflect wage and salary adjustments.
- 3) Retirement increased \$45,483 to reflect wage and salary adjustments and impact of State budget to WRS.

- 4) 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.
- 5) Postage decreased \$500 due to lower anticipated use of US Mail for overdue parking notification and bad debt collection.
- 6) Seminars/Conferences for 2014 include WI Law Enforcement Development Association Conferences \$400, DOJ Technology Conference \$450, Open Records Updates \$600, Police Executive Group \$600, and other miscellaneous in-services and workshops. This account also includes meals and lodging associated with such conferences. No increase in 2014.
- 7) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, etc.
- 8) Cell/radio costs increased \$9,300 due to actual costs for cell phones and data "air" cards.
- 9) Data costs decreased \$2,700 due to estimated new costs.
- 10) Utilities costs decreased \$3,500 to reflect estimated costs.
- 11) Equipment Maintenance increased \$5,000 due to aging patrol fleet repair.
- 12) Other Contractual Services reduced \$1,300 to reflect actual costs.
- 13) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief, Captain, Lieutenant \$300, International Assoc. of Chief of Police - Chief \$100, WI Juvenile Officers Assoc.- 3 Liaison Officers \$60, Sanger B. Powers Pistol Range \$250, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75, De Pere Journal \$29. No change from 2014.
- 14) Mileage Reimbursement decreased \$150 to reflect actual cost estimates.
- 15) Operating Supplies reduced \$8,500 to adjust to actual use for 2014.
- 16) Capital Equipment increased \$23,200 to \$81,200 to purchase the following police specific capital equipment: \$43,000 for first of two lease payments for two fully equipped sergeant vehicles, \$16,900 for a copier/scanner/server, \$2,700 for a high capacity computer for evidentiary photo/audio storage and \$18,600 (General fund share of \$9,300) for 6 new portable radios to supplement new radio system user needs and \$23,700 (General fund share of \$9,300) for scheduling software.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: POLICE (Beiderwieden)			
DATE PREPARED: August 8, 2013			
DESCRIPTION OF PROJECT: Replace two police sergeant vehicles including computer, prisoner transport cage and emergency lighting.			
	NEW:	or REPLACEMENT:	X
PROJECTED COST: \$86,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND	\$	(2014) 43,000 (2015) 43,000	%
CAPITAL IMPROVEMENTS FUND			100
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
Potential Municipal Lease Options			
OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
Ongoing maintenance costs are necessary for patrol vehicles, and include general maintenance items like oil changes, brake replacement and rotating tires, to more severe maintenance items like transmission repair, engine replacement, and others. Maintenance costs on the new vehicles are covered for the first 36,000 miles through a warranty, except for regular maintenance items.			
PROJECT JUSTIFICATION			
Sergeant patrol vehicles are a necessity for police operations. It is a must have item. The scheduled sergeant vehicle replacement was delayed in 2013 due to budget constrictions. The costs of the vehicles have risen in part due to a change in vehicles and replacement equipment needed inside the vehicles. In previous years the department has used smaller patrol vehicles mainly to reduce fuel related costs. The patrol vehicles used by the department are no longer suitable for our use due to the loss of the production model and the continued downsizing of vehicle sizes. Options for replacement included various engine and vehicle sizes. After considerable reviews and testing, the department has opted to utilize the Ford Interceptor, SUV style patrol vehicle with a V-6 Ecoboost engine. The fuel ratings are reasonable and comparable with current use vehicle ratings. Further, the vehicle includes a standard all-wheel drive system ensuring safe handling during high speed maneuvers and winter driving.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	1

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: Police Department (Krueger)			
DATE PREPARED: August 9, 2013			
DESCRIPTION OF PROJECT:	INTEGRATED DOCUMENT IMAGING ARCHIVING COPIER SCANNING SOLUTION		
	Replacement of Cannon IR5000 Multi-function printing device:		\$9,000
	Replacement/Upgrade of eCopy ScanStation Document Imaging Software:		\$3,900
	Replacement of Snap Server RAID Data Storage Devices/Mirrored:		\$4,000
		NEW:	or REPLACEMENT: x
PROJECTED COST: \$16,900.00			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND		\$	%
CAPITAL IMPROVEMENTS FUND		\$16,900	100
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
Maintenance agreements \$1,500 as budgeted for in Operating Expenses			
PROJECT JUSTIFICATION			
Replacement of failing multi-function printing/scanning, copying device and integrated eCopy Scan Station Client upgrade to maintain data/document archiving and management systems. Continued and increasing use of electronic documents for paperless delivery of various department processing initiatives requires that aging/outdated equipment be replaced in order to reach even more efficiencies in document creation, distribution and maintenance of historical data for department. The department has an increased need for higher volume of data storage and archival space for all forms of media including photographs, videos, audio, and document files. Upgrading of the document imaging software will allow the department to obtain new efficiencies in terms of mandatory document/report redactions which are automated through this technology upgrade. The software and equipment will expedite the distribution of color documents, mug shots, photographs, and other items that are critical to department communications which currently are produced on different non-integrated systems. The system will allow the department to maintain compliance with all state, federal, local reporting requirements and records retention needs and continue to provide secure archival storage of historical data.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

- Produce professional “wanted” or informational documents that can be disseminated to other agencies and the community. A recent arson to city owned property investigation was successfully resolved with the identification of two juvenile perpetrators. The information for those responsible came from a citizen who observed a “cash reward” poster produced by investigators that had been displayed at the location of the fire.
- Convert video evidence to a commonly viewable file format. Video evidence collected during the course of an investigation routinely comes in proprietary or unpopular formats that must be converted so outside entities can view them. Additional video editing software is necessary for this task.
- Produce portions of surveillance to released requesting the public’s assistance in identification. Surveillance video coming into custody of the Agency is routinely lengthy. Portions of the video need to be extracted and converted to a standard file format so that it can be released to the public for assistance and identification purposes.

The current audio/video workstation PC was purchased in June, 2007.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Beiderwieden		
DATE PREPARED: August 15, 2013		
DESCRIPTION OF PROJECT: New Portable radios for new 700 MHz radio system in Brown County.		
		NEW: X or REPLACEMENT:
PROJECTED COST: \$18,600		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$ 18,600	% 100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
A new radio system was put into operation in 2013 for all of Brown County public safety units. In 2011 and 2012, the City budgeted funds to purchase mobile (car) and portable (carried by officers) radios. 20 portable radios were purchased as part of that funding and are in operation. The department needs additional radios for assigned special events where large numbers of officers are working at the same time (Celebrate, OWI saturation patrols, Day Shift during school hours with patrol, detectives, liaisons, and admin working, etc. at same time). Due to the costs of the equipment, the department has been asking for smaller amounts of funding over time to defray the costs and reduce budget spikes.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No.	

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
POLICE											
Account Number PERSONAL SERVICES											
100	52100	110	Salaries	\$ 317,147	\$ 152,491	\$ 315,254	\$ 328,705	\$ 156,795	\$ 328,705	\$ 326,152	\$ 326,152 -0.78%
100	52100	120	Hourly Wages	2,057,683	957,338	2,008,161	2,198,114	985,921	2,198,114	2,266,875	2,266,875 3.13%
100	52100	122	Hourly Wages Part Time	10,400	5,443	10,491	10,400	4,517	10,400	10,400	10,400 0.00%
100	52100	125	Overtime Wages	130,000	62,675	109,915	130,000	81,638	150,000	130,000	130,000 0.00%
100	52100	150	FICA	188,296	93,625	187,734	203,397	95,645	203,397	198,367	198,367 -2.47%
100	52100	151	Retirement	407,506	224,209	423,083	452,989	187,752	452,989	388,485	388,485 -14.24%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	651,154	277,431	610,062	680,361	213,207	680,361	689,301	689,301 1.31%
100	52100	190	Training	10,000	(1,501)	4,874	10,000	(1,197)	10,000	10,000	10,000 0.00%
			Subtotal	3,772,186	1,771,711	3,669,574	4,013,966	1,724,277	4,033,966	4,019,580	4,019,580 0.14%
CONTRACTUAL SERVICES											
100	52100	210	Telephone	11,000	5,541	7,913	11,000	5,509	11,000	11,000	11,000 0.00%
100	52100	211	Postage	2,000	1,263	2,302	3,000	777	2,500	2,500	2,500 -16.67%
100	52100	212	Seminars and Conferences	3,000	753	1,818	4,500	2,219	4,500	4,500	4,500 0.00%
100	52100	215	Consulting	7,500	1,569	4,448	6,500	2,302	6,000	6,500	6,500 0.00%
100	52100	217	Cleaning Service Contract	18,000	8,251	17,092	18,000	8,724	18,000	18,000	18,000 0.00%
100	52100	218	Cell/Radio	7,200	6,565	12,424	7,200	9,273	16,500	16,500	16,500 129.17%
100	52100	219	Data	10,000	9,878	18,976	5,700	3,149	4,500	3,000	3,000 -47.37%
100	52100	220	Utilities	27,000	9,268	17,977	22,000	12,987	18,500	18,500	18,500 -15.91%
100	52100	240	Equipment Maintenance	32,000	6,544	23,172	20,000	8,233	20,000	25,000	25,000 25.00%
100	52100	290	Other Contractual Services	5,500	1,599	3,058	4,000	1,598	2,700	2,700	2,700 -32.50%
			Subtotal	123,200	51,231	109,180	101,900	54,770	104,200	108,200	108,200 6.18%
SUPPLIES AND EXPENSE											
100	52100	310	Office Supplies	11,000	2,978	9,625	8,000	4,898	8,000	8,000	8,000 0.00%
100	52100	312	Crime Prevention Program	2,000	96	850	2,000	260	2,000	2,000	2,000 0.00%

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
POLICE												
100	52100	314	Cleaning and Maintenance	6,500	2,681	7,480	6,500	1,702	6,000	6,500	6,500	0.00%
100	52100	315	Publications	300	57	99	300	214	300	300	300	0.00%
100	52100	320	Memberships/Subscriptions	815	750	1,215	815	670	670	815	815	0.00%
100	52100	330	Mileage Reimbursement	750	173	173	750	-	300	600	600	-20.00%
100	52100	331	Transportation	70,000	34,725	73,275	79,200	36,359	73,000	80,000	80,000	1.01%
100	52100	340	Operating Supplies	18,500	2,460	8,238	18,500	5,659	12,000	10,000	10,000	-45.95%
100	52100	343	Guns and Ammo	8,000	7,607	10,128	8,000	5,935	8,000	7,500	7,500	-6.25%
100	52100	349	Operating Supplies - Community Policing	0	471	471	0	0	0	0	0	0.00%
100	52100	360	Other Repairs and Maintenance	7,500	548	5,486	7,500	134	7,500	7,500	7,500	0.00%
100	52100	361	Computers	0	0	0	0	0	0	0	0	0.00%
100	52100	390	Police Confidential Informant Money	1,000	0	358	1,000	308	1,000	1,000	1,000	0.00%
100	52100	392	Clothing Allowance	17,180	8,451	15,432	17,180	5,126	17,180	17,180	17,180	0.00%
			Subtotal	143,545	60,997	132,830	149,745	61,265	135,950	141,395	141,395	-5.58%
			CAPITAL OUTLAY									
100	52100	810	Capital Equipment	180,000	58,634	207,342	58,000	61,548	61,548	81,200	81,200	40.00%
			Subtotal	180,000	58,634	207,342	58,000	61,548	61,548	81,200	81,200	40.00%
			TOTAL	\$ 4,218,931	\$ 1,942,573	\$ 4,118,926	\$ 4,323,611	\$ 1,901,860	\$ 4,335,664	\$ 4,350,375	\$ 4,350,375	0.62%

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.

2014 Performance Measures:

- 1) Measure the number of times a police officer or CSO is used to supplement crossing guard locations to determine if current substitute crossing guard pool is sufficient.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Child pedestrian safety 100%

Result: No crashes involving students during year

Significant Program Achievements:

- 1) No injuries or deaths to either school children or crossing guards in 2012-2013 school year
- 2) All crossing guards participated in specific traffic control training

Existing Program Standards Including Importance to Community:

- 1) Selection and training of guards
 - A) 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
 - A) 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
 - A) 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 adopted 2014 Crossing Guard program cost is \$95,357. 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.

2014 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$4,698 due to addition of new crossing guard in Ledgeview – but offset by cost sharing agreement.
- 2) Training - \$600 for mandatory training at the start of each year. Decreased \$350 to reflect actual costs.
- 3) Mileage Reimbursement increased \$540 due to new crossing guard.
- 4) Operating Supplies decreased \$400 due to actual costs.

2014 Budget Significant Expenditure Changes:

- 1) Hourly Wages increased \$4,698 due to addition of new crossing guard in Ledgeview – but offset by cost sharing agreement.
- 2) Training - \$600 for mandatory training at the start of each year. Decreased \$350 to reflect actual costs.
- 3) Mileage Reimbursement increased \$540 due to new crossing guard.
- 4) Operating Supplies decreased \$400 due to actual costs.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
CROSSING GUARDS												
Account Number PERSONAL SERVICES												
100	52110	121	Hourly Wages Crossing Guards	\$ 82,694	\$ 42,232	\$ 73,730	\$ 82,694	\$ 42,230	\$ 84,694	\$ 87,322	\$ 87,322	5.60%
100	52110	150	FICA	1,206	577	989	1,206	577	1,206	1,206	1,206	0.00%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,669	547	1,110	2,669	0	2,669	2,669	2,669	0.00%
100	52110	190	Training	950	28	56	950	0	600	600	600	-36.84%
			Subtotal	87,519	43,384	75,885	87,519	42,808	89,169	91,797	91,797	4.89%
			SUPPLIES AND EXPENSE									
100	52110	330	Mileage Reimbursement	2,520	1,600	2,880	2,520	1,600	2,880	3,060	3,060	21.43%
100	52110	340	Operating Supplies	900	0	-	900	-	500	500	500	-44.44%
			Subtotal	3,420	1,600	2,880	3,420	1,600	3,380	3,560	3,560	4.09%
			TOTAL	\$ 90,939	\$ 44,984	\$ 78,765	\$ 90,939	\$ 44,408	\$ 92,549	\$ 95,357	\$ 95,357	4.86%

Fire Rescue Department

Program Full Time Equivalents: 29

Paid on Call: 14

Program Mission:

DE PERE FIRE RESCUE DEPARTMENT'S MISSION IS TO PROVIDE COMPREHENSIVE FIRE, RESCUE, AND EMERGENCY MEDICAL SERVICES FOR THE PRESERVATION OF LIFE AND PROPERTY. THE DEPARTMENT'S MISSION INCLUDES PREVENTION, EDUCATION, EMERGENCY RESPONSE, INCIDENT MANAGEMENT, PLANNING AND COORDINATION.

List of Program Service(s) Descriptions:

- 1) *Emergency Medical Services* - Quality response of emergency medical personnel trained in basic and advance life support. These personnel provide on scene emergency medical care and transportation. Each department vehicle is equipped with medical care equipment with the ambulances having the full advance life support equipment and transporting capabilities.
- 2) *Fire Rescue Response* - Fire calls, service calls, carbon monoxide checks, removal of patients from entrapment, all are classified on incident responses not dealing with EMS/patient care.
- 3) *Training* – The training program provides for a balanced recurring schedule of all training topics to ensure continued competency and development of skills in all department personnel in accordance with NFPA 1500 to prevent skill degradation and potential for injury and death of our staff. The plan will assure emergency services personnel are prepared for any situation, conditions, or hazards encountered to protect themselves and the citizens they serve through safe, progressive training, allowing members to develop the highest level of competencies achievable.
- 4) *Maintenance* – The vehicle maintenance program is designed to effectively maintain the fleet of emergency vehicles through routine maintenance and tests. If vehicle repairs are needed, facilitate the repair with on duty fire mechanics, municipal service center mechanics or outside resources. Building and ground maintenance program is designed to

effectively maintain fire stations 1 and 2. The program addresses the basic maintenance of the stations mechanicals and grounds. The program does not project for long term needs such as flooring, door/window and roof replacement.

- 5) *Prevention, Education and Investigations* – The goal of fire prevention is to reduce the risk to citizens, businesses and staff by proactively eliminating threats and violations of code that could increase the risk of an unwanted fire or magnify the impacts from a fire. Public education increases the awareness of the citizens in the community to reduce the risk of fire and injuries encouraging the citizens to help us help them. The fire investigation program works to reduce the risk to citizens and staff by determining cause and origin from unwanted fires.
- 6) *Administration, Operations and External System Relations* – Provide for planning, operations, administration, budgeting, invoicing, purchasing, payroll, external relations and management of the Fire Rescue Department.
- 7) *Communications* – To ensure that the Fire Department has a properly maintained, efficient, updated communication system. Department and staff will be well trained in all aspects of communications including radios, computer hardware, software and social media. This program includes maintenance, dispatch coordination and systems updating.

Important Outputs:

- 1) Improve the quality level of EMS services through enhanced medical direction and hospital based training.
- 2) Emergency scene management and control during patient care, extrication and rapid transport to an appropriate care facility.
- 3) Increase the coverage for all emergency incidents by better utilizing the career personnel and the paid on call personnel.
- 4) Provide a written coordinated training plan to maintain and improve the effective and efficient handling of all hazard incident responses.
- 5) Provide and maintain an effective written maintenance program and coordination with the Municipal Service Center.
- 6) Through coordinated fire prevention, education and investigation programs reduce the potential for significant incidents within the City of De Pere.

- 7) Provide responsible comprehensive administration and management of the department which includes planning, organization, budgeting, operational supervision, coordination and improved external relations.

Expected Outcomes:

- 1) *Emergency Medical Services* – Provide high quality, critical emergency pre-hospital lifesaving care in a high stress environment.
- 2) *Fire Rescue Response* – Provide high quality incident management and coordinated response to all fire and rescue incidents within the City and contracted areas.
- 3) *Training* – Provide a training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they encounter to protect themselves and the citizens served.
- 4) *Maintenance* – Maintain response levels through preventive maintenance and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire department pumps, ladders, hose, station equipment and other quality testing.
- 5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, code violations and education.
- 6) *Administration, Operations and External System Relations* – Provide comprehensive administration and management of the fire rescue department.
- 7) *Communications* – Implement the new radio system and related standard operating guidelines for improved communications and coordination with incident responses.

2014 Performance Measures:

- 1) *Emergency Medical Services* – Response to any emergency medical aid request within the city in accordance with NFPA 1710. Response for life support on scene shall be a one-minute turnout and on scene in less than four minutes at least 90% of the time.
 - a. Result: Substantially compliant. Averages for EMS Responses are: (no patient and cancelled calls are excluded) Turnout 1.00 minutes, response 4.08 minutes and all units on scene 5.11 minutes.

- b. Percentage of viable critical patients (cardiac and trauma) who reach the hospital still alive at transfer to hospital medical staff. (This indicator could be used to quantify the level of training and expertise for the emergency medical staff.)
 - i. Result: Greater than 90% of critical patients arrive with sustainable vital signs.
 - c. Provide minimum level of training for paramedic and EMT-basic personnel in accordance with the State of Wisconsin department of health and family services requirements. Minimum training for EMT-basic is 30 hours refresher and current CPR certification.
 - i. Result: Exceed compliance. All EMS Personnel are trained and State Certified for the next two year license period.
- 2) *Fire Rescue Response* – Personnel and units will respond to any actual structure fire request in the city in accordance with NFPA 1710. Response for initial fire unit on scene shall be a one-minute turnout and on scene in less than four minutes with a full alarm on scene in less than eight minutes.
- a. Provide response in accordance with NFPA 1710, the minimum number of personnel required on the actual structure fire scene within eight minutes of request at least 90% of the time. These personnel shall provide a supply line, suppression line, backup line, vent crew, search crew, and support crew.
 - b. Provide minimum level of training for full-time and paid-on-call personnel in accordance with the State of Wisconsin Comm. 30, Insurance Service Office (ISO) and NFPA 1500. Training must include proper PPE, SCBA, PASS, extinguishers, hose streams, powered tools, and vehicle operations.
- 3) *Training* – Provide a training plan that is compliant with NFPA 1500, NFPA 1561, 29 CFR 1910.1200, 29 CFR 1910.1030 and 29 CFR 1910.134.
- 4) *Maintenance* – the performance measurements utilized for Emergency Vehicle Technicians, vehicle and equipment maintenance and preventive maintenance are NFPA standards 1071, 1911 and 1915.
- 5) *Prevention, Education and Investigations* – The performance measurements utilized for these categories are the State of Wisconsin Department of Safety and Professional Services requiring public building inspections, public education and cause and origin investigations.

- 6) *Administration, Operations and External System Relations* – Center for Public Safety (CPSE) accreditation standards, City of De Pere policies and procedures, De Pere Fire Rescue SOG's and the National Incident Management System National Response Framework.
- 7) *Communications* – Federal Communications Commission standards and the CPSE communications standards.

Significant Program Achievements:

- 1) A Fire Rescue Organizational Analysis and Consolidation Feasibility and Public Safety Feasibility study was completed.
- 2) The implementation of the recommendations from the study was initiated in accordance with the implementation plan.
- 3) The outsourcing of EMS medical billing was initiated.
- 4) Medical Direction was changed to Dr. Steven Stroman and an agreement with Aurora Bay Care was initiated increasing the involvement of emergency room physicians and nurses in the continuing education of the EMS personnel in the City. This agreement also provided for the replacement of medical supplies from the hospital at cost.
- 5) A "Duty Crew" concept was initiated within the department to better coordinate re-staffing the stations when resources are depleted, utilizing paid on call and career personnel.

Existing Program Standards Including Importance to Community:

RW Management Group, Inc. was hired in April of 2013 to provide interim management and evaluation of the Fire Rescue Department. The interim management provided along with the Fire Department Organizational and Consolidation Feasibility Analysis, which includes Public Safety Feasibility Analysis, is designed to give the department a complete objective, outside analysis and provide specific recommendations for the future of the department. This evaluation utilizes standards from the following public safety agencies:

- National Highway Safety Traffic Administration (NHSTA)

- Center for Public Safety Excellence (CPSE)
- National Fire Protection Association (NFPA)
- Federal Emergency Management Association (FEMA)
- National Fire Administration (NFA)
- Occupational Safety and Health Administration (OSHA)
- Insurance Services Office (ISO) Rating Schedule

Costs and Benefits of Program and Services:

The proposed 2014 budget for De Pere Fire Rescue is \$3,236,254.

Emergency Medical Services – Although 83% of our emergency calls are for emergency medical services, that doesn't mean that 83% of our budget is for this category. Half of our expenses for wages, salaries, station utilities, radios and equipment would be for emergency medical services and the other half for fire rescue response. If there were no emergency medical services, the budget would still be substantial to cover the fire rescue side of our service. It is estimated that the revenue collected from emergency transports will be approximately \$800,000 for 2013, which includes the contracts we have with the Town of Lawrence and Ledgeview, and the Village of Ashwaubenon. In 2014, we will have an ambulance billing service take care of billing for transports. It is anticipated that even with the fees we are paying for their services; our revenue should increase because of their expertise in ambulance billing. Our emergency responders assure the patient and the residents of the City that they are capable, professional and there when the need arises.

Fire Rescue Response – Fire response covers the cost of personal protective equipment, fire hose, as well as wages and salaries. De Pere Fire Rescue provides high quality incident management and coordinated response to all fire and rescue incidents within the City and contracted areas.

Training – Training is an important part of the firefighter's day when they are not at an incident. \$9,275 is budgeted to cover any outside training a firefighter or administrative personnel would like to attend. This would also cover personnel coming in quarters to train our people such as from NWTC. Part of the firefighter's salary pay also pays for training done

while working their regular 24 hour shift and overtime wages also covers any training done outside of the normal work schedule.

Maintenance - \$60,000 has been budgeted for vehicle maintenance and another \$12,000 for building maintenance. The department has 3 ambulances, 3 engines, 1 ladder truck, 2 pickup trucks and 1 car. The newest vehicle is a 2010 ambulance and the oldest is a 1995 Engine. A new ambulance is being purchased in 2013 but will not be delivered until early 2014. The older our vehicles get, the more costly it will be to maintain them. Building maintenance basically covers the cost of repair of any HVAC problems, preventive maintenance, and daily repairs. There are no anticipated major costs coming up for 2014, although eventually Station 2 issues will have to be addressed.

Prevention, Education and Investigations – This category is used to teach the public to reduce the risk to citizens, businesses and staff by proactively eliminating threats and violations of code that could increase the risk of an unwanted fire or magnify the impacts from a fire. Public education increases the awareness of the citizens in the community to reduce the risk of fire and injuries encouraging the citizens to help us help them.

Administration, Operations and External System Relations – This covers the cost of the salary of the Fire Chief and the Administrative Assistant, and consists of the day to day operations of the same, whether it be in house, or working with different agencies within the area to make the fire and rescue service run more smoothly and efficiently.

Communications - \$3,600 is budgeted to cover the cost of maintaining our radios, computers, and software. There is no significant expenditure foreseen in the future as we will be utilizing a new radio system that was replaced through the entire county. Communication is beneficial to the community whereby we do most of our conversing with others by radio or computer and the new radio system is designed to work in areas which were previously considered dead spots for radio transmittals.

2014 Budget Significant Expenditure Changes:

- 1) Salaries decrease \$44,415 to reflect a July-December position.
- 2) The vaccinations account is increased by \$11,000 or 595% due to the need to provide annual physicals for all firefighters. The State in SPS 330 Physical and medical capabilities requires the following:
 - The employer shall assure that fire fighters who are expected to do structural firefighting are physically capable of performing duties which may be assigned to them during emergency operations.

- The fire chief may not permit a fire fighter with known heart disease, epilepsy, or emphysema to participate in fire department emergency operations unless a physician's certificate of the fire fighter's fitness to participate in such operations is provided.
- 3) Postage is down 75% due to the fact the ambulance transports are going to be billed out by an outside agency.
 - 4) Seminars and Conferences increased 98% due to movement of budgeted funds for conferences that were taken out of the training account in the 2013 budget.
 - 5) Consulting is up 2060% due to RW Management Group being hired for interim fire chief. This fee is offset by the lower salary budget by not having a full-time Fire Chief with benefits on the payroll.
 - 6) The Cell/Radio account is 28% lower because of new equipment being utilized with the changeover of the radio system throughout the entire county.
 - 7) Equipment maintenance increased 15.94% due to our projected 2013 year end budget being 23% over the budgeted amount and the increasing age of our equipment.
 - 8) Memberships/Subscriptions have been budgeted 33% lower due to the fact that the Fire Department has eliminated a number of our subscriptions and memberships to various associations.
 - 9) Medical supplies has decreased 26.83% due to the fact that we have entered into an agreement with Aurora Bay Care Hospital to receive our drug supplies from them at their cost.
 - 10) Fire Prevention/Education Supplies is decreased by 31.82% due to the decrease in buying miscellaneous items for the open house and public education.
 - 11) Transportation has increased 3.24% per cost increase in fuel.
 - 12) Operating supplies has decreased 16.67% due to the decreased need of supplies previously being used.
 - 13) Emergency Operating Center has been decreased 71.4% because it is felt that the center has basically everything it needs to run efficiently if the need arises.
 - 14) Building maintenance has decreased by 25.70 percent due to no major repairs seen in the future and the fact that our projected 2013 year end is 65% less than was budgeted.
 - 15) Clothing allowance is decreased by 28.85% due to the fact that all of our personal protective equipment is up to date and there is no need to purchase any new sets in 2014.
 - 16) Capital Equipment decreased \$163,700 and includes \$2,800 city share to replace ambulance cots for \$28,000.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Jeffrey Roemer		
DATE PREPARED: August, 2013		
DESCRIPTION OF PROJECT: Replace current ambulance cots with Power Assist Cots which provide for automated assistance with lifting the cots into the stretcher. These cots will greatly reduce the potential for injury to paramedics and firefighters from lifting patients into the ambulance.		
NEW: XX or REPLACEMENT:		
PROJECTED COST:\$28,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND	2,800	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS/DONATIONS	25,200	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Reduction in potential for injury to personnel		
Greatly enhances the ability to lift large patients		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No.	

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

FIRE			Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Account Number			PERSONAL SERVICES									
100	52200	110	Salaries	\$ 160,502	\$ 74,000	\$ 158,922	\$ 170,083	\$ 65,011	\$ 170,083	\$ 125,668	\$ 125,668	-26.11%
100	52200	120	Hourly Wages	1,642,250	792,739	1,773,129	1,636,114	797,746	1,636,114	1,680,529	1,680,529	2.71%
100	52200	122	Hourly Wages Part Time	0	0	0	0	0	0	0	0	0.00%
100	52200	125	Overtime Wages	94,570	31,199	67,090	94,570	37,674	94,570	94,570	94,570	0.00%
100	52200	129	Hourly Wages -- POC FF	28,000	3,795	11,691	28,000	9,714	28,000	28,000	28,000	0.00%
100	52200	150	FICA	28,018	12,849	27,241	28,700	13,489	28,700	28,056	28,056	-2.24%
100	52200	151	Retirement	381,443	200,590	381,115	388,148	159,340	388,148	380,410	380,410	-1.99%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	639,568	266,810	652,688	655,809	235,549	655,809	642,871	642,871	-1.97%
100	52200	155	Vaccinations	2,200	0	310	2,100	3,601	2,100	3,601	14,600	595.24%
100	52200	190	Training	9,275	1,161	5,420	9,275	1,864	9,275	9,275	9,275	0.00%
100	52200	191	Training Act 102	0	2,004	7,766	0	582	0	0	0	0.00%
			Subtotal	2,985,826	1,385,147	3,085,372	3,012,799	1,324,570	3,012,799	2,948,565	2,959,564	-1.77%
			CONTRACTUAL SERVICES									
100	52200	210	Telephone	7,200	3,538	7,008	7,200	3,514	7,028	7,200	7,200	0.00%
100	52200	211	Postage	2,000	949	1,448	2,000	469	710	500	500	-75.00%
100	52200	212	Seminars and Conferences	1,000	705	905	1,515	410	1,515	3,000	3,000	98.02%
100	52200	215	Consulting	10,000	0	0	2,500	36,000	105,000	54,000	54,000	2060.00%
100	52200	218	Cell/Radio	2,480	0	0	5,000	0	5,696	3,600	3,600	-28.00%
100	52200	219	Data	2,400	1,925	3,297	2,800	1,269	2,904	3,000	3,000	7.14%
100	52200	220	Utilities	31,100	9,634	22,102	28,100	13,635	35,265	36,675	28,100	0.00%
100	52200	240	Equipment Maintenance	49,162	32,077	62,738	51,750	24,515	63,454	60,000	60,000	15.94%
			Subtotal	105,342	48,828	97,498	100,865	79,812	221,572	167,975	159,400	58.03%
			SUPPLIES AND EXPENSE									
100	52200	310	Office Supplies	5,000	49	5,752	5,000	3,108	7,823	5,000	5,000	0.00%
100	52200	314	Cleaning and Maintenance	4,000	1,756	3,245	4,000	1,779	4,000	4,000	4,000	0.00%

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
FIRE												
100	52200	320	Memberships/Subscriptions	1,355	934	1,843	1,355	510	824	900	900	-33.58%
100	52200	324	Medical Supplies	39,200	12,527	31,181	41,000	13,182	35,000	30,000	30,000	-26.83%
100	52200	328	Fire Prevention/Education Supplies	4,400	1,108	5,574	4,400	984	3,000	3,000	3,000	-31.82%
100	52200	330	Mileage Reimbursement	3,000	598	1,448	2,500	823	2,000	2,500	2,500	0.00%
100	52200	331	Transportation	26,550	11,065	24,194	28,090	12,198	28,123	28,090	28,090	0.00%
100	52200	340	Operating Supplies	19,300	9,404	20,283	22,800	20,192	19,000	19,000	19,000	-16.67%
100	52200	341	Fire-Emer. Operations Ctr	4,000	1,751	4,809	3,500	0	500	1,000	1,000	-71.43%
100	52200	350	Repair and Maintenance Supplies	19,000	3,947	16,436	16,150	2,080	10,000	12,000	12,000	-25.70%
100	52200	392	Clothing Allowance	10,900	3,275	10,506	12,650	4,209	8,570	9,000	9,000	-28.85%
			Subtotal	136,705	46,414	125,271	141,445	59,065	118,840	114,490	114,490	-19.06%
			CAPITAL OUTLAY									
100	52200	810	Capital Equipment	169,000	169,466	286,596	166,500	7,415	213,000	68,000	2,800	-98.32%
			Subtotal	169,000	169,466	286,596	166,500	7,415	213,000	68,000	2,800	-98.32%
			TOTAL	\$ 3,396,873	\$ 1,649,855	\$ 3,594,737	\$ 3,421,609	\$ 1,470,861	\$ 3,566,211	\$ 3,299,030	\$ 3,236,254	-5.42%

Building Inspection

Program Full Time Equivalents: 2.5

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; 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* – 469 total building and mechanical permits were issued through July 2013. Larger numbers of permits issued benefit the city by bringing in revenue through the collection of permit fees.
- 2) *Consistent Development* – 29 new residential building permits along with commercial development (even in an unstable economy) verifies that the City of De Pere is still a progressive and desirable community to live and do business in.
- 3) *Public Education*– Numerous building permit and construction information funded through permit fees have been prepared for dissemination on the city web site and in the office.

Expected Outcomes:

- 1) Provides 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.

2014 Performance Measures:

- 1) Attempt to gain access into a “hoarder” house.
- 2) Various new and/or revisions will be incorporated into the De Pere Zoning code.
- 3) Complete inspections within forty eight (48) hours of inspection requests.
- 4) Obtain code 100% code compliance within 30 days upon receipt of notice.

2013 Performance Measurement Data (July 2012 – July 2013):

- 1) Complete revision of sign ordinance by August 1, 2013.
 - a. Result: Sign ordinance revisions have been very cumbersome and will be completed by October.
- 2) Complete inspections within forty eight (48) hours of inspection requests.
 - a. Result: Performed 100% of all inspection requests within forty eight (48) hours.
- 3) Obtain 100% code compliance within 30 days of notice.
 - a. Result: Obtained 100% compliance.
- 4) Incorporate new regulations into the Municipal Code regarding extensions of water laterals.
 - a. Result: Will be adopted by year's end.
- 5) Have two (2) residences substantially renovated by 3rd quarter of 2013.
 - a. Result: Residences have been repaired.

Significant Program Achievements:

- 1) Issued appropriate building and mechanical permits and completed inspections.
- 2) Coordinated all functions of the Zoning Board of Appeals meetings.
- 3) Worked directly with Director of Planning and Economic Development in meetings with developers and provided input on potential developments.
- 4) Scanned building permit plans from 1984 to present and put on computer in property information file.
- 5) Condemned one (1) residence and had it razed and removed.
- 6) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.
- 7) Completed majority of revision of sign ordinance.

Existing Program Standards Including Importance to Community:

- 1) Conduct regular meetings of the Zoning Board of Appeals.
 - a. Community Importance.
 - i. Allows variances requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a coordinated and uniform plan for property owner variance requests.
- 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 adopted 2014 Building Inspection Budget is \$254,004. 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.

Budget Significant Expenditure Changes:

1. Seminars and Conferences for 2014 includes attendance for two (2) building inspectors to attend State of Wisconsin, Department of Safety and Professional Services re-certification seminars in Green Bay, \$700. Note: No seminars are attended out of state.
2. Consulting includes INCODE software maintenance, \$2,000.
3. Memberships and Subscriptions - membership in the Northeast Building Inspector's Association of Wisconsin for two (2) inspectors, International Association of Electrical Inspectors Association and subscription to Journal of Light Construction, \$500.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
BUILDING INSPECTION											
Account Number PERSONAL SERVICES											
100	52400	110	Salaries	\$ 134,580	\$ 64,645	\$ 136,196	\$ 137,279	\$ 66,820	\$ 137,279	\$ 137,279	0.00%
100	52400	120	Hourly Wages	20,030	8,941	19,330	21,032	5,242	14,700	21,032	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	7,903	3,161	6,869	7,903	3,120	7,903	7,903	0.00%
100	52400	150	FICA	12,449	5,384	10,813	12,600	5,350	10,500	12,600	0.00%
100	52400	151	Retirement	9,235	6,004	10,223	12,285	4,184	10,000	12,285	0.00%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	49,006	21,059	53,472	53,405	20,779	53,405	53,405	0.00%
100	52400	190	Training	0	0	0	0	0	0	0	0.00%
			Subtotal	233,203	109,194	236,903	244,504	105,496	233,787	244,504	0.00%
CONTRACTUAL SERVICES											
100	52400	210	Telephone	1,400	704	1,399	1,400	697	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	800	0	170	700	0	400	700	0.00%
100	52400	215	Consulting	1,760	1,839	1,839	1,839	1,931	1,930	2,000	8.75%
100	52400	218	Cell/Radio	1,600	894	1,435	1,500	555	1,500	1,500	0.00%
100	52400	240	Equipment Maintenance	600	4	464	600	0	600	600	0.00%
			Subtotal	6,160	3,441	5,307	6,039	3,183	5,830	6,200	2.67%
SUPPLIES AND EXPENSE											
100	52400	310	Office Supplies	1,750	241	872	1,500	373	1,200	1,200	-20.00%
100	52400	320	Memberships/Subscriptions	850	50	819	500	151	500	500	0.00%
100	52400	331	Transportation	1,600	826	1,729	1,600	576	1,600	1,600	0.00%
			Subtotal	4,200	1,117	3,420	3,600	1,100	3,300	3,300	-8.33%
CAPITAL OUTLAY											
100	52400	810	Capital Equipment	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 243,563	\$ 113,752	\$ 245,630	\$ 254,143	\$ 109,780	\$ 242,917	\$ 254,004	-0.05%

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.

2014 Performance Measures:

- 1) A reduction of repeat offenses occurs when in certain circumstances persons are incarcerated, especially on assaultive, disorderly, and aggressive behavior calls, or in an intoxicated state. A reduced call for service load at the address of the call or overall reduction of calls are measurements of success

- 2) Victim safety is paramount and for no other reason is the purpose of putting some offenders in jail. Reduced calls for service on an ongoing basis involving the victim are the measurement of success
- 3) Determine numbers of times throughout 2014 prisoners are refused booking due to crisis situation, excessive alcohol consumption or other reason to determine training needs or policy changes.

2014 Performance Measurement Data (July 2012 – June 2013):

Performance outcome data is limited as this is an outside service provided by the Brown County Sheriff for housing City of De Pere prisoners incarcerated on municipal charges. Arrests are made as needed and persons are incarcerated. The numbers of those arrested can change from year to year depending on a myriad of factors.

Significant Program Achievements:

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 adopted 2014 Police program cost is \$11,000. 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.

2014 Budget Significant Expenditure Changes:

- 1) Data decreased \$500 to reflect use of fiber optics versus copper transmission lines.
- 2) Equipment Maintenance decreased \$560 to reflect actual costs.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

JAIL				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Account Title												
Account Number												
PERSONAL SERVICES												
CONTRACTUAL SERVICES												
100	52700	216	Outside Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
100	52700	219	Data	4,000	2,000	4,000	1,000	500	3,860	500	500	-50.00%
100	52700	222	Jail	10,000	4,160	10,600	10,000	3,600	10,000	10,000	10,000	0.00%
100	52700	240	Equipment Maintenance	1,060	0	-	1,060	0	500	500	500	-52.83%
			Subtotal	15,060	6,160	14,600	12,060	4,100	14,360	11,000	11,000	-8.79%
			TOTAL	\$ 15,060	\$ 6,160	\$ 14,600	\$ 12,060	\$ 4,100	\$ 14,360	\$ 11,000	\$ 11,000	-8.79%

TOTAL PUBLIC SAFETY

City of De Pere
2014 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TOTAL PUBLIC SAFETY									
PERSONAL SERVICES									
110 Salaries	\$ 612,229	\$ 291,136	\$ 610,372	\$ 636,067	\$ 288,625	\$ 636,067	\$ 589,099	\$ 589,099	-7.38%
120 Hourly Wages	3,719,963	1,759,018	3,800,620	3,855,260	1,788,909	3,848,928	3,968,436	3,968,436	2.94%
121 Hourly Wages Crossing Guards	82,694	42,232	73,730	82,694	42,230	84,694	87,322	87,322	5.60%
122 Hourly Wages Part Time	10,400	5,443	10,491	10,400	4,517	10,400	10,400	10,400	0.00%
125 Overtime Wages	224,570	93,874	177,005	224,570	119,311	244,570	224,570	224,570	0.00%
127 Hourly Wages Plumbing Inspector	7,903	3,161	6,869	7,903	3,120	7,903	7,903	7,903	0.00%
129 Hourly Wages POC FF	28,000	3,795	11,691	28,000	9,714	28,000	28,000	28,000	0.00%
150 FICA	229,969	112,435	226,777	245,903	115,062	243,803	240,229	240,229	-2.31%
151 Retirement	798,184	430,803	814,421	853,422	351,277	851,137	781,180	781,180	-8.46%
152 Health, Dental, DIB, Life & Wks Cmp Ins	1,342,397	565,847	1,317,332	1,392,244	469,535	1,392,244	1,388,246	1,388,246	-0.29%
155 Vaccinations	2,200	0	310	2,100	3,601	2,100	3,601	14,600	595.24%
190 Training	20,225	(312)	10,350	20,225	667	19,875	19,875	19,875	-1.73%
191 Training Act 102	0	2,004	7,766	0	582	0	0	0	0.00%
Subtotal	7,078,734	3,309,436	7,067,734	7,358,789	3,197,150	7,369,721	7,304,446	7,315,445	-0.59%
CONTRACTUAL SERVICES									
210 Telephone	19,600	9,783	16,320	19,600	9,719	19,428	19,600	19,600	0.00%
211 Postage	4,000	2,212	3,750	5,000	1,246	3,210	3,000	3,000	-40.00%
212 Seminars and Conferences	4,800	1,458	2,893	6,715	2,629	6,415	8,200	8,200	22.11%
215 Consulting	19,260	3,408	6,287	10,839	40,233	112,930	62,500	62,500	476.62%
216 Auditing	0	0	0	0	0	0	0	0	0.00%
217 Cleaning Service Contract	18,000	8,251	17,092	18,000	8,724	18,000	18,000	18,000	0.00%
218 Cell/Radio	11,280	7,459	13,859	13,700	9,828	23,696	21,600	21,600	57.66%
219 Data	16,400	13,803	26,273	9,500	4,918	11,264	6,500	6,500	-31.58%
220 Utilities	58,100	18,902	40,079	50,100	26,622	53,765	55,175	46,600	-6.99%
222 Jail	10,000	4,160	10,600	10,000	3,600	10,000	10,000	10,000	0.00%
240 Equipment Maintenance	82,822	38,625	86,374	73,410	32,748	84,554	86,100	86,100	17.29%
290 Other Contractual Services	5,500	1,599	3,058	4,000	1,598	2,700	2,700	2,700	-32.50%
Subtotal	249,762	109,660	226,585	220,864	141,865	345,962	293,375	284,800	28.95%

City of De Pere
2014 General Fund
Adopted Budget

PUBLIC SAFETY
EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TOTAL PUBLIC SAFETY									
SUPPLIES AND EXPENSE									
310 Office Supplies	17,750	3,268	16,249	14,500	8,378	17,023	14,200	14,200	-2.07%
312 Crime Prevention Program	2,000	96	850	2,000	260	2,000	2,000	2,000	0.00%
314 Cleaning and Maintenance	10,500	4,437	10,725	10,500	3,482	10,000	10,500	10,500	0.00%
315 Publications	300	57	99	300	214	300	300	300	0.00%
320 Memberships/Subscriptions	3,020	1,734	3,877	2,670	1,331	1,994	2,215	2,215	-17.04%
324 Medical Supplies	39,200	12,527	31,181	41,000	13,182	35,000	30,000	30,000	-26.83%
328 Fire Prevention/Education Supplies	4,400	1,108	5,574	4,400	984	3,000	3,000	3,000	-31.82%
330 Mileage Reimbursement	6,270	2,371	4,501	5,770	2,423	5,180	6,160	6,160	6.76%
331 Transportation	98,150	46,616	99,198	108,890	49,133	102,723	109,690	109,690	0.73%
340 Operating Supplies	38,700	11,864	28,521	42,200	25,851	31,500	29,500	29,500	-30.09%
341 Fire-Emergency Operations Ctr	4,000	1,751	4,809	3,500	-	500	1,000	1,000	-71.43%
343 Guns and Ammo	8,000	7,607	10,128	8,000	5,935	8,000	7,500	7,500	-6.25%
349 Operating Supplies-Community Policing	0	471	471	0	0	0	0	0	0.00%
350 Repair and Maintenance Supplies	19,000	3,947	16,436	16,150	2,080	10,000	12,000	12,000	-25.70%
360 Other Repairs and Maintenance	7,500	548	5,486	7,500	134	7,500	7,500	7,500	0.00%
361 Computers	0	0	0	0	0	0	0	0	0.00%
390 Police Confidential Informant Money	1,000	-	358	1,000	308	1,000	1,000	1,000	0.00%
392 Clothing Allowance	28,080	11,726	25,938	29,830	9,335	25,750	26,180	26,180	-12.24%
Subtotal	287,870	110,128	264,401	298,210	123,031	261,470	262,745	262,745	-11.89%
CAPITAL OUTLAY									
810 Capital Equipment	349,000	228,100	493,938	224,500	68,963	274,548	149,200	84,000	-62.58%
Subtotal	349,000	228,100	493,938	224,500	68,963	274,548	149,200	84,000	-62.58%
TOTAL	\$ 7,965,366	\$ 3,757,324	\$ 8,052,658	\$ 8,102,363	\$ 3,531,008	\$ 8,251,701	\$ 8,009,766	\$ 7,946,990	-1.92%

PUBLIC WORKS

PUBLIC WORKS EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	1.40
Engineering	3.30
Municipal Service Center	0.32
Mechanics	1.91
Machinery and Equipment	0.73
Snow and Ice Control	1.21
Street Maintenance	1.24
Traffic Signs and Marking	0.98
Street Lighting	0.12
Brush Collection	0.64
Garbage and Refuse Collection	2.91
Weed Control	0.01
Recycling	1.10
TOTAL	15.87

Public Works Administration

Program Full Time Equivalents: 1.4

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 (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). 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 (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). 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 (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). 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.

2014 Performance Measures:

- 1) Respond to complaints within 24 hours of receiving them.
- 2) Respond to street closure requests within 48 hours of receiving them.
- 3) Respond to employee complaints within 48 hours of receiving them.

2012 Performance Measurement Data (July 2011 – June 2012):

- 1) Respond to complaints within 24 hours of receiving them.
 - a. Result: Performance measure met
- 2) Respond to street closure requests within 48 hours of receiving them.
 - a. Result: Performance Measure met.
- 3) Respond to employee complaints within 48 hours of receiving them.

- a. Result: Performance measure met.

Significant Program Achievements:

Continue to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum. Completed water system leak detection survey. Continue coordination with WisDOT with USH 41, Main Avenue, 8th Street, and North Broadway projects.

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 adopted 2014 Public Works Administration program cost is \$153,498. This amount is only 40% of the total cost of the program. The other 60% costs for this program is spread out through the following utilities: 20% storm water utility, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$383,745. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training \$2,500 is funding to provide for all-department trainings. No increase from 2013.
- 2) Seminars and Conferences \$2,600 provides funding for APWA conference and miscellaneous conferences.
- 3) Consulting \$1,600 provides funding for All-City Communication services.
- 4) Memberships/Subscriptions \$400 includes American Public Works Association, American Society of Civil Engineers, Lake Area Public Works Association, American Waterworks Association, Wisconsin Department of Regulation and Licensing, and Wisconsin Solid Waste and Recycling.
- 5) Capital outlay includes general fund share of \$1,000 for replacement of laptop for public works foreperson of \$2,500.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
PUBLIC WORKS ADMINISTRATION											
Account Number PERSONAL SERVICES											
100	53000	110	Salaries	\$ 66,457	\$ 32,362	\$ 67,975	\$ 68,662	\$ 33,267	\$ 68,662	\$ 68,662	0.00%
100	53000	120	Hourly Wages	23,077	10,459	25,856	24,872	20,287	24,872	24,872	0.00%
100	53000	125	Overtime Wages	858	9	77	884	34	884	884	0.00%
100	53000	126	Seasonal Labor	0	90	90	0	30	0	0	0.00%
100	53000	150	FICA	6,915	3,161	6,509	7,156	3,732	7,156	7,156	0.00%
100	53000	151	Retirement	6,830	4,265	6,900	8,111	2,845	8,111	6,609	-18.51%
100	53000	152	Health, Dental, D/B, Life & Wks Cmp Ins	20,894	11,504	24,220	23,759	9,185	23,759	23,759	0.00%
100	53000	190	Training	2,500	0	0	2,500	0	2,500	2,500	0.00%
			Subtotal	127,531	61,850	131,627	135,944	69,380	135,944	134,443	-1.10%
CONTRACTUAL SERVICES											
100	53000	210	Telephone	1,200	599	1,190	1,200	589	1,200	1,200	0.00%
100	53000	211	Postage	2,805	1,000	2,000	2,805	999	2,805	2,805	0.00%
100	53000	212	Seminars and Conferences	1,600	708	708	2,600	426	2,600	2,600	0.00%
100	53000	215	Consulting	1,600	153	390	1,600	205	1,600	1,600	0.00%
100	53000	218	Cell/Radio	1,500	401	878	1,500	382	1,500	1,500	0.00%
100	53000	219	Data	0	0	0	0	0	0	0	0.00%
			Subtotal	8,705	2,861	5,166	9,705	2,602	9,705	9,705	0.00%
SUPPLIES AND EXPENSE											
100	53000	310	Office Supplies	5,000	2,861	5,472	6,500	2,622	6,500	6,500	-7.69%
100	53000	320	Memberships/Subscriptions	400	192	321	400	238	400	400	0.00%
100	53000	331	Transportation	1,600	605	1,052	1,550	440	1,550	1,550	0.00%
100	53000	340	Operating Supplies	0	0	0	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	400	16	16	400	(236)	400	400	0.00%
			Subtotal	7,400	3,674	6,861	8,850	3,064	8,850	8,350	-5.65%
CAPITAL OUTLAY											
100	53000	810	Capital Equipment	0	0	0	0	0	1,000	1,000	100.00%
			Subtotal	0	0	0	0	0	1,000	1,000	100.00%
			TOTAL	\$ 143,636	\$ 68,385	\$ 143,654	\$ 154,499	\$ 75,046	\$ 154,499	\$ 153,998	-0.65%

Engineering

Program Full Time Equivalents: 3.3

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

- 1) *Administration of public works improvement projects*- Administration of this department is supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%).

- 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.

2014 Performance Measures:

- 1) Respond to 100% complaints within 24 hours of receiving them.
- 2) Bid 90% of City projects by dates listed in 2014 project schedule.
- 3) Issue permits within 48 hours and grades within 5 working days of the completed application date.

2013 Performance Measurement Data (July 2013 – June 2014):

- 1) Respond to 100% complaints within 24 hours of receiving them.
 - a. Result: Responded to 100% of complaints within 24 hours of receiving them.
- 2) Bid 100% of City projects by dates listed in 2013 project schedule.
 - a. Result: 85% of the projects were bid per the 2013 project schedule.
- 3) Issue permits within 48 hours and grades within 5 working days of application date.
 - a. Result: Issued permits within 48 hours and grades within 5 working days of the application date.

Significant Program Achievements:

Completed aggressive 2013 public works improvements program which included:

- Reconstructed the east half of American Boulevard
- Relaying approximately 6,000 lineal feet of water main in preparation for street resurfacing.
- Completed design and construction in TID 8 for Innovation Court paving and the extension of the Preserve Trail.

Implemented billing system and purchasing new water meters that will allow for better management of the water system. Coordinated meter selection and purchasing with neighboring communities which resulted in significant cost savings.

Reviewed proposed wastewater rate methodologies from NEW Water. Provided input to NEW Water which led to a benefit to City from the status quo methodology.

Developed from framework for a capacity, management, operation, and maintenance document for the sanitary sewer system.

Created a policy for installing mini-storm sewer in areas where storm sewer does not exist.

Continued improvement to CAD standards for City plans issued for bidding projects.

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 adopted 2014 Engineering Program cost is \$268,405. This amount is only 40% of the total cost of the program. The other 60% costs for this program is spread out through the following utilities: 20% storm water utility, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$671,013. 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.

2013 Budget Significant Expenditure Changes:

- 1) Salaries decreased \$ 22,317 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 2) Hourly wages decreased \$ 35,107 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 3) Overtime wages decreased \$ 3,122 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 4) Seasonal labor decreased \$ 3,240 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 5) FICA decreased \$ 4,677 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 6) Retirement decreased \$ 6,339 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 7) Health, dental, DIB, life & wks cmp ins decreased \$ 15,672 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 8) Training decreased \$ 2,291 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 9) Telephone decreased \$ 421 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 10) Seminars and conferences decreased \$ 682 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 11) Consulting decreased \$ 2,563 to reflect a higher percentage of the engineering budget being charged to the water utility.

- 12) Cell/radio decreased \$ 682 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 13) Memberships/subscriptions decreased \$ 137 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 14) Transportation decreased \$ 1,261 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 15) Operating Supplies decreased \$ 2,182 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 16) Repair and maintenance supplies decreased \$ 409 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 17) Capital equipment increased \$ 900. The capital equipment included in the budget is the general fund share of \$4,400 of replacing the printer \$8,000 and computer workstation \$3,000

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
ENGINEERING											
PERSONAL SERVICES											
100	53110	110	Salaries	\$ 80,586	\$ 46,090	\$ 89,050	\$ 81,828	\$ 39,882	\$ 81,828	\$ 59,511	\$ 59,511 -27.27%
100	53110	120	Hourly Wages	123,075	59,455	125,928	128,726	65,228	128,726	93,619	93,619 -27.27%
100	53110	125	Overtime Wages	11,450	967	9,154	11,450	2,606	11,450	8,328	8,328 -27.27%
100	53110	126	Seasonal Labor	9,900	7,708	12,562	11,880	4,153	11,880	8,640	8,640 -27.27%
100	53110	150	FICA	17,214	7,598	16,086	17,150	8,049	17,150	12,473	12,473 -27.27%
100	53110	151	Retirement	20,007	9,703	20,538	23,245	6,117	23,245	11,302	11,302 -51.38%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	68,506	21,720	65,482	57,464	21,658	57,464	41,792	41,792 -27.27%
100	53110	190	Training	8,400	856	1,465	8,400	1,514	8,400	6,109	6,109 -27.27%
			Subtotal	339,138	154,097	340,265	340,143	149,208	340,143	241,774	241,774 -28.92%
CONTRACTUAL SERVICES											
100	53110	210	Telephone	1,545	766	1,541	1,545	18	1,545	1,124	1,124 -27.25%
100	53110	211	Postage	0	0	9	0	0	0	0	0 0.00%
100	53110	212	Seminars and Conferences	2,500	75	151	2,500	201	2,500	1,818	1,818 -27.28%
100	53110	215	Consulting	9,000	241	9,436	9,400	6,645	9,400	6,837	6,837 -27.27%
100	53110	218	Cell/Radio	2,500	932	2,239	2,500	1,086	2,500	1,818	1,818 -27.28%
100	53110	219	Data	0	0	0	0	0	0	0	0 0.00%
			Subtotal	15,545	2,014	13,376	15,945	7,950	15,945	11,597	11,597 -27.27%
SUPPLIES AND EXPENSE											
100	53110	310	Office Supplies	0	0	43	0	0	0	0	0 0.00%
100	53110	320	Memberships/Subscriptions	500	146	512	500	186	500	363	363 -27.40%
100	53110	331	Transportation	4,623	3,443	6,722	4,623	1,336	4,623	3,362	3,362 -27.28%
100	53110	340	Operating Supplies	8,000	4,004	9,025	8,000	54	8,000	5,818	5,818 -27.28%
100	53110	350	Repair and Maintenance Supplies	1,500	1,238	1,587	1,500	240	1,500	1,091	1,091 -27.27%
			Subtotal	14,623	8,831	17,889	14,623	1,817	14,623	10,634	10,634 -27.28%
CAPITAL OUTLAY											
100	53110	810	Capital Equipment	7,700	3,673	5,790	3,500	0	3,500	4,400	4,400 100.00%
			Subtotal	7,700	3,673	5,790	3,500	0	3,500	4,400	4,400 100.00%
			TOTAL	\$ 377,006	\$ 168,615	\$ 377,320	\$ 374,211	\$ 158,975	\$ 374,211	\$ 268,405	\$ 268,405 -28.27%

Municipal Service Center

Program Full Time Equivalents: .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.

2014 Performance Measures:

- 1) Reduce utility cost by 1%.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Reduce utility cost by 1%
 - a. Result: Over the same time period we reduced utility costs by approximately 20%.

Significant Program Achievements:

- 1) Installed new pressure wash system.
- 2) Completed installation of fuel tracking software.
- 3) 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 adopted 2014 Municipal Service Center budget is \$112,114. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training \$500 includes funding for HVAC related training for Building Maintenance staff.
- 2) Consulting \$6,500 includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management.
- 3) Capital Outlay includes \$5,000 for general repairs and upkeep.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 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	10,941	5,699	13,429	11,269	13,786	11,269	11,269	0.00%
100	53230	125	Overtime Wages	372	0	41	383	34	383	383	0.00%
100	53230	126	Seasonal Labor	0	107	107	0	0	0	0	0.00%
100	53230	150	FICA	621	415	928	891	963	891	891	0.00%
100	53230	151	Retirement	1,267	923	1,537	1,544	859	1,544	816	-47.17%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,565	1,914	3,642	3,565	3,330	3,565	3,565	0.00%
100	53230	190	Training	500	0	0	500	0	500	500	0.00%
			Subtotal	17,266	9,058	19,684	18,152	18,152	17,424	17,424	-4.01%
CONTRACTUAL SERVICES											
100	53230	210	Telephone	240	120	240	240	420	240	240	0.00%
100	53230	211	Postage	0	0	0	0	0	0	0	0.00%
100	53230	215	Consulting	6,500	424	5,417	6,500	0	6,500	6,500	0.00%
100	53230	217	Cleaning Service Contract	13,000	4,981	11,534	13,000	4,052	13,000	13,000	0.00%
100	53230	220	Utilities	62,000	21,023	41,778	55,000	27,621	55,000	55,000	0.00%
			Subtotal	81,740	26,548	58,969	74,740	32,093	74,740	74,740	0.00%
SUPPLIES AND EXPENSE											
100	53230	314	Cleaning and Maintenance	11,000	6,660	11,029	11,000	4,229	11,000	11,000	0.00%
100	53230	340	Operating Supplies	3,850	3,128	6,934	3,950	2,495	3,950	3,950	0.00%
			Subtotal	14,850	9,788	17,963	14,950	6,723	14,950	14,950	0.00%
CAPITAL OUTLAY											
100	53230	810	Capital Equipment	48,000	34,254	50,569	10,000	12,138	12,138	10,000	100.00%
			Subtotal	48,000	34,254	50,569	10,000	12,138	12,138	10,000	100.00%
			TOTAL	\$ 161,856	\$ 79,648	\$ 147,185	\$ 117,842	\$ 69,925	\$ 119,981	\$ 117,114	-4.86%

Mechanics

Program Full Time Equivalents: 1.91

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) *Equipment Maintenance* – Perform vehicle and equipment maintenance for operations of the street department, water department, parks department, and engineering department.
- 2) *City Facility Maintenance* – Perform building maintenance for the City's various owned buildings.
- 3) *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.
- 4) *City Facility Repairs* – Perform necessary repairs to the various City owned buildings.

Important Outputs:

- 1) *Maintain and Repair Equipment*- Activities and services by this program is supported by the property tax. 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.
- 2) *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 repairs through timely equipment maintenance.
- 2) Reduce the number of unnecessary facility repairs through preventative maintenance.
- 3) Maintain repairs so the equipment can run in a safe and efficient manner.
- 4) Maintain repairs of building facilities so that they are safe for the public.

2014 Performance Measures:

- 1) Perform 100% of preventative maintenance for City buildings on an annual basis.
- 2) Perform 100% of vehicle and equipment maintenance at the required scheduled miles or hours as recommended by factory specifications.
- 3) Respond to 100% of repair calls within 24 hours of receiving them.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Perform 100% of preventative maintenance for City buildings on an annual basis.
 - a. Result: Performance measure not accomplished. Many tasks are left unattended due to staffing levels.
- 2) Perform 100% of vehicle and equipment maintenance at the required scheduled miles or hours as recommended by factory specifications.
 - a. Result: Vehicle and equipment maintenance was 100% accomplished on all city owned vehicles/equipment.
- 3) Respond to 100% of repair calls within 24 hours of receiving them.
 - a. Result: Repair calls were responded to within 24 hours, however were not always addressed due to staffing levels.

Significant Program Achievements:

Began doing maintenance for all Police Department vehicles. Provided fleet maintenance for 176 pieces of equipment for the street, water, park, and engineering departments. Implemented new fuel system software.

Existing Program Standards Including Importance to Community:

- 1) Perform preventative maintenance for vehicles and equipment for the street department, water department, parks department, and engineering department 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.
- 2) 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 adopted 2014 Mechanics program cost is \$207,476. The program benefits the community by maintaining and repairing equipment and City facilities that is essential in the operations to provide municipal services to the community.

2014 Budget Significant Expenditure Changes:

- 1) Transportation decreased by \$1,134 to reflect actual costs.
- 2) Training \$500 includes staff training on new vehicle diagnostics.
- 3) Consulting \$1,200 includes general costs for outside services related to tasks internal staff are unable to address.
- 4) Capital Outlay \$1,500 for replacement tools, \$1,200 for sand blaster, \$175 for air angle die grinder, \$200 for drill bit sharpener, \$100 for trouble light replacement, \$250 for "C" clamps, and \$300 for fluke meter.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
MECHANICS												
Account Number PERSONAL SERVICES												
100	53231	120	Hourly Wages	\$ 108,925	\$ 47,596	\$ 80,044	\$ 113,717	\$ 24,947	\$ 113,717	\$ 113,717	\$ 113,717	0.00%
100	53231	125	Overtime Wages	2,082	330	338	2,144	87	2,144	2,144	2,144	0.00%
100	53231	150	FICA	8,492	3,670	5,619	8,863	1,948	8,863	8,863	8,863	0.00%
100	53231	151	Retirement	13,100	5,323	35,627	15,873	1,560	15,873	8,110	8,110	-48.91%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp ins	34,742	14,410	35,105	34,742	8,718	34,742	34,742	34,742	0.00%
100	53231	190	Training	500	0	0	500	150	500	500	500	0.00%
			Subtotal	167,841	71,329	156,733	175,839	37,410	175,839	168,077	168,077	-4.41%
CONTRACTUAL SERVICES												
100	53231	210	Telephone	0	0	0	0	0	0	0	0	0.00%
100	53231	211	Postage	0	0	0	0	0	0	0	0	0.00%
100	53231	215	Consulting	1,200	0	0	1,200	120	1,200	1,200	1,200	0.00%
100	53231	218	Cell/Radio	500	213	434	500	321	500	500	500	0.00%
100	53231	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	1,700	213	434	1,700	441	1,700	1,700	1,700	0.00%
SUPPLIES AND EXPENSE												
100	53231	310	Office Supplies	500	0	0	500	69	500	500	500	0.00%
100	53231	331	Transportation	6,808	3,481	7,272	6,808	2,837	5,674	5,674	5,674	-16.66%
100	53231	340	Operating Supplies	20,000	6,433	18,287	20,000	13,607	20,000	20,000	20,000	0.00%
100	53231	350	Repair and Maintenance Supplies	4,000	3,311	3,358	4,000	636	4,000	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	3,627	2,823	4,487	3,800	1,701	3,800	3,800	3,800	0.00%
			Subtotal	34,935	16,048	33,404	35,108	18,850	33,974	33,974	33,974	-3.23%
CAPITAL OUTLAY												
100	53231	860	Capital Outlay	6,850	2,756	4,972	1,500	0	1,500	3,725	3,725	148.33%
			Subtotal	6,850	2,756	4,972	1,500	0	1,500	3,725	3,725	100.00%
			TOTAL	\$ 211,326	\$ 90,346	\$ 195,543	\$ 214,147	\$ 56,701	\$ 213,013	\$ 207,476	\$ 207,476	-3.12%

Machinery and Equipment

Program Full Time Equivalents: .73

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 (49%) and storm water utility (51%). 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.

2014 Performance Measures:

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
- 2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
- 3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Perform vehicle and equipment maintenance every 3,000 miles on 100% of fleet vehicles.
 - a. Result: All vehicles and equipment with 3,000 mile maintenance requirement were completed.
- 2) Perform vehicle and equipment maintenance every 300 hours on 100% of dump trucks, garbage trucks, and recycling trucks.
 - a. Result: All dump/garbage/recycling trucks were maintained every 300 hours.
- 3) Perform equipment maintenance every 250 hours on 100% of the front end loaders.
 - a. Result: This was accomplishing on all loaders.
- 4) Perform equipment maintenance every 150 hours on 100% of the brush chippers.
 - a. Result: This was accomplished.
- 5) Perform equipment maintenance every 150 hours on 100% of the holders.
 - a. Result: This was accomplished.
- 6) Perform equipment maintenance every 250 hours on 100% of the grader.
 - a. Result: This was accomplished
- 7) Perform equipment maintenance every 250 hours on 100% of the backhoe.
 - a. Result: This was accomplished.

Significant Program Achievements:

Maintained 176 pieces of equipment for the street department, water department, parks department, and engineering department.

Existing Program Standards Including Importance to Community:

- 1) Perform preventative maintenance for vehicles and equipment for the street department, water department, parks department, and engineering department 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 adopted 2014 Machinery and Equipment program cost is \$130,722. This amount is only 49% of the total cost of the program. The other 51% costs for this program is spread out through the following utilities: 51% storm water utility. The total cost for this program including the cost share with the above-mentioned utilities is \$266,780. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2014 Budget Significant Expenditure Changes:

- 1) Consulting \$20,000 includes tasks unable to perform in our mechanics shop.
- 2) Capital Outlay includes the general fund share of \$2,000 for hoist restoration and \$7,500 for four leg rotating hoist.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
MACHINERY AND EQUIPMENT												
Account Number PERSONAL SERVICES												
100	53240	120	Hourly Wages	\$ 41,154	\$ 21,698	\$ 38,688	\$ 43,135	\$ 40,256	\$ 43,135	\$ 43,135	\$ 43,135	0.00%
100	53240	125	Overtime Wages	4,098	725	2,893	4,221	1,614	4,221	4,221	4,221	0.00%
100	53240	150	FICA	3,217	1,565	4,203	3,623	2,798	3,623	3,623	3,623	0.00%
100	53240	151	Retirement	4,898	2,735	2,392	6,488	2,279	6,488	3,315	3,315	-48.91%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,673	8,450	14,766	14,673	13,654	14,673	14,673	14,673	0.00%
100	53240	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	68,040	35,173	62,942	72,140	60,601	72,140	68,967	68,967	-4.40%
CONTRACTUAL SERVICES												
100	53240	210	Telephone	100	50	150	100	50	100	100	100	0.00%
100	53240	215	Consulting	20,000	7,242	16,568	20,000	9,320	20,000	20,000	20,000	0.00%
100	53240	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
100	53240	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	20,100	7,292	16,718	20,100	9,370	20,100	20,100	20,100	0.00%
SUPPLIES AND EXPENSE												
100	53240	340	Operating Supplies	1,000	480	817	1,000	64	1,000	1,000	1,000	0.00%
100	53240	350	Repair and Maintenance Supplies	36,000	11,075	31,011	36,000	13,362	36,000	36,000	36,000	0.00%
			Subtotal	37,000	11,555	31,828	37,000	13,426	37,000	37,000	37,000	0.00%
CAPITAL OUTLAY												
100	53240	810	Capital Equipment	15,891	0	476	0	13,962	13,962	4,655	4,655	100.00%
			Subtotal	15,891	0	476	0	13,962	13,962	4,655	4,655	100.00%
TOTAL				\$ 141,031	\$ 54,020	\$ 111,964	\$ 129,240	\$ 97,359	\$ 143,201	\$ 130,722	\$ 130,722	1.15%

Snow and Ice Control

Program Full Time Equivalents: 1.21

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 are 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 nineteen different plow routes throughout the City that employees are assigned to. It takes approximately 8 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 different routes throughout the City that employees are assigned to. It takes approximately 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.

2014 Performance Measures:

- 1) Decrease the number of mailboxes damaged by snowplows by 5% through educational programs based on inspections of mailbox locations.
- 2) Respond to 100% of complaints regarding snowplowing operations within 24 hours of receiving the complaints.
- 3) Respond to 100% of emergency salting / snowplowing calls within 45 minutes of receiving call.

2013 Performance Measurement Data (July 2012 – June 2013):

- 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 5 to 13. Did not meet performance measure.
- 2) Respond to 100% of complaints regarding snowplowing operations within 24 hours of receiving the complaints.
 - a. Result: All complaints were responded to within 24 hours.
- 3) Respond to 100% of emergency salting / snowplowing calls within 45 minutes of receiving call.
 - a. Result: All emergency calls were responded to within 45 minutes.

Significant Program Achievements:

Implemented 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 adopted 2014 Snow and Ice Control program cost is \$246,047. 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.

2014 Budget Significant Expenditure Changes:

- 1) Transportation increased \$15,000 to reflect actual costs.
- 2) Training includes \$500 for operational training of salting and plowing.
- 3) Seminars and conferences \$425. includes staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 4) No capital requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
SNOW AND ICE CONTROL											
Account Number PERSONAL SERVICES											
100	53310	120	Hourly Wages	\$ 56,766	\$ 32,995	\$ 48,030	\$ 65,527	\$ 74,092	\$ 90,000	\$ 65,527	\$ 65,527 0.00%
100	53310	125	Overtime Wages	59,108	15,017	23,841	60,881	45,375	60,881	60,881	60,881 0.00%
100	53310	150	FICA	8,865	3,574	4,734	9,670	8,715	11,542	9,670	9,670 0.00%
100	53310	151	Retirement	13,920	6,985	8,417	17,318	7,968	20,671	8,849	8,849 -48.91%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,395	14,188	19,822	21,395	27,852	21,395	21,395	21,395 0.00%
100	53310	190	Training	500	119	119	500	-	500	500	500 0.00%
			Subtotal	160,554	72,878	104,963	175,291	164,002	204,989	166,822	166,822 -4.83%
CONTRACTUAL SERVICES											
100	53310	212	Seminars and Conferences	425	61	322	425	0	425	425	425 0.00%
100	53310	215	Consulting	4,000	0	0	0	0	0	0	0 0.00%
			Subtotal	4,425	61	322	425	0	425	425	425 0.00%
SUPPLIES AND EXPENSE											
100	53310	331	Transportation	25,368	1,424	10,496	25,000	34,756	40,000	40,000	40,000 60.00%
100	53310	340	Operating Supplies	3,800	139	3,091	3,800	664	3,800	3,800	3,800 0.00%
100	53310	341	Salt, Sand, Chloride	65,280	43,748	52,943	35,000	24,673	35,000	35,000	35,000 0.00%
			Subtotal	94,448	45,311	66,530	63,800	60,093	78,800	78,800	78,800 23.51%
CAPITAL OUTLAY											
100	53310	810	Capital Equipment	0	0	0	0	0	0	0	0 100.00%
			Subtotal	0	0	0	0	0	0	0	0 100.00%
TOTAL											
			TOTAL	\$ 259,427	\$ 118,250	\$ 171,815	\$ 239,516	\$ 224,095	\$ 284,214	\$ 246,047	\$ 246,047 2.73%

Street Maintenance

Program Full Time Equivalents: 1.24

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.

2014 Performance Measures:

- 1) Decrease the number of complaints received on street conditions by 1%, through progressive maintenance.
- 2) Staff to report 100% of all identified road repair work within the workday.
- 3) Respond to pavement complaints within 48 hours of receiving complaints.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Decrease the number of complaints received on a street by 1% by monitoring the conditions of the street.

- a. Result: Unable to determine if performance measure was completed due to insufficient data, however staff does believe due to progressive patching a reduction in complaints occurred.
- 2) Staff to report 100% of all identified road repair work within the workday.
 - a. Result: This was accomplished.
- 3) Respond to pavement complaints within 48 hours of receiving complaints.
 - a. Result: This was accomplished.

Significant Program Achievements:

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 adopted 2014 Street Maintenance program cost is \$133,566. The program benefits the community by allowing the streets to be kept clear of road hazards.

2014 Budget Significant Expenditure Changes:

- 1) Hourly wages decreased \$ 6,950 to reflect actual costs.
- 2) FICA decreased \$ 532 to reflect actual costs.
- 3) Retirement decreased \$ 952 to reflect actual costs.
- 4) Training \$2,500 includes funding for street employees to attend road maintenance seminar/workshops.
- 5) Seminars and Conferences \$270 includes funding for supervisor to attend APWA meeting and conference.
- 6) Consulting - \$1,000 includes funding for blacktop patching.
- 7) Transportation increased \$3,553 to reflect actual costs.
- 8) No capital outlay requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
STREET MAINTENANCE												
Account Number		PERSONAL SERVICES										
100	53330	120	Hourly Wages	\$ 61,084	\$ 28,001	\$ 57,608	\$ 66,950	\$ 23,567	\$ 60,000	\$ 60,000	\$ 60,000	-10.38%
100	53330	125	Overtime Wages	2,598	60	1,255	2,676	707	2,676	2,676	2,676	0.00%
100	53330	126	Seasonal Labor	4,836	649	1,887	4,836	644	4,836	4,836	4,836	0.00%
100	53330	150	FICA	5,242	2,121	4,291	5,397	1,723	4,865	4,865	4,865	-9.85%
100	53330	151	Retirement	7,583	3,846	7,048	9,539	1,400	8,587	4,387	4,387	-54.01%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,860	10,205	21,358	21,860	7,031	21,860	21,860	21,860	0.00%
100	53330	190	Training	2,500	0	0	2,500	0	2,500	2,500	2,500	0.00%
			Subtotal	105,703	44,882	93,447	113,757	35,071	105,323	101,124	101,124	-11.11%
			CONTRACTUAL SERVICES									
100	53330	212	Seminars and Conferences	270	0	0	270	0	270	270	270	0.00%
100	53330	215	Consulting	1,000	0	80	1,000	0	1,000	1,000	1,000	0.00%
			Subtotal	1,270	0	80	1,270	0	1,270	1,270	1,270	0.00%
			SUPPLIES AND EXPENSE									
100	53330	331	Transportation	17,219	3,026	22,776	17,219	10,386	20,772	20,772	20,772	20.63%
100	53330	340	Operating Supplies	4,000	1,704	3,416	4,000	225	4,000	4,000	4,000	0.00%
100	53330	350	Repair and Maintenance Supplies	1,000	0	1,000	1,000	0	1,000	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,400	1,734	5,662	5,400	1,855	5,400	5,400	5,400	0.00%
			Subtotal	27,619	6,464	32,854	27,619	12,466	31,172	31,172	31,172	12.86%
			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	100.00%
			TOTAL	\$ 134,592	\$ 51,346	\$ 126,381	\$ 142,646	\$ 47,537	\$ 137,765	\$ 133,566	\$ 133,566	-6.37%

Traffic Signs and Markings

Program Full Time Equivalents: .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.

2014 Performance Measures:

- 1) Respond to 100% of damaged sign complaints within 24 hours of receiving the complaint.
- 2) Train at least one new person in how to manufacture street signs.
- 3) Update 17% of Street name signs to meet reflectivity standards by WisDot.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Respond to 100% of damaged sign complaints within 24 hours of receiving the complaint.
 - a. Result: This was accomplished.
- 2) Increase training by 5% for employees on the use of the aerial truck.
 - a. Result: This has not been accomplished as of August.
- 3) Update 17% of Street name signs to meet reflectivity standards by WisDot.
 - a. This performance measure was met.

Significant Program Achievements:

Meeting standards of WisDot sign replacement to meet 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 adopted 2014 Traffic Signs and Markings program cost is \$142,489. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

2014 Budget Significant Expenditure Changes:

- 1) Wages increased by \$6,996 to reflect actual costs.
- 2) FICA increased by \$535 to reflect actual costs.
- 3) Retirement increased by \$958 to reflect actual costs.
- 4) Training \$400 includes funding for staff person to attend WisDot sign training.
- 5) Seminars and Conferences \$250 includes funding for staff person to attend workshop on line striping operations.
- 6) Consulting decreased by \$2,000 to reflect actual costs.
- 7) Consulting - \$6,000 includes fees paid to City of Green Bay for street striping.
- 8) Transportation decreased \$8,722 to reflect actual costs.
- 9) No capital outlay requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TRAFFIC SIGNS AND MARKINGS											
Account Number PERSONAL SERVICES											
100	53400	120	Hourly Wages	\$ 49,502	\$ 37,269	\$ 64,388	\$ 53,004	\$ 29,761	\$ 60,000	\$ 60,000	\$ 60,000 13.20%
100	53400	125	Overtime Wages	2,644	1,050	2,106	2,723	2,063	2,723	2,723	2,723 0.00%
100	53400	126	Seasonal Labor	4,350	2,962	6,106	4,350	2,373	4,350	4,350	4,350 0.00%
100	53400	150	FICA	4,142	2,943	4,949	4,263	2,309	4,798	4,798	4,798 12.55%
100	53400	151	Retirement	5,631	4,603	7,910	7,635	1,643	8,593	4,391	4,391 -42.49%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,306	8,252	16,065	17,306	6,190	17,306	17,306	17,306 0.00%
100	53400	190	Training	400	0	0	400	0	400	400	400 0.00%
			Subtotal	83,975	57,079	101,524	89,681	44,339	98,170	93,968	93,968 4.78%
CONTRACTUAL SERVICES											
100	53400	212	Seminars and Conferences	225	0	0	225	0	225	225	225 0.00%
100	53400	215	Consulting	8,000	0	3,167	8,000	0	6,000	6,000	6,000 -25.00%
			Subtotal	8,225	0	3,167	8,225	0	6,225	6,225	6,225 -24.32%
SUPPLIES AND EXPENSE											
100	53400	331	Transportation	12,518	6,326	8,824	12,518	1,898	3,796	3,796	3,796 -69.68%
100	53400	340	Operating Supplies	23,500	4,610	21,161	23,500	1,968	23,500	23,500	23,500 0.00%
100	53400	342	Paint--Sign and Mark	15,000	33	9,011	15,000	121	15,000	15,000	15,000 0.00%
			Subtotal	51,018	10,969	38,996	51,018	3,987	42,296	42,296	42,296 -17.10%
CAPITAL OUTLAY											
100	53400	810	Capital Equipment	0	0	0	0	0	0	0	0 100.00%
			Subtotal	0	0	0	0	0	0	0	0 100.00%
TOTAL											
				\$ 143,218	\$ 68,048	\$ 143,687	\$ 148,924	\$ 48,326	\$ 146,691	\$ 142,489	\$ 142,489 -4.32%

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.

2014 Performance Measures:

- 1) Respond to 100% of street light out complaints within 24 hours of receiving the complaint.
- 2) Perform preventative maintenance (painting, straightening, etc...) on 20% of all City owned decorator lighting.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Respond and repair all street lighting issues within the downtown districts within 24 hours of notification.

- a. Result: This was not tracked.
- 2) Perform preventative maintenance (painting, straightening, etc...) on 20% of all City owned decorator lighting.
 - a. Result: This was not accomplished due to budget constraints.

Significant Program Achievements:

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 adopted 2014 Street Lighting program cost is \$428,893. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

2014 Budget Significant Expenditure Changes:

- 1) Consulting \$8,000 for contracting outside services to repair street and decorator lighting.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
STREET LIGHTING											
Account Number PERSONAL SERVICES											
100	53300	110	Salaries	\$0	\$0	\$17,050	\$0	\$0	\$0	\$0	0.00%
100	53420	120	Hourly Wages	6,731	6,750	340	6,933	5,278	6,933	6,933	0.00%
100	53420	125	Overtime Wages	214	0	117	220	0	220	220	0.00%
100	53420	150	FICA	514	0	1,241	547	370	547	547	0.00%
100	53420	151	Retirement	747	499	2,041	980	322	980	501	-48.91%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,264	1,041	3,878	2,264	1,640	2,264	2,264	0.00%
100	53420	190	Training	0	2,015	0	0	0	0	0	0.00%
			Subtotal	10,470	10,305	24,667	10,944	7,610	10,944	10,465	-4.38%
CONTRACTUAL SERVICES											
100	53420	215	Consulting	1,000	0	0	8,000	0	8,000	8,000	0.00%
100	53420	220	Utilities	414,000	185,565	373,259	414,000	193,665	400,000	400,000	-3.38%
			Subtotal	415,000	185,565	373,259	422,000	193,665	408,000	408,000	-3.32%
SUPPLIES AND EXPENSE											
100	53420	331	Transportation	1,928	925	1,191	1,928	142	1,928	1,928	0.00%
100	53420	340	Operating Supplies	8,500	4,988	8,835	8,500	4,660	8,500	8,500	0.00%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0	0	0.00%
			Subtotal	10,428	5,913	10,026	10,428	4,802	10,428	10,428	0.00%
CAPITAL OUTLAY											
100	53420	810	Capital Equipment	0	0	0	0	0	0	0	100.00%
			Subtotal	0	0	0	0	0	0	0	100.00%
TOTAL											
			TOTAL	\$ 435,898	\$ 201,783	\$ 407,952	\$ 443,372	\$ 206,076	\$ 429,372	\$ 428,893	-3.27%

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.

2014 Performance Measures:

- 1) Respond to 100% of traffic signal complaints within 24 hours of receiving the complaint.
- 2) Respond to 100% of malfunctioning or damage signals within 24 hours of being notified.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Respond to 100% of traffic signal complaints within 24 hours of receiving complaint.
 - a. Result: Responded to 100% of traffic signal complaints within 24 hours of receiving complaint.
- 2) 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:

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 adopted 2014 Traffic Lights program cost is \$44,600. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

2013 Budget Significant Expenditure Changes:

- 1) Consulting - \$10,000 includes fees paid to Brown County Highway Department for maintenance of traffic signals.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TRAFFIC LIGHTS											
Account Number											
			CONTRACTUAL SERVICES								
100	53450	215	Consulting	\$ 10,000	\$ 4,608	\$ 9,294	\$ 10,000	\$ 3,103	\$ 10,000	\$ 10,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0	0	0.00%
100	53450	219	Data	0	0	0	0	0	0	0	0.00%
100	53450	220	Utilities	30,089	16,640	34,050	33,600	16,261	33,600	33,600	0.00%
			Subtotal	40,089	21,248	43,344	43,600	19,364	43,600	43,600	0.00%
			SUPPLIES AND EXPENSE								
100	53450	331	Transportation	0	0	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	500	0	840	1,000	0	1,000	1,000	0.00%
			Subtotal	500	0	840	1,000	0	1,000	1,000	0.00%
			CAPITAL OUTLAY								
100	53450	810	Capital Equipment	0	0	0	0	0	0	0	100.00%
			Subtotal	0	0	0	0	0	0	0	100.00%
			TOTAL	\$ 40,589	\$ 21,248	\$ 44,184	\$ 44,600	\$ 19,364	\$ 44,600	\$ 44,600	0.00%

Brush Collection

Program Full Time Equivalents: .64

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 80% City and 20% Ledgeview. Operations of the compost facility allow residents a site to bring their brush and yard waste to. The City weekly then stockpiles the brush and compost. The compost is formed into rows and then turned on a regular basis to make compost. Once the compost has decomposed enough the City then hires a contractor to screen the compost, which is then provided to the residents at no charge. 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 compost and 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 compost and mulch for residents.

2014 Performance Measures:

- 1) Decrease the number of noncompliant contractor users of the compost site by 1% by enforcing the need to have a contractor compost facility permit.
- 2) Decrease number of household brush violations by 1% by educating the community on City policy.
- 3) Record 100% of tons of brush collected to meet DNR requirements for recycling grants.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Decrease number of non-compliant contractor users of the compost site by 1% by enforcing the need to have a contractor compost facility permit.
 - a. Result: Contractor permits increased from 21 in 2012 to 45 in 2013.
- 2) Decrease number of household brush violations 1% by educating the community on City policy.
 - a. Result: Household brush violations (169 in 2012, 163 projected in 2013).
- 3) Record 100% of tons of brush collected to meet WDNR requirements for recycling grants.
 - a. Result: Collected 391 tons of brush.

Significant Program Achievements:

Reduced the number of commercial contractors illegally using the compost site. 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 compost and mulch for residents to utilize.

Costs and Benefits of Program and Services:

The adopted 2014 Brush Collection program cost is \$84,611. 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 compost and mulch for the residents to utilize.

2013 Budget Significant Expenditure Changes:

- 1) Transportation decreased by \$11,025 to reflect actual costs.
- 2) Consulting \$15,000 includes funding a contractor to grind brush.
- 3) No capital outlay requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
BRUSH COLLECTION												
Account Number PERSONAL SERVICES												
100	53460	120	Hourly Wages	\$ 33,576	\$ 15,591	\$ 36,980	\$ 34,583	\$ 18,328	\$ 34,583	\$ 34,583	\$ 34,583	0.00%
100	53460	125	Overtime Wages	400	112	112	412	0	412	412	412	0.00%
100	53460	126	Seasonal Labor	7,316	1,023	2,890	7,316	927	7,316	7,316	7,316	0.00%
100	53460	150	FICA	3,159	1,213	2,814	2,783	1,281	2,783	2,783	2,783	0.00%
100	53460	151	Retirement	4,955	1,872	4,564	4,794	881	4,794	2,450	2,450	-48.91%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,292	4,353	10,453	11,292	4,263	11,292	11,292	11,292	0.00%
			Subtotal	60,698	24,164	57,813	61,181	25,680	61,181	58,836	58,836	-3.83%
CONTRACTUAL SERVICES												
100	53460	215	Consulting	15,000	0	11,850	15,000	1,560	15,000	15,000	15,000	0.00%
100	53460	220	Utilities	170	45	91	175	44	175	175	175	0.00%
			Subtotal	15,170	45	11,941	15,175	1,604	15,175	15,175	15,175	0.00%
SUPPLIES AND EXPENSE												
100	53460	331	Transportation	21,025	9,976	15,262	21,025	4,138	10,000	10,000	10,000	-52.44%
100	53460	340	Operating Supplies	600	0	360	600	0	600	600	600	0.00%
			Subtotal	21,625	9,976	15,622	21,625	4,138	10,600	10,600	10,600	-50.98%
CAPITAL OUTLAY												
100	53460	810	Capital Equipment	0	0	0	0	0	0	0	0	100.00%
			Subtotal	0	0	0	0	0	0	0	0	100.00%
TOTAL				\$ 97,493	\$ 34,185	\$ 85,376	\$ 97,981	\$ 31,422	\$ 86,956	\$ 84,611	\$ 84,611	-13.65%

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.

2014 Performance Measures:

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

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Provide sufficient funding to pay for 100% of billable services. (Result: Complete)

Significant Program Achievements:

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 adopted 2014 Transit System program cost is \$488,109. 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.

2014 Budget Significant Expenditure Changes:

- 1) The City's portion for the transit system increased \$10,069. This projected increase is based on actual cost for the service plus project cost increases in operations (gas, maintenance, etc).

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TRANSIT SYSTEM												
Account Number												
			CONTRACTUAL SERVICES									
100	53520	213	Transit System	\$ 441,996	\$ 213,670	\$ 452,005	\$ 478,040	\$ 214,811	\$ 478,040	\$ 488,109	\$ 488,109	2.11%
			Subtotal	441,996	213,670	452,005	478,040	214,811	478,040	488,109	488,109	2.11%

Garbage and Refuse Collection

Program Full Time Equivalents: 2.91

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.

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 entire year. Residents will bring their items to the MSC daily throughout the year during the hours of 7:00 am to 7:00 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.

2014 Performance Measures:

- 1) Decrease tonnage of garbage collected by 15% by educating the community on recycling.
- 2) Decrease the number of rubbish violations 1% by educating the community on City policy.
- 3) Decrease transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Decrease tonnage of garbage collected by 15% by educating the community on recycling.
 - a. Result: Performance measure was not met. The City ended up with 1% more in garbage than the previous year due to increase in rubbish.
- 2) Decrease the number of rubbish violations 1% by educating the community on City policy.
 - a. Result: Violations are 102 for 2013 compared to 91 in 2012.
- 3) Decrease transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.
 - a. Result: Performance measure not met due to CNG trucks not being approved.

Significant Program Achievements:

Realigned garbage maps/routes to gain greater efficiency. 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 adopted 2014 Garbage/Refuse Collection program cost is \$586,090. 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.

2014 Budget Significant Expenditure Changes:

- 1) Transportation increased by \$34,750 to reflect actual costs.
- 2) Training \$500 includes funding for staff development in garbage truck operation.
- 3) Consulting \$5,000 includes funding for WDNR and Brown County for solid waste operations.
- 4) Capital outlay includes one new garbage truck to replace the Peterbilt truck # 87.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

1.1.a

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Public Works Department		
DATE PREPARED: August 8, 2013		
DESCRIPTION OF PROJECT:		
Replace #87, 2008 Peterbilt with Wirtke 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)		
1		
2		
PROJECT JUSTIFICATION		
The garbage and recycle trucks are replaced on a five (5) year cycle to due every day usage with all the mechanical moving parts. This truck was supposed to be replaced in 2012 & 2013 but was removed from the budget and was suggested to be replaced prior to the five (5) year cycle so the City does not have five trucks due for replacement all the same year. The truck is needed in order for the City to continue to pick up garbage. Staff is recommending purchasing a new garbage truck with a compressed natural gas engine (CNG). It is the intent to replace each truck with CNG engine over the next five (5) years. The cost of replacement for all five trucks would be an additional \$200,000. CNG fuel costs are approximately 46% cheaper than using diesel fuel. In 2013 the City consumed 18,496 gallons of diesel fuel for all five (5) garbage and recycling trucks. At a cost of \$3.60 per gallon this would equate to \$66,586 per year. If the City were to convert to CNG an annual savings of \$30,630 is possible. Other advantages for operating a CNG system are: utilizing an alternative fuel, decreases environmental pollution up to 90%, reduction in noise pollution, potential lower engine maintenance costs, and using CNG fuel meets the City's sustainability goals for the future.		
PROJECT RANKINGS 1		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
GARBAGE/REFUSE COLLECTION												
Account Number		PERSONAL SERVICES										
100	53620	120	Hourly Wages	\$ 152,766	\$ 81,186	\$ 167,493	\$ 157,349	\$ 80,490	\$ 161,000	\$ 161,000	\$ 161,000	2.32%
100	53620	125	Overtime Wages	1,210	60	606	1,246	450	1,246	1,246	1,246	0.00%
100	53620	126	Seasonal Labor	5,124	1,825	3,442	5,124	1,076	5,124	5,124	5,124	0.00%
100	53620	150	FICA	12,172	6,150	12,033	12,207	5,965	12,486	12,486	12,486	2.29%
100	53620	151	Retirement	19,092	10,328	19,715	21,728	4,328	22,228	11,357	11,357	-47.73%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	51,376	22,915	51,209	51,377	16,825	51,377	51,377	51,377	0.00%
100	53620	190	Training	500	0	0	500	0	500	500	500	0.00%
			Subtotal	242,240	122,464	254,498	249,530	109,134	253,961	243,090	243,090	-2.58%
			CONTRACTUAL SERVICES									
100	53620	215	Consulting	5,000	125	299	5,000	125	5,000	5,000	5,000	0.00%
			Subtotal	5,000	125	299	5,000	125	5,000	5,000	5,000	0.00%
			SUPPLIES AND EXPENSE									
100	53620	331	Transportation	13,250	6,539	18,736	13,250	23,688	48,000	48,000	48,000	262.26%
100	53620	340	Operating Supplies	1,000	509	509	1,000	0	1,000	1,000	1,000	0.00%
100	53620	344	Garbage Bags and Poly Cart Supplies	9,000	4,652	5,993	9,000	0	9,000	9,000	9,000	0.00%
			Subtotal	23,250	11,700	25,238	23,250	23,688	58,000	58,000	58,000	149.46%
			CAPITAL OUTLAY									
100	53620	810	Capital Equipment	0	0	0	0	0	0	280,000	280,000	100.00%
			Subtotal	0	0	0	0	0	0	280,000	280,000	100.00%
			TOTAL	\$ 270,490	\$ 134,289	\$ 280,035	\$ 277,780	\$ 132,947	\$ 316,961	\$ 586,090	\$ 586,090	110.99%

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.

2014 Performance Measures:

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

2013 Performance Measurement Data (July 2012 – June 2013):

- 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:

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 adopted 2014 Landfill program cost is \$160,000. This program benefits the community by providing funding for disposal of solid waste.

2014 Budget Significant Expenditure Changes:

- 1) No capital requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
LANDFILL											
Account Number											
			CONTRACTUAL SERVICES								
100	53630	214	Landfill	\$ 160,000	\$ 54,760	\$ 160,000	\$ 52,679	\$ 160,000	\$ 160,000	\$ 160,000	0.00%
			Subtotal	160,000	54,760	160,000	52,679	160,000	160,000	160,000	0.00%
			TOTAL	\$ 160,000	\$ 54,760	\$ 160,000	\$ 52,679	\$ 160,000	\$ 160,000	\$ 160,000	0.00%

Weed Control

Program Full Time Equivalents: .01

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.

2014 Performance Measures:

- 1) Maintain clear vision triangles at various intersections throughout the City.
- 2) Decrease the frequency of equipment getting stuck requiring loader to pull them out.
- 3) Respond to 100% of weed complaints within 72 hours of receiving them.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Maintain clear vision triangles at various intersections throughout the City.
 - a. Result: All vision triangles have been monitored and maintained when necessary.
- 2) Decrease the frequency of equipment getting stuck requiring loader to pull them out.
 - a. Result: Performance measure was accomplished. In 2012 equipment was stuck 10 times this year it was stuck 2 times.
- 3) Respond to 100% of weed complaints within 72 hours of receiving them.
 - a. Result: This was accomplished.

Significant Program Achievements:

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 adopted 2013 Weed Control program cost is \$4,642. 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 \$13,263. 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.

2013 Budget Significant Expenditure Changes:

- 1) Retirement increased \$207 to reflect wage adjustments and impact of State budget to WRS.
- 2) No capital outlay requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

			2012	2012	2012	2013	2013	2013	2014	2014	2014 / 2013	
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	
WEED CONTROL												
Account Number			PERSONAL SERVICES									
100	53640	120	Hourly Wages	\$ 3,000	\$ 1,018	\$ 1,104	\$ 3,090	\$ 54	\$ 3,090	\$ 3,090	\$ 3,090	0.00%
100	53640	126	Seasonal Labor	89	157	157	89	0	89	89	89	0.00%
100	53640	150	FICA	240	74	79	238	4	238	238	238	0.00%
100	53640	151	Retirement	371	2	12	423	3	423	216	216	-48.91%
100	53640	152	Health, Dental, DiB, Life & Wks Cmp Ins	1,009	5	1,038	1,009	19	1,009	1,009	1,009	0.00%
100	53640	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	4,709	1,256	2,390	4,849	80	4,849	4,642	4,642	-4.27%
			SUPPLIES AND EXPENSE									
100	53640	331	Transportation	0	0	0	0	116	0	0	0	0.00%
			Subtotal	0	0	0	0	116	-	-	-	0.00%
			CAPITAL OUTLAY									
100	53640	810	Capital Equipment	0	5,921	0	0	0	0	0	0	100.00%
			Subtotal	0	5,921	0	0	0	0	0	0	100.00%
			TOTAL	\$ 4,709	\$ 7,177	\$ 2,390	\$ 4,849	\$ 195	\$ 4,849	\$ 4,642	\$ 4,642	-4.27%

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 2013 the grant received was \$97,909. 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.

2014 Performance Measures:

- 1) Increase recycling tonnage collected by 5% by educating the community on recycling.
- 2) Inspect 25 households per month for recycling compliance and in an effort to educate community on recycling.
- 3) Decrease the transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Increase recycling tonnage collected by 5% by educating the community on recycling.
 - a. Result: This was not met. Tonnage was increased 1%.
- 2) Inspect 25 households per month for recycling compliance and in an effort to educate community on recycling.
 - a. Result: Performance measure not met. Inspected 284 carts.
- 3) Decrease the transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.
 - a. Result: Was not met, because CNG vehicles were eliminated.

Significant Program Achievements:

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 adopted 2014 Recycling program cost is \$395,237. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

2014 Budget Significant Expenditure Changes:

- 1) Transportation increased by \$2,372 to reflect actual costs.
- 2) Training \$500 is to fund staff attending recycling seminars.
- 3) Capital outlay represents replacing the Peterbilt truck # 84.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Public Works Department		
DATE PREPARED: August 8, 2013		
DESCRIPTION OF PROJECT:		
Replace #84, 2008 Peterbilt with Witke 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)		
1		
2		
PROJECT JUSTIFICATION		
The garbage and recycle trucks are replaced on a five (5) year cycle to due every day usage with all the mechanical moving parts. This truck was supposed to be replaced in 2012 & 2013 but was removed from the budget and was suggested to be replaced prior to the five (5) year cycle so the City does not have five trucks due for replacement all the same year. The truck is needed in order for the City to continue to pick up garbage. Staff is recommending purchasing a new garbage truck with a compressed natural gas engine (CNG). It is the intent to replace each truck with CNG engine over the next five (5) years. The cost of replacement for all five trucks would be an additional \$200,000. CNG fuel costs are approximately 46% cheaper than using diesel fuel. In 2013 the City consumed 18,496 gallons of diesel fuel for all five (5) garbage and recycling trucks. At a cost of \$3.60 per gallon this would equate to \$66,586 per year. If the City were to convert to CNG an annual savings of \$30,630 is possible. Other advantages for operating a CNG system are: utilizing an alternative fuel, decreases environmental pollution up to 90%, reduction in noise pollution, potential lower engine maintenance costs, and using CNG fuel meets the City's sustainability goals for the future.		
PROJECT RANKINGS 1		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
RECYCLING											
Account Number PERSONAL SERVICES											
100	53650	120	Hourly Wages	\$ 57,628	\$ 26,880	\$ 58,863	\$ 59,357	\$ 27,100	\$ 59,357	\$ 59,357	0.00%
100	53650	125	Overtime Wages	411	5	125	423	51	423	423	0.00%
100	53650	126	Seasonal Labor	314	0	0	314	59	314	314	0.00%
100	53650	150	FICA	4,465	2,022	4,175	4,578	2,004	4,578	4,578	0.00%
100	53650	151	Retirement	7,003	3,241	6,850	8,190	1,554	8,190	4,185	-48.91%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,381	9,861	19,378	19,381	6,292	19,381	19,381	0.00%
100	53650	190	Training	500	0	0	500	0	500	500	0.00%
			Subtotal	89,702	42,009	89,391	92,743	37,060	92,743	88,737	-4.32%
			CONTRACTUAL SERVICES								
100	53650	215	Consulting	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0.00%
			SUPPLIES AND EXPENSE								
100	53650	331	Transportation	17,628	8,000	18,152	17,628	10,743	20,000	20,000	13.46%
100	53650	340	Operating Supplies	500	265	264	500	0	500	500	0.00%
100	53650	344	Poly Cart Supplies	3,000	3,000	3,000	6,000	45	6,000	6,000	0.00%
			Subtotal	21,128	11,265	21,416	24,128	10,788	26,500	26,500	9.83%
			CAPITAL OUTLAY								
100	53650	810	Capital Equipment	0	0	0	0	0	280,000	280,000	100.00%
			Subtotal	0	0	0	0	0	280,000	280,000	100.00%
			TOTAL	\$ 110,830	\$ 53,274	\$ 110,807	\$ 116,871	\$ 47,848	\$ 119,243	\$ 395,237	238.18%

TOTAL PUBLIC WORKS

City of De Pere
2014 General Fund
Adopted Budget

PUBLIC WORKS
EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TOTAL PUBLIC WORKS									
PERSONAL SERVICES									
110 Salaries	\$ 147,043	\$ 78,452	\$ 174,075	\$ 150,490	\$ 73,150	\$ 150,490	\$ 128,173	\$ 128,173	-14.83%
120 Hourly Wages	728,225	374,597	718,751	768,512	423,174	796,682	737,102	737,102	-4.09%
125 Overtime Wages	85,445	18,335	40,665	87,663	53,020	87,663	84,541	84,541	-3.56%
126 Seasonal Wages	31,929	14,521	27,241	33,909	9,260	33,909	30,669	30,669	-9.55%
150 FICA	75,258	34,506	67,661	77,366	39,859	79,521	72,972	72,972	-5.68%
151 Retirement	105,404	54,325	123,551	125,867	31,760	129,726	66,487	66,487	-47.18%
152 Health, Denal, D/B, Life & Wks Comp Ins	288,263	128,818	286,416	280,087	126,658	280,087	264,415	264,415	-5.60%
190 Training	16,300	2,990	1,584	16,300	1,664	16,300	14,009	14,009	-14.06%
Subtotal	1,477,867	706,544	1,439,944	1,540,195	758,545	1,574,379	1,398,368	1,398,368	-9.21%
CONTRACTUAL SERVICES									
210 Telephone	3,085	1,535	3,121	3,085	1,077	3,085	2,664	2,664	-13.65%
211 Postage	2,805	1,000	2,009	2,805	999	2,805	2,805	2,805	0.00%
212 Seminars and Conference	5,020	844	1,181	6,020	627	6,020	5,338	5,338	-11.33%
213 Transit System	441,996	213,670	452,005	478,040	214,811	478,040	488,109	488,109	2.11%
214 Landfill	160,000	54,760	162,529	160,000	52,679	160,000	160,000	160,000	0.00%
215 Consulting	82,300	12,793	56,501	85,700	21,078	83,700	81,137	81,137	-5.32%
217 Cleaning Service Contract	13,000	4,981	11,534	13,000	4,052	13,000	13,000	13,000	0.00%
218 Cell/Radio	4,500	1,546	3,551	4,500	1,789	4,500	3,818	3,818	-15.16%
219 Data	0	0	0	0	0	0	0	0	0.00%
220 Utilities	506,259	223,273	449,178	502,775	237,590	488,775	488,775	488,775	-2.78%
Subtotal	1,218,965	514,402	1,141,609	1,255,925	534,702	1,239,925	1,245,646	1,245,646	-0.82%
SUPPLIES AND EXPENSE									
310 Office Supplies	5,500	2,861	5,515	7,000	2,692	7,000	7,000	6,500	-7.14%
314 Cleaning & Maintenance Supplies	11,000	6,660	11,029	11,000	4,229	11,000	11,000	11,000	0.00%
315 Publications	500	146	512	500	186	500	363	363	-27.40%
320 Memberships/Subscriptions	400	192	321	400	238	400	400	400	0.00%
331 Transportation	121,967	43,745	110,483	121,549	90,480	156,343	155,082	155,082	27.59%
340 Operating Supplies	75,250	26,260	73,539	75,850	23,737	75,850	73,668	73,668	-2.88%
341 Salt, Sand and Chloride	65,280	43,748	52,943	35,000	24,673	35,000	35,000	35,000	0.00%
342 Paint--Sign and Mark	15,000	33	9,011	15,000	121	15,000	15,000	15,000	0.00%
344 Garbage Bags and Poly Cart Supplies	12,000	7,652	8,993	15,000	45	15,000	15,000	15,000	0.00%
350 Repair and Maintenance	42,900	15,640	36,972	42,900	14,003	42,900	42,491	42,491	-0.95%
351 Safety Equipment and Uniforms	9,027	4,557	10,149	9,200	3,556	9,200	9,200	9,200	0.00%
Subtotal	358,824	151,494	319,467	333,399	163,959	368,193	364,204	363,704	9.09%
CAPITAL OUTLAY									
810 Capital Equipment	71,591	43,848	56,835	13,500	26,100	29,600	580,055	575,055	100.00%
860 Capital Equipment	6,850	2,756	4,972	1,500	0	1,500	3,725	3,725	148.33%
Subtotal	78,441	46,604	61,807	15,000	26,100	31,100	583,780	578,780	100.00%
TOTAL	\$ 3,134,097	\$ 1,419,044	\$ 2,962,827	\$ 3,144,519	\$ 1,483,306	\$ 3,213,597	\$ 3,591,998	\$ 3,586,498	14.06%

CULTURE, EDUCATION & RECREATION

CULTURE, EDUCATION AND RECREATION EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Community Center	4.15
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	1.70
Events/Celebrations	0.15
Swimming Pools	0.32
TOTAL	14.07

Community Center

Program Full Time Equivalents: 4.15

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) *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. Also provide Recreation Scholarship Program to youth in the community to allow the opportunity to participate in recreation programs regardless of their financial status.
- 3) *Nutrition Program* – In cooperation with the Aging and Disability Resource Center of Brown County, the Community Center offers a nutrition program for those that are disabled and senior citizens who live in and around De Pere.
- 4) *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.

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) *Leisure/Recreation Programming.* Activity funded by property tax and private funds. Recreation Scholarship Program funded by private, public service organizations and corporate funds. A variety of well-rounded programs are offered for all ages in and around our community, which include recreational, educational, socially interactive, health & wellness and public service. Internal and external programming offered in conjunction with NWTC, AARP, City Health Dept. and the schools.

- 3) *Senior Citizens and Disabled Participants Served Nutritious Meals.* Activity federally subsidized in cooperation with 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.
- 4) *Cooperative and Economical Programming Provided.* Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds. Programs are community-based, economical, socially interactive, educational, safe and fun. Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children. A strong, collaborative partnership is established with the school districts and the City.

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. Install LED lighting fixtures to reduce expenditures.
- 3) 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.
- 4) Increase and promote online registration as the preferred method of registration versus other methods.
- 5) Maintain/increase the amount of home delivered meals daily and maintain the amount of congregate meals served daily at our facility.
- 6) Further cultivate relationships with the schools to continue to coordinate utilizing school facilities and keep facility rental costs at a minimum or no charge.
- 7) Maintain capacities in Summer Day Camp and Kidz Zone Programs that are profitable and near or at maximum capacity.
- 8) 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.

2014 Performance Measures:

- 1) Increase percentage of Our Lady of Lourdes families in the Kidz Zone Program to 15%.
- 2) Increase participation in adult & senior instructional/enrichment programs by 5% to aid in reduction of overall program expenses.
- 3) Meet or be less than \$9.52 cost per capita for community center operations.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Increase the number of recreation programs and events for people of all ages to 3 or more, which may include a cross-generational event, additional special events at the playgrounds and a community-wide event.
 - a. Result: Increased number of new recreation programs & events for people of all ages to 17, which included 4 enrichment classes, 1 cooperative special event, 5 youth programs, 3 fitness classes & 4 senior programs.
- 2) Obtain 75% “good to excellent” ratings on programs offered through the Community Center based upon participant/parent evaluations.
 - a. Result: Obtained 90.4% “good to excellent” ratings on recreation programs.
- 3) Increase new family enrollments for Kidz Zone Program by 2%.
 - a. Result: There were 15 new families enrolled which equated to a 40% increase.

Significant Program Achievements:

- 1) Projected to reach \$232,980 in overall revenue for 2013, which reflects an increase of \$6,495 from the 2013 budgeted amount.
- 2) Obtained an average of 55.33% of online registration compared to other methods of registration, indicating it is the preferred method of registration.
- 3) Expanded enrichment class offerings and increased revenue generating programs for adults and seniors. Hired former NWTC instructors as employees of the City of De Pere to continue offering enrichment programs in our community.
- 4) Offered 17 new programs ranging from youth to adult/senior classes, special events and fitness classes. Programs geared towards seniors included Bean Bag Toss League, Here’s to Your Health seminars, a Grief Support Group and a Stepping On program which is geared towards falls prevention.
- 5) Kidz Zone After School Program reached capacity for the 2012-13 school year, first time since its inception; 15 new families enrolled.
- 6) Continued to enhance reservation scheduling and reporting through further development of Access.
- 7) Researched new marketing technology and registration software to reduce expenditures and improve promotion of our facility and programs. Also developed tri-fold flyers for both Senior & Youth programs that were distributed throughout the community.
- 8) Worked in conjunction with the ADRC improving cooperative relations and revising ADRC contract.
- 9) Accepted volunteer intern for Winter/Spring season which is our first time employing someone during that season.

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 5 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.
- 3) Implement and maintain cost-effective Summer Day Camp and Kidz Zone Programs.
 - a. Community Importance:
 - i. Meets a specific need and demand within our community while remaining cost-effective to our participants.
 - ii. Provides socially interactive, educational, and fun programming in a safe atmosphere.
 - iii. Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
 - iv. 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.
 - v. Utilizes facility during low traffic hours maximizing available times.

Costs and Benefits of Program and Services:

The adopted 2014 Community Center Program cost is \$536,277. 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 5 economically priced multi-purpose rooms.

2014 Budget Significant Expenditure Changes:

- 1) Training includes Management Training Seminar (2 - \$250), Support Staff Training (2 - \$200), First Aid/CPR Training (5 - \$50).
- 2) Seminars and Conferences includes WPRA Conference (\$900), WPRA Spring Workshop (\$340), Meals & Mileage related to conferences, workshops, senior program meetings, joint community programming, NEWPRO meetings, city facilities & program sites (\$1,020).
- 3) Consulting decreased \$50 to reflect actual trends. Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$230), BATI Modem Assistance (\$50).
- 4) Cell/Radio increased \$420 to reflect trends and upgrade to Manager's phone.
- 5) Other Contractual Services increased \$7,435 to reflect increase in offline transaction fees for ActiveNet software (\$7,300 increase offset by program revenues); \$65 increase for preventative maintenance; \$40 for 2 permit fees for Backflow Preventer Testing/Inspection; \$20 increase in Quarterly Elevator Inspection; \$10 increase in Alarm Monitoring for Panic Buttons.
- 6) Memberships & Subscriptions includes WPRA (\$375), Sam's Club (\$35), De Pere Journal (\$60), MPLC (\$285), ASCAP (\$170), SESAC (\$167), BMI (\$168).
- 7) No capital outlay requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
COMMUNITY CENTER											
PERSONAL SERVICES											
100	55140	110	Salaries	\$ 61,539	\$ 39,176	\$ 82,980	\$ 62,770	\$ 30,260	\$ 62,770	\$ 62,770	0.00%
100	55140	120	Hourly Wages	82,890	32,945	67,423	86,244	44,231	86,244	86,244	0.00%
100	55140	122	Hourly Wages Part Time	40,558	18,771	42,054	43,843	15,471	43,843	43,843	0.00%
100	55140	125	Overtime Wages	321	0	-	331	0	331	331	0.00%
100	55140	126	Seasonal Labor	125,050	41,428	110,569	117,000	39,878	117,000	120,226	2.76%
100	55140	150	FICA	16,081	7,515	15,706	16,475	6,937	16,475	16,475	0.00%
100	55140	151	Retirement	13,407	7,401	15,063	13,732	4,825	13,732	10,300	-25.58%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	61,701	23,890	55,254	57,569	24,025	57,569	57,569	0.00%
100	55140	190	Training	500	378	478	500	-	500	500	0.00%
			Subtotal	402,047	171,504	389,527	398,464	165,626	398,464	398,258	-0.07%
CONTRACTUAL SERVICES											
100	55140	210	Telephone	4,000	2,069	3,395	4,000	1,829	4,000	4,000	0.00%
100	55140	211	Postage	2,500	1,283	2,591	2,600	1,211	2,600	2,600	0.00%
100	55140	212	Seminars and Conferences	2,260	126	1,976	2,260	330	2,260	2,260	0.00%
100	55140	215	Consulting	620	0	843	580	-	480	530	-8.62%
100	55140	217	Cleaning Service Contract	25,050	9,372	24,497	25,050	9,078	24,700	25,050	0.00%
100	55140	218	Cell/Radio	420	199	440	420	300	575	840	100.00%
100	55140	219	Data	960	582	1,062	960	480	960	1,000	4.17%
100	55140	220	Utilities	41,000	18,306	37,515	41,000	22,574	41,500	42,860	4.54%
100	55140	240	Equipment Maintenance	4,200	67	2,912	4,900	3,465	4,500	5,100	4.08%
100	55140	290	Other Contractual Services	10,600	(4,654)	(10,827)	14,150	(22,600)	19,300	21,585	52.54%
			Subtotal	91,610	27,350	64,404	95,920	16,667	100,875	105,825	10.33%
SUPPLIES AND EXPENSE											
100	55140	310	Office Supplies	3,500	950	3,462	3,500	1,822	3,500	3,600	2.86%
100	55140	320	Memberships/Subscriptions	1,215	59	1,378	1,215	222	1,080	1,325	9.05%
100	55140	331	Mileage Reimbursement	0	0	0	0	0	0	0	0.00%
100	55140	340	Operating Supplies	18,895	4,350	17,724	25,300	2,874	24,700	25,350	0.20%
100	55140	348	Playground Supply and Expense	4,000	227	2,966	2,000	992	2,000	2,000	0.00%
			Subtotal	27,610	5,586	25,530	32,015	5,910	31,280	32,275	0.81%
CAPITAL OUTLAY											
100	55140	810	Capital Equipment	10,950	3,435	8,450	0	0	2,500	199,000	0.00%
			Subtotal	10,950	3,435	8,450	0	0	2,500	199,000	0.00%
			TOTAL	\$ 532,217	\$ 207,875	\$ 487,911	\$ 526,399	\$ 188,202	\$ 533,119	\$ 735,358	1.88%

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.

2014 Performance Measures:

- 1) Complete Historic District signage for the business districts and establish framework for residential districts.
- 2) Continue implementation of the City Intensive Survey by working on two historic designations.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.

2013 Performance Measurement Data:

- 1) Complete Historic District signage for the business districts and establish framework for residential districts.
 - a. Result: Commission has developed a sign design and is working with properties in the businesses districts for signage.
- 2) Continue implementation of the City Intensive Survey by establish a local landmark program.
 - a. Result: Commission is working with contractor on two possible nominations.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
 - a. Result: Completed.

Significant Program Achievements:

- Lock Keepers house future use assistance.
- Signage for locks with Fox River Navigation Authority.
- Assistance on Historic Tax Credit program.
- Successful education programs offered to the community.
- Complete Historic District maps for each district which identify contributing and non-contributing buildings.

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 adopted 2014 Historic Preservation program cost is \$10,445. 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.

2014 Budget Significant Expenditure Changes:

- 1) Historic Preservation Commission: \$5,395
 - \$3,195 Historic Plaques
 - \$1,000 Meeting expense (Wisconsin Historical Society Conference)
 - \$500 Educational materials / training sessions
 - \$200 Memberships
 - \$500 Mileage expense
- 2) Historical Society: \$5,050
 - \$5,050 for general operations of the Historical Society

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
HISTORIC PRESERVATION COMMISSION											
Account Number			PERSONAL SERVICES								
			SUPPLIES AND EXPENSE								
100	55150	391	Historic Preservation Supplies	\$ 5,395	\$ 15	\$ 780	\$ 5,395	\$ 782	\$ 4,614	\$ 5,395	\$ 5,395 0.00%
			Subtotal	5,395	15	780	5,395	782	4,614	5,395	5,395 0.00%
			GRANTS, CONTRIBUTIONS, INDEM								
100	55150	701	Historical Society	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 0.00%
			TOTAL	\$ 10,445	\$ 5,065	\$ 5,830	\$ 10,445	\$ 782	\$ 9,664	\$ 10,445	\$ 10,445 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.
- 7) Building Repairs – Program funded by property tax dollars. Provides supervision of staff conducting repairs and maintenance to City facilities and buildings.
- 8) Preventative Maintenance of City HVAC – Program funded by property tax dollars. Work with outside consultant to review and repair all city HVAC, which ensures maximum life expectancy of our HVAC equipment.

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) Maintain regular maintenance scheduled and performed on City HVAC.
- 8) Increased program and citizen satisfaction as a result of adapting programs and services based on community feedback.
- 9) Maintain high quality, safe, efficient parks that meet community and neighborhood needs through the design of new parks and restructuring of current parks.

2014 Performance Measures:

- 1) Increase social media followers of department by 5%.
- 2) Increase the Recreation Scholarship Fund balance by 5%.
- 3) Obtain 75% approval rating through annual customer service survey.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Increase the percentage of Recreation Scholarships by 5%.
 - a. During the same time span as the previous year, the applicants decreased by 20%. The Scholarship Program was still able to assist 20 families.
- 2) Increase department Facebook page users by 5%.
 - a. Facebook users increased to 684 users from 505, or a 35% increase.
- 3) Obtain 75 % approval rating for customer service, measured by on-line survey conducted one time per calendar year.
 - a. Received a 91% approval rating for customer service (77.5% - Very Satisfied, 13.5% - Somewhat Satisfied)

Significant Program Achievements:

- 1) Completed Riverwalk and Wildlife Viewing Pier and opened to public.
- 2) Received payment of grant funding from WDNR related to Riverwalk.
- 3) Began Master Plans for Dog Park and Optimist Park.
- 4) Provided assistant to over 20 families through Recreation Scholarship Program.
- 5) Researched long term options for replacing Humana Sports Complex.
- 6) Investigated potential of bow hunting for deer, within city limits.

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) Schedules Building Maintenance of all City Buildings and Facilities.
 - a. Community Importance.
 - i. Provides central supervision of skilled labor responsible for maintenance and repairs.
 - ii. Provides planning and oversight of all City buildings to ensure safety and upkeep.
- 3) 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.
- 4) Conduct weekly staff meetings and quarterly all department meetings.

- a. Community Importance.
 - i. Provides a cohesive, knowledgeable, and motivated workforce.
- 5) 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 adopted 2014 Park and Rec Administration program cost is \$201,962. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training includes department training \$1,000, customer service training for secretary \$250, annual employee appreciation \$500, and milestone bonus \$300.
- 2) Seminars and conferences includes WPRA State Conference for 2 people \$640, Lodging for WPRA State Conference \$600, Office Support Workshop \$125, NRPA National Conference \$2,000.
- 3) Cell/Radio increased by \$75 to reflect actual costs and trends.
- 4) Other Contractual Services increased by \$1,750 to include funding for an aerial survey to determine deer population numbers.
- 5) Membership/Subscriptions includes WPRA Membership - 3 Staff \$390.
- 6) Transportation increased by \$125 to reflect actual fuel costs.
- 7) No capital outlay requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
PARK AND REC ADMINISTRATION											
Account Number PERSONAL SERVICES											
100	55200	110	Salaries	\$ 76,876	\$ 36,939	\$ 78,277	\$ 78,409	\$ 38,762	\$ 78,409	\$ 78,409	0.00%
100	55200	120	Hourly Wages	40,273	22,991	47,579	42,101	24,020	42,101	42,101	0.00%
100	55200	125	Overtime Wages	1,243	179	904	1,280	2	1,280	1,280	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0	0	0.00%
100	55200	150	FICA	9,148	4,346	8,732	9,317	4,547	9,317	9,317	0.00%
100	55200	151	Retirement	10,124	5,276	10,308	11,138	3,668	11,138	8,525	-23.46%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp I	35,324	19,319	40,162	47,065	20,044	47,065	47,065	0.00%
100	55200	190	Training	2,050	869	2,248	2,050	150	2,050	2,050	0.00%
			Subtotal	175,038	89,919	188,210	191,360	91,193	191,360	188,747	-1.37%
CONTRACTUAL SERVICES											
100	55200	210	Telephone	4,000	2,004	3,793	4,000	31	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	1,355	(186)	900	3,355	150	3,355	3,375	0.60%
100	55200	218	Cell/Radio	1,500	679	1,767	1,525	780	1,600	1,600	4.92%
100	55200	240	Equipment Maintenance	200	0	103	200	0	200	200	0.00%
100	55200	290	Other Contractual Services	400	0	260	400	0	400	2,150	437.50%
			Subtotal	7,455	2,497	6,823	9,480	961	9,555	11,325	19.46%
SUPPLIES AND EXPENSE											
100	55200	310	Office Supplies	850	330	995	850	325	850	850	0.00%
100	55200	320	Memberships/Subscriptions	390	0	375	390	375	390	390	0.00%
100	55200	331	Transportation	510	173	532	525	354	675	650	23.81%
100	55200	340	Operating Supplies	0	0	71	0	0	0	0	0.00%
			Subtotal	1,750	503	1,973	1,765	1,054	1,900	1,890	7.08%
CAPITAL OUTLAY											
100	55200	810	Capital Equipment	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 184,243	\$ 92,919	\$ 197,006	\$ 202,605	\$ 93,208	\$ 202,815	\$ 201,962	-0.32%

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.

2014 Performance Measures:

1. Complete a minimum of 5 listed tasks in the American with Disabilities Act Audit performed in 2012.
2. Inspect all long grass/weed concerns within 48 work week hours.
3. Perform a safety inspection/audit on 100% of all City Playgrounds to insure safety and industry standards are being met.

2013 Performance Measurement Data:

- 1) Reduce fuel usage by 1% from 2012 in an effort to reduce costs and cut down on greenhouse gases.
 - a. Result: Fuel usage remained stable from 2012 rates, however fuel costs were up approximately 5% from 2012 due to average cost of fuel being higher.
- 2) Increase registered participants in the goose patrol program from 2012. Add one additional program location so that we can continue to increase the amount of open space used by community members and patrons.
 - a. Result: Participation is up 3 this year and we have allowed all of them to take their dogs to multiple parks in an effort to increase the presence of the dogs. Voyageur Park/Riverwalk was added to the City's parks that allow dogs.
- 3) Increase number of recycling containers in parks by 10-20% in an effort to become a local leader in sustainable practices.

- a. Result: There has been a base increase of 10% plus we have supplied more of the larger events with multiple/additional recycling barrels to increase usage by participants.

Significant Program Achievements:

- 1) Assisted with several local softball/baseball tournaments (Pony League, Mystery Ball, Pink Flamingo, Buggy, DGSA).
- 2) Continued to develop support through our volunteer fundraising group for the further construction of the Dog Park. The group raised support and funds at the first annual Fall Fest 'Tailgate' Party, Pooch Plunge (in conjunction with the Recreation Dept.), GB Christmas parade, Pink Flamingo softball tourney, brat fry at Festival, and numerous other events.
- 3) Completed the replacement of the playground at Legion Park.
- 4) Continued implementing a more intensive recycling program in the parks.
- 5) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.
- 6) Worked on updating facilities to meet ADA accessibility standards.
- 7) Began discussions with private group to bring a new disc golf course to the City.

Existing program Standards Including Importance to Community:

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

- i. Creates aesthetically pleasing areas around the City, and enhances tourism.
- 6) Weekly maintenance of playgrounds.
 - a. Community Importance
 - i. Ensures the community that playgrounds are safe.

Costs and Benefits of Program and Services:

The adopted 2014 Parks and Public Land program budget is \$421,097. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

2014 Budget Significant Expenditure Changes:

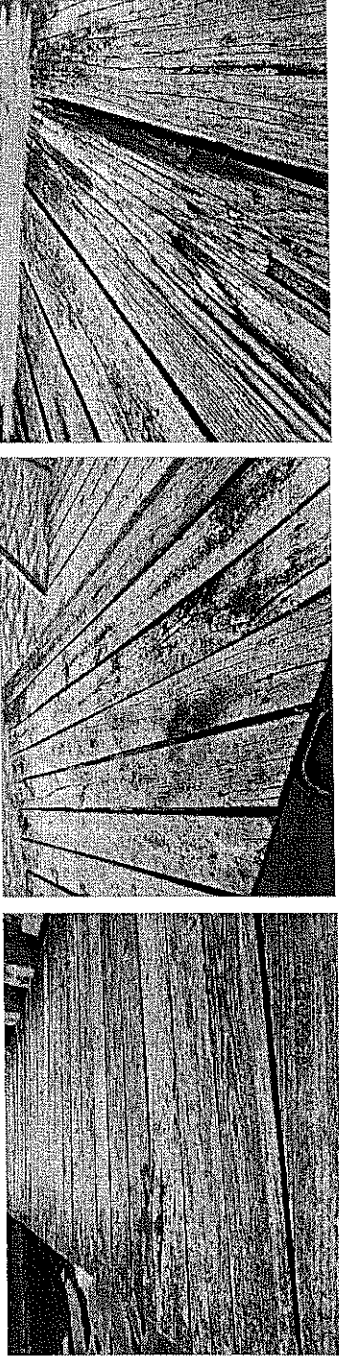
- 1) Overtime increased \$4,163 due to 3 factors: staff springtime mowing (\$1,000), staff clean-up of Riverwalk and Voy. Park restroom facility (\$2,100) and staff to night flood ice rinks during the establishment period (\$2,000).
- 2) Transportation increased \$11,800 due to a more accurate fuel system and assignment of vehicles to proper accounts. Numbers in Forestry & Rec Equipment will be decreased for the same reason.
- 3) Training decreased by \$1,200 (playground safety recertification of 2 employees is every 3 years). Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 4) Seminars and Conferences includes: Turf Management-(1 person) \$100; WPRA Summer Park tour-(1 person) \$300.
- 5) Consulting includes general outside services \$300; immunizations \$100.
- 6) Capital Equipment includes Sand Pro equipment for \$1,000, Water Cooler Replacement Program for \$5,000, Maintenance to Voyageur Park Docks for \$5,000, \$3,000 for Sidewalk Replacement, \$13,000 for VFW Access Road Repair & \$5,000 for Accessible Route Program.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Water Cooler 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		
An ADA Access Audit has identified most to all of the water coolers (water fountains) are not ADA Compliant. This is a replacement program to incrementally replace non-compliant water coolers throughout the park system.		
PROJECT RANKINGS		
1		
CITY COUNCIL		
STAFF RECOMMENDATION		
Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN 2014 - 2018

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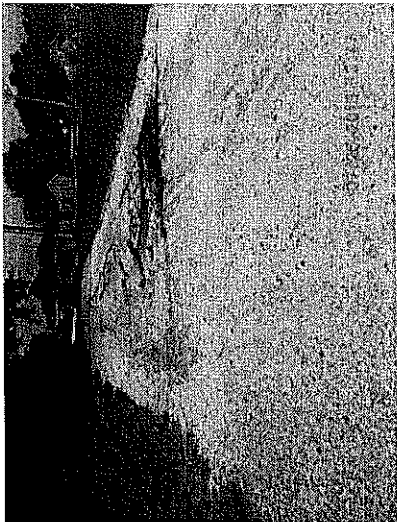
CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Renovate boat docks at Voyageur Park - Phase I		
NEW:	or REPLACEMENT:	x
PROJECTED COST: \$10,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	5,000
CAPITAL IMPROVEMENTS FUND		50
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS	5,000	50
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
The platform/boards at Voyageur Park and beginning to significantly deteriorate and are in need of repair. The last few years, staff has spent a substantial amount of time doing general maintenance and touch up work on the boards. Many of the boards are splintering, deteriorating, and weathering. We recommend replacing on an incremental basis the wooden boards with recycled boards. We are able to take advantage of WDNR grants up to \$5,000 per year for projects without going through a lengthy application process.		
		
PROJECT RANKINGS 9		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Sidewalk replacement program for park property.		
	NEW:	or REPLACEMENT: \$
PROJECTED COST: \$5,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND	\$3,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
An ADA Access Audit conducted in 2012-2013 revealed numerous sidewalks that do not meet ADA guidelines with regard to either running or cross slope. A "replacement Program" is proposed to incrementally replace sidewalks that are no longer in compliance with ADA guidelines.		
PROJECT RANKINGS 3		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Accessible Route program		
		NEW: x or REPLACEMENT:
PROJECTED COST: \$5,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	100 %
CAPITAL IMPROVEMENTS FUND	\$5,000	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
An ADA Access Audit has identified many areas that do not have an accessible route to a facility (ie. playground, soccer field, shelter, etc...). This program provides funding to incrementally put in sidewalks or stone pathways to meet ADA requirements for accessing facilities.		
PROJECT RANKINGS 2		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: Director of Park, Recreation and Forestry			
DATE PREPARED: July 25, 2013			
DESCRIPTION OF PROJECT:			
Repair VFW access road			
PROJECTED COST: \$13,000		NEW:	or REPLACEMENT: x
PROPOSED METHOD OF FINANCING:		\$	%
GENERAL FUND		13,000	100
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
The access road to VFW softball diamond is in very bad condition and is rated as a 4 from our Engineering Department, which is the lowest grade of all our pavement. It is recommended to be repaired, along with making some landscaping changes to aid in drainage.			
			
PROJECT RANKINGS		10	
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change	
PARKS AND PUBLIC LAND												
Account Number			PERSONAL SERVICES									
100	55210	110	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
100	55210	120	Hourly Wages	143,251	90,885	208,413	150,629	92,394	180,789	150,629	0.00%	
100	55210	125	Overtime Wages	910	183	1,028	937	726	1,454	937	0.00%	
100	55210	126	Seasonal Labor	63,269	27,473	60,057	63,269	22,839	61,716	63,269	0.00%	
100	55210	150	FICA	15,768	7,441	16,327	12,512	7,132	14,068	12,512	0.00%	
100	55210	151	Retirement	16,871	10,841	24,917	20,636	5,279	20,636	10,610	-48.59%	
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	47,020	23,294	54,188	47,020	22,148	47,020	47,020	0.00%	
100	55210	190	Training	500	42	497	1,700	1,366	1,700	1,700	0.00%	
			Subtotal	287,589	160,159	365,427	296,704	151,884	327,383	286,677	-3.38%	
			CONTRACTUAL SERVICES									
100	55210	212	Seminars and Conferences	400	0	27	400	233	400	400	0.00%	
100	55210	215	Consulting	400	222	331	400	36	400	400	0.00%	
100	55210	220	Utilities	40,000	10,489	38,355	41,000	14,593	33,000	43,220	5.41%	
100	55210	240	Equipment Maintenance	3,500	195	3,512	8,600	195	6,000	8,600	0.00%	
			Subtotal	44,300	10,906	42,225	50,400	15,057	39,800	52,620	4.40%	
			SUPPLIES AND EXPENSE									
100	55210	331	Transportation	11,200	5,428	11,256	11,200	12,187	23,000	23,000	105.36%	
100	55210	340	Operating Supplies	16,500	5,026	16,535	16,500	7,466	16,000	16,500	0.00%	
100	55210	345	Turf Chemicals	7,500	1,228	7,061	7,500	375	7,000	7,500	0.00%	
100	55210	351	Safety Equipment	2,800	1,300	2,730	2,800	1,028	2,700	2,800	0.00%	
			Subtotal	38,000	12,982	37,582	38,000	21,055	48,700	49,800	31.05%	
			CAPITAL OUTLAY									
100	55210	810	Capital Equipment	85,000	0	76,200	156,550	0	150,000	403,000	-79.56%	
			Subtotal	85,000	0	76,200	156,550	0	150,000	403,000	-79.56%	
			TOTAL	\$ 454,889	\$ 184,047	\$ 521,434	\$ 541,654	\$ 187,996	\$ 565,883	\$ 792,097	\$ 421,097	-22.26%

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.

2014 Performance Measures:

- 1) Remove a minimum of 40 at-risk trees in the City as identified in the City Inspection program to help reduce liability to the City.
- 2) Prune a minimum of 1500 trees in 2014 in order to appropriately train tree crowns and reduce future maintenance.
- 3) Obtain Tree City USA and Growth Award program through the National Arbor Day Foundation.

2013 Performance Measurement Data:

- 1) Plant a minimum of 75 trees in the street ROW utilizing the street tree purchasing program annually.
 - a. Result: Planted 20 trees in the terrace in spring.
- 2) Remove a minimum of 50 at-risk trees in the City as identified in the City Inspection program to help reduce liability to the City.
 - a. Result: As of 7-30-13 fifteen (15) trees have been removed with another 30-50 targeted for removal by end of the year.
- 3) Prune a minimum of 1500 trees in 2013 in order to appropriately train tree crowns and reduce future maintenance.
 - a. Result: As of 7-30-13 there were 250 trees that were pruned. We will also be pruning additional trees in late summer and fall.

- 4) Meet the requirements of Tree City USA and Growth Award program through the National Arbor Day Foundation.
 - a. Result: Met all Tree City requirements and will receive the award for 2013.

Significant Program Achievements:

- 1) Conducted Arbor Day Program with local elementary & high school students from three schools and with Wal-Mart. Planted trees in a park and on school grounds while teaching proper techniques.
- 2) Received Tree City, USA award.
- 3) Partnered with the GB Packers, National Forest Service and WDNR to obtain 75 donated trees in a program called 'First Downs for Trees'.
- 4) Worked with De Pere Beautification Committee to prep and plant various beds and roundabouts in the City.

Existing program Standards Including Importance to Community:

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

- 5) Respond to resident tree issues w/in one working day.
 - a. Community Importance
 - i. Provides quick response to potential threats of our urban forest, and sets a high standard for customer service. This allows our department to diagnose threats and the urgency of the threat.
- 6) Yearly Gypsy Moth control.
 - a. Community Importance
 - i. The department sprays egg masses in winter and contracts to have an aerial spray done in spring to help control numbers of the insect. This in turn helps resident's trees remain healthier and it limits economic and environmental losses.

Costs and Benefits of Program and Services:

The adopted 2014 Forestry program budget is \$200,666. 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.

2014 Budget Significant Expenditure Changes:

- 1) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 people) \$550; Wisconsin Department of Natural Resources Workshop (2 people) \$100
- 2) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) \$450; Management Educational programs (1 person) \$200
- 3) Consulting includes Invasive species control for Gypsy Moth & Emerald Ash Borer - \$3,020
- 4) Memberships/Subscriptions includes: Wisconsin Arborist Association - \$50; International Society of Arboriculture - \$110; Society of Municipal Arborists - \$75; National Arborist Association - \$40
- 5) Transportation decreased \$6,300 due to a more accurate fuel system and assignment of vehicles to proper accounts.
- 6) Capital proposed includes two (2) replacement chainsaws - \$1,000.

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.

2014 Performance Measures:

- 1) Reduce utility costs at boat ramps by 5% in an effort to reduce impact on the budget.
- 2) Equal the number of boat launch passes sold in 2013 to maintain revenue.
- 3) Install and open Fox Point Boat Launch by March 15 of each year to maximize use of launch during annual Walleye run.

2013 Performance Measurement Data:

- 1) Reduce overtime callouts to boat ramps by 5% in an effort to reduce impact on the budget.
 - a. Result: As of 7-30-13 callouts for service are down 13% (2012 – 8; 2013 – 7)
- 2) Increase day pass revenue for boat launch by 5% to justify future improvements and maintenance.
 - a. Result: As of 7-30-13 daily passes are 2% less than 2012.
- 3) Equal the number of boat launch passes sold in 2012 to maintain revenue.
 - a. Result: As of 7-30-13 total passes sold are 5% less than 2012.

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.

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 adopted 2014 Boat Ramps program budget is \$22,837. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

2014 Budget Significant Expenditure Changes:

- 1) Utilities – increased \$1,100 to reflect historical trends and 5% increase (average) in rates.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
BOAT RAMPS											
Account Number PERSONAL SERVICES											
100	55230	120	Hourly Wages	\$ 7,592	\$ 2,772	\$ 5,610	\$ 7,972	\$ 6,568	\$ 11,827	\$ 7,972	\$ 7,972 0.00%
100	55230	126	Seasonal Labor	0	0	0	0	32	0	0	0 0.00%
100	55230	150	FICA	984	197	404	610	449	821	610	610 0.02%
100	55230	151	Retirement	895	401	662	1,092	367	1,092	558	558 -48.91%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,597	964	1,711	3,597	1,281	3,597	3,597	3,597 0.00%
			Subtotal	13,068	4,334	8,387	13,271	8,697	17,337	12,737	12,737 -4.03%
			CONTRACTUAL SERVICES								
100	55230	210	Telephone	600	300	600	600	0	600	600	600 0.00%
100	55230	220	Utilities	4,500	2,336	6,123	5,300	3,201	6,278	6,400	6,400 20.75%
100	55230	240	Equipment Maintenance	900	0	682	900	9	700	900	900 0.00%
			Subtotal	6,000	2,636	7,405	6,800	3,210	7,578	7,900	7,900 16.18%
			SUPPLIES AND EXPENSE								
100	55230	340	Operating Supplies	2,200	828	2,106	2,200	97	1,800	2,200	2,200 0.00%
			Subtotal	2,200	828	2,106	2,200	441	1,800	2,200	2,200 0.00%
			CAPITAL OUTLAY								
100	55230	810	Capital Equipment	0	0	36	0	0	0	0	0 0.00%
			Subtotal	0	0	36	0	0	0	0	0 0.00%
			TOTAL	\$ 21,268	\$ 7,798	\$ 17,934	\$ 22,271	\$ 12,348	\$ 26,715	\$ 22,837	\$ 22,837 2.54%

Park 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.

2014 Performance Measures:

- 1) Use Neighborhood Electric Vehicle (NEV) a minimum of 1,200 miles during the 2013 calendar year.
- 2) Provide a minimum of 60 hours staff time to mechanics, for purpose of inspecting and preparing summer equipment.
- 3) Obtain a cost per hour breakdown of \$7 per hour or less for maintaining Park Equipment.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Use Neighborhood Electric Vehicle (NEV) a minimum of 1,200 miles during the 2012 calendar year.
 - a. As of July 18, the NEV has logged 1,470 miles.
- 2) Provide a minimum of 60 hours staff time to mechanics, from April – May, for purpose of inspecting and preparing summer equipment.
 - a. Department staff assisted the Mechanics Division a total of 406 hours.

Significant Program Achievements:

- 1) Obtained high use of NEV vehicle throughout the year.

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 adopted 2014 Park Equipment/Vehicle Maintenance budget is \$78,253. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

2014 Budget Significant Expenditure Changes:

- 1) Consulting \$5,500 is work performed on department vehicles from outside vendors.
- 2) Capital Equipment includes Truck#12 Upgrades/Maintenance of \$15,000.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
PARKS EQUIPMENT/VEHICLE MAINTENANCE												
Account Number PERSONAL SERVICES												
100	55240	120	Hourly Wages	\$ 25,173	\$ 24,501	\$ 43,579	\$ 26,537	\$ 24,218	\$ 26,537	\$ 26,537	\$ 26,537	0.00%
100	55240	125	Overtime Wages	746	0	-	768	0	768	768	768	0.00%
100	55240	150	FICA	1,748	1,741	2,959	2,089	1,651	2,089	2,089	2,089	0.01%
100	55240	151	Retirement	2,970	2,838	5,004	3,741	1,404	3,741	1,911	1,911	-48.90%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	7,948	7,009	13,269	7,948	6,671	7,948	7,948	7,948	0.00%
			Subtotal	38,584	36,089	64,811	41,083	33,944	41,083	39,253	39,253	-4.45%
CONTRACTUAL SERVICES												
100	55240	215	Consulting	5,500	240	2,373	5,500	353	5,000	5,500	5,500	0.00%
			Subtotal	5,500	240	2,373	5,500	353	5,000	5,500	5,500	0.00%
SUPPLIES AND EXPENSE												
100	55240	340	Operating Supplies	19,500	7,698	20,073	18,500	4,800	18,000	18,500	18,500	0.00%
			Subtotal	19,500	7,698	20,073	18,500	4,800	18,000	18,500	18,500	0.00%
CAPITAL OUTLAY												
100	55240	810	Capital Equipment	0	0	0	0	0	0	125,000	15,000	#DIV/0!
			Subtotal	0	0	0	0	0	0	125,000	15,000	100.00%
TOTAL				\$ 63,584	\$ 44,027	\$ 87,257	\$ 65,083	\$ 39,097	\$ 64,083	\$ 188,253	\$ 78,253	20.24%

Recreation and Recreation Programs

Program Full Time Equivalents: 1.7

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) 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.
- 2) Adult Leagues-leagues include adult softball (summer and fall leagues), basketball, flag football, and kickball leagues.
- 3) Youth Programs-programs include Dance (12 classes offered lasting September through March and ending with 2 recitals held at West De Pere High School), Coed Rec Nights for 3-7th grades at Westwood Elementary School, Tae Kwon Do/Martial Arts (classes offered continuously throughout the year), Flag Football league for youth in 1st-6th Grades.
- 4) Adult Programs-fitness classes offered continuously throughout the year.
- 5) Family Programs-programs include tennis lessons, tennis league, and tennis tournament.
- 6) Summer Band-6 concerts offered at Voyageur Park each summer, band members volunteer to present concerts to the public.
- 7) Recreation Scholarship Fund-established to provide recreational opportunities for youth and families who have demonstrated financial need.

Important Outputs:

- 1) Adult Leagues:
 - A) Funded through team and player registration fees.
 - B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
 - a) Summer Softball: 4 leagues, 34 teams
 - b) Fall Softball: 1 league, 8 teams
 - c) Basketball: 7 leagues, 42 teams
 - d) Kickball: 1 league, 10 teams
 - e) Fall Flag Football: 1 league, 8 teams

- 2) Youth Programs:
 - A) Funded through participant registration fees.
 - B) Offering and participating in youth programs increases the quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
 - a) Dance: 12 classes for ages 3-14yrs, Tap, Ballet, Jazz, Show Stoppers, Hip Hop.
 - b) Coed Recreation Nights: Wednesdays at Westwood Elementary School, for 3-7th grades.
 - c) Tae Kwon Do/Martial Arts: 5 classes offered continuously throughout the year for ages 5 and older.
 - d) Flag Football: 2 leagues, 1st-3rd grades and 4th-6th grades offered at Optimist Park and Westwood School.
- 3) Adult Programs:
 - A) Funded through registration fees.
 - B) Offering and participating in adult programs increases the perceived quality of life in the community, creates a healthier community and increases the learning of life-long skills.
 - a) Fitness classes offered continuously throughout the year include Water Aerobics, Fit n' Trim, and Boot Camp.
- 4) Family Programs:
 - A) Funded through participant registration fees.
 - B) Offering and participating in family programs increases the perceived quality of life in the community, creates a healthier community and increases the learning of life-long skills.
 - a) Tennis Lessons: Offered during the summer M/W and T/Th, different ability levels for multiple sessions throughout the summer at both Legion and VFW Parks.
 - b) Tennis Leagues: Leagues offered for teens and adults during the summer for participants 14 and older
 - c) Youth Tennis Tournament: 2 day tournament for participants 18 and younger, co-sponsored with the De Pere Kiwanis Club.
- 5) 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
- 6) Financial support to the City Band to provide musical arrangements for the band for their 6 concerts throughout the summer:
 - A) Funding provided through property tax.

- B) Providing the offerings of the City Band increases the perceived quality of life in the community and increases the opportunities for the community to enjoy arts and humanities programs.
- 7) Marketing, advertising and publicity of programs and services:
 - A) Funding for the department brochure is provided through property tax, 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
 - b) Cable channel 4
 - c) Flyers to local schools: elementary through college
 - d) Press releases to Green Bay Press Gazette and De Pere Journal
 - e) Information updates on the City website
 - f) Use of department page on Facebook and Twitter
 - g) Utilization of local media community calendars
- 8) Recreation Scholarship Fund:
 - A) 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.
 - B) Funded through support of local service organizations and community members.
 - C) Scholarships are available only for instructional programs, special events, pool passes, City sponsored youth leagues, Summer Playgrounds, Kidz Zone or 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.
- 9) Recreation Programs provide programs for the community that are affordable and economical.

Expected Outcomes:

- 1) Sponsored programs enhance the quality of life through partnering with other organizations and reducing the financial impact on the City.
- 2) Adult Athletic Leagues enhance the quality of life for adults and create a healthier community.
- 3) Youth programs enhance the quality of life by reducing juvenile issues in the community, creating a healthier community, as well as teaching lifelong skills.
- 4) Family programs offered increase quality of life by providing family time and increasing social interaction with community members.
- 5) Programs offered increase exposure to and participation in arts and humanities programs.

- 6) Programs offered increase opportunities for participants and staff to strengthen relationships and connections within the community.

2014 Performance Measures:

- 1) Increase participation in youth tennis tournament to host tournament at multiple sites or one site with more courts. Increased participation will strengthen youth tennis program awareness and better utilize tax-supported facilities.
- 2) Increase tennis lesson enrollment (beyond 10 and Under Tennis program) at VFW Park by 10% to better utilize tax-supported facilities and to increase youth programming throughout the De Pere community.
- 3) Increase Martial Art/Tae Kwon Do participation by 10% to better utilize tax-supported facilities.
- 4) Maintain or exceed an 80% approval rating for recreation programs offered based on evaluations completed by participants. Responses will aid in changing and improving programs and procedures.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Increase participation in youth flag football at the Westwood Elementary site enough to host the program at that location for the duration of the program.
 - a. Result: 2012 program enrollment: 253 participants, 127 participants for Westwood site, this is an increase of 55 participants at the Westwood site from the 2011 enrollment of 72 participants. Program held at both Optimist Park and Westwood Elementary School for the first time since the program inception.
- 2) Increase 10 and Under Tennis Lesson enrollment at VFW Park by 5%. Increased enrollment better utilizes tax-supported facilities and improves recreational opportunities for youth in the De Pere community.
 - a. Result: 2013 10 and Under Tennis Lesson Enrollment = 47 participants; 2012 enrollment = 19 participants. 2013 enrollment increased by 40%.
- 3) Maintain or exceed an 80% approval rating for recreation programs offered based on evaluations completed by participants. Responses aid in changing and improving programs and procedures.
 - a. Result: Youth/Family Programs: 92.7% of respondents categorized Overall Perception of Program at “Excellent” (54.5%) or “Good” (38.2%) for an approval rating of 87%.
 - b. Result: Adult Sport Leagues: 93.6% of respondents categorized Overall Perception of League at “Excellent” (61.3%) or “Good” (32.3%) for an approval rating of 86%.

Significant Program Achievements:

- 1) Successful promotion of adult leagues resulted in 7 teams for the adult kickball league and 7 teams for coed softball league. Overall, an increase of 4 teams in summer adult sport leagues for the 2013 summer season.
- 2) Increased Adult Basketball league by one more league, adding 6 teams and an additional use of a court at West De Pere High School.
- 3) Youth Tennis Tournament had record attendance with 34 participants registering for 40 event spots (singles and doubles events).
- 4) Worked with West De Pere School District for a highly attended Coed Rec Night program on Wednesday evenings at Westwood Elementary school.
- 5) Established Dance Program Class Curriculum for all genres of dance classes offered to provide consistency to participants and instructors throughout longevity of program.
- 6) Increased Youth Flag Football registration by 32 participants, allowing for two sites for the program (Optimist Park and Westwood Elementary School). Enrollment increased 14% over the previous year.

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.
 - b) Provides opportunities for youth to participate in sport-related activities outside of a school setting.

Costs and Benefits of Program Services:

The adopted 2014 Recreation and Recreation Programs cost is \$273,966. 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.

2014 Budget Significant Expenditure Changes:

- 1) Seasonal labor increased \$3,919 to reflect increase in program offerings. Program revenue to offset increase in program costs.
- 2) Training \$100 is for field maintenance training.
- 3) Rentals increased \$500 to reflect increased usage of Syble Hopp pool for adult aqua fitness program.
- 4) Equipment Maintenance increased \$200 to reflect increased cost, demand and usage of baseball and softball field prep material.
- 5) Transportation decreased \$3,000 from \$5,500 to \$2,500 to reflect more accurate fuel allocation system.
- 6) Memberships and Subscriptions \$810 is for ASCAP, SESAC and BMI music licenses, MPLC movie licenses and Survey Monkey annual fee for online evaluation tool.
- 7) League Support/Youth User Group Support of \$9,447 is allocated as follows:
 - a. De Pere Baseball
 - i. Babe Ruth: \$2,680
 - ii. Kelly Danen: \$2,010
 - iii. Pony League: \$670
 - b. De Pere Girls Softball Association: \$2,178
 - c. De Pere Youth Hockey Association: \$1,240
 - d. De Pere Rapides Soccer: \$670
- 8) Youth Programs increased by \$2,075 to reflect increase in supplies needed for increased attendance in dance and youth flag football programs. Program revenue to offset increase in program costs.
- 9) Summer Band increased \$100 to reflect increase in cost of music arrangements.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
RECREATION AND RECREATION PROGRAMS											
Account Number PERSONAL SERVICES											
100	55300	110	Salaries	\$ 37,253	\$ 16,699	\$ 36,395	\$ 36,545	\$ 17,922	\$ 36,545	\$ 36,545	0.00%
100	55300	120	Hourly Wages	70,616	18,548	33,427	74,150	21,261	74,150	74,150	0.00%
100	55300	125	Overtime Wages	351	0	37	362	9	362	362	0.00%
100	55300	126	Seasonal Labor	53,546	16,130	40,999	53,546	13,651	53,546	57,465	7.32%
100	55300	150	FICA	9,075	2,854	5,523	9,272	3,192	9,272	9,272	0.00%
100	55300	151	Retirement	10,569	2,895	5,959	12,711	2,198	12,711	7,774	-38.84%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	37,211	8,287	34,595	37,211	7,445	37,211	37,211	0.00%
100	55300	190	Training	100	0	100	100	-	100	100	0.00%
			Subtotal	218,721	65,413	157,035	223,897	65,678	223,897	222,879	-0.45%
			CONTRACTUAL SERVICES								
100	55300	213	Rentals	3,900	2,136	2,349	3,900	-	3,600	4,400	12.82%
100	55300	220	Utilities	12,535	2,448	11,935	9,000	5,423	9,000	9,000	0.00%
100	55300	240	Equipment Maintenance	1,800	2,417	1,784	2,300	840	2,250	2,500	8.70%
			Subtotal	18,235	7,001	16,068	15,200	6,263	14,850	15,900	4.61%
			SUPPLIES AND EXPENSE								
100	55300	320	Memberships/Subscriptions	830	0	1,010	845	163	845	810	-4.14%
100	55300	331	Transportation	4,000	3,121	3,808	5,500	0	2,500	2,500	-54.55%
100	55300	340	Operating Supplies	7,935	5,200	8,642	8,280	5,242	8,280	8,300	0.24%
100	55300	361	League Support	18,894	1,500	19,054	9,397	1,190	9,397	9,447	0.53%
100	55300	362	Adult League Supplies	2,925	935	2,914	2,925	912	2,925	3,000	2.56%
100	55300	363	Youth Program Supplies	6,450	251	5,907	7,125	906	7,125	9,200	29.12%
100	55300	364	Adult Program Supplies	600	536	811	500	493	493	500	0.00%
100	55300	365	Family Program Supplies	530	286	386	530	504	509	530	0.00%
100	55300	373	Summer Band	800	746	860	800	732	732	900	12.50%
			Subtotal	42,964	12,575	43,392	35,902	10,142	32,806	35,187	-1.99%
			CAPITAL OUTLAY								
100	55300	810	Capital Equipment	0	(118)	(118)	0	0	0	0	0.00%
			Subtotal	0	(118)	(118)	0	0	0	0	0.00%
			TOTAL	\$ 279,920	\$ 84,871	\$ 216,377	\$ 274,999	\$ 82,083	\$ 271,553	\$ 273,966	-0.38%

Special Events/ Celebrations

Program Full Time Equivalents: .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.

2014 Performance Measures:

- 1) Conduct at least one post-event meeting with each large event or celebration requiring departmental assistance, which will reduce miscommunication between event organizers and the City.
- 2) Perform a site analysis after each special event/celebration within 1 workday to determine condition of park and needed repairs.
- 3) Maintain the level of approved staff hours dedicated to large city events and celebrations in an effort to maintain the city budget.

2013 Performance Measurement Data:

- 1) Conduct at least one post-event meeting with large event or celebration requiring departmental assistance, which will reduce miscommunication between event organizers and the City.
 - a. Result: Met with organizers of 3 Fairground events, Celebrate De Pere, Buggy Softball tournament, Pink Flamingo softball tournament, Kelly Danen Baseball, DGSA and County Soccer tournament.
- 2) Perform a site analysis after each special event/celebration within 1 working day to determine condition of park and needed repairs.
 - a. Result: Visited each site after events to determine any concerns.
- 3) Maintain the level of approved staff hours dedicated to large city events and celebrations in an effort to maintain the city budget.
 - a. Result: As of 7-30-13 hours were 17% above last year's level. This can be attributed to more events and more interaction with event organizers on set up and clean up.

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, DGSA tournament & the Pink Flamingo tournament.
- 3) Set up holiday decorations and banners. Created a new display at clock tower bed with the help of Definitely De Pere.
- 4) Worked with the De Pere Chamber of Commerce and Beautification Committee to upgrade & plant existing beds.

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 adopted 2014 Special Events/Celebrations program budget is \$10,938. The program/service benefits the community by creating more organized and positive participation in the activities.

2014 Budget Significant Expenditure Changes:

- 1) No capital requested.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
SPECIAL EVENTS/CELEBRATIONS												
Account Number PERSONAL SERVICES												
100	55310	120	Hourly Wages	\$ 7,592	\$ -	\$ 7,468	\$ 7,972	\$ -	\$ 7,972	\$ 7,972	\$ 7,972	0.00%
100	55310	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
100	55310	150	FICA	534	0	525	610	0	610	610	610	0.02%
100	55310	151	Retirement	895	0	836	1,092	0	1,092	558	558	-48.91%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,598	0	0	1,598	0	1,598	1,598	1,598	0.00%
			Subtotal	10,619	0	8,829	11,272	0	11,272	10,738	10,738	-4.74%
			SUPPLIES AND EXPENSE									
100	55310	340	Operating Supplies	200	0	200	200	0	200	200	200	0.00%
			Subtotal	200	0	200	200	0	200	200	200	0.00%
			TOTAL	\$ 10,819	\$0	\$9,029	\$11,472	\$0	\$11,472	\$10,938	\$10,938	-4.66%

Swimming Pools

Program Full Time Equivalents: 0.32

Program Mission:

Provide safe facilities 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 6 months old to adult. During the summer months progressive swim lessons and swim instructor assistant classes are offered at Legion and VFW pools during the mornings and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
- 2) Water Aerobics-water fitness classes offered for adults Monday-Thursday at Legion and VFW pools and during the school year at Syble Hopp School.
- 3) 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.
- 4) Open Swim-1-4:30pm and 6-8:30pm daily throughout the summer, provides participants an opportunity to enjoy the pool in a safe environment.
- 5) Concessions-provides refreshments for pool participants and secure location for sale of day passes for pool users.

Important Outputs:

- 1) Progressive Swim Lesson Program: 120 lessons offered throughout the summer for participants 6 months old to adult.
 - A) Funded through user fees.
 - B) Offering and participating in swim lessons increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 2) Open Swim: 859 hours of open swim offered during the summer, both pools open 7 days a week.
 - A) Funded through user day pass/seasonal membership fees, and department budget.
 - B) Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 3) Varied aquatic programming includes: family swim, lap swim, swim instructor assistant training, 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 pool facilities and maximize pool usage. Offering and participating in open swim increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 4) 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.
- 5) Memberships: Summer seasonal memberships are sold to residents and non-residents for use of both Legion and VFW pools. Passes are purchased for the Baby Pool, the Main Pool, or for Family use which includes use of either pool at both parks.
 - A) Funded through user fees and property tax dollars.
 - B) Offering seasonal memberships increases convenience and opportunities for participation and attendance for the purchaser
- 6) Day Passes: Daily admission for residents and non-residents for either the Baby or Main pool. Passes are sold for one time use 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.

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.

2014 Performance Measures:

- 1) Increase participation in annual Pooch Plunge by 5% to increase donations to aquatics program and Dog Park Committee.
- 2) Maintain or exceed an 80% approval rating for summer swimming lessons offered based on evaluations sent to participants.
- 3) Develop private swim lesson program to increase aquatic swim lesson revenue by 5%.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Maintain or exceed an 80% approval rating for summer swimming lessons offered based on evaluations sent to participants.
 - a. Result: 2012 evaluations: 78% of respondents categorized Overall Perception of Swimming Lessons at “Excellent” (60%) or “Good” (18%), for an approval rating of 94%.
- 2) Increase participation in Syble Hopp aquatics classes by 5% to effectively and efficiently utilize pool time.
 - a. Result: Enrollment increased by 75 participants from the 2011-2012 school year to the 2012-2013 school year for an overall increase in participation of 25%. Two additional classes on 2 nights were added for 3 of the 5 sessions during the school year.
- 3) Add one additional theme night/activity at each pool to increase opportunities for family recreation.
 - a. Result: Due to the increased popularity, demand and success of the evening swimming lessons in 2012 and 2013 an additional theme night was not added for the 2013 season, as a second family night would decrease the amount of evening swimming lessons offered.

Significant Program Achievements:

- 1) Even with a decrease in lesson offerings from 2012 (14 fewer classes), 2013 swim lesson enrollment increased by 4 participants over 2012.
- 2) Increased school year water aerobics offerings to 4 nights a week at Syble Hopp pool.
- 3) Developed a Swim Instructor Aide Curriculum Manual for staff teaching Swimming Instructor Aide class. Youth aides assist with swimming lessons and are introduced to basic characteristics and leadership qualities needed to be a responsible instructor.
- 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-1-4:30pm and 6-8:30pm daily throughout the summer (42 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 that 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. Swim instructors are highly encouraged to be certified through the American Red Cross as Water Safety Instructors.
 - 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 adopted 2014 Swimming Pools cost is \$318,638. The Legion and VFW swimming pools and aquatic programming at Syble Hopp School benefit the community by providing residents an opportunity to participate in aquatic programs that enhance their health and well-being, promote family cohesiveness and positively impact their sense of community. Swimming pool programs and admissions are offered to be fiscally achievable for the participant and offered in convenient locations throughout the City.

2014 Budget Significant Expenditure Changes:

- 1) Seasonal labor increased \$5,526 to reflect new step pay for Pool Managers and increased hours for school year programming at Syble Hopp.
- 2) Retirement increased \$2,006 to reflect wage and salary adjustments and impact of State budget to WRS.
- 3) Training increased \$75 for training of summer staff at beginning and throughout summer pool season.
- 4) Chemicals increased \$4,000 to reflect increased usage and cost of pool chemicals.
- 5) Equipment maintenance increased \$10,000 due to continued maintenance needed for aging facilities.
- 6) Capital Equipment includes Maintenance Plan for pools of \$7,500 and for \$24,500 for pool maintenance
- 7) .

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Stephanie Aerts		
DATE PREPARED: 7/30/13		
DESCRIPTION OF PROJECT:		
Maintenance Plan for Pools		
NEW: ☒ or REPLACEMENT: ☐		
PROJECTED COST: \$7,500		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	100%
CAPITAL IMPROVEMENTS FUND	\$7,500	100%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Both Legion and VFW Pools are in 30+ years of operation with the current pool shells. Both pool houses were constructed in the mid 1960's. The proposed maintenance plan for the pools is to hire an engineering company (or similar) to provide us with an estimated lifespan of equipment, continuing maintenance, future maintenance plan for both pools to assist in prioritizing needed maintenance and repairs in the upcoming years.		
PROJECT RANKINGS 17		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Stephanie Aerts		
DATE PREPARED: 7/30/13		
DESCRIPTION OF PROJECT:		
Maintenance of Pools (Interior and Exterior)		
		NEW: ☒ or REPLACEMENT:
PROJECTED COST: \$25,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	100%
CAPITAL IMPROVEMENTS FUND	\$25,000	
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Both pools are aging and are in need of updates and repairs so that major repairs do not begin occurring. Due to the age of the pool, many items are beginning to show up for needed maintenance. As an example, but not limited to: roof structures are in need of repair and maintenance, cinder block needs to be sandblasted and repainted, internal equipment is dated and is becoming unsightly (ie. basket racks are old and rusted).		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
SWIMMING POOLS												
Account Number		PERSONAL SERVICES										
100	55420	110	Salaries	\$ 12,418	\$ 7,157	\$ 13,960	\$ 15,698	\$ 7,681	\$ 12,418	\$ 15,698	\$ 15,698	0.00%
100	55420	120	Hourly Wages	28,605	7,639	13,829	29,907	9,808	29,907	29,907	29,907	0.00%
100	55420	125	Overtime Wages	368	274	275	379	167	379	379	379	0.00%
100	55420	126	Seasonal Labor	101,000	22,105	91,720	101,350	22,372	101,350	106,876	106,876	5.45%
100	55420	150	FICA	3,745	1,442	3,426	4,986	1,614	4,952	4,952	4,952	-0.68%
100	55420	151	Retirement	4,064	769	2,473	5,225	762	5,165	3,219	3,219	-38.39%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,337	2,853	7,551	13,337	2,357	13,337	13,337	13,337	0.00%
100	55420	190	Training	50	0	-	75	75	75	150	150	100.00%
			Subtotal	163,587	42,239	133,234	170,957	44,836	167,583	174,518	174,518	2.08%
			CONTRACTUAL SERVICES									
100	55420	210	Telephone	1,800	929	1,800	1,800	900	1,800	1,800	1,800	0.00%
100	55420	218	Cell/Radio	0	141	130	0	160	262	0	0	0.00%
100	55420	219	Data	500	0	141	500	0	500	500	500	0.00%
100	55420	220	Utilities	39,000	3,429	37,145	39,500	9,214	39,000	40,670	40,670	2.96%
100	55420	240	Equipment Maintenance	16,200	1,039	13,256	14,500	7,010	14,500	24,500	24,500	68.97%
			Subtotal	57,500	5,538	52,472	56,300	17,284	56,062	67,470	67,470	19.84%
			SUPPLIES AND EXPENSE									
100	55420	340	Operating Supplies	5,550	2,944	4,715	5,650	3,376	5,650	5,650	5,650	0.00%
100	55420	385	Pool Chemicals	19,500	7,246	21,245	19,500	4,457	25,000	23,500	23,500	20.51%
100	55420	386	Concession Purchases	14,700	(20)	14,678	15,100	20	15,100	15,500	15,500	2.65%
			Subtotal	39,750	10,170	40,638	40,250	7,853	45,750	44,650	44,650	10.93%
			CAPITAL OUTLAY									
100	55420	810	Capital Equipment	27,000	9,680	15,010	10,900	15,750	15,750	32,500	32,000	193.58%
			Subtotal	27,000	9,680	15,010	10,900	15,750	15,750	32,500	32,000	193.58%
			TOTAL	\$ 287,837	\$ 67,627	\$ 241,354	\$ 278,407	\$ 85,723	\$ 285,145	\$ 319,138	\$ 318,638	14.45%

TOTAL CULTURE, EDUCATION AND RECREATION

City of De Pere 2014 General Fund Adopted Budget									
CULTURE, REC & EDUCATION EXPENDITURES									
Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Total Culture, Rec, & Education									
PERSONAL SERVICES									
110 Salaries	\$ 249,625	\$ 129,538	\$ 274,033	\$ 256,185	\$ 256,185	\$ 256,185	256,185	256,185	0.00%
120 Hourly Wages	472,543	233,968	488,823	495,083	254,429	522,027	495,082	495,082	0.00%
122 Hourly Wages PT	40,558	18,771	42,054	43,843	15,471	43,843	43,843	43,843	0.00%
125 Overtime Wages	4,491	856	3,773	4,625	904	4,724	4,625	4,625	0.00%
126 Seasonal Wages	342,865	107,136	303,350	335,165	98,772	333,612	347,836	347,836	3.78%
150 FICA	66,669	30,275	62,541	66,038	30,300	67,771	66,004	66,004	-0.05%
151 Retirement	71,340	36,427	76,241	83,002	22,184	82,941	52,759	52,678	-36.53%
152 Health, Dental & Life Ins	230,736	96,115	225,942	238,345	93,238	217,145	238,345	238,345	0.00%
190 Training	3,850	1,549	3,921	5,075	1,981	5,025	5,150	5,150	1.48%
Subtotal	1,482,677	654,635	1,480,678	1,527,361	773,463	1,533,273	1,509,829	1,509,748	-1.15%
CONTRACTUAL SERVICES									
210 Telephone	10,400	5,302	9,588	10,400	2,760	10,400	10,400	10,400	0.00%
211 Postage	2,500	1,283	2,591	2,600	1,211	2,600	2,600	2,600	0.00%
212 Seminars and Conference	4,665	278	3,332	6,665	918	6,565	6,685	6,685	0.30%
213 Rentals	3,900	2,136	2,349	3,900	-	3,600	4,400	4,400	12.82%
215 Consulting	9,540	462	5,722	9,500	389	6,380	9,450	9,450	-0.53%
217 Cleaning Service Contract	25,050	9,372	24,497	25,050	9,078	24,700	25,050	25,050	0.00%
218 Cell/Radio	1,920	1,019	2,337	1,945	1,240	2,437	2,440	2,440	25.45%
219 Data	1,460	582	1,203	1,460	480	1,460	1,500	1,500	2.74%
220 Utilities	137,035	37,008	131,073	135,800	55,005	128,778	142,150	142,150	4.68%
240 Equipment Maintenance	27,200	3,718	22,258	31,800	11,519	28,350	42,200	42,200	32.70%
290 Other Contractual Services	11,000	(4,654)	(10,567)	14,550	(22,600)	19,700	23,735	23,735	63.13%
Subtotal	234,670	56,506	194,383	243,670	60,000	234,970	270,610	270,610	11.06%
SUPPLIES AND EXPENSE									
310 Office Supplies	4,350	1,280	4,457	4,350	2,147	4,350	4,450	4,450	2.30%
320 Memberships/Subscriptions	2,710	299	3,003	2,725	1,005	2,545	2,800	2,800	2.75%
330 Mileage Reimbursement	0	0	0	0	0	0	0	0	0.00%
331 Transportation	26,710	13,743	26,554	28,025	15,088	29,975	30,650	30,650	9.37%
340 Operating Supplies	73,280	26,752	72,478	79,130	24,427	76,830	79,200	79,200	0.09%
345 Turf Chemicals	7,500	1,228	7,061	7,500	375	7,000	7,500	7,500	0.00%
346 Trees	12,000	1,246	6,451	12,000	2,840	7,000	12,000	12,000	0.00%
347 Tree Chemicals	300	0	232	300	-	250	300	300	0.00%
348 Playground Supply and Expense	4,000	227	2,966	2,000	992	2,000	2,000	2,000	0.00%
351 Safety Equipment	2,800	1,300	2,730	2,800	1,028	2,700	2,800	2,800	0.00%
361 League Support	18,894	1,500	19,054	9,397	1,190	9,397	9,447	9,447	0.53%
362 Adult League Supplies	2,925	935	2,914	2,925	912	2,925	3,000	3,000	2.56%
363 Youth Program Supplies	6,450	251	5,907	7,125	906	7,125	9,200	9,200	29.12%
364 Adult Program Supplies	600	536	811	500	493	493	500	500	0.00%
365 Family Program Supplies	530	286	386	530	504	509	530	530	0.00%
373 Summer Band	800	746	860	800	732	732	900	900	12.50%
385 Pool Chemicals	19,500	7,246	21,245	19,500	4,457	25,000	23,500	23,500	20.51%
386 Concessions Purchases	14,700	(20)	14,678	15,100	20	15,100	15,500	15,500	2.65%
391 Historic Preservation Supplies	5,395	15	780	5,395	782	4,614	5,395	5,395	0.00%
Subtotal	203,444	57,570	192,567	200,102	57,848	198,545	209,672	209,672	4.78%
CONTRIBUTIONS									
701 Historical Society	5,050	5,050	5,050	5,050	0	5,050	5,050	5,050	-40.59%
Subtotal	5,050	5,050	5,050	5,050	0	5,050	5,050	5,050	-40.59%
CAPITAL OUTLAY									
810 Capital Equipment	122,950	12,997	99,578	167,450	15,750	168,250	760,500	80,000	-52.22%
Subtotal	122,950	12,997	99,578	167,450	15,750	168,250	760,500	80,000	-52.22%
TOTAL	\$ 2,048,790	\$ 786,757	\$ 1,972,256	\$ 2,143,632	\$ 907,060	\$ 2,140,088	\$ 2,755,661	\$ 2,075,080	-3.20%

TOTAL GENERAL FUND EXPENDITURES

TOTAL GENERAL FUND EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
General Government	16.04
Public Safety	72.65
Public Works	15.87
<u>Culture, Education and Recreation</u>	<u>14.07</u>
TOTAL	118.63

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$2,432,988	\$1,055,919	\$2,176,325	\$2,318,606	\$901,812	\$2,114,167	\$2,387,175	\$2,797,577	20.66%
TOTAL PUBLIC SAFETY EXPENDITURES	\$7,965,766	\$3,757,324	\$8,052,658	\$8,102,363	\$3,531,008	\$8,251,701	\$8,009,766	\$7,946,990	-1.92%
TOTAL PUBLIC WORKS EXPENDITURES	\$3,134,097	\$1,419,044	\$2,962,827	\$3,144,519	\$1,483,306	\$3,213,597	\$3,591,998	\$3,586,498	14.06%
TOTAL CULTURE, REC, & ED EXPENDITURES	\$2,048,790	\$786,757	\$1,972,256	\$2,143,632	\$907,060	\$2,140,088	\$2,755,661	\$2,075,080	-3.20%
TOTAL GENERAL FUND EXPENDITURES	\$15,581,641	\$7,019,044	\$15,164,066	\$15,709,120	\$6,823,186	\$15,719,553	\$16,744,600	\$16,406,143	4.44%

GENERAL FUND REVENUES

General Fund Revenues

PROPERTY TAX LEVY:

General Property Tax Levy for General Fund purposes increased \$286,799. The total property tax levy for all funds increased \$605,995.

	<u>Actual 2013</u>	<u>Proposed 2014</u>	<u>% of Change</u>
General Fund Levy	\$ 7,691,423	\$ 7,978,222	3.73%
Debt Fund Levy	\$ 1,353,278	\$ 1,554,039	1.48%
Capital Projects Fund Levy	\$ 1,441,276	\$ 1,541,276	6.94%
Tax Increment District (TID) Levy	\$ 614,476	\$ 632,911	3.00%
TOTAL LEVY	\$11,100,453	\$11,706,448	5.46%

SIGNIFICANT REVENUE CHANGES:

TAXES:

- 1) General Fund Levy increased \$286,799 from prior year.

INTERGOVERNMENTAL REVENUE:

- 1) Exempt Computer Aid decreased \$34,193 to reflect actual trends.

LICENSES AND PERMITS:

- 1) Operator's Licenses increased \$16,000 to reflect two year license renewals for 2014.
- 2) Cigarette Licenses increased \$100 to reflect actual trends.
- 3) Excavation Permits increased \$7,500 to reflect actual trends.
- 4) Electrical Permits increased \$9,500 to reflect actual trends.
- 5) Sanitary Sewer Excavation Permits decreased \$2,000 to reflect actual trends.
- 6) Other Permits and Fees increased \$300 to reflect actual trends.

FINES AND FORFEITURES:

- 1) Court Penalties and Costs decreased \$27,000 to reflect actual trends.
- 2) Parking Violations increased \$11,000 to reflect use of 3rd party collection agency.

PUBLIC CHARGES FOR SERVICE:

- 1) Clerk-Passports increased \$400 to reflect actual trends.
- 2) License Publication Fees increased \$1,000 to reflect actual trends.
- 3) CVR Registrations decreased \$400 to reflect actual trends.
- 4) Police Alarm Monitoring Fees decreased \$10,000 to reflect actual trends.
- 5) Background Checks increased \$1,000 to reflect actual trends.
- 6) Police Finger Prints increased \$200 to reflect actual trends.
- 7) Street Department Revenues increased \$10,000 to reflect actual trends.
- 8) Engineering Fees increased \$50,000 to reflect increased public works projects.
- 9) Snow Removal Charges increased \$1,000 to reflect actual trends.
- 10) Public Health Revenues decreased \$3,000 to reflect actual trends.
- 11) Recreation Programs Revenues increased \$11,330 to reflect actual trends.

INTERGOVERNMENTAL CHARGES FOR SERVICE:

- 1) Payment for Liason Officer increased \$17,860 to reflect estimated changes.
- 2) TID 5 and TID 6 Allocation increased \$75,000 to reflect actual changes.

MISCELLANEOUS REVENUES:

- 1) Interest on investments decreased \$25,000 to reflect decreased interest market.
- 2) Farm Leases increased \$700 to reflect actual trends.
- 3) Real Property Sales decreased \$50,000 to reflect actual trends.

OTHER FINANCING SOURCES:

- 1) Transfer from Capital Projects increased \$180,000 due to increased transfer of \$100,000 from capital equipment and \$80,000 from Riverwalk Fund.

FUND BALANCE APPLIED DECREASED

- 1) Fund Balance Applied is \$392,060 to balance budget from general fund reserves.

City of De Pere
2014 General Fund
Adopted Budget

REVENUES

Account Number	Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014/ 2013 Budget % Of Change
TAXES										
100 41110	General Property	\$ 7,694,839	\$ 7,699,406	\$ 7,703,147	\$ 7,691,423	\$ 7,691,514	\$ 7,693,720	\$ 7,978,222	\$ 7,978,222	3.73%
100 41140	Mobile Home Fees	7,000	3,466	7,023	7,100	3,466	7,100	7,100	7,100	0.00%
100 41150	Payments In Lieu of Taxes	2,500	1,396	1,395	2,500	1,225	2,500	2,500	2,500	0.00%
100 41210	Public Accommodations	5,400	2,239	6,038	5,400	1,923	5,400	5,400	5,400	0.00%
100 41220	Retained Sales Tax	120	120	60	120	60	120	120	120	0.00%
100 41310	From Municipal Water Utility	400,000	221,000	451,778	450,000	225,000	450,000	460,000	460,000	2.22%
100 41320	Housing Authority	28,000	25,512	25,512	28,000	27,296	27,296	28,000	28,000	0.00%
100 41800	Interest Penalties & Taxes	1,100	243	2,626	1,100	374	1,100	1,100	1,100	0.00%
100 41810	Interest Penalties Specials & Deeds	3,100	28,032	52,515	50,000	20,799	50,000	50,000	50,000	0.00%
	Subtotal	8,142,059	7,981,414	8,250,095	8,235,643	7,971,657	8,237,236	8,532,442	8,532,442	3.60%

INTERGOVERNMENTAL REVENUE

100 43220	Mass Transit Federal Aid	0	0	0	0	0	0	0	0	0.00%
100 43410	State Shared Revenue	1,201,033	0	1,201,157	1,187,902	0	1,187,902	1,190,000	1,190,000	0.18%
100 43411	State Shared Revenue - Expenditure Restraint	146,684	0	146,685	164,331	0	164,331	164,331	164,331	0.00%
100 43420	State Fire Insurance	58,900	0	64,958	66,000	0	65,019	66,000	66,000	0.00%
100 43430	Other State Shared Taxes - Exempt Computer Aid	140,193	0	92,130	140,193	0	105,597	106,000	106,000	-24.39%
100 43500	State Grants	0	0	0	0	0	0	0	0	0.00%
100 43505	Law Enforcement	0	1,434	8,063	0	8,221	0	0	0	0.00%
100 43507	K-9 Expenses and Donations	0	250	0	0	0	0	0	0	0.00%
100 43520	State Aid For Police Training	5,800	5,400	5,440	5,400	0	5,400	5,400	5,400	0.00%
100 43530	State Aid For Connecting Highways	72,507	36,231	72,462	72,584	36,292	72,584	73,000	73,000	0.57%
100 43531	General Transportation Aids	1,034,376	517,188	1,034,376	965,293	482,364	965,293	965,293	965,293	0.00%
100 43532	Mass Transit State Aid	294,790	147,395	294,790	294,790	197,395	294,790	294,790	294,790	0.00%
100 43540	State Recycling Grants	91,000	97,855	97,855	91,000	97,909	97,909	95,000	95,000	4.40%
100 43550	ACT 102 Ambulance Grant	7,756	0	7,303	9,100	0	0	0	0	0.00%
100 43551	Health Matching Grant	49,000	17,755	45,055	53,000	40,554	52,877	53,877	49,900	1.65%
100 43590	State Misc Grants	3,500	0	210,529	3,500	9,099	3,500	3,500	3,500	0.00%
100 43605	Payment In Lieu of Tax - DNR	0	0	0	0	0	0	0	0	0.00%
	Subtotal	3,105,539	823,508	3,280,803	3,053,093	871,835	3,015,202	3,017,191	3,013,214	-1.18%

LICENSES AND PERMITS

100 44105	Liquor and Malt Beverage Licenses	35,000	40,908	33,490	35,000	31,286	35,000	35,000	35,000	0.00%
100 44110	Operator's Licenses	8,700	18,458	28,197	12,000	7,028	12,000	28,000	28,000	133.33%
100 44120	Food & Beverage Licenses-DHFS	50,000	50,547	52,664	50,000	2,698	2,698	2,698	50,000	-94.60%
100 44121	Food & Beverage Licenses-DATCP	12,000	11,770	13,357	12,000	1,798	1,798	1,798	12,000	-85.02%
100 44115	Cigarette Licenses	2,000	1,800	2,100	2,000	2,100	21,000	2,100	2,100	5.00%
100 44125	Cable Television Franchise License	136,000	36,023	162,810	170,000	41,991	170,000	170,000	170,000	0.00%

City of De Pere
2014 General Fund
Adopted Budget

REVENUES

REVENUES			2012	2012	2012	2013	2013	2013	2014	2014	2014/ 2013
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
100	44230	Electrician License	6,650	600	5,625	0	75	75	0	0	0.00%
100	44220	Bicycle License	0	0	0	0	0	0	0	0	0.00%
100	44210	Dog License	3,500	4,900	3,333	3,500	5,131	3,500	3,500	3,500	0.00%
100	44300	Building Permits	97,000	41,916	126,067	99,500	74,123	100,000	100,000	100,000	0.50%
100	44303	Flood Plain/Zoning Letters	0	475	1,095	0	500	700	700	700	#DIV/0!
100	44305	Construction	0	270	480	0	420	500	500	500	#DIV/0!
100	44920	Bid Deposits & Refunds	5,700	0	0	0	0	0	0	0	0.00%
100	48906	Excavation Permits	4,500	6,500	19,300	7,500	8,125	15,000	15,000	15,000	100.00%
100	44910	Electrical Permits	20,000	9,447	38,739	20,500	23,382	30,000	30,000	30,000	46.34%
100	44920	Plumbing Permits	15,000	6,517	15,215	15,000	11,359	15,000	15,000	15,000	0.00%
100	44330	HVAC Permits	25,000	9,542	22,925	25,500	32,037	40,000	28,000	26,000	1.96%
100	44340	Conditional Use Permits	0	0	0	0	0	0	0	0	0.00%
100	44350	Building Inspection Fees	0	0	0	0	0	0	0	0	0.00%
100	44307	Sanitary Sewer Excavation	6,000	1,525	3,625	6,000	2,325	4,000	4,000	4,000	-33.33%
100	48902	Zoning Permits And Fees	3,000	1,480	2,915	3,000	1,745	3,000	3,000	3,000	0.00%
100	48903	CSM Reviews	7,200	3,705	8,325	7,700	5,580	7,700	7,700	7,700	0.00%
100	44140	Other Permits And Fees	3,500	2,625	4,853	4,500	2,990	4,800	4,800	4,800	6.67%
100	44130	Trailer Park	100	0	100	100	0	0	0	0	0.00%
		Subtotal	440,850	249,008	545,215	473,800	254,693	466,771	449,796	507,300	-5.07%

FINES AND FORFEITURES

100	45100	City Share Of Fines And Forfeitures	0	0	(2,860)	0	(93)	0	0	0	0.00%
100	45110	Court Penalties And Costs	250,000	109,144	213,035	242,000	100,311	215,000	215,000	215,000	-11.16%
100	45120	Crime Prevention/Policing Share	0	10	90	0	10	0	0	0	0.00%
100	45130	Parking Violations	25,000	8,991	23,373	27,000	19,315	35,000	38,000	38,000	40.74%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0	0	0	0.00%
		Subtotal	275,000	118,145	233,638	269,000	119,636	250,000	253,000	253,000	-5.95%

PUBLIC CHARGES FOR SERVICE

100	48910	Retiree Insurance Admin Fee	5,200	2,376	4,801	5,200	2,204	5,200	5,200	5,200	0.00%
100	46101	Clerk-Passports/Solicitors	1,000	725	1,400	1,000	825	1,400	1,400	1,400	40.00%
100	48908	Building Permits & Voter Report (Clerk)	500	0	0	500	0	500	500	500	0.00%
100	48909	Sundry	500	0	813	500	0	560	500	500	0.00%
100	46100	General Government	0	780	1,015	0	3,121	0	0	0	0.00%
100	46110	Letters of No Specials	18,000	10,525	21,295	18,000	10,605	20,000	18,000	18,000	0.00%
100	46120	License Publication Fees	2,000	1,450	181	2,000	1,210	2,000	3,000	3,000	50.00%
100	46204	DMV Registration	0	5,492	11,716	0	3,239	0	0	0	0.00%
100	46205	Police CVR Fees	0	(5,754)	(11,423)	0	(3,351)	0	0	0	0.00%
100	46206	CVR Registrations	0	258	520	1,000	153	600	600	600	-40.00%
100	46207	Police Alarm Monitoring	15,000	975	3,625	20,000	4,450	10,000	10,000	10,000	-50.00%
100	46208	Police Department Fees	15,700	855	1,608	3,000	606	3,000	3,000	3,000	0.00%

City of De Pera
2014 General Fund
Adopted Budget

REVENUES

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014/ 2013 Budget % Of Change
100 46210 Background Checks	0	228	414	1,000	876	2,000	2,000	2,000	100.00%
100 46220 Police Finger Prints	480	300	564	600	348	800	800	800	33.33%
100 46225 Fire Hazmat	1,000	1,410	1,926	1,520	270	1,520	1,520	1,520	0.00%
100 46298 Ambulance Fees	672,000	378,408	724,678	725,000	240,482	725,000	725,000	725,000	0.00%
100 47306 Ambulance Fees From Townships	111,563	64,782	125,063	150,000	84,770	150,000	150,000	150,000	0.00%
100 48901 Copies Maps Blueprints	1,000	542	890	1,000	158	1,000	1,000	1,000	0.00%
100 46340 Street Department Revenue	40,000	29,800	66,297	20,000	14,254	30,000	30,000	30,000	50.00%
100 47401 Engineering Fees	415,000	207,500	415,914	506,600	0	506,600	556,600	556,600	9.87%
100 46345 Garbage & Recycling Fees	0	0	0	0	0	0	0	0	0.00%
100 46350 Snow Removal Charges	5,000	6,334	8,201	5,000	9,453	10,000	6,000	6,000	20.00%
100 46360 Parking Permits	18,000	(590)	(590)	0	0	0	0	0	0.00%
100 46370 Parking Meters	0	0	0	0	0	0	0	0	0.00%
100 46421 Recycling Containers	1,000	1,645	4,052	1,000	1,600	1,600	1,000	1,000	0.00%
100 46406 Weed & Nuisance Control	0	1,415	575	0	390	600	600	600	53.00%
100 46500 Health	0	0	0	0	0	0	0	0	0.00%
100 46501 Public Health Revenue	13,500	4,008	8,646	12,000	2,281	6,250	6,250	9,000	-47.92%
100 46510 Weights & Measures Fees	14,500	14,132	15,621	15,000	134	8,000	8,000	15,000	-46.67%
100 46521 Animal Control	100	0	0	100	15	100	100	100	0.00%
100 46700 Recreation Programs	91,700	6,520	84,988	91,700	39,394	91,700	103,030	103,030	12.36%
100 46720 Pay Phones	0	0	0	0	0	0	0	0	0.00%
100 46721 Recreation (Boat Launch)	0	31,984	84,444	0	22,176	0	0	0	0.00%
100 46733 Golf Lessons	0	0	0	0	0	0	0	0	0.00%
100 46722/23 Swimming	123,000	74,618	132,490	123,000	82,887	110,000	123,047	123,047	0.04%
100 46725/27 Community Center	225,420	159,827	255,255	226,485	134,064	226,255	236,915	236,915	4.61%
100 46724 Forestry	8,200	4,610	7,721	8,200	2,801	5,800	8,200	8,200	0.00%
100 46747 Athletic Facility Fees	61,000	42,880	18,236	61,500	13,697	62,500	59,000	59,000	-4.07%
100 46800 Payment in Lieu Of Parkland	0	0	0	0	0	0	0	0	0.00%
100 46850 Miscellaneous Fee Increases	0	0	0	0	0	0	0	52,000	0.00%
Subtotal	1,860,343	1,048,035	1,970,937	2,000,905	653,109	1,982,985	2,061,262	2,123,012	3.02%

INTERGOVERNMENTAL CHARGES FOR SERVICE

100 47311 Crossing Guard Hours	14,000	0	10,002	14,000	0	14,000	14,000	14,000	0.00%
100 47320 Payment For Liason Officer	138,000	0	146,396	142,140	0	150,800	160,000	160,000	12.57%
100 48208 Brown County Nutritionist	33,722	8,824	34,322	35,315	9,014	35,315	35,965	35,965	1.84%
100 47351 Health Contracts School Districts	0	0	0	0	0	0	0	0	0.00%
100 47402 Data Processing Charges	41,600	5,988	11,977	13,000	6,500	13,000	13,000	13,000	0.00%
100 47405 TID 5 Admin Allocation	5,300	2,914	5,828	5,300	2,650	5,300	5,300	5,300	0.00%
100 47406 TID 6/7/8/9/10 Admin Allocation	41,600	22,730	45,460	41,600	20,800	41,600	41,600	116,600	0.00%
100 47415 Equipment Rental	26,400	25,770	51,539	28,400	13,200	28,400	26,400	26,400	0.00%
100 47432 Space Rentals	43,400	15,024	44,289	43,400	15,767	43,400	43,400	43,400	0.00%
Subtotal	344,022	81,250	349,813	321,155	67,931	329,815	339,665	414,665	5.76%

City of De Pere
2014 General Fund
Adopted Budget

REVENUES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014/ 2013 Budget % Of Change
MISCELLANEOUS REVENUES											
100	48100	Interest On Investments	275,000	54,936	107,442	150,000	25,637	100,000	125,000	125,000	-16.67%
100	48110	Notes Receivable Interest	0	0	0	0	0	0	0	0	0.00%
100	48111	Land Contract 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	48200	Rents & Leases	0	0	0	0	0	0	0	0	0.00%
100	48201	Farm Leases	8,000	3,997	7,994	8,000	8,690	8,700	8,700	8,700	8.75%
100	48220	Brown County Fairgrounds	0	1,101	4,195	1,100	420	1,100	1,100	1,100	0.00%
100	48203	Residential Lease	15,700	11,315	22,528	20,000	9,454	20,000	20,000	20,000	0.00%
100	48300	Property Sales	1,500	1,612	1,612	1,500	0	1,500	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	15,000	2,644	6,614	15,000	3,040	15,000	15,000	15,000	0.00%
100	48309	Other	0	4,280	10,667	0	1,257	1,300	0	0	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	48305	Real Property	200,000	31,827	58,704	100,000	(1,939)	50,000	50,000	50,000	-50.00%
100	48500	Donations	500	0	0	0	4,030	4,000	0	0	0.00%
100	48510	Police Programs	0	820	0	0	0	0	0	0	0.00%
100	48520	Fire & Rescue	0	400	1,398	650	707	700	650	650	0.00%
		Subtotal	515,700	112,932	221,154	296,250	51,295	202,300	221,950	221,950	-25.08%
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	49220	Transfer From Special Fund	498,128	134,250	498,128	268,500	124,250	268,500	268,500	268,500	0.00%
100	49222	Transfer From TID #5	0	0	0	0	0	0	0	0	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	400,000	200,000	400,000	500,000	250,000	500,000	680,000	680,000	36.00%
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	898,128	334,250	898,128	768,500	374,250	768,500	948,500	948,500	23.42%
		TOTAL GENERAL FUND REVENUES	15,581,641	10,748,542	15,749,784	15,418,346	10,364,406	15,252,809	15,823,806	16,014,083	2.63%
100	49300	Fund Balances Applied	0	0	0	290,773	290,773	0	392,060	392,060	34.83%
		TOTAL GENERAL FUND REVENUES	\$ 15,581,641	\$ 10,748,542	\$ 15,749,784	\$ 15,709,119	\$ 10,655,179	\$ 15,252,809	\$ 16,215,866	\$ 16,406,143	3.23%

SPECIAL FUND

SPECIAL FUND EXPENDITURES & REVENUES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Cable Access Fund	0.15

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* – Staff from the Planning and Economic Department can provide business assistance to help a project come together or provide other business planning assistance.
- 3) *Annual Report*— Annual reports are provided to the State Department of Revenue. These reports are used to audit the overall program and individual status of the loans that are active.

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 design to spur development that would not occur without the assistance from the program.
- 2) *New or Retained Jobs*— The financing of projects is tied to the number of jobs created or retained. The funding is provided by the loan program and it is important to the community since it is used to help to create or retained jobs within the City.

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 annual reports allow the City to maintain the program as a tool for economic development.

2014 Performance Measures:

- 1) Loan Cycle: City staff will review and process loans within 60 days.
- 2) Marketing of program to develop at least six potential candidates.
- 3) Establish a standard for working with loans that are behind in payments.

2013 Performance Measurement Data:

- 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: Complete, we had 8 applicants the staff provided loan material.
- 3) Establish a standard for working with loans that are behind in payments.
 - a. Result: Complete.

Significant Program Achievements:

- City staff worked on the regional RLF program.
- Program successfully passed semi-annual reviews.

Existing Program Standards Including Importance to Community:

- 1) Participate in a regular meeting of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
 - 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) The project must meet the specifications as defined by the Revolving Loan Fund manual as adopted by City Council in August of 2012.

Costs and Benefits of Program and Services:

City expenses related to the program are charge to the program. The costs of the program are based on a percent of the payments made back on the active loans. In 2013, the City had approximately \$35,000 dollars allocated to administration expenses. These expenses can be used to reduce the overall impact on the tax levy. The program is a critical tool to for Economic Development. It not only helps projects fill the gap for financing, but it is also a critical tool for job retention and creation in the City of De Pere. The estimated fund balance for the Development Loan Program at December 31, 2013 is \$975,000.

City of De Pere
2014 Special Fund
Adopted Budget

DEVELOPMENT LOAN PROGRAM FUND

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Expenditures											
Account Number											
205	82030	Rehabilitation Principle Loan	200,000	350,000	350,000	350,000	0	350,000	350,000	350,000	0.00%
205	86600	Loan Administration	16,000	30	0	40,000	20,000	40,000	40,000	40,000	0.00%
205	86700	Operating Supplies	3,000	0	1,200	3,000	1,500	3,000	3,000	3,000	0.00%
		TOTAL EXPENDITURES	219,000	350,030	351,200	393,000	21,500	393,000	393,000	393,000	0.00%
Revenues											
205	48100	Interest On Investment	0	0	25,231	0	0	0	0	0	0.00%
205	48110	Interest On Loans	35,000	13,325	452,713	35,000	10,623	35,000	35,000	35,000	0.00%
205	48310	Repayment Of Principle	115,000	122,134		115,000	60,621	115,000	115,000	115,000	0.00%
		TOTAL REVENUES	150,000	135,459	477,944	150,000	71,244	150,000	150,000	150,000	0.00%

Wastewater Treatment Services Fund

Program Mission:

The Wastewater Treatment Services Fund is used to account for transactions pertaining to wastewater treatment services provided to City customers by the Green Bay Metropolitan Sewage District. Wastewater treatment services provided to Thilmany, LLC, Eco-Fibre, 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.

2014 Performance Measures:

- 1) Increase sewer flushing by 5%.
- 2) Respond to 100% of complaints within 24 hours of receiving them.
- 3) Respond to 100% of emergency calls within 45 minutes of receiving them.

2013 Performance Measurement Data: (July 2011 – June 2012):

- 1) Increase sewer flushing by 5%. (This performance measure was met.)
- 2) Respond to 100% of complaints within 24 hours of receiving them. (This occurred 100% of the time.)
- 3) Respond to 100% of emergency calls within 45 minutes of receiving them. (This occurred 100% of the time.)

2014 Budget Significant Expenditure Changes:

Wastewater treatment charges increased \$1,476,518 to reflect increased costs charged by NEW Water. Maintenance increased \$120,000 to reflect existing trends in additional maintenance due to aging system.

Capital Outlay: Televising/repair \$200,000; Linings/relay \$266,000; Swan Road Interceptor \$205,000; CTH PP Sanitary Sewer \$142,800; Manhole Rehab & Pipe Repair \$100,000; Sewer Easement Acquisition \$25,000; GBMSD Interceptor Payments \$230,805 & Automated Meter Read System \$300,000.

2013 Budget Significant Revenue Changes:

Utility billings increased \$523,158 to reflect existing trends and rate increase of 15.5%.

Utility billings - paper mills increased \$1,049,016 to reflect existing trends and rate increase of 15.5%.

Proceeds of debt decreased \$280,000 to reflect bonding for Swan Road interceptor.

City of De Pere
2014 Special Fund
Adopted Budget

WASTEWATER TREATMENT SERVICES

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
Expenditures											
Account Number											
201	53610	Wastewater Treatment Charges	\$ 5,898,727	\$ 2,572,339	\$ 5,493,160	\$ 5,874,237	\$ 3,267,002	\$ 6,534,004	\$ 7,350,755	\$ 7,350,755	25.14%
201	53611	Maintenance	1,156,300	110,080	293,497	1,369,605	162,932	1,369,605	1,489,605	1,489,605	8.76%
201	53612	Billings & Collection	206,000	92,425	115,579	212,180	143,357	215,000	215,000	215,000	1.33%
201	53615	Administration	381,021	85,744	333,050	392,452	157,871	350,000	375,000	375,000	-4.45%
201	53616	Debt Service	0	0	0	0	0	0	0	0	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	\$ 7,892,048	\$ 2,985,588	\$ 6,485,286	\$ 8,098,474	\$ 3,856,162	\$ 8,718,609	\$ 9,680,360	\$ 9,680,360	19.53%

Revenues

201	46900	Utility Billings	\$ 2,983,518	\$ 1,487,211	\$ 3,153,321	\$ 3,464,246	\$ 1,726,149	\$ 3,452,298	\$ 3,987,404	\$ 3,987,404	15.10%
201	46900	Utility Billings-Paper Mills	4,688,064	1,860,021	3,828,222	4,267,996	2,301,737	4,603,474	5,317,012	5,317,012	24.58%
201	46901	Contractor Disposal Fees	0	0	0	0	0	0	0	0	0.00%
201	48911	Forfeited Discounts	35,000	24,071	35,511	42,000	24,922	42,000	42,000	42,000	0.00%
201	49100	Proceeds of Debt	225,000	0	0	505,000	0	0	225,000	225,000	-55.45%
		Fund Balance Applied	0	0	0	0	0	0	108,944	108,944	100.00%
		TOTAL REVENUES	\$ 7,911,582	\$ 3,371,303	\$ 7,017,054	\$ 8,279,242	\$ 4,052,808	\$ 8,097,772	\$ 9,680,360	\$ 9,680,360	16.92%

Sanitary Sewer 2014 Capital
Projects & Equipment

Televising/Repair	\$ 200,000
Lining/Relay	266,000
Swan Road Interceptor	225,000
CTH PP Sewer	142,800
Manhole Rehabilitation	100,000
Sewer Easement Acquisition	25,000
GBMSD Payments	230,805
Automated Meter Read System	300,000
Total Capital	\$ 1,489,605

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. Estimated fund balance at the end of 2013 is \$39,443.

City of De Pere
2014 Special Fund
Adopted Budget

PUBLIC LAND ACQUISITION FUND

Account Title			2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 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	45,000	6,000	28,245	3,500	1,980	3,500	0	0	0.00%
		TOTAL EXPENDITURES	\$ 45,000	\$ 6,000	\$ 28,245	\$ 3,500	\$ 1,980	\$ 3,500	\$0	\$0	0.00%

Revenues

210	46720	Park Dedication Fees	\$ 15,000	\$ 6,120	\$ 6,460	\$ 15,000	\$ 6,460	\$ 13,000	\$ 13,000	\$ 13,000	-13.33%
210	43690	State Grants	0	0	0	0	0	0	0	0	0.00%
210	49300	Debt Proceeds	0	0	0	0	0	0	0	0	0.00%
		TOTAL REVENUES	\$ 15,000	\$ 6,120	\$ 6,460	\$ 15,000	\$ 6,460	\$ 13,000	\$13,000	\$13,000	-13.33%

2014 Operations Plan **Cable TV Fund**

Program Mission:

To televise public meetings via local government access channels. To post informational bulletins associated with government business. To produce videos related to government projects or that serve to inform the public. Televise 3rd party produced content relevant to City affairs. To generate revenue through donations and sponsorships.

List of Program Service(s) Descriptions:

- 1) *Televise Public Meetings* – Bring video/audio of public meetings and pertinent government business to the citizen's television.
- 2) *Bulletin Board* – Fill unscheduled time slots with informational bulletins associated with government or community business and events.
- 3) *Produce TV Shows* – Produce and televise TV shows directed at the City's current business or community projects.
- 4) *Produce sponsorship recognition content* – Create web and video content to support recognition of donors and sponsors.

Important Outputs:

- 1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel, Planning and Economic Development and Board of Public Works meetings are televised several times per week on a rotating schedule servicing viewers on all work shifts. 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 continuous slideshow of pertinent information related to City business. This service is only interrupted by scheduled videos. The content contains brochure, news and general information keeping residents informed on a routine basis.

- 3) *TV 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. Creating series of videos promoting downtown businesses.

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) Reduced cost to the City organization operations.

Performance Measures:

- 1) Increased the number of televised public meetings to include all public meetings.
- 2) Generate \$30K in revenues per year.
- 3) Maintain a consistent program schedule.

Significant Program Achievements:

2 public meetings have been added in 2013 to the original 4 that are televised out of the 16 boards and commissions who meet publicly. The station has added 3 new video programs, "A Closer Look", "FYI" and "Around De Pere." These programs host an array of general interest topics surrounding City government and local business, specifically downtown.

Existing Program Standards Including Importance to Community:

- 1) Professionally produce and televise public meetings and City business content 24/7.
 - a. Community Importance.
 - i. Eliminates the travel requirements, time and distance, and the cost associated with attending meetings.

- ii. Meetings are televised during three different segments of the day, 24/7, so viewers on all work shifts receive programming.
- iii. City information is displayed repeatedly to service the intermittent viewer.
- iv. New programs are providing insight into subjects not found elsewhere.

Costs and Benefits of Program and Services:

The proposed 2014 Cable TV Fund program cost is \$80,252. The program benefits the community by providing citizens with television 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, 2013 is \$45,000.

2014 Budget Significant Expenditure Changes:

- 1) Conferences: -250
 - Removed annual WAPC conference
- 2) Other Contractual Services: +3,196
 - Added MinuteTraQ software to the streaming media service
 - Reduced legal service hours
 - Reduced mileage reimbursement
- 3) Office Supplies: -200
 - Reduced cost
- 4) Operating Supplies: -6,000
 - Removed one-time cost video/audio equipment
 - Removed one-time cost backup storage
 - Removed one-time cost studio lighting

City of De Pere
2014 Special Fund
Adopted Budget

CABLE ACCESS FUND

Account Title	2012 Adopted Budget	2012 6 mos Actual	2013 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
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Expenditures

Account Number

209	50000	110-190	Administration	\$ 20,585	\$ 16,170	\$ 62,504	\$ 77,050	\$ 30,321	\$ 78,000	\$ 47,017	\$ 47,017	-38.98%
209	50000	210-290	Consulting	23,518	6,040	12,333	16,689	2,883	17,000	12,635	12,635	-24.29%
209	50000	310-340	Operating Supplies	4,400	7,405	8,200	13,300	33,812	37,039	2,100	2,100	-84.21%
209	50000	410-542	Transfer to General Fund	248,128	124,064	248,128	18,500	9,250	18,500	18,500	18,500	0.00%
			TOTAL EXPENDITURES	\$ 296,631	\$ 153,679	\$ 331,165	\$ 125,539	\$ 76,266	\$ 150,539	\$ 80,252	\$ 80,252	-36.07%

Revenues

209	44100		Franchise Fees	\$ 86,000	\$ 34,328	\$ 118,853	\$ 121,000	\$ 56,355	\$ 121,000	\$ 121,000	\$ 121,000	0.00%
209	48900		Miscellaneous	0	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$ 86,000	\$ 34,328	\$ 118,853	\$ 121,000	\$ 56,355	\$ 121,000	\$ 121,000	\$ 121,000	0.00%

DEBT SERVICE FUND

Debt Service Fund

The Debt Service Fund is used to record revenues and expenditures for the payment of general fund long term debt principal and interest for all City operations excluding revenue bond principal and interest for the water and wastewater utilities. Debt for the water and wastewater utilities is accounted for in the water and wastewater fund budgets.

EXPENDITURES:

Bonds:

- 1) 2004 bond issue for \$4,815,000. Principal is \$205,000. Interest is \$24,275. Principal balance after the 2014 payments are made is \$430,000. Interest balance after the 2014 payments are made is \$26,100. Bonds are scheduled to mature 2016.
- 2) 2004 bond issue for \$3,605,000. Principal is \$310,000. Interest is \$80,863. Principal balance after the 2014 payments are made is \$1,825,000. Interest balance after the 2014 payments are made is \$219,376. Bonds are scheduled to mature 2019.
- 3) 2005 Bond issue for \$2,650,000. Principal is \$175,000. Interest is \$94,255. Principal balance after the 2014 payments are made is \$2,205,000. Interest balance after the 2014 payments are made is \$521,899. Bonds are scheduled to mature in 2024.
- 4) 2006 Bond issue for \$4,050,000. Principal is \$195,000. Interest is \$120,258. Principal balance after the 2014 payments are made is \$2,785,000. Interest balance after the 2014 payments are made is \$726,768. Bonds are scheduled to mature in 2025.
- 5) 2007 Bond issue for \$2,020,000. Principal is \$90,000. Interest is \$62,775. Principal balance after the 2014 payments are made is \$1,460,000. Interest balance after the 2014 payments are made is \$414,270. Bonds are scheduled to mature in 2026.
- 6) 2008 Bond issue for \$1,000,000. Principal is \$45,000. Interest is \$35,270. Principal balance after the 2014 payments are made is \$770,000. Interest balance after the 2014 payments are made is \$254,670. Bonds are scheduled to mature in 2027.
- 7) 2008 Bond issue for \$2,270,000. Principal is \$70,000. Interest is \$116,285. Principal balance after the 2014 payments are made is \$2,040,000. Interest balance after the 2014 payments are made is \$946,171. Bonds are scheduled to mature in 2027.
- 8) 2009 Bond issue for \$2,675,000. Principal is \$195,000. Interest is \$72,768. Principal balance after 2014 payments are made is \$2,120,000. Interest balance after the 2014 payments are made is \$500,359. Bonds are scheduled to mature in 2029.

- 9) 2010 Bond issue for \$2,985,000. Principal is \$325,000. Interest is \$52,137. Principal balance after 2014 payments are made is \$1,795,000. Interest balance after the 2014 payments are made is \$155,012. Bonds are scheduled to mature in 2020.
- 10) 2011 Bond issue for \$2,245,000. Principal is \$140,000. Interest is \$43,648. Principal balance after 2014 payments are made is \$1,715,000. Interest balance after the 2014 payments are made is \$304,940. Bonds are scheduled to mature in 2025.
- 11) 2012 Bond issue for \$2,980,000. Principal is \$365,000. Interest is \$36,728. Principal balance after 2014 payments are made is \$2,215,000. Interest balance after the 2014 payments are made is \$289,465. Bonds are scheduled to mature in 2027.
- 12) 2012 Bond Issue for \$2,850,000. Principal is \$0. Interest is \$73,845. Principal balance after the 2014 payments are made is \$2,850,000. Interest balance after the 2014 payments are made is \$784,980. Bonds are scheduled to mature in 2031.
- 13) 2013 Bond Issue for \$5,650,000. Principal is \$690,000. Interest is \$225,802. Principal balance after the 2014 payments are made is \$4,960,000. Interest balance after the 2014 payments are made is \$901,425. Bonds are scheduled to mature in 2028.
- 14) 2013 Bond Issue for \$2,530,000. Principal is \$299,000. Interest is \$83,866. Principal balance after the 2014 payments are made is \$2,240,000. Interest balance after the 2014 payments are made is \$277,450. Bonds are scheduled to mature in 2023.

Debt Service Fund - Notes

- 1) 2005 note issue for \$2,375,000. Principal is \$260,000. Interest is \$16,555. Principal balance after the 2014 payments are made is \$205,000. Interest balance after 2014 payments are made is \$25,125. Note is scheduled to mature 2015.
- 2) 2008 note issue for \$1,220,000. Principal is \$140,000. Interest is \$21,195. Principal balance after the 2014 payments are made is \$450,000. Interest balance after 2014 payments are made is \$33,535. Note is scheduled to mature 2017.
- 3) 2011 note issue for \$1,565,000. Principal is \$215,000. Interest is \$19,520. Principal balance after the 2014 payments are made is \$705,000. Interest balance after 2014 payments are made is \$46,160. Note is scheduled to mature 2020.

Revenues:

- 1) Property tax levy is \$1,554,039
- 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 \$1,199,254.
- 4) Transfer from Capital Projects Fund (TID # 6) is \$1,856,420.
- 5) Transfer from Capital Projects Fund (TID # 7) is \$225,263.
- 6) Transfer from Capital Projects Fund (TID #8) is \$20,044.
- 7) Transfer from Capital Projects Fund (TID #9) is \$2,145.
- 8) Transfer from Capital Projects Fund (TID #10) is \$4,095.

City of De Pere
2014 Debt Service Fund
Adopted Budget

Debt Service				2012	2012	2012	2013	2013	2013	2014	2014	2014 / 2013
			Account Title	Adopted Budget	6 mos Actual	Year End Estimate	Adopted Budget	6 mos Actual	Year End Estimate	Dept Head Proposed	Executive Proposed	Budget % Of Change
Expenditures												
Account Number	PRINCIPAL (G.O.)											
300	58100	610	Bonds	\$ 1,771,705	\$ 240,024	\$ 1,771,705	\$ 2,195,000	\$ 235,000	\$ 2,195,000	\$ 3,095,000	\$ 3,095,000	41.00%
300	58100	611	Notes	1,325,047	350,000	1,325,047	945,474	490,152	945,474	671,705	671,705	-28.96%
			Subtotal	3,096,752	590,024	3,096,752	3,140,474	725,152	3,140,474	3,766,705	3,766,705	19.94%
INTEREST (G.O.) AND DEBT SERVICE FEES												
300	58200	620	Bonds	983,081	478,932	983,081	994,934	385,474	994,934	1,122,775	1,122,775	12.85%
300	58200	623	Notes	141,711	70,856	141,711	88,565	90,499	88,565	119,180	119,180	34.57%
300	58200	630	Debt Service Fees	2,600	3,815	2,600	2,600	1,452	2,600	2,600	2,600	0.00%
			Subtotal	1,127,392	553,603	1,127,392	1,086,099	477,425	1,086,099	1,244,555	1,244,555	14.59%
			TOTAL EXPENDITURES	\$ 4,224,144	\$ 1,143,627	\$ 4,224,144	\$ 4,226,573	\$ 1,202,577	\$ 4,226,573	\$ 5,011,260	\$ 5,011,260	18.57%

Revenues

300	41110		Property Tax Levy	\$ 1,238,022	\$ 1,238,022	\$ 1,238,022	\$ 1,353,278	\$ 1,353,278	\$ 1,353,278	\$1,554,039	\$1,554,039	14.84%
300	48110		Interest On Investments	0	0	0	0	0	0	0	0	0.00%
300	49110		Special Assessments	300,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	0.00%
300	49120		Proceeds From Long Term Notes	0	0	0	0	0	0	0	0	0.00%
300	49210		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
300	49220		Transfer From Special Fund	0	0	0	0	0	0	0	0	0.00%
300	49221		Transfer From TID #2	0	0	0	0	0	0	0	0	0.00%
300	49222		Transfer From TID #4	0	0	0	0	0	0	0	0	0.00%
300	49223		Transfer From TID #5	1,190,440	595,220	1,190,440	1,187,380	593,690	1,187,380	1,199,254	1,199,254	1.00%
300	49224		Transfer From TID #6	1,300,505	650,253	1,300,505	1,352,915	676,458	1,352,915	1,856,420	1,856,420	37.22%
300	49225		Transfer From TID #7	0	0	0	183,000	91,500	183,000	225,263	225,263	23.09%
300	49226		Transfer From TID #8	0	0	0	0	0	0	20,044	20,044	#DIV/0!
300	49227		Transfer From TID #9	0	0	0	0	0	0	2,145	2,145	#DIV/0!
300	49228		Transfer From TID #10	0	0	0	0	0	0	4,095	4,095	#DIV/0!
300	49230		Energy Center Shared Revenues	0	0	0	0	0	0	0	0	0.00%
300	49240		Transfer From Capital Projects Fund	0	0	0	0	0	0	0	0	0.00%
300	49260		Transfer From Water Fund	0	0	0	0	0	0	0	0	0.00%
300	49261		Transfer From Wastewater Fund	0	0	0	0	0	0	0	0	0.00%
300	49300		Unappropriated Surplus Funds	195,177	0	195,177	0	0	0	0	0	0.00%
			Subtotal	4,224,144	2,633,495	4,074,144	4,226,573	2,864,926	4,226,573	5,011,260	5,011,260	18.57%
			TOTAL REVENUES	\$ 4,224,144	\$ 2,633,495	\$ 4,074,144	\$ 4,226,573	\$ 2,864,926	\$ 4,226,573	\$ 5,011,260	\$ 5,011,260	18.57%

CAPITAL PROJECTS

City of De Pere, Wisconsin														
Projects	Cost	\$941,276 Street Tax	Shared Rev 10 Yr Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Water Fund	Waste Water Fund	Storm Water Utility	General Fund	Other	Deleted
General Government														
City Council - Beautification Committee	3,000											3,000		
City Council - Council Tablet PC's	3,000											3,000		
Administrator-Community Survey	14,350												14,350	
Administrator-Capital Projects Software	6,500											6,500		
Mayor - Cabinet	500											500		
Information Management - Phone System	75,000											75,000		
City Hall-Annual Maintenance	10,000											10,000		
GIS - Server Backup Hardware	750											750		450
GIS - Aerial Photo	23,262								7,754	7,754	7,754			
GIS - ESRI ArcEditor and Software Maintenance	15,000								5,000	5,000	5,000			
Total General Government	151,362	0	0	0	0	0	0	0	12,754	12,754	12,754	98,750	14,350	450
Public Safety														
Police - Continue Lease on 6 Patrol Squads	43,000											43,000		
Police- Copier	16,900											16,900		
Police- Evidence Computer	2,700											2,700		
Police- Six Portable Radios	18,600											9,300	9,300	
Police- Scheduling Software	23,000											9,300	13,700	
Fire - Ice/Water Airboat	0													145,000
Fire - Ambulance Cots	28,000						25,200					2,800		
Fire - Replace Assistant Chief's Car	0													40,000
Total Public Safety	132,200	0	0	0	0	0	25,200	0	0	0	0	84,000	23,000	185,000
Public Works														
Administration - Laptop for Foreperson	2,500								500	500	500	1,000		
Engineering - Color Printer	8,000								1,600	1,600	1,600	3,200		
Engineering - Workstation	3,000								600	600	600	1,200		
MSC - Paved Staging and Parking Area	0													248,000
MSC - Entry Way Accessibility	6,000		6,000											
MSC - Radio Antenna	6,500		6,500											
MSC - General Repairs & Upkeep	5,000											5,000		5,000
Mechanics - Replacement Tools	1,500											1,500		
Mechanics - Sandblaster	1,200											1,200		
Mechanics - Grinder	175											175		
Mechanics - Bit Sharpener	200											200		
Mechanics - Light Replacement	100											100		
Mechanics - C Clamps	250											250		
Mechanics - Fluke Meter	300											300		
Machinery Equipment - Hoist Restoration	2,000										1,020	980		
Machinery Equipment - 4 Leg Hoist	7,500										3,825	3,675		
Machinery Equipment - Refurbish Truck #81 2000 Int'l Dump Truck	50,000		50,000											
Machinery Equipment - Replace Truck #75 1994 Int'l Dump Truck	0													150,000
Garbage/Refuse Collection - Replace Truck #87 2008 Peterbilt	280,000											280,000		
Recycling - Replace Truck #84 2008 Peterbilt	280,000											280,000		
Recycling - Replace Truck #85 2008 Peterbilt	0													280,000
Storm Water Street Cleaning - Replace #99 2009 Air Street Sweeper	275,000										275,000			
Storm Water Leaf Collection - New Single Leaf Loader	100,000										100,000			
Planning - TID 6 Land Acquisition of Existing Storm Water Pond	340,000				340,000									60,000
Planning - TID 6 Road Construction - Venture	1,200,000				1,200,000									
Planning - TID 6 Road Construction - Richco	1,625,000				1,625,000									
Planning - TID 6 Development Grant	500,000				500,000									
Planning - TID 7 Development Grant	250,000				250,000									
Planning - TID 7 Intersection Countdown Timers	10,000				10,000									
Planning - TID 8 Development Grant	500,000				500,000									
Planning - TID 9 Development Grant	100,000				100,000									

City of De Pere, Wisconsin														
Projects	Cost	\$941,276 Street Tax	Shared Rev 10 Yr Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Water Fund	Waste Water Fund	Storm Water Utility	General Fund	Other	Deleted
Planning - TID 10 City Sign	10,000				10,000									
Planning - TID 10 New Regional Storm Sewer Pond	400,000				400,000									
Planning - TID 10 Development Grant	200,000				200,000									
Total Public Works	6,164,225	0	62,500	0	5,135,000	0	0	0	2,700	2,700	382,545	578,780	0	743,000
Parks & Recreation														
Community Center - HVAC System	43,000		43,000											
Community Center - Parking Lot	74,000		74,000											82,000
Parks & Public Lands - Braisher Park Playground	55,000		55,000											
Parks & Public Lands - Braisher Park Shelter	60,000		60,000											120,000
Parks & Public Lands - Sidewalk Replacement	3,000											3,000		
Parks & Public Lands - Dog Parking Lot	25,000		25,000											
Parks & Public Lands - Voyageur Park Dock Maintenance	5,000											5,000		
Parks & Public Lands - Voyageur Park Lot Maintenance	11,000		11,000											
Parks & Public Lands - VFW Access Road Repair	13,000											13,000		
Parks & Public Lands - Sand Pro Equipment	1,000											1,000		
Parks & Public Lands - Water Cooler Replacement Program	5,000											5,000		
Parks & Public Lands - Accessible Route Program	5,000											5,000		
Parks & Public Lands - Replace Voyageur Playground	0													100,000
Forestry - Two Chainsaws	1,000											1,000		
Parks Equipment/Vehicle Maintenance - Truck #12 Upgrades	15,000											15,000		
Parks Equipment/Vehicle Maintenance - Mower #307 Replace Deck	6,000		6,000											24,000
Parks Equipment/Vehicle Maintenance - Replace Mower #305	0													80,000
Swimming Pools - Maintenance Plan Consulting	7,500											7,500		
Swimming Pools - Pool Maintenance	24,500											24,500		500
Total Parks & Recreation	354,000	0	274,000	0	0	0	0	0	0	0	0	80,000	0	406,500
Street Construction														
Crackfilling/Patching	410,000	166,276		243,724										
Resurfacing-Variou	775,000	775,000												
Sidewalks	86,000			56,000		30,000								
Street Reconstruction - CTH PP (Broadway) Street Reconstruction	3,517,500			1,035,700		24,000							2,457,800	
Street Reconstruction - Enterprise Drive	0													525,000
Street Reconstruction - State Hwy 32 (8th Street) Design	15,000			15,000										
Street Reconstruction - STH 57 Broadway Design Work	15,000			15,000										
Street Reconstruction - State Hwy 32 Study	0													10,000
Street Extension - Roth Road	41,200	0	0			41,200								
Street Extension - Ballinamore & Tulig	55,200	0	0			55,200								
Street Extension - Le Brun	197,700	0	0			148,400			49,300					
Total Street Construction	5,112,600	941,276	0	1,365,424	0	298,800	0	0	49,300	0	0	0	2,457,800	535,000
Sanitary Sewer														
Televising/ Repair	200,000									200,000				
Sewer Lining and Repair	266,000									266,000				
Swan Road Interceptor	225,000									225,000				
CTH PP Sanitary Sewer	142,800					75,000				67,800				
Manhole Rehabilitation and Pipe Joint Repair	100,000									100,000				
Easement Description and Acquisition	25,000									25,000				
Easement Description and Acquisition	300,000									300,000				
Total Sanitary Sewer	1,258,800	0	0	0	0	75,000	0	0	0	1,183,800	0	0	0	0
Water Utility														
Watermain Relay Installations	600,000								600,000					
Le Brun Watermain	59,000								59,000					
Hydrant Replacement	30,000								30,000					
Hydrant Painting for Fire Flows	40,000								40,000					
9th Street Well Repairs	82,000								82,000					

City of De Pere, Wisconsin														
Projects	Cost	\$941,276 Street Tax	Shared Rev 10 Yr Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Water Fund	Waste Water Fund	Storm Water Utility	General Fund	Other	Deleted
9th Street Reservoir Inspection	5,000								5,000					
Scheuring Road Well Repairs	65,000								65,000					
Scheuring Road Reservoir Renovations	20,000								20,000					
Merrill Street Tower Cleaning and Inspection	20,000								20,000					
Lap Top Computer	2,000								2,000					
Automated Meter Reading System	300,000								300,000					
Total Water	1,223,000	0	0	0	0	0	0	0	1,223,000	0	0	0	0	0
Storm Water Utility														
Storm Sewer Televising	50,000										50,000			50,000
Repair & Replacement	175,000										175,000			
New Storm Sewer	50,000										50,000			
Pond and Swale Maintenance	114,000										114,000			
Storm Water System Engineering	120,000						84,000				36,000			
Total Sewer	509,000	0	0	0	0	0	84,000	0	0	0	425,000	0	0	50,000
TOTALS - CAPITAL PROJECTS	\$ 14,905,187	\$ 941,276	\$336,500	\$ 1,365,424	\$ 1,135,000	\$ 373,800	\$ 109,200	\$0	\$ 1,287,754	\$1,199,254	\$ 820,299	\$ 841,530	\$ 2,495,150	\$ 1,919,950
	Capital Projects Amount		\$ 10,756,350											

**CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018**

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: Ken Pabich / Bill Boyle			
DATE PREPARED: 8/14/13			
DESCRIPTION OF PROJECT:			
A new aerial photo flight will be completed in the spring of 2014, in cooperation with Brown County. Additional data will be purchased to facilitate critical projects impacting nearly every City business unit. Products include; -3 inch 50 scale imagery -Image Mosaic/compression production -Digital building footprints and impervious surfaces			
		NEW:	X or REPLACEMENT:
PROJECTED COST: \$23,362			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND		\$	%
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
OTHER		Storm/sanitary/Water Utility \$23,362	33.3% Each Utility
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
N/A			
PROJECT JUSTIFICATION			
Project will provide a detailed and timely city base map. Image and digital products will allow for accurate and efficient billing of storm water utility. Image will improve spatial accuracy of GIS/ Utility data. Project data will be used throughout the City on DIME as well as by Citizens and Consultants.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

1.1.a

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Ken Pabich / Bill Boyle		
DATE PREPARED: 8/14/13		
DESCRIPTION OF PROJECT:		
Project will continue software maintenance for GIS (ESRI) products used by the City.		
NEW: Annual. or REPLACEMENT:		
PROJECTED COST:\$15,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
Storm/sanitary/Water Utility		
\$15,000		
33.3% Each Utility		
%		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
N/A		
PROJECT JUSTIFICATION		
Project will support all desktop and server (web) GIS software used by Planning, GIS, Engineering and others.		
Maintenance is critical to receive new software releases & patches. It also provides the right to call technical support for desktop and server software.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION		
Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

Deleted

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Jeffrey Roemer

DATE PREPARED: August, 2013

DESCRIPTION OF PROJECT: Ice/Water Combination Boat

NEW: or REPLACEMENT: XX

PROJECTED COST:

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

\$145,000

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This airboat has proven itself as a leading search and rescue vehicle providing safe transport in harsh winter conditions. The boat provides rescuers access to dangerous locations on ice, broken ice, water and snow that previously would have been unsafe or almost impossible to reach.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

1.1.a

Deleted

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Jeffrey Roemer

DATE PREPARED: August, 2013

DESCRIPTION OF PROJECT: Replace a 2002 Fore Crown Vic Asst. Chief's car. The car currently has 66,000 miles and will be 12 years old. We will utilize the State bid process and replace the car with a SUV type vehicle. This will allow for better response capabilities in poor weather, better visibility and interior storage of turnout gear and equipment.

NEW: or REPLACEMENT: XX

PROJECTED COST: \$40,000

PROPOSED METHOD OF FINANCING:

\$ %

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

100

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This vehicle is often used for emergency response and the dependability of the vehicle is becoming a concern due to its age. The utilization of the State vendor net program will be beneficial. The estimated cost is based on the State prices and the additional needs of replacement light bar, siren and decals. I feel that an SUV type vehicle provides for increased visibility, improved response capabilities in bad weather and will also provide a better resale value or trade in value.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: August 28, 2013

DESCRIPTION OF PROJECT:

Repairs to MSC paved staging and parking area.

NEW: or REPLACEMENT: \$248,000

PROJECTED COST: \$248,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND \$ 248,000 % 100

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The paved area behind the MSC is currently 16 years old and in failing condition. It is used for travel, staging and parking of MSC vehicles and equipment. Our engineering department has analyzed the paved area and has determined it is in very poor condition. There are several areas that are in immediate attention. Our estimate for doing the work went from \$197,000 in 2012 to \$248,000 in 2014.



PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

1.1.a

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: September 9, 2013		
<u>DESCRIPTION OF PROJECT:</u>		
Replacement of the radio antenna for MSC fleet radio service		
	NEW:	or REPLACEMENT: X
PROJECTED COST: \$6,500		
<u>PROPOSED METHOD OF FINANCING:</u>		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND	\$6,500	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
<u>PROJECT JUSTIFICATION</u>		
Static and other communication problems with our two-way radio system caused staff to have our antenna and wiring inspected. During the inspection, several issues were found including damaged wiring. Based on the information provided, we believe ice/snow damaged the wiring. The included cost is to replace the wiring and antenna.		
<u>PROJECT RANKINGS</u> 3		
<u>CITY COUNCIL</u>		
<u>STAFF RECOMMENDATION</u> Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: Public Works Department			
DATE PREPARED: August 8, 2013			
DESCRIPTION OF PROJECT:			
Replacement of truck #81, 2000 International dump truck.			
	NEW:	or REPLACEMENT:	X
PROJECTED COST: \$150,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND	\$		%
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT	\$0.000	\$150,000-	100
SPECIAL ASSESSMENT			
GRANTS			
OTHER		100,000 DELETED	
New Refurnished, Not Replaced			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This truck is proposed to be replaced as part of our ten (10) year truck replacement program. This truck was scheduled for replacement in 2013 but was delayed due to budget constraints. The truck was from the waste water treatment plant and has a lot of corrosion and repair issues. The truck being an older truck at times has broken down especially when it is needed for the operations of hauling rubbish or snow removal.			
PROJECT RANKINGS 2			
CITY COUNCIL			
STAFF RECOMMENDATION Goal No.			

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

1.1.a

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2013

DESCRIPTION OF PROJECT:

Replacement of truck #75, 1994 International dump truck.

NEW: or REPLACEMENT: X

PROJECTED COST: \$150,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND

\$

%

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

\$ 150,000

100

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This truck is proposed to be replaced as part of our ten (10) year truck replacement program. This truck was scheduled for replacement in 2013 but was delayed due to budget constraints. This truck was from the waste water treatment plant and has a lot of corrosion and repairs issues. The truck being an older truck at times has broken down especially when it is needed for the operations of hauling rubbish or snow removal.

PROJECT RANKINGS 2

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

1.1.a

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Public Works Department

DATE PREPARED: August 8, 2013

DESCRIPTION OF PROJECT:

Replace #85, 2008 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 garbage and recycle trucks are replaced on a five (5) year cycle to due every day usage with all the mechanical moving parts. This truck was supposed to be replaced in 2012 & 2013 but was removed from the budget and was suggested to be replaced prior to the five (5) year cycle so the City does not have five trucks due for replacement all the same year. The truck is needed in order for the City to continue to pick up garbage.

Staff is recommending purchasing a new garbage truck with a compressed natural gas engine (CNG). It is the intent to replace each truck with CNG engine over the next five (5) years. The cost of replacement for all five trucks would be an additional \$200,000. CNG fuel costs are approximately 46% cheaper than using diesel fuel. In 2013 the City consumed 18,496 gallons of diesel fuel for all five (5) garbage and recycling trucks. At a cost of \$3.60 per gallon this would equate to \$66,586 per year. If the City were to convert to CNG an annual savings of \$30,630 is possible. Other advantages for operating a CNG system are: utilizing an alternative fuel, decreases environmental pollution up to 90%, reduction in noise pollution, potential lower engine maintenance costs, and using CNG fuel meets the City's sustainability goals for the future.

PROJECT RANKINGS 1

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Public Works Department		
DATE PREPARED: August 8, 2013		
DESCRIPTION OF PROJECT:		
Replacement of sweeper #99, a 2009 air street sweeper		
NEW: or REPLACEMENT: X		
PROJECTED COST: \$275,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER	Storm Water Utility = \$275,000	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
This street sweeper is intended to be replaced earlier than our ten (10) year replacement due to the issue of maintenance issues and breaking down. In 2013 this equipment has been out of service on a regular basis due to break downs and repairs due to emissions. The City has spent well over \$10,000 this year for repairs on this existing equipment. This will continue to be an ongoing maintenance issue with the emissions and breaking down.. It is very important the City have a reliable street sweeper to keep our streets clean so that we meet the DNR requirements for our storm water permit.		
PROJECT RANKINGS 1		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Department of Public Works		
DATE PREPARED: August 8, 2013		
DESCRIPTION OF PROJECT: New single leaf loader		
	NEW:	or REPLACEMENT:
PROJECTED COST: \$100,000		
PROPOSED METHOD OF FINANCING:		
X	GENERAL FUND	\$ %
	CAPITAL IMPROVEMENTS FUND	
	GENERAL OBLIGATION DEBT	
	SPECIAL ASSESSMENT	
	GRANTS	
	OTHER Storm Water Utility	\$100,000
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
A new single leaf loader with used chassis is being requested to replace sending out a two (2) person leaf loader which will make the operations more cost effective as well as efficient. The City will reduce labor as well as being able to pack and haul more leaves before having to dump.		
PROJECT RANKINGS 3		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID 6 Land Acquisition	
An existing storm water pond will be acquired.	
PROJECTED COST: \$340,000	NEW: ☒ or REPLACEMENT:
PROPOSED METHOD OF FINANCING: \$ %	
GENERAL FUND	
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
☒ OTHER: The project would be entirely funded through TID #6.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
Pond would become part of the storm water utility.	
PROJECT JUSTIFICATION	
Part of the TID #6 Project plan. This pond actually treats multiple properties in the west business park.	
Given the area of treatment, this pond should be a part of our regional treatment system.	
PROJECT RANKINGS:	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY:			
DATE PREPARED: August 2013			
DESCRIPTION OF PROJECT: TID 6 Road Construction – Venture			
Extension of Venture. The funds include: water, sewer, stormwater, grading and gravel, lighting and engineering.			
PROJECTED COST: \$1,200,000		NEW: ☒ or REPLACEMENT:	
PROPOSED METHOD OF FINANCING:		\$	%
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
GRANTS			
☒ OTHER: The project would be entirely funded through TID #6.			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
Snowplowing, street sweeping and maintenance of landscaping.			
PROJECT JUSTIFICATION			
Part of the TID #6 Project plan. The road will provide access to the City business park property.			
PROJECT RANKINGS:			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID 6 Road Construction - Richco Rd	
Completion of Richco Road. The funds include: water, sewer, stormwater, grading and gravel, lighting and engineering.	
NEW: ☒ or REPLACEMENT:	
PROJECTED COST: \$1,625,000	
PROPOSED METHOD OF FINANCING:	\$ %
GENERAL FUND	
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
☒ OTHER: The project would be entirely funded through TID #6.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
Snowplowing, street sweeping and maintenance of landscaping.	
PROJECT JUSTIFICATION	
Part of the TID #6 Project plan. The road will provide access to the City business park.	
PROJECT RANKINGS:	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID 6 Development Grant	
Project includes site work for the initial development(s) in the business park. The project work includes, but is not limited to: grading, drainage and retention, and utility services within the project site.	
NEW: ☒ or REPLACEMENT:	
PROJECTED COST: \$500,000	
PROPOSED METHOD OF FINANCING: \$ %	
GENERAL FUND	
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
X OTHER: The project would be entirely funded through TID #6.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
None	
32	
04	
PROJECT JUSTIFICATION	
Part of the TID #6 Project plan. The funding is dependent on the size of the project and the project payback to the TID. The site work will help the preparation of the site for the future business client. The proposed project will cover the project expenses of the site work and the interest of the bond.	
PROJECT RANKINGS:	
CITY COUNCIL	
STAFF RECOMMENDATION Goal No.	

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID 7 Development Grant	
Project includes site work for the initial development(s) in the downtown. The project work includes, but is not limited to: grading, drainage and retention, and utility services within the project site.	
NEW: X or REPLACEMENT:	
PROJECTED COST: \$250,000	
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$ %
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
☒ OTHER: The project would be entirely funded through TID #7.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
None.	
PROJECT JUSTIFICATION	
Part of the TID #7 Project plan. The funding is dependent on the size of the project and the project payback to the TID. The site work will help the preparation of the site for the future business client. The proposed project will cover the project expenses of the site work and the interest of the bond.	
PROJECT RANKINGS:	
CITY COUNCIL	Goal No.
STAFF RECOMMENDATION	

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

1.1.a

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY:		
DATE PREPARED: August 2013		
DESCRIPTION OF PROJECT: TID 7 Intersection Countdown Timers		
As a federal requirement, all signalized intersections must be improved to the new standards. This project would bring the 2 lights within the east side district in compliance with countdown timers.		
PROJECTED COST: \$10,000		NEW: ☒ or REPLACEMENT: ☐
PROPOSED METHOD OF FINANCING:		\$ %
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER: The project would be entirely funded through TID #7.		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
None.		
82		
00		
8		
PROJECT JUSTIFICATION		
Part of the TID #7 Project plan and also the Downtown Master Plan.		
PROJECT RANKINGS:		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY:		
DATE PREPARED: August 2013		
DESCRIPTION OF PROJECT: TID #9 Development Grant		
Project includes site work for the initial development(s) in the downtown district. The project work includes, but is not limited to: grading, drainage and retention, and utility services within the project site and project grant dollars.		
PROJECTED COST: \$100,000		NEW: ☒ X or REPLACEMENT:
PROPOSED METHOD OF FINANCING:		
GENERAL FUND		\$
CAPITAL IMPROVEMENTS FUND		%
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
☒ OTHER: The project would be entirely funded through TID #9.		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
None.		
PROJECT JUSTIFICATION		
Part of the TID #9 Project plan. The funding is dependent on the size of the project and the project payback to the TID. The site work will help the preparation of the site for the future business client. The proposed project will cover the project expenses of the site work and the interest of the bond.		
PROJECT RANKINGS:		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID #10 City Sign	
New City Industrial Park sign on HWY 57 and Rockland Road.	
NEW: ☒ or REPLACEMENT:	
PROJECTED COST: \$10,000	
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$
CAPITAL IMPROVEMENTS FUND	%
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
☒ OTHER: The project would be entirely funded through TID #10.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
Maintenance of sign.	
PROJECT JUSTIFICATION	
Part of the TID #10 Project plan and it helps market and identify the East Industrial Park.	
PROJECT RANKINGS:	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID 10 New Regional Pond	
New regional pond that will be required for the future expansion of the business park.	
NEW:	X or REPLACEMENT:
PROJECTED COST: \$400,000	
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$ %
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
X OTHER: The project would be entirely funded through TID #10.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
Pond would become part of the storm water utility.	
PROJECT JUSTIFICATION	
Part of the TID #10 Project plan. The pond is need for the expansion of the west business park.	
PROJECT RANKINGS:	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

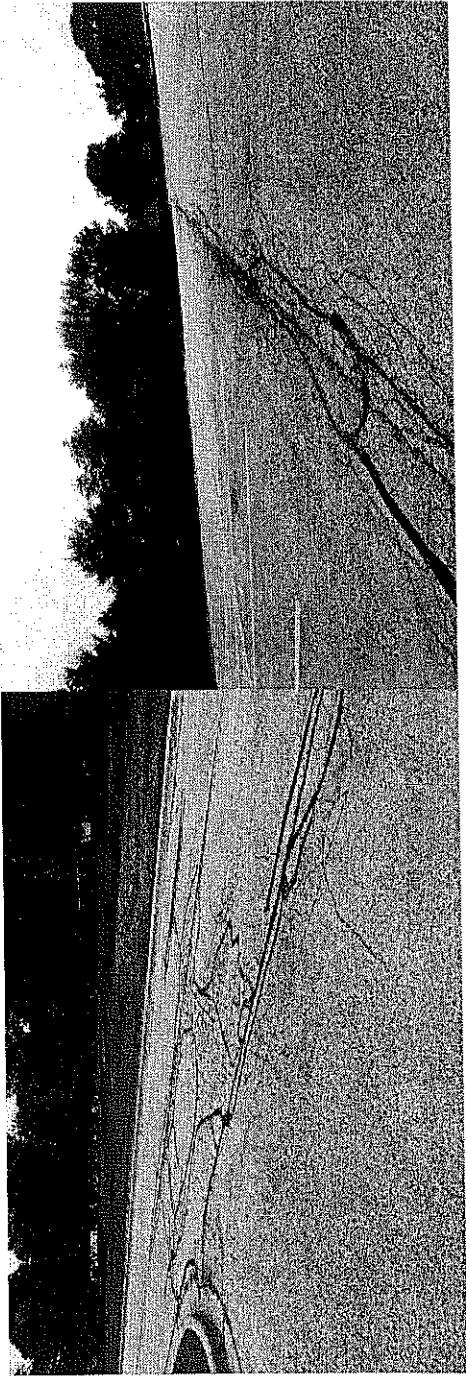
CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY:	
DATE PREPARED: August 2013	
DESCRIPTION OF PROJECT: TID #10 Development Grant	
Project includes site work for the initial development(s) in the industrial park. The project work includes, but is not limited to: grading, drainage and retention, and utility services within the project site and project grant dollars.	
	NEW: ☒ or REPLACEMENT:
PROJECTED COST: \$200,000	
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$ %
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
☒ OTHER: The project would be entirely funded through TID #10.	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
None.	
PROJECT JUSTIFICATION	
Part of the TID #10 Project plan. The funding is dependent on the size of the project and the project payback to the TID. The site work will help the preparation of the site for the future business client. The proposed project will cover the project expenses of the site work and the interest of the bond.	
PROJECT RANKINGS:	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 – 2019

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: Paula Rahn	
DATE PREPARED: 7/25/13	
DESCRIPTION OF PROJECT:	
Replace HVAC System Controls & Software at Community Center (\$43,000)	
NEW: ☒ or REPLACEMENT: ☐	
PROJECTED COST: \$43,000	
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$ 43,000 % 100%
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
OTHER -	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
2 No annual operating costs unless repairs/maintenance needed.	
5	
2	
PROJECT JUSTIFICATION	
Our HVAC Control System is very old and the software/PC is DOS based which is no longer supported by the company. If we have computer software issues they will not be able to be fixed. Several VAV controllers have lost their programs and can't be restored. The individual controllers are aged and failing; many valves are leaking and motors are failing, leading to costly repairs. This has led to our HVAC system running inefficiently thus incurring higher costs in utility bills...sometimes the VAV's stick wide open pouring in air or heat when the system should not be running or it should be calling for the reverse. The new system would be the same system installed at City Hall, Police & DPW thus all systems would then be the same utilizing the same software which would be able to be accessed from any PC. Maintenance is already trained on the system and would be familiar with how all systems function within the City. It is a large investment upfront but long term savings in the future.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No. 1

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 – 2019

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Paula Rahn		
DATE PREPARED: 9/4/13		
DESCRIPTION OF PROJECT:		
Upper Level Parking Lot Mill, Overlay, Storm & Inlets @ Community Center (\$74,000)		
NEW: or REPLACEMENT: x		
PROJECTED COST: \$74,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$74,000	100%
SPECIAL ASSESSMENT		
GRANTS		
OTHER -		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
No annual operating costs unless repairs/maintenance needed. Sweeper to clean periodically.		
PROJECT JUSTIFICATION		
Engineering Department ranked project as a priority for 2014. The upper level parking area has several major structural issues. Photos show some of the problems.		
		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION	Goal No.	11

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Braisher Park Playground		
	NEW:	or REPLACEMENT: x
PROJECTED COST: \$55,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$55,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Voyageur Park Playground is going on 21 years old. The playground was identified in our ADA Access Audit as being deficient in several areas; Needs 4 ground level play components (at least 3 different types), and, needs components, not having an appropriate transfer platform, and not having an accessible route to the play area. The playground is currently about three years past its life expectancy. The playground is currently scheduled to be partially replaced through a donation. Funding is requested to complete the project with swings, sidewalk and poured in place surface.		
PROJECT RANKINGS 6		
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Renovate Braisher Park Shelter		
	NEW:	or REPLACEMENT: x
PROJECTED COST: \$55,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$180,000	100
SPECIAL ASSESSMENT		
GRANTS	(120,000 Deletes)	
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
The park shelter at Braisher Park was constructed in 1976 and has been identified in our ADA Access Audit with multiple violations. The park shelter serves as a rentable enclosed shelter to the public. The shelter has an interior bathroom only and does not meet ADA requirements. The shelter is used during the summer months for our Summer Park Program. Because the bathroom is an interior bathroom only, the facility is not able to be used for the soccer program that plays at the Park during the Summer. The building was inspected by staff and contractor and is believed to be structurally sound, however significant renovations are recommended to construct two bathrooms with interior/exterior entrances. It is also recommended to replace the roof of the building which is beginning to deteriorate.		
PROJECT RANKINGS	8	
CITY COUNCIL		
STAFF RECOMMENDATION		Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

1.1.a

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: July 25, 2013		
DESCRIPTION OF PROJECT:		
Complete Dog Park parking lot		
	NEW: ☒ or	REPLACEMENT:
PROJECTED COST: \$25,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT	\$25,000	100
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
The De Pere Dog Park has been in operation for about two years. The park is arguably one of our most popular and highly used parks. Currently, the park still has an unimproved parking lot which is gravel. The ADA Access Audit identified issues with the parking lot with regard to striping, identifying handicap stalls and grade....all of which cannot be addressed unless we improve/pave the parking lot and approach to the facility.		
PROJECT RANKINGS		
	7	
CITY COUNCIL		
STAFF RECOMMENDATION		
		Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: August 28, 2013		
<u>DESCRIPTION OF PROJECT:</u>		
Voyageur Park Parking Lot maintenance		
	NEW:	or REPLACEMENT: X
PROJECTED COST: \$18,000		
<u>PROPOSED METHOD OF FINANCING:</u>		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND	\$18,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
<u>ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</u>		
<u>PROJECT JUSTIFICATION</u>		
The parking lot in Voyageur Park has been identified through our Engineering Department as needed maintenance in the form of crack filling and sealcoating. Conducting this maintenance will prolong the life of the parking lot.		
<u>PROJECT RANKINGS</u> 13		
<u>CITY COUNCIL</u>		
<u>STAFF RECOMMENDATION</u> Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2018

1.1.a

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: July 25, 2013

DESCRIPTION OF PROJECT:

Voyageur Park Playground replacement

NEW: or REPLACEMENT: x

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

Voyageur Park Playground is going on 21 years old. The playground was identified in our ADA Access Audit as being deficient in several areas; Needs 4 ground level play components (at least 3 different types) and does not have an accessible route to the play area. Due to the popularity of Voyageur Park and the Riverwalk it is recommended to invest slightly more into the playground. This area/playground will see far more use than other neighborhood or residential park playgrounds.

PROJECT RANKINGS 13

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Director of Park, Recreation and Forestry		
DATE PREPARED: August 28, 2013		
DESCRIPTION OF PROJECT:		
Replace Mower #307		
	NEW:	or REPLACEMENT: \$6,000
PROJECTED COST: \$6,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND	\$6,000	100
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Mower #307 is a 6ft mower purchased in 2002 and has 2,500 hours on it. Our Mechanics have informed us the mower needs to have the front deck replaced and is in need of having the PTO repaired. Our mechanics believe if we repair the mower we can get at least 3 years additional use. Repairs are estimated at approximately \$6,000.		
PROJECT RANKINGS 5		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2018

1.1.a

Valeria

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Director of Park, Recreation and Forestry

DATE PREPARED: July 25, 2013

DESCRIPTION OF PROJECT:

Replace Mower #305

NEW: or REPLACEMENT: \$80,000

PROJECTED COST: \$80,000

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND	\$80,000	100
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
OTHER		

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

Mower #305 is our large 16ft gang mower. It is a 2005 with approximately 3000 hours on the machine. Because the mower is not 4 wheel drive, it causes our operation challenges in the spring and during wet times. The mower often times get stuck due to its weight and soft ground conditions. When this happens it creates a negative impact on our mowing efficiency. Because staff does not want to get the mower stuck, they tend to stay out of areas that have a history of soft ground conditions...this in turn, causes a number of areas to grow very tall and then the office gets complaints on the length of grass. In purchasing the mower, we also recommend a climate controlled cab to get the operator out of the weather elements and be able to mow longer (ie. extreme heat, rain, etc...)

PROJECT RANKINGS 19

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

2014 BUDGET SUMMARY

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Street Management	\$54,000	\$2,841,700	\$2,457,800	\$5,353,500
Sewer Management	\$75,000	\$0	\$883,800	\$958,800
Street Extensions	\$244,800	\$250,000	\$299,300	\$794,100
Water System Mgmt.	\$59,000	\$0	\$1,139,000	\$1,198,000
Storm Water Mgmt.	\$0	\$0	\$559,000	\$559,000
TOTAL	\$432,800	\$3,091,700	\$5,338,900	\$8,863,400

2014 STREET MANAGEMENT

<u>IMPROVEMENT</u>	NON-		<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
	<u>ASSESSABLE</u>	<u>ASSESSABLE</u>		

Crackfill/Patch/Repair	\$0	\$410,000	\$0	\$410,000
Resurfacing	\$0	\$775,000	\$0	\$775,000
Sidewalk	\$30,000	\$56,000	\$0	\$86,000
CTH PP (Broadway) Street Reconstruction	\$24,000	\$1,035,700	\$2,457,800	\$3,517,500
Enterprise Drive Reconstruction	\$0	\$525,000	\$0	\$525,000
STH 32 (Eighth) Design	\$0	\$15,000	\$0	\$15,000
STH 57 (Broadway) Design	\$0	\$15,000	\$0	\$15,000
ST 32 (Main and Reid)	\$0	\$10,000	\$0	\$10,000
TOTAL	\$54,000	\$2,841,700	\$2,457,800	\$5,353,500

322

DELETED

DELETED

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN **2014 - 2020**

CAPITAL PROJECTS WORKSHEET				
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS				
DATE PREPARED: August 12, 2013				
DESCRIPTION OF PROJECT:				
Street Management – Street Maintenance & Repair - Crackfilling/Concrete Patching/Asphalt Patching/Curb Repair at various locations. Work anticipated includes the following types of work, approximate quantities and costs:				
ITEM	QUANTITY	COST	NEW:	or REPLACEMENT:
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		
PROJECTED COST: \$410,000				
PROPOSED METHOD OF FINANCING:				
GENERAL FUND				
CAPITAL IMPROVEMENTS FUND				
X	GENERAL OBLIGATION DEBT	\$410,000		
SPECIAL ASSESSMENT				
	GRANTS			
	OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)				
PROJECT JUSTIFICATION				
The purpose of this project is to maintain the existing street system, thereby extending its maximum useful life. The amount of the proposed maintenance work and corresponding dollar amount conforms to the recommendations of the City of De Pere Pavement Management Plan. Crackfilling is intended to be done at the 3 rd and 9 th year of a 15 plus year pavement life. Colored concrete sealing is completed between 3 and 5 years after the previous sealing.				
PROJECT RANKINGS				
CITY COUNCIL				
STAFF RECOMMENDATION				
				Goal No.

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 12, 2013

DESCRIPTION OF PROJECT:

Street Management – Resurfacing – Various locations. Work anticipated includes overlay of the following streets, their length and year of last overlay:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>	<u>LENGTH</u>	<u>PAVEMENT RATING</u>	<u>LAST OVERLAY</u>
Butler	Termini	Martin	158	5	1994
Butler	Martin	Sixth St., S.	264	6	1994
Cass	Wisconsin	Broadway	317	6	1997
Cecelia	Ninth	Termini	686	6	1995
Charles	Erie	Ontario	317	5	1996
Charles	Ontario	Winnebago	317	6	1996
Charles	Winnebago	Washington	317	6	1996
Charles	Washington	Adams	317	6	1996
Charles	Adams	Webster	528	5	1996
Flicker Trl.	Tanager	Red Wing	475	6	1998
Hickory Ave	Glenwood	Termini	686	6	1997
Lawton Pl	Ridgeway	Randall	475	5	1997
Lawton Pl	Randall	Glenwood	528	5	1997
LeBrun	CTH-X	Clay, N.	317	5	1987
LeBrun	Clay, N.	Voelker	370	6	1987
LeBrun	Voelker	Smits	370	5	1994
Morning Glory	Allard	Twilight	422	5	1995
Morning Glory	Twilight	Apollo	634	6	1995
Nicolet Ave	Urbandale	White Pine	370	6	1997
Nicolet Ave	White Pine	Glenwood	317	7	1997
Ninth St.	Main	Oak	317	6	1999
Ninth St.	Oak	Pine	317	6	1999
Ninth St.	Pine	Cedar	317	6	1999
Oakdale Ave	Ridgeway	Randall	422	5	1997
Oakdale Ave	Randall	Termini	634	5	1997
Pine St.	Ninth	Eighth	739	6	1995
Pine St.	Eighth	Termini	581	6	1995
Randall Ave	Glenwood	Talbot	264	5	1997
Randall Ave	Talbot	Lawton	264	6	1997
Randall Ave	Lawton Pl	Oakdale	370	5	1997
Randall Ave	Oakdale	N. Broadway	422	5	1997
Red Wing	O'Keefe	Turtle Dove	317	6	1998
Red Wing	Turtle Dove	Flicker	422	6	1998
Red Wing	Flicker	Termini	317	6	1998
Saddlebrook	Jordan	Horseshoe	1267	6	1998 and 2000
Shelland	Saddlebrook	Termini	592	5	1998 and 2000
Sunnyview	Twilight	Termini	264	5	1995
Talbot Ave	Ridgeway	Randall	422	5	1997
Talbot Ave	Randall	Glenwood	422	5	1997
Thoroughbred	Saddlebrook	Ledgeview	653	5	1997 and 2000
Trotter	Termini	Thoroughbred	634	5	1994, 1996, and 1998
Turtle Dove	Tanager	Red Wing	528	6	1998
Twilight	Park St.	Sunnyview	317	6	1995
Continued on next page					

STREET	FROM	TO	LENGTH	PAVEMENT RATING	LAST OVERLAY
Twilight	Sunnyview	Morning Glory	264	5	1995
Urbandale	Ridgeway	Nicolet	634	5	1997
Urbandale	Nicolet	Termini	422	5	1997
Washington, N.	Termini	Ridgeway	370	5	1996
White Pine	Ridgeway	Nicolet	528	6	1997
White Pine	Nicolet	Termini	528	6	1997
TOTAL			21,733		

PROJECTED COST: \$775,000	
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$ %
CAPITAL IMPROVEMENTS FUND	
X GENERAL OBLIGATION DEBT	\$775,000
SPECIAL ASSESSMENT	
GRANTS	
OTHER	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
PROJECT JUSTIFICATION	
The purpose of this project is to maintain the existing street system, thereby extending 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 455,000 feet of streets and parking lots. Figuring a typical life of 15-22 years between resurfacing indicates a need for the resurfacing of 21,000 to 30,000 linear feet per year.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

NEW: or REPLACEMENT:

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET				
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS				
DATE PREPARED: August 12, 2013				
DESCRIPTION OF PROJECT:				
Street Management -- Sidewalks -- Various locations. The work anticipated includes the following types of work, approximate quantities and costs:				
ITEM	QUANTITY	COST	ENG. & ADMIN.	
New Sidewalk	4 Walks	\$ 6,000	\$ 1,000	
Ramps	32	\$27,500	\$ 0	
Repair	---	\$45,000	\$ 6,500	
TOTAL COST		\$86,000		

NEW: or REPLACEMENT:		
PROJECTED COST: \$86,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
X GENERAL OBLIGATION DEBT	\$56,000	
X SPECIAL ASSESSMENT	\$30,000	
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 2014 repair area is the west side of the Fox River, and south of Scheuring Road.

PROJECT RANKINGS**CITY COUNCIL****STAFF RECOMMENDATION**

Goal No.

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: AUGUST 12, 2013			
DESCRIPTION OF PROJECT:			
Street Management – CTH PP (Broadway) Street Reconstruction – This project was included in the 2013 Capital Improvement Program. The City allocation was \$935,900 (debt plus special assessment). This work involves the reconstruction of CTH PP from Viking Lane to STH 57. Sidewalk will be installed along the street as part of the project. Additionally, sidewalk will be extended along STH 57 from the north project limit to Cook Street			
ITEM	PROJECT COST (Includes ENG & ADMIN)	NEW:	or REPLACEMENT:
Street Reconstruction	\$3,517,500		
PROJECTED COST: \$3,517,500			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND		\$	%
CAPITAL IMPROVEMENTS FUND			
X	GENERAL OBLIGATION DEBT	\$1,035,700	
X	SPECIAL ASSESSMENT (Sidewalk)	\$24,000	
	GRANTS		
X	OTHER—Brown County and Town of Ledgeview	\$2,457,800	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This project will be constructed in conjunction with the Brown County and the town of Ledgeview. The project costs for street and sidewalk construction from Viking Lane to STH 57 will be cost shared at 50% County and the remainder of the costs to the City and Town. The cost share between the City and Town will be based on street frontage. The sidewalk from on STH 57 from CTH PP to Cook Street will be funded by the City.			
The project involves the reconstruction due to deteriorated pavement. The rural section will be converted to an urban section from Viking Lane to O'Keefe Road. CTH PP from O'Keefe to STH 57 will be reconstructed similar to the existing ramp typical section. A roundabout will be constructed at the CTH PP and CTH X intersection.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: AUGUST 12, 2013			
DESCRIPTION OF PROJECT:			
Street Management—STH 32 (Eighth) Design - The Wisconsin Department of Transportation (WisDOT) is reconstructing STH 32 (Eighth) from north of Main Avenue to north of Ash Street. WisDOT is completing the design, which has begun in 2013. The City is responsible for a percentage of the costs. The cost participation items are identified in the City-State Municipal Agreement.			
<u>ITEM</u>		<u>COST</u>	
Engineering (City Portion-2014)		\$15,000	
PROJECTED COST: \$15,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND		\$	%
CAPITAL IMPROVEMENTS FUND			
X	GENERAL OBLIGATION DEBT	\$ 15,000	
SPECIAL ASSESSMENT			
2	GRANTS		
2	OTHER—		
6			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
STH 32 is a two lane undivided urban section roadway with parking on each side. The concrete pavement has deteriorated due to age. Both WisDOT and the City are responsible for a percentage of the costs per the City-State Municipal Agreement dated August 24, 2012. As part of this Agreement, WisDOT is responsible for 75% of design costs and the City is responsible for 25%. The anticipated design costs estimated to occur in 2014 is \$15,000.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: AUGUST 12, 2013			
DESCRIPTION OF PROJECT:			
Street Management—STH 57 (Broadway) Design – This was included in the 2013 Capital Improvement Program. - The Wisconsin Department of Transportation (WisDOT) is reconstructing STH 57 (Broadway) from 775' north of Randall to the North City Limits in 2018. WisDOT has hired a consultant to complete the design, which has begun in 2013. The City is responsible for a percentage of the costs. The cost participation items are identified in the City-State Municipal Agreement.			
<u>ITEM</u>	<u>COST</u>	<u>NEW:</u>	<u>or REPLACEMENT:</u>
Engineering (City Portion-2014)	\$15,000		
PROJECTED COST: \$15,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND	\$		%
CAPITAL IMPROVEMENTS FUND			
X GENERAL OBLIGATION DEBT	\$ 15,000		
SPECIAL ASSESSMENT			
GRANTS			
OTHER—			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
STH 57 is a four lane undivided urban section roadway. The asphaltic pavement has become brittle and experiences tenting (frost heaves at joints) in the winter. Both WisDOT and the City are responsible for a percentage of the costs per the City-State Municipal Agreement dated August 3, 2011. As part of this Agreement, WisDOT is responsible for 75% of design costs and the City is responsible for 25%. The anticipated design costs estimated to occur in 2014 is \$15,000.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION	Goal No.		

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: AUGUST 12, 2013			
DESCRIPTION OF PROJECT:			
Street Management—STH 32 (Main and Reid) Study - The Wisconsin Department of Transportation (WisDOT) is studying the options for STH 32 (Main Avenue) from 8 th to 3 rd . The study includes Reid Street from 6 th to 3 rd . The City is responsible for a percentage of the costs.			
<u>ITEM</u> Engineering (City Portion-2014)	<u>COST</u> \$10,000	DELETED	NEW: or REPLACEMENT:
PROJECTED COST: \$10,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
X GENERAL OBLIGATION DEBT \$10,000			
SPECIAL ASSESSMENT			
GRANTS			
OTHER—			
35			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This section of STH 32 is the primary east-west arterial through the City. The study includes the one-way pair of Main and Reid through the west side downtown area, and the railroad bridge. The concrete and asphalt pavement on Main Avenue has deteriorated due to age. The anticipated design costs estimated to occur in 2014 is \$10,000.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION			
Goal No.			

2014 SEWER MANAGEMENT

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
Televiser/Repair	\$0	\$0	\$200,000	\$200,000
Sewer Lining and Repair	\$0	\$0	\$266,000	\$266,000
Swan Road Interceptor (Included in 2012 and 2013 CIP)	\$0	\$0	\$225,000	\$225,000
CTH PP Sanitary Sewer (Included in 2012 and 2013 CIP)	\$75,000	\$0	\$67,800	\$142,800
Manhole Rehabilitation and Pipe Joint Repair	\$0	\$0	\$100,000	\$100,000
Easement Description and Acquisition	\$0	\$0	\$25,000	\$25,000
TOTAL	\$75,000	\$0	\$883,800	\$958,800

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 9, 2013			
DESCRIPTION OF PROJECT:			
Sewer Management – Televising/Repair – Repair is completed at various locations, most of which will correlate to the 2014 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:			
ITEM	QUANTITY	COST	
Televising and Cleaning	40,000 LF	\$ 50,000	
Sewer and Manhole Repair	Miscellaneous	\$150,000	
		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	
OTHER		\$	
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.	

CAPITAL PROJECTS WORKSHEET																																																											
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS																																																											
DATE PREPARED: August 9, 2013																																																											
DESCRIPTION OF PROJECT:																																																											
Sewer System Management - Sewer Lining and Repair - Sanitary sewer lining or relay as determined by televising program and street resurfacing program. Emphasis is placed on lining sewers that are in the proposed street resurfacing for the next two years.																																																											
ITEM		<u>COST</u>																																																									
Sanitary Sewer Lining or Repair - Various Locations		\$266,000																																																									
<table border="1"> <thead> <tr> <th></th> <th>NEW:</th> <th>or REPLACEMENT:</th> </tr> </thead> <tbody> <tr> <td colspan="3">PROJECTED COST: \$266,000</td> </tr> <tr> <td colspan="3">PROPOSED METHOD OF FINANCING:</td> </tr> <tr> <td>GENERAL FUND</td> <td>\$</td> <td>%</td> </tr> <tr> <td>CAPITAL IMPROVEMENTS FUND</td> <td></td> <td></td> </tr> <tr> <td>GENERAL OBLIGATION DEBT</td> <td></td> <td></td> </tr> <tr> <td>SPECIAL ASSESSMENT</td> <td>\$</td> <td></td> </tr> <tr> <td>GRANTS</td> <td></td> <td></td> </tr> <tr> <td>X OTHER Sewage Revenue Fund</td> <td>\$266,000</td> <td></td> </tr> <tr> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td colspan="3">ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PROJECT JUSTIFICATION</td> </tr> <tr> <td colspan="3">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.</td> </tr> <tr> <td colspan="3">PROJECT RANKINGS</td> </tr> <tr> <td colspan="3">CITY COUNCIL</td> </tr> <tr> <td>STAFF RECOMMENDATION</td> <td>Goal No.</td> <td></td> </tr> </tbody> </table>				NEW:	or REPLACEMENT:	PROJECTED COST: \$266,000			PROPOSED METHOD OF FINANCING:			GENERAL FUND	\$	%	CAPITAL IMPROVEMENTS FUND			GENERAL OBLIGATION DEBT			SPECIAL ASSESSMENT	\$		GRANTS			X OTHER Sewage Revenue Fund	\$266,000		OTHER			ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)												PROJECT JUSTIFICATION			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.			PROJECT RANKINGS			CITY COUNCIL			STAFF RECOMMENDATION	Goal No.	
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STAFF RECOMMENDATION	Goal No.																																																										

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: AUGUST 9, 2013			
DESCRIPTION OF PROJECT:			
Sewer Management—Swan Road Interceptor- <i>This project was included in the 2012 and 2013 Capital Improvement Program.</i> This project involves the extensions of sanitary sewer from Viking Lane to CTH PP. This project will be built by the Green Bay Metropolitan Sewerage District (GBMSD).			
<u>ITEM</u>	<u>COST</u>	<u>ENG & ADMIN</u>	
Interceptor Sewer	\$195,000	\$30,000	
		NEW:	or REPLACEMENT:
PROJECTED COST: \$225,000			
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>			
33 X OTHER—SEWERAGE REVENUE FUND	\$205,000		
37 X OTHER—GBMSD/LEDGEVIEW SD #2	\$ 20,000		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
The Swan Road Interceptor will provide sanitary sewer service to the vacant property on the south side of the City, as well as areas that currently discharge into the Town of Ledgeview Sanitary District sewer. The interceptor installation is being proposed in 2014 to be completed prior to the proposed reconstruction of CTH PP in 2014. The interceptor sewer will be constructed, owned, and maintained by GBMSD. The majority of the area served by the interceptor is in the City of De Pere. The cost is allocated based on the City's sewer service area.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: DEPARTMENT OF PUBLIC WORKS

DATE PREPARED: August 9, 2013

DESCRIPTION OF PROJECT:

Sewer Management – CTH “PP” -Prosper to South-Sanitary Sewer – *This project was included in the 2012 and 2013 Capital Improvement Program.* Work anticipated includes Sanitary Sewer extension to an unserved are of the following types, approximate quantities and cost:

ITEM	COST	ENG & ADMIN
Sanitary Sewer	\$126,700	\$16,100

TOTAL COST: \$142,800

NEW: or REPLACEMENT:

PROJECTED COST: \$142,800

PROPOSED METHOD OF FINANCING:

	\$	%
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT	\$75,000	
GRANTS		
OTHER Sewage Revenue Fund	\$67,800	

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

This project will extend sanitary sewers to property presently served by private force main. This will place them on the City's municipal sewage system. This work will be completed prior to Brown County reconstructing CTH PP from STH 57 to Viking Lane.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION Goal No.

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 9, 2013			
DESCRIPTION OF PROJECT:			
Sewer Management – Manhole Rehabilitation and Pipe Joint Repair – Work anticipated includes Manhole Rehabilitation and Pipe Joint Repair of the following types:			
ITEM	COST	NEW:	or REPLACEMENT:
Sprayed on Liner	\$ 20,000		
Replace Manhole Casting and Rings	\$ 10,000		
Grout Manhole	\$ 20,000		
Pipe Joint Repair	\$ 50,000		
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	
OTHER		\$	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
Deteriorated and leaking manholes are identified during sewer system review each year that require repair. Deteriorated manholes can lead to street failures, while deteriorated and leaking manholes and pipes contribute to clear water infiltration in the sanitary sewer system. There is a significant amount of inflow and infiltration into the City's sanitary sewer which increases the City's wastewater treatment costs.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 14, 2013			
DESCRIPTION OF PROJECT:			
Sewer Management – Easement Description and Acquisition – The City has a sanitary sewer that extends along the west side of the Fox River from Prospect Place to the Bridge. The sanitary sewer is located on private property the majority of the distance. Based on research, there are very few recorded easements for the sewer.			
<u>ITEM</u>	<u>COST</u>	NEW:	or REPLACEMENT:
Easement Descriptions	\$25,000		
PROJECTED COST: \$25,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND	\$		%
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT	\$		
GRANTS			
X OTHER Sewage Revenue Fund	\$25,000		
OTHER	\$		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
05			
02			
05			
PROJECT JUSTIFICATION			
City facilities located on private property require easements. Easements give the City the right to have the facility on private property, as well as the ability to access, maintain, and replace. Under this project, the City will hire a registered land survey to create legal descriptions and easement documents for recording.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

2014 STREET EXTENSIONS

<u>IMPROVEMENT</u>	<u>ASSESSABLE</u>	<u>NON- ASSESSABLE</u>	<u>OUTSIDE FUNDING</u>	<u>TOTAL COST</u>
LeBrun Road	\$0	\$250,000	\$250,000	\$500,000
Roth Road	\$41,200	\$0	\$0	\$41,200
Ballinamore and Kilrush Street Extensions	\$55,200	\$0	\$0	\$55,200
LeBrun Court	\$148,400	\$0	\$49,300	\$197,700
TOTAL	\$244,800	\$250,000	\$299,300	\$794,100

(2013 Bonding)

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: AUGUST 12, 2013			
DESCRIPTION OF PROJECT:			
Street Extensions-LeBrun - <i>This project was included in the 2013 Capital Improvement Program.</i> Extend LeBrun Road from East River Drive to Weise Park and a pedestrian path/sidewalk from Libal Street to East River Drive. The project will involve the installation of storm sewer and street construction along with the pedestrian path/sidewalk.			
<u>ITEM</u>	<u>COST</u>	<u>ENG & ADMIN</u>	
Street, Pedestrian Path/Sidewalk, and Storm Sewer Construction	\$420,000	\$80,000	
		NEW:	or REPLACEMENT:
PROJECTED COST: \$500,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND		\$	%
CAPITAL IMPROVEMENTS FUND			
X GENERAL OBLIGATION DEBT		\$250,000	
SPECIAL ASSESSMENT			
GRANTS			
X OTHER—Village of Allouez		\$250,000	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This project will be constructed in conjunction with the Village of Allouez. Allouez has included the project in their 2013 Capital Improvements Program. The costs for storm sewer, street construction, and pedestrian path/sidewalk will be split 50%.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 – 2020

1.1.a

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 12, 2013			
<u>DESCRIPTION OF PROJECT:</u> Street Extensions – Extend Roth Road from Ryan Road to Trailside Lane. – <i>This project was included in the 2013 Capital Improvement Program.</i> Sanitary sewer, water main, storm sewer and grading and graveling were completed in 2013. The work anticipated for 2014 is concrete curb and gutter and asphalt paving construction.			
ITEM	COST	ENG & ADMIN	
2014 Street Curb and Asphalt	\$33,000	\$8,200	
NEW: or REPLACEMENT:			
PROJECTED COST: \$41,200			
<u>PROPOSED METHOD OF FINANCING:</u>			
GENERAL FUND	\$	%	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT	\$41,200		
GRANTS			
OTHER			
OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
<u>PROJECT JUSTIFICATION</u>			
This project will extend Roth Road and create 11 lots for development. Payment is intended to be by letter of credit posted by the developer.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION	Goal No.		

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 – 2020

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 12, 2013			
DESCRIPTION OF PROJECT:			
Street Extensions – Extend Ballinamore from Kilrush to Tulig and Tulig from Galway to Ballinamore. --			
Sanitary sewer, water main, storm sewer and grading and graveling were completed in 2013. The work			
anticipated for 2014 is concrete curb and gutter and asphalt paving construction.			
<u>ITEM</u>	<u>COST</u>	<u>ENG & ADMIN</u>	
2014 Street Curb and Asphalt	\$44,200	\$11,000	
NEW: or REPLACEMENT:			
PROJECTED COST: \$55,200			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND	\$	%	
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT	\$55,200		
GRANTS			
OTHER			
OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This project will extend Ballinamore and Tulig and create 14 lots for development. Payment is intended to be by letter of credit posted by the developer.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION	Goal No.		

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 12, 2013			
DESCRIPTION OF PROJECT:			
Street Extensions – LeBrun Court – McCaslin to 450 feet east – Project involves water main and storm sewer extension, grading and graveling, curb and gutter and asphalt paving. The work anticipated for 2014 and estimates are as follows:			
<u>ITEM</u>	<u>COST</u>	<u>ENG & ADMIN</u>	
Storm Sewer	\$14,100	\$3,500	
Water Main	\$78,900	\$19,700	
Street	\$65,200	\$16,300	
PROJECTED COST: \$197,700			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND	\$		%
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT		\$148,400	
GRANTS			
OTHER (Water Utility)		\$49,300	
OTHER			
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This project will extend LeBrun Court for an apartment complex. Payment for the project will be a combination of 100% developer funded (storm sewer and street) and special assessments, 50% private and 50% City (water main).			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

2014 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	0	\$900,000	\$900,000
New Water Main (Included in 2010 CIP)	\$59,000	0	\$59,000	\$118,000
Hydrant Replacement	0	0	\$30,000	\$30,000
Well Rehabilitation	0	0	\$147,000	\$147,000
TOTAL	\$59,000	\$0	\$1,136,000	\$1,195,000

300,000
DELETED

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: WATER DEPARTMENT

DATE PREPARED: August 12, 2013

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 2014 is as follows:

[illegible]

~~345~~

NEW: or REPLACEMENT:

PROJECTED COST: \$900,000

PROPOSED METHOD OF FINANCING:

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

	Water	Utility	Reserve Funds
X OTHER -			

300'006\$

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.

The project also includes water main upsizing in conjunction with the Enterprise Drive reconstruction. The water main is to be upsized to a 16" water main based on recommendations in the Water System Evaluation Report completed by SEHinc. The water main will provide capacity for the City's future expansion.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: WATER DEPARTMENT			
DATE PREPARED: August 12, 2013			
DESCRIPTION OF PROJECT:			
Water Distribution Management – New Water Main – CTH PP – City Limits to Prosper – <i>This project was included in the 2013 Capital Improvement Program.</i> Work anticipated involves water main extension to areas that are not currently serviced with City water.			
ITEM	COST	ENG&ADMIN	
Water Main	\$100,000	\$18,000	
		NEW:	or REPLACEMENT:
PROJECTED COST: \$118,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND		\$	%
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
X SPECIAL ASSESSMENT		\$59,000	
GRANTS			
X OTHER –Water Utility Reserve Funds		\$59,000	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
This project will extend water main to property that is presently serviced with wells. The work will be completed prior to Brown County reconstructing CTH PP from STH 57 to Viking Lane.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

CAPITAL PROJECTS WORKSHEET	
PROPOSED BY: WATER DEPARTMENT	
DATE PREPARED: August 12, 2013	
DESCRIPTION OF PROJECT:	
Water Distribution Management – Hydrant Replacement.	
PROJECTED COST: \$30,000	NEW: _____ or REPLACEMENT: _____
PROPOSED METHOD OF FINANCING:	
GENERAL FUND	\$ _____ %
CAPITAL IMPROVEMENTS FUND	
GENERAL OBLIGATION DEBT	
SPECIAL ASSESSMENT	
GRANTS	
X OTHER Water Utility Reserve Funds	\$30,000
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)	
PROJECT JUSTIFICATION	
This will replace existing hydrants at various locations in the City.	
PROJECT RANKINGS	
CITY COUNCIL	
STAFF RECOMMENDATION	Goal No.

CITY OF DE PERE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN
2014 – 2020

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: Water Department		
DATE PREPARED: August 14, 2013		
DESCRIPTION OF PROJECT:		
Water Distribution Management – Well Repairs.		
9 th Street Well - \$82,000		
Scheuring Well - \$65,000		
	NEW:	or REPLACEMENT:
PROJECTED COST: \$147,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND		
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER Water Utility = \$147,000		
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)		
PROJECT JUSTIFICATION		
Well maintenance and pump maintenance is recommended every 8 to 10 years. The last time Scheuring Road was serviced was in 2001 and is still in operation. The 9 th Street well was last serviced in 2003 and the pump has locked up and is inoperable at this time and is in need of repairs.		
PROJECT RANKINGS		
CITY COUNCIL		
STAFF RECOMMENDATION Goal No.		

2014 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	\$0	\$100,000	\$100,000
Storm Sewer Repair/Replacement	\$0	\$0	\$175,000	\$175,000
New Storm Sewer	\$0	\$0	\$50,000	\$50,000
Pond and Swale Maintenance	\$0	\$0	\$114,000	\$114,000
Storm Water System Engineering	\$0	\$0	\$120,000	\$120,000
TOTAL	\$0	\$0	\$559,000	\$559,000

50,000
DELETED

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 9, 2013			
DESCRIPTION OF PROJECT:			
Storm Water Management -- Televising -- Televising is completed on streets that are in the 5-year capital improvement program and storm sewers. There are also storm sewer segments that have not been televised for many years. A storm sewer televising program has been created to televise the storm sewer on a 10-year rotational basis. Construction activities anticipated includes the following types of work, approximate quantities and costs:			
ITEM	QUANTITY	COST	
Televising and Cleaning	80,000 LF	\$ 100,000	
			50,000 DELETED
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	
OTHER		\$	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
The storm sewer televising program will identify maintenance issues in the storm sewer to better allocate construction dollars and minimize storm sewer blockages and backups.			
PROJECT RANKINGS			
CITY COUNCIL			
STAFF RECOMMENDATION		Goal No.	

**CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN
2014 - 2020**

CAPITAL PROJECTS WORKSHEET		
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS		
DATE PREPARED: August 9, 2013		
DESCRIPTION OF PROJECT:		
Storm Water Management – Storm Sewer Repair/Replacement – Various locations, most of which will correlate to the 2014 and future street maintenance program. Work will include repairs/replacement to sewers and structures that are located on streets scheduled for overlay or reconstructed.		
	NEW:	or REPLACEMENT:
PROJECTED COST: \$175,000		
PROPOSED METHOD OF FINANCING:		
GENERAL FUND	\$	%
CAPITAL IMPROVEMENTS FUND		
GENERAL OBLIGATION DEBT		
SPECIAL ASSESSMENT		
GRANTS		
X OTHER –Storm Water Utility	\$175,000	
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.	

1.1.a

Attachment: 2014 Draft Exec Budget Bookmarked (1444 : Draft Budget Document)

Packet Pg. 356

1.1.a

Packet Pg. 357

Packet Pg. 357

CITY OF DE PERE SEVEN-YEAR CAPITAL IMPROVEMENTS PLAN

2014 - 2020

CAPITAL PROJECTS WORKSHEET			
PROPOSED BY: DEPARTMENT OF PUBLIC WORKS			
DATE PREPARED: August 12, 2013			
DESCRIPTION OF PROJECT:			
Storm Water Management – Storm Water System Engineering – A storm sewer system review was completed in 2008. Since that time, there have been many changes to regulatory requirements for treating storm water from the Wisconsin Department of Natural Resources (WDNR). Periodically updating the City storm water management plan is critical to meet WDNR requirements in a fiscally responsible manner.			
ITEM Design	COST \$120,000	NEW:	or REPLACEMENT:
PROJECTED COST: \$120,000			
PROPOSED METHOD OF FINANCING:			
GENERAL FUND			
CAPITAL IMPROVEMENTS FUND			
GENERAL OBLIGATION DEBT			
SPECIAL ASSESSMENT			
X	GRANTS	\$84,000	
X	OTHER –Storm Water Utility	\$36,000	
ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)			
PROJECT JUSTIFICATION			
There have been recent changes to the storm water requirements for the City from the WDNR including implementation of Total Maximum Daily Loads (TMDL's) for pollutants to the Lower Fox River, updates required to the City's storm water ordinance and other permitting requirements. The purpose for this project will be to update the City model for storm water treatment, determine strategies to meet TMDL requirements, identify and complete preliminary design for storm water treatment features, and update the City ordinance.			
The City will be applying for a storm water planning grant in the amount of \$84,000 for this project. If the grant is not obtained, the project will be scaled back to a cost of \$36,000 and focus on updating the City's model for storm water treatment.			
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 analyze 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) The new tax increment is increased to pay off the debt from the bonded projects.

2014 Performance Measures:

- 1) New development / redevelopment needs a projected return of 4 to 1 or better.
- 2) Develop TID tracking program for TID related expenditures.

- 3) Marketing of program to develop at least four projects per year.

2013 Performance Measurement Data:

1. New development / redevelopment needs a projected return of 4 to 1 or better.
 - a. Result: 2013 projects did meet City criteria.
2. Develop TID tracking program for TID related expenditures.
 - a. Complete. New TID financial model was created for the City.
3. Marketing of program to develop at least four projects per year.
 - a. Results: Complete, 10 projects were pursued, 4 projects were completed.

Significant Program Achievements:

- TID 5: Redevelopment in the downtown and the implementation of the façade grant on the west side.
- TID 7: Redevelopment in the downtown and the implementation of the façade grant on the east side.
- TID 6: 3 new projects were completed.
- TID 8: 1 new project was completed.
- TID 9 & 10 were created and projects were initiated.

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 2013 the administrative cost is approximately \$203,000. We had also planned for \$5.7 million in new TID projects. It is important to note two items:

1. While we plan for projects during the budget process, it does not mean that we will bond for the project 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: December 31, 2022

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 balance at December 31, 2012 was \$452,211.

City of De Pere
2014 Capital Projects Fund
Adopted Budget

TID DISTRICT #5

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Estimate	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
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Expenditures

Account Number

250	57120	820	General Administration	\$70,000	\$ 41,600	\$ 41,600	\$ 116,600	\$ 58,300	\$ 116,000	\$ 116,000	\$ 116,000	-0.51%
250	57311	820	Property Acquisition	0	0	0	0	0	0	0	0	0.00%
250	57315	820	Development Grant	115,000	0	0	0	0	0	0	0	0.00%
250	57330	820	Street Construction	30,000	10,000	10,000	20,000	10,000	20,000	20,000	20,000	0.00%
250	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
250	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
250	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
250	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
250	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
250	59230	930	Transfer To Debt Service	1,010,131	1,010,131	1,010,131	1,187,380	593,690	1,187,380	1,191,254	1,191,254	0.33%
TOTAL EXPENDITURES				\$1,225,131	\$1,061,731	\$1,061,731	\$1,323,980	\$661,990	\$1,323,380	\$1,327,254	\$1,327,254	0.25%

Revenues

250	41120		Tax Increments	\$949,440	944,175	944,175	972,500	902,580	902,580	915,000	915,000	-5.91%
250	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
250	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
250	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
250	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
250	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
250	49000		Transfer From TID 6 / Planning	420,000	500,000	500,000	575,000	50,000	100,000	100,000	100,000	-82.61%
250	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
250	49120		Tax Exempt Computer Aid	6,000	6,861	6,861	7,050	5,764	5,764	6,000	6,000	-14.89%
250	49300		Debt Proceeds	30,000	0	0	20,000	0	0	0	0	0.00%
TOTAL REVENUES				\$1,405,440	\$1,451,036	\$1,451,036	\$1,574,550	\$958,344	\$1,008,344	\$1,021,000	\$1,021,000	-35.16%

CAPITAL PROJECTS FUND**TAX INCREMENT DISTRICT # 6**

Year Created: January 1, 1998

Final Year of Allowable Expenditures: December 31, 2015

Scheduled to Close: December 31, 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 balance at December 31, 2012 was \$1,011,703.

City of De Pere
2014 Capital Projects Fund
Adopted Budget

TID DISTRICT #6

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Estimate	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % Of Change
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Expenditures

Account Number

260	57120	820	General Administration	\$55,500	\$ 22,654	\$ 26,400	\$ 26,400	\$ 13,200	\$ 26,400	\$ 55,000	\$ 55,000	108.33%
260	57311	820	Street Administration (Engineering)	50,000	50,000	50,000	0	0	0	50,000	50,000	100.00%
260	57315	820	Development Grant	500,000	0	0	100,000	395,000	1,030,000	500,000	500,000	400.00%
260	57330	820	Street Construction	0	0	0	910,000	612,500	1,225,000	2,825,000	2,825,000	210.44%
260	57340	820	Storm Sewers	0	0	0	800,000	400,000	800,000	340,000	340,000	-57.50%
260	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
260	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
260	57700	860	Industrial Land Purchase	3,350,000	0	0	0	0	0	0	0	0.00%
260	59210	820	Transfer To TID 5	400,000	500,000	500,000	575,000	100,000	100,000	0	0	0.00%
260	59230	930	Transfer To Debt Service	1,339,520	1,300,505	1,300,505	1,352,915	676,458	1,352,915	1,856,420	1,856,420	37.22%
			TOTAL EXPENDITURES	\$5,695,020	\$1,873,159	\$1,876,905	\$3,764,315	\$2,197,158	\$4,534,315	\$5,626,420	\$5,626,420	49.47%

Revenues

260	41120		Tax Increments	\$1,800,000	\$1,452,209	\$1,452,209	\$1,495,775	\$1,443,260	\$1,443,260	\$1,500,000	\$1,500,000	0.28%
260	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
260	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
260	48110		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	48300		Property Sales	200,000	311,069	380,000	400,000	400,000	400,000	400,000	400,000	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
260	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
260	49120		Tax Exempt Computer Aid	12,000	6,088	6,088	6,100	5,498	5,498	6,500	6,500	6.56%
260	49300		Debt Proceeds	3,450,000	0	0	1,810,000	0	2,835,000	3,665,000	3,665,000	102.49%
260	49400		Fund Balance Applied	233,020	0	0	0	0	0	0	0	0.00%
			TOTAL REVENUES	\$5,695,020	\$1,769,366	\$1,838,297	\$3,711,875	\$1,848,758	\$4,683,758	\$5,571,500	\$5,571,500	50.10%

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 balance at December 31, 2013 was \$1,349,899.

City of De Pere
2014 Capital Projects Fund
Adopted Budget

TID DISTRICT #7

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2013 / 2012 Budget % of Change
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Expenditures

Account Number

280	57120	820	General Administration	\$42,000	\$2,696	\$42,000	\$ 42,000	\$ 21,000	\$ 42,000	\$ 42,000	\$ 42,000	0.00%
280	57125	820	Site Development	0	0	0	0	0	0	0	0	0.00%
280	57311	820	Street Administration (Engineering)	35,000	0	35,000	45,000	0	10,000	10,000	10,000	-77.78%
280	57315	820	Development Grant	520,000	0	0	100,000	0	280,000	260,000	260,000	160.00%
280	57330	820	Street Construction	0	0	0	0	0	0	0	0	0.00%
280	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
280	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
280	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
280	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
280	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
280	59230	930	Transfer To Debt Service	0	0	0	183,000	91,500	183,000	225,263	225,263	23.09%
			TOTAL EXPENDITURES	\$597,000	\$2,696	\$77,000	\$370,000	\$112,500	\$515,000	\$537,263	\$537,263	45.21%

Revenues

280	41120		Tax Increments	12,120	179,998	179,998	183,000	183,000	183,000	185,000	185,000	1.09%
280	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
280	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
280	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
280	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
280	48300		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		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
280	49120		Tax Exempt Computer Aid	1,200	717	717	1,000	0	1,125	1,200	1,200	20.00%
280	49300		Debt Proceeds	555,000	0	0	145,000	0	290,000	260,000	260,000	79.31%
			TOTAL REVENUES	\$568,320	\$180,715	\$180,715	\$329,000	\$183,000	\$474,125	\$446,200	\$446,200	35.62%

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 balance at December 31, 2012 was \$2,670,955.

City of De Pere
2014 Capital Projects Fund
Adopted Budget

TID DISTRICT #8

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2013 / 2012 Budget % of Change
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Expenditures

Account Number

285	57120	820	General Administration	\$10,000	\$5,000	\$10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
285	57311	820	Street Administration (Engineering)	2,275,000	1,225,000	2,550,000	400,000	100,000	351,000	0	0	0.00%
280	57315	820	Development Grant	500,000	0	0	100,000	50,000	100,000	500,000	500,000	400.00%
285	57330	820	Street Construction	0	337,500	675,000	0	0	0	0	0	0.00%
285	57340	820	Storm Sewers	0	140,000	280,000	0	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	55,000	110,000	0	0	0	0	0	0.00%
285	57342	820	Water Mains	0	50,000	100,000	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%
285	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	\$2,785,000	\$1,812,500	\$3,725,000	\$510,000	\$160,000	\$461,000	\$510,000	\$510,000	0.00%

Revenues

285	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
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	0	273,744	273,744	275,000	212,580	212,580	215,000	215,000	-21.82%
285	49300		Debt Proceeds	2,775,000	3,720,000	3,720,000	500,000	0	451,000	500,000	500,000	0.00%
			TOTAL REVENUES	\$2,775,000	\$3,993,744	\$3,993,744	\$775,000	\$212,580	\$663,580	\$715,000	\$715,000	-7.74%

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 balance at December 31, 2012 was \$649,684.

Proposed projects in 2014:

Reid Alley/Way Finding: Expenses recovered through the TID increment and the new value created by the project.

City of De Pere
2014 Capital Projects Fund
Adopted Budget

TID DISTRICT #9

Account Title	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % of Change
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Expenditures

Account Number

290	57120	820	General Administration	\$8,000	\$364	\$8,000	\$ 8,000	\$ 4,000	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	85,000	0	6,600	0	0	0.00%
290	57315	820	Development Grant	500,000	0	550,000	100,000	0	66,000	100,000	100,000	0.00%
290	57330	820	Street Construction	0	0	0	0	0	55,000	0	0	0.00%
290	57340	820	Storm Sewers	0	0	0	0	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
290	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	\$508,000	\$364	\$558,000	\$193,000	\$4,000	\$135,600	\$108,000	\$108,000	-44.04%

Revenues

290	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
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	0	0	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	0	0	0	0	0	0	0	0	0.00%
290	49300		Debt Proceeds	508,000	0	550,000	185,000	0	127,600	100,000	100,000	-45.95%
			TOTAL REVENUES	\$508,000	\$0	\$550,000	\$185,000	\$0	\$127,600	\$100,000	\$100,000	-45.95%

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 balance at December 31, 2012 was \$358,715.

Proposed projects in 2014:

New Storm Sewer :Expenses recovered through the TID increment and new value created by the project.

Road Construction :Expenses recovered through the TID increment and new value created by the project.

Development Grants: Funded through bonds. Expenses recovered through the TID increment and the new value created by the project.

City of De Pere
2014 Capital Projects Fund
Adopted Budget

TID DISTRICT #10

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Proposed	2014 / 2013 Budget % of Change
Expenditures												
Account Number												
295	57120	820	General Administration	\$0	\$0	\$0	\$0	\$0	\$10,300	\$0	\$0	0.00%
295	57311	820	Street Administration (Engineering)	0	0	480,000	0	0	0	0	0	0.00%
295	57315	820	Development Grant	0	0	0	100,000	0	103,000	200,000	200,000	100.00%
295	57330	820	Street Construction	0	0	0	2,415,000	0	0	10,000	10,000	-99.59%
295	57340	820	Storm Sewers	0	0	0	400,000	0	0	400,000	400,000	0.00%
295	57341	820	Sanitary Sewers	0	0	0	0	0	0	0	0	0.00%
295	57342	820	Water Mains	0	0	0	0	0	0	0	0	0.00%
295	57700	860	Industrial Land Purchase	0	0	0	200,000	0	0	0	0	0.00%
295	59210	820	Transfer To General Fund	0	0	0	0	0	0	0	0	0.00%
295	59230	930	Transfer To Debt Service	0	0	0	0	0	0	0	0	0.00%
			TOTAL EXPENDITURES	\$0	\$0	\$480,000	\$3,115,000	\$0	\$113,300	\$610,000	\$610,000	-80.42%

Revenues

295	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
295	42300		Special Assessments - Streets	0	0	0	0	0	0	0	0	0.00%
295	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0	0	0	0.00%
295	48110		Interest on Investment	0	0	0	0	0	0	0	0	0.00%
295	48210		Rent City Land	0	0	0	0	0	0	0	0	0.00%
295	48300		Property Sales	0	0	0	0	0	0	0	0	0.00%
295	49000		Transfer From General Fund	0	0	0	0	0	0	0	0	0.00%
295	49100		Bonds/Notes	0	0	0	0	0	0	0	0	0.00%
295	49120		Tax Exempt Computer Aid	0	0	0	0	0	0	0	0	0.00%
295	49300		Debt Proceeds	0	0	480,000	3,115,000	0	113,300	610,000	610,000	-80.42%
			TOTAL REVENUES	\$0	\$0	\$480,000	\$3,115,000	\$0	\$113,300	\$610,000	\$610,000	-80.42%

WATER UTILITY

WATER EXPENDITURES & REVENUES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Water	5.48

Water Utility

Program Full Time Equivalents: 5.48

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.

2014 Performance Measures:

- 1) Flush 100% of the City's hydrants to meet DNR requirements.
- 2) Respond to 100% of complaints within 24 hours of receiving them.
- 3) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage
- 4) Continue the twice daily inspection of the seven pump stations to assure reliable operations.
- 5) Approximately 460 water samples will be taken according to the Safe Drinking Water Act Rules and Regulations
- 6) All broken water mains and services will be repaired.
- 7) All 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 8) Prepare and distribute 2014 CCR as required.
- 9) Replace old and undersized water mains where needed.
- 10) Implementing remote read water meter system.

2013 Performance Measurement Data: (July 2012 – June 2013):

- 1) Flushed 100% of the City's hydrants to meet DNR requirements.
- 2) Responded to 100% of complaints within 24 hours of receiving them.
- 3) Responded to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage
- 4) Continued the twice daily inspection of the seven pump stations to assure reliable operations.
- 5) Approximately 460 water samples will be taken according to the Safe Drinking Water Act Rules and Regulations
- 6) All broken water mains and services will be repaired.
- 7) All 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.

- 8) Prepared and distribute 2013 CCR as required.
- 9) Replace old and undersized water mains where needed.
- 10) Installed variable frequency drives in all booster stations.
- 11) Researched and implemented remote read water meter system.

2014 Budget Significant Expenditure Changes:

- 1) Pumping - Fuel or Power decreased \$10,000 to reflect actual costs.
- 2) Pumping - Labor and Expense decreased \$5,000 to reflect actual costs.
- 3) Transmission & Distribution Operations – Supervision/Engineer increased \$68,000 to reflect a higher percentage of the engineering budget being charged to the water utility
- 4) Transmission & Distribution Maintenance – Meter maintenance shared 50% increased \$10,000 to reflect actual costs due to installation of new metering system
- 5) Customer Accounts – Meter reading shared 50% decreased \$2,000 to reflect actual costs.
- 6) Customer Accounts – Records – collections – shared 50% increased \$30,000 to reflect actual costs.
- 7) Administrative & General Operations – Admin and general salaries decreased \$28,000 to reflect actual costs.
- 8) Administrative & General Operations – Office supplies and expenses increased \$4,000 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 9) Administrative & General Operations – Property insurance increased \$927 to reflect actual costs.
- 10) Administrative & General Operations – Injuries and damages—WC and liability insurance increased \$940 to reflect actual costs.
- 11) Administrative & General Operations – Employee pension & benefits increased \$24,000 to reflect a higher percentage of the engineering budget being charged to the water utility.
- 12) Administrative & General Operations – Regulatory commission expense increased \$1,000 to reflect actual costs.
- 13) Depreciation expense increased \$50,000 to reflect existing trends.
- 14) Interest Charges - Interest on Long Term Debt decreased by \$10,477 to reflect actual costs.
- 15) Capital Outlays:
 - a) Miscellaneous relays \$600,000.
 - b) Le Brun water main \$59,000.
 - c) Hydrant Replacements \$30,000
 - d) Hydrant painting for fire flows \$40,000.
 - e) 9th Street well repairs \$82,000.
 - f) 9th Street reservoir inspection \$5,000.

- g) Scheuring Road well repairs \$65,000.
- h) Scheuring Road reservoir renovations \$20,000.
- i) Merrill Street tower cleaning and inspection \$20,000.
- j) Replace laptop computer \$2,000.
- k) Automated Meter Reading System \$300,000.

2014 Budget Significant Revenue Changes:

- 1) Interest Income decreased \$5,000 to reflect actual trends.
- 2) Misc. non-operating revenue increased \$45,000 to reflect actual trends.
- 3) Metered sales industrial decreased \$85,000 to reflect actual trends.
- 4) Private fire protection industrial decreased \$9,000 to reflect actual trends.
- 5) Public fire protection increased \$70,000.
- 6) Other sales to public authorities increased \$16,000 to reflect actual trends.
- 7) Forfeited discounts decreased \$10,000 to reflect actual trends.

City of De Pere
2014 Water Fund Budget
Adopted Budget

Account Title				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Budget	2014 / 2013 Budget % Of Change
Expenditures												
Account Number				WELL OPERATIONS & MAINTENANCE								
601	6001	614		Maintenance of Wells	\$ 20,000	\$ 12,169	\$ 29,066	\$ 20,000	\$ 28,104	\$ 35,000	\$ 20,000	0.00%
				Subtotal	20,000	12,169	29,066	20,000	28,104	35,000	20,000	0.00%
				PUMPING								
601	6001	623		Pumping--Fuel or Power	38,000	16,746	28,980	30,000	9,125	20,000	20,000	-33.33%
601	6001	624		Pumping--Labor and Expense	30,000	11,212	23,614	25,000	11,740	20,000	20,000	-20.00%
601	6001	626		Pumping--Miscellaneous	6,000	2,681	6,616	6,000	3,488	6,000	6,000	0.00%
601	6001	631		Pumping--Maint. Structures & Imp	15,000	1,743	2,241	35,000	944	35,000	35,000	0.00%
601	6001	633		Pumping--Maintenance of Equipment	15,000	1,149	14,088	15,000	4,591	15,000	15,000	0.00%
				Subtotal	104,000	33,531	75,738	111,000	29,889	96,000	96,000	-13.51%
				WATER TREATMENT								
601	6001	641		Treatment--Chemicals	31,000	10,042	39,251	31,000	14,413	32,000	32,000	3.23%
601	6001	652		Treatment--Maintain Equipment	2,000	1,386	2,751	2,000	3,526	4,000	2,000	0.00%
				Subtotal	33,000	11,428	42,002	33,000	17,939	36,000	34,000	3.03%
				TRANSMISSION & DISTRIBUTION OPERATIONS								
601	6001	660		T & D Ops Supervision/Engineer	32,000	16,088	37,291	32,000	10,890	32,000	100,000	212.50%
601	6001	662		T & D --Line Expense	60,000	44,489	85,731	90,000	63,731	90,000	90,000	0.00%
601	6001	663		T & D -- Meters Shared 50%	30,000	17,996	35,661	30,000	14,362	30,000	30,000	0.00%
				Subtotal	122,000	78,573	\$ 158,683	152,000	88,983	152,000	220,000	44.74%
				TRANSMISSION & DISTRIBUTION MAINTENANCE								
601	6001	672		T & D Maintenance --Reservoirs/Stand Pipes	2,000	5,622	8,823	2,000	531	2,000	2,000	0.00%
601	6001	673		T & D Maintenance of Mains	154,341	55,366	127,262	155,000	82,105	155,000	161,000	3.87%
601	6001	675		T & D Maintenance of Services	55,000	17,132	28,324	40,000	32,128	50,000	40,000	0.00%
601	6001	676		T & D Meter Maintenance--Shared 50%	25,000	15,289	22,944	25,000	12,821	25,842	35,000	40.00%
601	6001	677		T & D Maintenance of Hydrants	15,000	2,998	10,632	15,000	8,236	15,000	15,000	0.00%
601	6001	678		T & D Maintenance Misc Plant	2,000	647	1,174	2,000	632	2,000	2,000	0.00%
				Subtotal	253,341	97,274	199,159	239,000	136,453	249,642	255,000	6.69%

City of De Pere
2014 Water Fund Budget
Adopted Budget

Expenditures				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Budget	2014 / 2013 Budget % Of Change
Account Number												
CUSTOMER ACCOUNTS												
601	6001	902	Meter Reading-Shared 50%	25,000	4,923	21,668	25,000	7,853	22,000	23,000	23,000	-8.00%
601	6001	903	Records- Collections--Shared 50%	94,632	66,310	122,653	95,000	68,538	125,000	125,000	125,000	31.58%
			Subtotal	119,632	71,233	144,321	120,000	74,391	147,000	148,000	148,000	29.33%
ADMINISTRATIVE & GENERAL OPERATIONS												
601	6001	920	Admin and General Salaries	99,550	22,772	69,791	100,000	24,670	70,000	72,000	72,000	-28.00%
601	6001	921	Office Supplies and Expense	35,000	9,818	31,706	35,000	12,588	35,000	39,000	39,000	11.43%
601	6001	923	Outside Services	3,826,364	1,711,509	3,632,732	3,991,868	1,763,272	3,700,000	3,812,788	3,812,788	-4.49%
601	6001	924	Property Insurance	11,000	5,621	11,242	11,000	0	11,580	11,927	11,927	8.43%
601	6001	925	Injuries and Damages--WC and Liability Insurance	18,000	8,927	17,853	18,000	0	18,389	18,940	18,940	5.22%
601	6001	926	Employee Pension & Benefits	140,000	73,773	163,678	140,000	67,224	150,000	164,000	164,000	17.14%
601	6001	928	Regulatory Commission Expense	5,000	2,850	6,052	5,000	0	6,000	6,000	6,000	20.00%
601	6001	929	Miscellaneous General Expense	5,000	0	0	5,000	0	-	-	-	0.00%
			Subtotal	4,139,914	1,835,270	3,933,054	4,305,868	1,867,754	3,990,969	4,124,655	4,124,655	-4.21%
ADMINISTRATIVE & GENERAL MAINTENANCE												
601	6001	927	Admin. & General Rents	12,000	6,000	12,238	12,000	6,000	12,000	12,000	12,000	0.00%
			Subtotal	12,000	6,000	12,238	12,000	6,000	12,000	12,000	12,000	0.00%
UTILITY OPERATING INCOME												
601	6001	603	Depreciation Expense	400,000	185,000	429,529	375,000	187,500	400,000	425,000	425,000	13.33%
601	6001	608	Taxes	449,582	237,882	468,767	480,000	244,769	490,000	490,000	490,000	2.08%
			Subtotal	849,582	422,882	898,296	855,000	432,269	890,000	915,000	915,000	7.02%
			Total Operating Expenditures	5,653,469	2,568,160	5,492,657	5,847,868	2,681,781	5,608,611	5,824,655	5,824,655	-0.40%
INTEREST CHARGES												
601	6001	604	Interest on Long Term Debt	120,586	60,293	119,746	110,490	55,245	110,490	100,013	100,013	-9.48%
			Subtotal	120,586	60,293	119,746	110,490	55,245	110,490	100,013	100,013	-9.48%
			TOTAL EXPENDITURES	\$ 5,774,055	\$ 2,628,453	\$ 5,612,303	\$ 5,958,358	\$ 2,737,026	\$ 5,719,101	\$ 5,924,668	\$ 5,924,668	-0.57%

City of De Pere
2014 Water Fund Budget
Adopted Budget

Water Revenues				2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 Executive Budget	2014 / 2013 Budget % Of Change
Account Number				Account Title								
SALES OF WATER												
601	48100		10 Interest Income	\$ 15,000	\$ 4,964	\$ 9,105	\$ 15,000	\$ 1,188	\$ 5,000	\$ 10,000	\$ 10,000	-33.33%
601	48900		14 Misc Non Operating Revenue	190,000	95,974	233,670	190,000	129,595	235,000	235,000	235,000	23.68%
601	48410		10 Metered Sales Residential	2,675,000	1,356,563	2,963,830	2,675,000	1,380,544	2,775,000	2,775,000	2,775,000	3.74%
601	46420		20 Metered Sales Commercial	900,000	416,948	935,450	900,000	449,201	900,000	900,000	900,000	0.00%
601	46430		30 Metered Sales Industrial	585,000	244,932	588,839	585,000	244,015	500,000	500,000	500,000	-14.53%
601	46440		40 Fire Protection Residential	4,000	1,865	3,330	4,000	1,257	4,000	4,000	4,000	0.00%
601	46450		50 Private Fire Protection Commercial	72,000	34,167	70,347	72,000	36,231	72,000	72,000	72,000	0.00%
601	46460		60 Private Fire Protection Indutrial	49,000	18,153	38,619	49,000	17,484	40,000	40,000	40,000	-18.37%
601	46470		70 Public Fire Protection	1,180,000	622,523	1,206,747	1,180,000	625,938	1,250,000	1,250,000	1,250,000	5.93%
601	46480		80 Other Sales to Public Authorities	164,000	65,754	191,070	164,000	79,116	180,000	180,000	180,000	9.76%
			Subtotal	5,834,000	2,861,643	6,241,008	5,834,000	2,964,569	5,961,000	5,966,000	5,966,000	2.26%
OTHER OPERATING REVENUES												
601	48911		11 Forfeited Discounts	80,000	47,580	67,542	80,000	46,110	70,000	70,000	70,000	-12.50%
601	48912		12 Miscellaneous Service Revenue	1,500	1,208	4,755	1,500	2,195	3,000	1,500	1,500	0.00%
601	48913		13 Other Water Revenue	50,000	80	47,774	50,000	38,467	50,000	50,000	50,000	0.00%
			Subtotal	131,500	48,868	120,071	131,500	86,772	123,000	121,500	121,500	-7.60%
TOTAL REVENUES				\$ 5,965,500	\$ 2,910,511	\$ 6,361,079	\$ 5,965,500	\$ 3,051,341	\$ 6,084,000	\$ 6,087,500	\$ 6,087,500	2.05%

City of De Pere
2014 Water Fund Budget
Adopted Budget

Water Utility 2014 Capital Projects & Equipment

Miscellaneous Relays	\$	900,000
Le Brun Water Main	\$	59,000
Hydrants Replacements	\$	30,000
Hydrant Painting for Fireflows	\$	40,000
9th Street Well Repairs	\$	82,000
9th Street Reservoir Inspection	\$	5,000
Scheuring Road Well Repairs	\$	65,000
Scheuring Road Reservoir Renovation	\$	20,000
Merrill Street Tower Cleaning & Inspection	\$	20,000
Replace laptop computer	\$	2,000
Automated Meter Reading System	\$	300,000
Total Capital	\$	1,523,000

Source of Debt	2014	Balance
	Principal	12/31/2014
2007 Series--Original issue amount:	\$ 285,000	\$ 2,340,000
Total	\$ 285,000	\$ 2,340,000

STORM WATER UTILITY

STORMWATER UTILITY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	0.70
Engineering	1.20
Machinery & Equipment	0.83
Street Cleaning	1.35
Leaf Collection	0.57
Storm Sewer Maintenance	0.00
Weed Control	0.11
TOTAL	4.65

Storm Water Utility

Program Mission:

To maintain and repair the storm water drainage system for the City of De Pere.

2014 Performance Measures:

- 1) Continue to create internal processes for modifying and correcting drainage issues.
- 2) Continue to evaluate the Storm Water Utility and suggest changes for the 2015 budget.
- 3) Continue to evaluate the ERU and suggest changes for 2015.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Evaluated the Storm Water Utility and suggest changes for the 2013 budget.
- 2) Evaluated the ERU and suggest changes for the 2013 budget.

2014 Budget Significant Expenditure Changes:

Residential revenue increased by \$86,154 due to increase of storm water utility fee from \$62 to \$67 per ERU.

Storm Water Utility Public Works Administration

Program Full Time Equivalents: 1.40

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 is supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). 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 (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). 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 (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). 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.

2014 Performance Measures:

- 1) Respond to complaints within 24 hours of receiving them.
- 2) Respond to street closure requests within 48 hours of receiving them.
- 3) Respond to employee complaints within 48 hours of receiving them.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Respond to complaints within 24 hours of receiving them.
 - a. Result: Performance measure met
- 2) Respond to street closure requests within 48 hours of receiving them.
 - a. Result: Performance Measure met.
- 3) Respond to employee complaints within 48 hours of receiving them.
 - a. Result: Performance measure met.

Significant Program Achievements:

Continue to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum. Completed water system leak detection survey. Continue coordination with WisDOT with USH 41, Main Avenue, 8th Street, and North Broadway projects.

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 adopted 2014 Storm Water Utility - Public Works Administration program cost is \$76,750. 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: 40% general property taxes, 20% water utility, and 20% sewer utility. The total costs for this program including the cost share with the above-mentioned utilities is \$383,743. 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$773 to reflect City no longer paying employee share of WRS contribution.
- 2) Training \$1,250 is funding to provide for all-department trainings.
- 3) Seminars and Conferences \$1,300 provides funding for both State and National APWA conferences and miscellaneous conferences.
- 4) Consulting \$800 provides funding for All-City Communication services.
- 5) Office supplies decreased \$250 to reflect actual costs.
- 6) Memberships/Subscriptions \$200 includes American Public Works Association, American Society of Civil Engineers, Lake Area Public Works Association, American Waterworks Association, Wisconsin Department of Regulation and Licensing, and Wisconsin Solid Waste and Recycling.
- 7) Capital outlay requested for replacement of laptop for public works foreperson \$2,500 with General Fund funding \$1,000, Storm Water Utility funding \$500, Water Utility funding \$500, and Sewer Utility funding \$500.

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures				2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title				Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
				Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change
PUBLIC WORKS ADMINISTRATION												
Account Number PERSONAL SERVICES												
650	53000	110	Salaries	\$ 58,211	\$ 33,229	\$ 16,181	\$ 41,449	\$ 34,663	\$ 27,635	\$ 34,663	\$ 34,331	-0.96%
650	53000	120	Hourly Wages	9,489	11,539	5,230	11,254	12,436	6,289	12,436	12,436	0.00%
650	53000	125	Overtime Wages	182	429	0	0	442	0	442	442	0.00%
650	53000	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
650	53000	150	FICA	3,472	3,459	1,581	4,031	3,603	2,617	3,603	3,578	-0.69%
650	53000	151	Retirement	3,991	3,416	2,133	4,498	4,078	1,994	4,078	3,305	-18.96%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	9,147	10,447	3,687	10,090	11,880	4,548	11,880	11,880	0.00%
650	53000	190	Training	0	1,250	0	0	1,250	0	1,250	1,250	0.00%
			Subtotal	84,492	63,768	28,812	71,321	68,352	43,083	68,352	67,222	-1.65%
CONTRACTUAL SERVICES												
650	53000	210	Telephone	286	600	300	600	600	0	600	600	0.00%
650	53000	211	Postage	18	1,403	0	3	1,403	0	1,403	1,403	0.00%
650	53000	212	Seminars and Conferences	0	800	84	207	1,300	213	1,300	1,300	0.00%
650	53000	215	Consulting	4,468	800	4,443	4,561	800	4,469	800	800	0.00%
650	53000	218	Cell/Radio	220	750	221	459	750	191	750	750	0.00%
650	53000	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	4,992	4,353	5,048	5,830	4,853	4,873	4,853	4,853	0.00%
SUPPLIES AND EXPENSE												
650	53000	310	Office Supplies	2,418	2,500	1,361	2,663	3,250	1,278	3,250	3,000	-7.69%
650	53000	320	Memberships/Subscriptions	123	200	86	151	200	109	200	200	0.00%
650	53000	331	Transportation	804	800	303	480	775	220	775	775	0.00%
650	53000	340	Operating Supplies	0	0	0	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	0	200	7	58	200	0	200	200	0.00%
			Subtotal	3,345	3,700	1,757	3,351	4,425	1,607	4,425	4,175	-5.65%
CAPITAL OUTLAY												
650	53000	810	Capital Equipment	0	0	0	0	0	0	0	500	#DIV/0!
			Subtotal	0	0	0	0	0	0	0	500	#DIV/0!
			TOTAL	\$ 92,829	\$ 71,821	\$ 35,617	\$ 80,502	\$ 77,630	\$ 49,563	\$ 77,630	\$ 76,750	-1.13%

Storm Water Utility Engineering

Program Full Time Equivalents: 3.3

Program Mission:

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

List of Program Service(s) Descriptions:

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

Important Outputs:

- 1) *Administration of public works improvement projects*- Administration of this department is supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%).
- 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.

2014 Performance Measures:

- 1) Respond to 100% complaints within 24 hours of receiving them.
- 2) Bid 90% of City projects by dates listed in 2014 project schedule.
- 3) Issue permits within 48 hours and grades within 5 working days of the completed application date.

2013 Performance Measurement Data (July 2013 – June 2014):

- 1) Respond to 100% complaints within 24 hours of receiving them.
 - a. Result: Responded to 100% of complaints within 24 hours of receiving them.
- 2) Bid 100% of City projects by dates listed in 2013 project schedule.
 - a. Result: 85% of the projects were bid per the 2013 project schedule.
- 3) Issue permits within 48 hours and grades within 5 working days of application date.
 - a. Result: Issued permits within 48 hours and grades within 5 working days of the application date.

Significant Program Achievements:

Completed aggressive 2013 public works improvements program which included:

- Reconstructed the east half of American Boulevard
- Relaying approximately 6,000 lineal feet of water main in preparation for street resurfacing.
- Completed design and construction in TID 8 for Innovation Court paving and the extension of the Preserve Trail.

Implemented billing system and purchasing new water meters that will allow for better management of the water system. Coordinated meter selection and purchasing with neighboring communities which resulted in significant cost savings.

Reviewed proposed wastewater rate methodologies from NEW Water. Provided input to NEW Water which led to a benefit to City from the status quo methodology.

Developed from framework for a capacity, management, operation, and maintenance document for the sanitary sewer system.

Created a policy for installing mini-storm sewer in areas where storm sewer does not exist.

Continued improvement to CAD standards for City plans issued for bidding projects.

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 adopted 2014 Storm Water Utility - Engineering Program cost is \$134,203. 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: 40% general property taxes, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$685,025. 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$2,829 to reflect City no longer paying employee share of WRS contribution.

- 2) Capital equipment increased \$ 927. The capital equipment included in the budget is replacing color printer \$8,000, replace computer workstation \$3,000 with General Fund funding \$4,400, Storm Water Utility funding \$2,200, Water Utility funding \$2,200, and Sewer Utility funding \$2,200.

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures	2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title	Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
	Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change

ENGINEERING STORMWATER UTILITY

Account Number PERSONAL SERVICES

650	53110	110	Salaries	\$ 19,963	\$ 29,304	\$ 6,716	\$ 14,091	\$ 30,181	\$ 6,904	\$ 30,181	\$ 29,756	-1.41%
650	53110	120	Hourly Wages	45,030	45,398	21,620	45,351	46,809	23,393	46,809	46,809	0.00%
650	53110	125	Overtime Wages	4,074	4,164	352	\$ 3,329	\$ 4,164	\$ 948	\$ 4,164	\$ 4,164	0.00%
650	53110	126	Seasonal Labor	3,910	8,188	2,803	7,321	4,320	1,510	4,320	4,320	0.00%
650	53110	150	FICA	4,961	6,309	2,762	5,173	6,271	2,286	6,271	6,237	-0.54%
650	53110	151	Retirement	7,614	7,352	3,528	6,956	8,480	1,761	8,480	5,651	-33.36%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	35,902	24,911	7,898	18,623	20,896	7,703	20,896	20,896	0.00%
650	53110	190	Training	1,712	3,055	132	468	3,055	551	3,055	3,055	0.00%
			Subtotal	123,166	128,680	45,811	101,311	124,176	45,054	124,176	120,888	0.00%
			CONTRACTUAL SERVICES									
650	53110	210	Telephone	780	562	277	557	562	0	562	562	0.00%
650	53110	212	Seminars and Conferences	411	909	0	27	909	73	909	909	0.00%
650	53110	215	Consulting	4,722	3,273	88	3,387	3,418	2,416	3,418	3,418	0.00%
650	53110	218	Cell/Radio	315	909	339	814	909	395	909	909	0.00%
650	53110	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	6,228	5,653	704	4,785	5,798	2,885	5,798	5,798	0.00%
			SUPPLIES AND EXPENSE									
650	53110	310	Office Supplies	0	0	0	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	135	182	53	154	182	68	182	182	0.00%
650	53110	331	Transportation	1,200	1,681	1,064	2,159	1,681	486	1,681	1,681	0.00%
650	53110	340	Operating Supplies	1,620	2,909	1,220	3,094	2,909	20	2,909	2,909	0.00%
650	53110	350	Repair and Maintenance Supplies	406	545	83	325	545	52	545	545	0.00%
			Subtotal	3,361	5,317	2,420	5,732	5,317	625	5,317	5,317	0.00%
			CAPITAL OUTLAY									
650	53110	810	Capital Equipment	1,040	2,800	4,453	5,223	1,273	0	1,273	2,200	72.82%
			Subtotal	1,040	2,800	4,453	5,223	1,273	0	1,273	2,200	72.82%
			TOTAL	\$ 133,795	\$ 142,450	\$ 53,388	\$ 117,050	\$ 136,564	\$ 48,564	\$ 136,564	\$ 134,203	-1.73%

Storm Water Utility Machinery and Equipment

Program Full Time Equivalents: 0.73

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 (49%) and storm water utility (51%). 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.

2014 Performance Measures:

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles.
- 2) Perform vehicle and equipment maintenance every 500 hours on 100% of garbage and recycling trucks.
- 3) Perform equipment maintenance every 300 hours on 100% of the front end loaders and dump trucks.
- 4) Perform equipment maintenance on every police vehicle every 6,000 miles.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Perform vehicle and equipment maintenance every 3,000 miles on 100% of fleet vehicles.
 - a. Result: All vehicles and equipment with 3,000 mile maintenance requirement were completed.
- 2) Perform vehicle and equipment maintenance every 300 hours on 100% of dump trucks, garbage trucks, and recycling trucks.
 - a. Result: All dump/garbage/recycling trucks were maintained every 300 hours.
- 3) Perform equipment maintenance every 250 hours on 100% of the front end loaders.
 - a. Result: This was accomplishing on all loaders.
- 4) Perform equipment maintenance every 150 hours on 100% of the brush chippers.
 - a. Result: This was accomplished.
- 5) Perform equipment maintenance every 150 hours on 100% of the holders.
 - a. Result: This was accomplished.
- 6) Perform equipment maintenance every 250 hours on 100% of the grader.
 - a. Result: This was accomplished
- 7) Perform equipment maintenance every 250 hours on 100% of the backhoe.
 - a. Result: This was accomplished.

Significant Program Achievements:

Took on the maintenance of all Police Department vehicles. Provided fleet maintenance for 176 pieces of equipment for the street department, water department, parks department, and engineering department.

Existing Program Standards Including Importance to Community:

- 1) Perform preventative maintenance for vehicles and equipment for the street department, water department, parks department, and engineering department 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 adopted 2014 Storm Water Utility - Machinery and Equipment program cost is \$147,145. This amount is only 51% of the total cost of the program. The other 49% costs for this program is spread out through the following: 49% general property taxes. The total costs for this program including the cost share with the above-mentioned utilities is \$288,520. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$4,714 to reflect City no longer paying employee share of WRS contribution.
- 2) Consulting - \$20,816 includes tasks unable to perform in our mechanics shop.
- 3) Capital Outlay \$2,000 for hoist restoration, and \$7,500 for four leg rotating hoist with General Fund funding \$4,655 and Storm Water Utility funding \$4,845.

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures	2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title	Year End	Approved	6 mos	Year End	Approved	6 mos	Year End	Dept Head	Budget
	Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change

MACHINERY AND EQUIPMENT

Account Number PERSONAL SERVICES

650	53240	120	Hourly Wages	\$ 42,803	\$ 42,833	\$ 22,584	\$ 23,545	\$ 44,896	\$ 41	\$ 44,896	\$ 44,896	0.00%
650	53240	125	Overtime Wages	946	4,265	754	754	4,393	0	4,393	4,393	0.00%
650	53240	126	Seasonal Labor	0	10,000	0	0	10,300	0	10,300	10,300	0.00%
650	53240	150	FICA	3,274	3,348	1,629	1,678	4,559	8	4,559	4,559	0.01%
650	53240	151	Retirement	5,011	5,097	2,846	2,930	8,164	8	8,164	3,450	-57.74%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,679	15,272	8,794	10,392	15,272	315	15,272	15,272	0.00%
650	53240	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	66,713	80,815	36,607	39,299	87,583	372	87,583	82,870	-5.38%
			CONTRACTUAL SERVICES									
650	53240	210	Telephone	105	104	52	102	104	0	104	104	0.00%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0	0	0	0.00%
650	53240	215	Consulting	25,071	20,816	7,537	17,245	20,816	10,221	20,816	20,816	0.00%
650	53240	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53240	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	25,176	20,920	7,589	17,347	20,920	10,221	20,920	20,920	0.00%
			SUPPLIES AND EXPENSE									
650	53240	340	Operating Supplies	1,757	1,041	238	238	1,041	700	1,041	1,041	0.00%
650	53240	350	Repair and Maintenance Supplies	43,677	37,469	11,146	32,598	37,469	14,420	37,469	37,469	0.00%
			Subtotal	45,434	38,510	11,384	32,836	38,510	15,120	38,510	38,510	0.00%
			CAPITAL OUTLAY									
650	53240	810	Capital Equipment	0	16,540	0	495	0	14,531	0	4,845	#DIV/0!
			Subtotal	0	16,540	0	495	0	14,531	0	4,845	#DIV/0!
			TOTAL	\$ 137,323	\$ 156,785	\$ 55,580	\$ 89,978	\$ 147,013	\$ 40,244	\$ 147,013	\$ 147,145	0.00%

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.

2014 Performance Measures:

- 1) Increase street sweeping frequency by 5% throughout the City.
- 2) Increase employee training 5% on sweeper operations.

2013 Performance Measurement Date (July 2012 – June 2013):

- 1) Increase street sweeping frequency by 5% throughout the City.
 - a. Result: This was not met due to equipment breakdowns.
- 2) Increase employee training 5% on sweeper operations.
 - a. Result: This was met.

Significant Program Achievements:

A second sweeper (vacuum sweeper) continues in the street sweeping operations, which resulted with the City streets being swept more frequently.

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 adopted 2014 Storm Water Utility - Street Cleaning program cost is \$408,020. 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$4,915 to reflect City no longer paying employee share of WRS contribution.
- 2) Capital outlay \$275,000 for street sweeper replacement.

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures			2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title			Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
			Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change
STREET CLEANING											
GENERAL ADMINISTRATION											
650	53300	120	Hourly Wages	\$ 78,708	\$ 71,020	\$ 23,809	\$ 61,620	\$ 73,151	\$ 27,953	\$ 73,151	\$ 73,151 0.00%
650	53300	125	Overtime Wages	108	208	342	454	214	297	214	214 0.00%
650	53300	126	Seasonal Labor	314	505	3,655	6,287	505	1,594	505	505 0.00%
650	53300	150	FICA	5,376	5,487	1,766	4,382	5,620	2,011	5,620	5,620 0.00%
650	53300	151	Retirement	8,613	8,573	2,267	7,135	10,051	1,385	10,051	5,136 -48.90%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,496	23,884	5,557	21,051	23,884	7,129	23,884	23,884 0.00%
650	53300	190	Training	0	186	0	0	0	0	0	0 0.00%
			Subtotal	120,615	109,863	37,396	100,930	113,425	40,368	113,425	108,510 -4.33%
CONTRACTUAL SERVICES											
650	53300	220	Utilities	615	0	22	550	0	146	146	0 0.00%
			Subtotal	615	0	22	550	0	146	146	0 0.00%
SUPPLIES AND EXPENSE											
650	53300	331	Transportation	12,006	14,510	4,275	5,074	14,510	6,424	14,510	14,510 0.00%
650	53300	340	Operating Supplies	0	0	0	8267	0	0	0	0 0.00%
650	53300	350	Repair and Maintenance Supplies	6,640	10,000	0	0	10,000	0	10,000	10,000 0.00%
			Subtotal	18,646	24,510	4,275	13,341	24,510	6,424	24,510	24,510 0.00%
CAPITAL OUTLAY											
650	53300	810	Capital Equipment	0	0	0	0	0	0	0	275,000 #DIV/0!
			Subtotal	0	0	0	0	0	0	0	275,000 #DIV/0!
			TOTAL	\$ 139,876	\$ 134,373	\$ 41,693	\$ 114,821	\$ 137,935	\$ 46,939	\$ 138,081	\$ 408,020 195.81%

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 two single leaf loaders. This equipment is a vacuum leaf loader mounted on dump truck frame. The two 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 when leaves first begin to fall the single leaf loaders are utilized until the leaves become abundant. At this time the City then collects the leaves by baling them. This operation consists of three holders windrowing leaves for the baler. Once the leaves are windrowed a tractor with a baler then bales the leaves. The bales are then collected and placed into dump trucks with loaders. The dump trucks haul the bales of leaves away. The majority of the bales of 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.

2014 Performance Measures:

- 1) Track number of 100% days to make a complete round of City during the spring and fall collections to determine efficiency of operations.
- 2) Record 100% of tons of leaves collected to meet DNR requirements for recycling grants.
- 3) Track 100% of labor and equipment for leaf operations, which is required by the DNR for reporting purposes for recycling.

2013 Performance Measurement Date (July 2012 – June 2013):

- 1) Track number of 100% days to make a complete round of City during the spring and fall collections to determine efficiency of operations.
 - a. Result: This was met.
- 2) Record 100% of tons of leaves collected to meet DNR requirements for recycling grants.
 - a. Result: This was met.
- 3) Track 100% of labor and equipment for leaf operations, which is required by the DNR for reporting purposes for recycling.
 - a. Result: This was met.

Significant Program Achievements:

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 adopted 2014 Storm Water Utility - Leaf Collection program cost is \$193,359. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$2,111 to reflect City no longer paying employee share of WRS contribution.
- 2) Capital outlay requested for truck and leaf vacuum \$100,000

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures	2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title	Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
	Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change

LEAF COLLECTION

Account Number PERSONAL SERVICES

650	53320	120	Hourly Wages	\$ 54,706	\$ 30,000	\$ 2,770	\$ 32,313	\$ 30,900	\$ 3,334	\$ 30,900	\$ 30,900	0.00%
650	53320	125	Overtime Wages	135	591	0	0	609	0	609	609	0.00%
650	53320	126	Seasonal Labor	0	10,000	0	0	10,000	0	10,000	10,000	0.00%
650	53320	150	FICA	3,469	2,341	204	2,197	2,555	230	2,555	2,555	0.00%
650	53320	151	Retirement	5,878	3,671	1,695	3,563	4,317	216	4,317	2,206	-48.90%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,413	10,089	4,560	13,272	10,089	1,645	10,089	10,089	0.00%
650	53320	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	79,601	56,692	9,229	51,344	58,470	5,424	58,470	56,359	0
			CONTRACTUAL SERVICES									
650	53320	215	Consulting	1,961	12,000	241	3,296	12,000	0	12,000	12,000	0.00%
650	53320	218	Cell/Radio	0	0	0	0	0	0	0	0	0.00%
650	53320	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	1,961	12,000	241	3,296	12,000	0	12,000	12,000	0.00%
			SUPPLIES AND EXPENSE									
650	53320	331	Transportation	30,154	25,000	19,951	35,827	25,000	1,643	25,000	25,000	0.00%
650	53320	340	Operating Supplies	0	0	0	50	0	0	0	0	0.00%
			Subtotal	30,154	25,000	19,951	35,877	25,000	1,643	25,000	25,000	0.00%
			CAPITAL OUTLAY									
650	53320	810	Capital Equipment	34,062	0	0	0	0	0	-	100,000	#DIV/0!
			Subtotal	34,062	0	0	0	0	0	0	100,000	#DIV/0!
			TOTAL	\$ 145,778	\$ 93,692	\$ 29,421	\$ 90,517	\$ 95,470	\$ 7,068	\$ 95,470	\$ 193,359	102.53%

Storm Water Utility Storm Sewer Maintenance

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.

2014 Performance Measures:

- 1) Increase the number of inlets cleaned per year by 5%.
- 2) Decrease the number of flooding incidents 1% by attempting to address problems as they arise.
- 3) Increase number of inlet and manhole repaired by 5%.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Increase the number of inlets cleaned per year by 5%.
 - a. Result: Performance measure met
- 2) Decrease the number of flooding incidents 1% by attempting to address problems as they arise.
 - a. Result: Performance Measure met.
- 3) Increase number of inlet and manhole repaired by 5%.
 - a. Result: Performance measure met.

Significant Program Achievements:

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 adopted 2014 Storm Water Utility – Storm Sewer Maintenance program cost is \$534,152. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$2,087 to reflect City no longer paying employee share of WRS contribution.

- 2) Capital outlay requested includes storm sewer televising (\$50,000), storm sewer repair/replacement (\$175,000), installation of new storm sewer (\$50,000), pond & swale maintenance (\$114,000), and storm water system engineering (\$120,000 of which \$84,000 is grant funding) .

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures			2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013	
Account Title			Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget	
			Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change	
STORM SEWER MAINTENANCE												
Account Number PERSONAL SERVICES												
650	53440	120	Hourly Wages	\$ 6,827	\$ 29,672	\$ 14,836	\$ 9,297	\$ 30,562	\$ 11,247	\$ 30,562	\$ 30,562	0.00%
650	53440	125	Overtime Wages	354	573	287	416	590	1,243	590	590	0.00%
650	53440	126	Seasonal Labor	0	0	0	0	0	0	0	0	0.00%
650	53440	150	FICA	239	2,312	1,156	706	2,383	859	2,383	2,383	0.00%
650	53440	151	Retirement	392	3,357	1,679	1,156	4,268	721	4,268	2,181	-48.90%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,862	9,979	4,990	3,948	9,979	2,389	9,979	9,979	0.00%
650	53440	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	13,674	45,893	22,947	15,523	47,782	16,459	47,782	45,696	-4.37%
CONTRACTUAL SERVICES												
650	53440	215	Consulting	1,080	59,741	29,871	0	59,741	0	59,741	59,741	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	1,080	59,741	29,871	0	59,741	0	59,741	59,741	0.00%
SUPPLIES AND EXPENSE												
650	53440	340	Operating Supplies	1,005	3,715	1,858	1,885	3,715	194	3,715	3,715	0.00%
			Subtotal	1,005	3,715	1,858	1,885	3,715	194	3,715	3,715	0.00%
CAPITAL OUTLAY												
650	53440	810	Capital Equipment	26,356	520,000	260,000	0	325,000	0	325,000	425,000	30.77%
			Subtotal	26,356	520,000	260,000	0	325,000	0	325,000	425,000	30.77%
			TOTAL	\$ 42,115	\$ 629,349	\$ 314,675	\$ 17,408	\$ 436,238	\$ 16,653	\$ 436,238	\$ 534,152	22.44%

Storm Water Utility Weed Control

Program Full Time Equivalents: 0.01

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.

2014 Performance Measures:

- 1) Maintain clear vision triangles at various intersections throughout the City.
- 2) Decrease the frequency of equipment getting stuck requiring loader to pull them out.
- 3) Respond to 100% of weed complaints within 72 hours of receiving them.

2013 Performance Measurement Data (July 2012 – June 2013):

- 1) Maintain clear vision triangles at various intersections throughout the City.
 - a. Result: All vision triangles have been monitored and maintained when necessary.
- 2) Decrease the frequency of equipment getting stuck requiring loader to pull them out.
 - a. Result: Performance measure was accomplished. In 2012 equipment was stuck 10 times this year it was stuck 2 times.
- 3) Respond to 100% of weed complaints within 72 hours of receiving them.
 - a. Result: This was accomplished.

Significant Program Achievements:

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 adopted 2013 Storm Water Utility - Weed Control program cost is \$8,620. This amount is only 65% of the total cost of the program. The other 35% costs for this program is spread out through the following: 35% general property taxes. The total costs for this program including the cost share with the above-mentioned utilities is \$13,262. 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.

2014 Budget Significant Expenditure Changes:

- 1) Retirement decreased \$385 to reflect City no longer paying employee share of WRS contribution.
- 2) No capital outlay requested.

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures	2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title	Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
	Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change

WEED CONTROL

Account Number PERSONAL SERVICES

650	53640	120	Hourly Wages	\$ 10,583	\$ 5,571	\$ 1,891	7,438	5,739	3,552	5,739	5,739	0.00%
650	53640	125	Overtime Wages	0	0	0	0	0	0	0	0	0.00%
650	53640	126	Seasonal Labor	63	165	291	292	165	428	165	165	0.00%
650	53640	150	FICA	775	446	137	507	441	276	441	441	0.00%
650	53640	151	Retirement	719	689	3	963	786	138	786	401	-48.98%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,455	1,874	10	3,100	1,874	765	1,874	1,874	0.00%
650	53640	190	Training	0	0	0	0	0	0	0	0	0.00%
			Subtotal	14,595	8,745	2,332	12,300	9,005	5,158	9,005	8,620	-4.28%
			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%
650	53640	219	Data	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
			SUPPLIES AND EXPENSE									
650	53640	331	Transportation	0	0	0	344	0	215	0	0	0.00%
650	53640	340	Operating Supplies	4,150	0	0	0	0	0	0	0	0.00%
			Subtotal	4,150	0	0	344	0	215	0	0	0.00%
			CAPITAL OUTLAY									
650	53640	810	Capital Equipment	0	0	0	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0	0	0	0.00%
			TOTAL	\$ 18,745	\$ 8,745	\$ 2,332	\$ 12,644	\$ 9,005	\$ 5,373	\$ 9,005	\$ 8,620	-4.28%

TOTAL STORM WATER UTILITY

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures	2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title	Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
	Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change
TOTAL STORMWATER UTILITY									
110 Salaries	\$ 78,174	\$ 62,533	\$ 22,897	\$ 55,540	\$ 64,844	\$ 34,539	\$ 64,844	\$ 64,087	-1.17%
120 Hourly Wages	248,146	236,033	92,740	190,817	244,493	75,808	244,493	244,493	0.00%
125 Overtime Wages	5,799	10,230	1,735	4,953	10,412	2,488	10,412	10,412	0.00%
126 Seasonal Labor	4,287	28,858	6,749	13,900	25,290	3,532	25,290	25,290	0.00%
150 FICA	21,566	23,702	9,235	18,673	25,432	8,286	25,432	25,373	-0.23%
151 Retirement	32,218	32,155	14,151	27,201	40,143	6,222	40,143	22,330	-44.37%
152 Health, Dental, DIB, Life & Wks Cmp Ins	110,954	96,456	35,496	80,476	93,874	24,494	93,874	93,874	0.00%
190 Training	1,712	4,491	132	468	4,305	551	4,305	4,305	0.00%
Subtotal	502,856	494,457	183,134	392,028	508,793	155,919	508,793	490,164	-3.66%
CONTRACTUAL SERVICES									
210 Telephone	1,171	1,266	629	1,259	1,266	0	1,266	1,266	0.00%
211 Postage	18	1,403	0	3	1,403	0	1,403	1,403	0.00%
212 Seminars and Conferences	411	1,709	84	234	2,209	286	2,209	2,209	0.00%
215 Consulting	37,302	96,630	42,180	28,489	96,775	17,107	96,775	96,775	0.00%
218 Cell/Radio	535	1,659	560	1,273	1,659	586	1,659	1,659	0.00%
219 Data	0	0	0	0	0	0	0	0	0.00%
220 Utilities	615	0	22	550	0	146	146	0	0.00%
Subtotal	40,052	102,667	43,475	31,807	103,312	18,125	103,458	103,312	0.00%
SUPPLIES AND EXPENSE									
310 Office Supplies	2,418	2,500	1,361	2,663	3,250	1,278	3,250	3,000	-7.69%
320 Memberships/Subscriptions	258	382	139	304	382	177	382	382	0.00%
331 Transportation	44,164	41,991	25,593	43,884	41,966	8,988	41,966	41,966	0.00%
340 Operating Supplies	8,532	7,665	3,316	13,534	7,665	913	7,665	7,665	0.00%
350 Repair and Maintenance Supplies	50,723	48,214	11,236	32,981	48,214	14,472	48,214	48,214	0.00%
Subtotal	106,095	100,752	41,645	93,366	101,477	25,828	101,477	101,227	-0.25%
CAPITAL OUTLAY									
810 Capital Equipment	61,458	539,340	264,453	5,718	326,273	14,531	326,273	807,545	147.51%
Subtotal	61,458	539,340	264,453	5,718	326,273	14,531	326,273	807,545	147.51%

	TOTAL	\$ 710,461	\$ 1,237,216	\$ 532,706	\$ 522,920	\$ 1,039,855	\$ 214,404	\$ 1,040,001	\$ 1,502,248	44.47%

City of De Pere
2014 Stormwater Utility
Adopted Budget

Expenditures	2011	2012	2012	2012	2013	2013	2013	2014	2014 / 2013
Account Title	Year End	Adopted	6 mos	Year End	Adopted	6 mos	Year End	Dept Head	Budget
	Actual	Budget	Actual	Actual	Budget	Actual	Estimate	Proposed	% Of Change

REVENUES

650	41000	000	Residential	\$ 412,688	\$ 460,098	\$ 459,882	\$ 459,882	\$ 500,449	\$498,613	\$ 498,613	\$ 544,338	8.77%
650	42000	000	Non-Residential-NR	374,556	392,460	410,495	410,495	426,879	460,760	460,760	464,316	8.77%
650	43000	000	Agricultural	0	0	0	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	106,168	106,168	123,314	123,314	115,479	134,469	134,469	125,607	8.77%
650	45000	000	Underdeveloped & Other	23,650	23,649	23,780	23,780	25,723	24,673	24,673	27,979	8.77%
			Fund Balance	0	254,841	0	0	0	0		340,018	#DIV/0!
TOTAL REVENUES				\$ 917,062	\$1,237,216	\$1,017,471	\$1,017,471	\$1,068,529	\$1,118,515	\$1,118,515	\$1,502,258	40.59%