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# City of De Pere, Wisconsin

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## 2018 Adopted Budget

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## **MEMORANDUM**

**TO:** Citizens of De Pere

**FROM:** Mayor Michael J. Walsh  
Lawrence M. Delo, City Administrator  
Joe Zegers, Finance Director

**DATE:** December 22, 2017

**SUBJECT:** 2018 Adopted Budget

### **INTRODUCTION**

We are pleased to present the 2018 Adopted Budget. This budget is structured to enhance the efficiency and effectiveness of municipal services and to improve the overall quality of place in our community; 1) By adding one full time firefighter position and increasing fire department training officer hours to improve response capabilities; 2) By adding one full time staff to the human resources department to assist with recruitments, retention and research options to lower benefit costs; 3) By maintaining a highly efficient and effective utility and transportation infrastructure through continuous replacement of old and damaged facilities; 4) By revising the zoning code to enable the community to grow and prosper in a manner that meets the needs of new development and existing development; 5) By providing appropriate levels of financial incentives to promote additional economic development opportunities throughout the community; 6) By minimizing property tax mill rates as much as possible while continuing to provide municipal services in a manner that meets the needs of the community and; 7) By providing the resources necessary to maintain an innovative, effective and efficient workforce. We believe the proposed 2018 Adopted Budget accomplishes these goals.

All city departments were directed to submit 2018 budget proposals with minimal increases in expenditures, excluding capital equipment and projects, and also directed to identify options to decrease operating expenditures and increase revenues by an additional 5%. Once again, the management staff did an excellent job of meeting this requirement while maintaining the integrity of municipal services.

We continued our past practice of approaching the development of the Adopted Budget as an opportunity to improve the efficiency and effectiveness of municipal services. We believe every fiscal obstacle creates an opportunity to reinvent how services are provided



and funded. This is the message we continuously present to city employees as they develop their budgets and this is the message we believe resonates throughout the 2018 Adopted Budget.

We anticipate the City will continue to experience moderate tax base growth in 2018. The equalized value of the City grew 4.9% in 2016 increasing \$95,220,900 from \$1,935,469,700 to \$2,030,690,600. The City also experienced modest population growth in 2016 (approximately 0.52%) and we anticipate the City's population will continue to grow at a slightly higher, consistent pace in the near future.

The State of Wisconsin has maintained local government property tax levy limits that restrict the City's ability to raise revenues for municipal services and infrastructure. The State's continued implementation of unfunded mandates coupled with levy limits require the City to adjust fiscal policies to either reduce municipal services, increase service fees, or create alternative revenue sources (that are allowed by the State of Wisconsin) to balance the City revenues and expenditures. We believe the ability to maintain or increase municipal service levels in subsequent years will continue to require modifications in service delivery techniques and equipment coordinated with exercising opportunities to utilize intergovernmental and private partnerships for future service delivery.

The 2018 Adopted Budget places an additional emphasis on public safety by including \$25,000 to establish a police officer body camera program and \$35,000 to replace police department audio and video equipment in interview rooms. This budget also continues the City's commitment to maintain existing facilities by including \$65,000 to repair the City Hall front ramp entrance, and \$185,000 to replace the boiler and repair the roof at the municipal services center. The Adopted Budget maintains the existing level of municipal services provided to the community with a minimal property tax rate decrease.

The 2018 Adopted Budget also includes an additional emphasis on maintaining the community's infrastructure by implementing a local vehicle registration fee to provide funding to repair and replace sidewalks throughout the community while eliminating the existing special assessment fee property owners currently pay for required sidewalk repair and replacement. The annual local vehicle registration fee funds not used for sidewalks will be dedicated for street repair which lowers the amount of funds the City needs to borrow on an annual basis which in turn decreases future debt and the overall interest paid to fund the ongoing maintenance of City streets. This budget also includes \$1,187,000 to reconstruct Charles Street and \$775,000 for numerous street resurfacing projects throughout the City.

The Adopted Budget's property tax levy is 0.39% higher than the 2017 budget. The mill rate for 2018 is \$6.72. This is \$0.02 lower than the adopted 2017 mill rate of \$6.74.

The 2018 Adopted Budget includes an overall 1.81% increase in General Fund operating expenditures when compared to 2017. The City implemented a ten year budget model in 2005 to forecast probable changes in revenues and expenditures. This model is updated annually and currently forecasts expenditures and revenues through 2028. The City will continue to redevelop its policy regarding what is an acceptable level and type of municipal service based on available and acceptable funding sources throughout 2017 to be applied in 2018. We recognize the need to closely align municipal service levels with community needs while meeting State mandated levy limits and matching the community's overall willingness to fund municipal services. We believe this can be accomplished by soliciting information from the community and utilizing that data to supplement an overall service level and funding strategy. The City completed a community survey in 2014 that prioritized the majority of our municipal services. This data serves as a guide for the Mayor, Common Council and administrative staff to develop municipal service levels that both meet the needs and expectations of the community.

## **GENERAL FUND EXPENDITURES**

General Government: General Government includes expenditures associated with the activities and operations of the Common Council, Municipal Court, City Attorney, City Administrator, Mayor, Clerk/Treasurer, Personnel Director, Elections, Information Management, Finance Department, Assessor, Health Department/Board, Planning and Economic Development and GIS. Significant expenditures in these programs include \$6,780 membership fee for the Wisconsin League of Municipalities; \$4,000 to support the Beautification Committee; \$7,500 to support the De Pere Sister City program; \$1,200 for community service grants; \$57,924 to add an office assistant position in the Human Resources department; \$15,000 to complete a 2018 compensation/market study; \$53,250 to conduct two or more elections; \$31,000 to upgrade facility door access controllers; \$10,200 for a virtual server replacement; \$2,250 to clean City Hall windows twice per year; \$40,345 for employee merit and performance based pay incentives; \$6,000 to maintain sustainability program initiatives; \$13,625 for OpenGov fiscal transparency software; \$10,264 fee for Wisconsin assessment of manufacturing property; \$39,800 for Accurate Appraisal general assessment services; \$20,000 contribution to Downtown De Pere, Inc. for Main Street program activities; \$10,000 to complete annual maintenance to the City Hall building; \$210,000 for property and liability insurance. Total General Government expenditures are 15.22% higher in 2018 vs. 2017.

Public Safety: Public Safety includes expenditures associated with the operations and activities of the Police Department, Crossing Guards, Fire and EMS, Building Inspection and Jail services. Significant expenditures in these programs include \$40,000 for police department vehicle leases; \$25,000 to fund the first year of police officer body cameras; \$20,040 for new police department squad computers; \$150,000 for Police Department overtime wages to meet minimum staffing and workload requirements; \$96,610 for crossing guards; \$95,594 for one additional paramedic/firefighter; \$50,000 to replace firefighter protective clothing; \$10,000 to replace fire department jackets; \$291,418 for building inspection services; and \$9,000 for Brown County jail services. Total Public Safety expenditures are 2.30% higher in 2018 vs. 2017.

Public Works: Public Works includes all of the expenditures associated with the operations and activities of Public Works Administration, Engineering, Municipal Service Center, Mechanics, Equipment, Street Cleaning and Maintenance, Snow Control, Leaf Removal, Traffic Signs, Street Lights, Storm Sewers, Traffic Lights, Brush Collection, Transit, Garbage/Refuse Collection, Landfill, Weed Control and Recycling. Significant expenditures in these programs include \$5,500 general repairs and upkeep at the municipal services center; \$245,044 for snow and ice removal; \$1,500 to upgrade crosswalk markings on Broadway; \$419,594 to maintain street lights; \$35,000 to replace traffic signal video detection equipment; \$5,000 to replace traffic signal push buttons at two intersections; 93,945 for brush collection; \$435,710 to provide public bus and para-transit services, and; \$260,000 for Brown County landfill fees. Total Public Works expenditures are 9.70% lower in 2018 vs. 2017.

Culture, Education & Recreation: Culture, Education & Recreation includes all of the expenditures associated with the operations and activities of the Community Center, Historic Preservation Committee, Park & Recreation Administration, Parks & Public Land, Forestry, Boat Ramps, Parks Equipment/Vehicle Maintenance, Recreation Programs, Events/Celebrations and Swimming Pools. Significant expenditures in these programs include \$377,298 to provide programming and facilities at the Community Center; \$10,110 for historic preservation; \$6,000 to replace water drinking fountains in parks; \$5,000 to improve accessible routes to park facilities; \$6,000 to replace VFW Park scoreboard; \$5,000 for a revised forestry management plan and GIS tree survey; \$19,906 for boat launches; \$1,800 for an additional utility trailer; \$530,687 for recreation programs; \$10,835 to support community events, and; \$288,437 to operate two outdoor pools. Total Culture, Education & Recreation expenditures are 0.84% higher in 2018 vs. 2017.

Total General Fund expenditures increased 1.81%. This includes a 15.22% increase in General Government, a 2.30% increase in Public Safety, a 9.70% decrease in Public Works and a 0.84% increase in Culture, Education & Recreation expenditures.

## **GENERAL FUND REVENUES**

General Fund revenues increased 1.81%. The 2018 Adopted Budget does not include a new local vehicle registration fee that was estimated to provide approximately \$200,000 in 2018 to fund sidewalk repair and replacement (eliminates special assessments previously paid by adjacent property owners) and partially funds necessary street maintenance. The 2018 Adopted Budget does not increase any other fees for municipal services. Property taxes account for approximately 48% of all General Fund revenues.

## **SPECIAL FUND**

The Special Fund budget includes expenditures and revenues associated with the activities and operations of the Development Loan Program Fund, the Wastewater Treatment Services Fund, the Public Land Acquisition Fund and the Cable Access Fund.

Development Loan Program Fund: The Development Loan Program Fund provides economic development loans to local businesses. The fund balance at the end of 2017 is estimated to be approximately \$838,195.

Wastewater Treatment Services Fund: The Wastewater Treatment Services Fund has an estimated fund balance of approximately \$12,933,397 at the end of 2017. This fund is used to record expenditures and revenues associated with the operations and activities of the City's wastewater conveyance and treatment services. The City conveys wastewater through a combined City of De Pere and New Water conveyance system to New Water treatment facilities for which the City pays New Water to treat the wastewater to required State and Federal standards prior to its discharge back into the Fox River.

Public Land Acquisition Fund: The Public Land Acquisition Fund is used to manage funds from building permits earmarked to acquire open space land and recreational facilities. The fund balance at the end of 2017 is estimated to be approximately \$71,337.

Cable Access Fund: The Cable Access Fund is used to manage franchise fees and grants. Revenues are anticipated to be approximately \$125,243 in 2018 and are used to offset \$125,243 in administrative, equipment and production costs. The fund balance at the end of 2017 is estimated to be approximately \$0.

## **DEBT SERVICE FUND**

The Debt Service Fund includes expenditures and revenues associated with managing the City's debt program. The fund identifies all existing bonds and notes and indicates principal and interest payments scheduled for 2018 including the outstanding balances at the end of the year and the scheduled date of maturity. Revenue sources include the property tax levy, TIF district increments and capital project fund revenues acquired as shared revenues from the energy center located in the City. Total principal scheduled for payment in 2018 is \$4,970,000. The total interest and service fees scheduled for payment in 2018 is \$818,351.

## **CAPITAL PROJECTS FUND**

The Capital Projects Fund includes expenditures and revenues associated with the purchase of equipment, funding for major projects and is used to manage revenues and expenditures associated with TID's 5, 6, 7, 8, 9, 10, 11, 12 & 13. The 2018 Budget includes \$150,000 to replace the boilers at the MSC; \$341,000 to replace a street sweeper; \$225,000 to replace a front end loader; \$146,000 to replace a snow plow truck chassis; \$500,000 to reconstruct streetscape on James Street; \$3,753,500 to construct a roundabout at Main and Lawrence, and; \$1,187,000 to reconstruct Charles Street. Revenues for this fund are acquired from special assessments, grants, bond issues and inter-fund transfers.

## **WATER UTILITY**

The Water Utility Fund is an enterprise fund that includes expenditures and revenues associated with the activities and operations of the Water Utility. Revenues are acquired from the sale of water. Capital outlay within the Water Utility fund in 2018 includes \$1,100,000 for miscellaneous relays; \$25,000 for meter reading software, and; \$30,000 for hydrant replacements. The Water Utility Fund also includes expenditures and revenues to fund debt service requirements. Total 2018 estimated principal and interest payments are \$498,515.

## **STORM WATER UTILITY**

The Storm Water Utility is an enterprise fund that includes expenditures and revenues associated with the activities and operations of the Storm Water Utility. Revenues for this fund are based on a set fee per Equivalent Runoff Unit (ERU). Each residential property is equivalent to one ERU. The fee for 2018 is \$87 per ERU. This is a \$5 increase over the 2017 rate of \$82. Additional storm water requirements mandated, but not funded, by the Wisconsin Department of Natural Resources and the United State Environmental Protection Agency will require significant additional expenditures in the near future. The City may need to increase the ERU fee again in 2019 and subsequent years to pay for these unfunded mandates. Significant expenditures in the 2018 Budget include \$472,857 for street cleaning, \$97,454 for leaf collection, \$50,000 for televising storm sewers; \$175,000 to replace existing storm sewer; \$100,000 for new storm sewer installation, and; \$80,000 for pond cleaning. Total storm water utility expenditures for 2018 are \$1,777,666.

## **SUMMARY**

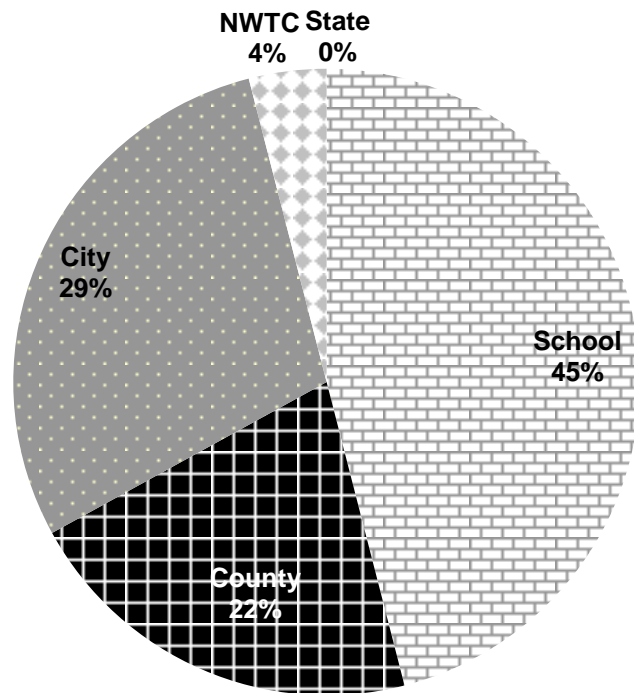
The 2018 Adopted Budget includes 0.39% increase in the property tax levy and a 0.34% decrease in the property tax mill rate. This budget meets the existing municipal service level needs and expectations of our community. De Pere has a regional reputation as being one of the most desirable communities in the State to live, work, have fun and raise a family. The City will continue to evaluate and revise service methodology, consider and implement service reductions where applicable and seek alternative revenues throughout the upcoming year to maintain our community as a place that everyone wants to continue to live and work in. As the Mayor, City Administrator and Finance Director, we are committed to working closely with the City Council, City employees, businesses and residents to achieve our goal of maintaining De Pere as an exceptional community.

## Charts and Tables

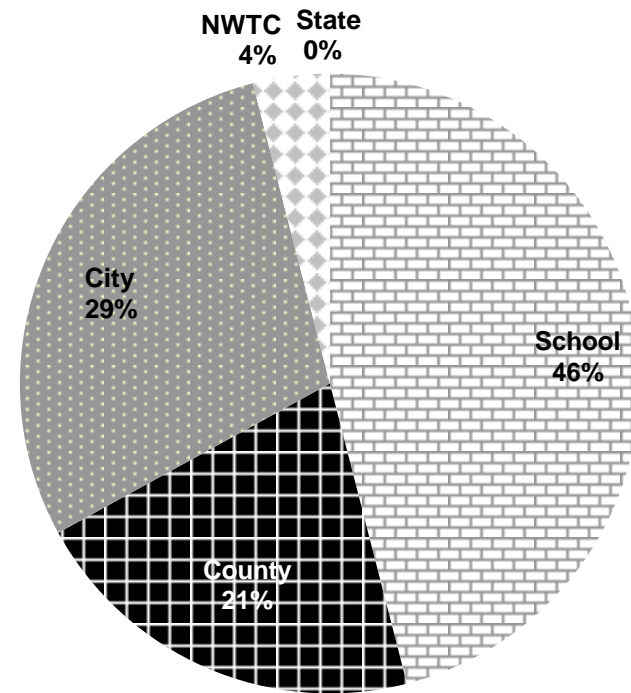
The following charts and tables identify trends in revenues, expenditures and other items that directly impact the budget and tax rates:

- ii      **2017 Property Tax Pie Chart:** This chart identifies the proportion of property taxes used by each taxing jurisdiction. There is a separate pie chart for each school district. The portion of the property tax bill apportioned for services provided by the City of De Pere is approximately 29% for each chart.
- iii - iv    **Ten Year Comparison of Property Taxes Paid Table:** These tables identify the dollar value of property taxes paid by the average property in De Pere from 2008 through 2017 (2017 represents taxes paid for the 2018 budget year). These tables also include State School Credit values.
- v        **District Levies Including TID Districts:** This table identifies the total dollar value of the applied property tax levies for the various taxing jurisdictions for the City of De Pere. The table provides a comparison of the past ten years.
- vi        **General Fund Revenue and Expenditure Trends Chart:** This chart identifies expenditure and revenue trends for General Fund operations for the period including 2009 through 2018. The chart clearly indicates a steady decrease in State Shared Revenues that correlates to a steady increase in tax levy and other revenue sources
- vii       **General Fund Expenditures – Five Year Summary:** The bar graphs identify five-year expenditure history for general government, public safety, public works and culture and recreation.
- viii       **2017 Property Tax Levy Pie Chart:** This chart identifies the general fund, debt service, capital projects and TIF portions of the total city tax levy.
- ix        **General Obligation Debt Service Chart and Table:** This chart and table identifies the dollar value of the City's General Obligation debt for the period including 2006 through 2018. General Obligation debt is debt that is guaranteed payable under the City's obligation to collect sufficient property taxes.
- x         **Debt Per Capita Chart and Table:** This chart and table identifies the dollar value and trend associated with the General Obligation debt outstanding per capita. The per capita debt in 2017 is \$1,260.87. This value changes annually based on borrowing needs and principal and interest payments schedules.
- xi        **Long Term Note and Bonded Indebtedness Table:** This table identifies the value of outstanding debt as of the beginning of 2018 per note and bond issue.
- xii       **Property Valuation Chart and Table:** This chart and table identifies the dollar value and trends of the City's assessed and equalized property values for the period 1996 through 2017.

## 2017 Property Taxes Unified School District



## 2017 Property Taxes West School District



<b>2018 Adopted Budget</b>
<b>Unified School District</b>
<b>City of De Pere</b>

**TEN YEAR COMPARISON OF PROPERTY TAXES PAID**

<b>Taxing Jurisdiction</b>	<b>\$100,000 2007</b>	<b>\$100,000 2008</b>	<b>\$100,000 2009</b>	<b>\$100,000 2010</b>	<b>\$100,000 2011</b>	<b>\$100,000 2012</b>	<b>\$100,000 2013</b>	<b>\$100,000 2014</b>	<b>\$100,000 2015</b>	<b>\$100,000 2016</b>	<b>\$100,000 2017</b>	<b>% Change 16 to 17</b>	<b>\$ Change 16 to 17</b>
<b>City of De Pere</b>	\$569.00	\$589.92	\$599.17	\$607.81	\$609.39	\$617.12	\$635.44	\$653.16	\$667.36	\$674.03	\$671.69	-0.35%	-\$2.34
<b>NWTC</b>	\$152.48	\$161.94	\$166.91	\$165.66	\$160.77	\$159.69	\$160.92	\$78.16	\$79.43	\$84.68	\$87.94	3.85%	\$3.26
<b>School</b>	\$1,034.54	\$1,074.74	\$1,097.86	\$1,088.68	\$1,122.71	\$1,059.26	\$1,060.38	\$1,058.33	\$1,104.78	\$1,060.78	\$1,034.00	-2.52%	-\$26.78
<b>County</b>	\$479.29	\$514.71	\$514.15	\$485.20	\$464.87	\$463.42	\$455.52	\$458.10	\$474.39	\$471.87	\$487.69	3.35%	\$15.82
<b>State</b>	\$17.68	\$18.56	\$18.41	\$17.45	\$16.75	\$16.36	\$16.45	\$16.89	\$17.33	\$17.10	\$0.00	-100.00%	-\$17.10
<b>Sub-Total</b>	\$2,252.99	\$2,359.87	\$2,396.50	\$2,364.80	\$2,374.49	\$2,315.85	\$2,328.71	\$2,264.64	\$2,343.29	\$2,308.46	\$2,281.32	-1.49%	-\$27.14
<b>State School Credit</b>	\$162.37	\$179.86	\$181.88	\$178.18	\$174.47	\$173.09	\$171.95	\$167.83	\$187.19	\$180.75	\$196.66	8.80%	\$15.91
<b>Total Estimated Taxes</b>	\$2,090.62	\$2,180.01	\$2,214.62	\$2,186.62	\$2,200.02	\$2,142.76	\$2,156.76	\$2,096.81	\$2,156.10	\$2,127.71	\$2,084.66	-2.02%	-\$43.05

<b>Taxing Jurisdiction</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>City of De Pere</b>	5.69	5.8992	5.9917	6.0781	6.0939	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169
<b>NWTC</b>	1.5248	1.6194	1.6691	1.6566	1.6077	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794
<b>School</b>	10.3454	10.7474	10.9786	10.8868	11.2271	10.5926	10.6038	10.5833	11.0478	10.6078	10.3400
<b>County</b>	4.7929	5.1471	5.1415	4.8520	4.6487	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769
<b>State</b>	0.1768	0.1856	0.1841	0.1745	0.1675	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000
<b>Sub-Total</b>	22.5299	23.5987	23.9650	23.6480	23.7449	23.1585	23.2871	22.6464	23.4329	23.0846	22.8132
<b>State School Credit</b>	1.6237	1.7986	1.8188	1.7818	1.7447	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666
<b>Total Estimated Taxes</b>	20.9062	21.8001	22.1462	21.8662	22.0002	21.4276	21.5676	20.9681	21.5610	21.2771	20.8466



<b>2018 Adopted Budget</b>
<b>West School District</b>
<b>City of De Pere</b>

**TEN YEAR COMPARISON OF PROPERTY TAXES PAID**

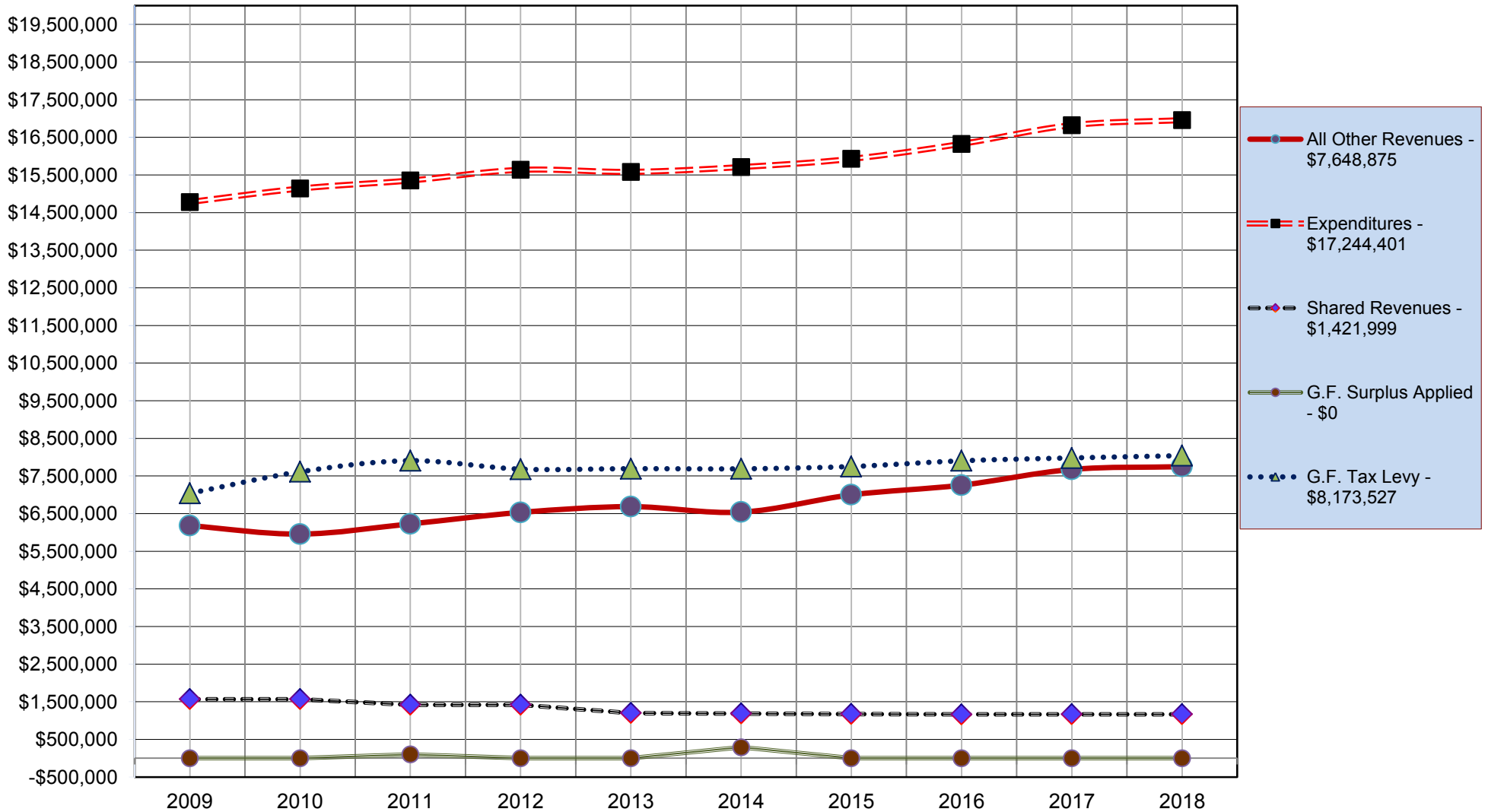
<b>Taxing Jurisdiction</b>	<b>\$100,000 2007</b>	<b>\$100,000 2008</b>	<b>\$100,000 2009</b>	<b>\$100,000 2010</b>	<b>\$100,000 2011</b>	<b>\$100,000 2012</b>	<b>\$100,000 2013</b>	<b>\$100,000 2014</b>	<b>\$100,000 2015</b>	<b>\$100,000 2016</b>	<b>\$100,000 2017</b>	<b>% Change 16 to 17</b>	<b>\$ Change 16 to 17</b>
<b>City of De Pere</b>	\$569.00	\$589.92	\$599.17	\$607.81	\$609.39	\$617.12	\$635.44	\$653.16	\$667.36	\$674.03	\$671.69	-0.35%	-\$2.34
<b>NWTC</b>	\$152.48	\$161.94	\$166.91	\$165.66	\$160.77	\$159.69	\$160.92	\$78.16	\$79.43	\$84.68	\$87.94	3.85%	\$3.26
<b>School</b>	\$1,046.32	\$1,072.28	\$1,065.30	\$1,164.00	\$1,156.51	\$1,116.41	\$1,122.70	\$1,144.35	\$1,112.17	\$1,048.97	\$1,047.34	-0.16%	-\$1.63
<b>County</b>	\$479.29	\$514.71	\$514.15	\$485.20	\$464.87	\$463.42	\$455.52	\$458.10	\$474.39	\$471.87	\$487.69	3.35%	\$15.82
<b>State</b>	\$17.68	\$18.56	\$18.41	\$17.45	\$16.75	\$16.36	\$16.45	\$16.89	\$17.33	\$17.10	\$0.00	-100.00%	-\$17.10
<b>Sub-Total</b>	\$2,264.77	\$2,357.41	\$2,363.94	\$2,440.12	\$2,408.29	\$2,373.00	\$2,391.03	\$2,350.66	\$2,350.68	\$2,296.65	\$2,294.66	-0.09%	-\$1.99
<b>State School Credit</b>	\$162.37	\$179.86	\$181.88	\$178.18	\$174.47	\$173.09	\$171.95	\$167.83	\$187.19	\$180.75	\$196.66	8.80%	\$15.91
<b>Total Estimated Taxes</b>	\$2,102.40	\$2,177.55	\$2,182.06	\$2,261.94	\$2,233.82	\$2,199.91	\$2,219.08	\$2,182.83	\$2,163.49	\$2,115.90	\$2,098.00	-0.85%	-\$17.90

<b>Taxing Jurisdiction</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>City of De Pere</b>	5.69	5.8992	5.9917	6.0781	6.0939	6.1712	6.3544	6.5316	6.6736	6.7403	6.7169
<b>NWTC</b>	1.5248	1.6194	1.6691	1.6566	1.6077	1.5969	1.6092	0.7816	0.7943	0.8468	0.8794
<b>School</b>	10.4632	10.7228	10.6530	11.6400	11.5651	11.1641	11.2270	11.4435	11.1217	10.4897	10.4734
<b>County</b>	4.7929	5.1471	5.1415	4.8520	4.6487	4.6342	4.5552	4.5810	4.7439	4.7187	4.8769
<b>State</b>	0.1768	0.1856	0.1841	0.1745	0.1675	0.1636	0.1645	0.1689	0.1733	0.1710	0.0000
<b>Sub-Total</b>	22.6477	23.5741	23.6394	24.4012	24.0829	23.7300	23.9103	23.5066	23.5068	22.9665	22.9466
<b>State School Credit</b>	1.6237	1.7986	1.8188	1.7818	1.7447	1.7309	1.7195	1.6783	1.8719	1.8075	1.9666
<b>Total Estimated Taxes</b>	21.0240	21.7755	21.8206	22.6194	22.3382	21.9991	22.1908	21.8283	21.6349	21.1590	20.9800

**INCLUDING TID DISTRICTS**

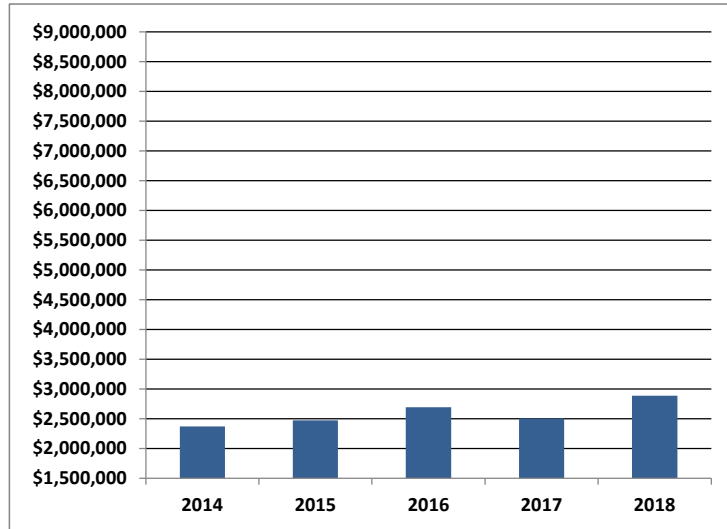
	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
State Taxes	\$ 324,244	\$ 324,582	\$ 310,123	\$ 299,248	\$ 294,194	\$ 298,395	\$ 311,296	\$ 322,208	\$ 329,272	\$ 329,272
County Taxes	8,990,356	9,062,256	8,620,702	8,303,279	8,335,055	8,262,727	8,440,893	8,821,759	9,064,974	9,259,949
Local Property Taxes	10,303,941	10,560,770	10,799,169	10,884,764	11,100,454	11,526,195	12,034,964	12,410,259	12,948,633	12,999,701
NE Wisconsin Technical College	2,828,493	2,941,841	2,943,271	2,871,562	2,872,115	2,918,841	1,440,118	1,477,153	1,626,772	1,701,914
School District - 1414 (East)	8,803,316	9,069,239	9,107,279	9,442,886	8,918,254	9,009,958	9,065,226	9,602,632	9,509,506	9,342,332
School District - 6328 (West)	9,946,137	9,976,406	10,943,617	10,930,022	10,680,377	10,825,215	11,283,473	11,015,116	10,747,787	10,806,520
<b>Subtotal</b>	<b>\$41,196,487</b>	<b>\$41,935,094</b>	<b>\$42,724,161</b>	<b>\$42,731,761</b>	<b>\$42,200,449</b>	<b>\$42,841,331</b>	<b>\$42,575,970</b>	<b>\$43,649,127</b>	<b>\$44,226,944</b>	<b>\$44,439,688</b>
<b>Property Tax Credits</b>										
School District - 1414 (East)	1,473,294	1,502,497	1,490,580	1,467,462	1,457,344	1,461,002	1,437,551	1,627,073	1,620,372	1,620,372
School District - 6328 (West)	1,668,352	1,703,302	1,675,227	1,648,929	1,655,949	1,657,922	1,654,828	1,854,004	1,851,991	1,851,994
<b>Total</b>	<b>\$38,054,841</b>	<b>\$38,729,295</b>	<b>\$39,558,354</b>	<b>\$39,615,370</b>	<b>\$39,087,156</b>	<b>\$39,722,407</b>	<b>\$39,483,591</b>	<b>\$40,168,050</b>	<b>\$40,754,581</b>	<b>\$40,967,322</b>

# General Fund Revenue & Expenditure Trends

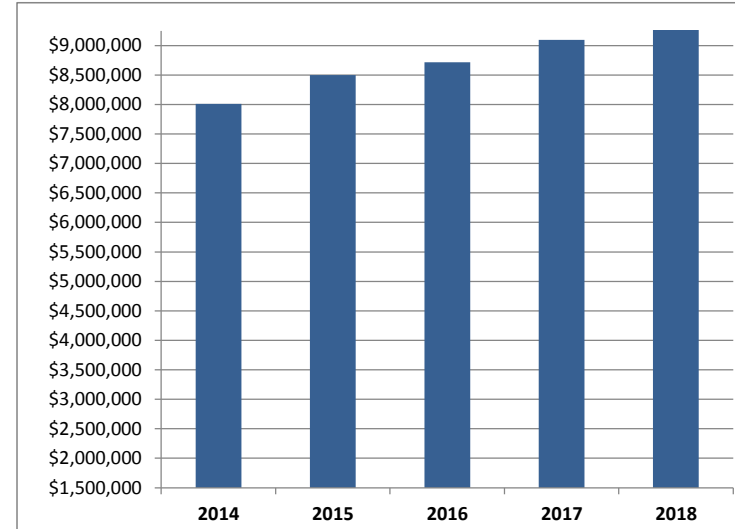


**CITY OF DE PERE  
GENERAL FUND EXPENDITURES  
FIVE-YEAR SUMMARY**

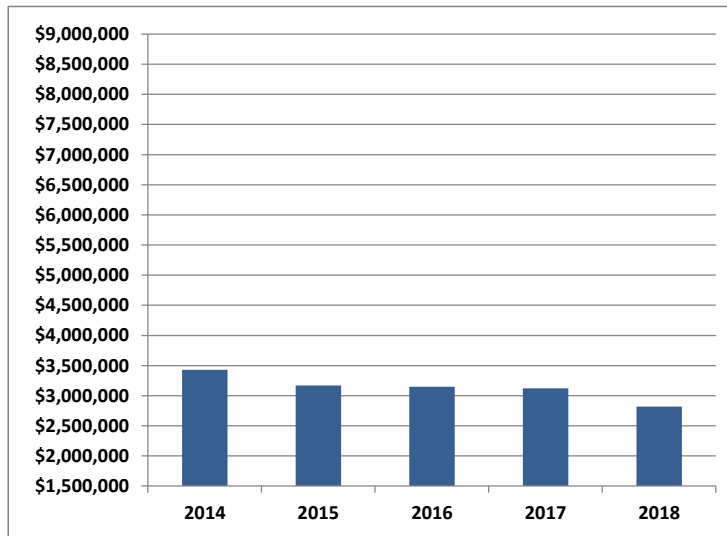
**GENERAL GOVERNMENT \$2,887,852 (2018)**  
*Increase of \$381,475 from 2017*



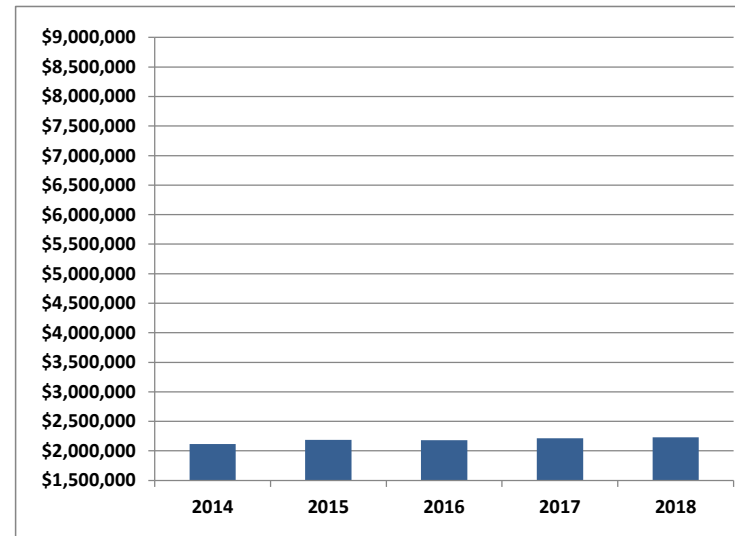
**PUBLIC SAFETY \$9,307,016 (2018)**  
*Increase of \$209,692 from 2017*



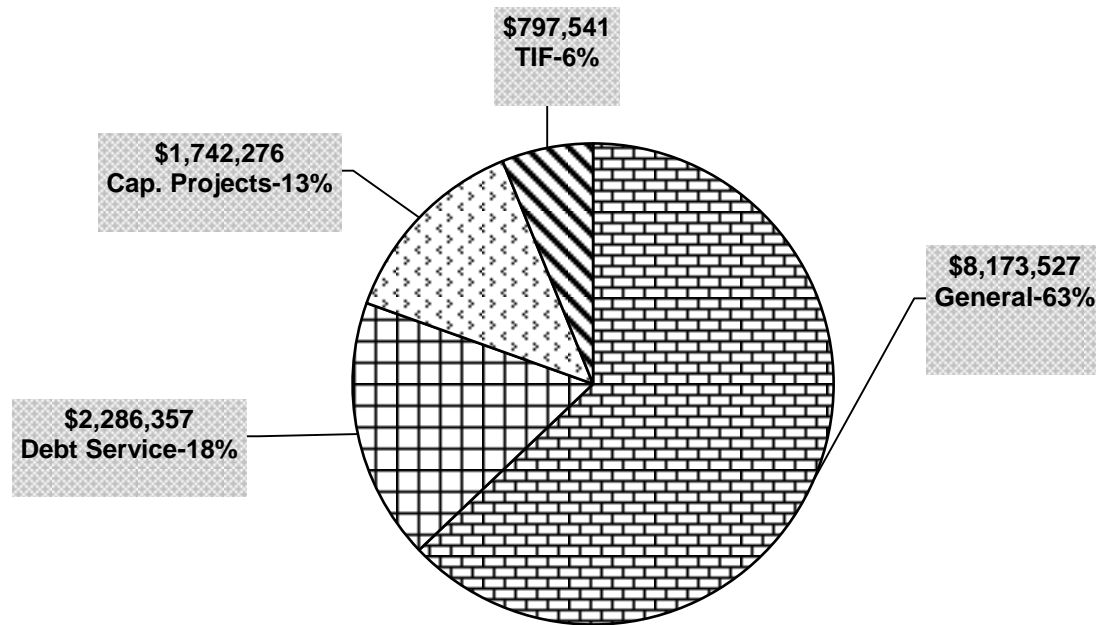
**PUBLIC WORKS \$2,817,157 (2018)**  
*Decrease of \$302,647 from 2017*



**CULTURE & RECREATION \$2,232,376 (2018)**  
*Increase of \$18,632 from 2017*



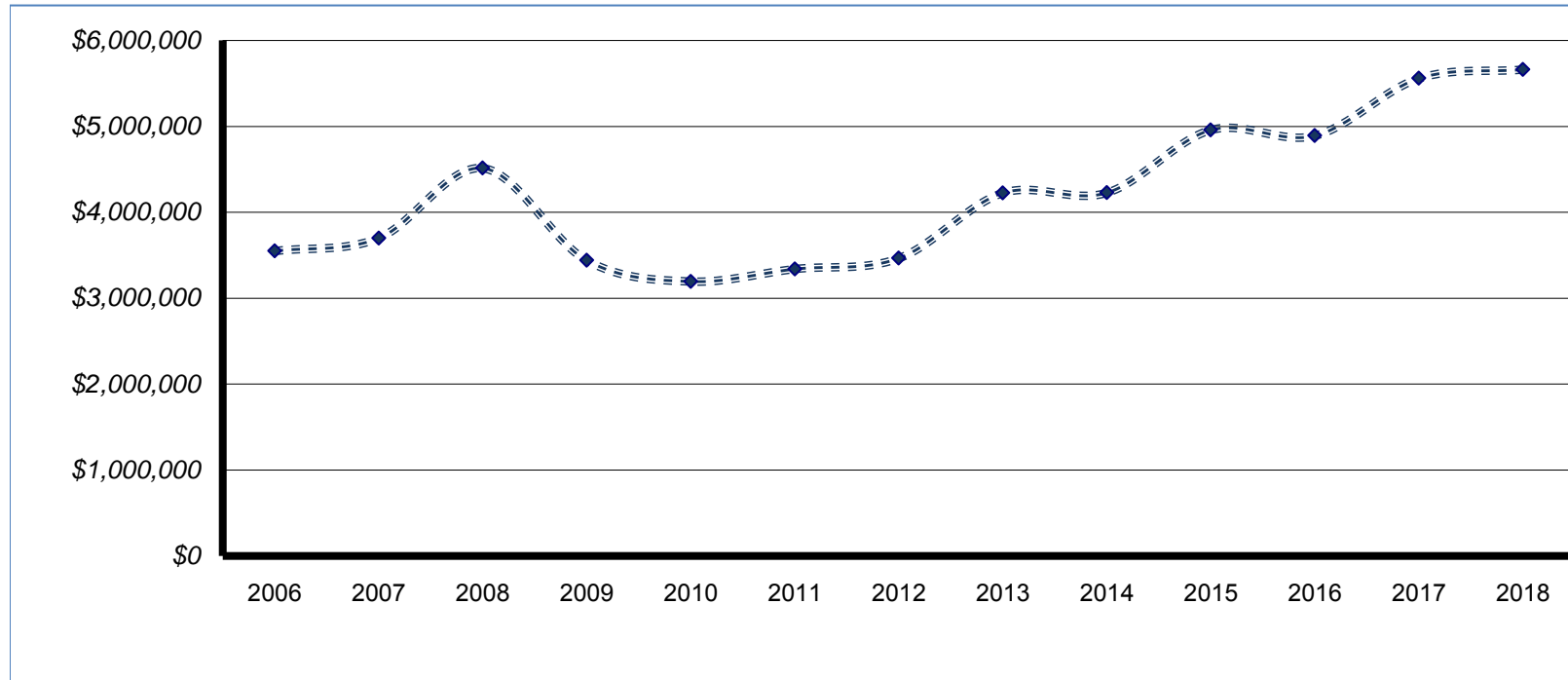
# CITY OF DE PERE 2018 PROPERTY TAX LEVY CHART



# Annual City of De Pere

## General Obligation Debt Service

2006-2018

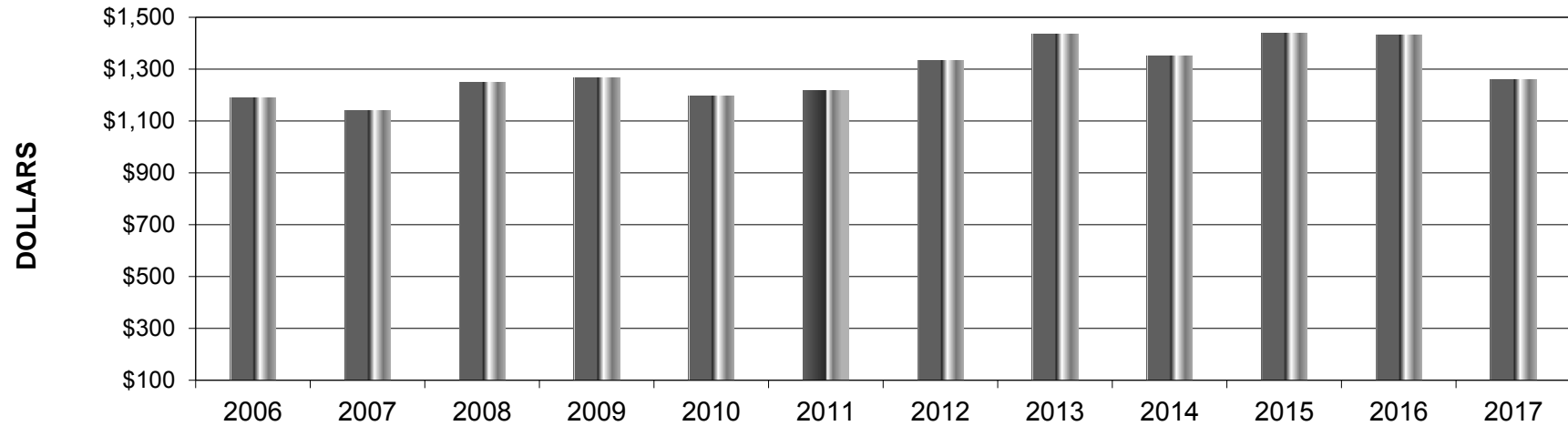


2006	\$3,698,642
2007	\$4,513,554
2008	\$3,439,119
2009	\$3,194,052
2010	\$3,339,286
2011	\$3,464,245

2012	\$4,224,144
2013	\$4,226,573
2014	\$4,957,385
2015	\$4,890,358
2016	\$5,557,866
2017	\$5,661,020
2018	\$5,788,351

# Debt Per Capita

2006 - 2017



Year	Population	G. O. Debt Outstanding	Equalized Valuation	Debt as % of Equalized Value	Debt Per Capita
2006	22,495	\$26,770,140	\$1,737,873,600	1.54%	\$1,190.05
2007	22,670	\$25,832,755	\$1,784,703,900	1.45%	\$1,139.51
2008	22,645	\$28,283,875	\$1,910,620,200	1.48%	\$1,249.01
2009	22,780	\$28,857,178	\$1,912,611,300	1.51%	\$1,266.78
2010	23,020	\$27,469,407	\$1,827,411,900	1.51%	\$1,197.63
2011	23,925	\$29,110,521	\$1,763,330,300	1.65%	\$1,216.52
2012	23,925	\$31,900,474	\$1,733,547,000	1.84%	\$1,333.36
2013	24,047	\$34,480,000	\$1,758,302,800	1.96%	1,433.86
2014	24,180	\$32,660,000	\$1,834,327,100	1.78%	\$1,350.70
2015	24,447	\$35,170,000	\$1,898,625,300	1.85%	\$1,438.63
2016	24,592	\$35,185,000	\$1,935,469,700	1.82%	\$1,430.75
2017	24,721	\$31,170,000	\$2,030,690,600	1.53%	\$1,260.87

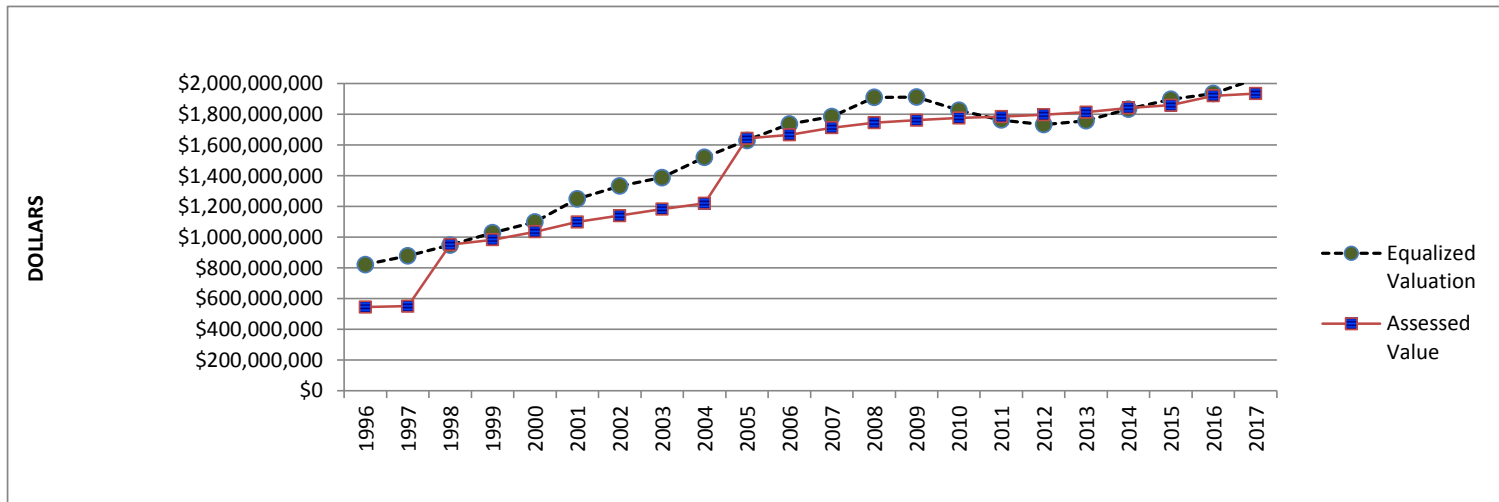
**Long-Term Note and Bonded Indebtedness - December 31, 2017**  
**Governmental Funds**

	Year of Issue	Amount of Issue	Outstanding 12/31/2017	Principal Due - 2018
Community Development Bonds	2006	4,050,000	0	0
Community Development Bonds	2007	2,020,000	1,160,000	110,000
Community Development Bonds	2008	2,270,000	1,770,000	110,000
Community Development Bonds	2008	1,000,000	625,000	50,000
Community Development Bonds	2009	2,675,000	1,480,000	230,000
Community Development Bonds	2010	2,985,000	775,000	360,000
Community Development Bonds	2011	2,245,000	1,290,000	145,000
Promissory Note	2011	1,565,000	235,000	75,000
Community Development Bonds	2012	2,980,000	1,650,000	155,000
Community Development Bonds	2012	2,850,000	2,430,000	155,000
Community Development Bonds	2013	5,650,000	3,270,000	600,000
Community Development Bonds	2013	2,530,000	1,570,000	340,000
Promissory Note	2014	670,000	460,000	75,000
Community Development Bonds	2014	2,935,000	1,655,000	445,000
Promissory Note	2015	6,270,000	4,425,000	860,000
Promissory Note	2016	5,900,000	5,300,000	590,000
Promissory Note	2016	890,000	805,000	85,000
Promissory Note	2017	2,020,000	2,020,000	335,000
Promissory Note	2017	250,000	250,000	250,000
<b>Total General Obligation Bonds and Notes</b>		<b>\$51,755,000</b>	<b>\$31,170,000</b>	<b>\$4,970,000</b>



# Property Valuation

## 1996-2017



Year	Assessed Value	% Change	Equalized Valuation	% Change
1996	\$544,390,750	2.84%	\$821,749,300	9.64%
1997	\$551,175,850	1.25%	\$878,723,400	6.93%
1998	\$951,853,000	72.69%	\$949,300,900	8.03%
1999	\$983,768,964	3.35%	\$1,028,621,300	8.36%
2000	\$1,035,677,078	5.28%	\$1,099,480,800	6.89%
2001	\$1,099,382,539	6.15%	\$1,248,731,000	13.57%
2002	\$1,140,561,584	3.75%	\$1,333,904,500	6.82%
2003	\$1,183,302,700	3.75%	\$1,388,262,800	4.08%
2004	\$1,221,451,849	3.25%	\$1,520,102,000	9.50%
2005	\$1,643,083,200	34.52%	\$1,630,026,617	7.23%
2006	\$1,666,685,300	1.44%	\$1,737,873,600	6.62%
2007	\$1,712,980,400	-0.52%	\$1,784,703,900	2.69%
2008	\$1,746,674,100	1.97%	\$1,910,620,200	7.06%
2009	\$1,762,565,900	1.84%	\$1,912,611,300	0.10%
2010	\$1,776,722,000	0.80%	\$1,827,411,900	-4.45%
2011	\$1,786,169,500	0.53%	\$1,763,330,300	-3.51%
2012	\$1,798,609,100	0.11%	\$1,733,547,000	-0.17%
2013	\$1,813,900,500	0.79%	\$1,758,302,800	1.43%
2014	\$1,842,589,100	1.58%	\$1,834,327,100	4.32%
2015	\$1,859,601,900	0.92%	\$1,898,625,300	3.51%
2016	\$1,921,074,199	3.31%	\$1,935,469,700	1.94%
2017	\$1,935,315,899	0.01%	\$2,030,690,600	4.92%

# **GENERAL GOVERNMENT**

## GENERAL GOVERNMENT EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
City Council	0.00
Municipal Court	1.00
City Attorney	2.20
City Administrator	0.68
Mayor	0.18
Clerk	2.63
Human Resources	2.55
Elections	0.00
Information Management	0.64
Finance	0.82
Assessor	0.10
City Hall	0.20
Other General Government	0.00
Health and Human Services	4.60
Board of Health	0.00
Planning and Economic Development	1.62
GIS	0.67
<b>TOTAL</b>	<b>17.88</b>

## 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.

***2018 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.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 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 1% from 24,592 to 24,721.
- 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: 2017 mill rate increase was 1.00%.

***Significant Program Achievements:***

- 1) Adopted the 2017 Annual Budget.
- 2) Adopted 39 ordinances and 111 resolutions in prior year.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 City Council program cost is \$89,269. 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.

***2018 Budget Significant Expenditure Changes:***

- 1) Electronic Device Stipend increases \$750 to reflect and additional stipend to accommodate the mayoral election in 2018.
- 2) Seminars and conferences include \$400 to accommodate miscellaneous training for alderpersons.
- 3) Public Notices increases \$1,000 to reflect actual trends.
- 4) Memberships and Subscriptions include \$6,780 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance, \$7,500 for Sister Cities budget and \$220 for miscellaneous publications.
- 5) Capital outlay includes \$4,000 for the Beautification Committee and \$1,200 for community service grants.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>CITY COUNCIL</b>									
Account Number PERSONAL SERVICES									
100	51100	122	Hourly Wages--Part Time	\$ 52,853	\$ 53,909	\$ 26,778	\$ 53,909	\$ 54,989	2.00%
100	51100	150	FICA	709	782	359	782	797	2.00%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	155	129	65	146	132	2.00%
			<b>Subtotal</b>	<b>53,717</b>	<b>54,820</b>	<b>27,202</b>	<b>54,836</b>	<b>55,919</b>	<b>2.00%</b>
			CONTRACTUAL SERVICES						
100	51100	210	Electronic Device Stipend	3750	3,000	3,000	3,000	3,750	25.00%
100	51100	211	Postage	0	0	0	0	0	0.00%
100	51100	212	Seminars and Conferences	170	400	0	400	400	0.00%
100	51100	224	Public Notices	7,986	7,000	2,297	7,000	8,000	14.29%
			<b>Subtotal</b>	<b>11,906</b>	<b>10,400</b>	<b>5,297</b>	<b>10,400</b>	<b>12,150</b>	<b>16.83%</b>
			SUPPLIES AND EXPENSE						
100	51100	310	Office Supplies	4,793	1,500	581	1,500	1,500	0.00%
100	51100	320	Memberships/Subscriptions	9,447	10,000	9,617	10,000	14,500	45.00%
100	51100	330	Mileage Reimbursement	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>14,240</b>	<b>11,500</b>	<b>10,198</b>	<b>11,500</b>	<b>16,000</b>	<b>39.13%</b>
			CAPITAL OUTLAY						
100	51100	810	Capital Equipment	4,200	3,000	300	3,600	5,200	73.33%
			<b>Subtotal</b>	<b>4,200</b>	<b>3,000</b>	<b>300</b>	<b>3,600</b>	<b>5,200</b>	<b>73.33%</b>
			<b>TOTAL</b>	<b>\$ 84,064</b>	<b>\$ 79,720</b>	<b>\$ 42,997</b>	<b>\$ 80,336</b>	<b>\$ 89,269</b>	<b>11.98%</b>

## **Municipal Court**

***Program Full Time Equivalents: 1.0***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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



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

***Expected Outcomes:***

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

***2018 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.

***2017 Performance Measurement Data (August 2016 – July 2017):***

- 1) From August, 2015 – July, 2016 intake 1,673 citations with \$257,918 monies collected.  
Result: From August, 2016 – July, 2017 intake of 1,870 citations with \$255,358 monies collected.  
This represented decreased collections by 1 % from the prior year.
- 2) Current with tax intercept, suspensions, and warrants. Collected \$4,895 in 2016 and \$4,745 in 2017 through tax intercept for the 2017 tax season.  
Result: This represents decreased collections by 3 % from prior year.
- 3) Annually review open juvenile cases to determine compliance or need to suspend driver's license.  
Result: 100% reviewed.

***Significant Program Achievements:***

- 1) Follow up juvenile truancy with return court dates and petitions to circuit court for additional sanctions.
- 2) Scheduled 2,379 proceedings and processed paperwork accordingly, whether it is initial appearances, indigency or trials for 2016-2017.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2017 Municipal Court program cost is \$105,974. Court continues to provide public with a quality municipal court procedurally and economically. Public benefits from the municipal judge being able to handle video conferencing and other issues outside of the times that court is normally scheduled.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Overtime Wages – increased \$1,041 due to projected increase in citation activity.
- 2) Seminars and Conferences – Court clerk required by state statute to attend conference bi-annually, judge required to attend annually. Judge must maintain education credits through seminars offered periodically. Additional conferences are available and beneficial. Cost increased to allow this training. These are scheduled around the state each year.

- 3) Consulting – \$6,075 includes \$4,366 TIPSS court computer program and support annual charge 3% increase; \$1,200 WI Dept. of Justice for access to e-Time to run 26 and 27's for defendants before court and during the year for additional information; and \$284 for interpreter costs at court appearances, \$225 for substitute judge if needed.
- 4) Office Supplies – increased \$325 due to projected increase in citation activity.
- 5) Memberships and Subscriptions – \$840 includes \$40 for Municipal Court Clerks Association dues; \$100 Municipal Judges Association dues; and \$700 WI Supreme Court Office of Judicial Education.
- 6) Capital Outlay Office Equipment - increased \$800 to include an office chair to replace an old one to prevent back issues and a larger paper shredder. Due to the content of the citations, court paperwork and confidential information, shredding has increased and current shredder is being over worked.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
MUNICIPAL COURT									
Account Number		PERSONAL SERVICES							
100	51200	110	Salaries	\$ 20,461	\$ 20,808	\$ 9,604	\$ 20,808	\$ 20,808	0.00%
100	51200	120	Hourly Wages	46,310	46,365	22,153	47,405	47,405	2.24%
100	51200	125	Overtime Wages	73	200	0	150	1,241	520.50%
100	51200	150	FICA	4,869	5,154	2,516	5,230	5,313	3.09%
100	51200	151	Retirement	3,049	3,166	1,384	3,234	3,259	2.93%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,240	17,764	8,855	17,710	17,811	0.26%
100	51200	190	Training	0	0	0	0	0	0.00%
			Subtotal	93,003	93,457	44,512	94,537	95,838	2.55%
			CONTRACTUAL SERVICES						
100	51200	210	Telephone	72	72	36	72	72	0.00%
100	51200	211	Postage	0	0	0	0	0	0.00%
100	51200	212	Seminars and Conferences	414	650	0	310	650	0.00%
100	51200	215	Consulting	5,698	6,075	5,056	5,900	6,075	0.00%
			Subtotal	6,183	6,797	5,092	6,282	6,797	0.00%
			SUPPLIES AND EXPENSE						
100	51200	310	Office Supplies	972	950	538	950	1,275	34.21%
100	51200	315	Publications	0	75	0	75	75	0.00%
100	51200	320	Memberships/Subscriptions	840	840	840	840	840	0.00%
100	51200	330	Mileage Reimbursement	185	350	0	140	350	0.00%
			Subtotal	1,997	2,215	1,378	2,005	2,540	14.67%
			CAPITAL OUTLAY						
100	51200	810	Capital Equipment	944	0	0	0	0	0.00%
100	51200	811	Office Equipment	0	0	0	0	800	100.00%
			Subtotal	944	0	0	0	800	100.00%
			TOTAL	\$ 102,127	\$ 102,469	\$ 50,982	\$ 102,824	\$ 105,974	3.42%

## City Attorney

### ***Program Full Time Equivalents: 2.2***

***Program Mission:*** To provide fair and impartial legal services to the entire City organization in an effective and efficient manner.

The city organization includes: the Common Council, its standing committees (Finance/Personnel, License, Board of Public Works), its Boards (Board of Park Commissioners, Zoning Board of Appeals, Board of Review, Board of Health), its Commissions (Police & Fire Commission, City Plan Commission, Historic Preservation Commission, Commission on Aging) and Authorities (Redevelopment Authority, Housing Authority).

### ***List of Program Service(s) Descriptions:***

#### **(1) GENERAL LEGAL SERVICES**

- (a) *Legal research and writing:* legal research of state and federal statutes, regulations and case law; draft ordinances, memoranda and/or opinions on topics researched.
- (b) *Public records/open meetings:* review of/and/or advice on compliance with open meetings regulations; answer questions on open meetings and public records; assist in responding to complex public records release issues.
- (c) *Service contract/agreement drafting/review:* draft a variety of agreements and amendments; determine if breach has occurred; advice on remedies.
- (d) *Parliamentarian:* advises on Roberts's Rules of Order during and outside of meetings to ensure formalities followed to avoid challenge.
- (e) *Economic development revolving loan program:* draft all loan documents; ensure compliance with Fair Credit Reporting Act; record necessary documents; draft release documents once loan paid; represent city's interests in litigation over loans in default/mortgage foreclosure actions.
- (f) *Departmental inquiries:* daily phone calls, emails, meetings regarding departmental activities and legal advice pertaining to the same.

#### **(2) REAL PROPERTY TRANSACTIONS**

- (a) *Development agreements:* drafting and properly recording all sale and option of city property agreements, TID development agreements, and drafting of private land development agreements for which public infrastructure is needed (i.e. Wal-Mart and Festival Foods developments); researching past agreements to determine compliance.

- (b) *Zoning*: advice on protest petitions, moratoria, super-majority requirements, smart-growth compliance and other miscellaneous zoning issues; variances and conditional use applications and permits questions, loss of conditional use status; familiarity with federal and constitutional property regulations; advises Board of Appeals on as needed basis.
- (c) *Annexations*: review of annexation petitions for compliance with statutory requirements; advises council on validity of annexation; defends city in challenges to annexations.
- (d) *Property transfers*: performs all tasks related to sale and/or purchase of city property including obtaining title insurance; minimizing exceptions/issues identified in title insurance; drafting and properly recording closing documents; providing all needed documentation to title company for title policy.
- (e) *Condemnation (eminent domain)*: ensuring compliance with complex statutory requirements to acquire property under condemnation; represents city in legal challenges to property taking.
- (f) *Right-of-way vacation*: ensures statutory process followed resulting in recording of final resolution of vacation to the benefit of the adjoining property owners.
- (g) *Easements*: includes all work necessary to obtain easements for City purposes and includes drafting paperwork for city grant of easement for the benefit of others; also includes research of old facilities and corrective easement documentation where earlier installation of facilities were done without an easement or in cases of poor record keeping.
- (h) *Revocable occupancy permits*: includes drafting necessary paperwork as required by state law for all use of city right of way or as otherwise allowed by city.
- (i) *Special assessments*: advice regarding legal requirements; drafting final assessment resolution; follow-up with omitted property owners to obtain voluntary agreement.
- (j) *Leases*: comply with state law and contain provisions favorable to city.
- (k) *Tax increment districts*: review project plan; ensure statutory criteria met; drafts necessary resolutions and provide opinion of compliance; draft and enforce developer's agreement.
- (l) *Restrictive covenants*: drafts, records, monitor and releases restrictions on properties.
- (m) *Property assessments*: advises the Board of Review on assessment issues; represents city in assessment challenges.

### **(3) PUBLIC WORKS**

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

**(4) LABOR RELATIONS**

- (a) *Policy development and enforcement:* with HR director, drafting policies required by state or federal laws or city officials; assists department heads with consistent interpretation and enforcement.
- (b) *Collective bargaining:* with department head and HR Director, negotiate with police and fire units to preserve interests of the city as employer.
- (c) *Contract enforcement:* assist departments with interpreting and enforcing collective bargaining agreements.
- (d) *Grievance and arbitration:* represents city's interests in employee grievance arbitrations.
- (e) *Employee relations matters:* provide advice on employment actions; assists insurance provided counsel as needed; represents city in unemployment compensation matters.
- (f) *Employee resignation agreements:* negotiates and drafts separation agreements in compliance with federal/state laws.

**(5) LITIGATION**

- (a) *Represents city in non-insurance covered litigation:* files all necessary documents in compliance with court rules; appears before tribunal and advances written and oral arguments; appeal of adverse decisions; explanation of processes and results to elected officials and department heads.
- (b) *Assist outside counsel:* includes assisting outside counsel retained by insurance company; acts as liaison to counsel.
- (c) *Claims review:* reviews substantial notices of claim; reviews insurance company decisions on claim; draft notices of claim denial; assists clerk in questions on claims; advises city employees on protecting city's interests.
- (d) *Collections;* makes contact on un-collectible checks/ delinquent account balances for payment; can include filing of action where appropriate; represents city in bankruptcy proceedings.

**(6) PUBLIC SAFETY**

- (a) *Nuisance abatement:* provides assistance to departments in drafting, serving and ordering the abatement of nuisances affecting the public; assists building inspection in raze and repair orders for dilapidated structures.
- (b) *Municipal prosecution:* prosecutes all contested municipal citations on behalf of city; advises and counsels departments and law enforcement officers on enforcement of city ordinances and ordinance interpretation; assists enforcement departments with code compliance strategies.
- (c) *Liquor license matters:* Advises on liquor license issues; represents police department in license suspension, hearings; arranges for substitute legal counsel to 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** – Funded by property tax.  
Competent legal services to guide actions of the organization to conform to legal requirements and to avoid legal pitfalls.
- (2) **REAL PROPERTY TRANSACTIONS** – Funded partially by fees paid to Planning Department; remainder by property tax.  
Compliance with complex land transaction requirements keeps property interests intact and serves to advance economic development and serves to provide city with property interests necessary to perform essential city functions.
- (3) **PUBLIC WORKS-** Utility work (water, sewer, storm water) funded by user charges; remainder funded by property tax.  
Compliance with statutory and code regulations protects the public; compliance with public bidding laws maintains integrity of infrastructure and the methods by which it is constructed, and installed.
- (4) **LABOR RELATIONS** – Funded by property tax.  
Comprehensive labor relations services allows city to treat its employees fairly and to comply with legal requirements.
- (5) **LITIGATION** - Funded by property tax.  
Protection of the public interest by advocating the city's interests in litigation not covered by insurance.
- (6) **PUBLIC SAFETY** – Funded by property tax.  
Compliance with legal requirements of abatement processes allows for quick and proper nuisance elimination. Ordinance enforcement also preserves and protects the public safety while collecting revenue for the general fund.
- (7) **ASSISTANT CITY ADMINISTRATOR** – Activity funded by property tax.  
Maintains consistent administration activities during absence of City Administrator.

***Expected Outcomes:***

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



**(2) REAL PROPERTY TRANSACTIONS AND PUBLIC WORKS**

Compliance with legal requirements allows city services to be provided/expanded uninterrupted.

**(3) LABOR RELATIONS**

Maintain labor relations within legal parameters with both union and non-union employees to avoid prolonged labor division and challenges.

**(4) LITIGATION**

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

**(5) PUBLIC SAFETY**

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

**(6) ASSISTANT CITY ADMINISTRATOR**

Maintain consistent administration of services.

***2018 Performance Measurements:***

**Measure #1: GENERAL LEGAL SERVICES**

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

**Measure #2: GENERAL LEGAL SERVICES**

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

***2017 Performance Measurements: (Data 7/2016-7/2017)***

**Measure #1: GENERAL LEGAL SERVICES**

Use office management software to transfer 35% of old paper documents to new system to reduce storage needs and increase access efficiency. DATA: Office management software was not renewed due to inefficiencies

## **Measure #2: GENERAL LEGAL SERVICES**

Obtain approval of adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code for ease of document storage and retrieval resulting in 10% increased efficiency in document storage. DATA: Electronic Record Retention Policy not drafted.

### ***Significant 2017 Program Achievements (8/1/16 – 8/1/17):***

- A) Prosecuting/code enforcement attorney returned to in-house status
- B) Closed four Revolving Loan Fund Loans; two additional loans already in process and slated for closing at any time
- C) Development Agreements for three (3) new business projects in TIDs #8, and #11.
- D) Release of Parking Easements and other documents necessary for sale of property to New Leaf Market Cooperative, together with Revolving Loan fund documents for business development to commence before end of 2017.
- E) Sale/Purchase Agreement for transfer of properties between City and property owner along Richco Road, together with realignment of Richco Rd.
- F) Worked with Human Resources to ensure all new 2017 medical/dental provider agreements were reviewed with appropriate changes requested.

### ***Existing Program Standards Including Importance to Community:***

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

### ***Costs and Benefits of Program and Services:***

The adopted 2018 City Attorney budget is \$198,978, an approximate 6.1% increase (\$11,409) from the 2017 adopted budget. The increase is principally a result of a full year of the Part Time Staff Attorney position in this budget. This program benefits the community by enabling the organization to provide services in the manner allowed and authorized by state and federal laws. Proactive compliance with legal requirements is less costly and less disruptive than response to litigation. This program is cost-effective as an in-house program; retaining outside legal counsel to perform all services currently provided would be more costly.

### ***2018 Program Objectives:***

- (1) Draft and have adopted an Electronic Record Retention and Retrieval Policy that conforms to Admin Code.
- (2) Re-write or substantially revises the Sign Code and Noise Ordinance and assist in Zoning Code re-write and building code revisions.
- (3) Acquire necessary property for Main Ave. /Lawrence Drive traffic improvements through negotiation.
- (4) Assist Fire Department in Intergovernmental Cooperative Agreement for Fire District

### ***2018 Budget Significant Expenditure Changes:***

- (1) Salaries increased \$21,178 due to part time staff attorney salary for full year and other wage increases.
- (2) FICA increased \$1,744 due to full year of part time staff attorney and other wage increases.
- (3) Retirement increased \$1,418 due to full year of part time staff attorney and other wage increases.
- (4) Health, Dental, DIB, Life & Workers Comp decreased \$4,427 due to an employee changing to “employee +1” coverage from family coverage.
- (5) Seminars and conferences include: Wisconsin Municipal Attorney’s Institute, various continuing legal education for City attorney and part-time staff attorney (part time attorney budgeted at 50% of required continuing education credits), and paralegal training course for administrative staff.
- (6) Consulting reduced to \$7,500 due to addition of part time staff attorney and current trends. This account now consists of costs expended for outside assistance such as register of deeds, title insurance, title reports (\$2,500) and outside counsel on specialized matters (\$5,000).
- (7) Data includes Lexis/Nexis computerized legal research (\$2,700), which was previously accounted for under the “Publications” budget line.
- (8) Office Supplies increased \$25 in anticipation of increased office supply usage with PT Attorney position.

- (9) Publications increased \$100 (5%) to account for anticipated increased costs to fund various state bar publications and updates and any needed court rules/procedures publications.
- (10) Memberships/Subscriptions include: State Bar (\$750), Brown County Bar (\$75), International Municipal Lawyers Association (\$650) and Paralegal Association (\$250). No increase in membership fees is expected for 2018. (Again, PT Attorney membership budgeted at 50% of cost.)
- (11) Capital Outlay Office Equipment includes \$300 for purchase of printer for part-time attorney and \$600 for purchase of stand up workstation for paralegal.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>CITY ATTORNEY</b>									
Account Number PERSONAL SERVICES									
100	51300	110	Salaries	\$ 59,166	\$ 76,370	\$ 27,968	\$ 76,370	\$ 97,548	27.73%
100	51300	120	Hourly Wages	38,249	33,226	15,371	3,326	34,857	4.91%
100	51300	125	Overtime Wages	0	150	0	150	150	0.00%
100	51300	150	FICA	6,182	8,396	3,370	6,108	10,140	20.78%
100	51300	151	Retirement	5,661	7,463	2,700	5,419	8,881	19.01%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	23,669	32,165	13,735	32,165	27,738	-13.76%
100	51300	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>132,927</b>	<b>157,769</b>	<b>63,144</b>	<b>123,539</b>	<b>179,315</b>	<b>13.66%</b>
			CONTRACTUAL SERVICES						
100	51300	210	Telephone	458	450	229	458	458	1.78%
100	51300	211	Postage	0	0	0	0	0	0.00%
100	51300	212	Seminars and Conferences	2,407	2,500	883	2,500	3,500	40.00%
100	51300	215	Consulting	24,122	17,500	6,927	14,000	7,500	-57.14%
100	51300	218	Cell/Radio	483	480	200	480	480	0.00%
100	51300	219	Data	580	3,520	0	2,500	2,700	-23.30%
			<b>Subtotal</b>	<b>28,051</b>	<b>24,450</b>	<b>8,239</b>	<b>19,938</b>	<b>14,638</b>	<b>-40.13%</b>
			SUPPLIES AND EXPENSE						
100	51300	310	Office Supplies	261	300	146	300	325	8.33%
100	51300	315	Publications	7,853	1,750	1,633	1,750	1,850	5.71%
100	51300	320	Memberships/Subscriptions	1,143	1,850	817	1,850	1,850	0.00%
100	51300	330	Mileage Reimbursement	58	100	0	100	100	0.00%
			<b>Subtotal</b>	<b>9,316</b>	<b>4,000</b>	<b>2,596</b>	<b>4,000</b>	<b>4,125</b>	<b>3.13%</b>
			CAPITAL OUTLAY						
100	51300	811	Office Equipment	0	750	0	750	900	20.00%
100	51300	830	Furniture	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>900</b>	<b>20.00%</b>
			<b>TOTAL</b>	<b>\$ 170,294</b>	<b>\$ 186,969</b>	<b>\$ 73,979</b>	<b>\$ 148,227</b>	<b>\$ 198,978</b>	<b>6.42%</b>

## **City Administrator**

***Program Full Time Equivalents: 0.68***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

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

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Increase employee sense of engagement in the workplace by implementing and maintaining employee team initiatives throughout the organization and requiring 100% of full time permanent employees to be involved with and participate on a minimum of one employee team. The measurement will be based on a composite score of all employees surveyed in 2018 (benchmark measurement completed in 2017) as compared to additional surveys completed every six to twelve months.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase employee sense of engagement in the workplace by implementing and maintaining employee team initiatives throughout the organization and requiring 100% of full time permanent employees to be involved with and participate on a minimum of one team by January 1, 2016. The measurement will be based on a composite score of all employees surveyed at the beginning of 2016 (benchmark measurement) as compared to additional surveys completed every six months.
  - a. Result: The City's first voluntary employee job satisfaction survey was completed in April, 2017. Approximately 73% of employees completed the survey. Data from this survey will serve as the benchmark for future surveys to determine if ongoing team and other work related initiatives positively impact employee job satisfaction. The next survey is scheduled for early 2018.

***Significant Program Achievements:***

- 1) Provided overall management of daily municipal services to meet the needs of the community.
- 2) Managed the ongoing implementation of municipal policies and codes adopted by the City Council and/or committees, commissions and boards to achieve the intended outcome of the adopted policies and codes.
- 3) Managed merit pay and pay for performance policy and awarded non-COLA wage incentives to employees based on performance.
- 4) Provided oversight and assistance with numerous economic development projects such as the Belmark headquarters expansion, 102 Broadway project, Fox River Tours and discussions to develop the Mulva Center.
- 5) Continued to provide oversight and direct assistance to employee teams working on issues associated with sustainable practices, employee pay and performance, health benefits and urban orchards.
- 6) Developed ongoing fiscal strategies for the City that enhances the overall quality of municipal services and quality of life in the community.
- 7) Participated in the recruitment and hiring of a new Fire Chief for the City.
- 8) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.
- 9) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 10) Provided oversight management and promoted development throughout the community.



***Existing Program Standards Including Importance to Community:***

- 1) Maintain core office hours between 8:00 AM and 4:30 PM.
  - a. Community Importance.
    - i. Provides employees and citizens with a routine schedule to seek assistance, direction or to address community issues.
- 2) Respond to Citizen requests as needed.
  - a. Community Importance.
    - i. Provides an opportunity for citizens to have requests for information or action responded to in a timely manner.
- 3) Conduct performance evaluations of department heads.
  - a. Community importance.
    - i. Establishes performance expectations for employees that are required to meet the needs of the community.
    - ii. Identifies strengths and weaknesses for employees to direct their training efforts to better meet the needs of the community.
- 4) Conduct routine staff meetings.
  - a. Community Importance.
    - i. Enhances communication between departments to promote ongoing efficiencies in municipal services by eliminating duplication of services or efforts thus maximizing services while minimizing costs to the community.

***Costs and Benefits of Program and Services:***

The adopted 2018 City Administrator program cost is \$120,781. 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.

***2018 Budget Significant Expenditure Changes:***

- 1) FICA increases \$320 to reflect actual trends.
- 2) Office Supplies decrease \$100 to reflect actual cost trends.
- 3) Training includes \$900 for miscellaneous seminars and webinars throughout the year.
- 4) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 5) Memberships / Subscriptions include \$1,025 ICMA; \$200 WCMA; \$275 for misc. publications.
- 6) Capital Outlay Furniture includes \$600 to replace 15 year old office chair and \$600 to purchase stand up workstation for administrative assistant.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>CITY ADMINISTRATOR</b>									
Account Number PERSONAL SERVICES									
100	51410	110	Salaries	\$ 64,431	\$ 65,525	\$ 30,680	\$ 65,525	\$ 66,490	1.47%
100	51410	122	Hourly Wages Part Time	8,720	8,912	4,149	8,912	9,112	2.24%
100	51410	150	FICA	5,404	5,306	2,949	5,694	5,626	6.04%
100	51410	151	Retirement	4,951	5,062	2,226	5,062	5,065	0.07%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	14,876	13,973	7,147	13,973	14,068	0.68%
100	51410	190	Training	-	900	0	900	900	0.00%
			<b>Subtotal</b>	<b>98,381</b>	<b>99,677</b>	<b>47,151</b>	<b>100,066</b>	<b>101,261</b>	<b>1.59%</b>
			CONTRACTUAL SERVICES						
100	51410	210	Telephone	719	740	366	740	740	0.00%
100	51410	211	Postage	0	0	0	0	0	0.00%
100	51410	212	Seminars and Conferences	3,976	4,200	905	4,200	4,200	0.00%
100	51410	218	Cell/Radio	483	480	200	480	480	0.00%
100	51410	219	Data	0	0	0	0	0	0.00%
100	51410	240	Equipment Maintenance	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>5,178</b>	<b>5,420</b>	<b>1,471</b>	<b>5,420</b>	<b>5,420</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	51410	310	Office Supplies	147	400	31	200	300	-25.00%
100	51410	320	Memberships/Subscriptions	1,179	1,500	1,260	1,500	1,500	0.00%
100	51410	331	Mileage Reimbursement	4,517	5,100	2,018	4,700	5,100	0.00%
100	51410	340	Operating Supplies	8,368	6,000	239	6,000	6,000	0.00%
			<b>Subtotal</b>	<b>14,212</b>	<b>13,000</b>	<b>3,548</b>	<b>12,400</b>	<b>12,900</b>	<b>-0.77%</b>
			CAPITAL OUTLAY						
100	51410	811	Office Equipment	1,503	0	0	0	0	0.00%
100	51410	830	Furniture	0	0	0	0	1,200	100.00%
			<b>Subtotal</b>	<b>1,503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 119,274</b>	<b>\$ 118,097</b>	<b>\$ 52,170</b>	<b>\$ 117,886</b>	<b>\$ 120,781</b>	<b>2.27%</b>

## **Mayor**

***Program Full Time Equivalents: 0.18***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 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.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 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 31 legislative contacts.
- 2) Manage the productivity and quality of City Council and Committee meetings by managing presentations and discussions to the extent that all business is completed in three hours or less for 90% percent or more of all meetings.
  - a. Result: 99% of meetings were completed in less than three hours.
- 3) Increase or maintain the overall quality of the community by participating in six or more public appearances to provide municipal service information or to gather constituent preferences.
  - a. Result: Attended 141 public appearances.

***Significant Program Achievements:***

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2016/2017 and proposed the 2017 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 adopted 2018 Mayor program cost is \$40,012. 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.

***2018 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increases \$29 to reflect higher wages.
- 2) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.
- 3) Mileage increases \$200 to reflect actual trends.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>MAYOR</b>									
Account Number PERSONAL SERVICES									
100	51415	122	Hourly Wages Part Time	\$ 31,768	\$ 32,421	\$ 15,826	\$ 32,421	\$ 33,091	2.07%
100	51415	150	FICA	2,405	2,480	1,223	2,480	2,531	2.07%
100	51415	151	Retirement	575	606	258	2,205	611	0.74%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	364	340	169	340	369	8.26%
			<b>Subtotal</b>	<b>35,111</b>	<b>35,848</b>	<b>17,476</b>	<b>37,446</b>	<b>36,602</b>	<b>2.10%</b>
			CONTRACTUAL SERVICES						
100	51415	210	Telephone	929	930	462	930	930	0.00%
100	51415	212	Seminars and Conferences	408	1,500	0	1,000	1,500	0.00%
100	51415	218	Cell/Radio	480	480	0	480	480	0.00%
100	51415	219	Data	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,817</b>	<b>2,910</b>	<b>462</b>	<b>2,410</b>	<b>2,910</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	51415	310	Office Supplies	25	300	52	150	300	0.00%
100	51415	330	Mileage Reimbursement	301	0	0	0	200	100.00%
			<b>Subtotal</b>	<b>326</b>	<b>300</b>	<b>52</b>	<b>150</b>	<b>500</b>	<b>66.67%</b>
			CAPITAL OUTLAY						
100	51415	830	Office Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 37,255</b>	<b>\$ 39,058</b>	<b>\$ 17,990</b>	<b>\$ 40,006</b>	<b>\$ 40,012</b>	<b>2.44%</b>

## **Clerk-Treasurer**

### ***Program Full Time Equivalents: 2.63***

### ***Program Mission:***

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

### ***List of Program Service(s) Descriptions:***

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

### ***Important Outputs:***

- 1) *Council and Committee Agendas, Minutes, Resolutions and Ordinances* –Activity funded by property tax. Provide necessary public notification and appropriate accessibility to internal and external users. This insures City actions comply with approved Council and related Committee recommendations.
- 2) *Licensing Documents* – Activity funded by property tax and license collections. Individual and business information is gathered, reviewed, and maintained to assure all licensees are eligible and comply with City requirements. Documents help insure the safety of the general public using these services.
- 3) *Tax and Investment Revenues* – Activity funded by property tax. Property taxes are collected and invested in compliance with state statutes and Council-Approved financial institutions to provide the safest and maximum return on available financial resources. These revenues secure funding for municipal services and activities.



***Expected Outcomes:***

- 1) Maintain official City documents so that they are available for review by the public in a timely fashion.
- 2) Maintain documents and collect fees for licensing requirements to help insure the public is properly protected when using these services.
- 3) Increase tax collections and return on the investment of City funds.

***2018 Performance Measures:***

- 1) Identify at least 5 other applications from other departments for online processing and payment by June 2018.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Measure: Develop an online payment/application process available for certain City services by the end of 2017 (dog/cat licensing, boat launch permits, other department services/permits as requested).
  - a. Result: Online applications and payments for dog/cat/chicken licenses, boat launch passes, and special event permits will be online by the end of 2017.

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Clerk's Office program cost is \$226,797. 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.

***2018 Program Objectives:***

- 1) Continue to work with all city departments to collect outstanding debt owed to the City prior to issuance of any city licenses or permits.
- 2) Continue improving on the electronic agenda process.
- 3) Continue to improve overall process for issuing Special Event Permits.
- 4) Continue saving all resolutions and accompanying contracts/agreements electronically in searchable format.

***2018 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$7,207 due to changes in employee election.
- 2) Seminars and Conferences remained at \$900. Includes miscellaneous continuing clerk/treasurer education courses, conferences of the League of WI Municipalities, WI Municipal Clerk's Association, and WI Municipal Treasurer's Association. \$500 for tuition to the UWGB Clerk's Institute for the Deputy Clerk position.
- 3) Consulting includes \$5,000 for Municipal Code update services and \$500 for paid county specials.
- 4) Publications increased to \$135 for the Wisconsin Taxpayers Alliance monthly Focus publication.
- 5) Memberships/Subscriptions remained the same. Membership fees are as follows: WMCA - \$130; WMTA - \$55.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
CLERK-TREASURER									
Account Number		PERSONAL SERVICES							
100	51420	110	Salaries	\$ 55,495	\$ 56,995	\$ 24,474	\$ 56,995	\$ 58,277	2.25%
100	51420	120	Hourly Wages	82,492	83,714	40,058	83,714	86,761	3.64%
100	51420	125	Overtime Wages	494	0	0	0	0	0.00%
100	51420	150	FICA	10,015	10,764	4,784	10,764	11,095	3.08%
100	51420	151	Retirement	8,833	9,568	4,011	9,568	9,718	1.56%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	58,220	39,331	22,557	39,331	46,538	18.32%
100	51420	190	Training	0	0	0	0	0	0.00%
			Subtotal	215,548	200,372	95,884	200,372	212,389	6.00%
			CONTRACTUAL SERVICES						
100	51420	210	Telephone	2,458	2,538	1,229	2,538	2,538	0.00%
100	51420	211	Postage	3,770	3,718	3,832	3,832	3,900	4.90%
100	51420	212	Seminars and Conferences	469	900	472	472	900	0.00%
100	51420	215	Consulting	10,042	5,500	737	4,000	5,500	0.00%
			Subtotal	16,739	12,656	6,270	10,842	12,838	1.44%
			SUPPLIES AND EXPENSE						
100	51420	310	Office Supplies	540	1,000	196	700	1,000	0.00%
100	51420	315	Publications	0	0	0	0	135	100.00%
100	51420	320	Memberships/Subscriptions	128	185	185	185	185	0.00%
100	51420	330	Mileage Reimbursement	(16)	250	0	50	250	0.00%
			Subtotal	652	1,435	381	935	1,570	9.41%
			CAPITAL OUTLAY						
100	51420	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 232,939	\$ 214,463	\$ 102,535	\$ 212,149	\$ 226,797	5.75%

## Human Resources

***Program Full Time Equivalents: 2.55***

***Program Mission:***

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

***List of Program Service Descriptions:***

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

### ***Important Outputs:***

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

### ***Expected Outcomes:***

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

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

***2018 Performance Measures:***

- 1) 10% Increase in amount of medical participants filling prescription drugs through CVS or Target Pharmacy by added education and outreach
- 2) 0% Eye injuries by creating a policy to supply prescription safety eyewear to employees and ensuring they are worn
- 3) 75% employee participation in Health Assessments (which now includes medical and dental exams with age appropriate screenings) by appropriate education and incentives offered

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) All non-union employee complete performance appraisals through the Halogen system with 100% completion by the deadline by ensuring employees and supervisors are trained and staying on top of deadlines.
  1. Result: 99% of appraisals completed by the deadline; all supervisors received training.
- 2) Measure: 0% Eye injuries by supplying prescription safety eyewear to employees and ensuring proper PPE is worn.
  - a. Result: Had no eye injuries, but did not get to implementing policy to supply prescription safety eyewear.
- 3) Measure: 75% employee participation in Health Assessments by appropriate education and incentives offered
  - a. Result: 95% participation on health assessments.

***Significant Program Achievements (July 2016 to June 2017):***

- 1) Saved over \$350,000 on the health plan
- 2) Reduced health insurance premiums by 5%
- 3) Changed Stop Loss, Flexible Spending, Health Reimbursement Account, COBRA, Dependent Care, and Pharmacy and Medical administrators
- 4) Added vision insurance
- 5) Implemented Health assessments for employees and spouses with 95% participation the first year
- 6) Lead a comprehensive review of our medical and dental plan compared to updated standards of care in the marketplace
- 7) Performed employee investigations
- 8) Filled numerous positions
- 9) Worked through numerous departmental issues

***Existing Program Standards Including Importance to Community:***

- 1) Conduct all internal/external recruitments
  - a. Community importance—allows departments to be fully staffed with the most qualified employees for uninterrupted and efficient services.
- 2) Administration of City Benefits/Insurance Programs—annual review of renewal for self-funded plans to ensure appropriate fund balance is maintained. Monthly monitoring through reports of plan costs and claims. 5-year renewal cycle for liability lines. Accurate information given to employees upon request.
  - a. Community importance—provides fair and equitable pay and benefits for retention of employees and in accordance with labor agreements. Successfully insure City's interests for a safe working environment and reduced City liability.
- 3) Labor Relations—negotiate and follow bargaining agreements with 4 labor unions within City. Administer contracts correctly and fairly so the City is not exposed to liability in form of grievances, prohibited practices and the like.
  - a. Community importance—provides governing language for employees, wages, hours and working conditions.
- 4) Compliance with all applicable state and federal laws including FMLA, ADA, Worker's Comp, HIPAA, etc.
  - a. Community importance—safeguards the community from unnecessary liability and cost for non-compliance.

***Costs and Benefits of Program and Services:***

The adopted 2018 Personnel/Human Resources program cost is \$365,667. 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.

***2018 Program Objectives:***

- 1) Classification and Compensation Study
- 2) Expand health nurse coaching program
- 3) Contract Negotiations
- 4) Review all sick leave users and develop action plan with manager
- 5) Comprehensive review of all City policies
- 6) Create safety policies
- 7) Benefit Plan design changes



***Significant Budget Expenditure Changes:***

- 1) Hourly wages increases \$16,292 due to step increase for HR Generalist (2,140), new Office Assistant position (\$31,153), moved funds for temporary employee under Hourly Wages Part Time line item (-\$17,000).
- 2) Hourly Wages Part Time increases \$17,000 due to moving funds from Hourly Wages.
- 3) FICA increases \$2,866 due to adjustments of hourly wages noted above.
- 4) Retirement increases \$2,370 due to adjustments of hourly wages noted above.
- 5) Health, Dental, DIB, Life & Wks. Comp Ins increases \$22,333 due to new Office Assistant position.
- 6) No training is being requested.
- 7) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health care reform updates, one out of state conference, and other employment seminars.
- 8) Consulting increases \$15,000 due to 2018 compensation/market study (\$15,000); includes Employee Assistance Program Services (\$12,000), online recruitment system (\$5,000), and online performance management system (\$6,200).
- 9) Memberships and subscriptions include City membership to Wellness Council of Wisconsin (WELCOA), Society for Human Resources Management (SHRM), Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals.
- 10) Capital Outlay Office Equipment increased to \$1,200 for purchase of a stand up workstation for HR Generalist and Office Assistant.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

HUMAN RESOURCES			Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
Account Number			PERSONAL SERVICES						
100	51430	110	Salaries	\$ 90,499	\$ 96,727	\$ 45,047	\$ 45,047	\$ 98,902	2.25%
100	51430	120	Hourly Wages	55,244	60,953	26,634	26,634	77,245	26.73%
100	51430	122	Hourly Wages Part Time	0	0	0	0	17,000	100.00%
100	51430	125	Overtime Wages	432	2,000	246	2,000	2,000	0.00%
100	51430	150	FICA	9,268	11,009	4,978	5,637	13,875	26.04%
100	51430	151	Retirement	8,680	9,566	4,005	5,010	11,936	24.77%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	47,100	45,332	22,637	45,332	67,665	49.27%
100	51430	190	Training	942	0	0	0	0	0.00%
100	51430	192	Tuition Assistance	0	4,000	0	1,000	4,000	0.00%
100	51430	193	Organizational Training	2,410	2,600	0	0	2,600	0.00%
			<b>Subtotal</b>	<b>214,574</b>	<b>232,187</b>	<b>103,547</b>	<b>130,660</b>	<b>295,223</b>	<b>27.15%</b>
			CONTRACTUAL SERVICES						
100	51430	210	Telephone	1,093	1,054	504	1,054	1,054	0.00%
100	51430	211	Postage	22	150	24	150	150	0.00%
100	51430	212	Seminars and Conferences	3,835	4,350	2,204	4,350	4,500	3.45%
100	51430	215	Consulting	18,596	24,000	9,263	20,000	39,000	62.50%
			<b>Subtotal</b>	<b>23,545</b>	<b>29,554</b>	<b>11,995</b>	<b>25,554</b>	<b>44,704</b>	<b>51.26%</b>
			SUPPLIES AND EXPENSE						
100	51430	310	Office Supplies	649	950	82	700	930	-2.11%
100	51430	315	Publications	1,493	1,430	26	1,480	1,480	3.50%
100	51430	320	Memberships/Subscriptions	714	1,125	402	1,000	1,125	0.00%
100	51430	330	Mileage Reimbursement	454	390	0	450	405	3.85%
100	51430	340	Recruiting	15,358	20,600	7,337	20,600	20,600	0.00%
			<b>Subtotal</b>	<b>18,667</b>	<b>24,495</b>	<b>7,847</b>	<b>24,230</b>	<b>24,540</b>	<b>0.18%</b>
			CAPITAL OUTLAY						
100	51430	811	Office Equipment	0	0	0	0	1,200	100.00%
100	51430	830	Office Furniture	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>100.00%</b>
			TOTAL	<b>\$ 256,786</b>	<b>\$ 286,236</b>	<b>\$ 123,389</b>	<b>\$ 180,444</b>	<b>\$ 365,667</b>	<b>27.75%</b>

## **Elections**

***Program Full Time Equivalents: 0***

***Program Mission:***

To coordinate, conduct, and administer four elections pursuant to federal and state regulations including since the fall 2006 the Help America Vote Act (HAVA) regulations, Military and Overseas Voting Empowerment (MOVE) regulations, utilizing the Statewide Voter Registration System (WisVote) for maintaining voter records and absentee records, maintaining and updating districts & offices, make ongoing necessary WisVote changes in accordance with the 2010 Redistricting, along with on-going clerk certification and election inspector training, as required by law.

***List of Program Service(s) Descriptions:***

- 1) *Conduct Elections* – Conduct primary and general elections in February, April, August and November 2018.
- 2) *Records Management* – Prepare and maintain all voter registration records, absentee applications and ballots, districts and offices, GIS map records, election setup, poll books, post-election activities, canvass, Wisconsin Election Data Collection, and update data according to the 2010 Redistricting, in accordance with HAVA regulations including electronic file and voting machine updates.
- 3) *Election Training* – Attend election update and training sessions; develop & provide training to election inspectors for the purpose of running efficient elections in compliance with state and federal requirements; and maintain certification and re-certification requirements.

***Important Outputs:***

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

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

***Expected Outcomes:***

- 1) Increase voter turnout for both the primaries and the general elections compared with Elections in 2014.
- 2) Maintain 100% compliance with Statewide Voter Registration System (WisVote) for voter registration, the HAVA & MOVE regulations, Voter Photo ID regulations and proof of residence regulations.
- 3) Maintain 100% certification and recertification requirements for chief election inspectors and election inspectors.

***2018 Performance Measures:***

- 1) Increase voter turnout by 5% by promoting voter registration and absentee voting in the first quarter water billing in 2018.
- 2) Decrease polling place wait time to no more than 10 minutes (with the exception of 7:00 a.m. rush) with the implementation of electronic poll books for the April 2018 Election and all Elections after this date.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Measure: Increase Election Day efficiency by updating all names with spaces to have no spaces in the WisVote system by June.
  - a. Result: Measure abandoned due to approval of electronic poll book implementation for 2018, spaces in voter records will no longer be an efficiency issue moving forward.
- 2) Measure: Continue to decrease the number of paid poll workers at the polling locations by combining roles by 1 per polling place per election
  - a. Result: measure achieved by eliminating one worker at voter registration table at each polling location.

***Significant Program Achievements:***

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

- 4) Completed 4-year maintenance on voter records, successfully eliminated 1,633 obsolete voter records.

***Existing Program Standards Including Importance to Community:***

- 1) Conduct Elections in accordance with federal and state regulations including since 2006 the Help America Vote Act and the Military and Overseas Voting Empowerment Act.
  - a. Community Importance.
    - i. Allows the voting public to elect representatives at the local, state, and federal level with a minimum level of effort.
- 2) Maintain voter registration, absentee records, and voting history in full compliance with WisVote.
  - a. Community Importance.
    - i. Provides the public with assurance that only qualified electors participate in the election process.
- 3) Train election inspectors prior to each election and maintain required certification.
  - a. Community Importance.
    - i. Provides the public with an efficiently run election process at the four polling locations within the city.

***Costs and Benefits of Program and Services:***

The adopted 2018 Elections program cost is \$53,250. 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.

***2018 Program Objectives***

- 1) Continue to work with nursing homes to continue conducting voting on-site with improved registration and turnout;
- 2) Continue to increase absentee voter returns and decrease the number of absentee ballots going to non-responsive voters;
- 3) Purchase and train poll workers on 16 electronic poll books for use at the polls beginning with the April 3, 2018 Election as a pilot community.

***2018 Budget Significant Expenditure Changes:***

- 1) Poll Workers hourly wages increased \$22,676 due to an increase in scheduled elections for the year and the purchase of electronic poll books.

- 2) Seminars and Conferences increased to \$600 for seminars or training opportunities, specifically for training on the electronic poll books.
- 3) Consulting increased \$1,800 due to an increase in the number of scheduled elections. Includes voting machine software/hardware maintenance, Brown County support, supplies, and programming, and polling place rentals.
- 4) Office supplies increased \$1,500 due to an increased number of elections.
- 5) Mileage increased to \$50 to accommodate travel to polling places and the Brown County Clerk's Office on Election Day.
- 6) Capital equipment increased \$7,600 for the purchase of 16 electronic poll books.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
ELECTIONS									
Account Number		PERSONAL SERVICES							
100	51440	120	Hourly Wages	\$0	\$0	\$165	\$0	\$0	0.00%
100	51440	125	Overtime Wages	0	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	37,894	11,324	8,954	8,954	34,000	200.25%
100	51440	150	FICA	405	0	14	0	0	0.00%
100	51440	151	Retirement	0	0	12	0	0	0.00%
100	51440	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0.00%
100	51440	190	Training	0	0	0	0	0	0.00%
			Subtotal	38,299	11,324	9,145	8,954	34,000	200.25%
			CONTRACTUAL SERVICES						
100	51440	210	Telephone	0	0	0	0	0	0.00%
100	51440	211	Postage	0	0	0	0	0	0.00%
100	51440	212	Seminars and Conferences	0	400	0	400	600	50.00%
100	51440	215	Consulting	9,542	6,200	3,439	6,174	8,000	29.03%
100	51440	218	Cell/Radio	0	0	0	0	0	0.00%
100	51440	219	Data	0	0	0	0	0	0.00%
			Subtotal	9,542	6,600	3,439	6,574	8,600	30.30%
			SUPPLIES AND EXPENSE						
100	51440	310	Office Supplies	3,564	1,500	2,325	1,300	3,000	100.00%
100	51440	315	Publications	0	0	0	0	0	0.00%
100	51440	320	Memberships/Subscriptions	0	0	0	0	0	0.00%
100	51440	330	Mileage Reimbursement	46	0	4	4	50	100.00%
			Subtotal	3,610	1,500	2,329	1,304	3,050	103.33%
			CAPITAL OUTLAY						
100	51440	810	Capital Equipment	0	0	0	0	7,600	100.00%
100	51440	811	Office Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	7,600	100.00%
			TOTAL	\$ 51,450	\$ 19,424	\$ 14,913	\$ 16,832	\$ 53,250	174.15%

## Information Management

***Program Full Time Equivalents: 0.64***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

- 1) *Build and maintain digital operations infrastructure* – for all buildings this includes the cable plant and network edge devices.
- 2) *Plan, purchase and implement new applications* – applications are software programs that users interact with directly.
- 3) *Provide System Administration services* – creating and maintaining data and record storage along with organized secure access.
- 4) *Provide Network Administration services* – design and maintain secure connectivity of devices and equipment throughout the organization and to the external environment.
- 5) *Provide Desktop Support services* – purchase, install and maintain digital desktop equipment.
- 6) *Provide Employee Assistance services* – serve as a point of contact for questions and training for a majority of information systems within the organization.
- 7) *Manage Public Access Station* – Supervise operations of the City's Public Access TV Station.

***Important Outputs:***

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



***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Re-cabled all data closets and replaced 55% of the network switching equipment to prepare for the new phone system.
- 2) Implemented phone system which included replacing the old phone system and 112 phones across all municipal buildings.
- 3) Implemented next generation firewall to provide additional layers of security.
- 4) Implemented desktop management system that allows IT to more efficiently service internal customers.
- 5) Upgraded Wireless LAN Controller and added 2 wireless access points.
- 6) Deployed 25 workstations throughout City departments.

- 7) Assisted Fire Rescue with MDT deployment and remote connectivity upgrade in emergency response vehicles.
- 8) Assisted Police with remote connectivity upgrade in emergency response vehicles.

***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 adopted 2018 Information Management program cost is \$150,169. 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.

***2018 Program Objectives:***

- 1) Create remote access to digital systems via cloud services.
- 2) Implement IT Helpdesk solution to better service customers.
- 3) Migration of remaining physical servers to highly available virtual server infrastructure.
- 4) Migration of remaining legacy clients/servers to current technology.
- 5) Refine cyber security posture to ensure a safe IT environment.
- 6) Implement visibility platform for user behavior analysis and risk mitigation.

***2018 Budget Significant Expenditure Changes:***

- 1) Training increased \$2,500 to attend high end cyber security training.
- 2) Seminars & Conferences include Governmental Information Processing Association of Wisconsin (GIPAW) spring and fall conferences and Multi-State Information Sharing & Analysis Center (MS-ISAC) annual meeting.
- 3) Cell/Radio decreased \$96 to reflect Cellcom's new rate plan.
- 4) Equipment Maintenance decreased \$279 to renew annual network support contract. This is a result of replacing end of life network devices in 2017.
- 5) Other Contractual Services decreased \$13,541. General Fund share is 28%.
  - a. Email migration to Office 365 did not occur due to scheduling constraints. Previously approved funds of \$39,720 will be carried over to cover the cost of migration and 2018 fees.
  - b. InCode migration to the Cloud did not occur due to scheduling constraints. The InCode migration to the Cloud is being tabled for now and carried over funds of \$53,600 will be returned to the general fund.
- 6) Memberships include Governmental Information Processing Association of Wisconsin (GIPAW).
- 7) Operating Supplies increased \$3,634. General Fund share is 28%. Increase is due to datacenter network equipment replenishment, new employee hardware/software expenses and implementation of a visibility platform for user behavior analysis and risk mitigation.
- 8) Capital Outlay increased \$41,200. Increase is due to door access controller upgrade and virtual server replacement.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>INFORMATION MANAGEMENT</b>									
Account Number PERSONAL SERVICES									
100	51450	110	Salaries	\$ 52,671	\$ 54,939	\$ 25,840	\$ 54,939	\$ 56,736	3.27%
100	51450	150	FICA	3,462	4,203	1,862	4,203	4,340	3.27%
100	51450	151	Retirement	3,472	3,736	1,609	3,736	3,801	1.75%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	17,689	17,049	8,542	17,049	17,062	0.08%
100	51450	190	Training	211	1,000	0	1,000	3,500	250.00%
			<b>Subtotal</b>	<b>77,505</b>	<b>80,927</b>	<b>37,853</b>	<b>80,927</b>	<b>85,440</b>	<b>5.58%</b>
			CONTRACTUAL SERVICES						
100	51450	210	Telephone	0	0	0	0	0	0.00%
100	51450	211	Postage	0	0	0	0	0	0.00%
100	51450	212	Seminars and Conferences	1,791	2,500	280	2,500	2,500	0.00%
100	51450	215	Consulting	0	0	0	0	0	0.00%
100	51450	218	Cell/Radio	492	720	200	650	624	-13.33%
100	51450	219	Data	0	0	0	0	0	0.00%
100	51450	240	Equipment Maintenance	1,217	1,530	0	1,251	1,251	-18.24%
100	51450	290	Other Contractual Services	1,570	19,383	1,225	4,473	5,842	-69.86%
			<b>Subtotal</b>	<b>5,071</b>	<b>24,133</b>	<b>1,705</b>	<b>8,874</b>	<b>10,217</b>	<b>-57.66%</b>
			SUPPLIES AND EXPENSE						
100	51450	310	Office Supplies	289	300	186	300	300	0.00%
100	51450	320	Memberships/Subscriptions	0	50	50	50	50	0.00%
100	51450	330	Mileage Reimbursement	121	165	70	165	165	0.00%
100	51450	340	Operating Supplies	13,244	9,163	1,782	7,862	12,797	39.66%
			<b>Subtotal</b>	<b>13,654</b>	<b>9,678</b>	<b>2,088</b>	<b>8,377</b>	<b>13,312</b>	<b>37.55%</b>
			CAPITAL OUTLAY						
100	51450	810	Capital Equipment	4,009	0	0	0	41,200	100.00%
			<b>Subtotal</b>	<b>4,009</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,200</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 100,239</b>	<b>\$ 114,738</b>	<b>\$ 41,646</b>	<b>\$ 98,178</b>	<b>\$ 150,169</b>	<b>30.88%</b>

## **Finance Department**

***Program Full Time Equivalents: 0.82***

***Program Mission:***

To direct the maintenance of the municipal accounting system and the procedures governing receipt and expenditure of municipal funds as well as plan, organize, control, direct, and evaluate the work of staff involved with various fiscal activities.

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Preparation of Annual Budget* – Activity funded by property tax. The Annual Budget provides funding for all municipal services and activities.
- 2) *Daily Financial Reports* – Activity funded by property tax. Authorized users can review activity in relation to the Annual Budget to ensure that City resources are collected and spent to comply with the Council-approved budget.
- 3) *Annual Financial Reports* – Activity funded by property tax. Taxpayers and financial consultants are able to review the Annual Financial Report that accurately discloses the City's financial position and annual operating revenue and expense detail to determine the City's financial strength to provide future goods and services for the community.

***Expected Outcomes:***

- 1) Maintain timely budget reports that accurately reflect adherence to current City Council spending directives and prior financial results.

- 2) Maintain financial data available to all authorized users of City's financial systems to assist them in reviewing compliance with applicable internal controls.
- 3) Maintain timely and accurate annual financial reports to assist internal and external users in evaluating historical data to assist in future decision-making processes.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Measure: complete 100% of budget reports by deadline dates set on the City budget calendar.
  - a. Result: completed 100% of budget deadlines.
- 2) Measure: complete 100% of monthly financial reports by the 20<sup>th</sup> day of the following month for all 12 months of the year.
  - a. Result: completed 100% of monthly reports by the 20<sup>th</sup> day of the month.
- 3) Measure: complete annual financial report by June 15<sup>th</sup> for the preceding fiscal year.
  - a. Result: completed the annual financial report by June 16<sup>th</sup>, 2017.

***Significant Program Achievements:***

- 1) Completed the 2017 Annual Budget Reports according to budget calendar.
- 2) Prepared Monthly Financial Reports by 20<sup>th</sup> 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 2018 Finance Department program cost is \$136,575. The program benefits the community by providing citizens with timely financial data and reports that indicate the City resources are spent in accordance with elected official directives and are safeguarded against any unauthorized use or disposition.

***2017 Budget Significant Expenditure Changes:***

- 1) Seminars includes 3 GFOA finance seminars for \$700, including hotels, meals and travel.
- 2) Consulting includes INCODE software maintenance and credit card transaction fees and also \$13,625 for the purchase of OpenGov software.
- 3) Memberships and Subscriptions includes WICPA \$265; AICPA \$220; Value Purchasing Group \$25; and GFOA \$40.
- 4) Office equipment for \$4,300 is to replace 25+ year-old, non-ergonomic office furniture.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>FINANCE</b>									
Account Number PERSONAL SERVICES									
100	51500	110	Salaries	\$ 49,905	\$ 51,004	\$ 24,131	\$ 51,004	\$ 52,148	2.24%
100	51500	120	Hourly Wages	17,450	16,417	7,735	16,417	16,783	2.23%
100	51500	125	Overtime Wages	0	0	0	0	0	0.00%
100	51500	150	FICA	4,911	5,158	2,525	5,158	5,273	2.24%
100	51500	151	Retirement	4,224	4,585	1,985	4,585	4,618	0.74%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	24,064	13,753	6,919	13,753	13,827	0.54%
100	51500	190	Training	25	100	0	0	0	0.00%
			<b>Subtotal</b>	<b>100,578</b>	<b>91,016</b>	<b>43,295</b>	<b>90,916</b>	<b>92,650</b>	<b>1.79%</b>
			CONTRACTUAL SERVICES						
100	51500	210	Telephone	2,428	2,400	1,202	2,400	2,400	0.00%
100	51500	211	Postage	0	0	0	0	0	0.00%
100	51500	212	Seminars and Conferences	743	700	116	700	700	0.00%
100	51500	215	Consulting	12,303	9,000	4,530	9,000	22,625	151.39%
100	51500	216	Auditing	11,600	12,000	9,300	12,000	12,250	2.08%
			<b>Subtotal</b>	<b>27,075</b>	<b>24,100</b>	<b>15,148</b>	<b>24,100</b>	<b>37,975</b>	<b>57.57%</b>
			SUPPLIES AND EXPENSE						
100	51500	310	Office Supplies	656	950	64	650	950	0.00%
100	51500	320	Memberships/Subscriptions	650	550	370	550	550	0.00%
100	51500	330	Mileage Reimbursement	170	150	291	150	150	0.00%
			<b>Subtotal</b>	<b>1,476</b>	<b>1,650</b>	<b>725</b>	<b>1,350</b>	<b>1,650</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51500	810	Capital Equipment	0	0	0	0	0	0.00%
100	51500	811	Office Equipment	0	0	0	0	4,300	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,300</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 129,130</b>	<b>\$ 116,766</b>	<b>\$ 59,168</b>	<b>\$ 116,366</b>	<b>\$ 136,575</b>	<b>16.96%</b>



## **Assessor**

***Program Full Time Equivalents: 0.10***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

- 1) *Property Owner Contact* - Answer assessment questions and provide assessment information to property owners, appraisers, realtors etc.
- 2) *Residential/Commercial Property Assessment* – Wisconsin Statutes, Chapter 70 requires that new construction be physically inspected, listed and measured after the assessment date of January 1<sup>st</sup> 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.

***2018 Performance Measures:***

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2018.
- 2) Physical inspection of 100% of partially completed construction will be completed by January 15, 2018.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2018.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2018.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Inspect partially completed construction by January 15, 2017.
  - a. Result: 100% of partially completed construction inspections were completed on January 5, 2017.
- 2) Provide computer exemption reports to Department of Revenue by May 1, 2017.
  - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2017.
- 3) Review and revise parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2017.
  - a. Result: 100% of parcel splits, combinations, new subdivisions and name changes were reviewed and revised by April 1, 2017.

### ***Significant Program Achievements:***

- 1) Had educational assessment information placed on City of De Pere web site.
- 2) Determined timely partial assessments on January 5, 2017.
- 3) Provided building permit applications to Accurate Appraisal LLC via computer.
- 4) Worked closely with Accurate Appraisal LLC and general public answering property/construction valuation questions.
- 5) Open Book meeting was held May 17, 2017.
- 6) Board of Review was held on June 7, 2017.

### ***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 2018 Assessor budget is \$57,889. 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.

### ***2018 Significant Budget Expenditure Changes:***

- 1) Administrative assistant's hourly wage increased \$206 due to step increase.
- 2) Administrative assistant's FICA increased \$16 to due step increase.
- 3) Administrative assistant's retirement increased \$10 due to step increase.
- 4) Consulting – Includes an estimated \$10,264 attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$39,800 for Accurate Appraisal LLC's assessment maintenance contract fee.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>ASSESSOR</b>									
Account Number PERSONAL SERVICES									
100	51530	120	Hourly Wages	\$ 4,096	\$ 4,091	\$ 1,891	\$ 4,091	\$ 4,297	5.04%
100	51530	125	Overtime Wages	38	0	0	0	0	0.00%
100	51530	150	FICA	288	313	148	313	329	5.04%
100	51530	151	Retirement	273	278	118	278	288	3.49%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	749	1,147	555	1,147	1,161	1.22%
100	51530	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>5,444</b>	<b>5,829</b>	<b>2,712</b>	<b>5,829</b>	<b>6,075</b>	<b>4.21%</b>
			CONTRACTUAL SERVICES						
100	51530	210	Telephone	1,500	1,500	750	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	61,044	150	0	0	0	0.00%
100	51530	215	Consulting	8,930	30,264	30,138	30,264	50,064	65.42%
100	51530	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>71,474</b>	<b>31,914</b>	<b>30,888</b>	<b>31,764</b>	<b>51,564</b>	<b>61.57%</b>
			SUPPLIES AND EXPENSE						
100	51530	310	Office Supplies	248	250	0	250	250	0.00%
100	51530	320	Memberships/Subscriptions	0	50	0	0	0	0.00%
100	51530	330	Mileage Reimbursement	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>248</b>	<b>300</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>-16.67%</b>
			CAPITAL OUTLAY						
100	51530	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 77,166</b>	<b>\$ 38,043</b>	<b>\$ 33,600</b>	<b>\$ 37,843</b>	<b>\$ 57,889</b>	<b>52.17%</b>

## **City Hall**

***Program Full Time Equivalents: 0.20***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Obtain 3% savings in utility costs to determine effectiveness of Green Roof.

***2017 Performance Measurement Data:***

- 1) Reach 1000 bottles saved by using new water fountains in City Hall and entry way.
  - a. Over 2600 bottles have been filled from using the water bottle filling apparatus.

***Significant Program Achievements:***

- 1) Completed first season of Green Roof.
- 2) Installed HVAC into video room.

***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 2018 City Hall program budget is \$126,283. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

***2018 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life, Wks Comp increased by \$1,647 to reflect projected costs.
- 2) Consulting includes \$2,650 hire landscaping consultant, \$5,000 to conduct facility condition analysis for major buildings.
- 3) Cleaning Service Contract increased \$2,250 to accommodate window washing 2x per year.
- 4) Capital outlay includes \$10,000 for City Hall Facility repair fund.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>CITY HALL</b>									
Account Number PERSONAL SERVICES									
100	51600	120	Hourly Wages	\$ 11,794	\$ 10,614	\$ 5,316	\$ 10,614	\$ 10,730	1.09%
100	51600	125	Overtime Wages	44	0	9	9	0	0.00%
100	51600	150	FICA	861	812	406	813	821	1.09%
100	51600	151	Retirement	796	722	361	701	719	-0.39%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,316	2,316	1,738	2,316	3,963	71.11%
			<b>Subtotal</b>	<b>17,810</b>	<b>14,464</b>	<b>7,830</b>	<b>14,453</b>	<b>16,233</b>	<b>12.23%</b>
			CONTRACTUAL SERVICES						
100	51600	210	Telephone	1,987	1,900	949	1,900	1,900	0.00%
100	51600	215	Consulting	0	2,650	1,590	2650	7,650	188.68%
100	51600	217	Cleaning Service Contract	15,374	17,750	8,499	17,750	20,000	12.68%
100	51600	220	Utilities	50,731	48,500	21,083	46,000	48,500	0.00%
			<b>Subtotal</b>	<b>68,092</b>	<b>70,800</b>	<b>32,121</b>	<b>68,300</b>	<b>78,050</b>	<b>10.24%</b>
			SUPPLIES AND EXPENSE						
100	51600	314	Repairs and Maintenance	(1,831)	11,600	8,700	12,000	12,000	3.45%
100	51600	340	Operating Supplies	18,102	10,000	5,227	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>16,271</b>	<b>21,600</b>	<b>13,927</b>	<b>22,000</b>	<b>22,000</b>	<b>1.85%</b>
			CAPITAL OUTLAY						
100	51600	810	Capital Equipment	2,572	10,000	5,392	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>2,572</b>	<b>10,000</b>	<b>5,392</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 104,745</b>	<b>\$ 116,864</b>	<b>\$ 59,270</b>	<b>\$ 114,753</b>	<b>\$ 126,283</b>	<b>8.06%</b>

## **Other General Government**

### ***Program Mission:***

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

### ***Costs and Benefits of Program and Services:***

The adopted 2018 Budget for Other General Government program cost is \$420,482.

### ***2018 Budget Significant Expenditure Changes:***

- 1) Employee performance and merit pay program is \$40,345 for 2018.
- 2) Reserved wage and benefit fund represents expected wage and fringe contract increases for represented employees.



**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>OTHER GENERAL GOVERNMENT</b>									
Account Number    ILLEGAL TAXES, REFUNDS, CONTRIBUTIONS, AND UNCOLLECTABLES									
100	51901	510	Property and Liability	\$ 201,006	\$ 203,000	\$ 36,755	\$ 205,000	\$ 210,000	3.45%
100	51901	524	Sundry Unclassified	29,751	31,950	10,587	30,000	30,000	-6.10%
			<b>Subtotal</b>	<b>230,757</b>	<b>234,950</b>	<b>47,342</b>	<b>235,000</b>	<b>240,000</b>	<b>2.15%</b>
			GRANTS, CONTRIBUTIONS, INDEM						
100	51901	710	Illegal Taxes/Refunds Uncollectables	1,313	7,000	364	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	1,000	1,000	0	0	1,000	0.00%
			<b>Subtotal</b>	<b>2,313</b>	<b>8,000</b>	<b>364</b>	<b>7,000</b>	<b>8,000</b>	<b>0.00%</b>
			COST REALLOCATIONS						
100	51901	900	Contingency fund	0	0	0	0	0	0.00%
100	51901	901	Employee Performance & Merit Pay	0	39,455	0	0	40,345	2.26%
100	51901	911	Reserved Wage and Benefit Funds	0	0	0	0	132,137	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>39,455</b>	<b>0</b>	<b>0</b>	<b>172,482</b>	<b>337.16%</b>
			<b>TOTAL</b>	<b>\$ 233,071</b>	<b>\$ 282,405</b>	<b>\$ 47,706</b>	<b>\$ 242,000</b>	<b>\$ 420,482</b>	<b>48.89%</b>

## Health & Human Services

***Program Full Time Equivalents: 4.6***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) Maternal child health programming/services – Activity funded by property tax and grant funding. Maternal child health programming is *required by state statute*. Services include, but are not limited to: community planning for coordination of service delivery, education to groups and individuals regarding development and health issues, linking individuals to essential community resources and gap filling services to include home visitation. Through the Community Partnership for children, visits are offered to all families at the time of their child's birth to provide early intervention health education, referral and follow-up as needed to increase healthy outcomes, promote school readiness and assure a positive trajectory along the life course. Public Health Nurse home visits are completed based on medical provider referral, self-referral or based on nursing staff evaluation of risk factors identified at the time of birth.
- 2) Community Health Assessment/Improvement Planning-Time and effort is funded by tax levy and is *required by state statute*. Together with community partners, conduct assessment of leading health data indicators, choose priorities to focus efforts on and develop evidence-based community strategies to achieve measurable outcomes.
- 3) Injury prevention education/assurance: to include but not limited to child passenger safety – Activities funded by grant funding and property tax. *The assurance of injury prevention programming required by state statute*. Strengthen community infrastructure to provide a cross-section of services based on current data. For child passenger safety: an inspection and

education are provided for families of children less than eight years of age to ensure child safety while transported in a motor vehicle. Benefit to the residents is to ensure the safety of individual children and prevent injuries and fatalities.

- 4) Childhood and Adult Immunizations – Activity funded by grant funding, Wisconsin Immunization Program, fee for service revenue, and property tax. Childhood immunization programming is *required by state statute*. Vaccines are available at no charge for all children through 18 years of age who do not have insurance coverage for immunizations through the Wisconsin Immunization Program or who are Medicaid eligible. Vaccine can also be provided to adults depending on the type of vaccine and eligibility. If an adult is not eligible, private pay vaccine may be available. Increased vaccination of residents (children and adults) prevents the spread of vaccine preventable diseases. The health department also assures population health by monitoring vaccine compliance for children less than 24 months of age. Families are encouraged by several methods to complete the initial vaccination series. Completion of the initial vaccine series prevents the spread of vaccine preventable diseases.
- 5) Blood Pressure Screenings – Activity funded by property tax. Blood pressure screenings are provided bi-weekly at the De Pere Community Center and by appointment as needed. Resident benefit from this free screening service at a convenient location.
- 6) Communicable Disease Investigation and Follow-up – Activity funded by property tax. Communicable disease programming is *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. TB skin testing is provided to those who are high risk. Influenza vaccine is provided to city employees yearly. 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 dollars. Programs and planning are completed each year to meet the requirements of the Department of Health Services Contract. This program benefits the community by ensuring the health department's ability to respond to urgent public health matters.
- 9) Resident Complaint Investigation and Resolution -- Activity funded by property tax. Human health hazards investigation and resolution *required by state statute and city ordinances*. Resident concerns/issues are received and follow-up is completed in a timely manner.
- 10) Weights and Measure Inspections – Activity funded by program revenue. State statute requires municipalities to permit and inspect all businesses for compliance with weights and measures equipment ensuring consumer protection for weights and measures devices.

- 11) Establishment Licensing and Inspections (Department of Health Services and Department of Agriculture and Consumer Protection) – Activity funded by program revenue. An agent contract is in place to provide licensing and inspections for all restaurants, temporary restaurants, hotel/motels, campgrounds, swimming pools, spas, tattoo & body piercing, school kitchens, recreational education camp establishments and temporary/permanent retail establishments. This program provides the community with establishments that are compliant with the Wisconsin state code ensuring the health and safety of those who patronize them.
- 12) Rabies Control – Activity funded by property tax. Follow-up is completed on all reported animal bites and exposures as *required by state statute and city ordinance* for the victim of the bite and the animal who bit. Benefit to the community is the prevention of rabies infection.
- 13) Childhood Lead Poisoning Prevention – Activity funded by 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*. Public education on lead also provided.
- 14) Public Health Education – Activity funded by property tax and grant funding. Education is provided to residents in a variety of ways including direct mailings to households, monthly De Pere Journal articles, city-wide newsletter contributions, up-to-date website, channel 4 contributions, educational presentations in the community, press releases, media interviews and individual education.
- 15) Radon Testing Program- Activity is funded by program revenue. Kits are provided to city residents at a nominal fee to allow residents access to test kits, education, and appropriate follow-up on test results that are obtained.

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 86% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 4 Pneumococcal and 1 varicella for De Pere children turning 24 months.
- 2) Health Department nursing staff will initiate the investigation of 100% of suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.

- 3) Conduct education and follow-up to assure that food establishments are compliant with the state/local laws.
  - a. At least one inspection will be conducted per establishment annually.
  - b. 95% of the establishments' specified re-inspections will document that priority violations are corrected within the stated timeframe on the inspection report.
  - c. Establishment complaint investigation will be initiated within 72 hours of receipt.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 83% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.
  - a. Result: The immunization rate for this age group is at 83% by 24 months of age.
- 2) Health Department nursing staff will initiate the investigation of 100% of reported suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.
  - a. Result: Health department staff investigated 96% of disease reports within 72 hours. With the average time being 6.85 hours (July 2015 to June 2016-7.85 hours). (Weekends accounted for the investigation delay in the 4% that were investigated greater than 72 hours.)
- 3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
  - a. Result: DATCP establishments have been inspected at least one time in the 2016-2017 license year.
  - b. Result: 97.5% of the establishments that had critical /priority violations made corrections within the stated timeframe.
  - c. Result: Investigations for establishment complaints were initiated within 72 hours.

***Significant Program Achievements:***

This last budget year, the health department continued to focus on innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. The Urban Orchard initiative of which the health department is the chair added (2) orchards in 2017. This project is cited as a promising practice to increase the access to healthy food options and links with a community health priority within the health improvement plan. One orchard was planted at the east side of Voyageur Park. The city hall employees led by the health department have consented to be responsible for the maintenance of this orchard. This orchard was planted by the students of De Pere High School Agriculture club. The second orchard was planted by our parks department at the De Pere Community Center grounds. We continue to be a part of the "VERB-it's what you do" program which works to increase physical activity through tracking and incentives for tweens and their friends.

There have been (2) additions to the public health nursing services: (1) Lactation counseling and (2) working with families of Children and Youth with Special Health Care Needs. One of our nurses completed the lactation counseling training and became certified as a counselor. She provides her services both over the telephone and through home visitation. We have had numerous requests for such services once mom and baby are home and guidance is needed for successful breastfeeding experiences. Referrals are received from the Woman, Infant and Child program (WIC), lactation counselors from the hospitals, health providers and from moms themselves. Families of children with special health care needs require help both finding and coordinating services for their child's needs. We are now working as part of a team with Family Services, health care providers and the Regional Center for Children with Special Health Care Needs to coordinate care for these children.

Finally, the health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The Health Inspector works diligently to assure that rules and regulations are followed while being very accessible to business owners to assist with questions and/or concerns that may arise throughout the license year. The health inspector is involved in the monitoring of all special events being held within the city as well. This year has seen an increase of new establishments within the city limits which has added to the workload of the health inspector.

***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 adopted 2018 Health Department program cost is \$517,273. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective (i.e. every dollar spent on immunizations is projected to save \$18.40. Every dollar spent on community prevention is cited to save \$5.60~Robert Wood Johnson Foundation). Investing early and wisely in both clinical and community preventive services is essential if we are to successfully address the leading causes of death and disability, namely, chronic diseases and their risk factors. Essential services ensure the public's safety. The investment in primary prevention programming and services, decreases chronic disease and increases the quality of life for those who live, work and play in the City of De Pere.

### ***2018 Program Goals:***

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

### ***2018 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$119,700 due to a reallocation of personnel between hourly wages and salaries and an additional 8 hours per week for Preparedness Grant. This nurse will have a significant role in the City of De Pere's emergency management team.
- 2) Hourly wages decreased \$104,810 due to the reallocation of personnel and now represents the office assistant position.
- 3) FICA increased \$1,139 due to additional emergency preparedness hours for nurse.
- 4) Health, Dental, DIB, Life & Wks Cmp Ins increased \$13,433 due to increased insurance election and additional emergency preparedness hours for nurse.



- 5) Seminars and Conferences: WPHA/WALHDAB Conference \$450; Regional and State WALHDAB meetings \$150; Public Health Nursing Conference \$100; WALC conference \$200 (required new conference), Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food Conferences \$100; and required state conference for Weights and Measures program \$300.
- 6) Cell/Radio decreased \$80 due to decreased election of cellular reimbursement.
- 7) Memberships/Subscriptions: Wisconsin Public Health Association \$200, Wisconsin Association of Local Health Departments and Boards (WALHDAB) \$363, Wisconsin Environmental Health Association \$40, and Wisconsin Association of Weights and Measures \$30, Wisconsin Certified Lactation Counselors Association (WALC) \$25.
- 8) Medical Supplies decreased \$525 due to cost trends.
- 9) Transportation increased \$300 due to increased maintenance for an aging truck.
- 10) Preparedness grant decreased \$19,943 due to portion of grant being accounted for in salaries and benefits.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>HEALTH AND HUMAN SERVICES</b>									
Account Number PERSONAL SERVICES									
100	54100	110	Salaries	\$ 233,946	\$ 149,905	\$ 123,747	\$ 247,494	\$ 269,605	79.85%
100	54100	120	Hourly Wages	36,068	134,960	17,521	32,000	30,150	-77.66%
100	54100	125	Overtime Wages	0	0	0	0	0	0.00%
100	54100	126	Seasonal Labor	0	0	0	0	0	0.00%
100	54100	150	FICA	17,848	21,792	9,964	21,381	22,931	5.23%
100	54100	151	Retirement	16,987	19,371	8,346	19,006	20,084	3.68%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	101,293	105,245	41,806	105,245	118,678	12.76%
100	54100	190	Training	30	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>406,172</b>	<b>431,273</b>	<b>201,384</b>	<b>425,126</b>	<b>461,448</b>	<b>7.00%</b>
			CONTRACTUAL SERVICES						
100	54100	210	Telephone	1,679	1,700	854	1,710	1,710	0.59%
100	54100	211	Postage	0	0	0	0	0	0.00%
100	54100	212	Seminars and Conferences	1,800	1,500	697	1,500	1,700	13.33%
100	54100	215	Consulting	1,239	4,000	0	0	0	0.00%
100	54100	218	Cell/Radio	250	480	200	400	400	-16.67%
100	54100	240	Equipment Maintenance	600	900	140	900	900	0.00%
			<b>Subtotal</b>	<b>5,567</b>	<b>8,580</b>	<b>1,891</b>	<b>4,510</b>	<b>4,710</b>	<b>-45.10%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>HEALTH AND HUMAN SERVICES</b>									
			SUPPLIES AND EXPENSE						
100	54100	310	Office Supplies	1,803	2,000	955	2,000	2,000	0.00%
100	54100	320	Memberships/Subscriptions	440	633	125	633	658	3.95%
100	54100	324	Medical Supplies	7,298	8,525	775	8,000	8,000	-6.16%
100	54100	330	Mileage Reimbursement	2,059	2,200	916	2,200	2,200	0.00%
100	54100	331	Transportation	456	1,200	755	1,510	1,500	25.00%
100	54100	351	MCH Grant	1,899	11,000	2,466	11,000	11,000	0.00%
100	54100	352	Radon Grant	0	0	0	0	0	0.00%
100	54100	353	MA Outreach	0	0	0	0	0	0.00%
100	54100	354	Childhood Lead Grant	151	1,700	0	1,700	1,700	0.00%
100	54100	355	Immunization Outreach Grant	1,054	8,000	1,260	8,000	8,000	0.00%
100	54100	356	Tobacco Cessation	0	0	0	0	0	0.00%
100	54100	357	EBOLA Grant	710	0	0	0	0	0.00%
100	54100	358	Preparedness Grant	29,840	32,000	14,849	34,450	12,057	-62.32%
100	54100	359	Prevention Grant	3,213	4,000	594	4,000	4,000	0.00%
			<b>Subtotal</b>	<b>48,922</b>	<b>71,258</b>	<b>22,695</b>	<b>73,493</b>	<b>51,115</b>	<b>-28.27%</b>
			CAPITAL OUTLAY						
100	54100	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 460,661</b>	<b>\$ 511,111</b>	<b>\$ 225,970</b>	<b>\$ 503,129</b>	<b>\$ 517,273</b>	<b>1.21%</b>

## **Board of Health**

***Program Full Time Equivalents: 0***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
  - a. Result: The board of health reviewed the agency's policy/procedures on 3/20/2017.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.
  - a. Result: The Board of Health has been in discussion regarding concerns raised over the city's current noise ordinance specifically with regards to commercial establishments and residential properties sharing property lines. Having the noise ordinance updated has been suggested. This issue will continue to be addressed in future meetings.

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Board of Health program cost is \$1,822. The program benefits the community by allowing for resident involvement of board members in the policy development and public health programming. In addition, the Board supports health department programming that promotes healthy lifestyles and protects health through health education, policy development and valued services.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Training decreased \$100 and represents amounts for board members to attend annual Wisconsin Association of Local Health Department and Boards (WALHDAB) Annual Conference and bi-monthly regional meetings.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>BOARD OF HEALTH</b>									
Account Number PERSONAL SERVICES									
100	54110	124	Hourly Wages Board of Health	\$ 1,500	\$ 1,500	\$ 750	\$ 1,500	\$ 1,500	0.00%
100	54110	150	FICA	20	22	10	22	22	0.00%
100	54110	190	Training	200	400	30	200	300	-25.00%
			<b>Subtotal</b>	<b>1,720</b>	<b>1,922</b>	<b>790</b>	<b>1,722</b>	<b>1,822</b>	<b>-5.20%</b>
			<b>TOTAL</b>	<b>\$ 1,720</b>	<b>\$ 1,922</b>	<b>\$ 790</b>	<b>\$ 1,722</b>	<b>\$ 1,822</b>	<b>-5.20%</b>

## Development Services

***Program Full Time Equivalents: 1.62***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

- 1) ***Citizen / Customer Contact*** – Respond to multiple and diverse inquiries on projects related to the areas of responsibility.
- 2) ***Planning*** –
  - a. Comprehensive Plan: Responsible for the development, update and implementation of the City Comprehensive Plan.
  - b. Downtown Master Plan: Responsible for the development, update and implementation of the Downtown Master Plan.
  - c. Zoning Code: Key partner (with the Building Division) in the development, update and implementation of the Zoning Code.
  - d. Plan Commission: Staff support to the Plan Commission, which oversees plan approval, rezoning, annexation, site plan review and land subdivision requests. Staff reviews and prepares material for all meetings.
  - e. Intergovernmental Projects: Work with local agencies and units in government for project development and coordination (ie. WIDOT Projects, FEMA, local government coordination, etc).
  - f. Internal City Projects: Lead and coordination of internal City projects ranging from subarea plans to parking studies.
  - g. Staff serves as City's appointee on the Brown County Plan Commission, the Brown County Job Center Steering Committee and is active with the Southern Bridge Coalition.
- 3) ***Economic Development*** –
  - a. Retention: Work with the existing businesses in the City to help retain or expand their operations.
  - b. Recruitment: Supports and fosters a high quality of life and healthy business climate in order to attract new business to the industrial / business parks and the business districts.
  - c. Land Sales: Market and negotiate City-owned land in the industrial parks.
  - d. City Revolving Loan Program: Program that provides low interest loans to companies that create or retain jobs.
  - e. Tax Finance District (TID) Administration: Responsible for the management of the TID districts and individual TID plans, including the annual Joint Review Board review meeting for both the East and West side. Staff prepares spreadsheet analysis, agenda and supporting material for all meetings.



- f. Business Improvement District (BID) Administration: Staff contact to the Business Improvement District Board. Staff facilitates and prepares materials for annual meeting, budget and assessments. Staff prepares agenda and supporting material for all meetings.
- 4) ***Redevelopment*** –
  - a. Redevelopment Authority: Staff support for the Redevelopment Authority which oversees redevelopment and management of RDA owned property in Downtown De Pere. Staff prepares agenda and supporting material for all meetings.
  - b. Façade Grants: Responsible for the administration of the City Façade Grant Program.
  - c. Development Guidelines: Responsible for the development, updates and implementation of the development guidelines (i.e. building guidelines, signage, streetscape, etc).
- 5) ***Historic Preservation*** –
  - a. Historic Preservation Commission: Staff support to the Historic Preservation Commission. Staff reviews and prepares material for all meetings. Please see separate Historic Preservation budget narrative for more detail.
- 6) ***Definitely De Pere - Main Street Program*** – The City provides direct support to the City of De Pere Main Street Program. In addition to the financial support, staff also serves on various committees of the Main Street Program.

#### ***Important Outputs:***

- 1) ***Citizen / Customer Contact:*** Provide timely, helpful and thorough responses to inquiries. Maintain business and citizen contact levels in a manner that meets or exceeds the needs of the community.
- 2) ***Planning:*** Processing applications for planning department functions. Coordinating and staffing key meetings. Creating and implementing long term and short term plans.
- 3) ***Economic Development:*** Administration of the TID Districts. Administration Revolving Loan Fund programs. Rapid response to site selection inquiries. Marketing and Negotiating City Industrial Park properties. Creating and implementation of an Economic Development Strategy.
- 4) ***Redevelopment Authority:*** Preserving / enhancing the overall health of the downtown. Administration of the Façade Improvement Program. Implementation and update of the Downtown Master Plan.
- 5) ***Main Street Program:*** Coordination and staffing for the BID Board. Staff support to Definitely De Pere.

#### ***Expected Outcomes:***

- 1) ***Citizen / Customer Contact:*** Citizens will understand the short and long-term planning and economic development goals for the City of De Pere. Citizens will easily be able to gather information about planning and economic development projects. Citizens will feel valued for the role they play in maintaining a high quality of life.

- 2) **Planning:** De Pere will be a regional leader in planning best practices and policies. Those practices will support the effort to maintain and increase the quality of life in the City.
- 3) **Economic Development:** Business owners and real estate professionals will promote De Pere as a great place to own and operate a business. De Pere will have a reputation for commitment to quality standards balanced with efficient processes and collaborative staff.
- 4) **Redevelopment Authority:** The Downtown De Pere aesthetic will include a mix of old and new buildings, thoughtfully designed, balanced with active and beautiful public spaces. The Downtown De Pere experience will be walkable and include multiple choices for living, playing and working.
- 5) **Main Street Program:** A dynamic and diverse downtown, unified by art and culture, that is a destination for residents and visitors. Downtown events will draw residents and visitors from the region.

***2018 Performance Measures:***

- 1) Completion of the Strategic Visioning and Branding Initiative.
- 2) Substantial completion of the Zoning Code overhaul project.
- 3) Successful transition of Zoning Administrator function from Building Department to Development Services Department.

***2017 Performance Measurement Data:***

- 1) An improved development process by completing 50% of the new Zoning Code.
  - a. Result: Zoning Code RFP to be release by October 1 of 2018. Timing delayed in order to run concurrent with the Strategic Visioning and Branding Initiative, which was not included in the 2017 budget, but was approved by Council as a priority project to be funded with the Excess Stadium Tax.
- 2) Improve the site plan review process. Goal that 50% of site plan have full approval (all conditions met) prior to building permit submittal.
  - a. Result: Complete, 50% or more of site plans had approval memos from the Development Services Department in advance of building permit requests.

***Significant Program Achievements (September 2016 – August 2017):***

- 1) Planning: The City successfully processed a number of pre-application inquiries, site plan and zoning applications while maintaining a high level of customer service.
- 2) Economic Development:

- a. Creation of TID #13 in order to fund a roundabout at Main Avenue and Lawrence Drive and facilitate development of vacant land.
- b. Numerous Purchase and Sale Agreements in the West Industrial Park (including Battlehouse/Ninja Warrior and Gaming Machine Supply).
- c. Numerous expansions of existing Industrial Park Businesses like De Pere Cabinet, Green Bay Packaging and AmeriLux International.
- d. Facilitation of complicated property acquisition and development process for New Leaf Cooperative Market.
- e. City nomination, and subsequent award to Fox River Fiber (Greater Green Bay Chamber Manufacturing Award of Distinction - 2016) and to Kurt Voss (Greater Green Bay Chamber Businessperson of the year - 2017).
- 3) RLF Program: Processed four applications resulting in the approval of \$620,000 in revolving loans for City businesses.
- 4) Façade Grant Program: Façade grant approved for the Kerkhoff building located at 317 Main Avenue.
- 5) Regional: Served on Southern Bridge Coalition, Greater Green Bay Chamber BEAR Committee, Job Center Brown County Steering Committee and Brown County Plan Commission. Also supported Definitely De Pere sub committees and the City's Sister City Committee.
- 6) Coordinated and facilitated regular meetings with Definitely De Pere and the De Pere Chamber in order to coordinate initiatives and promote collaboration.
- 7) Rezoning and ordinance changes in the West Industrial Park in order to provide additional flexibility for development.
- 8) Project management for the Strategic Visioning and Branding Initiative.
- 9) With the Department of Public Works, facilitation and administration of the Nicolet Square Master Plan, starting with a shared dumpster enclosure.
- 10) Successfully administered the annexation and rezoning of approximately 180 acres in the southeast quadrant of the City.
- 11) Presentations and special events to promote and represent De Pere including, but not limited to, Leadership Green Bay Economic Development Panel, I41 Corridor Strategic Planning Meeting, De Pere Chamber Business Walk, and UWGB Design Jury.

***2018 Proposed Major Special Projects:***

**Funded by General Fund**

- 1) Completion and Implementation of the Strategic Visioning & Branding Initiative
- 2) Administer Department Grants from WEDC for New Leaf Market and from the State for the Historic Intensive Survey
- 3) Successful transition of Zoning Administrator function from Building Department to Development Services Department.

**Funded by TID Districts or other sources**

- 4) Completion and Implementation of the Strategic Visioning & Branding Initiative

- 5) Re-write of Zoning Code
- 6) James Street Streetscape Design & Construction Documents (partnered with GIS)
- 7) Front Street Redevelopment Concepts
- 8) Continued implementation of Nicolet Square Master Plan (partnered with Public Works)

***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 as needed in meetings of the Common Council, Finance/Personnel Committee and the Board of Public Works Committees.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 4) Represent the community on a regular basis for regional programs
  - a. Community Importance.
    - i. Provides an opportunity for the community interests to be expressed on issues or activities that may impact the community on a regional level.
- 5) Participate in regular committee meetings of the Main Street District (Economic Enhancement and Design).
  - a. Community Importance.
    - i. The Board of Directors develops the work plan each year for the Main Street program.
- 6) Conduct a regular meeting of the Historic Preservation Commission (HPC) on the third Monday of the month.
  - a. Community Importance.
    - i. The HPC promotes preservation of the City's history and culture.
- 7) Participate in monthly Brown County Plan Commission Board of Directors meetings, monthly Greater Green Bay Chamber BEAR Committee meetings and quarterly Brown County Job Center Community Steering Committee meetings.
  - a. Community Importance.

- i. Representation and input in these groups ensures De Pere's participation in County and regional issues that impact the City.

***Costs and Benefits of Program and Services:***

The adopted 2018 Development Services program cost is \$205,818. 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.

***2017 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased to \$19,338 to reflect step increase for clerical staff.
- 2) Training - \$2,000 for IEDC training (\$1,000), managers training (\$400) and planning training for certification (\$600).
- 3) Seminars and Conferences –National APA Conference (\$2,000), State APA (\$400) APA Webinars (\$300), Local Events by NEW North, Greater Green Bay, Definitely De Pere (\$300).
- 4) Consulting –
  - a. Visioning and Branding Initiative - \$19,878
  - b. Brown County Recording Fees - \$1,000
  - c. Misc. Economic Development CSM's and Environmental Reviews - \$7,000
- 5) Membership/Subscriptions decreased to \$1,400 due to moving the Greater Green Bay Chamber ADVANCE contribution and adding an ICMA membership - APA (2 memberships) - AICP (\$800), CLARB (\$200), WEDC (\$300), RLA (\$100).
- 6) Contributions increased to \$24,000 - Main Street Program - contribution remains at \$20,000 (Definitely De Pere). ADVANCE– contribution remains at \$4,000 (Greater Green Bay Chamber) but has been moved from the membership/subscription category to the contributions category.
- 7) Capital Outlay Office Equipment - \$375 to purchase a new monitor and new monitor mounts to provide a dual screen workstation for the City Planner and Development Services Director.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>DEVELOPMENT SERVICES</b>								
Account Number	PERSONAL SERVICES							
100	56700	110	Salaries	\$ 92,893	\$ 96,508	\$ 45,599	\$ 96,508	\$ 95,390 -1.16%
100	56700	120	Hourly Wages	18,428	18,411	8,511	18,411	19,338 5.04%
100	56700	125	Overtime Wages	172	0	0	0	150 100.00%
100	56700	126	Seasonal Labor	0	0	0	0	0 0.00%
100	56700	150	FICA	8,065	8,791	4,417	8,791	8,788 -0.04%
100	56700	151	Retirement	7,411	7,814	3,366	7,814	7,697 -1.51%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,405	6,318	3,048	6,318	11,947 89.09%
100	56700	190	Training	1,153	2,000	0	2,000	2,000 0.00%
			<b>Subtotal</b>	<b>133,526</b>	<b>139,843</b>	<b>64,941</b>	<b>139,843</b>	<b>145,310 3.91%</b>
			CONTRACTUAL SERVICES					
100	56700	210	Telephone	1,414	1,200	604	1,208	1,200 0.00%
100	56700	212	Seminars and Conferences	807	3,000	153	3,000	3,000 0.00%
100	56700	215	Consulting	21,766	33,000	6,146	33,000	27,878 -15.52%
			<b>Subtotal</b>	<b>23,987</b>	<b>37,200</b>	<b>6,903</b>	<b>37,208</b>	<b>32,078 -13.77%</b>
			SUPPLIES AND EXPENSE					
100	56700	310	Office Supplies	388	400	145	400	400 0.00%
100	56700	313	Promotions & Advertising	0	1,000	395	1,000	1,000 0.00%
100	56700	315	Publications	275	155	0	135	155 0.00%
100	56700	320	Memberships/Subscriptions	1,624	5,175	200	5,400	1,400 -72.95%
100	56700	330	Mileage Reimbursement	645	1,100	399	900	1,100 0.00%
			<b>Subtotal</b>	<b>2,931</b>	<b>7,830</b>	<b>1,139</b>	<b>7,835</b>	<b>4,055 -48.21%</b>
			GRANTS, CONTRIBUTIONS, INDEM					
100	56700	702	Contribution--Main Street Program	20,000	20,000	0	20,000	20,000 0.00%
100	56700	703	Contribution--Advance	0	0	0	0	4,000 100.00%
			<b>Subtotal</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>24,000 20.00%</b>
			CAPITAL OUTLAY					
100	56700	811	Office Equipment	0	0	0	0	375 100.00%
100	56700	830	Furniture	0	500	490	490	0 0.00%
			<b>Subtotal</b>	<b>0</b>	<b>500</b>	<b>490</b>	<b>490</b>	<b>375 -25.00%</b>
			<b>TOTAL</b>	<b>\$ 180,444</b>	<b>\$ 205,373</b>	<b>\$ 73,473</b>	<b>\$ 205,376</b>	<b>\$ 205,818 0.22%</b>

## **Geographic Information System (GIS) Services**

***Program Full Time Equivalents: 0.67***

***Program Mission:***

Develop, implement and maintain a City wide GIS program.

***List of Program Service(s) Descriptions:***

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

***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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (June 2016-July 2017):***

- 1) Maintain 98% up-time on ArcGIS server and DIME application. The DIME application and associated ArcGIS server is critical to GIS as well as Engineering departmental function. In addition the services provide our GIS web presence, serving our citizens, consultants and all city departments.  
Result: GIS servers maintained 100% up-time.
- 2) Provide mapping project/data request conformation to client within 24 hours.  
Result: Achieved.

***Significant Program Achievements:***

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,519,000 in revenue.
- 2) Completed updates to GIS utility data for storm sewer, sanitary sewer and water distribution systems, totaling over 1 million pieces of data. System supports construction, maintenance, location and planning processes in the city.
- 3) Virtualized GIS/Engineering from existing servers to the City's SAN. Performed GIS database and system updates.
- 4) Continued development to City GIS mobile map program to leverage efficiencies for field and locate crews in public works.
- 5) Provided Project Management for James Street Streetscape 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 2018 GIS program cost is \$70,813. 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.

***2018 Program Objectives:***

- 1) Leverage ESRI ELA licensing to deploy GIS software and grow GIS development within the organization. The ESRI Enterprise License Agreement will allow the City to deploy any number of licenses of GIS software to meet our past due need, as well as, give us use of additional pieces of software to move forward with our GIS to further improve efficiency through the use of mobile systems and GIS technology.
- 2) Develop City sUAS program. This program will obtain a small unmanned aircraft system (sUAS, Drone) for use by many City business units for spatial data updates, marketing and land sales, infrastructure inspections, code enforcement and post emergency operations.
- 3) Complete calculations and billing for the storm water utility.

***2018 Budget Significant Expenditure Changes:***

- 1) Training for one week ESRI user conference in San Diego and Project Management professional development.
- 2) Seminars include ESRI user conference, PMI-NEW Prof. development.
- 3) Consulting includes \$2,500 for ArcGIS Server support, \$500 for ArcGIS Online enhancements and \$2,750 for ArcGIS online enhancements.
- 4) Memberships include Project Management Institute (PMI) and Wisconsin Land Information Association.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>GIS</b>								
Account Number PERSONAL SERVICES								
100	56900	110	Salaries	\$ 45,662	\$ 46,314	\$ 21,594	\$ 46,314	\$ 47,345 2.23%
100	56900	120	Hourly Wages	0	0	0	0	0 0.00%
100	56900	125	Overtime Wages	0	0	0	0	0 0.00%
100	56900	150	FICA	3,478	3,543	1,785	3,543	3,622 2.23%
100	56900	151	Retirement	3,003	3,149	1,346	3,149	3,172 0.72%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	271	393	78	393	399 1.53%
100	56900	190	Training	2,365	1,960	650	1,960	1,960 0.00%
			<b>Subtotal</b>	<b>54,779</b>	<b>55,359</b>	<b>25,453</b>	<b>55,359</b>	<b>56,498 2.06%</b>
CONTRACTUAL SERVICES								
100	56900	210	Telephone	400	400	200	400	400 0.00%
100	56900	211	Postage	0	0	0	0	0 0.00%
100	56900	212	Seminars and Conferences	1,340	1,450	275	1,400	1,450 0.00%
100	56900	215	Consulting	14,511	5,750	0	3,250	5,750 0.00%
100	56900	219	Data	3,061	3,100	1,531	3,062	3,100 0.00%
			<b>Subtotal</b>	<b>19,311</b>	<b>10,700</b>	<b>2,006</b>	<b>8,112</b>	<b>10,700 0.00%</b>
SUPPLIES AND EXPENSE								
100	56900	310	Office Supplies	3,181	3,000	941	3,000	3,000 0.00%
100	56900	315	Publications	0	0	0	0	0 0.00%
100	56900	320	Memberships/Subscriptions	219	215	209	209	215 0.00%
100	56900	330	Mileage Reimbursement	86	400	112	200	400 0.00%
			<b>Subtotal</b>	<b>3,487</b>	<b>3,615</b>	<b>1,262</b>	<b>3,409</b>	<b>3,615 0.00%</b>
CAPITAL OUTLAY								
100	56900	811	Office Equipment	2,720	3,045	2,051	2,800	0 0.00%
100	56900	830	Furniture	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>2,720</b>	<b>3,045</b>	<b>2,051</b>	<b>2,800</b>	<b>0 0.00%</b>
<b>TOTAL</b>								
			<b>\$ 80,297</b>	<b>\$ 72,719</b>	<b>\$ 30,772</b>	<b>\$ 69,680</b>	<b>\$ 70,813</b>	<b>-2.62%</b>

# **TOTAL GENERAL GOVERNMENT**

**City of De Pere  
2018 General Fund  
Adopted Budget**

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>Total General Government</b>						
PERSONAL SERVICES						
110 Salaries	\$ 765,129	\$ 715,095	\$ 378,684	\$ 761,004	\$ 863,249	20.72%
120 Hourly Wages	310,130	408,751	145,355	242,612	327,566	-19.86%
122 Hourly Wages Part Time	93,341	95,243	46,753	95,242	114,193	19.90%
124 Hourly Wages Board of Health	1,500	1,500	750	1,500	1,500	0.00%
125 Overtime Wages	1,252	2,350	255	2,309	3,541	50.68%
126 Seasonal Labor	0	0	0	0	0	0.00%
128 Hourly Wages--Poll Workers	37,894	11,324	8,954	8,954	34,000	200.25%
150 FICA	78,190	88,524	41,310	80,919	95,505	7.89%
151 Retirement	67,914	75,086	31,727	69,767	79,849	6.34%
152 Health, Dental, DIB, Life and Wks Comp Ins	316,410	295,256	137,851	295,218	341,358	15.61%
190 Training	4,926	6,360	680	6,060	8,660	36.16%
192 Tuition Assistance	0	4,000	0	1,000	4,000	0.00%
193 Organizational Training	2,410	2,600	0	0	2,600	0.00%
<b>Subtotal</b>	<b>1,679,095</b>	<b>1,706,089</b>	<b>792,319</b>	<b>1,564,584</b>	<b>1,876,020</b>	<b>9.96%</b>

CONTRACTUAL SERVICES

210 Telephone	18,888	17,884	10,385	17,910	18,652	4.29%
211 Postage	3,791	3,868	3,856	3,982	4,050	4.71%
212 Seminars and Conferences	79,204	24,200	5,985	22,732	25,600	5.79%
215 Consulting	126,748	143,939	67,826	128,238	180,042	25.08%
216 Auditing	11,600	12,000	9,300	12,000	12,250	2.08%
217 Cleaning Service Contract	15,374	17,750	8,499	17,750	20,000	12.68%
218 Cell/Radio	2,188	2,640	800	2,490	2,464	-6.67%
219 Data	3,641	6,620	1,531	5,562	5,800	-12.39%
220 Utilities	50,731	48,500	21,083	46,000	48,500	0.00%
224 Public Notices	7,986	7,000	2,297	7,000	8,000	14.29%
240 Equipment Maintenance	1,817	2,430	140	2,151	2,151	-11.48%
290 Other Contractual Services	1,570	19,383	1,225	4,473	5,842	-69.86%
<b>Subtotal</b>	<b>323,539</b>	<b>306,214</b>	<b>132,927</b>	<b>270,288</b>	<b>333,351</b>	<b>8.86%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>Total General Government</b>							
SUPPLIES AND EXPENSE							
310	Office Supplies	17,518	13,800	6,242	12,400	15,530	12.54%
313	Promotions	0	1,000	395	1,000	1,000	0.00%
314	Cleaning and Maintenance	(1,831)	11,600	8,700	12,000	12,000	3.45%
315	Publications	9,621	3,410	1,659	3,440	3,695	8.36%
320	Memberships/Subscriptions	16,383	22,173	14,075	22,217	22,873	3.16%
324	Medical Supplies	7,298	8,525	775	8,000	8,000	-6.16%
330	Mileage Reimbursement	4,109	5,105	1,792	4,359	5,370	5.19%
331	Transportation	4,973	6,300	2,773	6,210	6,600	4.76%
340	Operating Supplies	55,072	45,763	14,585	44,462	49,397	7.94%
351	MCH Grant	1,899	11,000	2,466	11,000	11,000	0.00%
352	Radon Grant	0	0	0	0	0	0.00%
353	MA Outreach	0	0	0	0	0	0.00%
354	Childhood Lead Grant	151	1,700	0	1,700	1,700	0.00%
355	Immunization Outreach Grant	1,054	8,000	1,260	8,000	8,000	0.00%
356	Tobacco Cessation	0	0	0	0	0	0.00%
357	Child w/spec needs Grant	710	0	0	0	0	0.00%
358	Preparedness Grant	29,840	32,000	14,849	34,450	12,057	-62.32%
359	Prevention Grant	3,213	4,000	594	4,000	4,000	0.00%
	<b>Subtotal</b>	<b>150,008</b>	<b>174,376</b>	<b>70,165</b>	<b>173,238</b>	<b>161,222</b>	<b>-7.54%</b>
FIXED CHARGES							
510	Property Insurance	201,006	203,000	36,755	205,000	210,000	3.45%
524	Misc General Expense	29,751	31,950	10,587	30,000	30,000	-6.10%
	<b>Subtotal</b>	<b>230,757</b>	<b>234,950</b>	<b>47,342</b>	<b>235,000</b>	<b>240,000</b>	<b>2.15%</b>
GRANTS, CONTRIBUTIONS, INDEM							
702	Contribution--Main Street Program	20,000	20,000	0	20,000	20,000	0.00%
703	Contribution--Advance	0	0	0	0	4,000	100.00%
710	Illegal Taxes/Refunds	1,313	7,000	364	7,000	7,000	0.00%
720	Grants and Donations	1,000	1,000	0	0	1,000	0.00%
	<b>Subtotal</b>	<b>22,313</b>	<b>28,000</b>	<b>364</b>	<b>27,000</b>	<b>32,000</b>	<b>14.29%</b>

City of De Pere  
2018 General Fund  
Adopted Budget

**GENERAL GOVERNMENT  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>Total General Government</b>							
CAPITAL OUTLAY							
810	Capital Equipment	11,725	13,000	5,692	13,600	64,000	392.31%
811	Office Equipment	4,223	3,795	2,051	3,550	7,575	99.60%
830	Furniture	0	500	490	490	1,200	140.00%
	<b>Subtotal</b>	<b>15,948</b>	<b>17,295</b>	<b>8,233</b>	<b>17,640</b>	<b>72,775</b>	<b>320.79%</b>
COST REALLOCATIONS							
900	Contingency	0	0	0	0	0	0.00%
901	Employee Merit Pay	0	39,455	0	0	40,345	2.26%
911	Reserved Wage and Benefit Funds	0	0	0	0	132,137	100.00%
	<b>Subtotal</b>	<b>0</b>	<b>39,455</b>	<b>0</b>	<b>0</b>	<b>172,482</b>	<b>337.16%</b>
	<b>Total</b>	<b>\$ 2,421,660</b>	<b>\$ 2,506,377</b>	<b>\$ 1,051,350</b>	<b>\$ 2,287,751</b>	<b>\$ 2,887,852</b>	<b>15.22%</b>

# **PUBLIC SAFETY**

## PUBLIC SAFETY EXPENDITURES

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



## **Police**

***Program Full Time Equivalents: 40.75***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

- 1) Provide law enforcement services to community on 24/365 basis
- 2) Engage community through team policing
- 3) Prevent crime through special initiatives and proactive patrol efforts
- 4) Ensure motoring safety through traffic enforcement and education
- 5) Make arrests through self initiation or court order; process and prosecute suspects
- 6) Document and store policing events through electronic and conventional means and retrieve upon request
- 7) Collect, store and dispose of case evidence and found property
- 8) Conduct case follow-up through specialized investigations and assist District Attorney's office with case management
- 9) Engage school children and provide visible deterrent and quick response through specialized school resource personnel

***Important Outputs:***

- 1) *Crime Prevention* – Although it is hard to measure crimes that were prevented, it is directly related to criminal activity below. The better the prevention the lower the crime rate. This benefits the community in lower insurance rates, increased well-being and an increase in satisfaction in government. Crime prevention is funded through property tax and small grants.
- 2) *Criminal Activity* – The reduction of crimes in the City, especially those serious crimes like burglary, assault, etc. is a direct reflection of the desirability for people wanting to live and work in De Pere. Increased development and a steady tax base benefit a highly desirable community. Policing services are funded through property taxes and small grants to fund specific enforcement overtime.
- 3) *Traffic Safety* – Reduced traffic crashes and the severity of damage and injuries for those involved in crashes is a huge benefit to the greater community as reduced injury and death is so important, but also lowers insurance rates and reduced damages to property. Additionally, increased positive interaction with citizens increases overall satisfaction with policing

services. Traffic safety is funded through property taxes and small grants for specialized traffic enforcement (drunk driving). Funding is through general property taxes. Additionally, revenue generated through fines and forfeitures increases the general fund.

- 4) *Case management* – Increased closure rates and clearance of criminal cases is beneficial to the department and to the community for the purpose of accountability. Criminal or ordinance violation prosecution is an important step in the criminal justice system and without it the other steps leading to it are wasted. The closure of a case allows the victim to have peace of mind and the community to continue faith in city policing abilities. The funding for detectives and police officers for case management is through property taxes.

### ***Expected Outcomes:***

- 1) Continue law enforcement services in the community on 24/365 basis in order to maintain an orderly and safe community
- 2) Increased engagement with the community through the use of team policing and other interactive scenarios while continuing to develop informed citizens
- 3) Maintain crime prevention efforts through special initiatives and proactive patrol concentrating on preventable negative activity and working closely with neighborhood groups to ensure two-way communication
- 4) Increased motoring safety through traffic enforcement while concentrating on reducing traffic crashes and injuries
- 5) Maintain community safety by making arrests through self-initiation or court order and processing and prosecuting criminal suspects. Through this a decrease in measurable criminal activity should be realized
- 6) Documenting and storing police events through electronic and conventional means and retrieving upon request will be maintained while increasing efficiency in handling the information
- 7) Collection, storage and disposal of case evidence and found property will be maintained at current levels but processed more efficiently through the use of bar coding
- 8) To increase crime clearance rates, case follow-up through specialized investigations and assistance to the District Attorney's office with case management will be conducted
- 9) Increase the engagement with area school children and provide the visible deterrent and quick response to a problem through specialized school resource personnel

### ***2018 Performance Measures:***

- 1) Increase designated traffic enforcement patrol hours by 20% in 2018.
- 2) Seek training for team officers in specialized licensed establishment (tavern) inspections and conduct at least one specialized inspection for each bar/tavern in 2018.
- 3) Complete the closing out of 2010, 2011, 2012 case files in the records management system by June 2018.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase the number of street level drug arrests by 10% utilizing contemporary policing methods in 2017.  
*Results: Traffic stop related drug arrests rose from 34 (2015-2016) to 39 arrests (2016-2017) performance period, thus increasing arrests by 15%.*
- 2) Implement A.L.I.C.E (active shooter training) in 12 De Pere businesses and in the public schools by July 2017.  
*Results: Implemented A.L.I.C.E. training in all public schools in both school districts, implemented in one parochial school implemented in one special needs school, and presented to 2 businesses. Additional businesses will have presentations in the fall of 2017. The goal will be met by year end.*
- 3) Reduce the number of outstanding De Pere Municipal Court arrest warrants by 10% in 2017.  
*Results: Outstanding warrants dropped from 241 active warrants (2015-2016) to 169 active warrants (2016-2017) in their respective performance periods; thus decreasing outstanding warrants by 30%.*

***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 and outside advanced trainings
- 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 2018 Police program cost is \$4,944,197. 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.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) 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.
- 2) Postage increased \$500 to reflect anticipated additional mailings for parking ticket notices.
- 3) Seminars/Conferences for 2018 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.
- 4) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, animal care (Humane Society, veterinarian. etc.), etc. in 2018.
- 5) Cleaning services increased \$1,000 for contractual increases.
- 6) Cell/Radio increased \$2,300 for data plan increases.
- 7) Utilities decreased \$3,000 in anticipation of decreased utility costs for the department due to cost eco measures taken.
- 8) Equipment Maintenance increased \$3,000 to reflect actual cost trends.
- 9) Other Contractual Services increased \$700 for software maintenance agreements. This includes Telestaff (scheduling) at \$1,200, I-Pro (video recording) at \$1,700, Lantern (phone data recovery program) \$500, and Ocean (undercover video recording) \$100.
- 10) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief, Captains \$300, International Assoc. of Chief of Police - Chief \$100, WI Juvenile Officers Assoc.- Liaison Officers \$60, Firearms Range \$250, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75.
- 11) Publications increased \$80 to reflect increased costs.
- 12) Guns and Ammo increased \$500 to purchase replacement electronic control devices (Taser) expiring cartridges.
- 13) Transportation/Fuel reduced \$35,000 due to anticipated lower fuel costs.
- 14) Operating Supplies increased \$18,000 to reflect anticipated increase in costs, to replace 10 bullet resistant vests for patrol officers and to replace four Emergency Response Team (SWAT) vests.
- 15) Capital Equipment includes \$40,000 for continued lease of the department K-9 vehicle and Community Resource vehicle, \$25,000 for first year of Body Worn Cameras, \$20,040 for new squad computers and related hardware, \$11,600 for carpet replacement in offices and \$35,000 for camera system replacement for interview rooms.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

				<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>	<b>2018 / 2017</b>
				<b>Year End</b>	<b>Adopted</b>	<b>6 mos</b>	<b>Year End</b>	<b>Adopted</b>	<b>Budget</b>
				<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>% Of Change</b>
<b>POLICE</b>									
Account Number PERSONAL SERVICES									
100	52100	110	Salaries	\$ 359,133	\$ 363,728	\$ 169,239	\$ 363,728	\$ 371,880	2.24%
100	52100	120	Hourly Wages	2,378,970	2,637,280	1,138,613	2,600,000	2,641,153	0.15%
100	52100	122	Hourly Wages Part Time	7,822	10,000	1,570	10,000	10,000	0.00%
100	52100	125	Overtime Wages	192,296	145,000	92,439	170,000	150,000	3.45%
100	52100	126	Seasonal Labor	403	0	376	0	0	0.00%
100	52100	150	FICA	215,817	240,815	112,479	239,875	242,117	0.54%
100	52100	151	Retirement	272,242	326,463	136,016	326,463	337,649	3.43%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	726,269	804,398	392,614	804,398	769,828	-4.30%
100	52100	190	Training	10,637	10,000	7,595	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>4,163,588</b>	<b>4,537,683</b>	<b>2,050,941</b>	<b>4,524,464</b>	<b>4,532,627</b>	<b>-0.11%</b>
			CONTRACTUAL SERVICES						
100	52100	210	Telephone	10,083	13,000	5,072	13,000	13,000	0.00%
100	52100	211	Postage	1,517	2,500	1,480	3,000	3,000	20.00%
100	52100	212	Seminars and Conferences	1,284	3,000	1,406	3,000	3,000	0.00%
100	52100	215	Consulting	9,454	16,500	6,497	16,500	16,500	0.00%
100	52100	217	Cleaning Service Contract	18,672	20,000	10,074	20,000	21,000	5.00%
100	52100	218	Cell/Radio	18,698	22,700	9,497	25,000	25,000	10.13%
100	52100	219	Data	2,814	3,000	1,407	3,000	3,000	0.00%
100	52100	220	Utilities	13,994	23,000	8,271	20,000	20,000	-13.04%
100	52100	240	Equipment Maintenance	23,762	20,000	11,806	23,000	23,000	15.00%
100	52100	290	Other Contractual Services	5,577	9,300	3,241	9,300	10,000	7.53%
			<b>Subtotal</b>	<b>105,854</b>	<b>133,000</b>	<b>58,751</b>	<b>135,800</b>	<b>137,500</b>	<b>3.38%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>POLICE</b>									
			SUPPLIES AND EXPENSE						
100	52100	310	Office Supplies	10,416	8,000	2,833	8,000	8,000	0.00%
100	52100	312	Crime Prevention Program	1,421	2,000	814	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	6,872	9,000	6,393	9,000	9,000	0.00%
100	52100	315	Publications	72	150	229	229	230	53.33%
100	52100	320	Memberships/Subscriptions	535	900	645	750	900	0.00%
100	52100	330	Mileage Reimbursement	0	300	0	300	300	0.00%
100	52100	331	Transportation/Fuel	41,162	80,000	20,569	45,000	45,000	-43.75%
100	52100	340	Operating Supplies	22,433	18,000	8,064	18,000	36,000	100.00%
100	52100	343	Guns and Ammo	7,844	8,500	1,671	8,500	9,000	5.88%
100	52100	349	Operating Supplies - Community Policing	654	0	0	0	0	0.00%
100	52100	360	Other Repairs and Maintenance	9,183	13,000	4,717	13,000	13,000	0.00%
100	52100	390	MISC.	(116)	1,000	300	1,000	1,000	0.00%
100	52100	392	Uniform Allowances	15,887	17,500	6,844	17,500	18,000	2.86%
100	52100	393	Parking Tickets - State	250	0	683	1,000	0	0.00%
			<b>Subtotal</b>	<b>116,613</b>	<b>158,350</b>	<b>53,762</b>	<b>124,279</b>	<b>142,430</b>	<b>-10.05%</b>
			CAPITAL OUTLAY						
100	52100	810	Capital Equipment	231,154	58,000	33,465	58,000	131,640	126.97%
			<b>Subtotal</b>	<b>231,154</b>	<b>58,000</b>	<b>33,465</b>	<b>58,000</b>	<b>131,640</b>	<b>126.97%</b>
			<b>TOTAL</b>	<b>\$ 4,617,209</b>	<b>\$ 4,887,033</b>	<b>\$ 2,196,919</b>	<b>\$ 4,842,543</b>	<b>\$ 4,944,197</b>	<b>1.17%</b>

## **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.

***2018 Performance Measures:***

- 1) Reduce job related injuries by 25% by June 2018 through use of training and specialized equipment.



***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Continue to evaluate another 20% of crossing guard locations by measuring traffic volume and student crossing volume using state guidelines for placement of crossing locations to determine needs or re-distribution of crossing assisted locations.

*Result: Some, but not all of the crossing locations were evaluated by the county sheriff and the police department. A determination was made to not change the current locations of crossing points for children.*

***Significant Program Achievements:***

- 1) No injuries or deaths to school children in 2016-2017 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  
Guards are selected from a pool of applicants or retained from an existing employee list. Qualified applicants are interviewed and hired. The training of the guards takes place at the beginning of each school year, and police personnel train guards hired throughout a school year on an individual basis. Well qualified, dedicated, and trained crossing guards are important to the safety of the children in our community
- 2) Hours of operation  
Operational hours are dependent on the school the crossing is assisting. Each school has a different start time and therefore the guards are placed at appropriate times prior to school starting, and again when school lets out. Typically, the guards are at the crossing about a half hour prior to and about 15 minutes after the start/end of school. The operational times provide the optimum times when a guard is needed, helping the community stay safe while being fiscally efficient.
- 3) Specific Equipment  
Crossing guards are issued specific traffic control equipment and other safety devices to ensure a safe crossing. Hand-held stop signs are required to stop traffic and crossing guards are required to wear an orange or safety green vest in order for road users to be aware of their presence. Additionally, the crossing guards are issued tall reflective orange traffic cones to further enhance situational awareness. This brings safety to the guard, pedestrians and road users alike.

***Costs and Benefits of Program and Services:***

The adopted 2018 Crossing Guard program cost is \$96,610. 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.

***2018 Program Objectives***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Training - \$600 for mandatory training at the start of each year.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>CROSSING GUARDS</b>									
Account Number PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	\$ 78,005	\$ 87,322	\$ 45,006	\$ 87,322	\$ 87,322	0.00%
100	52110	150	FICA	1,034	1,266	634	1,266	1,266	0.00%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	3,362	0	3,362	3,362	0.00%
100	52110	190	Training	0	600	0	600	600	0.00%
			<b>Subtotal</b>	<b>79,039</b>	<b>92,550</b>	<b>45,640</b>	<b>92,550</b>	<b>92,550</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	52110	330	Mileage Reimbursement	2,426	3,060	2,000	3,060	3,060	0.00%
100	52110	340	Operating Supplies	621	1,000	181	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>3,046</b>	<b>4,060</b>	<b>2,181</b>	<b>4,060</b>	<b>4,060</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 82,085</b>	<b>\$ 96,610</b>	<b>\$ 47,821</b>	<b>\$ 96,610</b>	<b>\$ 96,610</b>	<b>0.00%</b>

## **Fire Rescue Department**

***Program Full Time Equivalents: 30.25***

***Paid on Call: 20***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

### ***2018 Performance Measures:***

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city should be in accordance with NFPA Standard 1710. Emergency medical care providers should have a turnout time of not more than one minute and an on scene time of four minutes, five minutes total response time, or less at least 90% of the time. Advanced life support capabilities should arrive on scene within nine minutes of initial dispatch time.
- 2) *Fire Rescue Response* – De Pere Fire Rescue should respond to all structure fire alarms in accordance with NFPA Standard 1710. Response for the initial fire unit on scene should be one minute turnout time and on scene in four minutes or less, five minutes total response time. The full fire alarm assignment should arrive on scene within nine minutes of initial dispatch time with a minimum of 17 personnel.

### ***2017 Performance Measurement Data (July 2016 – June 2017):***

#### *Fire and Emergency Medical Service Responses*

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

- a) From 8/1/16 through 7/31/17, The Department met the above initial response criteria 68% of the time.

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

- a) From 8/1/16 through 7/31/17, The Department met the above response criteria 97% of the time.

### ***Significant Program Achievements:***

- 1) De Pere Fire Rescue, administratively, has been in a state of flux for the last five years. Undergoing four Chief and three Assistant Chief changes during that time. Based on the recent appointments of Fire Chief in December of 2016 and Assistant Chief in May 2017, we trust this trend has come to an end.
- 2) A fire engine from Pierce Fire Apparatus Company was delivered and placed in service in March of 2017 at a cost of \$627,613.
- 3) A Horton ambulance from Foster Coach was also delivered and placed in service in April at a cost of \$254,998.
- 4) A 2001 fire engine was taken out of service by the Department of Transportation for failure to pass required testing. This engine is currently undergoing refurbishment and is expected to be placed back in service early 2018.
- 5) In October of 2016, we began soliciting donations for a Utility Terrain Vehicle (UTV) for use at special events. Through the generosity of local businesses and citizens, we were able to raise \$25,140. With these donations, we were able to purchase a

Bobcat Model 3400XGT from Bobcat Plus, Inc., De Pere. We also received a donation from Aurora BayCare Medical Center for the purchase of a trailer from Badger Trailer & Truck, Inc., De Pere, for transporting this UTV. The cost of this trailer and graphics was \$10,793. Any remaining money from the donations will be used to equip the UTV with an EMS skid and a fire skid. These skids fit in the back of the UTV and may be swapped out as needed.

- 6) De Pere Fire Rescue hosted live burn training for our Department and our auto aid partners. This training proved to be a success, benefitting all departments involved. The training site was the old Fairfield Nursing Home at 1030-1040 Main Ave. De Pere and was held on April 8, 22, 29, and May 13, 2017. During the course of these training dates, eleven fire departments participated along with nine support agencies. Approximately 230 firefighters took part in the training totaling 1,756 training hours.
- 7) Medical Direction by Dr. Steven Stroman continues to be outstanding. This oversight program includes response preparation, on-line and off-line medical direction, as well as continuing education and service delivery.
- 8) Our community paramedicine program began in 2016 in conjunction with the De Pere Health Department. This program is a comprehensive approach to assist our elderly citizens to be able to safely and securely remain in their own homes as long as possible. A core component of this program is the award winning National Fire Protection Association's program known as "Remembering When."
- 9) Continued to improve inspection efforts with the De Pere Building Inspection and Health Departments. The two 2017 fire prevention inspection cycles will be successfully completed.
- 10) In January of 2014, the Fire Department converted to a new computer data software program. This software made for easier interaction with our EMS billing vendor and the filing of the required State reports. The software did not allow the transfer of training, inspection, and activities reports from our old program. It has taken time to formulate and input this data. The hiring of the Training and Safety Officer in late 2015 has allowed for training data to be inputted and our training records are now complete. The same effort has been put towards our activities and inspection data. The activities data is expected to be completed this fall. The inspection data is much more complicated requiring considerable field work and data entry. An initiative is being put in place and will be implemented in January 2018. Once completed, this will give us comprehensive inspection and occupancy records. In August of 2016, we upgraded to Image Trend Elite, which allows for greater interactive data entry.

***Existing Program Standards Including Importance to Community:***

- 1) More than 83% of all alarms for De Pere Fire Rescue are for emergency medical services. It is estimated that the revenue collected from emergency transports will be approximately \$800,000 for 2018, which includes contracts with the Towns of Lawrence, Ledgeview, and the Village of Ashwaubenon.
- 2) De Pere Fire Rescue also provides fire protection and related services to our citizens and visitors.

- 3) De Pere Fire Rescue maintains fire department facilities and equipment to effectively support our mission. We are a workforce assigned to 24-hour shifts and prioritize maintenance of Stations #1 and #2, as well as all department equipment when not involved in emergency medical and fire protection response.

***Costs and Benefits of Program and Services:***

The adopted 2018 budget for De Pere Fire Rescue is \$3,965,791. The program benefits the community by providing citizens with a wide range of high quality fire and rescue services by highly trained and prepared staff.

***2018 Budget Significant Expenditure Changes:***

- 1) Salaries decrease of \$28,565 due to lower salaries of new administration.
- 2) Hourly wages and benefits, collectively, increased \$96,091 due to addition of Firefighter/Paramedic position.
- 3) Hourly wages part-time increase of \$4,600 due to increase in wages and hours for the Training and Safety Officer.
- 4) Hourly wages for paid-on-call increase of \$26,000 to fill the ten paid-on-call vacancies.
- 5) Training increase of \$725 due to increased delivery cost.
- 6) Postage decrease of \$200 due to use of digitalized correspondence and stoppage of in-house EMS billing.
- 7) Consulting decrease of \$10,000 due to a change in our ambulance billing vendor. We were able to lower our consulting fee from 7% to 4.5%.
- 8) Equipment maintenance decrease of \$5,000 due to new vehicles added to the fleet requiring fewer repairs.
- 9) Cleaning and maintenance decrease of \$1,000 due to continuing switch to more cost effective vendor.
- 10) Medical supplies increase of \$5,000 due to market increase.
- 11) Capital Equipment: Portable Radio Maintenance \$5,000, Replace Personal Protective Equipment \$50,000 and Purchase Squad Jackets \$10,000.



**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>FIRE</b>									
Account Number PERSONAL SERVICES									
100	52200	110	Salaries	\$ 192,365	\$ 206,718	\$ 68,674	\$ 206,718	\$ 181,423	-12.24%
100	52200	120	Hourly Wages	2,027,777	2,070,156	886,822	2,070,156	2,129,103	2.85%
100	52200	122	Hourly Wages Part Time	8,561	6,000	1,204	2,400	10,600	76.67%
100	52200	125	Overtime Wages	113,937	95,000	44,072	90,000	95,000	0.00%
100	52200	126	Seasonal Labor	220	0	21	21	0	0.00%
100	52200	129	Hourly Wages -- POC FF	40,226	34,000	18,981	38,000	60,000	76.47%
100	52200	150	FICA	36,227	37,820	17,048	37,753	38,815	2.63%
100	52200	151	Retirement	306,680	349,689	135,165	348,944	359,998	2.95%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	600,015	683,146	331,304	683,146	725,752	6.24%
100	52200	155	Vaccinations/Physicals	0	0	0	0	0	0.00%
100	52200	190	Training	10,470	9,275	2,624	9,275	10,000	7.82%
100	52200	191	Training Act 102	3,415	0	1,735	1,735	0	0.00%
			<b>Subtotal</b>	<b>3,339,894</b>	<b>3,491,804</b>	<b>1,507,650</b>	<b>3,488,148</b>	<b>3,610,691</b>	<b>3.40%</b>
			CONTRACTUAL SERVICES						
100	52200	210	Telephone	6,728	7,200	3,643	7,200	7,200	0.00%
100	52200	211	Postage	392	500	113	300	300	-40.00%
100	52200	212	Seminars and Conferences	6,711	3,000	2,913	3,000	3,000	0.00%
100	52200	215	Consulting	65,362	70,000	14,932	40,000	60,000	-14.29%
100	52200	219	Data	1,072	3,000	451	3,000	3,000	0.00%
100	52200	220	Utilities	15,614	27,600	8,694	18,000	27,600	0.00%
100	52200	240	Equipment Maintenance	78,477	70,000	17,525	50,000	65,000	-7.14%
			<b>Subtotal</b>	<b>174,356</b>	<b>181,300</b>	<b>48,271</b>	<b>121,500</b>	<b>166,100</b>	<b>-8.38%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>FIRE</b>									
			SUPPLIES AND EXPENSE						
100	52200	310	Office Supplies	4,919	4,000	1,823	4,000	4,000	0.00%
100	52200	314	Cleaning and Maintenance	3,656	3,500	724	2,500	2,500	-28.57%
100	52200	320	Memberships/Subscriptions	1,917	2,000	1,359	2,000	2,000	0.00%
100	52200	324	Medical Supplies	23,106	25,000	9,390	30,000	30,000	20.00%
100	52200	328	Fire Prevention/Education Supplies	2,600	3,000	0	3,000	3,000	0.00%
100	52200	330	Mileage Reimbursement	5,013	2,500	2,172	2,500	2,500	0.00%
100	52200	331	Transportation	16,406	29,000	8,093	18,000	29,000	0.00%
100	52200	340	Operating Supplies	19,010	17,000	4,262	16,500	17,000	0.00%
100	52200	341	Fire-Emer. Operations Ctr	(710)	0	0	0	0	0.00%
100	52200	350	Repair and Maintenance Supplies	26,326	20,000	15,340	20,000	20,000	0.00%
100	52200	392	Clothing Allowance	9,600	14,000	4,346	14,000	14,000	0.00%
			<b>Subtotal</b>	<b>111,842</b>	<b>120,000</b>	<b>47,509</b>	<b>112,500</b>	<b>124,000</b>	<b>3.33%</b>
			CAPITAL OUTLAY						
100	52200	810	Capital Equipment	133,734	25,000	26,539	60,000	65,000	160.00%
100	52200	811	Office Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>133,734</b>	<b>25,000</b>	<b>26,539</b>	<b>60,000</b>	<b>65,000</b>	<b>160.00%</b>
			<b>TOTAL</b>	<b>\$ 3,759,826</b>	<b>\$ 3,818,104</b>	<b>\$ 1,629,969</b>	<b>\$ 3,782,148</b>	<b>\$ 3,965,791</b>	<b>3.87%</b>

## **Building Inspection**

***Program Full Time Equivalents: 2.45***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Number of Permits Issued / Development* – 370 total building and mechanical permits were issued through July 2017 compared to 410 during the same time period in 2016. Larger numbers of permits issued benefit the city by bringing in revenue through the collection of permit fees.
- 2) *Consistent Development* – 11 new single family and 2 duplex building permits along with commercial and numerous St. Norbert College projects verify that the City of De Pere is still a progressive and desirable community to live and do business in.
- 3) *Public Education*– Numerous building permits and construction information funded through permit fees have been prepared and/or revised for dissemination on the city web site, in the office and on the department face book page.

- 4) *Bar Inspections*- Inspections of establishments that serve alcohol. Had a number brought up to code to protect both employees and patrons.

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Have 1 & 2 family residence permit applications submitted via email effective January 1, 2018.
- 2) Work with IT Director and Finance Director towards receiving payments for building permit applications electronically via the computer by December 1, 2018.

***2017 Performance Measurement Data (July 2016 – July 2017):***

- 1) Issued 8 enforcement letters relating to buildings/properties in disrepair.
  - a. Result: 100 % of orders were issued and complied with.
- 2) Complete inspections within forty eight (48) hours of inspection request.
  - a. Result: Performed 100% of all inspection requests within forty eight (48) hours.
- 3) The revision process of the Zoning Code has not started yet.

***Significant Program Achievements:***

- 1) Issued appropriate building and mechanical permits and completed inspections.
- 2) Coordinated all functions of monthly Zoning Board of Appeals meetings.
- 3) Continued training new administrative assistant.
- 4) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.
- 5) Worked closely with new Fire Chief and new state building inspector in the inspection of commercial properties.

***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 2018 Building Inspection Department Budget is \$291,418. The program benefits the community by providing citizens with safe and code compliant housing and commercial development. The program also benefits the community by supporting stable residential, commercial and industrial properties that provide citizens the opportunity to live and work within the same community.

***Significant Budget Expenditure Changes:***

- 1) Seminars and Conferences (\$870) for attendance of two (2) building inspectors to attend annual State of Wisconsin, Department of Safety and Professional Services re-certification seminars in Green Bay and Asst. Bldg. Inspector to the Annual League of Municipalities Conference.

- 2) Consulting includes INCODE software maintenance of \$2,300 to reflect estimated costs.
- 3) Memberships and Subscriptions (\$315) include membership in the Building Inspector's Association of Northeast Wisconsin for 2 Inspectors (\$70); International Association of Electrical Inspector Association (\$120); International Code Council (ICC) membership (\$50) and subscription to Journal of Light Construction (\$75).

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>BUILDING INSPECTION</b>									
Account Number PERSONAL SERVICES									
100	52400	110	Salaries	\$ 85,614	\$ 86,322	\$ 40,219	\$ 86,322	\$ 88,256	2.24%
100	52400	120	Hourly Wages	85,430	86,064	40,220	86,064	88,509	2.84%
100	52400	125	Overtime Wages	172	0	0	0	0	0.00%
100	52400	126	Seasonal Labor	11	0	0	0	0	0.00%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	12,720	8,100	6,046	8,100	8,100	0.00%
100	52400	150	FICA	12,134	13,305	6,233	13,305	13,640	2.52%
100	52400	151	Retirement	11,226	11,722	4,995	11,722	11,843	1.03%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	63,655	70,679	35,344	70,679	71,185	0.72%
100	52400	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>270,960</b>	<b>276,192</b>	<b>133,057</b>	<b>276,192</b>	<b>281,533</b>	<b>1.93%</b>
			CONTRACTUAL SERVICES						
100	52400	210	Telephone	1,413	1,400	706	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	734	870	950	950	870	0.00%
100	52400	215	Consulting	2,235	2,300	2,347	2,300	2,300	0.00%
100	52400	218	Cell/Radio	1,157	1,500	713	1,500	1,500	0.00%
100	52400	240	Equipment Maintenance	1	600	0	600	600	0.00%
			<b>Subtotal</b>	<b>5,541</b>	<b>6,670</b>	<b>4,716</b>	<b>6,750</b>	<b>6,670</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	52400	310	Office Supplies	1,597	1,600	691	1,600	1,600	0.00%
100	52400	320	Memberships/Subscriptions	441	315	441	441	315	0.00%
100	52400	331	Transportation	992	1,300	715	1,300	1,300	0.00%
			<b>Subtotal</b>	<b>3,031</b>	<b>3,215</b>	<b>1,847</b>	<b>3,341</b>	<b>3,215</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	52400	810	Capital Equipment	2993	500	0	500	0	0.00%
			<b>Subtotal</b>	<b>2,993</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 282,525</b>	<b>\$ 286,577</b>	<b>\$ 139,620</b>	<b>\$ 286,783</b>	<b>\$ 291,418</b>	<b>1.69%</b>

## **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.

***2018 Performance Measures:***

- 1) Reduce costs for jail by 10% in 2018 by releasing an OWI first offense arrest to a responsible party from the hospital or police department versus transporting to jail.



***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Reduction of booking fees by 10% in 2017 through use of citations in lieu of transporting to jail.  
*Result: July 2015 – June 2016 Jail Costs: \$8,880. July 2016 – June 2017 Jail Costs: \$9,520. Overall, jail costs increased by \$640.00 or 7%. Analysis shows increased arrests for outstanding warrants caused increase in jail costs.*

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Police program cost is \$9,000. The program benefits the community by providing citizens and the police a safer place to house court ordered and self initiated arrestees awaiting adjudication through the court systems.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) None.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>JAIL</b>									
CONTRACTUAL SERVICES									
100	52700	219	Data	250	500	250	500	500	0.00%
100	52700	222	Jail	10,626	8,000	4,640	8,000	8,000	0.00%
100	52700	240	Equipment Maintenance	0	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>10,876</b>	<b>9,000</b>	<b>4,890</b>	<b>9,000</b>	<b>9,000</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 10,876</b>	<b>\$ 9,000</b>	<b>\$ 4,890</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>0.00%</b>

## **TOTAL PUBLIC SAFETY**

City of De Pere  
2018 General Fund  
Adopted Budget

**PUBLIC SAFETY  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>							
PERSONAL SERVICES							
110	Salaries	\$ 637,112	\$ 656,768	\$ 278,132	\$ 656,768	\$ 641,559	-2.32%
120	Hourly Wages	4,492,177	4,793,500	2,065,655	4,756,220	4,858,765	1.36%
121	Hourly Wages Crossing Guards	78,005	87,322	45,006	87,322	87,322	0.00%
122	Hourly Wages Part Time	16,383	16,000	2,774	12,400	20,600	28.75%
125	Overtime Wages	306,404	240,000	136,511	260,000	245,000	2.08%
126	Seasonal Labor	634	21	397	21	0	0.00%
127	Hourly Wages Plumbing Inspector	12,720	8,100	6,046	8,100	8,100	0.00%
129	Hourly Wages POC FF	40,226	34,000	18,981	38,000	60,000	76.47%
150	FICA	265,213	293,205	136,394	292,199	295,838	0.90%
151	Retirement	590,148	687,874	276,176	687,129	709,490	3.14%
152	Health, Dental, DIB, Life & Wks Cmp Ins	1,389,939	1,561,585	759,262	1,561,585	1,570,127	0.55%
155	Vaccinations	0	0	0	0	0	0.00%
190	Training	21,107	19,875	10,219	19,875	20,600	3.65%
191	Training Act 102	3,415	0	1,735	1,735	0	0.00%
	<b>Subtotal</b>	<b>7,853,482</b>	<b>8,398,250</b>	<b>3,737,288</b>	<b>8,381,355</b>	<b>8,517,401</b>	<b>1.42%</b>
CONTRACTUAL SERVICES							
210	Telephone	18,224	21,600	9,421	21,600	21,600	0.00%
211	Postage	1,909	3,000	1,593	3,300	3,300	10.00%
212	Seminars and Conferences	8,728	6,870	5,269	6,950	6,870	0.00%
215	Consulting	77,052	88,800	23,776	58,800	78,800	-11.26%
217	Cleaning Service Contract	18,672	20,000	10,074	20,000	21,000	5.00%
218	Cell/Radio	19,856	24,200	10,210	26,500	26,500	9.50%
219	Data	4,136	6,500	2,108	6,500	6,500	0.00%
220	Utilities	29,607	50,600	16,965	38,000	47,600	-5.93%
222	Jail	10,626	8,000	4,640	8,000	8,000	0.00%
240	Equipment Maintenance	102,240	91,100	29,331	74,100	89,100	-2.20%
290	Other Contractual Services	5,577	9,300	3,241	9,300	10,000	7.53%
	<b>Subtotal</b>	<b>296,626</b>	<b>329,970</b>	<b>116,628</b>	<b>273,050</b>	<b>319,270</b>	<b>-3.24%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**PUBLIC SAFETY  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>							
	SUPPLIES AND EXPENSE						
310	Office Supplies	16,932	13,600	5,347	13,600	13,600	0.00%
312	Crime Prevention Program	1,421	2,000	814	2,000	2,000	0.00%
314	Cleaning and Maintenance	10,528	12,500	7,117	11,500	11,500	-8.00%
315	Publications	72	150	229	229	230	53.33%
320	Memberships/Subscriptions	2,893	3,215	2,445	3,191	3,215	0.00%
324	Medical Supplies	23,106	25,000	9,390	30,000	30,000	20.00%
328	Fire Prevention/Education Supplies	2,600	3,000	0	3,000	3,000	0.00%
330	Mileage Reimbursement	7,438	5,860	4,172	5,860	5,860	0.00%
331	Transportation	58,561	110,300	29,377	64,300	75,300	-31.73%
340	Operating Supplies	42,064	36,000	12,507	35,500	54,000	50.00%
341	Fire-Emergency Operations Ctr	(710)	0	0	0	0	0.00%
343	Guns and Ammo	7,844	8,500	1,671	8,500	9,000	5.88%
349	Operating Supplies-Community Policing	654	0	0	0	0	0.00%
350	Repair and Maintenance Supplies	26,326	20,000	15,340	20,000	20,000	0.00%
360	Other Repairs and Maintenance	9,183	13,000	4,717	13,000	13,000	0.00%
390	MISC.	(116)	1,000	300	1,000	1,000	0.00%
392	Clothing Allowance	25,487	31,500	11,190	31,500	32,000	1.59%
393	Parking Tickets--State	250	0	683	1,000	0	0.00%
	<b>Subtotal</b>	<b>234,532</b>	<b>285,625</b>	<b>105,299</b>	<b>244,180</b>	<b>273,705</b>	<b>-4.17%</b>
	CAPITAL OUTLAY						
810	Capital Equipment	367,881	83,500	60,004	118,500	196,640	135.50%
811	Office Equipment	0	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>367,881</b>	<b>83,500</b>	<b>60,004</b>	<b>118,500</b>	<b>196,640</b>	<b>135.50%</b>
	<b>TOTAL</b>	<b>\$ 8,752,521</b>	<b>\$ 9,097,345</b>	<b>\$ 4,019,219</b>	<b>\$ 9,017,085</b>	<b>\$ 9,307,016</b>	<b>2.30%</b>

# **PUBLIC WORKS**

## PUBLIC WORKS EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	0.91
Engineering	1.75
Municipal Service Center	0.11
Mechanics	2.00
Machinery and Equipment	1.96
Snow and Ice Control	0.96
Street Maintenance	0.99
Traffic Signs and Marking	0.98
Street Lighting	0.12
Traffic Lights	0.00
Brush Collection	0.39
Transit System	0.00
Garbage and Refuse Collection	2.66
Landfill	0.00
Weed Control	0.10
Recycling	1.10
<hr/>	<hr/>
<b>TOTAL</b>	<b>14.03</b>

## **Public Works Administration**

***Program Full Time Equivalents: 0.91***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Departmental Budget*- Activities and services by the department are supported by the property tax (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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.
- 2) Continue coordination with DOT with USH 41, Main Avenue, 8<sup>th</sup> Street, and North Broadway projects.
- 3) Continued to work with Brown County Highway Department with construction projects.
- 4) Continued working with other communities on the purchasing of automated water meter reading systems for the water department.
- 5) Continue working with other communities to joint bid projects.
- 6) Worked with various wireless companies pertaining to installation on City water towers.
- 7) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 8) Major revisions to solid waste ordinance.
- 9) Contracted out dumpster services for Nicolet Square.
- 10) Conduct leak detection survey on water distribution system.

***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 2018 Public Works Administration program cost is \$110,070. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$505,172. 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.

### ***2018 Program Objectives:***

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

### ***2018 Budget Significant Expenditure Changes:***

- 1) Salaries decreased \$27,278 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 2) Hourly Wages decreased \$8,125 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, the part time office assistant hours will increase from 20 to 25 per week that is included in the proposed budget.
- 3) Overtime Wages decreased \$150 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 4) FICA decreased \$2,720 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 5) Retirement decreased \$2,488 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$9,572 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.

- 7) Training decreased \$1,250 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility. Training is funding to provide for all-department trainings.
- 8) Telephone decreased \$434 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 9) Postage decreased \$938 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 10) Seminars and Conference decreased \$975 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 11) Consulting is for copier lease.
- 12) Cell/Radio decreased \$750 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 13) Office Supplies decreased \$1,500 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 14) Memberships/Subscriptions decreased \$131 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 15) Transportation decreased \$500 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 16) Repair and Maintenance Supplies decreased \$113 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 17) No Capital Equipment requested.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
PUBLIC WORKS ADMINISTRATION									
Account Number		PERSONAL SERVICES							
100	53000	110	Salaries	\$ 74,403	\$ 75,317	\$ 35,492	\$ 75,317	\$ 48,040	-36.22%
100	53000	120	Hourly Wages	37,154	30,000	19,199	38,398	21,875	-27.08%
100	53000	125	Overtime Wages	1,141	400	855	1,000	250	-37.50%
100	53000	126	Seasonal Labor	0	0	0	0	0	0.00%
100	53000	150	FICA	8,192	8,087	4,398	8,776	5,368	-33.63%
100	53000	151	Retirement	7,447	7,189	3,401	7,801	4,701	-34.61%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	28,936	28,720	16,272	32,544	19,148	-33.33%
100	53000	190	Training	0	2,500	0	2,000	1,250	-50.00%
			Subtotal	157,272	152,213	79,617	165,835	100,631	-33.89%
			CONTRACTUAL SERVICES						
100	53000	210	Telephone	1,228	1,200	613	1,226	766	-36.15%
100	53000	211	Postage	2,702	2,500	775	2,500	1,563	-37.50%
100	53000	212	Seminars and Conferences	1,519	2,600	640	2,600	1,625	-37.50%
100	53000	215	Consulting	1,144	800	663	1,326	829	3.59%
100	53000	218	Cell/Radio	1,615	2,000	803	2,000	1,250	-37.50%
			Subtotal	8,209	9,100	3,494	9,652	6,033	-33.71%
			SUPPLIES AND EXPENSE						
100	53000	310	Office Supplies	4,367	4,000	1,457	4,000	2,500	-37.50%
100	53000	320	Memberships/Subscriptions	335	350	280	350	219	-37.50%
100	53000	331	Transportation	674	1,000	300	800	500	-50.00%
100	53000	340	Operating Supplies	0	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	0	300	137	300	188	-37.50%
			Subtotal	5,376	5,650	2,174	5,450	3,406	-39.71%
			CAPITAL OUTLAY						
100	53000	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 170,857	\$ 166,963	\$ 85,285	\$ 180,937	\$ 110,070	-34.08%

## Engineering

***Program Full Time Equivalents: 1.75***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Develop the City's long term storm water management plan to meet the WDNR requirements.
- 2) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Utilize GIS 100% for the location of all sanitary, water, and storm lateral.
  - a. Result: Performance in process of being met. Laterals will be located in the fall and placed on GIS.

- 2) Utilize handheld GPS devices 50% to inspect public and private storm water management facilities in the City.
  - a. Result: Goal was modified. The handheld GPS has been used to locate sanitary and storm laterals on the Huron Road Reconstruction. In the past, when laterals were installed, measurements were taken off of manholes. The handheld GPS was used in 2017 to get coordinates on laterals. This information will be added to the GIS under performance goal #1.

***Significant Program Achievements:***

- 1) Completed 2017 public works improvements program which included:
  - a. Relayed approximately 9,700 lineal feet of water main in preparation for street resurfacing.
  - b. Reconstructed sections of Huron Street from George Street to Ridgeway Boulevard.
  - c. Constructed/reconstructed/lined 12,100 lineal feet of sanitary sewer.
  - d. Coordinated with the Wisconsin Department of Transportation for the reconstruction/rehabilitation of Eighth Street, Ashland Avenue, Allard Street, Erie Street, and Helena Street.
  - e. Patched concrete pavement on a portion of Third Street.
- 2) Coordinated clean-up of the City's contaminated former O'Keefe property.
- 3) Created plans for future development in the southwest part of the City and for the proposed Main and Lawrence Roundabout.
- 4) Created the proposal and managed the consultant for the design of the Main and Lawrence Roundabout for 2018 construction.
- 5) Reviewed all public and private storm water management facilities.
- 6) Updated the municipal code for storm water to meet new Wisconsin Department of Natural Resources' requirements.

***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 2018 Engineering Program cost is \$201,129. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$804,516. 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.

#### ***2018 Program Objectives:***

- 1) Coordinate with WisDOT on the design of STH 32 for reconstruction.
- 2) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
- 3) Continue to update engineering CADD standards and construction plans.
- 4) Monitor public and private storm water management facilities.
- 5) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.
- 6) Create a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system.

***2018 Budget Significant Expenditure Changes:***

- 1) Salaries decreased \$23,396 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 2) Hourly Wages decreased \$21,004 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, hourly wages for a new engineering technician position is included in the proposed budget.
- 3) Overtime Wages decreased \$4,125 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 4) Seasonal Labor decreased \$4,225 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, one seasonal position was eliminated with the addition of a new engineering technician position.
- 5) FICA decreased \$3,773 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, FICA for a new engineering technician position is included in the proposed budget.
- 6) Retirement decreased \$3,424 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, retirement for a new engineering technician position is included in the proposed budget.
- 7) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$15,149 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, benefits for a new engineering technician position is included in the proposed budget.
- 8) Training decreased \$2,875 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 9) Telephone decreased \$570 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 10) Seminars and Conference decreased \$818 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 11) Consulting decreased \$3,187 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSC fees, Phosphorous study, outside consultant services that are not able to be performed by City staff and lease payments for color printer.

- 12) Cell/Radio decreased \$921 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 13) Memberships/Subscriptions decreased \$187 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 14) Transportation decreased \$1,325 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 15) Operating Supplies decreased \$1,687 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 16) Repair and Maintenance Supplies decreased \$300 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 17) Capital Equipment includes the general fund share of \$3,000 for replacing five (5) existing computer workstations and purchase one (1) new workstation for new engineering technician position.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>ENGINEERING</b>								
Account Number PERSONAL SERVICES								
100	53110	110	Salaries	\$ 64,076	\$ 67,159	\$ 31,473	\$ 67,159	\$ 43,763 -34.84%
100	53110	120	Hourly Wages	99,332	95,806	42,194	95,806	74,802 -21.92%
100	53110	125	Overtime Wages	14,501	9,750	5,017	10,000	5,625 -42.31%
100	53110	126	Seasonal Labor	10,027	8,600	3,579	9,000	4,375 -49.13%
100	53110	150	FICA	13,124	13,337	6,295	13,362	9,564 -28.29%
100	53110	151	Retirement	11,677	11,745	4,819	11,762	8,321 -29.15%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	45,418	49,340	20,404	40,808	34,191 -30.70%
100	53110	190	Training	3,309	6,000	1,036	6,000	3,125 -47.92%
			<b>Subtotal</b>	<b>261,464</b>	<b>261,737</b>	<b>114,817</b>	<b>253,897</b>	<b>183,766 -29.79%</b>
			CONTRACTUAL SERVICES					
100	53110	210	Telephone	1,534	1,540	776	1,552	970 -37.01%
100	53110	212	Seminars and Conferences	702	1,818	32	1,600	1,000 -44.99%
100	53110	215	Consulting	8,337	8,500	415	8,500	5,313 -37.49%
100	53110	218	Cell/Radio	2,034	2,500	1,263	2,526	1,579 -36.84%
			<b>Subtotal</b>	<b>12,607</b>	<b>14,358</b>	<b>2,486</b>	<b>14,178</b>	<b>8,862 -38.28%</b>
			SUPPLIES AND EXPENSE					
100	53110	310	Office Supplies	10	0	0	0	0 0.00%
100	53110	320	Memberships/Subscriptions	426	500	92	500	313 -37.40%
100	53110	331	Transportation	2,279	3,200	967	3,200	1,875 -41.41%
100	53110	340	Operating Supplies	3,750	4,500	393	4,500	2,813 -37.49%
100	53110	350	Repair and Maintenance Supplies	34	800	0	800	500 -37.50%
			<b>Subtotal</b>	<b>6,499</b>	<b>9,000</b>	<b>1,452</b>	<b>9,000</b>	<b>5,501 -38.88%</b>
			CAPITAL OUTLAY					
100	53110	810	Capital Equipment	4,661	4,000	2,953	4,000	3,000 -25.00%
			<b>Subtotal</b>	<b>4661</b>	<b>4,000</b>	<b>2,953</b>	<b>4,000</b>	<b>3,000 -25.00%</b>
			<b>TOTAL</b>	<b>\$ 285,231</b>	<b>\$ 289,095</b>	<b>\$ 121,708</b>	<b>\$ 281,075</b>	<b>\$ 201,129 -30.43%</b>

## **Municipal Service Center**

***Program Full Time Equivalents: 0.11***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) Distribution of fuel to all city departments – Funded by 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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Reduce utility cost by 1% through power management and LED lighting replacements.
  - a. Result: Our analysis of comparable data showed an increase of 10% in gas/electric expenses. Further analysis would need to be conducted to determine if LED lighting was effective or not.

***Significant Program Achievements:***

- 1) Installed LED lighting in Public Works Director's.
- 2) Installed LED lighting in the mechanics bay.
- 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 2018 Municipal Service Center program cost is \$65,863. This amount is only 55% of the total cost of the program. The other 45% is spread out through the following utilities: 15% Water Utility, 15% Sewer Utility, and 15% Storm Water Utility. The total cost for this program including the cost share with the above mentioned utilities is \$304,751. 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.

### ***2017 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$1,740 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 2) Overtime Wages decreased \$60 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 3) Seasonal Labor decreased \$851 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 4) FICA decreased \$149 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 5) Retirement decreased \$129 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins increased \$111 to reflect actual costs and a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 7) Training decreased \$85 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility. Training (\$275) includes various training for our Building Maintenance staff.
- 8) Telephone decreased \$41 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 9) Consulting decreased \$2,835 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and Building Maintenance scheduling software.

- 10) Cleaning Service Contract decreased \$1,335 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 11) Utilities decreased \$16,160 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 12) Cleaning and Maintenance decreased \$1,811 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 13) Capital Outlay includes \$5,500 for MSC Upgrades and Repairs and \$3,575 for card swipe doors.



City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>MUNICIPAL SERVICE CENTER</b>									
Account Number PERSONAL SERVICES									
100	53230	110	Salaries	\$0	\$0	\$0	\$0	\$0	0.00%
100	53230	120	Hourly Wages	15,803	7,642	6,597	7,642	5,902	-22.77%
100	53230	125	Overtime Wages	461	204	130	204	144	-29.41%
100	53230	126	Seasonal Labor	547	3,604	39	3,604	2,753	-23.61%
100	53230	150	FICA	1,121	652	513	652	502	-23.00%
100	53230	151	Retirement	1,025	534	459	534	405	-24.07%
100	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,213	2,068	2,853	2,068	2,179	5.37%
100	53230	190	Training	0	360	190	360	275	-23.61%
			<b>Subtotal</b>	<b>23,170</b>	<b>15,064</b>	<b>10,781</b>	<b>15,064</b>	<b>12,161</b>	<b>-19.27%</b>
			CONTRACTUAL SERVICES						
100	53230	210	Telephone	170	173	85	173	132	-23.70%
100	53230	215	Consulting	5,752	8,280	7,962	8,280	5,445	-34.24%
100	53230	217	Cleaning Service Contract	10,672	9,035	3,998	9,035	7,700	-14.78%
100	53230	220	Utilities	42,543	38,160	21,787	38,160	22,000	-42.35%
			<b>Subtotal</b>	<b>59,137</b>	<b>55,648</b>	<b>33,832</b>	<b>55,648</b>	<b>35,277</b>	<b>-36.61%</b>
			SUPPLIES AND EXPENSE						
100	53230	314	Cleaning and Maintenance	10,093	8,136	2,776	8,136	6,325	-22.26%
100	53230	340	Operating Supplies	9,012	2,988	6,410	6,410	3,025	1.24%
			<b>Subtotal</b>	<b>19,105</b>	<b>11,124</b>	<b>9,186</b>	<b>14,546</b>	<b>9,350</b>	<b>-15.95%</b>
			CAPITAL OUTLAY						
100	53230	810	Capital Equipment	33,782	11,520	1,690	11,520	9,075	-21.22%
			<b>Subtotal</b>	<b>33,782</b>	<b>11,520</b>	<b>1,690</b>	<b>11,520</b>	<b>9,075</b>	<b>-21.22%</b>
			<b>TOTAL</b>	<b>\$ 135,194</b>	<b>\$ 93,356</b>	<b>\$ 55,489</b>	<b>\$ 96,778</b>	<b>\$ 65,863</b>	<b>-29.45%</b>

## **Mechanics**

***Program Full Time Equivalents: 2.0***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Maintain and Repair City facilities* - Activities and services by this program are supported by the property tax. The maintenance and repair of the City's facilities is necessary so that municipal services that are expected from the community can be done. Repairs are requested by various departments and then scheduled. Preventative maintenance is scheduled based on industry standards of building equipment.

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Maintained City buildings and facilities.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Mechanics program cost is \$126,611. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$8,159 to reflect actual costs.
- 2) FICA decreased \$624 to reflect actual costs.
- 3) Retirement decreased \$617 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Workers Comp decreased \$9,121 to reflect actual costs.
- 5) Training includes staff training on building maintenance.
- 6) Consulting decreased \$500 to reflect actual trends. Consulting includes general costs for outside services related to tasks internal staff is unable to address.

- 7) Cell/radio increased \$1,424 to reflect actual costs.
- 8) Operating supplies decreased \$2,000 to reflect actual costs.
- 9) Safety Equipment and Uniforms increased \$1,000 to reflect actual costs.
- 10) No Capital Outlay requested.

**City of De Pere**  
**2018 General Fund**  
**Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>MECHANICS</b>									
Account Number PERSONAL SERVICES									
100	53231	120	Hourly Wages	\$ 58,940	\$ 70,000	\$ 30,240	\$ 60,480	\$ 61,841	-11.66%
100	53231	125	Overtime Wages	2,293	600	210	600	600	0.00%
100	53231	150	FICA	4,034	5,401	2,379	4,673	4,777	-11.56%
100	53231	151	Retirement	4,057	4,801	1,881	4,153	4,184	-12.86%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	36,718	30,515	20,282	30,515	39,636	29.89%
100	53231	190	Training	350	500		500	500	0.00%
			<b>Subtotal</b>	<b>106,392</b>	<b>111,817</b>	<b>54,992</b>	<b>100,921</b>	<b>111,537</b>	<b>-0.25%</b>
			CONTRACTUAL SERVICES						
100	53231	210	Telephone	0	0	0	0	0	0.00%
100	53231	215	Consulting	76	1,000	0	500	500	-50.00%
100	53231	218	Cell/Radio	1,202	650	1,037	2,074	2,074	219.08%
			<b>Subtotal</b>	<b>1,278</b>	<b>1,650</b>	<b>1,037</b>	<b>2,574</b>	<b>2,574</b>	<b>56.00%</b>
			SUPPLIES AND EXPENSE						
100	53231	310	Office Supplies	0	500	192	500	500	0.00%
100	53231	331	Transportation	4,501	4,000	2,219	4,000	4,000	0.00%
100	53231	340	Operating Supplies	2,401	5,000	1,375	3,000	3,000	-40.00%
100	53231	350	Repair and Maintenance Supplies	1,985	4,000	1,585	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	5,844	0	2,807	2,807	1,000	100.00%
			<b>Subtotal</b>	<b>14,731</b>	<b>13,500</b>	<b>8,178</b>	<b>14,307</b>	<b>12,500</b>	<b>-7.41%</b>
			CAPITAL OUTLAY						
100	53231	860	Capital Outlay	196	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>196</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 122,596</b>	<b>\$ 126,967</b>	<b>\$ 64,207</b>	<b>\$ 117,802</b>	<b>\$ 126,611</b>	<b>-0.28%</b>

## **Machinery and Equipment**

***Program Full Time Equivalents: 1.96***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Maintain and Repair Equipment*- Activities and services by the department is supported by the property tax (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.

***2018 Performance Measures:***

- 1) Perform vehicle and equipment maintenance every 4,000 miles on 100% of fleet vehicles. Determine if this can be done with current staff levels or whether additional staff is needed or there is a need to outsource some of the work load in order to have preventative maintenance done 100% as required.

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Maintained 176 pieces of equipment for the street, water, park, engineering, police and fire departments.

***Existing Program Standards Including Importance to Community:***

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

### ***Costs and Benefits of Program and Services:***

The adopted 2018 Machinery and Equipment program cost is \$104,260. This amount is only 20% of the total cost of the program. The other 80% costs for this program is spread out through the following utilities: 50% storm water utility, 15% water utility, and 15% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$521,306. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

### ***2018 Program Objectives:***

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

### ***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$35,500 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 2) Overtime decreased \$1,592 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, the overtime hours have been decreased to reflect the addition of the new mechanic position.
- 3) Seasonal Labor decreased \$4,900 due to seasonal labor being eliminated due to addition of a new mechanic position.
- 4) FICA decreased \$2,909 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 5) Retirement decreased \$2,564 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 6) Health, Dental, DIB, Life & Wks Cmp decreased \$18,498 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 7) Training decreased \$296 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. Training is for staff on fleet maintenance equipment.



- 8) Telephone decreased \$59 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 9) Consulting decreased \$13,469 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, consulting decreased \$4,000 to reflect addition of a new mechanic. Consulting includes tasks unable to perform in our mechanics shop.
- 10) Cell Radio decreased \$148 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 11) Transportation decreased \$592 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 12) Operating Supplies decreased \$2,162 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 13) Repair and Maintenance Supplies decreased \$19,673 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 14) Safety Equipment and Uniforms decreased \$1,176 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 15) Capital Equipment includes the general fund share of \$3,723 which is for \$1,667 diesel diagnostic software; \$407 hose repair equipment; \$240 grease hose reel; \$800 remove hoist; \$300 miscellaneous tools; and \$309 repair crane hoist cable.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>MACHINERY AND EQUIPMENT</b>									
Account Number PERSONAL SERVICES									
100	53240	120	Hourly Wages	\$ 36,981	\$ 76,500	\$ 20,418	\$ 70,000	\$ 41,000	-46.41%
100	53240	125	Overtime Wages	137	2,000	39	1,000	408	-79.59%
100	53240	126	Seasonal Labor	1,099	4,900	743	4,900	0	0.00%
100	53240	150	FICA	2,585	6,076	1,538	5,503	3,168	-47.87%
100	53240	151	Retirement	2,575	5,338	1,384	4,828	2,774	-48.03%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,213	42,010	10,286	42,014	23,512	-44.03%
100	53240	190	Training	198	500	0	500	204	-59.20%
			<b>Subtotal</b>	<b>60,787</b>	<b>137,324</b>	<b>34,408</b>	<b>128,745</b>	<b>71,066</b>	<b>-48.25%</b>
CONTRACTUAL SERVICES									
100	53240	210	Telephone	100	100	50	100	41	-59.20%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	53240	215	Consulting	16,617	20,000	15,901	20,000	6,531	-67.35%
100	53240	218	Cell/Radio	0	250	0	250	102	-59.20%
			<b>Subtotal</b>	<b>16,717</b>	<b>20,350</b>	<b>15,951</b>	<b>20,350</b>	<b>6,673</b>	<b>-67.21%</b>
SUPPLIES AND EXPENSE									
100	53240	331	Transportation	0	1,000	0	1,000	408	-59.18%
100	53240	340	Operating Supplies	10,398	7,000	5,927	11,854	4,838	-30.88%
100	53240	350	Repair and Maintenance Supplies	36,805	36,000	19,609	39,218	16,327	-54.65%
100	53240	351	Safety Equipment and Uniforms	0	3,000	0	3,000	1,224	-59.19%
			<b>Subtotal</b>	<b>47,204</b>	<b>47,000</b>	<b>25,536</b>	<b>55,072</b>	<b>22,798</b>	<b>-51.49%</b>
CAPITAL OUTLAY									
100	53240	810	Capital Equipment	16,314	26,950	20,935	26,950	3,723	-86.19%
			<b>Subtotal</b>	<b>16,314</b>	<b>26,950</b>	<b>20,935</b>	<b>26,950</b>	<b>3,723</b>	<b>-86.19%</b>
			<b>TOTAL</b>	<b>\$ 141,022</b>	<b>\$ 231,624</b>	<b>\$ 96,830</b>	<b>\$ 231,117</b>	<b>\$ 104,260</b>	<b>-54.99%</b>

## **Snow and Ice Control**

***Program Full Time Equivalents: 0.96***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Removing Snow from City Streets*- Activities and services by this program 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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 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 12 to 15. Met performance measure not met.

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Snow and Ice Control program cost is \$245,044. 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.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Overtime decreased by \$15,000 to reflect actual trends due to improvements in operational efficiencies.
- 2) FICA decreased \$1,025 due to overtime decreasing.
- 3) Retirement decreased \$1,034 due to overtime decreasing.
- 4) Training includes training for operational training of salting and plowing.
- 5) Seminars and Conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 6) Transportation decreased \$8,000 to reflect actual costs due to improvements in operational efficiencies.
- 7) Operating Supplies decreased \$14,000 because previous year this budget was increased to repair instead of replace the front end loader.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>SNOW AND ICE CONTROL</b>									
Account Number PERSONAL SERVICES									
100	53310	120	Hourly Wages	\$ 77,028	\$ 71,400	\$ 48,800	\$ 71,400	\$ 73,000	2.24%
100	53310	125	Overtime Wages	34,274	65,000	19,713	50,000	50,000	-23.08%
100	53310	150	FICA	7,543	10,435	6,323	9,287	9,410	-9.82%
100	53310	151	Retirement	6,932	9,275	5,858	8,255	8,241	-11.15%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,685	23,893	18,873	23,893	23,893	0.00%
100	53310	190	Training	0	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>142,462</b>	<b>180,503</b>	<b>99,567</b>	<b>163,335</b>	<b>165,044</b>	<b>-8.56%</b>
			CONTRACTUAL SERVICES						
100	53310	212	Seminars and Conferences	921	1,000	56	1,000	1,000	0.00%
100	53310	215	Consulting	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>921</b>	<b>1,000</b>	<b>56</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53310	331	Transportation	14,604	33,000	10,487	30,000	25,000	-24.24%
100	53310	340	Operating Supplies	6,060	18,000	14,805	18,000	4,000	-77.78%
100	53310	341	Salt, Sand, Chloride	60,292	50,000	37,365	50,000	50,000	0.00%
			<b>Subtotal</b>	<b>80,956</b>	<b>101,000</b>	<b>62,657</b>	<b>98,000</b>	<b>79,000</b>	<b>-21.78%</b>
			CAPITAL OUTLAY						
100	53310	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 224,339</b>	<b>\$ 282,503</b>	<b>\$ 162,280</b>	<b>\$ 262,335</b>	<b>\$ 245,044</b>	<b>-13.26%</b>

## **Street Maintenance**

***Program Full Time Equivalents: 0.99***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Decrease the number of complaints received on street conditions by 1%, through progressive maintenance.

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Increased road-patching to reduce potholes.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Street Maintenance program cost is \$115,948. The program benefits the community by allowing the streets to be kept clear of road hazards.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Training includes funding for street employees to attend road maintenance seminar/workshops.
- 2) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 3) Consulting includes for blacktop patching.
- 4) Transportation decreased \$2,000 to reflect actual costs.
- 5) No Capital Outlay is being requested.



**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>STREET MAINTENANCE</b>									
Account Number PERSONAL SERVICES									
100	53330	120	Hourly Wages	\$ 58,416	\$ 49,310	\$ 30,846	\$ 50,000	\$ 50,420	2.25%
100	53330	125	Overtime Wages	740	2,000	(392)	2,000	2,000	0.00%
100	53330	126	Seasonal Labor	1,505	4,961	195	4,961	4,961	0.00%
100	53330	150	FICA	3,710	3,997	2,287	4,050	4,082	2.12%
100	53330	151	Retirement	2,242	3,489	1,973	3,536	3,512	0.66%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,208	25,803	16,574	25,803	25,803	0.00%
100	53330	190	Training	0	2,500	0	2,500	2,500	0.00%
			<b>Subtotal</b>	<b>84,820</b>	<b>92,060</b>	<b>51,483</b>	<b>92,850</b>	<b>93,278</b>	<b>1.32%</b>
			CONTRACTUAL SERVICES						
100	53330	212	Seminars and Conferences	0	270	0	270	270	0.00%
100	53330	215	Consulting	0	2,000	0	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>2,270</b>	<b>0</b>	<b>2,270</b>	<b>2,270</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53330	331	Transportation	4,573	12,000	3,533	10,000	10,000	-16.67%
100	53330	340	Operating Supplies	(1,128)	4,000	2,259	4,000	4,000	0.00%
100	53330	350	Repair and Maintenance Supplies	0	1,000	0	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	5,046	5,400	4,429	5,400	5,400	0.00%
			<b>Subtotal</b>	<b>8,491</b>	<b>22,400</b>	<b>10,221</b>	<b>20,400</b>	<b>20,400</b>	<b>-8.93%</b>
			CAPITAL OUTLAY						
100	53330	860	Capital Outlay	1,000	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 94,311</b>	<b>\$ 116,730</b>	<b>\$ 61,704</b>	<b>\$ 115,520</b>	<b>\$ 115,948</b>	<b>-0.67%</b>

## **Traffic Signs and Markings**

***Program Full Time Equivalents: 0.98***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Traffic Signs and Markings program cost is \$144,653. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Training is for training staff on sign maintenance and traffic markings.
- 2) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
- 3) Consulting includes fees paid to City of Green Bay for street striping.
- 4) Transportation decreased \$500 to reflect actual costs.
- 5) Operating Supplies decreased \$4,000 to reflect actual costs.
- 6) Capital Equipment includes \$1,500 for upgrading crosswalk markings on N. Broadway

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>TRAFFIC SIGNS AND MARKINGS</b>									
Account Number PERSONAL SERVICES									
100	53400	120	Hourly Wages	\$ 60,167	\$ 62,780	\$ 30,333	\$ 62,780	\$ 64,193	2.25%
100	53400	125	Overtime Wages	1,221	2,500	1,308	2,500	2,500	0.00%
100	53400	126	Seasonal Labor	4,185	4,650	1,120	4,650	4,650	0.00%
100	53400	150	FICA	4,523	5,061	2,464	5,061	5,169	2.14%
100	53400	151	Retirement	4,043	4,439	1,917	4,439	4,468	0.66%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,802	22,547	9,667	22,547	22,547	0.00%
100	53400	190	Training	30	400	0	400	400	0.00%
			<b>Subtotal</b>	<b>93,971</b>	<b>102,377</b>	<b>46,809</b>	<b>102,377</b>	<b>103,928</b>	<b>1.51%</b>
			CONTRACTUAL SERVICES						
100	53400	212	Seminars and Conferences	101	225	0	225	225	0.00%
100	53400	215	Consulting	5,187	6,000	949	6,000	6,000	0.00%
			<b>Subtotal</b>	<b>5,288</b>	<b>6,225</b>	<b>949</b>	<b>6,225</b>	<b>6,225</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53400	331	Transportation	2,481	3,500	1,437	3,500	3,000	-14.29%
100	53400	340	Operating Supplies	7,416	22,000	2,474	18,000	18,000	-18.18%
100	53400	342	Paint--Sign and Mark	12,691	12,000	8,858	12,000	12,000	0.00%
			<b>Subtotal</b>	<b>22,588</b>	<b>37,500</b>	<b>12,769</b>	<b>33,500</b>	<b>33,000</b>	<b>-12.00%</b>
			CAPITAL OUTLAY						
100	53400	810	Capital Equipment	0	15,000	0	0	1,500	-90.00%
			<b>Subtotal</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>-90.00%</b>
			<b>TOTAL</b>	<b>\$ 121,846</b>	<b>\$ 161,102</b>	<b>\$ 60,527</b>	<b>\$ 142,102</b>	<b>\$ 144,653</b>	<b>-10.21%</b>

## **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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Respond and repair all street lighting issues within the downtown districts within 24 hours of notification.
  - a. Result: This was not met due to staffing.

***Significant Program Achievements:***

- 1) Continue lamp and ballast replacement program.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Street Lighting program cost is \$419,594. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly wages decreased \$3,000 to reflect actual costs due to contracting out street light locates.
- 2) FICA decreased \$229 due to decrease in hourly wages.
- 3) Retirement decreased \$210 due to decrease in hourly wages.
- 4) Consulting is for contracting outside services for locates and to repair street and decorative lighting.
- 5) Operating Supplies increased \$5,000 to reflect actual costs of maintenance of street lighting.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>STREET LIGHTING</b>									
Account Number PERSONAL SERVICES									
100	53420	120	Hourly Wages	\$ 3,791	\$ 9,000	\$ 2,196	\$ 6,000	\$ 6,000	-33.33%
100	53420	125	Overtime Wages	10	100	22	100	100	0.00%
100	53420	126	Seasonal Labor	720	0	0	0	0	0.00%
100	53420	150	FICA	300	696	159	467	467	-32.97%
100	53420	151	Retirement	266	619	150	415	409	-33.95%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	870	2,119	838	2,119	2,119	0.00%
100	53420	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>5,958</b>	<b>12,534</b>	<b>3,365</b>	<b>9,100</b>	<b>9,094</b>	<b>-27.44%</b>
			CONTRACTUAL SERVICES						
100	53420	215	Consulting	5,994	10,000	4,907	10,000	10,000	0.00%
100	53420	220	Utilities	372,534	395,000	184,080	380,000	380,000	-3.80%
			<b>Subtotal</b>	<b>378,528</b>	<b>405,000</b>	<b>188,987</b>	<b>390,000</b>	<b>390,000</b>	<b>-3.70%</b>
			SUPPLIES AND EXPENSE						
100	53420	331	Transportation	0	500	0	500	500	0.00%
100	53420	340	Operating Supplies	19,635	15,000	16,571	20,000	20,000	33.33%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>19,635</b>	<b>15,500</b>	<b>16,571</b>	<b>20,500</b>	<b>20,500</b>	<b>32.26%</b>
			CAPITAL OUTLAY						
100	53420	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 404,121</b>	<b>\$ 433,034</b>	<b>\$ 208,923</b>	<b>\$ 419,600</b>	<b>\$ 419,594</b>	<b>-3.10%</b>



## **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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Maintained signalization at intersections.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Traffic Lights program cost is \$82,000. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Consulting fees include for fees paid to City of Green Bay for maintenance of traffic signals and locates.
- 2) Capital Equipment includes \$35,000 for replacing video detection equipment and \$5,000 for push button upgrades.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>TRAFFIC LIGHTS</b>									
Account Number PERSONAL SERVICES									
100	53450	120	Hourly Wages	\$77	\$0	\$105	\$0	\$0	0.00%
100	53450	122	Hourly Wages Part Time	0	0	0	0	0	0.00%
100	53450	125	Overtime Wages	0	0	0	0	0	0.00%
100	53450	150	FICA	5	0	7	0	0	0.00%
100	53450	151	Retirement	5	0	0	0	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	35	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>123</b>	<b>0</b>	<b>112</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			CONTRACTUAL SERVICES						
100	53450	215	Consulting	11,099	10,000	2,710	10,000	10,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0.00%
100	53450	220	Utilities	30,238	31,362	14,307	30,500	30,500	-2.75%
			<b>Subtotal</b>	<b>41,338</b>	<b>41,362</b>	<b>17,017</b>	<b>40,500</b>	<b>40,500</b>	<b>-2.08%</b>
			SUPPLIES AND EXPENSE						
100	53450	331	Transportation	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	2,910	1,500	0	1,500	1,500	0.00%
			<b>Subtotal</b>	<b>2,910</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	53450	810	Capital Equipment	1,985	10,500	0	10,500	40,000	280.95%
			<b>Subtotal</b>	<b>1,985</b>	<b>10,500</b>	<b>0</b>	<b>10,500</b>	<b>40,000</b>	<b>280.95%</b>
			<b>TOTAL</b>	<b>\$ 46,355</b>	<b>\$ 53,362</b>	<b>\$ 17,129</b>	<b>\$ 52,500</b>	<b>\$ 82,000</b>	<b>53.67%</b>

## **Brush Collection**

***Program Full Time Equivalents: 0.39***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

- 1) *Brush Collection* - Activities and services by this program are supported by the property tax. The City picks up brush at the curb three times per year for the residents. The brush is picked up during these weeks on the designated garbage day for the residents. Brush is either collected with a truck and loader or the brush is chipped if the piles of brush are small. The brush collected in trucks or chipped is then hauled to the compost site. This service is a value to the community because not everyone has the means to be able to haul their brush to the compost facility so by having curbside pickup they are able to dispose of their brush.
- 2) *Compost Facility* - Activities and services by this program are supported by a combination of the property tax and the Town of Ledgeview. Currently funding is 76% City and 24% Ledgeview. Operations of the compost facility allow residents a site to bring their brush and yard waste to. Weekly the City stockpiles the brush and yard waste. The yard waste is hauled away on a weekly basis. Also once the brush piles are large enough, the City hires a contractor to chip the brush into wood chips, which are provided to the residents at no charge. The compost facility is a value to the community because it provides wood chips at no charge. The facility also provides the community a place to dispose of their yard waste the residents create when maintaining their properties.

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
  - a. Result: Household brush violations (412 in 2016, 593 in 2017). Performance measure was not met.

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Brush Collection program cost is \$93,945. The program benefits the community by allowing curbside collection of brush three times per year. It also allows for the operations of the compost facility, which gives residents a site to dispose of their brush and yard waste. The compost operations also provide mulch for the residents to utilize.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

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

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>BRUSH COLLECTION</b>									
Account Number PERSONAL SERVICES									
100	53460	120	Hourly Wages	\$ 49,634	\$ 40,000	\$ 17,992	\$ 40,000	\$ 40,900	2.25%
100	53460	125	Overtime Wages	19	100	0	100	100	0.00%
100	53460	126	Seasonal Labor	4,000	7,505	900	7,505	7,505	0.00%
100	53460	150	FICA	3,604	3,176	1,388	3,176	3,245	2.17%
100	53460	151	Retirement	3,605	2,727	1,141	2,727	2,747	0.74%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	19,019	14,156	6,834	14,156	14,794	4.51%
			<b>Subtotal</b>	<b>79,881</b>	<b>67,664</b>	<b>28,255</b>	<b>67,664</b>	<b>69,291</b>	<b>2.40%</b>
			CONTRACTUAL SERVICES						
100	53460	215	Consulting	25,807	18,000	0	18,000	18,000	0.00%
100	53460	220	Utilities	361	354	174	354	354	0.00%
			<b>Subtotal</b>	<b>26,168</b>	<b>18,354</b>	<b>174</b>	<b>18,354</b>	<b>18,354</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53460	331	Transportation	7,619	6,000	2,341	6,000	6,000	0.00%
100	53460	340	Operating Supplies	0	300	0	300	300	0.00%
			<b>Subtotal</b>	<b>7,619</b>	<b>6,300</b>	<b>2,341</b>	<b>6,300</b>	<b>6,300</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	53460	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 113,668</b>	<b>\$ 92,318</b>	<b>\$ 30,770</b>	<b>\$ 92,318</b>	<b>\$ 93,945</b>	<b>1.76%</b>

## **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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership decreased: Route 11: 71,099 to 65,605; Route 17: 42,433 to 39,469)



***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Transit System program cost is \$435,510. The program benefits the community by an alternative transportation mode. This program provides funding to the Green Bay Transit Authority to provide the City this bus services.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

None

City of De Pere  
2018 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
TRANSIT SYSTEM									
Account Number CONTRACTUAL SERVICES									
100	53520	213	Transit System	\$ 401,156	\$ 436,943	\$ 234,257	\$ 436,943	\$ 435,510	-0.33%
			<b>Subtotal</b>	<b>401,156</b>	<b>436,943</b>	<b>234,257</b>	<b>436,943</b>	<b>435,510</b>	<b>-0.33%</b>
			<b>TOTAL</b>	<b>\$ 401,156</b>	<b>\$ 436,943</b>	<b>\$ 234,257</b>	<b>\$ 436,943</b>	<b>\$ 435,510</b>	<b>-0.33%</b>

## **Garbage and Refuse Collection**

***Program Full Time Equivalents: 2.66***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
  - a. Result: Violations are 131 for 2017 compared to 95 in 2016. Performance measure not met.

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

- 1) Curbside garbage collection using automated garbage trucks.
  - a. Community Importance.
    - i. Provides the residents with a means to dispose of their household garbage on a weekly basis.
- 2) Rubbish curbside collection twice per year.
  - a. Community Importance.
    - i. Provides the residents with a means to dispose of their large bulky trash items twice per year.

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Garbage/Refuse Collection program cost is \$304,946. 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.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$21,420 to reflect actual costs.
- 2) FICA increased \$1,639 to reflect increase in hourly wages.
- 3) Retirement increased \$1,279 to reflect increase in hourly wages.
- 4) Training for staff development in garbage truck operation.
- 5) Consulting for garbage dumpster services for Nicolet Square. Consulting also includes \$1,000 funding for WDNR and Brown County for solid waste operations.
- 6) Transportation increased \$2,800 to reflect actual cost.
- 7) Garbage Bags and Poly Cart Supplies decreased \$3,000 to reflect actual costs.
- 8) No Capital Equipment requested.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>GARBAGE/REFUSE COLLECTION</b>									
Account Number PERSONAL SERVICES									
100	53620	120	Hourly Wages	\$ 165,669	\$ 153,766	\$ 87,593	\$ 175,186	\$ 175,186	13.93%
100	53620	125	Overtime Wages	3,065	2,000	205	2,000	2,000	0.00%
100	53620	126	Seasonal Labor	1,267	5,256	1,388	5,256	5,256	0.00%
100	53620	150	FICA	12,144	11,992	6,907	13,631	13,631	13.66%
100	53620	151	Retirement	11,494	10,592	5,172	12,049	11,871	12.08%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	57,378	50,911	32,057	50,911	53,202	4.50%
100	53620	190	Training	451	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>251,469</b>	<b>235,018</b>	<b>133,322</b>	<b>259,533</b>	<b>261,646</b>	<b>11.33%</b>
			CONTRACTUAL SERVICES						
100	53620	210	Telephone	0	0	0	0	0	0.00%
100	53620	215	Consulting	0	7,500	0	7,500	7,500	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	53620	331	Transportation	31,719	26,000	14,400	28,800	28,800	10.77%
100	53620	340	Operating Supplies	750	1,000	0	1,000	1,000	0.00%
100	53620	344	Garbage Bags and Poly Cart Supplies	6,900	9,000	0	6,000	6,000	-33.33%
			<b>Subtotal</b>	<b>39,369</b>	<b>36,000</b>	<b>14,400</b>	<b>35,800</b>	<b>35,800</b>	<b>-0.56%</b>
			CAPITAL OUTLAY						
100	53620	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 290,838</b>	<b>\$ 278,518</b>	<b>\$ 147,722</b>	<b>\$ 302,833</b>	<b>\$ 304,946</b>	<b>9.49%</b>

## **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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) The City delivered over 5,000 tons of garbage to the landfill transfer station.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Landfill program cost is \$260,000. This program benefits the community by providing funding for disposal of solid waste.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) No capital requested.



**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>LANDFILL</b>									
Account Number				CONTRACTUAL SERVICES					
100	53630	214	Landfill	\$ 286,041	\$ 250,000	\$ 95,272	\$ 260,000	\$ 260,000	4.00%
			<b>Subtotal</b>	<b>286,041</b>	<b>250,000</b>	<b>95,272</b>	<b>260,000</b>	<b>260,000</b>	<b>4.00%</b>
			<b>TOTAL</b>	<b>\$ 286,041</b>	<b>\$ 250,000</b>	<b>\$ 95,272</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>4.00%</b>

## **Weed Control**

***Program Full Time Equivalents: .10***

***Program Mission:***

The management of noxious and unsightly weeds throughout the community.

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Respond to 100% of weed complaints within 72 hours of receiving them.
  - a. Result: This was accomplished.

***Significant Program Achievements:***

- 1) Maintained safe vision triangles throughout the City.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Weed Control program cost is \$9,120. 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 \$26,057. 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.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) No Capital Equipment requested.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>WEED CONTROL</b>									
Account Number PERSONAL SERVICES									
100	53640	120	Hourly Wages	\$ 5,207	\$ 4,864	\$ 1,867	\$ 4,864	\$ 4,974	2.26%
100	53640	125	Overtime Wages	268	0	13	0	0	0.00%
100	53640	126	Seasonal Labor	279	91	0	91	91	0.00%
100	53640	150	FICA	385	373	103	373	382	2.25%
100	53640	151	Retirement	357	331	76	331	333	0.76%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,059	2,683	734	2,683	2,804	4.51%
100	53640	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>9,556</b>	<b>8,342</b>	<b>2,793</b>	<b>8,342</b>	<b>8,584</b>	<b>2.90%</b>
			SUPPLIES AND EXPENSE						
100	53640	340	Operating Supplies	92	0	0	0	0	0.00%
100	53640	361	Fuel - City vehicles/EQ	544	536	28	536	536	0.00%
			<b>Subtotal</b>	<b>636</b>	<b>536</b>	<b>28</b>	<b>536</b>	<b>536</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	53640	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 10,192</b>	<b>\$ 8,878</b>	<b>\$ 2,821</b>	<b>\$ 8,878</b>	<b>\$ 9,120</b>	<b>2.72%</b>

## **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 2017 the grant received was \$97,510.08. 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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase recycling tonnage collected by 1% by educating the community on recycling.
  - a. Result: Performance measure was not met. Tonnage for 2016 = 2109 and 2017 = 2071. This is an decrease of 1.80%. This is primarily due to less paper products such as newspapers being recycled.

***Significant Program Achievements:***

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

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Recycling program cost is \$98,464. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Retirement decreased \$187 to reflect decrease in hourly wages.
- 2) Training \$500 to fund staff attending recycling seminars.
- 3) Consulting of \$5,500 for private dumpster services in Nicolet Square.
- 4) Transportation decreased \$2,492 to reflect actual costs.
- 5) No Capital Equipment requested.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>RECYCLING</b>								
Account Number PERSONAL SERVICES								
100	53650	120	Hourly Wages	\$ 42,977	\$ 47,080	\$ 21,082	\$ 44,000	\$ 44,990 -4.44%
100	53650	125	Overtime Wages	1	200	0	200	200 0.00%
100	53650	126	Seasonal Labor	0	322	425	425	322 0.00%
100	53650	150	FICA	3,228	3,622	1,763	3,387	3,462 -4.41%
100	53650	151	Retirement	2,830	3,215	1,354	3,006	3,028 -5.83%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,550	19,971	4,979	19,971	19,971 0.00%
100	53650	190	Training	0	500	0	500	500 0.00%
			<b>Subtotal</b>	<b>65,585</b>	<b>74,910</b>	<b>29,603</b>	<b>71,489</b>	<b>72,472 -3.25%</b>
			CONTRACTUAL SERVICES					
100	53650	215	Consulting	0	5,500	0	5,500	5,500 0.00%
			<b>Subtotal</b>	<b>0</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	<b>5,500 0.00%</b>
			SUPPLIES AND EXPENSE					
100	53650	331	Transportation	20,862	11,500	6,996	13,992	13,992 21.67%
100	53650	340	Operating Supplies	361	500	0	500	500 0.00%
100	53650	344	Poly Cart Supplies	4,312	6,000	0	6,000	6,000 0.00%
			<b>Subtotal</b>	<b>25,535</b>	<b>18,000</b>	<b>6,996</b>	<b>20,492</b>	<b>20,492 13.84%</b>
			CAPITAL OUTLAY					
100	53650	810	Capital Equipment	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
			<b>TOTAL</b>	<b>\$ 91,120</b>	<b>\$ 98,410</b>	<b>\$ 36,599</b>	<b>\$ 97,481</b>	<b>\$ 98,464 0.06%</b>

## **TOTAL PUBLIC WORKS**



City of De Pere  
2018 General Fund  
Adopted Budget

**PUBLIC WORKS  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>							
PERSONAL SERVICES							
110	Salaries	\$ 138,479	\$ 142,476	\$ 66,965	\$ 142,476	\$ 91,803	-35.57%
120	Hourly Wages	711,177	718,148	359,462	726,556	665,083	-7.39%
125	Overtime Wages	58,130	84,854	27,120	69,704	63,927	-24.66%
126	Seasonal Wages	23,628	39,889	8,389	40,392	29,913	-25.01%
150	FICA	64,497	72,907	36,524	72,026	63,226	-13.28%
151	Retirement	58,555	64,293	29,585	63,877	54,994	-14.46%
152	Health, Denal, DIB, Life & Wks Comp Ins	284,104	314,736	160,653	307,680	283,799	-9.83%
190	Training	4,338	14,260	1,226	13,760	9,754	-31.60%
	<b>Subtotal</b>	<b>1,342,908</b>	<b>1,451,563</b>	<b>689,924</b>	<b>1,439,244</b>	<b>1,262,500</b>	<b>-13.02%</b>
CONTRACTUAL SERVICES							
210	Telephone	3,033	3,013	1,524	3,051	1,909	-36.64%
211	Postage	2,702	2,500	775	2,500	1,563	-37.50%
212	Seminars and Conference	3,242	5,913	728	5,695	4,120	-30.32%
213	Transit System	401,156	436,943	234,257	436,943	435,510	-0.33%
214	Landfill	286,041	250,000	95,272	260,000	260,000	4.00%
215	Consulting	80,014	97,580	33,507	97,606	77,617	-20.46%
217	Cleaning Service Contract	10,672	9,035	3,998	9,035	7,700	-14.78%
218	Cell/Radio	4,850	5,400	3,103	6,850	5,005	-7.31%
219	Data	0	0	0	0	0	0.00%
220	Utilities	445,675	464,876	220,348	449,014	432,854	-6.89%
	<b>Subtotal</b>	<b>1,237,386</b>	<b>1,275,260</b>	<b>593,512</b>	<b>1,270,694</b>	<b>1,226,278</b>	<b>-3.84%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**PUBLIC WORKS  
EXPENDITURES**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>						
SUPPLIES AND EXPENSE						
310 Office Supplies	4,377	4,500	1,649	4,500	3,000	-33.33%
314 Cleaning & Maintenance Supplies	10,093	8,136	2,776	8,136	6,325	-22.26%
315 Publications	0	0	0	0	0	0.00%
320 Memberships/Subscriptions	761	850	372	850	532	-37.44%
331 Transportation	89,313	101,700	42,680	101,792	94,075	-7.50%
340 Operating Supplies	61,565	81,788	50,214	89,064	62,976	-23.00%
341 Salt, Sand and Chloride	60,292	50,000	37,365	50,000	50,000	0.00%
342 Paint--Sign and Mark	12,691	12,000	8,858	12,000	12,000	0.00%
344 Garbage Bags and Poly Cart Supplies	11,212	15,000	0	12,000	12,000	-20.00%
350 Repair and Maintenance	38,824	42,100	21,331	45,318	22,014	-47.71%
351 Safety Equipment and Uniforms	10,890	8,400	7,236	11,207	7,624	-9.23%
361 Fuel - Equipment	544	536	28	536	536	0.00%
<b>Subtotal</b>	<b>300,563</b>	<b>325,010</b>	<b>172,509</b>	<b>335,403</b>	<b>271,083</b>	<b>-16.59%</b>
CAPITAL OUTLAY						
810 Capital Equipment	56,742	67,970	25,578	52,970	57,298	-15.70%
860 Capital Outlay	1,196	0	0	0	0	0.00%
<b>Subtotal</b>	<b>57,938</b>	<b>67,970</b>	<b>25,578</b>	<b>52,970</b>	<b>57,298</b>	<b>-15.70%</b>
<b>TOTAL</b>	<b>\$ 2,938,795</b>	<b>\$ 3,119,803</b>	<b>\$ 1,481,523</b>	<b>\$ 3,098,311</b>	<b>\$ 2,817,157</b>	<b>-9.70%</b>

# **CULTURE, EDUCATION & RECREATION**

## CULTURE, EDUCATION AND RECREATION EXPENDITURES

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

## **Community Center**

***Program Full Time Equivalents: 2.6***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

- 1) *Facility Reservations* – Provide a variety of multi-purpose rooms and audio/visual equipment available for rent to resident and non-resident groups, organizations and businesses for public or private functions. Rooms provided free of charge for city departments, service organizations and school youth groups through high school within the community.
- 2) *Nutrition Program* – In cooperation with the Aging and Disability Resource Center of Brown County, a nutrition program is offered at the Community Center for those that are disabled and senior citizens who live in and around De Pere.

***Important Outputs:***

- 1) *Room Rentals.* Activity funded by property tax and private funds. Facility provides a convenient location, affordable rates, community service for non-profit and youth organizations and city departments, enhanced relationships within the community.
- 2) *Senior Citizens and Disabled Participants Served Nutritious Meals.* Activity federally subsidized by the Aging & Disability Resource Center of Brown County. Senior citizens and disabled participants are served a nutritious meal and gain daily interaction with community members while checking on their well-being.

***Expected Outcomes:***

- 1) Continue to keep Community Center well-maintained, operating efficiently and increasing overall revenues.
- 2) Promote sustainability practices with users of the Community Center.
- 3) Maintain a good relationship and cooperative agreement with the ADRC to provide home delivered meals daily and increase the amount of congregate meals served daily at our facility.

***2018 Performance Measures:***

- 1) Increase general revenues by 5%.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase general revenues by 3%.
  - a. Result: Revenues decreased by 14.9%; \$36,846 compared to \$31,352.

***Significant Program Achievements:***

- 1) Negotiated the renewal of the following contracts/agreements: Unified School District Agreement for Summer Day Camp, Our Lady of Lourdes Agreement for Kidz Zone, ADRC for Nutrition Program, Facility Use Agreements with the schools, Simplex Grinnel Access Control for 5 years, and 5 year agreements with CEC for Fire Alarm & Security System inspections, Fire and Security Full System Replacement & Parts Coverage, Fire/Security/Elevator Monitoring Services.
- 2) Entered into new agreement with ADRC. Community Center provides facility and workspace, including computer, phone and office for nutrition program and the ADRC provides staff person to manage program.
- 3) Reduced costs associated with development and distribution of our department brochures by continuing agreement with MultiMedia Channels to solicit advertising.
- 4) Restructured department after departures of Senior Program Coordinator and Recreation Supervisor. Hired replacement staff and trained staff in these positions along with a part-time secretary position and recreation intern.

***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.

***Costs and Benefits of Program and Services:***

The adopted 2018 Community Center Program cost is \$327,298. 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.

***2018 Objectives:***

- 1) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.
- 2) Enhance marketing efforts for the Community Center to increase facility rentals.
- 3) Research flooring options and install new flooring on the lower level as well as pursue updating facility amenities.
- 4) Install new boiler at Community Center.
- 5) Research and acquire replacement tables on lower level.

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decrease \$22,591 to reflect moving the salary for the Activity Coordinator's position to Hourly Wages Part-Time.
- 2) Hourly Wages Part-Time increase \$25,097 to reflect reallocation of Activity Coordinator's salary (\$20,914) and increase in Activity Coordinator hours (\$4,183).
- 3) Seasonal labor reduced by \$325 to reflect a shift of 1/hr per week to Recreation Budget.
- 4) Retirement decreased by \$1,547 to reflect the changes with staff and lower wages.

- 5) Health, Dental, DIB, Life & Workers Comp Insurance decreased \$4,048 to reflect the hiring of new staff and elections.
- 6) Training includes Management Training Seminar (1) \$125, Support Staff Training (2) \$150, First Aid/CPR Training (6) \$75.
- 7) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$250).
- 8) Other Contractual Services include CEC Fire Alarm and Security System Inspection, Fire Extinguisher Inspection, Sprinkler Inspection Backflow Preventer Testing, Elevator Inspection Services, Panic Button monitoring, Copy machine, HVAC Preventative Maintenance, Boiler Permit fee.
- 9) Memberships/Subscriptions include the following music and movie licenses: MPLC (\$600), ASCAP (\$345), SESAC (\$417), BMI (\$338).
- 10) Capital Outlay includes: CC Improvements/Upgrades & Repairs (\$10,000).



**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>COMMUNITY CENTER</b>									
Account Number PERSONAL SERVICES									
100	55140	110	Salaries	\$ 70,688	\$ 72,744	\$ 34,570	\$ 72,744	\$ 74,366	2.23%
100	55140	120	Hourly Wages	107,985	69,060	38,349	62,000	46,469	-32.71%
100	55140	122	Hourly Wages Part Time	35,214	0	1,392	1,392	25,097	100.00%
100	55140	125	Overtime Wages	14	250	53	250	250	0.00%
100	55140	126	Seasonal Labor	123,958	6,575	5,323	6,550	6,250	-4.94%
100	55140	150	FICA	16,899	10,962	6,111	10,442	11,274	2.84%
100	55140	151	Retirement	13,431	9,660	4,496	9,180	8,113	-16.01%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	78,585	53,847	28,135	53,847	49,779	-7.55%
100	55140	190	Training	179	350	0	350	350	0.00%
			<b>Subtotal</b>	<b>446,954</b>	<b>223,448</b>	<b>118,429</b>	<b>216,755</b>	<b>221,947</b>	<b>-0.67%</b>
			CONTRACTUAL SERVICES						
100	55140	210	Telephone	4,023	4,000	2,010	4,000	4,000	0.00%
100	55140	211	Postage	1,617	3,500	23	600	3,500	0.00%
100	55140	212	Seminars and Conferences	2,351	0	0	0	0	0.00%
100	55140	215	Consulting	478	500	0	500	500	0.00%
100	55140	217	Cleaning Service Contract	24,689	25,400	9,860	25,400	25,740	1.34%
100	55140	218	Cell/Radio	792	636	434	564	636	0.00%
100	55140	219	Data	840	840	420	840	840	0.00%
100	55140	220	Utilities	31,877	37,000	16,610	36,000	37,000	0.00%
100	55140	240	Equipment Maintenance	6,169	5,750	255	5,750	5,950	3.48%
100	55140	290	Other Contractual Services	27,642	7,205	15,535	7,775	8,485	17.77%
			<b>Subtotal</b>	<b>100,478</b>	<b>84,831</b>	<b>45,147</b>	<b>81,429</b>	<b>86,651</b>	<b>2.15%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>COMMUNITY CENTER</b>									
			SUPPLIES AND EXPENSE						
100	55140	310	Office Supplies	5,023	5,000	1,044	4,500	5,000	0.00%
100	55140	320	Memberships/Subscriptions	1,267	1,640	341	1,660	1,700	3.66%
100	55140	340	Operating Supplies	26,556	2,000	992	2,000	2,000	0.00%
100	55140	348	Playground Supply and Expense	2,363	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>35,209</b>	<b>8,640</b>	<b>2,377</b>	<b>8,160</b>	<b>8,700</b>	<b>0.69%</b>
			CAPITAL OUTLAY						
100	55140	810	Capital Equipment	57,114	15,800	7,323	15,800	10,000	-36.71%
			<b>Subtotal</b>	<b>57,114</b>	<b>15,800</b>	<b>7,323</b>	<b>15,800</b>	<b>10,000</b>	<b>-36.71%</b>
			<b>TOTAL</b>	<b>\$ 639,755</b>	<b>\$ 332,719</b>	<b>\$ 173,276</b>	<b>\$ 322,144</b>	<b>\$ 327,298</b>	<b>-1.63%</b>

## Historic Preservation Commission

***Program Full Time Equivalents: 0***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

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

***2018 Performance Measures:***

- 1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
- 2) Facilitate the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. The \$19,000 grant was awarded with a signed contract in the summer of 2016 and be completed in 2017.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Preparing Historic District signage for the residential districts.
  - a. Result: Identify residents wanting signs, establish costs, and prepare sign production for 2016/2017 installation.
- 2) Continue implementation of the City Intensive Survey.
  - a. Result: Commission was awarded grant for completion in 2016/2017.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
  - a. Result: Completed window replacement education and historic preservation month.

***Significant Program Achievements:***

- 1) Assistance on Historic Tax Credit program.
- 2) Successful education programs offered to the community. Historic Preservation month, State Tax credit programs for both residential and commercial properties.
- 3) After obtaining State approval for updated Historic Preservation Ordinance, Certified Local Government status was retained for the City of De Pere which allows the City and residents to apply for historic preservation related grants and qualify for tax credits.

***Existing Program Standards Including Importance to Community:***

- 1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month. Staff support to the Commission is provided by the Economic Development & Planning Department.
  - 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 2018 Historic Preservation program cost is \$10,110. 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.

***2018 Program Objectives:***

- 1) Continue Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and also educates the community about the historic districts.
- 2) Identify new sites and districts that could be defined as historic, using the City's updated Intensive Survey.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

***2018 Budget Significant Expenditure Changes:***

- 1) Seminars and conferences - Wisconsin Historic Preservation Conference (two Commission members) and other local seminars (two Commission members)
- 2) Consulting - Funds for historic plaque program (\$3,200)
- 3) Memberships/Subscriptions - \$40 WI Associations of Historic Preservation, \$20 National Trust for Historic Preservation, \$100 National Alliance of Preservation Commissions, and \$150 Fox River Heritage Parkway.
- 4) Grants – contribution remains the same at \$5,050 to the Historical Society.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>HISTORIC PRESERVATION COMMISSION</b>									
Account Number CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	\$0	\$ 360	\$180	\$ 360	\$ 360	0.00%
100	55150	215	Consulting	0	3,200	0	3,200	3,200	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>3,560</b>	<b>180</b>	<b>3,560</b>	<b>3,560</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	55150	310	Office Supplies	0	240	88	240	240	0.00%
100	55150	320	Memberships/Subscriptions	20	310	140	310	310	0.00%
100	55150	330	Mileage Reimbursement	0	950	162	950	950	0.00%
100	55150	391	Historic Preservation Supplies	7,906	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,926</b>	<b>1,500</b>	<b>390</b>	<b>1,500</b>	<b>1,500</b>	<b>0.00%</b>
			GRANTS, CONTRIBUTIONS, INDEM						
100	55150	701	Historical Society	5,050	5,050	5,050	5,050	5,050	0.00%
			<b>Subtotal</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 12,976</b>	<b>\$ 10,110</b>	<b>\$ 5,620</b>	<b>\$ 10,110</b>	<b>\$ 10,110</b>	<b>0.00%</b>

## **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.

***2018 Performance Measures:***

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



***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Obtain a 5% increase in Recreation Scholarship applicants to determine if revisions to marketing plan have worked.
  - a. As of July 2017 we have increased our number of applicants by approximately 4%.

***Significant Program Achievements:***

- 1) Completed location study of aquatic center and finalized location for future aquatic center.
- 2) Completed hiring of Administrative Assistant.
- 3) Started large major projects; replacement of Voyageur Park Playground, Bomier Boat Launch design, Comp Plan revision, and location of band shell in Voyageur park.

***Existing Program Standards Including Importance to Community:***

- 1) Conduct a regular meeting of the Board of Park Commissioners the third Thursday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 2) 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 2018 Park and Rec Administration program cost is \$235,040. 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.

***2018 Objectives:***

- 1) Provide timely and accurate meeting Park Board meeting agendas.
- 2) Continue to review and coordinate tasks as identified from the ADA Access Audit.
- 3) Update Comprehensive Park and Open Space Plan.

***2018 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased by \$9,427 to reflect projected costs with new employee.
- 2) Training includes department training \$1,000, customer service training for secretary \$250.
- 3) Seminars and conferences includes WPRA State Conference for 2 people \$690, Lodging for WPRA State Conference \$700, Office Support Workshop \$125, NRPA National Conference \$2,185.
- 4) Other Contractual Services includes \$400 – General services, \$750 – GPS Vehicle Tracking service.
- 5) Membership/Subscriptions includes WPRA Membership - 3 Staff \$415.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>PARK AND REC ADMINISTRATION</b>									
Account Number PERSONAL SERVICES									
100	55200	110	Salaries	\$ 92,758	\$ 95,067	\$ 44,808	\$ 95,067	\$ 98,187	3.28%
100	55200	120	Hourly Wages	56,502	45,928	25,008	45,928	44,158	-3.85%
100	55200	125	Overtime Wages	406	700	2	250	700	0.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0.00%
100	55200	150	FICA	10,513	10,840	5,460	10,805	10,943	0.95%
100	55200	151	Retirement	9,827	9,635	4,376	9,605	9,584	-0.53%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	54,939	48,436	24,284	48,436	57,863	19.46%
100	55200	190	Training	624	1,250	571	1,250	1,250	0.00%
			<b>Subtotal</b>	<b>225,569</b>	<b>211,856</b>	<b>104,509</b>	<b>211,341</b>	<b>222,685</b>	<b>5.11%</b>
			CONTRACTUAL SERVICES						
100	55200	210	Telephone	4,022	4,000	2,010	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	2,084	3,600	1,072	3,600	3,700	2.78%
100	55200	218	Cell/Radio	1,037	1,520	590	1,590	1,590	4.61%
100	55200	240	Equipment Maintenance	291	200	389	389	200	0.00%
100	55200	290	Other Contractual Services	299	1,150	0	1,150	1,150	0.00%
			<b>Subtotal</b>	<b>7,733</b>	<b>10,470</b>	<b>4,061</b>	<b>10,729</b>	<b>10,640</b>	<b>1.62%</b>
			SUPPLIES AND EXPENSE						
100	55200	310	Office Supplies	671	850	741	850	850	0.00%
100	55200	320	Memberships/Subscriptions	375	400	0	400	415	3.75%
100	55200	331	Transportation	267	500	157	450	450	-10.00%
100	55200	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,313</b>	<b>1,750</b>	<b>898</b>	<b>1,700</b>	<b>1,715</b>	<b>-2.00%</b>
			CAPITAL OUTLAY						
100	55200	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 234,615</b>	<b>\$ 224,076</b>	<b>\$ 109,468</b>	<b>\$ 223,770</b>	<b>\$ 235,040</b>	<b>4.89%</b>

## **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.

***2018 Performance Measures:***

- 1) Perform a minimum of 9 full playground inspections and up to 3 visual inspections to help ensure playgrounds are safe for park attendees at all time.

***2017 Performance Measurement Data:***

- 1) Perform a minimum of 6 full playground inspections to ensure playgrounds are safe for park attendees.  
Result: As of July five complete inspections were performed on all playgrounds with the goal of performing one per month through November. We would also plan to follow up with a visual inspection of all playgrounds in December.

***Significant Program Achievements:***

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

- 6) Worked with a private citizen to fund raise for additional playground equipment and surfacing for SW Park.
- 7) Installed City banners and hanging pots in early spring. Banners and pots were installed within 3 weeks of Memorial Day. Hanging pots have continued a more intensive watering schedule this year – 6 days a week.
- 8) Worked with various volunteers from local high schools, SNC and service groups to help clean parks.
- 9) Working with 3 different Eagle Scouts and 1 Girl Scout to begin/complete projects for De Pere parks.
- 10) Worked with the Mayor to interview and appoint a new part time Weed Commissioner.

***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.

### ***2018 Objectives:***

- 1) Improve park maintenance operations and efficiency during the spring and fall months.
- 2) Maintain clean and safe park areas that are aesthetically pleasing to users.
- 3) Remove snow from City sidewalks within 24 hours after snow has fallen.

### ***Costs and Benefits of Program and Services:***

The adopted 2018 Parks and Public Land program budget is \$507,979. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

### ***2018 Budget Significant Expenditure Changes:***

- 1) Wages decreased \$14,117 to reflect change in wages as a result of new staff.
- 2) FICA decreased \$1,075 to reflect projected costs.
- 3) Retirement decreased \$1,095 to reflect projected costs.
- 4) Health, Dental, DIB, Life & Wks Comp Insurance decreased \$4,600 to reflect projected cost with new employees.
- 5) Training - Playground Safety training (general courses/continuing education for field staff) - \$1000; Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 6) Seminars and Conferences includes: Turf Management-(1 person) \$100; WPRA Summer Park tour-(1 person) \$300.
- 7) Consulting increased by \$3,000 to cover the cost of having Cross Connection violations corrected, \$5,000 to conduct inspection of Riverwalk and Bridge (to be funded by TID), \$400 general outside services.
- 8) Operating Supplies includes \$4,682 for Fox River Trail maintenance.
- 9) Capital Equipment includes: Water Cooler Replacement program - \$6,000; Accessible Route program - \$5,000; Sidewalk replacement program - \$5,000; Crackfill Business Park walkway - \$3,000; Crackfill and Sealcoat Legion Park parking lot - \$7,000; Crackfill and Sealcoat Optimist Park parking lot - \$9,000; Crackfill East River Trail walkway - \$6,000; Replace VFW Scoreboard - \$6,000; Crackfill Preserve Walkway - \$2,000, Reconstruct sloped area on Riverwalk - \$30,000, Replace prairie grass plantings in triangular area at Riverwalk - \$4,600, Replace prairie grass plantings east of walkway at Riverwalk - \$11,400.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>PARKS AND PUBLIC LAND</b>									
Account Number PERSONAL SERVICES									
100	55210	110	Salaries	\$936	\$0	\$0	\$0	\$0	0.00%
100	55210	120	Hourly Wages	182,259	144,794	86,143	145,000	130,677	-9.75%
100	55210	125	Overtime Wages	1,513	4,000	3,090	4,000	4,000	0.00%
100	55210	126	Seasonal Labor	68,550	85,560	20,424	85,860	85,860	0.35%
100	55210	150	FICA	14,312	12,623	7,327	12,643	11,548	-8.52%
100	55210	151	Retirement	12,239	10,118	5,008	10,132	9,023	-10.82%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	54,100	61,889	32,371	61,889	57,289	-7.43%
100	55210	190	Training	1,826	1,500	248	1,500	1,500	0.00%
			<b>Subtotal</b>	<b>335,736</b>	<b>320,484</b>	<b>154,611</b>	<b>321,024</b>	<b>299,897</b>	<b>-6.42%</b>
			CONTRACTUAL SERVICES						
100	55210	212	Seminars and Conferences	396	400	31	400	400	0.00%
100	55210	215	Consulting	125	400	250	400	8,400	2000.00%
100	55210	220	Utilities	42,950	43,000	18,904	39,000	42,000	-2.33%
100	55210	240	Equipment Maintenance	7,893	9,800	1,028	9,800	9,800	0.00%
			<b>Subtotal</b>	<b>51,364</b>	<b>53,600</b>	<b>20,213</b>	<b>49,600</b>	<b>60,600</b>	<b>13.06%</b>
			SUPPLIES AND EXPENSE						
100	55210	331	Transportation	15,192	15,600	6,219	14,500	14,900	-4.49%
100	55210	340	Operating Supplies	13,413	22,600	6,690	22,000	27,282	20.72%
100	55210	345	Turf Chemicals	7,365	7,500	0	7,500	7,500	0.00%
100	55210	351	Safety Equipment	2,771	2,800	1,479	2,800	2,800	0.00%
			<b>Subtotal</b>	<b>38,740</b>	<b>48,500</b>	<b>14,388</b>	<b>46,800</b>	<b>52,482</b>	<b>8.21%</b>
			CAPITAL OUTLAY						
100	55210	810	Capital Equipment	19,892	72,600	0	65,000	95,000	30.85%
			<b>Subtotal</b>	<b>19,892</b>	<b>72,600</b>	<b>0</b>	<b>65,000</b>	<b>95,000</b>	<b>30.85%</b>
			<b>TOTAL</b>	<b>\$ 445,733</b>	<b>\$ 495,184</b>	<b>\$ 189,212</b>	<b>\$ 482,424</b>	<b>\$ 507,979</b>	<b>2.58%</b>



# 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.

***2018 Performance Measures:***

- 1) Remove a minimum of 75% at risk trees identified in the Hazard Tree Assessment. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.

***2017 Performance Measurement Data:***

- 1) Remove a minimum of 75% at risk trees identified in the Hazard Tree Assessment. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.
  - a. Result: As a result of our Hazard Tree Assessment in winter we identified at least 20 trees in category 1 (needing removal soon). In our spring/summer assessment and due to two damaging storms and due to construction projects, we identified at least 40 more that either died or are becoming a risk. By the end of the year we anticipate we will have all 60 trees (or 100%) removed. Due to other work requirements of our full-time staff, part-time staff was utilized in aiding removals.

***Significant Program Achievements:***

- 1) Conducted Arbor Day Program with local high school students from two schools. Planted trees in a 2 parks while teaching proper techniques.

- 2) As part of the Arbor Day Program and in conjunction with the De Pere Health Dept. we planted 2 new Urban Orchards. Through this program we planted 12 fruit trees at 2 separate sites – Voyageur Park and VFW Park. We obtained a grant to help fund this program – the Forestry Dept. secured one from American Transmission Company.
- 3) Received Tree City, USA award.
- 4) Partnered with the GB Packers, National Forest Service and WDNR to obtain 41 donated trees in a program called ‘First Downs for Trees’.
- 5) Worked with De Pere Beautification Committee to prep and plant various beds, pots and roundabouts in the City.
- 6) Assisted with installation of banners and hanging baskets in the downtown areas of the city.
- 7) Participated in School Career Days, Big Rig Gig and Community Career Day with our vehicles.
- 8) Worked with the Mayor to appoint, hire and train a new Weed Commissioner.

***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.

***2018 Objectives:***

- 1) Handle and address all weed complaint issues within the City.
- 2) Receive Tree City USA award.
- 3) Monitor Emerald Ash Borer population and educate residents of options and consequences.

***Costs and Benefits of Program and Services:***

The adopted 2018 Forestry program budget is \$219,176. 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.

***2018 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Wks Comp Insurance increased \$4,861 due to a change in staff insurance plan.
- 2) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 staff) \$650
- 3) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) \$550; Management Educational programs (1 person) \$100
- 4) Consulting includes Invasive species control for Gypsy Moth & Emerald Ash Borer - \$3,020
- 5) Memberships/Subscriptions includes Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$140; Society of Municipal Arborists - \$80; Tree care brochure - \$20.
- 6) Transportation decreased \$250 to reflect projected fuel costs.
- 7) Operating Supplies increased \$900 to include the purchase of a new chainsaw.
- 8) Capital outlay includes \$5,000 Forestry Management Plan and GIS Tree Inventory.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
FORESTRY									
Account Number		PERSONAL SERVICES							
100	55220	110	Salaries	\$ 71,911	\$ 72,744	\$ 33,921	\$ 72,744	\$ 74,366	2.23%
100	55220	120	Hourly Wages	57,647	60,979	24,241	60,979	63,034	3.37%
100	55220	125	Overtime Wages	3,021	583	(184)	580	583	0.00%
100	55220	126	Seasonal Labor	294	0	40	0	0	0.00%
100	55220	150	FICA	9,594	10,274	4,616	10,274	10,556	2.74%
100	55220	151	Retirement	8,714	9,133	3,914	9,133	9,245	1.23%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,391	28,826	14,634	28,826	33,687	16.86%
100	55220	190	Training	639	650	450	650	650	0.00%
			Subtotal	178,211	183,189	81,632	183,186	192,121	4.88%
			CONTRACTUAL SERVICES						
100	55220	212	Seminars and Conferences	631	650	260	650	650	0.00%
100	55220	215	Consulting	2,882	3,020	0	3,000	3,020	0.00%
100	55220	240	Equipment Maintenance	0	400	0	400	400	0.00%
			Subtotal	3,513	4,070	260	4,050	4,070	0.00%
			SUPPLIES AND EXPENSE						
100	55220	320	Memberships/Subscriptions	280	285	265	285	285	0.00%
100	55220	331	Transportation	3,916	4,250	1,644	3,500	4,000	-5.88%
100	55220	340	Operating Supplies	2,609	2,500	622	2,500	3,400	36.00%
100	55220	346	Trees	5,718	10,000	1,278	6,000	10,000	0.00%
100	55220	347	Tree Chemicals	271	300	138	300	300	0.00%
			Subtotal	12,795	17,335	3,947	12,585	17,985	3.75%
			CAPITAL OUTLAY						
100	55220	810	Capital Equipment	(1,174)	0	0	0	5,000	100.00%
			Subtotal	(1,174)	0	0	0	5,000	100.00%
			TOTAL	\$ 193,345	\$ 204,594	\$ 85,839	\$ 199,821	\$ 219,176	7.13%

## **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.

***2018 Performance Measures:***

- 1) Increase daily boat launch sales by 5% through social media and marketing in Spring-Fall.

***2017 Performance Measurement Data:***

- 1) Increase boat launch season pass sales by 5% through marketing campaign in the Winter/Spring.
  - a. Result: As of 8-1-17 the season pass sales are the same as the entire sales for 2016. Based on historical figures the City is likely to see an increase of at least 10% for yearly passes.

***Significant Program Achievements:***

- 1) Maintained clean and safe boat launches.
- 2) Conducted preventative maintenance on ticket machines.
- 3) Posted daily boat launch conditions on City website in the spring.
- 4) Reconditioned all floating and stationary docks at Fox Point Boat Launch through grants from the National Resource Damage Assessment program and the Wisconsin Department of Natural Resources Stewardship Grants.

***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 2018 Boat Ramps program budget is \$19,906. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

***2018 Objectives:***

- 1) Maintain clean and safe boat launches for our users.
- 2) Put in docks at Fox Point Boat Launch as soon as possible in the spring to maximize use during spring walleye run.
- 3) Provide daily and at times hourly updates on boat launch conditions in the spring.
- 4) Improve Bomier Boat Launch with the help of State and Federal grants.

***2018 Budget Significant Expenditure Changes:***

- 1) Wages decreased \$676 to reflect projected wages.
- 2) Overtime increased by \$150 to accommodate call ins during the high traffic time in the spring.
- 3) FICA decreased by \$41 to reflect projected expenses.
- 4) Retirement decreased by \$43 to reflect projected expenses.
- 5) Health, Dental, DIB, Life and Wks Cmp decreased by \$262 to reflect projected expenses.



**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>BOAT RAMPS</b>									
Account Number PERSONAL SERVICES									
100	55230	120	Hourly Wages	\$ 7,756	\$ 7,616	\$ 3,237	\$ 6,600	\$ 6,940	-8.88%
100	55230	125	Overtime Wages	77	0	157	157	150	100.00%
100	55230	126	Seasonal Labor	0	0	86	0	0	0.00%
100	55230	150	FICA	577	583	258	517	542	-6.91%
100	55230	151	Retirement	533	518	212	459	475	-8.28%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	4,300	2,961	852	1,800	2,699	-8.85%
			<b>Subtotal</b>	<b>13,243</b>	<b>11,678</b>	<b>4,802</b>	<b>9,533</b>	<b>10,806</b>	<b>-7.46%</b>
			CONTRACTUAL SERVICES						
100	55230	210	Telephone	600	600	300	600	600	0.00%
100	55230	220	Utilities	4,274	5,400	2,679	5,350	5,400	0.00%
100	55230	240	Equipment Maintenance	506	900	691	900	900	0.00%
			<b>Subtotal</b>	<b>5,381</b>	<b>6,900</b>	<b>3,670</b>	<b>6,850</b>	<b>6,900</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	55230	340	Operating Supplies	2,189	2,200	145	2,200	2,200	0.00%
			<b>Subtotal</b>	<b>2,189</b>	<b>2,200</b>	<b>145</b>	<b>2,200</b>	<b>2,200</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	55230	810	Capital Equipment	0	7,040	0	7,040	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>7,040</b>	<b>0</b>	<b>7,040</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 20,813</b>	<b>\$ 27,818</b>	<b>\$ 8,617</b>	<b>\$ 25,623</b>	<b>\$ 19,906</b>	<b>-28.44%</b>

## **Parks Equipment/Vehicle Maintenance**

***Program Full Time Equivalents: 0.5***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Calculate the number of man hours by using the slope mower on the Main Street underpass. While using the slop mower is a safety driven task, we believe there will be a cost savings as well.

***2018 Performance Measurement Data (July 2016-June 2017):***

- 1) Measure the yearly cost to operate of the Neighborhood Electric Vehicle. Information shall be compared to cost to operate comparable gas driven vehicle to determine effectiveness and future decisions on vehicle/truck purchases.
  - a. Result: While the cost to operate the NEV was low, the repair costs to batteries ended up being very high. This past spring the batteries went bad after a little over 1 year of use. When factoring the cost of batteries every 1.5 years the effectiveness of the NEV was no longer justified and was sold.

***Significant Program Achievements:***

- 1) Purchased slope mower.
- 2) Analyzed data of Neighborhood Electric Vehicle and determined it was not financially practical to operate due to high battery costs. NEV was sold.

***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 2018 Park Equipment/Vehicle Maintenance budget is \$82,908. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

***2018 Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$9,226 to reflect actual trends of labor hours.
- 2) FICA increased \$1,547 to reflect trends.
- 3) Retirement increased \$1,329 to reflect trends.
- 4) Health, Dental, DIP and Workers Com increased \$5,411 to reflect projected insurance costs.
- 5) Consulting for \$5,500 is work performed on department vehicles from outside vendors.
- 6) Capital Equipment includes: \$1,800 – Utility Trailer.

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>PARKS EQUIPMENT/VEHICLE MAINTENANCE</b>									
Account Number      PERSONAL SERVICES									
100	55240	120	Hourly Wages	\$ 47,080	\$ 25,774	\$ 21,400	\$ 25,774	\$ 35,000	35.80%
100	55240	125	Overtime Wages	0	788	23	788	788	0.00%
100	55240	126	Seasonal Labor	1,062	0	376	0	0	0.00%
100	55240	150	FICA	3,330	2,032	1,635	2,032	2,738	34.73%
100	55240	151	Retirement	3,137	1,806	1,400	1,806	2,398	32.75%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,788	10,273	7,842	7,842	15,684	52.67%
			<b>Subtotal</b>	<b>71,396</b>	<b>40,673</b>	<b>32,676</b>	<b>38,242</b>	<b>56,608</b>	<b>39.18%</b>
			CONTRACTUAL SERVICES						
100	55240	215	Consulting	2,655	5,500	10,196	5,500	5,500	0.00%
			<b>Subtotal</b>	<b>2,655</b>	<b>5,500</b>	<b>10,196</b>	<b>5,500</b>	<b>5,500</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	55240	340	Operating Supplies	22,578	19,000	14,857	19,000	19,000	0.00%
			<b>Subtotal</b>	<b>22,578</b>	<b>19,000</b>	<b>14,857</b>	<b>19,000</b>	<b>19,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	55240	810	Capital Equipment	16,700	20,800	8,639	20,800	1,800	-91.35%
			<b>Subtotal</b>	<b>16,700</b>	<b>20,800</b>	<b>8,639</b>	<b>20,800</b>	<b>1,800</b>	<b>-91.35%</b>
			<b>TOTAL</b>	<b>\$ 113,330</b>	<b>\$ 85,973</b>	<b>\$ 66,368</b>	<b>\$ 83,542</b>	<b>\$ 82,908</b>	<b>-3.57%</b>

## **Recreation and Recreation Programs**

***Program Full Time Equivalents: 3.43***

### ***Program Mission:***

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

### ***List of Program Service(s) Descriptions:***

- 1) *Recreation Programs/Services*– Provide a wide variety of recreation programs, events and services to people of all ages – resident and non-resident youth to adults and senior citizens.
- 2) *Summer Day Camps, Playgrounds & Kid Zone Programs* – Safe, fun, socially interactive, educational and cost-effective recreation programs and activities offered during the summer and before/after school hours for families in cooperation with local schools and the City.
- 3) *League Support* - Subsidies offered to 6 major user groups in the City: De Pere Area Baseball Babe Ruth League, Kelly Danen League and Pony Leagues; De Pere Rapides Youth Soccer; Youth Hockey; De Pere Girls Softball Association.
- 4) *Adult Leagues* - Leagues include adult softball (summer and fall leagues), basketball, and kickball leagues.
- 5) *Recreation Scholarship Fund* - Established to provide recreational opportunities for youth and families who have demonstrated financial need.

### ***Important Outputs:***

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

- E) Internal and external programming offered in conjunction with AARP, ADRC, City Health, Police & Fire Departments and the schools promote cooperation and a cost savings.
- 2) Summer Day Camps, Kidz Zone & Playground Programs:
  - A) Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds.
  - B) Programs are community-based, economical, socially interactive, educational, safe and fun.
  - C) Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children.
  - D) A strong, collaborative partnership is established with the school districts and the City.
- 3) Financial Assistance to Youth User Groups:
  - A) Funding provided through property tax.
  - B) Assisting with the offering of youth user groups increases the quality of life in the community and creates a healthier community.
    - a) De Pere Area Baseball - includes Babe Ruth League, Kelly Danen League and De Pere Pony League
    - b) De Pere Rapides Soccer
    - c) Youth Hockey
    - d) De Pere Girls Softball Association
- 4) Adult Leagues:
  - A) Funded through team/player registration fees. Maintenance of fields funded by property tax.
  - B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
    - a) Summer Softball: 3 leagues, 23 teams
    - b) Fall Softball: 1 league, 8 teams
    - c) Basketball: 8 leagues, 48 teams
    - d) Kickball: 1 league, 5 teams
- 5) Marketing, Advertising and Publicity of Programs and Services:
  - A) Funding for the department brochure is provided through property taxes, private advertising sales; other avenues are at no cost.
  - B) Ensuring quality marketing and publicity of programs and services helps maintain an informed community and increases participation in programs:
    - a) Department brochure
    - b) Cable Channel 4
    - c) Flyers to local schools: elementary through college
    - d) Press releases to Green Bay Press Gazette

- e) Information updates on the City website
- f) Use of department page on Facebook and Twitter
- g) Utilization of local media community calendars
- 6) Recreation Scholarship Fund:
  - A) Funded through support of local service organizations and community members.
  - B) Established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.
  - C) Scholarships are available only for instructional programs, special events, pool passes, swim lessons, City sponsored youth leagues, Summer Playgrounds, Kidz Zone and Summer Camp Programs.
  - D) Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds.

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Cooperate with De Pere School District to increase Summer Meal program by 5% from first year.



***2017 Performance Measures Data (July 2016 – June 2017):***

- 2) Increase Adult League revenue by 5% to aid in making programs more self-sustaining.
  - a) Result: Reduction of 1% in revenue as a result of two less teams registering.

***Significant Program Achievements:***

- 1) In cooperation with Recreation Dept. and Unified School District of De Pere, instituted a Summer Nutrition Lunch program at Optimist Park managed by Unified School District Food Service personnel and aided by the Summer Playground Program staff. Feeding an average of 100 children per day, M-F.
- 2) Offered 13 new programs for youth to adult/senior citizens this year, while enhancing many current programs to increase participation. Both locations of Summer Day Camp near at capacity.
- 3) Inter-departmental collaborations with the Recreation Department included the following: Health Department for Picnic and Play at the library, which offered an avenue to promote our pre-school programs and events; Police and Fire Departments hosted FireFighter Friends and Police Pals, which were pre-school classes held at those departments; Police & Health Departments and SNC, collaborated to fund grand prizes for VERB program which is in its second year; Wellness Team, ran a very successful school supply drive and food drive to directly benefit our two school districts.
- 4) Increased one extra week of camp on both east and west sides due to school starting later for 2017-18 school year. Most weeks of camp were at full capacity for the summer.
- 5) Secured qualified staff for the Adult Basketball League that typically incurred staffing shortfalls. Also successfully hired seasonal staff throughout the year to instruct fitness, youth, and adult programs as well as Camp and Kidz Zone personnel. Summer Camp staff retention rate 85%.
- 6) Significantly increased donations and sponsorships for various special events throughout the year. Through July, received \$3,590 in monetary donations; some notable include Kiwanis Club providing a hot dog dinner for Summer Carnival, inflatables from Pool Works for Swim-in-Cinema, banners and yard signs by Creative Sign, Optimist Club monetary donations for Summer Camp t-shirts and Easter Egg Hunt along with volunteers, De Pere Area Men's Club monetary donations for Summer Carnival, Senior Picnic and Easter Egg Hunt and volunteers to help with these events.
- 7) For senior programs increased special bingo attendance by 58%. Resolved multiple personality conflicts resulting in a more pleasant atmosphere. Introducing Line Dancing classes and Senior Dances with hopes of growing attendance, building community and increasing revenue base.
- 8) Coordinated with ADRC in transition with nutrition program run by their organization. Set up new workstation for their staff person, ordered new refrigerator and dishwasher and overall, strengthened relationship with ADRC.

- 9) Successfully entered into new contractual agreements with De Pere Unified School District, West De Pere School District and Our Lady of Lourdes School to cooperate utilizing school facilities for recreation programs. Renewed Wisconsin Parkour fitness programming, Henna agreement, Fun Flicks Movie Agreement.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program Services:***

The adopted 2018 Recreation and Recreation Programs cost is \$530,687. 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.

***2018 Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly wages decreased \$10,560 to reflect new wages as a result of new staff.
- 2) Seasonal Labor increased \$10,004 to reflect step increases and increases to staff wages, an additional hour for PT Maintenance/Custodian staff person , 1 additional week for Recreation Assistant/Intern and 1 additional week of Summer Day Camp staff wages.
- 3) Retirement decreased \$2,039 as a result of hiring new staff.
- 4) Health, Dental, DIB, Life & Workers Comp decreased \$7,635 to reflect projected costs related to new staff.
- 5) Training includes: Management training seminars (2 - \$150), Recreation staff & field maintenance staff training (\$100).
- 6) Seminars & Conferences includes: WPRA Conference (2 - \$1,100), WPRA Spring Workshop \$2 - \$400), Meal reimbursement (\$300 ).
- 7) Utilities decreased \$1,500 to reflect actual trends.
- 8) Other Contractual Services increased \$1,000 to reflect trends of registration software expenses.
- 9) Memberships and Subscriptions decreased \$120 due to elimination of InDesign Software subscription. Includes: Survey Monkey (\$260), WPRA Professional Memberships (3 - \$375), and Sam's Club Membership (\$45).

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>RECREATION AND RECREATION PROGRAMS</b>									
Account Number PERSONAL SERVICES									
100	55300	110	Salaries	\$ 35,587	\$ 38,133	\$ 17,871	\$ 38,133	\$ 37,948	-0.49%
100	55300	120	Hourly Wages	46,487	73,794	18,579	70,000	63,234	-14.31%
100	55300	122	Hourly Wages Part Time	0	54,993	18,581	54,993	56,650	3.01%
100	55300	125	Overtime Wages	57	250	0	250	250	0.00%
100	55300	126	Seasonal Labor	45,948	175,870	51,646	164,168	186,287	5.92%
100	55300	150	FICA	6,489	15,339	4,972	10,672	14,794	-3.55%
100	55300	151	Retirement	5,367	11,368	3,128	7,370	9,329	-17.93%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	42,220	68,848	21,394	63,000	61,213	-11.09%
100	55300	190	Training	0	250	30	250	250	0.00%
			<b>Subtotal</b>	<b>182,154</b>	<b>438,844</b>	<b>136,201</b>	<b>408,836</b>	<b>429,955</b>	<b>-2.03%</b>
			CONTRACTUAL SERVICES						
100	55300	210	Telephone	483	0	0	0	0	0.00%
100	55300	212	Seminars and Conferences	0	1,800	312	1,800	1,800	0.00%
100	55300	213	Rentals	4,634	5,375	2,728	5,100	5,375	0.00%
100	55300	218	Cell/Radio	0	700	200	700	700	0.00%
100	55300	220	Utilities	13,155	15,500	2,965	13,600	14,000	-9.68%
100	55300	240	Equipment Maintenance	2,380	0	19	0	0	0.00%
100	55300	290	Other Contractual Services	0	20,000	0	21,000	21,000	5.00%
			<b>Subtotal</b>	<b>20,652</b>	<b>43,375</b>	<b>6,224</b>	<b>42,200</b>	<b>42,875</b>	<b>-1.15%</b>
			SUPPLIES AND EXPENSE						
100	55300	320	Memberships/Subscriptions	937	800	0	680	680	-15.00%
100	55300	331	Transportation	2,098	2,500	1,236	2,500	2,600	4.00%
100	55300	340	Operating Supplies	8,103	37,050	9,028	35,000	37,380	0.89%
100	55300	348	Playground Supply and Expense	0	3,250	212	3,250	3,250	0.00%
100	55300	361	League Support	9,447	9,447	26	9,447	9,447	0.00%

City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>RECREATION AND RECREATION PROGRAMS</b>									
100	55300	362	Adult League Supplies	3,381	3,500	1,405	3,500	3,500	0.00%
100	55300	363	Youth Program Supplies	9,656	0	0	0	0	0.00%
100	55300	364	Adult Program Supplies	0	0	0	0	0	0.00%
100	55300	365	Family Program Supplies	498	0	0	0	0	0.00%
100	55300	373	Summer Band	900	1,000	80	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>35,021</b>	<b>57,547</b>	<b>11,987</b>	<b>55,377</b>	<b>57,857</b>	<b>0.54%</b>
			CAPITAL OUTLAY						
100	55300	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 237,827</b>	<b>\$ 539,766</b>	<b>\$ 154,412</b>	<b>\$ 506,413</b>	<b>\$ 530,687</b>	<b>-1.68%</b>

## **Special Events/ Celebrations**

***Program Full Time Equivalents: 0.15***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

- 1) Maintain successful special events that aid in community pride, enhance quality of life, and promote tourism in the community.
- 2) Increased communication with organizations, groups and School Districts when helping to set up for events and celebrations. This helps increase operational efficiencies and decrease site concerns.

- 3) Maintain or increase amount of locations with decorations.
- 4) Maintain festive atmosphere during select seasons.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data:***

- 1) Perform a site analysis after each special event/celebration within 1 working day to determine condition of park and needed repairs. Data collected shall be used to determine if rental procedures are adequate.
  - a. Result: Staff visited each event location within 1 working day after events to determine any concerns. While no concerns were developed from our rentals, staff noticed there were several times our Fairgrounds property was used/impacted from rentals at the Brown County Fairgrounds and our property was not rented.

***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.
- 4) Began process to replace Reid Street Sign Bridge after storm damaged it.

***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 2018 Special Events/Celebrations program budget is \$10,835. The program/service benefits the community by creating more organized and positive participation in the activities.

***2018 Objectives:***

- 1) Maintain relationship with local schools to continue use of community parks for school special events (ie. Cross country runs).
- 2) Investigate cooperative effort with Brown County to monitor and schedule rentals for Fairgrounds property.
- 3) Cooperate with business organizations to promote the downtown area.

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly wages decreased by \$676 to reflect projected wages.
- 2) FICA decreased by \$52 to reflect projected costs.
- 3) Retirement decreased by \$53 to reflect projected costs.
- 4) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$262 due to reflect projected costs.
- 5) No capital requested.



City of De Pere  
2018 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>SPECIAL EVENTS/CELEBRATIONS</b>									
Account Number      PERSONAL SERVICES									
100	55310	120	Hourly Wages	\$ 37	\$ 7,616	\$0	\$7,616	\$ 6,940	-8.88%
100	55310	125	Overtime Wages	0	0	0	0	0	0.00%
100	55310	150	FICA	3	583	0	583	531	-8.88%
100	55310	151	Retirement	2	518	0	518	465	-10.22%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	12	2,961	0	2,961	2,699	-8.85%
			<b>Subtotal</b>	<b>54</b>	<b>11,678</b>	<b>0</b>	<b>11,678</b>	<b>10,635</b>	<b>-8.93%</b>
			SUPPLIES AND EXPENSE						
100	55310	340	Operating Supplies	197	200	0	100	200	0.00%
			<b>Subtotal</b>	<b>197</b>	<b>200</b>	<b>0</b>	<b>100</b>	<b>200</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 251</b>	<b>\$ 11,878</b>	<b>\$0</b>	<b>\$ 11,778</b>	<b>\$ 10,835</b>	<b>-8.78%</b>

## **Swimming Pools**

***Program Full Time Equivalents: 0.80***

***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 pool 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 (M-F) and 1-6pm (Sa & Su) 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: 820 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, Family, Caregivers or Lap Swim use all which include 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.
- 7) Pool Rentals: Pools are available for rent to residents and non-residents at both Legion and VFW Pools during non-programming and non-open swim hours.
  - A) Funded through user fees.
  - B) Offering pool rentals helps increase revenue and adds a special opportunity for private parties for any occasion or for work events.

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Increase water aerobics participants by 20%

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase swim lessons enrollment by 10%. Projected to be 8% more than last year.

***Significant Program Achievements:***

- 1) Hired qualified staff to fully staff both Legion and VFW Pools during the summer.
- 2) Hired qualified staff to fully staff Syble Hopp classes
- 3) Offered 8 fun specials at the pools to creatively market them and increase attendance.
- 4) Added Semi-Private swim lessons and Aqua Zumba to program offerings
- 5) Collaborated with City of De Pere Police Departments and Fire Departments for seasonal staff training.
- 6) Evaluated concession's product offerings and eliminated poor selling products.

***Existing Program Standards Including Importance to Community:***

- 1) All registration-based programs shall financially sustain themselves.
  - A) Community Importance:
    - a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
- 2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
  - A) Community Importance:
    - a) Programs offered are based on feedback from the users and reflective of current needs and wants.
- 3) Swimming pools have Open Swim-1-4:30 pm and 6-8:30 pm (M-F) throughout the summer and 1-6 pm (Sa & Su) which equates to (41 hours of open, recreational swim each week).
  - A) Community Importance:
    - a) Provides participants an opportunity to enjoy the pool in a safe environment.
    - b) Helps decrease juvenile issues in the community.

- 4) Swimming pools are staffed at a level that provides a safe environment and quality programming.
  - A) Community Importance:
    - a) Sites 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 2018 Swimming Pools cost is \$288,437. 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.

***2018 Objectives:***

- 1) Offer summer indoor water aerobics classes.
- 2) Continue to offer semi-private and private swim lessons.
- 3) Expand pool special events.
- 4) Hire and maintain adequate staffing at both outdoor pools and at Syble Hopp.

***2018 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Wks Comp Ins. increased \$3,718 to reflect changes in insurance plan coverage for staff.
- 2) Training includes \$150 for aquatic staff training.
- 3) Data decreased \$250 to reflect some charges transferring to IT account.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
SWIMMING POOLS									
Account Number		PERSONAL SERVICES							
100	55420	110	Salaries	\$ 15,252	\$ 16,343	\$ 7,659	\$ 16,343	\$ 16,264	-0.48%
100	55420	120	Hourly Wages	20,284	26,536	9,669	26,536	26,827	1.10%
100	55420	125	Overtime Wages	266	389	0	389	389	0.00%
100	55420	126	Seasonal Labor	93,144	100,106	16,719	100,106	103,205	3.10%
100	55420	150	FICA	3,807	4,762	1,506	4,762	4,823	1.28%
100	55420	151	Retirement	2,431	2,942	882	2,942	2,913	-0.99%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,032	18,898	8,629	18,898	22,616	19.67%
100	55420	190	Training	90	150	45	150	150	0.00%
			Subtotal	151,305	170,126	45,109	170,126	177,187	4.15%
			CONTRACTUAL SERVICES						
100	55420	210	Telephone	1,800	1,800	900	1,800	1,800	0.00%
100	55420	218	Cell/Radio	(6)	0	0	0	0	0.00%
100	55420	219	Data	369	500	256	250	250	-50.00%
100	55420	220	Utilities	42,465	41,500	9,115	41,500	41,500	0.00%
100	55420	240	Equipment Maintenance	25,766	25,000	3,491	25,000	25,000	0.00%
			Subtotal	70,394	68,800	13,762	68,550	68,550	-0.36%
			SUPPLIES AND EXPENSE						
100	55420	340	Operating Supplies	4,511	5,700	2,153	5,700	5,700	0.00%
100	55420	385	Pool Chemicals	20,667	23,000	16,000	23,000	23,000	0.00%
100	55420	386	Concession Purchases	11,797	14,000	5,324	12,000	14,000	0.00%
			Subtotal	36,975	42,700	23,477	40,700	42,700	0.00%
			CAPITAL OUTLAY						
100	55420	810	Capital Equipment	26,662	0	20,405	0	0	0.00%
			Subtotal	26,662	0	20,405	0	0	0.00%
			TOTAL	\$ 285,335	\$ 281,626	\$ 102,753	\$ 279,376	\$ 288,437	2.42%

# **TOTAL CULTURE, EDUCATION AND RECREATION**

**City of De Pere  
2018 General Fund  
Adopted Budget**

**CULTURE, EDUCATION & RECREATION  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>Total Culture, Education &amp; Recreation</b>							
PERSONAL SERVICES							
110	Salaries	287,132	295,031	138,829	295,031	301,131	2.07%
120	Hourly Wages	526,037	462,097	226,626	450,433	423,279	-8.40%
122	Hourly Wages PT	35,214	54,993	19,973	56,385	81,747	48.65%
125	Overtime Wages	5,354	6,960	3,141	6,664	7,110	2.16%
126	Seasonal Wages	332,958	368,111	94,614	356,684	381,602	3.66%
150	FICA	65,523	67,997	31,885	62,730	67,748	-0.37%
151	Retirement	55,682	55,698	23,416	51,145	51,545	-7.46%
152	Health, Dental & Life Ins	293,366	296,939	116,747	224,499	303,529	2.22%
190	Training	3,358	4,150	1,344	4,150	4,150	0.00%
	<b>Subtotal</b>	<b>1,604,623</b>	<b>1,611,976</b>	<b>656,575</b>	<b>1,507,721</b>	<b>1,621,841</b>	<b>0.61%</b>
CONTRACTUAL SERVICES							
210	Telephone	10,928	10,400	5,220	10,400	10,400	0.00%
211	Postage	1,617	3,500	23	600	3,500	0.00%
212	Seminars and Conference	5,461	6,810	1,855	6,810	6,910	1.47%
213	Rentals	4,634	5,375	2,728	5,100	5,375	0.00%
215	Consulting	6,141	12,620	10,446	12,600	20,620	63.39%
217	Cleaning Service Contract	24,689	25,400	9,860	25,400	25,740	1.34%
218	Cell/Radio	1,823	2,856	1,224	2,854	2,926	2.45%
219	Data	1,209	1,340	676	1,090	1,090	-18.66%
220	Utilities	134,721	142,400	50,273	135,450	139,900	-1.76%
240	Equipment Maintenance	43,005	42,050	5,873	42,239	42,250	0.48%
290	Other Contractual Services	27,942	28,355	15,535	29,925	30,635	8.04%
	<b>Subtotal</b>	<b>262,170</b>	<b>281,106</b>	<b>103,713</b>	<b>272,468</b>	<b>289,346</b>	<b>2.93%</b>
SUPPLIES AND EXPENSE							
310	Office Supplies	5,694	6,090	1,873	5,590	6,090	0.00%
320	Memberships/Subscriptions	2,879	3,435	746	3,335	3,390	-1.31%
330	Mileage Reimbursement	0	950	162	950	950	0.00%



City of De Pere  
2018 General Fund  
Adopted Budget

**CULTURE, EDUCATION & RECREATION  
EXPENDITURES**

Account Title		2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
<b>Total Culture, Education &amp; Recreation</b>							
331	Transportation	21,473	22,850	8,020	18,450	21,950	-3.94%
340	Operating Supplies	80,157	91,250	34,487	88,500	97,162	6.48%
345	Turf Chemicals	7,365	7,500	0	7,500	7,500	0.00%
346	Trees	5,718	10,000	1,278	6,000	10,000	0.00%
347	Tree Chemicals	271	300	138	300	300	0.00%
348	Playground Supply and Expense	2,363	3,250	0	0	3,250	0.00%
351	Safety Equipment	2,771	2,800	1,479	2,800	2,800	0.00%
361	League Support	9,447	9,447	26	9,447	9,447	0.00%
362	Adult League Supplies	3,381	3,500	1,405	3,500	3,500	0.00%
363	Youth Program Supplies	9,656	0	0	0	0	0.00%
364	Adult Program Supplies	0	0	0	0	0	0.00%
365	Family Program Supplies	498	0	0	0	0	0.00%
373	Summer Band	900	1,000	80	1,000	1,000	0.00%
385	Pool Chemicals	20,667	23,000	16,000	23,000	23,000	0.00%
386	Concessions Purchases	11,797	14,000	5,324	12,000	14,000	0.00%
391	Historic Preservation Supplies	7,906	0	0	0	0	0.00%
	<b>Subtotal</b>	<b>192,943</b>	<b>199,372</b>	<b>71,018</b>	<b>182,372</b>	<b>204,339</b>	<b>2.49%</b>
	CONTRIBUTIONS						
701	Historical Society	5,050	5,050	5,050	5,050	5,050	0.00%
	<b>Subtotal</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>5,050</b>	<b>0.00%</b>
	CAPITAL OUTLAY						
810	Capital Equipment	119,194	116,240	36,367	108,640	111,800	-3.82%
	<b>Subtotal</b>	<b>119,194</b>	<b>116,240</b>	<b>36,367</b>	<b>108,640</b>	<b>111,800</b>	<b>-3.82%</b>
	<b>TOTAL</b>	<b>\$ 2,183,980</b>	<b>\$ 2,213,744</b>	<b>\$ 872,723</b>	<b>\$ 2,076,251</b>	<b>\$ 2,232,376</b>	<b>0.84%</b>

## **TOTAL GENERAL FUND EXPENDITURES**

**City of De Pere  
2018 General Fund  
Adopted Budget**

**EXPENDITURES**

<b>Account Title</b>	<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2017 Adopted Budget</b>	<b>2018 / 2017 Budget % Of Change</b>
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$ 2,421,660	\$2,506,377	\$ 1,051,350	\$ 2,100,093	\$2,887,852	15.22%
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 8,752,521	\$9,097,324	\$ 4,019,219	\$ 9,017,085	\$9,307,016	2.30%
TOTAL PUBLIC WORKS EXPENDITURES	\$ 2,938,795	\$3,119,804	\$ 1,481,523	\$ 3,098,311	\$2,817,157	-9.70%
TOTAL CULTURE, ED & REC EXPENDITURES	\$ 2,183,980	\$2,213,744	\$ 872,723	\$ 2,076,251	\$2,232,376	0.84%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 16,296,956</b>	<b>\$ 16,937,249</b>	<b>\$ 7,424,815</b>	<b>\$ 16,291,740</b>	<b>\$ 17,244,401</b>	<b>1.81%</b>

**City of De Pere**  
**2018 Actual Salaries**

Grade	Job Title		Grade	Job Title	
NA	City Administrator	\$ 132,620.80	H	Maintenance Specialist	\$ 51,064.00
T	City Attorney/Assistant City Administrator	\$ 122,491.20	H	Mechanic	\$ 57,844.80
S	Development Services Director	\$ 103,875.20	H	Mechanic	\$ 61,256.00
S	Finance Director	\$ 103,875.20	H	Paralegal	\$ 49,795.20
S	Fire Chief	\$ 101,275.20	H	Payroll Specialist	\$ 52,208.00
S	Police Chief	\$ 107,099.20	H	Public Works Equipment Operator	\$ 55,764.80
S	Public Works Director	\$ 112,112.00	H	Public Works Equipment Operator	\$ 55,764.80
R	City Engineer	\$ 98,404.80	H	Public Works Equipment Operator	\$ 55,764.80
R	Director of Parks, Rec & Forestry	\$ 97,947.20	H	Public Works Equipment Operator	\$ 55,764.80
R	Human Resources Director	\$ 116,355.20	H	Public Works Equipment Operator	\$ 55,764.80
P	Health Officer/Director	\$ 87,776.00	H	Public Works Equipment Operator	\$ 55,764.80
P	Information Technology Administrator	\$ 88,649.60	H	Water Maintenance Worker	\$ 44,678.40
P	Police Captain	\$ 97,115.20	H	Water Maintenance Worker	\$ 49,795.20
P	Police Captain	\$ 97,115.20	H	Water Maintenance Worker	\$ 56,784.00
O	Assistant Fire Chief	\$ 79,019.20	G	Accounts Payable Clerk	\$ 46,924.80
N	Assistant City Engineer	\$ 76,648.00	G	Administrative Assistant	\$ 42,972.80
N	Public Works Superintendent	\$ 78,603.20	G	Administrative Assistant	\$ 44,158.40
M	Clerk-Treasurer	\$ 59,770.88	G	Administrative Assistant	\$ 46,467.20
M	Maintenance Supervisor	\$ 70,324.80	G	Administrative Assistant	\$ 46,467.20
M	Park Superintendent/ Forester	\$ 74,006.40	G	Community Center Activity Coordinator	\$ 25,097.28
M	Recreation Superintendent	\$ 74,006.40	G	Community Center Activity/Outreach Coordinator	\$ 37,600.99
M	Staff Attorney	\$ 34,283.60	G	Deputy Clerk	\$ 46,467.20
L	Water Department Supervisor	\$ 65,977.60	G	Lead Arborist	\$ 55,764.80
K	Senior Building Inspector	\$ 72,384.00	G	Maintenance Technician	\$ 55,764.80
K	GIS Coordinator	\$ 70,304.00	G	Municipal Court Clerk	\$ 46,924.80
K	Planner II	\$ 64,854.40	G	Public Works Maintenance Worker	\$ 46,467.20
K	Public Health Nurse	\$ 49,271.04	G	Public Works Maintenance Worker	\$ 46,467.20
K	Public Health Nurse	\$ 64,854.40	G	Public Works Maintenance Worker	\$ 53,601.60
J	Police Business Manager	\$ 68,931.20	G	Public Works Maintenance Worker	\$ 53,601.60
J	Recreation Supervisor	\$ 54,204.80	G	Public Works Maintenance Worker	\$ 53,601.60
J	Sanitarian	\$ 60,236.80	G	Video Production & Marketing Coordinator	\$ 46,467.20
I	Engineering Senior Technician	\$ 59,488.00	F	Arborist	\$ 40,851.20
I	Engineering Senior Technician	\$ 59,488.00	F	Office Assistant	\$ 18,844.80
I	Engineering Senior Technician	\$ 63,585.60	F	Office Assistant	\$ 24,869.00
I	Engineering Senior Technician	\$ 66,164.80	F	Office Assistant	\$ 30,151.68
I	Human Resources Generalist	\$ 54,225.60	F	Office Assistant	\$ 39,790.40
Vacant			F	Office Assistant	\$ 39,790.40
1 Administrative Assistant			F	Office Assistant	\$ 41,870.40
Building Inspector			F	Office Assistant	\$ 45,988.80
1 DPW Maintenance Worker			F	Park Maintenance Worker	\$ 37,689.60
1 Engineering Technician			F	Park Maintenance Worker	\$ 37,689.60
GIS Technician			F	Park Maintenance Worker	\$ 52,353.60
HR Office Assistant			F	Park Maintenance Worker	\$ 52,457.60
1 Mechanic					

2018 GRADE ORDER LIST												
2.25% INCREASE												
GRADE	JOB TITLE	DEPARTMENT	FLSA	Minimum	90.0%	92.5%	95.0%	97.5%	Control Point		120.0%	Actual # of
				87.5%					100.0%			
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		Maximum	in position
T	CITY ATTORNEY/ASSISTANT CITY ADMINISTRATOR	CITY ATTORNEY	E	\$47.55 \$98,904.00	\$48.91 \$101,732.80	\$50.28 \$104,582.40	\$51.63 \$107,390.40	\$53.00 \$110,240.00	\$54.34 \$113,027.20	➔	\$65.22 \$135,657.60	1
S	DEVELOPMENT SERVICES DIRECTOR	DEVELOPMENT SERVICES	E	\$43.70	\$44.95	\$46.20	\$47.43	\$48.69	\$49.94	➔	\$59.93	1
	FINANCE DIRECTOR	FINANCE	E	\$90,896.00	\$93,496.00	\$96,096.00	\$98,654.40	\$101,275.20	\$103,875.20		\$124,654.40	1
	FIRE CHIEF	FIRE	E									1
	POLICE CHIEF	POLICE	E									1
	PUBLIC WORKS DIRECTOR	PUBLIC WORKS	E									1
R	CITY ENGINEER	ENGINEERING	E	\$40.80	\$41.96	\$43.13	\$44.29	\$45.45	\$46.62	➔	\$55.94	1
	DIRECTOR PARKS, REC & FORESTRY	PARK	E	\$84,864.00	\$87,276.80	\$89,710.40	\$92,123.20	\$94,536.00	\$96,969.60		\$116,355.20	1
	H-R DIRECTOR	HUMAN RESOURCES	E									1
Q	vacant			\$38.87 \$80,849.60	\$39.97 \$83,137.60	\$41.07 \$85,425.60	\$42.19 \$87,755.20	\$43.29 \$90,043.20	\$44.42 \$92,393.60	➔	\$53.29 \$110,843.20	0
P	HEALTH OFFICER/DIRECTOR	HEALTH	E	\$36.92	\$37.98	\$39.04	\$40.09	\$41.15	\$42.20	➔	\$50.63	1
	INFORMATION TECHNOLOGY ADMIN.	IT	E	\$76,793.60	\$78,998.40	\$81,203.20	\$83,387.20	\$85,592.00	\$87,776.00		\$105,310.40	1
	POLICE-CAPTAIN	POLICE	E									2
O	ASS'T FIRE CHIEF & INSPECTION	FIRE	E	\$34.99 \$72,779.20	\$36.00 \$74,880.00	\$36.99 \$76,939.20	\$37.99 \$79,019.20	\$39.00 \$81,120.00	\$39.99 \$83,179.20	➔	\$48.00 \$99,840.00	1
N	ASS'T CITY ENGINEER	ENGINEERING	E	\$33.07	\$34.02	\$34.96	\$35.92	\$36.85	\$37.79	➔	\$45.35	1
	STREET SUPERINTENDENT	STREET	E	\$68,785.60	\$70,761.60	\$72,716.80	\$74,713.60	\$76,648.00	\$78,603.20		\$94,328.00	1
M	CLERK-TREASURER	CLERK-TREASURER	E	\$31.15	\$32.01	\$32.92	\$33.81	\$34.70	\$35.58	➔	\$42.70	1
	MAINTENANCE SUPERVISOR	MECHANICS	E	\$64,792.00	\$66,580.80	\$68,473.60	\$70,324.80	\$72,176.00	\$74,006.40		\$88,816.00	1
	PARK SUPERINTENDENT/CITY FORESTER	PARK	E									1
	RECREATION SUPERINTENDENT	PARK	E									1
	STAFF ATTORNEY	CITY ATTORNEY	E									1
L	WATER DEPARTMENT SUPERVISOR	WATER	E	\$29.21 \$60,756.80	\$30.04 \$62,483.20	\$30.87 \$64,209.60	\$31.72 \$65,977.60	\$32.54 \$67,683.20	\$33.37 \$69,409.60	➔	\$40.05 \$83,304.00	1
K	GIS COORDINATOR	GIS	E	\$27.26	\$28.06	\$28.82	\$29.61	\$30.39	\$31.18	➔	\$37.40	1
	PUBLIC HEALTH NURSE	HEALTH	E	\$56,700.80	\$58,364.80	\$59,945.60	\$61,588.80	\$63,211.20	\$64,854.40		\$77,792.00	2
	PLANNER II	DEVELOPMENT SERVICES	E									1
	SR. BUILDING INSPECTOR	DEVELOPMENT SERVICES	NE									1
J	BUSINESS MANAGER	POLICE	E	\$25.35	\$26.06	\$26.78	\$27.52	\$28.23	\$28.96	➔	\$34.75	1
	SANITARIAN	HEALTH	E	\$52,728.00	\$54,204.80	\$55,702.40	\$57,241.60	\$58,718.40	\$60,236.80		\$72,280.00	1
	BUILDING INSPECTOR	DEVELOPMENT SERVICES	NE									0
	RECREATION SUPERVISOR	PARK	E									1
I	ENGINEER SENIOR TECHNICIAN	ENGINEERING	NE	\$23.41	\$24.07	\$24.74	\$25.42	\$26.07	\$26.74	➔	\$32.10	4
	HUMAN RESOURCE GENERALIST	HUMAN RESOURCES	NE									1

GRADE	JOB TITLE	DEPARTMENT	FLSA	Minimum 87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	Control Point 100.0% Step 6		120.0% Maximum	Actual # of employees in position
H	PARALEGAL	CITY ATTORNEY	NE	\$21.48	\$22.10	\$22.72	\$23.33	\$23.94	\$24.55	➔	\$29.45	1
	MECHANIC	MECHANICS	NE	\$44,678.40	\$45,968.00	\$47,257.60	\$48,526.40	\$49,795.20	\$51,064.00		\$61,256.00	2
	PAYROLL SPECIALIST	FINANCE	NE									1
	MAINTENANCE SPECIALIST	PARK	NE									1
	ENGINEER TECHNICIAN	ENGINEERING	NE									0
	DPW EQUIPMENT OPERATOR	DPW	NE									6
	WATER DEPARTMENT MAINTENANCE WORKER	WATER	NE									3
	GIS TECHNICIAN	DEVELOPMENT SERVICES										0
G	ACCOUNTS PAYABLE CLERK	FINANCE	NE	\$19.54	\$20.11	\$20.66	\$21.23	\$21.78	\$22.34	➔	\$26.81	1
	ADMINISTRATIVE ASSISTANT (Fire, Admin/Mayor, Build./Plan, Park, PW)	VARIOUS	NE	\$40,643.20	\$41,828.80	\$42,972.80	\$44,158.40	\$45,302.40	\$46,467.20		\$55,764.80	4
	MAINTENANCE TECHNICIAN	PARK	NE									1
	COMMUNITY CENTER ACTIVITY COORD	PARK	NE									1
	COMMUNITY CENTER-ACTIVITY/OUTREACH COORD	PARK	NE									1
	DEPUTY CITY CLERK	CLERK-TREASURER	NE									1
	LEAD ARBORIST	PARK	NE									1
	MUNICIPAL COURT CLERK	MUNICIPAL COURT	NE									1
	DPW MAINTENANCE WORKER	DPW	NE									5
	VIDEO PRODUCTION & MARKETING COORD	IT	NE									1
F	OFFICE ASSISTANT (Parks, Police, Health, HR, Engineering/PW)	VARIOUS	NE	\$17.62	\$18.12	\$18.63	\$19.13	\$19.64	\$20.13	➔	\$24.15	7
	PARKS MAINTENANCE WORKER	PARKS	NE	\$36,649.60	\$37,689.60	\$38,750.40	\$39,790.40	\$40,851.20	\$41,870.40		\$50,232.00	4
	ARBORIST	PARKS	NE									1
E	vacant			\$16.17	\$16.63	\$17.09	\$17.56	\$18.02	\$18.48	➔	\$22.18	0
D	vacant			\$14.98	\$15.41	\$15.83	\$16.26	\$16.69	\$17.11	➔	\$20.53	0
C	vacant			\$13.87	\$14.26	\$14.65	\$15.05	\$15.45	\$15.84	➔	\$19.02	0
B	vacant			\$12.84	\$13.21	\$13.58	\$13.94	\$14.30	\$14.67	➔	\$17.61	0
<b>Non-Graded Positions</b>												
	CITY ADMINISTRATOR	ADMINISTRATION	E	\$	132,620							1

**City of De Pere  
2018 Salaries - Split Distribution**

	Annual Salaries	Gen Fund 100	Sewage Treat.Fund 201	Cable Access 209	Water 601	Stormwater 650	TID # 7 260	TID # 8 280	TID # 9 285	TID # 10 290	TID # 11 291	TID # 12 292	TID # 5 455	TID # 6 460
City Administrator	\$ 132,621	\$ 66,311	\$ 26,524	\$ 6,631	\$ 26,524	\$ 6,631								
City Attorney/Assistant City Administrator	\$ 122,491	\$ 61,246	\$ 30,623	\$ 6,125	\$ 18,374	\$ 6,125								
Human Resources Director	\$ 116,355	\$ 98,902	\$ 11,636		\$ 5,818									
Director of Public Works	\$ 112,112	\$ 28,028	\$ 28,028		\$ 28,028	\$ 28,028								
Police Chief	\$ 107,099	\$ 107,099												
Development Services Director	\$ 103,875	\$ 51,938				\$ 5,194	\$ 7,271	\$ 5,194	\$ 6,233	\$ 6,233	\$ 8,310	\$ 6,233	\$ 3,116	\$ 4,155
Finance Director	\$ 103,875	\$ 51,938	\$ 41,550		\$ 10,388									
Fire Chief	\$ 101,275	\$ 101,275												
City Engineer	\$ 98,405	\$ 24,601	\$ 24,601		\$ 24,601	\$ 24,601								
Director of Parks, Recreation, and Forestry	\$ 97,947	\$ 97,947												
Police Captain	\$ 97,115	\$ 97,115												
Police Captain	\$ 97,115	\$ 97,115												
Information Technology Administrator	\$ 88,650	\$ 56,736	\$ 7,092	\$ 8,865	\$ 7,092	\$ 8,865								
Health Officer/Director	\$ 87,776	\$ 87,776												
Assistant Fire Chief	\$ 79,019	\$ 79,019												
Street Superintendent	\$ 78,603	\$ 19,651	\$ 19,651		\$ 19,651	\$ 19,651								
Assistant City Engineer	\$ 76,648	\$ 19,162	\$ 19,162		\$ 19,162	\$ 19,162								
Park Superintendent/City Forester	\$ 74,006	\$ 74,006												
Recreation Superintendent	\$ 74,006	\$ 74,006												
Maintenance Supervisor	\$ 70,325	\$ 42,195	\$ 5,274		\$ 5,274	\$ 17,581								
GIS Coordinator	\$ 70,304	\$ 46,893	\$ 7,804		\$ 7,804	\$ 7,804								
Police Business Manager	\$ 68,931	\$ 68,931												
Water Department Supervisor	\$ 65,978				\$ 65,978									
Public Health Nurse	\$ 64,854	\$ 64,854												
Planner II	\$ 64,854	\$ 43,452				\$ 3,243	\$ 1,946	\$ 1,946	\$ 3,243	\$ 3,243	\$ 2,594	\$ 1,946	\$ 1,297	\$ 1,946
Sanitarian	\$ 60,237	\$ 60,237												
Clerk-Treasurer 80%	\$ 59,771	\$ 46,621	\$ 4,184	\$ 2,989	\$ 2,989	\$ 2,989								
Recreation Supervisor	\$ 54,205	\$ 54,205												
Public Health Nurse 80%	\$ 49,271	\$ 49,271												
Staff Attorney 48%	\$ 34,284	\$ 34,284												

## **GENERAL FUND REVENUES**



## General Fund Revenues

### ***PROPERTY TAX LEVY:***

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

	Actual 2017	Actual 2018	% of Change
General Fund Levy	\$ 8,040,775	\$ 8,173,527	1.65%
Debt Fund Levy	\$ 2,174,850	\$ 2,286,357	5.13%
Capital Projects Fund Levy	\$ 1,741,276	\$ 1,742,276	0.06%
Tax Increment District (TID) Levy	\$ 991,732	\$ 797,541	(19.68%)
<b>TOTAL LEVY</b>	<b>\$12,948,633</b>	<b>\$12,999,701</b>	<b>0.39%</b>

### ***SIGNIFICANT REVENUE CHANGES:***

#### ***TAXES:***

- 1) Interest & Penalties on Specials & Deeds decreased \$14,000 to reflect actual trends.

#### ***INTERGOVERNMENTAL REVENUE:***

- 1) Shared Revenue-Expenditure Restraint increased \$218,534 since the City qualified based on the 2017 budget.
- 2) Fire Insurance increased \$6,010 to reflect state estimates.
- 3) Exempt Computer Aid decreased \$79,361 to reflect state estimate.
- 4) General Transportation Aids increased \$85,546 to reflect current state estimate.
- 5) Health Matching Grant increased \$19,100 to reflect increased state grant for increased health wages.

#### ***LICENSES AND PERMITS:***

- 1) Operator's Licenses increased \$16,460 to reflect 2018 as the first year of two year license renewals.
- 2) Cable Television Franchise Fees decreased \$13,000 to reflect actual trends.
- 3) Other Permits and Fees increased \$3,100 to reflect actual trends.
- 4) Dog Licenses decreased \$1,000 to reflect actual trends.
- 5) Building Permits increased \$14,000 to reflect actual trends.
- 6) Flood Plain/Zoning Letters increased \$150 to reflect actual trends.
- 7) Electrical Permits increased \$24,849 to reflect actual trends.

- 8) Plumbing Permits increased \$3,750 to reflect actual trends.
- 9) HVAC Permits increased \$15,900 to reflect actual trends.

***FINES AND FORFEITURES:***

- 1) Court Penalties increased \$18,000 due to additional estimated enforcement for traffic violations.

***PUBLIC CHARGES FOR SERVICE:***

- 1) License Publication Fees decreased \$2,400 to reflect actual trends.
- 2) Background Checks Revenues decreased \$100 to reflect actual trends..
- 3) Ambulance Fees decreased \$100,000 to reflect actual trends.
- 4) Weed & Nuisance Control increased \$9,400 to reflect actual trends.
- 5) Recycling Containers increased \$2,200 to reflect actual trends.
- 6) Community Center revenues decreased \$5,675 to reflect actual trends.
- 7) Retiree Insurance Admin Fee decreased \$4,500 to less retirees on City health plan.

***INTERGOVERNMENTAL CHARGES FOR SERVICE:***

- 1) Space Rental increased \$12,000 to reflect actual trends.

***MISCELLANEOUS REVENUES:***

- 1) Farm Leases decreased \$2,030 to reflect actual trends.
- 1) Other Revenues increased \$5,000 to reflect actual trends.
- 2) Fire & Rescue donations decreased to \$18,400 to reflect anticipated 2018 activity.

***OTHER FINANCING SOURCES:***

- 1) Transfer of \$11,400 from TID #5 represents part-time wages for downtown plant watering.
- 2) Transfer from Capital Projects Fund represents \$1,050,000 to reflect \$800,000 capital equipment fund transfer & \$250,000 temporary borrowing.

**City of De Pere  
2018 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
<b>TAXES</b>								
100	41110	General Property	\$ 7,971,828	\$ 8,040,775	\$ 8,039,782	\$ 8,040,775	\$ 8,173,527	1.65%
100	41130	Mobile Home Fees	5,562	6,500	2,342	6,300	6,300	-3.08%
100	41150	Payments in Lieu of Taxes	1,295	1,300	1,332	1,330	1,300	0.00%
100	41170	Motor Vehicle Tax	0	0	0	0	0	0.00%
100	41200	Sales and Use	38,218	0	0	0	0	0.00%
100	41210	Public Accommodations	8,613	7,800	3,602	7,900	7,900	1.28%
100	41220	Retained Sales Tax	0	120	60	120	120	0.00%
100	41310	From Municipal Water Utility	474,588	520,000	260,000	500,000	500,000	-3.85%
100	41320	Housing Authority	29,396	30,000	28,919	29,000	30,000	0.00%
100	41800	Interest Penalties & Taxes	1,693	1,200	601	1,200	1,200	0.00%
100	41810	Interest Penalties Specials & Deeds	32,136	35,000	11,431	21,000	21,000	-40.00%
		<b>Subtotal</b>	<b>8,563,328</b>	<b>8,642,695</b>	<b>8,348,069</b>	<b>8,607,625</b>	<b>8,741,347</b>	<b>1.14%</b>

**INTERGOVERNMENTAL REVENUE**

100	43220	Mass Transit Federal Aid	0	0	0	0	0	0.00%
100	43410	State Shared Revenue	1,146,702	1,167,851	0	1,167,851	1,203,465	3.05%
100	43411	State Shared Revenue - Expenditure Restraint	194,159	0	0	0	218,534	100.00%
100	43420	State Fire Insurance	79,990	79,990	85,434	85,500	86,000	7.51%
100	43430	Other State Shared Taxes - Exempt Computer Aid	122,645	154,361	0	75,000	76,012	-50.76%
100	43500	State Grants	8,000	0	0	0	0	0.00%
100	43505	Law Enforcement	(1,946)	0	548	0	0	0.00%
100	43507	K-9 Expenses and Donations	(9,704)	0	12,669	0	0	0.00%
100	43510	Rescue EMS Act 102	0	7,000	0	7,000	7,000	0.00%
100	43520	State Aid for Police Training	0	5,440	0	5,440	5,440	0.00%
100	43530	State Aid for Connecting Highways	73,010	74,257	36,990	73,980	74,386	0.17%
100	43531	General Transportation Aids	936,629	949,884	450,187	949,884	1,035,430	9.01%
100	43532	Mass Transit State Aid	294,790	294,790	147,395	294,790	294,790	0.00%
100	43540	State Recycling Grants	92,993	92,993	97,510	97,510	97,510	4.86%
100	43550	ACT 102 Ambulance Grant	0	0	0	0	0	0.00%
100	43551	Health Matching Grant	53,118	56,700	25,528	51,556	56,757	0.10%
100	43590	State Misc Grants	0	3,600	0	3,600	0	0.00%
100	43605	Payment in Lieu of Tax - DNR	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>2,990,386</b>	<b>2,886,866</b>	<b>856,261</b>	<b>2,812,111</b>	<b>3,155,324</b>	<b>9.30%</b>

**LICENSES AND PERMITS**

100	44100	Business & Occupational Licenses	0	50	0	0	0	0.00%
100	44105	Liquor and Malt Beverage Licenses	32,309	34,125	33,975	35,000	35,000	2.56%
100	44110	Operator's Licenses	31,838	15,540	5,904	15,000	32,000	105.92%
100	44115	Cigarette Licenses	2,100	2,100	2,005	2,100	2,100	0.00%

**City of De Pere  
2018 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
100	44120	Food & Beverage Licenses-DHFS	64,865	0	53,379	0	0	0.00%
100	44121	Food & Beverage Licenses-DATCP	14,282	73,000	15,306	70,000	72,000	-1.37%
100	44125	Cable Television Franchise License	155,446	163,000	35,126	148,000	150,000	-7.98%
100	44130	Trailer Park	100	100	100	100	100	0.00%
100	44140	Other Permits and Fees	11,518	8,400	6,237	11,500	11,500	36.90%
100	44210	Dog License	4,238	5,200	3,497	4,200	4,200	-19.23%
100	44300	Building Permits	192,256	126,000	61,416	126,000	140,000	11.11%
100	44303	Flood Plain/Zoning Letters	160	150	330	400	300	100.00%
100	44305	Construction	(878)	0	0	0	0	0.00%
100	44307	Sanitary Sewer Excavation	6,555	5,250	3,025	5,250	5,250	0.00%
100	44910	Electrical Permits	57,048	33,600	29,844	40,000	60,000	78.57%
100	44920	Plumbing Permits	30,055	26,250	14,448	26,000	30,000	14.29%
100	44925	HVAC Permits	58,855	44,100	36,779	48,000	60,000	36.05%
100	44940	Bid Deposits & Refunds	0	0	0	0	0	0.00%
100	48902	Zoning Permits and Fees	5,040	3,675	2,708	3,675	3,675	0.00%
100	48903	CSM Reviews	14,160	6,825	8,660	10,000	7,000	2.56%
100	48906	Excavation Permits	15,560	18,900	11,150	18,900	18,900	0.00%
		<b>Subtotal</b>	<b>695,508</b>	<b>566,265</b>	<b>323,889</b>	<b>564,125</b>	<b>632,025</b>	<b>11.61%</b>
<b>FINES AND FORFEITURES</b>								
100	45100	City Share of Fines and Forfeitures	(2,050)	0	0	0	0	0.00%
100	45110	Court Penalties and Costs	160,584	282,000	83,822	165,000	300,000	6.38%
100	45120	Crime Prevention/Policing Share	0	0	0	0	0	0.00%
100	45130	Parking Violations	36,692	45,000	21,074	40,000	45,000	0.00%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>195,226</b>	<b>327,000</b>	<b>104,896</b>	<b>205,000</b>	<b>345,000</b>	<b>5.50%</b>
<b>PUBLIC CHARGES FOR SERVICE</b>								
100	46100	General Government	184	1,000	1,846	1,900	1,000	0.00%
100	46101	Clerk-Passports/Solicitors	4,104	4,500	3,017	4,500	4,500	0.00%
100	46110	Letters of No Specials	26,395	31,500	12,580	31,500	31,500	0.00%
100	46120	License Publication Fees	(1,633)	2,900	671	400	400	-86.21%
100	46204	DMV Registration	7,868	0	0	0	0	0.00%
100	46205	Police CVR Fees	(7,671)	0	0	0	0	0.00%
100	46206	CVR Registrations	349	700	202	700	700	0.00%
100	46207	Police Alarm Monitoring	8,475	10,000	5,850	10,000	10,000	0.00%
100	46208	Police Department Fees	785	1,000	419	1,000	1,000	0.00%
100	46210	Background Checks	260	300	100	200	200	-33.33%
100	46220	Police Finger Prints	582	750	342	750	750	0.00%
100	46225	Fire Hazmat	665	1,000	0	1,300	1,000	0.00%
100	46298	Ambulance Fees	698,330	900,000	346,238	720,000	800,000	-11.11%

**City of De Pere  
2018 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
100	46340	Street Department Revenue	77,103	63,000	17,685	63,000	63,000	0.00%
100	46345	Garbage & Recycling Fees	0	12,000	0	0	12,000	0.00%
100	46350	Snow Removal Charges	4,009	6,600	2,603	6,600	6,600	0.00%
100	46360	Parking Permits	0	0	0	0	0	0.00%
100	46406	Weed & Nuisance Control	10,386	600	1,641	10,000	10,000	1566.67%
100	46421	Recycling Containers	3,325	1,100	2,790	3,300	3,300	200.00%
100	46501	Public Health Revenue	3,783	8,000	4,151	8,300	8,000	0.00%
100	46510	Weights & Measures Fees	16,128	17,000	16,021	17,000	17,000	0.00%
100	46521	Animal Control	60	0	0	0	0	0.00%
100	46700	Recreation Programs	106,816	350,523	201,852	322,374	338,409	-3.46%
100	46721	Recreation	0	0	0	0	0	0.00%
100	48722	Concessions/Recreation	21,575	22,942	5,572	19,500	22,800	-0.62%
100	46723	Swimming	126,691	120,798	69,369	115,162	117,821	-2.46%
100	46724	Forestry	6,723	6,615	5,327	7,000	6,615	0.00%
100	46725	Community Center	278,987	38,955	18,411	31,615	33,280	-14.57%
100	46727	Programs-Financial Assistance	3,271	3,500	562	3,500	3,500	0.00%
100	46733	Golf Lessons	0	0	0	0	0	0.00%
100	46747	Athletic Facility Fees	71,322	72,450	48,827	73,000	72,500	0.07%
100	46747 010	Daily Boat Fees	0	0	0	0	0	0.00%
100	46747 020	Season Boat Fees	0	0	0	0	0	0.00%
100	46800	Payment In Lieu of Parkland	0	0	0	0	0	0.00%
100	47306	Ambulance Fees From Townships	160,090	165,000	97,929	167,000	170,000	3.03%
100	47401	Engineering Fees	700,000	700,000	350,000	700,000	700,000	0.00%
100	48901	Copies Maps Blueprints	1,679	1,100	(71)	1,100	1,100	0.00%
100	48908	Building Permits & Voter Report (Clerk)	0	500	0	500	500	0.00%
100	48909	Sundry	0	550	36	550	550	0.00%
100	48910	Retiree Insurance Admin Fee	1,000	5,500	444	1,000	1,000	-81.82%
		<b>Subtotal</b>	<b>2,331,639</b>	<b>2,550,383</b>	<b>1,214,414</b>	<b>2,322,751</b>	<b>2,439,025</b>	<b>-4.37%</b>

**INTERGOVERNMENTAL CHARGES FOR SERVICE**

100	47311	Crossing Guard Hours	19,952	19,500	9,868	19,500	19,500	0.00%
100	47320	Payment for Liason Officer	160,169	167,000	82,015	167,000	170,000	1.80%
100	47402	Data Processing Charges	13,480	13,800	6,942	13,900	14,300	3.62%
100	47405	TID 5 Admin Allocation	5,300	5,300	2,650	5,300	5,300	0.00%
100	47406	TID 6/7/8/9/10 Admin Allocation	116,600	116,600	58,300	116,600	116,600	0.00%
100	47415	Equipment Rental	26,400	27,200	13,596	27,200	28,000	2.94%
100	48482	Space Rentals	42,304	34,000	23,742	45,400	46,000	35.29%
100	48208	Brown County Nutritionist	38,167	2,840	1,420	2,840	2,980	4.93%
		<b>Subtotal</b>	<b>422,372</b>	<b>386,240</b>	<b>198,533</b>	<b>397,740</b>	<b>402,680</b>	<b>4.26%</b>

**City of De Pere  
2018 General Fund  
Adopted Budget**

**REVENUES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
<b>MISCELLANEOUS REVENUES</b>								
100	48100	Interest On Investments	72,331	120,000	43,257	100,000	120,000	0.00%
100	48103	Notes Receivable Interest	0	0	0	0	0	0.00%
100	48113	Interest On Personal Property Taxes	0	0	0	0	0	0.00%
100	48121	Land Contract Interest	0	0	0	0	0	0.00%
100	48200	Rents & Leases	0	0	0	0	0	0.00%
100	48201	Farm Leases	2,324	9,900	9,530	9,530	7,500	-24.24%
100	48202	Brown County Fairgrounds	904	1,000	0	0	0	0.00%
100	48203	Residential Lease	17,047	17,000	7,903	17,000	17,000	0.00%
100	48300	Property Sales	0	1,500	0	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	3,464	15,000	3,150	15,000	15,000	0.00%
100	48305	Real Property	60,000	50,000	108	50,000	50,000	0.00%
100	48309	Other	9,050	0	1,668	5,000	5,000	100.00%
100	48310	Note Receivable Principal	0	0	0	0	0	0.00%
100	48311	Land Contract Principal	0	0	0	0	0	0.00%
100	48500	Donations	0	0	0	0	0	0.00%
100	48510	Police Programs	0	0	0	0	0	0.00%
100	48515	Park and Rec	2,760	0	(100)	0	0	0.00%
100	48520	Fire & Rescue	781	20,000	(812)	37,533	1,600	-92.00%
		<b>Subtotal</b>	<b>168,660</b>	<b>234,400</b>	<b>64,704</b>	<b>235,563</b>	<b>217,600</b>	<b>-7.17%</b>
<b>OTHER FINANCING SOURCES</b>								
100	49100	Proceeds From Long Term Notes	0	0	0	0	0	0.00%
100	49130	Installment Contracts	0	0	0	0	0	0.00%
100	49140	State Trust Fund Loans	0	0	0	0	0	0.00%
100	49200	Transfer From Special Fund	268,500	250,000	125,000	250,000	250,000	0.00%
100	49222	Transfer From TID #5	0	11,400	5,700	11,400	11,400	0.00%
100	49223	Transfer From TID #7	0	0	0	0	0	0.00%
100	49240	Transfer From Capital Projects Fund	1,027,000	1,082,000	541,000	1,082,000	1,050,000	-2.96%
100	49260	Transfer From Enterprise Fund (Water Utility)	0	0	0	0	0	0.00%
100	49261	Transfer From Enterprise Fund (Wastewater)	0	0	0	0	0	0.00%
100	49271	Transfer From Parkland Dedication Fund	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>1,295,500</b>	<b>1,343,400</b>	<b>671,700</b>	<b>1,343,400</b>	<b>1,311,400</b>	<b>-2.38%</b>
		<b>TOTAL GENERAL FUND REVENUES</b>	<b>16,662,619</b>	<b>16,937,249</b>	<b>11,782,466</b>	<b>16,488,315</b>	<b>17,244,401</b>	<b>1.81%</b>
100	49300	Fund Balances Applied	0	0	0	0	0	0.00%
		<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 16,662,619</b>	<b>\$ 16,937,249</b>	<b>\$ 11,782,466</b>	<b>\$ 16,488,315</b>	<b>\$ 17,244,401</b>	<b>1.81%</b>

## **SPECIAL FUND**

## **Development Loan Program (RLF) Fund**

### ***Program Mission:***

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

### ***List of Program Service(s) Descriptions:***

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

### ***Important Outputs:***

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



***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Loan Cycle: City staff will review and process loans within 60 days. This is important to ensure the program is timely and useful to businesses applying for the program.
- 2) Marketing of program to develop at least six potential candidates. This is important to ensure that we are active in marketing the program or if other methods should be used to market it.
- 3) Account balance does not exceed State established maximum cap of \$941,337.

***2017 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, program information provided as part of every new business or business expansion discussion with the Economic Development and Planning Department.
  - b. Result: 4 Loan Applications processed in 2017
    - i. Black Honey Hashery. \$65,500. Funds distributed.
    - ii. Battlehouse LLC. \$55,000 (also County RLF recipient). Loan closed August 2017.
    - iii. New Leaf Cooperative Grocery. \$250,000. Draft Loan Agreement in review.
    - iv. AmeriLux International. \$250,000. Funds distributed
- 3) Account balance does not exceed State established maximum cap of \$941,337.
  - a. Result: 2017 distributed loans reduced the account balance so that it is less than the maximum cap amount.

### ***Significant Program Achievements:***

- 1) Interest rate lowered from 4% to 1% to increase attractiveness of loan program in comparison to private lending rates.
- 2) Program successfully submitted semi-annual reporting.
- 3) Repayment and closure of Sit N Stay loan from 2010 (\$50,000).
- 4) Processed four applications through Council approval, resulting in use \$620,000 of loan funds to help advance De Pere businesses.

### ***Existing Program Standards Including Importance to Community:***

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

### ***Costs and Benefits of Program and Services:***

The Revolving Loan Fund program reimburses the City for administrative expenses. Employees are required to track time spend on the Revolving Loan Fund program as a separate category. Payroll reports are generated and submitted to the state twice a year. The reporting periods do not align with the City's fiscal year, and admin costs ebb and flow depending on program applications, but generally fall within the range of \$700 to \$1,200/month. While administratively intense, 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. If all of the above listed loan funds are distributed, the fund balance for the Development Loan Program at December 31, 2017 is estimated to be approximately \$838,195.

**City of De Pere  
2018 Special Fund  
Adopted Budget**

**DEVELOPMENT LOAN PROGRAM FUND**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % Of Change
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Expenditures

Account Number

205	82030	Rehabilitation Principal Loan	\$60,000	\$ 350,000	\$315,500	\$ 380,000	\$ 350,000	0.00%
205	86600	Loan Administration	510	40,000	0	9,000	9,000	-77.50%
205	86700	Operating Supplies	0	3,000	40	0	0	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 60,510</b>	<b>393,000</b>	<b>\$ 315,540</b>	<b>\$ 389,000</b>	<b>359,000</b>	<b>-8.65%</b>

Revenues

205	48100	Interest On Investment	\$ 497	\$ 500	\$ 1,315	\$ 2,700	\$ 2,700	440.00%
205	48110	Interest On Loans	10,531	14,000	3,241	7,000	10,000	-28.57%
205	48310	Repayment Of Principal	115,248	115,000	59,028	120,000	120,000	4.35%
		<b>TOTAL REVENUES</b>	<b>\$ 126,276</b>	<b>129,500</b>	<b>\$ 63,584</b>	<b>\$ 129,700</b>	<b>132,700</b>	<b>2.47%</b>

## **Wastewater Treatment Services Fund**

### ***Program Mission:***

The Wastewater Treatment Services Fund is used to account for transactions pertaining to wastewater treatment services provided to City customers by the Green Bay Metropolitan Sewage District. Wastewater treatment services provided to Expera, SC Acquisition, Fox River Fiber, and Sonoco Products, located within the City are invoiced directly by this fund. The fund is also used to account for transactions pertaining to the collection system.

### ***List of Program Service(s) Descriptions:***

- 1) Performed regular flushing of City's sewer mains.
- 2) Repaired broken sewer mains as needed.
- 3) Repaired sewer manholes as needed.

### ***2018 Performance Measures:***

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate response time to determine whether changes need to be made to the City's after hour call in procedure.

### ***2017 Performance Measurement Data: (July 2016 – June 2017):***

- 1) Respond to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate response time to determine whether changes need to be made to the City's after hour call in procedure.
  - a. Result: There were times with the City's answering service the proper procedure for relaying information to management staff was incorrect resulting in delays for response. Staff is looking at revising the after hour call in procedures for 2017.

***2018 Program Objectives:***

- 1) Continue regular flushing of City's sewer mains.
- 2) Continue televising of City's sewer mains.
- 3) Repair sewer mains and manholes as needed.

***2018 Budget Significant Expenditure Changes:***

- 1) Wastewater treatment charges decreased \$533,539 to reflect the actual costs.
- 2) Maintenance decreased \$104,261 to reflect actual costs.
- 3) Administration increased \$175,845 to reflect a higher percentage of the public works administration, engineering, municipal service center, and machinery & equipment budgets being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new engineering technician position and mechanic is included in the proposed budget.
- 4) Capital Outlays:
  - a. Televising/Repair \$200,000
  - b. Lining/Relay \$266,000
  - c. Swan Road Interceptor \$500,000
  - d. Manhole Rehabilitation \$100,000
  - e. Sewer Relay – Street Reconstruction \$50,000
  - f. Sewer Relay – Fox Point Boat Landing \$125,000
  - g. Charles Street Interceptor - \$41,000
  - h. Debt Service Principle & Interest Payments \$416,544

***2018 Budget Significant Revenue Changes:***

- 1) Utility Billings - paper mills decreased \$374,267 to reflect the actual costs.

**City of De Pere  
2018 Special Fund  
Adopted Budget**

**WASTEWATER TREATMENT SERVICES**

Account Title			2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
Expenditures								
Account Number								
201	53610	Wastewater Treatment Charges	\$ 6,165,831	\$ 7,235,057	\$ 3,350,759	\$ 6,701,518	\$ 6,701,518	-7.37%
201	53611	Maintenance	1,418,888	1,802,805	880,555	1,802,805	1,698,544	-5.78%
201	53612	Billings & Collection	358,992	352,457	171,600	343,200	353,496	0.29%
201	53615	Administration	517,191	504,840	244,564	489,128	680,685	34.83%
201	59200	Transfer To General Fund	250,000	250,000	125,000	250,000	250,000	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 8,710,902</b>	<b>\$ 10,145,159</b>	<b>\$ 4,772,478</b>	<b>\$ 9,586,651</b>	<b>\$ 9,684,243</b>	<b>-4.54%</b>

Revenues

201	46900	Utility Billings	\$ 4,699,495	\$ 5,170,842	\$ 2,501,006	\$ 5,002,012	\$ 5,193,245	0.43%
201	46900	Utility Billings-Paper Mills	4,158,178	4,970,325	2,275,276	4,550,552	4,596,058	-7.53%
201	48911	Forfeited Discounts	69,528	48,000	12,213	48,000	48,000	0.00%
201	49100	Proceeds of Debt	0	0	0	0	0	0.00%
		Fund Balance Applied	0	0	0	0	0	0.00%
		<b>TOTAL REVENUES</b>	<b>\$ 8,927,201</b>	<b>\$ 10,189,167</b>	<b>\$ 4,788,495</b>	<b>\$ 9,600,564</b>	<b>\$ 9,837,303</b>	<b>-3.45%</b>

2018 Sanitary Sewer Capital Projects & Equipment	
Televising/Repair	\$ 200,000
Lining/Relay	266,000
Swan Road Interceptor	500,000
Manhole Rehabilitation	100,000
Sewer Relay - Street Reconstruction	50,000
Sewer Relay - Fox Point Boat Landing	125,000
Charles Street Interceptor	41,000
Debt Service Principle & Interest Payments	416,544
<b>Total Capital</b>	<b>\$ 1,698,544</b>

2018 Cash Flow Analysis	
Estimated Cash Balance - 1/1/18	\$ (70,360)
Estimated Expenditures	(9,684,243)
Estimated Revenues	9,837,303
<b>Estimated Cash Balance - 12/31/18</b>	<b>\$ 82,700</b>

## **Public Land Acquisition Fund**

The Public Land Acquisition Fund was created to account for fees collected on building permits for residential construction that can be used by the City to acquire open space land for parks, recreational areas and other City operations necessary to meet the needs of the community. The estimated fund balance for the Public Land Acquisition Fund at December 31, 2017 is \$71,337.

**City of De Pere  
2018 Special Fund  
Adopted Budget**

**PUBLIC LAND ACQUISITION FUND**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
Expenditures									
Account Number									
210	57620		Property Purchase	\$0	\$0	\$0	\$0	\$0	0.00%
210	57621		Operating Supplies	0	0	0	0	0	0.00%
210	56722		Consulting	17,500	55,000	1,870	55,000	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$17,500</b>	<b>\$55,000</b>	<b>\$1,870</b>	<b>\$55,000</b>	<b>\$0</b>	<b>0.00%</b>

Revenues

210	46810		Park Dedication Fees	\$10,870	\$15,000	\$2,700	\$10,000	\$10,000	-33.33%
210	43690		State Grants/Other	0	0	0	0	0	0.00%
210	49100		Debt Proceeds	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$10,870</b>	<b>\$15,000</b>	<b>\$2,700</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>-33.33%</b>



## **Cable Access Fund**

***Program Full Time Equivalents: 1.25***

***Program Mission:***

Make local government accessible to the citizens of De Pere to promote citizen access and exposure to local government and further government accountability. Produce and broadcast public information regarding City business and events. Assist City departments with audio/video projects and provide IT support. Offset operational costs through donations and sponsorships.

***List of Program Service(s) Descriptions:***

- 1) *Disseminate Public Meetings* – Bring video/audio of public meetings and pertinent government business to the citizen's television and internet enabled device.
- 2) *Bulletin Board* – Fill time slots with informational bulletins associated with government or community business and events.
- 3) *Produce Shows* – Produce, televise, and make available online shows and videos directed at the City's current business or community projects.
- 4) *Produce sponsorship recognition content* – Create web and video content to support recognition of donors and sponsors.
- 5) *Provide IT support* – Provide desktop, networking, and other technological support to staff. Assist the IT Administrator as needed.
- 6) *Social Media* – Manage the City's primary social media account and provide support for departmental social media channels.

***Important Outputs:***

- 1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel Committee, Plan Commission, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, Redevelopment Authority, and Board of Appeals meetings are recorded and televised multiple times per week on a rotating schedule to service viewers on all work shifts. Meetings are digitally streamed live and available for on demand viewing online. Eventually all meetings will be televised allowing viewers to follow legislative items from committee through Common Council.

- 2) *Bulletin Board* – Activity funded by Cable Access Fees. A slideshow of pertinent information related to City business. The content contains brochure, news and general information keeping residents informed on a routine basis.
- 3) *Shows* – Activity funded by Cable Access Fees. 15 to 30 minute television shows addressing specific government business or public events are produced to extend discussion of pertinent issues facing the community beyond what public meetings provide.
- 4) *Video Content* - Activity funded by Cable Access Fees. Serving the needs of the City organization to create videos of specific training or promotional events. Creating short segments of informational programs.
- 5) *Internet Presence* – Activity funded by Cable Access Fees. Make available channel content via an on demand internet presence. Incorporate use of social media channels.
- 6) *Internal Support* – Activity funded by Cable Access Fees. Make available audio and visual equipment and assistance to City departments. Provide IT support to staff.

***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) Increase viewership.
- 6) Reduced cost to the City organization operations.

***2018 Performance Measures***

- 1) Record 100% of scheduled televised public meetings.
- 2) Solicit channel sponsorships from 25 businesses by December 31, 2018.
- 3) Respond to 100% of IT inquiries in the absence of the IT Administrator.
- 4) Increase Facebook likes for the City's primary page 10% compared to previous period.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase viewership 10% based on digital statistics.
  - a. Result: Online video viewership decreased 5.9% compared to previous period based on data from Google Analytics.

- 2) Add a single major sponsor or several minor sponsors.
  - a. Result: Received \$250 in sponsor revenues.
- 3) Increase feedback from viewers.
  - a. Result: Feedback decreased 51.6% compared to previous period.

***Significant Program Achievements:***

- 1) Maintained a perfect public meeting production record, over 600 meetings, since the channel was relocated from St. Norbert College to City Hall.
- 2) Increased information dissemination by utilizing social media.
- 3) Added 3<sup>rd</sup> party informational and educational programming.
- 4) Increase in internal user support.

***Existing Program Standards Including Importance to Community:***

- 1) Professionally produce and broadcast public meetings and City business content 24/7.
  - a. Community Importance.
    - i. Eliminates the time and distance requirement along with the costs associated with attending meetings.
    - ii. Meetings are broadcast during three different segments of the day, 24/7, so TV viewers on all work shifts receive programming. In addition, meetings are available on demand via internet presence.
    - iii. City information is displayed repeatedly to service the intermittent TV viewer.
    - iv. Programs are providing insight into subjects not found elsewhere.

***Costs and Benefits of Program and Services:***

The adopted 2018 Cable Access Fund program cost is \$125,243. The program benefits the community by providing citizens with television and internet viewing access to public meetings and other City business information along with general interest content from their home or business. The estimated fund balance of the Cable Access Fund at December 31, 2017 is \$0.00.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Training includes CompTIA Security + certification training.
- 2) Seminars and Conferences increased \$75 for additional hotel night at Wisconsin Community Media Spring Conference.
- 3) Office Supplies decreased \$430 by removing non-recurring office chair replacement.
- 4) Membership dues for Wisconsin Community Media has been relocated from Other Contractual Services to Membership/Subscriptions causing an increase of \$275 in the Membership/Subscriptions account.
- 5) Operating Supplies decreased \$2,825 after removing non-recurring PC workstation replacement.

**City of De Pere  
2018 Special Fund  
Adopted Budget**

**CABLE ACCESS FUND**

				<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
<b>Account Title</b>									
<b>Expenditures</b>									
Account Number PERSONAL SERVICES									
209	50000	110	Salaries	39,672	\$ 24,703	\$ 13,846	\$ 24,703	\$ 25,396	2.81%
209	50000	120	Hourly Wages	41,431	44,304	20,765	44,304	46,467	4.88%
209	50000	126	Hourly Wages Part Time	2,713	2,700	1,322	2,700	2,789	3.30%
209	50000	150	FICA	5,693	5,318	2,624	5,318	5,538	4.13%
209	50000	151	Retirement	5,291	4,692	2,194	4,692	4,815	2.61%
209	50000	152	Health, Dental, DIB, Life & Wks Comp Ins	28,991	23,767	13,188	23,767	23,934	0.70%
209	50000	190	Training	594	400	380	380	400	0.00%
			<b>Subtotal</b>	<b>124,386</b>	<b>105,885</b>	<b>54,319</b>	<b>105,865</b>	<b>109,339</b>	<b>3.26%</b>
			CONTRACTUAL SERVICES						
209	50000	212	Seminars and Conferences	453	435	494	534	510	17.24%
209	50000	240	Equipment Maintenance	590	625	0	625	625	0.00%
209	50000	290	Other Contractual Services	11,971	12,127	12,029	12,214	12,214	0.72%
			<b>Subtotal</b>	<b>13,013</b>	<b>13,187</b>	<b>12,522</b>	<b>13,373</b>	<b>13,349</b>	<b>1.23%</b>
			SUPPLIES AND EXPENSE						
209	50000	310	Office Supplies	170	640	0	640	210	-67.19%
209	50000	320	Memberships/Subscriptions	0	275	0	0	275	0.00%
209	50000	330	Mileage Reimbursement	239	358	0	358	358	0.00%
209	50000	340	Operating Supplies	1,487	4,537	3,079	4,537	1,712	-62.27%
			<b>Subtotal</b>	<b>1,896</b>	<b>5,810</b>	<b>3,079</b>	<b>5,535</b>	<b>2,555</b>	<b>-56.02%</b>

City of De Pere  
2018 Special Fund  
Adopted Budget

**CABLE ACCESS FUND**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
			OTHER						
209	50000	410-542	Transfer to General Fund	18,500	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>18,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
209	50000	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 172,704</b>	<b>\$ 124,882</b>	<b>\$ 69,920</b>	<b>\$ 124,773</b>	<b>\$ 125,243</b>	<b>0.29%</b>

**Revenues**

209	44125		Franchise Fees	103,631	\$ 120,000	\$ 23,417	\$ 120,000	\$ 120,000	0.00%
209	44126		Miscellaneous	576	0	795	795	0	0.00%
			Fund Balance		4,882			5,243	7.39%
			<b>TOTAL REVENUES</b>	<b>\$ 104,206</b>	<b>\$ 124,882</b>	<b>\$ 24,212</b>	<b>\$ 120,795</b>	<b>\$ 125,243</b>	<b>0.29%</b>

## **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) 2007 Bond issue for \$2,020,000. Principal is \$110,000. Interest is \$46,980. Principal balance after the 2018 payments are made is \$1,050,000. Interest balance after the 2018 payments are made is \$172,460. Bonds are scheduled to mature in 2026.
- 2) 2008 Bond issue for \$1,000,000. Principal is \$50,000. Interest is \$27,195. Principal balance after the 2018 payments are made is \$575,000. Interest balance after the 2018 payments are made is \$133,352. Bonds are scheduled to mature in 2027.
- 3) 2008 Bond issue for \$2,270,000. Principal is \$110,000. Interest is \$98,790. Principal balance after the 2018 payments are made is \$1,660,000. Interest balance after the 2018 payments are made is \$519,960. Bonds are scheduled to mature in 2027.
- 4) 2009 Bond issue for \$2,675,000. Principal is \$230,000. Interest is \$50,627. Principal balance after 2018 payments are made is \$1,250,000. Interest balance after the 2018 payments are made is \$261,338. Bonds are scheduled to mature in 2029.
- 5) 2010 Bond issue for \$2,985,000. Principal is \$360,000. Interest is \$21,837. Principal balance after 2018 payments are made is \$415,000. Interest balance after the 2018 payments are made is \$18,237. Bonds are scheduled to mature in 2020.
- 6) 2011 Bond issue for \$2,245,000. Principal is \$145,000. Interest is \$36,490. Principal balance after 2018 payments are made is \$1,145,000. Interest balance after the 2018 payments are made is \$145,910. Bonds are scheduled to mature in 2025.
- 7) 2012 Bond issue for \$2,980,000. Principal is \$155,000. Interest is \$30,133. Principal balance after 2018 payments are made is \$1,495,000. Interest balance after the 2018 payments are made is \$160,630. Bonds are scheduled to mature in 2027.
- 8) 2012 Bond Issue for \$2,850,000. Principal is \$155,000. Interest is \$69,246. Principal balance after the 2018 payments are made is \$2,275,000. Interest balance after the 2018 payments are made is \$498,101. Bonds are scheduled to mature in 2031.



- 9) 2013 Bond Issue for \$5,650,000. Principal is \$600,000. Interest is \$102,295. Principal balance after the 2018 payments are made is \$2,670,000. Interest balance after the 2018 payments are made is \$389,948. Bonds are scheduled to mature in 2028.
- 10) 2013 Bond Issue for \$2,530,000. Principal is \$340,000. Interest is \$39,513. Principal balance after the 2018 payments are made is \$940,000. Interest balance after the 2018 payments are made is \$80,499. Bonds are scheduled to mature in 2023.
- 11) 2014 Bond Issue for \$2,935,000. Principal is \$445,000. Interest is \$37,800. Principal balance after the 2018 payments are made is \$1,210,000. Interest balance after the 2018 payments are made is \$149,700. Bonds are scheduled to mature in 2029.

***Debt Service Fund – Notes:***

- 1) 2011 Note issue for \$1,565,000. Principal is \$75,000. Interest is \$5,820. Principal balance after the 2018 payments are made is \$160,000. Interest balance after 2018 payments are made is \$6,480. Note is scheduled to mature in 2020.
- 2) 2014 Note issue for \$670,000. Principal is \$75,000. Interest is \$10,800. Principal balance after the 2018 payments are made is \$385,000. Interest balance after 2018 payments are made is \$30,600. Note is scheduled to mature in 2023.
- 3) 2015 Note issue for \$6,240,000. Principal is \$860,000. Interest is \$110,750. Principal balance after the 2018 payments are made is \$3,595,000. Interest balance after the 2018 payments are made is \$266,050. Note is scheduled to mature in 2025.
- 4) 2016 Note issue for \$5,900,000. Principal is \$590,000. Interest is \$83,613. Principal balance after the 2018 payments are made is \$4,710,000. Interest balance after 2018 payment is made is \$374,251. Note is scheduled to mature in 2026.
- 5) 2016 Note issue for \$890,000. Principal is \$85,000. Interest is \$16,460. Principal balance after the 2018 payments are made is \$720,000. Interest balance after the 2018 payments are made is \$67,145. Note is scheduled to mature in 2026.
- 6) 2017 Note issue for \$2,020,000. Principal is \$335,000. Interest is \$26,777. Principal balance after the 2018 payments are made is \$1,685,000. Interest balance after 2018 payments are made is \$151,985.
- 7) 2017 Note issue for \$250,000. Principal is \$250,000. Interest is \$625. Principal balance after the 2018 payment is made is \$0. Interest balance after 2018 payment is made is \$0. Note is scheduled to mature in 2018.

***Revenues:***

- 1) Property tax levy is \$2,286,357.
- 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 \$568,678.
- 4) Transfer from Capital Projects Fund (TID # 6) is \$1,651,540.
- 5) Transfer from Capital Projects Fund (TID # 7) is \$486,368.
- 6) Transfer from Capital Projects Fund (TID #8) is \$358,368.
- 7) Transfer from Capital Projects Fund (TID #9) is \$134,655.
- 8) Transfer from Capital Projects Fund (TID #10) is \$177,385.

**City of De Pere  
2018 Debt Service Fund  
Adopted Budget**

**Debt Service**

				<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
<b>Account Title</b>									
<b>Expenditures</b>									
Account Number	PRINCIPAL (G.O.)								
301	58100	610	Bonds	\$ 4,515,000	\$ 2,615,000	\$0	\$ 2,615,000	\$ 2,700,000	3.25%
301	58100	611	Notes	2,362,000	2,131,292	275,000	2,131,292	2,270,000	6.51%
			<b>Subtotal</b>	<b>6,877,000</b>	<b>4,746,292</b>	<b>275,000</b>	<b>4,746,292</b>	<b>4,970,000</b>	<b>4.71%</b>
			INTEREST (G.O.) AND DEBT SERVICE FEES						
301	58200	620	Bonds	524,677	626,319	295,889	626,319	560,906	-10.44%
301	58200	623	Notes	263,226	285,809	151,990	285,809	254,845	-10.83%
301	58200	630	Debt Service Fees	7,033	2,600	1,300	2,600	2,600	0.00%
			<b>Subtotal</b>	<b>794,936</b>	<b>914,728</b>	<b>449,179</b>	<b>914,728</b>	<b>818,351</b>	<b>-10.54%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 7,671,936</b>	<b>\$ 5,661,020</b>	<b>\$ 724,179</b>	<b>\$ 5,661,020</b>	<b>\$ 5,788,351</b>	<b>2.25%</b>

**Revenues**

301	41110		Property Tax Levy	\$ 1,837,313	\$ 2,174,850	\$ 2,174,850	\$ 2,174,850	\$ 2,286,357	5.13%
301	48110		Interest On Investments	0	0	0	0	0	0.00%
301	49110		Special Assessments	125,000	125,000	62,500	125,000	125,000	0.00%
301	49120		Proceeds From Long Term Notes	2,395,000	0	0	0	0	0.00%
301	49210		Transfer From General Fund	0	0	0	0	0	0.00%
301	49220		Transfer From Special Fund	0	0	0	0	0	0.00%
301	49223		Transfer From TID #5	657,822	563,433	281,717	563,433	568,678	0.93%
301	49224		Transfer From TID #6	1,774,085	1,658,869	829,435	1,658,869	1,651,540	-0.44%
301	49225		Transfer From TID #7	365,717	477,094	238,547	477,094	486,368	1.94%
301	49226		Transfer From TID #8	351,503	354,011	177,006	354,011	358,368	1.23%
301	49227		Transfer From TID #9	130,978	130,360	65,180	130,360	134,655	3.29%
301	49228		Transfer From TID #10	115,448	177,403	88,702	177,403	177,385	-0.01%
301	49230		Energy Center Shared Revenues	0	0	0	0	0	0.00%
301	49240		Transfer From Capital Projects Fund	0	0	0	0	0	0.00%
301	49260		Transfer From Water Fund	0	0	0	0	0	0.00%
301	49261		Transfer From Wastewater Fund	0	0	0	0	0	0.00%
301	49300		Unappropriated Surplus Funds	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,752,866</b>	<b>5,661,020</b>	<b>3,917,937</b>	<b>5,661,020</b>	<b>5,788,351</b>	<b>2.25%</b>
			<b>TOTAL REVENUES</b>	<b>\$ 7,752,866</b>	<b>\$ 5,661,020</b>	<b>\$ 3,917,937</b>	<b>\$ 5,661,020</b>	<b>\$ 5,788,351</b>	<b>2.25%</b>

# **CAPITAL PROJECTS**

<b>City of De Pere, Wisconsin</b>															
<b>Projects</b>	<b>Cost</b>	<b>Property Tax</b>	<b>Local Vehicle Registration Fee</b>	<b>10 Year Note</b>	<b>15 Year Bond</b>	<b>Bonds - TIF</b>	<b>SA</b>	<b>Donations and Grants</b>	<b>Special Rev Fund</b>	<b>Storm Water Fund</b>	<b>Waste Water Fund</b>	<b>Water Utility</b>	<b>General Fund</b>	<b>Other</b>	<b>Deleted</b>
<b>General Government</b>															
City Council - Beautification Committee	4,000												4,000		
City Council - Community Service Grants	1,200												1,200		
Municipal Court - New Office Chair for Court Clerk	500												500		
Municipal Court - Larger Paper Shredder	300												300		
City Attorney - Printer for Staff Attorney	300												300		
City Attorney - Stand up Workstation	600												600		
City Administrator - New Office Chair	600												600		
City Administrator - Stand up Workstation	600												600		
Human Resources - Stand up Workstations (2)	1,200												1,200		
Elections - Banners/Signs	0														2,000
Elections - Electronic Poll Books	15,504												7,600		7,904
IT - Door Access Controller Upgrade	31,000												31,000		
IT - Virtual Server Replacement	10,200												10,200		
Cable Access Fund - Video Server Upgrade	15,395			15,395											
Finance - Replace Office Furniture	4,300												4,300		
City Hall - Annual Maintenance	10,000												10,000		
City Hall - Front Ramp Replacement	250,000			65,000											185,000
City Hall - Space Analysis	0														15,000
Economic Development - Monitor and Monitor Mounts	375												375		
GIS - Drone	0														4,750
<b>Total General Government</b>	<b>346,074</b>	<b>0</b>	<b>0</b>	<b>80,395</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,775</b>	<b>0</b>	<b>214,654</b>
<b>Public Safety</b>															
Police - Body Cameras	25,000												25,000		
Police - Carpet Replacement	11,600												11,600		
Police - Interview Room Audio/Visual System Replacement	35,000												35,000		
Police - Mobile Technology Replacement	20,040												20,040		
Police - K-9 and Community Resource Vehicle Lease Continuation	40,000												40,000		
Police - Squad Replacement (3)	45,000			45,000											
Fire - Portable Radio Maintenance	5,000												5,000		
Fire - Replace Personal Protective Equipment	50,000												50,000		
Fire - Squad Jackets	10,000												10,000		
Fire - Replace Administrative Vehicle	0														40,000
Fire - Power Cot Loader	0														30,000
Fire - Renovate Station #1 Classroom	0														12,000
Fire - Replace Station #1 Boilers	0														150,000
Fire - Resurface Station #2 Parking Lot	0														34,000
<b>Total Public Safety</b>	<b>241,640</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196,640</b>	<b>0</b>	<b>266,000</b>
<b>Public Works</b>															
Engineering - Workstation Replacement (5) & Purchase (1)	12,000									3,000	3,000	3,000	3,000		
MSC - Upgrades & Repairs	10,000									1,500	1,500	1,500	5,500		
MSC - Replace Fuel Tanks	0														250,000
MSC - Replace Boilers	150,000			82,500						22,500	22,500	22,500			
MSC - Repair Roof	35,000			19,250						5,250	5,250	5,250			
MSC - Install Electronic Gate	0														16,000
MSC - Install Card Swipes (2 doors)	6,500									975	975	975	3,575		
Machinery & Equipment - Diesel Diagnostic Software	8,337									4,168	1,251	1,251	1,667		
Machinery & Equipment - Hose Repair Equipment	2,037									1,018	306	306	407		
Machinery & Equipment - Grease Hose Reel	1,200									600	180	180	240		
Machinery & Equipment - Remove Hoist	4,000									2,000	600	600	800		

City of De Pere, Wisconsin															
Projects	Cost	Property Tax	Local Vehicle Registration Fee	10 Year Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Storm Water Fund	Waste Water Fund	Water Utility	General Fund	Other	Deleted
Machinery & Equipment - Misc Tools	1,500									750	225	225	300		
Machinery & Equipment - Repair Crane Hoist Cable	1,545									772	232	232	309		
Street Cleaning - Replace Street Sweeper	341,000									341,000					
Snow & Ice Control - Replace Front End Loader	225,000			225,000											
Snow & Ice Control - Replace Dump Truck Chassis	161,000			146,000											15,000
Traffic Signs & Markings - Install Pedestrian Refuge Islands on N Broadway	0														260,000
Traffic Signs & Markings - Install Gateway Entrance on N Broadway	0														150,000
Traffic Signs & Markings - Install Radar Feedback Sign on N Broadway	15,000							15,000							
Traffic Signs & Markings - Upgrade Crosswalk Markings on N Broadway	1,500												1,500		
Street Lighting - Decorative Street Lighting Installation & Replacement Study	10,000			10,000											
Street Lighting - Decorative Street Lighting Installation & Replacement	40,000			40,000											
Traffic Lights - Replace Video Detection Equipment	35,000												35,000		
Traffic Lights - Push Button Upgrades	5,000												5,000		
Planning - TID 5 Government Software System	20,000					20,000									
Planning - TID 5 Visioning/Branding Update to Signage	4,000					4,000									
Planning - TID 5 Zoning Code Update	5,000					5,000									
Planning - TID 5 Downtown Pots - Landscaping	2,000					2,000									
Planning - TID 6 Government Software System	20,000					20,000									
Planning - TID 6 Zoning Code Update	5,000					5,000									
Planning - TID 7 James Street Streetscape	500,000					500,000									
Planning - TID 7 Government Software System	20,000					20,000									
Planning - TID 7 Lee Square Dumpster Enclosures	60,000					60,000									
Planning - TID 7 Visioning/Branding Update to Signage	4,000					4,000									
Planning - TID 7 Façade Grant Program	30,000					30,000									
Planning - TID 7 Downtown East - Redevelopment Concepts	35,000					35,000									
Planning - TID 7 Zoning Code Update	5,000					5,000									
Planning - TID 7 Development Grant	200,000					200,000									
Planning - TID 7 Downtown Pots - Landscaping	2,000					2,000									
Planning - TID 7 Front St Parking Lot Extension	350,000					350,000									
Planning - TID 8 Government Software System	20,000					20,000									
Planning - TID 8 Development Grant	300,000					300,000									
Planning - TID 8 Zoning Code Update	5,000					5,000									
Planning - TID 9 Nicolet Square Lot Reconstruction	468,000					468,000									
Planning - TID 9 Government Software System	20,000					20,000									
Planning - TID 9 Visioning/Branding Update to Signage	4,000					4,000									
Planning - TID 9 Façade Grant Program	30,000					30,000									
Planning - TID 9 Nicolet Square Master Plan Implementation	100,000					100,000									
Planning - TID 9 Development Grant	100,000					100,000									
Planning - TID 9 Zoning Code Update	5,000					5,000									
Planning - TID 9 Downtown Pots - Landscaping	2,000					2,000									
Planning - TID 10 Government Software System	20,000					20,000									
Planning - TID 10 Enterprise Drive Reconstruction	1,600,000					1,600,000									
Planning - TID 10 Rockland Road Rehabilitation	100,000					100,000									
Planning - TID 10 Storm Water System Engineering	15,000					15,000									
Planning - TID 10 East Industrial Park Gateway Signage	75,000					75,000									
Planning - TID 10 Future Infrastructure - Enterprise Dr Extension	750,000					750,000									
Planning - TID 10 Development Grant	300,000					300,000									
Planning - TID 10 Zoning Code Update	5,000					5,000									
Planning - TID 11 West Industrial Park Railroad Maintenance	5,000					5,000									
Planning - TID 11 West Industrial Park Gateway Signage	75,000					75,000									
Planning - TID 11 West Industrial Park Regional Pond Design & Construction	650,000					650,000									
Planning - TID 11 Future Infrastructure - American Blvd Extension	375,000					375,000									

<b>City of De Pere, Wisconsin</b>															
<b>Projects</b>	<b>Cost</b>	<b>Property Tax</b>	<b>Local Vehicle Registration Fee</b>	<b>10 Year Note</b>	<b>15 Year Bond</b>	<b>Bonds - TIF</b>	<b>SA</b>	<b>Donations and Grants</b>	<b>Special Rev Fund</b>	<b>Storm Water Fund</b>	<b>Waste Water Fund</b>	<b>Water Utility</b>	<b>General Fund</b>	<b>Other</b>	<b>Deleted</b>
Planning - TID 11 Development Grant	300,000					300,000									
Planning - TID 12 West Industrial Park Railroad Maintenance	5,000					5,000									
Planning - TID 12 West Industrial Park Gateway Signage	75,000					75,000									
Planning - TID 12 Storm Water System Engineering	20,000					20,000									
Planning - TID 12 West Business Park Pond Outfall Upgrade	100,000					100,000									
Planning - TID 12 Future Infrastructure - American Blvd Extension	375,000					375,000									
Planning - TID 12 Development Grant	300,000					300,000									
Planning - TID 13 Main and Lawrence Roundabout	3,753,500					3,753,500									
Planning - TID 13 Development Grant	100,000					100,000									
<b>Total Public Works</b>	<b>12,380,118</b>	<b>0</b>	<b>0</b>	<b>522,750</b>	<b>0</b>	<b>11,314,500</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>383,534</b>	<b>36,018</b>	<b>36,018</b>	<b>57,299</b>	<b>0</b>	<b>691,000</b>
<b>Parks &amp; Recreation</b>															
Community Center - Improvements/Upgrades & Repairs	10,000												10,000		
Community Center - Boiler Replacement	35,000			35,000											
Community Center - Lower Level Flooring Replacement	40,000			40,000											
Community Center - Table & Furniture Replacement	20,000							20,000							
Park & Recreation Administration-Design/Planning Old Bridge Approach	0														20,000
Parks & Public Lands - Water Cooler Replacement Program	6,000												6,000		
Parks & Public Lands - Accessible Route Program	5,000												5,000		
Parks & Public Lands - Sidewalk Replacement Program	5,000												5,000		
Parks & Public Lands - Kelly Daanen Park Sign	0														4,500
Parks & Public Lands - Voyageur Park Restroom Facility Replacement	40,000			40,000											
Parks & Public Lands - Voyageur Park Playground Resurfacing	110,000			110,000											
Parks & Public Lands - VFW Park Playground Walkway Resurfacing	0														14,000
Parks & Public Lands - VFW Park Scoreboard Replacement	6,000												6,000		
Parks & Public Lands - Legion Park Tennis Court Renovation	80,000			80,000											
Parks & Public Lands - Legion Park Woods Bathroom Replacement	0														120,000
Parks & Public Lands - Legion Park Crackfill & Sealcoat Parking Lot	7,000												7,000		
Parks & Public Lands -Optimist Park Crackfill & Sealcoat Parking Lot	9,000												9,000		
Parks & Public Lands - Patriot Park Playground Replacement	0														110,000
Parks & Public Lands - Southwest Park Paving & Landscaping	0														15,000
Parks & Public Lands - Preserve Walkway Crackfill	2,000												2,000		
Parks & Public Lands - Business Park Walkway Crackfill	3,000												3,000		
Parks & Public Lands - East River Trail Walkway Crackfill	6,000												6,000		
Parks & Public Lands - De Pere High School Lighted Tennis Courts	15,000			15,000											
Parks & Public Lands - Reconstruct Sloped Area on Riverwalk	30,000												30,000		
Parks & Public Lands - Riverwalk Triangular Area Replanting	4,600												4,600		
Parks & Public Lands - East Side of Riverwalk Walkway	11,400												11,400		
Forestry - Forestry Management Plan/GIS Tree Inventory	25,000							20,000					5,000		
Boat Ramps - Perkofski Crackfill, Patch & Sealcoat	0														40,000
Parks Equip/Veh Maintenance - Truck #309 Replacement	45,000			45,000											
Parks Equip/Veh Maintenance - #303 6 ft Mower Replacement	30,000			30,000											
Parks Equip/Veh Maintenance - Utility Trailer	1,800												1,800		
<b>Total Parks &amp; Recreation</b>	<b>546,800</b>	<b>0</b>	<b>0</b>	<b>395,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,800</b>	<b>0</b>	<b>323,500</b>
<b>Street Management</b>															
Crackfilling/Patching	410,000	166,276		243,724											
Resurfacing-Various	775,000	775,000													
Sidewalks	144,500			84,500			60,000								
Alley Reconstruction	0														165,000
Street Reconstruction - Charles Street	1,187,000			1,187,000											
Claude Allouez Bridge Maintenance	100,000													100,000	

<b>City of De Pere, Wisconsin</b>															
<b>Projects</b>	<b>Cost</b>	<b>Property Tax</b>	<b>Local Vehicle Registration Fee</b>	<b>10 Year Note</b>	<b>15 Year Bond</b>	<b>Bonds - TIF</b>	<b>SA</b>	<b>Donations and Grants</b>	<b>Special Rev Fund</b>	<b>Storm Water Fund</b>	<b>Waste Water Fund</b>	<b>Water Utility</b>	<b>General Fund</b>	<b>Other</b>	<b>Deleted</b>
Railroad Crossing Reconstruction - Lande Street	75,000			75,000											
New Leaf Development Street Extension	30,000			30,000											
Lawrence Drive Development	1,414,800					365,600	1,049,200								
Ryan Road Development	2,831,700						1,895,300			285,400	229,200	25,800			396,000
Waterview Heights Street Extentension	1,355,900			22,500			1,109,000			203,200	10,600	10,600			
<b>Total Street Management</b>	<b>8,323,900</b>	<b>941,276</b>	<b>0</b>	<b>1,642,724</b>	<b>0</b>	<b>365,600</b>	<b>4,113,500</b>	<b>0</b>	<b>0</b>	<b>488,600</b>	<b>239,800</b>	<b>36,400</b>	<b>0</b>	<b>100,000</b>	<b>561,000</b>
<b>Sanitary Sewer</b>															
Televising/ Repair	200,000										200,000				
Sewer Lining and Repair	266,000										266,000				
Charles Street Interceptor	41,000										41,000				
Swan Road Interceptor	500,000										500,000				
Manhole Rehabilitation and Pipe Joint Repair	100,000										100,000				
Sewer Relay - Fox River Trail	125,000										125,000				
Sewer Relay - Charles Street	50,000										50,000				
<b>Total Sanitary Sewer</b>	<b>1,282,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,282,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Water Utility</b>															
Water Main Relay	880,000											880,000			
Hydrant Replacement	30,000											30,000			
Meter Software	25,000											25,000			
9th Street Tower Inspection	5,000											5,000			
Enterprise Reservoir Inspection	5,000											5,000			
Water Main Relay-Charles Street	220,000											220,000			
<b>Total Water Utility</b>	<b>1,165,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,165,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Storm Water Utility</b>															
Storm Sewer Televising	50,000									50,000					
Storm Sewer Repair & Replacement	175,000									175,000					
Storm Water Pond Cleaning	80,000									80,000					
New Storm Sewer	100,000									100,000					
<b>Total Storm Water Utility</b>	<b>405,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>405,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS - CAPITAL PROJECTS</b>	<b>\$ 24,690,532</b>	<b>\$ 941,276</b>	<b>\$ -</b>	<b>\$2,685,869</b>	<b>\$ -</b>	<b>\$ 11,680,100</b>	<b>\$ 4,113,500</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 1,277,134</b>	<b>\$1,557,818</b>	<b>\$ 1,237,418</b>	<b>\$ 438,514</b>	<b>\$ 100,000</b>	<b>\$ 2,056,154</b>



## **Tax Increment District Funds**

### ***Program Mission:***

The mission of the Tax Increment Districts (TIDs) is to create jobs and increase the City tax base.

Note: Tax Incremental Finance, or TIF, is a financing tool that allows municipalities to invest in infrastructure and other improvements, and pay for these investments by capturing property tax revenue from the newly developed property. An area is identified (the tax incremental district, or TID) as appropriate for a certain type of development, and projects are identified to encourage and facilitate the desired development.

### ***List of Program Service(s) Descriptions:***

- 1) *Project Plan* – The project plan is the document for each district which outlines the activities / project in each district that are planned during the life of the district.
- 2) *Financing* – Based on the items identified in the Tax Increment District (TID) Plan; funds are provided to those projects.
- 3) *Increment Collection* – The tax increment is collected by the City and captured within the TID fund. The dollars are used to pay of the financing and debt created by funding TID projects.

### ***Important Outputs:***

- 1) *Project Financing / Funding New Development*– The City bonds to provide funding for new development. The new development is important to the community since the use of the funds helps to create jobs or increase the tax base. The principal and interest on the bonds is paid by the new tax increment from the project.
- 2) *Project Financing / Funding Re-Development*– The City bonds to provide funding for re-development. The re-development is important to the community since the use of the funds helps to create jobs, increases the tax base and improves the quality of the district. The principal and interest on the bonds is paid by the new tax increment from the project.

### ***Expected Outcomes:***

- 1) Projects identified in the project plan are implemented and the plan would be analyzed to determine if future projects shall be maintained or modified.
- 2) New development and re-development provides growth in the tax base and creates new and retained jobs in the community.
- 3) Increased tax increment pays off the debt from the bonded projects.

### ***2018 Performance Measures:***

- 1) New development / redevelopment should have a projected return of 4 to 1 or better.
- 2) Marketing of program to develop at least four projects per year.

***2017 Performance Measurement Data:***

1. New development / redevelopment should have a projected return of 4 to 1 or better.
  - a. Result: 2017 projects did meet City criteria.
2. Marketing of program to develop at least four projects per year.
  - a. Results: Complete.

***Significant Program Achievements:***

- TID 7: The 102 on Broadway project is complete.
- TID 6: O’Keefe VPLE closure is almost complete.
- TID 8: The American 3Fab project is complete.
- TID 9: The Council approved two façade grants for TID 9.
- TID 10: The Paroubek Insurance building is complete.
- TID 11: 2 Purchase Agreements approved for 8 Line Supply and CMR, LLC.

***Existing Program Standards Including Importance to Community:***

- 1) Expenditures must match the specifications of the Project Plan.
- 2) Debt from funded project must be paid off within the life of the TID.

***Costs and Benefits of Program and Services:***

The cost of the TID program is shown in two areas – administration costs and also the impact on the mill rate based on the existing bonding and the new planned bonding for the fiscal year. In 2018 the administrative cost is approximately \$390,000. We had also planned for \$11,680,100 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:** August 27, 2023

**Location:** Located on the west side of the City and overlays a large part of the downtown district.

**Purpose:** Defined as a blighted District. TID has been used to spur development in the downtown. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

**Financial Status:** The fund liability as of December 31, 2016 is \$4,107,490. The increment value is \$27,257,700 and generates over \$593,696 increment annually.

**2018 Proposed Projects:**

Part Time Communications Specialist (Split between TID 5, 6, 7, 8, 9, 10, 11, 12)	\$	7,000
Downtown Pots - Planting (split between TID 5, 7 and 9)	\$	2,000
Downtown Signs - Visioning/Branding (split with TID 7 and 9)		4,000
1/6 of Zoning Code Update TID Portion (split between TID 5, 6, TID 7, TID 8, TID 9 and TID 10)		5,000
Government Software System (split between TID 5, 6, 7, 8, 9, 10)		20,000
TOTAL	\$	31,000

**Development Driven (may occur if new projects proposed in district):**

None

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #5**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES						
455	56000	110	Salaries	\$ 5,760	\$0	\$ 3,388	\$ 7,342	\$ 4,413	100.00%
455	56000	120	Hourly Wages	0	0	0	0	7,000	100.00%
455	56000	125	Overtime Wages	0	0	0	0	0	0.00%
455	56000	126	Seasonal Labor	7,093	0	1,740	5,385	0	0.00%
455	56000	150	FICA	438	0	292	640	873	100.00%
455	56000	151	Retirement	343	0	210	499	765	100.00%
455	56000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,075	236	100.00%
			<b>Subtotal</b>	<b>15,106</b>	<b>0</b>	<b>6,174</b>	<b>14,941</b>	<b>13,287</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
455	56000	212	Seminars and Conferences	0	0	0	0	0	0.00%
455	56000	215	Consulting	2,482	0	1,616	0	14,575	100.00%
455	56000	290	Other Contractual Services	5,300	0	2,650	5,300	5,300	100.00%
			<b>Subtotal</b>	<b>7,782</b>	<b>0</b>	<b>4,266</b>	<b>5,300</b>	<b>19,875</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
455	56000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
455	56000	340	Operating Supplies	6,047	0	404	6,015	0	0.00%
			<b>Subtotal</b>	<b>6,047</b>	<b>0</b>	<b>404</b>	<b>6,015</b>	<b>0</b>	<b>0.00%</b>
455	50000	592	Transfer To Debt Service	657,822	563,433	281,717	563,433	568,678	0.93%
455	56800	810	Transfer To General Fund	0	11,400	0	0	0	0.00%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #5**

TID DISTRICT #5				2016	2017	2017	2017	2018	2018 / 2017
				Year End	Adopted	6 mos	Year End	Adopted	
Account Title				Actual	Budget	Actual	Estimate	Budget	Budget
									% of Change
Expenditures									
			CAPITAL OUTLAY						
455	56000	810	General Administration	0	50,000	0	0	31,000	-38.00%
455	56100	810	Property Acquisition	0	0	0	0	0	0.00%
455	56200	810	Street Construction	0	189,000	0	0	0	0.00%
455	56300	810	Development Grant	0	50,000	0	0	0	0.00%
455	56400	810	Storm Sewers	0	0	0	0	0	0.00%
455	56500	810	Sanitary Sewers	0	0	0	0	0	0.00%
455	56600	810	Water Mains	0	0	0	0	0	0.00%
455	56700	810	Industrial Land Purchase	0	0	0	0	0	0.00%
			Subtotal	0	289,000	0	0	31,000	-89.27%
			TOTAL EXPENDITURES	\$ 686,757	\$ 863,833	\$ 292,561	\$ 589,689	\$ 632,840	-26.74%

**Revenues**

455	41120		Tax Increments	\$ 818,914	\$ 929,058	\$ 921,139	\$ 921,139	\$ 593,696	-36.10%
455	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
455	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
455	48100		Interest on Investment	0	0	0	0	0	0.00%
455	48210		Rent City Land	0	0	0	0	0	0.00%
455	48305		Property Sales	0	0	0	0	0	0.00%
455	49000		Transfer From TID 6 / Planning	0	0	0	0	0	0.00%
455	43430		Tax Exempt Computer Aid	2,567	3,000	0	7,606	7,606	153.53%
455	49100		Debt Proceeds/Premium	25,163	239,000	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 846,644</b>	<b>\$ 1,171,058</b>	<b>\$ 921,139</b>	<b>\$ 928,745</b>	<b>\$ 601,302</b>	<b>-48.65%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 6

**Year Created:** January 1, 1998

**Final Year of Allowable Expenditures:** December 31, 2015

**Scheduled to Close:** March 3, 2021 (increment only collected through 2020)

**Location:** Located on the west side and includes most of the original business park and the Southbridge expansion.

**Purpose:** Defined as an Industrial District. TID has been used to spur development in the west business park. Our primary use has been for property acquisition and the installation of base infrastructure. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

**Financial Status:** The fund liability as of December 31, 2016 is \$3,486,789. The increment value is \$76,451,800 and generates over \$1,665,228 increment annually.

#### **2018 Proposed Projects:**

*Only administrative expenses can be charged to the TID after December 31, 2015.*

Part Time Communications Specialist (Split with TID 5, 6, 7, 8, 9, 10, 11, 12)	\$ 7,000
Government Software System (split with TID 5, 6, 7, 8, 9, 10)	\$ 20,000
1/6 of Zoning Code Update TID Portion (split with TID 5, 6, TID 7, TID 8, TID 9 and TID 10)	5,000
TOTAL	<u>\$ 25,000</u>

#### **Development Driven (may occur if new projects proposed in district):**

None

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #6**

<b>Account Title</b>	<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
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**Expenditures**

Account Number			PERSONAL SERVICES						
460	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,339	\$ 6,101	100.00%
460	50000	120	Hourly Wages	0	0	0	0	7,000	100.00%
460	50000	125	Overtime Wages	0	0	0	0	0	0.00%
460	50000	150	FICA	386	0	272	561	1,002	100.00%
460	50000	151	Retirement	343	0	210	499	878	100.00%
460	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,074	346	100.00%
			<b>Subtotal</b>	<b>7,592</b>	<b>0</b>	<b>4,414</b>	<b>9,474</b>	<b>15,327</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
460	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
460	50000	215	Consulting	116,875	0	64,843	0	65,000	100.00%
460	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>116,875</b>	<b>0</b>	<b>64,843</b>	<b>0</b>	<b>65,000</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
460	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
460	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
460	50000	592	Transfer To Debt Service	1,774,085	1,658,869	829,435	1,658,869	1,651,540	-0.44%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #6**

			<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
<b>Account Title</b>								
<b>Expenditures</b>								
			CAPITAL OUTLAY					
460	50000	810	General Administration	0	56,000	0	0	-55.36%
460	50000	810	Street Administration (Engineering)	0	5,000	0	0	0.00%
460	50000	810	Development Grant	0	0	0	0	0.00%
460	50000	810	Street Construction	3,838,180	0	0	0	0.00%
460	50000	810	Storm Sewers	0	0	0	0	0.00%
460	50000	810	Sanitary Sewers	0	0	0	0	0.00%
460	50000	810	Water Mains	0	0	0	0	0.00%
460	50000	577	Industrial Land Purchase	0	0	0	0	0.00%
460	50000	810	Transfer To TID 5	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>3,838,180</b>	<b>61,000</b>	<b>0</b>	<b>25,000</b>	<b>-59.02%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 5,736,732</b>	<b>\$ 1,719,869</b>	<b>\$ 898,692</b>	<b>\$ 1,668,343</b>	<b>\$ 1,756,867 2.15%</b>

**Revenues**

460	41120		Tax Increments	\$ 1,788,033	\$ 1,921,778	\$ 1,905,735	\$ 1,905,735	\$ 1,665,228	-13.35%
460	42031		Special Assessments - Streets	0	0	0	0	0	0.00%
460	43430		Tax Exempt Computer Aid	9,066	9,500	0	14,367	14,367	51.23%
460	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
460	48100		Interest on Investment	0	0	0	0	0	0.00%
460	48210		Rent City Land	0	0	0	0	0	0.00%
460	48305		Property Sales	925	0	4,500	0	0	0.00%
460	49000		Transfer From General Fund	0	0	0	0	0	0.00%
460	49100		Debt Proceeds	0	0	0	0	0	0.00%
460	49400		Fund Balance Applied	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 1,798,024</b>	<b>\$ 1,931,278</b>	<b>\$ 1,910,235</b>	<b>\$ 1,920,102</b>	<b>\$ 1,679,595</b>	<b>-13.03%</b>



## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 7

**Year Created:** January 1, 2007

**Final Year of Allowable Expenditures:** December 31, 2028

**Scheduled to Close:** December 31, 2033

**Location:** Located on the east side of the City and overlays a large part of the downtown district.

**Purpose:** Defined as a blighted District. TID has been used to spur re-development in the downtown. Tax finance districts are used to account for long-term debt proceeds and tax increment and project revenues used to finance project expenditures within the TID.

**Financial Status:** The fund liability as of December 31, 2016 is \$3,152,946. The increment value is \$909,200 and generates \$19,688. The City will be working to have the base value re-determined and new increment will be added with Walgreens. PILOT (payment in lieu of taxes) are made for MAC Dental.

#### **2018 Proposed Projects:**

Part Time Communications Specialist (split between TID 6, 8, 9, 10, 11, 12)	\$	7,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
TOTAL	\$	9,000

Downtown East Redevelopment Concepts	\$	35,000
1/6 of Zoning Code Update TID Portion (split with TID 5, 6, TID 7, TID 8, TID 9 and TID 10)		5,000
Downtown Signs - Visioning/Branding (split with TID 7 and 9)		4,000
Government Software System (split between TID 5, 6, 7, 8, 9, 10)		20,000
Lee Square Dumpster Enclosure		60,000
James Street Streetscape		500,000
Downtown Pots - Planting (split between TID 5, 7 and 9)		2,000
TOTAL	\$	626,000

#### **Development Driven (may occur if new projects proposed in district):**

TID 7 Developer Grants	\$	200,000
Façade Improvement Grants		30,000
Front Street Parking Lot Extension		350,000
TOTAL	\$	580,000

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #7**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES						
260	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,342	\$ 9,217	100.00%
260	50000	120	Hourly Wages	2,816	0	0	0	7,000	100.00%
260	50000	125	Overtime Wages	0	0	0	0	0	0.00%
260	50000	126	Seasonal Labor	0	0	0	0	2,000	100.00%
260	50000	150	FICA	600	0	272	562	1,241	100.00%
260	50000	151	Retirement	539	0	210	499	1,087	100.00%
260	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,516	0	543	1,075	395	100.00%
			<b>Subtotal</b>	<b>10,862</b>	<b>0</b>	<b>4,414</b>	<b>9,478</b>	<b>20,939</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
260	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
260	50000	215	Consulting	49,882	0	180	0	14,575	100.00%
260	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>49,882</b>	<b>0</b>	<b>180</b>	<b>0</b>	<b>14,575</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
260	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
260	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
260	50000	592	Transfer To Debt Service	365,717	477,094	238,547	477,094	486,368	1.94%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #7**

			<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
<b>Account Title</b>								
<b>Expenditures</b>								
			CAPITAL OUTLAY					
260	50000	810	General Administration	0	0	0	126,000	100.00%
260	50000	810	Site Development	115,000	119,000	0	500,000	320.17%
260	50000	810	Street Administration (Engineering)	0	0	0	0	0.00%
260	50000	810	Development Grant	435,000	100,000	0	230,000	130.00%
260	50000	810	Street Construction	0	0	0	350,000	100.00%
260	50000	810	Storm Sewers	0	0	0	0	0.00%
260	50000	810	Sanitary Sewers	0	0	0	0	0.00%
260	50000	810	Water Mains	0	0	0	0	0.00%
260	50000	810	Industrial Land Purchase	0	0	0	0	0.00%
260	50000	810	Transfer To General Fund	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>550,000</b>	<b>219,000</b>	<b>0</b>	<b>1,206,000</b>	<b>450.68%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 976,461</b>	<b>\$ 696,094</b>	<b>\$ 243,141</b>	<b>\$ 486,572</b>	<b>\$ 1,727,882 148.23%</b>

**Revenues**

260	41120		Tax Increments	\$ 58,043	\$ 81,382	\$ 80,986	\$ 80,986	\$ 19,688	-75.81%
260	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
260	43430		Tax Exempt Computer Aid	1,014	1,200	0	2,488	2,488	107.33%
260	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
260	48100		Interest on Investment	0	0	0	0	0	0.00%
260	48210		Rent City Land	0	0	0	0	0	0.00%
260	48305		Property Sales	0	0	0	0	0	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0.00%
260	49100		Debt Proceeds/Premium	1,011,903	219,000	0	0	1,206,000	450.68%
260	49290		OT In	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 1,070,960</b>	<b>\$ 301,582</b>	<b>\$ 80,986</b>	<b>\$ 83,474</b>	<b>\$ 1,228,176</b>	<b>307.24%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 8

**Year Created:** January 1, 2007

**Final Year of Allowable Expenditures:** December 31, 2021

**Scheduled to Close:** December 31, 2026

**Location:** Located on the west side of the City and it is bounded by HWY 41 to the west, Lawrence to the east, Scheuring to the north and Southbridge to the south.

**Purpose:** Defined as an Industrial District. The project plan has identified significant business development within this district. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

**Financial Status:** The fund liability as of December 31, 2016 is \$2,877,878. The increment value is \$8,888,700 and generates \$193,608. (Please note the full value of Foth was added in 2014).

#### **2018 Proposed Projects:**

Part Time Communications Specialist (Split between TID 5, 6, 7, 8, 9, 10, 11, 12)	\$	7,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
	TOTAL	\$ 9,000
1/6 of Zoning Code Update TID Portion (split with TID 6, TID 7, TID 8, TID 9 and TID 10)	\$	5,000
Government Software System (split between TID 5, 6, 7, 8, 9, 10)		20,000
	TOTAL	\$ 25,000
<b>Development Driven (may occur if new projects proposed in district):</b>		
TID 8 Developer Grants	\$	300,000

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #8**

<b>Account Title</b>	<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
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**Expenditures**

Account Number			PERSONAL SERVICES						
280	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,339	\$ 7,140	100.00%
280	50000	120	Hourly Wages	0	0	0	0	7,000	100.00%
280	50000	125	Overtime Wages	0	0	0	0	0	0.00%
280	50000	126	Seasonal Labor	0	0	0	0	2,000	100.00%
280	50000	150	FICA	386	0	272	561	1,082	100.00%
280	50000	151	Retirement	343	0	210	499	947	100.00%
280	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,074	362	100.00%
			<b>Subtotal</b>	<b>7,592</b>	<b>0</b>	<b>4,414</b>	<b>9,474</b>	<b>18,531</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
280	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
280	50000	215	Consulting	1,880	0	150	0	14,575	100.00%
280	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,880</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>14,575</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
280	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
280	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
280	50000	592	Transfer To Debt Service	351,503	354,011	177,005	354,011	358,368	1.23%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #8**

			<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
<b>Account Title</b>								
<b>Expenditures</b>								
			CAPITAL OUTLAY					
280	50000	583	General Administration	0	10,000	0	25,000	150.00%
280	50000	583	Street Administration (Engineering)	0	5,000	0	0	0.00%
280	50000	810	Development Grant	1,120,000	50,000	105,000	300,000	500.00%
280	50000	810	Street Construction	0	0	0	0	0.00%
280	50000	810	Storm Sewers	0	0	0	0	0.00%
280	50000	810	Sanitary Sewers	0	0	0	0	0.00%
280	50000	810	Water Mains	0	0	0	0	0.00%
280	50000	810	Industrial Land Purchase	0	0	0	0	0.00%
280	50000	810	Transfer To General Fund	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>1,120,000</b>	<b>65,000</b>	<b>105,000</b>	<b>325,000</b>	<b>400.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 1,480,975</b>	<b>\$ 419,011</b>	<b>\$ 286,569</b>	<b>\$ 363,485</b>	<b>\$ 716,474 70.99%</b>

**Revenues**

280	41120		Tax Increments	\$ 191,787	\$ 225,977	\$ 253,857	\$ 253,857	\$ 193,608	-14.32%
280	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	228,060	230,000	0	220,659	220,659	-4.06%
280	43500		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
280	48100		Interest on Investment	0	0	0	0	0	0.00%
280	48210		Rent City Land	0	0	0	0	0	0.00%
280	48305		Property Sales	0	0	0	0	0	0.00%
280	49000		Transfer From General Fund	0	0	0	0	0	0.00%
280	49100		Debt Proceeds/Premium	40,672	55,000	0	0	300,000	445.45%
			<b>TOTAL REVENUES</b>	<b>\$ 460,519</b>	<b>\$ 510,977</b>	<b>\$ 253,857</b>	<b>\$ 474,516</b>	<b>\$ 714,267</b>	<b>39.78%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 9

**Year Created:** January 1, 2012

**Final Year of Allowable Expenditures:** December 31, 2033

**Scheduled to Close:** December 31, 2038

**Location:** Located on the west side of the City in the downtown area.

**Purpose:** To continue the redevelopment in the downtown. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

**Financial Status:** The fund liability as of December 31, 2016 is \$787,969. The increment value is \$1,011,400 and generates \$22,030 increment annually.

#### **2018 Proposed Projects:**

Part Time Communications Specialist (Split between TID 5, 6, 7, 8, 9, 10, 11, 12)	\$	7,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
TOTAL	\$	9,000

Nicolet Square Parking Lot Reconstruct	\$	468,000
Nicolet Square Master Plan Implement Pedestrian Realm		100,000
1/6 of Zoning Code Update TID Portion (split between TID 5, 6, TID 7, TID 8, TID 9 and TID 10)		5,000
Government Software System (split between TID 5, 6, 7, 8, 9, 10)		20,000
Downtown Signs - Visioning/Branding (split with TID 7 and 9)		4,000
Downtown Pots - Planting (split between TID 5, 7 and 9)		2,000
TOTAL	\$	599,000

#### **Development Driven (may occur if new projects proposed in district):**

TID 9 Developer Grants	\$	100,000
Façade Improvement Grants		30,000
TOTAL	\$	130,000

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #9**

	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number			PERSONAL SERVICES						
285	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,342	\$ 9,476	100.00%
285	50000	120	Hourly Wages	0	0	0	0	7,000	100.00%
285	50000	125	Overtime Wages	0	0	0	0	0	0.00%
285	50000	126	Seasonal Labor	0	0	0	0	2,000	100.00%
285	50000	150	FICA	386	0	272	562	1,260	100.00%
285	50000	151	Retirement	343	0	210	499	1,104	100.00%
285	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,075	567	100.00%
			<b>Subtotal</b>	<b>7,592</b>	<b>0</b>	<b>4,414</b>	<b>9,478</b>	<b>21,407</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
285	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
285	50000	215	Consulting	875	0	150	0	14,575	100.00%
285	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>875</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>14,575</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
285	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
285	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
285	59230	930	Transfer To Debt Service	130,978	130,360	65,180	130,360	134,655	3.29%



**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #9**

			<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2017 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
<b>Account Title</b>								
<b>Expenditures</b>								
			CAPITAL OUTLAY					
285	57120	820	General Administration	0	0	0	131,000	100.00%
285	57311	820	Street Administration (Engineering)	0	179,000	0	0	0.00%
285	57315	820	Development Grant	0	50,000	0	130,000	160.00%
285	57330	820	Street Construction	0	0	0	468,000	100.00%
285	57340	820	Storm Sewers	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	0	0	0	0.00%
285	57342	820	Water Mains	0	0	0	0	0.00%
285	57700	860	Industrial Land Purchase	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>229,000</b>	<b>0</b>	<b>729,000</b>	<b>218.34%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 139,445</b>	<b>\$ 359,360</b>	<b>\$ 69,744</b>	<b>\$ 139,838</b>	<b>\$ 899,637 150.34%</b>

**Revenues**

285	41120		Tax Increments	\$ 29,584	\$ 72,173	\$ 73,316	\$ 73,316	\$ 22,030	-69.48%
285	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
285	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
285	48110		Interest on Investment	0	0	0	0	0	0.00%
285	48210		Rent City Land	0	0	0	0	0	0.00%
285	48300		Property Sales	0	0	0	0	0	0.00%
285	49000		Transfer From General Fund	0	0	0	0	0	0.00%
285	49100		Bonds/Notes	0	0	0	0	0	0.00%
285	43430		Tax Exempt Computer Aid	2,674	2,800	0	3,123	3,123	11.54%
285	49300		Debt Proceeds	0	229,000	0	0	598,000	161.14%
			<b>TOTAL REVENUES</b>	<b>\$ 32,258</b>	<b>\$ 303,973</b>	<b>\$ 73,316</b>	<b>\$ 76,439</b>	<b>\$ 623,153</b>	<b>105.00%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 10

**Year Created:** January 1, 2012

**Final Year of Allowable Expenditures:** December 31, 2026

**Scheduled to Close:** December 31, 2031

**Location:** Located on the east side of the City for the East Industrial Park.

**Purpose:** To continue the development in the East Industrial Park. Our primary use will be infrastructure and possible business grants. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID

**Financial Status:** The fund liability as of December 31, 2016 is \$884,148. The increment value is \$9,506,700 and generates over \$205,857 increment annually.

#### **2018 Proposed Projects:**

Part Time Communications Specialist (Split between TID 5, 6, 7, 8, 9, 10, 11, 12)	\$	7,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
TOTAL	\$	9,000

1/6 of Zoning Code Update TID Portion (split between TID 5, 6, TID 7, TID 8, TID 9 and TID 10)	\$	5,000
East Industrial Park Gateway Signage		75,000
Enterprise Road Reconstruct		1,600,000
Rockland Road Rehabilitation		100,000
Storm Water System Engineering (Split between TID 10 and TID 12)		15,000
Government Software System (split between TID 5, 6, 7, 8, 9, 10)		20,000
TOTAL	\$	1,815,000

#### **Development Driven (may occur if new projects proposed in district):**

TID 10 Developer Grants	\$	300,000
Enterprise Road Extension		750,000
TOTAL	\$	1,050,000

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #10**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number                      PERSONAL SERVICES

290	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,339	\$ 9,476	100.00%
290	50000	120	Hourly Wages	0	0	0	0	7,000	100.00%
290	50000	125	Overtime Wages	0	0	0	0	0	0.00%
290	50000	126	Seasonal Labor	0	0	0	0	2,000	100.00%
290	50000	150	FICA	386	0	272	561	1,260	100.00%
290	50000	151	Retirement	343	0	210	499	1,104	100.00%
290	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,074	567	100.00%
			<b>Subtotal</b>	<b>7,592</b>	<b>0</b>	<b>4,414</b>	<b>9,474</b>	<b>21,407</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
290	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
290	50000	215	Consulting	13,926	0	1,601	0	14,575	100.00%
290	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>13,926</b>	<b>0</b>	<b>1,601</b>	<b>0</b>	<b>14,575</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
290	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
290	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
290	59230	930	Transfer To Debt Service	115,448	177,403	88,701	177,403	177,385	-0.01%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #10**

	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY						
290	57120	820	General Administration	0	0	0	0	100,000	100.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	15,000	100.00%
290	57315	820	Development Grant	0	50,000	0	0	300,000	500.00%
290	57330	820	Street Construction	0	65,000	0	0	2,450,000	3669.23%
290	57340	820	Storm Sewers	529,240	0	0	0	0	0.00%
290	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
290	57342	820	Water Mains	0	0	0	0	0	0.00%
290	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
290	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>529,240</b>	<b>115,000</b>	<b>0</b>	<b>0</b>	<b>2,865,000</b>	<b>2391.30%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 666,206</b>	<b>\$ 292,403</b>	<b>\$ 94,716</b>	<b>\$ 186,877</b>	<b>\$ 3,078,367</b>	<b>952.78%</b>

**Revenues**

290	41120		Tax Increments	\$ 123,951	\$ 125,552	\$ 124,947	\$ 124,947	\$ 205,857	63.96%
290	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
290	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
290	48110		Interest on Investment	0	0	0	0	0	0.00%
290	48210		Rent City Land	0	0	0	0	0	0.00%
290	48300		Property Sales	0	0	1,900	0	0	0.00%
290	49000		Transfer From General Fund	0	0	0	0	0	0.00%
290	49100		Bonds/Notes	0	0	0	0	0	0.00%
290	49120		Tax Exempt Computer Aid	3,262	3,500	0	2,393	2,393	-31.63%
290	49300		Debt Proceeds/Premium	569,527	115,000	0	0	2,765,000	2304.35%
			<b>TOTAL REVENUES</b>	<b>\$ 696,740</b>	<b>\$ 244,052</b>	<b>\$ 126,847</b>	<b>\$ 127,340</b>	<b>\$ 2,973,250</b>	<b>1118.29%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 11

**Year Created:** January 1, 2015

**Final Year of Allowable Expenditures:** December 31, 2029

**Scheduled to Close:** December 31, 2034

**Location:** Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

**Purpose:** To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

**Financial Status:** The fund liability as of December 31, 2016 is \$15,350. The increment value is \$541,000 and generates \$11,784 increment annually.

#### **2018 Proposed Projects:**

Part Time Communications Specialist (Split between TID 5, 6, 7, 8, 9, 10, 11, 12)	\$	7,000
Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)		2,000
TOTAL	\$	9,000

West Industrial Park Gateway Signage (split between TID 11 and TID 12)	\$	75,000
Pond Design and Relocation		650,000
Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)		5,000
TOTAL	\$	730,000

#### **Development Driven (may occur if new projects proposed in district):**

TID 11 Developer Grants	\$	300,000
American Boulevard Extension		375,000
TOTAL	\$	675,000

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #11**

	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number                      PERSONAL SERVICES

291	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,342	\$ 10,904	100.00%
291	50000	120	Hourly Wages	0	0	0	0	7,000	100.00%
291	50000	125	Overtime Wages	0	0	0	0	0	0.00%
291	50000	126	Seasonal Labor	0	0	0	0	2,000	100.00%
291	50000	150	FICA	386	0	272	562	1,370	100.00%
291	50000	151	Retirement	343	0	210	499	1,200	100.00%
291	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,075	505	100.00%
			<b>Subtotal</b>	<b>7,592</b>	<b>0</b>	<b>4,414</b>	<b>9,478</b>	<b>22,978</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
291	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
291	50000	215	Consulting	875	0	150	0	0	100.00%
291	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>875</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
291	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
291	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
291	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #11**

	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY						
291	57120	820	General Administration	0	0	0	0	80,000	100.00%
291	57311	820	Street Administration (Engineering)	0	0	0	0	650,000	100.00%
291	57315	820	Development Grant	0	50,000	0	0	300,000	500.00%
291	57330	820	Street Construction	0	4,500	13,192	0	375,000	8233.33%
291	57340	820	Storm Sewers	0	0	0	0	0	0.00%
291	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
291	57342	820	Water Mains	0	0	0	0	0	0.00%
291	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
291	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>54,500</b>	<b>13,192</b>	<b>0</b>	<b>1,405,000</b>	<b>2477.98%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 8,467</b>	<b>\$ 54,500</b>	<b>\$ 17,755</b>	<b>\$ 9,478</b>	<b>\$ 1,427,978</b>	<b>2520.14%</b>

**Revenues**

291	41120		Tax Increments	\$0	\$0	\$0	\$0	\$ 11,784	100.00%
291	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
291	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
291	48110		Interest on Investment	0	0	0	0	0	0.00%
291	48210		Rent City Land	0	0	0	0	0	0.00%
291	48300		Property Sales	0	0	0	0	0	0.00%
291	49000		Transfer From General Fund	0	0	0	0	0	0.00%
291	49100		Bonds/Notes	0	0	0	0	0	0.00%
291	49120		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
291	49300		Debt Proceeds	0	0	0	0	1,405,000	100.00%
			<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 1,416,784</b>	<b>100.00%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 12

**Year Created:** January 1, 2015

**Final Year of Allowable Expenditures:** December 31, 2029

**Scheduled to Close:** December 31, 2034

**Location:** Located on the west side of the City for the West Industrial Park. An overlap with TID #6.

**Purpose:** To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

**Financial Status:** The fund balance as of December 31, 2016 is \$642,703. The increment value is \$18,600 and generates \$405 increment annually.

#### **2018 Proposed Projects:**

Economic Development Intern (Split between TID 7, 8, 9, 10, 11, 12)	\$	2,000
Storm Water System Engineering (Split between TID 10 and TID 12)	\$	20,000
West Industrial Park Pond Outfall Upgrade		100,000
Railroad Spur Inspection and Maintenance (split between TID 11 and TID 12)		5,000
West Industrial Park Gateway Signage (split between TID 11 and TID 12)		75,000
TOTAL	\$	200,000

#### **Development Driven (may occur if new projects proposed in district):**

TID 12 Developer Grants	\$	300,000
American Boulevard Extension		375,000
TOTAL	\$	675,000



**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #12**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number                      PERSONAL SERVICES

292	50000	110	Salaries	\$ 5,392	\$0	\$ 3,388	\$ 7,339	\$ 8,179	100.00%
292	50000	120	Hourly Wages	0	0	0	0	0	0.00%
292	50000	125	Overtime Wages	0	0	0	0	0	0.00%
292	50000	126	Seasonal Labor	0	0	0	0	2,000	100.00%
292	50000	150	FICA	386	0	272	561	626	100.00%
292	50000	151	Retirement	343	0	210	499	548	100.00%
292	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,472	0	543	1,074	379	100.00%
			<b>Subtotal</b>	<b>7,592</b>	<b>0</b>	<b>4,414</b>	<b>9,474</b>	<b>11,732</b>	<b>100.00%</b>
			CONTRACTUAL SERVICES						
292	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
292	50000	215	Consulting	875	0	150	0	0	100.00%
292	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>875</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>
			SUPPLIES AND EXPENSE						
292	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
292	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
292	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #12**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY						
292	57120	820	General Administration	0	0	0	0	80,000	100.00%
292	57311	820	Street Administration (Engineering)	0	0	0	0	120,000	100.00%
292	57315	820	Development Grant	0	50,000	0	0	300,000	500.00%
292	57330	820	Street Construction	0	104,500	0	0	375,000	258.85%
292	57340	820	Storm Sewers	0	0	0	0	0	0.00%
292	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
292	57342	820	Water Mains	0	0	0	0	0	0.00%
292	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
292	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>154,500</b>	<b>0</b>	<b>0</b>	<b>875,000</b>	<b>466.34%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 8,467</b>	<b>\$ 154,500</b>	<b>\$ 4,564</b>	<b>\$ 9,474</b>	<b>\$ 886,732</b>	<b>473.94%</b>

**Revenues**

292	41120		Tax Increments	\$0	\$0	\$0	\$0	\$ 405	100.00%
292	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
292	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
292	48110		Interest on Investment	0	0	0	0	0	0.00%
292	48210		Rent City Land	0	0	0	0	0	0.00%
292	48300		Property Sales	658,210	0	0	0	0	0.00%
292	49000		Transfer From General Fund	0	0	0	0	0	0.00%
292	49100		Bonds/Notes	0	0	0	0	0	0.00%
292	49120		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
292	49300		Debt Proceeds	0	0	0	0	795,000	100.00%
			<b>TOTAL REVENUES</b>	<b>\$ 658,210</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 795,405</b>	<b>100.00%</b>

## CAPITAL PROJECTS FUND

### TAX INCREMENT DISTRICT # 13

**Year Created:** January 1, 2017

**District Type:** Mixed Use

**Final Year of Allowable Expenditures:** December 31,

**Scheduled to Close:** December 31,

**Location:** Located around the Main Avenue and Lawrence Drive intersections, generally

**Purpose:** To continue the development in the West Industrial Park. Our primary use will be business grants and infrastructure. Tax Finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures with the TID.

**Financial Status:** The fund liability as of December 31, 2016 is \$7,040.

**2018 Proposed Projects:**

Main and Lawrence Roundabout (Design, Property Acquisition, Construction, etc)	\$ 3,753,500
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**Development Driven (may occur if new projects proposed in district):**

TID 13 Developer Grants	\$ 100,000
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**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #13**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

Account Number                      PERSONAL SERVICES

293	50000	110	Salaries	\$0	\$0	\$0	\$0	\$0	0.00%
293	50000	120	Hourly Wages	0	0	0	0	0	0.00%
293	50000	125	Overtime Wages	0	0	0	0	0	0.00%
293	50000	150	FICA	0	0	0	0	0	0.00%
293	50000	151	Retirement	0	0	0	0	0	0.00%
293	50000	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			CONTRACTUAL SERVICES						
293	50000	212	Seminars and Conferences	0	0	0	0	0	0.00%
293	50000	215	Consulting	0	0	0	0	0	0.00%
293	50000	290	Other Contractual Services	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
293	50000	330	Mileage Reimbursement	0	0	0	0	0	0.00%
293	50000	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
293	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%

**City of De Pere  
2018 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #13**

Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
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**Expenditures**

			CAPITAL OUTLAY						
293	57120	820	General Administration	0	0	0	0	0	0.00%
293	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
293	57315	820	Development Grant	0	0	0	0	100,000	100.00%
293	57330	820	Street Construction	0	0	0	0	3,753,500	100.00%
293	57340	820	Storm Sewers	0	0	0	0	0	0.00%
293	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
293	57342	820	Water Mains	0	0	0	0	0	0.00%
293	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
293	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,853,500</b>	<b>100.00%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,853,500</b>	<b>100.00%</b>

**Revenues**

293	41120		Tax Increments	\$0	\$0	\$0	\$0	\$0	0.00%
293	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
293	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
293	48110		Interest on Investment	0	0	0	0	0	0.00%
293	48210		Rent City Land	0	0	0	0	0	0.00%
293	48300		Property Sales	658,210	0	0	0	0	0.00%
293	49000		Transfer From General Fund	0	0	0	0	0	0.00%
293	49100		Bonds/Notes	0	0	0	0	0	0.00%
293	49120		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
293	49300		Debt Proceeds	0	0	0	0	3,853,000	100.00%
			<b>TOTAL REVENUES</b>	<b>\$658,210</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,853,000</b>	<b>100.00%</b>

# **WATER UTILITY**

## WATER EXPENDITURES & REVENUES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Water	4.00

## **Water Utility**

***Program Full Time Equivalents:*** 4.00

***Program Mission:***

Provide a safe, adequate and reliable supply of water with appropriate and efficient management and maintenance of the pumping, storage and distribution system. Also provide timely and accurate reports to the WPSC, WDNR and City Administration.

***2018 Performance Measures:***

- 1) Responded to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate new after hour call in procedures to determine if all calls are responded to within 45 minutes.

***2017 Performance Measurement Data: (July 2016 – June 2017):***

- 1) Responded to 100% of emergency calls within 45 minutes of receiving them in order to prevent potential property damage. Evaluate new after hour call in procedures to determine if all calls are responded to within 45 minutes.
  - a. Result: The after hour call in procedure is still being developed and worked on so there was no data to track at this time.

***Significant Program Achievements:***

- 1) Continued the twice daily inspection of the seven pump stations to assure reliable operations.
- 2) Continued to obtain 460 water samples that will be taken according to the Safe Drinking Water Act Rules and Regulations
- 3) All broken water mains and services were repaired.
- 4) All 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 5) Prepared and distribute 2016 CCR as required.
- 6) Replaced old and undersized water mains where needed.
- 7) Continued installation of remote read water meter system.
- 8) Performed City wide leak detection survey and repaired all leaks.



***2018 Program Objectives:***

- 1) Continue the twice daily inspection of the seven pump stations to assure reliable operations.
- 2) Continue to obtain 460 water samples that will be taken according to the Safe Drinking Water Act Rules and Regulations
- 3) All broken water mains and services will be repaired.
- 4) All 1,179 fire hydrants will be flushed yearly with approximately 290 flushed twice annually and check hydrants for proper operation.
- 5) Prepare and distribute 2017 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Continue installation of new remote read meter system.
- 8) Implementing water meter reading system.
- 9) Perform 9<sup>th</sup> Street tower inspection.
- 10) Perform Enterprise reservoir inspection.

***2018 Budget Significant Expenditure Changes:***

- 1) Transmission & Distribution Operations – T&D Ops Supervision /Engineer decreased \$60,000 to reflect actual costs.
- 2) Transmission & Distribution Operations – T&D Line Expenses decreased \$28,000 to reflect actual costs.
- 3) Transmission & Distribution Operations – T&D Meters Shared 50% decreased \$10,000 to reflect actual costs
- 4) Customer Accounts – Meter Reading-Shared 50% increased \$29,500 to reflect actual costs and the implementation of AquaHawk meter reading software.
- 5) Customer Accounts – Records – Collections – Shared 50% increased \$10,000 to reflect actual costs of installations of new meters.
- 6) Administrative & General Operations – Admin and General Salaries increased \$135,210 to reflect a higher percentage of the public works administration, engineering, municipal service center and machinery & equipment budgets being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new engineering technician position and mechanic is included in the proposed budget.
- 7) Administrative & General Operations – Outside Services increased \$214,000 to reflect actual costs and a 3% rate increase from CBCWA.
- 8) Administrative & General Operations – Employee Pension & Benefits increased \$50,000 to reflect a higher percentage of the public works administration, engineering, municipal service center and machinery & equipment budgets being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new engineering technician position and mechanic is included in the proposed budget.

- 9) Administrative & General Maintenance – Admin. & General Rents increased \$1,188 to reflect actual costs.
- 10) Utility Operating Income – Taxes increased \$39,000 to reflect actual costs.
- 11) Interest Charges – Interest on Long Term Debt decreased \$9,209 to reflect actual costs.
- 12) Capital Outlays:
  - a) Miscellaneous Relays \$1,100,000.
  - b) Hydrant Replacements \$30,000.
  - c) 9<sup>th</sup> Street Tower Inspection \$5,000.
  - d) Enterprise reservoir inspection \$5,000.
  - e) AquaHawk Meter Reading System \$25,000.

***2018 Budget Significant Revenue Changes:***

- 1) Metered Sales Residential increased \$197,156 to reflect a 9% rate increase over the actual 2017 sales.
- 2) Metered Sales Commercial increased \$115,200 to reflect a 9% rate increase over the actual 2017 sales.
- 3) Metered Sales Industrial decreased \$30,527 to reflect a 9% rate increase over the actual 2017 sales.
- 4) Other Sales to Public Authorities decreased \$37,306 to reflect a 7% rate increase over the actual 2017 sales.

**City of De Pere  
2018 Water Fund Budget  
Adopted Budget**

Account Title				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
<b>Expenditures</b>									
Account Number WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	\$ 7,907	\$ 30,000	\$ 686	\$ 30,000	\$ 30,000	0.00%
			<b>Subtotal</b>	<b>7,907</b>	<b>30,000</b>	<b>686</b>	<b>30,000</b>	<b>30,000</b>	<b>0.00%</b>
			PUMPING						
601	66230	220	Pumping--Fuel or Power	16,683	18,000	5,666	18,000	18,000	0.00%
601	66240	120	Pumping--Labor and Expense	19,942	25,000	11,205	25,000	25,000	0.00%
601	66260	340	Pumping--Miscellaneous	4,264	6,000	1,392	5,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	13,361	40,000	5,283	40,000	40,000	0.00%
601	66330	340	Pumping--Maintenance of Equipment	10,257	40,000	34,861	50,000	40,000	0.00%
			<b>Subtotal</b>	<b>64,507</b>	<b>129,000</b>	<b>58,407</b>	<b>138,000</b>	<b>129,000</b>	<b>0.00%</b>
			WATER TREATMENT						
601	66410	000	Treatment--Chemicals	34,059	34,000	17,560	35,000	35,000	2.94%
601	66520	340	Treatment--Maintain Equipment	2,179	2,000	173	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>36,238</b>	<b>36,000</b>	<b>17,733</b>	<b>37,000</b>	<b>37,000</b>	<b>2.78%</b>
			TRANSMISSION & DISTRIBUTION OPERATIONS						
601	66600	340	T& D Ops Supervision/Engineer	19,123	90,000	11,979	30,000	30,000	-66.67%
601	66620	340	T & D --Line Expense	38,371	70,000	19,667	42,000	42,000	-40.00%
601	66630	340	T & D -- Meters Shared 50%	54,486	70,000	34,097	60,000	60,000	-14.29%
			<b>Subtotal</b>	<b>111,980</b>	<b>230,000</b>	<b>65,743</b>	<b>132,000</b>	<b>132,000</b>	<b>-42.61%</b>
			TRANSMISSION & DISTRIBUTION MAINTENANCE						
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	2,624	54,000	37,620	54,000	54,000	0.00%
601	66730	340	T & D Maintenance of Mains	145,818	215,000	76,344	215,000	215,000	0.00%
601	66750	340	T & D Maintenance of Services	44,841	60,000	38,081	80,000	60,000	0.00%
601	66760	340	T & D Meter Maintenance--Shared 50%	8,454	60,000	31,100	60,000	60,000	0.00%
601	66770	340	T & D Maintenance of Hydrants	49,558	55,000	4,707	55,000	55,000	0.00%
601	66780	340	T & D Maintenance Misc Plant	8,791	6,000	1,943	6,000	6,000	0.00%
			<b>Subtotal</b>	<b>260,086</b>	<b>450,000</b>	<b>189,795</b>	<b>470,000</b>	<b>450,000</b>	<b>0.00%</b>

**City of De Pere  
2018 Water Fund Budget  
Adopted Budget**

Expenditures				2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
Account Number      CUSTOMER ACCOUNTS									
601	69020	120	Meter Reading-Shared 50%	47,802	23,000	17,140	40,000	52,500	128.26%
601	69030	340	Records- Collections--Shared 50%	163,134	160,000	83,083	166,166	170,000	6.25%
			<b>Subtotal</b>	<b>210,936</b>	<b>183,000</b>	<b>100,223</b>	<b>206,166</b>	<b>222,500</b>	<b>21.58%</b>
			ADMINISTRATIVE & GENERAL OPERATIONS						
601	69200	120	Admin and General Salaries	90,702	85,000	39,195	85,000	220,210	159.07%
601	69210	340	Office Supplies and Expense	39,683	39,000	19,873	40,000	40,000	2.56%
601	69230	290	Outside Services	3,452,022	3,700,000	1,958,432	3,800,000	3,914,000	5.78%
601	69240	000	Property Insurance	12,284	12,286	6,326	12,652	12,652	2.98%
601	69250	000	Injuries and Damages--WC and Liability Insurance	19,508	20,000	10,047	20,094	20,094	0.47%
601	69260	151	Employee Pension & Benefits	161,340	150,000	83,583	167,166	200,000	33.33%
601	69280	000	Regulatory Commission Expense	6,149	6,000	0	6,149	6,149	2.48%
			<b>Subtotal</b>	<b>3,781,688</b>	<b>4,012,286</b>	<b>2,117,456</b>	<b>4,131,061</b>	<b>4,413,105</b>	<b>9.99%</b>
			ADMINISTRATIVE & GENERAL MAINTENANCE						
601	69270	000	Admin. & General Rents	13,774	13,000	7,094	14,188	14,188	9.14%
			<b>Subtotal</b>	<b>13,774</b>	<b>13,000</b>	<b>7,094</b>	<b>14,188</b>	<b>14,188</b>	<b>9.14%</b>
			UTILITY OPERATING INCOME						
601	66030	320	Depreciation Expense	526,974	520,000	260,000	520,000	520,000	0.00%
601	66080	250	Taxes	485,562	491,000	262,170	524,340	530,000	7.94%
			<b>Subtotal</b>	<b>1,012,536</b>	<b>1,011,000</b>	<b>522,170</b>	<b>1,044,340</b>	<b>1,050,000</b>	<b>3.86%</b>
			<b>Total Operating Expenditures</b>	<b>5,499,652</b>	<b>6,094,286</b>	<b>3,079,307</b>	<b>6,202,755</b>	<b>6,477,793</b>	<b>6.29%</b>
			INTEREST CHARGES						
601	66040	427	Interest on Long Term Debt	79,893	77,724	33,320	77,724	68,515	-11.85%
			<b>Subtotal</b>	<b>79,893</b>	<b>77,724</b>	<b>33,320</b>	<b>77,724</b>	<b>68,515</b>	<b>-11.85%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 5,579,545</b>	<b>\$ 6,172,010</b>	<b>\$ 3,112,627</b>	<b>\$ 6,280,479</b>	<b>\$ 6,546,308</b>	<b>6.06%</b>

**City of De Pere  
2018 Water Fund Budget  
Adopted Budget**

Water Revenues		Account Title	2016 Year End Actual	2017 Adopted Budget	2017 6 mos Actual	2017 Year End Estimate	2018 Adopted Budget	2018 / 2017 Budget % of Change
Account Number	SALES OF WATER							
601	46410	Metered Sales Residential	\$ 2,760,677	\$ 2,777,881	\$ 1,364,696	\$ 2,729,392	\$ 2,975,037	7.10%
601	46420	Metered Sales Commercial	958,852	934,636	481,576	963,152	1,049,836	12.33%
601	46430	Metered Sales Industrial	510,089	539,077	233,280	466,560	508,550	-5.66%
601	46440	Fire Protection Residential	4,345	4,722	2,172	4,344	4,735	0.27%
601	46450	Private Fire Protection Commercial	82,352	85,659	39,397	78,794	85,885	0.26%
601	46460	Private Fire Protection Industrial	42,979	46,706	21,482	42,964	46,831	0.27%
601	46470	Public Fire Protection	1,264,984	1,292,938	631,430	1,262,860	1,376,517	6.46%
601	46480	Other Sales to Public Authorities	186,991	190,351	70,204	140,408	153,045	-19.60%
601	48100	Interest Income	829	0	0	0	0	0.00%
601	48914	Misc Non Operating Revenue	231,089	242,050	95,192	221,681	230,000	-4.98%
		<b>Subtotal</b>	<b>6,043,187</b>	<b>6,114,020</b>	<b>2,939,429</b>	<b>5,910,155</b>	<b>6,430,437</b>	<b>5.18%</b>
		OTHER OPERATING REVENUES						
601	48911	Forfeited Discounts	88,511	65,000	10,467	65,000	65,000	0.00%
601	48912	Miscellaneous Service Revenue	2,458	1,500	1,501	1,501	1,500	0.00%
601	48913	Other Water Revenue	61,996	50,000	25,225	50,000	50,000	0.00%
		<b>Subtotal</b>	<b>152,965</b>	<b>116,500</b>	<b>37,193</b>	<b>116,501</b>	<b>116,500</b>	<b>0.00%</b>
		<b>TOTAL REVENUES</b>	<b>\$ 6,196,152</b>	<b>\$ 6,230,520</b>	<b>\$ 2,976,622</b>	<b>\$ 6,026,656</b>	<b>\$ 6,546,937</b>	<b>5.08%</b>

**City of De Pere**  
**2018 Water Fund Budget**  
**Adopted Budget**

<b>Water Utility 2018 Capital Projects &amp; Equipment</b>		<b>Account</b>
Miscellaneous Relays	\$ 1,100,000	601-19060
Hydrant Replacements	30,000	601-19360
9th Street Tower Inspection	5,000	601-66720-215
Enterprise Reservoir Inspection	5,000	601-66720-215
Meter Reading Software	25,000	601-69020-215
<b>Total Capital</b>	<b>\$ 1,165,000</b>	

<b>Source of Debt</b>	<b>Balance 12/31/2017</b>	<b>2018 Principal</b>	<b>Balance 12/31/2018</b>
2007 Series--Original issue amount	\$ 1,730,000	\$ 335,000	\$ 1,075,000
New Borrowing - Meters: 2016 Series A	910,000	95,000	815,000
<b>Total</b>	<b>\$ 2,640,000</b>	<b>\$ 430,000</b>	<b>\$ 1,890,000</b>

<b>2018 Cash Flow Analysis</b>	
Estimated Cash Balance - 1/1/18	\$ 96,354
Estimated Expenditures	(6,546,308)
Depreciation	520,000
Capital Outlays	(1,130,000)
Estimated Revenues	6,546,937
<b>Estimated Cash Balance/(Deficit) - 12/31/18</b>	<b>\$ (513,017) *</b>

\* To address the cash flow deficit, in 2018 the City will be petitioning the Wisconsin Public Service Commission for a water rate increase estimated to be effective in the second half of 2018. The last water rate increase occurred in 2011.

## **STORM WATER UTILITY**

## STORMWATER UTILITY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	0.85
Engineering	1.40
Municipal Service Center	0.32
Machinery & Equipment	2.04
Street Cleaning	1.35
Leaf Collection	0.57
Storm Sewer Maintenance	0.60
Weed Control	0.10
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<b>TOTAL</b>	<b>7.23</b>



## **Storm Water Utility**

### ***Program Mission:***

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

### ***2018 Performance Measures:***

- 1) Evaluate the ERU to determine if there is significant revenue to cover the costs of the storm water utility.

### ***2018 Budget Significant Expenditure Changes:***

Residential revenue increased by \$104,656 due to increase of storm water utility fee from \$82 to \$87 per ERU.

## **Storm Water Utility Public Works Administration**

***Program Full Time Equivalents: 0.85***

### ***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 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.

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum.

- 2) Continue coordination with DOT with USH 41, Main Avenue, 8<sup>th</sup> Street, and North Broadway projects.
- 3) Continued to work with Brown County Highway Department with construction projects.
- 4) Continued working with other communities on the purchasing of automated water meter reading systems for the water department.
- 5) Continue working with other communities to joint bid projects.
- 6) Worked with various wireless companies pertaining to installation on City water towers.
- 7) Continued to improve the emergency call in policy for the public works department and improve the procedures.
- 8) Major revisions to solid waste ordinance.
- 9) Contracted out dumpster services for Nicolet Square.
- 10) Conduct leak detection survey on water distribution system.

***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 2018 Storm Water Utility - Public Works Administration program cost is \$171,962. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following: 25% general property taxes, 25% water utility, and 25% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$505,172. 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.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$52,342 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 2) Hourly Wages increased \$6,875 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, the part time office assistant hours will increase from 20 to 25 per week that is included in the proposed budget.
- 3) Overtime Wages increased \$50 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 4) Season Labor increased \$4,167 for GIS intern.
- 5) FICA increased \$4,534 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 6) Retirement increased \$3,918 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 7) Health, Dental, DIB, Life & Wks Cmp Ins increased \$4,788 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 8) Training is funding to provide for all-department trainings.
- 9) Telephone increased \$166 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.
- 10) Postage increased \$313 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility.

- 11) Seminars and Conference increased \$325 to reflect a higher percentage of the public works administration budget being charged to the stormwater utility, wastewater utility, and water utility. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures			2016	2017	2017	2107	2018	2018 / 2017
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget
			Actual	Budget	Actual	Estimate	Budget	% of Change
<b>PUBLIC WORKS ADMINISTRATION</b>								
Account Number PERSONAL SERVICES								
650	53000	110	Salaries	\$ 62,201	\$ 37,659	\$ 34,092	\$ 68,184	\$ 90,000 138.99%
650	53000	120	Hourly Wages	13,031	15,000	7,124	14,248	21,875 45.83%
650	53000	125	Overtime Wages	8	200	4	200	250 25.00%
650	53000	126	Seasonal Labor	402	0	980	980	4,167 100.00%
650	53000	150	FICA	5,513	4,044	3,295	6,321	8,578 112.12%
650	53000	151	Retirement	4,981	3,594	2,534	5,619	7,512 109.00%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	13,669	14,360	6,589	13,178	19,148 33.34%
650	53000	190	Training	0	1,250	0	1,000	1,250 0.00%
			<b>Subtotal</b>	<b>99,804</b>	<b>76,107</b>	<b>54,618</b>	<b>109,730</b>	<b>152,780 100.74%</b>
			CONTRACTUAL SERVICES					
650	53000	210	Telephone	600	600	300	600	766 27.67%
650	53000	211	Postage	601	1,250	775	1,250	1,563 25.04%
650	53000	212	Seminars and Conferences	584	1,300	320	1,300	1,625 25.00%
650	53000	215	Consulting	5,513	400	5,532	5,863	10,196 2449.00%
650	53000	218	Cell/Radio	808	1,000	462	1,000	1,625 62.50%
			<b>Subtotal</b>	<b>8,105</b>	<b>4,550</b>	<b>7,389</b>	<b>10,013</b>	<b>15,775 246.70%</b>
			SUPPLIES AND EXPENSE					
650	53000	310	Office Supplies	2,178	2,000	729	2,000	2,500 25.00%
650	53000	320	Memberships/Subscriptions	168	175	140	175	219 25.14%
650	53000	331	Transportation	337	500	149	400	500 0.00%
650	53000	340	Operating Supplies	0	0	0	0	0 0.00%
650	53000	350	Repair and Maintenance Supplies	0	150	0	150	188 25.33%
			<b>Subtotal</b>	<b>2,683</b>	<b>2,825</b>	<b>1,018</b>	<b>2,725</b>	<b>3,407 20.60%</b>
			CAPITAL OUTLAY					
650	53000	810	Capital Equipment	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
								<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 110,593</b>	<b>\$ 83,482</b>	<b>\$ 63,025</b>	<b>\$ 122,468</b>	<b>\$ 171,962 105.99%</b>

## **Storm Water Utility Engineering**

***Program Full Time Equivalents: 1.40***

### ***Program Mission:***

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

### ***List of Program Service(s) Descriptions:***

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

### ***Important Outputs:***

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



- 2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
- 3) *Generate construction records* - Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
- 4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed during the calendar year.

***Expected Outcomes:***

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

***2018 Performance Measures:***

- 1) Develop the City's long term storm water management plan to meet the WDNR requirements.
- 2) Develop a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system. Present this information to the Board of Public Works.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Utilize GIS 100% for the location of all sanitary, water, and storm lateral.
  - a. Result: Performance in process of being met. Laterals will be located in the fall and placed on GIS.
- 2) Utilize handheld GPS devices 50% to inspect public and private storm water management facilities in the City.
  - a. Result: Goal was modified. The handheld GPS has been used to locate sanitary and storm laterals on the Huron Road Reconstruction. In the past, when laterals were installed, measurements were taken off of manholes. The handheld

GPS was used in 2017 to get coordinates on laterals. This information will be added to the GIS under performance goal #1.

***Significant Program Achievements:***

- 1) Completed 2017 public works improvements program which included:
  - a. Relayed approximately 9,700 lineal feet of water main in preparation for street resurfacing.
  - b. Reconstructed sections of Huron Street from George Street to Ridgeway Boulevard.
  - c. Constructed/reconstructed/lined 12,100 lineal feet of sanitary sewer.
  - d. Coordinated with the Wisconsin Department of Transportation for the reconstruction/rehabilitation of Eighth Street, Ashland Avenue, Allard Street, Erie Street, and Helena Street.
  - e. Patched concrete pavement on a portion of Third Street.
- 2) Coordinated clean-up of the City's contaminated former O'Keefe property.
- 3) Created plans for future development in the southwest part of the City and for the proposed Main and Lawrence Roundabout.
- 4) Created the proposal and managed the consultant for the design of the Main and Lawrence Roundabout for 2018 construction.
- 5) Reviewed all public and private storm water management facilities.
- 6) Updated the municipal code for storm water to meet new Wisconsin Department of Natural Resources' requirements.

***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 2018 Storm Water Utility - Engineering Program cost is \$201,129. This amount is only 25% of the total cost of the program. The other 75% costs for this program is spread out through the following utilities: 25% storm water utility, 25% water utility, and 25% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$804,516. 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.

***2018 Program Objectives:***

- 1) Coordinate with WisDOT on the design of STH 32 for reconstruction.
- 2) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
- 3) Continue to update engineering CADD standards and construction plans.
- 4) Monitor public and private storm water management facilities.
- 5) Update the City's long term storm water management plan to meet Wisconsin Department of Natural Resources' permit requirements.
- 6) Create a long term plan for addressing inflow and infiltration of clear water from private facilities into the City's sanitary sewer system.

***2018 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$10,183 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 2) Hourly Wages increased \$26,899 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, hourly wages for a new engineering technician position is included in the proposed budget.
- 3) Overtime Wages increased \$750 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 4) Seasonal Labor increased \$75 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, one seasonal position was eliminated with the addition of a new engineering technician position.
- 5) FICA increased \$2,895 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, FICA for a new engineering technician position is included in the proposed budget.
- 6) Retirement increased \$2,449 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, retirement for a new engineering technician position is included in the proposed budget.
- 7) Health, Dental, DIB, Life & Wks Cmp Ins increased \$9521 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, benefits for a new engineering technician position is included in the proposed budget.
- 8) Training increased \$125 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 9) Telephone increased \$200 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 10) Seminars and Conference increased \$91 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Seminars and Conferences provide funding for APWA conference and miscellaneous conferences.
- 11) Consulting increased \$1,063 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Consulting includes CADD and design software licenses, ESRI license, DNR MS4 permit, NEWSO fees, Phosphorous study, outside consultant services that are not able to be performed by City staff and lease payments for color printer.

- 12) Cell/Radio increased \$329 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 13) Memberships/Subscriptions increased \$63 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility. Memberships/Subscriptions include American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 14) Transportation increased \$275 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 15) Operating Supplies increased \$563 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 16) Repair and Maintenance Supplies increased \$100 to reflect a higher percentage of the engineering budget being charged to the stormwater utility, wastewater utility, and water utility.
- 17) Capital Equipment includes the general fund share of \$3,000 for replacing five (5) existing computer workstations and purchase one (1) new workstation for new engineering technician position.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures				2016	2017	2017	2107	2018	2018 / 2017
Account Title				Year End	Adopted	6 mos	Year End	Adopted	Budget
				Actual	Budget	Actual	Estimate	Budget	% of Change
<b>ENGINEERING STORMWATER UTILITY</b>									
Account Number PERSONAL SERVICES									
650	53110	110	Salaries	\$ 31,341	\$ 33,580	\$ 16,433	\$ 33,580	\$ 43,763	30.32%
650	53110	120	Hourly Wages	48,115	47,903	20,196	47,903	74,802	56.15%
650	53110	125	Overtime Wages	7,250	4,875	2,509	5,000	5,625	15.38%
650	53110	126	Seasonal Labor	5,014	4,300	1,784	4,500	4,375	1.74%
650	53110	150	FICA	6,409	6,669	3,081	6,681	9,564	43.42%
650	53110	151	Retirement	5,696	5,872	2,353	3,563	8,321	41.69%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,380	24,670	8,923	17,846	34,191	38.59%
650	53110	190	Training	1,699	3,000	(82)	3,000	3,125	4.17%
			<b>Subtotal</b>	<b>125,904</b>	<b>130,869</b>	<b>55,197</b>	<b>122,074</b>	<b>183,766</b>	<b>40.42%</b>
			CONTRACTUAL SERVICES						
650	53110	210	Telephone	750	770	375	750	970	25.97%
650	53110	212	Seminars and Conferences	308	909	16	800	1,000	10.01%
650	53110	215	Consulting	4,169	4,250	208	4,250	5,313	25.01%
650	53110	218	Cell/Radio	740	1,250	459	1,263	1,579	26.32%
			<b>Subtotal</b>	<b>5,966</b>	<b>7,179</b>	<b>1,058</b>	<b>7,063</b>	<b>8,862</b>	<b>23.44%</b>
			SUPPLIES AND EXPENSE						
650	53110	310	Office Supplies	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	90	250	46	250	313	25.20%
650	53110	331	Transportation	829	1,600	352	1,500	1,875	17.19%
650	53110	340	Operating Supplies	1,998	2,250	197	2,250	2,813	25.02%
650	53110	350	Repair and Maintenance Supplies	14	400	600	600	500	25.00%
			<b>Subtotal</b>	<b>2,931</b>	<b>4,500</b>	<b>1,195</b>	<b>4,600</b>	<b>5,501</b>	<b>22.24%</b>
			CAPITAL OUTLAY						
650	53110	810	Capital Equipment	2,331	2,000	1,475	2,000	3,000	50.00%
			<b>Subtotal</b>	<b>2,331</b>	<b>2,000</b>	<b>1,475</b>	<b>2,000</b>	<b>3,000</b>	<b>50.00%</b>
			<b>TOTAL</b>	<b>\$ 137,131</b>	<b>\$ 144,548</b>	<b>\$ 58,925</b>	<b>\$ 135,737</b>	<b>\$ 201,129</b>	<b>39.14%</b>

## **Storm Water Utility Municipal Service Center**

***Program Full Time Equivalents: 0.32***

***Program Mission:***

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

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Reduce utility cost by 1% through power management and LED lighting replacements.
  - a. Result: Our analysis of comparable data showed an increase of 10% in gas/electric expenses. Further analysis would need to be conducted to determine if LED lighting was effective or not.

***Significant Program Achievements:***

- 1) Installed LED lighting in Public Works Director's.
- 2) Installed LED lighting in the mechanics bay.
- 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 2018 Storm Water Utility - Municipal Service Center program cost is \$45,712. This amount is only 15% of the total cost of the program. The other 85% costs for this program is spread out through the following: 55% general property taxes, 15% water utility, and 15% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$304,751.



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.

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$761 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 2) Overtime Wages increased \$16 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 3) Seasonal Labor increased \$351 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 4) FICA increased \$64 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 5) Retirement increased \$51 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 6) Health, Dental, DIB, Life & Wks Cmp Ins increased \$364 to reflect actual costs and a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 7) Training increased \$35 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility. Training (\$75) includes various training for our Building Maintenance staff.
- 8) Telephone increased \$17 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 9) Consulting increased \$565 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility. Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and Building Maintenance scheduling software.
- 10) Cleaning Service Contract increased \$1,096 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 11) Utilities increased \$1,760 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 12) Cleaning and Maintenance increased \$821 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.

- 13) Operating Supplies increased \$493 to reflect a higher percentage of the municipal service center budget being charged to the stormwater utility, wastewater utility, and water utility.
- 14) Capital Outlay includes the stormwater utility's share for \$22,500 for replacing Boilers, \$1,500 for MSC Upgrades and Repairs, \$5,250 for roof repair, and \$975 for card swipe doors.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures	2016	2017	2017	2107	2018	2018 / 2017
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

**MUNICIPAL SERVICE CENTER**

Account Number      PERSONAL SERVICES

650	53230	120	Hourly Wages	\$ 918	\$ 849	\$ 733	\$ 849	\$ 1,610	89.63%
650	53230	125	Overtime Wages	12	23	14	21	39	69.57%
650	53230	126	Seasonal Labor	0	400	4	400	751	87.75%
650	53230	150	FICA	73	73	57	72	137	89.00%
650	53230	151	Retirement	72	59	51	59	110	86.32%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	265	230	317	317	594	158.26%
650	53230	190	Training	0	40	0	40	75	87.50%
			<b>Subtotal</b>	<b>1,340</b>	<b>1,674</b>	<b>1,176</b>	<b>1,759</b>	<b>\$3,316</b>	<b>98.08%</b>
			CONTRACTUAL SERVICES						
650	53230	210	Telephone	20	19	10	19	36	89.47%
650	53230	211	Postage	0	0	0	0	0	0.00%
650	53230	215	Consulting	3	920	0	920	1,485	61.41%
650	53230	217	Cleaning Service Contract	703	1,004	444	1,004	2,100	109.16%
650	53230	220	Utilities	0	4,240	0	4,240	6,000	41.51%
			<b>Subtotal</b>	<b>726</b>	<b>6,183</b>	<b>454</b>	<b>6,183</b>	<b>9,621</b>	<b>55.60%</b>
			SUPPLIES AND EXPENSE						
650	53230	314	Cleaning and Maintenance	286	904	276	904	1,725	90.82%
650	53230	340	Operating Supplies	568	332	647	647	825	148.49%
			<b>Subtotal</b>	<b>853</b>	<b>1,236</b>	<b>923</b>	<b>1,551</b>	<b>2,550</b>	<b>106.31%</b>
			CAPITAL OUTLAY						
650	53230	810	Capital Equipment	3137	1,280	0	1,280	30,225	2261.33%
			<b>Subtotal</b>	<b>3,137</b>	<b>1,280</b>	<b>0</b>	<b>1,280</b>	<b>30,225</b>	<b>2261.33%</b>
			<b>TOTAL</b>	<b>\$ 6,056</b>	<b>\$ 10,373</b>	<b>\$ 2,553</b>	<b>\$ 10,773</b>	<b>\$ 45,712</b>	<b>340.69%</b>

## **Storm Water Utility Machinery and Equipment**

***Program Full Time Equivalents: 2.04***

***Program Mission:***

Provide preventative and emergency repairs for the street department, water department, parks department, and engineering department so as to minimize the costs of operations and maximize the availability of equipment for municipal services provide to the community.

***List of Program Service(s) Descriptions:***

- 1) *Equipment Maintenance* –Perform vehicle and equipment maintenance for operations of the street department, water department, parks department, and engineering department.
- 2) *Equipment Repairs* – Perform necessary repairs to equipment so that it can be up and running for operational needs of the street department, water department, parks department and engineering department.

***Important Outputs:***

- 1) *Maintain and Repair Equipment-* Activities and services by the department is supported by the property tax (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.

***2018 Performance Measures:***

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

***2018 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 1) Maintained 176 pieces of equipment for the street, water, park, engineering, police and fire departments.

***Existing Program Standards Including Importance to Community:***

- 1) Perform preventative maintenance for vehicles and equipment for the street 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 2018 Storm Water Utility - Machinery and Equipment program cost is \$260,656. This amount is only 50% of the total cost of the program. The other 50% costs for this program is spread out through the following: 20% general property taxes, 15% water utility, and 15% sewer utility. The total costs for this program including the cost share with the above-mentioned utilities is \$521,306. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$22,878 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 2) Overtime decreased \$1,061 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, the overtime hours have been decreased to reflect the addition of the new mechanic position.
- 3) Seasonal Labor decreased \$5,100 due to seasonal labor being eliminated due to addition of a new mechanic position.
- 4) FICA increased \$1,596 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.

- 5) Retirement increased \$1,380 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 6) Health, Dental, DIB, Life & Wks Cmp increased \$15,056 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, a new mechanic position is included in the proposed budget.
- 7) Training is for staff on fleet maintenance equipment.
- 8) Consulting decreased \$4,489 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility. In addition, consulting decreased \$4,000 to reflect addition of a new mechanic. Consulting includes tasks unable to perform in our mechanics shop.
- 9) Operating Supplies increased \$4,810 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 10) Repair and Maintenance Supplies increased \$3,348 to reflect a higher percentage of the machinery and equipment budget being charged to the stormwater utility, wastewater utility, and water utility.
- 11) Capital Equipment includes the stormwater utility share of \$9,309 which is for \$4,169 diesel diagnostic software; \$1,018 hose repair equipment; \$600 grease hose reel; \$2,000 remove hoist; \$750 miscellaneous tools; and \$772 repair crane hoist cable.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

**Expenditures  
Account Title**

**2016  
Year End  
Actual**

**2017  
Adopted  
Budget**

**2017  
6 mos  
Actual**

**2107  
Year End  
Estimate**

**2018  
Adopted  
Budget**

**2018 / 2017  
Budget  
% of Change**

**MACHINERY AND EQUIPMENT**

Account Number PERSONAL SERVICES

650	53240	120	Hourly Wages	\$ 38,490	\$ 79,622	\$ 21,252	\$ 75,049	\$ 102,500	28.73%
650	53240	125	Overtime Wages	142	2,082	40	1,041	1,021	-50.96%
650	53240	126	Seasonal Labor	1,144	5,100	773	5,100	0	0.00%
650	53240	150	FICA	2,690	6,324	1,601	5,895	7,919	25.22%
650	53240	151	Retirement	2,680	5,556	1,440	5,174	6,936	24.84%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,916	43,725	10,706	43,725	58,781	34.43%
650	53240	190	Training	0	520	0	520	510	-1.92%
			<b>Subtotal</b>	<b>63,062</b>	<b>142,929</b>	<b>35,812</b>	<b>136,504</b>	<b>177,667</b>	<b>24.30%</b>
			CONTRACTUAL SERVICES						
650	53240	210	Telephone	104	104	52	104	102	-1.92%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
650	53240	215	Consulting	16,529	20,816	13,424	20,816	16,327	-21.57%
650	53240	218	Cell/Radio	0	260	0	260	255	-1.92%
			<b>Subtotal</b>	<b>16,633</b>	<b>21,180</b>	<b>13,476</b>	<b>21,180</b>	<b>16,684</b>	<b>-21.23%</b>
			SUPPLIES AND EXPENSE						
650	53240	331	Transportation	0	1,041	0	1041	1,021	-1.92%
650	53240	340	Operating Supplies	13,081	7,286	6,761	13,522	12,096	66.02%
650	53240	350	Repair and Maintenance Supplies	39,011	37,469	20,143	37,469	40,817	8.94%
650	53240	351	Safety Equipment and Uniforms	0	3,122	0	3122	3,061	-1.95%
			<b>Subtotal</b>	<b>52,093</b>	<b>48,918</b>	<b>26,904</b>	<b>54,113</b>	<b>56,995</b>	<b>16.51%</b>
			CAPITAL OUTLAY						
650	53240	810	Capital Equipment	12,297	28,050	20,935	28,050	9,309	-66.81%
			<b>Subtotal</b>	<b>12,297</b>	<b>28,050</b>	<b>20,935</b>	<b>28,050</b>	<b>9,309</b>	<b>-66.81%</b>
			<b>TOTAL</b>	<b>\$ 144,084</b>	<b>\$ 241,077</b>	<b>\$ 97,127</b>	<b>\$ 239,847</b>	<b>\$ 260,655</b>	<b>8.12%</b>



## **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.

***2018 Performance Measures:***

- 1) Increase employee training 5% on sweeper operations.

***2017 Performance Measurement Data (July 2016 – June 2017):***

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

***Significant Program Achievements:***

- 3) Continued City wide sweeping to meet City's MS4 permitting requirements.

***Existing Program Standards Including Importance to Community:***

- 1) Utilizing industry standards for equipment to sweep streets and parking lots.
  - a. Community Importance.
    - i. Keeps City streets and parking lots clean of dirt and debris.

***Costs and Benefits of Program and Services:***

The adopted 2018 Storm Water Utility - Street Cleaning program cost is \$472,857. 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.

***2018 Program Objectives:***

- 1) Train additional employees on sweeping operations.
- 2) Continue to utilize two sweepers to help meet the DNR's storm water requirements.

***2018 Budget Significant Expenditure Changes:***

- 1) Capital Equipment includes \$341,000 to replace existing street sweeper.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures	2016	2017	2017	2107	2018	2018 / 2017
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

**STREET CLEANING**

Account Number GENERAL ADMINISTRATION

650	53300	120	Hourly Wages	\$ 53,578	\$ 72,000	\$ 22,986	\$ 72,000	\$ 72,000	0.00%
650	53300	125	Overtime Wages	521	400	0	400	400	0.00%
650	53300	126	Seasonal Labor	0	1,600	0	1,600	1,600	0.00%
650	53300	150	FICA	4,354	5,562	1,767	5,562	5,562	0.00%
650	53300	151	Retirement	4,701	4,923	1,331	4,923	4,851	-1.47%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	35,261	29,744	9,660	29,744	29,744	0.00%
650	53300	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>98,416</b>	<b>114,229</b>	<b>35,744</b>	<b>114,229</b>	<b>114,157</b>	<b>-0.06%</b>
			CONTRACTUAL SERVICES						
650	53300	220	Utilities	210	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>210</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53300	331	Transportation	5,352	7,200	2,616	7,200	7,200	0.00%
650	53300	340	Operating Supplies	0	0	0	0	0	0.00%
650	53300	350	Repair and Maintenance Supplies	1,374	10,000	1,099	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>6,727</b>	<b>17,200</b>	<b>3,715</b>	<b>17,200</b>	<b>17,200</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53300	810	Capital Equipment	0	0	0	0	341,000	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>341,000</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 105,353</b>	<b>\$ 131,929</b>	<b>\$ 39,459</b>	<b>\$ 131,929</b>	<b>\$ 472,857</b>	<b>258.42%</b>

## **Storm Water Utility Leaf Collection**

***Program Full Time Equivalent: 0.57***

***Program Mission:***

To effectively and efficiently collect and dispose of all yard and garden waste from City streets during spring and fall collection periods.

***List of Program Service(s) Descriptions:***

- 1) *Leaf and Yard Waste Collection* – Collect residents’ leaves and yard waste in the spring and the fall.

***Important Outputs:***

- 1) *Leaf and Yard Waste Collection* - Activities and services by this program are supported 100% by the storm water utility. Collection of leaves and yard waste is done in the early spring and late fall. During the spring collection the City picks up leaves and yard waste with three single leaf loaders. This equipment is a vacuum leaf loader mounted on dump truck frame. The three trucks are assigned areas of the City and will collect yard waste for approximately one month. The City will normally go through the entire community at least four times during this period. In the fall the City again utilizes the same single leaf loaders. The City will normally go through the entire community at least four times in the five week period. The majority of the leaves are brought to local farmers that use them for their farming operations. This service is a value to the community because not everyone has the means to be able to haul their leaves to the compost facility so by having curbside pickup they are able to dispose of their leaves. It is also a benefit for the community by disposing of the leaves it keeps the storm sewers from being blocked and plugged and as a result will prevent flooding and improves storm water quality.

***Expected Outcomes:***

- 1) Increases storm water quality by keeping leaves out of the storm sewers.

***2018 Performance Measures:***

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.

***2017 Performance Measurement Date (July 2016 – June 2017):***

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
  - a. Result: This was met. The volume of leaves hauled to farmers increased 5%.

***Significant Program Achievements:***

- 1) Implemented an additional single leaf loader into operation to improve the efficiencies for fall leaf collection.

***Existing Program Standards Including Importance to Community:***

- 1) Utilize industry standard for collection leaf and yard waste.
  - a. Community Importance.
    - i. Provides an easier alternative for residents to dispose of leaves and yard waste.
    - ii. Improves storm water quality by keeping the leaves out of the storm sewers.

***Costs and Benefits of Program and Services:***

The adopted 2018 Storm Water Utility - Leaf Collection program cost is \$97,454. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

***2018 Program Objectives:***

- 1) Continue to improve efficiencies with leaf collection operations.

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$3,000 to reflect actual costs due to improvement of operational efficiencies.
- 2) FICA decreased \$230 to reflect actual costs due to improvement of operational efficiencies.
- 3) Retirement decreased \$237 to reflect actual costs due to improvement of operational efficiencies.
- 4) Consulting used to fund disposal of leaves.
- 5) Transportation decreased \$10,000 to reflect actual costs due to improvement of operational efficiencies.
- 6) Repair and Maintenance Supplies increased \$10,000 to fund repairs to single leaf loaders as needed.
- 7) No Capital Equipment requested.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures	2016	2017	2017	2107	2018	2018 / 2017
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

**LEAF COLLECTION**

Account Number PERSONAL SERVICES

650	53320	120	Hourly Wages	\$ 28,358	\$ 35,000	\$ 3,398	\$ 32,000	\$ 32,000	-8.57%
650	53320	125	Overtime Wages	2,175	200	0	200	200	0.00%
650	53320	126	Seasonal Labor	152	10,000	10	10,000	10,000	0.00%
650	53320	150	FICA	2,194	2,838	244	2,608	2,608	-8.09%
650	53320	151	Retirement	2,029	2,394	231	2,190	2,157	-9.87%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	10,942	13,488	2,414	13,488	13,488	0.00%
650	53320	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>45,851</b>	<b>63,919</b>	<b>6,297</b>	<b>60,486</b>	<b>60,454</b>	<b>-5.42%</b>
			CONTRACTUAL SERVICES						
650	53320	215	Consulting	250	12,000	0	12,000	12,000	0.00%
650	53320	218	Cell/Radio	0	0	0	0	0	0.00%
650	53320	219	Data	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>250</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53320	331	Transportation	8,613	25,000	1,563	15,000	15,000	-40.00%
650	53320	340	Operating Supplies	0	0	0	0	0	0.00%
650	53320	350	Repair and Maintenance Supplies	0	0	0	0	10,000	100.00%
			<b>Subtotal</b>	<b>8,613</b>	<b>25,000</b>	<b>1,563</b>	<b>15,000</b>	<b>25,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53320	810	Capital Equipment	73,030	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>73,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 127,744</b>	<b>\$ 100,919</b>	<b>\$ 7,860</b>	<b>\$ 87,486</b>	<b>\$ 97,454</b>	<b>-3.43%</b>

## **Storm Water Utility Storm Sewer Maintenance**

***Program Full Time Equivalents: 0.60***

***Program Mission:***

To maintain and repair storm sewer system and curb inlets.

***List of Program Service(s) Descriptions:***

- 1) *Storm Sewer Maintenance* – Perform storm sewer maintenance throughout the City by flushing, jetting, root cutting, physical inspections, televising, and rebuilding to prevent flooding and/or backups.

***Important Outputs:***

- 1) *Storm Sewer Maintenance* – Activities and services by this program are supported 100% by the storm water utility fees. Maintenance of storm sewer is necessary to ensure the storm sewer is functioning in order to prevent flooding throughout the City. Maintenance includes cleaning debris from inlet, flushing and cleaning storm sewer mains, and repairing or replacing storm sewer infrastructure.

***Expected Outcomes:***

- 1) Decrease flooding.
- 2) Increase life expectancy of storm sewer infrastructure.

***2018 Performance Measures:***

- 1) Increase the number of inlets cleaned per year by 5%. Data will be tracked in a spreadsheet to determine if this was accomplished with the existing staff or decide whether additional staff is needed or this operations needs to be contracted out.

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Increase the number of inlets cleaned per year by 5%.
  - a. Result: 300 inlets were cleaned this year. We do not have data from previous year so are unable to determine if the number of inlets increased.

***Significant Program Achievements:***

- 1) Incorporated visual inspections of storm sewers using camera system.

***Existing Program Standards Including Importance to Community:***

- 1) Utilize industry standards for cleaning and televising storm sewer infrastructure.
  - a. Community Importance.
    - i. Reduction of flooding by keeping storm sewers cleaned and maintained.

***Costs and Benefits of Program and Services:***

The adopted 2018 Storm Water Utility – Storm Sewer Maintenance program cost is \$510,960. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

***2018 Program Objectives:***

- 1) Continue to clean storm sewer inlets to minimize flooding.
- 2) Continue to televise storm sewer lines to determine conditions of storm sewer.

***2018 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$5,000 to reflect actual costs.
- 2) Seasonal Labor increased \$500 to reflect actual costs.
- 3) FICA decreased \$375 to reflect decrease in Hourly Wages.
- 4) Retirement decreased \$293 to reflect decrease in Hourly Wages.
- 5) Health, Dental, DIB, Life & Wks Cmp Ins decreased \$11,244 to reflect actual costs.
- 6) Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
- 7) Capital outlay requested includes storm sewer televising \$50,000, storm sewer repair/replacement \$175,000, installation of new storm sewer \$100,000, and pond cleaning \$80,000.



**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

**Expenditures  
Account Title**

**2016  
Year End  
Actual**

**2017  
Adopted  
Budget**

**2017  
6 mos  
Actual**

**2107  
Year End  
Estimate**

**2018  
Adopted  
Budget**

**2018 / 2017  
Budget  
% of Change**

**STORM SEWER MAINTENANCE**

Account Number PERSONAL SERVICES

650	53440	120	Hourly Wages	\$ 16,955	\$ 40,000	\$ 6,248	\$ 35,000	\$ 35,000	-12.50%
650	53440	125	Overtime Wages	185	1,500	90	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	0	0	235	500	500	100.00%
650	53440	150	FICA	1,256	3,175	480	2,800	2,800	-11.82%
650	53440	151	Retirement	1,133	2,739	337	2,482	2,446	-10.72%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,348	21,244	2,139	10,000	10,000	-52.93%
650	53440	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>24,878</b>	<b>68,658</b>	<b>9,529</b>	<b>52,282</b>	<b>52,245</b>	<b>-23.91%</b>
			CONTRACTUAL SERVICES						
650	53440	215	Consulting	31,839	50,000	17,652	50,000	50,000	0.00%
650	53440	218	Cell/Radio	0	0	0	0	0	0.00%
650	53440	219	Data	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>31,839</b>	<b>50,000</b>	<b>17,652</b>	<b>50,000</b>	<b>50,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53440	340	Operating Supplies	1,638	3,715	2,356	3,715	3,715	0.00%
			<b>Subtotal</b>	<b>1,638</b>	<b>3,715</b>	<b>2,356</b>	<b>3,715</b>	<b>3,715</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53440	810	Capital Equipment	272,531	942,000	0	942,000	405,000	-57.01%
			<b>Subtotal</b>	<b>272,531</b>	<b>942,000</b>	<b>0</b>	<b>942,000</b>	<b>405,000</b>	<b>-57.01%</b>
			<b>TOTAL</b>	<b>\$ 330,886</b>	<b>\$ 1,064,373</b>	<b>\$ 29,537</b>	<b>\$ 1,047,997</b>	<b>\$ 510,960</b>	<b>-51.99%</b>

## **Storm Water Utility Weed Control**

***Program Full Time Equivalents: 0.10***

***Program Mission:***

The management of noxious and unsightly weeds throughout the community.

***List of Program Service(s) Descriptions:***

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2018 Performance Measures:***

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

***2017 Performance Measurement Data (July 2016 – June 2017):***

- 1) Respond to 100% of weed complaints within 72 hours of receiving them.
  - a. Result: This was accomplished.

***Significant Program Achievements:***

- 1) Maintained safe vision triangles throughout the City.

***Existing Program Standards Including Importance to Community:***

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

***Costs and Benefits of Program and Services:***

The adopted 2018 Storm Water Utility - Weed Control program cost is \$16,937. 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 \$26,057. 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.

***2018 Program Objectives:***

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

***2018 Budget Significant Expenditure Changes:***

- 1) Fuel costs increased \$995 to reflect actual costs.
- 2) No Capital Equipment requested.

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures	2016	2017	2017	2107	2018	2018 / 2017
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

**WEED CONTROL**

Account Number PERSONAL SERVICES

650	53640	120	Hourly Wages	\$ 9,670	\$ 9,033	\$ 3,466	\$ 9,033	\$ 9,237	2.26%
650	53640	125	Overtime Wages	498	0	0	0	0	0.00%
650	53640	126	Seasonal Labor	519	169	6	169	169	0.00%
650	53640	150	FICA	715	693	267	693	709	2.25%
650	53640	151	Retirement	663	614	140	614	619	0.75%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,681	4,983	1,362	4,983	5,208	4.52%
650	53640	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>17,746</b>	<b>15,493</b>	<b>5,241</b>	<b>15,493</b>	<b>15,942</b>	<b>2.90%</b>
			CONTRACTUAL SERVICES						
650	53640	210	Telephone	0	0	0	0	0	0.00%
650	53640	215	Consulting	0	0	0	0	0	0.00%
650	53640	218	Cell/Radio	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53640	331	Transportation	0	995	52	52	0	0.00%
650	53640	340	Operating Supplies	171	0	0	0	0	0.00%
650	53640	361	Fuel	1,011	0	0	0	995	100.00%
			<b>Subtotal</b>	<b>1,182</b>	<b>995</b>	<b>52</b>	<b>52</b>	<b>995</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53640	810	Capital Equipment	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 18,928</b>	<b>\$ 16,488</b>	<b>\$ 5,293</b>	<b>\$ 15,545</b>	<b>\$ 16,937</b>	<b>2.72%</b>

## **TOTAL STORM WATER UTILITY**

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

	<b>Expenditures</b>	<b>2016 Year End Actual</b>	<b>2017 Adopted Budget</b>	<b>2017 6 mos Actual</b>	<b>2107 Year End Estimate</b>	<b>2018 Adopted Budget</b>	<b>2018 / 2017 Budget % of Change</b>
	<b>Account Title</b>						
<b>TOTAL STORMWATER UTILITY</b>							
110	Salaries	\$ 93,542	\$ 71,239	\$ 50,525	\$ 101,764	\$ 133,763	87.77%
120	Hourly Wages	209,116	299,407	85,403	286,082	349,024	16.57%
125	Overtime Wages	10,793	9,280	2,657	8,362	9,035	-2.64%
126	Seasonal Labor	7,230	21,569	3,792	23,249	21,562	-0.03%
150	FICA	23,205	29,377	10,792	30,633	37,877	28.93%
151	Retirement	21,954	25,752	8,417	24,625	32,952	27.96%
152	Health, Dental, DIB, Life & Wks Cmp Ins	109,462	152,444	42,110	133,281	171,154	12.27%
190	Training	1,699	4,810	(82)	4,560	4,960	3.12%
	<b>Subtotal</b>	<b>477,002</b>	<b>613,877</b>	<b>203,614</b>	<b>612,556</b>	<b>760,327</b>	<b>23.86%</b>
	CONTRACTUAL SERVICES						
210	Telephone	1,474	1,493	737	1,473	1,874	25.52%
211	Postage	601	1,250	775	1,250	1,563	25.04%
212	Seminars and Conferences	892	2,209	336	2,100	2,625	18.83%
215	Consulting	58,303	88,386	36,816	93,849	95,321	7.85%
217	Cleaning Service Contract	703	1,004	444	1,004	2,100	109.16%
218	Cell/Radio	1,547	2,510	921	2,523	3,459	37.81%
220	Utilities	210	4,740	0	4,740	6,500	37.13%
	<b>Subtotal</b>	<b>63,729</b>	<b>101,592</b>	<b>40,029</b>	<b>106,939</b>	<b>113,442</b>	<b>11.66%</b>
	SUPPLIES AND EXPENSE						
310	Office Supplies	2,178	2,000	729	2,000	2,500	25.00%
314	Cleaning and Maintenance	286	904	276	904	1,725	90.82%
320	Memberships/Subscriptions	257	425	186	425	532	25.18%
331	Transportation	15,131	36,336	4,732	25,193	25,596	-29.56%
340	Operating Supplies	17,456	13,583	9,961	20,134	19,449	43.19%
350	Repair and Maintenance Supplies	40,400	48,019	21,842	48,219	61,505	28.08%
361	Fuel	1,011	0	0	0	995	100.00%
	<b>Subtotal</b>	<b>76,771</b>	<b>104,389</b>	<b>37,726</b>	<b>99,997</b>	<b>115,363</b>	<b>10.51%</b>
	CAPITAL OUTLAY						
810	Capital Equipment	363,325	973,330	22,410	973,330	788,534	-18.99%
	<b>Subtotal</b>	<b>363,325</b>	<b>973,330</b>	<b>22,410</b>	<b>973,330</b>	<b>788,534</b>	<b>-18.99%</b>
	<b>TOTAL</b>	<b>\$ 980,827</b>	<b>\$ 1,793,187</b>	<b>\$ 303,779</b>	<b>\$ 1,792,822</b>	<b>\$ 1,777,666</b>	<b>-0.87%</b>

**City of De Pere  
2018 Stormwater Utility  
Adopted Budget**

Expenditures	2016	2017	2017	2107	2018	2018 / 2017
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% of Change

**REVENUES**

650	41000	000	Residential	\$ 594,463	\$ 662,000	\$ 682,371	\$ 682,371	\$ 766,656	15.81%
650	42000	000	Non-Residential-NR	636,567	623,294	637,330	637,330	634,720	1.83%
650	43000	000	Agricultural	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	166,147	174,654	177,228	177,228	188,309	7.82%
650	45000	000	Underdeveloped & Other	24,221	25,685	22,215	22,215	22,215	-13.51%
			Fund Balance		365,449		365,449	165,766	
<b>TOTAL REVENUES</b>				<b>\$ 1,421,398</b>	<b>\$ 1,851,082</b>	<b>\$ 1,519,144</b>	<b>\$ 1,884,593</b>	<b>\$ 1,777,666</b>	<b>-3.97%</b>