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# City of De Pere, Wisconsin

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## 2016 Adopted Budget

## TABLE OF CONTENTS

<u>BUDGET ITEM</u>	<u>PAGE</u>	<u>BUDGET ITEM</u>	<u>PAGE</u>
Mayor/City Administrator Budget Address			
<b>Charts and Tables</b>		<b>Public Works</b>	121-122
General Fund Revenue & Expenditure Trends	vi	Public Works Administration.....	123-127
General Fund Expenditures-Five Year Summary	vii	Engineering.....	128-133
2014 Property Tax Levy Pie Chart	viii	Municipal Service Center.....	134-137
General Obligation Debt Service	ix	Mechanics.....	138-141
Debt Per Capita	x	Machinery and Equipment.....	142-145
Long Term Note and Bonded Indebtedness	xi	Snow and Ice Control.....	146-149
Property Valuation	xii	Street Maintenance.....	150-152
		Traffic Signs and Markings.....	153-156
		Street Lighting.....	157-159
		Traffic Lights.....	160-162
		Brush Collection.....	163-166
		Transit System.....	167-169
		Garbage/Refuse Collection.....	170-173
		Landfill.....	174-176
		Weed Control.....	177-179
		Recycling.....	180-182
		<b>TOTAL PUBLIC WORKS .....</b>	<b>183-186</b>
<b>General Fund</b>			
<b>General Government</b>	1-2	<b>Culture, Education &amp; Recreation</b>	187-188
City Council.....	3-6	Community Center .....	189-194
Municipal Court.....	7-11	Historic Preservation Commission.....	195-199
City Attorney.....	12-19	Park and Rec Administration.....	200-204
City Administrator.....	20-25	Parks and Public Land.....	205-209
Mayor.....	26-29	Forestry.....	210-214
Clerk-Treasurer.....	30-33	Boat Ramps.....	215-218
Human Resources.....	34-39	Parks Equipment/Vehicle Maintenance.....	219-222
Elections.....	40-43	Recreation and Recreation Programs.....	223-228
Information Management.....	44-48	Special Events/Celebrations.....	229-232
Finance.....	49-52	Swimming Pools.....	233-237
Assessor.....	53-56	<b>TOTAL CULTURE, EDUCATION &amp; RECREATION</b>	<b>238-240</b>
City Hall.....	57-59		
Other General Government.....	60-61		
Health and Human Services.....	62-71		
Board of Health.....	72-75		
Planning and Economic Development.....	76-80		
GIS Department.....	81-84		
<b>TOTAL GENERAL GOVERNMENT.....</b>	<b>85-89</b>		
		<b>TOTAL GENERAL FUND</b>	
<b>Public Safety</b>	90-91	<b>EXPENDITURES</b>	241-242
Police.....	92-98		
Crossing Guards.....	99-102	<b>2016 SALARIES</b>	243-246
Fire/EMS.....	103-109		
Building Inspection.....	110-113	<b>GENERAL FUND REVENUES</b>	247-254
Jail.....	114-116		
<b>TOTAL PUBLIC SAFETY .....</b>	<b>117-120</b>		

## **TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>SPECIAL FUND EXPENDITURES</b>	
<b>AND REVENUES .....</b>	255
Development Loan Program	256-258
Wastewater Treatment Services	259-261
Public Land Acquisition	262-263
Cable Access Fund	264-267
 <b>DEBT SERVICE EXPENDITURES</b>	
<b>AND REVENUES .....</b>	268-272
 <b>CAPITAL PROJECTS EXPENDITURES</b>	
<b>AND REVENUES .....</b>	273-278
<b>TAX INCREMENT DISTRICT FUNDS</b>	279-280
Tax Increment District # 5	281-282
Tax Increment District # 6	283-284
Tax Increment District # 7	285-286
Tax Increment District # 8	287-288
Tax Increment District # 9	289-290
Tax Increment District #10	291-292
Tax Increment District #11	293-294
Tax Increment District #12	295-296
 <b>WATER EXPENDITURES</b>	
<b>AND REVENUES .....</b>	297-305
 <b>STORMWATER EXPENDITURES</b>	
<b>AND REVENUES .....</b>	306-341

## **MEMORANDUM**

TO: Citizens of De Pere

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

DATE: December 18, 2015

SUBJECT: 2016 Adopted Budget

### **INTRODUCTION**

We are pleased to present the 2016 Adopted Budget. This budget is structured to accomplish four major goals: 1) Maintain or improve existing municipal service levels; 2) Increase economic development opportunities throughout the community; 3) Maintain or increase existing unassigned fund balance levels; 4) Minimize the increase in the property tax mill rate as much as possible while still protecting the short and long term fiscal integrity of the City. We believe the proposed 2016 Adopted Budget accomplishes these goals.

All city departments were directed to submit 2016 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%. The management staff did an excellent job of meeting this requirement while maintaining the integrity of municipal services.

We once again approached the development of the 2016 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 presented to city employees as they developed their budgets and this is the message we believe resonates throughout the 2016 Adopted Budget.



We anticipate the City will continue to experience moderate tax base growth in 2016. The City experienced significant population growth in 2014 (approximately 1.1%) and we anticipate the City's population to continue to grow at a slightly lower but 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 2016 Adopted Budget includes an additional emphasis on fire training and fire response capabilities by including an additional \$6,000 for a part time training officer and adds \$20,000 for additional fire department overtime for training and incident response. The adopted budget maintains the existing level of other municipal services provided to the community with a minimal property tax rate increase.

The 2016 Adopted Budget also includes an additional emphasis on replacing inefficient and obsolete technology systems and software to enhance overall municipal services. The proposed budget provides for over \$150,000 in technology and security upgrades and hardware as well as \$61,000 for a new phone system. These will be funded in the general fund as well as the utility and capital projects funds. The general fund budget also includes \$41,000 for an annual reassessment of property values to help ensure that all taxable property assessments are updated and maintained at current market value and property taxes are equitably distributed between all classes of property.

The Adopted Budget's property tax levy is 3.13% higher than the 2015 budget. The mill rate for 2016 is \$6.67. This is \$0.14 higher than the adopted 2015 mill rate of \$6.53.

The 2016 Adopted Budget includes an overall 2.53% increase in General Fund operating expenditures when compared to 2015. 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 2026. 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 2015 to be applied in 2016. 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 \$6,538 membership fee for the Wisconsin League of Municipalities; \$3,000 to support the Beautification Committee; \$3,000 to support the De Pere Sister City program; \$6,200 for an on-line performance management system; \$55,125 to conduct four elections; \$75,668 to migrate and manage various systems into a cloud format (shared with other funds); \$35,315 for employee merit and performance based pay incentives; \$8,000 to maintain sustainability program initiatives; \$10,000 fee for Wisconsin assessment of manufacturing property; \$18,500 for Accurate Appraisal general assessment services and \$41,000 for Accurate Appraisal to complete an annual sales approach assessment model; \$20,000 contribution to Downtown De Pere, Inc. for Main Street program activities; \$10,000 to complete annual maintenance to the City Hall building; \$203,000 for property and liability insurance; \$20,000 to contract services to complete a comprehensive plan update. Total General Government expenditures are 8.91% higher in 2016 vs. 2015.

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 \$140,000 for Police Department overtime wages to meet minimum staffing and workload requirements; \$40,000 to replace Police Department vehicles; \$96,110 for crossing guard services; \$100,000 for Fire / EMS Department overtime wages to meet operational requirements; \$29,000 for paid-on-call firefighter support wages; \$25,000 to replace Fire Department turnout gear and \$75,000 to replace cardiac monitors and mobile digital computers; \$280,211 for building inspection services; and \$8,000 for Brown County jail services. Total Public Safety expenditures are 2.58% higher in 2016 vs. 2015.

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 \$39,600 for Municipal Services Center upgrades; \$5,000 general repairs and upkeep at the municipal services center & \$35,000 for a trailer-mounted asphalt and recycler hot box; \$283,003 for snow and ice removal; \$440,411 to maintain street lights; \$427,007 to provide public bus and para-transit services; \$250,000 for Brown County landfill fees, and; \$115,574 to provide recycling collection services. Total Public Works expenditures are 0.65% lower in 2016 vs. 2015.

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 607,809 to provide programming and facilities at the Community Center; \$10,425 for historic preservation; \$5,000 to improve accessible routes to park facilities; \$10,000 to refurbish Voyager Park docks; \$198,870 for forestry program; \$32,500 for parks upgrades; \$17,000 for a slope mower; \$293,024 for recreation programs; \$11,265 to support community events; and; \$307,486 to operate two outdoor pools. Total Culture, Education & Recreation expenditures are 0.29% lower in 2016 vs. 2015.

Total General Fund expenditures increase 2.53% This includes a 8.91% increase in General Government, a 2.58% increase in Public Safety, a 0.65% decrease in Public Works and a 0.29% decrease in Culture, Education & Recreation expenditures.

## **GENERAL FUND REVENUES**

General Fund revenues increased 2.53%. The 2016 Adopted Budget includes a \$39,620 decrease in state recycling grants to fund current operational services. The 2016 Executive Budget increases some fees for service approximately 5% to offset declining shared revenues and levy limits. Property taxes account for approximately 47% 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 2015 is estimated to be approximately \$994,067.

Wastewater Treatment Services Fund: The Wastewater Treatment Services Fund has an estimated fund balance of approximately \$11,151,403 at the end of 2015. 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 2015 is estimated to be approximately \$81,002.

Cable Access Fund: The Cable Access Fund is used to manage franchise fees and grants. Revenues are anticipated to be approximately \$110,000 in 2015 and are used to offset \$107,453 in administrative, equipment and production costs. The fund balance at the end of 2015 is estimated to be approximately \$-9,430.

## **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 2016 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 2016 is \$4,539,426. The total interest and service fees scheduled for payment in 2016 is \$1,018,440.

## **CAPITAL PROJECTS FUND**

The Capital Projects Fund includes expenditures and revenues associated with the purchase of equipment and funding for major projects, and is used to manage revenues and expenditures associated with TID's 5, 6, 7, 8, 9, 10, 11, & 12. The 2016 Budget includes \$600,000 for a fire engine, \$250,000 for an ambulance, \$241,000 to replace the existing City Hall roof with a sustainable Green Roof, \$585,520 for equipment, \$1,434,000 for street maintenance, \$86,000 for sidewalks, \$851,600 for street construction and \$11,846,000 for TID development related projects. 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 2016 includes \$1,000,000 for miscellaneous relays; \$68,000 for Ninth Street Reservoir & parking lot repairs, \$300,000 for automated meter reading system; and \$75,000 for hydrant replacement and painting. The Water Utility Fund also includes expenditures and revenues to fund debt service requirements. Total 2016 estimated principal and interest payments are \$387,724.

## **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 2015 is \$77 per ERU. This is a \$5 increase over the 2015 rate of \$72. 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 2017 and subsequent years to pay for these unfunded mandates. Significant expenditures in the 2016 Budget include \$131,761 for street cleaning, \$175,849 for leaf collection, \$50,000 for televising storm sewers; \$175,000 to replace existing storm sewer; \$50,000 for new storm sewer installation; \$130,000 for pond and swale maintenance; and \$659,950 for storm pond upgrades and construction. Total storm water utility expenditures for 2016 are \$2,072,285.

## **SUMMARY**

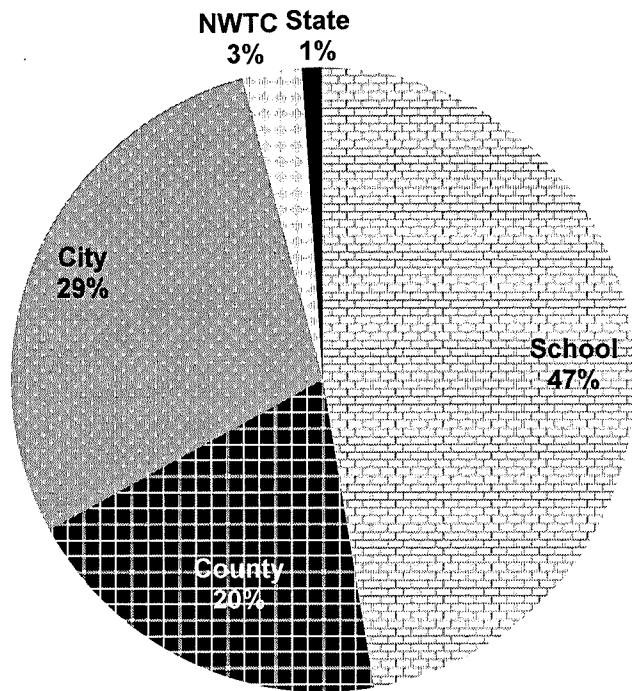
The 2016 Adopted Budget includes a 3.13% increase in the property tax levy and a 2.17% increase in the property tax mill rate. This budget meets the existing municipal service level needs and expectations of our community. De Pere has a regional reputation as being one of the most desirable communities 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

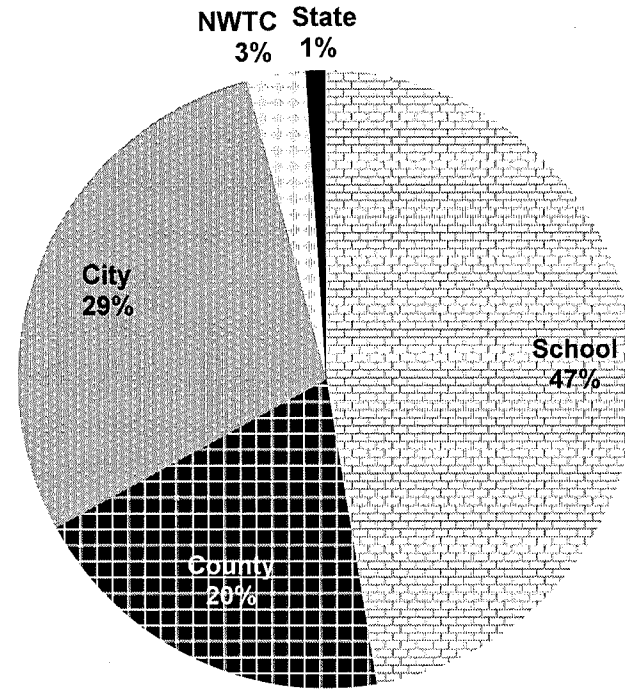
The following charts and tables identify trends in revenues, expenditures and other items that directly impact the budget and tax rates:

- ii **2015 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 2006 through 2015 (2015 represents taxes paid for the 2016 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 nine years.
- vi **General Fund Revenue and Expenditure Trends Chart:** This chart identifies expenditure and revenue trends for General Fund operations for the period including 2006 through 2016. 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 **2015 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 2005 through 2016. 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 2015 is \$1,438.63. 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 2016 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 2015.

## 2015 Property Taxes Unified School District



## 2015 Property Taxes West School District



<b>2016 Adopted Budget</b>
<b>Unified School District</b>
<b>City of De Pere</b>

TEN YEAR COMPARISON OF PROPERTY TAXES PAID

Taxing Jurisdiction	\$100,000 2006	\$100,000 2007	\$100,000 2008	\$100,000 2009	\$100,000 2010	\$100,000 2011	\$100,000 2012	\$100,000 2013	\$100,000 2014	\$100,000 2015	% Change 14 to 15	\$ Change 14 to 15
City of De Pere	\$536.55	\$569.00	\$589.92	\$599.17	\$607.81	\$609.39	\$617.12	\$635.44	\$653.16	\$667.36	2.17%	\$14.20
NWTC	\$152.94	\$152.48	\$161.94	\$166.91	\$165.66	\$160.77	\$159.69	\$160.92	\$78.16	\$79.43	1.62%	\$1.27
School	\$1,021.37	\$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	4.39%	\$46.45
County	\$474.25	\$479.29	\$514.71	\$514.15	\$485.20	\$464.87	\$463.42	\$455.52	\$458.10	\$474.39	3.56%	\$16.29
State	\$18.31	\$17.68	\$18.56	\$18.41	\$17.45	\$16.75	\$16.36	\$16.45	\$16.89	\$17.33	2.56%	\$0.44
<b>Sub-Total</b>	<b>\$2,203.42</b>	<b>\$2,252.99</b>	<b>\$2,359.87</b>	<b>\$2,396.50</b>	<b>\$2,364.80</b>	<b>\$2,374.49</b>	<b>\$2,315.85</b>	<b>\$2,328.71</b>	<b>\$2,264.64</b>	<b>\$2,343.29</b>	<b>3.47%</b>	<b>\$78.65</b>
<b>State School Credit</b>	<b>\$149.15</b>	<b>\$162.37</b>	<b>\$179.86</b>	<b>\$181.88</b>	<b>\$178.18</b>	<b>\$174.47</b>	<b>\$173.09</b>	<b>\$171.95</b>	<b>\$167.83</b>	<b>\$187.19</b>	<b>11.54%</b>	<b>\$19.36</b>
<b>Total Taxes</b>	<b>\$2,054.27</b>	<b>\$2,090.62</b>	<b>\$2,180.01</b>	<b>\$2,214.62</b>	<b>\$2,186.62</b>	<b>\$2,200.02</b>	<b>\$2,142.76</b>	<b>\$2,156.76</b>	<b>\$2,096.81</b>	<b>\$2,156.10</b>	<b>2.83%</b>	<b>\$59.29</b>

Taxing Jurisdiction	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City of De Pere	5.3655	5.6900	5.8992	5.9917	6.0781	6.0939	6.1712	6.3544	6.5316	6.6736
NWTC	1.5294	1.5248	1.6194	1.6691	1.6566	1.6077	1.5969	1.6092	0.7816	0.7943
School	10.2137	10.3454	10.7474	10.9786	10.8868	11.2271	10.5926	10.6038	10.5833	11.0478
County	4.7425	4.7929	5.1471	5.1415	4.8520	4.6487	4.6342	4.5552	4.5810	4.7439
State	0.1831	0.1768	0.1856	0.1841	0.1745	0.1675	0.1636	0.1645	0.1689	0.1733
<b>Sub-Total</b>	<b>22.0342</b>	<b>22.5299</b>	<b>23.5987</b>	<b>23.9650</b>	<b>23.6480</b>	<b>23.7449</b>	<b>23.1585</b>	<b>23.2871</b>	<b>22.6464</b>	<b>23.4329</b>
<b>State School Credit</b>	<b>1.4915</b>	<b>1.6237</b>	<b>1.7986</b>	<b>1.8188</b>	<b>1.7818</b>	<b>1.7447</b>	<b>1.7309</b>	<b>1.7195</b>	<b>1.6783</b>	<b>1.8719</b>
<b>Total Taxes</b>	<b>20.5427</b>	<b>20.9062</b>	<b>21.8001</b>	<b>22.1462</b>	<b>21.8662</b>	<b>22.0002</b>	<b>21.4276</b>	<b>21.5676</b>	<b>20.9681</b>	<b>21.5610</b>



2016 Adopted Budget
West School District
City of De Pere

**TEN YEAR COMPARISON OF PROPERTY TAXES PAID**

Taxing Jurisdiction	\$100,000 2006	\$100,000 2007	\$100,000 2008	\$100,000 2009	\$100,000 2010	\$100,000 2011	\$100,000 2012	\$100,000 2013	\$100,000 2014	\$100,000 2015	% Change 14 to 15	\$ Change 14 to 15
City of De Pere	\$536.55	\$569.00	\$589.92	\$599.17	\$607.81	\$609.39	\$617.12	\$635.44	\$653.16	\$667.36	2.17%	\$14.20
NWTC	\$152.94	\$152.48	\$161.94	\$166.91	\$165.66	\$160.77	\$159.69	\$160.92	\$78.16	\$79.43	1.62%	\$1.27
School	\$1,030.44	\$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	-2.81%	-\$32.18
County	\$474.25	\$479.29	\$514.71	\$514.15	\$485.20	\$464.87	\$463.42	\$455.52	\$458.10	\$474.39	3.56%	\$16.29
State	\$18.31	\$17.68	\$18.56	\$18.41	\$17.45	\$16.75	\$16.36	\$16.45	\$16.89	\$17.33	2.56%	\$0.44
Sub-Total	\$2,212.49	\$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	0.00%	\$0.02
State School Credit	\$149.15	\$162.37	\$179.86	\$181.88	\$178.18	\$174.47	\$173.09	\$171.95	\$167.83	\$187.19	11.54%	\$19.36
Total Taxes	\$2,063.34	\$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	-0.89%	-\$19.34

Taxing Jurisdiction	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City of De Pere	5.3655	5.69	5.8992	5.9917	6.0781	6.0939	6.1712	6.3544	6.5316	6.6736
NWTC	1.5294	1.5248	1.6194	1.6691	1.6566	1.6077	1.5969	1.6092	0.7816	0.7943
School	10.3044	10.4632	10.7228	10.6530	11.6400	11.5651	11.1641	11.2270	11.4435	11.1217
County	4.7425	4.7929	5.1471	5.1415	4.8520	4.6487	4.6342	4.5552	4.5810	4.7439
State	0.1831	0.1768	0.1856	0.1841	0.1745	0.1675	0.1636	0.1645	0.1689	0.1733
Sub-Total	22.1249	22.6477	23.5741	23.6394	24.4012	24.0829	23.7300	23.9103	23.5066	23.5068
State School Credit	1.4915	1.6237	1.7986	1.8188	1.7818	1.7447	1.7309	1.7195	1.6783	1.8719
Total Taxes	20.6334	21.0240	21.7755	21.8206	22.6194	22.3382	21.9991	22.1908	21.8283	21.6349

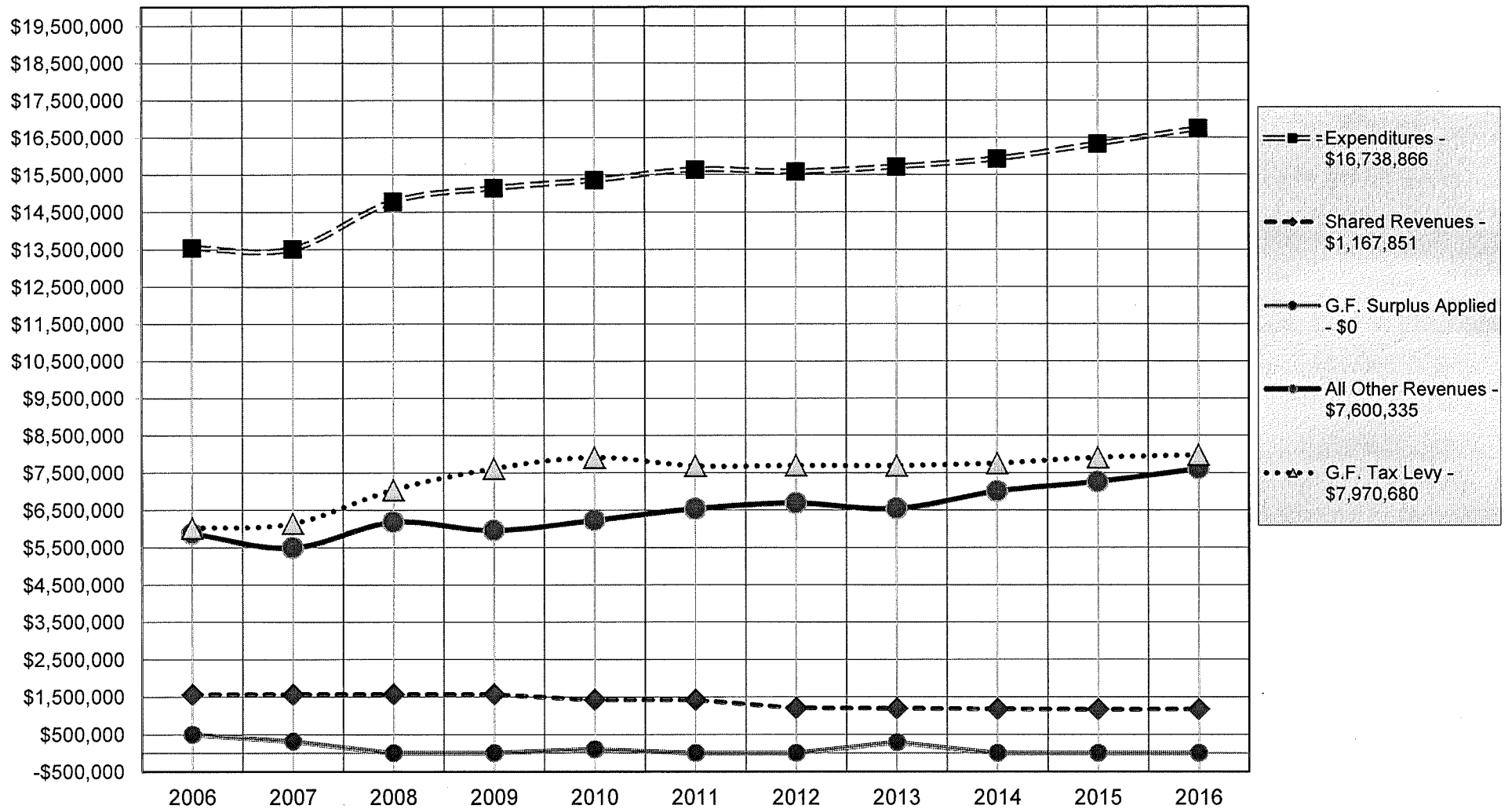
**INCLUDING TID DISTRICTS**

	<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>
State Taxes	\$ 302,875	\$ 324,244	\$ 324,582	\$ 310,123	\$ 299,248	\$ 294,194	\$ 298,395	\$ 311,296	\$ 322,208
County Taxes	8,210,095	8,990,356	9,062,256	8,620,702	8,303,279	8,335,055	8,262,727	8,440,893	8,821,759
<i>Local Property Taxes</i>	9,746,793	10,303,941	10,560,770	10,799,169	10,884,764	11,100,454	11,526,195	12,034,964	12,410,259
NE Wisconsin Technical College	2,611,921	2,828,493	2,941,841	2,943,271	2,871,562	2,872,115	2,918,841	1,440,118	1,477,153
School District - 1414 (East)	8,355,261	8,803,316	9,069,239	9,107,279	9,442,886	8,918,254	9,009,958	9,065,226	9,602,632
School District - 6328 (West)	9,472,861	9,946,137	9,976,406	10,943,617	10,930,022	10,680,377	10,825,215	11,283,473	11,015,116
<b>Subtotal</b>	<b>\$38,699,806</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>

**Property Tax Credits**

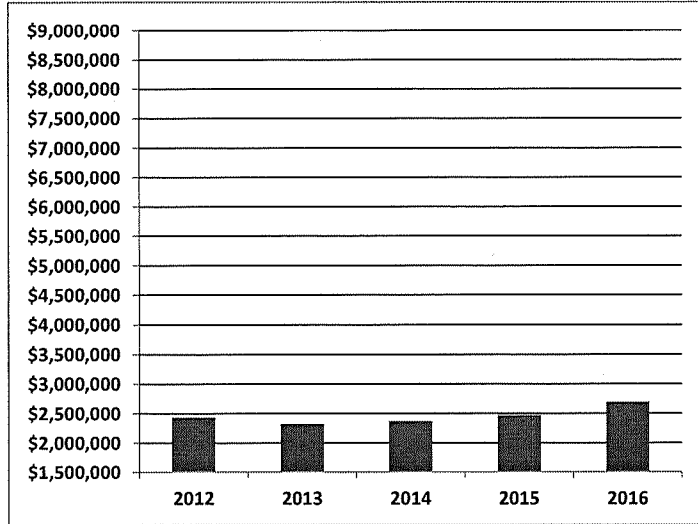
School District - 1414 (East)	1,311,312	1,473,294	1,502,497	1,490,580	1,467,462	1,457,344	1,461,002	1,437,551	1,627,073
School District - 6328 (West)	1,469,978	1,668,352	1,703,302	1,675,227	1,648,929	1,655,949	1,657,922	1,654,828	1,854,004
<b>Total</b>	<b>\$35,918,516</b>	<b>\$38,054,841</b>	<b>\$38,729,295</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>

# General Fund Revenue & Expenditure Trends

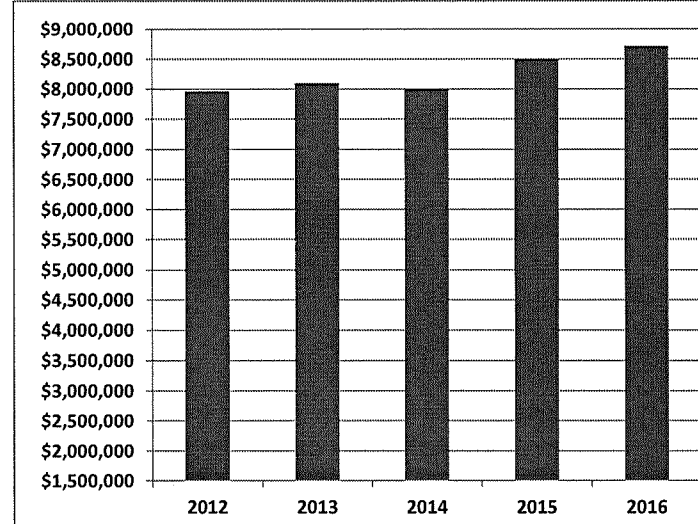


**CITY OF DE PERE  
GENERAL FUND EXPENDITURES  
FIVE-YEAR SUMMARY**

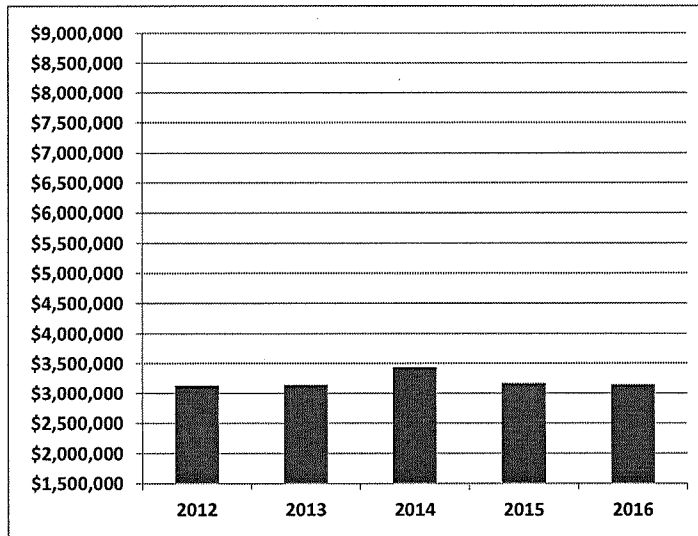
**GENERAL GOVERNMENT \$2,692,257 (2016)**  
*Increase of \$220,152 from 2015*



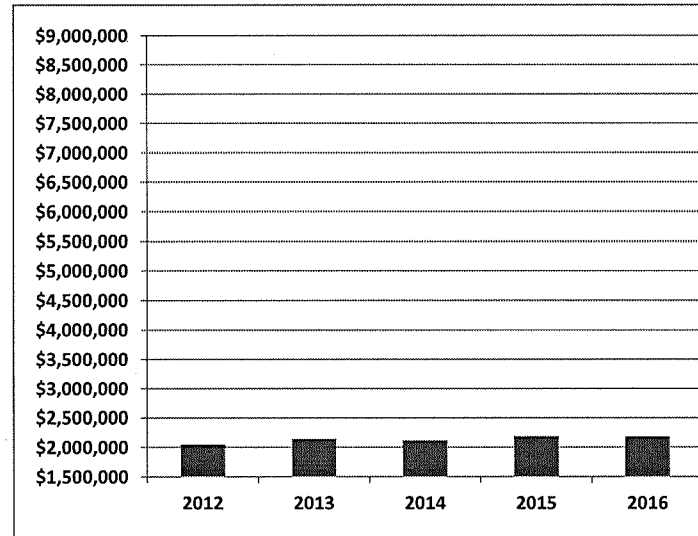
**PUBLIC SAFETY \$8,716,725 (2016)**  
*Increase of \$220,255 from 2015*



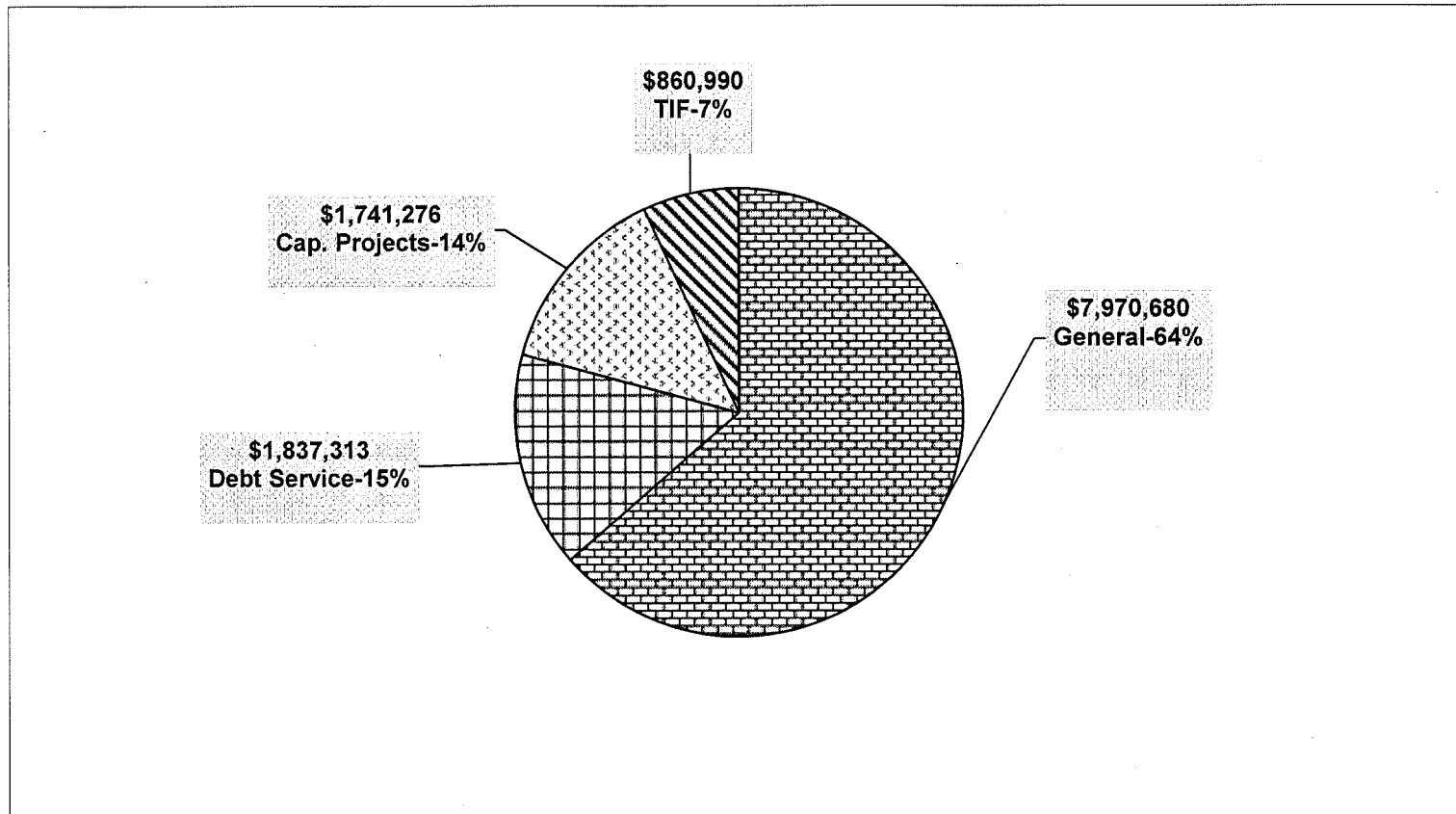
**PUBLIC WORKS \$3,147,766 (2016)**  
*Decrease of \$20,611 from 2015*



**CULTURE & RECREATION \$2,182,118 (2016)**  
*Decrease of \$6,367 from 2015*



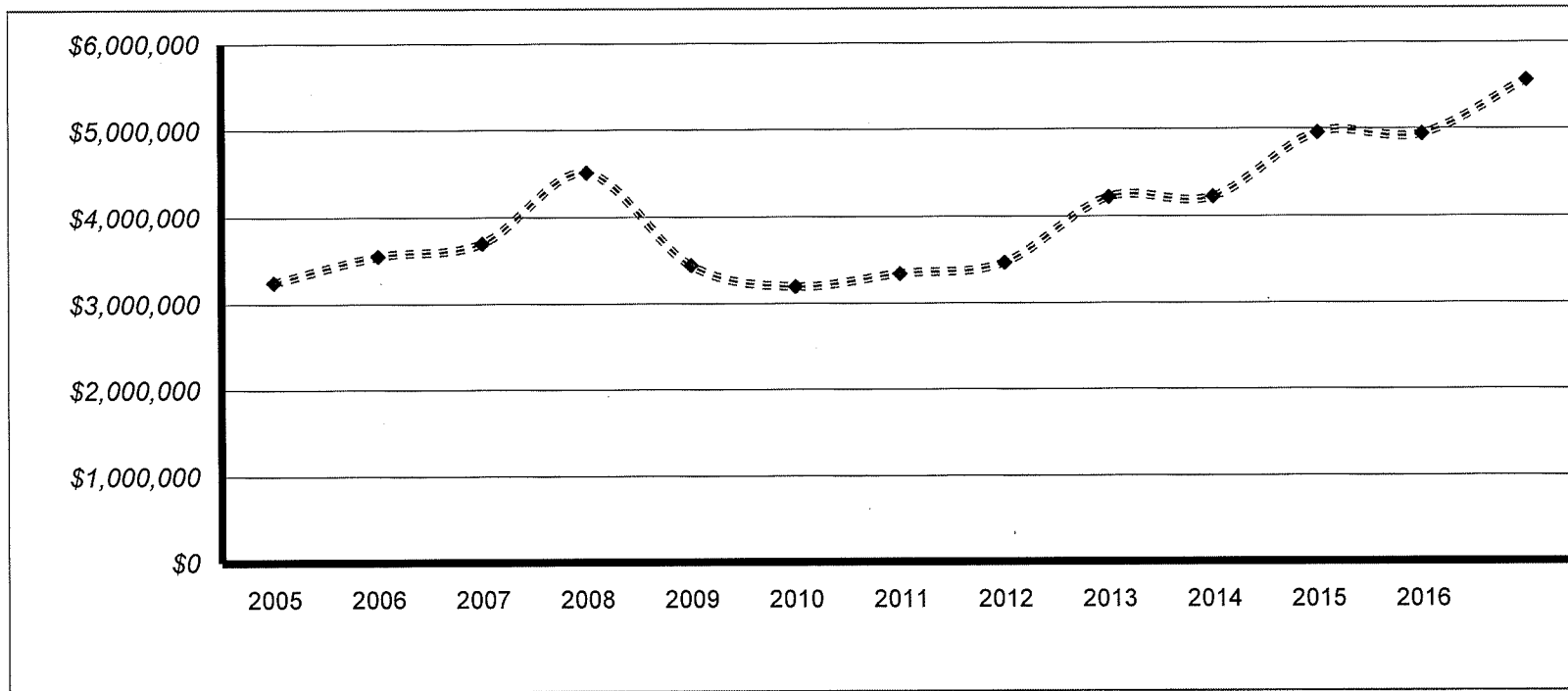
# CITY OF DE PERE 2015 PROPERTY TAX LEVY CHART



# Annual City of De Pere

## General Obligation Debt Service

2005-2016

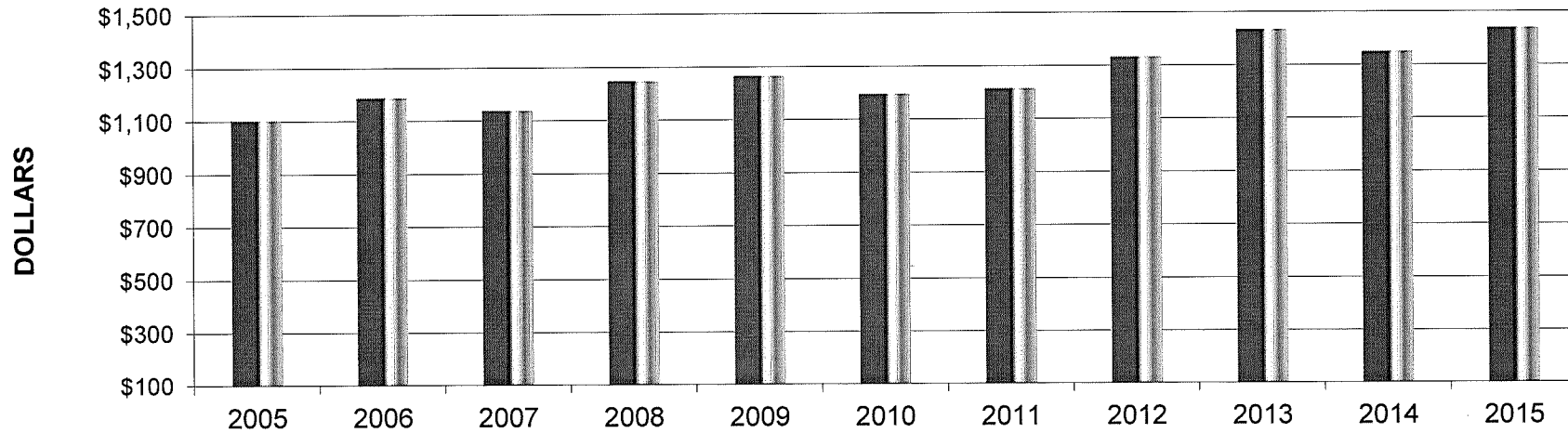


2005	\$3,548,583
2006	\$3,698,642
2007	\$4,513,554
2008	\$3,439,119
2009	\$3,194,052
2010	\$3,339,286

2011	\$3,464,245
2012	\$4,224,144
2013	\$4,226,573
2014	\$4,957,385
2015	\$4,890,358
2016	\$5,557,866

# Debt Per Capita

2005 - 2015



Year	Population	G. O. Debt Outstanding	Equalized Valuation	Debt as % of Equalized Value	Debt Per Capita
2005	22,310	24,637,933	\$1,630,026,617	1.51%	\$1,104.34
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

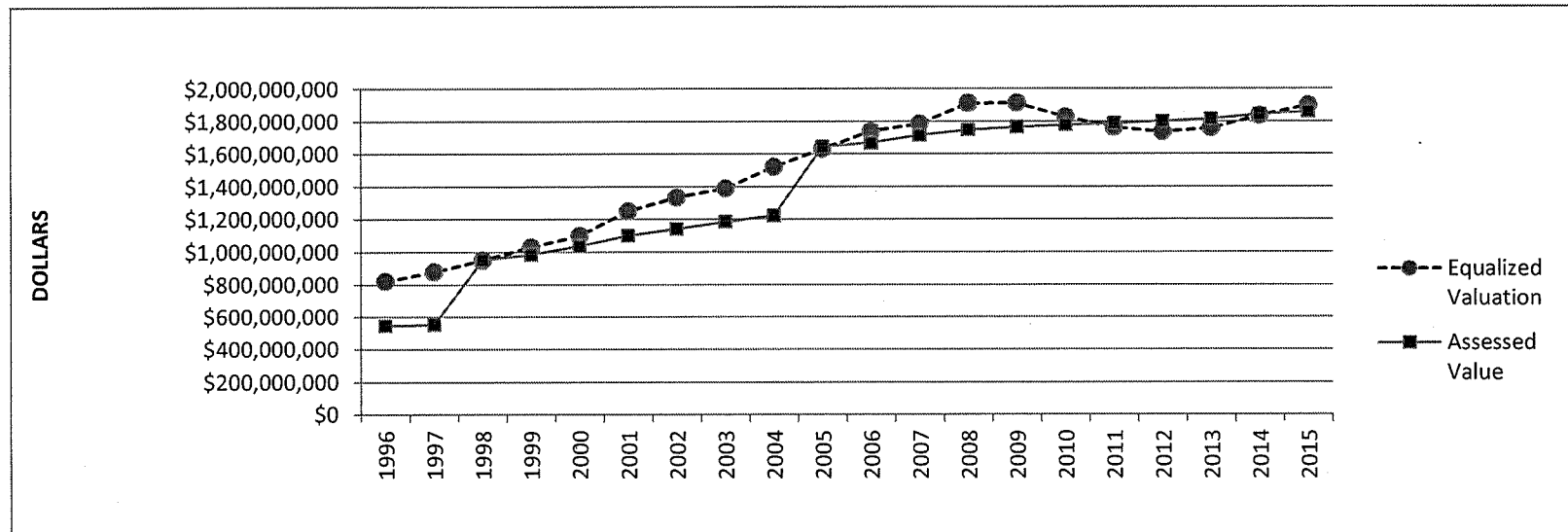
**Long-Term Note and Bonded Indebtedness - December 31, 2016**  
**Governmental Funds**

	Year of Issue	Amount of Issue	Outstanding 12/31/2015	Principal Due - 2016
Community Development Bonds	2004	4,815,000	220,000	220,000
Community Development Bonds	2006	4,050,000	2,585,000	210,000
Community Development Bonds	2007	2,020,000	1,365,000	100,000
Community Development Bonds	2008	2,270,000	1,945,000	90,000
Community Development Bonds	2008	1,000,000	725,000	50,000
Promissory Note	2008	1,220,000	305,000	150,000
Community Development Bonds	2009	2,675,000	1,915,000	215,000
Community Development Bonds	2010	2,985,000	1,455,000	335,000
Community Development Bonds	2011	2,245,000	1,575,000	140,000
Promissory Note	2011	1,565,000	510,000	200,000
Community Development Bonds	2012	2,980,000	1,950,000	150,000
Community Development Bonds	2012	2,850,000	2,710,000	145,000
Community Development Bonds	2013	5,650,000	4,410,000	560,000
Community Development Bonds	2013	2,530,000	2,220,000	315,000
Promissory Note	2014	670,000	595,000	65,000
Community Development Bonds	2014	2,935,000	2,525,000	430,000
Community Development Bonds	2015	6,240,000	6,240,000	980,000
Promissory Note	2015	147,000	147,000	147,000
Promissory Note	2016	1,650,000	1,650,000	37,426
<b>Total General Obligation Bonds and Notes</b>		<b>\$50,497,000</b>	<b>\$35,047,000</b>	<b>\$4,539,426</b>



# Property Valuation

## 1996-2015



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%

# **GENERAL GOVERNMENT**

## GENERAL GOVERNMENT EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
City Council	0.00
Municipal Court	1.00
City Attorney	1.20
City Administrator	0.75
Mayor	0.00
Clerk	2.73
Human Resources	1.48
Elections	0.00
Information Management	1.00
Finance	0.82
Assessor	0.10
City Hall	0.00
Other General Government	0.00
Health and Human Services	4.40
Board of Health	0.00
Planning and Economic Development	1.75
GIS	1.00
<b>TOTAL</b>	<b>16.23</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.

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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 1.1% from 24,180 to 24,447.
- 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: 2015 mill rate increase was 2.78%.

***Significant Program Achievements:***

- 1) Adopted the 2015 Annual Budget.
- 2) Adopted 26 ordinances and 141 resolutions in prior year.

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

- 1) Conduct a regular meeting of the City Council every first and third Tuesday of the month.
  - a. Community Importance.

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

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

The adopted 2016 City Council program cost is \$77,457. 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Electronic Device Stipend increased \$500 to reflect anticipated expenditure.
- 2) Seminars and Conferences decreases \$400 and includes \$400 for alderpersons to attend training opportunities.
- 3) Public Notices decreased \$1,000 to reflect actual costs.
- 4) Office Supplies decreased \$15,000 due to deletion of printed newsletter.
- 5) Memberships and Subscriptions include \$6,450 for membership in the League of Wisconsin Municipalities and Wisconsin Urban Alliance, \$3,000 for Sister Cities budget and \$550 for miscellaneous publications.
- 6) Capital outlay includes \$3,000 for the Beautification Committee.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
CITY COUNCIL								
Account Number			PERSONAL SERVICES					
100	51100	122	Hourly Wages--Part Time	\$50,070	\$51,819	\$25,738	\$51,819	\$52,160 0.66%
100	51100	150	FICA	671	751	345	751	756 0.66%
100	51100	152	Health, Dental, DIB, Life & Wks Cmp Ins	153	140	75	140	141 0.66%
			<b>Subtotal</b>	<b>50,894</b>	<b>52,710</b>	<b>26,158</b>	<b>52,710</b>	<b>53,057 0.66%</b>
			CONTRACTUAL SERVICES					
100	51100	210	Electronic Device Stipend	0	2,500	0	2,500	3,000 20.00%
100	51100	211	Postage	0	0	0	0	0 0.00%
100	51100	212	Seminars and Conferences	0	800	0	400	400 -50.00%
100	51100	224	Public Notices	15,384	9,000	3,209	7,000	8,000 -11.11%
			<b>Subtotal</b>	<b>15,384</b>	<b>12,300</b>	<b>3,209</b>	<b>9,900</b>	<b>11,400 -7.32%</b>
			SUPPLIES AND EXPENSE					
100	51100	310	Office Supplies	17,320	15,000	1,011	15,000	0 0.00%
100	51100	320	Memberships/Subscriptions	13,916	9,800	6,364	9,800	10,000 2.04%
100	51100	330	Mileage Reimbursement	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>31,236</b>	<b>24,800</b>	<b>7,375</b>	<b>24,800</b>	<b>10,000 -59.68%</b>
			FIXED CHARGES					
			CAPITAL OUTLAY					
100	51100	810	Capital Equipment	3,450	3,000	2,250	2,250	3,000 0.00%
			<b>Subtotal</b>	<b>3,450</b>	<b>3,000</b>	<b>2,250</b>	<b>2,250</b>	<b>3,000 0.00%</b>
			COST REALLOCATIONS					
			<b>Subtotal</b>					
			<b>TOTAL</b>	<b>\$ 100,964</b>	<b>\$ 92,810</b>	<b>\$ 38,992</b>	<b>\$ 89,660</b>	<b>\$ 77,457 -16.54%</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.
- 3) Process all dispositions from initial appearances & trials.
- 4) Help defendants and general public with questions; provide them with needed and helpful information.
- 5) Maintain office hours for defendants to conduct business with the court.
- 6) Set up video conference with jail for defendants who were picked up on our warrants, out-of-state resident, or initial appearances.

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

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



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

***Expected Outcomes:***

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

***2016 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.

***2015 Performance Measurement Data (August 2014 – July 2015):***

- 1) From August, 2013 – July, 2014 intake 2,052 citations with \$265,394 monies collected.  
Result: From August, 2014 – July, 2015 intake of 1,752 citations with \$194,437 monies collected. Reduced by 27%.
- 2) Current with tax intercept, suspensions, and warrants. Collected \$5,707 in 2014 and \$5,480 in 2015 through tax intercept for the 2015 tax season.  
Result: Reduced by 4%
- 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.

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

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

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

The adopted 2016 Municipal Court program cost is \$100,658. 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.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,122 mainly due to a 7% health insurance rate increase.
- 2) Consulting - \$5,999 includes \$4,249 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 \$325 for interpreter costs at court appearances, \$225 for substitute judge if needed.
- 3) Memberships and Subscriptions - \$840 includes \$40 for Municipal Court Clerks Association dues; \$100 Municipal Judges Association dues; and \$700 WI Supreme Court Office of Judicial Education.

- 4) 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. These are scheduled around the state each year.
- 5) Mileage – Clerk has two out of town mandatory meetings- By contract employee must maintain the training to the TIPSS court program in Madison and in 2016 the Court Clerk Conference is in Appleton. This conference is mandated by state statute to attend bi-annually but recommended to attend. One of them is required due to new clerk starting position. The Judge will have an out of town location as well. The Judge did not request mileage this year because his seminars were in Green Bay.
- 6) Office Equipment- \$1000 for a HP Pavillion X2 laptop.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>MUNICIPAL COURT</b>								
Account Number	PERSONAL SERVICES							
100	51200	110	Salaries	\$ 20,081	\$ 20,000	\$ 9,337	\$ 20,000	\$ 20,000 0.00%
100	51200	120	Hourly Wages	43,552	44,163	23,951	\$ 49,400	45,034 1.97%
100	51200	125	Overtime Wages	0	0	0	0	0 0.00%
100	51200	150	FICA	4,662	4,908	2,635	5,300	4,975 1.36%
100	51200	151	Retirement	2,813	3,003	1,282	3,000	2,972 -1.03%
100	51200	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,529	16,969	8,426	32,000	18,091 6.61%
100	51200	190	Training	3	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>86,640</b>	<b>89,044</b>	<b>45,631</b>	<b>109,700</b>	<b>91,072 2.28%</b>
			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	120	350	0	350	350 0.00%
100	51200	215	Consulting	5,704	6,123	5,268	6,123	5,999 -2.03%
			<b>Subtotal</b>	<b>5,896</b>	<b>6,545</b>	<b>5,304</b>	<b>6,545</b>	<b>6,421 -1.89%</b>
			SUPPLIES AND EXPENSE					
100	51200	310	Office Supplies	792	800	617	900	900 12.50%
100	51200	315	Publications	0	75	68	75	75 0.00%
100	51200	320	Memberships/Subscriptions	765	765	840	840	840 9.80%
100	51200	330	Mileage Reimbursement	138	250	0	350	350 40.00%
			<b>Subtotal</b>	<b>1,695</b>	<b>1,890</b>	<b>1,525</b>	<b>2,165</b>	<b>2,165 14.55%</b>
			CAPITAL OUTLAY					
100	51200	810	Capital Equipment	0	0	0	0	1,000 100.00%
100	51200	811	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>1,000 100.00%</b>
			<b>TOTAL</b>	<b>\$ 94,231</b>	<b>\$ 97,479</b>	<b>\$ 52,460</b>	<b>\$ 118,410</b>	<b>\$ 100,658 3.26%</b>

## City Attorney

### ***Program Full Time Equivalents: 1.2***

***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*: supervises contract attorney; handles municipal court cases where conflict of interest exists; advises departments and law enforcement officers on enforcement of city ordinances and ordinance interpretation.
- (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.

***2015 Performance Measurements (Data 6/2014 – 6/2015)***

**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:** less than 25% transferred due to time constraints

**Measure #2: GENERAL LEGAL SERVICES**

Obtain Public Records Board approval or record retention scheduled for city to reduce Police records response requirements. **DATA:** Approval obtained and Police Department is implementing. Entire organization should see benefits of retention schedule in 2016 moving forward.

**Measure #3: REAL PROPERTY TRANSACTIONS**

Amend municipal code to authorize administrative R-O-P issuance to reduce staff time spent creating. **DATA:** Ch. 106 DPMC amended to allow for administrative issuance of R-O-Ps, resulting in issuance at least two weeks earlier than under the former process (except for liquor license extensions which require council approval.)

***2016 Performance Measurements***

**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.

**Measure #2: PUBLIC SAFETY**

Revise solid waste ordinances to allow implementation of City garbage/recycling collection sites at Nicolet Sq. Parking Mall to reduce by 75% the public nuisance aspects of current collection system.

**Measure #3: 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.

***Significant 2015 Program Achievements:***

- A) Record retention schedule approval
- B) Re-write of Chapter 106 DPMC completed (Covering licenses and permits).
- C) Annexation/Detachment Agreement with Allouez (Le Brun east of East River Dr.)
- D) Lawrence Drive right-of-way acquisition
- E) Settlement in CenterVille Redevelopment negotiated.

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

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

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

The proposed 2016 City Attorney budget is \$170,413, an approximate 2.93% increase from the 2015 adopted 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.

### ***2016 Program Objectives***

- 1) Draft and have adopted an Electronic Record Retention and Retrieval Policy that conforms with Admin Code \_\_\_\_
- 2) Revisions to solid waste ordinance regarding collection of commercial recyclables and garbage
- 3) Completion of Redevelopment agreements for 102 N. Broadway (Tadych), ED-812 (former CentreVille) sites.
- 4) Amend TID #8 and create TIDS 11 & 12

### ***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,529 mainly due to a 7% health insurance rate increase.
- 2) Seminars and conferences include: Wisconsin Municipal Attorney's Institute, various continuing education, and paralegal training course for administrative staff. Account increased \$250 for additional paralegal training course.
- 3) Consulting maintained at \$35,000, consisting of contract municipal prosecutor (\$20,000), other outside assistance such as register of deeds, title insurance, outside counsel on specialized matters (\$12,000), and \$3,000 to fund one deductible amount for unanticipated public officials liability claim.
- 4) Data includes maintenance for office management software and \$350 for Bates numbering software (litigation document numbering system).
- 5) Office supplies reduced \$50 to reflect current trends.
- 6) Publications increased 5% (\$400) for anticipated price 5% increases
- 7) Memberships/Subscriptions include: State Bar (\$500), Brown County Bar (\$50), International Municipal Lawyers Association (\$650) and Paralegal Association (\$250).

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
CITY ATTORNEY								
Account Number	PERSONAL SERVICES							
100	51300	110	Salaries	\$ 66,762	\$ 56,672	\$ 26,969	\$ 56,672	\$ 58,136 2.58%
100	51300	120	Hourly Wages	34,106	34,185	16,594	34,185	34,696 1.49%
100	51300	125	Overtime Wages	0	150	0	150	150 0.00%
100	51300	150	FICA	7,423	6,962	3,451	6,962	7,113 2.17%
100	51300	151	Retirement	7,309	6,178	2,693	6,178	6,137 -0.67%
100	51300	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,672	13,522	6,244	13,522	15,051 11.31%
100	51300	190	Training	-99	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>131,173</b>	<b>117,669</b>	<b>55,951</b>	<b>117,669</b>	<b>121,283 3.07%</b>
					0			
			CONTRACTUAL SERVICES					
100	51300	210	Telephone	453	450	223	450	450 0.00%
100	51300	211	Postage	0	0	0	0	0 0.00%
100	51300	212	Seminars and Conferences	2,865	1,750	970	1,750	2,000 14.29%
100	51300	215	Consulting	44,127	35,000	5,327	30,000	35,000 0.00%
100	51300	218	Cell/Radio	483	480	206	480	480 0.00%
100	51300	219	Data	1,555	515	515	515	900 74.76%
			<b>Subtotal</b>	<b>49,483</b>	<b>38,195</b>	<b>7,241</b>	<b>33,195</b>	<b>38,830 1.66%</b>
			SUPPLIES AND EXPENSE					
100	51300	310	Office Supplies	518	350	76	300	300 -14.29%
100	51300	315	Publications	7,392	8,000	3,658	7,750	8,400 5.00%
100	51300	320	Memberships/Subscriptions	1,150	1,250	485	1,250	1,500 20.00%
100	51300	330	Mileage Reimbursement	13	100	31	100	100 0.00%
			<b>Subtotal</b>	<b>9,073</b>	<b>9,700</b>	<b>4,250</b>	<b>9,400</b>	<b>10,300 6.19%</b>
			CAPITAL OUTLAY					
100	51300	811	Office Equipment	0	0	0	0	0 0.00%
100	51300	830	Furniture		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>\$ 189,729</b>	<b>\$ 165,564</b>	<b>\$ 67,442</b>	<b>\$ 160,264</b>	<b>\$ 170,413 2.93%</b>

## City Administrator

***Program Full Time Equivalents: 0.75***

***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.

#### ***2016 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 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Decrease overall employee sick leave benefit usage (excluding family medical leave act benefits) by 1% by implementing two management staff team building exercises and additional wellness initiatives for all employees.
  - a. Result: 2013 - 2014 = 7,597 all sick hours; 2014 – 2015 = 9,878 all sick hours; a 30% increase. Goal was not met. The administration is developing additional wellness and monitoring strategies to lower sick leave usage to include quarterly discussions at management and departmental staff meetings to evaluate ongoing sick leave usage trends.
- 2) Increase employee sense of engagement in the workplace by implementing additional team initiatives throughout the organization and requiring every employee to be involved with and participate on a minimum of one team. The measurement will be based on a composite score of all employees surveyed at the end of 2014 (benchmark measurement) as compared to additional surveys completed every six months.
  - a. Result: Goal not measured. A survey was not completed based on concerns that surveying employee during the initial development of teams would diminish the administration's ability to create effective teams with engaged employee participants. All City employees are on schedule to participate on a minimum of one team by January 1, 2016. Employee engagement will be measured periodically after January 1, 2016 to measure team impact on the organization.

***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 new merit pay and pay for performance policy and awarded non-COLA wage incentives to employees based on performance.
- 4) Implemented administrative policy requiring all full time permanent employees to participate on one or more teams to improve organizational efficiency, service effectiveness and employee engagement.
- 5) Continued to provide oversight and direct assistance to an employee team to identify and implement sustainable practices within the City.
- 6) Participated in development of the City's 125 year anniversary events and activities.
- 7) Developed ongoing fiscal strategies for the City that enhance the overall quality of municipal services and quality of life in the community.
- 8) Participated in the recruitment and hiring of a new Information Technology Administrator for the City.
- 9) Represented the City on numerous Boards to promote economic development and intergovernmental cooperation.

- 10) Provided management oversight and direct guidance on numerous infrastructure projects throughout the community.
- 11) Provided oversight management and promoted development throughout the community.

***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 2016 City Administrator program cost is \$118,999. 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.



***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,584 mainly due to a 7% health insurance rate increase.
- 2) Training includes \$900 for miscellaneous seminars and webinars throughout the year.
- 3) Seminars and Conferences include funds to attend the annual ICMA conference; WCMA conferences and other misc. conference/training opportunities.
- 4) Office Supplies decrease \$200 to reflect historical trends.
- 5) Memberships / Subscriptions include \$1,000 ICMA; \$200 WCMA; \$300 for misc. publications.
- 6) Capital Outlay – Office Equipment includes \$1,500 for a Surface Pro 3 tablet computer and docking station to replace existing Surface Pro 2 system. The existing Surface Pro 2 will be transferred to the Planner II position which currently does not have a mobile device.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
CITY ADMINISTRATOR								
Account Number	PERSONAL SERVICES							
100	51410	110	Salaries	\$ 70,077	\$ 61,183	\$ 28,548	\$ 61,183	\$ 62,396 1.98%
100	51410	122	Hourly Wages Part Time	8,534	8,567	4,030	8,567	8,737 1.98%
100	51410	150	FICA	6,099	5,336	2,730	5,336	5,442 1.98%
100	51410	151	Retirement	5,628	4,743	2,064	4,743	4,695 -1.02%
100	51410	152	Health, Dental, DIB, Life & Wks Cmp Ins	15,319	13,366	6,462	13,366	14,950 11.85%
100	51410	190	Training	189	900	0	500	900 0.00%
			<b>Subtotal</b>	<b>105,846</b>	<b>94,095</b>	<b>43,834</b>	<b>93,695</b>	<b>97,119 3.21%</b>
			CONTRACTUAL SERVICES					
100	51410	210	Telephone	766	730	351	730	700 -4.11%
100	51410	211	Postage	0	0	11	0	0 0.00%
100	51410	212	Seminars and Conferences	3,192	4,200	964	3,500	4,200 0.00%
100	51410	218	Cell/Radio	483	480	206	480	480 0.00%
100	51410	219	Data	0	0	0	0	0 0.00%
100	51410	240	Equipment Maintenance	0	0		0	0 0.00%
			<b>Subtotal</b>	<b>4,441</b>	<b>5,410</b>	<b>1,532</b>	<b>4,710</b>	<b>5,380 -0.55%</b>
			SUPPLIES AND EXPENSE					
100	51410	310	Office Supplies	317	600	139	400	400 -33.33%
100	51410	320	Memberships/Subscriptions	1,219	1,500	1,086	1,500	1,500 0.00%
100	51410	331	Transportation	4,536	5,100	1,885	4,700	5,100 0.00%
100	51410	340	Operating Supplies	950	8,000	0	8,000	8,000 0.00%
			<b>Subtotal</b>	<b>7,022</b>	<b>15,200</b>	<b>3,110</b>	<b>14,600</b>	<b>15,000 -1.32%</b>
			CAPITAL OUTLAY					
100	51410	811	Office Equipment	0	0	0	0	1,500 100.00%
100	51410	830	Furniture	0	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500 100.00%</b>
			<b>TOTAL</b>	<b>\$ 117,309</b>	<b>\$ 114,705</b>	<b>\$ 48,476</b>	<b>\$ 113,005</b>	<b>\$ 118,999 3.74%</b>

## **Mayor**

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

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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 42 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 122 public appearances.

***Significant Program Achievements:***

Participated in numerous public appearances. Presided over 60 City Council and Committee meetings in 2014/2015 and proposed the 2016 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 2016 Mayor program cost is \$37,897. 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$14 to reflect trends.
- 2) Seminars and Conferences includes \$1,500 to attend League of Municipalities and other misc. training sessions.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>MAYOR</b>									
Account Number PERSONAL SERVICES									
100	51415	122	Hourly Wages Part Time	\$ 30,178	\$ 31,312	\$ 15,035	\$ 31,312	\$ 31,482	0.54%
100	51415	150	FICA	2,292	2,395	1,159	2,395	2,408	0.54%
100	51415	151	Retirement	591	583	248	583	577	-1.02%
100	51415	152	Health, Dental, DIB, Life & Wks Cmp Ins	158	206	97	206	220	6.79%
			<b>Subtotal</b>	<b>33,219</b>	<b>34,496</b>	<b>16,539</b>	<b>34,496</b>	<b>34,687</b>	<b>0.55%</b>
			CONTRACTUAL SERVICES						
100	51415	210	Telephone	937	930	467	930	930	0.00%
100	51415	212	Seminars and Conferences	1,395	1,500	30	1,500	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>2,812</b>	<b>2,910</b>	<b>497</b>	<b>2,910</b>	<b>2,910</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	51415	310	Office Supplies	104	300	0	300	300	0.00%
			<b>Subtotal</b>	<b>104</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	51415	830	Office Equipment	0	6,653	0	7,000	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>6,653</b>	<b>0</b>	<b>7,000</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 36,135</b>	<b>\$ 44,359</b>	<b>\$ 17,036</b>	<b>\$ 44,706</b>	<b>\$ 37,897</b>	<b>-14.57%</b>

## Clerk-Treasurer

***Program Full Time Equivalents: 2.73***

***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.

***2016 Performance Measures:***

- 1) Create and organize searchable electronic copies (pdfs) of all signed resolutions and agreements, accessible to all city staff, beginning with 2015.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Measure: Reduce publication fees by 20% for Council Minutes, License Committee Minutes, and publication of ordinances by publishing summaries and comparing cost of publication from July 2014 – June 2015 with the previous year.
  - a. Result: Reduced publication fees by 23% saving \$ 2,985.

***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 2016 Clerk's Office program cost is \$235,632. 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.

***2016 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 and implementing the electronic agenda process.
- 3) Improve overall process for issuing Special Event Permits.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$3,217 mainly due to a 7% health insurance rate increase.
- 2) Seminars and Conferences decreased \$400. 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.
- 3) Consulting includes \$7,200 for Municipal Code update services and \$2,800 for lottery credit chargebacks.
- 4) Memberships/Subscriptions increased \$30. Membership fees are as follows: WMCA - \$120; WMTA - \$60.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>CLERK-TREASURER</b>								
Account Number PERSONAL SERVICES								
100	51420	110	Salaries	\$ 64,167	\$ 54,767	\$ 25,719	\$ 54,767	\$ 55,875 2.02%
100	51420	120	Hourly Wages	80,893	81,701	38,468	81,701	83,313 1.97%
100	51420	125	Overtime Wages	2	0	0	0	0 0.00%
100	51420	150	FICA	9,961	10,440	4,805	10,440	10,648 1.99%
100	51420	151	Retirement	9,220	9,280	3,956	9,280	9,186 -1.01%
100	51420	152	Health, Dental, DIB, Life & Wks Cmp Ins	55,126	55,237	25,078	55,237	58,454 5.82%
100	51420	190	Training	6	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>219,375</b>	<b>211,425</b>	<b>98,026</b>	<b>211,425</b>	<b>217,476 2.86%</b>
			CONTRACTUAL SERVICES					
100	51420	210	Telephone	2,433	2,538	1,214	2,538	2,538 0.00%
100	51420	211	Postage	3,454	3,500	3,638	3,500	3,638 3.94%
100	51420	212	Seminars and Conferences	968	900	513	900	500 -44.44%
100	51420	215	Consulting	9,273	10,000	4,888	10,000	10,000 0.00%
			<b>Subtotal</b>	<b>16,128</b>	<b>16,938</b>	<b>10,253</b>	<b>16,938</b>	<b>16,676 -1.55%</b>
			SUPPLIES AND EXPENSE					
100	51420	310	Office Supplies	654	1,000	69	1,000	1,000 0.00%
100	51420	315	Publications	(2)	0	0	0	0 0.00%
100	51420	320	Memberships/Subscriptions	280	150	100	150	180 20.00%
100	51420	330	Mileage Reimbursement	138	300	0	300	300 0.00%
			<b>Subtotal</b>	<b>1,070</b>	<b>1,450</b>	<b>169</b>	<b>1,450</b>	<b>1,480 2.07%</b>
			CAPITAL OUTLAY					
100	51420	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>\$ 236,573</b>	<b>\$ 229,813</b>	<b>\$ 108,448</b>	<b>\$ 229,813</b>	<b>\$ 235,632 2.53%</b>

## Human Resources

***Program Full Time Equivalents: 1.48***

***Program Mission:***

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

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

- 1) *Recruitment*—Conduct all internal and external recruitments throughout all City Departments. Includes advertising, interviewing process, selection, background, offer and new employee orientation.
- 2) *Benefit/Compensation Administration*—Administer all benefits and compensation plan for employees of City. Programs include all benefit time off, pay for performance, health insurance, dental insurance, long term disability, life insurance, employee assistance program, FMLA, employee development program, flex spending, HRA funds, COBRA, and wellness benefits. Also acts as the plan administrator of both the health and dental self funded plans. Responsible for renewal of all insurance plans.
- 3) *Labor Relations*—Assists departments in consistent enforcement of contract language for bargaining agreements. Advises them on interpretation of language to avoid potential liability for the City. Participates in all negotiation sessions with City Attorney and involved department head. Provides research on negotiation items and prepares all costing information on contract offers and final settlements to ensure accurate picture of bargaining is given to City officials. Participates in all grievance/ prohibitive practice and arbitration matters. Provides research and investigation for those issues as they surface.
- 4) *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 evaluations.
- 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.

#### ***2016 Performance Measures***

- 1) All non-union employee complete performance appraisals through the Halogen system with 90% completion by the deadline by ensuring employees and supervisors are trained and staying on top of deadlines.
- 2) Have no harassment claims in the City by holding an all employee harassment training session.
- 3) Decrease the cost of prescription drugs 5% by making changes to the co-pay structure.

#### ***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Measure: Decrease the City's modification rate by 2% having at least 4 safety meetings per year to discuss and implement safety initiatives.
  - a. Result: Decreased the City's MOD by 20% from .86 to .72.
- 2) Measure: Decrease the number of sick days 5% by offering wellness initiatives during the year and monitoring high sick leave users.
  - b. Result: Sick days increased by 35%, however; not able to obtain accurate reporting data as FMLA sick leave is not able to be extracted.
- 3) Measure: Decrease the cost of prescription drugs 5% by offering mail order drugs and changing our drug co-pay.
  - c. Result: Decreased the cost of prescription drugs by 12% saving \$70,000.

#### ***Significant Program Achievements (July 2014 to June 2015):***

- 1) Implemented new online performance appraisal system
- 2) Implemented performance appraisals for all non-union employees
- 3) Led City through shift to pay for performance; led a performance management employee team
- 4) Filled a number of vacant positions
- 5) Went out for an RFP and hired new Benefits Consultant
- 6) Hired a new risk broker
- 7) Implemented numerous plan design changes for health and dental plans
- 8) Handled employee issues effectively for decreased liability to city
- 9) Created City exercise room
- 10) RFP for OPEB liability study

### ***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 2016 Personnel/Human Resources program cost is \$260,848. 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.

### ***2016 Program Objectives:***

- 1) Trained and efficient with the online recruitment system
- 2) Implement Health Risk Assessments
- 3) Implement new online wellness program
- 4) Implement safety audit concerns/risks
- 5) Train employees on required safety topics

***Significant Budget Expenditure Changes:***

- 1) Hourly wages increases \$15,804 due to step adjustments in City's compensation plan and shifting \$14,000 in funds from consulting line item.
- 2) FICA increases \$1,387 due to step adjustments in City's compensation plan and shifting \$14,000 in funds from consulting.
- 3) Health, Dental, DIB, Life & Workers Comp increased \$2,528 mainly due to a 7% health insurance rate increase.
- 4) Seminars and conferences include state and local SHRM conferences, legal updates, WPELRA conferences, health insurance training, one out of state conference, and various other employment seminars.
- 5) Consulting decreases \$16,000 due to shifting \$14,000 in funds to hourly wage line item and \$2,000 cost reduction for online performance system; consulting includes Employee Assistance Program Services (\$12,000), online recruitment system (\$4,000), and online performance management system (\$6,200).
- 6) Memberships and subscriptions increases \$250 to include City membership to Wellness Council of Wisconsin (WELCOA), others include Society for Human Resources Management (SHRM,) Wisconsin Public Employer Labor Relations Association (WPELRA) and all employee annual membership to Current Young Professionals.
- 7) Recruiting increases \$3,500 due to a 132% increase in positions filled comparing last 3 years to previous 3 years.
- 8) No capital outlay is being requested.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
HUMAN RESOURCES								
Account Number	PERSONAL SERVICES							
100	51430	110	Salaries	\$ 74,782	\$ 77,474	\$ 38,205	\$ 77,474	\$ 79,825 3.03%
100	51430	120	Hourly Wages	43,164	38,772	24,840	52,772	54,576 40.76%
100	51430	125	Overtime Wages	755	2,030	364	2,000	2,000 -1.48%
100	51430	150	FICA	7,597	9,048	4,242	10,117	10,435 15.32%
100	51430	151	Retirement	8,044	8,043	3,585	8,043	9,002 11.93%
100	51430	152	Health, Dental, DIB, Life & Wks Cmp Ins	38,533	43,592	20,365	43,592	46,120 5.80%
100	51430	190	Training	0	0	0	0	0 0.00%
100	51430	192	Tuition Assistance	1,970	3,000	300	1,200	3,000 0.00%
100	51430	193	Organizational Training	2,526	2,600	0	500	2,600 0.00%
			<b>Subtotal</b>	<b>177,371</b>	<b>184,559</b>	<b>91,901</b>	<b>195,698</b>	<b>207,559 12.46%</b>
			CONTRACTUAL SERVICES					
100	51430	210	Telephone	1,117	1,054	520	1,054	1,054 0.00%
100	51430	211	Postage	147	150	60	120	150 0.00%
100	51430	212	Seminars and Conferences	2,455	4,000	3,461	4,000	4,175 4.38%
100	51430	215	Consulting	25,964	38,000	9,236	38,000	24,000 -36.84%
			<b>Subtotal</b>	<b>29,683</b>	<b>43,204</b>	<b>13,277</b>	<b>43,174</b>	<b>29,379 -32.00%</b>
			SUPPLIES AND EXPENSE					
100	51430	310	Office Supplies	515	1,000	322	800	975 -2.50%
100	51430	315	Publications	1,461	1,500	858	1,500	1,430 -4.67%
100	51430	320	Memberships/Subscriptions	924	875	890	935	1,125 28.57%
100	51430	330	Mileage Reimbursement	636	365	0	400	380 4.11%
100	51430	340	Recruiting	13,374	16,500	9,983	20,000	20,000 21.21%
			<b>Subtotal</b>	<b>16,910</b>	<b>20,240</b>	<b>12,053</b>	<b>23,635</b>	<b>23,910 18.13%</b>
			CAPITAL OUTLAY					
100	51430	811	Office Equipment	0	0	0	0	0 0.00%
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>0 0.00%</b>
			<b>TOTAL</b>	<b>\$ 223,964</b>	<b>\$ 248,003</b>	<b>\$ 117,231</b>	<b>\$ 262,507</b>	<b>\$ 260,848 5.18%</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 (SVRS) for maintaining voter records and absentee records, maintaining and updating districts & offices, make ongoing necessary SVRS changes in accordance with the 2010 Redistricting, along with on-going clerk certification and election inspector training, as required by law.

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

- 1) *Conduct Elections* – Conduct primary and general elections in February, April, August, and November 2016.
- 2) *Records Management* – Prepare and maintain all voter registration records, absentee applications and ballots, districts and offices, GIS map records, election setup, poll books, post-election activities, canvass, Wisconsin Election Data Collection, and update data according to the 2010 Redistricting, in accordance with HAVA regulations including electronic file and voting machine updates.
- 3) *Election Training* – Attend election update and training sessions; develop & provide training to election inspectors for the purpose of running efficient elections in compliance with state and federal requirements; and maintain certification and re-certification requirements.

***Important Outputs:***

- 1) *Two Certified and Canvassed Elections*–Activity funded by property tax. 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 (SVRS) regulations and requirements to ensure that all electors are qualified and have an equal voice in electing their representatives in government offices.

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

***Expected Outcomes:***

- 1) Increase voter turnout for both the primary and the general election compared with Elections in 2012.
- 2) Maintain 100% compliance with Statewide Voter Registration System (SVRS) for voter registration, the HAVA & MOVE regulations, the new Voter Photo ID regulations (to be implemented in 2016) and the new proof of residence regulations (implemented in 2014).
- 3) Maintain 100% certification and recertification requirements for chief election inspectors and election inspectors.

***2016 Performance Measures:***

- 1) Decrease the number of paid poll workers at the polling locations by combining the “greeter” position and the registration table in spring elections, resulting with a total of 8 fewer paid poll workers per Election cycle.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Measure: complete 100% of election canvasses within the time constraints of the law.
  - a. Result: Completed 100% of election canvasses within the time constraints of the law.
- 2) Measure: complete 100% compliance with all procedures, record maintenance and reports in the SVRS System.
  - a. Result: completed 100% compliance with all procedures, record maintenance and reports in the SVRS System.
- 3) Measure: provide training prior to each election to maintain required certifications for all 100% of election inspectors.
  - a. Result: provided training prior to each election to maintain required certifications for all 100% of election inspectors.

***Significant Program Achievements:***

- 1) Completed the spring election in 2015 in compliance with federal and state regulations.
- 2) All 70 plus election inspectors and chief election inspectors were approved by the Common Council for 2014-2015 and all attended training prior to their participation in the elections to maintain certification level.

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

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

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

The adopted 2016 Elections program cost is \$55,125. 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.

***2016 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) Work closely with St. Norbert College staff to register students to vote during orientation in August 2016.

***2015 Budget Significant Expenditure Changes:***

- 1) Poll Workers hourly wages increased \$24,000 due to an increase in elections for the year.
- 2) FICA increased \$102 due to increased poll workers' wages.
- 3) Seminars and Conferences \$400 for seminars or training opportunities.
- 4) Consulting increased \$7,200 due to an increase in number of scheduled elections. Includes voting machine software/hardware maintenance, Brown County support, supplies, and programming, and polling place rentals.
- 5) Office supplies increased \$2,000 due to an increased number of elections.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
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ELECTIONS

Account Number		PERSONAL SERVICES							
100	51440	120	Hourly Wages	\$0	\$1,225	\$0	\$0	\$1,225	0.00%
100	51440	125	Overtime Wages	0	0	0	0	0	0.00%
100	51440	128	Hourly Wages--Poll Workers	24,703	14,000	5,676	5,676	38,000	171.43%
100	51440	150	FICA	398	35	25	25	500	1328.57%
100	51440	151	Retirement	0	0	0	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	25,101	15,260	5,701	5,701	39,725	160.32%
			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	125	400	0	400	400	0.00%
100	51440	215	Consulting	5,755	4,800	650	2,628	12,000	150.00%
100	51440	218	Cell/Radio	0	0	0	0	0	0.00%
100	51440	219	Data	0	0	0	0	0	0.00%
			Subtotal	5,880	5,200	650	3,028	12,400	138.46%
			SUPPLIES AND EXPENSE						
100	51440	310	Office Supplies	2,534	1,000	301	1,000	3,000	200.00%
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	35	200	5	125	0	0.00%
			Subtotal	2,569	1,200	306	1,125	3,000	150.00%
			CAPITAL OUTLAY						
100	51440	810	Capital Equipment	0	0	0	0	0	0.00%
100	51440	811	Office Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 33,550	\$ 21,660	\$ 6,657	\$ 9,854	\$ 55,125	154.50%

## Information Management

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

***Program Mission:***

To support the technical environment associated with general business operations.

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

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

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

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

***Significant Program Achievements:***

- 1) Implemented direct fiber optic connection from City Hall to Fire Station 2 increasing the connection speed and eliminating a recurring monthly bill.
- 2) Transitioned Information Technology responsibilities to new IT Administrator.

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

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

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

The proposed 2016 Information Management program cost is \$128,950. 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.

### ***2016 Program Objectives:***

- 1) Create remote access to digital systems via private cloud services.
- 2) Upgrade and unify voice and messaging systems.
- 3) Migration of existing physical servers to redundant virtual server environment.
- 4) Migration of remaining Windows XP clients to current technology.
- 5) Migration of Windows Server 2003 environment to current technology.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life and Wks Comp Ins increased \$17,271. The prior IT Administrator did not participate in the City's insurance plan.
- 2) Training increased \$1,000 to attend IT Management training geared toward local government.
- 3) Telephone increased \$480 for personal device stipend.
- 4) Seminars & Conferences increased \$2,250 to attend Annual VMworld and GIPAW conferences. Conferences are very beneficial for keeping current with technology in a rapidly evolving world.
- 5) Cell/Radio decreased \$720 as personal device being used.

- 6) Equipment Maintenance increased \$610 to provide wireless network support contract.
- 7) Other Contractual Services increased \$16,036 to fund the following technology initiatives: Email system migration to the cloud, cloud storage for archiving backups, hosted file transfer solution, business system migration to the cloud, annual IT security audit and hosted mobile device management system. General Fund share is 28%.
- 8) Operating Supplies increased \$1,833 to fund the following technology initiatives: Migration of existing physical servers to redundant virtual server environment, migration of remaining Windows XP clients to current technology, migration of Windows Server 2003 environment to current technology, additional wireless access points at the Community Center and Municipal Service Center, CCure 9000 software maintenance agreement, eDiscovery software and Email archive and retrieval system. General Fund share is 28%.
- 9) Capital Equipment: \$7,500 for web redesign; \$4,300 for furniture.



City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>INFORMATION MANAGEMENT</b>								
Account Number PERSONAL SERVICES								
100	51450	110	Salaries	\$ 52,513	\$ 53,079	\$ 30,837	\$ 55,923	\$ 52,516 -1.06%
100	51450	150	FICA	3,998	4,061	2,360	3,964	4,017 -1.06%
100	51450	151	Retirement	3,663	3,609	1,735	3,936	3,466 -3.97%
100	51450	152	Health, Dental, DIB, Life & Wks Comp Ins	426	430	4,311	11,329	17,701 4016.51%
100	51450	190	Training	0	0	0	0	1,000 100.00%
			<b>Subtotal</b>	<b>60,600</b>	<b>61,179</b>	<b>39,243</b>	<b>75,152</b>	<b>78,701 28.64%</b>
CONTRACTUAL SERVICES								
100	51450	210	Telephone	0	0	40	200	480 100.00%
100	51450	211	Postage	0	0	0	0	0 0.00%
100	51450	212	Seminars and Conferences	0	250	0	200	2,500 900.00%
100	51450	215	Consulting	0	0	0	0	0 0.00%
100	51450	218	Cell/Radio	1,289	960	862	947	240 -75.00%
100	51450	219	Data	1,485	0	0	0	0 0.00%
100	51450	240	Equipment Maintenance	0	300	0	300	910 203.33%
100	51450	290	Other Contractual Services	9,867	3,685	3,612	4,237	19,721 435.17%
			<b>Subtotal</b>	<b>12,641</b>	<b>5,195</b>	<b>4,514</b>	<b>5,884</b>	<b>23,851 359.11%</b>
SUPPLIES AND EXPENSE								
100	51450	310	Office Supplies	0	300	128	225	300 0.00%
100	51450	320	Memberships/Subscriptions	0	0	0	0	50 100.00%
100	51450	330	Mileage Reimbursement	0	0	0	0	165 100.00%
100	51450	340	Operating Supplies	14,715	12,250	16,022	19,500	14,083 14.96%
			<b>Subtotal</b>	<b>14,715</b>	<b>12,550</b>	<b>16,150</b>	<b>19,725</b>	<b>14,598 16.32%</b>
CAPITAL OUTLAY								
100	51450	810	Capital Equipment	9,905	7,800	0	7,800	11,800 51.28%
			<b>Subtotal</b>	<b>9,905</b>	<b>7,800</b>	<b>0</b>	<b>7,800</b>	<b>11,800 51.28%</b>
<b>TOTAL</b>			<b>\$ 97,861</b>	<b>\$ 86,724</b>	<b>\$ 59,907</b>	<b>\$ 108,561</b>	<b>\$ 128,950</b>	<b>48.69%</b>

## **Finance Department**

***Program Full Time Equivalents: .82***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

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

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Measure: complete 100% of budget reports by deadline dates set on the City budget calendar.
  - a. Result: completed 100% of budget deadlines.
- 2) Measure: complete 100% of monthly financial reports by the 20th day of the following month for all 12 months of the year.
  - a. Result: completed 100% of monthly reports by the 20<sup>th</sup> day of the month.
- 3) Measure: complete annual financial report by May 15<sup>th</sup> for the preceding fiscal year.
  - a. Result: completed the annual financial report by May 14<sup>th</sup>, 2015.

***Significant Program Achievements:***

- 1) Completed the 2015 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 executive 2016 Finance Department program cost is \$118,690. 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,212 mainly due to a 7% health insurance rate increase.
- 2) Training includes \$100 for an Excel class.
- 3) Seminars include 3 GFOA finance seminars for \$575, including hotels, meals and travel.
- 4) Consulting includes INCODE software maintenance and credit card transaction fees.
- 5) Auditing decreased due to an allocation of \$1,000 to the Revolving Loan Fund.
- 6) Memberships and Subscriptions - includes WICPA \$265; AICPA \$220; Value Purchasing Group \$25; and GFOA \$40. .

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>FINANCE</b>								
Account Number	PERSONAL SERVICES							
100	51500	110	Salaries	\$ 44,778	\$ 46,584	\$ 21,881	\$ 46,584	\$ 48,768 4.69%
100	51500	120	Hourly Wages	15,166	15,130	7,422	15,130	15,822 4.57%
100	51500	125	Overtime Wages	0	400	0	400	0 0.00%
100	51500	150	FICA	4,361	4,752	2,256	4,752	4,941 3.99%
100	51500	151	Retirement	4,181	4,224	1,803	4,224	4,263 0.93%
100	51500	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,154	18,359	8,197	18,359	19,571 6.60%
100	51500	190	Training	1	100	0	100	100 0.00%
			<b>Subtotal</b>	<b>85,641</b>	<b>89,548</b>	<b>41,559</b>	<b>89,549</b>	<b>93,465 4.37%</b>
			CONTRACTUAL SERVICES					
100	51500	210	Telephone	2,492	2,400	1,173	2,400	2,400 0.00%
100	51500	211	Postage	0	0	0	0	0 0.00%
100	51500	212	Seminars and Conferences	601	575	329	575	575 0.00%
100	51500	215	Consulting	9,070	9,000	5,092	9,000	9,000 0.00%
100	51500	216	Auditing	12,350	12,600	8,200	12,600	11,600 -7.94%
			<b>Subtotal</b>	<b>24,513</b>	<b>24,575</b>	<b>14,794</b>	<b>24,575</b>	<b>23,575 -4.07%</b>
			SUPPLIES AND EXPENSE					
100	51500	310	Office Supplies	646	950	288	950	950 0.00%
100	51500	320	Memberships/Subscriptions	620	550	345	550	550 0.00%
100	51500	330	Mileage Reimbursement	0	150	0	150	150 0.00%
			<b>Subtotal</b>	<b>1,266</b>	<b>1,650</b>	<b>633</b>	<b>1,650</b>	<b>1,650 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	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>\$ 111,420</b>	<b>\$ 115,773</b>	<b>\$ 56,986</b>	<b>\$ 115,774</b>	<b>\$ 118,690 2.52%</b>

## **Assessor**

***Program Full Time Equivalents: .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.

***2016 Performance Measures:***

- 1) 100% of businesses will receive personal property forms/blotters on a timely basis via mail by December 31, 2015.
- 2) Physically inspect 100% of partially completed construction by January 15, 2016.
- 3) Provide 100% computer exemption reports to Department of Revenue by May 1, 2016.
- 4) Efficiently review and revise 100% of all parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2016.
- 5) Successfully submit 100% of final real estate value reports to Department of Revenue by second Monday in June.
- 6) Do a market adjustment of commercial and residential properties based on the sales approach.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Inspect partially completed construction by January 15, 2014.
  - a. Result: 100% of partially completed construction inspections were completed on January 8, 2015.
- 2) Provide computer exemption reports to Department of Revenue by May 1, 2015.
  - a. Result: 100% of computer exemption reports were provided to the Department of Revenue by May 1, 2015.
- 3) Review and revise parcel splits, combinations, new subdivisions and name changes on work roll by April 1, 2015.
  - a. Result: 100% of parcel splits, combinations, new subdivisions and name changes were reviewed and revised by April 1, 2015.

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

- 1) Had additional educational assessment information placed on City of De Pere website.
- 2) Determined timely partial assessments in early January.  
Conducted efficient open book and board of review hearings. June 3<sup>rd</sup> Board of Review meeting was earliest compared to prior years.
- 3) Provided building permit applications to Accurate Appraisal LLC via computer.

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

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

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

The proposed 2016 Assessor budget is \$76,488. 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.

### ***2016 Significant Budget Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$17 mainly due to a 7% health insurance rate increase.
- 2) Seminars and Conferences - registration at the annual League of Municipalities Assessor's Conference remains at \$150.
- 3) Consulting - reflects actual costs of assessment services. An estimated \$10,000 is attributable to the Wisconsin Department of Revenue fee for assessing manufacturing properties and \$18,500 is Accurate Appraisal LLC's proposed assessment maintenance contract fee. An additional fee of \$41,000 is added to the budget for Accurate Appraisal LLC to complete an analysis of commercial and residential properties based on the sales approach in their office. Physical internal viewing of all properties will not be done. It is important to note that the last revaluation of the City of De Pere was done in 2005.
- 4) Memberships - reflects actual \$50 cost of membership in the Wisconsin Association of Assessing Officers.



City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>ASSESSOR</b>									
Account Number PERSONAL SERVICES									
100	51530	120	Hourly Wages	\$ 19,201	\$ 4,039	\$ 1,918	\$ 4,039	\$ 4,233	4.80%
100	51530	150	FICA	1,493	309	\$ 156	309	324	4.80%
100	51530	151	Retirement	1,247	275	118	275	279	1.72%
100	51530	152	Health, Dental, DIB, Life & Wks Cmp Ins	254	185	13	185	202	9.19%
100	51530	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>22,195</b>	<b>4,808</b>	<b>2,205</b>	<b>4,808</b>	<b>5,038</b>	<b>4.80%</b>
			CONTRACTUAL SERVICES						
100	51530	210	Telephone	1,501	1,500	750	1,500	1,500	0.00%
100	51530	212	Seminars and Conferences	22	150	0	150	150	0.00%
100	51530	215	Consulting	18,675	28,500	1,990	28,500	69,500	143.86%
100	51530	290	Other Contractual Services		0	0	0	0	0.00%
			<b>Subtotal</b>	<b>20,198</b>	<b>30,150</b>	<b>2,740</b>	<b>30,150</b>	<b>71,150</b>	<b>135.99%</b>
			SUPPLIES AND EXPENSE						
100	51530	310	Office Supplies	80	250	13,956	250	250	0.00%
100	51530	320	Memberships/Subscriptions		50	0	50	50	0.00%
100	51530	330	Mileage Reimbursement		0	0	0	0	0.00%
			<b>Subtotal</b>	<b>80</b>	<b>300</b>	<b>13,956</b>	<b>300</b>	<b>300</b>	<b>0.00%</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>\$ 42,473</b>	<b>\$ 35,258</b>	<b>\$ 18,901</b>	<b>\$ 35,258</b>	<b>\$ 76,488</b>	<b>116.94%</b>

## City Hall

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

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2016 Performance Measures:***

1. Sustain utility costs through regular preventative maintenance of HVAC equipment and sustainable practices. Measurement will be used to determine efficient operation of HVAC and need for future repairs and replacement.

### ***2015 Performance Measurement Data:***

1. Sustain utility costs through regular preventative maintenance of HVAC equipment and sustainable practices. Measurement will be used to determine efficient operation of HVAC and needs for future repairs and replacement.
  - a. Comparing two previous year numbers utility costs have decreased by 10%.

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

1. Repaired external light fixtures along City Hall.
2. Many offices and hallways received a new coat of paint.
3. Installed chair bumpers along walls in Council Chambers and Riverview Conference 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 2016 City Hall program budget is \$116,379. The program benefits the community by providing a clean, safe, and efficiently ran building designed to be the headquarters of the City's operations.

### ***2016 Budget Significant Expenditure Changes:***

1. Health, Dental, DIB, Life & Wks Comp increased \$291 mainly due to a 7% health insurance rate increase.
2. Telephone increased by \$460 to reflect projected telephone costs.
3. Cleaning and Maintenance decreased by \$10,000 because duct work expense is not needed anymore.
4. Capital Outlay - \$10,000 is for general repairs and upkeep of the City Hall Building

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
CITY HALL								
Account Number PERSONAL SERVICES								
100	51600	120	Hourly Wages	\$ 8,081	\$ 10,731	\$ 4,907	\$ 10,731	\$ 10,518 -1.98%
100	51600	125	Overtime Wages	157	0	0	0	0 0.00%
100	51600	150	FICA	603	821	358	800	805 -1.98%
100	51600	151	Retirement	542	730	338	700	694 -4.87%
100	51600	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,623	4,396	1,051	4,000	4,687 6.62%
			<b>Subtotal</b>	<b>13,006</b>	<b>16,678</b>	<b>6,654</b>	<b>16,231</b>	<b>16,704 0.16%</b>
			CONTRACTUAL SERVICES					
100	51600	210	Telephone	1,921	1,440	713	1,900	1,900 31.94%
100	51600	215	Consulting	0	0	0	0	0 0.00%
100	51600	217	Cleaning Service Contract	15,102	16,750	8,250	16,750	17,250 2.99%
100	51600	220	Utilities	40,356	48,925	17,258	45,000	48,925 0.00%
			<b>Subtotal</b>	<b>57,379</b>	<b>67,115</b>	<b>26,221</b>	<b>63,650</b>	<b>68,075 1.43%</b>
			SUPPLIES AND EXPENSE					
100	51600	314	Cleaning and Maintenance	10,446	21,600	14,507	21,600	11,600 -46.30%
100	51600	340	Operating Supplies	11,310	10,000	3,431	10,000	10,000 0.00%
			<b>Subtotal</b>	<b>21,756</b>	<b>31,600</b>	<b>17,938</b>	<b>31,600</b>	<b>21,600 -31.65%</b>
			CAPITAL OUTLAY					
100	51600	810	Capital Equipment	13,317	80,000	53,744	80,000	10,000 -87.50%
			<b>Subtotal</b>	<b>13,317</b>	<b>80,000</b>	<b>53,744</b>	<b>80,000</b>	<b>10,000 -87.50%</b>
			<b>TOTAL</b>	<b>\$ 105,458</b>	<b>\$ 195,393</b>	<b>\$ 104,557</b>	<b>\$ 191,481</b>	<b>\$ 116,379 -40.44%</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 executive 2016 Budget for Other General Government program cost is \$286,265.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Sundry Unclassified includes \$1,200 for Community Service Awards.
- 2) Employee performance and merit pay program is \$35,315 for new program in 2016. The remaining amount of \$9,170 is included in the sewer, water, and storm water budgets.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>OTHER GENERAL GOVERNMENT</b>									
Account Number    ILLEGAL TAXES, REFUNDS, CONTRIBUTIONS, AND UNCOLLECTABLES									
100	51901	510	Property and Liability	\$ 192,086	\$ 199,000	\$ 83,992	\$ 199,000	\$ 203,000	2.01%
100	51901	524	Sundry Unclassified	18,634	32,000	10,929	25,000	31,950	-0.16%
			<b>Subtotal</b>	<b>210,720</b>	<b>231,000</b>	<b>94,921</b>	<b>224,000</b>	<b>234,950</b>	<b>1.71%</b>
			GRANTS, CONTRIBUTIONS, INDEM						
100	51901	710	Illegal Taxes/Refunds Uncollectables	1,125	7,000	364	7,000	7,000	0.00%
100	51901	720	Judgements, Lost-Awards, Indemnities	0	1,000	0	1,000	1,000	0.00%
			<b>Subtotal</b>	<b>1,125</b>	<b>8,000</b>	<b>364</b>	<b>8,000</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	34,623	0	0	35,315	2.00%
100	51901	911	Reserved Wage and Benefit Funds	0	0	0	0	8,000	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>34,623</b>	<b>0</b>	<b>0</b>	<b>43,315</b>	<b>25.10%</b>
			<b>TOTAL</b>	<b>\$ 211,845</b>	<b>\$ 273,623</b>	<b>\$ 95,285</b>	<b>\$ 232,000</b>	<b>\$ 286,265</b>	<b>4.62%</b>

## Health & Human Services

***Program Full Time Equivalents: 4.4***

***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 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. 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 web site, 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 and grant funding as it is available. Kits are provided to city residents at a nominal fee (free upon receipt of grants) 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.

#### ***2016 Performance Measures:***

- Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 85% 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.

- 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.
- 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 specified re-inspections will document that violations are corrected within thirty days.
  - c. Establishment complaint investigation will be initiated within 72 hours of receipt.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 85% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.
  - a. Result: The immunization rate for this age group is at 82% by 24 months of age. 91% of children have been documented to be up to date, but not by the 24 month benchmark (often referred to as “late up-to-date”)
- 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 100% of disease reports within 72 hours. With the average time being 9.76 hours.
- 3) Conduct education and follow-up to assure 100% of the critical violations identified are corrected within the stated timeframe.
  - a. Result: Data is not available. De Pere Health Department began routine inspections in July 2015. Data collection from inspection services has been initiated as of 7/1/2015.

***Significant Program Achievements:***

This last budget year, the health department hired full-time Sanitarian/City Sealer. This program protects the health and safety of De Pere residents and visitors through regulatory activities in restaurants and retail food establishments, public swimming pools, lodging establishments and tattoo/body piercing establishments. Additionally, the health department has increased capacity to investigate nuisance complaints, housing sanitation complaints, rodent and insect infestations, lead based paint hazards, human or animal rabies exposures, and other environmental hazards.

In addition, the health department completed the state mandated community health needs assessment and health improvement plan in conjunction with health systems and various community partners.

Finally, the health department continues to make progress with the agency's strategic plan initiatives. Health Department leadership has been invited to sit on the Medical College's Community Partner Council. This council assists with planning and shaping the development of the "Physician in the Community" Course at SNC. In addition, council members instruct course material and serve as (or liaise to) an Advisor/Mentor to a medical student.

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

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

- 1) Monitor health status to identify and solve community health problems (i.e. Community Health Improvement Plan, maintain, advocate for and utilize vaccine and disease registries).
  - a. Allows for a common set of measures for the community to prioritize the health issues that will be addresses through strategic planning and action, to allocate and align resources and to monitor population-based health status improvement over time.
- 2) Diagnose and investigate health problems and health hazards in the community (i.e. investigations of disease outbreaks, coordinate activities for fee exempt Wisconsin State Lab of Hygiene testing in accordance with standing orders and state recommendations).
  - a. Allows for trending illness/disease, identification of changes or patterns and investigation of underlying causes or factors. Ready access to this information can curtail an outbreak if a common source is identified.
- 3) Inform, educate, and empower people about health issues (i.e. health education and health promotion partnerships with schools, churches, and work-sites. This could include media/social media outlets).
  - a. Allows residents make better informed healthy choices throughout their lives. Health promotion activities give individuals groups and communities greater control over conditions affecting their health.
- 4) Mobilize community partnerships and action to identify and solve health problems (i.e. coalition activities associated with the community health improvement plan. The three health issues that the partnerships are working on currently include: alcohol, nutrition (and physical activity) and oral health).

- a. Allows for the sharing of resources and accountability in undertaking community health improvement. Relationships among private, public and non-profit institutions allow for networking, coordination, cooperation and collaboration achieving a common purpose).
- 5) Develop policies and plans that support individual and community health efforts (i.e. health department policies and plans as well as community policies and plans. This could include, but is not limited to: ordinances, codes, smoke-free policies, health department strategic plan, emergency preparedness plans and community health improvement plan).
  - a. Allows for an effective governmental presence at the local level. The development of policy to protect the health of the public assures public health practice aligns with the needs of the community.
- 6) Enforce laws and regulations that protect health and ensure safety (i.e. restaurant/hotel/tattoo inspections, health hazard enforcement, isolation /quarantine, school immunization requirements, communicable disease reporting/follow-up, etc.).
  - a. Protects the health and ensures safety for the residents and visitors.
- 7) Link people to needed personal health services and assure the provision of health care when otherwise unavailable (i.e. working with community partners in identifying populations with barriers to personal health services, knowing community resources and linking people to needed resources and providing “gap filling” services (as appropriate). Some gap filling services provided include: care coordination for children and youth with special health care needs, immunizations, home visitation, and car seat education/installation.
  - a. Allows for those with identified barriers, access needed community programming and health services.
- 8) Assure competent public and personal health care workforce (i.e. workforce certifications, licenses and education required by law/policy guidelines needed to provide public health services, provide mentoring opportunities for students/new graduates)
  - a. Allows for a competent workforce. The complexity of promoting health and preventing disease in a diverse society requires the public health workforce to continually learn and apply this new knowledge. Emerging needs are continuously changing and with that competencies and trainings will forever be evolving.
- 9) Evaluate effectiveness, accessibility, and quality of personal and population-based health services (i.e. at least every 3-5 years the local health department evaluates the accessibility and effectiveness of population-based health services collaboratively on a local level and state level (Community Health Improvement Plan and Healthiest Wisconsin 2020). At this time, documented progress towards goals are reviewed and discussed and revised as needed. Informal satisfaction surveys have also been implemented to improve upon gap filling personal health services provided within the local health department).
  - a. Evaluation of the accessibility/quality of services delivered allows for re-allocation of resources and re-shaping programs as needed within the health department and within the community.

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

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

The proposed 2016 Health Department program cost is \$514,343. 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.

### ***2016 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.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Salaries increased by \$16,815 to reflect:
  - a. Projected step increases for those employees not at their maximum as well as the projected cost of living increase.
- 2) FICA increased by \$1,340 to reflect overall increase for planned staffing.
- 3) Health, Dental, DIB, and Life & Workers Comp Ins increased \$12,703 mainly due to a 7% health insurance rate increase.
- 4) Seminars and Conferences: WPHA/WALHDAB Conference \$450; Regional and State WALHDAB meetings \$150; Public Health Nursing Conference \$100; Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food Conferences \$100; and required state conference for Weights and Measures program \$300.

- 5) Consulting: Decreased by \$10,000 reflects the movement of these funds to the police department budget. The police department requests services for taking in stray domesticated animals (cats/dogs). In turn, the police department also receives and pays the invoices for these Humane Society fees. The remaining \$4,000 will cover the 10% Administration fees that are due to the State of Wisconsin as part of the agent contract to cover *Sanitarian Inspection Program* support.
- 6) Memberships/Subscriptions: Increased \$103 to accommodate current membership rates. 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.
- 7) Medical supplies: Increases by \$525 to accommodate anticipated quarterly public pool water testing expenses.
- 8) MCH Grant (expenditure/revenue) increases by \$2,337 (projected) to reflect an increase in the grant award. Both expense and revenue align concurrently.
- 9) Immunization Outreach Grant (expenditure/revenue) increases by \$1,165 (projected) to reflect an increase in the grant award. Both expense and revenue align concurrently.
- 10) Prevention Grant (expenditure/revenue) increases by \$2,141 (projected) to reflect an increase in the grant award. Both expense and revenue align concurrently.

**City of De Pere  
2016 General Fund  
Adopted Budget**

**EXPENDITURES**

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>HEALTH AND HUMAN SERVICES</b>								
Account Number PERSONAL SERVICES								
100	54100	110	Salaries	\$ 165,448	\$ 227,675	\$ 110,963	\$ 221,926	\$ 244,490 7.39%
100	54100	120	Hourly Wages	34,823	34,962	16,750	33,500	35,661 2.00%
100	54100	125	Overtime Wages	0	0	0	0	0 0.00%
100	54100	150	FICA	14,095	20,092	9,534	19,540	21,432 6.67%
100	54100	151	Retirement	13,735	17,859	7,756	16,858	18,490 3.53%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	68,247	97,209	41,422	82,844	109,912 13.07%
			<b>Subtotal</b>	<b>296,348</b>	<b>397,797</b>	<b>186,425</b>	<b>374,668</b>	<b>429,985 8.09%</b>
			CONTRACTUAL SERVICES					
100	54100	210	Telephone	1,694	1,700	854	1,708	1,700 0.00%
100	54100	211	Postage	0	0	0	0	0 0.00%
100	54100	212	Seminars and Conferences	1,091	1,500	218	1,500	1,500 0.00%
100	54100	215	Consulting	16,060	14,000	10,600	14,000	4,000 -71.43%
100	54100	218	Cell/Radio	483	480	206	480	480 0.00%
100	54100	240	Equipment Maintenance	36	900	105	900	900 0.00%
			<b>Subtotal</b>	<b>19,364</b>	<b>18,580</b>	<b>11,983</b>	<b>18,588</b>	<b>8,580 -53.82%</b>
			SUPPLIES AND EXPENSE					
100	54100	310	Office Supplies	1,367	2,000	1,092	2,000	2,000 0.00%
100	54100	320	Memberships/Subscriptions	513	530	0	530	633 19.43%
100	54100	324	Medical Supplies	7,640	8,000	1,266	8,000	8,525 6.56%
100	54100	330	Mileage Reimbursement	1,775	2,200	487	2,200	2,200 0.00%
100	54100	331	Transportation	404	1,200	326	1,200	1,200 0.00%
100	54100	351	MCH Grant	567	8,363	358	11,362	10,700 27.94%
100	54100	352	Radon Grant	0	2,500	1,025	2,500	2,500 0.00%

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>HEALTH AND HUMAN SERVICES</b>									
100	54100	353	MA Outreach	0	0	0	0	0	0.00%
100	54100	354	Childhood Lead Grant	438	1,962	7	1,962	1,962	0.00%
100	54100	355	Immunization Outreach Grant	1,006	6,843	88	8,008	8,008	17.02%
100	54100	356	Tobacco Cessation	0	0	0	0	0	0.00%
100	54100	357	Child w/spec needs Grant	0	0	0	11,525	0	0.00%
100	54100	358	Preparedness Grant	24,909	34,124	9,580	35,624	34,450	0.96%
100	54100	359	Prevention Grant	1,400	1,459	3,467	3,467	3,600	146.74%
			<b>Subtotal</b>	<b>40,019</b>	<b>69,181</b>	<b>17,696</b>	<b>88,378</b>	<b>75,778</b>	<b>9.54%</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>\$ 355,731</b>	<b>\$ 485,558</b>	<b>\$ 216,104</b>	<b>\$ 481,634</b>	<b>\$ 514,343</b>	<b>5.93%</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.

### ***2016 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.

### ***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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 approved progress updates and the agency's policy/procedures May 18<sup>th</sup>, 2015.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.
  - a. Result: The Board of Health approved and recommended a resolution to have the City Council consider revising the revocable occupancy permit language as it related to smoking and sidewalk cafés.

### ***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 2016 Board of Health program cost is \$1,922. 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.

### ***2016 Program Objectives:***

- 1) Develop policy and provide leadership that emphasizes public health needs and that advocates for equitable distribution of public health resources.
- 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.
- 3) Assure measures are taken to provide an environment in which individuals can be healthy.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Training funds is allocated 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  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 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	0	400	58	400	400	0.00%
			<b>Subtotal</b>	<b>1,520</b>	<b>1,922</b>	<b>818</b>	<b>1,922</b>	<b>1,922</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 1,520</b>	<b>\$ 1,922</b>	<b>\$ 818</b>	<b>\$ 1,922</b>	<b>\$ 1,922</b>	<b>0.00%</b>

## Planning and Economic Development

**Program Full Time Equivalents: 1.75**

### **Program Mission:**

The Planning and Economic Development office works with four primary areas: Planning, Economic Development, Redevelopment, and Historic Preservation.

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

- 1) **Citizen / Customer Contact** - Receive input/questions from citizens on projects related to the areas of responsibility.
- 2) **Planning** – Responsible for the following areas:
  - a. Comprehensive Plan: Responsible for the development, update and implementation of the City Comprehensive Plan.
  - b. Downtown Master Plan: Responsible for the development, update and implementation of the Downtown Master Plan.
  - c. Plan Commission: Responsible to the Plan Commission which oversees plan approval, rezoning, annexation, site plan review and land subdivision requests. Staff is responsible for the review and preparation of all material.
  - d. Plan Coordination: Responsible for working with local agencies and units in government for project development and coordination (ie. WIDOT Projects, FEMA, local government coordination, etc).
- 3) **Economic Development** – Responsible for the following areas:
  - a. Retention: Responsible for working with the existing businesses in the City to help retain or expand their operations.
  - b. Recruitment: Responsible for the recruitment of new business to the industrial / business parks and the business districts.
  - c. Land Sales: Responsible for the sale of City land for development.
  - d. City Revolving Loan Program: Program that provides low interest loans to companies that create or retain jobs.
  - e. Tax Finance District (TID) Administration: Responsible for the management of the TID districts and individual TID plans.
- 4) **Redevelopment** – Responsible for the following areas:
  - a. Redevelopment Authority: Responsible to the Redevelopment Authority which oversees redevelopment in the Downtown and properties it manages.
  - b. Façade Grants: Responsible for the administration of the City Façade Grant Program.
  - c. Development Guidelines: Responsible for the development, updates and implementation of the development guidelines (ie building guidelines, signage, streetscape, etc).
- 5) **Main Street Program** – The City provides direct support to the City of De Pere Main Street Program. In addition to the financial support, staff also serves on various committees of the Main Street Program.

***Important Outputs:***

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

***Expected Outcomes:***

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

***2016 Performance Measures:***

- 1) Improved efficiency of customer project submittal by reducing follow-up requests by 50% (currently average 4 follow-ups per application – goal to reduce to 2). By reducing the number of follow-up requests, it saves time for both the City and the applicant.
- 2) Improve awareness of Façade Grant program by 20% (target of 6 inquiries). This is important to ensure that the City is continually working with downtown business owners to maintain buildings.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Improved efficiency of customer project submittal by reducing follow-up requests by 50%.
  - a. Result: Exceeded expectation and actually change submittal process with online forms.
- 2) Provide initial RLF Loan Application review to client within 5 business days.

- a. Result: Responses provided within 3 business days.
- 3) Improve awareness of Façade Grant program by 20% (target of 6 inquiries).
  - a. Result: The City had 10 inquiries in to the program.

***Significant Program Achievements:***

- 1) Planning: The City completed an area development plan for the southeast part of the City.
- 2) Economic Development: Created two new TID districts and amended TID 8. Assisted 14 different businesses on new projects or expansions. Successful redevelopment of the 102 N Broadway site.
- 3) Main Street: Main focus was on the implementation and development of the BID Plan and updating the new BID Plan for 2016.
- 4) RLF Program: Continued to work on Regional RLF program.
- 5) Regional: Served on Brown County Committee for the Brown County Water Front Plan, Brown County Committee for the southern bypass corridor, Green Bay Chamber Advance Retention Committee, Brown County Plan Commission's, and Downtown De Pere Board of Directors. Also served on the Main Street sub committees and on the City's Sister City Committee.

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

- 1) Conduct a regular meeting of the Plan Commission on the fourth Monday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 2) Conduct a regular meeting of the Redevelopment Authority on the fourth Monday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 3) Participate in a regular meeting of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 4) Represent the community on a regular basis for regional program (ie. County Plan Commission, Advance, De Pere Chamber of Commerce, etc)
  - a. Community Importance.

- i. Provides an opportunity for the community interests to be expressed on issues or activities that may impact the community on a regional level.
- 5) Participate in regular meetings of the Main Street Board of Directors.
  - a. Community Importance.
    - i. The Board of Directors develops the work plan each year for the Main Street program.

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

The adopted 2015 Planning and Economic Development program cost is \$216,625. 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.

***2016 Program Objectives:***

- 1) Complete the 10 year update to the City Comprehensive Plan.
- 2) Work with the Historic Preservation Commission to develop a clear process for designation of local districts / landmarks.
- 3) Continue to work with new and existing businesses in the downtown and business / industrial parks.

***2016 Budget Significant Expenditure Changes:***

- 1) Overtime wages decreased \$400 due to actual trends.
- 2) Health, Dental, DIB, Life & Wks Cmp Ins. increased \$25,423 mainly due to prior Planner not carrying Health/Dental Insurance.
- 3) Training - \$1,200 for Programming \$800 and Managers Training \$400.
- 4) Telephone increased \$440 for cell phone stipend.
- 5) Seminars - \$3,000 for WAPA \$500, WEDA \$500, WLIA \$500, IDC \$1500.
- 6) Consulting - decreased \$16,150. Advance \$3,938; TID/Survey work \$8,400, Comprehensive Plan Update (last update in 2010) - \$20,000.
- 7) Membership - \$850 for WLIA \$200, WAPA \$250, and WEDA \$400.
- 8) Contribution - Main Street Program - contribution remains at \$20,000 (Downtown De Pere Inc).



City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change	
PLANNING AND ECONOMIC DEVELOPMENT									
Account Number			PERSONAL SERVICES						
100	56700	110	Salaries	\$ 94,306	\$ 92,981	\$ 55,093	\$ 92,981	\$ 92,753	-0.25%
100	56700	120	Hourly Wages	8,724	18,177	9,961	18,177	19,048	4.79%
100	56700	125	Overtime Wages	31	500	0	100	100	-80.00%
100	56700	150	FICA	7,659	8,542	4,926	8,511	8,560	0.22%
100	56700	151	Retirement	7,043	7,593	3,732	7,566	7,385	-2.73%
100	56700	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,036	967	4,335	967	26,390	2629.06%
100	56700	190	Training	0	1,200	0	800	2,000	66.67%
			Subtotal	120,799	129,960	78,047	129,102	156,237	20.22%
			CONTRACTUAL SERVICES						
100	56700	210	Telephone	915	850	419	850	1,400	64.71%
100	56700	212	Seminars and Conferences	1,394	3,000	1,255	1,800	3,000	0.00%
100	56700	215	Consulting	7,435	32,250	3,964	12,000	32,338	0.27%
			Subtotal	9,744	36,100	5,638	14,650	36,738	1.77%
			SUPPLIES AND EXPENSE						
100	56700	310	Office Supplies	688	400	217	400	400	0.00%
100	56700	313	Promotions & Advertising	0	1,000	0	1,000	1,000	0.00%
100	56700	315	Publications	140	150	0	150	150	0.00%
100	56700	320	Memberships/Subscriptions	870	570	596	800	850	49.12%
100	56700	330	Mileage Reimbursement	1,149	1,250	244	800	1,250	0.00%
			Subtotal	2,847	3,370	1,057	3,150	3,650	8.31%
			GRANTS, CONTRIBUTIONS, INDEM						
100	56700	702	Contribution--Main Street Program	20,000	20,000	0	20,000	20,000	0.00%
			Subtotal	20,000	20,000	0	20,000	20,000	0.00%
			CAPITAL OUTLAY						
100	56700	811	Office Equipment	0	0	575	0	0	0.00%
100	56700	830	Furniture	0	0	0	0	0	0.00%
			Subtotal	0	0	575	0	0	0.00%
			TOTAL	\$ 153,390	\$ 189,430	\$ 85,317	\$ 166,902	\$ 216,625	14.36%

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

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

***Program Mission:***

Develop, implement and maintain a City wide GIS program.

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

- 1) *Citizen / Customer Contact* - Receive requests from citizens which can vary from a map request to information on land records (FEMA, Parcel Dimensions, etc).
- 2) *Stormwater Utility* – Develop the stormwater billing for the City and maintain the stormwater utility mapping.
- 3) *Water / Wastewater Utility* – Maintain the water and wastewater utility mapping.
- 4) *City Web Mapping* – Develop and maintain the city mapping web site for internal and external use.
- 5) *Citywide Mapping*– Develop and maintain citywide database, which is used by citizens and the city departments.
- 6) *Training* – Provide citywide GIS training to departments so users can access and work with City data.
- 7) *Maintenance* -- Maintain custom GIS applications and GIS infrastructure.

***Important Outputs:***

- 1) *Utilities* – Yearly updates to the City utility network (water, sewer and stormwater). This work also includes the stormwater billing calculations. The utility programs fund this output. The utilities are important to the community for the provision of basic services (water, sewer, and stormwater drainage).
- 2) *Data Updates*: The department is responsible for maintaining all of the City GIS data, which is used by other departments. Data updates are funded through the tax levy. Data maintenance is critical to the community since many of the City programs functions are tied to the master database.
- 3) *Departmental Mapping* – Department averages 200 project requests per year. This work is primarily funded through the tax levy. Mapping is important to the community since these maps are used to help complete maintenance of services provided to citizens.

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

Maintain the Citywide GIS Library.

- 1) Maintain or increase the access of public land record information to the departments and the community.
- 2) Provide a centralized source for City data and eliminate data redundancy.

### ***2016 Performance Measures:***

- 1) Maintain 98% up-time on GIS Windows and Linux servers. The servers are business critical to both GIS as well as Engineering departmental function. In addition the servers provide connection to our GIS web presence, serving our citizens, consultants and all city departments.
- 2) Provide mapping project/data request conformation to client within 24 hours.

### ***2015 Performance Measurement Data (June 2014-August 2015):***

- 1) Maintain 98% up-time on GIS Windows and Linux servers.  
Result: GIS servers maintained 100% up-time.
- 2) Install and integrate ArcGIS Pro software release by second quarter.  
Result: Achieved.

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

- 1) Completed analysis and generated the City storm water utility billing database generating over \$1,330,000 in revenue.
- 2) Completed updates to GIS utility data for storm sewer, sanitary sewer and water distribution systems, now totaling over 1 million pieces of data. System supports construction, maintenance, location and planning processes in the city.
- 3) Continued championing of GIS consortium in Brown County for cooperative update of DIME application. Our PublicDIME system averages 3,300 monthly visits, a 43% increase over last year.
- 4) Implemented City GIS mobile mapping program to leverage efficiencies for field and locate crews in public works.
- 5) Completed mapping of all City owned wiring to assist locators and provide asset management.

### ***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 2016 GIS program cost is \$75,841. 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.

### ***2016 Program Objectives:***

- 1) Expand the use of ArcGIS Online to increase efficiency of field staff.
- 2) Create a pre-configured booklet for marketable property within the City.
- 3) Complete calculations and billing for the storm water utility.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$627 mainly due to a 7% health insurance rate increase.
- 2) Training for one week ESRI user conference in San Diego and Project Management Institute exam.
- 3) Seminars include ESRI users conference, Wisconsin Land Records Association \$450;
- 4) Consulting decreased \$500 to include \$2,500 for ArcGIS Server support, \$500 for ArcGIS Online enhancements and \$2,750 for Javascript DIME enhancements.
- 5) Office Supplies decreased \$350 to reflect current trends.
- 6) Memberships increased \$165 for annual membership with Project Management Institute (PMI).
- 7) Mileage Reimbursement decreased \$50 to reflect current trends.
- 8) Capital Outlay- \$750 for server hardware contingency. If no equipment malfunctions, UPS battery replacement.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

EXPENDITURES				2014	2015	2015	2015	2016	2016 / 2015
Account Title				Year End	Adopted	6 mos	Year End	Adopted	Budget
				Actual	Budget	Actual	Estimate	Budget	% Of Change
GIS									
Account Number PERSONAL SERVICES									
100	56900	110	Salaries	\$ 43,049	\$ 43,653	\$ 20,969	\$ 43,653	\$ 45,408	4.02%
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	3,282	3,339	1,677	3,339	3,474	4.03%
100	56900	151	Retirement	3,004	2,968	1,291	2,968	2,997	0.96%
100	56900	152	Health, Dental, DIB, Life & Wks Cmp Ins	5,881	6,310	2,666	6,703	6,937	9.94%
100	56900	190	Training	1,451	1,960	270	3,900	1,960	0.00%
			Subtotal	56,667	58,231	26,873	60,563	60,776	4.37%
			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	1,455	1,450	0	820	1,450	0.00%
100	56900	215	Consulting	0	6,250	520	5,295	5,750	-8.00%
100	56900	219	Data	3,084	3,100	1,538	3,076	3,100	0.00%
			Subtotal	4,939	11,200	2,258	9,591	10,700	-4.46%
			SUPPLIES AND EXPENSE						
100	56900	310	Office Supplies	3,186	3,350	0	3,000	3,000	-10.45%
100	56900	315	Publications	0	0	0	0	0	0.00%
100	56900	320	Memberships/Subscriptions	50	50	50	50	215	330.00%
100	56900	330	Mileage Reimbursement	225	450	0	125	400	-11.11%
			Subtotal	3,461	3,850	50	3,175	3,615	-6.10%
			CAPITAL OUTLAY						
100	56900	811	Office Equipment	668	750	430	700	750	0.00%
100	56900	830	Furniture	0	0	0	0	0	0.00%
			Subtotal	668	750	430	700	750	0.00%
			TOTAL	\$ 65,735	\$ 74,031	\$ 29,611	\$ 74,029	\$ 75,841	2.45%

# **TOTAL GENERAL GOVERNMENT**

City of De Pere  
2016 General Fund  
Adopted Budget

GENERAL GOVERNMENT  
EXPENDITURES

Account Title		2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>Total General Government</b>							
<b>PERSONAL SERVICES</b>							
110	Salaries	\$ 633,375	\$ 734,068	\$ 368,521	\$ 731,163	\$ 760,167	3.56%
120	Hourly Wages	377,143	283,085	144,811	299,635	304,126	7.43%
122	Hourly Wages Part Time	92,817	91,698	44,803	91,698	92,379	0.74%
124	Hourly Wages Board of Health	1,500	1,500	750	1,500	1,500	0.00%
125	Overtime Wages	76,469	3,080	364	2,650	2,250	-26.95%
128	Hourly Wages--Poll Workers	32,566	14,000	5,676	5,676	38,000	171.43%
150	FICA	87,223	81,813	40,669	82,563	85,852	4.94%
151	Retirement	76,191	69,087	30,601	68,353	70,144	1.53%
152	Health, Dental, DIB, Life and Wks Comp Ins	266,440	270,888	128,742	282,450	338,427	24.93%
190	Training	4,960	4,560	328	5,700	6,360	39.47%
192	Tuition Assistance	3,000	3,000	300	1,200	3,000	0.00%
193	Organizational Training	2,700	2,600	0	500	2,600	0.00%
	<b>Subtotal</b>	<b>1,654,385</b>	<b>1,559,379</b>	<b>765,565</b>	<b>1,573,089</b>	<b>1,704,805</b>	<b>9.33%</b>
<b>CONTRACTUAL SERVICES</b>							
210	Telephone	16,630	16,564	6,960	17,232	18,524	11.83%
211	Postage	2,764	3,650	3,709	3,620	3,788	3.78%
212	Seminars and Conferences	18,850	20,825	7,740	17,845	22,700	9.00%
215	Consulting	179,200	183,923	47,535	155,546	207,499	12.82%
216	Auditing	12,350	12,600	8,200	12,600	11,600	-7.94%
217	Cleaning Service Contract	16,500	16,750	8,250	16,750	17,250	2.99%
218	Cell/Radio	2,400	2,880	1,480	2,867	2,160	-25.00%
219	Data	4,850	3,615	2,053	3,591	4,000	10.65%
220	Utilities	47,500	48,925	17,258	45,000	48,925	0.00%
224	Public Notices	8,000	9,000	3,209	7,000	8,000	-11.11%
	<b>Subtotal</b>	<b>309,044</b>	<b>323,617</b>	<b>110,111</b>	<b>287,488</b>	<b>365,977</b>	<b>13.09%</b>

City of De Pere  
2016 General Fund  
Adopted Budget

GENERAL GOVERNMENT  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Total General Government						
PERSONAL SERVICES						
110 Salaries	\$ 633,375	\$ 734,068	\$ 368,521	\$ 731,163	\$ 760,167	3.56%
120 Hourly Wages	377,143	283,085	144,811	299,635	304,126	7.43%
122 Hourly Wages Part Time	92,817	91,698	44,803	91,698	92,379	0.74%
124 Hourly Wages Board of Health	1,500	1,500	750	1,500	1,500	0.00%
125 Overtime Wages	76,469	3,080	364	2,650	2,250	-26.95%
128 Hourly Wages--Poll Workers	32,566	14,000	5,676	5,676	38,000	171.43%
150 FICA	87,223	81,813	40,669	82,563	85,852	4.94%
151 Retirement	76,191	69,087	30,601	68,353	70,144	1.53%
152 Health, Dental, DIB, Life and Wks Comp Ins	266,440	270,888	128,742	282,450	338,427	24.93%
190 Training	4,960	4,560	328	5,700	6,360	39.47%
192 Tuition Assistance	3,000	3,000	300	1,200	3,000	0.00%
193 Organizational Training	2,700	2,600	0	500	2,600	0.00%
Subtotal	1,654,385	1,559,379	765,565	1,573,089	1,704,805	9.33%

CONTRACTUAL SERVICES						
210 Telephone	16,630	16,564	6,960	17,232	18,524	11.83%
211 Postage	2,764	3,650	3,709	3,620	3,788	3.78%
212 Seminars and Conferences	18,850	20,825	7,740	17,845	22,700	9.00%
215 Consulting	179,200	183,923	47,535	155,546	88,207,499	47858.93%
216 Auditing	12,350	12,600	8,200	12,600	11,600	-7.94%
217 Cleaning Service Contract	16,500	16,750	8,250	16,750	17,250	2.99%
218 Cell/Radio	2,400	2,880	1,480	2,867	2,160	-25.00%
219 Data	4,850	3,615	2,053	3,591	4,000	10.65%
220 Utilities	47,500	48,925	17,258	45,000	48,925	0.00%
224 Public Notices	8,000	9,000	3,209	7,000	8,000	-11.11%
Subtotal	309,044	323,617	110,111	287,488	365,977	13.09%



City of De Pere  
2016 General Fund  
Adopted Budget

GENERAL GOVERNMENT  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>Total General Government</b>						
<b>SUPPLIES AND EXPENSE</b>						
310 Office Supplies	32,350	27,300	18,216	26,525	13,775	-49.54%
313 Promotions	1,000	0	0	1,000	1,000	100.00%
314 Cleaning and Maintenance	11,600	21,600	14,507	21,600	11,600	-46.30%
315 Publications	9,954	9,725	4,584	9,475	10,055	3.39%
320 Memberships/Subscriptions	18,606	16,090	10,756	16,455	17,493	8.72%
324 Medical Supplies	10,000	8,000	1,266	8,000	8,525	6.56%
330 Mileage Reimbursement	10,800	5,265	767	4,550	5,295	0.57%
331 Transportation	1,200	6,300	2,211	5,900	6,300	0.00%
340 Operating Supplies	47,250	46,750	29,436	57,500	52,083	11.41%
351 MCH Grant	7,268	8,363	358	11,362	10,700	27.94%
352 Radon Grant	0	2,500	1,025	2,500	2,500	0.00%
353 MA Outreach	0	0	0	0	0	0.00%
354 Childhood Lead Grant	1,820	1,962	7	1,962	1,962	0.00%
355 Immunization Outreach Grant	6,250	6,843	88	8,008	8,008	17.02%
356 Tobacco Cessation	0	0	0	0	0	0.00%
357 Child w/spec needs Grant	0	0	0	11,525	0	0.00%
358 Preparedness Grant	34,000	34,124	9,580	35,624	34,450	0.96%
359 Prevention Grant	0	1,459	3,467	3,467	3,600	146.74%
<b>Subtotal</b>	<b>192,098</b>	<b>197,281</b>	<b>96,268</b>	<b>225,453</b>	<b>187,434</b>	<b>-4.99%</b>

FIXED CHARGES

510 Property Insurance	199,000	199,000	83,992	199,000	203,000	2.01%
524 Misc General Expense	38,500	32,000	10,929	25,000	31,950	-0.16%
<b>Subtotal</b>	<b>237,500</b>	<b>231,000</b>	<b>94,921</b>	<b>224,000</b>	<b>234,950</b>	<b>1.71%</b>

GRANTS, CONTRIBUTIONS, INDEM

702 Contribution--Main Street Program	20,000	20,000	0	20,000	20,000	0.00%
710 Illegal Taxes/Refunds	7,000	7,000	364	7,000	7,000	0.00%
720 Grants and Donations	1,000	1,000	0	1,000	1,000	0.00%
<b>Subtotal</b>	<b>28,000</b>	<b>28,000</b>	<b>364</b>	<b>28,000</b>	<b>28,000</b>	<b>0.00%</b>

City of De Pere  
2016 General Fund  
Adopted Budget

GENERAL GOVERNMENT  
EXPENDITURES

Account Title		2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>Total General Government</b>							
CAPITAL OUTLAY							
810	Capital Equipment	14,600	90,800	55,994	90,050	25,800	-71.59%
811	Office Equipment	750	750	3,255	700	2,250	200.00%
830	Furniture	500	6,653	0	7,000	0	0.00%
	<b>Subtotal</b>	<b>15,850</b>	<b>98,203</b>	<b>56,999</b>	<b>97,750</b>	<b>28,050</b>	<b>-71.44%</b>
COST REALLOCATIONS							
900	Contingency	0	0	0	0	0	0.00%
901	Employee Merit Pay	10,000	34,623	0	0	35,315	2.00%
911	Reserved Wage and Benefit Funds	0	0	0	0	107,725	100.00%
	<b>Subtotal</b>	<b>10,000</b>	<b>34,623</b>	<b>0</b>	<b>0</b>	<b>143,040</b>	<b>313.14%</b>
	<b>Total</b>	<b>\$ 2,446,877</b>	<b>\$ 2,472,105</b>	<b>\$ 1,124,228</b>	<b>\$ 2,435,780</b>	<b>\$ 2,692,257</b>	<b>8.91%</b>

# **PUBLIC SAFETY**

## PUBLIC SAFETY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Police	39.50
Crossing Guards	2.84
Fire	29.00
Building Inspection	2.05
Jail	0.00
<hr/>	<hr/>
<b>TOTAL</b>	<b>73.39</b>

## Police

***Program Full Time Equivalents: 39.5***

***Program Mission:***

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

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

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

***Important Outputs:***

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

services. Traffic safety is funded through property taxes and small grants for specialized traffic enforcement (drunk driving). Revenue generated through fines and forfeitures increases general fund revenues.

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

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

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

#### ***2016 Performance Measures:***

- 1) Increase parking enforcement other than overnight parking violations by 10% in 2016.
- 2) Reduce the number of outstanding De Pere Municipal Court arrest warrants by 20% by June 2016.
- 3) Create and maintain 50 neighborhood watches, up from the current 34, by August, 2015.

### ***2015 Performance Measurement Data (January 2015 – June 2015):***

- 1) Increase bicycle safety education in schools to 100% of all third grade students attending school in De Pere to maintain and continue a low bicycle accident rate in De Pere of less than 1%. **Result:** *841 public school third grade students were in attendance at our training events in the spring of 2015. The Department participated in four additional bicycle rodeos offering additional training opportunities. The bicycle involved accident rate continues at a very low rate of under 1%. The performance measure was successfully achieved.*
- 2) Increase number of neighborhood watch meetings 20% and the officer participation in those meetings to 50% to increase crime tips, improve situational awareness for police, and improve sharing of crime prevention information. **Result:** *Watch meetings increased 12% from 17 to 19 and officers also attended 100% of neighborhood watch meetings in 2015.*
- 3) Start a social media site and have at least 100 users. Such citizen contacts will increase neighborhood user traffic for public arrest warrant information, bike/safety events, crime tips, and detours and crash related interruptions, etc. Increasing users creates community awareness, enhances community/neighborhood programs, and allows for interactions not available to some citizens. **Result:** *As of the end of July 2015, there are 2,265 social media users with the De Pere Police Department page. Examples of media sharing are a recent water main break netted 14,222 hits on our page, a gas station robbery netted 10,144 hits and a bank robbery netted 32,160 hits. The performance measure was successfully achieved.*

### ***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 2016 Police program cost is \$4,634,394. 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.

#### ***2016 Program Objectives:***

- 1) Continue bicycle safety program throughout jurisdiction
- 2) Replace police canine with new canine through fundraising and other funding sources.
- 3) Implement police cadet program
- 4) Continue policy and procedure updates
- 5) Build morale and camaraderie in various work groups and in personnel overall
- 6) Continue building neighborhood watch programs and commitment by police personnel in crime prevention.
- 7) Create Traffic Safety program involving a dedicated traffic enforcement officer.



### ***2016 Budget Significant Expenditure Changes:***

- 1) Overtime decreased \$10,000 to reflect recent trends.
- 2) Health, Dental, DIB, Life and Workers Comp increased \$75,595 mainly due to a 7% health insurance increase.
- 3) 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.
- 4) Seminars/Conferences for 2016 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.
- 5) Consulting includes: OWI blood draws at hospital, language line translators, LexisNexis data services, vehicle evidence towing fees, etc. An increase of \$10,000 is proposed to pay for animal care (Humane Society, veterinarian. etc.), in 2016. The money is being transferred from the Health Department consulting account.
- 6) Cell/Radio increased \$3,700 due to anticipated and required re-tuning maintenance required for current emergency service radios.
- 7) Utilities increased \$3,000 due to anticipated higher costs for electricity and natural gas.
- 8) Equipment Maintenance decreased \$2,000 due to anticipated reduction of patrol fleet repair due to warranty on newer fleet.
- 9) Publications increased \$50 to reflect actual publication costs.
- 10) Memberships and Subscriptions: WI Chief of Police Assoc.- Chief, Captain, Lieutenant \$300, International Assoc. of Chief of Police - Chief \$100, WI Juvenile Officers Assoc.- 3 Liaison Officers \$60, Sanger B. Powers Pistol Range \$250, WI Assoc. for Identification - D/SGT \$20, National Assoc. of Working Dogs - K-9 Officer \$35, NAWLEE - Business Manager \$75. No change for 2016.
- 11) Operating Supplies increased \$5,300 to purchase bullet resistant vests in a rotation cycle for officers and to anticipate higher costs for new officer uniforms.
- 12) Guns and Ammo increased \$1,000 to anticipate a new officer and to purchase an additional replacement weapon.
- 13) Other repairs and Maintenance increased \$8,000 to install three additional computers in the school resource office vehicles along with printers and docking stands.
- 14) Capital Equipment includes \$40,000 for replacement of the department K-9 vehicle and change-over, and \$16,042 for electronic control device replacement.

**City of De Pere  
2016 General Fund  
Adopted Budget**

**EXPENDITURES**

EXPENDITURES				2014	2015	2015	2015	2016	2016 / 2015
Account Title				Year End Actual	Adopted Budget	6 mos Actual	Year End Estimate	Adopted Budget	Budget % Of Change
POLICE									
Account Number		PERSONAL SERVICES							
100	52100	110	Salaries	\$ 346,323	\$ 350,508	\$ 165,983	\$ 350,508	\$ 356,593	1.74%
100	52100	120	Hourly Wages	2,256,064	2,429,124	1,107,891	2,429,124	2,429,124	0.00%
100	52100	122	Hourly Wages Part Time	10,000	10,400	4,320	9,000	10,000	-3.85%
100	52100	125	Overtime Wages	141,794	150,000	55,261	130,000	140,000	-6.67%
100	52100	150	FICA	201,739	224,268	106,041	224,268	223,962	-0.14%
100	52100	151	Retirement	351,223	273,013	118,230	273,013	273,013	0.00%
100	52100	152	Health, Dental, DIB, Life & Wks Cmp Ins	713,172	779,655	361,802	779,655	855,250	9.70%
100	52100	190	Training	23,572	10,000	(507)	10,000	10,000	0.00%
			Subtotal	4,043,887	4,226,968	1,919,021	4,205,568	4,297,942	1.68%
			CONTRACTUAL SERVICES						
100	52100	210	Telephone	11,141	10,000	3,144	10,000	10,000	0.00%
100	52100	211	Postage	2,113	2,500	271	2,500	2,500	0.00%
100	52100	212	Seminars and Conferences	2,810	4,500	513	3,000	3,000	-33.33%
100	52100	215	Consulting	5,375	6,500	658	6,000	16,500	153.85%
100	52100	217	Cleaning Service Contract	21,045	18,000	7,216	18,000	18,000	0.00%
100	52100	218	Cell/Radio	14,395	15,000	6,581	15,000	18,700	24.67%
100	52100	219	Data	2,814	3,000	1,386	3,000	3,000	0.00%
100	52100	220	Utilities	21,220	20,000	10,836	22,000	23,000	15.00%
100	52100	240	Equipment Maintenance	24,488	22,000	7,707	20,000	20,000	-9.09%
100	52100	290	Other Contractual Services	1,608	5,280	612	5,280	5,280	0.00%
			Subtotal	107,009	106,780	38,924	104,780	119,980	12.36%

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>POLICE</b>									
			SUPPLIES AND EXPENSE						
100	52100	310	Office Supplies	8,266	8,000	3,811	8,000	8,000	0.00%
100	52100	312	Crime Prevention Program	2,974	2,000	197	2,000	2,000	0.00%
100	52100	314	Cleaning and Maintenance	6,633	9,000	1,101	8,500	9,000	0.00%
100	52100	315	Publications	166	100	135	150	150	50.00%
100	52100	320	Memberships/Subscriptions	825	800	560	800	800	0.00%
100	52100	330	Mileage Reimbursement	2	300	0	300	300	0.00%
100	52100	331	Transportation	62,769	80,000	36,690	75,000	80,000	0.00%
100	52100	340	Operating Supplies	8,314	12,700	3,520	12,000	18,000	41.73%
100	52100	343	Guns and Ammo	7,452	7,500	5,524	7,500	8,500	13.33%
100	52100	360	Other Repairs and Maintenance	3,385	7,500	95	7,500	15,500	106.67%
100	52100	390	MISC.	0	1,000	0	500	1,000	0.00%
100	52100	392	Uniform Allowances	13,926	17,180	5,987	17,180	17,180	0.00%
			<b>Subtotal</b>	<b>114,747</b>	<b>146,080</b>	<b>57,620</b>	<b>139,430</b>	<b>160,430</b>	<b>9.82%</b>
			CAPITAL OUTLAY						
100	52100	810	Capital Equipment	161,486	140,960	159,445	140,000	56,042	-60.24%
			<b>Subtotal</b>	<b>161,486</b>	<b>140,960</b>	<b>159,445</b>	<b>140,000</b>	<b>56,042</b>	<b>-60.24%</b>
			<b>TOTAL</b>	<b>\$ 4,427,129</b>	<b>\$ 4,620,788</b>	<b>\$ 2,175,010</b>	<b>\$ 4,589,778</b>	<b>\$ 4,634,394</b>	<b>0.29%</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.

***2016 Performance Measures:***

- 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.

### ***2015 Performance Measurement Data:***

- 1) Evaluate 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:** *This is a work in progress. Full data results not available at time of writing (July 2015).*

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

- 1) No injuries or deaths to either school children or crossing guards in 2014-2015 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 2016 Crossing Guard program cost is \$96,110. 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.

### ***2016 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.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$693 mainly due to Workers Comp classification.
- 2) Training - \$600 for mandatory training at the start of each year.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>CROSSING GUARDS</b>									
Account Number PERSONAL SERVICES									
100	52110	121	Hourly Wages Crossing Guards	\$ 79,389	\$ 87,322	\$ 46,204	\$ 87,322	\$ 87,322	0.00%
100	52110	150	FICA	1,066	1,266	630	1,266	1,266	0.00%
100	52110	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,665	2,669	1,300	2,669	3,362	25.96%
100	52110	190	Training	0	600	0	600	600	0.00%
			<b>Subtotal</b>	<b>83,120</b>	<b>91,857</b>	<b>48,134</b>	<b>91,857</b>	<b>92,550</b>	<b>0.75%</b>
			SUPPLIES AND EXPENSE						
100	52110	330	Mileage Reimbursement	2,975	3,060	1,745	3,060	3,060	0.00%
100	52110	340	Operating Supplies	709	500	250	500	500	0.00%
			<b>Subtotal</b>	<b>3,684</b>	<b>3,560</b>	<b>1,995</b>	<b>3,560</b>	<b>3,560</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 86,804</b>	<b>\$ 95,417</b>	<b>\$ 50,129</b>	<b>\$ 95,417</b>	<b>\$ 96,110</b>	<b>0.73%</b>

## Fire Rescue Department

***Program Full Time Equivalents: 29***

***Paid on Call: 20***

***Program Mission:***

De Pere Fire Rescue Department's mission is to provide comprehensive fire, rescue and emergency medical services for the preservation of life and property. The Department's mission includes prevention, education, emergency response, incident management, planning and coordination to **prevent harm in our community.**

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

- 1) *Emergency Medical Services* - Quality response of emergency medical personnel trained in basic and advance life support. These personnel provide on scene evidence-based emergency medical care and hospital transportation. Each department vehicle is equipped with at least basic medical care equipment. Ambulances have advance life support equipment and transporting capabilities.
- 2) *Fire and Rescue Responses* – Well trained firefighters respond to a myriad of calls for service ranging from structure fires, hazardous materials, entanglement and entrapment, carbon monoxide service calls and any other requests for service.
- 3) *Station and Vehicle Maintenance* – The vehicle maintenance program is designed to maintain the fleet of emergency vehicles through all types of maintenance and testing. When external 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.
- 4) *Fire Prevention, Public Fire Education and Fire Investigations* – The goals of our fire prevention programs are to reduce the risk of harm to our citizens and visitors.
- 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 department's staff needs to be trained in all aspects of communication. This program must include maintenance, coordination and system updates.

***Important Outputs:***



- 1) Improve the quality of emergency medical services through enhanced medical direction, hospital and evidence-based medical training.
- 2) Emergency scene management and control during patient care, extrication and rapid transport to an appropriate care facility.
- 3) Provide coverage for all emergency incidents by better utilizing the career personnel and the paid on call personnel.
- 4) Provide a written coordinated training plan to maintain and improve the effective and efficient handling of all hazardous incident responses by the part-time Training and Safety Chief.
- 5) Provide an effective maintenance program and coordination with the Municipal Service Center.
- 6) Through coordinated fire prevention, education and investigation programs reduce the potential for significant incidents within the City of De Pere.
- 7) Provide responsible, comprehensive administration and management of the department which includes planning, organization, budgeting, supervision, coordination and improved 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 and contracted areas.
- 3) *Training* – Provide a training plan that assures all emergency service personnel are prepared for any situation, condition or hazard they encounter to protect themselves and the citizens served.
- 4) *Maintenance* – Maintain response levels through preventive maintenance and emergency repairs. Maintain safety and reduce community liability through mandatory testing of fire department pumps, ladders, hose, all station equipment and other quality testing.
- 5) *Prevention, Education and Investigations* – Reduce the risk to citizens, businesses, and staff by proactively eliminating threats, code violations and education. We will always work towards preventing harm in our community.
- 6) *Administration, Operations and External System Relations* – Provide comprehensive administration and management of the fire rescue department.
- 7) *Communications* – Implement standard operating guidelines for improved communications and coordination with incident responses. Coordinate with Brown County Communications Center to improve our on-board “Mobile Digital Computer” (MDC) system and incorporate the County’s new “Computer Aided Dispatch” (CAD) system into our department.

***2016 Performance Measures:***

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within the city continue to be in accordance with NFPA 1710. Response for life support on scene shall be a one-minute turnout and on scene in four minutes or less at least 90% of the time. At least 90 % of viable critical patients (cardiac and trauma) should reach the hospital alive at transfer to hospital medical staff.

- 2) *Fire Rescue Response* – Personnel and units will respond to any structure fire alarms in the city in accordance with NFPA 1710. Response for initial fire unit on scene shall be a one minute turnout and on scene four minutes or less with a full alarm on scene in less than eight minutes (14 to 17 personnel).

#### ***2015 Performance Measurement Data (July 2014 – June 2015)***

- 1) *Emergency Medical Services* – Responses to emergency medical aid requests within our response area are in accordance with NFPA 1710. Response for life support on scene shall be a one-minute turnout and on scene in less than four minutes at least 90% of the time.
  - a. From 1/1/15 through 7/31/15, the average time for emergency medical service responses, excluding “no” patient and “cancelled” calls is 5 minutes and 24 seconds. The average response time includes turnout time of 1 minute and 42 seconds and the drive time to location of 3 minutes and 42 seconds.
  - b. From 1/1/15 through 7/31/15, greater than 90% of critical patients (cardiac and trauma) were delivered to the hospital with sustainable vital signs.
- 2) *Fire Rescue Response* – Personnel and units will respond to any structure fire request in the city in accordance with NFPA 1710. Response for initial fire unit on scene shall be a one-minute turnout and on scene in four minutes or less with a full alarm on scene in less than eight minutes (14 to 17 personnel).
  - a. Provided response in accordance with NFPA 1710, the minimum number of personnel required on a structure fire scene within 8 minutes of request at least 90% of the time. Personnel must provide a supply line, suppression line, backup line, search crew, vent crew and support crew. De Pere Fire Rescue is not successful in meeting this goal.

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

- 1) A new Assistant Fire Chief was hired in 2015.
- 2) Fire prevention inspection program received a major overhaul that is still ongoing. Combined inspection efforts with Building Inspection and Public Health Department have been successfully implemented.
- 3) The outsourcing of EMS medical billing collections was initiated in April, 2015.
- 4) Medical Direction by Dr. Steven Stroman and an agreement with Aurora Bay Care was continued to increase the involvement of emergency room physicians and nurses in the continuing education of the EMS personnel in the City. This agreement provided for the replacement of medical supplies from the hospital at cost. Doctor Stroman was promoted to Chief Medical Officer in 2015.
- 5) A “Duty Crew” concept was reinforced within the department to better coordinate re-staffing the stations when resources are depleted, utilizing Paid-On-Call and career personnel. The Paid-On-Call crew was expanded (working towards 20 total) by eight (8) new hires in 2015.
- 6) One (1) career firefighter was hired in 2015.

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

The adopted 2016 budget for De Pere Fire Rescue is \$3,697,010.

Emergency Medical Services – Although more than 83% of our emergency calls are for emergency medical services, that doesn't mean that 83%+ of our budget is for this category. It is estimated that the revenue collected from emergency transports will be approximately \$800,000 for 2016, which includes the contracts we have with the Towns of Lawrence and Ledgeview and the Village of Ashwaubenon.

Fire Rescue Response – Fire Rescue response provides fire protection to our citizens and visitors.

Training – Training is the most important element of firefighter's preparedness to be able to perform mission critical objectives.

Building Maintenance – Station 2 (west side) is currently undergoing a comprehensive remodel at the total cost of \$500,000. Station 1 (east side) was constructed in 1970 with an addition and remodel occurring in 2001. Major renovations are still needed.

Accident Prevention, Public Fire Education and Fire Investigations – These programs are designed to reduce harm in our community. Fire causality must be investigated to prevent future similar occurrences.

Administration, Operations and External Relations – Consists of the day-to-day management of the Fire Rescue Department.

Communications – Critical element to the successful operation of all aspects of our department. Much effort and financial resources are and will be guided towards attainment of this objective.

***2016 Budget Significant Expenditure Changes:***

- 1) Salaries increased \$56,592 due to the promotion of our Assistant Fire Chief/Fire Marshal.
- 2) Hourly wages Part Time \$6,000 for Training Officer wages.
- 3) Overtime wages increased \$20,000 to keep pace with response demands.
- 4) Training consists primarily of Blue Card command and control training. It also includes Emergency Service Instructor training for at least two members per shift in 2016.
- 5) Seminars include attendance at Wisconsin and International Fire Chiefs Conferences for Fire Chief and Assistant Fire Chief.
- 6) Consulting fees includes contracts with EMS Medical Services and Americollect for billing and collection for ambulance services.
- 7) Memberships/Subscriptions increased \$1,000 due to affiliations with various professional associations.
- 8) Medical supplies increased \$2,000 due to escalating costs.
- 9) Transportation expenses increased \$3,000 to reflect current trends.
- 10) Operating supplies increased \$1,000 due to market increase.
- 11) Clothing allowance increased \$2,000 due to inflation and additional paid on call employees.

- 12) Capital Equipment: Purchase 12-Lead Cardiac Monitor (Lifepac 15 Device) \$30,000, Replacement of seven (7) Mobile Digital Computers (MDC) \$35,000, Replacement of Turnout Gear \$25,000, Replacement of one (1) Administrative Vehicle \$35,000, and Repair Building Exterior of Station #1 \$13,000.
- 13) Office furniture increased \$1,500 for additional furnishings for the training facility.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>FIRE</b>									
Account Number PERSONAL SERVICES									
100	52200	110	Salaries	\$ 56,252	\$ 146,025	\$ 79,997	\$ 190,000	\$ 202,617	38.76%
100	52200	120	Hourly Wages	1,912,577	1,830,166	846,348	1,900,000	1,851,266	1.15%
100	52200	122	Hourly Wages Part Time	0	0	0	3,000	6,000	100.00%
100	52200	125	Overtime Wages	75,820	80,000	51,360	110,000	100,000	25.00%
100	52200	129	Hourly Wages -- POC FF	20,235	29,000	12,449	29,000	29,000	0.00%
100	52200	150	FICA	30,778	32,979	16,357	35,107	34,596	4.90%
100	52200	151	Retirement	326,665	256,087	117,248	270,996	268,826	4.97%
100	52200	152	Health, Dental, DIB, Life & Wks Cmp Ins	633,415	737,195	276,353	738,500	750,630	1.82%
100	52200	155	Vaccinations	694	15,000	0	15,000	15,000	0.00%
100	52200	190	Training	8,021	9,275	8,475	16,000	9,275	0.00%
100	52200	191	Training Act 102	7,807	0	1,423	1,423	0	0.00%
			<b>Subtotal</b>	<b>3,072,264</b>	<b>3,135,727</b>	<b>1,410,010</b>	<b>3,309,026</b>	<b>3,267,210</b>	<b>4.19%</b>
CONTRACTUAL SERVICES									
100	52200	210	Telephone	7,230	7,200	4,020	7,200	7,200	0.00%
100	52200	211	Postage	473	500	68	300	500	0.00%
100	52200	212	Seminars and Conferences	2,074	3,000	610	3,000	3,000	0.00%
100	52200	215	Consulting	152,874	70,000	18,215	70,000	70,000	0.00%
100	52200	218	Cell/Radio	0	0	0	0	0	0.00%
100	52200	219	Data	3,608	3,000	1,509	3,000	3,000	0.00%
100	52200	220	Utilities	22,516	27,600	11,486	27,600	27,600	0.00%
100	52200	240	Equipment Maintenance	80,615	60,000	27,601	60,000	60,000	0.00%
			<b>Subtotal</b>	<b>269,390</b>	<b>171,300</b>	<b>63,509</b>	<b>171,100</b>	<b>171,300</b>	<b>0.00%</b>

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>FIRE</b>									
			SUPPLIES AND EXPENSE						
100	52200	310	Office Supplies	2,646	3,500	2,849	4,500	3,500	0.00%
100	52200	314	Cleaning and Maintenance	3,931	4,000	1,508	4,000	4,000	0.00%
100	52200	320	Memberships/Subscriptions	1,024	1,000	1,390	2,000	2,000	100.00%
100	52200	324	Medical Supplies	20,813	23,000	13,019	23,000	25,000	8.70%
100	52200	328	Fire Prevention/Education Supplies	3,020	3,000	630	3,000	3,000	0.00%
100	52200	330	Mileage Reimbursement	2,230	2,500	1,670	4,700	2,500	0.00%
100	52200	331	Transportation	19,935	26,000	14,232	28,500	29,000	11.54%
100	52200	340	Operating Supplies	10,338	15,000	7,836	15,000	16,000	6.67%
100	52200	341	Fire-Emer. Operations Ctr	88	500	448	500	0	0.00%
100	52200	350	Repair and Maintenance Supplies	18,679	20,000	3,567	20,000	20,000	0.00%
100	52200	392	Clothing Allowance	9,077	12,000	5,645	12,000	14,000	16.67%
			<b>Subtotal</b>	<b>91,781</b>	<b>110,500</b>	<b>52,794</b>	<b>117,200</b>	<b>119,000</b>	<b>7.69%</b>
			CAPITAL OUTLAY						
100	52200	810	Capital Equipment	175,810	91,000	86,960	91,000	138,000	51.65%
100	52200	811	Office Equipment	0	0	0	0	1,500	100.00%
			<b>Subtotal</b>	<b>175,810</b>	<b>91,000</b>	<b>86,960</b>	<b>91,000</b>	<b>139,500</b>	<b>53.30%</b>
			<b>TOTAL</b>	<b>\$ 3,609,245</b>	<b>\$ 3,508,527</b>	<b>\$ 1,613,273</b>	<b>\$ 3,688,326</b>	<b>\$ 3,697,010</b>	<b>5.37%</b>

## **Building Inspection**

***Program Full Time Equivalents: 2.05***

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

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

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

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

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

- 1) *Number of Permits Issued / Development* – 414 total building and mechanical permits were issued through July 2015. Larger numbers of permits issued benefit the city by bringing in revenue through the collection of permit fees.
- 2) *Consistent Development* – 20 new single family, 2 duplex building permits and 1 apartment building (24 units) along with commercial development verifies that the City of De Pere is still a progressive and desirable community to live and do business in.
- 3) *Public Education*– Numerous building permit and construction information funded through permit fees have been prepared and/or revised for dissemination on the city web site and in the office.
- 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) Provides value to the community by maintaining a high level of contact with property owners and contractors that provide information and understanding to meet their own safety needs.
- 2) The issuance of all residential and commercial building permits along with associated mechanical sub contractor (electrical, plumbing and HVAC) permits followed by strict enforcement of applicable health and safety codes provides protection for all owners and occupants of property within the City of De Pere. The community as a whole benefits by the lessened potential for personal injury and damage to structures.
- 3) The issuance of sign permits and enforcement of the sign ordinance benefits the overall appearance of the business community. Enhanced aesthetics of the industrial/business parks and business districts encourages commercial growth and increased consumer spending.
- 4) The enforcement of the De Pere Zoning Code preserves the integrity of the various residential, commercial and industrial zoning districts. Proper enforcement maintains property values that create a stable tax base for the city. Well thought out zoning district delineation encourages and attracts systematic and orderly development of the city.

#### ***2016 Performance Measures:***

- 1) Amend Chapter 14, Zoning Code, changing the amount of time that a variance issued by the Zoning Board of Appeals is valid from six months to twelve months.
- 2) Lessen the 10 day waiting period prior demolition established by the Historic Preservation Commission.

#### ***2015 Performance Measurement Data (July 2014 – July 2015):***

- 1) Issue 5 enforcement letters relating to buildings/properties in disrepair.
  - a. Result: Orders were issued.
- 2) Complete inspections within forty eight (48) hours of inspection requests.
  - a. Result: Performed 100% of all inspection requests within forty eight (48) hours.
- 3) Obtain 100% code compliance within 30 days of notice.
  - a. Result: Obtained substantial compliance except for three (3) properties that are in the municipal court system.
- 4) Issue permits for driveways and driveway extensions.
  - a. Result: Permits are now issued except for extension of time for winter construction driveways.

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

- 1) Issued appropriate building and mechanical permits and completed inspections.
- 2) Coordinated all functions of the Zoning Board of Appeals meetings.
- 3) Worked directly with Director of Planning and Economic Development in meetings with developers and provided input on potential developments and assisted in preparing Plan Commission recommendations on a monthly basis.



- 4) Scanned paper files in Building Inspection Department files and placed in property information files on computer.
- 5) Met quarterly with the Brown County Homebuilders Association to review building code and related construction issues.

***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 proposed 2016 Building Inspection Department Budget is \$280,211. 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. Hourly wages increased \$6,198 to reflect actual trends.
2. FICA increased \$1,260 to reflect actual trends.
3. Health, Dental, DIB, Life & Workers Comp increased \$7,978 mainly due to a 7% health insurance rate increase.
4. Seminars and Conferences (\$700) for attendance of two (2) building inspectors to attend State of Wisconsin, Department of Safety and Professional Services re-certification seminars in Green Bay. Note: No seminars are attended out of state.
5. Consulting includes INCODE software maintenance, \$2,100.
6. Memberships and Subscriptions include membership in the Northeast Building Inspector's Association of Wisconsin for two (2) inspectors, International Association of Electrical Inspectors Association and subscription to Journal of Light Construction, \$500.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016/ 2015 Budget % Of Change
<b>BUILDING INSPECTION</b>									
Account Number PERSONAL SERVICES									
100	52400	110	Salaries	\$ 140,603	\$ 80,934	\$ 66,556	\$ 80,934	\$ 84,637	4.58%
100	52400	120	Hourly Wages	17,461	79,172	10,920	79,172	85,370	7.83%
100	52400	127	Hourly Wages--Elec/Plmb Inspector	10,450	8,107	3,855	8,107	8,107	0.00%
100	52400	150	FICA	11,302	12,366	5,916	12,366	13,626	10.19%
100	52400	151	Retirement	10,994	10,887	4,757	10,887	11,220	3.06%
100	52400	152	Health, Dental, DIB, Life & Wks Cmp Ins	54,054	58,273	26,693	58,273	66,251	13.69%
100	52400	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>244,864</b>	<b>249,739</b>	<b>118,697</b>	<b>249,739</b>	<b>269,211</b>	<b>7.80%</b>
CONTRACTUAL SERVICES									
100	52400	210	Telephone	1,411	1,400	707	1,400	1,400	0.00%
100	52400	212	Seminars and Conferences	896	700	278	700	700	0.00%
100	52400	215	Consulting	2,027	2,100	0	2,100	2,100	0.00%
100	52400	218	Cell/Radio	2,005	2,500	785	2,500	2,500	0.00%
100	52400	240	Equipment Maintenance	803	600	457	600	600	0.00%
			<b>Subtotal</b>	<b>7,142</b>	<b>7,300</b>	<b>2,227</b>	<b>7,300</b>	<b>7,300</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	52400	310	Office Supplies	844	1,600	884	1,600	1,600	0.00%
100	52400	320	Memberships/Subscriptions	502	500	303	500	500	0.00%
100	52400	330	Mileage Reimbursement	0	0	0	0	0	0.00%
100	52400	331	Transportation	1,510	1,600	681	1,600	1,600	0.00%
			<b>Subtotal</b>	<b>2,856</b>	<b>3,700</b>	<b>1,868</b>	<b>3,700</b>	<b>3,700</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	52400	810	Capital Equipment	19,800	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>19,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 274,662</b>	<b>\$ 260,739</b>	<b>\$ 122,792</b>	<b>\$ 260,739</b>	<b>\$ 280,211</b>	<b>7.47%</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.

***2016 Performance Measures:***

- 1) Reduce trips to jail for first offense Operating While Intoxicated (OWI) by 50% in 2016 through use of releases to reasonable adults from De Pere police department or local hospitals after a blood draw. Less trips to the jail reduces the initial booking fee, the costs associated with vehicle travel, and allows for the officer to return to the city in a timelier manner.

***2015 Performance Measurement Data (July 2013 – June 2015):***

- 1) Reduce trips to jail facility by 5% by determining numbers of times prisoners are booked into jail for city ordinance violations to determine training needs or policy changes. The intent is to measure efficiency against previous time period to establish baseline and to measure future efficiencies for booking into jail versus releasing on bond from police facility. **Result:** From June 2013 to June 2014, officers booked 117 people into the Brown County Jail. From June 2014 to June 2015, officers booked 81 people into the jail. The latter bookings were a 30% reduction. The performance measure was successfully achieved.

***Significant Program Achievements:***

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

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

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

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

The adopted 2016 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.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Jail decreased \$2,000 due to fewer anticipated trips to the jail for first offense OWI per State Statute.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>JAIL</b>									
Account Number				PERSONAL SERVICES					
				CONTRACTUAL SERVICES					
100	52700	216	Outside Services	\$0	\$0	\$0	\$0	\$0	0.00%
100	52700	219	Data	500	500	250	500	500	0.00%
100	52700	222	Jail	8,360	10,000	1,720	5,000	8,000	-20.00%
100	52700	240	Equipment Maintenance	0	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>8,860</b>	<b>11,000</b>	<b>1,970</b>	<b>6,000</b>	<b>9,000</b>	<b>-18.18%</b>
			<b>TOTAL</b>	<b>\$ 8,860</b>	<b>\$ 11,000</b>	<b>\$ 1,970</b>	<b>\$ 6,000</b>	<b>\$ 9,000</b>	<b>-18.18%</b>

# **TOTAL PUBLIC SAFETY**

City of De Pere  
2016 General Fund  
Adopted Budget

PUBLIC SAFETY  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2016 Dept Head Proposed	2016 Executive Proposed	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>							
PERSONAL SERVICES							
110 Salaries	\$ 543,178	\$ 577,467	\$ 312,536	\$ 643,847	\$ 643,847	\$ 643,847	11.50%
120 Hourly Wages	4,186,102	4,338,462	1,965,159	4,344,660	4,365,760	4,365,760	0.63%
121 Hourly Wages Crossing Guards	79,389	87,322	46,204	87,322	87,322	87,322	0.00%
122 Hourly Wages Part Time	10,000	10,400	4,320	16,000	16,000	16,000	53.85%
125 Overtime Wages	217,614	230,000	106,621	250,000	245,000	240,000	4.35%
127 Hourly Wages Plumbing Inspector	10,450	8,107	3,855	8,107	8,107	8,107	0.00%
129 Hourly Wages POC FF	20,235	29,000	12,449	29,000	29,000	29,000	0.00%
150 FICA	244,885	270,878	128,944	273,176	273,450	273,450	0.95%
151 Retirement	688,882	539,988	240,235	549,635	552,420	553,060	2.42%
152 Health, Dental, DIB, Life & Wks Cmp Ins	1,403,306	1,577,792	666,148	1,675,493	1,675,493	1,675,493	6.19%
155 Vaccinations	694	15,000	0	15,000	15,000	15,000	0.00%
190 Training	31,593	19,875	7,968	30,600	19,875	19,875	0.00%
191 Training Act 102	7,807	0	1,423	0	0	0	0.00%
<b>Subtotal</b>	<b>7,635,953</b>	<b>7,704,290</b>	<b>5,826,132</b>	<b>7,922,839</b>	<b>7,931,274</b>	<b>7,926,914</b>	<b>2.89%</b>
CONTRACTUAL SERVICES							
210 Telephone	18,641	18,600	14,727	18,600	18,600	18,600	0.00%
211 Postage	2,973	3,000	2,568	3,000	3,000	3,000	0.00%
212 Seminars and Conferences	14,111	8,200	4,032	6,700	6,700	6,700	-18.29%
215 Consulting	160,276	78,600	18,873	88,600	88,600	88,600	12.72%
217 Cleaning Service Contract	21,045	18,000	7,216	18,000	18,000	18,000	0.00%

City of De Pere  
2016 General Fund  
Adopted Budget

PUBLIC SAFETY  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2016 Dept Head Proposed	2016 Executive Proposed	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>							
218 Cell/Radio	2,005	17,500	785	21,200	21,200	21,200	21.14%
219 Data	25,153	6,500	8,975	6,500	6,500	6,500	0.00%
220 Utilities	36,911	47,600	18,067	55,000	50,600	50,600	6.30%
222 Jail	8,360	10,000	1,720	10,000	8,000	8,000	-20.00%
240 Equipment Maintenance	105,906	83,100	48,058	91,100	81,100	81,100	-2.41%
290 Other Contractual Services	106,780	5,280	104,780	5,280	5,280	5,280	0.00%
<b>Subtotal</b>	<b>392,401</b>	<b>296,380</b>	<b>106,630</b>	<b>323,980</b>	<b>307,580</b>	<b>307,580</b>	<b>3.78%</b>
SUPPLIES AND EXPENSE							
310 Office Supplies	11,756	13,100	7,544	14,600	13,100	13,100	0.00%
312 Crime Prevention Program	2,974	2,000	197	2,000	2,000	2,000	0.00%
314 Cleaning and Maintenance	10,564	13,000	2,609	13,000	13,000	13,000	0.00%
315 Publications	166	100	135	150	150	150	50.00%
320 Memberships/Subscriptions	2,351	2,300	2,253	3,300	3,300	3,300	43.48%
324 Medical Supplies	20,813	23,000	13,019	25,000	25,000	25,000	8.70%
328 Fire Prevention/Education Supplies	3,020	3,000	630	3,000	3,000	3,000	0.00%
330 Mileage Reimbursement	5,207	5,860	3,415	3,360	5,860	5,860	0.00%
331 Transportation	84,214	107,600	51,603	110,000	110,600	110,600	2.79%
340 Operating Supplies	19,361	28,200	11,606	40,100	34,500	34,500	22.34%
341 Fire-Emergency Operations Ctr	88	500	448	0	0	0	0.00%
343 Guns and Ammo	7,452	7,500	5,524	8,500	8,500	8,500	13.33%
350 Repair and Maintenance Supplies	18,679	20,000	3,567	30,000	20,000	20,000	0.00%



City of De Pere  
2016 General Fund  
Adopted Budget

PUBLIC SAFETY  
EXPENDITURES

Account Title		2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2016 Dept Head Proposed	2016 Executive Proposed	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL PUBLIC SAFETY</b>								
360	Other Repairs and Maintenance	3,385	7,500	95	15,500	15,500	15,500	106.67%
390	Police Confidential Informant Money	0	1,000	0	1,000	1,000	1,000	0.00%
392	Clothing Allowance	9,112	12,000	5,645	31,180	31,180	31,180	159.83%
	<b>Subtotal</b>	<b>98,321</b>	<b>117,760</b>	<b>114,277</b>	<b>300,690</b>	<b>286,690</b>	<b>286,690</b>	<b>143.45%</b>
	CAPITAL OUTLAY							
810	Capital Equipment	357,096	231,960	246,405	7,359,042	229,042	194,042	-16.35%
811	Office Equipment	0	0	0	1,500	1,500	1,500	100.00%
	<b>Subtotal</b>	<b>357,096</b>	<b>231,960</b>	<b>246,405</b>	<b>7,360,542</b>	<b>230,542</b>	<b>195,542</b>	<b>-15.70%</b>
	<b>TOTAL</b>	<b>\$ 8,406,700</b>	<b>\$ 8,496,470</b>	<b>\$ 3,963,174</b>	<b>\$ 15,908,051</b>	<b>\$ 8,756,085</b>	<b>\$ 8,716,725</b>	<b>2.59%</b>

# **PUBLIC WORKS**

## PUBLIC WORKS EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	1.40
Engineering	3.30
Municipal Service Center	0.32
Mechanics	1.91
Machinery and Equipment	0.73
Snow and Ice Control	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	0.01
Recycling	1.10
<hr/>	<hr/>
<b>TOTAL</b>	<b>14.87</b>

## Public Works Administration

***Program Full Time Equivalents: 1.4***

***Program Mission:***

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

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

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

***Important Outputs:***

- 1) *Departmental Budget*- Activities and services by the department are supported by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Develop and manage the annual budget for all public works services. The public works annual budget provides funding for all public works services provided to the community.
- 2) *Monthly Board of Public Works Meeting (BOPW)* – Activity funded by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Send out monthly agenda and attachments to Board of Public Works members. BOPW establishes policies pertaining to the public works operations and also makes various recommendations to Council regarding public works operations that will meet the needs of the community.

- 3) *Monitoring Public Works Operations* - Activity funded by the property tax (40%), storm water utility (20%), water utility (20%), and the sewer utility (20%). Overseeing the operations of the public works department to make certain the services being performed are being done in a manner that are in the best interest of the community. This is important to the community to make certain the services provided by the public works department are done so in an efficient and cost effective manner.

***Expected Outcomes:***

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

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Measure the number of Go Request submittals and respond with 48 hours. Analyze data to determine effectiveness of Go Request application for public works issues to complaints within 24 hours of receiving them.
  - a. Result: Staff received very few requests so it was determined this application is not very effective and worth investing money to expand the system.

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

Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum. Continue coordination with DOT with USH 41, Main Avenue, 8<sup>th</sup> Street, and North Broadway projects. Continued to work with Brown County Highway Department with construction projects. Continued working with other communities on the purchasing of automated water meter reading systems for the water department. Continue working with other communities to joint bid projects. Worked with various wireless companies pertaining to installation on City water towers. Continued to evaluate the emergency call in policy for the public works department and improve the procedures. Develop standards for rating vehicles and equipment as to when they should be replaced.

### ***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 2016 Public Works Administration program cost is \$169,041. This amount is only 40% of the total cost of the program. The other 60% costs for this program is spread out through the following utilities: 20% storm water utility, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$447,669. 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.

***2016 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 a phased approach for eliminating commercial garbage and recycling collection.
- 6) Implement one entity to perform utility locates.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$3,976 to reflect actual costs.
- 2) Overtime wages decreased \$100 to reflect actual costs.
- 3) FICA increased \$534 to reflect increase in hourly wages.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$1,826 due to a 7% health insurance rate increase.
- 5) Training is funding to provide for all-department trainings.
- 6) Seminars and Conferences provides funding for APWA conference and miscellaneous conferences.
- 7) Consulting is for copier lease.
- 8) Cell/Radio decreased \$300 to reflect actual costs with implementing use of IPADs in operations.
- 9) Memberships/Subscriptions \$400 includes American Public Works Association, American Society of Civil Engineers, Lake Area Public Works Association, American Waterworks Association, Wisconsin Department of Regulation and Licensing, and Wisconsin Solid Waste and Recycling.
- 10) Transportation decreased \$200 to reflect actual costs.
- 11) Capital equipment includes \$1,000 for two (2) – IPADs that will be used in the field in place of laptop computers.

City of De Pere  
2016  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
PUBLIC WORKS ADMINISTRATION								
Account Number	PERSONAL SERVICES							
100	53000	110	Salaries	\$ 71,490	\$ 71,395	\$ 39,774	\$ 74,500	4.35%
100	53000	120	Hourly Wages	35,572	26,024	17,189	30,000	15.28%
100	53000	125	Overtime Wages	31	500	148	400	-20.00%
100	53000	126	Seasonal Labor	0	0	0	0	0.00%
100	53000	150	FICA	7,640	7,491	5,064	10,128	7.13%
100	53000	151	Retirement	7,205	6,658	4,021	8,042	3.98%
100	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,051	27,867	13,025	27,867	6.55%
100	53000	190	Training	133	2,500	0	2,500	0.00%
			Subtotal	148,122	142,435	79,221	153,437	6.74%
			CONTRACTUAL SERVICES					
100	53000	210	Telephone	1,245	1,200	540	1,200	0.00%
100	53000	211	Postage	2,522	2,500	1,088	2,500	0.00%
100	53000	212	Seminars and Conferences	2,087	2,600	314	2,600	0.00%
100	53000	215	Consulting	495	800	155	800	0.00%
100	53000	218	Cell/Radio	979	1,200	694	1,400	25.00%
100	53000	219	Data		0	0	0	0.00%
			Subtotal	7,328	8,300	2,791	8,500	3.61%
			SUPPLIES AND EXPENSE					
100	53000	310	Office Supplies	5,670	5,500	1,304	5,500	0.00%
100	53000	320	Memberships/Subscriptions	312	400	162	400	0.00%
100	53000	331	Transportation	1,055	1,400	505	1,200	-14.29%
100	53000	340	Operating Supplies	0	0	0	0	0.00%
100	53000	350	Repair and Maintenance Supplies	286	300	0	300	0.00%
			Subtotal	7,323	7,600	1,971	7,400	-2.63%
			CAPITAL OUTLAY					
100	53000	810	Capital Equipment	0	0	1,000	1,000	100.00%
			Subtotal	0	0	1,000	\$ 1,000	100.00%
			TOTAL	\$ 162,773	\$ 158,335	\$ 84,983	\$ 170,337	6.76%



## Engineering

***Program Full Time Equivalents: 3.3***

***Program Mission:***

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

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

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

***Important Outputs:***

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

- 2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
- 3) *Generate construction records* - Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
- 4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed during the calendar year.

***Expected Outcomes:***

- 1) Maintain existing street infrastructure so that the roads are safe to travel.
- 2) Maintain public awareness of public works improvement projects.
- 3) Maintain public works improvement programs in a cost effective manner in order to meet or exceed the needs of the community.
- 4) Maintain or decrease response time to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.

***2016 Performance Measures:***

- 1) Utilize GIS for the location of sanitary, water, and storm laterals. This will include importing 100% of lateral cards and valve book data into GIS as .pdf and linking to the parcels. Additionally, 50% of the laterals installed in the field in 2016 will be located with the handheld GPS and shown on GIS.

***2015 Performance Measurement Data (July 2015 – June 2016):***

- 1) Implement a field laptop with WIFI for inspection reports, daily quantities, data logging of construction photographs, and preparation of record drawings. Target the efficiency so that staff reduces inspection office work at least one hour per week.
  - a. Result: An IPAD was integrated into field work for Project 15-01, Sewer and Water Relay and Street Resurfacing. The IPAD was used to electronically create daily reports and import construction photographs into the reports. Although difficult to track, staff estimated that the use of the IPAD saved over an hour a week of office time by having electronic forms and importing photos in the field.

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

Completed 2015 public works improvements program which included:

- Relayed approximately 6,200 lineal feet of water main in preparation for street resurfacing.
- Completed the Lawrence Drive sidewalk which approximately three miles of sidewalk installation.
- Coordinated construction at the STH 32/57 and CTH X roundabout with WisDOT.
- Constructed the new City sign along IH 41.
- Completed repairs to the City dam.
- Coordinated multiple design and construction projects occurring in the City with WisDOT and the Brown County Highway Department.
- Installed over 10,000 lineal feet of cured in place pipe in the deteriorated sanitary sewer at various areas along the City.

Implemented a program to review roof drain connections to the sanitary sewer in the downtown area.

Updated the storm water management plan for addressing new Wisconsin Department of Natural Resources standards for Total Maximum Daily Loads to the Fox River.

Updated the electrical maps on GIS. This will significantly improve our locating accuracy and decrease the time to locate for Digger's Hotline requests.

### ***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 2016 Engineering Program cost is \$292,857. This amount is only 40% of the total cost of the program. The other 60% costs for this program is spread out through the following utilities: 20% storm water utility, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$725,252. 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.

#### ***2016 Program Objectives:***

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to coordinate with Brown County Highway Department on construction projects.
- 3) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
- 4) Continue to update engineering CADD standards and construction plans.
- 5) Update the municipal code for storm water.
- 6) Update the municipal code for sanitary sewer.
- 7) Implement a monitoring program for private storm water management facilities.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$2,756 due to a 7% health insurance rate increase.
- 2) Training is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 3) Seminars and conferences provide funding for APWA conference and miscellaneous conferences.
- 4) Consulting provides funding for outside consultant services that are not able to be performed by City staff and lease payments for color printer.
- 5) Cell/radio increased \$900 to reflect actual cost with implementing use of IPADs in operations.
- 6) Memberships/subscriptions increased \$121 to reflect actual costs which includes American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 7) Operating supplies was decreased \$818 to reflect actual costs.
- 8) Repair and maintenance was decreased \$91 to reflect actual costs.
- 9) Capital equipment includes: the general fund share of \$6,000 for implementing a hand held GPS unit for construction record drawings; \$800 for replacing one laptop in the engineering department.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>ENGINEERING</b>									
Account Number PERSONAL SERVICES									
100	53110	110	Salaries	\$ 63,867	\$ 64,348	\$ 30,918	\$ 64,348	\$ 66,555	3.43%
100	53110	120	Hourly Wages	92,684	92,072	44,946	92,072	93,925	2.01%
100	53110	125	Overtime Wages	9,285	8,950	3,621	8,950	9,300	3.91%
100	53110	126	Seasonal Labor	8,605	9,300	4,255	9,300	9,600	3.23%
100	53110	150	FICA	12,121	12,786	6,195	12,786	13,127	2.67%
100	53110	151	Retirement	11,966	11,245	4,829	11,245	11,205	-0.35%
100	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	56,818	49,017	21,464	49,017	51,773	5.62%
100	53110	190	Training	2,411	6,109	1,667	6,109	6,109	0.00%
			<b>Subtotal</b>	<b>257,757</b>	<b>253,827</b>	<b>117,895</b>	<b>253,827</b>	<b>261,595</b>	<b>3.06%</b>
CONTRACTUAL SERVICES									
100	53110	210	Telephone	1,122	1,540	758	1,540	\$ 1,540	0.00%
100	53110	211	Postage	0	0	0	0	0	0.00%
100	53110	212	Seminars and Conferences	474	1,818	669	1,818	1,818	0.00%
100	53110	215	Consulting	4,278	8,200	3,493	8,200	8,200	0.00%
100	53110	218	Cell/Radio	2,263	1,600	987	1,600	2,500	56.25%
100	53110	219	Data	0	420	0	420	420	0.00%
			<b>Subtotal</b>	<b>8,137</b>	<b>13,578</b>	<b>5,907</b>	<b>13,578</b>	<b>14,478</b>	<b>6.63%</b>
SUPPLIES AND EXPENSE									
100	53110	310	Office Supplies	66	0	54	54	0	0.00%
100	53110	320	Memberships/Subscriptions	462	363	242	484	484	33.33%
100	53110	330	Mileage Reimbursement	0	0	0	0	0	0.00%
100	53110	331	Transportation	3,607	3,500	1,218	3,500	3,500	0.00%
100	53110	340	Operating Supplies	2,628	5,818	1,624	5,818	5,000	-14.06%
100	53110	350	Repair and Maintenance Supplies	799	1,091	136	1,000	1,000	-8.34%
			<b>Subtotal</b>	<b>7,562</b>	<b>10,772</b>	<b>3,274</b>	<b>10,856</b>	<b>9,984</b>	<b>-7.32%</b>
CAPITAL OUTLAY									
100	53110	810	Capital Equipment	2,516	800	0	0	6,800	750.00%
			<b>Subtotal</b>	<b>2,516</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>6,800</b>	<b>750.00%</b>
			<b>TOTAL</b>	<b>\$ 275,972</b>	<b>\$ 278,977</b>	<b>\$ 127,076</b>	<b>\$ 278,261</b>	<b>\$ 292,857</b>	<b>4.98%</b>

## **Municipal Service Center**

***Program Full Time Equivalents: .32***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Reduce utility cost by 1%
  - a. Result: (Comparing like time periods the utility expense reduced by close to 19% or \$7900.)

***Significant Program Achievements:***

- 1) Replaced gutters and connected gutters to storm sewer.
- 2) Reconstructed. back parking area.
- 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 2016 Municipal Service Center program cost is \$123,223. This amount is only 72% of the total cost of the program. The other 28% is spread out through the following utilities: 15% Water Utility, 5% Sewer Utility, and 8% Storm Water Utility. The total cost for this program including the cost share with the above mentioned utilities is \$220,962. 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased by \$3,423. The balance of the funding (\$2,944) is shown in the Water (15%), Sewer (5%), and Storm (8%) Utility Funds.
- 2) Overtime wages decreased by \$110. The balance of the funding (\$110) is covered in the Water, Sewer and Storm Utility Funds.
- 3) Seasonal Labor increased by \$3,528 to include the hiring of one seasonal employee to assist with Building Maintenance tasks over the summer months. An additional \$1,377 of expense is listed in the Water, Sewer, and Storm Utility Funds.
- 4) FICA reduced \$219 to reflect projected costs. The balance of the funding (\$254) is covered in the Water, Sewer and Storm Utility Funds.
- 5) Retirement decreased \$256 to reflect projected costs. The balance of the funding (\$202) is covered in the Water, Sewer and Storm Utility Funds.
- 6) Health, Dental, DIB, Life & Wks Comp decreased \$1,828 to reflect projected costs. The balance of additional funding (\$864) is covered in the Water, Sewer, and Storm Utility Funds.
- 7) Training decreased by \$140 which includes funding for HVAC related training for Building Maintenance staff. The balance of funding (\$140) is covered in the Water, Sewer, and Storm Water Utility Funds.
- 8) Telephone decreased by \$67. The balance of additional funding (\$67) is covered in the Water, Sewer, and Storm Utility Funds.
- 9) Consulting increased by \$1,780 to include outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and \$5,000 for purchasing Building Maintenance scheduling software. The balance of additional funding (\$3,220) is covered in the Water, Sewer, and Storm Utility Funds.
- 10) Cleaning and maintenance decreased by \$8,080, due to no longer needing Duct Cleaning. The balance of additional funding (\$3,080) is covered in the Water, Sewer, and Storm Utility Funds.
- 11) Operating Supplies decreased \$1,034. The balance of funding (\$1,134) is covered in the Water, Sewer, and Storm Utility Funds.
- 12) Capital Outlay includes \$10,000 for MSC Upgrades and Repairs, Make up Air Unit (3) replacements - \$45,000 (\$32,400 is funded from the MSC Capital Outlay, the other \$12,600 is funded through the Water, Sewer, and Storm Utility.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 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		14,106	10,995	12,131	13,000	7,572	-31.13%
100 53230 125	Overtime Wages		85	393	0	390	283	-27.99%
100 53230 126	Seasonal Labor		0	0	0	0	3,528	100.00%
100 53230 150	FICA		929	871	947	1,000	652	-25.16%
100 53230 151	Retirement		836	774	971	1,000	518	-33.11%
100 53230 152	Health, Dental, DIB, Life & Wks Cmp Ins		3,574	4,181	3,612	4,181	2,353	-43.72%
100 53230 190	Training		0	500	170	500	360	-28.00%
	<b>Subtotal</b>		<b>19,530</b>	<b>17,715</b>	<b>17,831</b>	<b>20,071</b>	<b>15,266</b>	<b>-13.82%</b>
	CONTRACTUAL SERVICES							
100 53230 210	Telephone		240	240	120	240	173	-27.92%
100 53230 211	Postage		0	0	0	0	0	0.00%
100 53230 215	Consulting		5,266	6,500	62	6,500	8,280	27.38%
100 53230 217	Cleaning Service Contract		12,761	13,000	5,414	13,000	9,468	-27.17%
100 53230 220	Utilities		52,089	55,000	21,457	50,000	39,600	-28.00%
	<b>Subtotal</b>		<b>70,356</b>	<b>74,740</b>	<b>27,053</b>	<b>69,740</b>	<b>57,521</b>	<b>-23.04%</b>
	SUPPLIES AND EXPENSE							
100 53230 314	Cleaning and Maintenance		11,521	16,000	11,230	16,000	7,920	-50.50%
100 53230 340	Operating Supplies		4,499	3,950	3,190	3,950	2,916	-26.18%
	<b>Subtotal</b>		<b>16,020</b>	<b>19,950</b>	<b>14,420</b>	<b>19,950</b>	<b>10,836</b>	<b>-45.68%</b>
	CAPITAL OUTLAY							
100 53230 810	Capital Equipment		5,106	35,000	10,503	35,000	39,600	13.14%
	<b>Subtotal</b>		<b>5,106</b>	<b>35,000</b>	<b>10,503</b>	<b>35,000</b>	<b>39,600</b>	<b>13.14%</b>
	<b>TOTAL</b>		<b>\$ 111,012</b>	<b>\$ 147,405</b>	<b>\$ 69,807</b>	<b>\$ 144,761</b>	<b>\$ 123,223</b>	<b>-16.40%</b>

## **Mechanics**

***Program Full Time Equivalents: 1.91***

***Program Mission:***

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

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

- 1) *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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Perform 100% of vehicle and equipment maintenance at the required scheduled miles or hours as recommended by factory specifications.
  - a. Result: Vehicle and equipment maintenance was 100% accomplished on all city owned vehicles/equipment.

***Significant Program Achievements:***

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 2015 Mechanics program cost is \$157,953. The program benefits the community by maintaining City facilities that is essential in the operations to provide municipal services to the community.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$37,947 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 2) Overtime decreased \$1,199 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 3) FICA decreased \$2,994 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.

- 4) Retirement decreased \$2,821 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 5) Health, Dental, DIB, Life & Workers Comp increased \$2,382 due to a 7% health insurance rate increase.
- 6) Training includes staff training on building maintenance.
- 7) Consulting includes general costs for outside services related to tasks internal staff is unable to address.
- 8) Transportation increased by \$944 to reflect actual costs.
- 9) Operating Supplies decreased \$15,000 due to shifting all equipment and fleet maintenance costs to the “machinery and equipment” program.
- 10) Safety Equipment and Uniforms increased \$864 to reflect actual costs.
- 11) No Capital Outlay - requested

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
MECHANICS									
Account Number PERSONAL SERVICES									
100	53231	120	Hourly Wages	\$ 60,183	\$ 116,653	\$ 26,307	\$ 116,653	\$ 78,706	-32.53%
100	53231	125	Overtime Wages	688	2,199	5	1,000	1,000	-54.52%
100	53231	150	FICA	4,534	9,092	2,026	9,092	6,098	-32.94%
100	53231	151	Retirement	3,923	8,082	1,686	8,000	5,261	-34.91%
100	53231	152	Health, Dental, DIB, Life & Wks Cmp Ins	34,346	40,749	8,748	40,749	43,131	5.85%
100	53231	190	Training	0	500	0	500	500	0.00%
			Subtotal	103,674	177,275	38,772	175,994	134,695	-24.02%
CONTRACTUAL SERVICES									
100	53231	210	Telephone	0	0	0	0	0	0.00%
100	53231	211	Postage	0	0	0	0	0	0.00%
100	53231	215	Consulting	0	1,000	467	1,000	1,000	0.00%
100	53231	218	Cell/Radio	631	650	315	650	650	0.00%
100	53231	219	Data	0	0	0	0	0	0.00%
			Subtotal	631	1,650	782	1,650	1,650	0.00%
SUPPLIES AND EXPENSE									
100	53231	310	Office Supplies	0	500	0	500	500	0.00%
100	53231	331	Transportation	6,829	6,500	3,722	7,444	7,444	14.52%
100	53231	340	Operating Supplies	20,025	20,000	8,974	20,000	5,000	-75.00%
100	53231	350	Repair and Maintenance Supplies	3,014	4,000	(170)	4,000	4,000	0.00%
100	53231	351	Safety Equipment and Uniforms	3,459	3,800	2,332	4,664	4,664	22.74%
			Subtotal	33,327	34,800	14,858	36,608	21,608	-37.91%
CAPITAL OUTLAY									
100	53231	860	Capital Outlay	4,021	3,189	0	3,189	0	0.00%
			Subtotal	4,021	3,189	0	3,189	0	0.00%
			TOTAL	\$ 141,653	\$ 216,914	\$ 54,412	\$ 217,441	\$ 157,953	-27.18%

## **Machinery and Equipment**

***Program Full Time Equivalents: .73***

***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.

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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:***

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 2016 Machinery and Equipment program cost is \$193,001. This amount is only 49% of the total cost of the program. The other 51% costs for this program is spread out through the following utilities: 51% storm water utility. The total cost for this program including the cost share with the above-mentioned utilities is \$431,826. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

### ***2016 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.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$30,751 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 2) Overtime decreased \$2,330 to reflect actual costs.
- 3) FICA increased \$2,174 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program
- 4) Retirement increased \$1,779 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 5) Health, Dental, DIB, Life & Workers Comp increased \$1,006 due to a 7% health insurance rate increase.
- 6) Training increased \$500 to add training for staff on fleet maintenance equipment.
- 7) Consulting includes tasks unable to perform in our mechanics shop.
- 8) Operating supplies increased \$7,000 due to shifting operating costs that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 9) Capital Outlay includes the general fund share of \$7,350 MSC air compressor; \$7,350 refurbish truck hoist; \$1,470 tire changer; \$1,071 miscellaneous tools.

City of De Pere  
2016  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>MACHINERY AND EQUIPMENT</b>									
Account Number PERSONAL SERVICES									
100	53240	120	Hourly Wages	\$ 46,169	\$ 44,249	\$ 35,306	\$ 50,000	\$ 75,000	69.50%
100	53240	125	Overtime Wages	520	4,330	0	4,330	2,000	-53.81%
100	53240	126	Seasonal Labor	0	4,900	0	4,900	4,900	0.00%
100	53240	150	FICA	4,946	3,787	2,596	5,000	5,962	57.41%
100	53240	151	Retirement	4,567	3,303	2,270	4,000	5,082	53.84%
100	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	18,874	17,210	16,517	16,517	18,216	5.85%
100	53240	190	Training	0	0	0	0	500	100.00%
			<b>Subtotal</b>	<b>75,076</b>	<b>77,780</b>	<b>56,689</b>	<b>84,747</b>	<b>111,660</b>	<b>43.56%</b>
CONTRACTUAL SERVICES									
100	53240	210	Telephone	100	100	50	100	100	0.00%
100	53240	211	Postage	0	0	0	0	0	0.00%
100	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
100	53240	215	Consulting	17,034	20,000	5,692	20,000	20,000	0.00%
100	53240	219	Data	0	0	0	0	0	100.00%
			<b>Subtotal</b>	<b>17,134</b>	<b>20,100</b>	<b>5,742</b>	<b>20,100</b>	<b>20,100</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	53240	340	Operating Supplies	1,016	1,000	185	1,000	8,000	700.00%
100	53240	350	Repair and Maintenance Supplies	36,819	35,000	17,990	36,000	36,000	2.86%
			<b>Subtotal</b>	<b>37,835</b>	<b>36,000</b>	<b>18,175</b>	<b>37,000</b>	<b>44,000</b>	<b>22.22%</b>
CAPITAL OUTLAY									
100	53240	810	Capital Equipment	0	18,375	0	18,375	17,241	-6.17%
			<b>Subtotal</b>	<b>0</b>	<b>18,375</b>	<b>0</b>	<b>18,375</b>	<b>17,241</b>	<b>-6.17%</b>
<b>TOTAL</b>				<b>\$ 130,045</b>	<b>\$ 152,255</b>	<b>\$ 80,606</b>	<b>\$ 160,222</b>	<b>\$ 193,001</b>	<b>26.76%</b>

## **Snow and Ice Control**

***Program Full Time Equivalents: .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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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 decreased from 35 to 15. Met performance measure.

***Significant Program Achievements:***

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 2016 Snow and Ice Control program cost is \$272,738. 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.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$5,869 due to elimination of one position.
- 2) Retirement decreased \$387 due to elimination of one position.
- 3) Health, Dental, DIB, Life & Workers Comp decreased \$3,560 due to due to elimination of one position.
- 4) Training includes training for operational training of salting and plowing.
- 5) Seminars and conferences increased \$600 to reflect actual costs. Seminars and conferences include staff participation in the APWA snow plow rodeo and other snow plowing conferences.
- 6) Salt, Sand, Chloride increased \$5,000 to reflect actual costs.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>SNOW AND ICE CONTROL</b>									
Account Number PERSONAL SERVICES									
100	53310	120	Hourly Wages	\$ 84,640	\$ 74,381	\$ 32,525	\$ 74,381	\$ 70,000	-5.89%
100	53310	125	Overtime Wages	56,345	65,000	11,535	65,000	65,000	0.00%
100	53310	150	FICA	11,206	10,663	3,214	10,663	10,328	-3.14%
100	53310	151	Retirement	9,067	9,478	2,984	9,478	8,910	-5.99%
100	53310	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,023	25,093	18,781	25,093	23,000	-8.34%
100	53310	190	Training	462	500	0	500	500	0.00%
			<b>Subtotal</b>	<b>181,743</b>	<b>185,115</b>	<b>69,039</b>	<b>185,115</b>	<b>177,738</b>	<b>-3.99%</b>
CONTRACTUAL SERVICES									
100	53310	212	Seminars and Conferences	259	400	821	821	1,000	150.00%
100	53310	215	Consulting	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>259</b>	<b>400</b>	<b>821</b>	<b>821</b>	<b>1,000</b>	<b>150.00%</b>
SUPPLIES AND EXPENSE									
100	53310	331	Transportation	39,077	45,000	9,066	45,000	45,000	0.00%
100	53310	340	Operating Supplies	7,376	4,000	181	4,000	4,000	0.00%
100	53310	341	Salt, Sand, Chloride	84,242	40,000	35,918	45,000	45,000	12.50%
			<b>Subtotal</b>	<b>130,695</b>	<b>89,000</b>	<b>45,165</b>	<b>94,000</b>	<b>94,000</b>	<b>5.62%</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>\$ 312,697</b>	<b>\$ 274,515</b>	<b>\$ 115,025</b>	<b>\$ 279,936</b>	<b>\$ 272,738</b>	<b>-0.65%</b>

## Street Maintenance

***Program Full Time Equivalents: .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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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:***

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 2016 Street Maintenance program cost is \$150,821. The program benefits the community by allowing the streets to be kept clear of road hazards.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$15,336 due to elimination of one position.
- 2) FICA decreased \$1,173 due to elimination of one position.
- 3) Retirement decreased \$1,012 due to elimination of one position.
- 4) Health, Dental, DIB, Life & Workers Comp decreased \$10,647 due to elimination of one position.
- 5) Training includes funding for street employees to attend road maintenance seminar/workshops.
- 6) Seminars and Conferences include funding for supervisor to attend APWA meeting and conference.
- 7) Consulting includes \$1,000 for blacktop patching and \$1,000 for City share of annual County bridge and culvert levy.
- 8) Capital outlay: Trailer mounted asphalt recycler & hot box \$35,000.



City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>STREET MAINTENANCE</b>									
Account Number PERSONAL SERVICES									
100	53330	120	Hourly Wages	\$ 50,709	\$ 61,549	\$ 22,179	\$ 61,549	\$ 47,444	-22.92%
100	53330	125	Overtime Wages	2,010	2,500	42	2,500	2,500	0.00%
100	53330	126	Seasonal Labor	638	4,961	432	4,961	4,961	0.00%
100	53330	150	FICA	3,980	4,972	1,741	4,972	3,893	-21.71%
100	53330	151	Retirement	3,179	4,355	1,460	4,355	3,296	-24.31%
100	53330	152	Health, Dental, DIB, Life & Wks Cmp Ins	27,699	25,639	8,908	25,639	17,097	-33.32%
100	53330	190	Training	1,218	2,500	111	2,500	2,500	0.00%
			<b>Subtotal</b>	<b>89,433</b>	<b>106,476</b>	<b>34,873</b>	<b>106,476</b>	<b>81,691</b>	<b>-23.28%</b>
CONTRACTUAL SERVICES									
100	53330	212	Seminars and Conferences	0	270	0	270	270	0.00%
100	53330	215	Consulting	0	1,000	863	1,000	2,000	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>1,270</b>	<b>863</b>	<b>1,270</b>	<b>2,270</b>	<b>78.74%</b>
SUPPLIES AND EXPENSE									
100	53330	331	Transportation	16,312	21,460	5,921	21,460	21,460	0.00%
100	53330	340	Operating Supplies	913	4,000	857	4,000	4,000	0.00%
100	53330	350	Repair and Maintenance Supplies	213	1,000	0	1,000	1,000	0.00%
100	53330	351	Safety Equipment and Uniforms	6,776	5,400	1,899	5,400	5,400	0.00%
			<b>Subtotal</b>	<b>24,214</b>	<b>31,860</b>	<b>8,677</b>	<b>31,860</b>	<b>31,860</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	53330	860	Capital Outlay	1,000	0	0	0	35,000	100.00%
			<b>Subtotal</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 114,647</b>	<b>\$ 139,606</b>	<b>\$ 44,413</b>	<b>\$ 139,606</b>	<b>\$ 150,821</b>	<b>8.03%</b>

## **Traffic Signs and Markings**

***Program Full Time Equivalents: .98***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2016 Performance Measures:***

- 1) Train additional employee on how to manufacture street signs.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Train at least one new person in how to manufacture street signs.
  - a. Result: This performance measure was met by training two new employees.
- 2) Update 17% of Street name signs to meet reflectivity standards by WisDot.
  - a. This performance measure was met with the installation of 100% of all signs now meeting reflectivity standards set by WisDot.

***Significant Program Achievements:***

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 2016 Traffic Signs and Markings program cost is \$147,563. The program benefits the community by allowing existing street signs and pavement markings to be maintained that provide information to vehicular and pedestrian traffic.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,186 due to a 7% health insurance rate increase.
- 2) Training is for training staff on sign maintenance and traffic markings.
- 3) Seminars and Conferences include funding for staff person to attend workshop on line striping operations.
- 4) Consulting includes fees paid to City of Green Bay for street striping.
- 5) No capital outlay requested.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TRAFFIC SIGNS AND MARKINGS</b>								
Account Number PERSONAL SERVICES								
100	53400	120	Hourly Wages	\$ 53,514	\$ 61,549	\$ 31,775	\$ 61,549	\$ 62,780 2.00%
100	53400	125	Overtime Wages	2,401	2,793	23	2,793	2,793 0.00%
100	53400	126	Seasonal Labor	5,330	4,462	1,580	4,462	4,462 0.00%
100	53400	150	FICA	4,054	4,987	2,471	4,987	5,081 1.89%
100	53400	151	Retirement	3,442	4,375	1,956	4,375	4,328 -1.08%
100	53400	152	Health, Dental, DIB, Life & Wks Cmp Ins	16,209	20,298	7,625	20,298	21,484 5.84%
100	53400	190	Training	0	400	0	400	400 0.00%
			<b>Subtotal</b>	<b>84,950</b>	<b>98,864</b>	<b>45,430</b>	<b>98,864</b>	<b>101,328 2.49%</b>
			CONTRACTUAL SERVICES					
100	53400	212	Seminars and Conferences	0	225	0	225	225 0.00%
100	53400	215	Consulting	4,762	6,000	342	6,000	6,000 0.00%
			<b>Subtotal</b>	<b>4,762</b>	<b>6,225</b>	<b>342</b>	<b>6,225</b>	<b>6,225 0.00%</b>
			SUPPLIES AND EXPENSE					
100	53400	331	Transportation	3,930	4,010	2,058	4,010	4,010 0.00%
100	53400	340	Operating Supplies	19,187	22,000	1,682	22,000	22,000 0.00%
100	53400	342	Paint--Sign and Mark	7,278	14,000	5	14,000	14,000 0.00%
			<b>Subtotal</b>	<b>30,395</b>	<b>40,010</b>	<b>3,745</b>	<b>40,010</b>	<b>40,010 0.00%</b>
			CAPITAL OUTLAY					
100	53400	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>\$ 120,107</b>	<b>\$ 145,099</b>	<b>\$ 49,517</b>	<b>\$ 145,099</b>	<b>\$ 147,563 1.70%</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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Evaluate the LED street lighting installed to date to determine whether there is a minimum of 5% electrical savings and determine if this is significant enough to warrant further LED light installations in the future.
  - a. Result: Recent upgrades to American Boulevard to LED lighting show a savings of over 15%.

***Significant Program Achievements:***

Continue lamp and ballast replacement program.

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

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

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

The adopted 2016 Street Lighting program cost is \$440,411. The program benefits the community by allowing existing streetlights to be maintained that provide lighting along public ways for vehicular and pedestrian traffic.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly wages increased \$9,000 to reflect actual costs of maintenance of street lighting.
- 2) Overtime wages increased \$100 to reflect actual costs of maintenance of street lighting.
- 3) FICA increased \$696 to reflect actual costs of maintenance of street lighting.
- 4) Retirement increased \$588 to reflect actual costs of maintenance of street lighting.
- 5) Health, Dental, DIB, Life & Workers Comp increased \$121 due to a 7% health insurance rate increase.
- 6) Consulting is for contracting outside services to repair street and decorative lighting.
- 7) Operating Supplies increased \$3,500 to reflect actual costs of maintenance of street lighting.
- 8) No capital equipment requested.

**EXPENDITURES**

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>STREET LIGHTING</b>								
Account Number	PERSONAL SERVICES							
100	53420	110	Salaries	\$0	\$0	\$0	\$0	0.00%
100	53420	120	Hourly Wages	19,705	6,000	10,854	20,000	150.00%
100	53420	125	Overtime Wages	320	100	174	200	100.00%
100	53420	150	FICA	1,427	467	802	1,600	149.18%
100	53420	151	Retirement	1,253	415	718	1,400	141.85%
100	53420	152	Health, Dental, DIB, Life & Wks Cmp Ins	3,054	2,074	2,557	4,000	5.83%
100	53420	190	Training	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>25,759</b>	<b>\$9,055</b>	<b>15,105</b>	<b>27,200</b>	<b>116.01%</b>
			CONTRACTUAL SERVICES					
100	53420	215	Consulting	1,124	\$8,000	1,709	8,000	0.00%
100	53420	220	Utilities	350,588	400,000	162,625	400,000	0.00%
			<b>Subtotal</b>	<b>351,712</b>	<b>\$408,000</b>	<b>164,334</b>	<b>408,000</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE					
100	53420	331	Transportation	0	\$850	0	850	0.00%
100	53420	340	Operating Supplies	9,527	8,500	10,792	12,000	41.18%
100	53420	350	Repair and Maintenance Supplies	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>9,527</b>	<b>\$9,350</b>	<b>10,792</b>	<b>12,850</b>	<b>37.43%</b>
			CAPITAL OUTLAY					
100	53420	810	Capital Equipment	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 386,998</b>	<b>\$ 426,405</b>	<b>\$ 190,231</b>	<b>\$ 448,050</b>	<b>\$ 440,411 3.28%</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.

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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:***

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 2016 Traffic Lights program cost is \$50,000. The program benefits the community by allowing existing traffic lights to be maintained that ensure safe and orderly flow of vehicles at busy intersections.

***2016 Program Objectives:***

- 1) Continue to maintain signalization at all intersections.
- 2) Evaluated the needs for pedestrian signals.
- 3) Update pedestrian crossings at Broadway & Cook, Broadway & Merrill, and Main & 10<sup>th</sup>.

***2016 Budget Significant Expenditure Changes:***

- 1) Consulting fees include \$10,000 for fees paid to City of Green Bay for maintenance of traffic signals.
- 2) Utilities decreased \$3,600 to reflect actual costs.
- 3) Operating Supplies increased \$500 to reflect actual costs.
- 4) Capital equipment includes \$2,500 for Broadway & Merrill to replace existing signal controller inside cabinet; \$2,000 for Main & 10<sup>th</sup> pedestrian crossing improvements to allow better access to the pedestrian push buttons; \$1,000 for Broadway & Cook pedestrian crossing improvements to allow better access to the pedestrian push buttons ; \$3,000 for Broadway & Merrill pedestrian crossing improvements to allow better access to the pedestrian push buttons.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2015 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TRAFFIC LIGHTS</b>									
Account Number PERSONAL SERVICES									
100	53450	120	Hourly Wages	\$0	\$0	\$ 28	\$ 28	\$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	0	0	3	0	0	0.00%
100	53450	151	Retirement	0	0	3	0	0	0.00%
100	53450	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	3	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>28</b>	<b>0</b>	<b>0.00%</b>
CONTRACTUAL SERVICES									
100	53450	215	Consulting	12,335	10,000	711	10,000	10,000	0.00%
100	53450	218	Cell/Radio	0	0	0	0	0	0.00%
100	53450	219	Data	0	0	0	0	0	0.00%
100	53450	220	Utilities	28,788	33,600	12,873	30,000	30,000	-10.71%
			<b>Subtotal</b>	<b>41,123</b>	<b>43,600</b>	<b>13,584</b>	<b>40,000</b>	<b>40,000</b>	<b>-8.26%</b>
SUPPLIES AND EXPENSE									
100	53450	331	Transportation	0	0	0	0	0	0.00%
100	53450	340	Operating Supplies	1,013	1,000	515	1,000	1,500	50.00%
			<b>Subtotal</b>	<b>1,013</b>	<b>1,000</b>	<b>515</b>	<b>1,000</b>	<b>1,500</b>	<b>50.00%</b>
CAPITAL OUTLAY									
100	53450	810	Capital Equipment	0	22,000	0	0	8,500	-61.36%
			<b>Subtotal</b>	<b>0</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>-61.36%</b>
<b>TOTAL</b>				<b>\$ 42,136</b>	<b>\$ 66,600</b>	<b>\$ 14,136</b>	<b>\$ 41,028</b>	<b>\$ 50,000</b>	<b>-24.92%</b>

## **Brush Collection**

***Program Full Time Equivalents: .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 77% City and 23% 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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Decrease number of household brush violations 1% by educating the community on City policy.
  - a. Result: Household brush violations (379 in 2014, 251 in 2015). Performance measure was met.

***Significant Program Achievements:***

Reduced the number of commercial contractors illegally using the compost site. Reduced the number of brush violations.

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

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

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

The adopted 2016 Brush Collection program cost is \$75,567. 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.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$6,186 due to elimination of one position.
- 2) FICA decreased \$473 due to elimination of one position.
- 3) Retirement decreased \$408 due to elimination of one position.
- 4) Health, Dental, DIB, Life & Workers Comp decreased \$4,018 due to elimination of one position.
- 5) Consulting increased \$5,000 to reflect actual costs. Consulting is for funding disposal of brush and compost as well as contracting for tub grinding brush.
- 6) Utilities increased \$25 to reflect actual costs.
- 7) Transportation decreased \$2,000 to reflect actual costs.
- 8) No Capital Equipment requested.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>BRUSH COLLECTION</b>									
Account Number PERSONAL SERVICES									
100	53460	120	Hourly Wages	\$ 41,540	\$ 35,476	\$ 17,054	\$ 35,476	\$ 30,000	-15.44%
100	53460	125	Overtime Wages	263	200	0	200	200	0.00%
100	53460	126	Seasonal Labor	1,486	7,505	195	7,505	7,505	0.00%
100	53460	150	FICA	2,913	2,838	1,319	2,838	2,419	-14.76%
100	53460	151	Retirement	2,772	2,426	1,101	2,426	1,993	-17.84%
100	53460	152	Health, Dental, DIB, Life & Wks Cmp Ins	10,939	13,244	6,875	13,244	10,000	-24.49%
			<b>Subtotal</b>	<b>59,913</b>	<b>61,689</b>	<b>26,544</b>	<b>61,689</b>	<b>52,117</b>	<b>-15.52%</b>
CONTRACTUAL SERVICES									
100	53460	215	Consulting	17,820	10,000	0	15,000	15,000	50.00%
100	53460	220	Utilities	142	125	126	150	150	20.00%
			<b>Subtotal</b>	<b>17,962</b>	<b>10,125</b>	<b>126</b>	<b>15,150</b>	<b>15,150</b>	<b>49.63%</b>
SUPPLIES AND EXPENSE									
100	53460	331	Transportation	6,891	10,000	1,290	8,000	8,000	-20.00%
100	53460	340	Operating Supplies	0	300	0	300	300	0.00%
			<b>Subtotal</b>	<b>6,891</b>	<b>10,300</b>	<b>1,290</b>	<b>8,300</b>	<b>8,300</b>	<b>-19.42%</b>
CAPITAL OUTLAY									
100	53460	810	Capital Equipment	0	5,000	0	5,000	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL</b>				<b>\$ 84,766</b>	<b>\$ 87,114</b>	<b>\$ 27,960</b>	<b>\$ 90,139</b>	<b>\$ 75,567</b>	<b>-13.25%</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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Increase value of the service to the community and see a 1% increase in ridership. (Result: Ridership increased from 21,460 to 23,973)



***Significant Program Achievements:***

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

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

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

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

The adopted 2016 Transit System program cost is \$427,007. 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.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

None.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
TRANSIT SYSTEM								
Account Number			CONTRACTUAL SERVICES					
100	53520	213	Transit System	\$ 480,100	\$ 433,950	\$ 46,513	\$ 433,950	\$ 427,007 -1.60%
			Subtotal	480,100	433,950	46,513	433,950	427,007 -1.60%
			TOTAL	\$ 480,100	\$ 433,950	\$ 46,513	\$ 433,950	\$ 427,007 -1.60%

## 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.

***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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Decrease the number of rubbish violations 1% by educating the community on City policy.
  - a. Result: Violations are 57 for 2015 compared to 140 in 2014. Performance measure met.
- 2) Decrease transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.
  - a. Result: Performance measure was met by decreasing fuel costs by 12.5%.

***Significant Program Achievements:***

Realigned garbage maps/routes to gain greater efficiency. Significantly reduced overtime.

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

- 1) Curbside garbage collection using automated garbage trucks.
  - a. Community Importance.
    - i. Provides the residents with a means to dispose of their household garbage on a weekly basis.
- 2) Rubbish curbside collection twice per year.
  - a. Community Importance.
    - i. Provides the residents with a means to dispose of their large bulky trash items twice per year.
- 3) Provide rubbish drop off site year round at the Municipal Service Center.

a. Community Importance.

- i. Provides the residents with a means for residents to drop off their large bulky trash items on a weekly basis instead of relying on the twice per year curbside pickup.

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

The adopted 2016 Garbage/Refuse Collection program cost is \$275,531. 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.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages decreased \$24,486 due to elimination of one position.
- 2) FICA decreased \$1,873 due to elimination of one position.
- 3) Retirement decreased \$1,616 due to elimination of one position.
- 4) Health, Dental, DIB, Life & Workers Comp decreased \$10,647 due to elimination of one position.
- 5) Training \$500 includes funding for staff development in garbage truck operation.
- 6) Consulting decreased \$2,000 to reflect actual costs. Consulting \$1,000 includes funding for WDNR and Brown County for solid waste operations.
- 7) Transportation decreased \$10,000 to reflect actual cost savings from having compressed natural gas engines for the garbage trucks.
- 8) No Capital Equipment requested.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
GARBAGE/REFUSE COLLECTION									
Account Number		PERSONAL SERVICES							
100	53620	120	Hourly Wages	\$ 183,637	\$ 171,718	\$ 82,286	\$ 171,718	\$ 150,667	-12.26%
100	53620	125	Overtime Wages	3,468	3,000	406	3,000	3,000	0.00%
100	53620	126	Seasonal Labor	1,873	5,256	2,064	5,256	5,256	0.00%
100	53620	150	FICA	13,230	13,442	6,485	13,442	11,832	-11.98%
100	53620	151	Retirement	11,864	11,881	4,923	11,881	10,142	-14.64%
100	53620	152	Health, Dental, DIB, Life & Wks Cmp Ins	54,637	60,259	26,826	60,259	53,134	-11.82%
100	53620	190	Training	0	500	0	500	500	0.00%
			Subtotal	268,709	266,056	122,990	266,056	234,531	-11.85%
			CONTRACTUAL SERVICES						
100	53620	210	Telephone	0	0	0	0	0	0.00%
100	53620	215	Consulting	664	3,000	664	1,000	1,000	-66.67%
			Subtotal	664	3,000	664	1,000	1,000	-66.67%
			SUPPLIES AND EXPENSE						
100	53620	331	Transportation	31,357	40,000	7,447	35,000	30,000	-25.00%
100	53620	340	Operating Supplies	288	1,000	0	1,000	1,000	0.00%
100	53620	344	Garbage Bags and Poly Cart Supplies	7,627	9,000	0	9,000	9,000	0.00%
			Subtotal	39,272	50,000	7,447	45,000	40,000	-20.00%
			CAPITAL OUTLAY						
100	53620	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 308,645	\$ 319,056	\$ 131,101	\$ 312,056	\$ 275,531	-13.64%

## **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.

***2016 Performance Measures:***

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

***2015 Performance Measurement Data (July 2014 – June 2015):***

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

***Significant Program Achievements:***

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

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

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

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

The adopted 2016 Landfill program cost is \$250,000. This program benefits the community by providing funding for disposal of solid waste.

***2016 Program Objectives:***

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

***2016 Budget Significant Expenditure Changes:***

- 1) Landfill increased \$46,000 to reflect actual costs due to the anticipated costs to dispose of recyclables instead of receiving revenue for the recyclables.
- 2) No capital requested.



City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title

2014  
Year End  
Actual

2015  
Adopted  
Budget

2015  
6 mos  
Actual

2015  
Year End  
Estimate

2016  
Adopted  
Budget

2016 / 2015  
Budget  
% Of Change

LANDFILL

Account Number CONTRACTUAL SERVICES

100	53630	214	Landfill	\$ 217,528	\$ 204,000	\$ 96,355	\$ 225,000	\$ 250,000	22.55%
			Subtotal	217,528	204,000	96,355	225,000	250,000	22.55%
			TOTAL	\$ 217,528	\$ 204,000	\$ 96,355	\$ 225,000	\$ 250,000	22.55%

## **Weed Control**

***Program Full Time Equivalents: .01***

***Program Mission:***

The management of noxious and unsightly weeds throughout the community.

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Respond to 100% of weed complaints within 72 hours of receiving them.

- a. Result: This was accomplished.

***Significant Program Achievements:***

Maintained safe vision triangles throughout the City.

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

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

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

The adopted 2016 Weed Control program cost is \$7,977. 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 \$22,437. 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.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$1,598 to reflect actual costs.
- 2) FICA increased \$122 to reflect actual costs.
- 3) Retirement increased \$99 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Wks Comp increased \$1,053 to reflect actual costs.
- 5) Fuel costs increased \$200 to reflect actual costs.
- 6) No capital outlay requested.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>WEED CONTROL</b>									
Account Number PERSONAL SERVICES									
100	53640	120	Hourly Wages	\$ 4,871	\$ 3,170	\$2,384	\$ 4,768	\$ 4,768	50.41%
100	53640	125	Union OT	80	0	5	5	0	0.00%
100	53640	126	Seasonal Labor	0	91	0	91	91	0.00%
100	53640	150	FICA	331	244	169	338	366	50.14%
100	53640	151	Retirement	330	216	79	158	315	45.99%
100	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,417	1,184	1,057	2,114	2,237	88.94%
100	53640	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>7,029</b>	<b>4,904</b>	<b>3,694</b>	<b>7,474</b>	<b>7,777</b>	<b>58.57%</b>
			SUPPLIES AND EXPENSE						
100	53640	361	Fuel - City vehicles/EQ	0	0	90	180	200	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>90</b>	<b>180</b>	<b>200</b>	<b>100.00%</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>\$ 7,029</b>	<b>\$ 4,904</b>	<b>\$ 3,784</b>	<b>\$ 7,654</b>	<b>\$ 7,977</b>	<b>62.65%</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 2015 the grant received was \$97,820. 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.

***2016 Performance Measures:***

- 1) Increase recycling tonnage collected by 5% by educating the community on recycling.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Increase recycling tonnage collected by 5% by educating the community on recycling.

- a. Result: Performance measure was not met. Tonnage for 2014 = 2107 and 2013 = 2123. This is a decrease of 0.8%. This is primarily due to less paper products such as newspapers being recycled.
- 2) Decrease the transportation costs by 10% by implementing the use of compressed natural gas instead of diesel fuel.
  - a. Result: Was not met due to not having a full year running with compressed natural gas.

***Significant Program Achievements:***

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

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

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

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

The adopted 2016 Recycling program cost is \$114,074. The program benefits the community by giving the residents a means to dispose of their household recycling on a biweekly basis.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Overtime decreased \$234 to reflect actual costs.
- 2) Health, Dental, DIB, Life & Workers Comp increased \$1,328 due to a 7% health insurance rate increase.
- 3) Training \$500 - fund staff attending recycling seminars.
- 4) Transportation decreased \$1,500 due to use of compressed natural gas.
- 5) No capital outlay requested.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
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RECYCLING

Account Number			PERSONAL SERVICES						
100	53650	120	Hourly Wages	\$ 43,105	\$ 60,890	\$ 23,675	\$ 60,890	\$ 62,108	2.00%
100	53650	125	Overtime Wages	42	434	0	200	200	-53.92%
100	53650	126	Seasonal Labor	56	322	0	322	322	0.00%
100	53650	150	FICA	3,107	4,696	1,845	4,678	4,771	1.60%
100	53650	151	Retirement	2,760	4,170	1,467	4,154	4,112	-1.38%
100	53650	152	Health, Dental, DIB, Life & Wks Cmp Ins	20,614	22,732	7,685	22,732	24,060	5.84%
100	53650	190	Training	0	500	0	500	500	0.00%
			Subtotal	69,684	93,744	34,672	93,476	96,074	2.49%
			CONTRACTUAL SERVICES						
100	53650	215	Consulting	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			SUPPLIES AND EXPENSE						
100	53650	331	Transportation	12,467	13,000	9,739	13,000	11,500	-11.54%
100	53650	340	Operating Supplies	76	500	0	500	500	0.00%
100	53650	344	Poly Cart Supplies	9,646	6,000	2,254	6,000	6,000	0.00%
			Subtotal	22,189	19,500	11,993	19,500	18,000	-7.69%
			CAPITAL OUTLAY						
100	53650	810	Capital Equipment	153,203	0	0	0	0	0.00%
			Subtotal	153,203	0	0	0	0	0.00%
			TOTAL	\$ 245,076	\$ 113,244	\$ 46,665	\$ 112,976	\$ 114,074	0.73%

## **TOTAL PUBLIC WORKS**



City of De Pere  
2016 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>						
PERSONAL SERVICES						
110 Salaries	\$ 135,357	\$ 135,743	\$ 70,692	\$ 138,848	\$ 141,055	3.91%
120 Hourly Wages	679,726	764,726	358,639	792,084	727,970	-4.81%
125 Overtime Wages	73,448	90,399	15,954	88,963	86,876	-3.90%
126 Seasonal Wages	17,350	36,797	8,526	36,797	40,625	10.40%
150 FICA	66,438	76,335	34,877	81,524	73,715	-3.43%
151 Retirement	59,985	67,378	28,468	70,515	63,089	-6.37%
152 Health, Denal, DIB, Life & Wks Comp Ins	266,556	309,547	143,683	311,710	298,373	-3.61%
190 Training	3,006	14,009	1,948	14,009	14,369	2.57%
Subtotal	1,301,866	1,494,935	662,787	1,534,449	1,446,072	-3.27%
CONTRACTUAL SERVICES						
210 Telephone	2,707	3,080	1,468	3,080	3,013	-2.18%
211 Postage	2,522	2,500	1,088	2,500	2,500	0.00%
212 Seminars and Conference	2,820	5,313	1,804	5,734	5,913	11.29%
213 Transit System	480,100	433,950	46,513	433,950	427,007	-1.60%
214 Landfill	217,528	204,000	96,355	225,000	250,000	22.55%
215 Consulting	63,778	74,500	14,158	77,500	79,280	6.42%
217 Cleaning Service Contract	12,761	13,000	5,414	13,000	9,468	-27.17%
218 Cell/Radio	3,873	3,450	1,996	3,650	4,650	34.78%
219 Data	0	420	0	420	420	0.00%
220 Utilities	431,607	488,725	197,081	480,150	469,750	-3.88%
Subtotal	1,217,696	1,228,938	365,877	1,244,984	1,252,001	1.88%
SUPPLIES AND EXPENSE						
310 Office Supplies	5,736	6,000	1,358	6,054	6,000	0.00%
314 Cleaning & Maintenance Supplies	11,521	16,000	11,230	16,000	7,920	-50.50%
315 Publications	0	0	0	0	0	0.00%
320 Memberships/Subscriptions	774	763	404	884	884	15.86%
331 Transportation	105,213	145,720	40,966	139,464	132,967	-8.75%

City of De Pere  
2016 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>						
PERSONAL SERVICES						
110 Salaries	\$ 135,357	\$ 135,743	\$ 70,692	\$ 138,848	\$ 141,055	3.91%
120 Hourly Wages	679,726	764,726	358,639	792,084	727,970	-4.81%
125 Overtime Wages	73,448	90,399	15,954	88,963	86,876	-3.90%
126 Seasonal Wages	17,350	36,797	8,526	36,797	40,625	10.40%
150 FICA	66,438	76,335	34,877	81,524	73,715	-3.43%
151 Retirement	59,985	67,378	28,468	70,515	63,089	-6.37%
152 Health, Denal, DIB, Life & Wks Comp Ins	266,556	309,547	143,683	311,710	298,373	-3.61%
190 Training	3,006	14,009	1,948	14,009	14,369	2.57%
Subtotal	1,301,866	1,494,935	662,787	1,534,449	1,446,072	-3.27%
CONTRACTUAL SERVICES						
210 Telephone	2,707	3,080	1,468	3,080	3,013	-2.18%
211 Postage	2,522	2,500	1,088	2,500	2,500	0.00%
212 Seminars and Conference	2,820	5,313	1,804	5,734	5,913	11.29%
213 Transit System	480,100	433,950	46,513	433,950	427,007	-1.60%
214 Landfill	217,528	204,000	96,355	225,000	250,000	22.55%
215 Consulting	63,778	74,500	14,158	77,500	80,280	7.76%
217 Cleaning Service Contract	12,761	13,000	5,414	13,000	9,468	-27.17%
218 Cell/Radio	3,873	3,450	1,996	3,650	4,650	34.78%
219 Data	0	420	0	420	420	0.00%
220 Utilities	431,607	488,725	197,081	480,150	469,750	-3.88%
Subtotal	1,217,696	1,228,938	365,877	1,244,984	1,253,001	1.96%
SUPPLIES AND EXPENSE						
310 Office Supplies	5,736	6,000	1,358	6,054	6,000	0.00%
314 Cleaning & Maintenance Supplies	11,521	16,000	11,230	16,000	7,920	-50.50%
315 Publications	0	0	0	0	0	0.00%
320 Memberships/Subscriptions	774	763	404	884	884	15.86%
331 Transportation	105,213	145,720	40,966	139,464	132,967	-8.75%

City of De Pere  
2016 General Fund  
Adopted Budget

PUBLIC WORKS  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL PUBLIC WORKS</b>						
340 Operating Supplies	65,635	72,068	28,000	75,568	66,216	-8.12%
341 Salt, Sand and Chloride	84,242	40,000	35,918	45,000	45,000	12.50%
342 Paint--Sign and Mark	7,278	14,000	5	14,000	14,000	0.00%
344 Garbage Bags and Poly Cart Supplies	17,273	15,000	2,254	15,000	15,000	0.00%
350 Repair and Maintenance	40,918	41,391	17,956	42,300	42,300	2.20%
361 Fuel - Equipment	0	0	90	180	200	100.00%
351 Safety Equipment and Uniforms	3,459	9,200	4,231	10,064	10,064	9.39%
Subtotal	342,049	360,142	142,412	364,514	340,551	-5.44%
CAPITAL OUTLAY						
810 Captial Equipment	160,825	81,175	11,503	59,375	73,141	-9.90%
860 Capital Outlay	4,021	3,189	0	3,189	35,000	997.52%
Subtotal	164,846	84,364	11,503	62,564	108,141	28.18%
TOTAL	\$ 3,026,455	\$ 3,168,377	\$ 1,182,577	\$ 3,206,509	\$ 3,147,766	-0.65%

# **CULTURE, EDUCATION & RECREATION**

## CULTURE, EDUCATION AND RECREATION EXPENDITURES

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

## Community Center

***Program Full Time Equivalents: 4.15***

***Program Mission:***

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

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

- 1) *Facility Reservations* – Provide a variety of multi-purpose rooms and audio/visual equipment available for rent to resident and non-resident groups, organizations and businesses for public or private functions. Rooms provided free of charge for city departments, service organizations and school youth groups through high school within the community.
- 2) *Recreation Programs/Services*– Provide a wide variety of recreation programs, events and services to people of all ages – resident and non-resident youth to adults and senior citizens. Also provide Recreation Scholarship Program to youth in the community to allow the opportunity to participate in recreation programs regardless of their financial status.
- 3) *Nutrition Program* – In cooperation with the Aging and Disability Resource Center of Brown County, the Community Center offers a nutrition program for those that are disabled and senior citizens who live in and around De Pere.
- 4) *Summer Day Camps, Playgrounds & Kid Zone Programs* – Safe, fun, socially interactive, educational and cost-effective recreation programs and activities offered during the summer and before/after school hours for families in cooperation with local schools and the City.

***Important Outputs:***

- 1) *Room Rentals.* Activity funded by property tax and private funds. Facility provides a convenient location, affordable rates, community service for non-profit and youth organizations and city departments, enhanced relationships within the community.
- 2) *Leisure/Recreation Programming.* Activity funded by property tax and private funds. Recreation Scholarship Program funded by private, public service organizations and corporate funds. A variety of well-rounded programs are offered for all ages in and around our community, which include recreational, educational, socially interactive, health & wellness and public service. Internal and external programming offered in conjunction with AARP, City Health Dept. and the schools.

- 3) *Senior Citizens and Disabled Participants Served Nutritious Meals.* Activity federally subsidized in cooperation with Aging & Disability Resource Center of Brown County. Senior citizens and disabled participants are served a nutritious meal and gain daily interaction with community members while checking on their well-being.
- 4) *Cooperative and Economical Programming Provided.* Summer Day Camps & Kidz Zone Programs funded by private funds; Playground Program funded primarily by property tax, minimally by private funds. Programs are community-based, economical, socially interactive, educational, safe and fun. Kidz Zone and Summer Day Camp programs additionally fill a need for working parents providing care for their children. A strong, collaborative partnership is established with the school districts and the City.

***Expected Outcomes:***

- 1) Continue to keep Community Center well-maintained, operating efficiently and increasing overall revenues.
- 2) Promote sustainability practices with users of the Community Center.
- 3) Maintain varied recreation programs & services for people of all ages in our community at the lowest possible costs and continue to provide recreation scholarships to those who are financially burdened.
- 4) Increase and promote online registration as the preferred method of registration versus other methods.
- 5) Maintain/increase the amount of home delivered meals daily and maintain the amount of congregate meals served daily at our facility.
- 6) Further cultivate relationships with the schools to continue to coordinate utilizing school facilities and keep facility rental costs at a minimum or no charge.
- 7) Establish a before school Kidz Zone Program on the east side and maintain capacities in Summer Day Camp and Kidz Zone Programs that are profitable and near or at maximum capacity.
- 8) Increase overall participation in Summer Playground Program to aid in the reduction of program expenses and determine validity of program. Obtain financial donations to help fund and support playground program.

***2016 Performance Measures:***

- 1) Increase online registration by 5%. Data will be used to determine effectiveness of marketing campaign to promote online registration.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Meet or exceed a 55% retention rate of Day Camp to determine the need for marketing levels and program quality (55% is national average). *Maintained 55% in 2014; 42% in 2015. 22 children aged out of the program this year that would have qualified as repeat campers, which were with us for many years.*

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

- 1) Negotiated the renewal of the Unified School District Agreement for Summer Day Camp.
- 2) Surveyed/viewed various buildings in the De Pere area scouting for relocation of classes/expansion of classes. Successfully relocated some programs in school facilities in the Unified School District of De Pere.
- 3) Continued to pursue Kidz Zone Before School at Notre Dame Elementary.
- 4) Worked in partnership with De Pere Unified Schools in providing two separate parks in De Pere with Little Free Libraries.
- 5) Worked in cooperation with the Brown County Nutrition program and set up additional Home Delivered meal services to the Wrightstown and Greenleaf areas servicing an additional 15-19 meal recipients.
- 6) Increased congregate meal participation by 40% increase from this same time last year.
- 7) Increased enrollment of Summer Playground Program by 15% from last year.
- 8) With the addition of instructional programming geared towards seniors, along with senior programming, meals, and walk in groups, senior program attendance has increased over 40% since last year at this time.
- 9) Thus far this year, offered 7 new programs for youth to adult/senior citizens.
- 10) After departure of Park & Recreation Supervisor, implemented organizational structure changes for the Recreation Department. Hired and trained new Recreation Supervisor.
- 11) Moved all Recreation staff to Community Center. Created new office space for Activity Coordinator as new Recreation Supervisor's office is in main office.

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

- 1) Provide a broad-based facility with a variety of uses and activities for the community.
  - a. Community Importance:
    - i. Serves as an easily accessible location for a variety of recreation programs and activities for people of all ages of our community. These programs, which financially sustain themselves, facilitate social interaction that are critical to community cohesion and pride; enhance a sense of wellness; provide organized, structured, cognitively stimulating and enjoyable activities for all ages as well as provide a refuge of safety and care for all participants.



- ii. Serves as a site location in cooperation with the Brown County Aging and Disability Resource Center offering nutritious meals to senior citizens and disabled persons within our community.
  - iii. Provides customer service, serving as a resource contact.
  - iv. Creates a source of revenue.
- 2) Provide 5 economically priced multi-purpose rooms available for rent or free to City Departments as requested and non-profit organizations or school youth groups, Monday thru Thursday.
  - a. Community Importance:
    - i. Provides a central-based meeting place for all entities whether public, private or corporate such as social gatherings, showers, receptions, parties for any occasion, training sessions, meetings, etc.
    - ii. Creates a source of revenue.
- 3) Implement and maintain cost-effective Summer Day Camp and Kidz Zone Programs.
  - a. Community Importance:
    - i. Meets a specific need and demand within our community while remaining cost-effective to our participants.
    - ii. Provides socially interactive, educational, and fun programming in a safe atmosphere.
    - iii. Strengthens and enhances the collaborative partnership with the schools providing cooperative programming at affordable costs.
    - iv. Programs financially sustain themselves and create a significant source of revenue for West De Pere School District and the City as well as fund the part-time Activity Coordinator position.
    - v. Utilizes facility during low traffic hours maximizing available times.

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

The proposed 2016 Community Center Program cost is \$607,809. 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.

***2016 Objectives:***

- 1) Develop one cohesive Recreation Division budget (combine Rec & Rec Programs with Community Center budget; Aquatics separate) to reflect all recreation operations originating out of Community Center.

- 2) Successfully implement east side Kidz Zone program.
- 3) Monitor program offerings and usage to ensure maximum use of Community Center and facilities within our community.

***2016 Budget Significant Expenditure Changes:***

- 1) Salaries increased by \$3,942 to reflect restructure (Recreation Superintendent Position) in the Recreation Division.
- 2) Hourly Wages Part-Time increased \$6,370 to reflect restructure in Recreation Division (Activity Coordinator's position increased from .65 FTE to .83 FTE).
- 3) Overtime Wages decreased by \$40 to reflect actual trends.
- 4) FICA decreased \$2,603 to reflect actual trends.
- 5) Retirement decreased by \$1,391 to reflect trends.
- 6) Health, Dental, DIB, Life & Workers Comp Insurance increased \$4,510 mainly due to a 7% health insurance increase.
- 7) Training includes Management Training Seminar (3 people) \$300, Support Staff Training (2 people) \$150, First Aid/CPR Training (5 people) \$50.
- 8) Seminars and Conferences includes WPRA Conference (\$1,000), WPRA Spring Workshop (\$400), Meals & Mileage related to conferences, workshops, senior program meetings, joint community programming, NEWPRO meetings, city facilities & program sites (\$1,000).
- 9) Consulting includes Security/Fire Monitoring – CEC (\$250), Elevator Monitoring – CEC (\$230), BATI Modem Assistance (\$20).
- 10) Cell/Radio decreased \$50 to reflect actual trends.
- 11) Other Contractual Services increased \$4,616 to reflect increase and actual trends of transaction fees for ActiveNet Registration Software.
- 12) Office Supplies increased \$310 due to increase in printing costs for our department brochures and slight increase in supplies for the addition of Recreation Supervisor located at Community Center full-time.
- 13) Memberships/Subscriptions increased \$75 due to increases in music & movie licenses and InDesign Software Subscription to complete design of our department brochures. Includes WPRA (\$375), Sam's Club (\$45), InDesign Software (\$120), MPLC (\$285), ASCAP (\$185), SESAC (\$190), BMI (\$175).
- 14) Operating Supplies increased \$4,835. Increases in costs are related to increases in bussing, t-shirt cost & field trips for Day Camp/Kidz Zone plus East side Kidz Zone stipend that wasn't reflected last year; these increases offset by revenues.
- 15) Capital Outlay includes: CC Improvements/Upgrades (\$5,000) and Humidifier (\$12,000), Replace Gutters (\$5,000).

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

EXPENDITURES			2014	2015	2015	2015	2016	2016 / 2015
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget
			Actual	Budget	Actual	Estimate	Budget	% Of Change
COMMUNITY CENTER								
Account Number PERSONAL SERVICES								
100	55140	110	Salaries	\$ 65,088	\$ 65,620	\$ 31,030	\$ 65,620	\$ 69,562 6.01%
100	55140	120	Hourly Wages	106,697	90,063	53,502	90,063	90,881 0.91%
100	55140	122	Hourly Wages Part Time	25,360	46,608	11,712	40,000	52,978 13.67%
100	55140	125	Overtime Wages	303	340	28	250	300 -11.76%
100	55140	126	Seasonal Labor	110,496	122,045	40,491	112,000	124,231 1.79%
100	55140	150	FICA	15,571	17,271	7,772	17,271	14,690 -14.95%
100	55140	151	Retirement	13,044	13,779	5,338	13,779	10,609 -23.01%
100	55140	152	Health, Dental, DIB, Life & Wks Cmp Ins	63,210	67,250	31,099	65,000	75,308 11.98%
100	55140	190	Training	185	500	0	400	500 0.00%
			Subtotal	399,954	423,476	180,972	404,383	439,059 3.68%
CONTRACTUAL SERVICES								
100	55140	210	Telephone	3,835	4,000	1,912	4,000	4,000 0.00%
100	55140	211	Postage	2,528	2,700	1,168	2,700	2,700 0.00%
100	55140	212	Seminars and Conferences	2,234	2,300	138	2,100	2,400 4.35%
100	55140	215	Consulting	478	500	0	478	500 0.00%
100	55140	217	Cleaning Service Contract	23,208	24,500	10,068	24,500	24,700 0.82%
100	55140	218	Cell/Radio	988	900	395	800	850 -5.56%
100	55140	219	Data	870	840	427	840	840 0.00%
100	55140	220	Utilities	44,843	43,200	16,008	39,000	42,500 -1.62%
100	55140	240	Equipment Maintenance	5,977	5,100	4,622	4,500	5,100 0.00%
100	55140	290	Other Contractual Services	23,954	22,224	12,165	27,042	26,840 20.77%
			Subtotal	108,915	106,264	46,903	105,960	110,430 3.92%
SUPPLIES AND EXPENSE								
100	55140	310	Office Supplies	3,517	4,590	2,131	4,590	4,900 6.75%
100	55140	320	Memberships/Subscriptions	1,198	1,285	180	1,250	1,360 5.84%
100	55140	331	Mileage Reimbursement	0	0	0	0	0 0.00%
100	55140	340	Operating Supplies	22,856	26,325	5,683	26,325	27,660 5.07%
100	55140	348	Playground Supply and Expense	2,029	2,400	50	2,400	2,400 0.00%
			Subtotal	29,600	34,600	8,044	34,565	36,320 4.97%
CAPITAL OUTLAY								
100	55140	810	Capital Equipment	321	10,000	9,288	9,288	22,000 120.00%
			Subtotal	321	10,000	9,288	9,288	22,000 120.00%
			TOTAL	\$ 538,790	\$ 574,340	\$ 245,207	\$ 554,196	\$ 607,809 5.83%

## 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.

#### ***2016 Performance Measures:***

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Apply for the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. Upon successful application, contract out for the Intensive Survey update.
- 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. In 2016, Historic Preservation Commission will be working with SNC on a possible district nomination.
- 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.

#### ***2015 Performance Measurement Data:***

- 1) Historic District signage for the residential districts.
  - a. Result: Project plaques were not ordered since research needed to be done on actual home names.
- 2) Continue implementation of the City Intensive Survey by establish a local landmark program.
  - a. Result: Commission was awarded grant for the work to be done on SNC campus.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
  - a. Result: Completed.

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

- Assistance on Historic Tax Credit program.
- Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
- Updated Historic District maps for each district which identify contributing and non-contributing buildings.

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

- 1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month.
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.

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

The adopted 2016 Historic Preservation program cost is \$10,425. 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.

***2016 Program Objectives:***

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Apply for the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. Upon successful application, contract out for the Intensive Survey update.
- 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. In 2016, Historic Preservation Commission will be working with SNC on a possible district nomination.
- 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Seminars and Conferences for annual Historic Preservation Conference and other historic seminars available in the area. Amount reduced by \$500 to reflect actual spending.
- 2) Consulting for contribution towards historic plaques in residential historic district.

- 3) Office Supplies reduced \$90 to reflect actual trends.
- 4) Memberships/Subscriptions include \$40 WI Associations of Historic Preservation, \$20 National Trust for Historic Preservation, \$100 National Alliance of Preservation Commissions, and \$150 Fox River Heritage Parkway.
- 5) Mileage increased \$550 to reflect actual projected expenses. Commission members usually attend 2 conferences and also attend the State review down in Madison.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>HISTORIC PRESERVATION COMMISSION</b>									
Account Number CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	\$0	\$1,000	50	\$150	\$500	-50.00%
100	55150	215	Consulting	0	3,195	0	0	3,200	0.16%
			<b>Subtotal</b>	<b>0</b>	<b>4,195</b>	<b>50</b>	<b>150</b>	<b>3,700</b>	<b>-11.80%</b>
			SUPPLIES AND EXPENSE						
100	55150	310	Office Supplies	0	390	15	200	300	-23.08%
100	55150	320	Memberships/Subscriptions	0	310	250	325	325	4.84%
100	55150	330	Mileage Reimbursement	0	500	720	1,000	1,050	110.00%
100	55150	391	Historic Preservation Supplies	4,605	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>4,605</b>	<b>1,200</b>	<b>985</b>	<b>1,525</b>	<b>1,675</b>	<b>39.58%</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>\$ 9,655</b>	<b>\$ 10,445</b>	<b>\$ 6,085</b>	<b>\$ 6,725</b>	<b>\$ 10,425</b>	<b>-0.19%</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.

***2016 Performance Measures:***

- 1) Obtain a 5% increase in Recreation Scholarship applicants to determine if revisions to the marketing plan have worked.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Obtain a 5% increase in Recreation Scholarship applicants to determine if revisions to marketing plan have worked.
  - a. As of July 2015 we have increased our number of applicants by approximately 50%. Our increases in applicants are attributed to the various methods of advertising we worked on (ie. Video, cooperative effort with schools, revised application, etc...)

***Significant Program Achievements:***

- 1) Completed hiring of new recreation supervisor.
- 2) Completed grant process for Voyageur Dock renovation, Phase II.
- 3) Completed construction of Southwest Park baseball diamond.
- 4) Completed lengthy research and restructuring of classes utilizing school facilities.
- 5) Awarded over 30 families program assistance through Scholarship Program.

***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 2016 Park and Rec Administration program cost is \$224,150. 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.

***2016 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) Investigate implementing a Park and Recreation Foundation.

***2016 Budget Significant Expenditure Changes:***

- 1) Overtime costs decreased by \$300 to reflect trends.
- 2) Training includes department training \$1,000, customer service training for secretary \$250.
- 3) Seminars and conferences includes WPRA State Conference for 2 people \$640, Lodging for WPRA State Conference \$700, Office Support Workshop \$125, NRPA National Conference \$2,085.
- 4) Cell/Radio increased by \$200 to reflect increase in cell phone service for Recreation Supervisor.
- 5) Other Contractual Services includes \$400 – General services, \$750 – GPS Vehicle Tracking service.
- 6) Membership/Subscriptions includes WPRA Membership - 3 Staff \$390.
- 7) Transportation decreased by \$150 to reflect trends.
- 8) No capital outlay requested.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

EXPENDITURES			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016/ 2015 Budget % Of Change	
Account Title									
PARK AND REC ADMINISTRATION									
PERSONAL SERVICES									
Account Number									
100	55200	110	Salaries	\$ 83,722	\$ 86,851	\$ 41,395	\$ 86,851	\$ 90,886	4.65%
100	55200	120	Hourly Wages	54,211	43,965	23,995	43,965	45,034	2.43%
100	55200	125	Overtime Wages	649	1,000	1	600	700	-30.00%
100	55200	126	Seasonal Labor	0	0	0	0	0	0.00%
100	55200	150	FICA	9,569	10,084	4,947	10,084	10,451	3.64%
100	55200	151	Retirement	9,211	8,963	4,107	8,963	9,017	0.60%
100	55200	152	Health, Dental, DIB, Life & Wks Cmp Ins	51,247	55,202	23,475	55,202	54,172	-1.87%
100	55200	190	Training	2,649	1,250	381	1,250	1,250	0.00%
			Subtotal	211,258	207,315	98,301	206,915	211,510	2.02%
			CONTRACTUAL SERVICES						
100	55200	210	Telephone	3,934	4,000	2,011	4,000	4,000	0.00%
100	55200	212	Seminars and Conferences	3,080	3,450	238	3,450	3,550	2.90%
100	55200	218	Cell/Radio	2,186	1,800	1,535	3,000	2,000	11.11%
100	55200	240	Equipment Maintenance	929	200	22	200	200	0.00%
100	55200	290	Other Contractual Services	0	1,150	30	1,150	1,150	0.00%
			Subtotal	10,129	10,600	3,836	11,800	10,900	2.83%
			SUPPLIES AND EXPENSE						
100	55200	310	Office Supplies	849	850	0	850	850	0.00%
100	55200	320	Memberships/Subscriptions	445	390	0	390	390	0.00%
100	55200	331	Transportation	355	650	26	500	500	-23.08%
100	55200	340	Operating Supplies	0	0	0	0	0	0.00%
			Subtotal	1,649	1,890	26	1,740	1,740	-7.94%
			CAPITAL OUTLAY						
100	55200	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 223,036	\$ 219,805	\$ 102,163	\$ 220,455	\$ 224,150	1.98%

## **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.

***2016 Performance Measures:***

1. Increase mowing efficiency by 5%, through use of GPS data.

***2015 Performance Measurement Data:***

- 1) Measure the number of Go Request submittals and respond within 48 hours. Analyze data to determine effectiveness of Go Request for application of park and recreation issues.

Result: In 2015 three Go Requests were sent in to the Parks email. Due to the infrequent nature of the requests, monitoring was minimal and two were not responded to within 48 hours. Staff recommends discontinuing of program.

***Significant Program Achievements:***

- 1) Assisted with several local softball/baseball tournaments (Pony League, Mystery Ball, Pink Flamingo, Buggy, DGSA) and 2 large soccer tournaments (Midwest Regional Select Soccer Tournament and Tony Litt County Tournament).
- 2) Continued to develop support through our volunteer fundraising group for the further construction of the Dog Park. The group raised support and funds at the annual Fall Fest 'Tailgate' Party, Pink Flamingo softball tourney, and numerous other events.
- 3) Completed the replacement of the playground and surfacing at Jim Martin Park.
- 4) Continued implementing a more intensive recycling program in the parks.
- 5) Worked with Street Dept. to place more waste and recycle containers in select parks and to schedule regular pick-ups by crews.

- 6) Acquired new 72" mower, bike racks and picnic tables for parks.
- 7) Continued to work with Engineering Dept. to add more accessible routes to our park facilities.
- 8) Worked with employees to integrate new Annual Appraisal successfully.
- 9) Worked with Downtown De Pere and City Administer to purchase and install new City banners and hanging pots. Banners were installed by, and pots within 3 weeks, of Memorial Day.
- 10) Worked with De Pere Schools to install 2 Little Libraries in Legion and Optimist Parks as part of summer reading initiative.
- 11) Worked with Kiwanis Club to set up a volunteer day helping finish dugouts at new SW Park diamond.
- 12) Working with a professional photographer volunteer to take pictures of all parks and facilities. These will be used on our website to give users a better picture and understanding of our facilities.

***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.



***2016 Objectives:***

- 1) Utilize use of volunteers to aid in maintenance of park areas.
- 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 2016 Parks and Public Land program budget is \$423,808. The program benefits the community by providing residents and other patrons with clean, well maintained, and adequately equipped recreational and leisure facilities.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life and Workers Comp Insurance decreased by \$2,814 to reflect actual trends.
- 2) Training increased by \$1,200 (playground safety recertification of 2 employees is every 3 years and is needed in 2016). Turf Equip/Main. (2 people) \$200; Safety programs (4 people) \$100; Turf training (2 people) \$200.
- 3) Seminars and Conferences includes: Turf Management-(1 person) \$100; WPRA Summer Park tour-(1 person) \$300.
- 4) Consulting includes general outside services \$300; immunizations \$100.
- 5) Utilities increased \$2,161 due to 5% projected increase and historical trends.
- 6) Transportation decreased \$3,000 to reflect projected fuel costs of \$2.75/gallon.
- 7) Capital Equipment includes: Water cooler replacement program - \$5,000, Accessible Route Program - \$5,000, Sidewalk Replacement Program - \$5,000, Sidewalk along East River Trail - \$7,500, Riverwalk Stoop Repair - \$5,000.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>PARKS AND PUBLIC LAND</b>								
Account Number	PERSONAL SERVICES							
100	55210	110	Salaries	\$0	\$0	\$0	\$0	0.00%
100	55210	120	Hourly Wages	191,165	146,962	74,174	145,000	-2.05%
100	55210	125	Overtime Wages	4,620	4,000	558	4,000	0.00%
100	55210	126	Seasonal Labor	59,976	68,050	23,155	60,000	1.47%
100	55210	150	FICA	15,001	12,535	6,105	12,535	-1.72%
100	55210	151	Retirement	12,631	10,265	4,511	10,000	-4.87%
100	55210	152	Health, Dental, DIB, Life & Wks Cmp Ins	50,736	55,150	19,052	45,000	-5.10%
100	55210	190	Training	706	500	148	500	320.00%
			<b>Subtotal</b>	<b>334,835</b>	<b>\$297,463</b>	<b>127,703</b>	<b>276,535</b>	<b>-1.32%</b>
			CONTRACTUAL SERVICES					
100	55210	212	Seminars and Conferences	41	400	119	400	0.00%
100	55210	215	Consulting	445	400	199	400	0.00%
100	55210	220	Utilities	50,503	43,220	16,362	44,000	5.00%
100	55210	240	Equipment Maintenance	7,087	9,800	1,776	9,800	0.00%
			<b>Subtotal</b>	<b>58,076</b>	<b>53,820</b>	<b>18,456</b>	<b>54,600</b>	<b>4.02%</b>
			SUPPLIES AND EXPENSE					
100	55210	331	Transportation	18,109	23,000	11,156	22,000	-13.04%
100	55210	340	Operating Supplies	15,507	16,500	2,181	16,000	0.00%
100	55210	345	Turf Chemicals	7,465	7,500	70	7,500	0.00%
100	55210	351	Safety Equipment	2,802	2,800	1,238	2,800	0.00%
			<b>Subtotal</b>	<b>43,883</b>	<b>49,800</b>	<b>14,645</b>	<b>48,300</b>	<b>-6.02%</b>
			CAPITAL OUTLAY					
100	55210	810	Capital Equipment	21,701	39,600	14,961	39,600	-30.56%
			<b>Subtotal</b>	<b>21,701</b>	<b>39,600</b>	<b>14,961</b>	<b>39,600</b>	<b>-30.56%</b>
			<b>TOTAL</b>	<b>\$ 458,495</b>	<b>\$ 440,683</b>	<b>\$ 175,765</b>	<b>\$ 419,035</b>	<b>\$ 423,808 -3.83%</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.

***2016 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.

***2015 Performance Measurement Data:***

- 1) Remove a minimum of 50% at risk trees identified in the Hazard Tree Assessment. Information shall be used to determine appropriate staffing levels dedicated to forestry operations.

Result: As a result of our Hazard Tree Assessment in February we identified at least 25 trees in category 1 (needing removal soon). In our spring/summer assessment we have also identified 25 more that either died or are becoming a risk. By the end of the year we anticipate we will have all 50 trees (or 100%) removed. Due to other work requirements of our full time staff, part time staff were utilized in aiding removals.

***Significant Program Achievements:***

- 1) Conducted Arbor Day Program with local elementary & high school students from two schools. Planted trees in a park and on school grounds while teaching proper techniques.
- 2) Received Tree City, USA award.

- 3) Partnered with the GB Packers, National Forest Service and WDNR to obtain 45 donated trees in a program called 'First Downs for Trees'.
- 4) Worked with De Pere Beautification Committee to prep and plant various beds and roundabouts in the City.
- 5) Assisted with installation of new City banners and hanging pots in the downtown areas of the city.
- 6) Began initial assessment of Urban Orchards concept with Health Dept.

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

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

- i. The department sprays egg masses in winter and contracts to have an aerial spray done in spring to help control numbers of the insect. This in turn helps resident's trees remain healthier and it limits economic and environmental losses.

***2016 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.
- 4) Continue investigation of installing/developing a Urban Orchard.

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

The adopted 2016 Forestry program budget is \$198,870. 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Salaries increased by \$3,480 to reflect actual trends.
- 2) Hourly wages decreased by \$8,695 to reflect actual trends.
- 3) Retirement decreased by \$617 to reflect actual trends.
- 4) Training includes Wisconsin Arborists Association conferences Summer and Annual (2 people) \$550; Wisconsin Department of Natural Resources Workshop (2 people) \$100
- 5) Seminars and Conference includes Wisconsin Arborist Association conferences Fall and Annual (1 person) \$450; Management Educational programs (1 person) \$200
- 6) Consulting includes Invasive species control for Gypsy Moth & Emerald Ash Borer - \$3,020
- 7) Memberships/Subscriptions includes: Wisconsin Arborist Association - \$45; International Society of Arboriculture - \$130; Society of Municipal Arborists - \$85; Tree care brochure - \$15.
- 8) Trees reduced by \$2,000 to reflect the reduction in street tree purchases from the public. Revenue is reduced proportionally.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>FORESTRY</b>								
Account Number PERSONAL SERVICES								
100	55220	110	Salaries	\$ 65,859	\$ 67,850	\$ 32,204	\$ 67,850	\$ 71,330 5.13%
100	55220	120	Hourly Wages	57,504	67,876	28,068	58,000	59,181 -12.81%
100	55220	125	Overtime Wages	1,739	583	160	580	583 0.00%
100	55220	126	Seasonal Labor	314	0	18	0	0 0.00%
100	55220	150	FICA	8,985	10,428	4,804	9,000	10,029 -3.83%
100	55220	151	Retirement	8,431	9,269	3,883	8,600	8,652 -6.65%
100	55220	152	Health, Dental, DIB, Life & Wks Cmp Ins	17,586	26,976	8,621	18,000	26,600 -1.39%
100	55220	190	Training	630	650	630	630	650 0.00%
			<b>Subtotal</b>	<b>161,048</b>	<b>183,632</b>	<b>78,388</b>	<b>162,660</b>	<b>177,025 -3.60%</b>
CONTRACTUAL SERVICES								
100	55220	212	Seminars and Conferences	614	650	298	600	650 0.00%
100	55220	215	Consulting	2,226	3,020	0	500	3,020 0.00%
100	55220	240	Equipment Maintenance	168	400	0	200	400 0.00%
			<b>Subtotal</b>	<b>3,008</b>	<b>4,070</b>	<b>298</b>	<b>1,300</b>	<b>4,070 0.00%</b>
SUPPLIES AND EXPENSE								
100	55220	320	Memberships/Subscriptions	265	275	280	280	275 0.00%
100	55220	331	Transportation	3,998	4,500	2,775	5,000	4,700 4.44%
100	55220	340	Operating Supplies	2,018	2,500	1,273	2,500	2,500 0.00%
100	55220	346	Trees	6,489	12,000	5,072	7,500	10,000 -16.67%
100	55220	347	Tree Chemicals	395	300	(225)	300	300 0.00%
			<b>Subtotal</b>	<b>13,165</b>	<b>19,575</b>	<b>9,175</b>	<b>15,580</b>	<b>17,775 -9.20%</b>
CAPITAL OUTLAY								
100	55220	810	Capital Equipment	994	0	0	0	0 0.00%
			<b>Subtotal</b>	<b>994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0.00%</b>
			<b>TOTAL</b>	<b>\$ 178,215</b>	<b>\$ 207,277</b>	<b>\$ 87,861</b>	<b>\$ 179,540</b>	<b>\$ 198,870 -4.06%</b>

## **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.



### ***2016 Performance Measures:***

- 1) Meet or exceed 250 visits to the Department's website and facebook page to determine the need for providing daily updates on boat launch conditions in the spring.

### ***2015 Performance Measurement Data:***

- 1) Meet or exceed 50 visits to the Department's website and facebook page to determine the need for providing daily updates on boat launch conditions in the spring.  
Result: During the time span of March 3 – April 3, our Facebook page obtained 220 visits.

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

- 1) Maintained clean and safe boat launches.
- 2) Conducted preventative maintenance on ticket machines.
- 3) Posted daily boat launch conditions on City website in the spring.

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

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

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

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

The adopted 2016 Boat Ramps program budget is \$23,066. The program benefits the community by providing safe, clean facilities to launch watercraft and to provide the community with access to the Fox River.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Retirement decreased \$31 to reflect actual trends.

City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2015 Adopted Budget	2016 / 2015 Budget % Of Change
<b>BOAT RAMPS</b>									
Account Number PERSONAL SERVICES									
100	55230	120	Hourly Wages	\$ 12,462	\$ 7,778	\$ 5,070	\$ 7,500	\$ 7,547	-2.97%
100	55230	126	Seasonal Labor	263	0	360	0	0	0.00%
100	55230	150	FICA	924	595	375	595	577	-2.97%
100	55230	151	Retirement	841	529	345	529	498	-5.82%
100	55230	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,489	4,218	1,776	3,500	4,344	2.99%
			<b>Subtotal</b>	<b>16,979</b>	<b>13,120</b>	<b>7,926</b>	<b>12,124</b>	<b>12,966</b>	<b>-1.17%</b>
			CONTRACTUAL SERVICES						
100	55230	210	Telephone	600	600	300	600	600	0.00%
100	55230	220	Utilities	5,384	6,400	2,636	6,000	6,400	0.00%
100	55230	240	Equipment Maintenance	410	900	0	500	900	0.00%
			<b>Subtotal</b>	<b>6,394</b>	<b>7,900</b>	<b>2,936</b>	<b>7,100</b>	<b>7,900</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
100	55230	340	Operating Supplies	1,155	2,200	351	2,200	2,200	0.00%
			<b>Subtotal</b>	<b>1,155</b>	<b>2,200</b>	<b>351</b>	<b>2,200</b>	<b>2,200</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
100	55230	810	Capital Equipment	0	14,500	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>14,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 24,528</b>	<b>\$ 37,720</b>	<b>\$ 11,213</b>	<b>\$ 21,424</b>	<b>\$ 23,066</b>	<b>-38.85%</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.

***2016 Performance Measures:***

- 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.

### ***2016 Performance Measurement Data:***

- 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. The NEV operated at \$.20/mile over the past year (\$225 Repair-Fuel Costs/1100 miles), compared to Truck 13 at \$.26/mile (\$1047 Repair-Fuel Costs/4040 miles). While the NEV has a better return on our dollar at this time, more research and time is still needed. We need to evaluate the life/length of the batteries in the NEV in order to determine its true yearly operating costs.

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

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

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

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

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

The adopted 2016 Park Equipment/Vehicle Maintenance budget is \$82,215. The program benefits the community by maintaining equipment and vehicles used in performing necessary functions of the departments operation.

***2016 Objectives:***

- 1) Inspect and maintain lawnmowers before each use.
- 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp insurance increased \$1,360 mainly due to a 7% health insurance rate increase.
- 2) Consulting for \$5,500 is work performed on department vehicles from outside vendors.
- 3) Capital Equipment includes \$17,000 – Remote Controlled Slope mower.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2015 Adopted Budget	2016 / 2015 Budget % Of Change
<b>PARKS EQUIPMENT/VEHICLE MAINTENANCE</b>									
Account Number      PERSONAL SERVICES									
100	55240	120	Hourly Wages	\$ 36,256	\$ 25,891	\$ 25,831	\$ 40,000	\$ 25,891	0.00%
100	55240	125	Overtime Wages	247	788	0	700	788	0.00%
100	55240	150	FICA	2,535	2,041	1,920	4,000	2,041	0.00%
100	55240	151	Retirement	2,354	1,814	1,560	3,000	1,814	-0.01%
100	55240	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,650	9,321	7,305	14,000	10,681	14.59%
			<b>Subtotal</b>	<b>53,042</b>	<b>39,855</b>	<b>36,616</b>	<b>61,700</b>	<b>41,215</b>	<b>3.41%</b>
CONTRACTUAL SERVICES									
100	55240	215	Consulting	6,335	5,500	2,561	5,500	5,500	0.00%
			<b>Subtotal</b>	<b>6,335</b>	<b>5,500</b>	<b>2,561</b>	<b>5,500</b>	<b>5,500</b>	<b>0.00%</b>
SUPPLIES AND EXPENSE									
100	55240	340	Operating Supplies	17,524	18,500	8,738	18,500	18,500	0.00%
			<b>Subtotal</b>	<b>17,524</b>	<b>18,500</b>	<b>8,738</b>	<b>18,500</b>	<b>18,500</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	55240	810	Capital Equipment	14,523	30,000	22,797	22,797	17,000	-43.33%
			<b>Subtotal</b>	<b>14,523</b>	<b>30,000</b>	<b>22,797</b>	<b>22,797</b>	<b>17,000</b>	<b>-43.33%</b>
TOTAL				<b>\$ 91,424</b>	<b>\$ 93,855</b>	<b>\$ 70,712</b>	<b>\$ 108,497</b>	<b>\$ 82,215</b>	<b>-12.40%</b>

## **Recreation and Recreation Programs**

***Program Full Time Equivalents: 1.7***

***Program Mission:***

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

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

- 1) League Support-subsidies offered to 6 major user groups in the City: De Pere Area Baseball Babe Ruth League, Kelly Danen League and Pony Leagues; De Pere Rapides Youth Soccer; Youth Hockey; De Pere Girls Softball Association.
- 2) Adult Leagues-leagues include adult softball (summer and fall leagues), basketball, and kickball leagues.
- 3) Youth Programs-programs include Dance (9 classes offered lasting September through March and ending with 2 recitals held at West De Pere High School), Youth Rec Nights for 3-7<sup>th</sup> grades at Westwood Elementary School, Tae Kwon Do/Martial Arts (classes offered continuously throughout the year), Flag Football league for youth in Kindergarten through 4th Grades, Parkour for youth ages 8+.
- 4) Adult Programs-fitness classes offered continuously throughout the year.
- 5) Family Programs-programs include tennis lessons, tennis league, and tennis tournament
- 6) Summer Band-6 concerts offered at Voyageur Park each summer, band members volunteer to present concerts to the public.
- 7) Recreation Scholarship Fund-established to provide recreational opportunities for youth and families who have demonstrated financial need.

***Important Outputs:***

- 1) Adult Leagues:
  - A) Funded through team and player registration fees.
  - B) Offering and participating in leagues increases the quality of life in the community and creates a healthier community.
    - a) Summer Softball: 4 leagues, 34 teams
    - b) Fall Softball: 1 league, 8 teams
    - c) Basketball: 8 leagues, 48 teams
    - d) Kickball: 1 league, 7 teams



- 2) Youth Programs:
  - A) Funded through participant registration fees.
  - B) Offering and participating in youth programs increases the quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
    - a) Dance: 9 classes for ages 3-14yrs, Tap, Ballet, Jazz, Hip Hop and blended classes of the aforementioned genres.
    - b) Youth Recreation Nights: Wednesdays at Westwood Elementary School, for 3-7<sup>th</sup> grades.
    - c) Tae Kwon Do/Martial Arts/Tai Chi: 6 classes offered continuously throughout the year for ages 5 and older.
    - d) Flag Football: Grade School Gridiron, 2 leagues, 1<sup>st</sup>-2<sup>nd</sup> grades and 3<sup>th</sup>-4<sup>th</sup> grades offered at Optimist Park and VFW Park, and a Kindergarten Gridiron Program, 2 leagues.
    - e) Parkour: 2 classes offered through the summer and 1 during the school year for ages 8+.
- 3) Adult Programs:
  - A) Funded through registration fees.
  - B) Offering and participating in adult programs increases the perceived quality of life in the community, creates a healthier community and increases the learning of life-long skills.
    - a) Fitness classes offered continuously throughout the year include Water Aerobics, Boot Camp and a Lazy Man's Triathlon.
- 4) Family Programs:
  - A) Funded through participant registration fees.
  - B) Offering and participating in family programs increases the perceived quality of life in the community, creates a healthier community and increases the learning of life-long skills.
    - a) Tennis Lessons: Offered during the summer M/W and T/Th, different ability levels for multiple sessions throughout the summer at both Legion and VFW Parks.
    - b) Tennis Leagues: Leagues offered for teens and adults during the summer for participants 14 and older
    - c) Youth Tennis Tournament: 2 day tournament for participants 18 and younger, co-sponsored with the De Pere Kiwanis Club.
- 5) Financial assistance to youth user groups:
  - A) Funding provided through property tax.
  - B) Assisting with the offering of youth user groups increases the quality of life in the community and creates a healthier community.
    - a) De Pere Area Baseball, includes Babe Ruth League, Kelly Danen League and De Pere Pony League
    - b) De Pere Rapides Soccer
    - c) Youth Hockey
    - d) De Pere Girls Softball Association
- 6) Financial support to the City Band to provide musical arrangements for the band for their 6 concerts throughout the summer:

- A) Funding provided through property tax.
- B) Providing the offerings of the City Band increases the perceived quality of life in the community and increases the opportunities for the community to enjoy arts and humanities programs.
- 7) Marketing, advertising and publicity of programs and services:
  - A) Funding for the department brochure is provided through property tax, other avenues are at no cost.
  - B) Ensuring quality marketing and publicity of programs and services helps maintain an informed community and increases participation in programs:
    - a) Department brochure
    - b) Cable channel 4
    - c) Flyers to local schools: elementary through college
    - d) Press releases to Green Bay Press Gazette
    - e) Information updates on the City website
    - f) Use of department page on Facebook and Twitter
    - g) Utilization of local media community calendars
- 8) Recreation Scholarship Fund:
  - A) Established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.
  - B) Funded through support of local service organizations and community members.
  - C) Scholarships are available only for instructional programs, special events, pool passes, City sponsored youth leagues, Summer Playgrounds, Kidz Zone or Summer Camp Programs.
  - D) Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds.
- 9) Recreation Programs provide programs for the community that are affordable and economical.

***Expected Outcomes:***

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

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

#### ***2016 Performance Measures***

- 1) Increase participation by 15% in the Tennis Lesson Program.

#### ***2015 Performance Measures Data (July 2014 – June 2015)***

- 1) Increase attendance at Big Rig Gig in May by 10% over 2014 enrollment. Data shall be used to determine effectiveness in marketing plan and program popularity.
  - a) Result: Increased attendance at Big Rig event by 52 % over 2014 summer enrollment. (149 kids/adults attended in 2014; 300 kids/adults attended in 2015).

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

- 1) Offered Big Rig Gig event for second time. Event held through the cooperation of the De Pere Parks, Recreation and Forestry Department, Public Works Department, Police Department and Fire Department. This free event for children ages 1-5 was attended by over 300 kids and adults.
- 2) Offered new Intro to Dance class for 3 year olds.
- 3) Reformatted Youth Flag Football program to include kindergarten and age divisions were modified to 1<sup>st</sup> - 2<sup>nd</sup> grades and 3<sup>rd</sup> - 4<sup>th</sup> grades to keep kids in more age appropriate divisions.
- 4) Offered 2 new fitness programs for the community – 100 Mile May (canceled due to low enrollment) and the LazyMan Triathlon which there were 22 participants.
- 5) Adult Basketball leagues increased by 1 league (6 additional teams)..

#### ***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.

1. Community Importance:

- a) Strengthens partnerships with organizations within the community.
- b) Provides opportunities for youth to participate in sport-related activities outside of a school setting.

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

The adopted 2016 Recreation and Recreation Programs cost is \$293,024. 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.

***2016 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.
- 3) Work closely with youth athletic groups to ensure proper field reservations.

***2016 Budget Significant Expenditure Changes:***

- 1) Salaries decreased by \$8,570 due to staffing changes.
- 2) FICA decreased \$586 due to staffing changes.
- 3) Retirement decreased \$703 due to staffing changes.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$6,066 mainly due to a 7% health insurance rate increase.
- 5) Training is for field maintenance training for park maintenance staff.
- 6) Rentals increased \$650 to accurately reflect Dog Park portables.
- 7) Utilities increased \$6,500 to accurately reflect trends.
- 8) Memberships and Subscriptions: ASCAP (\$170), SESAC (\$190), and BMI (\$175) music licenses, MPLC (\$285) movie license and Survey Monkey (\$125) annual fee for online evaluation tool.
- 9) Operating Supplies increased \$1,850 to reflect increases in printing costs for program guide and actual costs for postage and mailing.
- 10) Family Program Supplies increased \$120 to reflect actual trends.
- 11) No capital outlay.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title			2014 Year End Estimate	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
RECREATION AND RECREATION PROGRAMS								
Account Number PERSONAL SERVICES								
100	55300	110	Salaries	\$ 37,489	\$ 44,053	\$ 19,151	\$ 38,000	\$ 35,483 -19.45%
100	55300	120	Hourly Wages	76,065	72,345	25,937	70,000	73,794 2.00%
100	55300	125	Overtime Wages	350	371	19	370	371 0.00%
100	55300	126	Seasonal Labor	54,000	58,257	18,703	52,000	55,445 -4.83%
100	55300	150	FICA	9,497	9,778	3,779	6,000	9,192 -5.99%
100	55300	151	Retirement	7,973	7,940	2,706	5,500	7,237 -8.86%
100	55300	152	Health, Dental, DIB, Life & Wks Cmp Ins	40,411	43,644	11,720	24,000	49,710 13.90%
100	55300	190	Training	100	100	0	100	100 0.00%
			Subtotal	225,885	236,488	82,015	195,970	231,332 -2.18%
CONTRACTUAL SERVICES								
100	55300	213	Rentals	3,875	4,500	1,218	2,100	5,150 14.44%
100	55300	220	Utilities	9,000	9,000	6,338	15,100	15,500 72.22%
100	55300	240	Equipment Maintenance	2,500	2,600	1,858	2,600	2,600 0.00%
			Subtotal	15,375	16,100	9,414	19,800	23,250 44.41%
SUPPLIES AND EXPENSE								
100	55300	320	Memberships/Subscriptions	810	\$ 918	180	935	945 2.94%
100	55300	331	Transportation	2,500	2,500	1,259	2,100	2,500 0.00%
100	55300	340	Operating Supplies	8,300	8,650	5,684	8,650	10,500 21.39%
100	55300	361	League Support	9,447	9,447	0	9,447	9,447 0.00%
100	55300	362	Adult League Supplies	3,000	3,625	1,174	3,500	3,500 -3.45%
100	55300	363	Youth Program Supplies	9,200	9,500	467	9,500	9,500 0.00%
100	55300	364	Adult Program Supplies	500	500	0	350	500 0.00%
100	55300	365	Family Program Supplies	530	530	530	530	650 22.64%
100	55300	373	Summer Band	900	900	405	900	900 0.00%
			Subtotal	35,187	36,570	9,699	35,912	38,442 5.12%
CAPITAL OUTLAY								
100	55300	810	Capital Equipment	0	0	0	0	0 0.00%
			Subtotal	0	0	0	0	0 0.00%
			TOTAL	\$ 276,447	\$ 289,158	\$ 101,128	\$ 251,682	\$ 293,024 1.34%

## **Special Events/ Celebrations**

***Program Full Time Equivalents: .15***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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

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

***2016 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.

***2015 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. We believe current rental procedures are working adequately, however continued monitoring is recommended.

***Significant Program Achievements:***

- 1) Assisted with preparing Southwest Park for the Midwest Soccer Tournament.
- 2) Worked with school districts and soccer groups to mow specific areas, line fields for soccer, and haul equipment for special activities.
- 3) 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.
- 4) Set up holiday decorations and banners.
- 5) Worked with the De Pere Chamber of Commerce and Beautification Committee to upgrade & plant existing beds.

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

- 1) Provide labor and planning assistance to various groups, organizations and School Districts for large community events in the City of De Pere.

- a. This benefits the community by having efficient, safe and well-run events and celebrations take place in the City and to create positive messages and experiences for participants.

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

The adopted 2016 Special Events/Celebrations program budget is \$11,265. The program/service benefits the community by creating more organized and positive participation in the activities.

***2016 Objectives:***

- 1) Maintain relationship with local schools to continue use of community parks for school special events (ie. Cross country runs).
- 2) Work with local service clubs and non-profit organizations to help promote civic events.
- 3) Cooperate with business organizations to promote the downtown area.

***2016 Budget Significant Expenditure Changes:***

- 1) Retirement decreased \$31 to reflect projected costs.
- 2) Health, Dental, DIB, Life and Workers Comp Insurance increased \$566 due to a 7% health insurance rate increase.
- 3) No capital requested.



City of De Pere  
2016 General Fund  
Adopted Budget

**EXPENDITURES**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>SPECIAL EVENTS/CELEBRATIONS</b>									
Account Number				PERSONAL SERVICES					
100	55310	120	Hourly Wages	\$0	\$ 7,778	\$0	\$ 2,500	\$ 7,550	-2.93%
100	55310	125	Overtime Wages	1,202	0	1,404	1,404	0	0.00%
100	55310	150	FICA	93	595	102	250	578	-2.93%
100	55310	151	Retirement	89	529	0	450	498	-5.79%
100	55310	152	Health, Dental, DIB, Life & Wks Cmp Ins	275	1,873	0	1,900	2,439	30.22%
			<b>Subtotal</b>	<b>1,659</b>	<b>\$ 10,775</b>	<b>1,506</b>	<b>6,504</b>	<b>11,065</b>	<b>2.69%</b>
			SUPPLIES AND EXPENSE						
100	55310	340	Operating Supplies	166	\$ 200	12	150	200	0.00%
			<b>Subtotal</b>	<b>166</b>	<b>200</b>	<b>12</b>	<b>150</b>	<b>200</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 1,825</b>	<b>\$ 10,975</b>	<b>\$ 1,518</b>	<b>\$ 6,654</b>	<b>\$ 11,265</b>	<b>2.64%</b>

## Swimming Pools

***Program Full Time Equivalents: 0.32***

***Program Mission:***

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

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

- 1) Lessons-provides swimming and diving lessons for participants 6 months old to adult. During the summer months progressive swim lessons and swim instructor assistant classes are offered at Legion and VFW pools during the mornings and evenings. From September through May swimming lessons are offered in the evenings at Syble Hopp School.
- 2) Water Aerobics-water fitness classes offered for adults Monday-Thursday at Legion and VFW pools and during the school year at Syble Hopp School.
- 3) Family Swims and Youth Nights-scheduled programs for families and youth to use the pool outside of the scheduled Open Swim hours, special activities, games and events are planned for both events.
- 4) Open Swim-1-4:30pm and 6-8:30pm daily throughout the summer, provides participants an opportunity to enjoy the pool in a safe environment.
- 5) Concessions-provides refreshments for pool participants and secure location for sale of day passes for pool users.

***Important Outputs:***

- 1) Progressive Swim Lesson Program: 120 lessons offered throughout the summer for participants 6 months old to adult.
  - A) Funded through user fees.
  - B) Offering and participating in swim lessons increases the perceived quality of life in the community, decreases juvenile issues in the community, and increases the learning of life-long skills.
- 2) Open Swim: 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 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.

***2016 Performance Measures:***

- 1) Increase private swim lesson participation by 20% in an effort to better increase the lifelong skill in community.

***2015 Performance Measurement Data (July 2013 – June 2014):***

- 1) Maintain 0% increase in utilities to determine need for preventative maintenance of boilers.
  - a. Result: Utilities are projected to see a 1.2% decrease. At this time, preventative maintenance is not recommended.

***Significant Program Achievements:***

- 1) Added Swimming Lessons Training and Basket Attendant Training to the beginning of summer staff training/orientations sessions.
- 2) Worked with pool managers at both pools to create a more cohesiveness connection between the two pools and to make sure they are both operating the same. This helped both substitutes and managers who worked at both facilities.
- 3) Transitioned to a more accurate water testing kit at Legion Pool. Our plan of action is to purchase another test kit and use the new water testing kit at both pools in the summer of 2016.
- 4) Nearly doubled participation in Private Swim Lessons (10 participants 2014; 18 participants 2015)
- 5) Transitioned to a new weekend schedule of 1:00 pm-6:00 pm, which worked out well and eliminated periods of time that low attendance was prevalent.
- 6) Continued to work with Pool Managers to offer monthly in-services with both pool staff together to work on large group safety scenarios and team building.
- 7) Collaborated with City of De Pere Police Departments and Fire Departments for seasonal staff training.

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

- 1) All registration-based programs shall financially sustain themselves.
  - A) Community Importance:
    - a) Programs offered are not a financial burden to the taxpayer or to the community and can be a source of revenue.
- 2) All programs offered are continuously evaluated by staff and by participants to ensure programs are adapting to the demands of the community.
  - A) Community Importance:
    - a) Programs offered are based on feedback from the users and reflective of current needs and wants.
- 3) Swimming pools have Open Swim-1-4:30pm and 6-8:30pm daily throughout the summer (42 hours of open, recreational swim each week).

- A) Community Importance:
  - a) Provides participants an opportunity to enjoy the pool in a safe environment.
  - b) Helps decrease juvenile issues in the community.
- 4) Swimming pools are staffed at a level that provides a safe environment and quality programming.
  - A) Community Importance:
    - a) Sites that are safe for participating in programming for users.
- 5) Effective maintenance of health records.
  - A) Community Importance:
    - a) Sites that are approved by the Health Department.
- 6) Lifeguards must currently hold Lifeguard, First Aid, CPR and AED certifications. Swim instructors are highly encouraged to be certified through the American Red Cross as Water Safety Instructors.
  - A) Community Importance:
    - a) Well-trained and currently certified staff that are capable of providing the most up-to-date rescue and instructing skills.

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

The adopted 2016 Swimming Pools cost is \$307,486. 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.

#### ***2016 Objectives:***

- 1) Utilize Syble Hopp School therapy pool for senior and tot programing and hire quality staff .
- 2) Find alternative funding sources for outdoor swimming pools.
- 3) Creatively market pools to increase attendance and participation.

#### ***2015 Budget Significant Expenditure Changes:***

- 1) Hourly wages decreased by \$2,887 to reflect actual trends.
- 2) Retirement decreased by \$244 to reflect actual trends.
- 3) Training includes \$150 for aquatic staff training.
- 4) Capital Outlay includes \$20,000 for Replacement of Sand in Sand Filters.

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>SWIMMING POOLS</b>									
Account Number PERSONAL SERVICES									
100	55420	110	Salaries	\$ 17,487	\$ 14,684	\$ 8,208	\$ 14,684	\$ 15,207	3.56%
100	55420	120	Hourly Wages	13,051	29,179	9,041	26,000	26,292	-9.89%
100	55420	125	Overtime Wages	0	389	8	8	389	0.00%
100	55420	126	Seasonal Labor	92,229	107,825	12,961	93,850	107,825	0.00%
100	55420	150	FICA	3,473	4,949	1,480	3,500	4,768	-3.65%
100	55420	151	Retirement	2,146	3,009	789	3,000	2,765	-8.13%
100	55420	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,704	15,643	2,731	10,000	16,190	3.50%
100	55420	190	Training	140	150	50	150	150	0.00%
			<b>Subtotal</b>	<b>140,230</b>	<b>175,828</b>	<b>35,268</b>	<b>151,192</b>	<b>173,586</b>	<b>-1.28%</b>
CONTRACTUAL SERVICES									
100	55420	210	Telephone	1,800	1,800	900	1,800	1,800	0.00%
100	55420	218	Cell/Radio	532	0	80	0	0	0.00%
100	55420	219	Data	0	800	0	800	800	0.00%
100	55420	220	Utilities	40,557	41,000	10,161	40,500	41,500	1.22%
100	55420	240	Equipment Maintenance	9,114	24,500	5,642	24,500	24,500	0.00%
			<b>Subtotal</b>	<b>52,003</b>	<b>68,100</b>	<b>16,783</b>	<b>67,600</b>	<b>68,600</b>	<b>0.73%</b>
SUPPLIES AND EXPENSE									
100	55420	340	Operating Supplies	5,388	5,650	3,719	5,650	5,650	0.00%
100	55420	385	Pool Chemicals	20,416	23,750	15,250	23,000	23,750	0.00%
100	55420	386	Concession Purchases	13,351	15,900	36	13,500	15,900	0.00%
			<b>Subtotal</b>	<b>39,155</b>	<b>45,300</b>	<b>19,005</b>	<b>42,150</b>	<b>45,300</b>	<b>0.00%</b>
CAPITAL OUTLAY									
100	55420	810	Capital Equipment	9,851	15,000	18,975	15,000	20,000	33.33%
			<b>Subtotal</b>	<b>9,851</b>	<b>15,000</b>	<b>18,975</b>	<b>15,000</b>	<b>20,000</b>	<b>33.33%</b>
			<b>TOTAL</b>	<b>\$ 241,239</b>	<b>\$ 304,228</b>	<b>\$ 90,031</b>	<b>\$ 275,942</b>	<b>\$ 307,486</b>	<b>1.07%</b>

# **TOTAL CULTURE, EDUCATION AND RECREATION**

City of De Pere  
2016 General Fund  
Adopted Budget

CULTURE, REC & EDUCATION  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>Total Culture, Rec, &amp; Education</b>						
PERSONAL SERVICES						
110 Salaries	272,960	279,058	131,988	273,005	282,468	1.22%
120 Hourly Wages	507,027	491,837	245,618	483,028	480,126	-2.38%
122 Hourly Wages PT	25,360	46,608	11,712	40,000	52,978	13.67%
125 Overtime Wages	9,213	7,471	2,178	7,412	7,131	-4.55%
126 Seasonal Wages	300,774	356,177	95,688	317,850	356,551	0.11%
150 FICA	62,553	68,275	31,284	63,235	64,645	-5.32%
151 Retirement	54,056	56,098	23,239	53,821	50,855	-9.35%
152 Health, Dental & Life Ins	241,783	279,277	105,779	236,602	291,780	4.48%
190 Training	4,388	3,150	1,209	3,030	4,750	50.79%
<b>Subtotal</b>	<b>1,478,114</b>	<b>1,587,951</b>	<b>648,695</b>	<b>1,477,983</b>	<b>1,591,284</b>	<b>0.21%</b>
CONTRACTUAL SERVICES						
210 Telephone	10,169	10,400	5,123	10,400	10,400	0.00%
211 Postage	2,528	2,700	1,168	2,700	2,700	0.00%
212 Seminars and Conference	5,969	7,800	843	6,700	7,500	-3.85%
213 Rentals	4,413	4,500	1,218	2,100	5,150	14.44%
215 Consulting	9,484	12,615	2,760	6,878	12,620	0.04%
217 Cleaning Service Contract	23,208	24,500	10,068	24,500	24,700	0.82%
218 Cell/Radio	3,706	2,700	2,010	3,800	2,850	5.56%
219 Data	870	1,640	427	1,640	1,640	0.00%
220 Utilities	155,690	142,820	51,505	144,600	151,281	5.92%
240 Equipment Maintenance	25,689	43,500	13,920	42,300	43,500	0.00%
290 Other Contractual Services	23,954	23,374	12,195	28,192	27,990	19.75%
<b>Subtotal</b>	<b>265,680</b>	<b>276,549</b>	<b>101,237</b>	<b>273,810</b>	<b>290,331</b>	<b>4.98%</b>
SUPPLIES AND EXPENSE						
310 Office Supplies	4,366	5,830	2,146	5,640	6,050	3.77%
320 Memberships/Subscriptions	2,689	3,178	890	3,180	3,295	3.68%



City of De Pere  
2016 General Fund  
Adopted Budget

CULTURE, REC & EDUCATION  
EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>Total Culture, Rec, &amp; Education</b>						
330 Mileage Reimbursement	0	500	720	1,000	1,050	110.00%
331 Transportation	24,378	30,650	15,216	29,600	27,700	-9.62%
340 Operating Supplies	74,824	80,525	27,641	79,975	83,710	3.96%
345 Turf Chemicals	7,465	7,500	70	7,500	7,500	0.00%
346 Trees	6,489	12,000	5,072	7,500	10,000	-16.67%
347 Tree Chemicals	395	300	(225)	300	300	0.00%
348 Playground Supply and Expense	2,029	2,400	50	2,400	2,400	0.00%
351 Safety Equipment	2,802	2,800	1,238	2,800	2,800	0.00%
361 League Support	9,446	9,447	0	9,447	9,447	0.00%
362 Adult League Supplies	3,149	3,625	1,174	3,500	3,500	-3.45%
363 Youth Program Supplies	8,027	9,500	467	9,500	9,500	0.00%
364 Adult Program Supplies	543	500	0	350	500	0.00%
365 Family Program Supplies	485	530	530	530	650	22.64%
373 Summer Band	785	900	405	900	900	0.00%
385 Pool Chemicals	20,416	23,750	15,250	23,000	23,750	0.00%
386 Concessions Purchases	13,351	15,900	36	13,500	15,900	0.00%
<b>Subtotal</b>	<b>186,245</b>	<b>209,835</b>	<b>70,680</b>	<b>200,622</b>	<b>208,952</b>	<b>-0.42%</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	47,390	109,100	66,021	86,685	86,500	-20.71%
<b>Subtotal</b>	<b>47,390</b>	<b>109,100</b>	<b>66,021</b>	<b>86,685</b>	<b>86,500</b>	<b>-20.71%</b>
<b>TOTAL</b>	<b>\$ 1,982,474</b>	<b>\$ 2,188,485</b>	<b>\$ 891,683</b>	<b>\$ 2,044,150</b>	<b>\$ 2,182,118</b>	<b>-0.29%</b>

# **TOTAL GENERAL FUND EXPENDITURES**

City of De Pere  
2016 General Fund  
Adopted Budget

EXPENDITURES

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Dept Head Proposed	2016 Executive Proposed	2016 Adopted Budget	2016 / 2015 Budget % Of Change
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$2,446,877	\$2,472,105	\$1,124,228	\$2,435,780	\$2,999,308	\$2,692,257	\$2,692,257	8.91%
TOTAL PUBLIC SAFETY EXPENDITURES	\$8,406,700	\$8,496,470	\$3,963,174	\$8,640,260	\$15,708,507	\$8,716,725	\$8,716,725	2.59%
TOTAL PUBLIC WORKS EXPENDITURES	\$3,026,455	\$3,168,377	\$1,182,577	\$3,206,509	\$3,498,397	\$3,147,766	\$3,147,766	-0.65%
TOTAL CULTURE, REC, & ED EXPENDITURES	\$1,982,474	\$2,188,485	\$891,683	\$2,044,150	\$2,726,580	\$2,182,118	\$2,182,118	-0.29%
TOTAL GENERAL FUND EXPENDITURES	\$15,862,506	\$16,325,437	\$7,161,662	\$16,326,699	\$24,932,792	\$16,738,866	\$16,738,866	2.53%

City of De Pere					
2016 Salaries					
Grade	Job Title		Grade	Job Title	
N/A	City Administrator	\$128,123.00	H	Payroll Specialist	\$48,963.20
T	City Attorney/Assistant City Administrator	\$116,272.00	H	Human Resources Generalist	\$47,736.00
S	Fire Chief	\$112,216.00	G	Maintenance Technician	\$55,723.20
S	Public Works Director	\$106,433.60	G	Water Maintenance Worker	\$54,454.40
S	Police Chief	\$102,689.60	G	Lead Arborist	\$53,539.20
S	Director of Economic Development and Planning	\$97,115.20	G	Public Works Equipment Operator	\$53,476.80
S	Finance Director	\$97,115.20	G	Public Works Equipment Operator	\$53,476.80
R	Human Resources Director	\$93,912.00	G	Public Works Equipment Operator	\$53,476.80
R	City Engineer	\$90,646.40	G	Public Works Equipment Operator	\$53,476.80
R	Director of Parks, Rec & Forestry	\$90,646.40	G	Public Works Equipment Operator	\$53,476.80
P	Police Captain	\$93,100.80	G	Public Works Equipment Operator	\$53,476.80
P	Police Captain	\$93,100.80	G	Senior Programs Coordinator	\$45,884.80
P	Chief Inspector/Assistant Assessor	\$84,156.80	G	Accounts Payable Clerk	\$44,553.60
P	Information Technology Administrator	\$82,056.00	G	Administrative Assistant	\$44,553.60
P	Health Officer/Director	\$79,955.20	G	Administrative Assistant	\$44,553.60
O	Assistant Fire Chief	\$86,777.60	G	Administrative Assistant	\$44,553.60
N	Street Superintendent	\$76,876.80	G	Deputy City Clerk	\$44,553.60
N	Assistant City Engineer	\$75,379.20	G	Municipal Court Clerk	\$44,553.60
M	Clerk-Treasurer	\$71,635.20	G	Administrative Assistant	\$42,328.00
M	Park Superintendent/ Forester	\$70,969.60	G	Water Maintenance Worker	\$41,204.80
M	Community Center Manager	\$69,201.60	G	Water Maintenance Worker	\$40,102.40
L	Water Department Supervisor	\$59,904.00	G	Community Center Activity Coordinator	\$34,192.06
K	GIS Coordinator	\$67,412.80	G	Administrative Assistant	\$24,783.20
K	Public Health Nurse	\$62,171.20	F	Park Maintenance Worker	\$52,457.60
K	Planner II	\$57,491.20	F	Park Maintenance Worker	\$52,353.60
K	Public Health Nurse	\$37,302.72	F	Park Maintenance Worker	\$52,353.60
J	Assistant Building Inspector	\$66,081.60	F	Park Maintenance Worker	\$52,353.60
J	Police Business Manager	\$66,081.60	F	Public Works Maintenance Worker	\$51,396.80
J	Sanitarian	\$64,916.80	F	Public Works Maintenance Worker	\$51,396.80
I	Engineering Senior Technician	\$63,440.00	F	Public Works Maintenance Worker	\$51,396.80
I	Mechanic Leadsperson	\$61,422.40	F	Office Assisant	\$44,096.00
I	Engineering Senior Technician	\$60,964.80	F	Office Assisant	\$44,096.00
I	Engineering Senior Technician	\$60,964.80	F	Public Works Maintenance Worker	\$43,513.60
I	Public Works Foreperson	\$60,153.60	F	Public Works Maintenance Worker	\$43,513.60
I	Recreation Supervisor	\$50,689.60	F	Office Assisant	\$39,166.40
H	Mechanic	\$58,739.20	F	Video Production & Marketing Coordinator	\$38,147.20
H	Mechanic	\$55,473.60	F	Arborist	\$37,148.80
H	Paralegal	\$49,566.40	F	Office Assisant	\$36,129.60
H	Engineering Technician	\$48,963.20	F	Office Assisant	\$36,129.60
H	Maintenance Specialist	\$48,963.20	F	Office Assisant	\$22,048.00
			F	Office Assisant	\$18,064.80

2016 GRADE ORDER LIST												
				Minimum					Control Point			Actual # of
				87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	Pay for	120.0%	employees
GRADE	JOB TITLE	DEPARTMENT	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Performance	Maximum	in position
NON-GRADED	CITY ADMINISTRATOR	ADMINISTRATION	E									1
T	CITY ATTORNEY/ASSISTANT CITY ADMINISTRATOR	CITY ATTORNEY	E	\$45.59	\$46.89	\$48.21	\$49.50	\$50.81	\$52.10	→	\$62.53	1
S	DIRECTOR OF ECONOMIC DEVELOPMENT/PLANNING	PLANNING	E	\$41.90	\$43.10	\$44.29	\$45.48	\$46.69	\$47.88	→	\$57.46	1
	FINANCE DIRECTOR	FINANCE	E									1
	FIRE CHIEF	FIRE	E									1
	POLICE CHIEF	POLICE	E									1
	PUBLIC WORKS DIRECTOR	PUBLIC WORKS	E									1
R	CITY ENGINEER	ENGINEERING	E	\$39.12	\$40.24	\$41.35	\$42.47	\$43.58	\$44.70	→	\$53.64	1
	DIRECTOR PARKS, REC & FORESTRY	PARK	E									1
	H-R DIRECTOR	HUMAN RESOURCES	E									1
Q	vacant			\$37.26	\$38.32	\$39.38	\$40.45	\$41.51	\$42.59	→	\$51.10	0
P	CHIEF INSPECTOR/ASSISTANT ASSESSOR	BUILDING INSPECTION	E	\$35.40	\$36.41	\$37.43	\$38.44	\$39.45	\$40.46	→	\$48.55	1
	HEALTH OFFICER/DIRECTOR	HEALTH	E									1
	INFORMATION TECHNOLOGY ADMIN.	IT	E									1
	POLICE-CAPTAIN	POLICE	E									2
O	ASS'T FIRE CHIEF & INSPECTION	FIRE	E	\$33.55	\$34.52	\$35.47	\$36.42	\$37.39	\$38.34	→	\$46.02	1
N	ASS'T CITY ENGINEER	ENGINEERING	E	\$31.71	\$32.62	\$33.52	\$34.44	\$35.33	\$36.24	→	\$43.48	1
	STREET SUPERINTENDENT	STREET	E									1
M	CLERK-TREASURER	CLERK-TREASURER	E	\$29.86	\$30.70	\$31.57	\$32.42	\$33.27	\$34.12	→	\$40.94	1
	PARK SUPERINTENDENT/CITY FORESTER	PARK	E									1
	RECREATION SUPERINTENDENT	PARK	E									1
L	WATER DEPARTMENT SUPERVISOR	WATER	E	\$28.01	\$28.80	\$29.60	\$30.41	\$31.20	\$32.00	→	\$38.40	1
K	GIS COORDINATOR	GIS	E	\$26.14	\$26.90	\$27.64	\$28.39	\$29.14	\$29.89	→	\$35.86	1
	PUBLIC HEALTH NURSE	HEALTH	E									2
	PLANNER II	PLANNING	E									1
J	BUSINESS MANAGER	POLICE	E	\$24.30	\$24.99	\$25.68	\$26.38	\$27.07	\$27.76	→	\$33.32	1
	SANITARIAN	HEALTH	E									1
	ASST. BUILDING INSPECTOR	BUILDING INSPECTION	NE									1
I	ENGINEER SENIOR TECHNICIAN	ENGINEERING	NE	\$22.44	\$23.08	\$23.73	\$24.37	\$25.00	\$25.64	→	\$30.77	3
	MECHANIC LEADPERSON	MECHANICS	NE									1
	DPW FOREPERSON	STREET	NE									1
	RECREATION SUPERVISOR	PARK	E									1
H	HUMAN RESOURCE GENERALIST	HUMAN RESOURCES	NE	\$20.60	\$21.19	\$21.78	\$22.37	\$22.95	\$23.54	→	\$28.24	1
	PARALEGAL	CITY ATTORNEY	NE									1
	MECHANIC	MECHANICS	NE									2
	PAYROLL SPECIALIST	FINANCE	NE									1
	MAINTENANCE SPECIALIST	PARK	NE									1
	ENGINEER TECHNICIAN	ENGINEERING	NE									1

G	ACCOUNTS PAYABLE CLERK	FINANCE	NE	\$18.74	\$19.28	\$19.81	\$20.35	\$20.88	\$21.42	→	\$25.71	1
	ADMINISTRATIVE ASSISTANT (Fire, Admin/Mayor, Build./Plan, Park, PW)	VARIOUS	NE									5
	MAINTENANCE TECHNICIAN	PARK	NE									1
	COMMUNITY CENTER ACTIVITY COORD	PARK	NE									1
	COMMUNITY CENTER-SR PROGRAMS COORD	PARK	NE									1
	DEPUTY CITY CLERK	CLERK-TREASURER	NE									1
	LEAD ARBORIST	PARK	NE									6
	DPW EQUIPMENT OPERATOR	DPW	NE									3
	WATER DEPARTMENT MAINTENANCE WORKER	WATER	NE									1
	MUNICIPAL COURT CLERK	MUNICIPAL COURT	NE									
F	DPW MAINTENANCE WORKER	DPW	NE	\$16.89	\$17.37	\$17.86	\$18.34	\$18.83	\$19.30	→	\$23.16	5
	OFFICE ASSISTANT (Parks, Police, Health, Engineering/PW)	VARIOUS	NE									6
	PARKS MAINTENANCE WORKER	PARKS	NE									4
	ARBORIST	PARKS	NE									1
	VIDEO PRODUCTION & MARKETING COORD	IT	NE									1
E	vacant			\$15.50	\$15.94	\$16.38	\$16.83	\$17.27	\$17.72	→	\$21.26	0
D	vacant			\$14.36	\$14.77	\$15.18	\$15.59	\$16.00	\$16.40	→	\$19.69	0
C	vacant			\$13.29	\$13.68	\$14.05	\$14.43	\$14.81	\$15.19	→	\$18.24	0
B	vacant			\$12.31	\$12.67	\$13.02	\$13.36	\$13.72	\$14.07	→	\$16.88	0

**City of De Pere**  
**2016 Salaries - Split Distribution**

	Annual Salaries	Gen Fund 100	Sewage Treat.Fund 201	Cable Access 209	Water 601	Stormwater 650
City Administrator	\$128,123	\$64,062	\$25,625	\$6,406	\$25,625	\$6,406
City Attorney/Assistant City Administrator	\$112,861	\$56,430	\$28,215	\$5,643	\$16,929	\$5,643
Fire Chief	\$110,000	\$110,000				
Director of Public Works	\$104,354	\$41,741	\$20,871		\$20,871	\$20,871
Chief of Police	\$101,504	\$101,504				
Director of Planning and Economic Development	\$97,635	\$92,753				\$4,882
Finance Director	\$92,747	\$46,374	\$37,099		\$9,275	
Police Captain (2)	\$91,270	\$91,270				
Human Resource Director	\$91,146	\$77,474	\$9,115		\$4,557	
City Engineer	\$90,646	\$72,517				\$18,129
Director of Parks, Recreation, and Forestry	\$90,646	\$90,646				
Information Technology Administrator	\$82,056	\$52,516	\$6,564	\$16,411	\$6,564	
Chief Inspector/Assistant City Assessor	\$84,157	\$84,157				
Public Health Officer/Director	\$79,955	\$72,946				
Assistant City Engineer	\$75,379	\$60,303				\$15,076
Street Superintendent	\$76,877	\$56,581	\$3,844		\$3,844	\$12,608
Clerk-Treasurer	\$71,635	\$55,875	\$5,014	\$10,745		
Park Superintendent/City Forester	\$70,970	\$70,970				
Community Center Manager	\$69,202	\$69,202				
GIS Coordinator	\$67,413	\$44,964	\$7,483		\$7,483	\$7,483
Police Business Manager	\$66,082	\$66,082				
Public Health Sanitarian	\$64,917	\$63,649				
Recreation Supervisor	\$50,690	\$50,690				
Public Health Nurse	\$62,171	\$62,171				
Planner II	\$57,491	\$54,616				\$2,876
Public Health Nurse 60%	\$37,303	\$37,303				

# **GENERAL FUND REVENUES**



## General Fund Revenues

### ***PROPERTY TAX LEVY:***

General Property Tax Levy for General Fund purposes increased \$66,763. The total property tax levy for all funds increased \$376,295.

	<u>Actual</u> <u>2015</u>	<u>Actual</u> <u>2016</u>	<u>% of Change</u>
General Fund Levy	\$ 7,903,917	\$ 7,970,680	.84%
Debt Fund Levy	\$ 1,657,282	\$ 1,837,313	10.86%
Capital Projects Fund Levy	\$ 1,642,276	\$ 1,741,276	6.03 %
Tax Increment District (TID) Levy	\$ 831,489	\$ 860,990	3.54 %
TOTAL LEVY	\$12,033,964	\$12,410,259	3.13%

### ***SIGNIFICANT REVENUE CHANGES:***

#### ***TAXES:***

- 1) Municipal Utility Tax decreased \$26,000 due to actual trends.

#### ***INTERGOVERNMENTAL REVENUE:***

- 1) Fire Insurance increased \$7,394 to reflects state estimates.
- 2) State Recycling Grants decreased \$39,620 to reflect state estimates.

#### ***LICENSES AND PERMITS:***

- 1) Liquor and Malt Beverage Licenses decreased \$3,850 to reflect actual trends and 5% rate increase in fees.
- 2) Operator's Licenses increased \$16,100 to reflect 2016 as the first year of two year license renewals and 5% rate increase in fees.
- 3) Cigarette Licenses decreased \$210 to reflect actual trends and 5% rate increase in fees.
- 4) Food & Beverage Licenses – DATCP decreased \$700 to reflect actual actual trends and 5% rate increase in fees.
- 5) Other Permits and Fees increased \$265 to reflect 5% rate increase in fees.
- 6) Dog Licenses increased \$250 to reflect 5% rate increase in fees.
- 7) Building Permits increased \$5,500 to reflect 5% rate increase in fees.
- 8) Flood Plain/Zoning Letters increased \$40 to reflect 5% rate increase in fees.
- 9) Construction Permits increased \$30 to reflect 5% rate increase in fees.

- 10) Excavation Permits increased \$850 to reflect 5% rate increase in fees.
- 11) Electrical Permits increased \$1,650 to reflect 5% rate increase in fees.
- 12) Plumbing Permits increased \$1,430 to reflect 5% rate increase in fees.
- 13) HVAC Permits increased \$12,300 to reflect actual trends and 5% rate increase in fees.
- 14) Sanitary Sewer Excavation Permits increased \$315 to reflect actual trends and 5% rate increase in fees.
- 15) Zoning Permits and Fees increased \$165 to reflect 5% rate increase in fees.
- 16) CSM Reviews decreased \$3,000 to reflect actual trends and 5% rate increase in fees.

***FINES AND FORFEITURES:***

- 1) Parking Violations increased \$18,000 to reflect actual trends and increasing parking violations from \$15 to \$20

***PUBLIC CHARGES FOR SERVICE:***

- 1) Clerk-Passports Revenues increased \$1,120 to reflect actual trends and 5% rate increase in fees.
- 2) Letters of No Specials increased \$1,181 to reflect actual trends and 5% rate increase in fees.
- 3) License Publication Fees increased \$740 to reflect actual trends and 5% rate increase in fees.
- 4) Police Alarm Monitoring Fees increased \$8,100 due to reflect actual trends.
- 5) Police Department Revenues decreased \$1,800 to reflect actual trends.
- 6) Background Checks Revenues decreased \$3,400 to reflect actual trends.
- 7) Police Finger Prints decreased \$900 to reflect actual trends.
- 8) Ambulance Fees increased \$57,807 to reflect actual trends.
- 9) Street Department Revenues increased \$23,000 to reflect actual trends.
- 10) Recreation Revenues increased \$11,861 to reflect actual trends and 5% rate increase in fees.
- 11) Forestry Revenues decreased \$2,992 to reflect actual trends and 5% rate increase in fees.

***INTERGOVERNMENTAL CHARGES FOR SERVICE:***

- 1) Data Processing Charges increased \$800 to reflect actual trends.

***MISCELLANEOUS REVENUES:***

- 1) Farm Leases increased \$1,200 to reflect actual trends

***OTHER FINANCING SOURCES:***

- 1) Transfer from Capital Projects increased \$100,000 due to increased transfer of \$100,000 from capital equipment fund and \$147,000 from temporary borrowing.

City of De Pere  
2016 General Fund  
Adopted Budget

REVENUES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016/ 2015 Budget % Of Change
Account Number	TAXES							
100 41110	General Property		\$ 7,755,743	\$ 7,903,917	\$ 7,932,685	\$ 7,903,917	\$ 7,970,680	0.84%
100 41130	Mobile Home Fees		5,724	7,100	3,366	7,100	7,100	0.00%
100 41150	Payments in Lieu of Taxes		1,248	2,500	1,274	2,500	2,500	0.00%
100 41170	Motor Vehicle Tax		0	0	0	0	0	0.00%
100 41210	Public Accommodations		7,474	6,500	2,695	6,500	6,500	0.00%
100 41220	Retained Sales Tax		120	120	60	120	120	0.00%
100 41310	From Municipal Water Utility		456,797	510,000	235,000	470,000	484,000	-5.10%
100 41320	Housing Authority		28,376	28,000	28,492	28,500	28,500	1.79%
100 41800	Interest Penalties & Taxes		1,157	1,100	457	1,100	1,100	0.00%
100 41810	Interest Penalties Specials & Deeds		11,629	30,000	7,337	15,000	15,000	-50.00%
	Subtotal		8,268,268	8,489,237	8,211,366	8,434,737	8,515,500	0.31%

INTERGOVERNMENTAL REVENUE

100 43220	Mass Transit Federal Aid		0	0	0	0	0	0.00%
100 43410	State Shared Revenue		1,166,170	1,165,267	0	1,165,267	1,167,851	0.22%
100 43411	State Shared Revenue - Expenditure Restraint		176,846	192,197	0	192,197	194,159	1.02%
100 43420	State Fire Insurance		75,346	66,000	73,394	73,394	73,394	11.20%
100 43430	Other State Shared Taxes - Exempt Computer Aid		151,821	154,361	0	154,361	154,361	0.00%
100 43500	State Grants		4,788	0	0	0	0	0.00%
100 43505	Law Enforcement		12,253	0	10,999	0	0	0.00%
100 43507	K-9 Expenses and Donations		250	0	(33)	250	0	0.00%
100 43510	Rescue EMS Act 102		7,388	0	0	0	0	0.00%
100 43520	State Aid For Police Training		5,440	5,200	0	5,200	5,440	4.62%
100 43530	State Aid For Connecting Highways		72,732	73,022	36,612	73,022	73,753	1.00%
100 43531	General Transportation Aids		888,799	903,997	451,124	903,997	937,088	3.66%
100 43532	Mass Transit State Aid		294,790	294,790	147,395	294,790	294,790	0.00%
100 43540	State Recycling Grants		97,793	97,000	97,820	0	58,200	-40.00%
100 43550	ACT 102 Ambulance Grant		0	0	0	0	0	0.00%
100 43551	Health Matching Grant		54,666	55,251	32,546	70,981	57,620	4.29%
100 43590	State Misc Grants		0	3,500	0	3,467	3,600	2.86%
100 43605	Payment in Lieu of Tax - DNR		0	0	0	0	0	0.00%
	Subtotal		3,009,082	3,010,585	849,857	2,936,926	3,020,256	0.32%

LICENSES AND PERMITS

100 44105	Liquor and Malt Beverage Licenses		32,251	38,500	31,385	33,000	34,650	-10.00%
100 44110	Operator's Licenses		29,955	15,400	7,617	15,400	31,500	104.55%

City of De Pere  
2016 General Fund  
Adopted Budget

REVENUES			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016/ 2015 Budget % Of Change
Account Title								
100	44115	Cigarette Licenses	2,300	2,310	1,900	2,000	2,100	-9.09%
100	44120	Food & Beverage Licenses-DHFS	55	55,000	45,153	56,438	56,000	1.82%
100	44121	Food & Beverage Licenses-DATCP	0	13,200	12,960	14,896	13,900	5.30%
100	44125	Cable Television Franchise License	165,408	165,000	41,778	168,000	168,000	1.82%
100	44130	Trailer Park	100	100	0	100	100	0.00%
100	44140	Other Permits And Fees	5,360	5,280	4,175	5,280	5,545	5.02%
100	44210	Dog License	3,312	4,950	3,972	4,950	5,200	5.05%
100	44220	Bicycle License	0	0	0	0	0	0.00%
100	44230	Electrician License	0	0	0	0	0	0.00%
100	44300	Building Permits	93,651	110,000	59,975	110,000	115,500	5.00%
100	44303	Flood Plain/Zoning Letters	1,200	770	85	770	810	5.19%
100	44305	Construction	630	565	(1,752)	565	595	5.31%
100	44307	Sanitary Sewer Excavation	4,935	4,510	2,600	4,600	4,825	6.98%
100	44330	HVAC Permits	37,310	29,700	25,407	40,000	42,000	41.41%
100	44340	Conditional Use Permits	0	0	0	0	0	0.00%
100	44350	Building Inspection Fees	0	0	0	0	0	0.00%
100	44910	Electrical Permits	30,515	33,000	17,383	33,000	34,650	5.00%
100	44920	Bid Deposits & Refunds	0	0	0	0	0	0.00%
100	44920	Plumbing Permits	27,953	28,600	10,746	17,000	30,030	5.00%
100	48902	Zoning Permits And Fees	3,345	3,300	2,075	3,300	3,465	5.00%
100	48903	CSM Reviews	5,760	3,300	3,420	6,000	6,300	90.91%
100	48906	Excavation Permits	17,855	17,000	7,815	17,000	17,850	5.00%
		<b>Subtotal</b>	<b>461,895</b>	<b>530,485</b>	<b>276,694</b>	<b>532,299</b>	<b>573,020</b>	<b>8.02%</b>
<b>FINES AND FORFEITURES</b>								
100	45100	City Share Of Fines And Forfeitures	0	0	(197)	0	0	0.00%
100	45110	Court Penalties And Costs	155,929	157,500	82,368	157,500	157,500	0.00%
100	45120	Crime Prevention/Policing Share	0	0	(20)	0	0	0.00%
100	45130	Parking Violations	33,744	42,000	20,472	42,000	60,000	42.86%
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0.00%
		<b>Subtotal</b>	<b>189,673</b>	<b>199,500</b>	<b>102,623</b>	<b>199,500</b>	<b>217,500</b>	<b>9.02%</b>
<b>PUBLIC CHARGES FOR SERVICE</b>								
100	46100	General Government	430	1,000	0	1,000	1,000	0.00%
100	46101	Clerk-Passports/Solicitors	4,170	3,080	2,435	4,000	4,200	36.36%
100	46110	Letters of No Specials	20,460	21,919	12,315	22,000	23,100	5.39%
100	46120	License Publication Fees	(1,672)	2,200	2,631	2,800	2,940	33.64%
100	46204	DMV Registration	0	0	2,768	0	0	0.00%

City of De Pere  
2016 General Fund  
Adopted Budget

REVENUES			2014	2015	2015	2015	2016	2016/ 2015
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget
			Actual	Budget	Actual	Estimate	Budget	% Of Change
100	46205	Police CVR Fees	341	0	(2,567)	0	0	0.00%
100	46206	CVR Registrations	601	880	127	880	880	0.00%
100	46207	Police Alarm Monitoring	12,375	12,100	1,925	4,000	4,000	-66.94%
100	46208	Police Department Fees	1,227	3,300	526	1,500	1,500	-54.55%
100	46210	Background Checks	543	4,400	142	800	1,000	-77.27%
100	46220	Police Finger Prints	732	1,650	240	600	750	-54.55%
100	46225	Fire Hazmat	195	550	551	550	550	0.00%
100	46298	Ambulance Fees	682,978	822,193	375,133	880,000	880,000	7.03%
100	46340	Street Department Revenue	111,957	53,000	11,806	53,000	55,650	5.00%
100	46345	Garbage & Recycling Fees	0	0	0	0	0	0.00%
100	46350	Snow Removal Charges	3,888	6,600	2,254	6,600	6,600	0.00%
100	46360	Parking Permits	0	0	0	0	0	0.00%
100	46370	Parking Meters	0	0	0	0	0	0.00%
100	46406	Weed & Nuisance Control	(7,144)	600	0	600	600	0.00%
100	46421	Recycling Containers	5,623	1,100	2,355	1,100	1,100	0.00%
100	46500	Health	0	0	0	0	0	0.00%
100	46501	Public Health Revenue	6,774	8,800	1,904	6,800	8,800	0.00%
100	46510	Weights & Measures Fees	8,273	16,500	17,718	17,718	17,000	3.03%
100	46521	Animal Control	46	0	135	135	0	0.00%
100	46700	Recreation Programs	109,292	103,835	48,616	103,835	115,696	11.42%
100	46720	Pay Phones	0	0	0	0	0	0.00%
100	46721	Recreation	0	0	0	0	0	0.00%
100	48722	Concessions/Recreation	0	0	0	0	0	0.00%
100	46723	Swimming	101,677	140,557	58,084	123,000	147,000	4.58%
100	46724	Forestry	5,723	9,292	3,943	5,900	6,300	-32.20%
100	46725	Community Center	273,651	265,445	140,709	260,000	278,420	4.89%
100	46727	Programs-Financial Assistance	0	0	2,301	0	0	0.00%
100	46733	Golf Lessons	0	0	0	0	0	0.00%
100	46747	Athletic Facility Fees	61,748	66,847	29,077	64,000	68,614	2.64%
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	46850	Miscellaneous Fee Increases	0	0	0	0	0	0.00%
100	47306	Ambulance Fees From Townships	151,204	160,000	83,658	165,000	165,000	3.13%
100	47401	Engineering Fees	668,333	725,167	362,584	725,167	700,000	-3.47%
100	48901	Copies Maps Blueprints	548	1,100	33	1,100	1,100	0.00%
100	48908	Building Permits & Voter Report (Clerk)	0	500	0	500	500	0.00%
100	48909	Sundry	20	550	0	550	550	0.00%

City of De Pere  
2016 General Fund  
Adopted Budget

REVENUES			2014	2015	2015	2015	2016	2016/ 2015
Account Title			Year End	Adopted	6 mos	Year End	Adopted	Budget
			Actual	Budget	Actual	Estimate	Budget	% Of Change
100	48910	Retiree Insurance Admin Fee	2,940	5,500	789	5,500	5,500	0.00%
		<b>Subtotal</b>	<b>2,226,933</b>	<b>2,438,665</b>	<b>1,162,192</b>	<b>2,458,635</b>	<b>2,498,350</b>	<b>2.45%</b>
<b>INTERGOVERNMENTAL CHARGES FOR SERVICE</b>								
100	47311	Crossing Guard Hours	17,535	17,800	1,878	17,800	17,800	0.00%
100	47320	Payment for Liason Officer	150,734	160,000	80,000	160,000	167,000	4.38%
100	47402	Data Processing Charges	12,706	13,000	0	13,400	13,800	6.15%
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	26,400	13,200	26,400	26,400	0.00%
100	48482	Space Rentals	47,117	33,083	14,496	34,000	34,000	2.77%
100	48208	Brown County Nutritionist	36,812	38,382	19,272	38,382	38,740	0.93%
		<b>Subtotal</b>	<b>413,204</b>	<b>410,565</b>	<b>189,796</b>	<b>411,882</b>	<b>419,640</b>	<b>2.21%</b>
<b>MISCELLANEOUS REVENUES</b>								
100	48100	Interest On Investments	17,548	100,000	38,826	100,000	100,000	0.00%
100	48110	Notes Receivable Interest	49,608	0	0	0	0	0.00%
100	48111	Land Contract Interest	0	0	0	0	0	0.00%
100	48113	Interest On Personal Property Taxes	0	0	0	0	0	0.00%
100	48200	Rents & Leases	0	0	0	0	0	0.00%
100	48201	Farm Leases	9,170	8,700	6,802	9,900	9,900	13.79%
100	48202	Brown County Fairgrounds	2,481	1,000	907	1,000	1,000	0.00%
100	48203	Residential Lease	18,567	21,000	6,101	18,100	21,000	0.00%
100	48300	Property Sales	2,685	1,500	0	1,500	1,500	0.00%
100	48301	Refuse Garbage Equipment & Property	6,586	15,000	2,064	15,000	15,000	0.00%
100	48305	Real Property	1,000	50,000	35,808	50,000	50,000	0.00%
100	48309	Other	974	0	(28)	0	0	0.00%
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	2,477	0	0	0	0	0.00%
100	48510	Police Programs	0	0	1	0	0	0.00%
100	48515	Park and Rec	0	0	532	0	0	0.00%
100	48520	Fire & Rescue	1,057	700	(240)	700	700	0.00%
		<b>Subtotal</b>	<b>112,153</b>	<b>197,900</b>	<b>90,773</b>	<b>196,200</b>	<b>199,100</b>	<b>0.61%</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%

City of De Pere  
2016 General Fund  
Adopted Budget

REVENUES

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016/ 2015 Budget % Of Change
100	49140	State Trust Fund Loans	0	0	0	0	0	0.00%
100	49200	Transfer From Special Fund	268,500	268,500	134,250	268,500	268,500	0.00%
100	49222	Transfer From TID #5	0	0	0	0	0	0.00%
100	49223	Transfer From TID #7	0	0	0	0	0	0.00%
100	49240	Transfer From Capital Projects Fund	680,000	780,000	390,000	780,000	1,027,000	31.67%
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>948,500</b>	<b>1,048,500</b>	<b>524,250</b>	<b>1,048,500</b>	<b>1,295,500</b>	<b>23.56%</b>
		<b>TOTAL GENERAL FUND REVENUES</b>	<b>15,629,708</b>	<b>16,325,437</b>	<b>11,407,551</b>	<b>16,218,679</b>	<b>16,738,866</b>	<b>2.53%</b>
100	49300	Fund Balances Applied	0	0	0	0	0	0.00%
		<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 15,629,708</b>	<b>\$ 16,325,437</b>	<b>\$ 11,407,551</b>	<b>\$ 16,218,679</b>	<b>\$ 16,738,866</b>	<b>2.53%</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* – Staff from the Planning and Economic Department can provide business assistance to help a project come together or provide other business planning assistance.
- 3) *Annual Report*– Annual reports are provided to the State Department of Revenue. These reports are used to audit the overall program and individual status of the loans that are active.

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

- 1) *Project Financing / Funding* – The program provides gap financing for projects in the areas of site acquisition, equipment, construction and working capital. The funding is provided by a loan fund account that is segregated from the other City accounts (funds are not City funds). The funding is important to the community since the program is design to spur development that would not occur without the assistance from the program.
- 2) *New or Retained Jobs*– The financing of projects is tied to the number of jobs created or retained. The funding is provided by the loan program and it is important to the community since it is used to help to create or retained jobs within the City.

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

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

***2016 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.

***2015 Performance Measurement Data:***

- 1) Loan Cycle: City staff will review and process loans within 60 days.
  - a. Result: Complete when loans packages were complete.
- 2) Marketing of program to develop at least six potential candidates.
  - a. Result: Complete, we had 8 applicants the staff provided loan material.
- 3) Establish a standard for working with loans that are behind in payments.
  - a. Result: Complete.

***Significant Program Achievements:***

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

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

- 1) Participate in a regular meeting of the Finance Committee on the second Tuesday of the month (home committee for the Revolving Loan Program).
  - a. Community Importance.
    - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
    - ii. Establishes a routine schedule for community involvement.
- 2) The project must meet the specifications as defined by the Revolving Loan Fund manual as adopted by City Council in August of 2012.

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

City expenses related to the program are charged to the program. The costs of the program are based on a percent of the payments made back on the active loans. In 2015, the City had approximately \$35,000 dollars allocated to administration expenses. These expenses can be used to reduce the overall impact on the tax levy. The program is a critical tool to for Economic Development. It not only helps projects fill the gap for financing, but it is also a critical tool for job retention and creation in the City of De Pere. The estimated fund balance for the Development Loan Program at December 31, 2015 is \$994,067.

**City of De Pere  
2016 Special Fund  
Adopted Budget**

**DEVELOPMENT LOAN PROGRAM FUND**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Expenditures									
Account Number									
205	82030		Rehabilitation Principal Loan	\$0	\$ 350,000	\$0	\$ 350,000	\$ 350,000	0.00%
205	86600		Loan Administration	20,000	40,000	20,000	40,000	40,000	0.00%
205	86700		Operating Supplies	3,000	3,000	1,500	3,000	3,000	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>23,000</b>	<b>393,000</b>	<b>21,500</b>	<b>393,000</b>	<b>393,000</b>	<b>0.00%</b>
Revenues									
205	48100		Interest On Investment	0	0	206	450	500	100.00%
205	48110		Interest On Loans	17,075	35,000	6,349	18,000	18,000	-48.57%
205	48310		Repayment Of Principal	180,621	115,000	54,121	110,000	110,000	-4.35%
			<b>TOTAL REVENUES</b>	<b>197,696</b>	<b>150,000</b>	<b>60,676</b>	<b>128,450</b>	<b>128,500</b>	<b>-14.33%</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.

### ***2016 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.

### ***2015 Performance Measurement Data: (July 2014 – June 2015):***

- 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 2016.

### ***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Wastewater treatment charges decreased \$1,686,305 to reflect the actual 2015 costs based with an additional 10% increased costs charged by NEW Water.
- 2) Maintenance increased \$340,000 to reflect existing trends in additional maintenance due to aging system.
- 3) Billings & Collection increased \$ 81,151 to reflect actual 2015 costs with an additional 3% increase.
- 4) Administration increased \$ 201,190 to reflect actual 2015 costs with an additional 3% increase.
- 5) Capital Outlays:
  - a. Televising/Repair \$200,000
  - b. Lining/Relay \$266,000
  - c. Swan Road Interceptor \$225,000
  - d. Manhole Rehabilitation \$100,000
  - e. Sewer Relay – Street Reconstruction \$500,000
  - f. Debt Service Interceptor Payments \$230,805
  - g. Automated Meter Reading System \$300,000
  - h. IT Upgrade Allocation \$33,804

***2016 Budget Significant Revenue Changes:***

- 1) Utility billings - paper mills decreased \$1,466,572 to reflect the actual 2015 costs with an additional rate increase of 15%.

**City of De Pere  
2016 Special Fund  
Adopted Budget**

**WASTEWATER TREATMENT SERVICES**

Account Title			2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Expenditures								
Account Number								
201	53610	Wastewater Treatment Charges	\$ 6,075,277	\$ 8,514,805	3,103,863	\$ 6,207,726	\$ 6,828,500	-19.80%
201	53611	Maintenance	640,169	1,481,805	283,000	1,481,805	1,855,609	25.23%
201	53612	Billings & Collection	351,032	232,064	152,046	304,092	313,215	34.97%
201	53615	Administration	433,135	375,000	231,161	462,322	476,190	26.98%
201	53616	Debt Service	0	0	0	0	0	0.00%
201	59200	Transfer To General Fund	250,000	250,000	125,000	250,000	250,000	0.00%
								0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 7,749,613</b>	<b>\$ 10,853,674</b>	<b>\$ 3,895,070</b>	<b>\$ 8,705,945</b>	<b>\$ 9,723,514</b>	<b>-10.41%</b>

**Revenues**

201	46900	Utility Billings	\$ 3,963,906	\$ 4,585,515	\$ 2,074,398	\$ 4,148,796	\$ 4,771,115	4.05%
201	46900	Utility Billings-Paper Mills	4,044,771	6,114,564	2,020,866	4,041,732	4,647,992	-23.98%
201	46901	Contractor Disposal Fees	0	0	0	0	0	0.00%
201	48911	Forfeited Discounts	39,369	42,000	5,768	40,000	40,000	-4.76%
201	49100	Proceeds of Debt	0	225,000	0	225,000	225,000	0.00%
		Fund Balance Applied	0	0	0	0	39,407	100.00%
		<b>TOTAL REVENUES</b>	<b>\$ 8,048,046</b>	<b>\$ 10,967,079</b>	<b>\$ 4,101,032</b>	<b>\$ 8,455,528</b>	<b>\$ 9,723,514</b>	<b>-11.34%</b>

**Sanitary Sewer 2016 Capital  
Projects & Equipment**

Televising/Repair	\$ 200,000
Lining/Relay	266,000
Swan Road Interceptor	225,000
Manhole Rehabilitation	100,000
Sewer Relay - Street Reconstruction	500,000
Debt Service Interceptor Payments	230,805
Automated Meter Read System	300,000
IT Upgrade Allocation	33,804
<b>Total Capital</b>	<b>\$ 1,855,609</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, 2015 is \$101,002.

**City of De Pere  
2016 Special Fund  
Adopted Budget**

**PUBLIC LAND ACQUISITION FUND**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Expenditures									
Account Number									
210	57620		Property Purchase	\$0	\$0	\$0	\$0	\$0	0.00%
210	57621		Operating Supplies	0	6,000	2,712	6,000	26,000	0.00%
210	56722		Consulting	945	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$945</b>	<b>\$6,000</b>	<b>\$2,712</b>	<b>\$6,000</b>	<b>\$26,000</b>	<b>0.00%</b>

Revenues

210	46720		Park Dedication Fees	\$ 17,641	\$ 15,000	\$ 9,060	\$ 15,000	\$ 15,000	0.00%
210	43690		State Grants	0	0	8,900	8,900	0	0.00%
210	49300		Debt Proceeds	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$17,641</b>	<b>\$15,000</b>	<b>\$17,960</b>	<b>\$23,900</b>	<b>\$15,000</b>	<b>0.00%</b>



## **Cable Access Fund**

***Program Full Time Equivalents: 1.3***

***Program Mission:***

Produce and broadcast public information regarding City business and events. Assist City departments with audio/video projects. Offset operational costs through donations and sponsorships.

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

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

***Important Outputs:***

- 1) *Public Meetings* – Activity funded by Cable Access Fees. Currently the Common Council, Finance/Personnel, Planning and Economic Development, Board of Public Works, Board of Park Commissioners, Historic Preservation Commission, and BID Board meetings are televised and digitally streamed several times per week on a rotating schedule servicing viewers on all work shifts. Eventually all meetings will be televised allowing viewers to follow legislative items from committee through Common Council.
- 2) *Bulletin Board* – Activity funded by Cable Access Fees. A 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 station content via an on demand internet presence. Incorporate use of social media channels.
- 6) *Internal Support* – Activity funded by Cable Access Fees. Make available equipment and assistance to City departments.

***Expected Outcomes:***

- 1) Up-to-date citizen knowledge of current government business, services and community projects.
- 2) Public awareness of recreational activities and events.
- 3) Citizen's in-depth understanding of specific government programs and related organizations' activities.
- 4) Citizen knowledge of local business community.
- 5) Increase viewership.
- 6) Reduced cost to the City organization operations.

***2016 Performance Measures:***

- 1) Increase viewership 10% based on digital statistics.
- 2) Add a single major sponsor or several minor sponsors.
- 3) Solicit feedback from television viewers.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Increase viewership 10% based on digital statistics.
  - a. Online video viewership increased 9.4% compared to previous period based on data from Google Analytics.
- 2) Add a single major sponsor.
  - a. Received \$500 in sponsor revenues.
- 3) Maintain a consistent on demand viewing environment.
  - a. Videos are available on the De PereTV website and on YouTube.

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

Increase of meetings recorded and televised. Maintained a perfect public meeting production record, over 300 meetings, for the six years the station has been relocated from St. Norbert College to City Hall. Added privately produced informational and educational programming. Increase of internal training videos.

### ***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 proposed 2016 Cable Access Fund program cost is \$107,453. 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, 2015 is \$110,823.

### ***2016 Program Objectives***

- 1) Promote increased government transparency.
- 2) Increase station viewership.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Consulting increased \$1,397 primarily by adding cloud membership for production software.
- 2) Operating Supplies increased \$296 to reflect actual trends.

City of De Pere  
2016 Special Fund  
Adopted Budget

**CABLE ACCESS FUND**

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>Expenditures</b>									
Account Number									
209	50000	110-190	Administration	\$ 71,029	\$ 70,680	\$ 50,744	\$ 70,830	\$ 73,737	4.33%
209	50000	210-290	Consulting	35,876	11,958	11,415	12,015	13,355	11.68%
209	50000	310-340	Operating Supplies	1,517	1,565	2,040	2,040	1,861	18.91%
209	50000	410-542	Transfer to General Fund	18,500	18,500	9,250	18,500	18,500	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$ 126,922</b>	<b>\$ 102,703</b>	<b>\$ 73,449</b>	<b>\$ 103,385</b>	<b>\$ 107,453</b>	<b>4.62%</b>

**Revenues**

209	44100		Franchise Fees	110,271	\$ 110,000	\$ 27,852	\$ 110,000	\$ 110,000	0.00%
209	48900		Miscellaneous	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$ 110,271</b>	<b>\$ 110,000</b>	<b>\$ 27,852</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>0.00%</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) 2004 bond issue for \$4,815,000. Principal is \$220,000. Interest is \$8,800. Principal balance after the 2016 payments are made is \$0. Interest balance after the 2016 payments are made is \$0.
- 2) 2006 Bond issue for \$4,050,000. Principal is \$210,000. Interest is \$104,458. Principal balance after the 2016 payments are made is \$2,375,000. Interest balance after the 2016 payments are made is \$511,852. Bonds are scheduled to mature in 2025.
- 3) 2007 Bond issue for \$2,020,000. Principal is \$100,000. Interest is \$55,283. Principal balance after the 2016 payments are made is \$1,265,000. Interest balance after the 2016 payments are made is \$270,673. Bonds are scheduled to mature in 2026.
- 4) 2008 Bond issue for \$1,000,000. Principal is \$50,000. Interest is \$31,445. Principal balance after the 2016 payments are made is \$675,000. Interest balance after the 2016 payments are made is \$189,867. Bonds are scheduled to mature in 2027.
- 5) 2008 Bond issue for \$2,270,000. Principal is \$90,000. Interest is \$108,860. Principal balance after the 2016 payments are made is \$1,870,000. Interest balance after the 2016 payments are made is \$722,840. Bonds are scheduled to mature in 2027.
- 6) 2009 Bond issue for \$2,675,000. Principal is \$215,000. Interest is \$63,001. Principal balance after 2016 payments are made is \$1,700,000. Interest balance after the 2016 payments are made is \$369,027. Bonds are scheduled to mature in 2029.
- 7) 2010 Bond issue for \$2,985,000. Principal is \$335,000. Interest is \$38,838. Principal balance after 2016 payments are made is \$1,120,000. Interest balance after the 2016 payments are made is \$70,537. Bonds are scheduled to mature in 2020.
- 8) 2011 Bond issue for \$2,245,000. Principal is \$140,000. Interest is \$40,986. Principal balance after 2016 payments are made is \$1,435,000. Interest balance after the 2016 payments are made is \$221,428. Bonds are scheduled to mature in 2025.

- 9) 2012 Bond issue for \$2,980,000. Principal is \$150,000. Interest is \$32,683. Principal balance after 2016 payments are made is \$1,800,000. Interest balance after the 2016 payments are made is \$222,246. Bonds are scheduled to mature in 2027.
- 10) 2012 Bond Issue for \$2,850,000. Principal is \$145,000. Interest is \$72,655. Principal balance after the 2016 payments are made is \$2,565,000. Interest balance after the 2016 payments are made is \$638,480. Bonds are scheduled to mature in 2031.
- 11) 2013 Bond Issue for \$5,650,000. Principal is \$560,000. Interest is \$136,494. Principal balance after the 2016 payments are made is \$3,850,000. Interest balance after the 2016 payments are made is \$611,937. Bonds are scheduled to mature in 2028.
- 12) 2013 Bond Issue for \$2,530,000. Principal is \$315,000. Interest is \$52,512. Principal balance after the 2016 payments are made is \$1,615,000. Interest balance after the 2016 payments are made is \$166,225. Bonds are scheduled to mature in 2023.
- 13) 2014 Bond Issue for \$2,935,000. Principal is \$430,000. Interest is \$55,200. Principal balance after the 2016 payments are made is \$2,095,000. Interest balance after the 2016 payments are made is \$234,100. Bonds are scheduled to mature in 2029.

***Debt Service Fund – Notes***

- 1) 2008 Note issue for \$1,220,000. Principal is \$150,000. Interest is \$11,287. Principal balance after the 2016 payments are made is \$155,000. Interest balance after 2016 payments are made is \$5,813. Note is scheduled to mature in 2017.
- 2) 2011 Note issue for \$1,565,000. Principal is \$200,000. Interest is \$11,320. Principal balance after the 2016 payments are made is \$310,000. Interest balance after 2016 payments are made is \$19,620. Note is scheduled to mature in 2020.
- 3) 2014 Note issue for \$670,000. Principal is \$65,000. Interest is \$13,500. Principal balance after the 2016 payments are made is \$530,000. Interest balance after 2016 payments are made is \$53,600. Note is scheduled to mature in 2023.
- 4) 2015 Note issue for \$6,240,000. Principal is \$980,000. Interest is \$137,655. Principal balance after the 2016 payments are made is \$5,260,000. Interest balance after the 2016 payments are made is \$504,250. Note is scheduled to mature in 2025.

- 5) 2016 Note issue for \$1,650,000. Principal is \$37,426. Interest is \$39,612. Principal balance after the 2016 payments are made is \$1,612,574. Interest balance after 2016 payments are made is \$657,793. Note is scheduled to mature in 2031.
- 6) 2016 Note issue for \$147,000. Principal is \$270,000. Interest is \$1,250. Principal balance after the 2016 payments are made is \$0. Interest balance after 2016 payment is made is \$0. Note is schedule to mature in 2016.

***Revenues:***

- 1) Property tax levy is \$1,960,313.
- 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 \$657,822.
- 4) Transfer from Capital Projects Fund (TID # 6) is \$1,774,085.
- 5) Transfer from Capital Projects Fund (TID # 7) is \$365,717.
- 6) Transfer from Capital Projects Fund (TID #8) is \$351,503.
- 7) Transfer from Capital Projects Fund (TID #9) is \$130,978.
- 8) Transfer from Capital Projects Fund (TID #10) is \$115,448.
- 9) Fund balance applied is \$200,000 to be taken from estimated fund balance of \$486,992.



**City of De Pere  
2016 Debt Service Fund  
Adopted Budget**

**Debt Service**

Debt Service				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Account Title									
Expenditures									
Account Number		PRINCIPAL (G.O.)							
301	58100	610	Bonds	\$ 3,062,264	\$ 3,208,560	\$ 205,000	\$ 3,208,560	\$ 2,960,000	-7.75%
301	58100	611	Notes	671,705	620,000	0	620,000	1,579,426	154.75%
			Subtotal	3,733,969	3,828,560	205,000	3,828,560	4,539,426	18.57%
			INTEREST (G.O.) AND DEBT SERVICE FEES						
301	58200	620	Bonds	1,101,636	1,006,960	511,163	1,006,960	801,215	-20.43%
301	58200	623	Notes	119,180	52,238	26,119	52,238	214,625	310.86%
301	58200	630	Debt Service Fees	2,535	2,600	1,368	2,600	2,600	0.00%
			Subtotal	1,223,351	1,061,798	538,650	1,061,798	1,018,440	-4.08%
			TOTAL EXPENDITURES	\$ 4,957,320	\$ 4,890,358	\$ 743,650	\$ 4,890,358	\$ 5,557,866	13.65%

**Revenues**

301 41110	Property Tax Levy		\$1,500,164	\$1,657,282	\$1,657,282	\$1,657,282	\$1,837,313	10.86%
301 48110	Interest On Investments		0	0	0	0	0	0.00%
301 49110	Special Assessments		150,000	125,000	62,500	125,000	125,000	0.00%
301 49120	Proceeds From Long Term Notes		0	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		1,091,825	653,841	326,921	653,841	657,822	0.61%
301 49224	Transfer From TID #6		1,384,866	1,181,730	590,865	1,181,730	1,774,085	50.13%
301 49225	Transfer From TID #7		326,443	330,289	165,415	330,829	365,717	10.73%
301 49226	Transfer From TID #8		334,509	394,731	197,366	394,731	351,503	-10.95%
301 49227	Transfer From TID #9		87,673	131,525	65,763	131,525	130,978	-0.42%
301 49228	Transfer From TID #10		81,905	115,960	57,980	115,960	115,448	-0.44%
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	300,000	150,000	300,000	200,000	-33.33%
	<b>Subtotal</b>		<b>4,957,385</b>	<b>4,890,358</b>	<b>3,274,092</b>	<b>4,890,898</b>	<b>5,557,866</b>	<b>13.65%</b>
	<b>TOTAL REVENUES</b>		<b>\$ 4,957,385</b>	<b>\$ 4,890,358</b>	<b>\$ 3,274,092</b>	<b>\$ 4,890,898</b>	<b>\$ 5,557,866</b>	<b>13.65%</b>

# **CAPITAL PROJECTS**

# **CAPITAL PROJECTS FUND**

The Capital Projects Fund is used to record revenues and expenditures for major projects and equipment.

## **GENERAL GOVERNMENT**

Information Management	Equipment	New Telephone System	61,500
Information Management	Equipment	Virtual Server Storage Area Network	23,020
City Hall	Land Improvement	Replace Air Handler and Condensing Unit	140,000
City Hall	Land Improvement	Replace Humidifier	20,000
City Hall	Land Improvement	Green Roof	241,000
<b>Sub-Total</b>			<b>\$ 485,520</b>

## **PUBLIC SAFETY**

Fire	Equipment	Replace Rescue Engine #122	600,000
Fire	Equipment	Replace Ambulance #112	250,000
<b>Sub-Total</b>			<b>\$ 850,000</b>

## **PUBLIC WORKS**

Snow & Ice Control	Equipment	Repair 1997 Front End Loader	20,000
TID 5	Land Improvement	Engineering-Bridge Painting and Cable Maintenance	25,000
TID 6	Land Improvement	Drainage Swale Maintenance	55,000
TID 6	Land Improvement	Southbridge Box Culvert Wingwall Repair	110,000
TID 6	Land Improvement	Fortune Ave Reconstruction-Lawrence Dr to American Blvd	600,000
TID 6	Land Improvement	Lawrence Drive Sidewalk	450,000
TID 6	Land Improvement	Fortune Ave & Venture Ave Extension	1,374,000
TID 6	Land Improvement	Richco Road Extension	554,000
TID 6	Land Improvement	Lawrence Drive Pavement Repair	235,000
TID 6	Land Improvement	Office Furniture in City Hall	15,000
TID 7	Land Improvement	Water Fountain	50,000
TID 8	Land Improvement	Development Grant	750,000
TID 8	Land Improvement	Development Grant	500,000
TID 9	Land Improvement	Development Grant	500,000
TID 10	Land Improvement	Commerce Pond and Sewer	650,000
TID 10	Land Improvement	Commerce and Profit Place Street Extensions	1,728,000
TID 10	Land Improvement	Development Grant	3,250,000
TID 10	Land Improvement	Development Grant	1,000,000
<b>Sub-Total</b>			<b>\$ 11,866,000</b>

## **PARKS AND RECREATION**

Parks & Public Lands	Land Improvement	Voyageur Restrooms	35,000
Parks & Public Lands	Land Improvement	Voyageur Deck Renovation	40,000
Parks & Public Lands	Land Improvement	Replace Optimist Playground	90,000
Parks & Public Lands	Land Improvement	Legion Ballfield Parking Lot	35,000
Parks & Public Lands	Land Improvement	Bornier Parking Lot Repairs	41,000
Parks & Public Lands	Equipment	Replace 16 ft Mower	72,000
Parks Equip/Veh Maint	Equipment	Replace Tri-Axle Trailer	8,000
<b>Sub-Total</b>			<b>\$ 321,000</b>

**STREET CONSTRUCTION**

Street Maintenance	Street Management	Crackfilling/Patching	410,000
Street Maintenance	Street Management	Resurfacing - Various	775,000
Street Maintenance	Street Management	Sidewalks	86,000
Street Maintenance	Street Management	Oak, Elm & Spruce	851,600
Street Maintenance	Street Management	Webster and Charles Street Upgrade	20,000
Street Maintenance	Street Management	Williams St Retaining Wall	30,000
Street Maintenance	Street Management	James Street Step Removal	10,000
Street Maintenance	Street Management	Main & Eighth Pavement Marking Modifications	10,000
Street Maintenance	Street Management	STH 32 (Eighth Design)	60,000
Street Maintenance	Street Management	STP-U Grant Participation	69,000
Street Maintenance	Street Management	Eng Study Pedestrian Facility Implementation Justification	25,000
Street Maintenance	Street Extension	Final Surface Course - Ballinamore & Tulig	52,500
Street Maintenance	Sewer Management	Swan Road Interceptor	20,000
<b>Sub-Total</b>			<b>\$ 2,419,100</b>

**TOTAL EXPENDITURES****\$ 15,941,620**

The Capital Projects Fund is used to record revenues and expenditures for major projects and equipment.

**REVENUES**

GENERAL PROPERTY TAXES	\$ 941,276
BONDS	998,624
NOTES	1,740,520
BONDS - TIF	11,846,000
SPECIAL ASSESSMENTS	367,700
DONATIONS & GRANTS	12,500
OTHER	35,000
<b>TOTAL REVENUES</b>	<b>\$ 15,941,620</b>

City of De Pere, Wisconsin															
	Cost	Property Tax	10 Year	Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Storm Water Fund	Waste Water Fund	Storm Water Utility	General Fund	Other	Deleted
Projects															
General Government													3,000		1,500
City Council - Beautification Committee	3,000												1,000		
Municipal Court - Laptop for Judge	1,000												1,500		
City Administrator - Laptop Surface Pro 3	1,500														23,000
Elections- Electronic Poolbooks	0														
Information Management - New Telephone System	61,500			61,500											
Information Management - Virtual Server Storage Area Network	23,020			23,020											
Information Management - Office Furniture	4,300												4,300		
Information Management - Web Redesign	7,500												7,500		
City Hall-Annual Maintenance	10,000												10,000		
City Hall - Replace City Hall Air Handler & Condensing Unit	140,000			140,000											
City Hall - Replace City Hall Humidifier	20,000			20,000											
City Hall - Green Roof	241,000				241,000										1,300
Economic Development - Laptop Surface Pro 3	1,300												750		
GIS - Server Upgrades/Hardware	750														
Total General Government	514,870	0		244,520	241,000	0		0	0	0	0	0	28,050	0	25,800
Public Safety													0		82,000
Police - Replace Air Handling Unit & Exhaust Fan	82,000												40,000		
Police - Replace K-9 Vehicle of Detective Sergeant Vehicle	40,000														35,000
Police - All-purpose Crime Prevention/Community Service Vehicle	35,000												16,042		
Police - Electronic Control Devices (Tasers)	16,042														0
Fire - Replace Rescue Engine #122	600,000			600,000									0		
Fire - Replace Ambulance #112	250,000			250,000									30,000		
Fire - 12 Cardiac Monitors	30,000												35,000		
Fire - Replacement of 7 Mobile Digital Computers (MDCs)	35,000												0		15,000
Fire - Replacement of Ambulance #112 Power Cot	0												25,000		
Fire - Replacement of Fire Turnout Gear	25,000												35,000		
Fire - Replace Administrative Vehicle	35,000												13,000		
Fire - Station #1 Building Exterior Repair	13,000												1,500		
Fire - Training Facility Office Furniture	1,500														
Total Public Safety	1,162,542	0		850,000	0	0		0	0	0	0	0	195,542	0	132,000
Public Works															
Public Works Administration - Purchase of 2 IPADs	2,500									500	500	500	1,000		
Engineering - Hand-held GPS	15,000									3,000	3,000	3,000	6,000		
Engineering - Laptop Computer	2,000									400	400	400	800		
MSC - Upgrades & Repairs	10,000									2,800			7,200		
MSC - Unit B Make-up Air Unit Replacements	45,000									12,600			32,400		
MSC - Weather Shelter for Vehicles	0									0			0		50,000
Machinery Equipment - Air Compressor	15,000									7,650			7,350		
Machinery & Equipment - Refurbish Truck Hoist	15,000									7,650			7,350		
Machinery & Equipment - Tire Changer	1,470												1,470		
Machinery & Equipment - Miscellaneous Tools	1,071												1,071		
Machinery & Equipment - Fleet GPS	15,000														15,000

City of De Pere, Wisconsin															
	Cost	Property Tax	10 Year Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Storm Water Fund	Waste Water Fund	Storm Water Utility	General Fund	Other	Deleted	
Projects														205,000	
Snow & Ice Control - Replace 1997 Front End Loader	225,000		20,000									35,000			
Street Maintenance - Trailer-Mounted Asphalt Recycler and Hot Box	35,000											2,500			
Traffic Lights - Broadway & Merrill Signal Controller	2,500											2,000			
Traffic Lights - Main & 10th Pedestrian Crossing	2,000											1,000			
Traffic Lights - Broadway & Cook Pedestrian Crossing	1,000											3,000			
Traffic Lights - Broadway & Merrill Pedestrian Crossing	3,000														
Planning - TID 5 - Engineering-Bridge Painting and Cable Maintenance	25,000				25,000										
Planning - TID 6 Drainage Swale Maintenance	55,000				55,000										
Planning - TID 6 Southbridge Box Culvert Wingwall Repair	110,000				110,000										
Planning - TID 6 Fortune Ave Reconstruction-Lawrence Dr. to American Blvd	600,000				600,000										
Planning - TID 6 Lawrence Drive Sidewalk	450,000				450,000										
Planning - TID 6 Fortune Ave & Venture Ave Extension	1,374,000				1,374,000										
Planning - TID 6 Richco Road Extension	554,000				554,000										
Planning - TID 6 Lawrence Drive Pavement Repair	235,000				235,000										
Planning - TID 6 Office Furniture in City Hall	15,000				15,000										
Planning - TID 7 Water Fountain	50,000				50,000										
Planning - TID 8 Development Grant	750,000				750,000										
Planning - TID 8 Development Grant	500,000				500,000										
Planning - TID 9 Development Grant	500,000				500,000										
Planning - TID 10 Commerce Pond & Sewer	650,000				650,000										
Planning - TID 10 Commerce & Profit Place Street Extension	1,728,000				1,728,000										
Planning - TID 10 Development Grant	3,250,000				3,250,000										
Planning - TID 10 Development Grant	1,000,000				1,000,000										
Total Public Works	12,236,541	0	20,000	0	11,846,000	0	0	0	34,600	3,900	3,900	108,141	0	270,000	
Parks & Recreation														10,000	
Community Center - Expansion/Needs Analysis	0											5,000			
Community Center - Improvements/Upgrades	5,000											12,000			
Community Center - Humidifier	12,000											5,000			
Community Center - Replace Gutters	5,000											5,000			
Parks & Public Lands - Water Cooler Replacement Program	5,000											5,000			
Parks & Public Lands - Accessible Route Program	5,000											5,000			
Parks & Public Lands - Sidewalk Replacement Program	5,000											7,500			
Parks & Public Lands - East River Trail Sidewalk	7,500											5,000			
Parks & Public Lands - RiverWalk Stoop Repair	5,000													125,000	
Parks & Public Lands - Voyageur Bathrooms	160,000		35,000												
Parks & Public Lands - Voyageur Deck Renovation	40,000		40,000												
Parks & Public Lands - Replace Optimist Playground	90,000		90,000											60,000	
Parks & Public Lands - Replace Carney Park Playground	0														
Parks & Public Lands - Legion Ball Field Parking Lot	35,000		35,000												
Boat Ramps - Bomier Parking Lot Repairs	41,000		41,000									17,000			
Parks Equip/Veh Maintenance - Remote Controlled Slope Mower	17,000														
Parks Equip/Veh Maintenance - Replace 16 Ft. Mower	72,000		72,000												
Parks Equip/Veh Maintenance - Replace Tri-Axle Trailer	8,000		8,000									20,000			
Swimming Pools - Replace Sand in Sand Filters	20,000													25,000	
Swimming Pools - Repair Legion Baby Pool	25,000														
Total Parks & Recreation	557,500	0	321,000	0	0	0	0	0	0	0	0	86,500	0	220,000	

City of De Pere, Wisconsin														
Projects	Cost	Property Tax	10 Year Note	15 Year Bond	Bonds - TIF	SA	Donations and Grants	Special Rev Fund	Storm Water Fund	Waste Water Fund	Storm Water Utility	General Fund	Other	Deleted
Street Construction														
Crackfilling/Patching	410,000	166,276		243,724										
Resurfacing-Variou	775,000	775,000												
Sidewalks	86,000		56,000			30,000								
Street Reconstruction - Oak, Elm, & Spruce	851,600			513,900		337,700								
Street Reconstruction - Webster & Charles Street Upgrade	20,000		20,000											
Street Construction - Williams Street Retaining Wall	30,000		30,000											
Street Construction - James Street Step Removal	10,000		10,000											
Street Construction - Main & 8th Pavement Marking Modifications	10,000		10,000										15,000	
Street Construction - STH 32 (Eighth Design)	60,000		45,000											
Street Construction - STP-U Grant Participation	69,000		69,000											
Street Construction - Eng. Study Pedestrian Facility Implementation Justification	25,000		12,500				12,500							
Street Extension - Final Surface Course - Ballinamore & Tulig	52,500		52,500											
Total Street Construction	2,399,100	941,276	305,000	757,624	0	367,700	12,500	0	0	0	0	0	15,000	0
Sanitary Sewer														
Televising/ Repair	200,000									200,000				
Sewer Lining and Repair	266,000									266,000				
Swan Road Interceptor	225,000									205,000			20,000	
Manhole Rehabilitation and Pipe Joint Repair	100,000									100,000				
Sewer Relay - Street Reconstruction	500,000									500,000				
Total Sanitary Sewer	1,291,000	0	0	0	0	0	0	0	0	1,271,000	0	0	20,000	0
Water Utility														
Water Main Relay	230,000										230,000			
Hydrant Painting	50,000										50,000			
Hydrant Replacement	25,000										25,000			
9th Street Tower Parking Lot	38,000										38,000			
9th Street Reservoir Repair	30,000										30,000			
Water Main Relay-Street Reconstruction	670,000										670,000			
Water Main Relay-Ashland Avenue	100,000										100,000			
Total Water Utility	1,143,000	0	0	0	0	0	0	0	0	0	1,143,000	0	0	0
Storm Water Utility														
Storm Sewer Televising	50,000								50,000					
Repair & Replacement	175,000								175,000					
New Storm Sewer	50,000								50,000					
Pond and Swale Maintenance	130,000								130,000					
Pond Upgrade-Ledgeview/De Pere Basin	27,150								27,150					
Storm Sewer Upgrades - Street Reconstruction	507,400								507,400					
Optimist Park Pond Preparation	230,000								230,000					
Total Storm Water Utility	1,169,550	0	0	0	0	0	0	0	1,169,550	0	0	0	0	0
TOTALS - CAPITAL PROJECTS	\$ 20,474,103	\$ 941,276	\$1,740,520	\$ 998,624	\$ 11,846,000	\$ 367,700	\$ 12,500	\$0	\$ 1,204,150	\$1,274,900	\$ 1,146,900	\$ 418,233	\$ 35,000	\$ 647,800

Capital Projects Amount \$ 4,095,620  
TIF Amount \$ 11,846,000  
Total Amount \$ 15,941,620

## **Tax Increment District Funds**

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

The mission of the Tax Increment Districts (TIDs) is to create jobs and increase the City tax base.

Note: Tax Incremental Finance, or TIF, is a financing tool that allows municipalities to invest in infrastructure and other improvements, and pay for these investments by capturing property tax revenue from the newly developed property. An area is identified (the tax incremental district, or TID) as appropriate for a certain type of development, and projects are identified to encourage and facilitate the desired development.

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

- 1) *Project Plan* – The project plan is the document for each district which outlines the activities / project in each district that are planned during the life of the district.
- 2) *Financing* – Based on the items identified in the Tax Increment District (TID) Plan; funds are provided to those projects.
- 3) *Increment Collection* – The tax increment is collected by the City and captured within the TID fund. The dollars are used to pay of the financing and debt created by funding TID projects.

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

- 1) *Project Financing / Funding New Development*– The City bonds to provide funding for new development. The new development is important to the community since the use of the funds helps to create jobs or increase the tax base. The principal and interest on the bonds is paid by the new tax increment from the project.
- 2) *Project Financing / Funding Re-Development*– The City bonds to provide funding for re-development. The re-development is important to the community since the use of the funds helps to create jobs, increases the tax base and improves the quality of the district. The principal and interest on the bonds is paid by the new tax increment from the project.

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

- 1) Projects identified in the project plan are implemented and the plan would be analyze to determine if future projects shall be maintained or modified.
- 2) New development and re-development provides growth in the tax base and creates new and retained jobs in the community.
- 3) The new tax increment is increased to pay off the debt from the bonded projects.

### ***2016 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.



***2015 Performance Measurement Data:***

1. New development / redevelopment should have a projected return of 4 to 1 or better.
  - a. Result: 2015 projects did meet City criteria.
2. Develop TID tracking program for TID related expenditures.
  - a. Completed. New TID financial model was created for the City.
3. Marketing of program to develop at least four projects per year.
  - a. Results: Complete, 10 projects were pursued, 4 projects were completed.

***Significant Program Achievements:***

- TID 5: 500 and 313 Main is redevelopments are complete. The implementation of 3 façade grants on the west side.
- TID 7: Walgreens is complete. The implementation of 4 façade grants on the east side.
- TID 6: City continues to work on the cleanup of the former O'Keefe site. 2 new projects were completed.
- TID 8: The trail crossing was completed and the final phase of the trail was completed.
- TID 9: 313 Main was part of TID expenditures. The City also completed the study on Nicolet Square.
- TID 10: Two projects were completed in TID 10.

***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 2015 the administrative cost is approximately \$390,000. We had also planned for \$10.5 million in new TID projects. It is important to note two items:

1. While we plan for projects during the budget process, it does not mean that we will bond for the project in the next fiscal year. The project must be ready to go in that year otherwise it will be deferred.
2. While the TID programs have a cost, the program is designed to pay back the related costs through the life of the individual TID life.

The TID program is a critical economic development tool for the City to use to help spur development that would not occur without the support of the program. This development is critical for creating jobs and increasing the overall tax base in the community.

## **CAPITAL PROJECTS FUND**

### **TAX INCREMENT DISTRICT # 5**

**Year Created:** January 1, 1996

**Final Year of Allowable Expenditures:** December 31, 2017

**Scheduled to Close:** December 31, 2022

**Location:** Located on the west side of the City and overlays a large part of the downtown district.

**Purpose:** Defined as a blighted District. TID has been used to spur development in the downtown. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

**Financial Status:** The fund liability as of December 31, 2014 is -\$5,565,353. The increment value is \$36,698,000 and generates over \$851,436 increment annually.

**Proposed projects in 2016:**  
Façade Grants.

City of De Pere  
2016 Capital Projects Fund  
Adopted Budget

TID DISTRICT #5	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Account Title						

**Expenditures**

Account Number

455	50000	592	Transfer To Debt Service	\$ 1,091,825	\$ 653,841	\$ 653,841	\$ 653,841	\$ 657,822	0.61%
455	56000	820	General Administration	102,375	202,610	69,696	202,610	116,000	-42.75%
455	56100	820	Property Acquisition	0	0	0	0	0	0.00%
455	56200	820	Street Construction	20,420	60,000	0	60,000	65,000	8.33%
455	56300	820	Development Grant	0	0	0	0	0	0.00%
455	56400	820	Storm Sewers	0	0	0	0	0	0.00%
455	56500	820	Sanitary Sewers	0	0	0	0	0	0.00%
455	56600	820	Water Mains	0	0	0	0	0	0.00%
455	56700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
455	56800	820	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$1,214,620</b>	<b>\$916,451</b>	<b>\$723,537</b>	<b>\$916,451</b>	<b>\$838,822</b>	<b>-8.47%</b>

**Revenues**

455	41120		Tax Increments	\$ 914,029	\$ 914,842	\$ 914,842	\$ 914,842	\$ 860,775	-5.91%
455	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
455	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
455	48110		Interest on Investment	0	0	0	0	0	0.00%
455	48210		Rent City Land	0	0	0	0	0	0.00%
455	48300		Property Sales	0	0	0	0	0	0.00%
455	49000		Transfer From TID 6 / Planning	0	100,000	0	0	0	0.00%
455	49100		Bonds/Notes	0	0	0	0	0	0.00%
455	49290		Tax Exempt Computer Aid	3,447	4,000	4,000	4,000	4,000	0.00%
455	49300		Debt Proceeds	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$917,476</b>	<b>\$1,018,842</b>	<b>\$918,842</b>	<b>\$918,842</b>	<b>\$864,775</b>	<b>-15.12%</b>

## **CAPITAL PROJECTS FUND**

### **TAX INCREMENT DISTRICT # 6**

**Year Created:** January 1, 1998

**Final Year of Allowable Expenditures:** December 31, 2015

**Scheduled to Close:** December 31, 2020

**Location:** Located on the west side and includes most of the original business park and the Southbridge expansion.

**Purpose:** Defined as an Industrial District. TID has been used to spur development in the west business park. Our primary use has been for property acquisition and the installation of base infrastructure. Tax finance districts are used to account for long-term debt proceeds, tax increment, and project revenues used to finance project expenditures within the TID.

**Financial Status:** The fund liability as of December 31, 2014 is -\$1,459,575. The increment value is \$76,480,900 and generates over \$1,789,033 increment annually.

City of De Pere  
2016 Capital Projects Fund  
Adopted Budget

TID DISTRICT #6	Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
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**Expenditures**

Account Number

460	50000	810	General Administration	\$ 66,750	\$ 56,000	\$ 16,778	\$ 56,000	\$ 56,000	0.00%
460	50000	810	Street Administration (Engineering)	50,000	50,000	0	50,000	50,000	0.00%
460	50000	810	Development Grant	375,000	400,000	0	400,000	0	0.00%
460	50000	810	Street Construction	1,025,797	2,574,000	0	2,574,000	3,323,000	29.10%
460	50000	810	Storm Sewers	0	400,000	0	400,000	55,000	-86.25%
460	50000	810	Sanitary Sewers	0	0	0	0	0	0.00%
460	50000	810	Water Mains	0	0	0	0	0	0.00%
460	50000	577	Industrial Land Purchase	0	3,500,000	1,211,404	1,500,000	0	0.00%
460	50000	810	Transfer To TID 5	0	100,000	0	0	0	0.00%
460	50000	592	Transfer To Debt Service	1,384,866	1,181,730	1,181,730	1,181,730	1,774,085	50.13%
			<b>TOTAL EXPENDITURES</b>	<b>\$2,902,413</b>	<b>\$8,261,730</b>	<b>\$2,409,912</b>	<b>\$6,161,730</b>	<b>\$5,258,085</b>	<b>-36.36%</b>

**Revenues**

460	41120		Tax Increments	\$1,609,956	\$1,738,127	\$1,738,127	\$1,738,127	\$1,789,033	2.93%
460	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
460	43430		Tax Exempt Computer Aid	5,179	6,000	7,485	7,485	8,000	33.33%
460	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
460	48110		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	0	400,000	65,700	400,000	400,000	0.00%
460	49000		Transfer From General Fund	0	0	0	0	0	0.00%
460	49100		Bonds/Notes	0	0	0	0	0	0.00%
460	49100		Debt Proceeds	0	6,874,000	2,550,000	2,550,000	3,378,000	-50.86%
460	49400		Fund Balance Applied	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$1,615,135</b>	<b>\$9,018,127</b>	<b>\$4,361,312</b>	<b>\$4,695,612</b>	<b>\$5,575,033</b>	<b>-38.18%</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, 2014 is -\$1,981,472. The increment value is -\$2,399,400 and generates \$54,567. 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.

City of De Pere  
2016 Capital Projects Fund  
Adopted Budget

TID DISTRICT #7	Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % of Change
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**Expenditures**

Account Number

260	50000	592	Transfer To Debt Service	\$ 326,443	\$ 330,289	\$0	\$ 330,289	\$ 365,717	10.73%
260	50000	810	General Administration	18,504	42,000	2,647	42,000	42,000	0.00%
260	50000	810	Site Development	0	60,000	404,937	60,000	0	0.00%
260	50000	810	Street Administration (Engineering)	0	250,000	0	250,000	0	0.00%
260	50000	810	Development Grant	241,000	300,000	20,000	300,000	0	0.00%
260	50000	810	Street Construction	0	0	0	0	0	0.00%
260	50000	810	Storm Sewers	0	0	0	0	0	0.00%
260	50000	810	Sanitary Sewers	0	0	0	0	0	0.00%
260	50000	810	Water Mains	0	0	0	0	0	0.00%
260	50000	810	Industrial Land Purchase	0	0	0	0	0	0.00%
260	50000	810	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$585,947</b>	<b>\$982,289</b>	<b>\$427,584</b>	<b>\$982,289</b>	<b>\$407,717</b>	<b>-58.49%</b>

**Revenues**

260	41120		Tax Increments	\$ 163,493	\$ 165,000	\$ 105,000	\$ 165,000	\$ 1,055,643	539.78%
260	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
260	43430		Tax Exempt Computer Aid	1,076	1,200	1,200	1,200	1,200	0.00%
260	43500		State Grants - CDBG/TEAA	129,000	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	344,488	0	0	0	0	0.00%
260	49000		Transfer From General Fund	0	0	0	0	0	0.00%
260	49100		Debt Proceeds	0	610,000	350,000	250,000	0	0.00%
260	49290		OT In	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$638,057</b>	<b>\$776,200</b>	<b>\$456,200</b>	<b>\$416,200</b>	<b>\$1,056,843</b>	<b>36.16%</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, 2014 is -\$2,482,302. The increment value is -\$9,445,900 and generates \$220,958. (Please note the full value of Foth was added in 2014).



**City of De Pere  
2016 Capital Projects Fund  
Adopted Budget**

TID DISTRICT #8	Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
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**Expenditures**

Account Number

280	50000	583	General Administration	\$ 902	\$ 10,000	\$ 2,094	\$ 10,000	\$ 10,000	0.00%
280	50000	583	Street Administration (Engineering)	129,000	700,000	0	129,000	0	0.00%
280	50000	592	Transfer To Debt Service	334,509	394,731	0	394,731	351,503	-10.95%
280	50000	810	Development Grant	0	300,000	0	0	1,250,000	316.67%
280	50000	810	Street Construction	0	0	0	0	0	0.00%
280	50000	810	Storm Sewers	0	0	0	0	0	0.00%
280	50000	810	Sanitary Sewers	0	0	0	0	0	0.00%
280	50000	810	Water Mains	0	0	0	0	0	0.00%
280	50000	810	Industrial Land Purchase	0	0	0	0	0	0.00%
280	50000	810	Transfer To General Fund	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$464,411</b>	<b>\$1,404,731</b>	<b>\$2,094</b>	<b>\$533,731</b>	<b>\$1,611,503</b>	<b>14.72%</b>

**Revenues**

280	41120		Tax Increments	0	\$228,038	\$0	\$228,038	\$220,958	-3.10%
280	42300		Special Assessments - Streets	0	0	0	0	0	0.00%
280	43430		Tax Exempt Computer Aid	166,010	215,000	166,010	166,010	170,000	-20.93%
280	43580		State Grants - CDBG/TEAA	0	0	0	0	0	0.00%
280	48110		Interest on Investment	0	0	0	0	0	0.00%
280	48210		Rent City Land	0	0	0	0	0	0.00%
280	48300		Property Sales	0	0	0	0	0	0.00%
280	49000		Transfer From General Fund	0	0	0	0	0	0.00%
280	49100		Bonds/Notes	0	0	0	0	0	0.00%
280	49100		Debt Proceeds	0	1,000,000	0	0	1,250,000	25.00%
			<b>TOTAL REVENUES</b>	<b>\$166,010</b>	<b>\$1,443,038</b>	<b>\$166,010</b>	<b>\$394,048</b>	<b>\$1,640,958</b>	<b>13.72%</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, 2014 is -\$820,782. The increment value is \$1,647,500 and generates \$38,538 increment annually.

City of De Pere  
2016 Capital Projects Fund  
Adopted Budget

TID DISTRICT #9

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
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**Expenditures**

Account Number

285	57120	820	General Administration	33,450	\$ 8,000	\$ 1,446	\$ 8,000	\$ 8,000	0.00%
285	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
285	57315	820	Development Grant	156,981	300,000	0	0	500,000	66.67%
285	57330	820	Street Construction	0	0	0	0	0	0.00%
285	57340	820	Storm Sewers	0	0	0	0	0	0.00%
285	57341	820	Sanitary Sewers	0	0	0	0	0	0.00%
285	57342	820	Water Mains	0	0	0	0	0	0.00%
285	57700	860	Industrial Land Purchase	0	0	0	0	0	0.00%
285	59210	820	Transfer To General Fund	0	0	0	0	0	0.00%
285	59230	930	Transfer To Debt Service	87,673	87,673	0	87,673	130,978	49.39%
			<b>TOTAL EXPENDITURES</b>	<b>\$278,104</b>	<b>\$395,673</b>	<b>\$1,446</b>	<b>\$95,673</b>	<b>\$638,978</b>	<b>61.49%</b>

**Revenues**

285	41120		Tax Increments	3,803	\$42,375	\$42,375	\$42,375	\$56,082	32.35%
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	49120		Tax Exempt Computer Aid	0	0	0	0	0	0.00%
285	49300		Debt Proceeds	0	0	0	0	500,000	100.00%
			<b>TOTAL REVENUES</b>	<b>\$3,803</b>	<b>\$42,375</b>	<b>\$42,375</b>	<b>\$42,375</b>	<b>\$556,082</b>	<b>1212.29%</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, 2014 is -\$484,887. The increment value is \$2,460,400 and generates over \$55,954 increment annually.

City of De Pere  
2016 Capital Projects Fund  
Adopted Budget

TID DISTRICT #10

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % of Change
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Expenditures

Account Number

290	57120	820	General Administration	5,040	\$15,000	\$14,980	\$15,000	\$15,000	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	0	0	0.00%
290	57315	820	Development Grant	200,000	300,000	0	0	4,250,000	1316.67%
290	57330	820	Street Construction	99,177	900,000	0	0	1,728,000	92.00%
290	57340	820	Storm Sewers	27,635	350,000	0	0	650,000	85.71%
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%
290	59230	930	Transfer To Debt Service	81,905	115,960	0	115,960	115,448	-0.44%
			<b>TOTAL EXPENDITURES</b>	<b>\$413,757</b>	<b>\$1,680,960</b>	<b>\$14,980</b>	<b>\$130,960</b>	<b>\$6,758,448</b>	<b>302.06%</b>

Revenues

290	41120		Tax Increments	\$43,164	\$65,264	\$42,607	\$65,264	\$118,494	81.56%
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	0	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	0	0	0	0	0	0.00%
290	49300		Debt Proceeds	0	1,550,000	0	0	6,628,000	327.61%
			<b>TOTAL REVENUES</b>	<b>\$43,164</b>	<b>\$1,615,264</b>	<b>\$42,607</b>	<b>\$65,264</b>	<b>\$6,746,494</b>	<b>317.67%</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, 2014 is \$0.

**City of De Pere  
2016 Capital Projects Fund  
Adopted Budget**

**TID DISTRICT #11**

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % of Change
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**Expenditures**

Account Number

290	57120	820	General Administration	\$0	\$0	\$0	\$5,095	\$0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	1,788	0	0.00%
290	57315	820	Development Grant	0	0	0	0	0	0.00%
290	57330	820	Street Construction	0	0	0	0	0	0.00%
290	57340	820	Storm Sewers	0	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%
290	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,883</b>	<b>\$0</b>	<b>0.00%</b>

**Revenues**

290	41120		Tax Increments	0	0	0	0	\$0	0.00%
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	0	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	0	0	0	0	0	0.00%
290	49300		Debt Proceeds	0	0	0	0	-	0.00%
			<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</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 liability as of December 31, 2014 is \$0.



City of De Pere  
2016 Capital Projects Fund  
Adopted Budget

TID DISTRICT #12

Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % of Change
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Expenditures

Account Number									
290	57120	820	General Administration	\$0	\$0	\$0	\$5,095	\$0	0.00%
290	57311	820	Street Administration (Engineering)	0	0	0	1,945	0	0.00%
290	57315	820	Development Grant	0	0	0	0	0	0.00%
290	57330	820	Street Construction	0	0	0	0	0	0.00%
290	57340	820	Storm Sewers	0	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%
290	59230	930	Transfer To Debt Service	0	0	0	0	0	0.00%
			<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,040</b>	<b>\$0</b>	<b>0.00%</b>

Revenues

290	41120		Tax Increments	0	0	0	0	\$0	0.00%
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	0	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	0	0	0	0	0	0.00%
290	49300		Debt Proceeds	0	0	0	0	0	0.00%
			<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

# **WATER UTILITY**

## WATER EXPENDITURES & REVENUES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Water	6.48

## ***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.

***2016 Performance Measures:***

- 1) Increase the installation of meters by 25% per week with the creation of the additional water department maintenance worker position.
- 2) 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.

***2015 Performance Measurement Data: (July 2014 – June 2015):***

- 1) Increase the installation of meters by 25% per week with the creation of the additional water department maintenance worker position.
  - a. Result: Once an additional employee was hired, the meter installation increase from an average of 26 meters per week to over 40 meter per week due to the ability to have one person work 100% on the meter installation. This is a 53.8% increase.

***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 2015 CCR as required.
- 6) Replaced old and undersized water mains where needed.

- 7) Continued installation of remote read water meter system.
- 8) Completed City wide leak detection survey and repaired all leaks that were found.
- 9) Continued City wide hydrant painting program.
- 10) Enterprise wells was repaired and inspected.

***2016 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 2016 CCR as required.
- 6) Replace old and undersized water mains where needed.
- 7) Implementing remote read water meter system.
- 8) Continue installation of new remote read meter system.
- 9) Continue City wide hydrant painting program.

***2015 Budget Significant Expenditure Changes:***

- 1) Pumping – Maintenance Structures & Improvements increased \$38,000 to reflect 9<sup>th</sup> Street tower parking lot paving.
- 2) Transmission & Distribution Operations – Meters Shared 50% increased \$10,000 to reflect actual costs of installations of new metering system.
- 3) Transmission & Distribution Maintenance – Reservoir/Stand Pipes increased \$30,000 to reflect 9<sup>th</sup> Street reservoir repairs.
- 4) Transmission & Distribution Maintenance – Mains decreased \$37,750 to reflect elimination of two water utility maintenance positions that were vacant with the intent to contract out utility locates and water main repairs.
- 5) Transmission & Distribution Maintenance – Services decreased \$15,000 to reflect elimination of two water utility maintenance positions that were vacant with the intent to contract out utility locates and service repairs.
- 6) Transmission & Distribution Maintenance – Hydrants increased \$40,000 to reflect costs of hydrant painting.
- 7) Customer Accounts – Records – collections – shared 50% decreased \$15,000 to reflect elimination of vacant utility clerk position with the intent to contract out utility billing with Green Bay Water Utility.
- 8) Administrative & General Operations – Administration and General Salaries increased \$12,000 to reflect actual costs.

- 9) Administrative & General Operations – Outside Services increased \$250,000 to reflect a 3% increase from CBCWA, contracting with Green Bay Water Utility for utility billing, and hiring a contractor to perform utility locates.
- 10) Administrative & General Operations – Injuries and Damages – WC and Liability insurance decreased \$1,508 to reflect elimination of three vacant positions.
- 11) Administrative & General Operations – Employee pension & benefits decreased \$30,000 to reflect elimination of three vacant positions.
- 12) Interest Charges - Interest on Long Term Debt decreased by \$11,430 to reflect actual costs.
- 13) Capital Outlays:
  - a) Miscellaneous relays \$1,000,000.
  - b) Hydrant replacements \$25,000
  - c) Hydrant painting for fire flows \$50,000.
  - d) 9<sup>th</sup> Street reservoir repairs \$30,000.
  - e) 9<sup>th</sup> Street tower parking lot paving \$38,000.
  - f) Water System Study \$60,000.
  - g) Automated Meter Reading System \$300,000.
  - h) IT Upgrade Allocation \$33,804.

***2016 Budget Significant Revenue Changes:***

- 1) Metered Sales Commercial increased \$105,566 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 2) Metered Sales Industrial increased \$107,283 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 3) Fire Protection Residential increased \$476 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 4) Private Fire Protection Commercial increased \$13,805 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 5) Private Fire Protection Industrial increased \$5,653 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 6) Public Fire Protection increased \$83,778 to reflect the actual 2015 costs with an additional rate increase of 10%.
- 7) Forfeited discounts decreased \$15,000 to reflect actual trends.

City of De Pere  
2016 Water Fund Budget  
Adopted Budget

Account Title				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
Account Number WELL OPERATIONS & MAINTENANCE									
601	66140	340	Maintenance of Wells	36,098	\$ 30,000	\$ 20,314	\$ 130,000	\$ 30,000	0.00%
			<b>Subtotal</b>	<b>36,098</b>	<b>30,000</b>	<b>20,314</b>	<b>130,000</b>	<b>30,000</b>	<b>0.00%</b>
			PUMPING						
601	66230	220	Pumping--Fuel or Power	17,123	18,000	7,902	18,000	18,000	0.00%
601	66240	120	Pumping--Labor and Expense	29,310	25,000	12,881	25,000	25,000	0.00%
601	66260	340	Pumping--Miscellaneous	4,410	6,000	2,246	6,000	6,000	0.00%
601	66310	340	Pumping--Maint. Structures & Imp	25,334	35,000	608	35,000	73,000	108.57%
601	66330	340	Pumping--Maintenance of Equipment	8,003	15,000	20,193	25,000	15,000	0.00%
			<b>Subtotal</b>	<b>84,180</b>	<b>99,000</b>	<b>43,830</b>	<b>109,000</b>	<b>137,000</b>	<b>38.38%</b>
			WATER TREATMENT						
601	66410	000	Treatment--Chemicals	31,686	34,000	15,995	34,000	34,000	0.00%
601	66520	340	Treatment--Maintain Equipment	261	2,000	153	2,000	2,000	0.00%
			<b>Subtotal</b>	<b>31,947</b>	<b>36,000</b>	<b>16,148</b>	<b>36,000</b>	<b>36,000</b>	<b>0.00%</b>
			TRANSMISSION & DISTRIBUTION OPERATIONS						
601	66600	340	T & D Ops Supervision/Engineer	80,047	105,000	44,631	105,000	105,000	0.00%
601	66620	340	T & D --Line Expense	91,192	93,886	44,763	93,886	95,764	2.00%
601	66630	340	T & D -- Meters Shared 50%	69,371	60,000	44,266	70,000	70,000	16.67%
			<b>Subtotal</b>	<b>240,610</b>	<b>258,886</b>	<b>133,660</b>	<b>268,886</b>	<b>270,764</b>	<b>4.59%</b>
			TRANSMISSION & DISTRIBUTION MAINTENANCE						
601	66720	340	T & D Maintenance --Reservoirs/Stand Pipes	105,891	4,000	4,665	5,000	34,000	750.00%
601	66730	340	T & D Maintenance of Mains	216,431	237,750	64,942	237,750	200,000	-15.88%
601	66750	340	T & D Maintenance of Services	60,882	60,000	14,752	60,000	45,000	-25.00%
601	66760	340	T & D Meter Maintenance--Shared 50%	26,896	45,000	158	45,000	45,000	0.00%
601	66770	340	T & D Maintenance of Hydrants	49,071	15,000	2,355	15,000	55,000	266.67%
601	66780	340	T & D Maintenance Misc Plant	547	1,500	7,742	8,000	1,500	0.00%
			<b>Subtotal</b>	<b>459,718</b>	<b>363,250</b>	<b>94,614</b>	<b>370,750</b>	<b>380,500</b>	<b>4.75%</b>

**City of De Pere  
2016 Water Fund Budget  
Adopted Budget**

Expenditures				2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Executive Proposed	2016 / 2015 Budget % Of Change
Account Number				CUSTOMER ACCOUNTS					
601	69020	120	Meter Reading-Shared 50%	23,902	23,000	7,374	23,000	23,000	0.00%
601	69030	340	Records- Collections--Shared 50%	167,589	135,000	79,724	160,000	120,000	-11.11%
			<b>Subtotal</b>	<b>191,491</b>	<b>158,000</b>	<b>87,098</b>	<b>183,000</b>	<b>143,000</b>	<b>-9.49%</b>
			ADMINISTRATIVE & GENERAL OPERATIONS						
601	69200	120	Admin and General Salaries	73,521	73,000	42,727	85,000	85,000	16.44%
601	69210	340	Office Supplies and Expense	38,892	39,000	9,743	39,000	39,000	0.00%
601	69230	290	Outside Services	3,296,302	3,650,000	1,604,390	3,650,000	3,900,000	6.85%
601	69240	000	Property Insurance	11,578	12,285	6,143	12,286	12,286	0.01%
601	69250	000	Injuries and Damages--WC and Liability Insurance	18,388	19,508	9,500	19,000	18,000	-7.73%
601	69260	151	Employee Pension & Benefits	175,961	180,000	80,329	180,000	150,000	-16.67%
601	69280	000	Regulatory Commission Expense	5,960	6,000	0	6,000	6,000	0.00%
601	69290	340	Miscellaneous General Expense	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>3,620,602</b>	<b>3,979,793</b>	<b>1,752,832</b>	<b>3,991,286</b>	<b>4,210,286</b>	<b>5.79%</b>
			ADMINISTRATIVE & GENERAL MAINTENANCE						
601	69270	000	Admin. & General Rents	12,983	13,000	6,686	13,000	13,000	0.00%
			<b>Subtotal</b>	<b>12,983</b>	<b>13,000</b>	<b>6,686</b>	<b>13,000</b>	<b>13,000</b>	<b>0.00%</b>
			UTILITY OPERATING INCOME						
601	66030	320	Depreciation Expense	535,789	520,000	260,000	520,000	520,000	0.00%
601	66080	250	Taxes	481,051	504,000	247,751	504,000	491,000	-2.58%
			<b>Subtotal</b>	<b>1,016,840</b>	<b>1,024,000</b>	<b>507,751</b>	<b>1,024,000</b>	<b>1,011,000</b>	<b>-1.27%</b>
			<b>Total Operating Expenditures</b>	<b>5,694,469</b>	<b>5,961,929</b>	<b>2,662,933</b>	<b>6,125,922</b>	<b>6,231,550</b>	<b>4.52%</b>
			INTEREST CHARGES						
601	66040	427	Interest on Long Term Debt	99,108	89,154	44,940	89,154	77,724	-12.82%
			<b>Subtotal</b>	<b>99,108</b>	<b>89,154</b>	<b>44,940</b>	<b>89,154</b>	<b>77,724</b>	<b>-12.82%</b>
			<b>TOTAL EXPENDITURES</b>	<b>\$ 5,793,577</b>	<b>\$ 6,051,083</b>	<b>\$ 2,707,873</b>	<b>\$ 6,215,076</b>	<b>\$ 6,309,274</b>	<b>4.27%</b>



**City of De Pere  
2016 Water Fund Budget  
Adopted Budget**

Water Revenues			2014 Year End Actual	2015 Executive Proposed	2015 6 mos Actual	2015 Year End Estimate	2016 Executive Proposed	2016 / 2015 Budget % Of Change
Account Title								
Account Number								
SALES OF WATER								
601	46410	Metered Sales Residential	\$ 2,844,602	2,858,250	\$ 1,319,538	\$ 2,639,076	\$ 2,902,984	1.57%
601	46420	Metered Sales Commercial	924,411	927,000	469,348	938,696	1,032,566	11.39%
601	46430	Metered Sales Industrial	489,602	515,000	282,856	565,712	622,283	20.83%
601	46440	Fire Protection Residential	4,097	4,120	2,089	4,178	4,596	11.55%
601	46450	Private Fire Protection Commercial	79,391	74,160	39,984	79,968	87,965	18.62%
601	46460	Private Fire Protection Industrial	41,758	41,200	21,297	42,594	46,853	13.72%
601	46470	Public Fire Protection	1,245,412	1,287,500	623,308	1,246,616	1,371,278	6.51%
601	46480	Other Sales to Public Authorities	170,324	185,400	86,523	173,046	190,351	2.67%
601	48100	Interest Income	0	1,000	0	0	0	0.00%
601	48914	Misc Non Operating Revenue	226,159	242,050	124,250	248,500	242,050	0.00%
		<b>Subtotal</b>	<b>6,025,756</b>	<b>6,135,680</b>	<b>2,969,193</b>	<b>5,938,386</b>	<b>6,500,926</b>	<b>5.95%</b>
OTHER OPERATING REVENUES								
601	48911	Forfeited Discounts	61,424	65,000	7,965	50,000	50,000	-23.08%
601	48912	Miscellaneous Service Revenue	4,651	1,500	2,175	4,350	1,500	0.00%
601	48913	Other Water Revenue	54,069	50,000	120	50,000	50,000	0.00%
		<b>Subtotal</b>	<b>120,144</b>	<b>116,500</b>	<b>10,260</b>	<b>104,350</b>	<b>101,500</b>	<b>-12.88%</b>
		<b>TOTAL REVENUES</b>	<b>\$ 6,145,900</b>	<b>\$ 6,252,180</b>	<b>\$ 2,979,453</b>	<b>\$ 6,042,736</b>	<b>\$ 6,602,426</b>	<b>5.60%</b>

City of De Pere  
2016 Water Fund Budget  
Adopted Budget

Water Utility 2016 Capital Projects & Equipment	
Miscellaneous Relays	1,000,000
Hydrant Replacements	25,000
Hydrant Painting for Fireflows	50,000
Ninth Street Reservoir Repairs	30,000
Ninth Street Tower Parking Lot Paving	38,000
Water System Study	60,000
Automated Meter Reading	300,000
<b>Total Capital</b>	<b>\$ 1,503,000</b>

	2016	2016
Source of Debt	Principal	Balance
2007 Series--Original issue amount:	310,000	1,730,000
<b>Total</b>	<b>\$ 310,000</b>	<b>\$1,730,000</b>

# **STORM WATER UTILITY**

## STORMWATER UTILITY EXPENDITURES

<u>PROGRAM BUDGET</u>	<u>FULL TIME EQUIVALENTS</u>
Public Works Administration	0.85
Engineering	0.60
Machinery & Equipment	0.76
Street Cleaning	1.35
Leaf Collection	0.57
Storm Sewer Maintenance	0.60
Weed Control	0.02
<hr/>	
<b>TOTAL</b>	<b>4.75</b>

## **Storm Water Utility Public Works Administration**

***Program Full Time Equivalents: .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.

#### ***2016 Performance Measures:***

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

#### ***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Measure the number of Go Request submittals and respond with 48 hours. Analyze data to determine effectiveness of Go Request application for public works issues to complaints within 24 hours of receiving them.
  - a. Result: Staff received very few requests so it was determined this application is not very effective and worth investing money to expand the system.

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

Continued to investigate opportunities to improve the services provided to the community while keeping expenditures to a minimum. Continue coordination with DOT with USH 41, Main Avenue, 8<sup>th</sup> Street, and North Broadway projects. Continued to work with Brown County Highway Department with construction projects. Continued working with other communities on the purchasing of automated water meter reading systems for the water department. Continue working with other communities to joint bid projects. Worked with various wireless companies pertaining to installation on City water towers. Continued to evaluate the emergency call in policy for the public works department and improve the procedures. Develop standards for rating vehicles and equipment as to when they should be replaced.

### ***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 2016 Storm Water Utility - Public Works Administration program cost is \$114,097. This amount is only 20% of the total cost of the program. The other 80% costs for this program is spread out through the following: 40% general property taxes, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$447,669. 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.

***2016 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 a phased approach for eliminating commercial garbage and recycling collection.
- 6) Implement one entity to perform utility locates.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly increased \$1,988 to reflect actual costs.
- 2) Overtime decreased \$50 to reflect actual costs.
- 3) FICA increased \$351 due to reflect actual costs.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$1,095 due to a 7% health insurance rate increase.
- 5) Training \$1,250 is funding to provide for all-department trainings.
- 6) Seminars and Conferences \$1,300 provides funding for APWA conference and miscellaneous conferences.
- 7) Consulting is for copier lease and 1/3 share for GIS utility software support (ESRI).
- 8) Cell/Radio increased \$150 to reflect actual costs.
- 9) Memberships/Subscriptions \$400 includes American Public Works Association, American Society of Civil Engineers, Lake Area Public Works Association, American Waterworks Association, Wisconsin Department of Regulation and Licensing, and Wisconsin Solid Waste and Recycling.
- 10) Transportation decreased \$100 to reflect actual costs.
- 11) Capital equipment includes \$500 for two (2) – IPADs that will be used in the field in place of laptop computers.



City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures				2014	2015	2015	2015	2016	2016 / 2015
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	\$ 50,496	\$ 52,985	\$ 33,958	\$ 52,985	\$ 55,290	4.35%
650	53000	120	Hourly Wages	17,255	13,012	6,748	14,000	15,000	15.28%
650	53000	125	Overtime Wages	11	250	0	200	200	-20.00%
650	53000	150	FICA	4,655	5,041	3,194	6,388	5,392	6.97%
650	53000	151	Retirement	4,764	4,505	2,401	4,802	4,652	3.27%
650	53000	152	Health, Dental, DIB, Life & Wks Cmp Ins	11,313	16,717	6,127	16,717	17,812	6.55%
650	53000	190	Training	0	1,250	494	1,250	1,250	0.00%
			<b>Subtotal</b>	<b>88,494</b>	<b>93,760</b>	<b>52,922</b>	<b>96,342</b>	<b>99,597</b>	<b>6.23%</b>
			CONTRACTUAL SERVICES						
650	53000	210	Telephone	600	600	0	600	600	0.00%
650	53000	211	Postage	6	1,250	44	1,250	1,250	0.00%
650	53000	212	Seminars and Conferences	1,050	1,300	206	1,300	1,300	0.00%
650	53000	215	Consulting	10,520	6,400	4,936	6,400	6,400	0.00%
650	53000	218	Cell/Radio	512	600	347	600	750	25.00%
650	53000	219	Data	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>12,688</b>	<b>10,150</b>	<b>5,533</b>	<b>10,150</b>	<b>10,300</b>	<b>1.48%</b>
			SUPPLIES AND EXPENSE						
650	53000	310	Office Supplies	2,835	2,750	652	2,750	2,750	0.00%
650	53000	320	Memberships/Subscriptions	146	200	681	200	200	0.00%
650	53000	331	Transportation	528	700	217	600	600	-14.29%
650	53000	340	Operating Supplies	0	0	0	0	0	0.00%
650	53000	350	Repair and Maintenance Supplies	0	150	10	150	150	0.00%
			<b>Subtotal</b>	<b>3,509</b>	<b>3,800</b>	<b>1,560</b>	<b>3,700</b>	<b>3,700</b>	<b>-2.63%</b>
			CAPITAL OUTLAY						
650	53000	810	Capital Equipment	0	0	500	500	500	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>100.00%</b>
			<b>TOTAL</b>	<b>\$ 104,691</b>	<b>\$ 107,710</b>	<b>\$ 60,515</b>	<b>\$ 110,692</b>	<b>\$ 114,097</b>	<b>5.93%</b>

## Storm Water Utility Engineering

***Program Full Time Equivalents: .60***

***Program Mission:***

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

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

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

***Important Outputs:***

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

- 2) *Develop plans and specifications* – In order to bid projects, the engineering department develops plans and specifications for contractor to bid and build public improvement projects.
- 3) *Generate construction records* - Once projects are bid and awarded to a contractor, staff will then provide construction administration to ensure the contractors are constructing the project per City standards. As part of this administration, staff develops daily construction logs, tracks quantities, and creates record drawings of how things were constructed on the project.
- 4) *Maintain system maps* – The engineering department maintains and prints maps for construction completed during the calendar year.

***Expected Outcomes:***

- 1) Maintain existing street infrastructure so that the roads are safe to travel.
- 2) Maintain public awareness of public works improvement projects.
- 3) Maintain public works improvement programs in a cost effective manner in order to meet or exceed the needs of the community.
- 4) Maintain or decrease response time to complaints received by the public regarding street and sewer infrastructure so that issues can be addressed in a timely manner.

***2016 Performance Measures:***

- 1) Utilize GIS for the location of sanitary, water, and storm laterals. This will include importing 100% of lateral cards and valve book data into GIS as .pdf and linking to the parcels. Additionally, 50% of the laterals installed in the field in 2016 will be located with the handheld GPS and shown on GIS.

***2015 Performance Measurement Data (July 2015 – June 2016):***

- 1) Implement a field laptop with WIFI for inspection reports, daily quantities, data logging of construction photographs, and preparation of record drawings. Target the efficiency so that staff reduces inspection office work at least one hour per week.
  - a. Result: An IPAD was integrated into field work for Project 15-01, Sewer and Water Relay and Street Resurfacing. The IPAD was used to electronically create daily reports and import construction photographs into the reports. Although difficult to track, staff estimated that the use of the IPAD saved over an hour a week of office time by having electronic forms and importing photos in the field.

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

Completed 2015 public works improvements program which included:

- Relayed approximately 6,200 lineal feet of water main in preparation for street resurfacing.
- Completed the Lawrence Drive sidewalk which approximately three miles of sidewalk installation.
- Coordinated construction at the STH 32/57 and CTH X roundabout with WisDOT.
- Constructed the new City sign along IH 41.
- Completed repairs to the City dam.
- Coordinated multiple design and construction projects occurring in the City with WisDOT and the Brown County Highway Department.
- Installed over 10,000 lineal feet of cured in place pipe in the deteriorated sanitary sewer at various areas along the City.

Implemented a program to review roof drain connections to the sanitary sewer in the downtown area.

Updated the storm water management plan for addressing new Wisconsin Department of Natural Resources standards for Total Maximum Daily Loads to the Fox River.

Updated the electrical maps on GIS. This will significantly improve our locating accuracy and decrease the time to locate for Digger's Hotline requests.

### ***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 2016 Storm Water Utility - Engineering Program cost is \$146,427. This amount is only 20% of the total cost of the program. The other 80% costs for this program is spread out through the following utilities: 40% general property taxes, 20% water utility, and 20% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$725,252. 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.

#### ***2016 Program Objectives:***

- 1) Continue to coordinate with DOT on construction projects.
- 2) Continue to coordinate with Brown County Highway Department on construction projects.
- 3) Complete an aggressive public works improvement program which includes water main relays, sanitary sewer relays/lining, storm sewer construction, and resurfacing and reconstruction of City streets.
- 4) Continue to update engineering CADD standards and construction plans.
- 5) Update the municipal code for storm water.
- 6) Update the municipal code for sanitary sewer.
- 7) Implement a monitoring program for private storm water management facilities.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,377 mainly due to a 7% health insurance rate increase.
- 2) Training \$3,055 is funding to provide for all-department trainings such as software training, construction training, design training and miscellaneous engineering training.
- 3) Seminars and conferences \$909 provides funding for APWA conference and miscellaneous conferences.
- 4) Consulting provides funding for outside consultant services that are not able to be performed by City staff and lease payment for color printer.
- 5) Cell/radio increased \$ 450 to reflect actual cost with implementing use of IPADs in operations.
- 6) Memberships/subscriptions increased \$60 to reflect actual costs which includes American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and Wisconsin Department of Regulation and Licensing.
- 7) Operating supplies decreased \$409 to reflect actual costs.
- 8) Repair and maintenance supplies decreased \$45 to reflect actual costs.
- 9) Capital equipment includes: storm water utility share of \$3,000 for implementing a hand held GPS unit for construction record drawings; \$400 for replacing one laptop in the engineering department.

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures				2014	2015	2015	2015	2016	2016 / 2015
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	\$ 23,644	\$ 32,174	\$ 6,931	\$ 32,174	\$ 33,277	3.43%
650	53110	120	Hourly Wages	42,956	46,036	21,910	46,036	46,963	2.01%
650	53110	125	Overtime Wages	4,818	4,475	1,709	4,475	4,650	3.91%
650	53110	126	Seasonal Labor	3,949	4,650	309	4,650	4,800	3.23%
650	53110	150	FICA	5,139	6,393	2,338	6,393	6,563	2.66%
650	53110	151	Retirement	5,199	5,623	1,858	5,623	5,602	-0.37%
650	53110	152	Health, Dental, DIB, Life & Wks Cmp Ins	21,890	24,509	8,505	24,509	25,886	5.62%
650	53110	190	Training	1,165	3,055	834	3,055	3,055	0.00%
			<b>Subtotal</b>	<b>108,760</b>	<b>\$ 126,914</b>	<b>44,394</b>	<b>126,915</b>	<b>130,796</b>	<b>3.06%</b>
			CONTRACTUAL SERVICES						
650	53110	210	Telephone	560	770	0	770	770	0.00%
650	53110	212	Seminars and Conferences	237	909	335	909	909	0.00%
650	53110	215	Consulting	2,139	4,100	1,747	4,100	4,100	0.00%
650	53110	218	Cell/Radio	823	800	359	800	1,250	56.25%
650	53110	219	Data	0	210	0	210	210	0.00%
			<b>Subtotal</b>	<b>3,759</b>	<b>6,789</b>	<b>2,441</b>	<b>6,789</b>	<b>7,239</b>	<b>6.63%</b>
			SUPPLIES AND EXPENSE						
650	53110	310	Office Supplies	0	0	0	0	0	0.00%
650	53110	320	Memberships/Subscriptions	231	182	121	242	242	32.97%
650	53110	331	Transportation	1,314	1,750	323	1,750	1,750	0.00%
650	53110	340	Operating Supplies	1,260	2,909	839	2,909	2,500	-14.06%
650	53110	350	Repair and Maintenance Supplies	825	545	50	545	500	-8.26%
			<b>Subtotal</b>	<b>3,630</b>	<b>5,386</b>	<b>1,333</b>	<b>5,446</b>	<b>4,992</b>	<b>-7.32%</b>
			CAPITAL OUTLAY						
650	53110	810	Capital Equipment	1,258	400	0	400	3,400	750.00%
			<b>Subtotal</b>	<b>1,258</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>3,400</b>	<b>750.00%</b>
			<b>TOTAL</b>	<b>\$ 117,407</b>	<b>\$ 139,489</b>	<b>\$ 48,168</b>	<b>\$ 139,550</b>	<b>\$ 146,427</b>	<b>4.97%</b>

## **Storm Water Utility Municipal Service Center**

***Program Full Time Equivalents: .32***

***Program Mission:***

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

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

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

***Important Outputs:***

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

***Expected Outcomes:***

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



***2016 Performance Measures:***

- 1) Reduce utility cost by 1%.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Reduce utility cost by 1%
  - a. Result: (Comparing like time periods the utility expense reduced by close to 19% or \$7900.)

***Significant Program Achievements:***

- 1) Replaced gutters and connected gutters to storm sewer.
- 2) Reconstructed. back parking area.
- 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 2016 Storm Water Utility - Municipal Service Center program cost is \$17,692. This amount is only 8% of the total cost of the program. The other 92% costs for this program is spread out through the following: 72% general property taxes; 15% water utility, and 5% sewer utility. The total cost for this program including the cost share with the above-mentioned utilities is \$220,962.

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.

***2016 Budget Significant Expenditure Changes:***

- 1) Training includes funding for HVAC related training for Building Maintenance staff.
- 2) Consulting includes outside vendors to update fire extinguishers, conduct HVAC preventative maintenance, monitor Panic Buttons, monitoring fire alarm system, and Emergency Management, and \$5,000 for purchasing Building Maintenance scheduling software.
- 3) Capital Outlay includes \$800 for MSC Upgrades and Repairs, Make up Air Unit (3) replacements - \$3,600, Outdoor weather shelter for Vehicles - \$4,000

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures				2014	2015	2015	2015	2016	2016 / 2015
Account Title				Year End	Adopted	6 mos	Year End	Adopted	Budget
				Actual	Budget	Actual	Estimate	Budget	% Of Change
<b>MUNICIPAL SERVICE CENTER</b>									
Account Number PERSONAL SERVICES									
650	53230	110	Salaries	\$0	\$0	\$0	\$0	\$0	0.00%
650	53230	120	Hourly Wages	0	1	0	0	841	100.00%
650	53230	125	Overtime Wages	0		0	0	31	100.00%
650	53230	126	Seasonal Labor	0	0	0	0	392	100.00%
650	53230	150	FICA	0	0	0	0	73	100.00%
650	53230	151	Retirement	0	0	0	0	58	100.00%
650	53230	152	Health, Dental, DIB, Life & Wks Cmp Ins	0	0	0	0	262	100.00%
650	53230	190	Training	0	0	0	0	40	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,697</b>	<b>100.00%</b>
CONTRACTUAL SERVICES									
650	53230	210	Telephone	0	0	0	0	19	100.00%
650	53230	211	Postage	0	0	0	0	0	100.00%
650	53230	215	Consulting	0	0	0	0	920	100.00%
650	53230	217	Cleaning Service Contract	0	0	0	0	1,052	100.00%
650	53230	220	Utilities	0	0	0	0	4,400	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,391</b>	<b>100.00%</b>
SUPPLIES AND EXPENSE									
650	53230	314	Cleaning and Maintenance	0	0	0	0	880	100.00%
650	53230	340	Operating Supplies	0	0	0	0	324	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,204</b>	<b>100.00%</b>
CAPITAL OUTLAY									
650	53230	810	Capital Equipment	0	0	0	0	8,400	100.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,400</b>	<b>100.00%</b>
<b>TOTAL</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 17,692</b>	<b>100.00%</b>

## **Storm Water Utility Machinery and Equipment**

***Program Full Time Equivalents: 0.76***

### ***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.

### ***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 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:***

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 2016 Storm Water Utility - Machinery and Equipment program cost is \$221,279. This amount is only 51% of the total cost of the program. The other 49% costs for this program is spread out through the following: 49% general property taxes. The total costs for this program including the cost share with the above-mentioned utilities is \$431,826. The program benefits the community by maintaining and repairing equipment that is essential in the operations to provide municipal services to the community.

### ***2016 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.

### ***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$32,006 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 2) Overtime decreased \$2,424 to reflect actual costs.
- 3) FICA increased \$2,263 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program
- 4) Retirement increased \$1,851 due to shifting labor that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 5) Health, Dental, DIB, Life & Workers Comp increased \$1,048 mainly due to a 7% health insurance rate increase.
- 6) Training increased \$520 to add training for staff on fleet maintenance equipment.
- 7) Consulting includes tasks unable to perform in our mechanics shop.
- 8) Data increased \$12,750 for implementation of GPS units into fleet.
- 9) Operating supplies increased \$7,286 due to shifting operating costs that was being charged to the “mechanics” program for equipment and fleet maintenance to the “machinery and equipment” program.
- 10) Capital Outlay includes the storm water utility share of \$7,650 MSC air compressor; \$7,650 refurbish truck hoist; \$1,530 tire changer; \$1,115 miscellaneous tools, \$7,650 for purchase of fleet GPS.

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures	2014	2015	2015	2015	2016	2016 / 2015
Account Title	Year End	Adopted	6 mos	Year End	Adopted	Budget
	Actual	Budget	Actual	Estimate	Budget	% Of Change

**MACHINERY AND EQUIPMENT**

Account Number PERSONAL SERVICES

650	53240	120	Hourly Wages	\$ 18,814	\$ 46,055	\$ 35,306	\$ 46,055	\$ 78,061	69.50%
650	53240	125	Overtime Wages	0	4,506	0	4,506	2,082	-53.79%
650	53240	126	Seasonal Labor	0	5,100	0	5,100	5,100	0.00%
650	53240	150	FICA	8,627	3,942	2,596	3,942	6,205	57.41%
650	53240	151	Retirement	49	3,438	2,270	3,438	5,289	53.83%
650	53240	152	Health, Dental, DIB, Life & Wks Cmp Ins	1,560	17,913	16,517	17,913	18,961	5.85%
650	53240	190	Training	0	0	0	0	520	100.00%
			<b>Subtotal</b>	<b>29,050</b>	<b>80,954</b>	<b>56,689</b>	<b>80,954</b>	<b>116,218</b>	<b>43.56%</b>
			CONTRACTUAL SERVICES						
650	53240	210	Telephone	104	104	50	104	104	0.00%
650	53240	212	Seminars and Conferences	0	0	0	0	0	0.00%
650	53240	215	Consulting	17,725	20,816	5,692	20,816	20,816	0.00%
650	53240	218	Cell/Radio	0	0	0	0	0	0.00%
650	53240	219	Data	0	0	0	0	12,750	100.00%
			<b>Subtotal</b>	<b>17,829</b>	<b>20,920</b>	<b>5,742</b>	<b>20,920</b>	<b>33,670</b>	<b>60.95%</b>
			SUPPLIES AND EXPENSE						
650	53240	340	Operating Supplies	0	1,041	185	1,041	8,327	699.90%
650	53240	350	Repair and Maintenance Supplies	39,657	36,429	17,990	39,551	37,469	2.85%
			<b>Subtotal</b>	<b>39,657</b>	<b>37,470</b>	<b>18,175</b>	<b>40,592</b>	<b>45,796</b>	<b>22.22%</b>
			CAPITAL OUTLAY						
650	53240	810	Capital Equipment	0	19,125	0	19,125	25,595	33.83%
			<b>Subtotal</b>	<b>0</b>	<b>19,125</b>	<b>0</b>	<b>19,125</b>	<b>25,595</b>	<b>33.83%</b>
			<b>TOTAL</b>	<b>\$ 86,536</b>	<b>\$ 158,469</b>	<b>\$ 80,606</b>	<b>\$ 161,591</b>	<b>\$ 221,279</b>	<b>39.64%</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.

### ***2016 Performance Measures:***

- 1) Increase street sweeping frequency by 5% throughout the City.



- 2) Increase employee training 5% on sweeper operations.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Decrease fuel costs by 10% with the implementation of a CNG sweeper.
  - a. Result: This was met by fuel costs decreasing 10%.

***Significant Program Achievements:***

Purchased a CNG sweeper.

***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 2016 Storm Water Utility - Street Cleaning program cost is \$131,761. 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.

***2016 Program Objectives:***

- 1) Train additional employees on sweeping operations.
- 2) Continue to utilize two sweepers to help meet the DNR's stormwater requirements.

***2016 Budget Significant Expenditure Changes:***

- 1) Health, Dental, DIB, Life & Workers Comp increased \$1,731 mainly due to a 7% health insurance rate increase.
- 2) Transportation costs decreased \$800 to reflect fuel savings with converting to CNG sweepers.

**City of De Pere  
2016 Stormwater Utility  
Adopted Budget**

Expenditures Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
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**STREET CLEANING**

GENERAL ADMINISTRATION

650	53300	120	Hourly Wages	\$ 63,912	\$ 72,000	\$ 25,870	\$ 72,000	\$ 72,000	0.00%
650	53300	125	Overtime Wages	338	400	170	400	400	0.00%
650	53300	126	Seasonal Labor	93	1,600	0	1,600	1,600	0.00%
650	53300	150	FICA	4,527	5,562	1,960	5,562	5,539	-0.42%
650	53300	151	Retirement	3,824	4,923	1,568	4,923	4,778	-2.94%
650	53300	152	Health, Dental, DIB, Life & Wks Cmp Ins	26,888	28,013	9,729	28,013	29,744	6.18%
650	53300	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>99,582</b>	<b>112,498</b>	<b>39,297</b>	<b>112,498</b>	<b>114,061</b>	<b>1.39%</b>
			CONTRACTUAL SERVICES						
650	53300	220	Utilities	336	500	97	500	500	0.00%
			<b>Subtotal</b>	<b>336</b>	<b>500</b>	<b>97</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>
			SUPPLIES AND EXPENSE						
650	53300	331	Transportation	7,080	8,000	380	7,200	7,200	-10.00%
650	53300	340	Operating Supplies	10,360	0	0	0	0	0.00%
650	53300	350	Repair and Maintenance Supplies	0	10,000	4,096	10,000	10,000	0.00%
			<b>Subtotal</b>	<b>17,440</b>	<b>18,000</b>	<b>4,476</b>	<b>17,200</b>	<b>17,200</b>	<b>-4.44%</b>
			CAPITAL OUTLAY						
650	53300	810	Capital Equipment	285,100	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>285,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
			<b>TOTAL</b>	<b>\$ 402,458</b>	<b>\$ 130,998</b>	<b>\$ 43,870</b>	<b>\$ 130,198</b>	<b>\$ 131,761</b>	<b>0.58%</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.

***2016 Performance Measures:***

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.

***2015 Performance Measurement Date (July 2014 – June 2015):***

- 1) Increase the volume of leaves hauled to farmers by 5% in order to decrease leaf disposal costs.
  - a. Result: This was met.

***Significant Program Achievements:***

Implemented an additional single leaf loader into operation to improve the efficiencies for fall leaf collection.

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

- 1) Utilize industry standard for collection leaf and yard waste.
  - a. Community Importance.
    - i. Provides an easier alternative for residents to dispose of leaves and yard waste.
    - ii. Improves storm water quality by keeping the leaves out of the storm sewers.

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

The adopted 2016 Storm Water Utility - Leaf Collection program cost is \$175,849. The program benefits the community by allowing curbside collection of leaves and yard waste in the early spring and late fall.

***2016 Program Objectives:***

- 1) Continue to improve efficiencies with leaf collection operations.

***2016 Budget Significant Expenditure Changes:***

- 1) Overtime Wages decreased \$423 to reflect actual costs.
- 2) Health, Dental, DIB, Life & Workers Comp increased \$889 mainly due to a 7% health insurance rate increase.
- 3) Consulting used to fund disposal of leaves.
- 4) Capital outlay requested for purchase of leaf vacuum \$75,000 to build single leaf loader.

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures	2014	2015	2015	2015	2016	2016 / 2015
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	\$ 28,473	\$ 35,000	\$ 4,882	\$ 35,000	\$ 35,000	0.00%
650	53320	125	Overtime Wages	0	623	0	200	200	-67.90%
650	53320	126	Seasonal Labor	0	10,000	0	10,000	10,000	0.00%
650	53320	150	FICA	2,050	2,870	345	2,870	2,838	-1.12%
650	53320	151	Retirement	1,818	2,422	331	2,422	2,323	-4.08%
650	53320	152	Health, Dental, DIB, Life & Wks Cmp Ins	12,719	12,599	2,031	12,599	13,488	7.06%
650	53320	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>45,060</b>	<b>63,514</b>	<b>7,589</b>	<b>63,091</b>	<b>63,849</b>	<b>0.53%</b>
			CONTRACTUAL SERVICES						
650	53320	215	Consulting	11,967	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>11,967</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	20,737	25,000	5,322	25,000	25,000	0.00%
650	53320	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>20,737</b>	<b>25,000</b>	<b>5,322</b>	<b>25,000</b>	<b>25,000</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53320	810	Capital Equipment	107,852	25,000	0	25,000	75,000	200.00%
			<b>Subtotal</b>	<b>107,852</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>75,000</b>	<b>200.00%</b>
			<b>TOTAL</b>	<b>\$ 185,616</b>	<b>\$ 125,514</b>	<b>\$ 12,911</b>	<b>\$ 125,091</b>	<b>\$ 175,849</b>	<b>40.10%</b>

## **Storm Water Utility Storm Sewer Maintenance**

***Program Full Time Equivalents: .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.

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

- 1) Increase the number of inlets cleaned per year by 5%. Determine if this was accomplished with the existing staff or decide whether additional staff is needed or this operations needs to be contracted out.

- a. Result: Did not track data so unable to determine if performance measure met

***Significant Program Achievements:***

Incorporated visual inspections of storm sewers using camera system.

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

- 1) Utilize industry standards for cleaning and televising storm sewer infrastructure.
  - a. Community Importance.
    - i. Reduction of flooding by keeping storm sewers cleaned and maintained.

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

The adopted 2016 Storm Water Utility – Storm Sewer Maintenance program cost is \$1,250,323. The program benefits the community by allowing the existing storm sewers to be maintained to reduce and prevent flooding.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly wages decreased \$10,015 to reflect actual costs.
- 2) FICA decreased \$766 to reflect actual costs.
- 3) Retirement increased \$764 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Workers Comp increased \$1,244 mainly due to a 7% health insurance rate increase.
- 5) Consulting decreased \$9,741 to reflect actual costs. Consulting is funding for storm sewer repairs, engineering fees for work that City staff cannot perform, and contractor locating storm sewer.
- 6) Capital outlay requested includes storm sewer televising \$50,000, storm sewer repair/replacement \$175,000, installation of new storm sewer \$50,000, pond & swale maintenance \$130,000, Pond Upgrade – Basin XE50B and ER080A \$27,150, Storm sewer upgrades \$402,800, Optimist Park pond preparation \$230,000, Concrete saw \$1,000, Two – 3 inch pumps \$5,000, and 3” hose \$2,000.

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures	2014	2015	2015	2016	2016	2016 / 2015
Account Title	Year End	Adopted	6 mos	Executive	Adopted	Budget
	Actual	Budget	Actual	Proposed	Budget	% Of Change

**STORM SEWER MAINTENANCE**

Account Number PERSONAL SERVICES

650	53440	120	Hourly Wages	\$ 28,228	\$ 50,015	\$ 5,931	\$ 40,000	\$ 40,000	-20.02%
650	53440	125	Overtime Wages	1,277	1,500	637	1,500	1,500	0.00%
650	53440	126	Seasonal Labor	0	0	0	0	0	0.00%
650	53440	150	FICA	1,851	3,941	614	3,175	3,175	-19.44%
650	53440	151	Retirement	1,774	3,503	468	2,739	2,739	-21.81%
650	53440	152	Health, Dental, DIB, Life & Wks Cmp Ins	6,854	20,000	2,074	21,244	21,244	6.22%
650	53440	190	Training	-	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>39,984</b>	<b>78,959</b>	<b>9,724</b>	<b>68,658</b>	<b>68,658</b>	<b>-13.05%</b>
			CONTRACTUAL SERVICES						
650	53440	215	Consulting	0	59,741	0	50,000	50,000	-16.31%
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>0</b>	<b>59,741</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>-16.31%</b>
			SUPPLIES AND EXPENSE						
650	53440	340	Operating Supplies	1,582	3,715	538	3,715	3,715	0.00%
			<b>Subtotal</b>	<b>1,582</b>	<b>3,715</b>	<b>538</b>	<b>3,715</b>	<b>3,715</b>	<b>0.00%</b>
			CAPITAL OUTLAY						
650	53440	810	Capital Equipment	325,671	472,000	3,256	1,127,950	1,127,950	138.97%
			<b>Subtotal</b>	<b>325,671</b>	<b>472,000</b>	<b>3,256</b>	<b>1,127,950</b>	<b>1,127,950</b>	<b>138.97%</b>
			<b>TOTAL</b>	<b>\$ 367,237</b>	<b>\$ 614,415</b>	<b>\$ 13,518</b>	<b>\$ 1,250,323</b>	<b>\$ 1,250,323</b>	<b>103.50%</b>



## **Storm Water Utility Weed Control**

***Program Full Time Equivalents: 0.02***

***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.

***2016 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.

***2015 Performance Measurement Data (July 2014 – June 2015):***

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

***Significant Program Achievements:***

Maintained safe vision triangles throughout the City.

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

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

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

The adopted 2016 Storm Water Utility - Weed Control program cost is \$14,858. 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 \$22,437. 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.

***2016 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.

***2016 Budget Significant Expenditure Changes:***

- 1) Hourly Wages increased \$2,984 to reflect actual costs.
- 2) FICA increased \$225 to reflect actual costs.
- 3) Retirement increased \$185 to reflect actual costs.
- 4) Health, Dental, DIB, Life & Wks Comp increased \$1,727 to reflect actual costs.
- 5) Fuel costs increased \$371 to reflect actual costs.
- 6) No capital outlay requested.

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures	2014	2015	2015	2015	2016	2016 / 2015
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	5,898	5,871	1953	5,871	8,855	50.83%
650	53640	125	Overtime Wages	0	0	0	0	0	0.00%
650	53640	126	Seasonal Labor	648	165	473	600	169	2.42%
650	53640	150	FICA	424	452	149	460	677	50.03%
650	53640	151	Retirement	413	399	12	400	584	46.39%
650	53640	152	Health, Dental, DIB, Life & Wks Cmp Ins	2,318	2,199	34	2,199	4,201	91.04%
650	53640	190	Training	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>9,701</b>	<b>9,086</b>	<b>2,621</b>	<b>9,530</b>	<b>14,487</b>	<b>59.45%</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%
650	53640	219	Data	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	0	167	334	371	100.00%
650	53640	340	Operating Supplies	0	0	0	0	0	0.00%
			<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>167</b>	<b>334</b>	<b>371</b>	<b>100.00%</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>\$ 9,701</b>	<b>\$ 9,086</b>	<b>\$ 2,788</b>	<b>\$ 9,864</b>	<b>\$ 14,858</b>	<b>63.53%</b>

# **TOTAL STORM WATER UTILITY**

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Adopted Budget	2016 / 2015 Budget % Of Change
<b>TOTAL STORMWATER UTILITY</b>						
110 Salaries	\$ 85,159	\$ 85,159	\$ 40,889	\$ 85,159	\$ 88,567	4.00%
120 Hourly Wages	195,989	267,989	102,600	268,962	296,720	10.72%
125 Overtime Wages	11,354	11,754	2,516	11,281	9,063	-22.89%
126 Seasonal Labor	19,915	21,515	782	21,950	22,061	2.54%
150 FICA	22,638	28,200	11,196	28,615	30,462	8.02%
151 Retirement	19,890	24,813	8,908	24,108	26,026	4.89%
152 Health, Dental, DIB, Life & Wks Cmp Ins	93,937	121,950	45,017	121,950	131,598	7.91%
190 Training	4,305	4,305	1,328	4,305	4,865	13.01%
<b>Subtotal</b>	<b>453,187</b>	<b>565,685</b>	<b>213,236</b>	<b>566,330</b>	<b>609,362</b>	<b>7.72%</b>
<b>CONTRACTUAL SERVICES</b>						
210 Telephone	1,474	1,474	50	1,474	1,493	1.29%
211 Postage	1,250	1,250	44	1,250	1,250	0.00%
212 Seminars and Conferences	2,209	2,209	541	2,209	2,209	0.00%
215 Consulting	103,057	103,057	12,375	93,316	94,236	-8.56%
217 Cleaning Service Contract	0	0	0	0	1,052	100.00%
218 Cell/Radio	1,400	1,400	706	1,400	2,000	42.86%
219 Data	210	210	0	210	12,960	6071.43%
220 Utilities	336	500	97	500	4,900	880.00%
<b>Subtotal</b>	<b>109,936</b>	<b>110,100</b>	<b>13,813</b>	<b>100,359</b>	<b>120,100</b>	<b>9.08%</b>
<b>SUPPLIES AND EXPENSE</b>						
310 Office Supplies	2,750	2,750	652	2,750	2,750	0.00%
314 Cleaning and Maintenance	0	0	0	0	880	100.00%
320 Memberships/Subscriptions	382	382	802	442	442	15.71%
331 Transportation	27,450	35,450	6,409	34,884	34,921	-1.49%
340 Operating Supplies	7,665	7,665	1,562	7,665	14,866	93.95%
350 Repair and Maintenance Supplies	37,124	47,124	22,146	50,246	48,119	2.11%
<b>Subtotal</b>	<b>75,371</b>	<b>93,371</b>	<b>31,571</b>	<b>95,987</b>	<b>101,978</b>	<b>9.22%</b>
<b>CAPITAL OUTLAY</b>						
810 Capital Equipment	516,525	516,525	3,756	517,025	1,240,845	140.23%
<b>Subtotal</b>	<b>516,525</b>	<b>516,525</b>	<b>3,756</b>	<b>517,025</b>	<b>1,240,845</b>	<b>140.23%</b>
<b>TOTAL</b>	<b>\$ 1,145,597</b>	<b>\$ 1,139,639</b>	<b>\$ 262,376</b>	<b>\$ 1,279,701</b>	<b>\$ 2,072,285</b>	<b>81.84%</b>

City of De Pere  
2016 Stormwater Utility  
Adopted Budget

Expenditures				2014	2015	2015	2015	2016	2016 / 2015
Account Title				Year End	Adopted	6 mos	Year End	Adopted	Budget
				Actual	Budget	Actual	Estimate	Budget	% Of Change
<b>REVENUES</b>									
650	41000	000	Residential	\$ 603,164	\$ 584,000	\$ 579,409	\$ 579,409	\$ 624,296	6.90%
650	42000	000	Non-Residential-NR	464,316	549,851	564,671	564,671	587,791	6.90%
650	43000	000	Agricultural	0	0	0	0	0	0.00%
650	44000	000	Tax Exempt	125,607	154,075	153,574	153,574	164,706	6.90%
650	45000	000	Underdeveloped & Other	27,979	24,140	23,593	23,593	25,806	6.90%
			Fund Balance	0	0	0	0	669,686	
<b>TOTAL REVENUES</b>				<b>\$ 1,221,066</b>	<b>\$ 1,312,066</b>	<b>\$ 1,321,247</b>	<b>\$ 1,321,247</b>	<b>\$ 2,072,285</b>	<b>57.94%</b>