



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, September 10, 2024

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **September 10, 2024 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Finance/Personnel Committee, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://depercitywi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of Minutes from August 13, 2024 Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
4. Consideration and Acceptance of a \$1,200 grant from NEWRTAC to purchase bike helmets to give away at Bike Rodeo Safety Events.*
5. Consideration and Possible Action on the Approval of Quotation for Backup Internet Service from TDS Telecommunications, LLC. *
6. Consideration and Possible Action on WI DPH Contract #155015 in the amount of \$35,106.*
7. Consideration and Possible Action on a MOA with DATCP Weights and Measures Program.*
8. Consideration and Possible Action to Approve an Internal Transfer Request for the FICA Alternative Plan. *
9. Consideration and Possible Action on 2025 Non-Benefit Eligible Employees Wage Scale.*

10. Consideration and Possible Action on Charter Ordinance for City Manager Form of Government.*
11. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, July 2024.
12. Future agenda items.
13. Adjournment

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

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: City Attorney

FROM: Amy Darnick

SUBJECT: Approval of Minutes from August 13, 2024 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- August 13, 2024- DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, August 13, 2024

7:30 PM

Council Chambers and Virtual

1. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Pamela Gantz	Aldersperson	Excused	
Amy Chandik Kundingner	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Excused	

Also present is City Administrator Larry Delo, Development Services Director Dan Lindstrom, Community and Economic Development Specialist Quasan Shaw, Fire Chief Al Matzke, Finance Director/Treasurer Pamela Manley, Aldersperson Jonathon Hansen, City Clerk Carey Danen (Remote), IT Director Steve Masey (Remote).

2. Approval of minutes from July 9, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	James Boyd, Amy Chandik Kundingner, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC

4. Consideration and Possible Action on a request to purchase CivicClerk agenda and meeting management software, with \$11,500 to come from unassigned reserves. *

City Clerk Carey Danen was remote to talk about this item. Proposing the City enter into an agreement with Civic Clerk for their meeting and agenda software. Tight timeline to implement the software. It would be a cost savings down the road. No overlap with our current system and having to pay them back. We want to use some unassigned reserves (\$11,500) to get this done asap.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundingner, Aldersperson
AYES:	James Boyd, Amy Chandik Kundingner, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

5. Consideration and Acceptance of donation from Casa Alba Melanie for the Fire Department in the amount of \$4,161.16*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

6. Recommendation and Possible Action to Accept \$4,271.51 grant from the Brown County Crime Prevention Funding Board for the purchase of 2 Traffic Radar Speed Boards and mounting brackets. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

7. Recommendation and Possible Action to Contract with Carfax for Police for Accident Report Publication and Vehicle Records Searches. *

Recommendation is to do the nominal fee of \$5, would then bring in \$500-\$1,000 in revenue for people requesting these reports.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

8. Consideration and Possible Action on a revised purchase/sale and development agreement terms with FBS Investment Group LLC for an expanded manufacturing facility at 2257 American Blvd (WD-1371). *

Development Services Director Dan Lindstrom was present to talk about this agenda item. This is the third or fourth time you've seen revised terms on this project since 2020. This originally came forward right before COVID and just couldn't move forward. Ultimately had large capital costs to move forward. In 2024 ownership is going to be reconfigured and made the project delayed a bit. One owner will be buying out the other owner. They do want to develop the property and did some revised terms. The site plan hasn't changed since you saw it last. They would like to enter into a PAYGO agreement and cash grant of that same amount of \$139,000 after they complete the project. We would like to get the project moving. They need to finalize the development agreement, sign it and transitioning the check to us. Staff recommends approval of the terms and agreements in the packet.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

9. Review and Discussion of the 2023 Annual Tax Increment District (TID) Summaries.

Development Services Director Dan Lindstrom is present to give a brief overview of all the things that have been going on recently.

We have seen tremendous growth in our TIDs recently. We are inching closer to our 12% threshold limit. Majority of the growth has been in TID 12. You'll see TID 17 grow with the Amerilux project and TID 10 grow with Valley Cabinet and Belmark expansions. Over the past year, we have seen a \$50 million growth in our TIDs. This is end of year 2023 data. Total increment growth is \$344 million. As our TIDs continue to grow, we will continue to get closer to the 12% threshold. We have roughly \$40 in outstanding debt in our TIDs. That number will grow with Southern Bridge and Shopko Development because we are funding as much of that project as we can with TIDs. All in all, we are in a good place.

Administrator Delo had a question about when the next TID will be closing. Lindstrom said that TID 8 is expected to close by 2027. It has an increment value of \$21 million.

RESULT:	DISCUSSED
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10. Consideration and Possible Action for a Proposed Development Agreement Terms with Preserve Development Apartments LLC. for an 86-unit Multifamily and 15-unit Townhome Development Located on the North Side of Employers Blvd (WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031). *

Development Services Director Dan Lindstrom is present to talk about the agenda item. This is the first steps of a lot of steps to make this project happen. This is the former Humana Campus. We are in the first of 3 phases. Mixed unit building (Owner occupied units and rental income units). Staff met with the developer to discuss the project. Underground parking, 1st and 2nd floor with public amenities, 3rd floor with lofts and terraces. Combination of parcels. 58 apartments, 28 condos and 3 town homes (5 units in each building).

The developer is proposing a \$2.5 million incentive, broken out into \$500,000 up front cash grant upon completion and \$2 million MRO moving forward for the life of the TID at a certain interest. Developer would be maxing out the loan to value. They would have to take out a secondary loan backed by the MRO.

Secure zoning and site plan approvals by Feb. 1, 2025, and commence construction by May 1, 2025.

They would have to do a water infrastructure analysis. They will have a water relocation cost that will have to be taken on.

We must amend TID 15, our incentives are a project cost reimbursement grant of \$500,000, PAYGO of \$200,000 and because we are in a revenue generated project, we are including the look back provision. If they do elect to enter into WHEDA funding for affordable housing purposes, we will remove the look back provision.

Mayor Boyd wanted to know if they apply for WHEDA funding and get it, would the rental prices come down at all? Lindstrom mentioned that they already meet WHEDA limits for 80% threshold. The definition for affordable housing is different for everyone.

City Administrator Delo wanted to know if the WHEDA limits are based on each individual community or is it statewide? Lindstrom said that it is County median income, so it takes your county based off family household size. Generally, our incomes here are a bit higher so the WHEDA limits are higher.

This will be TID 15.

Aldersperson Kunding asked about realistic timing on when a project like this could start. Lindstrom said that we have full value assessed by January 1, 2027, hoping to break ground by summer of 2025. We have make preliminary road designs, so the developer can move forward. Aldersperson Kunding also asked if the development is contained just to what is marked on their information sheet. Lindstrom said that the primary developer purchased all the subject property of the Humana campus. As investors come in, they will take on smaller portions.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

11. Consideration and Possible Action on Consultant Agreement with Partners Engineering and Science Inc, for ADA Facilities Audit services. *

City Administrator Delo was present to talk about this agenda item. The Council previously approved the city to have \$65,000 from the ARPA funding to complete the ADA facilities audit. We did a search for firms that would complete this type of work. We sent out proposals for ADA Audit on our facilities. Our intent is to get it completed soon. We sent out the proposals to 5 firms, only 2 responded. We budgeted \$65,000 and both were a little over what we had budgeted. We do have sufficient funds from ARPA to make up the additional balance to complete the audit this calendar year. It is recommended we go with the Partners Engineering and Science Inc. for our ADA Facilities Audit for \$76, 175. Finance Director Manley indicated that we have additional ARPA funds to make up the balance of \$11,175.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

12. Staff report on the Green Bay Area Room Tax.

Aldersperson Hansen brought this agenda item forward. He mentioned that we haven't had a discussion in a few years about the room tax. A lot of it was going towards the Expo Center and now that construction is done, he wanted an update. In a memo from Finance Director Manley, it states, even though the construction is done on the Expo Center, we will still have to pay off the bonding for it until 2054. His questions are as follows:

1. The 4% that is dispersed back to the municipalities, where is that allocated?
- Finance Director/Treasurer Pamela Manley responded that the 4% is divided up between the municipalities that are in the Room Tax Commission. Green Bay and Ashwaubenon

will get a little extra for the maintenance of their facilities, and then everything else is distributed equally. It is just a revenue line in our general fund budget.

2. The Resch and KI Center bonding will be completed in 2029, after that is paid, will the funds used for that be coming back to the city?

Director Manley responded that the excess would go to Discover Green Bay. Once all the bond payments are made, the rest will go towards Discover Green Bay's new building. They get 2% off the top right now, no excess.

Room tax for the municipalities that participate is 10%. De Pere got roughly \$14,000 back in 2023.

RESULT:	DISCUSSED
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13. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, June 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

14. Future agenda items.

None

15. Adjournment

Mayor Boyd made a motion to adjourn
Seconded by Alderperson Kunding.
Adjournment is at 8:25 pm.

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

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Acceptance of a \$1,200 grant from NEWRTAC to purchase bike helmets to give away at Bike Rodeo Safety Events.*

Community Police Officers submitted a grant request to purchase bicycle helmets to give away at Bike Rodeo Safety Events. These helmets would be purchased in a variety of youth sizes and the helmets are given away to each participant in these events.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Information Technology

FROM: Steve Massey

SUBJECT: Consideration and Possible Action on the Approval of Quotation for Backup Internet Service from TDS Telecommunications, LLC. *

ATTACHMENTS:

- Memo to Finance - Backup Internet Connection_SMv1 (PDF)
- AT&T Informal Quote - 500M Dedicated Internet (PDF)
- Spectrum Quote - 500M Dedicated Internet (PDF)
- TDS - 500M Dedicated Internet (PDF)

CITY OF DE PERE MEMO



To: Mayor James Boyd
Members of the Finance/Personnel Committee
From: Steve Massey, IT Director
Date: September 5, 2024

RE: **Consideration and Possible Action on the Approval of Quotation for Backup Internet Service from TDS Telecommunications, LLC**

The City of De Pere currently has a single Internet connection that provides Internet connectivity for all City operations including General Government, Fire Rescue and Police. As departmental operations rely more on Internet based services the importance of having reliable Internet access has become critical to daily operations. If we experience an Internet Service Provider (ISP) outage it should be expected that City operations would be severely impacted until Internet services can be restored. A backup Internet connection would allow the City to maintain critical services and communications during a primary ISP outage.

Staff received quotes from multiple ISP's. Based on cost, staff recommends the approval of the quote from TDS Telecommunications, LLC for 500 MB dedicated Internet access on a three-year agreement. The cost is approximately \$600 per month/\$7,200 annually. Funding for the backup Internet connection has been included in the 2025 budget planning process. The installation of a backup Internet connection is approximately 90 days so I anticipate the invoice for the first month of service in early 2025.

Steve Massey

From: Chad Bruder <CBruder@nordicomtech.com>
Sent: Thursday, August 8, 2024 10:24 AM
To: Steve Massey
Cc: esther.yoon@att.com; BURGESS, LAUREN
Subject: FW: Backup Internet Pricing at 335 S Broadway

Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Steve,

Please see Dedicated (ADI) monthly pricing for Managed or Unmanaged (no router) below:

36 Month Term

Managed:

500M: \$943.05

1G: \$1180.60

Basic:

500M: \$849

1G: \$1035.65

Please call or email us any questions

Thank you!

Chad R. Bruder
 Strategic Account Manager
 Public Sector and Healthcare Solutions
 M: 248-345-9678
 cbruder@nordicomtech.com



From: Steve Massey <smassey@deperewi.gov>
Sent: Thursday, August 8, 2024 7:56 AM
To: YOON, ESTHER <jy2577@att.com>; BURGESS, LAUREN <lb8155@att.com>; CROM, BRIAN <bc2942@att.com>
Subject: Backup Internet Pricing at 335 S Broadway
Importance: High

Good morning,

I need to get pricing for backup Internet at 335 S Broadway. I'd like pricing for 500M/500M and 1G/1G DEDICATED internet with 13 static IP's. Please let me know if you have any questions.

Steve Massey, CISSP

IT Director | [City of De Pere](https://www.cityofdeperewi.gov)

335 S. Broadway | De Pere, WI 54115

Tel: (920) 339-4072 x 1255 | Fax: (920) 339-4049



Genuine. Down to Earth. Forward Thinking. Rooted in Strong Values.

The City of De Pere is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of De Pere e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of De Pere full e-mail disclaimer at <https://www.deperewi.gov/emaildisclaimer>.

This e-mail (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use of that information is prohibited. If you received this email in error, please notify the sender and delete this e-mail from your system.

Proposal for Services



Prepared for: City of De Pere
 Contact Name: Steve Massey
 Contact Email: smassey@deperewi.gov
 Address: 335 S Broadway
 City, State, Zip: De Pere, WI 54115
 Phone:

Todays Date: 7/30/2024
 Valid Until: 8/30/2024
 Prepared by: Gerry Wergin

Email: gerald.wergin@charter.com
 Phone Number: 715-803-2014

Service Location: 335 S Broadway

Product Description	Qty	Sales Price	Contract Term	Monthly Price
Spectrum Dedicated Fiber Internet 500 Mbps	1	\$855.00	36	\$855.00
Spectrum Dedicated Fiber Internet 200 Mbps	1	\$675.00	36	\$675.00
Static IP Address - Quantity 5	1	\$0.00	36	\$0.00
Total for Service Location				Dependent on Service Selected

One-Time Installation Fees

Location	Description	Price
335 S Broadway	Installation	\$0.00
Total Installation Fees		\$0.00



Quote

9/5/2024

Customer Information - Service Address

Ordered by: Steve Massey
Business Name: City of De Pere

Account Number:

Main Yellow Page Heading:

Phone: 920-339-4040

Street: 335 S Broadway

Email: smassey@deperewi.gov

Flr/Rm/Suite:

City, State, Zip: De Pere WI 54115

Rent or Own: Own

Landlord name and email (if applicable):

TDS Sales Representative: Scott DeGroot

920-347-3372

Monthly Services Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	36 Month	Guaranteed 500M Internet Connection	\$575.00	\$575.00
1	Mo To Mo	/28 16 IP Addresses 13 Usable	\$20.00	\$20.00

Total Monthly Services Charges/Credits:*\$595.00****One Time Charges/Credits:**

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	One Time	DIA Installation Charge	\$700.00	\$700.00
1	One Time	DIA Installation Charge Waived	-\$700.00	-\$700.00
1	One Time	Service Order Charge	\$20.00	\$20.00
1	One Time	Service Order Charged - Waived	-\$20.00	-\$20.00

Total One Time Charges/ Credits:*\$0.00**

TDS METROCOM, LLC

- managedIP SIP and PRI locations must have a minimum of 3 trunks. If a location falls below the minimum requirement,
- *Total does not include applicable taxes, fees, assessments or surcharges. Additional Directory Listing charges may also apply and are not include in the Totals herein. Local usage charges apply if applicable. After the end of the promotional period, Customer will be billed the full monthly service charges for each product.
- Customer is responsible for cancellation of services with current providers.
- If Customer has an active alarm line, Customer must advise alarm company of change of service.
- TDS reserves the right to block high fraud international long distance locations.
- For managedIP Hosted (managed deployment) and managedIP Trunking, if Services ordered necessitate that TDS dispatches a technician to Customer's premise, Customer will be notified of the visit in advance. It is required that a Customer representative is on site when the technician arrives and that full access to the telecommunication's closet be provided. In addition, the Customer must ensure that prior to the installation visit, the site is ready with a rack, mounting board or shelf to house TDS equipment and that four unoccupied AC outlets are available within four feet of the equipment. If any of the forgoing conditions are not met, TDS may charge the Customer a \$250.00 fee.

Terms and Conditions:

<https://tdsbusiness.com/terms-of-service.html>

Quote created using Version 2024 V9. Pricing and products on this quote are good for 30 days only. TDS reserves the right to change products and pricing after 30 days.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration and Possible Action on WI DPH Contract #155015 in the amount of \$35,106.*

ATTACHMENTS:

- Memo_155015 PHEP contract (DOCX)
- 155015_-_DePere_PH_-_2024_DPH_Consolidated_Co (PDF)

CITY OF DE PERE

MEMO



To: Honorable Mayor James Boyd and Members of the Finance/Personnel Committee
From: Chrystal Woller BSN, RN, MBA, Health Director
Date: 9/10/2024 (meeting date)

Re: Consideration and Possible Action on WI DPH Consolidated Contract #155015 (PHEP) in the amount of \$35,106

The De Pere Health Department has received notification of the department's annual public health preparedness award through a passthrough contract with WI Department of Health Services in the amount of \$35,106. This contract is intended to enhance Wisconsin's ability to rapidly mobilize, surge and respond to public health emergencies as defined by the Centers for Disease Control. The budget period for this proposed award is July 1, 2024-June 30, 2025.

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **435100-G24-DPHCC24-17 M3**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

N/A

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:

Cody Wagner

Name: Cody Wagner

Title: Office of Legal Counsel

9/3/2024

Date Signed



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
Depere Dph
for
2024 DPH LPHD Consolidated Contract

DHS Grant Agreement No.: 435100-G24-DPHCC24-17 M3

DPH Contract No.: 62109-3

Agreement Amount: \$35,106

Agreement Term Period: 10/1/2023 to 9/30/2025

GEARS Pre-Packet No: 27216

DHS Division: Division of Public Health

DHS Grant Administrator: Anna Benton

DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Chrystal Woller

Grantee Address: 335 S BROADWAY, DE PERE, WI,
541152526

Grantee Email: cwoller@deperewi.gov

Modification Description: We are adding funding for the Public Health Emergency Preparedness (PHEP) Program (Profile 155015). Please see attached scope(s) of work. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Grantee

Entity Name: _____

Authorized Representative

Name: Chrystal Woller

Title: Health Officer/Health Department Director

Signature: _____

Date: _____

CIVIL RIGHTS COMPLIANCE ATTACHMENT

The Wisconsin Department of Health Services and Grantee agree to the below change to the agreement. The below enumerated agreement revision is hereby incorporated by reference into the agreement and is enforceable as if restated therein in its entirety.

Section 10 of the Agreement (“CIVIL RIGHTS COMPLIANCE”) is hereby amended by inserting the following:

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Sub-contractor or any other entity with which the Grantee arranges to carry out its programs and activities.

In accordance with the provisions of Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), and the regulations implementing these Acts, found at 7 C.F.R. Parts 15, 15a, and 15b, and Part 16, 28 C.F.R. Part 35, and 45 C.F.R. Part 91, the Grantee shall not discriminate based on race, color, national origin, sex, religious creed, disability, age, or political beliefs or engage in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture.

HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

GEARS PAYMENT INFORMATION

DHS GEARS STAFF INTERNAL USE ONLY
GEARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, GEARS Unit, to facilitate the processing and recording of payments made under this Agreement.

GEARS Contract year: 2025

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:
472779	Depere Dph	60	7/1/2024	6/30/2025	\$35,106

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155015	BIOT FOCUS A PLANNING		-	\$35,106	\$35,106	N/A
					\$35,106	

GEARS FEDERAL AWARD INFORMATION

DHS Profile Number	155015
FAIN	NU90TU000048
Federal Award Date	6/6/2024
Sub-award period of Performance Start Date	7/1/2024
Sub-award period of Performance End Date	6/30/2025
Amount of Federal Funds obligated (committed) by this action	\$35,106
Total Amount of Federal Funds obligated (committed)	\$35,106
Federal Award Project Description	To enhance Wisconsin's ability to rapidly mobilize, surge, and respond to public health emergencies identified by CDC.
Federal Awarding Agency Name (Department)	Department of Health and Human Services - Centers for Disease Control and Prevention
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	608-266-9622
Assistance Listing (formerly CFDA) Number	93.069
Assistance Listing (formerly CFDA) Name	Public Health Emergency Preparedness
Total made available under each Federal award at the time of disbursement	\$11,799,124
R&D?	No
Indirect Cost Rate	7.5%

Local and Tribal Public Health Emergency Preparedness Contract Objectives Centers for Disease Control and Prevention (CDC) Cooperative Agreement #CDC-RFA-TU24-0137

Budget Period: July 1, 2024 – June 30, 2025*

**Note: This document includes all contract deliverables for a five-year cooperative agreement period (7/1/2024 – 6/30/2029). Some deliverables are required annually, while others have the expected due date for each budget period. Please send any questions regarding Contract Objectives to the DHS PHEP program at DHSPHEP@dhs.wisconsin.gov.*

The Wisconsin Department of Health Services (DHS) has established the following objectives and deliverables for completion by local and Tribal public health agencies (LTPHA's) during the budget period from July 1, 2024, to June 30, 2029, with a goal of ensuring Wisconsin local and Tribal public health agencies are response ready.

These objectives are based on CDC's [2024 Readiness Response Framework](#) and are supported by the [Public Health Emergency Preparedness and Response Capabilities](#), which CDC released in 2018 and updated in 2019. In addition, these objectives are written, to align with [CDC's Public Health Emergency Preparedness PHEP Cooperative Agreement](#).

During this budget period, DHS anticipates that LTPHAs will continue to use a "whole community" approach [as defined by FEMA](#). A "whole community" approach is the idea that preparedness is a shared responsibility that must include the full range of preparedness stakeholders, including not just government, but also individuals and families (including those with access and functional needs), businesses, community organizations, schools, nonprofits, media outlets, and more.

Planning for a whole community should address health equity issues by considering individuals with access and functional needs. Per CDC's [Access and Functional Needs Toolkit](#) (March 2021), The term "access and functional needs" refers to individuals with and without disabilities, who may need additional assistance because of any condition (temporary or permanent) that may limit their ability to act in an emergency. Individuals with access and functional needs do not require any kind of diagnosis or specific evaluation. Populations with access and functional needs may include but are not limited to:

- Children and youth
- Individuals with chronic diseases or underlying conditions
- Individuals with cognitive impairment
- Individuals with developmental disabilities
- Individuals with hearing impairment
- Individuals experiencing homelessness or housing instability
- Individuals with language barriers and/or limited English proficiency
- Marginalized populations experiencing social, political, or economic exclusions, such as people living in poverty, people experiencing racism, or people who are undocumented
- Older population
- Individuals with limited access to transportation
- Individuals with limited access to the internet or Wi-Fi
- Underserved communities, such as rural or uninsured/underinsured communities

- Individuals with visual impairment
- People who are pregnant

Using PHEP Funds for Response

PHEP cooperative agreement funding is intended primarily to support preparedness activities that help ensure state and local public health departments are response ready. PHEP funds may, on a limited, case-by-case basis, be used to support response activities to the extent they are used for their primary purposes: to strengthen public health preparedness and enhance the capabilities of state, local, and Tribal governments to respond to public health threats. LTPHAs must receive prior approval from the Wisconsin PHEP program for any proposed response activities.

Joint PHEP/HPP/Emergency Management Activities

Objectives that align with program requirements as set forth by the CDC PHEP program and the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) are indicated as a '(Joint PHEP/HPP Activity)'. The Wisconsin PHEP program recommends that LTPHAs coordinate with their regional Healthcare Emergency Readiness Coalition (HERC) and emergency management partners on these activities.

Required Reporting

Annual year-end reporting on all contract deliverables is due June 30th each year of the 5-year cooperative agreement. Required reporting will be accessed via the Partner Communications and Alerting (PCA) Portal once available. Additional information about year-end reporting will be communicated to local and Tribal preparedness staff throughout the budget periods via email communications and PHEP Q&A (Questions and Answers) webinars. Local and Tribal preparedness staff should [sign up](#) to receive Public Health Emergency Preparedness email communications if they have not already.

Budget Management

All LTPHAs will submit a proposed budget by completing and uploading the PHEP Budget Template to the Partner Communication and Alerting (PCA) Portal [Local Preparedness Budget Management page](#). All LTPHAs will report final expenditures by editing the agency's original submitted Local and Tribal Preparedness Budget Form on the PCA Portal. To request access to the PCA Portal, please contact DHSPCAPortal@dhs.wisconsin.gov.

Deliverable Number	Due Date	Objective
Deliverable 1	By June 30, each year of the 5-year cooperative agreement	Submit the proposed budget on the PCA Portal
Deliverable 2	By August 15, each year of the 5-year cooperative agreement	Submit final expenditures on the PCA Portal

Strategy 1 – All-hazard activities

Strategy 1 encompasses the following Response Readiness Framework program priorities.

- **Develop a risk-based approach to all-hazards planning** to advance risk-based planning; address evolving threats; and support medical countermeasure distribution, dispensing, and administration and medical materiel management.
- **Modernize data collection and systems** to improve situational awareness and information sharing with health care systems and other partners.
- **Integrate health equity practices** to enhance preparedness, response, and recovery support for populations experiencing health disparities.

Risk-Based Approach to All Hazard Planning (AHA)

Public Health Response Readiness Framework – Priority 1. Prioritize a risk-based approach (AHA-A)

- Capability 1: Community Preparedness
- Capability 3: Emergency Operations Coordination
- Capability 13: Public Health Surveillance and Epidemiological Investigation

When submitting the risk assessment (RA) or Hazard Vulnerability Assessment (HVA), identify the top five risks based on public health consequences and report the following Risk Assessment Data Elements (RADE):

- Participants involved in the assessment,
- Identified risks,
- A ranking of the top five risks (new),
- Public health consequences of the risks describing the vulnerabilities associated with prioritized risks (new),
- Resources used to conduct the risk assessments, such as CDC's Social Vulnerability Index, CDC PLACES, or HHS emPOWER data (new), and
- Identified expertise to provide consultation during a public health emergency associated with prioritized risks (new).

Deliverable Number	Due Date	Objective
Deliverable 3	January 31, 2025	Conduct a risk assessment (RA) or Hazard Vulnerability Assessment (HVA) and identify the top five risks based on public health consequences. If your most recent RA occurred in Budget Periods 2,3,4, or 5 of the previous NOFO performance period, submit that RA along with the risk assessment data elements (RADE) based on elements addressed at that time.

	Once in the 5-year performance period	Complete and submit a new RA/HVA once during the five-year performance period on the PCA Portal and include RADE
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Ensure baseline competency and integration with preparedness requirements - Priority 1.
Prioritize a risk-based approach (AHA-G)

It is recommended by CDC that Public Health preparedness and recovery staff should strive to complete the coursework below based on their preparedness and response roles and positions.

- Public health preparedness and recovery staff, including exercise planning staff:
 - Independent Study (IS) 100: Introduction to the Incident Command System
 - IS 200: Basic Incident Command System for Initial Response (ICS 200)
 - IS 700: An Introduction to the National Incident Management System (NIMS)
 - ICS 706: NIMS Intrastate Mutual Aid
 - IS 800: National Response Framework, An Introduction
 - IS-2900.A: National Disaster Recovery Framework (NDRF) Overview
 - IS-120: an Introduction to Exercise
 - Homeland Security Exercise and Evaluation Program
 - Emergency Management Assistance Compact (EMAC) Pre-Event Preparation for Resource Providers
- Health Department supervisory positions:
 - ICS 200: Basic ICS for Initial Response
 - Independent Study (IS)-2200: Basic Emergency Operations Center Functions
- Staff with designated response roles:
 - ICS 300: Intermediate ICS for Expanding Incidents (In Person)
 - EMAC Just-in-Time Training for Deploying Personnel
 - Crisis and Emergency Risk Communication (RISK COMMUNICATION PLAN)
- Senior staff who support the management of large/complex responses (incidents across multiple locations or over a large area):
 - ICS 400: Advanced ICS (In Person)

Deliverable Number	Due Date	Objective
Deliverable 4	New staff: With in the first year of hire	At a minimum public health staff should have successfully completed: IS-100, IS-200, IS-700, IS-800
	Current staff: Maintain during the 5-year performance period	Ensure current staff are proficient with the most recent FEMA course version available for IS-100, IS-200, IS -700, IS-800

Data Modernization (DM)

Public Health Response Readiness Framework – Priority 6. Modernize data collection and systems (DM-A), (DM-B)

- Capability 3: Emergency Operations Coordination
- Capability 13: Public Health Surveillance and Epidemiological Investigation

Incorporate data systems and data source functionality and infrastructure in public health emergency response plans and testing of the functionality of those systems.

Deliverable Number	Due Date	Objective
Deliverable 5	June 30, 2026	Identify the resources and infrastructure necessary for data systems and sources to meet jurisdictional needs during an emergency response and include in emergency plans
Deliverable 6	June 30, 2027	Prioritize improving data systems and data sources that are the most essential for effective response.

Health Equity (HE)

Public Health Response Readiness Framework – Priority 8. Incorporate health equity practices (HE-A)

- Capability 1: Community Preparedness
- Capability 2: Community Recovery
- Capability 4: Emergency Public Information and Warning
- Capability 7: Mass Care

Ensure risk assessments include relevant input from partners to ensure they reflect health equity. Consider disproportionately impacted populations or community's projected to be adversely impacted by the public health consequence of risks. Include populations with limited English proficiency and consider how social determinants of health may affect health outcomes during an emergency.

Deliverable Number	Due Date	Objective
Deliverable 7	Over the 5-year performance period	Identify impacted communities and implement actions to understand how public health emergency response plans and exercises can be developed or updated to address unique preparedness, response, and recovery needs of the communities

Strategy 2 – Whole Community Readiness

Strategy 2 encompasses the following Response Readiness Framework program priorities:

- **Enhance partnerships** with federal and non-governmental organizations to effectively support community preparedness efforts
- **Strengthen risk communication activities** to improve proficiency in disseminating critical public health information and warnings and address misinformation or disinformation
- **Prioritize community recovery efforts** to support health department reconstitution and incorporate lessons learned from public health emergency responses
- **Integrate health equity practices** to enhance preparedness, response, and recovery support for communities experiencing differences in health status due to structural barriers

Partnerships (PAR)

Public Health Response Readiness Framework – Priority 2. Enhance Partnerships (PAR-A)

- Capability 2: Community Recovery
- Capability 6: Information Sharing

Include critical response and recovery partners in required plans and exercises.

Deliverable Number	Due Date	Objective
Deliverable 8	Over the 5-year performance period	Continually assess your ability to address the unique needs or community members throughout exercises
		Maintain response affiliations with private industry partners including, but not limited to, large employers, pharmacies, academia, and others
		Maintain involvement in regional HERC
	By June 30 th each year of the 5-year performance period	Ensure that your organization has at least three staff with profiles and emergency call ranking on the PCA Portal and review accuracy <i>It is strongly encouraged to include your local health officer or Tribal health director as one of these contacts.</i>
	Annually during the 5-year performance period	At minimum one representative from your organization will have attended or watched the recording of all coordination calls with Voluntary Organizations Active in Disaster (VOAD) partners that occurred during the budget period
	Annually during the 5-year performance period	Maintain jurisdictional Wisconsin Emergency Assistance Volunteer Registry (WEAVR) administrator contact information

Risk Communications (RSK) Public Health Response Readiness Framework – Priority 7. Strengthen risk communications activities (RSK-A)

- Capability 1 Community Preparedness
- Capability 2 Community Recovery
- Capability 8 Medical Countermeasure Dispensing and Administration
- Capability 9 Medical Materiel Management and Distribution

Timely communication of situational awareness and risk information.

Deliverable Number	Due Date	Objective
Deliverable 9	Over the 5-year performance period	Incorporate lessons learned from exercises and responses into risk communications and information dissemination plans.
		Incorporate strategies to monitor and combat misinformation and disinformation into risk communication and information dissemination plans.
Deliverable 10	Review Annually	Maintain the capacity and capability to manage, distribute, dispense, and administer medical countermeasures according to the Administration for Strategic Preparedness and Response/ Strategic National Stockpile requirements and guidelines. Update mass dispensing and mass vaccination clinic sites in the POD DVC Management Tool on the PCA Portal.
	Once annually over the 5-year performance period	Annually conduct at least one alerting drill (or utilize WEAVR during a real-world event) to alert register volunteers

Exercise Objective:

All LTPHAs will participate in at least one Homeland Security Exercise and Evaluation Program (HSEEP) consistent exercise in each budget period throughout BP1-5. Use of Incident Command System (ICS) to manage a real event may be used in lieu of an exercise as long as an HSEEP consistent After Action Report (AAR)/Improvement Plan (IP) is completed. *Note: This AAR/IP may focus on any one or multiple of the 15 public health emergency preparedness and response capabilities. LTPHAs can participate with their regional HERC in the development of an AAR.*

- All LTPHAs that receive state-supplied vaccine to conduct a school-located mass vaccination exercise during any budget period in BP1-5 must complete an HSEEP consistent AAR/IP of the exercise using the Immunization Program Functional Exercise AAR/IP template. This AAR/IP will satisfy deliverable 11.

For LTPHAs that receive state-supplied vaccine to conduct a school-located mass vaccination exercise during any budget period in BP1-5: Deliverable 11: By April 30, post HSEEP consistent AAR/IP to the PCA Portal [After Action Reports](#) page. LTPHAs that participated with their regional HERC in the development of an AAR/IP should ensure that that their agency is listed as a participating organization in the document and that either the regional HERC Coordinator or a representative from one LTPHA in the region has posted the AAR/IP to the After Action Reports page.

For LTPHAs submitting other AARs: Deliverable 11: By June 30, post HSEEP consistent AAR/IP to the PCA Portal [After Action Reports](#) page. LTPHAs that participated with their regional HERC in the development of an AAR/IP should ensure that that their agency is listed as a participating organization in the document and that either the regional HERC Coordinator or a representative from one LTPHA in the region has posted the AAR/IP to the After Action Reports page.

Deliverable Number	Due Date	Objective
Deliverable 11	Once annually over the 5-year performance period	Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise

Reporting requirement:

Deliverable Number	Due Date	Objective
Deliverable 12	By April 30 th (if school-based vaccination exercise) or by June 30 th (all other exercises) each year of the 5-year performance period	Exercise after action reports and improvement plans (AAR/IP) uploaded to PCA Portal

Risk Communications (RSK) Public Health Response Readiness Framework – Priority 7.
Strengthen risk communications activities (RSK-B)

- Capability 4: Emergency Public Information & Warning
- Capability 6: Information Sharing

Identify and implement communication surveillance, media relations, and digital communication strategies in exercises.

Deliverable Number	Due Date	Objective
Deliverable 13	Each budget period over the 5-year performance period	Exercise risk communication plans and principles to ensure risk communication and staff activities simulate actions that will be taken during an emergency.

Risk Communications (RSK) Public Health Response Readiness Framework – Priority 7. Strengthen risk communications activities (RSK-C)

- Capability 4: Emergency Public Information & Warning
- Capability 6: Information Sharing

Identify and implement specific crisis and emergency risk communication activities that meet the diverse needs of communities of focus

Deliverable Number	Due Date	Objective
Deliverable 14	Review each budget period and update as needed	Use lessons learned from COVID-19, mpox, and other recent responses or exercises to identify and address gaps in risk communication activities that support communities of focus.
		Collaborate with partners that represent prioritized populations to develop culturally, linguistically, and accessible appropriate risk messages for populations with access needs, functional needs, and health disparities.

Recovery (REC)

Public Health Response Readiness Framework – Priority 10. Prioritize community recovery efforts (REC-A)

- Capability 1: Community Preparedness
- Capability 2: Community Recovery

Incorporate recovery operations into public health preparedness plans

Deliverable Number	Due Date	Objective
Deliverable 15	By June 30 th each year of the 5-year performance period	Identify community partners who aid in recovery and engage in discussions regarding their potential roles and their resources.
		Identify roles and responsibilities for staff designated to support recovery operations.
Deliverable 16	By June 30 th each year of the 5-year performance period	Establish methods for determining community recovery priorities and communicating the status of recovery operations with relevant partners, interested groups, and the public.

Health Equity (HE)

Public Health Response Readiness Framework – Priority 8. Incorporate health equity practices (HE-B)

- Capability 1: Community Preparedness

Engage partners to incorporate health equity principles into preparedness plans and exercises

Deliverable Number	Due Date	Objective
Deliverable 17	Review each budget period and update as needed	Engage community or nontraditional partners, such as faith-based organizations and private industry each year to support communities of focus identified in the RADE health equity section.

Strategy 3 – Improve Capacity

Strategy 3 encompasses the following Response Readiness Framework program priorities:

- **Build workforce capacity to meet jurisdictional surge management needs and support staff recruitment, retention, resilience, and mental health**

Workforce (WKF)

Public Health Response Readiness Framework – Priority 5. Build workforce capacity (WKF-B)

- Capability 1 Community Preparedness
- Capability 14 Responder Safety and Health
- Capability 7: Mass Care

Provide guidance, direction, and training to maintain a ready responder workforce across the entire health department

Deliverable Number	Due Date	Objective
Deliverable 18	Review each budget period and update as needed	Include health department preparedness staff and surge staff outside the preparedness program who fill key incident command roles in preparedness training and periodic exercises. Primary response staff must participate in exercises on a rotational basis as determined by the health department.

PHEP 5-year Grant Deliverable Overview

Deliverable Number	Due Date	Objective
Deliverable 1	By June 30, each year of the 5-year cooperative agreement	Submit the proposed budget on the PCA Portal
Deliverable 2	By August 15, each year of the 5-year cooperative agreement	Submit final expenditures on the PCA Portal
Deliverable 3	January 31, 2025	Conduct a risk assessment (RA) or Hazard Vulnerability Assessment (HVA) and identify the top five risks based on public health consequences. If your most recent RA occurred in Budget Periods 2,3,4, or 5 of the previous NOFO performance period, submit that RA along with the risk assessment data elements (RADE) based on elements addressed at that time.
	Once in the 5-year performance period	Complete and submit a new RA/HVA once during the five-year performance period on the PCA Portal and include RADE
Deliverable 4	New staff: With in the first year of hire	At a minimum public health staff should have successfully completed: IS-100, IS-200, IS-700, IS-800
	Current staff: Maintain during the 5-year performance period	Ensure current staff are proficient with the most recent FEMA course version available for IS-100, IS-200, IS -700, IS-800
Deliverable 5	June 30, 2026	Identify the resources and infrastructure necessary for data systems and sources to meet jurisdictional needs during an emergency response and include in emergency plans
Deliverable 6	June 30, 2027	Prioritize improving data systems and data sources that are the most essential for effective response.
Deliverable 7 *Benchmark Activity	Over the 5-year performance period	Identify impacted communities and implement actions to understand how public health emergency response plans and exercises can be developed or updated to address unique preparedness, response, and recovery needs of the communities
Deliverable 8	Over the 5-year performance period	Continually assess your ability to address the unique needs or community members throughout exercises
		Maintain response affiliations with private industry partners including, but not limited to,

*Benchmark Activity		large employers, pharmacies, academia, and others
		Maintain involvement in regional HERC
	By June 30 th each year of the 5-year performance period	Ensure that your organization has at least three staff with profiles and emergency call ranking on the PCA Portal and review accuracy <i>It is strongly encouraged to include your local health officer or Tribal health director as one of these contacts.</i>
	Annually during the 5-year performance period	At minimum one representative from your organization will have attended or watched the recording of all coordination calls with Voluntary Organizations Active in Disaster (VOAD) partners that occurred during the budget period
	Annually during the 5-year performance period	Maintain jurisdictional Wisconsin Emergency Assistance Volunteer Registry (WEAVR) administrator contact information
Deliverable 9	Over the 5-year performance period	Incorporate lessons learned from exercises and responses into risk communications and information dissemination plans.
		Incorporate strategies to monitor and combat misinformation and disinformation into risk communication and information dissemination plans.
Deliverable 10	Review Annually	Maintain the capacity and capability to manage, distribute, dispense, and administer medical countermeasures according to the Administration for Strategic Preparedness and Response/ Strategic National Stockpile requirements and guidelines. Update mass dispensing and mass vaccination clinic sites in the POD DVC Management Tool on the PCA Portal.
	Once annually over the 5-year performance period	Annually conduct at least one alerting drill (or utilize WEAVR during a real-world event) to alert register volunteers
Deliverable 11	Once annually over the 5-year performance period	Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise
Deliverable 12	By April 30 th (if school-based vaccination exercise) or by June 30 th (all other exercises) each year of the 5-year performance period	Exercise after action reports and improvement plans (AAR/IP) uploaded to PCA Portal
Deliverable 13	Each budget period over the 5-year performance period	Exercise RISK COMMUNICATION PLAN plans and principles to ensure risk communication and staff activities simulate actions that will be taken during an emergency.
*Benchmark Activity		

Deliverable 14	Review each budget period and update as needed	Use lessons learned from COVID-19, mpox, and other recent responses to identify and address gaps in RISK COMMUNICATION PLAN activities that support communities of focus.
		Collaborate with partners that represent prioritized populations to develop culturally, linguistically, and accessible appropriate risk messages for populations with access needs, functional needs, and health disparities.
Deliverable 15	By June 30 th each year of the 5-year performance period	Identify community partners who aid in recovery and engage in discussions regarding their potential roles and their resources. ◦ Identify roles and responsibilities for staff designated to support recovery operations.
Deliverable 16	By June 30 th each year of the 5-year performance period	Establish methods for determining community recovery priorities and communicating the status of recovery operations with relevant partners, interested groups, and the public.
Deliverable 17	Review each budget period and update as needed	Engage community or nontraditional partners, such as faith-based organizations and private industry each year to support communities of focus identified in the RADE health equity section.
Deliverable 18	Review each budget period and update as needed	Include health department preparedness staff and surge staff outside the preparedness program who fill key incident command roles in preparedness training and periodic exercises. Primary response staff must participate in exercises on a rotational basis as determined by the health department.

DEPARTMENT OF HEALTH SERVICES

Division of Enterprise Services

F-01788 (03/2022)

STATE OF WISCONSIN

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using Federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SIGNATURE – Official Authorized to Sign Application

Date Signed

For (Name of Vendor)

Unique Entity Identifier (UEI), if applicable

INTERNAL USE ONLY

Contract #:

Contract Description:

The Office/Division of _____ has searched the above named Vendor against the System for Award Management system (SAM) and has confirmed as of Date the Vendor is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

SIGNATURE – Contract Administrator

Date Signed

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Chrystal Woller

cwoller@deperewi.gov

Health Officer/Health Department Director

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Anna Benton

anna.benton@dhs.wisconsin.gov

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Carbon Copy Events	Status	Timestamp
DPH Contracts DHSDPHContracts@dhs.wisconsin.gov DPH Contracts Shared Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2024 3:25:32 PM
GEARS Contracts DHSCARSContracts@dhs.wisconsin.gov Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2024 3:25:33 PM
Kelly Burke kburke@mail.de-pere.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2024 4:41:23 PM
Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2024 4:41:22 PM
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Envelope Sent	Hashed/Encrypted	9/3/2024 3:25:33 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSCContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration and Possible Action on a MOA with DATCP Weights and Measures Program.*

ATTACHMENTS:

- Memo_Memorandum of Agreement DATCP Weights and Measures Program (DOCX)
- Municipality MOA De Pere 08.22.2024 (revised) CW 08.27.2024 (DOCX)

CITY OF DE PERE

MEMO



To: Honorable Mayor James Boyd and Members of the Finance/Personnel Committee
From: Chrystal Woller BSN, RN, MBA, Health Director
Date: 9/10/2024 (meeting date)

Re: Consideration and Possible Action on a Memorandum of Agreement with DATCP Commercial Weights and Measures Program

The health department executes the mandatory weights and measures program for the City of De Pere. Historically, the inspection program software (WinWam) utilized to manage licensing has been paid for by municipalities. Recently, the Department of Agriculture, Trade and Consumer Protection has agreed to cover the cost of the software licenses. With this executed agreement, the projected annual savings to the budget would be approximately \$630.00. The Legal Department has already reviewed the attached agreement provided for your consideration.



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection
Secretary Randy Romanski

**MEMORANDUM OF AGREEMENT
BETWEEN
THE STATE OF WISCONSIN
DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION
AND
City of De Pere**

THIS MEMORANDUM OF AGREEMENT (MOA) is made and entered into for the period **07/01/2024** through **06/30/2026** (“Performance Period”) by and between the Wisconsin Department of Agriculture, Trade and Consumer Protection (“DATCP”), whose principal office address is 2811 Agriculture Dr., P.O. Box 8911, Madison, WI 53708-8911 and City of De Pere whose address is 335 S. Broadway, De Pere, WI 54115 for the purpose of addressing issues of mutual interest to the parties regarding DATCP paying for WinWam inspection software and related on-going WinWam software maintenance charges for municipal weights and measures programs.

RECITALS:

WHEREAS, the issues of mutual interest include weights and measures inspection across the State of Wisconsin; and

WHEREAS, the intention of this MOA is to provide a framework for the provision of WinWam inspection software licenses and on-going WinWam software maintenance to municipal weights and measures programs; and

WHEREAS, the primary outcome intended by this MOA is to improve the inspection of commercial weights and measures in the State of Wisconsin; and

WHEREAS, the parties intend to clarify their relationship and establish a common understanding regarding their respective roles, their respective responsibilities, and the procedures that will facilitate the best provision of services by and between our agencies to the public; and

WHEREAS, DATCP has authority under Wis. Stat. § 93.06(11)(a), Wis. Stat. § 98.04(1), and Wis. Admin. Code § ATCP 92.10 to collaborate with municipal weights and measures programs in enforcing Wis. Stat. ch. 98; and

WHEREAS, De Pere has a population of more than 5,000 and must have its own weights and measures program unless DATCP agrees to contract with De Pere to enforce Wis. Stat. ch. 98 within De Pere; and

NOW, THEREFORE, DATCP and City of De Pere hereby resolve and agree to mutually support and adhere to the following principles and exert their best efforts in doing so.

Wisconsin - America's Dairyland

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov

An equal opportunity employer

I. Purpose.

DATCP deems it advisable to ensure the municipality acquires and maintains WinWam weights and measures inspection software to carry out the municipality's responsibilities under Wis. Stat. § 98.04(1) and Wis. Admin. Code § ATCP 92.04. Therefore, DATCP will procure and pay for the necessary WinWam inspection software licenses for the municipality. The municipality will be responsible for the installation and maintenance of the software on the municipal computers. The municipality will be responsible for the storage of inspection files the municipality creates. DATCP will not provide additional IT support for the implementation of WinWam software on Municipal computers.

A. Meetings and Consultation.

Both parties agree to meet as needed, minimally one time each year, to identify issues of mutual concern, discuss strategies, work to address identified issues, and provide key contacts to advance weights and measures enforcement within the State of Wisconsin. Each meeting may encompass weights and measures training within the State of Wisconsin.

B. Designation of Contacts.

The City of De Pere agrees to identify primary contacts to DATCP, and DATCP agrees to do the same on all issues identified in this agreement.

II. Scope of Work

The Municipality will continue to provide weights and measures inspections in the municipality per the requirements of Wis. Stat. § 98.04(1) and Wis. Admin. Code ch. ATCP 92, subch. II.

A. Applicable Federal and State Regulations

The Municipality will provide weights and measures inspections in its jurisdiction according to the requirements of Wis. Stat. § 98.04(1) and Wis. Admin. Code ch. ATCP 92, subch. II.

B. DATCP agrees to:

Pay for necessary three WinWam inspection software licenses and related maintenance charges for the WinWam inspection software licenses.

C. City of De Pere agrees to:

The municipality will participate in all required DATCP weights and measures trainings, either in person or virtually. These trainings will cover weights and measures inspection processes and procedures, including utilizing the WinWam software. As required by Wis. Stat. § 98.04(1) and Wis. Admin. Code § ATCP 92.10, the municipality will provide DATCP with an annual report of all weights and measures inspection work performed within the municipality's jurisdiction each year. This report shall be in a WinWam transfer file.

III. Reporting

A municipality with its own weights and measures program is required to submit annual reports to DATCP. See Wis. Stat. § 98.04(1) and Wis. Admin. Code § ATCP 92.10(1).

IV. Funding

DEPARTMENT MOA NUMBER

DATCP will provide funding for WinWam inspection software licenses and on-going software maintenance charges.

V. Term and Termination

A. The initial term of this MOA shall be a period of 2 years, commencing on the effective date set forth above. Thereafter, this MOA shall be reviewed every two years by the parties, who may choose to amend or extend the agreement.

B. During the initial term and any renewal terms, this MOA may be terminated by either party upon sixty (60) days advance written notice to the other party. By such termination, no party may nullify obligations incurred prior to the effective date of the termination. The sixty (60) days' written notice requirement may be waived by mutual written consent of the parties. After any termination of the contract, the Municipality shall either remove the WinWam inspection software or pay for the WinWam inspection software's ongoing maintenance charges directly to WinWam.

IN WITNESS WHEREOF, DATCP and City of De Pere have executed this MOA as of the date this MOA is signed by DATCP. This MOA may be executed in multiple originals, which together shall constitute a single agreement. The parties agree to accept a handwritten signature or an electronic signature that complies with Wis. Stat. ch. 137 to execute this MOA.

City of De Pere

DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER
PROTECTION

BY: _____
[Name of Signatory] City of De Pere

BY: _____
Michelle Reinen

TITLE: _____

TITLE: Administrator Division of Trade and
Consumer Protection

DATE: _____

DATE _____

DEPARTMENT MOA NUMBER



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Approve an Internal Transfer Request for the FICA Alternative Plan. *

ATTACHMENTS:

- FICA Alternative Change - Memo to Finance and Council (PDF)
- CITY OF DE PERE FICA Alt. Ret. Plan New LSW Annuity Contract Request (PDF)
- De Pere Annuity Internal Exchange Form (PDF)
- [SPECIMEN] 20602(0119) [07Y] Unallocated Group Annuity Contract final (PDF)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: September 10, 2024

RE: Consideration and Possible Action to Approve an Internal Transfer Request for the FICA Alternative Plan*

Pelion Benefits Inc. administers a FICA Alternative Plan for the City of De Pere. The FICA Alternative Plan is a federally authorized alternative to Social Security for all part-time, seasonal, and temporary employees for the City of De Pere. The City has participated in the FICA Alternative program since 2004 and the plan currently has 1,369 participants and approximately \$606,000 in assets. The City saves approximately \$75,000 per year with this plan.

Our FICA Alternative plan Administrator, Pelion Benefits and Precision Retirement Group, presented an opportunity for an internal transfer request that would increase the interest rate for our FICA Alternative plan participants. The transfer would raise the current interest rate from 1% to 4.0%, with no cost to the city and no disruption in administration for either the City or participants.

Attached are the documents that the City would be required to sign to make the transfer and a sample of the new policy.

If you have questions in advance of the meeting, please contact me at 339-4045.



Providing Benefit Solutions for Governmental Employers

Disclosure Statement for New Annuity Investment Contributions:

CITY OF DE PERE FICA ALTERNATIVE RETIREMENT PLAN

Currently the Plan's investment vehicle is a fixed interest-bearing account with Life Insurance Company of the Southwest for the FICA Alternative Retirement Plan, with the following features:

- 1) Current interest rate 1%, Guaranteed Minimum Interest Rate 1%
- 2) This investment vehicle allows plan benefits to be paid to Plan participants with no upfront or deferred sales charge.

The Employer wishes to take advantage of the rise in interest rates which it deems to be in the best interest of the Plan and its participants by having new contributions directed to a new annuity contract with Life Insurance Company of the Southwest. The new contract features:

- 1) A Current Interest Rate of 4.00% and Guaranteed Minimum Interest Rate of 1%.
- 2) The investment vehicle allows plan benefits to be paid to Plan participants with no upfront or deferred sales charge. The transfer of assets will not affect the participants in the plan.
- 3) The Life Insurance Company of the Southwest investment vehicle has a 7-year surrender charge should the Employer transfer these funds to another provider. The city has been provided the Sample Annuity Contract for the Plans explaining all features of the investment vehicle through Life Insurance Company of the Southwest and had full opportunity to request and receive any additional information needed.

The purpose of the Disclosure Statement is to authorize Pelion Benefits, Inc. to establish a new Life Insurance Company of the Southwest annuity contract for future contributions. The execution of this Disclosure Statement by the individual(s) whose signature is set forth below and the delivery of this Disclosure Statement by Employer has been duly authorized by all necessary action on the part of Employer.

By: _____

Title: _____

Date: _____



Annuity Internal Exchange / Transfer Request

All TSA 403(b)/457 Annuities require your Plan Administrator's signature on this form prior to sending to the Home Office.

Owner's Name: _____ Annuitant's Name: (if different) _____

I. Acknowledgment (Selection required)

Since your original annuity policy was issued, LSW has introduced new products which may contain interest crediting strategies and/or income features that differ from that contained in your existing policy. In addition, please consider potential withdrawal charges incurred on the transaction.

While we welcome your consideration of exchanging your existing policy for a new LSW policy, we do not want you to finalize such an exchange unless it is in your best interest. Please note, this internal exchange may be subject to Suitability Guidelines.

- ☐ The new product provides better value when comparing policy guarantees, interest rates, and caps on both products
☐ The withdrawal charge period on the new product is consistent with my needs to access the funds within the annuity
☐ The new product contains new features or benefits that are important to me at an acceptable cost

If you are unable to select any of these considerations, please contact our home office before proceeding with this exchange.

II. Directions for timing of exchange

- ☐ This exchange will be processed as of the later of: (1) the day following receipt of this form; or
(2) (mm/dd/yyyy) _____ (any date specified must be after the date received this form but not more than 30 days).

For equity indexed annuities: I understand that Index Interest is determined and credited only once per year on the Index Account Anniversary and that I will not be eligible to receive Index Interest for any exchange that is effective prior to the applicable Index Account Anniversary.

III. Instructions

All exchanges are in accordance with the rules set forth in Section III hereof.

- ☐ **Partial Exchange** in the amount of _____ from Annuity no. _____
to a new Annuity specified in my application or into an existing Annuity no. _____.

OR

- ☐ **Full Exchange** of Annuity no. _____ into Annuity no. _____.

IV. Loan Balance

If the existing policy has an active loan, please provide the outstanding loan balance below. Note: an active loan is a loan that has not defaulted. If the loan on the policy is defaulted, the loan balance will not be transferred to the new policy or to another existing policy.

Loan Balance _____

V. Policy or Account Information

From Existing Tax Status:

- ☐ Qualified: ☐ Traditional IRA ☐ SEP IRA ☐ SIMPLE IRA - Original Participation date _____
☐ Roth IRA ☐ Pension/Profit Sharing/401(k) ☐ *TSA 403(b) ☐ Governmental 457**
☐ *Roth 403(b) - Original Participation date _____ ☐ Other _____
- ☐ Non-Qualified

To New Tax Status:

- ☐ Qualified: ☐ Traditional IRA ☐ SEP IRA ☐ SIMPLE IRA ☐ Roth IRA ☐ Pension/Profit Sharing/401(k)
☐ Roth 403(b) ☐ TSA 403(b) ☐ Governmental 457 ☐ Other _____
- ☐ Non-Qualified

*If moving from a TSA 403(b) or Roth 403(b) to another qualified plan, you must meet one of the following qualifying events (some may require proof of eligibility):

Annuity Internal Exchange / Transfer Request - Continued

- ☐ Attainment of age 59½ ☐ Plan Termination *(Requires letter from employer stating the entire plan has terminated)*
☐ Severance from employment after age 55 ☐ Severance from employment ☐ QDRO

****If moving from a Governmental 457 to another qualified plan, you must meet one of the following qualifying events (some may require proof of eligibility):**

- ☐ Attainment of age 70½ ☐ Plan Termination *(Requires letter from employer stating the entire plan has terminated)*
☐ Severance from employment

VI. General Rules applicable to all Exchanges *(No request for Exchange/Transfer will be processed until received with all requirements.)*

- A. The exchanged Annuity will cease to exist at the end of the day of the exchange.
(The effective date (Issue Date) of the new Annuity will be the day following termination of my existing Annuity.)
- B. Any owner and annuitant under the newly issued Annuity (or the existing annuity receiving the exchange) must be the same as under the Annuity to be replaced. Otherwise, this exchange will be a reportable, taxable exchange under the Internal Revenue Service Code and Regulations.
- C. I understand that, if any remaining withdrawal charge under my existing Annuity exceeds the amount the issuing insurer is willing to waive under such companies internal rules, the issuing insurer will deduct the difference from the amount to be transferred to the new Annuity or the existing Annuity referenced in Section II above.
- D. Any applicable Bonus Accumulation Value in the original Annuity will not be included in the Cash Accumulation Value transferred to the new Annuity.
- E. Any outstanding 403(b)/457 active loan balance will be transferred to the new Annuity, and will be subject to the loan provisions and loan interest rate under the new Annuity Contract; however, the repayment period will be the amount of time remaining from the terms under the existing Annuity Contract being exchanged. Only loans that are in an active status are permitted to be transferred and any outstanding loan balance associated with a defaulted loan are not permitted to be transferred.
- F. Any Required Minimum Distribution has been or will be taken prior to the transfer of these proceeds as required by IRC section 401(a).
- G. If your employer has changed, this is considered a Plan-to-Plan Rollover and we will require the signatures of both the old and the new administrator in Section G. LSW will not maintain a separate account for the rollover amount. All values in the annuity will become part of the new plan. If the plan requires segregation of the rollover contributions, a new LSW Annuity will be required.

VII. Certifications

The undersigned contract owner(s) and/or undersigned assignee(s) agree to fully indemnify and reimburse the issuing company for any and all losses, expenses or damages it may sustain resulting from having made this exchange/partial exchange/transfer without securing surrender of the original contract(s) or any previously issued duplicate/certification.

I hereby declare that my original Annuity, to be exchanged for a new Annuity, is not currently assigned or pledged, nor does it have any outstanding lien that is not on file with the issuing company. I further declare that no proceedings in bankruptcy or insolvency - whether voluntary or involuntary - have been instituted by or against me and that I am not under guardianship or any legal disability.

My signature below acknowledges and confirms that the proposed exchange is in my best interest.

Signed at *(City & State)*: _____

Owner's Signature: _____ Date: *(mm/dd/yyyy)* Joint Owner's Signature: _____ Date: *(mm/dd/yyyy)*

Plan Administrator's Signature & Title: _____ Date: *(mm/dd/yyyy)* *Spouse's Signature: _____ Date: *(mm/dd/yyyy)*

Previous Plan Administrator's Signature & Title: _____ Date: *(mm/dd/yyyy)*
(Required if a change of employer)

***SPOUSE SIGNATURE REQUIRED IN AZ, CA, ID, LA, NV, NM, TX, WA, WI**
REPLACEMENT FORMS ARE REQUIRED FOR INTERNAL EXCHANGES (STATE SPECIFIC).

This document is a specimen and not an actual contract.
 The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.
 State variations may apply.

Life Insurance Company of the Southwest®

LSW Home Office: 15455 Dallas Pkwy., Ste. 800, Addison, Texas 75001
 Centralized Mailing Address: One National Life Drive, Montpelier, Vermont 05604-5555
www.Nationallife.com | Customer Relations: 800-732-8939

Your Flexible Premium Group Deferred Annuity Policy

Policy Number: 1234567X

Issue Date: January 23, 2019

Policy Owner: John Doe Retirement Plan

Flexible Premium Group Deferred Annuity. This Policy provides an interest bearing Accumulation Value. This Policy is nonparticipating which means it is not entitled to share in the profits or surplus of the Company.

Right to Examine this Policy

You may return this Policy within thirty-one days of the date You receive it. Return it to Us or to the agent through whom You purchased it. We will cancel the Policy and return any premium paid less any benefits We may have already paid.

This Policy is signed for Life Insurance Company of the Southwest, Addison, Texas, by

Mehran Assad

Chairman, CEO & President

Keara A. Jung

Secretary

This Policy is a legal contract between You and the Company. **Please read it carefully!** We want You to understand the coverage it provides.

20602(0119)

This document is a specimen and not an actual contract.
 The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.
 State variations may apply.

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This document is a specimen and not an actual contract.
 The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.
 State variations may apply.

Data Page

Policy Number: [1234567X]

Issue Date: [January 23, 2019]

Owner: [John Doe Retirement Plan]

Initial Premium:

[\$250,000]

Premium Payment Period:

[5 years]

Maximum Cumulative Premium:

[\$20,000,000]

Maximum Cumulative Withdrawals

In any 10-day period:

[\$5,000,000]

In any 30-day period:

[\$12,000,000]

Guaranteed Minimum Annual Effective Interest Rate:

[[3.00%] in the first [seven] Policy Years
 [1.00%] thereafter]]

Withdrawal Charge Percentages

Policy Year	1	2	3	4	5	6	7	8+
Percentage %	7	6	5	4	3	2	1	0

This document is a specimen and not an actual contract.

The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.

In this Policy the words **We, Us, Our** and the **Company** mean Life Insurance Company of the Southwest. **You** and **Your** mean the Owner of the Policy.

Part I: Ownership of the Policy

Owner

The Owner of this Policy on the Issue Date is specified on the Data Page and in the application. The Owner or a designated representative of the Owner will separately account for the share of each Participant in the Policy.

If the Owner is the employer, We will require written approval from a designated representative of the employer prior to taking any action requested under the terms of this Policy. We will accept a written power of appointment from a designated representative of the employer for the plan administrator to act on behalf of the Owner.

If the Owner is a Retirement Plan or Retirement Plan trust, We will require written approval from a designated representative of the plan or the plan trustee(s) prior to taking any action requested under the terms of this Policy. We will accept a written power of appointment from a designated representative of the plan or the plan trustee(s) for the plan administrator to act on behalf of the Owner.

Retirement Plan

In this Policy, the phrase Retirement Plan means the Retirement Plan established by the plan document.

Participant

In this Policy, the word Participant means a participant in the Retirement Plan and such participant's beneficiaries as defined in the plan document. The Participant is the Annuitant with respect to his or her interest in the Policy.

Part 2: Dates, Periods, and Values

Issue Date

The Issue Date is shown on the Data Page. It is the date Your Policy takes effect.

Policy Years

Policy Years are yearly periods which begin on the Issue Date and on the same month and day of each year thereafter.

Premium Payments

This Policy is issued in consideration of the application and payment of the Initial Premium amount shown on the Data Page. We will incur no liability if the Initial Premium is not paid. You may pay a premium at any time during the Premium Payment Period shown on the Data Page while this Policy is in force. You may not pay a premium that would increase the cumulative amount of premiums paid to more than the Maximum Cumulative Premium shown on the Data Page.

Net Premium

A Net Premium is any premium paid minus any applicable State Tax.

Accumulation Value

The Accumulation Value at any time equals:

- the Net Premiums received plus
- interest earned less
- Withdrawals paid, including any Withdrawal Charges assessed.

Interest

We will add interest to the Accumulation Value each day. The Guaranteed Minimum Annual Effective Interest Rate is shown on the Data Page. We may declare an excess interest rate in addition to the Guaranteed Minimum Annual Effective Interest Rate at any time. However, interest already added will not be affected by any such change.

This document is a specimen and not an actual contract.

The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.
State variations may apply.

Withdrawals

Subject to the Maximum Cumulative Withdrawals shown on the Data Page, You may make Withdrawals from the Accumulation Value by making a written request. We reserve the right to defer payment for Withdrawals for a period not to exceed six (6) months.

Withdrawal Charges

If You make a Withdrawal, We may deduct a Withdrawal Charge from the amount withdrawn. The Withdrawal Charge is a percentage of the amount withdrawn. The Withdrawal Charge Percentages are shown on the Data Page.

Part 3: Payment of Benefits

Plan Benefits

You may make Withdrawals from the Accumulation Value in order to pay benefits to a Participant under the terms of the Retirement Plan.

Withdrawals to provide benefits to Participants, other than benefits payable as the result of a termination of the Retirement Plan, will not be subject to a Withdrawal Charge to the extent that the Withdrawal is less than or equal to the proportion that the Accumulation Value of the Policy bears to the total assets of the Retirement Plan multiplied by the vested benefit of the Participants.

You must provide sufficient information to Us in writing that demonstrates that a requested Withdrawal is not subject to the Withdrawal Charge. If You do not provide this information, this waiver of Withdrawal Charges shall not apply.

Annuity Benefits

Withdrawals used to provide plan benefits to a Participant may be used to provide a periodic income for the Participant. Such a person will be the Annuitant under the Payment Option shown below. We will make the payments to the person or persons as instructed by You. We are entitled to satisfactory evidence of the age and gender of the Annuitant.

Payment Option

We will make monthly payments for ten years and then for as long as the Annuitant is alive, unless a different payment structure is required under applicable Internal Revenue Code provisions and regulations thereunder. We may require periodic proof, in a form acceptable to Us, that the Annuitant is still living. We will determine the guaranteed minimum monthly payments using the following:

- the 2012 Individual Annuity Mortality Period Life (2012 IAM Period) Table, blended for unisex use at 50% male and 50% female, and
- an annual effective interest rate of 1%, and
- no charge for expenses or contingencies.

If monthly payments would be less than \$20, We may change the frequency of payments or pay the amount applied in a single sum.

Part 4: Other Provisions

This Agreement

This Policy, the application, and any attached riders, amendments, or endorsements constitute the complete agreement between You and Us. We have issued this Policy in exchange for the application and the Initial Premium.

Any change in this Policy must be in writing, signed by one of Our authorized officers, and in the form of an amendment or endorsement to this Policy. No agent has the power or authority to waive, change, or alter any of the terms or conditions of this Policy. Only one of Our authorized officers has the power or authority to waive, change, or alter any of the terms or conditions of this Policy. We may amend this Policy as necessary to comply with applicable Internal Revenue Code provisions and regulations thereunder. We will send You any such amendment. Otherwise, this Policy may not be amended unless You agree in writing.

This document is a specimen and not an actual contract.

The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.

State variations may apply.

Non-transferability of Benefits

No Participant may sell, assign, discount, or pledge as collateral for a loan or as security for the performance of any obligation or for any other purpose any of the benefits under this Policy.

Incontestability

We cannot contest this Policy.

State Taxes

Some states or jurisdictions impose a tax on annuities. If so, We must pay this tax.

- In the event that a State Tax is imposed on the premium or other amount We receive under this Policy, We will deduct an amount equal to such tax from the premium or other amount at the time of its receipt.
- In the event that a State Tax is imposed as a result of this Policy at any other time or for any other reason, We will deduct an amount equal to such tax, at the time the tax is assessed, from any value of the Policy prior to its use to provide a benefit. If We are unable to assess such a State Tax against a value of the Policy prior to its use to provide a benefit, We will deduct an amount equal to such tax from any benefit(s) payable as a result of the Policy.

Reports

At least once each year, We will send the Owner a report showing the Accumulation Value. The report will also show all amounts added to and subtracted from the Accumulation Value during the period the report covers.

Our Liability

We may fully rely on Your instructions as proper certification that benefits are payable in accordance with applicable governmental regulations and the terms of the Retirement Plan, as We are not a party to such plan. We reserve the right, but are under no obligation, to inquire into the accuracy and completeness of any information pertaining to the administration of the Retirement Plan and to inspect the applicable records of such plan at any time.

This document is a specimen and not an actual contract.
The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.
State variations may apply.

Flexible Premium Group Deferred Annuity.

SPECIMEN



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Human Resources

FROM: Tracy Hood

SUBJECT: Consideration and Possible Action on 2025 Non-Benefit Eligible Employees Wage Scale.*

ATTACHMENTS:

- Finance-Personnel Committee Memo - 9.2024 (PDF)
- 2025 Proposed Seasonal Part-time-Non-Benefit Eligible- Employee Wage Schedule -5.2024 (PDF)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
 From: Tracy Hood, Human Resources Generalist
 Date: September 10, 2024

RE: Consideration and Possible Action on 2025 Non-Benefit Eligible Employees Wage Scale*

Attached please find the 2025 pay recommendations for the Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale.

Human Resources reviewed the positions on the Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale and met with departments to discuss the difficulties they are having filling certain positions. Based on market data and/or difficulty filling positions, we are recommending adjusting the entire wage scale by \$1/hour, adding 2 additional steps, and increasing a few position positions, effective January 1, 2025, which will allow departments to budget for the changes. Based on the number of hours worked by non-benefit eligible employees in 2023, we estimate these changes would cost approximately \$70,000 for 2025 (approximately \$59,000 to increase the pay plan by \$1/hour and approximately \$11,000 to increase position levels).

The positions that we recommend changing are as follows:

- Playground Leader – increase from Level 2 to Level 3
- Camp Counselor – increase from Level 3 to Level 4
- Kidz Zone – increase from Level 3 to Level 4
- Add the new position of Sport Site Supervisor to Level 4
- Sign Maintenance Aide – from Level 4 to Level 5
- Kick Ball Official and Flag Football Official increase from \$18.00/game to \$21.00/game
- Slow/Co-ed Softball Umpire increase from \$21.00/game to \$41.00/game
 - This will provide Softball Umpires the same wage as Basketball Officials.
- Remove positions from the wage schedule that have not been filled for multiple years and are no longer needed by the departments.

Beginning in 2026, we intend to add to the proposed budget an across-the-board adjustment to ensure this pay plan stays competitive and does not fall behind. We believe this is needed to remain competitive and avoids having to make drastic increases every few years.

Please feel free to contact me at 339-4045 if you have questions prior to the meeting.

Thank you.

2025 Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale

Wages Effective: January 1, ~~2024~~ 2025

Updated 05/24/2024

Position	Step 1 (Starting Wage)	Step 2 After Minimum of 1 Year/ Returning Wage	Step 3	Step 4	Employment Period
Level 1 - Event Server^^ - Assistant Instructor — Youth Recreation Supervisor	\$13.00 \$14.00	\$14.00 \$15.00	\$15.50	\$16.00	Summer Year Round Winter
Level 2 - Pool Facility Attendant — Playground Leader - Election Inspector	\$14.00 \$15.00	\$15.00 \$16.00	\$16.50	\$17.00	Summer Summer As needed
Level 3 — Camp Counselors — Kidz Zone - Playground Leader - Community Center Facility Attendant - Community Service Officer - Environmental Health Intern	\$15.00 \$16.00	\$16.00 \$17.00	\$17.50	\$18.00	Summer Fall-Spring Summer Year Round Year Round Summer
Level 4 - Camp Counselors - Kidz Zone - Community Center Maintenance - Fitness Instructor - Event Manager^^ - Lifeguard/Swim Instructor*** - Tennis Instructor - Art/Theatre Instructor - Sport Site Supervisor - Park, Street & Water Maintenance Laborer — Sign Maintenance Aide — Shop Assistant — Building Maintenance Assistant - Tae Kwon Do Instructor/Tai Chi Instructor - Youth Activity Instructor - Election Specialist - Tax Collection Assistant	\$16.00 \$17.00	\$17.00 \$18.00	\$18.50	\$19.00	Summer Fall-Spring Year Round Year Round Summer Summer Summer Summer Summer Year Round Summer Summer Summer Year Round Year Round Year Round As Needed Winter
Level 5 - Assistant Pool Manager ^^ - Water Fitness Instructor - Parent Child Aquatics Instructor — Park Maintenance Lead - Dance, Pom, Twirling & Tumbling Instructor - Enrichment Instructor - Sign Maintenance Aide - Water Department Intern - Development Services Intern - Chief Election Inspector	\$17.00 \$18.00	\$18.00 \$19.00	\$19.50	\$20.00	Summer Year Round Year Round Summer Year Round Year Round Summer As Needed As Needed As Needed
Level 6 - Basketball Supervisor - Crossing Guard***** - Paid On Call Firefighter**** - Paid On Premise Firefighter**** / *****	\$18.00 \$19.00	\$19.00 \$20.00	\$20.50	\$21.00	Fall-Winter Year Round Year Round Year Round
Level 7 - Recreation Office Assistant - Pool Manager^^ - Band Director - Video Production Assistant^	\$19.00 \$20.00	\$20.00 \$21.00	\$21.50	\$22.00	Year Round Summer Spring-Summer Year Round
Level 8 - Yoga/Pilates/Zumba with basic certification * - Engineering Aide - Spring/Fall Maintenance - Rubbish Site Attendant	\$20.00 \$21.00	\$21.00 \$22.00	\$22.50	\$23.00	Year Round Summer Spring/Fall Year Round
Level 9	\$21.00 \$22.00	\$22.00 \$23.00	\$23.50	\$24.00	

Position	Step 1 (Starting Wage)	Step 2 After Minimum- of 1 Year/- Returning- Wage-	Step 3	Step 4	Employment Period
Level 10	\$22.00 \$23.00	\$23.00 \$24.00	\$24.50	\$25.00	
Level 11 - Accountant - Training & Safety Officer (Fire)**** / ***** - Senior Pool Manager*** - Yoga/Pilates/Zumba with advance certification after 1yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs) * - Snow Plow Driver - Seasonal Maintenance Worker (CDL Req'd)	\$23.00 \$24.00	\$24.00 \$25.00	\$25.50	\$26.00	Year Round Year Round Summer Year Round Winter Spring & Fall
Level 12 - Plumbing Inspector - Electrical Inspector	\$35.00 \$36.00	\$36.00 \$37.00	\$37.50	\$38.00	Year Round Year Round
Non-Classified Wage Rates - Scorekeeper - Court Monitor - Kickball Official** - Flag Football Official - Slow/Co-ed Softball Umpire** - Basketball Official** - WIAA Certified Basketball Official**	-\$14.00/ga \$15.00/ga \$16.00/ga \$17.00/ga \$18.00/ga \$21.00/ga \$18.00/ga \$21.00/ga \$21.00/ga \$41.00/ga \$40.00/ga \$41.00/ga \$45.00/ga \$46.00/ga	-\$15.00/ga \$16.00/ga \$17.00/ga \$18.00/ga \$19.00/ga \$22.00/ga \$19.00/ga \$22.00/ga \$22.00/ga \$42.00/ga \$41.00/ga \$42.00/ga \$46.00/ga \$47.00/ga	\$16.50/ga \$18.50/ga \$22.50/ga \$22.50/ga \$42.50/ga \$42.50/ga \$47.50/ga	\$17.00/ga \$19.00/ga \$23.00/ga \$23.00/ga \$43.00/ga \$43.00/ga \$48.00/ga	Fall-Winter Fall-Winter Summer Fall Summer-Fall Fall-Winter Fall-Winter

~~The After Minimum of 1 Year/Returning wage is designed to reward employees for good work performance and continual years of service. Employees are given the After Minimum of 1 Year/Returning Wage with supervisor approval, if they return to same employment the following season or each January 1st with satisfactory work performance. The step scale is designed to reward employees for good work performance and continual years of service. Employees are given a step increase with supervisor approval, for each year they return to same employment or each January 1st with satisfactory work performance. (New hires hired after June 30th will receive an increase the second January 1st after start date or when returning for a second season, whichever happens first)~~

Note: When a position is reclassified or the entire wage schedule is adjusted (~~excluding any across the board cost of living increase~~), current/returning employees in affected positions would start at ~~the starting wage Step 1~~ regardless of how many years they have been employed with the City. The exception to this is if placing a returning employee at ~~the starting wage Step 1~~ would either reduce their wage or not give them an increase, those employees should be placed at the ~~After-Minimum of 1 Year /Returning Wage~~ step closest to their current wage that would provide an increase.

If an employee retires from the City and returns to work seasonally in a similar position to the one they retired from, the employee may be brought back at the wage they were at when they retired. ~~These employees would be eligible for the annual across the board increase if they return from one season to the next.~~

- First year employees in any classified level shall start at Step 1, unless approved otherwise approved by the department head.

* Eligible to earn incentive pay based upon number of participants enrolled. Incentive pay ranges an additional .25 hours to 1.25 hours per class.

** Umpires or officials that are scheduled with a partner and work a game alone will be paid at 1.5 times the game rate.

*** The City of will reimburse employees the cost of certification or recertification, up to the average cost of certification or recertification for the area, for positions that require lifeguard certification. The City will reimburse the cost for the Lifeguard Instructor certification for the Senior Pool Manager employee.

**** Receives \$50/month on-call pay if meet minimum response requirements for emergency incidents and duty crew. Responses will be reviewed annually by department.

***** Receives \$20/month gas stipend for regular assigned guards. This benefit is discontinued for guards assigned to a regular position on or after April 1, 2019.

***** Receives \$0.25/hour for each of the following certifications: Firefighter II, Fire Inspector, Driver Operator Pumper, Driver Operator Aerial, Emergency Services Instructor, Fire Officer I, Fire Officer II; Receives \$1.00/hour for EMT-P Licensure

^ Paid at least a minimum of 2 hours each day worked

^^ Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.

~~^^ When an employee is promoted to Assistant Pool Manager or Pool Manager, the employee will be placed in the step closest to what their returning wage would have been that will provide an increase.~~



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: City Attorney

FROM: Anthony Wachewicz

SUBJECT: Consideration and Possible Action on Charter Ordinance for City Manager Form of Government.*

Consistent with the Council's discussion at a study session in July 2024, attached is a draft Charter Ordinance setting forth the City's possible transition to a City Manager form of government pursuant to Chapter 64 of the Wisconsin Statutes. This Charter Ordinance includes a newly created Chapter 3, which would codify the City Manager form of government in various ordinance provisions while also adopting other election related and operational details.

Further, the proposed Charter Ordinance would modify current City ordinances through either deletions or amendments since they would be inconsistent with the newly created Chapter 3 provisions. The proposed Charter Ordinance also modifies the length of the terms of Mayor and Council to three years as previously discussed; however, additional discussion will need to occur at the meeting on the timing and logistical issues with staggering the terms of office for Mayor. Finally, discussion also occurred concerning the Mayor's voting abilities; further research indicates that the Mayor must legally have the right or ability to vote, so that has been included in the draft charter ordinance.

ATTACHMENTS:

- CHARTER ORDINANCE - City Manager Ch. 64 F P draft 9.5.24 (PDF)
- De Pere modified ordinances - City Manager (PDF)

CHARTER ORDINANCE
CHAPTER 3 CITY MANAGER PLAN

ARTICLE I. IN GENERAL

SECTION 3-1 CITY MANAGER PLAN

The Government of the City of De Pere shall operate under a City Manager form of government under Chapter 64 of the Wisconsin Statutes.

SECTION 3-2 ELECTIVE OFFICIALS; TERMS; PRIMARY ELECTIONS

(a) *Which Officials elected and term.* The elective officials of the City of De Pere shall include:

- (1) A Mayor nominated and elected from the city at large to serve a three (3) year term; and
- (2) Eight (8) Council Members nominated and elected from the city to serve a three (3) year term.

(b) *Council member elections.* There shall be elected two council members from each council member district, and they shall be residents of the council member district from which they are elected. One council member shall be elected from each council member district in each year for two consecutive years out of a three-year period.

(c) *Eligibility.* Any person possessing the qualifications of an elector in the City of De Pere shall be eligible to election as Mayor or as a council member.

SECTION 3-3 DESIGNATION OF LOCAL PUBLIC OFFICIALS

(a) *Local Public Officials.* For purposes of complying with State Statutes pertaining to Local Public Officials, the Common Council hereby finds and declares the following offices, positions and persons to be Local Public Officials:

- (1) Members of the Common Council;
- (2) Members of the Boards and Commissions of the City of De Pere;
- (3) The City Manager;
- (4) Designated Heads of Staff Offices and Departments of the City of De Pere including City Officers.

[Statutory References §19.42(7w)(d), 19.32 (1dm), 19.36(11), 19.35(1) Wis. Stats.]

SECTION 3-4 TIME OF TAKING OFFICE; ELECTED OFFICIALS

The regular terms of the Mayor and Council Members shall commence on the third Tuesday in April following their election and shall hold office until another is elected and qualified.

[Statutory Reference §64.05 Wis. Stats.]

ARTICLE II. LEGISLATIVE

SECTION 3-9 COUNCIL DUTIES

(a) *Appointment and Removal of City Manager.* The Council shall select a City Manager. The City Manager shall be selected by the Council purely on merit. In selecting the City Manager, the Council shall give due regard to training, experience, executive and administrative ability, efficiency, general qualifications, and fitness for performing the duties of the office. No person shall be eligible to the office of City Manager who is not by training, experience, ability and efficiency well qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the Council to nationality, political or religious affiliations, or to any other consideration except merit and direct qualifications for the office. Residence in the City or State shall not be a qualification for the Office of City Manager. The Council may remove the City Manager from office in accordance with Chapter 64 of the Wisconsin Statutes. [Statutory Reference §64.09 Wis. Stats.]

(b) *Qualifications of Members.* The Council shall be the judge of the election and qualification of its members, and may pursuant to state statute suspend or remove its members for cause. [Statutory Reference §17.12(1)(a) Wis. Stats.]

(c) *Legislative Power.* The Council shall possess and exercise all legislative and general ordinance powers imposed and conferred by general law or special charter upon the Mayor and Council and the various boards and commissions not inconsistent with Chapter 64 Wisconsin Statutes. The Council shall not have the power to enact special executive or administrative orders.

[Statutory Reference §64.07 Wis. Stats.]

(d) *Attention to Duty.* Council Members shall devote such time to the duties of their office as the interests and general welfare of the City demand. [Statutory Reference §64.08 Wis. Stats.]

(e) *Power to Fix Salaries.* The Council shall have power by ordinance to fix the salary of any successor Mayor and its own successors in office. [Statutory Reference §64.08 Wis. Stats.]

(f) *Administrative Powers.* The Council shall, upon the report and recommendation of the City Manager, have the power to create general departments of city administration and to alter, reorganize or abolish by ordinance any administrative board or commission, with the exception of the Board of Police and Fire Commissioners. [Statutory Reference §64.10 Wis. Stats.]

(g) *Annual Audit.* At the end of each fiscal year, the Council shall cause a full and complete examination of all books and accounts of the City to be made by competent and public accountants who shall report in full to the Council. [Statutory Reference §64.12(4) Wis. Stats.]

(h) *To Elect Deputy Mayor.* At its first meeting on the third Tuesday following the spring general election the common council shall select by majority vote, one of its members to act as Deputy Mayor, who shall preside over meetings and exercise all duties and responsibilities of the Mayor during a temporary absence or disability.

SECTION 3-10 DUTIES OF THE MAYOR

The Mayor shall be the presiding officer of the Council and shall have a vote but no veto power. It shall be the general duty of the Mayor or other presiding officer:

(a) *Preside at Meetings.* To open the session at the time fixed for the meeting, or at the time to which adjournment may be had, by taking the chair and calling the members to order.

(b) *Announcement of Quorum.* To announce or to have announced, at the conclusion of the roll call, the fact of the presence of a quorum or not, as the case may be.

(c) *Presentation of Business.* To announce or to have announced, the business before the Council in the order in which it is to be acted upon.

(d) *Receive Motions.* To receive and submit, in proper manner, all motions and propositions presented by members.

(e) *Supervision of Voting.* To put to a vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce or to have announced the result.

(f) *Enforce Rules of Order.* To restrain the public and members of the Council within the rules of order while the Council is meeting and engaged in debate.

(g) *Rule on Points of Order.* To rule on any point of order or practice, subject to an appeal by any member.

(h) *Issue Proclamations.* To issue all proclamations.

(i) *Appointments.* To appoint, subject to Council approval, members to the various Boards and Commissions within the City.

SECTION 3-12 SUBSTITUTION OF PRESIDING OFFICER

The Mayor or other presiding officer of the Council may call the Deputy Mayor or a member to the Chair to temporarily preside over the meeting in the case of conflict of interest, illness, or other matter requiring the presiding officer to temporarily remove themselves from the position of presiding officer, but such substitution shall not extend beyond an adjournment.

SECTION 3-13 TEMPORARY PRESIDING OFFICER

In the absence of the Mayor and the Deputy Mayor, one of the Council Members shall be elected to preside temporarily until the return of the Mayor or Deputy Mayor.

ARTICLE III. CITY MANAGER

SECTION 3-17 TERM OF OFFICE

The City Manager shall be engaged by the common council for an indefinite term, subject to removal by the council in accordance with the provisions of Chapter 64 of the Wisconsin Statutes. [Statutory Reference §§ 64.09 Wis. Stats.]

SECTION 3-18 DUTIES AND POWERS, GENERALLY

The City Manager shall be responsible for the administration of City government with the exception of those functions administered by appointed or elected boards. The City Manager shall have all of the powers necessary to discharge the responsibilities of the office, not inconsistent with the provisions of Chapter 64 of the Wisconsin Statutes. [Statutory Reference §§ 64.11 Wis. Stats.]

SECTION 3-19 DUTIES AND RESPONSIBILITIES

The City Manager shall have the following duties and responsibilities:

- (a) Effect the enforcement of all laws and ordinances.
- (b) Budget administration and budget preparation.
- (c) Enforce all franchises, permits and privileges granted by the City to utilities.
- (d) Protection of health, safety and welfare of the community within the standards of services adopted by the common council.
- (e) Maintain and operate parks, playgrounds and any other recreational facilities now owned or acquired hereafter by the common council.
- (f) Maintenance, operation and construction of streets, sewers, water plant and distribution system, sewage disposal plant and all other City owned facilities, buildings and equipment.
- (g) All fiscal transactions of the City.
- (h) Assuring the efficiency of all City services.
- (i) Keep the Council informed on all matters.
- (j) All administrative functions, including those heretofore mentioned.
- (k) Perform such other duties as may be required by the Council.

SECTION 3-20 AUTHORITY NECESSARY TO DISCHARGE DUTIES

The City Manager shall have the authority to:

(a) *Authority to Appoint Officers; Exception.* Suspend, lay-off or dismiss all heads of departments, all subordinate city officials and all employees, except that this subsection shall not be construed as depriving the Board of Fire and Police Commissioners all the powers conferred by Section 62.13 of the Wisconsin Statutes.

[Statutory Reference §64.11(3) Wis. Stats.]

(b) *Authority to Promulgate Rules and Regulations.* Prepare and put into effect any necessary administrative rules and regulations pertaining to purchasing, personnel, fiscal transactions, city services, and the conduct of employees.

(c) *Emergency Powers.* Take whatever action is necessary in purchasing or assignments of employees to protect the health, welfare, and the safety of the citizens of De Pere.

(d) *Make Recommendation to Council.* Make recommendations to the Council on all matters of municipal concern.

(e) *Fill Vacancies.* Fill all vacancies not to exceed budget allotments, except that this shall not be construed as preventing the Manager from filling the vacancy with a lower paid classification or leaving the position vacant, if, in the Manager's opinion, the position does not need to be filled. This section shall not be construed to prevent the City Manager from creating or filling positions not specifically budgeted when in the Manager's opinion such action is in the best interest of the City and is temporary in nature.

(f) *Residual Executive Powers.* Exercise all other executive powers conferred upon the Manager in Chapter 64 of the Wisconsin Statutes not inconsistent with other City ordinances.

SECTION 3-21 CITY MANAGER: DELEGATION OF AUTHORITY; RESPONSIBILITY

Creation of Departments; Delegation of Authority; Restrictions. The City Manager shall be permitted to form departments and subdivisions of departments and staff offices upon confirmation by the Council. Although the Manager is permitted to delegate authority to these department heads and other supervisory personnel, the Manager shall not be permitted to delegate the responsibility for any function to these department heads or other supervisory personnel. The Manager shall be responsible to the Council for all functions.

SECTION 3-22 ABSENCE OR DISABILITY

The City Manager may designate a qualified administrative officer of the City to perform the duties of City

Manager during a temporary absence or disability. In the event of the failure to make such a designation, the Council may by resolution appoint an officer of the City to perform the duties of the Manager during such absence or disability, until the Manager shall return or disability shall cease.

Sec. 6-1. - Meetings.

(d) *Special meetings.* The mayor or City Manager may call a special meeting of the council by written notice to each member of the council, at least six hours before the meeting, which notice shall specify the object of the meeting and the business to be transacted. Upon a petition filed with the city clerk containing the signature of at least one-third of the members of the council, a special meeting shall be called and notice given as provided in this section. No business may be transacted at a special meeting except that for which such meeting was called.

Sec. 6-3. - Rules of order.

~~(k) *Mayor not to vote.* The mayor shall not have the power to vote on questions presented to the council except, when a vote by the council results in a tie, the mayor may cast a deciding vote on the question immediately, except on those questions where two thirds or three fourths majority vote of the council is required.~~

Sec. 6-4. - Committees.

(c)

Finance/personnel committee. The finance/personnel committee shall consist of the mayor and one member of the common council from each of the four council member districts of the city. The mayor shall act as chairperson. The committee shall annually elect a vice-chair. The city manager administrator shall act in an advisory capacity to such committee and shall attend the committee meetings.

~~Sec. 6-7. —Veto power of mayor.~~

~~The mayor shall have veto power as to all acts of the council, except such as to which it is expressly or by necessary implications otherwise provided. All such acts shall be submitted to him or her by the clerk and shall be in force upon his or her approval evidenced by his or her signature; or upon failing to approve or disapprove within five days, which fact shall be certified by the clerk. If the mayor disapproves, he or she shall file his or her objection with the clerk who shall present them to the council at its next regular meeting. A three-fourths vote of all the members of the council shall then make the act effective notwithstanding the objections of the mayor.~~

~~(Code 1974, § 3.08; Code 2001, § 6-7; Ord. No. 13-17, §§ 13-15, 8-20-2013)~~

Chapter 10 - CITY ADMINISTRATION

~~Sec. 10-1. —Terms of elected city officers.~~

~~(a) The regular term of office of the mayor and councilmembers shall commence on the third Tuesday of April succeeding their election, and each shall hold office for a term of two years and until another is elected and qualified.~~

~~(b) All other elected officials shall take office on May 1 succeeding their election unless otherwise provided.~~

~~(Code 1974, § 4.01; Code 2001, § 10-1)~~

~~Sec. 10-2. — Mayor's duties.~~

~~The duties of the mayor shall be as set forth in the state statutes.~~

~~(Code 1974, § 4.02; Code 2001, § 10-2)~~

~~Sec. 10-3. — Councilmembers.~~

~~There shall be elected two councilmembers from each councilmember district, and they shall be residents of the council member district from which they are elected. One councilmember shall be elected each year from each councilmember district.~~

~~(Code 1974, § 4.03; Code 2001, § 10-3)~~

~~Sec. 10-4. City administrator.~~

~~(a) *Office established.* The position of city administrator is hereby established as a full-time office.~~

~~(b) *Duties.* The administrator shall be the chief administrative officer of the city, equally responsible to the mayor and common council. Duties for the position of city administrator shall be as provided by the job description approved by the finance/personnel committee and shall include other such duties as may from time to time be assigned by the mayor and/or common council, or as may be otherwise required by law.~~

~~(c) *Selection/removal.* The city administrator shall be selected and removed as provided in section 10-5.~~

~~(Code 1974, § 4.05; Code 2001, § 10-4)~~

Sec. 10-5. – City Officer positions created; appointments confirmed by council.

(a) The following ~~city offices~~ are established as City Officers:

- (1) City manager;
- (2) City attorney/~~assistant city administrator~~;
- (3) City clerk;
- (4) City engineer;
- (5) Development services director;
- (6) Finance director-treasurer;
- (7) Health officer/director;
- (8) Human resources director;
- (9) Information technology administrator;
- (10) Parks, recreation and forestry director;
- (11) Public works director.

(b) All officers shall be appointed by the mayor, subject to confirmation by the common council.

(Code 1974, § 4.06; Code 2001, § 10-5; Ord. No. 00-22, § 1, 11-8-2000; Ord. No. 01-16, §§ 1—3, 9-18-2001; Ord. No. 09-24, § 1, 10-20-2009; Ord. No. 15-17, § 1, 4-21-2015; Ord. No. 15-28, § 1, 10-20-2015; Ord. No. 17-17, § 1, 9-5-2017; Ord. No. 19-06, § 1, 2-20-2019; Ord. No. 21-02, § 1, 2-17-2021; Ord. No. 21-04, § 1, 3-2-2021)

Sec. 9-1. - Non-discrimination in housing, public accommodation and employment.

(g) Enforcement.

(1) Any person who claims to have been aggrieved or injured under this section may file a written complaint with the city ~~manager administrator~~ (or authorized designee), setting forth therein the details, including location of property, names, dates, witnesses, and other factual matters. All such complaints shall be signed by the complainant. Such complaints shall be filed within 300 days after the alleged violation of this section.

(2) The city ~~manager administrator~~ shall provide a copy of a timely-filed complaint to the city attorney for review and jurisdictional determination.

(3) The city ~~manager administrator~~ may receive and provide resolution to complaints on a voluntary, informal dispute resolution basis, may adopt rules, policies and regulations, and involve city staff as deemed appropriate and consistent with this section and the laws of the state to carry out the policy and provisions of this section and the powers and duties of the city ~~manager administrator~~.

(Code 2001, § 9-1; Ord. No. 17-20, § 1, 11-21-2017; Ord. No. 18-06, §§ 1, 2, 2-21-2018; Ord. No. 18-14, §§ 1—4, 8-7-2018)

Sec. 10-14. - Sustainability commission.

(e)

Powers and duties. The basic function of the commission shall be the promotion of sustainable initiatives through the following powers and duties:

(5) Work on sustainability related projects as directed by any commissioner after approval by the commission or the common council, city ~~manager administrator~~, or city staff;

Sec. 10-18. - Public records.

(c) Legal custodians.

(1) The clerk, or in the officer's absence or disability or in case of vacancy, the deputy clerk is hereby designated the legal custodian of all city records. The clerk may designate, in writing, that certain other city officers or employees act as the legal custodian of records ordinarily kept by such officer or employee. Authorized designees shall include the city ~~manager administrator~~, assessor, attorney, building inspector, clerk, director of parks, recreation and forestry, director of planning and economic development, director of public works, financial services director, fire chief, health officer director, human resources director, police chief and information technology administrator.

(d) *Local public offices.* The following shall constitute local public offices in the city for the purposes of Wis. Stats. § 19.34(1):

(2) City ~~manager~~~~administrator~~;

Sec. 13-3. - Claims; audit.

(a) *Vouchers.* The city finance director-treasurer shall furnish a form upon which any claim against the city shall be filed. The form shall show the nature of the claim and the amount and shall be filed by the claimant or his or her agent. The voucher for such claim shall then be filed by the finance director-treasurer and presented to the city ~~manager~~~~administrator~~ for examination and approval. Thereafter, the claims shall be presented to the common council, at a regular or special meeting, which shall approve, disapprove or refer the same to the proper authorities for investigation. The finance director-treasurer shall compile a report on the claims, which shall be presented to the common council at the next regular meeting.

Sec. 13-12. - Emergency procurements.

Notwithstanding any provision of this Code to the contrary, upon declaration of a state of emergency, the mayor, the city ~~administrator~~~~manager~~, or either's designee may procure by purchase or lease such goods and services as are deemed necessary for the city's emergency response effort. This emergency procurement of goods or services may be made in the open market without filing a requisition or estimate and without advertisement or compliance with requirements for public bidding for immediate delivery or furnishing. A full written account of emergency procurements made during this emergency, together with a requisition for the required materials, supplies, equipment, or services, shall be submitted to the city ~~administrator~~~~manager~~ within 30 days after their procurement, or as soon thereafter as practicable, and shall be open to public inspection for such period as required by applicable city ordinance and state statutes. The city ~~administrator~~~~manager~~ shall, within 30 days of the conclusion of the emergency, formally communicate these emergency expenditures in a full written account to the common council.

(Code 2001, § 13-11; Ord. No. 20-11, § 1, 8-7-2020)

Sec. 22-1. - Street superintendent.

The municipal office of street superintendent is created. A statement of the activities, distinguishing features, duties, responsibilities, work requirements and desirable training and experience of such office, as approved by the board of public works, is and shall be on file in the office of the city ~~administrator~~~~manager~~.

Sec. 30-1. - Board of park commissioners.

(c) *Director of parks, recreation and forestry/city forester.* The municipal office of director of parks, recreation and forestry/city forester is hereby created. A statement of activities, distinguishing features, duties, responsibilities, work requirements, and desirable training and experience is and shall be on file in the office of the city ~~manager~~~~administrator~~. In matters regarding the construction, development and maintenance of all public parks, parkways, boulevards, and pleasure drives and in all matters regarding and

relating to the planning, operation and management of park and recreation programs, such officer is directly responsible to the board of park commissioners.

Sec. 58-7. - Appeals.

Whenever the fire chief disapproves an application or refuses to grant a permit applied for pursuant to the provisions of this chapter, or when it is claimed that the provisions of this chapter do not apply or that the true meaning of the code and orders entered pursuant thereto have been misconstrued or wrongly interpreted, the aggrieved party may request review of such decision within 30 calendar days of the decision under Wis. Stats. § 68.08. Such review shall be conducted by the city ~~manager-administrator~~ under Wis. Stats. § 68.09. Any appeal of the decision on review under Wis. Stats. § 68.10 shall be to the board of public works, whose decision shall be deemed a final decision.

(Code 1974, § 16.07; Code 2001, § 58-7; Ord. No. 08-07, § 1, 5-6-2008; Ord. No. 12-32, § 1, 12-18-2012)

Sec. 102-5. - Review procedure.

(b) *Access review committee.* If the initial determination by the office of mayor, either as to the issue of merit or relief, is contested by the grievant, the same may be appealed to the access review committee. Such committee shall consist of two members of the common council who serve on the board of public works and two members of the common council who served on the finance committee. Members shall be appointed by the mayor, without confirmation, and shall serve indefinite terms consistent with their membership on the above-mentioned committees. Any member may resign from such appointment, whereupon the mayor shall appoint another member from the appropriate committee of the common council. Appeals shall be filed within ten working days of the date of the written determination of the mayor. The method and procedure for filing an appeal shall be the same as that set forth above for the filing of a grievance, and appeals shall be filed with the office of the city ~~manager~~~~administrator~~. Upon receipt of a request for an appeal, the access review committee shall set a date not less than three days nor more than 20 days from the date of filing of the appeal, for the purposes of conducting a review of the grievance and the initial determination by the office of mayor. Such review shall be informal, and a verbatim record of the proceedings need not be kept. The access review committee shall receive and review all information relevant to the issues raised by the grievant in the initial determination and shall render a decision on appeal in writing within five working days of the close of its meeting.

(c)

Appeal to the common council. Appeals from the decision of the access review committee shall be to the common council. A request for a hearing before the common council shall be made in the same form and manner as the filing of a grievance, and the same shall be filed with the office of the city ~~manager~~~~administrator~~ within ten working days of the date of the decision of the access review committee. The common council shall schedule a hearing on appeal within 30 days of receipt of the notice of appeal and shall serve notice of such hearing by mail or personal service upon the person requesting such appeal at least 15 days before such hearing. Either party shall have an opportunity to be represented by council or others of their choosing, to present witnesses under oath and to cross examine opposing witnesses under oath, and the opportunity to have a verbatim written transcript made at the initiative and expense of the requesting party. The hearing shall be electronically recorded by the common council. The common council may issue subpoenas at the request of either party. The common council shall render its decision upon

appeal, in writing, within five working days of the date of hearing. A copy of such written decision shall be served upon appellant by mail or personal service.

Sec. 106-6. - Permits required under this chapter.

(10) *Event cancellation.* The city ~~manager-administrator~~ or fire department battalion chief may cancel a special event, regardless of whether a permit has been issued or not, with or without prior notice, due to any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition which places facilities, grounds, or other natural resources at risk of damage or destruction if the event were allowed to take place. All fees paid prior to cancellation will be refunded to the permit applicant.

(b) *Encroachments/obstructions upon right-of-way and other property owned by city (non-park) and the redevelopment authority of the city.*

(1) *General requirements.* Permission for encroachment or obstruction of city right-of-way or other non-park city or redevelopment authority owned property (herein, city-owned property), other than as allowed or permitted under other sections of this Code, shall be by revocable occupancy permit as provided in this section.

a. Request for a revocable occupancy permit shall be in writing and made to the development services director, or in the director's absence, the city ~~manager administrator/assistant city administrator~~ (director).

(c) *Encroachments/obstruction upon park property.* Permission for encroachment or obstruction of city-owned park property, other than as allowed or permitted under other sections of this Code, shall be by revocable occupancy permit as provided in this section.

(1) Request for a revocable occupancy permit shall be in writing and made to the director of parks, recreation and forestry, or in the director's absence, to the city ~~manager administrator/assistant city administrator~~ (park director).



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: September 10, 2024

DEPARTMENT: Finance Department

FROM: Pamela Manley

SUBJECT: Consideration and Possible Action on the City of De Pere Investment and Cash Detail, July 2024.

ATTACHMENTS:

- 2024.7 Cash and Investments Memo 9.10.24 (PDF)
- Investment Summary-July 2024 (PDF)
- Yearly Summary-July 2024 (PDF)
- Yearly Summary 2023(PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: September 10, 2024

RE: **Cash and Investments Report for July 31st, 2024**

I have attached a summary of the City's Cash and Investments for your information and review as of July 31st, 2024. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through July was \$1,046,767.46. In our LGIP account we also received state payments for transportation and connecting highways (\$374,377.96), fire dues (\$137,714.54), shared revenue (\$435,398.47), first dollar credit (\$442,350), computer aid (\$322,231.09), video service provider aid (\$47,421.83), and school levy tax credit (\$3,189,893.29). A transfer from LGIP to the General Checking account for \$4,497,586.68 was done to pay the County the amount we received for the first dollar and school levy tax credits. In July a transfer in the amount of \$15,503.01 was also made from the LGIP account to the General Checking account to cover June ARPA-related expenses. The Associated Bank Trust and Charles Schwab Investments both saw increases in market value. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

July 31, 2024

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 6,088,631.77
REAL & PPT TAX CHECKING	\$ 1,000.00
HEALTH CHECKING	\$ 1,011,765.80
DENTAL CHECKING	\$ 80,528.88
TOTAL CASH	\$ 7,181,926.45

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	17,410,621.92	\$ 20,971,586.74	\$ 601,797.23	5.40%
ASSOCIATED BANK TRUST	5,114,372.95	\$ 5,241,542.35	\$ 127,169.40	4.26%
CHARLES SCHWAB INVESTMENTS	6,412,770.14	\$ 6,560,741.25	\$ 147,971.11	3.96%
MONEY MARKET	1,073,669.92	\$ 7,756,736.36	\$ 169,829.72	1067.06%
TOTAL INVESTMENTS	\$ 30,011,434.93	\$ 40,530,606.70	\$ 1,046,767.46	
TOTAL CASH AND INVESTMENTS		\$ 47,712,533.15		

NOTE: The City budgeted \$1,400,000 for general fund revenues in the 2024 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
July 31, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	1,415,991.35	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	1,284,101.22	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	\$ 25,804,795.35	\$ 14,557,951.86	\$ 5,803,797.76	\$ 5,347,692.59	\$ 2,790,550.44	\$ 3,233,242.27
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	20,398,737.41	20,438,939.67
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	\$ 30,523,840.26	\$ 30,300,262.46	\$ 38,140,918.46	\$ 38,584,085.28	\$ 39,729,633.86	\$ 39,853,208.62
TOTAL CASH AND INVESTMENTS	\$ 56,328,635.61	\$ 44,858,214.32	\$ 43,944,716.22	\$ 43,931,777.87	\$ 42,520,184.30	\$ 43,086,450.89

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	-	-	-	-	-
REAL & PPT TAX CHECKING	1,000.00	-	-	-	-	-
HEALTH CHECKING	1,011,765.80	-	-	-	-	-
DENTAL CHECKING	80,528.88	-	-	-	-	-
TOTAL CASH	\$ 7,181,926.45	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	20,971,586.74	-	-	-	-	-
ASSOCIATED BANK TRUST	5,241,542.35	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,560,741.25	-	-	-	-	-
MONEY MARKET	7,756,736.36	-	-	-	-	-
TOTAL INVESTMENTS	\$ 40,530,606.70	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 47,712,533.15	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	1,326,744.41	1,688,789.25	2,348,011.28	1,081,401.41	877,722.05
HEALTH CHECKING	1,755,720.84	1,709,250.66	1,582,427.99	1,540,734.47	1,564,055.37	1,493,879.79
DENTAL CHECKING	98,034.92	99,538.51	98,343.69	99,183.93	90,961.23	93,694.35
SUBTOTAL	\$ 3,724,742.68	\$ 3,135,533.58	\$ 3,369,560.93	\$ 3,987,929.68	\$ 2,736,418.01	\$ 2,465,296.19
TOTAL CASH	\$ 3,724,742.68	\$ 3,135,533.58	\$ 3,369,560.93	\$ 3,987,929.68	\$ 2,736,418.01	\$ 2,465,296.19
INVESTMENTS						
LGIP	13,692,384.53	13,740,090.86	13,803,274.90	13,209,784.55	13,396,221.04	13,459,518.13
ASSOCIATED BANK TRUST	4,906,570.44	4,873,387.33	4,941,856.39	4,951,046.34	4,947,506.81	4,935,764.03
CHARLES SCHWAB INVESTMENTS	6,196,864.06	6,164,016.10	6,208,110.42	6,256,136.34	6,248,519.28	6,241,934.54
MONEY MARKET	20,597,891.13	14,658,535.08	13,712,291.37	13,763,969.74	12,817,434.30	8,862,843.41
TOTAL INVESTMENTS	\$ 45,393,710.16	\$ 39,436,029.37	\$ 38,665,533.08	\$ 38,180,936.97	\$ 37,409,681.43	\$ 33,500,060.11
TOTAL CASH AND INVESTMENTS	\$ 49,118,452.84	\$ 42,571,562.95	\$ 42,035,094.01	\$ 42,168,866.65	\$ 40,146,099.44	\$ 35,965,356.30

	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023	31-Dec-2023
CHECKING ACCOUNTS						
CITY CHECKING	(405,973.19)	573,670.19	2,700,540.09	678,646.23	2,105,885.35	22,217,107.75
HEALTH CHECKING	1,469,062.21	1,550,112.01	1,597,771.65	1,497,590.13	1,454,800.95	1,461,028.52
DENTAL CHECKING	94,218.23	90,414.94	92,341.20	94,649.79	91,085.51	87,103.22
SUBTOTAL	\$ 1,157,307.25	\$ 2,214,197.14	\$ 4,390,652.94	\$ 2,270,886.15	\$ 3,651,771.81	\$ 23,765,239.49
TOTAL CASH	\$ 1,157,307.25	\$ 2,214,197.14	\$ 4,390,652.94	\$ 2,270,886.15	\$ 3,651,771.81	\$ 23,765,239.49
INVESTMENTS						
LGIP	18,467,847.24	9,825,140.33	18,467,847.24	22,265,487.00	18,472,177.10	17,410,621.92
ASSOCIATED BANK TRUST	4,943,910.06	4,963,993.01	4,966,963.40	4,982,495.53	5,038,343.27	5,084,723.76
CHARLES SCHWAB INVESTMENTS	6,266,819.25	6,281,947.66	6,291,271.13	6,322,570.93	6,361,357.81	6,412,770.14
MONEY MARKET	7,698,620.52	5,225,914.04	3,040,513.16	3,054,295.42	2,067,319.72	1,073,669.92
TOTAL INVESTMENTS	\$ 37,377,197.07	\$ 26,296,995.04	\$ 32,766,594.93	\$ 36,624,848.88	\$ 31,939,197.90	\$ 29,981,785.74
TOTAL CASH AND INVESTMENTS	\$ 38,534,504.32	\$ 28,511,192.18	\$ 37,157,247.87	\$ 38,895,735.03	\$ 35,590,969.71	\$ 53,747,025.23